



# Designer Platform Migration to Weebly Cloud

## How to do Your Work in the Cloud Admin

*Last generated: November 28, 2017*

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 WeeblyCloud

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# About Migrating to Weebly Cloud for Designers

Use these topics to understand how to do your work in the Cloud Admin

Read these topics only if you are migrating from the original Weebly Designer Platform

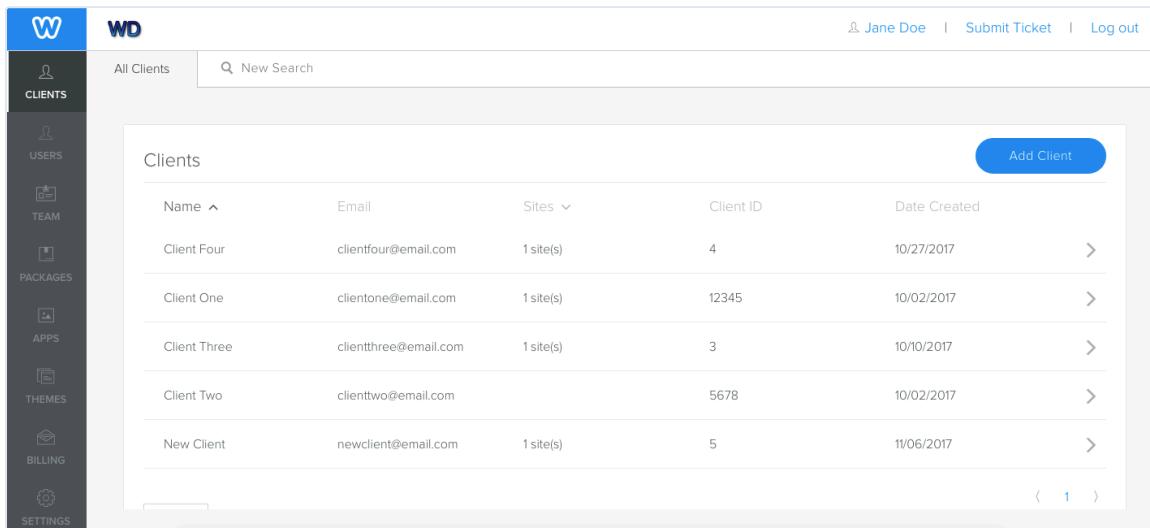
Welcome to the new Weebly Cloud for Designers!

These topics will help you understand how to do everything you used to do in the Designer Platform portal in Weebly Cloud.

You'll now do most of your work from the Cloud Admin, accessed from `your_weebly_domain/admin`.

**Note:** You set your Weebly domain when you configure your account. Ask your account rep for more info.

You use this admin tool to manage your clients and their sites, as well as your business.



The Weebly Cloud Admin

You'll continue to use the Weebly editor to edit sites and view site info like blog post comments and form entries.



### Weebly Editor

Each topic shows the screens you used in the old Designer Platform to complete a task and maps them to the screens in the Cloud Admin or Weebly editor.

# Working with Clients

This topic shows how to work with your clients in the Cloud Admin

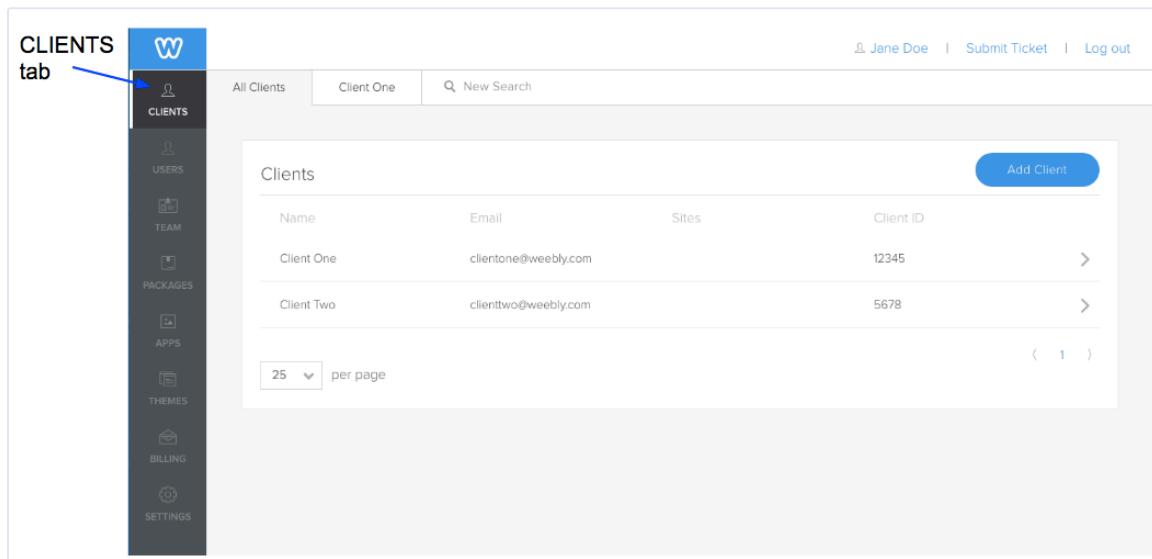
## View Your Client List

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER (highlighted in blue), DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with tabs: Clients (highlighted in black), Staff, Company Portal, and Settings. The main content area is titled "Client List" and features a search bar with the placeholder "Search...". There are two client entries listed: "Client One" (Client ID: 12345) and "Client Two" (Client ID: 5678). To the right of the client list is a sidebar titled "A Designer" which displays statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. At the bottom right of the sidebar is a "To-Do List" section with a progress bar filled about 75% green. The tasks listed are: Brand portal with your logo (unchecked), Setup portal with your own domain (unchecked), Publish a client website live (unchecked), Authorize a client to make updates (unchecked), Add a client (checked with a green checkmark), Create a website (checked with a green checkmark), and Add a staff member (unchecked).

*View Client List in Designer Platform*

In the Cloud Admin, just as in the old Designer Platform, your clients are listed on the **CLIENTS** tab when you first log in.

If you're on another tab, click the **CLIENTS** tab to return to your client list.



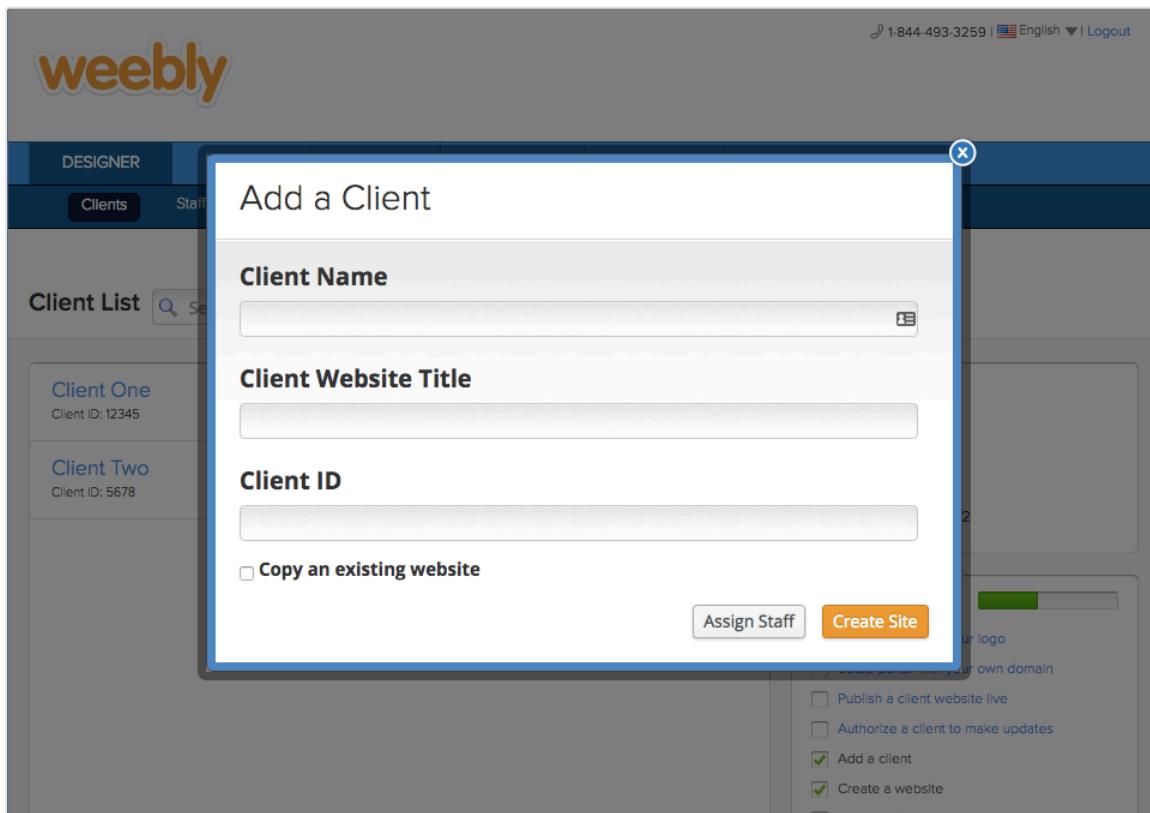
The screenshot shows the Weebly Cloud Admin interface. On the left is a vertical sidebar with a dark grey background and white icons. The 'CLIENTS' icon is highlighted with a blue arrow pointing to it from the text above. At the top right, there are links for 'Jane Doe', 'Submit Ticket', and 'Log out'. Below the sidebar is a search bar with 'All Clients', 'Client One', and a 'New Search' button. The main content area is titled 'Clients' and contains a table with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. At the bottom left is a dropdown for '25 per page', and at the bottom right are pagination controls '( 1 )'.

*Client tab in the Cloud Admin*

#### About this page:

- Clients are listed alphabetically.
- By default, the first 25 are displayed.
- Use the dropdown at the bottom left to change the number of clients displayed.
- Use the pagination controls at the bottom right to move between pages.
- Use the search bar at the top to search for clients. You can search by the client's name, ID, email, or site URL.
- Click on a client's name to open the details page.

## Add a Client



*Adding a Client in Designer Platform*

You add a client from the **Client List** page on the Clients tab.

The screenshot shows the 'Clients' tab selected in the sidebar. The main area displays a table of clients with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. An 'Add Client' button is located in the top right corner of the client list area, highlighted with a blue arrow.

*Add a client from the client list*

The screenshot shows a 'Client Details' modal window open over the client list. The modal contains fields for 'Name', 'Email', 'Client ID (optional)', and 'Phone (optional)'. At the bottom of the modal are 'Cancel' and 'Add' buttons. The 'Add' button is highlighted with a blue arrow.

*Add a client*

More about creating clients here: [https://cloud-designer.weebly.com/ds\\_gs\\_clients.html](https://cloud-designer.weebly.com/ds_gs_clients.html) ↗.

## Edit a Client

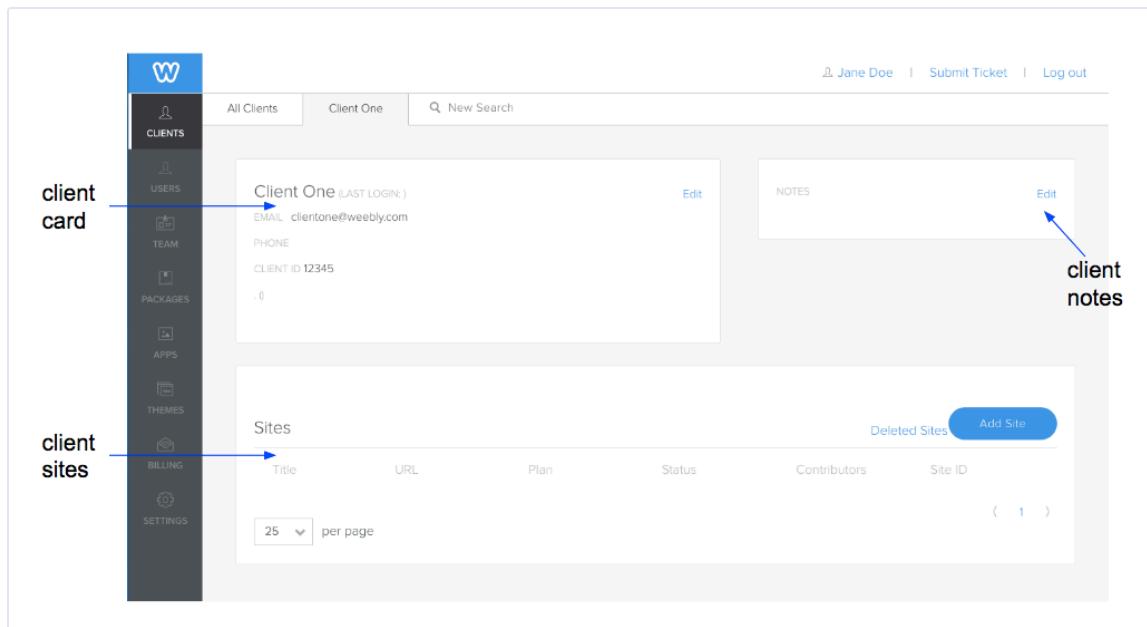
The screenshot shows the Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below the navigation bar, there's a secondary navigation bar with tabs: Clients (which is selected and highlighted in black), Staff, Company Portal, and Settings. On the left, there's a sidebar titled "Client List" with a search bar and an "Add Client" button. The main content area displays a card for "Client One" (Client ID: 12345). The card includes the client's name, a preview of their website at "clientone.com" (Status: In development | Preview), and buttons for "Go Live", "Edit", and "Dashboard". Below this card is another one for "Client Two" (Client ID: 5678). To the right of the client cards, there's a sidebar titled "A Designer" showing statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. At the bottom right of the sidebar is a "To-Do List" section with two items: "Brand portal with your logo" and "Setup portal with your own domain".

Edit a client from the Designer Platform

The screenshot shows the Designer Platform interface with a modal dialog box titled "Edit Client" overlaid. The modal contains fields for "Client Name" (set to "Client One") and "Client ID" (set to "12345"). At the bottom right of the modal is an "Edit" button. The background of the page shows the "Client List" with entries for "Client One" and "Client Two". To the right of the list is a sidebar with a "To-Do List" containing several items, some of which are checked (e.g., "Add a client", "Create a website").

Edit a client from the Designer Platform

Click a client's name from the Client List to open details page to edit the client.

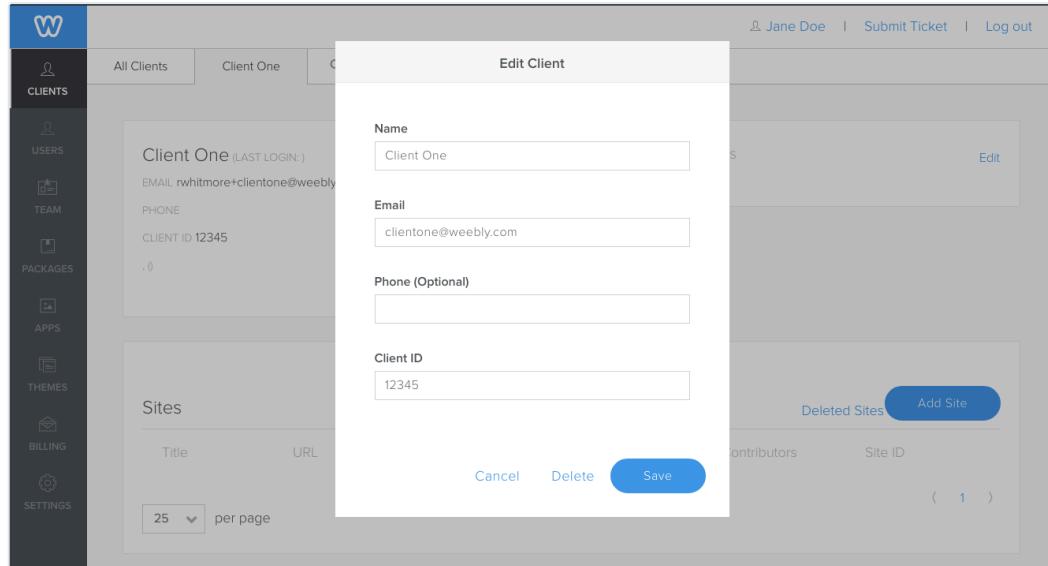


*Client details page*

You'll do most of your client work from this page.

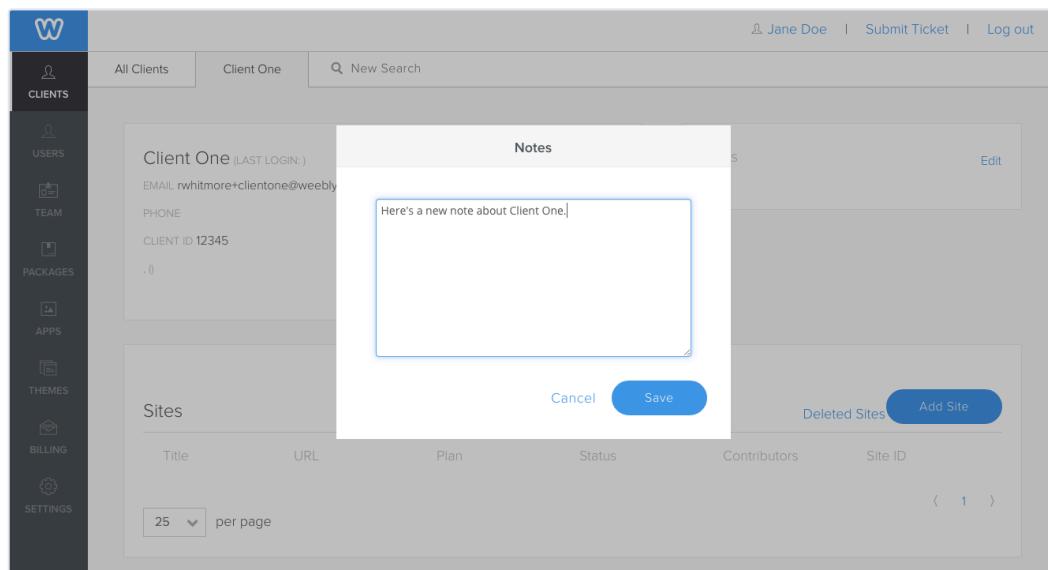
## Here's what you can do:

- Edit the name, email, phone, and ID: Click **Edit** in the client card to change contact info.



### Edit a client's info

- **NEW!** Add a note: Click **Edit** in the Notes area to add a note.



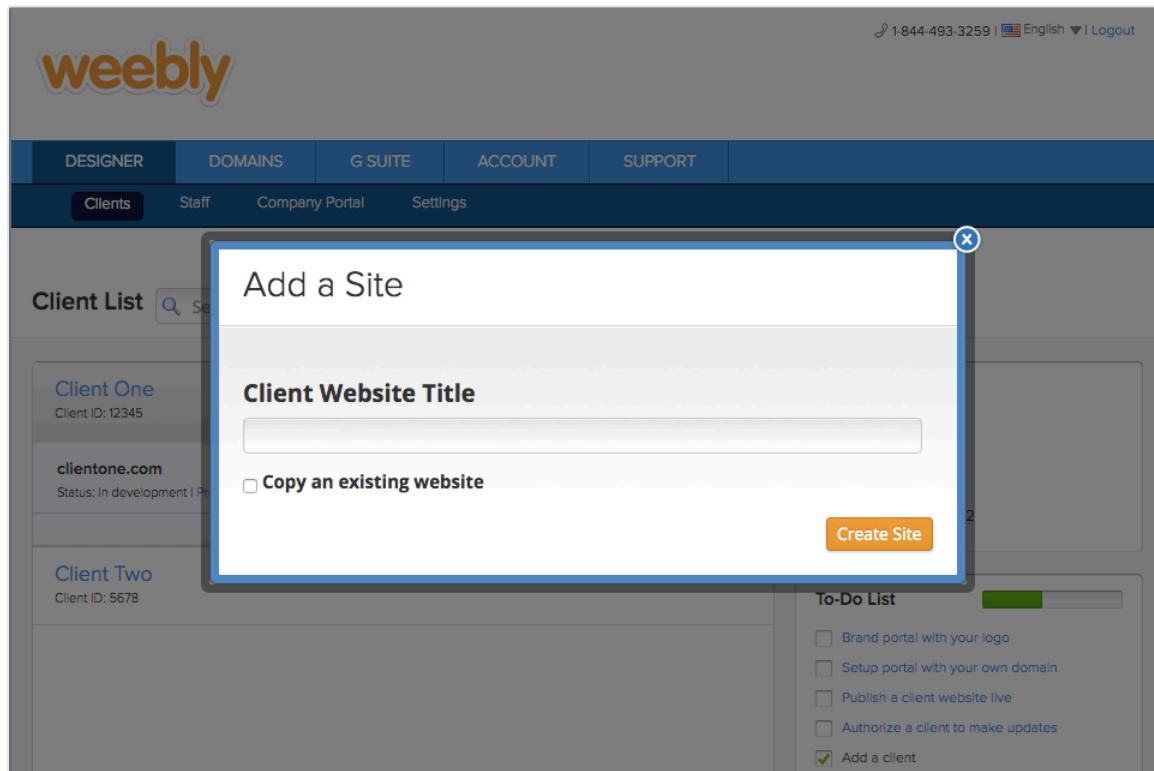
### Add a note for the client

- View the list of client's current sites
- NEW! View a list of any deleted sites ([https://cloud-designer.weebly.com/ds\\_gs\\_cr\\_sites.html#delete-a-site](https://cloud-designer.weebly.com/ds_gs_cr_sites.html#delete-a-site))↗: Click the **Deleted Sites** link.
- NEW! Restore deleted sites ([https://cloud-designer.weebly.com/ds\\_gs\\_restore.html](https://cloud-designer.weebly.com/ds_gs_restore.html))↗
- Add sites ([https://cloud-designer.weebly.com/ds\\_gs\\_cr\\_sites.html](https://cloud-designer.weebly.com/ds_gs_cr_sites.html))↗

# Working with Sites

This topic shows how to create and manage sites in the Cloud Admin.

## Add a Site



*Add a site in the Designer Platform*

In the Cloud Admin, you add a site from the client's detail page.

The screenshot shows the Weebly Cloud Admin interface. On the left is a dark sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'CLIENTS' icon is highlighted. The main area shows 'Client One' details: LAST LOGIN:, EMAIL: clientone@weebly.com, PHONE, CLIENT ID 12345, and a note field containing 'Here's a new note about Client One.' with an 'Edit' button. Below this is a 'Sites' list table with columns: Title, URL, Plan, Status, Contributors, Site ID, and a dropdown for 'per page' (set to 25). At the bottom right of the table is a blue 'Add Site' button. A blue arrow points from the 'Add Site' button to the 'Add Site' modal window in the next screenshot.

*Add a site from the client's detail page.*

This screenshot shows the 'Add Site' modal window overlaid on the Client One detail page. The modal has fields for 'Site Title' (empty), 'Domain' (empty), 'Plan' (set to 'Free'), and 'Site Template' (radio buttons for 'New Site' and 'Existing Site', with 'New Site' selected). The background detail page for Client One remains visible.

*Add a site from the client's detail page.*

You can create the site from scratch, or you can copy an existing site or use a template. More about creating sites here: [https://cloud-designer.weebly.com/ds\\_gs\\_cr\\_sites.html](https://cloud-designer.weebly.com/ds_gs_cr_sites.html). When you create a site, you're taken to the site's detail

page where you can further manage it.

The screenshot shows the 'Site Details' page for a new site named 'New Site' with the URL 'mynewsite.designer.com'. The left sidebar includes links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main content area displays site metadata: Site ID (61250783), Last Publish Date (Never), Currently Published (Never), Publishing Disabled (No), Editor Access (Suspended), Theme (Clean Lines), and Theme ID (589561592774899790). Quick actions on the right include Delete Site, Set Domain, Add as Template, Site Preview, Re-Index Site, and Un-Index Site. A blue 'Edit Site' button is located in the top right corner.

*Site's detail page*

## Edit a Site

The screenshot shows the Designer Platform's Client List. It features a search bar and an 'Add Client' button. On the left, there are two client cards: 'Client One' (Client ID: 12345) and 'Client Two' (Client ID: 5678). The 'Client One' card has a status message 'Status: In development | Preview' and three buttons: 'Go Live', 'Edit' (which is highlighted with a blue arrow), and 'Dashboard'. To the right, there is a summary box for 'A Designer' showing statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. At the bottom right, there is a 'To-Do List' with two items: 'Brand portal with your logo' and 'Setup portal with your own domain'.

*Edit a site in the Designer Platform*

You can edit a site from the site's detail page in Cloud Admin.

The screenshot shows the 'Site Details' page for a new site named 'New Site' with the URL 'mynewsite.designer.com'. The left sidebar includes links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main content area displays site details such as Site ID (61250783), Last Publish Date (Never), Currently Published (Never), Publishing Disabled (No), Editor Access (Suspended), Theme (Clean Lines), and Theme ID (589561592774899790). A blue arrow points from the text 'Edit a site in the Cloud Admin' to the 'Edit Site' button in the top right corner of the page.

*Edit a site in the Cloud Admin*

As previously, clicking Edit Site takes you to the Weebly editor.

The screenshot shows the Weebly editor interface with a dark theme. On the left, a toolbar contains icons for Title, Text, Image, Gallery, Slideshow, Map, Contact Form, Newsletter Form, Button, Embed Code, Section, Divider, and Spacer. The main workspace features a photograph of a meal with text overlays: 'CLICK HERE TO EDIT.', 'Click here to edit.', and a button labeled 'BUTTON TEXT'. At the bottom, a navigation bar includes 'TEST SITE', 'Home', 'Menu', 'Private Dining', 'Chefs', and 'Contact'. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Settings', 'Help', and buttons for 'Preview' and 'Publish'.

*Weebly Editor*

## Preview a Site

The screenshot shows the 'Client List' section of the Designer Platform. It includes a search bar, an 'Add Client' button, and two client cards: 'Client One' (Client ID: 12345) and 'Client Two' (Client ID: 5678). Each card has a 'Go Live', 'Edit', and 'Dashboard' button. A blue arrow points from the 'Preview' link in the Client One card to the 'Preview' button in the 'To-Do List' sidebar.

*Preview a site in Designer Platform*

You now preview a site directly from the Editor.

The screenshot shows the Weebly Editor interface. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Settings', and 'Preview' (which is highlighted with a blue arrow). Below the navigation is a toolbar with various basic elements like Title, Text, Image, and Slideshow. The main workspace displays a dark-themed website with a banner and a 'Click here to edit.' button. A blue arrow points from the 'Preview' button in the top bar to the previewed site content.

*Preview a site from the Weebly Editor*

You can also preview a site from the site's detail page.

New Site

mynewsite.designer.com

Site ID	61250783	Currently Published	Never
Last Publish Date	Never	Publishing Disabled	No
		Editor Access	Suspended
		No	
Theme	Clean Lines		
Theme ID	589561592774899790		

Tags Edit

Quick Actions

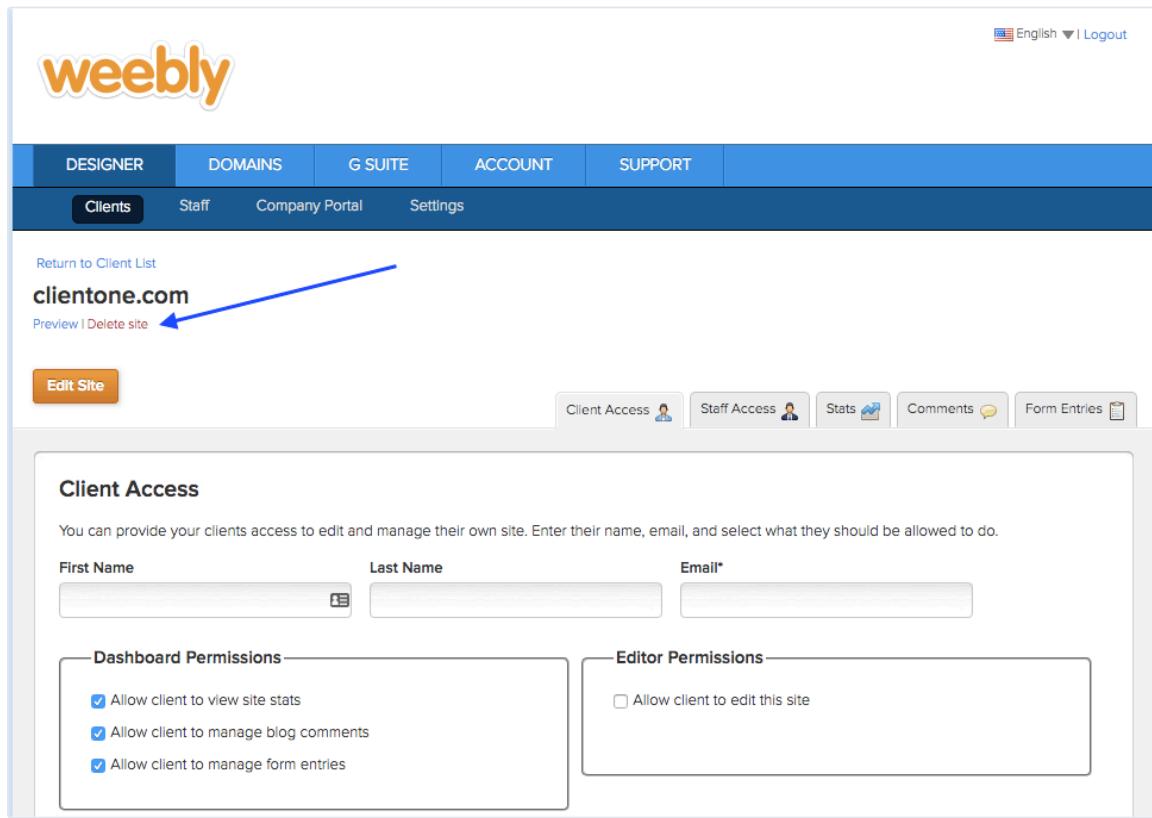
Delete Site Set Domain Add as Template Re-Index Site Un-Index Site Site Preview

*Preview a site from the details page*

More about previewing a site, and sending a preview link to your client, here:

[https://cloud-designer.weebly.com/ds\\_gs\\_cr\\_sites.html#preview-a-site-before-publishing](https://cloud-designer.weebly.com/ds_gs_cr_sites.html#preview-a-site-before-publishing)

## Delete a Site



The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with tabs for Clients (which is selected), Staff, Company Portal, and Settings. A blue arrow points from the 'Delete site' link in the top navigation bar down to the 'Delete site' link in the 'Client Access' section of the main content area.

Return to Client List

**clientone.com**

Preview | Delete site

**Edit Site**

Client Access    Staff Access    Stats    Comments    Form Entries

**Client Access**

You can provide your clients access to edit and manage their own site. Enter their name, email, and select what they should be allowed to do.

First Name  Last Name  Email\*

**Dashboard Permissions**

- Allow client to view site stats
- Allow client to manage blog comments
- Allow client to manage form entries

**Editor Permissions**

- Allow client to edit this site

*Delete a site in Designer Platform*

## You delete a site from the site's detail page.

New Site

mynewsite.designer.com

**Site ID**  
61250783

**Last Publish Date**  
Never

**Currently Published**  
Never

**Publishing Disabled**  
No

**Editor Access**  
Suspended

**Theme**  
Clean Lines

**Theme ID**  
589561592774899790

**Tags** [Edit](#)

**Quick Actions**

- [Delete Site](#) (highlighted with a blue arrow)
- [Set Domain](#)
- [Add as Template](#)
- [Site Preview](#)
- [Re-Index Site](#)
- [Un-Index Site](#)

*Delete a site*

## You can view all deleted sites from the client's detail page.

All Clients Client One [New Search](#)

**Client One** (LAST LOGIN: )

EMAIL: clientone@weebly.com

PHONE:

CLIENT ID: 12345

.0

**Sites**

Title	URL	Plan	Status	Contributors	Site ID

25 per page

[Deleted Sites](#) [Add Site](#)

*List deleted sites*

**NEW! Restore a Site**

You can restore a deleted site from the Deleted Sites dialog accessed from the [Deleted Sites \(page 18\)](#) link on the client detail page.

The screenshot shows the Weebly Cloud interface with a sidebar on the left containing links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area displays account information for a user named Jane Doe, including their last login (10/03/17 9:47:24 PST). A modal dialog titled "Restore Deleted Sites" is open, listing a single deleted site entry:

Site ID	Site Title	Last Active Domain	Deleted
58941148162757...	Another site		2017-10-03 10:47:34

At the bottom of the modal are "Cancel" and "Restore Sites" buttons. Below the modal, the main interface shows a section for "Deleted Sites (1)" with a note "no sites".

*Restore sites*

**NEW!**

## Restore Text Elements to a Page on a Site

You can restore deleted text elements back to a page from the site's detail page in the Cloud Admin. In the Pages section, click the gear icon for the page with the deleted elements and choose **Restore Elements**.

The screenshot shows the Weebly Cloud Admin interface. On the left is a sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area shows a site detail page for 'Mill Clothing'. Below it is a 'Contributors' table and a 'Pages' table.

**Contributors:**

Name	Email	Permissions	Actions
Client One	rwhitmore+clientone@weebly.com	Full Access	
John Smith	rwhitmore+johnsmith@weebly.com	Limited Access	

**Pages:**

Title	Layout	Password	Hidden	Page ID	Blog ID	Indexed	Deleted Elements	Actions
About	No Header	No	No	5290207672...		3		
Blog	header	No	No	57660439346...	39390298978...	0		
Contact	No Header	No	No	24127348236...		0		
Home	Landing	No	No	60358786943...		0		
Shop	No Header	No	No	745719173347...		0		
Updates	No Header	No	No	14797508252...	800751918161...	0		

A context menu is open over a deleted element on the 'Home' page. It includes options: 'Restore Elements' (highlighted with a blue arrow) and 'Open in Editor'.

*Restore elements to a page*

Select the text element to restore and click **Restore Elements**.

The screenshot shows the Weebly Cloud dashboard with a sidebar on the left containing icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area displays a site titled "Mill Clothing". A modal window titled "Restore Deleted Text Elements" is open, showing a table with one row: "Text" (checkbox checked) and "Content" (text "Here's some text"). Below the modal, the "Pages" section lists several pages: Blog, Contact, Home, Shop, and Updates. The "Deleted pages (0)" section shows 3 indexed elements and 0 deleted elements.

Element	Content
Text	Here's some text

Cancel   **Restore Elements**

Indexed	Deleted Elements
3	0

Deleted pages (0)

*Restore elements to a page*

## View Site Statistics

The screenshot shows the Weebly Designer Portal interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below that is a secondary navigation bar with links for Clients (which is selected), Staff, Company Portal, and Settings. The main content area displays the website 'clientone.com'. It includes a 'Return to Client List' link, a preview link, and a delete site link. There's also an 'Edit Site' button. A horizontal menu bar at the top of the content area contains links for Client Access, Staff Access, Stats, Comments, and Form Entries. The central feature is a chart titled 'Website Traffic' showing pageviews and unique visitors over time from September 6 to October 3. The chart shows zero traffic throughout this period. Below the chart are three tables: 'Top Pages (this month)', 'Search Terms (this month)', and 'Referring Sites (this month)'. Each table has columns for Views and Page/Keyword/Referrer. At the bottom of each table are 'More' buttons.

*View statistics in the Designer Portal*

You now access site stats from the User Portal. You access that portal from `your_domain.com/portal`. When your clients log in, they see a list of any sites they

have access to.

The screenshot shows the Weebly Designer dashboard. At the top, there's a header with a blue 'W' icon, the text 'A Designer', a language dropdown set to 'English', and a 'Log Out' button. Below the header, the text 'My Sites' is displayed. Underneath, a card for the site 'Mill Clothing' is shown, featuring its URL 'mynewsite.designer.com' and 'Pro Plan' status. To the right of the card are 'Stats' and 'Edit' buttons. The background of the dashboard is light gray.

### User Portal

Click the **Stats** link to view stats for the site.

The screenshot shows the User Portal interface. At the top, it displays the 'A Designer' profile, language settings ('English'), and a 'Log Out' button. Below this, a navigation bar includes a back arrow, 'My Sites', the site name 'Mill Clothing', and an 'Edit' button. The main content area features a chart titled 'Site Statistics' showing pageviews and unique visitors over time from September 3 to October 3. The chart has a y-axis from 0 to 10 and an x-axis with dates. Below the chart is a table with three sections: 'Top Pages (This Month)', 'Search Terms (This Month)', and 'Referring Sites (This Month)'. Each section has columns for 'VIEWS' and either 'PAGE' or 'KEYWORD' or 'REFERRER'. A message at the bottom of the table says 'No items to display'. The overall layout is clean with white backgrounds and light gray borders for sections.

*Site statistics in User Portal*

## View Blog Comments

The screenshot shows the Weebly Designer Portal interface. At the top, there's a navigation bar with tabs for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients (which is selected), Staff, Company Portal, and Settings. On the left, a sidebar shows the client list with 'clientone.com' selected. In the main content area, there's a large orange 'Edit Site' button. Below it, a toolbar includes Client Access, Staff Access, Stats, Comments (with a speech bubble icon), and Form Entries. A search bar says 'Comments from Blog'. Underneath, a message says 'No comments'. At the bottom right of the main area, there are buttons for Approve, Delete, and Mark Spam.

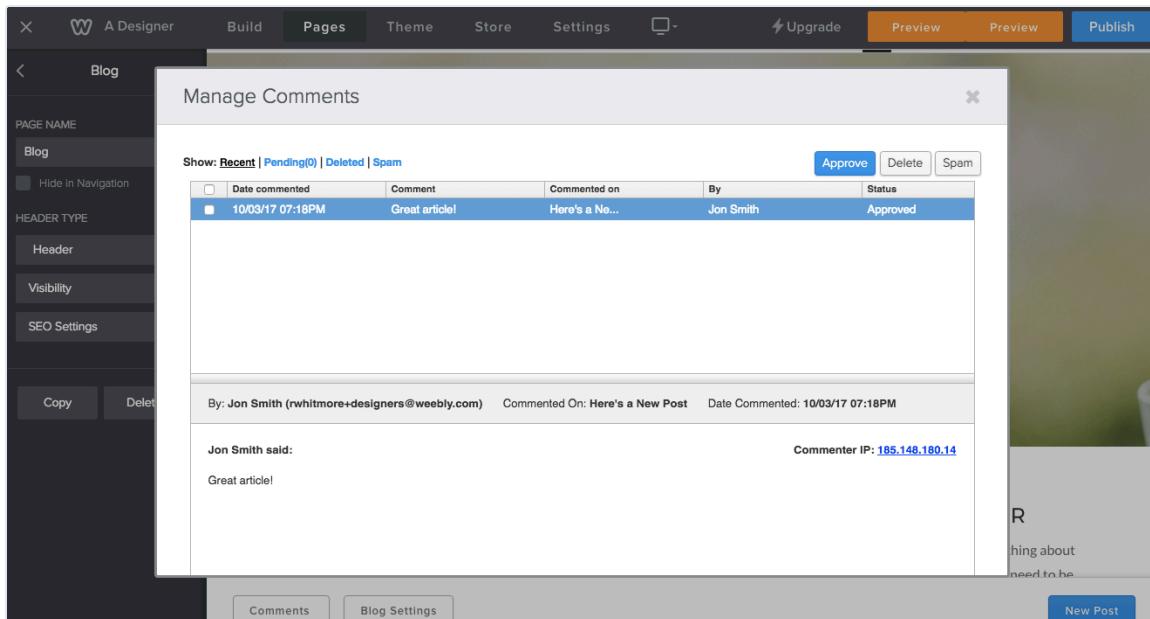
*Blog Comments in Designer Portal*

Now you access blog comments directly from the blog's page in the editor.

The screenshot shows the Weebly Editor interface. The top navigation bar includes Build, Pages (selected), Theme, Store, Settings, Upgrade, Preview (highlighted in orange), and Publish. On the left, a sidebar shows a 'Blog' page with options like PAGE NAME (set to 'Blog'), HEADER TYPE (set to 'Header'), Visibility, and SEO Settings. There are also Copy and Delete buttons. The main content area displays a large image of a rose with the text 'CLICK HERE TO EDIT.' overlaid. Below the image, a new post is shown with the title 'HERE'S A NEW POST' and the date '10/3/2017'. At the bottom of the post, there are 'Comments' and 'Blog Settings' buttons. A blue arrow points from the 'Comments' button to the 'Comments' link in the sidebar.

*Blog comments in the Weebly Editor*

And you manage the comments from the resulting dialog.



*Blog comments dialog*

## View Form Entries

weebly

DESIGNER DOMAINS G SUITE ACCOUNT SUPPORT

Clients Staff Company Portal Settings

Return to Client List  
**clientone.com**  
Preview | Delete site

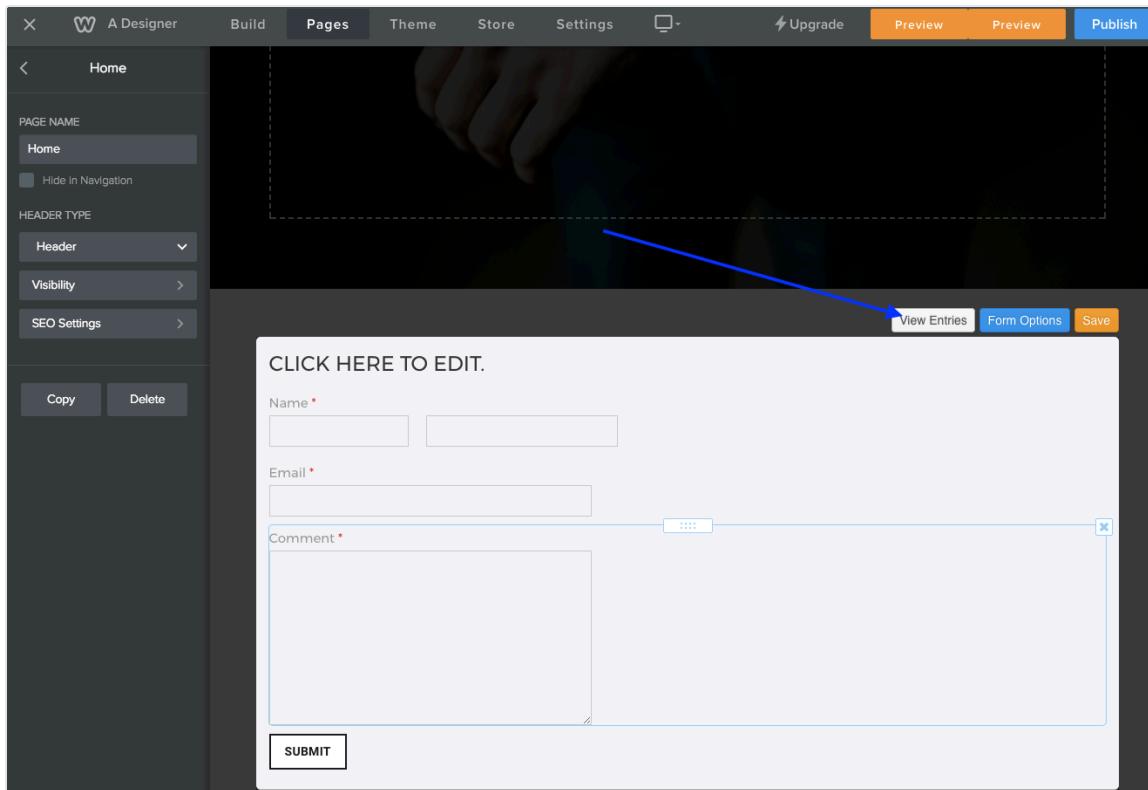
Edit Site Client Access Staff Access Stats Comments Form Entries

A form has not been added to this website. Once a form is added, you'll be able to view the form entries here.

*Form entries in Designer Portal*

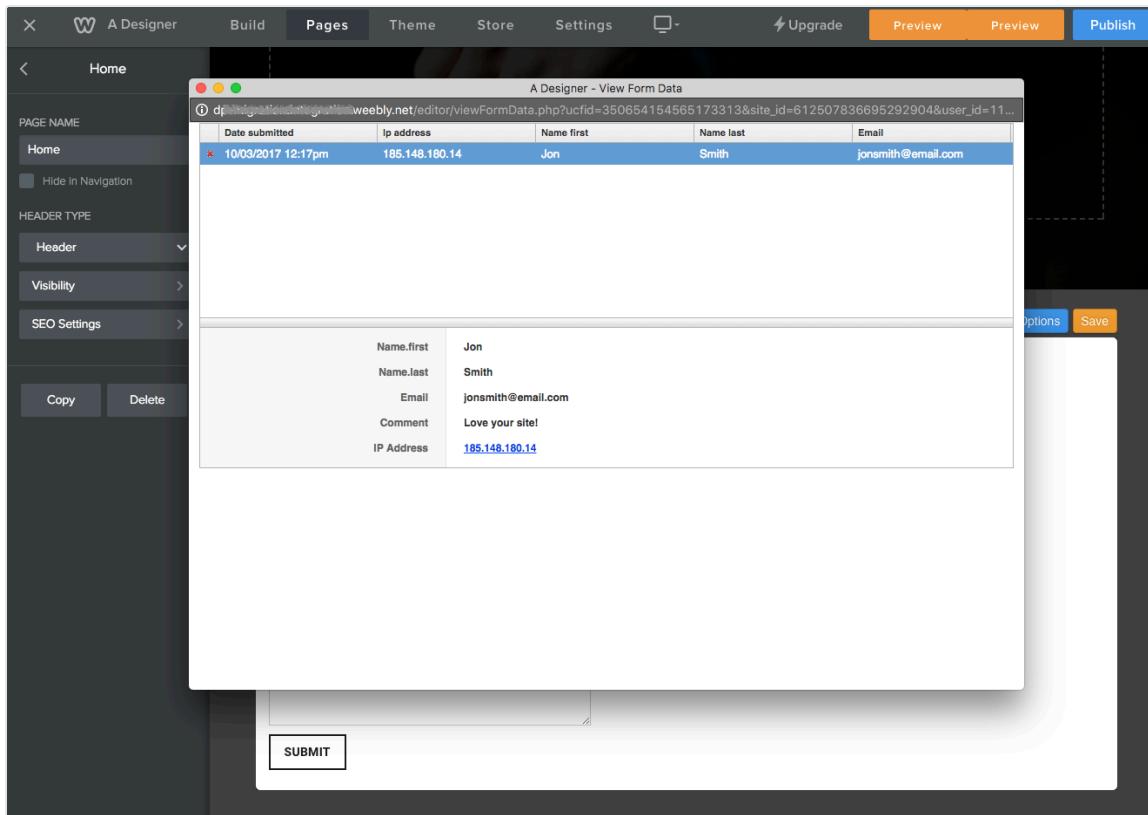
Like blog comments, you access form entries directly from the editor by clicking

on the form.



*Form entries in the editor*

And you manage the entries from the resulting dialog.



*Form entries*

**NEW! Change a Site's Plan**

You can change the plan a site is on from the bottom of the site's detail page.

The screenshot shows the 'Mill Clothing' site detail page. The left sidebar includes links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main content area displays site details like 'Editor Access Suspended: No', 'Theme: Haberdasher', and 'Theme ID: 116005133769609133'. Below this is a 'Contributors' table with two entries: 'Client One' (Email: rwhitmore+clientone@weebly.com, Permissions: Full Access) and 'John Smith' (Email: rwhitmore+johnsmith@weebly.com, Permissions: Limited Access). A blue arrow points from the 'Change Plan' link at the bottom of the 'Pages' section to the 'Plan' table below. The 'Plan' table has one entry: 'Pro' (Plan: Pro, Hidden: No, Price: \$13.17/month, Package ID: 3).

Name	Plan	Hidden	Price	Package ID
Pro	Pro	No	\$13.17/month	3

*Site plans can be changed*

# Controlling Access to a Site

This topic shows how to control client and staff access to sites.

## Client Access

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below that is a secondary navigation bar with links for Clients (which is highlighted in black), Staff, Company Portal, and Settings. On the left, the URL 'clientone.com' is displayed along with 'Preview | Delete site'. In the center, there's a large form titled 'Client Access'. It asks for 'First Name', 'Last Name', and 'Email\*'. Under 'Dashboard Permissions', there are three checked checkboxes: 'Allow client to view site stats', 'Allow client to manage blog comments', and 'Allow client to manage form entries'. Under 'Editor Permissions', there is one unchecked checkbox: 'Allow client to edit this site'. At the bottom of the form, there's a button labeled 'Authorize client' and a note stating 'A temporary password will be generated for you to email the client'. A small note at the very bottom says '\*Email address will only be used to allow the client to reset a forgotten password.'

*Controlling access in Designer Platform*

By default, when a site is created for a client, they have no access to it, other than viewing the published site. You can give them specific access levels to a site by making them a *site contributor*. The level of access that you can configure is slightly different than what it used to be.

To set access for a client, from the site's [detail page](#) (page 13), in the Contributors section, click the **Add Contributor** link.

The screenshot shows the Weebly Cloud interface. On the left is a dark sidebar with various icons: CLIENTS, USERS (selected), TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area shows 'Mill Clothing' details: Site ID (61250783695292904), Last Publish Date (Never), Currently Published (No), Publishing Disabled (No), Editor Access Suspended (No), Theme (Haberdasher), and Theme ID (116005133769609133). Below this is a 'Contributors' section with columns for Name, Email, and Permissions. At the bottom right of this section is a blue button labeled 'Add Contributor'.

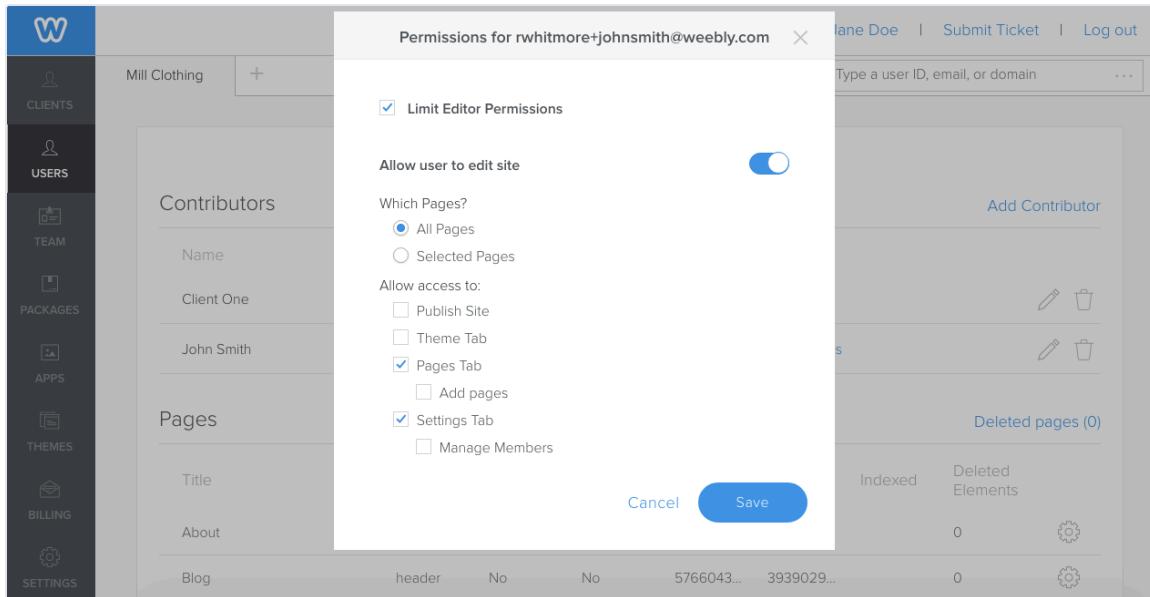
*Add site contributors from the site's detail page*

Make sure **New User** is selected at the top, and enter the client's name, email address (other settings are optional) and click **Set Permissions**.

The screenshot shows the 'Add Contributor' dialog box. It has tabs for 'New User' (selected) and 'Existing User'. Fields include 'Name' (empty), 'Email' (empty), and 'Tags' (empty). A checkbox labeled 'Send Invite Email' is unchecked. At the bottom are 'Cancel' and 'Set Permissions' buttons. The background shows the same 'Site Details' page as the previous screenshot.

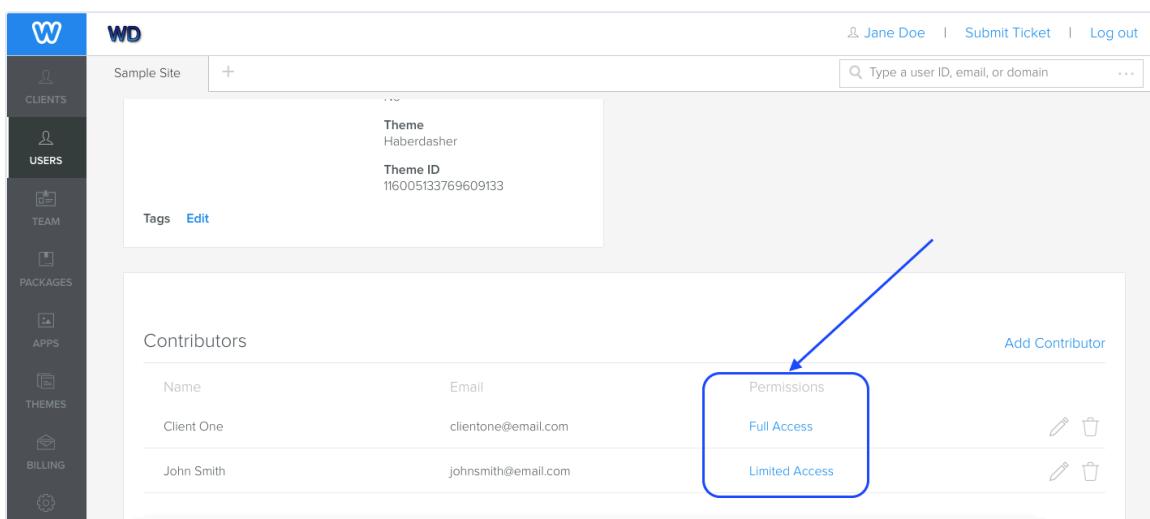
*Add site contributor*

By default, the new contributor is given full access to the site. To limit access, select **Limit Editor Permissions** and configure the access level. More about setting access levels here: [https://cloud-designer.weebly.com/ds\\_gs\\_access\\_sites.html](https://cloud-designer.weebly.com/ds_gs_access_sites.html) ↗.



### *Set levels of access*

Once you set access, the client is listed as a contributor on the site's detail page and you can change the access level at any time by clicking the **Permissions** link.



### *Manage permissions*

## Staff Access

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients (which is selected), Staff, Company Portal, and Settings. A "Logout" link is also present in the top right corner. The main content area displays a site titled "clientone.com". It includes links for Preview and Delete site. There's a prominent orange "Edit Site" button. Below these are several small icons for Client Access, Staff Access, Stats, Comments, and Form Entries. The central part of the screen is titled "Staff Access" and contains instructions: "Choose the staff members who have access to edit this site. Admins always have access." It is divided into two sections: "Staff With Access" and "Staff Without Access". Under "Staff With Access", there's a list containing "A Designer (Admin)" and "John Doe (Admin)". Below this list are buttons for "< Add" and "Remove >". To the right of these lists are "Select: All | None" buttons. At the bottom of the screen is a blue "Save Settings" button.

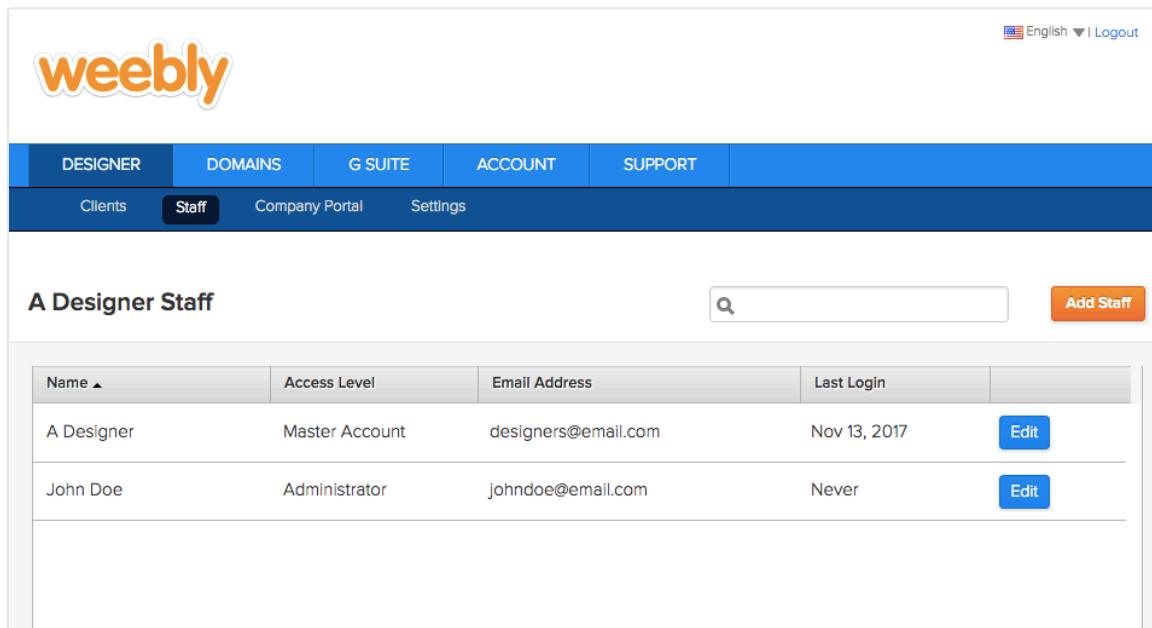
*Staff access in Designer Platform*

In Weebly Cloud, your staff are called *team members*. Team Members (page 34), except those assigned to the Finance role, have access to all sites. If you want a staff member to have access only to specific sites, then create them as site contributors as you would for a client.

# Working with Staff

This topic explains how you create and manage your staff, now called Team Members.

## View Staff Member List

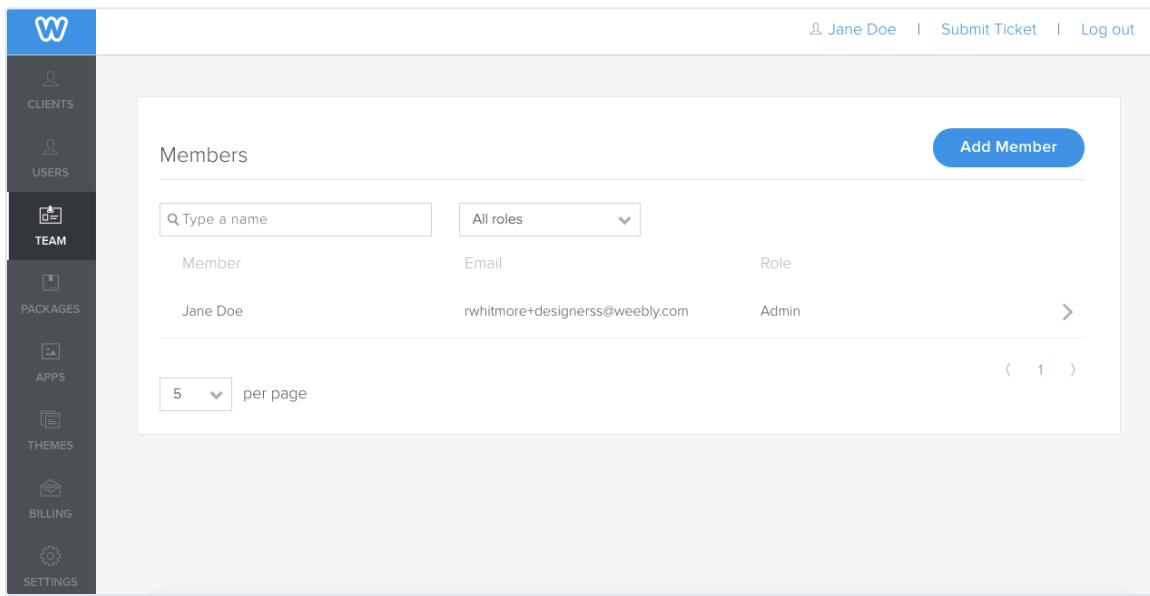


The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff (which is highlighted in orange), Company Portal, and Settings. The main content area is titled "A Designer Staff". It features a search bar and an "Add Staff" button. A table lists two staff members:

Name	Access Level	Email Address	Last Login	Action
A Designer	Master Account	designers@email.com	Nov 13, 2017	Edit
John Doe	Administrator	johndoe@email.com	Never	Edit

*Staff listing in Designer Platform*

In Weebly Cloud, your staff are called *team members*. You create and manage team members from the **TEAM** tab of the Cloud Admin.



The screenshot shows the 'Members' section of the Weebly Cloud Admin. On the left is a vertical sidebar with icons for Clients, Users, Team (which is selected), Packages, Apps, Themes, Billing, and Settings. The main area has a header with a user profile, 'Submit Ticket', and 'Log out'. Below the header is a search bar with placeholder 'Type a name' and a dropdown for 'All roles'. A blue 'Add Member' button is in the top right. The main table has columns for Member, Email, and Role. One row is shown: 'Jane Doe' with email 'rwhitmore+designerss@weebly.com' and role 'Admin'. Navigation arrows and a page size selector ('5 per page') are at the bottom.

*Team Member page in the Cloud Admin*

## Add a Staff Member

The screenshot shows the 'Add a Staff Member' form in the Weebly Designer Platform. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below that is a secondary navigation bar with links for Clients, Staff (which is selected), Company Portal, and Settings. A 'Return to Staff List' link is also present. The main form area has fields for First Name, Last Name, and Email. To the right, there's an 'Access Level' section with radio buttons for Administrator (selected) and Staff Member. Below this, a note states: 'Administrators can create new client sites, edit existing sites, manage staff accounts, and change other settings; only the account holder can access billing information or cancel the account.' There's also a checked checkbox for 'Allow this person to edit all clients and client sites'. At the bottom left is a blue 'Add Staff' button, and next to it is a note: 'This person will be sent an invitation to join your company and choose a password.'

*Add staff in Designer Platform*

To create a new team member, from the Team Member page, click **Add Member**. You can restrict Cloud Admin access and general site editing access from here.

The screenshot shows the 'Add Team Member' interface. On the left is a sidebar with icons for Clients, Users, Team (selected), Packages, Apps, Themes, Billing, and Settings. The main area has fields for Name (John Doe) and Email (johndoe@email.com). Below is a 'Role' section with a table:

	<input type="radio"/> Admin	<input type="radio"/> Technical	<input checked="" type="radio"/> Support	<input type="radio"/> Editor	<input type="radio"/> Finance
Manage Users <small>?</small>	✓	✓		View	
Manage Sites <small>?</small>	✓	✓	✓	View & Edit	
Team Members <small>?</small>	✓				
Account Settings <small>?</small>	✓	✓			
Billing <small>?</small>	✓				✓

A 'Save' button is at the top right.

### Add a team member

You can further restrict access to specific sites in the same way that you [restrict access \(page 30\)](#) for your clients.

## Delete Staff Member

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff (which is currently selected), Company Portal, and Settings. The main content area is titled "John Doe". On the left, there are input fields for First Name (John), Last Name (Doe), and Email (rwhitmore+johndoe@weebly.com). Below these fields are two buttons: "Reset password" with a key icon and "Save Settings" in blue. To the right, under the heading "Access Level", there are two radio buttons: "Administrator" (selected) and "Staff Member". A descriptive text block explains the differences between these levels. Below this is a checkbox labeled "Allow this person to edit all clients and client sites", which is checked. At the bottom left is a red button labeled "Delete this person". A note below the button states: "Deleting this person will remove their access from the system. However, the websites they've created or edited will not be deleted."

*Delete staff in Designer Platform*

You delete team members from the team member's detail page, accessed by clicking on the name from the team member list.

The screenshot shows the 'Edit Team Member' page. On the left is a vertical navigation bar with icons for Clients, Users, Team (selected), Packages, Apps, Themes, Billing, and Settings. The main area has a header 'Edit Team Member' with a back arrow, a 'Save' button, and user info: Name (John Smith) and Email (rwhitmore+johnsmith@weebly.com). A 'Role' section contains a table with columns for Admin, Technical (selected), Support, Editor, and Finance. The table rows represent different sections: Manage Users, Manage Sites, Team Members, Account Settings, and Billing. A blue arrow points from the 'Delete Member' button at the bottom left to the 'Delete Member' link in the table row for the 'Team Members' section.

	<input type="radio"/> Admin	<input checked="" type="radio"/> Technical	<input type="radio"/> Support	<input type="radio"/> Editor	<input type="radio"/> Finance
Manage Users ⓘ	✓	✓	View & Edit	View	
Manage Sites ⓘ	✓	✓	✓	View & Edit	
Team Members ⓘ	✓				
Account Settings ⓘ	✓	✓			
Billing ⓘ	✓				✓

*Delete team member*

## Reset Staff Member's Password

The screenshot shows the Weebly Designer Platform interface. At the top, there is a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff (which is currently selected), Company Portal, and Settings. The main content area is titled "John Doe". On the left, there are input fields for First Name (John), Last Name (Doe), and Email (johndoe@email.com). Below these fields are two buttons: "Reset password" with a key icon and "Save Settings". On the right, there is a section titled "Access Level" containing two radio buttons: "Administrator" (selected) and "Staff Member". A descriptive text below the radio buttons states: "Administrators can create new client sites, edit existing sites, manage staff accounts, and change other settings; only the account holder can access billing information or cancel the account." There is also a checked checkbox option: "Allow this person to edit all clients and client sites". At the bottom left of the main content area is a red button labeled "Delete this person". To the right of this button is a note: "Deleting this person will remove their access from the system. However, the websites they've created or edited will not be deleted."

*Staff member page in Designer Platform*

Every team member is represented by a user. You can reset a team member's password from their user detail page, accessed from the **USER** tab of the Cloud Admin.

The screenshot shows the 'Users' section of the Weebly Cloud Admin. On the left is a vertical sidebar with icons for Clients, Users (selected), Team, Packages, Apps, Themes, Billing, and Settings. At the top right are links for Jane Doe, Submit Ticket, and Log out. A search bar at the top contains the email address 'johnsmith@weebly.com'. Below the search bar is a 'Recent Viewed' section with a table showing one result: Email 'johnsmith@weebly.com' and User ID '112750603'. The main area is titled 'Users' and contains a table with three rows. The columns are Email, Sites, and User ID. The first two rows have 'None' in the Sites column and User IDs '112626051' and '112626079'. The third row has 'mynewsite.designer.com' in the Sites column and User ID '112626107'. Each row has an edit icon on the far right.

Email	Sites	User ID
-client-59d2b93ad4c50	None	112626051
-client-59d2b947b7d19	None	112626079
-client-59d2b9522f0ff	mynewsite.designer.com	112626107

*User page in the Cloud Admin*

Use the search box to search for team members by email address. Click on the **Edit** icon to view the user detail page.

The screenshot shows the 'User detail' page for 'John Smith'. The left sidebar is identical to the previous screenshot. The top navigation bar shows 'John Smith' in the search bar, along with '+', 'Jane Doe', 'Submit Ticket', 'Log out', and a search icon. Below the navigation are tabs for ACCOUNT (selected), LOGS, and NOTES, and buttons for 'Add Note' and 'Login'. The main content area is divided into sections. The left section displays basic information: Name 'John Smith', Email 'rwhitmore+johnsmith@weebly.com', Main 'None', and Location 'US (10.8.2.153)'. It also shows 'User ID' '112750603', 'Signup Date' '10/04/17 12:21:54 PST', and 'Operating System' 'Mac OS X 10.12.6'. The right section shows 'LAST LOGIN' '10/04/17 12:21:54 PST' and a 'Quick Actions' menu with options: 'Reset Password', 'Send Invite Email', 'Turn Off Test Mode', and 'Disable User'. Below these sections is a 'Sites' section with a note 'Deleted Sites (0)'.

*User detail page*

Click the **Reset Password** link to reset the team member's password.

The screenshot shows the Weebly Cloud interface. On the left, there's a sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area has tabs for ACCOUNT, LOGS, and NOTES. Under ACCOUNT, there's a detailed view of a user named John Smith, including his email (johnsmith@weebly.com), operating system (Mac OS X 10.12.6), browser (Chrome 60.0.3112.113), and a 'Tags' section with an 'Edit' button. To the right, there's a 'LAST LOGIN' section showing '10/04/17 12:21:54 PST'. Below that is a 'Quick Actions' menu with options: Reset Password (which has a blue arrow pointing to it), Send Invite Email, Turn Off Test Mode, and Disable User. At the bottom, there's a 'Sites' section with a 'Deleted Sites (0)' link.

*Reset team member password*

## Set Access Level

The screenshot shows the Weebly Designer Platform. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, SUPPORT, and a language dropdown. Below that is a secondary navigation bar with links for Clients, Staff (which is currently selected), Company Portal, and Settings. A 'Return to Staff List' link is also present. The main content area shows a profile for 'John Doe' with fields for First Name (John), Last Name (Doe), and Email (rwhitmore+johndoe@weebly.com). There are 'Reset password' and 'Save Settings' buttons. To the right, there's a 'Access Level' section with a blue border. It contains two radio buttons: 'Administrator' (selected) and 'Staff Member'. A descriptive text block says: 'Administrators can create new client sites, edit existing sites, manage staff accounts, and change other settings; only the account holder can access billing information or cancel the account.' Below this is a checked checkbox: 'Allow this person to edit all clients and client sites'. At the bottom of the page, there's a red button labeled 'Delete this person' and a note: 'Deleting this person will remove their access from the system. However, the websites they've created or edited will not be deleted.'

*Set access level in Designer Platform*

You control general access for a team member from the team member's detail page.

The screenshot shows the 'Edit Team Member' page for 'John Smith'. The left sidebar has a 'TEAM' section selected. The main form shows 'Name' (John Smith), 'Email' (rwhitmore+johnsmith@weebly.com), and a 'Role' section. A table lists five roles: Admin, Technical, Support, Editor, and Finance. Under 'Manage Users', 'Manage Sites', and 'Team Members', the 'Technical' role is assigned 'View & Edit' permissions. Under 'Account Settings' and 'Billing', the 'Technical' role is assigned 'View' permissions. The 'Finance' role is assigned 'View & Edit' permissions under 'Billing'. A 'Save' button is at the top right, and a 'Delete Member' button is at the bottom.

	<input type="radio"/> Admin	<input checked="" type="radio"/> Technical	<input type="radio"/> Support	<input type="radio"/> Editor	<input type="radio"/> Finance
Manage Users <small>?</small>	✓	✓	View & Edit	View	
Manage Sites <small>?</small>	✓	✓	✓	View & Edit	
Team Members <small>?</small>	✓				
Account Settings <small>?</small>	✓	✓			
Billing <small>?</small>	✓				✓

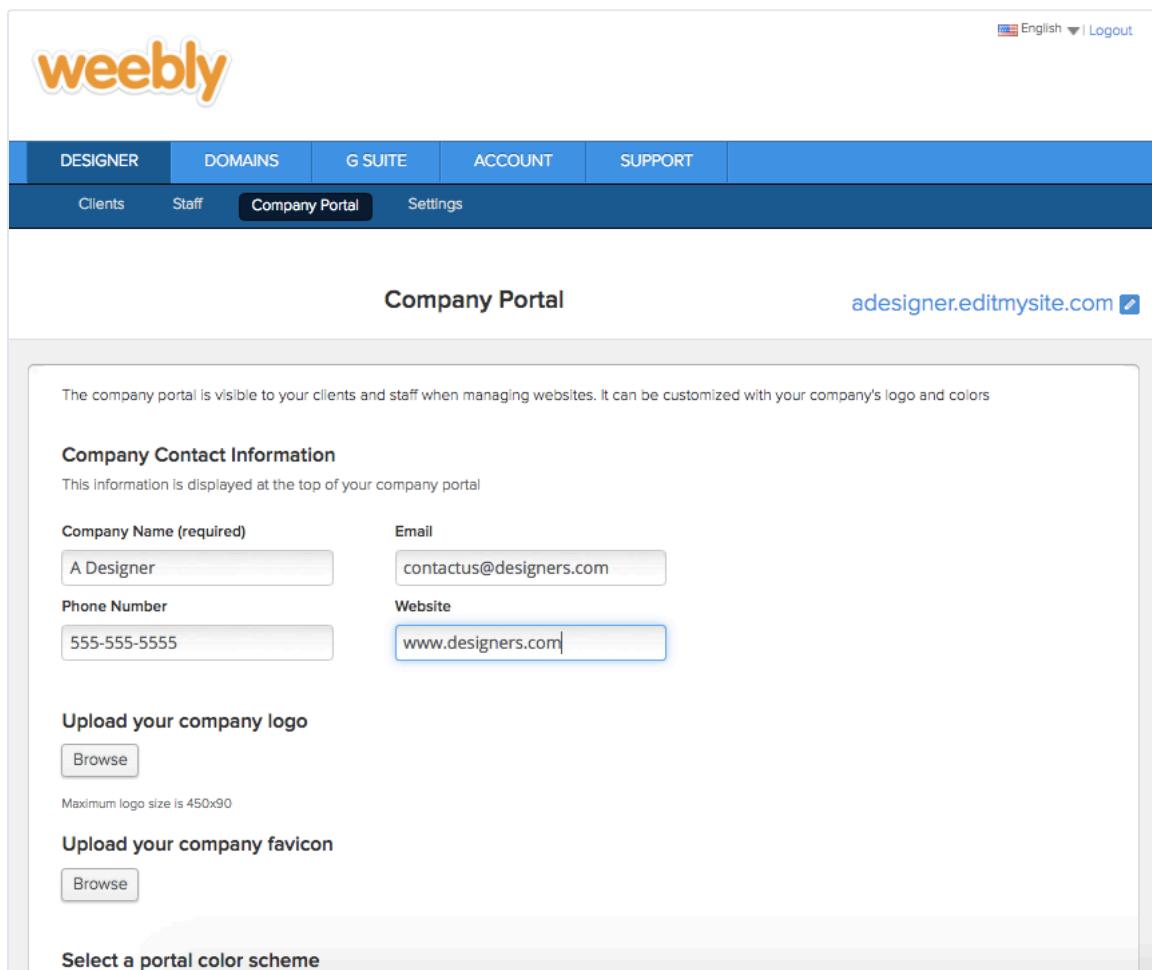
*Team member detail page*

**Note:** Team members, other than those assigned to the Finance role, have access to all sites. If you want to limit access to just one or more specific sites, then instead of creating a team member, create a site contributor (page 30).

# Configuring the Company Portal

This topic describes how to configure UI settings the Cloud Admin and the User Portal like contact info and branding.

## Set Contact Info



The screenshot shows the Weebly Company Portal settings interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff, Company Portal (which is highlighted), and Settings. The main content area has a title "Company Portal" and a URL "adesigner.editmysite.com". A sub-header says "The company portal is visible to your clients and staff when managing websites. It can be customized with your company's logo and colors". Under "Company Contact Information", there are fields for Company Name (A Designer), Email (contactus@designers.com), Phone Number (555-555-5555), and Website (www.designers.com). There are also sections for "Upload your company logo" (with a "Browse" button) and "Upload your company favicon" (with a "Browse" button). At the bottom, there's a link "Select a portal color scheme".

### Contact info in Designer Platform

You set up your company's contact info from the **SETTINGS** tab of the Cloud Admin. You can set up the following contact types:

- Billing
- Support

- Technical

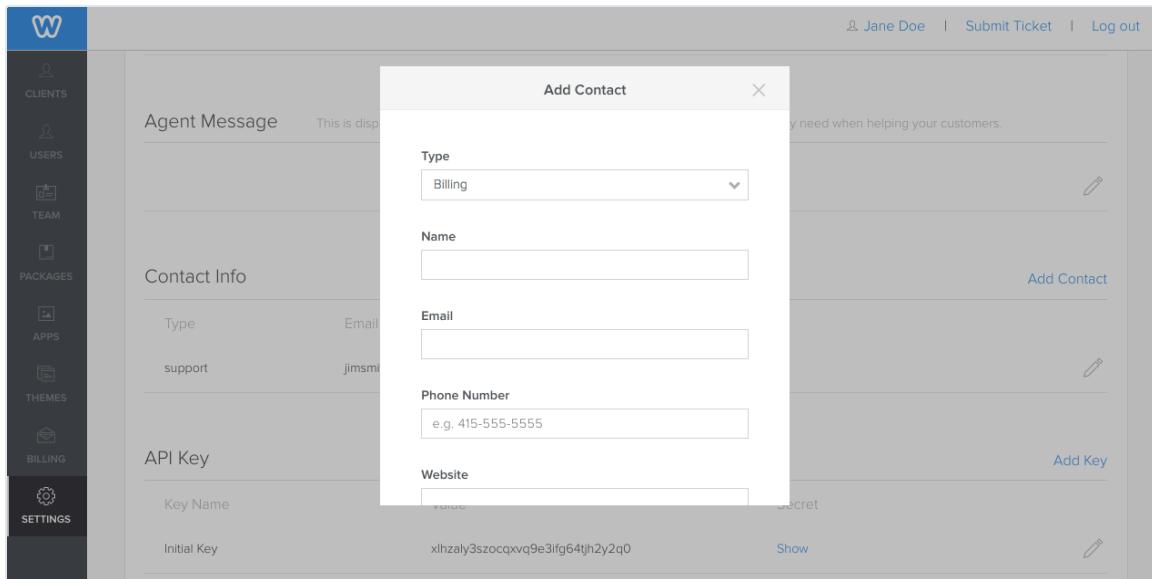
More info about the different contact types and how they are used can be found here: [https://cloud-designer.weebly.com/ds\\_gs\\_configure.html#set-contact-info](https://cloud-designer.weebly.com/ds_gs_configure.html#set-contact-info)

↗ Click the **Add Contact** link to add a new contact.

The screenshot shows the Weebly Cloud Admin interface. On the left is a vertical sidebar with icons and labels: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The SETTINGS icon is highlighted with a blue bar. At the top right are links for Jane Doe, Submit Ticket, and Log out. The main content area has three sections: Agent Message, Contact Info, and API Key. The Agent Message section contains a text input field with placeholder text: "This is displayed to Weebly support agents and can include any information they may need when helping your customers." The Contact Info section contains a table with columns for Type, Email, Phone Number, and Website. A row shows "support" as the type, "jimsmith@email.com" as the email, "555-555-5555" as the phone number, and an empty website field. The API Key section contains a table with columns for Key Name, Value, and Secret. A row shows "Initial Key" as the key name, "xihzaly3szocqvxq9e3ifg64tjh2y2q0" as the value, and a "Show" button for the secret. There are "Add Contact" and "Add Key" buttons at the end of their respective sections. Edit icons are located at the end of each row in the Contact Info and API Key tables.

*Contact info in the Cloud Admin*

Select a contact type and enter a name, email, and optional phone number and website.



*Add new contacts*

## Brand the Cloud Admin and Customer Portal

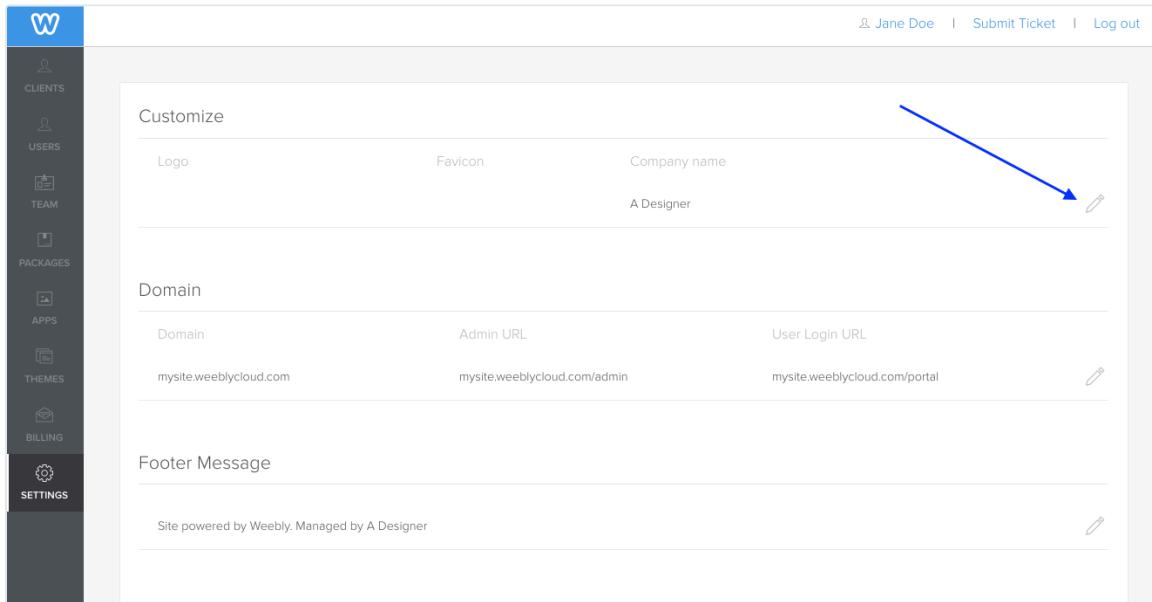
The screenshot shows the Weebly Designer Platform's branding configuration screen. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff, and Company Portal. The main content area is titled "Company Portal" and displays the URL "adesigner.editmysite.com". A sub-section titled "Company Contact Information" asks for company name (A Designer), email (contactus@designers.com), phone number (555-555-5555), and website (www.designers.com). There are sections for uploading a company logo and favicon, both with "Browse" buttons. A "Select a portal color scheme" section features a grid of color swatches for Header Area, Menu Bar, Menu Text Color, and Background. The "Custom" row allows users to choose specific colors for each category. Buttons at the bottom include "Preview Portal" and a blue "Save Settings" button.

*Add branding in Designer Platform*

You can brand the Cloud Admin, the User portal, the Weebly editor, and emails

by uploading a logo, a favicon, and setting a footer message.

Click the **SETTINGS** tab of the Cloud Admin and upload icons from the **Customize** section.



*Brand settings in the Cloud Admin*

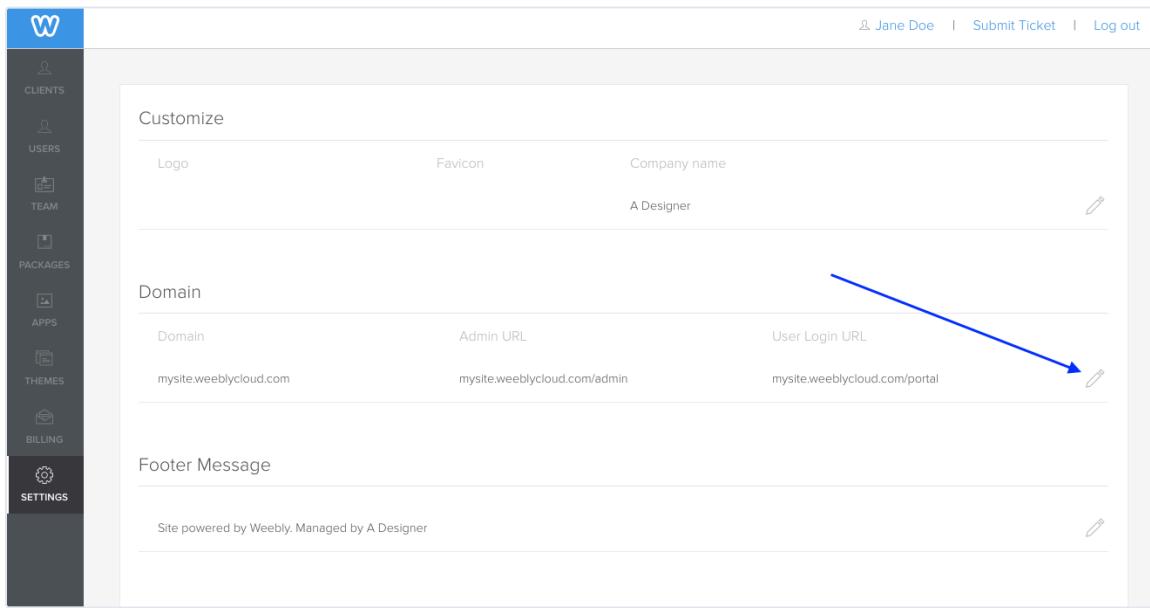
More info about where the icons and footer message display can be found here:  
[https://cloud-designer.weebly.com/ds\\_gs\\_configure.html#brand-your-sites-and-the-cloud-admin](https://cloud-designer.weebly.com/ds_gs_configure.html#brand-your-sites-and-the-cloud-admin) ↗.

## Set URLs

The screenshot shows the Weebly Designer Platform's 'Settings' page. At the top, there are tabs for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below these are sub-tabs: Clients, Staff, Company Portal, and Settings, with 'Settings' being the active tab. In the top right corner, there is a language selection (English) and a Logout link. The main content area is titled 'Settings' and contains three sections: 'Company Portal Address', 'Website Preview Address', and 'Other Options'. The 'Company Portal Address' section has a field containing 'adesigner.editmysite.com' and a link to 'Choose a different subdomain or use your own domain'. A note below says, 'This is where staff members log in to manage and create client websites.' The 'Website Preview Address' section has a field and a link to 'Use a different domain'. A note below says, 'This is the address used in preview URLs when a website is in development. For example: http://preview.editmysite.com/4G6Oc.20648dfb8ba5c50ed69328a8e18e04dc'. The 'Other Options' section contains a checkbox for 'Include your logo in emails to your clients.' and a blue 'Save Options' button.

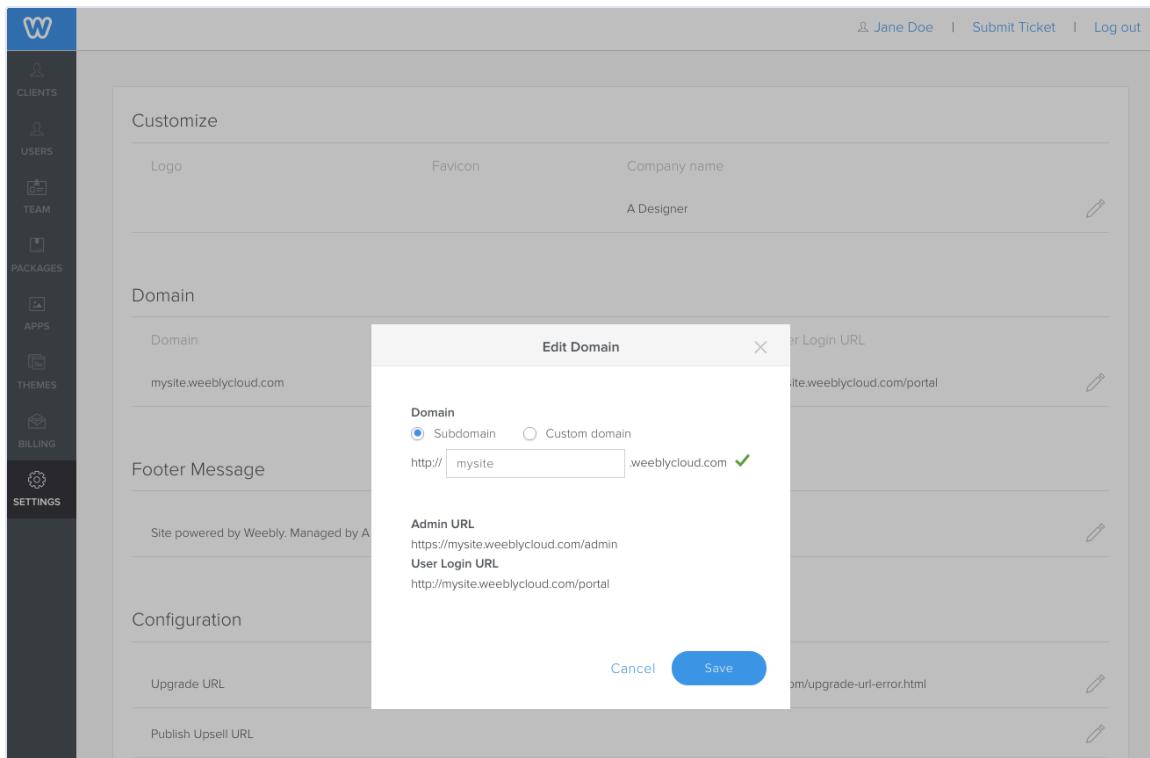
*Setting URLs in Designer Platform*

You set your URLs from the **SETTINGS** tab of the Cloud Admin. In the Domain section, click the **Edit** icon to set your domain, either as a subdomain of `weeblycloud.com` or as a custom domain.



*Set domains in the Cloud Admin*

Once that is set, the URL for the Cloud Admin automatically becomes `your_domain/admin` and the URL for the User portal becomes `your_domain/portal`.



### URL settings

# Setting Up Your Account

This topic shows how to edit your account information.

The screenshot shows the 'Account Settings' page of the Weebly Designer Platform. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT (which is highlighted in blue), and SUPPORT. On the far right of the header are language and logout options. Below the header, the title 'Account Settings' is displayed, along with 'My Account' and 'Login History' buttons. The main content area is divided into several sections:

- General Settings**: Contains fields for Password (\*\*\*\*\*), Email (ADesigner@weebly.com), and Full Name (A Designer). Each field has a 'change' link next to it.
- Login Options**: Features two large buttons for connecting with Facebook (blue) and Google+ (orange).
- Designer Platform**: Describes the Designer Platform as a white label solution for designers. It includes a status switch labeled 'Enabled' (which is currently selected) and a note about additional features for managing clients.
- Delete Account**: A section containing a link to delete the account.

*Account info in Designer Platform*

You access your account settings by clicking your account name at the top navigation bar of the Cloud Admin.

The screenshot shows the 'Clients' section of the Weebly Cloud Admin. On the left is a vertical sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'CLIENTS' icon is highlighted. At the top right, there is a user profile icon labeled 'Jane Doe' and links for 'Submit Ticket' and 'Log out'. A blue arrow points from the text above to the 'Jane Doe' link. The main table lists two clients: 'Client One' and 'Client Two'. Below the table is a dropdown menu set to '25 per page'.

*Link to account information in Cloud Admin*

From here, you can change the account name, email, and password.

The screenshot shows the same 'Clients' page as before, but with an 'Edit My Account' modal overlaid. The modal has fields for 'Name' (containing 'Jane Doe') and 'Email' (containing 'ADesigner@weebly.com'). There is also a link to 'Change my password'. At the bottom of the modal are 'Cancel' and 'Save' buttons, with 'Save' being highlighted in blue.

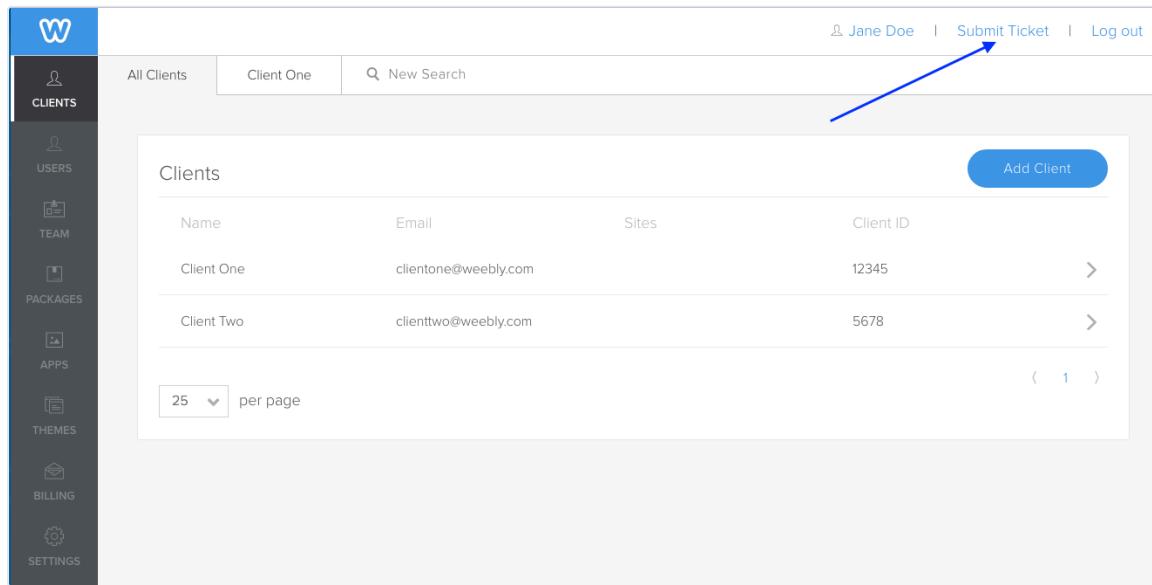
*Edit account info*

# Getting Support

This topic shows how to get support from the Cloud Admin

**NEW!**

You can now quickly submit a support ticket from the Cloud Admin by clicking the **Submit Ticket** link in the top navigation bar.



The screenshot shows the Weebly Cloud Admin interface. On the left is a dark sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'CLIENTS' icon is highlighted. The main area has tabs for 'All Clients' and 'Client One'. A search bar says 'New Search'. In the top right, there are links for 'Jane Doe', 'Submit Ticket' (which is circled in blue), and 'Log out'. Below this is a table titled 'Clients' with columns for Name, Email, Sites, and Client ID. It lists 'Client One' and 'clientone@weebly.com' and 'Client Two' and 'clienttwo@weebly.com'. At the bottom left is a dropdown for '25 per page'.

*Access support info in the Cloud Admin*

# Retired Features

This topic lists features from the Designer Platform that don't exist in Cloud Admin.

- Customize User Portal color
- View Login History
- Access Weebly Help Center: You can still access the Help Center, but not directly from the Cloud Admin. Bookmark <https://hc.weebly.com> ↗ for quick access to the help center.