EMPYREAN DESIGN
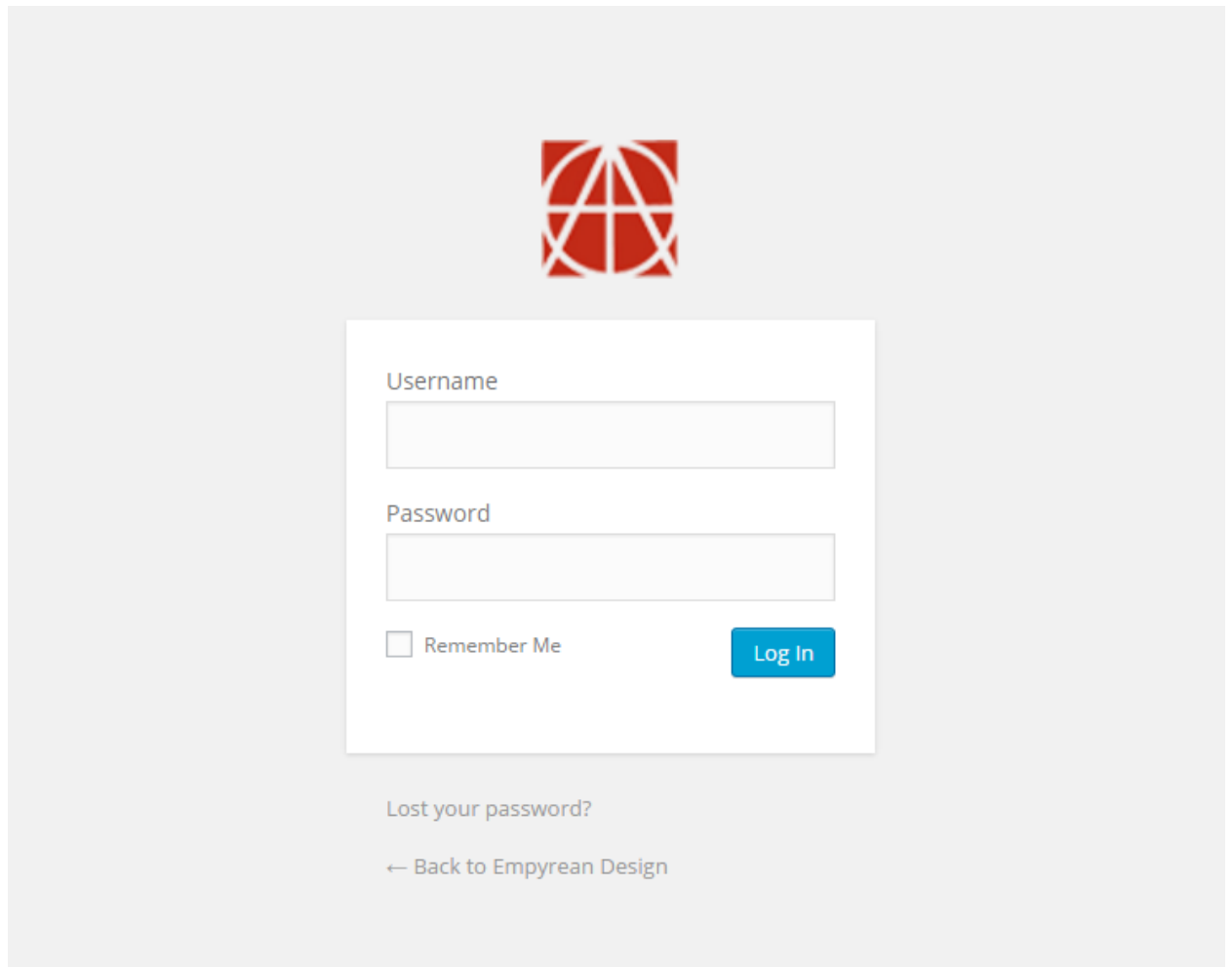
Administration Page – User Manual

I. Login Information

- Admin page Url: **hostname/wp-admin/**

  For demo website: ***http://empyrean.bommerdesign.com/wp-admin***


- Login with account information:
  - o Username: **eric**

o Password: **empyrean@2015** (you can change later)

o You will have full permission with this account. You can use this account for testing purpose.

- If you lost your password, you can click the link _Lost your password?_ to reset your password. An email with reset password will be sent to your email.

## II. Media management

1. Landing page
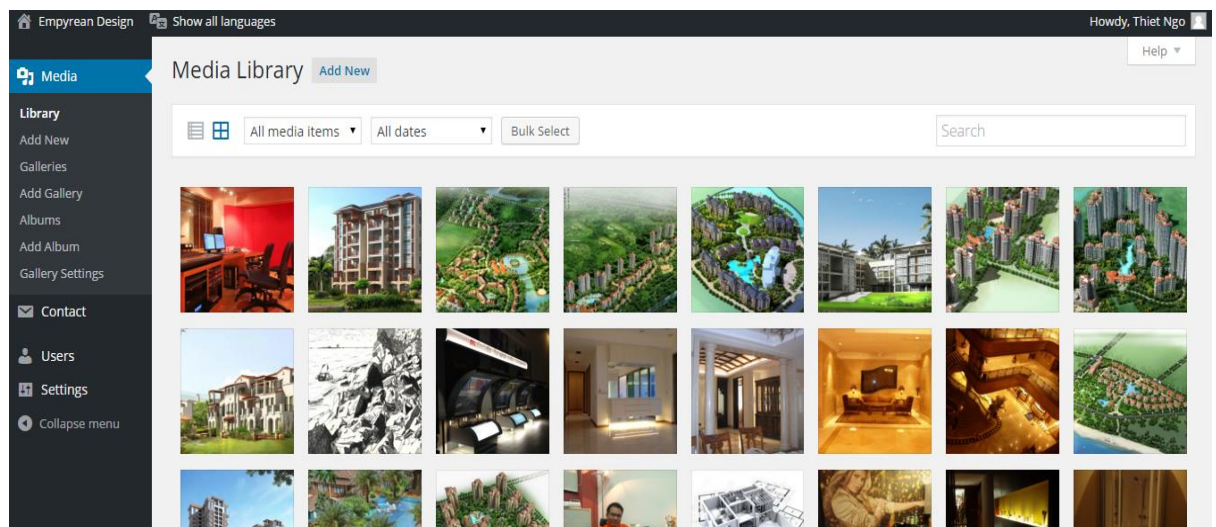
This screen is used to manage images displaying in **Gallery** page and **Home** page.

With this screen you can:

- List all images you uploaded before.
- Upload new image and edit existing images.
- List all galleries in your system.
- Add a new gallery.
- Edit gallery, add images to a gallery, and remove images from a gallery.
- List all albums in your system.
- Edit album, add galleries to a album, and remove galleries from a album.

2. Add new media

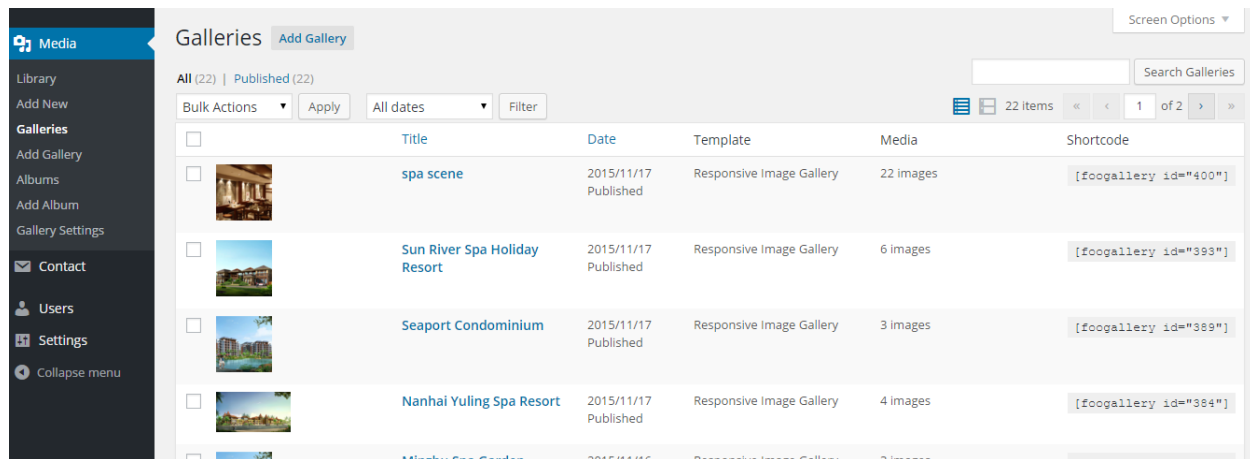Select files from your compter:
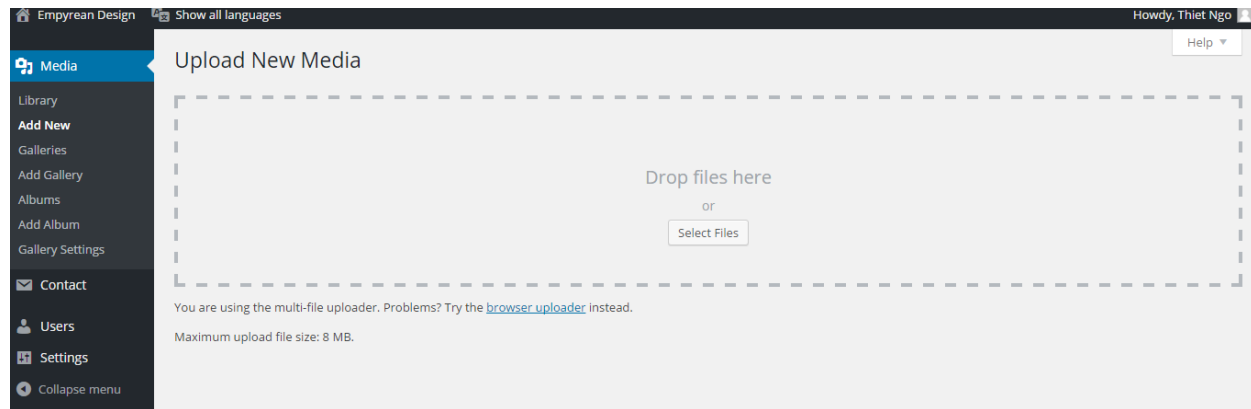
Edit media:
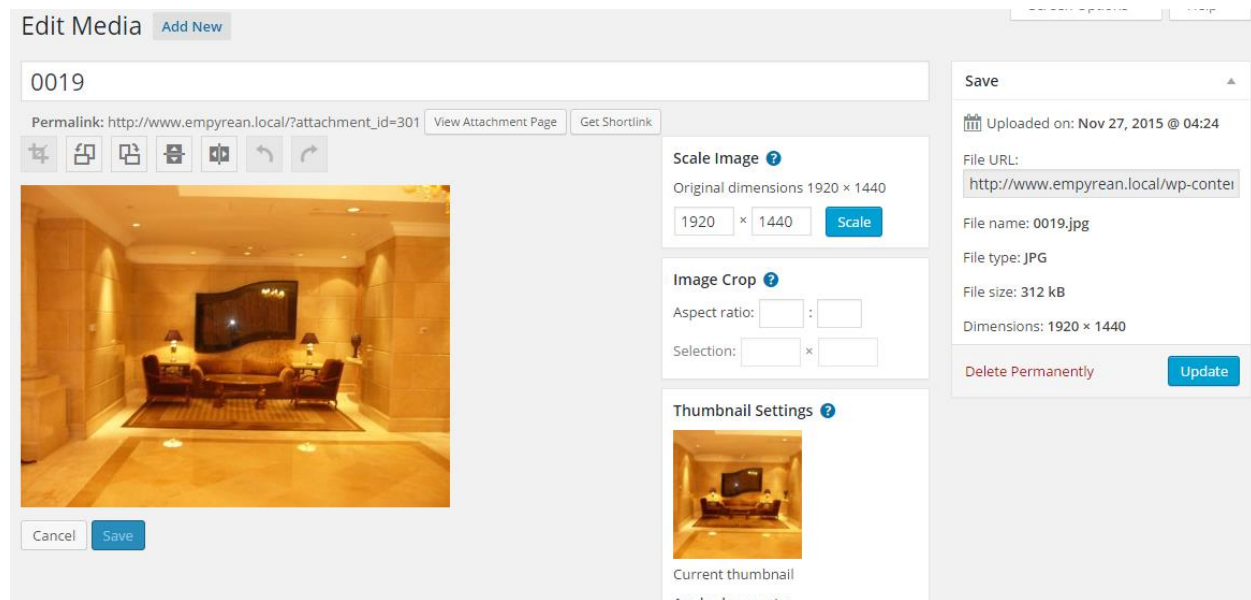
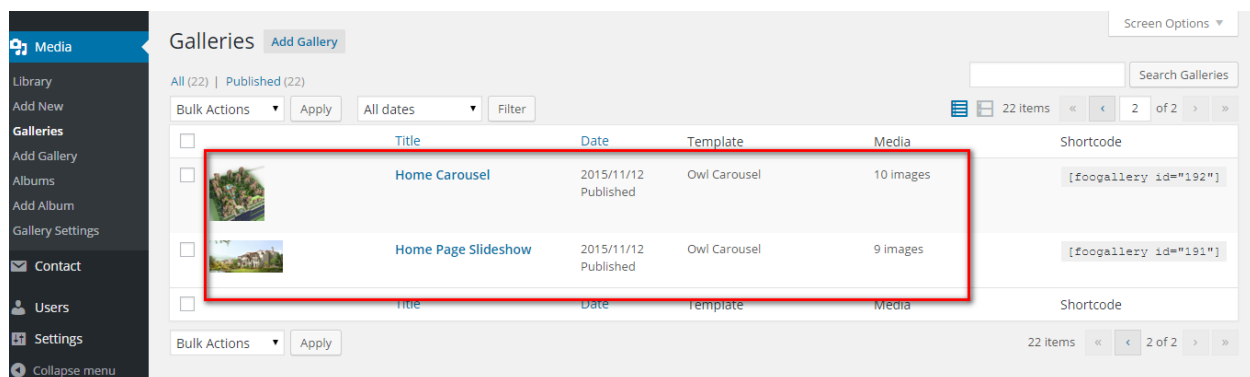You have full control with your uploaded media such. You can rename, scale, crop or delete it.

3. **List galleries**

You can using filter options to view the galleries in your system.

We have 2 special galleries using for displaying slideshow in Homepage:
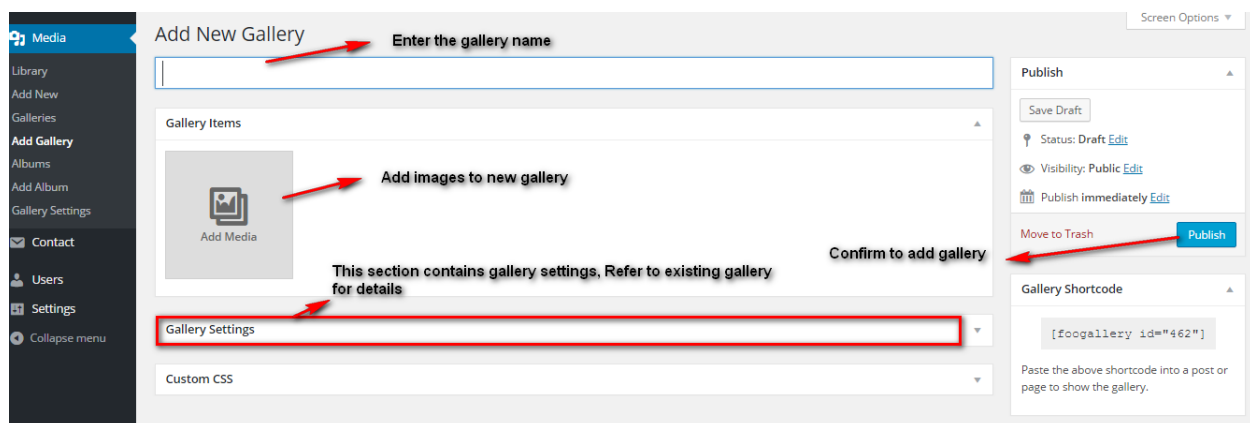
Home Carousel and **Home Page Slideshow**.

The others are using in **Gallery** page.

4. Add/Edit gallery

For basic usage, you can rename gallery, add/remove images.

- **Add new gallery:**

- **Edit gallery:**

5. List albums

This screen shows all albums you added before with filter options.

6. Add/Edit album

- **Add new album:**

- **Edit album:**

III. User management
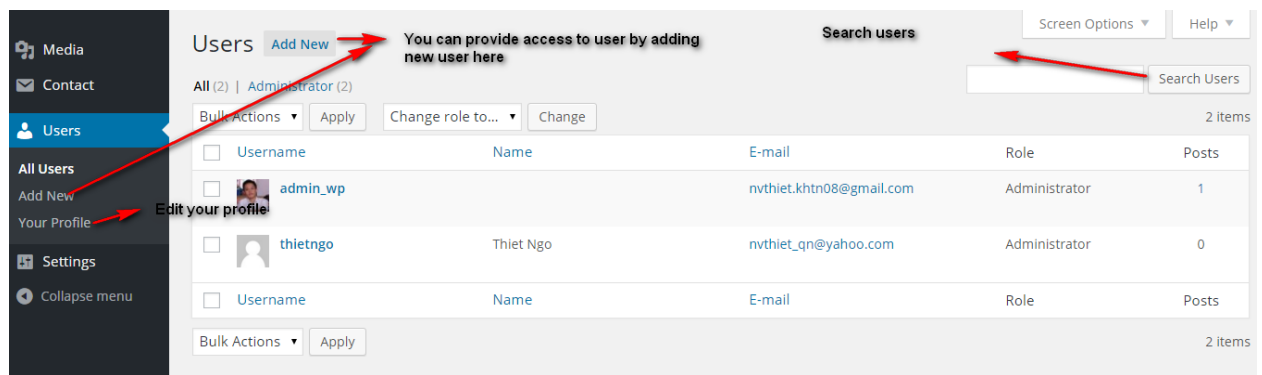
An email will be sent to new user's email to welcome to your website.

IV. Google Analytics

To add Google Analytics to your website, go to *Settings/ Google Analytics*.

Google Analytics

Web Property ID: UA-71592621-1

Save Changes

You have to visit https://analytics.google.com to register an account and add your website to Google Analytics. Then, please put Property-Id here.

Media

Contact

Users

Settings

General
Permalinks
Google Analytics
Email
Languages

Collapse menu