WUGUFENG

INSTRUCTIONS FOR SUPER ADMIN

CONTENT

81 Ubi Avenue 4 #07-17 UB One Singapore 408830 | T. (65) 6636 3500 | E. support@whitepagecreation.com

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.
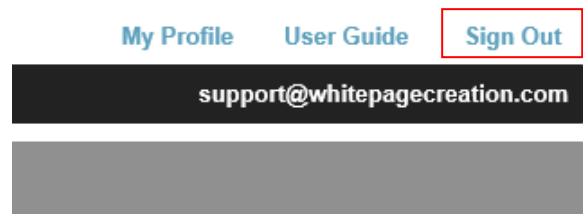

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Important Note:

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.

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:

Email:

Password:

Confirm Password:

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

Administrator / Update

Save | Go Back

Name: support

Email: support@whitepagecreation.com ×

Old Password:

Password:

Confirm 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.

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

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

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

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

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

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

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

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

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.

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

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

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7. GST

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