Revival Records Administrative Tools Website Guide

# LOGIN

* To access the administrative tools home page, click on **Admin Login** located in the bottom right corner on any page.
* Enter in username and password
  + USERNAME: **revivalrecords**
  + PASSWORD: **RevivalRecords123!**

# EDIT HOME PAGE

* From the Admin homepage, click on the circle titled **Edit Home or follow the step below**
* From any page, click on **Edit Home** in the navigation bar at the top of the page
* To edit any of the three text areas located on the page:
  + The areas are listed from left to right (Heading/Content 1, Heading/Content 2, Heading/Content 3)
  + Type in the text box for desired changes
  + Click submit changes to publish to the text to the home page

# EDIT ABOUT PAGE

* From the Admin homepage, click on the circle titled **Edit About or follow the step below**
* From any page, click on **Edit About** in the navigation bar at the top of the page
* To edit the About the Store section on the About page:
  + Type in the text box under the About the Store label for desired changes
  + Click submit changes to publish to the text to the home page
* To edit the About the Records section on the About page:
  + Type in the text box under the About the Records label for desired changes
  + Click submit changes to publish to the text to the home page

# EDIT CONTACT PAGE\*

* From the Admin homepage, click on the circle titled **Edit Contact or follow the step below**
* From any page, click on **Edit Contact** in the navigation bar at the top of the page
* To edit the store hours:
  + Type in the text box next to the Store Hours label for desired changes
  + Click submit changes to publish to the text to the home page
* \*Note Admin is only able to make changes to the store hours on this page

# EDIT RECORD PAGES

* From the Admin homepage, click on the circle titled **Edit Records or follow the step below**
* From any page, click on **Edit Records** in the navigation bar at the top of the page
* Allows user to create, edit, and remove records on the Record Catalog page
* To create a record:
  + Click **Create Here** under the Create Record title located at the top right section of the page
  + Enter in the record name, year, artist, and genre
  + Click **Create** button
  + To cancel creating a record, click the **Close** button
* To edit a record:
  + Find record in the list (sorted alphabetically by artist, can click on letter to jump to the location)
  + Click the **Edit** button
  + Edit any of the text fields
  + Click the **Save** button to publish changes
  + To cancel changes, click the **Close** button
* To remove a record:
  + Find record in the list (sorted alphabetically by artist, can click on letter to jump to the location)
  + Click the **Remove** button
    - REMOVES ARE FINAL once the button is clicked