

Ski school xxx

Maintenance of your onlineshop

https://xxx.skischool.shop/

User name: user

Password: xxx



Login

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

VTYP	03
user	
XXX	
Anmeldung	
lehr über TYPO3	

Enter your user name and your password and click on

Anmeldung



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 E - 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.

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ß	WEB			-	∇		Ð	Columns	•	Deutsch
	Page						_		Q	
	List			•	Demoshop Waldhart	Software		Home		
	FILE				 root pages Home Sommer Winter Team Levels Features company agbs impressum datenschutz kontakt WS STORAGE FOL 	.DER		Sub-Feature		

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).

ø	Edit element
	Hide element
$ \mathbf{O} $	Show element
Content	Create new element
创	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

General	Appearance	Language	Access	Categories	Grid Elements		
Content Type _{Text}	Element	~				Colum i Grid C	n ontainer 🗸
Headlin Header	es						
Туре						Alignm	ent
H1	~					Defaul	t 🗸
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						હ	90
Subhead	er						
Text							
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Wir vor Partner Sie gerr	n Waldhart Soft in Sachen Onlin 1e.	ware haben e neshop. Wir b	ine neue Lö pieten verso	ösung für Onlir chiedene Arten	eshops entwickelt. Egal, ob Sie Produkt von Buchungs- und Reservierungssyster	e, Kurse oder Ver men an, ob einsei	anstatunger ig (<u>One-Pag</u>
u can	write as u	usual in t	he text	window.			
tenti	on: The fo	ormatting	g is ado	pted whe	en pasting from Word or o	other writin	g
ogran	nmes.						

In this case, please mark the text and use the I_{\star} symbol to delete the formatting.

Writing text bold or italic works like in Word: Mark the text and click on **B** or **I**. 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.

Т	Then click (on the 🛁	"Add link" sy	mbol.					
	Text								
	Styles	- Normal	- B I	<u>U</u> x _a	x ²]= :		? ? ≧	= =	
	Wir von <mark>V</mark> Partner in Sie gerne.	Waldhart Softw Sachen Onlin	<mark>vare</mark> haben ein eshop. Wir bie	e neue Lösu eten verschi	nng für On edene Arte	llineshops en von Bu	entwickelt. E chungs- und l	gal, ob s Reservie	Sie Produk rungssyste

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").

🔻 📰 pages	
- 🗋 Home	
- 🗋 Sommer	
- 🗋 Winter	🗟 Show
- 🗋 Team	🔀 Edit
- 🗋 Levels	
- Features	E New
company	i Info
agbs	n Cody
	•
	🗶 Cut
WS STORAGE	More options >
	Disable
	🕑 History/Undo

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.

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	WEB	-	Ð
	List		• 🕿 user_upload
	FILE	.	socialmedia
	Filelist	:	 user_upload artikelbilder kacheln_home_oben kacheln_home_unten logo onlineshop
			screenshots_features

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".



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Computer								
🟭 Lokaler Datenträ								
Fotos (\\WS-SER'								
hp (\\Ws-server)								
Daten () WS-SER -								

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

Now switch the top I content page on whi Here in the example Use Content to cr Only".	 WS Template 6.2 Startseite WS Modules Bildergalerie Bildertest Blog Kischule Hotel Kontakt entest fe-users div. Inhalte Zimmer & Preise be-layouts 				
Typical page content	Form elements	Menu	Plugins	Special elements	Grid Elements
Header Only Adds a header Regular Text	only. E lement	and body	text fields.		
Images Only Any number of	images aligned in co	olumns an	d rows with	a caption.	

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



General Images
Images:
🗅 Add image 🛃 Select & upload files
Allowed file extensions: GIF JPG JPEG TIF TIFF BMP PCX TGA PNG PDF AI SVG

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

/user_upload/slider/		r I
<mark>, ∠</mark> bike.jpg	+ i	~
carolina_auer_photography_sturm_2017-67.jpg	+ i	~

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.



🕶 🏹 Filename	header-willko	ommen.jp	9
Image Metadata Title			
 Set element specific 	: value (No defa	ault)	
Link			
		@8	00
Image manipulation Image manipulation Image manipand <			
	A to A	A	

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".



[2] resources	
[7] widgets	

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

	P 🖸 🗓
imageslider	

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".

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List	V Demoshop Waldhart Software	WS STORAGE FOLDER
FILE	pages Home Sommer Winter Team Levels Features company	Alternative Page Language (1) > Pagetitle storage en
	datenschutz datenschutz WS STORAGE FOLDER	Article (61) > Article Id

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

Article (61) >		
Article Id		
5, Bambini		
17, Erwachsene, Erwachsene		

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

General	Data	Config	
Display Name			
Erwachse	ne		1

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_web93-von-123jpg	

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









)nlineshop

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