

## **Navigating the ESP Website Admin**

- Account toolbar
  - To access all applications or return to the Dashboard
  - Click My Account to update user info. or log off the ESP Websites Admin or all applications
  - Click Help to read FAQs and to see your license agreement
- My ESP Websites Dropdown
  - Click the dropdown to see all available sites for selection/editing
- Settings
  - Maintain and update admin info
- To start creating a new site
  - Click the dropdown in the “Get Started” box, choose your site, redirect to Site Builder
- Management toolbar
  - Home, My Dashboard, Design Studio, Features and Marketing Tips
- Top News
  - Features from Counselor Magazine and additional tutorials for ESP Websites
- My Dashboard menu
  - Orders, Customer info, Info requests from your site, Google Analytics and Visitor Activity Reports
- Design Studio menu
  - Logo, Templates, Colors, Fonts, Featured Products, Product of the Day, News and Video, Site Navigation, Intro. Text, Pages and Advanced Design
- Features menu
  - Select-A-Searches, Event Planner, Media Library, Coupon Manager, Custom Products, Content Library, Preferred Suppliers, Exclusion Lists and Event Sets
- Marketing Tips menu
  - Social media tips, email marketing and advertising ideas