**PRODUCT MANUAL: DYNAMIC CONTENT MODULES**

# Table of Contents

# 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.**



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



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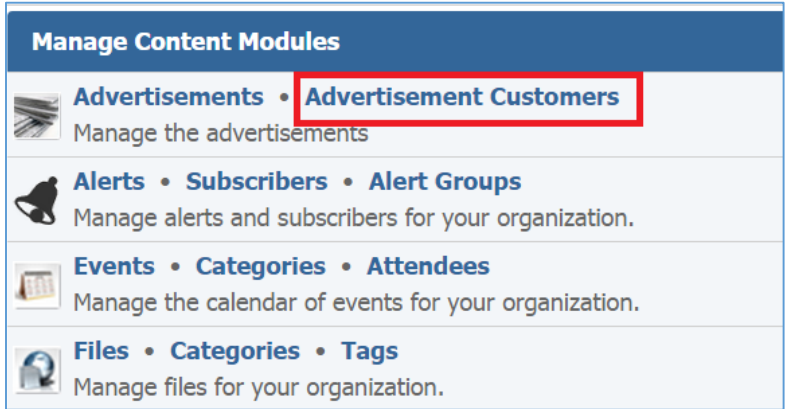


   **Name:** Enter the name of your advertisement customer.

*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.**



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



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.**



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

**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.**



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



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

## Advertisements

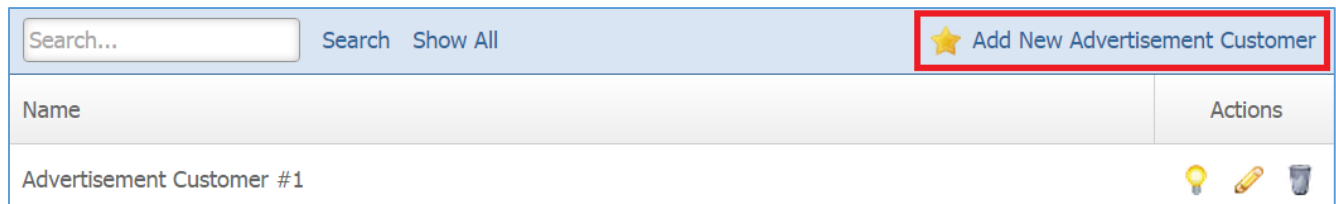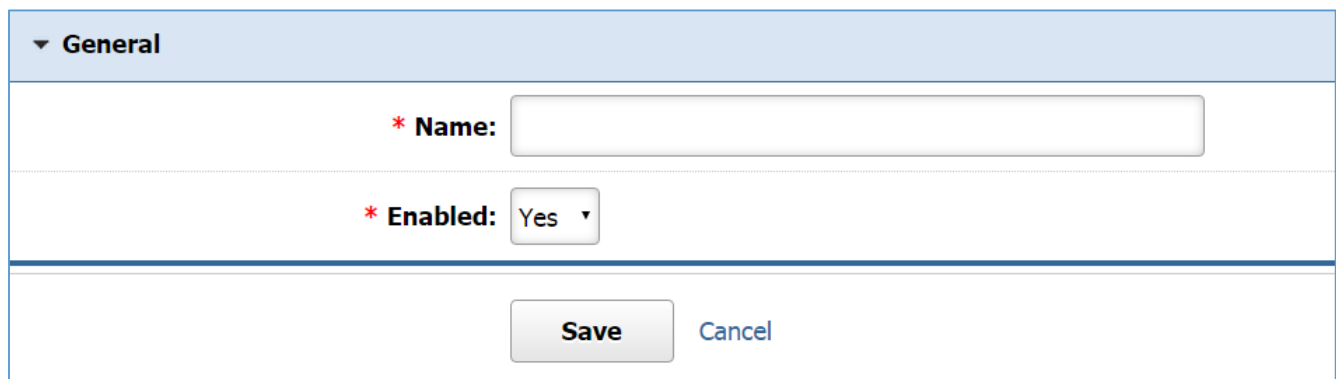**Creating an Advertisement**

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



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

General



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.

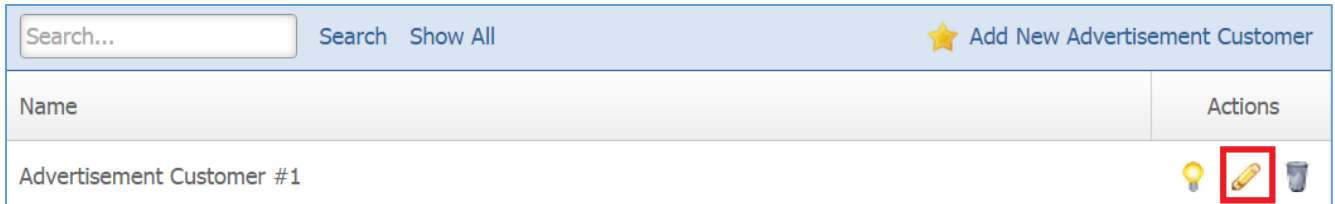4. Under the **Enabled** drop down you can select either to enable or to disable your advertisement. If you select *'No'*, the advertisement will not execute even if you specified start and end dates.

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



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.
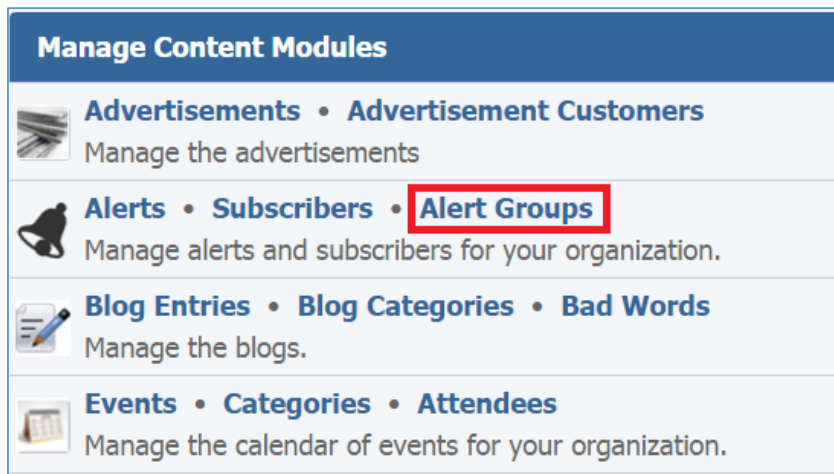
# Alerts Module

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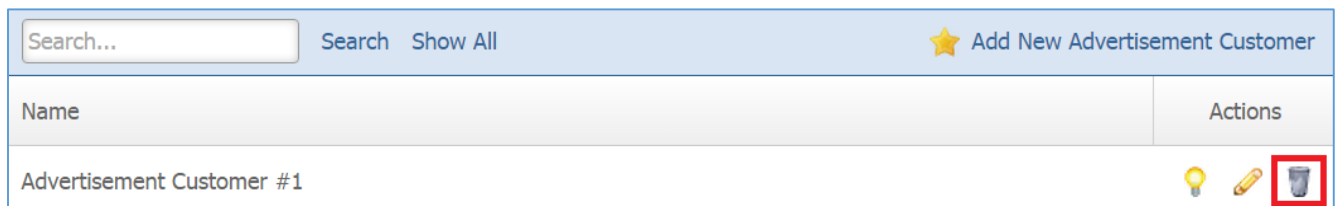
1. From the main page of the administrative website, select **Alert Groups**, located under the **Manage Content Modules** box**.**



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



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

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

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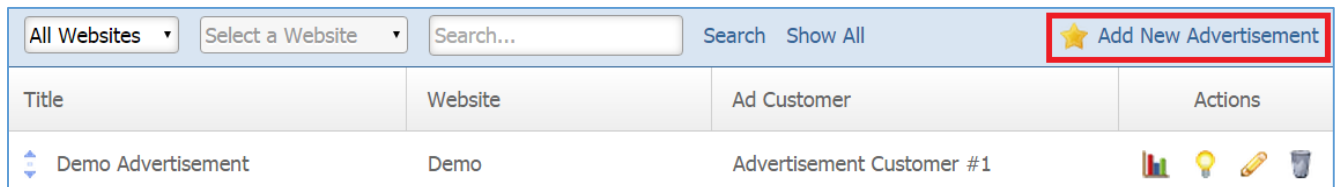
1.  From the main page of the administrative website, select **Alert Groups**, located under the **Manage Content Modules** box**.**



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



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**.**



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

**Removing an Alert Group**

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



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



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

## Subscribers

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

**Creating a Subscriber**

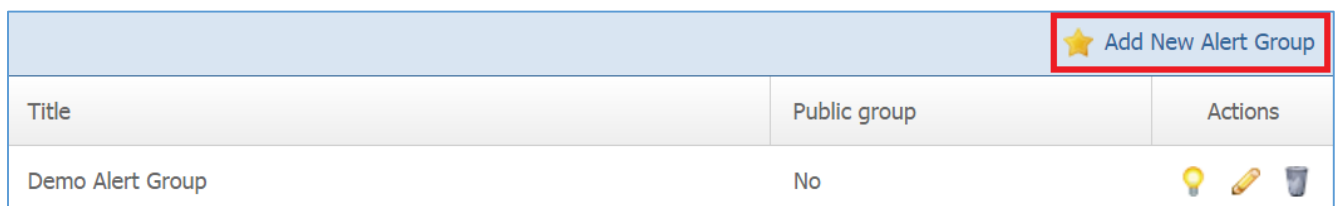1. From the main page of the administrative website, select *Subscribers*, located under the *Manage Content Modules* box, right next to *Alerts.*



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



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: | Select... ▾ |

## OR

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

| | |
|---|---|
| Email: | |

**▼ General**
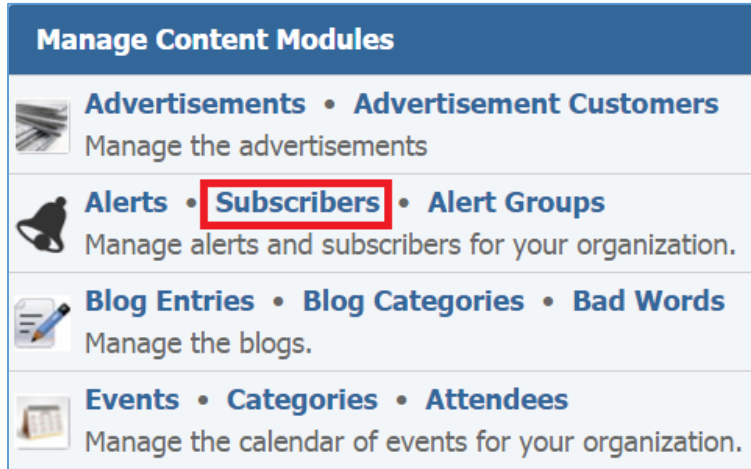
* **Groups:** ☐ Select All
☐ Demo Alert Group

* **Status:** Active ▾

Save    Cancel

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.*



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



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.*

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



*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.**



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



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

## Alerts

**Creating an Alert**

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



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



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

**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: [ Yes ▼ ]

Meta Description: [                    ]

**Pages**

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

**Status**

* Status: [ Active ▼ ]

If set to "Yes" the alert wil be shown on the website.
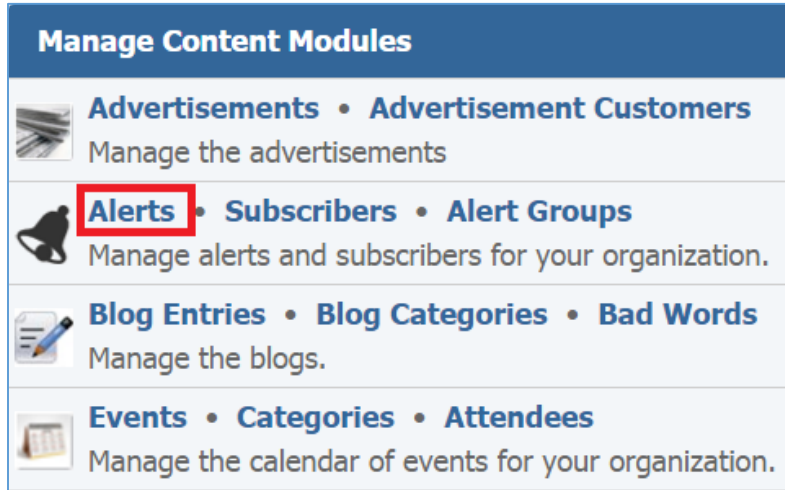
* Ready to Send: [ ▼ ]

When set to "Yes", the alert will be added to the queue and will be sent shortly.

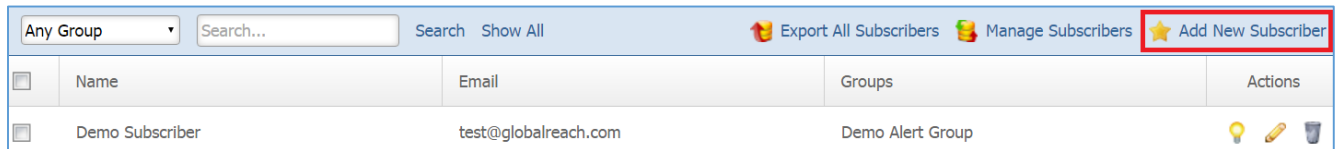[ **Save** ]   Cancel

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*.*
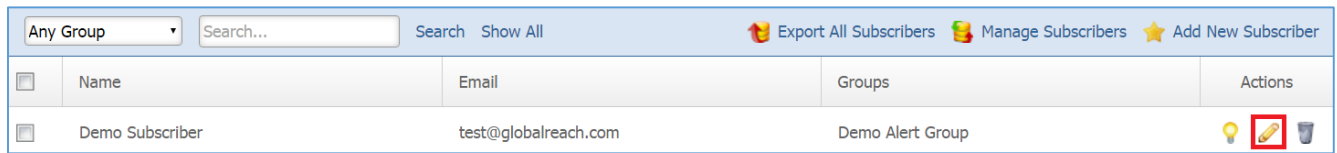


2. Select the **Pencil** icon located to the right of the alert you wish to edit.



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*.*

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



**Removing an Alert**

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



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

| Any Group ▾ | Sent/Not Sent ▾ | Search  Show All | | ⭐ Add New Alert |
| --- | --- | --- | --- | --- |
| 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*.
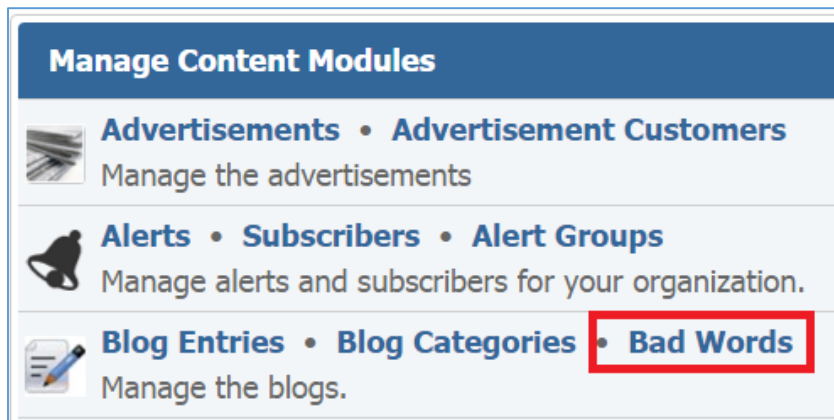
# Blog Entries

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.
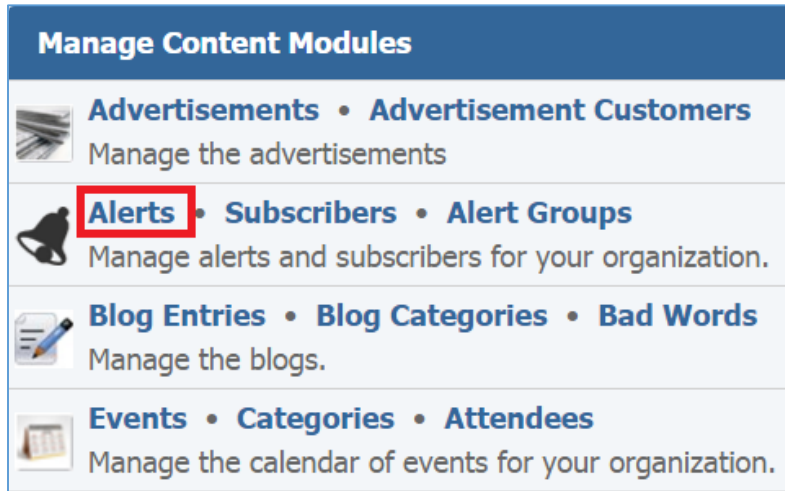
## Bad Words

**Creating a Bad Word**

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



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



3. Fill out the fields for your new bad word
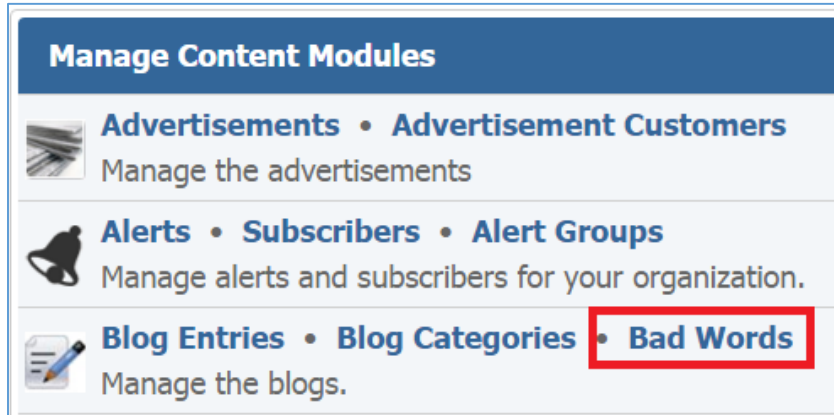


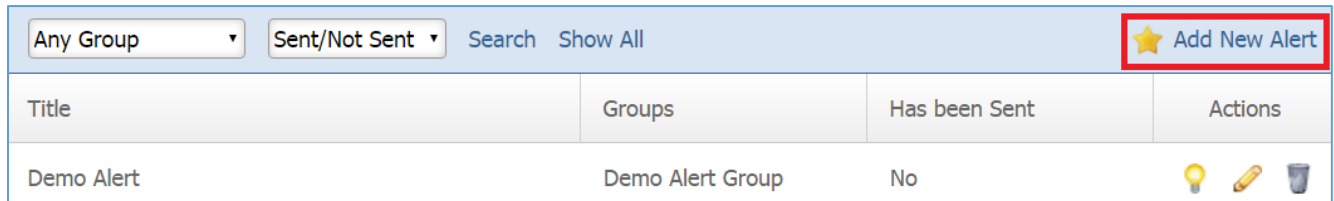4. Click **Save** at the bottom of the page.

**Editing a Bad Word**

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



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



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*.*
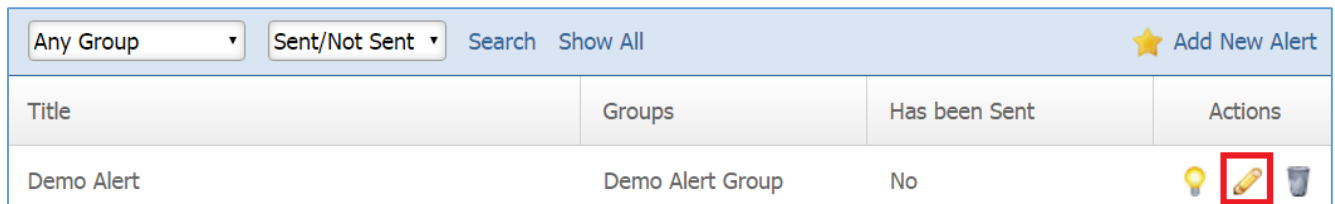


2. Select the Trash icon located to the right of the bad word you wish to remove.

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**.**



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



3. Fill out the fields for your new blog category

| | |
|---|---|
| ▼ **General** | |
| * **Name:** | |
| Enabled: | Yes ▾ |
| ▼ **Content Optimization** | |
| * **Window Title:** | |
| * **Alias:** | |
| Visible to Search Engines: | Yes ▾ |
| Meta Description: | |

**Save**    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.



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*.*



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



**Removing a Blog Category**

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

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



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

## Blog Entries

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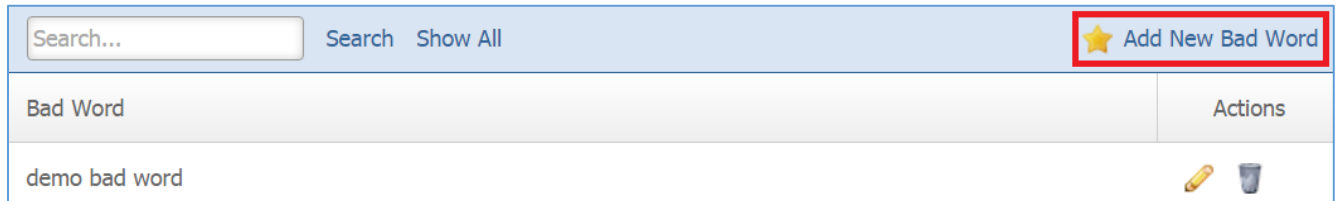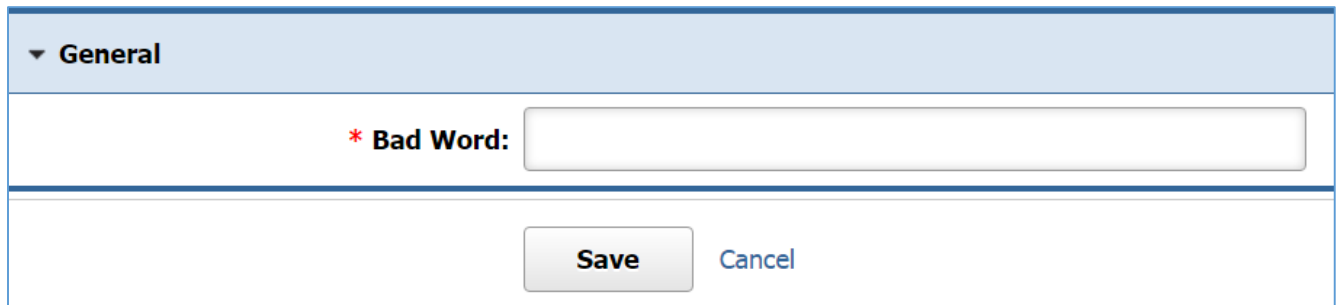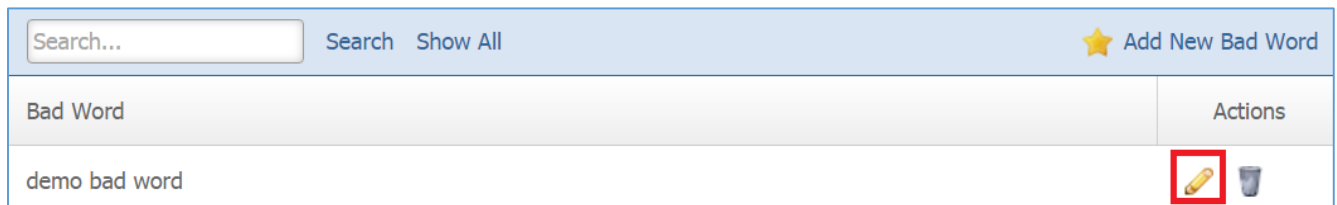
1. From the main page of the administrative website, select **Blog Entries**, located under the **Manage Content Modules** box**.**



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

3. Fill out the fields for your new blog entry.

General



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

## Documents

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

| General | **Documents** | Images | Videos | Comments | Poll | ⭐ Add New Document |
|---|---|---|---|---|---|---|
| ☐ Title | | | | | | Actions |
| ☐ Demo document | | | | | | 💡 ✏️ 🗑️ |

### *Creating a Document*

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

| General | **Documents** | Images | Videos | Comments | Poll | ⭐ Add New Document |
|---|---|---|---|---|---|---|
| ☐ Title | | | | | | Actions |
| ☐ Demo document | | | | | | 💡 ✏️ 🗑️ |

2. Fill out the fields for your new document.

**▼ General**

* **Title:**  [                    ]

* **Document:**  [ Choose a File ]   No file chosen

         **Accepted Formats:** PDF, Word, Rich Text, Excel, PowerPoint, Plain Text, MP3, ZIP Archive

* **Enabled:**  [ Yes ▼ ] ⓘ

**▼ Description**

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[ Save ]   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 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.
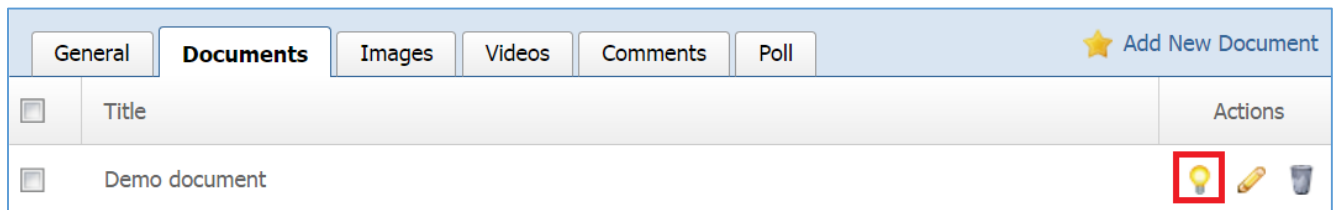


*Removing a Document*

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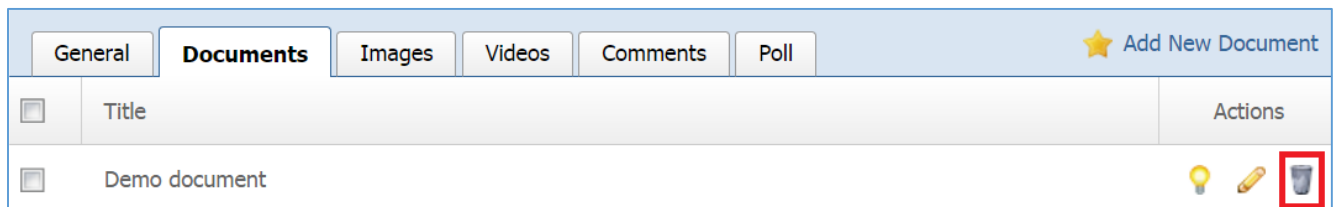


2. You will be asked to confirm that you wish to remove the document. Click ***OK***.

## Images

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

| General | Documents | **Images** | Videos | Comments | Poll | ⭐ Add New Image |
|---|---|---|---|---|---|---|
| ☐ | Title | | | | | Actions |
| ☐ | Demo Image | | | | | 💡 ✏️ 🗑️ |

### Creating an Image

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

| General | Documents | **Images** | Videos | Comments | Poll | ⭐ Add New Image |
|---|---|---|---|---|---|---|
| ☐ | Title | | | | | Actions |
| ☐ | Demo Image | | | | | 💡 ✏️ 🗑️ |

2. Fill out the fields for your new image.

**▼ General**

    **\* Title:**

    **\* Image:**   [ Choose a File ]   No file chosen
    **Accepted Formats:** PNG, JPEG, GIF

    **\* Enabled:**   Yes ▾   ⓘ

**▼ Description**

| Format ▾ | Styles ▾ | **B** *I* U I̶ₓ Ω 🔗 🔗̶ ↶ ↷ Source ABC⟋ ⛶ |
|---|---|---|

[ **Save** ]    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.

| General | Documents | **Images** | Videos | Comments | Poll | ⭐ Add New Image |
|---------|-----------|------------|--------|----------|------|----------|
| ☐ Title | | | | | | Actions |
| ☐ Demo Image | | | | | | 💡 🖉 🗑 |

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.
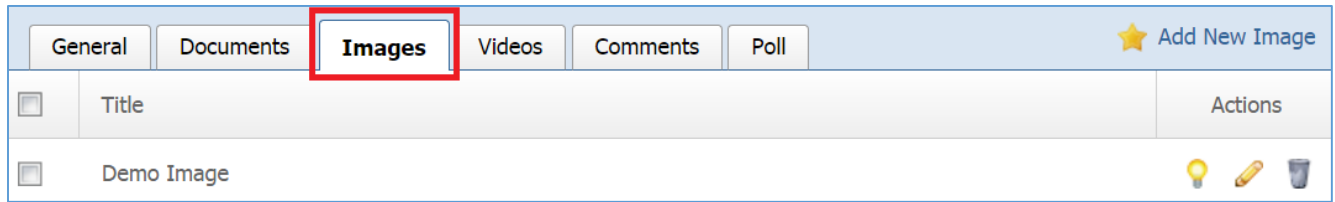
| General | Documents | **Images** | Videos | Comments | Poll | ⭐ Add New Image |
|---------|-----------|------------|--------|----------|------|----------|
| ☐ Title | | | | | | Actions |
| ☐ Demo Image | | | | | | 💡 🖉 🗑 |
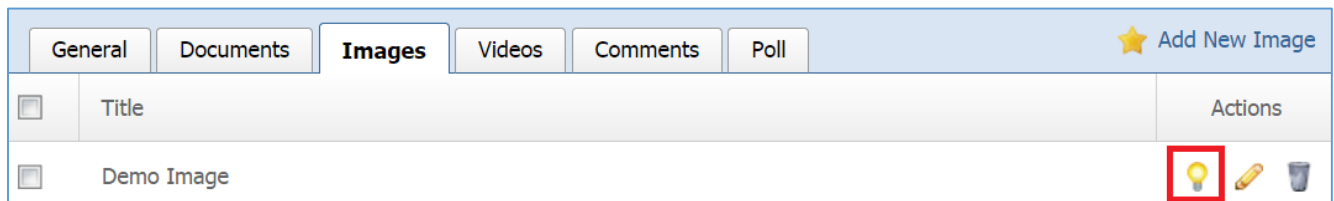
*Removing an Image*

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

| General | Documents | **Images** | Videos | Comments | Poll | ⭐ Add New Image |
|---------|-----------|------------|--------|----------|------|----------|
| ☐ Title | | | | | | Actions |
| ☐ Demo Image | | | | | | 💡 🖉 🗑 |

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

## Videos

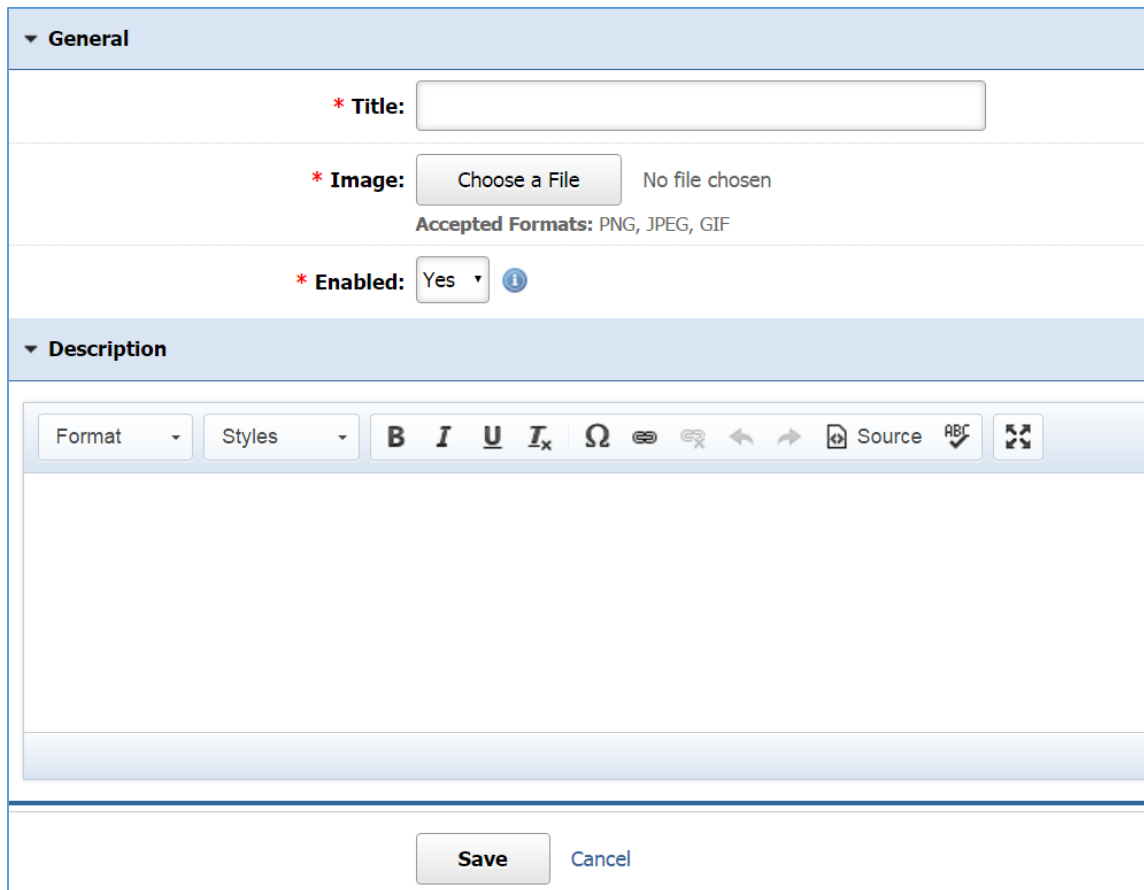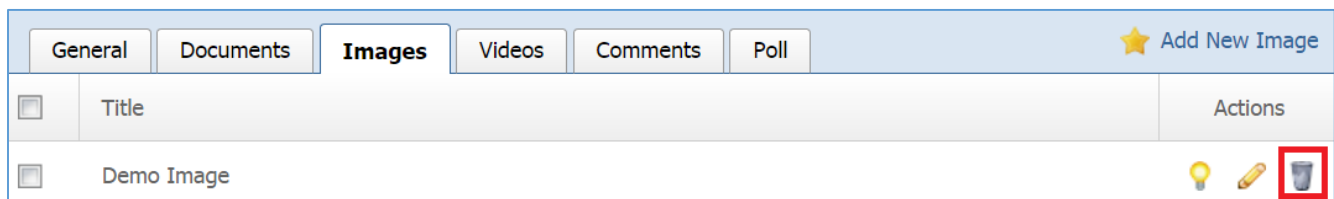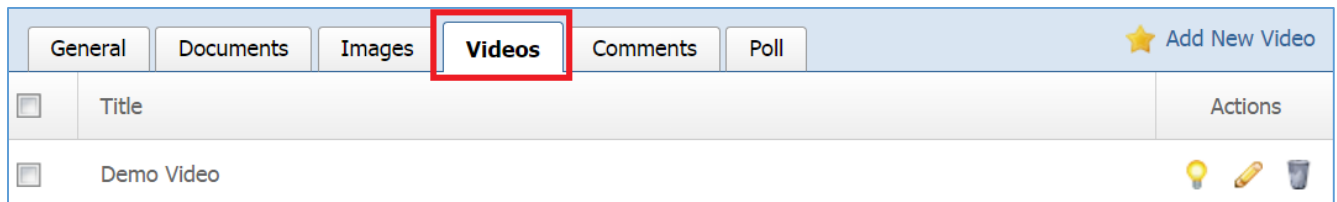1. Go to the *Videos* tab to manage the videos of your blog entry.

| General | Documents | Images | **Videos** | Comments | Poll | ⭐ Add New Video |
|---------|-----------|--------|------------|----------|------|------------------|
| ☐ | Title | | | | | Actions |
| ☐ | Demo Video | | | | | 💡 ✏️ 🗑️ |

*Creating a Video*

1. Select **Add New Video** located next to the yellow star on the upper right of the page.
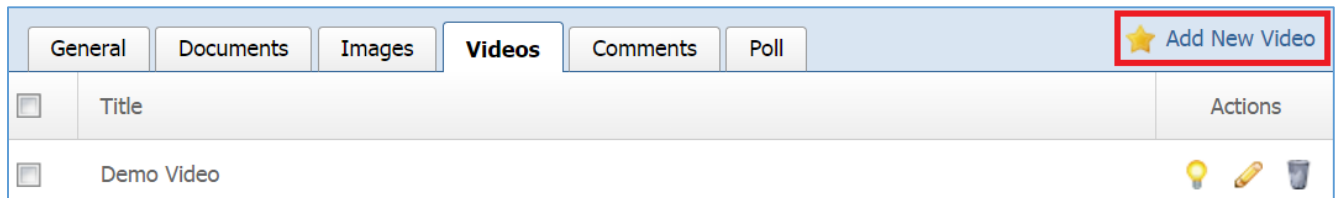
| General | Documents | Images | **Videos** | Comments | Poll | ⭐ Add New Video |
|---------|-----------|--------|------------|----------|------|------------------|
| ☐ | Title | | | | | Actions |
| ☐ | Demo Video | | | | | 💡 ✏️ 🗑️ |

2. Fill out the fields for your new video.

**▼ General**

     **\* Title:** [_____]

     **\* Video:** [ Choose a File ]    No file chosen

         **Accepted Formats:** Windows Media, QuickTime, MPEG, AVI

     **\* Enabled:** [ Yes ▾ ] ⓘ

**▼ Description**

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[ **Save** ]   Cancel

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.

| General | Documents | Images | **Videos** | Comments | Poll | ⭐ Add New Video |
|---|---|---|---|---|---|---|
| ☐ Title | | | | | | Actions |
| ☐ Demo Video | | | | | | 💡 ✏️ 🗑️ |

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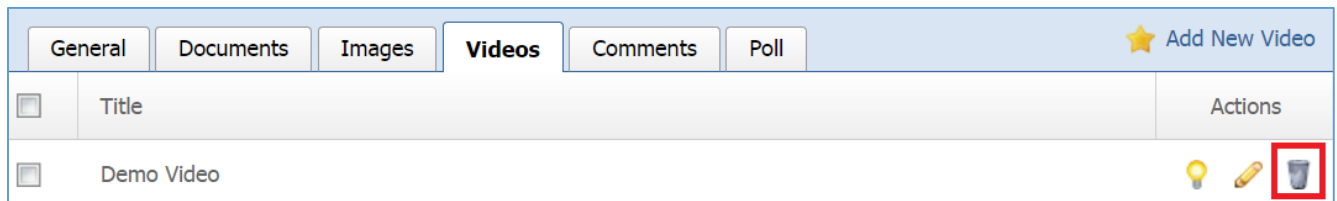
1. Select the **Lamp** icon located next to the video you wish to enable or disable.

| General | Documents | Images | **Videos** | Comments | Poll | ⭐ Add New Video |
|---|---|---|---|---|---|---|
| ☐ Title | | | | | | Actions |
| ☐ Demo Video | | | | | | 💡 ✏️ 🗑️ |
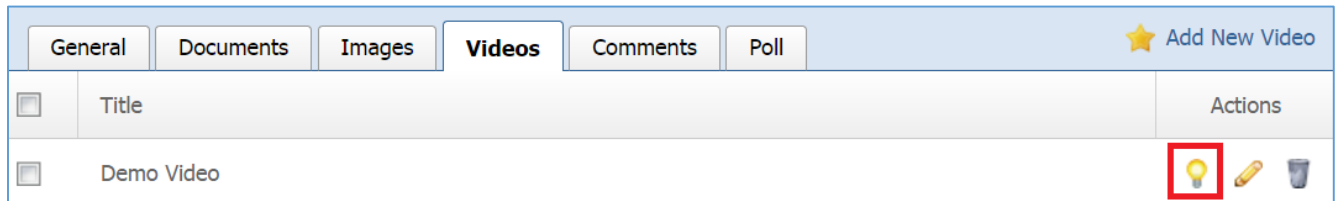
*Removing a Video*

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

| General | Documents | Images | **Videos** | Comments | Poll | ⭐ Add New Video |
|---|---|---|---|---|---|---|
| ☐ Title | | | | | | Actions |
| ☐ Demo Video | | | | | | 💡 ✏️ 🗑️ |

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

## Comments

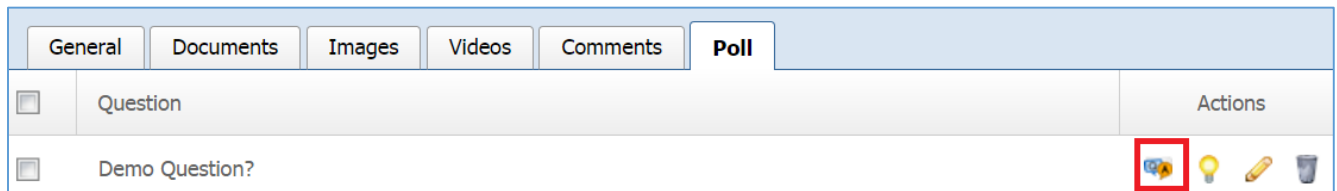1. Go to the **Comments** tab to manage the comments of your blog entry.

| General | Documents | Images | Videos | **Comments** | Poll | | | |
|---|---|---|---|---|---|---|---|---|
| ☐ | Date | | Comment | | | | Approved | Actions |
| ☐ | Jan 11, 2016 | | comment | | | | ✔ | ✏ 🗑 |

### 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 | **Comments** | Poll | | | |
|---|---|---|---|---|---|---|---|---|
| ☐ | Date | | Comment | | | | Approved | Actions |
| ☐ | Jan 11, 2016 | | comment | | | | ✔ | ✏ 🗑 |

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 | **Comments** | Poll | | | |
|---|---|---|---|---|---|---|---|---|
| ☐ | Date | | Comment | | | | Approved | Actions |
| ☐ | Jan 11, 2016 | | comment | | | | ✔ | ✏ 🗑 |

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

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.



*Removing a Comment*

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



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.

| | General | Documents | Images | Videos | Comments | **Poll** | | ⭐ Add New Poll |
|---|---|---|---|---|---|---|---|---|
| ☐ | Question | | | | | | | Actions |
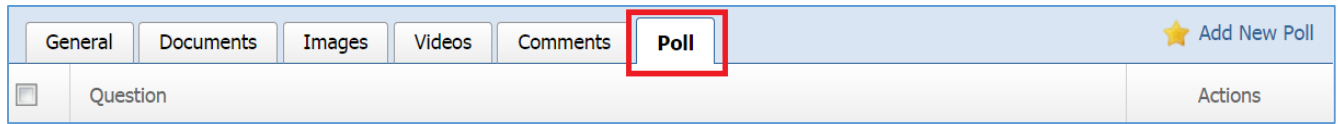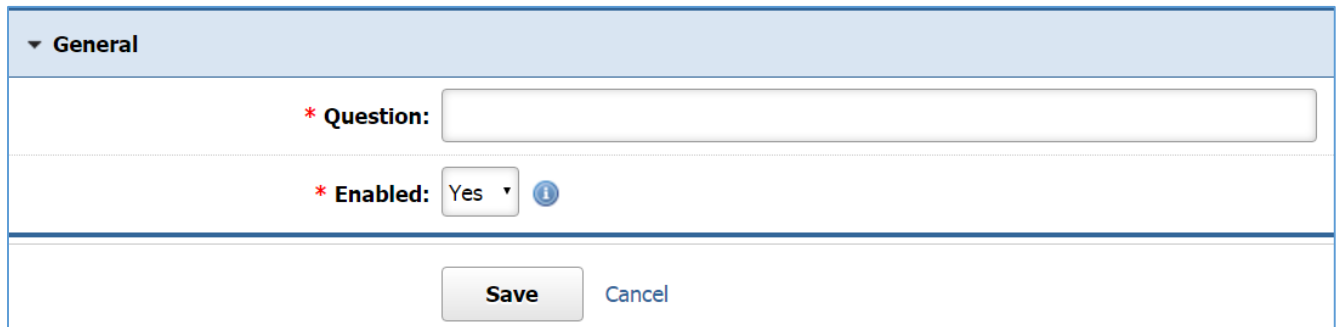
*Creating a Poll*

1. Select **Add New Poll** located next to the yellow star on the upper right of the page.
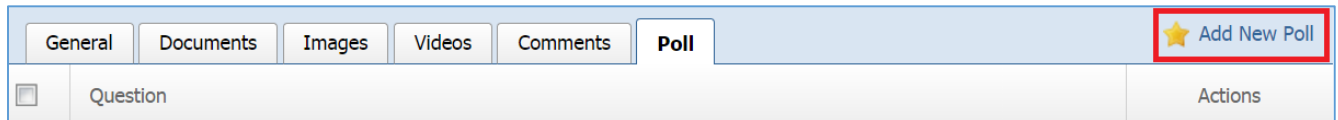
| | General | Documents | Images | Videos | Comments | **Poll** | | ⭐ Add New Poll |
|---|---|---|---|---|---|---|---|---|
| ☐ | Question | | | | | | | Actions |

2. Fill out the fields for your new poll.

| ▼ **General** |
|---|
| * **Question:** [                    ] |
| * **Enabled:** Yes ▾ ⓘ |
| **Save**    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.

| | General | Documents | Images | Videos | Comments | **Poll** | |
|---|---|---|---|---|---|---|---|
| ☐ | Question | | | | | | Actions |
| ☐ | Demo Question? | | | | | | 🔤 💡 ✏️ 🗑️ |
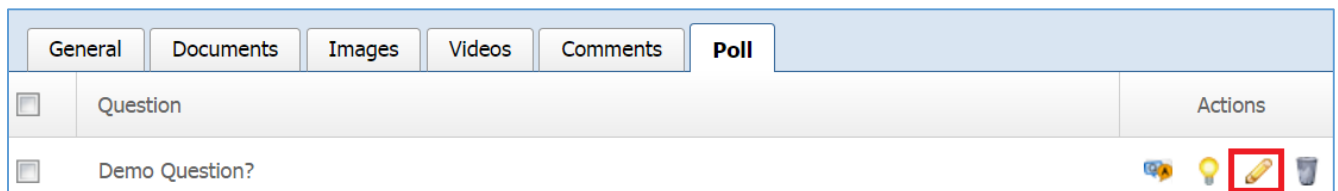
2. Edit the poll fields.

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.

| General | Documents | Images | Videos | Comments | **Poll** | |
|---|---|---|---|---|---|---|
| ☐ | Question | | | | | Actions |
| ☐ | Demo Question? | | | | | 🔲💡✏🗑 |
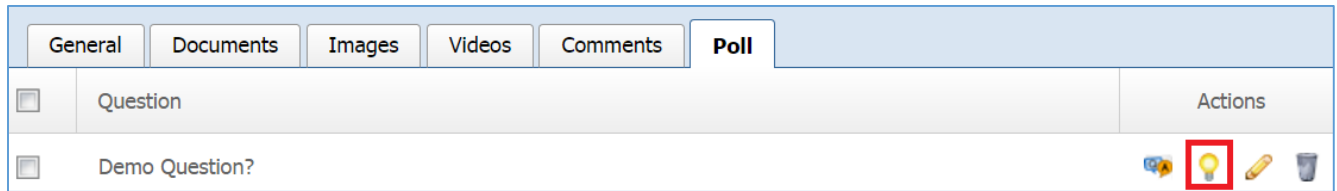
## Removing a Poll

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

| General | Documents | Images | Videos | Comments | **Poll** | |
|---|---|---|---|---|---|---|
| ☐ | Question | | | | | Actions |
| ☐ | Demo Question? | | | | | 💬💡✏🗑 |
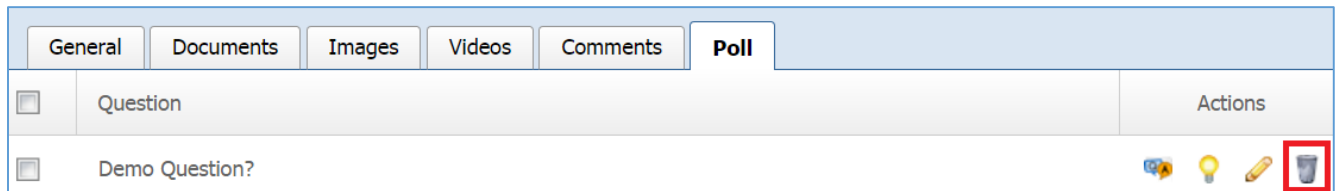
2. You will be asked to confirm that you wish to remove the poll. Click **OK**.

## Poll Answers

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

| General | Documents | Images | Videos | Comments | **Poll** | |
|---|---|---|---|---|---|---|
| ☐ | Question | | | | | Actions |
| ☐ | Demo Question? | | | | | 🔲💡✏🗑 |

## Creating a Poll Answer

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

| General | Documents | Images | Videos | Comments | **Poll** | ⭐ Add New Answer |
|---|---|---|---|---|---|---|
| ☐ | Answer | | | | Votes | Actions |
| ☐ | Answer 1 | | | | 0 | ✏🗑 |
| ☐ | Answer 2 | | | | 0 | ✏🗑 |
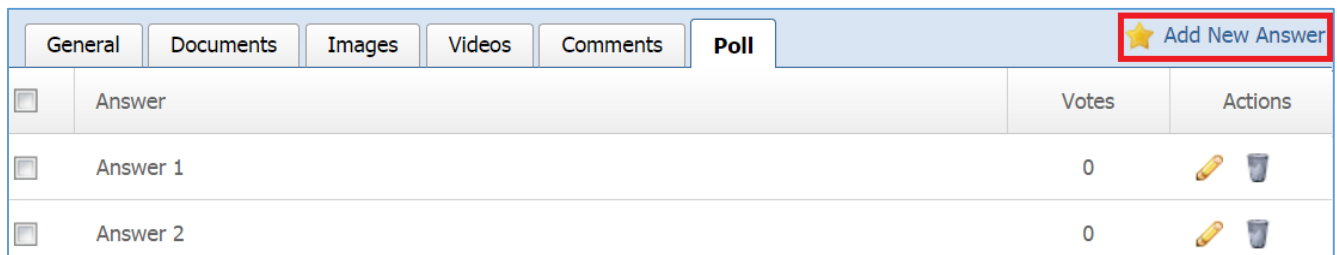
2. Fill out the fields for your answer.

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.

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.



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.

**Editing a Blog Entry**

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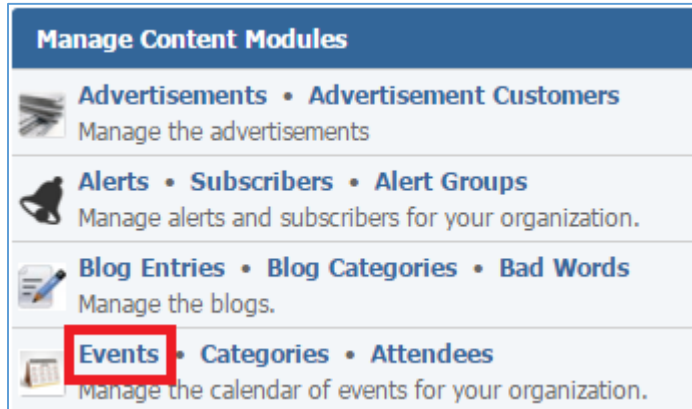


2. Select the *Pencil* icon located to the right of the blog entry you wish to edit.



3. Edit the blog entry.

4. Once you have made the desired changes, click *Save* at the bottom of the page.
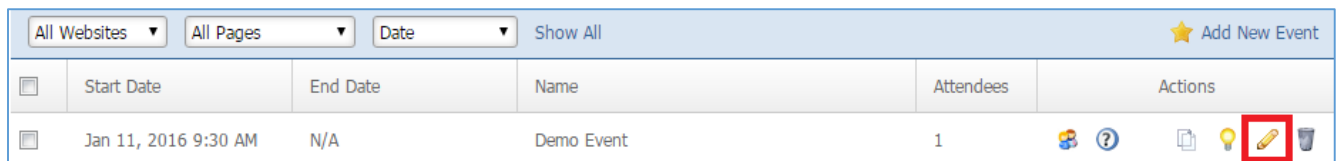
**Enabling / Disabling a Blog Entry**

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

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

| | Date Posted | Title | Comments | Actions |
|---|---|---|---|---|
| ☐ | January 11, 2016 | Demo Blog Entry | | 💡 ✏ 🗑 |

All Websites ▾  All Pages ▾  All Categories ▾  Search...  Search  Show All    ⭐ Add New 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*.*
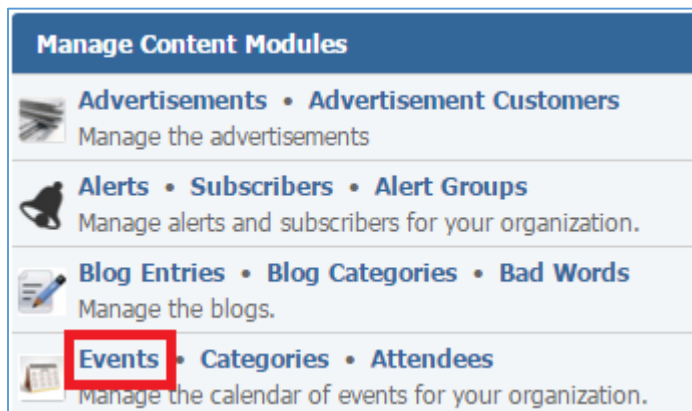
**Manage Content Modules**

**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.

| | Date Posted | Title | Comments | Actions |
|---|---|---|---|---|
| ☐ | January 11, 2016 | Demo Blog Entry | | 💡 ✏ 🗑 |

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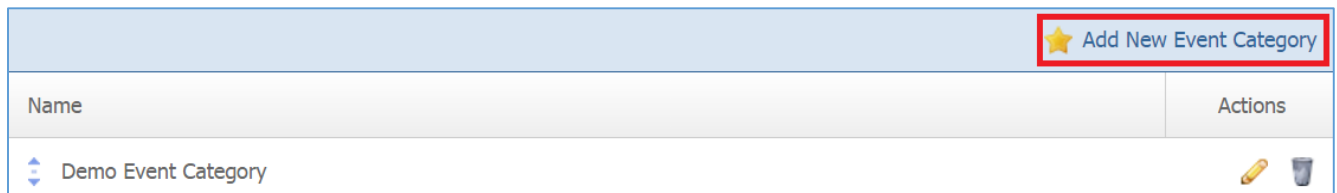
1. From the main page of the administrative website, select **Event Categories**, located under the **Manage Content Modules** box**.** Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module



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



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

## General

**\* Name:**

Description:

Color:

Choose a color for events in this category for the public website.

Image:  [ Choose a File ]  No file chosen

**Accepted Formats:** PNG, JPEG, GIF

## Content Optimization

**\* Window Title:**

**\* Alias:**

Visible to Search Engines:  [ Yes ▼ ]

Meta Description:

[ Save ]  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



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



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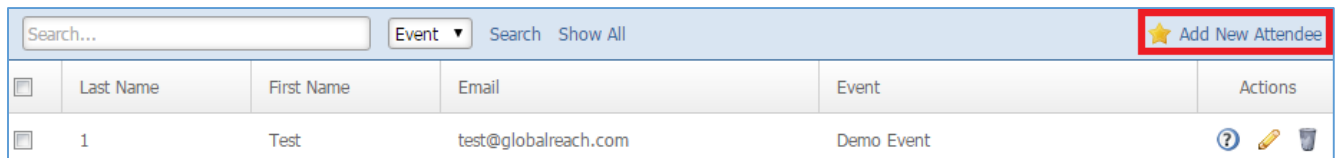
1. From the main page of the administrative website, select **Event Categories**, located under the **Manage Content Modules** box. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module



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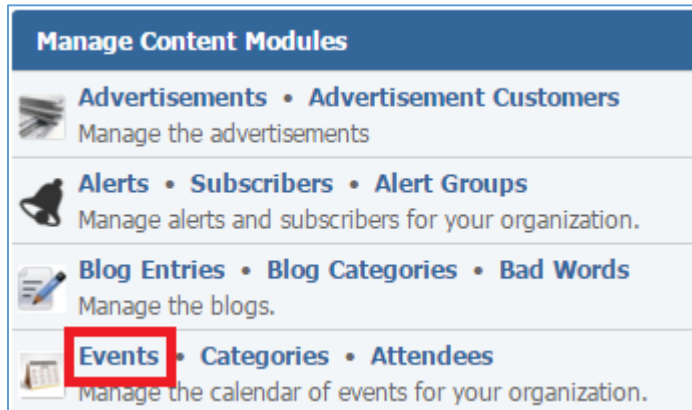


3. You will be asked to confirm that you wish to remove the event category. Click **OK**.

## Events

**Creating an Event**

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



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



3. Fill out the fields for your new event.

General
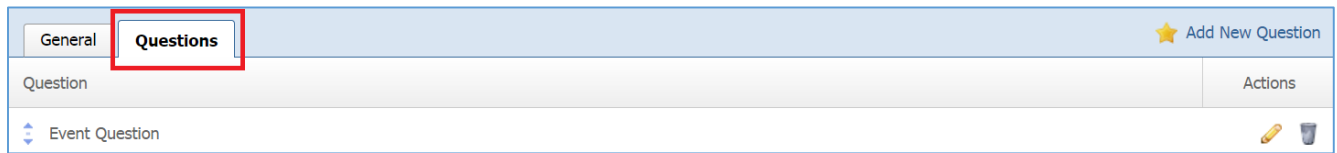
## General

| | |
|---|---|
| Category: | Enter search... |
| * Name: | |
| Location: | |
| * All Day Event: | No |
| * Start: | |
| End: | |
| Time Comments: | |
| Time Zone: | |
| * Registration: | |
| Seats Available: | |
| * Enabled: | Yes |

## Contact Details

| | |
|---|---|
| * Show Contact Details on website: | Yes |

If 'No', then this contact information is only used to notify you of new registrations

| | |
|---|---|
| Contact Name: | |
| Contact Phone: | |
| Contact Email: | |

Multiple Email addresses can be used if separated by a comma.

### Abstract

Normal | Styles | **B** *I* <u>U</u> I_x Ω 🔗 🔗 ← → Source ABC ⤢

body    p

### Description

Normal | Styles | **B** *I* <u>U</u> I_x ≡ ≡ ≡ ≡ ⦙≡ ⦙≡ ⦙≡ ⦙≡ A▾ A▾ Ω 🖼 🔵 ▶ 🔗 🔗 🏴 ⊞

← → Source ABC ⤢

body    p

### Content Optimization

| | |
|---:|:---|
| * **Window Title:** | |
| * **Alias:** | |
| Visible to Search Engines: | Yes ▾ |
| Meta Description: | |

### Pages

| Website | Page | Display | Approved |
|---|---|---|---|
| Demo | Demo Event | ☑ | ☐ |

**Save**    Cancel

1. Click **Save** at the bottom of the page.
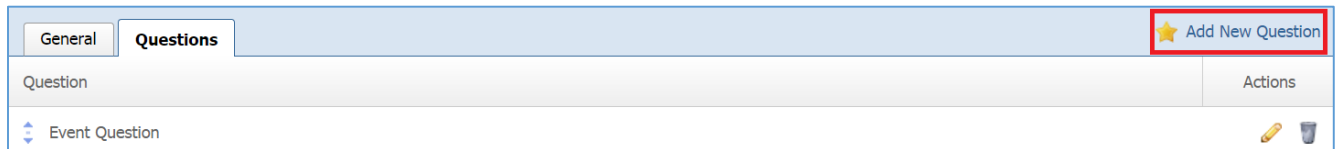
## Questions

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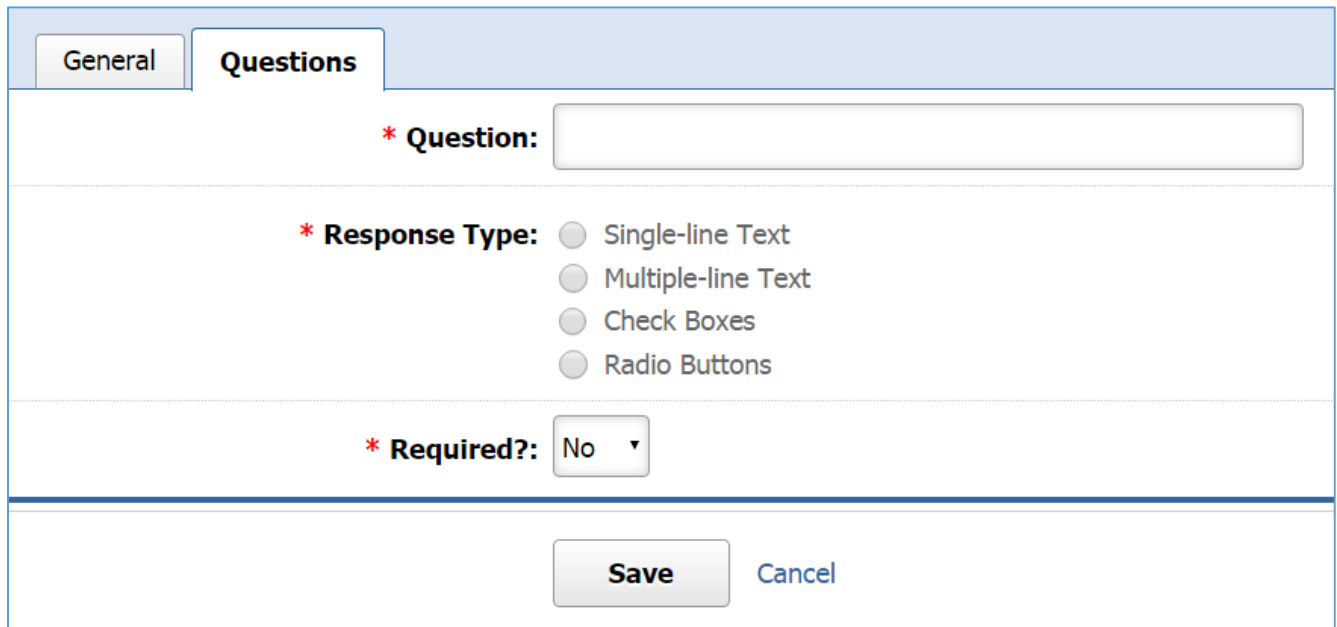


*Creating a Question*

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



2. Fill out the fields for your new question.



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.
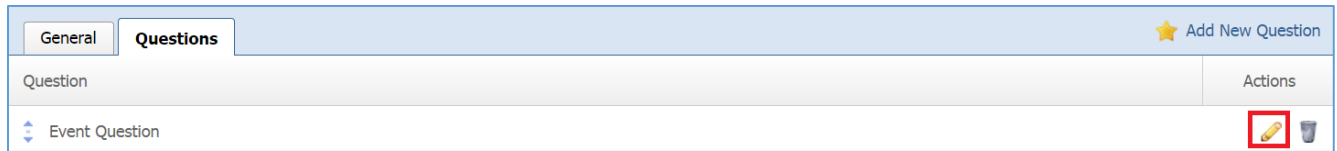


2. Edit the question.

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.
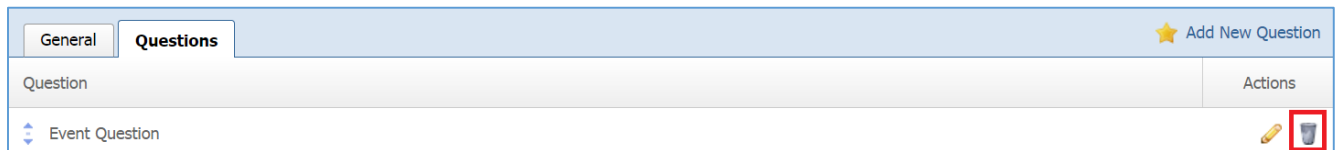


2. You will be asked to confirm that you wish to remove the question. Click **OK**.

**Editing an Event**

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



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



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.



**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.



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.



**Managing Event Questions**

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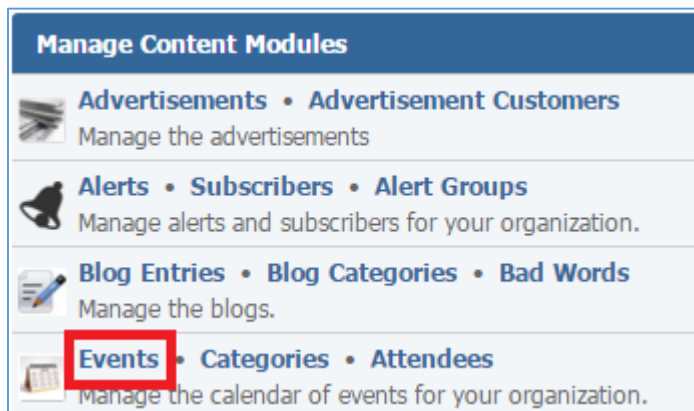


2. Select the **Question Mark** icon located next to the event in which you wish to manage its questions.

Managing Question Answers

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

| General | **Questions** | ⭐ Add New Question |
|---|---|---|
| Question | | Actions |
| ⇕ Event Question | | 🖊 🗑 |
| ⇕ Event Question 2 | | ⑦ 🖊 🗑 |

*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:** [                    ] |
| **Save**    Cancel |

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.
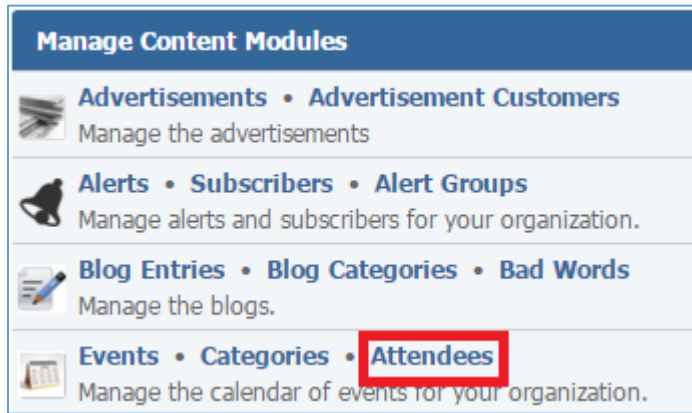
| Answer | Actions |
|---|---|
| | ⭐ Add New Answer |
| ↕ Answer 1 | 🖊 🗑 |
| ↕ Answer 2 | 🖊 🗑 |

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**.**
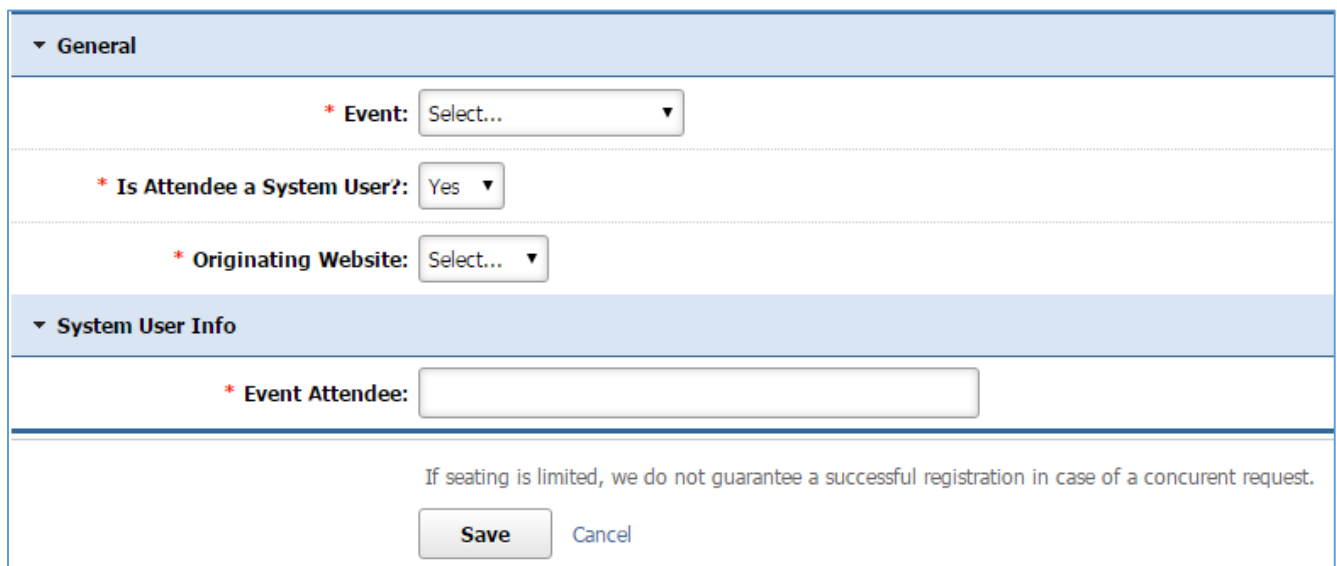


2. Select **Add New Attendee** located next to the yellow star on the upper right of the page.



3. Fill out the fields of your new attendee.

Is Attendee a System User? : Yes

Is Attendee a System User? : No



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**.**



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

3. Edit the attendee fields.

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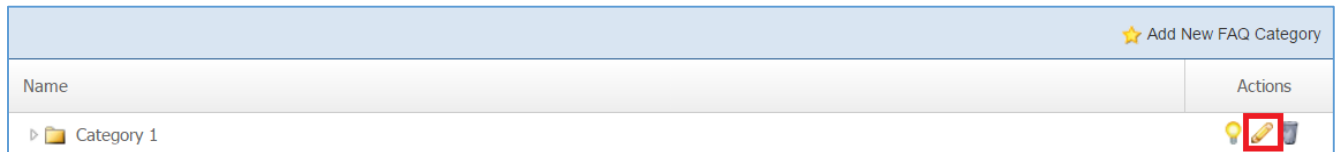
### Removing an Attendee

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



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



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.
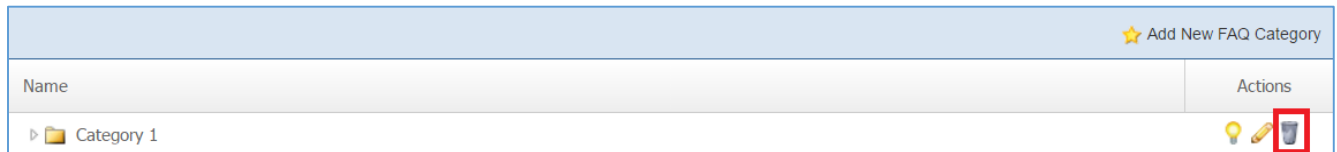


2. Select Create a Category located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new category.

**Files**
Categories » Create a Category

**▼ General**

* Title: [                    ]

* Enabled: [ Yes ▼ ]

**▼ Content**

| Normal ▾ | Styles ▾ | **B** *I* U ~~I~~x | ≡ ≡ ≡ ≡ | ≔ ⋮⋮ ⊣≣ ⊢≣ | A▾ A▾ | Ω 🖼 🔵 ▶ 📄 🔗 🔗 ⚑ ⊞ | ↩ ↪ Source ✓ |

body   p

**▼ Content Optimization**

* Window Title: [                    ]

* Alias: [                    ]

Visible to Search Engines: [ Yes ▼ ]

Meta Description: [                    ]

**▼ Assignments**

* Websites: ☐ Demo
☐ Rami's Demo

[ **Save** ]   Cancel

4. Click Save at the bottom of the page.
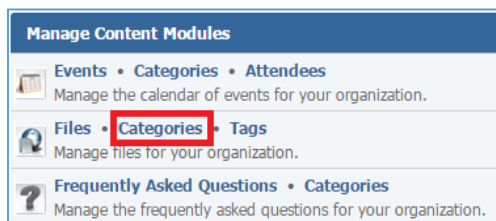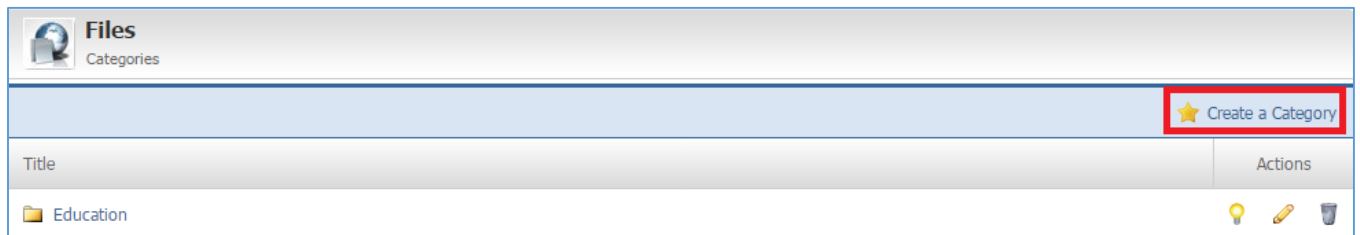
**Creating a Subcategory**

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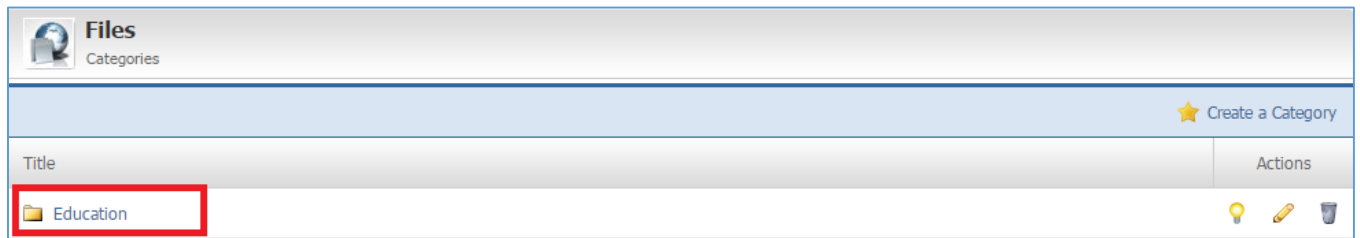


2.  You can see that you are into a category in the path next to the Files module icon.
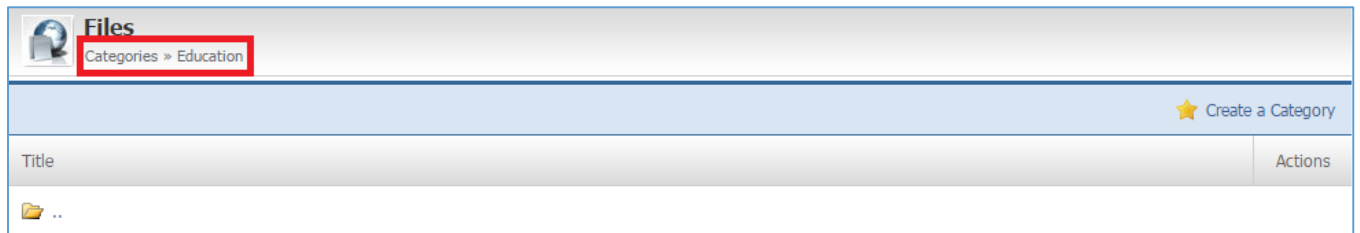


3.  Select Create a Category located next to the yellow star on the upper right of the page.
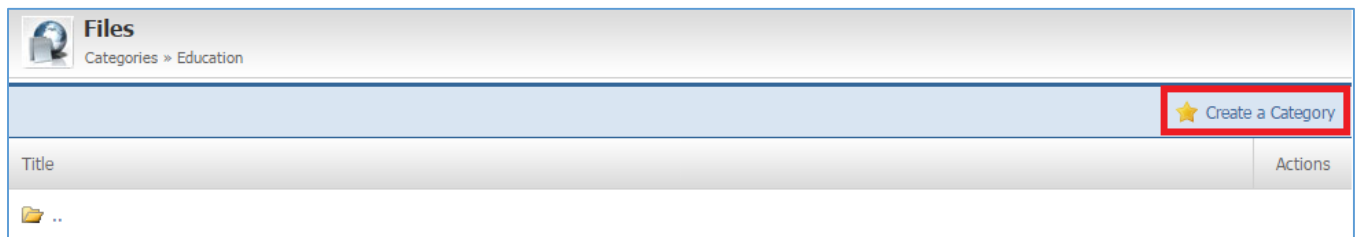


Notes:

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.
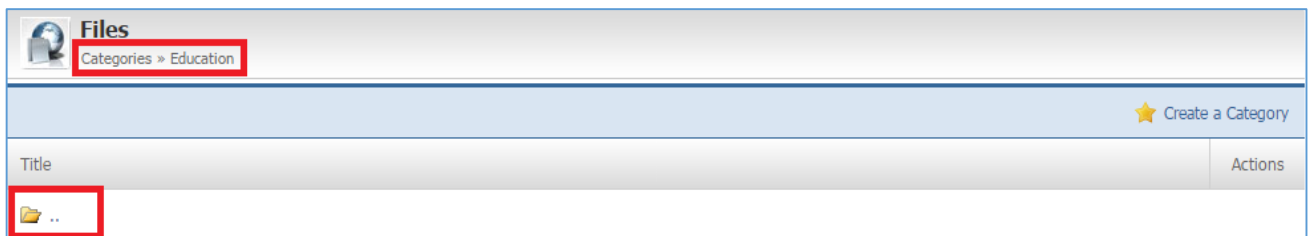
**Editing a File Category**

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.
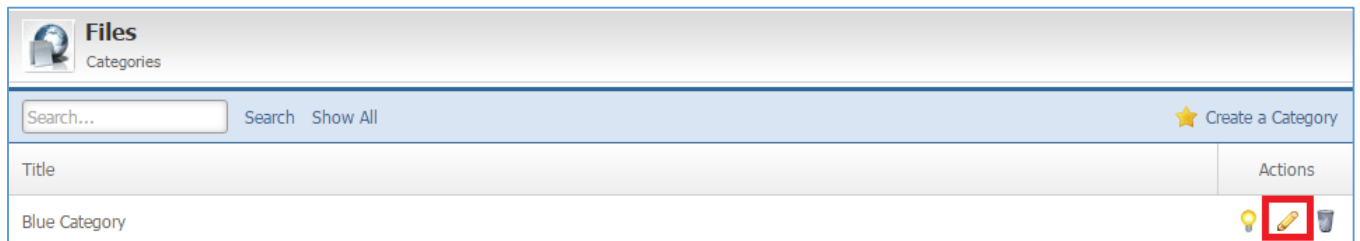


3. Make the desired edits.

4. Click Save at the bottom of the page.

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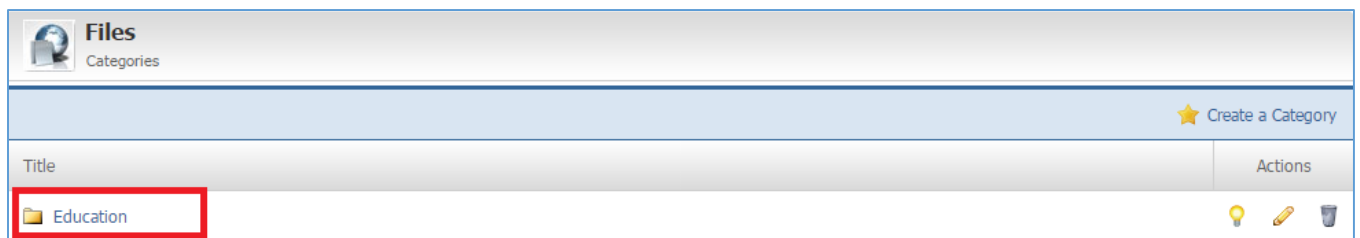


**Enabling / Disabling a File Category**

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.

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



**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.



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



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

## Files

**Creating a File**

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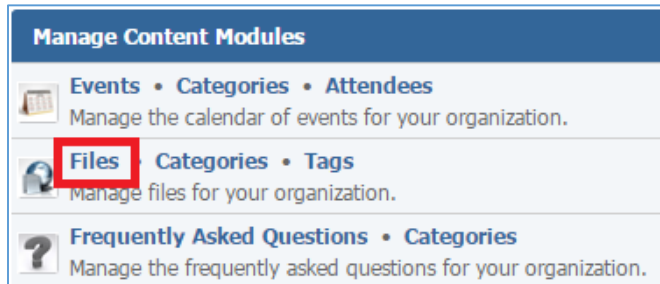


2.  Select Create a File located next to the yellow star on the upper right of the page.
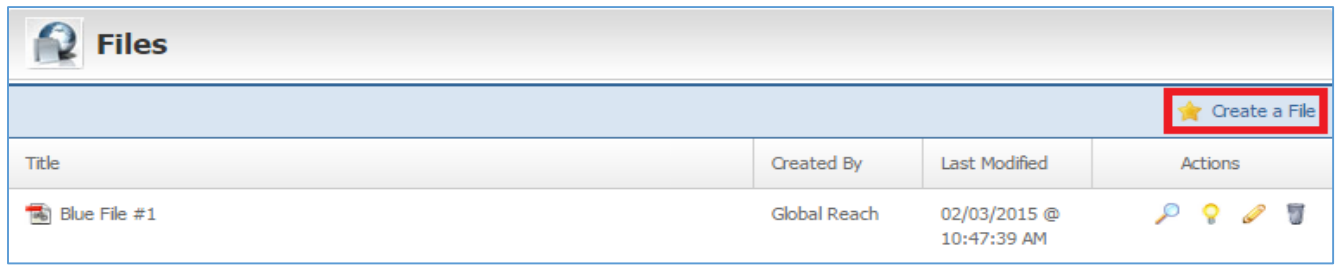


3.  Fill out the fields for your new file.

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.

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.



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



**Preview a File**

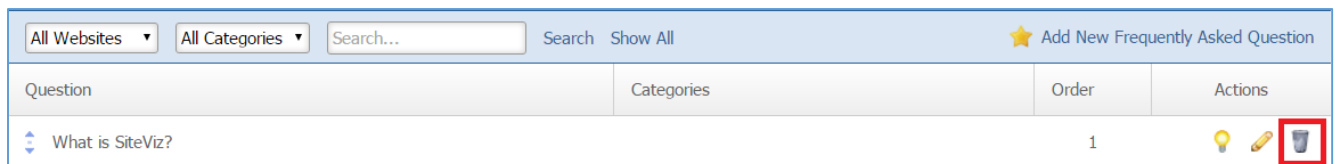1. From the main page of the administrative website, select Files, located under the Manage Content Modules bar.



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

**Removing a File**

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



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



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

**Searching for a File**

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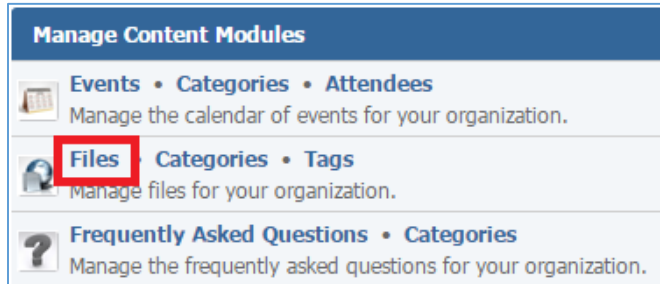


2. In the Filter box located on the right of the list of files, enter the filters you want to apply on the list.



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.
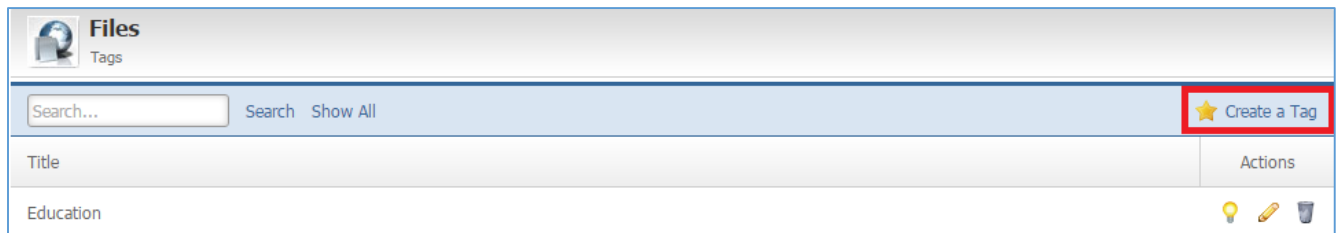


3. Fill out the fields for your new tag.

## Files
Tags » Create a Tag

**▾ General**

* **Title:** [                              ]

* **Enabled:** [ Yes ▾ ]

**▾ Content**

[ Format ▾ ] [ Styles ▾ ] | **B** *I* U I̲ₓ | ≡ ≡ ≡ ≡ | ≡ ≔ ≔ ≔ | **A**▾ **A**▾ | Ω ▦ 🌐 ▶ 📷 🔗 ✂ ⚑ ▦

↶ ↷ | </> Source ᴬᴮᶜ | ⤢

[                                                              ]

**▾ Content Optimization**

* **Window Title:** [                              ]

* **Alias:** [                              ]

Visible to Search Engines: [ Yes ▾ ]

Meta Description: [                              ]

[ **Save** ]   Cancel

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. Clink OK.
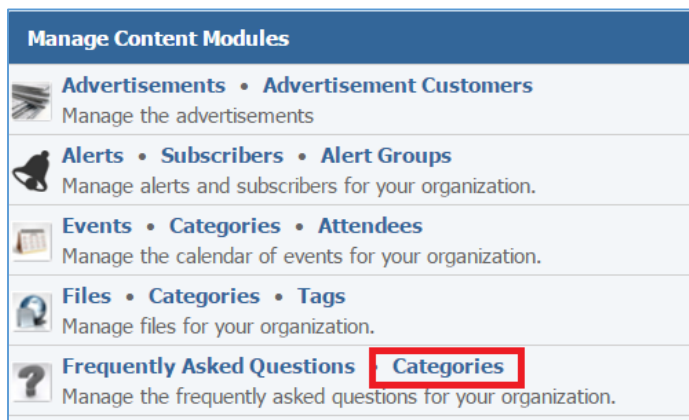
# Frequently Asked Questions Module

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*.
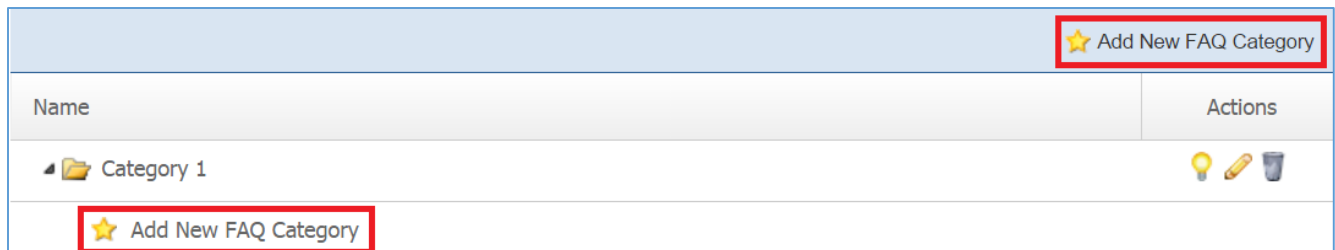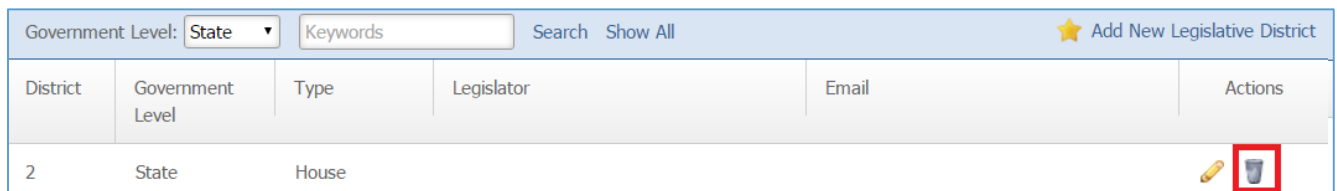
## Categories

**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.



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*.



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

**General**

* **Name:**

Description:

Enabled: Yes ▾

**Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: Yes ▾

Meta Description:

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, 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.



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



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.



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

**Removing a Category**

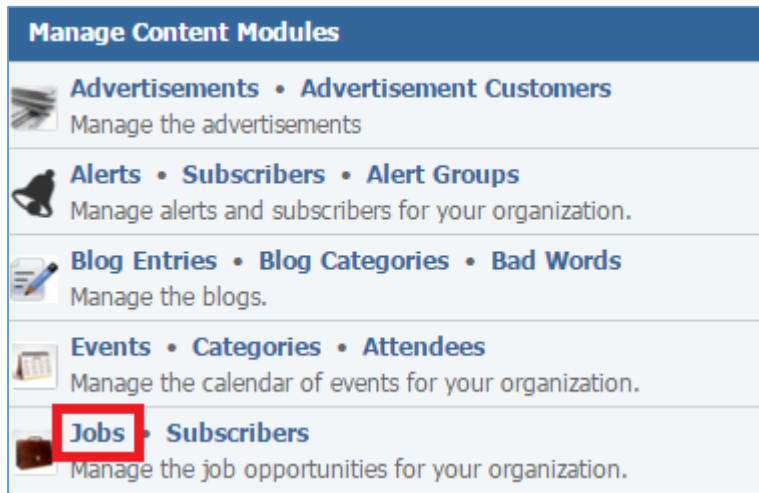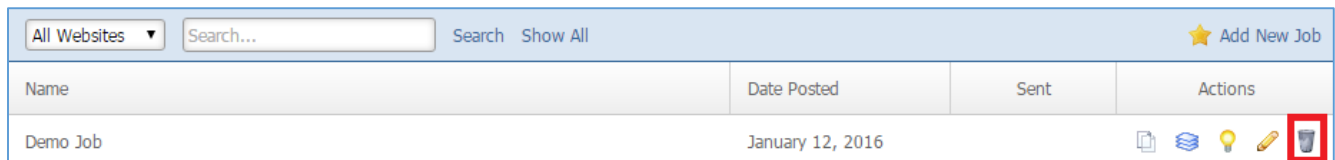1. From the main page of the administrative website, select **Categories**, located under the Manage Content Modules box, next to the **Frequently Asked Questions**. Many of our modules have a Category option, so be sure you are selecting the Category next to the appropriate module.



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



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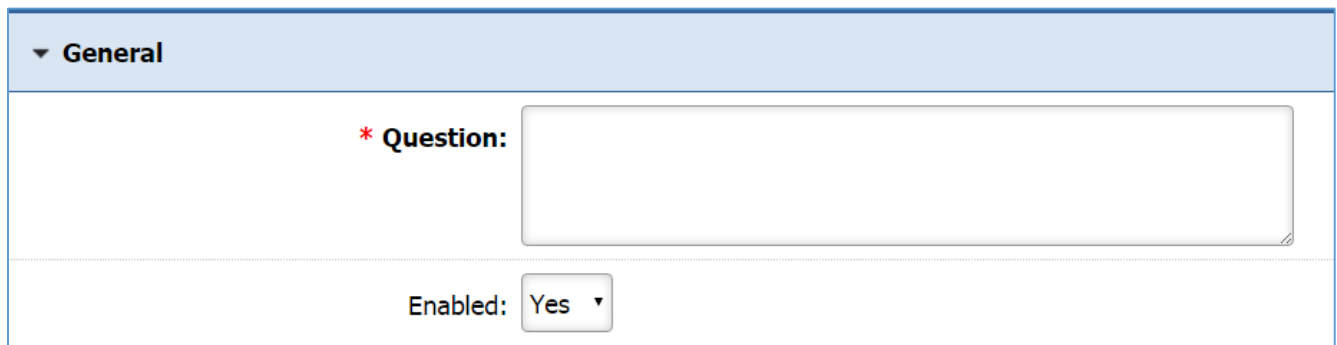
1. From the main page of the administrative website, select *Frequently Asked Questions*, located under the Manage Content Modules box.
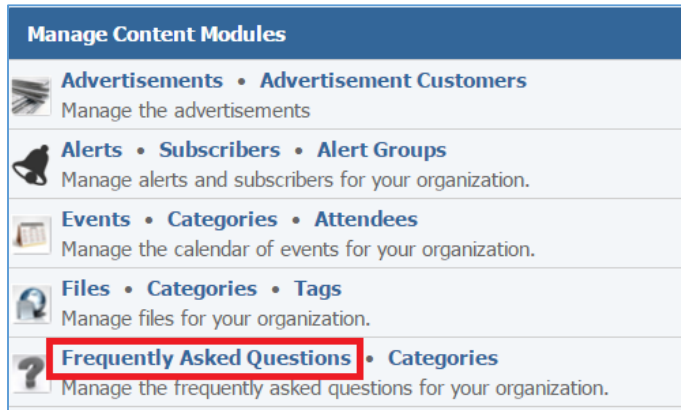


2. Select *Add New Frequently Asked Question* located next to the yellow star on the upper right of the page
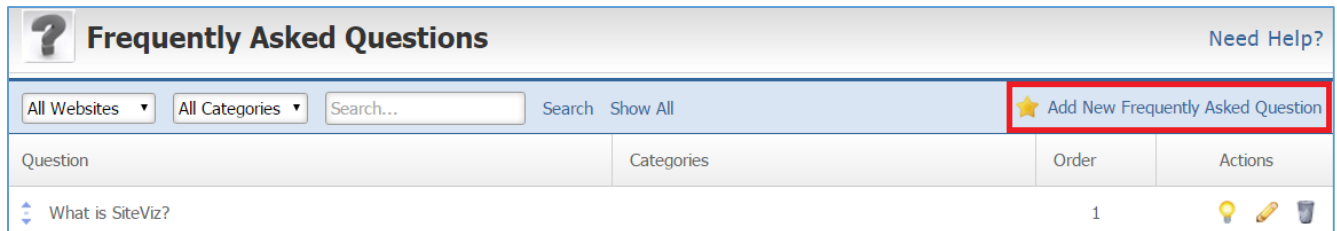


3. Fill out the fields for your new Frequently Asked Question.



*Question:* Enter your question.

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

## Answer

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

## Content Optimization

**\* Window Title:**

**\* Alias:**

**Visible to Search Engines:** Yes

**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

- Products
- Vertical Lift Module (VLM)
- Selective Pallet Rack
- Dark
- Milk
- Mixed Ice Cream
- Test Product
- New & Used Inventory
- Selective Teardrop Roll-Formed Upright Frames
- White
- Vanilla 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:*** Select under which categories this FAQ will be available.



***Pages:*** Select the pages that this FAQ will be availale. 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.



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

**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.
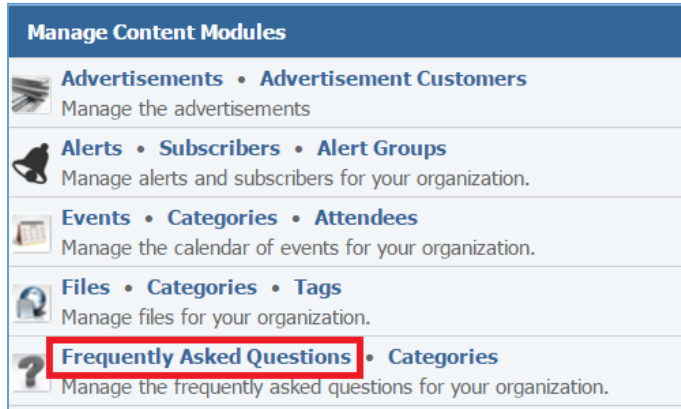


2. Select the **Lamp** icon located to the right of the FAQ you wish to enable or disable.
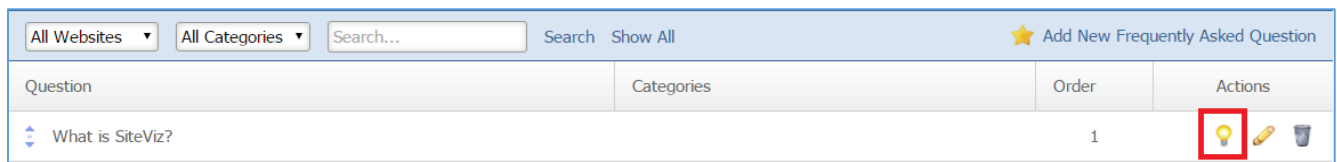


**Removing a Frequently Asked Question**

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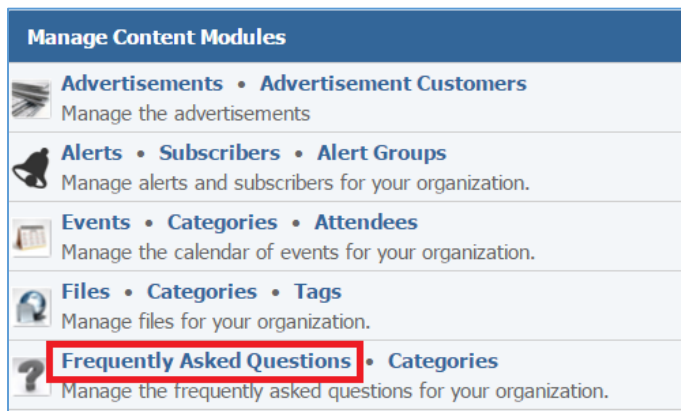


2. Select the **Trash** icon located to the right of the FAQ you wish to remove.



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.
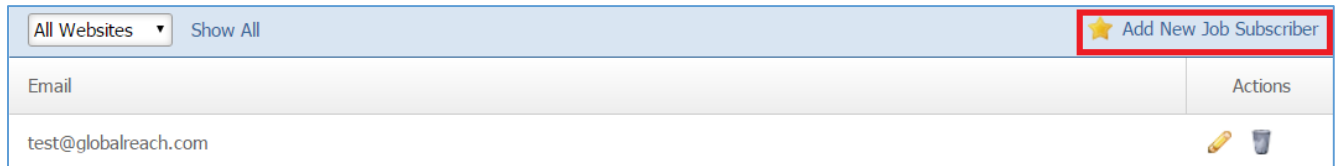
## Creating a Forum

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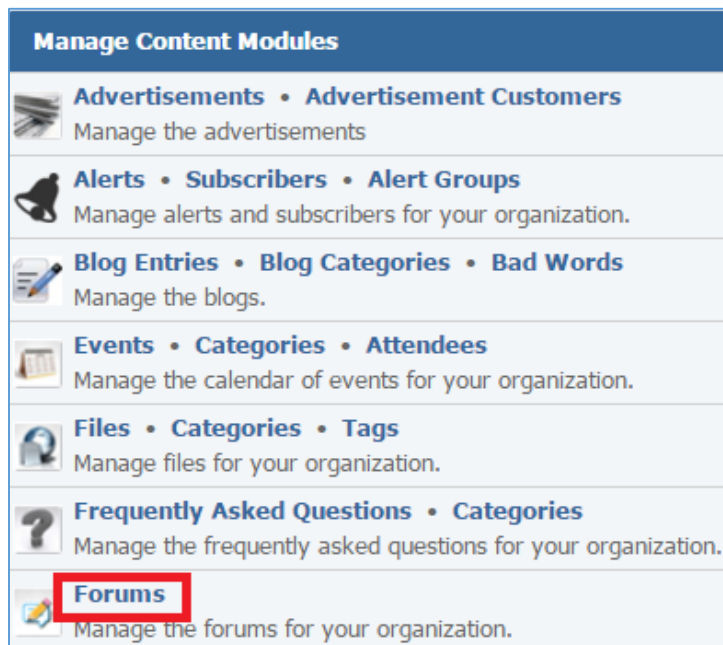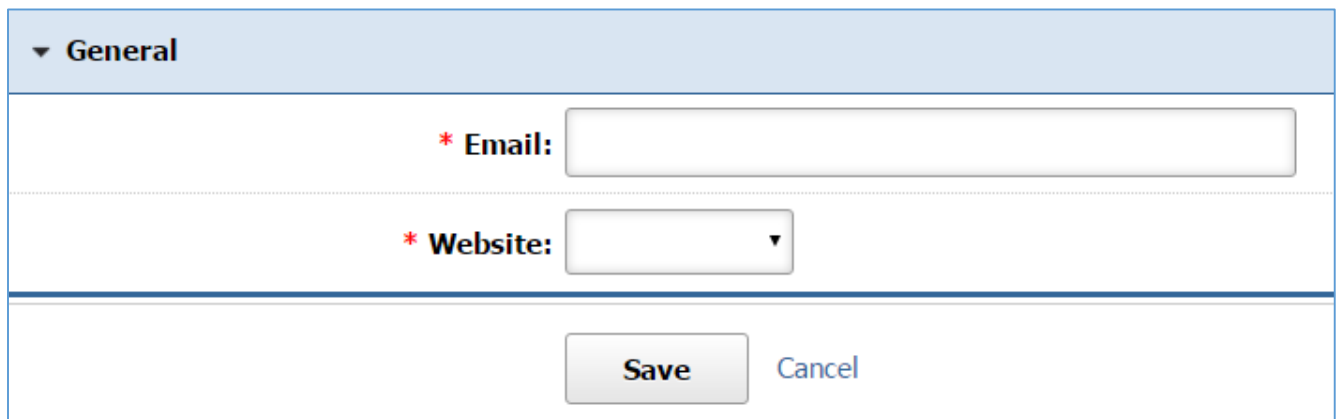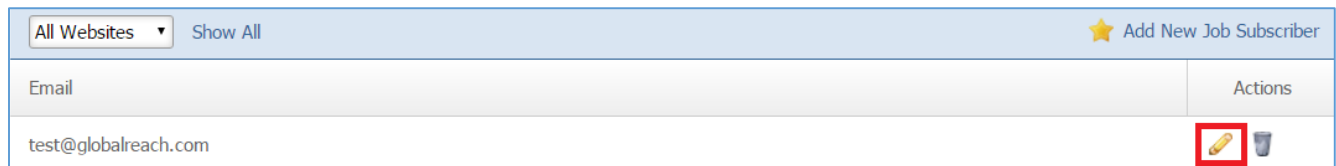


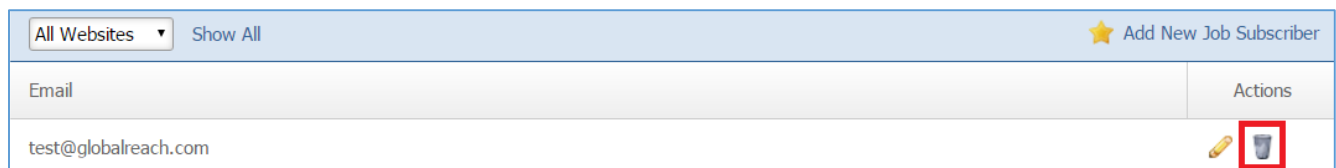2. Select **Add New Forum Board** located next to the yellow stat on the upper right of the page.

3. Fill out the fields for your new forum.

*General*

**General**

* **Name:** [                    ]

Image: [ Choose a File ]  No file chosen

**Accepted Formats:** JPEG, GIF, PNG

Enabled: Yes ▾

**Description**

| Format ▾ | Styles ▾ | **B** *I* U Iₓ | ≡ ≡ ≡ ≡ | ⅀ ⅊ ⋕ ⋕ |
|---|---|---|---|---|
| Ω 🔗 🔗ₓ ↶ ↷ ◁▷ Source ABC✓ ⤢ | | | | |

**Content Optimization**

* **Window Title:** [                    ]

* **Alias:** [                    ]

Visible to Search Engines: Yes ▾

Meta Description: [                    ]

**Pages**

| Website | Page | Display | Approved |
|---|---|---|---|
| Demo | Forums Demo | ☑ | ☑ |

[ **Save** ]  Cancel
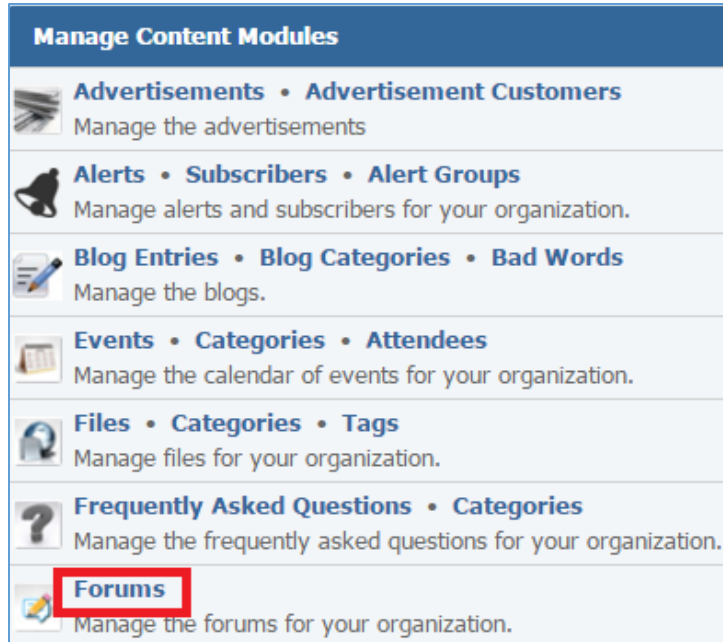
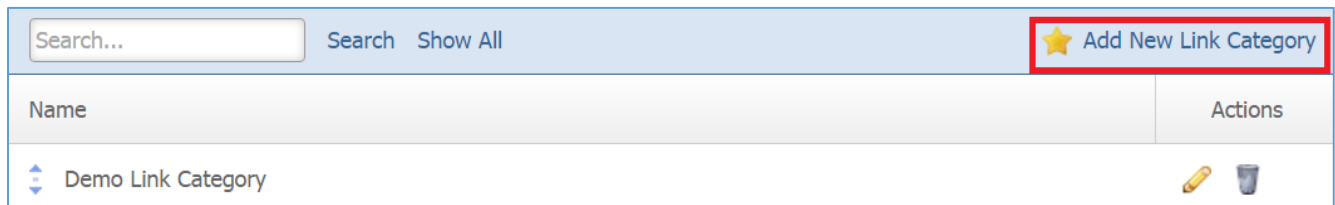4. Click **Save** at the bottom of the page.

## Editing a Forum

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

**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.

**Files • Categories • Tags**
Manage files for your organization.

**Frequently Asked Questions • Categories**
Manage the frequently asked questions for your organization.

**Forums**
Manage the forums for your organization.

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.



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.

**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.

**Files • Categories • Tags**
Manage files for your organization.

**Frequently Asked Questions • Categories**
Manage the frequently asked questions for your organization.

**Forums**
Manage the forums for your organization.

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.



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



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

**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.

## ▼ Home Information

Address:

City:

Postal Code:

## ▼ Office Information

Address:

City:

Postal Code:

## ▼ Contact Information

Phone:

Email:

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

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

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

**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.

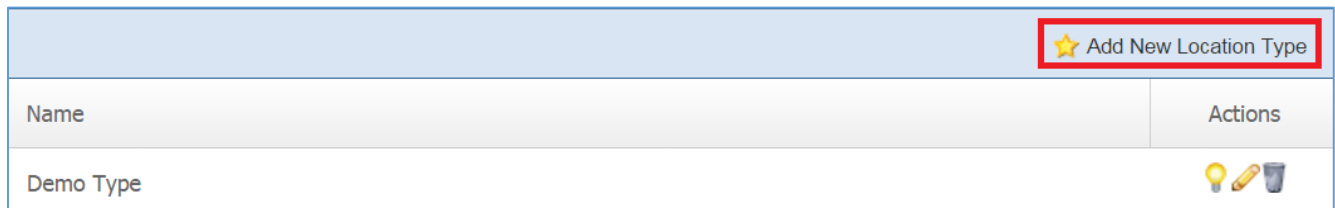## Editing a Legislative District

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



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



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.



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



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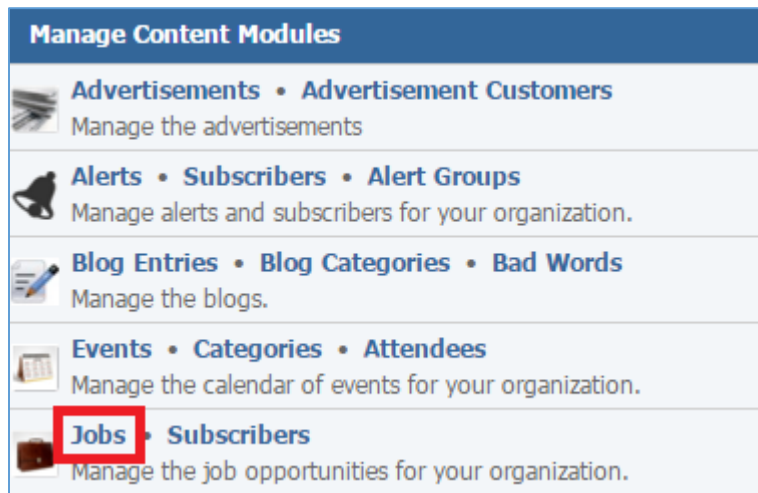
# Jobs Module

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.



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



3. Fill out the fields for your new job.

**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 'Interm'.

**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'.

**Description**: Enter the job description.
**Requirements**: Enter the job requirements.
**Contact Information**: Enter the contact information of this job.

**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.



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

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.



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

**Removing a Job**

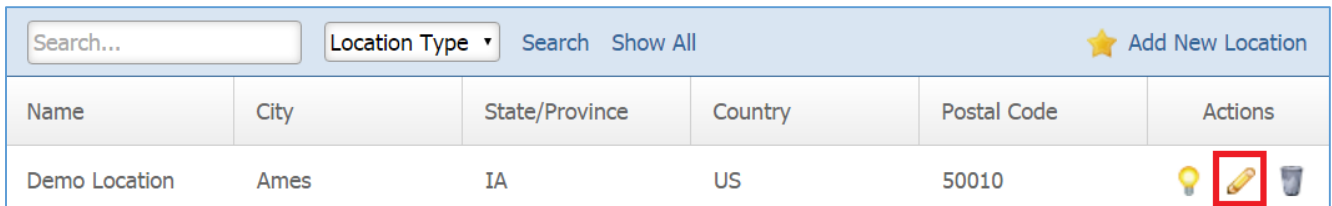1. From the main page of the administrative website, select *Jobs*, located under the *Manage Content Modules* box.



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



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.



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

**Managing Job Applications**

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



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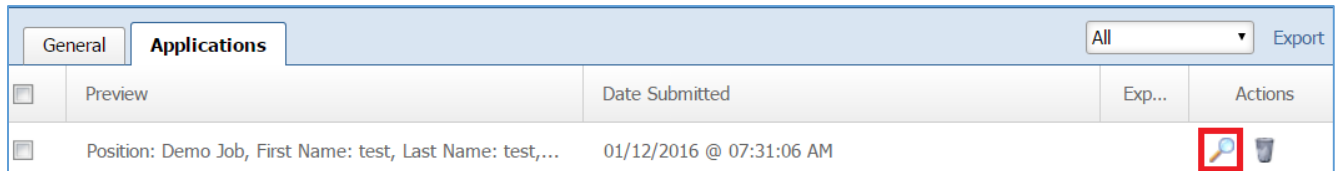


## Viewing the Applications

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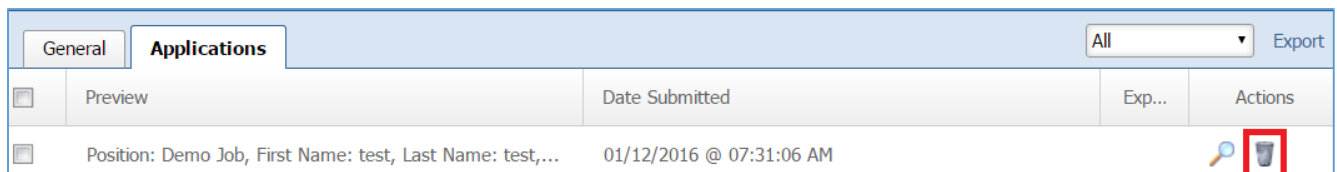


2. If you wish to print the application select the *Print* link located at the bottom of the application.

## Removing the Applications

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



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.
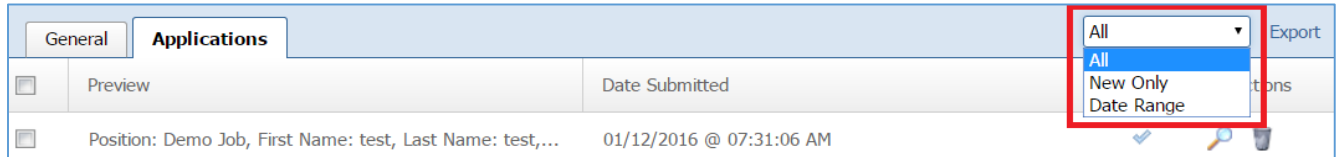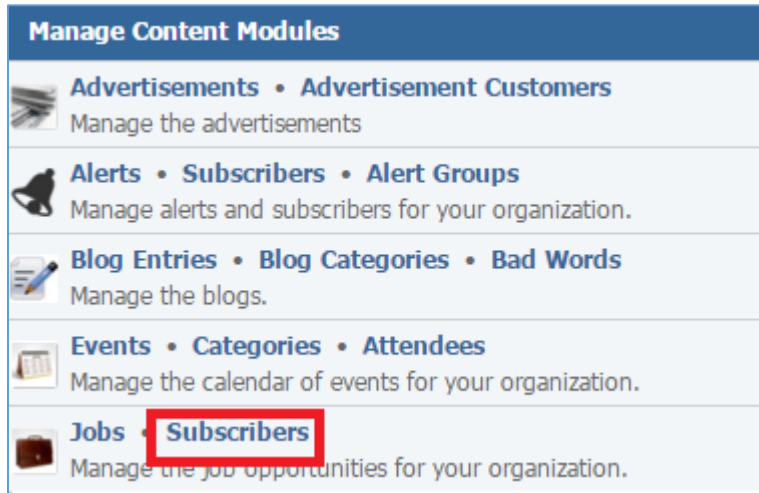


2. Once you select which applications you wish to export, select **Export** located next to the drop down box at the upper right of the page. An Excel file will be created with all the specified applications.
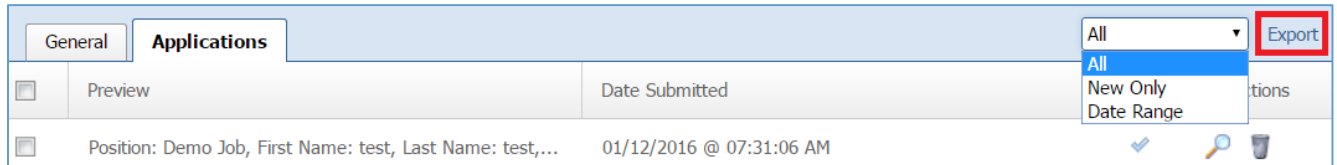
## Jobs Subscribers

**Creating a Job Subscriber**

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



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



3. Fill out the fields for your new subscriber.



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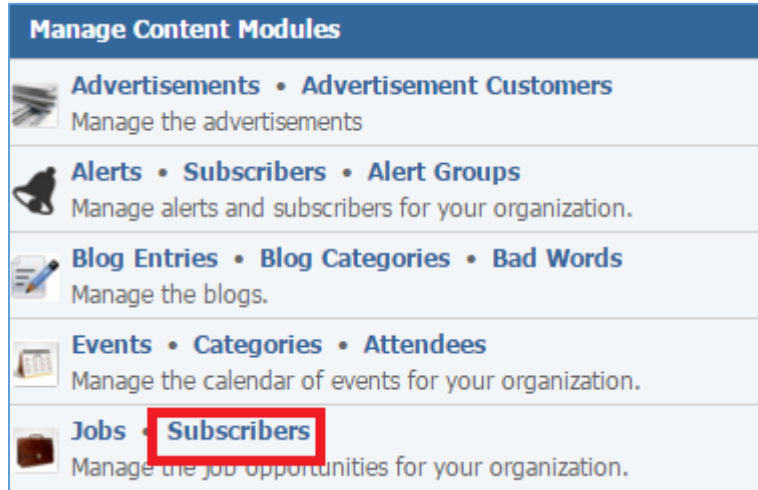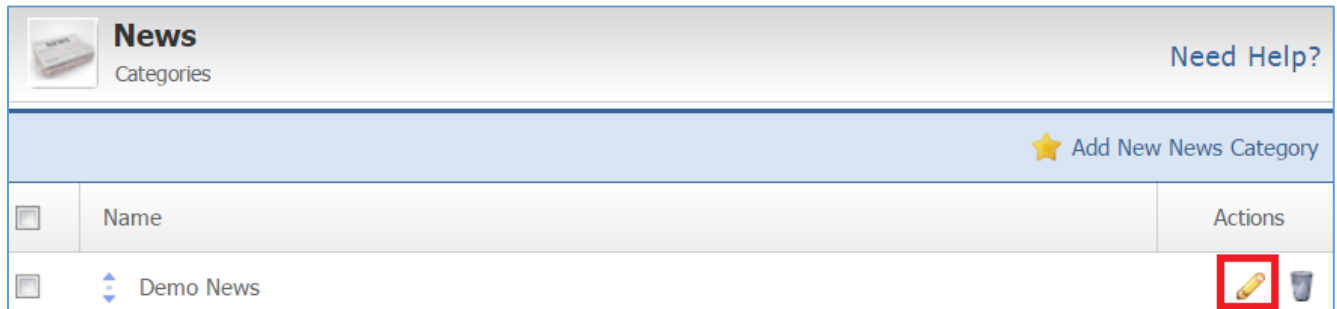
4. Click *Save* at the bottom of the page.

**Editing a Job Subscribe**

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



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



3.  Edit the subscriber.

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

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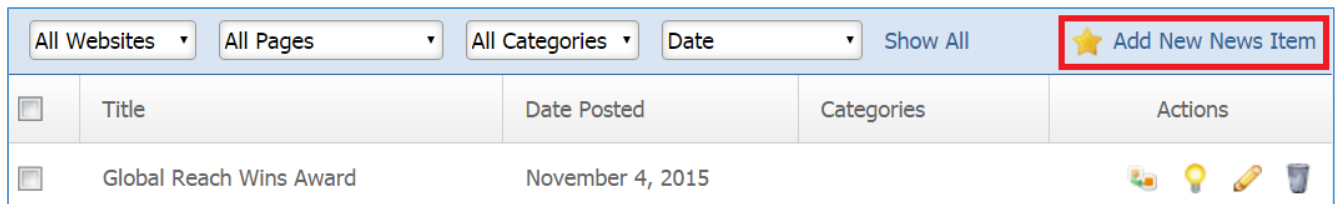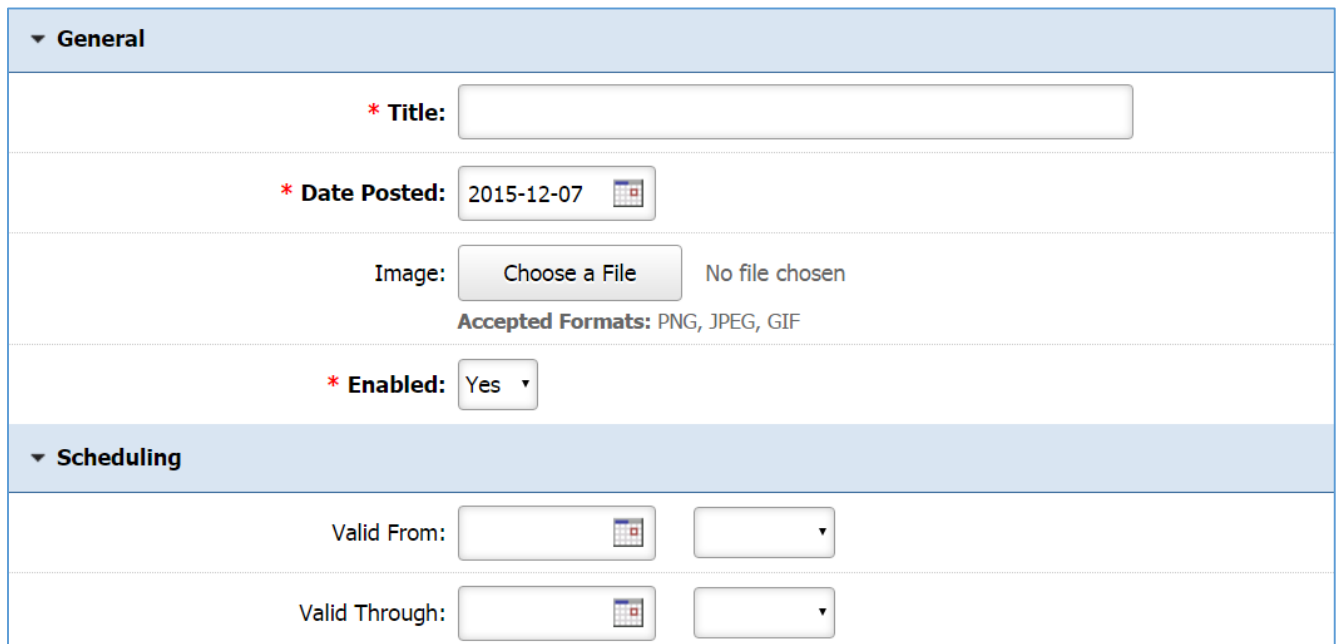
1. From the main page of the administrative website, select *Subscribers,* located under the *Manage Content Modules* box.



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



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.



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



3. Fill out the fields for your new category.

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

*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.



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

3. Edit the 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.



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



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.



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



3. Fill out the fields for your new link.

*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 tou 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.

**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.



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



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.



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

**Removing a Link**

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



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



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.
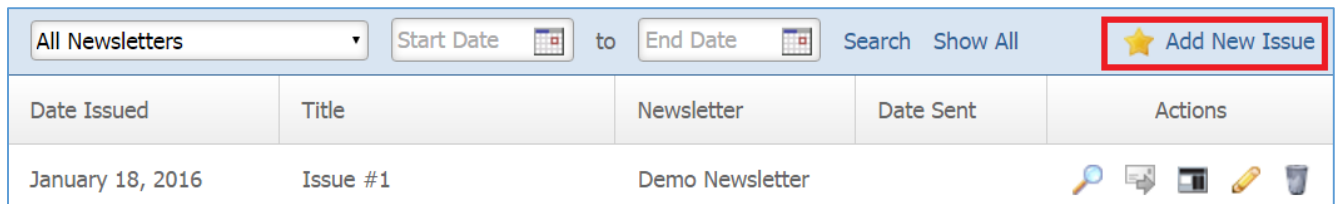
## Location Types

**Creating a Location Type**

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



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



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

**General**

* **Name:** [_____]

Image: [Choose a File]  No file chosen
**Accepted Formats:** PNG, JPEG, GIF

Color: [_____]
Color will only be used if no image is provided

* **Enabled:** [Yes ▾]

**Content Optimization**

* **Window Title:** [_____]

* **Alias:** [_____]

Visible to Search Engines: [Yes ▾]

Meta Description: [_____]

[Save]  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.



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



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 T*ypes*, located under the ***Manage Content Modules*** box.



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

**Removing a Location Type**

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



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



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

## Locations

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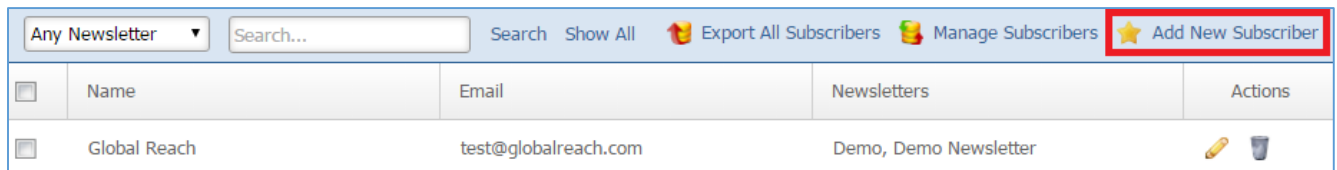
1. From the main page of the administrative website, select **Locations**, located under the **Manage Content Modules** box.



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



3. Fill out the fields for your new location.

## ▼ General

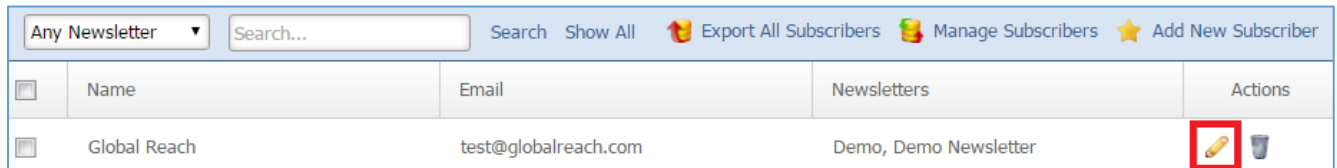| | |
|---|---|
| * **Name:** | |
| Location Types: | ☐ Demo Type |
| * **Address 1:** | |
| Address 2: | |
| * **Country:** | United States ▼ |
| * **City:** | |
| * **State:** | Select... ▼ |
| * **Postal Code:** | |
| Email: | |
| Phone: | |
| Alternate Phone: | |
| Fax: | |
| Website: | |
| Manager: | |
| Hours of Operation: | |
| Image: | Choose a File   No file chosen<br>**Accepted Formats:** PNG, JPEG, GIF |
| * **Enabled:** | Yes ▼ ⓘ |
| 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:** 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.



**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.



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



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.



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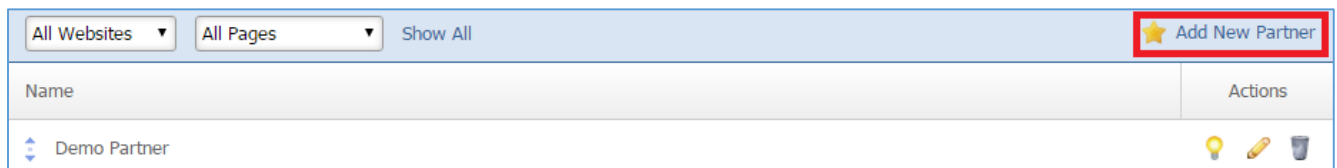
**Removing a Location Type**

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



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



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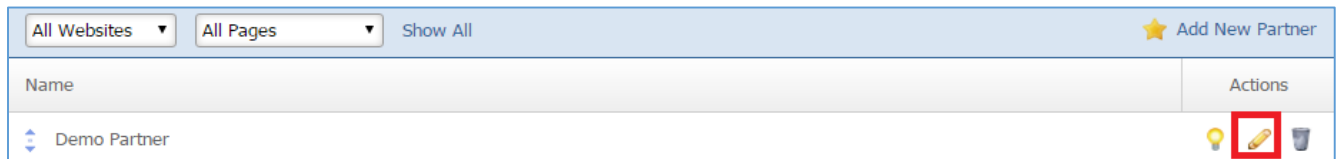
1. From the main page of the administrative website, select Categories, located under the Manage Content Modules box. Many of our modules have a Category option, so be sure you are selecting the Category next to the News module.
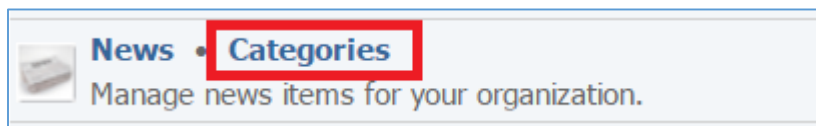


2. Select **Add New News Category** located next to the yellow star on the upper right of the page.
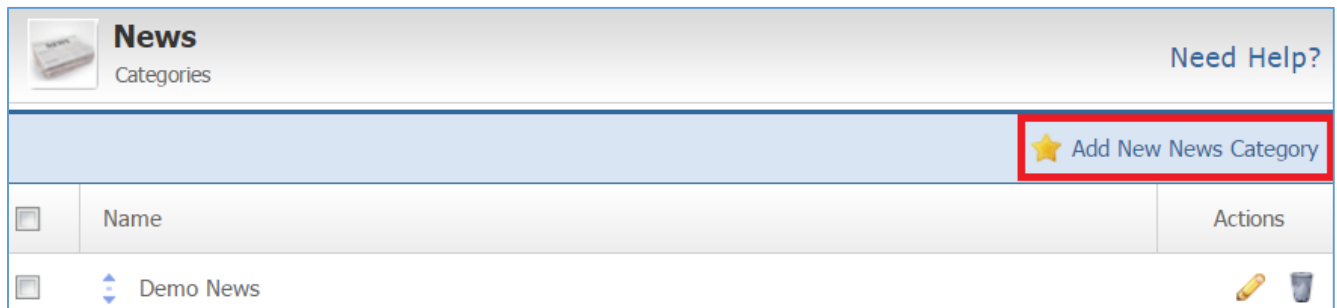


3. Fill out the fields for your new News Category.

**News**
Categories » Add New News Category

**General**

* Name: [                    ]

Description: [                    ]

Image: [ Choose a File ]  No file chosen
Accepted Formats: PNG, JPEG, GIF

Header Image: [ Choose a File ]  No file chosen
Accepted Formats: PNG, JPEG, GIF

**Header Description**

Format | Styles | B  I  U  I_x | ... | Ω ... | ... | Source | ...

**Content Optimization**

* Window Title: [                    ]

* Alias: [                    ]

Visible to Search Engines: [ Yes ▾ ]

Meta Description: [                    ]

[ Save ]  Cancel

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.
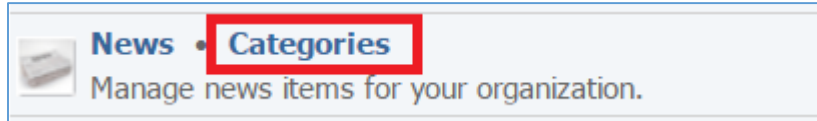


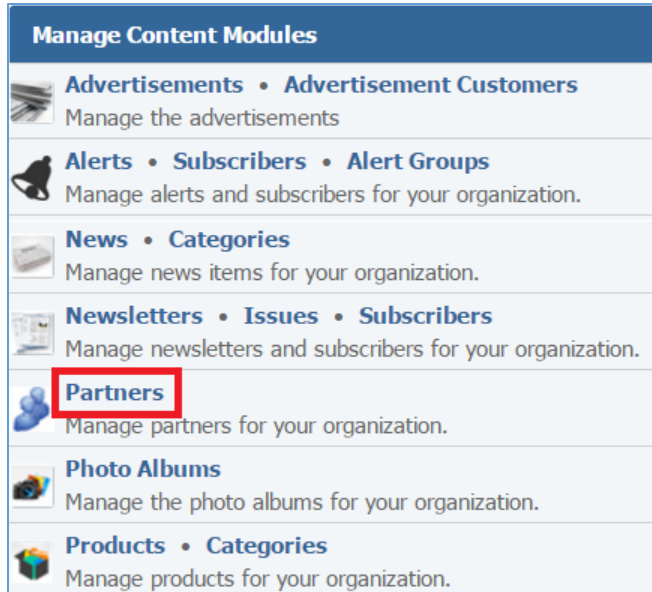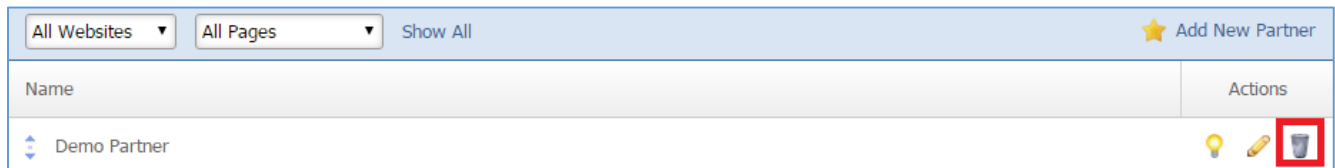2. Select the **Pencil** icon located to the right of the news category you wish to edit.



3. Edit the category fields.

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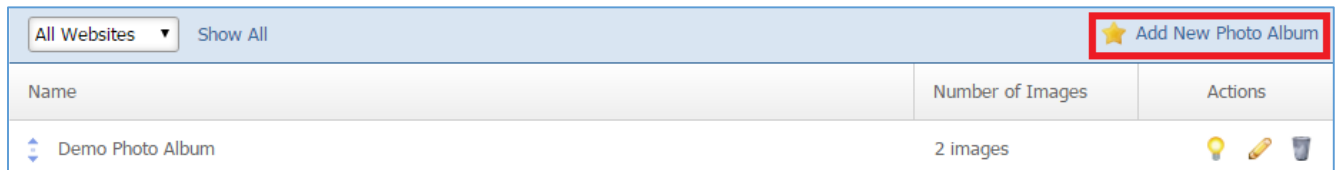
## News

**Creating a News Item**

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

    **News** • **Categories**
    Manage news items for your organization.
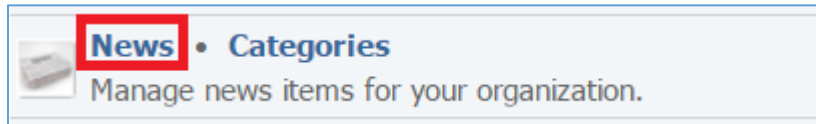
2.  Select the ***Add New News Item***, located next to the yellow star at the top of the page.

| | Title | Date Posted | Categories | Actions |
|---|---|---|---|---|
| ☐ | Global Reach Wins Award | November 4, 2015 | | |

All Websites ▾  All Pages ▾  All Categories ▾  Date ▾  Show All     ⭐ Add New News Item

3.  Fill out the fields for the News Item.

▾ **General**

* **Title:**

* **Date Posted:** 2015-12-07

Image: [ Choose a File ]  No file chosen
**Accepted Formats:** PNG, JPEG, GIF

* **Enabled:** Yes ▾

▾ **Scheduling**

Valid From:

Valid Through:

**▼ Abstract**

| Format ▾ | Styles ▾ | **B** *I* U I_x | ≡ ≡ ≡ ≡ | ≟≡ ≔ ⊣≡ ⊢≡ | **A** ▾ **A** ▾ |

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**▼ Content**

| Format ▾ | Styles ▾ | **B** *I* U I_x | ≡ ≡ ≡ ≡ | ≟≡ ≔ ⊣≡ ⊢≡ | **A** ▾ **A** ▾ |

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## Contact Information

Normal | Styles | **B** *I* U I<sub>x</sub> | ☰ ☰ ☰ ☰ | ☷ ☷ | ☷ ☷ | **A** **A**

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body    p

## Content Optimization

| | |
|---|---|
| **\* Window Title:** | |
| **\* Alias:** | |
| Visible to Search Engines: | Yes ▾ |
| Meta Description: | |

## Categories

☐ Demo News

## Products

Products: Enter search...

## Pages

| Website | Page | Display | Approved |
|---|---|---|---|
| Demo | About Us » News | ☐ | ☐ |

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.

| All Websites ▾ | All Pages ▾ | All Categories ▾ | Date ▾ | Show All | ⭐ Add New News Item |
|---|---|---|---|---|---|
| ☐ | Title | Date Posted | Categories | | Actions |
| ☐ | 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.

| All Websites ▾ | All Pages ▾ | All Categories ▾ | Date ▾ | Show All | ⭐ Add New News Item |
|---|---|---|---|---|---|
| ☐ | Title | Date Posted | Categories | | Actions |
| ☐ | 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.

| All Websites ▾ | All Pages ▾ | All Categories ▾ | Date ▾ | Show All | ⭐ Add New News Item |
|---|---|---|---|---|---|
| ☐ | Title | Date Posted | Categories | | Actions |
| ☐ | 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.

| All Websites ▾ | All Pages ▾ | All Categories ▾ | Date ▾ | Show All | ⭐ Add New News Item |
|---|---|---|---|---|---|
| ☐ | Title | Date Posted | Categories | | Actions |
| ☐ | 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.
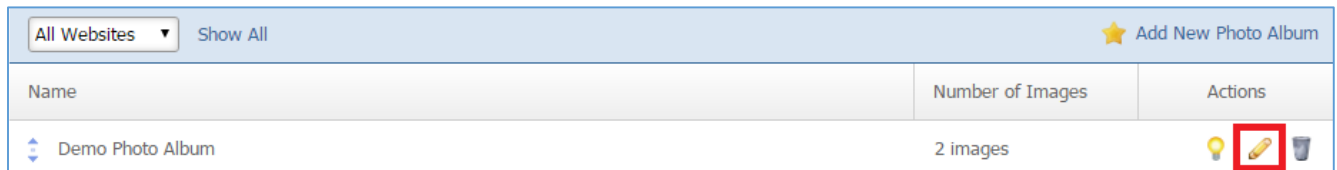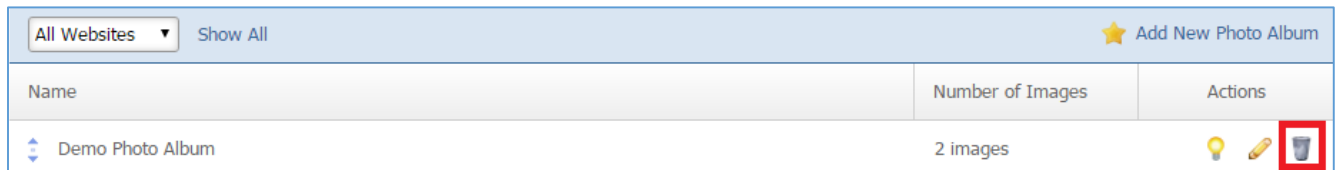
## Newsletters

**Creating a Newsletter**

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

**Manage Content Modules**

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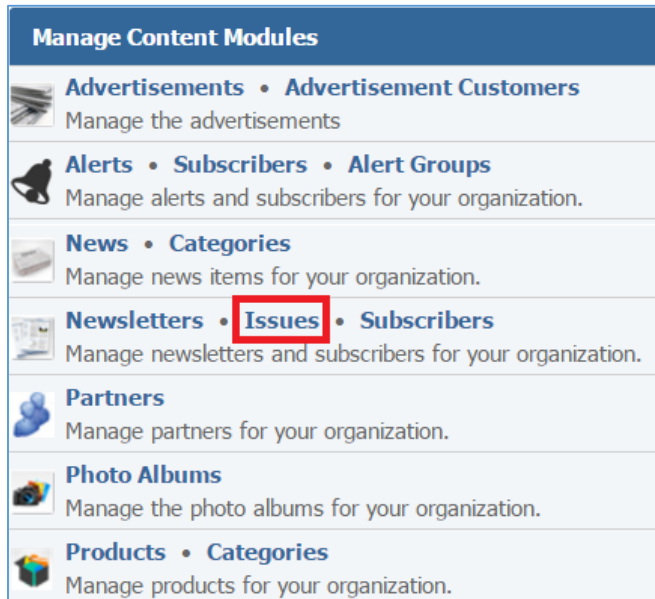
⭐ Add New Newsletter

| Name | Actions |
|------|---------|
| Demo Newsletter | 🖊 🗑 |

3. Fill out the fields for your new newsletter.

## General

| | |
|---|---|
| * Name: | |
| * Header Image: | Choose a File  No file chosen |
| | Accepted Formats: PNG, JPEG, GIF |
| * Email Template: | Select... ▼ |
| Content Box Image: | Choose a File  No file chosen |
| | Accepted Formats: PNG, JPEG, GIF |
| * Website: | Select... ▼ |

**▾ Content Box Description**

| Normal ▾ | Styles ▾ | **B** *I* <u>U</u> $I_x$ | ☰ ☰ ☰ ☰ | ☷ ☷ ☷ ☷ | Ω ⌸ ⌸ ↶ ↷ | ⌨ Source ✓ | ⤢ |

body p

**▾ Disclaimer (shown in the footer of the email template)**

| Normal ▾ | Styles ▾ | **B** *I* <u>U</u> $I_x$ | ☰ ☰ ☰ ☰ | ☷ ☷ ☷ ☷ | Ω ⌸ ⌸ ↶ ↷ | ⌨ Source ✓ | ⤢ |

body p

**▾ Description**

| Normal ▾ | Styles ▾ | **B** *I* <u>U</u> $I_x$ | ☰ ☰ ☰ ☰ | ☷ ☷ ☷ ☷ | A▾ A▾ | Ω ⌸ ◀ ⬙ ▣ ⬙ ⬙ ⬙ ⚑ ⊞ |
| ↶ ↷ ⌨ Source ✓ | ⤢ |

body p

**▾ Welcome Email Content**

| Normal ▾ | Styles ▾ | **B** *I* <u>U</u> $I_x$ | ☰ ☰ ☰ ☰ | ☷ ☷ ☷ ☷ | A▾ A▾ | Ω ⌸ ◀ ⬙ ▣ ⬙ ⬙ ⬙ ⚑ ⊞ |
| ↶ ↷ ⌨ Source ✓ | ⤢ |

body p

## Content Optimization

| | |
|---|---|
| * **Window Title:** | |
| * **Alias:** | |
| **Visible to Search Engines:** | Yes ▼ |
| **Meta Description:** | |

## Pages

| Website | Page | Display | Approved |
|---|---|---|---|
| Demo | Demo Newsletters | ☑ | ☑ |

**Save**    Cancel

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.



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



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.



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



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.



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



### General Details

3. Fill out the fields for your new issue.

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 stat on the upper right of the page.



2. Fill out the fields for the new article.

| General | **Articles** | Preview |

| | |
| --- | --- |
| * **Title:** | |
| * **Full-Length Article?:** | Yes ▾ |
| Image: | Choose a File    No file chosen |
| | **Accepted Formats:** PNG, JPEG, GIF |
| Document: | Choose a File    No file chosen |
| | **Accepted Formats:** PDF, Word, Rich Text, Excel, PowerPoint |

**▾ Abstract**

| Normal | ▾ | Styles | ▾ | **B** | *I* | U̲ | I̲ₓ | ☰ | ☰ | ☰ | ☰ | ⋮≡ | ⋮⋮ | ⋮≡ | ⋮≡ | Ω | ↤ | ↦ | 🖼 | 🔗 | 🔗 | Source | ✓ | ⤢ |

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**▾ Plain Text Content**

**▾ HTML Formatted Content**

| Format | ▾ | Styles | ▾ | **B** | *I* | U̲ | I̲ₓ | ☰ | ☰ | ☰ | ☰ | ⋮≡ | ⋮⋮ | ⋮≡ | ⋮≡ | A̲ | A |

| Ω | 🖼 | 🔊 | 🅱 | ▶ | 🎮 | 🔗 | 🔗 | 🚩 | ▦ | ↤ | ↦ | Source | ✓ | ⤢ |

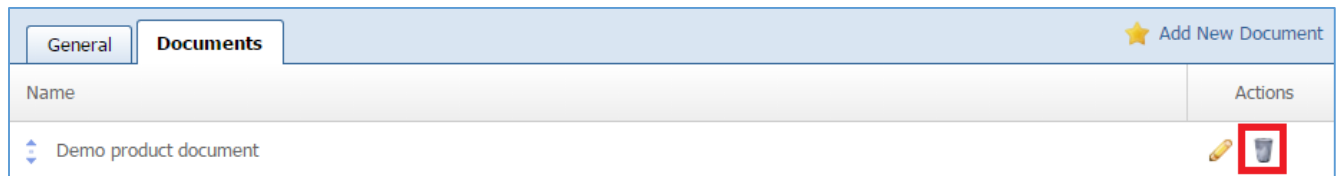3. Click **Save** at the bottom of the page.

*Editing an Article*

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



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.



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.
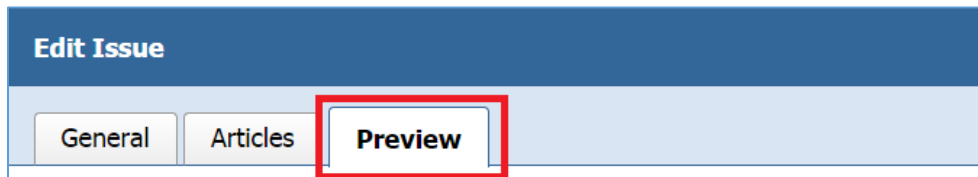


**Editing an Issue**

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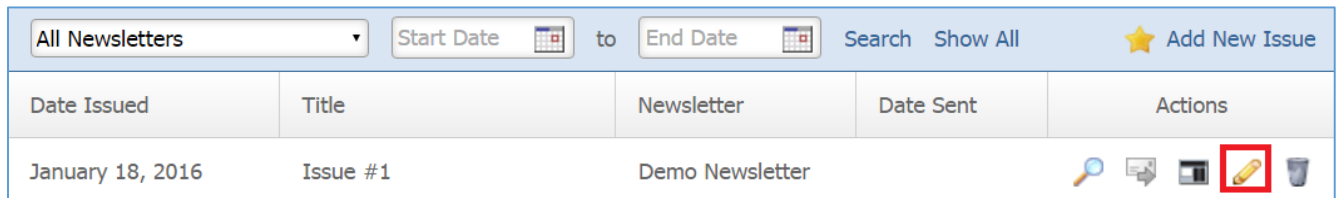


2. Edit the issue.

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.
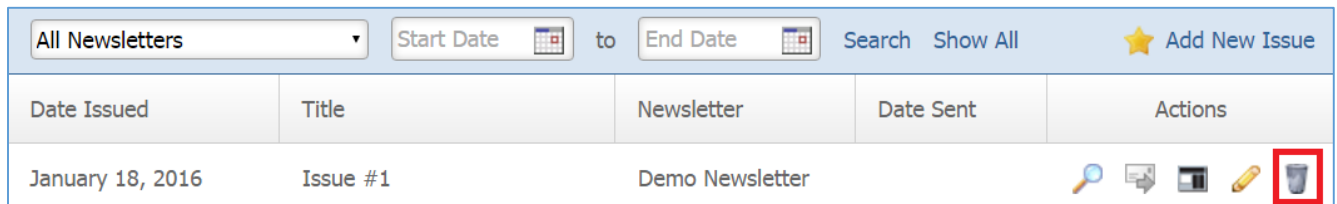


2. You will be asked to confirm that you wish to remove the issue. Click **OK**.

**Managing Issue Articles**

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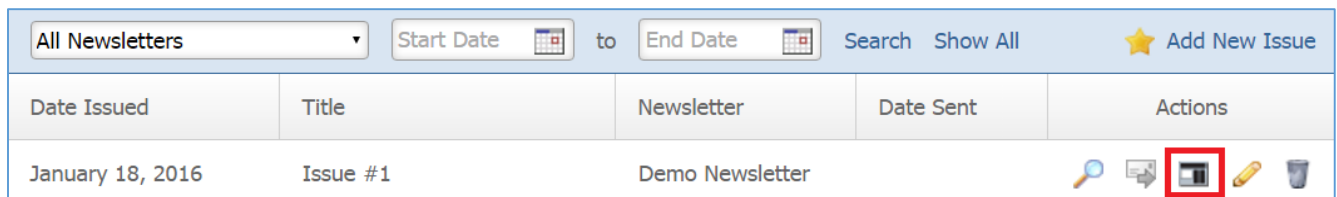
**Previewing an Issue**

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



**Marking/Unmarking an Issue as 'Ready to Send'**
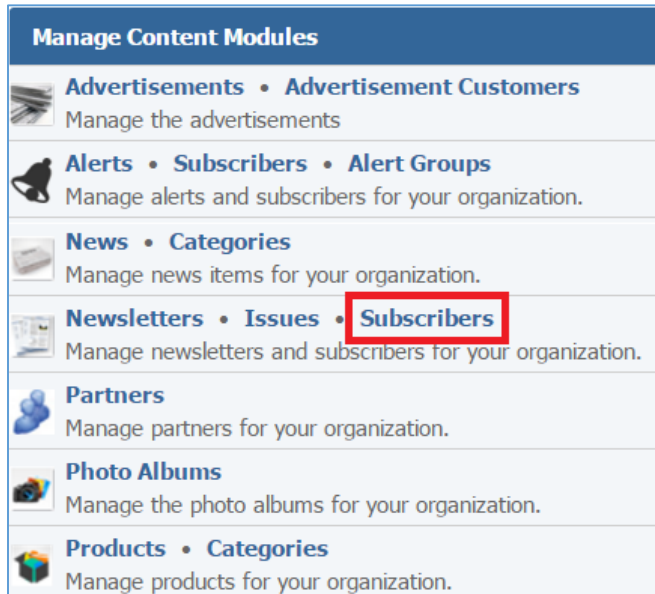
1. Click the *Envelop with arrow* icon if you want to change the 'Ready to Send' status of the issue.

## Subscribers

**Creating a Subscriber**

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



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



3. Fill out the fields for your new subscriber.

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.



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



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.



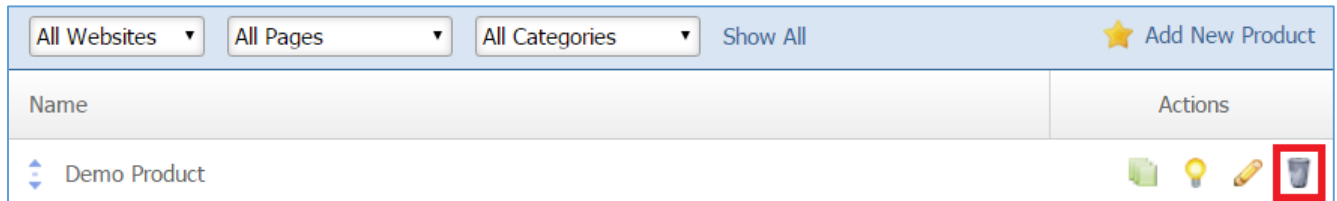2. Select the *Trash* icon located next to the subscriber you wish to remove.



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.



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



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



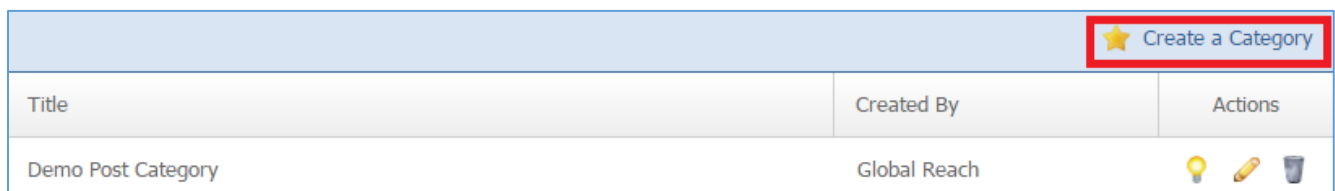4. Click *Process* at the bottom of the page.

**Exporting All Subscribers**

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



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

# 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



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



3. Fill out the fields for your new partner.

## General

**\* Name:** [ ]

**Website:** [ ]

**Description:** [ ]

**Image:** [ Choose a File ]  No file chosen
**Accepted Formats:** PNG, JPEG, GIF

**Document:** [ Choose a File ]  No file chosen
**Accepted Formats:** PDF, Word, Rich Text, Excel, PowerPoint

**\* Enabled:** [ Yes ▾ ]

**Feed Title:** [ ]

**Feed URL:** [ ]

## Feed Description

| Normal ▾ | Styles ▾ | B I U Ix | ≡ ≡ ≡ ≡ | ≔ ≔ ≔ ≔ | Ω ⊕ ⊜ ↶ ↷ | Source ABC |

body  p

## Mission Statement

| Normal ▾ | Styles ▾ | B I U Ix | ≡ ≡ ≡ ≡ | ≔ ≔ ≔ ≔ | Ω ⊕ ⊜ ↶ ↷ | Source ABC |

body  p

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

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



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



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.



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

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



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



5. 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.



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



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

**General Details**

**General**

**\* Name:**

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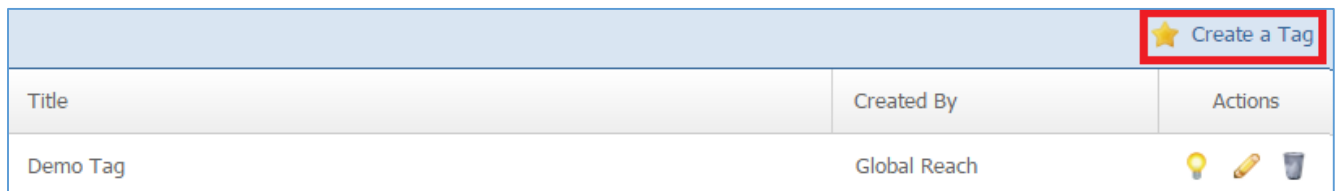Accepted Formats: PNG, JPEG, GIF

**\* Display Mode:** 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.

**\* Image Transition Type:** Fade ▼

**\* Image Transition Interval:** 3 ▼ seconds

**Start Automatically:** Yes ▼

**Show Thumbnails:** Yes ▼

**\* Enabled:** Yes ▼

**Photo Album Dimensions**

**\* Photo Album Image Width:** [    ] px
Display width for photos in this album (resized automatically)

**\* Photo Album Image Height:** [    ] px
Display height for photos in this album (resized automatically)

**▼ Description**

| Format ▾ | Styles ▾ | **B** *I* U Iₓ | ≡ ≡ ≡ ≡ | ⅟≡ ⌖≡ ₌≡ ₌≡ | Ω ⇔ ⇎ ↶ ↷ | ⬚ Source ABC | ⤢ |

**▼ Content Optimization**

* **Window Title:** `Demo Photo Album`

* **Alias:** `demo-photo-album`

Visible to Search Engines: `Yes ▾`

Meta Description:

**▼ Pages**

| Website | Page | Display | Approved |
|---------|------|---------|----------|
| Demo | Demo Photo Album | ☑ | ☑ |

**Save**     Cancel

**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.
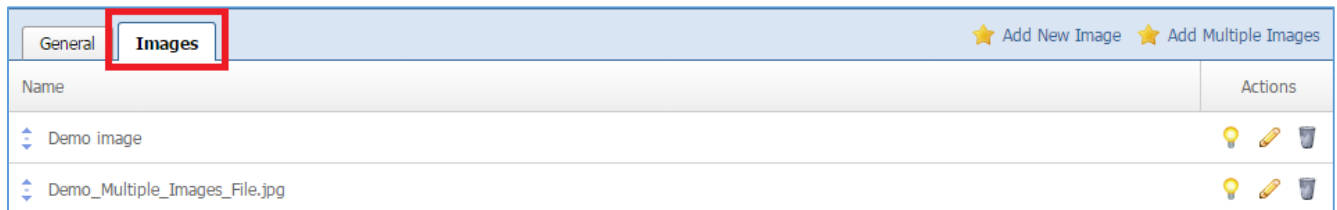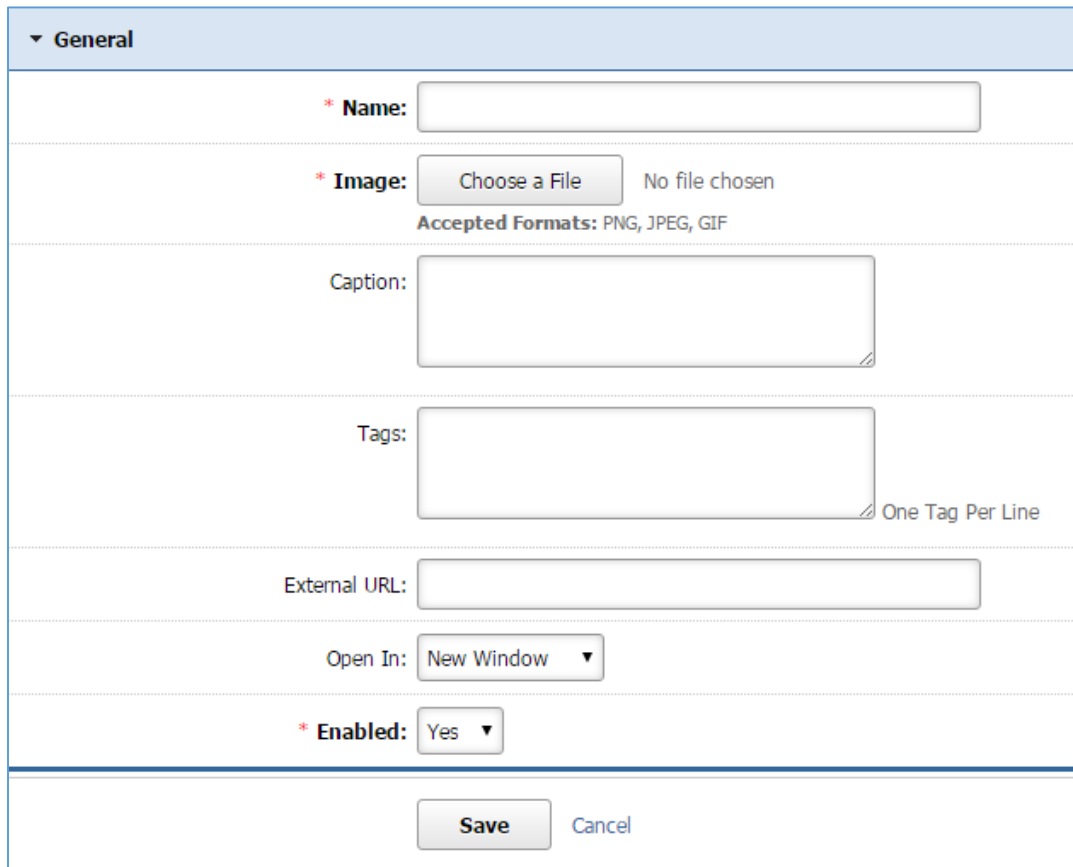


## Creating a New Image

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.



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.
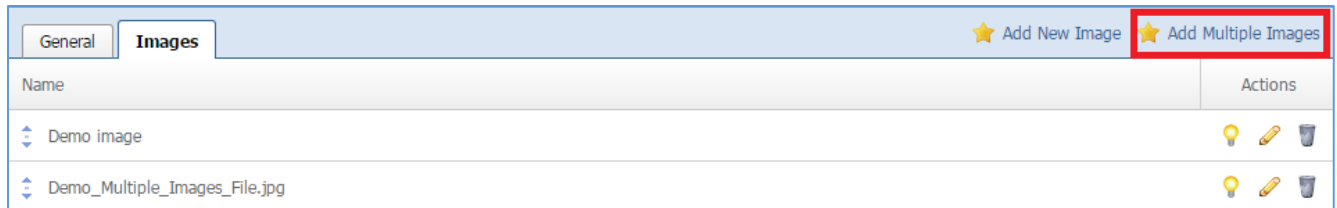


2. Choose a Zip Archive file from your PC.
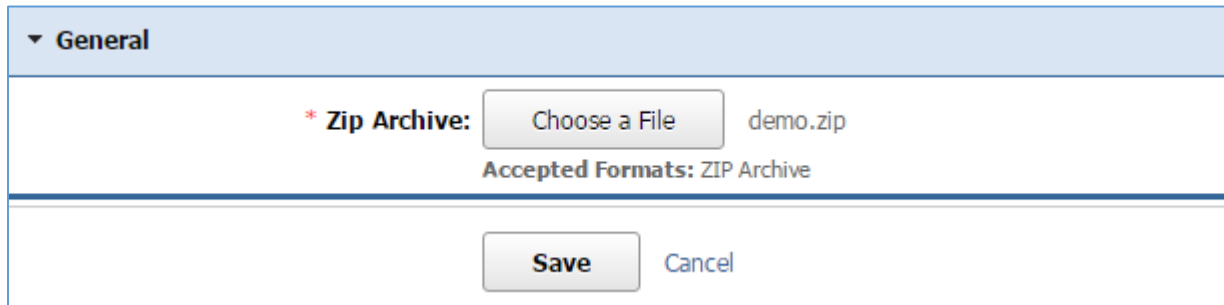


3. Click **Save** at the bottom of the page.

4. Enter the details for each of the image in the selected file.
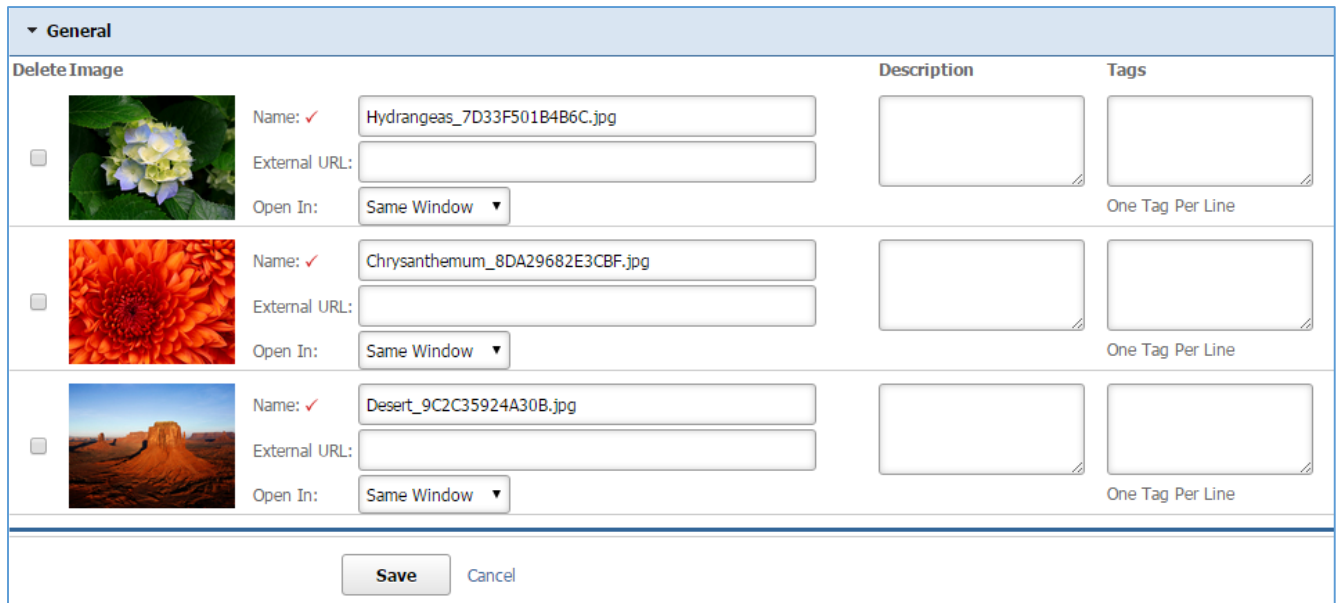


5. Once you have entered the details, click **Save** at the bottom of the page.

## Editing an Image

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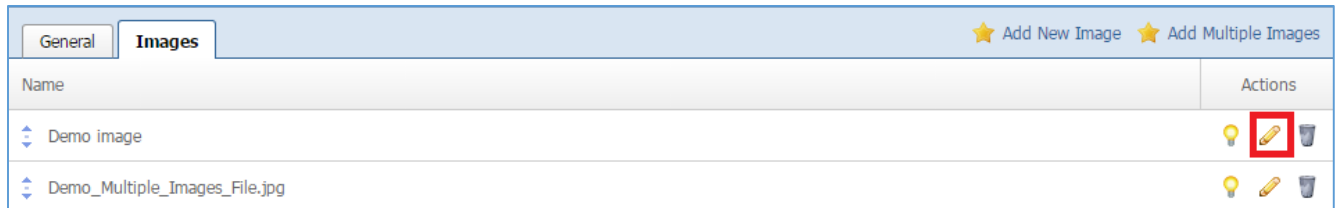


2. Edit the image.

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**.
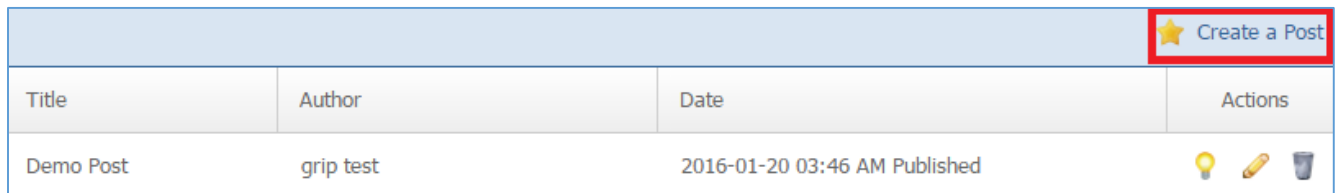
**Editing a Photo Album**

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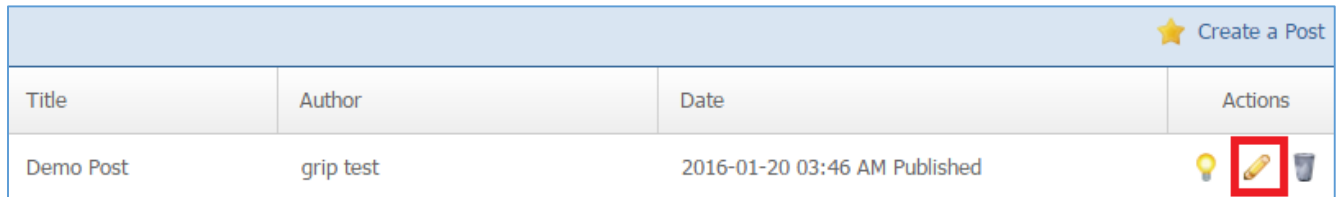


2. Select the *Pencil* icon located next to the photo album you wish to edit.



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.



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

**Removing a Photo Album**

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



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



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.
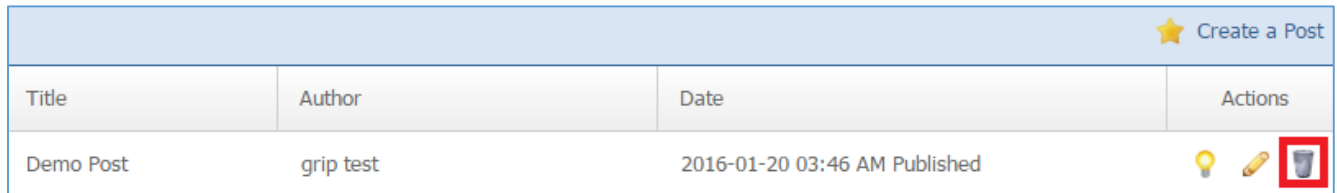
## Products Categories

**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.



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



3.  Fill out the fields for your new category.

## General

* **Name:** [                    ]

**Abstract:** [                    ]

**Internal Description:** [                    ]

**Image:** [ Choose a File ]  No file chosen
Accepted Formats: PNG, JPEG, GIF

**Enabled:** Yes ▼

## Introduction

| Normal | · | Styles | · | B | I | U | Iₓ | ... |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

body   p

## Footer

| Normal | · | Styles | · | B | I | U | Iₓ | ... |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

body   p

## Content Optimization

* **Window Title:** [                    ]

* **Alias:** [                    ]

**Visible to Search Engines:** Yes ▼

**Meta Description:** [                    ]

[ Save ]   Cancel

4. Click **Save** at the bottom of your page.
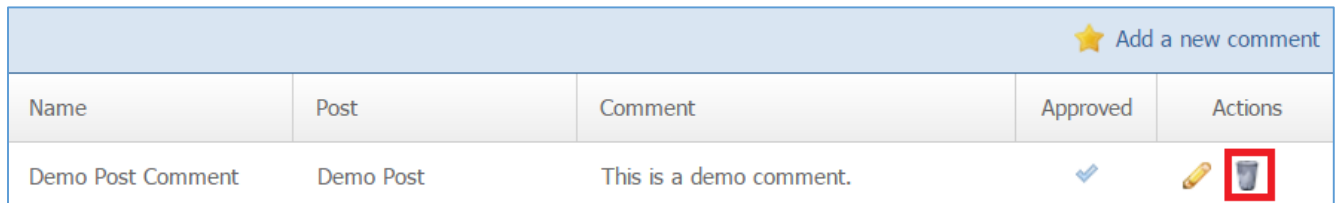
**Editing a Category**

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.



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



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.
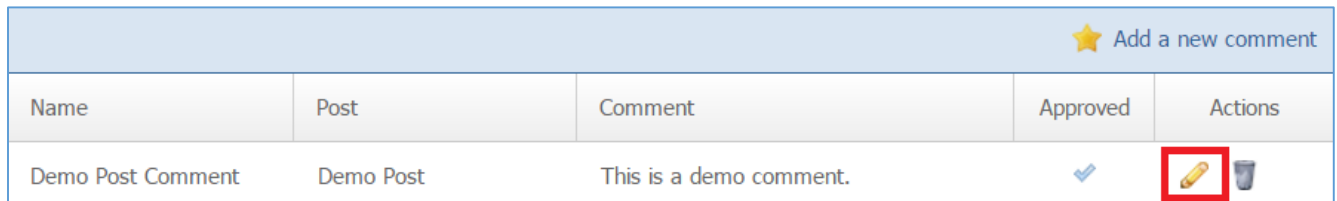


2. Select the **Lamp** icon located next to the category you wish to enable or disable.

**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.
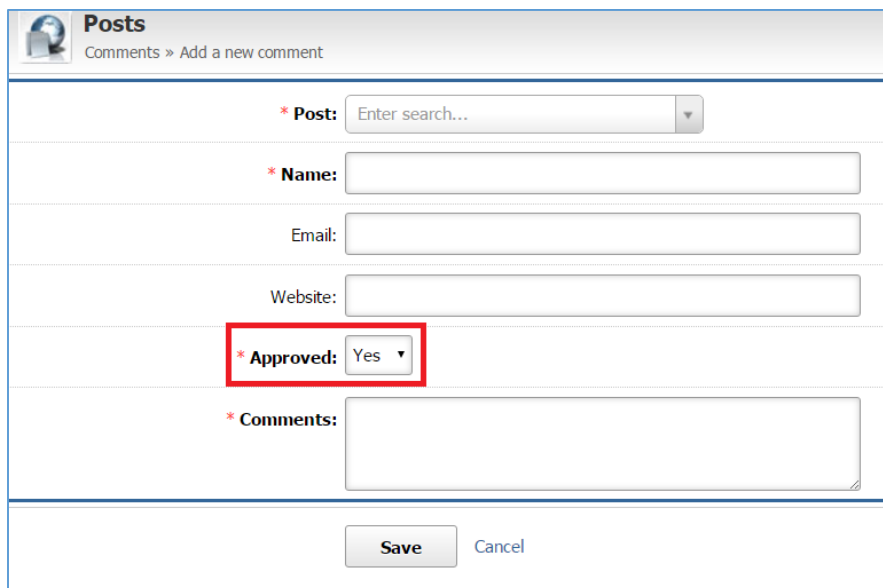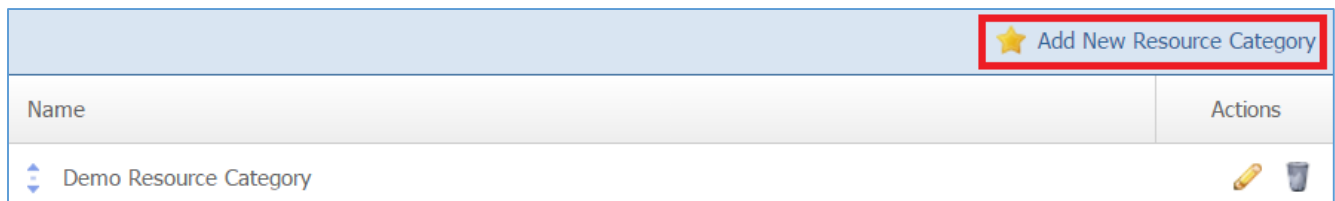


2. Select the **Trash** icon located next to the category you wish to remove.



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

## Products

**Creating a Products**

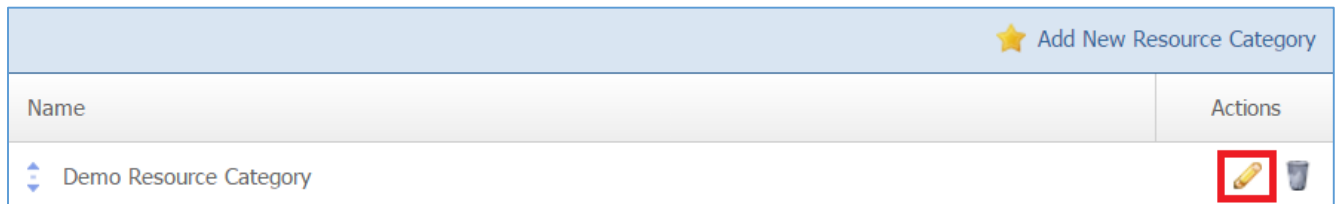1. From the main page of the administrative website, select **Products**, located under the **Manage Content Modules.**



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



3. Fill out the fields for your new product.

## General Details

### General

* Name: _____

Image: [Choose a File]  No file chosen
Accepted Formats: PNG, JPEG, GIF

Enabled: [Yes ▾]

### Abstract

| Normal ▾ | Styles ▾ | **B** *I* U I_x | ☰ ☰ ☰ ☰ | ≔ ≔ ⇥ ⇤ | A▾ A▾ | Ω ▣ ◀ ❸ ▶ ✎ ∞ ⚑ ▦ |
| --- | --- | --- | --- | --- | --- | --- |
| ↩ ↪ Source ✓ | ✕ | | | | | |

body  p

### Public Description

| Normal ▾ | Styles ▾ | **B** *I* U I_x | ☰ ☰ ☰ ☰ | ≔ ≔ ⇥ ⇤ | A▾ A▾ | Ω ▣ ◀ ❸ ▶ ✎ ∞ ⚑ ▦ |
| --- | --- | --- | --- | --- | --- | --- |
| ↩ ↪ Source ✓ | ✕ | | | | | |

body  p

### Internal Description

| Format ▾ | Styles ▾ | **B** *I* U I_x | ☰ ☰ ☰ ☰ | ≔ ≔ ⇥ ⇤ | A▾ A▾ | Ω ▣ ◀ ❸ ▶ ✎ ∞ ⚑ ▦ |
| --- | --- | --- | --- | --- | --- | --- |
| ↩ ↪ Source ✓ | ✕ | | | | | |

## Content Optimization

**\* Window Title:**

**\* Alias:**

Visible to Search Engines: Yes

Meta Description:

## Categories

☑ Demo Product Category

## Pages

| Website | Page | Display | Approved |
|---------|------|---------|----------|
| Demo | Demo Products | ☑ | ☑ |

**Save**    Cancel

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.



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.

| General | Documents | ⭐ Add New Document |
|---------|-----------|---------------------|
| Name | | Actions |
| ↕ Demo product document | | ✏️ 🗑️ |

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.**



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



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.**



2. Select the **Documents** icon located next to the document of which you wish to manage its documents.

**Enabling / Disabling a Product**

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



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

**Removing a Product**

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



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



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.
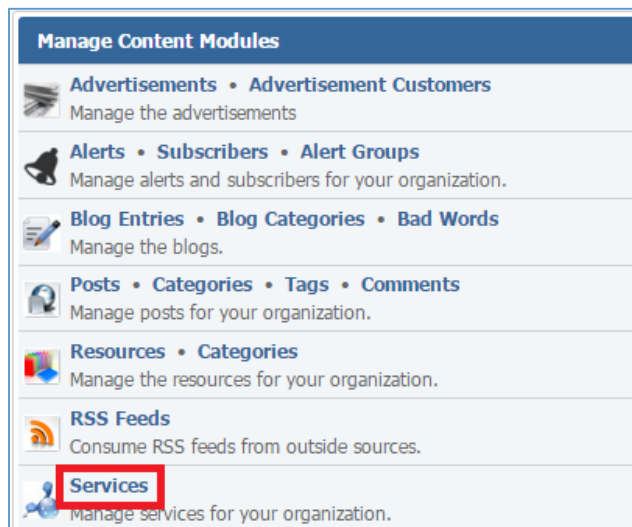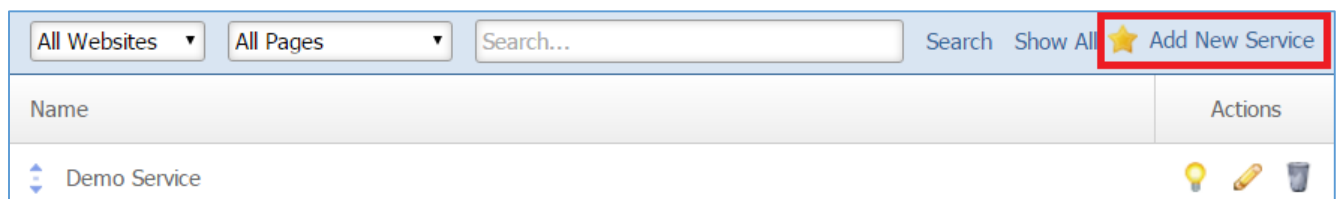
## Posts Categories

**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.



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



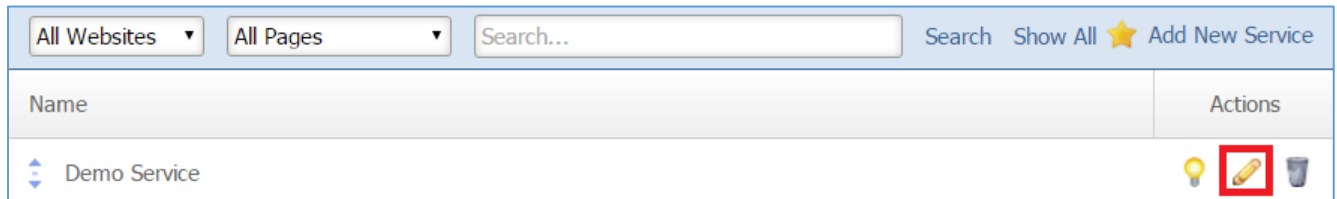3. Fill out the fields for your new category.

**General**

* Title: [_____]

* Enabled: [Yes ▾]

**Content**

[Editor toolbar: Normal | Styles | B I U Iₓ | align | lists | A A | Ω image audio media youtube link | table]

[undo redo | Source ABC | fullscreen]

body   p

**Content Optimization**

* Window Title: [_____]

* Alias: [_____]

Visible to Search Engines: [Yes ▾]

Meta Description: [_____]

[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 Posts.
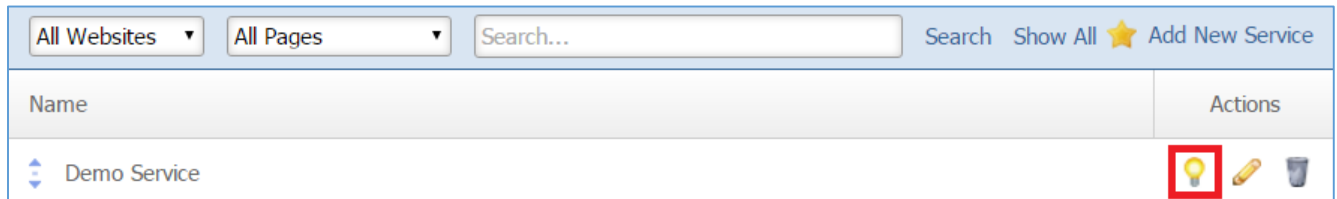


2. Select the **Pencil** icon located next to the category you wish to edit.



3. Edit the category fields.

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

**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.



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

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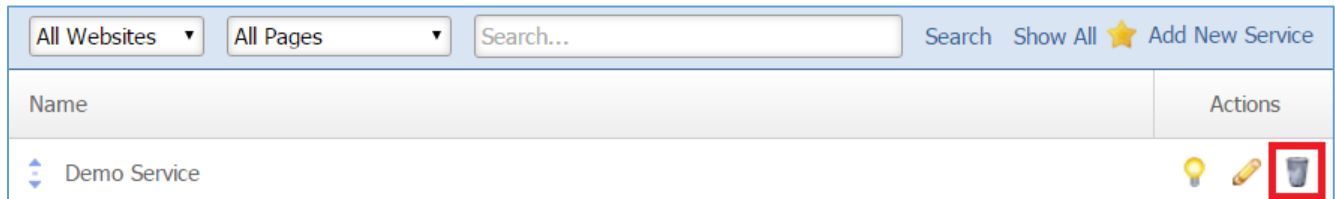
1. From the main page of the administrative website, select **Categories**, located under the **Manage Content Modules** box. Many of our modules have a category option, so be sure you are selecting the category next to the Posts.



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



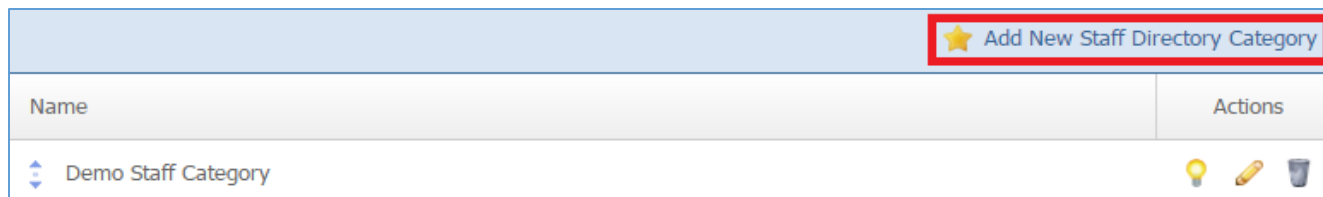3. You will be asked to confirm that you wish to remove the category. Click **OK**.

## Tags

**Creating 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

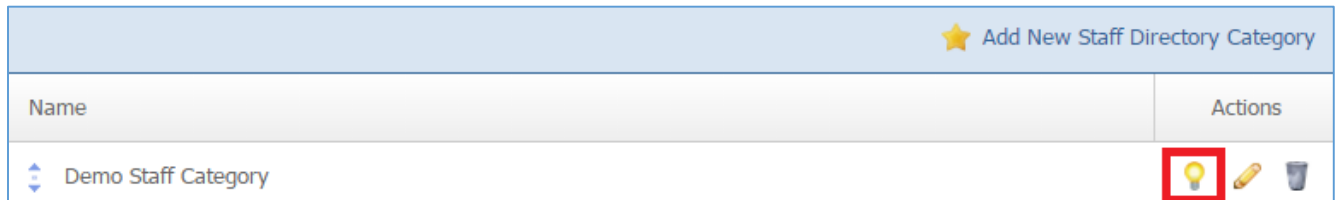**Alerts • Subscribers • Alert Groups**
Manage alerts and subscribers for your organization.

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

| Title | Created By | Actions |
|---|---|---|
| | | ⭐ Create a Tag |
| Demo Tag | Global Reach | 💡 ✏️ 🗑️ |

3. Fill out the fields for your new tag.

**General**

    * **Title:**

    * **Enabled:** Yes ▼

**Content**

| Normal ▾ | Styles ▾ | **B** *I* <u>U</u> I̲ₓ | ☰ ☰ ☰ ☰ | ☷ ☷ ☵ ☵ | A▾ A▾ | Ω ☐ 🔊 🅱 ▶ 🗎 🔗 🔗 ⚑ ▦ |
| --- | --- | --- | --- | --- | --- | --- |

↶ ↷ ⊕ Source ᴬᴮꟲ ⤢

body   p

**Content Optimization**

    * **Window Title:**

    * **Alias:**

    Visible to Search Engines: Yes ▼

    Meta Description:

          **Save**    Cancel

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*** box.
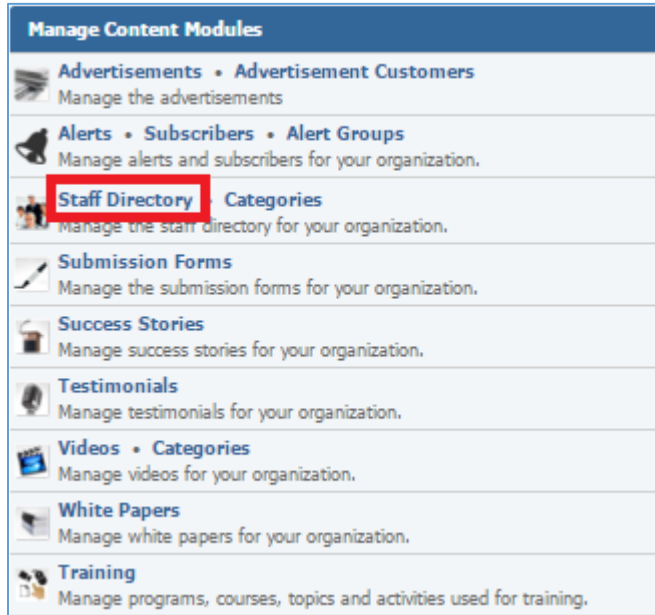


2. Select the ***Pencil*** icon located next to the tag you wish to edit.



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.



2. Select the **Lamp** icon located next to 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* box.



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



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

## Posts

**Creating a Post**

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



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



3. Fill out the fields for your new post.

**Posts**
Create a Post

| | |
|---|---|
| * Title: | |
| * Author: | Select... ▾ |
| Image: | Choose a File   No file chosen |
| | Accepted Formats: PNG, JPEG, GIF |
| Categories: | |
| Tags: | |
| * Status: | Published ▾ |
| Schedule to Publish On: | yyyy-mm-dd 📅   h:mm tt |
| * Enabled: | Yes ▾ |
| * Allow Comments: | Yes ▾ |

▾ Content

Format ▾  | Styles ▾  | **B** *I* U I_x | ≣ ≣ ≣ ≣ | ⋮≣ ⋮≣ ⋮≣ ⋮≣ | A▾ A▾ | Ω ▣ 🔊 😊 ▶ 🖼 ⇔ ⇔ ⏹ ▦ | ↶ ↷ 🔘 Source ABC ⤢

▾ **Content Optimization**

| | |
|---|---|
| * **Window Title:** | |
| * **Alias:** | |
| **Visible to Search Engines:** | Yes ▾ |
| **Meta Description:** | |

▾ **Assignments**

| | |
|---|---|
| * **Websites:** | ☐ Demo |
| | ☐ Rami's Demo |
| | ☐ Intranet |

**Save**   Cancel

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

**Editing a Post**

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



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



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.



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

**Removing a Post**

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



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



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.



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



3. Fill out the fields for your new comment.

## Posts

Comments » Add a new comment

* Post: [ Enter search… ▾ ]

* Name: [                              ]

Email: [                              ]

Website: [                              ]

* Approved: [ Yes ▾ ]

* Comments: [                              ]

**Save**    Cancel

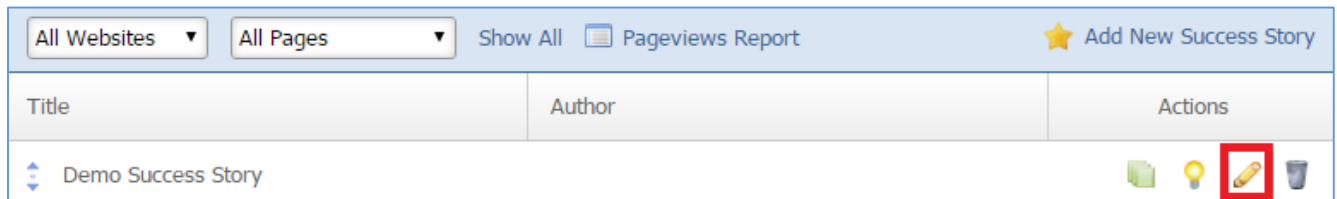4.  Click **Save** at the bottom of the page.

**Editing a Comment**

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



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



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.



2. Select the **Trash** icon located next to the comment you wish to edit.



3. You will be asked to confirm that you wish to remove the comment. Click **OK**.
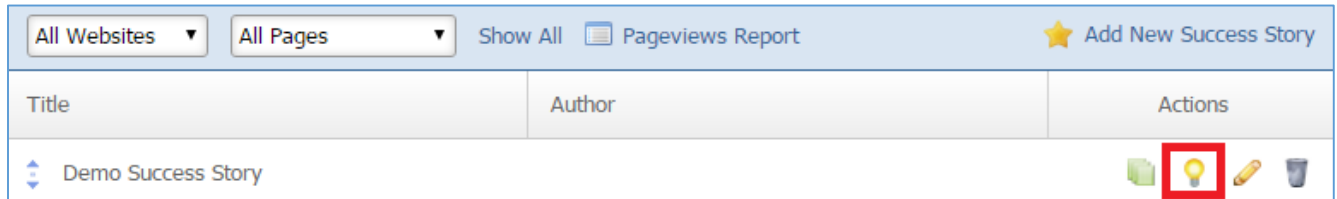
**Approving a Comment**

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



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



3. Under the **Approved** drop down list, select *'Yes'*.



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.
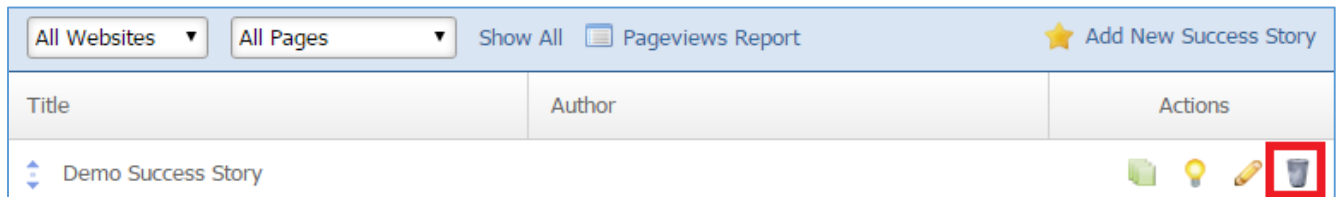
## Resources Categories

**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.



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



3. Fill out the **Name** of the category.



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.



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



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.



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.**

## Resources

**Creating a Resource**
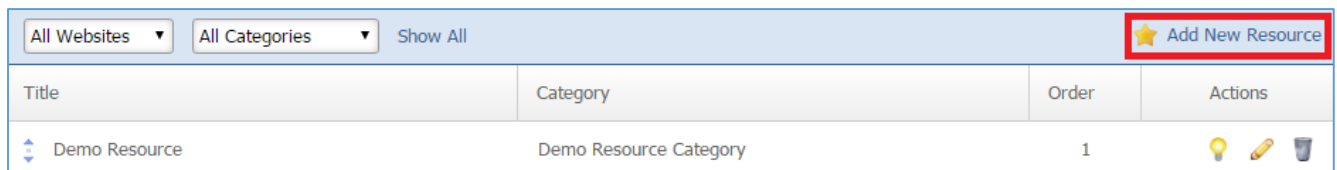
1. From the main page of the administrative website, select **Resources**, located next to the **Content Management Modules** box.



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



3. Fill out the fields for your new resource.

## General

Category: [dropdown]

* **Title:** [text field]

* **Type:** Document [dropdown]

* **Document:** Choose a File   No file chosen

**Accepted Formats:** PDF, Word, Rich Text, Excel, PowerPoint, Plain Text, MP3, ZIP Archive

Tags: [text area]

**Note:** One Tag Per Line

Enabled: Yes [dropdown]

## Description

[Rich text editor toolbar and content area]

## Pages

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

Save    Cancel

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.



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



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.



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

**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.
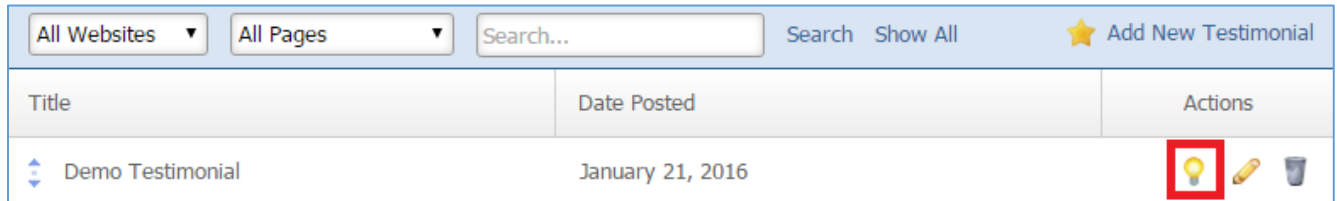
## Creating an RSS Feed

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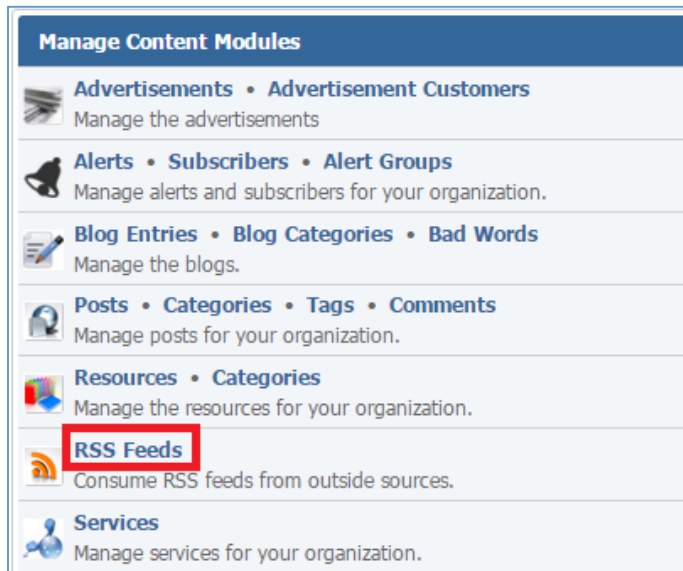


2. Select **Add New Feed** located next to the yellow star on the upper right of the page.
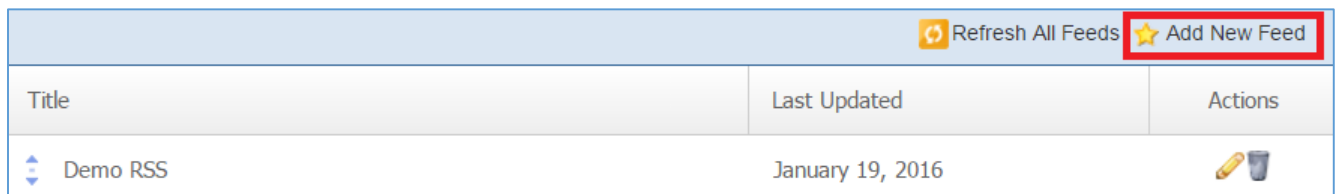


3. Fill out the fields for your new feed.

## General

**\* Title:**

**\* Feed URL:**

## Description

## Content Optimization

**\* Window Title:**

**\* Alias:**

Visible to Search Engines: Yes ▾

Meta Description:

## Pages

| Website | Page | Display | Approved |
|---------|------|---------|----------|
| Demo | Demo RSS | ☑ | ☐ |

Save    Cancel

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.



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.



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



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.



2. Select the **Refresh All Feeds** link located on the upper menu of the page.

# 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.
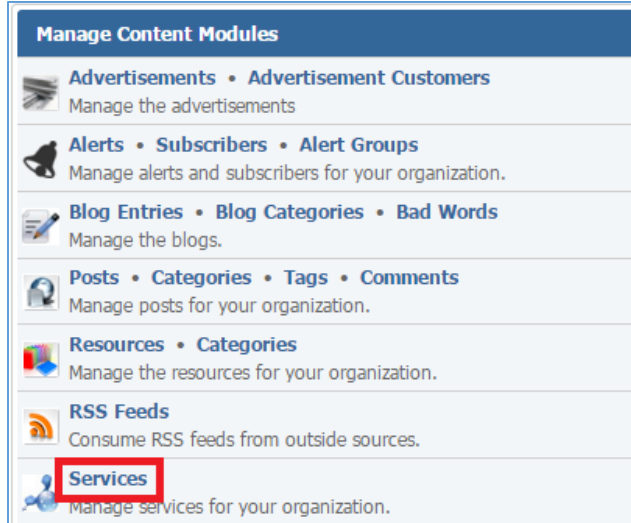


3. Fill out the fields for your new service.

**General**

* **Name:** [                    ]

Image: [ Choose a File ]  No file chosen
Accepted Formats: PNG, JPEG, GIF

Enabled: [ Yes ▾ ]

**Abstract**

body p

**Description**

body p

**Content Optimization**

* **Window Title:** [                    ]

* **Alias:** [                    ]

Visible to Search Engines: [ Yes ▾ ]

Meta Description: [                    ]

**Pages**

| Website | Page | Display | Approved |
|---|---|---|---|
| Demo | Demo Services | ☑ | ☑ |

[ Save ]  Cancel

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

## Editing a Service

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



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



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.



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

## Removing a Service

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



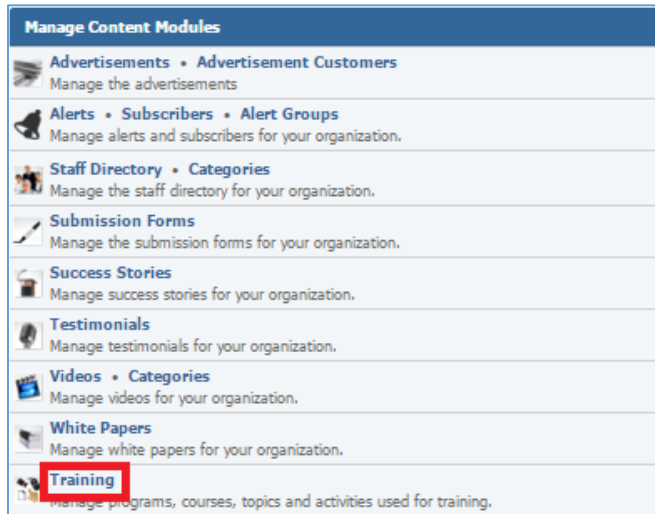2. Select the **Trash** icon located next to the service you wish to remove.



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 t 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.
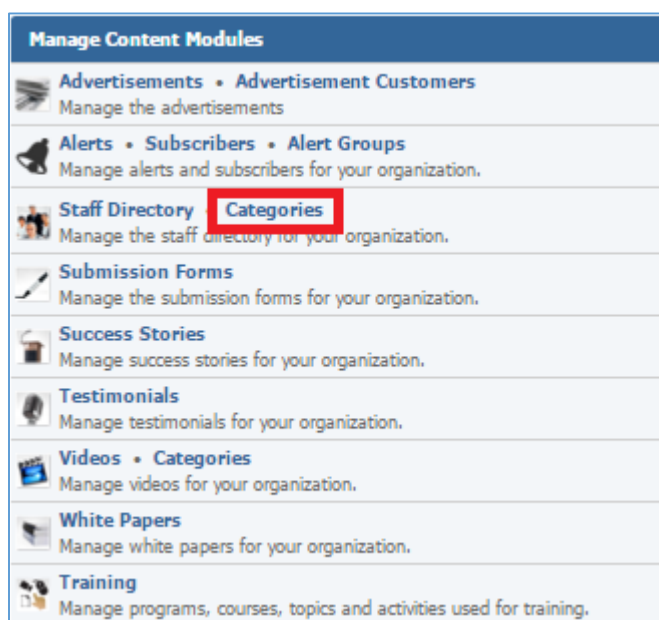


2. Select **Add New Staff Directory Category** located next to the yellow star on the upper right of the page.



3. Fill out the fields for your new category.

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.



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



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.



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

**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.
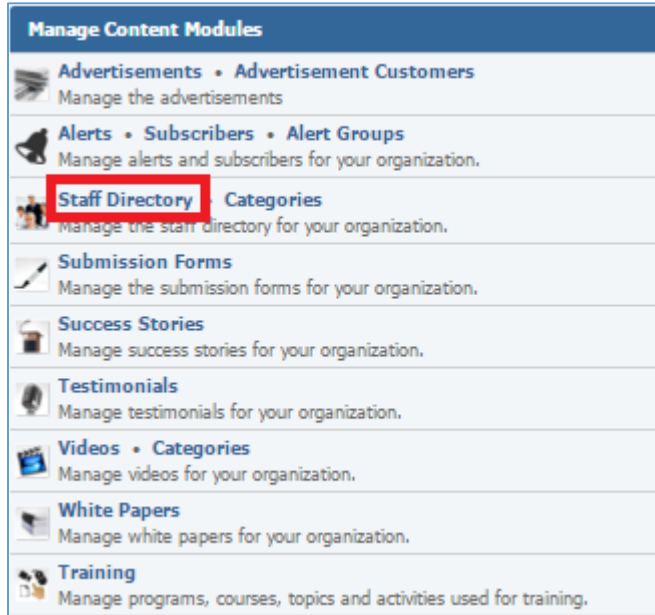


2. Select **Add New Member** located next to the yellow star on the upper right of the page.
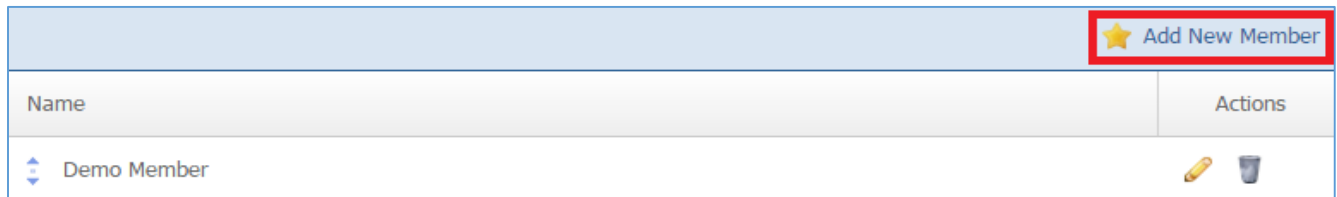


3. Fil out the fields for your new staff member.

## General

\* **First Name:**

\* **Last Name:**

Title:

Category:

Photo:  Choose a File    No file chosen
**Accepted Formats:** PNG, JPEG, GIF

Enabled:  Yes

## Contact Information

Phone:    Ext:

Email:

## Biography

| Format | Styles | B *I* U I_x | ≡ ≡ ≡ ≡ | ≣ ≣ ≣ ≣ | A- A- |
| Ω ▢ ◀ 🌐 ▶ 🔗 ⌫ ⚑ ▦ | ← → Source ABC |

**Content Optimization**

**\* Window Title:**

**\* Alias:**

Visible to Search Engines: Yes

Meta Description:

**Pages**

| Website | Page | Display | Approved |
|---------|------|---------|----------|
| Demo | Demo Staff Members | ☑ | ☐ |

**Save**    Cancel

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.



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.
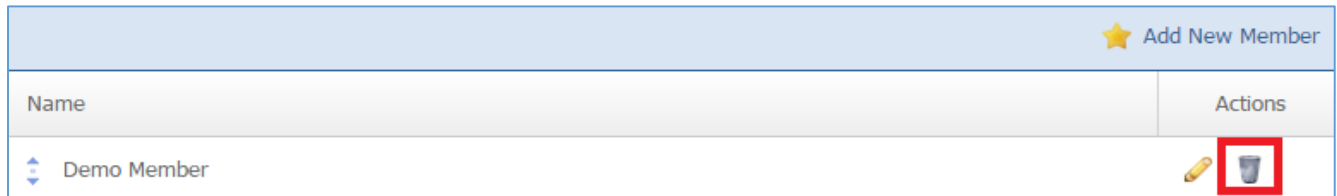


3. You will be asked to confirm that you wish to remove the staff member. Click *OK*.

# 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.
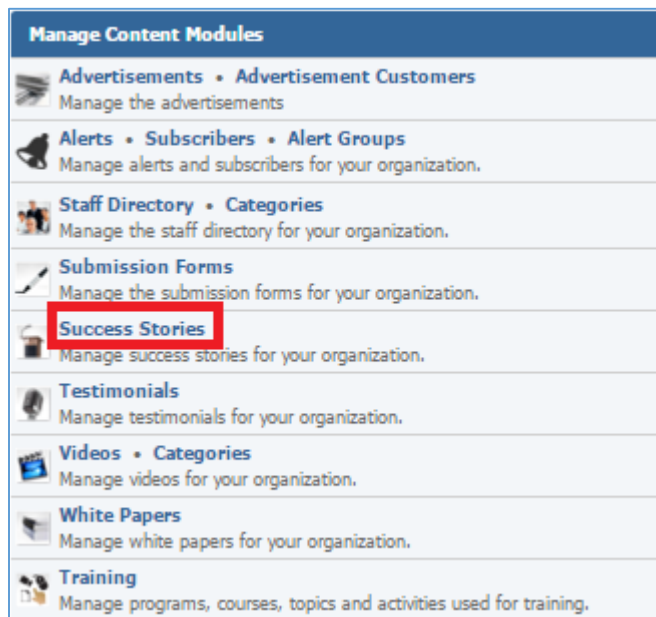


2. Select **Add New Success Story** located next to the yellow star on the upper right of the page.
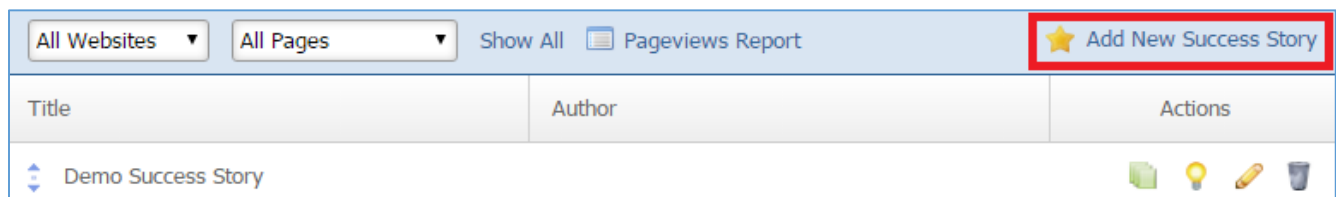


3. Fill out the fields for your new success story.

**General**

| | |
|---|---|
| * **Title:** | [                    ] |
| * **Date Posted:** | 2016-01-21 📅 |
| **Author Name:** | [                    ] |
| **Thumbnail Image:** | Choose a File    No file chosen<br>**Accepted Formats:** PNG, JPEG, GIF |
| * **Enabled:** | Yes ▾ |

**Submission Form**

| | |
|---|---|
| **Link To:** | [          ▾] |
| **Link Text:** | [                    ] |

**Abstract**

body | p

**Content**

body | p

## Content Optimization

* **Window Title:**

* **Alias:**

Visible to Search Engines: Yes ▼

Meta Description:

## Products

Products: Enter search...

## Pages

| Website | Page | Display | Approved |
|---------|------|---------|----------|
| Demo | Demo Success Stories | ☑ | ☑ |

Save    Cancel

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

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



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



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.



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

## Removing a Success Story

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



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



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.



2. Select the ***Documents*** icon located next to the success story which you wish to view its documents.



3. Manage the Documents from the ***Documents*** tab of your success story.

**Creating a Document**

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

| General | **Documents** | | Add New Document |
|---|---|---|---|
| Name | | | Actions |
| Demo Success Story Document | | | ✏🗑 |

2. Fill out the fields for your new document.

| General | **Documents** |
|---|---|
| **\* Name:** | |
| Description: | |
| **\* Document:** | Choose a File    No file chosen |
| | Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint |
| | **Save**    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.

| General | **Documents** | | Add New Document |
|---|---|---|---|
| Name | | | Actions |
| Demo Success Story Document | | | ✏🗑 |

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** | | ⭐ Add New Document |
|---|---|---|---|
| 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.**
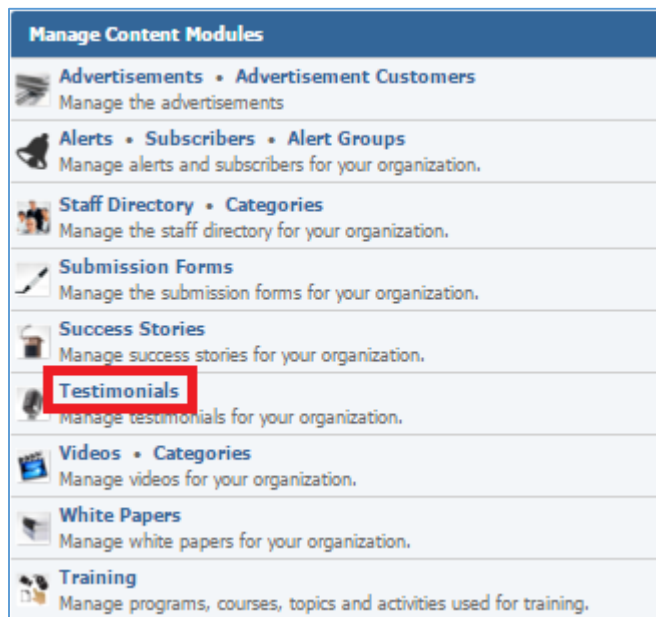


2. Select **Add New Testimonial** located next to the yellow star on the upper right of the page.
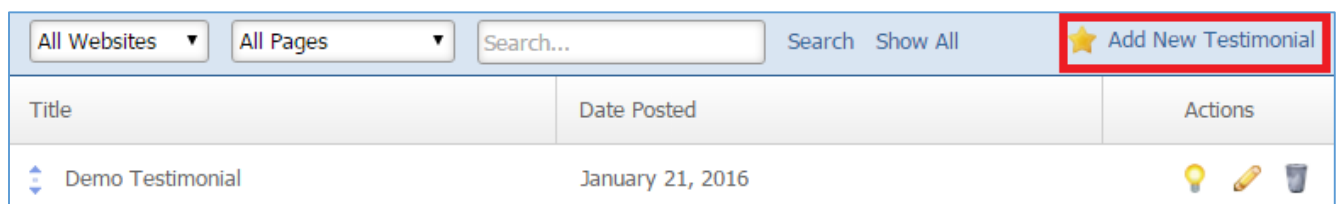


3. Fill out the fields for your new testimonial.

## General

**\* Title:**

Author Name:

Author Title:

Video:

**\* Date Posted:**

Thumbnail Image: Choose a File    No file chosen

Accepted Formats: PNG, JPEG, GIF

Enabled: Yes

**Abstract**

Normal | Styles

body p

**Content**

Normal | Styles

body p

## Content Optimization

**\* Window Title:** [                    ]

**\* Alias:** [                    ]

Visible to Search Engines: [ Yes ▾ ]

Meta Description: [                    ]

## Products

Products: [ Enter search... ]

## Pages

| Website | Page | Display | Approved |
|---|---|---|---|
| Demo | Demo Testimonials | ☑ | ☑ |

[ **Save** ]  Cancel

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.**
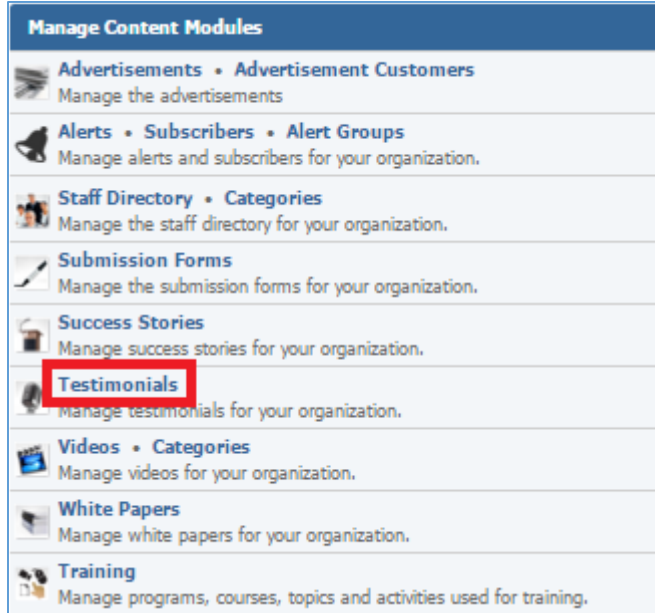


2. Select the **Pencil** icon located next to the testimonial you wish to edit.



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.**



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

## 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.
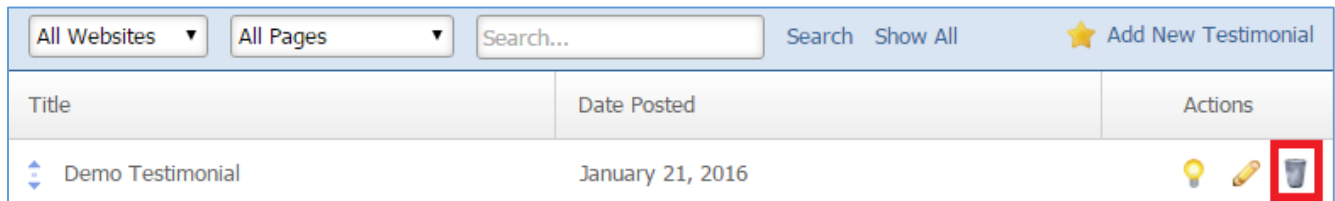


3. Once you have made the desired changes, click **Save** at the bottom of the page.

# 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.**



2. Select **Add new training program** located next to the yellow star on the upper right of the page.



3. Fill out the fields for the new training program.

## General

**\* Name:** [                    ]

**Image:** [ Choose a File ]    No file chosen

**\* Enabled:** [ Yes  ▾ ]

## Description

| Normal | ▾ | Styles | ▾ | **B** | *I* | U | I̶ₓ | ≣ | ≡ | ≣ | ≣ | ≟ | ≔ | ≔ | ≔ | A̲ ▾ | A̲ ▾ |

| Ω | 🖼 | 🔊 | 🌐 | ▶ | 📹 | ⊜ | ⊗ | ⚑ | ⊞ | ↶ | ↷ | ⬚ Source | ABC✓ | ⤢ |

body   p

## Content Optimization

**\* Window Title:** [                    ]

**\* Alias:** [                    ]

**Visible to Search Engines:** [ Yes  ▾ ]

**Meta Description:** [                    ]

## Pages

| Website | Page | Display | Approved |
|---------|------|---------|----------|
| Demo | Demo Training | ☑ | ☑ |

[ **Save** ]    Cancel

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

## 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.
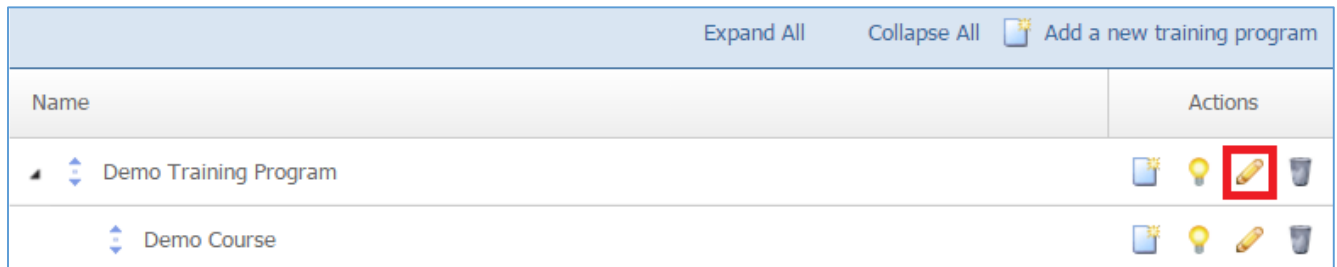


3. Edit the training program.

4. Once you have made the desired changes, click **Save** at the bottom of the page.
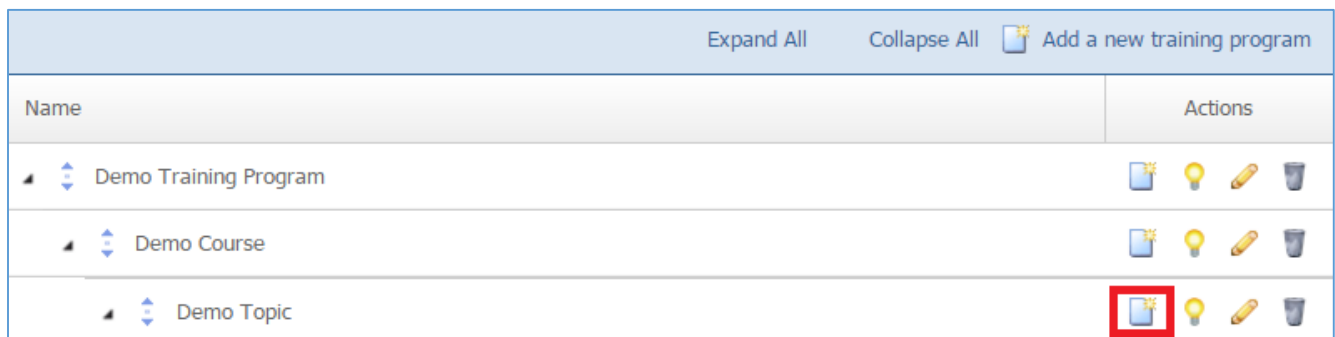
## Enabling / Disabling a Training Program

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



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

## Removing a Training Program

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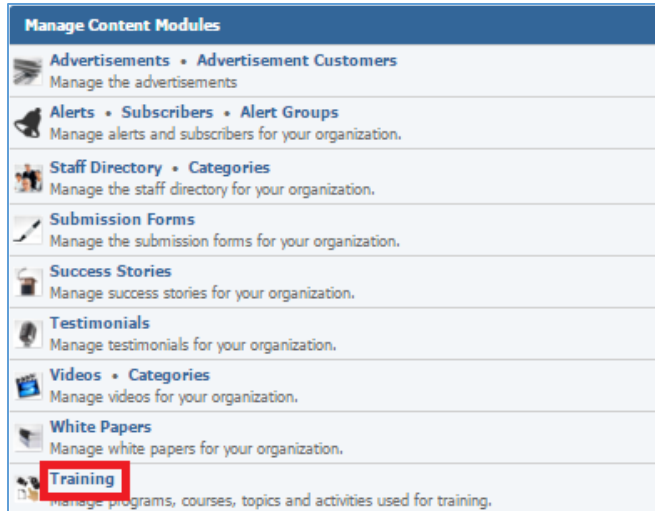


2. Select the **Trash** icon located next to the training program you wish to remove.
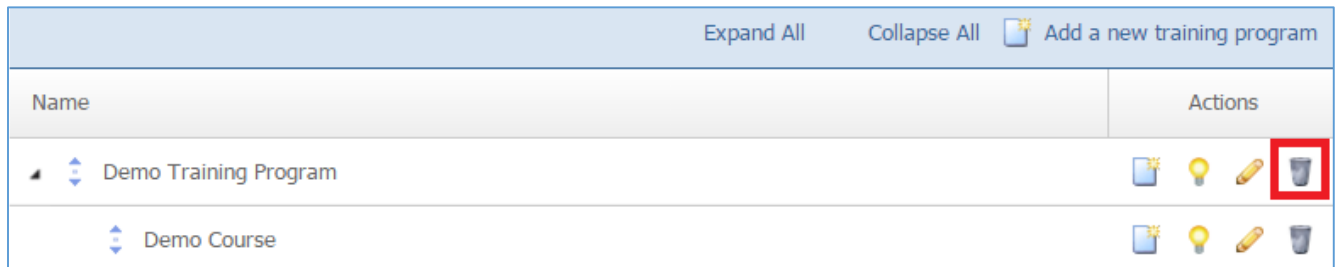


3. You will be asked to confirm that you wish to remove the training program. Click **OK**.

## 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.
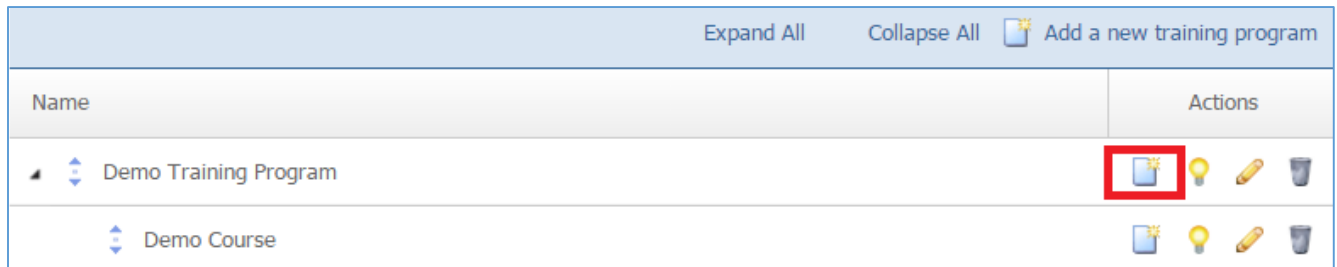


3. Fill out the fields for your new course.

**▼ General**

| | |
|---:|:---|
| **\* Name:** | |
| **\* Program:** | Demo Training Program |
| **Image:** | Choose a File    No file chosen |
| **\* Enabled:** | Yes ▼ |

**▼ Description**

Format ▾ | Styles ▾ | **B** *I* U Iₓ | ≣ ≡ ≣ ≣ | ☰ ☰ | ☰ ☰ ☰ ☰ | A ▾ A ▾

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**▼ Content Optimization**

| | |
|---:|:---|
| **\* Window Title:** | |
| **\* Alias:** | |
| **Visible to Search Engines:** | Yes ▼ |
| **Meta Description:** | |

Save    Cancel

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.*



2. Expand a Training Program to view its courses.



3. Select the *Pencil* icon located next to the course you wish to edit.



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.**



2. Expand a Training Program to view its courses.



3. Select the **Lamp** icon located next to the course you wish to enable or disable.

**Removing a Course**

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 **Trash** icon located next to the course you wish to remove.



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.**
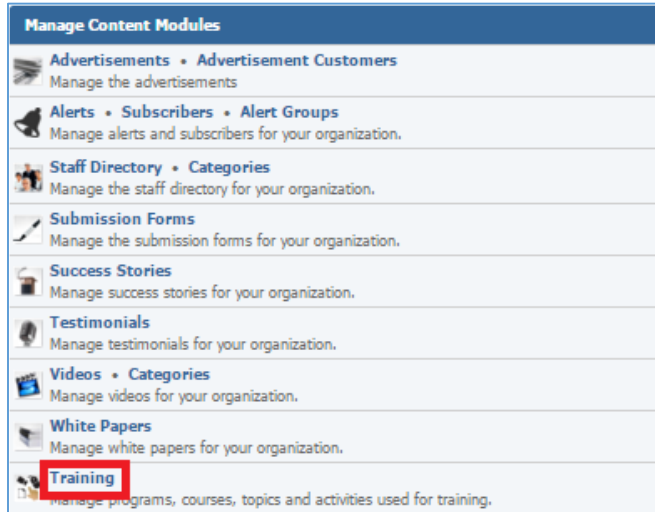


2. Expand a Training Program to view its courses.
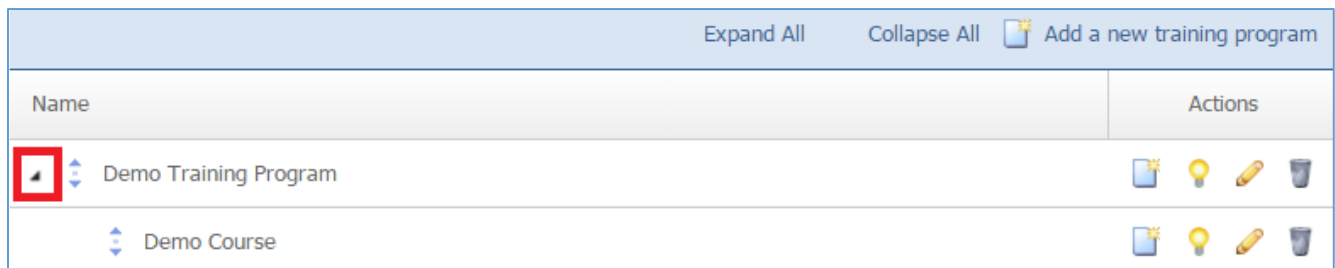


3. Select the **Add New Topic** icon located next to the course under which you wish to create courses.
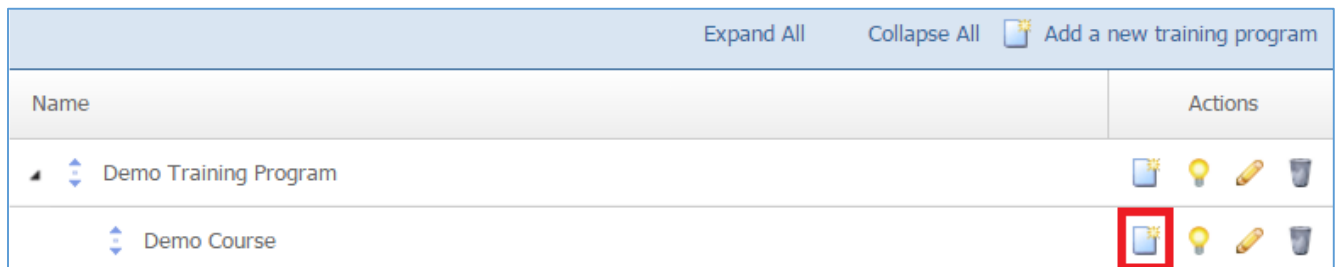


4. Fill out the fields for your new topic.

**▼ General**

**\* Name:** [                    ]

**\* Course:** [Demo Course            ]

**Image:** [ Choose a File ]  No file chosen

**\* Enabled:** [Yes ▼]

**▼ Description**

| Format ▾ | Styles ▾ | **B** *I* U Ix | ≡ ≡ ≡ ≡ | ⁞≡ ⋮≡ ⫷ ⫸ | A▾ A▾ |

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**▼ Content Optimization**

**\* Window Title:** [                    ]

**\* Alias:** [                    ]

**Visible to Search Engines:** [Yes ▼]

**Meta Description:** [                    ]

[ **Save** ]  Cancel

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

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 **Pencil** icon located next to the topic you wish to edit.



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.**



2. Expand a Training Program and its courses to view the courses topics.



3. Select the **Lamp** icon located next to the topic you wish to enable or disable.

## Removing a Topic

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 **Trash** icon located next to the topic you wish to delete.



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.**
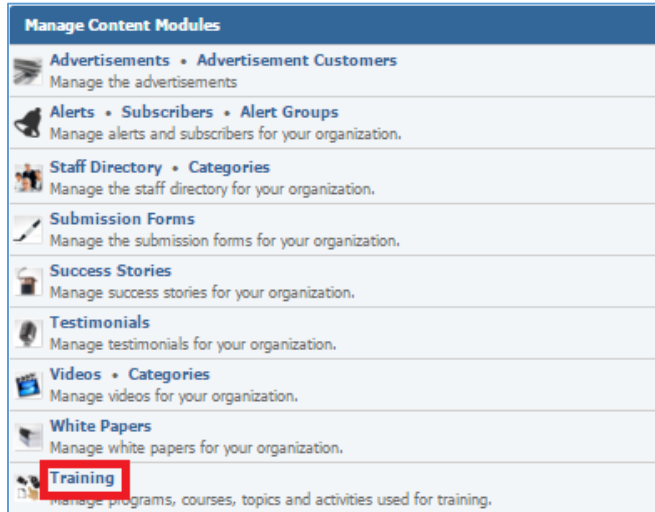


2. Expand a Training Program and its courses to view the courses topics.
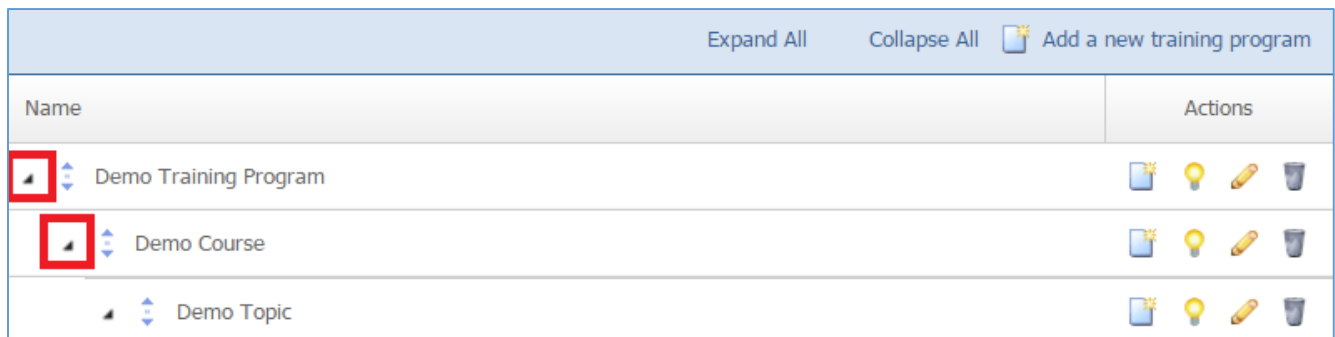


3. Select the **Add New Activity** icon located next to the course under which you wish to create courses.



4. Fill out the fields for the new activity.

**General**

* **Name:**

* **Topic:** Demo Topic

* **Type:** Select... ▼

Image: Choose a File    No file chosen

* **Enabled:** Yes ▼

**Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: Yes ▼

Meta Description:

Save    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.**



2. Expand a Training Program and its courses to view the courses topics and then expand the topics to view its activities.



3. Select the **Pencil** icon located next to the activity you wish to edit.



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.**



2. Expand a Training Program and its courses to view the courses topics and then expand the topics to view its activities.



3. Select the **Lamp** icon located next to the activity you wish to enable or disable.

*Removing 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 and then expand the topics to view its activities.



3. Select the **Trash** icon located next to the activity you wish to remove.



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.



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.



3. Fill out the fields for your new category.

**General**

* **Name:**

Description:

Enabled: Yes ▾

**Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: Yes ▾

Meta Description:

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.



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



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.



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

**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.



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



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_x

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## Categories

Categories: ☐ ☐ Demo Video Category

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.



3. Edit the video.

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

**Enabling / Disabling a Video**

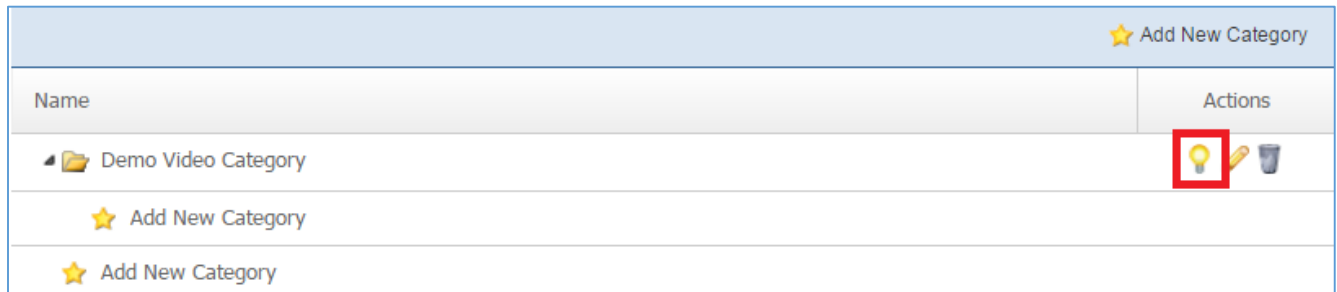1. From the main page of the administrative website, select *Videos*, located under the *Manage Content Modules* box.



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

**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.
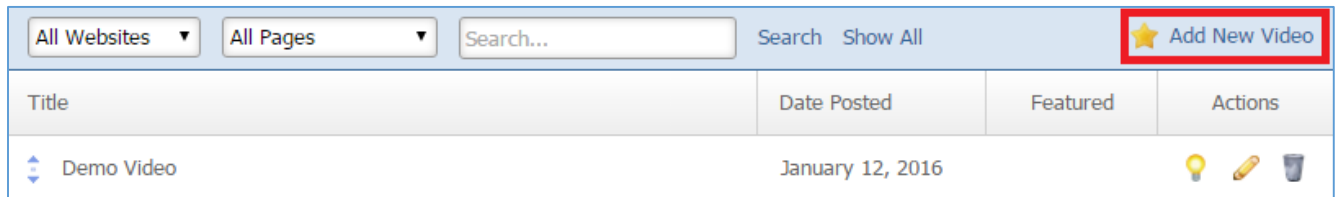
## Creating a White Paper

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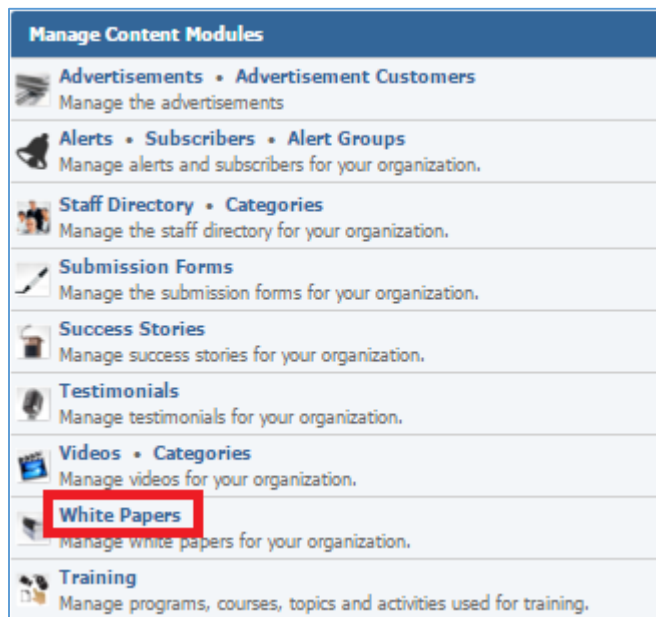


2. Select **Add New White Paper** located next to the yellow star on the upper right of the page.
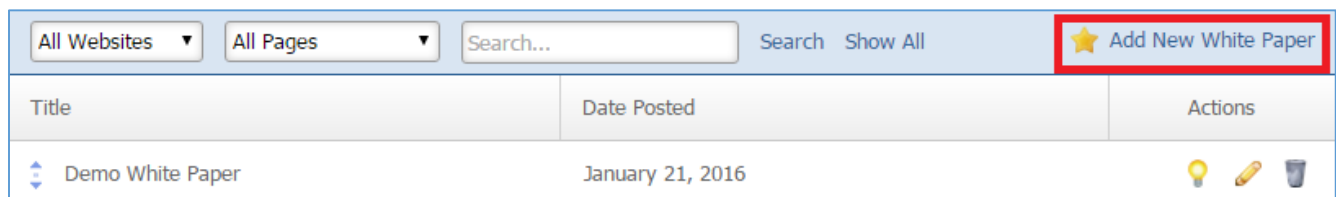


3. Fill out the fields for your new white paper.

## General

**\* Title:**

**\* Date Posted:** 2016-01-21

**\* Document:** Choose a File    No file chosen
Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint

**Thumbnail Image:** Choose a File    No file chosen
Accepted Formats: PNG, JPEG, GIF

**Enabled:** Yes

## Submission Form

**Link To:** Select...

**Link Text:**

**▼ Abstract**

**▼ Description**

body   p

**▾ Content Optimization**

* **Window Title:** [                    ]

* **Alias:** [                    ]

Visible to Search Engines: [ Yes ▾ ]

Meta Description: [                    ]

**▾ Products**

Products: [ Enter search... ]

**▾ Pages**

| Website | Page | Display | Approved |
|---|---|---|---|
| Demo | Demo White Papers | ☑ | ☑ |

**Save**    Cancel

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.
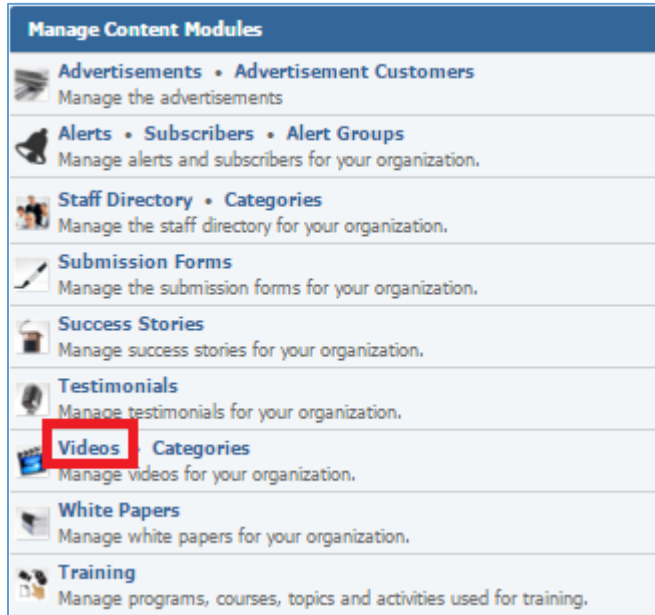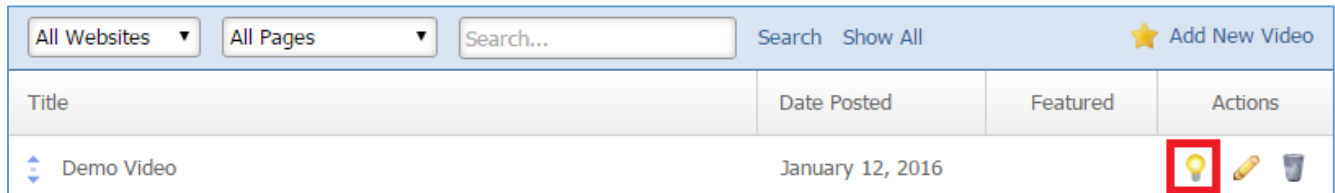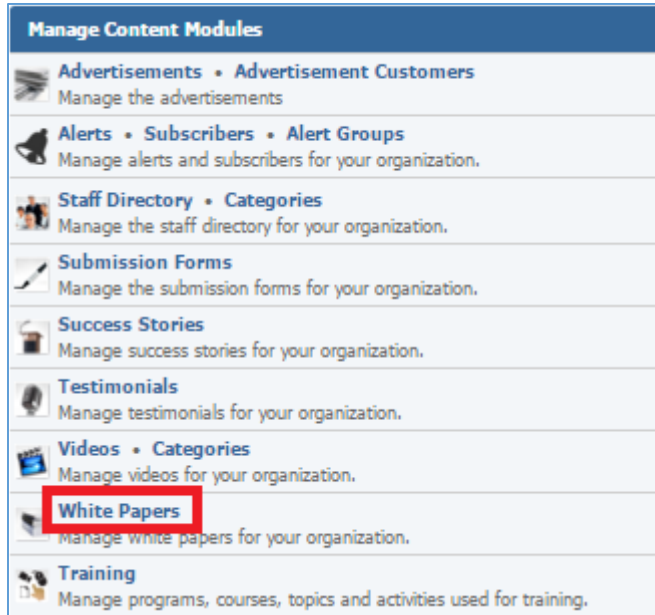


2. Select the *Pencil* icon located next to the white paper you wish to edit.
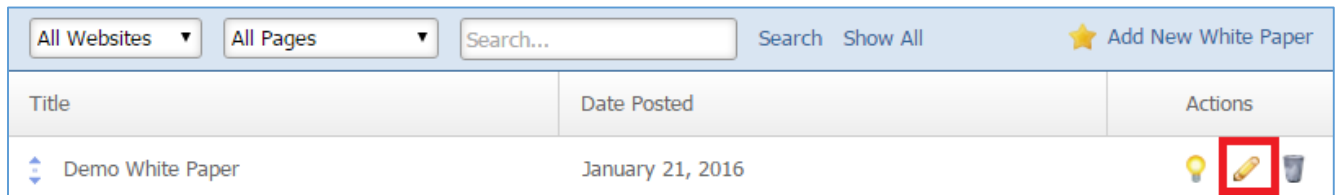


3. Edit the white paper.

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**

**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 white paper you wish to enable or disable.

| Title | Date Posted | Actions |
|---|---|---|
| Demo White Paper | January 21, 2016 | |

All Websites ▼   All Pages ▼   Search...   Search   Show All   ⭐ Add New White Paper

## 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.



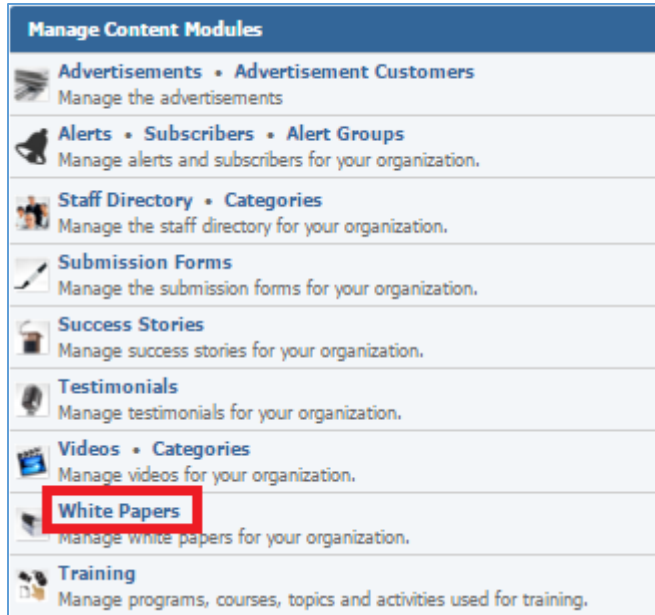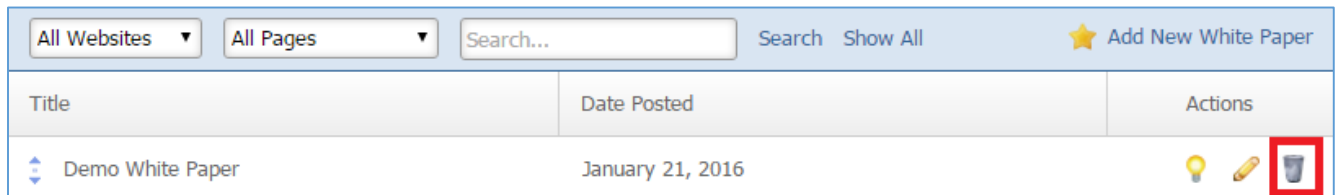3. You will be asked to confirm that you wish to remove the white paper. Click **OK**.