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## **Introduction**

This manual was created for the owners of breeder systems built by Great Web Development. The purpose of this manual is to provide the owner with a better understanding of the “Administration” aspects of maintaining their website. It is also an in depth guide, showing step by step how to perform these functions.

The technology behind these systems was developed over a period of three years with the intention of creating a professional website/inventory management information system, that is easily edited and maintained by a non-technical administrator.

# Getting Started

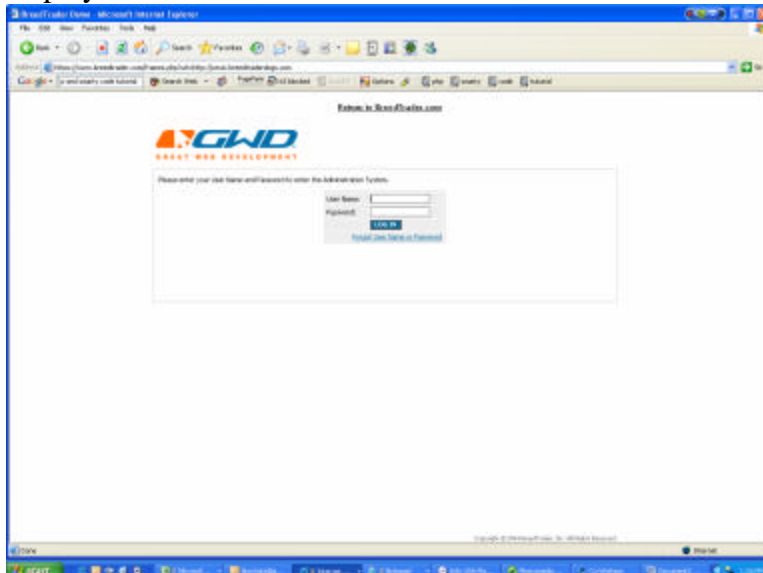
## Logging in.

The first thing you will need to do to start administering your website is to log in to the admin portion of your site. This portion is only seen by you, not the public visitors to your site. Logging in requires entering a secure username and password. This is important because the “Admin” area is where you will add content, inventory, and basically control what is on your website.

So to log in, look for the “Admin” link at the bottom of any page on your website:



By clicking the “Admin” link shown above the next screen will be displayed:



On this screen you simply enter the username and password which was assigned to you when your account was set up. Then click login.

Note: if you have lost or forgotten your user name and password, you may contact via email to acquire the information: [support@greatwebdevelopment.com](mailto:support@greatwebdevelopment.com).

## I've logged in successfully, now what? The Main Administration Page

Ok, so you've logged in, and you're asking yourself, "What is all this, and what the heck do I do now?"

To answer the first question, you will be looking at the main administration page of your website, as seen below:



Note: Don't worry, it may seem like a lot of information, but it is organized very well and designed to be simple to use.

This is the page where you can make changes to your website. For example adding inventory, changing content, or selecting a theme (just to name a few).

This page consists primarily of two parts:

First, the **Administrative Functions Navigation Bar**, which allows you to change your site as mentioned above.

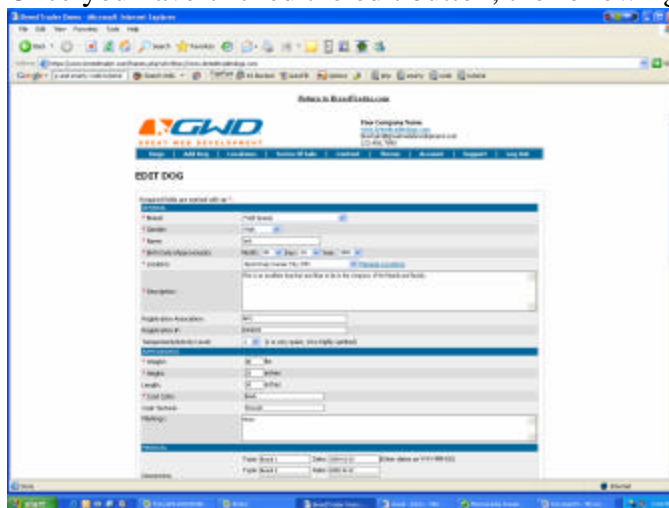
Then the **“Learn to”** section, which provides you with detailed descriptions of how to use the Administrative Functions to administer your website.







Once you have clicked the edit button, the following form will be displayed:



As you can see, the information which was entered originally is already in the fields. This means you only have to edit the specific information, instead of filling out the whole form again.

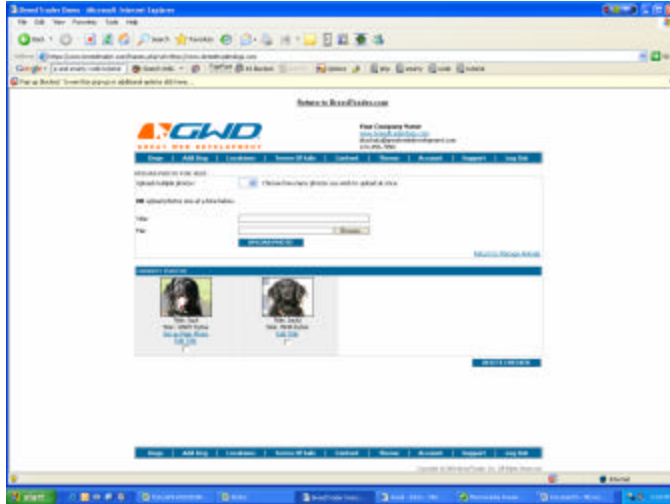
Some examples of editing would be adding new vaccination information, changing the price or terms of sale for this particular animal, or updating the appearance statistics if the animal has grown.

After you are done editing this information, you simply click the “*Edit Dog*” button at the bottom of the form, and all updates are carried out. That’s right, you’re already done!

## B. Photos.

The “*Photos*” button is your means of adding or deleting photos for any particular dog. Simply find the dog you would like to add or remove photos of,

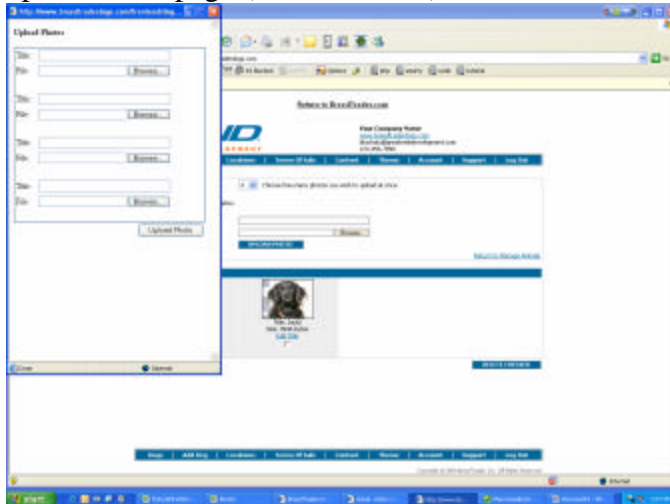
and click the “Photos” button (just below the “Edit” button) to the right of that dog. The following screen will appear:



You have the option of adding multiple photos at once, or adding one photo at a time.

First let’s see how to upload multiple pictures, then we’ll go over adding them one at a time.

**To add multiple photos**, simply select the number of photos you wish to add from the dropdown box shown above. You can upload up to 10 photos at a time. After you have selected the number of photos you wish to enter another window opens on the page (as seen below):





The **Current Photos** section. Located just below the Uploading portion of the Photos page, is a section labeled current photos. See below:



This portion of the page displays all the current pictures of the animal, and allows you to edit the titles of the pictures, or set one of the photos as the “*Main Photo*” for that dog. The “Main Photo” is the picture that will be displayed in the on the “*View Our Dogs*” page of your website, and the featured dogs pictures (if this dog is one of the featured). It is also the default picture in the large display box when internet surfer clicks to see the details of that particular dog.

### Deleting Photos

Under each dog in the “*Current Photos*” section is a checkbox (see below):

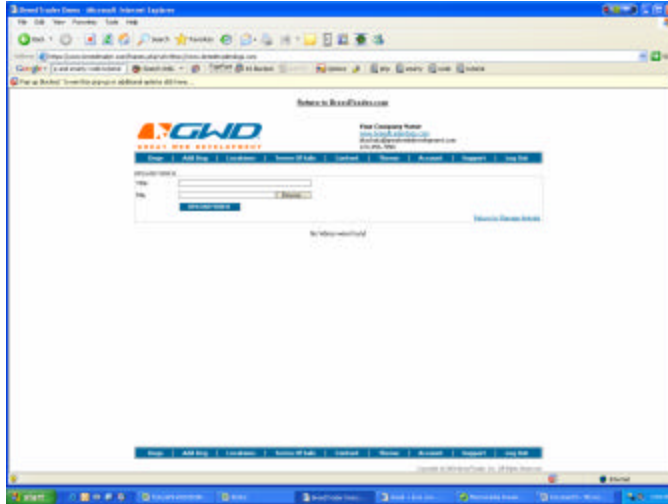


To delete photos, simply click the checkbox of each photo you want to delete, and then click the “Delete Checked” button at the bottom right-hand corner of the “*Current Photos*” section.

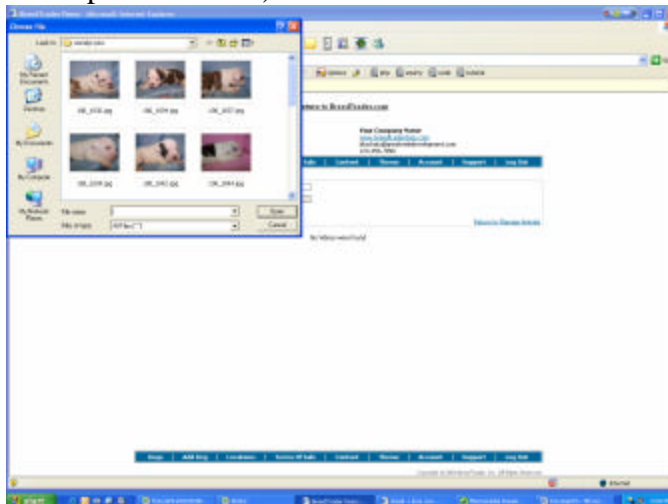
## C. Videos

### Adding a Video

The steps to adding a video are the same as the steps to adding an individual photo. From the “Dogs” page, you find the dog you wish to add video footage for. Then you click the “Videos” button to the right of that dog. After pushing the videos button you will see the following screen:



Add the title you want the video to have in text box to the right of the word title. Then click on the “Browse” button below. This will open up a new window for you to look on your computer and find the video file you want to upload (as seen in the picture below):



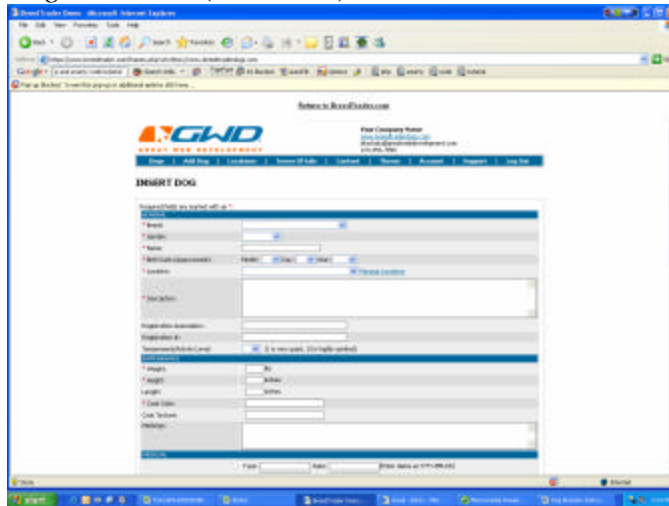
You may have to look in the “My Videos” or the “My Pictures” folder, you just browse to the folder on your computer where the video is stored. Once you find that video, you click on it, click the “Open” button in the choose file window, and then click the “Upload Video” button.

## Editing or Deleting a Video

Once a video has been loaded, the file name will be displayed in a list below the “*Uploading*” portion of the page. On this list, to the right of the filename, you can choose to edit or delete that particular video.

## 2. Add Dog

The second function available on the Administrative Navigation Bar is the “*Add Dog*” function (see below).

A screenshot of a web browser displaying a form titled "INSERT DOG". The browser's address bar shows "http://www.gnd.com/". The page header includes the GND logo and "GREAT NEWS DISTRIBUTION". The form is divided into several sections: "Basic Information" with fields for Name, Breed, and Location; "Registration Information" with fields for Registration Number and Registration Date; and "Physical Characteristics" with fields for Weight, Length, and Coat Color. There are also checkboxes for "Male" and "Female" under "Breed Information". The form is styled with a blue and white color scheme.

As you may have guessed, this is where you click when you want to add a new dog to your website. Once you click the “*Add Dog*” button the form above will be displayed. This is another benefit to your website. All you have to do is fill out the information in the form provided, and all those details will be automatically formatted to the webpage for you. Once you are finished filling out the form you click the “*Insert Dog*” button at the bottom of the page, and all that information is stored. When the user clicks on that particular dog they will see the information you provided, and you don’t have to do any formatting or web programming at all.

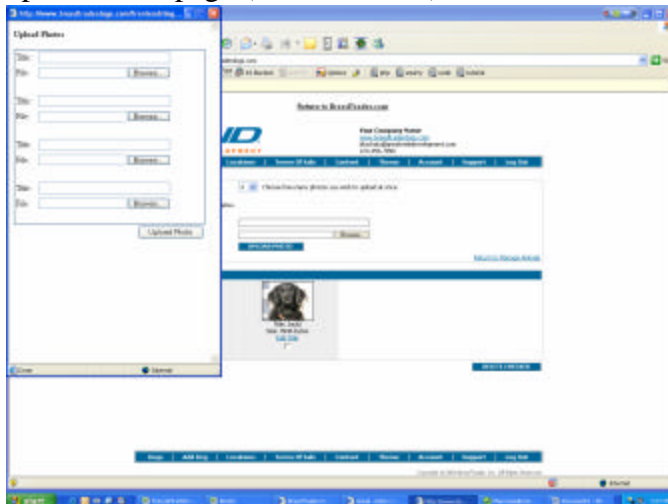
Now that you have added all the information about the dog, you will need to add some pictures, and videos as you wish. We will explain how to do this on the next page.

To **Add Photos**, first you must find the newly inserted dog in the list. For example, say you entered a dog named Alf. After clicking the “*Insert Dog*” button you are sent back to the “*Dogs*” list. Find the row with the name Alf, or you can search by breed, age, gender, the important thing is just to find that dog. Upon initial insertion, the dog will have no picture, so when you find the animals entry on the list it will look like this:

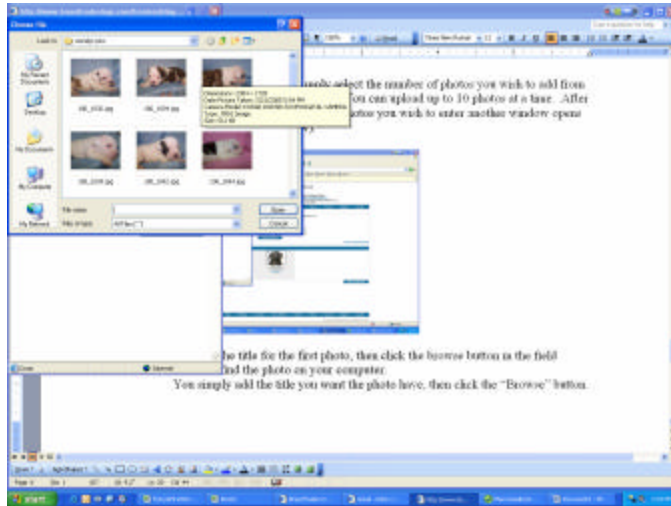


Now click on the “*Photos*” button to the right of that dog.

To **add multiple photos**, simply select the number of photos you wish to add from the dropdown box shown above. You can upload up to 10 photos at a time. After you have selected the number of photos you wish to enter another window opens on the page (as seen below):



You add the title for the first photo, then click the browse button in the field below to find the photo on your computer (as seen below):



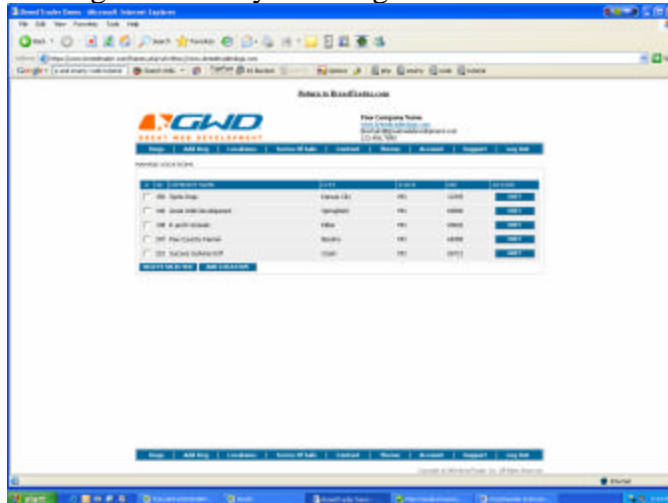
Now you select the photo you want to have that specific title. Click on that picture, and click the “*Open*” button in the bottom right corner of the “*Choose File*” window.

Once you’ve chosen the first photo, you follow the exact same steps for each additional photo. And that’s it! Our system takes that picture, resizes it, and creates thumbnails for it saving you hours of time and frustration.

**Adding photos one at a time.** To add one photo at you don’t have to select a number from the dropdown box at the top of the page. Instead you enter the title in the “*title*” field at the center of the page, then click the “*Browse*” button to select the file (photo) you wish to upload. You locate the file on your computer, and then select the photo you are looking for, click open, and then press the “*Upload Photo*” button. Then adding videos is done in the exact same manner. That’s it!

### 3. Locations

Our system allows you to choose from multiple locations your animals might be in. These locations can differ from dog to dog. To access your locations, select the “Locations” link on your navigation bar at the top or bottom of your screen. Here, you can enter multiple locations by selecting “add location” and/or “edit” existing locations by selecting “edit” under the “action” column. As seen below:



You can include company name, street address, zip code, and country. (The zip code locator will automatically recognize the city and state).

To **add a new location** simply click the “Add Location” button at the bottom of the location list, and then fill out the form that is displayed in the next window. Once you have entered the information click “Add Location” and you will see the new location in the list of locations.

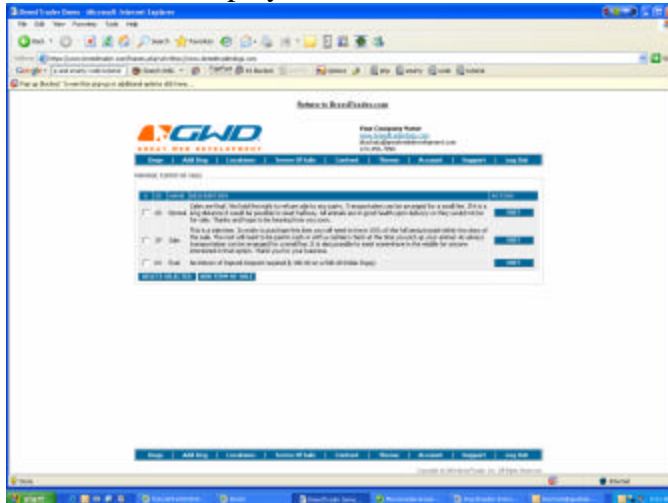
To **edit a location**, simply click the “Edit” button to the right of the desired location. Then change whichever field needs to be edited. Click the “Edit Location” button and you are done.

To **delete a location**, select the checkboxes to the left of each location you wish to delete, and then click the “Delete Selected” button.

#### 4. Terms of Sale

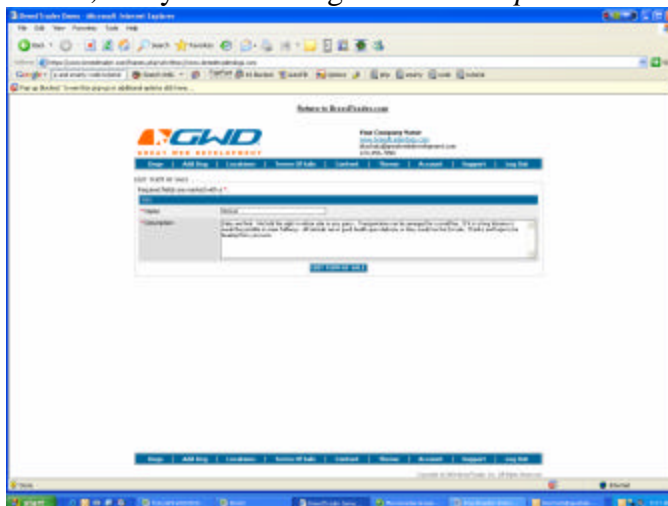
This system allows you to enter and save your terms of sale. You do not have to write the same terms of sale over and over when entering each dog. You will select the “*title*” of the terms desired and they will appear in the terms of sale section for the particular animal. (A title is a phrase you create to signify each different term.) You can create as many “titles” as you want, to cover different types of transactions, or for different breeds. Let’s see how to do it.

Access this by selecting “*Terms of Sale*” on the navigation bar. The following screen will be displayed:



#### Editing “*Terms of Sale*”

It is very easy to make a change to one of the existing terms of sale. You simply click the “*Edit*” button, in the “*action*” column, to the right of the one you wish to edit. The following screen appears, and you can easily change the title of that “*Term,*” or you can change the “*Description.*”



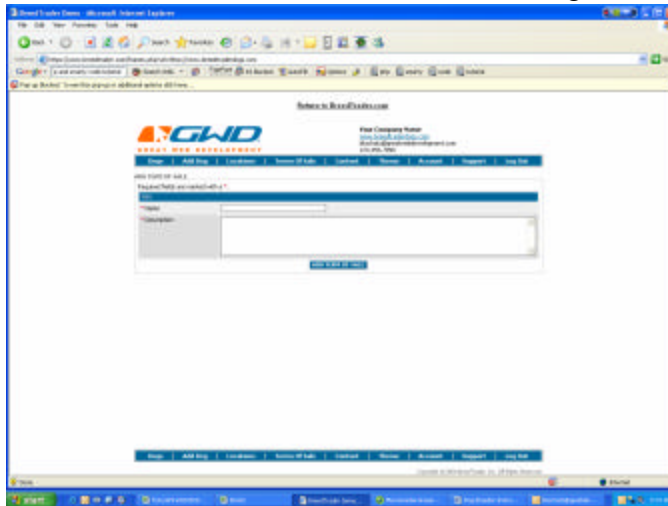
When you are finished making changes, click *“Edit Term Of Sale”* and you are finished.

### **Deleting *“Terms of Sale”***

To delete one or more of Terms of Sale you have created, simply click on the checkboxes in the left hand *“X”* column of the table. Once you have selected all you wish to delete, click the *“Delete Selected”* button at the bottom left corner of the table.

### **Adding a *“Term of Sale”***

To add a new term, you click the *“Add Term of Sale”* button, located right next to the *“Delete Selected”* button. The following screen appears:

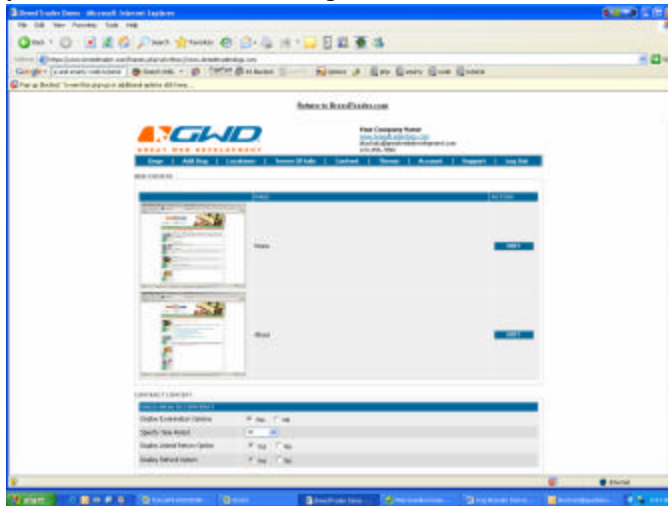


Give this term of sale a title in the *“Name”* field, and then in the *“Description”* field add the actual term. When you are finished click the *“Add Term Of Sale”* button at the bottom of the input form.

## 5. Content

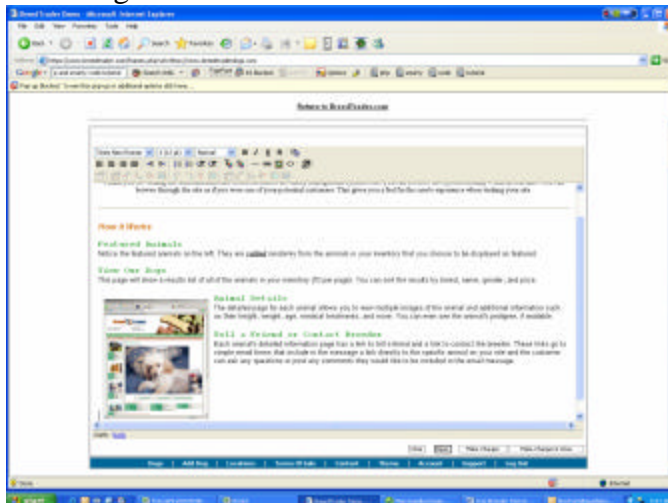
You can edit your home page or about page layout by selecting “Content” from the navigation bar. Choose which page you wish to edit and you will be directed to a page with the current content on it. By using the Microsoft® Word-(like) editor at the top of this page, you can add/edit photos, text, text color and other customizations. Let’s see how it’s done.

As stated above, first you must select “Content” from the navigation bar. Now you will see the following screen:



As you can see, your “Home” page and “About” page are displayed with the option to edit them under the “action” column to the right.

To add, or change existing content, click the “Edit” button and you will see the following screen:



You can also see this is an editor similar to Word. So anyone can edit their pages without any programming experience. Simply type whatever you want, set fonts and styles how you like, insert a picture wherever you want, etc.

If you have never used a word processor before don't be intimidated. Instead you should play around with this a bit, and get comfortable using it. Remember you can't mess anything up that can not be fixed, and there is even a "reset" button, so have some fun. After you have finished, just click "Make Changes" or "Make Changes and Close," and you are done.

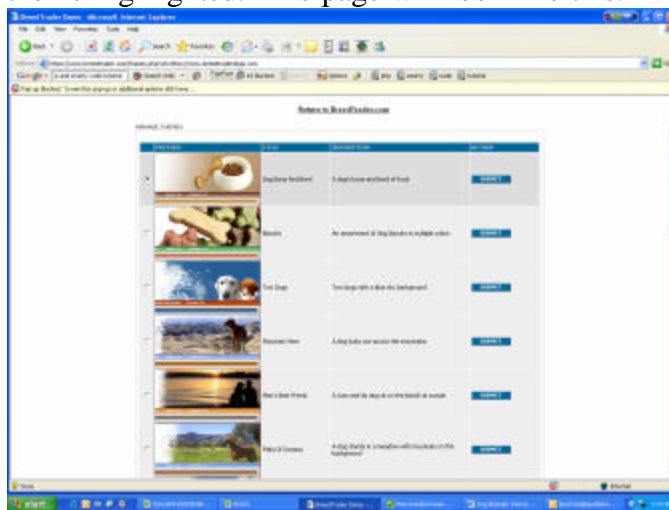
Also if you are unsure what kinds of things you should add to your website for content, or you do have any problems, please feel free to ask us for suggestions. One example of a great "About" page is at [www.freedomschnauzers.com](http://www.freedomschnauzers.com), where Greg Tipton tells a great story of the history of his farm and why he and his wife named their kennel the way they did.

Also on the "Content" section there are several features which you can choose to display or not to display on your website (for example: examination options, return option, deposit option). All you have to do here is select "yes" or "no" and the features will be displayed, or not displayed, accordingly.

When you are finished making all the additions or changes to your websites content, you click the "Update" button at the bottom of the page.

## 6. Theme

To change your site's theme, choose the "Theme" link from the navigation bar. You will be presented with a list of themes available to use with your selected theme highlighted. The page will look like this:



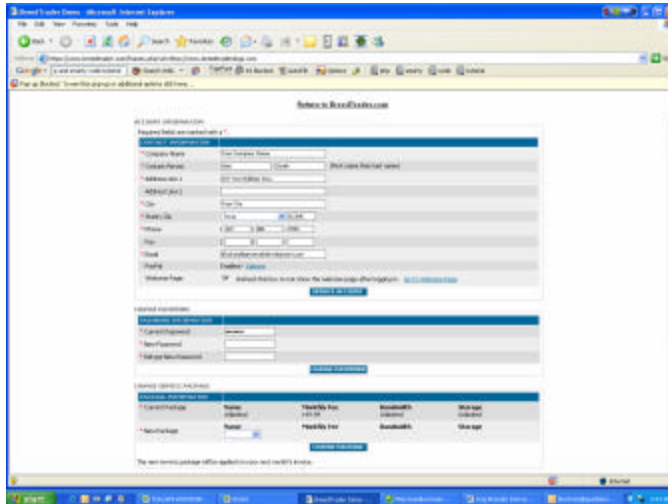
To change your theme, click on the radio button to the left of the desired theme and then click on the "Submit" button at the bottom of the page. You can then click on the link to your website at the top right of your screen and see how your site looks with the new theme.

If you do not see a theme that matches what you want, we will create a new theme with your breed, or to your specifications. The best part is we will do it for free,

as long as we can add it to our “*Theme Selection Page.*” If you want exclusive use of the new theme, there is a one-time charge of \$100.

## 7. Account

To add or update your account information, select “*Account*” on the navigation bar. The following page will be displayed:



From this page you are able to add/update your personal and company information, change the password used to log in to the Admin portion of your site, change the service pack you have with Great Web Development, set up your email, check your bandwidth, and change the logo on you website. Whatever you are adding or changing, just complete that portion of the form, and hit the button for it to take effect.

## 8. Support

Should you have any questions or difficulty with administering your system, select the “*Support*” link on the navigation bar to be connected to Great Web Development support personnel. By selecting “*new*”, you can form a message and “*send*”. When looking for a response from Great Web Development select “*inbox*”. Your message will be reviewed and responded to within 48 hrs.

## 9. Log Out

When finished making your changes to the system, select “**Log Out**” on the navigation bar. This will close access to your administration. For security reasons, it is important to log out when finished to avoid unwanted modifications.

## **Suggestions/Inquiries**

This brings us to the end of the manual. You should be able to begin managing your website. We hope this user-friendly system takes the pain out of administering your business online. If you have any suggestions to help us improve this instruction manual, or you have any support requests please email us at [support@greatwebdevelopment.com](mailto:support@greatwebdevelopment.com).