

CMS User Guide

Complete documentation for managing the Kalamantina Foundation website

Pages Management

What is it?

Add and edit pages on the Kalamantina Foundation website with rich content including text, images, videos, and custom layouts.

How to use:

1. Navigate to **Pages** in the sidebar
2. Click **"Add New Page"** to add a new page to the website
3. Fill in the page title, slug (URL), and meta description for SEO
4. Use the rich text editor to add content with formatting, images, and links
5. Toggle **"Published"** to make the page live on the website
6. Click **"Save"** to publish changes

Tips:

- Keep slugs short and SEO-friendly (e.g., "about-us" instead of "page123")
- Write compelling meta descriptions (150-160 characters) for better search rankings
- Use heading styles (H1, H2, H3) to structure content properly

Navigation Manager

What is it?

Control which links appear in the Kalamantina Foundation website's navigation menu and their order.

How to use:

1. Navigate to **Navigation** in the sidebar
2. Click **"Add Navigation Item"**
3. Enter a label (what users see) and choose link type:
 - **Internal:** Select from existing pages
 - **External:** Enter a full URL

4. Set the position number to control the order (lower numbers appear first)
5. Toggle "**Active**" to show/hide the link
6. Use the **Edit/Delete** buttons to manage existing items

Tips:

- Keep navigation menus simple (5-7 main items)
- Use clear, descriptive labels
- Test links after saving to ensure they work

Footer Manager

What is it?

Customize the footer content that appears at the bottom of every page on the Kalamantina Foundation website.

How to use:

1. Navigate to **Footer** in the sidebar
2. Edit the **About Text** - a brief description of your organization
3. Add **Quick Links**:
 - Link label and URL
 - Set display order
 - Toggle active/inactive
4. Configure **Contact Information**:
 - Email address
 - Phone number
 - Physical address
5. Add **Social Media Links**
6. Set **Copyright Text**

Tips:

- Keep about text concise (2-3 sentences)
- Include important legal links (Privacy Policy, Terms)
- Ensure contact information is up to date

- Test all footer links across different pages



Dynamic Buttons

What is it?

Create and manage call-to-action buttons that can be displayed throughout the website to drive user engagement.

How to use:

1. Navigate to **Buttons** in the sidebar
2. Click "**Add Button**"
3. Configure button properties:
 - **Label:** Text displayed on the button
 - **URL:** Where the button links to (internal or external)
 - **Variant:** Visual style (default, secondary, outline, ghost)
 - **Size:** Small, default, or large
 - **Icon:** Optional icon from Lucide icons library
 - **Page:** Which page(s) to display the button on
 - **Position:** Where on the page (header, hero, sidebar, footer)
4. Toggle "**Active**" to show/hide the button
5. Set display order if multiple buttons in same position

Use cases:

- Donate Now buttons on multiple pages
- Sign up for newsletter CTAs
- Learn More buttons linking to specific campaigns
- Shop Now buttons for merchandise
- Volunteer application buttons

Tips:

- Use action-oriented text (e.g., "Donate Now" vs "Donations")
- Choose colors that stand out from page content
- Don't overload pages with too many CTAs

- Test button visibility on different screen sizes

Products & Merchandise

Product Management

Add and manage products for the Kalamantina Foundation online store.

How to add products:

1. Navigate to **Products** in the sidebar
2. Click "**Add Product**"
3. Fill in required fields:
 - **Name:** Product title
 - **Description:** Detailed product information
 - **Price:** In your selected currency
 - **Category:** For organizing products (e.g., "T-Shirts", "Books")
 - **Stock Quantity:** Available inventory
4. Upload product images (multiple images supported)
5. **Shipping Regions:** Select where this product can ship:
 - **Worldwide:** Ships everywhere
 - **US Only:** United States only
 - **US & Canada:** North America only
 - **US, Canada & UK:** North America + UK
 - **US, Canada, UK & EU:** Most developed markets
 - **Europe Only:** European Union countries
 - Or select specific countries from the list
6. Toggle "**Featured**" to highlight on homepage
7. Toggle "**Published**" to make visible in store
8. Click "**Save Product**"

Shipping Region Tips:

- Match shipping regions with your actual shipping capabilities
- Consider customs/import restrictions for international shipping
- Heavy/fragile items may need restricted shipping regions
- Worldwide shipping works best for lightweight digital/physical items
- Customers will only see shipping options compatible with their cart items

Featured Products

Highlight specific products on the Kalamantina Foundation homepage.

How to use:

1. Go to **Featured Products** section
2. Click "**Add Featured Product**"
3. Select a product from the dropdown
4. Set the **Display Order** (1, 2, 3, etc.)
5. Lower numbers appear first on the homepage

Orders & Shipping

Order Management

View and manage customer orders from the Kalamantina Foundation store.

Order workflow:

1. Navigate to **Orders** in the sidebar
2. View all orders with details: customer, items, total, status
3. Update order status as you process them:
 - **Pending:** Just received, needs processing
 - **Processing:** Being prepared for shipment
 - **Shipped:** On the way to customer
 - **Delivered:** Successfully delivered
 - **Cancelled:** Order cancelled
4. Click "**View Details**" to see full order information
5. Use "**Refund Order**" if needed (processes through Stripe)

Shipping Options

Configure shipping methods and rates for customer checkout.

How to set up shipping:

1. Go to **Shipping** in the sidebar
2. Click "**Add Shipping Option**"
3. Enter shipping details:
 - **Name:** e.g., "Standard Shipping", "Express Delivery"
 - **Price:** Shipping cost
 - **Estimated Days:** Delivery timeframe
4. **Available Regions:** Select where this option applies:
 - **Worldwide:** Available for all regions
 - **US Only:** US domestic shipping
 - **US & Canada:** North American shipping
 - **Europe Only:** EU countries
 - Or select specific countries
5. Toggle "**Active**" to enable/disable
6. Click "**Save**"

Shipping Region Logic:

- **Smart Filtering:** Customers only see shipping options compatible with ALL items in their cart
- Example: If cart has "US Only" and "Worldwide" products, only US shipping options show
- If no compatible shipping exists, customers see a warning to contact you
- Set up multiple shipping tiers (Standard, Express) for each region you serve

Best Practices:

- Offer at least 2 shipping speeds (Standard & Express) when possible
- Price international shipping realistically (use carrier calculators)
- Match shipping option regions with your product shipping regions
- Test checkout with different product combinations

Campaigns

What is it?

Create and manage fundraising campaigns with specific goals, timelines, and dedicated landing pages.

How to create campaigns:

1. Navigate to **Campaigns** in the sidebar
2. Click "**Add Campaign**"
3. Fill in campaign details:
 - **Title:** Compelling campaign name
 - **Slug:** URL-friendly identifier (e.g., "clean-water-2025")
 - **Description:** Detailed explanation of campaign purpose and impact
 - **Goal Amount:** Fundraising target
 - **Current Amount:** Automatically updates as donations come in
 - **Start Date:** When campaign launches
 - **End Date:** Campaign deadline
 - **Featured Image:** Hero image for the campaign
 - **Category:** e.g., "Education", "Health", "Environment"
4. Toggle "**Active**" to publish the campaign
5. Toggle "**Featured**" to highlight on homepage
6. Save and share the campaign URL

Managing campaigns:

- View real-time donation progress towards goal
- See list of donors who chose to be public
- Track campaign-specific donations vs general donations
- Update campaign content and images as needed
- Close campaigns when goal is reached or deadline passes

Tips:

- Use compelling storytelling and visuals to engage donors
- Set realistic but ambitious fundraising goals
- Include specific impact metrics (e.g., "\$100 = 5 textbooks")
- Update campaigns with progress reports and thank you messages
- Share campaign URLs on social media and email newsletters
- Feature urgent or time-sensitive campaigns on homepage

 Donations & Transparency**Donation Management**

Configure donation options and view donation history.

How to use:

1. Navigate to **Donations** in the sidebar
2. View all received donations with donor information (if provided)
3. See donation amounts, dates, and payment status
4. Process refunds if necessary
5. Configure preset donation amounts for quick selection

Financial Transparency

Share financial reports and transparency information with donors.

How to use:

1. Go to **Transparency** section
2. Add financial reports, annual statements, or impact reports
3. Include year, title, and upload PDF documents
4. These appear on your public Transparency page

 Users & Roles

User Management

Manage user accounts and customer information.

How to use:

1. Navigate to **Users** in the sidebar
2. View all registered users (customers and admins)
3. See user emails, join dates, and roles
4. Search for specific users
5. View user order history and activity

Role Management

Assign admin and moderator roles to users for CMS access.

Available roles:

- **User:** Regular customer (default)
- **Moderator:** Limited admin access
- **Admin:** Full CMS access

How to assign roles:

1. Go to **Roles** section
2. Click "**Assign Role**"
3. Enter the user's email address
4. Select the role to assign
5. Click "**Assign**"

Security note:

Only assign admin roles to trusted team members. Admins have full control over your website and store.

Security Audit Log

Track admin actions and monitor system security.

What's logged:

- Login attempts (successful and failed)
- Content changes (pages, products, etc.)
- User role modifications
- Configuration changes

Media Library

What is it?

Upload and manage images, PDFs, and other files for use across your website.

How to use:

1. Navigate to **Media** in the sidebar
2. Click "**Upload Files**" or drag and drop files
3. Supported formats: images (JPG, PNG, SVG), PDFs, videos
4. View all uploaded media in the library
5. Click on any file to copy its URL for use in content
6. Delete unused files to save storage space

Tips:

- Optimize images before uploading (compress for web)
- Use descriptive filenames (e.g., "blue-tshirt-front.jpg")
- Recommended image sizes: 1200px wide for featured images

Settings & Configuration

Payment Settings

Configure Stripe payment integration for accepting donations and processing orders.

How to set up:

1. Create a Stripe account at stripe.com
2. Navigate to **Payment Settings** in CMS
3. Enter your Stripe API keys (from Stripe Dashboard)
4. Configure payment options and currencies
5. Test payment flow before going live

Important:

You must configure payment settings before accepting donations or selling products.

Social Media Settings

Add social media links that appear in your website footer.

How to configure:

1. Go to **Social Media** settings
2. Enter full URLs for your social profiles
3. Supported platforms: Facebook, Twitter, Instagram, LinkedIn, YouTube
4. Leave fields blank for platforms you don't use
5. Icons will automatically appear in your footer

Footer Configuration

Customize footer content and links.

How to use:

1. Navigate to **Footer** settings
2. Edit footer text and copyright information
3. Add/remove footer links
4. Configure footer columns and layout
5. Changes appear site-wide immediately

Live Events

Display upcoming events or announcements on your website.

How to add events:

1. Go to **Live Events** section
2. Click "**Add Event**"
3. Enter event title, date, time, and description
4. Add location or link for virtual events
5. Toggle visibility on/off as needed

Search Engine Settings

What is it?

A powerful, customizable search engine that helps visitors find content across your entire website including pages, products, and campaigns.

Key Features:

- Real-time search suggestions as users type
- Searches across all content types (pages, products, campaigns)
- Keyboard shortcut support (⌘K / Ctrl+K)
- Fully responsive for all devices
- Categorized results for better organization
- Customizable appearance and placement

Display Options

Display Types:

- **Icon Only:** Minimal search icon that opens a dialog
- **Button with Text:** Search button with label and keyboard shortcut
- **Full Search Bar:** Always-visible search input field

Placement Options:

- **Navigation Bar:** Appears in the main navigation (recommended)
- **Hero Section:** Prominent placement in page headers
- **Floating Button:** Fixed position button that follows scrolling

Search Behavior Settings

Show Suggestions: Enable/disable live search suggestions

Max Suggestions: Control how many results appear (1-10)

Show Categories: Display content type labels (Page, Product, Campaign)

Keyboard Shortcut: Enable quick search with ⌘K (Mac) or Ctrl+K (Windows/Linux)

Search Placeholder: Customize the text shown in the search input

How to Configure

1. Navigate to **Search Engine** in the admin sidebar
2. Toggle **Enable Search Engine** on or off
3. Select your preferred **Display Type**
4. Choose where the search should appear (**Position**)
5. Customize the search placeholder text
6. Configure search behavior settings (suggestions, categories, etc.)
7. Use the **Live Preview** to see how it will look
8. Click **Save Settings** to apply changes

Tip: Changes are reflected immediately on the live site after saving.

Search Coverage

The search engine automatically searches through:

- **Pages:** All published pages and their content
- **Products:** Active merchandise items in the shop
- **Campaigns:** Published and active fundraising campaigns

Note: Only published and active content appears in search results. Draft or inactive items are automatically excluded.

Accessibility Features

- Fully keyboard navigable
- Screen reader compatible
- Proper ARIA labels and roles
- Responsive design for all screen sizes
- Works on all modern browsers
- Touch-friendly on mobile devices

Best Practices

- Keep page titles and descriptions clear and descriptive
- Use relevant keywords in product names and descriptions
- Enable categories to help users identify result types
- Test the search regularly to ensure it's working properly
- Monitor which searches users perform to improve content
- Keep the max suggestions between 3-5 for best UX



Data Importer

What is it?

Bulk import content from JSON files for initial setup or migrations.

When to use:

- Setting up a new website with lots of content
- Migrating from another platform
- Importing product catalogs
- Bulk updating existing content

How to use:

1. Navigate to **Data Importer**
2. Prepare your JSON file with the correct format
3. Upload the JSON file
4. Review the import preview
5. Confirm import to add all items

Warning:

Data import is a powerful tool. Always backup your data before importing to avoid accidental overwrites.

Live Events

What is it?

Configure and showcase upcoming and past live events with streaming links, dates, and descriptions.

How to use:

1. Navigate to **Live Events** in the sidebar
2. Click "**Add Event**" and enter title, date/time, description
3. Add **Streaming URL** (YouTube, Twitch, etc.) and optional thumbnail
4. Toggle **Featured** to promote on homepage

Social Media

What is it?

Manage social profiles, sharing metadata, and site banners that link to your channels.

How to use:

1. Go to **Social Media** in the sidebar
2. Add profile links (Facebook, Instagram, X, LinkedIn, YouTube)
3. Configure **Open Graph** image defaults for better sharing previews
4. Optionally add a **Social Banner** to display across pages

Payments

What is it?

Manage payment provider settings (Stripe) used for donations, orders, and subscriptions.

How to use:

1. Open **Payments** in the sidebar
2. Configure **Stripe keys** and **webhooks** if needed
3. Set **currency** and **receipt settings**
4. Test in **Stripe test mode** before going live

Merchandise Settings

What is it?

Global ecommerce settings affecting products and checkout.

Key settings:

- **Default Currency** and formatting
 - **Tax & Regions** (if applicable)
 - **Storefront toggles** (show/hide merchandise modules)
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Need More Help?

If you encounter any issues or need assistance:

- Check this guide for detailed instructions
- Test changes on a staging environment first
- Keep your payment and security settings up to date
- Regularly backup your content and data
- Contact Kalamantina Foundation's administration for critical issues