



Suntrust CMS Manual

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Terms

Dashboard - the dashboard is the initial screen you encounter upon logging into the CMS. It serves as the main interface of the admin area where you can see the shortcuts and logs.

(Optional) - next to fields to indicate whether the field is required, optional, or not required. Ensure inputs or images are provided for fields that are not marked as optional.

Taxonomies - dedicated to organize content into categories, tags, or other classification methods.

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the front end.

ALT Text - Alt text will appear once the file, such as an image, is uploaded. This is a **required field**.

Please Note

*** For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

*** For the **Top Banner on the homepage**, match the number of images—**if there are 3 images on the Desktop, provide 3 images for Mobile as well.**

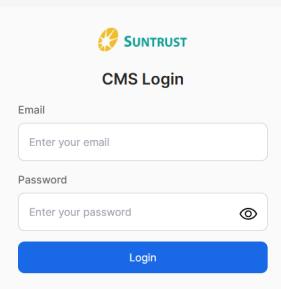
*** **Drag to Reorder** is available **only on the Edit page**.

IMAGE SIZES:

All Image sizes can be found on this deck: [[Content Guide Deck](#)]

Dashboard

Open a Web Browser: Launch your preferred browser (e.g., Google Chrome, Mozilla Firefox, Safari, etc.) on your computer and go to the CMS URL. Enter the email address and password given.



The screenshot shows a login form for a CMS system. At the top left is the Suntrust logo, which consists of a stylized orange 'S' icon followed by the word 'SUNTRUST' in a green sans-serif font. Below the logo, the text 'CMS Login' is centered. The form has two input fields: 'Email' and 'Password'. The 'Email' field is a white input box with a placeholder 'Enter your email'. The 'Password' field is a white input box with a placeholder 'Enter your password' and a small eye icon to its right. A large blue rectangular button at the bottom is labeled 'Login' in white text. The entire form is set against a light gray background.

Figure 1. CMS Login

After a successful login, you should be redirected to the CMS dashboard.

Here, the user can see the logs and the total number of users, pages, videos, and all articles.

The user can also click on the users, pages, videos, and all articles as shortcuts to different pages.

The screenshot shows the Suntrust CMS Dashboard. On the left is a vertical navigation menu with items: Dashboard, Pages, Properties, News and Articles, Payment Channels, Awards, Careers, Taxonomies, and Admin Setting. The 'Dashboard' item is highlighted. At the top right is a user profile for 'Nova Kris'. A search bar at the top center contains the placeholder 'Enter search query'. Below the search bar is a section titled 'What would you like to do today?' with three buttons: 'Edit Pages' (with a 'Pages' icon), 'See Properties' (with a 'Properties' icon), and 'See Articles' (with a 'Articles' icon). Underneath this is a 'CMS Guides and Resources' section featuring a PDF file named 'Suntrust CMS Manual.pdf' (1.5 MB). The main content area is titled 'Access Logs' and displays a table of log entries. The table has columns: CMS Editor, Action, CMS Page, Item, and Date & Time. One entry is shown: 'Nova Kris' performed a 'Login' action on an unnamed CMS page at Nov 22, 2024, 03:56 PM. Navigation arrows at the bottom right indicate more pages.

CMS Editor	Action	CMS Page	Item	Date & Time
Nova Kris	• Login	--	--	Nov 22, 2024 03:56 PM

Figure 2. CMS Dashboard

PAGES

The **Pages** section is dedicated to all pages on the site, where users can edit the **Headings and Titles** in the Homepage, Our Properties, Homebuyer's Guide, About Us, Sellers Guide, Payment Channel, News & Articles, Careers, Contact Us, Privacy Policy, Get a Quote, and Terms and Conditions.

Homepage

The **Homepage** is dedicated to **Updating the Top Banner, Featured House & Lots, Featured Condominiums, Browse by Locations, Payment Channel CTA, and Get a Quote CTA** on the website.

Click this icon to locate the contents of the **Homepage**.

The screenshot shows the 'Pages' section of a Content Management System. On the left, a sidebar menu lists various page categories: All Pages, Homepage (which is selected and highlighted with a red box), Our Properties, Homebuyer's Guide, About Us, Seller's Guide, Payment Channel, News & Articles, Careers, Contact Us, Privacy Policy, and Get a Quote. The main content area displays a table for the 'Homepage' page. The table has columns for 'Page Name', 'Edit Modules', 'Metadata', 'Link', and 'Last Edited'. The 'Page Name' row contains 'Homepage'. The 'Edit Modules' row shows several modules: Top Banner, Featured House & Lots, Featured Condominiums, Browse by Locations, About Us, Payment Channel CTA, and Get a Quote CTA. The 'Last Edited' row indicates the page was last updated on Dec 03, 2024, at 09:39 AM. A search bar at the top allows for searching by page name, and a filter dropdown is set to 'Homepage'.

Figure 4. Homepage

Homepage - Top Banner

To update the “**Top banner**”, click the icon button of **Top Banner**.

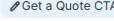
Page Name	Edit Modules	Metadata	Link	Last Edited
Homepage	Top Banner       	 		Nov 20, 2024 09:33 AM

Figure 5. Homepage - Top Banner

Note:

For the **Top Banner** on the homepage, match the number of images—if there are **3 images on the Desktop, provide 3 images for Mobile** as well.

Edit Top Banner

1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy and Button Labels** Field.
2. To change images in the Asset section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:
 - a. **For Desktop Image:**

Max Size: Max 5MB

Dimensions: 1280px (W) 728px (H)

File Type: JPG, PNG, WebP

b. **For Mobile Image:**

Max Size: Max 5MB

Dimensions: 375px (W) 508px (H)

File Type: JPG, PNG, WebP

3. To update the **button labels**, click the "Button Label" field and enter your desired input.
4. Make sure to fill out all required fields. Once you're done, click the "**Publish Updates**" button. If you want to cancel, click the "**Back to Pages**" button.

Top Banner Information

Top Banner Header Copy Maximum 50 characters

Discover your dream home with Suntrust.

Top Banner Image

Desktop Image image/jpeg, image/png, image/webp, image/svg. Max 5MB

Click or drag an image to upload
JPG, PNG, WebP. Maximum of 5MB.

 desktop-slide-1.png
png / 287.93 KB

Image Alt Text Max 50 characters

Desktop Slide 1

 desktop-slide-2.png
png / 344.20 KB

Image Alt Text Max 50 characters

Desktop Slide 2

Mobile Image image/jpeg, image/png, image/webp, image/svg. Max 5MB

Click or drag an image to upload
JPG, PNG, WebP. Maximum of 5MB.

 mobile-slide-2.png
png / 308.66 KB

Image Alt Text Max 50 characters

Mobile Slide 2

 mobile-slide-1.png
png / 264.73 KB

Image Alt Text Max 50 characters

Mobile Slide 1

The screenshot shows the 'Edit Top Banner' page. At the top left is a 'Back to Pages' button. The main title is 'Edit Top Banner' with a subtitle 'Pages / Homepage / Top Banner'. Below this is a section titled 'Banner Button' with a 'Has Button' field set to 'Yes'. There are two input fields for 'Button Label': 'House & Lots' and 'Condominiums'. A note says 'Module ID: This is auto-generated upon publishing ee034a7d-cbbc-40fc-b713-5daf7c725768'. The 'Last Edited' field shows 'Nov 20, 2024 / 09:49 AM by Nova Kris'. At the bottom right is a blue 'Publish Update' button.

Figure 6. Edit Top Banner

Homepage - Featured House & Lots

To update “**Featured house & lots**”, click the icon button of **House & Lots**.

The screenshot shows the 'Homepage - Featured House & Lots' edit interface. It displays a table with columns: 'Page Name', 'Edit Modules', 'Metadata', 'Link', and 'Last Edited'. The 'Page Name' row shows 'Homepage'. The 'Edit Modules' row contains several buttons: 'Top Banner', 'Featured House & Lots' (which is highlighted with a red border), 'Featured Condominiums', 'Browse by Locations', 'About Us', 'Payment Channel CTA', and 'Get a Quote CTA'. The 'Last Edited' row shows 'Nov 20, 2024 09:57 AM'.

Figure 7. Homepage - Featured House & Lots

Edit Featured House & Lots

- Once the **Featured House & Lots** button is clicked, the user can update the **Featured House & Lots Header copy**.
- To update the button simply click the **Button label**.
- Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

Edit Featured House & Lots

Pages / Homepage / [Featured House & Lots](#)

Featured House & Lots Information

Featured House & Lots Header Copy Maximum 50 characters
Spacious living awaits you

HOW TO ADD FEATURED HOUSE & LOTS
To add new Featured House & Lots, please add them on the Featured House & Lots module by clicking on the button:

Add Featured House & Lots

[Back to Pages](#)

Edit Featured House & Lots

Pages / Homepage / [Featured House & Lots](#)

HOW TO ADD FEATURED HOUSE & LOTS
To add new Featured House & Lots, please add them on the Featured House & Lots module by clicking on the button:

Add Featured House & Lots

Banner Button

Has Button
 Yes

Button Label Maximum 20 characters
Explore House & Lots

Module ID This is auto-generated upon publishing
448c3fa3-fa87-4973-949b-669db84a5fae

Last Edited
 Nov 20, 2024 / 10:14 AM by Nova Kris

Publish Update

Figure 8. Edit Featured House & Lots

Homepage - Featured Condominiums

To update “**Featured condominiums**”, click the icon button of **Featured Condominiums**.

Displaying 1 - 1 of 1 items

Page Name	Edit Modules	Metadata	Link	Last Edited
Homepage	<input checked="" type="checkbox"/> Top Banner <input checked="" type="checkbox"/> Featured House & Lots <input checked="" type="checkbox"/> Featured Condominiums <input checked="" type="checkbox"/> Browse by Locations <input checked="" type="checkbox"/> About Us <input checked="" type="checkbox"/> Payment Channel CTA <input checked="" type="checkbox"/> Get a Quote CTA			Nov 20, 2024 10:16 AM

Figure 9. Homepage - Featured Condominiums

Edit Featured Condominium

1. Once the **Featured Condominium** button is clicked, the user can update the **Featured Condominium Header Copy**.
2. To update the button simply click the **Button Label** field.
3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button.
4. If you want to cancel, click the “**Back to Pages**” button.

The screenshot displays two stacked administrative forms for managing featured condominiums. Both forms have a header bar with the title 'Edit Featured Condominiums' and a breadcrumb navigation: 'Pages / Homepage / Featured Condominiums'. A red box highlights the 'Back to Pages' button at the bottom of the top form.

Top Form (Featured Condominiums Information):

- Featured Condominiums Header Copy:** Maximum 50 characters. The input field contains the placeholder text 'Experience urban living at its finest.'
- How to Add Featured Condominiums:** A blue button labeled 'Add Featured Condominiums' is visible on the right.

Bottom Form (Edit Featured Condominiums):

- Banner Button:**
 - Has Button:** Yes (radio button selected)
 - Button Label:** Maximum 20 characters. The input field contains the placeholder text 'Explore Condominiums'.
- Module ID:** This is auto-generated upon publishing. The value is ec633f0e-7b87-40e9-8b80-49b347c4934d.
- Last Edited:** Nov 20, 2024 / 10:38 AM by Nova Kris
- Publish Update:** A blue button at the bottom right corner, enclosed in a red box.

Figure 10. Edit Featured Condominiums

Homepage - Browse by Location

To update “**Browse by location**”, click the icon button of **Browse Location**.



Figure 11. Homepage - Browse by Locations

Edit Browse by Location

1. Once the **Browse Location button** is clicked, the user can update the name **Browse Location Header Copy**.
2. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to Pages**” button.

A screenshot of a form titled "Edit Browse By Locations". At the top left is a "Back to Pages" button. The main section is titled "Browse By Locations Information" and contains a "Browse By Locations Header Copy" field with placeholder text "Find Your Ideal Property Nationwide". Below it is a "Module ID" field containing "53299075-4549-409c-8781-5b7b8c681ade". Underneath is a "Last Edited" section showing "Nov 20, 2024 / 10:41 AM" and "by Nova Kris". At the bottom right is a large blue "Publish Update" button.

Figure 12. Edit Browse By Locations

Homepage - About Us

To update “**About us**”, click the icon button of **About Us**



Figure 13. Homepage - About Us

Edit About us

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the About Us button is clicked, the user can update the **About Us Header Copy, Image, and Button Labels**.
2. To change images in the Asset section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:
 - a. **For Desktop Image:**

Max Size: Max 5MB

Dimensions: 1280px (W) 728px (H)

File Type: JPG, PNG, WebP

b. For Mobile Image:

Max Size: Max 5MB

Dimensions: 375px (W) 508px (H)

File Type: JPG, PNG, WebP

3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the ‘**Back to pages**’ button.

Edit About Us Pages / Homepage / About Us

About Us Information

About Us Header Copy Maximum 50 characters
Over 20 Years of Building Quality Homes for Filipinos

About Us Image

Desktop Image image/jpeg, image/png, image/webp, image/svg. Max 5MB



26d8dd5b9c22f67a2852a26726d5bbb8-min.png
png / 2.14 MB

Image Alt Text Max 50 characters
Banner Desktop

[Back to Pages](#)

Edit About Us Pages / Homepage / About Us

Banner Desktop

Mobile Image image/jpeg, image/png, image/webp, image/svg. Max 5MB



banner-mobile.png
png / 52.33 KB

Image Alt Text Max 50 characters
Banner Mobile

Module ID This is auto-generated upon publishing
1f316e93-de82-4d1b-b405-bc650a60e4e3

Last Edited
 Nov 20, 2024 / 10:42 AM by Nova Kris

Publish Update

Figure 14. Edit About Us

Homepage - Payment Channel CTA

To update “**Payment Channel Cta**”, click the icon button of **Payment Channel CTA**.



Figure 15. Homepage - Payment Channel CTA

Edit Payment Channel CTA

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the top banner button is clicked, the user can update the **Payment Channel Cta Header Copy** and **Button Labels** Field.
2. To change images in the Asset section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: Max 5MB

Dimensions: 432px (W) 290px (H)

File Type: JPG, PNG, WebP

For Mobile Image:

Max Size: Max 5MB

Dimensions: 432px (W) 290px (H)

File Type: JPG, PNG, WebP

3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to Pages**” button.

The screenshot displays the 'Edit Payment Channel Cta' interface in a web-based CMS. It shows two versions of a CTA module, each consisting of a header, content area, and image section.

- Header:** 'Edit Payment Channel Cta' and 'Payment Channel Cta Information'.
- Content Area:** Contains a text input field labeled 'Payments made easy and secure!'.
- Image Section:** Shows a desktop image of a woman using a smartphone, with a file name 'payment-channel-cta-desktop-one.png' and a size of '167.31 KB'. An 'Image Alt Text' field contains 'Payment Channel Desktop'.
- Mobile Image:** Shows a mobile image of a woman using a smartphone, with a file name 'payment-channel-cta-mobile-one.png' and a size of '167.31 KB'. An 'Image Alt Text' field contains 'Payment Channel Desktop'.
- Buttons:** A red box highlights the 'Back to Pages' button at the top left and the 'Publish Update' button at the bottom right.
- Page Navigation:** 'Pages / Homepage / Payment Channel Cta'.

Figure 16. Edit Payment Channel CTA

Homepage - Get a quote CTA

To update “get a quote cta”, click the icon button of **Get a quote CTA**.



The screenshot shows a list of items under "Displaying 1 - 1 of 1 items". The first item is "Homepage". Under "Edit Modules", there are several buttons: "Top Banner", "Featured House & Lots", "Featured Condominiums", "Browse by Locations", "About Us", "Payment Channel CTA", and "Get a Quote CTA". The "Get a Quote CTA" button is highlighted with a red box. At the bottom right, there is a "Nov 20, 2024 10:47 AM" timestamp and a globe icon.

Figure 17. Homepage - Get a Quote CTA

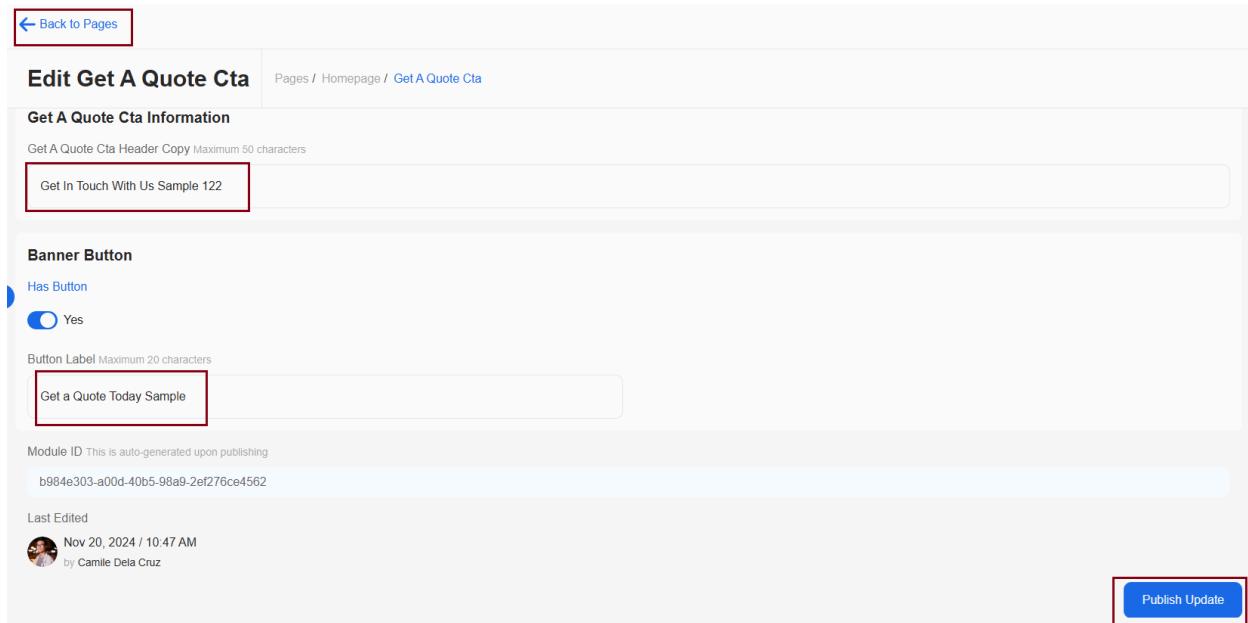
Edit Get a quote CTA

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. To update information simply click the **Get a Quote Cta** button.
2. To update the button simply click the **Button label** field.
3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to Pages**” button.



The screenshot shows the "Edit Get A Quote Cta" form. It includes sections for "Get A Quote Cta Information" (with a "Header Copy" field containing "Get In Touch With Us Sample 122" and a red box around it), "Banner Button" (with a "Has Button" toggle set to "Yes" and a "Button Label" field containing "Get a Quote Today Sample" with a red box around it), and "Module ID" (containing "b984e303-a00d-40b5-98a9-2ef276ce4562"). At the bottom, it shows the "Last Edited" information ("Nov 20, 2024 / 10:47 AM by Camille Dela Cruz") and a "Publish Update" button.

Figure 18. Edit Get a Quote CTA

Our Properties

Click this icon to locate the contents of **Our Properties**

The screenshot shows the 'Pages' section of a CMS. On the left is a sidebar with links like Dashboard, Pages, All Pages, Homepage, Our Properties (which is selected and highlighted with a red box), Homebuyer's Guide, About Us, Seller's Guide, Payment Channel, News & Articles, Careers, Contact Us, Privacy Policy, Get a Quote, and Terms and Conditions. The main area is titled 'Pages' and shows a search bar and a filter dropdown set to 'Our Properties'. Below is a table with two rows:

Page Name	Edit Modules	Metadata	Link	Last Edited
House & Lots	Top Banner Get a Quote Banner			Dec 04, 2024 03:04 PM
Condominiums	Top Banner Get a Quote Banner			Dec 04, 2024 03:04 PM

Figure 19. Our Properties

Our Properties - House & Lots - Top Banner

To update “**Top Banner**”, click the icon button of **Top Banner**

This screenshot shows the details for the 'House & Lots' page. It includes a sidebar with 'Our Properties' selected. The main area shows the page name 'House & Lots' and its edit modules, which include 'Top Banner' and 'Get a Quote Banner'. The 'Top Banner' icon is highlighted with a red box.

Figure 20. Our Properties - House & Lots - Top Banner

Edit Top Banner

1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy**.
2. Make sure to fill out all required fields. Once you're done, click the '**Publish Update**' button. If you want to cancel, click the '**Back to pages**' button.

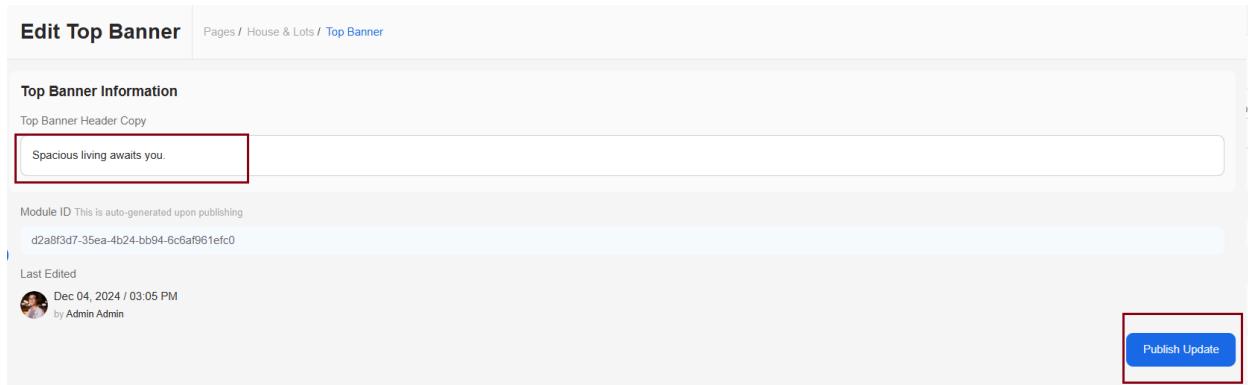


Figure 21. Edit Top Banner

Our Properties - House & Lots - Get a Quote Banner

To update “**Get a Quote Banner**”, click the icon button of **Get a Quote Banner**



Figure 22. Our Properties - House & Lots - Get a Quote Banner

Edit Get a Quote Banner

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the **Get a Quote Banner** button is clicked, the user can update the name

Get a Quote Banner Header Copy.

2. To change images in the Get a Quote Banner Image
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the title and alt text for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

a. For Desktop Image:

Max Size: Max 5MB

Dimensions: 632px (W) 301px (H)

File Type: JPG, PNG, WebP, SVG

b. For Mobile Image:

Max Size: Max 5MB

Dimensions: 632px (W) 301px (H)

File Type: JPG, PNG, WebP, SVG

3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the ‘**Back to pages**’ button.

The screenshot shows the 'Edit Get A Quote Banner' page. At the top left is a 'Back to Pages' button. The main area is divided into two sections: 'Get a Quote Banner Information' and 'Get a Quote Banner Image'. The 'Information' section contains a header copy input field with the placeholder 'Ready to find your dream property?'. The 'Image' section displays a desktop banner featuring a woman looking at a phone, with the alt text 'Dream Property Desktop'. Below this is a mobile banner featuring the same woman, with the alt text 'Dream Property Mobile'. Underneath the banners are sections for 'Banner Button' (with a 'Has Button' toggle set to 'Yes' and a 'Button Label' of 'Get a Quote Today') and 'Module ID' (auto-generated as d14d7928-87a8-477a-83db-34d4dd153858). The bottom right corner features a prominent blue 'Publish Update' button.

Figure 23. Edit Get a Quote Banner

Our Properties - Condominiums - Top Banner

To update “**Top Banner**”, click the icon button of **Top Banner**.

Displaying 1 - 2 of 2 items				
Page Name	Edit Modules	Metadata	Link	Last Edited
Our Properties				
House & Lots	 Top Banner Get a Quote Banner			Nov 20, 2024 11:59 AM
Condominiums	 Top Banner Get a Quote Banner			Nov 20, 2024 11:59 AM

Figure 24. Our Properties - Condominiums - Top Banner

Edit Top Banner

1. Once the **Top Banner** button is clicked, the user can update the **Top Banner Header Copy**.
2. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows the 'Edit Top Banner' interface. At the top left is a red-bordered 'Back to Pages' button. The main area has a title 'Edit Top Banner' and a breadcrumb 'Pages / Condominiums / Top Banner'. Below this is a section titled 'Top Banner Information' with a 'Top Banner Header Copy' input field containing the placeholder 'Your modern sanctuary awaits'. A red box highlights this input field. At the bottom of the page, there's a note about 'Module ID' being auto-generated, followed by the ID 'b1ef32a7-a28a-4b8e-8fa1-e2f25a6a301f'. On the right, there's a 'Last Edited' timestamp 'Dec 04, 2024 / 03:08 PM' and a user profile picture with the name 'Admin Admin'. A red box highlights the 'Publish Update' button at the bottom right.

Figure 25. Edit Top Banner

Our Properties - Condominiums - Get a Quote Banner

To update “**Get a Quote Banner**”, click the icon button of **Get a Quote Banner**

Page Name	Edit Modules	Metadata	Link	Last Edited
Our Properties				
House & Lots	Top Banner Get a Quote Banner			Nov 20, 2024 12:13 PM
Condominiums	Top Banner Get a Quote Banner			Nov 20, 2024 12:13 PM

Figure 26. Our Properties - Condominiums - Get a Quote Banner

Edit Get a Quote Banner

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the **Get a Quote Banner** button is clicked, the user can update the name **Get a Quote Banner Header Copy**.
2. To change images in the Get a Quote Banner Image
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: Max 5MB

Dimensions: 632px (W) 301px (H)

File Type: JPG, PNG, WebP, SVG

For Mobile Image:

Max Size: Max 5MB

Dimensions: 632px (W) 301px (H)

File Type: JPG, PNG, WebP, SVG

3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows the 'Edit Get A Quote Banner' page. At the top left is a 'Back to Pages' button. The main title is 'Edit Get A Quote Banner' with a subtitle 'Pages / Condominiums / Get A Quote Banner'. Below this is a section titled 'Get a Quote Banner Information' with a 'Get A Quote Banner Header Copy' field containing the placeholder 'Ready to find your dream property?'. Under 'Get a Quote Banner Image', there are two sections: 'Desktop Image' (showing a woman on a phone) and 'Mobile Image' (showing a woman on a phone). Both images have file names 'dream-property-cta-desktop-one_10-53-45-408830.png', sizes 'png / 154.46 KB', and alt text fields ('Image Alt Text Max 50 characters') containing 'Dream Property Desktop' and 'Dream Property Mobile' respectively. Below these is a 'Banner Button' section with a 'Has Button' toggle set to 'Yes' (indicated by a blue circle), a 'Button Label' field containing 'Get a Quote Today', and a note about 'Module ID'. At the bottom right is a 'Publish Update' button.

Figure 27. Edit Get a Quote Banner

Homebuyer's Guide

Click this icon to locate the contents of the **Homebuyer's Guide**.

The screenshot shows a CMS dashboard with a sidebar on the left containing links like Dashboard, Pages, All Pages, Homepage, Our Properties, Homebuyer's Guide (which is selected and highlighted with a red box), About Us, Seller's Guide, Payment Channel, News & Articles, Careers, Contact Us, Privacy Policy, Get a Quote, and Terms and Conditions. The main content area is titled 'Pages' and shows a search bar with 'Enter search query'. A filter dropdown says 'Filter by Page Category: Homebuyer's Guide'. Below this, it says 'Displaying 1 - 1 of 1 items' and lists 'Homebuyer's Guide' with a 'Page Name' column, an 'Edit Modules' column (containing 'Top Banner', 'Steps', 'Buyer's Portal Banner', 'Payment Channel CTA', and 'Get a Quote CTA'), and columns for 'Metadata', 'Link', and 'Last Edited' (Dec 03, 2024, 01:25 PM).

Figure 28. Homebuyer's Guide

Homebuyer's Guide - Top Banner

To update “**Top Banners**”, click the icon button of **Top Banner**

This screenshot shows a detailed view of the 'Top Banner' module for the 'Homebuyer's Guide' page. It includes a 'Page Name' column ('Homebuyer's Guide'), an 'Edit Modules' column with buttons for 'Top Banner' (which is highlighted with a red box), 'Steps', 'Buyer's Portal Banner', 'Payment Channel CTA', and 'Get a Quote CTA', and columns for 'Metadata', 'Link', and 'Last Edited' (Nov 20, 2024, 12:41 PM).

Figure 29. Homebuyer's Guide - Top Banner

Edit Top Banner

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the **Top Banner** button is clicked, the user can update the **Top Banner Information and Icon**.
2. To change images in the Icon Image
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the title and alt text for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: Max 5MB

Dimensions: 1153px (W) 490px (H)

File Type: JPG, PNG, WebP, SVG

For Mobile Image:

Max Size: Max 5MB

Dimensions: 1153px (W) 490px (H)

File Type: JPG, PNG, WebP, SVG

3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows the 'Edit Top Banner' interface. At the top left is a 'Back to Pages' button. The main title is 'Edit Top Banner' with a subtitle 'Pages / Homebuyer's Guide / Top Banner'. Below this is a section titled 'Top Banner Information'.

Top Banner Header Copy: A text input field containing 'Homebuyer's Guide' is highlighted with a red border.

Icon: A desktop image of a couple looking at a phone is displayed. The file name is 'banner-desktop.png' (png / 831.23 KB). An 'Image Alt Text' input field below it contains 'Banner Desktop'.

Mobile Image: A mobile image of the same couple is shown. The file name is 'banner-mobile.png' (png / 147.40 KB). An 'Image Alt Text' input field below it contains 'Banner Mobile'.

Module ID: This is auto-generated upon publishing, with the value '6e83e828-2be6-4fe2-ac67-3fc3b887d69'.

Last Edited: The entry was last edited on Dec 04, 2024 / 03:11 PM by Admin Admin.

Publish Update: A blue button at the bottom right is highlighted with a red border.

Figure 30. Edit Top Banner

Homebuyer's Guide - Steps

To update “**Steps**”, click the icon button of **Steps**

The screenshot shows a table with one item. The columns are: Page Name, Edit Modules, Metadata, Link, and Last Edited. The Page Name is "Homebuyer's Guide". Under Edit Modules, there are four buttons: "Top Banner", "Steps" (which is highlighted with a red box), "Buyer's Portal Banner", and "Payment Channel CTA". Below the buttons are two links: "Get a Quote CTA" and a "Get a Quote CTA" link. The Last Edited field shows "Nov 20, 2024 01:10 PM".

Figure 31. Homebuyer's Guide - Steps

Add Steps

1. Click **Add Another Steps** to be redirected to the input page. (Steps can be rearranged by dragging them)

The screenshot shows a list of seven steps, each with a "DRAG TO REORDER" handle. Step 1 is currently selected. A red box highlights the "+ Add Another Step" button at the top right.

Step	Content
1	Step 1
2	Step 2
3	Step 3
4	Step 4
5	Step 5
6	Step 6
7	Step 7

Figure 32. Add Steps

2. If you want to upload images, ensure that they meet the following criteria:

For Icon Image:

Max Size: Max 5MB

Dimensions: 45px (W) 43px (H)

File Type: Jpg, png, Svg

3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows a web-based editing interface for a step in a guide. At the top left is a red-bordered 'Back to Pages' button. The main title is 'Edit Steps' with a 'Pages / Homebuyer's Guide / Steps' breadcrumb below it. A blue header bar indicates 'Step 8'. Below this, there's a 'Feature Icon' input field with a placeholder 'Click or drag an image to upload' and a note 'JPG, PNG, WebP. Maximum of 5MB.' To the right is a note 'Recommended Image Dimension 45px (W) 43px (H)'. The next section is 'Step Title' with a red-bordered input field containing 'Enter title'. Below that is 'Step Description' with a maximum of 1500 characters, featuring a rich text editor toolbar and a red-bordered text area starting with 'Start typing...'. At the bottom left is a 'Module ID' note: 'This is auto-generated upon publishing' followed by '4ffa1960-2091-432f-959e-b4efcf7c976'. On the right is a 'Last Edited' note: 'Dec 04, 2024 / 03:13 PM by Admin Admin'. On the far right is a red-bordered 'Publish Update' button.

Figure 33. Add Steps

Edit Steps

1. To Update information includes **Step Title**, **Steps Orders** and **Step Description**, click the their specific fields.
2. Press “**Drag to Reorder**” when you want to rearrange the steps.
3. To change images in the Feature Icon
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: Max 5MB

Dimensions: 45px (W) 43px (H)

File Type: JPG, PNG, WebP

- Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows the 'Edit Steps' page. At the top left is a 'Back to Pages' button. The main area has tabs for 'Edit Steps' and 'Pages / Homebuyer's Guide / Steps'. Under 'Steps Information', there's a 'Steps Header Copy' field containing 'Step by Step Guide to Buying a Property'. A 'DRAG TO REORDER' section allows reordering of sections. A 'Step 1' card is selected, showing a 'Feature Icon' (a yellow payment icon), its file name ('icon-payment_10-47-56-921558.svg'), size ('3.46 KB'), and a 'Payment icon' placeholder. The 'Step Title' field contains 'Choose your #SuntrustHome'. The 'Step Description' field contains 'I. Choose your preferred property at www.suntrust.com.ph'. A character counter indicates '56/1500 characters'.



Figure 34. Edit Steps

Delete Steps

To delete steps, simply click the “**Delete Item**” button. By clicking, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking “**Yes I’m Sure**”, the selected item will be deleted.

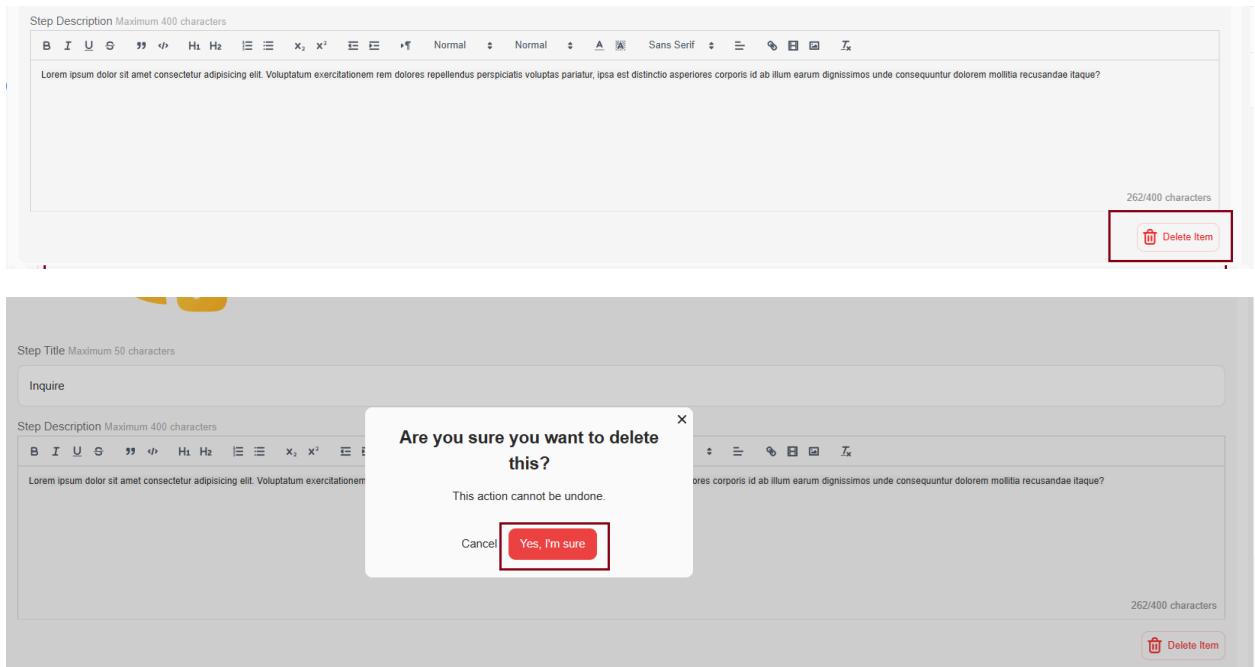


Figure 35. Delete Steps

Homebuyer's Guide - Buyer's Portal Banner

To update “**Buyer’s Portal Banners**”, click the icon button of **Buyer’s Portal Banner**



Figure 36. Homebuyer's Guide - Buyer's Portal Banner

Edit Buyer's Portal Banners

1. Once the **Buyer’s Portal Banner** page is clicked, the user can update the **Buyer's Portal Banner Header Copy and Image**.
2. To change images in the Images section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: Max 5MB

Dimensions: 413px (W) 280px (H)

File Type: JPG, PNG, WebP, SVG

3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows the 'Edit Buyer's Portal Banner' page. At the top left is a 'Back to Pages' button. The main area is titled 'Buyer'S Portal Banner Information'. It contains a 'Buyer'S Portal Banner Header Copy' field with the placeholder 'Exclusive Buyer's Hub Just for You'. Below this is an 'Images' section featuring a yellow circular icon with a handshake symbol. The file name is 'icon-shake-hands_11-51-35-274444.svg' and it is 4.75 KB. An 'Image Alt Text' field contains the placeholder 'Shake Hands Icon'. To the right of the image is a note about recommended dimensions: 'Recommended Image Dimension 413px (W) 280px (H)'. Below the image section is a 'Banner Button' section. It includes a 'Has Button' toggle switch set to 'Yes', a 'Button Label' field containing 'Explore Buyer's Portal', and a 'Module ID' field with the value 'fb36397a-d8e3-4011-8b01-d4ff13ece277'. At the bottom is a 'Last Edited' section showing the date 'Dec 04, 2024 / 03:18 PM' and the user 'Admin Admin'.

Figure 36. Edit Buyer's Portal Banner

Homebuyer's Guide - Payment Channel CTA

To update “**Payment Channel CTA**”, click the icon button of **Payment Channel CTA**

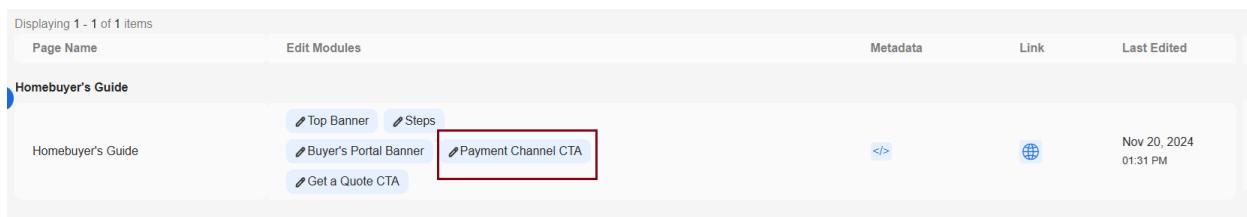


Figure 37. Homebuyer's Guide - Payment Channel CTA

Edit Payment Channel CTA

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the **Payment Channel CTA page** is clicked, the user can **update the Payment Channel Cta Header copy and their image**.
2. To change images in the Icon section
 - a. Click or drag an image button to replace or update the images.
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: 5MB

Dimensions: 413px (W) 280px (H)

File Type: JPG, PNG, WebP, SVG

For Mobile Image:

Max Size: 5MB

Dimensions: 413px (W) 280px (H)

File Type: JPG, PNG, WebP, SVG

- Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

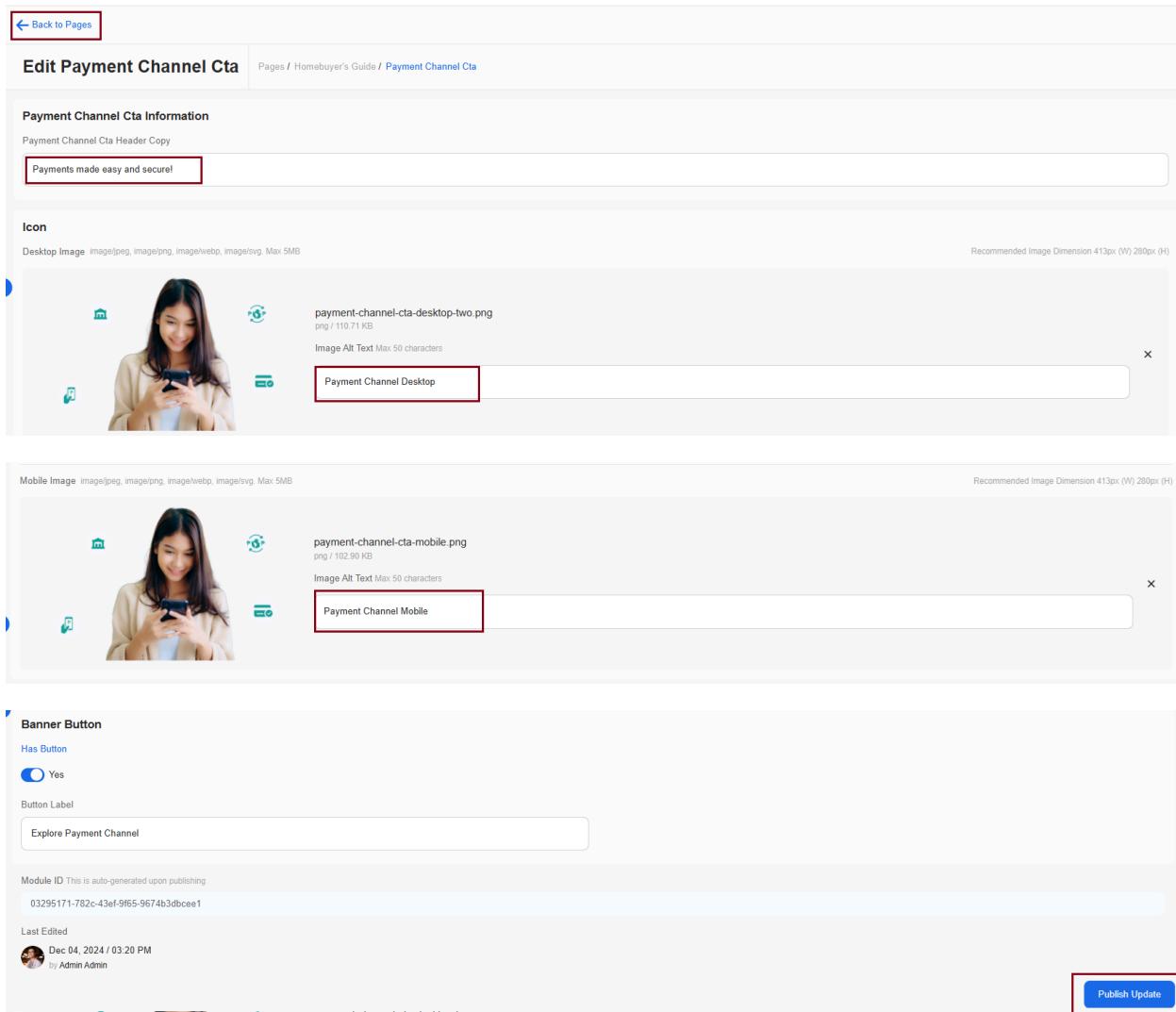


Figure 38. Edit Payment Channel CTA

Homebuyer's Guide - Get a Quote CTA

To update “Get a Quote CTA”, click the icon button of **Get a Quote CTA**



Figure 39. Homebuyer's Guide - Get a Quote CTA

Edit Get a Quote CTA

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the **Get a Quote CTA** button is clicked, the user can update the name **Get a Quote Cta Header Copy** and **their images**.
2. To change images in the Icon section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:
 - a. **For Desktop Image:**
Max Size: 5MB
Dimensions: 413px (W) 280px (H)
File Type: JPG, PNG, WebP
 - b. **For Mobile Image:**
Max Size: 5MB
Dimensions: 413px (W) 280px (H)
File Type: JPG, PNG, WebP

3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows the 'Edit Get A Quote Cta' page. At the top left is a 'Back to Pages' button. The main header is 'Edit Get A Quote Cta' with a breadcrumb 'Pages / Homebuyer's Guide / Get A Quote Cta'. Below the header, there are two sections for 'Get A Quote Cta Information': 'Get A Quote Cta Header Copy' containing the text 'Ready to find your dream property?' and 'Icon' which includes a desktop image of a woman looking at a phone and a mobile image of the same woman. Both images have alt text fields: 'Dream Property CTA Desktop' and 'Dream Property CTA Mobile'. Under the 'Icon' section, there is a note about recommended image dimensions: 'Recommended Image Dimension 413px (W) 280px (H)'. Below these are sections for 'Banner Button' settings, including 'Has Button' (set to 'Yes'), 'Button Label' ('Get a Quote Today'), and a 'Module ID' field ('02a9a238-b345-4bd8-97ee-8e35fcceeee'). The last edited information shows 'Dec 04, 2024 / 03:22 PM' by 'Admin Admin'. At the bottom right is a prominent blue 'Publish Update' button.

Figure 40. Edit Get a Quote CTA

About Us

Click this icon to locate the headings of the **About Us**.

The screenshot shows the 'Pages' section of a website's administration interface. On the left, a sidebar lists various categories: Dashboard, Pages (selected), All Pages, Homepage, Our Properties, Homebuyer's Guide, About Us (highlighted with a red box), Seller's Guide, Payment Channel, News & Articles, Careers, Contact Us, Privacy Policy, Get a Quote, and Terms and Conditions. The main area is titled 'Pages' and displays a single item: 'About Us'. The page details are as follows:

Page Name	Edit Modules	Metadata	Link	Last Edited
About Us	<input type="checkbox"/> Top Banner <input type="checkbox"/> Company Profile <input type="checkbox"/> Mission <input type="checkbox"/> Vision <input type="checkbox"/> Other Property Development <input type="checkbox"/> Awards <input type="checkbox"/> Suntrust Officers			Dec 03, 2024 01:54 PM

Figure 41. About Us

About Us - Top Banner

To update “**Top Banner**”, please click the **Top Banner**.

This screenshot shows the 'About Us' page from Figure 41. The 'Edit Modules' section is visible, and the 'Top Banner' checkbox is highlighted with a red box. The other modules listed are Company Profile, Mission, Vision, Other Property Development, Awards, and Suntrust Officers.

Figure 42. About Us - Top Banner

Edit Top Banner

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy and Top Banner Images**.
2. To change images in the Top Banner Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the title and alt text for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:
 - a. **For Desktop Image:**
Max Size: 5MB
Dimensions: 1280px (W) 685px (H)
File Type: JPG, PNG, WebP
 - b. **For Mobile Image:**
Max Size: 5MB
Dimensions: 375px (W) 480px (H)
File Type: JPG, PNG, WebP
3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

[Back to Pages](#)

Edit Top Banner

Pages / About Us / Top Banner

Top Banner Information

Top Banner Header Copy

Live life to the fullest with a happy heart at Suntrust.

Top Banner Image

Desktop Image image/jpeg, image/png, image/webp, image/svg. Max 5MB

741a1b14671661eaf67c07e38499c62.png
png / 1.40 MB

Image Alt Text Max 50 characters

Desktop Image

Recommended Image Dimension 1280px (W) 685px (H)



Mobile Image image/jpeg, image/png, image/webp, image/svg. Max 5MB

banner-mobile.png
png / 52.33 kB

Image Alt Text Max 50 characters

Mobile Image

Recommended Image Dimension 375px (W) 480px (H)



Module ID This is auto-generated upon publishing
f6fb4783-593a-4ab4-a06c-6d194deba367

Last Edited
Dec 04, 2024 / 03:27 PM by Admin Admin

Publish Update

Figure 43. Edit Top Banner

About Us - Company Profile

To update “**Company Profile**”, please click the **Company Profile**

Displaying 1 - 1 of 1 items

Page Name	Edit Modules	Metadata	Link	Last Edited
About Us	Top Banner Company Profile Mission Vision Other Property Development Awards Suntrust Officers			Nov 20, 2024 01:43 PM

Figure 44. About Us - Company Profile

Edit Company Profile

1. Once the **Company Profile** button is clicked, the user can update the **Company Profile Header Copy** and **Company Profile Copy**.
2. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

The screenshot shows the 'Edit Company Profile' page. At the top left is a 'Back to Pages' button. Below it is a navigation bar with 'Edit Company Profile' and 'Pages / About Us / Company Profile'. The main area is titled 'Company Profile Information'. It contains two text input fields: 'Company Profile Header Copy' (with placeholder 'Company Profile') and 'Company Profile Copy' (with placeholder 'Suntrust Properties, Inc. (SPI) is a 100% wholly-owned subsidiary of Megaworld Corporation, a company under the umbrella of the Alliance Global Group, Inc.'). A rich text editor toolbar is above the copy field. Below the copy field is a text area containing the SPI mission statement, with a character count of '789/1000 characters'. At the bottom left is a 'Module ID' field with the value '2ec19743-37f6-4137-bc9f-f364fb9929b'. On the right is a 'Last Edited' section showing 'Dec 04, 2024 / 03:28 PM by Admin Admin'. At the bottom right is a 'Publish Update' button.

Figure 45. Edit Company Profile

About Us - Mission

To update “**Mission**”, please click the **Mission**.

The screenshot shows a table listing 'About Us' items. The columns are 'Page Name', 'Edit Modules', 'Metadata', 'Link', and 'Last Edited'. The 'About Us' row has a 'Mission' module selected, indicated by a red border around its edit button. Other modules listed are 'Top Banner', 'Company Profile', 'Vision', 'Other Property Development', 'Awards', and 'Suntrust Officers'. The 'Last Edited' column shows 'Nov 20, 2024 01:49 PM'.

Page Name	Edit Modules	Metadata	Link	Last Edited
About Us	<input checked="" type="checkbox"/> Top Banner <input type="checkbox"/> Company Profile <input checked="" type="checkbox"/> Mission <input type="checkbox"/> Vision <input type="checkbox"/> Other Property Development <input type="checkbox"/> Awards <input type="checkbox"/> Suntrust Officers			Nov 20, 2024 01:49 PM

Figure 46. About Us - Mission

Edit Mission

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the **Mission button** is clicked, the user can update the **Mission Header Copy and Mission Image**.
2. To change images in the Mission Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: 5MB

Dimensions: 566px (W) 355px (H)

File Type: JPG, PNG, WebP

For Mobile Image:

Max Size: 5MB

Dimensions: 566px (W) 355px (H)

File Type: JPG, PNG, WebP

3. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

[Back to Pages](#)

Edit Mission

Pages / About Us / Mission

Mission Information

Mission Header Copy

MISSION

Mission Copy Maximum 1000 characters

Our goal is to become the benchmark in affordable township development, setting the highest standards of quality and value. We aim to be the premier choice for buyers, offering exceptional communities that meet their needs and aspirations.

239/1000 characters

Mission Image

Desktop Image image/jpeg, image/png, image/webp, image/svg. Max 5MB

Recommended Image Dimension 566px (W) 355px (H)

mission.jpg
jpg / 884.57 KB

Image Alt Text Max 50 characters

Mission Desktop

Mobile Image image/jpeg, image/png, image/webp, image/svg. Max 5MB

Recommended Image Dimension 566px (W) 355px (H)

mission.jpg
jpg / 884.57 KB

Image Alt Text Max 50 characters

Mission Mobile

Module ID This is auto-generated upon publishing
e0c1aeb4-a5e7-4819-9d2d-f12addc2f5a

Last Edited
Dec 04, 2024 / 03:29 PM by Admin Admin

[Publish Update](#)

Figure 47. Edit Mission

About Us - Vision

To update “**Vision**”, please click the **Vision**.

Displaying 1 - 1 of 1 items

Page Name	Edit Modules	Metadata	Link	Last Edited
About Us	Top Banner Company Profile Mission Vision Other Property Development Awards Suntrust Officers			Nov 20, 2024 01:52 PM

Figure 48. About Us - Vision

Edit Vision

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. Once the **Vision button** is clicked, the user can update the **Vision Header Copy** and **Vision Image**.
2. To change images in the Vision Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: 5MB

Dimensions: 566px (W) 355px (H)

File Type: JPG, PNG, WebP

For Mobile Image:

Max Size: 5MB

Dimensions: 566px (W) 355px (H)

File Type: JPG, PNG, WebP

3. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

[← Back to Pages](#)

Edit Vision

Pages / About Us / Vision

Vision Information

Vision Header Copy

VISION

Vision Copy Maximum 1000 characters

This mission is being accomplished through the dedication of a highly motivated workforce and the strategic direction of a dynamic management team. Together, they are committed to fostering teamwork, upholding the highest standards of professionalism, and adhering to principles of corporate social responsibility.

314/1000 characters

Vision Image

Desktop Image image/jpeg, image/png, image/webp, image/svg Max 5MB Recommended Image Dimension 566px (W) 355px (H)

vision.jpeg
jpeg / 494.90 KB

Image Alt Text Max 50 characters

Desktop Image

Mobile Image image/jpeg, image/png, image/webp, image/svg Max 5MB Recommended Image Dimension 566px (W) 355px (H)

vision.jpeg
jpeg / 494.90 KB

Image Alt Text Max 50 characters

Mobile Image

Module ID This is auto-generated upon publishing
cfc5872-80fd-41de-a2fb-0214afda000

Last Edited
Dec 04, 2024 / 03:30 PM by Admin Admin

[Publish Update](#)

Figure 49. Edit Vision

About Us - Other Property Development

To update “**Other Property Development**”, please click the **Other Property Development**.

Displaying 1 - 1 of 1 items				
Page Name	Edit Modules	Metadata	Link	Last Edited
About Us	 Top Banner Company Profile Mission Vision Other Property Development Awards Suntrust Officers			Nov 20, 2024 01:54 PM

Figure 50. About Us - Other Property Development

Edit Other Property Development

1. Once the **Other Property Development** page is clicked, the user can update the **Banner Header**, **Property Development Name**, **Property Development URL**, drag the properties in order, and add a **Property Logo**.
2. To change images in the Property logo section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Logo Image:

Max Size: 5MB

Dimensions: 92px (W) 65px (H)

File Type: JPG, PNG, WebP, SVG

- Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

The screenshot shows the 'Edit Other Property Development' page. At the top left is a 'Back to Pages' button. The main title is 'Edit Other Property Development'. Below it is a breadcrumb navigation: 'Pages / About Us / Other Property Development'. A section titled 'Other Property Development Information' contains a 'Banner Header' field with a placeholder 'Browse Our Other Developments'. Below this is a 'Other Property Development Logo' section with a note 'Minimum of 3 of 6'. It includes a 'DRAG TO REORDER' area with a placeholder 'Drag the :: handles to re-order Property Developments sections.', an 'Add Another Logo' button, and a 'Property Development 01' section. This section shows a logo for 'SHERWOOD HILLS GOLF CLUB' and its file details ('sherwood-hills.png', 'png / 11.46 KB'). An 'Image Alt Text' input field contains 'Sherwood Hills'. Further down, there are fields for 'Property Development Name' ('Sherwood Hills') and 'Property Development URL' ('https://www.sherwoodhills.ph/'), both with red borders. A 'Delete Item' button is located at the bottom right of the URL field.

Figure 51. Edit Other Property Development

About Us - Suntrust Officers

To update “**Suntrust Officers**”, please click the **Suntrust Officers**.

Displaying 1 - 1 of 1 items				
Page Name	Edit Modules	Metadata	Link	Last Edited
About Us	<input checked="" type="checkbox"/> Top Banner <input checked="" type="checkbox"/> Company Profile <input checked="" type="checkbox"/> Mission <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Other Property Development <input checked="" type="checkbox"/> Awards <input checked="" type="checkbox"/> Suntrust Officers			Nov 20, 2024 02:03 PM

Figure 52. About Us - Suntrust Officers

Add Officer

1. Click **Add Another Officer** to be redirected to the input page.



Figure 53. Add Officer

2. To change images in the Officer Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:
 - a. **For Officer Image:**

Max Size: 5MB

Dimensions: 273px (W) 273px (H)

File Type: JPG, PNG, WebP, SVG

3. Make sure to fill out the **Officer Name** and **Position**. Once you're done, click the '**Publish Update**' button. If you want to cancel, click the '**Back to pages**' button.

← Back to Pages

Edit Suntrust Officers | Pages / About Us / Suntrust Officers

Officer Image (image/jpeg, image/png, image/webp, image/svg, Max 5MB)

Click or drag an image to upload
JPG, PNG, WebP Maximum of 5MB

Recommended Image Dimension 273px (W) 273px (H)

Officer Name Position Title

Module ID This is auto-generated upon publishing
d3141e17-4f40-46d9-a4bb-27807316e94d

Last Edited
Dec 04, 2024 / 03:36 PM
By Admin Admin

Figure 53.1. Add Officer

Edit Suntrust Officers

1. Once the **Suntrust Officers** page is clicked, the user can update the **Suntrust Officers Header Copy**, and **add an officer** and **their image**.
2. Press “**Drag to Reorder**” when you want to rearrange the officers.
3. To change images in the Officer Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:
 - a. **For Desktop Image:**
Max Size: 5MB
Dimensions: 273px (W) 273px (H)
File Type: JPG, PNG, WebP
4. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

The screenshot shows the 'Edit Suntrust Officers' page. At the top left is a 'Back to Pages' button. The main title is 'Edit Suntrust Officers'. Below it is a 'Suntrust Officers Information' section with a 'Suntrust Officers Header Copy' field containing 'Our Leadership Team'. A red box highlights this field. Below is a 'Suntrust Officers Logo' section with a note 'Minimum of 3 of 6'. It shows a placeholder box with 'DRAG TO REORDER' and 'Drag the handle to re-order Officers.' A blue box highlights this area. An 'Add Another Officer' button is at the top right of this section. Below is an 'Officer 01' card with a photo of a man in a suit, file name 'avatar-andrew-tan.png', file size '37.61 KB', and 'Image Alt Text Max 50 characters' input field containing 'Dr. Andrew L. Tan'. A red box highlights the alt text input field. At the bottom are 'Officer Name' and 'Position Title' fields, both with red boxes highlighting them. The 'Officer Name' field contains 'Dr. Andrew L. Tan' and the 'Position Title' field contains 'Chairman'. A 'Delete Item' button is at the bottom right.



Figure 54. Edit Suntrust Officer

Delete Officer

To delete an officer, simply click the “**Delete Item**” button. By clicking, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking “**Yes I’m Sure**”, the selected item will be deleted.

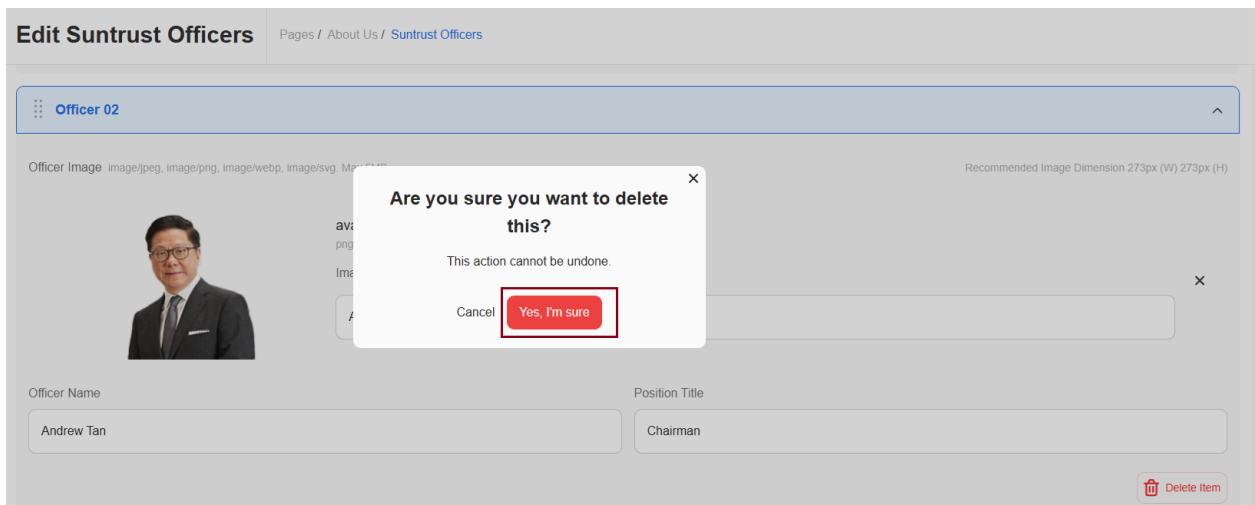


Figure 55. Delete Officer

About Us - Awards

To update “Awards”, please click the **Awards**.

The screenshot shows a table with one item displayed. The columns are: Page Name, Edit Modules, Metadata, Link, and Last Edited. The Page Name is 'About Us'. The Edit Modules section contains several buttons: Top Banner, Company Profile, Mission, Vision, Other Property Development, and Suntrust Officers. The 'Awards' button is highlighted with a red border. The Last Edited column shows the date and time: Nov 20, 2024 02:16 PM.

Figure 56. About Us - Awards

Edit Awards

1. Once the **Awards** page is clicked, the user can update the **Awards Header Copy** and **Add Awards**.
2. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

The screenshot shows the 'Edit Awards' page. It includes a 'Back to Pages' button, a navigation bar with 'Edit Awards', 'Pages / About Us / Awards', and sections for 'Awards Information' and 'How to Add Awards'. The 'Latest Awards and Recognitions' field is highlighted with a red border. A note says 'To add new Awards, please add them on the Awards module by clicking on the button.' A blue 'Add Awards' button is also present. At the bottom, it shows 'Module ID: af772543-3cbf-4c47-bc7e-a630e774a8dd', 'Last Edited: Nov 20, 2024 / 02:46 PM by Nova Kris', and a red-bordered 'Publish Update' button.

Figure 57. Edit Awards

Sellers Guide

Click this icon to locate the contents of the **Sellers Guide**.

The screenshot shows a CMS dashboard with a sidebar on the left containing links like Dashboard, Pages, All Pages, Homepage, Our Properties, Homebuyer's Guide, About Us, Seller's Guide (which is highlighted with a red box), Payment Channel, News & Articles, Careers, Contact Us, Privacy Policy, Get a Quote, and Terms and Conditions. The main area is titled 'Pages' and shows a search bar with 'Enter search query'. A filter bar indicates 'Category Seller's Guide' and 'Clear All Filters'. Below this, a table displays one item: 'Seller's Guide' (Page Name), 'Seller's guide' (Content), 'Edit Modules' (with options: Top Banner, Agent's Portal, In-house Sales Group, Business Partner Network), 'Metadata', 'Link', and 'Last Edited' (Dec 03, 2024, 02:22 PM).

Figure 58. Seller's Guide

Sellers Guide - Top Banner

To update “**Top Banners**”, please click the **Top Banner**.

This screenshot shows the 'Edit Modules' section for the 'Seller's Guide' page. It lists four modules: 'Top Banner' (which is highlighted with a red box), 'Agent's Portal', 'In-house Sales Group', and 'Business Partner Network'. The 'Top Banner' module is currently selected.

Figure 59. Sellers Guide - Top Banner

Edit Top Banner

1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy, Description and Top Banner Image**.
2. To change images in the Top Banner Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the title and alt text for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Banner Image:

Max Size: 5MB

Dimensions: 153px (W) 456px (H)

File Type: JPG, PNG, WebP
3. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows the 'Edit Top Banner' page. At the top left is a 'Back to Pages' button. Below it is a 'Top Banner Information' section with a 'Top Banner Header Copy' field containing 'Seller's Guide'. A rich text editor toolbar is above the description area. The 'Description' field contains the text 'Join the Suntrust team and become part of our dynamic and successful network. Explore this page to discover available job positions and partnership opportunities.' A character counter indicates 162/400 characters. Below this is a 'Top Banner Image' section where a file named 'banner-desktop.png' has been uploaded. The image shows two people at a desk. An 'Image Alt Text' field is present. At the bottom of the page, there is a 'Module ID' note, a 'Last Edited' timestamp ('Dec 04, 2024 / 03:45 PM by Admin Admin'), and a prominent blue 'Publish Update' button.

Figure 60. Edit Top Banner

Sellers Guide - Agent's Portal

To update “Agent’s Portal”, please click the **Agent’s Portal**.



Figure 61. Sellers Guide - Agent's Portal

Edit Agent's Portal

1. Once the **Agent’s Portal** page is clicked, the user can update the **Agent's Portal Header copy**, **Agent's Portal Image**, and edit the **Button Label**.
2. To change images in the Agent's Portal Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Icon Image:
Max Size: 5MB
Dimensions: 79px (W) 79px (H)
File Type: JPG, PNG, WebP, SVG
3. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

[Back to Pages](#)

Edit Agent's Portal

Pages / Seller's guide / Agent's Portal

Agent's Portal Information

Agent's Portal Header Copy

Exclusive Access for Suntrust Agents

Agent's Portal Image

Icon image/jpeg, image/png, image/webp, image/svg. Max 5MB

Recommended Image Dimension 79px (W) 79px (H)

icon-agent_13-07-13-620517.svg
svg / 4.38 KB

Image Alt Text Max 50 characters

Agent Icon

Banner Button

Has Button

Yes

Button Label

Explore Agent's Portal

Module ID This is auto-generated upon publishing
11eb1ef0-88e8-4dad-8189-6062575a360b

Last Edited

Dec 04, 2024 / 03:46 PM by Admin Admin

Figure 62. Edit Agent's Portal

Sellers Guide - In-house Sales Group

To update “In-House Sales Group”, please click the **In-house Sales Group**.

Displaying 1 - 1 of 1 items

Page Name	Edit Modules	Metadata	Link	Last Edited
Seller's Guide	<input type="checkbox"/> Top Banner <input type="checkbox"/> Agent's Portal <input checked="" type="checkbox"/> In-house Sales Group <input type="checkbox"/> Business Partner Network			Nov 20, 2024 04:45 PM

Figure 63. Seller's Guide - In-house Sales Group

Edit In-house Sales Group

1. Once the **In-house Sales Group page** is clicked, the user can update the **In-house Sales Group Header Copy**.
2. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

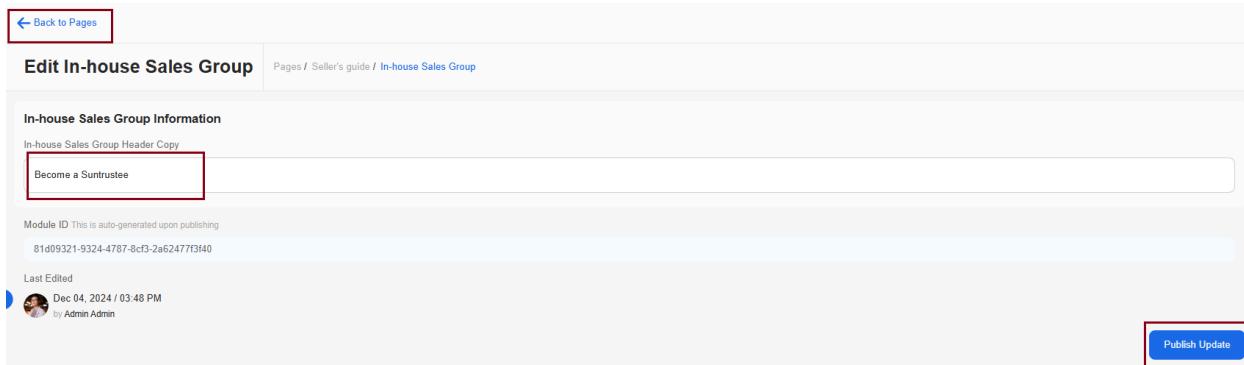


Figure 64. Edit In-house Sales Group

Sellers Guide - Business Partner Network

To update “**Business Partner Network**”, please click the **Business Partner Network**.

Displaying 1 - 1 of 1 items				
Page Name	Edit Modules	Metadata	Link	Last Edited
Seller's Guide Seller's guide	<input type="checkbox"/> Top Banner <input type="checkbox"/> Agent's Portal <input type="checkbox"/> In-house Sales Group <input type="checkbox"/> Business Partner Network	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	Nov 20, 2024 04:46 PM

Figure 65. Sellers Guide - Business Partner Network

Edit Business Partner Network

1. Once the **Business Partner Network** page is clicked, the user can update the **Business Partner Network Header Copy**.
2. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

The screenshot shows the 'Edit Business Partner Network' page. At the top left is a 'Back to Pages' link. The main title is 'Edit Business Partner Network' with a subtitle 'Pages / Seller's guide / Business Partner Network'. Below this is a section titled 'Business Partner Network Information' containing a 'Business Partner Network Header Copy' input field with the placeholder 'Be a Suntrust Real Estate Brokers'. A note says 'Module ID This is auto-generated upon publishing 859743ab-8e40-4577-85f1-6a16f1bd3982'. It shows 'Last Edited' by 'Admin Admin' on 'Dec 04, 2024 / 03:49 PM'. On the right is a blue 'Publish Update' button with a red border.

Figure 66. Edit Business Partner Network

Payment Channel

Click this icon to locate the contents of the **Payment Channel**.

The screenshot shows the 'Pages' section of the dashboard. On the left is a sidebar with links like 'Dashboard', 'Pages', 'All Pages', 'Homepage', 'Our Properties', 'Homebuyer's Guide', 'About Us', 'Seller's Guide', and 'Payment Channel'. The 'Payment Channel' link is highlighted with a red box. The main area shows a table with one item: 'Payment Channel' under 'Page Name', 'Payment Channels' under 'Edit Modules', 'Metadata' (with a globe icon), 'Link' (with a blue arrow icon), and 'Last Edited' (Dec 03, 2024, 02:32 PM). There are filters for 'Search by Page Name' and 'Filter by Page Category' set to 'Payment Channel'.

Figure 67. Payment Channel

Payment Channel - Top Banner

To update “**Top Banner**”, please click the **Top Banner**.



Figure 68. Payment Channel - Top Banner

Edit Top Banner

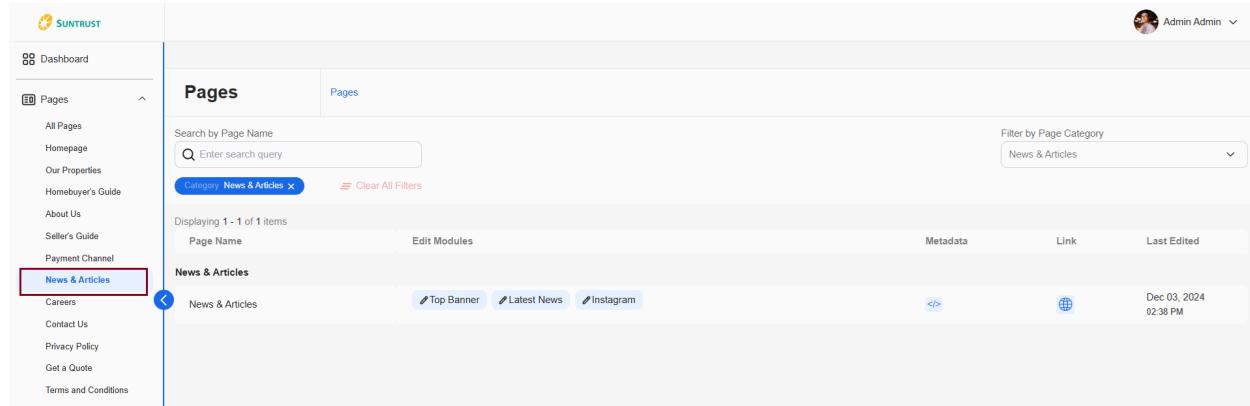
1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy**.
2. Make sure to fill out all require field. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

A screenshot of a form titled "Edit Top Banner". At the top left is a "Back to Pages" button. The main section is titled "Top Banner Information" and contains a "Top Banner Header Copy" input field which has the value "Pay anywhere, anytime!" highlighted with a red box. Below this is a "Module ID" field with the auto-generated value "68b1467c-4ac2-41a9-bb6c-07e94baa8181". Under "Last Edited", it shows "Dec 04, 2024 / 03:50 PM by Admin Admin". At the bottom right is a "Publish Update" button which is also highlighted with a red box.

Figure 69. Edit Top Banner

News & Articles

Click this icon to locate the contents of the **News & Articles**.

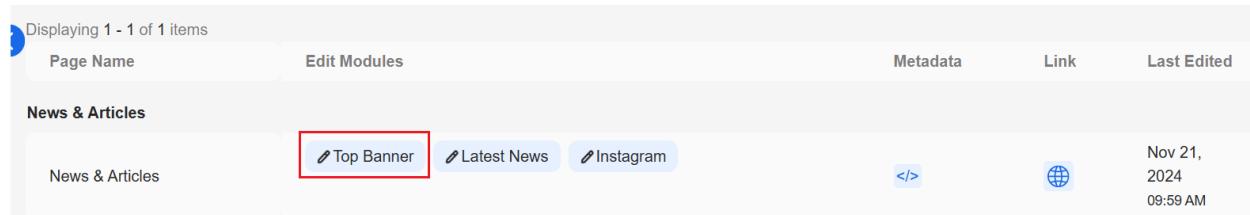


The screenshot shows the Suntrust CMS interface. On the left, there's a sidebar with links like Dashboard, Pages, All Pages, Homepage, Our Properties, Homebuyer's Guide, About Us, Seller's Guide, Payment Channel, and News & Articles (which is highlighted with a red box). The main area is titled "Pages" and shows a table with one item: "News & Articles". The table columns include Page Name, Edit Modules, Metadata, Link, and Last Edited. The "Edit Modules" column for the "News & Articles" row contains three buttons: "Top Banner", "Latest News", and "Instagram". A filter bar at the top right shows "Category: News & Articles" and a dropdown for "Filter by Page Category" also set to "News & Articles".

Figure 70. News & Articles

News & Articles - Top Banner

To update “**Top Banner**”, please click the **Top Banner**.



This screenshot shows a detailed view of the "Edit Modules" section for the "News & Articles" page. It displays a table with one item, "News & Articles", and a "Edit Modules" column. Within this column, there are three buttons: "Top Banner" (which is highlighted with a red box), "Latest News", and "Instagram". To the right of the table, there are icons for "Metadata", "Link", and "Last Edited" (showing Nov 21, 2024, 09:59 AM).

Figure 71. News & Articles - Top Banner

Edit Top Banner

1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy**.
2. Make sure to fill out all required field. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

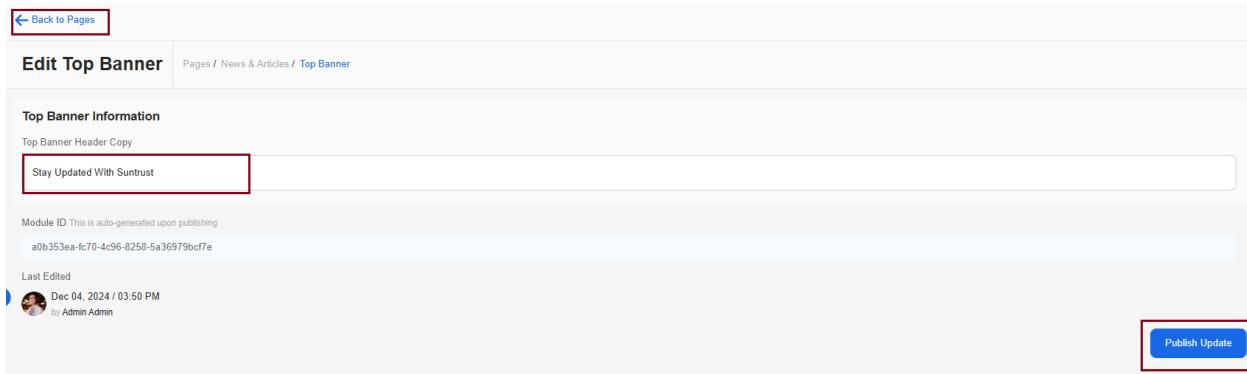


Figure 72. Edit Top Banner

News & Articles - Latest News

To update “**Latest News**”, please click the **Latest News**.

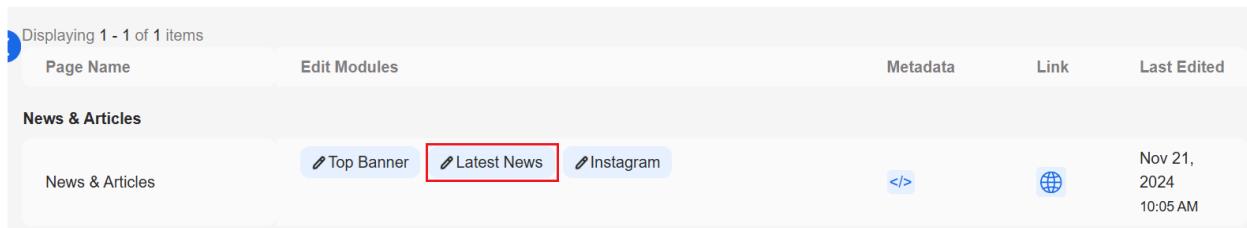


Figure 73. News & Articles - Latest News

Edit Latest News

1. Once the **Latest News page** is clicked, the user can update the **Latest News Header Copy**.
2. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

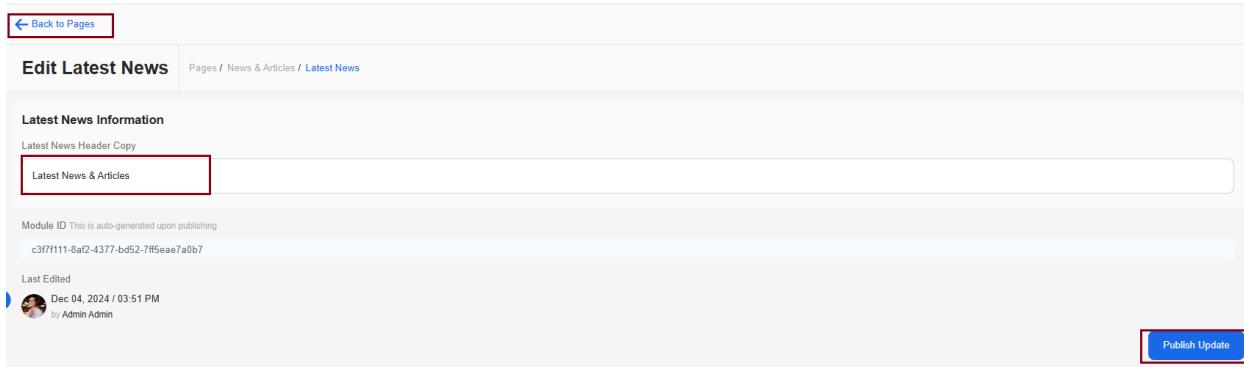


Figure 74. Edit Latest News

News & Articles - Instagram

To update “**Instagram**”, please click **Instagram**.

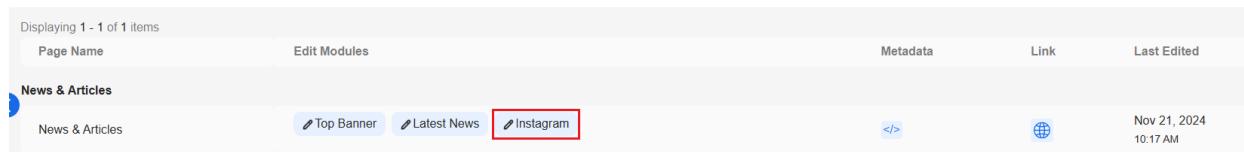


Figure 75. News & Articles - Instagram

Edit Instagram

1. Once the **Instagram** page is clicked, the user can update the **Instagram Header Copy**, **Instagram Button Label** and **Button Link**.
2. To update the button simply click the Button Label or Button link
 - a. Button links - Make sure to copy the entire link; Sample: **HTTPS://www.**
3. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

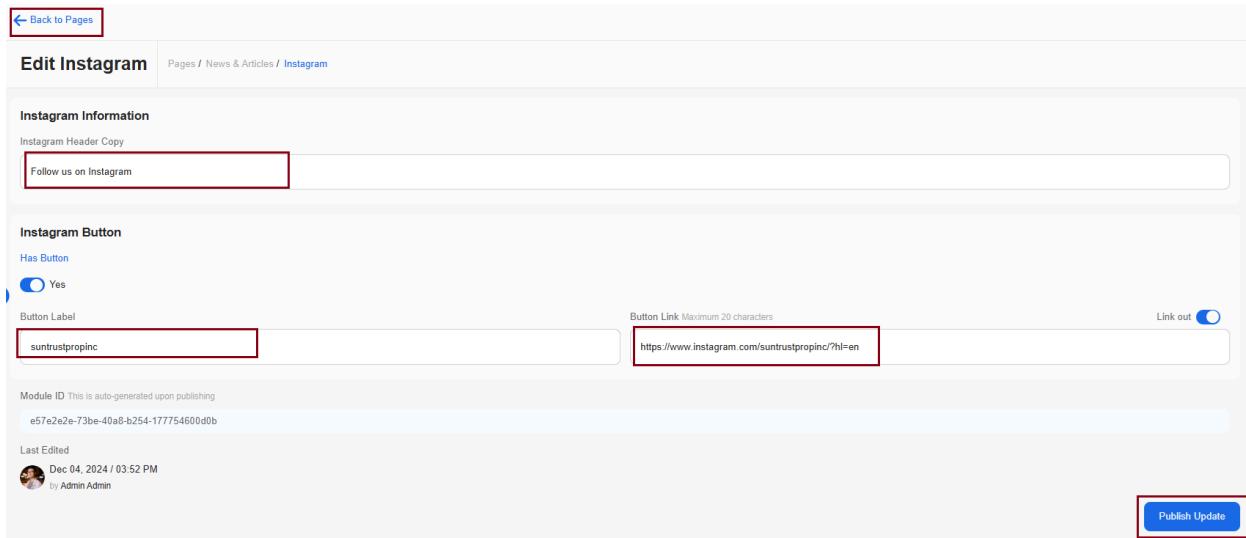


Figure 76. Edit Instagram

Careers

Click this icon to locate the contents of the **Careers**.

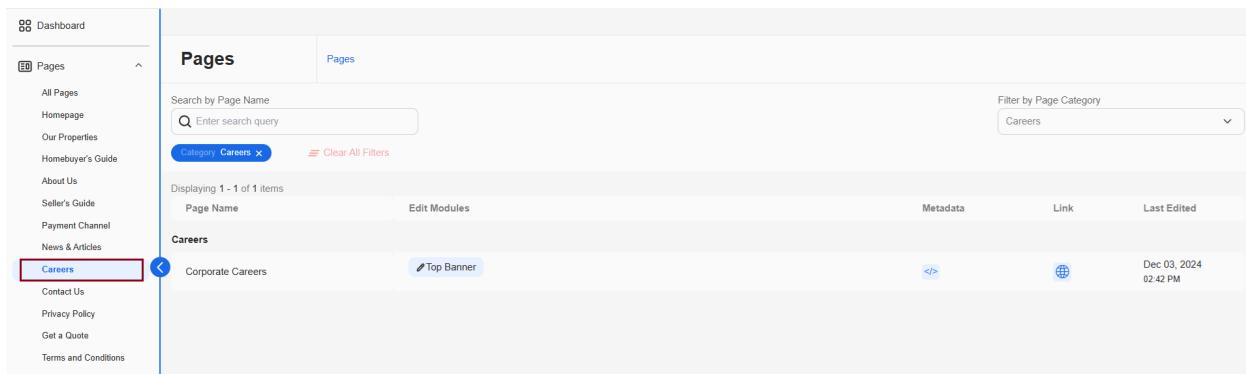


Figure 77. Careers

Careers - Corporate Careers - Top Banner

To update “**Top Banner**”, please click the **Top Banner**.

Displaying 1 - 1 of 1 items					
Page Name	Edit Modules	Metadata	Link	Last Edited	
Careers	Edit Modules			Nov 21, 2024 10:30 AM	
Corporate Careers	Top Banner				

Figure 78. Careers - Corporate Careers - Top Banner

Edit Top Banner

1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy**.
2. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

Back to Pages

Edit Top Banner | Pages / Corporate Careers / Top Banner

Top Banner Information

Top Banner Header Copy

Explore Current Job Opportunities

Module ID: This is auto-generated upon publishing
ed2f12e5-f10c-4df1-8591-7667428f925c

Last Edited

Dec 04, 2024 / 03:53 PM by Admin Admin

Publish Update

Figure 79. Edit Top Banner

Contact Us

Click this icon to locate the contents of the **Contact Us**.

The screenshot shows a sidebar menu with sections like Dashboard, Pages, All Pages, Homepage, Our Properties, etc. A red box highlights the 'Contact Us' link under the Pages section. The main area is titled 'Pages' and shows a search bar with 'Enter search query'. A filter dropdown says 'Filter by Page Category: Contact Us'. It displays one item: 'Contact Us' with a page name, edit modules (Top Banner, After Sales Officers, Get a Quote CTA), metadata, and last edited date (Dec 03, 2024, 02:44 PM).

Figure 80. Contact Us

Contact Us - Top Banner

To update “**Top Banner**”, please click the **Top Banner**.

The screenshot shows the 'Contact Us' page with a 'Top Banner' module highlighted by a red box. Other modules visible include 'After Sales Officers' and a date/time stamp (Nov 21, 2024, 09:51 AM).

Figure 81. Contact Us - Top Banner

Edit Top Banner

1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy**.
2. Make sure to fill out the required field. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

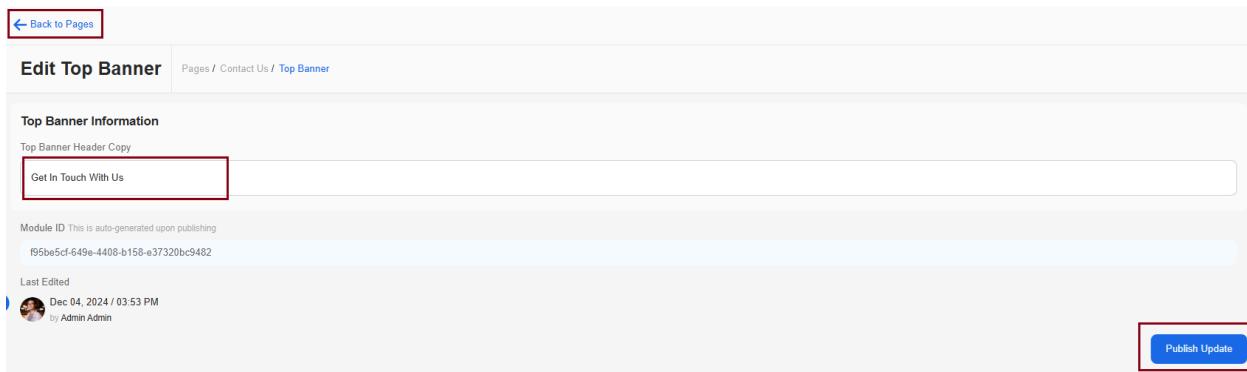


Figure 82. Edit Top Banner

Contact Us - After Sales Officers

To update “**After Sales Officers**”, please click the **After Sales Officers**.

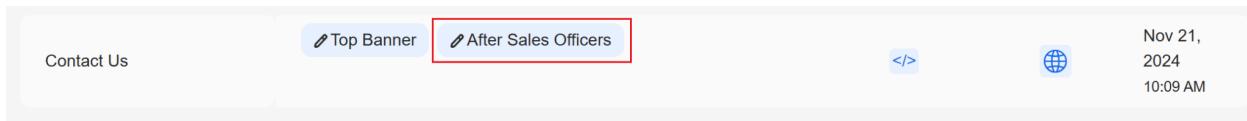


Figure 83. Contact Us - After Sales Officers

Edit After Sales Offices

1. Once the top banner button is clicked, the user can update the **After Sales Officers Header Copy**.
2. Make sure to fill out the required field. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

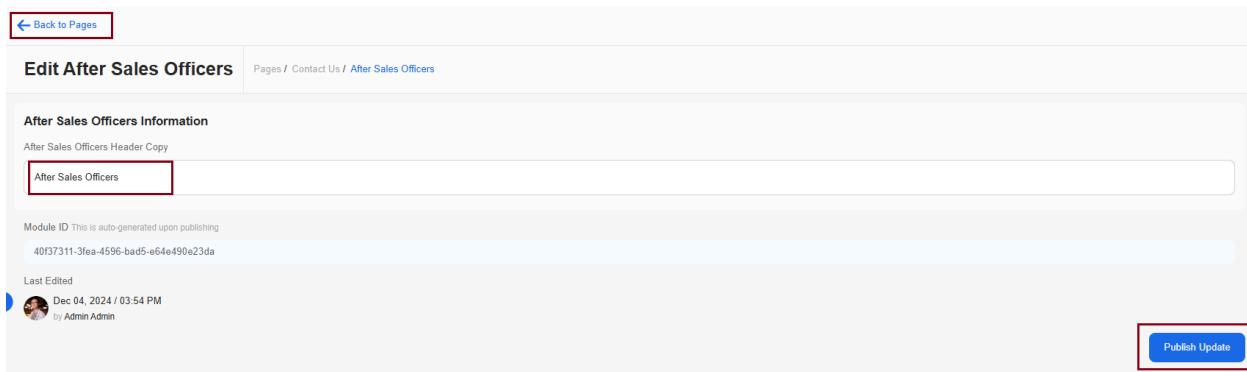


Figure 84. Edit After Sales Officers

Contact Us - Get a Quote CTA

To update “**Get a Quote CTA**”, please click the **Get a Quote CTA**.



Figure 85. Contact Us - Get a Quote CTA

Edit Get a Quote CTA

1. Once the Get a Quote CTA button is clicked, the user can update the **Get a Quote CTA Header Copy** and **Get a Quote CTA Image..**
2. To change images in the Get a Quote CTA Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: Max 5MB

Dimensions: 566px (W) 355px (H)

File Type: JPG, PNG, WebP

3. Make sure to fill out all required fields. Once you're done, click the "Publish Update" button. If you want to cancel, click the "Back to Pages" button.

The screenshot shows the 'Edit Get a Quote CTA' page. At the top left is a 'Back to Pages' button. The main area has tabs for 'Edit Get a Quote CTA' (selected), 'Pages / Contact Us / Get a Quote CTA'. Under 'Get a Quote CTA Information', there's a 'Get a Quote CTA Header Copy' field containing 'Ready to find your dream property?'. Under 'Get a Quote CTA Image', there's a preview of a woman looking at a phone, with file details 'dream-property-cta-desktop-one_15-09-13-147980.png' and '154.46 KB'. An 'Image Alt Text' field contains 'Dream Property CTA'. Under 'Get a Quote CTA Button', there's a 'Has Button' toggle set to 'Yes', a 'Button Label' field with 'Get a Quote Today', and a 'Module ID' field with 'a21424c2-8a30-4b15-ad8a-113y6ctec6b9'. The 'Last Edited' field shows 'Dec 04, 2024 / 04:10 PM by Admin Admin'. At the bottom right is a blue 'Publish Update' button.

Figure 86. Edit Get a Quote CTA

Privacy Policy

Click this icon to locate the contents of the **Privacy Policy**.

The screenshot shows the SUNTRUST website's content management system. The left sidebar has a 'Pages' section with a 'Privacy Policy' item highlighted with a red box. The main area is titled 'Pages' and shows a single item named 'Privacy Policy'. The item details are: Page Name: Privacy Policy, Edit Modules, Metadata, Link, Last Edited: Dec 04, 2024 04:31 PM. A blue circle with a white arrow points to the 'Content' button, which is also highlighted with a red box.

Figure 87. Privacy Policy

Privacy Policy - Content

To update “Content”, please click the **Content**.

This is a close-up screenshot of the 'Privacy Policy' content page. It shows the 'Content' button, which is highlighted with a red box. Other visible elements include the page title 'Privacy Policy', a timestamp 'Dec 04, 2024 04:31 PM', and a small globe icon.

Figure 88. Privacy Policy - Content

Edit Content

1. Once the **Content** button is clicked, the user can update the **Content Header Copy**, and **Content Field**.
2. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

The screenshot shows the 'Edit Content' interface. At the top left is a 'Back to Pages' button. The main title is 'Edit Content' with a breadcrumb trail: Pages / Privacy Policy / Content. Below this is a 'Content Information' section containing a 'Content Header Copy' field with the value 'Privacy Policy'. The main content area is titled 'Content' and contains a rich text editor toolbar. The editor's content area is highlighted with a red box and contains the following text:
Suntrust Properties Inc ("us", "we", or "our") operates the <https://www.suntrust.com.ph> website (the "Service").
This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data. We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible from <https://www.suntrust.com.ph>.
Privacy Policy
We collect several different types of information for various purposes to provide and improve our Service to you.
Types of Data Collected

At the bottom, there is a 'Module ID' note: 'This is auto-generated upon publishing' followed by the ID 'f8c209bc-ad4e-11ef-95c8-06172ed51fae'. The 'Last Edited' section shows a profile picture, the date 'Dec 04, 2024 / 04:38 PM', and the editor 'Admin Admin'. A blue 'Publish Update' button is located at the bottom right of the content area.

Figure 89. Edit Content

Get a Quote

Click this icon to locate the contents of the **Get a Quote**.

The screenshot shows the 'Pages' section of a CMS. On the left, there's a sidebar with links like 'Dashboard', 'Pages', 'All Pages', 'Homepage', etc. A red box highlights the 'Get a Quote' link under 'Privacy Policy'. The main area shows a table with one item: 'Get a Quote'. The table columns include 'Page Name' (Get a Quote), 'Edit Modules', 'Metadata', 'Link', and 'Last Edited' (Dec 03, 2024, 02:53 PM). There are also buttons for 'Top Banner' and 'Contact Us CTA'.

Figure 90. Get a Quote

Get a Quote - Top Banner

To update “**Top Banner**”, please click the **Top Banner**.

This screenshot shows the 'Top Banner' configuration for the 'Get a Quote' page. It displays two options: 'Top Banner' and 'Contact Us CTA'. The 'Top Banner' option is highlighted with a red box. To the right, there are icons for edit, preview, and publish, along with the date 'Nov 21, 2024' and time '10:20 AM'.

Figure 91. Get a Quote - Top Banner

Edit Top Banner

1. Once the top banner button is clicked, the user can update the **Top Banner Header Copy**.
2. Make sure to fill out the required field. Once you're done, click the "**Publish Update**" button. If you want to cancel, click the "**Back to pages**" button.

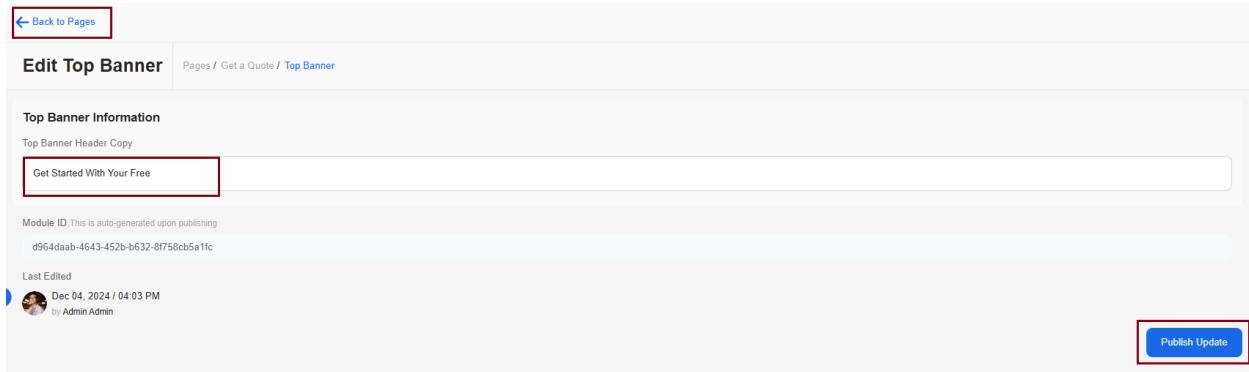


Figure 92. Edit Top Banner

Get a Quote - Contact Us CTA

To update "**Contact Us CTA**", please click the **Contact Us CTA**.



Figure 93. Get a Quote - Contact Us CTA

Edit Contact Us CTA

Please Note:

For each image, ensure **both desktop and mobile** versions are provided.

Follow the recommended dimensions for each, whether they are the same or different.

1. To update information that includes the **Header Copy**, simply click the box.
2. To change images in the Contact Us CTA Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the title and alt text for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Desktop Image:

Max Size: 5MB

Dimensions: 637px (W) 300px (H)

File Type: JPG, PNG, WebP

For Mobile Image:

Max Size: 5MB

Dimensions: 637px (W) 300px (H)

File Type: JPG, PNG, WebP, SVG

3. Make sure to fill out the required field. Once you're done, click the “**Publish Update**” button. If you want to cancel, click the “**Back to pages**” button.

The screenshot shows the 'Edit Contact Us CTA' page. At the top left is a 'Back to Pages' button. The main area is divided into sections: 'Contact Us CTA Information' (with a 'Contact Us CTA Header Copy' input field containing 'Get in touch with us for any inquiries or assistance.'), 'Contact Us CTA Image' (with a desktop image of two people looking at a tablet and a mobile image of the same scene, both with 'Inquire CTA' buttons), and 'Banner Button' (with a toggle switch set to 'Yes' and a 'Button Label' input field containing 'Contact Us'). At the bottom are 'Module ID' (auto-generated as 9fcdf9bc-c256-4496-bcc3-9cc5458a0eb3), 'Last Edited' (Dec 04, 2024 / 04:04 PM by Admin Admin), and a prominent blue 'Publish Update' button.

Figure 94. Edit Contact Us CTA

Terms and Conditions

Click this icon to locate the contents of the **Terms and Conditions**.

The screenshot shows the Suntrust website's content management system. On the left, there's a sidebar with a 'Pages' section containing links like 'All Pages', 'Homepage', 'Our Properties', etc. A blue circle highlights the 'Terms and Conditions' link, which is also selected in the main content area. The main content area has a 'Pages' tab selected. It shows a search bar, a filter for 'Category: Terms and Conditions', and a table with one item: 'Terms and Conditions'. The table columns include 'Page Name', 'Edit Modules', 'Metadata', 'Link', and 'Last Edited'. The last edited date is 'Dec 04, 2024 04:48 PM'. The 'Content' button in the table row is also highlighted with a red box.

Figure 95. Terms and Conditions

Terms and Conditions - Content

To update “Content”, please click the **Content**.

This screenshot shows the 'Content' page for the 'Terms and Conditions' document. The 'Content' button is highlighted with a red box. At the top right, there are buttons for 'Edit Modules', 'Metadata', 'Link', and the last edit timestamp 'Dec 04, 2024 04:48 PM'. The rest of the page is mostly blank.

Figure 96. Terms and Conditions - Content

Edit Content

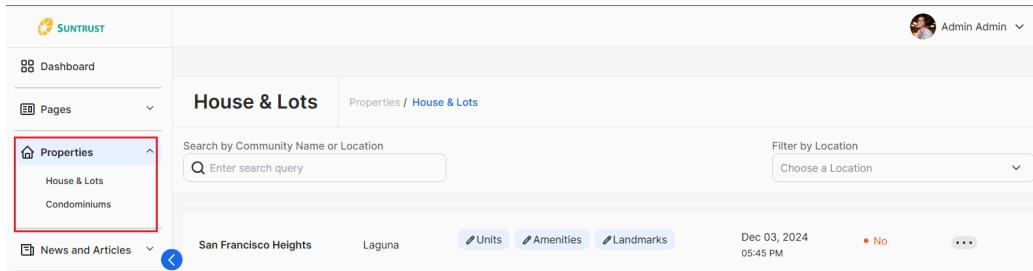
1. Once the **Content** button is clicked, the user can update the **Content Header Copy**, and **Content Field**.
2. Once the user finishes updating the item, simply click “**Publish Update**”. If the user wants to cancel, click the “**Back to Pages**” button.

The screenshot shows the 'Edit Content' interface. At the top left is a 'Back to Pages' button. The main area has tabs for 'Edit Content' (selected), 'Pages', 'Terms and Conditions', and 'Content'. Under 'Content Information', there's a 'Content Header Copy' field containing 'Terms and Conditions', which is highlighted with a red box. The 'Content' section contains two rich-text editor panes. The first pane is titled 'General Site Usage' and contains a welcome message: 'Welcome to www.sumtnet.com.ph. This site is provided as a service to our visitors and may be used for informational purposes only. Because the Terms and Conditions contain legal obligations, please read them carefully.' The second pane is titled 'Your Agreement' and contains a terms and conditions statement: 'By using this Site, you agree to be bound by, and to comply with, these Terms and Conditions. If you do not agree to these Terms and Conditions, please do not use this site.' Below these panes is a note: 'We reserve the right, at our sole discretion, to change, modify or otherwise alter these Terms and Conditions at any time. Unless otherwise indicated, amendments will become effective immediately. Please review these Terms and Conditions periodically. Your continued use of the Site following the posting of changes and/or modifications will constitute your acceptance of the revised Terms and Conditions and the reasonableness of these standards for notice of changes.' At the bottom left, it says 'Module ID: This is auto-generated upon publishing' followed by '5c489db3-ad4f-11ef-95c8-06172ed51fae'. On the right, it shows the 'Last Edited' information: 'Dec 04, 2024 / 04:53 PM' by 'Admin Admin'. A large blue 'Publish Update' button is located at the bottom right, also highlighted with a red box.

Figure 97. Edit Content

PROPERTIES

The **Properties** section is dedicated to the two property types we have: first, **Houses & Lots**, and second, **Condominiums**.

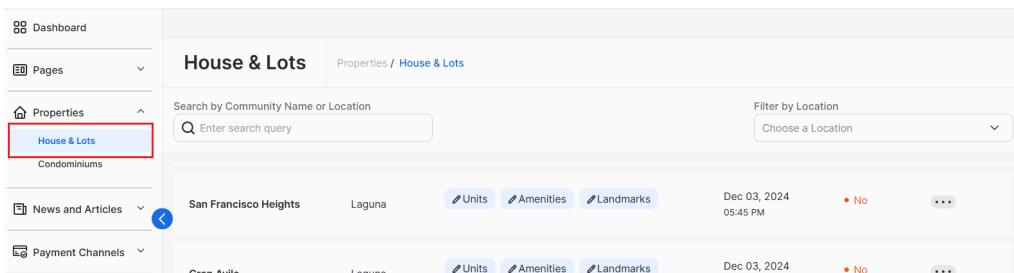


The screenshot shows the Suntrust Properties dashboard. On the left, there's a sidebar with a red box highlighting the 'Properties' section, which includes 'House & Lots' and 'Condominiums'. The main area is titled 'House & Lots' and shows a search bar with 'Enter search query', a location dropdown 'Choose a Location', and filters for 'Units', 'Amenities', and 'Landmarks'. Below the search area, it displays 'San Francisco Heights' and 'Laguna' with a timestamp of 'Dec 03, 2024 05:45 PM'. There's also a status indicator '• No' and a three-dot menu.

Figure 98. Properties

House & Lots

Click **House & Lots** to locate all of the **House & Lots** contents.



This screenshot shows a similar view to Figure 98, but with a different layout. The 'House & Lots' section is more prominent at the top. The sidebar still has the 'Properties' section highlighted with a red box, showing 'House & Lots' and 'Condominiums'. The main content area includes a search bar, location filters, and a timestamp of 'Dec 03, 2024 05:45 PM'. It also shows 'San Francisco Heights' and 'Laguna' with a status '• No' and a three-dot menu. At the bottom, it shows 'Gran Avila' and 'Laguna' with a timestamp of 'Dec 03, 2024'.

Figure 99. House & Lots

Add House & Lots

Note:

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the front end.

1. Click the “**Add a House & Lots**” button to be redirected to the creation page.
2. The user is **Required** to input the following:
 - a. **Community Name**
 - b. Choose **Location**,
 - c. **Community Address**,
 - d. **Google Maps URL**,
 - e. **Property Size**,
 - f. **Price**,

The screenshot shows a web-based form titled 'Add House And Lots'. At the top, there's a breadcrumb navigation: 'Properties / House And Lots / Add Community'. Below the title, there's a section labeled 'Community Information'. This section contains six input fields, each with a placeholder example: 'Community Name' (e.g. Community ABC), 'Location' (Choose a Location dropdown), 'Community Address' (e.g. Community ABC address), 'Google Maps URL' (Paste Google Maps Link), 'Property Size' (e.g. 100 sqm), and 'Price' (e.g. 1,000,00). All input fields are highlighted with a red border.

Figure 100. Add House & Lots

- g. Provide **Main Community Banner Image**

Max Size: Max 5MB

Dimensions: 1280px (W) 728px (H)

File Type: JPG, PNG, WebP

- h. **Short Community Summary**

Add House And Lots Properties / House And Lots / Add Community

Main Community Banner Image image/jpeg, image/png, image/webp, image/svg. Max 5MB Recommended Image Dimension 1280px (W) 728px (H)

Click or drag an image to upload
JPG, PNG, WebP. Maximum of 5MB.

IMAGE TIPS
Use a website / tool to compress your images' file size without losing quality.

Short Community Summary Maximum 2500 characters

B I U G , H1 H2 E E x2 x3 E E Normal Normal A A Sans Serif E E Ix

Enter your description here..

Figure 100.1. Add House & Lots

i. **Vicinity Map (Upload an Image Field)**

Max Size: Max 5MB

Dimensions: 530px (W) 528px (H)

File Type: JPG, PNG, WebP

Add House And Lots Properties / House And Lots / Add Community

Vicinity Map

Upload an image image/jpeg, image/png, image/webp, image/svg. Max 5MB Recommended Image Dimension 530px (W) 528px (H)

Click or drag an image to upload
JPG, PNG, WebP. Maximum of 5MB.

Vicinity Map Header Copy (Optional) Max 50 characters
e.g. See what's around Community ABC

Units List

Units List Header Copy (Optional) Max 50 characters
e.g. See what's around Community ABC

Figure 100.2. Add House & Lots

j. House And Lots Features (Minimum of 3)

Note:

The Feature Title, Feature Icon and Alt Text are Required.

Max Size: Max 5MB

Dimensions: 79px (W) 79px (H)

File Type: JPG, PNG, WebP

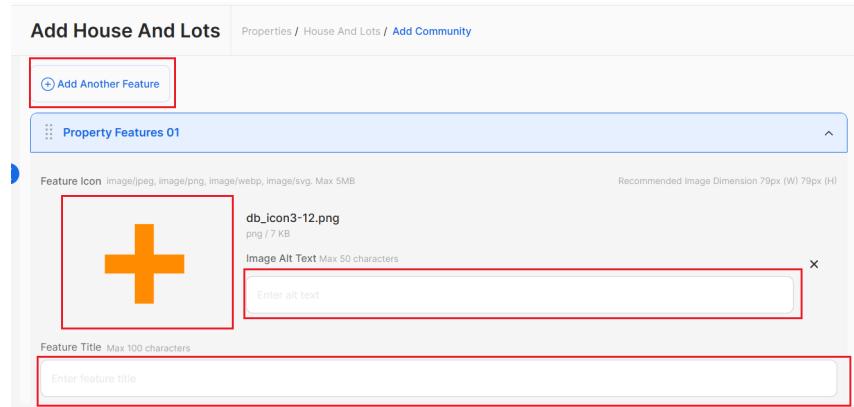


Figure 100.3. Add House & Lots

k. Choose Property Label

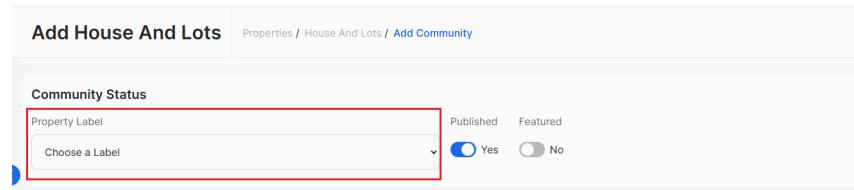


Figure 100.4. Add House & Lots

3. Make sure to fill out all required fields. Once you're done, click the “Publish Update” button.

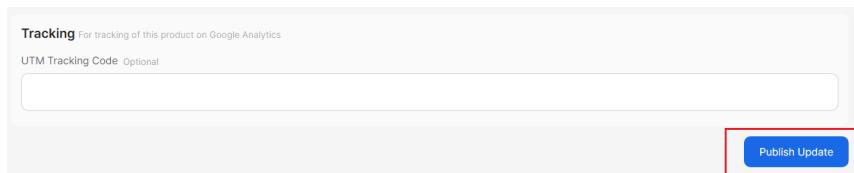


Figure 100.5. Add House & Lots

Edit House & Lots

To edit existing **House & Lots** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

Displaying 1 - 10 of 18 items						Batch Import	Add a House & Lots
Community Name	Location	Edit Modules			Date Edited	Featured	
Suntrust Verona	Cavite	<input type="checkbox"/> Units	<input type="checkbox"/> Amenities	<input type="checkbox"/> Landmarks	Dec 03, 2024 05:45 PM	<input checked="" type="radio"/> No	<input type="button" value="..."/>
The Mandara	Cavite	<input type="checkbox"/> Units	<input type="checkbox"/> Amenities	<input type="checkbox"/> Landmarks	Dec 03, 2024 05:45 PM	<input checked="" type="radio"/> No	<input type="button" value="Edit Item"/> <input type="button" value="Delete Item"/>

Figure 101. Edit House & Lots

Note:

1. Ensure **all required fields** and **images** the same in the "Add" section are properly **filled out and provided**.
Do not leave any required sections empty in the **Edit Page**.
2. **House and Lots features** can only be rearranged by dragging them on the Edit page.

Other information:

1. For any "**Header Copy**" marked as "**Optional**," leaving it empty will display the **default text** agreed upon during the design phase.
To change the default text, enter your desired text in the empty field.
2. To edit the YouTube video's thumbnail, ensure the YouTube URL field is not empty.
Leaving the YouTube URL empty will hide the YouTube section on the website.
3. If the **Amenities Gallery** (Upload Images field) is left empty, the gallery section will be hidden on the website.
4. If the **Digital Brochure** is left empty, the section will be hidden on the website.

If you decide to input a "**Digital Brochure Header Copy**," the "**Has Button**" option will automatically turn on, as the Digital Brochure includes a button.

You must provide the **Button Label** and **Button Link**, which will redirect users when clicked on the website.

Reminder: The "Upload Images" field is required if you choose to include the Digital Brochure Banner.

To remove the Digital Brochure Banner, make sure to delete the **Button Label** and **Button Link** inputs, as well as remove the "Upload Image" and "Digital Brochure Header Copy."

Delete House & Lots

To delete an existing **House & Lots** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "**Yes, I'm Sure**" to delete the item.

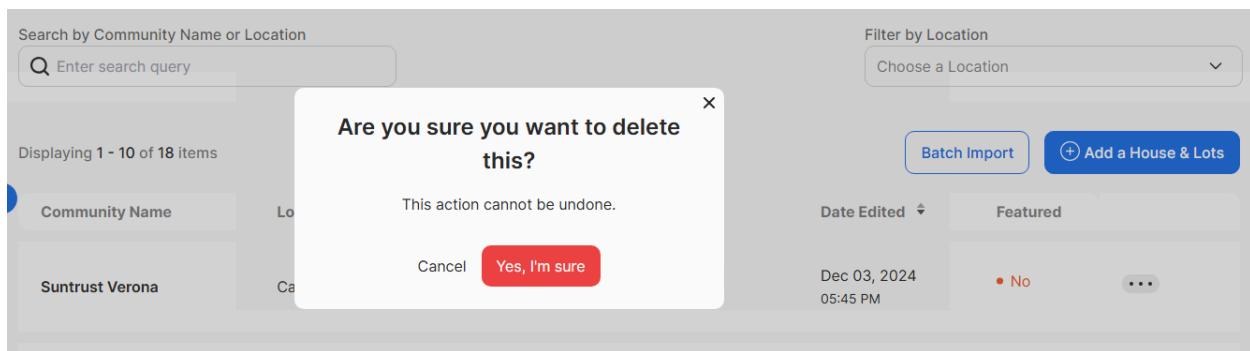


Figure 102. Delete House & Lots

House & Lots - Units

To **add**, **edit**, or **delete** the **Units** of a **House & Lots** item, click the "Units" module to be redirected to the Units page for that specific item.

The screenshot shows a list of items under the "House & Lots - Units" module. At the top, it says "Displaying 1 - 10 of 18 items". There are buttons for "Batch Import" and "Add a House & Lots". Below this is a table with columns: Community Name, Location, Edit Modules, Date Edited, and Featured. One item is listed: "Suntrust Verona" located in "Cavite". The "Edit Modules" row contains three buttons: "Units" (which is highlighted with a red box), "Amenities", and "Landmarks". To the right of the item details are "Date Edited" (Dec 03, 2024, 05:45 PM) and "Featured" (set to "No"). A "More" button is also present.

Figure 103. House & Lots - Units

Add a Unit

Note:

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the website.

1. To add another unit, click the "**Add a Unit**" button.

The screenshot shows the "Units List" page. At the top, it says "Displaying 1 - 8 of 8 items". There are buttons for "Batch Import" and "Add a Unit" (which is highlighted with a red box). Below this is a table with columns: Seq., Unit Name, Unit Type, Published, Date Edited, and Featured. One item is listed: "1 Caterina Two-storey Single Detached Yes Nov 13, 2024 02:21PM". A "More" button is also present.

Figure 104. Add a Unit

2. The user is **Required** to input the following:

- a. **Unit Name,**
- b. **Price,**
- c. **Community Address,**
- d. **Google Maps URL,**
- e. Choose **Unit Type,**
- f. **Lot Area,**
- g. **Floor Area,**
- h. Provide **Main Unit Image**

Max Size: Max 5MB

Dimensions: 748px (W) 426px (H)

File Type: JPG, PNG, WebP

The screenshot shows a web-based form titled 'Add Unit'. At the top, there's a breadcrumb navigation: Properties / House & Lots / Suntrust Verona / Units List / Add Unit. The main section is titled 'Unit Information'. It contains several input fields: 'Unit Name' (example: Community ABC), 'Price' (example: 1,000,000), 'Community Address' (example: Community ABC address), 'Google Maps URL' (example: Paste Google Maps Link), 'Unit Type' (dropdown menu showing 'Choose a Unit Type'), 'Lot Area' (example: 100 sqm), and 'Floor Area' (example: 100 sqm). Below these is a large input field for 'Main Unit Image' with a placeholder 'Click or drag an image to upload' and a note 'JPG, PNG, WebP. Maximum of 5MB.' To the right of the image input field, it says 'Recommended Image Dimension: 748px (W) 426px (H)'.

Figure 104.1. Add a Unit

- i. **Unit Specifications**,
- j. **Provide Floor Plan (Upload Image)**

The screenshot shows the 'Add Unit' interface. At the top, there's a breadcrumb navigation: Properties / House & Lots / Suntrust Verona / Units List / Add Unit. Below this is a section titled 'Unit Specifications' with four input fields: 'Bedrooms' (0), 'Toilet & Bath' (0), 'Storeys' (0), and 'Powder Rooms' (0). Each field has a minus button, a plus button, and a central number '0'. Below this is a 'Floor Plan' section. It includes a 'Floor Plan Header Copy (Optional)' input field and a 'Floor Plan' title input field. Underneath is a file upload area labeled 'Upload Images' with a note: 'image/jpeg, image/png, image/webp, image/svg. Max 5MB'. A dashed box indicates where to click or drag an image to upload, with a note: 'Click or drag an image to upload' and 'JPG, PNG, WebP. Maximum of 5MB.' To the right, it says 'Recommended Image Dimension 664px (W) 424px (H)'.

Figure 104.2. Add a Unit

3. Make sure to fill out all required fields. Once you're done, click the “Publish Update” button.

The screenshot shows the 'Add Unit' interface. It includes sections for 'Link Rel' (with a 'Canonical' option selected) and 'Tracking' (with a note: 'For tracking of this product on Google Analytics'). Below these is an 'UTM Tracking Code' input field. At the bottom right is a large blue 'Publish Update' button, which is highlighted with a red box.

Figure 104.3. Add a Unit

Edit a Unit

To edit existing **Unit** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

The screenshot shows a 'Units List' page with a search bar and navigation links. It displays two items: 'Caterina' and 'Micaela', both listed as 'Two-storey Single Detached'. The 'More' button for each item is highlighted with a red box.

Seq.	Unit Name	Unit Type	Published	Date Edited	Featured
1	Caterina	Two-storey Single Detached	• Yes	Nov 13, 2024 02:21 PM	Edit Item Delete Item
2	Micaela	Two-storey Single Detached	• Yes	Nov 27, 2024 06:06 PM	

Figure 105. Edit a Unit

Note:

1. Ensure **all required fields** and **images** the same in the "Add" section are properly **filled out and provided**.
Do not leave any required sections empty in the **Edit Page**.

Other information:

1. For any "**Header Copy**" marked as "**Optional**," leaving it empty will display the **default text** agreed upon during the design phase.
To change the default text, enter your desired text in the empty field.
2. To edit the YouTube video's thumbnail, ensure the YouTube URL field is not empty.
Leaving the YouTube URL empty will hide the YouTube section on the website.
3. If the **Unit Gallery** (Upload Images field) is left empty, the gallery section will be hidden on the website.

Delete Unit

To delete an existing **Units** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "**Yes, I'm Sure**" to delete the item.

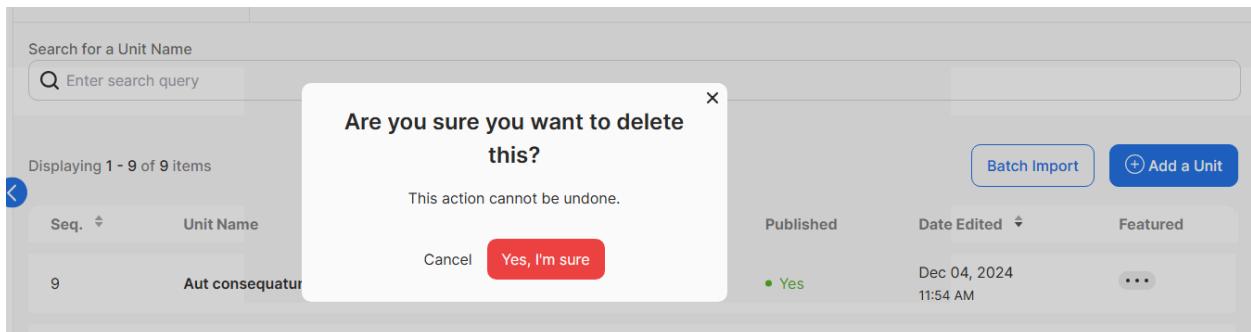


Figure 106. Edit Unit

House & Lots - Amenities

To **add, edit, or delete** the **Amenities** of a **House & Lots** item, click the "**Amenities**" module to be redirected to the Amenities page for that specific item.

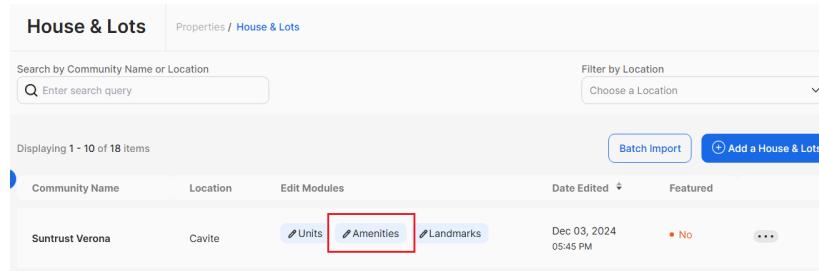


Figure 107. House & Lots - Amenities

Add Amenities

Note:

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the front end.

1. To add another amenities, click the "**Add Amenities**" button.

The screenshot shows a table titled "Amenities List" displaying 7 items. The columns are Seq., Amenity Name, Published, and Date Edited. The rows show three amenities: "Italian-themed nature park" (Seq. 7), "Swimming Pool" (Seq. 6), and "Casa di Giulietta" (Seq. 2). All three have "Yes" under "Published" and dates ranging from Dec 02, 2024, to Dec 02, 2024, at 04:53 PM. At the top right of the table, there is a "Batch Import" button and a blue "+ Add Amenity" button, which is highlighted with a red box.

Figure 108. Add Amenities

2. The user is **Required** to input **Amenity Name**.
3. Make sure to fill out the required field. Once you're done, click the "**Publish Update**" button.

The screenshot shows the "Add Amenity" form. The first section is "Amenity Information" with a required "Amenity Name" field. The "Published" status is set to "No". At the bottom right is a blue "Publish Update" button, which is highlighted with a red box.

Figure 108.1. Add Amenities

Edit Amenities

To edit existing **Amenities** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

Displaying 1 - 7 of 7 items				
Seq.	Amenity Name	Published	Date Edited	
1	Basketball Court	• Yes	Nov 27, 2024 03:20 PM	...
2	Casa di Giulietta	• Yes	Dec 02, 2024 03:30 PM	Delete Item
3	Italian bridgeways	• Yes	Dec 02, 2024 03:30 PM	...

Figure 109. Edit Amenities

Delete Amenities

To delete an existing **Amenities** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "**Yes, I'm Sure**" to delete the item.

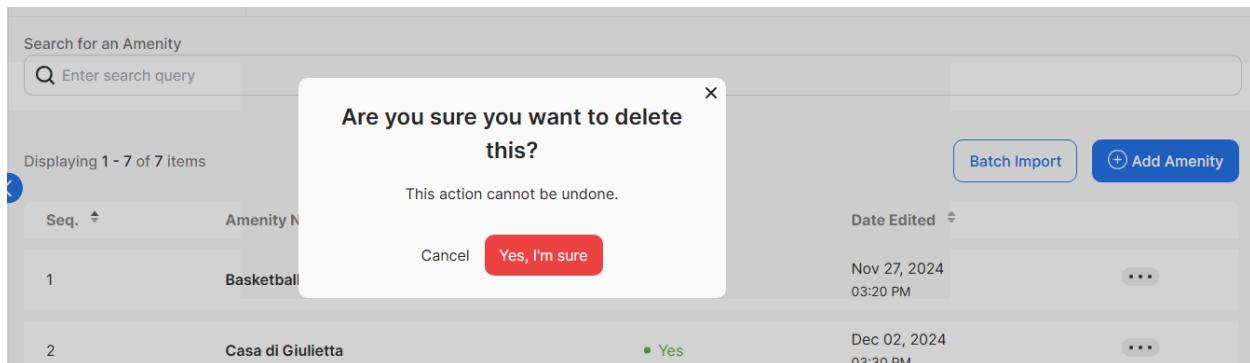
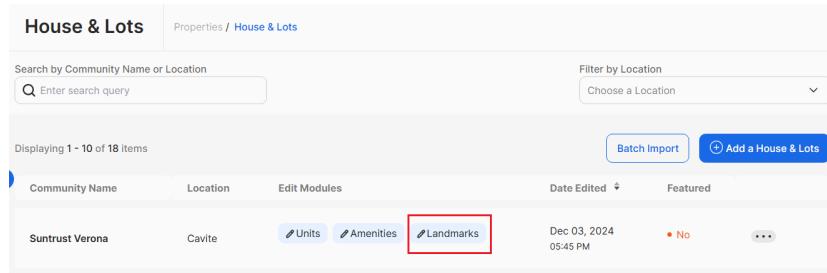


Figure 110. Delete Amenities

House & Lots - Landmarks

To add, edit, or delete the Landmarks of a House & Lots item, click the "Landmark" module to be redirected to the Landmark page for that specific item.



The screenshot shows a list of 18 items under the 'House & Lots' category. The first item, 'Suntrust Verona', is selected. A red box highlights the 'Landmarks' module in the row details, which includes icons for Units, Amenities, and Landmarks. Other columns show the Community Name (Suntrust Verona), Location (Cavite), Date Edited (Dec 03, 2024, 05:45 PM), and Featured status (No).

Figure 111. House & Lots - Landmarks

Add Landmark

1. Click the “Add a Landmark” button to be redirected to the creation page.



The screenshot shows a list of 3 items under the 'Landmarks List' category. The first item, 'Hospitals', is listed with a sequence of 1. A red box highlights the 'Add Landmark' button in the top right corner of the list area.

Figure 112. Add Landmarks

2. The user is Required to input the following:

- a. Landmark Name,
- b. Put Landmark Icon,

Max Size: Max 5MB

Dimensions: 70px (W) 70px (H)

File Type: JPG, PNG, WebP

The screenshot shows the 'Add Landmark' interface. At the top, there's a breadcrumb navigation: Properties / House & Lots / Suntrust Verona / Landmarks / Add Landmark. Below the header, a section titled 'Landmark Information' contains two input fields. The first field is for 'Landmark Name' with a placeholder 'e.g. Landmark ABC'. The second field is for 'Landmark Icon' with a placeholder 'Click or drag an image to upload' and instructions: 'JPG, PNG, WebP. Maximum of 5MB.' A note at the top right says 'Recommended Image Dimension 1280px (W) 728px (H)'.

Figure 112.1. Add Landmarks

c. List of Location

Location Name and **Distance** fields are required.

Note:

Minimum of 3 and Maximum of 6 items.

Click to “**Add Another Location**” button to add another location.

This screenshot shows the 'Add Landmark' page with a list of locations. At the top, it says 'List of Locations Minimum of 3 of 6'. There's a 'DRAG TO REORDER' button with the instruction 'Drag the :: handle to re-order.' To the right is a red-bordered 'Add Another Location' button. Below this, a section for 'Location 01' is shown, containing 'Location Name' and 'Distance' fields, each with a red border around them. At the bottom of this section is another 'Add Another Location' button.

Figure 112.2. Add Landmarks

3. Make sure to fill out the required field. Once you're done, click the “**Publish Update**” button.

Figure 112.3. Add Landmarks

Edit Landmark

To edit existing **Landmark** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

Seq.	Landmark Name	Date Edited	
1	Hospitals	Dec 02, 2024 03:31 PM	
2	Schools	Dec 02, 2024 03:31 PM	

Figure 113. Edit Landmarks

Note:

1. Ensure **all required fields** the same in the "Add" section are properly **filled out and provided**.

Do not leave any required sections empty in the **Edit Page**.
2. **List of Locations** can only be rearranged by dragging them on the Edit page.

Delete Landmark

To delete an existing **Landmark** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "**Yes, I'm Sure**" to delete the item.

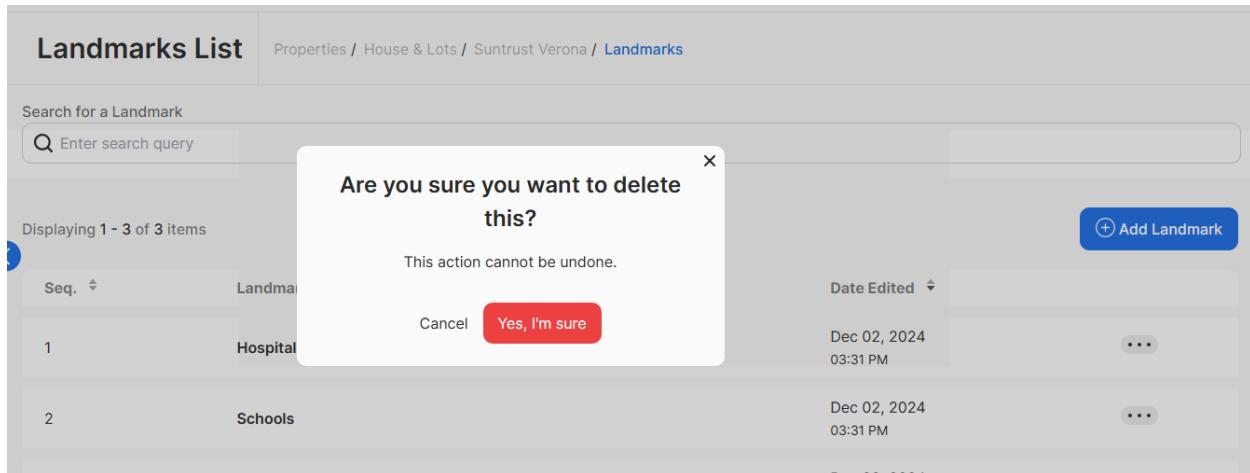


Figure 114. Delete Landmarks

Condominiums

Click **Condominiums** to locate all of the **Condominiums** contents.

A screenshot of a web application interface titled "Condominiums". The URL in the header is "Properties / Condominiums". On the left is a sidebar with navigation links: Dashboard, Pages, Properties (House & Lots, Condominiums), News and Articles, Payment Channels, and Awards. The "Condominiums" link is highlighted with a red box. The main content area shows a table with one item listed: "Suntrust Solana" located in "Manila". To the right of the table are buttons for "Batch Import" and "Add a Condominiums".

Figure 115. Condominiums

Add Condominiums

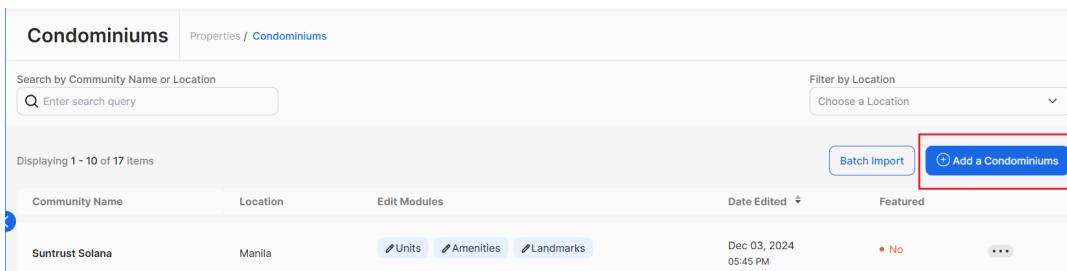
Note:

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the website.

1. Click the “Add a Condominiums” button to be redirected to the creation page.



2. The user is **Required** to input the following:

- a. **Community Name**
- b. Choose **Location**,
- c. **Community Address**,
- d. **Google Maps URL**,
- e. **No. of Towers**,
- f. **Property Size**,
- g. **Price**,

The screenshot shows the 'Add Condominiums' form with the following fields:

- Community Information**
- Community Name**: Max 50 characters. Example: e.g. Community ABC.
- Location**: Choose a Location dropdown.
- Community Address**: e.g. Community ABC address.
- Google Maps URL**: Please paste the Google Maps link here. (Paste Google Maps Link input field).
- No. of Towers**: e.g. 1.
- Property Size**: e.g. 100 sqm.
- Price**: Separate with a comma (,). e.g. 1,000.00.
- Main Community Banner Image**: image/jpeg, image/png, image/webp, image/svg. Max 5MB. (Input field with placeholder: Click or drag an image to upload).
- Recommended Image Dimension**: 1280px (W) 728px (H).

Figure 116. Add Condominiums

h. Provide **Main Community Banner Image**

Max Size: Max 5MB

Dimensions: 1280px (W) 728px (H)

File Type: JPG, PNG, WebP

i. Short Community Summary

The screenshot shows the 'Add Condominiums' form with the following fields:

- Main Community Banner Image**: image/jpeg, image/png, image/webp, image/svg. Max 5MB. (Input field with placeholder: Click or drag an image to upload).
- Recommended Image Dimension**: 1280px (W) 728px (H).
- IMAGE TIPS**: Use a website / tool to compress your images' file size without losing quality.
- Short Community Summary**: Maximum 2500 characters. (Editor area with toolbar and placeholder: Enter your description here...).
- Character Count**: 0/2500 characters.

Figure 116.1. Add Condominiums

j. **Vicinity Map (Upload an Image Field)**

Max Size: Max 5MB

Dimensions: 530px (W) 528px (H)

File Type: JPG, PNG, WebP

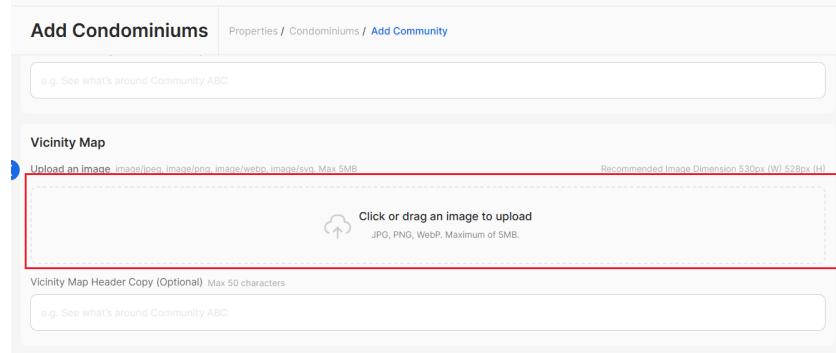


Figure 116.2. Add Condominiums

k. **Condominium Features (Minimum of 3)**

Note:

The **Feature Title**, **Feature Icon** and **Alt Text** are Required.

Max Size: Max 5MB

Dimensions: 79px (W) 79px (H)

File Type: JPG, PNG, WebP

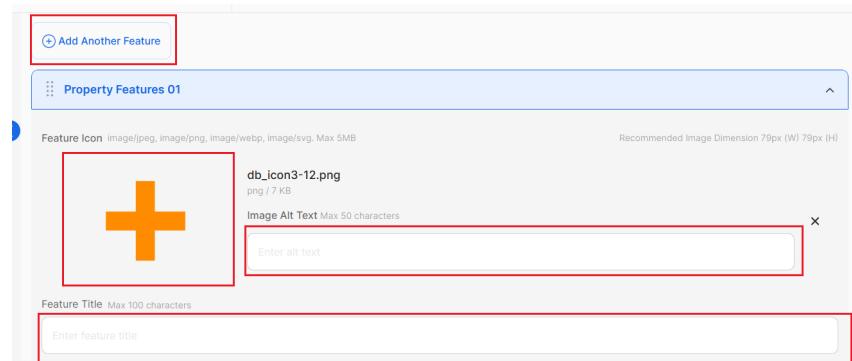


Figure 116.3. Add Condominiums.

I. Choose Property Label

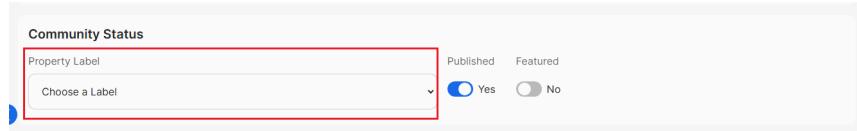


Figure 116.4. Add Condominiums

4. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button.

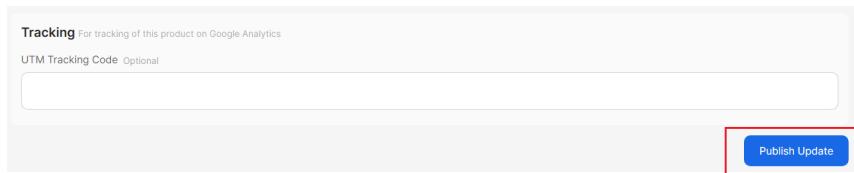


Figure 116.5. Add Condominiums

Edit Condominiums

To edit existing **Condominiums** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

Condominiums						
Properties / Condominiums						
Search by Community Name or Location			Filter by Location			
Displaying 1 - 10 of 17 Items						Batch Import Add a Condominiums
Community Name	Location	Edit Modules	Date Edited	Featured	...	
Suntrust Solana	Manila	Units Amenities Landmarks	Dec 03, 2024 05:45 PM	• No	Edit Item	Delete Item
Adriatico Gardens	Manila	Units Amenities Landmarks	Dec 03, 2024 05:45 PM	• No	Edit Item	Delete Item

Figure 117. Edit Condominiums

Note:

1. Ensure **all required fields** and **images** the same in the "Add" section are properly **filled out and provided**.
Do not leave any required sections empty in the **Edit Page**.
2. **Condominium features** can only be rearranged by dragging them on the Edit page.

Other information:

1. For any "**Header Copy**" marked as "**Optional**," leaving it empty will display the **default text** agreed upon during the design phase.
To change the default text, enter your desired text in the empty field.
2. To edit the YouTube video's thumbnail, ensure the YouTube URL field is not empty.
Leaving the YouTube URL empty will hide the YouTube section on the website.
3. If the **Amenities Gallery** (Upload Images field) is left empty, the gallery section will be hidden on the website.
4. If the **Digital Brochure** is left empty, the section will be hidden on the website.

If you decide to input a "**Digital Brochure Header Copy**," the "**Has Button**" option will automatically turn on, as the Digital Brochure includes a button.
You must provide the **Button Label** and **Button Link**, which will redirect users when clicked on the website.

Reminder: The "**Upload Images**" field is required if you choose to include the Digital Brochure Banner.

To remove the **Digital Brochure Banner**, make sure to delete the **Button Label** and **Button Link** inputs, as well as remove the "**Upload Image**" and "**Digital Brochure Header Copy**."

Delete Condominiums

To delete an existing **Condominiums** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "**Yes, I'm Sure**" to delete the item.

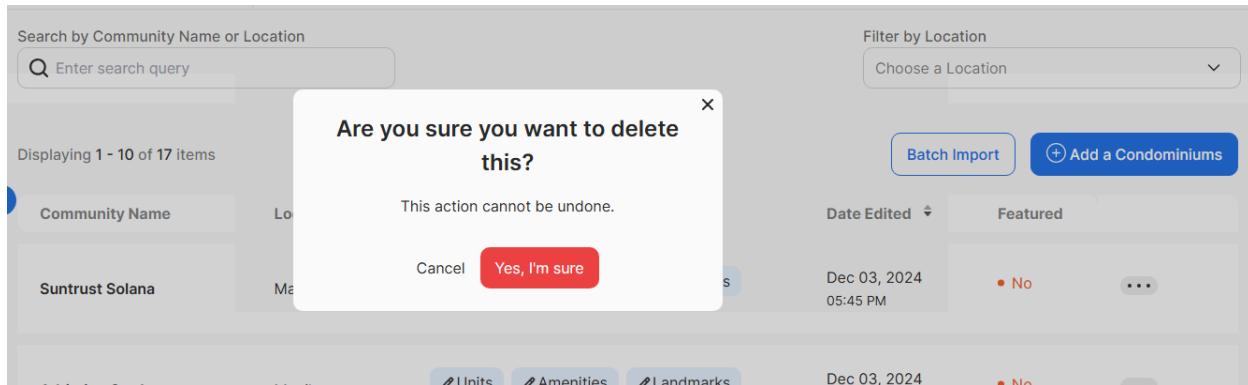


Figure 118. Delete Condominium

Condominiums - Units

To **add, edit, or delete** the **Units** of a **Condominium** item, click the "**Units**" module to be redirected to the Units page for that specific item.

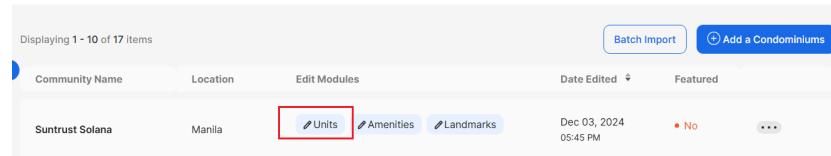


Figure 119. Condominiums - Units

Add a Unit

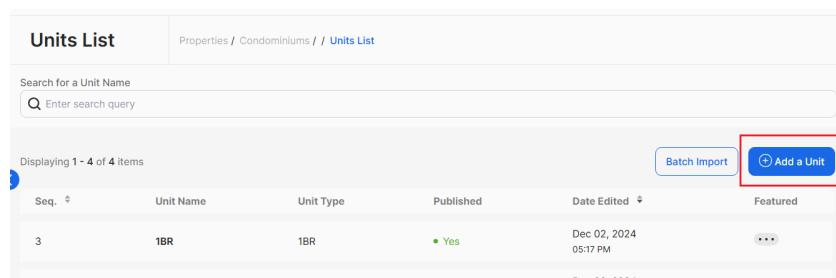
Note:

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the website.

1. To add another unit, click the "**Add a Unit**" button.



The screenshot shows a table titled "Units List" with columns: Seq., Unit Name, Unit Type, Published, Date Edited, and Featured. There is one row displayed with Seq. 3, Unit Name 1BR, Unit Type 1BR, Published Yes, Date Edited Dec 02, 2024 05:17 PM, and Featured status. At the top right of the table, there are two buttons: "Batch Import" and a blue "Add a Unit" button, which is highlighted with a red box.

Figure 120. Add a Unit

2. The user is **Required** to input the following:

- a. Choose a **Unit Type**,
- b. **Price**,
- c. **Floor Area**,
- d. Provide **Main Unit Image**

Max Size: Max 5MB

Dimensions: 748px (W) 426px (H)

File Type: JPG, PNG, WebP

The screenshot shows the 'Add Unit' form. At the top, there's a breadcrumb navigation: Properties / Condominiums / Suntrust Solana / Units List / Add Unit. Below it, a section titled 'Unit Information' contains fields for 'Unit Type' (a dropdown menu with 'Choose a Unit Type'), 'Price' (text input with placeholder 'e.g. 1,000,000'), 'Floor Area' (text input with placeholder 'e.g. 100 sqm'), and 'Main Unit Image' (a file upload area with a placeholder 'Click or drag an image to upload' and tips about file type and size). A 'Main Unit Image' link is also present.

Figure 120.1. Add a Unit

k. Provide **Floor Plan (Upload Image)**

The screenshot shows the 'Floor Plan' form. It includes a 'Floor Plan Header Copy (Optional)' field (text input with placeholder 'Enter floor plan title') and an 'Upload Images' field (file upload area with a placeholder 'Click or drag an image to upload' and tips about file type and size). A 'Floor Plan Header Copy (Optional)' link is also present.

Figure 120.2. Add a Unit

I. Unit Features (Minimum of 3)

Note:

The **Feature Title**, **Feature Icon** and **Alt Text** are Required.

Max Size: Max 5MB

Dimensions: 79px (W) 79px (H)

File Type: JPG, PNG, WebP

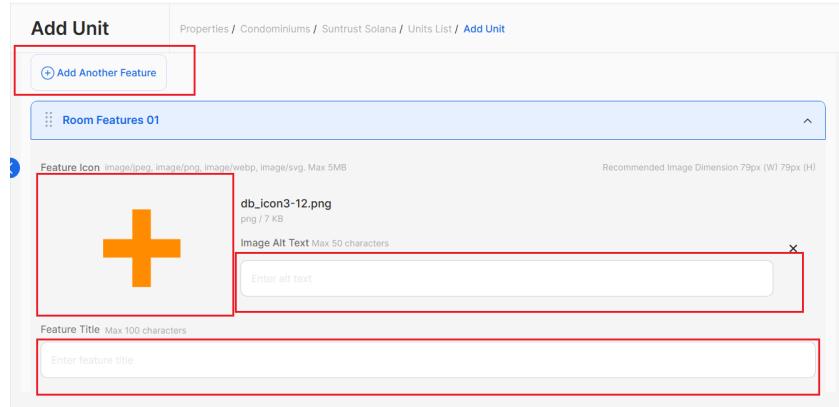


Figure 120.3. Add a Unit

4. Make sure to fill out all required fields. Once you're done, click the “**Publish Update**” button.

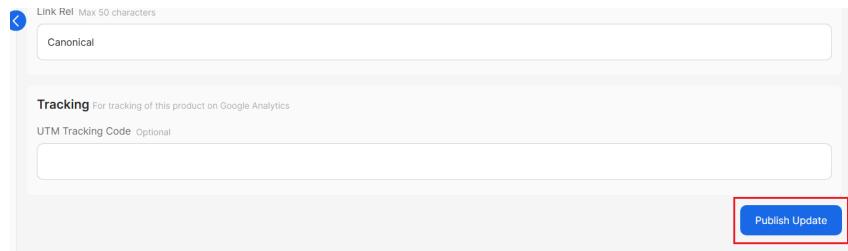


Figure 120.4. Add a Unit

Edit a Unit

To edit existing **Unit** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

Units List		Properties / Condominiums / Suntrust Solana / Units List			
Search for a Unit Name					
Enter search query					
Displaying 1 - 4 of 4 items					
Seq.	Unit Name	Unit Type	Published	Date Edited	Featured
3	1BR	1BR	● Yes	Dec 02, 2024 05:17 PM	 Edit Item
2	Studio	Studio	● Yes	Dec 02, 2024 05:15 PM	 Delete Item
1	2BD	2BD	● Yes	Dec 02, 2024	...

Figure 121. Edit a Unit

Note:

1. Ensure all required fields and images the same in the "Add" section are properly filled out and provided.
Do not leave any required sections empty in the Edit Page.

Other information:

1. For any "**Header Copy**" marked as "**Optional**," leaving it empty will display the **default text** agreed upon during the design phase.
To change the default text, enter your desired text in the empty field.
2. To edit the YouTube video's thumbnail, ensure the YouTube URL field is not empty.
Leaving the YouTube URL empty will hide the YouTube section on the website.
3. If the **Unit Gallery** (Upload Images field) is left empty, the gallery section will be hidden on the website.

Delete Unit

To delete an existing **Units** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "**Yes, I'm Sure**" to delete the item.

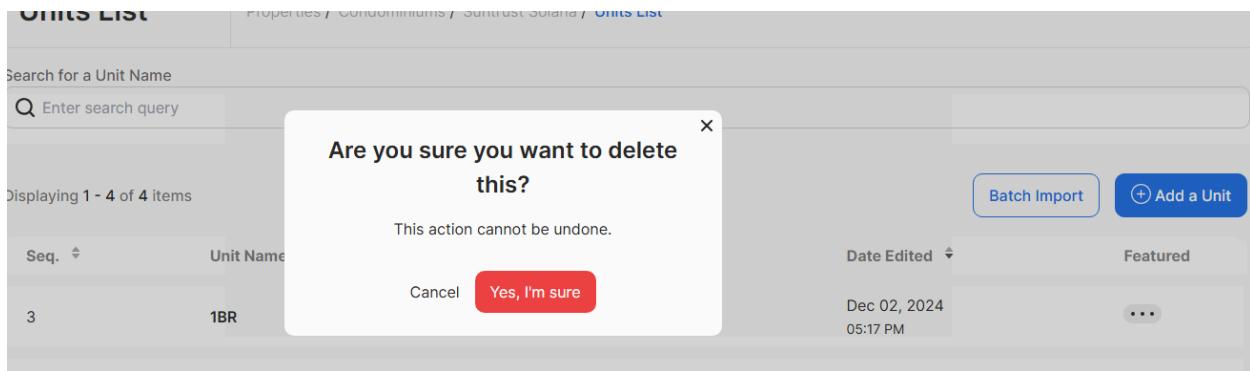


Figure 122. Delete a Unit

Condominiums - Amenities

To **add, edit, or delete** the **Amenities** of a **Condominiums** item, click the "**Amenities**" module to be redirected to the Amenities page for that specific item.

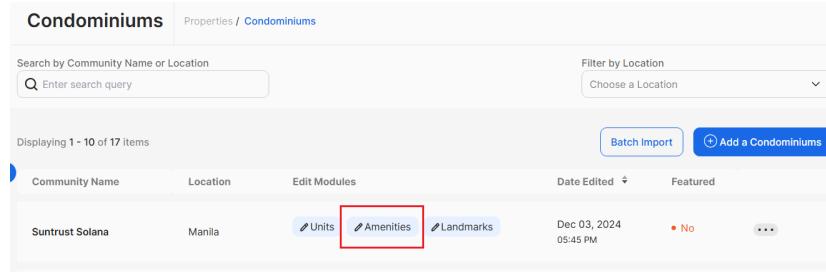


Figure 123. Condominiums- Amenities

Add Amenities

Note:

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the website.

1. To add another Amenities, click the "**Add Amenities**" button.

Displaying 1 - 7 of 7 items			
Seq.	Amenity Name	Published	Date Edited
7	Italian-themed nature park	• Yes	Dec 02, 2024 05:02 PM
6	Swimming Pool	• Yes	Dec 02, 2024 04:53 PM
2	Casa di Giulietta	• Yes	Dec 02, 2024 03:30 PM

Figure 124. Add Amenities

2. The user is **Required** to input **Amenity Name**.
3. Make sure to fill out the required field. Once you're done, click the "**Publish Update**" button.

Add Amenity Properties / House & Lots / Suntrust Verona / Amenities / [Add Amenity](#)

Amenity Information

Amenity Name Max 100 characters

Amenity Status

Published

No

Publish Update

Figure 124.1. Add Amenities

Edit Amenities

To edit existing **Amenities** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

Displaying 1 - 7 of 7 items				
Seq.	Amenity Name	Published	Date Edited	
1	Basketball Court	• Yes	Nov 27, 2024 03:20 PM	...  Edit Item  Delete Item
2	Casa di Giulietta	• Yes	Dec 02, 2024 03:30 PM	...
3	Italian bridgeway	• Yes	Dec 02, 2024 03:30 PM	...

Figure 125. Edit Amenities

Delete Amenities

To delete an existing **Amenities** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "Yes, I'm Sure" to delete the item.

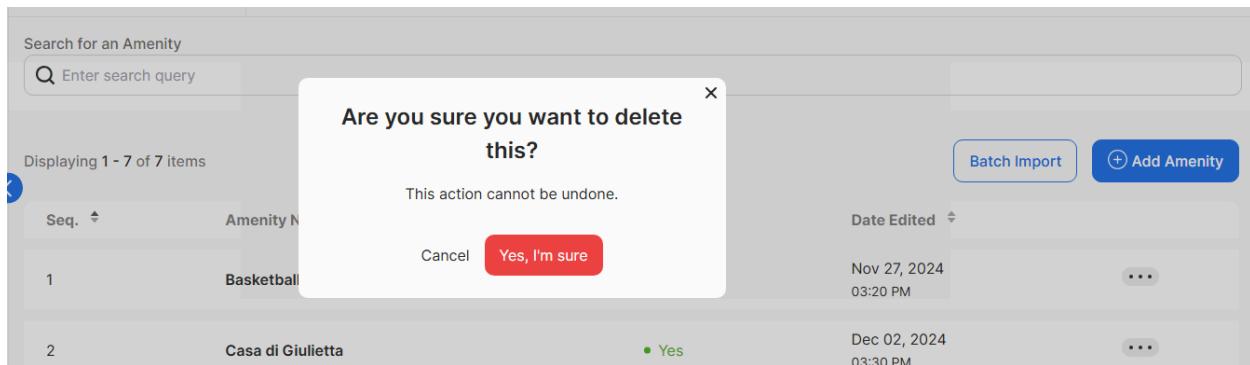
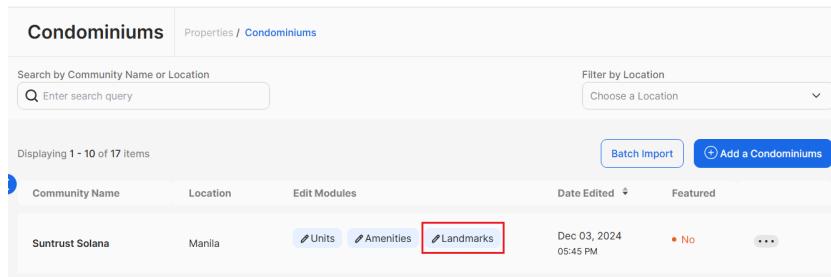


Figure 126. Delete Amenities

Condominiums - Landmarks

To add, edit, or delete the **Landmarks** of a **Condominium** item, click the "**Landmark**" module to be redirected to the Landmark page for that specific item.



The screenshot shows a list of condominium items. At the top right, there is a red box around the "Landmarks" button in the "Edit Modules" section. The list includes columns for Community Name, Location, Edit Modules, Date Edited, and Featured. One item, "Suntrust Solana", is highlighted.

Community Name	Location	Edit Modules	Date Edited	Featured
Suntrust Solana	Manila	Units, Amenities, Landmarks	Dec 03, 2024 05:45 PM	No

Figure 127. Condominium - Landmarks

Add Landmark

1. Click the "**Add a Landmark**" button to be redirected to the creation page.



The screenshot shows a list of landmarks. At the top right, there is a red box around the "Add Landmark" button. The list includes columns for Seq., Landmark Name, and Date Edited. One item, "Hospitals", is highlighted.

Seq.	Landmark Name	Date Edited
1	Hospitals	Dec 02, 2024 03:31 PM

Figure 128. Add Landmarks

2. The user is **Required** to input the following:

a. **Landmark Name**,

b. Put **Landmark Icon**,

Max Size: Max 5MB

Dimensions: 70px (W) 70px (H)

File Type: JPG, PNG, WebP

The screenshot shows a 'Landmark Information' form. At the top, there is a field labeled 'Landmark Name' with a placeholder 'e.g. Landmark ABC'. Below it is a file upload area with a red border, containing a cloud icon and the text 'Click or drag an image to upload' and 'JPG, PNG, WebP. Maximum of 5MB'. To the right of the upload area, the text 'Recommended Image Dimension 1280px (W) 728px (H)' is displayed.

Figure 128.1. Add Landmarks

d. **List of Location**

Location Name and **Distance** fields are required.

Note:

Minimum of 3 and Maximum of 6 items.

Click to “**Add Another Location**” button to add another location.

The screenshot shows a 'List of Locations' interface. At the top, it says 'List of Locations Minimum of 3 of 6'. There is a 'DRAG TO REORDER' section with a placeholder 'Drag the :: handle to re-order.' and a 'Add Another Location' button. Below this, a location entry for 'Location 01' is shown. It has two input fields: 'Location Name' (placeholder 'Enter location name') and 'Distance' (placeholder 'Enter distance'). At the bottom of the list, there is another 'Add Another Location' button.

Figure 128.2. Add Landmarks

4. Make sure to fill out the required field. Once you're done, click the “**Publish Update**” button.

Figure 128.3. Add Landmarks

Edit Landmark

To edit existing **Landmark** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

Seq.	Landmark Name	Date Edited	
1	Hospitals	Dec 02, 2024 03:31 PM	... Edit Item
2	Schools	Dec 02, 2024 03:31 PM	Delete Item

Figure 129 Edit Landmarks

Note:

1. Ensure **all required fields** the same in the "Add" section are properly **filled out** and **provided**.

Do not leave any required sections empty in the **Edit Page**.
2. **List of Locations** can only be rearranged by dragging them on the Edit page.

Delete Landmark

To delete an existing **Landmark** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "**Yes, I'm Sure**" to delete the item.

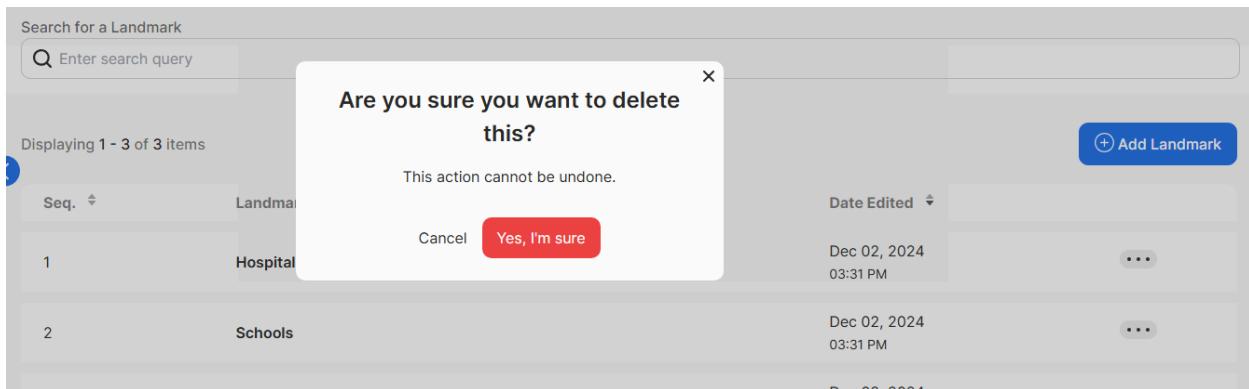


Figure 130. Delete Landmarks

NEWS AND ARTICLES

Articles

Please Note:

*****Only one article can be marked as featured.** If no article is selected as featured, the most recently published article will automatically be featured.

The **Articles** section is dedicated to **creating, updating, and deleting** the **Articles** on the website.

Article Title	Category	Date	Published	Featured
Age Appropriate: Put People First when you Consider your Next Home	Features	Jul 28, 2020 12:00 AM	• Yes	● No
4 Easy Ways to improve your kitchen design	Blog	Oct 13, 2021 12:00 AM	• Yes	● No
A Journey of Discovering Home	Home Stories	Mar 05, 2021 12:00 AM	• Yes	● No

Figure 131. Articles

Add Item

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the website.

1. Click **Add an Article** button to be redirected to the creation page.

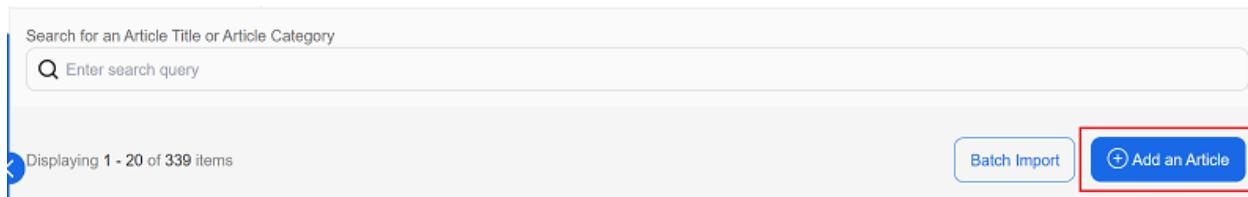


Figure 132. Adding an Item to Articles

2. The user is **required** to input the following:

- a. **Article Name**,
- b. Choose the **Article Category**,
- c. Input **Publishing Date**,
- d. Put **Main Article Main Image**,

File Type: Jpeg, Png, WebP

File Size: Max 5MB

Dimensions: 664px (W) 400px (H)

A screenshot of the "Article Information" form. The form has several input fields:

- "Article Name" field with placeholder "e.g. Article ABC", highlighted with a red box.
- "Article Category" dropdown menu with placeholder "Choose a Category", highlighted with a red box.
- "Publishing Date" field with placeholder "dd/mm/yyyy", highlighted with a red box.
- "Main Article Image" field with placeholder "Click or drag an image to upload" and additional text "JPG, PNG, WebP. Maximum of 5MB.", highlighted with a red box.
- A note at the bottom right says "Recommended Image Dimension 664px (W) 400px (H)".

Figure 132.1. Adding an Item to Articles

e. Article Content

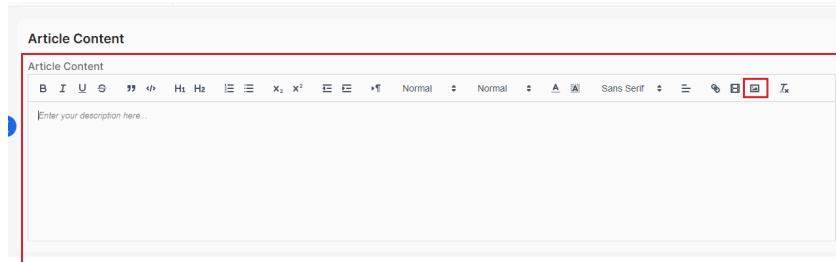


Figure 132.2. Adding an Item to Articles

To insert an **image into the content**, click the **second-to-last icon** and select your desired image on your personal computer.

*****We recommend using WebP files for this field (Article Content Field) to improve website performance and achieve faster page load times.**

3. After completing the entries, click “**Publish Update**”.

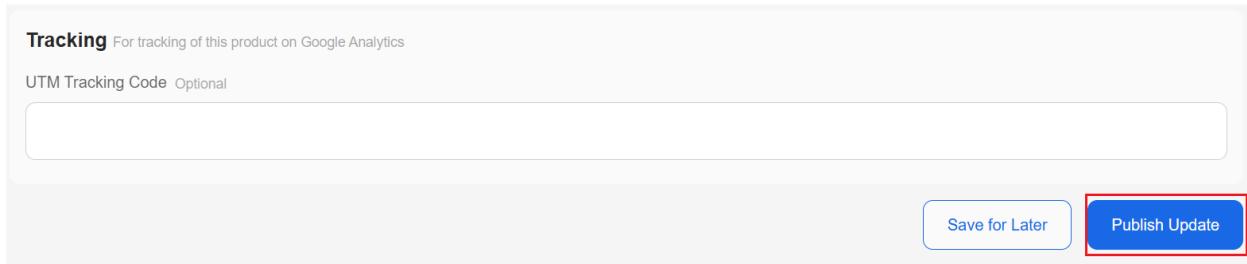


Figure 132.3. Adding an Item to Articles

Edit

To edit existing **Articles** items, click the **three dots** beside the item to display the edit button. (All information can be updated.)

Displaying 1 - 20 of 339 items						Batch Import	Add an Article
Seq.	Article Title	Category	Date	Published	Featured	...	
236	House vs. Condo: Which Is the Better Investment?	Blog	Sep 10, 2020 12:00 AM	• Yes	• No	...	Edit Item
226	You are Home	Home Stories	Sep 05, 2021 12:00 AM	• Yes	• No	...	Delete Item

Figure 133. Editing an Item to an Article

Note:

1. Ensure **all required fields** and **images** the same in the "Add" section are properly **filled out** and **provided**.

Do not leave any required sections empty in the **Edit Page**.

Other information:

1. If the **Image Gallery** (Upload an Image field) is left empty, the gallery section will be hidden on the website.

Delete

To delete an existing **Article** item, click the **three dots** beside the item to display the delete button.

A confirmation pop-up will appear; click "**Yes, I'm Sure**" to delete the item.

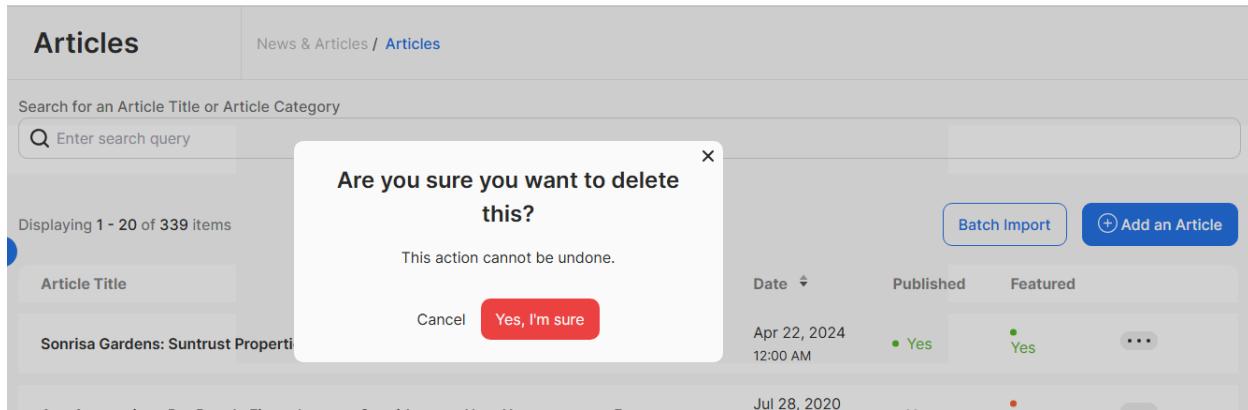


Figure 134. Deleting an Item to Articles

Payment Channels

Payment Methods

[[Payment Methods: Step-by-Step Guide on How to Add, Edit, and Delete](#)]

The **Payment Methods** section is dedicated to **creating**, **updating**, and **deleting** the **Payment Methods** on the website.

The screenshot shows a website's left sidebar with categories like Dashboard, Pages, Properties, News and Articles, Payment Channels (which is expanded), and Awards/Careers. The main content area is titled 'Payment Methods' under 'Payment Channels / Payment Methods'. It displays 'Displaying 4 of 4 Payment Methods'. Three items are listed:

Payment Method Name	Last Edited	Actions
Auto Debit	Dec 03, 2024 03:40 PM	Edit Details List of Items
Online Payment	Nov 24, 2024 03:17 PM	Edit Details List of Items
Over the Counter	Nov 25, 2024 01:46 PM	Edit Details List of Items

A blue circle highlights the 'Payment Methods' link in the sidebar.

Figure 135. Payment Methods

Add Payment Method

Note:

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the website.

1. Click **Add Payment Method** button to be redirected to the creation page.
2. The user is required to input the **Payment Method Name**, and **Payment Method Icon**.

3. Upload the required image for **Payment Method Icon**, ensuring they meet the following criteria:
 - a. **File Type:** Jpeg, png, svg, webp
 - b. **File Size:** Max 2MB
 - c. **Dimensions:** 24px (W) 24px (H)

4. Make sure to input **Alt Text** as this is **required**.
5. After completing the entries, click **Save Payment Method**.

Payment Methods | Payment Channels / [Payment Methods](#)

Displaying 5 of 5 Payment Methods

Payment Method Name	Last Edited	Actions
Auto Debit	Nov. 07, 2024 10:46AM	Edit Details List of Items
Online Payment	Nov. 07, 2024 10:46AM	Edit Details List of Items

[← Back to Payment Methods](#)

Add Payment Method

Payment Method Information

Payment Method Name: Max 50 characters

e.g. Payment Method ABC

Payment Method Icon: image/jpeg, image/png, image/webp, image/svg. Max 2MB

Click or drag an image to upload
JPG, PNG, WebP. Maximum of 2MB.

Recommended Image Dimension 24px (W) 24px (H)

IMAGE TIPS
Use a website / tool to compress your images' file size without losing quality.

Payment Method Status

Published: No

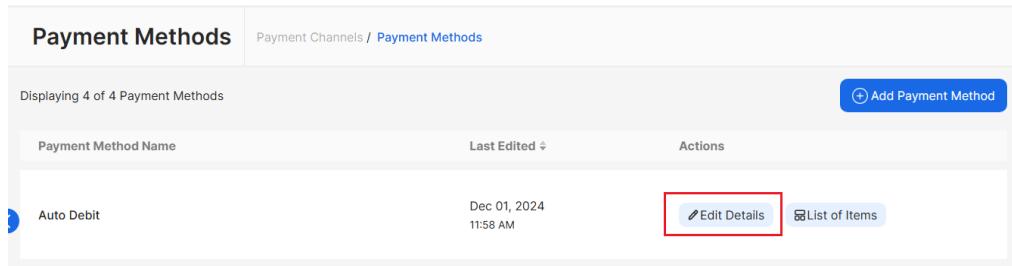
[← Back to Payment Methods](#)

Save Payment Method

Figure 136. Add Payment Methods

Edit Payment Method

To edit existing **Payment Method** items, click the “**Edit Details**” beside the item to redirect in the edit page.. (All information can be updated.)



The screenshot shows a user interface for managing payment methods. At the top left is a header titled "Payment Methods". To its right is a breadcrumb navigation: "Payment Channels / Payment Methods". On the far right of the header is a blue button labeled "Add Payment Method". Below the header, a message says "Displaying 4 of 4 Payment Methods". The main area contains a table with three columns: "Payment Method Name", "Last Edited", and "Actions". There are four rows in the table, each representing a payment method. The first row, labeled "Auto Debit", has a small circular icon to its left. To the right of "Auto Debit", under "Last Edited", is the text "Dec 01, 2024 11:58 AM". Under "Actions", there are two buttons: "Edit Details" (which is highlighted with a red rectangular box) and "List of Items".

Figure 137. Edit Payment Method

Note:

1. Ensure **all required fields** and **image** the same in the "**Add**" section are properly **filled out and provided**.
Do not leave any required sections empty in the **Edit Page**.

Delete Payment Method

To delete **Payment Methods** click the “**Edit Details**” and click **Delete** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes, I'm sure**, the selected item will be deleted.

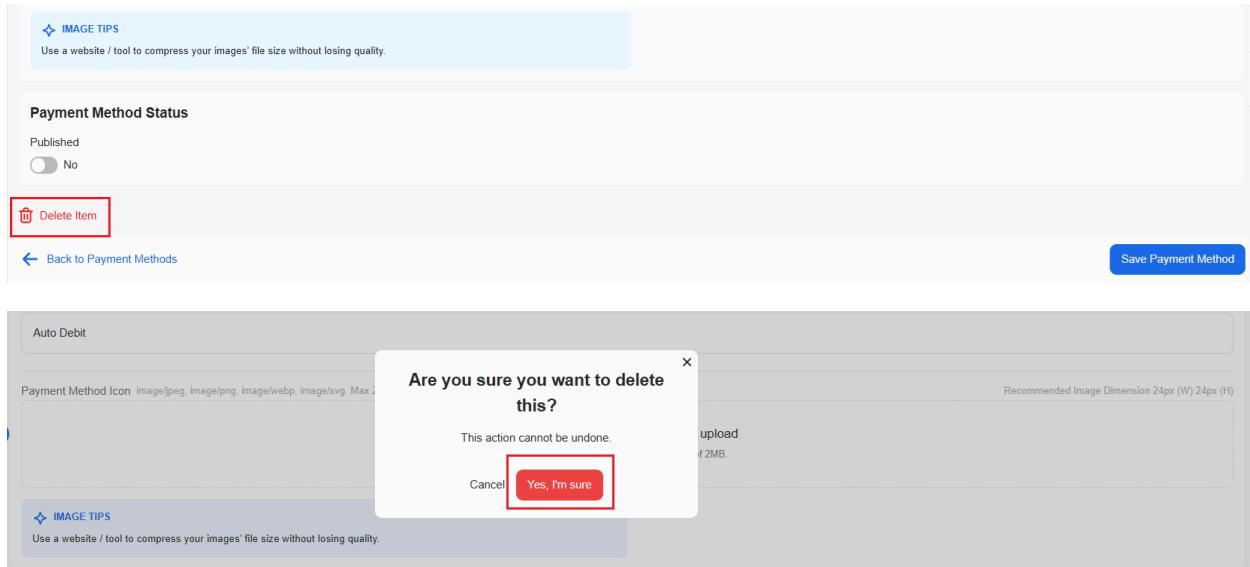
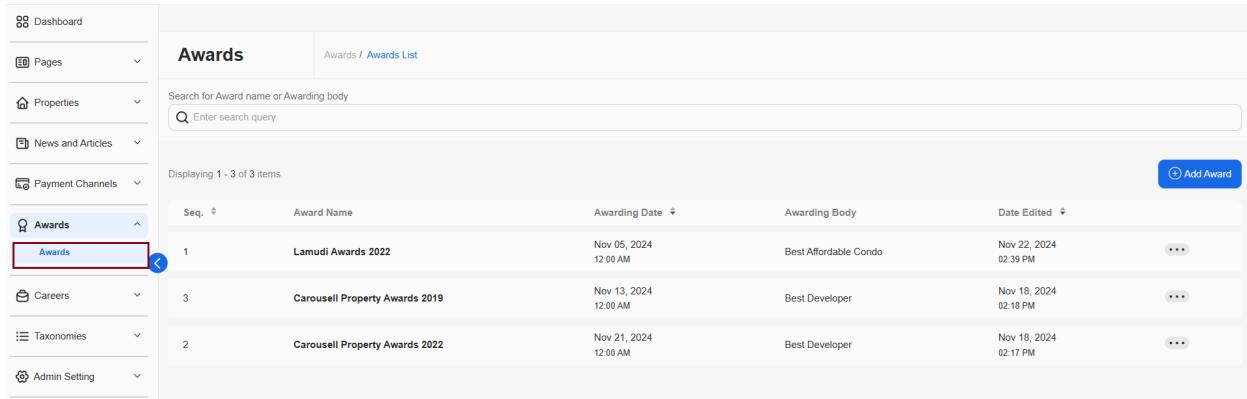


Figure 138. Delete Payment Methods

AWARDS

Awards

The **Awards** section is dedicated to **creating, updating, and deleting the Awards** on the website. Click this icon to locate the contents of the **Awards**.



The screenshot shows the 'Awards' list page within a CMS interface. The left sidebar includes links for Dashboard, Pages, Properties, News and Articles, Payment Channels, Awards (which is selected and highlighted with a red border), Careers, Taxonomies, and Admin Setting. The main content area has a header 'Awards' and a sub-header 'Awards / Awards List'. It features a search bar with placeholder 'Enter search query'. Below the search bar, it says 'Displaying 1 - 3 of 3 items'. A table lists three awards:

Seq.	Award Name	Awarding Date	Awarding Body	Date Edited	Action
1	Lamudi Awards 2022	Nov 05, 2024 12:00 AM	Best Affordable Condo	Nov 22, 2024 02:39 PM	...
3	Carousell Property Awards 2019	Nov 13, 2024 12:00 AM	Best Developer	Nov 18, 2024 02:18 PM	...
2	Carousell Property Awards 2022	Nov 21, 2024 12:00 AM	Best Developer	Nov 18, 2024 02:17 PM	...

A blue button labeled 'Add Award' is located in the top right corner of the table area.

Figure 139. Awards

Add Award

1. Click **Add Award** to be redirected to the input page.

The screenshot shows a web page titled "Awards" with a sub-header "Awards / Awards List". Below the header is a search bar with the placeholder "Search for Award name or Awarding body" and a magnifying glass icon. A blue curved arrow points from the left margin towards the "Add Award" button. At the bottom of the page, it says "Displaying 1 - 3 of 3 items". On the right side, there is a blue button with a white plus sign and the text "Add Award".

Figure 140. Add Awards

2. The user is required to input the **Award Name**, **Awarding Body**, **Awarding Date**, and **Award Image**.
3. Upload the required image, ensuring they meet the following criteria:
 - a. **File Size:** Max 5MB
 - b. **Dimension:** 125px (W) 90px (H)
 - c. **Dimensions:** JPEG, JPG, WEBP, SVG

The screenshot shows a form titled "Award Information". It has three main sections: "Award Name" (with placeholder "e.g. Award ABC"), "Awarding Body" (with placeholder "e.g. Awarding Body ABC"), and "Awarding Date" (with placeholder "dd/mm/yyyy"). Below these is a section for "Award Image" which includes a file upload area with a cloud icon and the text "Click or drag an image to upload" and "JPG, PNG, WebP. Maximum of 5MB.", and a note "Recommended Image Dimension 125px (W) 90px (H)".

Figure 140.1. Add Awards

4. After completing the entries you can click the “**Save Changes**” button. If you want to cancel, click the “**Back to Award List**” button.

[← Back to Awards List](#)

Add Award [Awards / Awards List / Add Award](#)

Award Information

Award Name Max. 100 characters
e.g. Award ABC

Awarding Body Max. 100 characters
e.g. Awarding Body ABC

Awarding Date dd/mm/yyyy

Award Image image/jpeg, image/png, image/webp, image/svg, Max 5MB
Click or drag an image to upload
JPG, PNG, WebP Maximum of 5MB

Save Changes

Figure 140.2. Add Awards

Edit Item

1. By clicking **Edit**, you will be redirected to this page. The user can update any **Award Name, Awarding Body, Awarding Date and Awarding Image**.

Seq.	Award Name	Awarding Body	Awarding Date	Published	Date Edited	...
1	Lamudi Awards 2022	Best Affordable Condo	Nov 05, 2024 12:00 AM	• Yes	Nov 20, 2024 06:08 PM	Edit Item
3	Carousell Property Awards 2019	Best Developer	Nov 13, 2024 12:00 AM	• Yes	Nov 18, 2024 02:18 PM	Delete Item

Figure 141. Edit Awards

2. To change images in the Award Image section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

a. For Desktop Image:

Max Size: Max 5MB

Dimensions: 125px (W) 90px (H)

File Type: JPG, PNG, WebP

Award Name Max 100 characters
Lamudi Awards 2022

Awarding Body Max 100 characters
Best Affordable Condo

Awarding Date
05/11/2024

Award Image image/jpeg, image/png, image/webp, image/svg. Max 5MB
Recommended Image Dimension 125px (W) 90px (H)

download.jpg
jpg / 16.13 KB
Image Alt Text Max 50 characters
sample X

Figure 141.1. Edit Awards

3. After completing the entries you can click the “**Save Changes**” button. If you want to cancel, click the “**Back to Award List**” button.

The screenshot shows the 'Edit Award' page. At the top left is a 'Back to Awards List' button. The main area has tabs for 'Edit Award' and 'Awards / Awards List / Edit Award'. Below is a section titled 'Award Information' with fields for 'Award Name' (Lamudi Awards 2022), 'Awarding Body' (Best Affordable Condo), and 'Awarding Date' (05/11/2024). An 'Award Image' field contains a golden trophy icon. A modal window is open over the image, showing the file name 'download.jpg', its size ('16.13 KB'), and an 'Image Alt Text' input field containing 'sample'. A red box highlights the 'Save Changes' button at the bottom right of the modal.

Figure 141.2. Edit Awards

Delete Item

By clicking **Delete Item**, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes, I'm sure**, the selected item will be deleted.

A table showing two awards: 'Sample' and 'Lamudi Awards 2022'. The 'Lamudi Awards 2022' row has a 'Delete Item' button highlighted with a red box. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to delete this?' with 'Cancel' and 'Yes, I'm sure' buttons. The 'Yes, I'm sure' button is also highlighted with a red box.

4	Sample	Sample	Nov 21, 2024 12:00 AM	• Yes	Nov 21, 2024 11:12 AM	...
1	Lamudi Awards 2022	Best Affordable Condo	Nov 05, 2024 12:00 AM	• Yes	Nov 20, 2024 06:08 PM	Delete Item

Figure 141.3 Delete Awards



Figure 141.4. Delete Awards

CAREERS

Job Listings

The **Job Listings** section is dedicated to **creating, updating, and deleting** the **Job Listings** on the website.

Click this icon to locate the contents of the **Job Listings**.

The screenshot shows a navigation sidebar on the left with categories like Payment Channels, Awards, Careers (with Job Listings selected), Taxonomies, Properties, Unit Types, Property Locations, Property Statuses, and Media Center. The main area is titled 'Job Listings' under 'Careers / Job Listings'. It includes a search bar and a table displaying one item: Seq. 1, Job Title: Design Architect, Location: Taguig, Employment Type: Part Time, Date: Nov 13, 2024 05:48 PM, and Active status. A blue circle highlights the 'Job Listings' button in the sidebar.

Seq.	Job Title	Location	Employment Type	Date	Active
1	Design Architect	Taguig	Part Time	Nov 13, 2024 05:48 PM	...

Figure 143. Job Listings

Add Item

Publish (Toggle) -

Toggle Off: The item will not appear on the website.

Toggle On: The item will be visible on the website.

1. Click **Add a New Job Listing** button to be redirected to the creation page.

The screenshot shows the 'Add Job Listings' page with a search bar and a table displaying one item: Seq. 1, Job Title: Design Architect, Location: Taguig, Employment Type: Part Time, Date: Nov 13, 2024 05:48 PM, and Active status. A blue circle highlights the '+ Add a Job Listing' button at the bottom right.

Seq.	Job Title	Location	Employment Type	Date	Active
1	Design Architect	Taguig	Part Time	Nov 13, 2024 05:48 PM	...

Figure 144. Add Job Listings

2. The user is required to input the **Job Title**, choose **Location** and **Employment Type**, and input the **Job Description** and **Qualification**. You can also choose whether to **Publish or Not**.
3. After completing the entries, click **Save Job Listing**.

Job Listings Information

Job Title Max 50 characters
e.g. Job ABC

Location
Choose a Location

Employment Type Full time, Contractual, Part time
Choose an Employment Type

Job Description

Example Job Description...
[Rich Text Editor toolbar]

Job Qualifications

Qualification
[Rich Text Editor toolbar]
Example Job Qualifications...

Job Opening Status

Published
 No

Metadata Optional

Meta Title Max 50 characters
Enter meta title

Meta Description Maximum 400 characters
Enter your description here...
0 / 400

Link Rel Max 50 characters
Canonical

Tracking for tracking of this product on Google Analytics

UTM Tracking Code Optional

Figure 144.1. Add Job Listings

Edit

1. By clicking **Edit**, you will be redirected to this page. The user can **update any information** on the selected item.

Seq.	Job Title	Location	Employment Type	Date	Active
3	Web Developer	Taguig	Project Based	Nov 17, 2024 09:26 PM	Edit Item
1	Design Architect	Taguig	Part Time	Nov 13, 2024 05:46 PM	Delete Item

Figure 145. Edit Job Listings

2. Once the user is done updating the item, simply click **Save Job Listing**.

Job Listings Information

Job Title Max 50 characters

Location

Employment type Full time, Contractual, Part time

Job Description

Job Qualifications

Qualification

Job Opening Status

Published
 Yes

Metadata Optional

Meta Title Max 50 characters

Meta Description Maximum 400 characters

Link Rel Max 50 characters

Tracking For tracking of this product on Google Analytics

UTM Tracking Code Optional

Figure 145.1. Edit Job Listings

Delete

By clicking **Delete**, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes, I'm sure**, the selected item will be deleted.

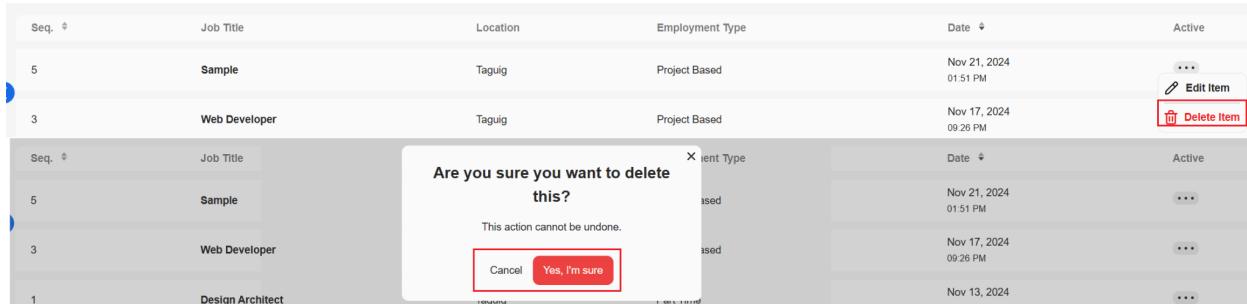


Figure 146. Delete Job Listings

In-House Sales Group

The **In-House Sales Group** is dedicated to **creating**, **updating**, and **deleting** the **In-House Sales Group** on the website.

A screenshot of a web-based application for managing 'In House Sales Groups'. The left sidebar shows navigation links like 'Awards', 'Careers', 'Job Listings' (which is selected and highlighted with a red box), 'Taxonomies', 'Properties', 'Media Center', 'Careers', and 'Job Locations'. The main content area shows a table of 'In House Sales Groups' with one item listed: 'Sales Division Head' (Seq. 1). There is a search bar at the top right and a blue 'Add New In House Sales Group' button. A circular arrow icon is visible on the left side of the main content area.

Figure 147. In-House Sales Group

Add Item

1. Click “**Add New In-House Sales**” button to be redirected to the creation page.

In House Sales Groups			
Careers / In House Sales Groups			
Search for a Job Title, location, or employment type			
<input type="text"/> Enter search query			
Displaying 1 - 2 of 2 items	Job Title	Date	Active
4	Dignissimos eum nih	Nov 21, 2024 10:31 AM	...
2	Sales Division Head	Nov 13, 2024 05:54 PM	...

Figure 148. Add In-House Sales Group

2. The user is required to input the **Job Title** and **Job Qualification** and choose the **Job Opening Status** (whether to publish the item or not).
3. After completing the entries, click **Save In House Sales Group**.

Back to Careers	
Add In House Sales Group	
Careers / In House Sales Groups / Add Career	
In House Sales Groups Information	Job Title Max 50 characters <input type="text"/> e.g. Job ABC
Job Qualifications	Qualification <input type="text"/> Example Job Qualifications..
Job Opening Status	Published <input checked="" type="checkbox"/> No

Tracking For tracking of this product on Google Analytics

UTM Tracking Code Optional

Save In House Sales Group

Figure 148.1. Add In-House Sales Group

Edit

1. By clicking **Edit**, you will be redirected to this page. The user can **update any information or change the main image** on the selected item.
2. Once the user is done updating the item, simply click **Submit**.

Figure 149. Edit In-House Sales Group

Seq.	Job Title	Date	Active
4	Dignissimos eum nihi	Nov 21, 2024 10:31 AM	
2	Sales Division Head	Nov 13, 2024 05:54 PM	

Back to Careers

Edit Career Careers / In House Sales Groups / Edit Career

In House Sales Groups Information

Job Title Max 50 characters

Job Qualifications

Qualification

Molestias architecto.

Job Opening Status

Published No

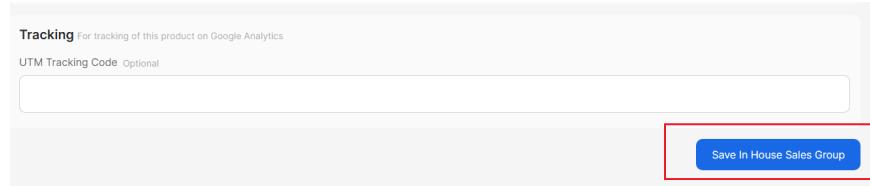


Figure 149.1 Edit In House Sales Group

Delete

By clicking **Delete**, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm sure**, the selected item will be deleted.

Seq.	Job Title	Date	Active
4	Dignissimos eum nih	Nov 21, 2024 10:31 AM	...
2	Sales Division Head	Nov 13, 2024 05:54 PM	(highlighted with a red box)

Are you sure you want to delete this?

This action cannot be undone.

Cancel

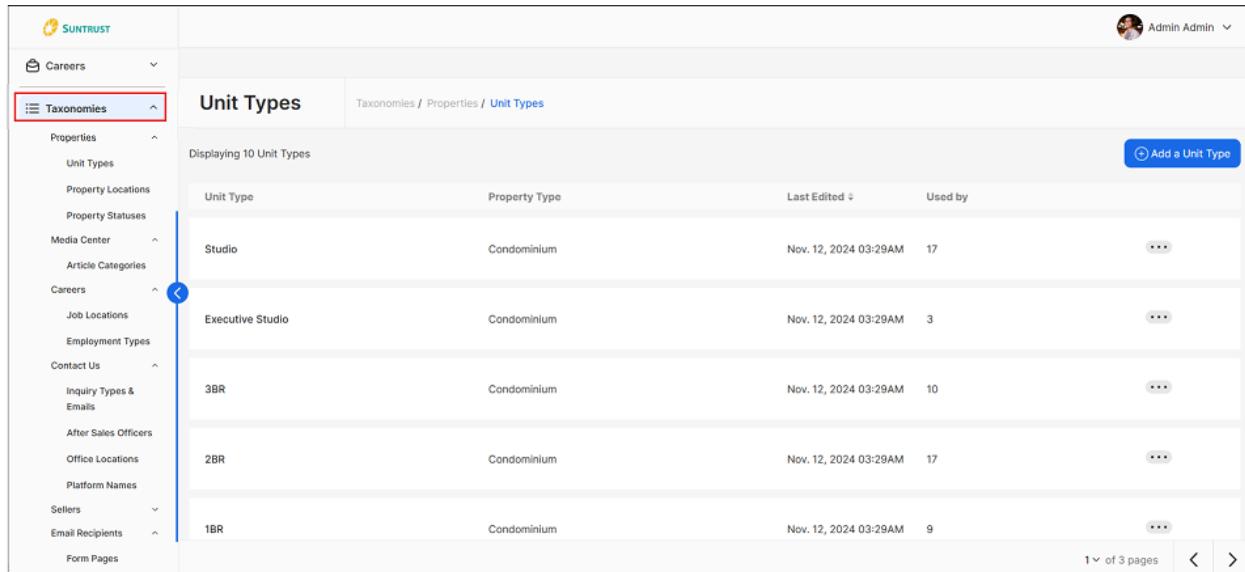
Seq.	Job Title	Date	Active
4	Dignissimos eur	Nov 21, 2024 10:31 AM	...
2	Sales Division H	Nov 13, 2024 05:54 PM	...

Figure 150. Delete In-House Sales Group

Taxonomies

[\[Taxonomies: Step-by-Step Guide on How to Add, Edit, and Delete\]](#)

The **Taxonomies** section is dedicated to organize content into **categories**, **tags**, or other **classification methods**.



The screenshot shows the Suntrust Taxonomies interface. The left sidebar has a 'Careers' dropdown and a 'Taxonomies' section expanded, with 'Unit Types' selected. The main content area is titled 'Unit Types' and shows a table of 10 unit types, all categorized as 'Condominium'. The columns are 'Unit Type', 'Property Type', 'Last Edited', and 'Used by'. The table includes rows for Studio, Executive Studio, 3BR, 2BR, and 1BR units. A blue circle highlights the 'Add a Unit Type' button in the top right corner of the table header. The bottom right corner of the interface shows '1 of 3 pages' with navigation arrows.

Unit Type	Property Type	Last Edited	Used by
Studio	Condominium	Nov. 12, 2024 03:29AM	17
Executive Studio	Condominium	Nov. 12, 2024 03:29AM	3
3BR	Condominium	Nov. 12, 2024 03:29AM	10
2BR	Condominium	Nov. 12, 2024 03:29AM	17
1BR	Condominium	Nov. 12, 2024 03:29AM	9

Figure 151. Taxonomies

Properties

Click this icon to locate the contents of the **Properties**.

The screenshot shows the Suntrust Properties interface. On the left is a sidebar with various navigation links: News and Articles, Payment Channels, Awards, Careers, Taxonomies (with Properties selected), Unit Types (selected), Property Locations, Property Statuses, Media Center, Article Categories, Careers, Job Locations, Employment Types, Contact Us, Inquiry Types & Emails, and After Sales Officers. The main content area is titled "Unit Types" and shows a table with the following data:

Unit Type	Property Type	Last Edited	Used by
Studio	Condominium	Nov. 12, 2024 03:29AM	17
Executive Studio	Condominium	Nov. 12, 2024 03:29AM	3
3BR	Condominium	Nov. 12, 2024 03:29AM	10
2BR	Condominium	Nov. 12, 2024 03:29AM	17
1BR	Condominium	Nov. 12, 2024 03:29AM	9

At the bottom right of the table, it says "1 of 3 pages" with navigation arrows. The top right corner shows a user profile for "Admin Admin".

Figure 152. Properties

Properties - Unit Types

This screenshot shows the "Properties - Unit Types" section of the Suntrust interface. The sidebar is identical to Figure 152, with the "Unit Types" link highlighted. The main content area is titled "Unit Types" and displays the same table of unit types as Figure 152.

Unit Type	Property Type	Last Edited	Used by
Studio	Condominium	Nov. 12, 2024 03:29AM	16
Executive Studio	Condominium	Nov. 12, 2024 03:29AM	3
3BR	Condominium	Nov. 12, 2024 03:29AM	10

Figure 153. Properties - Unit Types

Add Unit Types

1. Click the **Add a Unit Type** button item to add **Unit Types**.

The screenshot shows a user interface for managing unit types. On the left is a sidebar with various taxonomies like Careers, Taxonomies, Properties, and Sellers. The main area is titled 'Unit Types' and shows a table with columns: Unit Type, Property Type, Last Edited, and Used by. There are ten entries listed: Studio, Executive Studio, 3BR, 2BR, and 1BR, all categorized as Condominium. At the top right of the table is a blue button labeled 'Add a Unit Type' with a red box drawn around it. The bottom right corner of the table area shows '1 of 3 pages'.

Figure 154. Add Unit Types

2. The user is required to input the **Unit Type Name** and **Choose a Property Type** field.
3. After completing the entries, click the **Add Unit Type** button.

This screenshot shows the 'Add a Unit Type' dialog box overlaid on the main 'Unit Types' list. The dialog has two main input fields: 'Unit Type Name' with a placeholder 'Enter a unit type name' and a 'Property Type' dropdown menu. At the bottom right of the dialog is a blue 'Add Unit Type' button with a red box around it. The background table remains the same as in Figure 154.

Figure 154.1. Add Unit Types

Edit Unit Types

1. By clicking the **Edit Item** button, you will be redirected to the Edit page. The user can edit the **Unit Type Name** and **Reselect a Property Type** field on the selected item.
2. Once the user is done updating the item, simply click the **Edit Unit Types** button, but if the user wants to cancel, click the “**Cancel**” button.

The screenshots illustrate the process of editing a unit type. In the first screenshot, a user has selected the 'Studio' unit type from a list. A blue circle highlights the 'Edit Item' button in the top right corner of the table row. In the second screenshot, a modal window titled 'Edit Unit Type' is open for the 'Studio' item. The 'Unit Type Name' field contains 'Studio' and the 'Property Type' dropdown is set to 'Condominium'. The 'Save Changes' button at the bottom of the modal is highlighted with a red box.

Unit Type	Property Type	Last Edited	Used by	Action
Studio	Condominium	Nov. 12, 2024 03:29AM	17	... Edit Item
Executive Studio	Condominium	Nov. 12, 2024 03:29AM	3
3BR	Condominium	Nov. 12, 2024 03:29AM	10
2BR	Condominium	Nov. 12, 2024 03:29AM	17
1BR	Condominium	Nov. 12, 2024 03:29AM	9

Figure 155. Edit Unit Types

Delete Unit Types

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

The figure consists of two screenshots of a web application interface. Both screenshots show a left sidebar with a navigation menu and a main content area displaying a list of unit types.

Screenshot 1: This screenshot shows a list of unit types. A red box highlights the "Delete Item" button for the "Two-storey Townhouse" entry. The list includes:

Unit Type	Type	Date	Action
2BR	Condominium	Nov. 12, 2024 03:29AM	17
1BR	Condominium	Nov. 12, 2024 03:29AM	9
Bungalow Single Detached	House & Lot	Nov. 12, 2024 03:05AM	4
Two-storey Townhouse	House & Lot	Nov. 11, 2024 07:57AM	0
Two-storey SD	House & Lot	Nov. 11, 2024 07:56AM	10
Two-storey Quadruplex	House & Lot	Nov. 11, 2024 07:56AM	2

Screenshot 2: This screenshot shows the same list of unit types, but with a confirmation dialog box overlaid on the screen. The dialog box contains the message: "Are you sure you want to delete this?". It also includes a "Cancel" button and a red-bordered "Yes, I'm sure" button. The list of unit types is identical to the one in Screenshot 1.

Figure 156. Delete Unit Types

Properties - Property Location

The screenshot shows a left sidebar with a navigation menu. Under the 'Properties' section, 'Unit Types' is expanded, and 'Property Locations' is selected and highlighted with a red box. The main content area is titled 'Property Locations' and shows a table with four rows of location data. The columns are 'Location Name', 'Last Edited', and 'Used by'. The data is as follows:

Location Name	Last Edited	Used by
Quezon City	Nov. 11, 2024 07:13AM	4
Pasig	Nov. 11, 2024 07:12AM	1
Manila	Nov. 11, 2024 07:12AM	4

A blue button labeled '+ Add a Location' is located in the top right corner of the main content area.

Figure 157. Properties - Property Location

Add Property Location

1. Click the **Add a Location** button to add **Property Locations**.

This screenshot is identical to Figure 157, showing the 'Property Locations' page. However, the blue button '+ Add a Location' in the top right corner is now highlighted with a red box, indicating it is the target for the first step in the process.

Figure 158. Add Property Location

2. The user is required to input the **Location Name** and **Upload the Location Image** field.
3. Upload the required images, ensuring they meet the following criteria:
 - a. **Type:** Jpeg, png, webp, svg
 - b. **File Size:** Max 5MB
 - c. **Dimensions:** 110px (W) 90px (H)
4. After completing the entries, click the **Add Location** button.

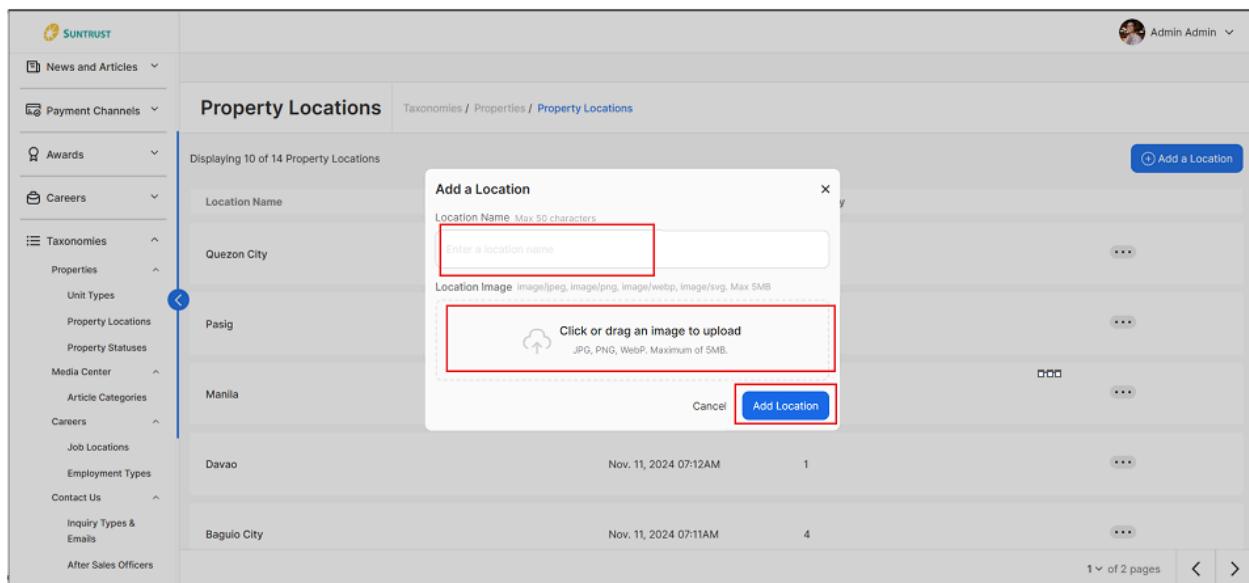


Figure 158.1. Add Property Location

Edit Property Location

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **Location Name** and Change the **Location Image** field on the selected item.
2. Upload the images, ensuring they meet the following criteria:
 - a. **Type:** Jpeg, png, webp, svg
 - b. **File Size:** Max 5MB
 - c. **Dimensions:** 110px (W) 90px (H)
3. Once the user is done updating the item, simply click the **Edit Location** button, but if the user wants to cancel, click the “**Cancel**” button.

Location Name	Last Edited	Used by	Action
Quezon City	Nov. 11, 2024 07:13AM	4	More
Pasig	Nov. 11, 2024 07:12AM	1	More
Manila	Nov. 11, 2024 07:12AM	4	More
Davao	Nov. 11, 2024 07:12AM	1	More
Baguio City	Nov. 11, 2024 07:11AM	4	More

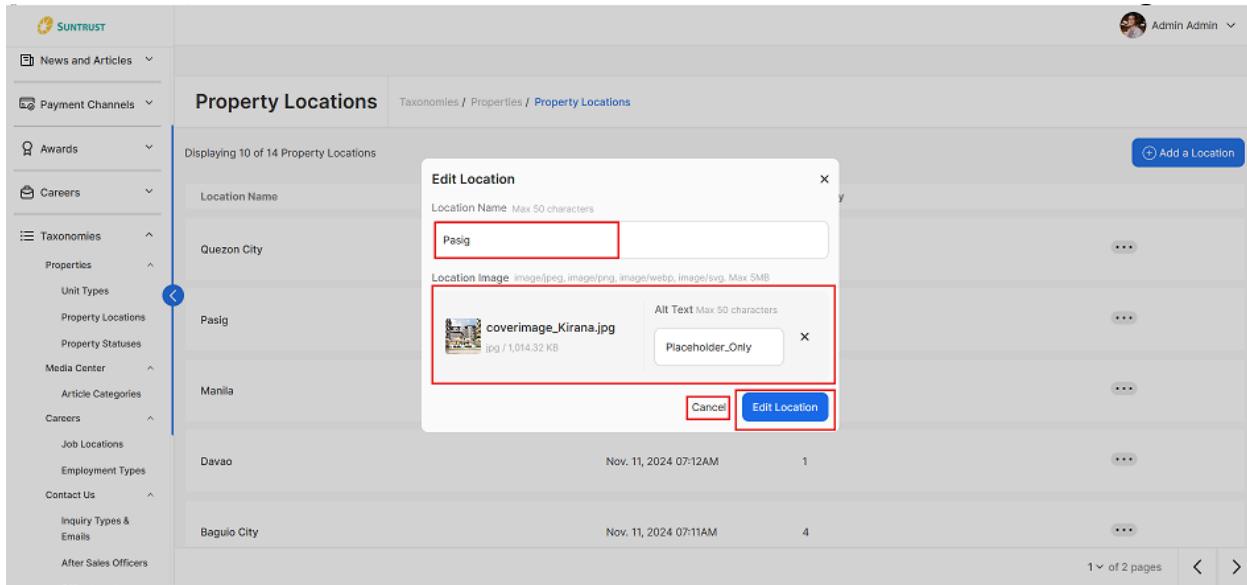


Figure 159. Edit Property Location

Delete Property Location

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

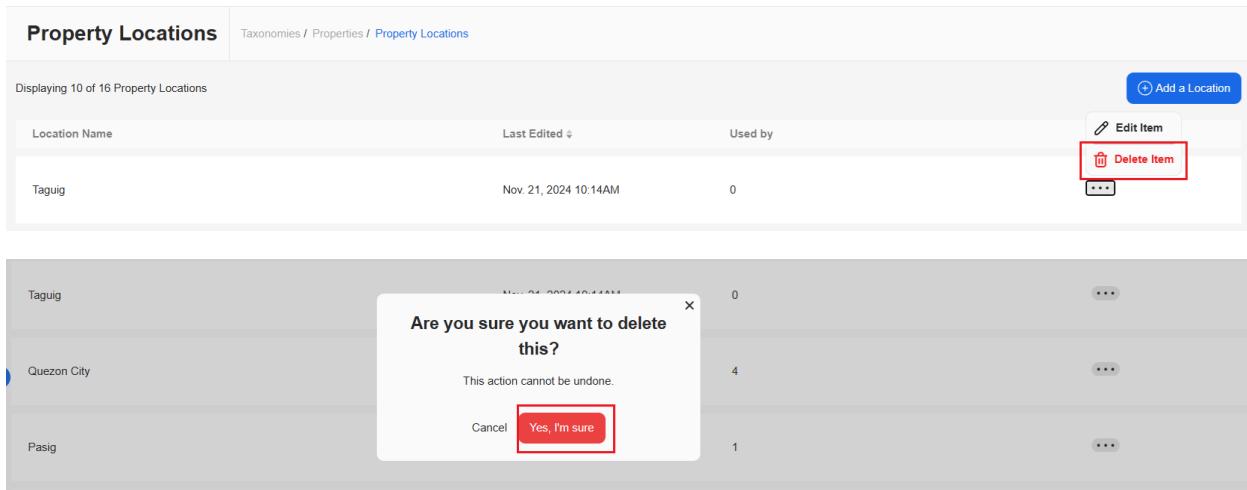


Figure 160. Delete Property Location

Properties - Property Statuses

The screenshot shows a left sidebar with navigation links like Awards, Careers, Job Listings, Taxonomies, Properties, Unit Types, and a red box highlighting 'Property Locations' and 'Property Statuses'. The main area is titled 'Property Statuses' and shows a table with columns: Status Name, Last Edited, and Used by. The data is as follows:

Status Name	Last Edited	Used by
RFO	Nov. 11, 2024 07:14AM	5
Sold Out	Nov. 07, 2024 11:45AM	7
Few Units Left	Nov. 07, 2024 11:45AM	11
Pre-Selling	Nov. 07, 2024 11:45AM	12

A blue button at the top right says '(+) Add a Property Status'.

Figure 161. Properties - Property Statuses

Add Property Statuses

1. Click the **Add a Property Status** button to add **Property Statuses**.

The screenshot shows the same interface as Figure 161, but the '(+) Add a Property Status' button is highlighted with a red box. A blue arrow points to the 'Property Statuses' link in the sidebar.

Figure 162. Add Property Statuses

2. The user is required to input the **Status Name** field.

3. After completing the entries, click **Add Status**.

The screenshot shows the Suntrust Taxonomies / Properties / Property Statuses page. On the left, there is a sidebar with various navigation links. In the center, a table displays four existing property statuses: RFO, Sold Out, Few Units Left, and Pre-Selling. A modal window titled "Add a Status" is overlaid on the page. It contains a text input field labeled "Enter a status name" with a red border, and two buttons at the bottom: "Cancel" and "Add Status". The "Add Status" button is highlighted with a red box.

Status Name	Last Edited	Used by
RFO	Nov. 07, 2024 11:45AM	11
Sold Out	Nov. 07, 2024 11:45AM	12
Few Units Left	Nov. 07, 2024 11:45AM	11
Pre-Selling	Nov. 07, 2024 11:45AM	12

Figure 162.1. Add Property Statuses

Edit Property Statuses

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **Status Name** field on the selected item.
2. Once the user is done updating the item, simply click the **Edit Status** button, but if the user wants to cancel, click the “**Cancel**” button.

The screenshot shows the same Suntrust Taxonomies / Properties / Property Statuses page as the previous one, but the "Edit Item" button in the top right corner of the modal is highlighted with a red box. The modal content and the table below it are identical to the previous screenshot.

Status Name	Last Edited	Used by
RFO	Nov. 11, 2024 07:14AM	5
Sold Out	Nov. 07, 2024 11:45AM	7
Few Units Left	Nov. 07, 2024 11:45AM	11
Pre-Selling	Nov. 07, 2024 11:45AM	12

The screenshot shows the Suntrust Taxonomies interface. On the left is a sidebar with various categories like News and Articles, Payment Channels, Awards, Careers, and Taxonomies (Properties, Unit Types, Property Locations, Property Statuses). The main area displays a list of 'Property Statuses' with columns for Status Name, Last Edited, and Used by. A modal window titled 'Edit Status' is open over the list, showing a red box around the 'Status Name' input field containing 'RFO'. Below the input are 'Cancel' and 'Edit Status' buttons, with the latter also being red.

Figure 163. Edit Property Statuses

Delete Property Statuses

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

The screenshot shows the 'Property Statuses' list with 7 items. One item, 'Sample', has its 'Delete Item' button highlighted with a red box. A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to delete this?'. It includes a note 'This action cannot be undone.' and 'Cancel' and 'Yes, I'm sure' buttons, with 'Yes, I'm sure' also being red.

Figure 164. Delete Property Statuses

Media Center

Click this icon to locate the contents of the **Media Center**.

The screenshot shows the Suntrust Media Center interface. On the left is a sidebar with various navigation items like News and Articles, Payment Channels, Awards, Careers, Taxonomies, and Contact Us. The 'Media Center' item under 'Taxonomies' is highlighted with a red box and has a blue circular callout pointing to it. The main content area is titled 'Article Categories' and shows a list of categories: Features, CSR, Blog, Home Stories, and News. Each category entry includes a 'Unit Type', 'Last Edited' date, 'Used by' count, and a three-dot menu icon. A blue button at the top right says '+ Add an Article Category'. The bottom right shows pagination controls.

Unit Type	Last Edited	Used by
Features	Nov. 15, 2024 04:27PM	79 Articles
CSR	Nov. 14, 2024 02:40PM	3 Articles
Blog	Nov. 14, 2024 02:18PM	193 Articles
Home Stories	Nov. 07, 2024 11:45AM	32 Articles
News	Nov. 07, 2024 11:45AM	32 Articles

Figure 165. Media Center

Media Center - Article Categories

This screenshot shows the 'Article Categories' page within the Suntrust Media Center. The sidebar is identical to Figure 165, with the 'Media Center' item under 'Taxonomies' highlighted. The main content area lists the same five categories: Features, CSR, Blog, Home Stories, and News, each with its respective details and a three-dot menu icon. A blue button '+ Add an Article Category' is visible at the top right. The bottom right shows pagination controls.

Unit Type	Last Edited	Used by
Features	Nov. 15, 2024 04:27PM	79 Articles
CSR	Nov. 14, 2024 02:40PM	3 Articles
Blog	Nov. 14, 2024 02:18PM	194 Articles
Home Stories	Nov. 07, 2024 11:45AM	32 Articles
News	Nov. 07, 2024 11:45AM	32 Articles

Figure 166. Media Center - Article Categories

Add Article Categories

1. Click the **Add an Article Category** button to **Add Article Categories**.

The screenshot shows the Suntrust Taxonomies interface. On the left is a sidebar with various categories like News and Articles, Payment Channels, Awards, Careers, and Taxonomies. Under Taxonomies, there are properties for Unit Types, Property Locations, and Property Statuses. The main area is titled "Article Categories" and shows a list of existing categories: Features, CSR, Blog, Home Stories, and News. Each category has a "Last Edited" date, the number of "Used by" articles, and a three-dot menu icon. A red box highlights the "Add an Article Category" button in the top right corner of the list area.

Figure 167. Add Article Categories

2. The user is required to input the **Category Name** field.
3. After completing the entries, click **Add Article Category**.

This screenshot shows a modal dialog box titled "Add an Article Category". It contains a single input field labeled "Category Name" with the placeholder "Enter a category" and a character limit of "Max 50 characters". Below the input field are two buttons: "Cancel" and "Add Article Category", with the latter being highlighted by a red box. In the background, the main article categories list is visible, showing categories like Features, CSR, Blog, and Home Stories, each with their respective last edit date and article count.

Figure 167.1. Add Article Categories

Edit Article Categories

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can **edit the Category Name** field of the **Article**.
2. Once the user is done updating the item, simply click the **Edit Article Category** button, but if the user wants to cancel, click the “**Cancel**” button.

The screenshot shows the SunTrust Taxonomies interface. On the left is a sidebar with various navigation items like News and Articles, Payment Channels, Awards, Careers, Taxonomies, and Media Center. The main area is titled "Article Categories" and shows a list of categories: Features, CSR, Blog, Home Stories, and News. Each category has a timestamp, article count, and a three-dot menu. A blue circle highlights the "Edit Item" button next to the Features category. Below this, a modal dialog titled "Edit Article Category" is open for the "Features" category. It contains a "Category Name" input field with "Features" typed in, a "Last Edited" timestamp, and a "Used by" count of 79 articles. At the bottom of the dialog are "Cancel" and "Edit Article Category" buttons, with the latter being highlighted by a red box.

Unit Type	Last Edited	Used by
Features	Nov. 15, 2024 04:27PM	79 Articles
CSR	Nov. 14, 2024 02:40PM	3 Articles
Blog	Nov. 14, 2024 02:18PM	193 Articles
Home Stories	Nov. 07, 2024 11:45AM	32 Articles
News	Nov. 07, 2024 11:45AM	32 Articles

Figure 168. Edit Article Categories

Delete Article Categories

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

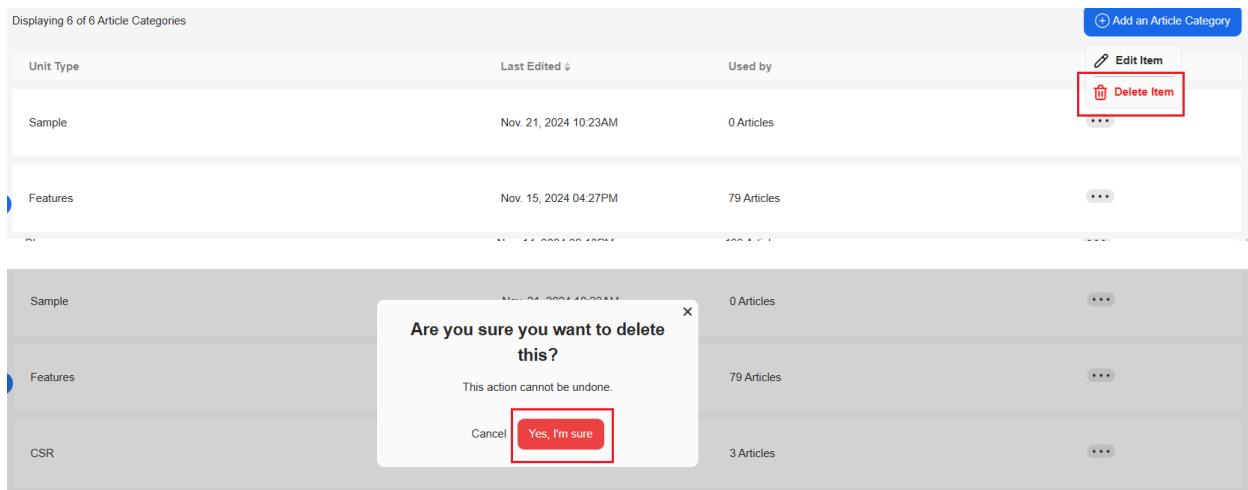


Figure 169. Delete Article Categories

Careers

Click this icon to locate the contents of **Careers**.

The screenshot shows the Suntrust careers page. The left sidebar contains a navigation menu with sections like News and Articles, Payment Channels, Awards, Careers (which is expanded), Taxonomies, Properties, Media Center, Contact Us, Inquiry Types & Emails, After Sales Officers, Office Locations, Platform Names, Sellers, and Email Recipients. The main content area is titled "Job Locations" and shows a table with one row for "Taguig". The table columns include Unit Type (Taguig), Last Edited (Nov. 07, 2024 11:45AM), Used by (1 Job Listings), and a more options button. A blue arrow points from the "Careers" section in the sidebar to the "Careers" section in the main content area.

Figure 170. Careers

Careers - Job Locations

This screenshot shows the "Careers - Job Locations" page. The left sidebar is identical to Figure 170, with the "Careers" section expanded. The main content area is titled "Job Locations" and shows a table with one row for "Taguig". The table columns are the same as in Figure 170. A blue arrow points from the "Job Locations" section in the sidebar to the "Job Locations" section in the main content area.

Figure 171. Careers - Job Location

Add Job Location

1. Click the **Add a Job Location** button to add **Job Locations**

The screenshot shows the 'Job Locations' page. On the left is a sidebar with various navigation items like News and Articles, Payment Channels, Awards, Careers, Taxonomies, Properties, Unit Types, Property Locations, Property Statuses, Media Center, Article Categories, Careers, Job Locations, Employment Types, Contact Us, Sellers, and Email Recipients. A blue arrow points from the 'Job Locations' item in the sidebar to the 'Job Locations' link in the main header. The main content area displays a table with one job location entry: Taguig, Last Edited Nov. 07, 2024 11:45AM, Used by 1 Job Listings. In the top right corner, there is a blue button labeled '+ Add a Job Location' with a red box around it.

Figure 172. Add Job Location

2. The user is required to input the **Job Location** field.
3. After completing the entries, click **Add Job Location**.

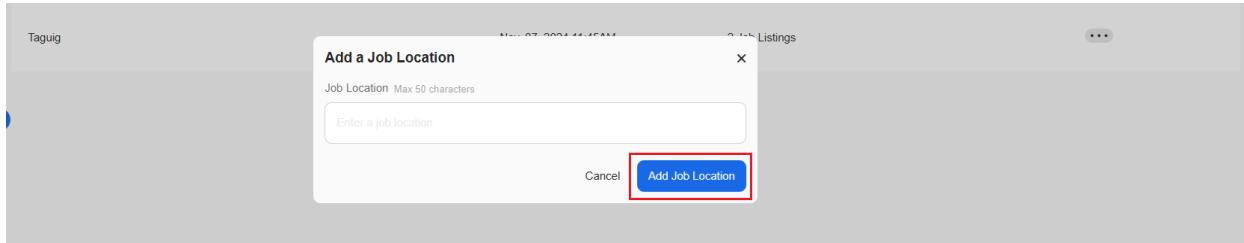


Figure 172.1. Add Job Location

Edit Job Location

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **Job Location** field.
2. Once the user is done updating the item, simply click the **Edit Job Location** button, but if the user wants to cancel, click the “**Cancel**” button.

The screenshot shows the SunTrust Taxonomies interface. On the left is a navigation sidebar with categories like News and Articles, Payment Channels, Awards, Careers, and Taxonomies. Under Taxonomies, there are sub-categories: Properties, Unit Types, Property Locations, Property Statuses, Media Center, Article Categories, Careers, Job Locations, Employment Types, Contact Us, Inquiry Types & Emails, and After Sales Officers. A blue circle highlights the 'Edit Item' button in the top right corner of the main content area. The main content area displays a table titled 'Job Locations' with one entry: Taguig. The table includes columns for Unit Type, Last Edited, Used by, and an ellipsis menu. Below the table, a blue button says 'Add a Job Location'. At the bottom right of the main area, there are navigation icons for pages 1 and 2. A red box highlights the 'Edit Item' button in the main content area. A second red box highlights the 'Edit Job Location' button in the edit dialog.

Job Locations

Unit Type	Last Edited	Used by	...
Taguig	Nov. 07, 2024 11:45AM	1 Job Listings	...

Add a Job Location

Edit Item

Edit Job Location

Figure 173. Edit Job Location

Delete Job Location

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

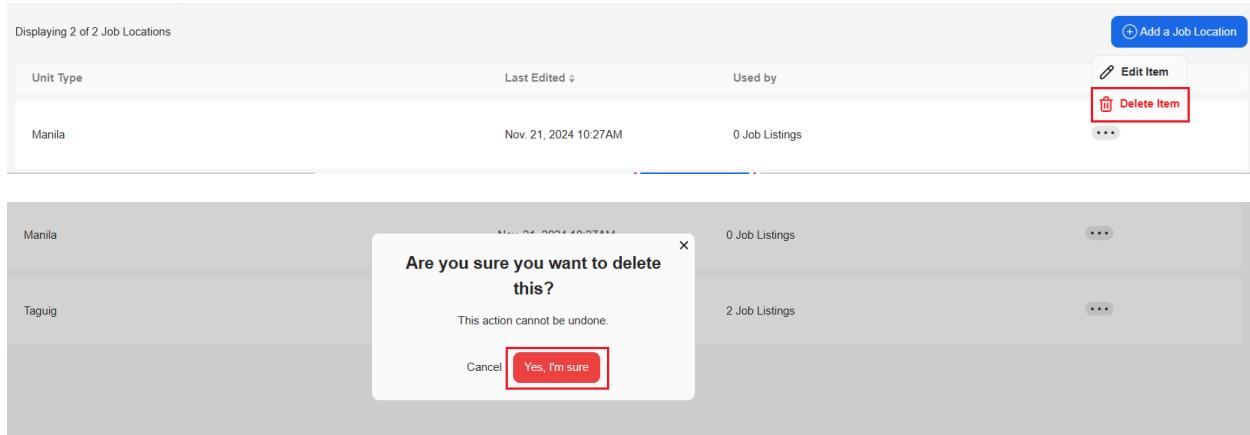


Figure 174. Delete Job Location

Careers - Employment Types

The screenshot shows a taxonomy page for 'Employment Types'. The left sidebar has a 'Careers' section with 'Job Locations' and 'Employment Types' selected. The main area displays four employment types: Full Time, Project Based, Part Time, and Internship, each with a timestamp of Nov. 07, 2024 11:45AM and 0 Job Listings. An 'Add an Employment Type' button is at the top right. The bottom right shows navigation controls for the page.

Figure 175. Careers - Employment Types

Add Employment Types

1. Click the **Add an Employment Type** button to add **Employment Types**.

The screenshot shows a sidebar with various navigation options like News and Articles, Payment Channels, Awards, Careers, Taxonomies, and Contact Us. The main content area is titled 'Employment Types' under 'Taxonomies / Careers / Employment Types'. It displays four entries: 'Full Time' (Nov. 07, 2024 11:45AM), 'Project Based' (Nov. 07, 2024 11:45AM), 'Part Time' (Nov. 07, 2024 11:45AM), and 'Internship' (Nov. 07, 2024 11:45AM). A red box highlights the blue 'Add an Employment Type' button in the top right corner of the list area.

Figure 176. Add Employment Types

2. The user is required to input the **Employment Type Name** field.
3. After completing the entries, click **Add Employment Type**.

The screenshot shows a modal window titled 'Add an Employment Type'. It has a text input field labeled 'Employment Type Name' with the placeholder 'Enter an employment type name'. Below the input field are 'Cancel' and 'Add Employment Type' buttons. The 'Add Employment Type' button is highlighted with a red box. In the background, there's a list of existing employment types: 'Full Time', 'Project Based', and 'Part Time'. The entire modal window is highlighted with a red box.

Figure 176.1. Add Employment Types

Edit Employment Types

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **Employment Type Name** field.
2. Once the user is done updating the item, simply click the **Edit Employment Type** button, but if the user wants to cancel, click the “**Cancel**” button.

The screenshot shows a list of employment types: Full Time, Project Based, and Part Time. The 'Full Time' entry is selected. A modal dialog box titled 'Edit Employment Type' is open over the list. It contains a single input field labeled 'Employment Type Name' with the value 'Full Time'. Below the input field are two buttons: 'Cancel' and 'Edit Employment Type'. The 'Edit Employment Type' button is highlighted with a red rectangle. In the top right corner of the main interface, there is a red-bordered 'Edit Item' button and a red-bordered 'Delete Item' button.

Figure 177. Edit Employment Types

Delete Employment Types

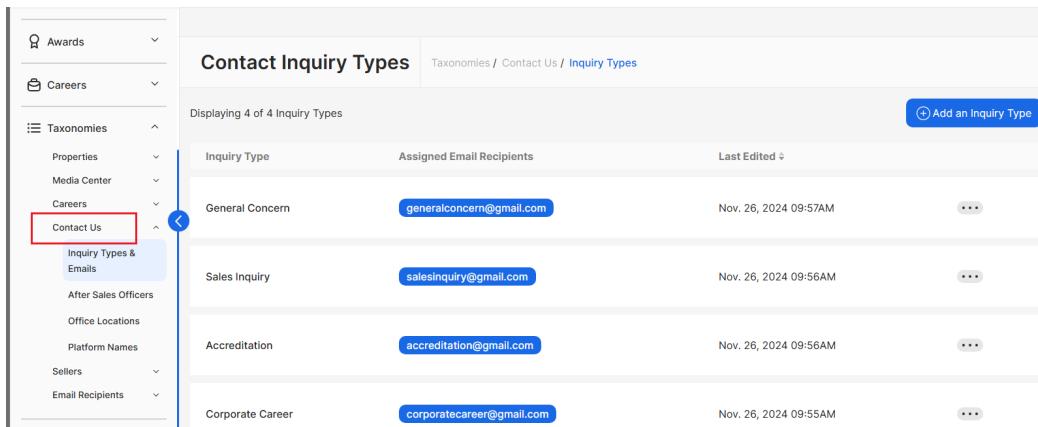
By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

The screenshot shows a list of employment types: Full Time, Project Based, and Part Time. The 'Full Time' entry is selected. A modal dialog box titled 'Are you sure you want to delete this?' is open over the list. It contains the text 'This action cannot be undone.' and two buttons: 'Cancel' and 'Yes, I'm sure'. The 'Yes, I'm sure' button is highlighted with a red rectangle. In the top right corner of the main interface, there is a red-bordered 'Edit Item' button and a red-bordered 'Delete Item' button.

Figure 178. Delete Employment Types

Contact Us

Click this icon to locate the contents of **Contact Us**.

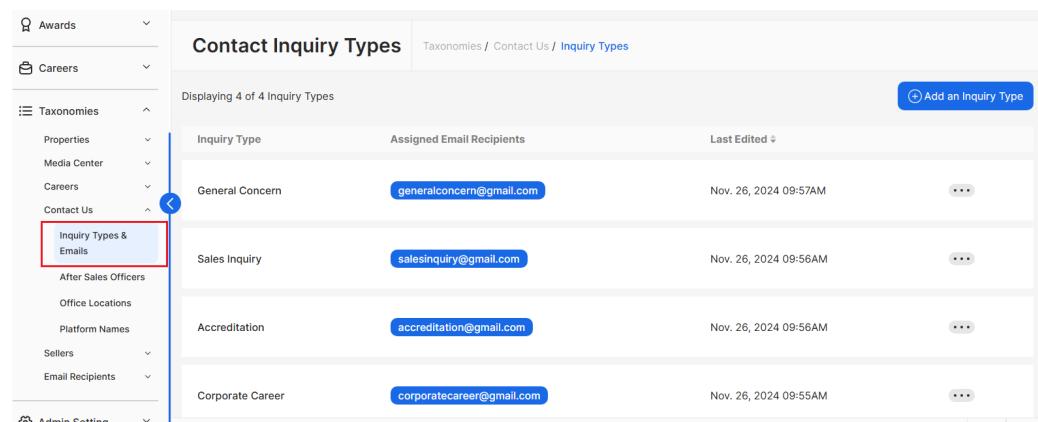


The screenshot shows a navigation sidebar on the left with categories like Awards, Careers, Taxonomies, Properties, Media Center, Careers, and Contact Us. The Contact Us category is highlighted with a red box and has a circular arrow icon next to it. The main content area is titled "Contact Inquiry Types" and shows a list of four inquiry types: General Concern, Sales Inquiry, Accreditation, and Corporate Career. Each entry includes the assigned email recipient (e.g., generalconcern@gmail.com), the last edit date (Nov. 26, 2024 09:57AM), and a three-dot menu icon.

Inquiry Type	Assigned Email Recipients	Last Edited
General Concern	generalconcern@gmail.com	Nov. 26, 2024 09:57AM
Sales Inquiry	salesinquiry@gmail.com	Nov. 26, 2024 09:56AM
Accreditation	accreditation@gmail.com	Nov. 26, 2024 09:56AM
Corporate Career	corporatecareer@gmail.com	Nov. 26, 2024 09:55AM

Figure 179. Contact Us

Contact Us - Inquiry Types & Emails



This screenshot is identical to Figure 179, showing the same navigation sidebar and contact inquiry types. The "Inquiry Types & Emails" category in the sidebar is also highlighted with a red box and has a circular arrow icon.

Inquiry Type	Assigned Email Recipients	Last Edited
General Concern	generalconcern@gmail.com	Nov. 26, 2024 09:57AM
Sales Inquiry	salesinquiry@gmail.com	Nov. 26, 2024 09:56AM
Accreditation	accreditation@gmail.com	Nov. 26, 2024 09:56AM
Corporate Career	corporatecareer@gmail.com	Nov. 26, 2024 09:55AM

Figure 180. Contact Us - Inquiry Types -& Emails

Add Inquiry Types & Emails

1. Click **Add an Inquiry Type** button to be redirected to the creation page.

The screenshot shows a list of inquiry types. There is one entry for "General Inquiries" with two assigned email recipients: "sales@companyabc.com" and "hello@companyabc.com". The "Last Edited" field shows the date as "Nov. 07, 2024 11:45AM". A red box highlights the "Add an Inquiry Type" button in the top right corner of the page header.

Figure 181. Add Inquiry Types & Emails

2. The user is required to input the **Inquiry Type Name** field and **Add Email**.
3. After completing the entries, click the **Add Inquiry Type** button.

The screenshot shows the "Add Inquiry Type" form. It includes fields for "Inquiry Type Name" (with a placeholder "Type Inquiry Name") and "Enter Email" (with a placeholder "Enter Email Address"). Below these fields is a section titled "Added Emails" containing a list of "sales@companyabc.com" and "hello@companyabc.com". A red box highlights the "Add Inquiry Type" button in the bottom right corner of the page.

Figure 181.1. Add Inquiry Types & Emails

Edit Inquiry Types & Emails

1. By clicking **Edit**, you will be redirected to Edit page. The user can update the **Inquiry Type Name** field, and **Add** another **Email** or remove the existing email on the selected item.
2. Once the user is done updating the item, simply click the **Edit Inquiry Type** button.

The screenshot displays two related pages for managing inquiry types and their associated emails.

Contact Inquiry Types: This page shows a single entry for "General Inquiries". The "Assigned Email Recipients" section lists "sales@companyabc.com" and "hello@companyabc.com". A red box highlights the "Edit Inquiry Type" button in the top right corner of the page header.

Inquiry Type	Assigned Email Recipients	Last Edited
General Inquiries	sales@companyabc.com hello@companyabc.com	Nov. 07, 2024 11:45AM

Edit Inquiry Type: This page allows editing of the "General Inquiries" entry. It features fields for "Inquiry Type Name" (with a placeholder "Type Inquiry Name") and "Enter email" (with a placeholder "Enter Email Address"). A red box highlights the "Edit Inquiry Type" button in the bottom right corner of the page.

Assigned Email Recipients

Inquiry Type Name
Type Inquiry Name

Enter email
Enter Email Address

+ Add Email

Added Emails
[sales@companyabc.com](#) [hello@companyabc.com](#)

[Delete Inquiry](#)

[Back to Contact Inquiry Types](#)

Edit Inquiry Type

Figure 182. Edit Inquiry Types & Emails

Delete Inquiry Types & Emails

By clicking **Delete**, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

The screenshot shows a web application interface for managing inquiry types. At the top, there's a header with 'Edit Inquiry Type' and navigation links to 'Taxonomies / Contact Us / Edit Inquiry Types'. Below the header, a section titled 'Assigned Email Recipients' contains fields for 'Inquiry Type Name' (with a placeholder 'Type Inquiry Name') and 'Enter email' (with a placeholder 'Enter Email Address'). To the right, a list of 'Added Emails' shows 'sales@companyabc.com' and 'hello@companyabc.com', each with a small blue circular icon. A red rectangular box highlights the 'Delete Inquiry' button, which has a trash icon. In the bottom right corner of the main area, a modal dialog box is displayed with the title 'Are you sure you want to delete this?'. It includes a message 'This action cannot be undone.' and two buttons: 'Cancel' and a red-bordered 'Yes, I'm sure' button.

Figure 183. Delete Inquiry Types & Emails

Contact Us - After Sales Officers

The screenshot shows the SUNTRUST platform interface. On the left, there is a sidebar with various navigation links: Properties, News and Articles, Payment Channels, Awards, Careers, Taxonomies (with 'After Sales Officers' highlighted), Inquiry Types & Emails, Office Locations, Platform Names, and Sellers. The main content area is titled 'After Sales Officers' and shows a list of three officers: Maria Vida Sajor, Kleith Anne Zamora, and Dona May A. Villabona. Each row includes columns for Officer Name, Officer Type, Contact Number, Email, and Last Edited date. A blue arrow points from the 'After Sales Officers' link in the sidebar to the corresponding link in the breadcrumb navigation at the top of the page.

Officer Name	Officer Type	Contact Number	Email	Last Edited
Maria Vida Sajor	Vertical Projects (Condominium)	(+63) 9664460960	km.zamora@suntrust.com.ph	Nov. 21, 2024 04:53PM
Kleith Anne Zamora	Horizontal Projects (House and Lot)	(+63) 9423622699	km.zamora@suntrust.com.ph	Nov. 21, 2024 04:53PM
Dona May A. Villabona	Regional Projects	(+63) 942-375-3013	km.zamora@suntrust.com.ph	Nov. 21, 2024 04:52PM

Figure 184. Contact Us - After Sales Officers

Add After Sales Officers

1. Click the **Add an Officer** button to Add Sales Officers.

The screenshot shows the 'After Sales Officers' list with two entries. A red box highlights the 'Add an Officer' button in the top right corner of the header. The table below shows the officer details: Aboitiz Infracapital (Horizontal Projects, 98765443233, admin@admin.com, Nov. 18, 2024 02:44AM) and Kleith Anne Zamora (Horizontal Projects, 9423622699, km.zamora@suntrust.com.ph, Nov. 07, 2024 11:45AM).

Officer Name	Officer Type	Contact Number	Email	Last Edited
Aboitiz Infracapital	Horizontal Projects (House and Lot)	98765443233	admin@admin.com	Nov. 18, 2024 02:44AM
Kleith Anne Zamora	Horizontal Projects (House and Lot)	9423622699	km.zamora@suntrust.com.ph	Nov. 07, 2024 11:45AM

Figure 185. Add After Sales Officers

2. The user is required to input the **First Name, Last Name, Choose Officer Type, Contact Number, and Email** fields.

3. After completing the entries, click **Add Officer**.

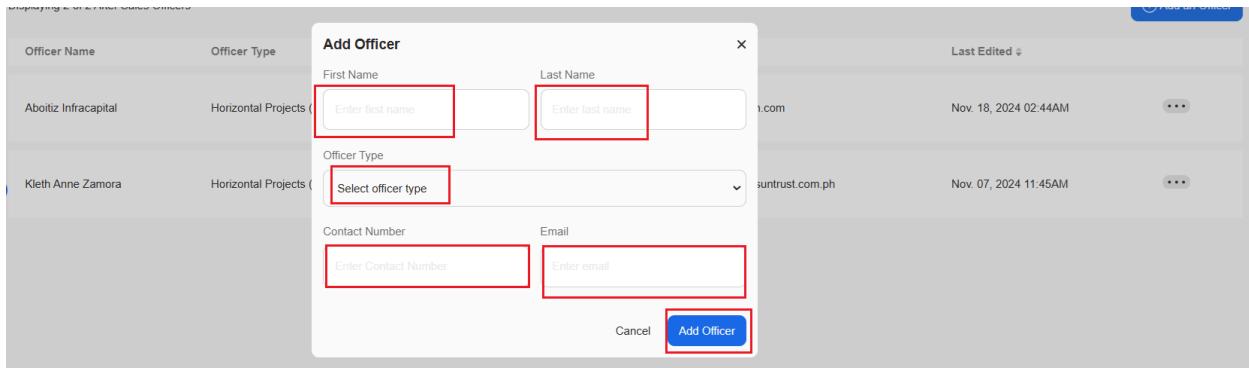


Figure 185.1. Add After Sales Officers

Edit After Sales Officers

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **First Name**, **Last Name**, **Officer Type**, **Contact Number**, and **Email** fields.
2. Once the user is done updating the item, simply click the **Add Officer** button, but if the user wants to cancel, click the “**Cancel**” button.

After Sales Officers		Taxonomies / Contact Us / After Sales Officers			
Officer Name	Officer Type	Contact Number	Email	Last Edited	More
Aboitiz Infracapital	Horizontal Projects (House and Lot)	98765443233	admin@admin.com	Nov. 18, 2024 02:44AM	...
Kleth Anne Zamora	Horizontal Projects (House and Lot)	09423622699	km.zamora@suntrust.com.ph	Nov. 07, 2024 11:45AM	...

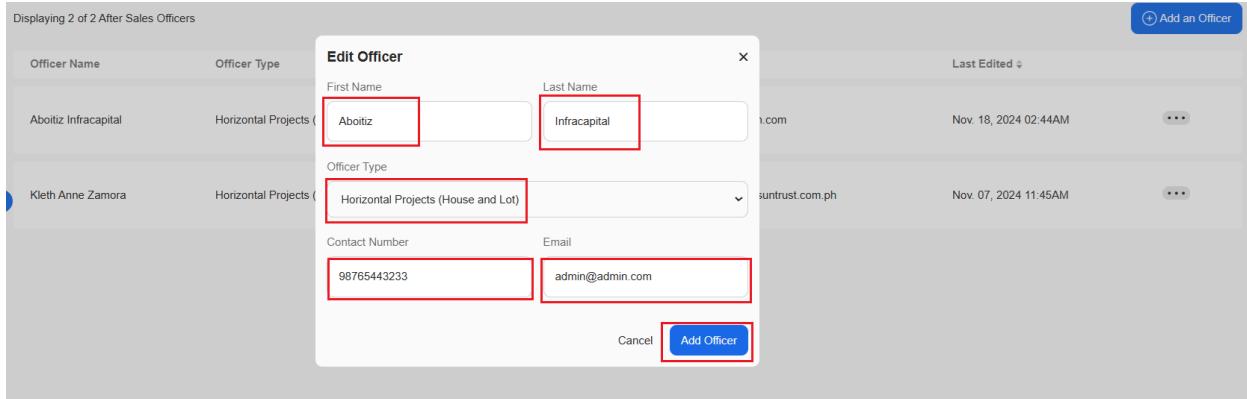


Figure 186. Edit After Sales Officers

Delete After Sales Officers

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

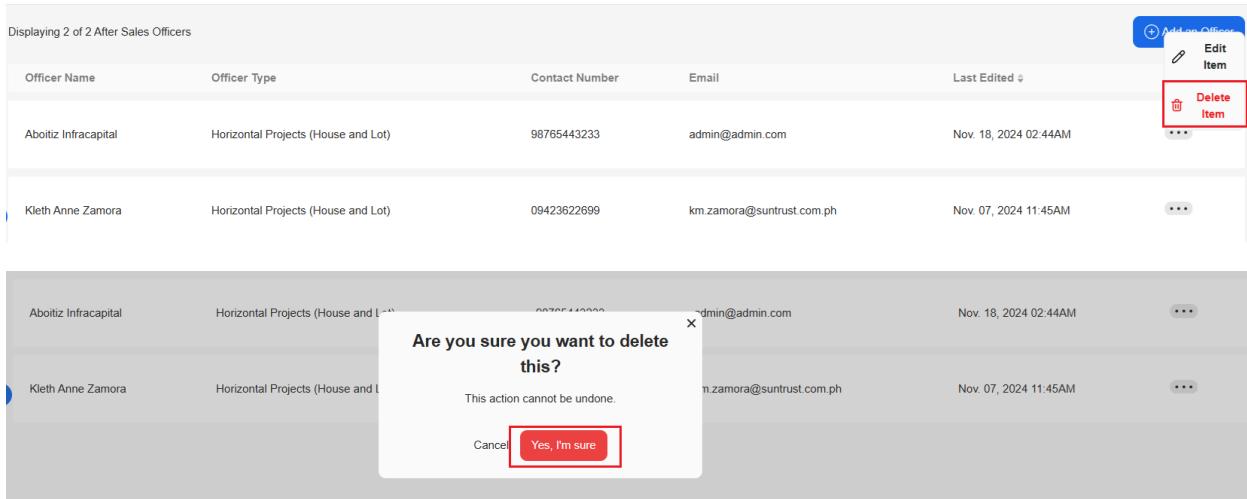
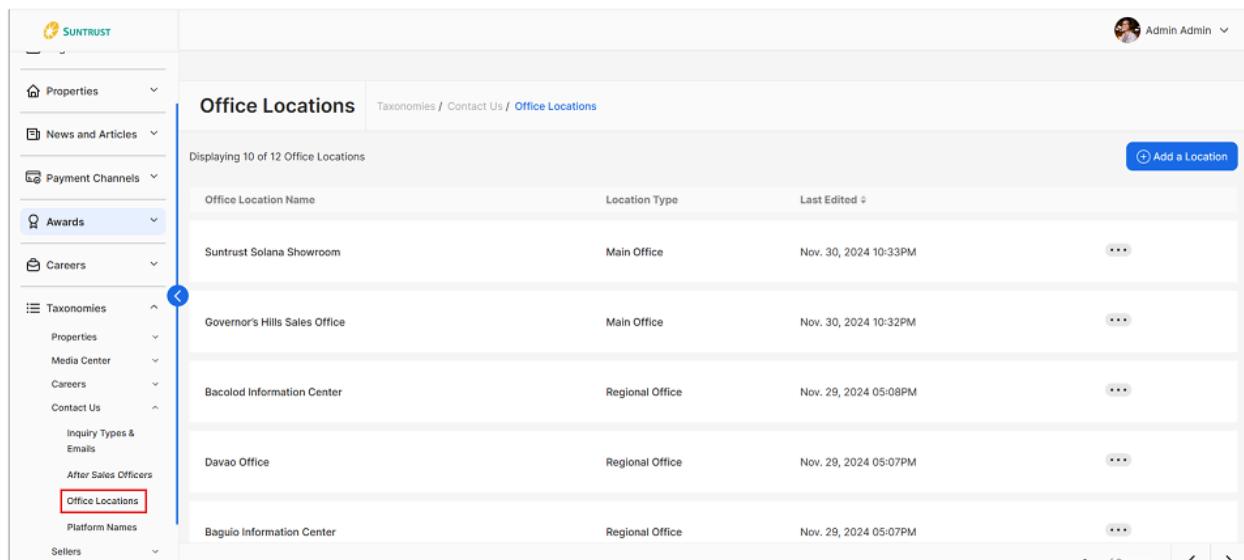


Figure 187. Delete After Sales Officers

Contact Us - Office Locations

Click this icon to locate the contents of the **Office Locations** under **Contact Us**.



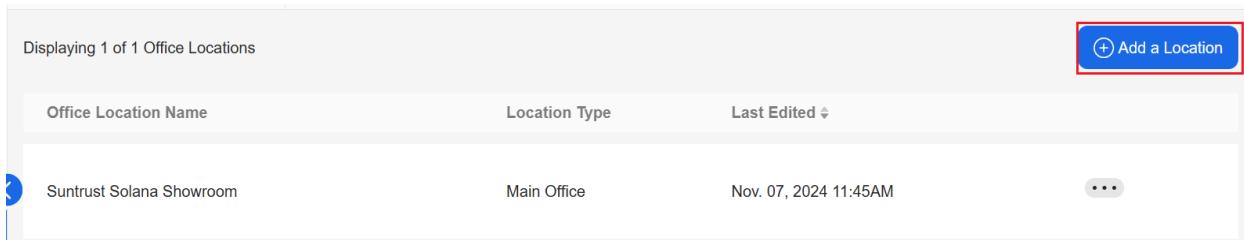
The screenshot shows the Suntrust Taxonomies section under the Contact Us category. The 'Office Locations' item is highlighted with a red box. The main content area displays a table of 12 office locations, each with a name, location type, and last edit date. A blue arrow points from the 'Office Locations' link in the sidebar to the corresponding table row.

Office Location Name	Location Type	Last Edited
Suntrust Solana Showroom	Main Office	Nov. 30, 2024 10:33PM
Governor's Hills Sales Office	Main Office	Nov. 30, 2024 10:32PM
Bacolod Information Center	Regional Office	Nov. 29, 2024 05:08PM
Davao Office	Regional Office	Nov. 29, 2024 05:07PM
Baguio Information Center	Regional Office	Nov. 29, 2024 05:07PM

Figure 188. Contact Us - Office Locations

Add Office Locations

1. Click the **Add a Location** button to **Add Office Locations**.



The screenshot shows a table with one row of data, representing the addition of a new office location. The 'Add a Location' button is highlighted with a red box.

Office Location Name	Location Type	Last Edited
Suntrust Solana Showroom	Main Office	Nov. 07, 2024 11:45AM

Figure 189. Add Office Locations

2. The user is required to select a **Location Type**, input a **Location Name**, **Address**, **Truck Line Number**, and **Google Map URL** field.

3. After completing the entries, click **Add Office Location**.

The screenshot shows a modal dialog titled "Add a Location". The form fields are as follows:

- Location Type:** A dropdown menu labeled "Select location type" with a red border.
- Location Name:** A text input field labeled "Enter an office location" with a red border.
- Address:** A text input field labeled "Enter address" with a red border.
- Trunk Line Number:** A text input field labeled "Enter contact number" with a red border.
- Google Map URL:** A text input field labeled "Please paste the Google Map link here." with a red border.

At the bottom right of the modal is a blue button labeled "Add Office Location" with a red border. To its left is a "Cancel" button.

Figure 189.1. Add Office Locations

Edit Office Locations

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can change the **Location Type**, update the **Location Name**, **Address**, **Truck Line Number**, and **Google Map URL** field.
2. Once the user is done updating the item, simply click the **Add Office Location** button , but if the user wants to cancel, click the “**Cancel**” button.

Displaying 1 of 1 Office Locations			+ Add a Location
Office Location Name	Location Type	Last Edited	Edit Item
Suntrust Solana Showroom	Main Office	Nov. 07, 2024 11:45AM	Delete Item ...

Edit Location

Location Type

Main Office

Location Name Max 50 characters

Suntrust Solana Showroom

Address Max 50 characters

434 Sample Street Suntrust

Trunk Line Number

09423622699

Google Map URL Please paste the Google Map link here.

<iframe src="https://www.google.com/maps/embed?pb=!m18!1m12!1m3!1d382

Cancel Add Office Location

Figure 190. Edit Office Locations

Delete Office Locations

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

Displaying 1 of 1 Office Locations			+ Add a Location
Office Location Name	Location Type	Last Edited	Edit Item
Suntrust Solana Showroom	Main Office	Nov. 07, 2024 11:45AM	Delete Item

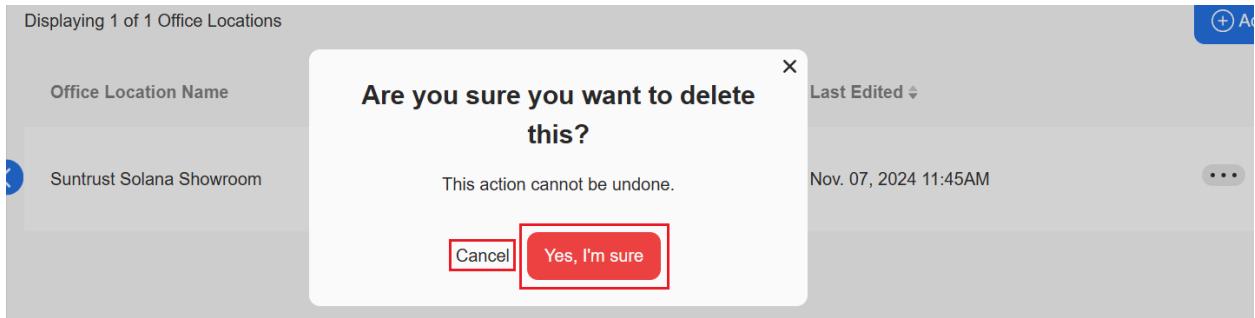


Figure 191. Delete Office Locations

Contact Us - Platform Names

Click this icon to locate the contents of the **Platform Names** under **Contact Us**.

A screenshot of the "Contact Us - Platform Names" page. The left sidebar shows various categories like News and Articles, Payment Channels, Awards, Careers, Taxonomies, and Contact Us. The "Platform Names" option under Contact Us is highlighted with a red box. The main content area shows a list of platform names: Events, Print Ads, On-site Board Ups, Billboards, and Booth Exhibits, all last edited on Nov. 26, 2024 at 10:02AM. A blue arrow points to the "Platform Names" link in the sidebar.

Figure 192. Contact Us - Platform Names

Add Platform Names

1. Click **Add a Platform** to be redirected to the creation page.

The screenshot shows a web interface for managing platform names. On the left is a sidebar with various navigation links such as News and Articles, Payment Channels, Awards, Careers, Taxonomies (Properties, Media Center, Careers, Contact Us), Inquiry Types & Emails, After Sales Officers, Office Locations, Platform Names (selected), Sellers, Email Recipients, and Form Pages. The main content area is titled 'Platforms' and shows a list of platform names: Events, Print Ads, On-site Board Ups, Billboards, and Booth Exhibits. Each item has a 'Last Edited' timestamp (Nov. 26, 2024 10:02AM) and a three-dot menu icon. At the top right of the list is a blue button labeled '(+) Add a Platform' with a red box around it. The bottom right corner of the screen shows '1 of 2 pages'.

Figure 193. Add Platform Names

2. The user is required to input the **Referral Name** field.
3. After completing the entries, click the **Add Platform** button.

This screenshot is similar to the one above, showing the list of platform names. However, a modal window titled 'Add a Platform' is overlaid on the list. The modal contains a text input field labeled 'Enter a Referral Type' with a red box around it. At the bottom of the modal are two buttons: 'Cancel' and a blue 'Add Platform' button with a red box around it. The background list of platforms is partially visible behind the modal.

Figure 193.1. Add Platform Names

Edit Platform Names

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **Referral Name** field.
2. Once the user is done updating the item, simply click the **Add Platform** button, but if the user wants to cancel, click the “**Cancel**” button.

The image consists of two vertically stacked screenshots of a web-based application interface. Both screenshots show a left sidebar with various navigation links and a main content area titled 'Platforms'.

Screenshot 1 (Top): This screenshot shows a list of platform names. A blue circle highlights the 'Events' entry in the list. To the right of the list are three buttons: 'Edit Item' (with a pencil icon), 'Delete Item' (with a trash bin icon), and a blue 'Add a Platform' button. The 'Edit Item' button is highlighted with a red box.

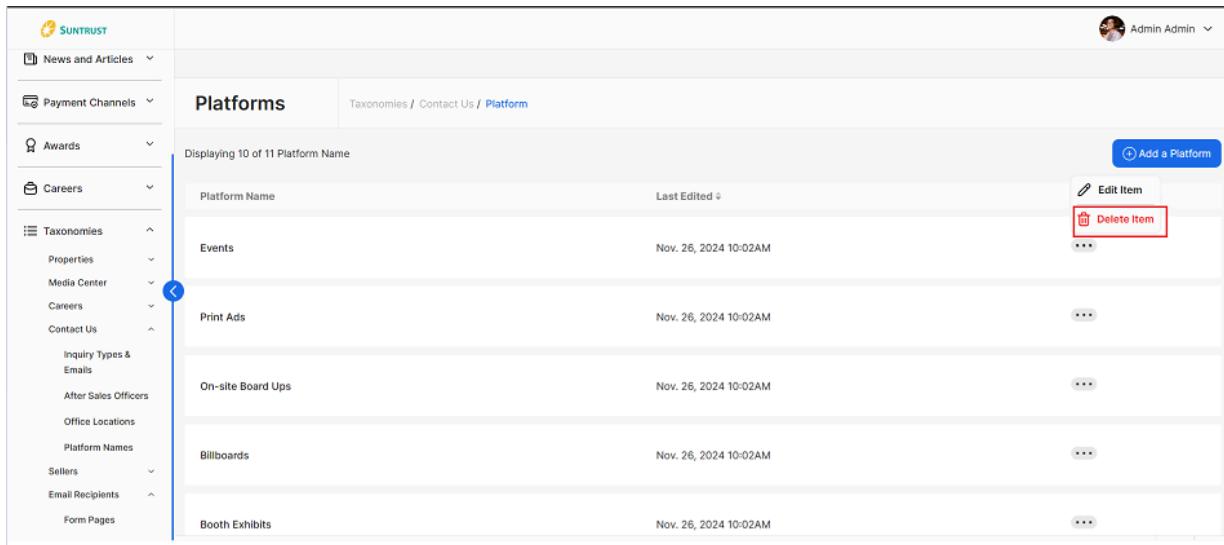
Platform Name	Last Edited	Actions
Events	Nov. 26, 2024 10:02AM	...
Print Ads	Nov. 26, 2024 10:02AM	...
On-site Board Ups	Nov. 26, 2024 10:02AM	...
Billboards	Nov. 26, 2024 10:02AM	...
Booth Exhibits	Nov. 26, 2024 10:02AM	...

Screenshot 2 (Bottom): This screenshot shows the same list of platforms, but the 'Events' entry has been selected, opening a modal dialog box titled 'Edit Referral Type'. Inside the dialog, there is a text input field containing the value 'Events', which is also highlighted with a red box. At the bottom of the dialog are two buttons: 'Cancel' and 'Add Platform'. The 'Add Platform' button is highlighted with a red box.

Figure 194. Edit Platform Names

Delete Platform Names

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.



The screenshot shows the Suntrust platform's navigation bar on the left with various sections like News and Articles, Payment Channels, Awards, Careers, Taxonomies, Properties, Media Center, Careers, Contact Us, Inquiry Types & Emails, After Sales Officers, Office Locations, Platform Names, Sellers, Email Recipients, and Form Pages. The main content area is titled 'Platforms' and shows a list of 'Platform Name' entries. The entries are:

Platform Name	Last Edited	Actions
Events	Nov. 26, 2024 10:02AM	... (Edit, Delete)
Print Ads	Nov. 26, 2024 10:02AM	... (Edit, Delete)
On-site Board Ups	Nov. 26, 2024 10:02AM	... (Edit, Delete)
Billboards	Nov. 26, 2024 10:02AM	... (Edit, Delete)
Booth Exhibits	Nov. 26, 2024 10:02AM	... (Edit, Delete)

A blue circle highlights the 'Delete Item' button for the 'Print Ads' entry. The top right corner shows the user profile 'Admin Admin'.

Figure 195. Delete Platform Names

Sellers

Click this icon to locate the contents of **Sellers**.

The screenshot shows a left sidebar with a tree view of taxonomies. A red box highlights the 'Sellers' node under 'Platform Names'. The main area is titled 'Priority Location' and shows a list of priority locations. The list includes:

Priority Location	Last Edited	Action
PALAWAN	Nov. 27, 2024 11:24AM	...
METRO MANILA	Nov. 27, 2024 11:24AM	...
BAGUIO	Nov. 27, 2024 11:24AM	...
TAGUM/DAVAO	Nov. 27, 2024 11:24AM	...
NEGROS	Nov. 27, 2024 11:24AM	...

A blue button at the top right says '+ Add a Priority Location'.

Figure 196. Sellers

Sellers - Business Partner - Priority Locations

Click this icon to locate the contents of the **Business Partner - Priority Locations** under **Sellers**.

The screenshot is identical to Figure 196, showing the same list of priority locations (PALAWAN, METRO MANILA, BAGUIO, TAGUM/DAVAO, NEGROS) with the same last edit times (Nov. 27, 2024 11:24AM). The left sidebar shows the 'Business Partner - Priority Locations' node under 'Sellers' highlighted with a red box. The blue '+ Add a Priority Location' button is also present.

Figure 197. Sellers - Business Partner - Priority Locations

Add Priority Locations

1. Click the **Add a Priority Location** button to add **Priority Locations**.

The screenshot shows a user interface for managing priority locations. On the left is a sidebar with various taxonomy categories like Properties, Unit Types, and Sellers. The main area is titled 'Priority Location' and shows a list of locations: PALAWAN, METRO MANILA, BAGUIO, TAGUM/DAVAO, and NEGROS. Each location has a timestamp (Nov. 27, 2024 11:24AM) and a three-dot menu icon. In the top right corner of the main area, there is a blue button with a circular arrow icon and the text 'Add a Priority Location'.

Figure 198. Add Priority Locations

4. The user is required to input the **Priority Location** field.
5. After completing the entries, click the **Add Priority Location** button.

This screenshot is similar to Figure 198, showing the Priority Location page with a list of existing locations. However, a modal dialog box is overlaid in the center. The dialog is titled 'Add a Priority Location' and contains a single input field labeled 'Enter a Priority Location'. A red rectangular box highlights this input field. At the bottom of the dialog, there are 'Cancel' and 'Add Priority Location' buttons, with the 'Add Priority Location' button also highlighted with a red box.

Figure 198.1. Add Priority Locations

Edit Priority Locations

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **Priority Location** field.
2. Once the user is done updating the item, simply click the **Add Priority Location** button, but if the user wants to cancel, click the “**Cancel**” button.

The figure consists of two screenshots of a software application interface for managing priority locations.

Screenshot 1 (Top): Priority Location List

- Left sidebar: Taxonomies, Properties, Unit Types, Property Locations, Property Statuses, Media Center, Article Categories, Careers, Job Locations, Employment Types, Contact Us, Inquiry Types & Emails, After Sales Officers, Office Locations, Platform Names, Sellers (selected), Business Partner - Priority Locations, Email Recipients, Admin Setting.
- Header: Priority Location, Taxonomies / Sellers - Sales Group / Priority Locations.
- Content: Displaying 9 of 9 Priority Locations. A table lists locations: PALAWAN, METRO MANILA, BAGUIO, TAGUM/DAVAO, NEGROS. Each row has a Last Edited timestamp (Nov. 27, 2024 11:24AM) and three-dot more options menu.
- Buttons: Add a Priority Location (top right), Edit Item (red box), Delete Item (red box).

Screenshot 2 (Bottom): Edit Priority Location Dialog

- Left sidebar: Same as Screenshot 1.
- Header: Priority Location, Taxonomies / Sellers - Sales Group / Priority Locations.
- Content: Displaying 9 of 9 Priority Locations. A table lists locations: PALAWAN, METRO MANILA, BAGUIO, TAGUM/DAVAO, NEGROS. Each row has a Last Edited timestamp (Nov. 27, 2024 11:24AM) and three-dot more options menu.
- Modal: Edit Priority Location. It contains a Priority Location input field with "PALAWAN" (red box), a Max 70 characters note, and two buttons: Cancel and Add Priority Location (red box).
- User: Admin Admin (top right).

Figure 199. Edit Priority Locations

Delete Priority Locations

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

The screenshots illustrate the process of deleting a priority location. In the first screenshot, a user has selected the row for 'PALAWAN'. A blue circle highlights the 'Delete Item' button in the top right corner of the row. In the second screenshot, a confirmation dialog box is displayed, asking 'Are you sure you want to delete this?'. The 'Yes, I'm sure' button is highlighted with a red box.

Priority Location	Last Edited
PALAWAN	Nov. 27, 2024 11:24AM
METRO MANILA	Nov. 27, 2024 11:24AM
BAGUIO	Nov. 27, 2024 11:24AM
TAGUM/DAVAO	Nov. 27, 2024 11:24AM
NEGROS	Nov. 27, 2024 11:24AM

Figure 200. Edit Priority Locations

Email Recipients

The screenshot shows the Suntrust Taxonomies interface. On the left, there is a sidebar with various categories: Properties, Unit Types, Property Locations, Property Statuses, Media Center, Article Categories, Careers, Job Locations, Employment Types, Contact Us, Inquiry Types & Emails, After Sales Officers, Office Locations, Platform Names, Sellers, Business Partner - Priority Locations, and Email Recipients. The 'Email Recipients' category is highlighted with a red box. A blue circle with a right-pointing arrow is positioned next to the 'Email Recipients' category. The main content area is titled 'Form Pages' and shows a list of five items: Sales Group, Careers, Business Partner, Get Quote, and Newsletter. Each item has a blue button with its email address: salesgroup@gmail.com, careers@gmail.com, papio.markangel788@gmail.com, papio.markangel788@gmail.com, and papio.markangel788@gmail.com respectively. To the right of each item is a timestamp (Nov. 29, 2024 or Nov. 27, 2024) and a three-dot menu icon. At the bottom right of the content area, it says '1 of 1 pages' with navigation arrows.

Figure 201. Email Recipients

Email Recipients - Form Pages

Click this icon to locate the contents of the **Form Pages** under **Email Recipients**.

This screenshot is identical to Figure 201, showing the 'Form Pages' section under the 'Email Recipients' category. It displays the same five items with their respective email addresses and timestamps. A blue circle with a right-pointing arrow is located next to the 'Email Recipients' category in the sidebar.

Figure 202. Form Pages

Edit Form Pages

1. By clicking **Edit**, you will be redirected to Edit page. The user can **update the Form Page Name field**, and **Add** another **Email** or **Remove** the existing email on the selected item.
2. Once the user is done updating the item, simply click **Edit Form Page** button.

The screenshot shows two pages related to managing form pages.

Form Pages List: This page displays a list of five form pages: Sales Group, Careers, Business Partner, Get Quote, and Newsletter. Each entry includes the form page name, assigned email recipient(s), and the last edited date. A red box highlights the three-dot menu icon next to the Sales Group entry. A blue arrow points from the 'Edit' link in the list to the 'Edit Form Page' dialog below.

Form Page	Assigned Email Recipients	Last Edited
Sales Group	salesgroup@gmail.com	Nov. 29, 2024 03:51PM
Careers	careers@gmail.com	Nov. 27, 2024 02:57PM
Business Partner	papio.markangel788@gmail.com	Nov. 27, 2024 11:45AM
Get Quote	papio.markangel788@gmail.com	Nov. 27, 2024 11:44AM
Newsletter	papio.markangel788@gmail.com	Nov. 27, 2024 11:44AM

Edit Form Page Dialog: This dialog is open for the 'Sales Group' form page. It shows the current assigned email recipient ('salesgroup@gmail.com') and provides fields to enter a new email address ('Enter Email Address') and add it ('+ Add Email'). A red box highlights the 'Edit Form Page' button at the bottom right of the dialog.

Figure 203. Edit Form Pages

Admin Settings

Click this icon to locate the contents of **Admin Settings**.

The screenshot shows the Admin Settings interface. On the left is a sidebar with various categories: Property Locations, Property Statuses, Media Center, Article Categories, Careers, Job Locations, Employment Types, Contact Us, Inquiry Types & Emails, After Sales Officers, Office Locations, Platform Names, Sellers, Email Recipients, and Form Pages. A red box highlights the 'Admin Setting' section under 'Sellers'. Below it are links for CMS Editors, Roles, and Website Settings. The main content area is titled 'CMS Editors' and shows a list of three CMS Editors: Reuel Abletia, Admin Admin, and Camille Dela Cruz. Each entry includes the Editor Name, Role (Admin), Email, and Last Edited date and time. A blue button at the top right says '+ Add an CMS Editor'.

Editor Name	Role	Email	Last Edited
Reuel Abletia	• Admin	reuelabletia.dbmanila@gmail.com	Dec 04, 2024 10:38 AM
Admin Admin	• Admin	admin@admin.com	Dec 04, 2024 10:38 AM
Camille Dela Cruz	• Admin	camilledelacruz.dbmanila@gmail.com	Dec 04, 2024 10:38 AM

Figure 204. Admin Settings

Admin Settings - CMS Editors

This is where the admin can **create new users** and **assign them roles**, allowing access only to the specified privileges.

This screenshot shows the 'CMS Editors' section within the Admin Settings. The sidebar on the left has a different set of categories: Pages, Properties, News and Articles, Payment Channels, Awards, Careers, Taxonomies, Admin Setting, CMS Editors (which is highlighted with a red box), Roles, and Website Settings. The main content area is identical to Figure 204, displaying the list of three CMS Editors with their details and edit options.

Editor Name	Role	Email	Last Edited
Reuel Abletia	• Admin	reuelabletia.dbmanila@gmail.com	Dec 04, 2024 10:51 AM
Admin Admin	• Admin	admin@admin.com	Dec 04, 2024 10:51 AM
Camille Dela Cruz	• Admin	camilledelacruz.dbmanila@gmail.com	Dec 04, 2024 10:51 AM

Figure 205. Admin Settings - CMS Editor

Add CMS Editor

1. Click **Add an CMS Editor** to be redirected to the creation page.

The screenshot shows a table of CMS Editors with three entries:

Editor Name	Role	Email	Last Edited
Reuel Abletia	• Admin	reuelabletia.dbmanila@gmail.com	Dec 04, 2024 10:51 AM
Admin Admin	• Admin	admin@admin.com	Dec 04, 2024 10:51 AM
Camile Dela Cruz	• Admin	camiledelacruz.dbmanila@gmail.com	Dec 04, 2024 10:51 AM

A red box highlights the blue button labeled '+ Add an CMS Editor' located at the top right of the table.

Figure 206. Add CMS Editor

2. The user is **required** to input the **First Name**, **Last Name**, **Email** and **Choose a Role** field.
3. If you want to upload images, ensure that they meet the following criteria:

For Icon Image:

Max Size: Max 5MB

Dimensions: 100px (W) 100px (H)

File Type: JPG, PNG, SvG

4. After completing the entries, click the **Add Editor** button.

The screenshot shows the 'Add CMS Editor' page. At the top left is a 'Back to Editors List' link. The main title is 'Add CMS Editor' with a subtitle 'Admin Settings / CMS Editors / Add CMS Editor'. Below this is a section titled 'Editor Information' containing fields for First Name (e.g. Juan), Last Name (e.g. Dela Cruz), Email (e.g. juandelacruz@email.com), and Role (Choose a role). There is also a 'Profile Image' input field with a note about file type and size. A 'NOTE' section at the bottom left informs users that a system-generated email will be sent to newly added editors, containing a pre-generated password. At the bottom right is a blue 'Add Editor' button.

Figure 206.1. Add CMS Editor

Note:

A system generated email will be sent to your newly added editors. This will contain a pre-generated password for them to use on their initial sign in.

Edit CMS Editor

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **First Name**, **Last Name**, **Email** and **Choose a Role** field.
2. To change images in the Asset section
 - a. Click or drag an image button to replace or update the images
 - b. Once you have the images, remember to input the **Image Alt Text** for the images.
 - c. If you want to change the uploaded images, ensure that they meet the following criteria:

For Profile Image:

Max Size: Max 5MB

Dimensions: 100px (W) 100px (H)

File Type: JPG, PNG, WebP, SvG

3. Once the user is done updating the item, simply click the **Save Changes** button.

CMS Editors				Admin Settings / CMS Editors
Search for an Editor				
<input type="text"/> Enter search query				
Displaying 1 - 3 of 3 items				
Editor Name	Role	Email	Last Edited	
Reuel Abletia	• Admin	reuelabletia.dbmanila@gmail.com	Dec 04, 2024 01:31PM	 Edit Item
Admin Admin	• Admin	admin@admin.com	Dec 04, 2024 01:31 PM	 Delete Item
Camile Dela Cruz	• Admin	camiledelacruz.dbmanila@gmail.com	Dec 04, 2024 01:31 PM	 More

Edit Editor

Admin Settings / CMS Editors / Edit Editor

Editor Information

First Name	Last Name
Reuel	Ableita

Email The confirmation will be sent via email

reuelableita.dbmanila@gmail.com	Role
Admin	

Profile Image image/jpeg, image/png, image/webp, image/svg. Max 5MB

inquire-cta.png
png / 137.40 KB

Image Alt Text Max 50 characters
Placeholder only

Save Changes

Figure 207. Edit CMS Editor

Delete CMS Editor

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

CMS Editors

Admin Settings / CMS Editors

Search for an Editor

Enter search query

Displaying 1 - 3 of 3 items

Editor Name	Role	Last Edited	More
Reuel Ableita	• Admin	Dec 04, 2024 01:36 PM	...
Admin Admin	• Admin	Dec 04, 2024 01:36 PM	...
Camile Dela Cruz	• Admin	Dec 04, 2024 01:36 PM	...

Are you sure you want to delete this?
This action cannot be undone.

Cancel Yes, I'm sure

Add an CMS Editor

Figure 208. Delete CMS Editor

Admin Settings - Roles

This is where a role is set, allowing you to choose the privileges that determine access to specific pages.

The screenshot shows the 'Admin Settings - Roles' page. On the left is a sidebar with various categories like 'Property Locations', 'Media Center', 'Careers', etc., with 'Roles' highlighted and a red box around it. The main area has a header 'Roles' and 'Admin Settings / Roles'. It includes a search bar and a button to 'Add a New Role'. Below is a table with two rows:

Role Name	Editable Sections	Last Edited
Role 1	Homepage, Page About Us, Page Seller's Guide,	Nov 29, 2024 11:16 AM
Admin	Properties, News and Articles, Payment Channels, Awards, Careers, Taxonomies, Admin Setting, Homepage, Page Our Properties, Page Homebuyer's Guide, Page About Us, Page Seller's Guide, Page Payment Channel, Page News & Articles, Page Careers, Page Contact Us, Page Get a Quote, Page Privacy Policy, Page Terms and Conditions,	Nov 28, 2024 04:22 PM

At the bottom right, there are navigation icons and a page number '1 of 1 pages'.

Figure 209. Admin Settings - Roles

Add Roles

1. Click the **Add a New Role** button to **Add Roles**.

The screenshot shows the 'Admin Settings / Roles' page. On the left, there's a sidebar with various settings like 'Property Locations', 'Media Center', and 'Admin Setting'. Under 'Admin Setting', 'Roles' is selected. The main area shows a table with two rows: 'Role 1' and 'Admin'. The 'Add a New Role' button is highlighted with a red box.

Role Name	Editable Sections	Last Edited
Role 1	Homepage, Page About Us, Page Seller's Guide,	Nov 29, 2024 11:18 AM
Admin	Properties, News and Articles, Payment Channels, Awards, Careers, Taxonomies, Admin Setting, Homepage, Page Our Properties, Page Homebuyer's Guide, Page About Us, Page Seller's Guide, Page Payment Channel, Page News & Articles, Page Careers, Page Contact Us, Page Get a Quote, Page Privacy Policy, Page Terms and Conditions,	Nov 28, 2024 04:22 PM

Figure 210. Add Roles

2. The user is required to input the **Role Name** and Choose **Editable Site Selections** field.
3. After completing the entries, click the **Save Changes** button.

The screenshot shows the 'Edit Role' page. It has sections for 'Role Information' (with a 'Role Name' field containing 'e.g. Role ABC') and 'Role Permissions' (with a 'Choose site sections' dropdown). The 'Save Changes' button is highlighted with a red box.

Figure 210.1. Add Roles

Edit Roles

1. By clicking the **Edit Item** button, you will be redirected to this page. The user can update the **Role Name** and Change the **Editable Site Sections** field.
2. Once the user is done updating the item, simply click the **Save Changes** button.

Screenshot of the 'Roles' list page. The left sidebar shows navigation links for Property Locations, Property Statuses, Media Center, Article Categories, Careers, Job Locations, Employment Types, Contact Us, Inquiry Types & Emails, After Sales Officers, Office Locations, Platform Names, Sellers, Email Recipients, Form Pages, Admin Setting, CMS Editors, Roles (which is selected), and Website Settings. The main content area shows a table with two rows. The first row is for 'Role 1' with 'Role Name' 'Homepage, Page About Us, Page Seller's Guide,' 'Last Edited' Nov 28, 2024, 11:18 AM, and three-dot options. The second row is for 'Admin' with a long list of permissions and 'Last Edited' Nov 28, 2024, 04:24 PM. A blue circle highlights the 'Edit Item' button next to 'Role 1'.

Role Name	Editable Sections	Last Edited	Actions
Role 1	Homepage, Page About Us, Page Seller's Guide,	Nov 28, 2024 11:18 AM	... Edit Item Delete Item
Admin	Properties, News and Articles, Payment Channels, Awards, Careers, Taxonomies, Admin Setting, Homepage, Page Our Properties, Page Homebuyer's Guide, Page About Us, Page Seller's Guide, Page Payment Channel, Page News & Articles, Page Careers, Page Contact Us, Page Get a Quote, Page Privacy Policy, Page Terms and Conditions,	Nov 28, 2024 04:24 PM	... Edit Item Delete Item

Screenshot of the 'Edit Role' form. The left sidebar is identical to the previous screenshot. The main content area has a 'Role Information' section with a 'Role Name' field containing 'Role 1' (highlighted with a red box) and a 'Role Permissions' section with a 'Editable Site Sections' dropdown containing 'Homepage', 'Page About Us', and 'Page Seller's Guide' (also highlighted with a red box). A 'Clear All Selections' link is visible at the bottom of the dropdown. A blue circle highlights the 'Save Changes' button at the bottom right.

Figure 211. Edit Roles

Delete Roles

By clicking the **Delete Item** button, a confirmation popup will appear asking if the user is sure they want to delete the item. By clicking **Yes I'm Sure**, the selected item will be deleted.

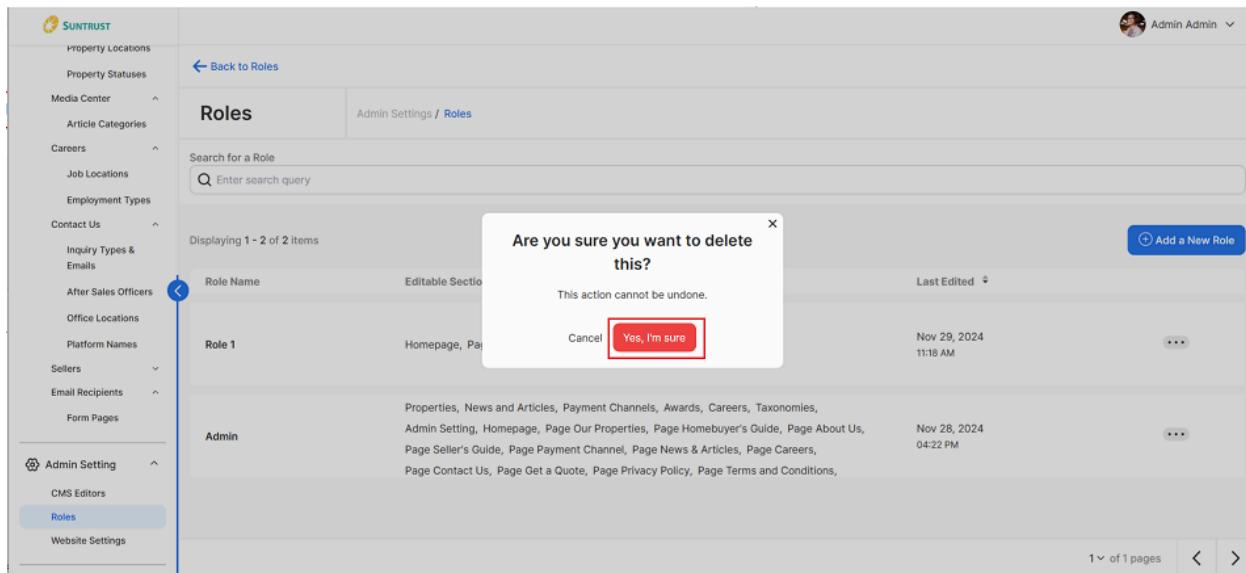


Figure 212. Delete Roles

Admin Settings - Website Settings

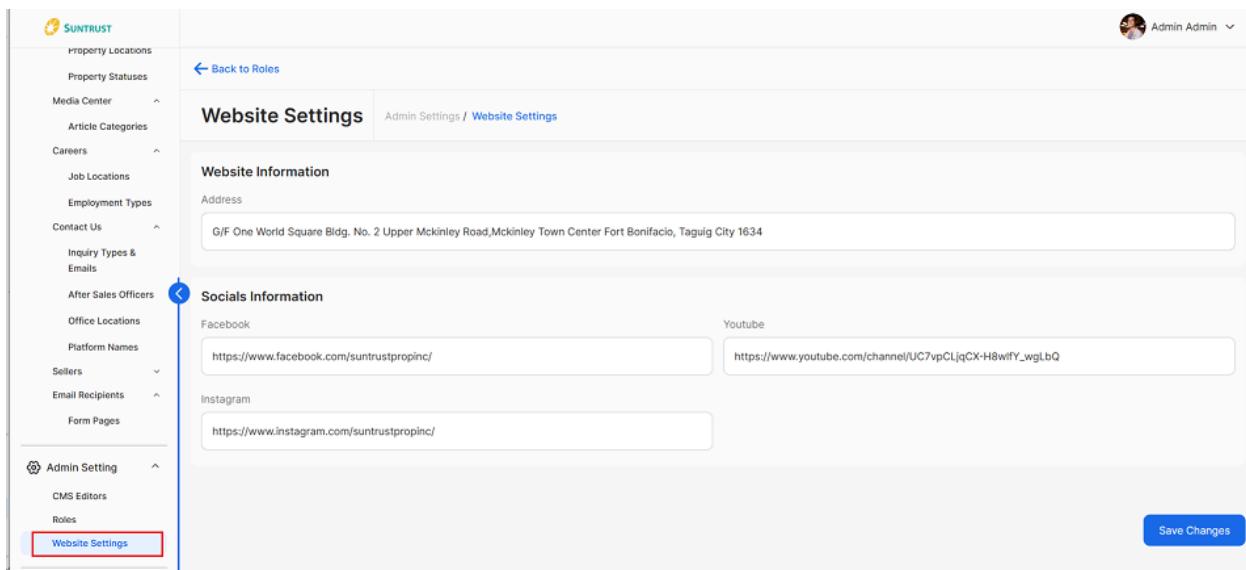


Figure 213. Admin Settings - Website Settings

Edit Website Settings

1. By clicking **Website Settings**, you will be redirected to this page. The user can update the the Main **Address** on the website, Main **Facebook, Instagram, and Youtube** account.
2. Once the user is done updating the item, simply click the **Save Changes** button.

The screenshot shows the 'Admin Settings / Website Settings' page. On the left is a sidebar with various categories like 'Property Locations', 'Media Center', 'Careers', etc., and a 'Website Settings' tab which is highlighted. The main content area has two sections: 'Website Information' and 'Socials Information'. In 'Website Information', there is a field for 'Address' containing 'G/F One World Square Bldg. No. 2 Upper McKinley Road, McKinley Town Center Fort Bonifacio, Taguig City 1634'. In 'Socials Information', there are three fields: 'Facebook' with URL 'https://www.facebook.com/suntrustpropinc/', 'YouTube' with URL 'https://www.youtube.com/channel/UC7vpCLjqCX-H8wifY_wgLbQ', and 'Instagram' with URL 'https://www.instagram.com/suntrustpropinc/'. A blue circular icon is positioned next to the 'Socials Information' section. At the bottom right is a blue 'Save Changes' button.

Figure 214. Admin Settings - Website Settings

END :)