

- Project: TheThreeAcross
- Version: V1
- Created at: 16/01/2025
- Created by: Atul Raj
- Approved by: Amit Gupta

# Content Management Documentation:

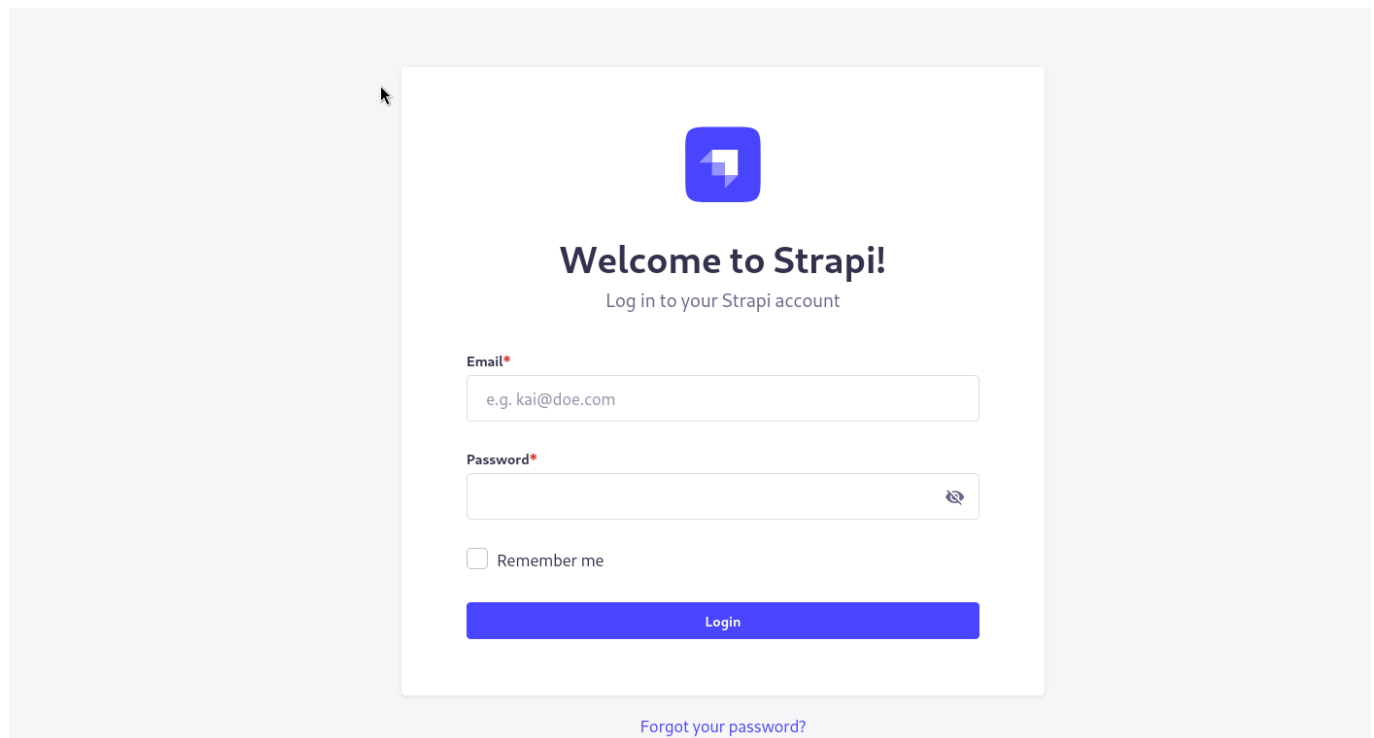
---

## 1. TheThreeAcross CMS

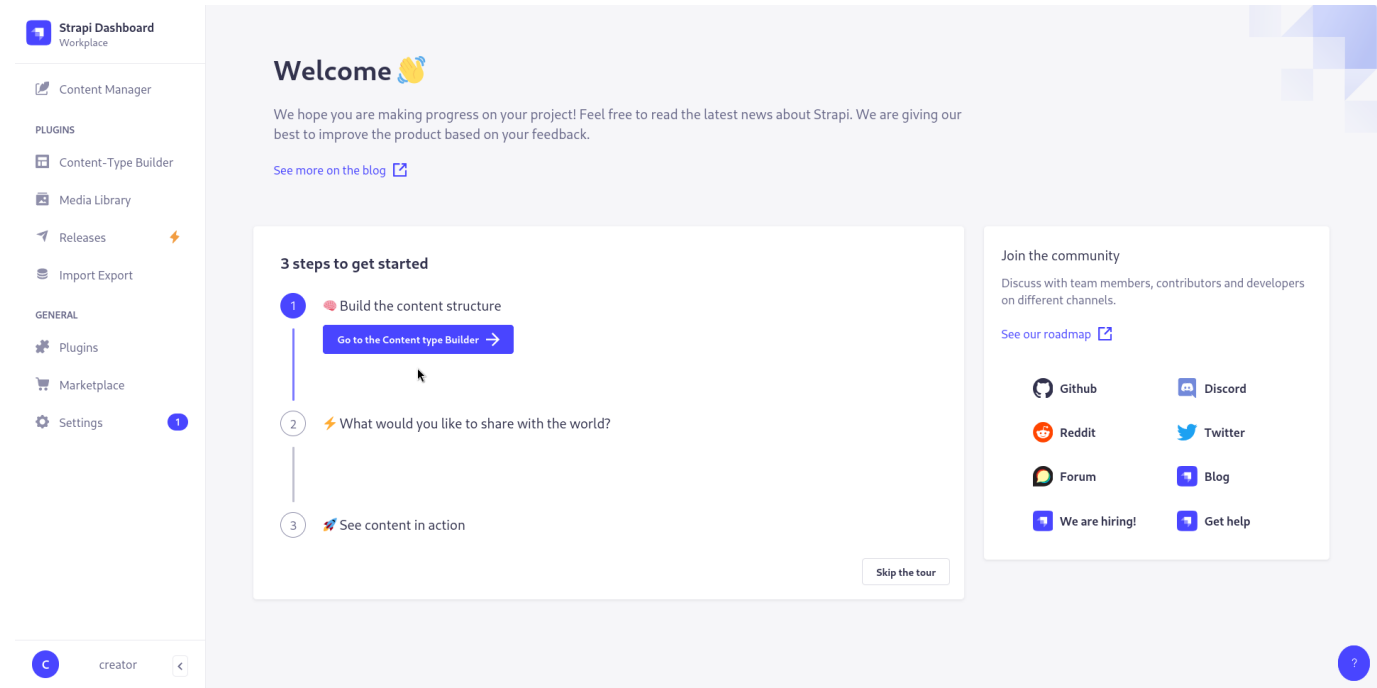
Visit the website: <https://api.thethreeacross.com/admin/auth/login>

Use credentials:

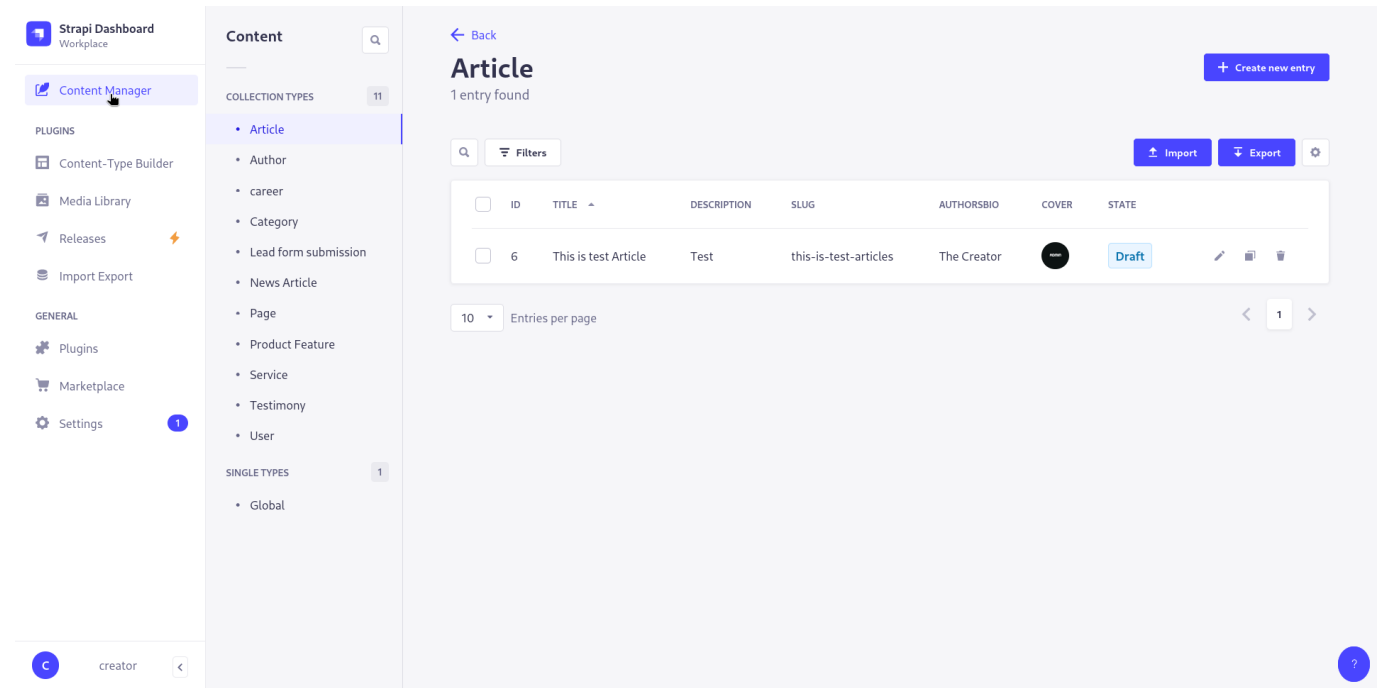
- email: creator@editor3across.com
- password: 79KJBBssBB&(&)(^bl)



Login with these credentials. Then you'll be redirected to the Dashboard.

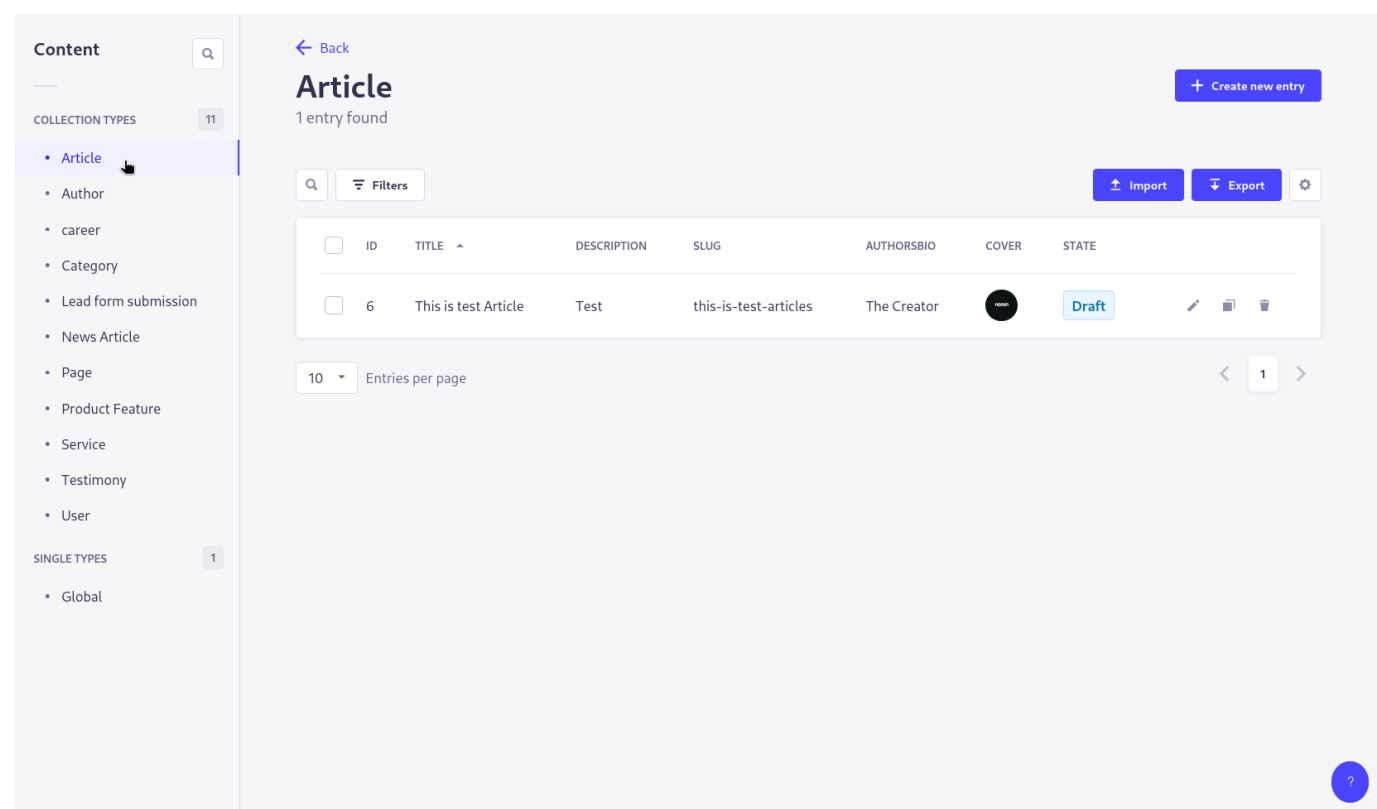


Here **Content Manager** is the tab that you will working a lot with.



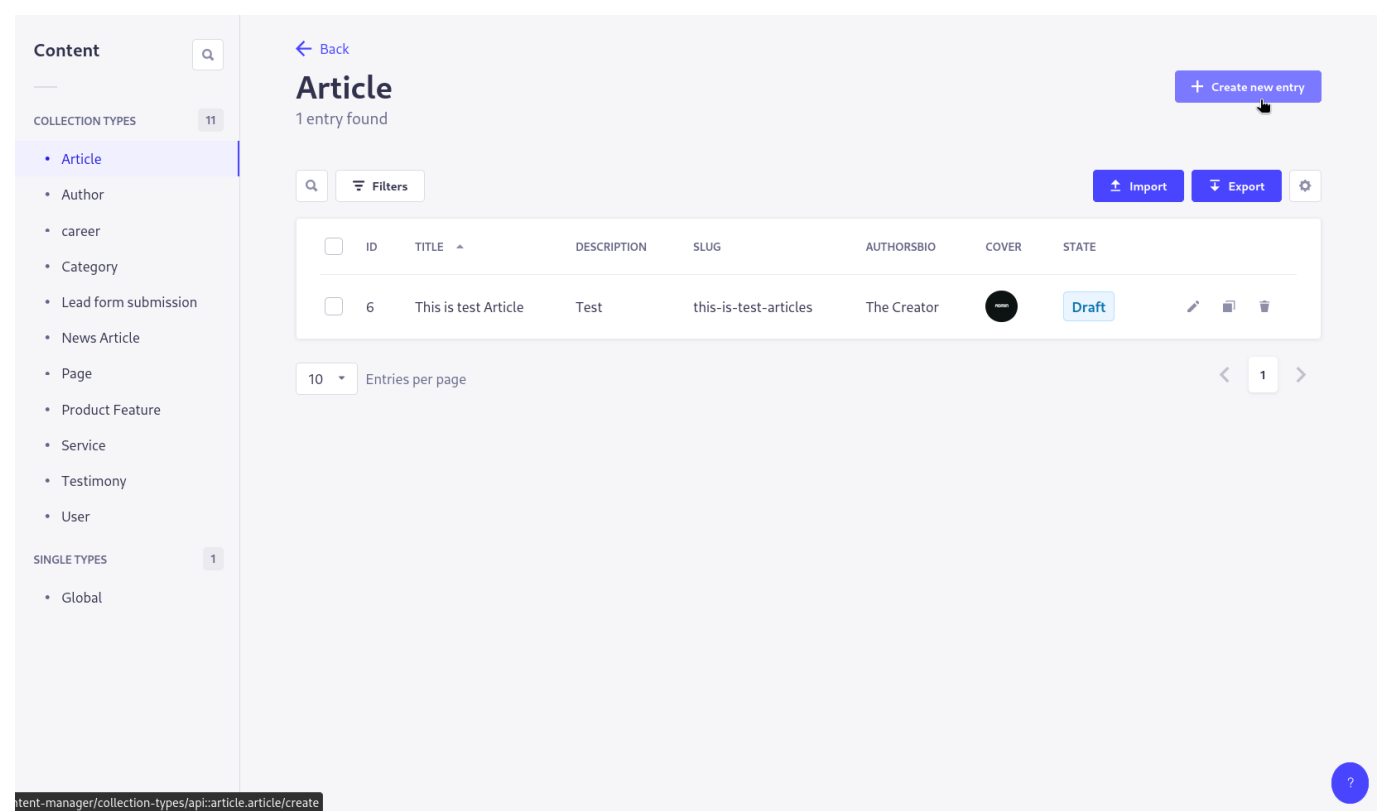
2. Content Manager

2.1 Article



Article is the section where the blog posts are created.

Create a new entry:



Article form will open:

Content

COLLECTION TYPES11

• Article

• Author

• career

• Category

• Lead form submission

• News Article

• Page

• Product Feature

• Service

• Testimony

• User

SINGLE TYPES1

• Global

Back

Create an entry

API ID: article

Publish

Save

title

description\*

max. 256 characters

slug

cover

Click to add an asset or drag and drop one in this area

category

Add relation

+ Add a component to blocks

authorsBio

Add relation

Editing draft version

INFORMATION

Created

now

By

-

Last update

now

By

-

IMPORT EXPORT

Import

Export

Edit the model

Configure the view

Article fields:

- 1. Title
- 2. Description
- 3. Slug : used for creating blog url.

Content

COLLECTION TYPES11

• Article

• Author

• career

• Category

• Lead form submission

• News Article

• Page

• Product Feature

• Service

• Testimony

• User

SINGLE TYPES1

• Global

Back

Create an entry

API ID: article

Publish

Save

title

First post

description\*

This is the first post

max. 256 characters

slug

|

Regenerate

cover

Click to add an asset or drag and drop one in this area

category

Add relation

+ Add a component to blocks

authorsBio

Add relation

Editing draft version

INFORMATION

Created

in 34 seconds

By

-

Last update

in 34 seconds

By

-

IMPORT EXPORT

Import

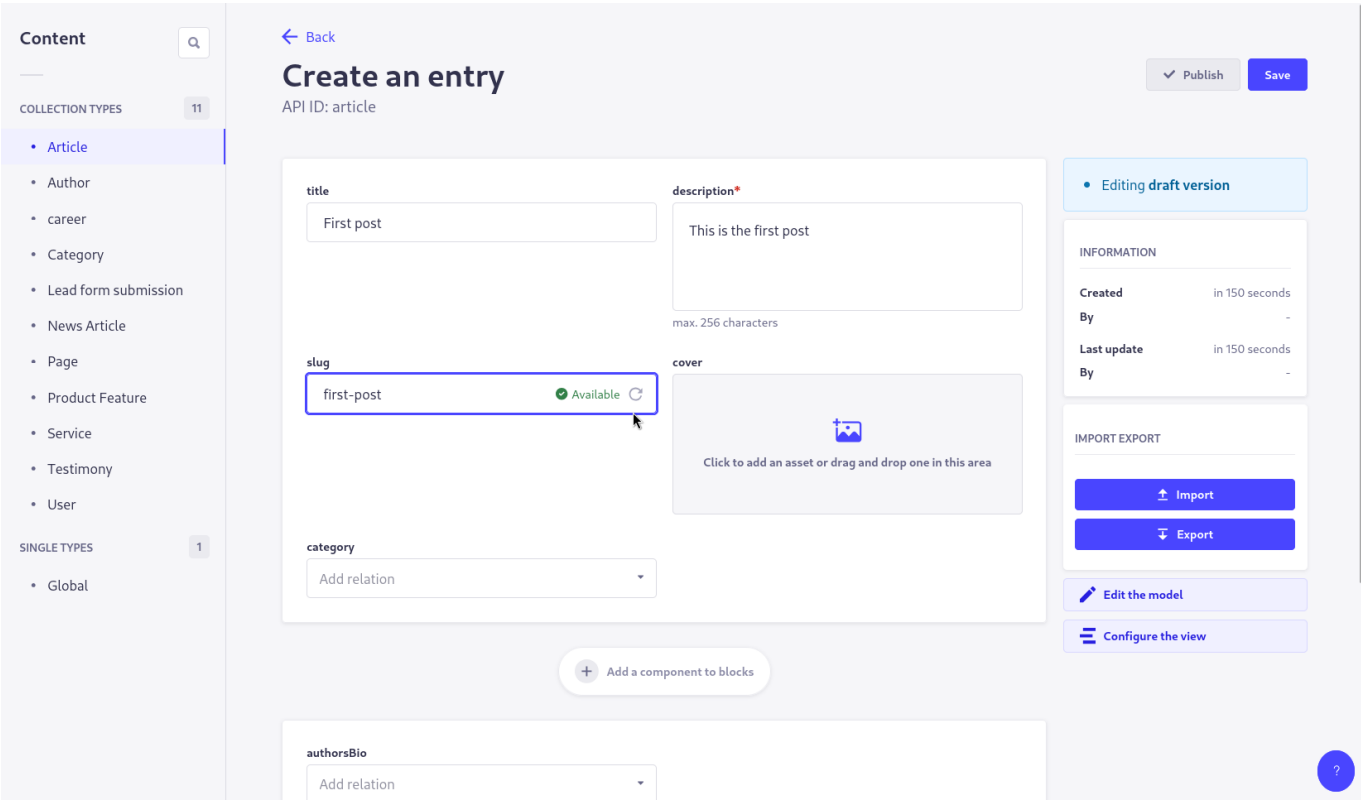
Export

Edit the model

Configure the view

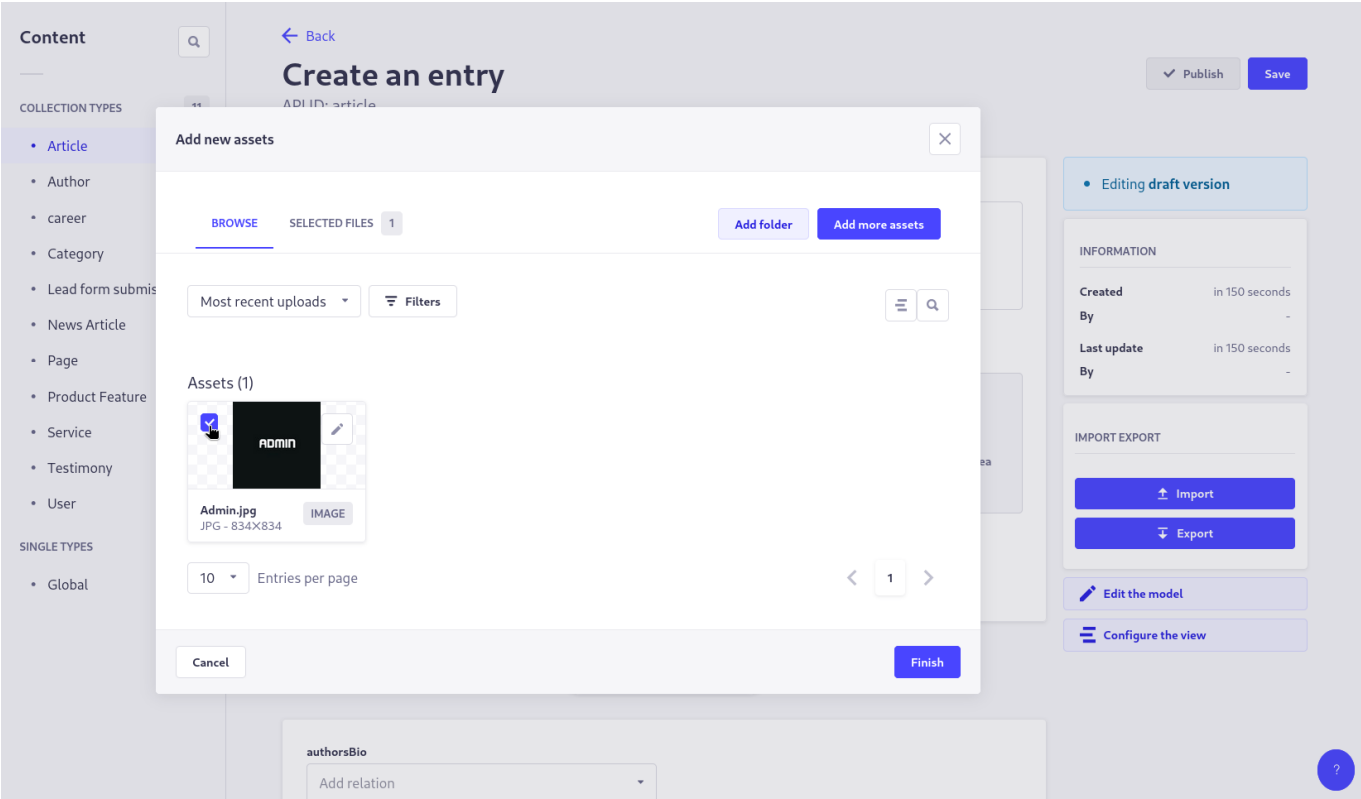
If slug is not automatically generated then click on Regenerate button.

4 / 29

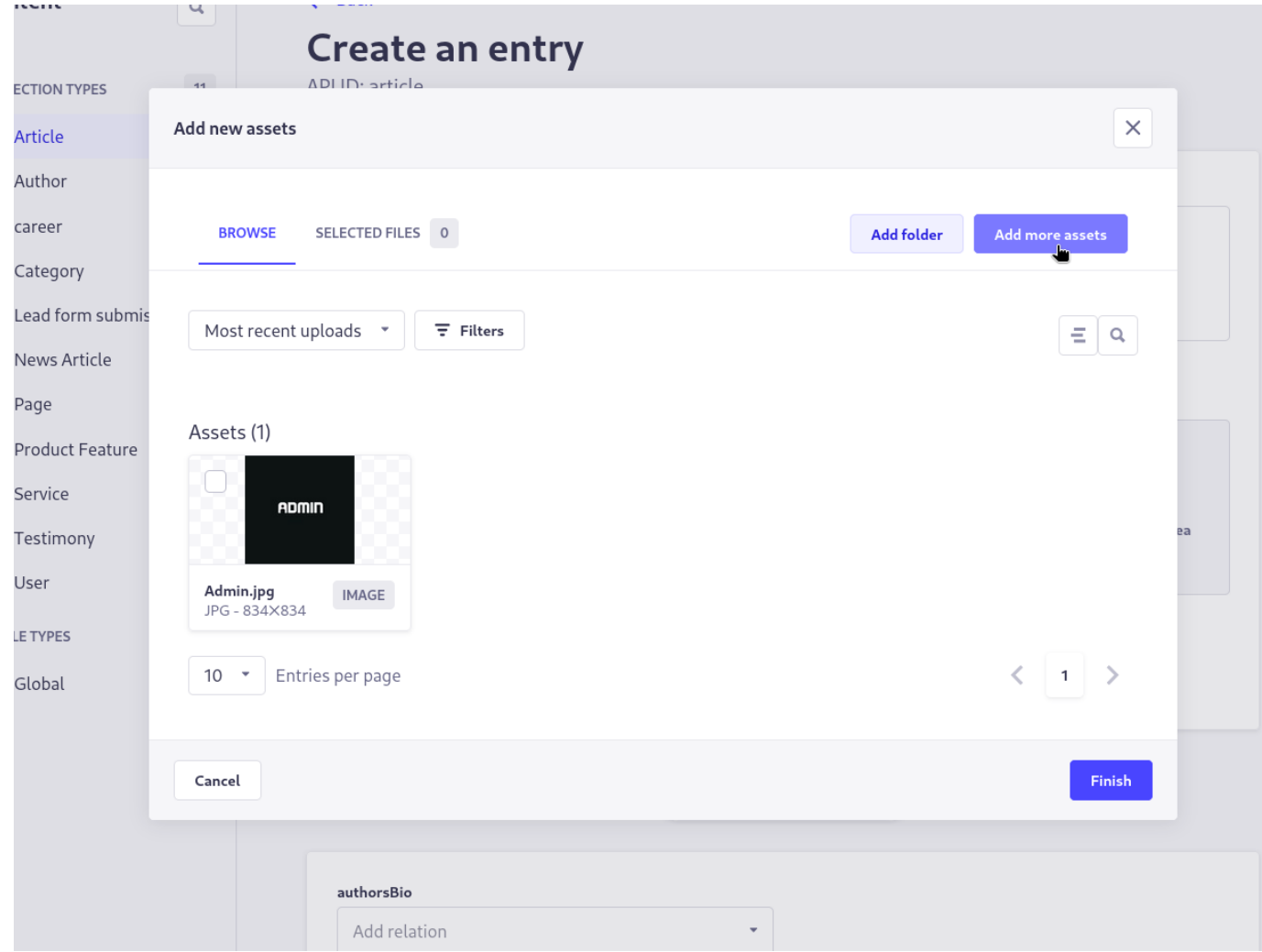


The new slug will be created.

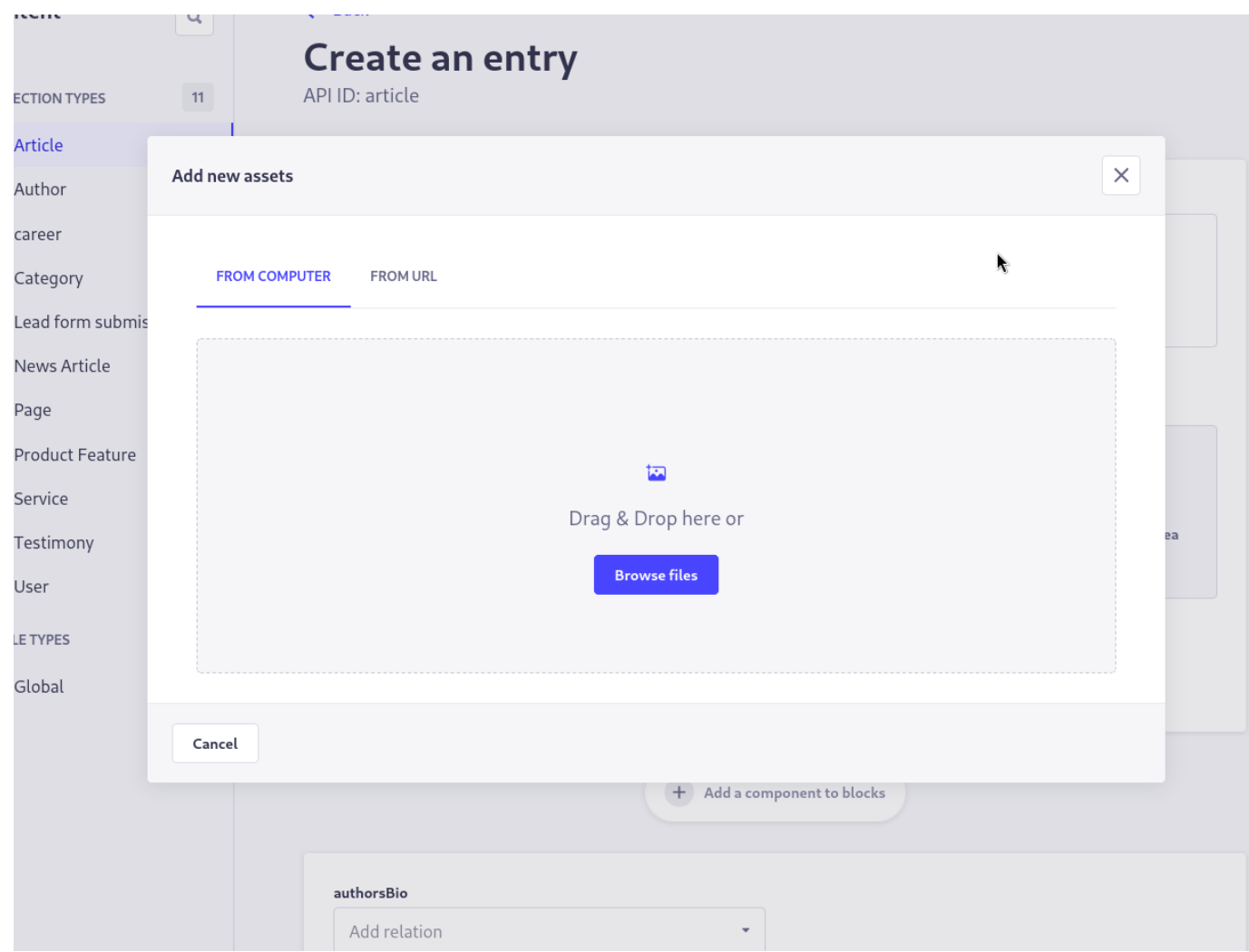
4. Cover image



Here you can add any image asset from this dialog box.



Click to add more assets



Drag and drop image from your computer.

[← Back](#)

# Create an entry

API ID: article

title

First post

slug

first-post

category

Add relation

description\*

This is the first post

max. 256 characters

cover

ADMIN

+

🔗

🗑️

✎

Admin.jpg

• Editing draft version

INFORMATION

Created	in 364 seconds
By	-
Last update	in 364 seconds
By	-

IMPORT EXPORT

Import

Export

Edit the model

Configure the view

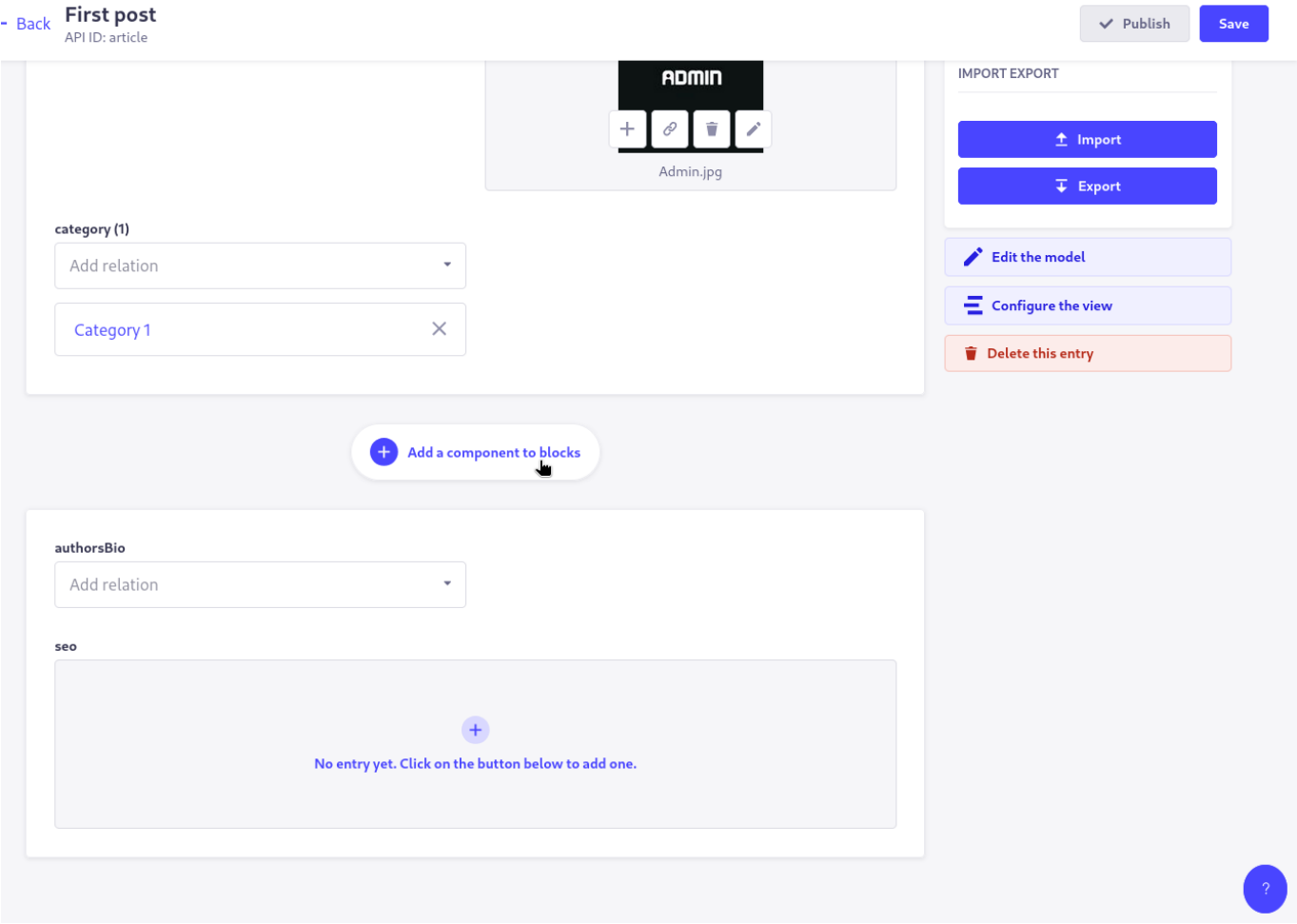
+ Add a component to blocks

authorsBio

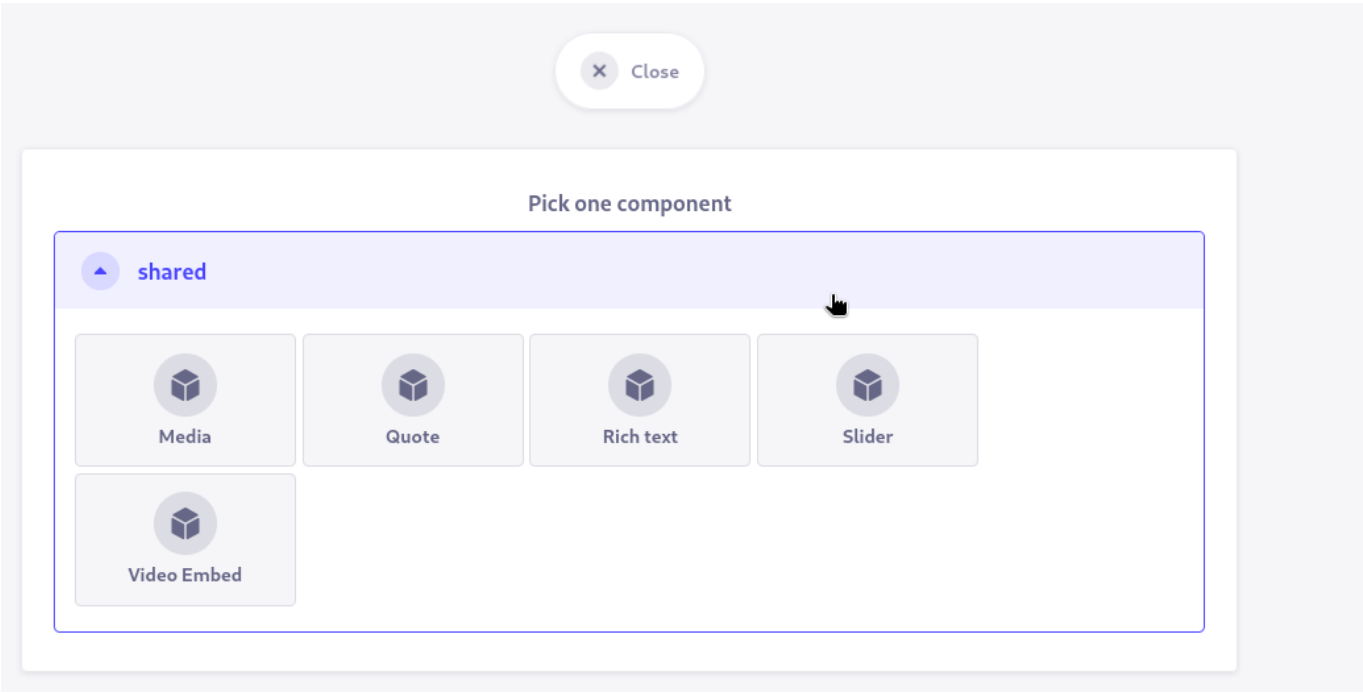
The selected cover image should be appearing like this.

5. Category [See 2.2 Category section](#)
6. The Content:

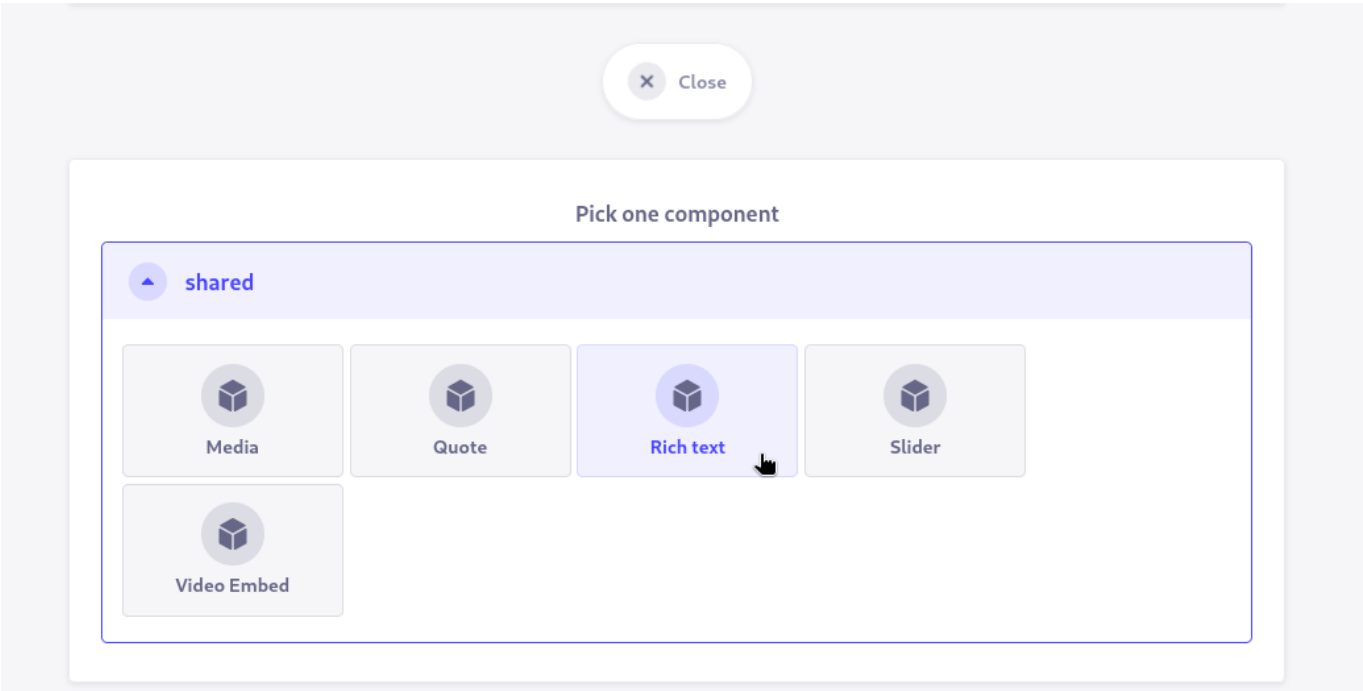




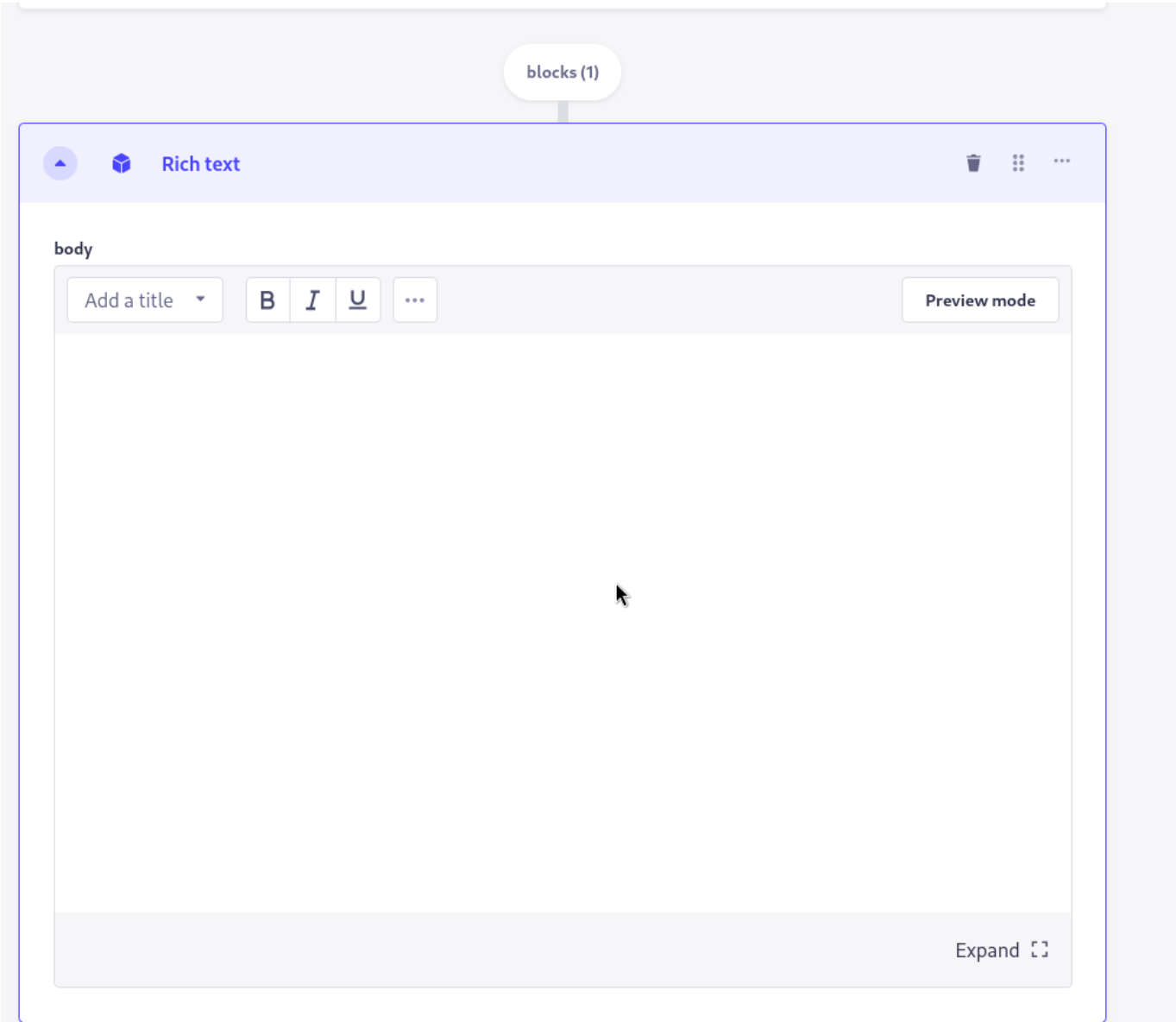
For the contents of article, you need to click on this button namely, "Add a component to blocks"



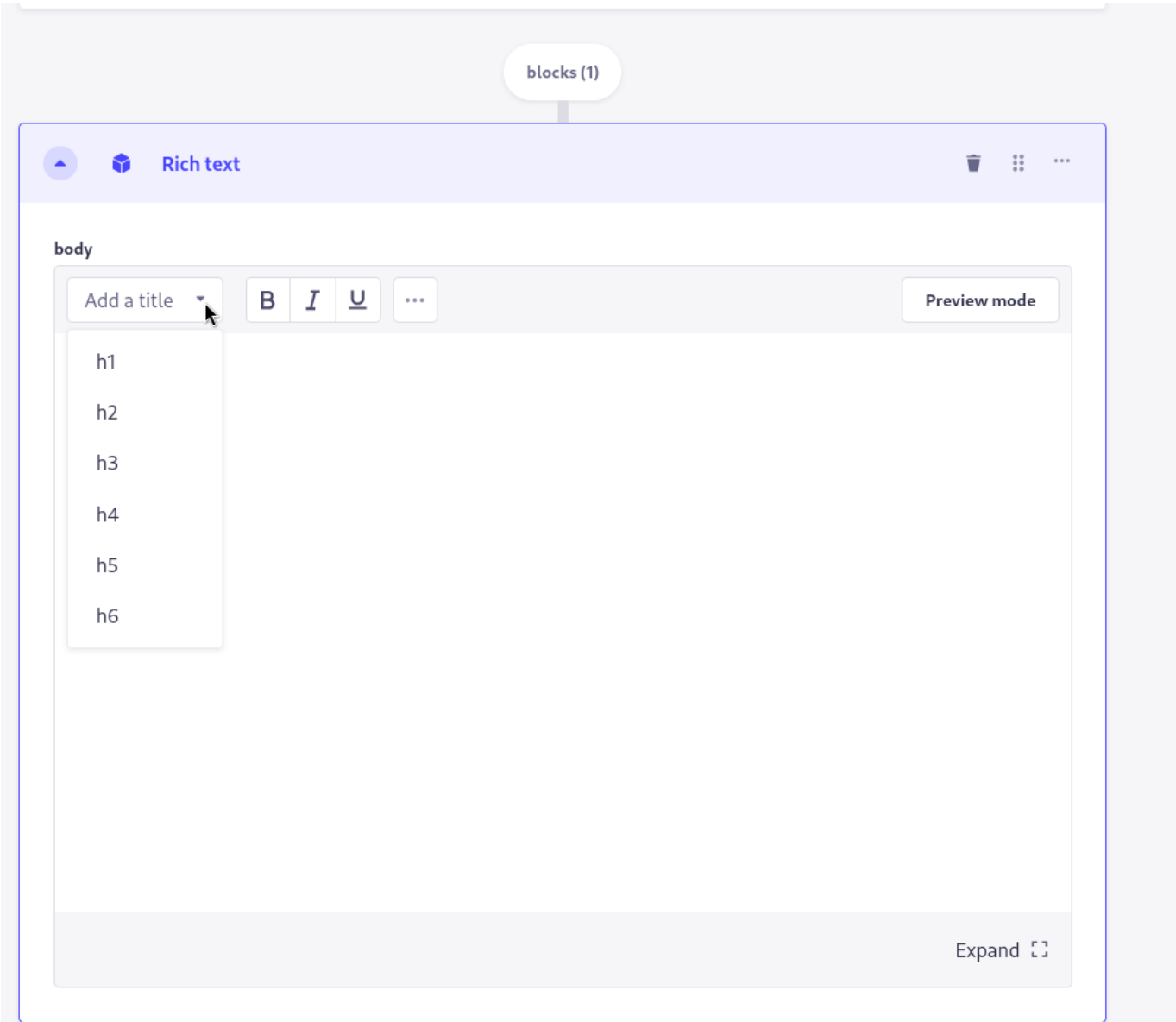
It will show all the components that can be added.

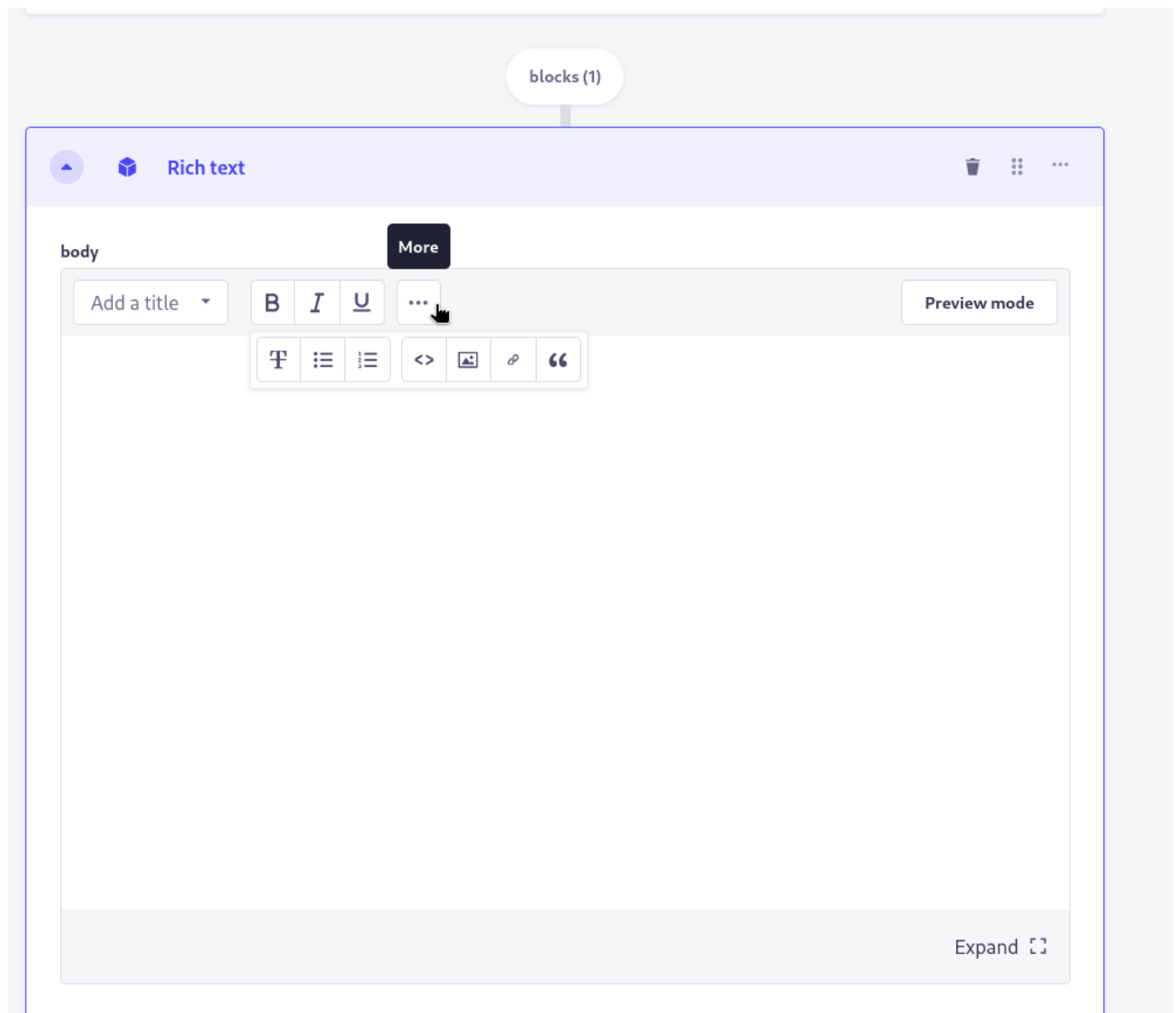


Click on "Rich text"



This will open a Rich text editor, that is where your article content goes.



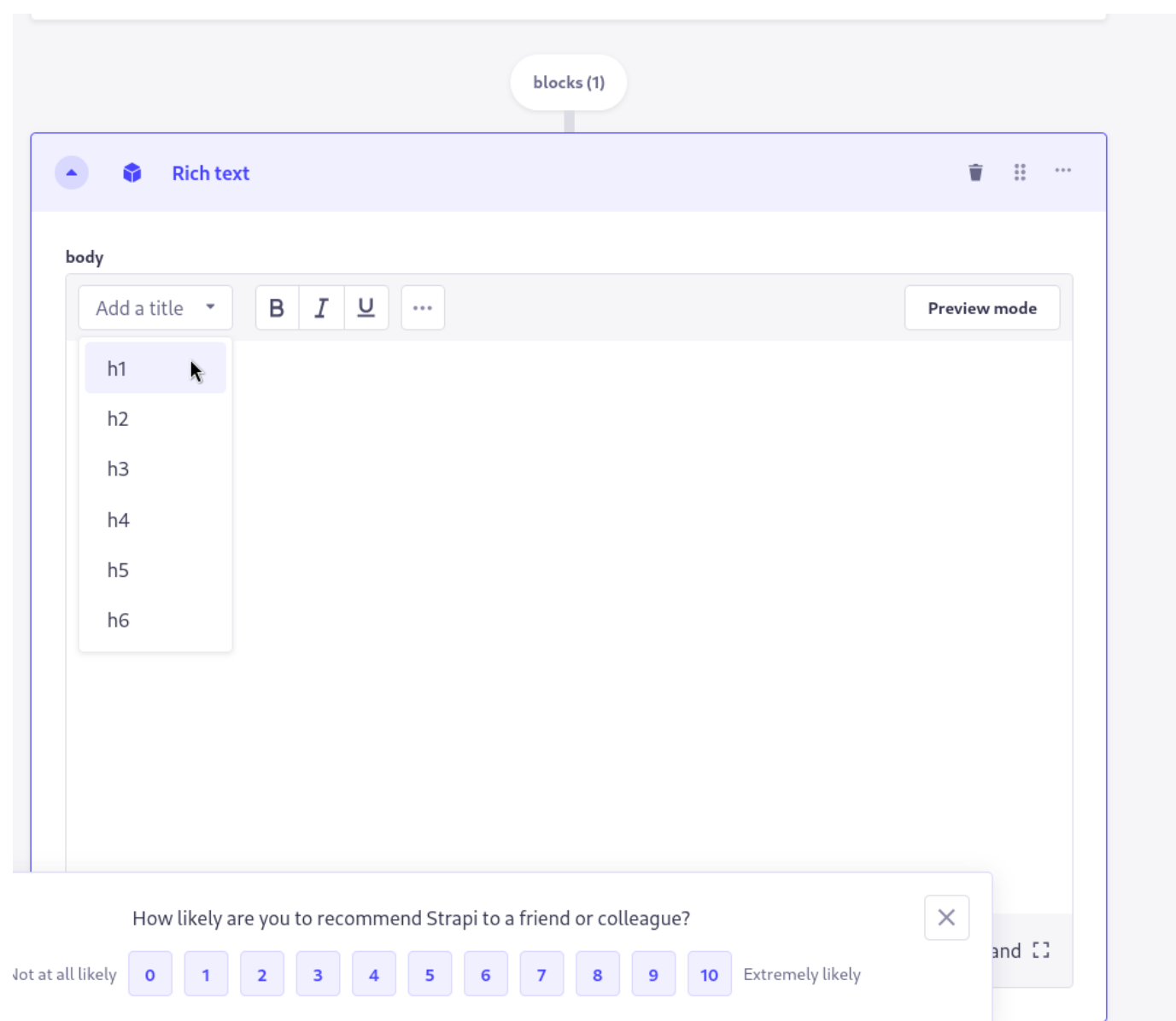


Here are the elements that you can add in content:

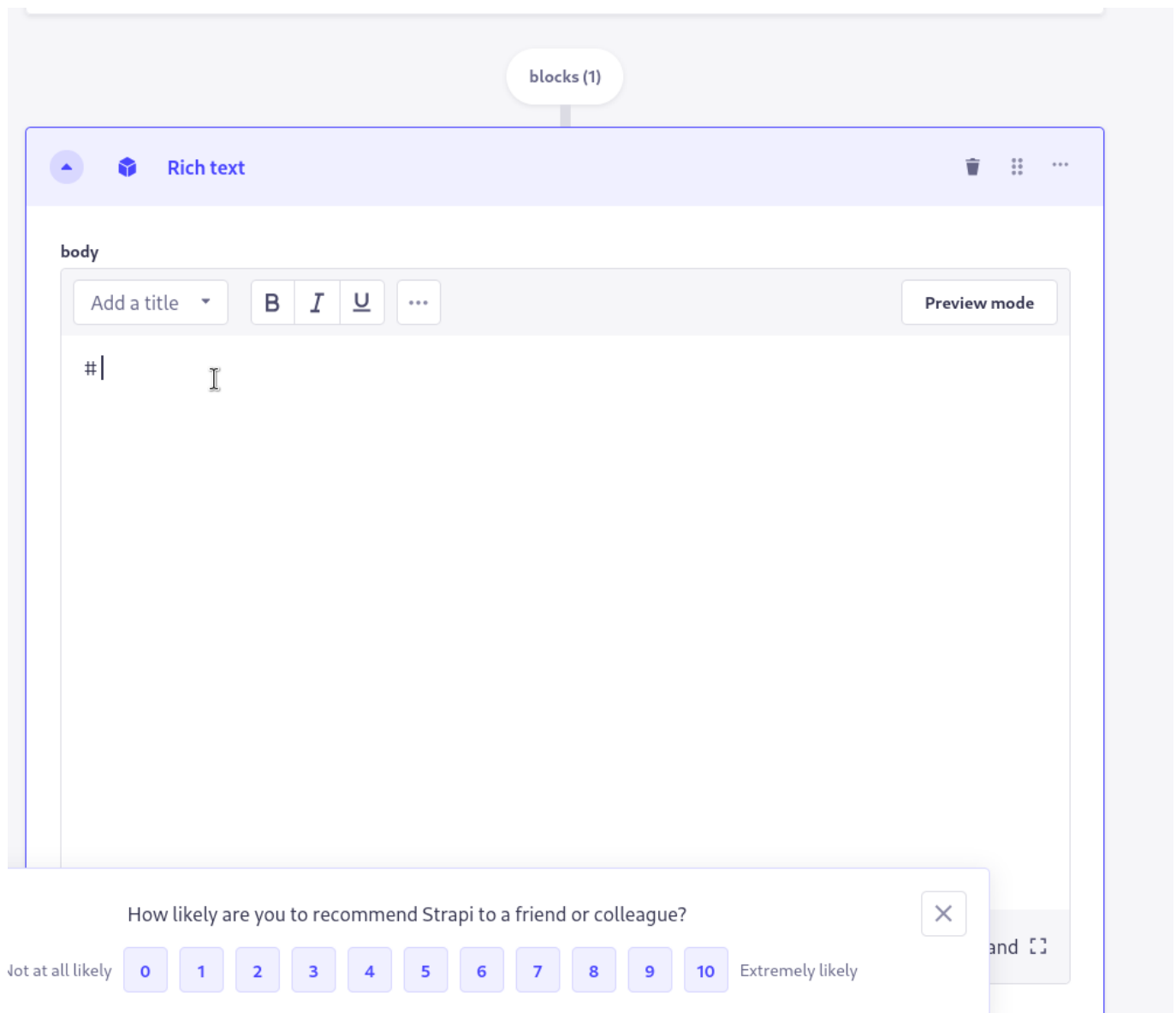
6. 1. Headings H1-6
7. 2. Bold, Italic, underline text
8. 3. Strike through
9. 4. Lists
  - Ordered list
  - Unordered list
10. 5. Code, Image, link and quote

As all these are necessary for an article content you can create article as you want.

6. 6. Creating a heading

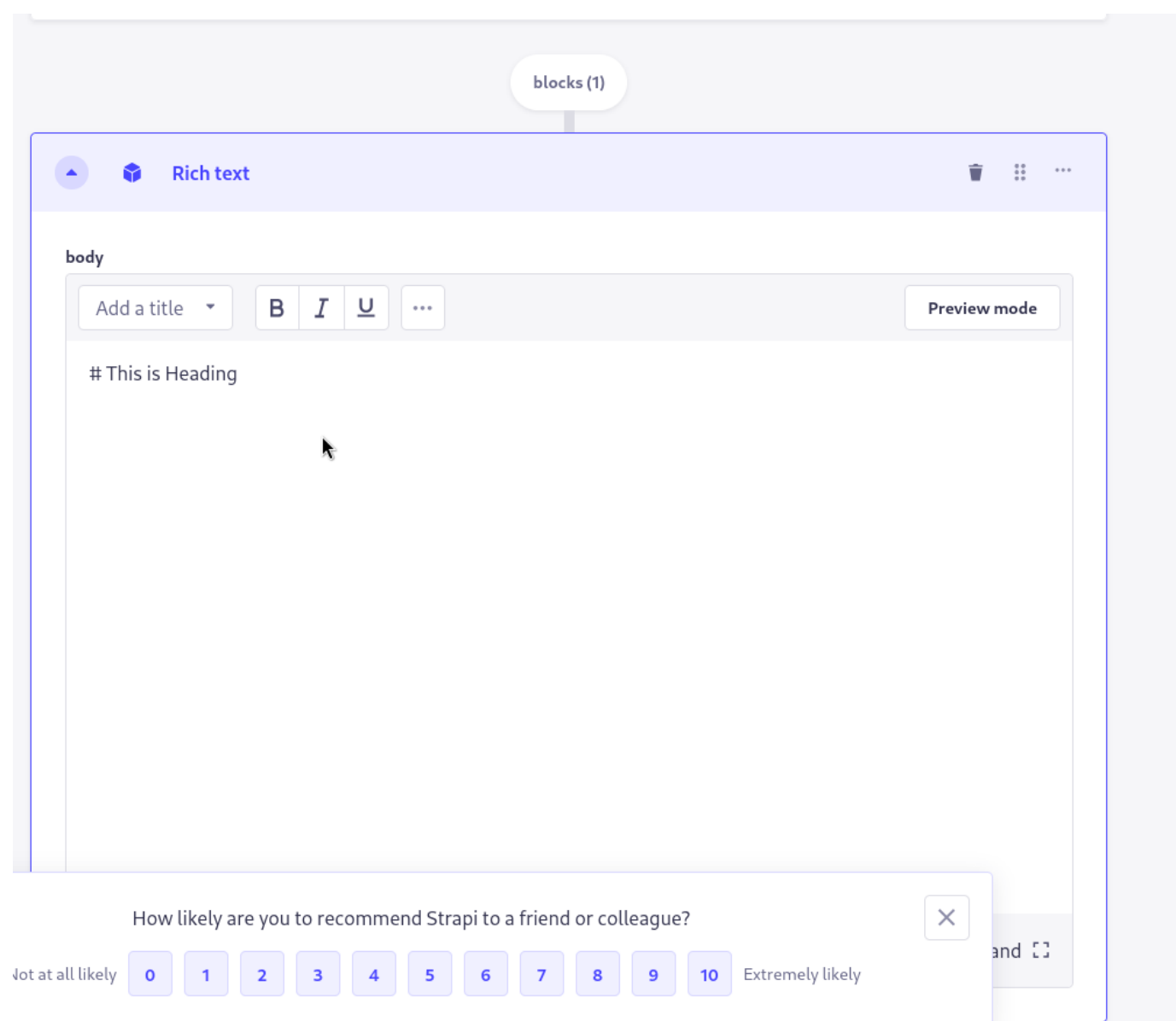


Click on H1

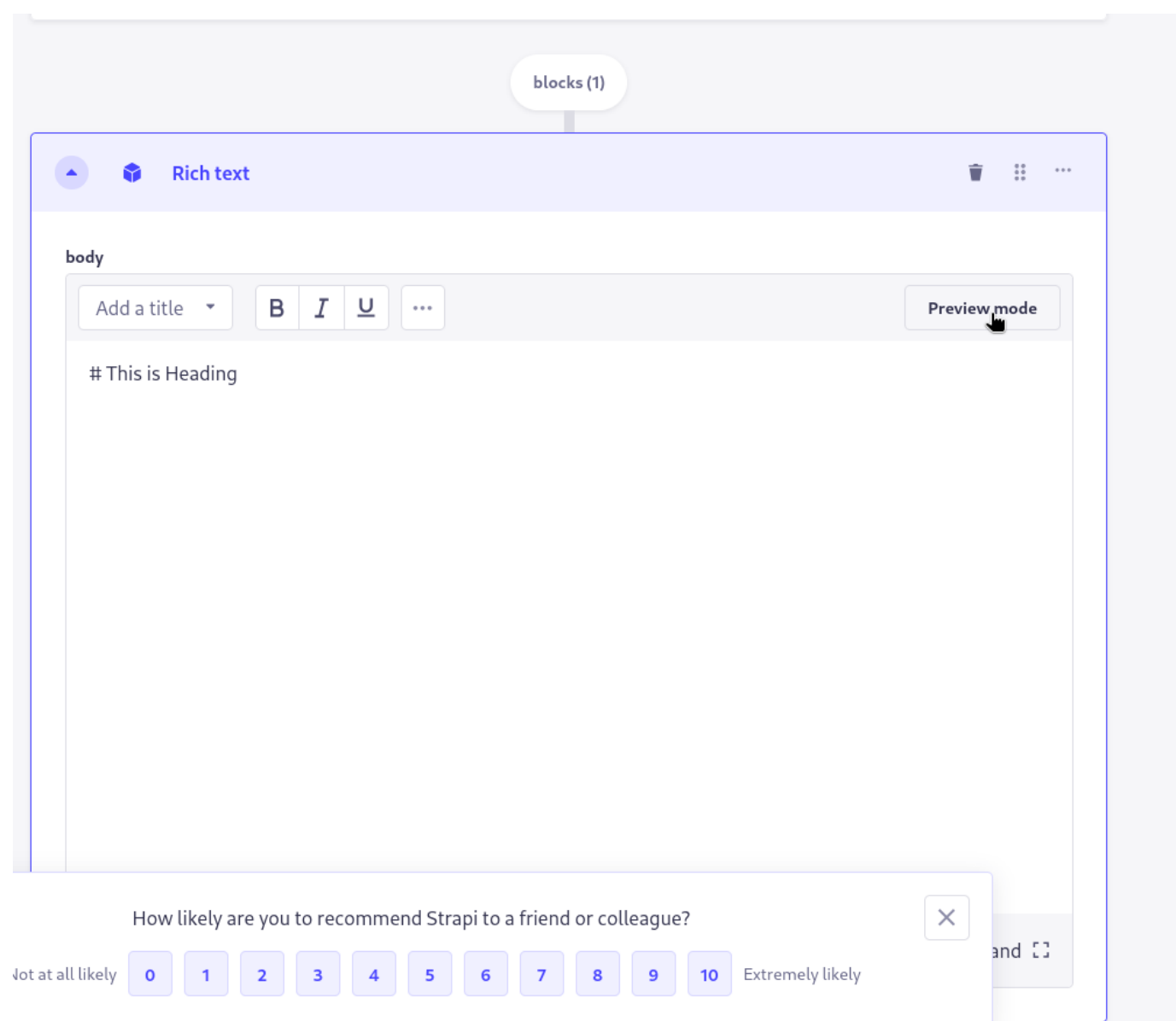


Notice how # is added in the editor automatically. This is because H1 is represented as # in [Markdown](#) format.

Learn the basic syntax of Markdown [here](#).

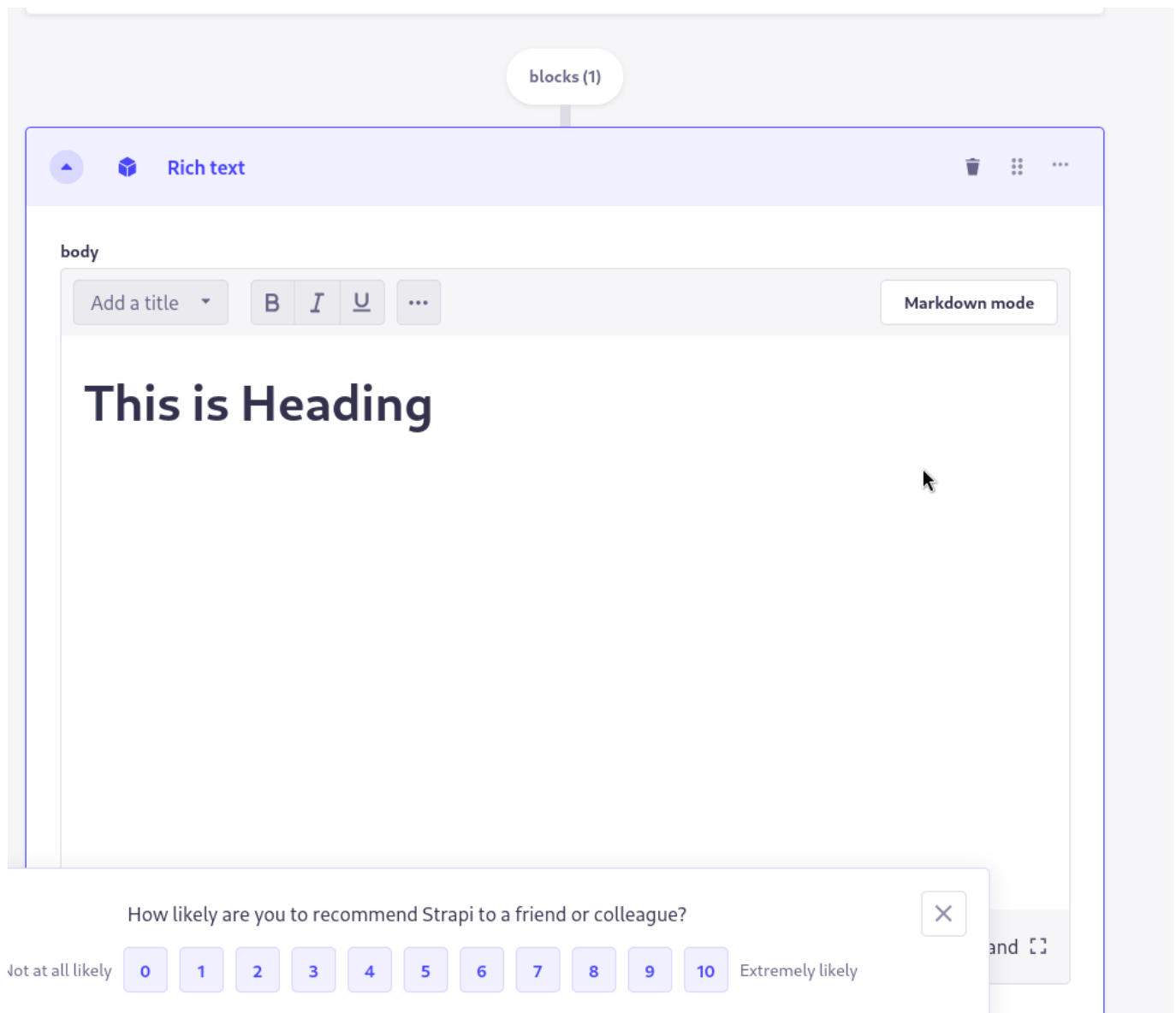


Write your heading following the #.



You can also view the resultant by clicking "Preview mode"





Get back to Markdown mode to add the content.

If you want a smaller heading, try `###`

blocks (1)

Rich text

body

Add a title

B

I

U

...

Preview mode

# This is Heading

## This is smaller heading

How likely are you to recommend Strapi to a friend or colleague?

Not at all likely

0

1

2

3

4

5

6

7

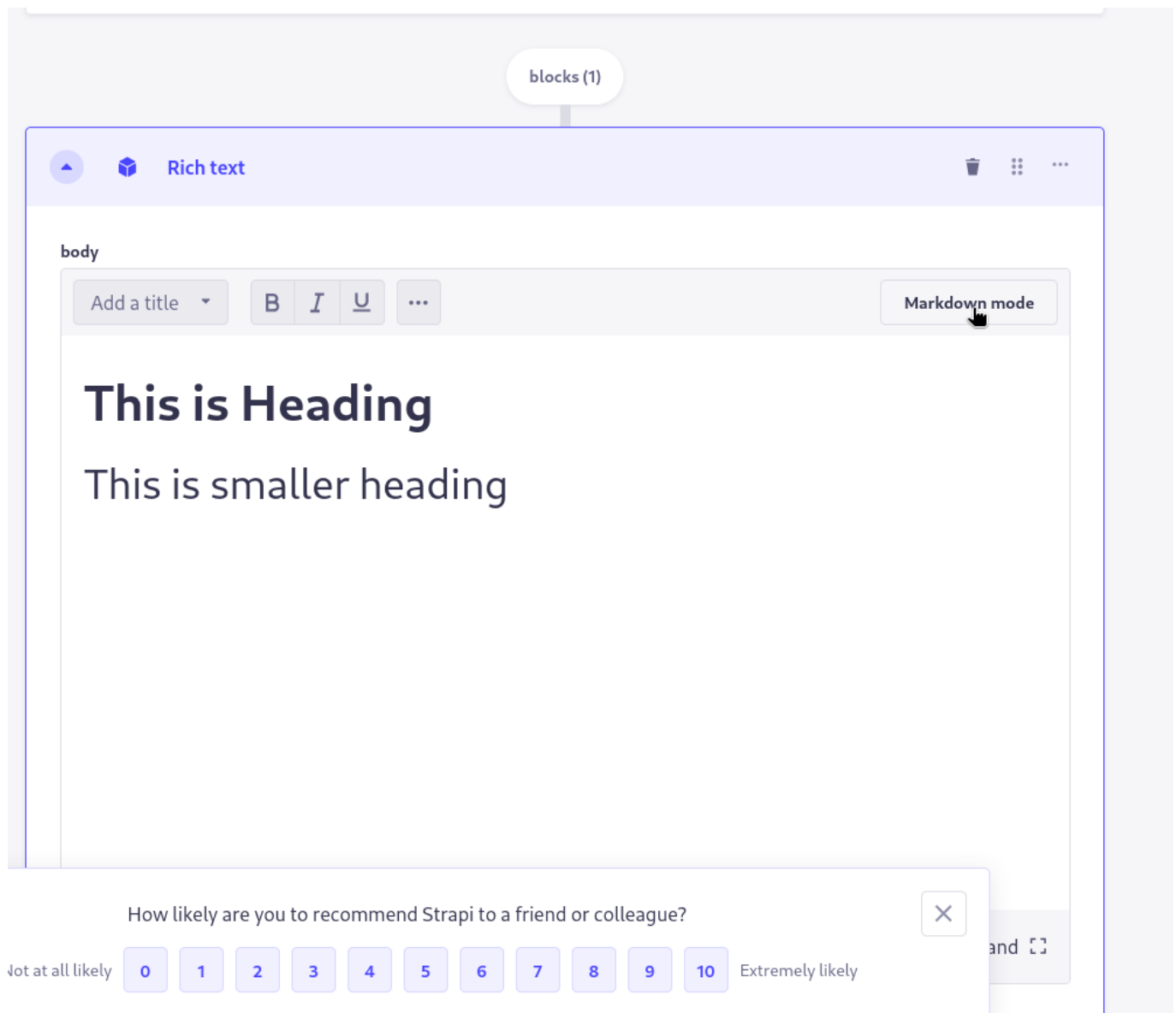
8

9

10

Extremely likely

18 / 29



At first it can be confusing you can reference the internet for Markdown syntax.

This documentation is also being created using Markdown.

blocks (1)

Rich text

body

Add a title

B

I

U

...

Preview mode

# This is Heading

## This is smaller heading

This is a simple paragraph.

1. Item 1

2. Item 2

3. Item 3

- Gold

- Silver

- Copper

- Bronze

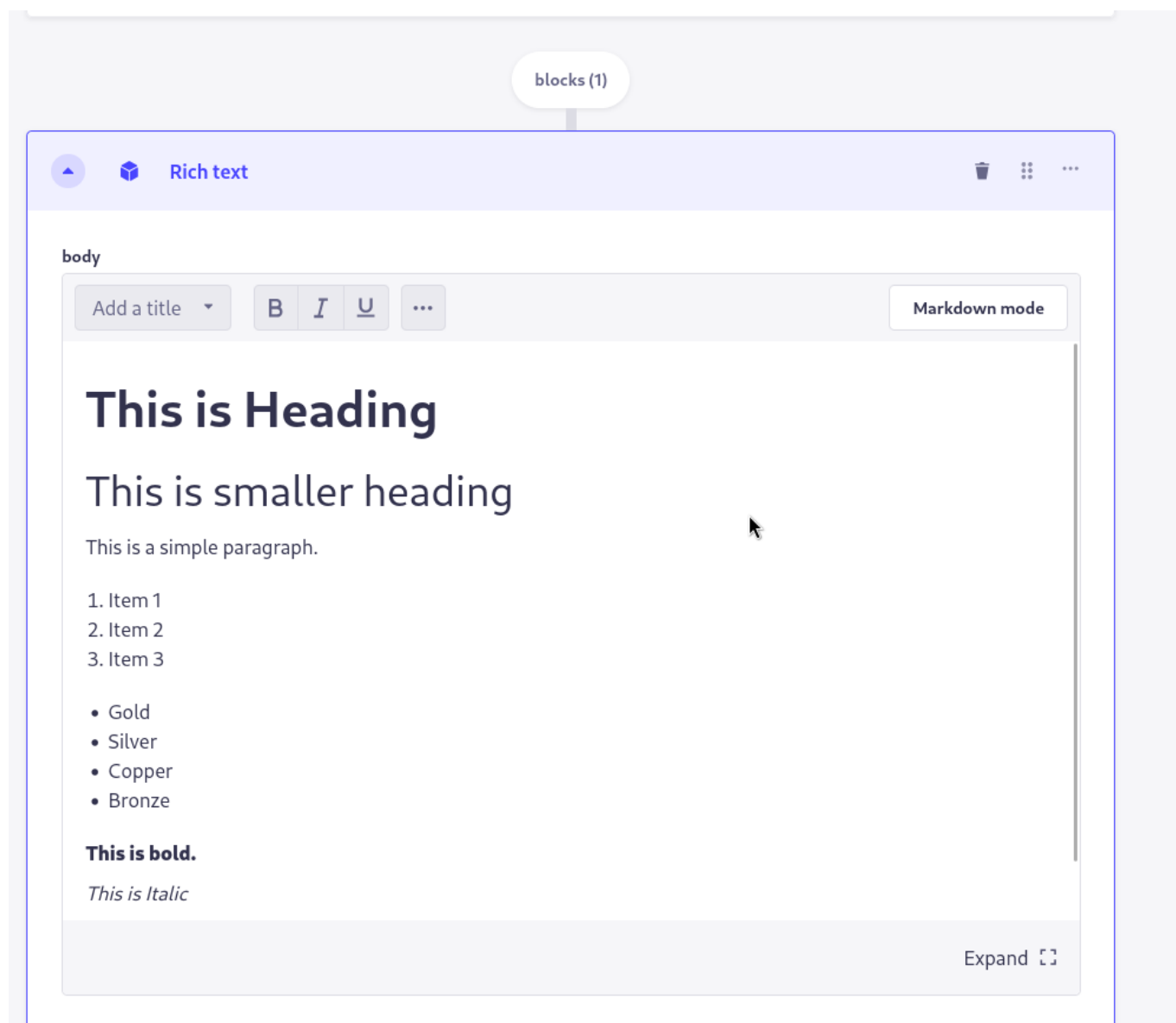
\*\*This is bold.\*\*

\_This is Italic\_

<u>This is Underlined.</u>

Expand

20 / 29



```
# This is Heading
```

```
## This is smaller heading
```

```
This is a simple paragraph.
```

```
1. Item 1
2. Item 2
3. Item 3
```

```
- Gold
- Silver
- Copper
- Bronze
```

```
**This is bold.**
```

```
_This is Italic_
```

```
<u>This is Underlined.</u>
```

Go ahead and try this new syntax!

7. Author Bio [See 2.3 Author Section](#)

8. Article status

By default the status of article is Draft.

[← Back](#)

Article

2 entries found

Filters

Import

Export

<input type="checkbox"/>	ID	TITLE ^	DESCRIPTION	SLUG	AUTHORSBIO	COVER	STATE	
<input type="checkbox"/>	7	First post	This is the first post	first-post	-		Draft	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	6	This is test Article	Test	this-is-test-articles	The Creator		Draft	<div><div></div><div></div><div></div></div>

10

Entries per page

<

1

>

?

This is very critial section! If you change the status of Article to "Publish" the article can be viewed in the website.

← Back

First post

API ID: article

✓ Publish

Save

title

First post

description\*

This is the first post

max. 256 characters

slug

first-post

↻

category

Add relation

Category 1

×

cover

ADMIN

+

🔗

🗑

✎

Admin.jpg

• Editing draft version

INFORMATION

Created

1 hour ago

By

creator

Last update

9 minutes ago

By

creator

IMPORT EXPORT

⬆ Import

⬇ Export

✎ Edit the model

⚙ Configure the view

🗑 Delete this entry

blocks (1)

?

Click Publish to change the status.

three across

Home

About Us

Services

Careers

Blogs

Contact Us

Blogs

View More →

ADMIN

First post

This is the first post

Read article →

MENTAL HEALTH

Mental Health

In this blog, we delve into why mental health needs to be prioritised within... empowerment frameworks,

Read article →

BUILD FOR SKILL AND THE REST WILL...

As our nation gets prepared to become the third largest economy in the world by...

Read article →

Nurturing Talent the Three Across Way

As a Talent Partner at Three Across, I have had the privilege of witnessing the...

Read article →

https://www.thethreeacross.com/blog/category-2/first-post

This was just for demonstration purpose.

2.2 Category

[Back to Article](#)

23 / 29

← Back

Create an entry

API ID: article

✓ Publish

Save

title

First post

description\*

This is the first post

max. 256 characters

slug

first-post

↺

category

Add relation

Test

cover

ADMIN

+

🔗

🗑

✎

Admin.jpg

• Editing draft version

INFORMATION

Created

in 364 seconds

By

-

Last update

in 364 seconds

By

-

IMPORT EXPORT

⬆ Import

⬇ Export

✎ Edit the model

☰ Configure the view

+

Add a component to blocks

authorsBio

To which does the Article belongs to.

Content

COLLECTION TYPES11

• Article

• Author

• career

• Category

• Lead form submission

• News Article

• Page

• Product Feature

• Service

• Testimony

• User

SINGLE TYPES1

• Global

← Back

Category

1 entry found

+

Create new entry

⬆ Import

⬇ Export

⚙

🔍

Filters

<input type="checkbox"/>	ID	NAME	SLUG	ARTICLES	
<input type="checkbox"/>	10	Test	testing	1 item	<div><div>✎</div><div>🗑</div><div>🗑</div></div>

10

Entries per page

<

1

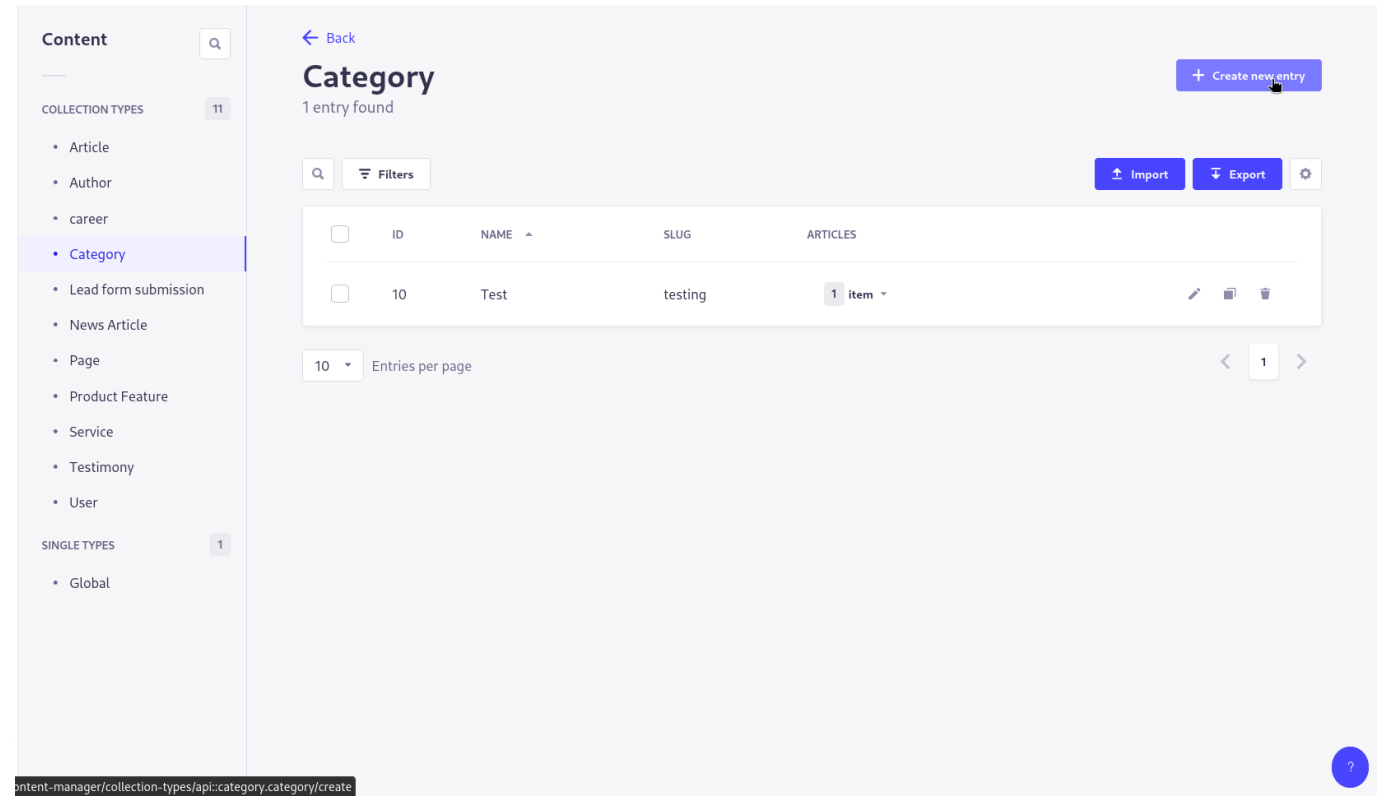
>

content-manager/collection-types/api::category.category?page=1&pageSize=10&sort=name:ASC

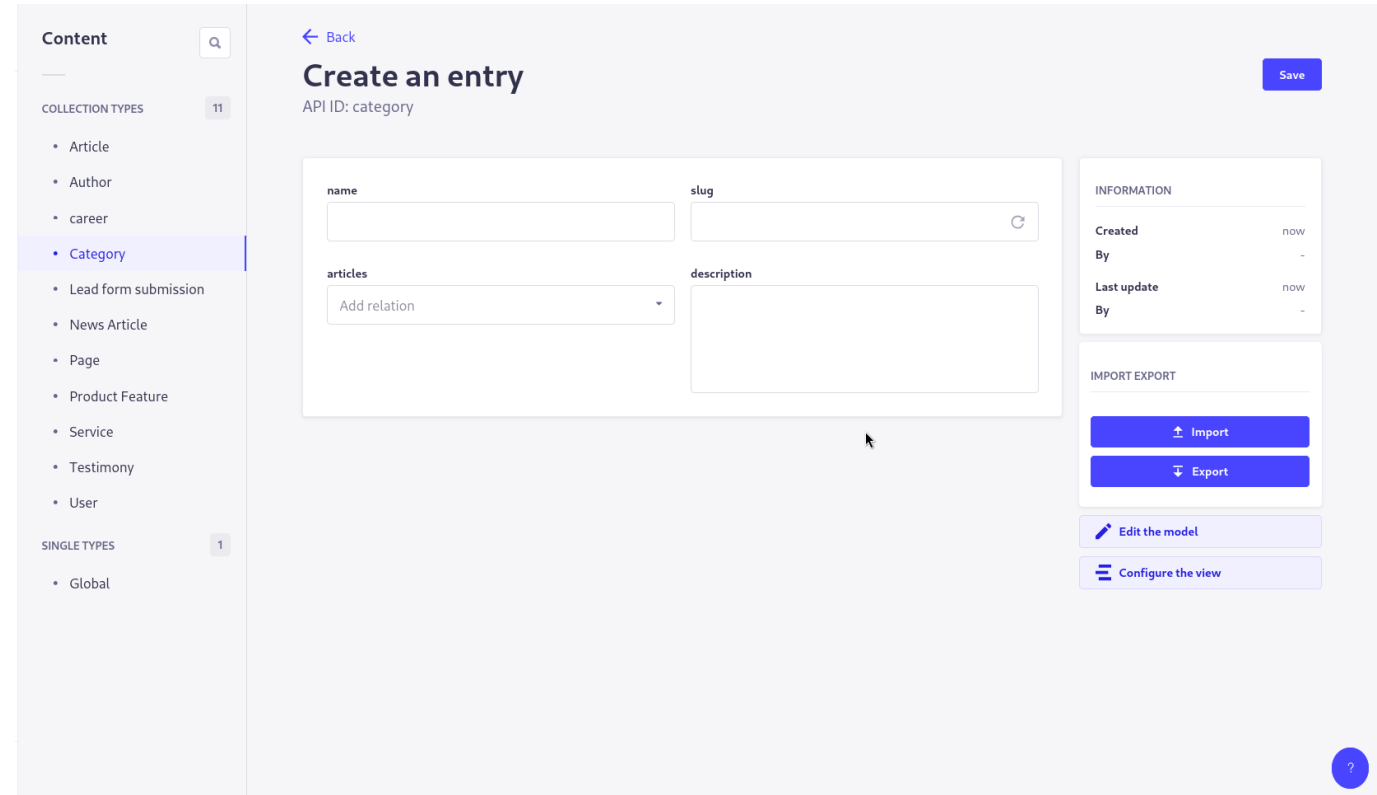
You can add any category you want, on category section.

24 / 29





Similar to Article, click on Create new entry to make a new Category.



This form will appear.

Here you can add:

- 1. Name
- 2. Slug (Regenerate if not generated already)

Content

COLLECTION TYPES11

Article

Author

career

Category

Lead form submission

News Article

Page

Product Feature

Service

Testimony

User

SINGLE TYPES1

Global

Back

Create an entry

API ID: category

name

Category 1

slug

category-2

Available

articles

Add relation

description

Save

INFORMATION

Created

in 83 seconds

By

-

Last update

in 83 seconds

By

-

IMPORT EXPORT

Import

Export

Edit the model

Configure the view

Save the changes.

2.3 Author

Back to Article

Content

COLLECTION TYPES11

Article

Author

career

Category

Lead form submission

News Article

Page

Product Feature

Service

Testimony

User

SINGLE TYPES1

Global

Back

Author

1 entry found

Filters

Create new entry

Import

Export

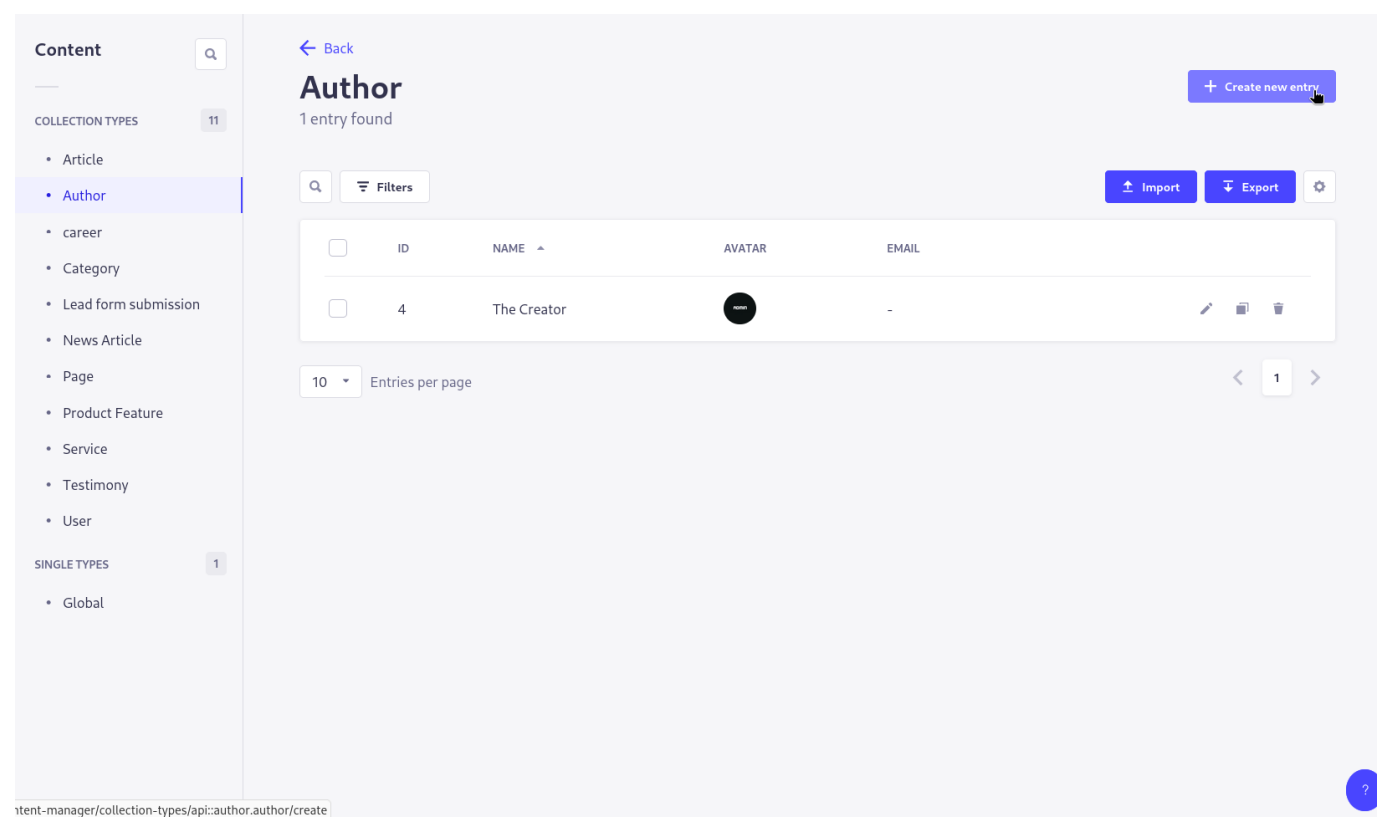
ID	NAME	AVATAR	EMAIL
4	The Creator		-

10

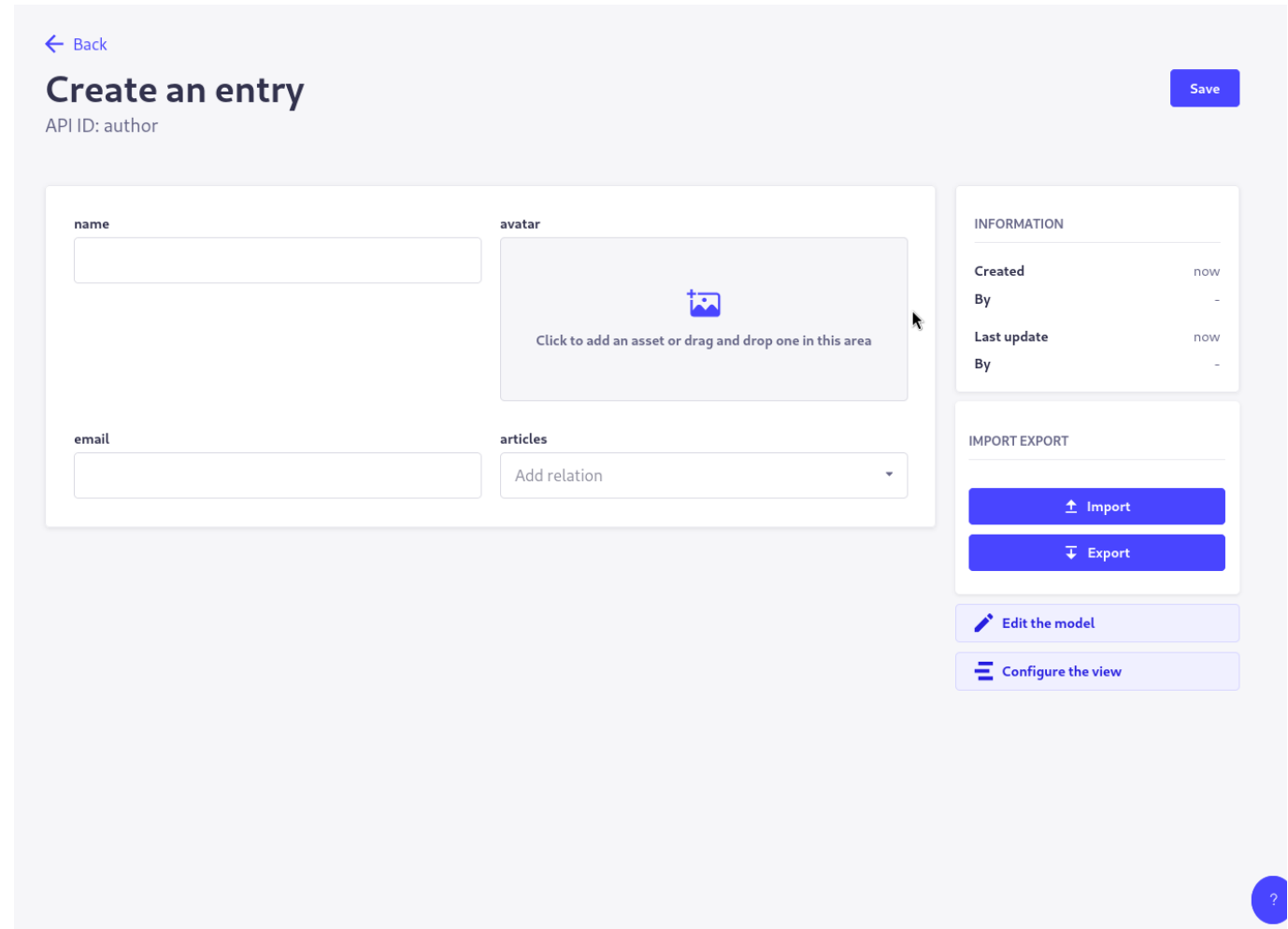
Entries per page

1

Now, to create an author you need to change to Author section:



Similar to Article, Category, you can create Author by clicking on "Create new entry"



The Author contains:

- 1. Name
- 2. Profile image
- 3. Email (Optional)

← Back

Create an entry

API ID: author

Save

name

The Author

email

avatar

ADMIN

+

Admin.jpg

articles

Add relation

INFORMATION

Created

in 88 seconds

By

-

Last update

in 88 seconds

By

-

IMPORT EXPORT

Import

Export

Edit the model

Configure the view

Add your data and save new entry.

28 / 29

[← Back](#)



# Author

2 entries found

Filters

Import

Export

<input type="checkbox"/>	ID	NAME ▲	AVATAR	EMAIL	
<input type="checkbox"/>	5	The Author		-	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	4	The Creator		-	<div><div></div><div></div><div></div></div>

10 ▾

Entries per page

<

1

>

?

The new entry will be visible in Author list.

29 / 29