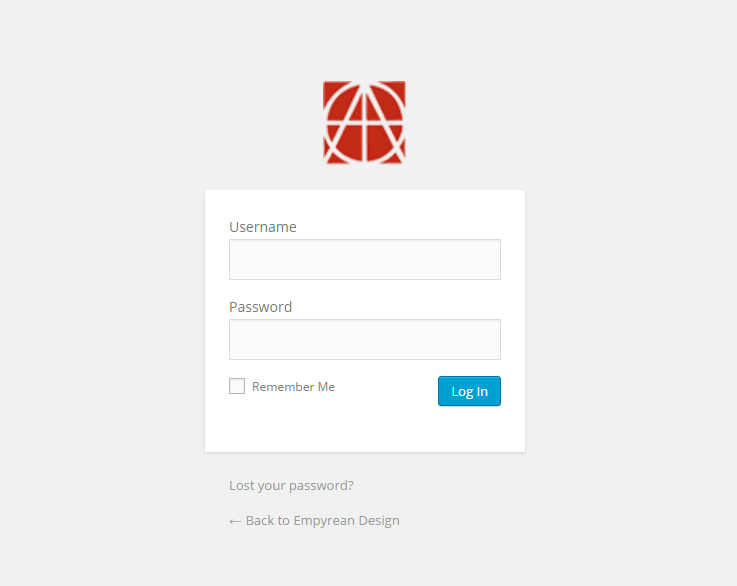
EMPYREAN DESIGN

**Administration Page – User Manual**

1. **Login Information**

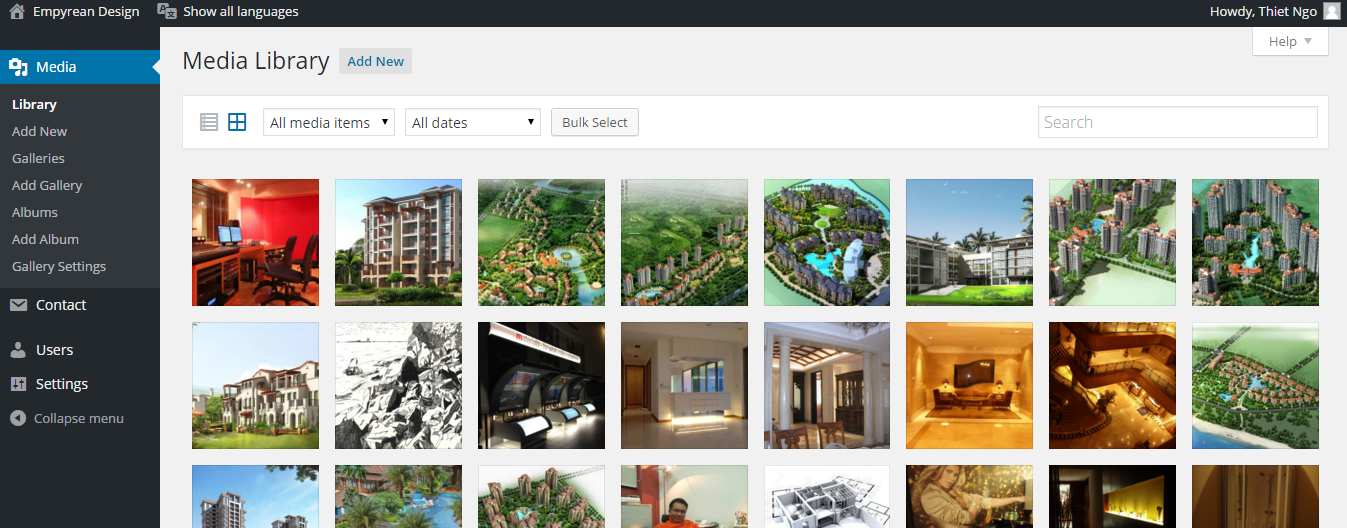
* Admin page Url: **hostname/wp-admin/**

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



* Login with account information:
  + 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.

1. **Media management**
2. **Landing page**



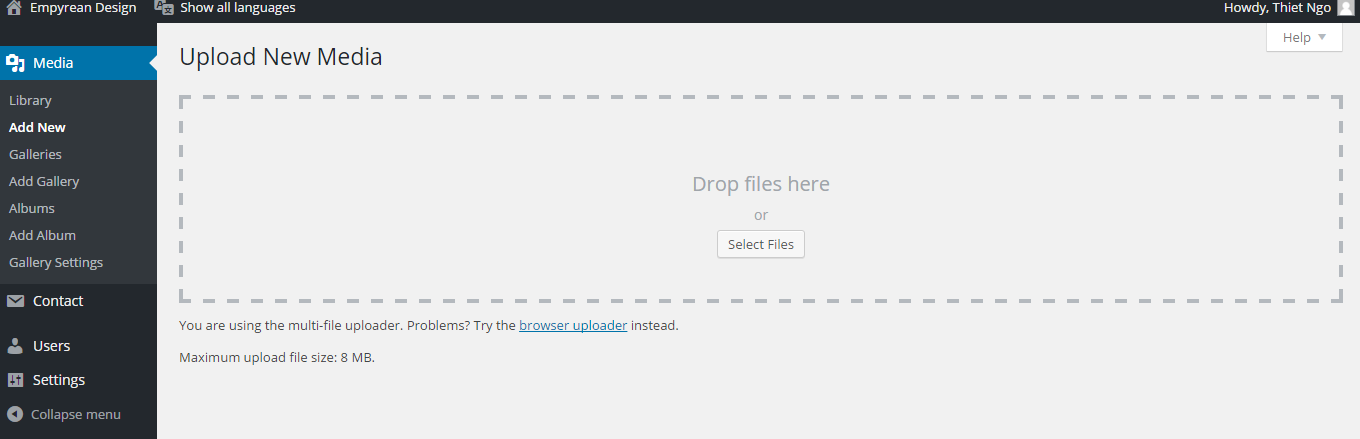
This screen is used to manage images displaying in **Gallery** page and **Home** page.

With this screen you can:

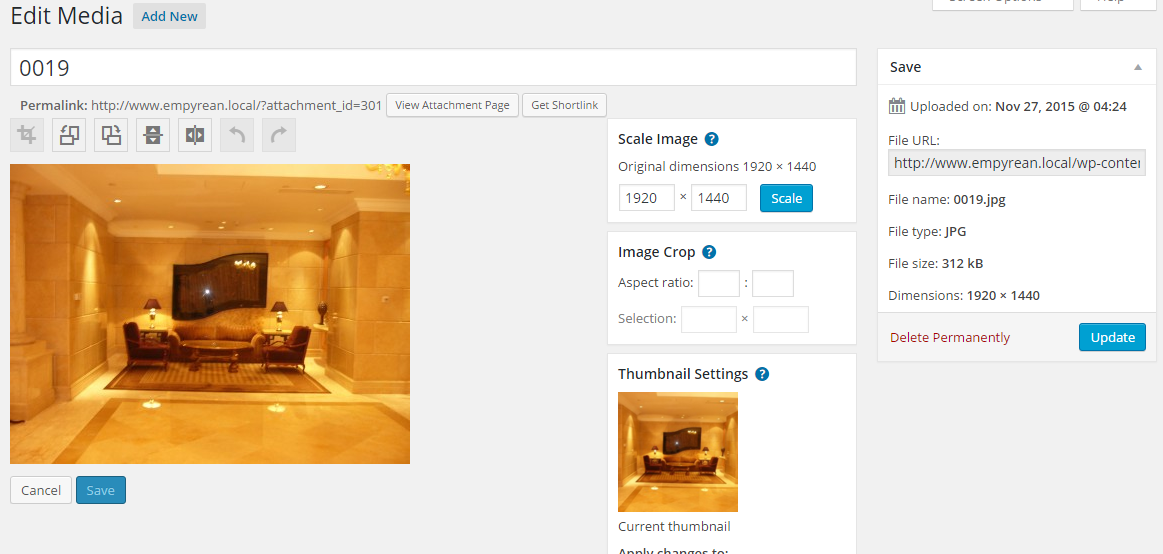
* List all images you uploaded before.
* Upload new image and edit existing images.
* List all galleries in your system.
* Add a new gallery.
* Edit gallery, add images to a gallery, and remove images from a gallery.
* List all albums in your system.
* Edit album, add galleries to a album, and remove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

1. **Add new media**

Select files from your compter:

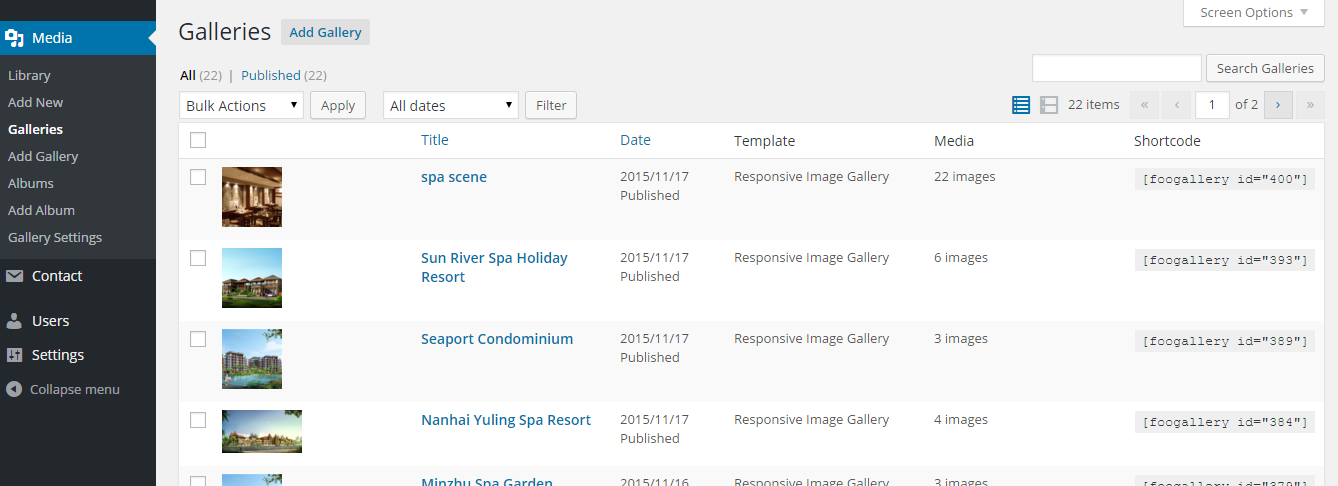


Edit media:



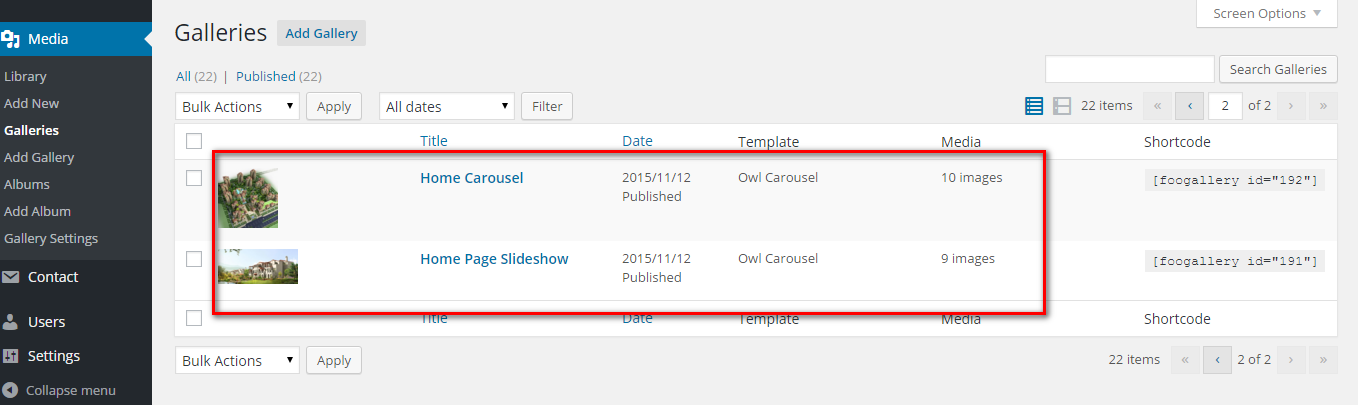
You have full control with your uploaded media such. You can rename, scale, crop or delete it.

1. **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**.

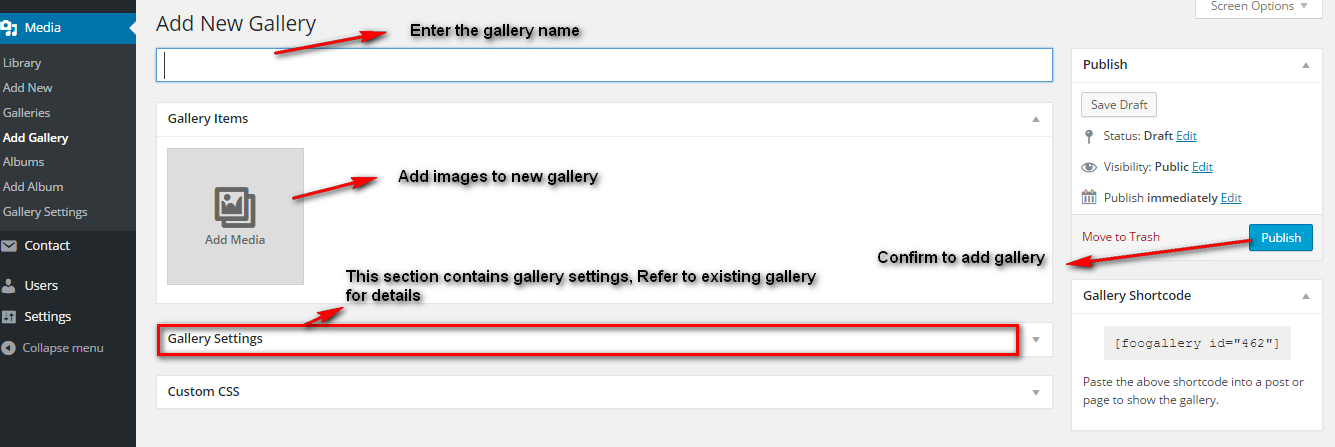


The others are using in **Gallery** page.

1. **Add/Edit gallery**

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

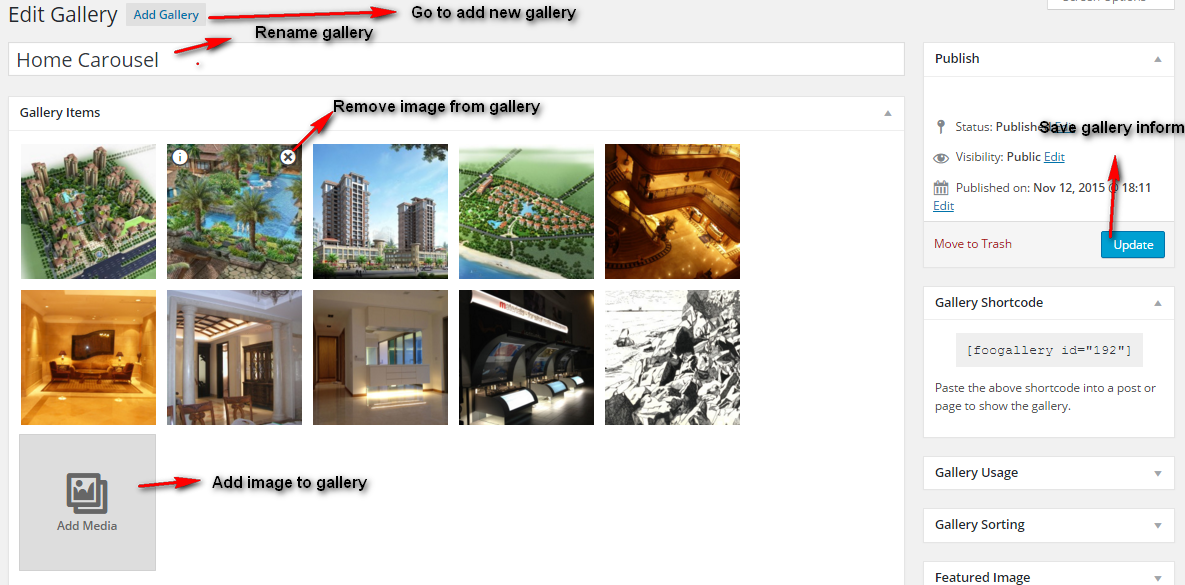
* **Add new gallery:**



Notes for Gallery Settings:

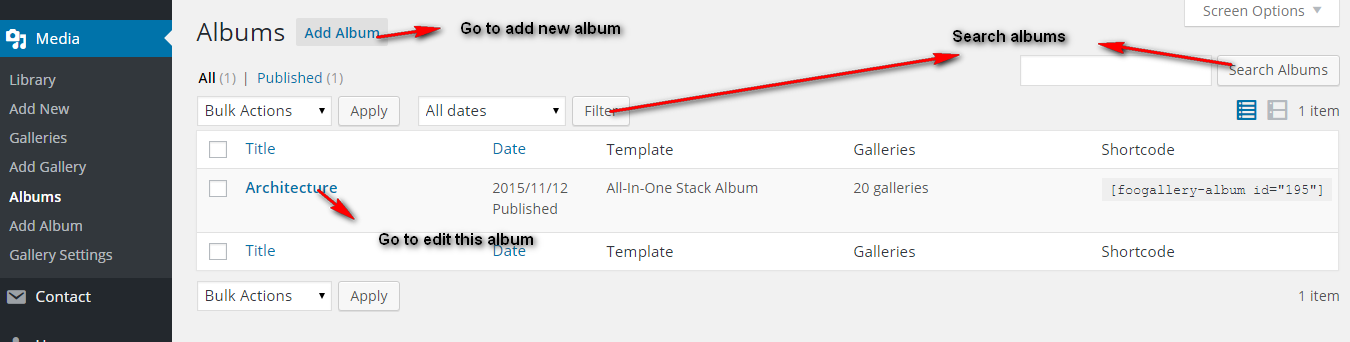
You should refer to existing galleries to update necessary information.

* **Edit gallery:**



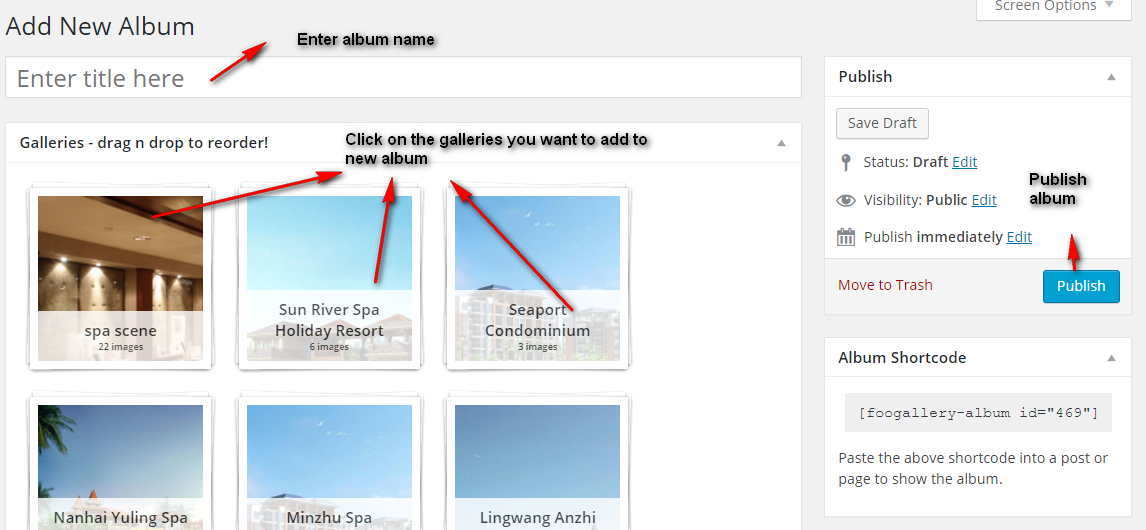
1. **List albums**

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

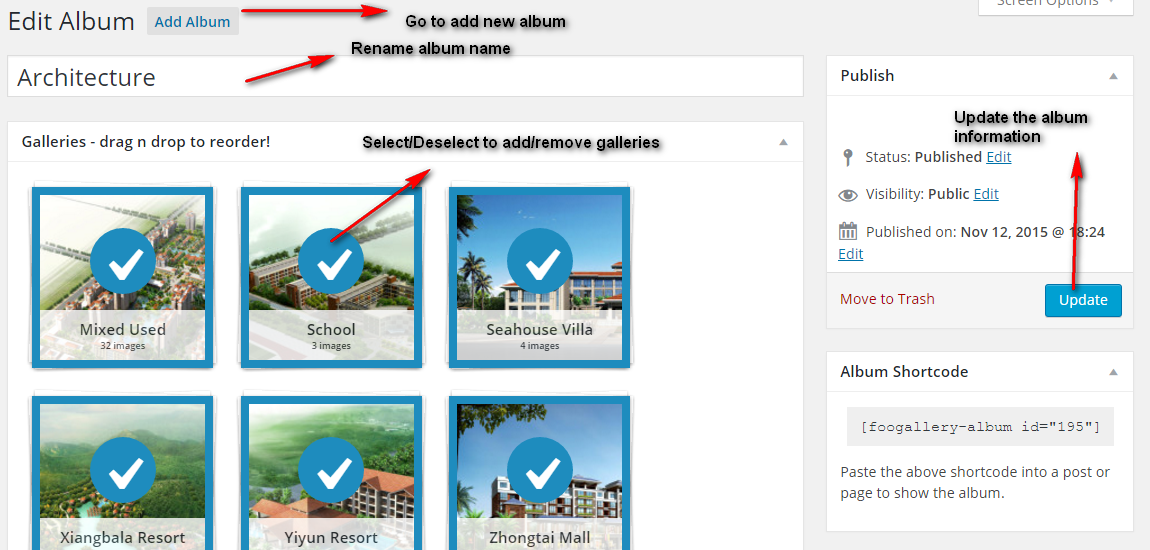


1. **Add/Edit album**

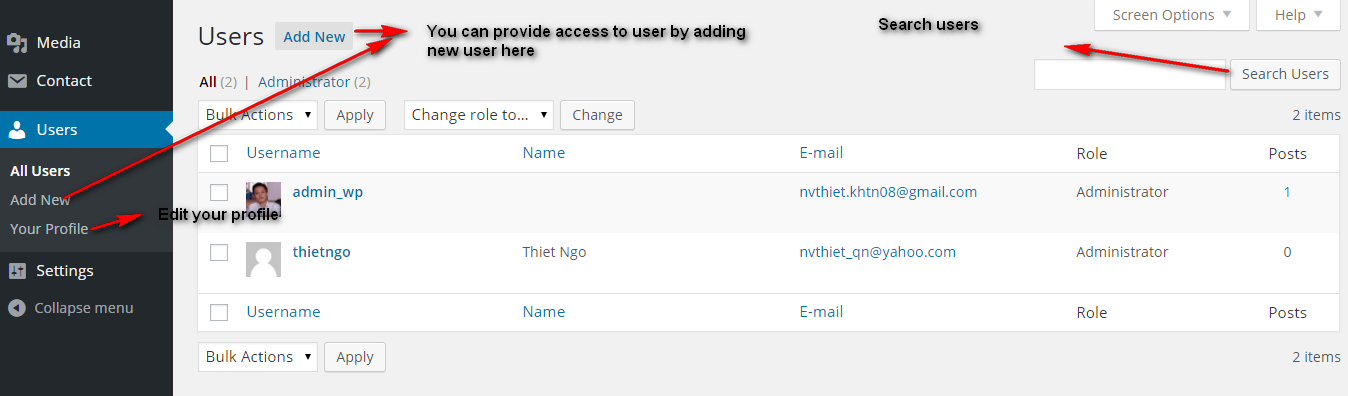
* **Add new album:**

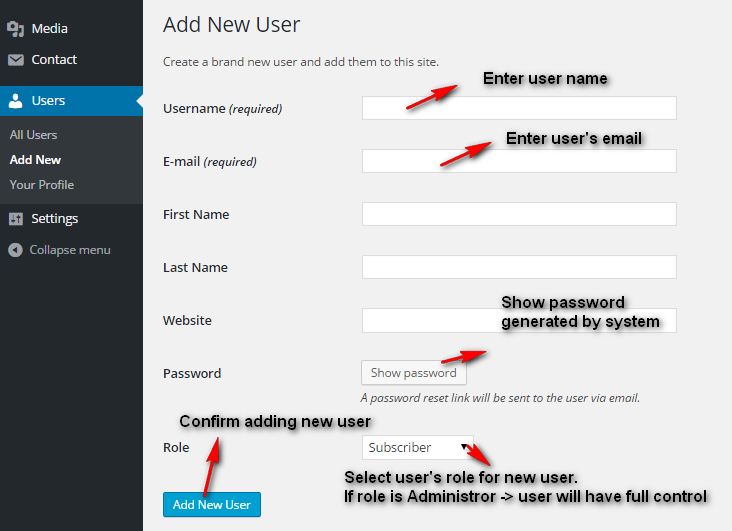


* **Edit album:**



1. **User management**





An email will be sent to new user’s email to welcome to your website.

1. **Google Analytics**

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

