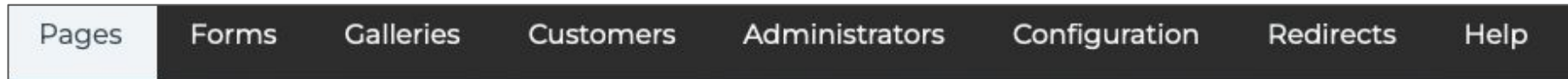


GENERAL NAVIGATION



- 1 Within the CMS admin panel, you'll encounter various tabs, often referred to as modules. These tabs, such as '**Pages**,' '**Forms**,' '**Galleries**,' and more, provide access to different functions and editing options for your website. These module tabs may vary in appearance from one admin panel to another. Below are three examples of how they might appear:



2

Icons and Their Meanings:

Throughout the admin panel, you'll find several icons that serve specific purposes.



- **The green checkmark** indicates the activation or visibility of a function or image on your site. Clicking it marks items as active.



- Next to the green checkmark, you'll find an **editing icon**. For pages, products, and similar functionalities, this icon allows you to make edits. Simply click it beside the item you wish to edit.



- The red 'X' symbolizes the option to delete items. Clicking it marks an item for deletion. If you change your mind, you can undo this action by selecting the cancel option before the item is permanently deleted.



- **Grey arrows** suggest that an item can be moved by dragging and dropping it. This rearranges the order of items on your website.



3

'Add' Option:

On certain module tabs in the admin panel, you may see an 'add' option at the top of the page. To add a specific item, click the 'add' button and follow the provided processes. Alternatively, refer to the guides available for each module for step-by-step instructions.

Products	Add Product	Articles	Add Article
Pages	Add Page	Forms	Add Form
Galleries	Add Gallery	Redirects	Add Redirect
Customers	Add Customer		



4

Configuration Tab/Module

The Configuration tab/module is where you can update essential site information, such as your site name and contact details. These changes will reflect in the footer and other template areas of your website.

- **Template Tab**

In the Template tab, you can edit elements like banners that appear site-wide on every page.

- **Billing Section**

The Billing section is where you can input details like your GST number and bank account info. Please note that not all admin panels may include a Billing tab, as it may not be necessary for every website.

CONTACT DETAILS | TEMPLATE | BILLING | 3RD PARTY INTEGRATIONS

Site name

Appears in template locations and emails

Phone

Email

Address

Social media links



- > Link - [facebook](#) Active:
- > Link - [linkedin](#) Active:
- > Link - [Instagram](#) Active:



5 Adding Administrators

When adding administrators to your site, exercise caution as you are granting access to your website's admin panel.

- To add an administrator, click the 'add administrator' option.
- Enter the person's email and name.
- Assign them as an **Admin**, not a super admin. Super admins have the authority to remove other admins, while regular admins do not.

Administrators		Add Administrator	Filter by keyword			
NAME	EMAIL	TYPE	ACTIVE	EDIT	DELETE	
Admin	your@email.here.co.nz	Super Administrator	<input checked="" type="checkbox"/>			

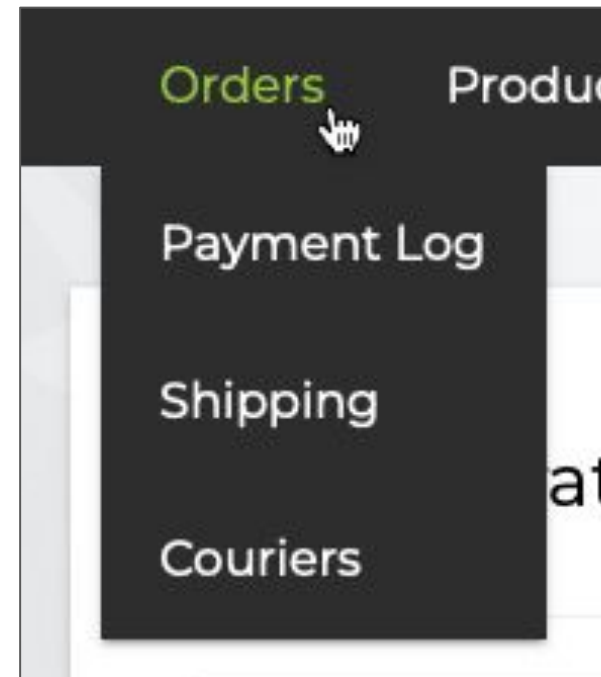


6

Drop-Down Menus

Some tabs/modules feature drop-down menus that appear when you hover over the menu items. These menus provide additional options and settings for specific functions.

By familiarizing yourself with these basic navigation and terminology guidelines, you'll be better equipped to manage your website using the CMS admin panel.



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