



## Site Panel User Manual

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Please note: Images may vary from site to site.

# Site Panel User Manual

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## 1. How to go to the site panel

- Open Internet explorer and go to your website (e.g.: [www.companyname.com](http://www.companyname.com))
- In the address bar type [...companyname.com/cp/](http://...companyname.com/cp/)
- When the page loads you will get a login page as shown below

**You are not logged in**



Admin Name

Password

Log in Now

## 2. How to login

- When at the login page enter your Administrative details.

**You are not logged in**



Admin Name

Password

Log in Now

- To Add or change your Administrative username and password, logon to the panel with your default password and go to the [Administrators Control section](#).

## 3. Site panel section 1 - General

### 1. Site main page

- This link takes you to your website (e.g.: [www.companyname.com](http://www.companyname.com))

### 2. Panel main page

- This link takes you to your website site panel Homepage.

**General**

[Site main page](#)

[Panel main page](#)

### 3. **Site Setting**

Site Setting

- This section has all your contact details and information about your website. Fill in the details appropriately

The screenshot shows a 'Site Setting' form with the following elements:

- Site Name:** A text input field.
- Site URL (Address):** A text input field.
- Site E-mail:** A text input field.
- The Marquee:** A text input field.
- The Footer:** A text input field.
- Change the banner:** A text input field, a 'Browse...' button, and a link to 'the current banner'.
- Contact Information:** A large text area for entering contact details.
- Update:** A button at the bottom of the form.

- Site name: This is the website name which will appear on the title of your explorer. (e.g.: Explore Bahrain Computer Systems)
- Site URL: This is the website Address which defines your site. (e.g.: <http://www.explorebahrain.com>)
- Site Email: This is the company website email (e.g.: [info@explorebahrain.com](mailto:info@explorebahrain.com))
- The Marquee: This is a moving text, usually a slogan or catchy phrase.
- The Footer: This is the text that is placed at the bottom of your website.
- Change the banner: This is a feature where you can change your website's banner. Formats accepted are: jpeg, gif, & swf.
- You can check the present banner by clicking "the current banner"
- Contact information: Add your contact details here. Whatever contact details you write here will be shown on the contact page.
  
- When done click on "update"
- You get a confirmation message. That the setting is updated.

#### 4. Check you mail

[Check your mail](#)

- This is made available for you to check you emails
- Login with your username and password



- You will now login to your email account on your website

#### 4. Site panel section 2 - Administrators

[Administrators](#)

##### 1. Add

[Add](#)

- This page lets you add an administrator to your account, to administer the site panel.



- Admin name: Name of the administrator
- Admin password: Appropriate password for security
- Admin email: the email of the Administrator
- When you fill in the details click on submit.
- You get a confirmation message. That the information is added.

## 2. Control

- This page lets you control the administrator

ID	User name	Edit	Delete
3	ameenov	<a href="#">Edit</a>	<a href="#">Delete</a>
2	admin	<a href="#">Edit</a>	<a href="#">Delete</a>

- Edit
- This lets you edit the details of the administrator

<b>User Name</b>	<input type="text" value="admin"/>
<b>E-Mail</b>	<input type="text" value="admin@hotmail.com"/>
<b>Password</b>	<input type="text" value="123456"/>

- Change the details as necessary
- When finished editing click “edit”
- You get a confirmation message. That the information is edited.

- Delete
- This lets you the delete an administrator.

<b>User Name</b>	admin
<b>E-Mail</b>	admin@hotmail.com

**Are you sure you want to delete this admin?**

No  Yes

- Select the agreeable options and click “ok”
- You get a confirmation message. That the information is deleted.

## 5. Site panel section 3 - Pages

Pages

[Add a page](#)

### 1. Add

- This page lets you add a page to your website, to be viewed by your customers.

Page name:\*

Text:\*

The order:\*

It is an index:\*

submit

- Name your page and enter you text.
- Use the formatting toolbar to format your text.
- To define the page order, please write the appropriate page number in the box labeled "The order"
- If the page you are creating is a home page, select "yes".
- When finished click "Submit"
- You get a confirmation message that the page is created.

[Control the pages](#)

## 2. Control the page

- This page allows you to edit and control the pages you have created.

ID	Page name	images		Edit	Delete
3	Home	<a href="#">Add</a>	<a href="#">View all (0)</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
4	Services	<a href="#">Add</a>	<a href="#">View all (3)</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
5	New page 1	<a href="#">Add</a>	<a href="#">View all (1)</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

- **Add image**
- This lets you add an image to the page

**Name**

**Upload file**

- When done naming and adding the image, click "Upload".
- You get a confirmation message. That the image is uploaded.

- **View image**
- This lets you add an image to the page

Image name + its link	Edit	Delete
<a href="#">test image</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

- Click the appropriate image name to see its details

- **Edit image**
- If u want to edit the name or the picture click "edit"

[Current image](#)

**Name**

**Change the file**

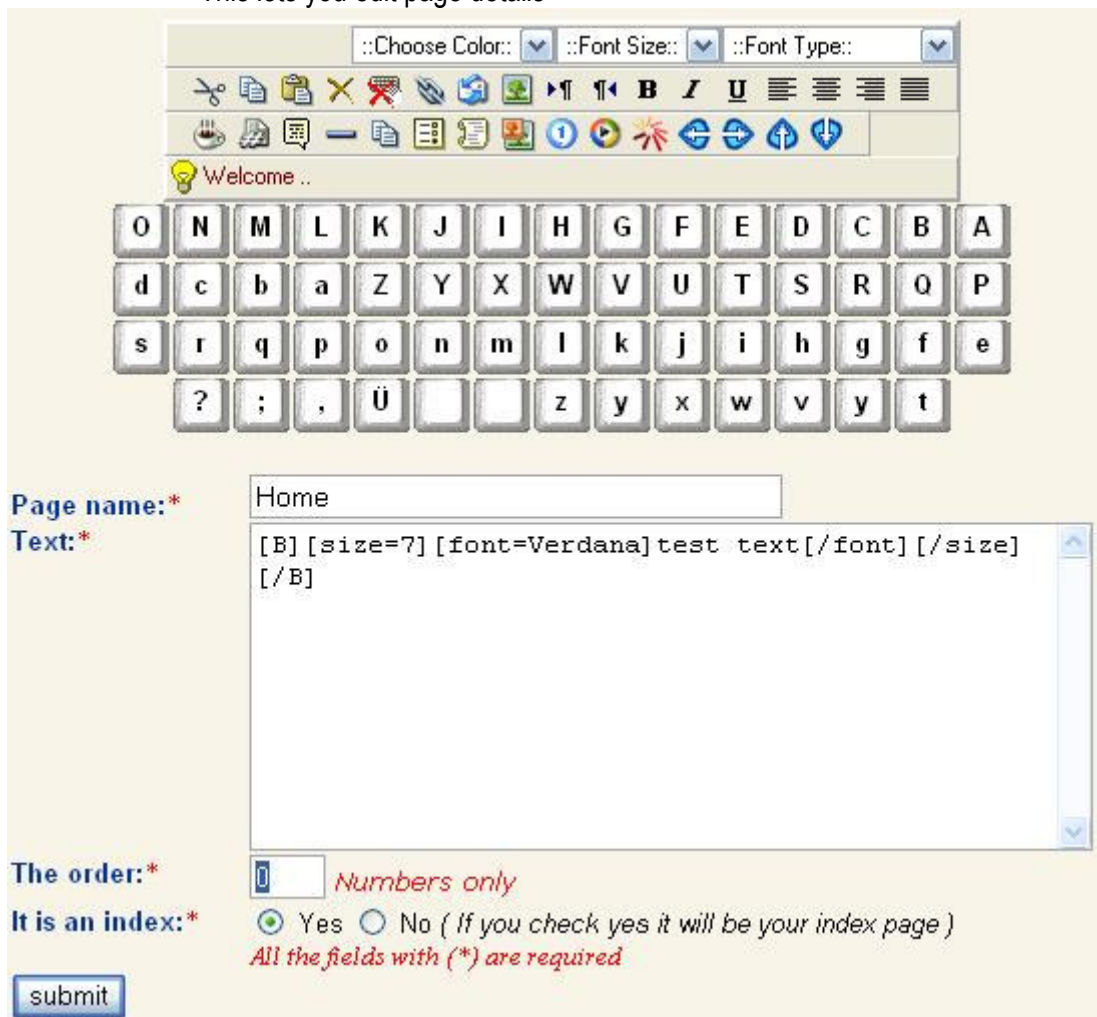
- When finished editing click “edit”
- You get a confirmation message that the image is edited.
- **Delete image**
- If you want to delete the image click “delete”



- Select the agreeable option & click “ok”
- You get a confirmation message that the image is deleted.

### Control Pages Menu

- **Edit a page**
- This lets you edit page details



- When finished editing click “Submit”
- You get a confirmation message that the page is edited.
- **Delete a page**
- This lets you delete a page from your website.

The screenshot shows a confirmation dialog box with a light yellow background. It contains the following text: "Page name: New page 1", "Text: test new page", and "Do you want to delete this Page?". Below this text are two radio buttons: "No" (which is selected) and "Yes". At the bottom of the dialog is an "OK" button.

- Select the agreeable option & click “ok”.
- You get a confirmation message that the page is deleted.

### 3. **Search for a page**

[Search for a page](#)

- This page lets you search a page which is listed on your website

The screenshot shows a search interface with a light yellow background. At the top, it says "Search for a page". Below this, there is a label "Page name" followed by a text input field. Underneath the input field is a "Search" button.

- When u search for a page, it will list the pages containing that name.

## 6. **Site panel section 3 - Mailing list**

[Mailing List](#)

### 1. **Show all emails**

[Show all E-mails](#)

- This page allows you to all the emails of the members to your site, who have subscribed using the registration form.

E-mail	Send mail	Edit	Delete
ameenov@gmail.com	<a href="#">Send mail</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

- **Send email**
- This lets you email a particular member from the list.

The screenshot shows a form titled "Message". It contains a large text input field for the message body. Below this are four rows, each with a "File Attachment:" label, a text input field, and a "Browse..." button. At the bottom of the form is a "Send" button.

- Enter a message in the message box
- Add the attachments you want to send and click "send".
- You get a confirmation message that the message is sent.

- **Edit email**
- This lets you edit the email a particular member from the list.

The screenshot shows a form titled "E-Mail". It has a text input field containing the email address "ameenov@gmail.com" and a "Submit" button below it.

- Edit the email and click "Submit".
- You get a confirmation message that the message is sent.

- **Delete email**
- This lets you delete the email a particular member from the list.

The screenshot shows a confirmation dialog titled "Delete an e-mail". It displays the email address "ameenov@gmail.com" and asks "Are you sure you want to delete this E-Mail?". There are two radio buttons: "No" (which is selected) and "Yes". An "Ok" button is located to the right of the radio buttons.

- Select the agreeable option & click "ok".
- You get a confirmation message that the Email is deleted.

## 2. Send email

Send E-mail

- This lets you email to **all** members from the list.

Message

File Attachment:  Browse...

File Attachment:  Browse...

File Attachment:  Browse...

File Attachment:  Browse...

Send

- Enter a message in the message box
- Add the attachments you want to send and click “send”.
- You get a confirmation message that the message is sent to all members.

## 3. Search email

Search

- This page lets you search an email from the list.

Search for an E-Mail

E-Mail

Search

- When u search for an email, it will list the pages containing that search word.

## 7. Site panel section 3 - Mailing list



### 1. Logout

- When you are done using the Site panel, go to the Right hand side of your screen and click logout.

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