Decap CMS User Guide for Andrew Heidelberger Construction

# Introduction

This guide is designed to help team members at Andrew Heidelberger Construction manage website content using Decap CMS. Whether onboarding a new employee or reviewing basic functionality, this document covers all necessary steps to use the CMS effectively.

# Accessing the CMS

1. A screenshot of a login screen

   AI-generated content may be incorrect.Landing screen when navigating to ahconstruction-mn.com/admin
   Navigate to your Netlify-admin URL ([https://ahconstruction-mn.com/admin](https://ahconstruction-mn.com/admin/)).  
   2. Log in using the GitHub account connected to the website repository.  
   3. If you have trouble logging in, ensure your GitHub account has access as a collaborator.

# Logging In (with GitHub)

A screenshot of a login screen

AI-generated content may be incorrect.On the CMS login page, click the 'Continue with GitHub' button to authenticate.  
Ensure your GitHub account has been added as a collaborator to the repository.

# Logging In (with email)

On the same CMS login page you can login using an email a password, however this will require additional setup. These are the following steps that should be followed to add additional users.  
  
 1. Navigate to <http://www.netlify.com> and log in to the admin account with GitHub.

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1. After logging in select your website and then navigate to Site configuration > Users.

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| A screenshot of a computer | A screenshot of a site  AI-generated content may be incorrect. |

1. From here you should be able to add users through the Invite users’ button. After you send the invites the user will then have to accept the link and create a password.

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| A screenshot of a chat  AI-generated content may be incorrect. |
| A screenshot of a login screen  AI-generated content may be incorrect. |

1. Finally your user should be able to login with their e-mail and password.

A screenshot of a login page

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# Using the CMS Dashboard

After logging in, you’ll land on the dashboard. From here you can access Collections such as Homepage, Interior Page, Exterior Page, and more. Click on any collection to edit its content.

# Editing Content

1. Select a collection from the left panel.  
2. Click the entry you’d like to modify (e.g., 'Index Page' under Homepage).

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3. Use the form interface to change text or replace images.

A screenshot of a chat

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Editable Text

4. Upload new media by clicking 'Choose different image' or visiting the 'Media' tab.

[Insert screenshot: Editing Content]

# Uploading and Replacing Images

Use the Media tab or click any 'Choose different image' button in the content editor. Upload new images directly, or replace images with a URL.

# A screenshot of a computer AI-generated content may be incorrect.Saving and Publishing Changes

Can upload new photos here

After editing, click the 'Publish' button in the top-left corner to save and deploy changes. You can choose 'Publish now' for immediate updates.

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# Managing GitHub Access

To add a new team member:  
1. Go to the repository on GitHub.

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2. Click 'Settings' > 'Collaborators'.

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3. Add their GitHub username.  
They must accept the invite before they can log in through Decap CMS.

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New user’s GitHub e-mail goes here