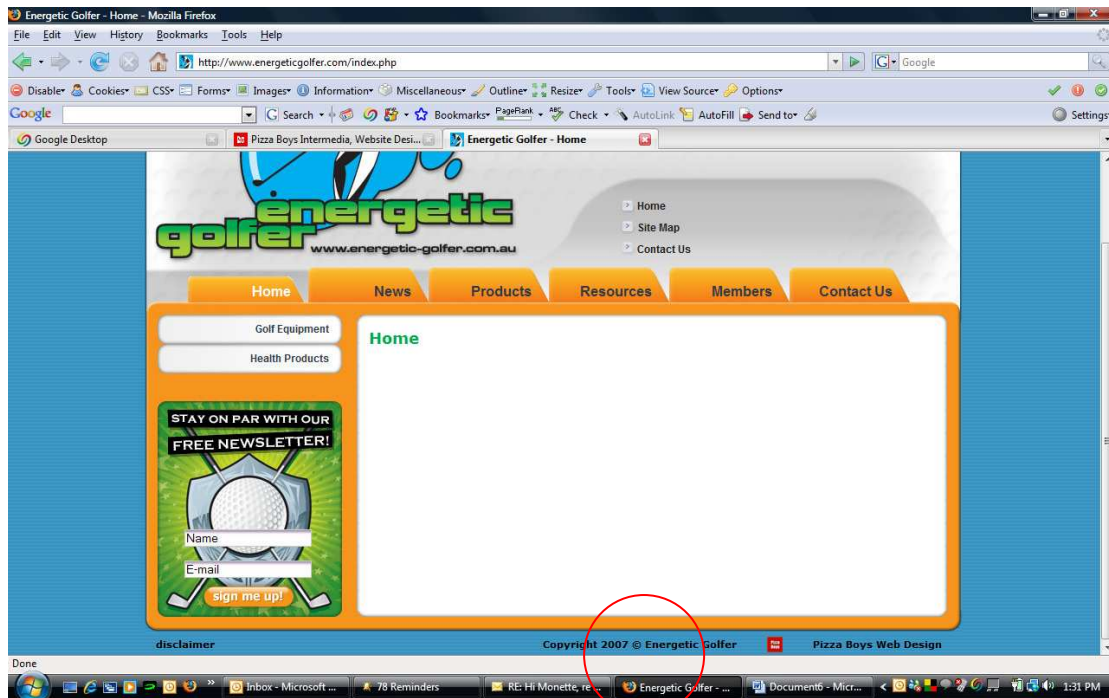
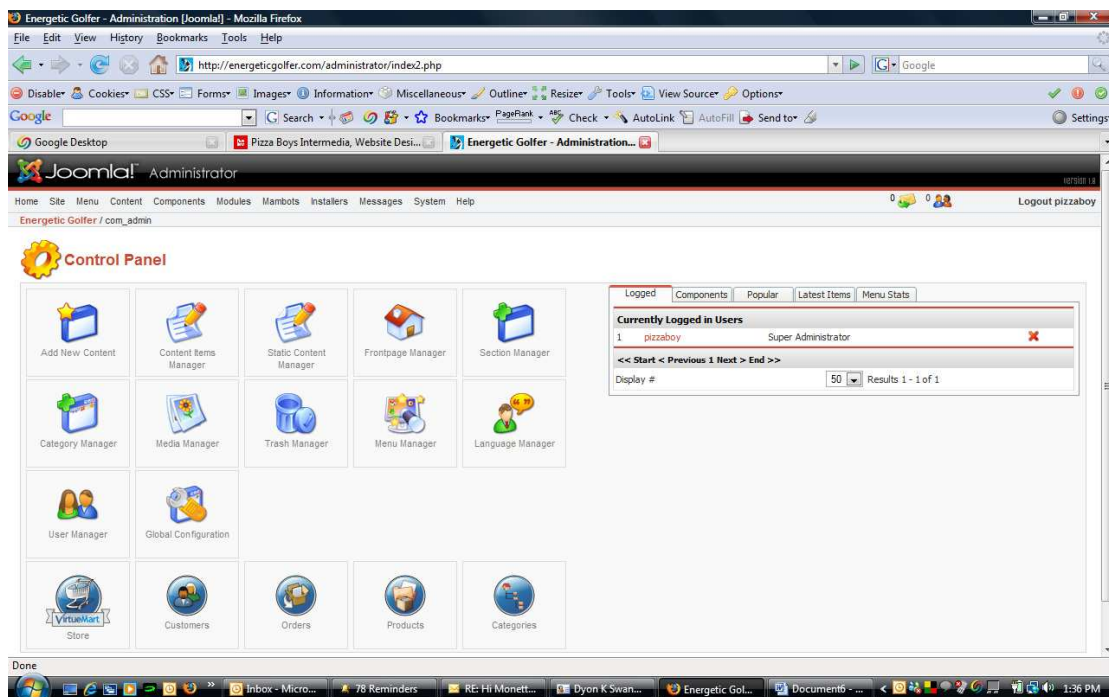


Click the Copyright symbol at the bottom of your HOME page to log in:
(if your site is still being built you'll need to put "/index.php" after the domain name
(e.g: www.energeticgolfer.com/index.php) to find the 'temporarily hidden' actual
home page.

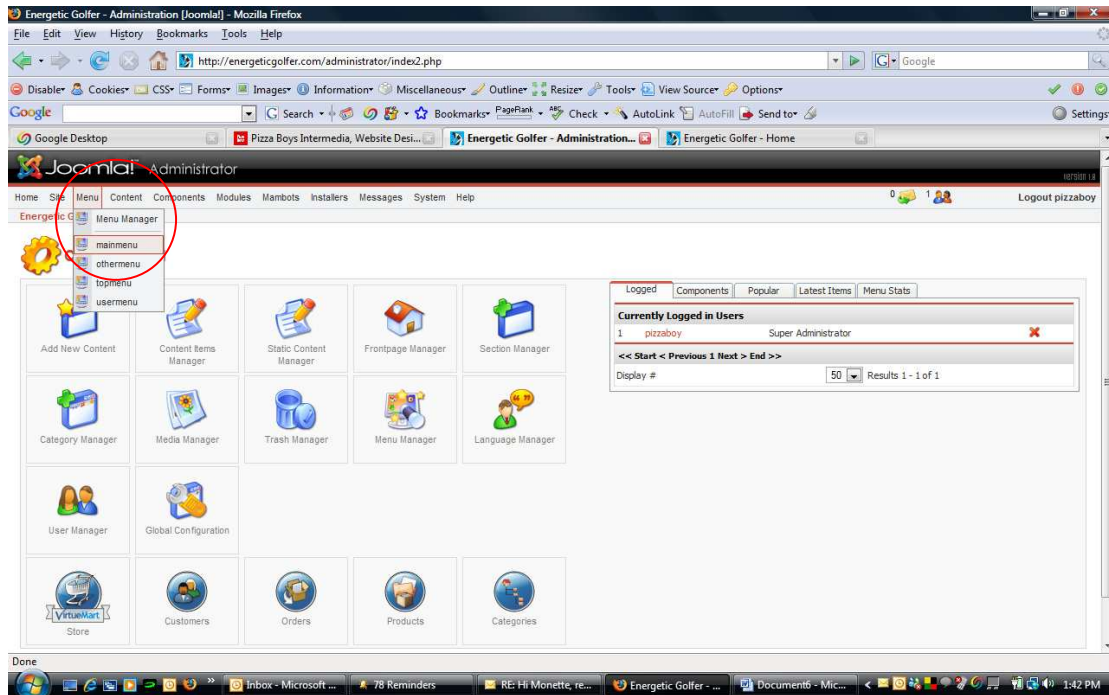


Username:
password:

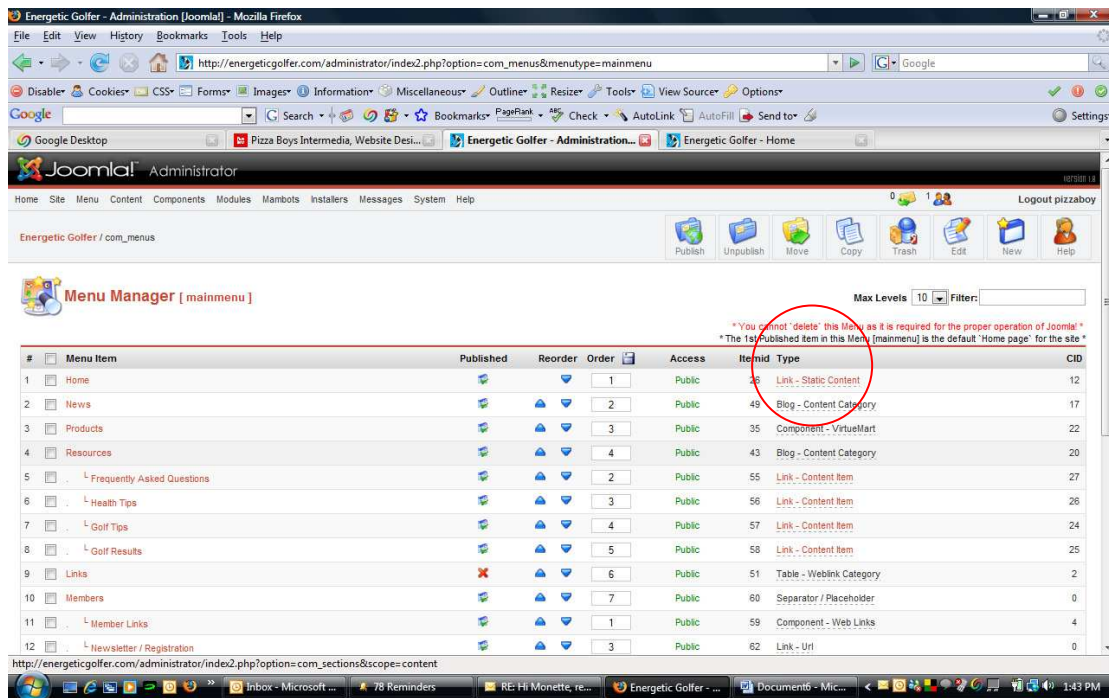
Then you will see this screen; this is your administrator 'HOME':



To Edit Your WEBSITE HOME, select 'Menu' then >> 'main menu'



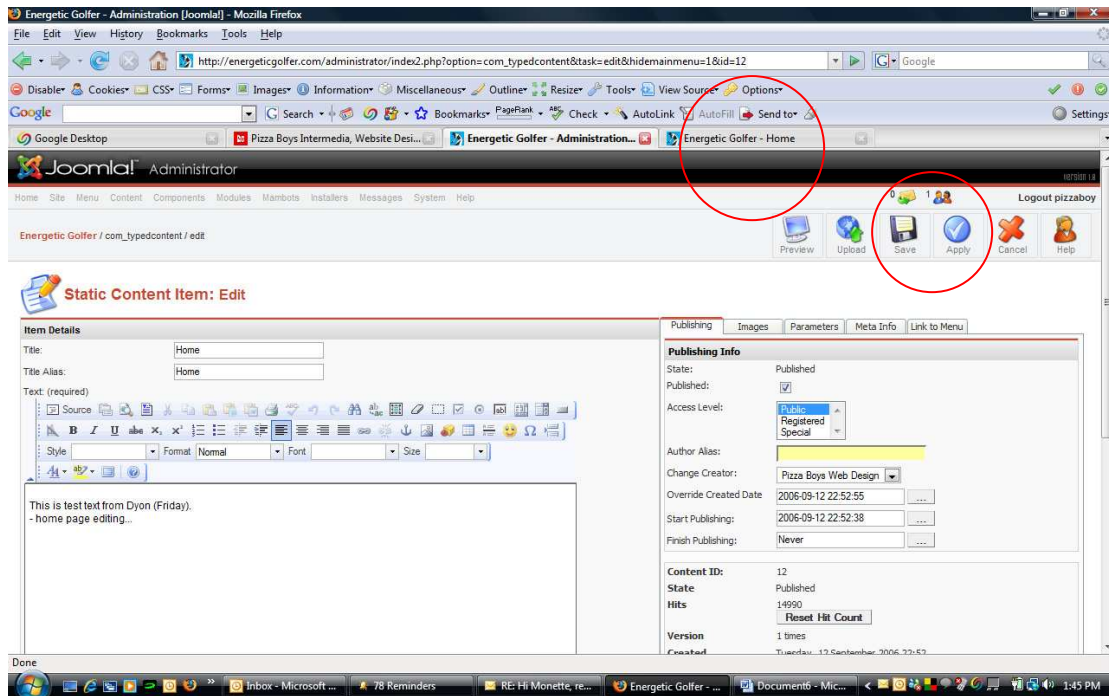
Then in the "Main Menu Items List" click on 'link - static content' to edit HOME:



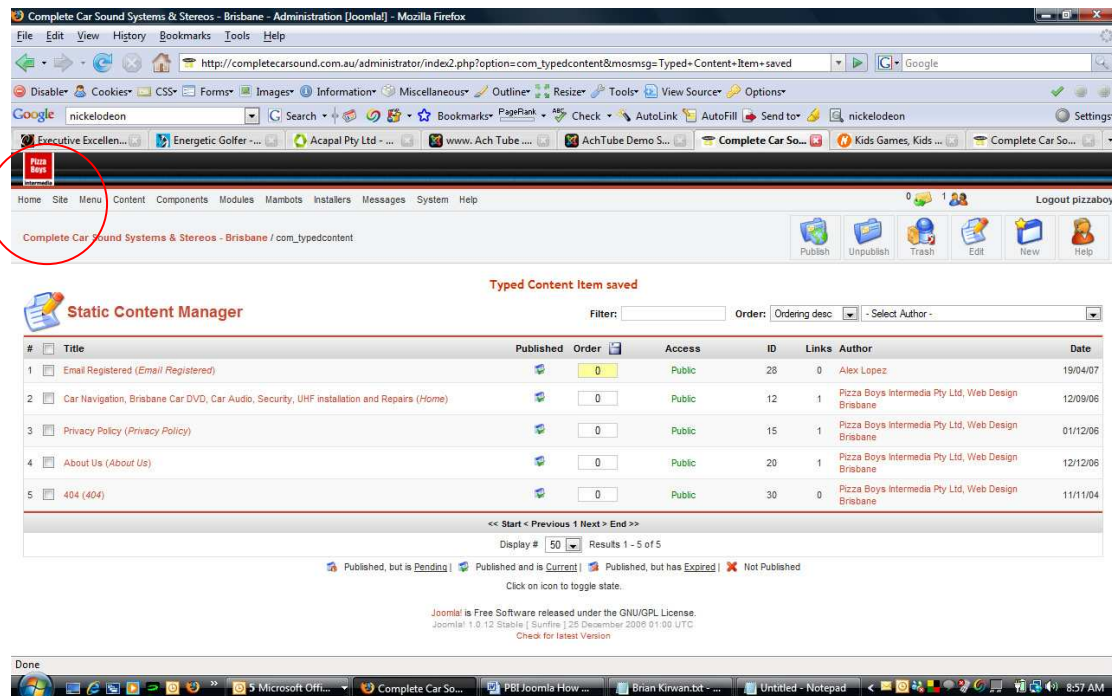
This is the section of the CMS where you edit your home page:

Add Copy and use the editing tools to format it (much like MSWORD et al). remember to use “SHIFT + ENTER” when you would normally use “ENTER” to ensure only 1 line space is published (it’s a ‘web thing’ ☺).

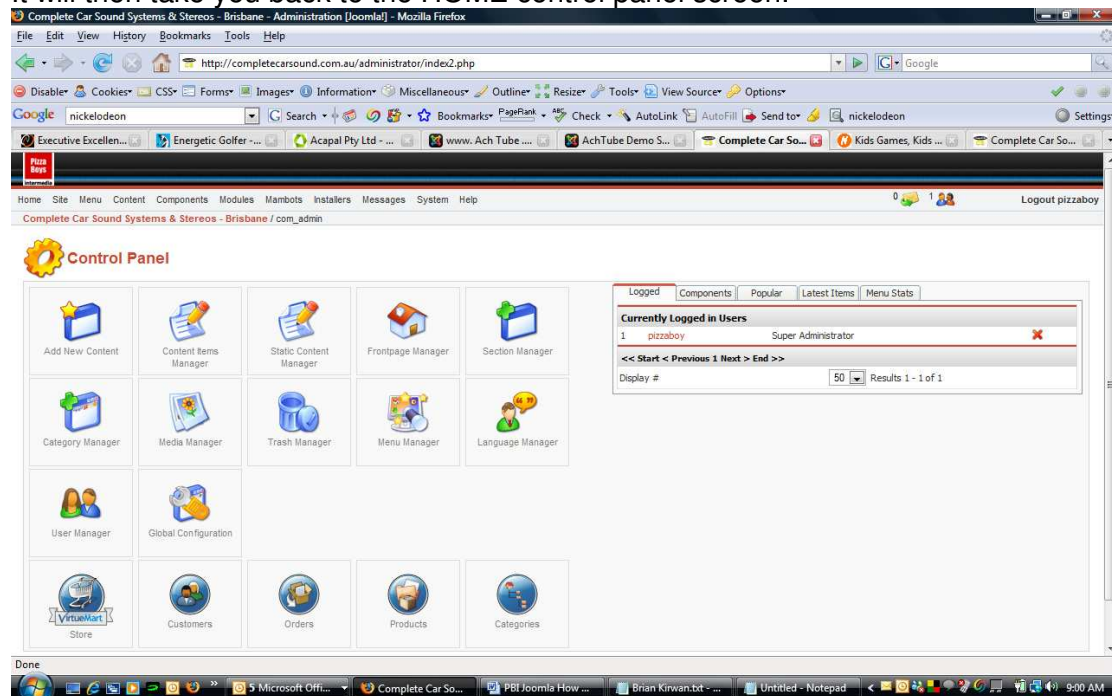
When done click SAVE (disk icon to top right). if you just want to see what it looks like on the actual site, click ‘Apply” and open another browser session or tab and open the page as if you were a site visitor – keep this page open while working on it as administrator, and remember to us the ‘refresh button’ to view changes you’ve just applied.



Once you 'save', the system will return you to this page:
Click on HOME.



It will then take you back to the HOME control panel screen:

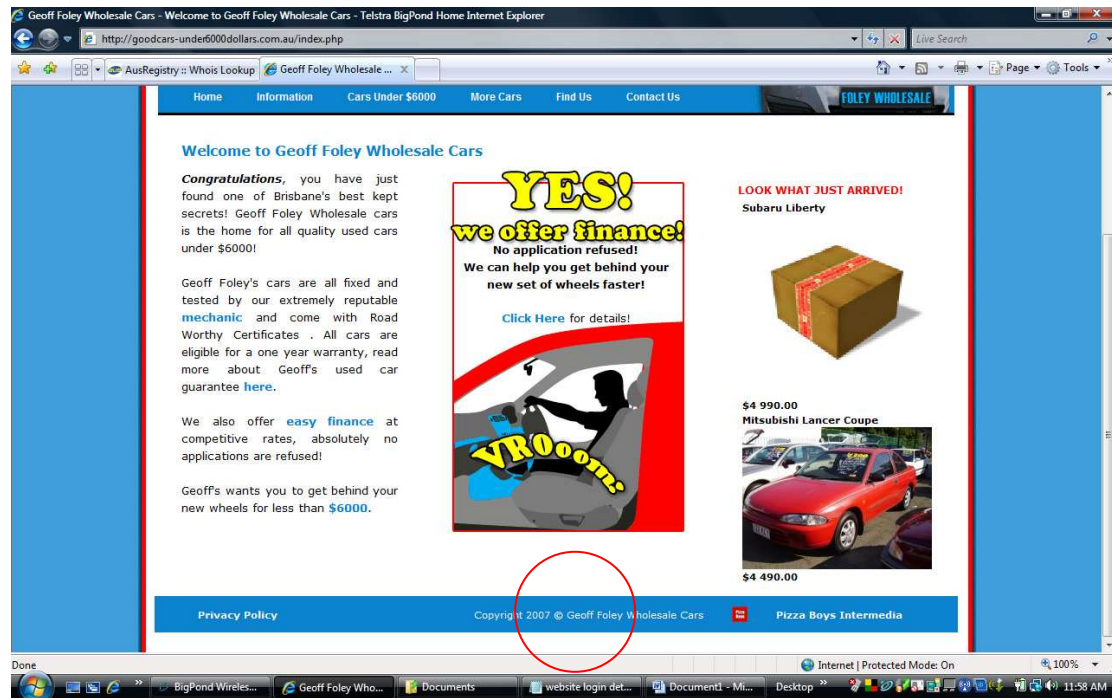


If you ever get 'lost' in the system, just click this HOME button, DO NOT (EVER) use the "Back" button in your browser or the system will lock you out of your page. (We'll cover how to fix this in another section; nearly everyone will lock themselves out of a page at least once ☺).

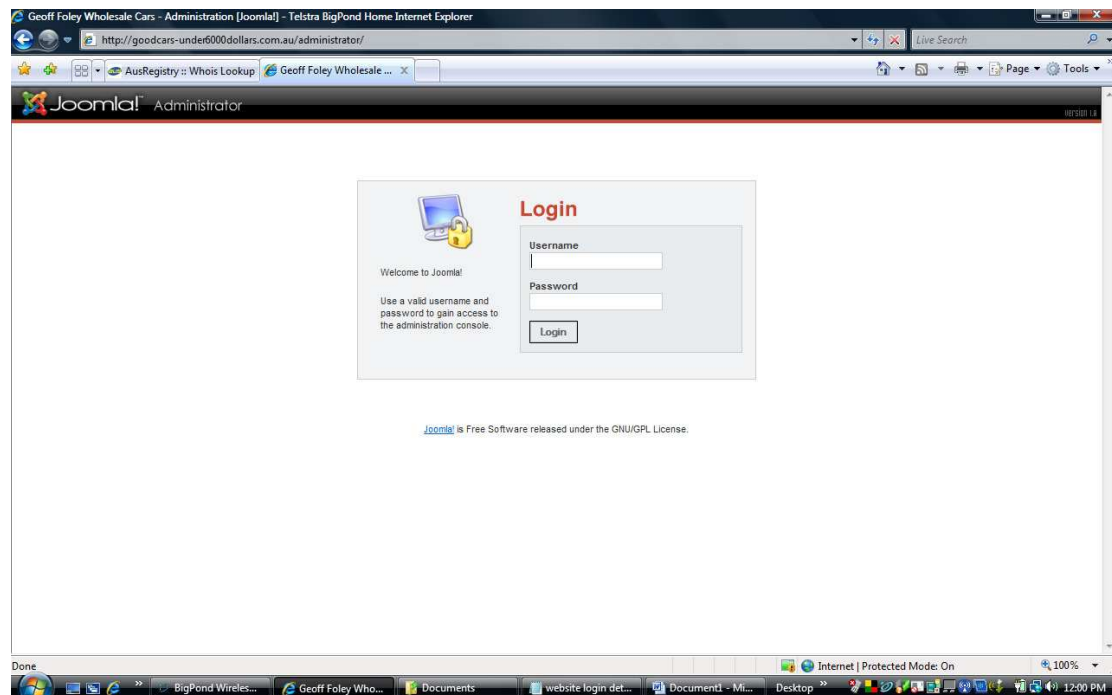
How To Edit Products:

Go to: your website (in this example we'll use):

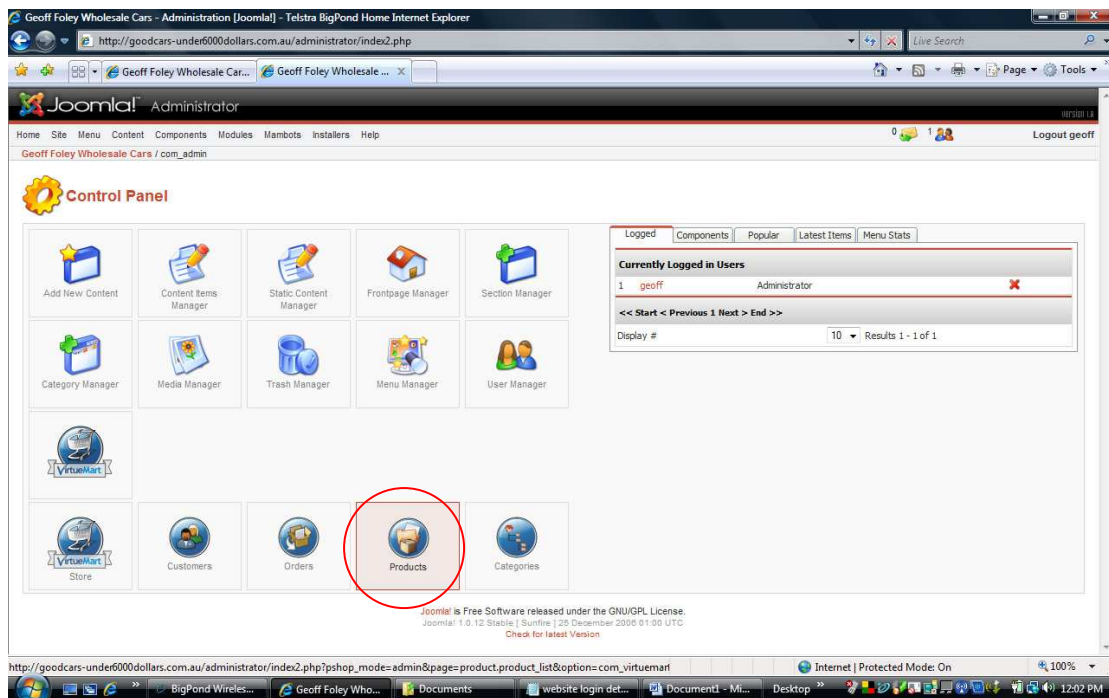
www.geofffoleywholesalecars.com and click on the © Symbol at the bottom:



Type in your
username and password:

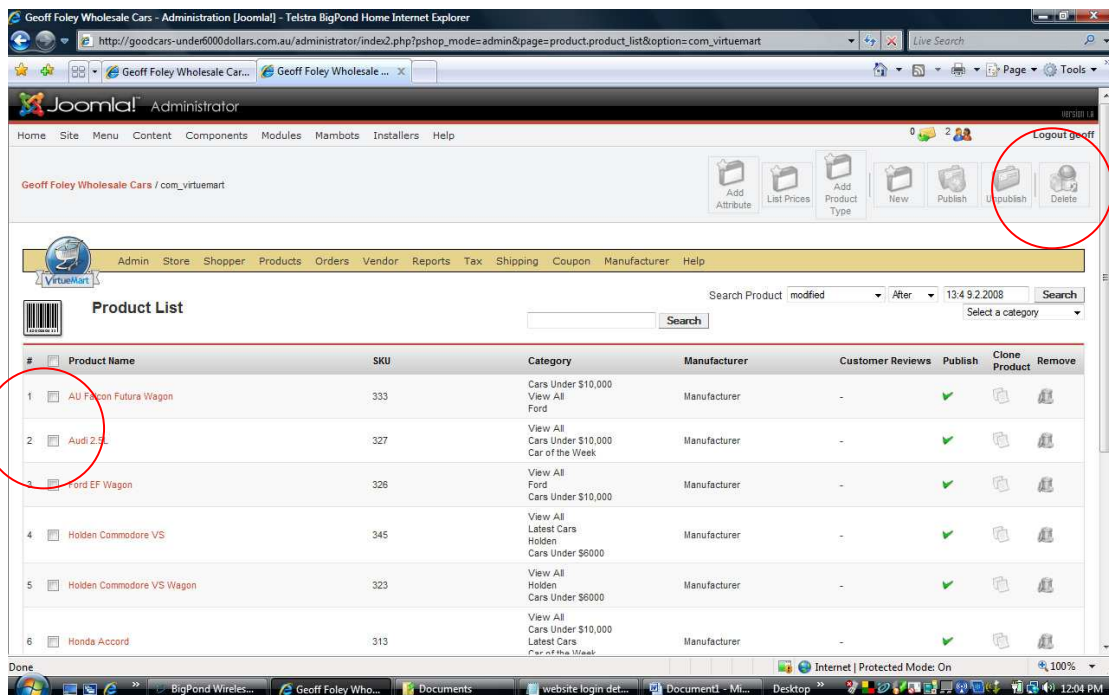


Click on "Products" button:

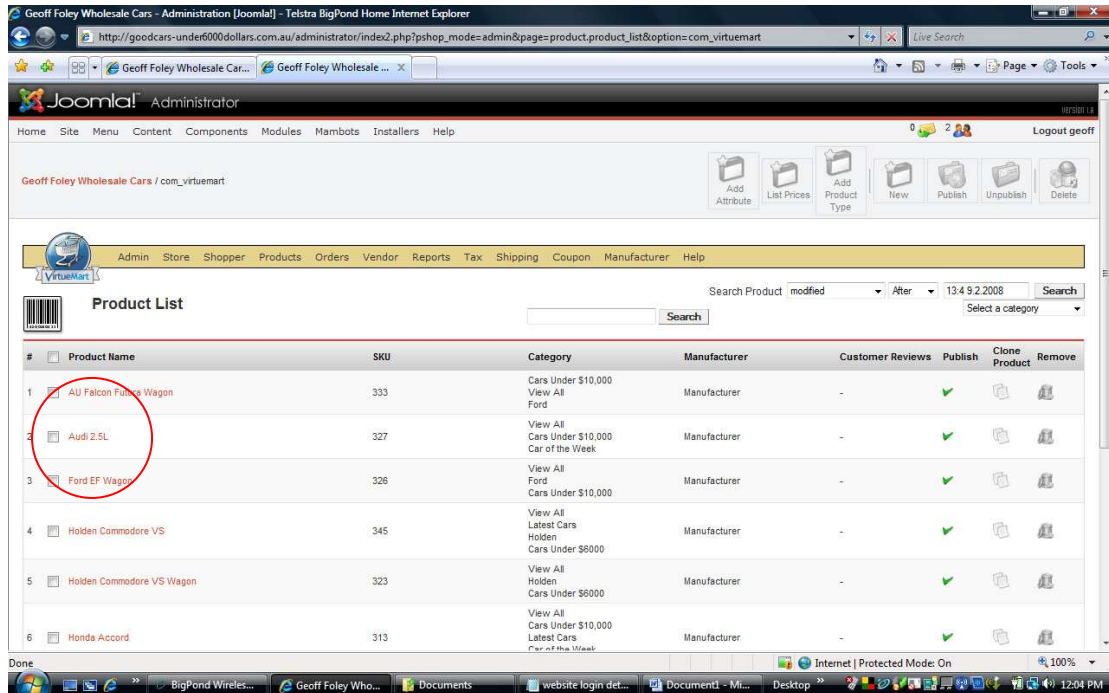


Here is a list of Current Stock Items.

To DELETE an Item, simply tick the box down the left next to the listing to be deleted and click the DELETE button (trash can) from the top right. Of Course click "Yes" when it asks 'are you sure?' 😊

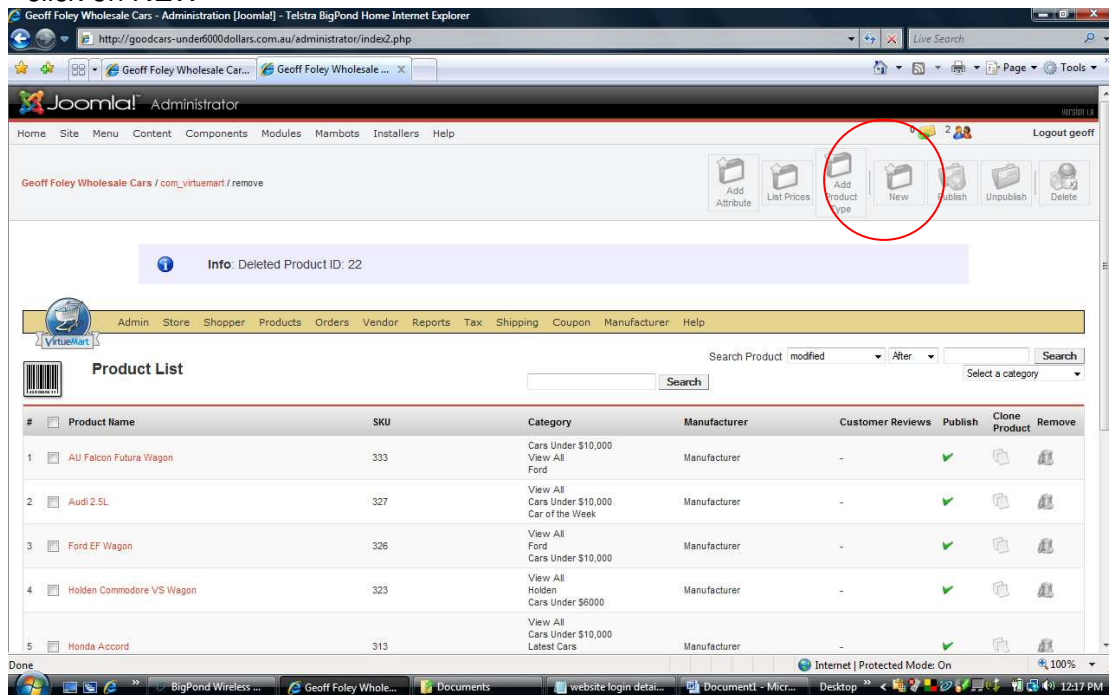


To Edit a Stock Item, Click on one of the Red Links for “Product Name”:
(e.g. “Audi 2.5L”)



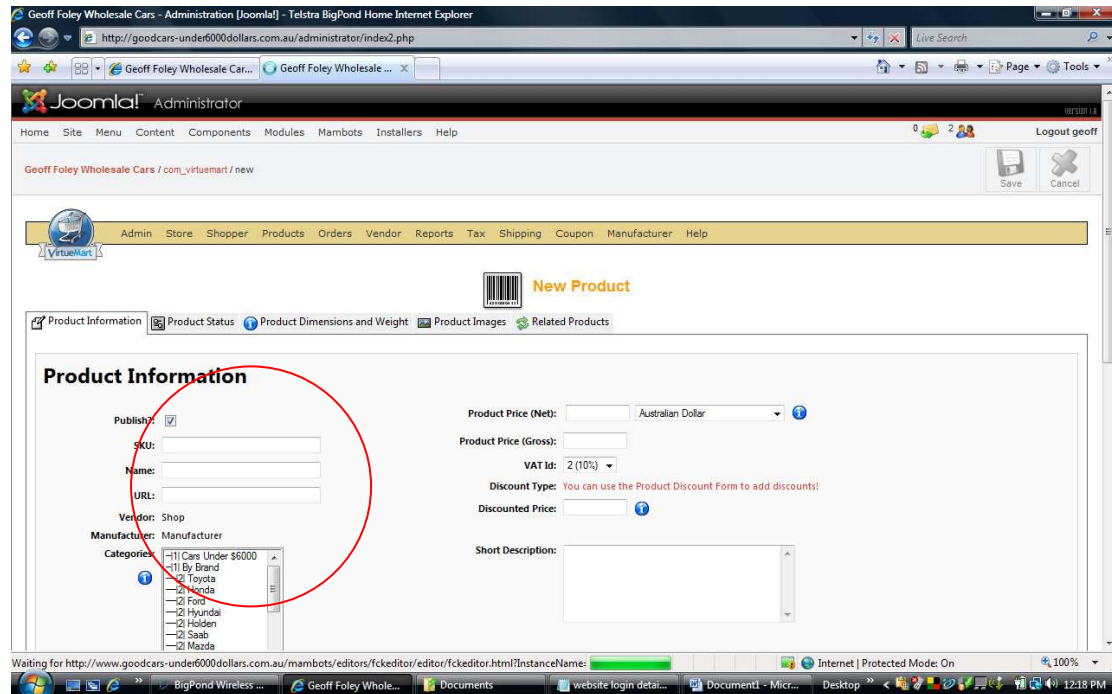
Editing is the same process as ADDING a new one (except some product info is already entered), so the rest of “Editing” will be covered in ADDING:

ADDING a new Listing: - click on NEW

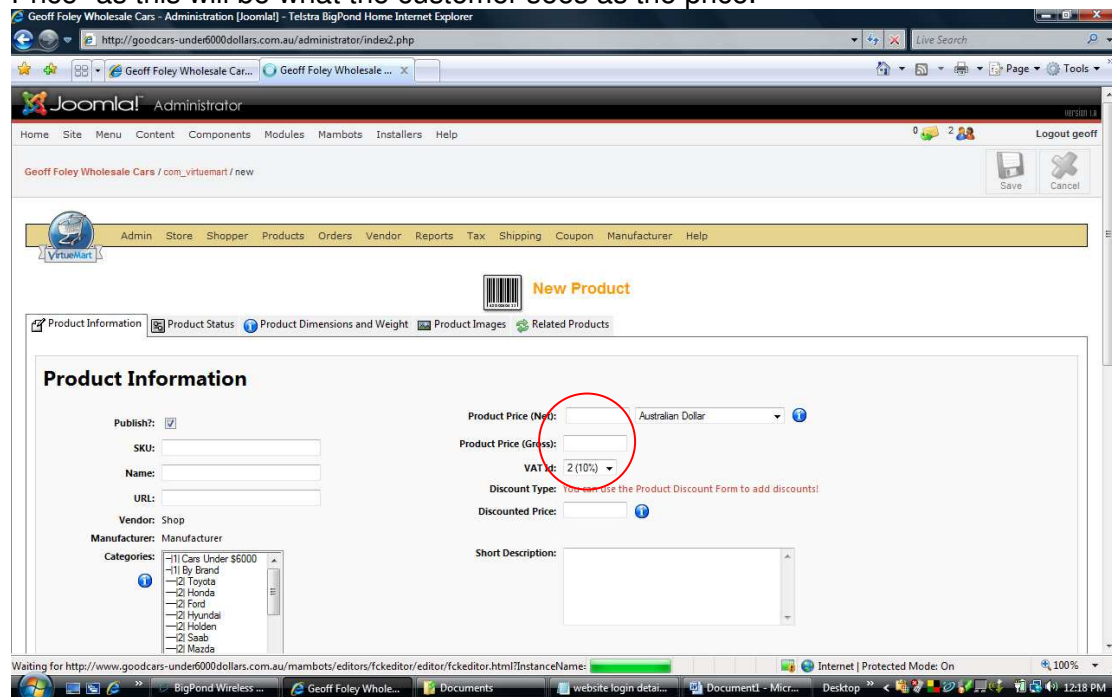


Once you create a NEW item it will look like this:

- the SKU is your Stock number
- the NAME is the Make / Model or "Description" (aka listing headline)
- "Short Description" is the One Line Description and "Product Description" (when you scroll down) is the LONG DESCRIPTION of the listing.

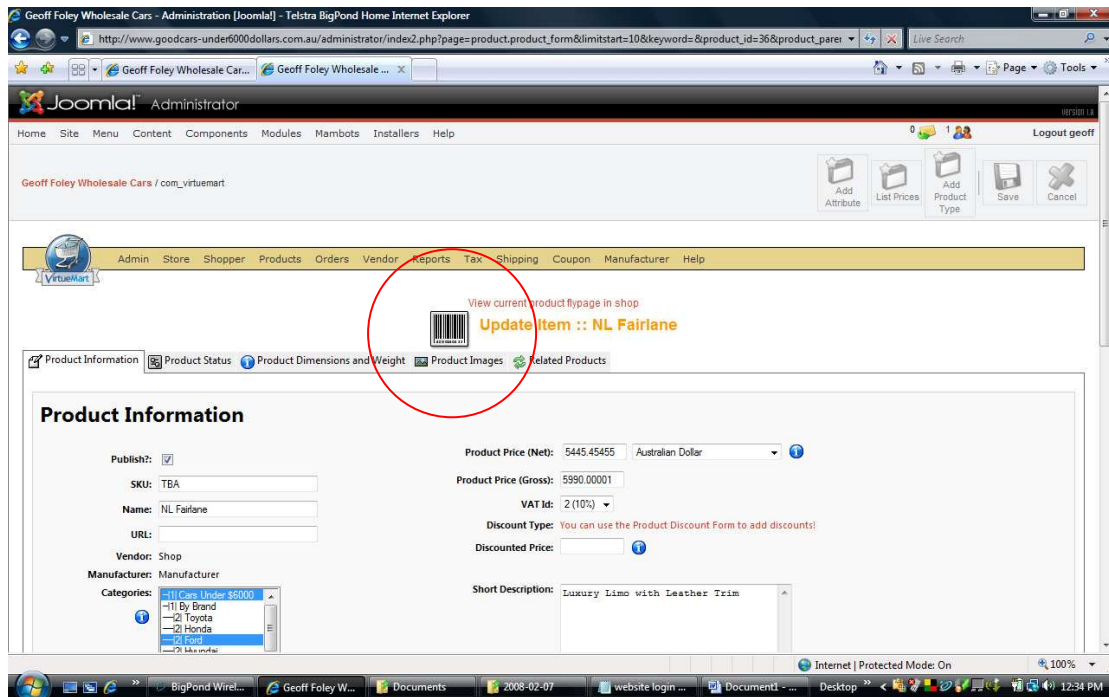


The "Gross" price is the one that will show on the website unless you are in Business to Business wholesale and the system is specifically configured to show "excluding gst" pricing (with adequate annotation on all pricing). If your industry is gst exempt (as in the case of used cars), then just use the "gross Price" as this will be what the customer sees as the price.

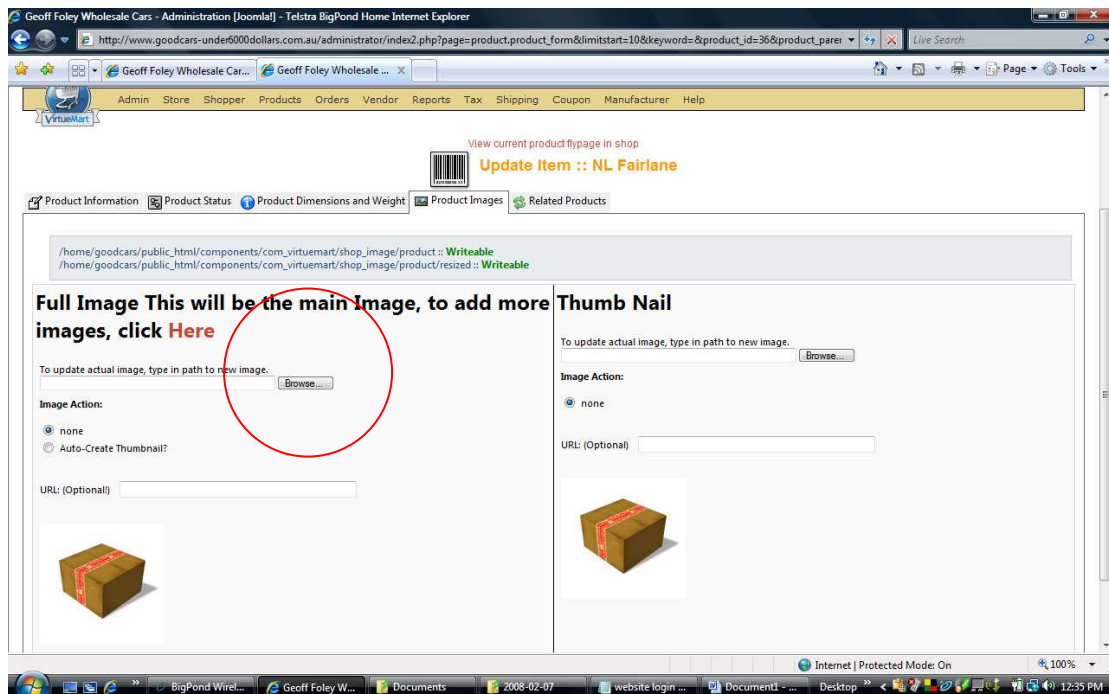


To choose multiple categories for a listing to show in,

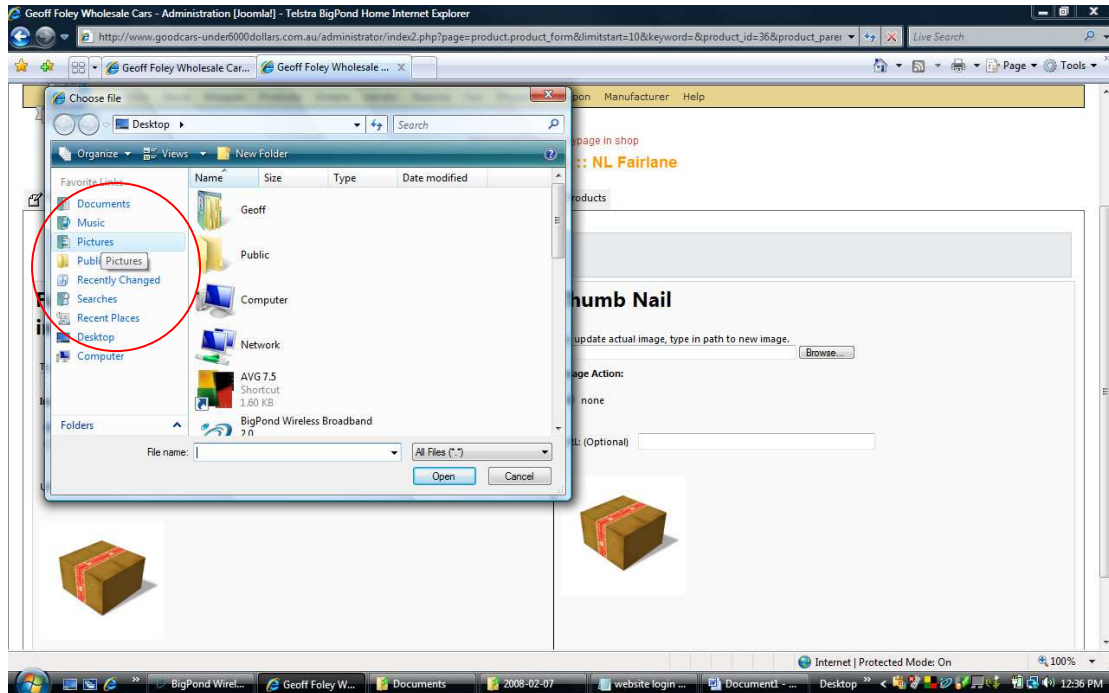
Click on the first one, then hold down “CTRL” on the keyboard while choosing the additional categories. (If you choose the wrong one just click it again to undo the selection).
To Add an Image, choose “Product Images” Tab:



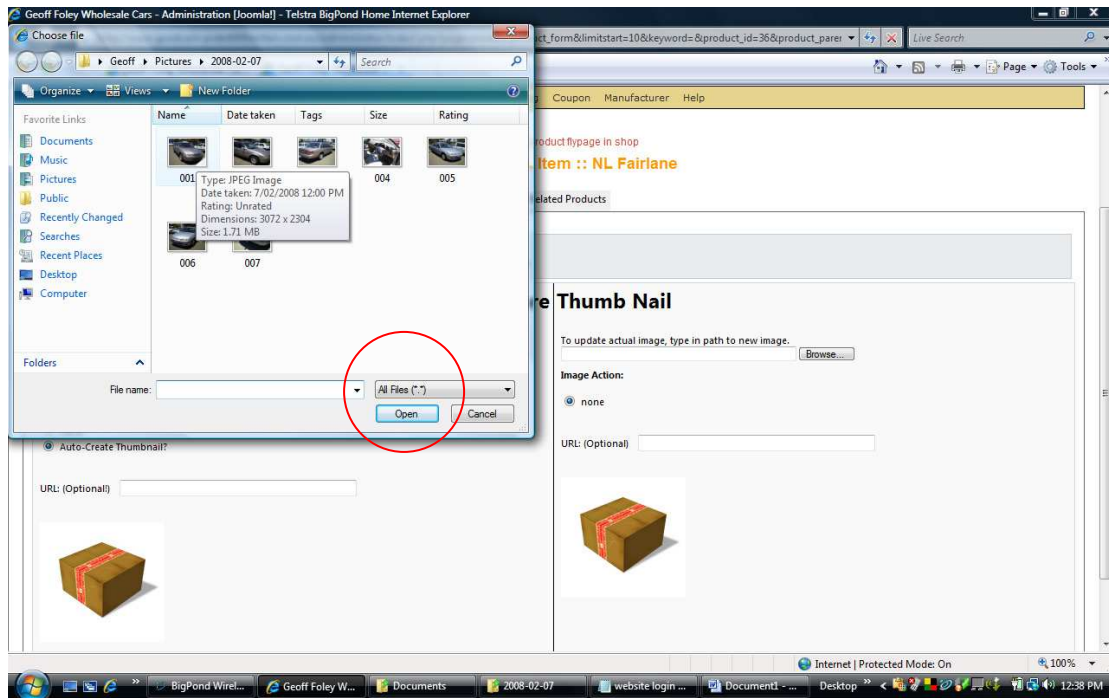
Then Choose “Browse”:



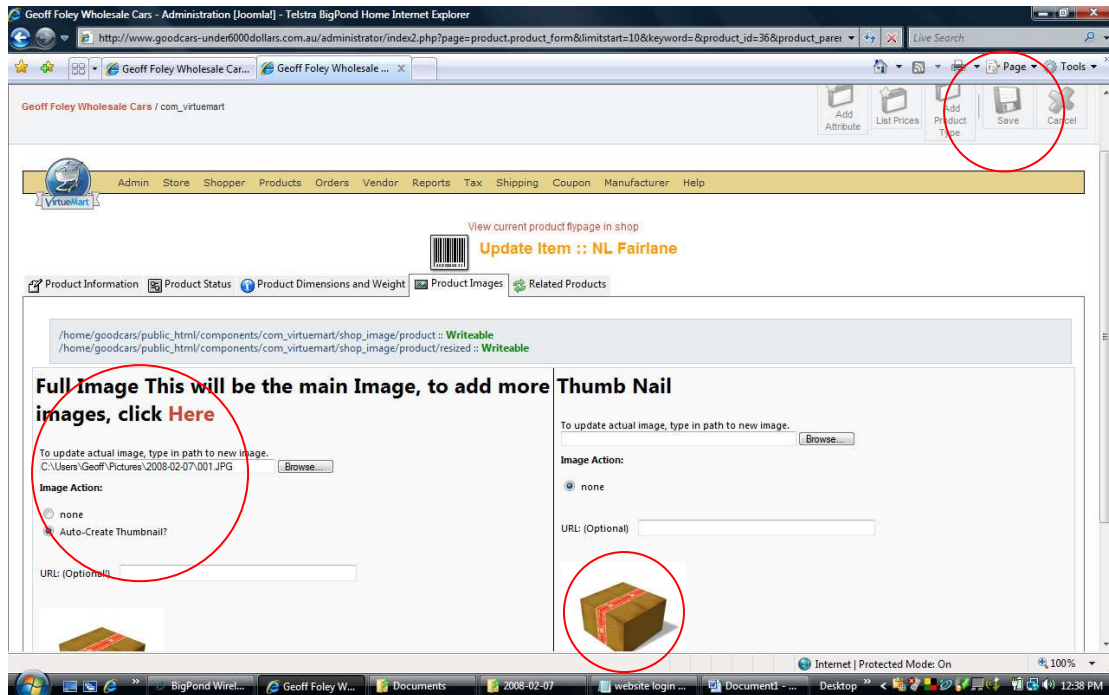
A standard “system file browser” will appear, choose your “Pictures Folder” where you have the picture saved on your computer.
Select the Folder where they are kept:



Then select the image and then click “open”.
NOTE: before you choose these, you should make sure your images are smaller than 500kb (and preferably larger than 25kb)
Ideally a resolution of 72dpi and a maximum width and height of 900 x 600 will ensure this works well).



Then the FILE BROWSER will close and you will be left with this screen, with the file name contained in the 'location' box (left). Ensure "create Auto Thumbnail" is selected and then Click SAVE (disk icon): TOP RIGHT.



Congratulations!
 You've just added a new listing.
 go to your website in a new TAB (keeping the admin section open in the current one), and check that it's there and the image has loaded.