

WUGUFENG

INSTRUCTIONS FOR SUPER ADMIN

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1. LOGIN

Login to WuGuFeng CMS using the following URL:

<http://www.commonwealthsec.moe.edu.sg/admin/default.php>

Enter your **User Name** and **Password** to login.

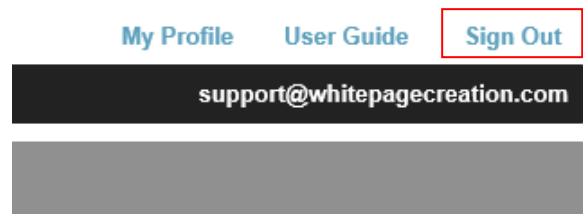


Important Note:

1. Please use Firefox or Internet Explorer browser only.
2. Second factor password will be send to your email once login.
3. All administrators are required to change their password for the initial login and every 90 days.
4. Your Admin account will be blocked after 3 tries of incorrect password. Please approach your Super Admin to unblock your account if so.
5. Users can click on **Forget Password** to request for their password.

2. SIGN OUT

Always remember to **sign out** when you're done.



3. MY PROFILE

Click on **My Profile**. Here, you can change your **Name**, **Email** and **Password**. Click on **Save** when done.

My Profile

Save

Cancel

Name:

Email:

Change Password

Old Password:

New Password:

Confirm Password:

4. ADMINISTRATORS

Add, edit, delete and disable **administrator**. Click on **Administrators**.

Click on **Add New Administrator**. Here, you can key in **Name**, **Email** and **Password**. Click on **Save** when done.

Administrator / Add New

Save

Go Back

Name:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Click on **Edit**. Here, you can change **Name**, **Email** and **Password**. Click on **Save** when done.

Administrator / Update

Save

Go Back

Name:	<input type="text" value="support"/>
Email:	<input type="text" value="support@whitepagecreation.com"/> ×
Old Password:	<input type="password"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

5. PRODUCT CATEGORY

Add, edit, delete, disable and position **product category**. Click on **Product Category**.

Click on **Add New Product Category**. Here, you can key in **Title**, **Title[Chinese]**, **Description** and upload **Image**. Click on **Save** when done. Do note that **Image** best view in 300W by 300H, max file size is 2MB and only allow .jpg, .jpeg, .gif and .png.

Product Category / Add New

Title:

Title [Chinese]:

Description:

Image: [300x300]

Click on **Edit**. Here, you can change **Title**, **Title[Chinese]**, **Description** and **Image**. Click on **Save** when done.

Product Category / Update

Title:

Title [Chinese]:

Description:

CANNED GIFT COOKIES

欢乐礼罐曲奇

Image: [300x300]

Click on **blue** numeric under **Product**. Here, you can view list of **Product**. Add, edit, delete, disable and position **product**.

CANNED GIFT COOKIES - Product							
Go Back Add New CANNED GIFT COOKIES - Product							
Title	Position	Price	Image	Status	Created By	Created Date	Actions
Lemon Almond Slice	1	1	1	active	Support	20 November 2014 4:06pm	Edit Disable Delete
Hazelnut Swiss Chocolate Slice	2	1	1	active	Support	20 November 2014 4:07pm	Edit Disable Delete

Click on **Add New * - Product**. Here, you can key in **Title**, **Title[Chinese]** and upload **Description**. Click on **Save** when done.

CANNED GIFT COOKIES - Product / Add New

[Save](#)
[Go Back](#)

Title:

Title [Chinese]:

Description:

Click on **Edit**. Here, you can change **Title**, **Title[Chinese]** and **Description**. Click on **Save** when done.

CANNED GIFT COOKIES - Product / Update

[Save](#)
[Go Back](#)

Title:

Title [Chinese]:

Description:

Click on **blue** numeric under **Price**. Here, you can view list of **price**. Add, edit, delete, disable and position **price**.

CANNED GIFT COOKIES - Lemon Almond Slice - Price						
Go Back Add New CANNED GIFT COOKIES - Lemon Almond Slice - Price						
Price	Price with GST	Position	Status	Created By	Created Date	Actions
\$17.76	\$19.00	1 <input type="button" value="v"/>	active	Support	20 November 2014 4:15pm	Edit Disable Delete
<div> <div><<</div> <div>1</div> <div>>></div> </div>						

Click on **Add New * - Price**. Here, you can key in **Price** and **Specification**. Click on **Save** when done.

Lemon Almond Slice - Price / Add New

[Save](#)
[Go Back](#)

Price: [Please exclude "\$"]

Specification:

Click on **Edit**. Here, you can change **Price** and **Specification**. Click on **Save** when done.

Lemon Almond Slice - Price / Update

[Save](#)
[Go Back](#)

Price: [Please exclude "\$"]

Specification:

17.76

320g/can

Click on **blue** numeric under **Image**. Here, you can view list of **Image**. Add, edit, delete, disable and position **image**.

CANNED GIFT COOKIES - Lemon Almond Slice - Image						
Go Back Add New CANNED GIFT COOKIES - Lemon Almond Slice - Image						
Title	Position	Image	Status	Created By	Created Date	Actions
Lemon Almond Slice	1	View Image	active	Support	20 November 2014 5:32pm	Edit Disable Delete

Click on **Add * - Image**. Here, you can key in **Title** and upload **Image**. Click on **Save** when done. Do note that **Image** best view in 300W by 300H, max file size is 2MB and only allow .jpg, .jpeg, .gif and .png.

Lemon Almond Slice - Image / Add New

[Save](#)
[Go Back](#)

Title:

Image: [300x300] [Browse...](#)

Click on **Edit**. Here, you can change **Title** and **Image**. Click on **Save** when done.

Lemon Almond Slice - Image / Update

[Save](#)
[Go Back](#)
[View Image](#)

Title:

Image: [300x300] [Browse...](#)

6. FEATURED

Click on **Featured**. Here, you can change your **YouTube**. Click on **Save** when done. Do note to exclude <http://www.youtube.com/watch?v=> for **YouTube**.

Featured

Save

YouTube: [Please exclude
"http://www.youtube.com/watch?
v="]

w0dMz8RBG7g

7. GST

Click on **GST**. Here, you can change your **GST**. Click on **Save** when done. Do note to exclude % for **GST**.

GST

Save

GST: [Please
exclude "%"]

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