



Enterprise

Dashboard Training

16-Week Program

ENTERPRISE ACADEMY

*So Your Business Can...
Boldly Go Where
No Business Has
Gone Before!*

• Intro to Website Admin

Exercise 5 of 16

1) Select Website Admin from Back Office

Create a New Blog (Category)

2) Click Blogs from the left menu

3) Click Create

4) Name your blog

5) Click Save

Manage & Create Blog Posts

6) Click Blog Posts from the left menu

7) Click Create

8) Name your blog post

9) Select Blog (Category)

Note: You can add tags to blogs to make them sortable on the website front end

10) Click Save

11) Click the Published/Not Published on Website button in the upper right to edit blog content

Note: See Intro to Blogs and Intro to Website Builder trainings for editing pages and blogs

Website Pages Management

12) Click Complete Pages under Page Templates in the left menu

13) Select the page that you want to view

14) You can change page names, duplicate pages and access the html code for the page from the form view

15) Click Save if you make changes

Note: Use the Action Menu in the top middle, and select Duplicate to make an exact duplicate of the page. Then update the View Name and Key (ie. website.your-page) and Click Save

Website Menu Management & Protection

16) Click Website Menus from the left menu

Note: This is where you can assign protection to menus based on mailing lists for membership area content

Configuration

17) Click Configuration from the bottom of the left menu to set your website name, social media links, Google analytics, mape and site verification codes and set default sales teams and sales persons for Contact Form leads and quotations

18) Click Apply in the upper left if you make any changes

Use Blogs to categorize Posts so your visitors can see related topics together

Check the Stealth box to make your Blog Stealth

Stealth Blogs are not viewable by the visitor and are useful when you want to create simple content that can be embedded anywhere on your website and you only have to edit it from one place

Use Tags to create categories on the website side blog page by which visitors can sort posts

Keep your pages and names organized so you can find them easily later

Duplicating a page (Action Menu) that resembles what you want to create next saves a lot of time!