

The admin control panel for your site is located at: <http://www.yourdomain.com/siteadmin/>

General Notes and Navigation Instructions

Image Upload Blocks

All image upload blocks on Edit record pages will have the following functions:

keep (preserve current image)

delete (remove current image)

update (change image)

Image upload blocks on Add record pages will allow you to browse your computer for any image.

Rich Text Editor

Several fields include a rich text editor (with buttons) that allows you to modify the text much as you would in a standard word processing program. These fields also allow you to enter/modify the HTML code by clicking the "View Source" checkbox below the text area.

Menu page

When you first login to your siteadmin area, this page appears listing the areas of your site that you can administer. Click the link to go to the desired area.

Main Navigation

=>When you select an admin area from the menu, that admin area list appears.

From ANY admin screen you can do the following. From left to right at the top of the screen you will see:

Top Row

>View who you are logged in as

>Log out

>Change password

Tabs

Quick Jump to another admin area

Middle Row

>Search fields to locate a specific record

>View the number of records and the number of pages at the current display rate

>Select total number of records to be displayed from 20 to 500

Buttons

>Add a new record to your site

ADD NEW - On each admin page you will have the opportunity to add a new record for that section. The "Add new" link is located in the upper left hand corner of the page, directly beneath the admin page name. (Note: For Site Pages, you may add a page record to the database; however a new page for the data to appear on your site would need to be created manually unless your site has been set up with an Advanced Content Management System.) **NOTE:** You must click the save button at the bottom of the page to save your changes. If you do not, all changes will be lost. After clicking save, the page will re-appear with the changes you have selected and give you a notice that your changes were saved with the following at the top of the screen: <<< Record was added>>> You may then add another record if you desire.

EDIT - On each admin page you will scroll down to see the record you would like to modify. When you find the record, click the "Edit" link that appears at the left of the record. The record shows you everything that is available to change, but you must click edit to make a modification to it. **NOTE:** You must click the save button at the bottom of the page to save your changes. If you do not, all changes will be lost. After clicking save, the page will re-appear with the changes you have selected and give you a notice that your changes were saved with the following at the top of the screen: <<< Record updated >>>

VIEW - On each admin page you will scroll down to see the record you would like to view. When you find the record, click the "View" link that appears at the left of the record. The record shows you everything that is entered into the database for that record

Login page

==> Login to your site admin area.

Enter your username and password as provided above.

If you wish to have your browser remember this password, click the checkbox.

If you have forgotten your password, click the "forgot password" link.

This will take you to the password reminder page.

When you click submit on the reminder page, your password will be sent to your admin email address.

If your password is encrypted, your password will be reset to a random password which will be sent to your admin email address. You can change this random password after logging in.

You may then login.

Admin Area Overview

Site Pages Admin - This is the area where you can change the text and images for the body of each page of your website.

Contact Information - This is the area where you can change your contact information on the contact page of your website and set the email where forms on the site are sent.

Site Pages Instructions

==>**To edit a page**, from the Site Pages Admin List scroll down the main page until you find the Site Page you wish to modify, then click on the word "Edit" (at the beginning of the row).

Once you click edit, you will be taken to the Edit Record page. All text and images for that page will appear in form format in text boxes, text areas, and upload fields.

==>**ID**: This is the record ID assigned by the database. You cannot change this number.

==>**Page Name**: This is the page title that appears in the browser window title bar after the site name. You may change the **Page Name** field to any text up to 255 characters.

==>**SEO Browser Title**: This field is where you enter additional text that appears in the browser window title bar after the site name and page name. You may change this to any text up to 255 characters.

==>**SEO Keywords**: This field is where you enter a list of keywords (comma-separated) for the page for search engines.

==>**SEO Description**: This field is where you enter a description in sentence format for the page for search engines.

==>**Page Text**: Main body text for the page can be edited in this window. (Additional photos can also be added) This is where your body text and images appear - all the text and images in the white area under the top banner other than forms (Contact Us, PayPal button forms) which are hard-coded onto the page as a safeguard. This field includes a rich text editor to make basic modifications, but you may also paste HTML code into this field as explained below. **DO NOT enter any JavaScript code into these blocks. It will cause the CMS area to malfunction.**

==>**Image 01-05**: These fields allow you to upload images to the server that you wish to add to any text area of the page (**Page Text**). The images may then be added to the body as described below. These fields are for uploading images only - .jpg or .gif - other file types will not upload and will produce an error. Use "Non-Image File Upload" for non-image files.

Contact Information Instructions

==>**To edit your Company Contact Information** which appears on your Contact Us page, from the Contact Information List scroll down the main page and click on the word "Edit" (at the top left of the record listing).

Once you click edit, you will be taken to the Edit Record page. All text and images for that page will appear in form format in text boxes, text areas, and upload fields.

==>**ID**: This is the record ID assigned by the database. You cannot change this number.

==>**Company**: This field is for your company name. You may change the **Company** field to any text up to 255 characters.

==>**Address**: This text area field is for company address information. You may change the **Address** field to any text up to 255 characters.

==>**City**: This text area field is for company city information. You may change the **City** field to any text up to 255 characters.

==>**State**: This text area field is for company state information. You may change the **State** field to any text up to 255 characters.

==>**ZIP**: This text area field is for company zip information. You may change the **ZIP** field to any text up to 10 characters.

==>**Additional Contact Info:** This text area field is for additional company contact information such as address, phone, fax, email, skype, etc. You may insert line breaks by entering
. You may also enter other HTML code to create links. This field includes a rich text editor to make basic modifications, but you may also paste HTML code into this field as explained below. **DO NOT enter any JavaScript code into these blocks. It will cause the CMS area to malfunction.**

==>**Email to Receive Form Submissions:** This is where you enter the recipient email address where the results of all forms submitted on the site should be sent. **We highly recommend that you use an email address that is a POP3 email (either through your domain or ISP) rather than online webmail services such as Yahoo mail, Google mail (Gmail), Hotmail or a forwarding email address. These services often interpret the form submission emails as spam and either block or delay the sending of these messages.**

Adding HTML

You may change the body text in **Page Text** or **Additional Contact Info** using the text editing tools at the top of the box if desired. If you wish to add/change HTML code, you can do so by checking the "View Source" box below the text area. The view will switch automatically. You may then enter any HTML code into this area. You can switch back to standard view by unchecking the "View Source" box. DO NOT enter any JavaScript code into these blocks. It will cause the CMS area to malfunction.

Non-Image File Upload

You may upload files other than images (such as .pdf or .doc) using the Upload Non-Image Files link. It is located in your Site admin area below the search form as well as at the bottom of the add screen and edit screen. These documents will be located at <http://www.yourdomain.com/docfiles/filename.ext> (replace filename.ext with your filename and its extension).

NOTE: You may also upload files other than images (such as .pdf or .doc) using FTP. We recommend uploading to either your root folder (/public_html), the images folder (/public_html/images), the file upload folder (/public_html/docfiles), or the images upload folder (/public_html/siteadmin/files).

Adding Images to your Pages

To add an image into the body, you must first upload it to the server using any field in Image 01 - Image 05 and clicking the save button at the bottom of the page. Upon return to the Edit Record page, you would then insert the image in 1 of 2 ways:

Method 1: Scroll down to the thumbnail of the image in fields Image 01 - Image 05 below the textbox and double-click the image. This will bring up the full-size image in a new window. Copy the full URL from the address bar and close the window. Place your cursor in the text box where you want to place the image. Click the "Add Image" icon in the RTE toolbar above the text box. This will bring up a pop-up window where you can paste the image URL. Then click OK.

Method 2: (recommended for aligning any text next to the image, adding spacing around the image, or adjusting the image size): Scroll down to the thumbnail of the image in fields Image_01-Image_05 below the textbox and double-click the image. This will bring up the full-size image in a new window. Copy the full URL from the address bar and close the window. Click the "View Source" box to enter HTML mode. Scroll down to where you want to insert the image and place your cursor where you want to insert the image. Paste the URL along with the following code:

```
<IMG src="http://www.yourdomain.com/siteadmin/files/imagename.jpg" height="263" width="350" style="MARGIN-TOP: 3px; MARGIN-BOTTOM: 0px; MARGIN-RIGHT: 7px; MARGIN-LEFT: 0px" align="left" border="0">
```

"src" is the URL of the image. When you upload the image to the server in the site admin area, it will place the image in the following location: <http://www.yourdomain.com/siteadmin/files/imagename.jpg>

Replace "imagename.jpg" with the filename of the image.

Images can be .jpg or .gif format.

"height" and "width" are the dimensions of the image in pixels. These numbers may be adjusted to accommodate your image as needed. This height/width accommodates a standard landscape image. If you remove these parameters, the image will display with dimensions exactly as uploaded.

We recommend resizing your images to the size you want them to appear before you upload them to the server. This will save you disk space. In addition, if the image is resized, you would not need to set/adjust the "height" and "width" here.

The style defines how much space you want to the top, bottom, left, and right of the image in pixels.

"border" defines how much of a border you want to have on the image if the image is a link.

"align" defines where you want the image to appear in relation to the text that is next to it. ("left" has the picture to the left

of the text; "right" has the picture to the right of the text. "default" as set automatically by method 1 aligns the first line of text with the bottom of the image.). If there will not be any text next to the image, this parameter can be removed. If you insert an image using method 1, you can still add these parameters by editing the HTML code.

Saving Changes

To save any changes you have made on a page, you must click the "Save" button at the bottom of the Edit Record page.

That's it. The basics are that easy.
Best Regards,

Acera Technologies Support Team