

User Manual for Admin Control of ACT RGV

Website Link: www.demoreview.net/actrgv
Admin Link: www.demoreview.net/actrgv/admincontrol
Username: admin@admin.com
Password: admin

(1) Links Under general Section:

- (a) Home: Use this link to access home page of Admin Panel
- (b) Change Passwords: You can change the password for admin panel from here.
- (c) Logout: This is to log out from admin panel

(2) Site Sections Management:

(a) Content Management System:

- Here you will have a list of static pages
- Click on Edit next to page name to edit contents/metatags of a particular page. You will find an Editor similar to word doc.

(b) Here you will see a list of users registered for test preparation reservation form.

(c) News Event Management:

- Here you will see a list of News/events (Announcements) which is displayed at bottom of home page
- You can Edit a particular announcement using Edit button next to the name of announcement
- Click on Create New Event at bottom to generate a new announcement

(e) Subscriber Management: (This was asked to remove from the website but we have kept it for Admin panel)

- Here you will have a list of subscribers
- You can use Add Subscriber to add a subscriber in the list.

(f) Newsletter Management:

- Here you will have a list of newsletter created by admin.
- Click on Add Newsletter to create a newsletter.
- Click on Send next to particular newsletter to send it to all the subscribers.

Few Notes:

- (1) Please always use IE/Mozilla to work on Admin Panel. As it doesn't work with Google Chrome.
- (2) Newsletter subscription option was asked to remove from the website but we have left it in admin panel in case if Admin want to do it manually. Please advice if you want us to remove from admin as well.