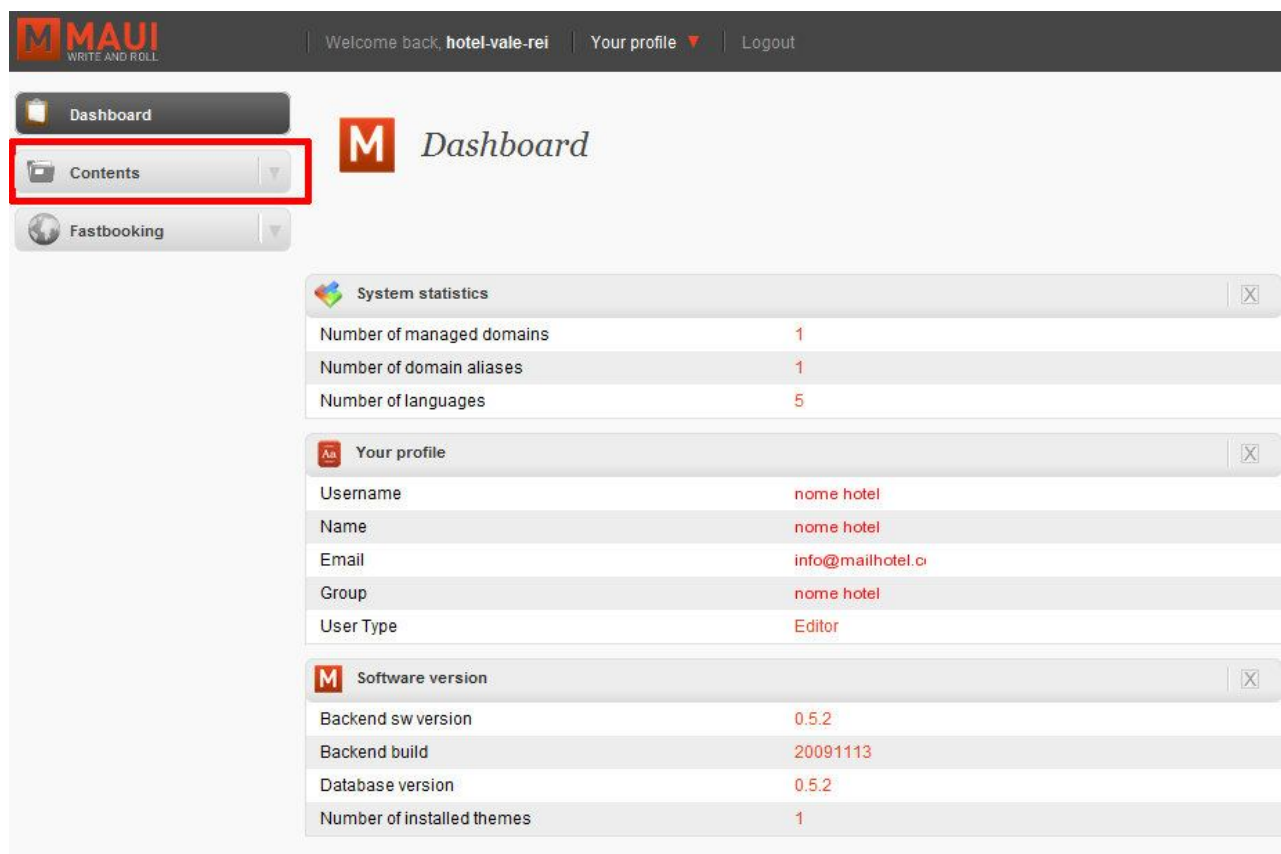


HOW TO MANAGE WEBSITE PAGES

1 - Enter your access details and then click on “Contents”



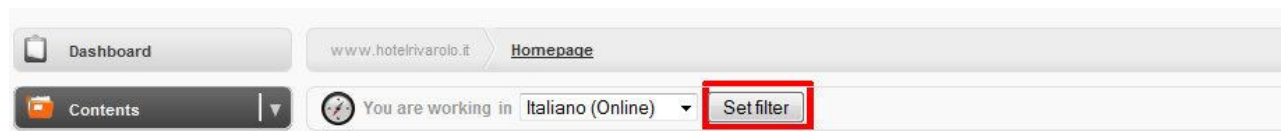
The screenshot shows the MAUI dashboard interface. The top navigation bar includes the MAUI logo, a welcome message for 'hotel-vale-rei', and links for 'Your profile' and 'Logout'. The left sidebar contains menu items for 'Dashboard', 'Contents' (highlighted with a red box), and 'Fastbooking'. The main content area displays three sections: 'System statistics', 'Your profile', and 'Software version'.

System statistics	
Number of managed domains	1
Number of domain aliases	1
Number of languages	5

Your profile	
Username	nome hotel
Name	nome hotel
Email	info@mailhotel.co
Group	nome hotel
User Type	Editor

Software version	
Backend sw version	0.5.2
Backend build	20091113
Database version	0.5.2
Number of installed themes	1

2 - You can now see the website map. To change the language we work on, you can choose your language from the menu and then click on “set filter”. We can change the language at any time.



The screenshot shows the website management interface. The top navigation bar includes the 'Dashboard' menu item and the website URL 'www.hotelrivarolo.it' with a 'Homepage' link. The left sidebar contains menu items for 'Dashboard' and 'Contents'. The main content area displays a language selection dropdown menu set to 'Italiano (Online)' and a 'Set filter' button highlighted with a red box.

3 – To change your page content, click on “View Contents”

Category	Status	Translated	View
Hotel top_menu	Online	Yes	View contents
Dove Siamo top_menu	Online	Yes	View contents
Camere top_menu	Online	Yes	View contents
Ristorante top_menu	Online	Yes	View contents

4 – click on “Yes”

Article	Status	Default	Translated	Delete
Hotel	Online	Yes	Yes / Edit	Delete

[Add another](#)

5 - boxes displayed on the page

Article data in Italiano

Status:

STATUS: It indicates whether the article is now online, offline or pending. **IT CANNOT BE MODIFIED**, apart from pages like special offers and events

Slug:

SLUG: it determines the url directed to the page. **IT CANNOT BE MODIFIED**, apart from pages such as special offers and events

Title:

TITLE: it is the page title

SubTitle:

[Edit in rich html editor](#)

SUBTITLE: it can indicate the page subtitle. It may not be active.

Abstract:

[Edit in rich html editor](#)

ABSTRACT: it can indicate the page subtitle. It may not be active.

Body:

[Edit in rich html editor](#)

BODY: it is the page text.

Article code name

ARTICLE CODE NAME: **DO NOT MODIFY**

Logo

No file selected	File Size Type
	Select Upload

LOGO: it shows the image that may accompany the text. Click on “Upload” to upload a new image, on “Select” to select a photo that is already in the system. Images cannot be too heavy, in order to avoid slowing down your internet

connection.

FB ACCESS CODE

ACCESS CODE: active only for special offers

6 – How to modify the content of a general page

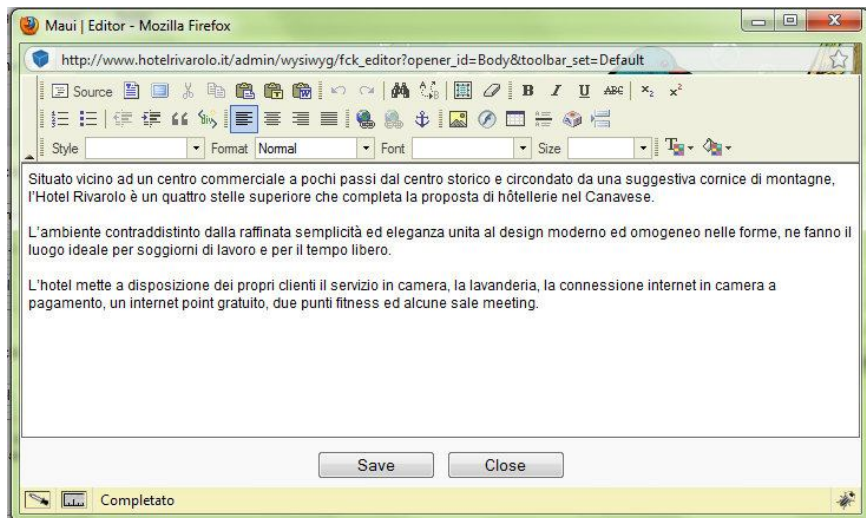
Body

Situato vicino ad un centro commerciale a pochi passi dal centro storico e circondato da una suggestiva cornice di montagne, l'Hotel è un quattro stelle superiore che completa la proposta di hôtellerie nel Canavese.

Edit in rich html editor

In order to modify your text in the fields subtitle, abstract and body, click on “edit in rich html editor”.

The following page will be displayed



It is a text editor with the same functions as microsoft word where you can write/modify a text.

IMPORTANT: Do not copy/paste directly on the cms. This operation does not remove possible text formatting that may affect text display on the website. It is therefore advisable to copy the content on the block note and then in the cms

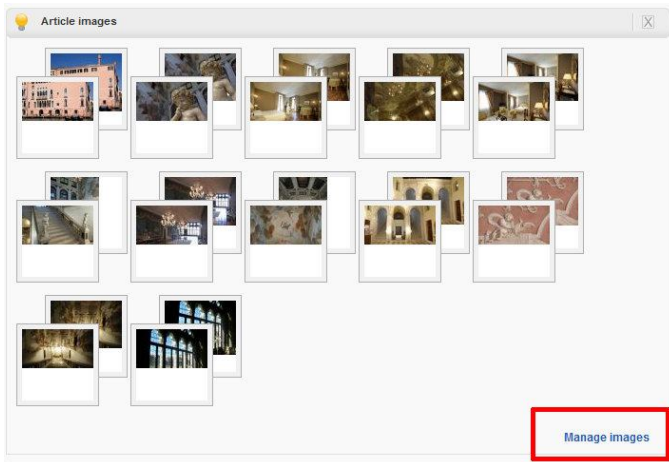
Once you have completed your updating you can click on “save” in order to save changes on each field.

Save | Close

FB ACCESS CODE

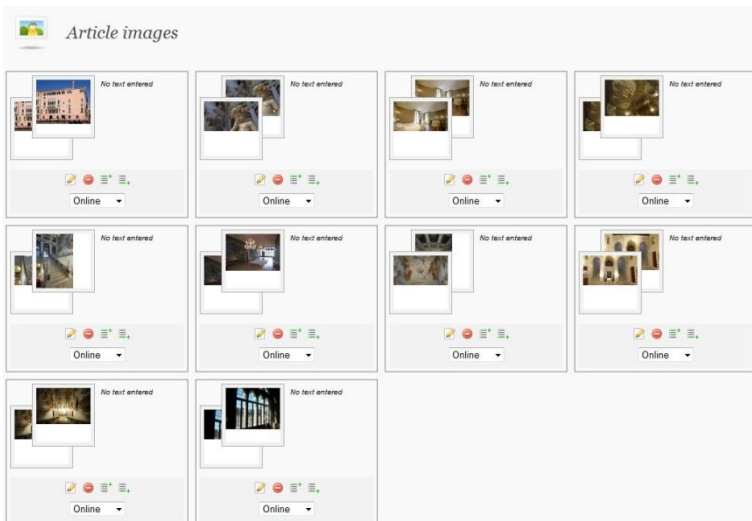
Save

In order to save changes on the whole page click on “save”



7 – how to modify the photogallery page

To add, remove or change the order of the photos in the photogallery page you need to go to the page in question and click on “manage images”, on the right after the page preview.



A page preview is displayed and you can:



modify an already existing image



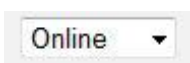
remove an image



add a new image before an already existing one



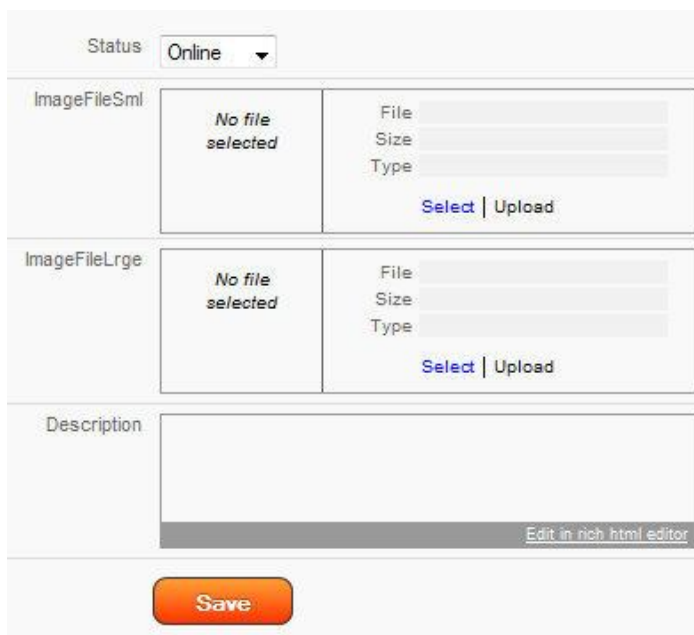
add a new image after an already existing one



Put online – offline – image pending

8 – add a new photo

Click on  or . This page will be displayed:



The form contains the following elements:

- Status: Online
- ImageFileSml: No file selected. Fields for File, Size, Type. Buttons: Select | Upload
- ImageFileLrge: No file selected. Fields for File, Size, Type. Buttons: Select | Upload
- Description: Text area with "Edit in rich html editor" link.
- Save button

ImageFileSml: enter the small size photo that will be displayed on the website.

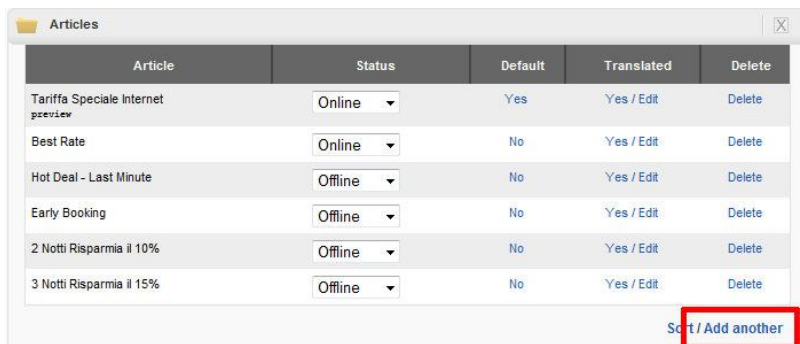
ImageFileLrge: enter the large size image that will open in lightbox. There is no size limit, although images more than 700px large and 600px high are not recommended.

DESCRIPTION: you can describe the photo (this field may not be active)

9 – create a new offer

From the general page click on “view contents” of the special offers page

Fotogallery top_menu	Online	Yes	View contents
Offerte special_offers, top_menu	Online	Yes	View contents
Eventi top_menu	Online	Yes	View contents



Article	Status	Default	Translated	Delete
Tariffa Speciale Internet preview	Online	Yes	Yes / Edit	Delete
Best Rate	Online	No	Yes / Edit	Delete
Hot Deal - Last Minute	Offline	No	Yes / Edit	Delete
Early Booking	Offline	No	Yes / Edit	Delete
2 Notti Risparmia il 10%	Offline	No	Yes / Edit	Delete
3 Notti Risparmia il 15%	Offline	No	Yes / Edit	Delete

Sort / Add another

A complete list of the special offers on the website will be displayed.

In order to add a special offer click on “Add another”

You will be asked to enter the title of the new pack and the position it will take in the special offers. (before or after an already existing one).



Click on "save"

The field to enter are the same as in the general pages



IMPORTANTE

In this page the FB ACCESS CODE field: enter the code to link the offer to fastbooking and to enable its booking from the website



On the right of the page the ARTICLE SYSTAGS field is displayed. According to the inscription displayed, the offer can take a different position on the website. This field is customized by each hotel, therefore a list of all the tags used is not available.

HOW TO MANAGE LINKS

On the website you can find the page “links” enabling each user to add a link to his website. From the cms you can decide which links to publish and which ones to remove.



Click on “FASTBOOKING” on the left



Choose “Link exchange”

A page will be shown, displaying a list of all the links waiting for approval that can be either published or removed.

Status: Pending

LINKS									
PREVIEW	LINK URL	LINK TEXT	LINK EXCHANGE URL	EMAIL	MANUAL	ONLINE	PENDING	OFFLINE	ACTIONS
FASTBOOKING Hotel Booking Engine	http://www.fastbooking.net/it/	FASTBOOKING	www.test.com	info@test.com	No	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>

HOW TO MANAGE GUEST COMMENTS

You can publish the comments on the hotel posted by clients at the end of their stay.



Click on "FASTBOOKING" on the left



Choose "Guestbook"

You will see a page displaying the list of all the comments waiting for approval, that you either publish or cancel.

COMMENTS									
DATE	FIRST NAME	LAST NAME	SOURCE	COMMENT	RATE	ONLINE	PENDING	OFFLINE	
2010-04-23			email	Personnellement il manquait des fleurs sur la table dans la salle à manger. Le jour de notre départ, 9h00 du matin, le bagagiste n'était pas encore présent (selon la réception). Il me semble que la coup de feu pour lui est le matin et fin d'après-midi. Pour un établissement de votre niveau tout doit être parfait, retouches de peinture ou il y a besoin (salle à manger, balcons, ...) car cela fait mal entretenu. Sinon la cuisine était excellente, les serveurs parfait, merci au chef sommelier pour ses conseils, les serveuses... il manquait le sourire, mais bon... les manequins ne sourient pas non plus.	-/-	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2010-04-15			email	Nous avons eu des soucis mineur avec la douche (chambre 2) où le flux d'eau n'était pas très abondant, et la température de l'eau variait fortement.	-/-	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2010-04-09			email	La chambre bien que agréablement décorée mériterait un petit lifting pour lui donner un look correspondant plus aux tendances actuelles. La literie était confortable mais les coussins de forme carrée et très bombés cassaient fortement la nuque. Mais le point le plus négatif reste la salle de bain: la baignoire avait un fond antidérapant sale et ses joints présentaient des moisissures. Dommage, car le personnel est exceptionnel par sa gentillesse et sa disponibilité.	-/-	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2010-04-06			email	Lieu très agréable. Petit déjeuner un peu cher pour une personne au régime comme moi :-). A part cela, un endroit à recommander.	-/-	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2010-03-30			email	NOUS AVONS PASSE UN EXCELLENT SEJOUR DANS VOTRE ETABLISSEMENT ET GARDERONS UN MERVEILLEUX SOUVENIR DU DINER GASTRONOMIQUE, TANT POUR LA QUALITE DES	-/-	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	