

SiteCM / CommerceCM
Blog Component

User Documentation

ideaLEVER Solutions

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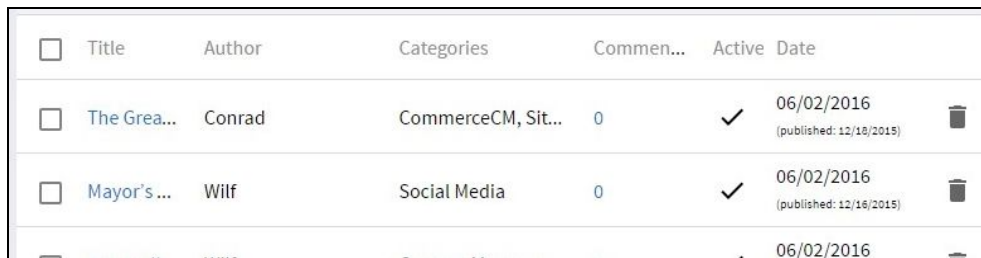
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Introduction

The SiteCM Blog component allows you to create a simple blog. You can set up accounts to manage the blog and these accounts can create blog categories, and then add posts to them. You can also choose to allow people to leave comments on your posts or not.

SiteCM Blog - a New User Interface

The Blog component uses a new interface. One of the key differences is that it is responsive and will expand to use larger monitors more effectively.



A screenshot of the SiteCM Blog Manager interface at a minimum resolution. The interface shows a table with columns for Title, Author, Categories, Comments, Active status, and Date. Two blog entries are visible: 'The Great Migration' by Conrad and 'Mayor's Gala for the Arts' by Wilf. The text is truncated due to the low resolution.

<input type="checkbox"/>	Title	Author	Categories	Commen...	Active	Date
<input type="checkbox"/>	The Grea...	Conrad	CommerceCM, Sit...	0	✓	06/02/2016 <small>(published: 12/16/2015)</small>
<input type="checkbox"/>	Mayor's ...	Wilf	Social Media	0	✓	06/02/2016 <small>(published: 12/16/2015)</small>

The image above was taken at the minimum recommended resolution. The image below was taken at a larger resolution and shows more text for the Title and Categories.



A screenshot of the SiteCM Blog Manager interface at a larger resolution. The interface shows a table with columns for Title, Author, Categories, Comments, Active status, and Date. Two blog entries are visible: 'The Great Migration' by Conrad and 'Mayor's Gala for the Arts' by Wilf. The text is fully visible and clear.

<input type="checkbox"/>	Title	Author	Categories	Commen...	Active	Date
<input type="checkbox"/>	The Great Migration	Conrad	CommerceCM, SiteCM CMS, We...	0	✓	06/02/2016 <small>(published: 12/16/2015)</small>
<input type="checkbox"/>	Mayor's Gala for the Arts	Wilf	Social Media	0	✓	06/02/2016 <small>(published: 12/16/2015)</small>

The new Manager interface works best at screen resolutions over 1164 pixels wide but will work on smaller monitors as well.

All of the screen caps in this document were taken at 1164 pixels except where noted. Any full screen images have been shrunk to fit the documentation.

Blog Component - Landing Page

When you log on onto the Blog Manager you will be at the Posts landing page.

The screenshot shows the SiteCM Blog Manager interface. On the left is a dark sidebar menu (A) with options like Pages, Blog, Images, Resources, Blocks, Articles, Events, and Membership. A central menu (B) is open, showing 'NEW' and options for Posts, Categories, Comments (with a red '1' notification), Authors, Settings, and Import. The top navigation bar (C) includes 'Store', 'Content', 'Users', 'Language', 'Newsletter', and 'View Site'. The admin menu (D) shows 'Admin', 'Help', and the user name 'Michael'. The main content area (E) displays a list of blog posts with columns for Title, Author, Categories, Comments, Active status, and Date. The posts include titles like 'Blog Post Test - Publ...', 'This is a test post', 'New and Original BL...', 'asdf2', 'sfad', 'Third Post', 'This is another postf...', 'This is a post that I w...', 'DL Test-2', and 'This is my fancy new ...'. At the bottom, it shows 'Showing 1 - 10 of 168 posts.' and a pagination control for 'Showing 1 of 17 pages.'

A. SiteCM Content Menu:

- This menu is used to navigate within the SiteCM / CommerceCM Manager itself.

B. SiteCM Blog Menu:

- This menu is used to manage your SiteCM Blog.

C. SiteCM / CommerceCM Manager Menu:

- This menu is used to navigate to various available components within the SiteCM / CommerceCM Manager itself.

D. Admin Menu | SiteCM Help | Administrator Name:

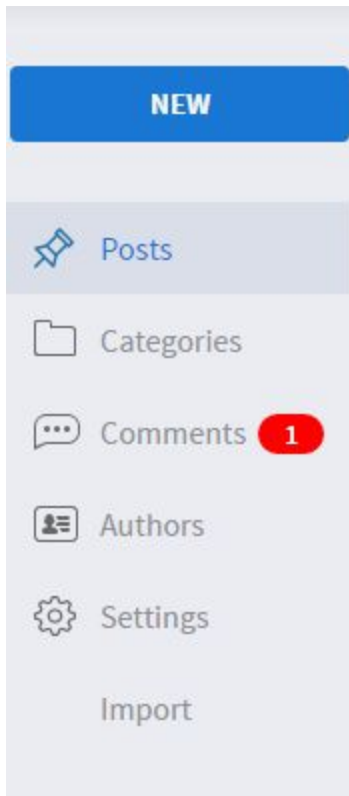
- Admin Menu is not available for selection. It is used by ideaLEVER Solutions.
- SiteCM Help menu is used to learn more about SiteCM / CommerceCM.
- Name of current Administrator logged into SiteCM / CommerceCM.

E. Blog Post List:

- List of all blog posts created. This section also provides Blog Post filter options, and a search feature. Paging is also available at the base of the Blog Post list.

SiteCM Blog Menu:

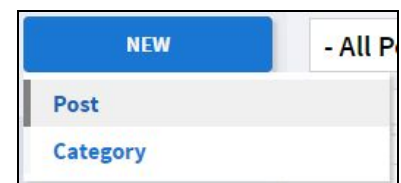
The SiteCM Blog Menu is used to perform the following:



- **Posts:** These are the articles that you write for your blog
- **Categories:** You can create categories and subcategories to organize your blog by topic
- **Comments:** If you allow people to comment on your blog, this is where the comments will be listed. You can read submitted comments, approve or deny them, and reply to them.
- **Authors:** You can set up accounts to write blog posts.
- **Settings:** Configure how many posts to show per page, whether to accept comments and more!
- **Import:** Import from WordPress.

Creating a Blog Post

From the Posts Landing page, Mouse over the “New” button at the top left and select the “Post” option. This will open the interface for creating a new blog post as shown below. If you change your mind you can hit Cancel or click the Blog link in the left menu to return to the landing page.



The Blog Post Editor

The screenshot displays the Blog Post Editor interface. At the top, there is a 'Post Title' field, a 'PREVIEW' button with an external link icon, and buttons for 'CANCEL', 'SAVE', 'SAVE & CLOSE', and 'PUBLISH'. Below this, the 'Author' dropdown is set to 'Rob', the 'Filename' field is empty, and the 'Page Template' dropdown is set to '- Use Default -'. The 'Post Content' area features a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, undo, and redo. Below the toolbar is a 'Paragraph' dropdown menu and a large text area for writing. At the bottom left of the editor, there are 'Design' and 'HTML' tabs. On the right side, the 'Post Properties' sidebar is visible, containing 'BASIC SETTINGS' with fields for 'Post ID: -1', 'Short Description', 'Categories' (with a checked '+ Blog' category and a '+ Add New Category' link), 'Tags' (with an 'ADD' button and a note 'Separate tags with commas'), 'Featured Image' (with a 'SELECT' button), and checkboxes for 'Show In RSS' and 'Allow Comments'.

The left hand main pane represents the Blog Post Editor. The right hand pane provides the Blog Post's properties. Everything you need to create your blog post is on this one page.

Field Summary:

Post Title: The title of your blog post will show up on the front end of your blog as a link in all category pages. It is also used as the browser title by default and in the results on search engines so consider keywords and make it intriguing!.

Preview: This currently only works after a post has been activated and published.

Cancel: Cancel the creation or edit of the blog post.

Save: Save any changes made to the Blog Post within SiteCM for future editing as a draft.

Save and Close: Similar to the Save button, the Save and Close button will save your changes to the blog post as a draft, and will then will close the Blog Post editor.

Author: This single selection box is used to select the Author or Writer of the blog post. If no Author is selected, the Author of the Blog Post will be “Anonymous”.

Filename: This will be created automatically after you tab (or click) outside of the Title field itself. SiteCM will replace all spaces within the provided title with dashes instead, and will remove all special characters. Following this automation, you can edit the filename manually if you prefer.

Note: A blog post filename cannot contain spaces or special characters other than the underscore (_) and dash (-). Filenames must also be unique.

Page Template: In most cases your Blog will be set to use a default template that will be pre-selected. If you have additional templates you can change the selection.

Post Content: The editor is the familiar SiteCM / CommerceCM page editor, simplified for use within the SiteCM Blog.

If your website has snippets available for use, you may also use them within Post Content for responsive multi column layouts. Site-licensed Drop-In applications are supported as well.

The remaining tools for creating and formatting a blog post’s content are identical in nature and management to those tools found within all Page Editor’s for SiteCM and CommerceCM.

Therefore, creating a blog’s post’s contents is identical to creating and editing a page or content block on your website. HTML view is also available for Post Content as well.

Toggle Full Screen Mode:



The only addition to the editor for Blog is a *Toggle Full Screen Mode* icon, found within the bottom row of the blog editor tools menu. Clicking this icon makes the editing window itself go the full width of your screen, flowing over the properties section on the righthand side, maximizing the view you have of the Blog content area itself. Clicking it a second time returns the blog editor to its default size.

Permissions: If you have multiple User Roles or Membership you can set access permissions to the blog post itself. These controls are located below your Blog Post content area.

Post Properties

There are three sections for Post Properties:

- **Basic Settings**
- **SEO Settings**
- **Language**

Basic Settings

These are the most important fields to fill out.

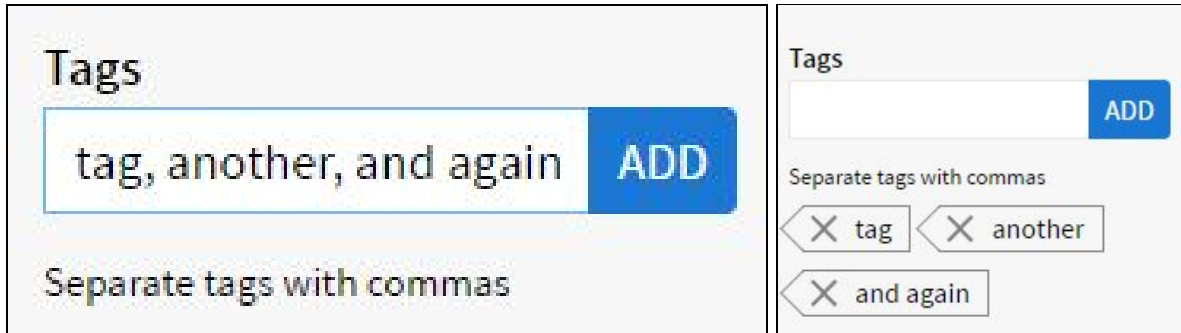
Post ID: Until the post has been saved it will display a Post ID of -1. It will be set automatically by SiteCM.

Short Description: This is used in some templates on Category & landing pages. It can be a sentence or two that should intrigue your users and give them a reason to click through to the full blog post.

Category: By default all new Posts appear in the “Blog” category. You can click the “+” symbol to see a full list of existing categories. Click the appropriate check box to select or deselect any category.

If the category you need has not been created yet, you can click the link to *create a New Category*. Specify a name and a parent category and click the *Add New Category* link. The new category will be added to the list and it will be selected. If you want your Category to be a top level category, select Blog as the Parent Category

Tags: Tags are optional and are similar to Categories. They are helpful for SEO and to help your site visitor navigate and find posts related to specific content. Tags can be keywords or related words not found in the blog post. Some templates will let users click a tag to find all posts that use the same tag.



Featured Image: A featured image is optional and will only display to your site visitors if your blog design includes it. It is used differently in different templates. The Featured Image can also be included in RSS feeds. Featured Images must be loaded individually from your computer.

Show in RSS: If your blog has been configured to generate an RSS (Really Simple Syndication) Feed, this checkbox is used to include the blog post in the RSS Feed itself.

Allow Comments: Only visible if your blog has Comments Activated. If they are, it is selected by default. Deselecting this option will disable comments for the blog post.

Active: Checkbox indicating whether or not the post is active.

Active Date: The date that the post will show up on your site. Default is today, but you can specify a date in the future.

SEO Settings

Browser Title: This will be prefilled with the Title of the Post created above. You can edit it for length or keywords if you like.

Search Engine Description: This will create your meta-description. It is an optional field.

Revisit After & Robots: These are optional settings that should only be adjusted if you understand the impact of the options presented.

GoogleBot NoArchive: Check this box if you do not want search engines to index this page.

Pre-Fetch URL & Custom Tags: Rarely needed or used.

^ SEO SETTINGS

Browser Title

Use Blog Title

This is my new post

Search Engine Description

Revisit After

- use default -

Robots

- use default -

GoogleBot NoArchive

Pre-fetch URL

Custom Tags

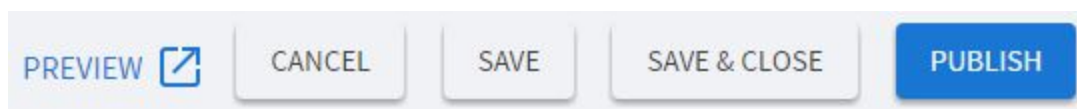
Language

The following options are only relevant if your site is configured to support multi language.

Language: is used to set the ISO language of the blog post. Default is EN-US.

Associated Post: is used to select the corresponding post written in a variant language of the EN-US post being created or edited. For example, to associate a FR-CA version of this EN-US post.

Completing your Post



The Blog Post Editor Menu depicted above is used to take action with your blog post.

Preview: Preview what your blog post will look like once it has been published to your Blog.

Cancel: Cancel any changes you have made to your blog post.

Save: Save any changes made to the Blog Post as a draft within SiteCM for future editing.

Save and Close: Similar to the Save button, the Save and Close button will save your changes to the blog post as a draft, and will then will close the Blog Post editor.

Publish: Used to publish (or launch) the blog post itself, and any changes made to it. This will Activate your Post and make it show on the front of the site.

Note: To publish the post at a future date, remember to adjust the *Active Date* field within Basic Settings, and then click the Publish button for your blog post.

Editing a Blog Post

Quick Edit Properties

To update your Post Properties you can click anywhere on the line of the blog post itself to open the Quick Edit panel from the Right margin.

From here you can update all of your post Properties.

When you are done hit the **Save** icon. Publish will save your changes, mark the post as Active and it will appear on the front end for your visitors.

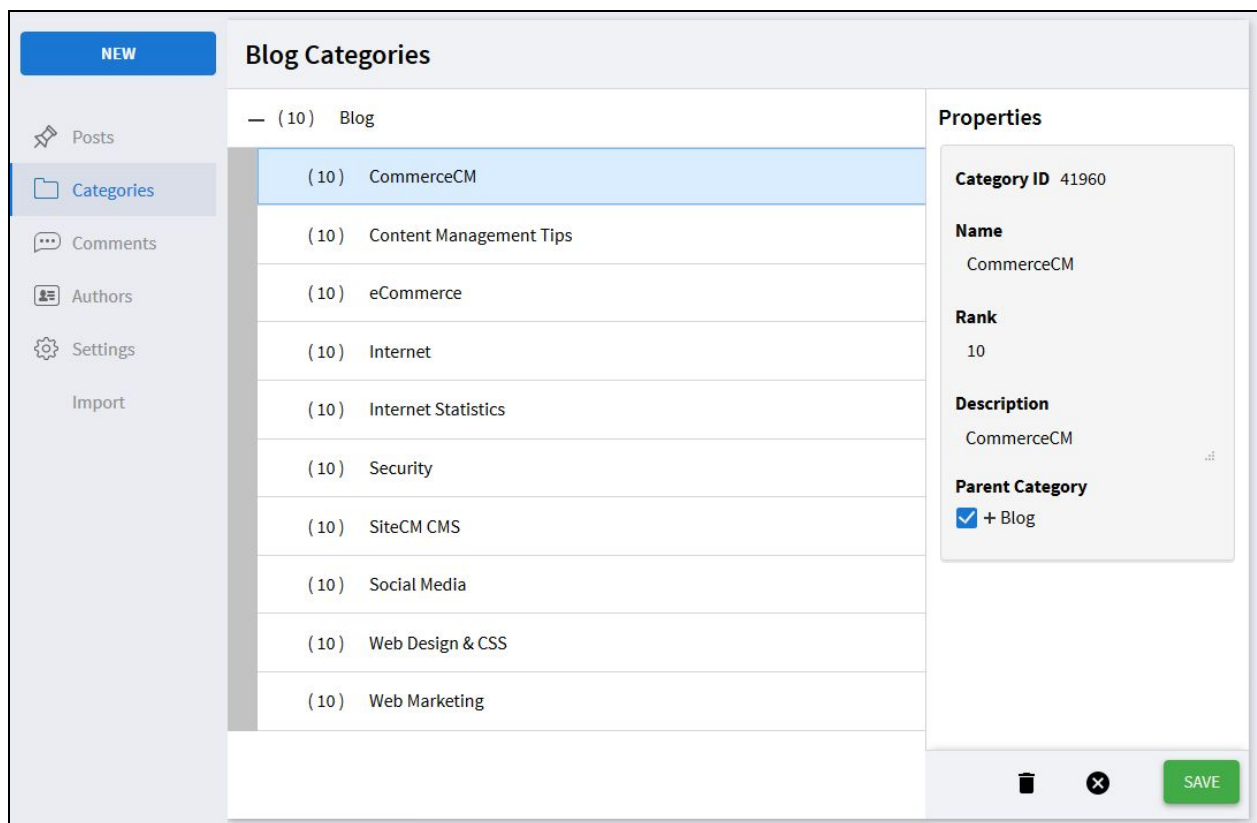
Post Edit

If you need to update your Post contents, click the title of the Post to open the full Post editing window.

If your Blog post is already active, you will have to hit “Publish” to make sure your changes are shown on the site.

Categories

The categories menu item of the Blog Menu is used to manage your website blog’s existing post categories.



The screenshot displays the 'Blog Categories' management interface. On the left, a sidebar contains navigation options: Posts, Categories (selected), Comments, Authors, Settings, and Import. The main area shows a list of categories under the heading 'Blog Categories'. The 'CommerceCM' category is highlighted. To the right, a 'Properties' panel shows details for the selected category: Category ID 41960, Name CommerceCM, Rank 10, Description CommerceCM, and Parent Category + Blog (checked). At the bottom right, there are icons for delete, close, and a green 'SAVE' button.

Category ID	Name	Rank	Description	Parent Category
41960	CommerceCM	10	CommerceCM	<input checked="" type="checkbox"/> + Blog

Editing an Existing Category

To edit a blog post category, click on its name. This action then displays the Properties of your category, appearing on the right hand side of the Blog Categories pane itself.

Category ID: provided by SiteCM Blog. This field is not editable.

Name: This is used in the Navigation, the title on the Category index page and the browser title.

Rank: Positions the Category in the list of Categories and Navigation. If all Ranks are the same the Categories will be sorted alphabetically.

Description: Is used in some templates at the top of the page of listings. The field will expand as you add content.

Parent Category: To create a sub category, click the + symbol in front of Blog and then select the Parent

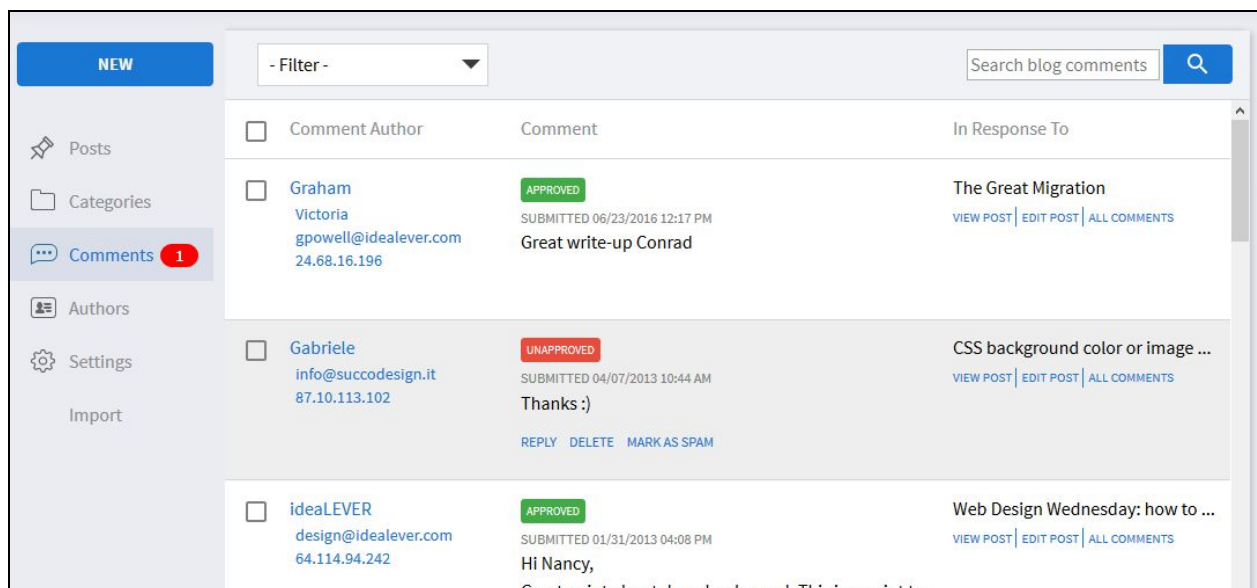
The buttons at the bottom of Properties Pane allow you to **Delete** the category, **Cancel** changes you have made to the category's properties, or **Save** them.



Comments

The left navigation highlights that there is one new, unapproved comment.

The landing page shows approved and unapproved comments 10 to a page from newest to oldest. Each row shows the Comment Author, the full Comment and the current status, and the post it was in Response to.



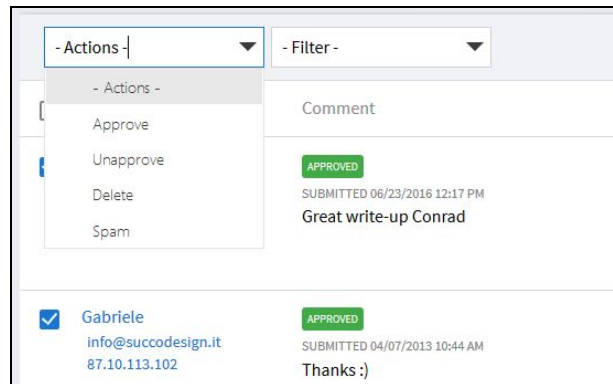
<input type="checkbox"/>	Comment Author	Comment	In Response To
<input type="checkbox"/>	Graham Victoria gpowell@idealever.com 24.68.16.196	APPROVED SUBMITTED 06/23/2016 12:17 PM Great write-up Conrad	The Great Migration VIEW POST EDIT POST ALL COMMENTS
<input type="checkbox"/>	Gabriele info@succodesign.it 87.10.113.102	UNAPPROVED SUBMITTED 04/07/2013 10:44 AM Thanks :) REPLY DELETE MARK AS SPAM	CSS background color or image ... VIEW POST EDIT POST ALL COMMENTS
<input type="checkbox"/>	ideaLEVER design@idealever.com 64.114.94.242	APPROVED SUBMITTED 01/31/2013 04:08 PM Hi Nancy, Great point about download speed. This is a point to	Web Design Wednesday: how to ... VIEW POST EDIT POST ALL COMMENTS

Using the -Filter- drop down at the top of the page allows you to limit the list to only show comments that are Approved, Unapproved, Deleted, and Marked as Spam.

The search on the right searches an index of the Comment Author (name), Location, and Comment body and returns a list of all matching Comments. To reset the list, click the “clear” link that appears behind the search button.

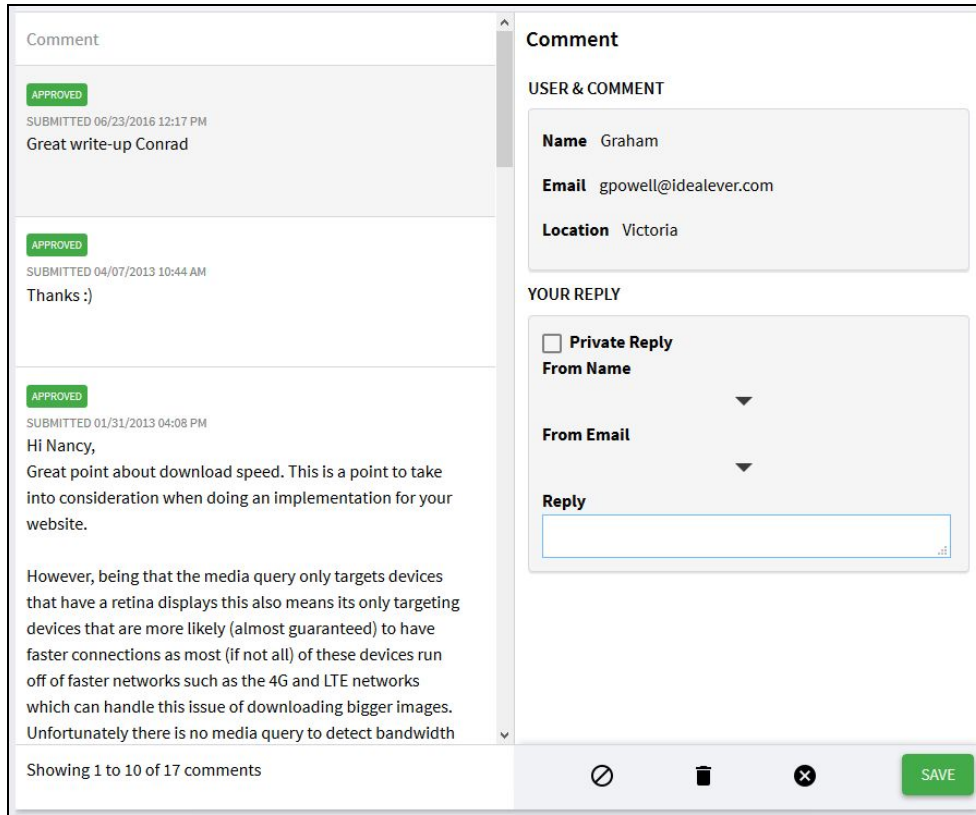
Checking the boxes on the right side of each comment row activates the -Actions- menu and allows you to do bulk changes on all of the selected comments at once. You change their approval status, Delete, or mark them as Spam.

The “In Response To” column lists the post title. You can click a link and View the post as a visitor in a new tab or Edit the post in a new tab. You can also click a link to view all comments on the post.



Rolling your mouse over the comment row reveals controls to process the comment as shown in the second row. Your options are to Reply, Delete, or Mark as Spam.

- Clicking the “unapproved” label changes the comment to “approved” and the label to green.
- Clicking Delete removes the comment from the list and it can only be viewed using the filter.
- Clicking Reply slides open the reply window from the right. The comment you are replying to remains highlighted. A Private Reply is sent as an email to the author of the comment.



Authors

Blog Authors are managed within SiteCM Users. Clicking the Authors menu item in the Blog menu navigates you to this section within SiteCM.

In order to be listed in the Author drop down in the Blog manager, the User account must be part of the "Blog User Role". This is true even for Administrators. To select a second Role, use Ctrl+click.

Note: idealEVER solutions will configure this new User role for you upon the addition of the Blog Component to your SiteCM / CommerceCM license.

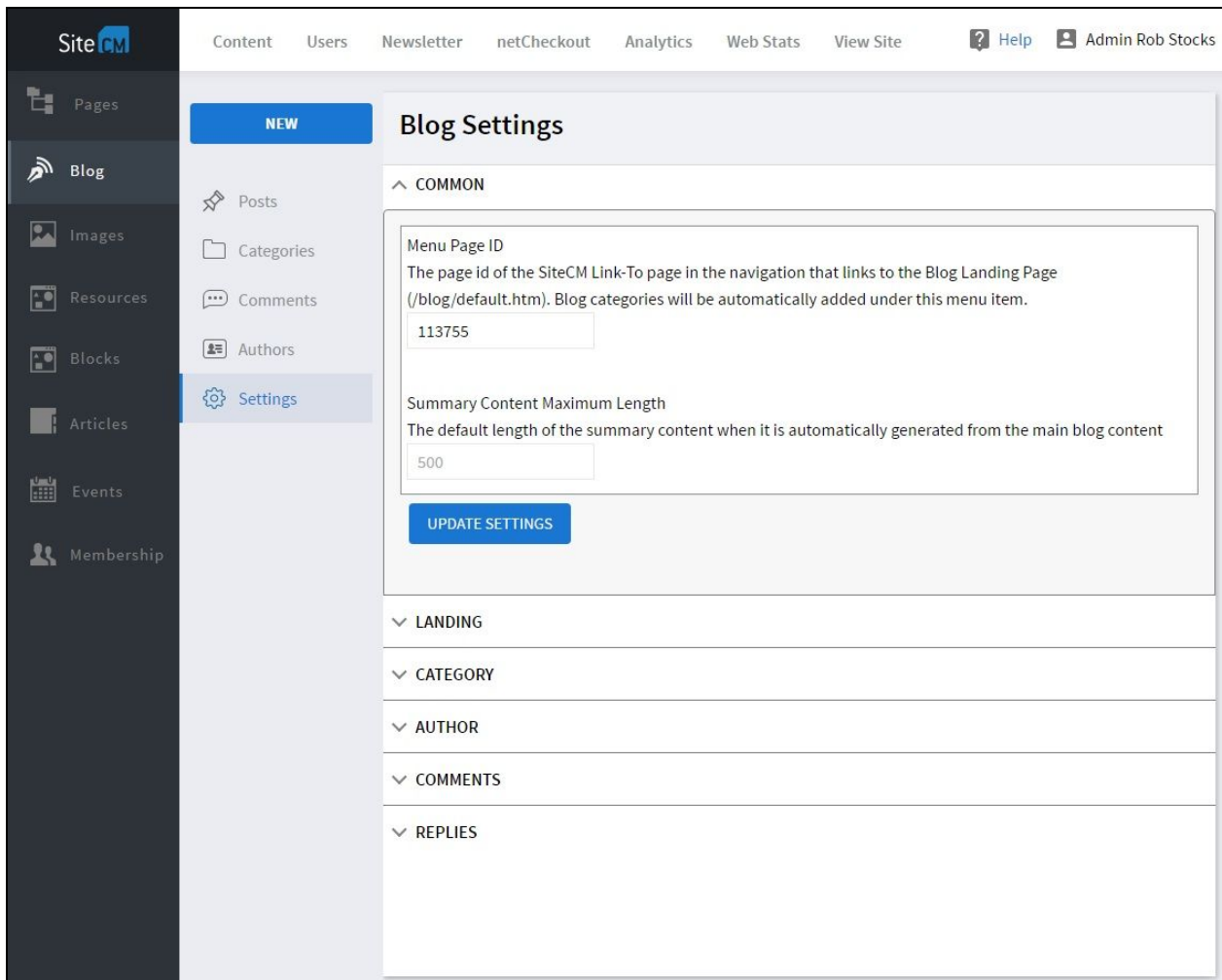
The screenshot shows the 'USER EDITOR' form with the following fields and values:

- Title: (blank)
- First Name: Rob
- Last Name: Stocks
- Role: Administrators, Test user role, **Blog User Role** (selected)
- Password: (empty)
- Confirm Password: (empty)
- Email: rob@idealever.com
- Default Page: Blog

At the bottom of the form are three buttons: UPDATE, CANCEL, and DELETE.

Note: If a User Account is only intended to be used as a Blog Author and has been assigned the Blog User Role, the Default Page field depicted above for your user must be set to “Blog”. This will ensure that when the blog author logs in to SiteCM using their login credentials, they are taken directly to the Blog landing page itself.

Settings



The screenshot displays the SiteCM administration interface. The top navigation bar includes links for Content, Users, Newsletter, netCheckout, Analytics, Web Stats, View Site, Help, and Admin Rob Stocks. The left sidebar lists various site management options: Pages, Blog, Images, Resources, Blocks, Articles, Events, and Membership. The 'Blog' section is expanded, showing sub-options: Posts, Categories, Comments, Authors, and Settings. The 'Settings' page is titled 'Blog Settings' and features a 'NEW' button. The settings are organized into sections: COMMON, LANDING, CATEGORY, AUTHOR, COMMENTS, and REPLIES. The COMMON section is expanded, showing two settings: 'Menu Page ID' (value: 113755) and 'Summary Content Maximum Length' (value: 500). An 'UPDATE SETTINGS' button is located below the settings.

Note: This section is only available to site Administrators, not Blog Authors.

Common

SCM_Blog_PageID: The page id of the SiteCM Link-To page in the navigation that links to the Blog Landing Page (/blog/default.htm). Blog categories will be automatically added under this menu item.

Blog_Dynamic_Summary_MaxLength: The default length of the summary content when it is automatically generated from the main blog content.

Landing

SiteCM_Blog_Landing_DefaultPageSize: The default number of blog posts that show up on initial load of the blog main page.

SiteCM_Blog_Landing_PostsPerPage: The available page sizes for the blog posts that show up on initial load of the blog landing page, use -1 for "show all".

Category

SiteCM_Blog_Category_DefaultPageSize: The default number of category blog posts that show up on initial load of a category page.

SiteCM_Blog_Category_PostsPerPage: The available page sizes for the category blog posts that show up on initial load of a category page, use -1 for "show all".

Author

SiteCM_Blog_Author_DefaultPageSize: The default number of author blog posts that show up on initial load of an author page.

SiteCM_Blog_Author_PostsPerPage: The available page sizes for the author blog posts that show up on initial load of an author page, use -1 for "show all".

SCM_Blog_Author_FirstNameOnly: Sets whether to display first name only of blog authors, true or false.

Comments

SiteCM_Blog_Default_AllowComments: turn on(true)/off(false) the default state of "Allow Comments" check box for new blog postings, true or false. This can be overridden manually on individual posts.

SiteCM_Blog_Comments_AutoApprove: CAUTION: if true, the comment will immediately display on the website which could result in spam or profanity.

SiteCM_Blog_Comments_DefaultPageSize: The default page size on initial load of a blog posts comments.

SubmitComment_AdminEmail_To_EN-US: The "To" email address for the notification email that a comment was submitted. The notification email also gets sent to the author email.

SubmitComment_AdminEmail_Subject_EN-US: The subject line for the notification email that a comment was submitted. The notification email also gets sent to the author email.

SubmitComment_Template_EN-US: The html (or path to html file) for the content of the notification email that gets sent to the admin/author that a comment was submitted. If not defined, then a plain text email is sent with all the comment details. The template supports the following variables: %name%, %email%, %location%, %comment%, %postingtitle%, %postingcategories%, %commentlink%. If using an external file the value MUST be a local file and start with /.

Replies

Blog_Reply_From_Name: The default moderator name, used to prefill the "Reply Name" field that is used in the "From" field of the reply email sent to the Commenter.

Blog_Reply_From_Email: The default moderator email, used to prefill the "Reply Email" field that is used in the "From" field of the reply email sent to the commenter.

Blog_Reply_Template_EN-US: The html (or path to html file) for the content of the reply email that gets sent to the Commenter. The template supports the following variables: %date%, %name%, %email%, %location%, %comment%, %reply%, %authorname%, %replydate%, %postingtitle%, %postingcategories%, %postinglink%. If using an external file the value MUST be a local file and start with /.

Blog_Reply_Subject_EN-US: The subject line of the reply email that is sent to the Commenter.

Blog_Reply_CopyTo_EN-US: An email address where a copy of the reply email can also be sent too.

Blog_Reply_Link_Format_EN-US: The link that appears in the reply email if the reply is not private. This replaces the %postinglink% variable in the reply template. You can use other variables, eg. %postingtitle%.

Blog_Reply_CommentDate_Format_EN-US: The date format used when displaying the date when the comment was submitted.

Blog_Reply_Date_Format_EN-US: The date format used when displaying the date when the reply was submitted.

Note: to save changes made to any field above, click the Update Settings button within the section containing the setting you have changed.

Import

The Blog Menu's Import section is used to import a WordPress based blog into your SiteCM blog. The import process must first be activated for your website blog by ideaLEVER Solutions. Contact our support team at support@idealever.com if you do not see an import link in the blog menu, and you are interested in importing your WordPress Blog, into SiteCM.

Importing from WordPress

1. Login to your Wordpress Site.
2. From Wordpress dashboard, select "WP Admin" (or add /wp-admin to the end of your site's url).
3. In the WP Admin dashboard, go to Tools → Export
4. Select "Start Export" from the Free Export section of the page.
5. From the "Choose what to export" radio buttons, select "All content".
6. Click the "Download Export File" button to download a .xml file of your blog's content.
7. In the SiteCM manager, go to Blog → Import. If you don't see the link in the menu, then the import feature has not yet been activated on your SiteCM license.
8. Choose the .xml file that was downloaded during the export from Wordpress.
9. Click the "Upload" button beside the filename to generate a report about the Authors, Posts and Categories found in the .xml
10. Click the "Process" button to import the data found in the .xml file. Posts and Categories that are already present in your SiteCM blog are not re-imported.

SEO and Google Indexing

Blog Transition from WordPress to SiteCM

Redirecting URL's

In order to preserve Google indexing and SEO, all blog articles will need to be 301 redirected. As the blogs are all on a Linux server running Apache, the simplest (and quickest) solution is to

use .htaccess redirection. It's a server file, and the first thing that's checked. It doesn't matter if WP is active or not to work. The following steps need taken to transition from the WordPress blog.domain.com to the new SiteCM blog after the import is complete.

1. Download this plugin,
<https://drive.google.com/open?id=0B4aaYRVhWDNsdnVEb1RBTIJycEU>
2. Login to your WordPress blog
3. Check URL format.
 - a. If the blog uses the standard URL format ie. blog.domain.com/blog-post-name/, then proceed to step 4.
 - b. For non standard blog post URL's ie. blog.domain.com/?p=123, blog.domain.com/category/post-name/, etc:
 - i. Go to Settings > Permalinks
 - ii. Change Common Settings to 'Post Name'
 - iii. Save!
 - iv. Check the bottom of the page to see if there are server permission issues. If there are, then copy of and paste the snippet given at the top of .htaccess file.
4. Install the plugin
 - i. Plugins > Add New > Upload Plugin
 - ii. Choose File - the one you just downloaded, and install
 - iii. When it's installed click Activate Plugin
 - iv. Go to Tools > Redirect to SiteCM
5. Follow the remaining directions provided.

An .htaccess editor is included to avoid needing ftp login credentials.

Note: This may not work on older blog servers where permissions may be an issue. In that case access the WordPress Blog's .htaccess file through FTP. The .htaccess file is found in the root directory of your WordPress Blog. Edit it, and cut and paste the code from the above plugin.

For non-standard URL formats it's extremely important the rewrite rules go under the WordPress ones (after # END WordPress). If there the URL structure is the original WP default of /?p=123, then the .htaccess file will (most likely) not have any WP rewrite rules, and the SiteCM redirects can go at the top.

Wildcard vs. Per-Post Redirect

Wildcard is the simplest, and will leave access to the WordPress admin if needed. It also covers any case where someone may follow a bad link to the old blog. But if there's any concern, they've created a non WP standard custom url structure, or the blog.domain.com is being used for other purposes as well, then the per-page redirects just contains the blog posts.

For any additional support or training related to your new SiteCM Blog Component, please contact us as support@idealever.com