

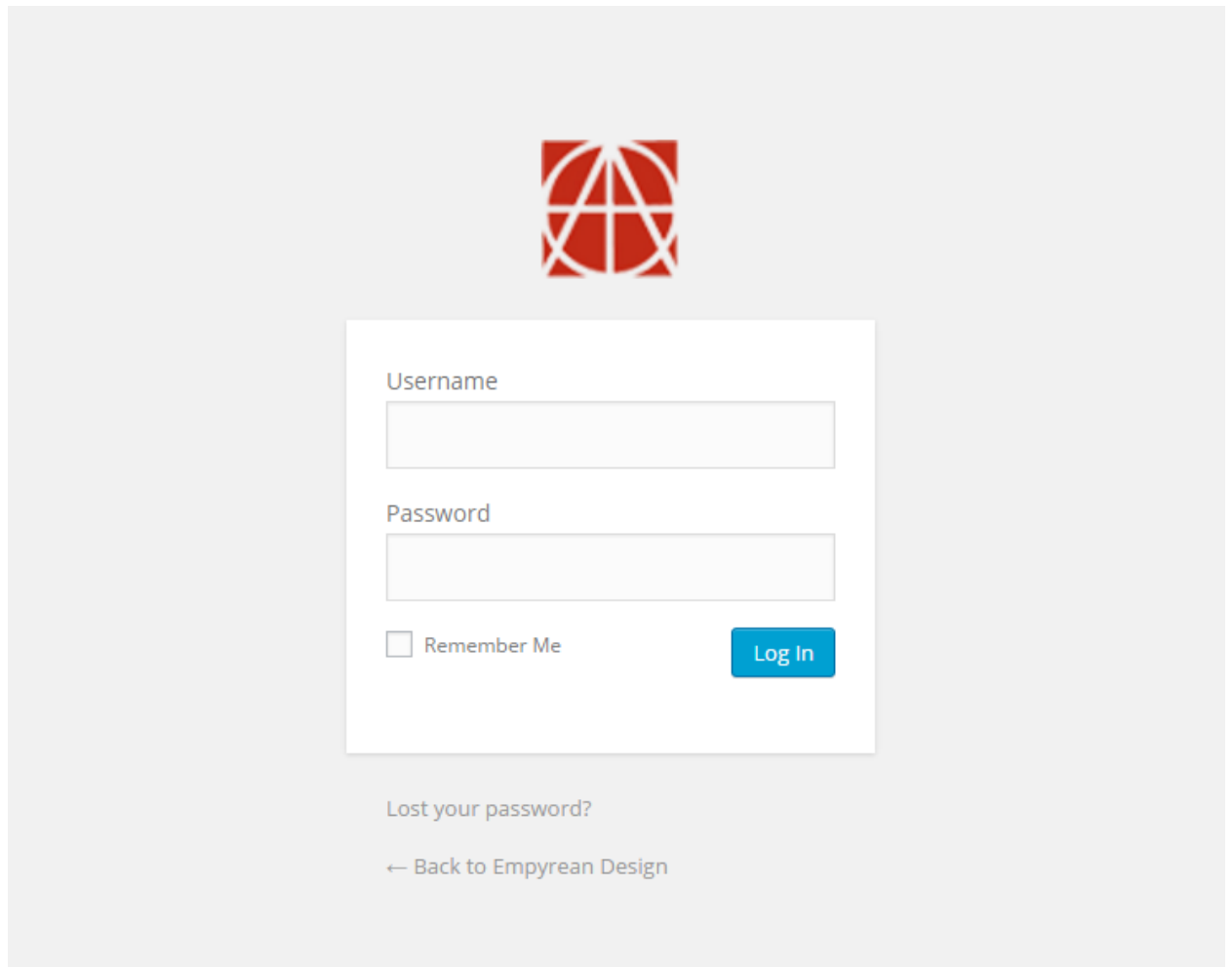
EMPYREAN DESIGN

Administration Page – User Manual

I. Login Information

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

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



Username

Password

☐ Remember Me

Log In

Lost your password?

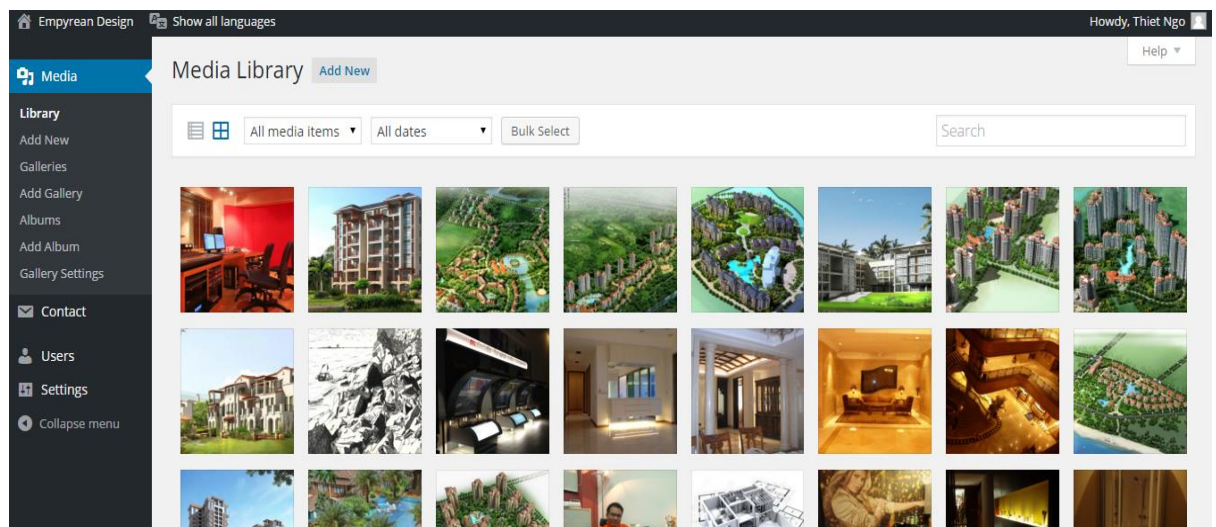
← Back to Empyrean Design

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

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



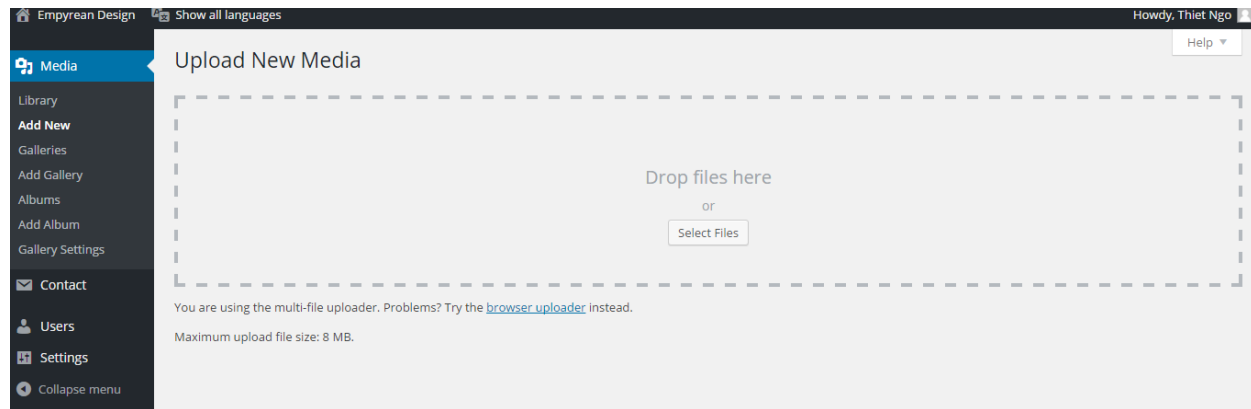
This screen is used to manage images displaying in **Gallery** page and **Home** page.

With this screen you can:

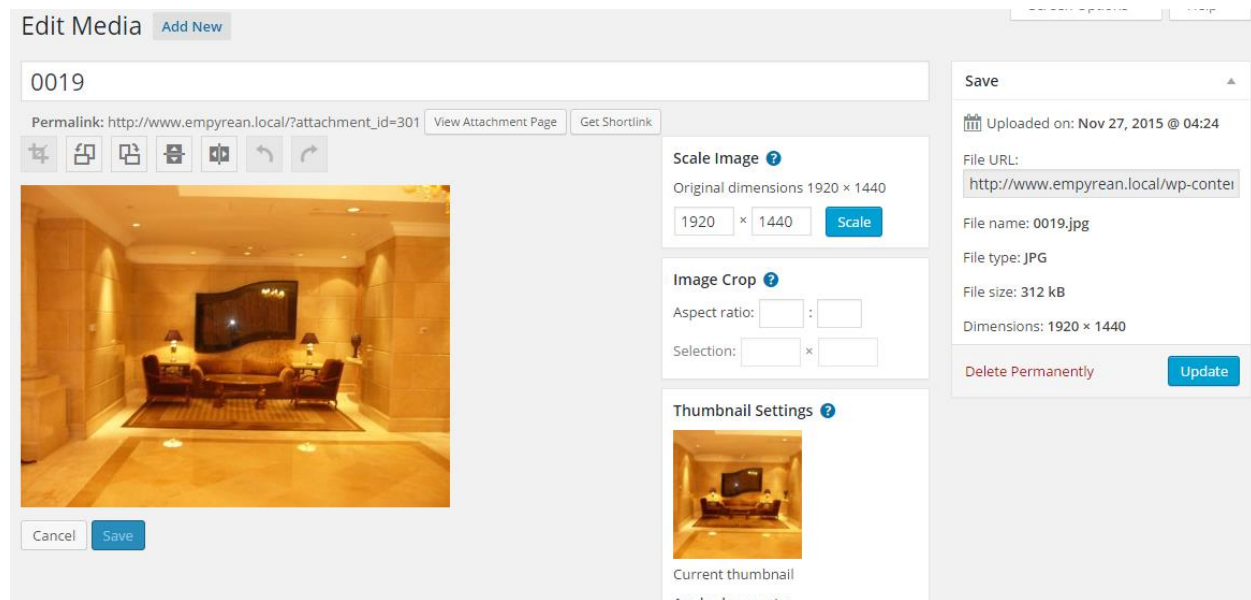
- List all images you uploaded before.
- Upload new image and edit existing images.
- List all galleries in your system.
- Add a new gallery.
- Edit gallery, add images to a gallery, and remove images from a gallery.
- List all albums in your system.
- Edit album, add galleries to a album, and remove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

2. Add new media

Select files from your computer:

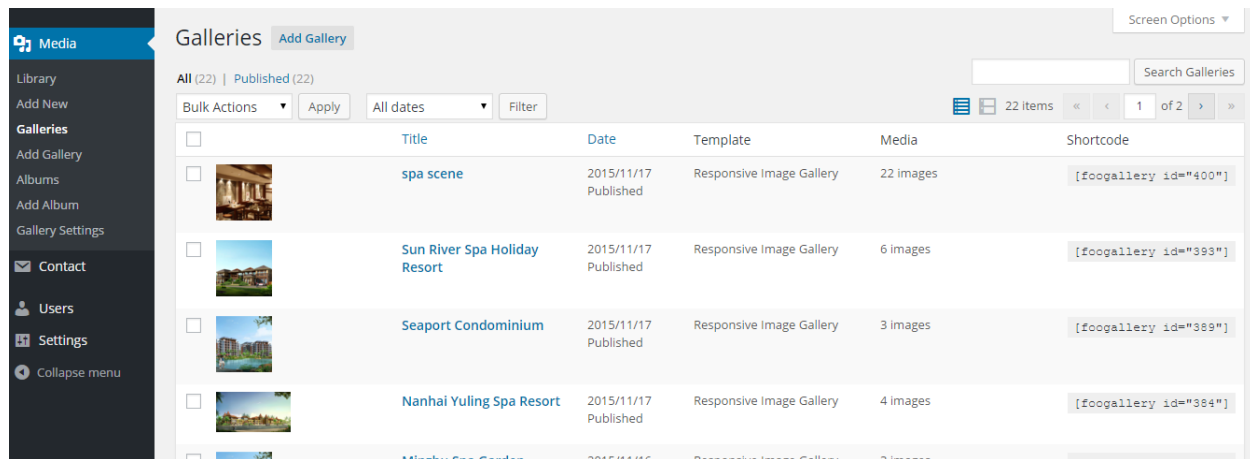


Edit media:



You have full control with your uploaded media such. You can rename, scale, crop or delete it.

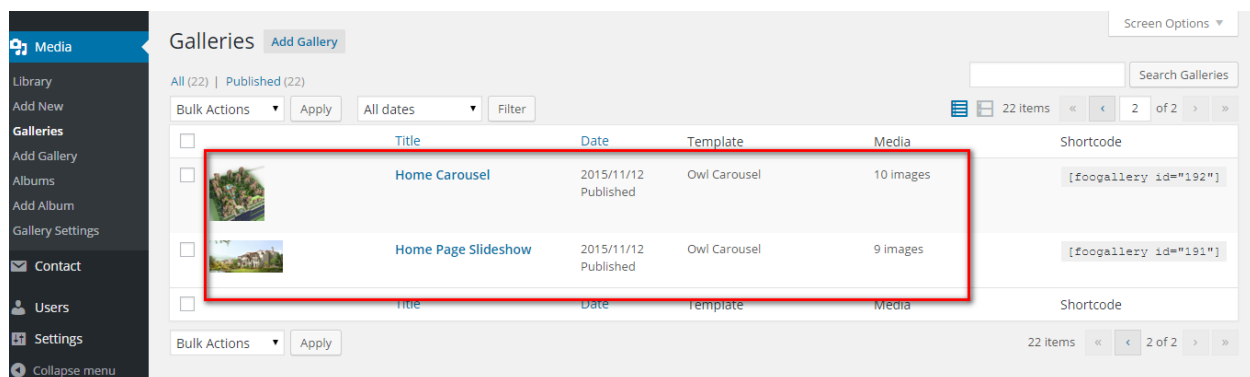
3. List galleries



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.

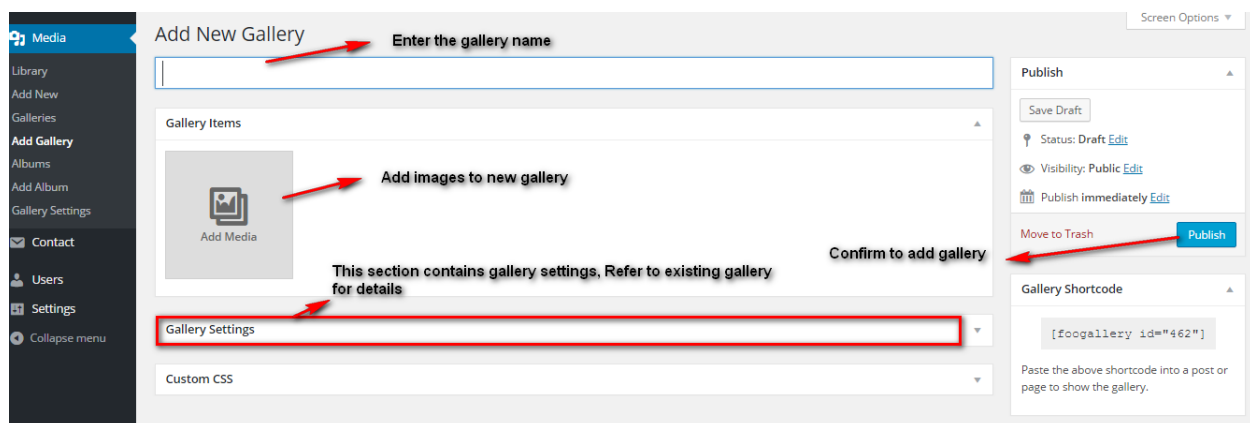


The others are using in **Gallery** page.

4. Add/Edit gallery

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

- Add new gallery:



Notes for Gallery Settings:

You should refer to existing galleries to update necessary information.

- Edit gallery:

The screenshot shows the 'Edit Gallery' interface. At the top, there are buttons for 'Add Gallery' (labeled 'Go to add new gallery'), 'Rename gallery', and 'Remove image from gallery'. Below these is a 'Home Carousel' section. The main area is titled 'Gallery Items' and displays a grid of 10 images. Below the grid is an 'Add Media' button labeled 'Add image to gallery'. On the right side, there is a 'Publish' section with fields for 'Status: Published', 'Visibility: Public', and 'Published on: Nov 12, 2015 01:18:11'. There are 'Move to Trash' and 'Update' buttons. Below this is a 'Gallery Shortcode' section with a text area containing '[foogallery id="192"]' and instructions to paste the shortcode into a post or page. At the bottom, there are dropdown menus for 'Gallery Usage', 'Gallery Sorting', and 'Featured Image'.

5. List albums

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

The screenshot shows the 'List albums' interface. At the top, there are buttons for 'Add Album' (labeled 'Go to add new album') and 'Search albums'. Below these is a table with columns: Title, Date, Template, Galleries, and Shortcode. The table contains one row with the title 'Architecture', date '2015/11/12 Published', template 'All-In-One Stack Album', 20 galleries, and shortcode '[foogallery-album id="195"]'. There are 'Bulk Actions' and 'Apply' buttons at the bottom left. On the right side, there is a 'Screen Options' dropdown and a 'Search Albums' input field. A sidebar on the left contains links for 'Media', 'Library', 'Add New', 'Galleries', 'Add Gallery', 'Albums', 'Add Album', 'Gallery Settings', and 'Contact'.

6. Add/Edit album

- Add new album:

Add New Album Screen Options ▾

Enter album name

Enter title here

Galleries - drag n drop to reorder! Click on the galleries you want to add to new album

Publish ▴

Save Draft

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Move to Trash [Publish](#)

Album Shortcode ▴

```
[foogallery-album id="469"]
```

Paste the above shortcode into a post or page to show the album.

- Edit album:

Edit Album [Add Album](#) Screen Options ▾

Go to add new album

Rename album name

Architecture

Galleries - drag n drop to reorder! Select/Deselect to add/remove galleries

Publish ▴

Update the album information

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Nov 12, 2015 @ 18:24 [Edit](#)

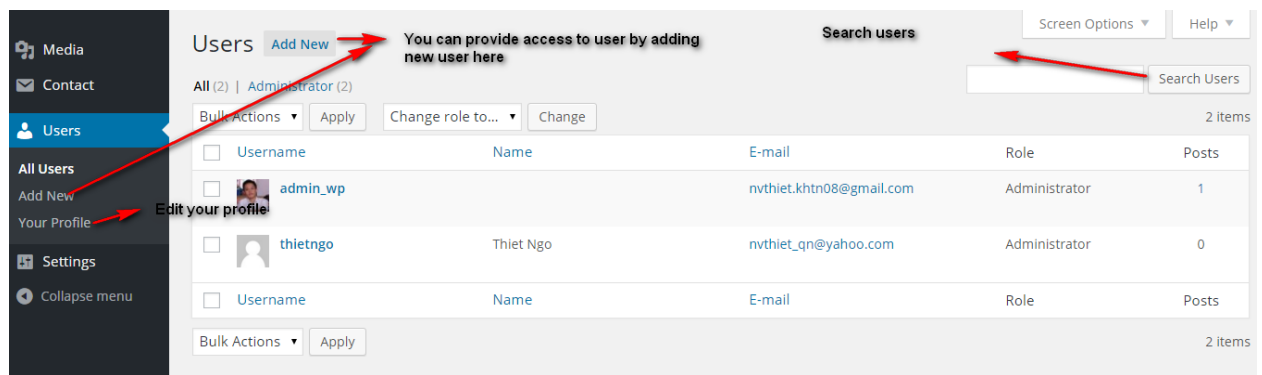
Move to Trash [Update](#)

Album Shortcode ▴

```
[foogallery-album id="195"]
```

Paste the above shortcode into a post or page to show the 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*.

Media

Contact

Users

Settings

General

Permalinks

Google Analytics

Email

Languages

Collapse menu

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.