Administration Help Document

Content Management**/**Ecommerce**/**Blog

Administration Dashboard

Here you find yourself at the starting point of your website. You can access all your administrative tasks from the site administration dashboard. Think of it as the gateway to customizing your website and the place where you can tweak all your pages and content to better suit your audience.

Below you will find links to the various pages that will allow you to modify the content of your web site. Click the appropriate link to modify the part of the site you wish to make changes to.

***USERS*** *(section* ***a****)*

This page will allow you to overview all the users you currently have registered on your web site.

1. The users are laid out in an easy to read table and from there you are able to select the user to view his/her credentials, view the last date they visited your web site, give the desired user permission to administrate your web site, reset the users current password if they forgot it, or delete the user all together.
2. From this page you are also given the option to add a new user to your website. If you wish to make a new user account to administrate your website, you can use this feature to add the new user, by filling out the required fields in the displayed form. Then return to the first page with the user list and set the desired user to have admin privileges.

*For more information, feel free to email* [*help@seriousmonkey.ca*](mailto:help@seriousmonkey.ca)*, and we will try and guide you through your issue.*

***IMAGES*** *(section* ***b****)*

Visit this page if you wish to upload, view and delete images on your web site.

1. If you wish to upload images to your site click the browse button located just under the page heading and choose the image you would like to upload. After you have selected your image click the orange “Upload Image” button found to the right. Be patient while your image is loaded to the server, as it may take a few moments depending on the size of the file you are currently uploading and your internet connection speed.
2. If you need the link to an image you have already uploaded and you wish to place it in your content, you can do so by rolling over the desired image. A popup will then appear and you can the copy the text from the text box located at the bottom of the popup.
3. You can also delete the image from this popup by clicking the red delete button found at the right of the popup.

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**CONTENT PAGE** *(section c)*

Here is where the heart of your website lies. The content pages are where you can position and display the text, images, embedded video etc. for your web site. Much like a word document, the content pages allow you to format the content you wish to place on the page and output that content to the front end of your website.

When you land on this page you are presented with two options; you can choose to create a new page, or select an existing page to edit.

1. To create a new page you can start by filling out the text boxes with the proper info. You can design and style the content of the page by using the simple built in word processing editor and if you like you can switch to code view if you have the ability to write html.
2. To edit an existing page, select the title of the page you wish to edit, from the list box located near the top of the page. Now you can start editing the current content found in the text boxes with the proper info. You can modify the design and style the content of the page by using the simple built in word processing editor, and if you like, you can switch to code view if you have the ability to write html.

*Field Descriptions*

***Page Title***

This text box allows you to input the title of that page. The page title will be found in the top title bar of your browser when you navigate to the page.

***Page Content***

Here is where you are able to place content on the current page. You can place text and images as well as format the layout and style of those elements. The page content editor box is similar to a word processor like Microsoft Word. You can also edit the HTML code that is placed in here as well by using the “< >” button found at the bottom of the editor. If you wish to preview what the page will look like rendered, you can hit the little magnifying glass icon found at the bottom as well.

**Script** In this text box you can place JavaScript elements that accompany the content of the page. The Script you place in this box will be loaded into the page when you view it on the front end of your web site.

***Permalink***

The permalink can be a little confusing for new users at first and is the field that will need the most explanation, but don’t sweat it, once you understand, they will be a piece of cake to create.

*The permalink in its simplest form is the part of the URL that describes the current page you are creating or editing.*

When a user navigates to your page it is the part found after the domain and directory in your address and before the extension found at the end. E.g. http://seriousmonkey.ca/home/all-about-web-design.html the part of the URL outlined and with orange text would be the permalink.

The benefits of the permalink aid Search Engine Optimization (SEO) and help increase your organic rankings when users are searching for a given topic. Keeping this in mind, make sure the permalink you choose contains relevant keywords that can be found in the pages content.

**A few things to note** about the permalink are as follows: Try and keep it relatively short and simple but also make sure it is unique to your web site, duplicate permalinks will cause errors in the web site. Make the permalink text relevant to the content that is to be found on the page, and for added SEO friendliness, you can use keywords to target specific search terms for the page. Also make sure you are not using any spaces or special characters for the permalink except for dashes (-) or periods (.) to separate the words in the permalink.

***Keywords***

The keyword field allows you the ability to tell the search engines what your page content offers users, and relates the page content to relevant search terms. Use this field to place the search terms you are looking to target in order of most to least relevant. The general rule of thumb is to use between 3 and 5 keyword search terms. You may use less but it is advised that you do not exceed that maximum.

***Description***

This is the Meta description field for the current page which you are editing or creating. This field will provide the search engines with a short description of what your page is about. By filling out this field, you are aiding SEO by telling people what the page is about. The description field will be visible in search engines when your listing appears in the organic search results.

**BLOG** *(section d)*

*A blog (a contraction of the term "web log") is a type of website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. A blog allows users to reflect, share opinions, and discuss various topics in the form of an online journal while readers may comment on posts.*

The blog administration area is where you are able to position and display the text, images, embedded video etc. to the blog section of your web site. Much like a word document, you are able to format the content you wish to place on the page and output that content to the front end of the blog area of your website.

When you land on this page you are presented with two options; you can choose to create a new blog entry, or select an existing blog entry to edit.

1. To create a new blog entry you can start by filling out the text boxes with the proper info. You can design and style the content of the post by using the simple built in word processing editor and if you like you can switch to code view if you have the ability to write html.
2. To edit an existing blog entry, select the title of the entry you wish to edit, from the list box located near the top of the page. Now you can start editing the current content found in the text boxes with the proper info. You can modify the design and style the content of the post by using the simple built in word processing editor, and if you like, you can switch to code view if you have the ability to write html.

*Field Descriptions*

***Blog Title***

This text box allows you to input the main title of the current blog entry. The blog title will be found in the top title bar of your browser when you navigate to the page.

***Page Content***

Here is where you are able to place content on the current page. You can place text and images as well as format the layout and style of those elements. The page content editor box is similar to a word processor like Microsoft Word. You can also edit the HTML code that is placed in here as well by using the “< >” button found at the bottom of the editor. If you wish to preview what the page will look like rendered, you can hit the little magnifying glass icon found at the bottom as well.

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