

Swiit User Guide

09/11/2016



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Getting Started

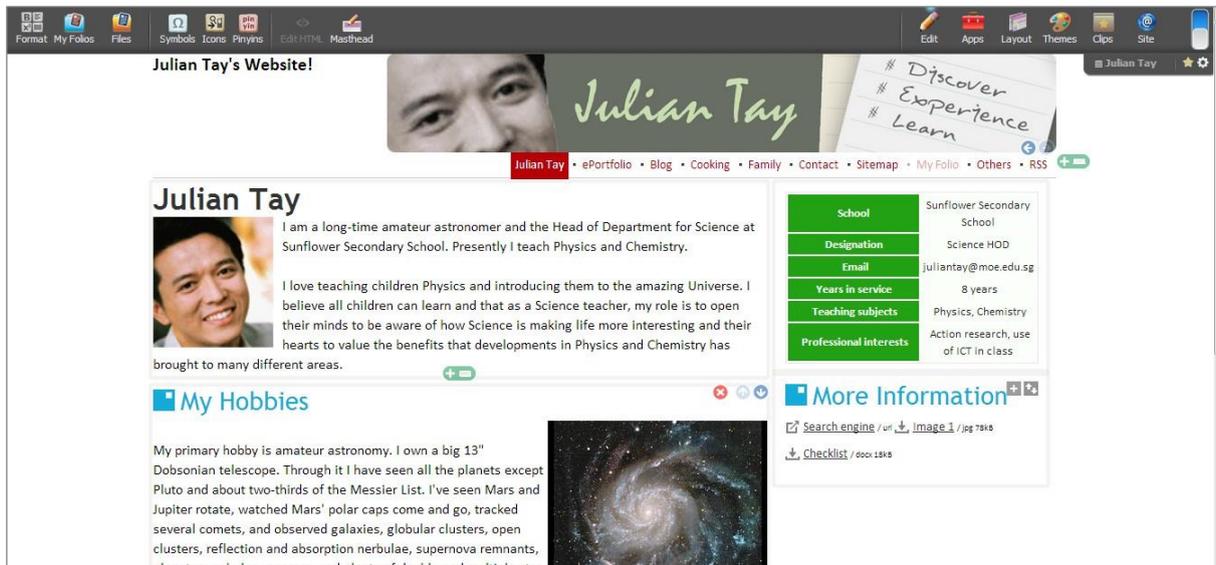


When you log in to **your website**, click the **Toggle** icon located at the top right hand corner to enable the **Toolbar Menu**.

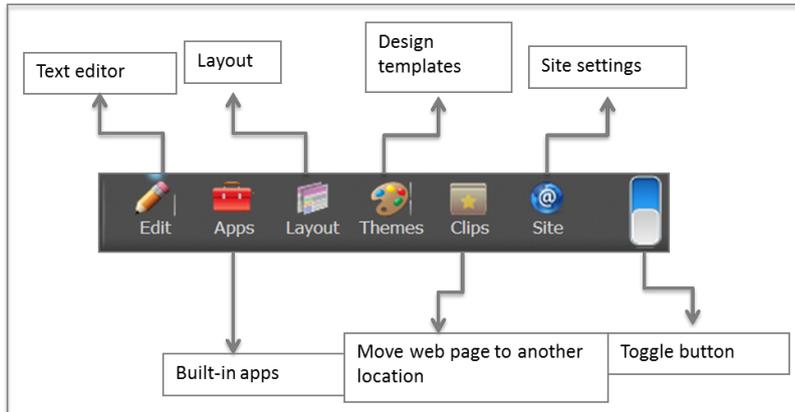


When the **Toggle** icon turns blue, it is in editing mode, which allows you to edit web

content. The preview mode will be activated when the **Toggle** icon turns orange.



Overview of Main Tools



Main Tool	Functionalities
Edit	<ul style="list-style-type: none"> • Enable rich-text editor to increase font size or colour • Store document-like images before inserting them into the webpage • Customise webpage using HTML • Insert banner at the top of the webpage
Apps	<ul style="list-style-type: none"> • Insert built-in apps such as <ul style="list-style-type: none"> ➢ Event calendar ➢ RSS feeds ➢ Page counter
Layout	<ul style="list-style-type: none"> • Apply different layout templates
Themes	<ul style="list-style-type: none"> • Apply different design templates (only applicable to personal websites)
Clips	<ul style="list-style-type: none"> • Move a web page to another location within the website
Site	<ul style="list-style-type: none"> • Enable drop-down list and print version, and check usage quota
Toggle icon	<ul style="list-style-type: none"> • Toggle between editing and preview mode

Webpages

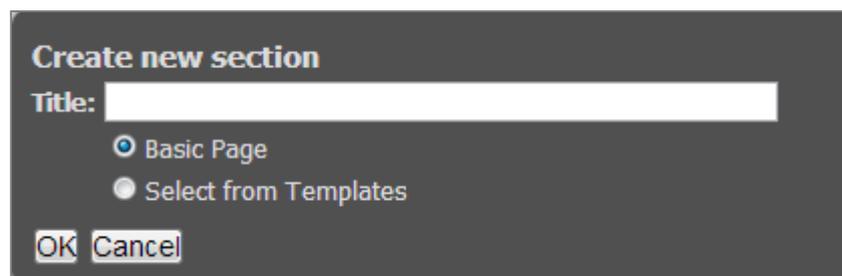
Main pages (Sections)

1. To create a **Section**, click the  tab on the **Navigation Bar**.



2. Type the **Title** of the **Section** and click **OK**. There are 2 options available for creating a Section:

Option	Description
Basic page	To create a web page
Select from Templates	To set a page as a template (Only applicable if a web page has previous technical customisations)



3. The **Section** will be created and displayed on the **Navigation Bar**.

Rearrange Sections

1. To rearrange the sequence of the **Sections** on the **Navigation Bar**, click the **Arrows**

 icon and rearrange them in any sequence you like.



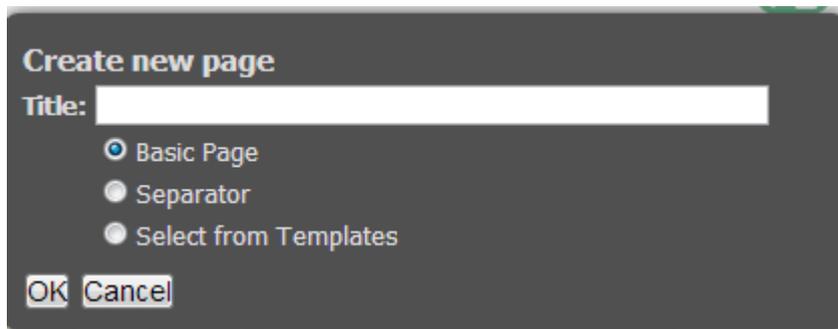
Subpages

1. **Subpages** are pages within a **Section**. To create **Subpages**, click the  tab that is designated to create **Subpages**. The  tab for **Subpages** is located between the sidebars.

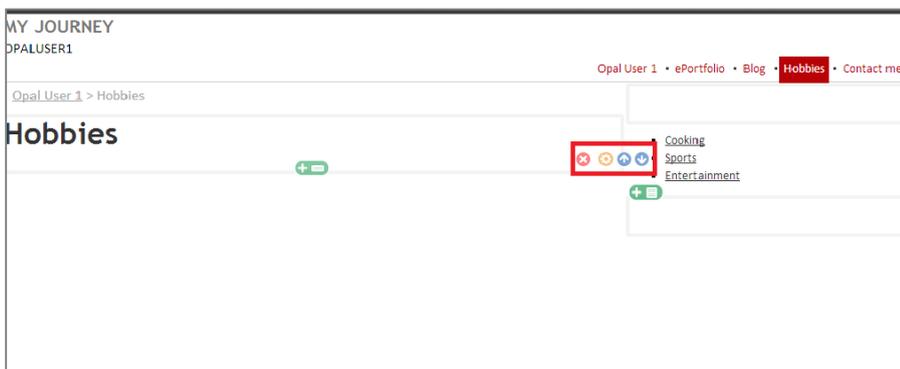


2. There are 3 options available to creating a **Subpage**:

Option	Description
Basic page	To create a web page
Separator	To add a divider to categorise subpages
Select from Templates	To set a page as a template (Only applicable if a web page has previous technical customisations)

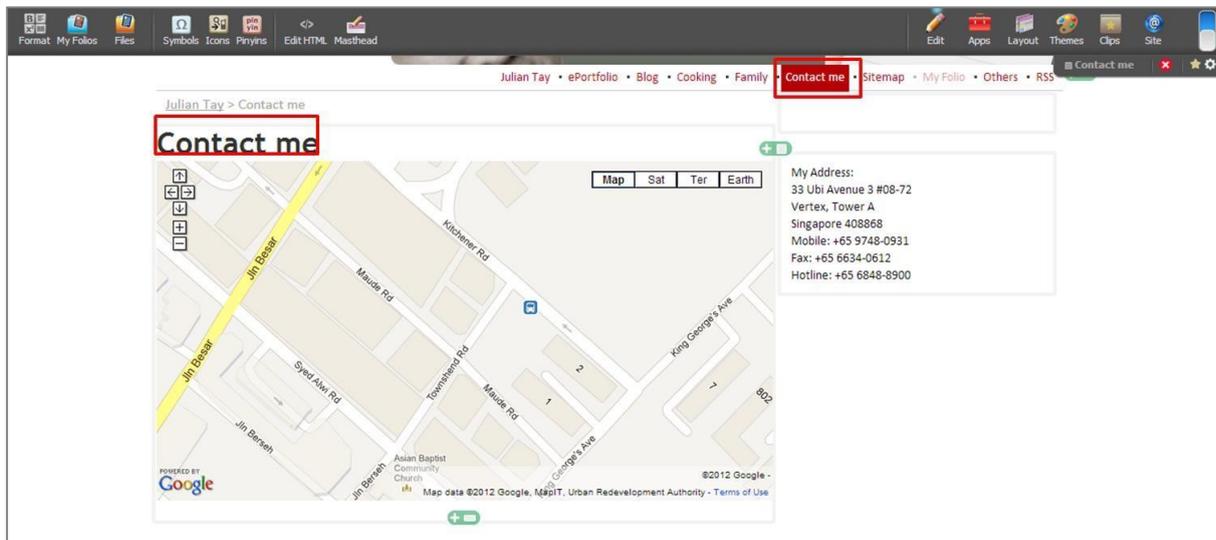


3. Select the corresponding checkbox and click **OK**.
4. If you want to arrange the sequence of the **Subpages**, click the **Arrows**  icon.



Change the Title of a Webpage

Besides appearing on the **Navigation Bar**, the **Title** of a webpage will also appear in the first main block of content.



1. To change the **Title** of a webpage, activate the cursor by clicking the title located in the block of content.
2. Type the new **Title** and refresh the webpage or go to another webpage within this website to save the changes.

Delete Webpages

1. To delete a webpage, click the **Delete** icon located at the bottom right of the **Toolbar Menu**.



Page Options

1. To access the properties of a web page, click the **Options**  icon located at the bottom right of the **Toolbar Menu**.



2. A series of options will be shown: **Properties, Search Engine Optimization (SEO) and Customize**.

Properties



Properties	Functionality
Lock	Restrict public from viewing a page
Visibility	Hide Title, Sections, Subpages
Show page in calendar app	Add a page to the calendar
Display this page on these dates	Allow visibility of a page on certain dates
Skip to first subpage	The main page will automatically skip to the first subpage
Page group	To toggle between subpages displayed on the webpage

Search Engine Optimisation (SEO)



Properties	Functionality
Meta-Description	You can insert a short description of the website here. This will allow search engines to match and rank your page during a search query based on a short description of a web page.
Meta-Keywords	Allow search engines to match and rank your page during a search query based on the key words you have inserted.

Customise

This will allow you to customise your webpage even further by creating additional codes.

Note: the extra codes will only be applied to this page.



1. Mouse over **Extra Head** and click on the **Edit**
2. Insert the required extra items, and refresh the page to save and view the added items.

Actions - Page Redirection

This will allow you to customise your webpage even further by creating additional codes.



1. Click on **Actions** on the left, under **Page Options**.
2. Select the radio button, **Redirect to URL**, and insert the URL that the user should be redirected when they access the page.
3. Refresh the page to save.

Move a Page to another Location

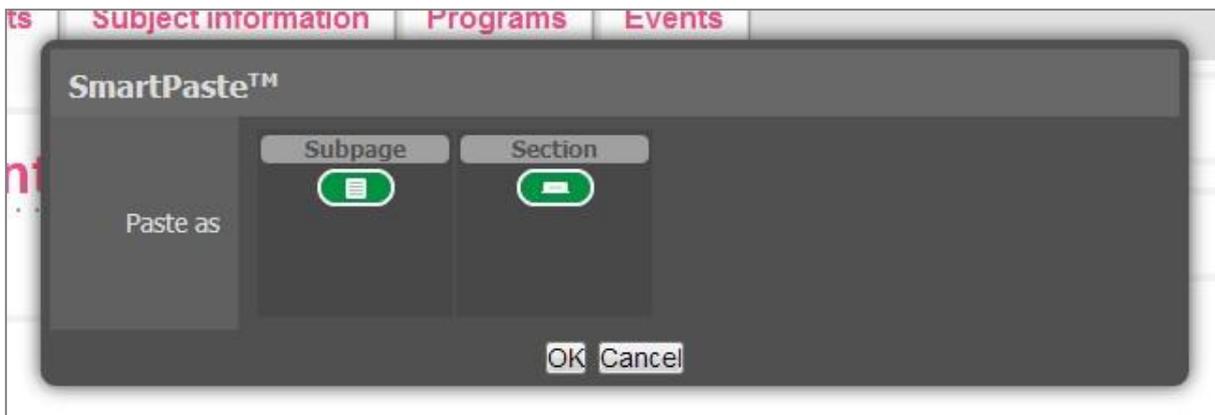
1. Go to the web page (For example, web page A) and click the **Star**  icon located at the bottom right of the Toolbar Menu to **Mark for Move**.



2. Once it has been marked for move, click  on the **Toolbar Menu** to show the selected web page to be moved (web page A).



3. Select the web page and a pop-up window will open to prompt for your action.

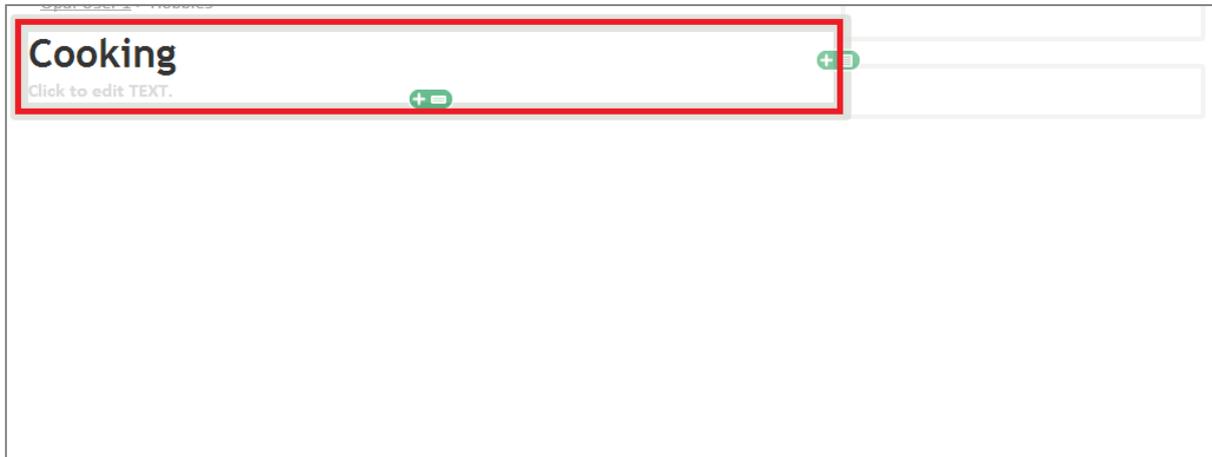


4. You can either paste the selected web page as a **Section** on the **Navigation Bar** or a **Subpage**. Click **OK** once you have selected the option.

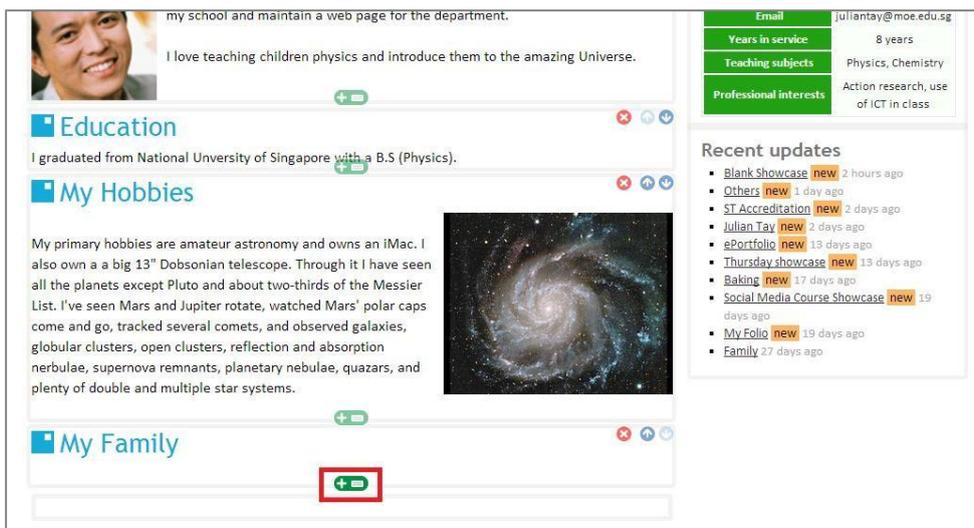
Content Creation

Input text

1. Click the main block of content to insert text into the web page.



2. Blocks are like paragraphs in a passage. To add more main blocks of content, click the  tab that is located at the bottom of the block.



3. To arrange the main blocks of content, click the **Arrows**  icon that is located at the top right of every main block.
4. To delete a main block, click the **Delete**  tab that is located at the top right of every main block.

Edit Text

1. To edit text e.g. change the font size or font type, click the **Edit**  icon on the **Toolbar Menu** and a set of tools will be displayed on the left side of the **Toolbar Menu**.

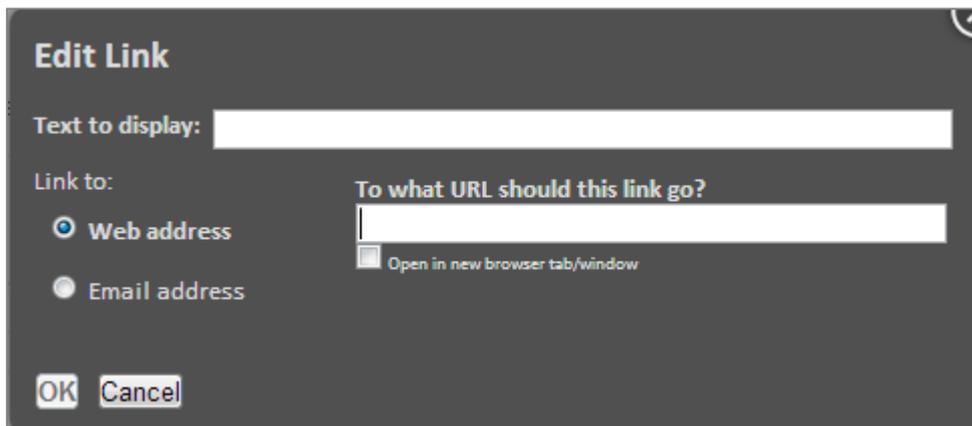
2. Click the **Format**  icon on the left side of the **Toolbar Menu** to enable the **Rich-text Editor** to be displayed. (**Note:** Do remember to refresh the page or go to another webpage within the website to save the contents).



Create a Text Hyperlink

1. To create a hyperlink for text, click the **Hyperlink**  icon on the **Rich-text Editor**.

2. Upon clicking, a pop-up window will open for you to enter the URL. To open the URL in a new window, click the corresponding checkbox.



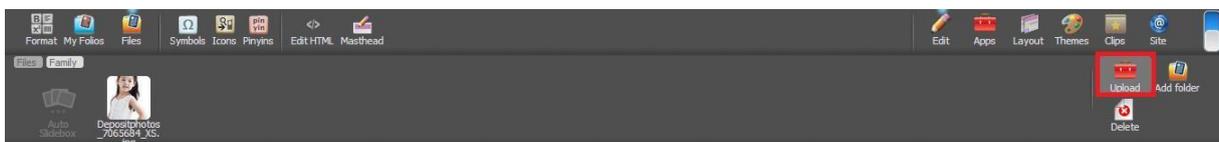
(**Note:** Do remember to refresh the page or go to another webpage within the website to save the contents).

Upload Documents/images

Before you can insert an image/video/document into a web page, you will need to upload the files onto your website. Do compress the file size before uploading to reduce the loading time.

1. Click the **Edit**  icon on the **Toolbar Menu**. A set of sub tools will be displayed on the left side of the **Toolbar Menu**.

2. Click the **Files**  icon on the left side of the **Toolbar Menu** to access the **Files Manager**. Click **Upload** to upload your files.



1. Alternatively, you can click the **Add folder**  icon to create folders to categorise your files before uploading.



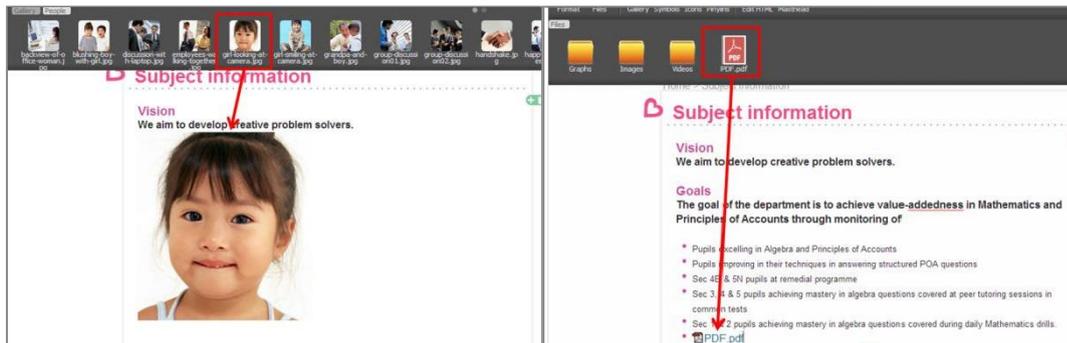
2. After which, click the **Upload**  icon to upload your files from your computer.

The website supports over 30 file types, including Microsoft office documents and zip folders.

If you have over 50 images or files to upload, you can transfer them into a zipped folder and upload onto the website.

Insert Documents/images

1. To insert images or documents, simply drag and insert into the block of content.

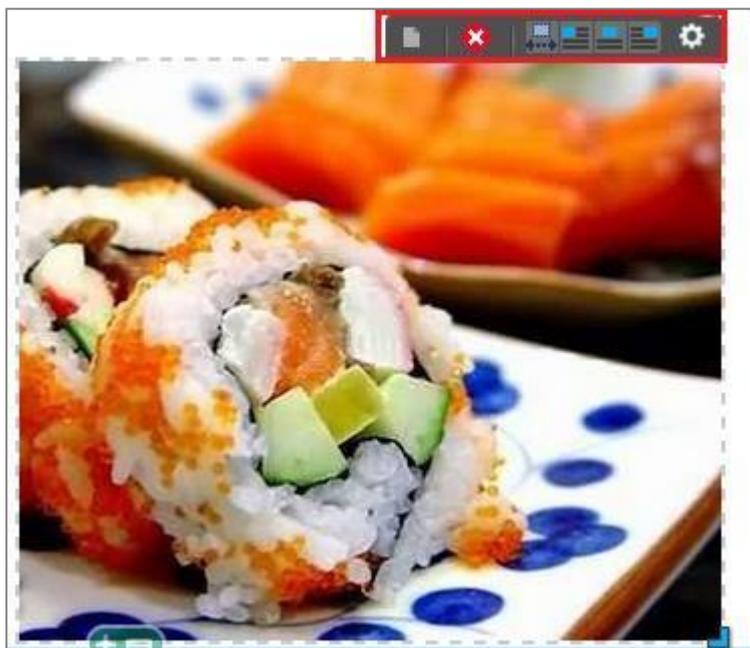


2. To align the inserted image with the text or change the image resolution, mouse over the image to display the **Settings**   tool.

3. Click the corresponding **Alignment**  icons to align the image to the left, right, centre or to stretch the width of the image.

4. Click the **Options**  tool to change the image resolution.

5. To remove the image from the webpage, click the **Delete**  icon.



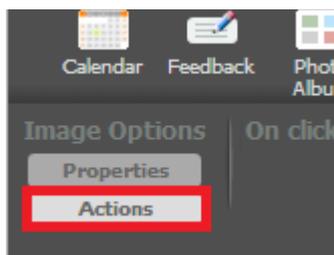
Replacing inserted images

1. To replace images that have been placed, drag and drop the image to the image that is to be replaced.



Create an Image Hyperlink

1. Mouse over the image to display the **Settings**  tool.
2. Click the **Options**  tool and you will see the **Image Options** appear on the Toolbar.
3. On the **Image Options**, select **Actions**.



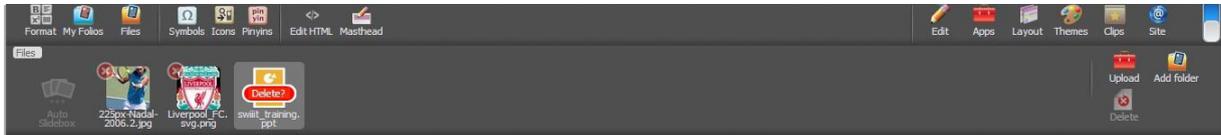
4. On the **On click** column, select **Link to URL** to link the image to a URL. To open the URL in a new window, click the corresponding checkbox.



5. After entering a URL into the **Link to URL** field, press the **Enter** button on the keyboard, or refresh the page to save the changes.

Delete Documents/images from Files Manager

1. To delete documents/images from the **Files Manager**, click the **Delete**  icon.



2. Next, click the **Delete**  icon located at the top left of each image/document and then click the **Delete** button. (**Note:** You can only discard the files if you have already removed them from your webpage. Upon removing the files from your webpage, remember to refresh the page to apply the changes so that the delete icon will be displayed on the top left of the image/document in the Files Manager).

Undo Changes

1. If you wish to undo the changes you have made, click the **Edit**  icon on the **Toolbar Menu** to display a set of tools on the left side of the **Toolbar Menu**.

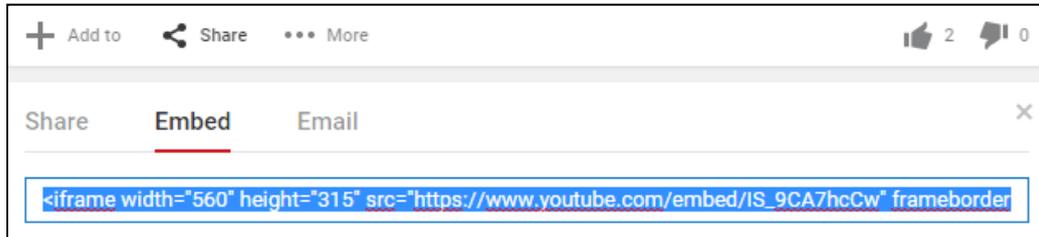
2. Click the **Format**  icon on the left side of the **Toolbar Menu** to enable the **Rich-text Editor** to be displayed.



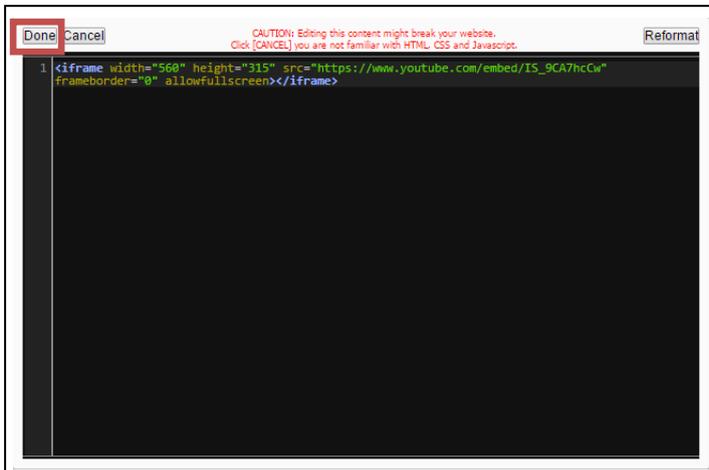
3. Next, click the **Undo**  icon on the **Rich-text Editor** to undo the changes. If you wish to redo the changes you have made, click the **Redo**  icon on the **Rich-text editor**.

Embed Videos

1. To embed YouTube videos, click on **Share, Embed** and copy the iframe code generated.

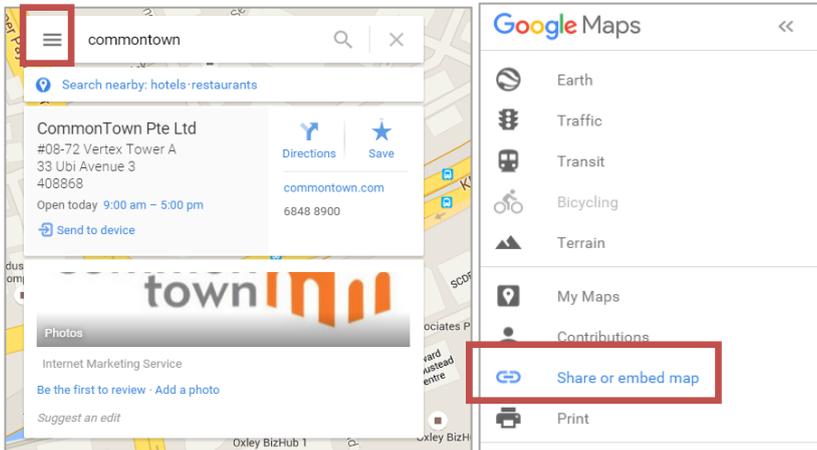


2. Click on the content block, and click on **Edit HTML** . Paste the iframe into the code and click on **Done**. (**Note:** Do remember to refresh the page or go to another webpage within the website to save the contents).

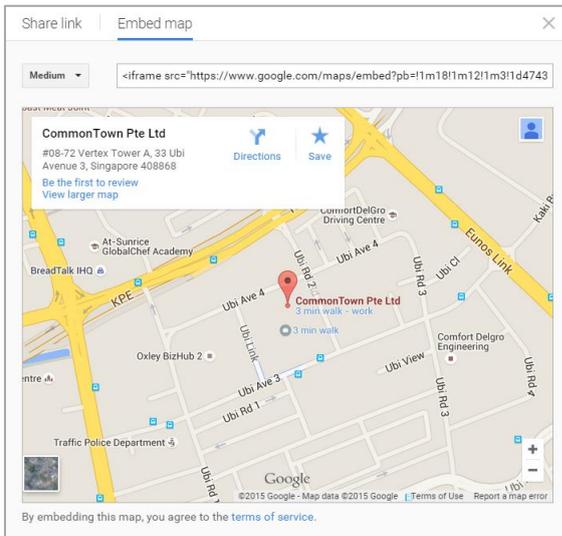


Embed Maps

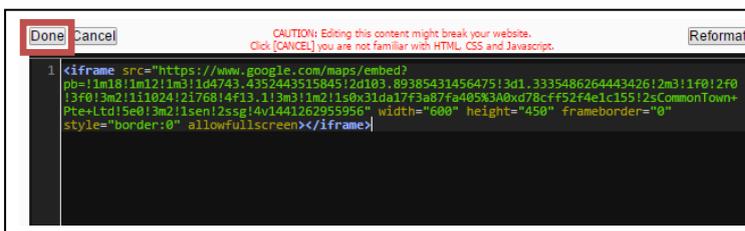
1. To embed Google map, go to Google map, enter the address and click on the Search icon. Click on the **Menu** icon and click on **Share and embed map**.



2. Click on **Embed map** and the iframe code will be generated. Copy the iframe that is generated.



3. Click on the content block, and click on **Edit HTML** . Paste the iframe into the code and click on **Done**. (**Note: Do remember to refresh the page or go to another webpage within the website to save the contents**).

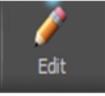


Masthead

Every website has its own masthead. A masthead is a banner that will appear on top of most websites.



You can choose to personalize your website by inserting a banner image or text into the masthead area.

1. To insert a banner, click the **Edit**  icon and a set of tools will be displayed on the left side of the **Toolbar Menu**. (*Note: the recommended banner size is 1000px by 200px*).
2. Proceed to click the **Masthead**  icon located at the left side of the **Toolbar Menu** to enable the masthead area to be activated for banner insertion.
3. Next, drag and insert the image/banner from  into the masthead area. Please ensure that the banner has already been uploaded onto the **Files Manager**.

(*Note: Do remember to refresh the page or go to another webpage within the website to save the contents*).

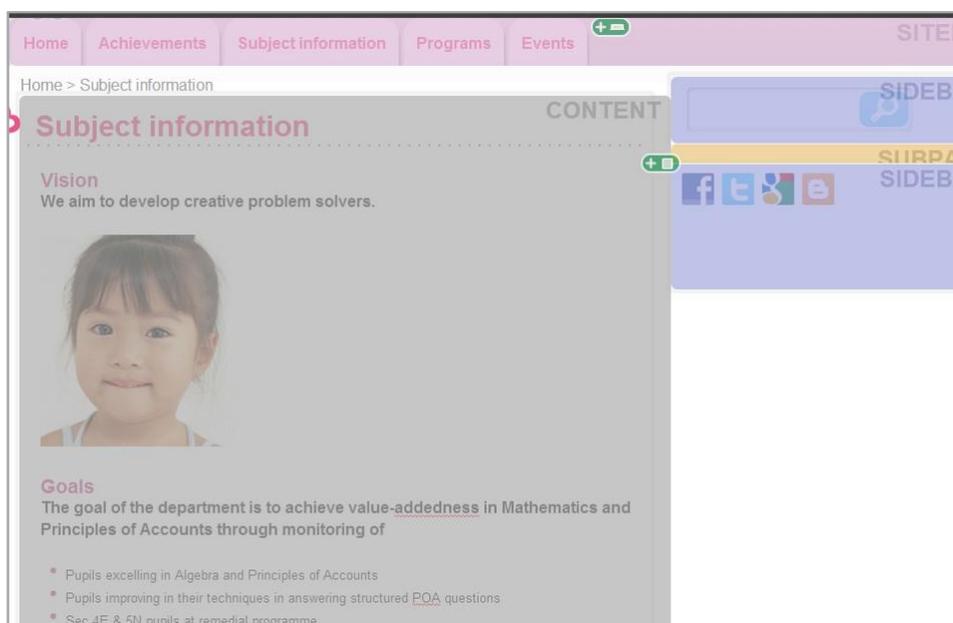
Webpage footer

The web page footer is located at the bottom of every web page. To add footer on the bottom of every web page, follow the steps on how to insert the masthead banner.

Layout

1. To change the layout of each webpage, click the **Layout** icon on the **Toolbar Menu** to show the different layout styles .

2. Click any layout template to apply.



Built-in Apps

There are over 10 built-in applications such as **Notice board** and **Event calendar**, with the additional widgets as listed below. Drag and insert to insert the applications.

Notice Board

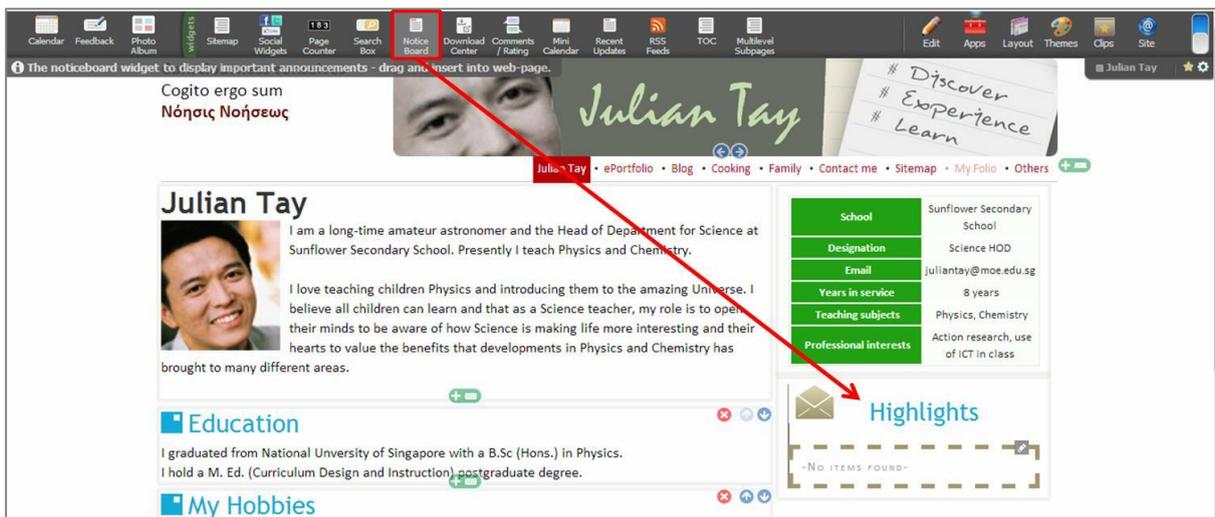
The notice board feature will allow you to pin up announcements and other notices that can be linked to other web pages.



1. Click the **Apps** icon on the **Toolbar Menu** and a range of applications will be displayed on the left side of the **Toolbar Menu**.

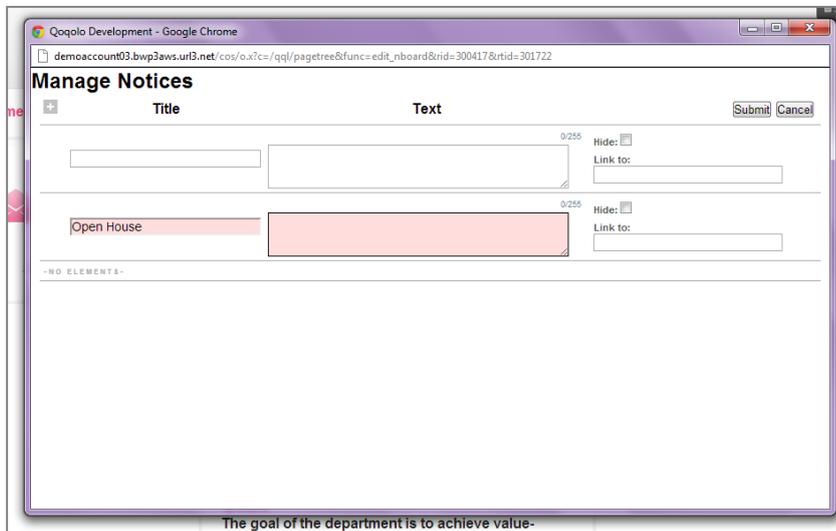


2. Next, drag and insert the **Notice Board** icon into an empty space in the block of content.



The screenshot shows a website editor interface. At the top, there is a toolbar with various icons. The 'Notice Board' icon is highlighted with a red box. A red arrow points from this icon to a 'Highlights' widget on the page. The page content includes a header with the name 'Julian Tay' and a navigation menu. Below the header, there is a profile section for Julian Tay, including a photo, a bio, and a list of education and hobbies. The 'Highlights' widget is currently empty, displaying '-NO ITEMS FOUND-'. The 'Notice Board' icon is being dragged into this widget area.

- To start posting snippets on the **Notice Board**, click the **Pencil**  icon and a pop-up window will open for you to edit the **Notice Board**.

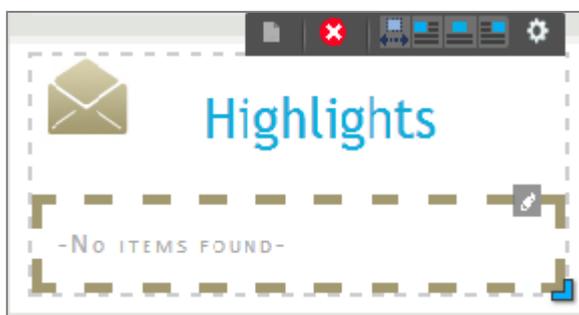


- To change the settings of the **Notice Board**, mouse over it to display the **Settings**  tool.

- Click the **Options**  icon to change the title of the **Notice Board**, as well as the transition period.



- To align the application to the left, right, centre or stretch the width, click the corresponding  icons to adjust the alignment.
- To remove the **Notice Board** from the webpage, click the **Delete**  icon.



Event Calendar

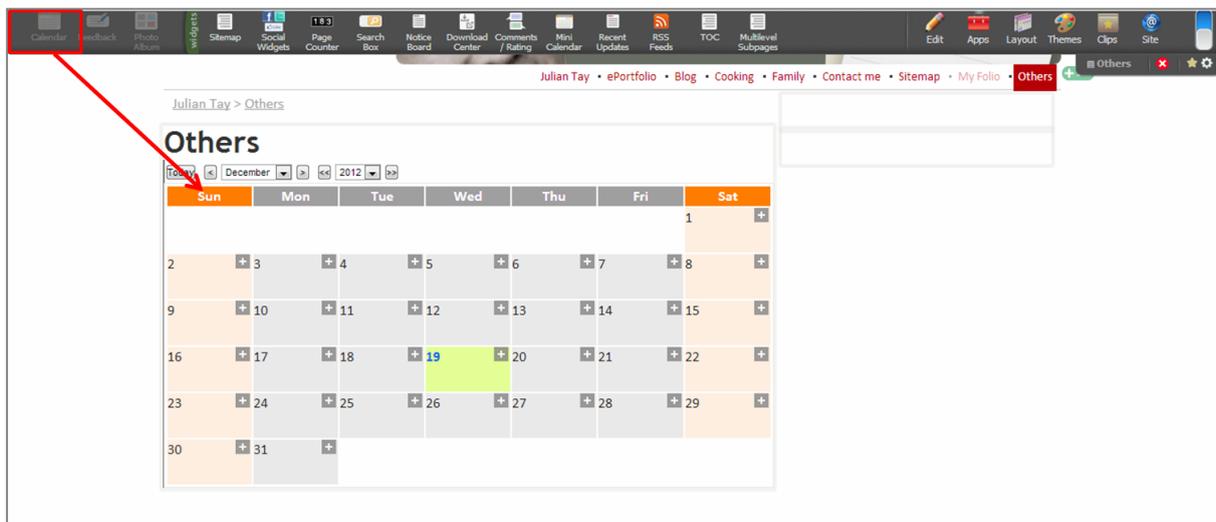
You can manage events by adding events to the calendar. (**Note:** You are unable to insert the **Event Calendar**, **Feedback Form** and **Photo Album** into one web page. You have to create a webpage for each of these 3 applications).



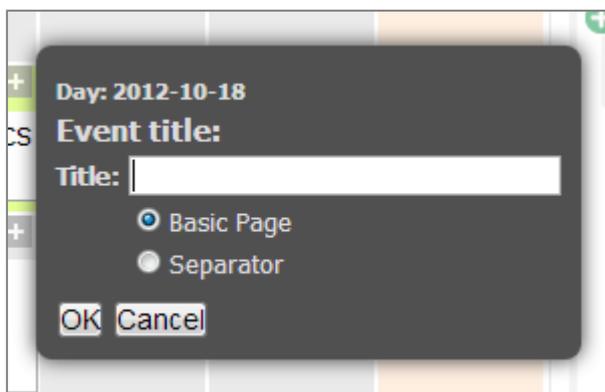
1. Click the **Apps** icon on the **Toolbar Menu** to display the applications.



2. Drag and insert the **Calendar** icon into an empty space in the block of content.

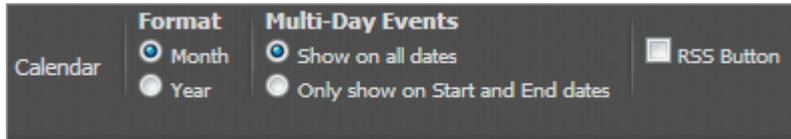


3. To add an event to a particular date, click the **Add**  icon.

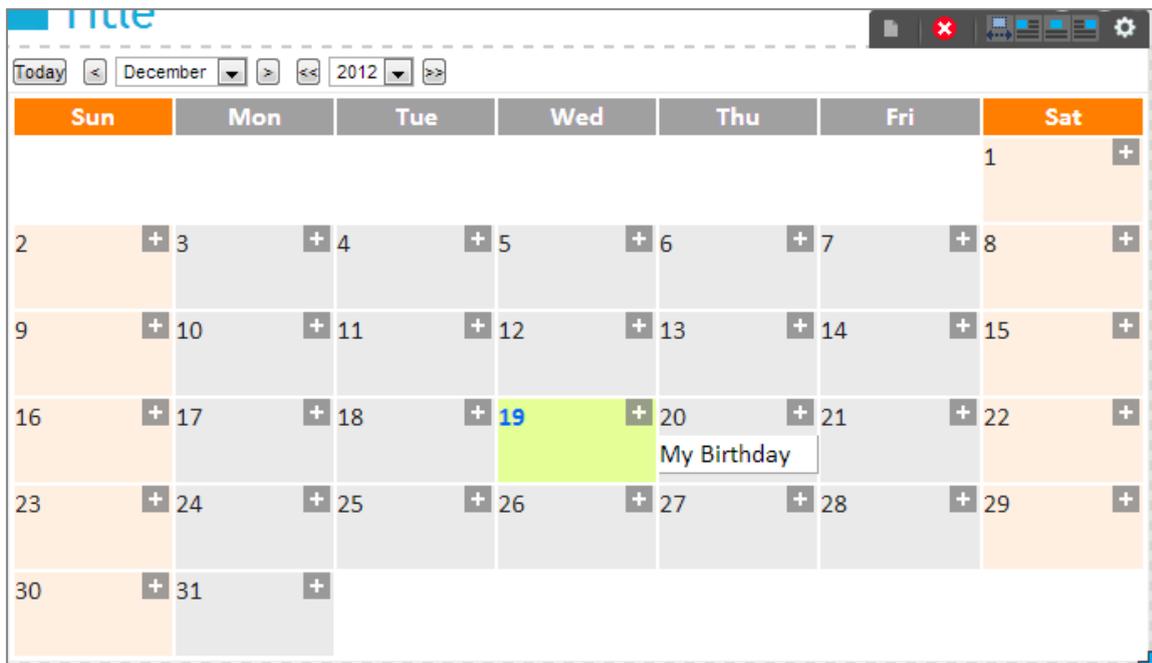


4. After an event is added to the **Calendar**, a web page for that particular event will be created.

- To change the appearance of the **Calendar**, mouse over the **Calendar** to display the **Settings**        icon. Click the **Options**  icon to change the calendar format, type of display for multi-day events or activate RSS feed.



- To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment**  icons to adjust the alignment.
- To remove the **Event Calendar** from the webpage, click the **Delete**  icon.



Feedback Form

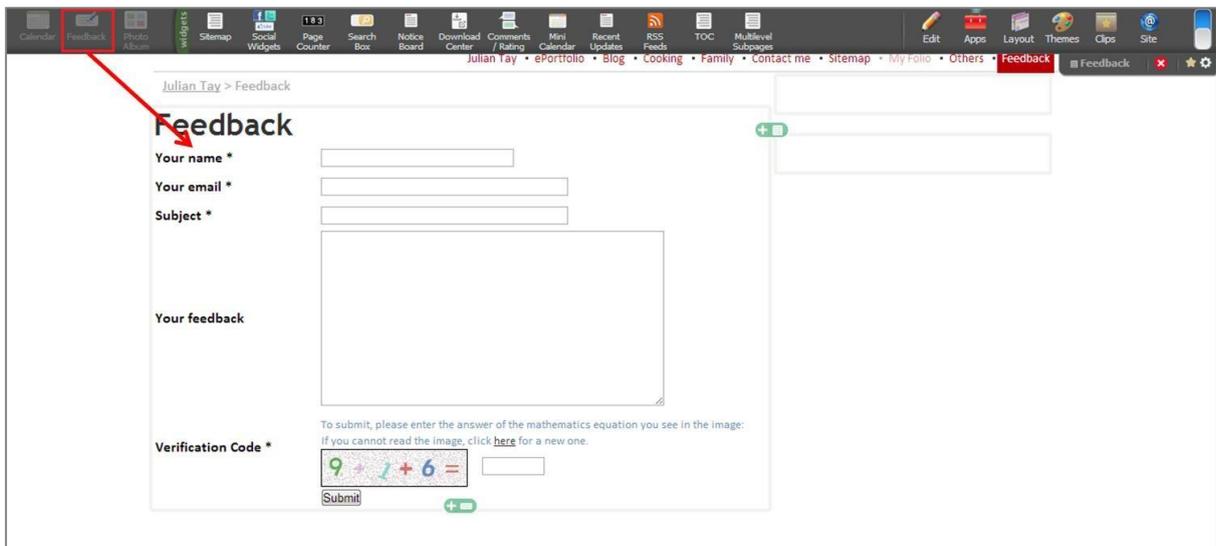
Use the **Feedback Form** to gather feedback on your website. (**Note:** You are unable to insert the **Event Calendar**, **Feedback Form** and **Photo Album** into one web page. You have to create a webpage for each of these 3 applications.)



1. Click the **Apps** icon on the **Toolbar Menu** to display the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **Feedback** icon into an empty space in a block of content.



3. Mouse over the **Feedback Form** to display the **Settings** icon, and click the **Options** icon to edit the fields and view the number of feedback.



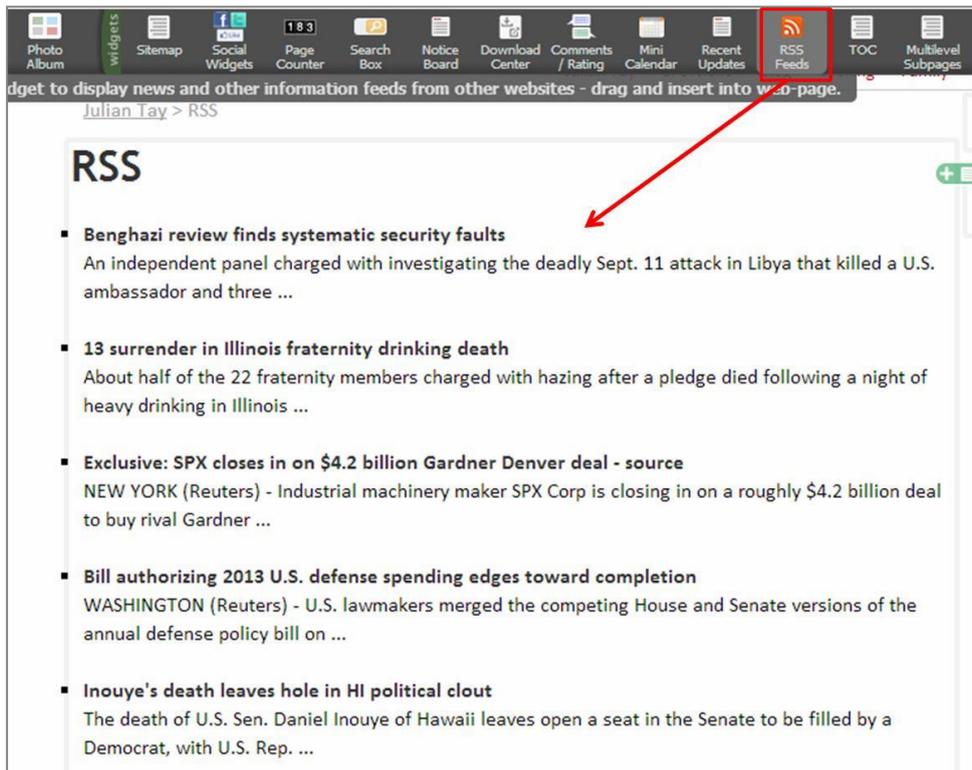
4. To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment** icons to adjust the alignment.
5. To remove the **Feedback Form** from the webpage, click the **Delete** icon.

RSS Feeds

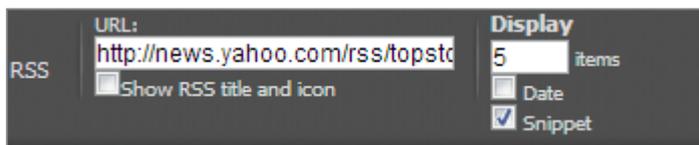
The **RSS feeds** application allows your website to synchronise content from external URLs.

1. Click the **Apps**  icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.

2. Drag and insert the **RSS Feeds**  icon into an empty space in the block of content.



3. To change the URL where live feed is pulled from, mouse over the live feeds to display the **Settings**  icon. Click the **Options**  icon to edit the URL and number of items to be displayed.



4. To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment**  icons to adjust the alignment.
5. To remove the **RSS** from the webpage, click the **Delete**  icon.

Download Centre

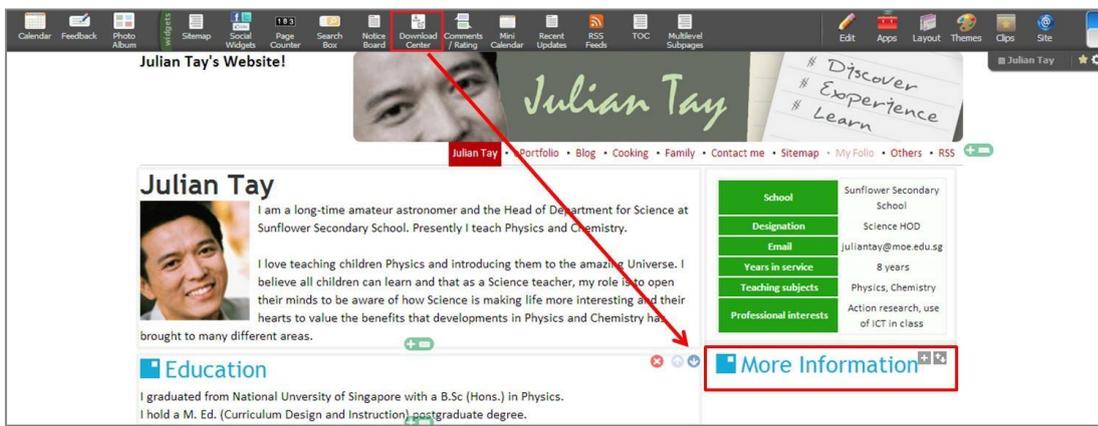
Use the **Download Centre** to upload documents for OPAL users to access and download the necessary attachments from the website.



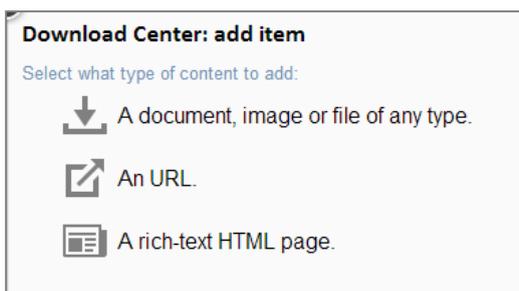
1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **Download Centre** icon into an empty space in a block of content.



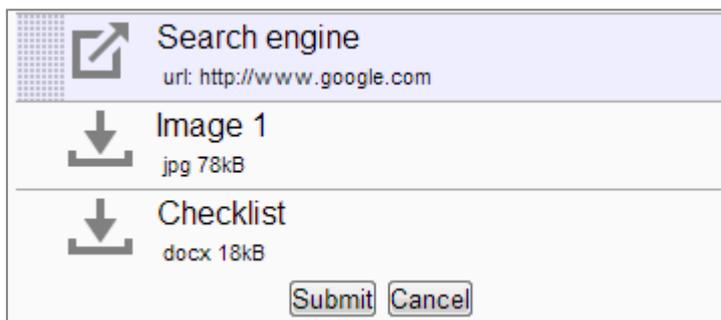
3. Click the **Add** icon to upload documents into the **Download Centre**.
4. A window will open. There will be 3 attachment options: a **Document/image/file, URL, HTML page**. Select one of the options. For example, if you want to upload an image, click the **Document/image/file** option.



5. Type the title of the attachment in the **Title field**, click **Choose file** to browse the file from the computer.



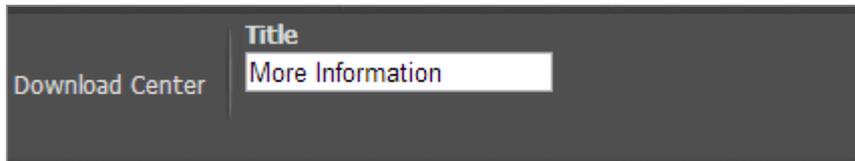
6. Click **Submit** and the attachment will be uploaded.
7. To rearrange the sequence of the attachments in the **Download Centre**, click the **Arrange items**  icon located beside the **Add**  icon.
8. A window with a list of items will open. Drag the items to rearrange the sequence.



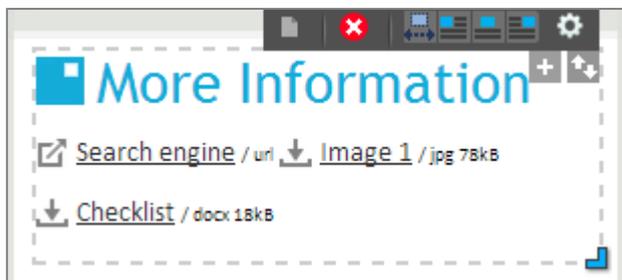
9. Click **Submit** once you are done rearranging the items.
10. To remove or edit an attachment from the **Download centre**, mouse over the attachment to display the following tools:  . Click the corresponding icon to perform the action.



- To change the title of the **Download centre** where all the attachments are located, mouse over the application to display the **Settings**  icon. Click the **Options**  icon to edit the title.

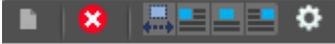


- To align the application to the left, right, centre or stretch the width, click the corresponding  icons to adjust the alignment.
- To remove the entire **Download centre** from the webpage, click the **Delete**  icon.



Facebook feed

Besides RSS feeds, you can pull live feeds from your Facebook page and insert it into your website.

- Click the **Apps**  icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
- Drag and insert the **FB Feed**  icon into an empty space in the block of content.
- To change the **Facebook ID** or adjust the settings of the application, mouse over the application to display the **Settings**  tool.

Voting Tool



1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **Vote** icon into an empty space in the block of content.



3. Click the **Pencil** icon to create a new voting box.

Create new

4. Click the **Create new** button to create a new voting box.

5. Fill in the details and adjust the settings of the voting box.

Vote

Assign voting box: or [Create new](#)
Please select an existing voting box or create a new one.

Enter details for the new voting box:

Title

Description

New choices can be added by: anyone editor

Duration always open
 from to

Show results to anyone after closing never

6. To add a choice to the voting box, enter the new choice in the **Add new choice** field.

Which fastfood chain do you prefer?



Choice	Your Vote
Carls Jr	<input type="radio"/>
KFC	<input type="radio"/>
Macdonalds	<input checked="" type="radio"/>
Wendys	<input type="radio"/>
<input type="text" value=""/> <small>Add new choice</small>	

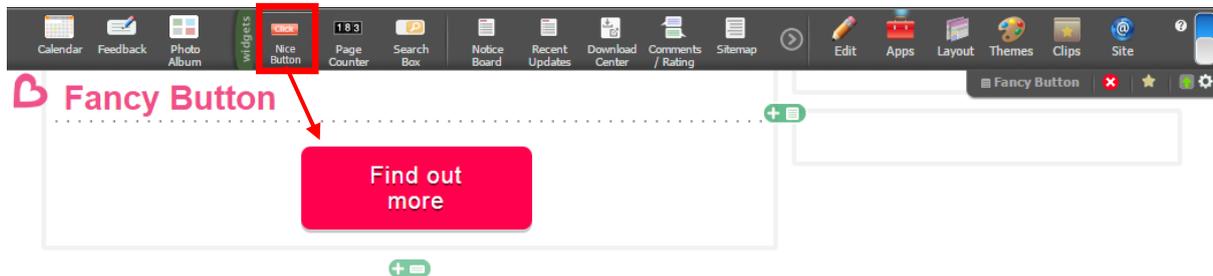
Votes: 1 · [Show results](#)

Nice Button Widget

This widget is to create a button quickly without any knowledge of coding. The button will be able to redirect the visitor to their respective page based on the administrators preference.

1. Click the **Apps**  icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.

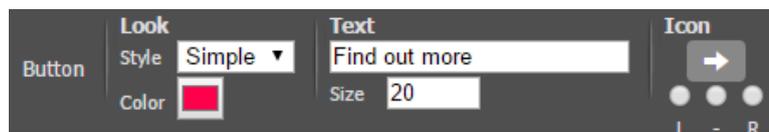
2. Drag and insert the **Button**  icon into an empty space in the block of content.



3. To change the URL of where the button is to link to, mouse over the widget to display the **Settings**  tool, click the **Options**  icon to edit the URL



4. To change the colour, looks, label or to include an icon, refer to the section under **Look**, **Text** and **Icon** and insert the necessary changes.



5. To delete the button, mouse over the widget to display the **Settings**  tool, click on the **Delete Object**  button to remove the button.

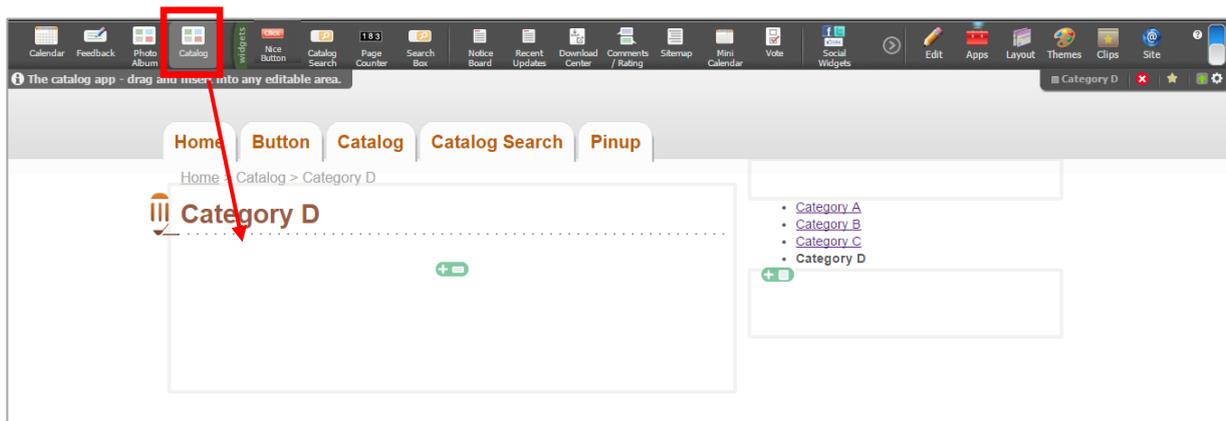
Catalog App



1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **Catalog** icon into an empty space in the block of content. Once an app have been inserted, other apps will be disabled and cannot be used.



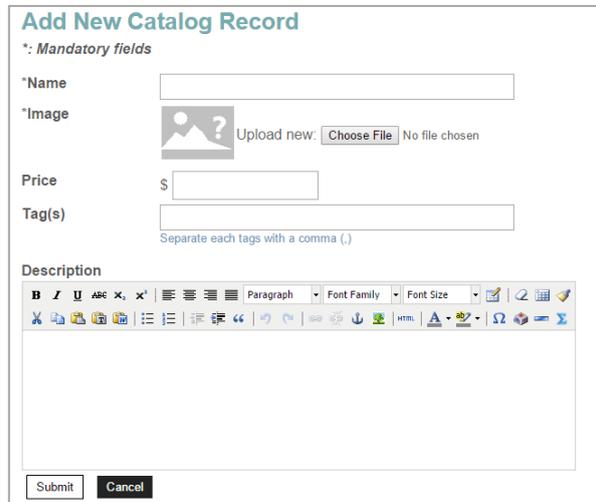
3. Select the category of the product and click on **Submit**. If a new category is required to be created, click on **New Category** and key in the name of the category.



4. To create change the category of catalog, click on **List** icon and select the category required.



5. To add a new record, click on the **Add**  button. Fill in the mandatory fields and click on **Submit**



Add New Catalog Record

*: Mandatory fields

*Name

*Image  Upload new: No file chosen

Price \$

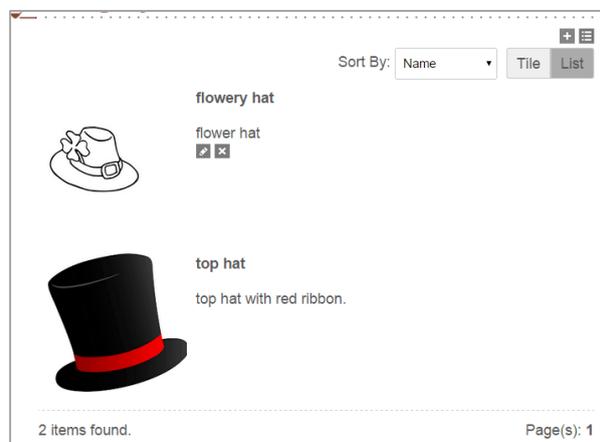
Tag(s)
Separate each tags with a comma (,)

Description

B *I* U **A** **B** **X** **X** | Paragraph | Font Family | Font Size | 

6. Added records will be shown in the listing.

7. To edit the record, mouse over the image and click on the **Edit**  button. Make the necessary changes to the record and click on **Submit**.

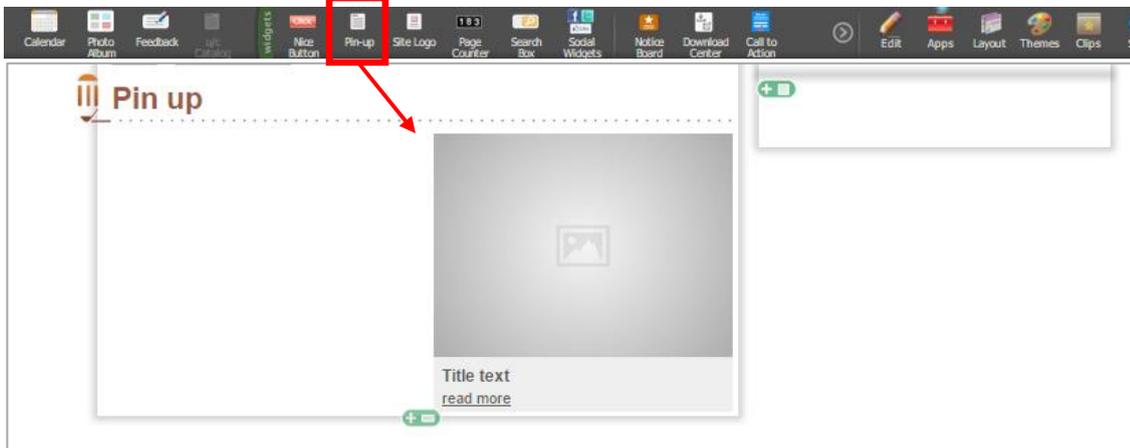


8. To delete the record, mouse over the image and click on **Delete**  button. A notification on the deleting of the record will be shown. Click on **OK** to delete.

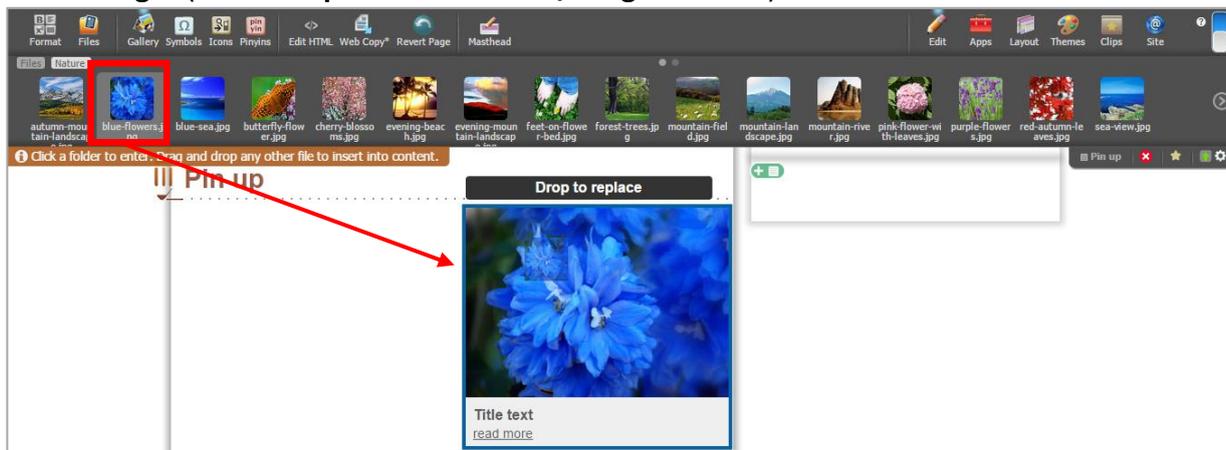
Pin-up Widget

1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.

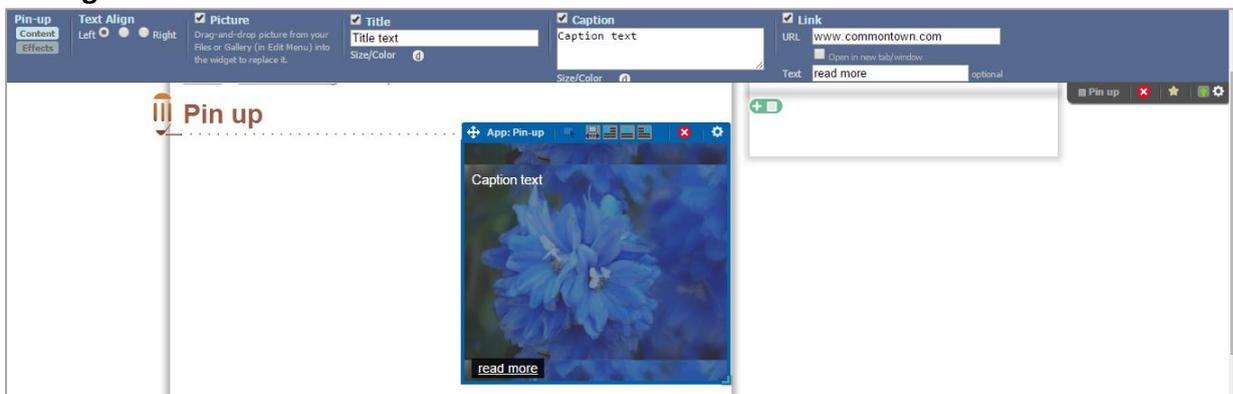
2. Drag and insert the **Pin-up** icon into an empty space in the block of content.



3. You can change the image by simply dragging and dropping uploaded images from the **File Manager** (refer to **Upload Documents/images** section).

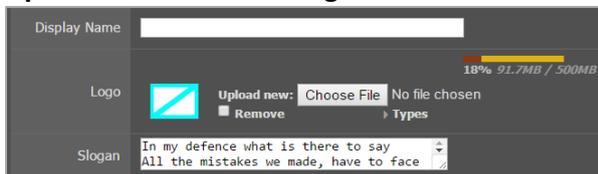


4. To change the settings on the widget, mouse over the widget and click on the **More Settings** icon



Site Logo Widget

1. To insert the widget, click on **Edit** , and click on **Masthead**  to enable the header area.
2. Click the **Apps**  icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
3. Drag and insert the **Site Logo**  icon into an empty space in the masthead blog.
4. Click on **Site** , and click on **Set Profile**  and the Set Profile window will appear.
5. Fill in the **Display Name**, upload a **Logo** image, and insert the company **Slogan** and click on **Update** to save the changes.



The screenshot shows the 'Set Profile' window with the following fields and controls:

- Display Name:** A text input field.
- Logo:** A section containing a 'Choose File' button, a 'No file chosen' status, and a 'Remove' button. A progress bar indicates '18% 91.7MB / 500MB'.
- Slogan:** A text input field with the text 'In my defence what is there to say All the mistakes we made, have to face' and a dropdown arrow.

Other Applications

1. To insert other built-in applications, simply click the **Apps**  icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
2. Drag and insert the application icons into an empty space in the block of content.
3. To access the **Settings**  of each application, mouse over it to display the tool.

(Note: Do remember to refresh the page or go to another webpage within the website to save the contents).

Website Properties



Click the **Site** icon on the **Toolbar Menu** to access the website properties that are

displayed on the left side of the **Toolbar Menu**:



Site Settings

Under Site settings, you can activate **Drop-down lists for Subpages**, **Printable button**, **RSS feed** and insert **Google Analytics ID**.



1. Click the **Settings** icon to access these settings and click the relevant checkboxes.

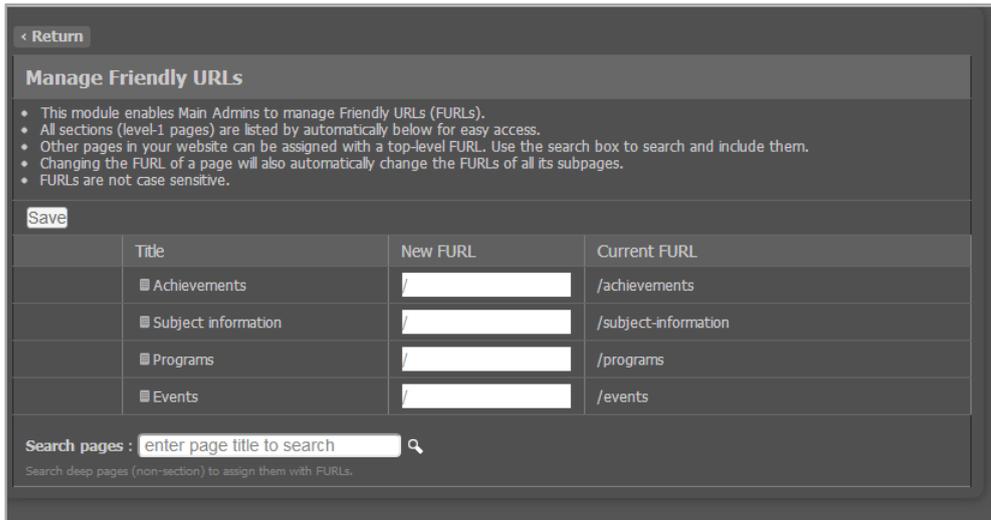
The 'Site Settings' dialog box is shown with a dark background and white text. It has a title bar with 'Site Settings' and a close button. Below the title bar are four settings rows, each with an icon, a label, and a radio button selection. The first row is 'Site drop-down menu' with a document icon and radio buttons for 'No' and 'Yes'. The second row is 'RSS button' with an RSS icon and radio buttons for 'No' and 'Yes (Show on homepage)'. The third row is 'Printable button' with a printer icon and radio buttons for 'No' and 'Yes'. The fourth row is 'Google™ Analytics Account ID' with a bar chart icon and a text input field. Below the input field is a note: 'Note: You should provide your Account ID (eg. UA-123456-7) and NOT your website domain name or gmail address.' At the bottom are 'Update' and 'Cancel' buttons.

Setting	Icon	Options	Description
Site drop-down menu	Document	<input type="radio"/> No <input checked="" type="radio"/> Yes	Enable drop-down menu when mouse-over section menu.
RSS button	RSS	<input type="radio"/> No <input checked="" type="radio"/> Yes (Show on homepage)	Display a RSS subscription button in the sidebar on the homepage.
Printable button	Printer	<input type="radio"/> No <input checked="" type="radio"/> Yes	Display a printable button on every page.
Google™ Analytics Account ID	Bar chart	<input type="text"/>	Provide account ID for pageview tracking. You can register for a free account, here . Note: You should provide your Account ID (eg. UA-123456-7) and NOT your website domain name or gmail address.

Friendly URLs

A **Friendly URL (FURL)** is a Web address that is easy to read and includes words that describe the content of the web page. This type of URL can be "friendly" in two ways - 1) it can help visitors remember the Web address, and 2) it can help describe the page to search engines.

The website has auto-generated friendly URLs, however, if there is a need to change the URL of a web page, you can edit the URL by clicking the **Friendly URLs**  icon.



< Return

Manage Friendly URLs

- This module enables Main Admins to manage Friendly URLs (FURLs).
- All sections (level-1 pages) are listed by automatically below for easy access.
- Other pages in your website can be assigned with a top-level FURL. Use the search box to search and include them.
- Changing the FURL of a page will also automatically change the FURLs of all its subpages.
- FURLs are not case sensitive.

Save

Title	New FURL	Current FURL
▣ Achievements	<input type="text"/>	/achievements
▣ Subject information	<input type="text"/>	/subject-information
▣ Programs	<input type="text"/>	/programs
▣ Events	<input type="text"/>	/events

Search pages : 🔍
Search deep pages (non-section) to assign them with FURLs.

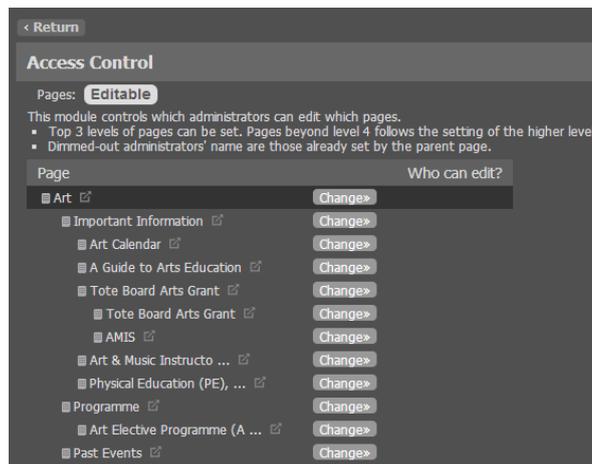
Make the necessary changes to the FURL, and click on Save to save the changes to the domain.

Set Access

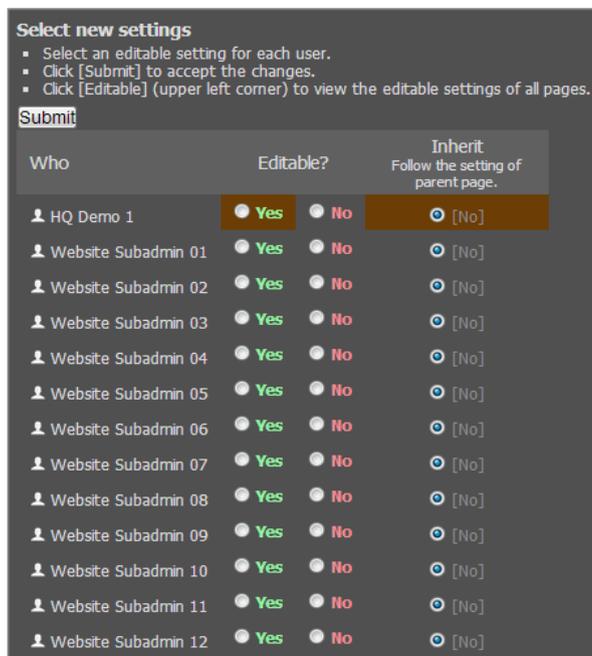
The website main administrator has the ability to authorise website sub administrators to edit certain web pages.



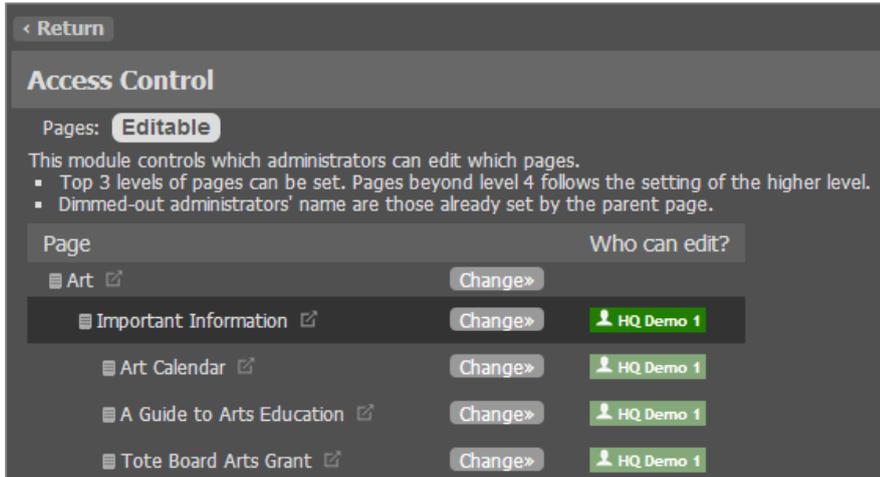
1. Click the **Set Access** icon to assign sub administrators' rights. This function is only applicable to **Subject Websites**.



2. Click the **Change** button that corresponds to the section of the website that you want to assign a website sub administrator to. A list of all the sub administrators assigned to the website will appear.



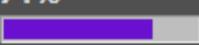
- To assign a sub administrator to be able to edit the selected webpage, click the **Yes** option corresponding to the sub administrator. Sub administrators who are allowed to edit the assigned webpages will be listed on the **Access Control** page.



*(Note: Sub-administrators will automatically be able to edit any subpages under the webpage assigned to them. Main administrators have to disable the editability of the subpages manually if they wish to prevent a sub-administrator from editing certain subpages. To do so, click the **No** option corresponding to the sub-administrator after selecting a subpage.)*

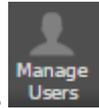
Usage Quota

Click the **Usage Quota**  icon to check the amount of disk space you have used on the website.

Usage Quota: Teacher Journey				
	Quota	Usage	Remaining	
Diskspace	500MB	0MB	500MB	0% 
Pages	100	74	26	74% 

Manage Users

This function is only available for the super administrator, not the main administrator. Additional accounts created after the first 3 accounts (1 being free from the hosting vendor and 2 paid by MOE), will result in extra charges. Kindly contact Xtremax (+65-6778-4985 or sales@xtremax.com) for costing details.



Click the **Manage Users** icon to navigate to the accounts control panel

Create New Account

1. A control panel will be displayed with all the listed accounts

A screenshot of a web interface. At the top left, there is a link "< Back to Website". Below it is a button labeled "Add..". The main content area shows "Found 2 items" followed by a table with columns "S/N", "Login-ID", "Name", and "Status". The table contains two rows, both with "active" status. To the right of the table is a large empty space with a red text prompt: "<<<< Select an item to inspect or modify."/>

S/N	Login-ID	Name	Status
1			active
2			active

2. To add a new account, click on **Add**, insert the required details displayed on the right side of the control panel
3. Click on **Update changes** to save the record

A screenshot of a "New User" form. At the top, there are two buttons: "Update changes" and "Revert". The form title is "New User" with "UID:0" next to it. The form contains several fields: "Status" with radio buttons for "Active", "Locked", and "Suspended"; "Expiry" with a text input and a "YYYY-MM-DD" label; "Login-ID*" with a text input and "(last login: -)" label; "Admin Type" with radio buttons for "Main-admin" and "Sub-admin"; "Failed Login Count" with a text input containing "0"; "Full Name" with a text input; "Email*" with a text input; and "Mobile*" with a text input.

Update changes Revert

New User UID:0

Status Active Locked Suspended

Expiry YYYY-MM-DD

Login-ID* (last login: -)

Admin Type Main-admin Sub-admin

Failed Login Count 0

Full Name

Email*

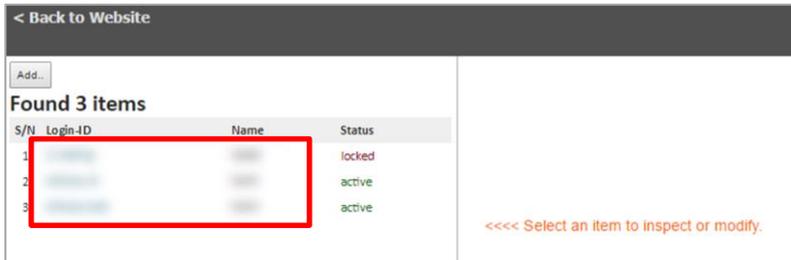
Mobile*

4. Refresh the page to view the newly added account

Edit Account

Editing accounts allows admin to either change the other account ownership, or unlock accounts that was locked due to multiple failed logins.

1. Click on the account that is to be edited



2. Click on the account that needs to be amended, and the right panel will display the account's details
3. To change ownership, change the Email address and Mobile number if a different ownership is required
4. Click on **Update changes** to save the changes

For Unlocking of Accounts

1. For locked accounts, the status will show that it is locked.



2. Click on the locked account, the account details will be displayed on the right side of the screen
3. To unlock,
 - a. Change the **Status** from "**Locked**" to "**Active**"
 - b. Change **Failed Login Count** to "**0**"
4. Click on **Update changes** to save the changes

- a. Click on **Update changes** to save

Update changes Revert

ct.testing UID:166

Status Active Locked Suspended

Expiry 2100-11-11 00:00:00 YYYY-MM-DD

Login-ID* ct.testing (last login: -)

Admin Type Main-admin Sub-admin

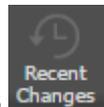
Failed Login Count 5

Full Name tester

Email* test@domain.com

Mobile* 91239123

Recent Changes – Revert Changes

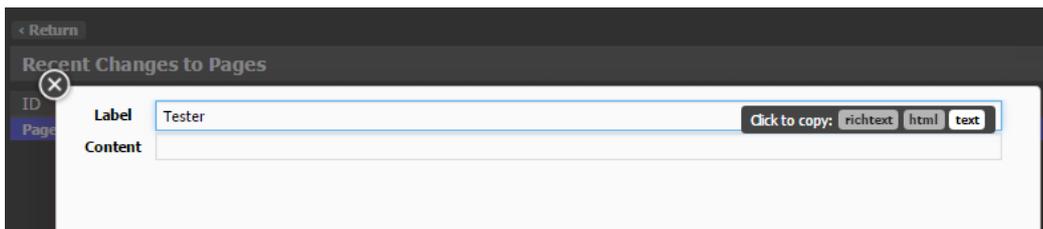


Click the **Recent Changes** icon to view all changes done on the website. This feature allows admins to revert any page that was deleted.

1. Page will display all changes, based on the Title of the page.

ID	Title	Snippet	Date
Page #15807	Tester	(no text preview)	25 Nov 2016, 04:52pm

2. Click on the record, a pop up will appear with the amended contents displayed



3. Mouse over either the Label or Content based on what needs to be copied
4. Click on either **richtext**, **html** or **text** and it will be copied



5. Navigate to the page that needs the writeup to be copied, and paste them accordingly.