



INDITION COMMERCE

Content Management

Setup Guide — from empty install to a live page

Cms Module v5.15.10.2 · July 2026



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From empty install to a live page

This guide walks an administrator through configuring the Cms module the first time: create a site, set up your draft and live workflows, choose a template, build your first page, publish it, and switch on the supporting tools. Everything is reached from the **Content Management** admin menu.

Before you start: you need CMS-administrator rights, and outstanding database patches applied at `/admin/Admin/patches` . All dates/times use the store/database time zone, not your browser's.

1. Create your site

Most installs already have a default site. To add one, open **Sites → Create Site**:

- 1 Enter the **Site Domain** (e.g. `store.example.com`) and a unique **Site ID** (lowercase letters/underscores — used as the table prefix).
- 2 Provide the **database connection** (host, port, name, username, password) — pre-filled from the current server where possible.
- 3 Click **Save**. The connection is tested and the site's folders are provisioned.

Creating a site provisions storage and a database — an infrastructure step. Only do it for a genuinely new brand, and confirm the database details first.

2. Set up workflows (draft & live)

Workflows are how you keep drafts away from the public. A typical site has two: a development channel and a live channel. Open **Workflows → Create Workflow**:

- 1 Create a **development** workflow. Set its **Type** to *Initial* so new pages are added to it automatically. Give it a private domain (e.g. `dev.example.com`).
- 2 Create a **live** workflow. Set its **Type** to *Final* — only revisions you deliberately assign here are visible to the public. Give it the public domain.
- 3 For each workflow, add its **domain(s)** in the Domains section and mark one as default.
- 4 Optionally turn on **Require Login** for the development workflow and limit it to chosen roles, so staging stays private.
- 5 Set each workflow's **Homepage** (enable the homepage URL and pick the page it points to).

3. Choose or create a template

Pages are built on templates. Open **Page Templates**:

- 1 Use **Create Template** for an ordinary layout, or **Create wrapper template** for a shared outer shell (header/footer/branding) that other templates plug into.
- 2 Give it a **Name**, add the markup with a `#__CONTENT__#` placeholder for page content and named **containers** for widgets, and attach any **CSS/JS files**.
- 3 Save as a **revision**. The Template Builder can **validate** and **preview** a draft before you commit it.

4. Build your first page

- 1 Open **Pages** → **Create CMS Page**.
- 2 On **Properties**, set the **Page Title**, a unique **Alias**, the **Type** (CMS for a normal content page), the **Template Content** to build on, and the **URL** (must start with `/`).
- 3 Set the toggles as needed: Allow Search, Allow Cache Widgets, Use SSL, Include in Sitemap, A/B Test, Status.
- 4 Save. The page is created in the development workflow (because that workflow is *Initial*).
- 5 Open the page's **Revisions** tab and edit its content in the **Content Editor**: add widgets to the template's containers, choose each widget's layout, configure it, and order them.

5. Publish

- 1 Preview the page in the development workflow.
- 2 Use **Compare pages** (Workflows list) to review exactly what will change on live.
- 3 Assign the finished revision to the **live** workflow — now, or via **Page Scheduling** for a future date/time.

6. Switch on supporting tools

Tool	Setup
robots.txt	Edit crawl rules under robots.txt file ; open <i>View robots.txt</i> to confirm the live result.
Sitemap	Ensure pages have <i>Include in Sitemap</i> on; the sitemap is generated automatically at <code>/sitemap.xml</code> .
Page Scheduling	Create schedules to publish/un-publish pages; in <i>Settings</i> , turn on advance email notifications and choose recipients.
Contact Us	Add the Contact Us widget to a page; submissions appear under Contact Us and can be exported.
Google Reviews	Add the widget; the Google Reviews sync job caches ratings for fast display.
Search index	From the Workflows list, use <i>Rebuild Full-text search DB</i> after bulk content changes.
User Agents	Add device/browser rules if you serve device-specific revisions (turn on <i>User Agent Supported</i> on the page).

7. Permissions

- Admin screens require CMS-administrator rights; some (e.g. global **Widget Settings**) require a CRM-manager role.
- Restrict individual **pages** to roles via the page's Roles field, and whole **workflows** via Require Login + allowed roles.

Recommended first-run order: **Site → Workflows (dev + live) → Template → Page → Content → Publish → robots/sitemap → scheduling.**

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