

Ski school xxx

Maintenance of your onlineshop

<https://xxx.skischool.shop/>

User name: user

Password: xxx





Login

Open the page <https://xxx.skischool.shop/typo3> in a browser. The following login page opens:

The image shows a login form for TYPO3. At the top center is the TYPO3 logo, which consists of an orange shield-like shape with a white diagonal line and the text 'TYPO3' in black. Below the logo are two input fields. The first field is outlined in blue and contains the text 'user'. The second field is outlined in green and contains the text 'xxx'. Below these fields is a solid orange button with the text 'Anmeldung' in white. At the bottom of the page, there is a horizontal line. Below this line, on the left, is the text 'Mehr über TYPO3' and on the right is the TYPO3 logo.

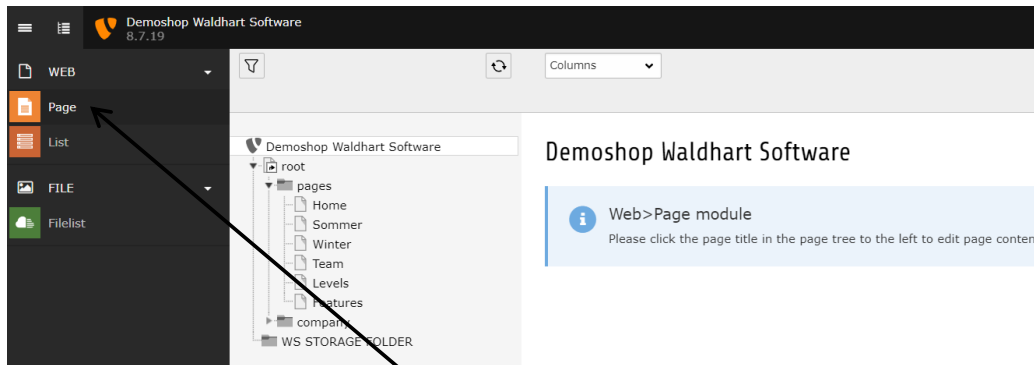
Enter your **user name** and your **password** and click on

An orange rectangular button with the text 'Anmeldung' in white, centered on the button.



Backend Area

You are now in the backend area of your online shop 2.0.

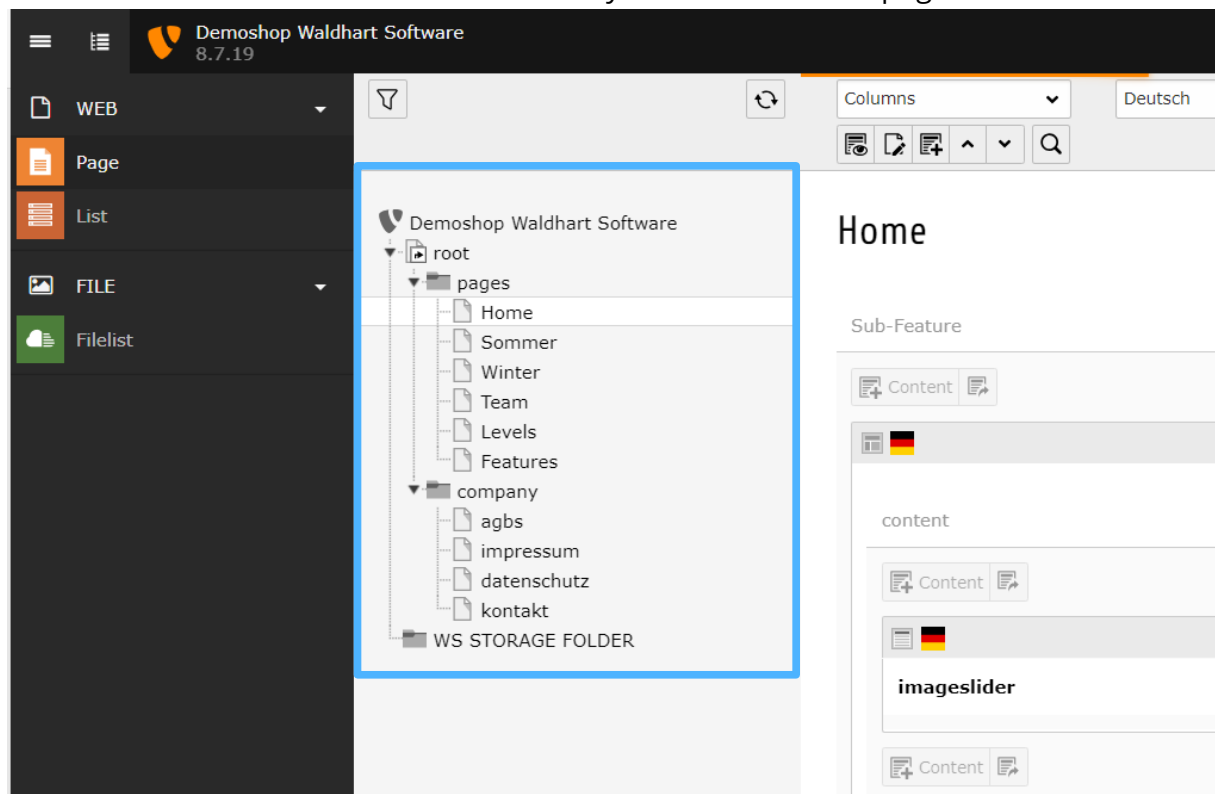


Change to “Page” on the left first. The menu items displayed (Page, List ...) vary depending on the user rights assigned.

The **page tree** corresponds to the menu on your online shop. If you click on the - element, the submenu items of the respective page will show. Click on the desired page to edit the content.

Example:

This is what a backend area looks like when you have selected a page.



The structure of the area on the right varies depending on the structure of the online shop.



Symbols & Meanings



Cache button:

If you have made a change to the page, but this is not displayed on the page, you have to clear the cache so that the website can renew (e.g. for blog entries).



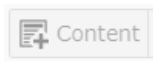
Edit element



Hide element



Show element

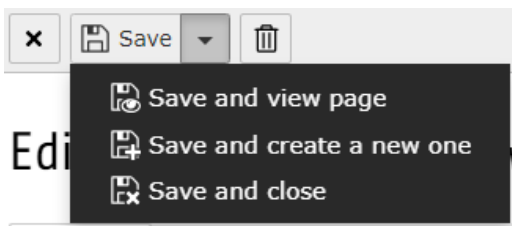


Create new element



Delete element

In the edit mode (e.g. in a text element)



Left to right: close, save, save and view, save and create new element, save and close, delete.




Edit content



Text element:

Edit Page Content "Wir von Waldhart Software haben eine neue Lösung f..." on page

You can write as usual in the text window.

Attention: The formatting is adopted when pasting from Word or other writing programmes.

In this case, please mark the text and use the  symbol to delete the formatting.


Writing text bold or italic works like in Word: Mark the text and click on  or . Then save and close the text.

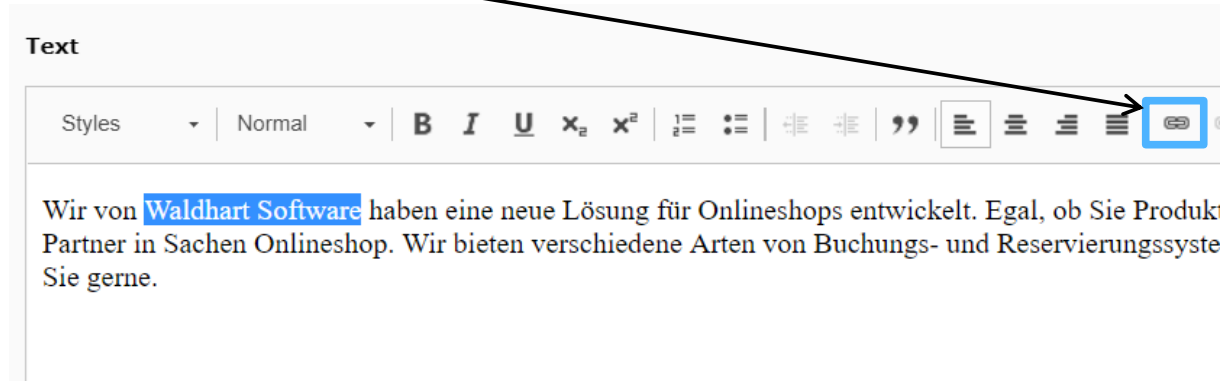
Attention: These changes are displayed in the online shop immediately after they have been saved.



Add links

Mark the word or group of words you want to link.

Then click on the  "Add link" symbol.



A window opens where the link type can be selected. Meaning of the different tabs:

Page: link to a page of the own online shop

File: link to e.g. an PDF

External URL: link to another website.

Insert the link in the URL, click on "Set link", insert a title if you like and select "New window" in the target window (so that the link opens in a new window). If necessary, change the wording of the link in the text field.

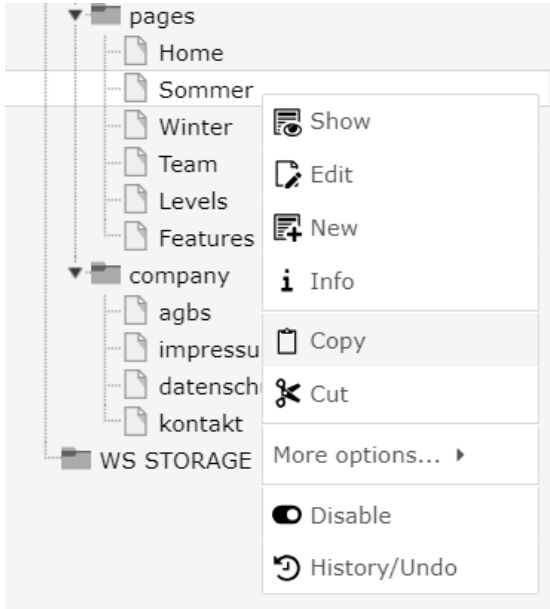
Email: link an e-mail address

Add e-mail address, "Set link" and add a title of your choice.

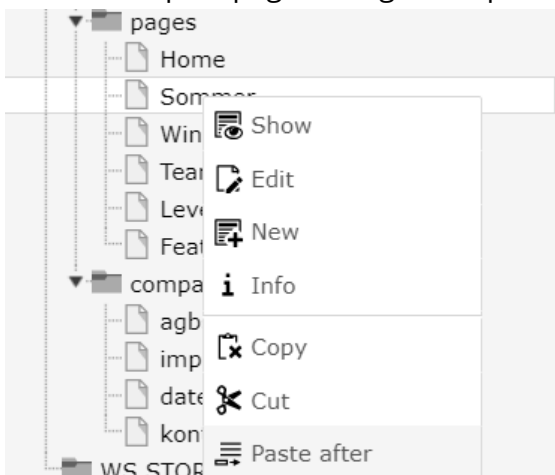


Create new page

The easiest way is to copy an existing page (as similar as possible in terms of structure). To do this, right click on the desired page and select "Copy".



Then the copied page can again be pasted at the desired location with a right click.

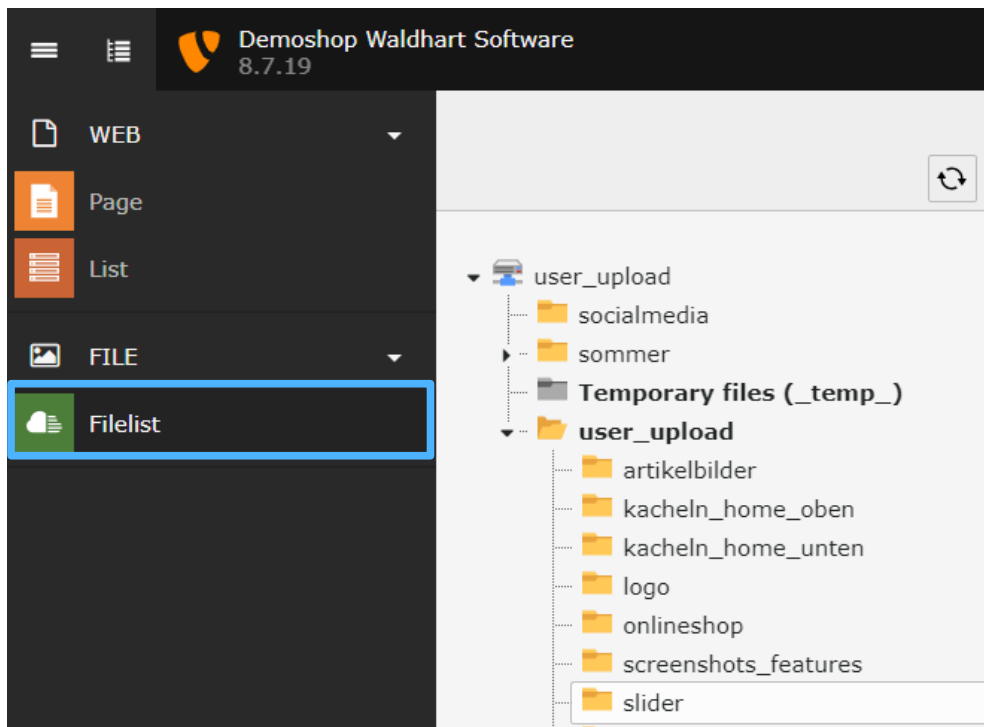



With "Paste after" the page is pasted behind the one currently selected with a right click, "Paste into" creates a new subpage of the currently selected page.



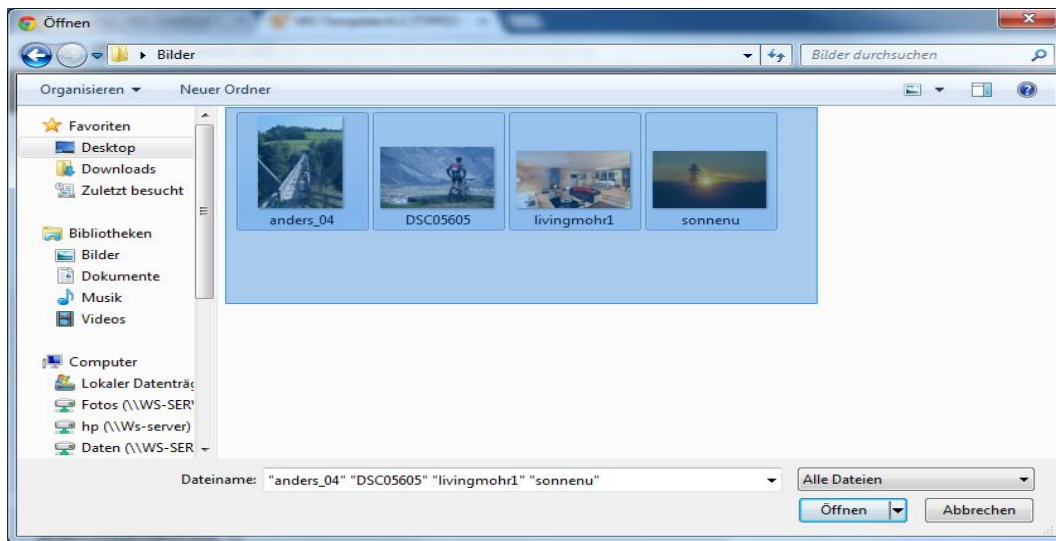
Insert pictures

In order to add images to your online shop, you must first upload them. You can do this by clicking on "Filelist" under "File". Special images such as sliders are divided into folders for different topics.



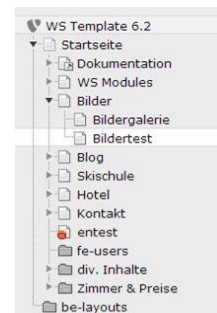
Navigate to the desired folder and click the "Upload button" . A dialogue window appears in which you can specify the images to be uploaded.

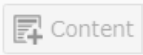
In order not to have to select each picture individually, it is most convenient to mark all the pictures at once and click on "Open".

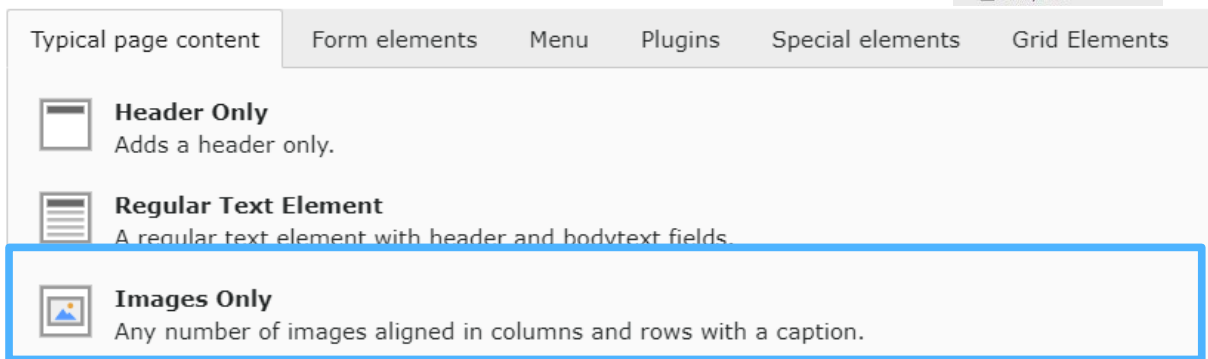


The computer does the rest by itself and you can work with these image once you have uploaded them successfully.

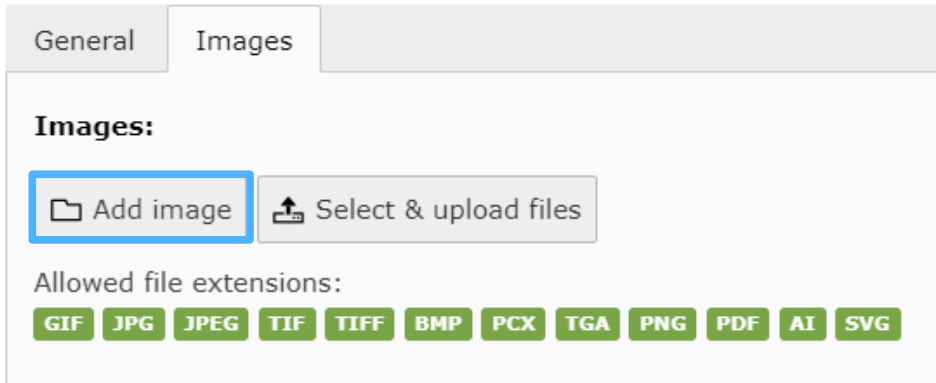
Now switch the top left view to "Page" and select the desired content page on which the images are to be displayed. Here in the example it would be the "Bildertest " page.



Use  to create a new data file. In this case, select "Images Only".

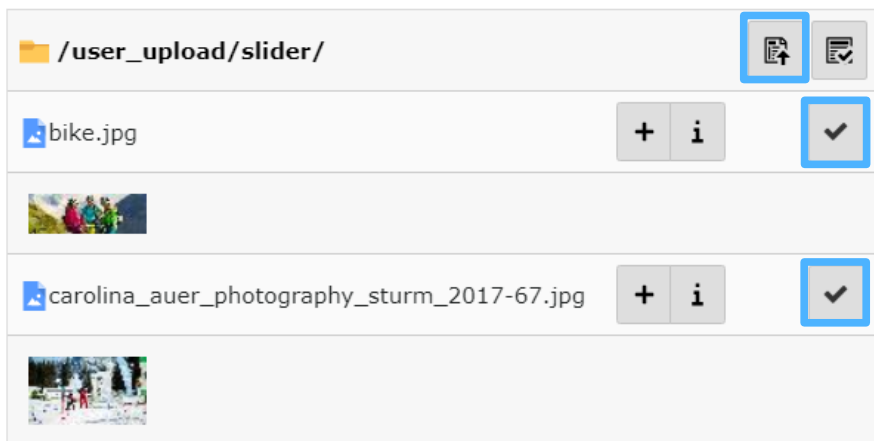


The "Images" tab and the "Add image" button take you to the file list of your online shop.

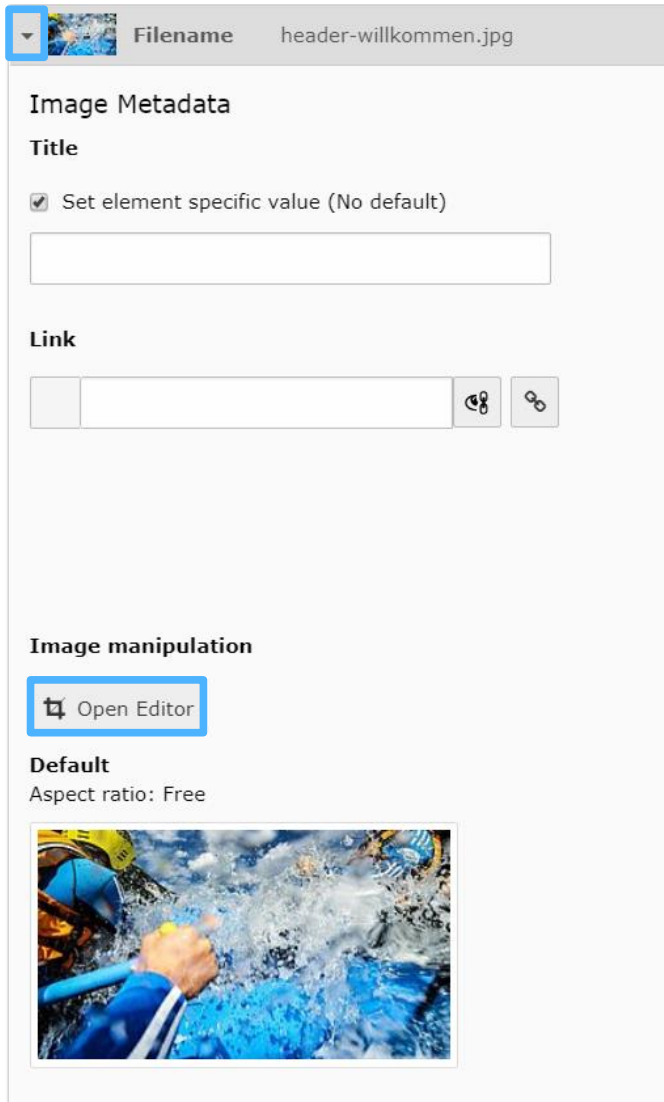


In this window you navigate to your pictures, tick the pictures that you would like to have on the online shop and confirm your selection via "Import selection".

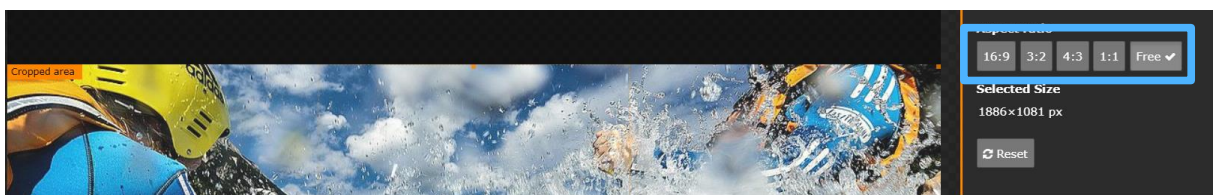
Display thumbnails



Then, if desired, the images can be edited directly in the backend:
Open the edit menu with the small triangle symbol to the left of the picture and open the editor.

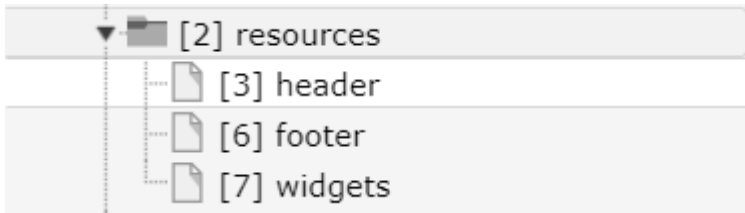


The aspect ratio can now be set as desired in the editor, or you can use the setting “Free” to select the image section freely with Drag and Drop on the side and corner points. Then “Accept”.



Edit slider

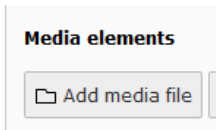
The sliders are located in the “resources” folder under “header”.



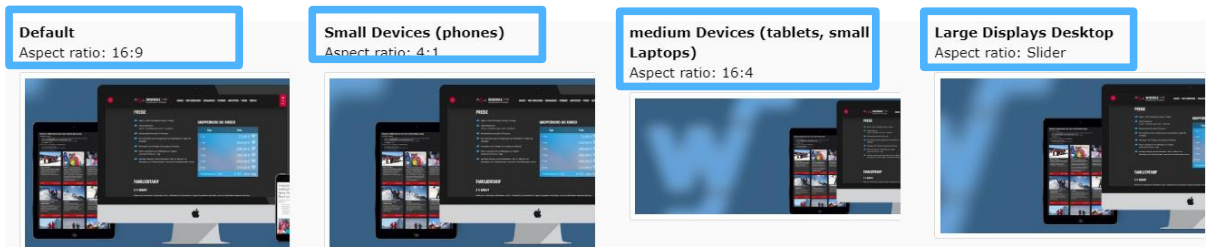
The slider images are located at the top of the page in the "imageslider" element.



Switch to the edit mode with the pencil symbol. An image file can now be inserted under "Media Elements" in a similar way to "normal" pictures.



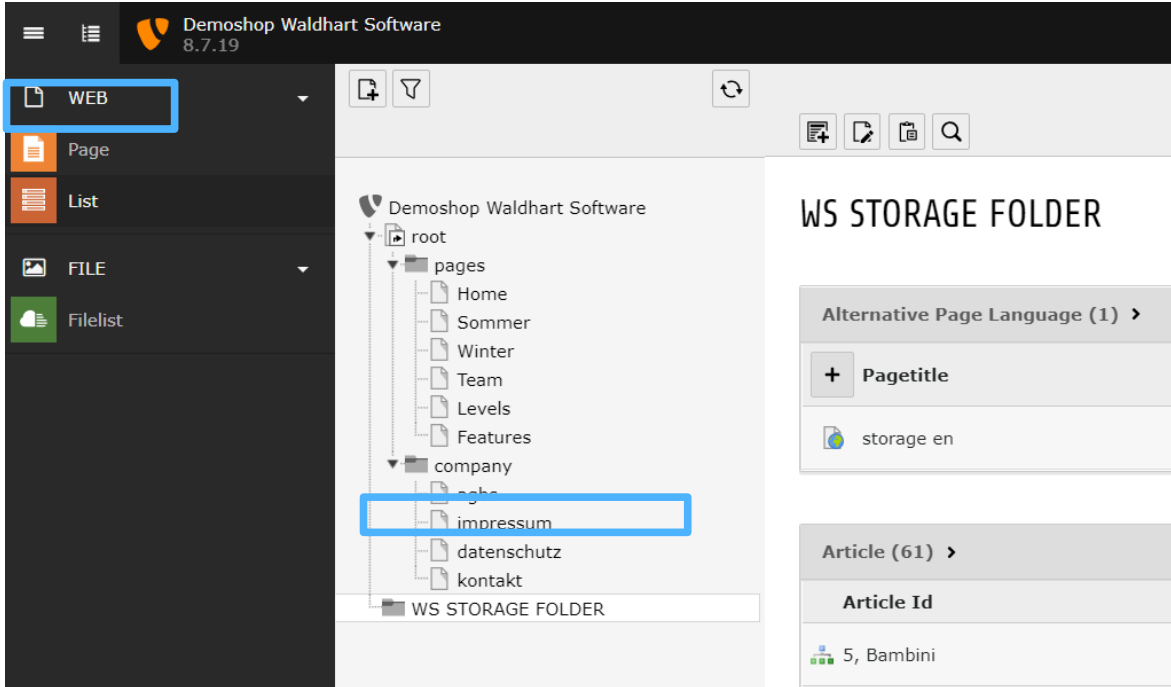
After the insertion, the image section can be adjusted in the editor. Attention: Please keep the existing aspect ratios for slider images so that the display remains uniform on mobile devices.



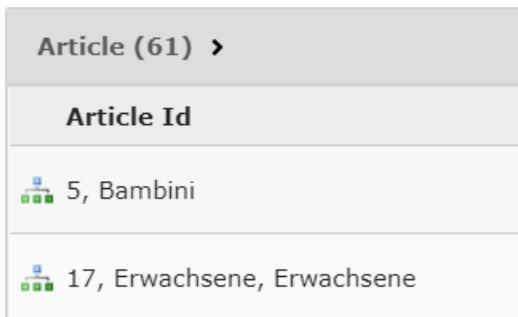


Edit bookable articles

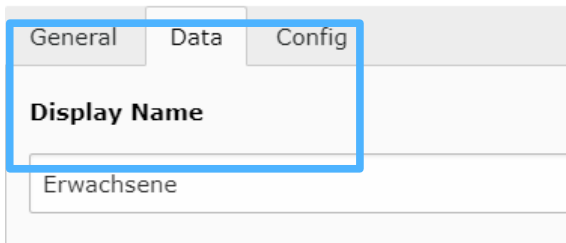
Articles that can be booked online can be edited in the list view of the "WS STORAGE FOLDER".



To do so, simply click on the desired article under "Article".





In the "Data" tab, the item can be renamed in the "Display Name" field if necessary.



If articles are to be displayed on the start page (see below), you can also insert an image under "Impressions".




Impressions

 Create new relation  Select & upload files

Allowed file extensions:

GIF **JPG** **JPEG** **TIF** **TIFF** **BMP** **PCX** **TGA** **PNG** **PDF** **AI** **SVG**

 **Filename** Fun_Pro_Skischule_web-_93-von-123_.jpg

The rest of the information (prices, etc.) about the bookable articles is automatically imported.



Software



Webdesign



Onlineshop

A-6405 Pfaffenhofen
Unterdorf 1
Tel: +43 5262 64574
E-Mail: support@waldhart.at
www.waldhart.at