



CMT User's Guide

Version 1.0.2
Standard Package

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Thank you for your purchase of **EDITRADE** Web Services by Micro Software Services, Inc.

Assistance in the use of the software is provided by:

- This reference manual.
- The Help option in the software.
- The Micro Software Services **EDITRADE HOTLINE**.

Due to updates and enhancements provided as a service of your annual licensing fee, the software may not appear precisely as described in the manual or Help files. In those cases, MSSSI's customer support representatives will be happy to assist you.

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EDITRADE HOTLINE
800-666-0209

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Introduction

Welcome to the Net and *EDITRADE*[®]'s Web Services. By now you've come to realize the added value of the Internet and the expanding possibilities of reaching additional target markets through your own Web site.

Through the use of our Content Management Tool (CMT), we provide an easy to use interface that allows for fast and effective Web site creation. Our unique online editing system provides instant viewing of your site edits and within minutes, you can create a fully functional Web site.

Three Internet Web Service packages are currently available from *EDITRADE*[®]:

- ❑ **Standard** – Includes Your.com domain registration, up to 10 static Web pages, 5 email addresses, basic counter, online content manager, images library, hosting, maintenance and more.
- ❑ **Premium** – Your.com domain registration, up to 20 enhanced Web pages, 10 email addresses, advanced counter and reporting, online content manager, images library, hosting, maintenance and more.
- ❑ **Custom** – Includes all Premium package features plus advanced Web page design assistance including flash, site search, database connectivity, custom graphics, search engine submissions and much more...

Each *package* integrates seamlessly with our *EDITRADE*[®] Tracker product.

This document covers the **Standard Web Service** package and provides **complete** Web site creation assistance. For assistance with the Premium and Customs packages, please contact your *EDITRADE*[®] sales representative.

Requirements

You should have received your company ID, username and password information prior to obtaining this manual, if not please contact your company's CMT administrator or *EDITRADE* sales representative. You'll need access to the Internet and a browser to get started, preferably Microsoft Internet Explorer Version 5.5 or higher.

Basic Requirements Checklist

- ✓ Internet Browser, IE 5.5 and higher
- ✓ Internet connection

LogIN Screen

To begin, connect to the Internet through your service provider. Open your browser and in the address bar type the following URL:

<http://cmt.editrade.com>

You should get the LogIN Screen below:

The screenshot shows a login form with four input fields and a submit button. Red arrows point from numbered instructions to each field:

- 1. Enter Your Company ID (points to the Company ID field)
- 2. Enter Your Username (points to the Username field)
- 3. Enter Your Password (points to the Password field)
- 4. Click Submit (points to the Submit button)

CMT - Content Management Tool Overview

The Content Management Tool (CMT) is the starting place for your Web site editing. Four main menu items are available on this screen:

Web Menu Administration – Choose and change each of your six Web page menu items, this feature creates your six Web Page identities

Web Page Maintenance – Select the Web page you want to edit with this tool and add your own text and choose library images to customize your pages


Web Theme Selection – Choose from 8 different color themes; blue, gray, green, neutral, orange, purple, red and teal

Preview Your Website – This opens a new browser window so you may view the changes to your Web site

Click on the Blue underlined text to choose your selection. We suggest you start with the [Web Menu Administration](#) function first, see Step One.

STEP ONE. CMT - Web Menu Administration

CMT Main Menu Screen Selections

Select the desired action:	
Web Menu Administration	
Web Page Maintenance	
Web Theme Selection	
Preview Your Website	
Monitor Your Website Traffic	
Logout	

Your Web site comes with six editable pages (navigation menus) by default and are displayed on the screen as **Your Current Selections** seen in the diagram below.

The Web Pages are categorized and referred to as:

Home Page – The first page of your Web site

Services Page - This page highlights your core products or services

Company Info Page – Promote your business’ information on this page

Communications Page – Provide your customers with your contact information

Specialties Page – Include specialty services and/or solutions for customers

Additional Resources Page – Keep customers coming back to your site here

Your Current Selections are:

Home Page	Services Page	Company Info Page	Communications Page	Specialities Page	Additional Resource Page
Home	Services	Careers	Email Us	Quotes	Events



Use the drop-down boxes to rename your menus and then click submit.

Home Page	Services Page	Company Info Page	Communications Page	Specialities Page	Additional Resource Page
Home	Products	About Us	Contact Us	Freight Svcs.	News
	<ul style="list-style-type: none"> Products Services Solutions Resources Tools Rates 		Submit		

1. Choose Page

2. Click Submit

To change your default Web site pages, click on the drop down arrows for each Web page and then click **Submit**.

You should get a confirmation screen.

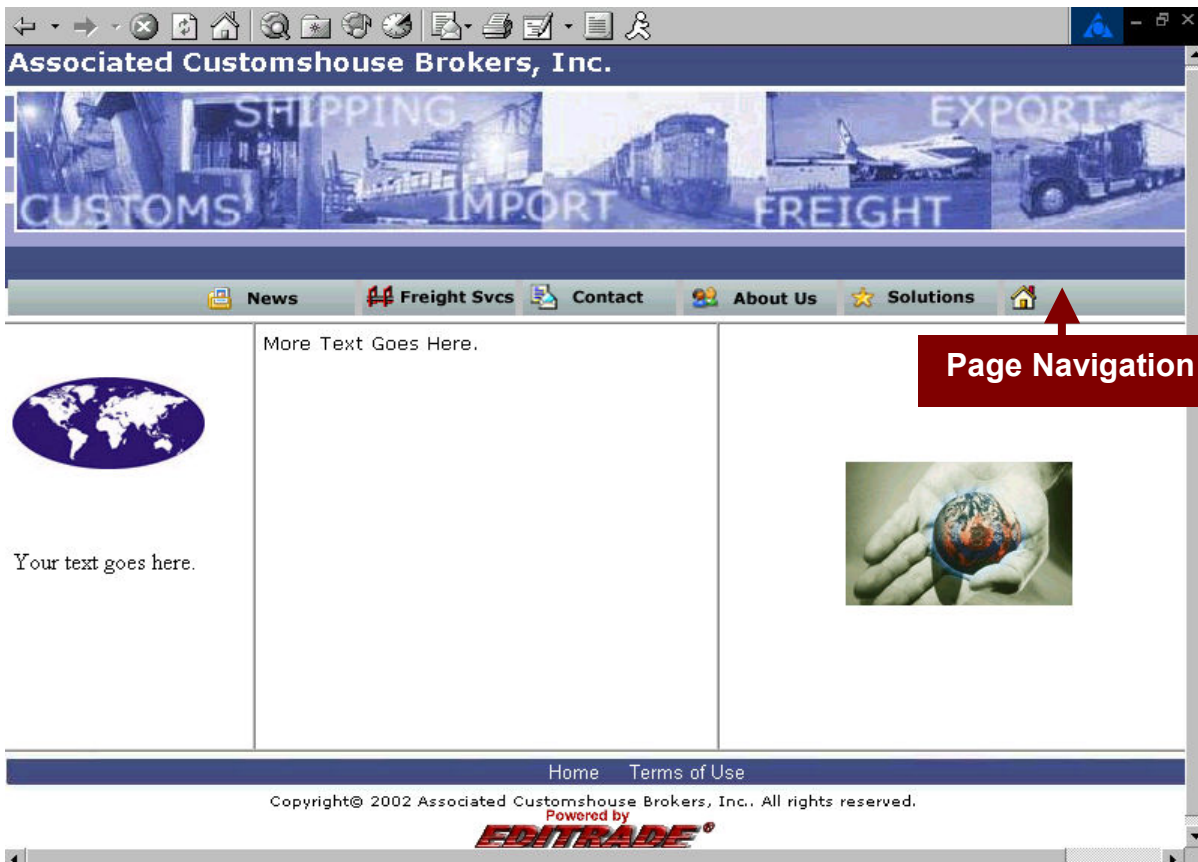
Your Menus have been updated.
 Back to [main menu](#)

3. Click on Text

STEP TWO. CMT – Preview Your Website

Click on [Preview Your Website](#) from the CMT screen to view your changes. Your Navigation Menu should reflect the changes you have just made.

You will see the beginnings of your new Web site!

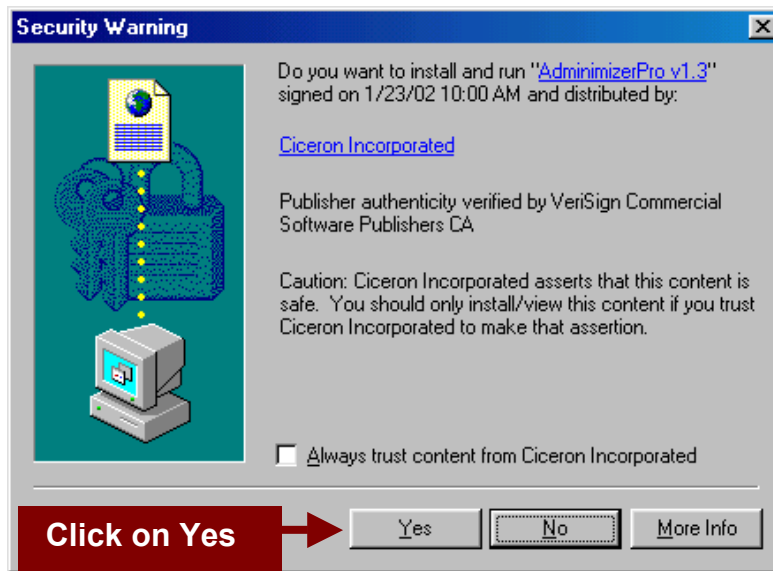


Page Navigation Menu

STEP THREE. CMT – Web Page Maintenance

Click on [Web Page Maintenance](#) from the CMT Main Menu screen. If this is the first time you have accessed the CMT, you will get the following installation notification. Accept the default and Click on **Yes**.

Note: You will not see this screen in the future unless you run the CMT tool from another computer for the first time.



An additional screen may appear for Microsoft Common Controls, Click on **Yes** if this screen appears.

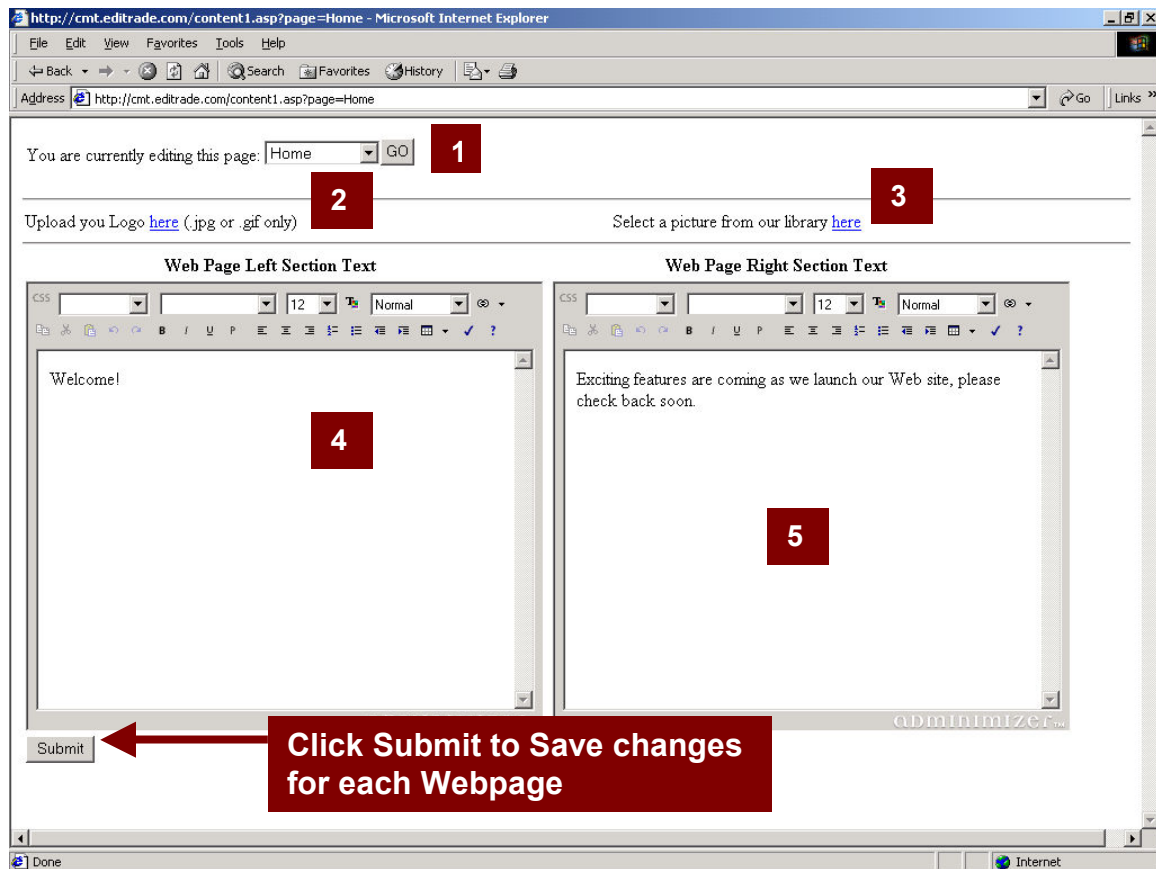


Creating Web Pages

You are now ready to create your own custom Web pages. ***Let's Get Started!***

To begin, click on the [Web Page Maintenance](#) selection from the CMT Main Menu screen. You will see the CMT menu screen with **5 Web page editing** functions:

1. Page to Edit selection
2. Upload Your Logo
3. Select a Library Picture
4. Web Page Left Section text editor
5. Web Page Right Section text editor




Create your custom Web Pages in the 5 EASY steps below:

- 1** This drop down selects the Page you want to edit (See STEP ONE. CMT Web Menu Administration). Choose your Page and click **GO**.
- 2** **Upload your company logo** here. If you do not have a company logo, a default logo is provided.

3 Select your image from our **Graphics Library** here. Note: Select one image per Web page.

4 **Add your own text** in this section. This section is the text on the left side of your Web Page.

5 **Add you own text** in this section. This section is the text on the right side of your Web Page.

IMPORTANT: Refer to the  Online Help for additional assistance with using the text editing system.

Remember to **Click Submit** to save your changes for each Web Page.

Once you have completed each section, click on [Preview Your Website](#) from the CMT screen to view your changes.

See something you don't like or need to change something? Just click on the [Web Page Maintenance](#) selection from the CMT Main Menu screen and make your changes. Want to change your Web page colors to match your company's branding identity? Just click on [Web Theme Selection](#) from the CMT Main Menu screen and make your changes.

It's that EASY! You're on the Net and ready to update your site at a moments notice.

Using eMail

Up to five email accounts are created per company under the **Standard Web Service** package. Your email address is specified and managed by your company's CMT administrator. Contact your company's CMT administrator if you do not have an email address.

Your email is accessible via the Net from any computer with an Internet connection and browser. To check your email, type the below line in your Web browser: <http://clientmail.editrade.com>

Your User Name: Is your email address before the @ sign.
ex. John@editrade.com User Name would be "John".

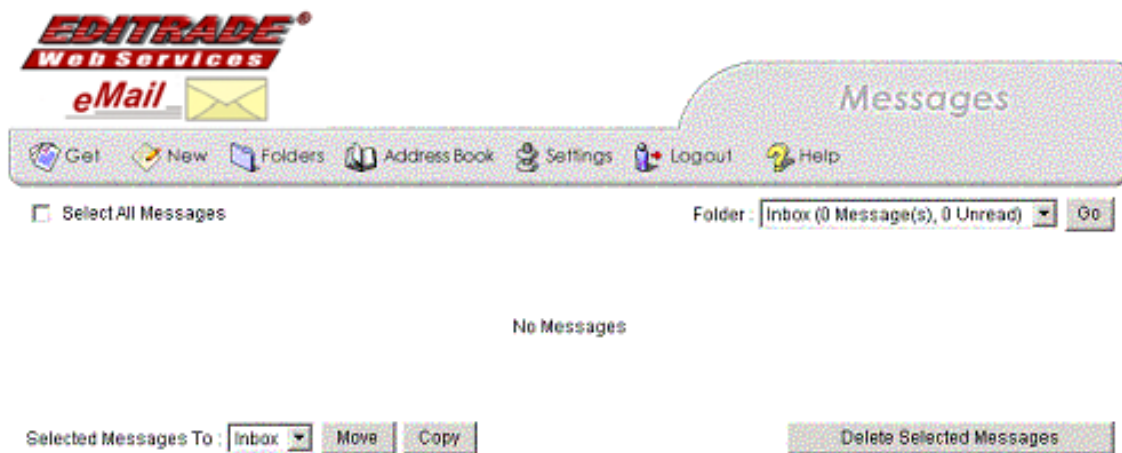
Your password: Is provided to you by EDITRADE or your company CMT administrator.

eMail Login Screen





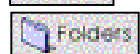
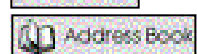
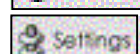
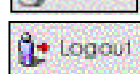
The login screen features the EDITRADE Web Services logo and an eMail icon. Below the logo are two input fields: 'User Name' and 'Password'. A 'Login' button is positioned below the password field. Two red callout boxes with arrows point to the input fields: '1. Enter Your eMail User Name' points to the User Name field, and '2. Enter Your Password' points to the Password field.


Upon login, you then see the email main Messages screen below.



The Messages screen displays the EDITRADE Web Services logo and eMail icon. A navigation bar contains icons for Get, New, Folders, Address Book, Settings, Logout, and Help. Below the navigation bar is a 'Select All Messages' checkbox and a 'Folder' dropdown menu set to 'Inbox (0 Message(s), 0 Unread)' with a 'Go' button. The main content area shows 'No Messages'. At the bottom, there is a 'Selected Messages To' dropdown set to 'Inbox' with 'Move' and 'Copy' buttons, and a 'Delete Selected Messages' button.

Icon Definitions - eMail

- | | |
|---|--------------------------|
|  | - Gets incoming emails |
|  | - Compose a new email |
|  | - Open a specific folder |
|  | - Your address book |
|  | - Personal settings |
|  | - Logout |

IMPORTANT: Refer to the  Help for additional assistance with using the eMail system.

Outlook Express Configuration

The following optional instructions cover typical usage of Outlook Express and assume the software has been installed correctly on your system. For using other email systems besides Outlook Express, please consult your company's network administrator.

Instructions for setting up Outlook Express to retrieve your mail:

The instructions are only for individuals with a direct Internet connection, by modem or network. If you are behind a firewall or proxy server, the information below may not work. Consult your network administrator for more information.

1. Open Outlook Express
2. Click Tools on the menu bar
3. Click Accounts in the Tools menu
4. Click Add
5. Click Mail in the Internet Accounts box
6. Complete the following fields in the Internet Connection Wizard window:
 - a. *Display Name* - The name that will display on e-mails sent using this profile
 - b. *E-mail Address* - The e-mail address that will display on an e-mail sent using this profile
 - c. *Incoming Mail Server* - mail.[your domain name], ex., mail.editrade.com
 - d. *Outgoing Mail Server* - mail.[your domain name], ex. mail.editrade.com You may also use your ISP's outgoing mail server.
 - e. *Account Name* (The account on the server you wish this profile to retrieve)
 - f. *Password* - The password for the above account
7. Click FINISHED on the Internet Accounts box when you have completed the Internet Connection Wizard
8. Click on the Send/Receive button to get your mail right away

Monitoring Your Web Site Traffic

The Standard Web Services package incorporates basic Web site traffic counter functions. For advanced reporting functionality please inquire about our Premium and Custom Web Services packages.

To view your Web site traffic, click on [Monitor Your Website Traffic](#) from the CMT Main Menu screen.

You will be directed to theCounter.com login Screen.

Log In

Account Number:

Password:

LOGIN

Have you forgotten your password?

You can have your password emailed to you by entering your account's email address.

[Password Look-up](#)

Upon successful login, you will see the Main Menu Screen for your Web Site Monitoring.

Included Tracking Features:

- ✓ Unique visitors
- ✓ Total visitors
- ✓ Javascript type
- ✓ Monitor resolution
- ✓ Browser type
- ✓ Operating system
- ✓ Last 30 visitors
- ✓ Last 30 referral sites
- ✓ Last Ten Search Engine keywords
- ✓ Search Engine referrals
- ✓ Running monthly counts

These features and more can be seen on the image below, please refer to the Online Help/FAQ folder for more information.

The Main Menu Screen

the counter.com™ internet.com™

Privacy Policy Global Stats Help/FAQ Advertise

Add Account View Accounts Delete Account Login

Lookup Password **Account Management** Stats Config.

Main Stats

Account: 2002	Site: http://www.globaltradeconnect
Unique: 1330	Timezone: GMT-5
Total visits: 1615	Created: Sun Feb 17 12:56:53 2002
Start count at: 0	Last reset: Tue Feb 19 10:52:19 2002
Today: 29	Last hit: Wed May 1 15:07:51 2002
Yesterday: 22	Current time: Wed May 1 15:21:13 2002
Average/day: 18	Domain: .NET Networks (48%)
This month: 29	OS: Win 2000 (47%)
No JavaScript: 34 (3%)	Browser: MSIE 5.x (53%)
JavaScript < 1.2: 15 (0%)	Resolution: 1024x768 (48%)
JavaScript 1.2+: 1281 (96%)	Color Depth: 65K (16bit) (47%)
Java enable: 1281 (96%)	Search engine: yahoo (82%)
Java disable: 3 (0%)	Own referrer: http://www.globaltradeconnect. (0%)
Java unknown: 49 (4%)	Own domain: .NET Networks (48%)

Main
Domain
Browser
Os
Hour
Weekday
Monthly
Resolution
Color depth
Own stats
Search engine
Last 30 hits
Last 30 ref.
Old weeks
Last 30 days
Logout

Go

REGISTER TODAY!
Learn to Deploy,
Optimize & Extend

- End -