



User Manual

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Getting started with RapidVector™

What is RapidVector™?

The screenshot displays the RapidVector™ website interface. At the top left is the logo, and at the top right are navigation icons. A central banner features a man in a headset and the text 'Integrated CMS System' with a 'Click here for Live Demo' button. Below this is a login form with fields for 'User name:', 'Password:', and a 'Go' button, along with a 'Forgot password?' link. The main content area is divided into several sections: 'Simply Rapid' (numbered 1), 'Rapid Business' (numbered 2), and 'Rapid E-commerce' (numbered 3). A central 'Welcome to RapidVector™' section lists 'Our Key Features' such as 'Theme Bank', 'Features Online Drag n' Drop Page Editing', 'Powerful Online Web Editor', 'Instant Preview & Publishing', 'SEO Friendly Website URL's', 'Custom Meta Tags for SEO', 'Ecommerce, Articles, FAQ, RSVP and more', and 'Online Support & Help System'. To the right is a 'Testimonials' section with a quote from 'Mr. Jhon'. The footer includes a site map and copyright notice: 'Created by RapidVector™ and Powered by JctWeb.com. All Rights Reserved'.

RapidVector™ is Content Management System that offers a robust and complete set of out-of-the-box features for designing websites.

RapidVector™ is a powerful web-based development environment which allows small to mid-sized web-hosting companies to create and maintain full-featured ecommerce websites in a fraction of the time that it would take to do with traditional methods.

RapidVector™ Offers:

- Edit your website from anywhere in the world in an easy to use environment.
- Just login to your website and GO!
- Authenticated access to public and private web content.
- Comprehensive web site development framework.
- Several inbuilt module like E-commerce, Calendar, FAQs etc.

Logging into RapidVector

RapidVector™ is web based CMS and Development Framework which is compatible on Windows server 2003 and SQL Server.

Direction for Log In

1. To login to RapidVector point your browser to:
<http://www.yourwebsite.com>
2. Then click on **Log In** option from your Menu.
3. The RapidVector login page should load.
4. Enter your account credential information and click 'Submit' to log in.

Login

FIRST TIME USERS, PLEASE CLICK HERE TO FILL IN YOUR INFORMATION

REGISTERED USERS PLEASE LOGIN WITH YOUR EMAIL AND PASSWORD

EMAIL

PASSWORD

Remember me on this computer.

Forgotten Password? [Click here](#)

Screen 1

Forgot Password?

If you forgot your password insert EMAIL, click *forgot your password?* link & answer the security question, & the password will be sent to your Email.

EMAIL	admin@qa.rapidvector.com
Security Question:	Whats your nick name?
Your Answer	<input type="text"/>
	<input type="submit" value="Submit"/> <input type="button" value="Cancel"/>

Screen 2

View Modes

The RapidVector™ interface consists of a Top Control Bar and the View Mode. Once you login to RapidVector™ you will see the Web View mode. A View Mode is an interface to access the content on your website:

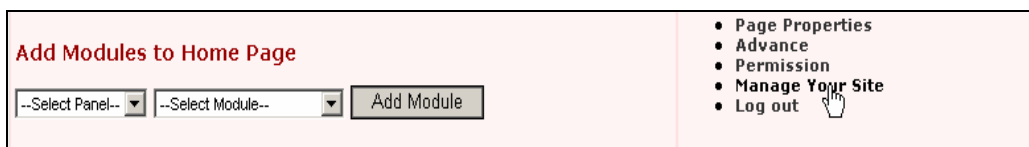


Screen 3

RapidVector™ has (5) options on the Top Control Bar: Page Properties, Advanced Settings, Permissions, Manage Your Site & Log out. (As per **Screen 3**)

Web View and Control Panel are two View modes of RapidVector. These allow you different access to your website. The Web View mode is the standard editing mode. The Control Panel is a power user mode, and gives you access to some non-web based content (like Deleted web pages, Category listings, Products, Event Listings, and more).

Click *Manage Your Site* link from Top Control Bar, this will launch Control Panel view mode of RapidVector™. (As per **Screen 4**)

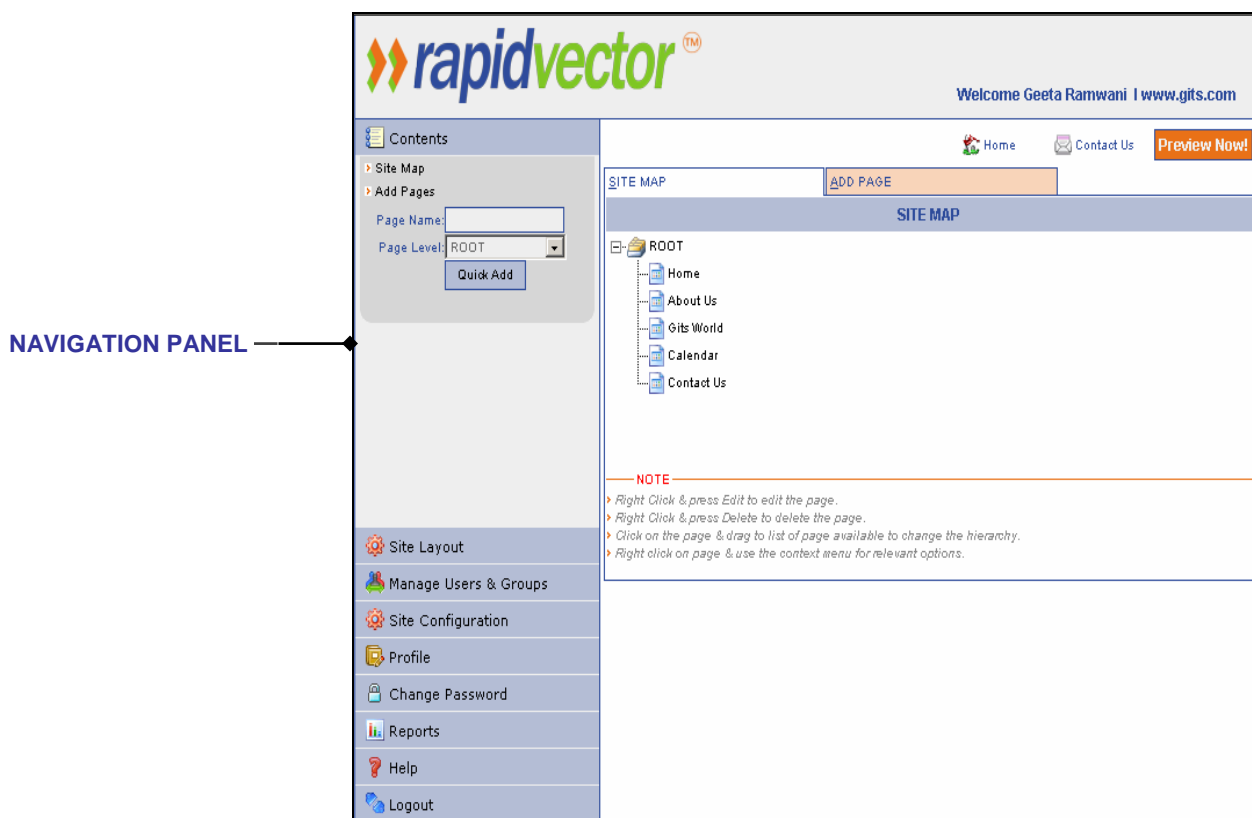


Screen 4

Using Control Panel

The RapidVector Control Panel offers Administrator and Power Users unparalleled access to the most advanced features of RapidVector and your website.

Entering into Control Panel view mode you will find navigation Panel on the leftmost side. Site navigation is actually fairly important so user will be able to find the stuff they are looking for and move easily from one page to the next. Entering into Control Panel view mode you will find Navigation Panel on the leftmost side. (As per Screen 5)



Screen 5 (Control Panel View Mode)

There are different navigation pane options available, brief description of each option available in Control Panel View is as under:

Screen 6 (Rapid Vector Control Panel)

1. This area will display the welcome greeting to site owner.
2. This area will display name of your site, for E.g. Mywebsite.com.
3. The button **Home** will redirect the administrator to the main page of site owner admin section.
4. The button **Contact Us** will display the contact details for RapidVector™.
5. The button **Preview Now!** will display preview of the website.
6. Contents menu will allow you advanced option of Quick Add & Browsing, Adding, Viewing, Deleting page & access to Expiry Web Pages and Other Content Items.
7. **Site Layout** menu will allow you to manage the look and feel of your Website by applying templates & having additional options for building your own template and Theme format.
8. **Manage Users & Groups** menu will allow Administrators to view, edit, create and delete Users, Groups, Roles, Access Levels and Global Preferences.
9. **Site Configuration** menu will allow you to configure sites & search engine options.
10. **Profile** menu will allow you to edit your user profile.
11. **Change Password** menu will allow you to change your system password.
12. **Reports** will display site statistics of your Website.
13. **Help** will display the guidelines for using RapidVector™.

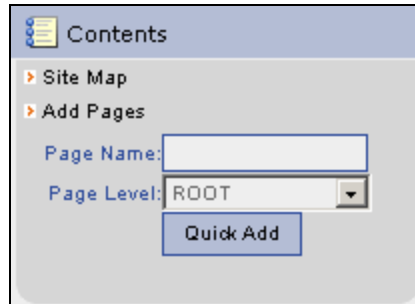
14. **Logout** will end your RapidVector session and you will be returned to the home page of your website.

Let's take a look at detailed functionality of Control Panel:

Contents

This section allows the administrator to create and manage pages into the website. The Contents section is categorized as follow:

- Site Map
- Add Pages
- Quick Add



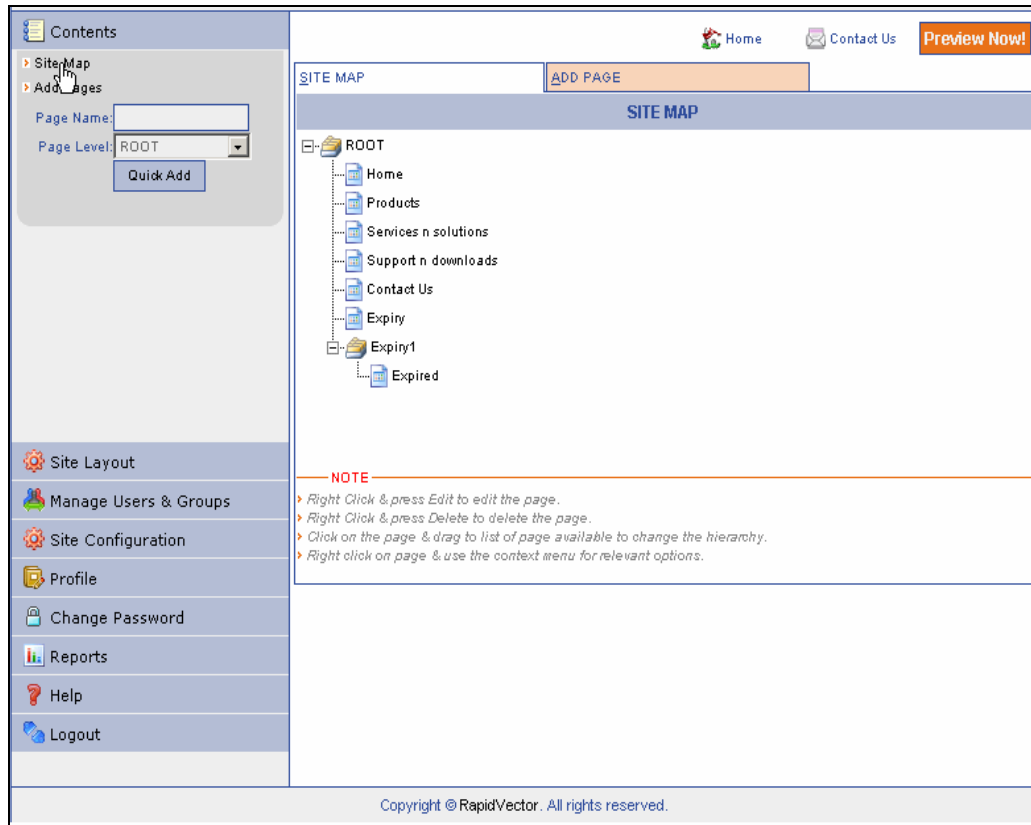
The screenshot displays a web application interface for managing website contents. The main window is titled 'Contents' and features a sidebar with two expandable sections: 'Site Map' and 'Add Pages'. The 'Add Pages' section is currently expanded, revealing a form for adding a new page. This form includes a text input field for 'Page Name', a dropdown menu for 'Page Level' (set to 'ROOT'), and a 'Quick Add' button.

Screen 7

Sitemap

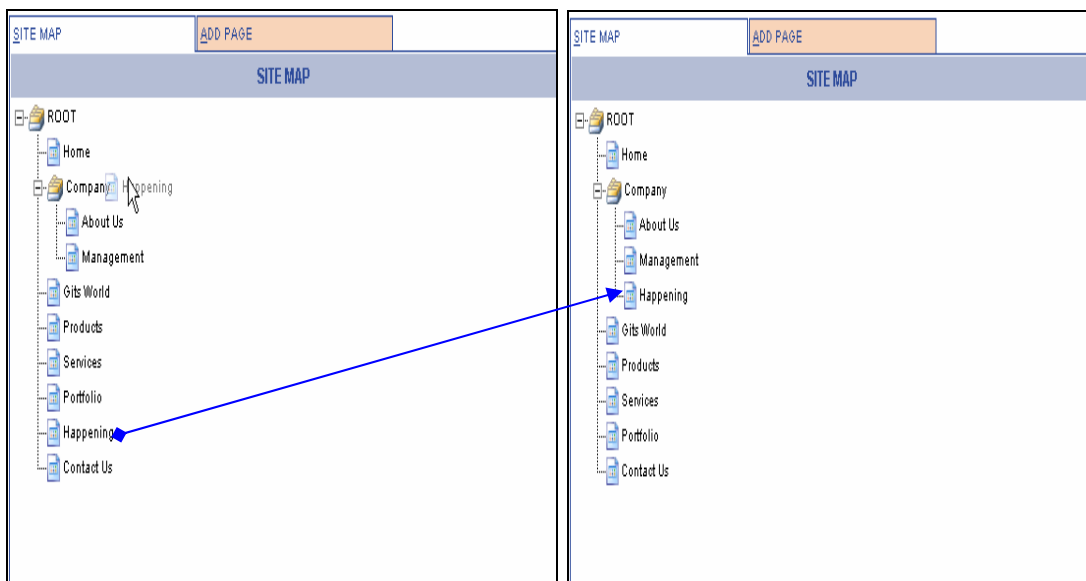
A *sitemap* is a collection of pages that outlines a website's structure & hierarchy of the pages. This section allows the administrator to create, design and manage pages into the website.

Go to left navigation bar & click the "Site Map", this will launch the Sitemap interface (As per **Screen 8**):



Screen 8

Sitemap has a hierarchical appearance of pages of the website. The hierarchical representation allows administrator to change the hierarchy of pages by dragging the page from actual destination to desired one(As per **Screen 8** & **Screen 9**):

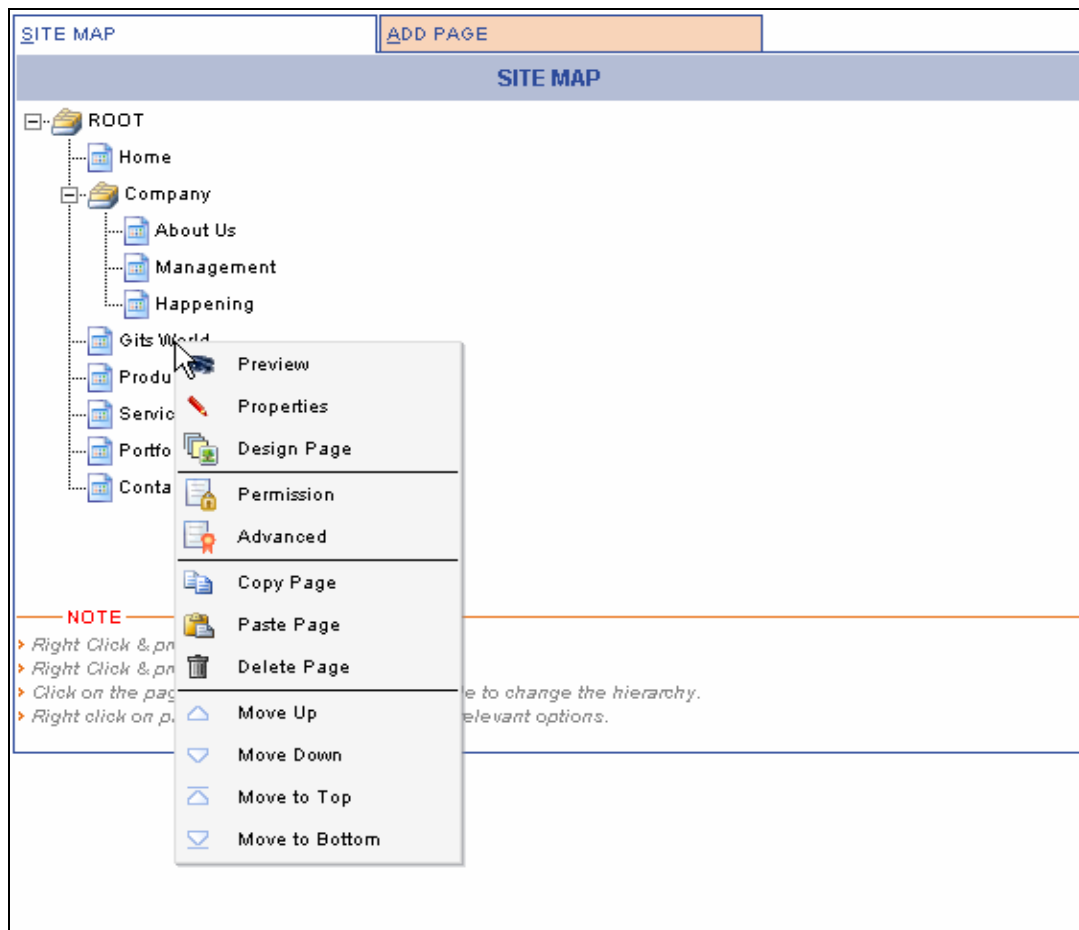


Screen 9

Screen 10

For instance, if an administrator would like to move “Happening” page from ROOT to Company.

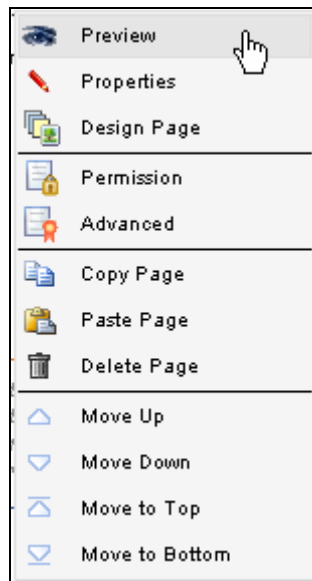
1. Move the mouse pointer over the “Happening” Page, press the left mouse key.
2. Hold down the mouse button & drag the page towards “Company” page.(As per **Screen 9**)
3. Release the mouse button in parallel to “Company” page horizontal area & the “Happening” page will be there under Company Page.(As per **Screen 10**)



Screen 11

By right click on page from “SITEMAP” you will found the context menu showing the options to manage that particular page. (As per **Screen 11**)

Let's take look at each context menu options of the page:



Screen 12

Preview

To view appearance of your web page; click the 'Preview' button from the context menu.

Properties

Properties option will allow administrator to set the general properties of the page.

Right click on page & select Properties from context menu, this will launch 'GENERAL' tab showing general properties options of the page. (As per **Screen 13**)

GENERAL	PAGE DESIGN	PERMISSION	ADVANCED
Page Name: <input type="text" value="Home"/>			
Page Title: <input type="text" value="Home"/>			
Page Description: <input type="text"/>			
Page Level: <input type="text" value="ROOT"/>			
<input type="checkbox"/> Hide in navigation			
Custom URL: <input type="text"/>			
Meta Keywords: <input type="text"/>			
Meta Description: <input type="text"/>			
<input type="button" value="Submit"/>			

Screen 13

Page Name: This field defines name of the page. The Page name will be the page's URL, for E.g., a Page Name of "Contact Us" will cause the page to be viewed at: *http://www.yourwebsite/en/contactus.htm*

Page Title: This field defines title of the page that will display in the TITLE bar at the top of the browser and in Search Engines like Google™.

Page Description: This description is short description of your website.

Page Level: This option specifies the location of the page in your website navigation hierarchy. Administrator can change the hierarchy of page using this option.

Hide In Navigation: If you wish the page you are adding or editing to not be added to the site navigation (it is a private page, for example) then simply click the check box for this option. Otherwise, the by default page will be always visible in website navigation.

Current Theme: This option will show you thumbnail image of selected theme of your webpage.

Select Color Theme for Page: If you wish to change color theme of your page then select color theme from given options.

Custom URL: If you wish to provide a link of an external webpage or file then you can mention it here.

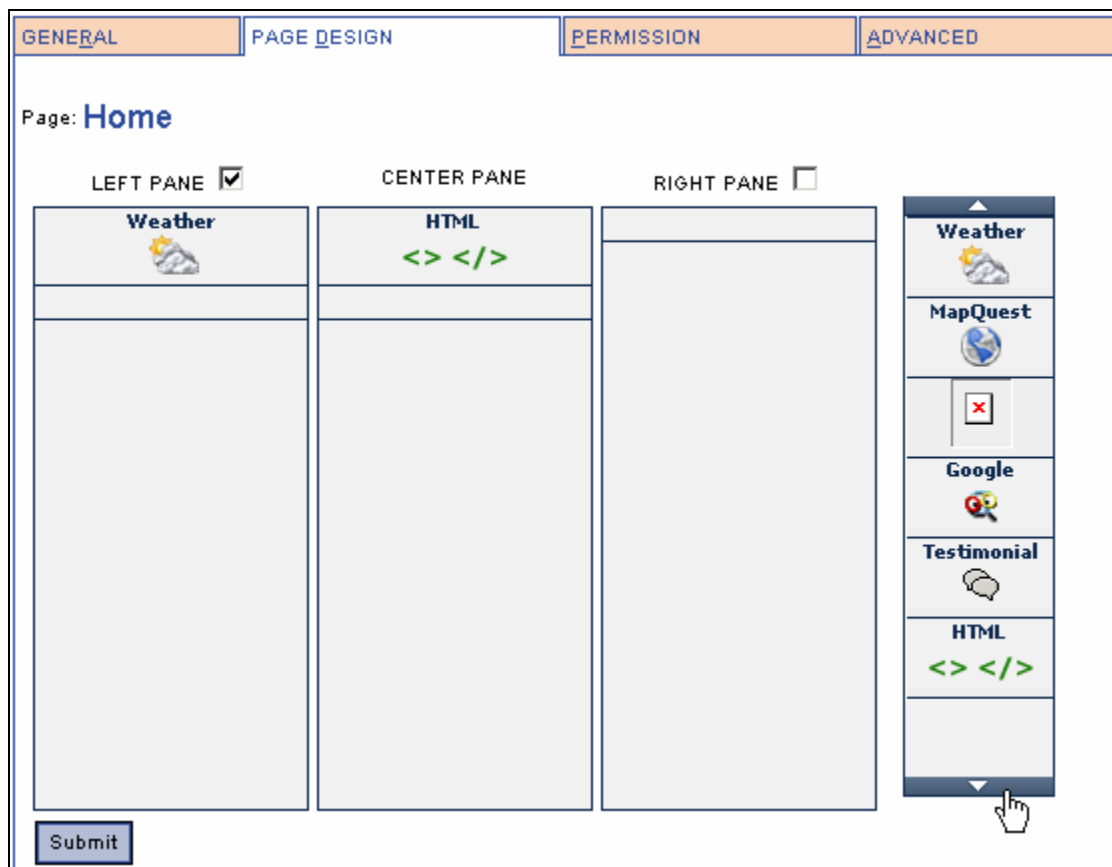
Meta Keywords: This option allows you to specify the META keywords for this page. These keywords will help search engines to fetch your page.

Meta Description: The Description field allows page authors to specify a short description for their web page. Filling a description is a good idea because search engines, uses this description to display when users are searching your pages.

Design Page

Right click on page & select Properties from context menu; this will launch 'PAGE DESIGN' tab. (As per **Screen 14**)

This is the standard way of designing your website as it is the easiest to use.



Page: This field shows name of your page you wish to design.

Left Panel: By select the check box you can enable the left panel. As per template you have selected you will find sometime this panel by default enable.

Center Panel: This panel will be always enabled by default.

Right Panel: By select the check box you can enable the Right panel. As per template you have selected you will find sometime this panel by default enable.

Module List: Using mouse move over up or down arrow the list of module will be rotated. Administrator can select the module from module list & dragged to the panel he wishes to install it. (As per **Screen 15**)



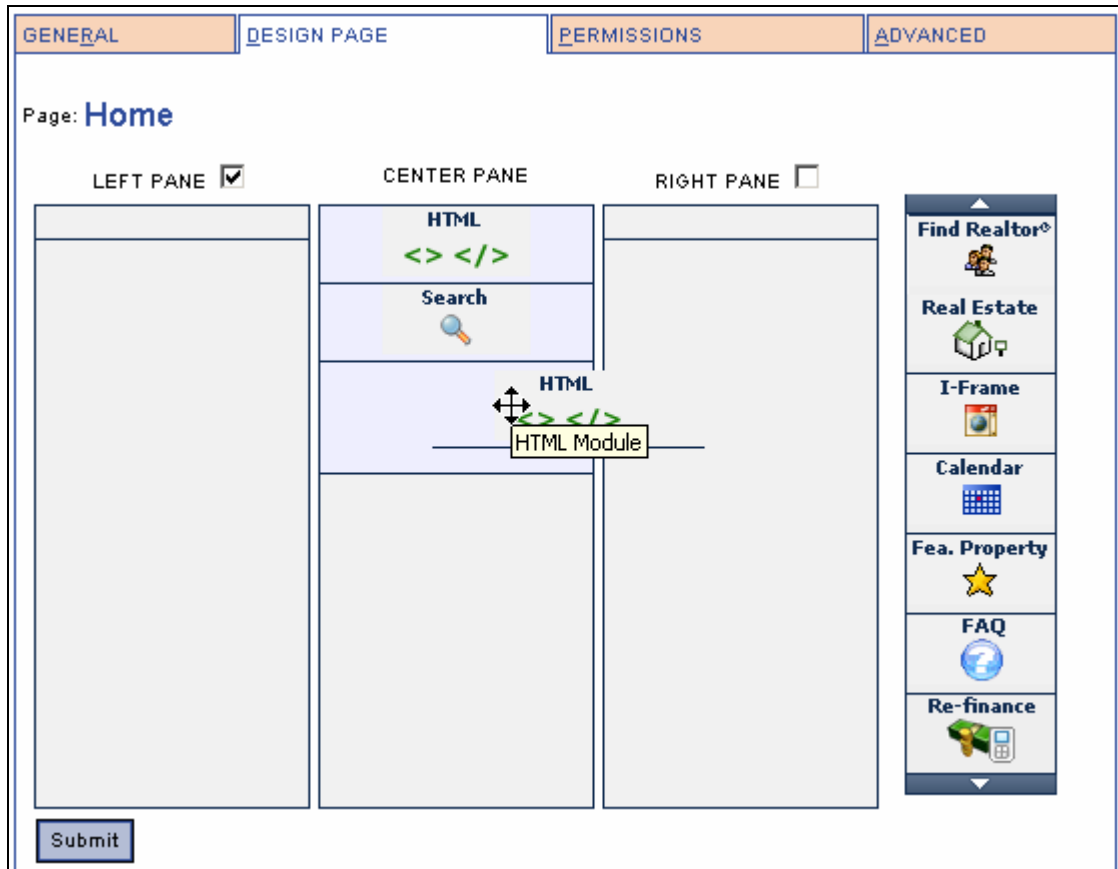
Screen 15

Install Module: Adding a new module will insert an empty module to the page. The modules listed at right hand side needs to be dragged into the panel where you desired to installed. There are three panels available as shown in **Screen 15**: LEFT, CENTER & RIGHT.

As per **Screen 16** the drag is in process, it figured out that the Module 'HTML' is dragged from Module List to the Center Panel.

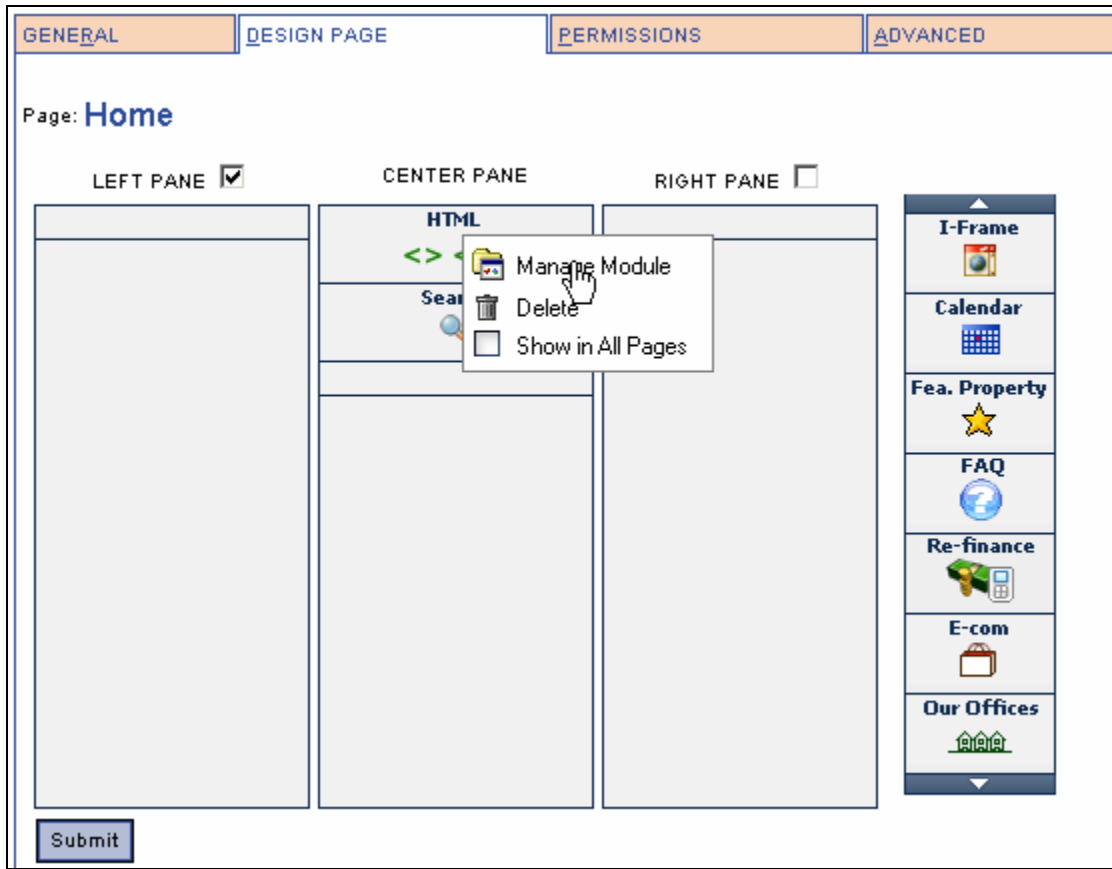
Few simple steps to achieve this:

1. Move mouse pointer over the module list up or down arrow until you find the module from a list you desired to install.
2. Once you find the module in list move the mouse pointer over the module, press left mouse key.
3. Hold down the mouse button & drag the module towards whatever pane you want to paste it. (As per **Screen 16**)
4. Release the mouse button as soon as you drag it to desired destination. Module will be freeze in the pane you have selected.
5. Click on "Submit" to save the changes.



Screen 16

By right click on module you will find the context menu showing the options to Manage, Delete & Show the module in all pages. (As per **Screen 17**)



Screen 17

Manage Module: To feed the relevant data & configure the module settings.

Delete: Click on Delete option from context menu will delete the module from that panel.

Show in All Pages: If you want any module to show on all pages of website click on this option, you need not to go for each page & install the module & design the same.

After whatever changes you made click Submit to save the changes.

Permission

Click on this option will switch you to PERMISSION page. (As per **Screen 18**)

GENERAL | PAGE DESIGN | PERMISSION | ADVANCED

Page: **Contact Us**

Accessibility: Everyone
 Authentication
 Group's Allowed

Submit

Screen 18

Page: This field shows name of page you wish to set permissions.

Accessibility: Access privileges in RapidVector™ are controlled through a combination of three types of security features:

Everyone: If you want everyone to access the page then select this option. By default you will find this option enable.

Authentication: Authenticated users can view this page if you select authentication accessibility option.

Group's Allowed: You can grant permissions to User Groups and the permissions will be granted to each User in the User Group – you do not have to grant permissions to individual Users.

Advanced Settings

Click on this option will switch you to ADVANCED Settings Page. (As per **Screen 19**)

GENERAL | PAGE DESIGN | PERMISSION | ADVANCED

Page: **Contact Us**

Expiry Date: --Please Select--

Page Enter Transition: --TRANSITION EFFECTS--

Page Exit Transition: --TRANSITION EFFECTS--

Allow Search Engine for page

Submit

Screen 19

Page: This field shows name of page you wish to set advanced settings.

Expiry Date: When the page is no longer desired, the page status can be set to Archived, which removes it from the Web View entirely, however Archived pages may still be retrieved by administrator via Control Panel

Page Enter Transition: This will give selected transition to the page when it will load.

Page Exit Transition: This will give selected transition when administrator will exit from the webpage.

Allow Search Engine for page: This option will allow search engines to crawl the page.

Add Pages

To add a Page click the “Add Pages” Link from left navigation Panel. This will launch the *Add Pages* interface. (As per **Screen 20**)

The screenshot shows the 'Add Pages' interface. On the left, a navigation menu includes 'Contents', 'Site Map', 'Add Pages', 'Site Layout', 'Manage Users & Groups', 'Site Configuration', 'Profile', 'Change Password', 'Reports', 'Help', and 'LogOut'. The 'Add Pages' section contains a 'Page Name' input field, a 'Page Level' dropdown menu set to 'ROOT', and a 'Quick Add' button. The main content area has four tabs: 'GENERAL', 'PAGE DESIGN', 'PERMISSION', and 'ADVANCED'. The 'GENERAL' tab is selected, displaying fields for 'Page Name', 'Page Title', 'Page Description', 'Page Level' (set to 'ROOT'), and a 'Hide in navigation' checkbox. Below these is a 'Current Theme' section showing a preview of a theme and a 'Select Color Theme for Page' section with five color swatches. At the bottom, there are fields for 'Custom URL', 'Meta Keywords', and 'Meta Description', and a 'Submit' button.

Screen 20

Page Name: This field defines name of the page. The Page name will be the page's URL, for E.g., a Page Name of “Contact Us” will cause the page to be viewed at: <http://www.yourwebsite/en/contactus.htm>

Page Title: This field defines title of the page that will display in the TITLE bar at the top of the browser and in Search Engines like Google™.

Page Description: This description is short description of your website.

Page Level: This option specifies the location of the page in your website navigation hierarchy. Administrator can change the hierarchy of page using this option.

Hide In Navigation: If you wish the page you are adding or editing to not be added to the site navigation (it is a private age, for example) then simply click the check box for this option. Otherwise, the by default page will be always visible in website navigation.

Current Theme: This option will show you thumbnail image of selected theme of your webpage.

Select Color Theme for Page: If you wish to change color theme of your page then select color theme from given options.

Custom URL: If you wish to provide a link of an external webpage or file then you can mention it here.

Meta Keywords: This option allows you to specify the META keywords for this page.

These keywords will help search engines to fetch your page.

Meta Description: The Description field allows page authors to specify a short description for their web page. Filling a description is a good idea because search engines, uses this description to display when users are searching your pages.

Quick Add

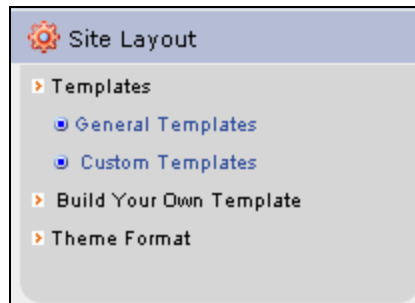
Quick Add option enables user to add the page quickly in website, simply add the page name in first text box & select the page level from combo box & click Quick Add, you can see the added page in sitemap.

Site Layout

Using this section administrator can apply look & outward show of the website. Administrator can select the template from given options. Choose which template you want the page to be displayed with. This changes the look and feel of the page. Even he can create his own customize templates.

Click on the “Site Layout” from left navigation toolbar. This will launch the Site Layout interface (As per **Screen 21**). The Site Layout section is categorized as follow:

- Templates
- Build your Own Template
- Theme Format



Screen 21

Templates

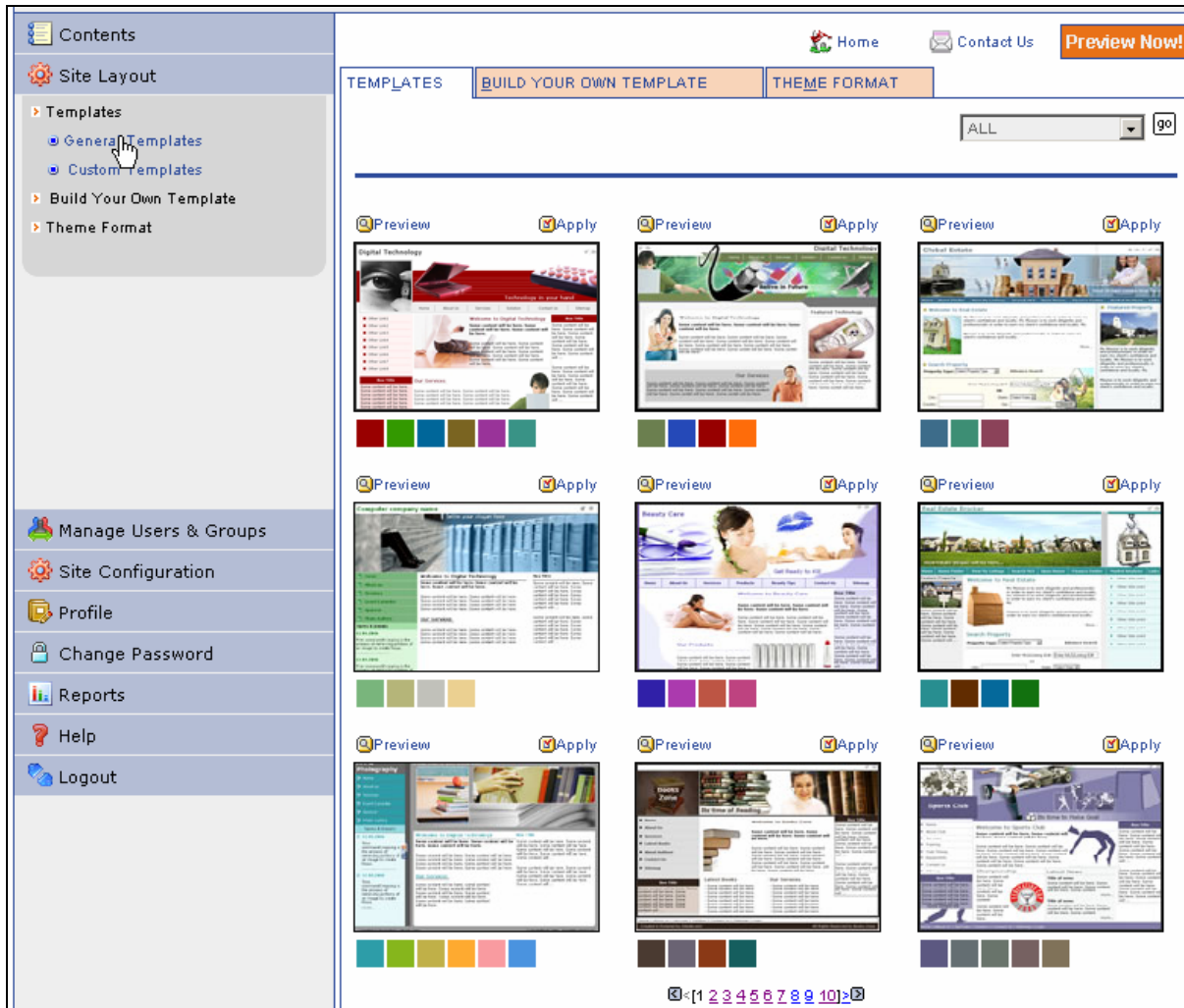
There are two types of templates available:

- General Templates
- Custom Templates

General Templates

Click on the “General Templates” from left navigation toolbar. This will launch the General Templates interface (As per **Screen 22**):

This page lists default templates available in RapidVector™. This list will be available to all the website administrator uses RapidVector™. It provides as a feature to the site administrators who do not want to create custom templates of their own. The following screen-shot explains the same:



Screen 22

The top most drop down list box having the list of different category to filter the templates E.g., Real Estate, Beauty, Automobile, Web Hosting etc. By default it will be ALL templates selected.

Color Scheme: There is different color scheme available to select with for administrator for applying to his website.

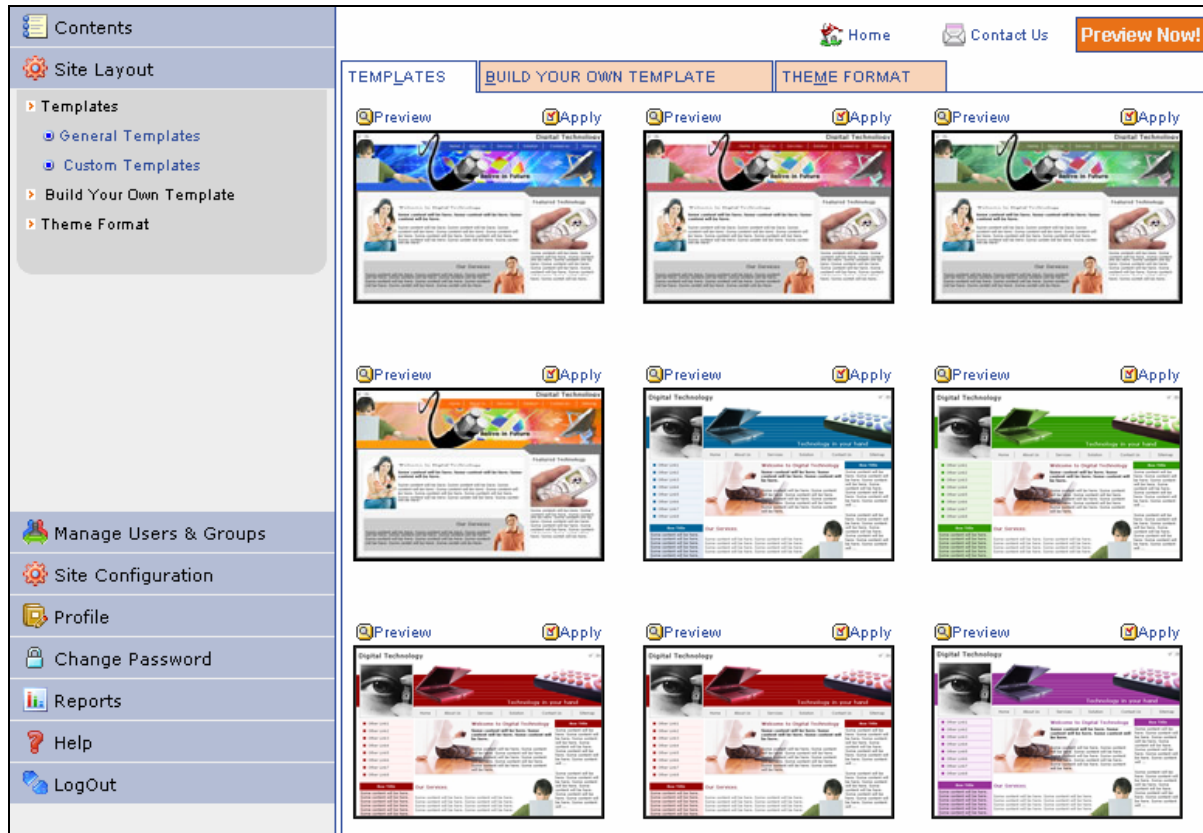
Preview: Clicking on the Preview button will provide you the quick preview of your website using selected template with color scheme, so you can get the idea about appearance of your website before applying it to your website.

Apply: Clicking on the Apply button will apply the selected template with the selected color scheme to the website.

Paging: Allows navigation into the templates.

Custom Templates

Click on the “Custom Templates” from left navigation toolbar. This will launch the Custom Templates interface (As per **Screen 23**):



Screen 23

This list of template is same as General Templates but created on special order from the administrator & is not available to all the users.

Build your own template

Click on the “Build your own Template” from left navigation toolbar. This will launch the Build your own Template interface:

This allows the site administrator to create his own templates.

Theme Format

Theme formatting is related to style sheet of the current selected template for your site. You can edit the current style sheet in the template and also add your own style sheet. We are not giving the facility for user to remove any class from the style sheet. But user can always edit any class and make his own theme. (As per **Screen 24**)

- Contents
- Site Layout
 - Templates
 - General Templates
 - Custom Templates
 - Build Your Own Template
 - Theme Format
- Manage Users & Groups
- Site Configuration
- Profile
- Change Password
- Reports
- Help
- LogOut

Home
Contact Us
Preview Now!

TEMPLATES
BUILD YOUR OWN TEMPLATE
THEME FORMAT

THEME FORMAT	
CLASS	PREVIEW
body	Preview
A	Preview
A:link	Preview
A:visited	Preview
A:hover	Preview
td, p, span	Preview
hr	Preview
form	Preview
select	Preview
H1	Preview

<
1
2
3
4
5
6
7
8
9
10
>

Add New Theme :

Save Theme

Screen 24

Manage Users & Groups

Using this section Administrators can view, create, edit and delete Users and Groups & Manage the same. Additionally he can assign roles to the groups. Website users can get themselves registered from end user section & administrator can access that registered users as well as he can create new users using this section and manage the same.

There are two options available in Manage Users & Groups tab:

- User Management
- Group Management



Screen 25

User Management

Administrator can create new users & manage existing users using this section.

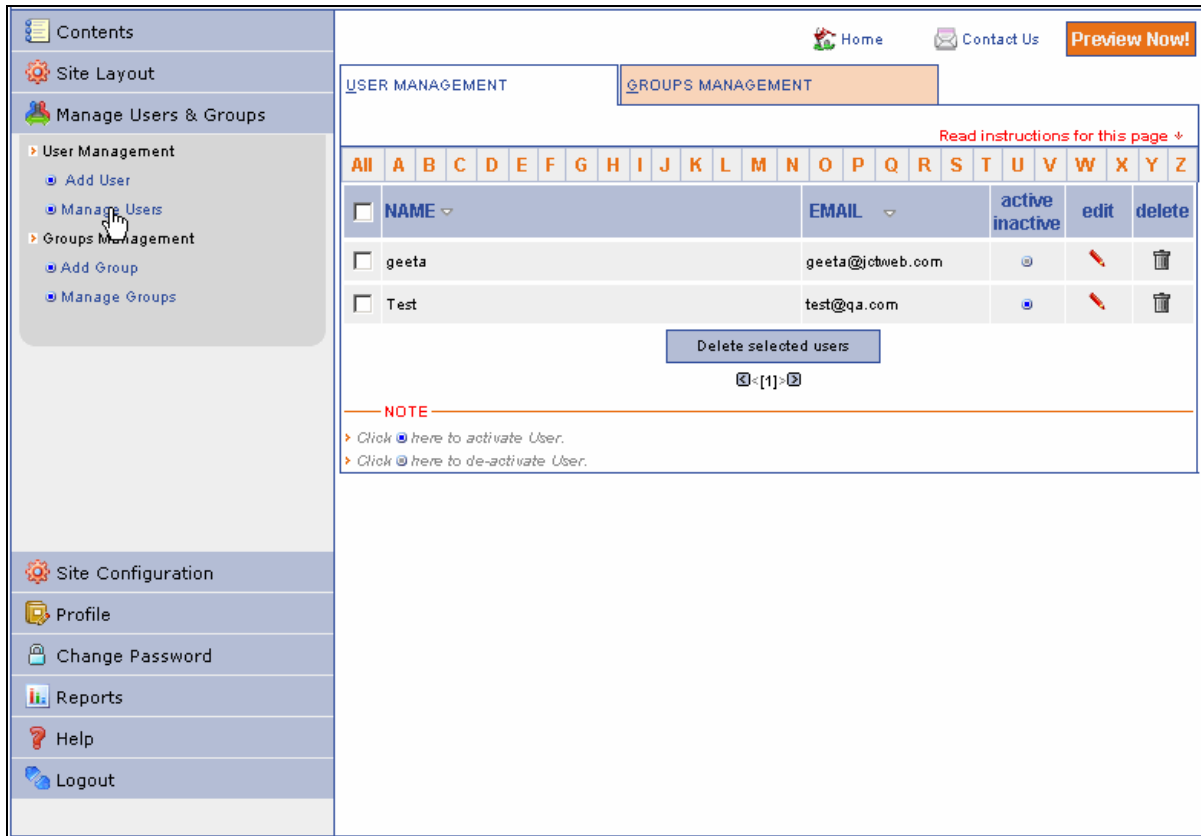
To add a user click the "Add Users" Link from left navigation panel, this will launch the Add User interface. (As per **Screen 26**) Be sure to fill in all required fields (First Name, Email Address, Password, and Confirm Password):

The screenshot shows a web application interface for user management. On the left is a sidebar with a tree view containing 'Contents', 'Site Layout', 'Manage Users & Groups' (with sub-items 'User Management', 'Groups Management'), 'Site Configuration', 'Profile', 'Change Password', 'Reports', 'Help', and 'Logout'. The top navigation bar has 'Home', 'Contact Us', and 'Preview Now!' buttons. The main content area is titled 'NEW USER' and is divided into two sections: 'USER DETAILS' and 'ACCOUNT DETAILS'. The 'USER DETAILS' section includes fields for Name (split into First and Last), Company, Address (two lines), City, State (a dropdown menu), Zip, Phone, Fax, and Mobile. There is also a checkbox for 'Send Newsletter'. The 'ACCOUNT DETAILS' section includes fields for Email Address, Password, Confirm Password, Security Question (a dropdown menu), and Answer. Below these is an 'Assign Groups' list box showing 'Admins' and a note: '(Press CTRL to select multiple Groups OR SHIFT to select in a row)'. At the bottom of the form are checkboxes for 'ACTIVE USER' and a 'Submit' button.

Screen 26

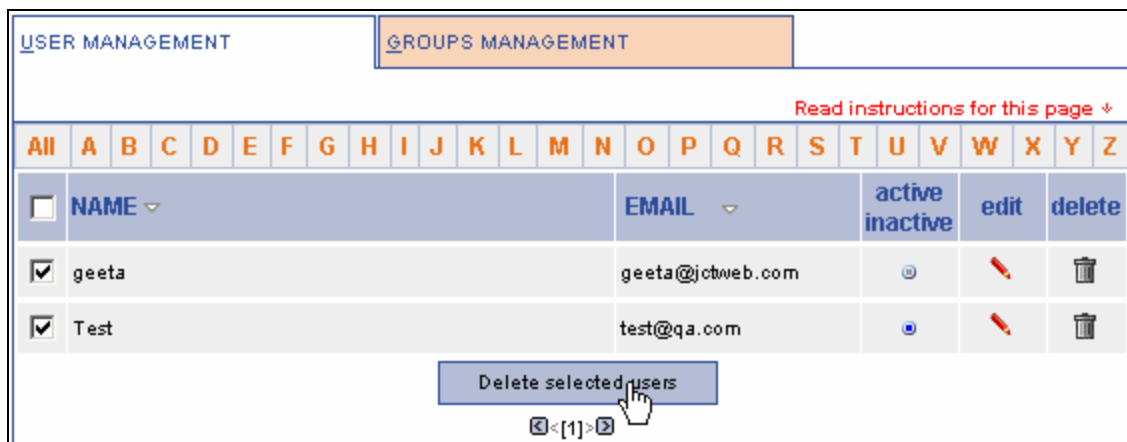
Account Details: Account details will utilize for Log In to the Website. Email address & Password will be used as Log In to the website & his role will be depending on assigned groups to that user. Security Question & Answer fields you can utilize, if user will forget the password. Don't forget to check the ACTIVE USER check box for making user Active.

To manage users click the “Manage Users” from left navigation toolbar. This will launch the Manage User interface (As per **Screen 27**):



Screen 27

This interface allows administrator to View, Filter, Edit & Delete the users. Administrator can also change the status of users Active to Inactive & vice versa using this interface.



Screen 28

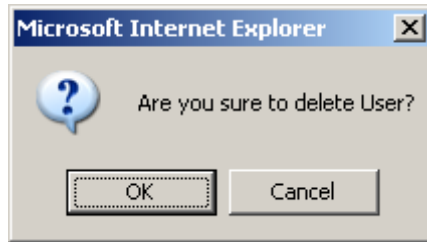
View User: Administrator can view all the users using this page.

Filter User: Top alphabet bar will allow you to filter the users. For E.g., 'All', first box is by default active will view all users in list. & even you can filter the list by alphabet.

Active / Inactive User: Administrator can toggle the user active & Inactive using this option.

Edit User: Administrator can edit the details of users using this option

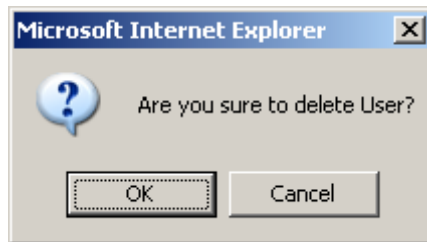
Delete User: To delete user from the list click on Delete button & it will ask for the confirmation "Are you sure you want to delete the User?"



Screen 29

If you are certain you wish to delete the User from the list, click OK. The user will be deleted.

If you wish to delete more than one user at a time select check boxes prefixed to User name you like to delete from a list & click on button "Delete Selected Users", it will ask for the confirmation "Are you sure you want to delete the User?"



Screen 30

If you are certain you wish to delete the User from the list, click OK. The user will be deleted.

Group Management

Administrator can create new groups, assign the roles & manage the same.

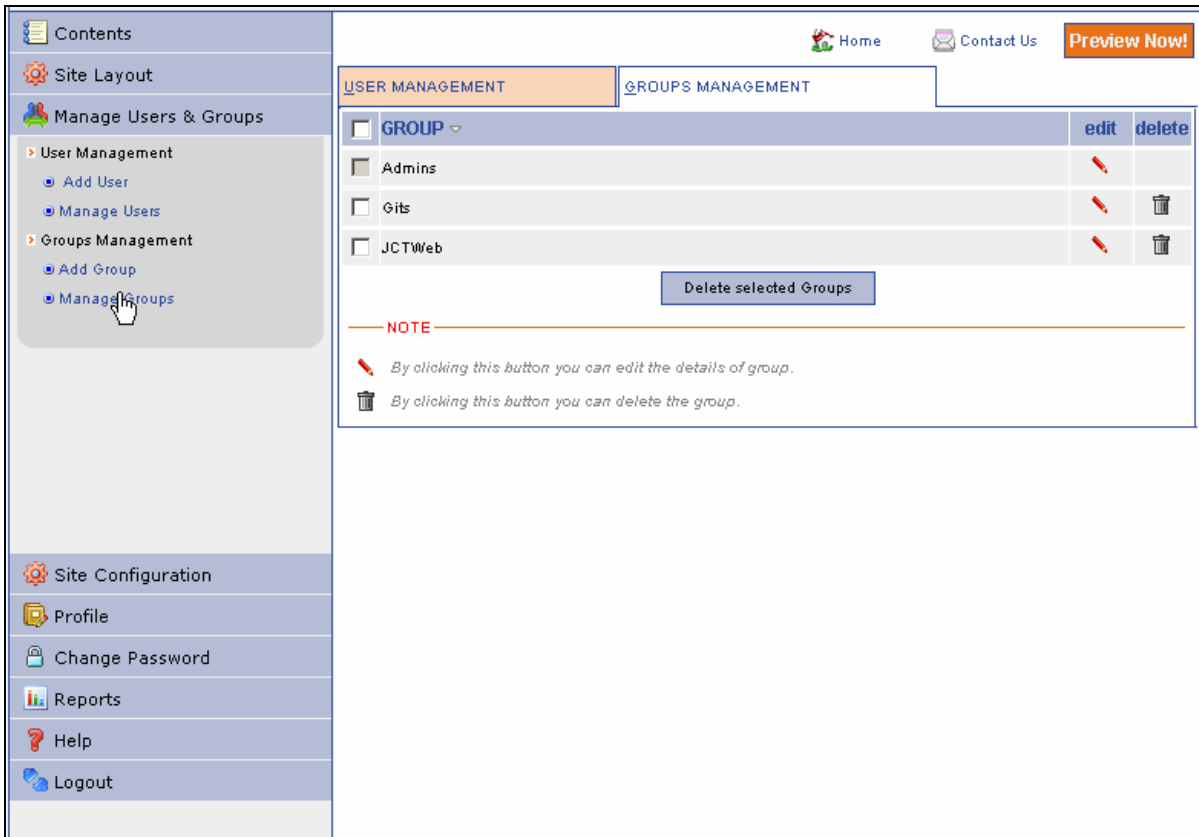
To add group click the "Add Group" Link from left navigation bar. This will launch the Add Group interface (As per **Screen 31**).

The screenshot displays a web application interface for managing groups. On the left, a navigation sidebar includes sections for 'Contents', 'Site Layout', 'Manage Users & Groups', 'User Management', 'Groups Management', 'Site Configuration', 'Profile', 'Change Password', 'Reports', 'Help', and 'Logout'. The 'Groups Management' section is expanded, showing 'Add Group' and 'Manage Groups' options. The main content area is titled 'NEW GROUP' and features a 'Group Name' input field and a table for 'Page access & rights'. The table has two columns: 'PAGE NAME' and 'ALLOW VIEW'. The rows include 'Contact Us', 'Expired', 'Expiry', 'Expiry1', 'Home', 'Products', 'Services n solutions', and 'Support n downloads', each with a checked checkbox in the 'ALLOW VIEW' column. A 'Submit' button is located below the table. At the top right, there are links for 'Home' and 'Contact Us', and a 'Preview Now!' button.

Screen 31

Add Group Name & assign roles to the groups by select check boxes & click 'Submit' to save the action. Additionally you can sort Page names in ascending & descending order using Page name link from List header.

To manage Groups click the "Manage Groups" from left navigation toolbar. This will launch the Manage User interface (As per **Screen 32**):

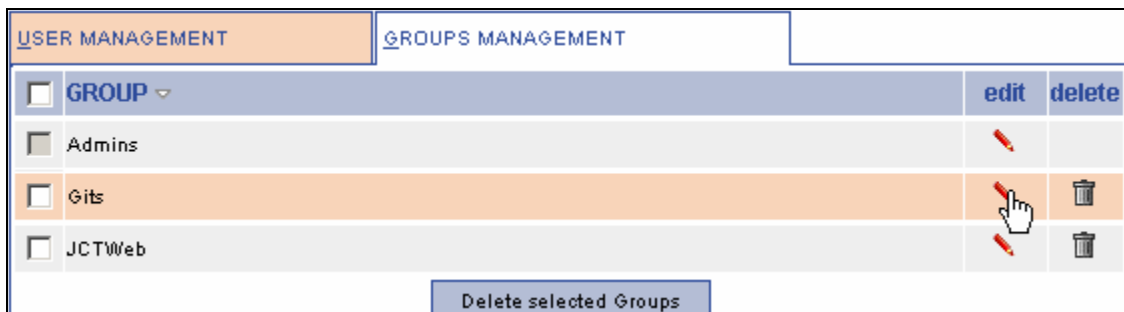


Screen 32

This interface allows administrator to View, Edit & Delete the Groups.

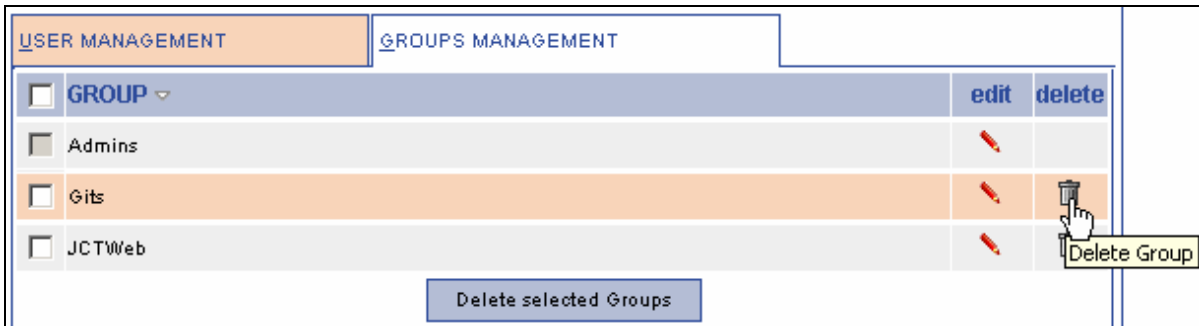
View Groups: Administrator can view all Groups using this interface.

Edit Groups: Administrator can edit Group name & change the role using this option.

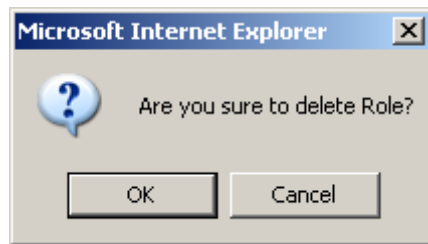


Screen 33

Delete Groups: To delete Group from the list click on Delete button & it will ask for the confirmation "Are you sure you want to delete the Group?"



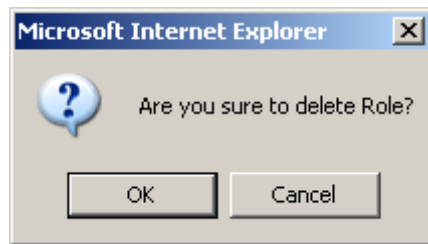
Screen 34



Screen 35

If you are certain you wish to delete the Group the list, click OK. The Group will be deleted.

If you wish to delete more than one Group at a time select check boxes prefixed to Group name you like to delete from a list & click on button by caption "Delete Selected Groups", it will ask for the confirmation "Are you sure you want to delete the Groups?"



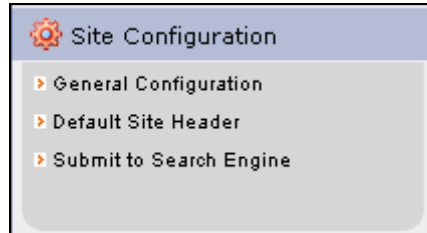
Screen 36

If you are certain you wish to delete the Groups from the list, click OK. The Groups will be deleted.

Site Configuration

This section allows the administrator to configure the basic Website settings & Search Engine submission. The configurations are categorized as follow:

- General Configuration
- Default Site Header
- Submit to Search Engine



Screen 37

General Configuration: This section is subdivided into three sub categories:

Click on the "General Configuration" from left navigation toolbar. This will launch the General Configuration interface:

General Site Configuration: Following screenshot describes "General Site Configuration":

A screenshot of the "General Site Configuration" interface. The interface has a top navigation bar with three tabs: "GENERAL CONFIGURATION", "DEFAULT SITE HEADER", and "SUBMIT TO SEARCH ENGINE". The "GENERAL CONFIGURATION" tab is active. Below the navigation bar, the title "GENERAL SITE CONFIGURATION" is displayed. The form contains several fields: "Site Name" (text input with value "Demo.Rapidvector.com"), "Site Create Date" (text input with value "February 16,2006"), "Last Published On" (text input with value "February 16,2006"), "Splash Page" (dropdown menu with value "--Select Page--"), "Time Zone" (dropdown menu with value "(GMT-08:00) Pacific Time(US & Canada); Tijuana"), "Slogan" (text input with value "Technology at Your Finger Tips"), and "Site E-Mail" (text input with value "parag@dnkkn.com").

Screen 38

Site Name: The name of the Website, for E.g. Demo Store

Site Create Date: The date mentions to the site owner when the site was created.

Last Published On: The date mentions to the site owner when the website was last published after changes.

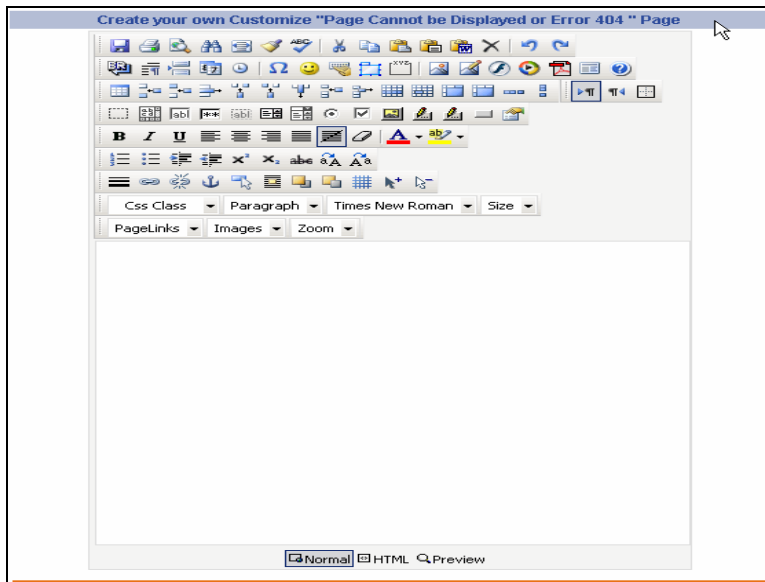
Splash Page: Splash page is welcome screen or animated introduction of the website. This is optional field, however if administrator wishes to add splash page, he can select from drop down list.

Time Zone: This defines time zone for the website. Any operation did by website have the time according to the selected zone.

Slogan: this will display in site wherever slogan applicable.

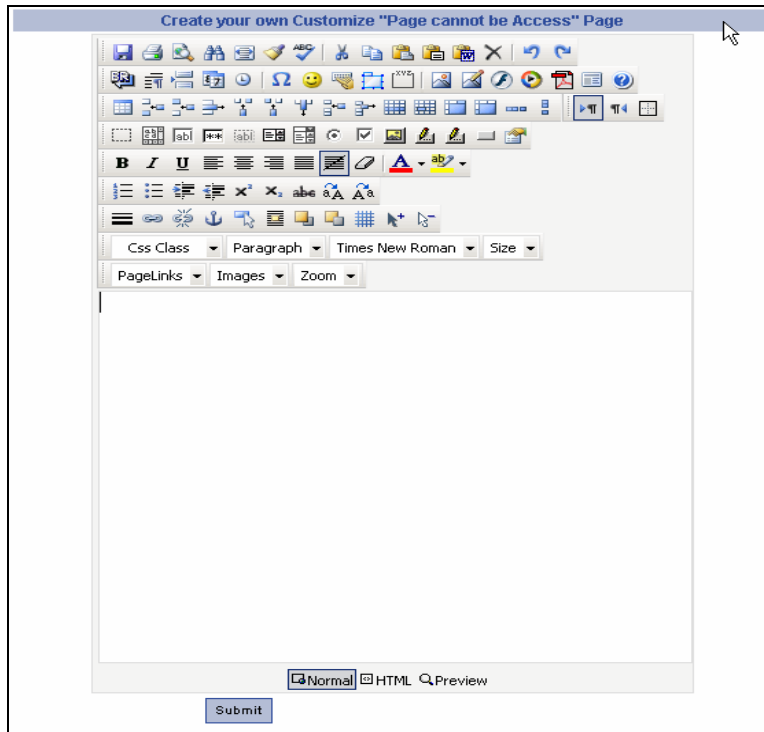
Site E-Mail: Messages may be browsed, read, forwarded to your email address, and composed through the RapidVector Control Panel Inbox:

Error Pages: For error pages “Page Cannot be displayed” or “Error 404 Page” you can create your own customize page using the HTML Editor. (As per **Screen 39**)



Screen 39

For error page “Page cannot be Access” you can create your own customize page using the HTML Editor. (As per **Screen 40**)



Screen 40

Default Site Header

Click on the "Default Site Header" from left navigation toolbar. This will launch the Default Site Header interface (As per **Screen 41**):

Screen 41

Page Title: This title will appear on the title bar of the browser you will launch your website. If administrator will not assign any title on particular page, this will appear as default title.

Page Keywords: These keywords will help search engines to fetch your page.

Page Description: This description is short description of your website; it will help search engines to fetch your page.

Submit to Search Engine

Click on the "Submit to Search Engine" from left navigation toolbar. This will launch the Submit to Search Engine interface. (As per **Screen 42**)

List of search engines & Directory are available to submit your site to the top ten search engines & Directory. Manually by click on link of search engines link; will point to submit page & you need to go through instructions carefully & fill the required details.

GENERAL CONFIGURATION | DEFAULT SITE HEADER | SUBMIT TO SEARCH ENGINE

SUBMIT SITE TO SEARCH ENGINE

Submit site to top 5 search engines and directory

Google™
msn.
YAHOO! SEARCH
dmoz open directory project
altavista™

Submit site to other top search engines and directory

Screen 42

Profile

This page displays profile of administrator. Using this page administrator can edit the User details & Account details of his website.

Click on the "Profile" from left navigation toolbar. This will launch the Profile interface (As per **Screen 43**). Be sure to fill in all required fields (First Name, Email Address, Password, and Confirm Password):

The screenshot shows the 'EDIT PROFILE' interface. On the left is a navigation menu with 'Profile' selected. The main area contains two sections: 'USER DETAILS' and 'ACCOUNT DETAILS'. The 'USER DETAILS' section has input fields for Name, Company, Address1, Address2, City, State, Zip, Phone, Fax, and Mobile, along with a 'Send Newsletter' checkbox. The 'ACCOUNT DETAILS' section has input fields for Email Address, Assign Groups (a dropdown menu), Security Question (a dropdown menu), and Answer, along with an 'ACTIVE USER' checkbox and a 'Submit' button.

Screen 43

Account Details: Account details will utilize for Log In to the Website to the administrator. Security Question & Answer fields you can utilize, if user will forget the password. Don't forget to check the ACTIVE USER check box for making user Active.

Change Password

If you wish to change password of website administrator you can proceed with this option.

Click on the "Change Password" from left navigation toolbar. This will launch the Change Password interface (As per **Screen 44**):



The screenshot shows a web interface titled "CHANGE PASSWORD". At the top left, there is a tab labeled "CHANGE PASSWORD". Below the tab, the main heading "CHANGE PASSWORD" is centered. The form contains the following elements:

- Email Address:** A text field containing the value "demo@rapidvector.com".
- Old Password:** A text input field.
- New Password:** A text input field.
- Confirm Password:** A text input field.
- Submit:** A button located below the input fields.

Screen 44

Email Address: Defines administrator Log in ID.

Old Password: Mention your administrator Log in password.

New Password: Mention your new password to which you wish to replace with existing one.

Confirm Password: Reenter new password ensures the correctness of the mentioned password while setting it.

Reports

Administrator can view the website's reports, For E.g., Website Statistics, Keyword Analysis Report, Page hits reports, etc.

Help

Using Web View

The Web View is the standard way of editing your website as it is the easiest to use. Simply surf to the Web Page you want to edit, delete, or change and click the appropriate button:

This environment allows you to add and edit sophisticated content in an easy-to-use environment. You can add modules in a wished panel using top control bar.

Add modules:

1. Select panel from first drop down list.
2. Select module to add in selected panel.
3. Click Add Module to save the changes.

Drag and drop any module to reselect the position (Left panel, Right Panel or Center panel), even you can change the order.

Logging Out

Don't forget to log out to close your RapidVector session once you are finished. To do so, Click on the "Log Out" from left navigation panel. (As per **Screen 45**):



The screenshot displays the RapidVector website management interface. At the top left is the RapidVector logo. The top right shows a welcome message: "Welcome Demo | Demo.Rapidvector.com" and navigation links for "Home", "Contact Us", and a "Preview Now!" button. The left sidebar contains a "Site Layout" menu with options: "Contents", "Site Map", "Add Pages" (with a "Page Name" input field and a "Page Level" dropdown set to "ROOT"), "Manage Users & Groups", "Site Configuration", "Profile", "Change Password", "Reports", "Help", and "Logout" (which is highlighted by a mouse cursor). The main content area is titled "SITE MAP" and shows a hierarchical tree structure starting from "ROOT". The tree includes "Home", "Company" (with sub-items "About LaptopShop", "Glossary", "FAQ", "Feedback"), "Online Store" (with sub-items "Acer", "Compaq", "Accessories", "Craig's new page"), "NEWS", "Weather", and "Testimonial". Below the tree is a "NOTE" section with instructions: "Right Click & press Edit to edit the page.", "Right Click & press Delete to delete the page.", "Click on the page & drag to list of page available to change the hierarchy.", and "Right click on page & use the context menu for relevant options." The footer of the interface reads "Copyright © RapidVector. All rights reserved."

Screen 45

Upon logout, you will be returned to the Homepage of your website.