

WEBSITE ADMIN GUIDE PART I

WEBSITE ADMIN GUIDE
(Part I)

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1. Basic Procedures in Managing Your Website

Introduction

We suppose you've just got a brand new website from VNVN System. You will need to do some work to make your website reflect your organization or business.



The website is quite empty when it is delivered to you. There is almost nothing on it, similar to what you see at this moment.

This example website supports 2 languages, just like you have two websites in one. One site is for Vietnamese and one site is for English. You are looking at the English section of the website and you will be managing this English site. Please note that whatever you do for the English site can be applied to the Vietnamese site, as well.

There is neither a top banner nor a logo on this website yet. There is not even a top menu. On the left panel, there is only one item named "Homepage". This is the place we normally see a left menu.

You will need to put a banner on the top of the website, just like any other website. Then, you will create some menu items. These menu items are also known as categories of the website. After creating the necessary menu items, you are ready to post your articles, news, photos, video, etc. to website as you need.

Basic procedures in managing your website

In order to manage your website, such as: posting new articles, slide shows, adding menu items, and so on, you must login to the web server. Then, you will actually run a program known as **the Control Panel** to manage your files. The Control Panel contains various tools to make your work faster and easier. It is programmed to allow a person with limited knowledge in computing to do complicated tasks.

If this is the first time you manage your website, please keep the following suggestions in mind.

A. Open your website in one tab and login the Control Panel in another tab

While managing the website, you need to browse your website just like a visitor would. You need to check the web pages every time you make some changes.

The web browsers nowadays allow you to quickly switch between two web pages you are viewing by using tabs. All you need to do is visit the website in one tab and login the Control Panel in another new tab. That way, you can switch back and forth between the tabs while you work.

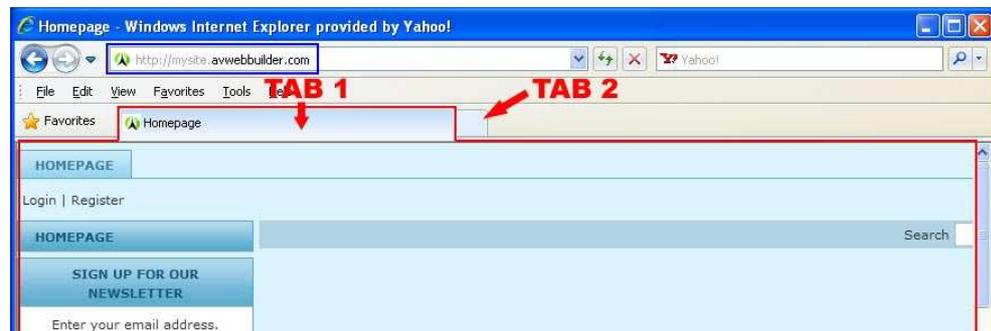
Here is how to do it.

Suppose you have started your web browser.

1. Type your website's address in the address box.

The format of a website address is: **http://** then, the domain name.

Next, hit the "**Enter**" key on your keyboard. Your web browser will automatically open one new **TAB** for your website.



2. Open a new tab. Click on a TAB on the right side of the current TAB.

Type your **Control Panel's address** in the address box. (This address is given to you by VNVN system).

http://mysite.avwebbuilder.com/siteadmin

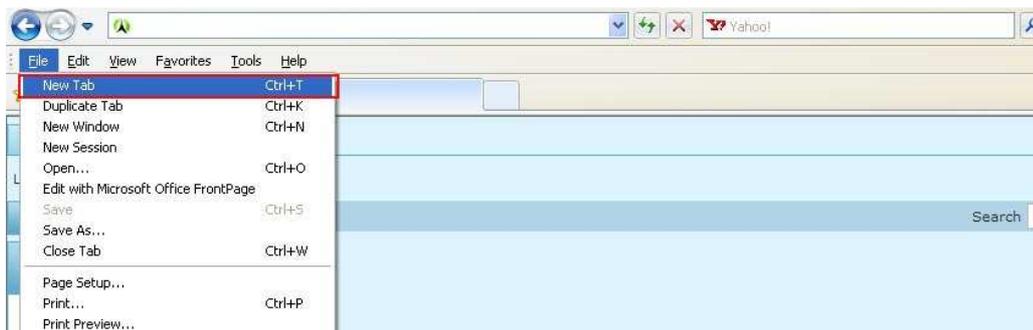
The Control Panel's address consists of 3 parts:

- The first part is **http://**
- The second part is your website name, for example, **mysite.avwebbuilder.com**.
- The last part is **/siteadmin**

Then, hit the "**Enter**" key on your keyboard. A login screen will appear (if you type the address correctly).



Note: If you cannot find a tab in your web browser, please click "**File**" on the top menu. Find "**New Tab**" in the drop down list, and click on it. Then, type the Control Panel's address in the address box.



B. Change your password the first time you login the Control Panel.

The password given to you is for temporary use only. You need to change it the first time you login the Control Panel, just like you would change a lock to your new home to be sure you are the only one who can get into your home.

Here is how to do it.

At the bottom of the Control Panel screen, there is always a form for changing password.



To change your password, you must first type your current password in the "**Old Password**" box.

Then, you must type the new password twice; one for the "**New Password**" box and one for the "**Confirm Password**" box.

Finally, click the "**Change**" button. The message "Password changed successfully" will appear on the right side of the "**Change**" button.

You can now continue to manage your website. But, you must use the new password the next time you login the Control Panel...

It is advised that you should change your password every six months, or so, for safety reasons.

C. Remember to LOGOUT the Control Panel.

When you've finished with what you want to do to your website, or when you want to stop working, just click on the "**Log Out**" button near the upper right hand corner of the screen.

The login screen will re-appear ready for your next login. That means you have successfully exited the Control Panel.