Designer Websites
Mini Manual

Website admin Login / Edit User – Concrete 5 Overview

Login

To login to the administration area of your website, go to www.yourdomainname.co.nz/login

Enter your username and password, and click on the 'Sign In' button.

Sign in to Training Website

User Account

Options

Username
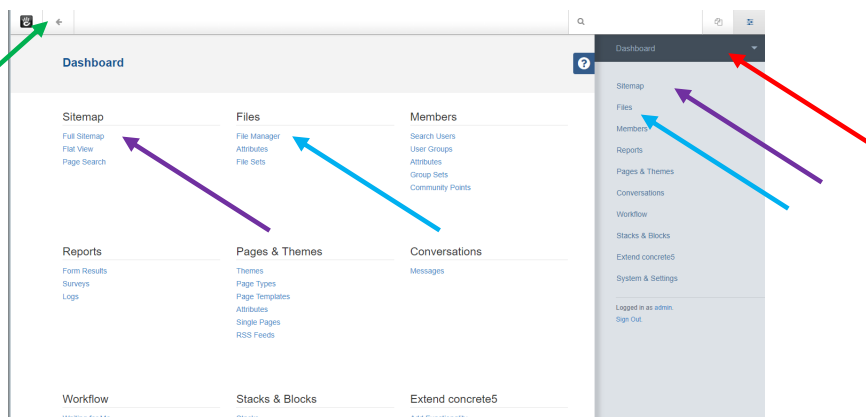
Remain logged in to website.

Password

Sign In >

Forgot Your Password?
Enter your email address below. We will send you instructions to reset your password.

Email Address

Reset and Email Password >

After signing in, you will see a menu at the top of the page. Dashboard is your access to the admin area, click on 'Return to Website' to view your website. All your pages are listed in the Sitemap, and File Manager is where you can view and upload your image / doc / pdf files.
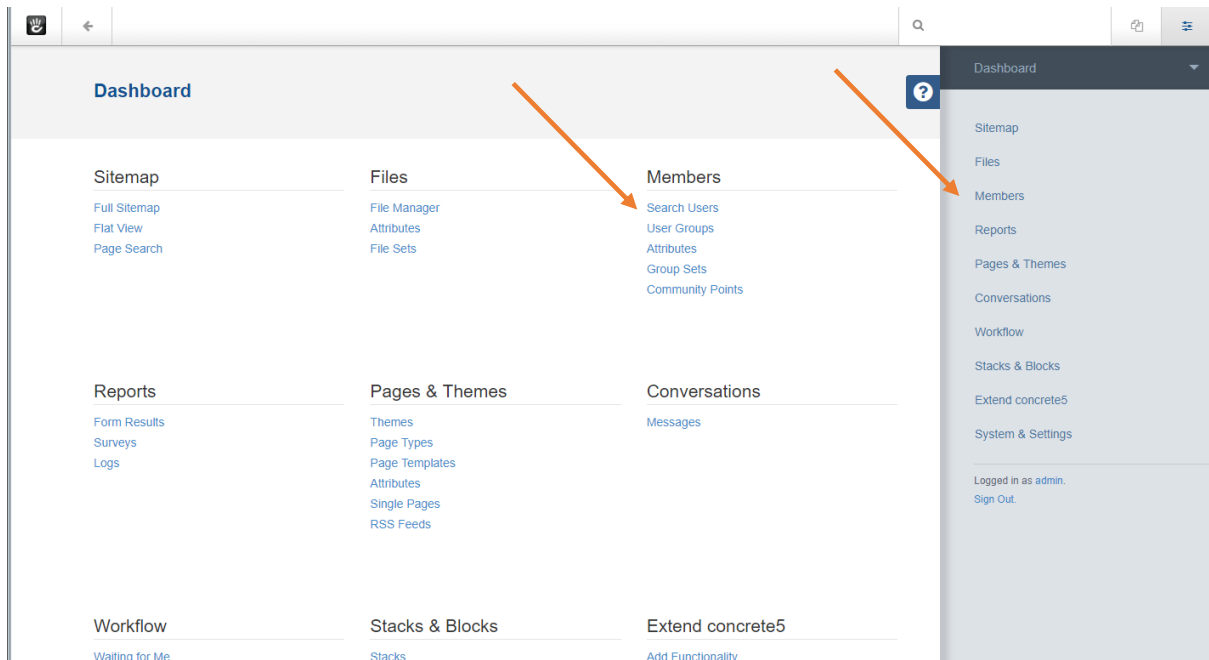
Dashboard

Sitemap	Files	Members
Full Sitemap	File Manager	Search Users
Flat View	Attributes	User Groups
Page Search	File Sets	Attributes
		Group Sets
		Community Points

Reports	Pages & Themes	Conversations
Form Results	Themes	Messages
Surveys	Page Types	
Logs	Page Templates	
	Attributes	
	Single Pages	
	RSS Feeds	

Workflow	Stacks & Blocks	Extend concrete5
Waiting for Me	Stacks	Add Functionality

Dashboard

Sitemap
Files
Members
Reports
Pages & Themes
Conversations
Workflow
Stacks & Blocks
Extend concrete5
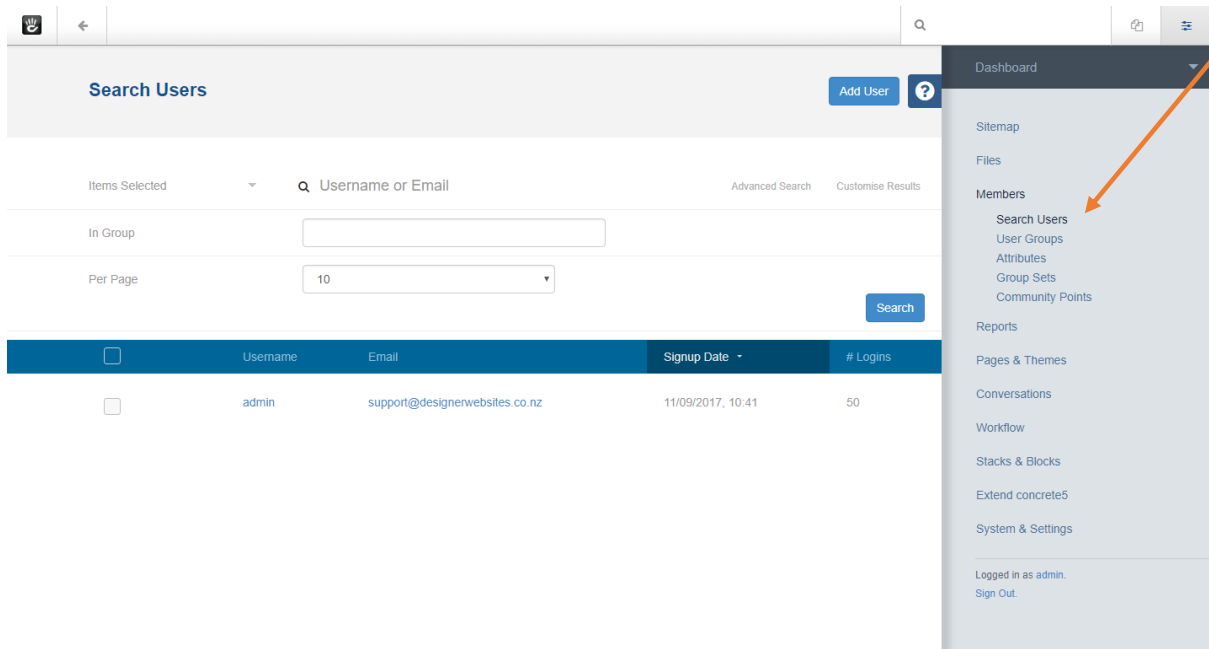System & Settings

Logged in as admin.
Sign Out

Add New User

1. Go to DASHBOARD at top right hand side of page
2. Select 'Search Users' under 'Members'


3. Select 'Add User'

4. Add username, create a password and add the user's email address.
5. **Remember to check either the '**Administrators**'. Administrators are people you want to have full editing access to all the site.**
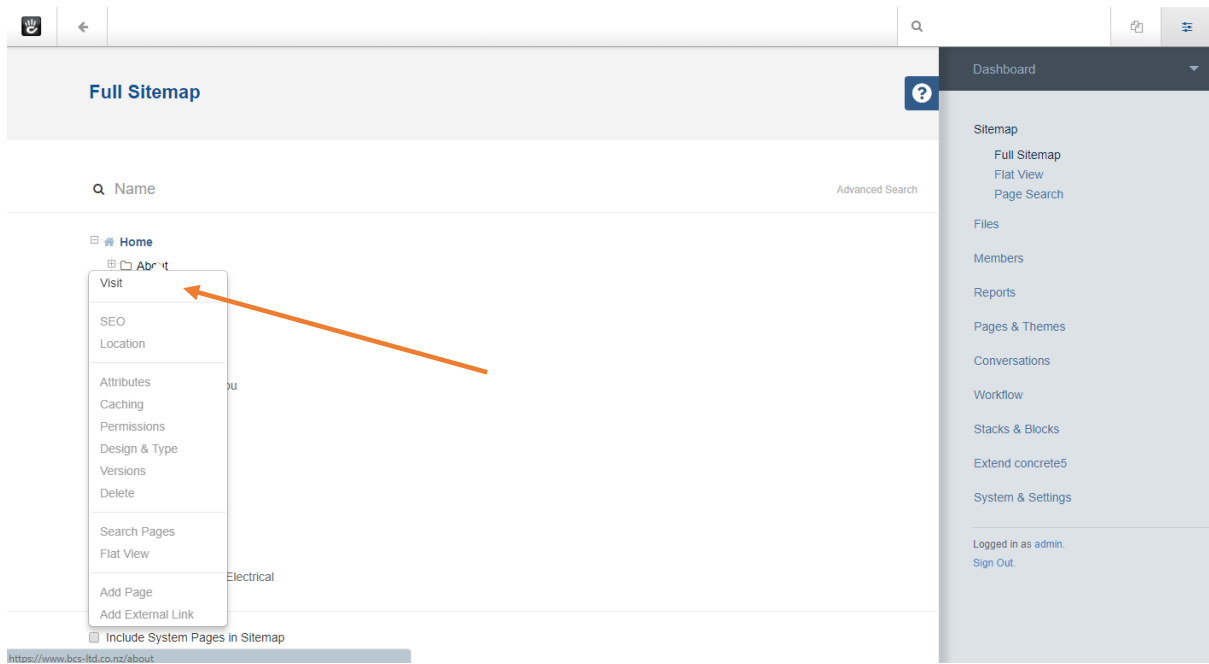
SUPPORT
09 3601678 extn 3
support@designerwebsites.co.nz

Edit Pages

Concrete 5 builds pages based on BLOCKS. So each section of a page is a block you can edit. It would be a content block, image block, custom block. Put simply to edit a page, you go into edit mode , edit a block, save it and then make the page live = "publish" the page.

You can either go to the website and click on the page you want to edit , or if you are in the admin end, you can navigate to the page you want to edit by going to the sitemap link in DASHBOARD .
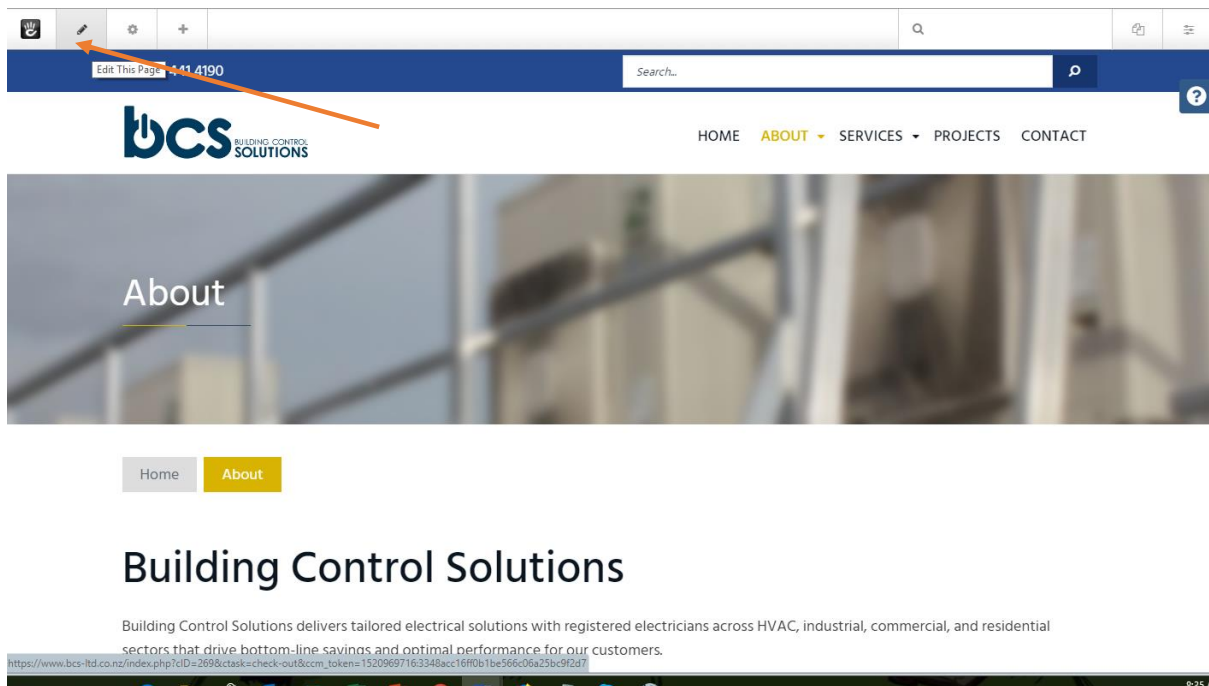Click on DASHBOARD box

1. Select Full Sitemap
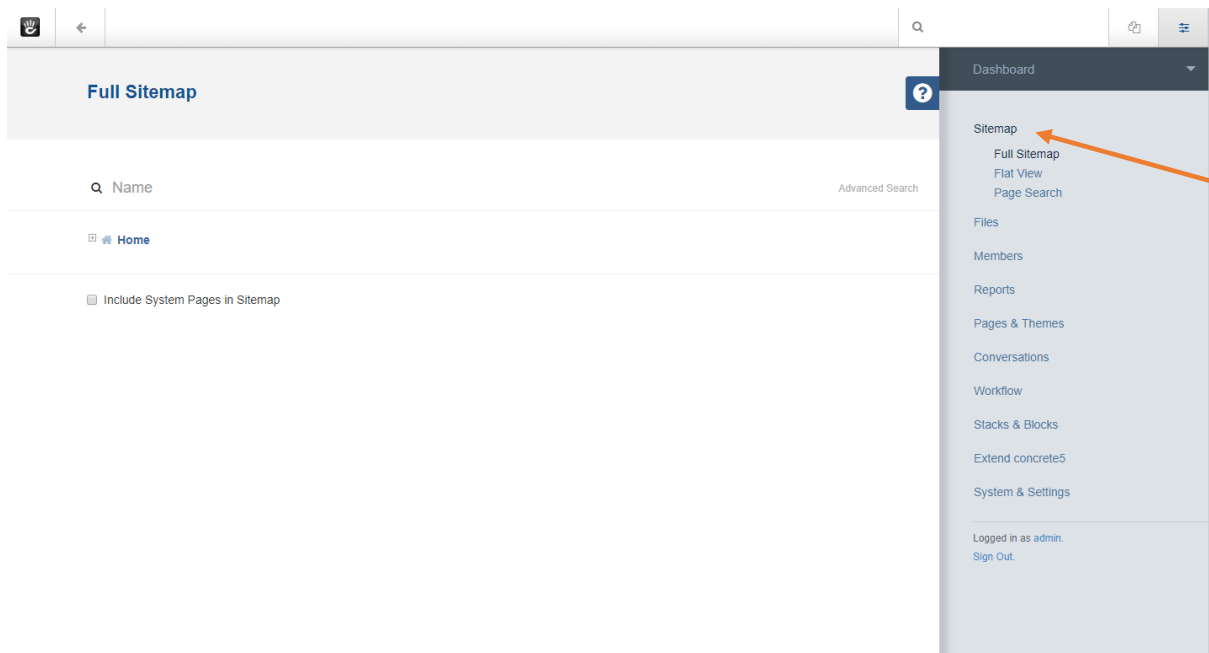
2. Select page name you want on the sitemap list
3. Select VISIT

4. Once page is loaded, click on the pencil in the on top left hand corner of the top menu
5. The pencil box will turn green and you know by this that you are in edit mode
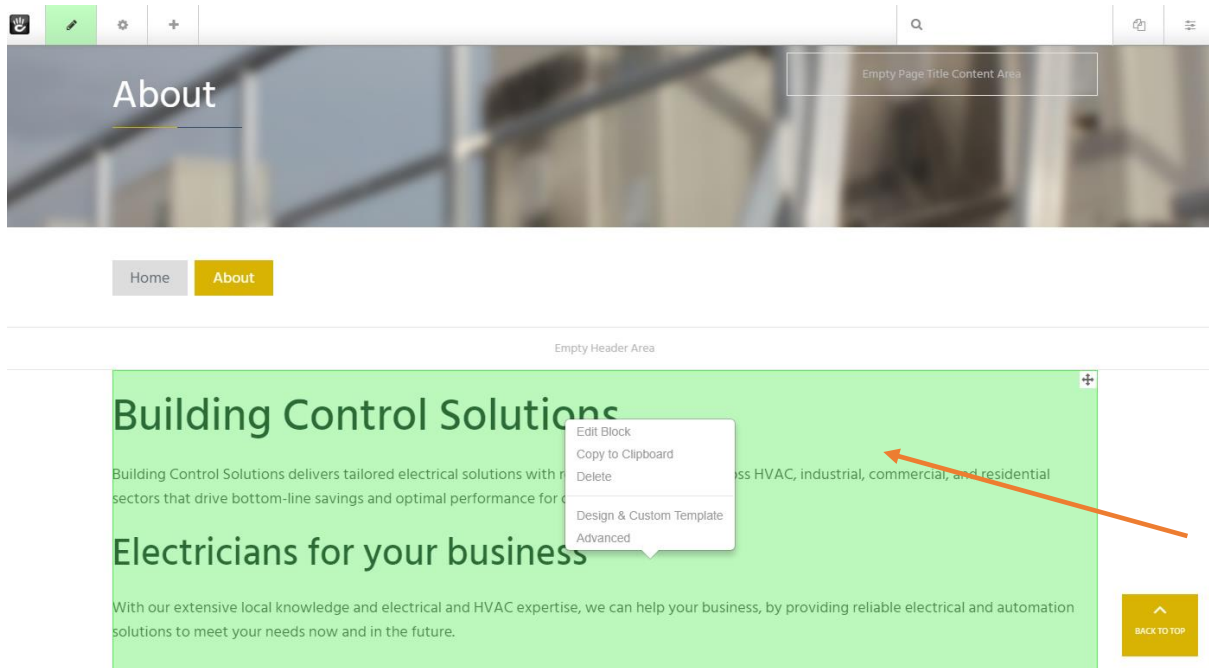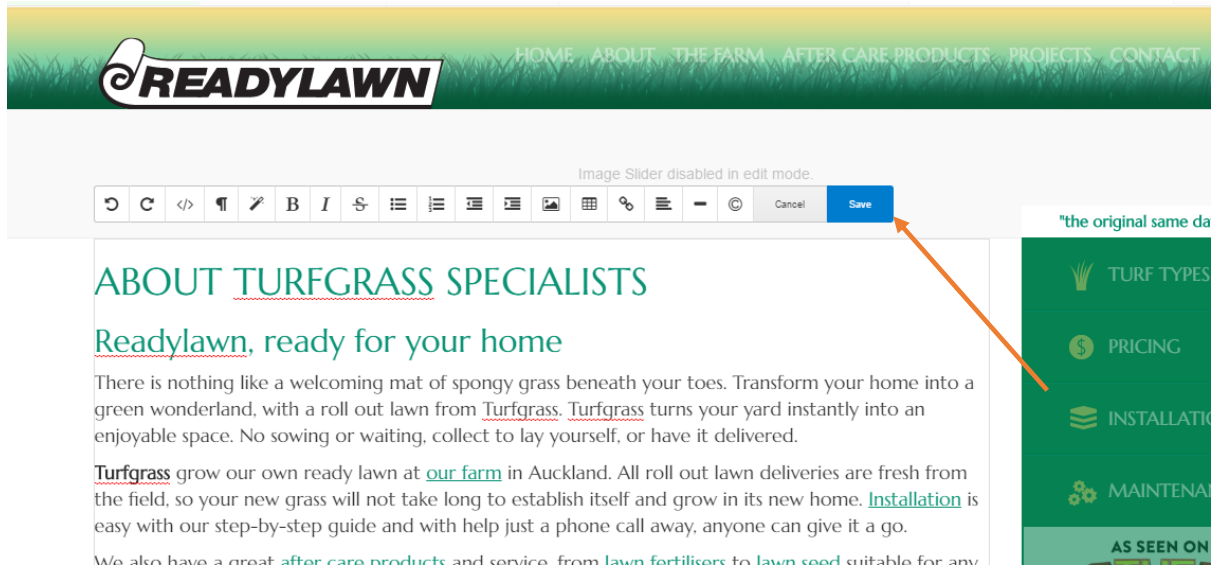
- Editable areas now have a green line around them when you rollover that area. , Roll your mouse over the area you want to edit and see the green frame appear
- Click the area inside the frame and select 'edit block' from the pop up menu

6.

Add Text

- Use edit window to make changes
- Select save
- And [publish your changes](#) to make them live

In the content editor window, you can make edits like you would in word. You can select a style for the font for headings, [edit an image](#), add in links (see next section),

Select 'Save' when finished to save the block. The changes are now in draft from on the page. When you are ready to make the changes live, click on the green pencil box.

You can save the changes to continue to edit the page. Or undo the changes by selecting 'discard changes' or make the changes live by selecting PUBLISH **– see below.**
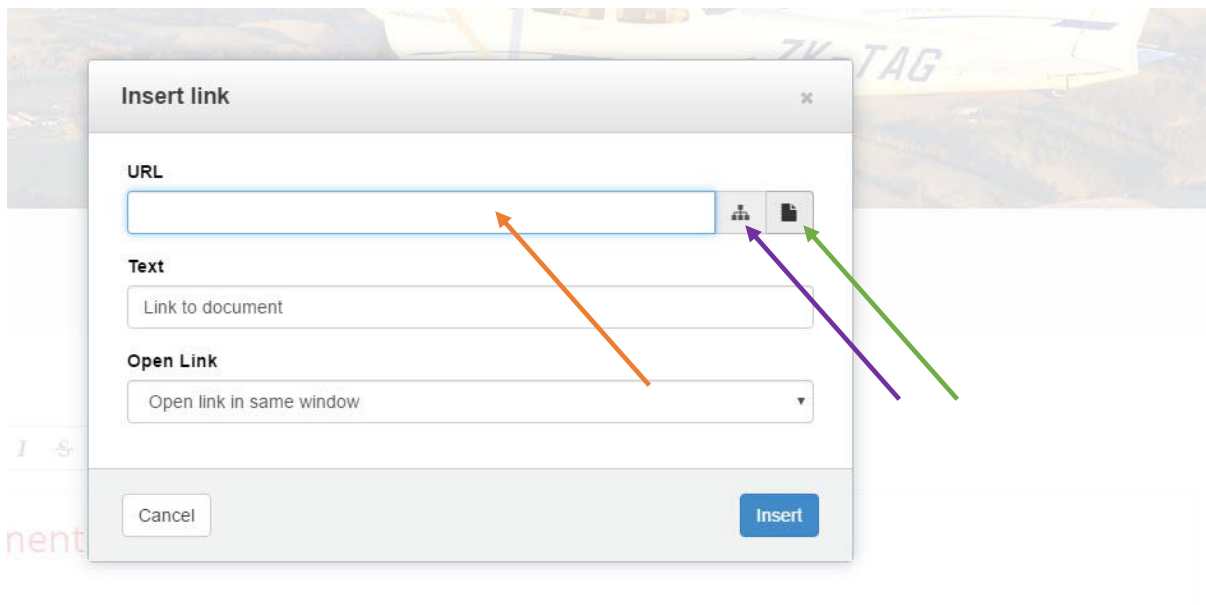
Add a link

When in edit mode, highlight the text you want to be a link and click on the chain icon in the edit menu
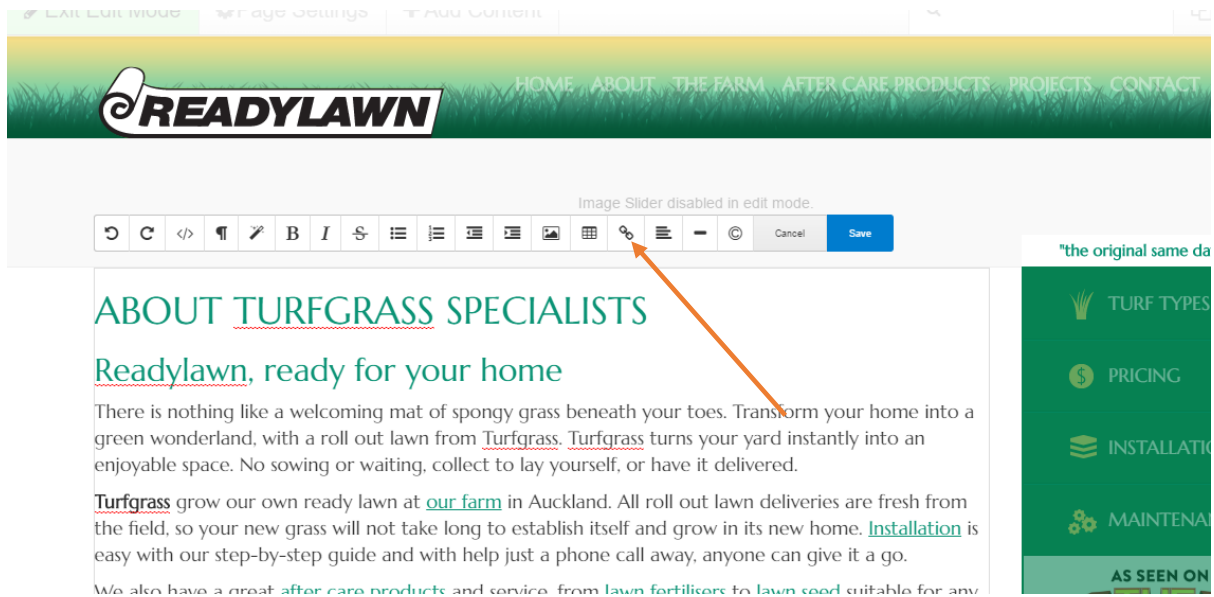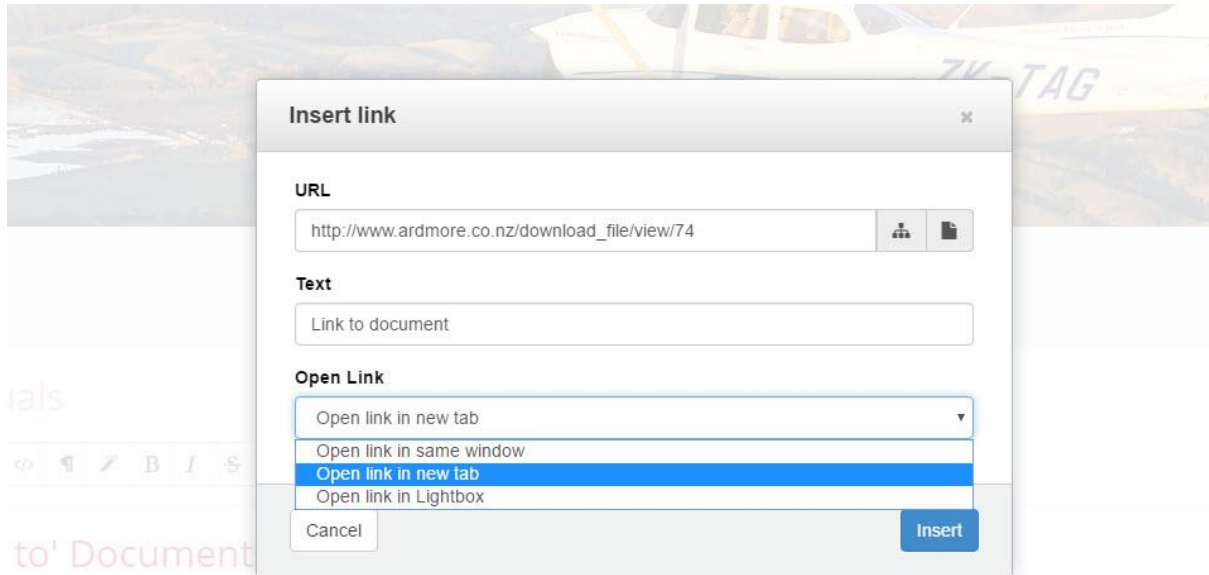

You will be presented with a pop up window, you can select to

1. input a link to a website by filling in the URL field,
2. or to a page by selecting the sitemap icon,
3. or to a file, by selection the document icon

Selecting the 'page' or document' option (5.8 'sitemap') will direct you to the file manager. You can select 'upload' and select a file, or select an existing file. To select a file, click on the image icon next to the file name in the file manager list (5.8 'browse server').

Once you have selected the page or file, you will then be brought back to the link pop up menu. If you want the file to open in a new browser window, select the 'Open Link' option of 'open link in a new tab'.

Save the window and publish your edits – see below.

FILE MANAGER

Preview and Make Changes Live

Once you have finished your edits

- Click on the green pencil box in the top left hand corner of the menu bar
- Select either 'Save changes' to keep your edits in draft form to continue editing later
- Select 'discard my edits' to undo changes
- or 'Publish Changes' to make your edits live

NB even though you have saved your changes in admin, they will not show on the website until you select 'publish my edits'. This way you can have a draft that you can work on until you are ready to make it live.