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Four Winds Worldwide

Admin Dashboard User Guide

Version 2.0 Last Updated: January 30, 2026

Table of Contents

Introduction

The Four Winds Worldwide Admin Dashboard is a web-based content management system that allows you to easily update and manage your website content without technical knowledge. This guide will walk you through all features and help you maintain your website efficiently.

What You Can Do

- Update company information (phone, email, address)
- Edit page content and descriptions
- Manage navigation menu items
- Update slider images on the homepage
- Manage image library
- Edit team member information
- Update service descriptions
- Modify contact information

Accessing the Admin Dashboard

Step 1: Open the Admin Login Page

1. Navigate to: `/admin/index.html` in your browser
2. You'll see the Four Winds Worldwide Admin Login page

Step 2: Log In

1. **Username**: `admin`
2. **Password**: `fourwinds2024`
3. Click the **"Login"** button

Important Security Notes: - Your session will remain active for 24 hours - Always log out when finished - Change the default password in production - Don't share login credentials

Step 3: Dashboard Access

After successful login, you'll be redirected to the main dashboard where you can manage all website content.

Dashboard Overview

Header Section

At the top of the dashboard, you'll find:

- **Admin Dashboard Title**: Confirms you're in the admin area
- **Save All Changes** button (green): Saves all your edits
- **View Website** button: Opens the live website in a new tab
- **Logout** button: Ends your session

Content Sections

The dashboard is organized into collapsible sections, each managing different parts of your website:

1. Navigation Menu
2. Slider Images
3. Image Library
4. Company Information
5. Home - Hero Section
6. Home - Removals Solutions
7. Home - Statistics
8. About Us Page
9. About - Our Values
10. About - Our Team
11. Contact Us Page

Managing Content

Navigation Menu

Purpose: Manage the main navigation menu at the top of your website.

Viewing Menu Items

- All menu items are displayed in order
- Published items appear normal; unpublished items appear faded
- Each item shows: Label, URL, Order, and Published status

Editing a Menu Item

1. Locate the menu item you want to edit
2. Modify any of these fields:
    - **Menu Label**: The text displayed in the menu
    - **URL**: Where the link points (e.g., `#home`, `#about`)
    - **Order**: Number determining position (1 = first, 2 = second, etc.)
    - **Published**: Check to show, uncheck to hide

Adding a New Menu Item

1. Click the **"+ Add Menu Item"** button
2. A new menu item appears with default values
3. Edit all fields as needed
4. Set Published to checked when ready to display
5. Click **"Save All Changes"**

Deleting a Menu Item

1. Click the **"Delete"** button (trash icon) next to the item
2. Confirm the deletion
3. Click **"Save All Changes"** to apply

Slider Images

Purpose: Manage the rotating images on the homepage hero section.

Viewing Slider Images

- Images are displayed with thumbnail previews
- Shows: Image preview, URL, Alt text, Order, and Published status
- Unpublished images appear faded

Editing a Slider Image

1. Locate the image you want to edit
2. Modify any of these fields:
   - **Image URL**: Path to the image file (e.g., `images/slider1.jpg`)
   - **Alt Text**: Description for accessibility and SEO
   - **Order**: Display sequence (1 = first slide, 2 = second, etc.)
   - **Published**: Check to show, uncheck to hide

Image URL Guidelines: - Use relative paths: `images/your-image.jpg` - Recommended size: 1920x1080 pixels (16:9 ratio) - Supported formats: JPG, PNG, WebP - Keep file size under 500KB for fast loading

Adding a New Slider Image

1. Click the **"+ Add Slider Image"** button
2. Update the Image URL to your image path
3. Add descriptive Alt Text
4. Set the Order number
5. Check Published when ready
6. Click **"Save All Changes"**

Deleting a Slider Image

1. Click the **"Delete"** button (trash icon)
2. Confirm the deletion
3. Click **"Save All Changes"**

Image Library

Purpose: Store and manage reusable images for your website.

Uploading Images

1. Click the **"Upload Image"** button
2. Select an image file from your computer
3. The image will be added to the library
4. **Important**: Uploaded images are stored as base64 data in the JSON file

Production Note: For best performance, manually save uploaded images to your `images/` or `content/` folder and update the URL reference.

Using Library Images

1. Find the image you want to use
2. Click the **"Copy URL"** button
3. Paste the URL into any image field (slider, services, etc.)

Deleting Library Images

1. Click the **trash icon** on the image
2. Confirm the deletion
3. The image is removed from the library

Company Information

Purpose: Update your company's contact details displayed across the website.

Editable Fields

- **Company Name**: Your business name (appears in header/footer)
- **Tagline**: Your company slogan or tagline
- **Phone Number**: Main contact number
  - Format: `(+60)12202-2719`
- **Email Address**: Primary contact email
  - Current: `edgar@fourwindsinternatinal.com`
- **Address**: Physical business address
  - Current: `16-1, Jalan Kasuarina 8, Bandar Botanic, 41200 Klang, Selangor, Malaysia`

How to Edit

1. Click in any field and type your changes

2. Ensure phone and email are correctly formatted

3. Click **"Save All Changes"** when done

Home Page Content

Hero Section

Purpose: The first section visitors see on your homepage.

Editable Fields: - **Hero Title**: Main headline (e.g., "Global Logistics Solutions") - **Hero Subtitle**: Supporting text explaining your services - **Call to Action Button Text**: Text on the main CTA button (e.g., "Get a Quote")

Removals Solutions Section

Purpose: Showcase your core services with icons and descriptions.

Editable Fields: - **Section Title**: Main heading for the services area - **Section Subtitle**: Brief description of your services

Service Cards (6 items): Each service has: - **Icon**: Emoji or icon character - **Title**: Service name - **Description**: Brief explanation of the service

Available Services: 1. International Moving 2. Domestic Moving 3. Household Goods Moving 4. Pet Relocation 5. Cars/Automobile 6. Project Cargo

Editing Services: 1. Scroll to the service you want to edit 2. Modify the icon, title, or description 3. Keep descriptions concise (1-2 sentences) 4. Click **"Save All Changes"**

Statistics Section

Purpose: Display impressive numbers about your company.

Current Stats: - 25+ Years Experience - 10K+ Shipments Delivered - 50+ Countries Served - 98% Customer Satisfaction

Editing Stats: 1. Locate the stat you want to edit 2. Update: - **Number/Value**: The statistic (e.g., "25+", "10K+") - **Label**: What the number represents 3. Use "+" symbols for emphasis (e.g., "50+") 4. Click **"Save All Changes"**

About Us Page

Main Content

Editable Fields: - **Page Title**: Main heading (e.g., "About Four Winds Worldwide") - **Mission Statement**: Your company's mission (2-3 sentences) - **Our Story**: Company history and background

Editing the Story: - The story field uses pipe symbols `|` to separate paragraphs - Example: `Paragraph 1 text here|Paragraph 2 text here|Paragraph 3 text here` - Each section between `|` becomes a separate paragraph on the website

Our Values

Purpose: Highlight your company's core values.

Current Values: 1. Reliability 2. Innovation 3. Customer Focus 4. Global Network

Editing Values: 1. Locate the value you want to edit 2. Update: - **Title**: Value name - **Description**: Explanation of the value 3. Keep descriptions clear and concise 4. Click **"Save All Changes"**

Our Team

Purpose: Introduce your leadership team to visitors.

Current Team Members: 1. **Edgar Stephen Pereira** - Chief Executive Officer - 30+ years in International Moving, Project Cargo and Supply Chain Logistics 2. **Jerad Tharmaraj** - Chief Operations Officer - Expert in international freight operations and compliance 3. **Michael Rodriguez** - Finance Director - Pioneering logistics technology and digital transformation

Editing Team Members: 1. Locate the team member you want to edit 2. Update: - **Name**: Full name - **Position**: Job title - **Biography/Description**: Professional background and expertise 3. Keep bios professional but approachable 4. Highlight key achievements and years of experience 5. Click **"Save All Changes"**

Services

Purpose: Detailed information about your service offerings.

The services section is managed through the Home - Removals Solutions section (see above). Additional service pages like International Moving, Domestic Moving, Pet Relocation,

Cars/Automobile, and Project Cargo are controlled through the `site-content.json` file directly.

Contact Information

Purpose: Manage contact page content and office locations.

Main Contact Section

Editable Fields: - **Page Title**: Contact page heading - **Page Subtitle**: Introduction text - **Office Hours**: Business hours (e.g., "Monday - Friday: 8:00 AM - 6:00 PM")

Office Locations

Purpose: List multiple office locations with contact details.

Current Locations: 1. Main Office - Port City 2. West Coast Hub - Los Angeles 3. East Coast Hub - New York

Editing Locations: 1. Locate the location you want to edit 2. Update: - **City**: Location name/title - **Address**: Full street address - **Phone**: Contact number - **Email**: Location-specific email 3. Ensure all information is accurate 4. Click **"Save All Changes"**

Saving Changes

The Save Process

CRITICAL: Changes are NOT automatically saved!

Step 1: Make Your Edits

- Edit any content across all sections
- You can make multiple changes before saving
- There's no autosave, so be careful not to close the page

Step 2: Click "Save All Changes"

1. Click the green **"Save All Changes"** button in the header
2. The system processes all your edits

3. A download dialog will appear

Step 3: Download the Updated File

- A file named `site-content.json` will be downloaded
- This file contains all your changes
- Save it to a known location on your computer

Step 4: Replace the Original File

IMPORTANT: This is the most critical step!

1. Locate the downloaded `site-content.json` file
2. Navigate to the `content/` folder in your website directory
3. **Replace** the existing `site-content.json` with your downloaded file
4. Confirm the replacement

Step 5: Verify Changes

1. Click the **"View Website"** button or refresh your website
2. Navigate to the pages you edited
3. Verify your changes appear correctly

Step 6: Publish Changes

After replacing the file locally, your changes will be visible on your local website. To publish changes to the live website, contact your technical administrator.

Best Practices

Content Guidelines

1. **Keep It Concise**
   - Website visitors prefer brief, scannable content
   - Use 1-2 sentences for descriptions
   - Save detailed information for dedicated pages
2. **Be Consistent**
   - Use similar tone and style across all sections

- Keep formatting consistent (capitalization, punctuation)
- Maintain brand voice throughout

3. **Proofread**
   - Always review changes before saving
   - Check for spelling and grammar errors
   - Verify phone numbers and email addresses

4. **Test Links**
   - Ensure all URLs work correctly
   - Use proper anchor links (e.g., `#about`, `#services`)
   - Test navigation after publishing

Image Best Practices

1. **Optimization**
   - Compress images before uploading
   - Target file sizes under 500KB
   - Use WebP format for best compression

2. **Naming**
   - Use descriptive filenames: `office-exterior.jpg` not `IMG_1234.jpg`
   - Use lowercase and hyphens: `team-photo.jpg`
   - Avoid spaces and special characters

3. **Alt Text**
   - Always provide descriptive alt text
   - Helps with SEO and accessibility
   - Example: "Four Winds warehouse facility" not "Image 1"

Security Best Practices

1. **Password Management**
   - Change the default admin password
   - Use a strong, unique password
   - Don't share credentials

2. **Session Management**
   - Log out when finished
   - Don't leave the dashboard open unattended
   - Sessions expire after 24 hours

3. **Backup**
   - Keep backup copies of `site-content.json`
   - Save dated versions: `site-content-2026-01-30.json`

    - Store backups in a secure location

Workflow Best Practices

1. **Make a Backup First**
   - Before major edits, download current `site-content.json`
   - Save as backup: `site-content-backup-YYYY-MM-DD.json`
   - If something goes wrong, you can restore
2. **Edit in Batches**
   - Group related changes together
   - Test after each major update
   - Don't make too many changes at once
3. **Test Before Publishing**
   - View changes locally first
   - Check all affected pages
   - Verify on mobile devices
4. **Document Changes**
   - Keep notes of what you changed
   - Maintain a change log for major updates
   - Document the date and purpose of each update

Troubleshooting

Common Issues and Solutions

Problem: Can't Log In

Symptoms: Login button doesn't work or shows error

Solutions: 1. Verify credentials: - Username: `admin` - Password: `fourwinds2024` 2. Check caps lock is off 3. Clear browser cache and cookies 4. Try a different browser 5. Check browser console for errors (F12)

Problem: Changes Not Showing on Website

Symptoms: Edited content doesn't appear after saving

Common Causes and Solutions:

1. **Didn't Replace the JSON File**
   - Most common issue!
   - Download `site-content.json` from admin
   - Replace file at: `/content/site-content.json`
   - Verify file was actually replaced

2. **Browser Cache**
   - Hard refresh: Ctrl+Shift+R (Windows) or Cmd+Shift+R (Mac)
   - Clear browser cache completely
   - Try incognito/private browsing mode

3. **JSON Syntax Error**
   - Invalid JSON prevents content from loading
   - Validate JSON at: https://jsonlint.com/
   - Check for missing commas, quotes, or brackets

Problem: Image Not Displaying

Symptoms: Broken image icon or blank space

Solutions:

1. **Check File Path**
   - Verify path is correct: `images/your-image.jpg`
   - Path is case-sensitive: `Images/` ≠ `images/`
   - Use forward slashes: `/` not `\`

2. **Check File Exists**
   - Verify image is actually in the specified folder
   - Check filename matches exactly (case-sensitive)

3. **Check File Format**
   - Use supported formats: JPG, PNG, WebP, GIF
   - Avoid unsupported formats: TIFF, BMP, PSD

4. **Check File Size**
   - Very large files may fail to load
   - Compress images under 2MB

Problem: Dashboard Looks Broken

Symptoms: Layout issues, missing buttons, strange formatting

Solutions:

1. **Clear Browser Cache**
   - Hard refresh: Ctrl+Shift+R or Cmd+Shift+R
   - Clear all cached files
   - Restart browser

2. **Check CSS File**
   - Verify `/admin/css/admin.css` exists
   - File shouldn't be modified
   - Restore from backup if necessary

3. **Browser Compatibility**
   - Use modern browser (Chrome, Firefox, Safari, Edge)
   - Update browser to latest version
   - Avoid Internet Explorer

Problem: Save Button Not Working

Symptoms: Clicking save doesn't download file or shows error

Solutions:

1. **Check Browser Permissions**
   - Allow downloads in browser settings
   - Disable download blocking extensions
   - Check popup blocker isn't active

2. **JavaScript Errors**
   - Open browser console (F12)
   - Look for red error messages
   - Screenshot errors for troubleshooting

3. **Session Expired**
   - Log out and log back in
   - Session expires after 24 hours
   - Make changes again and save

Problem: Content Appears Jumbled

Symptoms: Text from different sections mixed together, wrong order

Solutions:

1. **Check JSON Structure**
   - The JSON file may be corrupted
   - Restore from backup
   - Re-enter content carefully

2. **Paragraph Separators**
   - For "Our Story", use `|` between paragraphs
   - Example: `Para 1|Para 2|Para 3`
   - Don't use `|` inside sentences

Problem: Can't Delete Item

Symptoms: Delete button doesn't work or item reappears

Solutions:

1. **Confirm Deletion**
   - Click delete and confirm in popup
   - Wait for item to disappear
   - Click "Save All Changes" button
   - Download and replace JSON file

2. **JavaScript Error**
   - Check browser console for errors
   - Try refreshing and deleting again
   - Log out and back in

Getting Help

If you encounter issues not covered in this guide:

1. **Check Browser Console**
   - Press F12 to open developer tools
   - Look for errors (red text) in Console tab
   - Screenshot any errors

2. **Verify File Structure**
   - Ensure all files are in correct locations
   - Check that folders haven't been renamed
   - Verify permissions allow reading/writing

3. **Restore from Backup**
   - Use a backup copy of `site-content.json`
   - Replace the current file
   - Test again

Quick Reference

Login Details

- **URL**: `/admin/index.html`
- **Username**: `admin`
- **Password**: `fourwinds2024`
- **Session Duration**: 24 hours

File Locations

- **Admin Dashboard**: `/admin/dashboard.html`
- **Content File**: `/content/site-content.json`
- **Images Folder**: `/images/` and `/content/`

Important Reminders

1. Always **Save All Changes** before leaving
2. Always **Replace** the JSON file after saving
3. Always **Test** changes before publishing
4. Always **Backup** before major edits
5. Always **Log out** when finished

Version History

- **v2.0** (January 30, 2026) - Removed technical deployment instructions and support contacts
- **v1.0** (January 30, 2026) - Initial guide creation

End of Guide

Thank you for using the Four Winds Worldwide Admin Dashboard!