SABBATCMS

v3.5 Documentation
INSTALLATION, OPERATION & TROUBLESHOOTING

SABBATMedia
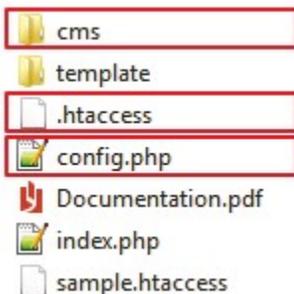
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1. INSTALLATION

SabbatCMS can be used in two different ways and thus installation will vary slightly based on which method you choose. You can use SabbatCMS to add CMS capabilities to an existing website OR you can choose to use the included frontend template to quickly deploy a complete site.

Method A - Using SabbatCMS with your own template or existing site

1. Download and unzip the file "*sabbatcmslight.zip*" to your computer.

2. Since you are not using the SabbatCMS template system, you only need the "cms" folder, config.php and the .htaccess file. Using your FTP client, upload those three items to the root of your domain.

You can also install into a sub-folder during development, just make sure to edit the folder name in settings later if you do this.

3. Once the upload is complete, you need to set permissions on certain files so that they are writable. This can be done in either your website's control panel or your FTP client. In most cases it will be faster and easier to use your FTP client.

First, set permissions on the "data" folder inside "cms" to 755 recursively. This means permissions need to be set for the folder itself as well as all files and folders inside of it. For example, in the popular FTP client Transmit, you set the permissions by number then click "Apply" and "Apply too Enclosed" to set permissions on the entire data folder. Then repeat this for the file "config.php". This procedure may vary slightly depending on what FTP client you use.

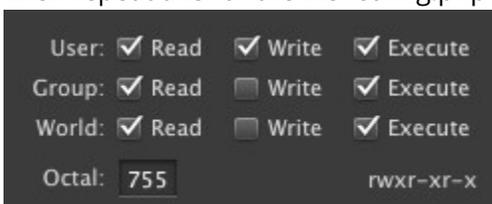**NOTE:** *On some servers, 755 permissions may not work and you might need to try using 777 instead.*

4. Next edit the .htaccess file and configure using the instructions inside the file. Note: Some computers hide files that start with "." so the .htaccess file may not have been uploaded when you installed. In this case upload the sample.htaccess then rename to just .htaccess on your server.

5. Now that the files are uploaded and permissions are set properly, it's time to login and start using SabbatCMS. Open your browser and go to "*yoursite.com/cms*". The default password is "demo".

Method B - Using the SabbatCMS template system and Pages

1. Download and unzip the file "*sabbatcmsfull.zip*" to your computer.

2. Using your FTP client, upload the entire contents of the "sabbatcms" folder to the Root of your domain. You can also upload into a sub-folder of your domain during development if you don't want the site to go live yet.

3. Once the upload is complete, you need to set permissions on certain files so that they are writable. This can be done in either your website's control panel or your FTP client. In most cases it will be faster and easier to use your FTP client.

First, set permissions on the "data" folder inside "cms" to 755 recursively. This means permissions need to set for the folder itself as well as all files and folders inside of it. For example, in the popular FTP client Transmit, you set the permissions by number then click "Apply" and "Apply too Enclosed" to set permissions on the entire data folder. Then repeat this for the file "config.php". This procedure may vary depending on what FTP client you use.

NOTE: On some servers, 755 permissions may not work and you might need to try using 777 instead.

4. Next edit the .htaccess file and configure using the instructions inside the file. Note: Some computers hide files that start with "." so the .htaccess file may not have been uploaded when you installed. In this case upload the sample.htaccess then rename it to just .htaccess on your server.

5. The frontend site will now be accessible from your browser. If you uploaded to the Root of your domain, go to *yoursite.com* and you will see the SabbatCMS template.

6. Now that the files are uploaded and permissions are set properly, it's time to login and start using SabbatCMS. Open your browser and go to "*yoursite.com/cms*". The default password is "demo".

2. Settings

After you have installed SabbatCMS you will need to go to the settings page and review your options. At the very least you should make sure you change the default password. Below is a list of each setting and a brief explanation.

CMS Folder Name:
The CMS folder name is the folder where you have installed SabbatCMS. Many users choose to change the default name of 'cms' to something else. If you do change the name, you must also change it in settings or else the paths will be broken.
Another important note about these settings is that if you have installed SabbatCMS in a sub-folder, you must also show that in settings. For example, if you installed your copy of SabbatCMS in something like: *'yourdomain.com/subfolder/cms'* then you would set the folder name as 'subfolder/cms'.

Password:
One of the first things you should do after installing SabbatCMS is change the default password, which is 'demo'. If you forget your password and need to retrieve it, you can always ftp into your site and view it in the file 'config.php'.

Email Contact:
The email contact field serves two purposes in SabbatCMS. First, it's where all mail from the contact form will be sent. Second, all notifications for new blog comments will be sent here.

Gallery Thumbnail:
You can set the width and the height for your thumbnails here, by default they are set to 100x100. Note: One size fits all. If you have more than one Thumbnail Gallery, they will all have the size you enter here.

Blog URL:

The blog URL setting is used for the preview button in the blog admin area. When you click 'preview', you are taken to this URL. Since SabbatCMS does not know where you embedded the blog, this field must be filled in in order for the button to function properly.

Posts Per Page:
This option lets you decide how many blog posts will show on your blog page before the pagination ('Older Posts' link) automatically appears.

Blog Date Format:
The blog date format lets you have your dates appear in the MM/DD/YY format or the DD/MM/YY format.

Blog Comments:
Blog comments are enabled by default, but if you wish to turn them off, just set this too 'Disabled'.

Blog Captcha:
Captcha on the Blog is enabled by default, but if you wish to turn it off, just set this too 'Disabled'.

Anti-Spam Questions:
In order to prevent comment spamming on the blog, the user is required to answer an anti-spam question. These questions are filled in with default questions, but it is a good idea to create your own unique for better security.

3. Embedding

All the features of SabbatCMS, whether it be a block, blog, gallery, etc. are placed on your site by embedding. These embeds are actually just plain old PHP includes. An include simply says, take the content in this path and place it inside the current document.

Embed Code

This is your embed code, paste it into a Block, Page or a **.php** page to display this content.

```php
<?php include_once($_SERVER["DOCUMENT_ROOT"]."/cms/includes/blog.php"); ?>
```

So for example, if you wanted to place a block on a particular page on your site you would copy the embed code above and then paste it directly into the html where you want it to appear on that page. Now anything you put into that block in the cms admin will automatically appear on the frontend of your website. Once a block is set up, you or your client can easily make edits to copy on your site right from a browser.

File Extensions

The only condition for using embeds (php includes) is that the page must be a .php page. A page with a .php extension tells the server that there is PHP code inside the file that needs to be parsed as such or else it will only be read as plain html and not work. If your site currently uses pages with .html or .htm extensions, you can simply rename them as .php and it will then work. There are no other ramifications of this; the rest of the page is still read as a regular HTML page, only now it will also parse any PHP inside.

If changing your pages from .html to .php is not an option, there is a workaround to this however. First check in the root of your domain and see if there is a file called '.htaccess". If so, then just add the following lines at the bottom:

```
AddType application/x-httpd-php .html .htm
AddHandler application/x-httpd-php .html .htm
```
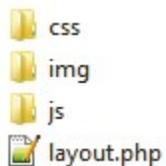
If the file does not exist, just create the file and then add the lines above. This tells your server to parse .html and .htm pages as .php pages so the embeds will work.

Troubleshooting

If you are having trouble with one of your embeds, make sure that you have set the correct 'CMS Folder Name' in the settings. The path has to be set correctly before starting to use the embed codes. By default, it is set to 'cms'. If you have renamed it to something like 'backend', you must change it in the settings or paths will be broken. And if you have the cms folder in a sub-folder, this must also be reflected in the settings. For example, if your cms resides in "*domain.com/sub/cms*", then you would set your CMS Folder Name to 'sub/cms'.

4. Layout

The template folder is located in the root and includes a css folder, an img folder, a js folder and a layout.php file.

📁 css
📁 img
📁 js
📄 layout.php

The layout.php file is basically a complete html page with a few PHP variables that call in the content, page title and meta description. This file is great starting point and you might not need to change anything. But if you wanted to, you can completely erase the contents of layout.php and insert your own template. Just make sure to put the PHP tags for content, title and description back in the right places.

Every page gets parsed though the index and includes your template file. The page title and meta description are set individually in each Page that you set up in your Admin Panel Pages and then included in the template file. On the bottom of the layout.php file you'll see that the tracker is built in by default. So you can go straight to your Admin Panel and check out your Stats.

In the css folder you'll find a master.css file which is the main css file for your fronted. The other css file is kube.css which is a small but powerful css framework. This file contains many cool things to organize your template layout. Documentation for the framework is here: *http://imperavi.com/kube/grid/*

In the img folder you'll find the logo.png. This is the site's logo picture you want to replace with your own.
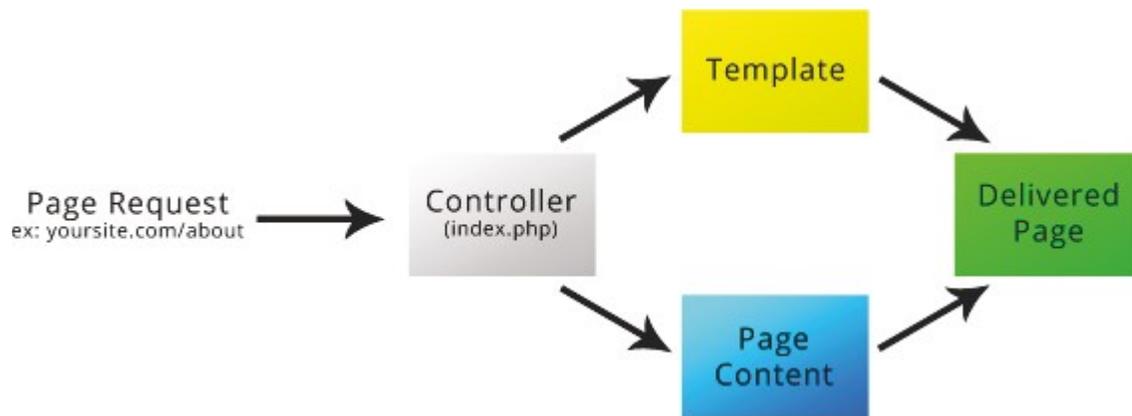
The js folder conveniently includes the latest stable jQuery file (v1.9.1).

5. Pages

With Pages you can now have your entire website controlled and editable from the SabbatCMS admin. No longer will you have any limitations on what you can edit or add. You can create new pages, edit page titles, control URLs and the change navigation right from your admin.

Each Page created in the CMS Admin Panel can be called on your website. Let's create a page called "about", then you can go to *yoursite.com/about* and the content you embed in the about page will show. And it does all this with beautiful clean SEO friendly URL's.

So how do the pages feature actually work? Instead of having individual files in your root such as about.php, contact.php, gallery.php, etc. there is now just one file that parses all requests, index.php and includes the *template/layout.php*, which has the site's header, navigation and footer. So when someone clicks on yoursite.com/about the index file (controller) goes into the data/page's folder and looks for a page called about.html, finds it, merges it with the template and serves the completed page to the user. Below is a diagram that shows the basic concept.

Once a page is created you can edit the page title and description. Then you can jump right into adding some content. You can write or embed some of SabbatCMS' features, such as a block, a form, a gallery or a blog (on a blog page).


```html
<div class="units-row">

        <div class="unit-33">
                <?php include("cms/data/blocks/about/about_left.html"); ?>
        </div>

        <div class="unit-66">
                <?php include("cms/data/blocks/about/about_right.html"); ?>
        </div>

</div>
```

NOTE 1: *It's crucial that you have the .htaccess file in your root or wherever you have your cms folder.*

NOTE 2: *If you have your entire sabbatcms environment (cms folder, config.php, template folder...) in a subfolder, please reflect that in your .htaccess file. Instructions are in that file.*

NOTE 3: *If you have a blog on your site, please create a Page called "blog" and embed the blog embed code into it. The controller parses the blog posts and the blog searches to a blog page, if this page is not found then it will not work properly.*

NOTE 4: *If you want your page to show up in your site's navigation, please add the new page to your "nav" block in Blocks. The "nav" block is embedded in the* template/layout.php *file.*

6. Blocks

One of the foundation features of SabbatCMS is blocks. These blocks are essentially chunks of HTML from your website that you can edit from the SabbatCMS admin area.

Let's say you have a static 'about us' page with a bit of text that you or your client would like to be able to edit it from time to time. Normally you would need to ftp into the website, download the page, open the page in an html editor, make the changes and then re-upload. If your page uses a SabbatCMS block for its content, you can just make those edits right from the browser.

So, now let's go over how you can turn a static page into a content managed page with a SabbatCMS block. The first things you need to do is log into your CMS admin area and create a new block.

Now that your block 'About' is created, open up the about page you want to make editable with your favourite html editor. Select all the text you want to bring into the block and copy it.

Now let's go back to the block we created and paste it in. Since this is html we are pasting in, make sure to click the 'Source' button at the right side of the toolbar before pasting in.
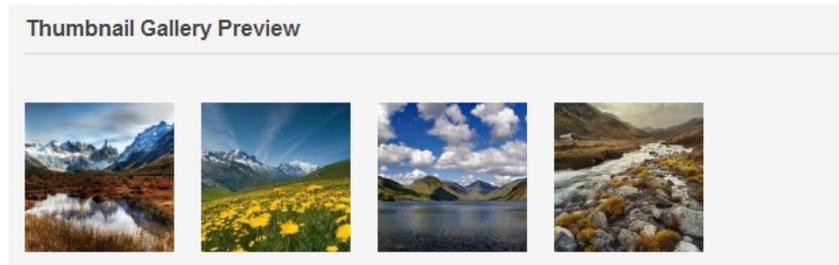
If you click the source button again, you will be back in the regular edit mode and you can see the content without the html mark-up and the toolbar is visible again. Click the save icon in the toolbar to save the block with its new content.

The last step is to copy the embed code and place it into the webpage where you want the content to display. See page 5 for instructions on embedding.

7. Galleries

The SabbatCMS gallery feature enables you to quickly create a gallery, upload photos, delete photos, adds captions and comes with two design options. You can choose a classic thumbnail layout with a lightbox or a more modern slider style gallery. You can set the size for the thumbnails in your Admin Settings (default is 100x100).

Classic Thumbnail Layout:

Slider Gallery:

Creating a Gallery

To create a new gallery, select 'Galleries' from the main navigation menu then click 'New Gallery'. This name will not be seen on the frontend; it is only for labeling purposes in the admin.

Now you will have an empty gallery ready to have pictures uploaded into it. To begin adding photos, click the 'Upload a Photo' button at the top of the page. Uploaded images must be a JPG and have a max file size of 5 MB.

During uploading, they are automatically scaled to fit within a 1000x1000 area and the file size is optimized for web viewing.

Once you have uploaded your photos, you can set the order by just dragging and dropping. You can also add captions to individual photos. Just click on any image in the admin and you will be taken to the captions editor.

To place the gallery on your website, just copy the embed code at the bottom of the gallery you are in (there you choose between thumbnails or sliders) and paste it into the html of the page you wish to embed into. For more detailed instructions on embedding see page 5.

8. Stats

The stats page is a simple overview of your sites traffic for the current day. It gives you basic information such as the amount of visitor's online, visitors for today, page views, and your most visited pages and the top referring sites. It also gives you an overview of your last week's visitor count.

Embed

If you wish to use the stats feature just copy the embed code and place it in the footer of your site (right before the closing body tag) so that it will be automatically included in every page of your site.

If you are using the 'SabbatCMS Template' this feature is embedded by default into your template/layout.php file.

If you are not using the SabbatCMS Template then you embed the code into your own sites footer or if your site does not have a footer, then you have to manually include the embed code on every single page you want to track.

Unlike other embed codes in SabbatCMS; this one uses an absolute path so that it will work across multiple pages in different locations.

9. Forms

The form feature allows you to add a simple contact form to your website so that users can send email to the site owner. By default, the form has a Name, Email, Comment and a CAPTCHA field. There are also two additional custom fields that can be added to your form if needed. When the form is submitted successfully, an email will be sent to the email account that you have provided in the settings page.

Field Options

If you wish to add a custom field to your form you just need to edit the Form in your CMS admin.

CAPTCHA

The CAPTCHA questions are the same as the blog and can be customized in the settings page. If you wish to disable the Captcha on your Form, you can do that in the Form in your CMS admin as well.

Form not sending?

If your form is not sending email, it could be a hosting issue. Some hosts are very fussy about allowing scripts to send mail. Many will only let you send to an email address on the same domain. So if you are having trouble, the first thing to try is to change the email address to one that is on the same domain. For example, if your site is mydomain.com, use something like info@mydomain.com.

If that does not work, your host may not allow scripts to send email without SMTP authentication. Either contact your host and ask them about that or try to find some info about it in their documentation.

If they do require SMTP authentication, we do not currently support this but we are working on a beta that has SMTP authentication options built in. Feel free to contact us to be a beta tester.

10. Backups

Backing up your files is always a good idea and should be done regularly. SabbatCMS makes this very easy for you. Just go to the backup page and click the "Backup Now" button. This will generate a zip file with all your blocks, blog content and images. You can leave the files on your server or download them to your local desktop for more redundancy.

If you back up your data regularly, you will also want to clean the older ones out once in a while. In the backups' list just click on the "X" to delete that backup.

11. Hiding Features

If you want to prevent you or your client from accidentally deleting data or pursuing other regrettable actions, then go to cms/css/hide.css. This file gives you the power to hide buttons, links or even entire sections in your admin panel.

```css
1
2    /* This CSS file lets you hide certain elements of SabbatCMS */
3    /* Just uncomment display:none; on the element you want hidden */
4
5
6    /* ------------- Nav Items ------------- */
7
8    .nav-pages {
9        /* display:none; */
10   }
11
12   .nav-blocks {
13       /* display:none; */
14   }
15
16   .nav-blog {
17       /* display:none; */
18   }
19
20   .nav-gallery {
21       /* display:none; */
22   }
23
24   .nav-stats {
25       /* display:none; */
26   }
27
28   .nav-form {
29       /* display:none; */
30   }
```

Simply highlight the " /* " and " */ " of the feature you would like removed and Delete!

Just "uncomment" the parts you want to hide and you're all done.

12. Troubleshooting

Requirements

SabbatCMS requires an Apache based server with PHP 5 installed (Safe mode off). To make sure your server is compatible, use the Server Testing Tool found in your cms folder.
After uploading to your server, go to "www.*yoursite.com/cms/***reqs.php***" to view the results.

Permissions

This is a utility that helps you set the proper permissions for SabbatCMS if you had difficulty during the installation process or are unsure of your success. You should only need to run it once when you are initially setting up, to do so simply visit "www.*yoursite.com/cms/***perm.php***" after uploading SabbatCMS to your server.

Diagnostics

If all else fails, the SabbatCMS Diagnostic Tool comes included in your files and will run through and check the system requirements, permissions, your folder setting, session handling and an htaccess check. After uploading to your server, go to "*www.yoursite.com/cms/***diag.php***" to view the results.

I hope you have found this documentation helpful. If you find yourself facing problems still, you can contact us directly at *info@sabbat.media* regarding your issue and you should receive prompt response.