

Avallo

Creative & Web Development

Avallo Panel User Guide

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Avallo Panel User Guide

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Logging Into Avallo Panel

To log into the administration side of Avallo Panel, go to:

www.yourdomain.com/admin

Administration Panel

Please Login

User:

Password:

[Forgot your password?](#)

Type in your username and password into the appropriate fields:

User:

Password:

Retrieving a Forgotten Password

To retrieve a forgotten password, click on the "Forgot your password?" link below the login.

Administration Panel

Password Reset

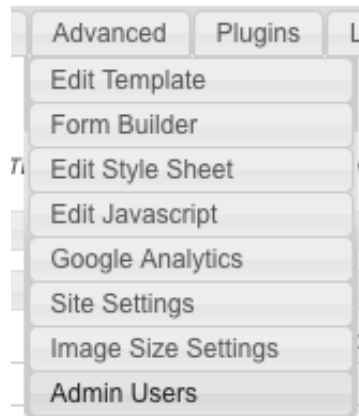
User:

Email:

Enter your username and your e-mail into the appropriate fields, and an e-mail will be sent to you with instructions on resetting your password.

Changing Your Password or Email

If you would like to change any user information, first log in. Once you are logged in, go to: **Advanced > Admin Users**.



In the drop down menu, select the username that you would like to update.

From here, you can change any of the information associated with the account.

Edit User

User Name:

Change Password:

Confirm Password:

Name:

Email:

Enter a new password into the "Change Password" field, and again in the "Confirm Password" field to change your password.

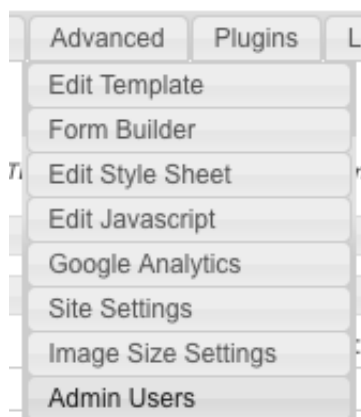
On this same page, you may change your username, your name, and your e-mail address associated with the account. This e-mail address is where database backups will be sent, and where the e-mail to retrieve your password for this account is sent.

Once you click "Save User", you will be prompted to log in again with your new password.

IMPORTANT: Write down your new username and password. You will need this information to log into Avallo Panel.

Adding Admin User Accounts

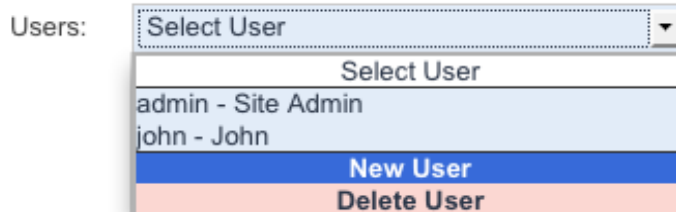
To add a new Avallo Panel administrator, go to **Advanced > Admin Users** when you are logged in.



In the drop-down menu, select "New User."

Avallo Panel Users

Select a user to edit.



In the following screen, enter the new user's information into the appropriate fields:

User Name: This is the user name that they will use to log into Avallo Panel.

Password: The password that they will use to log into Avallo Panel.

Confirm Password: Enter the password again to confirm.

Name: Their name.

Email: The e-mail that backups and recover password e-mails will be sent to.

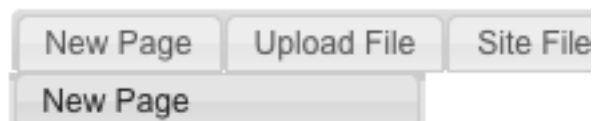
Access Level: By default, an admin is "1". If you would like to specify more access levels for specific users, contact Avallo. We will be able to add new access levels with the permissions that you specify.

Active: When this checkbox is checked, the user will be able to access their account. If it is unchecked, the account will be deactivated and the user will not be able to log in.

Creating a New Page

To create a new page on your website, click on **New Page** in the administration menu.

Administration Panel



Fill out the form with the appropriate information that will appear on the respective page of your website:

Active: When checked, the page will appear live on your site. When it is not checked, the page will not appear.

Layout/Format

Template: The pre-designed templates that will determine how your site displays. "*Default*" is the default template. Choose this one if you don't know which template to use.

Page Layout: The pre-designed layouts that you may select from that will determine which content will be displayed on this page, and how it will look.

Page Info

PageID: The unique ID that will appear in the URL of the browser when the page is viewed.

Sort Order: The order in which the page will appear on the navigation, in drop downs, etc. Lower numbers will appear first.

Title: This will appear at the top of your browser, as well as the name of the link in search results on search engines. This is important for SEO purposes.

Name: The text that will appear as the link in the navigation.

Page Content: The content that will appear in the body of the page. This editor works similarly to any word processing editor. See page 7 for













SEO (Search Engine Optimization)

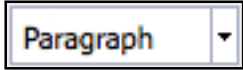
Keywords: Keywords for the page; single words or phrases separated by a comma. Not case-sensitive. These are important for SEO purposes.

Description: A short one or two-sentence description about the page. This will display as the description below the link in search results on search engines. This is important for SEO purposes.

Page Content:



-  **B** **Bold.** Highlighting any text and clicking this button will **bold** the selected text.
-  **I** **Italicize.** Highlighting any text and clicking this button will *italicize* the selected text.
-  **Create a Link.** Highlighting text and selecting this button will allow you to create a link. For more information, view the "Adding a Link" section of this user guide.
-  **Removing a Link.** Highlighting a link and selecting this button will remove the link from the text.
-  **Bulleted List.** Selecting multiple paragraphs and selecting this link will convert the paragraphs into a bulleted list.
-  **Numbered List.** Selecting multiple paragraphs and selecting this link will convert the paragraphs into a numbered list.
-  **Undo.** Selecting this button will undo the last action.
-  **Redo.** Selecting this button will redo the previous action.
-  **Paste from Word.** If you are copying and pasting from a word document, select this option. This will remove any special characters that Word will input that aren't web-friendly. For more information, view the "Pasting from Microsoft Word" section.
-  **Select All.** Selecting this button will select all of the text in the editor, so you may copy and paste it as you need.
-  **Spell Check.** Selecting this button will check the content in the text editor for spelling errors. A red line will appear under any misspelled words. Right-click on any misspelled words to view spelling suggestions from the dictionary.
-  **View HTML.** Selecting this button open an HTML editor. You may edit the HTML source code and then click "Update" to make changes to the HTML.



Format: This drop down includes the pre-formatted options:

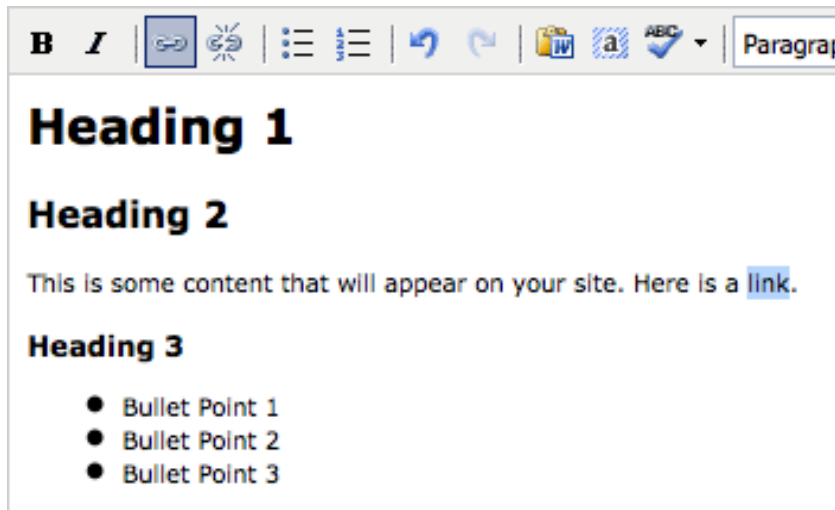
Paragraph: For regular text on the page.

Heading 1 - Heading 6: Headers of decreasing importance. Heading 1 is the most important and the largest on the page. Heading 6 is the least.

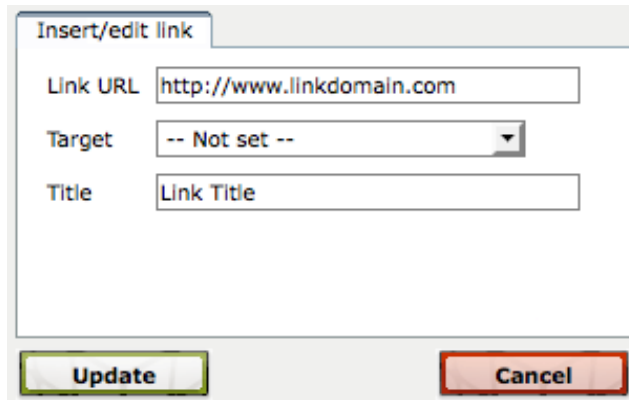
Adding a Link

In the Page Content section when creating or editing a page, select the text that you would like to make into a link.

Once you have selected the text you would like to make into a link, select the Create a Link button in the Page Content menu (highlighted below).



A second dialog box will open up:



In the dialog box, enter the URL to the page you are linking to.

Leave "Target" field as "-- Not set --".

The "Title" field is optional. It is just a description of the page you are linking to.

Pasting Content from Microsoft Word

When pasting content directly from Microsoft Word or other content editors into Avallo Panel, special characters or styles are often not web-friendly, and will appear as errors on your web page. To avoid this, use the "Paste from Word" button in the Page Content menu (highlighted below).



This will open a second dialog box.

Simply copy the content that you would like on your website from word, and paste it into the dialog box. Once you are finished, hit "Submit."

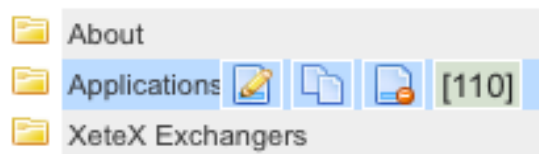
You can then format the text in the Page Content editor.

Once you are done, click "Publish Live" to save your changes.

Editing an Existing Page

To edit an existing page on your Avallo Panel site, locate the page you would like to edit in your Website Layout dialog box.

When you hover over any page in the Website Layout, four items will appear:



Edit Page - This will bring you to a page similar to the Create a Page interface, allowing you to make changes to the page.



Duplicate Page - This will create a copy of the page, and any images or files inside it.



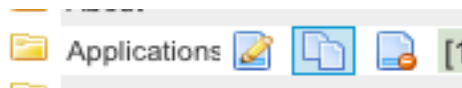
Delete Page - When selected, it will ask you if you would like to delete the page. Once a page is deleted, it will be moved to the Site Trash. Note: All pages inside of the page you are deleting, including files and images, will also be deleted. To learn more about page deletion, visit the "Deleting Pages, Files and Images" section of this user manual.



ID Number - Every page has a unique ID number, and this is that number.

Duplicating Pages

In Avallo Panel, you can duplicate pages to quickly add new pages. To duplicate a page, hover over the page you would like to duplicate and select the second button - **Duplicate Page** (highlighted below). This will create a copy of the page, as well as any pages, files or images that are nested within the duplicated page.



Once you have duplicated the page, click on the "Edit" and update the fields for the new page, and select "Publish Live".

NOTE: If you are not sure which page is the original and which page was duplicated, the **ID Number** of the duplicated page will be higher than that of the original page.

Deactivating Pages

If you have a page you would no longer like to appear on your site, but don't want to delete the content, you can save the page's content by simply deactivating the page.

To do this, un-check the "Active" checkbox on the page you no longer want on your site, and select "Publish Live". This will remove the page and any links to the page from the navigation.

Edit Page

Publish Live

Active - *NOTE: Only active pages will display on your live site.*

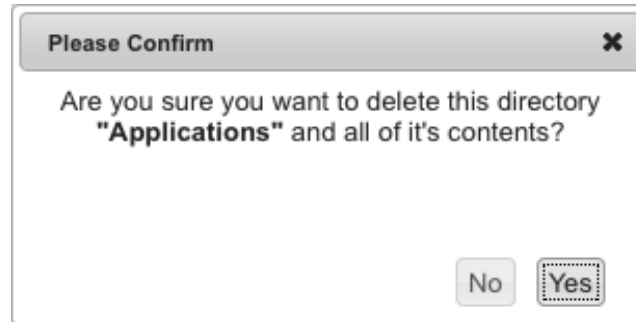
To re-activate the page, just check the "Active" checkbox and it will appear on the site as it did before you deactivated it.

Deleting Pages, Files, and Images

If you no longer want a page, file or image on your website, you can delete it from the Website Layout dialog.



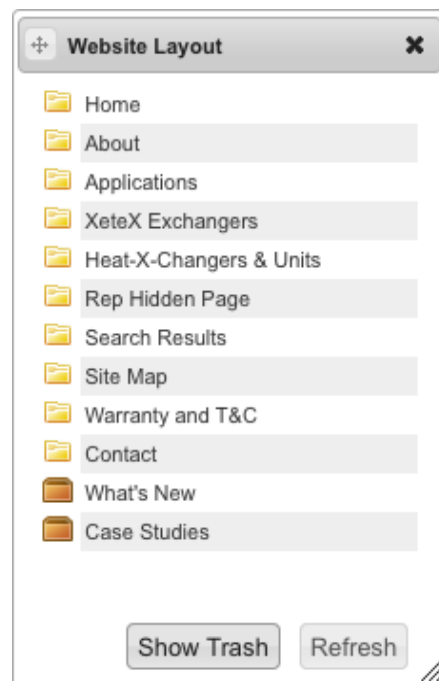
Once you click the Delete button, you will be asked to confirm:



If you select "Yes", the page and any pages, files or images nested inside the selected folder will be moved into the Trash. If you select "No", no action will be taken.

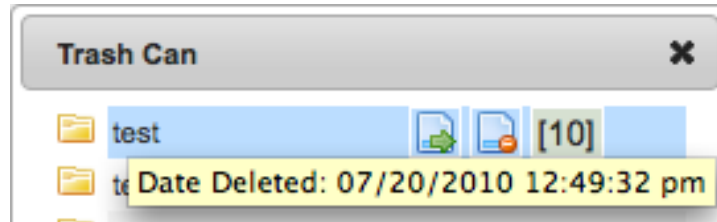
The Trash Can

To view the Trash Can, click on the **Show Trash** button at the bottom of the Website Layout.



This will open a second dialog box displaying the Trash Can and its contents.

When you hover over any of the items in the Trash Can, four items will appear:



Restore Page - This will restore the page to the Website Layout and save it from deletion.



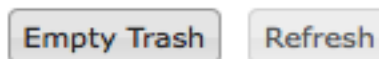
Delete Page - In the Trash, once you hit this button the item will be deleted permanently. There is no way to recover a file that you have deleted from the Trash.



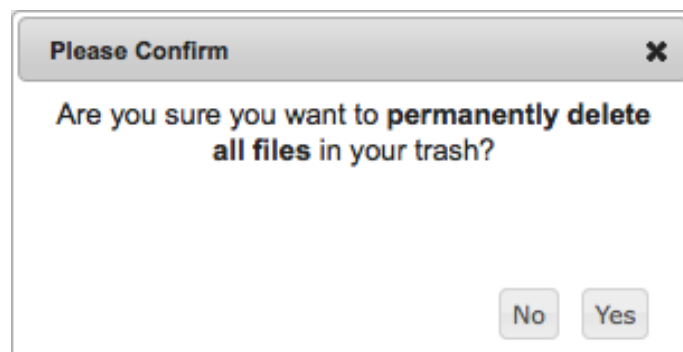
ID Number - Every page has a unique ID number, and this is that number. Items in the Trash retain their ID number, and that ID number will never be used again, even if the item is permanently deleted.

Date Deleted: This will show you the date and the time that the page, document, or image was moved to the Trash.

The Trash should be emptied from time to time. To empty it, click the "Empty Trash" button at the bottom of the Trash Can dialog box.



This will prompt you to confirm. **Note that once the Trash has been emptied, there is no way to recover the files, images, and pages that were stored in the Trash.**



Rearranging Files

Sort Order

The sort order is the order in which the pages will appear on your site. The lower the number, the higher its priority. Items with a higher priority will appear the first to the left, or at the top of drop-down menus.

The sort orders are relative to one another. If two items have the same sort order, the older page will appear first.

To change the sort order, edit the page that you would like to change.

Sort Order:

Enter the new sort order number into the field, and click "Publish Live".

Note: Since the sort order is relative to other pages, you may need to edit multiple page's Sort Order to get the results you wanted.

Changing Navigation Links

Your navigation is being automatically generated with Avallo Panel. If you would like to change the verbiage of any of the links in your navigation, edit the page you would like to change.

On Edit Page, the text that is making your navigation is the "Name" field:

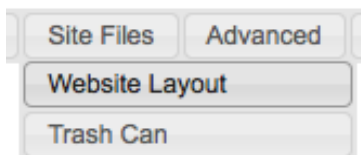
| Page Info | |
|-----------|--|
| PageID: | <input type="text" value="home"/> |
| Title: | <input type="text" value="Energy Recover HVAC Solutions"/> |
| Name: | <input type="text" value="Home"/> |

Simply change this to whatever you would like the Navigation Link to say, and click "Publish Live". This will update the navigation throughout the site.

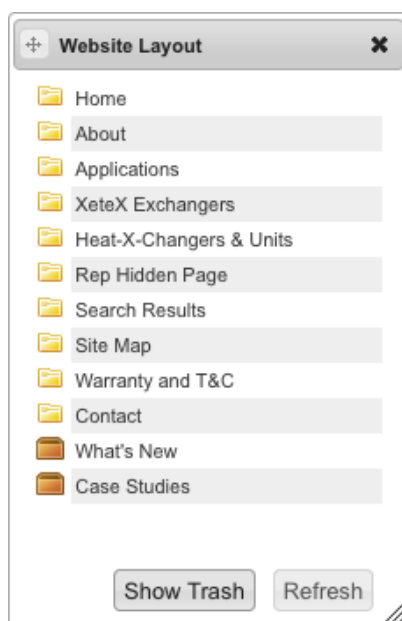
Website Layout

Your Website Layout is a file structure that outlines your site map visually. It works like a folder structure, where other pages, images, and files may be nested inside of Parent pages.

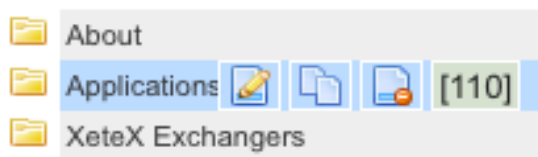
To view your website layout, click **Site Files** in the administration menu and select **Website Layout**.



You may also reorganize your site structure by dragging and dropping any page, image or file into an open page or container.



When you hover over any page in the Website Layout, four items will appear:



Edit Page - This will bring you to a page similar to the Create a Page interface, allowing you to make changes to the page.



Duplicate Page - This will create a copy of the page, and any images or files inside it.



Delete Page - When selected, it will ask you if you would like to delete the page. Once a page is deleted, it will be moved to the Site Trash. Note: All pages inside of the page you are deleting, including files and images, will also be deleted. To learn more about page deletion, visit the "Deleting Pages, Files and Images" section of this user manual.

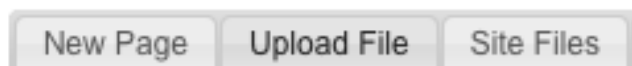


ID Number - Every page has a unique ID number, and this is that number. This is important to note when updating the "Current Happenings" block on your home page, etc.

Uploading Images and Files

To upload an image or file, click on **Upload File** in the administration menu.

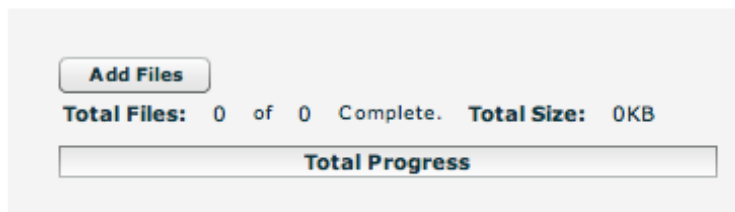
Administration Panel



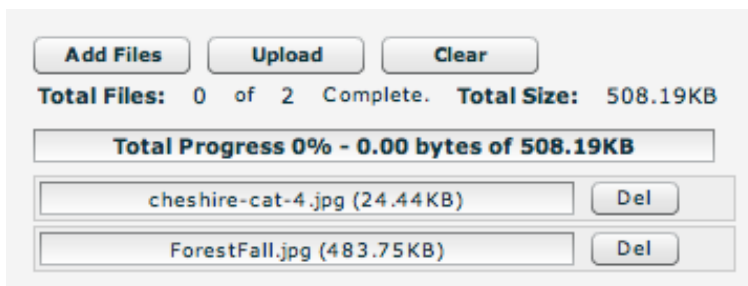
Click on "Add Files" to select the files off of your computer to upload. Note that you may select multiple files by holding down "Command" in Mac, or "Ctrl" in PC and clicking on each file you would like to upload.

Upload Files

Load files here:






Once you have all of the files you would like to upload, click "Upload".



The uploaded images will appear at the bottom of the page.

Files to save: 3

| | | | | | | |
|----------------------|----|---|--------|------|------------------------|---|
| 35 3200 | 10 | 0 | Delete | Save | Must Select Image Type |  |
| <input type="text"/> | | | | | | |
| cheshire cat 4 | 10 | 0 | Delete | Save | Must Select Image Type |  |
| <input type="text"/> | | | | | | |
| ForestFall | 10 | 0 | Delete | Save | Must Select Image Type |  |
| <input type="text"/> | | | | | | |

For each image, there are several options you may set.

Image Name: The name of the image, or a short description so you know which image it is.

Sort Order: The order in which the image will appear on the page. Lower numbers will appear higher on the page.

ID: The ID of the page you want the image to appear on. If you click on the page in the Website Layout you want it to appear on, this field will automatically be filled in for you.

Image Description: The large box is for the image description, for SEO purposes.

Must Select Image Type: In order to save the image, you must select an image type from the drop down. This tells the image what size it should be saved to, and how it should behave. View the "Image Types" section of this user manual for more information about Image Types.

Once the required fields are filled in, you can click the "Save" button to save the image.

You may also click "delete" to remove any images you have changed your mind on.

Image Types

Image types are pre-designated settings that tell an image its size, thumbnail size, and any behaviors associated with the image. The following are the image types on your site:

- **Image:** The default image that appears to the right of content on all pages.
- **Image Gallery:** An image gallery that will display as one large image with image thumbnails below.
- **Slideshow:** An automatically generated slideshow that will rotate between all images you have loaded on that page.