

- Project: TheThreeAcross
- Version: V1.1
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- Created at: 16/01/2025
- Created by: Atul Raj
- Approved by: Amit Gupta

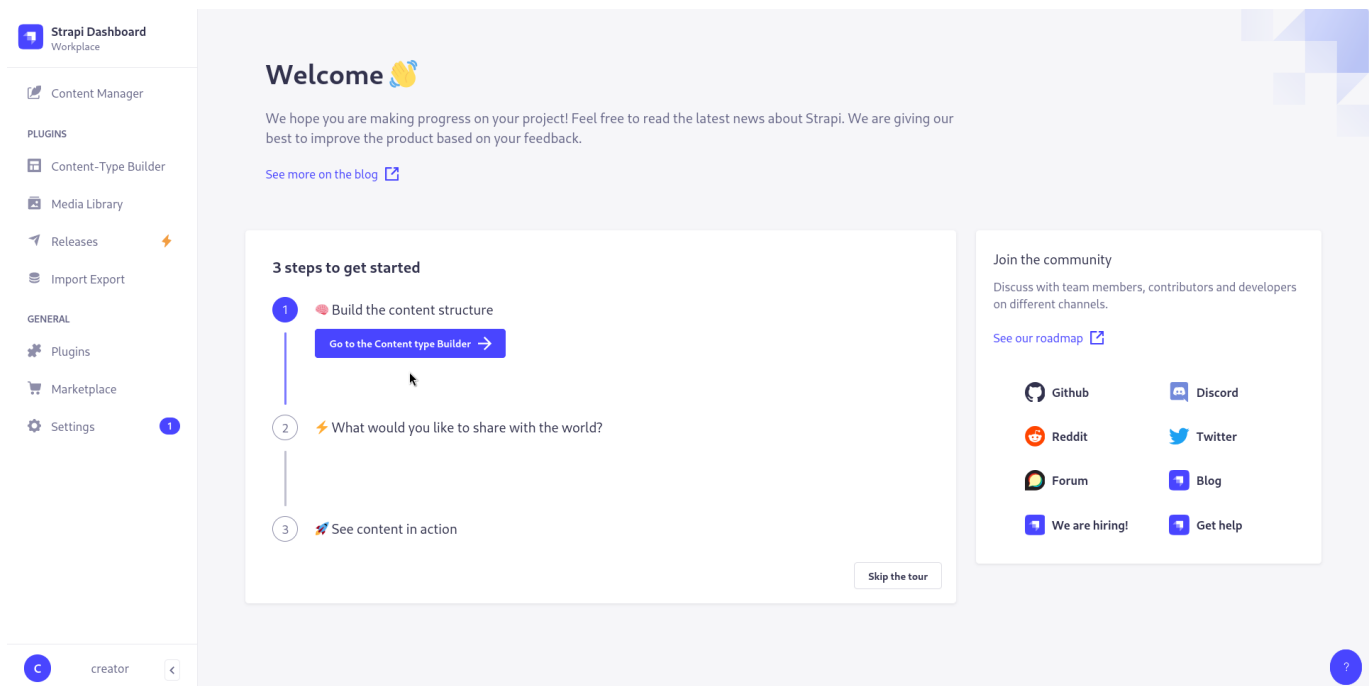
Here's an improved version of your Content Management Documentation with better English, narration, and flow:

TheThreeAcross CMS User Guide

1. Getting Started

Accessing the CMS

1. Navigate to: <https://api.thethreeacross.com/admin/auth/login>
2. Enter your credentials (to be provided separately)
3. After successful login, you'll be redirected to the Dashboard

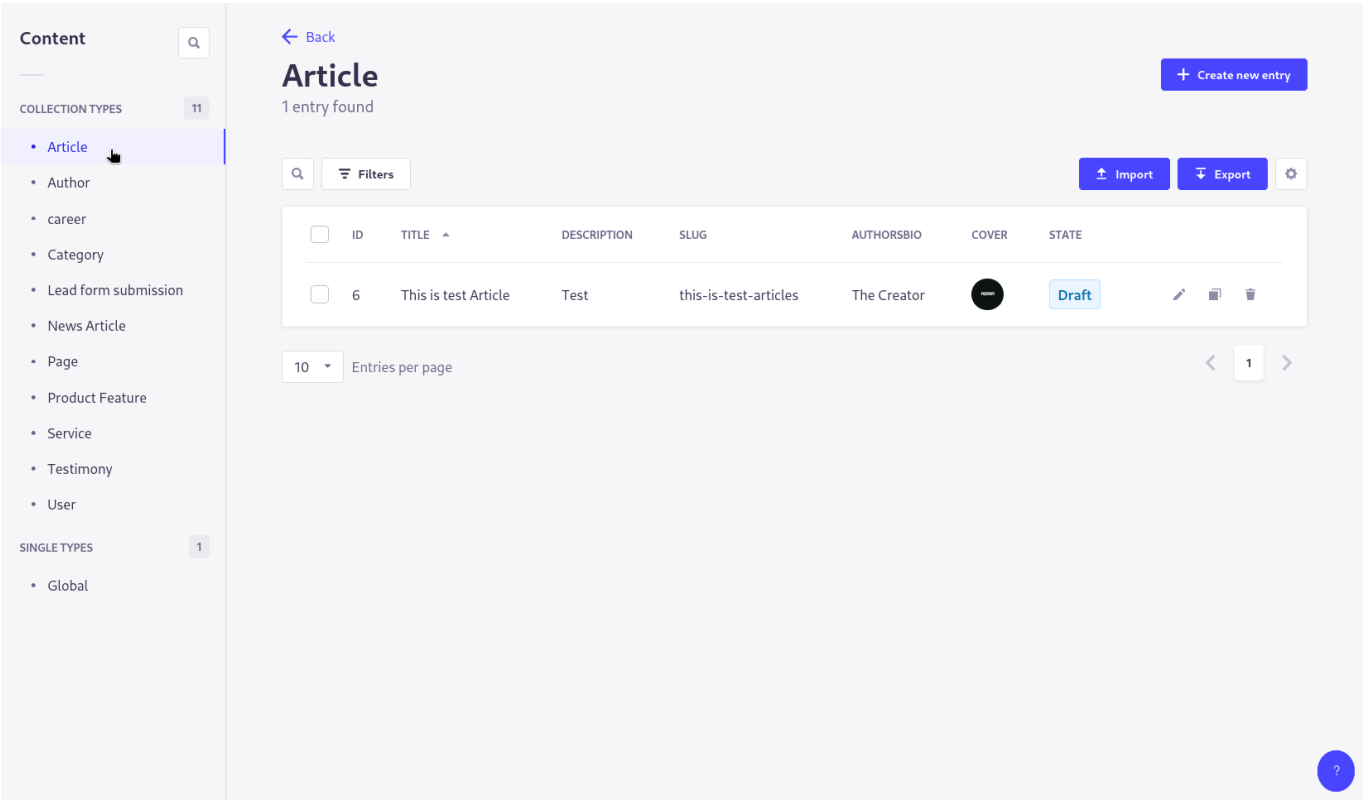


The **Content Manager** tab will be your primary workspace for managing website content.

2. Content Manager Overview

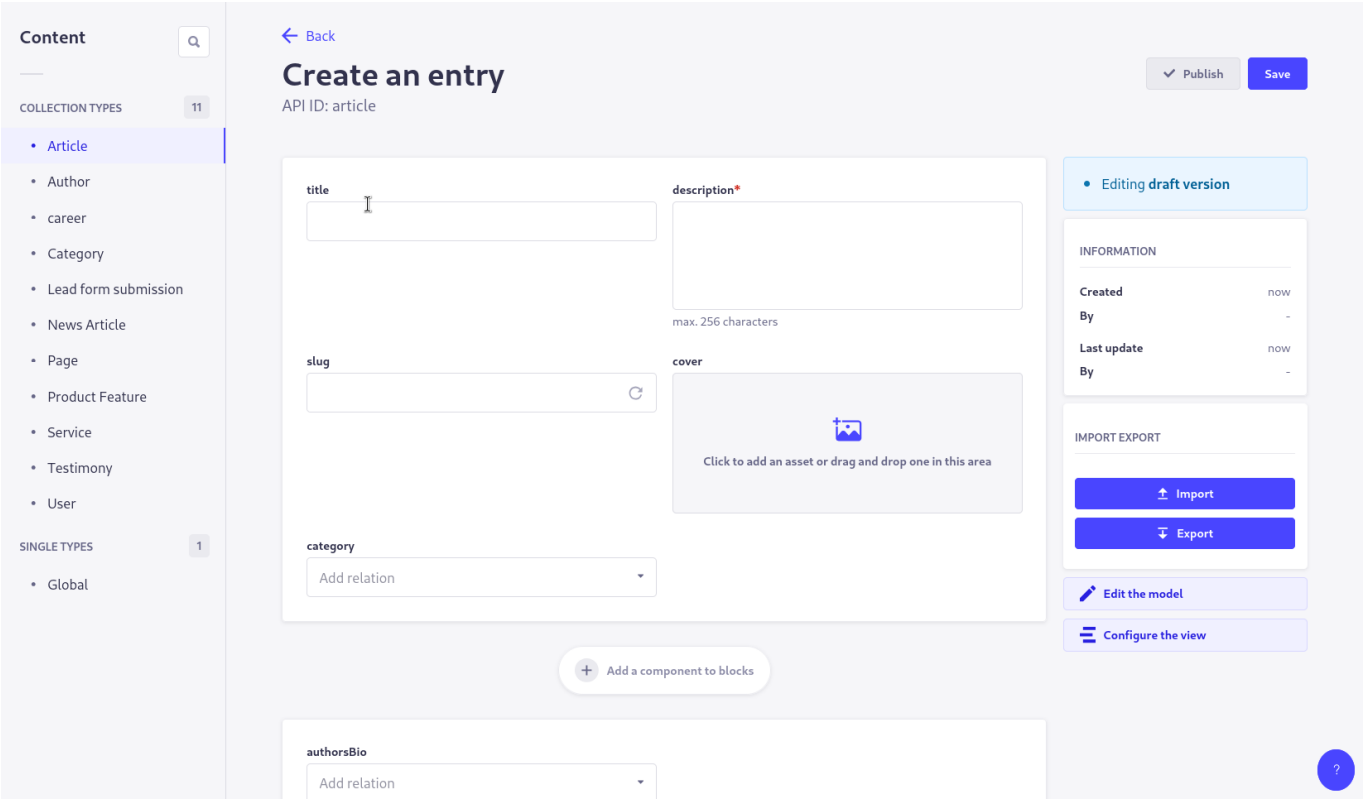
2.1 Managing Articles

Articles represent the blog posts on your website.



Creating a New Article

- 1. Click "Create new entry"
- 2. Fill out the article form:



Article Fields Explained

1. Title

Enter the headline of your article.

2. Description

Provide a brief summary of the article content.

3. Slug

This generates the URL for your article.

- If not auto-generated, click "Regenerate"
- Example: **your-article-title** becomes **yourwebsite.com/blog/your-article-title**

The screenshot shows the 'Create an entry' interface for an 'article' in a CMS. The left sidebar lists 'Collection Types' (Article, Author, career, Category, Lead form submission, News Article, Page, Product Feature, Service, Testimony, User) and 'Single Types' (Global). The main form has fields for 'title' (First post), 'description*' (This is the first post, max. 256 characters), 'slug' (first-post, Available), 'cover' (placeholder for image), 'category' (Add relation), and 'authorsBio' (Add relation). The right sidebar indicates 'Editing draft version' and shows 'INFORMATION' with 'Created' and 'Last update' timestamps. It also features 'Import' and 'Export' buttons, and links for 'Edit the model' and 'Configure the view'. A 'Publish' button is at the top right.

4. Cover Image

Add a featured image for your article:

1. Click the image selector
2. Choose from existing assets or upload new ones
3. Drag and drop images from your computer

← Back

Create an entry

API ID: article

✓ Publish

Save

title

First post

description*

This is the first post

max. 256 characters

slug

first-post

↻

cover

ADMIN

+

🔗

🗑️

✎

Admin.jpg

category

Add relation

▼

• 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

?

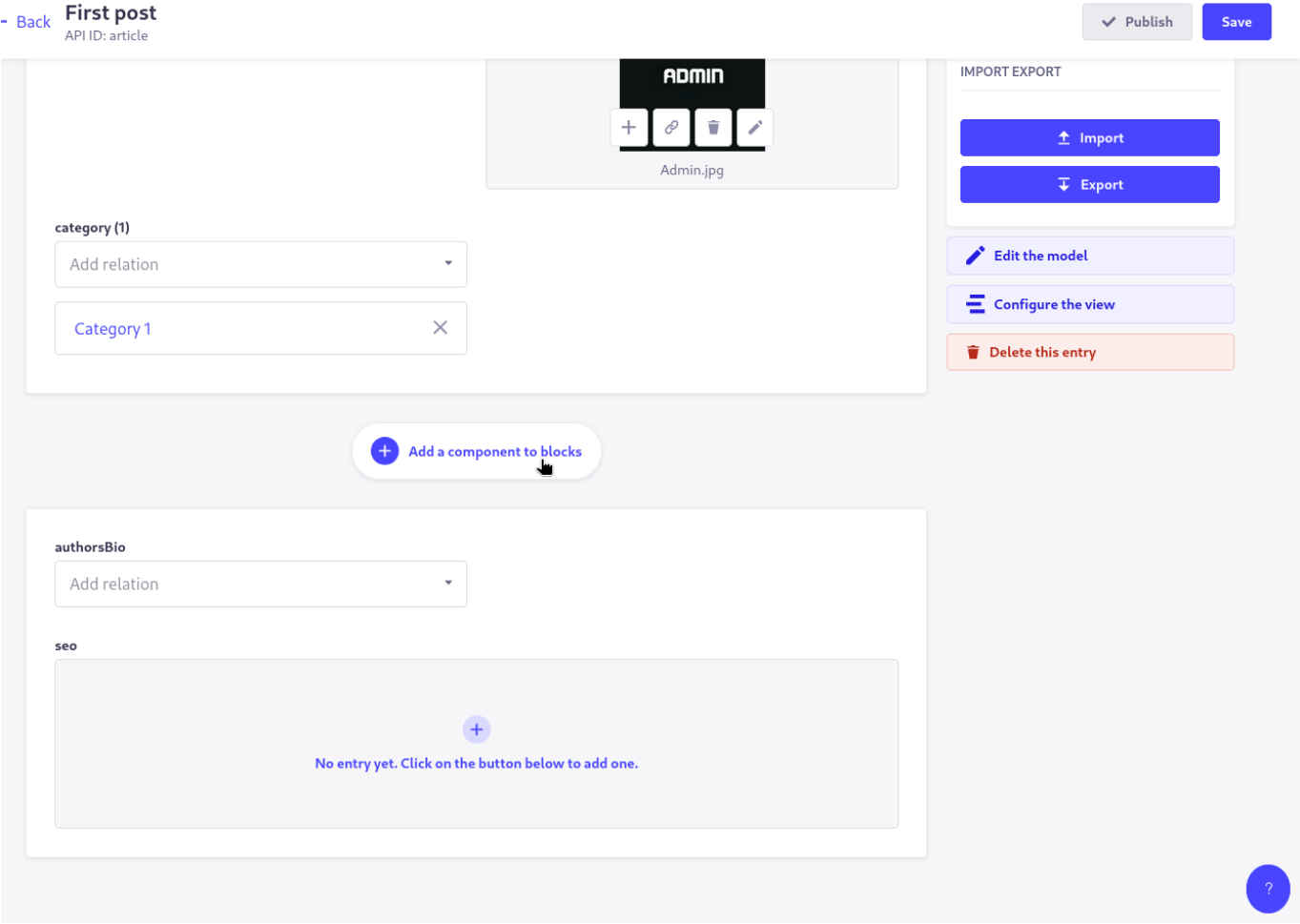
5. Category

Select an existing category or create a new one (see [Category Management](#)).

6. Content

This is where you'll build your article body:

4 / 9



1. Click "Add a component to blocks"
2. Select "Rich text" for the main content area

The editor supports Markdown formatting with these key elements:

- Headings (H1-H6)
- Text formatting (bold, italic, underline)
- Lists (ordered and unordered)
- Code blocks, images, links, and quotes

Markdown Cheat Sheet:

```
# Main Heading (H1)
## Subheading (H2)

**Bold text**
*Italic text*
<u>Underlined text</u>

1. Ordered list
2. Second item

- Unordered list
- Another item
```

```
! [Image Alt Text](image-url)
[Link Text](url)
```

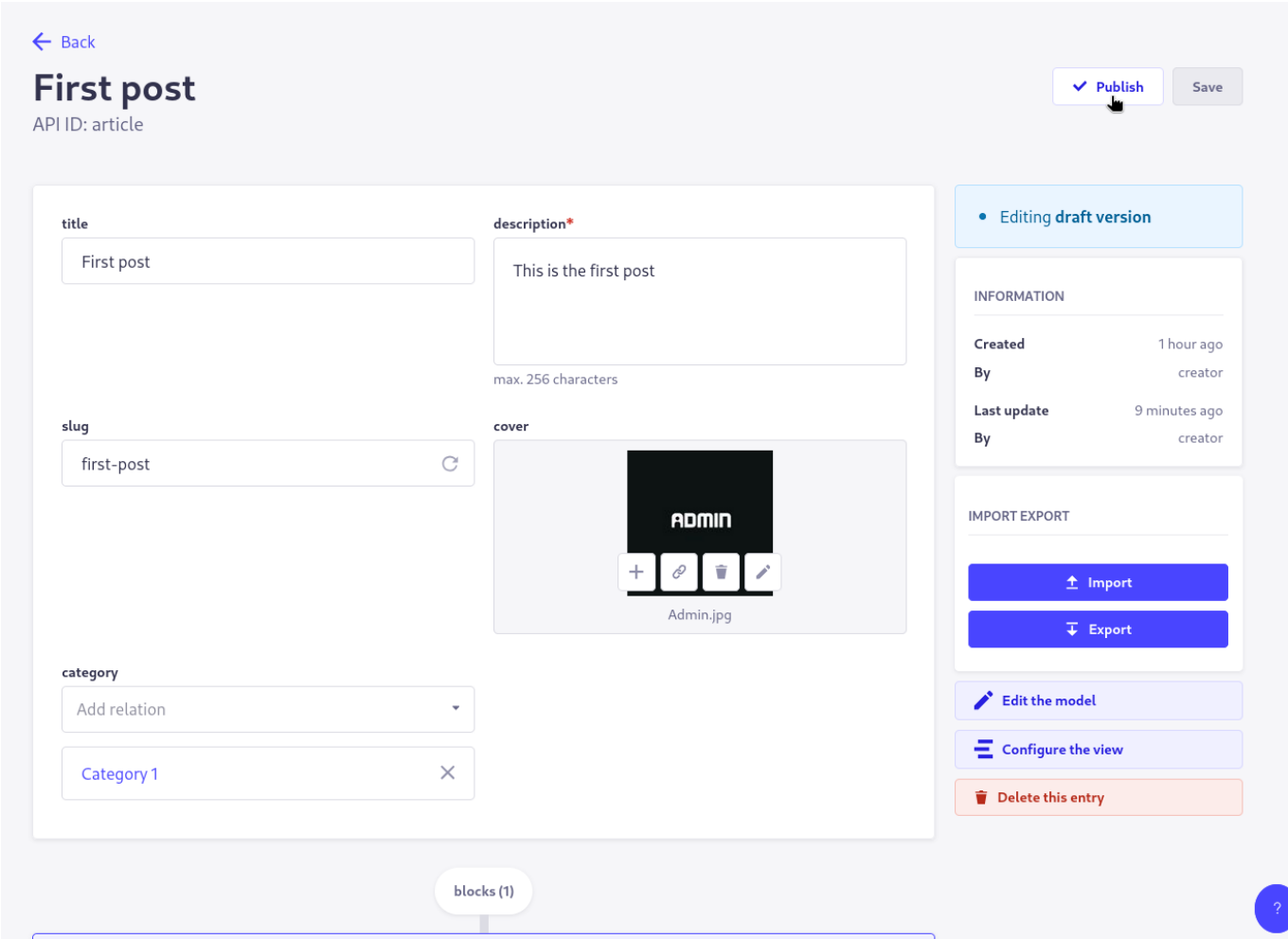
7. Author Bio

Select or create an author profile (see [Author Management](#)).

8. Article Status

Important: Articles default to "Draft" status.

- Change to "Publish" to make the article live on the website
- Use the dropdown menu to update status



2.2 Category Management

Categories help organize your articles by topic.

[← Back](#)

Create an entry

API ID: article

title

First post

description*

This is the first post

max. 256 characters

slug

first-post

↻

cover

ADMIN

+

🔗

🗑️

✎

Admin.jpg

category

Add relation

▼

Test

+ Add a component to blocks

✓ Publish

Save

• 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

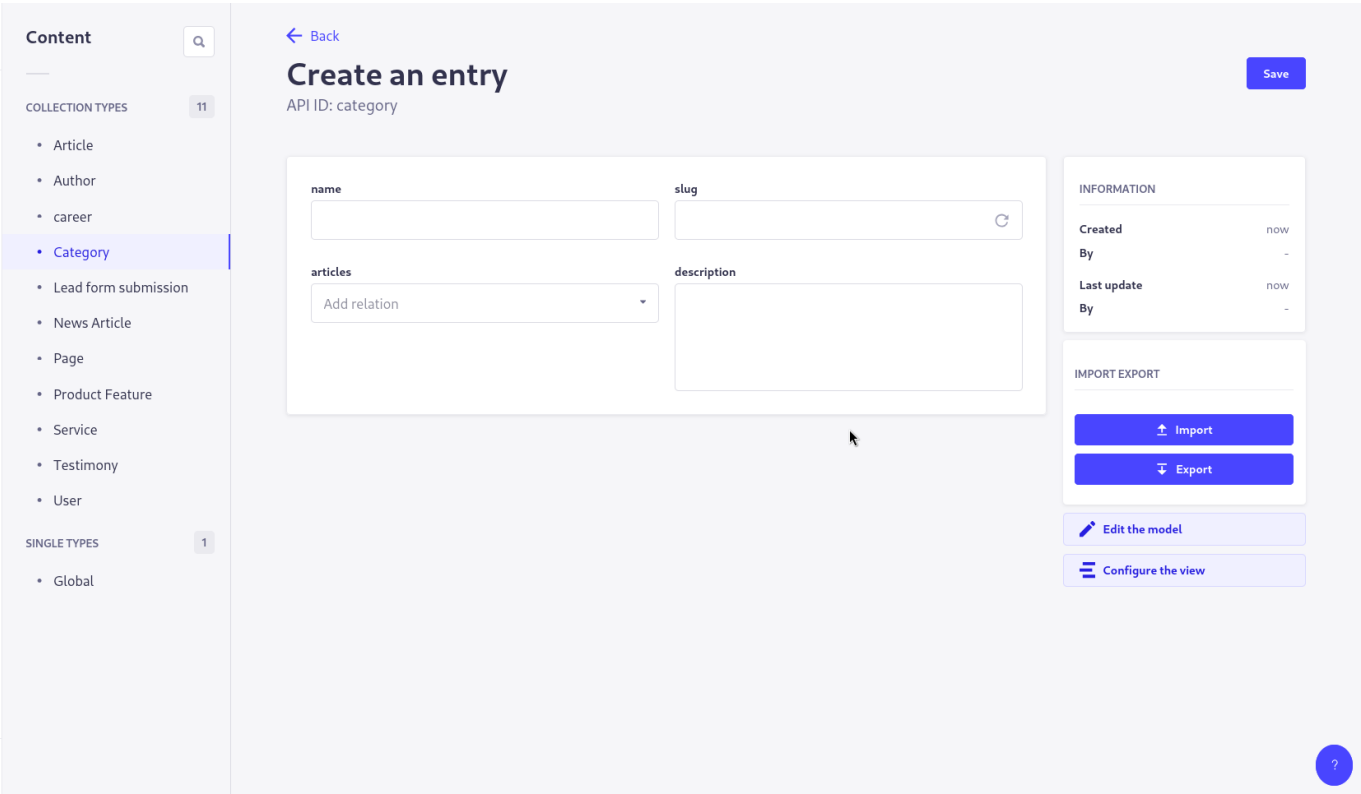
authorsBio

?

Creating a New Category

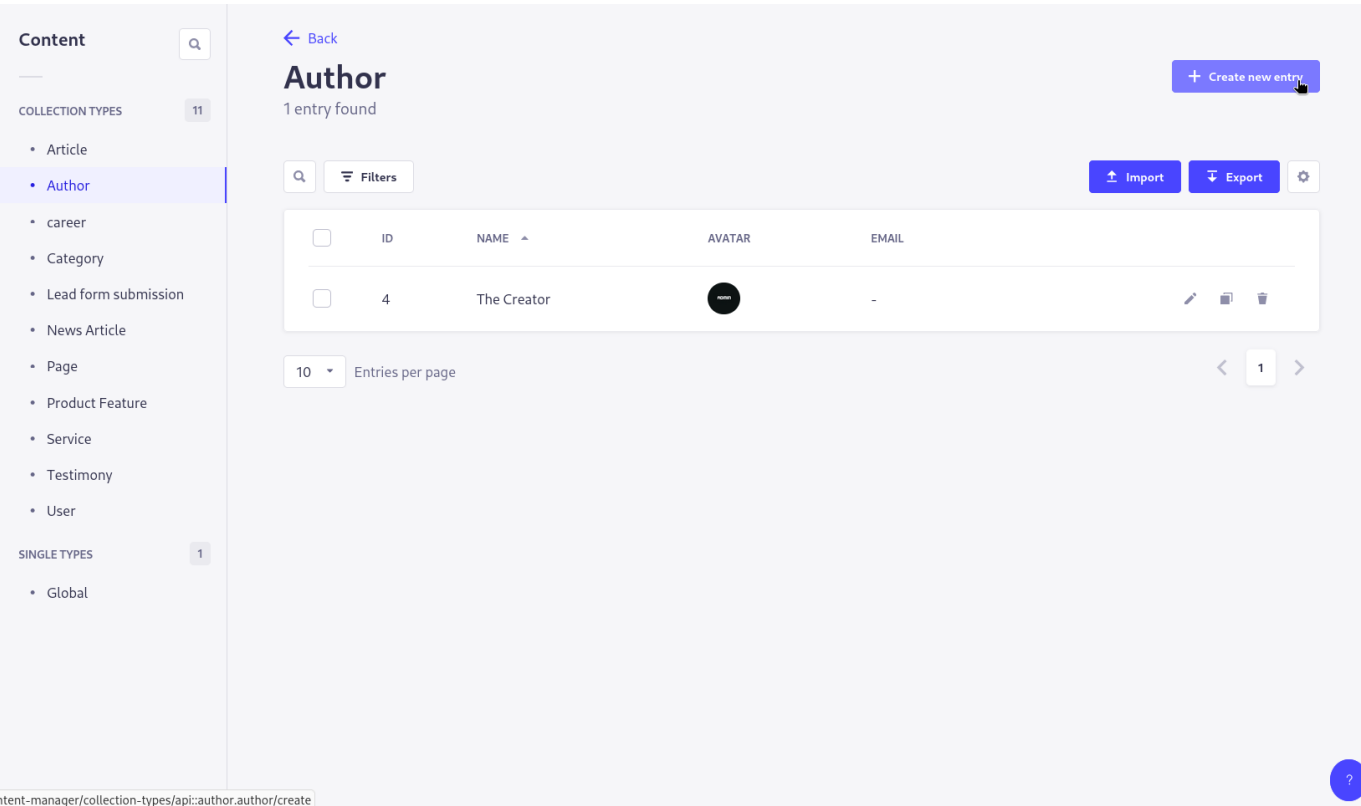
1. Navigate to the Category section
2. Click "Create new entry"
3. Fill out:
 - Name: The display name of your category
 - Slug: URL-friendly version (auto-generates or click "Regenerate")

7 / 9



2.3 Author Management

Author profiles establish credibility and personality for your content.



Creating a New Author

- 1. Go to the Author section
- 2. Click "Create new entry"
- 3. Provide:

- Name: The author's full name
- Profile Image: Upload a headshot
- Email: Optional contact information

← Back

Create an entry

API ID: author

Save

name

avatar

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

email

articles

Add relation

INFORMATION

Created

now

By

-

Last update

now

By

-

IMPORT EXPORT

Import

Export

Edit the model

Configure the view

Best Practices

1. Always preview your content before publishing
2. Use descriptive slugs for better SEO
3. Maintain consistent formatting throughout articles
4. Double-check article status before saving changes
5. Organize content with appropriate categories

For more Markdown syntax help, visit: [Markdown Guide](#)

9 / 9