



LISK CMS v.4.4

TUTORIAL

Adding New Site Section

Introduction

In this tutorial you will learn how to add a set of pages, content page and how to manage them. Let's say you want to add a new section to your website i.e "Employees". You also want to have three content pages in this section ("Department List", "Board of Directors", "Employees' Contacts"). On the top of that you want to make the "Employees' Contacts" page to be available for registered members only.

 **Note:**

If at any step something is not clear we recommend you to check [Site Structure](#) help area in the General Help section of the help center.

Entering Site Structure section in CP

Log in to the CMS Control Panel. Once you're successfully logged in, click the "Site Structure" link, which is located in the main menu on the left. After you do that you should see a page similar to the one shown on the picture.

The screenshot shows the 'Site Structure' control panel. At the top right, there is a 'Site Structure' label and an icon of a folder with a document. Below this, there are two tabs: 'Site Structure' (active) and 'Tree View'. A toolbar contains '+ Add Page' and 'Order' (with a double arrow icon). Below the toolbar, the 'Current Location' is set to 'Home', and a 'Quick jump to:' dropdown menu is also set to 'Home'. The main area is a table with a 'Name' header. The table lists several site sections: 'Company', 'Products', 'Services', 'Contact Us', 'Modules', and 'Members Area'. Each row includes a folder icon, a document icon, and a list of actions: 'Enter', 'Manage', 'Edit content', 'Properties', and 'Delete'. The 'Products' row also has a checkbox. At the bottom right of the table, there is a 'Delete selected' button with a red double arrow icon and three green checkmarks.

Site Structure		Tree View	
+ Add Page Order		Quick jump to: Home	
Name			
	Company	Enter	Properties Delete
	Products	Manage Edit content	Properties Delete <input type="checkbox"/>
	Services	Enter	Properties Delete
	Contact Us	Enter	Properties Delete
	Modules	Enter	Properties Delete
	Members Area	Enter	Properties Delete
			Delete selected <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Adding a new section

Now let's add a new site section - "Employees".

1. Mouse over **+Add Page** link at the top of the panel and select "Set of Pages" from the drop down menu. You should see a form similar to the one on the picture.
2. Note that the "Parent" field is set to "Home", this indicates that our new section is created in the root area of the site.
3. Type the name of our new section - "Employees" in the "Site Section Name" input box.
4. Set the "Access Level" to "Public & Members", this way the new section will be available to all visitors of the web site, which means that both public users and site members can access it.
5. So as we do not need an overview page for this section, set the value of the "Overview Page" drop down menu to "No".
6. Click submit.

Now the new section "Employees" has been added to your web site and you can check the front end to see it.

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Site Structure **Tree View**

Pageset Information

Parent: Home

Site section name:

Overview Page:

Page Access

Access level:

Is Locked:

Other Options

Don't display in menu:

Auto URL generation:

Site URL:

Submit Cancel

Note:

If you do not want your new section to display in the site's main menu check the "Don't display in menu" box in the Other options area. Remember, that you can always come back to the site structure and change the settings.

Adding content pages

Now we need to add section internal pages: "Department List", "Board of Directors" and "Employees' Contacts". To add a new content page:

1. Click on the newly created "Employees" set of pages, or click Enter link next to it.
2. Once again mouse over the **+Add Page** link at the top of the panel and this time choose "Content Page".
3. The "Parent" field is set to "Employees", because the page we are adding belongs to this section.
4. In the "Site Section name " field type the page name, i.e. "Department List".
5. Set the "Access Level" to "Public & Members".
6. Fill in the "Title" field with any page title you want i.e. "Department list".
7. Select any Section Template you would like to use for this page.
8. Click submit.

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Site Structure

Tree View

Add

Page Information

Parent	Employees
Site section name	<input type="text" value="Department List"/>
Title	<input type="text" value="Department List"/>

Page Access

Access level	<input type="text" value="Public & Members"/>
Is Locked	<input type="checkbox"/>

Templates

Global template	<input type="text" value="global"/>
Section Template	<input type="text" value="company"/>
Page Template	<input type="text" value="No template"/>

Other Options

Don't display in menu	<input type="checkbox"/>
Auto URL generation	<input checked="" type="checkbox"/>
Site URL	<input type="text" value="employees/department_list/"/>

Submit

Cancel

Note:

When there's no overview page for the set of pages, the first page of the set is displayed by default.

Adding content to the pages

After you are done adding all content pages, the "Employees" section structure will look similar to the one shown on the picture. To add content to the page click [Edit content](#) link, located on the right. Then using HTML editor you will be able to fill in the page with its content.

Now you can check Employees section on the front end of your web site to make sure everything works correctly.

Note:

To learn more about using the built-in HTML and Image editors please refer to the [corresponding tutorial](#).

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Site Structure

Site Structure Tree View

+ Add Page | Order

Current Location: Home > Employees Quick jump to: Employees

Name				
<input type="checkbox"/> Employees' Contacts	Edit content	Properties	Delete	<input type="checkbox"/>
<input type="checkbox"/> Department List	Edit content	Properties	Delete	<input type="checkbox"/>
<input type="checkbox"/> Board of Directors	Edit content	Properties	Delete	<input type="checkbox"/>

Delete selected

Changing page access level

We are almost done, the only thing that is left to do is to make the "Employees' Contacts" page members only. Lets do it in three easy steps (please refer to the picture).

1. Click the corresponding Properties link, located on the right side of the list.
2. Set the "Access Level" to "Members Only".
3. Click "Submit" button to save the changes.

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Site Structure

Tree View

Add

Page Information

Parent	Employees
Site section name	<input type="text" value="Employees' Contacts"/>
Title	<input type="text" value="Employees' Contacts"/>

Page Access

Access level

Is Locked

Templates

Global template	<input type="text" value="global"/>
Section Template	<input type="text" value="company"/>
Page Template	<input type="text" value="No template"/>

Other Options

Don't display in menu

Auto URL generation

Site URL

Submit

Cancel

Changing the sections order

To change the order in which the sections appear on the front end click the [Order](#) link, located at the top of the panel. You will see a form similar to the one shown on the picture. Choose a section in the list and use the buttons on the right to change its location. Click "Submit" to save the changes.

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Order Page 

Employees' Contacts	↑ Make First
Department List	↑ Up
Board of Directors	↓ Down
	↓ Make Last

[↶ Reset](#) [💾 Save](#)