



Designer Platform Migration to Weebly Cloud

How to do Your Work in the Cloud Admin

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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

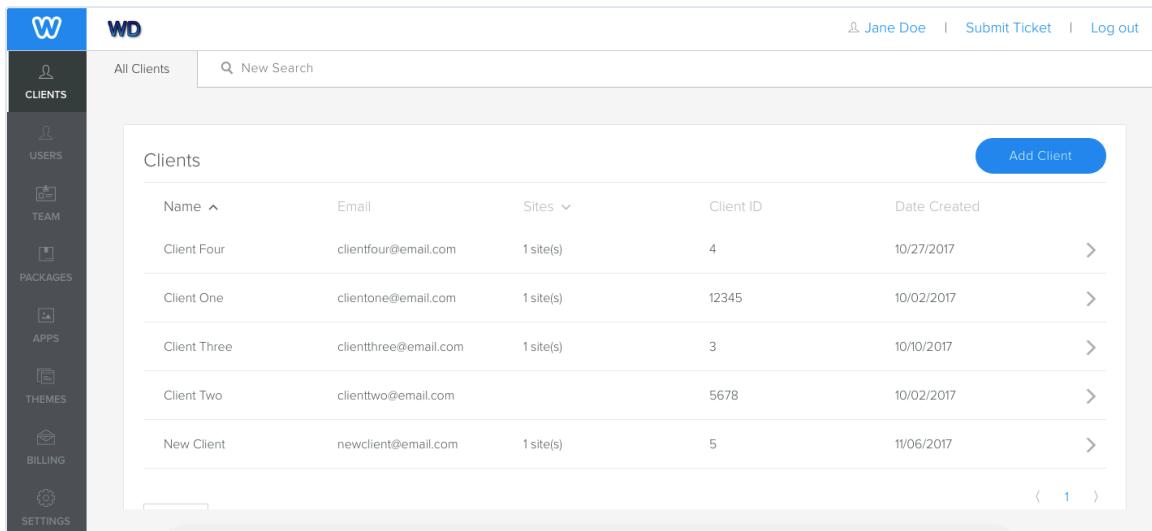
Welcome to the new Weebly Cloud for Designers!

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`.

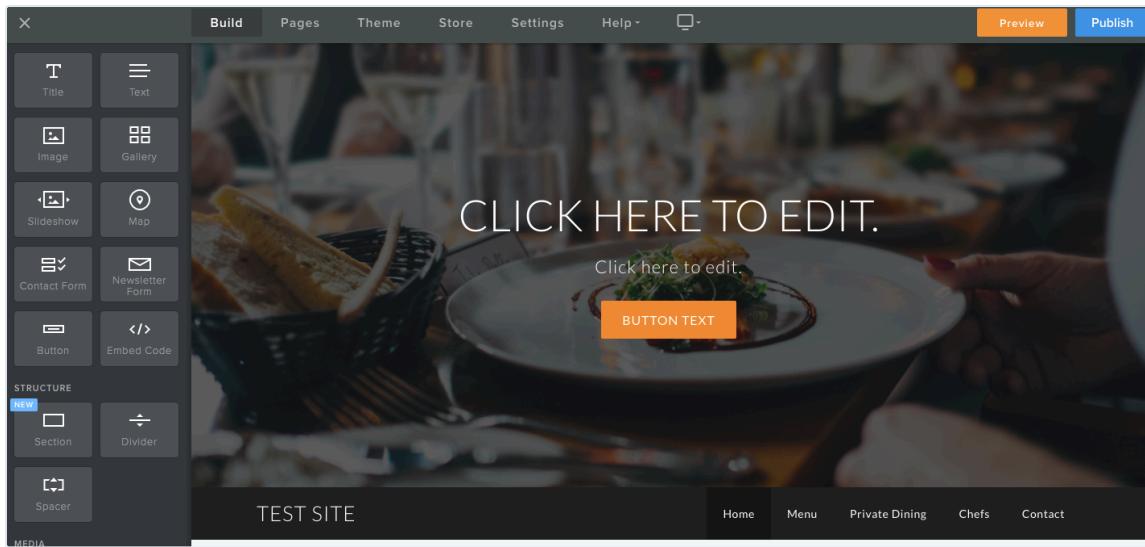
Note: You set your Weebly domain when you configure your account. Ask your account rep for more info.

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

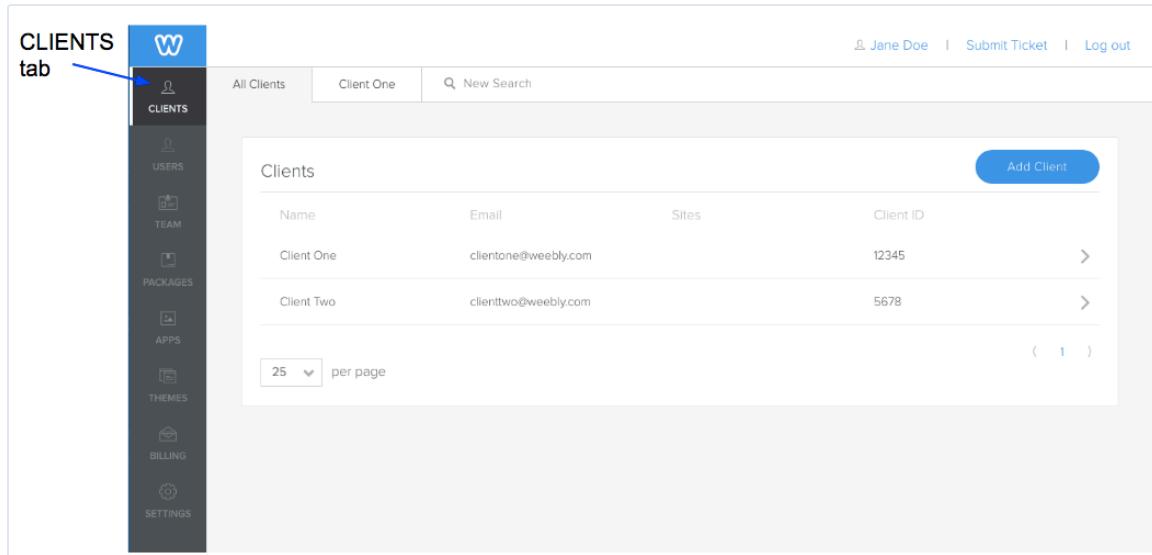
The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER (highlighted in blue), DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with tabs: Clients (highlighted in black), Staff, Company Portal, and Settings. The main content area is titled "Client List" and features a search bar with the placeholder "Search...". To the right of the search bar is a button labeled "Add Client". Below the search bar, there are two client entries: "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 halfway. The list contains several items, some with checked checkboxes:

- Brand portal with your logo
- Setup portal with your own domain
- Publish a client website live
- Authorize a client to make updates
- Add a client
- Create a website
- Add a staff member

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.



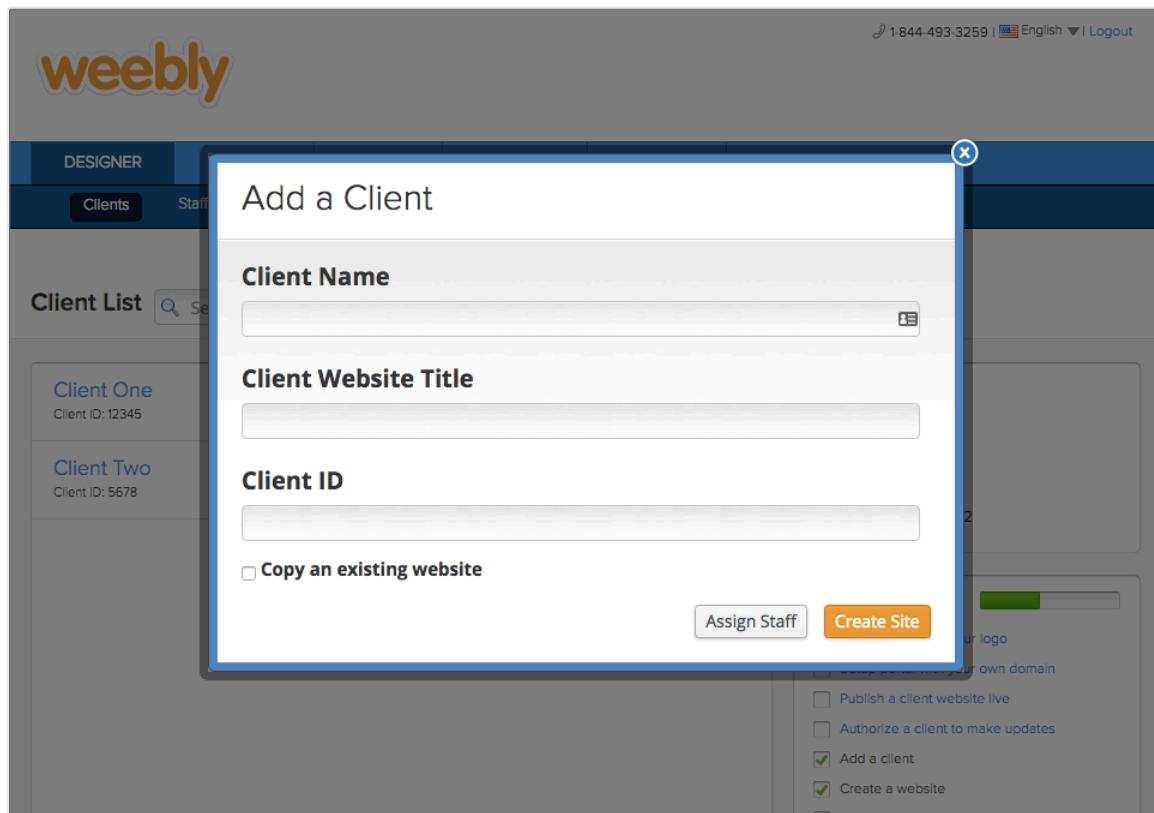
A screenshot of the Weebly Cloud Admin interface. On the left, a vertical sidebar lists various tabs: CLIENTS (selected and highlighted in blue), USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is titled 'Clients' and displays a table with two rows of client information. The columns are 'Name', 'Email', 'Sites', and 'Client ID'. The first row shows 'Client One' with email 'clientone@weebly.com', sites '12345', and client ID '12345'. The second row shows 'Client Two' with email 'clienttwo@weebly.com', sites '5678', and client ID '5678'. At the bottom left, there's a dropdown menu set to '25 per page'. At the top right, there are links for 'Jane Doe', 'Submit Ticket', and 'Log out'. A blue arrow points to the 'CLIENTS' tab in the sidebar.

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

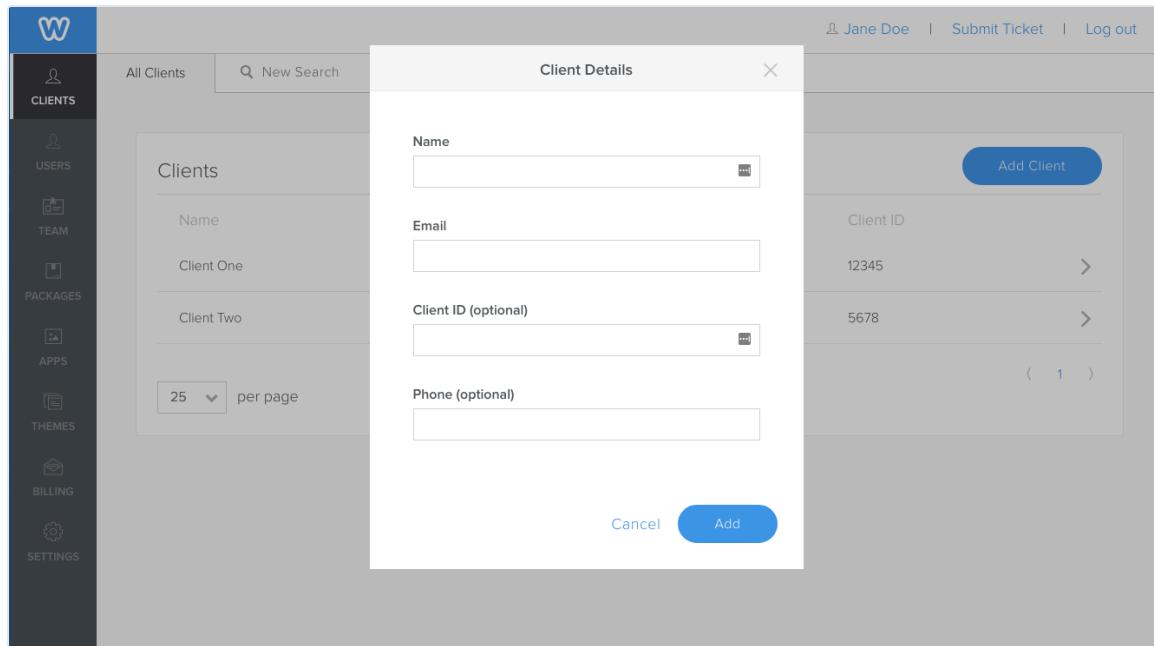


Adding a Client in Designer Platform

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

This screenshot shows the 'Clients' tab in the Weebly Cloud interface. On the left is a vertical sidebar with icons for 'CLIENTS', 'USERS', 'TEAM', 'PACKAGES', 'APPS', 'THEMES', 'BILLING', and 'SETTINGS'. The main area displays a table of clients with columns for 'Name', 'Email', 'Sites', and 'Client ID'. Two clients are listed: 'Client One' (clientone@weebly.com, Client ID 12345) and 'Client Two' (clienttwo@weebly.com, Client ID 5678). At the bottom of the table, there's a dropdown for 'per page' and a page number '(1)'. A blue arrow points from the text above to the 'Add Client' button, which is located at the top right of the table area.

Add a client from the client list

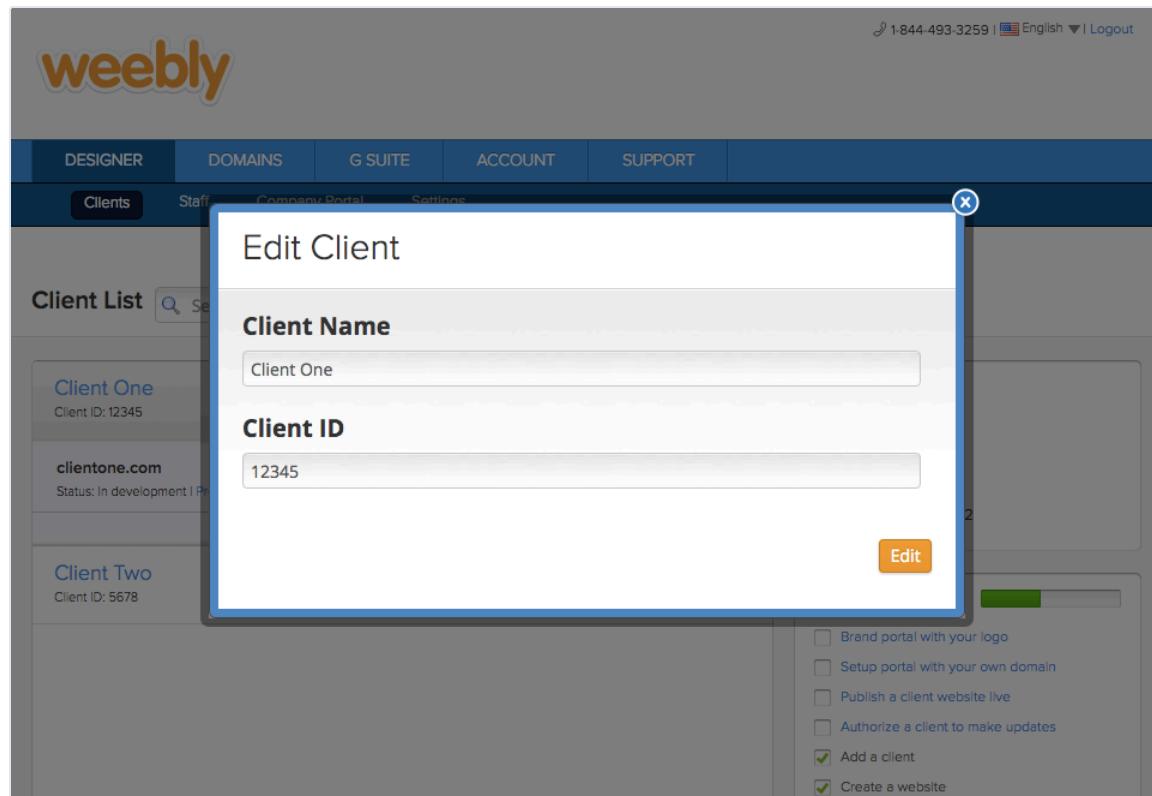


Add a client

More about creating clients [here ↗](#).

Edit a Client

Edit a client from the Designer Platform



Edit a client from the Designer Platform

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

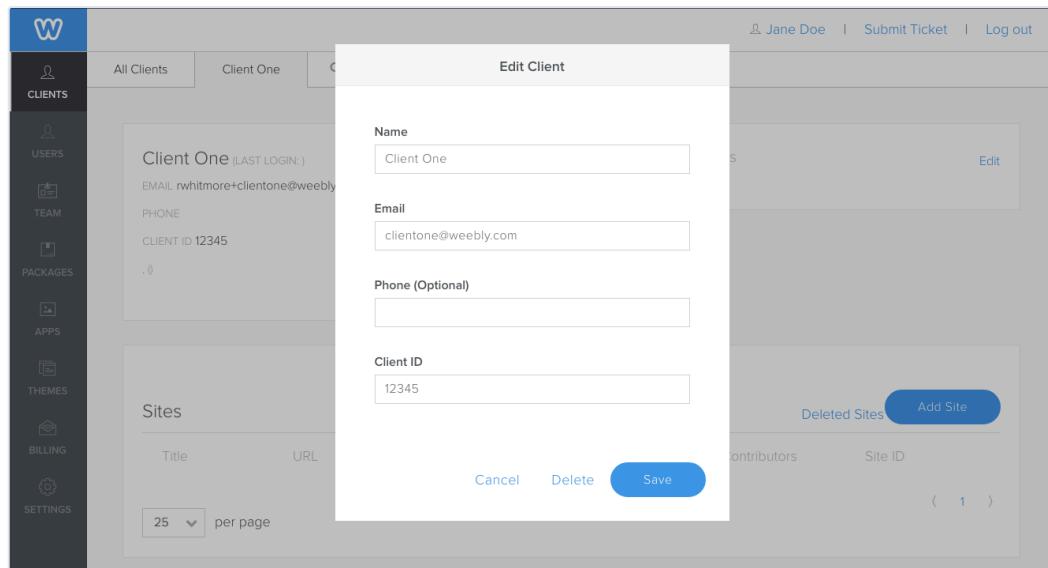
The screenshot shows the Weebly Cloud Client Details page. On the left is a vertical sidebar with icons for 'CLIENTS' (highlighted in blue), 'USERS', 'TEAM', 'PACKAGES', 'APPS', 'THEMES', 'BILLING', and 'SETTINGS'. The main content area has a header with 'Jane Doe', 'Submit Ticket', and 'Log out'. Below the header, there are three sections: 1) A 'client card' containing 'Client One (LAST LOGIN:)', 'EMAIL: clientone@weebly.com', 'PHONE: CLIENT ID 12345', and a note '0'. 2) A 'client sites' section showing a table with columns 'Title', 'URL', 'Plan', 'Status', 'Contributors', and 'Site ID'. A blue arrow points from the label 'client sites' to this table. 3) A 'client notes' section with a text area and an 'Edit' button. A blue arrow points from the label 'client notes' to the 'Edit' button. At the bottom of the page, there is a pagination control showing '25 per page' and page numbers '(1)'.

Client details page

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

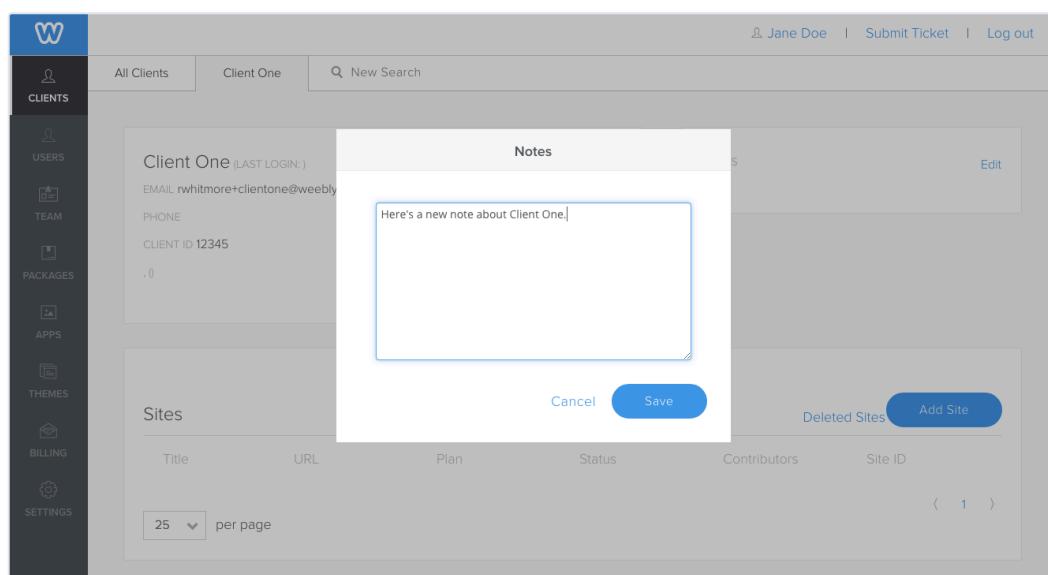
Here's what you can do:

- 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.



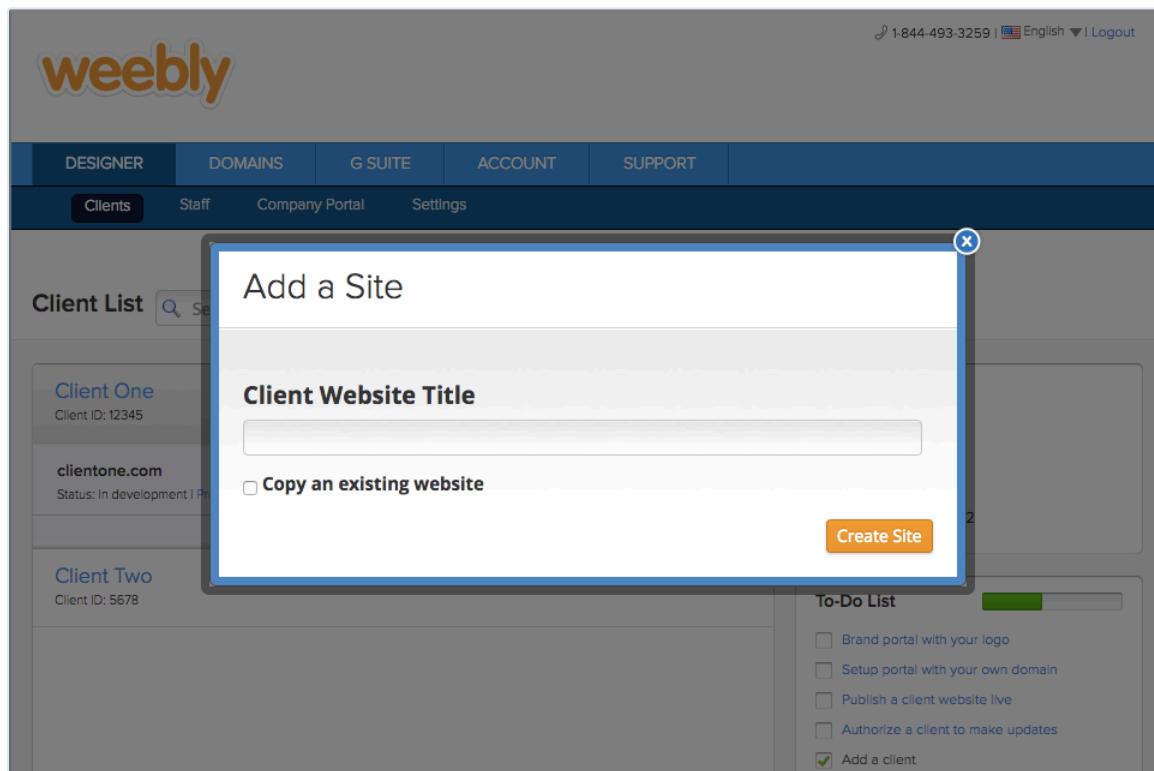
Add a note for the client

- View the list of client's current sites
- NEW! View a list of any [deleted](#) sites: Click the **Deleted Sites** link.
- NEW! [Restore](#) deleted sites
- [Add sites](#)

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.

Add a site from the client's detail page.

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 ↗](#). When you create a site, you're taken to the site's detail page where you can further manage it.

New Site

Site Details

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

Site's detail page

Edit a Site

DESIGNER **DOMAINS** **G SUITE** **ACCOUNT** **SUPPORT**

Clients Staff Company Portal Settings

Client List [Add Client](#)

Client One Client ID: 12345 clientone.com Status: In development Preview	A Designer Clients: 2 Staff: 2 Live Sites: 0 In development Sites: 2
Go Live Edit Dashboard	To-Do List <input type="checkbox"/> Brand portal with your logo <input type="checkbox"/> Setup portal with your own domain
+ Add Site	

Client Two
Client ID: 5678

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 Cloud Admin interface. On the left is a dark sidebar with a 'W' logo at the top, followed by icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area has a header with 'New Site' and a search bar. Below is a 'Site Details' section for a site named 'New Site' with URL 'mynewsite.designer.com'. It lists Site ID (61250783), Last Publish Date (Never), Currently Published (Never), Publishing Disabled (No), Editor Access (Suspended), Theme (Clean Lines), and Theme ID (589561592774899790). A 'Quick Actions' sidebar on the right includes Delete Site, Set Domain, Add as Template, Site Preview, Re-Index Site, and Un-Index Site. An 'Edit Site' button is highlighted with a blue arrow.

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. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Settings', 'Help', and buttons for 'Preview' and 'Publish'. The left sidebar contains tools for Title, Text, Image, Gallery, Slideshow, Map, Contact Form, Newsletter Form, Button, Embed Code, Section, Divider, and Spacer. The main workspace displays a blurred image of a restaurant table with food. Overlaid text says 'CLICK HERE TO EDIT.' and 'Click here to edit.' with a 'BUTTON TEXT' button. At the bottom, a navigation bar shows 'TEST SITE' and links for Home, Menu, Private Dining, Chefs, and Contact.

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, and a '+ Add Site' button. To the right, there's a summary box for 'A Designer' showing statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. Below that is a 'To-Do List' with two items: 'Brand portal with your logo' and 'Setup portal with your own domain'. A blue arrow points from the 'Preview' link in the Client One card to the 'Preview' button in the screenshot below.

Preview a site in Designer Platform

You now preview a site directly from the Editor.

The screenshot shows the Weebly Editor interface. On the left is a toolbar with sections for 'BASIC' (Title, Text, Image, Gallery, Slideshow, Map, Contact Form, Newsletter Form, Button, Embed Code) and 'STRUCTURE' (Section, Divider, Spacer). The main area displays a website with the URL 'CLIENTONE.COM' at the top. A blue arrow points from the 'Preview' button in the top navigation bar to the preview screen, which shows a dark background with the text 'Click here to edit.' and a blue circular icon in the bottom right corner.

Preview a site from the Weebly Editor

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

New Site

New Site
mynewsite.designer.com

Site ID
61250783

Last Publish Date
Never

Currently Published
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 ↗](#).

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. The main content area has a title 'Client Access' and instructions: '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.' It includes fields for First Name, Last Name, and Email*, and two sections of checkboxes for Dashboard Permissions and Editor Permissions.

Return to Client List

clientone.com

Preview | Delete site

Edit Site

Client 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.

The screenshot shows the 'Site Details' page for a site named 'New Site' with the URL 'mynewsite.designer.com'. On the right side, there is a 'Quick Actions' menu with several options: 'Delete Site' (highlighted with a blue arrow), 'Re-Index Site', 'Set Domain', 'Un-Index Site', 'Add as Template', and 'Site Preview'. The left sidebar includes links for 'CLIENTS', 'USERS', 'TEAM', 'PACKAGES', 'APPS', 'THEMES', 'BILLING', and 'SETTINGS'.

Delete a site

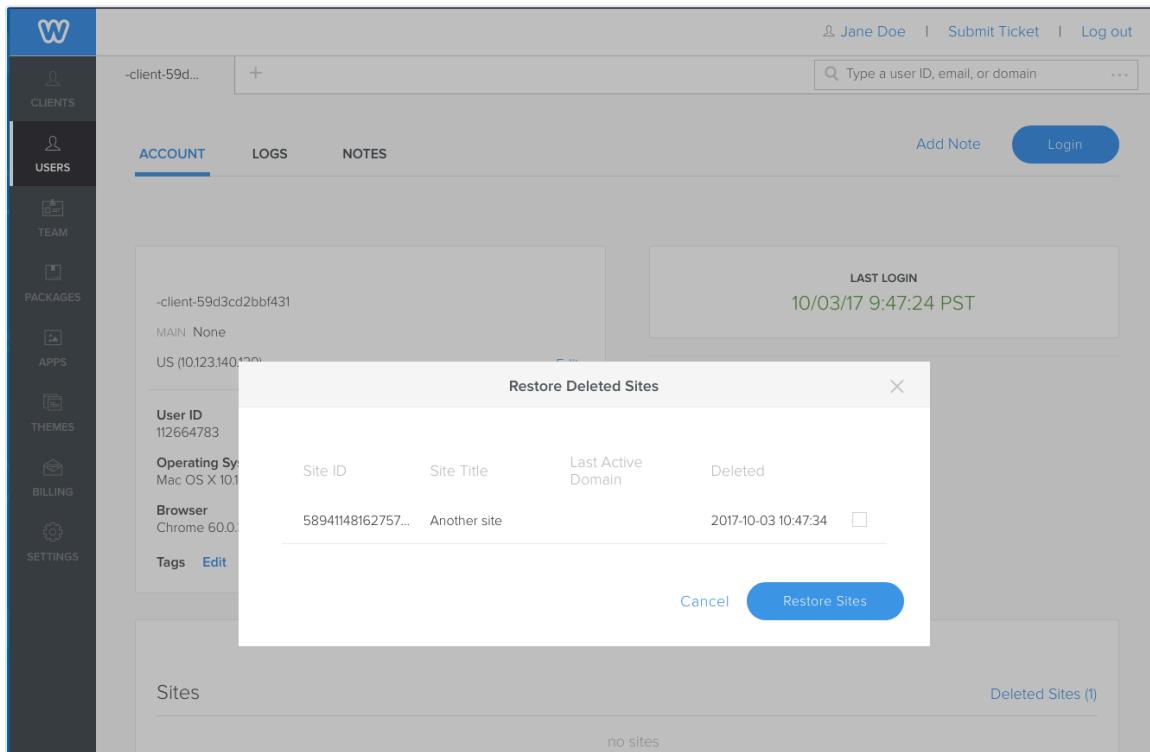
You can view all deleted sites from the client's detail page.

The screenshot shows the 'Client One' detail page. In the 'Sites' section, there is a table with columns: Title, URL, Plan, Status, Contributors, and Site ID. At the bottom of this section, there is a link labeled 'Deleted Sites' (highlighted with a blue arrow) and a 'Add Site' button. The left sidebar includes links for 'CLIENTS', 'USERS', 'TEAM', 'PACKAGES', 'APPS', 'THEMES', 'BILLING', and 'SETTINGS'.

List deleted sites

NEW! Restore a Site

You can restore a deleted site from the Deleted Sites dialog accessed from the [Deleted Sites \(page 17\)](#) link on the client detail page.



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 interface for managing sites. On the left, a sidebar lists various sections: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area displays a site named "Mill Clothing". A modal window titled "Editor Access Suspended" is open, showing the reason "No" and the theme information "Theme: Haberdasher" and "Theme ID: 116005133769609133". Below the modal, there are "Tags" and "Edit" buttons.

The main content area shows two sections: "Contributors" and "Pages".

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 (3)	Actions
About	No Header	No	No	5290207672...		0		
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 blue arrow points from the text "Select the text element to restore and click **Restore Elements**." to the "Restore Elements" button in the context menu for the first page row.

Restore elements to a page

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

The screenshot shows the Weebly Cloud interface. On the left, a dark sidebar lists navigation options: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area displays a site named "Mill Clothing". A modal window titled "Restore Deleted Text Elements" is open, showing a single item: "Text" with content "Here's some text". A blue checkmark indicates it is selected. Below the modal, there are sections for "Contributors" (listing "Client One" and "John Smith") and "Pages" (listing "About", "Blog", "Contact", "Home", "Shop", and "Updates"). The "Pages" section includes columns for Title, Layout, Header, Footer, Indexed, and Deleted Elements. The "Deleted pages (0)" section is shown below.

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 main feature is a chart titled 'Website Traffic' showing pageviews and unique visitors over time from Sep 6 to Oct 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 selector ('English'), and a 'Log Out' button. Below the header, the title 'My Sites' is displayed. Underneath, a card for the site 'Mill Clothing' is shown, featuring its URL ('mynewsite.designer.com'), a 'Pro Plan' badge, a 'Stats' link, and an 'Edit' button. 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 ('English'), and 'Log Out' option. 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 from September 3 to October 3. The chart has a y-axis from 0 to 10 and an x-axis with dates. A legend indicates blue dots for 'Pageviews' and black arrows for 'Unique Visitors'. Below the chart, three tables provide 'Top Pages', 'Search Terms', and 'Referring Sites' for the month. Each table has columns for 'VIEWS' and either 'PAGE' or 'KEYWORD' or 'REFERRER'. The message 'No items to display' is shown in each table's body.

Top Pages (This Month)		Search Terms (This Month)		Referring Sites (This Month)	
VIEWS	PAGE	VIEWS	KEYWORD	VIEWS	REFERRER
No items to display					

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.

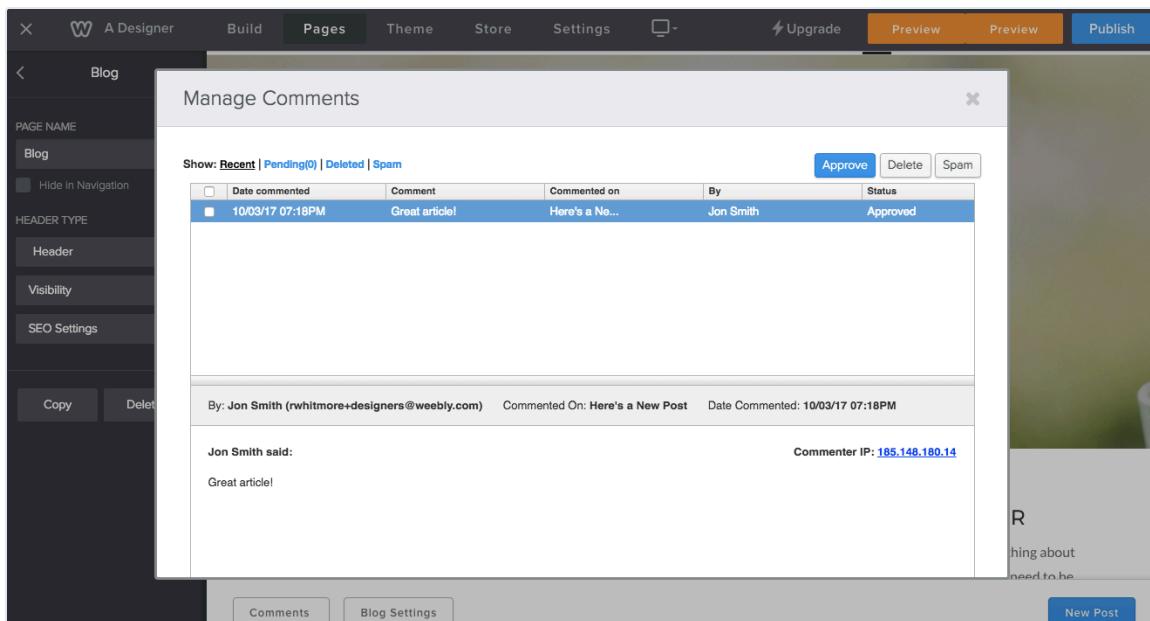
Blog Comments in Designer Portal

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 for the "Blog" page shows options for Page Name (Blog), Hide in Navigation (unchecked), Header Type (Header selected), Visibility, and SEO Settings. Buttons for Copy and Delete are also present. The main content area displays a large image of a rose with the text "CLICK HERE TO EDIT.". Below the image, a new post is shown with the title "HERE'S A NEW POST" and the date "10/3/2017". It has a "1 Comment" link and a "Comments" button highlighted with a blue arrow. To the right, there's an "AUTHOR" section with a placeholder "Write something about yourself. No need to be..." and a "New Post" button.

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

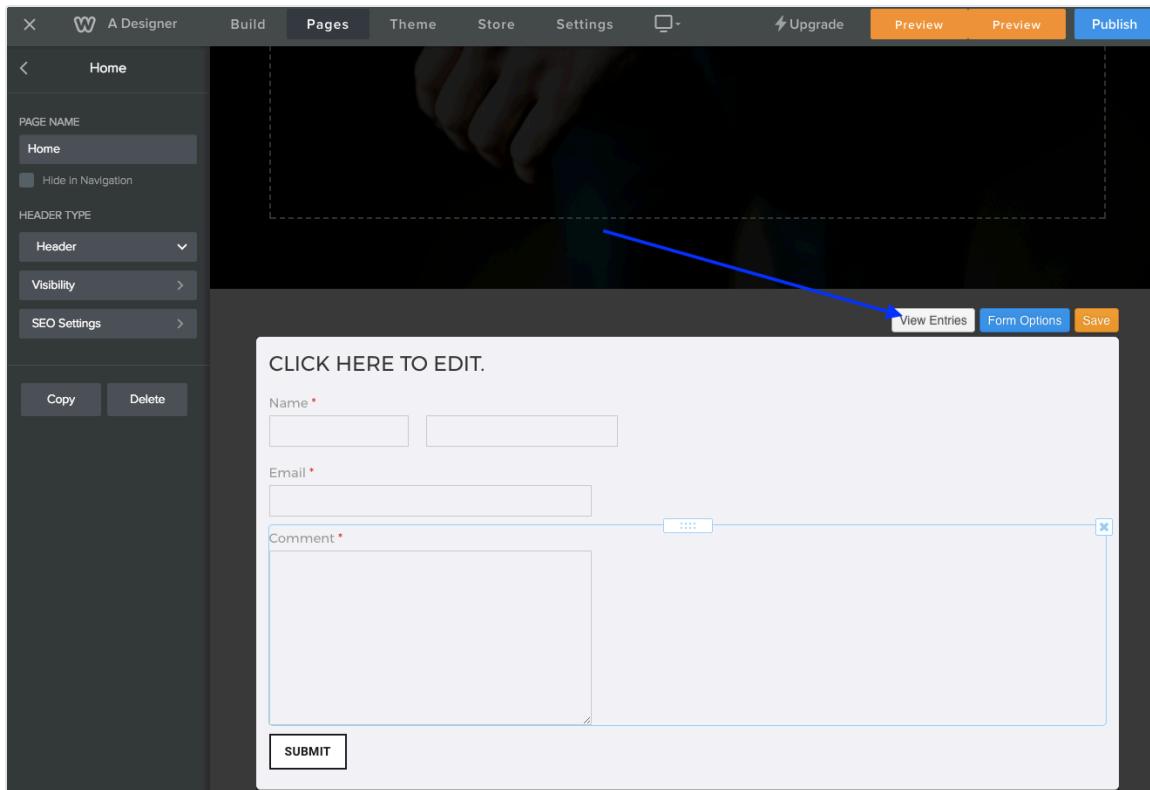
Edit Site Client Access Staff Access Stats Comments Form Entries

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

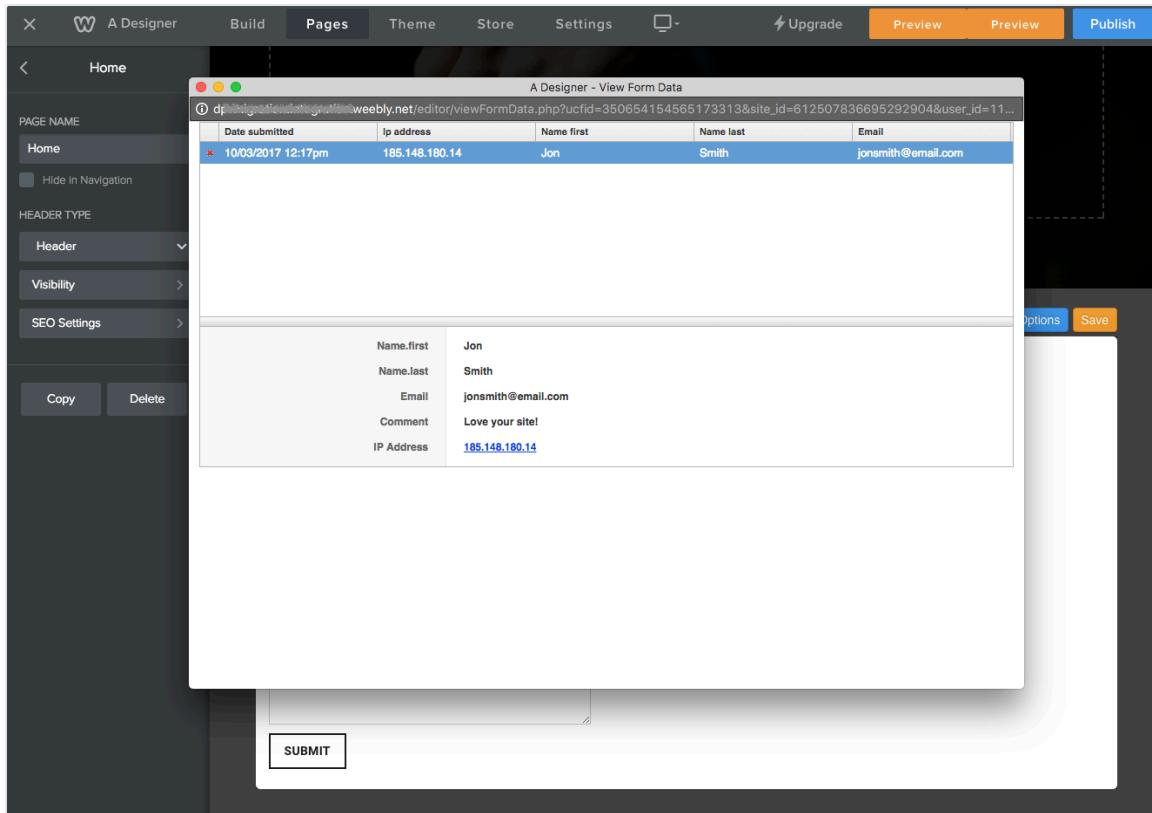
Like blog comments, you access form entries directly from the editor by clicking

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 Weebly Cloud dashboard interface. On the left is a dark sidebar with a 'W' logo at the top, followed by navigation icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main content area has a header with 'Mill Clothing' and a search bar. A modal window titled 'Editor Access Suspended' is open, showing 'No' under 'Editor Access Suspended'. Below it, 'Theme' is set to 'Haberdasher' and 'Theme ID' is '116005133769609133'. There are 'Tags' and 'Edit' buttons. The main content area includes sections for 'Contributors' (listing Client One and John Smith with edit and delete icons), 'Pages' (listing About, Blog, Contact, Home, Shop, Updates with edit and delete icons), and 'Plan' (listing Pro plan with price \$13.17/month and package ID 3). A blue arrow points from the text 'Site plans can be changed' to the 'Change Plan' button in the Plan section.

Editor Access Suspended
No

Theme
Haberdasher

Theme ID
116005133769609133

Tags Edit

Contributors Add Contributor

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

Pages Deleted pages (0)

Title	Layout	Password	Hidden	Page ID	Blog ID	Indexed	Deleted Elements
About	No Header	No	No	5290207672...			0
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

Plan Change Plan

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 this is a secondary navigation bar with links for Clients (which is highlighted in black), Staff, Company Portal, and Settings. The main content area displays a site titled "clientone.com" with options to Preview or Delete the site. A large orange "Edit Site" button is prominent. Below this, a "Client Access" section is shown with fields for First Name, Last Name, and Email*. Under "Dashboard Permissions", three checkboxes are checked: "Allow client to view site stats", "Allow client to manage blog comments", and "Allow client to manage form entries". Under "Editor Permissions", one checkbox is checked: "Allow client to edit this site". At the bottom left is a "Authorize client" button, and at the bottom right is a note: "A temporary password will be generated for you to email the client". A small note at the bottom states: "*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 \(page 12\)](#), in the Contributors section, click the **Add Contributor** link.

The screenshot shows the 'Site Details' page for a site named 'Mill Clothing'. On the left sidebar, under the 'USERS' section, there is a 'Contributors' button. Below it, the 'Contributors' section lists one contributor: 'Name' (Jane Doe), 'Email' (jane.doe@designer.com), and 'Permissions' (Set). A blue arrow points from the text 'Add site contributors from the site's detail page' to the 'Add Contributor' button at the bottom right of the 'Contributors' section.

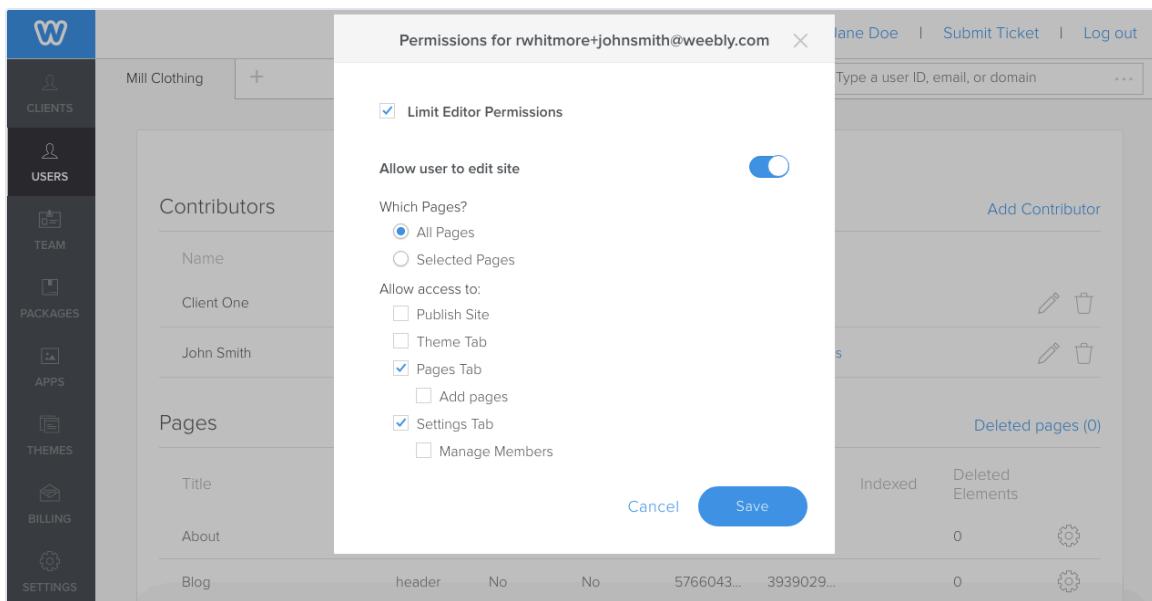
Add site contributors from the site's detail page

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' (Jane Doe), 'Email' (jane.doe@designer.com), 'Tags' (none), and a checked 'Send Invite Email' checkbox. At the bottom are 'Cancel' and 'Set Permissions' buttons. The background shows the 'Contributors' section of the site detail page.

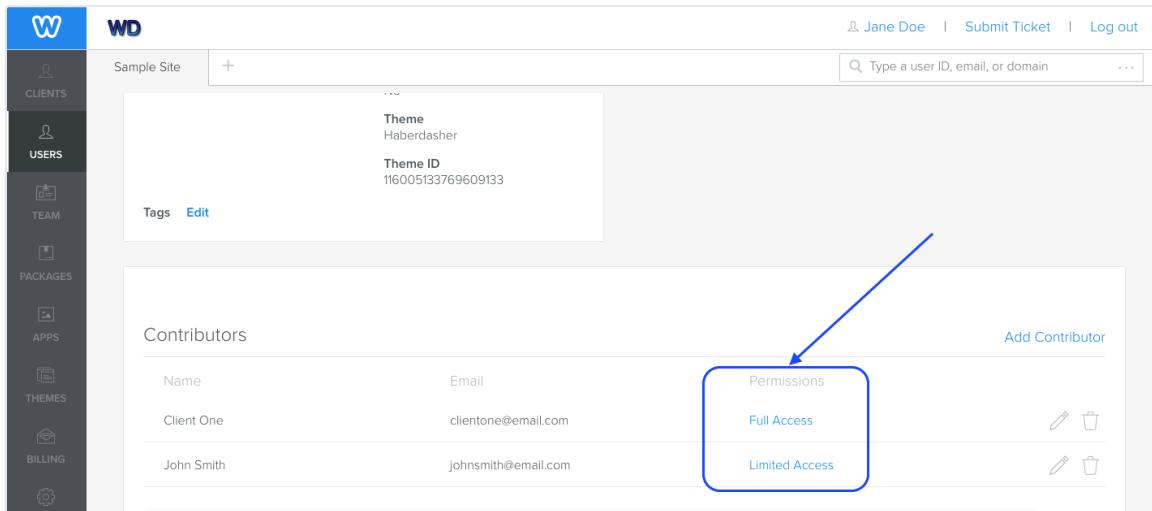
Add site contributor

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 ↗](#).



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 the site name "clientone.com" and links for Preview and Delete site. An "Edit Site" button is visible. Below this, there are two main sections: "Staff With Access" and "Staff Without Access". The "Staff With Access" section contains a list with "A Designer (Admin)" and "John Doe (Admin)". It includes "Select: All | None" and buttons for "< Add" and "Remove >". The "Staff Without Access" section is currently empty and also has a "Select: All | None" button. At the bottom of the page is a "Save Settings" button.

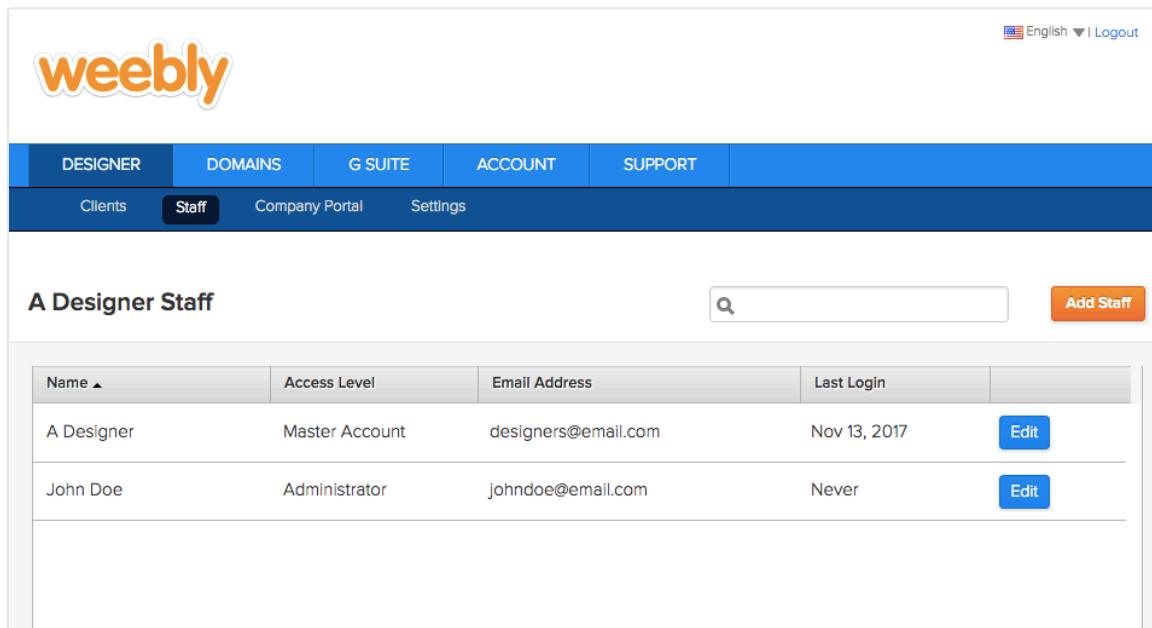
Staff access in Designer Platform

In Weebly Cloud, your staff are called *team members*. Team Members (page 33), 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: "A Designer" (Master Account, last login Nov 13, 2017) and "John Doe" (Administrator, last login Never). Each row in the table includes an "Edit" button.

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

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 interface. The left sidebar has a 'TEAM' icon selected. The main area displays a table with one row for 'Jane Doe'. The columns are 'Member', 'Email', and 'Role'. The 'Email' column contains the value 'rwhitmore+designerss@weebly.com'. The 'Role' column shows 'Admin'. At the top right is a blue 'Add Member' button. Below the table are buttons for '5' items per page and a page number '1'.

Team Member page in the Cloud Admin

Add a Staff Member

The screenshot shows the 'Add a Staff Member' page in the Weebly Designer Platform. The top navigation bar includes 'DESIGNER', 'DOMAINS', 'G SUITE', 'ACCOUNT', and 'SUPPORT'. Below this is a sub-navigation bar with 'Clients', 'Staff' (selected), 'Company Portal', and 'Settings'. A 'Return to Staff List' link is visible. The main form has fields for 'First Name', 'Last Name', and 'Email'. To the right is an 'Access Level' section with radio buttons for 'Administrator' (selected) and 'Staff Member'. A note below explains that 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. A checkbox 'Allow this person to edit all clients and client sites' is checked. At the bottom is a blue 'Add Staff' button with 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.

	<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>	✓				✓

Add a team member

You can further restrict access to specific sites in the same way that you [restrict access \(page 29\)](#) 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 selected), Company Portal, and Settings. A "weebly" logo is on the left. On the right, there are language and logout options. The main content area displays a staff member profile for "John Doe". The profile includes fields for First Name (John), Last Name (Doe), and Email (rwhitmore+johndoe@weebly.com). There are buttons for "Reset password" and "Save Settings". To the right, under "Access Level", there are two radio buttons: "Administrator" (selected) and "Staff Member". A note explains that 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. A checkbox labeled "Allow this person to edit all clients and client sites" is checked. At the bottom left is a red "Delete this person" button, and at the bottom center is a note stating: "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 for "John Smith". The left sidebar has a "TEAM" section selected, showing "USERS" and "TEAM". The main form has fields for "Name" (John Smith) and "Email" (rwhitmore+johnsmith@weebly.com). Under "Role", there's a table with columns for Admin, Technical, Support, Editor, and Finance. The "Technical" role is selected. The table rows represent different management areas: Manage Users, Manage Sites, Team Members, Account Settings, and Billing. A blue arrow points from the "Delete Member" button at the bottom left towards the table. The top right of the screen shows user info (Jane Doe), ticket submission link, and log out option.

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. A "weebly" logo is on the left. On the right, there are language and logout options. The main content area displays a staff member profile for "John Doe". The profile includes fields for First Name (John), Last Name (Doe), and Email (johndoe@email.com). There are buttons for "Reset password" and "Save Settings". To the right, under "Access Level", there are two radio buttons: "Administrator" (selected) and "Staff Member". A note explains that 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. A checkbox labeled "Allow this person to edit all clients and client sites" is checked. At the bottom left is a red "Delete this person" button, and at the bottom right is a note stating that deleting the person will remove their access from the system but not delete their websites.

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.

Email	Sites	User ID
-client-59d2b93ad4c50	None	112626051
-client-59d2b947b7df9	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.

User detail page

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

The screenshot shows the Weebly Cloud account management interface. On the left, a sidebar lists categories: CLIENTS, USERS (selected), TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area displays a user profile for "John Smith". The profile includes basic information like name, email, and location, along with advanced details such as User ID, Operating System, and Browser. Below the profile is a "Tags" section with "Edit" and "Delete" buttons. To the right, a "LAST LOGIN" box shows "10/04/17 12:21:54 PST". A "Quick Actions" menu is open, listing options: "Reset Password" (with an arrow pointing to it), "Send Invite Email", "Turn Off Test Mode", and "Disable User". At the bottom, a "Sites" section shows "Deleted Sites (0)".

Reset team member password

Set Access Level

The screenshot shows the Weebly Designer Platform staff settings page for "John Doe". The top navigation bar includes links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. The sub-navigation bar shows "Clients", "Staff" (selected), "Company Portal", and "Settings". Below the navigation, there are fields for "First Name" (John), "Last Name" (Doe), and "Email" (rwhitmore+johndoe@weebly.com). There is also a "Reset password" button and a "Save Settings" button. To the right, an "Access Level" section is displayed with two radio buttons: "Administrator" (selected) and "Staff Member". A descriptive text explains that Administrators can manage clients and sites, while Staff Members can only access billing information or cancel accounts. A checkbox "Allow this person to edit all clients and client sites" is checked. At the bottom, a red "Delete this person" button is present with 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.

Name
John Smith

Email
rwhitmore+johnsmith@weebly.com

Role

	Admin	Technical	Support	Editor	Finance
Manage Users ⓘ	✓	✓		View & Edit	
Manage Sites ⓘ	✓	✓	✓		View & Edit
Team Members ⓘ	✓				
Account Settings ⓘ	✓	✓			
Billing ⓘ	✓				✓

Delete Member

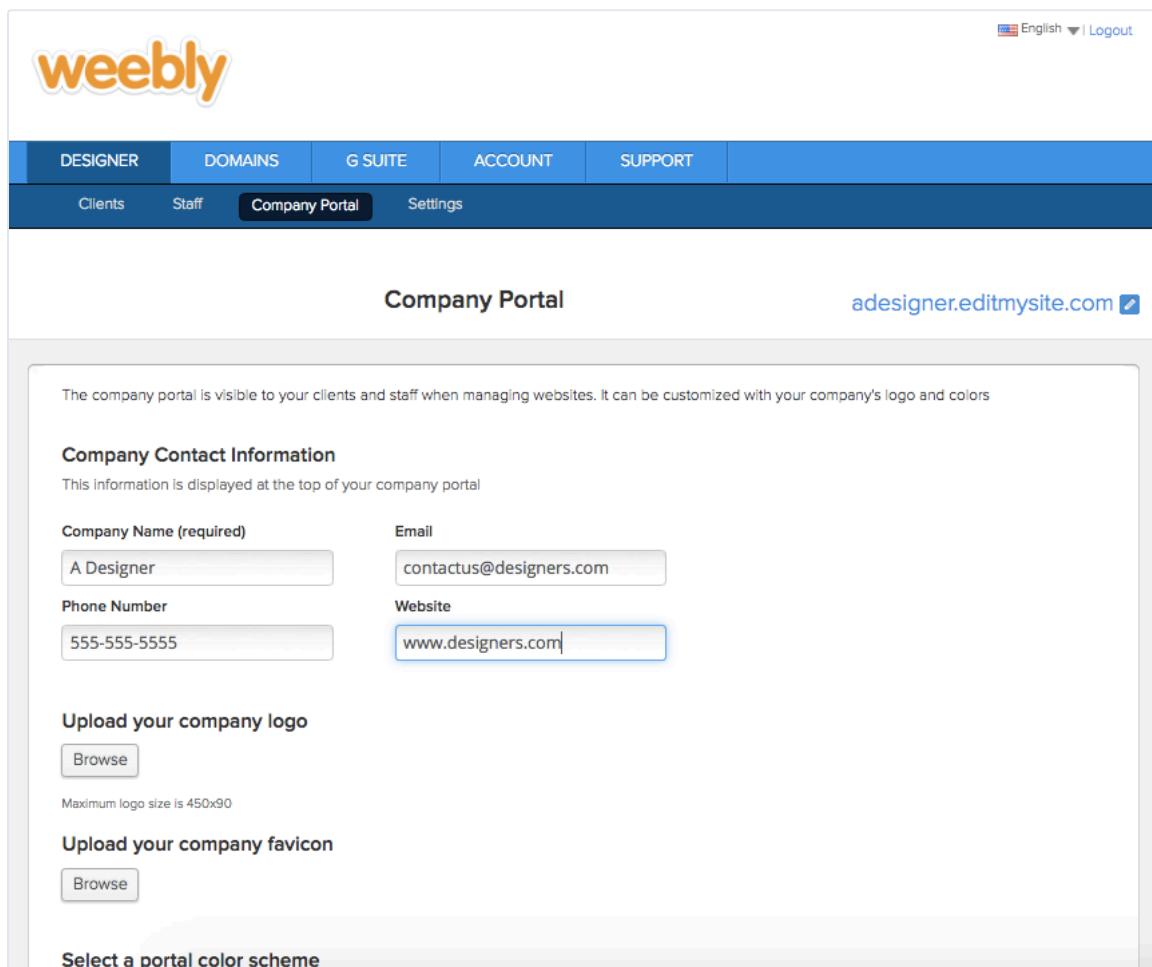
Team member detail page

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 29).

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 in blue), 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 (containing "A Designer"), Email (containing "contactus@designers.com"), Phone Number (containing "555-555-5555"), and Website (containing "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 section for "Select a portal color scheme".

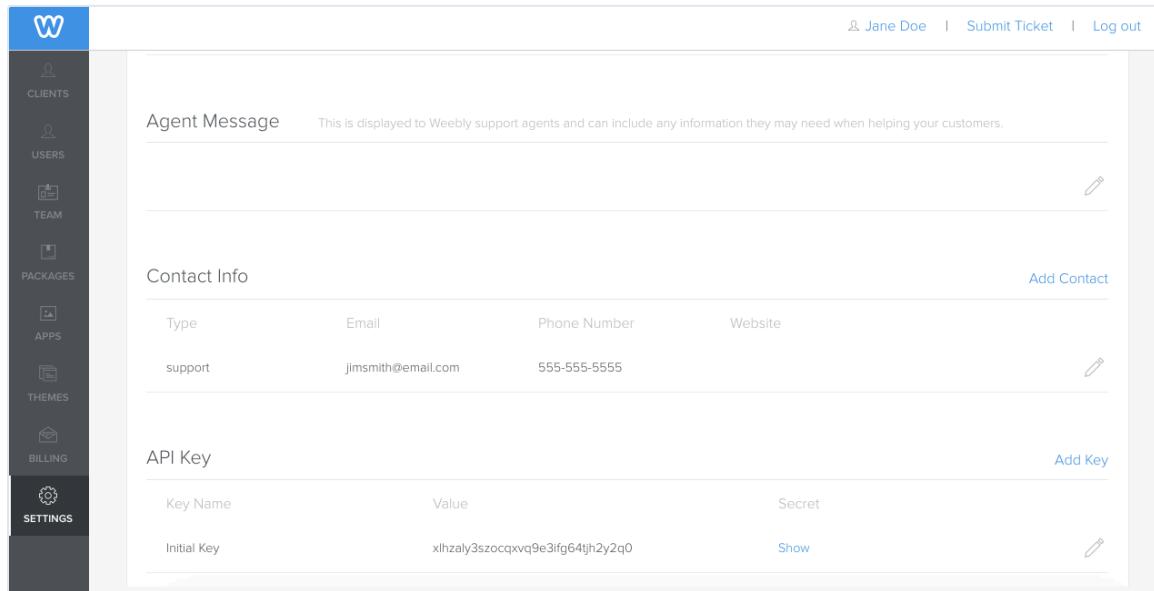
Contact info in Designer Platform

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

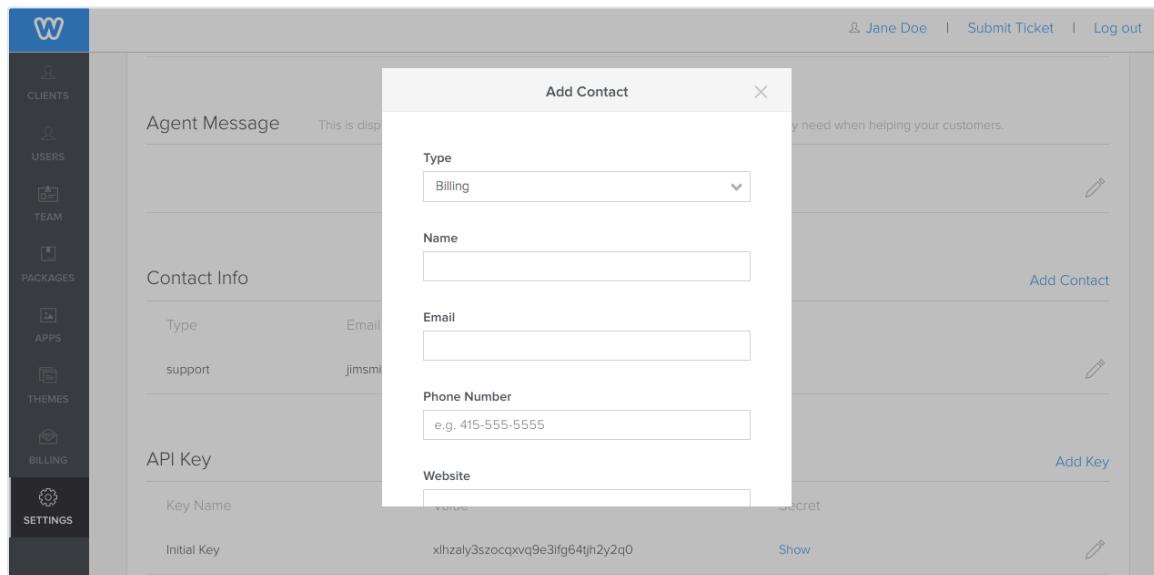
More info about the different contact types and how they are used can be found [here](#). Click the **Add Contact** link to add a new contact.



The screenshot shows the Weebly Cloud Admin interface. On the left is a vertical sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area displays an Agent Message and Contact Info for a user named 'janes doe'. The Contact Info section includes fields for Type (support), Email (jimsmith@email.com), Phone Number (555-555-5555), and Website. An 'Add Contact' button is visible. Below this is an API Key section with an 'Add Key' button.

Contact info in the Cloud Admin

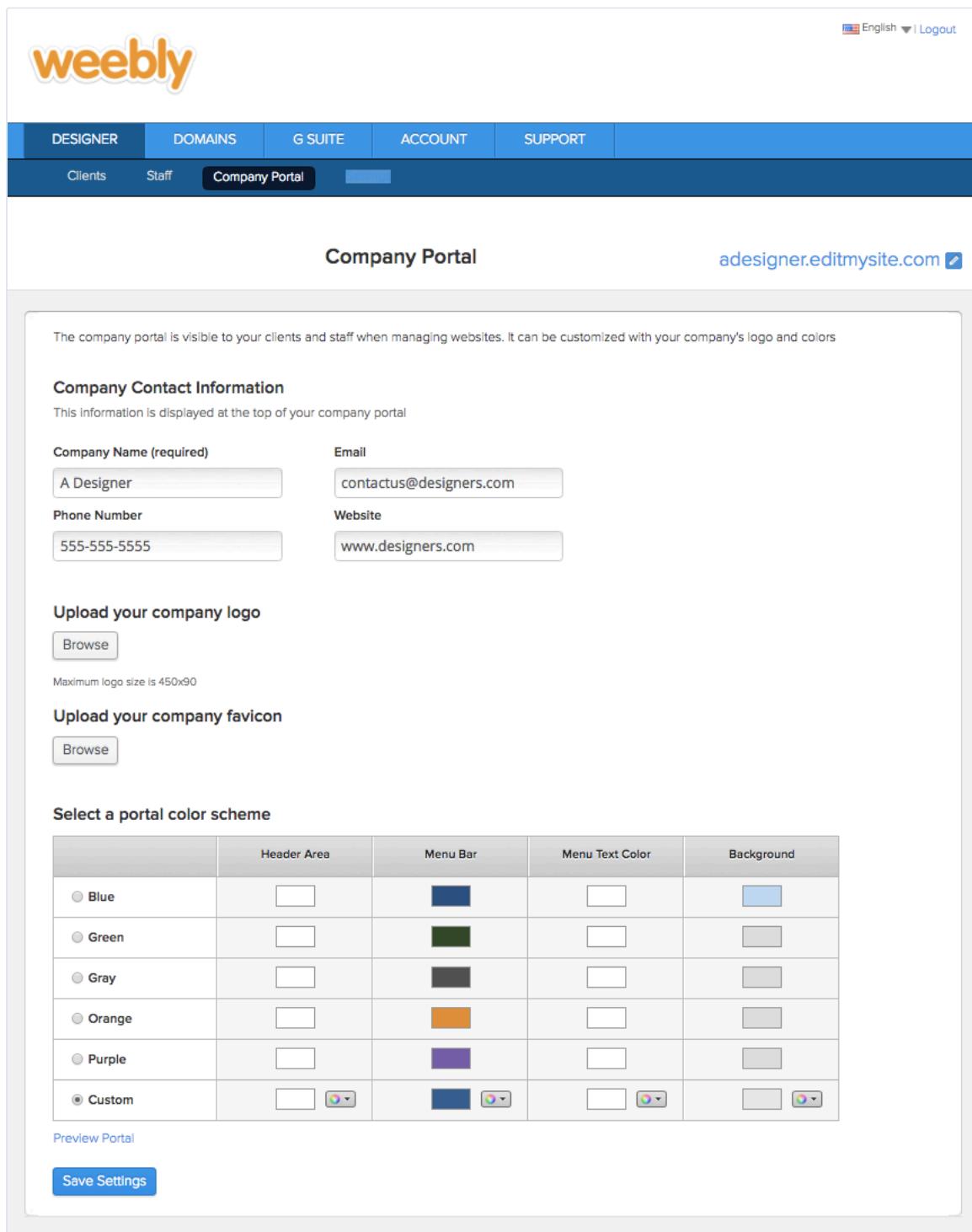
Select a contact type and enter a name, email, and optional phone number and website.



The screenshot shows the Weebly Cloud Admin interface with the 'Add Contact' modal open. The modal has fields for Type (set to Billing), Name, Email, Phone Number (e.g. 415-555-5555), and Website. The background shows the same Contact Info section as the previous screenshot, with an 'Add Contact' button visible.

Add new contacts

Brand the Cloud Admin and Customer Portal



The screenshot shows the Weebly Company Portal branding 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, and Company Portal. The main content area is titled "Company Portal" and displays the URL "adesigner.editmysite.com". A message states: "The company portal is visible to your clients and staff when managing websites. It can be customized with your company's logo and colors".

Company Contact Information

This information is displayed at the top of your company portal

Company Name (required)	Email
A Designer	contactus@designers.com
Phone Number	Website
555-555-5555	www.designers.com

Upload your company logo

Browse

Maximum logo size is 450x90

Upload your company favicon

Browse

Select a portal color scheme

	Header Area	Menu Bar	Menu Text Color	Background
<input type="radio"/> Blue	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input type="radio"/> Green	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input type="radio"/> Gray	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input type="radio"/> Orange	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input type="radio"/> Purple	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input checked="" type="radio"/> Custom	<input type="text"/> <input type="color"/>	<input type="color"/> <input type="color"/>	<input type="text"/> <input type="color"/>	<input type="text"/> <input type="color"/>

Preview Portal

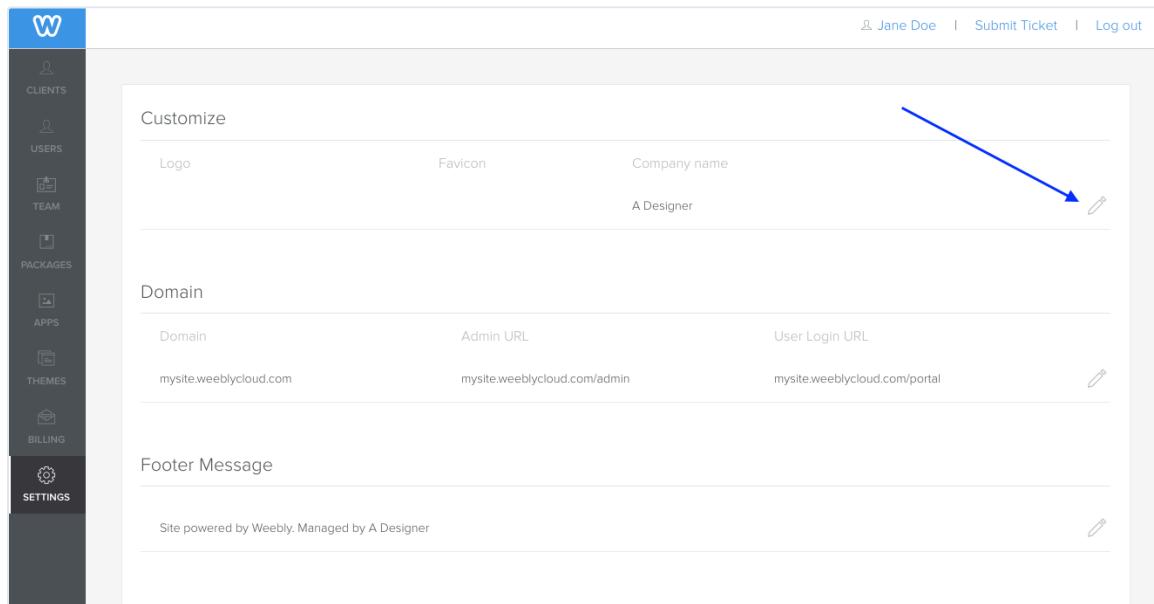
Save Settings

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

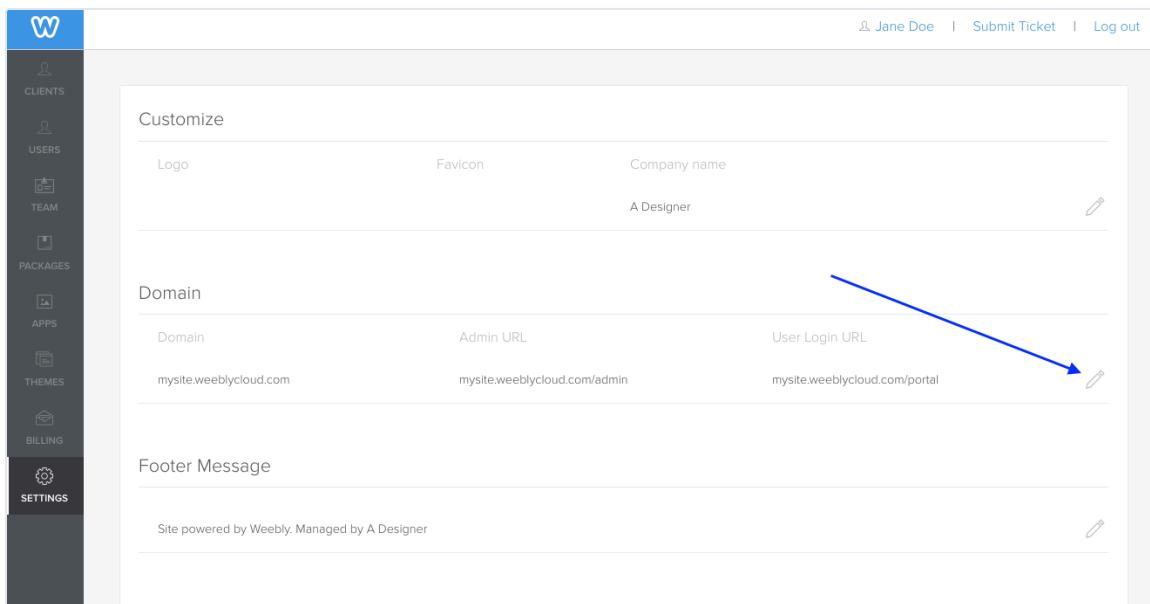
More info about where the icons and footer message display can be found [here](#) ↗.

Set URLs

The screenshot shows the Weebly Cloud Admin 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, and Settings, where 'Settings' is highlighted. In the main content area, under the 'Company Portal Address' section, the address 'adesigner.editmysite.com' is listed, with 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.' Under the 'Website Preview Address' section, there's a field with a placeholder 'http://preview.editmysite.com/...' 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'. In the 'Other Options' section, there's a checkbox for 'Include your logo in emails to your clients.' and a blue 'Save Options' button.

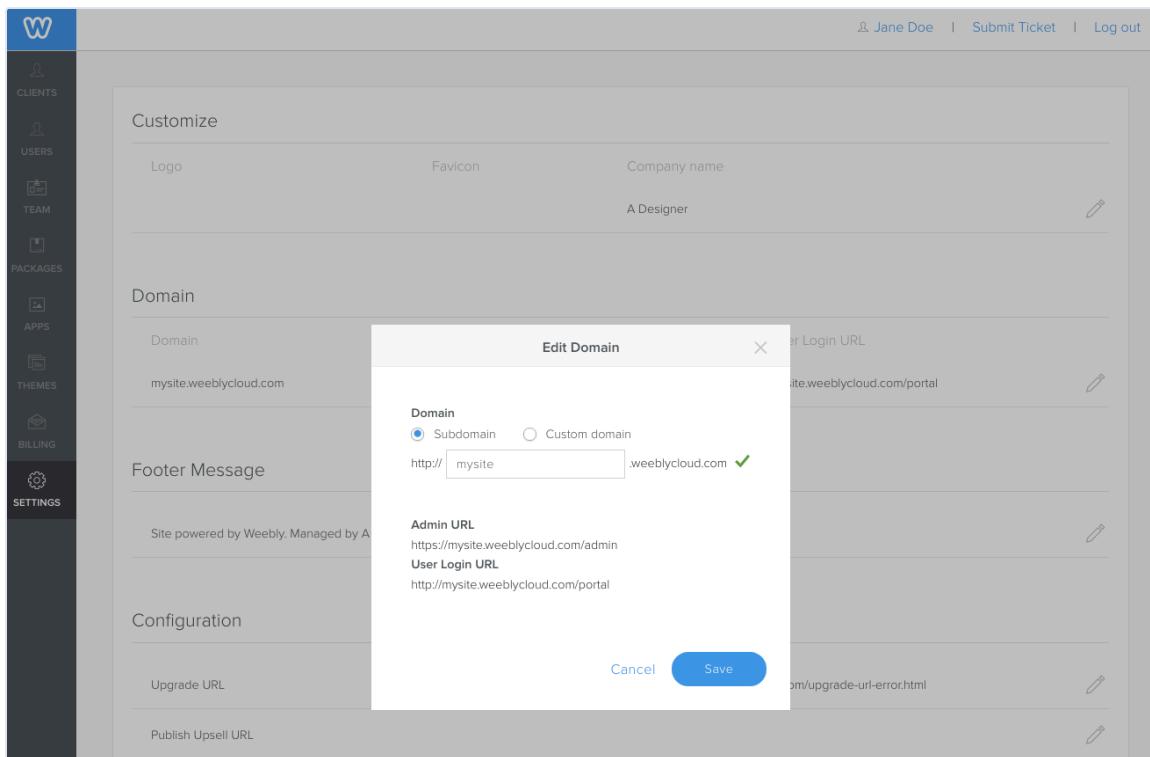
Setting URLs in Designer Platform

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 selected and 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 (with a 'change' link), Email (ADesigner@weebly.com, with a 'change' link), and Full Name (A Designer, with a 'change' link).
- Login Options**: Features two large buttons for connecting via Facebook (blue button) and Google+ (orange button).
- Designer Platform**: Describes the Designer Platform as a white label solution for designers. It includes a status switch labeled 'Enabled' (which is currently selected). A note below states: "Additional features are added to your Weebly account, enabling you to add staff members and manage all your clients under one, centralized interface."
- Delete Account**: Contains a link to delete the account: "Click here to delete your Weebly 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 Weebly Cloud Admin interface. On the left is a vertical 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 'New Search'. Below is a table titled 'Clients' with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. At the bottom is a dropdown for 'per page' and a page number indicator '(1)'. In the top right corner, the account name 'Jane Doe' is displayed with a blue arrow pointing to it. Other options in the top right include 'Submit Ticket' and 'Log out'.

Link to account information in Cloud Admin

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

The screenshot shows the same Weebly Cloud Admin interface as above, but with an 'Edit My Account' modal overlaid. The modal has a title 'Edit My Account' and a close button 'X'. It contains two input fields: 'Name' with 'Jane Doe' and 'Email' with 'ADesigner@weebly.com'. Below the fields is a link 'Change my password'. At the bottom are 'Cancel' and 'Save' buttons. The background of the main page is dimmed.

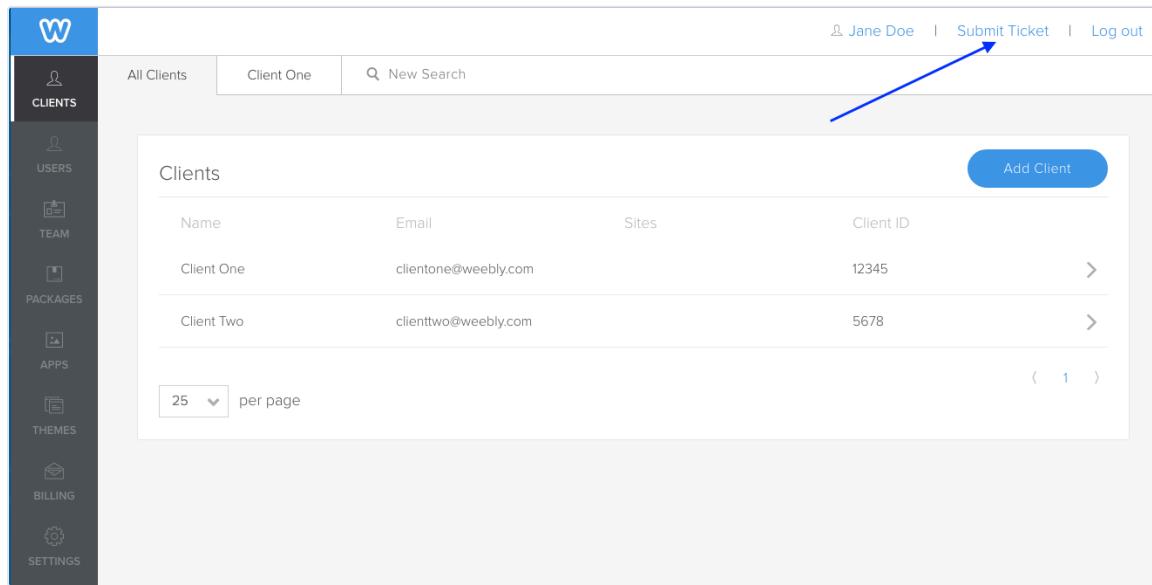
Edit account info

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 sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'CLIENTS' icon is highlighted. The main area shows a table of clients with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. At the top right of the main area, there are links for 'Jane Doe', 'Submit Ticket' (which has a blue arrow pointing to it), and 'Log out'. A 'New Search' bar is also present at the top.

Name	Email	Sites	Client ID
Client One	clientone@weebly.com		12345
Client Two	clienttwo@weebly.com		5678

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 www.hc.weebly.com (page 0) for quick access to the help center.