SILVERWORKS

USER'S GUIDE

POWERED BY:

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How To Change Your Logo, Favicon And Sitename

How To Change Image On Inner Page Banner

ASDF

WEBSITE PREVIEW

ASDF

  asdf

WEBSITE PREVIEW

To view your website, follow the **URL/LINK:**http://www.silverworks.ph
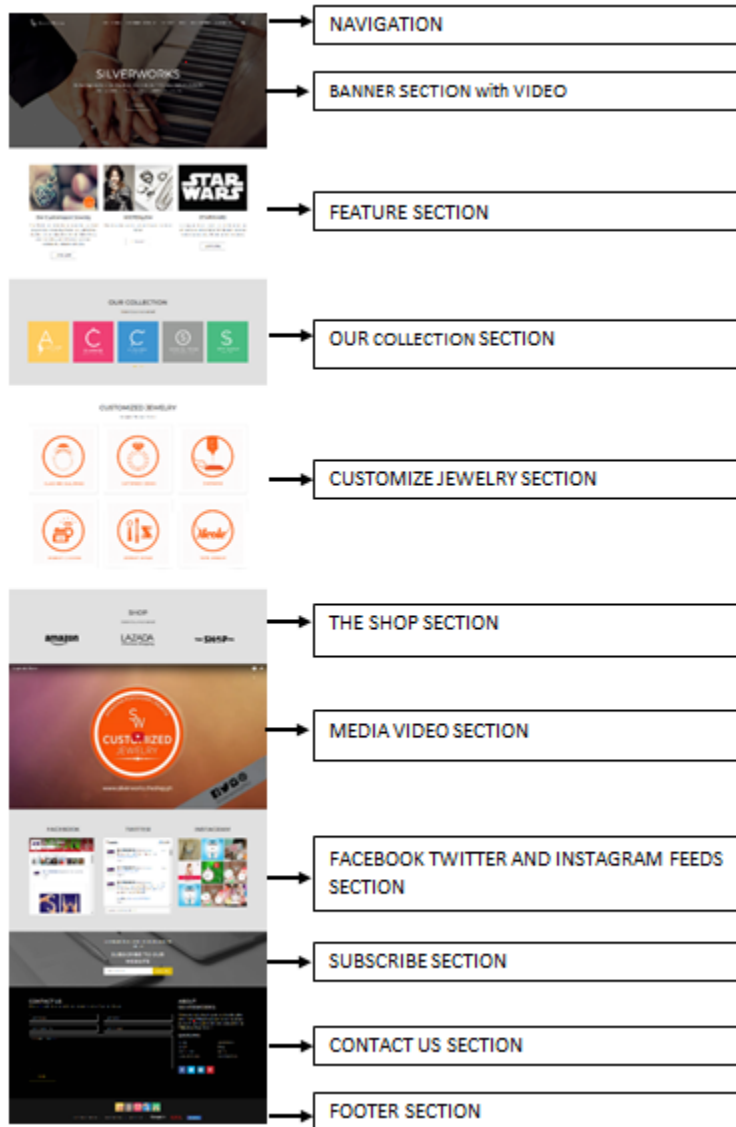
ADMIN PANEL

ADMIN PANEL

1. Go to this **URL/Link**:http://www.silverworks.com/administrator

2. Login using this account:
    Username: webadmin
    Password: 7works

3. Click **Login button**

4. You're now viewing your **Dashboard.**

NAVIGATION MANAGER AND BANNER MODULE

How To Create A New Banner

1. Login to http://www.silverworks.ph/administrator
2. Click "**Banner" button on sidebar.**
3. Click "**Add Banner" button.**
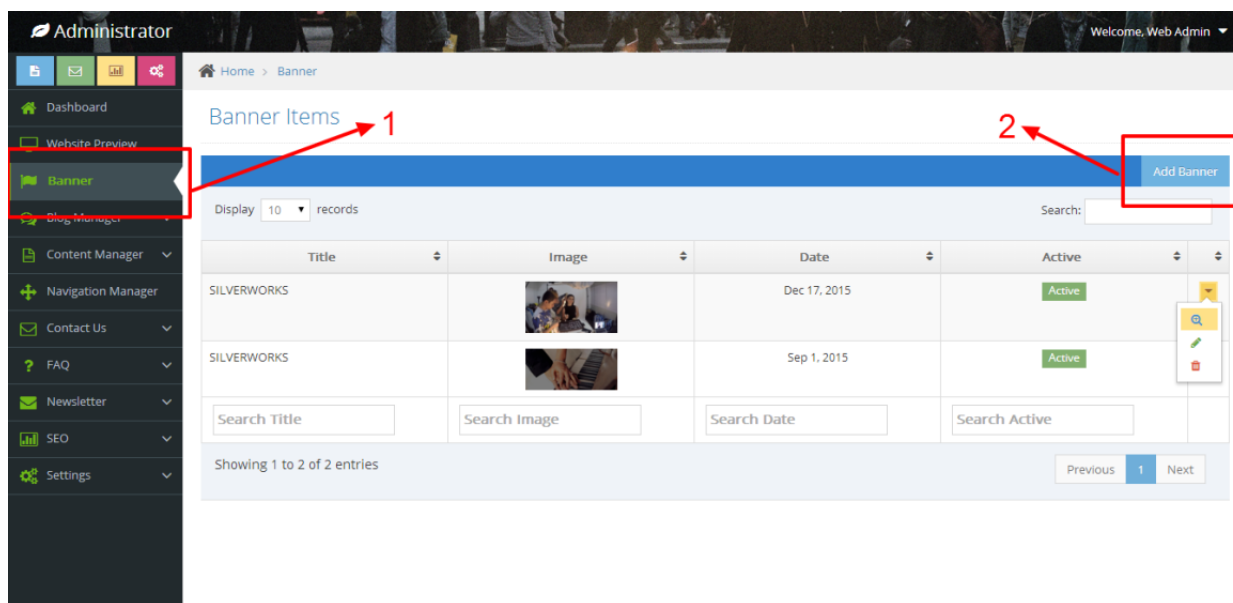
4. Fill up the form
   a. **Upload Image**
   b. **Input Date**
   c. **Input Title**
   d. **Input Description** (can also be edited with html codes)
   e. **Video Banner –add the ff: code below**

```
<div class="tp-caption tp-fade fadeout fullscreenvideo" data-x="0" data-y="0" data-speed="1000" data-start="1100" data-
easing="Power4.easeOut" data-elementdelay="0.01" data-endelementdelay="0.1"
data-endspeed="1500" data-endeasing="Power4.easeIn" data-autoplay="true" data-autoplayonlyfirsttime="false" data-nextslideatend="true" data-
volume="mute" data-forcecover="1" data-aspectratio="16:9" data-forcerewind="on" style="z-index: 2;">
&lt;video class="" preload="none" width="100%" height="100%" poster="img/silverworks/video.png"&gt;
<source src="img/silverworks/video/silverworks.wmv" type="video/webm">
<source src="img/silverworks/video/silverworks.mp4" type="video/mp4">
&lt;/video&gt;</div>
```

VIDEO BANNER NOTE:

When applying the code, click the **CODE VIEW** button first. </>

To add Video Banner, upload the video files at your **FTP account File path** provided below:
   /skin/vii_ChangeThisToProjectName/img/silverworks/video

Upload an image PNG as well. This will be displayed on your banner section while video is still loading.
   NOTE: required format of the video is **MP4 and WMV with a size of 1280x720px screen size**

Change this line on the code with the file path and the file names that you have uploaded on your ftp:

<!--[if !mso]-->

```
&lt;video class="" preload="none" width="100%" height="100%" poster="<b>img/silverworks/video.png</b>"&gt;
<source src="<b>img/silverworks/video/silverworks.wmv</b>" type="video/webm">
<source src="<b>img/silverworks/video/silverworks.mp4</b>" type="video/mp4">
&lt;/video&gt;
```

      f. Input URL link for your**Button direct link.**

      g. Click**Active Checkbox**

5. Click 'Submit" to proceed. You may now view the changes implemented via WEBSITE PREVIEW on your side bar navigation.
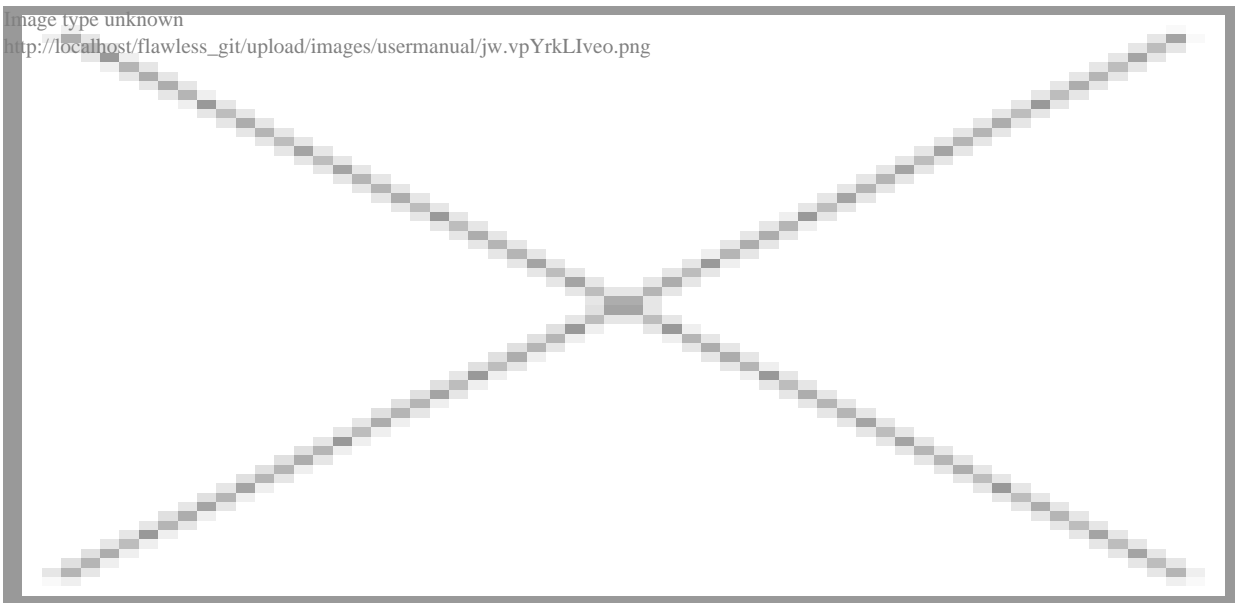
How To Add Menu And Edit Your Navigation Manager

1. Login to http://www.silverworks.ph/administrator

2. First you have to make a new page under Content Manager. Click**"Content Manager"** and then click**"Pages"** button on the sidebar.
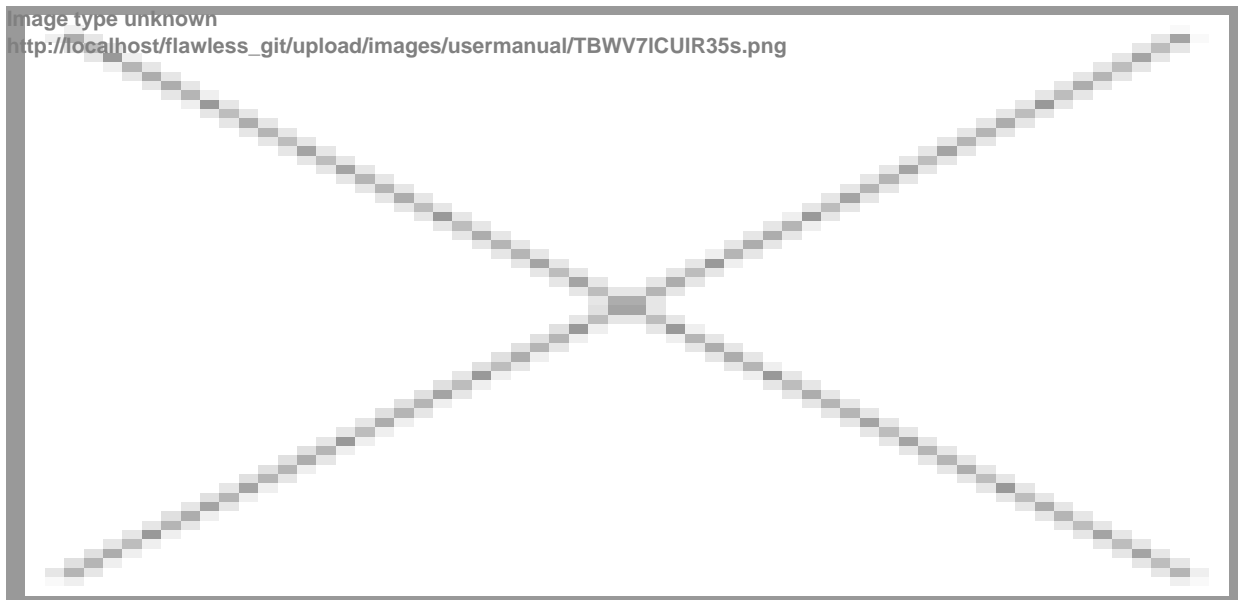
3. Click "**Add Page"** button

4. Fill out the forms and click "**Submit**" button.

Image type unknown
http://localhost/flawless_git/upload/images/usermanual/jw.vpYrkLIveo.png

5. To add the recently added page to your Navigation Menu, just click**"Navigation Manager"** button on the sidebar.

6. Find your selected page under**Inactive Items** and**Drag** it to**Active Items** column.

Image type unknown
http://localhost/flawless_git/upload/images/usermanual/TBWV7ICUIR35s.png

Note: You can add**custom ID**by clicking the hashtag button on each page once you have successfully activated the page thro
navigation manager. This will add a scroll down or pan effect on your recently added section. Always make sure**"Replace"**to select

How To Edit Existing Banner

1. Click "**Banner**" button on sidebar.

2. Click "**Add Banner" button.**

3. **Find**or **search for the specific Banner you wish to edit.**

4. Click the **"Dropdown" button and click "Edit" button (Green Pencil icon)**

5. Make your**edits and Click "Submit" button to save the changes.**

6. To delete existing banner, just click "**Dropdown"** button and click "**Delete"** button**(Red Trash icon).** Click**yes** to confirm delete
action.

BLOG MODULE

How To Create New Category

1. Login to http://www.silverworks.ph/administrator
2. Click "Blog Manager" button.
3. Click**"Categories" button.**
4. **Click'Add Category" button for a new category.**

5. Fill up the form
   a. Input**Title**
   b. Input**Meta title**
   c. Input**Meta Description**
   d. Input**Meta keywords**
   e. Input**Meta Author**
   f. Click**Active checkbox.**

6. Click**"Submit"** button.
How To Create New Blog

1. Go to "**Blog Manager**" then click**"Items"** Button

2. Click "**Add Blog" Button**

3. Fill up the form:

      a. Select the category you made earlier

      b. Add**featured image** of your blog

      c. Input**Date**

      d. Input**Title**

      e. Input**Sub Title**

      f. Input**Author**

      g. Input**Description**

         Note:You can upload images by clicking the Picture button

      h. Click**active** checkbox

      i. Input**Meta Title**

      j. Input**Meta Description**

      k. Input**Meta Keywords**

4. Click**"Submit"** button

5. Check your blog at http://www.silverworks.ph/blog

CONTENT MANAGER

How To Create A New Page

    1. Click**"Content Manager"** button then click**"Pages"** Button

    2. Click**"Add Page"**

3. Fill up the form:

    a. Input**title**. Click active to display title on inner page banner.

    b. **Link Rewrite** is generated automatically. You may update and assign new link per page as well by just clicking the input or textbox.

    c. Input Page**Caption.** This will be displayed below the title of the page. Always click active to display caption in frontend innerpage under the banner section.

    d. Click**Redirect checkbox(if it's unchecked)**

    e. Input**Conten**t. You may customize the style of your content using**html** by clicking**CODE VIEW BUTTON**.   You can also add images by clicking

    f. Input**Meta Title**

    g. Input**Meta Keywords**

    h. Input**Meta Description**

    i. Upload**Meta Image and click the active checkbox**

4. Click**"Submit"** button
5. You can view the page by typing:
   http://www.silverworks.ph/link-rewrite-assigned-of-the-page-you-created

How To Add A Section On A Page

1. Create a Section Layout first. Click the**"Layout list"** button and then click**"Add Section File"** button.

Image type unknown
http://localhost/flawless_git/upload/images/usermanual/SyxLzF5bHJ0y..png
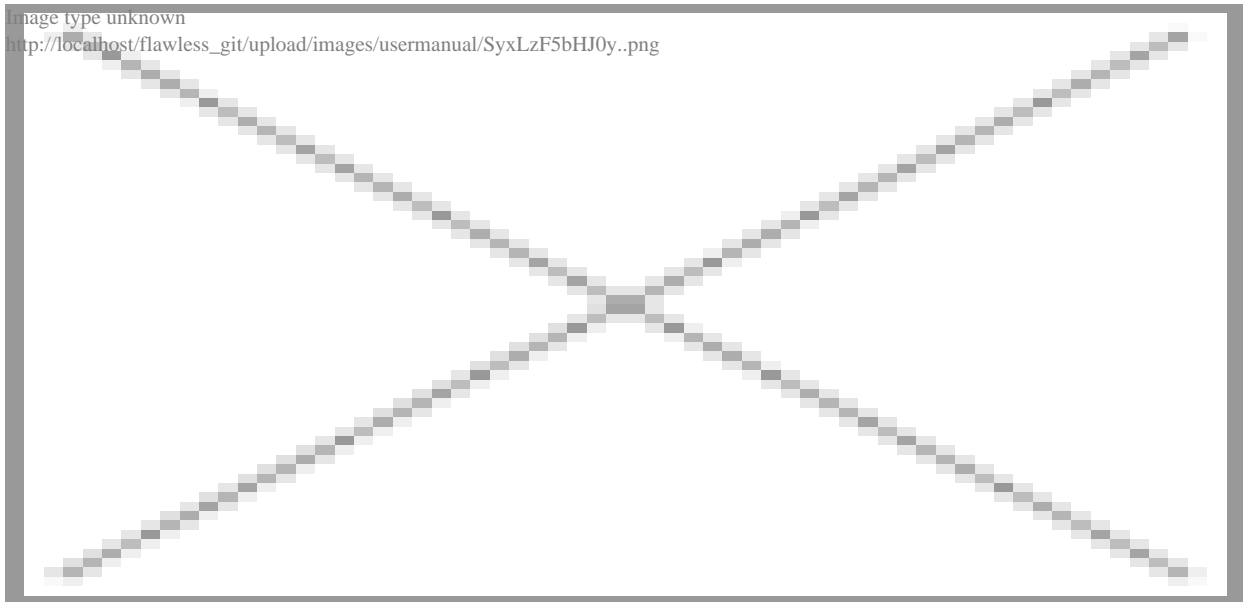
2. Fill up the form:
   a. **Select** what **type** you will be using(page or a module) for the section
   b. Input **Limit** on how many pages or module you will be using.
   c. Upload a sample image as your reference on how the layout will look like.
   d. Upload the **Module**:

      Sample Module Code is located at your FTP account on this file path:

      /staging/skin/default/includes/samples/sample_section_template_for_pages_only_10.html

      Notes:

      · It is important to upload the created Module in order to render the frontend view layout of the section you wish to create.
      · Start from 0 in duplicating the codes.
      · Number of pages for the specific layout should always be in proportion with the number of duplicated codes with different numbers on each **"IF STATEMENT".** Always save the sample layout you've created for backup purposes.

3. Click **"Submit"** Button

4. After creating a new layout for your sections, you can now add sections on your own pages.

5. Click "**Content Manager" button and then click "Section" Button**

Image type unknown
http://localhost/flawless_git/upload/images/usermanual/v32vrYFztwGiE.png
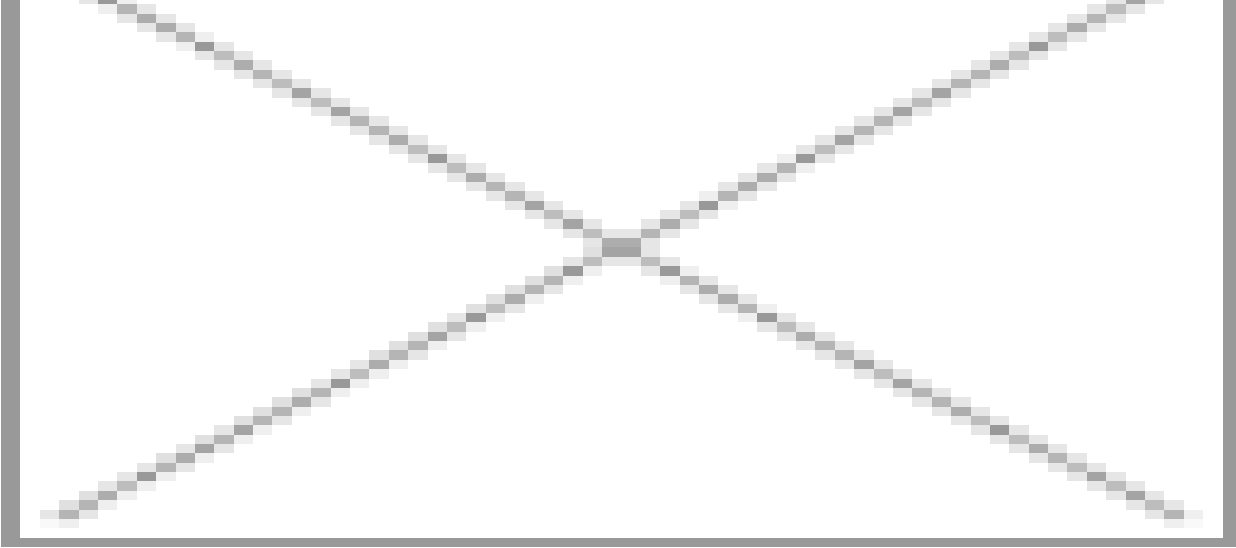
6. Find and select the page (using the search function) to where you want to add and apply the section.

7. Click dropdown and then click view(blue magnifying glass with plus sign)

8. Select**Layout Template** by clicking "**Available Layout templates**" button and choose what style or layout to use.

9. To add section, just click "**Add Section**" button

10. Fill out the following forms
    a. Input**Title** of section(check the ACTIVE BOX to display the title in frontend)
    b. Input**Subtitle** of section(check the ACTIVE BOX to display the title in frontend)
    c. Input**Custom Class** for additional styles you want to apply on the section you are creating. Note that this is connected to CSS code.
    d. Click**Active**
    e. Select Type:**Page or Module**
    f. Select what kind of**Layout Template** you will be using (this is in connection with the**HTML codes** that you've created under**Step 2 letter d** on **HOW TO ADD A SECTION ON A PAGE**)

11. Select the pages or modules you will be using on the list. Note that maximum number of pages/modules you can only use is based on the number of LIMITS you've entered upon adding a**SECTION FILE. (refer to Page 12, Step 2 letter B)**

12. Click **"Submit"** button.

CONTACT US MANAGER

How To View Received Inquiries From Client

1. Go to "**CONTACT US"** then click**MESSAGES** on the Navigation Side-bar.

2. Contact us module then will show the list of inquiries received in a real time basis.

3. Click the **VIEW BUTTON.**

4. Your screen should show you the complete message received same as the snapshot below:

How To Sort/filter/search Messages
OPTION 1: Messages can be arranged according to name, messages, email or date received by clicking the

OPTION 2: Use upper right search box for searching a general info or details.
OPTION 3: Use the lower search box in searching specific details.
How To Reply On The Received Inquiries From Client

1. Go to Table of **CONTACT US MESSAGES. Emails are clickable and set as hyperlink for a quick and ready to reply feature.**

How To Assign Email Account For Contact Us

1. Go to **CONTACT US then click SETTINGS on the Navigation Side-bar.**

\ 2. Click **EDIT** to update contact us email address.

3. Click submit to save the changes.
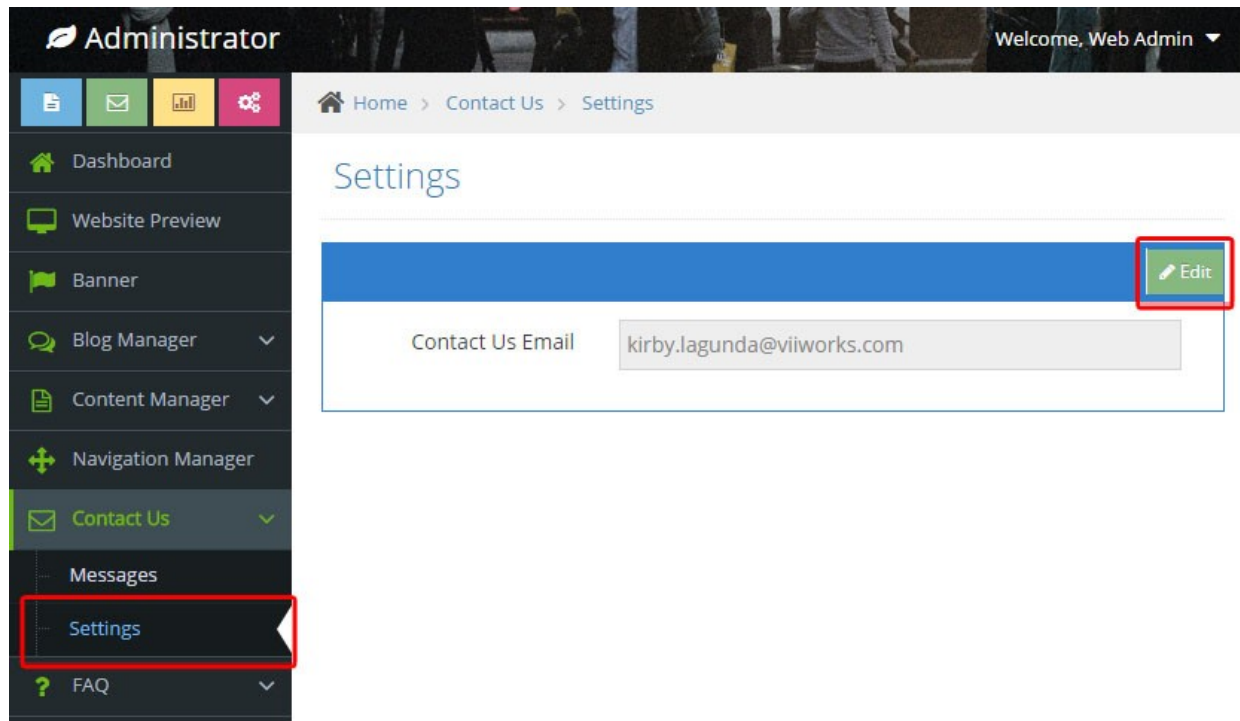
How To Delete Received Inquiries From Client

User has two options on how to delete inquiry/contact us entries.

OPTION 1: Via view message page
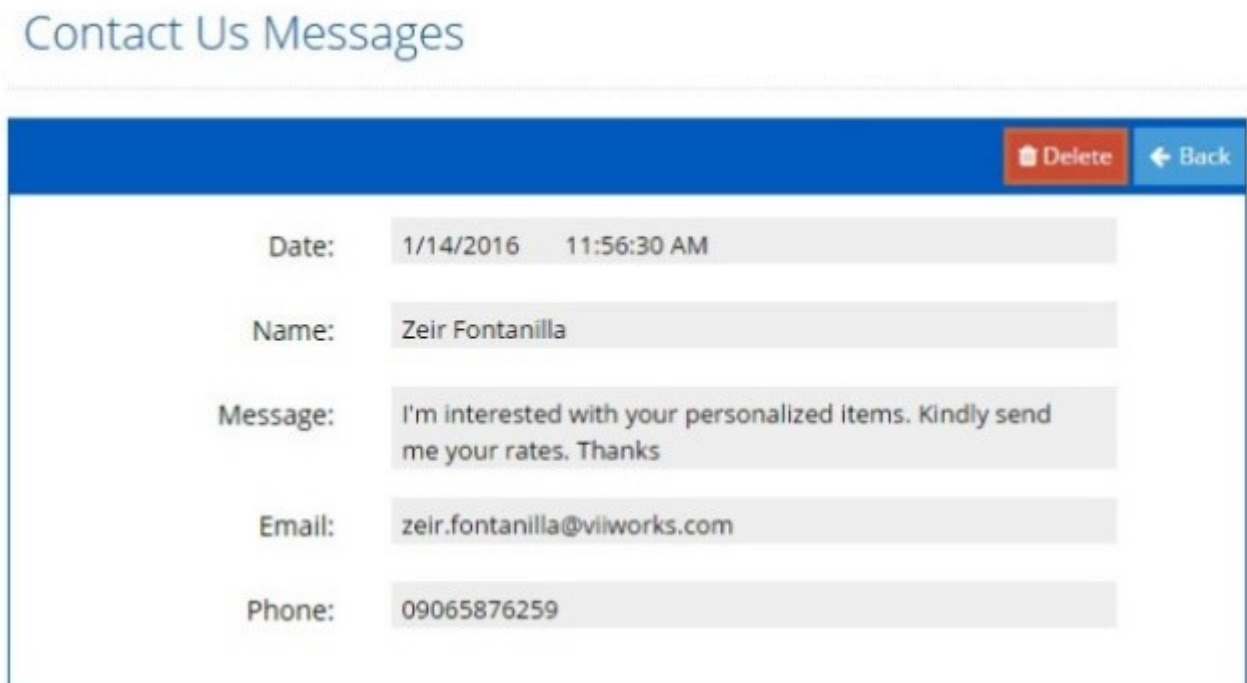
OPTION 2: Via contact us message table

FAQ MANAGER

How To View And Edit Existing Faq

1. Go to**FAQ** then click**ITEMS** on the navigation sidebar.

2. Click view/edit button located on the right-last column of the table.

How To Delete Existing Faq
OPTION1: Go to**FAQ** then click**ITEMS** on the navigation sidebar. To delete multiple FAQ ITEMS: Select
   FAQ ITEMS then choose**DELETE** under the dropdown list of action(located at the upper left side)
   . Click**submit** to proceed.

OPTION 2: Go to**FAQ** then click**ITEMS** on the navigation sidebar. Click the yellow button located on the right
   or last part of the column. System will then show you a pop-up notification as verification before
   deleting the items.
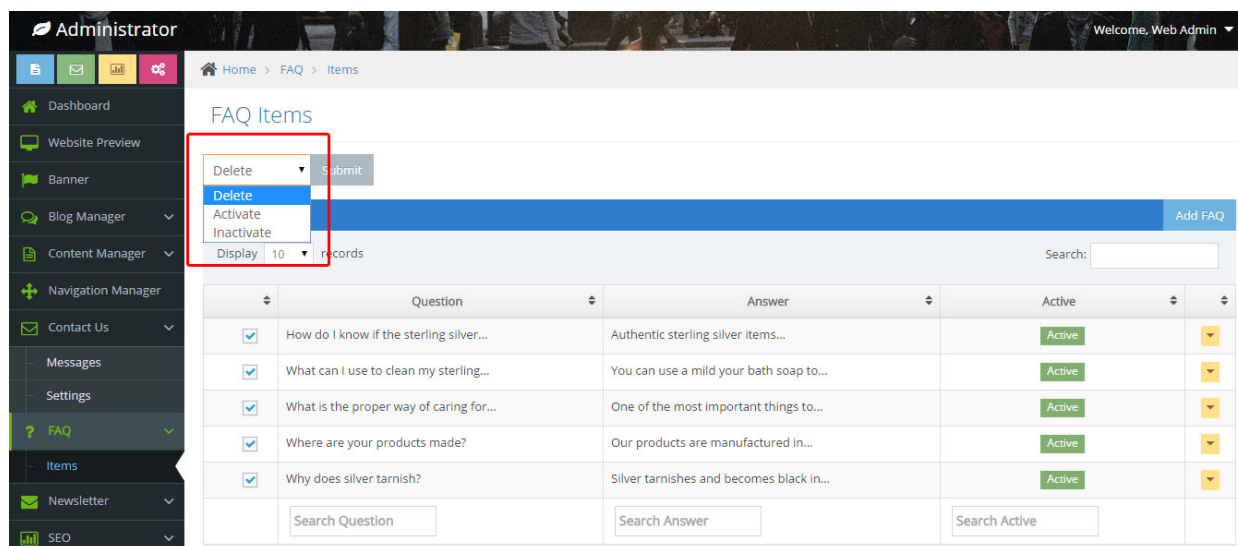
How To Activate/deactivate Existing Faq
OPTION 1: Select FAQ item then Click ACTIVE/INACTIVE button under the ACTION column.

OPTION 2: Multiple select FAQ ITEMS then select ACTIVE/INACTIVE under the dropdown list of action located at the left upper part. Always Click**submit button** to proceed and implement updates.

OPTION 3: Multiple select FAQ ITEMS then select ACTIVE/INACTIVE under the dropdown list of action located at the left upper part. Always Click**submit button** to proceed and implement updates.

NEWSLETTER MANAGER

How To View/export And Delete Subscriber Lists

2. Click export to download the subscriber's list in excel format

3. You may view/delete a subscriber's complete data by clicking the buttons under the last column. (right side)
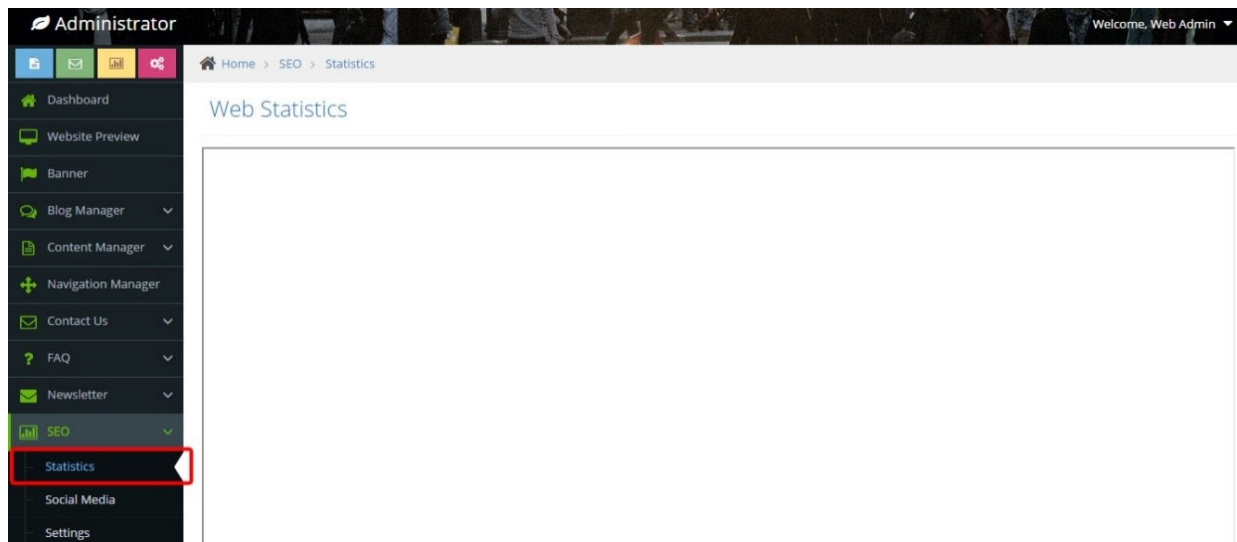
SEO

How To Check The Website Statistics

1. Go to "**SEO**" then click on **"Statistics"** to view all subscribers

How To Check And Update The Seo Settings

1. Go to "**SEO**" then click "**SETTINGS**" on the navigation sidebar.

2. Click "**EDIT**" button on the upper right side then edit the fields you wish to update

3. Click **submit button** to save the changes.

*Note:Seo helps your website visibility on search engines like Google.

How To Add/update/edit Social Media Links

1. Go to "**SEO**" then click "**SOCIAL MEDIA**" on the navigation sidebar.

2. Click **EDIT BUTTON**on the upper right side then input your existing social media links.
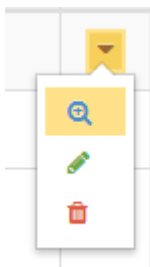
   3. Click **SUBMIT** to save changes.

SETTINGS

How To Edit An Existing Or Recently Added User Account

1. Click the**"Dropdown"** button at the end of the table column

2. Click the**"Edit"** button(green pencil button)

3. Edit the fields or data you wish to update

4. Click**"Submit"** Button

   *To delete a specific user Just click the"Trash" Button (red trash can icon)

Permission: This enables the admin personnel in controlling and setting the access rights per user group.

1. Go to "**Settings**" button then click "**Permission**" button.

2. Choose User Type

3. Click "**Active**" button to allow a specific group to access a specific modules.

How To Create A New Account For The Administrator Page

1. Click**"Settings"** and then Click**"Users"** button.

2. Click**"Add User"** button

3. Fill up the form:

      a. Input**First Name**

      b. Input**Last Name**

      c. Input**Username**

      d. Input**Password**

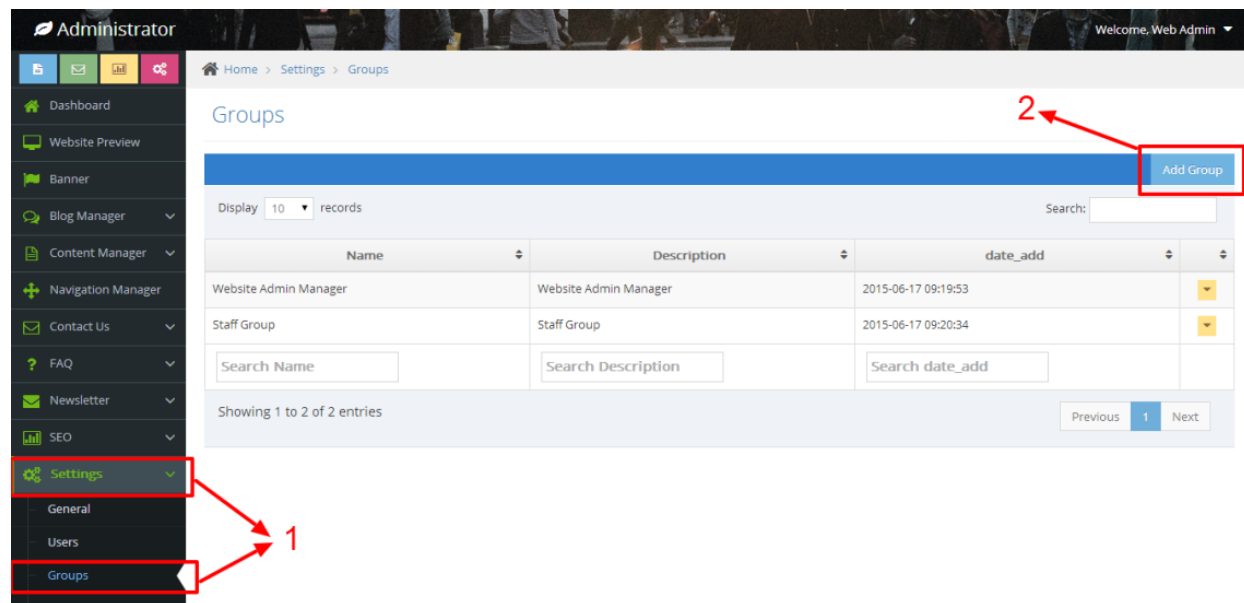   e. Click**Is Active** Checkbox

      f. Select a**Group**.

4. Click "**Submit**" Button

How To Create A Group

USERGROUPlets you easily manage and control permissions per user account. NOTE:This should be done before creating a new user account

1. Click**"Settings"** Button and Click**"Groups"**
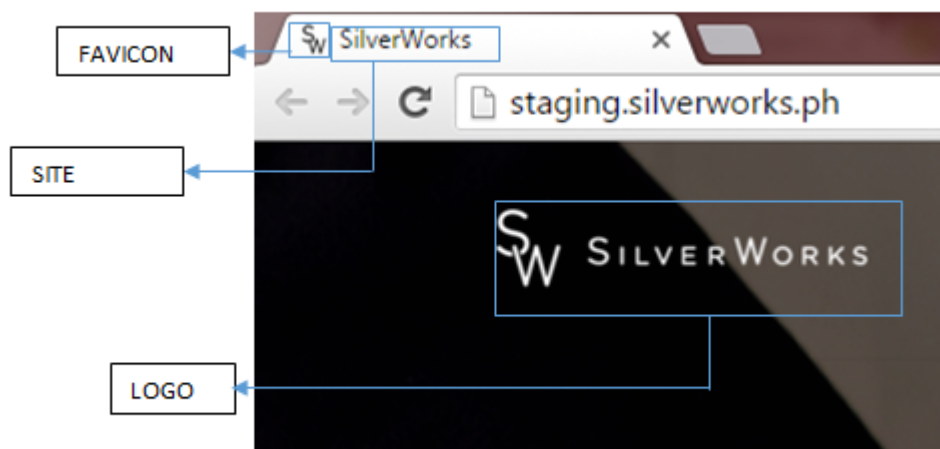
2. Click**"Add Group"** button

3. Fill up the ff. forms:

    a. Input**Group Name**

    b. Input**Group Description**
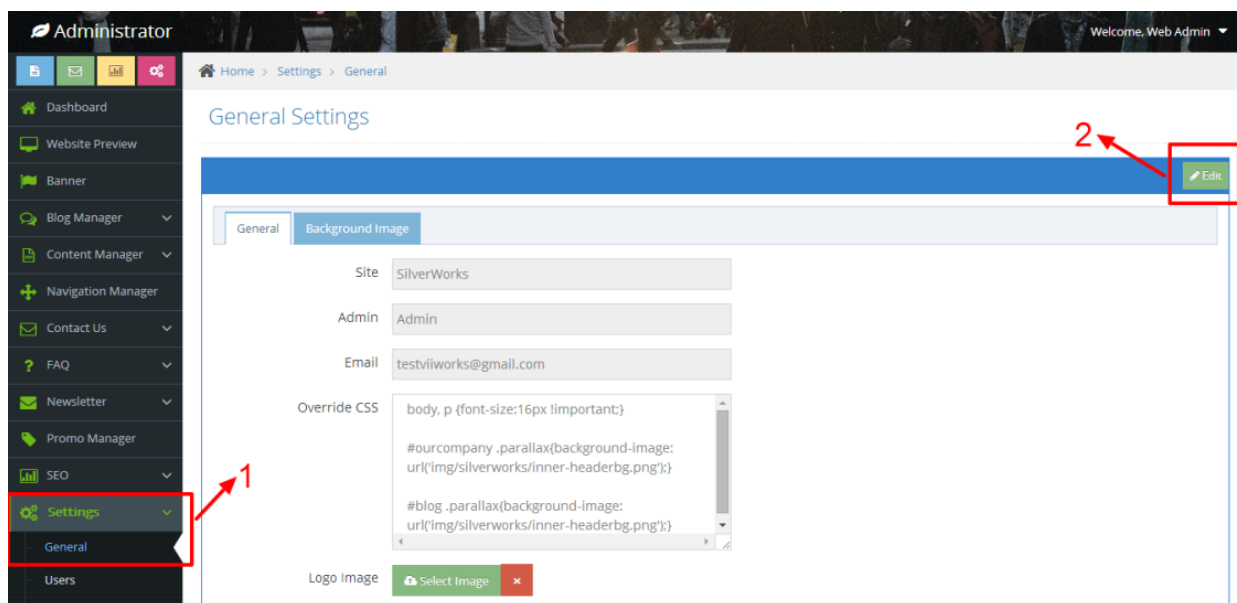
4. Click**"Submit"** Button

How To Change Your Logo, Favicon And Sitename

General Settinglets you edit your website's name, email, CSS (for design uses HTML codes), logo image and favicon.

1. Click**"Settings"** button then click "**General**" button on the navigation sidebar

2. Click**"Edit"** button to change site name, email, website logo, favicon and CSS

3.Click**"Submit"** button to save the changes

How To Edit An Existing Or Recently Added Group

1. Click the**"Dropdown"** button at the end of the table column

2. Click the**"Edit"** button(green pencil button)

3. Change the form that you want to edit

4. Click**"Submit"** Button

    *To delete a specific user Just click the**"Trash"**Button (red trash can icon)

ADDITIONAL FEATURES

HOW TO CREATE NEW CATEGORY
1. Login to http://www.silverworks.ph/administrator
2. Click "Blog Manager" button.
3. Click**"Categories" button.**
4. Click**"Add Category" button for a new category.**
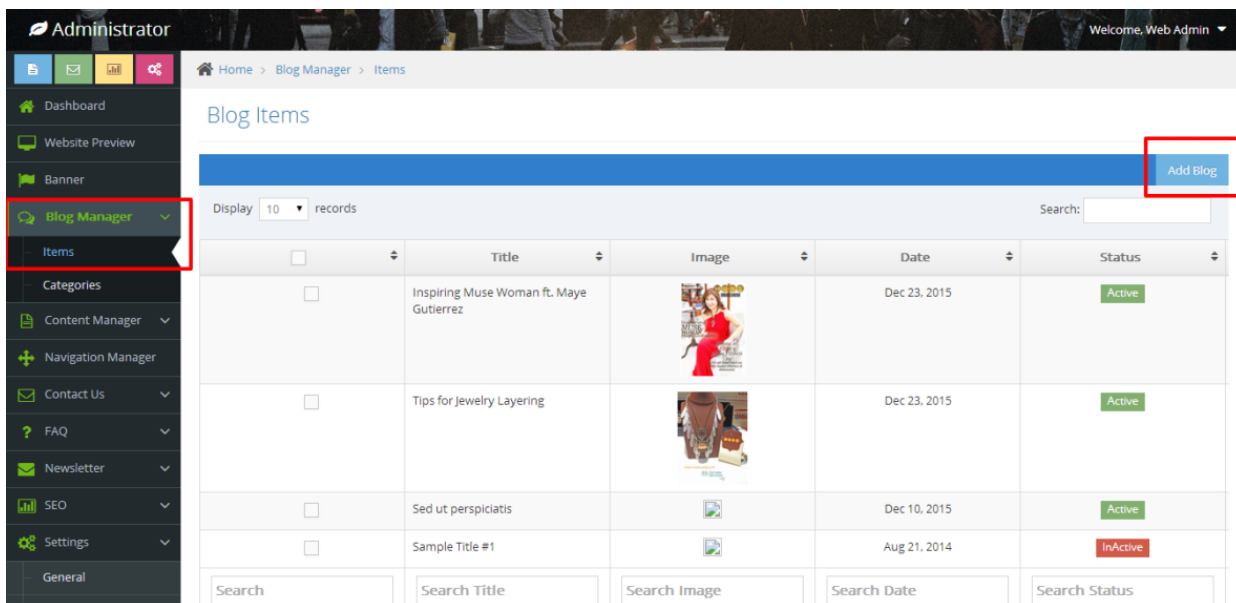
5. Fill up the form
    a.   Input**Title**
    b.   Input**Meta title**
    c.   Input**Meta Description**
    d.   Input**Meta keywords**
    e.   Input**Meta Author**
    f.   Click**Active checkbox.**

6. Click**"Submit"** button.
 HOW TO CREATE NEW BLOG

1. Go to "**Blog Manager**" then click**"Items"** Button

2. Click "**Add Blog" Button**

3. Fill up the form:

      a. Select the category you made earlier

      b. Add**featured image** of your blog

      c. Input**Date**

      d. Input**Title**

      e. Input**Sub Title**

      f. Input**Author**

      g. Input**Description**

        Note:You can upload images by clicking the Picture button

      h. Click**active** checkbox

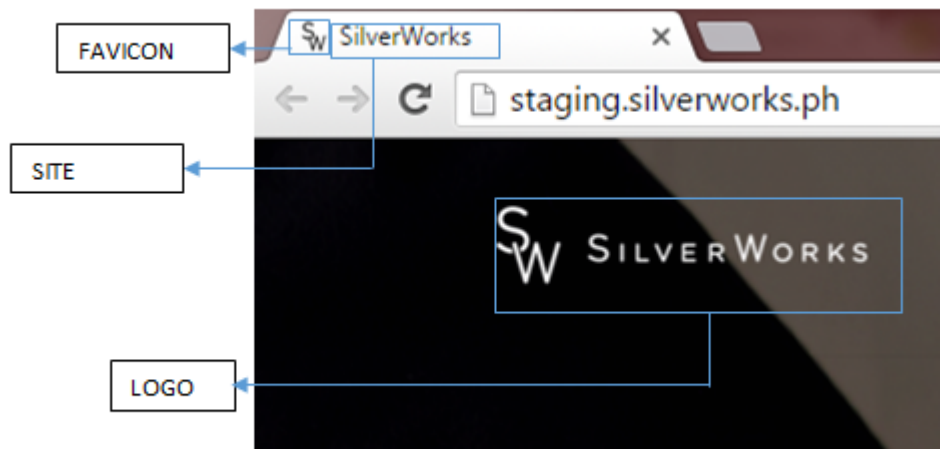   i. Input**Meta Title**

      j. Input**Meta Description**

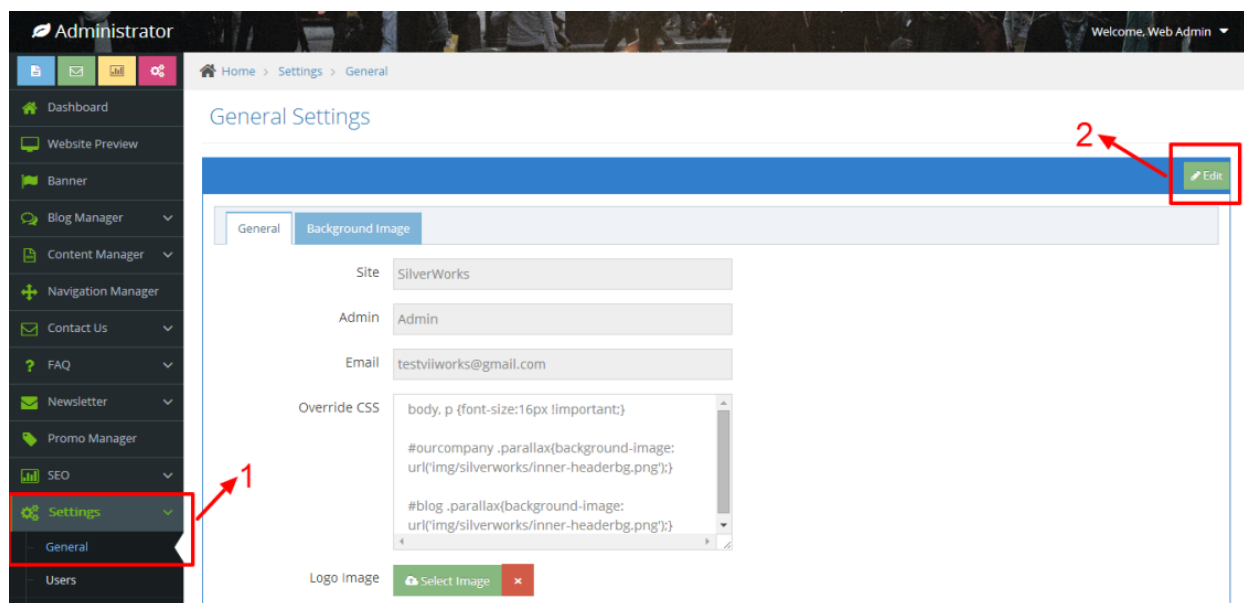   k. Input**Meta Keywords**

4. Click**"Submit"** button

5. Check your blog at http://www.silverworks.ph/blog
 HOW TO CHANGE YOUR LOGO, FAVICON AND SITENAME

General Settinglets you edit your website's name, email, CSS (for design uses HTML codes), logo image and favicon.

      1. Click**"Settings"** button then click "**General**" button on the navigation sidebar

      2. Click**"Edit"** button to change site name, email, website logo, favicon and CSS

      3.Click**"Submit"** button to save the changes

HOW TO CHANGE IMAGE ON INNER PAGE BANNER

      1. Upload banner on your**FTP ACCOUNT**
           FILE PATH:skin/vii_ChangeThisToProjectName/img/silverworks/banner
      2. Go to your Administrator webadmin account and login your username and password
      3. Go to "**Settings**" Button and then click**"General**" button
      4. Click "**Edit**" button
      5. Under General Tab, go to **Override CSS field and paste this code:**

          #link-rewrite.parallax{background-image: url('img/silverworks/banner/**file-name-of-the-banner-image-you-want-to-view.png**');}

Note: Change#link-rewrite. This should be same as the link rewrite of the selected page where you wish to display the banner. You can check linkrewrite per page viaCONTENT MANAGER>PAGES.

For example: The linkrewrite of"Our Company" Page is"ourcompany". Now, replace the "#link-rewrite" with"#ourcompany" in order to display the said banner photo under the OUR COMPANY's inner page.

6. Remember to change this part"file-name-of-the-banner-image-you-want-to-view.png" with the FTP file path of the uploaded banner image.Refer to Step 1.
7. After changing the code, click "Submit" button. View the page to check and verify the implemented updates.

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