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### Content Management Instructions

Created on: 03 Sep 2013

# Instructions for Poliwogg WebSite content management

This document describes the instructions for content management of Poliwogg website.

## How to Login

To login as Super Admin (Super user of drupal installation – can add/edit/delete all content)

Login URL: Use any one of the URL given below to login into the website.

* [http://poliwogg.devl.netspective.com/web/](http://poliwogg.devl.netspective.com/web/user)
* <http://poliwogg.devl.netspective.com/web/user>

Username: admin

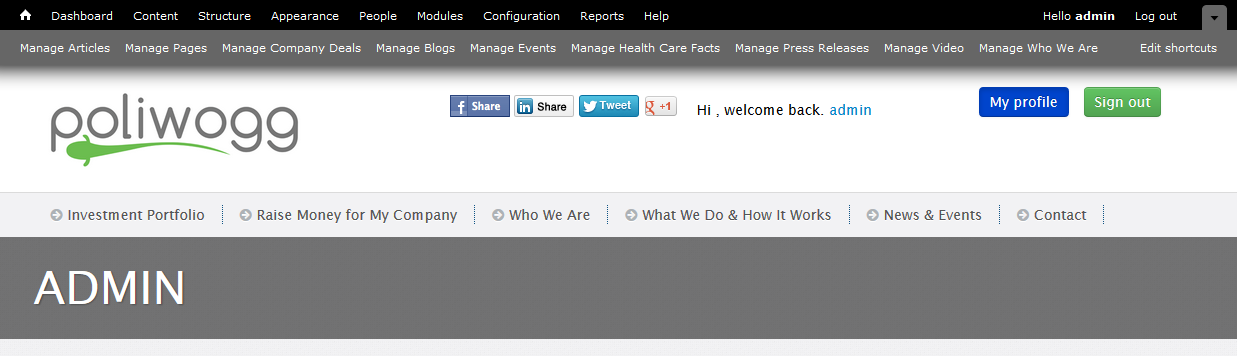
Password: poliwogg2013!

New User Accounts

Signing up for member accounts can be done by Clicking on the Join Poliwogg button in the home page or by going directly to [http://poliwogg.devl.netspective.com/web/user/register] which is the user registration page. After sign up, the new user will be sent a confirmation email, with instructions that they *must* follow to activate their account. The activation process is automated and so there is no need for manual interaction for account approval.

## Manage Content

For Administrator, all Contents are listed in Shortcuts tab of your account page. Each menu items lists the contents from corresponding section



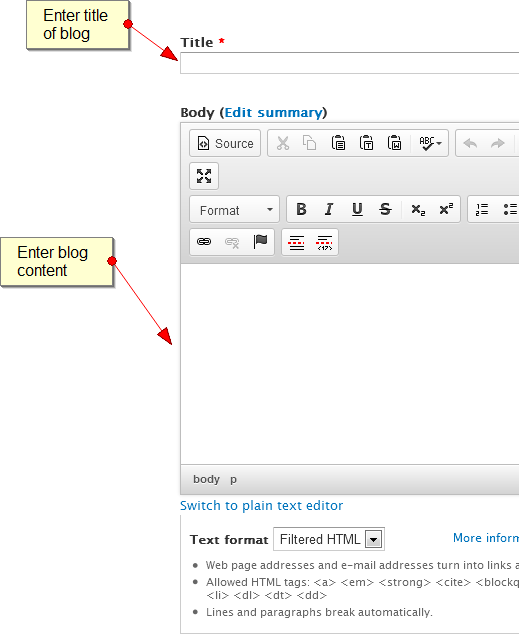
The Manage Content Menu items are

* Manage Articles
* Manage Pages
* Manage Company Deals
* Manage Blogs
* Manage Events
* Manage Health Care Facts
* Manage Press Releases
* Manage Video
* Manage Who We Are

## How to Use Text editor

Prepare the web content in simple text editors like Notepad and avoid editors like Microsoft Word. It is not a good idea to use Microsoft Office Word as an editing tool to format text because the text may carry its own syntax and cause unexpected results and the text copied from Word would also carry lot of unwanted html contents with it. But if you need to use it, after completing your text in MS Word, paste it on to a plain text editor like notepad and from notepad cut & paste again on to the text editor in in the Manage Content screens on Poliwogg Admin and do further formatting there. This way you will get clean code in your editor, which can be edited or styled as you wish.

The text editor display is in the following format.



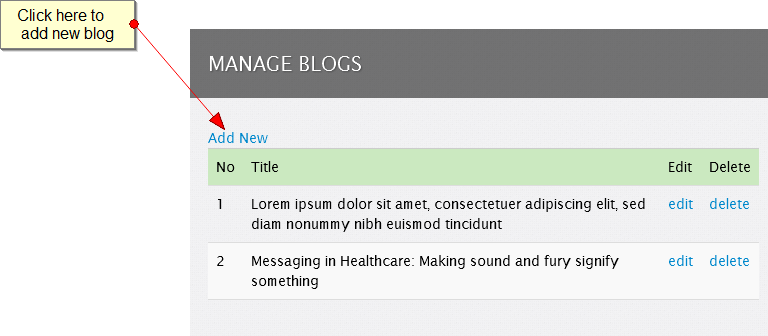
By using the text editor you can do Font formatting (type, size, color, style, bold, italic, etc) and Text formatting (alignment, indentation, bullets list, etc).

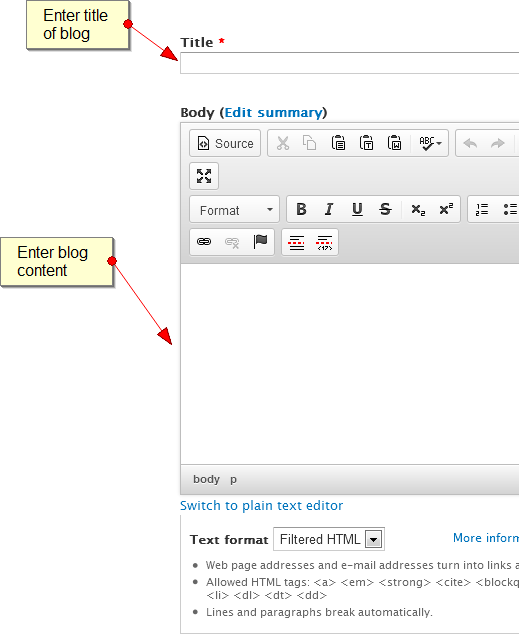
No need to change the default input format (Filtered HTML) set.

Creating a New Content

To add a Page to your website:

The following steps describes how to create a new content with an example of creating a new blog

1. Click on Manage Blogs [will display the below screen]
2. Click Add New link to add new blog. When you click on Add New Link the page will display



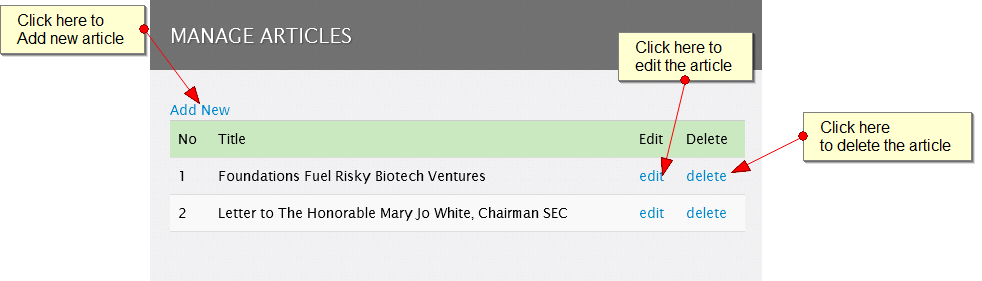
* Fill in the Title and Body content.
* If you would like this page to have a specific URL (other than, e.g., node/54), enter the URL path you wish the page to display on under “URL path settings”.
* If you would like this page to appear in the menu, enter the menu info in the “Menu settings” section. You must enter a title, set the “Parent item” (which can be either a top level menu, or a section of the site), and set the weight (how high up in the menu the item should be relative to the other items).
* Click “Save”
* If you have added a menu item for this page, click the “Edit” tab at the top of the page.
* Under “Menu settings”, click the link “edit the advanced settings”, and then click “Submit”. The new menu item may not appear until you do these last two steps.

All other contents are also added like the above mentioned steps.

## Manage Articles

You can edit the page contents by clicking Manage Articles from the Shortcuts tab or click directly on edit link that appear in the corresponding pages when an admin logged in.

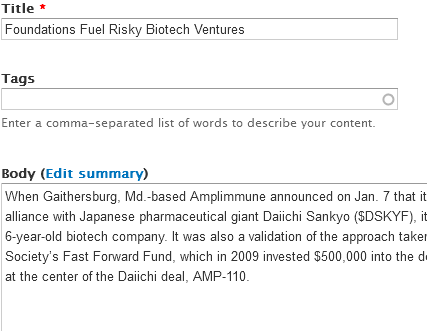
The manage articles display is in the following format.



When you click on the Add new link

To Manage ‘Foundations Fuel Risky Biotech Ventures**’** page content, click on ‘Foundations Fuel Risky Biotech Ventures**’** edit link from the menu Manage Articlesor click directly on edit link that appear in the corresponding pages when an admin logged in.

It will display in the following format.

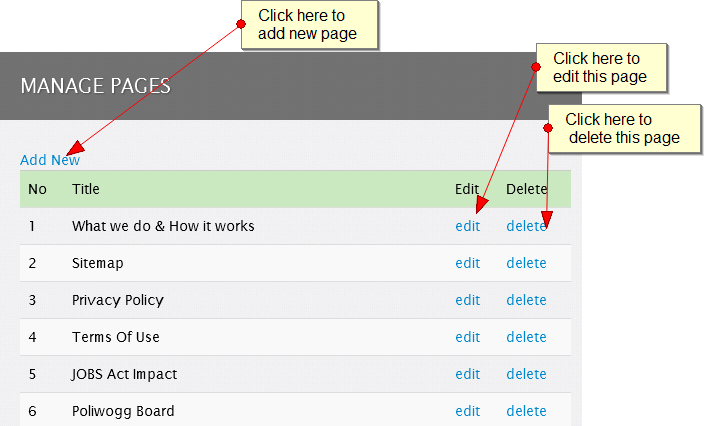


Click Save button to save the above changes.

Similarly you can edit other page contents which display under ‘Manage Articles’ menu or click directly on edit link that appear in the corresponding pages when an admin logged in. By clicking the Add New link you can create a new article.

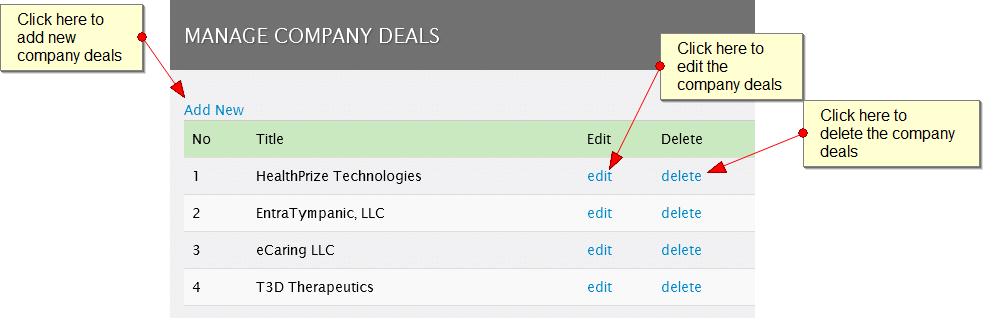
## Manage Pages

When you click the ‘Manage pages’, displays a list of all the pages .You can edit each page’s content by using the edit link and delete the page using the delete link as shown below. And there is add new link to add new pages



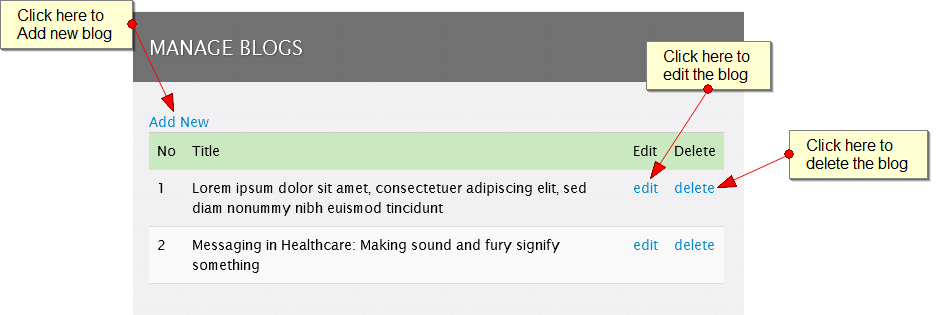
## Manage Company Deals

Manage company deals displays a list of all the company deals .You can edit existing ‘Company Deals’ contents pages by using the edit link and delete the content by clicking the delete link as shown below. Click Add new link to add new company deal



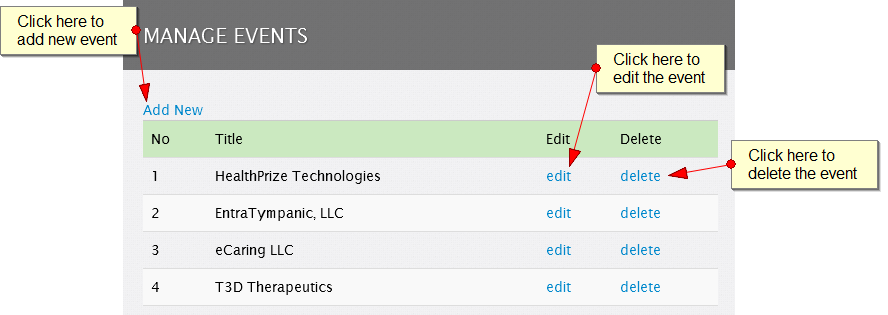
## Manage Blogs

Admin can see the all the blogs list by clicking on ‘Manage Blogs’. You can edit existing ‘Blogs’ contents pages by using the edit link and delete the content using the delete link as shown below. Click Add new link to add new blog



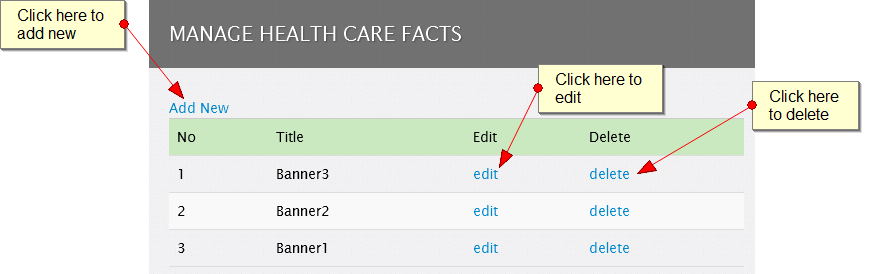
## Manage Events

When you click on the Manage Events link, it will displays list of all the events shown below. You can edit the event by clicking on the edit link and also delete the event using the delete link. Click Add new link to add new event.



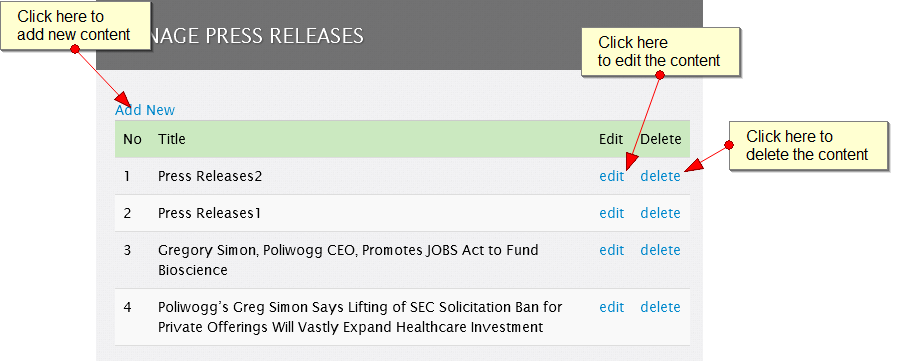
## Manage Health Care Facts

Clicking on Manage health care facts displays list of health care facts. You can edit existing ‘Health care facts’ which appears by using the edit link and also delete it using the delete link as shown below. Click Add new link to add new health care fact



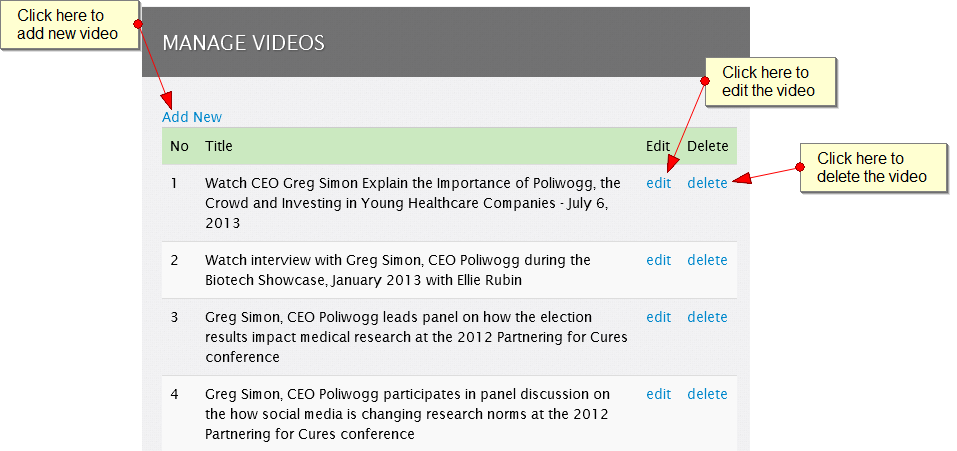
## Manage Press Releases

The Press Releases list will displays like below. You can edit existing ‘Press releases’ page by using the edit link and delete press releases using the delete the link as shown below. Click Add new link to add new press release



## Manage Videos

By using the video list you can perform edit and delete operation using the edit and delete link respectively. Click Add new link to add new video



## Manage Who We Are

You can manage the existing ‘Who we are’ pages by clicking the corresponding link as shown below.

