



# USER'S GUIDE

POWERED BY:



## TABLE OF CONTENTS

### **WEBSITE PREVIEW**

Asdf

Website Preview

### **ADMIN PANEL**

Admin Panel

### **NAVIGATION MANAGER AND BANNER MODULE**

How To Create A New Banner

How To Add Menu And Edit Your Navigation Manager

How To Edit Existing Banner

### **BLOG MODULE**

How To Create New Category

How To Create New Blog

### **CONTENT MANAGER**

How To Create A New Page

How To Add A Section On A Page

### **CONTACT US MANAGER**

How To View Received Inquiries From Client

How To Sort/filter/search Messages

How To Reply On The Received Inquiries From Client

How To Assign Email Account For Contact Us

How To Delete Received Inquiries From Client

### **FAQ MANAGER**

How To View And Edit Existing Faq

How To Delete Existing Faq

How To Activate/deactivate Existing Faq

### **NEWSLETTER MANAGER**

How To View/export And Delete Subscriber Lists

### **SEO**

How To Check The Website Statistics

How To Check And Update The Seo Settings

How To Add/update/edit Social Media Links

### **SETTINGS**

How To Edit An Existing Or Recently Added User Account

How To Create A New Account For The Administrator Page

How To Create A Group

How To Change Your Logo, Favicon And Sitenam

How To Edit An Existing Or Recently Added Group

### **ADDITIONAL FEATURES**

How To Create New Category

How To Create New Blog

**How To Change Your Logo, Favicon And Sitename**

**How To Change Image On Inner Page Banner**

**ASDF**

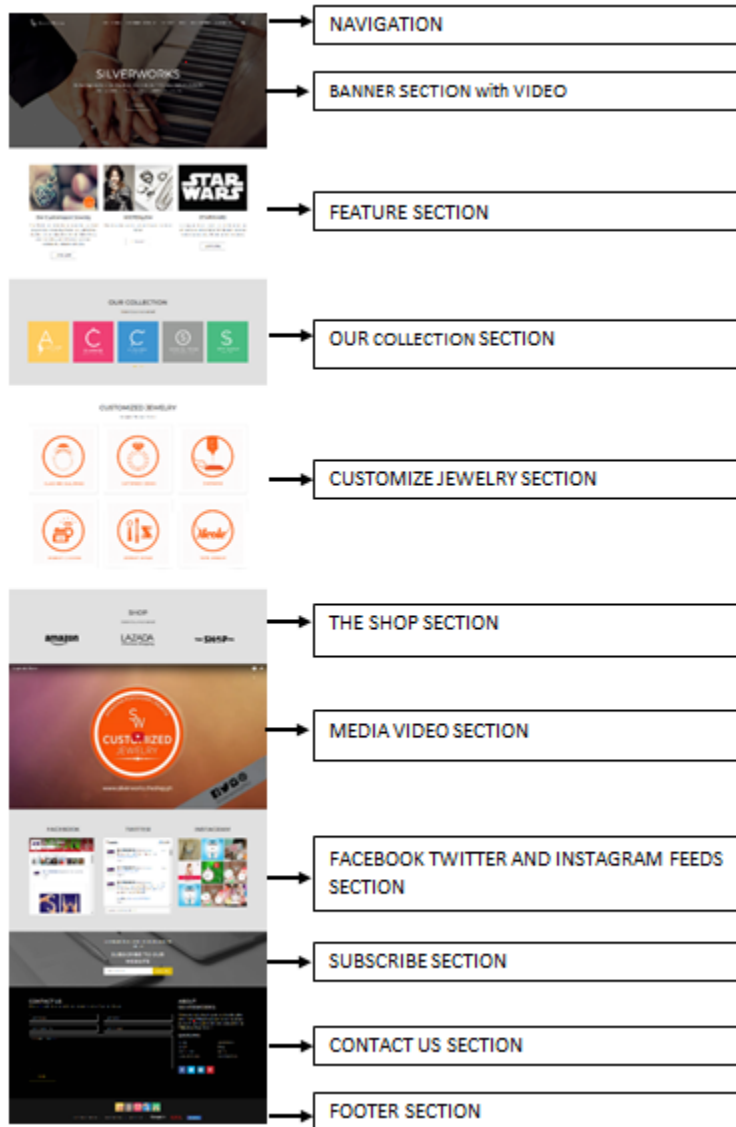
## WEBSITE PREVIEW

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**.

**Administrator** Welcome, Admin

Home

### Dashboard Homepage

Last 10 Visitor Contacted Us

Name	Message	Email	Date
kirby jagunda	testmsg	kirby.jagunda@viiworks.com	December 22, 2015
kirby jagunda	testmsg	kirby.jagunda@viiworks.com	December 22, 2015
testkirby	testmsg	kirby.jagunda@viiworks.com	December 22, 2015

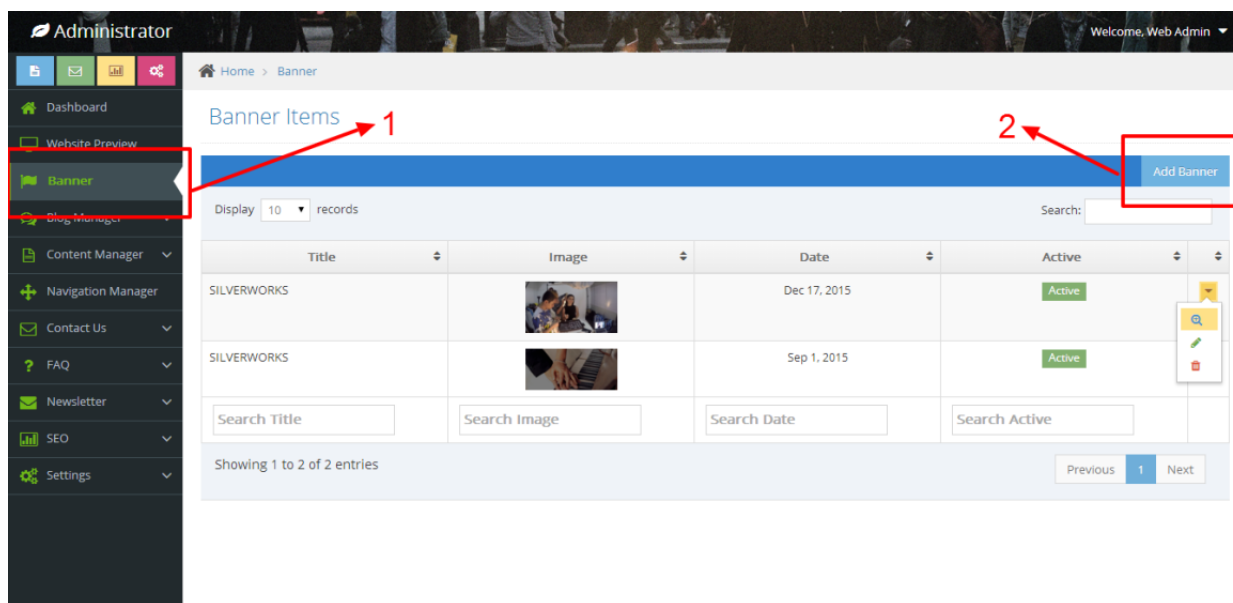
Last 10 Subscribed Visitors

Email	Date Subscribed	Active
kirby.jagunda@viiworks.com	2014-10-16 09:01:50	Active
kriz.laurente@viiworks.com	2015-12-17 11:49:34	Active

## 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;">
<video class="" preload="none" width="100%" height="100%" poster="img/silverworks/video.png">
<source src="img/silverworks/video/silverworks.wmv" type="video/webm">
<source src="img/silverworks/video/silverworks.mp4" type="video/mp4">
</video></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]-->
```

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

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 sidebar navigation.

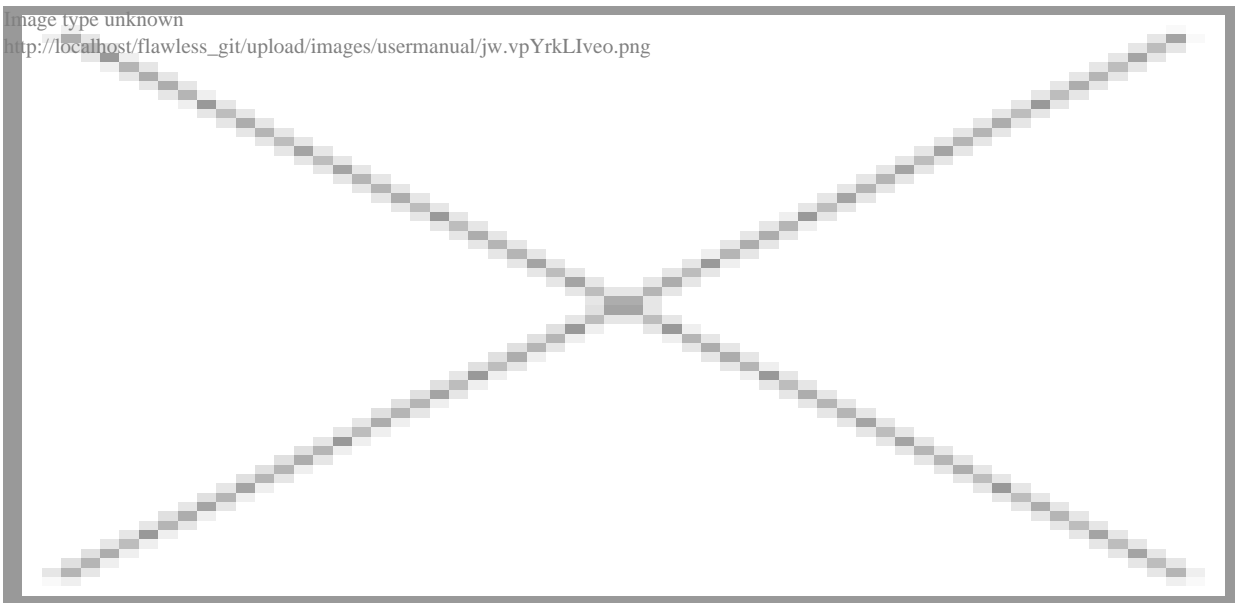
## How To Add Menu And Edit Your Navigation Manager

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.

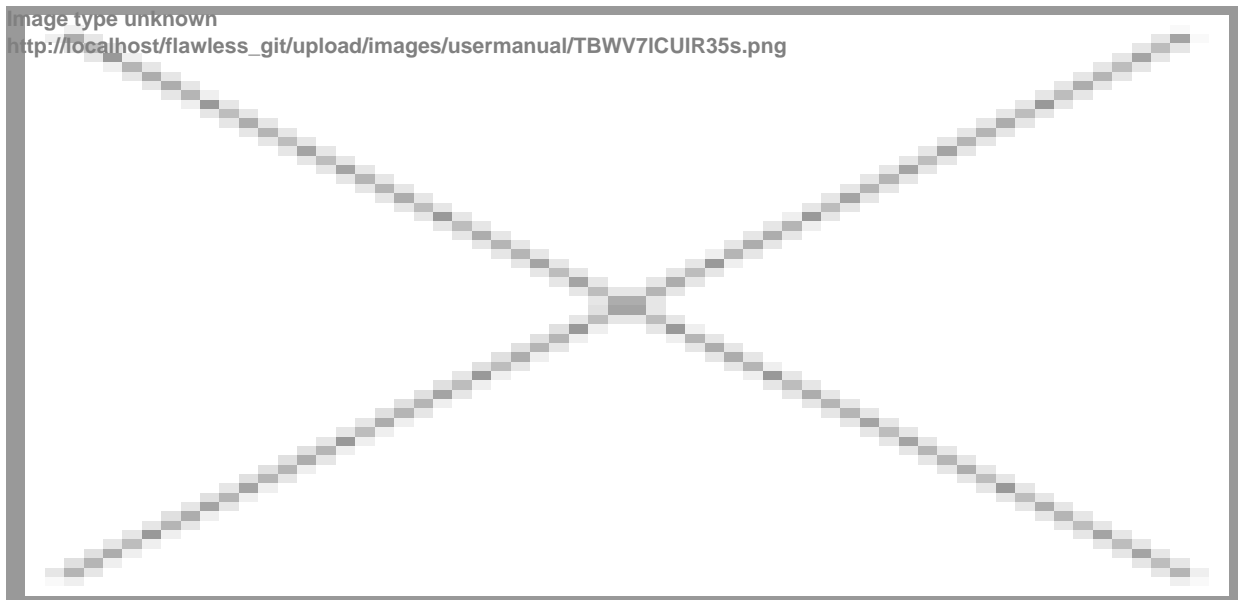
3. Click **“Add Page”** button

4. Fill out the forms and click **“Submit”** button.



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.



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

## 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)



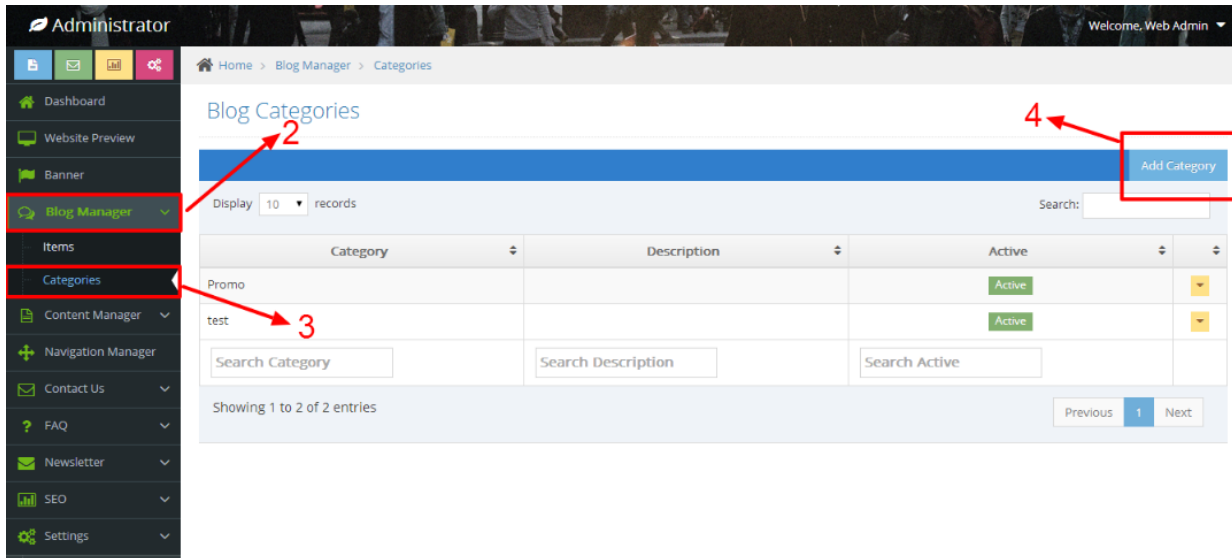
5. Make your edits and Click **"Submit"** button to save the changes.
6. To delete existing banner, just click **"Dropdown"** button and click **"Delete"** button (Red Trash icon). Click **yes** to confirm delete action.



## BLOG MODULE

### How To Create New Category

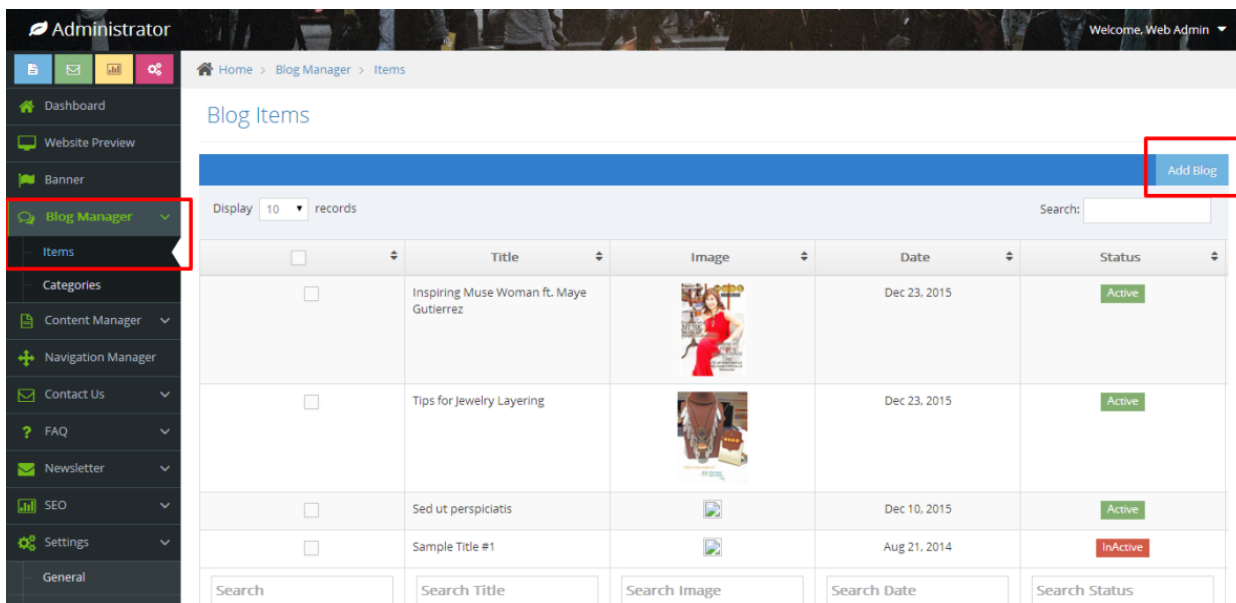
1. Login to <http://www.silverworks.ph/administrator>
2. Click “Blog Manager” button.
3. Click “Categories” button.
4. Click “Add Category” button for a new category.







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



The screenshot shows the Silverworks Administrator interface. On the left is a sidebar with navigation links: Dashboard, Website Preview, Banner, Blog Manager (highlighted with a red box), Items, Categories, Content Manager, Navigation Manager, Contact Us, FAQ, Newsletter, SEO, Settings, and General. The main area is titled 'Blog Items' and contains a table of blog entries. At the top right of the main area, an 'Add Blog' button is highlighted with a red box. Below the table are search filters for Title, Image, Date, and Status.

	Title	Image	Date	Status
<input type="checkbox"/>	Inspiring Muse Woman ft. Maye Gutierrez		Dec 23, 2015	Active
<input type="checkbox"/>	Tips for Jewelry Layering		Dec 23, 2015	Active
<input type="checkbox"/>	Sed ut perspiciatis		Dec 10, 2015	Active
<input type="checkbox"/>	Sample Title #1		Aug 21, 2014	InActive

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**”

The screenshot shows the Silverworks CMS Administrator interface. The left sidebar contains a menu with items like Dashboard, Website Preview, Banner, Blog Manager, Content Manager, Section, Layout Lists, Navigation Manager, Contact Us, FAQ, Newsletter, SEO, and Settings. The 'Content Manager' menu item is highlighted with a red box and a red arrow labeled '1'. The main content area is titled 'Pages' and features a table of existing pages. The 'Add Page' button is highlighted with a red box and a red arrow labeled '2'.

Link Rewrite	Page Title	Module	Function
aboutusfooter	about us footer	pages	index
activatetitanium	Activate Titanium	pages	index
amazon	AMAZON	pages	index
blog	Blog	blog	index
blog	Blog Page	blog	index
catalogue	CATALOGUE	pages	index
charmed	Charmed	pages	index
chemistry	Chemistry	pages	index
classandbullrings	CLASS AND BULL RINGS	pages	index

### 3. Fill up the form:

- Input **title**. Click active to display title on inner page banner.
- Input **Link Rewrite** is generated automatically. You may update and assign new link per page as well by just clicking the input or textbox.
- 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.
- Click **Redirect checkbox** (if it's unchecked)
- Input **Content**. You may customize the style of your content using **html** by clicking **CODE VIEW BUTTON**. You can also add images by clicking
- Input **Meta Title**
- Input **Meta Keywords**
- Input **Meta Description**
- Upload **Meta Image** and click the active checkbox

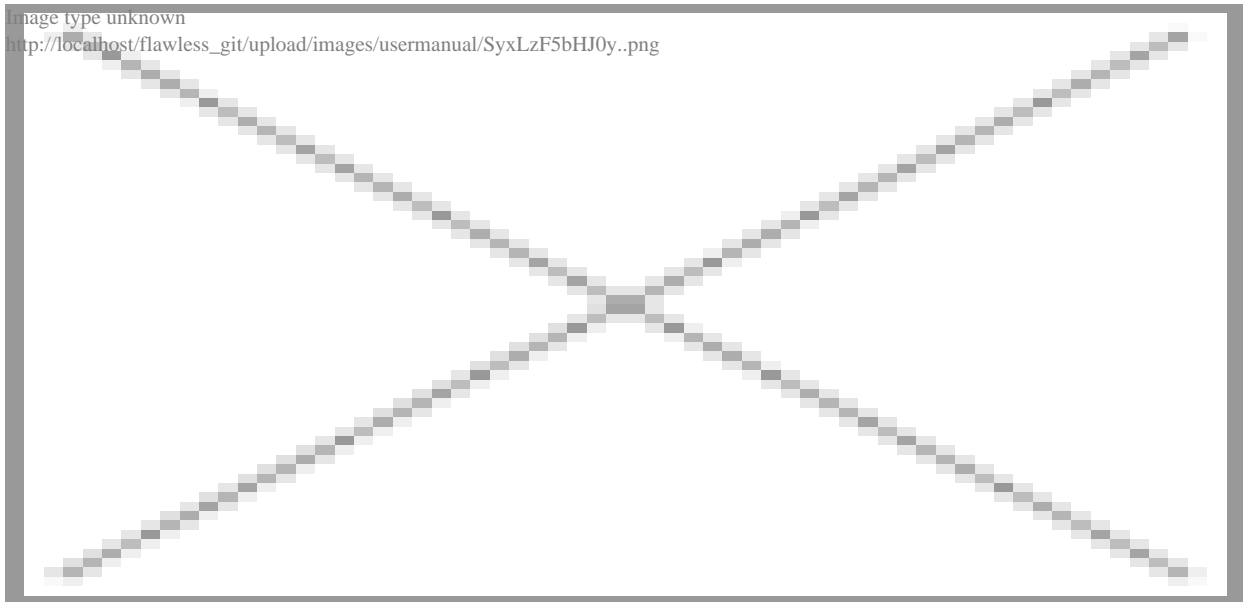
### 4. Click "Submit" button

### 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.



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:

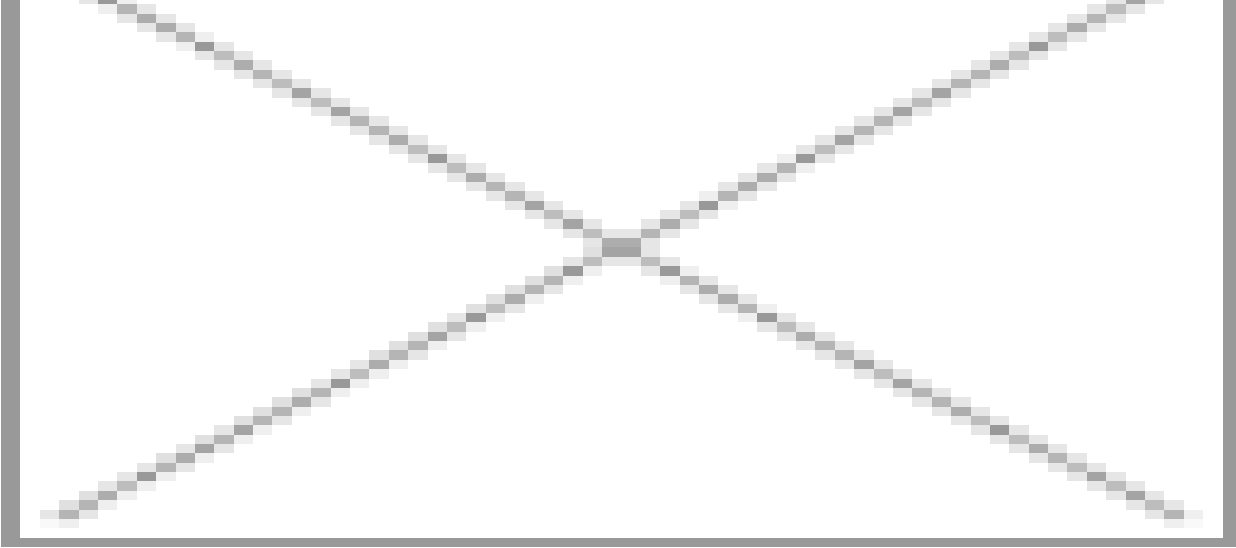
- It is important to upload the created Module in order to render the frontend view layout of the section you wish to create.
- Start from 0 in duplicating the codes.
- Number of pages for the specific layout should always be in proportion with the number of duplicated codes with different numbers on 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**.

Administrator | Welcome, Web Admin

Home > Contact Us > Messages

### Contact Us Messages

Display 10 records | Search:

Name	Message	Email	Date	
kirby lagunda	testmsg	kirby.lagunda@viiworks.com	December 22, 2015	
kirby lagunda	testmsg	kirby.lagunda@viiworks.com	December 22, 2015	

Search Name:  Search Message:  Search Email:  Search Date:

Showing 1 to 2 of 2 entries | Previous 1 Next

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

### Contact Us Messages

1/14/2016 11:56:30 AM

Name: Zeir Fontanilla

Message: I'm interested with your personalized items. Kindly send me your rates. Thanks

Email: zeir.fontanilla@viiworks.com

Phone: 09065876259

Buttons: Delete, Back

### How To Sort/filter/search Messages

**OPTION 1:** Messages can be arranged according to name, messages, email or date received by clicking the

## Contact Us Messages

Display	10	records	Search:	
Name	Message	Email	Date	
kirby lagunda	testmsg	<a href="mailto:kirby.lagunda@viiworks.com">kirby.lagunda@viiworks.com</a>	December 22, 2015	
kirby lagunda	testmsg	<a href="mailto:kirby.lagunda@viiworks.com">kirby.lagunda@viiworks.com</a>	December 22, 2015	
<input type="text" value="Search Name"/>	<input type="text" value="Search Message"/>	<input type="text" value="Search Email"/>	<input type="text" value="Search Date"/>	
Showing 1 to 2 of 2 entries				Previous 1 Next

**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.

## Contact Us Messages

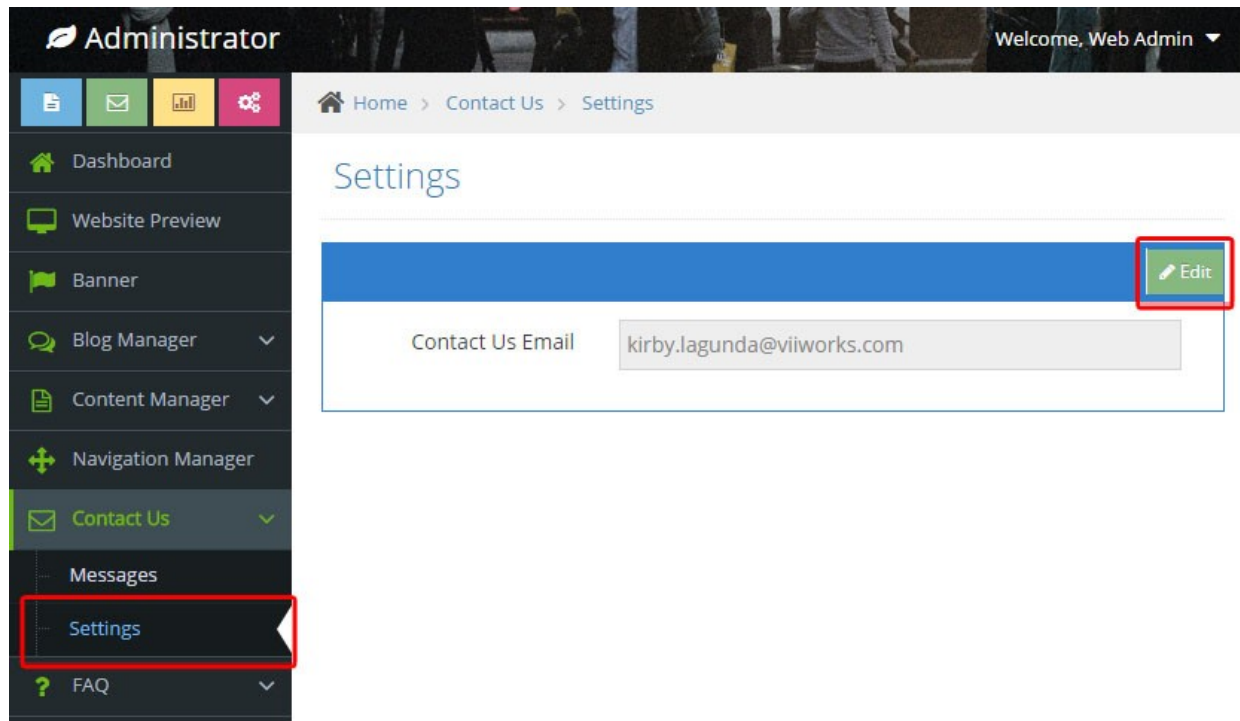
Display	10	records	Search:	
Name	Message	Email	Date	
kirby lagunda	testmsg	<a href="mailto:kirby.lagunda@viiworks.com">kirby.lagunda@viiworks.com</a>	December 22, 2015	
kirby lagunda	testmsg	<a href="mailto:kirby.lagunda@viiworks.com">kirby.lagunda@viiworks.com</a>	December 22, 2015	
<input type="text" value="Search Name"/>	<input type="text" value="Search Message"/>	<input type="text" value="Search Email"/>	<input type="text" value="Search Date"/>	
Showing 1 to 2 of 2 entries				Previous 1 Next

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.

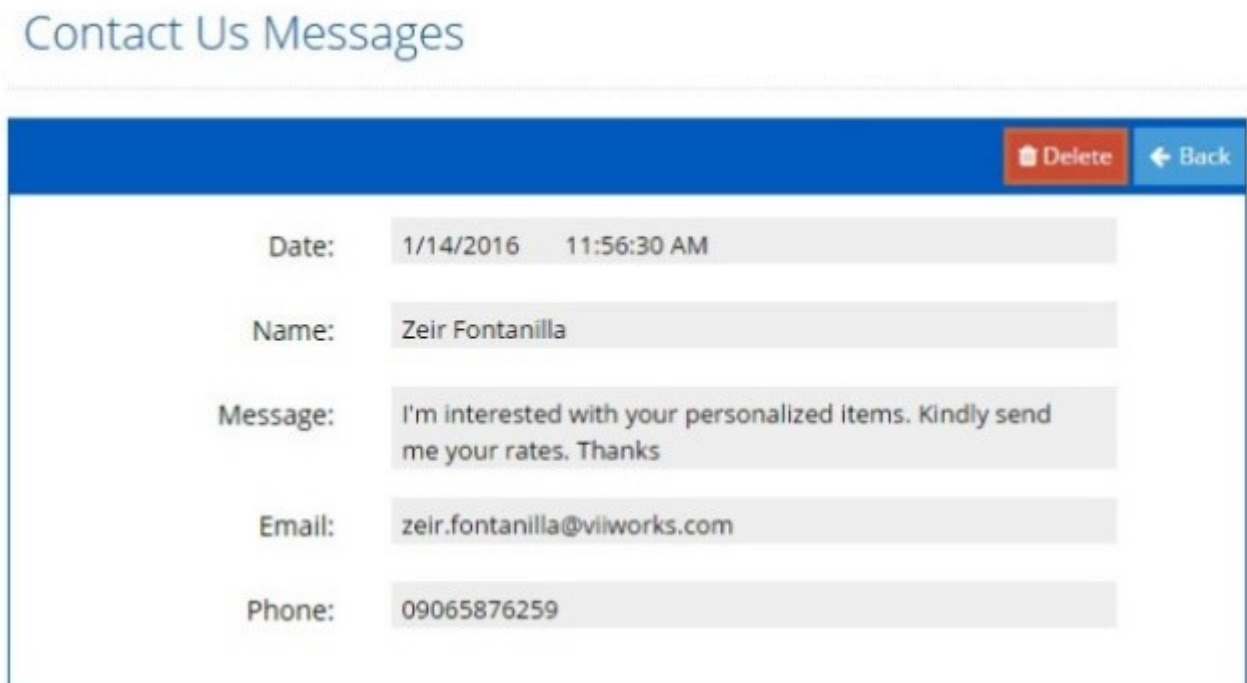
3. Click submit to save the changes.



## 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

Search:

Date	
December 22, 2015	
December 22, 2015	
<input type="text" value="Search Date"/>	

Previous 1 Next

## 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.

Administrator Welcome, Web Admin

Home > FAQ > Items

### FAQ Items

Display 10 records Search:

	Question	Answer	Active	
<input type="checkbox"/>	How do I know if the sterling silver...	Authentic sterling silver items...	Active	
<input type="checkbox"/>	What can I use to clean my sterling...	You can use a mild your bath soap to...	Active	
<input type="checkbox"/>	What is the proper way of caring for...	One of the most important things to...	Active	
<input type="checkbox"/>	Where are your products made?	Our products are manufactured in...	Active	
<input type="checkbox"/>	Why does silver tarnish?	Silver tarnishes and becomes black in...	Active	
	<input type="text" value="Search Question"/>	<input type="text" value="Search Answer"/>	<input type="text" value="Search Active"/>	

Showing 1 to 5 of 5 entries Previous 1 Next

## 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.

The screenshot shows the 'FAQ Items' management page. On the left sidebar, 'FAQ' is selected, and 'Items' is highlighted. The main area has a 'Delete' button highlighted with a red box. Below it, a dropdown menu is open, showing 'Delete', 'Activate', and 'Inactivate'. The 'Delete' option is selected. The table below shows five FAQ items, each with a checkbox in the 'Active' column. The first checkbox is checked. The 'Submit' button is also visible.

Question	Answer	Active	Action
How do I know if the sterling silver...	Authentic sterling silver items...	Active	[Delete]
What can I use to clean my sterling...	You can use a mild your bath soap to...	Active	[Delete]
What is the proper way of caring for...	One of the most important things to...	Active	[Delete]
Where are your products made?	Our products are manufactured in...	Active	[Delete]
Why does silver tarnish?	Silver tarnishes and becomes black in...	Active	[Delete]

**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.

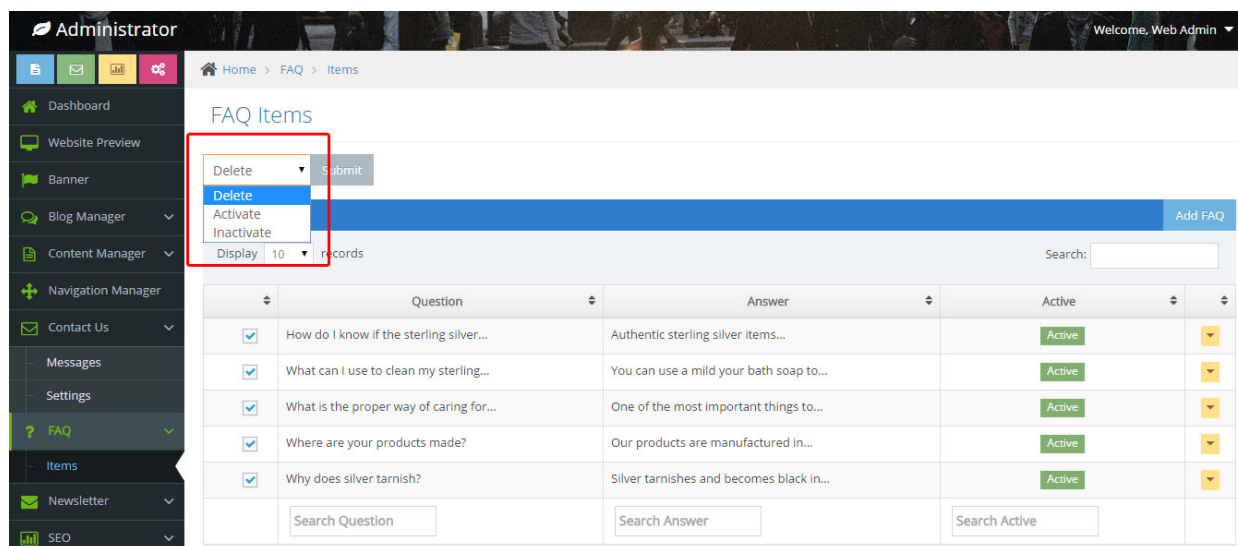
## How To Activate/deactivate Existing Faq

**OPTION 1:** Select FAQ item then Click **ACTIVE/INACTIVE** button under the **ACTION** column.

The screenshot shows the 'FAQ Items' management page. On the left sidebar, 'FAQ' is selected, and 'Items' is highlighted. The main area shows a table with five FAQ items. The 'Active' column has green buttons labeled 'Active'. The first button is highlighted with a red box. The 'Submit' button is also visible.

Question	Answer	Active	Action
How do I know if the sterling silver...	Authentic sterling silver items...	Active	[Delete]
What can I use to clean my sterling...	You can use a mild your bath soap to...	Active	[Delete]
What is the proper way of caring for...	One of the most important things to...	Active	[Delete]
Where are your products made?	Our products are manufactured in...	Active	[Delete]
Why does silver tarnish?	Silver tarnishes and becomes black in...	Active	[Delete]

**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.



The screenshot shows the Administrator interface for managing FAQ items. The left sidebar contains navigation links: Dashboard, Website Preview, Banner, Blog Manager, Content Manager, Navigation Manager, Contact Us, Messages, Settings, FAQ, Items, Newsletter, and SEO. The main content area is titled 'FAQ Items' and includes a 'Delete' dropdown menu (highlighted with a red box) and a 'Submit' button. Below the dropdown is a table with columns: Question, Answer, and Active. The table lists five FAQ items, each with a checkbox in the 'Active' column. At the bottom of the table are search fields for 'Search Question', 'Search Answer', and 'Search Active'.

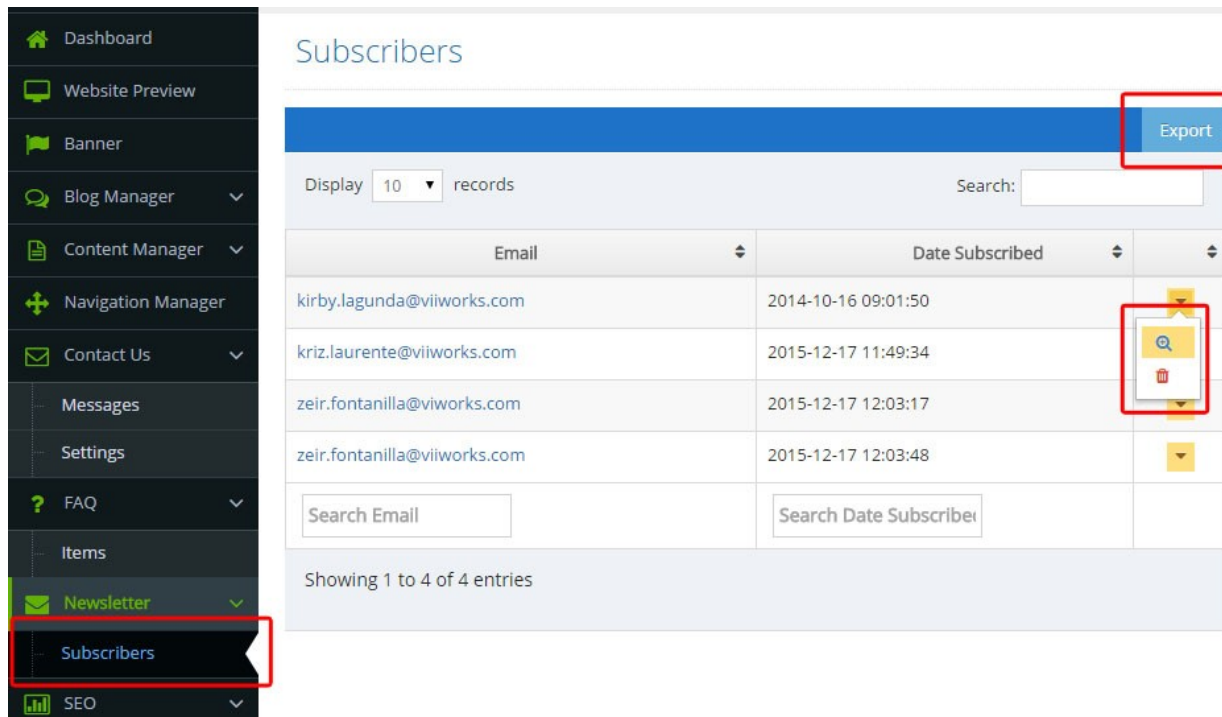
	Question	Answer	Active
<input checked="" type="checkbox"/>	How do I know if the sterling silver...	Authentic sterling silver items...	Active
<input checked="" type="checkbox"/>	What can I use to clean my sterling...	You can use a mild your bath soap to...	Active
<input checked="" type="checkbox"/>	What is the proper way of caring for...	One of the most important things to...	Active
<input checked="" type="checkbox"/>	Where are your products made?	Our products are manufactured in...	Active
<input checked="" type="checkbox"/>	Why does silver tarnish?	Silver tarnishes and becomes black in...	Active

**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)



**Subscribers**

Display 10 records Search:

Email	Date Subscribed	
kirby.lagunda@viiworks.com	2014-10-16 09:01:50	
kriz.laurente@viiworks.com	2015-12-17 11:49:34	
zeir.fontanilla@viiworks.com	2015-12-17 12:03:17	
zeir.fontanilla@viiworks.com	2015-12-17 12:03:48	

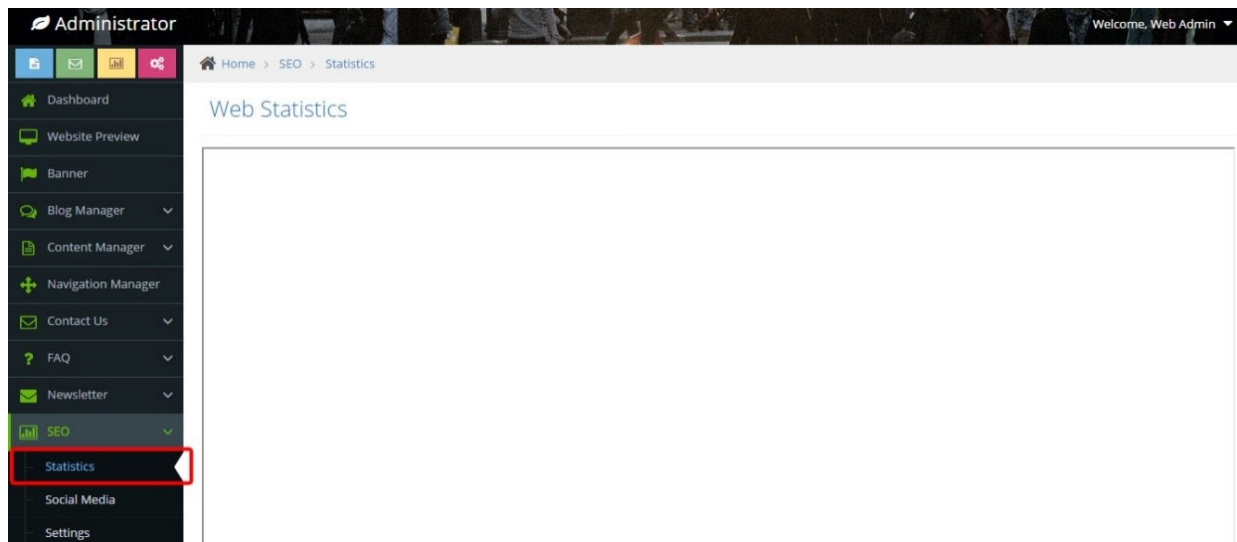
Search Email  Search Date Subscribed

Showing 1 to 4 of 4 entries

## SEO

### How To Check The Website Statistics

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



**Administrator** Welcome, Web Admin

Home > SEO > Statistics

**Web Statistics**

Dashboard  
Website Preview  
Banner  
Blog Manager  
Content Manager  
Navigation Manager  
Contact Us  
FAQ  
Newsletter  
SEO  
Statistics  
Social Media  
Settings

### 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.

The screenshot displays the 'SEO Settings' page. On the left, a dark sidebar contains a menu with 'Settings' highlighted under the 'SEO' section. The main area shows the 'SEO Settings' form with the following fields:

Field	Value
Site Meta Title	Silverworks Website
Site Meta Keyword	Silverworks Website
Site Meta Description	As a brand, we have gained the loyalty, trust, and the esteem of our customers an
Site Meta Author	Admin
Site Meta Robots	noindex, nofollow
Google Analytics	ENTER SEO GOOGLE ANALYTICS VIA GOOGLE.COM

An 'Edit' button is located in the top right corner of the form.

\*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.

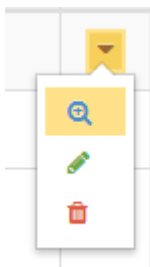
The screenshot shows the Silverworks Administrator interface. The top navigation bar includes 'Administrator' and 'Welcome, Web Admin'. The breadcrumb trail is 'Home > SEO > Social Media'. The left sidebar contains various modules, with 'Social Media' highlighted by a red box. The main content area is titled 'Social Media Settings' and contains a table of social media links. An 'Edit' button (green pencil icon) is highlighted with a red box in the top right corner of the table.

Facebook	<a href="https://www.facebook.com/silverworksphil">https://www.facebook.com/silverworksphil</a>
Twitter	<a href="https://twitter.com/silverworksphil">https://twitter.com/silverworksphil</a>
Google+	<a href="https://plus.google.com/+ViiworksInc/posts">https://plus.google.com/+ViiworksInc/posts</a>
Instagram	<a href="https://www.instagram.com/silverworksphil/">https://www.instagram.com/silverworksphil/</a>
LinkedIn	<a href="https://www.linkedin.com/company/viiworks">https://www.linkedin.com/company/viiworks</a>
Pinterest	<a href="https://www.pinterest.com/silverworksphil/">https://www.pinterest.com/silverworksphil/</a>

## 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.

Administrator

Welcome, Web Admin

Home > Settings > Permissions

Choose user type: Website Admin Manager

Display 50 records

Module Name	Description	Class	IsActive
Dashboard		admindashboard	Active
Settings		settings	Active
CMS		cms	Active
Events Manager	Events Manager Dashboard	events_manager	Active
Newsletter Manager	Newsletter Manager Description	newslettermanager	Active
Contact Us Manager	Contact Us Manager Description	contactusmanager	Active
FAQ Manager	Manages FAQ Items	faqmanager	Active
SEO Manager	SEO Manager Description	seomanager	Active
Banner	Setup banner contents	bannermanager	Active
Blog Manager	Blog Manager	blog_manager	Active
Navigation Manager	Navigation Manager	manage_navigation	Active

## How To Create A New Account For The Administrator Page

1. Click “**Settings**” and then Click “**Users**” button.
2. Click “**Add User**” button

Home > Settings > Users

## Users

Display 10 records Search:

Username	Name	Group	Status
webadmin	Web Admin User	Website Admin Manager	Active
staffuser	Staff User	Staff Group	Active

Search Username Search Name Search Group Search Status

Showing 1 to 2 of 2 entries Previous 1 Next

3. Fill up the form:

- Input **First Name**
- Input **Last Name**
- Input **Username**
- Input **Password**
- Click **Is Active** Checkbox
- Select a **Group**.

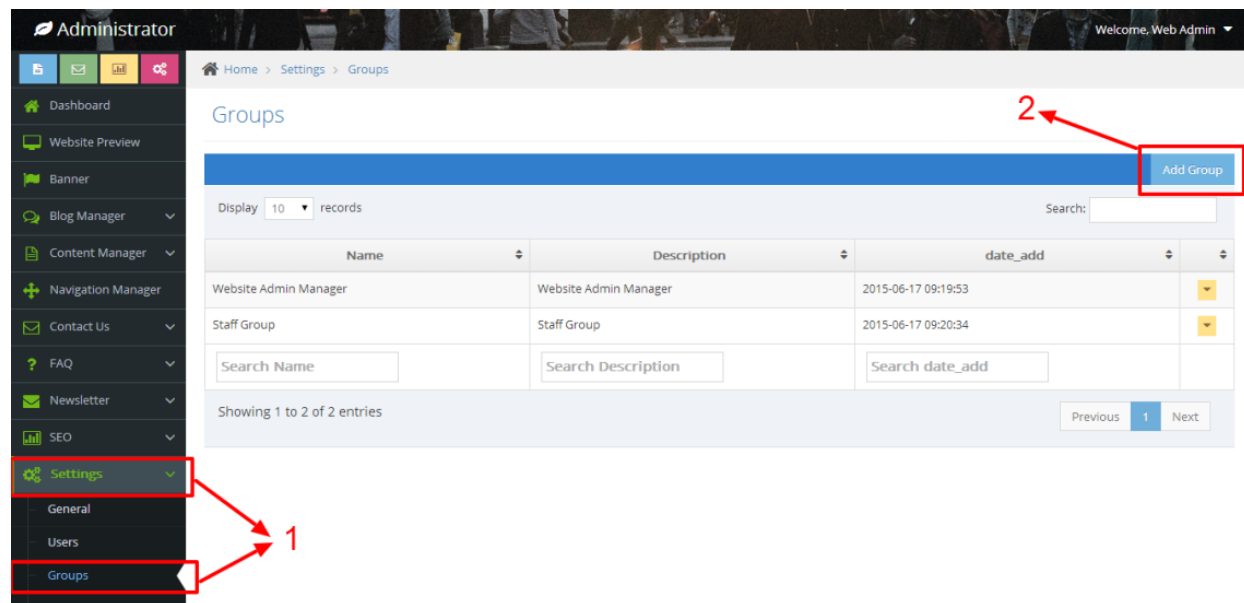
4. Click “**Submit**” Button

### How To Create A Group

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

- Click “**Settings**” Button and Click “**Groups**”
- Click “**Add Group**” button



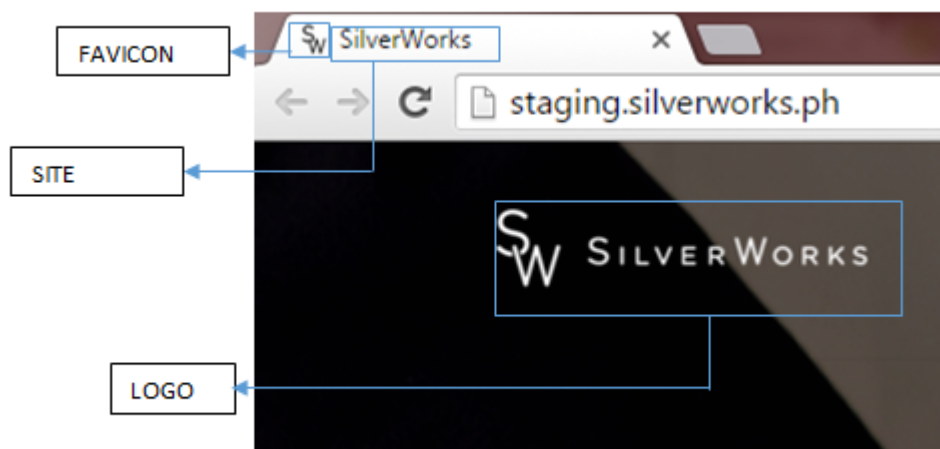


3. Fill up the ff. forms:

- a. Input **Group Name**
- b. Input **Group Description**

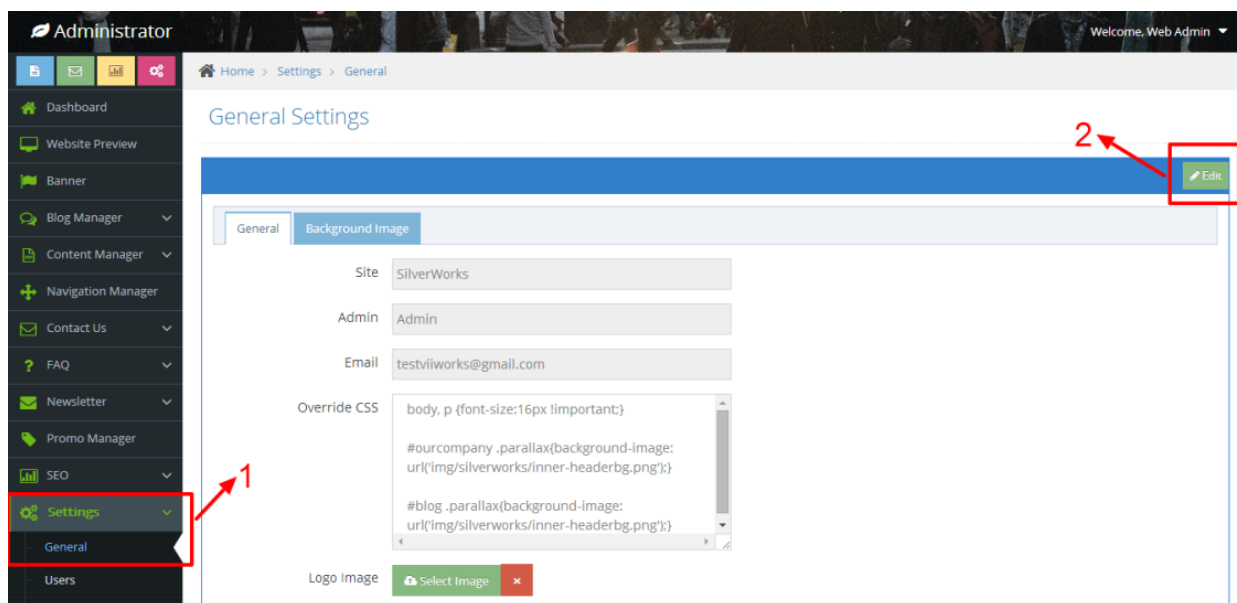
4. Click “**Submit**” Button

How To Change Your Logo, Favicon And Sitename



**General Setting** lets 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.

Administrator

Welcome, Web Admin

Home > Blog Manager > Categories

## Blog Categories

Display 10 records Search:

Category	Description	Active
Promo		Active
test		Active

Showing 1 to 2 of 2 entries

Previous 1 Next

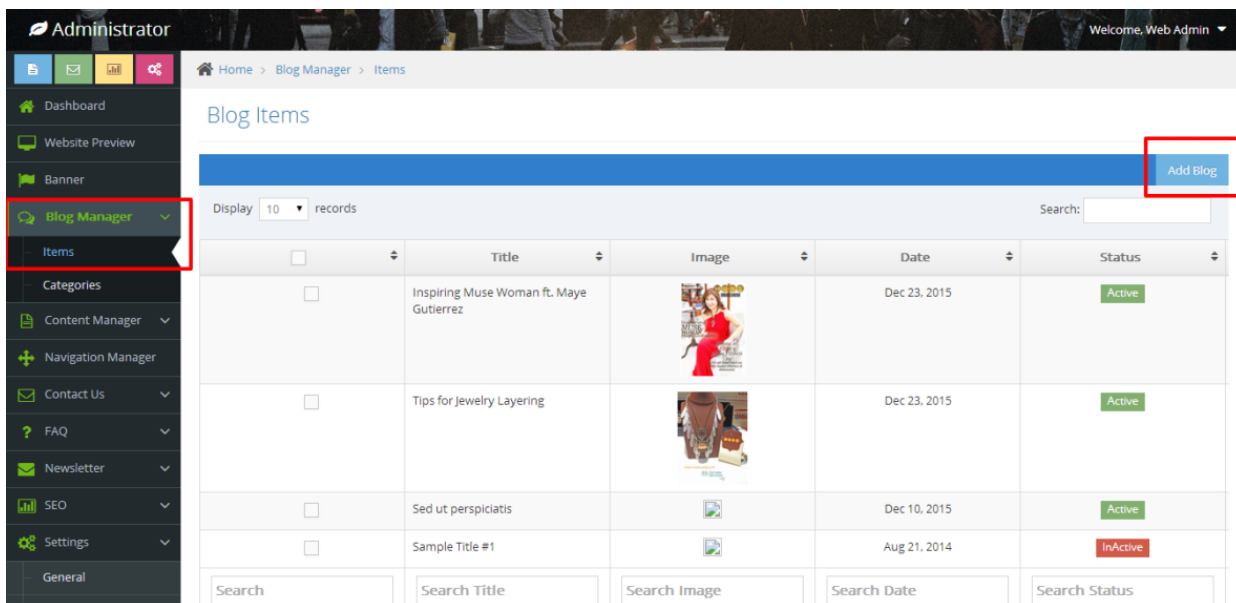
### 5. Fill up the form

- Input **Title**
- Input **Meta title**
- Input **Meta Description**
- Input **Meta keywords**
- Input **Meta Author**
- Click **Active** checkbox.





### 6. Click “**Submit**” button.

### HOW TO CREATE NEW BLOG

- Go to “**Blog Manager**” then click “**Items**” Button



The screenshot shows the Silverworks Administrator interface. The top navigation bar includes 'Administrator' and 'Welcome, Web Admin'. The left sidebar contains various menu items, with 'Blog Manager' and its sub-item 'Items' highlighted by a red box. The main content area is titled 'Blog Items' and features a table of blog entries. An 'Add Blog' button is located in the top right corner of the main content area, also highlighted by a red box. Below the table, there are search filters for Title, Image, Date, and Status.

	Title	Image	Date	Status
<input type="checkbox"/>	Inspiring Muse Woman ft. Maye Gutierrez		Dec 23, 2015	Active
<input type="checkbox"/>	Tips for Jewelry Layering		Dec 23, 2015	Active
<input type="checkbox"/>	Sed ut perspiciatis		Dec 10, 2015	Active
<input type="checkbox"/>	Sample Title #1		Aug 21, 2014	InActive

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**

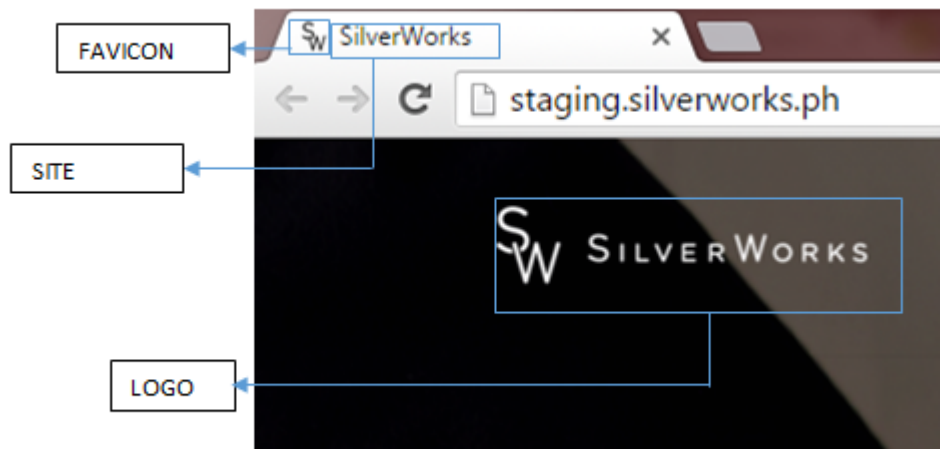
j. Input **Meta Description**

k. Input **Meta Keywords**

4. Click “**Submit**” button

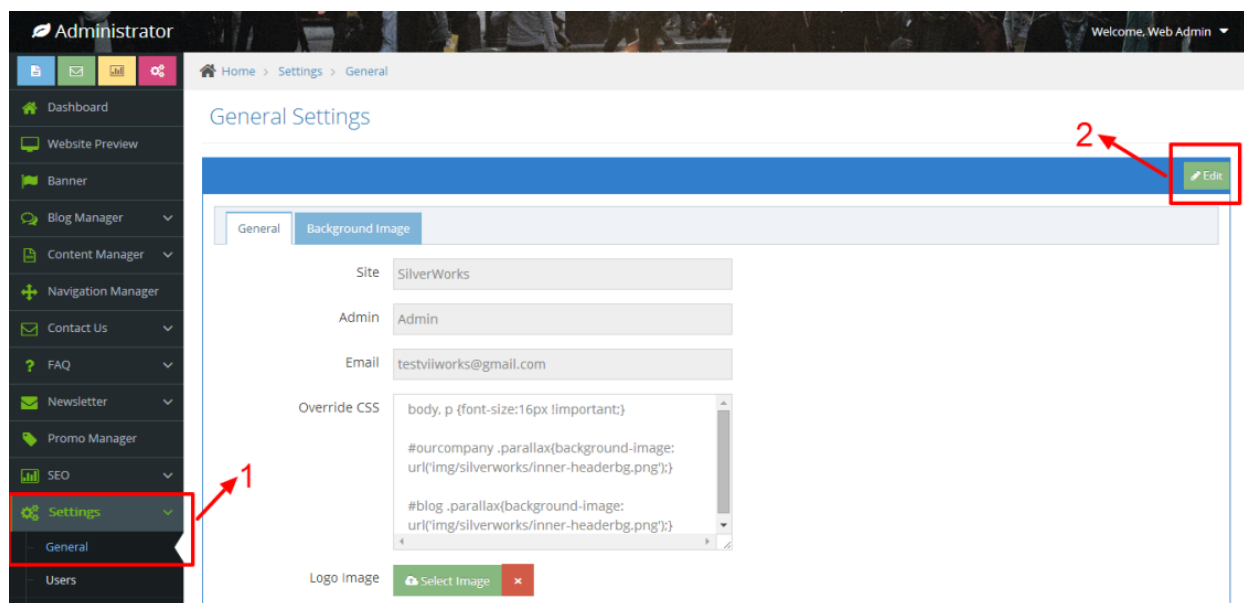
5. Check your blog at <http://www.silverworks.ph/blog>

HOW TO CHANGE YOUR LOGO, FAVICON AND SITENAME



**General Setting** lets 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 via **CONTENT MANAGER>PAGES**.

The screenshot shows the 'Administrator' interface for a CMS. The left sidebar contains a menu with items like Dashboard, Website Preview, Banner, Blog Manager, Content Manager (highlighted), Pages, Section, Layout Lists, Navigation Manager, Contact Us, FAQ, Newsletter, SEO, and Settings. The main content area is titled 'Pages' and shows a form for editing a page. The form includes fields for Title ('Our Company'), Link Rewrite ('ourcompany'), Banner Image (with a 'Select Image' button), Caption (with a rich text editor containing 'Know more about us'), and a Redirect checkbox (checked). There are 'Delete' and 'Back' buttons at the top right of the form.

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.**

**ASDF**