



**PRODUCT MANUAL: DYNAMIC CONTENT MODULES**

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# Advertisements Module

After you've set up a dynamic module page that uses the Advertisements module, please refer to the instructions below for learning how to manage Advertisement Customers and Advertisements.

## Advertisement Customers

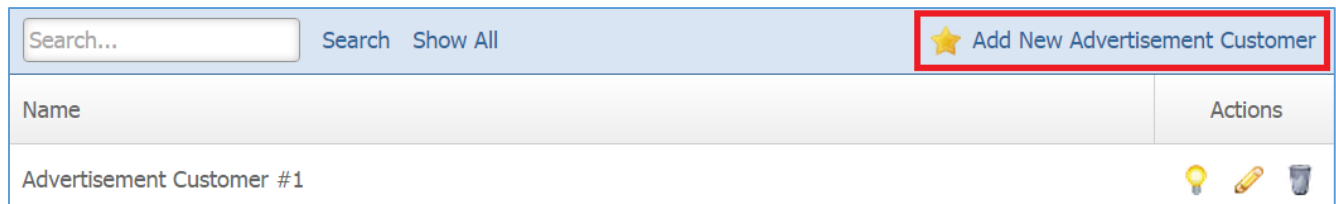
### Creating an Advertisement Customer

1. From the main page of the administrative website, select **Advertisement Customers**, located under the **Manage Content Modules** box, right next to **Advertisements**.



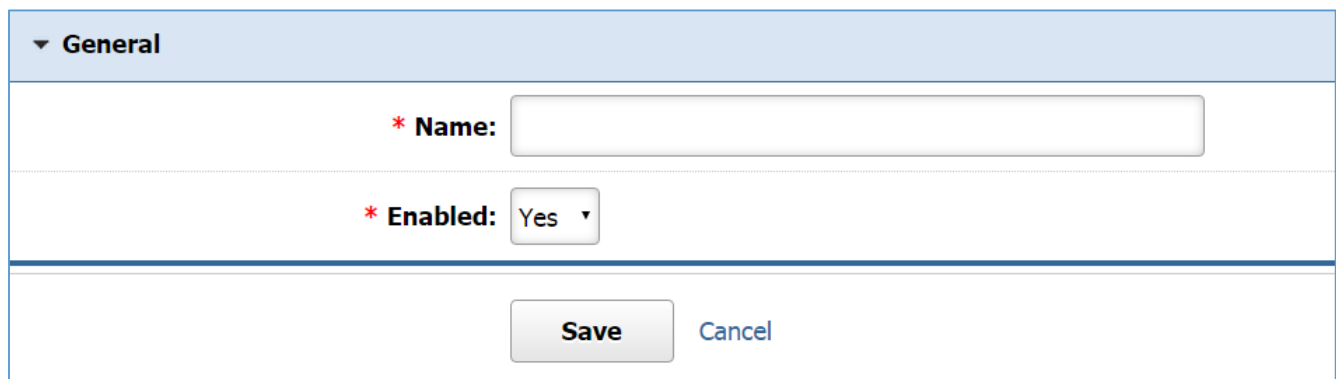
The screenshot shows a sidebar menu titled "Manage Content Modules". It contains four main sections, each with an icon and a list of sub-links: "Advertisements" (with "Advertisement Customers" highlighted in a red box), "Alerts" (with "Subscribers" and "Alert Groups"), "Events" (with "Categories" and "Attendees"), and "Files" (with "Categories" and "Tags").

2. Select **Add New Advertisement Customer** located next to the yellow star on the upper right of the page.



The screenshot shows the top of the "Add New Advertisement Customer" page. It features a search bar on the left and a "Search Show All" button. On the right, a yellow star icon is next to the "Add New Advertisement Customer" button, which is highlighted with a red box. Below this is a table with a header row containing "Name" and "Actions". The first row of the table shows "Advertisement Customer #1" and three icons: a lightbulb, a pencil, and a trash can.

3. Fill out the fields for your new advertisement customer.



The screenshot shows the "General" form for adding a new advertisement customer. It has a "General" section with a dropdown arrow. The form contains two required fields: "\* Name:" followed by a text input field, and "\* Enabled:" followed by a dropdown menu with "Yes" selected. At the bottom of the form are "Save" and "Cancel" buttons.

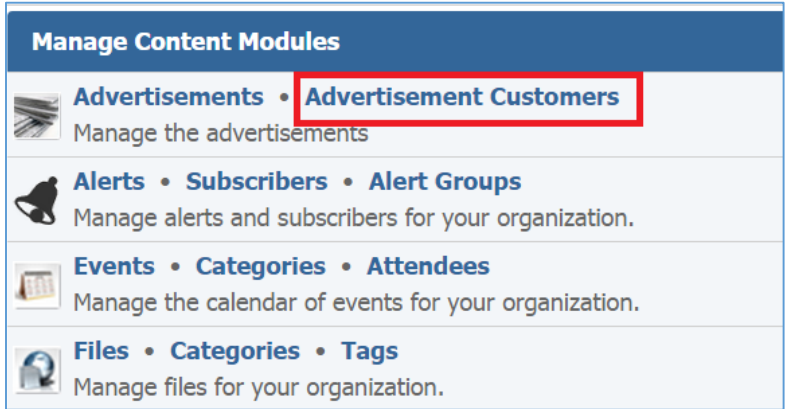
**Name:** Enter the name of your advertisement customer.

**Enabled:** Under the **Enabled** drop down, select 'Yes' if you want this customer to be enabled, otherwise select 'No'.

4. Click **Save** at the button of the page.

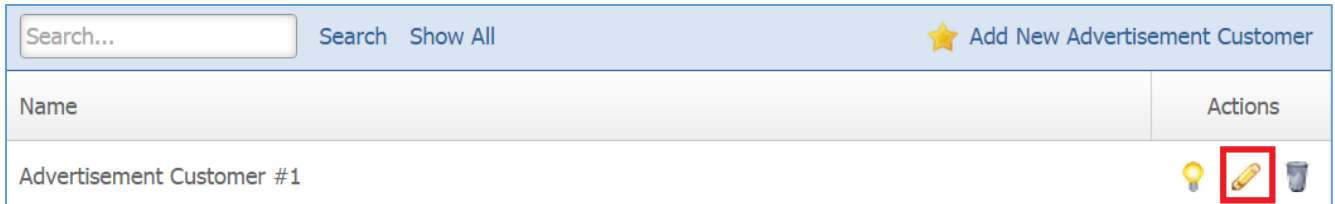
### Editing an Advertisement Customer

1. From the main page of the administrative website, select **Advertisement Customers**, located under the **Manage Content Modules** box, right next to **Advertisements**.



The image shows a sidebar titled "Manage Content Modules" with a blue header. Below the header are four menu items, each with an icon and a list of sub-items: "Advertisements" (with a red box around "Advertisement Customers"), "Alerts" (with sub-items "Subscribers" and "Alert Groups"), "Events" (with sub-items "Categories" and "Attendees"), and "Files" (with sub-items "Categories" and "Tags").

2. Select the **Pencil** icon located to the right of the advertisement customer you wish to edit.



The image shows a table with a search bar at the top. The table has two columns: "Name" and "Actions". The first row contains "Advertisement Customer #1" and three icons: a lightbulb, a pencil (highlighted with a red box), and a trash can. The top right of the table has a "Add New Advertisement Customer" button with a star icon.





3. Edit the advertisement customer fields.
4. Once you have made the desired changes, click **Save** at the bottom of the page.



## Enabling / Disabling an Advertisement Customer




1. From the main page of the administrative website, select **Advertisement Customers**, located under the **Manage Content Modules** box, right next to **Advertisements**.

**Manage Content Modules**

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Files** • **Categories** • **Tags**  
Manage files for your organization.

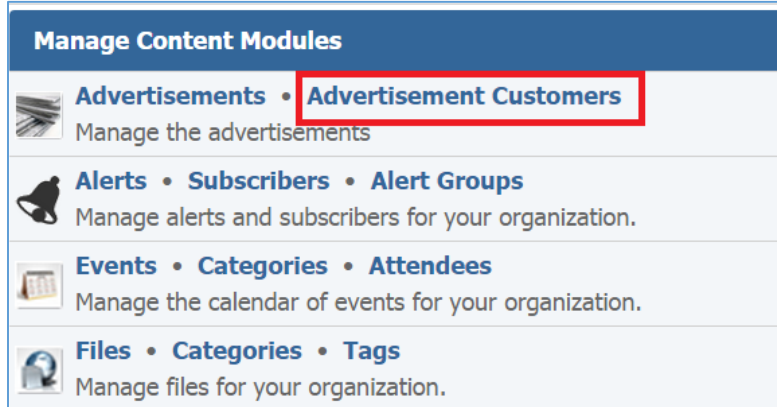
2. Select the Lamp icon located to the right of the advertisement customer you wish to enable or disable.

Search... Search Show All ★ Add New Advertisement Customer

Name	Actions
Advertisement Customer #1	  

## Removing an Advertisement Customer

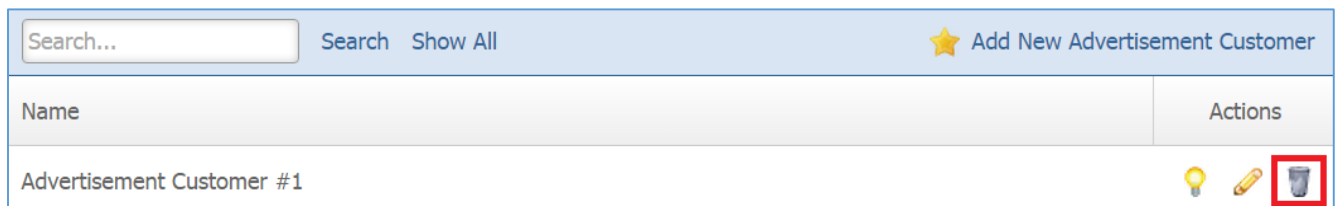
1. From the main page of the administrative website, select **Advertisement Customers**, located under the **Manage Content Modules** box, right next to **Advertisements**.






The screenshot shows a sidebar menu titled "Manage Content Modules". It contains four main sections, each with an icon and a list of links:

- Advertisements** • **Advertisement Customers** (highlighted with a red box)  
Manage the advertisements
- Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
- Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
- Files** • **Categories** • **Tags**  
Manage files for your organization.

2. Select the **Trash** icon located to the right of the advertisement customer you wish to remove.



The screenshot shows the main interface for managing advertisement customers. At the top, there is a search bar with the text "Search...", a "Search" button, and a "Show All" button. To the right of the search bar is a yellow star icon and the text "Add New Advertisement Customer". Below this is a table with two columns: "Name" and "Actions".

Name	Actions
Advertisement Customer #1	  

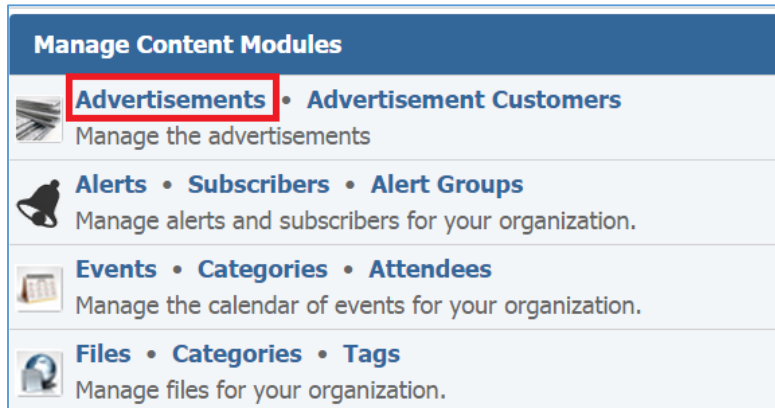
3. You will be asked to confirm that you wish to remove the advertisement customer. Click **OK**.

## Advertisements

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### Creating an Advertisement

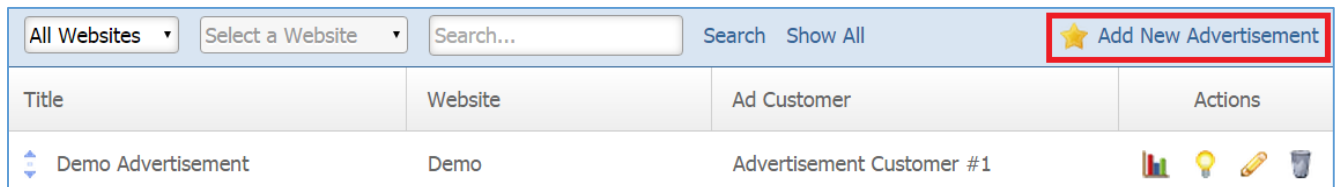
1. From the main page of the administrative website, select **Advertisements**, located under the **Manage Content Modules** box.








The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements** • Advertisement Customers  
Manage the advertisements
- Alerts** • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Events** • Categories • Attendees  
Manage the calendar of events for your organization.
- Files** • Categories • Tags  
Manage files for your organization.



2. Select **Add New Advertisement** located next to the yellow star on the upper right of the page.



The screenshot shows the top navigation bar of the advertisement management interface. It includes a dropdown menu for "All Websites", a "Select a Website" dropdown, a search input field, and "Search" and "Show All" buttons. The "Add New Advertisement" button, which has a yellow star icon, is highlighted with a red box.

Title	Website	Ad Customer	Actions
 Demo Advertisement	Demo	Advertisement Customer #1	   

General

▼ General	
* Title:	<input type="text"/>
* Advertisement Customer:	Select... ▼
Start Date:	<input type="text"/> 
End Date:	<input type="text"/> 
* Enabled:	Yes ▼
Maximum Impressions:	<input type="text"/>
Maximum Clicks:	<input type="text"/>
Internal Description:	<input type="text"/>

1. Add the ***Title*** of the Advertisement
2. Under the ***Advertisement Customer*** drop down, select one of your advertisement customers.
3. Pick the ***Start Date*** and the ***End Date*** of your advertisement.
4. Under the ***Enabled*** drop down you can select either to enable or to disable your advertisement. If you select 'No', the advertisement will not execute even if you specified start and end dates.
5. Specify the ***Maximum Impressions*** for your advertisement.
6. Specify the ***Maximum Clicks*** for your advertisement.
7. Enter an ***Internal Description*** for your advertisement.

▼ **Ad Placement**

\* **Website:** Demo ▼

\* **Content Region:** Demo Advertisement Part 2: Revenge of Demo Advertisement ▼

\* **Display on Pages:** [Select all](#) | [Deselect all](#) | [Expand all](#) | [Collapse all](#)

- Homepage
- About Us
  - Special Request
  - News
  - Events
  - Meet Our Staff

1. Under the **Website** dropdown select in which of your websites the advertisement will be available.
2. Under the **Content Region** dropdown, select in which of the selected website's content regions the advertisement will be available. Before this, you need to make sure that you created a content region.
3. Display on Pages checkbox –type field lists all the pages/subpages of the selected website. Check all the pages on which you wish your advertisement to be displayed.

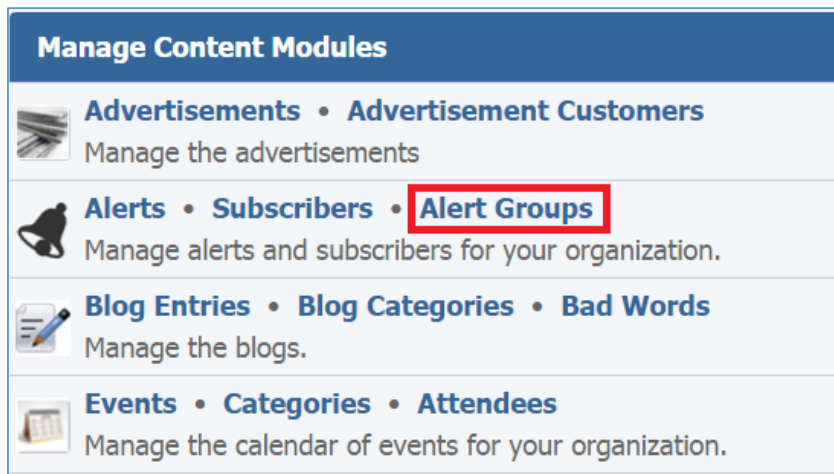
# Alerts Module

After you've set up a dynamic module page that uses the Alerts module, please refer to the instructions below for learning how to manage Alert Groups, Subscribers and Alerts.





## Alert Groups

### Creating an Alert Group

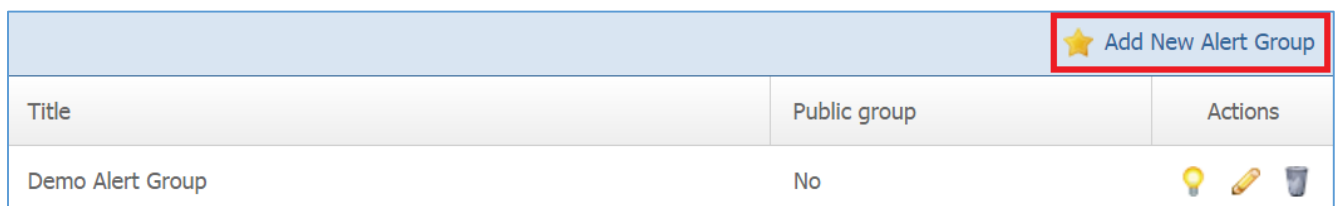
1. From the main page of the administrative website, select **Alert Groups**, located under the **Manage Content Modules** box.







**Manage Content Modules**

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.

2. Select **Add New Alert Group** located next to the yellow star on the upper right of the page.



 Add New Alert Group		
Title	Public group	Actions
Demo Alert Group	No	  

3. Fill out the fields for your new alert group.

▼ **General**

\* **Title:**

Description:

\* **Public group:**  Determines whether or not this group will allow users to register through the website.





\* **Status:**

4. Click **Save** at the bottom of the page.




### Editing an Alert Group

1. From the main page of the administrative website, select **Alert Groups**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements • Advertisement Customers**  
 Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
 Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
 Manage the blogs.
-  **Events • Categories • Attendees**  
 Manage the calendar of events for your organization.

2. Select the **Pencil** icon located to the right of the alert group you wish to edit.

★ Add New Alert Group		
Title	Public group	Actions
Demo Alert Group	No	  




3. Edit the alert group.

4. Once you have made the desired changes, click **Save** at the bottom of the page.





**Enabling / Disabling an Alert Group**

1. From the main page of the administrative website, select **Alert Groups**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select the Lamp icon located to the right of the alert group you wish to enable or disable.





 Add New Alert Group		
Title	Public group	Actions
Demo Alert Group	No	  






## Removing an Alert Group

1. From the main page of the administrative website, select **Alert Groups**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select the **Trash** icon located to the right of the alert group you wish to remove.

★ Add New Alert Group		
Title	Public group	Actions
Demo Alert Group	No	  

3. You will be asked to confirm that you wish to remove the alert group. Click **OK**.

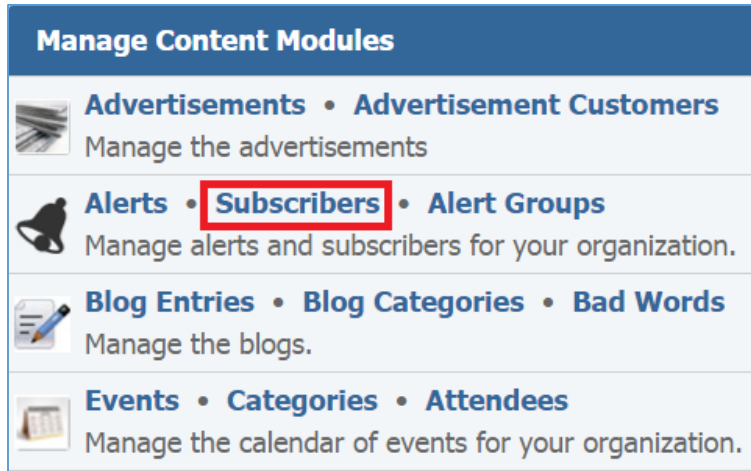
## Subscribers

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
After you've set up Alert Groups, please refer to the instructions below for learning how to manage Subscribers.

### Creating a Subscriber

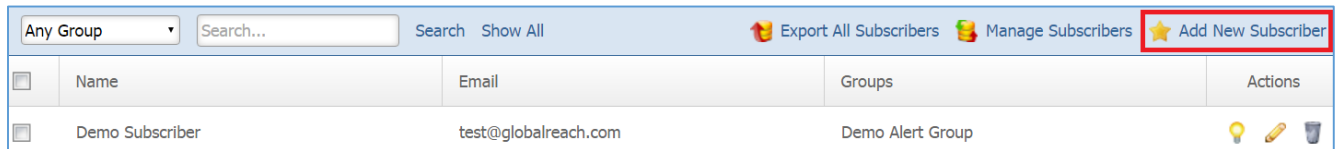
1. From the main page of the administrative website, select **Subscribers**, located under the **Manage Content Modules** box, right next to **Alerts**.






**Manage Content Modules**

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select **Add New Subscriber** located next to the yellow star on the upper right of the page.



Any Group Search... Search Show All Export All Subscribers Manage Subscribers **Add New Subscriber**

<input type="checkbox"/>	Name	Email	Groups	Actions
<input type="checkbox"/>	Demo Subscriber	test@globalreach.com	Demo Alert Group	  

3. Fill out the fields for your new subscriber.

▼ **SMS alerts subscription (Fill all fields in this section to subscribe to SMS Alerts.)**

First Name:

Last Name:

Your Mobile Number:   
in xxx-xxx-xxxx format

Your Mobile Carrier:

OR

▼ **Email alerts subscription (Fill all fields in this section to subscribe to Email Alerts.)**

Email:

▼ **General**

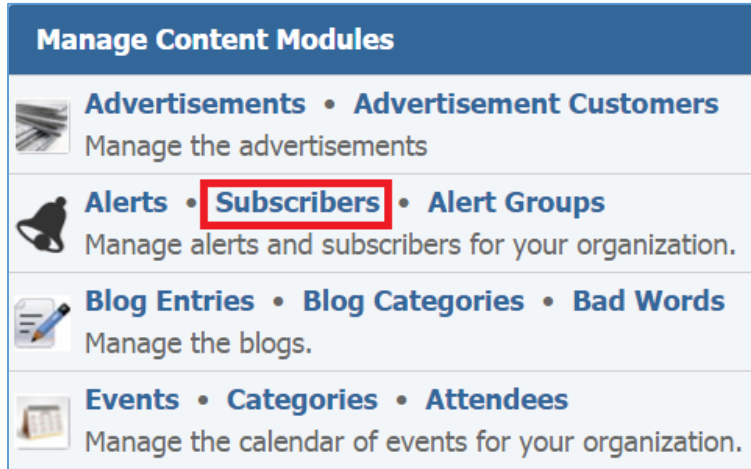
\* **Groups:**  Select All  
 Demo Alert Group

\* **Status:**

4. Click **Save** at the bottom of the page.

## Editing a Subscriber

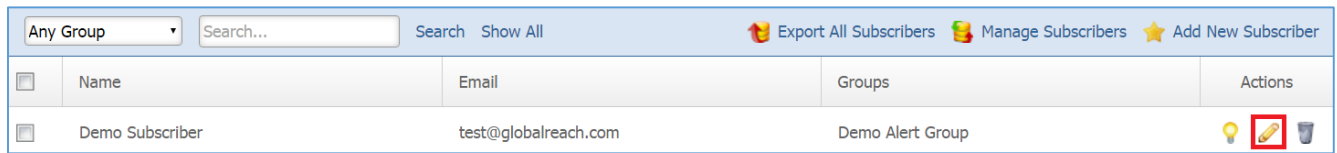
1. From the main page of the administrative website, select **Subscribers**, located under the **Manage Content Modules** box, right next to **Alerts**.






**Manage Content Modules**

- Advertisements** • **Advertisement Customers**  
Manage the advertisements
- Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
- Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select the **Pencil** icon located to the right of the subscriber you wish to edit.



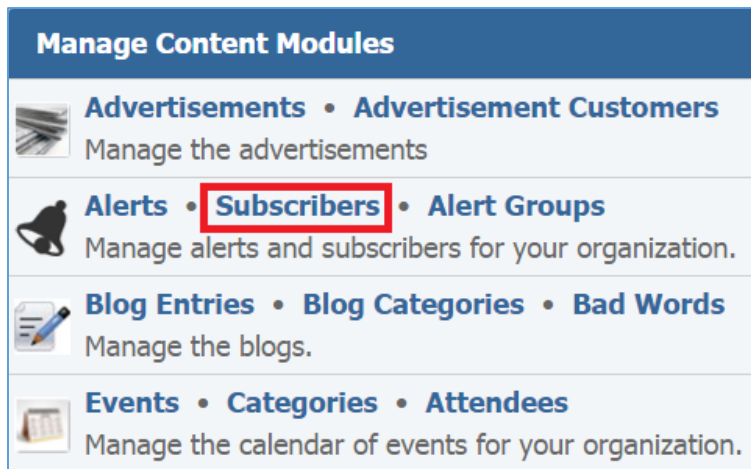
Any Group Search... Search Show All Export All Subscribers Manage Subscribers Add New Subscriber

<input type="checkbox"/>	Name	Email	Groups	Actions
<input type="checkbox"/>	Demo Subscriber	test@globalreach.com	Demo Alert Group	  

3. Edit the subscriber.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Subscriber




1. From the main page of the administrative website, select **Subscribers**, located under the **Manage Content Modules** box, right next to **Alerts**.



**Manage Content Modules**

- Advertisements** • **Advertisement Customers**  
Manage the advertisements
- Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
- Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.





2. Select the Lamp icon located to the right of the subscriber you wish to enable or disable.

Any Group Search... Search Show All Export All Subscribers Manage Subscribers Add New Subscriber				
<input type="checkbox"/>	Name	Email	Groups	Actions
<input type="checkbox"/>	Demo Subscriber	test@globalreach.com	Demo Alert Group	  




### Removing a Subscriber

1. From the main page of the administrative website, select **Subscribers**, located under the **Manage Content Modules** box, right next to **Alerts**.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select the **Trash** icon located to the right of the subscriber you wish to remove.

Any Group Search... Search Show All Export All Subscribers Manage Subscribers Add New Subscriber				
<input type="checkbox"/>	Name	Email	Groups	Actions
<input type="checkbox"/>	Demo Subscriber	test@globalreach.com	Demo Alert Group	  

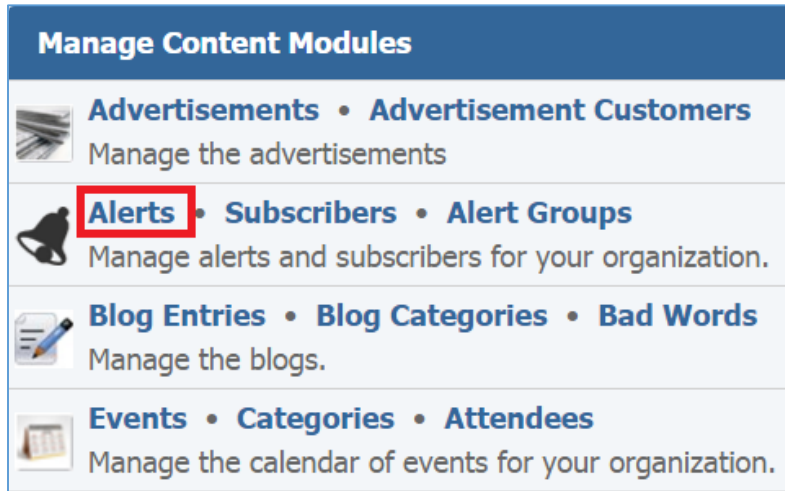
3. You will be asked to confirm that you wish to remove the subscriber. Click **OK**.

## Alerts





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### Creating an Alert

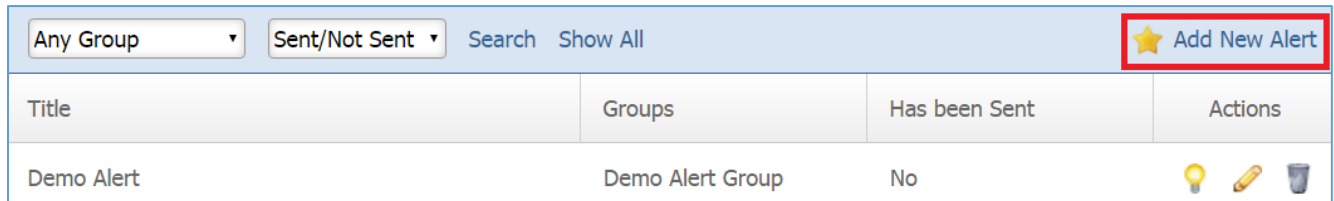
1. From the main page of the administrative website, select **Alerts**, located under the **Manage Content Modules** box.






**Manage Content Modules**

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select **Add New Alert** located next to the yellow star on the upper right of the page.



Any Group ▾ Sent/Not Sent ▾ Search Show All <span style="float: right;">★ Add New Alert</span>			
Title	Groups	Has been Sent	Actions
Demo Alert	Demo Alert Group	No	  

3. Fill out the fields for your new alert group.

▼ General

\* Title:

\* Alert Administrator Email:

▼ Email Content

Format Styles **B** *I* U ~~X~~ [List Icons] [Link Icon] [Image Icon] [YouTube Icon] [Globe Icon] [Source Icon] [Refresh Icon]

▼ SMS Content

Character Count:

**Title:** The title of the alert

**Alert Administrator Email:** The email to which the alert will be sent.

**Email Content:** The content of the email that will be sent.

**SMS Content:** The content of the SMS that will be sent.

▼ **Groups**

\* **Groups:**  Select All  
 Demo Alert Group

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:  ▼

Meta Description:

▼ **Pages**

There are no pages set up to display content from this module

▼ **Status**

\* **Status:**  ▼  
If set to "Yes" the alert will be shown on the website.

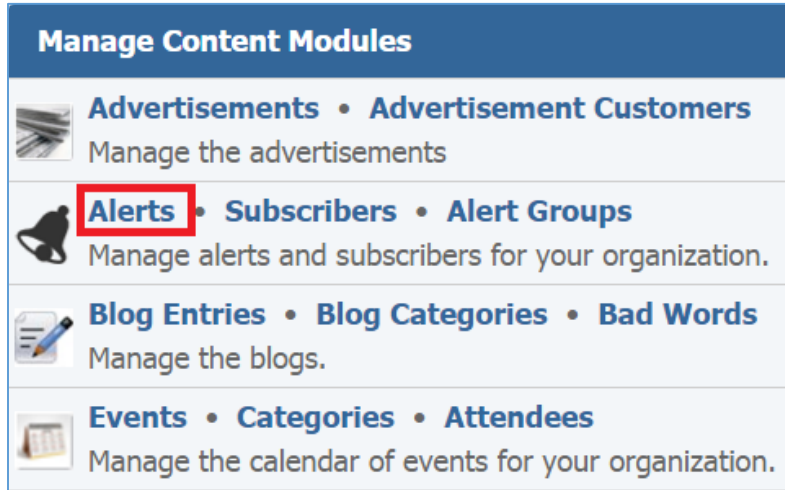
\* **Ready to Send:**  ▼  
When set to "Yes", the alert will be added to the queue and will be sent shortly.

4. Click **Save** at the bottom of the page.



## Editing an Alert

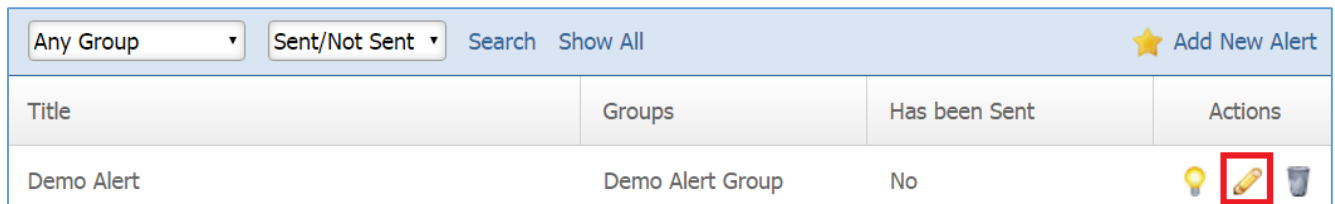
1. From the main page of the administrative website, select **Alerts**, located under the **Manage Content Modules** box.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.

2. Select the **Pencil** icon located to the right of the alert you wish to edit.







Any Group ▾ Sent/Not Sent ▾ Search Show All		★ Add New Alert	
Title	Groups	Has been Sent	Actions
Demo Alert	Demo Alert Group	No	  

3. Edit the alert.
4. Once you have made the desired changes, click **Save** at the bottom of the page.




## Enabling / Disabling an Alert Group

1. From the main page of the administrative website, select **Alerts**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.





2. Select the Lamp icon located to the right of the alert you wish to enable or disable.

Any Group ▾		Sent/Not Sent ▾		Search	Show All	★ Add New Alert
Title	Groups	Has been Sent	Actions			
Demo Alert	Demo Alert Group	No				




### Removing an Alert

1. From the main page of the administrative website, select **Alerts**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.

2. Select the **Trash** icon located to the right of the alert you wish to remove.

Any Group ▾ Sent/Not Sent ▾ Search Show All <span style="float: right;">★ Add New Alert</span>			
Title	Groups	Has been Sent	Actions
Demo Alert	Demo Alert Group	No	  

3. You will be asked to confirm that you wish to remove the alert. Click **OK**.

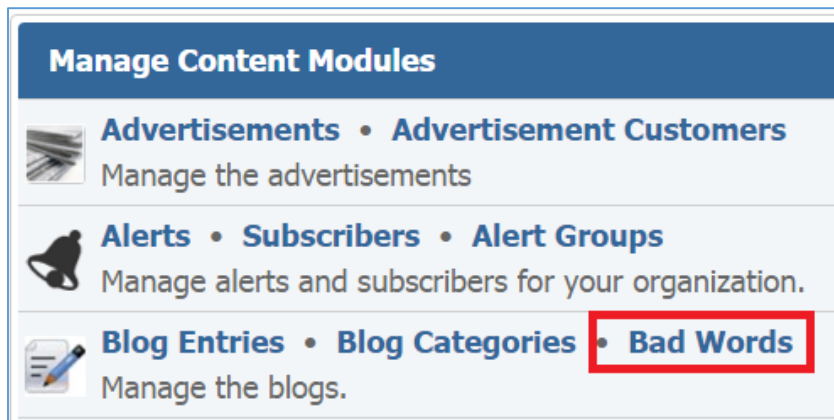
# Blog Entries

After you've set up a dynamic module page that uses the Blogs module, please refer to the instructions below for learning how to manage the Bad Words, Blog Categories and Blog Entries.

## Bad Words

### Creating a Bad Word

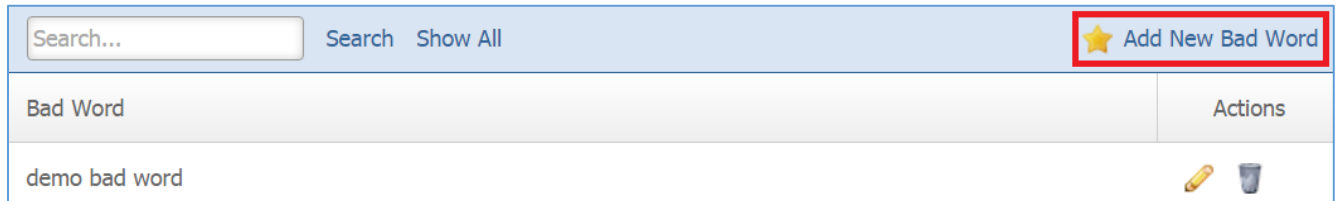
1. From the main page of the administrative website, select **Bad Words**, located under the **Manage Content Modules** box.



The screenshot shows a sidebar menu titled "Manage Content Modules". It contains three main categories, each with a list of sub-items and a brief description:

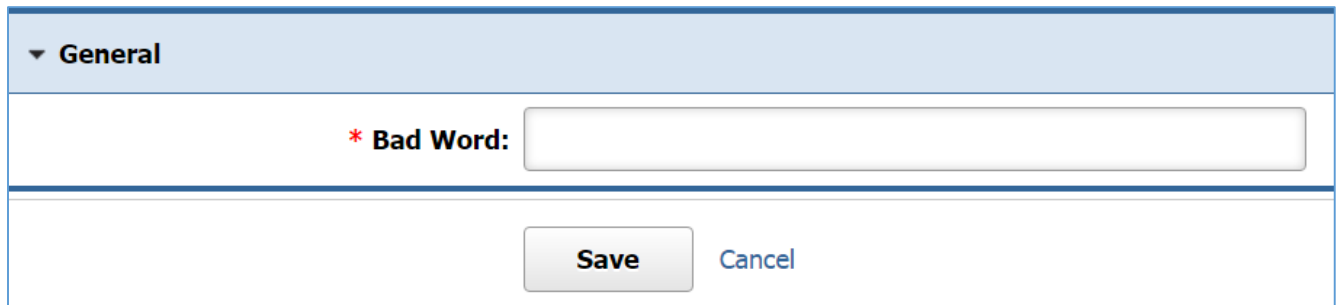
- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs. (This entire category is highlighted with a red box)

2. Select **Add New Bad Word** located next to the yellow star on the upper right of the page.



The screenshot shows the "Bad Words" management interface. At the top, there is a search bar and a "Search Show All" button. On the right side, there is a yellow star icon next to the text "Add New Bad Word", which is highlighted with a red box. Below this is a table with two columns: "Bad Word" and "Actions". The first row in the table contains the text "demo bad word" and two icons: a pencil and a trash can.

3. Fill out the fields for your new bad word

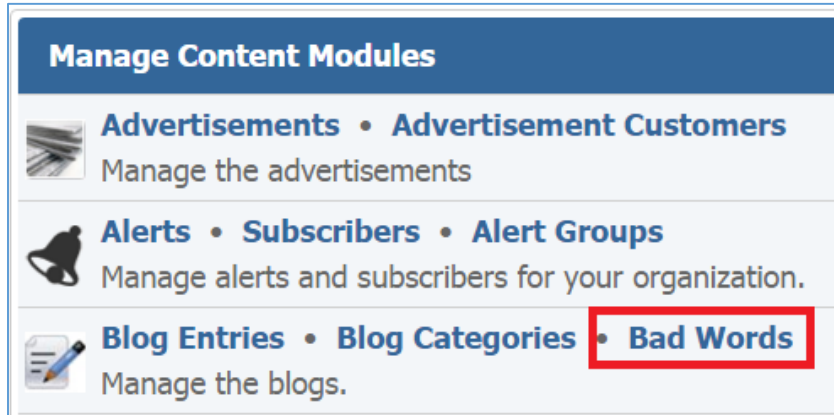


The screenshot shows the "Add New Bad Word" form. It has a "General" section with a dropdown arrow. Below the section header, there is a red asterisk followed by the text "Bad Word:" and an empty text input field. At the bottom of the form, there are two buttons: "Save" and "Cancel".

4. Click **Save** at the bottom of the page.

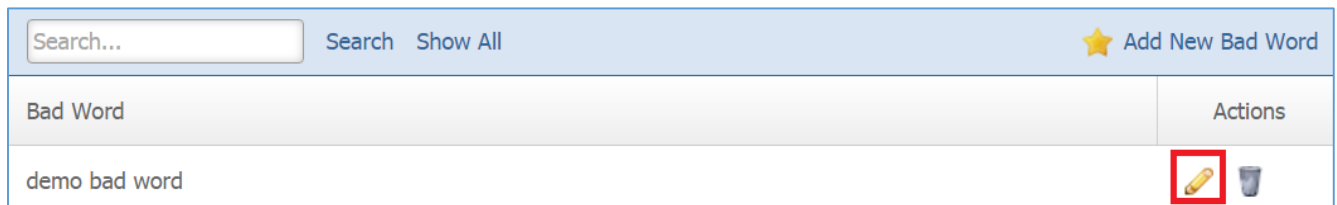
### Editing a Bad Word

1. From the main page of the administrative website, select **Bad Words**, located under the **Manage Content Modules** box.



The screenshot shows a sidebar menu titled "Manage Content Modules". It contains three main sections: "Advertisements • Advertisement Customers" (Manage the advertisements), "Alerts • Subscribers • Alert Groups" (Manage alerts and subscribers for your organization.), and "Blog Entries • Blog Categories • **Bad Words**" (Manage the blogs.). The "Bad Words" link is highlighted with a red rectangular box.

2. Select the **Pencil** icon located to the right of the bad word you wish to edit.

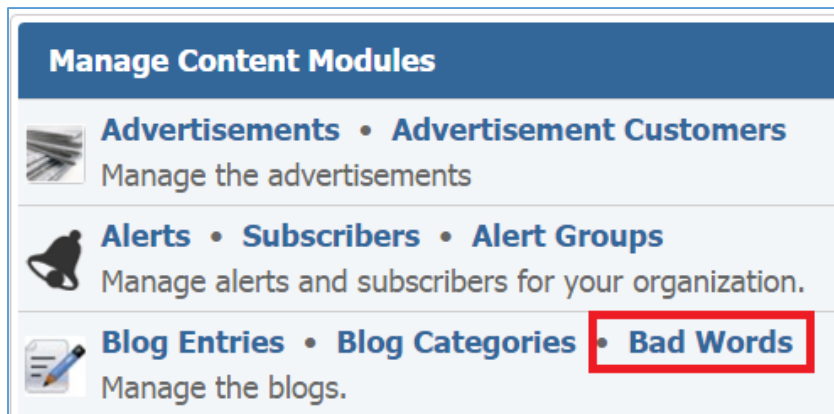


The screenshot shows a table with a search bar at the top. The search bar contains "Search..." and "Search Show All". To the right of the search bar is a "★ Add New Bad Word" button. The table has two columns: "Bad Word" and "Actions". The first row contains "demo bad word" in the "Bad Word" column and a pencil icon and a trash can icon in the "Actions" column. The pencil icon is highlighted with a red rectangular box.

3. Edit the bad word.
4. Once you have made the desired changes, click **Save** at the bottom of the page.



### Removing a Bad Word

1. From the main page of the administrative website, select **Bad Words**, located under the **Manage Content Modules** box.



The screenshot shows a sidebar menu titled "Manage Content Modules". It contains three main sections: "Advertisements • Advertisement Customers" (Manage the advertisements), "Alerts • Subscribers • Alert Groups" (Manage alerts and subscribers for your organization.), and "Blog Entries • Blog Categories • **Bad Words**" (Manage the blogs.). The "Bad Words" link is highlighted with a red rectangular box.

2. Select the Trash icon located to the right of the bad word you wish to remove.

Search... Search Show All <span style="float: right;">★ Add New Bad Word</span>	
Bad Word	Actions
demo bad word	 


3. You will be asked to confirm that you wish to remove the bad word. Click **OK**.

## Blog Categories


### Creating a Blog Category

1. From the main page of the administrative website, select **Blog Categories**, located under the **Manage Content Modules** box.


Manage Content Modules



**Advertisements • Advertisement Customers**  
Manage the advertisements






**Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.



**Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.

2. Select **Add New Category** located next to the yellow star on the upper right of the page.

Search... Search Show All <span style="float: right;">★ Add New Category</span>	
Name	Actions
<input type="checkbox"/> Demo Category	  

3. Fill out the fields for your new blog category


<b>▼ General</b>	
<b>* Name:</b>	<input type="text"/>
Enabled:	Yes ▾
<b>▼ Content Optimization</b>	
<b>* Window Title:</b>	<input type="text"/>
<b>* Alias:</b>	<input type="text"/>
Visible to Search Engines:	Yes ▾
Meta Description:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	


4. Click **Save** at the bottom of the page.


### Editing a Blog Category

1. From the main page of the administrative website, select **Blog Categories**, located under the **Manage Content Modules** box.

**Manage Content Modules**


Advertisements • Advertisement Customers  
 Manage the advertisements


Alerts • Subscribers • Alert Groups  
 Manage alerts and subscribers for your organization.


Blog Entries • Blog Categories • Bad Words  
 Manage the blogs.





2. Select the **Pencil** icon located to the right of the category you wish to edit.

Search...		Search	Show All	★ Add New Category
<input type="checkbox"/>	Name	Actions		
<input type="checkbox"/>	Demo Category			

3. Edit the category.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

### Enabling / Disabling a Blog Category

1. From the main page of the administrative website, select **Blog Categories**, located under the **Manage Content Modules** box.

**Manage Content Modules**

**Advertisements** • **Advertisement Customers**  
 Manage the advertisements

**Alerts** • **Subscribers** • **Alert Groups**  
 Manage alerts and subscribers for your organization.

**Blog Entries** • **Blog Categories** • **Bad Words**  
 Manage the blogs.




2. Select the **Lamp** icon located to the right of the category you wish to enable or disable.

Search...		Search	Show All	★ Add New Category
<input type="checkbox"/>	Name	Actions		
<input type="checkbox"/>	Demo Category			

### Removing a Blog Category




1. From the main page of the administrative website, select **Blog Categories**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.

2. Select the **Trash** icon located to the right of the category you wish to remove.

Search... Search Show All ★ Add New Category

<input type="checkbox"/>	Name	Actions
<input type="checkbox"/>	Demo Category	  




3. You will be asked to confirm that you wish to remove the category. Click **OK**.

## Blog Entries

### Creating a Blog Entry




1. From the main page of the administrative website, select **Blog Entries**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.

2. Select **Add New Blog Entry** located next to the yellow star on the upper right of the page.

All Websites ▾ All Pages ▾ All Categories ▾ Search... Search Show All ★ Add New Blog Entry

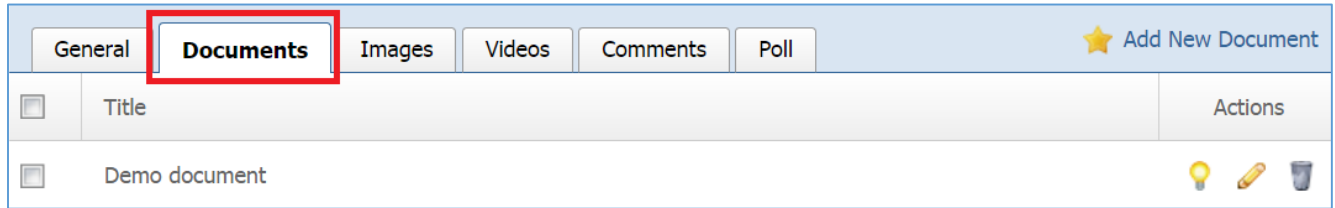
<input type="checkbox"/>	Date Posted	Title	Comments	Actions
<input type="checkbox"/>	January 11, 2016	Demo Blog Entry		  





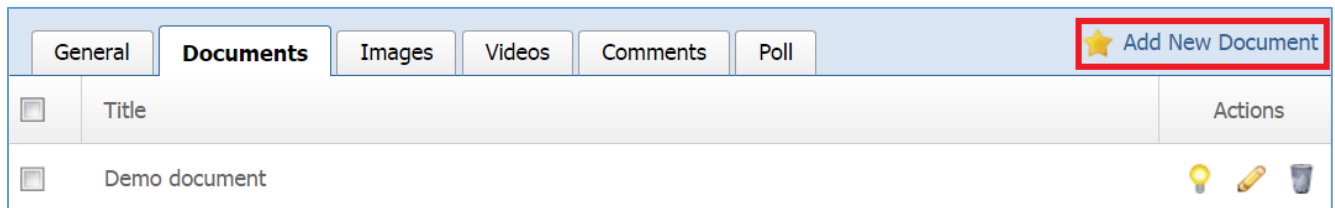
## Documents

1. Go to the **Documents** tab to manage the documents of your blog entry.

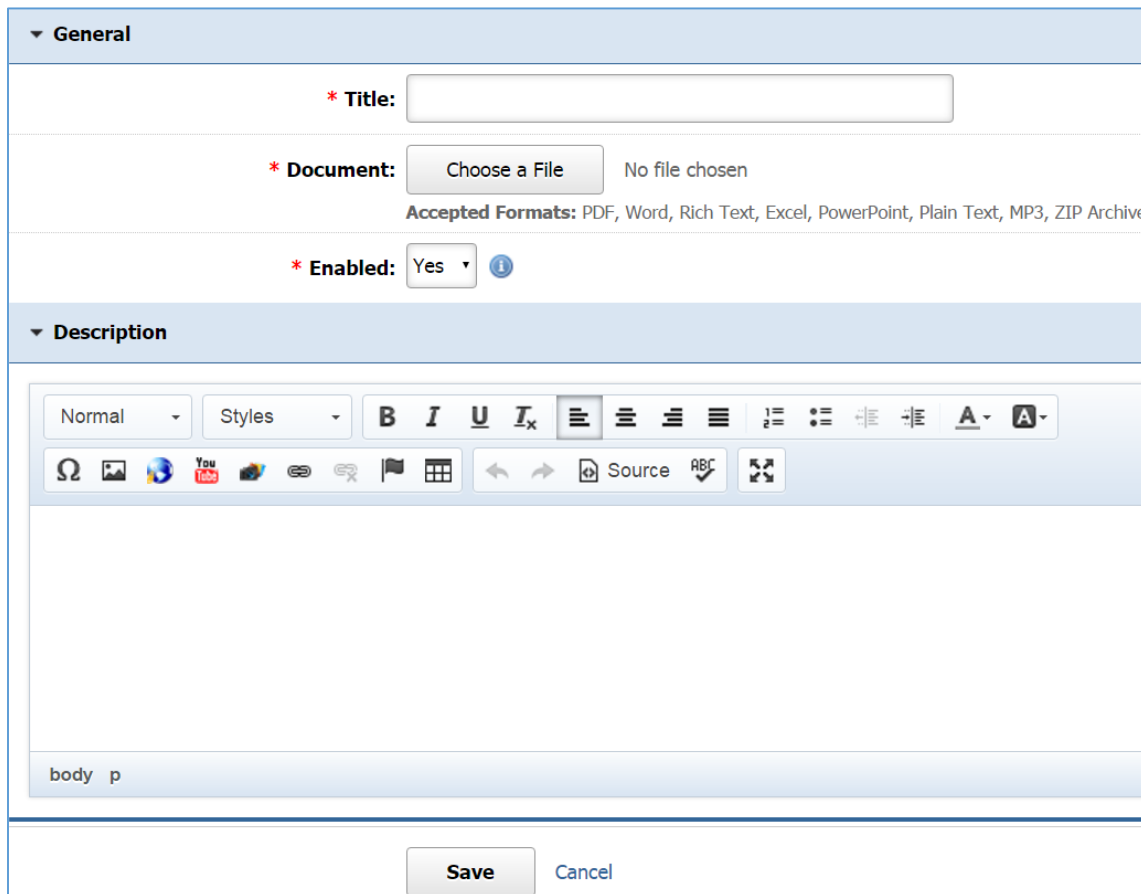


## Creating a Document

1. Select **Add New Document** located next to the yellow star on the upper right of your page.



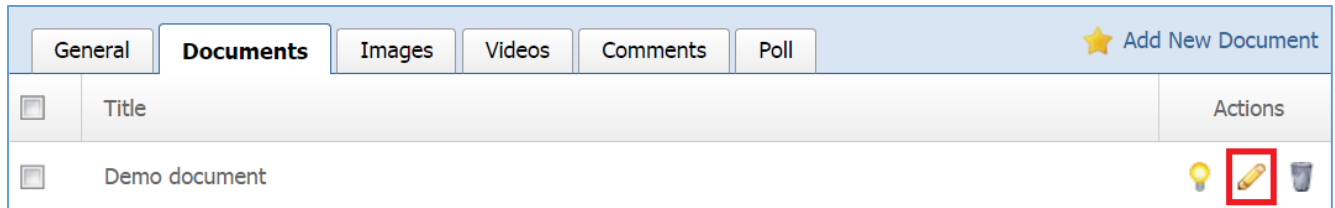
2. Fill out the fields for your new document.

A screenshot of a document creation form. The form is divided into two main sections: 'General' and 'Description'. The 'General' section contains three fields: '\* Title:' with an empty text input box; '\* Document:' with a 'Choose a File' button and the text 'No file chosen' below it, and 'Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint, Plain Text, MP3, ZIP Archive'; and '\* Enabled:' with a dropdown menu set to 'Yes' and an information icon. The 'Description' section contains a rich text editor with a toolbar including 'Normal', 'Styles', bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, text color, and background color. Below the toolbar is a large text area with the placeholder text 'body p'. At the bottom of the form are 'Save' and 'Cancel' buttons.

3. Click **Save** at the bottom of the page.

### Editing a Document

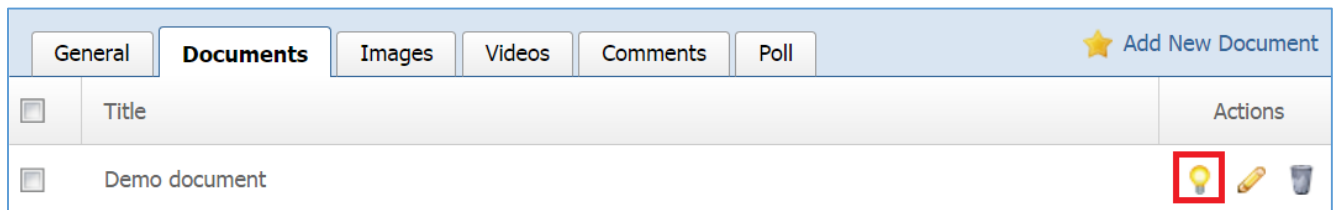
1. Select the **Pencil** icon located next to the document you wish to edit.



2. Edit the document fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

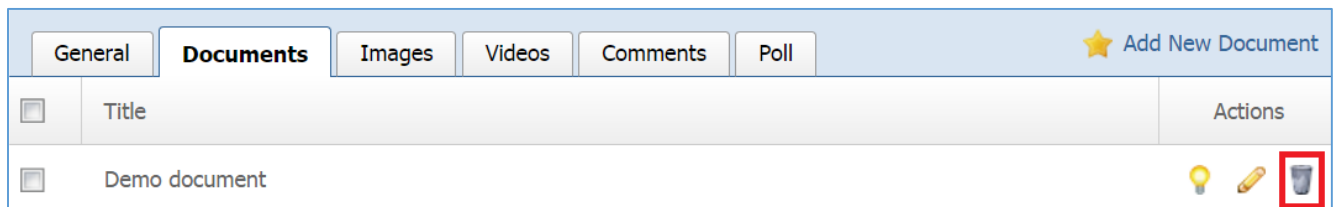
### Enabling / Disabling a Document

1. Select the **Lamp** icon located next to the document you wish to enable or disable.



### Removing a Document

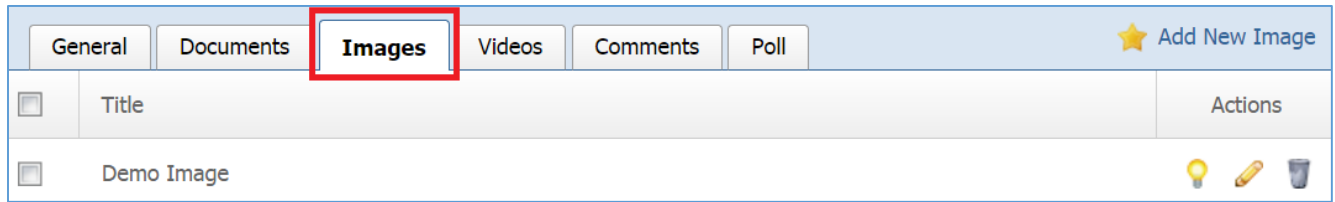
1. Select the **Trash** icon located next to the document you wish to remove.



2. You will be asked to confirm that you wish to remove the document. Click **OK**.

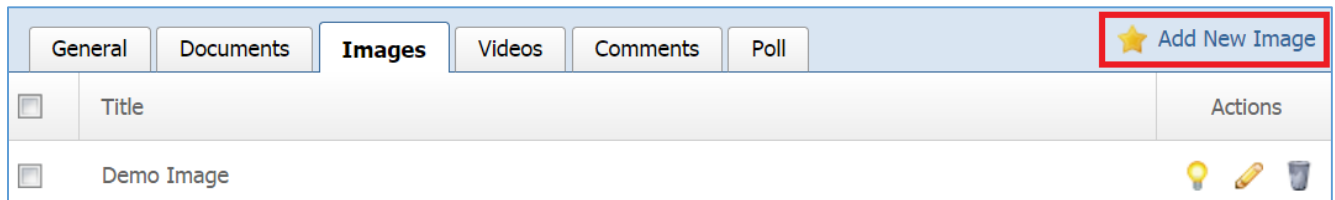
## Images

1. Go to the **Images** tab to manage the images of your blog entry.

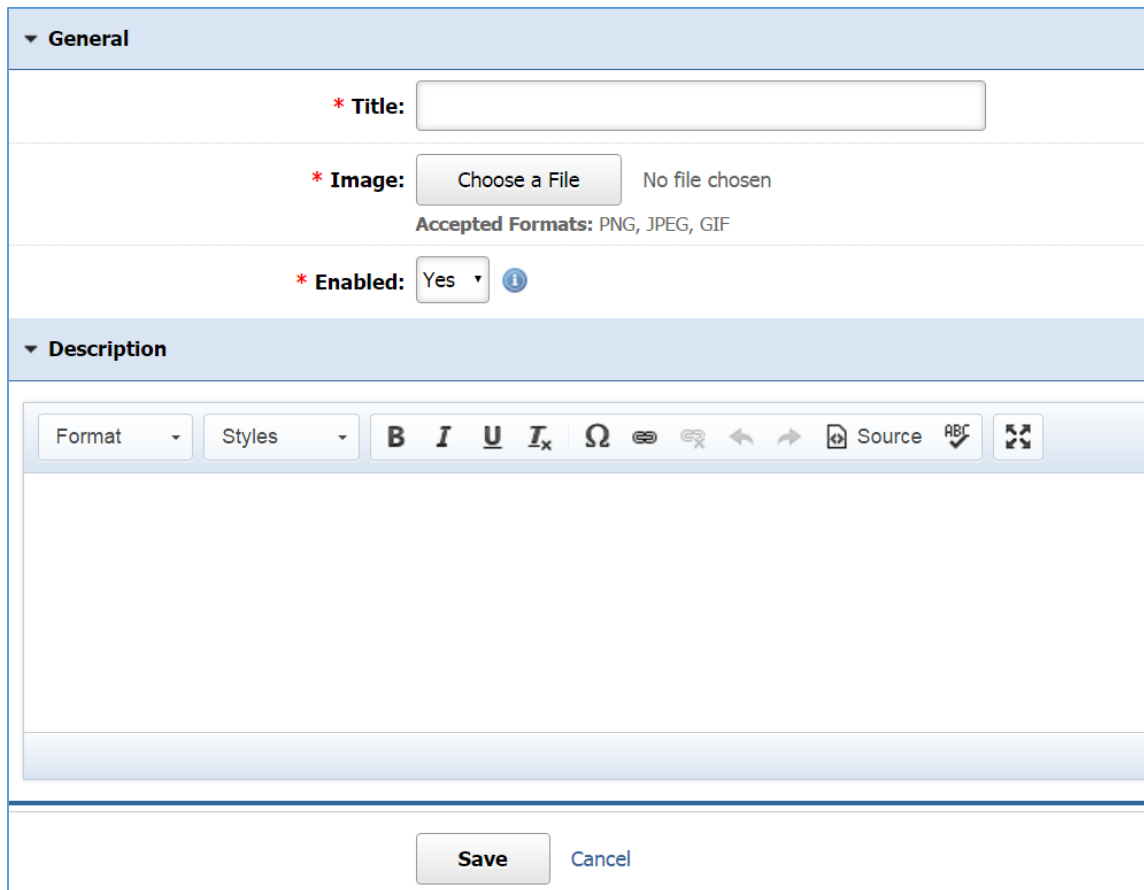


## Creating an Image

1. Select **Add New Image** located next to the yellow star on the upper right of the page.



2. Fill out the fields for your new image.

A screenshot of a form titled 'Add New Image'. The form is divided into two main sections: 'General' and 'Description'.  
The 'General' section contains three fields:

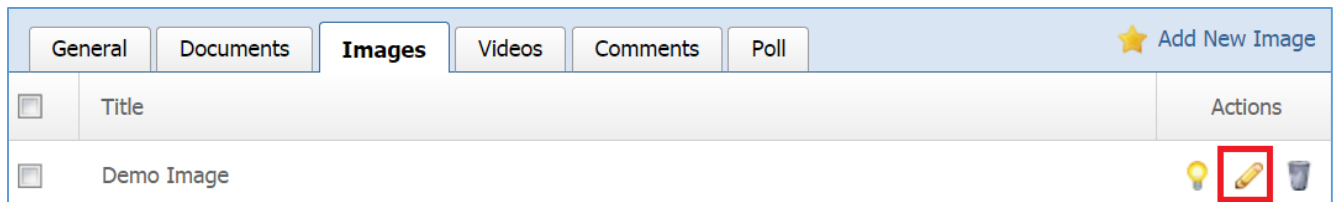
- \* Title: A text input field.
- \* Image: A button labeled 'Choose a File' followed by the text 'No file chosen'. Below this, it says 'Accepted Formats: PNG, JPEG, GIF'.
- \* Enabled: A dropdown menu set to 'Yes' with an information icon to its right.

The 'Description' section contains a rich text editor with a toolbar at the top. The toolbar includes buttons for 'Format', 'Styles', bold (B), italic (I), underline (U), strikethrough (I<sub>x</sub>), link (Ω), unlink, undo, redo, source code, and a checkmark. Below the toolbar is a large text area for entering the description. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

3. Click **Save** at the bottom of the page.

### Editing an Image

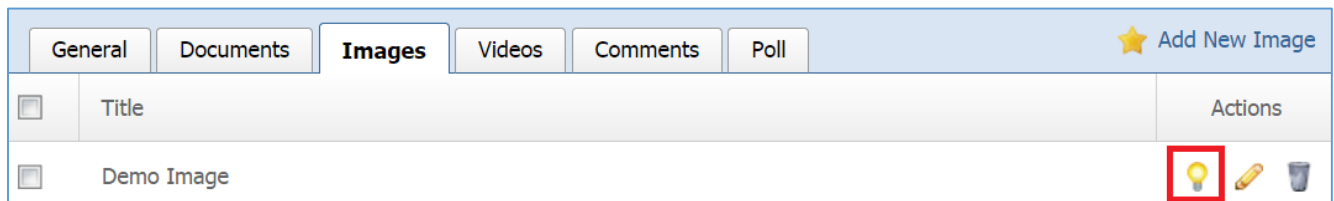
1. Select the **Pencil** icon located next to the image you wish to edit.



2. Edit the image fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

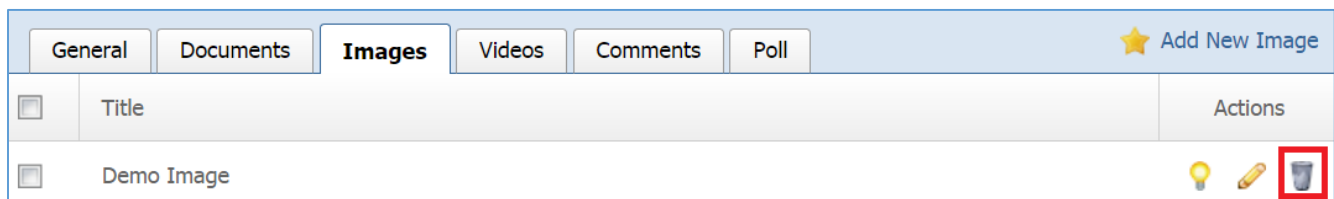
### Enabling / Disabling an Image

1. Select the **Lamp** icon located next to the image you wish to enable or disable.



### Removing an Image

1. Select the **Trash** icon located next to the image you wish to remove.

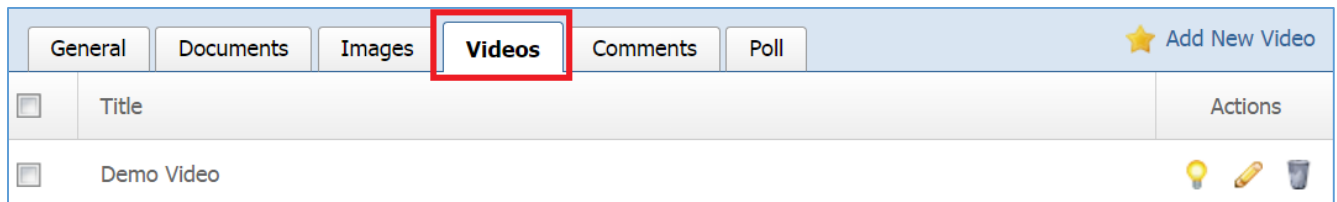


2. You will be asked to confirm that you wish to remove the item. Click **OK**.



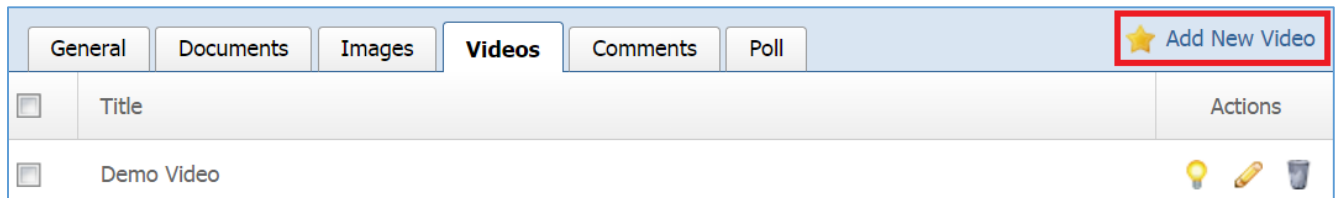
## Videos

1. Go to the **Videos** tab to manage the videos of your blog entry.



## Creating a Video

1. Select **Add New Video** located next to the yellow star on the upper right of the page.



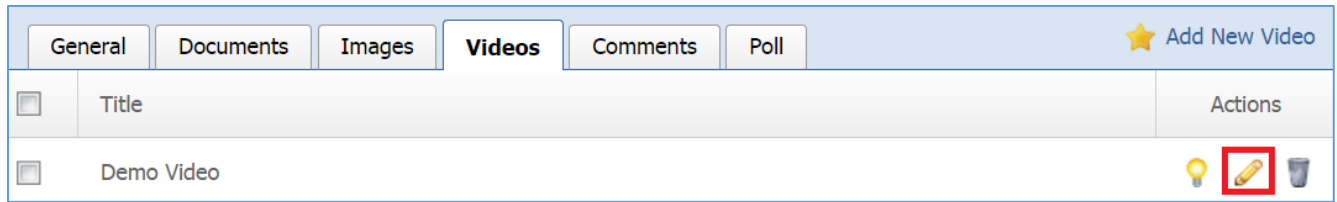
2. Fill out the fields for your new video.

A screenshot of a form for creating a new video. The form is divided into two sections: 'General' and 'Description'.  
**General Section:**  
- **\* Title:** A text input field.  
- **\* Video:** A 'Choose a File' button next to the text 'No file chosen'. Below this, it lists 'Accepted Formats: Windows Media, QuickTime, MPEG, AVI'.  
- **\* Enabled:** A dropdown menu set to 'Yes' with an information icon.  
**Description Section:**  
- A rich text editor toolbar with options for Normal, Styles, Bold (B), Italic (I), Underline (U), Strikethrough (I<sub>x</sub>), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, and Background Color.  
- A row of icons for inserting elements: Omega symbol, Image, YouTube, Video, Link, Unlink, Table, Undo, Redo, Source, ABC, and Refresh.  
- A large text area for the description.  
- At the bottom of the form are 'Save' and 'Cancel' buttons.

3. Click **Save** at the bottom of the page.

### Editing a Video

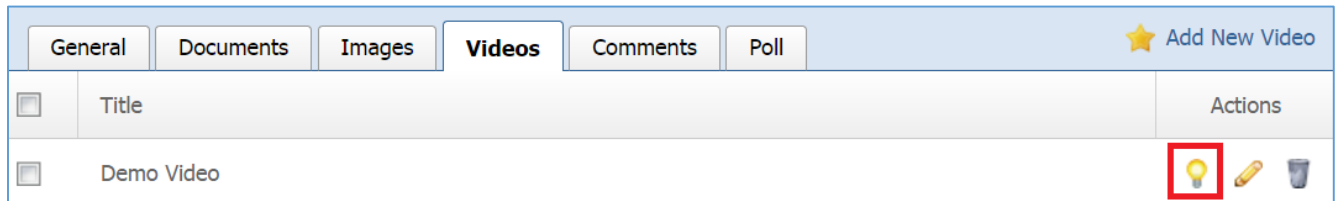
1. Select the **Pencil** icon located next to the video you wish to edit.



2. Edit the video fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

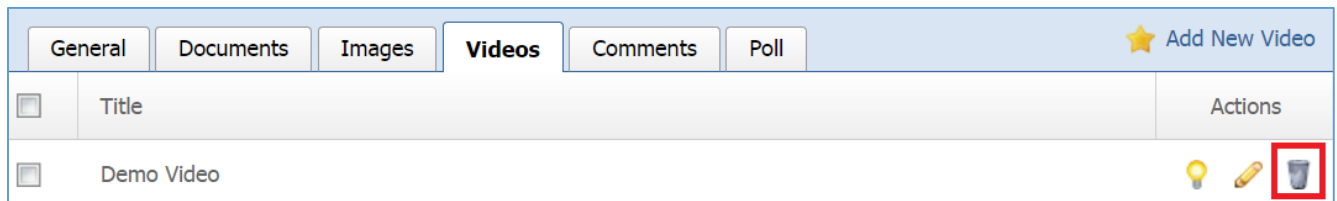
### Enabling / Disabling a Video

1. Select the **Lamp** icon located next to the video you wish to enable or disable.



### Removing a Video



1. Select the **Trash** icon located next to the video you wish to remove.



2. You will be asked to confirm that you wish to remove the video. Click **OK**.

## Comments

1. Go to the **Comments** tab to manage the comments of your blog entry.



General Documents Images Videos <b>Comments</b> Poll					
<input type="checkbox"/>	Date	Comment	Approved	Actions	
<input type="checkbox"/>	Jan 11, 2016	comment	<input checked="" type="checkbox"/>		

### Creating a Comment

A comment can only be created through the front end of the website.

### Editing a Comment



1. Select the **Pencil** icon located next to the comment you wish to edit.

General Documents Images Videos <b>Comments</b> Poll					
<input type="checkbox"/>	Date	Comment	Approved	Actions	
<input type="checkbox"/>	Jan 11, 2016	comment	<input checked="" type="checkbox"/>		

2. Edit the comment fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

### Approving a Comment

1. Select the **Pencil** icon located next to the comment you wish to approve.

General Documents Images Videos <b>Comments</b> Poll					
<input type="checkbox"/>	Date	Comment	Approved	Actions	
<input type="checkbox"/>	Jan 11, 2016	comment	<input checked="" type="checkbox"/>		

2. Under the **Approved** drop down, select 'Yes'.

▼ **General**

\* **Name:**

Email:

\* **Comments:**

Approved:

3. Click **Save** at the bottom of the page.
4. You will noticed that a 'tick' will appear next to the comment, under the Approved column.

General	Documents	Images	Videos	Comments	Poll
<input type="checkbox"/>	Date	Comment	Approved	Actions	
<input type="checkbox"/>	Jan 11, 2016	comment	<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="trash"/>	

### Removing a Comment

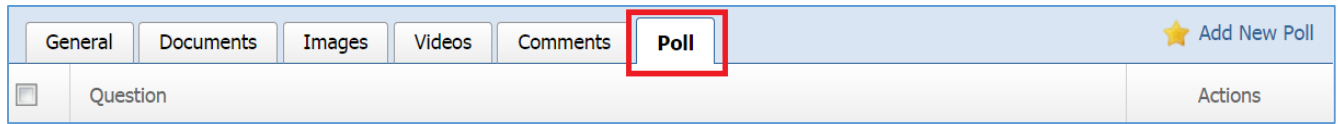
1. Select the **Trash** icon located next to the comment you wish to remove.

General	Documents	Images	Videos	Comments	Poll
<input type="checkbox"/>	Date	Comment	Approved	Actions	
<input type="checkbox"/>	Jan 11, 2016	comment	<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input checked="" type="button" value="trash"/>	

2. You will be asked to confirm that you wish to remove the comment. Click **OK**.

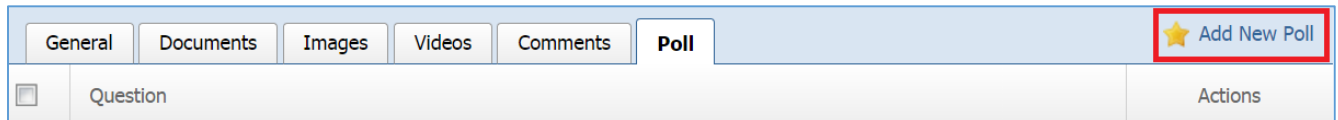
## Poll

1. Go to the **Poll** tab to manage the polls of your blog entry.

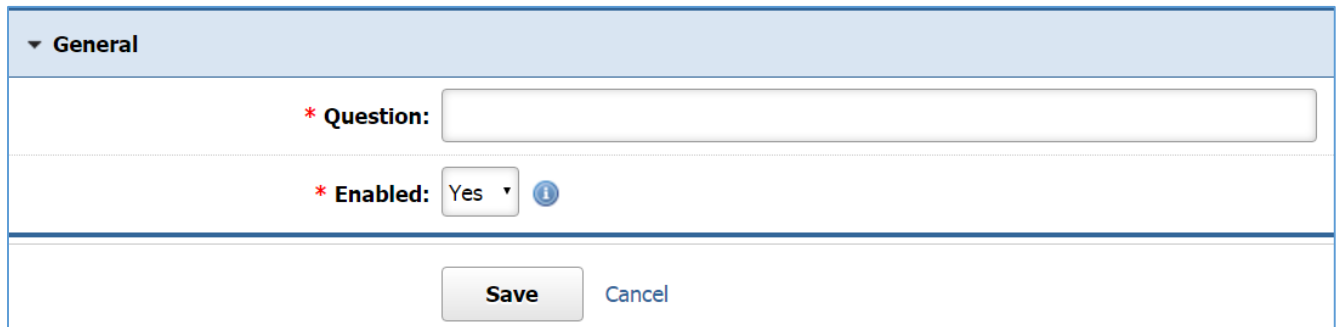


### Creating a Poll

1. Select **Add New Poll** located next to the yellow star on the upper right of the page.



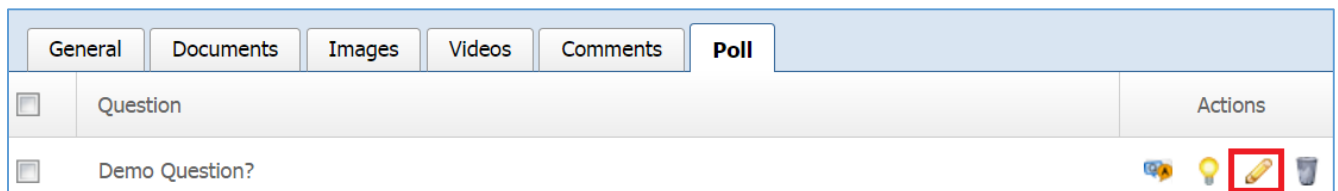
2. Fill out the fields for your new poll.

A screenshot of the 'General' section of the poll creation form. It has a blue header with a dropdown arrow and the word 'General'. Below the header are two input fields: the first is labeled '\* Question:' and is empty; the second is labeled '\* Enabled:' and has a dropdown menu set to 'Yes' with an information icon to its right. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

3. Click **Save** at the bottom of the page.

### Editing a Poll

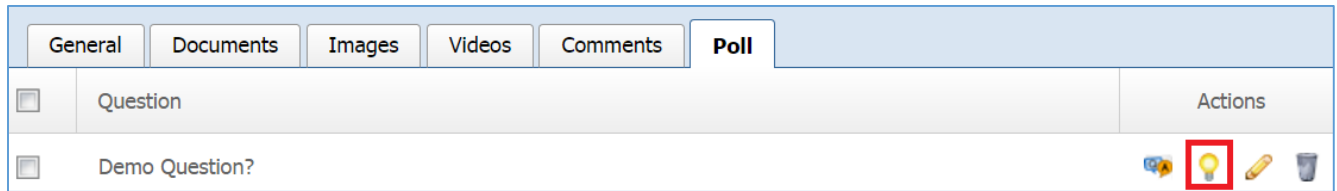
1. Select the **Pencil** icon located next to the poll you wish to edit.



2. Edit the poll fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

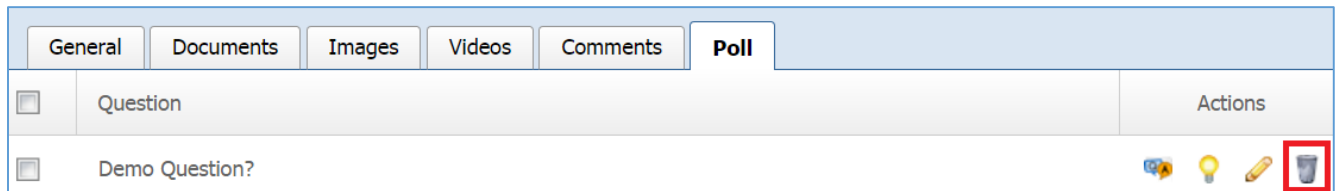
### Enabling / Disabling a Poll

1. Select the **Lamp** icon located next to the poll you wish to enable or disable.



### Removing a Poll

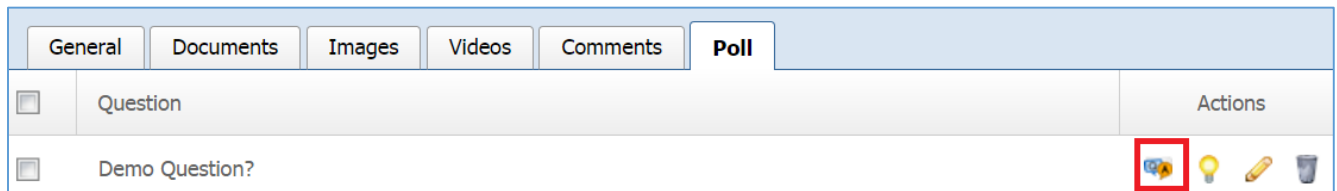
1. Select the **Trash** icon located next to the poll you wish to remove.



2. You will be asked to confirm that you wish to remove the poll. Click **OK**.

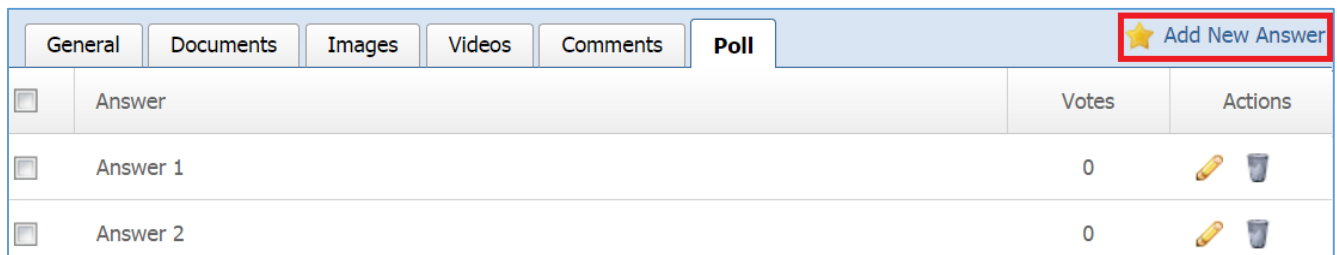
### Poll Answers

1. Select the **Answers** icon next to the poll for which you wish to manage the answers.



### Creating a Poll Answer





1. Select **Add New Answer** located next to the yellow star on the upper right of the page.



2. Fill out the fields for your answer.
3. Click **Save** at the bottom of the page.

### Editing a Poll Answer



1. Select the **Pencil** icon located next to the answer you wish to edit.

General		Documents	Images	Videos	Comments	Poll	★ Add New Answer	
<input type="checkbox"/>	Answer					Votes	Actions	
<input type="checkbox"/>	Answer 1					0	 	
<input type="checkbox"/>	Answer 2					0	 	

2. Edit the answer fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

#### Removing a Poll Answer

1. Select the **Trash** icon located next to the answer you wish to remove.

General		Documents	Images	Videos	Comments	Poll	★ Add New Answer	
<input type="checkbox"/>	Answer					Votes	Actions	
<input type="checkbox"/>	Answer 1					0	 	
<input type="checkbox"/>	Answer 2					0	 	

2. You will be asked to confirm that you wish to remove the answer. Click **OK**.

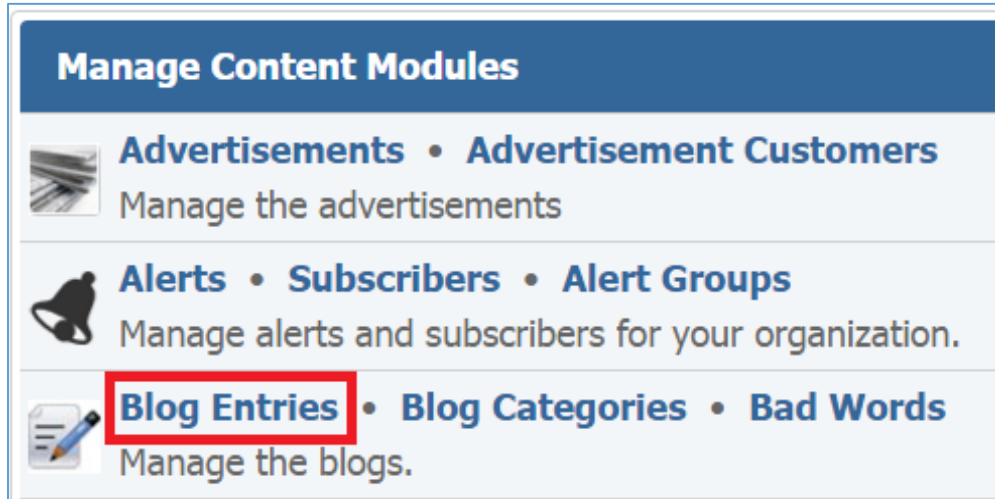
#### Viewing Answer Votes

1. Check the number under the **Votes** column next to an answer to see the number of votes that this answer received.

General		Documents	Images	Videos	Comments	Poll	★ Add New Answer	
<input type="checkbox"/>	Answer					Votes	Actions	
<input type="checkbox"/>	Answer 1					0	 	
<input type="checkbox"/>	Answer 2					0	 	

## Editing a Blog Entry

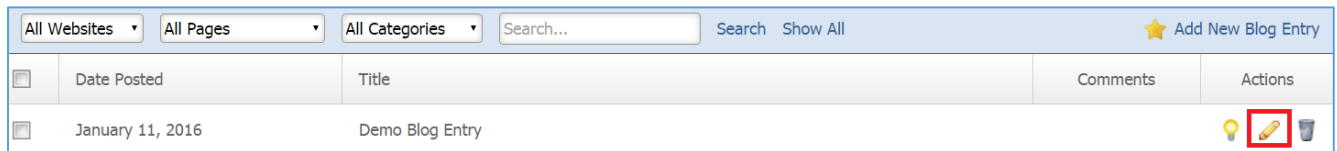
1. From the main page of the administrative website, select **Blog Entries**, located under the **Manage Content Modules** box.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.

2. Select the **Pencil** icon located to the right of the blog entry you wish to edit.



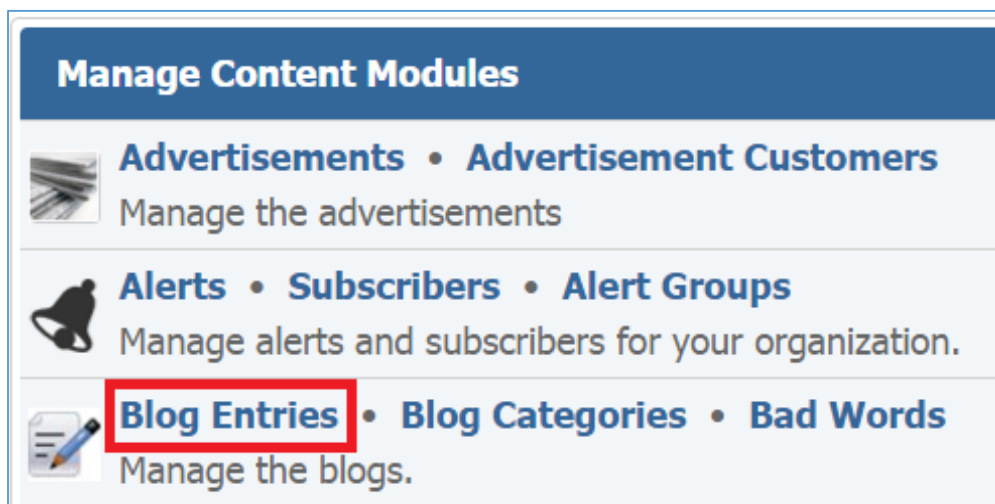
All Websites ▾ All Pages ▾ All Categories ▾ Search... Search Show All ★ Add New Blog Entry

<input type="checkbox"/>	Date Posted	Title	Comments	Actions
<input type="checkbox"/>	January 11, 2016	Demo Blog Entry		  

3. Edit the blog entry.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Blog Entry

1. From the main page of the administrative website, select **Blog Entries**, located under the **Manage Content Modules** box.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.








2. Select the **Lamb** icon located to the right of the blog entry you wish to enable or disable.

All Websites ▾ All Pages ▾ All Categories ▾ Search... Search Show All <span>★ Add New Blog Entry</span>				
<input type="checkbox"/>	Date Posted	Title	Comments	Actions
<input type="checkbox"/>	January 11, 2016	Demo Blog Entry		  




## Removing a Blog Entry

1. From the main page of the administrative website, select **Blog Entries**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.

2. Select the **Trash** icon located to the right of the blog entry you wish to remove.

All Websites ▾ All Pages ▾ All Categories ▾ Search... Search Show All <span>★ Add New Blog Entry</span>				
<input type="checkbox"/>	Date Posted	Title	Comments	Actions
<input type="checkbox"/>	January 11, 2016	Demo Blog Entry		  

3. You will be asked to confirm that you wish to remove the blog entry. Click **OK**.

# Events Module

After you've set up a dynamic module page that uses the Events module, please refer to the instructions below for learning how to manage the Events Categories, Events and Attendees.

## Event Categories

### Creating Event Category

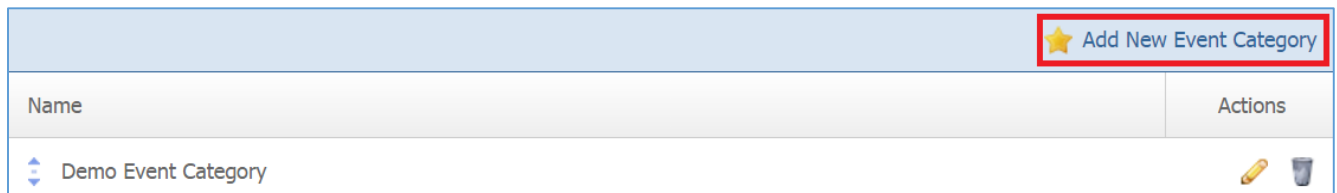
1. From the main page of the administrative website, select **Event Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.

2. Select **Add New Event Category** located next to the yellow star on the upper right of the page.



**Add New Event Category**

Name	Actions
Demo Event Category	 

3. Fill out the fields for your new event category.





▼ General	
* Name:	<input type="text"/>
Description:	<input type="text"/>
Color:	<input type="color"/> Choose a color for events in this category for the public website.
Image:	<input type="button" value="Choose a File"/> No file chosen <b>Accepted Formats:</b> PNG, JPEG, GIF
▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	<input type="button" value="Yes"/> ▾
Meta Description:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

4. Click **Save** at the bottom of the page.


## Editing Event Category




1. From the main page of the administrative website, select **Event Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select the **Pencil** icon located next to the event category you wish to edit.

 Add New Event Category





Name	Actions
 Demo Event Category	 

3. Edit the event category.
4. Once you have made the desired changes, click **Save** at the bottom of the page.


## Removing an Event Category




1. From the main page of the administrative website, select **Event Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select the **Trash** icon located to the right of the event category you wish to remove.

 [Add New Event Category](#)

Name	Actions
 Demo Event Category	 

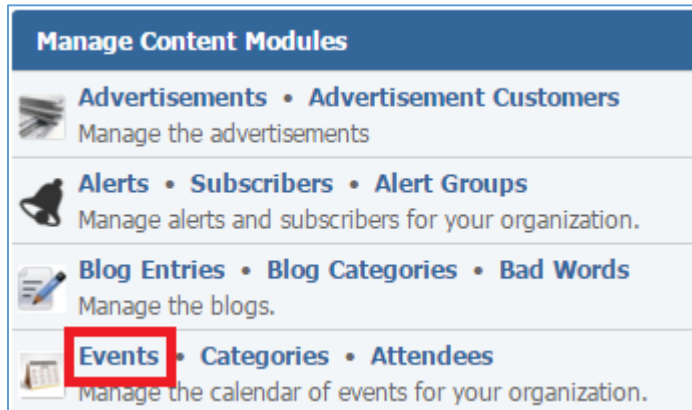
3. You will be asked to confirm that you wish to remove the event category. Click **OK**.

## Events

---

### Creating an Event

1. From the main page of the administrative website, select **Events**, located under the **Manage Content Modules** box.

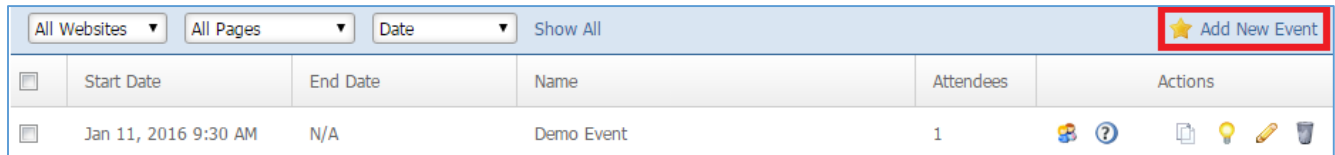


The screenshot shows a sidebar menu titled "Manage Content Modules". It contains four main categories, each with a sub-menu and a brief description:







- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization.

The "Events" link in the fourth category is highlighted with a red rectangular box.




2. Select **Add New Event** located next to the yellow star on the upper right of the page.



The screenshot shows the event management interface. At the top, there are filters for "All Websites", "All Pages", and "Date", along with a "Show All" button. On the right side, there is a button labeled "Add New Event" with a yellow star icon, which is highlighted with a red rectangular box.

	Start Date	End Date	Name	Attendees	Actions
<input type="checkbox"/>	Jan 11, 2016 9:30 AM	N/A	Demo Event	1	     

3. Fill out the fields for your new event.

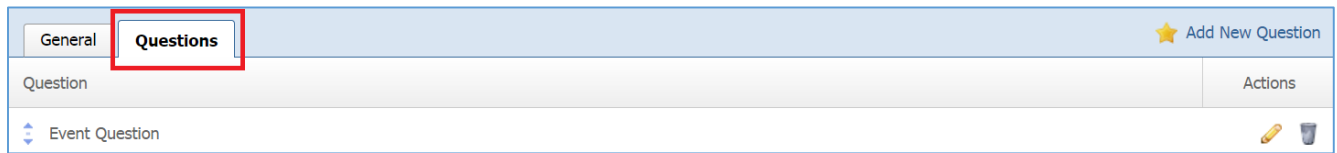
▼ General	
Category:	<input type="text" value="Enter search..."/>
* Name:	<input type="text"/>
Location:	<input type="text"/>
* All Day Event:	<input type="button" value="No"/> ▼
* Start:	<input type="text" value=""/>  <input type="button" value=""/>
End:	<input type="text" value=""/>  <input type="button" value=""/>
Time Comments:	<input type="text"/>
Time Zone:	<input type="button" value=""/> ▼
* Registration:	<input type="button" value=""/> ▼
Seats Available:	<input type="text"/>
* Enabled:	<input type="button" value="Yes"/> ▼ 
▼ Contact Details	
* Show Contact Details on website:	<input type="button" value="Yes"/> ▼ <small>If 'No', then this contact information is only used to notify you of new registrations</small>
Contact Name:	<input type="text"/>
Contact Phone:	<input type="text"/>
Contact Email:	<input type="text"/> <small>Multiple Email addresses can be used if separated by a comma.</small>





## Questions

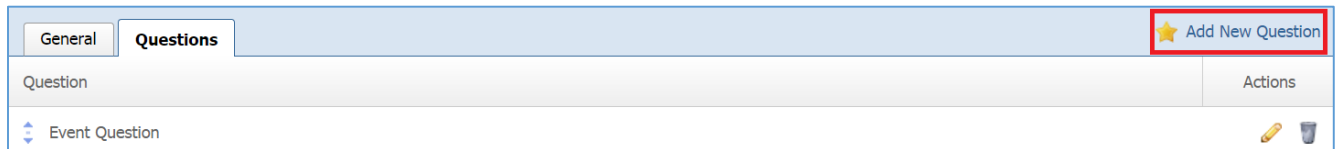
After Saving the Event, you will be able to view the questions tab.



The screenshot shows a user interface with two tabs: 'General' and 'Questions'. The 'Questions' tab is selected and highlighted with a red box. In the top right corner, there is a yellow star icon followed by the text 'Add New Question'. Below the tabs, there is a 'Question' label and an 'Actions' button. At the bottom, there is a dropdown menu labeled 'Event Question' and two icons: a pencil and a trash can.

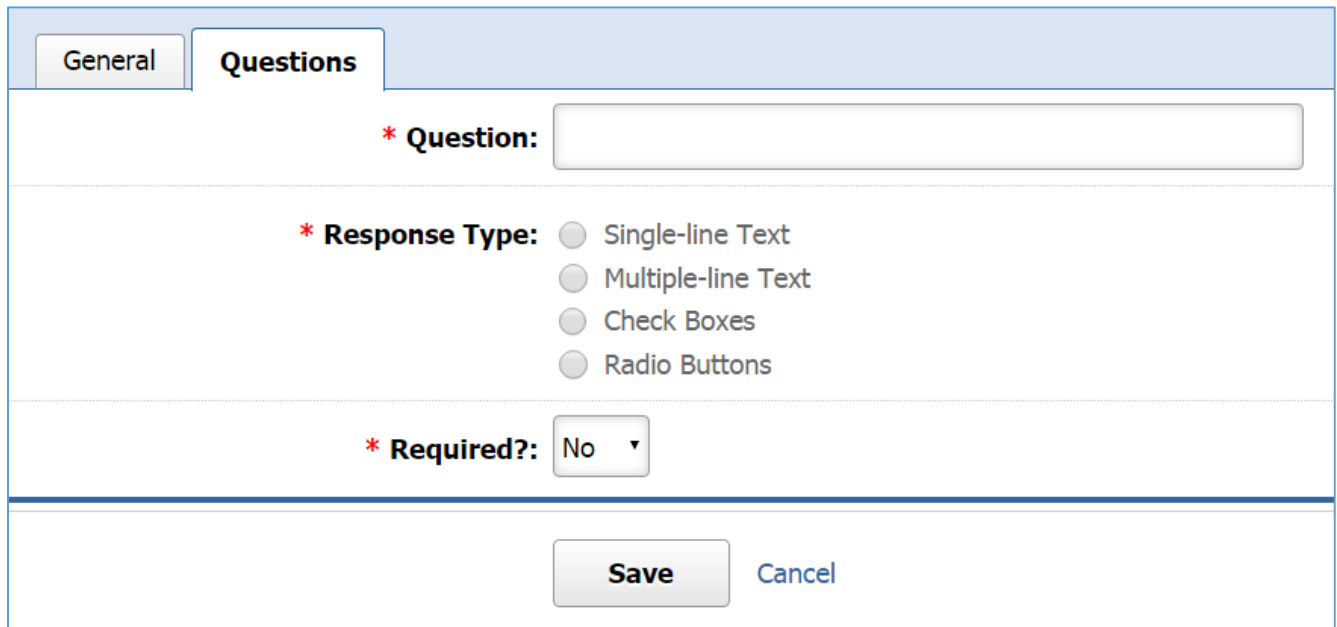
### Creating a Question

1. Select **Add New Question** located next to the yellow star on the upper right of the page.



This screenshot is similar to the previous one, but the 'Add New Question' button, which is a yellow star icon, is now highlighted with a red box.

2. Fill out the fields for your new question.



The screenshot shows the 'Add New Question' form. It has two tabs: 'General' and 'Questions'. The 'Questions' tab is active. The form contains three main sections, each with a red asterisk indicating a required field:

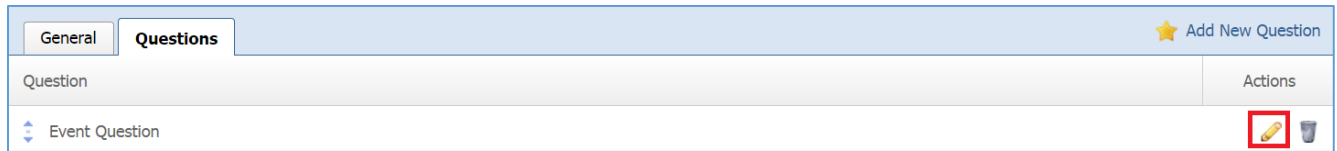
- \* Question:** A text input field.
- \* Response Type:** A group of radio buttons with the following options:
  - Single-line Text
  - Multiple-line Text
  - Check Boxes
  - Radio Buttons
- \* Required?:** A dropdown menu currently set to 'No'.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

3. Click **Save** at the bottom of the page.

### Editing a Question

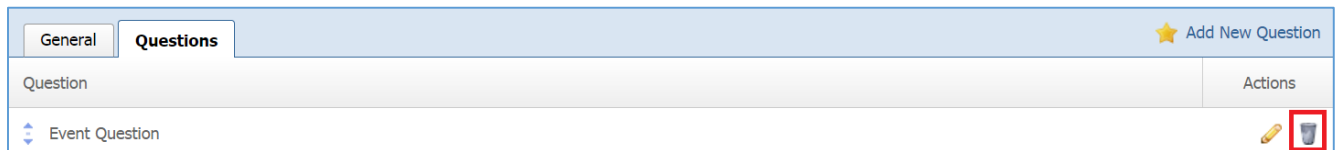
1. Select the **Pencil** icon located to the right of the question you wish to edit.



2. Edit the question.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

### Removing a Question

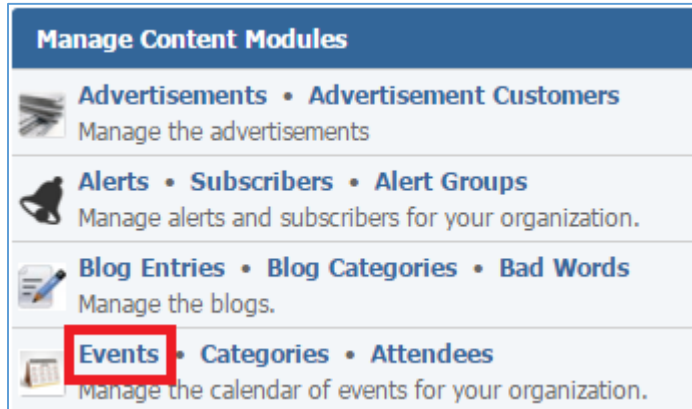
1. Select the **Trash** icon located to the right of the question you wish to remove.



2. You will be asked to confirm that you wish to remove the question. Click **OK**.

## Editing an Event

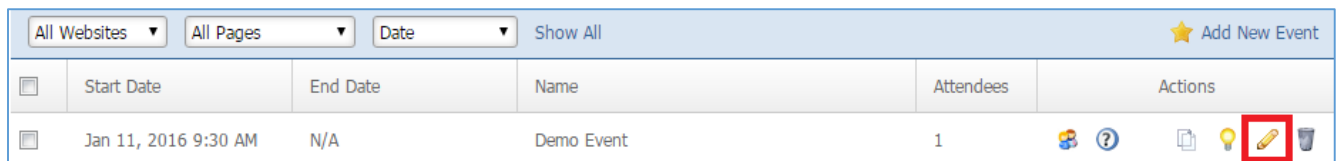
1. From the main page of the administrative website, select **Events**, located under the **Manage Content Modules** box.




**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.

2. Select the **Pencil** icon located next to the event you wish to edit.

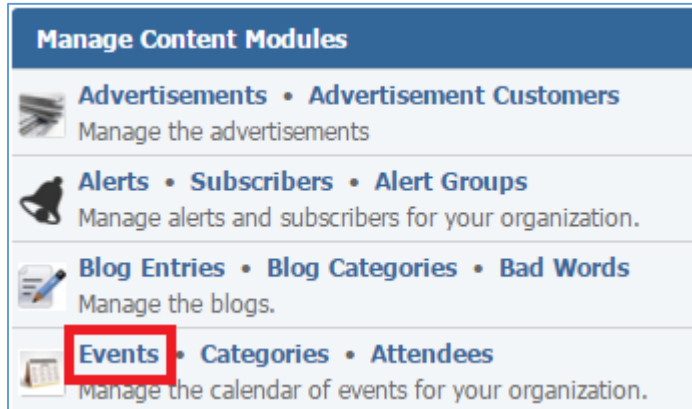


	Start Date	End Date	Name	Attendees	Actions
<input type="checkbox"/>	Jan 11, 2016 9:30 AM	N/A	Demo Event	1	






3. Edit the event
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling an Event

1. From the main page of the administrative website, select **Events**, located under the **Manage Content Modules** box.

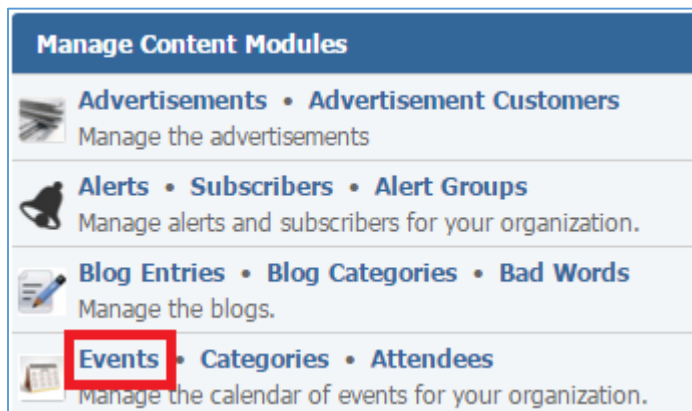


2. Select the **Lamp** icon located next to the event you wish to enable or disable.






<input type="checkbox"/>	Start Date	End Date	Name	Attendees	Actions
<input type="checkbox"/>	Jan 11, 2016 9:30 AM	N/A	Demo Event	1	    

## Removing an Event

1. From the main page of the administrative website, select **Events**, located under the **Manage Content Modules** box.



2. Select the **Trash** icon located next to the event you wish to remove.

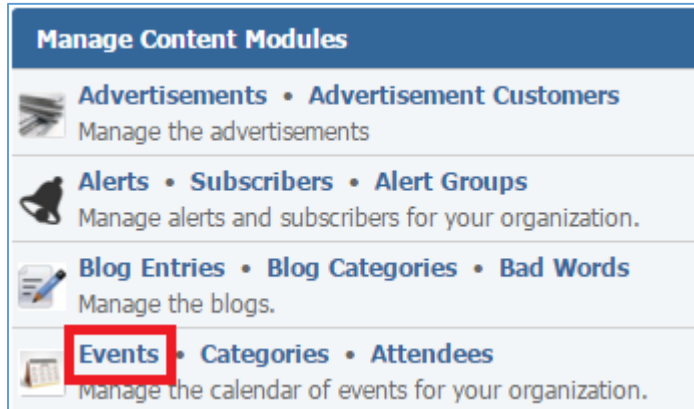
<input type="checkbox"/>	Start Date	End Date	Name	Attendees	Actions
<input type="checkbox"/>	Jan 11, 2016 9:30 AM	N/A	Demo Event	1	    

3. You will be asked to confirm that you wish to remove the event. Click **OK**.



## Copying an Event

1. From the main page of the administrative website, select **Events**, located under the **Manage Content Modules** box.



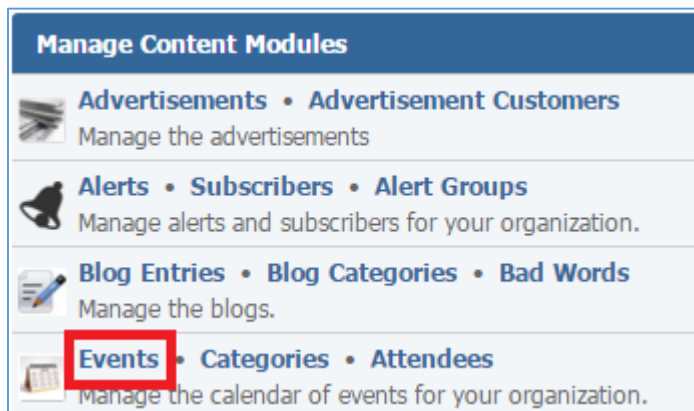
2. Select the **Copy** icon located next to the event you wish to copy.

The image shows a table with event data. The table has columns for Start Date, End Date, Name, Attendees, and Actions. The first row of data shows an event on Jan 11, 2016 at 9:30 AM, with no end date, named "Demo Event", and 1 attendee. The "Actions" column for this event contains several icons: a globe, a question mark, a document with a plus sign (highlighted with a red box), a lightbulb, a pencil, and a trash can.

	Start Date	End Date	Name	Attendees	Actions
<input type="checkbox"/>	Jan 11, 2016 9:30 AM	N/A	Demo Event	1	

## Managing Event Questions

1. From the main page of the administrative website, select **Events**, located under the **Manage Content Modules** box.








2. Select the **Question Mark** icon located next to the event in which you wish to manage its questions.

The image shows a table with event data. The table has columns for Start Date, End Date, Name, Attendees, and Actions. The first row of data shows an event on Jan 11, 2016 at 9:30 AM, with no end date, named "Demo Event", and 1 attendee. The "Actions" column for this event contains several icons: a globe, a question mark (highlighted with a red box), a document with a plus sign, a lightbulb, a pencil, and a trash can.

	Start Date	End Date	Name	Attendees	Actions
<input type="checkbox"/>	Jan 11, 2016 9:30 AM	N/A	Demo Event	1	





## Managing Question Answers

1. Select the **Question Mark** icon located next to the question for which you wish to manage its answers.

General <b>Questions</b> <span style="float: right;">★ Add New Question</span>	
Question	Actions
Event Question	 
Event Question 2	  

## Creating an Answer

1. Select **Add New Answer** located next to the yellow star on the upper right of the page.

★ Add New Answer	
Answer	Actions
Answer 1	 
Answer 2	 

2. Fill out the answer.





▼ **General**

**\* Answer:**

3. Click **Save** at the bottom of the page.

## Editing an Answer

1. Select the **Pencil** icon located next to the answer you wish to edit.





★ Add New Answer	
Answer	Actions
Answer 1	 
Answer 2	 



2. Edit the answer.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

*Removing an Answer*

1. Select the **Trash** icon located next to the answer you wish to remove.

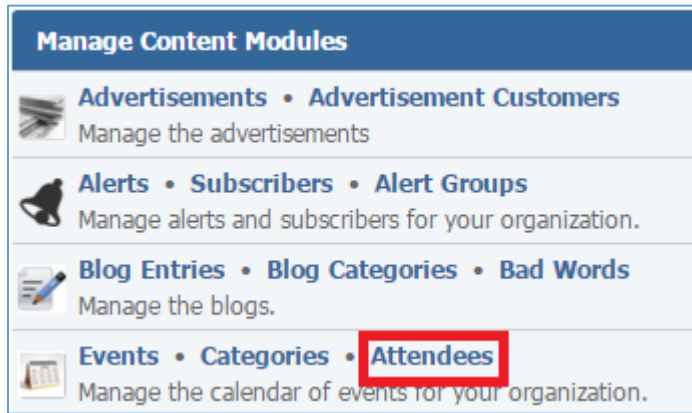
★ Add New Answer	
Answer	Actions
⌵ Answer 1	 
⌵ Answer 2	 

2. You will be asked to confirm that you wish to remove the answers. Click **OK**.

## Managing Event Attendees

### Creating an Attendee

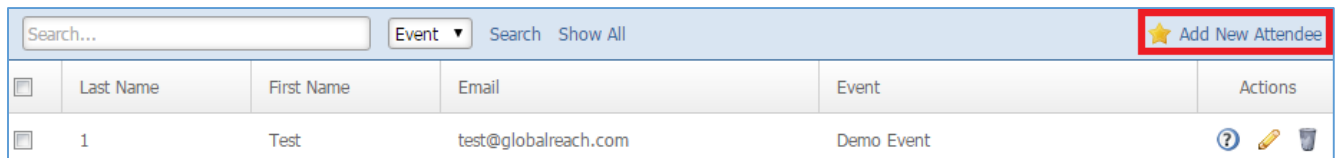
1. From the main page of the administrative website, select **Attendees**, located under the **Manage Content Modules** box.



The screenshot shows a sidebar menu titled "Manage Content Modules". It contains four main categories, each with a sub-menu and a description:

- Advertisements • Advertisement Customers**: Manage the advertisements.
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization. (The "Attendees" link is highlighted with a red box.)

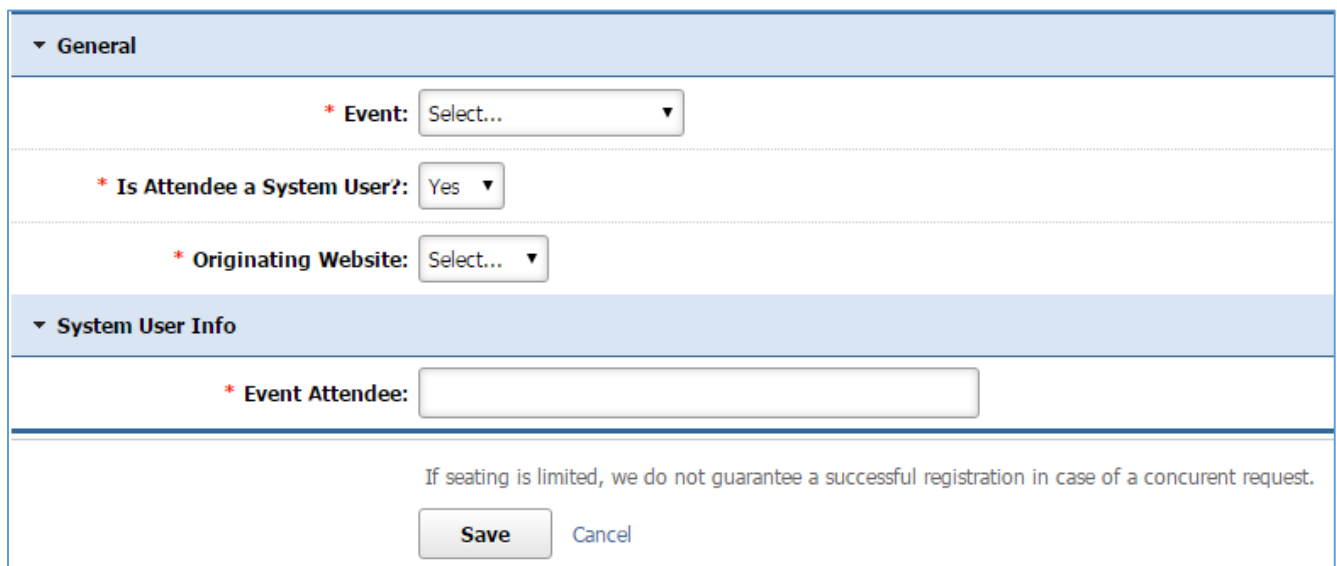
2. Select **Add New Attendee** located next to the yellow star on the upper right of the page.



The screenshot shows the top of the Attendees management page. It includes a search bar, a dropdown menu for "Event", and a "Search Show All" button. On the right side, there is a yellow star icon and a button labeled "Add New Attendee", which is highlighted with a red box. Below this is a table with columns for "Last Name", "First Name", "Email", "Event", and "Actions". The first row shows an attendee with ID "1", last name "Test", email "test@globalreach.com", and event "Demo Event".

3. Fill out the fields of your new attendee.

Is Attendee a System User? : Yes



The screenshot shows the "Add New Attendee" form. It is divided into two sections:

- General**:
  - \* **Event:** Select... (dropdown menu)
  - \* **Is Attendee a System User?:** Yes (dropdown menu)
  - \* **Originating Website:** Select... (dropdown menu)
- System User Info**:
  - \* **Event Attendee:** (text input field)

At the bottom of the form, there is a note: "If seating is limited, we do not guarantee a successful registration in case of a concurrent request." Below this note are two buttons: "Save" (highlighted) and "Cancel".

Is Attendee a System User? : No

▼ **General**

\* **Event:**

\* **Is Attendee a System User?:**

\* **Originating Website:**

▼ **Non-System User Info**

\* **First Name:**

\* **Last Name:**

\* **Email:**





If seating is limited, we do not guarantee a successful registration in case of a concurrent request.

4. Click **Save** at the bottom of the page.

#### Editing an Attendee

1. From the main page of the administrative website, select **Attendees**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.

2. Select the **Pencil** icon located next to the attendee you wish to edit.

Search...   Search Show All ★ Add New Attendee

<input type="checkbox"/>	Last Name	First Name	Email	Event	Actions
<input type="checkbox"/>	1	Test	test@globalreach.com	Demo Event	<input type="button" value="Pencil"/> <input type="button" value="Trash"/>

3. Edit the attendee fields.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

#### Removing an Attendee

1. From the main page of the administrative website, select **Attendees**, located under the **Manage Content Modules** box.

The screenshot shows a sidebar menu titled "Manage Content Modules". It contains four main categories, each with a sub-menu and a description:

- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization. (The "Attendees" link is highlighted with a red box)

2. Select the **Trash** icon located next to the attendee you wish to remove.

The screenshot shows a table with the following columns: Last Name, First Name, Email, Event, and Actions. There is a search bar at the top left and an "Add New Attendee" button at the top right.

	Last Name	First Name	Email	Event	Actions
<input type="checkbox"/>	1	Test	test@globalreach.com	Demo Event	<input type="button" value="?"/> <input type="button" value="edit"/> <input type="button" value="trash"/>

3. You will be asked to confirm that you wish to remove the attendee. Click **OK**.

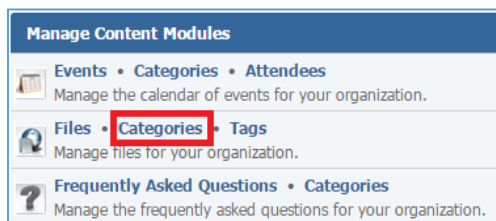
# Files Module

After you've set up a dynamic module page that uses the Files module, please refer to the instructions below for learning how to manage File Categories, Files and Tags.

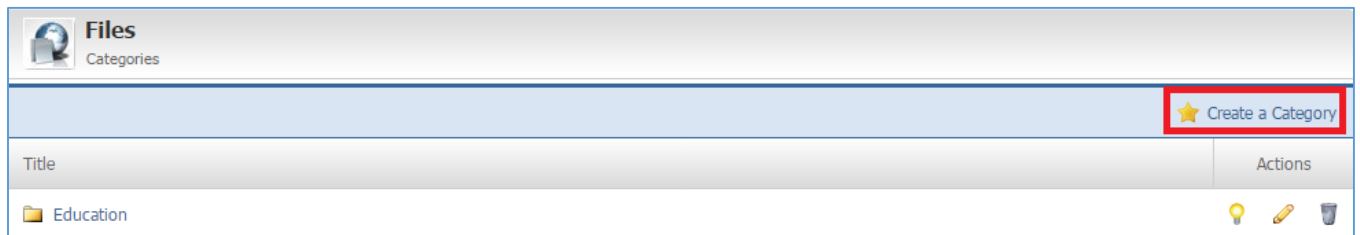
## File Categories

### Creating a File Category

1. From the main page of the administrative website, select Categories, located under the Manage Content Modules box, right next to Files. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.



2. Select Create a Category located next to the yellow star on the upper right of the page.

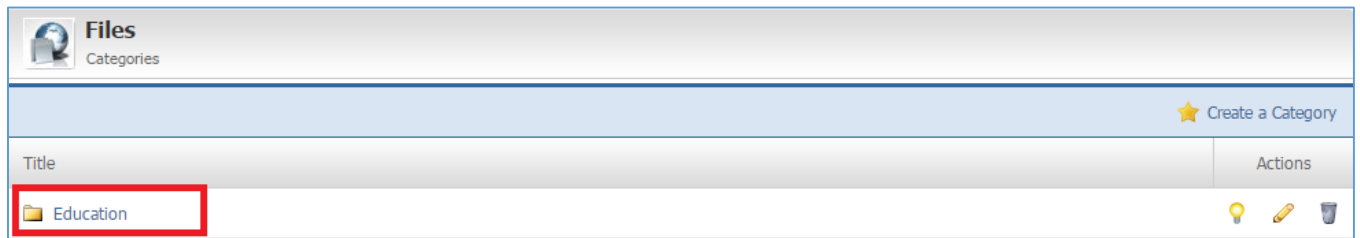


3. Fill out the fields for your new category.

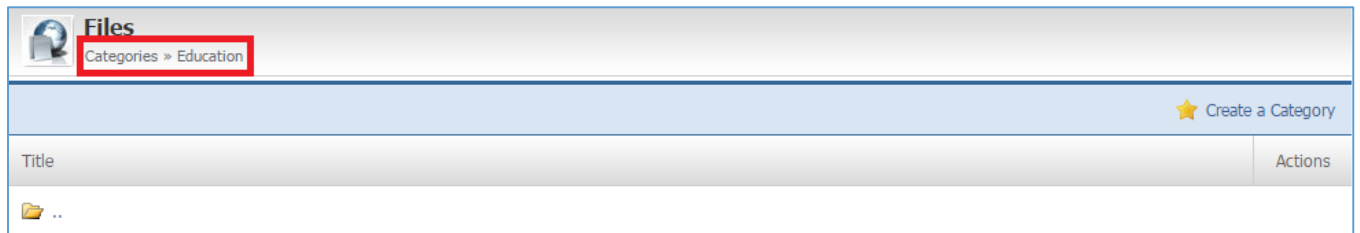


## Creating a Subcategory

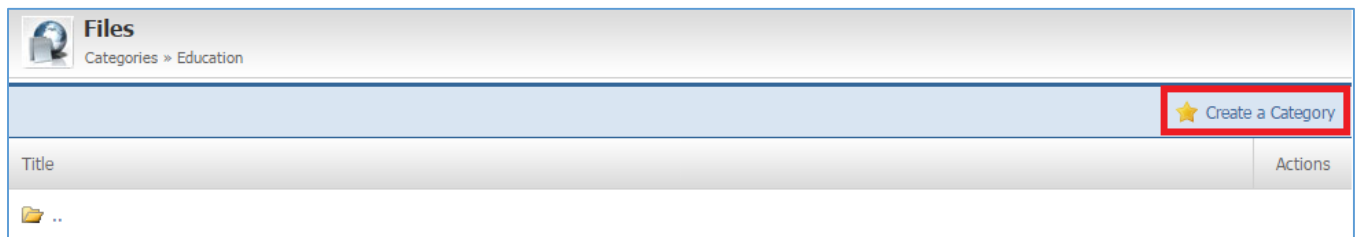
1. From the list of categories, click on the category on which you wish to create a subcategory.



2. You can see that you are into a category in the path next to the Files module icon.



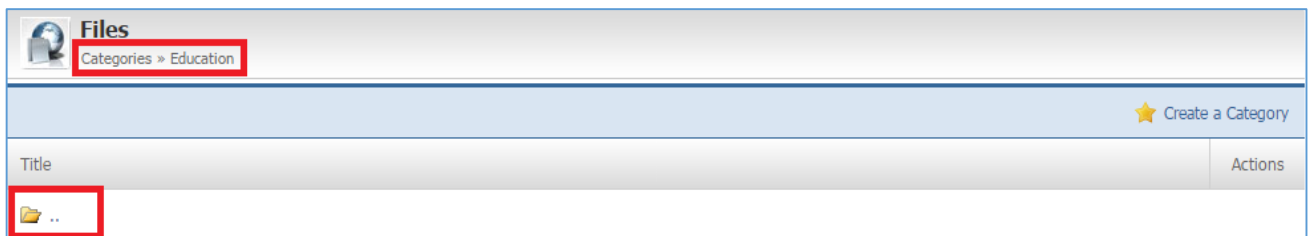
3. Select Create a Category located next to the yellow star on the upper right of the page.



### Notes:

You can create as many categories and subcategories as you wish and you can manage each category / subcategory using the same instructions.

To go back to the previous category, click either on the file icon, or on the file path.

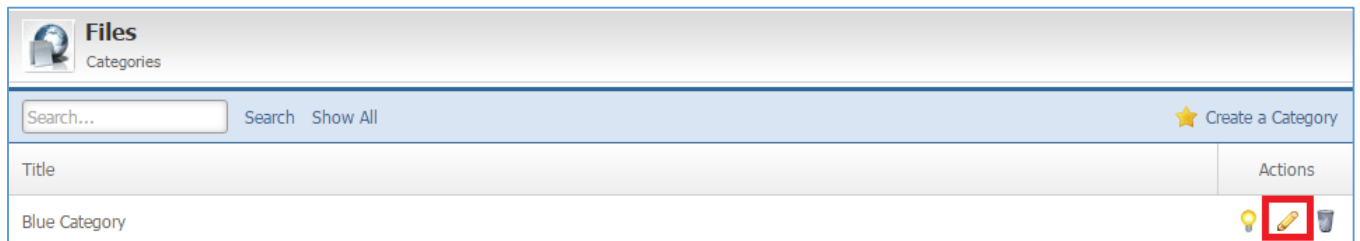


## Editing a File Category

1. From the main page of the administrative website, select Categories, located under the Manage Content Modules box next to Files. Many of our modules have a category option, so be sure you are selecting the category next to the appropriate module.

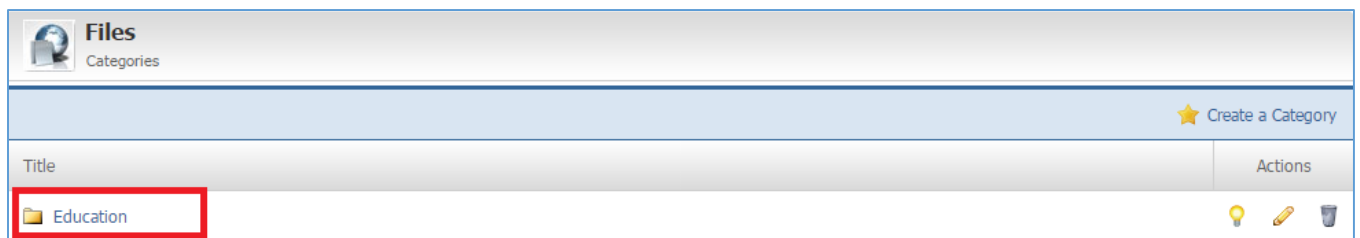


2. Select the Pencil icon located to the right on the category you wish to edit.



3. Make the desired edits.
4. Click Save at the bottom of the page.

Note: You can navigate into categories / subcategories by clicking on a category / subcategory.



## Enabling / Disabling a File Category

1. From the main page of the administrative website, select Categories, located under the Manage Content Modules bar, right next to Files. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.





**Manage Content Modules**

- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Files • Categories • Tags**  
Manage files for your organization.
- Frequently Asked Questions • Categories**  
Manage the frequently asked questions for your organization.

2. Select the Lamp icon located to the right of the File Category you wish to enable or disable.

**Files**  
Categories

Search... Search Show All ★ Create a Category

Title	Actions
Blue Category	  

### Removing a File Category

1. From the main page of the administrative website, select Categories, located under the Manage Content Modules bar, right next to Files. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.




**Manage Content Modules**

- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Files • Categories • Tags**  
Manage files for your organization.
- Frequently Asked Questions • Categories**  
Manage the frequently asked questions for your organization.

2. Select the Trash icon located to the right of the File Category you wish to remove.

**Files**  
Categories

Search... Search Show All ★ Create a Category

Title	Actions
Blue Category	  

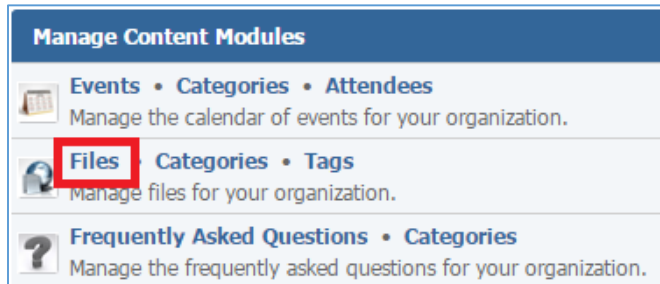
3. You will be asked to confirm that you wish to delete this file category. Click OK.

## Files

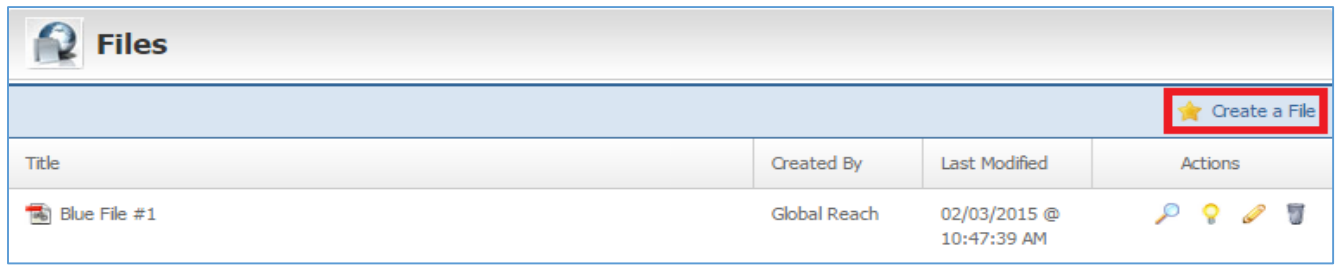
---

### Creating a File

1. From the main page of the administrative website, select Files, located under the Manage Content Modules bar.



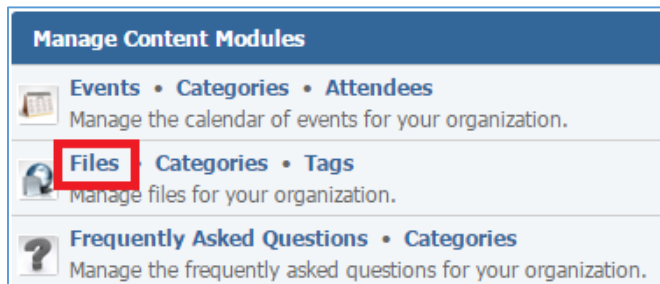
2. Select Create a File located next to the yellow star on the upper right of the page.








3. Fill out the fields for your new file.
4. Click Save at the bottom of the page.

### Editing a File

1. From the main page of the administrative website, select Files, located under the Manage Content Modules bar.






2. Select the Pencil icon located to the right of the File you wish to edit.

Files			
			★ Create a File
Title	Created By	Last Modified	Actions
 Blue File #1	Global Reach	02/03/2015 @ 10:47:39 AM	   






3. Make the desired changes.
4. Click Save at the bottom of the page.

### Enabling / Disabling a File

1. From the main page of the administrative website, select Files, located under the Manage Content Modules bar.




Manage Content Modules	
 <b>Events</b> • Categories • Attendees Manage the calendar of events for your organization.	
 <b>Files</b> • Categories • Tags Manage files for your organization.	
 <b>Frequently Asked Questions</b> • Categories Manage the frequently asked questions for your organization.	

2. Select the Lamp icon located to the right of the File you wish to enable / disable.






Files			
			★ Create a File
Title	Created By	Last Modified	Actions
 Blue File #1	Global Reach	02/03/2015 @ 10:47:39 AM	   

### Preview a File

1. From the main page of the administrative website, select Files, located under the Manage Content Modules bar.




Manage Content Modules	
 <b>Events</b> • Categories • Attendees Manage the calendar of events for your organization.	
 <b>Files</b> • Categories • Tags Manage files for your organization.	
 <b>Frequently Asked Questions</b> • Categories Manage the frequently asked questions for your organization.	

2. Select the Lens icon located to the right of the file you wish to remove.






Files			
			★ Create a File
Title	Created By	Last Modified	Actions
 Blue File #1	Global Reach	02/03/2015 @ 10:47:39 AM	   

## Removing a File

- From the main page of the administrative website, select Files, located under the Manage Content Modules bar.

Manage Content Modules	
	<b>Events • Categories • Attendees</b> Manage the calendar of events for your organization.
	<b>Files • Categories • Tags</b> Manage files for your organization.
	<b>Frequently Asked Questions • Categories</b> Manage the frequently asked questions for your organization.

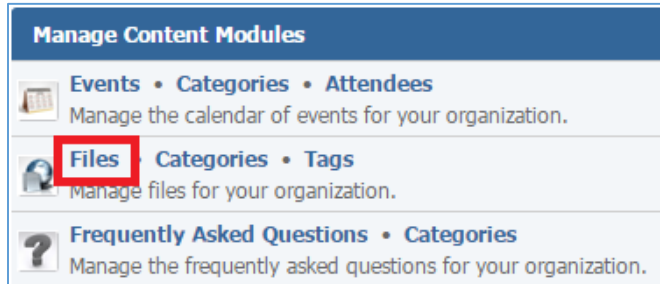
- Select the Trash icon located to the right of the file you wish to remove.

Files			
			★ Create a File
Title	Created By	Last Modified	Actions
 Blue File #1	Global Reach	02/03/2015 @ 10:47:39 AM	   

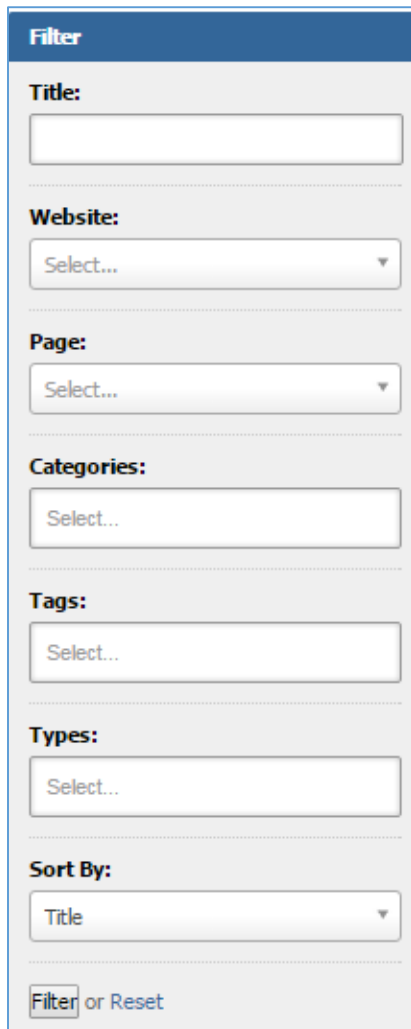
- You will be asked to confirm that you wish to delete this file category. Click OK.

## Searching for a File

1. From the main page of the administrative website, select Files, located under the Manage Content Modules bar.



2. In the Filter box located on the right of the list of files, enter the filters you want to apply on the list.



The image shows a 'Filter' box with the following fields: 'Title:' (text input), 'Website:' (dropdown menu with 'Select...' option), 'Page:' (dropdown menu with 'Select...' option), 'Categories:' (text input with 'Select...' option), 'Tags:' (text input with 'Select...' option), 'Types:' (text input with 'Select...' option), and 'Sort By:' (dropdown menu with 'Title' selected). At the bottom, there are buttons for 'Filter' and 'Reset'.

3. Click the Filter button on the bottom of the Filter box.
4. To reset the filtering, click the Reset button on the bottom of the Filter box.

## Tags

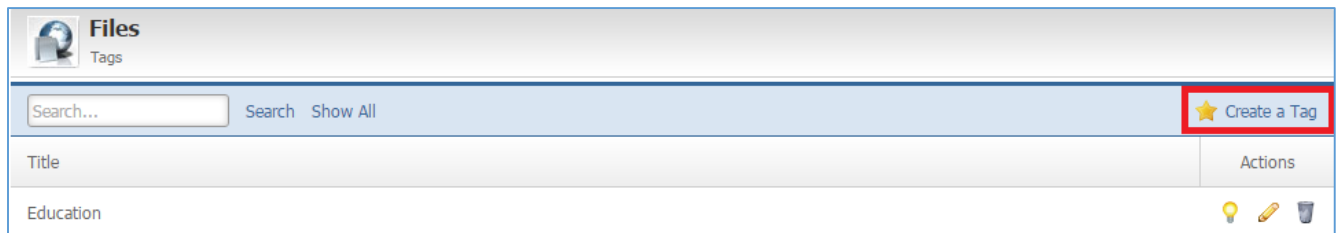
---

### Creating a Tag'

1. From the main page of the administrative website, select Tags, located under the Manage Content Modules bar.



2. Select Create a Tag located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new tag.

**Files**  
Tags » Create a Tag

▼ **General**

\* **Title:**

\* **Enabled:** Yes ▼

▼ **Content**

Format ▼ Styles ▼ **B I U I<sub>x</sub>** [List Bulleted] [List Numbered] [List Indented] [List Outdent] [List Undo] [List Redo] [Text Color] [Background Color] [Link] [Image] [Globe] [YouTube] [Gmail] [Print] [Flag] [Grid]

← → [Source] [ABC] [Fullscreen]

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines: Yes ▼

Meta Description:

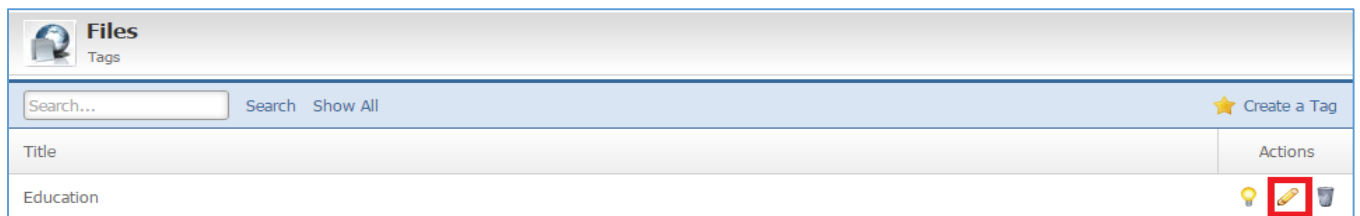
4. Click Save at the bottom of the page.

## Editing a Tag

1. From the main page of the administrative website, select Tags, located under the Manage Content Modules bar.



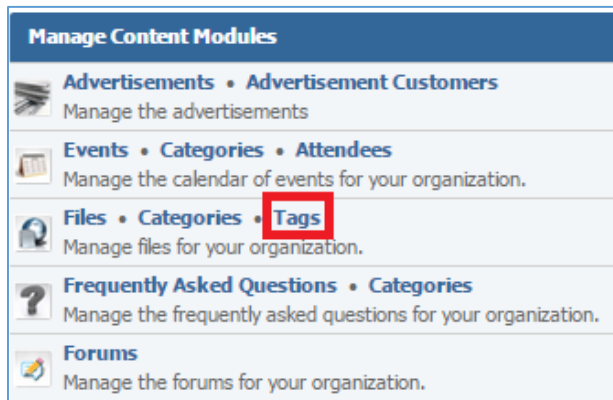
2. Select the Pencil icon located to the right on the tag you wish to edit.



3. Make the desired changes.
4. Click Save at the bottom of the page.

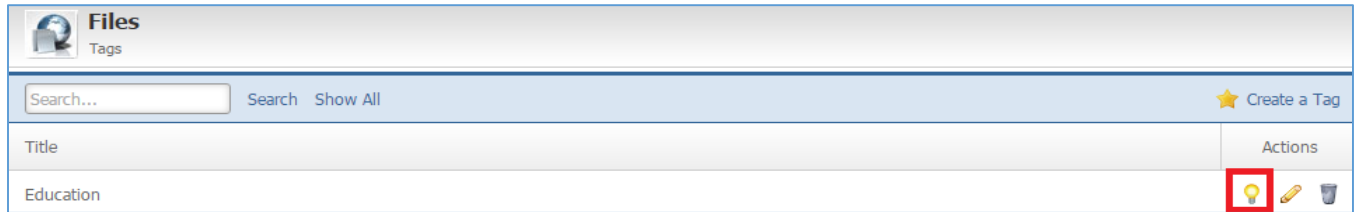
## Enabling / Disabling a Tag

1. From the main page of the administrative website, select Tags, located under the Manage Content Modules bar.



2. Select the Lamp icon located to the right on the tag you wish to enable or disable.



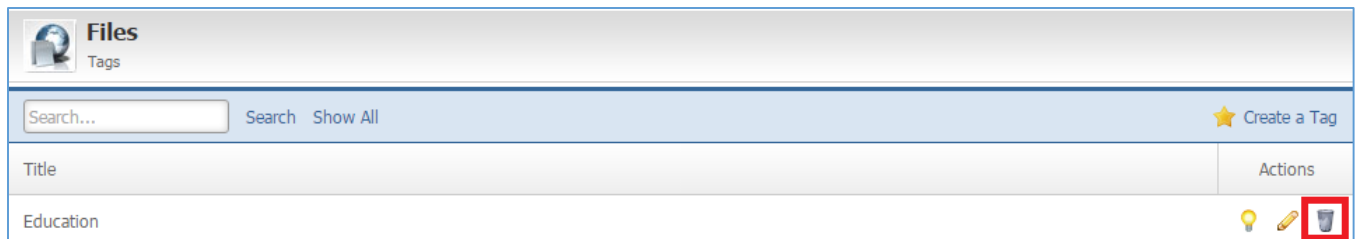


### Removing a Tag

1. From the main page of the administrative website, select Tags, located under the Manage Content Modules bar.



2. Select the Trash icon located to the right on the tag you wish to remove.



3. You will be asked to confirm that you wish to delete this tag. Click OK.

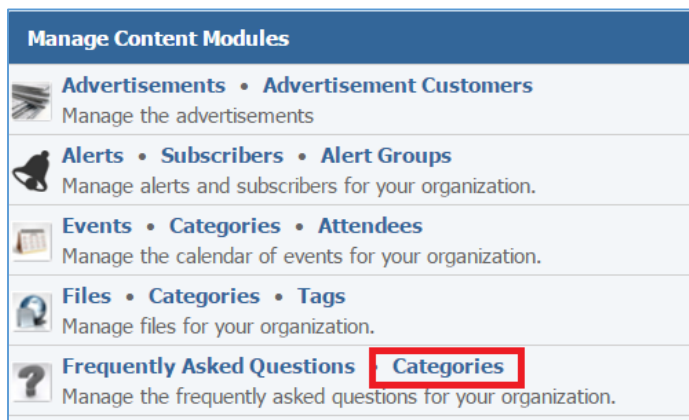
# Frequently Asked Questions Module





After you've set up a dynamic module page that uses the **Frequently Asked Questions** (FAQs) module, please refer to the instructions below for learning how to manage FAQs **Categories** and **Frequently Asked Questions**.

## Categories

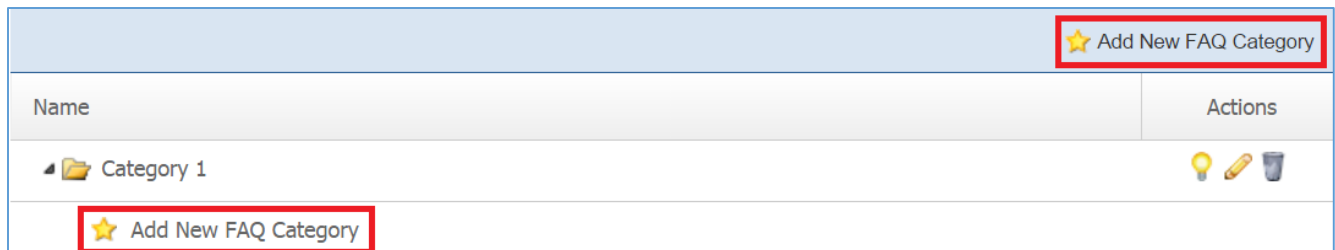
### Adding a New Category





1. From the main page of the administrative website, select **Categories**, located under the Manage Content Modules box, next to the **Frequently Asked Questions**. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.



Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Events • Categories • Attendees</b> Manage the calendar of events for your organization.	
 <b>Files • Categories • Tags</b> Manage files for your organization.	
 <b>Frequently Asked Questions</b> <b>Categories</b> Manage the frequently asked questions for your organization.	

2. A new category can be added either as a subcategory of an existing category, or as a root category. Click **Add New FAQ Category**.



Add New FAQ Category	
Name	Actions
 Category 1	  
<b>Add New FAQ Category</b>	

3. Fill out the fields for your new FAQ Category.

▼ General	
* Name:	<input type="text"/>
Description:	<input type="text"/>
Enabled:	Yes ▾
▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	Yes ▾
Meta Description:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

4. Click **Save** at the bottom of the page.

## Editing a Category

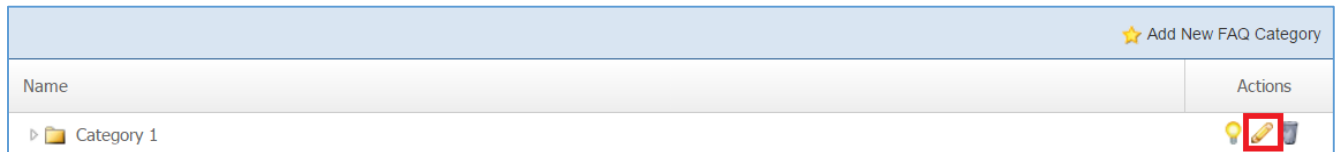
1. From the main page of the administrative website, select **Categories**, located under the Manage Content Modules box, next to the **Frequently Asked Questions**. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Files • Categories • Tags**  
Manage files for your organization.
- Frequently Asked Questions • Categories**  
Manage the frequently asked questions for your organization.

2. Select the **Pencil** icon located to the right of the category you wish to edit.



★ Add New FAQ Category	
Name	Actions
▶ Category 1	  




3. Modify the FAQ's field
4. Click **Save** at the bottom of the page.

## Enabling / Disabling a Category

1. From the main page of the administrative website, select **Categories**, located under the Manage Content Modules box, next to the **Frequently Asked Questions**. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.

Manage Content Modules	
 <b>Advertisements</b> • <b>Advertisement Customers</b> Manage the advertisements	
 <b>Alerts</b> • <b>Subscribers</b> • <b>Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Events</b> • <b>Categories</b> • <b>Attendees</b> Manage the calendar of events for your organization.	
 <b>Files</b> • <b>Categories</b> • <b>Tags</b> Manage files for your organization.	
 <b>Frequently Asked Questions</b> • <b>Categories</b> Manage the frequently asked questions for your organization.	

2. Select the **Lamp** icon located next to the category you wish to enable or disable.

Add New FAQ Category	
Name	Actions
▶ Category 1	  

## Removing a Category

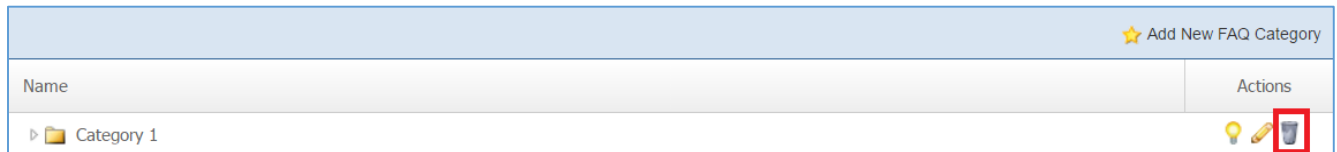
1. From the main page of the administrative website, select **Categories**, located under the Manage Content Modules box, next to the **Frequently Asked Questions**. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Files • Categories • Tags**  
Manage files for your organization.
- Frequently Asked Questions • Categories**  
Manage the frequently asked questions for your organization.

2. Select the **Trash** icon located to the right of the category you wish to edit.



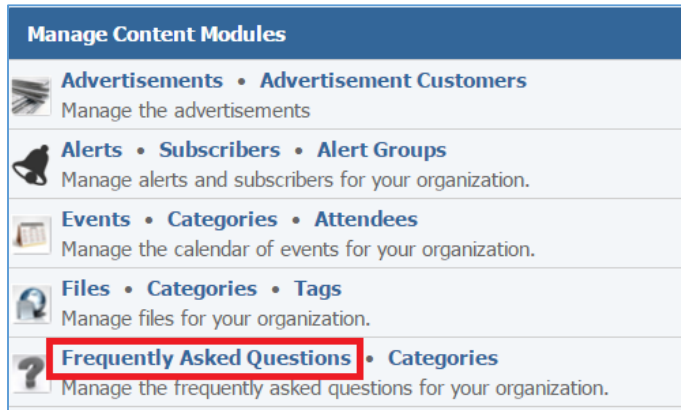
★ Add New FAQ Category	
Name	Actions
▶ Category 1	  

3. You will be asked to confirm that you wish to remove the category. Click **OK**.

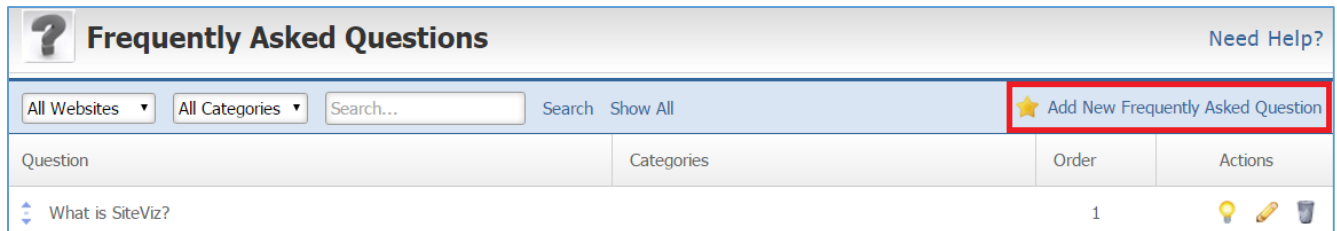
## Frequently Asked Questions

### Adding a New Frequently Asked Question

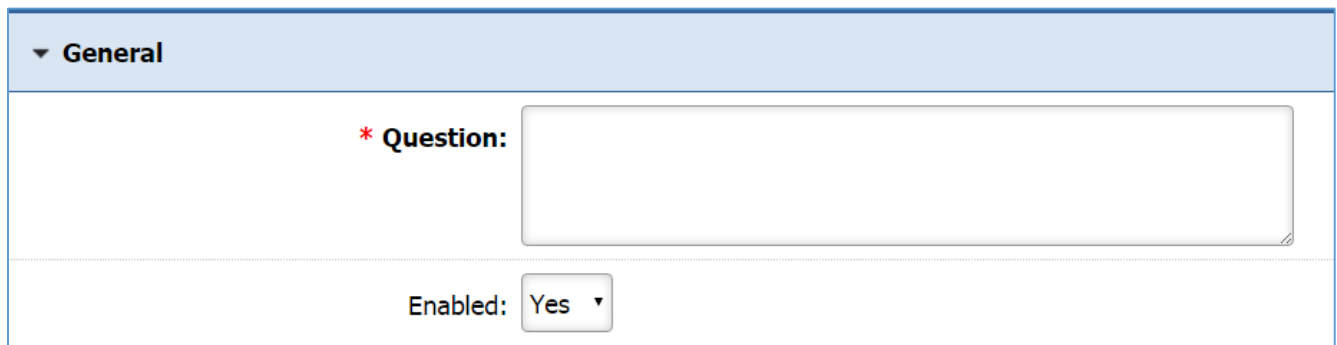
1. From the main page of the administrative website, select **Frequently Asked Questions**, located under the Manage Content Modules box.



2. Select **Add New Frequently Asked Question** located next to the yellow star on the upper right of the page



3. Fill out the fields for your new Frequently Asked Question.































The screenshot shows the 'General' form for adding a new frequently asked question. It includes a large text area for the question, a dropdown menu for 'Enabled' set to 'Yes', and a 'Question:' label with an asterisk.

**Question:** Enter your question.

**Enabled:** Select 'Yes' if you want your question to be available to the users, otherwise select 'No'.

▼ **Answer**

Normal ▾ Styles ▾ **B** *I* U ~~I<sub>x</sub>~~               

           Source  

body p

**Answer:** Enter the answer of the question.

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:

Meta Description:

**Windows Title:** This text appears at the top of a user’s web browser when viewing this page.  
**Alias:** This feature allows you to provide a more understandable name to your page on the page URL.  
**Visible to Search Engines:** Select ‘Yes’ if you want your page to be visible to search engines.  
**Meta Description:** This description is used on search engine result pages (SERPs) to display preview snippets for your page.

▼ **Products**

<input type="checkbox"/> Products	<input type="checkbox"/> Test Product
<input type="checkbox"/> Vertical Lift Module (VLM)	<input type="checkbox"/> New & Used Inventory
<input type="checkbox"/> Selective Pallet Rack	<input type="checkbox"/> Selective Teardrop Roll-Formed Upright Frames
<input type="checkbox"/> Dark	<input type="checkbox"/> White
<input type="checkbox"/> Milk	<input type="checkbox"/> Vanilla Ice Cream
<input type="checkbox"/> Mixed Ice Cream	



**Products:** Select the products that are related to this FAQ. This option is only available to the clients that have the Products Module.

▼ Categories	
<input type="checkbox"/> Category 1	<input type="checkbox"/> Category 2

**Categories:** Select under which categories this FAQ will be available.

▼ Pages			
Website	Page	Display	Approved
Demo	About Us » FAQs	<input type="checkbox"/>	<input type="checkbox"/>
Demo	Included Modules » Frequently Asked Questions	<input type="checkbox"/>	<input type="checkbox"/>






**Pages:** Select the pages that this FAQ will be available. The pages that are listed here are all the dynamic pages that use the FAQs module.

4. Click **Save** at the bottom of the page.



### Editing a Frequently Asked Question

1. From the main page of the administrative website, select **Frequently Asked Questions**, located under the Manage Content Modules box.

**Manage Content Modules**

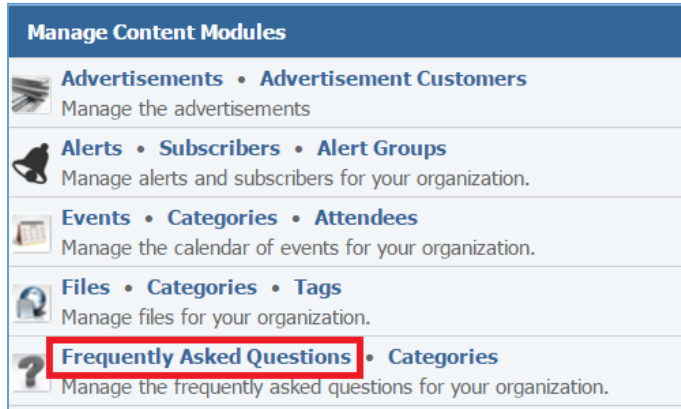
-  **Advertisements** • Advertisement Customers  
Manage the advertisements
-  **Alerts** • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
-  **Events** • Categories • Attendees  
Manage the calendar of events for your organization.
-  **Files** • Categories • Tags  
Manage files for your organization.
-  **Frequently Asked Questions** • Categories  
Manage the frequently asked questions for your organization.

2. Select the **Pencil** icon located to the right of the FAQ you wish to edit.

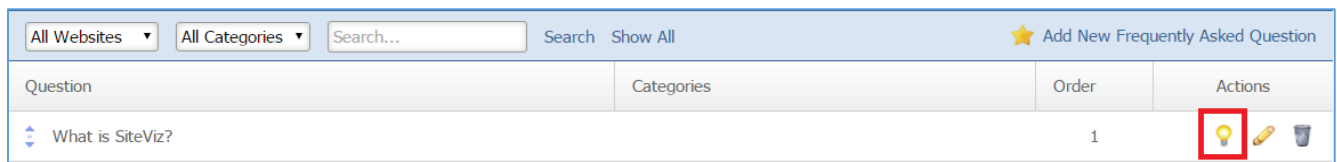
All Websites ▼	All Categories ▼	Search...	Search Show All	★ Add New Frequently Asked Question
Question	Categories	Order	Actions	
What is SiteViz?		1		

## Enabling / Disabling a Frequently Asked Question

1. From the main page of the administrative website, select **Frequently Asked Questions**, located under the Manage Content Modules box.

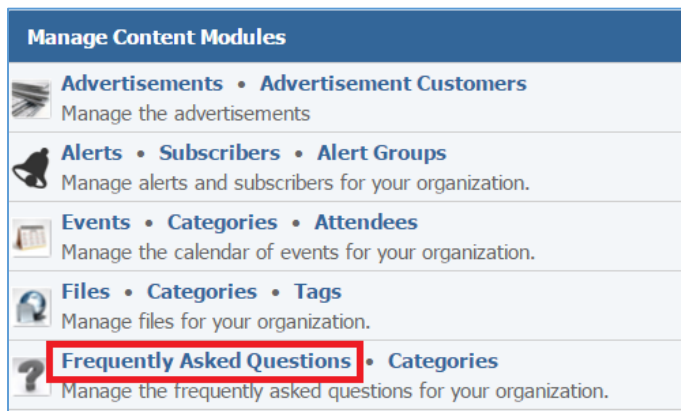


2. Select the **Lamp** icon located to the right of the FAQ you wish to enable or disable.

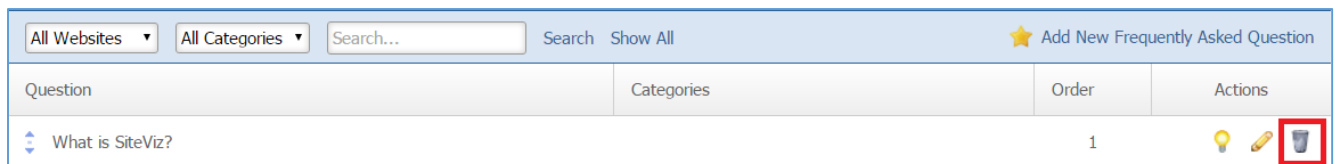


## Removing a Frequently Asked Question

1. From the main page of the administrative website, select **Frequently Asked Questions**, located under the Manage Content Modules box.



2. Select the **Trash** icon located to the right of the FAQ you wish to remove.



3. You will be asked to confirm that you wish to remove the category. Click **OK**.

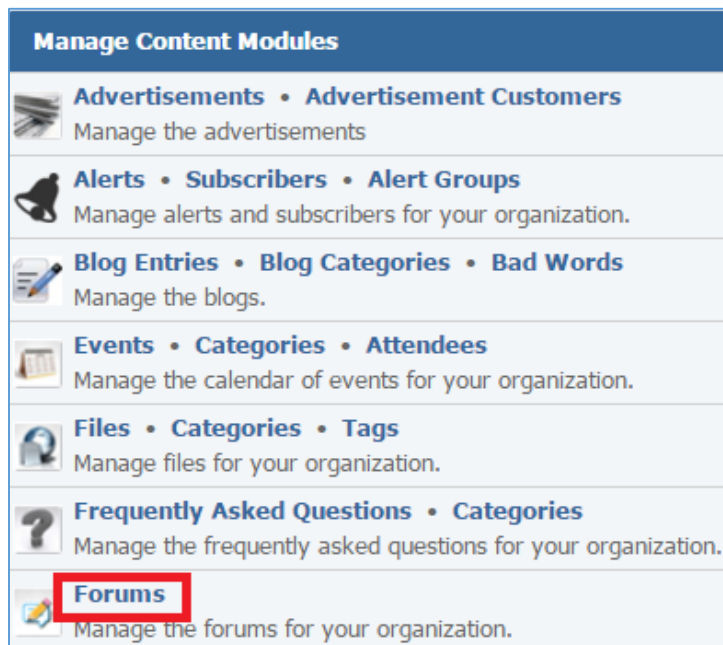
# Forums Module

After you have setup a dynamic module page that uses the Forums module, please refer to the instructions below for learning how to manage the Forums.

## Creating a Forum

---

1. From the main page of the administrative website, select **Forums**, located under the **Manage Content Modules** box.



2. Select **Add New Forum Board** located next to the yellow stat on the upper right of the page.
3. Fill out the fields for your new forum.

General

**▼ General**

\* **Name:**

Image:  No file chosen  
Accepted Formats: JPEG, GIF, PNG

Enabled:  ▼

**▼ Description**

Format  Styles  **B** *I* U ~~I<sub>x</sub>~~ Source

**▼ Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:  ▼

Meta Description:

**▼ Pages**

Website	Page	Display	Approved
Demo	Forums Demo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

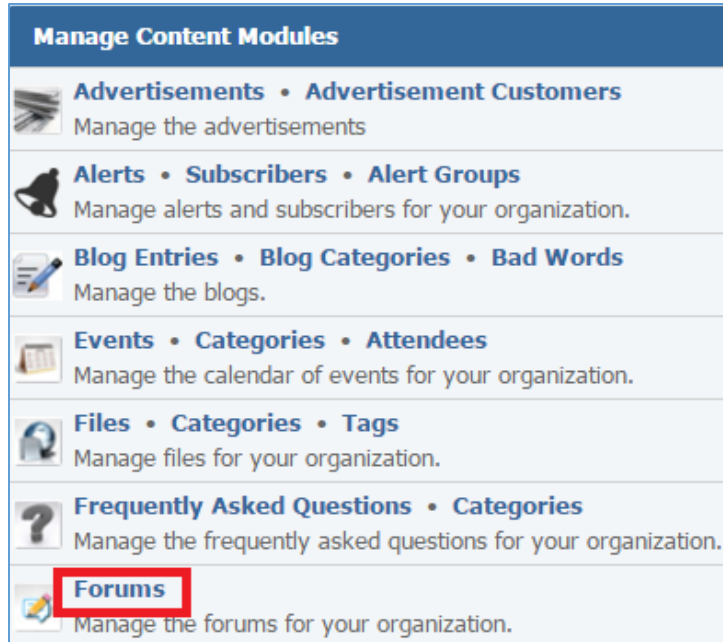
4. Click **Save** at the bottom of the page.



## Editing a Forum

---

1. From the main page of the administrative website, select **Forums**, located under the **Manage Content Modules** box.



The screenshot shows a sidebar menu titled "Manage Content Modules" with a blue header. Below the header are several menu items, each with an icon and a description:

- Advertisements • Advertisement Customers**: Manage the advertisements. (Icon: newspaper)
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization. (Icon: bell)
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs. (Icon: pencil and paper)
- Events • Categories • Attendees**: Manage the calendar of events for your organization. (Icon: calendar)
- Files • Categories • Tags**: Manage files for your organization. (Icon: folder)
- Frequently Asked Questions • Categories**: Manage the frequently asked questions for your organization. (Icon: question mark)
- Forums**: Manage the forums for your organization. (Icon: speech bubble)



The "Forums" option is highlighted with a red rectangular box.

2. Select the **Pencil** icon located next to the forum you wish to edit.
3. Edit the forum.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Forum

---

1. From the main page of the administrative website, select **Forums**, located under the **Manage Content Modules** box.


Manage Content Modules	
	<b>Advertisements • Advertisement Customers</b> Manage the advertisements
	<b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.
	<b>Blog Entries • Blog Categories • Bad Words</b> Manage the blogs.
	<b>Events • Categories • Attendees</b> Manage the calendar of events for your organization.
	<b>Files • Categories • Tags</b> Manage files for your organization.
	<b>Frequently Asked Questions • Categories</b> Manage the frequently asked questions for your organization.
	<b>Forums</b> Manage the forums for your organization.

2. Select the **Lamp** icon located next to the forum you wish to enable or disable.

## Removing a Forum

---

1. From the main page of the administrative website, select **Forums**, located under the **Manage Content Modules** box.



The screenshot shows a sidebar menu titled "Manage Content Modules" with a blue header. Below the header are several menu items, each with an icon and a description. The "Forums" item is highlighted with a red rectangular box. The items are:

- Advertisements • Advertisement Customers**: Manage the advertisements (Icon: Advertisements)
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization. (Icon: Bell)
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs. (Icon: Pencil)
- Events • Categories • Attendees**: Manage the calendar of events for your organization. (Icon: Calendar)
- Files • Categories • Tags**: Manage files for your organization. (Icon: Headset)
- Frequently Asked Questions • Categories**: Manage the frequently asked questions for your organization. (Icon: Question mark)
- Forums**: Manage the forums for your organization. (Icon: Speech bubble)

2. Select the **Trash** icon located next to the forum you wish to remove.
3. You will be asked to confirm that you would like to delete the forum. Click **OK**.



# Legislative Districts

After you've set up a dynamic module page that uses the Legislative Districts module, please refer to the instructions below for learning how to manage Legislative Districts.

## Creating a Legislative District



1. From the main page of the administrative website, select **Legislative Districts**, located under the **Manage Content Modules** box.

The screenshot shows a sidebar titled "Manage Content Modules" with a blue header. Below the header are several menu items, each with an icon and a description. The "Legislative Districts" item is highlighted with a red rectangular box. The items are:

- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization.
- Legislative Districts**: Manage the legislative districts for your organization.

2. Select the **Add New Legislative District** located next to the yellow star on the upper right of the page.

The screenshot shows the management interface for Legislative Districts. At the top, there is a search bar with "Government Level: State" and a "Keywords" input field. To the right of the search bar is a yellow star icon and a button labeled "Add New Legislative District", which is highlighted with a red rectangular box. Below the search bar is a table with the following columns: District, Government Level, Type, Legislator, Email, and Actions.

District	Government Level	Type	Legislator	Email	Actions
2	State	House			 

3. Fill out the fields for your new legislative district.

▼ General	
* <b>Type:</b>	Please Select ▼
* <b>Government Level:</b>	Please Select ▼
Party Affiliation:	Select... ▼
Legislator:	<input type="text"/>
Photo:	<input type="button" value="Choose a File"/> No file chosen <b>Accepted Formats:</b> PNG, JPEG, GIF
Facebook Link:	<input type="text"/>
Twitter Link:	<input type="text"/>

**Type:** Under the dropdown box select the type of the legislative district. You gave two options: House or Senate.

**Government Level:** Under the dropdown box select one of the two options: State or Federal.

**Party Affiliation:** Under the dropdown box select one of the three options: Democrat, Independent or Republican.

**Photo:** Select a photo located on your PC.

**Facebook Link:** Enter a Facebook Link.

**Twitter Link:** Enter a Twitter Link.

<b>▼ Home Information</b>	
Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
Postal Code:	<input type="text"/>
<b>▼ Office Information</b>	
Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
Postal Code:	<input type="text"/>
<b>▼ Contact Information</b>	
Phone:	<input type="text"/>
Email:	<input type="text"/>

**Home Information:** Enter the Home Address.

**Office Information:** Enter the Office Address.

**Contact Information:** Enter a Phone and an Email Address

▼ Content Optimization			
* Window Title:		<input type="text"/>	
* Alias:		<input type="text"/>	
<span style="color: green;">✔</span> The alias you have chosen is available.			
Visible to Search Engines:		Yes ▾	
Meta Description:		<input type="text"/>	
▼ Pages			
Website	Page	Display	Approved
Demo	Demo Legislative Districts	✔	✔

**Windows Title:** This text appears at the top of a user’s web browser when viewing this page.

**Alias:** This feature allows you to provide a more understandable name to your page on the page URL.

**Visible to Search Engines:** Select ‘Yes’ if you want your page to be visible to search engines.

**Meta Description:** This description is used on search engine result pages (SERPs) to display preview snippets for your page.

**Pages:** Select the pages of your website on which you wish this legislative district to be available. Note that the pages that are available here are the already created dynamic pages that uses the Legislative District module.

4. Click **Save** at the bottom of the page.



## Editing a Legislative District

1. From the main page of the administrative website, select **Legislative Districts**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Legislative Districts**  
Manage the legislative districts for your organization.

2. Select the **Pencil** icon located next to the legislative district you wish to edit.

District	Government Level	Type	Legislator	Email	Actions
2	State	House			 

3. Edit the legislative district.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Legislative District

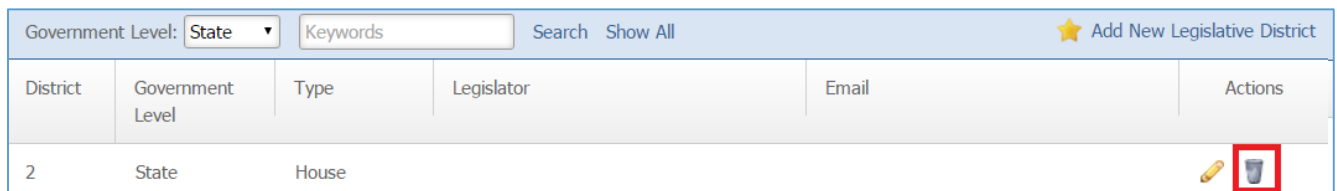
1. From the main page of the administrative website, select **Legislative Districts**, located under the **Manage Content Modules** box.




**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Legislative Districts**  
Manage the legislative districts for your organization.

2. Select the **Trash** icon located next to the legislative district you wish to remove.



District	Government Level	Type	Legislator	Email	Actions
2	State	House			

3. You will be asked to confirm that you wish to remove the legislative district. Click **OK**.

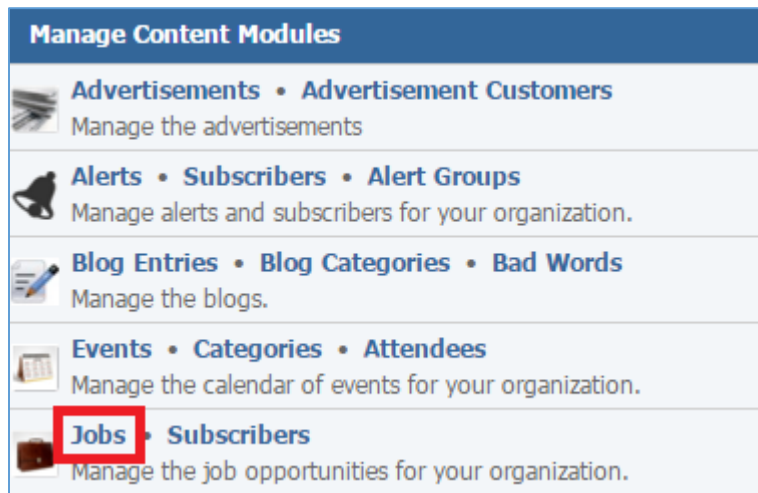
# Jobs Module

After you've set up a dynamic module page that uses the Jobs module, please refer to the instructions below for learning how to manage Jobs and Jobs Subscribers.

## Jobs

### Creating a Job

1. From the main page of the administrative website, select **Jobs**, located under the **Manage Content Modules** box.

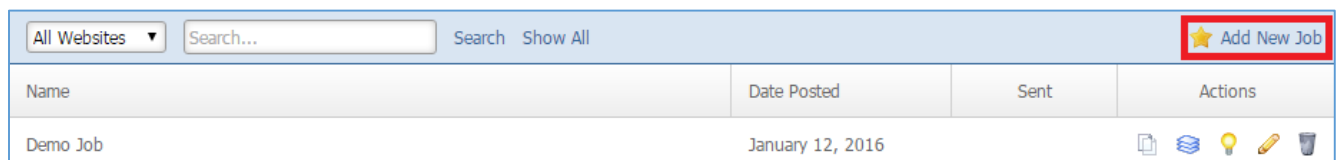


The screenshot shows a sidebar menu titled "Manage Content Modules". It contains several items, each with an icon and a description:






- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization.
- Jobs • Subscribers**: Manage the job opportunities for your organization.

The "Jobs" link is highlighted with a red rectangular box.


2. Select **Add New Job** located next to the yellow star on the upper right of the page.



The screenshot shows the Jobs management interface. At the top, there is a search bar with "All Websites" selected, a "Search" button, and a "Show All" button. On the right side, there is a yellow star icon next to the text "Add New Job", which is highlighted with a red rectangular box.

Name	Date Posted	Sent	Actions
Demo Job	January 12, 2016		    

3. Fill out the fields for your new job.

▼ General	
* Title:	<input type="text"/>
* Date Posted:	2016-01-12 
* Type:	Select... ▼
Min Salary:	<input type="text"/>
Max Salary:	<input type="text"/>
Website:	<input type="text"/>
* Allow Online Applications:	Yes ▼
* Enabled:	Yes ▼

**Title:** Enter the title of the Job

**Date Posted:** Select the date that the job was posted.

**Type:** Under the drop down box select the type of the job: 'Full Time', 'Part Time' or 'Intern'.

**Min Salary:** Specify the minimum salary of the job if any.

**Max Salary:** Specify the maximum salary of the job if any.

**Website:** Enter a website for the job.

**Allow Online Applications:** Specify whether or not users can apply online for this job. If you select 'Yes', the 'Apply Online' option will be available at the right sidebar on the front end.

**Enabled:** Select 'Yes' if you wish to make this job available to the users, otherwise select 'No'.





Content Optimization			
* Window Title:	<input type="text"/>		
* Alias:	<input type="text"/>		
Visible to Search Engines:	Yes ▾		
Meta Description:	<input type="text"/>		
Pages			
Website	Page	Display	Approved
Demo	Demo Jobs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Windows Title:** This text appears at the top of a user’s web browser when viewing this page.

**Alias:** This feature allows you to provide a more understandable name to your page on the page URL.

**Visible to Search Engines:** Select ‘Yes’ if you want your page to be visible to search engines.

**Meta Description:** This description is used on search engine result pages (SERPs) to display preview snippets for your page.






**Pages:** Select the pages of your website on which you wish this job to be available. Note that the pages that are available here are the already created dynamic pages that uses the Jobs module.

4. Click **Save** at the bottom of the page.

### Editing a Job

1. From the main page of the administrative website, select **Jobs**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Jobs • Subscribers**  
Manage the job opportunities for your organization.

2. Select the **Pencil** icon located next to the job you wish to edit.

All Websites <input type="text" value="Search..."/> Search Show All <span style="float: right;">★ Add New Job</span>			
Name	Date Posted	Sent	Actions
Demo Job	January 12, 2016		

3. Edit the job.
4. Once you have made all the desired changes, click **Save** at the bottom of the page.

### Enabling / Disabling a Job

1. From the main page of the administrative website, select **Jobs**, located under the **Manage Content Modules** box.

**Manage Content Modules**

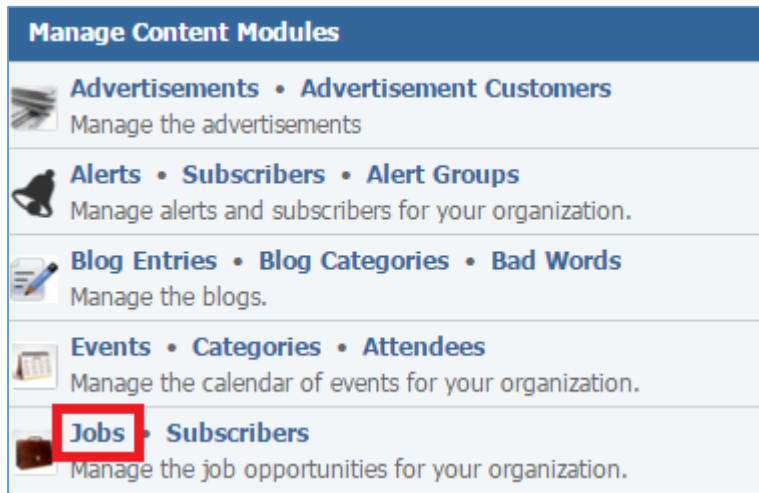
- Advertisements** • Advertisement Customers  
Manage the advertisements
- Alerts** • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Blog Entries** • Blog Categories • Bad Words  
Manage the blogs.
- Events** • Categories • Attendees  
Manage the calendar of events for your organization.
- Jobs** • Subscribers  
Manage the job opportunities for your organization.

2. Select the **Lamp** icon located next to the job you wish to enable or disable.

All Websites <input type="text" value="Search..."/> Search Show All <span style="float: right;">★ Add New Job</span>			
Name	Date Posted	Sent	Actions
Demo Job	January 12, 2016		

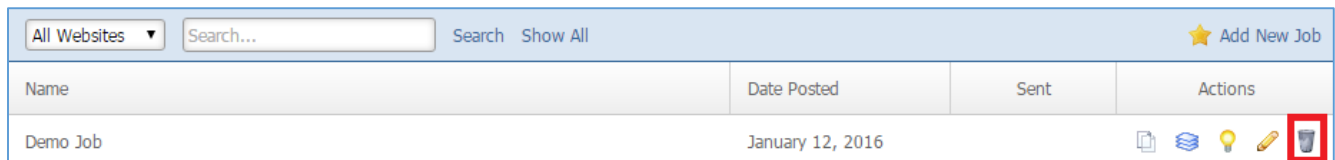
## Removing a Job

1. From the main page of the administrative website, select **Jobs**, located under the **Manage Content Modules** box.








The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are: "Advertisements • Advertisement Customers" (Manage the advertisements), "Alerts • Subscribers • Alert Groups" (Manage alerts and subscribers for your organization.), "Blog Entries • Blog Categories • Bad Words" (Manage the blogs.), "Events • Categories • Attendees" (Manage the calendar of events for your organization.), and "Jobs • Subscribers" (Manage the job opportunities for your organization.). The "Jobs" link is highlighted with a red box.

2. Select the **Trash** icon located next to the job you wish to remove. Click **OK**.



The screenshot shows a table of job listings. The table has columns for "Name", "Date Posted", "Sent", and "Actions". The first row contains "Demo Job", "January 12, 2016", and a set of icons: a document, a stack of papers, a lightbulb, a pencil, and a trash can. The trash can icon is highlighted with a red box.






Name	Date Posted	Sent	Actions
Demo Job	January 12, 2016		    

3. You will be asked to confirm that you wish to remove the job. Click From the main page of the administrative website, select **Jobs**, located under the **Manage Content Modules** box.

## Copying a Job






1. From the main page of the administrative website, select **Jobs**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Jobs • Subscribers**  
Manage the job opportunities for your organization.

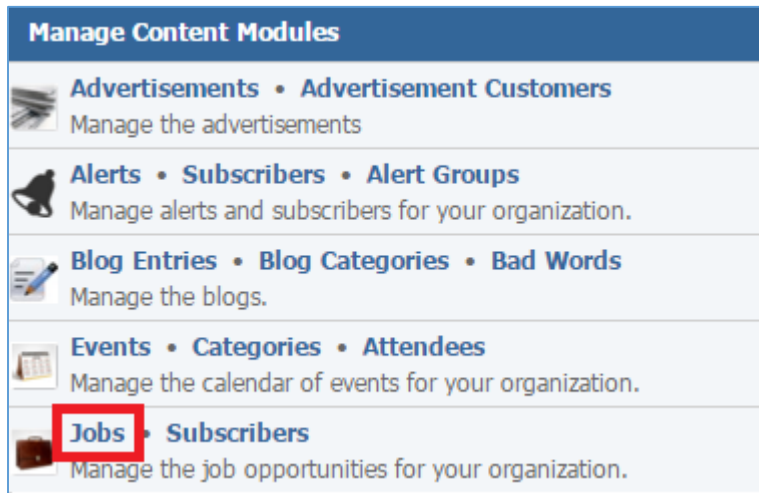
2. Select the **Copy** icon located next to the job you wish to copy.

All Websites  Search Show All ★ Add New Job

Name	Date Posted	Sent	Actions
Demo Job	January 12, 2016		    

## Managing Job Applications

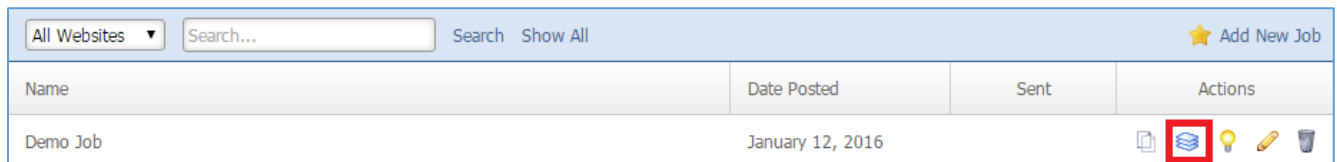
1. From the main page of the administrative website, select **Jobs**, located under the **Manage Content Modules** box.








**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Jobs • Subscribers**  
Manage the job opportunities for your organization.

2. Select the **Applications** icon located next to the job for which you wish to check its applications.

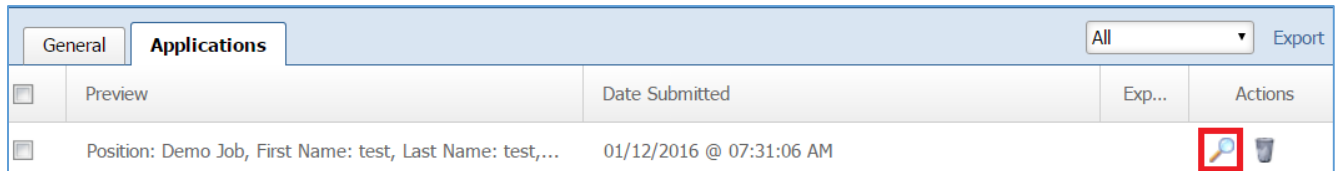


All Websites Search... Search Show All Add New Job



Name	Date Posted	Sent	Actions
Demo Job	January 12, 2016		    

## Viewing the Applications

1. Select the **Lens** icon located next to the Application you wish to view.



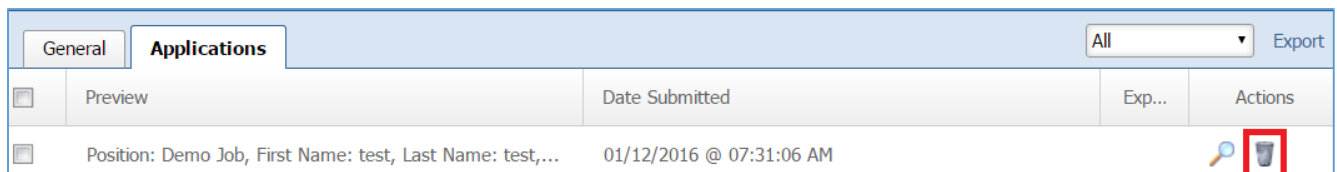
General Applications All Export

Preview	Date Submitted	Exp...	Actions
<input type="checkbox"/> Position: Demo Job, First Name: test, Last Name: test,...	01/12/2016 @ 07:31:06 AM		 



2. If you wish to print the application select the **Print** link located at the bottom of the application.

## Removing the Applications

1. Select the **Trash** icon located next to the job application you wish to remove.



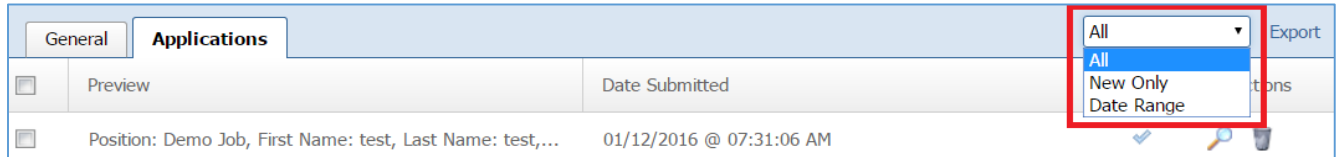
General Applications All Export

Preview	Date Submitted	Exp...	Actions
<input type="checkbox"/> Position: Demo Job, First Name: test, Last Name: test,...	01/12/2016 @ 07:31:06 AM		 

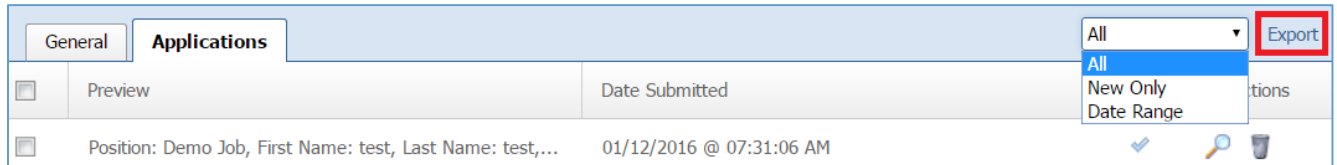
2. You will be asked to confirm that you wish to remove the application. Click **OK**.

## Exporting the Applications

1. Under the dropdown box located at the upper right of the Applications page, select which applications you wish to export in an excel file. You have the option to export all the applications, the new applications or the applications in a specific date range. The New applications are those that does not have a 'tick' under the **Exported** column.



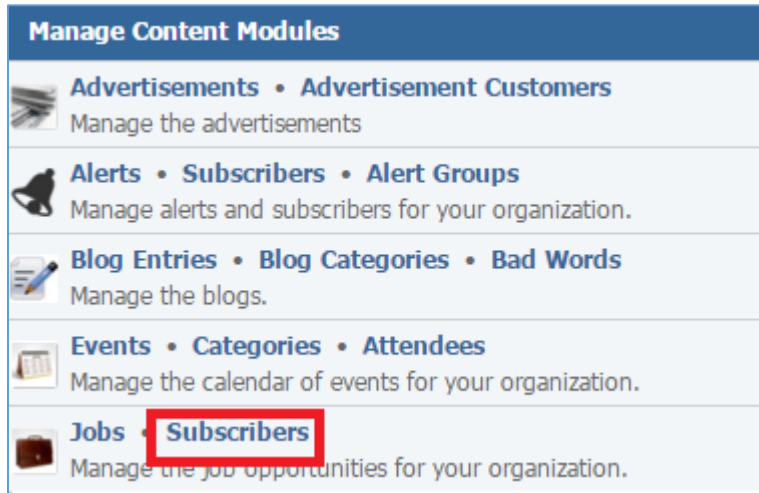
2. Once you select which applications you wish to export, select **Export** located next to the drop down box at the upper right of the page. An Excel file will be created with all the specified applications.



## Jobs Subscribers

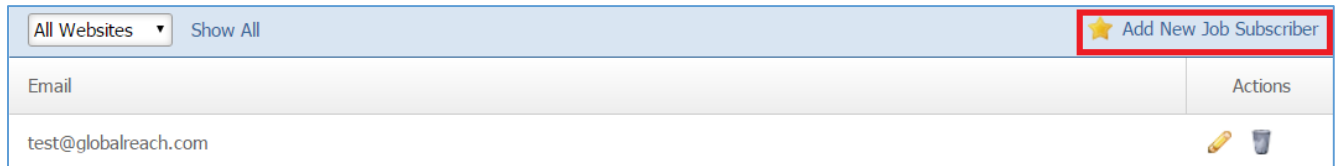
### Creating a Job Subscriber

1. From the main page of the administrative website, select **Subscribers**, located under the **Manage Content Modules** box.



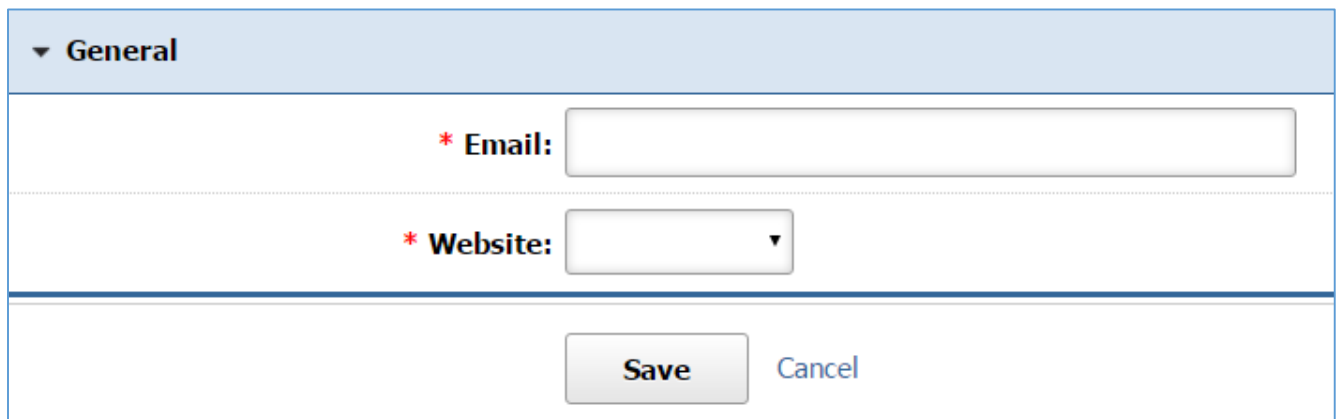
The screenshot shows a 'Manage Content Modules' sidebar menu. The menu items are: Advertisements • Advertisement Customers (Manage the advertisements), Alerts • Subscribers • Alert Groups (Manage alerts and subscribers for your organization.), Blog Entries • Blog Categories • Bad Words (Manage the blogs.), Events • Categories • Attendees (Manage the calendar of events for your organization.), and Jobs • Subscribers (Manage the job opportunities for your organization.). The 'Subscribers' link is highlighted with a red box.

2. Select **Add New Job Subscriber** located next to the yellow star on the upper right of the page.



The screenshot shows the top of the 'Add New Job Subscriber' form. It includes a dropdown for 'All Websites' and a 'Show All' link. On the right, there is a yellow star icon and the text 'Add New Job Subscriber', which is highlighted with a red box. Below this is a table with columns for 'Email' and 'Actions'. The 'Email' column contains the text 'test@globalreach.com' and the 'Actions' column contains edit and delete icons.

3. Fill out the fields for your new subscriber.



The screenshot shows the 'General' section of the form. It has a dropdown arrow and the text 'General'. Below this are two required fields: '\* Email:' followed by a text input field, and '\* Website:' followed by a dropdown menu. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

**Email:** Enter the email of the subscriber.

**Website:** Under the dropdown that lists all your websites, select the website from which the subscriber will receive jobs.

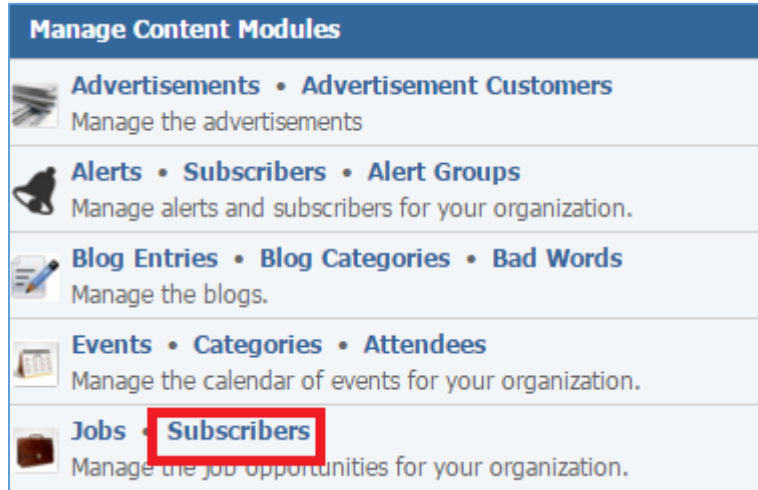
4. Click **Save** at the bottom of the page.





## Editing a Job Subscribe

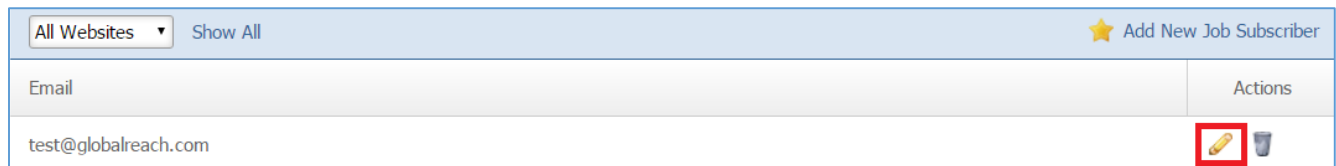
1. From the main page of the administrative website, select **Subscribers**, located under the **Manage Content Modules** box.





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Jobs • Subscribers**  
Manage the job opportunities for your organization.

2. Select the **Pencil** icon located to the right of the subscriber you wish to edit.

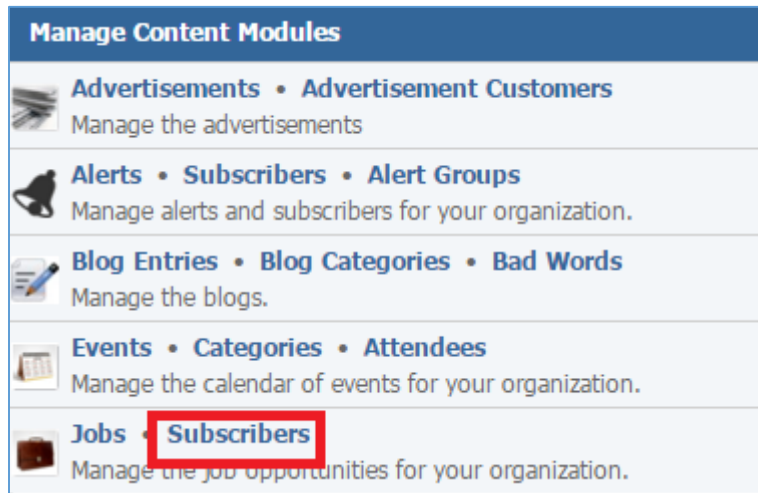


Email	Actions
test@globalreach.com	 

3. Edit the subscriber.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Job Subscriber

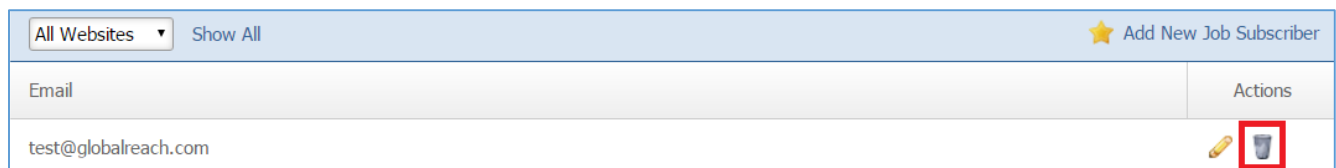
1. From the main page of the administrative website, select **Subscribers**, located under the **Manage Content Modules** box.




The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers: Manage the advertisements
- Alerts • **Subscribers** • Alert Groups: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words: Manage the blogs.
- Events • Categories • Attendees: Manage the calendar of events for your organization.
- Jobs • **Subscribers**: Manage the job opportunities for your organization.

2. Select the **Trash** icon located next to the subscriber you wish to remove.



The screenshot shows a table with the following structure:

Email	Actions
test@globalreach.com	

3. You will be asked to confirm that you wish to remove the subscriber. Click **OK**.

# Links Module

After you've set up a dynamic module page that uses the Alerts module, please refer to the instructions below for learning how to manage Links Categories and Links.

## Link Categories

### Creating a Link Category

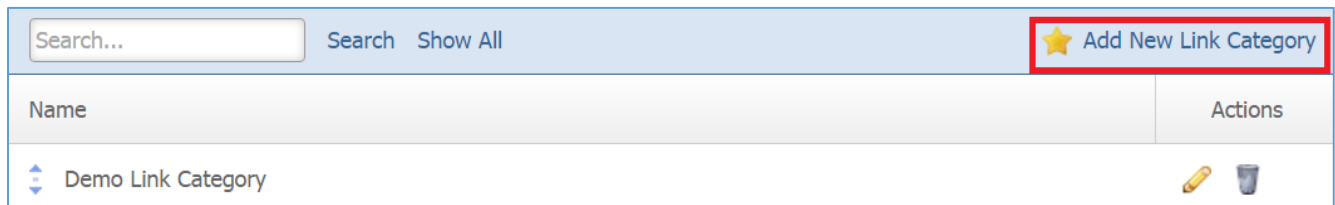
1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.





**Manage Content Modules**

- Advertisements** • **Advertisement Customers**  
Manage the advertisements
- Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
- Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
- Links** • **Categories**  
Manage the links for your organization.

2. Select **Add New Link Category** located next to the yellow star on the upper right of the page.



Search... Search Show All ★ Add New Link Category

Name	Actions
Demo Link Category	 

3. Fill out the fields for your new category.

<b>▼ General</b>	
<b>* Name:</b>	<input type="text"/>
<b>▼ Content Optimization</b>	
<b>* Window Title:</b>	<input type="text"/>
<b>* Alias:</b>	<input type="text"/>
Visible to Search Engines:	<input type="button" value="Yes"/> ▼
Meta Description:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Name:** Enter the name of your link category.

**Window Title:** This text appears at the top of a user's web browser when viewing this page.

**Alias:** This feature allows you to provide a more understandable name to your page on the page URL.

**Visible to Search Engines:** Select 'Yes' if you want your page to be visible to search engines.

**Meta Description:** This description is used on search engine result pages (SERPs) to display preview snippets for your page.

4. Click **Save** at the bottom of the page.

## Editing a Link Category




1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Links** • **Categories**  
Manage the links for your organization.

2. Select the **Pencil** icon located to the right of the category you wish to edit.
3. Edit the category.

[Search](#) [Show All](#) ★ Add New Link Category

Name	Actions
 Demo Link Category	 

4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Link Category




1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Links** • **Categories**  
Manage the links for your organization.

2. Select the **Trash** icon located to the right of the category you wish to remove.

[Search](#) [Show All](#) ★ Add New Link Category

Name	Actions
 Demo Link Category	 

3. You will be asked to confirm that you wish to remove the category. Click **OK**.






## Links

---

### Creating a Link





1. From the main page of the administrative website, select **Links**, located under the **Manage Content Modules** box.

#### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Links • Categories**  
Manage the links for your organization.

2. Select **Add New Link**, located next to the yellow star on the upper right of the page.

All Websites ▾ All Pages ▾ Search... Search Show All ★ Add New Link

Title	Category	Actions
 Demo Link	Demo Link Category	  

3. Fill out the fields for your new link.



**▼ General**

\* **Category:**

\* **Title:**

\* **Website:**

\* **Open In:**

Tags:

One Tag Per Line

\* **Enabled:**

**▼ Description**

Normal Styles
**B** *I* U ~~I<sub>x</sub>~~

body p

**Category:** The link category under which this link will be available.

**Title:** The title of the link.

**Website:** The website of the link.

**Open width:** Select 'New Window' if you want this link to open in a new window, or select 'Same Window' if you want this link to open in the same window.

**Tags:** The tags are keywords that help the users find the link.

**Enabled:** Select 'Yes' if you want this link to be enabled.

**Description:** The description that will be available under the link.

▼ **Content Optimization**

**\* Window Title:**

**\* Alias:**

Visible to Search Engines:

Meta Description:

▼ **Pages**

Website	Page	Display	Approved
Demo	Demo Links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Windows Title:** This text appears at the top of a user’s web browser when viewing this page.

**Alias:** This feature allows you to provide a more understandable name to your page on the page URL.

**Visible to Search Engines:** Select ‘Yes’ if you want your page to be visible to search engines.

**Meta Description:** This description is used on search engine result pages (SERPs) to display preview snippets for your page.






**Pages:** Select the pages of your website on which you wish this link to be available. Note that the pages that are available here are the already created dynamic pages that uses the Links module.

4. Click **Save** at the bottom of the page.


## Editing a Link





1. From the main page of the administrative website, select **Links**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Links • Categories**  
Manage the links for your organization.

2. Select the **Pencil** icon located next to the link you wish to edit.

All Websites ▾ All Pages ▾ Search... Search Show All  Add New Link






Title	Category	Actions
 Demo Link	Demo Link Category	  

3. Edit the link.
4. Once you have made the desired changes, click **Save** at the bottom of the page.





## Enabling / Disabling a Link

1. From the main page of the administrative website, select **Links**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Links** • **Categories**  
Manage the links for your organization.






2. Select the **Lamp** icon located next to the link you wish to enable or disable.

Title	Category	Actions
 Demo Link	Demo Link Category	  


## Removing a Link





1. From the main page of the administrative website, select **Links**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Links • Categories**  
Manage the links for your organization.

2. Select the **Trash** icon located next to the link you wish to remove.

All Websites ▾ All Pages ▾ Search... Search Show All  Add New Link

Title	Category	Actions
 Demo Link	Demo Link Category	  

3. You will be asked to confirm that you wish to remove the link. Click **OK**.

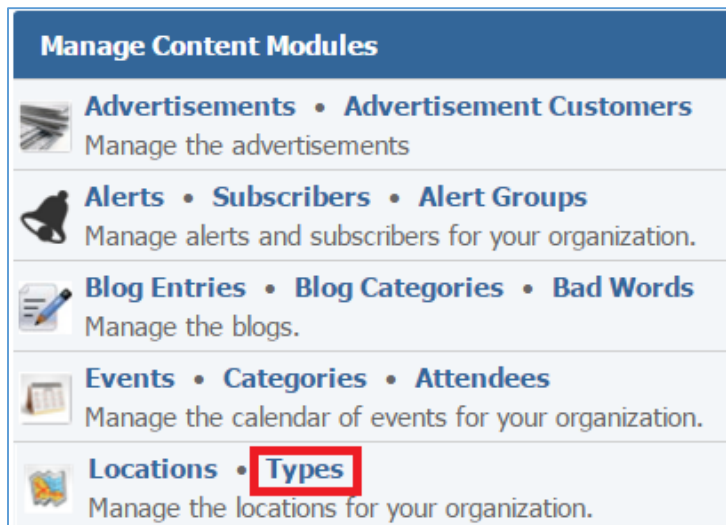
# Locations Module

After you've setup a dynamic module page that uses the **Locations** module, please refer to the instructions below for learning how to manage Location Types and Locations.

## Location Types

### Creating a Location Type

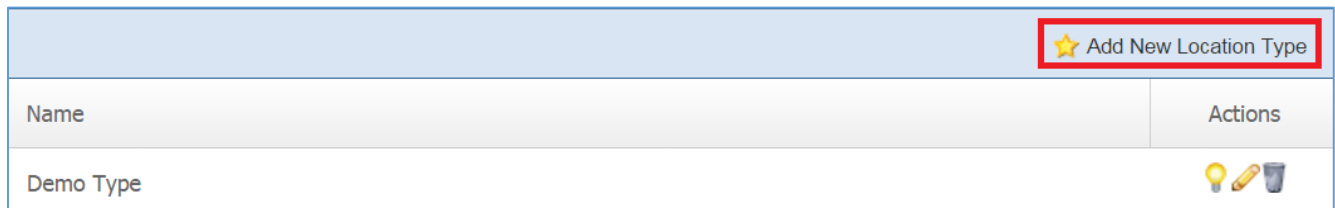
1. From the main page of the administrative website, select **Types**, located under the **Manage Content Modules** box.






**Manage Content Modules**

- Advertisements** • **Advertisement Customers**  
Manage the advertisements
- Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
- Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
- Locations** • **Types**  
Manage the locations for your organization.

2. Select the **Add New Location Type** located next to the yellow star on the upper right of the page.



★ Add New Location Type

Name	Actions
Demo Type	  

3. Fill out the fields for your new location type.

<b>▼ General</b>	
<b>* Name:</b>	<input type="text"/>
<b>Image:</b>	<input type="button" value="Choose a File"/> No file chosen <b>Accepted Formats:</b> PNG, JPEG, GIF
<b>Color:</b>	<input type="text"/> Color will only be used if no image is provided
<b>* Enabled:</b>	<input type="button" value="Yes"/> ▾
<b>▼ Content Optimization</b>	
<b>* Window Title:</b>	<input type="text"/>
<b>* Alias:</b>	<input type="text"/>
<b>Visible to Search Engines:</b>	<input type="button" value="Yes"/> ▾
<b>Meta Description:</b>	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Name:** Enter the type of the location.

**Image:** Choose an image from your PC that will be used to indicate the location type on the map.

**Color:** Pick a color that will be used to indicate the location type on the map if no image is provided.

**Enabled:** Select 'Yes' if you want this location type to be enabled.

**Windows Title:** This text appears at the top of a user's web browser when viewing this page.

**Alias:** This feature allows you to provide a more understandable name to your page on the page URL.

**Visible to Search Engines:** Select 'Yes' if you want your page to be visible to search engines.






**Meta Description:** This description is used on search engine result pages (SERPs) to display preview snippets for your page.

4. Click **Save** at the bottom of the page.


## Editing a Location Type

1. From the main page of the administrative website, select **Location** , located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Locations** • **Types**  
Manage the locations for your organization.

2. Select the **Pencil** icon located next to the location type you wish to edit.

★ Add New Location Type	
Name	Actions
Demo Type	





3. Edit the location type.
4. Once you have made the desired changes, click **Save** at the bottom of the page.







## Enabling / Disabling a Location Type

1. From the main page of the administrative website, select **Types**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Locations** • **Types**  
Manage the locations for your organization.






2. Select the **Lamp** icon located next to the location type you wish to enable or disable.

 Add New Location Type	
Name	Actions
Demo Type	  





## Removing a Location Type

1. From the main page of the administrative website, select **Types**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Locations** • **Types**  
Manage the locations for your organization.

2. Select the **Trash** icon located next to the location type you wish to remove.

 Add New Location Type	
Name	Actions
Demo Type	  

3. You will be asked to confirm that you wish to remove the location type. Click **OK**.






## Locations

---

### Creating a Location




1. From the main page of the administrative website, select **Locations**, located under the **Manage Content Modules** box.

#### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Locations • Types**  
Manage the locations for your organization.

2. Select the **Add New Location** located next to the yellow star on the upper right of the page.

Search Show All ★ Add New Location

Name	City	State/Province	Country	Postal Code	Actions
Demo Location	Ames	IA	US	50010	  

3. Fill out the fields for your new location.

▼ **General**

**\* Name:**

Location Types:  Demo Type

**\* Address 1:**

Address 2:

**\* Country:**

**\* City:**

**\* State:**

**\* Postal Code:**

Email:

Phone:

Alternate Phone:

Fax:

Website:

Manager:

Hours of Operation:

Image:  No file chosen  
**Accepted Formats:** PNG, JPEG, GIF

**\* Enabled:**  ⓘ

Short Description:

keywords:   
These are used when searching for a location

**General Details:** Enter the address of the location, an image and some more information that you wish to be available to the users.

**Map**

This Location's map position is currently being automatically calculated based on the address you entered above. If you want to customize the map position, simply click and drag the pin below to the desired position. Refresh Location

**Description**

Normal Styles **B** *I* U *I*<sub>x</sub> [List Icons] [Color Picker] [Font Size] [Link] [Image] [Audio] [Video] [Embed] [Source] [Undo] [Redo]

body p

**Map:** The location's map position is automatically calculated based on the address you entered. If you want to customize the map position, simply click and drag the pin on the desired position.

**Description:** The description shows up when a user place their mouse over this location.

**Content Optimization**

\* Window Title:

\* Alias:

Visible to Search Engines: Yes

Meta Description:

**Pages**

Website	Page	Display	Approved
Demo	Demo Locations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Windows Title:** This text appears at the top of a user's web browser when viewing this page.

**Alias:** This feature allows you to provide a more understandable name to your page on the page URL.

**Visible to Search Engines:** Select 'Yes' if you want your page to be visible to search engines.

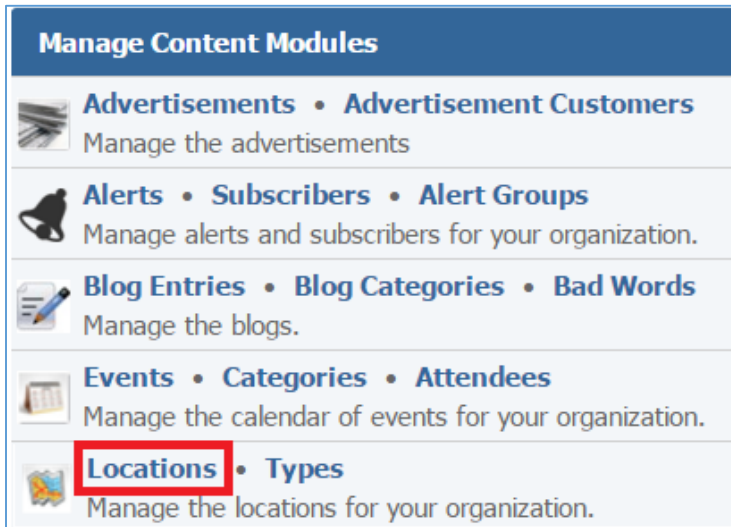
**Meta Description:** This description is used on search engine result pages (SERPs) to display preview snippets for your page.

**Pages:** Select the pages of your website on which you wish this location to be available. Note that the pages that are available here are the already created dynamic pages that uses the Locations module.

4. Click **Save** at the bottom of the page.

### Editing a Location

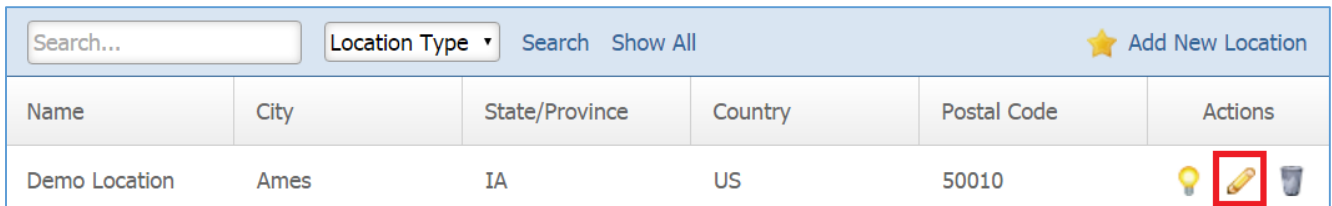
1. From the main page of the administrative website, select **Locations**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar titled "Manage Content Modules" with a blue header. Below the header are five categories, each with an icon and a list of sub-modules. The "Locations" sub-module is highlighted with a red box.

- Advertisements** • Advertisement Customers  
Manage the advertisements
- Alerts** • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Blog Entries** • Blog Categories • Bad Words  
Manage the blogs.
- Events** • Categories • Attendees  
Manage the calendar of events for your organization.
- Locations** • Types  
Manage the locations for your organization.

2. Select the **Pencil** icon located next to the location you wish to edit.



The screenshot shows a table with columns: Name, City, State/Province, Country, Postal Code, and Actions. The 'Demo Location' row is highlighted. The pencil icon in the 'Actions' column is highlighted with a red box.






Name	City	State/Province	Country	Postal Code	Actions
Demo Location	Ames	IA	US	50010	  

3. Edit the location.
4. Once you have made the desired changes, click **Save** at the bottom of the page.




## Enabling / Disabling a Location

1. From the main page of the administrative website, select **Locations**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Locations** • **Types**  
Manage the locations for your organization.

2. Select the **Lamp** icon located next to the location you wish to enable or disable.






Name	City	State/Province	Country	Postal Code	Actions
Demo Location	Ames	IA	US	50010	  






## Removing a Location Type

1. From the main page of the administrative website, select **Locations**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Locations** • **Types**  
Manage the locations for your organization.

2. Select the **Trash** icon located next to the location you wish to remove.

Name	City	State/Province	Country	Postal Code	Actions
Demo Location	Ames	IA	US	50010	  

3. You will be asked to confirm that you wish to remove the location. Click **OK**.

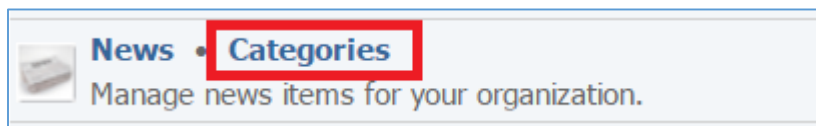
# News Module

After you've set up a dynamic module page that uses the News module, please refer to the instructions below for learning how to manage News Categories and News.

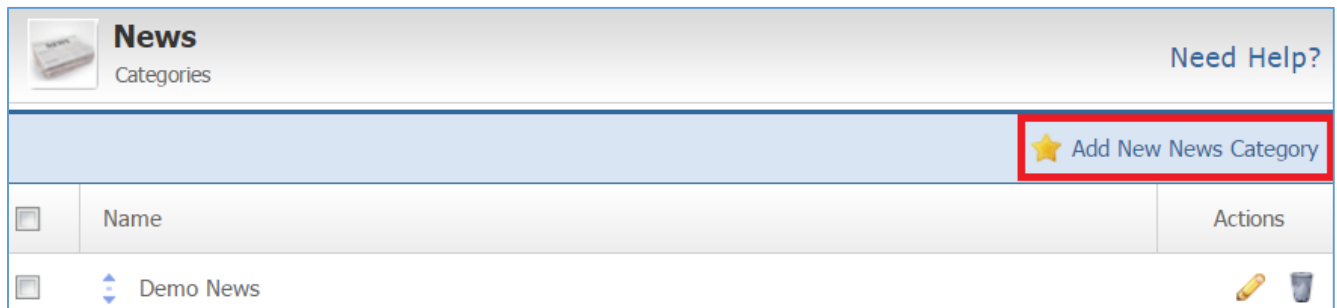
## News Categories

### Creating a News Category

1. From the main page of the administrative website, select **Categories**, located under the Manage Content Modules box. Many of our modules have a **Category** option, so be sure you are selecting the **Category** next to the News module.



2. Select **Add New News Category** located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new News Category.

**News**  
Categories » Add New News Category

▼ **General**

\* **Name:**

Description:

Image:  No file chosen  
Accepted Formats: PNG, JPEG, GIF

Header Image:  No file chosen  
Accepted Formats: PNG, JPEG, GIF

▼ **Header Description**

Format - Styles - **B** *I* U ~~X~~

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

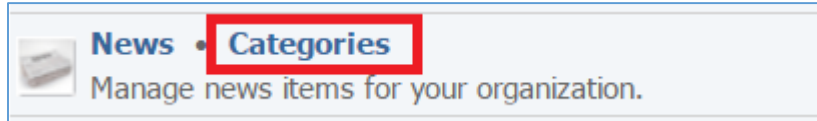
Visible to Search Engines: Yes ▼

Meta Description:

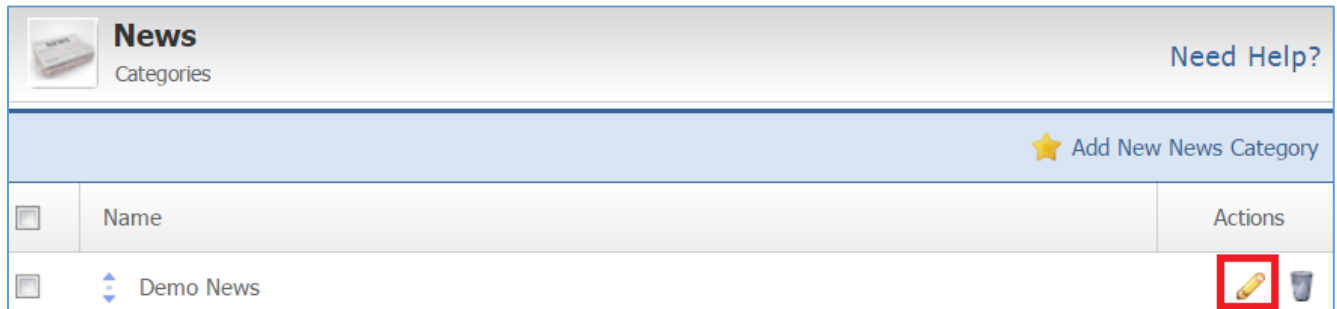
4. Click **Save** at the bottom of the page.

## Editing a News Category

1. From the main page of the administrative website, select Categories, located under the Manage Content Modules box. Many of our modules have a Category option, so be sure you are selecting the Category next to the News module.



2. Select the **Pencil** icon located to the right of the news category you wish to edit.



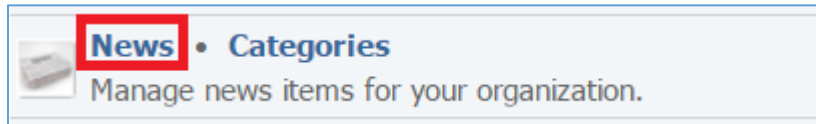
3. Edit the category fields.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## News

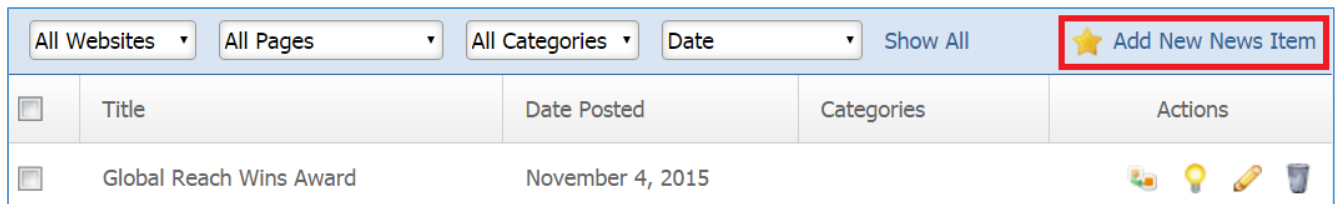
---

### Creating a News Item

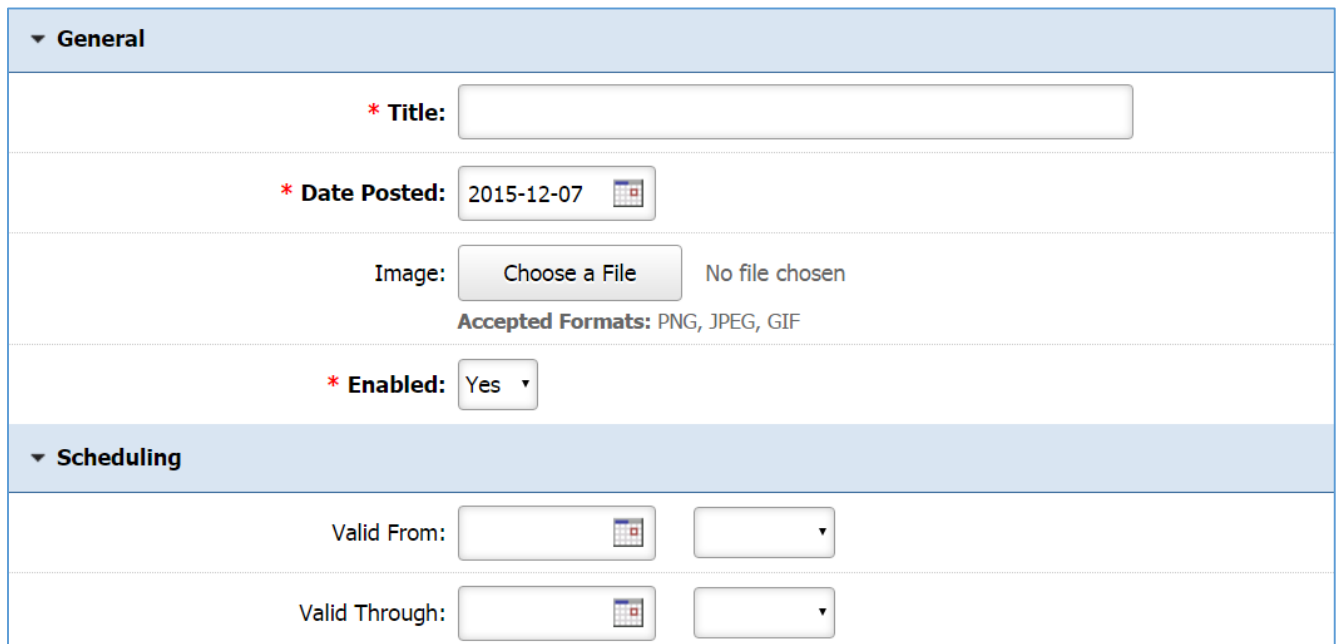
1. From the main page of the administrative website, select News module, located under the Manage Content Modules box.



2. Select the **Add New News Item**, located next to the yellow star at the top of the page.



3. Fill out the fields for the News Item.

A screenshot of the News item creation form. The form is divided into two main sections: "General" and "Scheduling".  
**General Section:**











- \* Title:** A text input field.
- \* Date Posted:** A date picker showing "2015-12-07".
- Image:** A "Choose a File" button and the text "No file chosen". Below it, it says "Accepted Formats: PNG, JPEG, GIF".
- \* Enabled:** A dropdown menu currently set to "Yes".

**Scheduling Section:**

- Valid From:** A date picker and a dropdown menu.
- Valid Through:** A date picker and a dropdown menu.











▼ Abstract

Format ▾ Styles ▾ **B** *I* U *I<sub>x</sub>* ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿ A ▾ **A** ▾















Ω   YouTube      ← →  Source  















▼ Content

Format ▾ Styles ▾ **B** *I* U *I<sub>x</sub>* ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿ A ▾ **A** ▾

Ω   YouTube      ← →  Source  

**▼ Contact Information**

Normal ▾ Styles ▾ **B** *I* U ~~I<sub>x</sub>~~              

            Source  

body p

**▼ Content Optimization**

**\* Window Title:**

**\* Alias:**

Visible to Search Engines:  ▾

Meta Description:

**▼ Categories**

Demo News

**▼ Products**

Products:





**▼ Pages**

Website	Page	Display	Approved
Demo	<a href="#">About Us » News</a>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click **Save** at the bottom of the page.

## Editing a News Item





1. Select the **Pencil** icon located next to the new you wish to edit.

<input type="checkbox"/>	Title	Date Posted	Categories	Actions
<input type="checkbox"/>	Global Reach Wins Award	November 4, 2015		   

2. Edit the new item fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.





## Enabling / Disabling a News Item

1. Select the **Lamp** icon located next to the new item you wish to enable or disable.

<input type="checkbox"/>	Title	Date Posted	Categories	Actions
<input type="checkbox"/>	Global Reach Wins Award	November 4, 2015		   

## Removing a News Item





1. Select the **Trash** icon located next to the news item you wish to remove.

<input type="checkbox"/>	Title	Date Posted	Categories	Actions
<input type="checkbox"/>	Global Reach Wins Award	November 4, 2015		   

2. You will be asked to confirm that you wish to remove the news item. Click **OK**.

## Copying a News Item

1. Select the **Copy** icon located next to the news item you wish to copy.

<input type="checkbox"/>	Title	Date Posted	Categories	Actions
<input type="checkbox"/>	Global Reach Wins Award	November 4, 2015		   










# Newsletters Module

After you've set up a dynamic module page that uses the Newsletters module, please refer to the instructions below for learning how to manage Newsletters, Issues and Subscribers.



## Newsletters

### Creating a Newsletter

1. From the main page of the administrative website, select **Newsletters**, located under the **Manage Content Modules** box.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	

2. Select **Add New Newsletter**, located next to the yellow star on the upper right of the page.

Add New Newsletter	
Name	Actions
Demo Newsletter	 

3. Fill out the fields for your new newsletter.

▼ General	
* Name:	<input type="text"/>
* Header Image:	<input type="button" value="Choose a File"/> No file chosen Accepted Formats: PNG, JPEG, GIF
* Email Template:	<input type="button" value="Select..."/> ▼
Content Box Image:	<input type="button" value="Choose a File"/> No file chosen Accepted Formats: PNG, JPEG, GIF
* Website:	<input type="button" value="Select..."/> ▼



▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:  ▼

Meta Description:








▼ **Pages**

Website	Page	Display	Approved
Demo	Demo Newsletters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



4. Click **Save** at the bottom of the page.

## Editing a Newsletter

1. From the main page of the administrative website, select **Newsletters**, located under the **Manage Content Modules** box.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	








2. Select the **Pencil** icon located next to the newsletter you wish to edit.

★ Add New Newsletter	
Name	Actions
Demo Newsletter	 



3. Edit the newsletter.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Newsletter

1. From the main page of the administrative website, select **Newsletters**, located under the **Manage Content Modules** box.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	

2. Select the **Trash** icon located next to the newsletter you wish to remove.

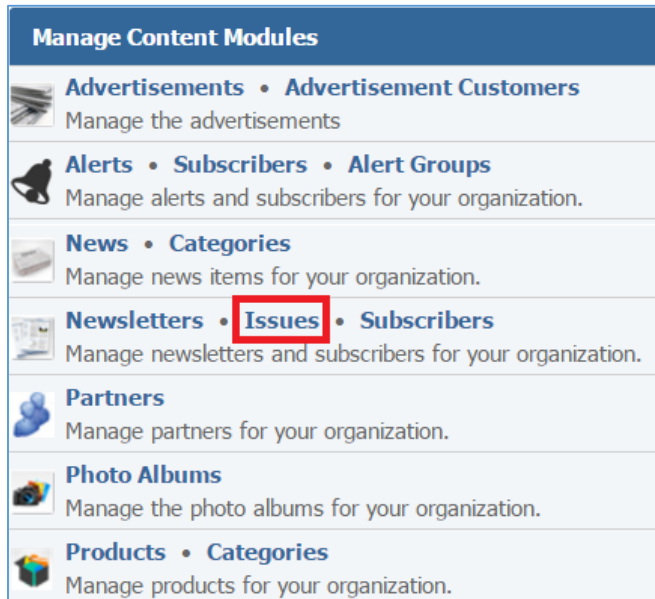
★ Add New Newsletter	
Name	Actions
Demo Newsletter	 

3. You will be asked to confirm that you wish to remove the newsletter. Click **OK**.

## Issues

### Creating an Issue

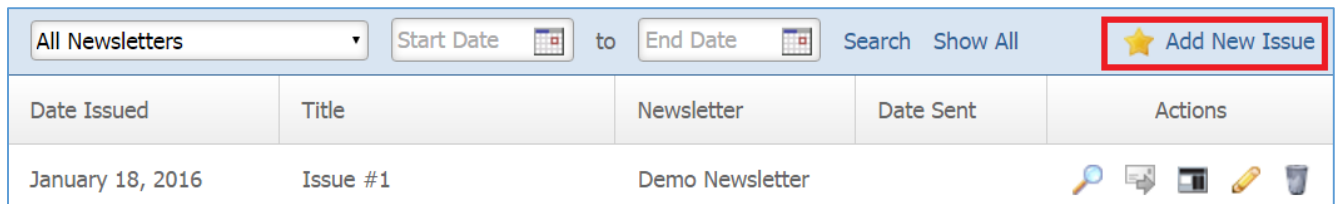
1. From the main page of the administrative website, select **Newsletters**, located under the **Manage Content Modules** box.








**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

2. Select **Add New Issue** located next to the yellow star on the upper right of the page.



All Newsletters Start Date to End Date Search Show All **Add New Issue**

Date Issued	Title	Newsletter	Date Sent	Actions
January 18, 2016	Issue #1	Demo Newsletter		    

### General Details

3. Fill out the fields for your new issue.

**General**

\* **Newsletter:**

\* **Title:**

\* **Email Subject:**

Related Document:  No file chosen  
 Accepted Formats: PDF, Word

\* **Date Issued:**

**Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:

Meta Description:




4. Click **Save** at the bottom of the page.

Managing Newsletter Articles

To manage the articles, go to the **Articles** tab in the newsletter page.

Creating an Article

1. Select **Add New Article** located next to the yellow star on the upper right of the page.

General		<b>Articles</b>	Preview	 <b>Add New Article</b>
Title			Actions	
Demo Article				

2. Fill out the fields for the new article.



General	<b>Articles</b>	Preview
<b>* Title:</b> <input type="text"/>		
<b>* Full-Length Article?:</b> <input type="button" value="Yes"/> ▼		
Image:	<input type="button" value="Choose a File"/>	No file chosen
<b>Accepted Formats:</b> PNG, JPEG, GIF		
Document:	<input type="button" value="Choose a File"/>	No file chosen
<b>Accepted Formats:</b> PDF, Word, Rich Text, Excel, PowerPoint		



**Content Optimization**

\* **Window Title:**

\* **Alias:**



Visible to Search Engines:  ▼

Meta Description:

3. Click **Save** at the bottom of the page.

#### Editing an Article



1. Select the **Pencil** icon located next to the article you wish to edit.

General   <b>Articles</b>   Preview <span style="float: right;">★ Add New Article</span>	
Title	Actions
<ul style="list-style-type: none"> <li>⌵ Demo Article</li> </ul>	<ul style="list-style-type: none"> <li> </li> </ul>

2. Edit the article.
3. Once you have made the desired changes click **Save** at the bottom of the page.

#### Removing an Article

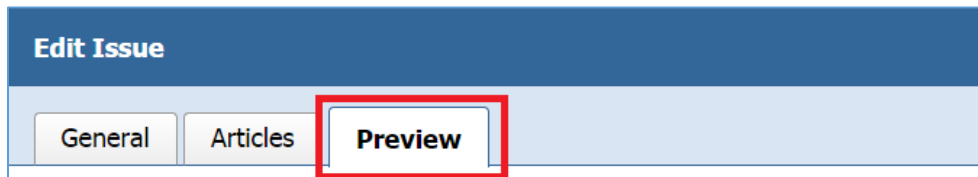
1. Select the **Trash** icon located next to the article you wish to remove.

General   <b>Articles</b>   Preview <span style="float: right;">★ Add New Article</span>	
Title	Actions
<ul style="list-style-type: none"> <li>⌵ Demo Article</li> </ul>	<ul style="list-style-type: none"> <li> </li> </ul>

2. You will be asked to confirm that you wish to remove the article. Click **OK**.

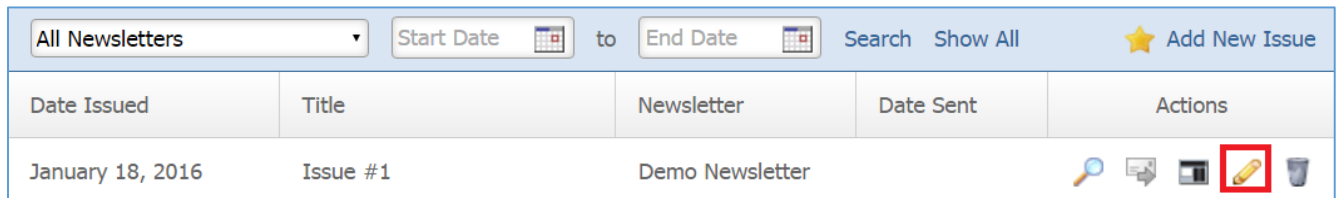
## Previewing a Newsletter

To preview an issue, go to the **Preview** tab in the newsletter page.



## Editing an Issue

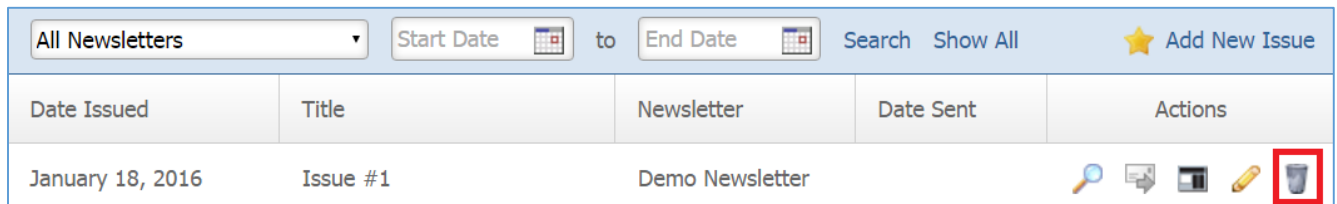
1. Select the **Pencil** icon located next to the issue you wish to edit.



2. Edit the issue.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing an Issue

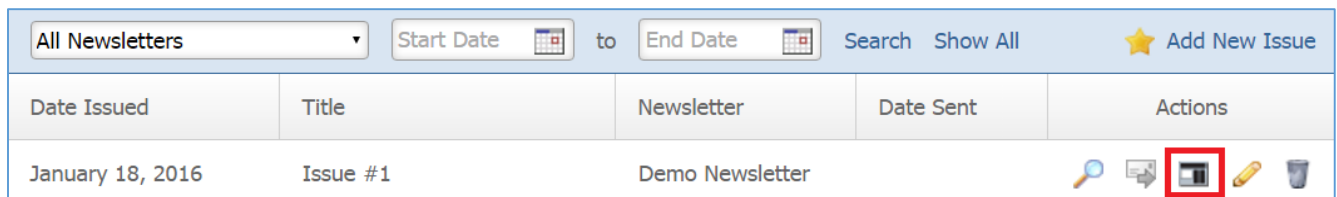
1. Select the **Trash** icon located next to the issue you wish to remove.



2. You will be asked to confirm that you wish to remove the issue. Click **OK**.






## Managing Issue Articles

1. Select the **Manage issue articles** icon located next to the issue of which you wish to manage its articles.








## Previewing an Issue

1. Select the **Lens** icon located next to the issue you wish to preview.

All Newsletters				
Date Issued	Title	Newsletter	Date Sent	Actions
January 18, 2016	Issue #1	Demo Newsletter		    

## Marking/Unmarking an Issue as 'Ready to Send'

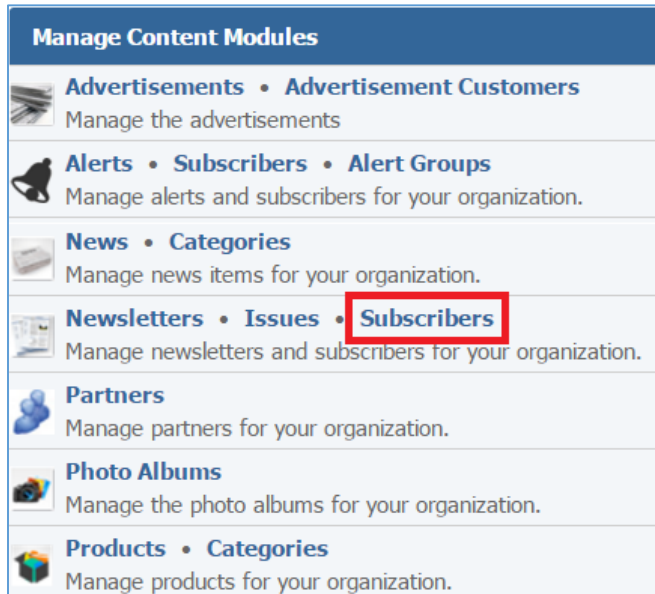
1. Click the **Envelop with arrow** icon if you want to change the 'Ready to Send' status of the issue.

All Newsletters				
Date Issued	Title	Newsletter	Date Sent	Actions
January 18, 2016	Issue #1	Demo Newsletter		    

## Subscribers

### Creating a Subscriber

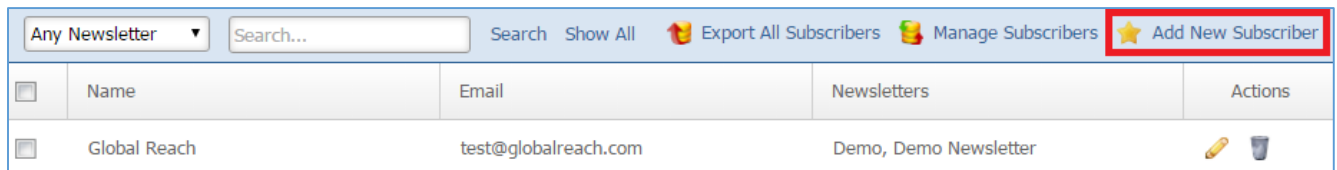
1. From the main page of the administrative website. Select **Subscribers**, located under the **Manage Content Modules** box.





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

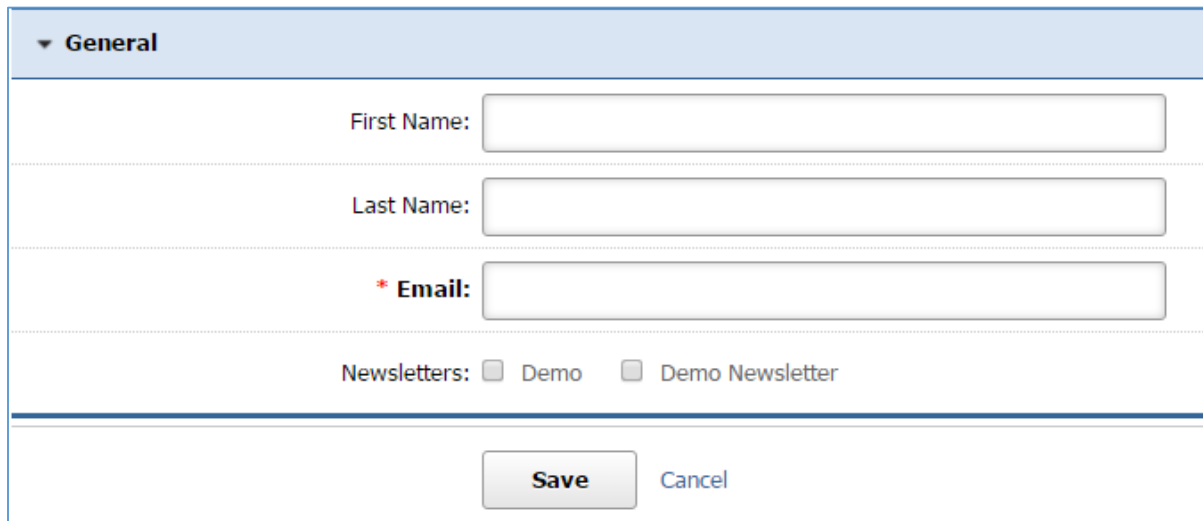
2. Select the **Ass New Subscriber** located next to the yellow star on the upper right of the page.



Any Newsletter Search... Search Show All Export All Subscribers Manage Subscribers **Add New Subscriber**

<input type="checkbox"/>	Name	Email	Newsletters	Actions
<input type="checkbox"/>	Global Reach	test@globalreach.com	Demo, Demo Newsletter	 

3. Fill out the fields for your new subscriber.



**General**

First Name:

Last Name:

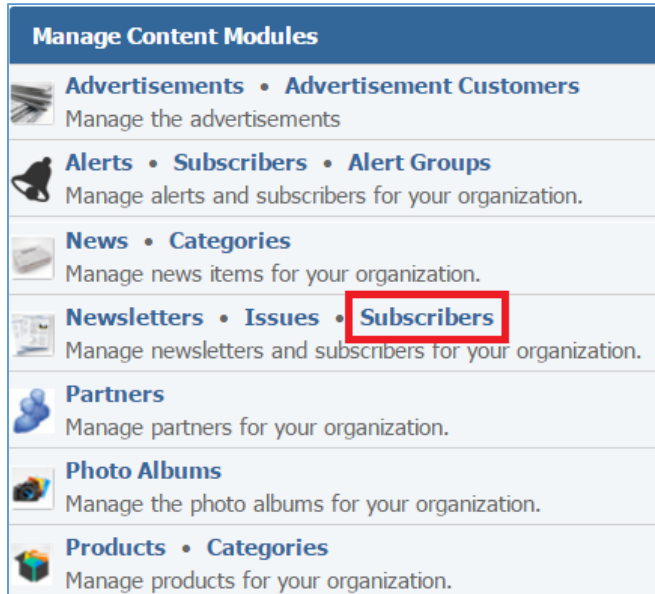
\* Email:

Newsletters:  Demo  Demo Newsletter

4. Click **Save** at the bottom of the page.

### Editing a Subscriber

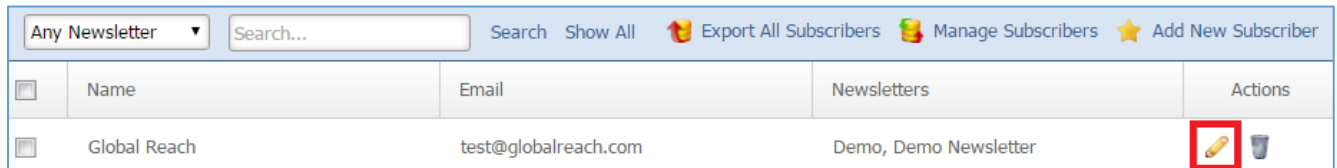
1. From the main page of the administrative website. Select **Subscribers**, located under the **Manage Content Modules** box.





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

2. Select the **Pencil** icon located next to the subscriber you wish to edit.



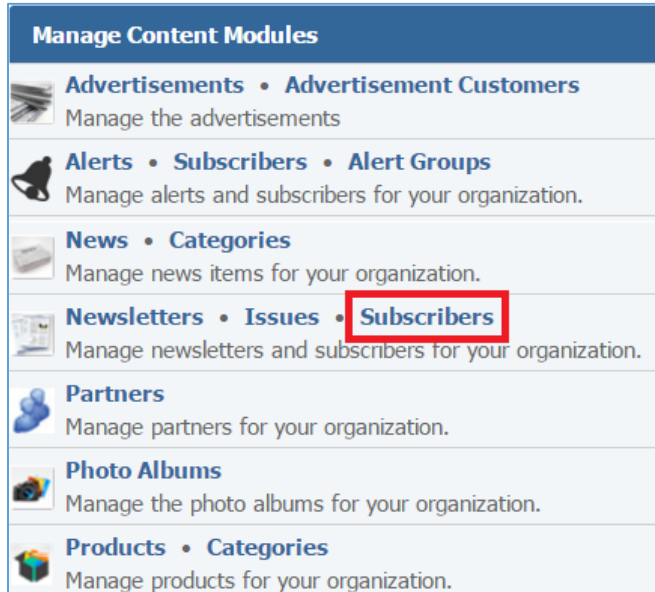
Any Newsletter Search... Search Show All Export All Subscribers Manage Subscribers Add New Subscriber

<input type="checkbox"/>	Name	Email	Newsletters	Actions
<input type="checkbox"/>	Global Reach	test@globalreach.com	Demo, Demo Newsletter	<input type="checkbox"/>  

3. Edit the subscriber.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Subscriber

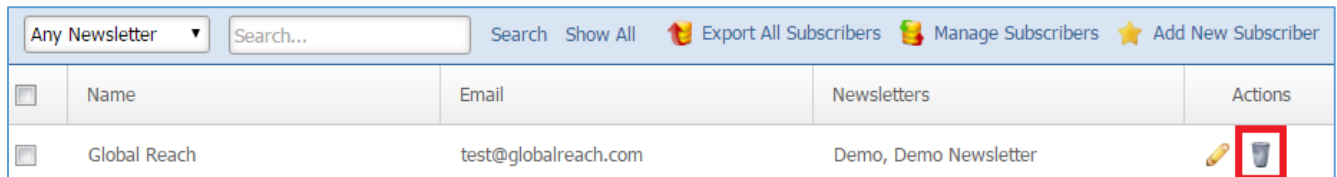
1. From the main page of the administrative website. Select **Subscribers**, located under the **Manage Content Modules** box.





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

2. Select the **Trash** icon located next to the subscriber you wish to remove.



Any Newsletter Search... Search Show All Export All Subscribers Manage Subscribers Add New Subscriber

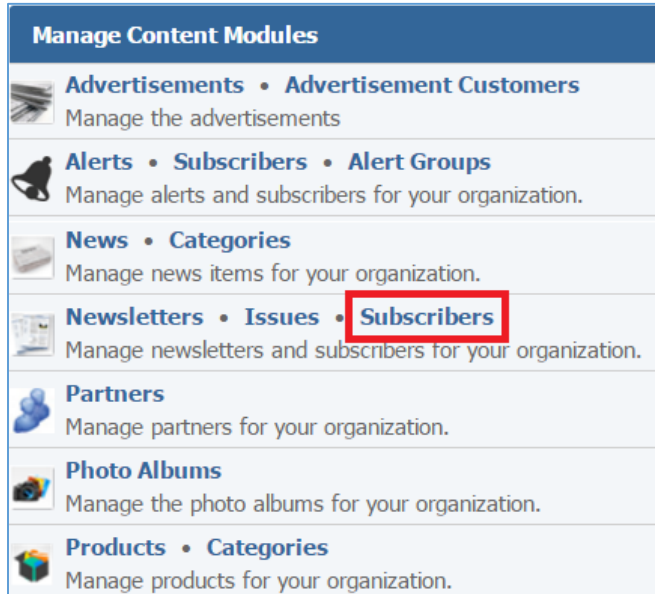
<input type="checkbox"/>	Name	Email	Newsletters	Actions
<input type="checkbox"/>	Global Reach	test@globalreach.com	Demo, Demo Newsletter	 

3. You will be asked to confirm that you wish to remove the subscriber. Click **OK**.



## Managing Subscribers

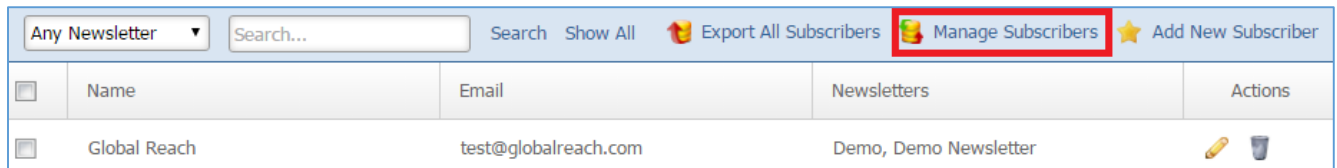
1. From the main page of the administrative website. Select **Subscribers**, located under the **Manage Content Modules** box.





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

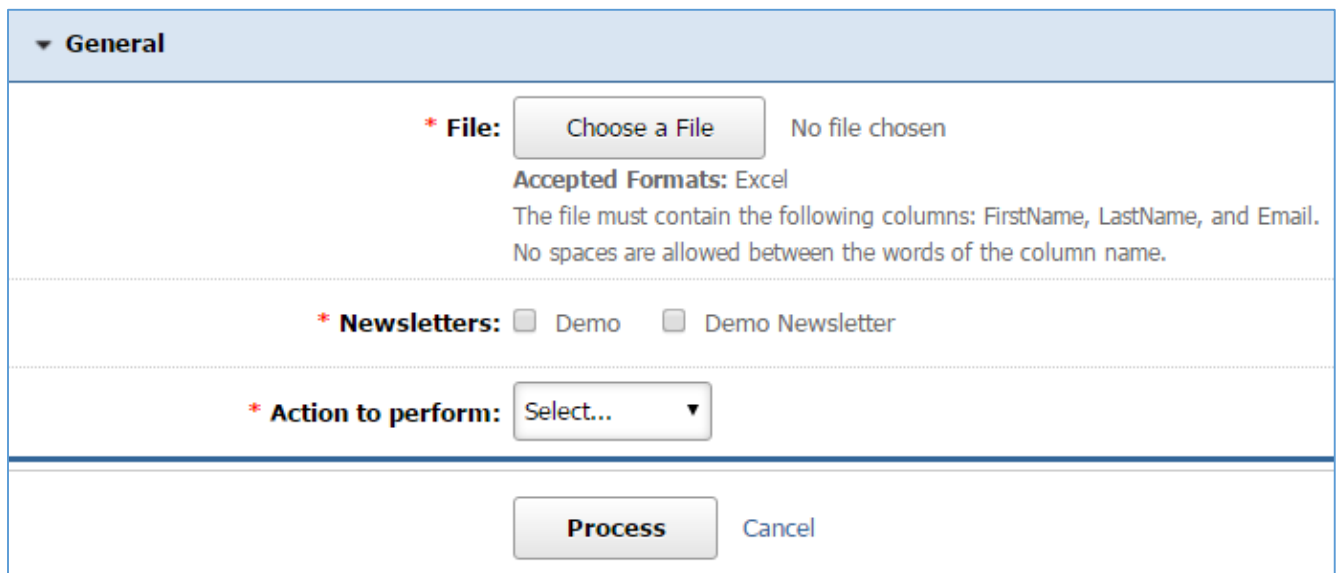
2. Select **Manage Subscribers** located on the left of the yellow star on the upper menu of the page.



Any Newsletter Search... Search Show All Export All Subscribers **Manage Subscribers** Add New Subscriber

<input type="checkbox"/>	Name	Email	Newsletters	Actions
<input type="checkbox"/>	Global Reach	test@globalreach.com	Demo, Demo Newsletter	 

3. Subscribe or unsubscribe the subscribers in a selected list.



**General**

\* **File:**  No file chosen  
**Accepted Formats:** Excel  
The file must contain the following columns: FirstName, LastName, and Email.  
No spaces are allowed between the words of the column name.

\* **Newsletters:**  Demo  Demo Newsletter








\* **Action to perform:**

4. Click **Process** at the bottom of the page.

## Exporting All Subscribers



- From the main page of the administrative website. Select **Subscribers**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **News • Categories**  
Manage news items for your organization.
-  **Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
-  **Partners**  
Manage partners for your organization.
-  **Photo Albums**  
Manage the photo albums for your organization.
-  **Products • Categories**  
Manage products for your organization.

- Select **Export All Subscribers**, located on the upper menu of the page.

Any Newsletter ▾ Search... Search Show All **Export All Subscribers** Manage Subscribers Add New Subscriber

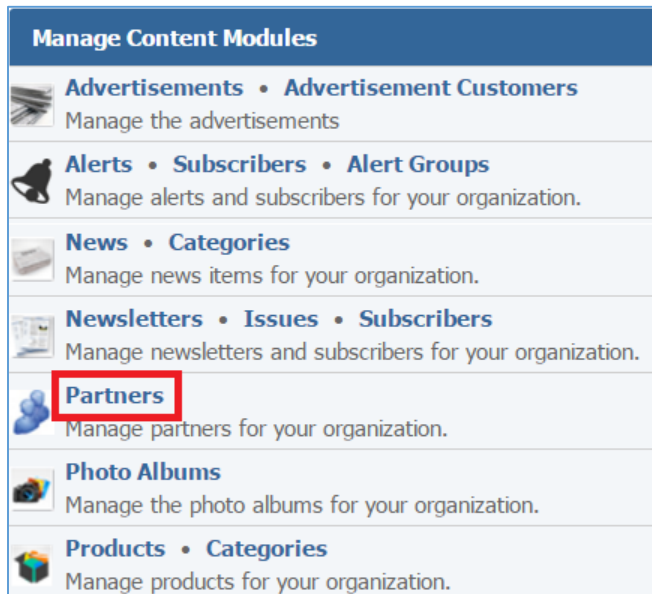
<input type="checkbox"/>	Name	Email	Newsletters	Actions
<input type="checkbox"/>	Global Reach	test@globalreach.com	Demo, Demo Newsletter	 

# Partners Module

After you've set up a dynamic module page that uses the **Partners** module, please refer to the instructions below for learning how to manage Partners.

## Creating a Partner

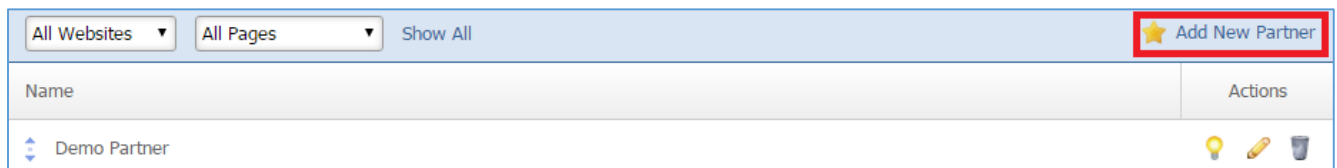
1. From the main page of the administrative website, select **Partners**, located under the **Manage Content Modules** box



The screenshot shows a sidebar menu titled "Manage Content Modules". It contains several items, each with an icon and a description. The "Partners" item is highlighted with a red box. The items are:

- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- News • Categories**: Manage news items for your organization.
- Newsletters • Issues • Subscribers**: Manage newsletters and subscribers for your organization.
- Partners**: Manage partners for your organization.
- Photo Albums**: Manage the photo albums for your organization.
- Products • Categories**: Manage products for your organization.

2. Select **Add New Partner** located next to the yellow star on the upper right of the page.



The screenshot shows the "Partners" management interface. At the top, there are filters for "All Websites" and "All Pages", and a "Show All" link. On the right, there is a yellow star icon and a button labeled "Add New Partner", which is highlighted with a red box. Below this is a table with two columns: "Name" and "Actions". The table contains one row with the name "Demo Partner" and three action icons (a lightbulb, a pencil, and a trash can).

3. Fill out the fields for your new partner.

**▼ General**

\* **Name:**

Website:

Description:

Image:  No file chosen  
 Accepted Formats: PNG, JPEG, GIF

Document:  No file chosen  
 Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint

\* **Enabled:**  ▼

Feed Title:

Feed URL:

**▼ Feed Description**

Normal ▾ Styles ▾ **B** *I* U ~~I<sub>x</sub>~~ Source ABC

body p

**▼ Mission Statement**

Normal ▾ Styles ▾ **B** *I* U ~~I<sub>x</sub>~~ Source ABC

body p

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:  ▼

Meta Description:

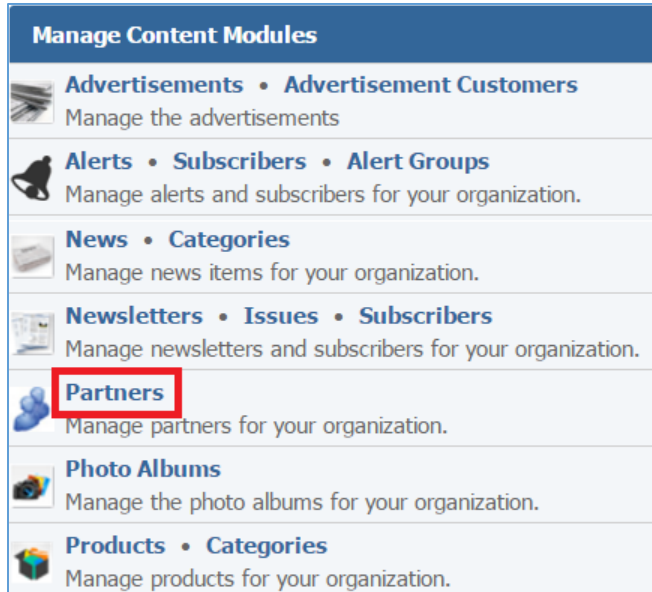
▼ **Pages**

Website	Page	Display	Approved
Demo	Demo Partners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click **Save** at the bottom of the page.

## Editing a Partner

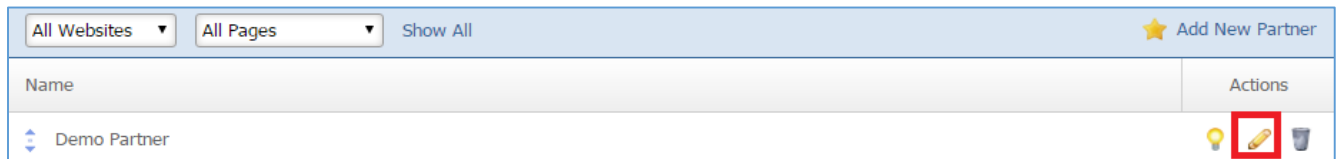
1. From the main page of the administrative website, select **Partners**, located under the **Manage Content Modules** box.



**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

2. Select the **Pencil** icon located next to the partner you wish to edit.










All Websites ▾ All Pages ▾ Show All ★ Add New Partner

Name	Actions
⌵ Demo Partner	💡 <b>✎</b> 🗑️




3. Edit the partner fields.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Partner

1. From the main page of the administrative website, select **Partners**, located under the **Manage Content Modules** box.

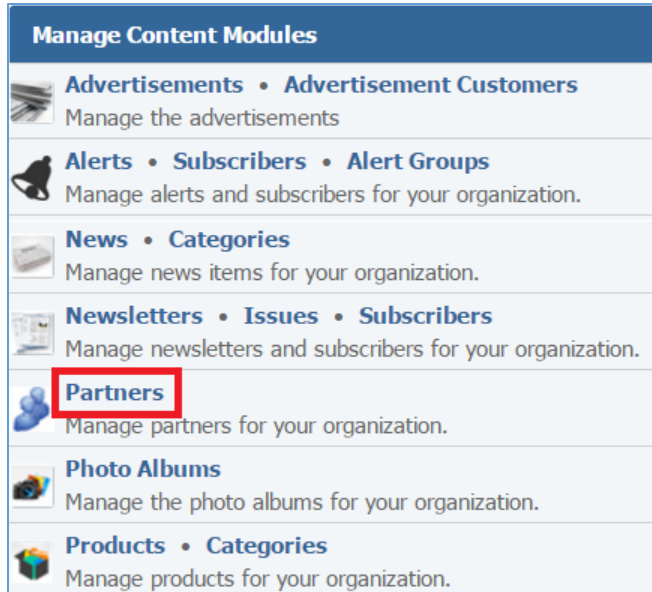
Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	

2. Select the **Lamp** icon located next to the partner you wish to enable or disable.

All Websites ▾ All Pages ▾ Show All <span style="float: right;">★ Add New Partner</span>	
Name	Actions
⬆ Demo Partner	  

## Removing a Partner

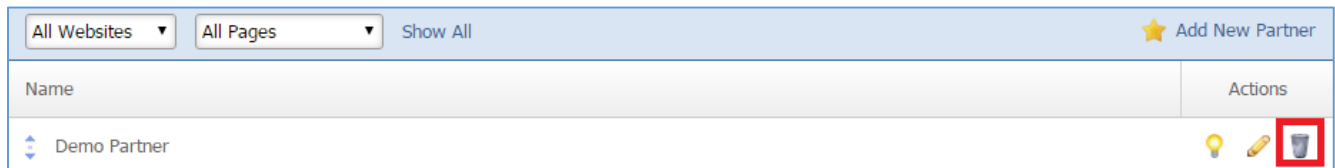
- From the main page of the administrative website, select **Partners**, located under the **Manage Content Modules** box.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

- Select the **Trash** icon located next to the partner you wish to remove.



All Websites ▾ All Pages ▾ Show All ★ Add New Partner

Name	Actions
Demo Partner	  

- You will be asked to confirm that you wish to remove the partner. Click **OK**.

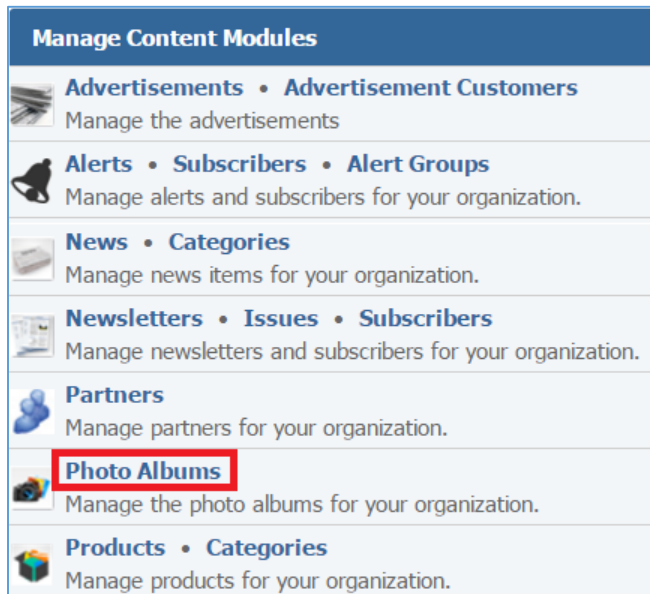


# Photo Albums Module

Once you've set up a dynamic module page that uses the Photo Albums module, please refer to the instructions below for learning how to manage Photo Albums.

## Creating a Photo Album

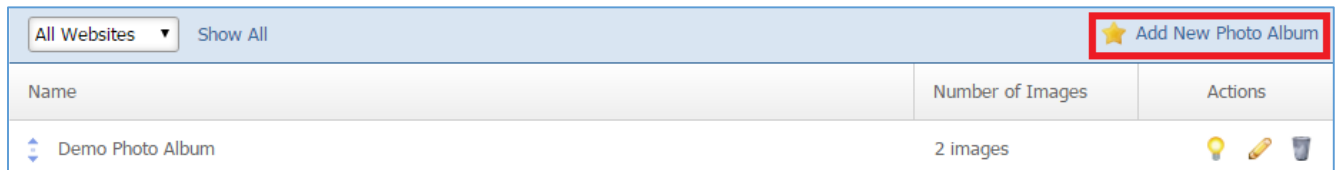
1. From the main page of the administrative website, select **Photo Albums**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers: Manage the advertisements
- Alerts • Subscribers • Alert Groups: Manage alerts and subscribers for your organization.
- News • Categories: Manage news items for your organization.
- Newsletters • Issues • Subscribers: Manage newsletters and subscribers for your organization.
- Partners: Manage partners for your organization.
- Photo Albums**: Manage the photo albums for your organization. (This item is highlighted with a red box)
- Products • Categories: Manage products for your organization.

2. Select **Add New Photo Album** located next to the yellow star on the upper right of the page.



The screenshot shows the management interface for photo albums. At the top, there is a dropdown menu for "All Websites" and a "Show All" link. On the right, there is a yellow star icon and a button labeled "Add New Photo Album", which is highlighted with a red box. Below this is a table with the following columns: Name, Number of Images, and Actions.

Name	Number of Images	Actions
Demo Photo Album	2 images	  

3. Fill out the fields for your new photo album.

## General Details

<b>▼ General</b>	
<b>* Name:</b>	<input type="text"/>
Image:	<input type="button" value="Choose a File"/> No file chosen Accepted Formats: PNG, JPEG, GIF
<b>* Display Mode:</b>	<input type="button" value="Embedded In Page"/> ▼ Embedded in Page: The slideshow will be displayed inside the page body and the thumbnails will be shown in a strip underneath. Page Overlay: The thumbnail images will be shown spread out on the page. Clicking a thumbnail will activate the slideshow in a popup window.
<b>* Image Transition Type:</b>	<input type="button" value="Fade"/> ▼
<b>* Image Transition Interval:</b>	<input type="button" value="3"/> ▼ seconds
Start Automatically:	<input type="button" value="Yes"/> ▼
Show Thumbnails:	<input type="button" value="Yes"/> ▼
<b>* Enabled:</b>	<input type="button" value="Yes"/> ▼
<b>▼ Photo Album Dimensions</b>	
<b>* Photo Album Image Width:</b>	<input type="text"/> px Display width for photos in this album (resized automatically)
<b>* Photo Album Image Height:</b>	<input type="text"/> px Display height for photos in this album (resized automatically)

**▼ Description**

Format ▾ Styles ▾
**B** *I* U ~~X~~
☰ ☰ ☰ ☰
☰ ☰ ☰ ☰
☰ ☰ ☰ ☰
Ω 🔗 🔗 ↶ ↷ 📄 Source ABC ↻

**▼ Content Optimization**

**\* Window Title:**

---

**\* Alias:**

---

Visible to Search Engines:

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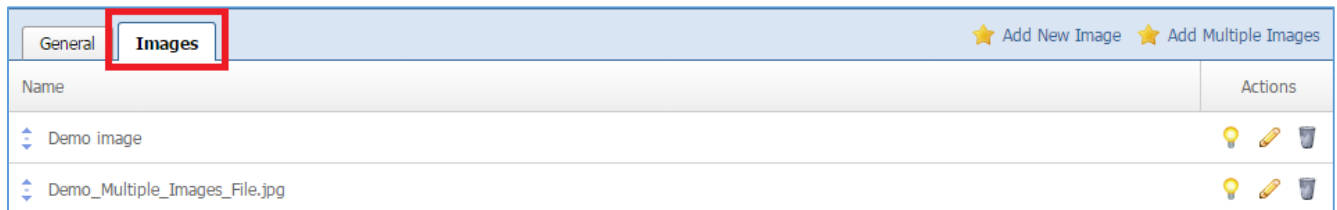
Meta Description:

**▼ Pages**

Website	Page	Display	Approved
Demo	Demo Photo Album	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

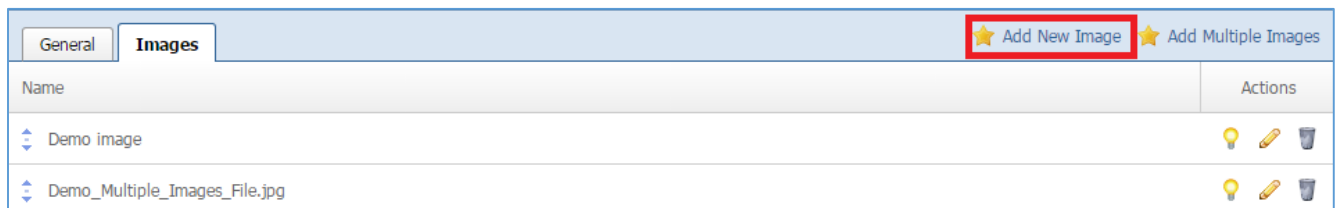
## Managing Photo Album Images

Once you first save a new photo album, go to the **Images** tab to manage the images of your photo album.

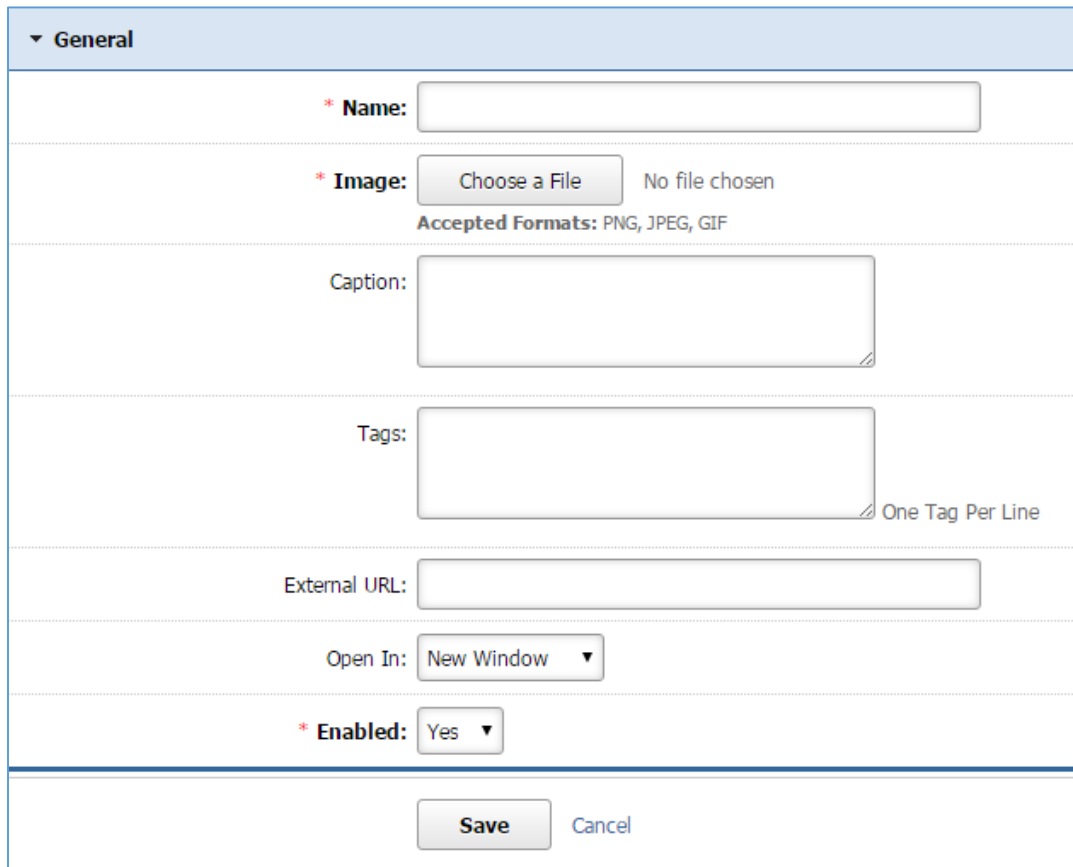


### Creating a New Image

1. Select **Add New Image** located next to the first yellow star on the upper right of the page.



2. Fill out the fields for your new image.



The screenshot shows the 'General' form for adding a new image. The form is titled 'General' and has the following fields:

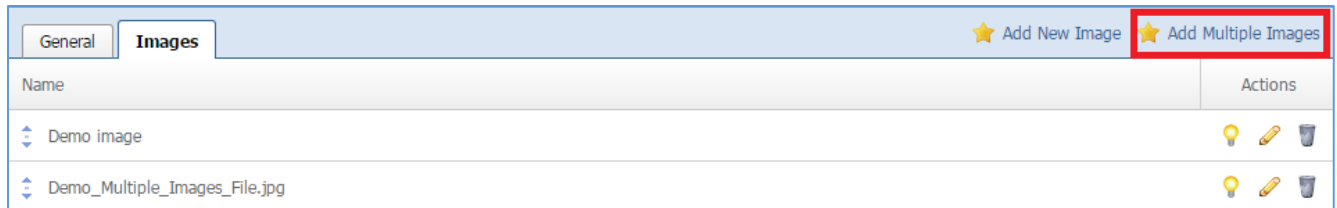
- Name:** A text input field with a red asterisk indicating it is required.
- Image:** A file selection area with a 'Choose a File' button and the text 'No file chosen'. Below it, it says 'Accepted Formats: PNG, JPEG, GIF'.
- Caption:** A text input field.
- Tags:** A text input field with a note 'One Tag Per Line' at the bottom right.
- External URL:** A text input field.
- Open In:** A dropdown menu currently set to 'New Window'.
- Enabled:** A dropdown menu currently set to 'Yes'.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

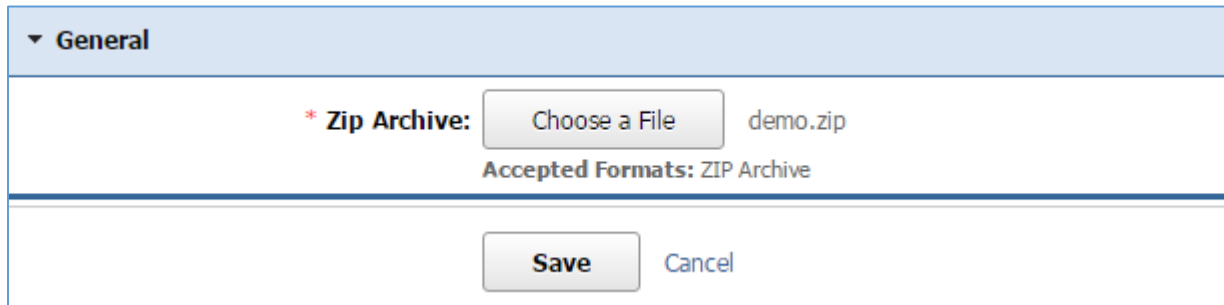
3. Click **Save** at the bottom of the page.

## Creating Multiple Images

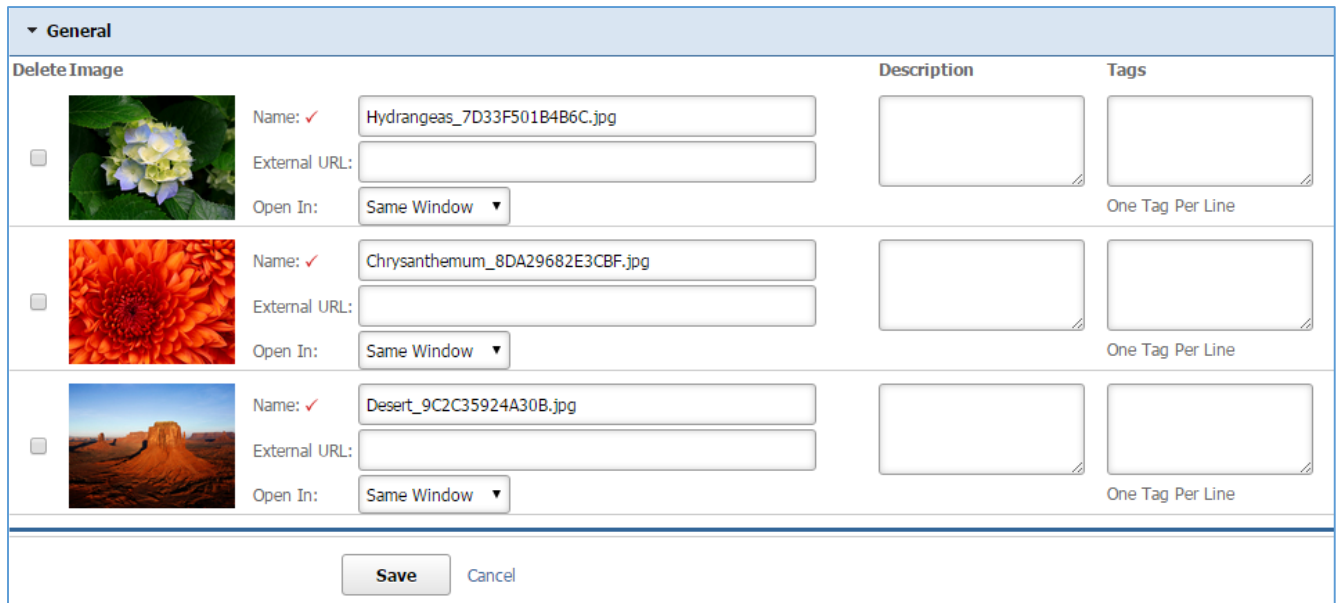
1. Select **Add Multiple Images** located next to the first yellow star on the upper right of the page.



2. Choose a Zip Archive file from your PC.



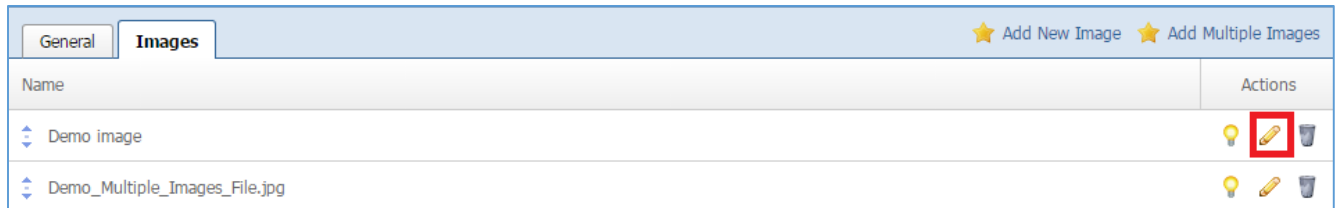
3. Click **Save** at the bottom of the page.
4. Enter the details for each of the image in the selected file.



5. Once you have entered the details, click **Save** at the bottom of the page.

## Editing an Image

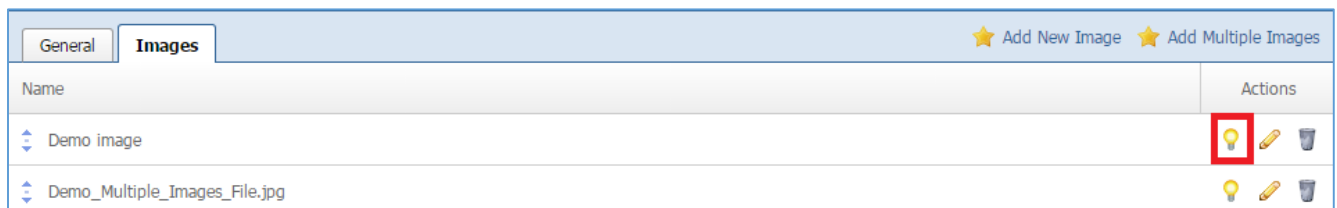
1. Select the **Pencil** icon located to the right of the image you wish to edit.



2. Edit the image.
3. Once you have made the desired changes, click **Save** at the bottom of the page.
4. Click **Save** at the bottom of the page.

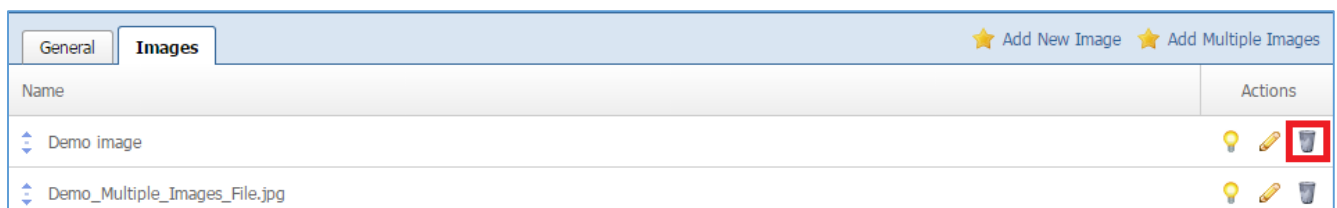
## Enabling / Disabling an Image

1. Select the **Lamp** icon located to the right of the image you wish to enable or disable.



## Removing an Image / Images

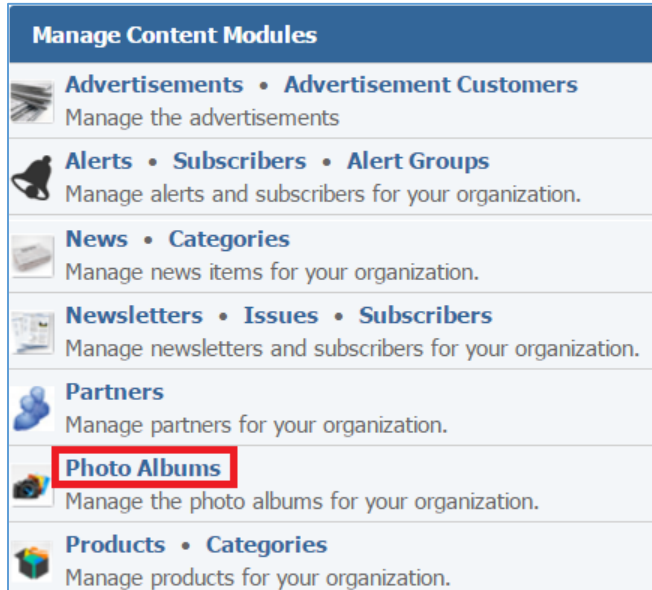
1. Select the **Trash** icon located to the right of the image you wish to remove.



2. You will be asked to confirm that you wish to remove the image. Select **OK**.

## Editing a Photo Album

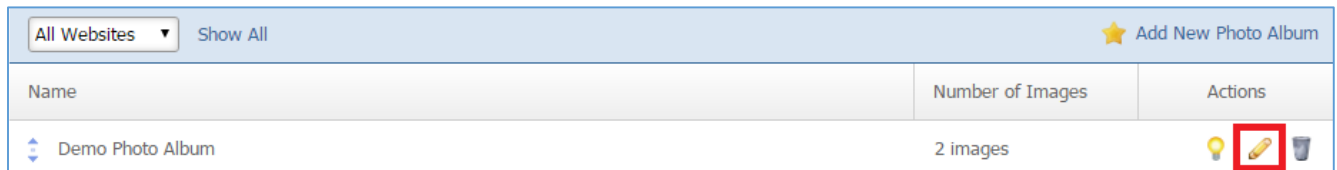
1. From the main page of the administrative website, select **Photo Albums**, located under the **Manage Content Modules** box.



**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

2. Select the **Pencil** icon located next to the photo album you wish to edit.



All Websites ▾ Show All ★ Add New Photo Album








Name	Number of Images	Actions
⬆ Demo Photo Album	2 images	💡 <b>✎</b> 🗑

3. Edit the photo album.
4. Once you have made the desired changes, click **Save** at the bottom of the page.





## Enabling / Disabling a Photo Album

1. From the main page of the administrative website, select **Photo Albums**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **News • Categories**  
Manage news items for your organization.
-  **Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
-  **Partners**  
Manage partners for your organization.
-  **Photo Albums**  
Manage the photo albums for your organization.
-  **Products • Categories**  
Manage products for your organization.

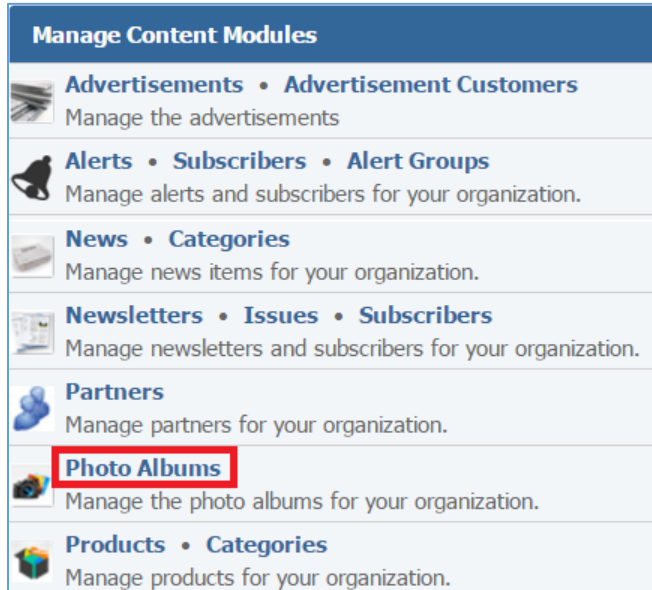
2. Select the **Lamp** icon located next to the photo album you wish to enable or disable.

All Websites ▾ Show All		★ Add New Photo Album
Name	Number of Images	Actions
 Demo Photo Album	2 images	  



## Removing a Photo Album

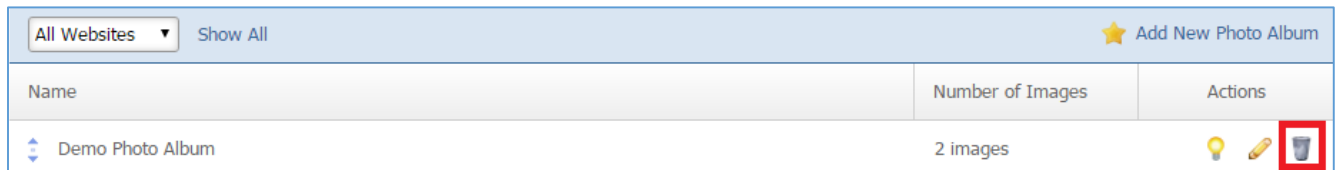
1. From the main page of the administrative website, select **Photo Albums**, located under the **Manage Content Modules** box.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

2. Select the **Trash** icon located next to the photo album you wish to remove.



All Websites Show All Add New Photo Album

Name	Number of Images	Actions
Demo Photo Album	2 images	  

3. Once you have made the desired changes, you will be asked to confirm that you wish to remove the photo album. Click **OK**.







# Products Module

After you've set up a dynamic module that uses the Products module, please refer to the instructions below for learning how to manage Products Categories and Products.





## Products Categories

### Creating a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules**. Many of our modules have a Category option, so be sure you are selecting the category next to the Products.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • <u>Categories</u></b> Manage products for your organization.	

2. Select **Add New Category**, located next to the yellow star on the upper right of your page.








Add New Category	
Name	Actions
 Demo Product Category	  

3. Fill out the fields for your new category.







## Editing a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules**. Many of our modules have a Category option, so be sure you are selecting the category next to the Products.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	








2. Select the **Pencil** icon located next to the category you wish to edit.

★ Add New Category	
Name	Actions
 Demo Product Category	  





3. Edit the category.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules**. Many of our modules have a Category option, so be sure you are selecting the category next to the Products.








Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	

2. Select the **Lamp** icon located next to the category you wish to enable or disable.





★ Add New Category	
Name	Actions
 Demo Product Category	  

## Removing a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules**. Many of our modules have a Category option, so be sure you are selecting the category next to the Products.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	

2. Select the **Trash** icon located next to the category you wish to remove.

★ Add New Category	
Name	Actions
 Demo Product Category	  








3. You will be asked to confirm that you wish to remove the category. Click **OK**.

## Products





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### Creating a Products

1. From the main page of the administrative website, select **Products**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	

2. Select **Add New Product** located next to the yellow star on the upper right of the page.

All Websites ▾ All Pages ▾ All Categories ▾ Show All		★ Add New Product
Name	Actions	
⌵ Demo Product	   	

3. Fill out the fields for your new product.





▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:  ▼

Meta Description:

▼ **Categories**

Demo Product Category

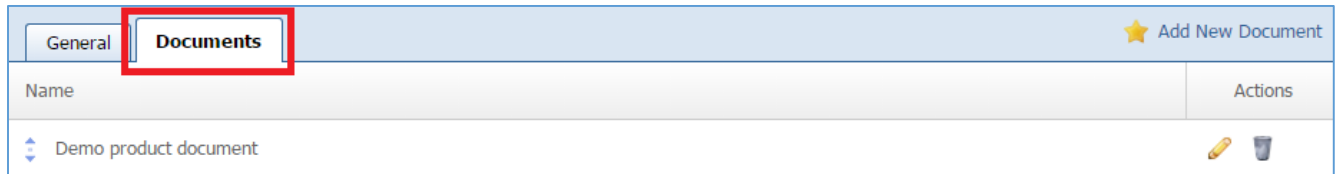
▼ **Pages**

Website	Page	Display	Approved
Demo	Demo Products	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click **Save** at the bottom of the page.

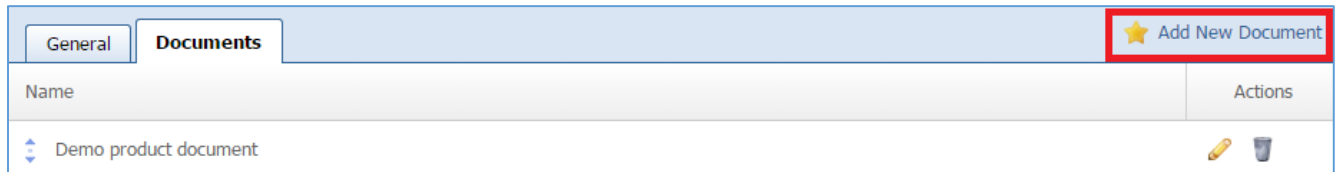
## Documents

Once you save the new product, go to the **Documents** tab to manage its documents.



### Creating a Document

1. Select **Add New Document** located next to the yellow star on the upper right of the page.



2. Fill out the fields for your new document.

A screenshot of a form for creating a new document. The form has two tabs: 'General' and 'Documents', with 'Documents' selected. The form contains the following fields:

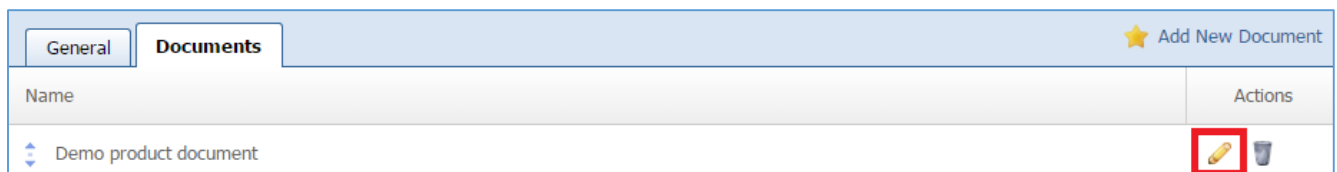
- \* Name: [Text input field]
- Description: [Text input field]
- \* Document: [Choose a File button] No file chosen

Below the 'Document' field, it says 'Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint, QuickTime'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

3. Click **Save** at the bottom of the page.

### Editing a Document

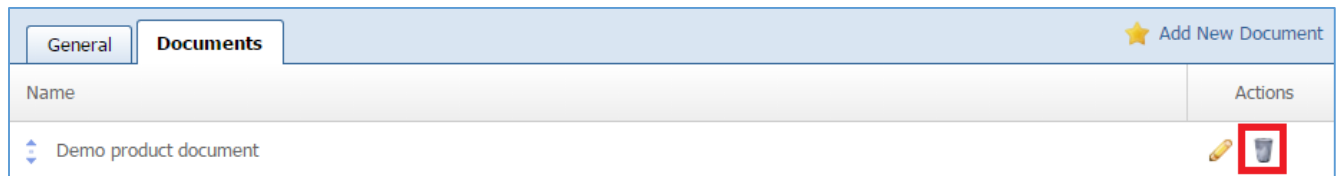
1. Select the **Pencil** icon located next to the document you wish to edit.



2. Edit the document.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

### Removing a Document








1. Select the **Trash** icon located next to the document you wish to remove.







2. You will be asked to confirm that you wish to remove the document.

## Editing a Product

1. From the main page of the administrative website, select **Products**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	








2. Select the **Pencil** icon located next to the product you wish to edit.

All Websites ▾ All Pages ▾ All Categories ▾ Show All <span style="float: right;">★ Add New Product</span>	
Name	Actions
⬆ Demo Product	   






3. Edit the product.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Managing Product Documents

1. From the main page of the administrative website, select **Products**, located under the **Manage Content Modules**.








Manage Content Modules	
 <b>Advertisements</b> • <b>Advertisement Customers</b> Manage the advertisements	
 <b>Alerts</b> • <b>Subscribers</b> • <b>Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News</b> • <b>Categories</b> Manage news items for your organization.	
 <b>Newsletters</b> • <b>Issues</b> • <b>Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products</b> • <b>Categories</b> Manage products for your organization.	

2. Select the **Documents** icon located next to the document of which you wish to manage its documents.






All Websites ▾ All Pages ▾ All Categories ▾ Show All <span style="float: right;">★ Add New Product</span>	
Name	Actions
 Demo Product	   

## Enabling / Disabling a Product

1. From the main page of the administrative website, select **Products**, located under the **Manage Content Modules**.

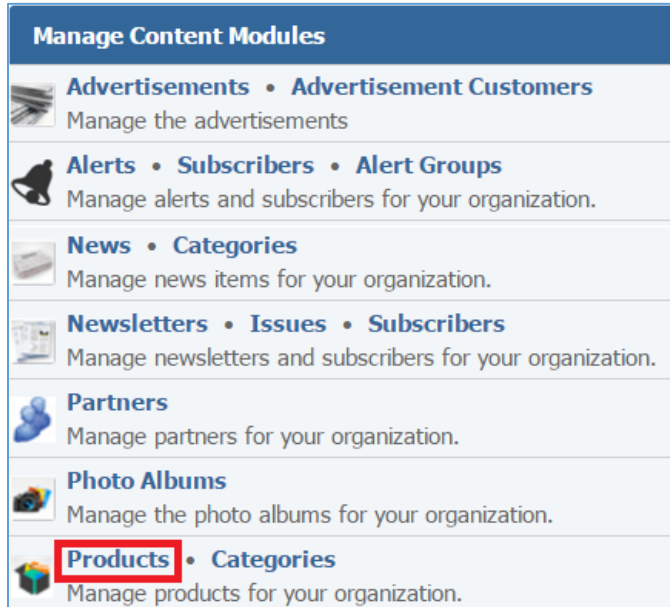
Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>News • Categories</b> Manage news items for your organization.	
 <b>Newsletters • Issues • Subscribers</b> Manage newsletters and subscribers for your organization.	
 <b>Partners</b> Manage partners for your organization.	
 <b>Photo Albums</b> Manage the photo albums for your organization.	
 <b>Products • Categories</b> Manage products for your organization.	

2. Select the **Lamp** icon located next to the product you wish to enable or disable.

All Websites ▾ All Pages ▾ All Categories ▾ Show All <span style="float: right;">★ Add New Product</span>	
Name	Actions
 Demo Product	   

## Removing a Product

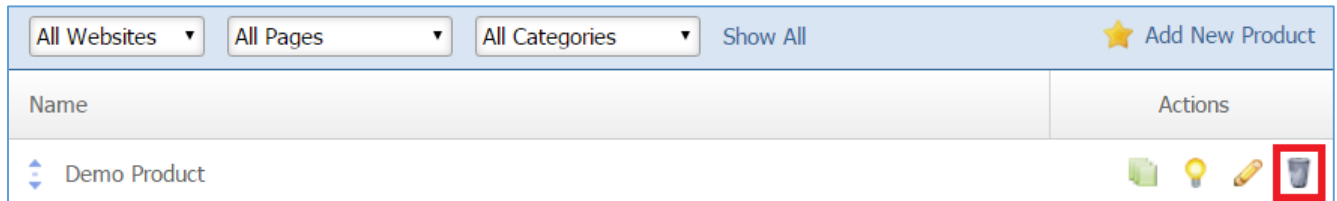
1. From the main page of the administrative website, select **Products**, located under the **Manage Content Modules**.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- News • Categories**  
Manage news items for your organization.
- Newsletters • Issues • Subscribers**  
Manage newsletters and subscribers for your organization.
- Partners**  
Manage partners for your organization.
- Photo Albums**  
Manage the photo albums for your organization.
- Products • Categories**  
Manage products for your organization.

2. Select the **Trash** icon located next to the product you wish to remove.



All Websites ▾ All Pages ▾ All Categories ▾ Show All ★ Add New Product

Name	Actions
⬆ Demo Product	  

3. You will be asked to confirm that you wish to remove the product. Click **OK**.

# Posts Module

After you've set up a dynamic module page that uses the Posts module, please refer to the instructions below for learning how to manage Posts Categories, Tags, Posts and Comments.

## Posts Categories

### Creating a Category

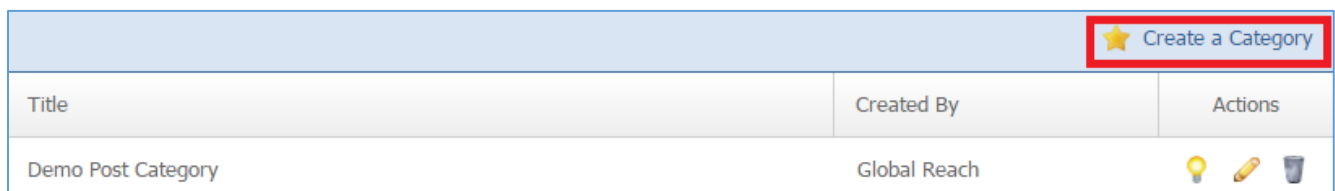
1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a category option, so be sure you are selecting the category next to the Posts.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

2. Select **Create a Category** located next to the yellow star on the upper right of the page.



★ Create a Category		
Title	Created By	Actions
Demo Post Category	Global Reach	  

3. Fill out the fields for your new category.


































**General**

\* Title:

\* Enabled: Yes ▾

**Content**

Normal ▾ Styles ▾ **B** *I* U *I<sub>x</sub>*                                 




## Editing a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a category option, so be sure you are selecting the category next to the Posts.

### Manage Content Modules

-  **Advertisements** • **Advertisement Customers**  
Manage the advertisements
-  **Alerts** • **Subscribers** • **Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries** • **Blog Categories** • **Bad Words**  
Manage the blogs.
-  **Events** • **Categories** • **Attendees**  
Manage the calendar of events for your organization.
-  **Posts** • **Categories** • **Tags** • **Comments**  
Manage posts for your organization.
-  **Resources** • **Categories**  
Manage the resources for your organization.

2. Select the **Pencil** icon located next to the category you wish to edit.

★ Create a Category		
Title	Created By	Actions
Demo Post Category	Global Reach	  

3. Edit the category fields.
4. Once you have made the desired changes, click **Save** at the bottom of the page.




## Enabling / Disabling a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a category option, so be sure you are selecting the category next to the Posts.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Posts • Categories • Tags • Comments**  
Manage posts for your organization.
-  **Resources • Categories**  
Manage the resources for your organization.

2. Select the **Lamp** icon located next to the category you wish to enable or disable.

★ Create a Category		
Title	Created By	Actions
Demo Post Category	Global Reach	  




## Removing a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a category option, so be sure you are selecting the category next to the Posts.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Posts • Categories • Tags • Comments**  
Manage posts for your organization.
-  **Resources • Categories**  
Manage the resources for your organization.

2. Select the **Trash** icon located next to the category you wish to remove.

★ Create a Category		
Title	Created By	Actions
Demo Post Category	Global Reach	  

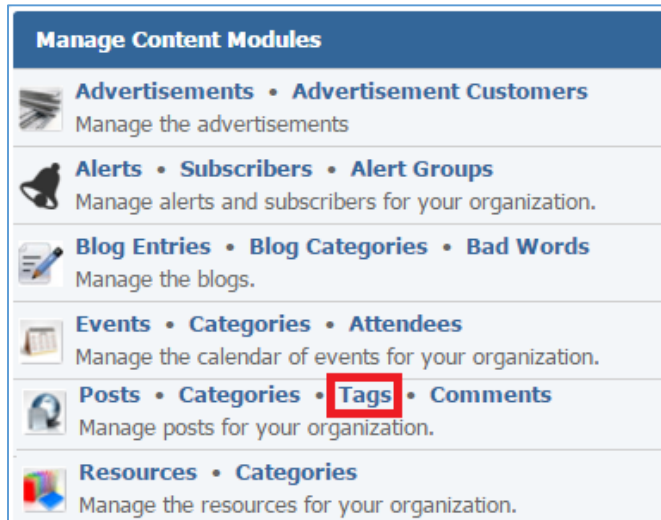
3. You will be asked to confirm that you wish to remove the category. Click **OK**.

## Tags

---

### Creating a Tag

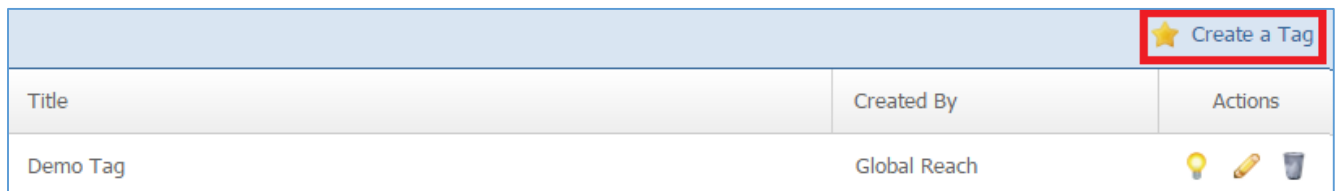
1. From the main page of the administrative website, select **Tags**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". It contains several categories with sub-links and descriptions:

- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**: Manage posts for your organization. (The "Tags" link is highlighted with a red box.)
- Resources • Categories**: Manage the resources for your organization.

2. Select **Create a Tag** located next to the yellow star on the upper right of the page.



The screenshot shows a table with a header row and one data row. The "Create a Tag" button is highlighted with a red box in the top right corner of the table area.

Create a Tag		
Title	Created By	Actions
Demo Tag	Global Reach	  





3. Fill out the fields for your new tag.







## Editing a Tag

1. From the main page of the administrative website, select **Tags**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Posts • Categories • Tags • Comments**  
Manage posts for your organization.
-  **Resources • Categories**  
Manage the resources for your organization.

2. Select the **Pencil** icon located next to the tag you wish to edit.





 Create a Tag		
Title	Created By	Actions
Demo Tag	Global Reach	  

3. Edit the tag.
4. Once you have made the desired changes, click **Save** at the bottom of the page.





## Enabling / Disabling a Tag

1. From the main page of the administrative website, select **Tags**, located under the **Manage Content Modules** box.

**Manage Content Modules**

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Posts • Categories • Tags • Comments**  
Manage posts for your organization.
-  **Resources • Categories**  
Manage the resources for your organization.

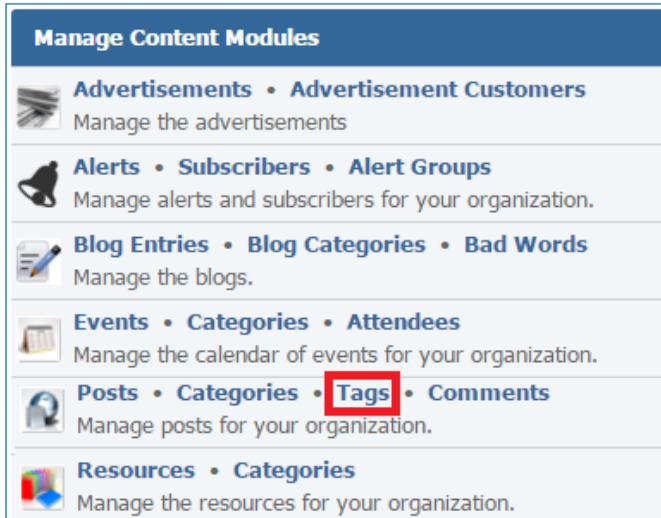
2. Select the **Lamp** icon located next to the tag you wish to enable or disable.

 Create a Tag		
Title	Created By	Actions
Demo Tag	Global Reach	  



## Removing a Tag

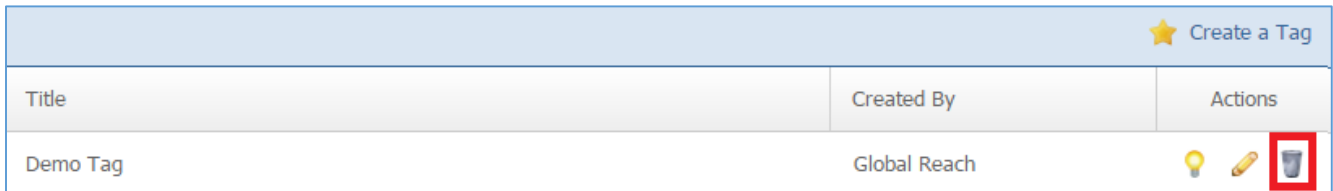
1. From the main page of the administrative website, select **Tags**, located under the **Manage Content Modules** box.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • **Tags** • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

2. Select the **Trash** icon located next to the tag you wish to remove.



★ Create a Tag		
Title	Created By	Actions
Demo Tag	Global Reach	  

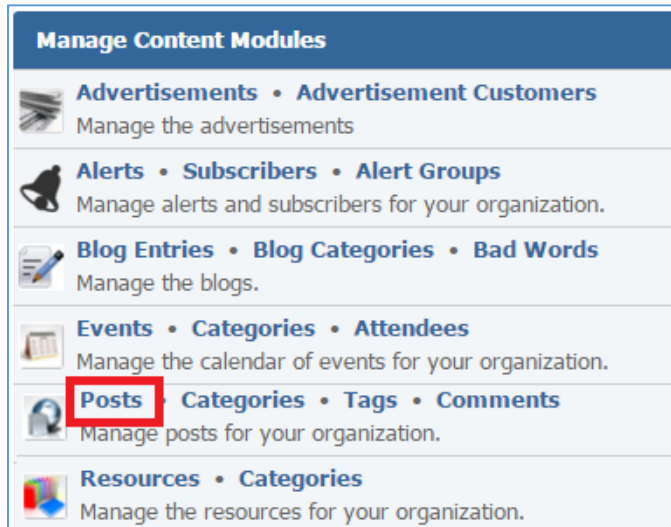
3. You will be asked to confirm that you wish to remove the tag. Click **OK**.

## Posts

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### Creating a Post

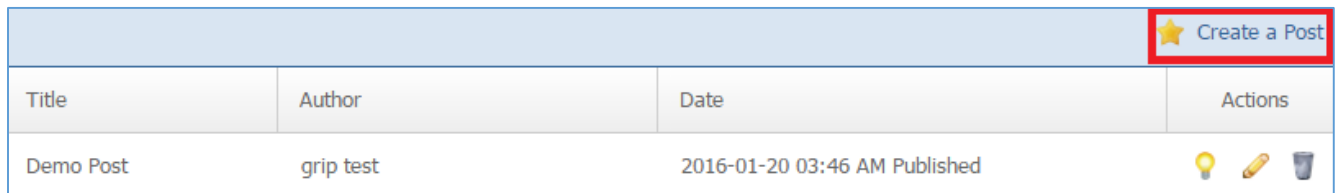
1. From the main page of the administrative website, select **Posts**, located under the **Manage Content Modules** box.







**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

2. Select **Create a Post** located next to the yellow star on the upper right of the page.



				 Create a Post
Title	Author	Date	Actions	
Demo Post	grip test	2016-01-20 03:46 AM Published		 

3. Fill out the fields for your new post.



## Editing a Post

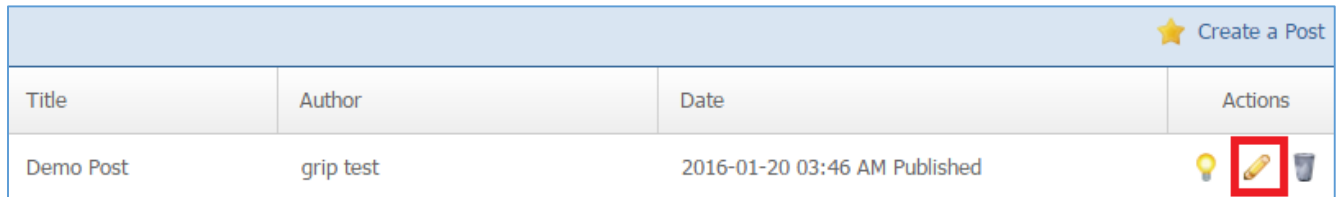
1. From the main page of the administrative website, select **Posts**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". It contains several categories, each with an icon and a description. The "Posts" category is highlighted with a red box. The categories are:

- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**: Manage posts for your organization.
- Resources • Categories**: Manage the resources for your organization.

2. Select the **Pencil** icon located next to the post you wish to edit.



The screenshot shows a table with a header row and one data row. The header row has columns for Title, Author, Date, and Actions. The data row shows a "Demo Post" by "grip test" published on "2016-01-20 03:46 AM". In the Actions column, there are three icons: a lightbulb, a pencil (highlighted with a red box), and a trash can. A "Create a Post" button is visible in the top right corner.


Title	Author	Date	Actions
Demo Post	grip test	2016-01-20 03:46 AM Published	  

3. Edit the post.
4. Once you have made the desired changes, click **Save** at the bottom of the page.




## Enabling / Disabling a Post

1. From the main page of the administrative website, select **Posts**, located under the **Manage Content Modules** box.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Posts** • Categories • Tags • Comments  
Manage posts for your organization.
-  **Resources • Categories**  
Manage the resources for your organization.

2. Select the **Lamp** icon located next to the post you wish to enable or disable.

★ Create a Post			
Title	Author	Date	Actions
Demo Post	grip test	2016-01-20 03:46 AM Published	  

## Removing a Post

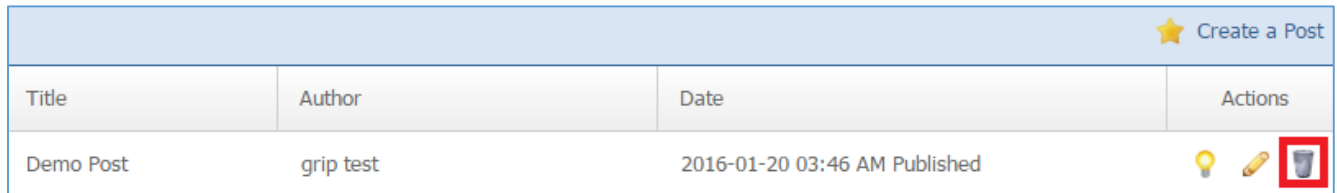
1. From the main page of the administrative website, select **Posts**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". It contains several categories, each with an icon and a list of sub-items. The "Posts" category is highlighted with a red box. The sub-items for "Posts" are "Categories", "Tags", and "Comments".

Manage Content Modules	
 <b>Advertisements</b> • <b>Advertisement Customers</b>	Manage the advertisements
 <b>Alerts</b> • <b>Subscribers</b> • <b>Alert Groups</b>	Manage alerts and subscribers for your organization.
 <b>Blog Entries</b> • <b>Blog Categories</b> • <b>Bad Words</b>	Manage the blogs.
 <b>Events</b> • <b>Categories</b> • <b>Attendees</b>	Manage the calendar of events for your organization.
 <b>Posts</b> • <b>Categories</b> • <b>Tags</b> • <b>Comments</b>	Manage posts for your organization.
 <b>Resources</b> • <b>Categories</b>	Manage the resources for your organization.

2. Select the **Trash** icon located next to the post you wish to remove.



The screenshot shows a table with columns for Title, Author, Date, and Actions. A "Create a Post" button is visible in the top right corner. The "Trash" icon in the "Actions" column is highlighted with a red box.

★ Create a Post			
Title	Author	Date	Actions
Demo Post	grip test	2016-01-20 03:46 AM Published	  

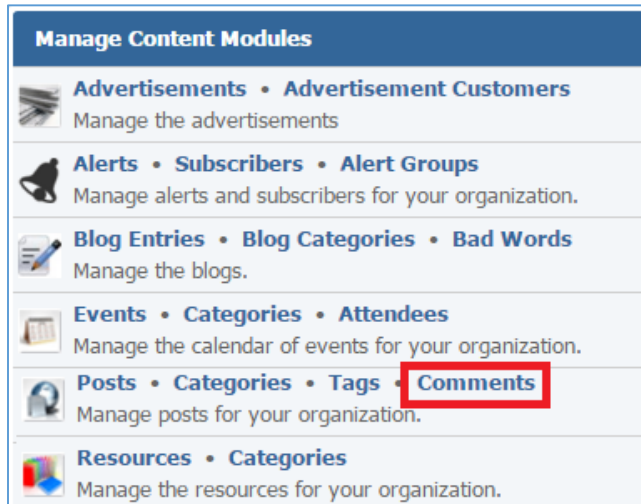
3. You will be asked to confirm that you wish to remove the post. Click **OK**.

## Comments

---

### Creating a Comment

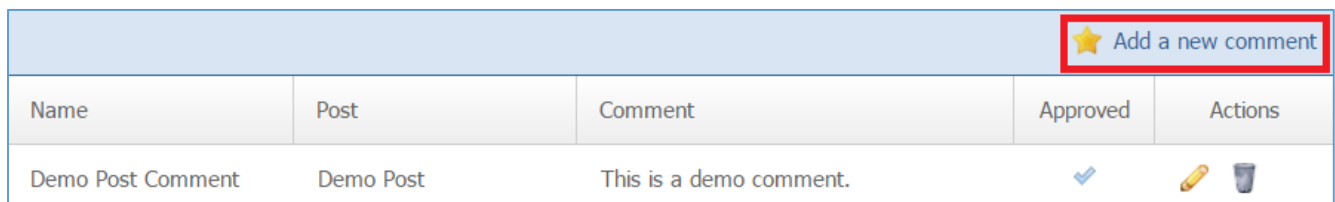
1. From the main page of the administrative website, select **Comments**, located under the **Manage Content Modules** box.





The screenshot shows a sidebar menu titled "Manage Content Modules". It contains several categories with sub-links and descriptions:

- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**: Manage posts for your organization. (The "Comments" link is highlighted with a red box.)
- Resources • Categories**: Manage the resources for your organization.


2. Select **Add New Comment** located next to the yellow star on the upper right of the page.



The screenshot shows a table with a header row and one data row. The "Add a new comment" button is highlighted with a red box in the top right corner.

Name	Post	Comment	Approved	Actions
Demo Post Comment	Demo Post	This is a demo comment.	<input checked="" type="checkbox"/>	 

3. Fill out the fields for your new comment.

 **Posts**  
Comments » Add a new comment

\* **Post:**

\* **Name:**

Email:

Website:

\* **Approved:** Yes ▾

\* **Comments:**

4. Click **Save** at the bottom of the page.



## Editing a Comment

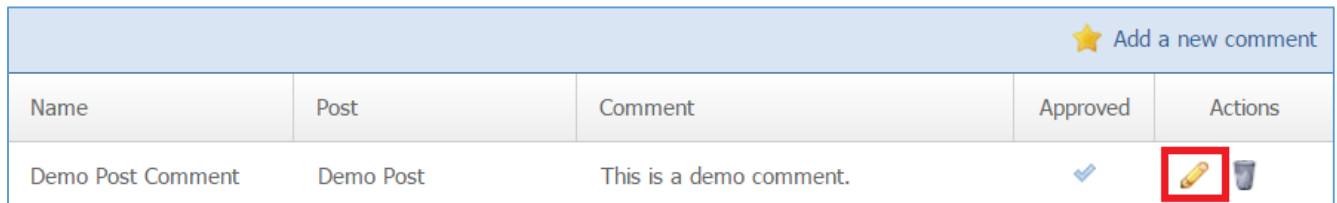
1. From the main page of the administrative website, select **Comments**, located under the **Manage Content Modules** box.



The screenshot shows a sidebar menu titled "Manage Content Modules". It contains several categories with sub-links and descriptions:

- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**: Manage posts for your organization. (The "Comments" link is highlighted with a red box.)
- Resources • Categories**: Manage the resources for your organization.

2. Select the **Pencil** icon located next to the comment you wish to edit.



The screenshot shows a table with a header row and one data row. The header row has columns: Name, Post, Comment, Approved, and Actions. The data row contains: Demo Post Comment, Demo Post, This is a demo comment., a blue checkmark, and a pencil icon (highlighted with a red box) and a trash can icon.

Name	Post	Comment	Approved	Actions
Demo Post Comment	Demo Post	This is a demo comment.		

3. Edit the comment.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Comment

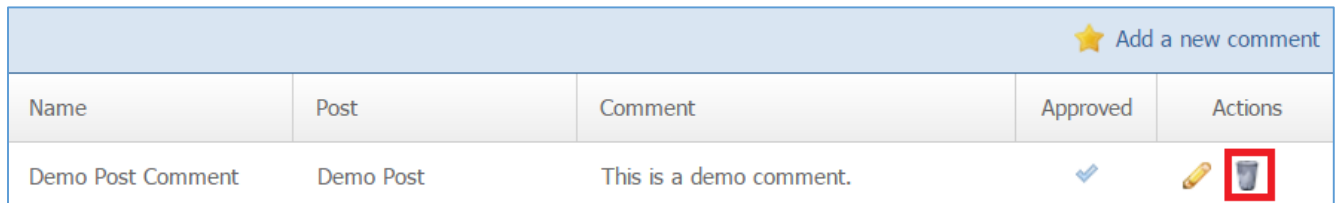
1. From the main page of the administrative website, select **Comments**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". It contains several categories with sub-links and descriptions:

- Advertisements • Advertisement Customers**: Manage the advertisements
- Alerts • Subscribers • Alert Groups**: Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**: Manage the blogs.
- Events • Categories • Attendees**: Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**: Manage posts for your organization. (The "Comments" link is highlighted with a red box.)
- Resources • Categories**: Manage the resources for your organization.

2. Select the **Trash** icon located next to the comment you wish to edit.



The screenshot shows a table with a header row and one data row. The table has five columns: Name, Post, Comment, Approved, and Actions. The "Actions" column contains three icons: a checkmark, a pencil, and a trash can. The trash can icon is highlighted with a red box.

Name	Post	Comment	Approved	Actions
Demo Post Comment	Demo Post	This is a demo comment.	<input checked="" type="checkbox"/>	  

3. You will be asked to confirm that you wish to remove the comment. Click **OK**.

## Approving a Comment

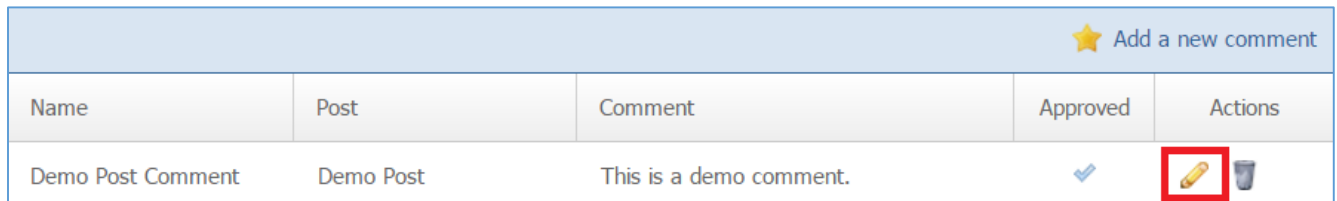
1. From the main page of the administrative website, select **Comments**, located under the **Manage Content Modules** box.





**Manage Content Modules**

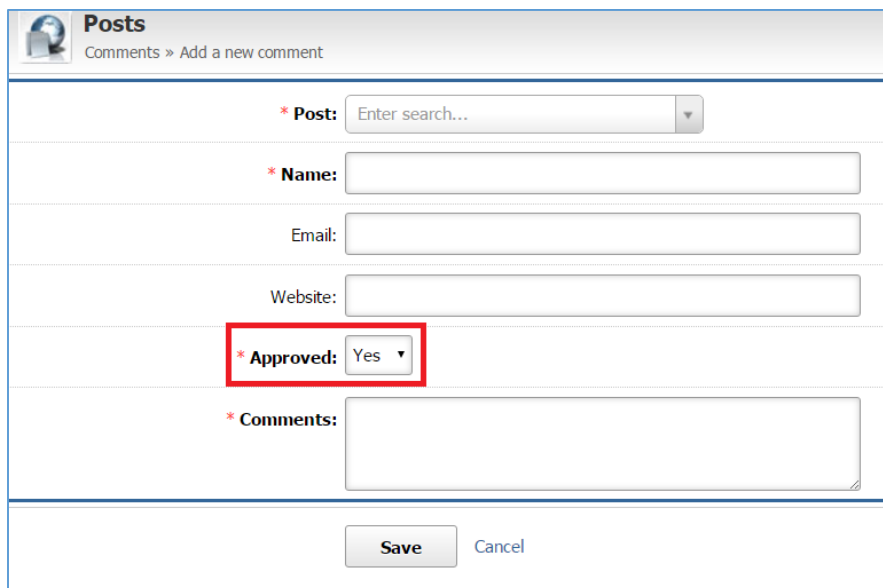
- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**
- Resources • Categories**  
Manage the resources for your organization.

2. Select the **Pencil** icon located next to the comment you wish to approve.



★ Add a new comment				
Name	Post	Comment	Approved	Actions
Demo Post Comment	Demo Post	This is a demo comment.	<input checked="" type="checkbox"/>	 

3. Under the **Approved** drop down list, select 'Yes'.



**Posts**  
Comments » Add a new comment

\* Post:

\* Name:

Email:

Website:

\* Approved:

\* Comments:

4. Click **Save** at the bottom of the page.



# Resources Module

After you've setup a dynamic module that uses the Resources module, please refer to the instructions below for learning how to manage resources categories and resources.

## Resources Categories

### Creating a Category

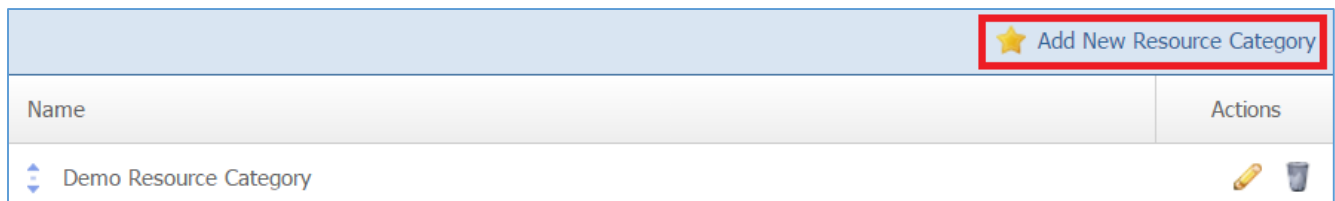
1. From the main page of the administrative website, select **Categories**, located under the **Content Management Modules** box. Many of our modules have a category, so be sure you are selecting the Categories next to the Resources module.





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

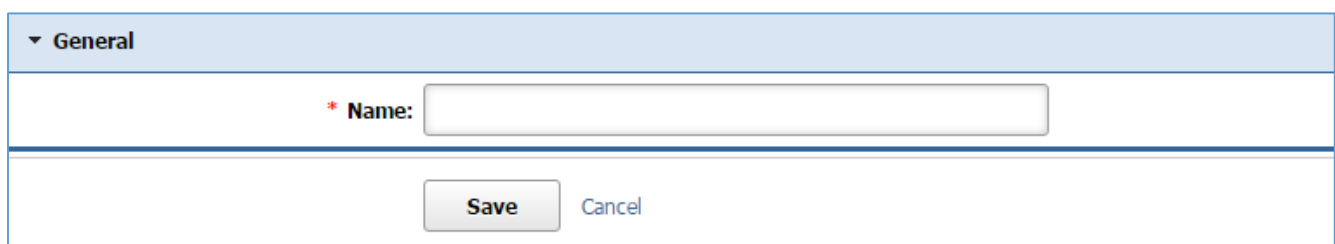
2. Select **Add New Category** located next to the yellow star on the upper right of the page.



**Add New Resource Category**

Name	Actions
Demo Resource Category	 

3. Fill out the **Name** of the category.



**General**

\* Name:

**Save** **Cancel**

4. Click **Save** at the bottom of the page.

## Editing a Category

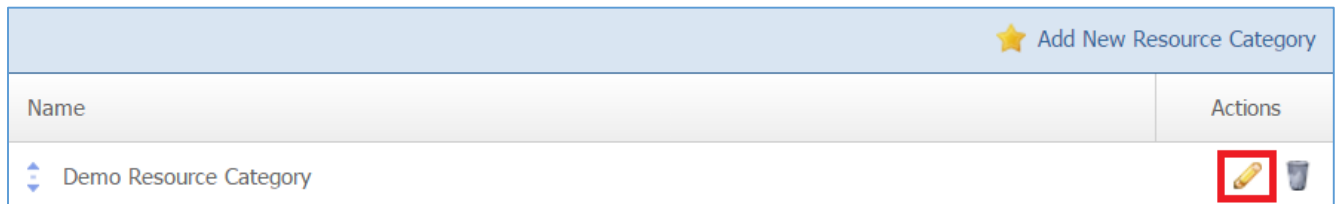
1. From the main page of the administrative website, select **Categories**, located under the **Content Management Modules** box. Many of our modules have a category, so be sure you are selecting the Categories next to the Resources module.





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

2. Select the **Pencil** icon located next to the category you wish to edit.




★ Add New Resource Category	
Name	Actions
Demo Resource Category	 

3. Edit the category.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Category

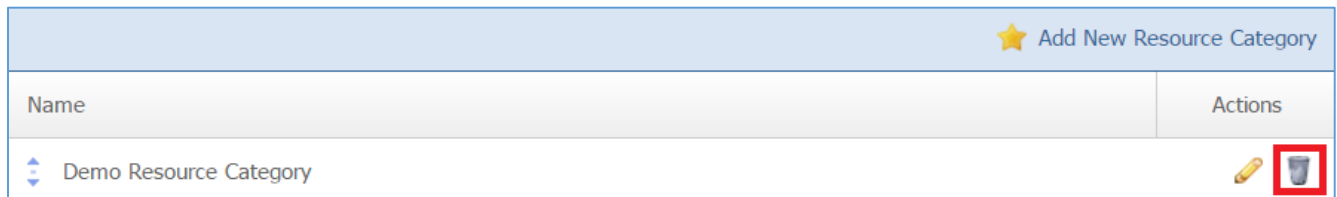
1. From the main page of the administrative website, select **Categories**, located under the **Content Management Modules** box. Many of our modules have a category, so be sure you are selecting the Categories next to the Resources module.





**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

2. Select the **Trash** icon located next to the category you wish to remove.



★ Add New Resource Category	
Name	Actions
⌵ Demo Resource Category	 

3. You will be asked to confirm that you wish to remove the category. Click **OK**.

## Resources

---

### Creating a Resource

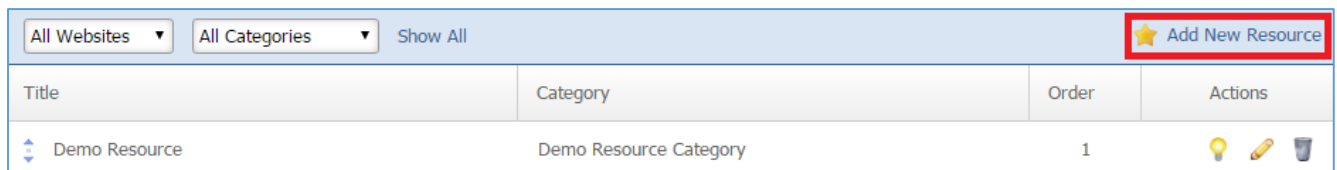
1. From the main page of the administrative website, select **Resources**, located next to the **Content Management Modules** box.






**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

2. Select **Add New Resource** located next to the yellow star on the upper right of the page.



All Websites ▾ All Categories ▾ Show All <span style="float: right;">★ Add New Resource</span>			
Title	Category	Order	Actions
Demo Resource	Demo Resource Category	1	  

3. Fill out the fields for your new resource.



▼ General

Category:

\* Title:

\* Type: Document ▼

\* Document:  No file chosen  
Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint, Plain Text, MP3, ZIP Archive

Tags:   
Note: One Tag Per Line

Enabled: Yes ▼

▼ Description

Format ▼ Styles ▼ **B** *I* U ~~X~~

Source

▼ Pages

There are no pages set up to display content from this module

4. Click **Save** at the bottom of the page.

## Editing a Resource

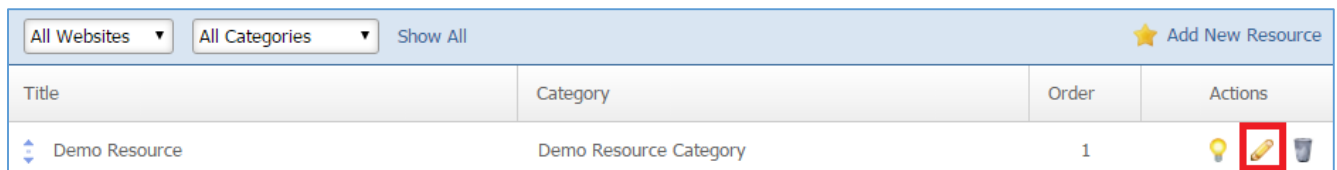
1. From the main page of the administrative website, select **Resources**, located next to the **Content Management Modules** box.



**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

2. Select the **Pencil** icon located next to the resource you wish to edit.



All Websites ▾ All Categories ▾ Show All <span style="float: right;">★ Add New Resource</span>			
Title	Category	Order	Actions
⌵ Demo Resource	Demo Resource Category	1	💡 <b>✎</b> 🗑️

3. Edit the resource.
4. Once you have made the desired changes, click **Save** at the bottom of the page.




## Enabling / Disabling a Resource

1. From the main page of the administrative website, select **Resources**, located next to the **Content Management Modules** box.

### Manage Content Modules

-  **Advertisements • Advertisement Customers**  
Manage the advertisements
-  **Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
-  **Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
-  **Events • Categories • Attendees**  
Manage the calendar of events for your organization.
-  **Posts • Categories • Tags • Comments**  
Manage posts for your organization.
-  **Resources • Categories**  
Manage the resources for your organization.

2. Select the **Lamp** icon located next to the resource you wish to enable or disable.

All Websites ▾ All Categories ▾ Show All <span style="float: right;">★ Add New Resource</span>			
Title	Category	Order	Actions
⌵ Demo Resource	Demo Resource Category	1	  

## Removing a Resource

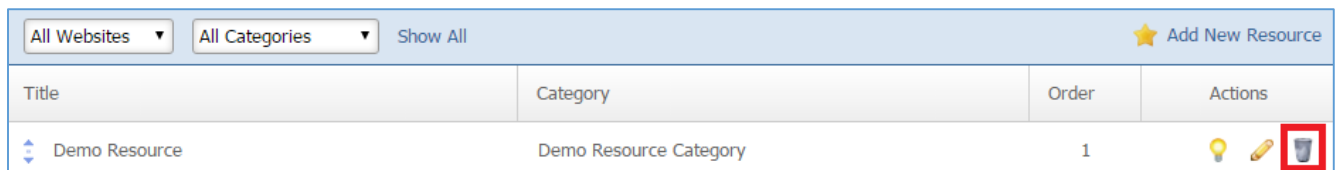
1. From the main page of the administrative website, select **Resources**, located next to the **Content Management Modules** box.



**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Events • Categories • Attendees**  
Manage the calendar of events for your organization.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.

2. Select the **Trash** icon located next to the resource you wish to remove.



All Websites ▾ All Categories ▾ Show All ★ Add New Resource

Title	Category	Order	Actions
⌵ Demo Resource	Demo Resource Category	1	💡 ✎ 🗑️

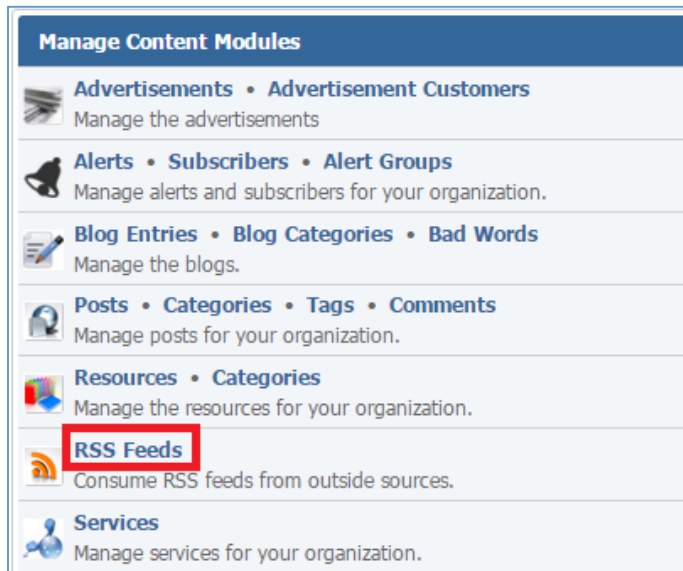
3. You will be asked to confirm that you wish to remove the resource.

# RSS Feeds Module

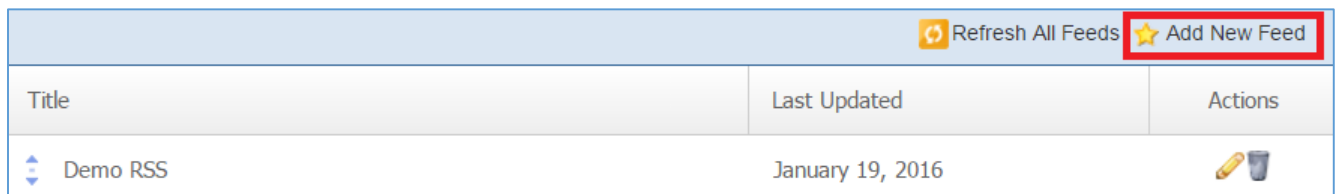
After you've created a dynamic module page that uses RSS Feeds, please refer to the instructions below for learning how to manage RSS Feeds.

## Creating an RSS Feed

1. From the main page of the administrative website, select **RSS Feeds**, located under the **Manage Content Modules** box.



2. Select **Add New Feed** located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new feed.

▼ General

\* Title:

\* Feed URL:

▼ Description

Format Styles **B** *I* U ~~X~~ Source ABC

▼ Content Optimization

\* Window Title:

\* Alias:

Visible to Search Engines: Yes ▼

Meta Description:

▼ Pages

Website	Page	Display	Approved
Demo	Demo RSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Click **Save** at the bottom of the page.

## Editing an RSS Feed

1. From the main page of the administrative website, select **RSS Feeds**, located under the **Manage Content Modules** box.

Refresh All Feeds  Add New Feed		
Title	Last Updated	Actions
Demo RSS	January 19, 2016	

2. Edit the feed.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing an RSS Feed

1. From the main page of the administrative website, select **RSS Feeds**, located under the **Manage Content Modules** box.

Manage Content Modules	
<b>Advertisements</b> • Advertisement Customers	Manage the advertisements
<b>Alerts</b> • Subscribers • Alert Groups	Manage alerts and subscribers for your organization.
<b>Blog Entries</b> • Blog Categories • Bad Words	Manage the blogs.
<b>Posts</b> • Categories • Tags • Comments	Manage posts for your organization.
<b>Resources</b> • Categories	Manage the resources for your organization.
<b>RSS Feeds</b>	Consume RSS feeds from outside sources.
<b>Services</b>	Manage services for your organization.

2. Select the **Trash** icon located next to the feed you wish to remove.

Refresh All Feeds  Add New Feed		
Title	Last Updated	Actions
Demo RSS	January 19, 2016	

3. You will be asked to confirm that you wish to remove the feed. Click **OK**.






## Refreshing all RSS Feeds

1. From the main page of the administrative website, select **RSS Feeds**, located under the **Manage Content Modules** box.

**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words**  
Manage the blogs.
- Posts • Categories • Tags • Comments**  
Manage posts for your organization.
- Resources • Categories**  
Manage the resources for your organization.
- RSS Feeds**  
Consume RSS feeds from outside sources.
- Services**  
Manage services for your organization.

2. Select the **Refresh All Feeds** link located on the upper menu of the page.

Refresh All Feeds   Add New Feed		
Title	Last Updated	Actions
 Demo RSS	January 19, 2016	 

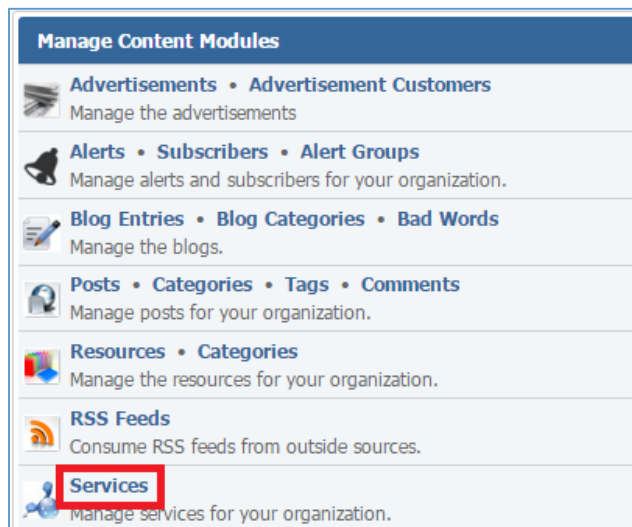


# Services Module

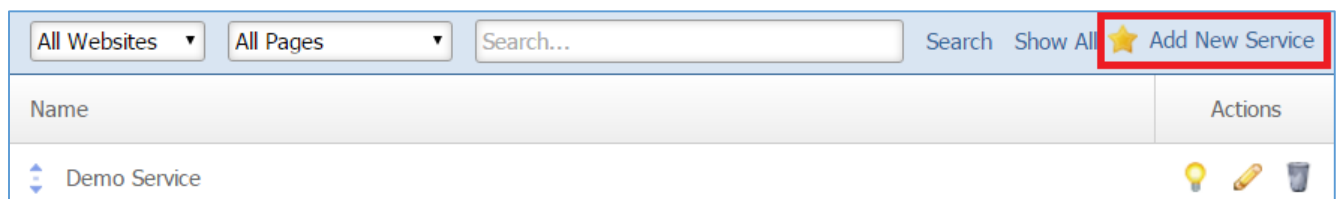
After you've set up a dynamic module that used the Services module, please refer to the instructions below for learning how to manage the services.

## Creating a Service

1. From the main page of the administrative website, select, select **Services**, located under the **Manage Content Modules** box.



2. Select **Add New Service** located next to the yellow star on the upper right of the page.

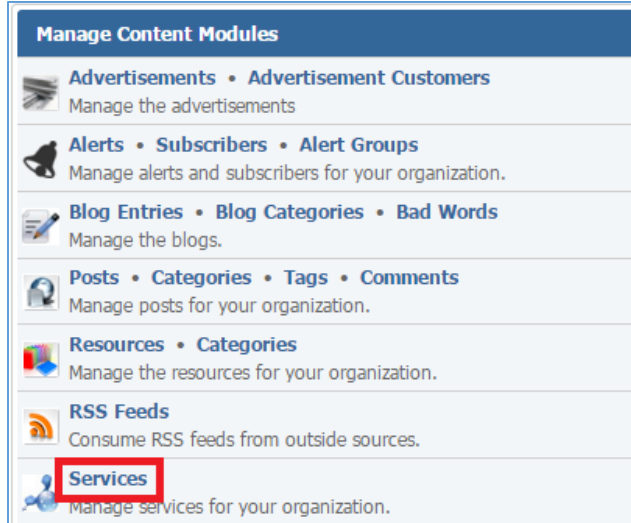


3. Fill out the fields for your new service.



## Editing a Service

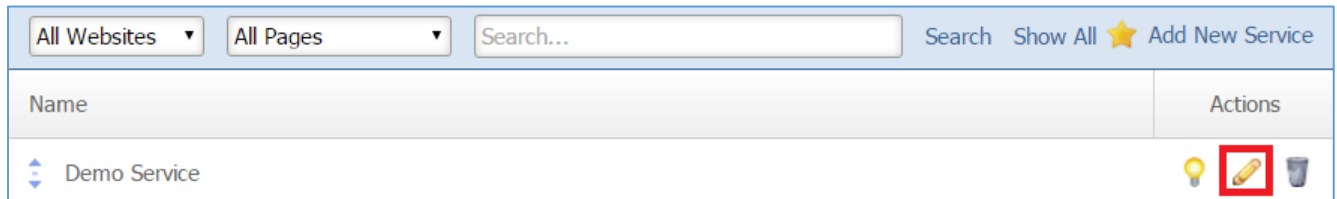
1. From the main page of the administrative website, select, select **Services**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers  
Manage the advertisements
- Alerts • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Blog Entries • Blog Categories • Bad Words  
Manage the blogs.
- Posts • Categories • Tags • Comments  
Manage posts for your organization.
- Resources • Categories  
Manage the resources for your organization.
- RSS Feeds  
Consume RSS feeds from outside sources.
- Services**  
Manage services for your organization.

2. Select the **Pencil** icon located next to the service you wish to edit.



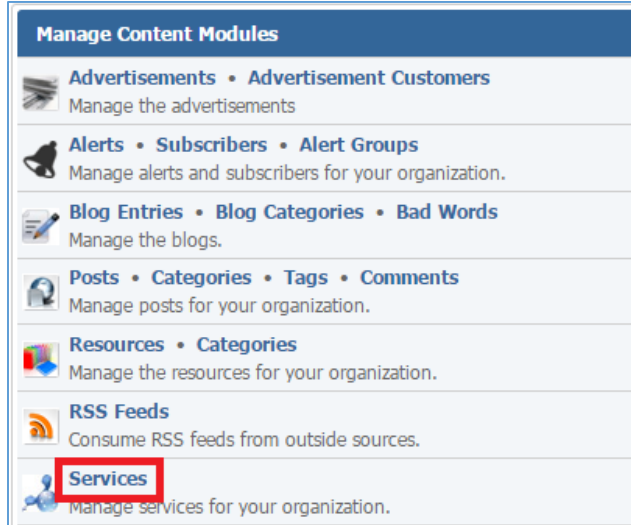
The screenshot shows a table with the following structure:

Name	Actions
Demo Service	  

3. Edit the service.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Service

1. From the main page of the administrative website, select, select **Services**, located under the **Manage Content Modules** box.

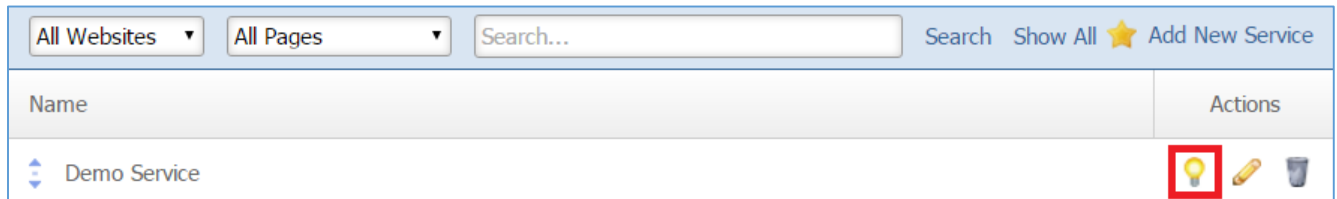


The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:




- Advertisements • Advertisement Customers (Manage the advertisements)
- Alerts • Subscribers • Alert Groups (Manage alerts and subscribers for your organization.)
- Blog Entries • Blog Categories • Bad Words (Manage the blogs.)
- Posts • Categories • Tags • Comments (Manage posts for your organization.)
- Resources • Categories (Manage the resources for your organization.)
- RSS Feeds (Consume RSS feeds from outside sources.)
- Services** (Manage services for your organization.)

The "Services" option is highlighted with a red rectangular box.

2. Select the **Lamp** icon located next to the service you wish to enable or disable.



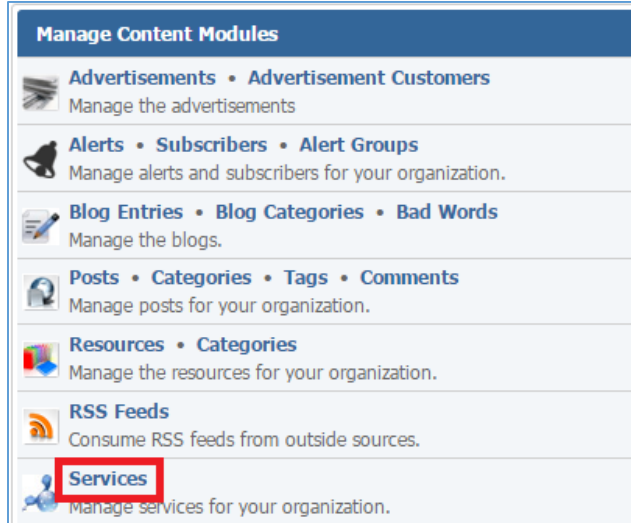
The screenshot shows the "Services" management interface. At the top, there are filters for "All Websites" and "All Pages", a search bar, and buttons for "Search", "Show All", and "Add New Service". Below the filters is a table with two columns: "Name" and "Actions".

Name	Actions
Demo Service	  

The lamp icon in the "Actions" column for the "Demo Service" row is highlighted with a red rectangular box.

## Removing a Service

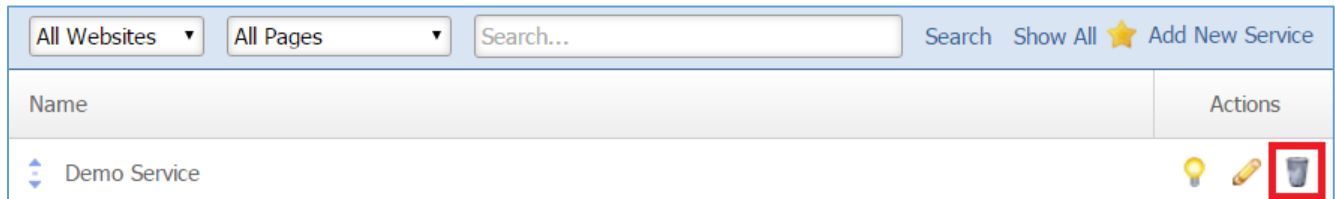
1. From the main page of the administrative website, select, select **Services**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers (Manage the advertisements)
- Alerts • Subscribers • Alert Groups (Manage alerts and subscribers for your organization.)
- Blog Entries • Blog Categories • Bad Words (Manage the blogs.)
- Posts • Categories • Tags • Comments (Manage posts for your organization.)
- Resources • Categories (Manage the resources for your organization.)
- RSS Feeds (Consume RSS feeds from outside sources.)
- Services** (Manage services for your organization.)

2. Select the **Trash** icon located next to the service you wish to remove.



The screenshot shows a table with the following structure:

Name	Actions
Demo Service	  

3. You will be asked to confirm that you wish to remove the service. Click **OK**.

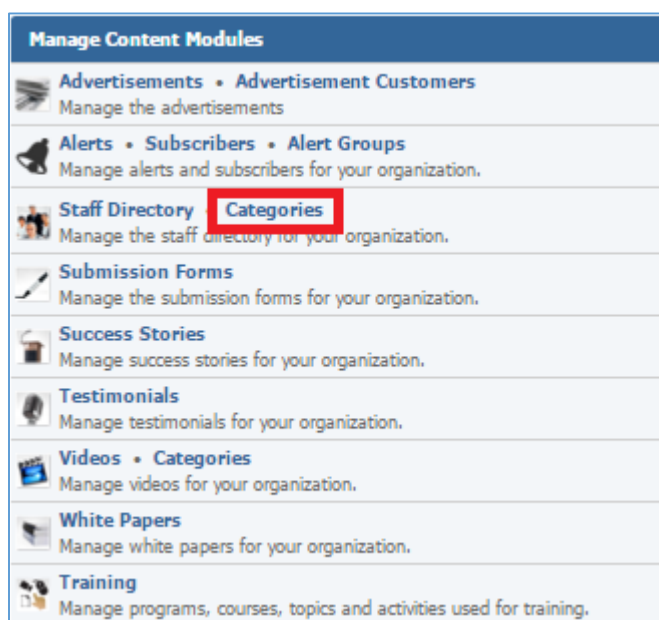
# Staff Directory Module

After you've setup a dynamic module that uses the Staff Directory module, please refer to the instructions below for learning how to manage Staff Directory Categories and Staff Members.

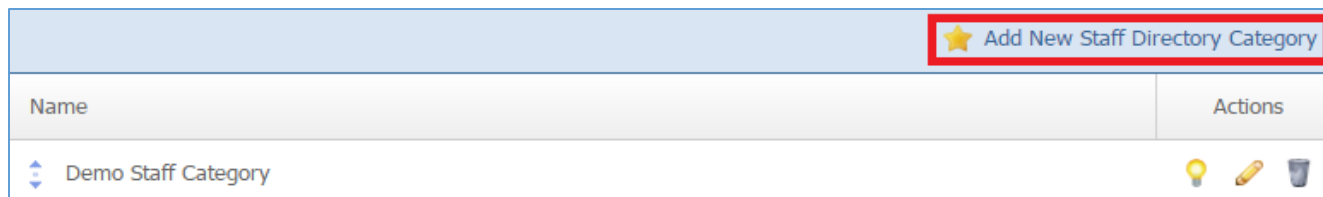
## Staff Directory Categories

### Creating a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the category next to the appropriate module.



2. Select **Add New Staff Directory Category** located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new category.

▼ **General**

\* **Name:**

Enabled: Yes ▼

**Save** Cancel

4. Click **Save** at the bottom of the page.

### Editing a Category




1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the category next to the appropriate module.

**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Staff Directory** **Categories**  
Manage the staff directory for your organization.
- Submission Forms**  
Manage the submission forms for your organization.
- Success Stories**  
Manage success stories for your organization.
- Testimonials**  
Manage testimonials for your organization.
- Videos • Categories**  
Manage videos for your organization.
- White Papers**  
Manage white papers for your organization.
- Training**  
Manage programs, courses, topics and activities used for training.

2. Select the **Pencil** icon located next to the category you wish to edit.

★ Add New Staff Directory Category

Name	Actions
<input type="text" value="Demo Staff Category"/>	  

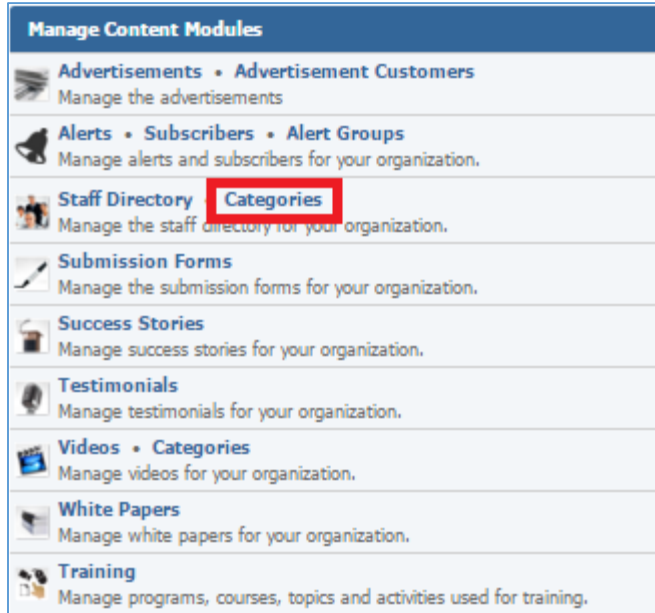
3. Edit the category.
4. Once you have made the desired changes, click **Save** at the bottom of the page.





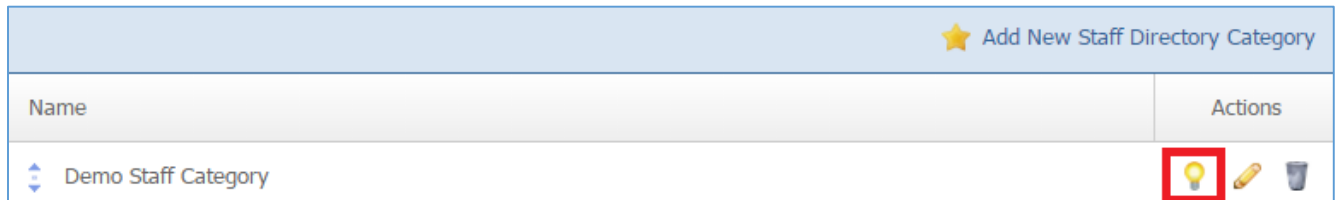
## Enabling / Disabling a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the category next to the appropriate module.






The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are: Advertisements • Advertisement Customers, Alerts • Subscribers • Alert Groups, Staff Directory • **Categories** (highlighted with a red box), Submission Forms, Success Stories, Testimonials, Videos • Categories, White Papers, and Training. Each item has a small icon and a brief description.

2. Select the **Lamp** icon located next to the category you wish to enable or disable.

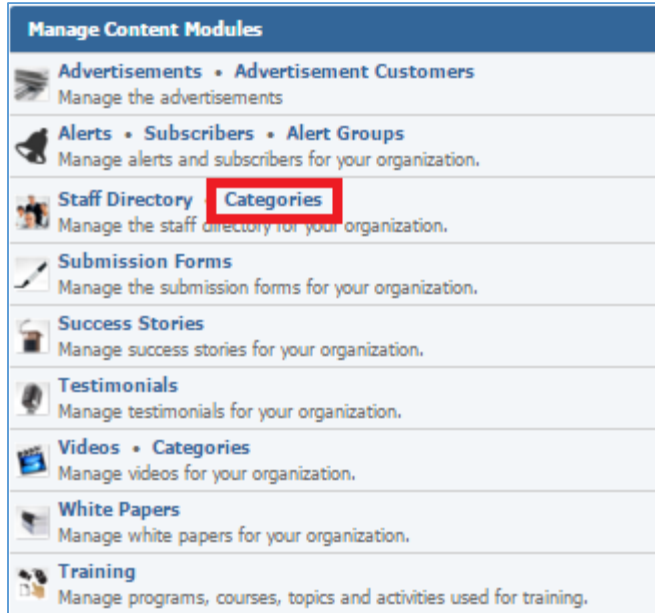


The screenshot shows a table with a header "Add New Staff Directory Category" and a table body. The table has two columns: "Name" and "Actions". The first row contains "Demo Staff Category" and a "Lamp" icon (highlighted with a red box), a pencil icon, and a trash can icon.

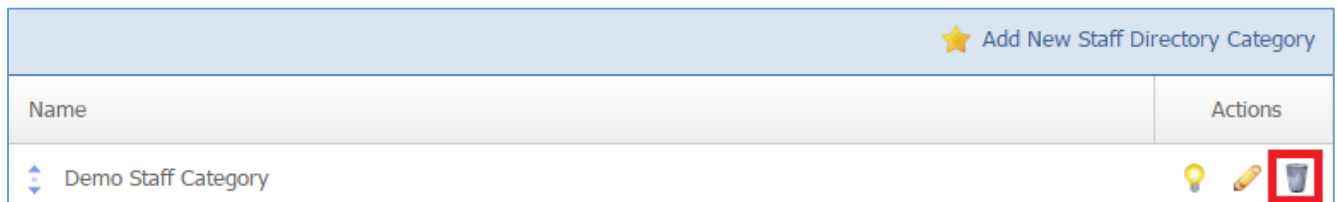
★ Add New Staff Directory Category	
Name	Actions
⬆ Demo Staff Category	  

## Removing a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the category next to the appropriate module.



2. Select the **Trash** icon located next to the category you wish to remove.



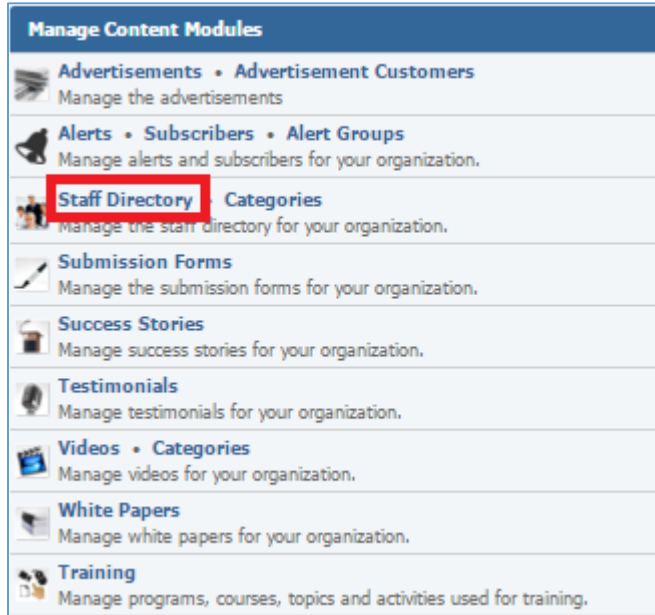
3. You will be asked to confirm that you wish to remove the category. Click **OK**.

## Staff Directory

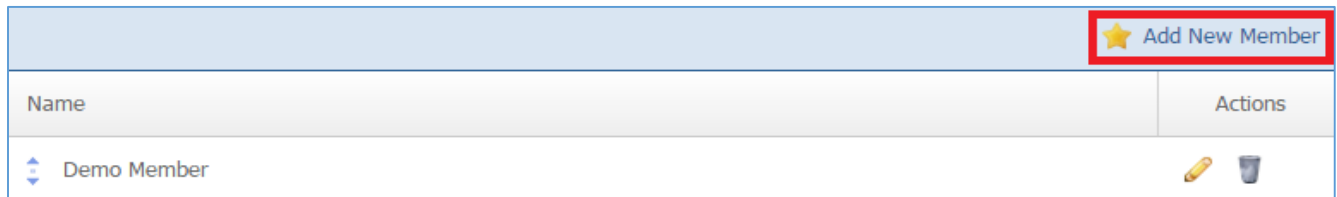
---

### Creating a Member

1. From the main page of the administrative website, select **Staff Directory**, located under the **Manage Content Modules** box.



2. Select **Add New Member** located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new staff member.

▼ **General**

\* **First Name:**

\* **Last Name:**

Title:

Category:

Photo:  No file chosen  
Accepted Formats: PNG, JPEG, GIF

Enabled:

▼ **Contact Information**

Phone:  Ext:

Email:

▼ **Biography**

Format  Styles

**B** *I* U *I<sub>x</sub>*

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines: Yes ▼

Meta Description:

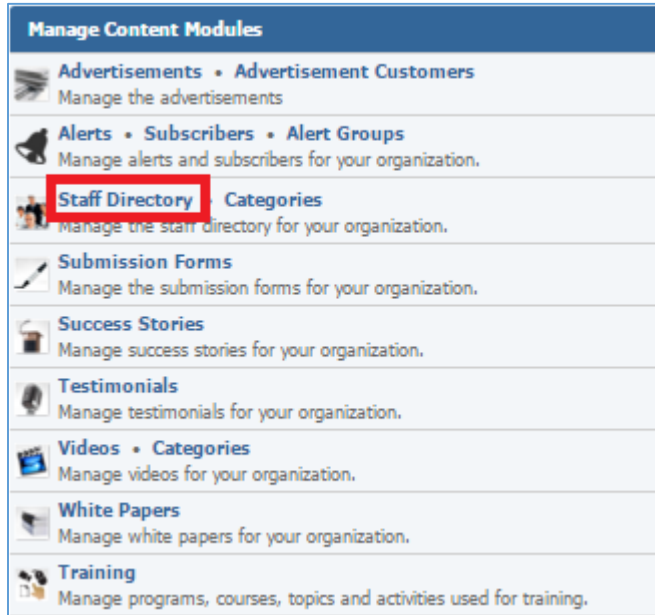
▼ **Pages**

Website	Page	Display	Approved
Demo	Demo Staff Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>



4. Click **Save** at the bottom of the page.

## Editing a Member

1. From the main page of the administrative website, select **Staff Directory**, located under the **Manage Content Modules** box.



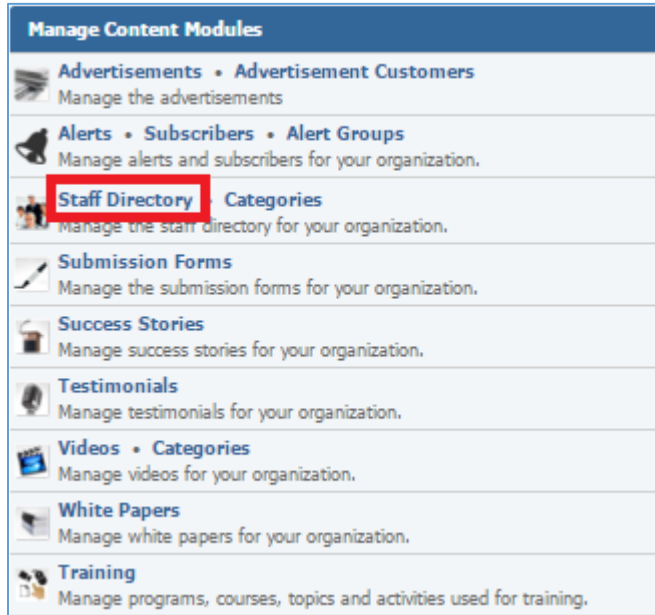
2. Select the **Pencil** icon located next to the staff member you wish to edit.

★ Add New Member	
Name	Actions
⬆ Demo Member	 

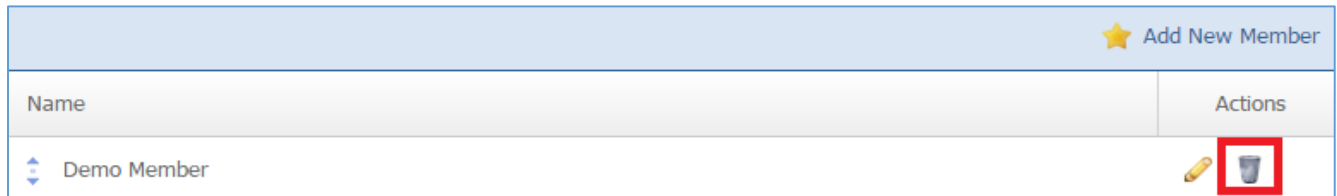
3. Edit the staff member.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Member

1. From the main page of the administrative website, select **Staff Directory**, located under the **Manage Content Modules** box.



2. Select the **Trash** icon located next to the staff member you wish to remove.



3. You will be asked to confirm that you wish to remove the staff member. Click **OK**.

## Submission Forms Module

Please refer to the Submission Forms manual for detailed instructions on how to use this module.

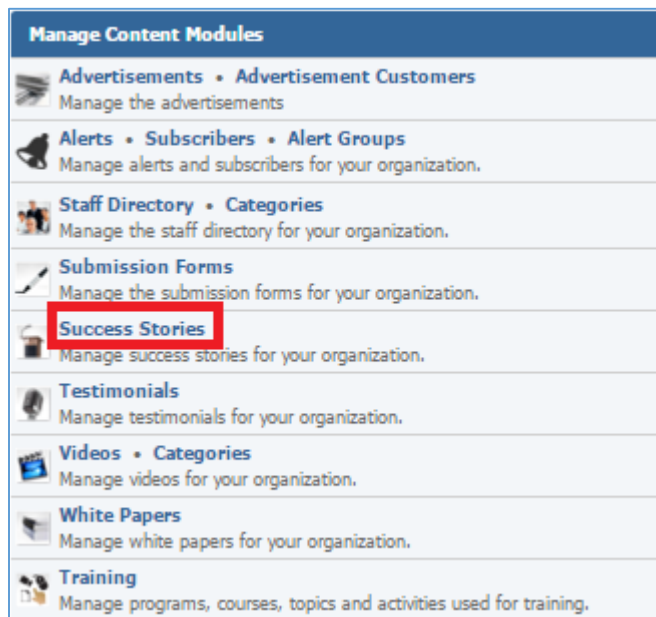


# Success Stories Module

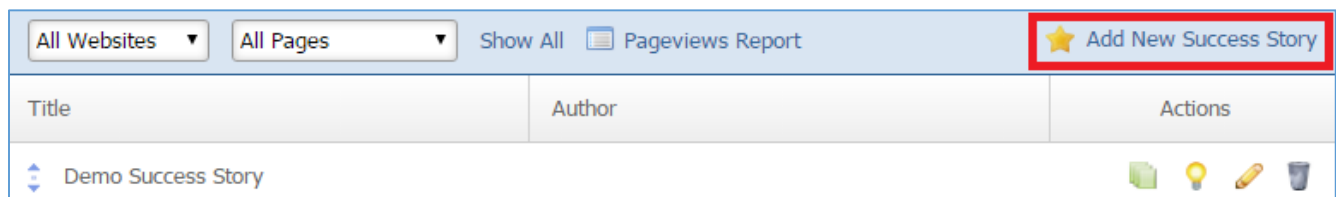
After you've set up a dynamic module page that uses the **Success Stories** module, please refer to the instructions below for learning how to manage Success Stories.

## Creating a Success Story

1. From the main page of the administrative website, select **Success Stories**, located under the **Manage Content Modules** box.




2. Select **Add New Success Story** located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new success story.

▼ General

\* Title:

\* Date Posted: 2016-01-21 

Author Name:

Thumbnail Image:  No file chosen

Accepted Formats: PNG, JPEG, GIF














\* Enabled: Yes ▼
















▼ Submission Form

Link To:

Link Text:














▼ Abstract
















Normal ▾ Styles ▾ **B** *I* U *I<sub>x</sub>*             

             Source  

body p

▼ Content

Normal ▾ Styles ▾ **B** *I* U *I<sub>x</sub>*             

             Source  

body p

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:  ▼

Meta Description:

▼ **Products**

Products:

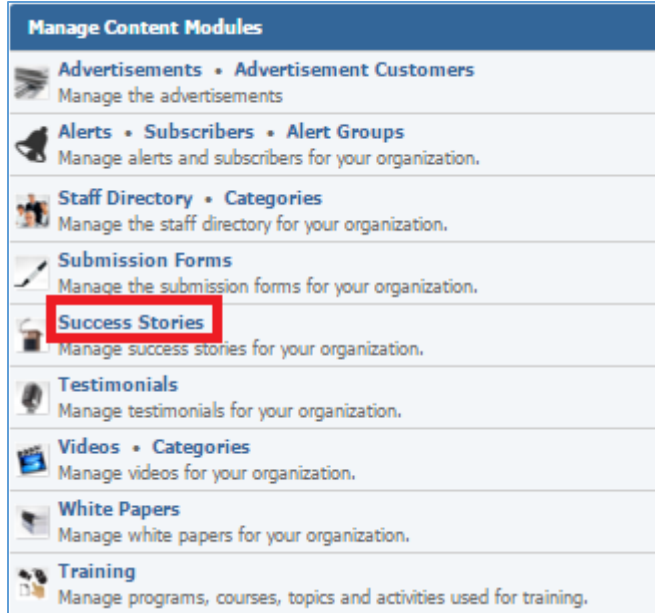
▼ **Pages**

Website	Page	Display	Approved
Demo	Demo Success Stories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click **Save** at the button of the page.

## Editing a Success Story

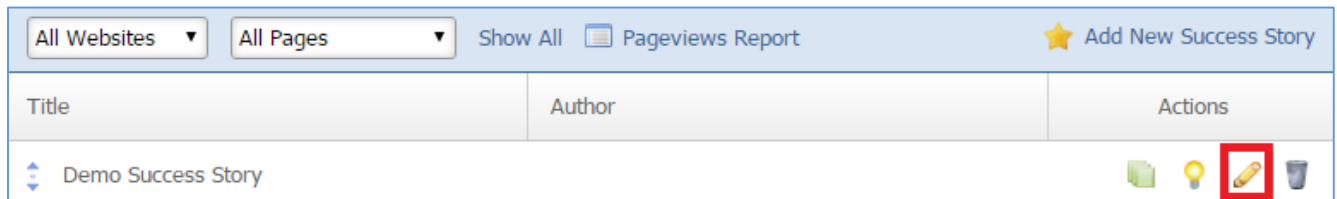
1. From the main page of the administrative website, select **Success Stories**, located under the **Manage Content Modules** box.









The image shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers  
Manage the advertisements
- Alerts • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Staff Directory • Categories  
Manage the staff directory for your organization.
- Submission Forms  
Manage the submission forms for your organization.
- Success Stories**  
Manage success stories for your organization.
- Testimonials  
Manage testimonials for your organization.
- Videos • Categories  
Manage videos for your organization.
- White Papers  
Manage white papers for your organization.
- Training  
Manage programs, courses, topics and activities used for training.

2. Select the **Pencil** icon located next to the success story you wish to edit.



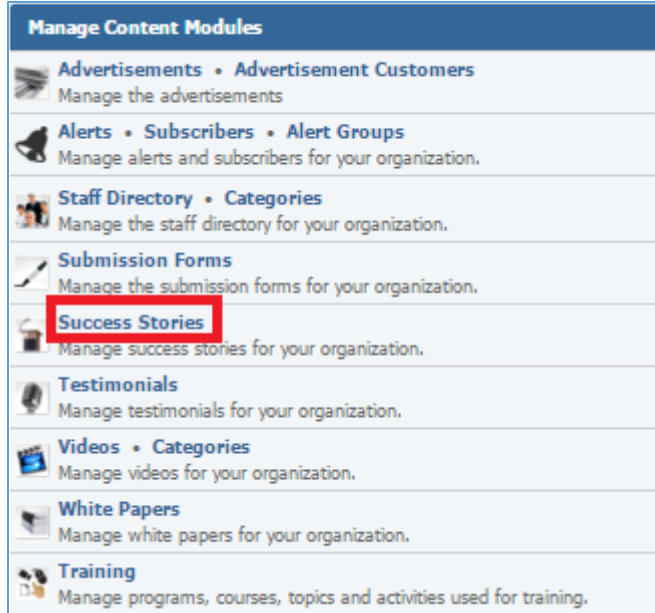
The image shows a table with the following structure:

All Websites ▾ All Pages ▾ Show All  Pageviews Report <span style="float: right;">★ Add New Success Story</span>		
Title	Author	Actions
 Demo Success Story		   

3. Edit the success story.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Success Story

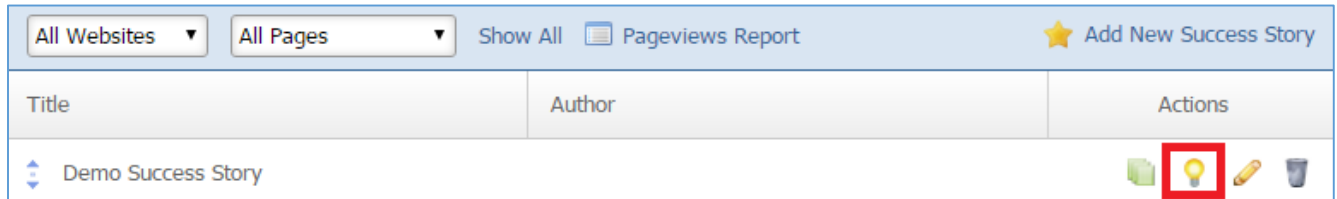
1. From the main page of the administrative website, select **Success Stories**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers  
Manage the advertisements
- Alerts • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Staff Directory • Categories  
Manage the staff directory for your organization.
- Submission Forms  
Manage the submission forms for your organization.
- Success Stories** (highlighted with a red box)  
Manage success stories for your organization.
- Testimonials  
Manage testimonials for your organization.
- Videos • Categories  
Manage videos for your organization.
- White Papers  
Manage white papers for your organization.
- Training  
Manage programs, courses, topics and activities used for training.

2. Select the **Lamp** icon located next to the success story you wish to enable or disable.

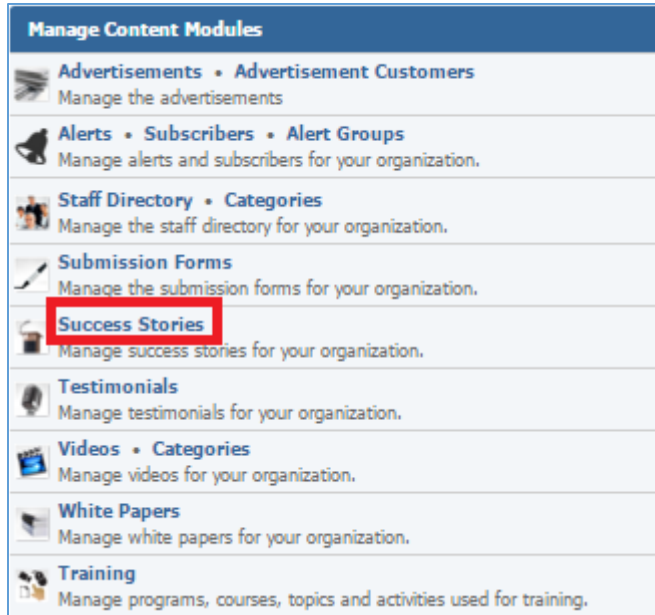


The screenshot shows the success story management interface. At the top, there are filters for "All Websites" and "All Pages", a "Show All" button, a "Pageviews Report" button, and a "Add New Success Story" button. Below this is a table with the following columns: "Title", "Author", and "Actions".

Title	Author	Actions
Demo Success Story		  

## Removing a Success Story

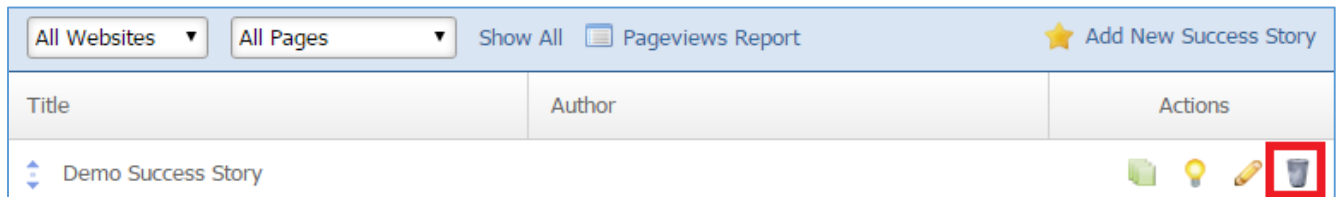
1. From the main page of the administrative website, select **Success Stories**, located under the **Manage Content Modules** box.







The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers  
Manage the advertisements
- Alerts • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Staff Directory • Categories  
Manage the staff directory for your organization.
- Submission Forms  
Manage the submission forms for your organization.
- Success Stories** (highlighted with a red box)  
Manage success stories for your organization.
- Testimonials  
Manage testimonials for your organization.
- Videos • Categories  
Manage videos for your organization.
- White Papers  
Manage white papers for your organization.
- Training  
Manage programs, courses, topics and activities used for training.

2. Select the **Trash** icon located next to the success story you wish to remove.



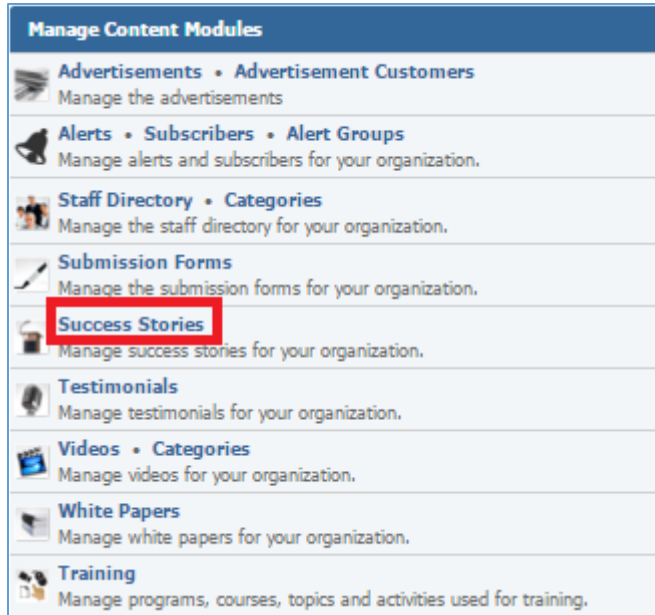
The screenshot shows a table with columns for Title, Author, and Actions. The first row contains "Demo Success Story". In the Actions column, there are four icons: a green folder, a lightbulb, a pencil, and a trash can. The trash can icon is highlighted with a red box.

Title	Author	Actions
Demo Success Story		   

3. You will be asked to confirm that you wish to remove the success story. Click **OK**.

## Managing Success Story Documents

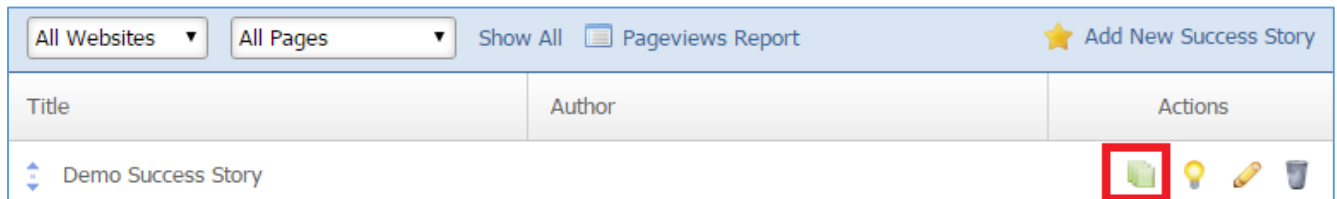
1. From the main page of the administrative website, select **Success Stories**, located under the **Manage Content Modules** box.



The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

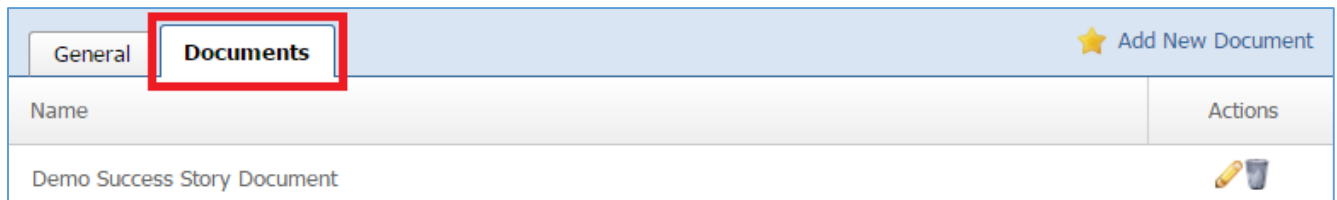
- Advertisements • Advertisement Customers  
Manage the advertisements
- Alerts • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Staff Directory • Categories  
Manage the staff directory for your organization.
- Submission Forms  
Manage the submission forms for your organization.
- Success Stories**  
Manage success stories for your organization.
- Testimonials  
Manage testimonials for your organization.
- Videos • Categories  
Manage videos for your organization.
- White Papers  
Manage white papers for your organization.
- Training  
Manage programs, courses, topics and activities used for training.

2. Select the **Documents** icon located next to the success story which you wish to view its documents.



The screenshot shows a table with columns: Title, Author, and Actions. The first row contains "Demo Success Story". In the Actions column, there are four icons: a document icon (highlighted with a red box), a lightbulb icon, a pencil icon, and a trash can icon.

3. Manage the Documents from the **Documents** tab of your success story.

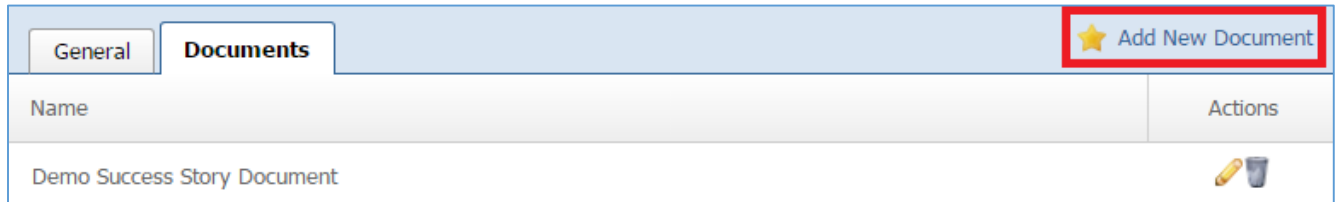


The screenshot shows a tabbed interface with two tabs: "General" and "Documents" (highlighted with a red box). There is a "Add New Document" button with a star icon. Below the tabs is a table with columns: Name and Actions. The first row contains "Demo Success Story Document". In the Actions column, there are two icons: a pencil icon and a trash can icon.



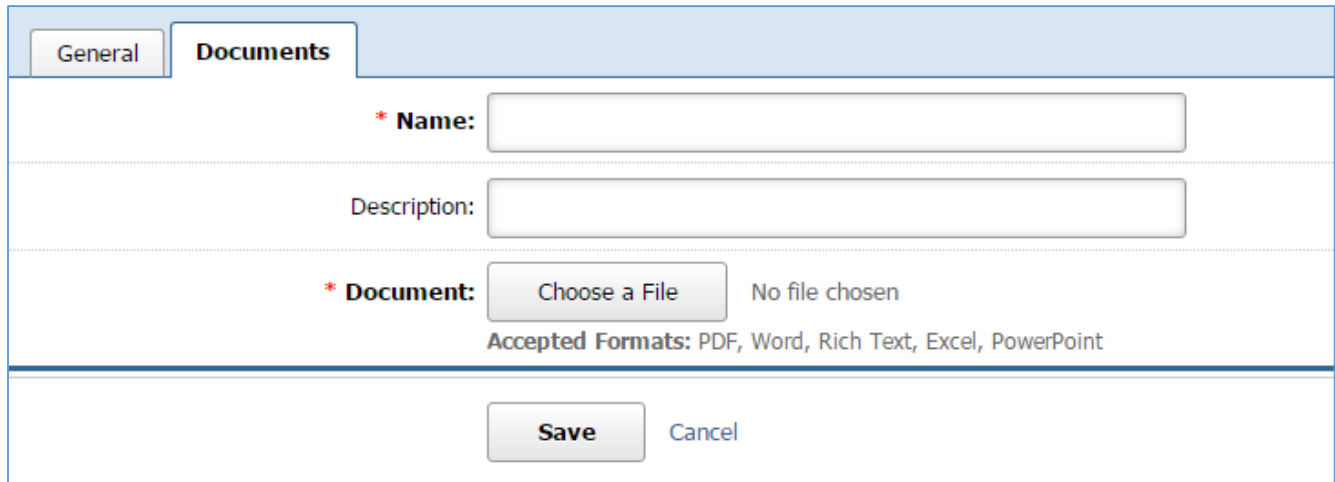
## Creating a Document

1. Select **Add New Document** located next to the yellow star on the upper right of the page.



The screenshot shows the 'Documents' tab in a software interface. At the top right, there is a yellow star icon followed by the text 'Add New Document', which is enclosed in a red rectangular box. Below this, there is a table with two columns: 'Name' and 'Actions'. The 'Name' column contains the text 'Demo Success Story Document'. The 'Actions' column contains a pencil icon and a trash can icon.

2. Fill out the fields for your new document.

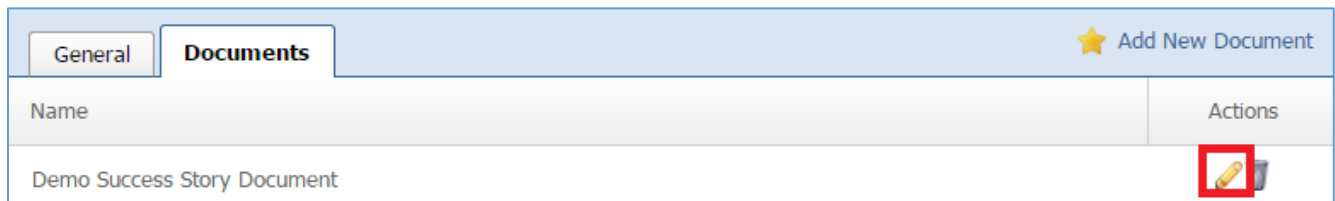


The screenshot shows the 'Documents' tab with a form for creating a new document. The form has three main sections: a 'Name' field with a red asterisk and a required label, a 'Description' field, and a 'Document' field with a red asterisk and a required label. The 'Document' field includes a 'Choose a File' button and the text 'No file chosen'. Below the 'Document' field, it lists 'Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

3. Click **Save** at the bottom of the page.

## Editing a Document

1. Select the **Pencil** icon located next to the document you wish to edit.




The screenshot shows the 'Documents' tab in a software interface. At the top right, there is a yellow star icon followed by the text 'Add New Document'. Below this, there is a table with two columns: 'Name' and 'Actions'. The 'Name' column contains the text 'Demo Success Story Document'. The 'Actions' column contains a pencil icon and a trash can icon. The pencil icon is highlighted with a red rectangular box.

2. Edit the document.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

## Removing a Document

1. Select the **Trash** icon located next to the document you wish to remove.

General Documents <span>★ Add New Document</span>	
Name	Actions
Demo Success Story Document	

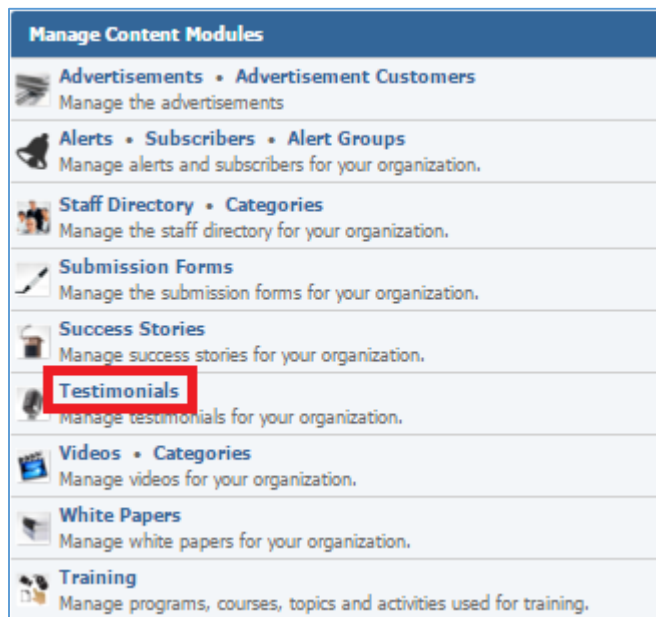
2. You will be asked to confirm that you wish to remove the document. Click **OK**.

# Testimonials Module

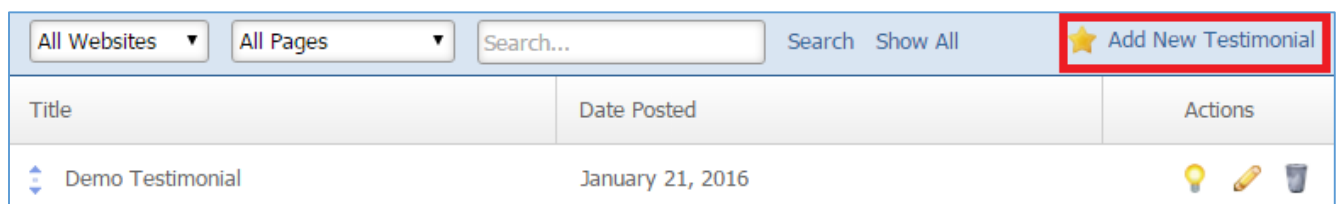
After you've set up a dynamic module that uses the *Testimonials* module, please refer to the instructions below for learning how to manage Testimonials.

## Creating a Testimonial

1. From the main page of the administrative website, select *Testimonials*, located under the *Manage Content Modules*.



2. Select *Add New Testimonial* located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new testimonial.

▼ General

\* Title:

Author Name:

Author Title:

Video:

\* Date Posted:



Thumbnail Image:

















Choose a File

No file chosen

Accepted Formats: PNG, JPEG, GIF

Enabled:

▼ Abstract

Normal ▾ Styles ▾ **B** *I* U *I<sub>x</sub>*                  

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:  ▼

Meta Description:

▼ **Products**

Products:

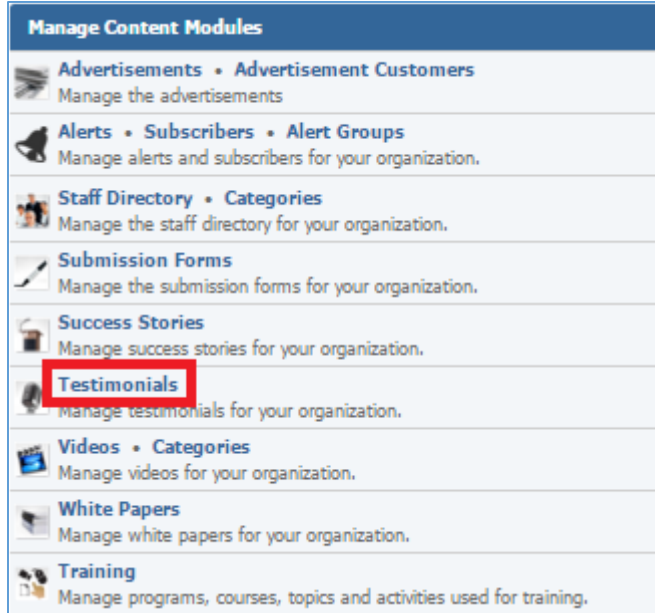
▼ **Pages**

Website	Page	Display	Approved
Demo	Demo Testimonials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click **Save** at the bottom of the page.

## Editing a Testimonial

1. From the main page of the administrative website, select **Testimonials**, located under the **Manage Content Modules**.



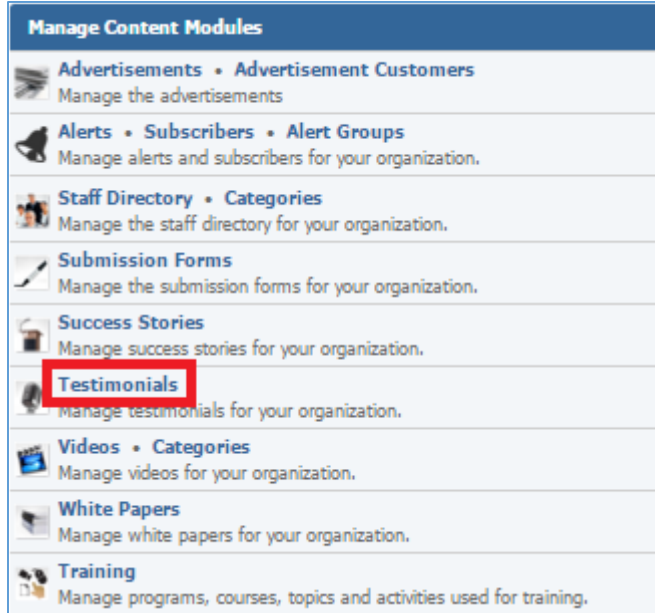
2. Select the **Pencil** icon located next to the testimonial you wish to edit.

All Websites ▾ All Pages ▾ Search... Search Show All <span>★ Add New Testimonial</span>		
Title	Date Posted	Actions
⬆ Demo Testimonial	January 21, 2016	💡 <b>✎</b> 🗑

3. Edit the testimonial.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Testimonial

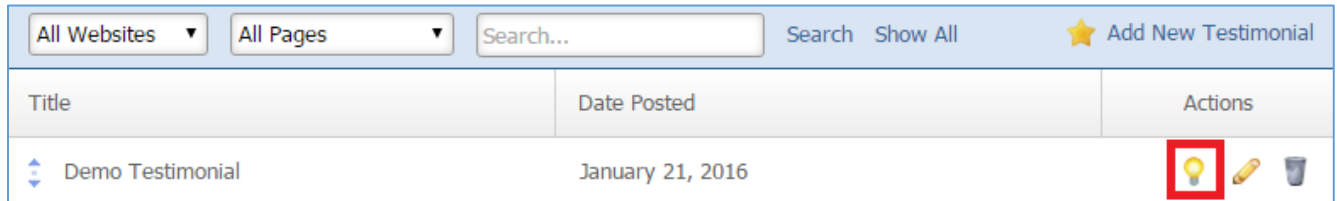
1. From the main page of the administrative website, select **Testimonials**, located under the **Manage Content Modules**.






The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers  
Manage the advertisements
- Alerts • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Staff Directory • Categories  
Manage the staff directory for your organization.
- Submission Forms  
Manage the submission forms for your organization.
- Success Stories  
Manage success stories for your organization.
- Testimonials**  
Manage testimonials for your organization.
- Videos • Categories  
Manage videos for your organization.
- White Papers  
Manage white papers for your organization.
- Training  
Manage programs, courses, topics and activities used for training.

2. Select the **Lamp** icon located next to the testimonial you wish to enable or disable.



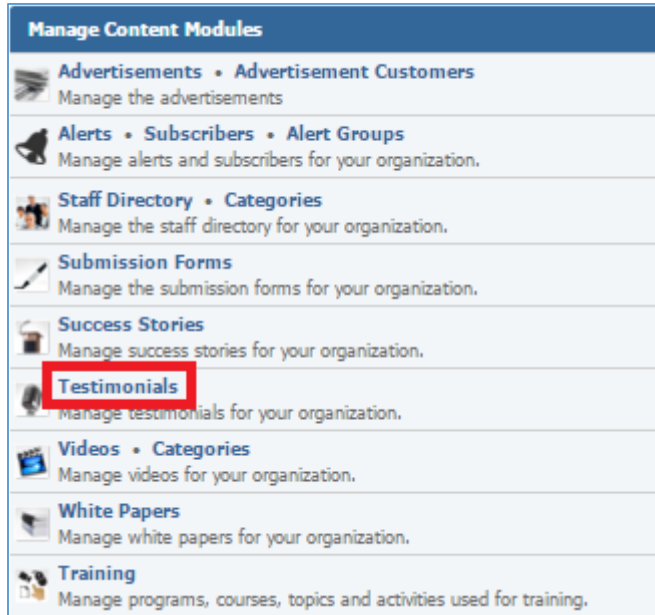
The screenshot shows the testimonial management interface. At the top, there are filters for "All Websites" and "All Pages", a search bar, and a "Search Show All" button. A "★ Add New Testimonial" button is also present. Below the filters is a table with the following columns: "Title", "Date Posted", and "Actions".

Title	Date Posted	Actions
Demo Testimonial	January 21, 2016	  

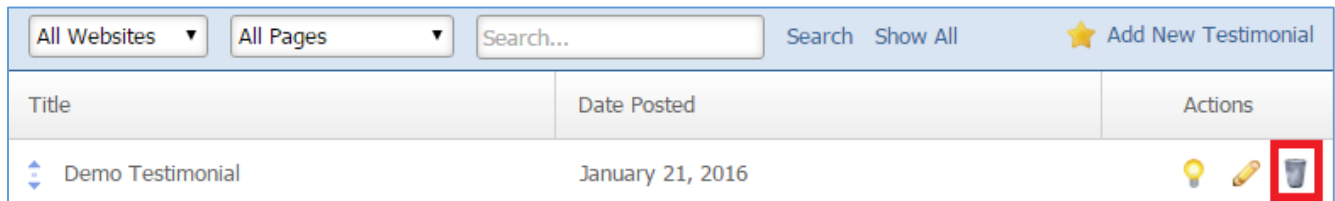


## Removing a Testimonial

1. From the main page of the administrative website, select **Testimonials**, located under the **Manage Content Modules**.



2. Select the **Trash** icon located next to the testimonial you wish to remove.











3. Once you have made the desired changes, click **Save** at the bottom of the page.

# Training Module












After you've set up a dynamic module that uses the Training module, please refer to the instructions below for learning how to manage Training Programs and their Courses.

## Creating a Training Program

1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Select **Add new training program** located next to the yellow star on the upper right of the page.

		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					

3. Fill out the fields for the new training program.


















**▼ General**

\* **Name:**

Image:  No file chosen

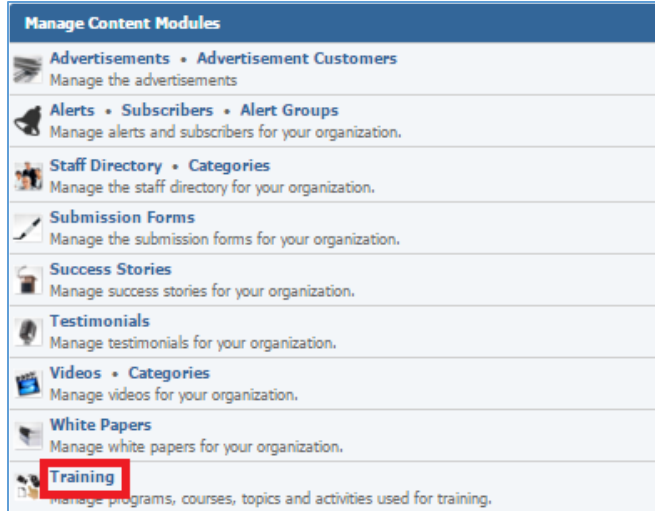
\* **Enabled:** Yes ▼

**▼ Description**

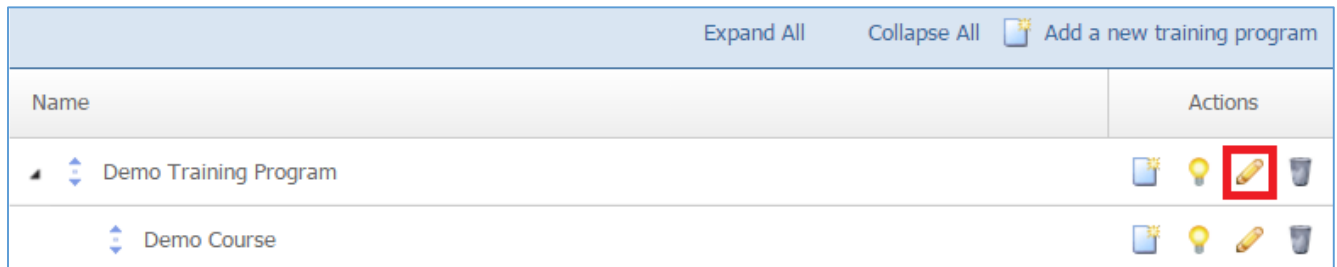
Normal ▼ Styles ▼ **B** *I* U *I<sub>x</sub>*                   

## Editing a Training Program

1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.












2. Select the **Pencil** icon located next to the training program you wish to edit.














3. Edit the training program.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Training Program

1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

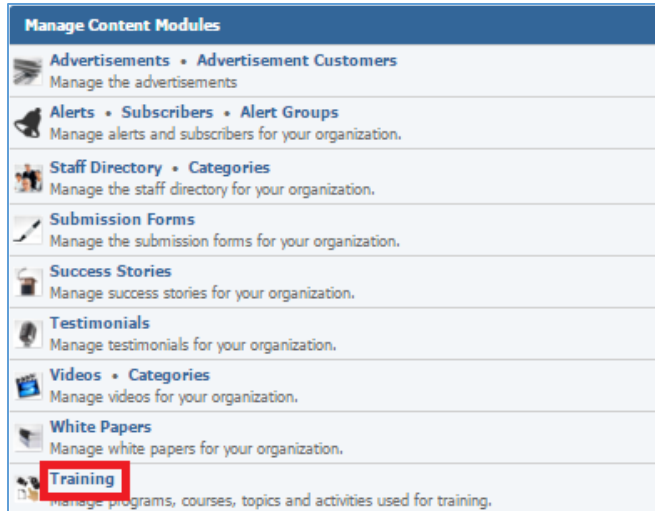
Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Select the **Lamp** icon located next to the training program you wish to enable or disable.

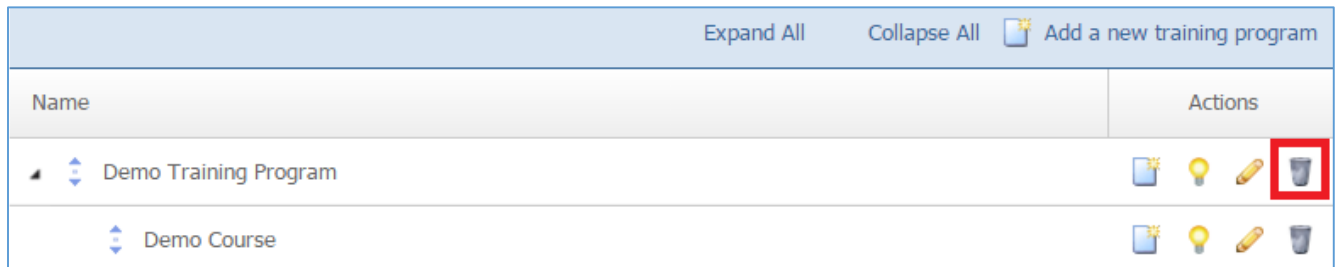
		Expand All	Collapse All	 Add a new training program
Name	Actions			
 Demo Training Program	   			
 Demo Course	   			

## Removing a Training Program

1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.



2. Select the **Trash** icon located next to the training program you wish to remove.

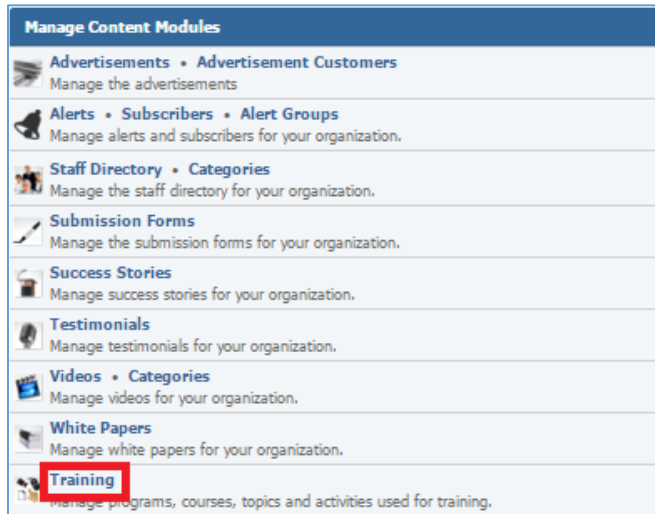


3. You will be asked to confirm that you wish to remove the training program. Click **OK**.

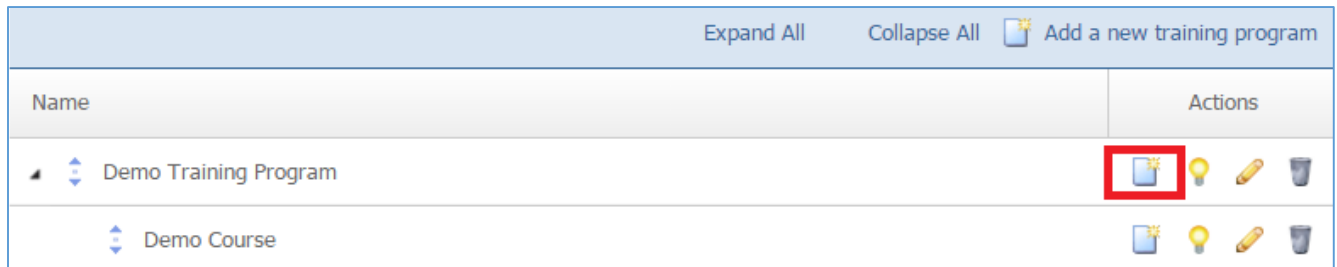
## Managing Training Program Courses

### Creating a Course

1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.



2. Select **Add New Course** icon located next to the training program under which you wish to create courses.



3. Fill out the fields for your new course.

▼ **General**

\* **Name:**

\* **Program:**

Image:  No file chosen

\* **Enabled:**

▼ **Description**

Format ▾ Styles ▾ **B** *I* U ~~I<sub>x</sub>~~

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:










Meta Description:

4. Click **Save** at the bottom of the page.














## Editing a Course












1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program to view its courses.

Expand All   Collapse All  Add a new training program	
Name	Actions
 Demo Training Program	   
 Demo Course	   










3. Select the **Pencil** icon located next to the course you wish to edit.

Expand All   Collapse All  Add a new training program	
Name	Actions
 Demo Training Program	   
 Demo Course	   












4. Edit the course.
5. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Course












1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program to view its courses.










		Expand All	Collapse All	 Add a new training program
Name		Actions		
 Demo Training Program		   		
 Demo Course		   		

3. Select the **Lamp** icon located next to the course you wish to enable or disable.












		Expand All	Collapse All	 Add a new training program
Name		Actions		
 Demo Training Program		   		
 Demo Course		   		

## Removing a Course












1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program to view its courses.

		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					

3. Select the **Trash** icon located next to the course you wish to remove.

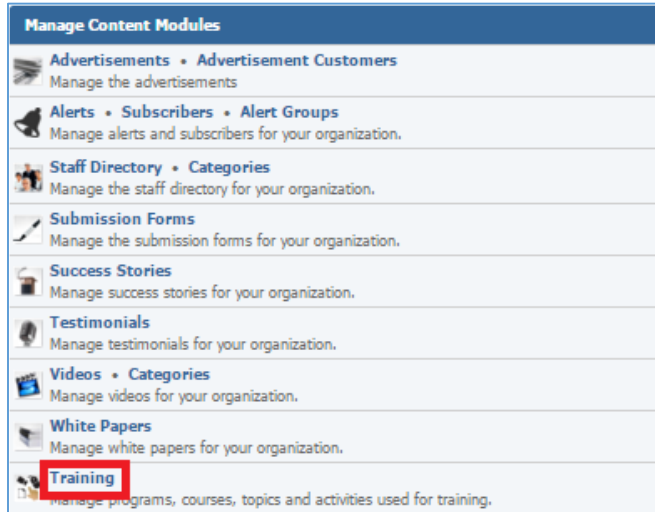
		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					

4. You will be asked to confirm that you wish to remove the course. Click **OK**.

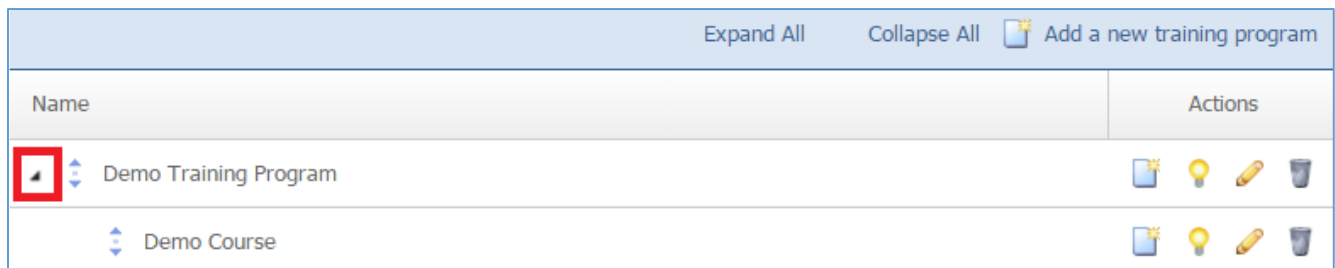
## Managing Course Topics

### Creating a Topic

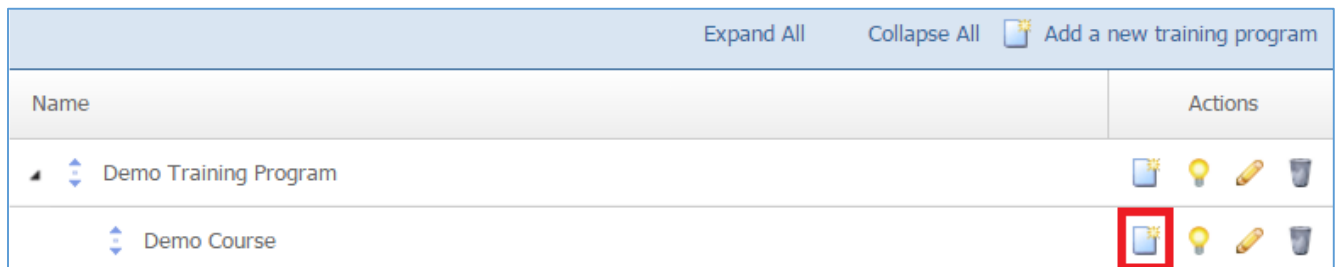
1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.



2. Expand a Training Program to view its courses.



3. Select the **Add New Topic** icon located next to the course under which you wish to create courses.



4. Fill out the fields for your new topic.

**▼ General**

\* **Name:**

\* **Course:**

Image:  No file chosen

\* **Enabled:**

**▼ Description**

Format  Styles

**B** ***I*** **U** **I<sub>x</sub>**

**▼ Content Optimization**

\* **Window Title:**

\* **Alias:**










Visible to Search Engines:

Meta Description:

















5. Click **Save** at the bottom of the page.

## Editing a Topic

















1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program and its courses to view the courses topics.

		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					
 Demo Topic					










3. Select the **Pencil** icon located next to the topic you wish to edit.

		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					
 Demo Topic					

















4. Edit the topic.
5. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Topic

















1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program and its courses to view the courses topics.








		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					
 Demo Topic					

3. Select the **Lamp** icon located next to the topic you wish to enable or disable.

















		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					
 Demo Topic					

## Removing a Topic

















1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program and its courses to view the courses topics.

		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					
 Demo Topic					

3. Select the **Trash** icon located next to the topic you wish to delete.

		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					
 Demo Topic					

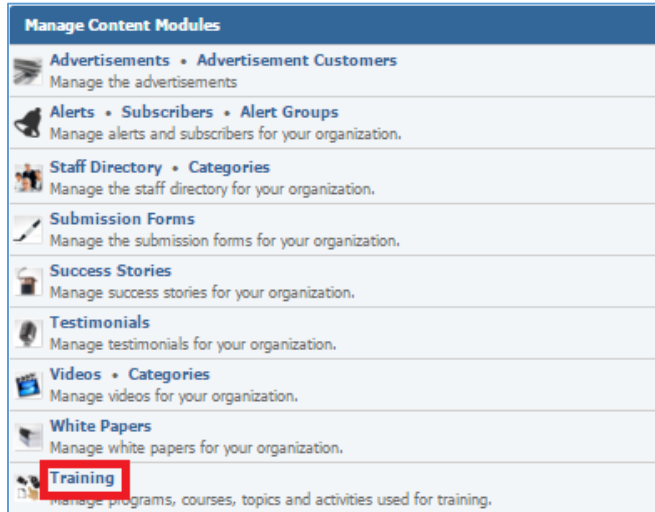
4. You will be asked to confirm that you wish to remove the topic. Click **OK**.



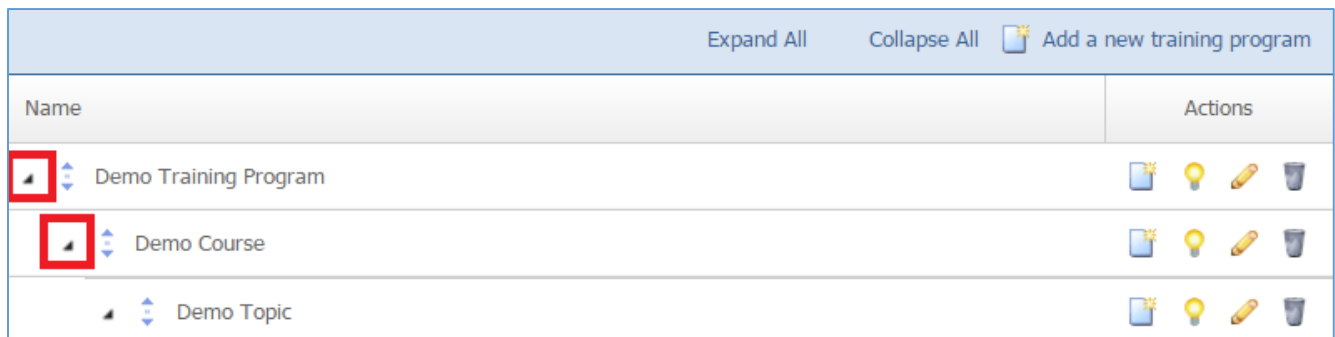
## Managing Topic Activities

### Creating an Activity

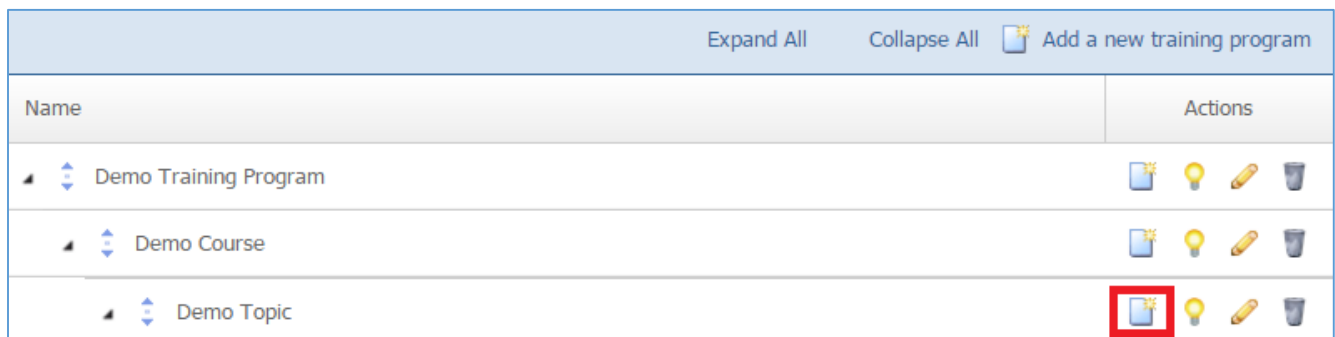
1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.



2. Expand a Training Program and its courses to view the courses topics.



3. Select the **Add New Activity** icon located next to the course under which you wish to create courses.












4. Fill out the fields for the new activity.

▼ General	
* Name:	<input type="text"/>
* Topic:	<input type="text" value="Demo Topic"/>
* Type:	<input type="text" value="Select.."/>
Image:	<input type="button" value="Choose a File"/> No file chosen
* Enabled:	<input type="text" value="Yes"/>
▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	<input type="text" value="Yes"/>
Meta Description:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
























5. Click **Save** at the bottom of the page.

## Editing an Activity
























1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program and its courses to view the courses topics and then expand the topics to view its activities.

Expand All Collapse All  Add a new training program	
Name	Actions
  Demo Training Program	   
  Demo Course	   
  Demo Topic	   
 Demo Activity	  










3. Select the **Pencil** icon located next to the activity you wish to edit.

Expand All Collapse All  Add a new training program	
Name	Actions
  Demo Training Program	   
  Demo Course	   
  Demo Topic	   
 Demo Activity	  





















4. Edit the activity.
5. Once you have made the desired changes, click **Save** at the bottom of the page.

Enabling / Disabling an Activity





















1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program and its courses to view the courses topics and then expand the topics to view its activities.










		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					
 Demo Topic					
	 Demo Activity				

3. Select the **Lamp** icon located next to the activity you wish to enable or disable.





















		Expand All	Collapse All	 Add a new training program	
Name		Actions			
 Demo Training Program					
 Demo Course					
 Demo Topic					
	 Demo Activity				

## Removing an Activity





















1. From the main page of the administrative website, select **Training**, located under the **Manage Content Modules**.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos • Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Expand a Training Program and its courses to view the courses topics and then expand the topics to view its activities.

		Expand All	Collapse All	 Add a new training program
Name		Actions		
 Demo Training Program		   		
 Demo Course		   		
 Demo Topic		   		
	 Demo Activity	  		

3. Select the **Trash** icon located next to the activity you wish to remove.

		Expand All	Collapse All	 Add a new training program
Name		Actions		
 Demo Training Program		   		
 Demo Course		   		
 Demo Topic		   		
	 Demo Activity	  		

4. You will be asked to confirm that you wish to remove the activity. Click **OK**.










# Videos Module

After you've set up a dynamic module page that uses the **Categories** module, please refer to the instructions below for learning how to manage Videos Categories and Videos.







## Videos Categories

### Creating a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.

Manage Content Modules	
 <b>Advertisements</b> • Advertisement Customers	Manage the advertisements
 <b>Alerts</b> • Subscribers • Alert Groups	Manage alerts and subscribers for your organization.
 <b>Staff Directory</b> • Categories	Manage the staff directory for your organization.
 <b>Submission Forms</b>	Manage the submission forms for your organization.
 <b>Success Stories</b>	Manage success stories for your organization.
 <b>Testimonials</b>	Manage testimonials for your organization.
 <b>Videos</b> • <b>Categories</b>	Manage videos for your organization.
 <b>White Papers</b>	Manage white papers for your organization.
 <b>Training</b>	Manage programs, courses, topics and activities used for training.

2. Select **Add New Category** located either next to the yellow star on the upper right of the page or under an existing category under which you wish to create a subcategory.

Add New Category	
Name	Actions
 Demo Video Category	  
 Add New Category	
 Add New Category	










3. Fill out the fields for your new category.

▼ General	
* Name:	<input type="text"/>
Description:	<input type="text"/>
Enabled:	Yes ▼
▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	Yes ▼
Meta Description:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	





4. Click **Save** at the bottom of the page.

## Editing a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.

Manage Content Modules	
 <b>Advertisements • Advertisement Customers</b> Manage the advertisements	
 <b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.	
 <b>Staff Directory • Categories</b> Manage the staff directory for your organization.	
 <b>Submission Forms</b> Manage the submission forms for your organization.	
 <b>Success Stories</b> Manage success stories for your organization.	
 <b>Testimonials</b> Manage testimonials for your organization.	
 <b>Videos</b> <b>Categories</b> Manage videos for your organization.	
 <b>White Papers</b> Manage white papers for your organization.	
 <b>Training</b> Manage programs, courses, topics and activities used for training.	

2. Select the **Pencil** icon located next to the category you wish to edit.

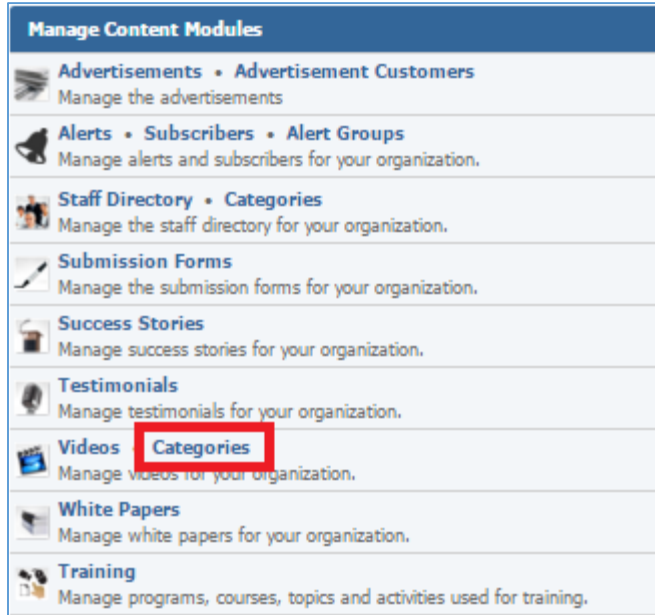
★ Add New Category	
Name	Actions
 Demo Video Category	  
★ Add New Category	
★ Add New Category	

3. Edit the category.
4. Once you have made the desired changes, click **Save** at the bottom of the page.



## Enabling / Disabling a Category

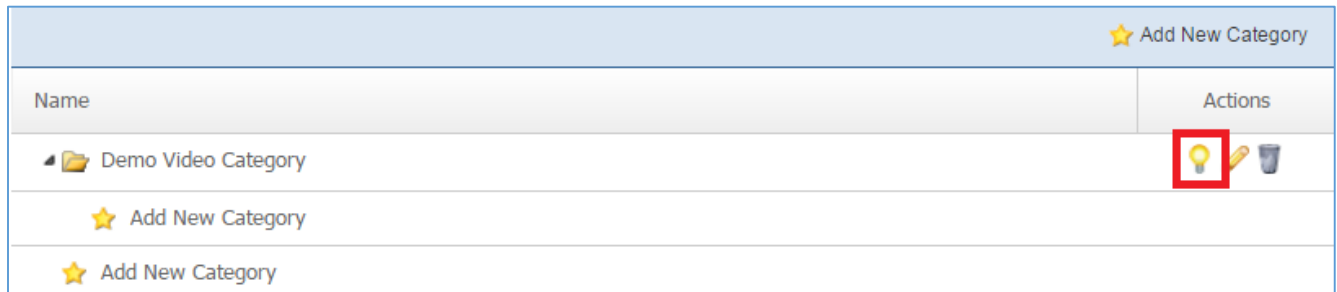
1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.



**Manage Content Modules**

- Advertisements • Advertisement Customers**  
Manage the advertisements
- Alerts • Subscribers • Alert Groups**  
Manage alerts and subscribers for your organization.
- Staff Directory • Categories**  
Manage the staff directory for your organization.
- Submission Forms**  
Manage the submission forms for your organization.
- Success Stories**  
Manage success stories for your organization.
- Testimonials**  
Manage testimonials for your organization.
- Videos • Categories**  
Manage videos for your organization.
- White Papers**  
Manage white papers for your organization.
- Training**  
Manage programs, courses, topics and activities used for training.

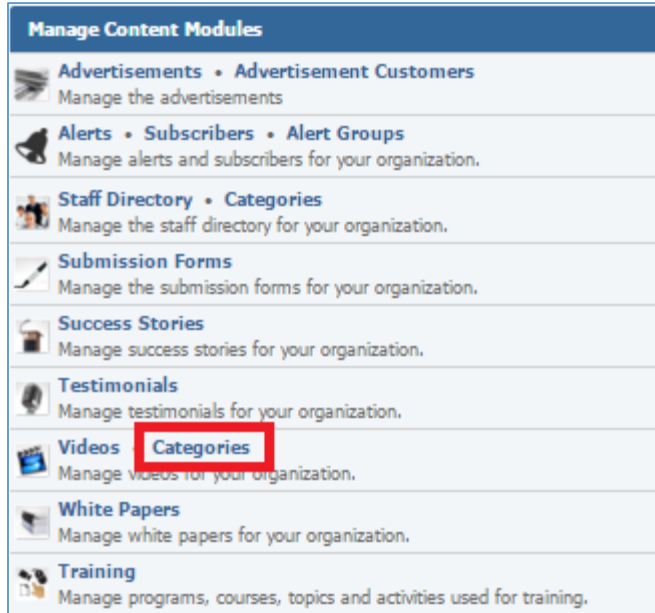
2. Select the **Lamp** icon located next to the category you wish to enable or disable.



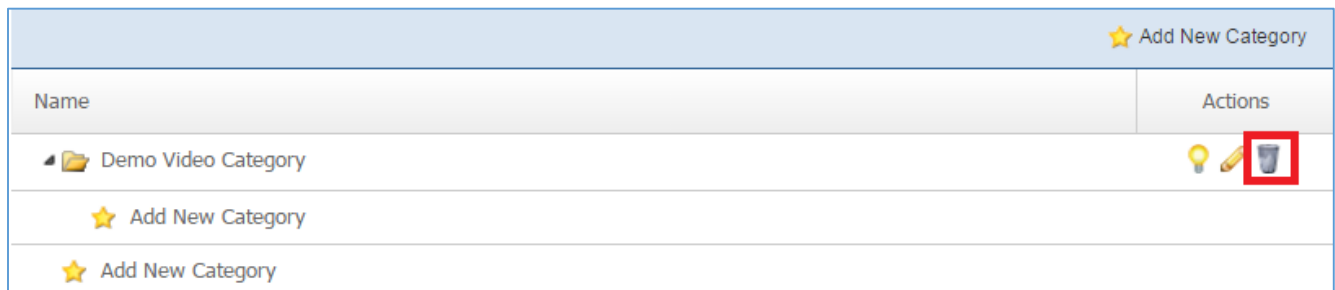
★ Add New Category	
Name	Actions
📁 Demo Video Category	💡 ✎ 🗑️
★ Add New Category	
★ Add New Category	

## Removing a Category

1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.



2. Select the **Trash** icon located next to the category you wish to remove.



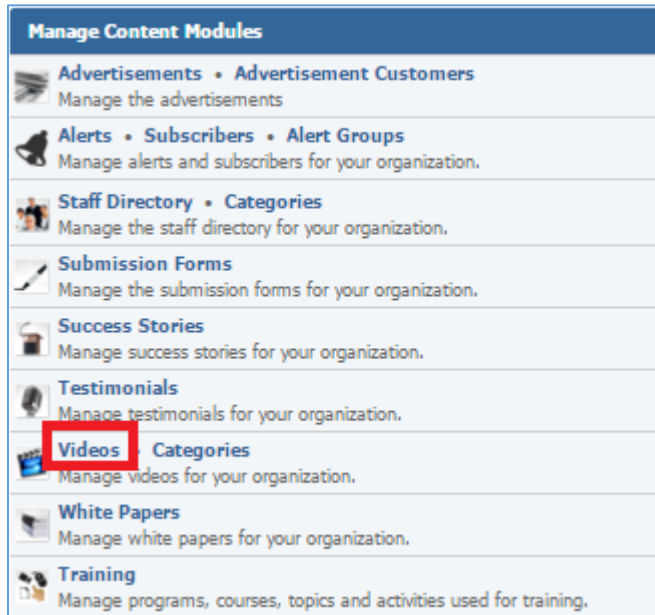
3. You will be asked to confirm that you wish to remove the category. Select **OK**.

## Videos

---

### Creating a Video

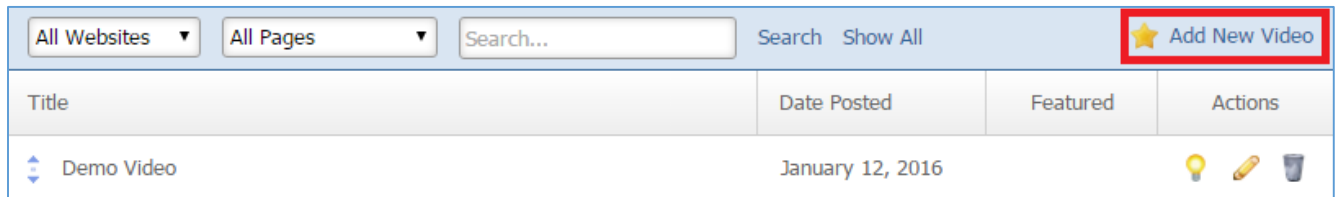
1. From the main page of the administrative website, select **Videos**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers  
Manage the advertisements
- Alerts • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Staff Directory • Categories  
Manage the staff directory for your organization.
- Submission Forms  
Manage the submission forms for your organization.
- Success Stories  
Manage success stories for your organization.
- Testimonials  
Manage testimonials for your organization.
- Videos** • Categories  
Manage videos for your organization.
- White Papers  
Manage white papers for your organization.
- Training  
Manage programs, courses, topics and activities used for training.

2. Select **Add New Video** located next to the yellow star on the upper right of the page.



The screenshot shows the top navigation bar of the video management interface. It includes dropdown menus for "All Websites" and "All Pages", a search input field, and buttons for "Search" and "Show All". The "Add New Video" button, which has a yellow star icon, is highlighted with a red box.

Title	Date Posted	Featured	Actions
Demo Video	January 12, 2016		  

3. Fill out the fields for your new video.

**▼ General**

\* Type:

\* Title:

\* Date Posted: 2016-01-21

\* Featured: No

\* Enabled: Yes

**▼ Description**

Format  Styles

**B** ***I*** **U** ~~**I<sub>x</sub>**~~

**▼ Categories**

Categories:   Demo Video Category

▼ **Content Optimization**

\* **Window Title:**

\* **Alias:**

Visible to Search Engines:  ▼

Meta Description:

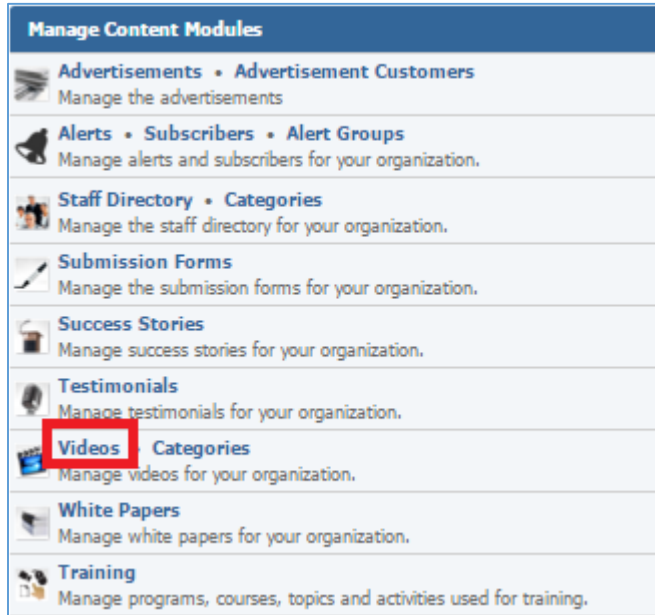
▼ **Pages**

Website	Page	Display	Approved
Demo	Demo Videos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


4. Click **Save** at the bottom of the page.

## Editing a Video

1. From the main page of the administrative website, select **Videos**, located under the **Manage Content Modules** box.



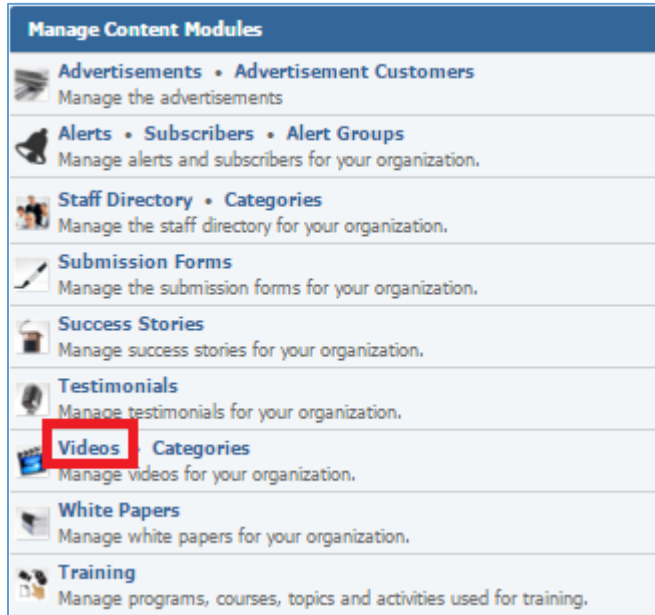
2. Select the **Pencil** icon located next to the video you wish to edit.

All Websites ▾ All Pages ▾ Search...		Search Show All		★ Add New Video
Title	Date Posted	Featured	Actions	
Demo Video	January 12, 2016		💡	 🗑️

3. Edit the video.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a Video

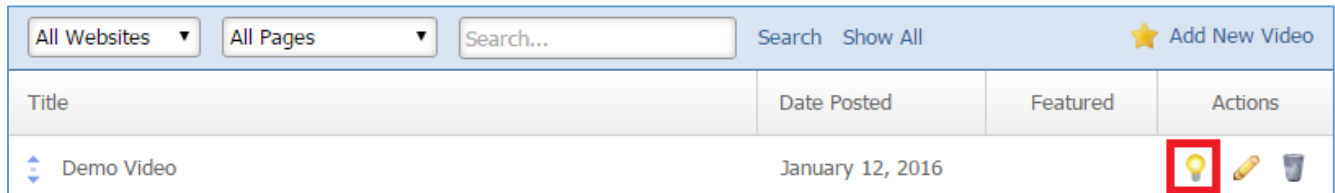
1. From the main page of the administrative website, select **Videos**, located under the **Manage Content Modules** box.






The screenshot shows a sidebar menu titled "Manage Content Modules". The menu items are:

- Advertisements • Advertisement Customers  
Manage the advertisements
- Alerts • Subscribers • Alert Groups  
Manage alerts and subscribers for your organization.
- Staff Directory • Categories  
Manage the staff directory for your organization.
- Submission Forms  
Manage the submission forms for your organization.
- Success Stories  
Manage success stories for your organization.
- Testimonials  
Manage testimonials for your organization.
- Videos** • Categories  
Manage videos for your organization.
- White Papers  
Manage white papers for your organization.
- Training  
Manage programs, courses, topics and activities used for training.

2. Select the **Lamp** icon located next to the video you wish to enable or disable.

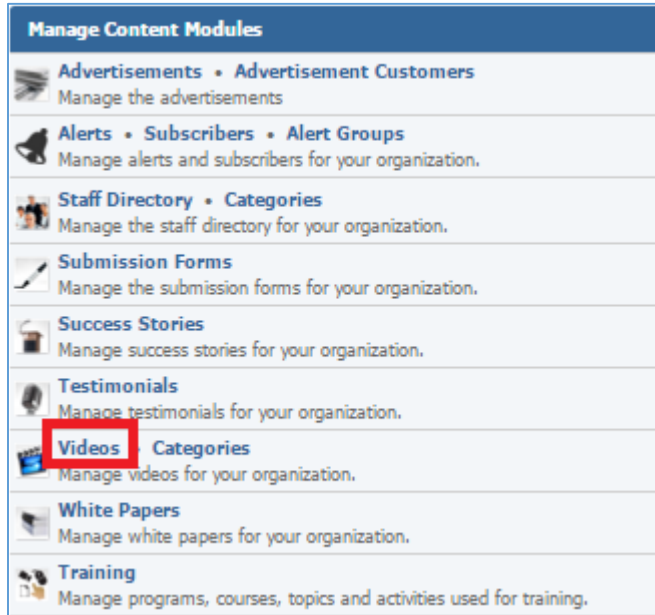


The screenshot shows a table with the following columns: Title, Date Posted, Featured, and Actions. The first row contains the following data:

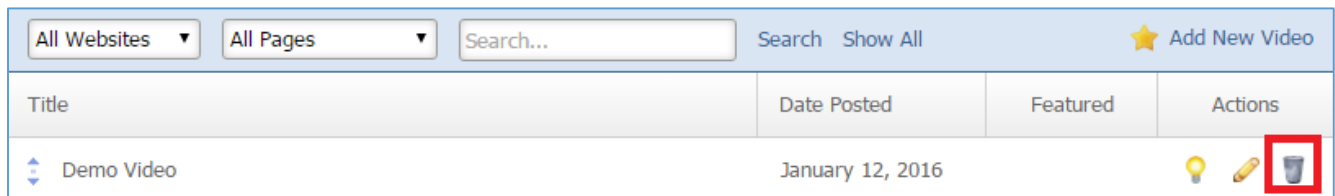
Title	Date Posted	Featured	Actions
Demo Video	January 12, 2016		  

## Removing a Video

1. From the main page of the administrative website, select **Videos**, located under the **Manage Content Modules** box.



2. Select the **Trash** icon located next to the video you wish to remove.



3. You will be asked to confirm that you wish to remove the video. Click **OK**.

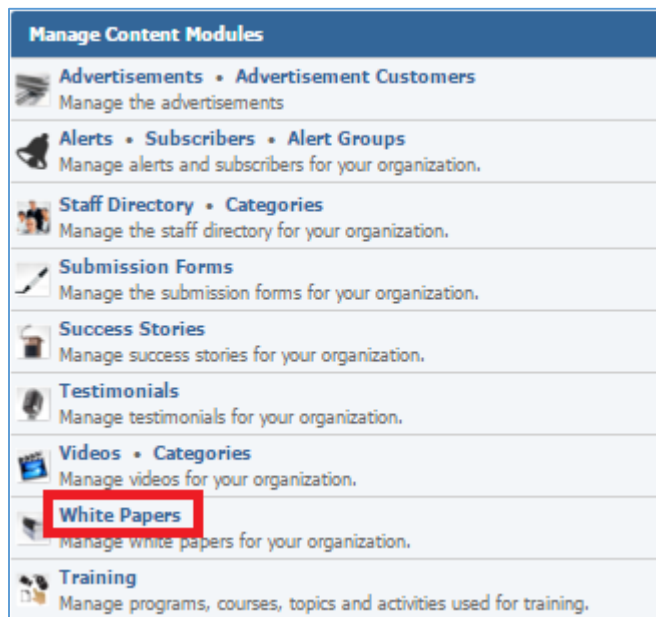


# White Papers Module

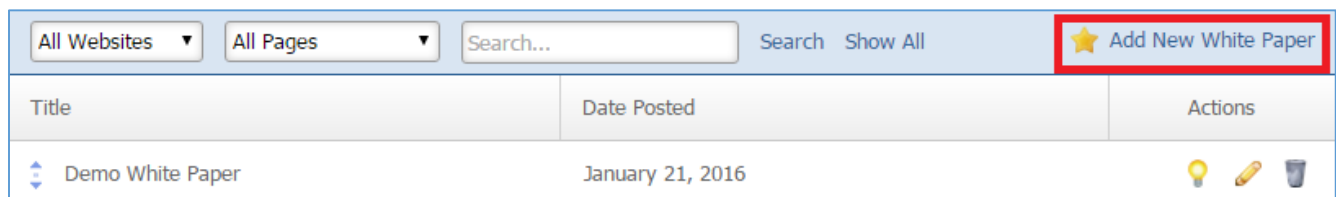
After you've set up a dynamic module page that uses the White Papers module, please refer to the instructions below for learning how to manage White Papers.

## Creating a White Paper


1. From the main page of the administrative website, select **White Papers**, located under the **Manage Content Modules** box.



2. Select **Add New White Paper** located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new white paper.

▼ General	
* Title:	<input type="text"/>
* Date Posted:	2016-01-21 
* Document:	<input type="button" value="Choose a File"/> No file chosen Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint
Thumbnail Image:	<input type="button" value="Choose a File"/> No file chosen Accepted Formats: PNG, JPEG, GIF
Enabled:	Yes ▼
▼ Submission Form	
Link To:	Select... ▼
Link Text:	<input type="text"/>

▼ Abstract

Format Styles **B** *I* U  $I_x$  [List Icons] [Text Color] [Background Color]

[Insert Icons] [Undo] [Redo] [Source] [Checkmark] [Refresh]

[Empty text area]

▼ Description

Normal Styles **B** *I* U  $I_x$  [List Icons] [Text Color] [Background Color]

[Insert Icons] [Undo] [Redo] [Source] [Checkmark] [Refresh]

body p

**▼ Content Optimization**

**\* Window Title:**

**\* Alias:**

Visible to Search Engines:  ▼

Meta Description:

**▼ Products**

Products:

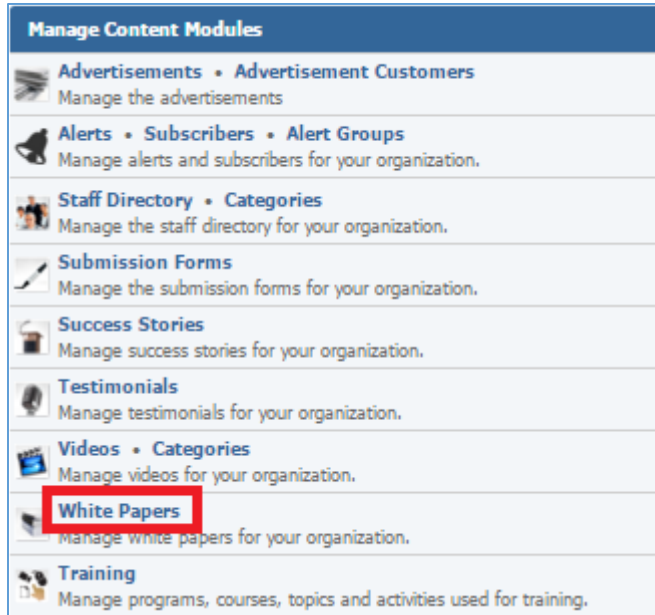
**▼ Pages**

Website	Page	Display	Approved
Demo	Demo White Papers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

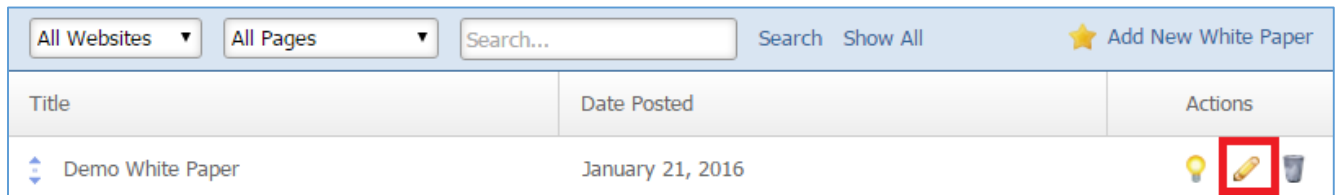
4. Click **Save** at the bottom of the page.

## Editing a White Paper

1. From the main page of the administrative website, select **White Papers**, located under the **Manage Content Modules** box.



2. Select the **Pencil** icon located next to the white paper you wish to edit.



3. Edit the white paper.
4. Once you have made the desired changes, click **Save** at the bottom of the page.

## Enabling / Disabling a White Paper

1. From the main page of the administrative website, select **White Papers**, located under the **Manage Content Modules** box.

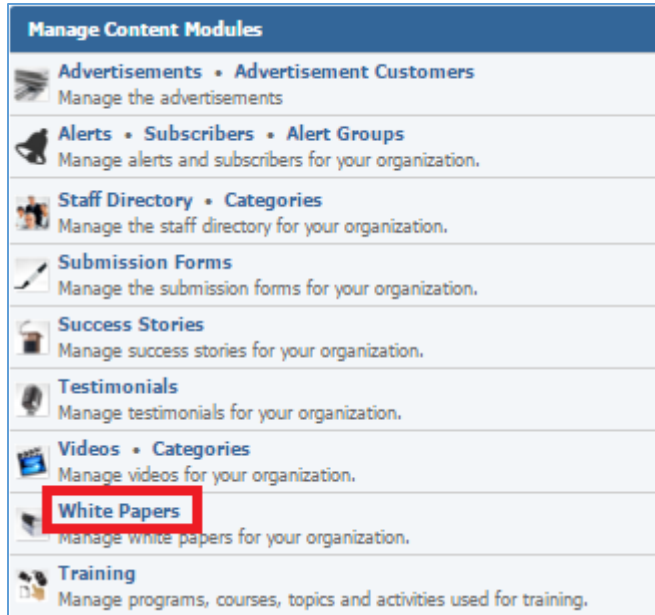
Manage Content Modules	
	<b>Advertisements • Advertisement Customers</b> Manage the advertisements
	<b>Alerts • Subscribers • Alert Groups</b> Manage alerts and subscribers for your organization.
	<b>Staff Directory • Categories</b> Manage the staff directory for your organization.
	<b>Submission Forms</b> Manage the submission forms for your organization.
	<b>Success Stories</b> Manage success stories for your organization.
	<b>Testimonials</b> Manage testimonials for your organization.
	<b>Videos • Categories</b> Manage videos for your organization.
	<b>White Papers</b> Manage white papers for your organization.
	<b>Training</b> Manage programs, courses, topics and activities used for training.

2. Select the **Lamp** icon located next to the white paper you wish to enable or disable.

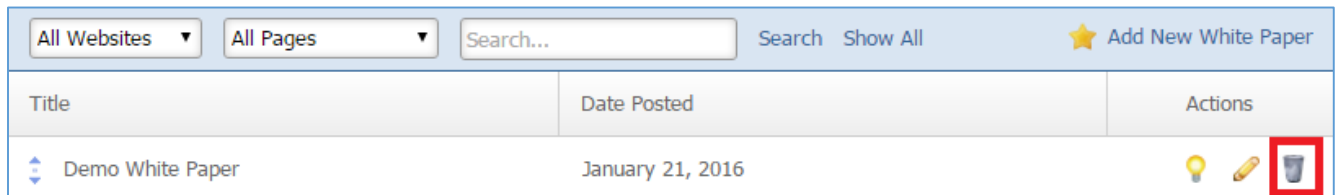
Title	Date Posted	Actions
<div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <span>All Websites ▾</span> <span>All Pages ▾</span> <input type="text" value="Search..."/> <span>Search Show All</span> <span>★ Add New White Paper</span> </div>		
<div style="display: flex; align-items: center;"> <span>⬆</span> Demo White Paper         </div>	January 21, 2016	<div style="display: flex; align-items: center;"> <span style="border: 2px solid red; padding: 2px;"></span> <span style="margin-left: 10px;"></span> <span style="margin-left: 10px;"></span> </div>

## Removing a White Paper

1. From the main page of the administrative website, select **White Papers**, located under the **Manage Content Modules** box.



2. Select the **Trash** icon located next to the white paper you wish to remove.



3. You will be asked to confirm that you wish to remove the white paper. Click **OK**.