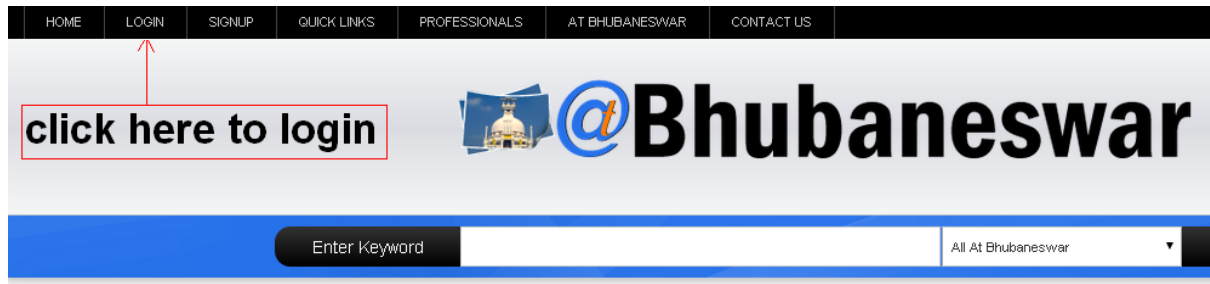
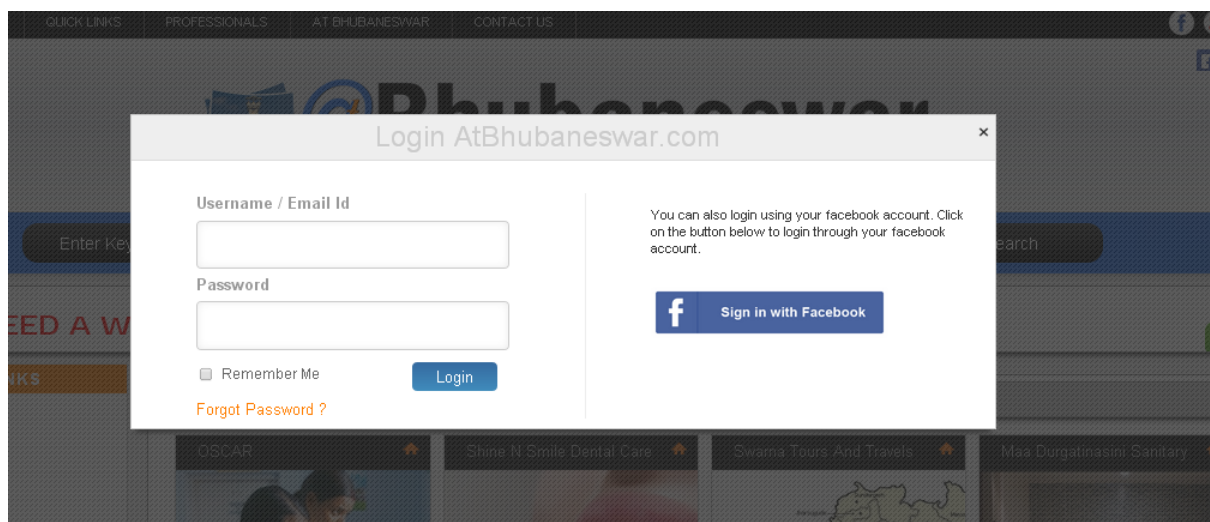


Steps to manage your a website

As a step 1 you need to login to your account , go to your main website, like if your website is under atbhubaneswar.com then open atbhubaneswar.com and click on login and you can see a login box please enter your login details and click on login button.



Once you click you can see the login box to login, please give your username and password to login and click on the login button

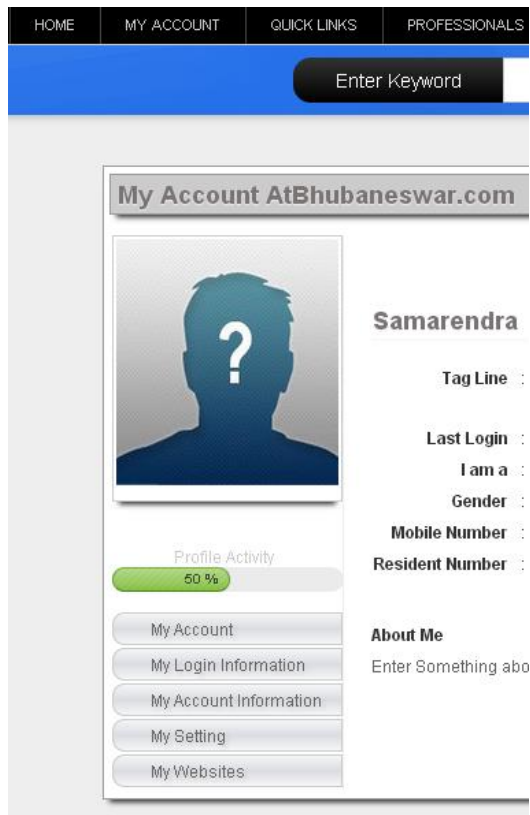


Once you login successfully you can see the login button changed to myaccount, please click on the myaccount link on top and go to your account page



Your my account page will look like as below page, go to your my account page to manage your website

My Account Page



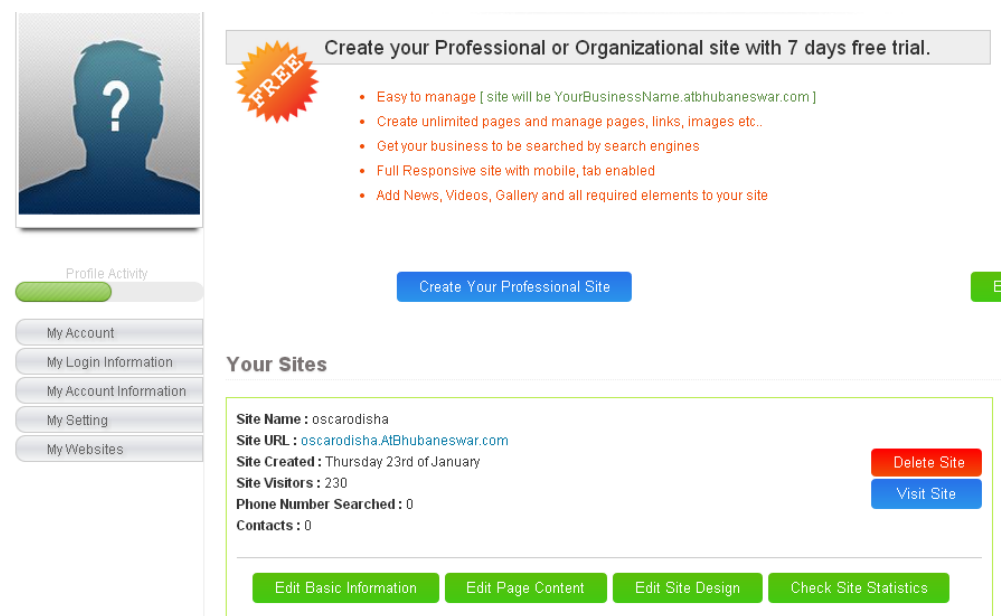
In the my account page there are few links on the left hand side , just click on **My website** the last tab to see your website details

Other tabs are used to manage your other information in our website.

Please click on the **My Website** link and go to that page

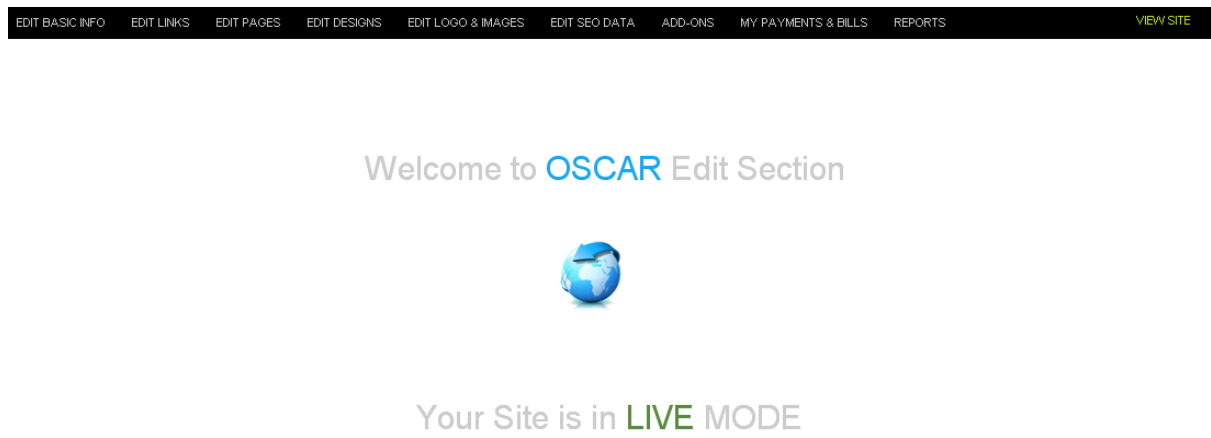
My Website Page

Go to my website page. The page image as below and you can see the status of your website with 4 green button to manage your website click on any button to open manage site popup



Once you click any green button from 4 buttons a pop up will come to manage your entire website, Remember we are changing the version from time to time but the flow will be same

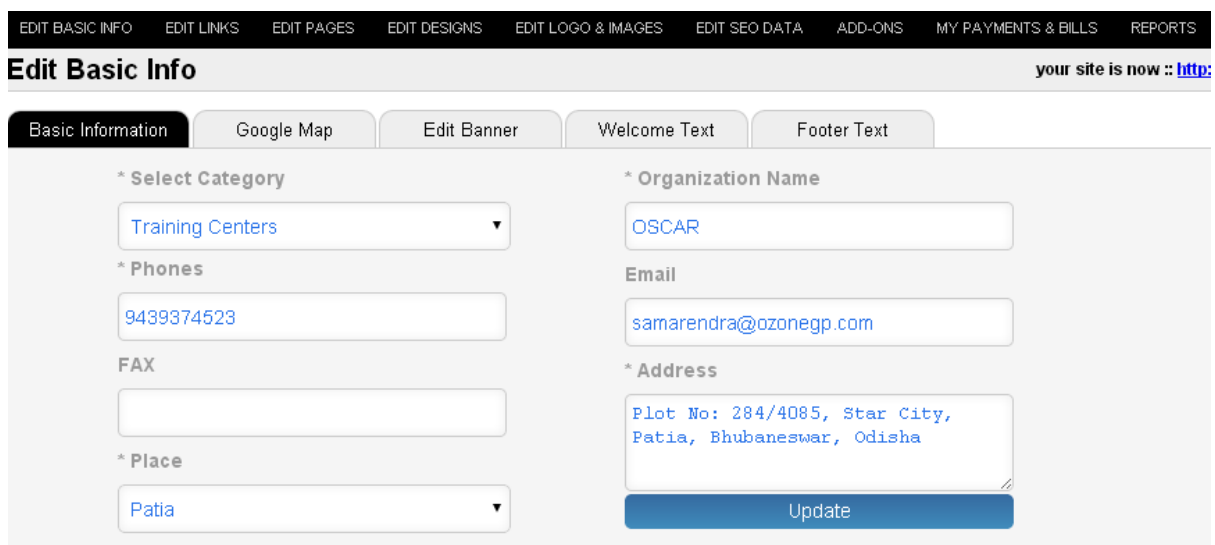
The POP UP will show like this



You can see different links on the pop-up and let's check one by one link with the functionality.

Edit Basic Information

- **After clicking the link .basic information page is opened where you can edit all the desired details and click update(mandatory).**
- **Google Map :**Click here and put the latitude and longitude details . Then click on the save location button.
- **Edit Banner:** Click here for banner upload. Fill up all textbox for upload.
- Size of banner should be around(1000px*350px)
- **Welcome Text :** Small description about the company or the organization(40-50 words)
- **Footer Text :** Copyright about company(eg: shinetheweb 2013)



EDIT BASIC INFO EDIT LINKS EDIT PAGES EDIT DESIGNS EDIT LOGO & IMAGES EDIT SEO DATA ADD-ONS MY PAYMENTS & BILLS REPORTS [VIEW SITE](#)

Edit Basic Info

your site is now :: [http:](#)

Basic Information Google Map Edit Banner Welcome Text Footer Text

* Select Category
Training Centers

* Phones
9439374523

FAX

* Place
Patia

* Organization Name
OSCAR

Email
samarendra@ozonegp.com

* Address
Plot No: 284/4085, Star City,
Patia, Bhubaneswar, Odisha

Update

Edit Links

- Here you can activate or deactivate links by clicking on them, all green links are the active links
- For activation , click on the desired link(like product , news,gallery) and wait , it gets activated automatically.
- For deactivation same click on the link and wait for sometime.
- Here links ordering number can also be changed(like if you want to reorder product and services , all you have to do is give the number and it will automatic take it.)
- The links activated can also be managed(the links product , services ,news ,gallery ,testimonial after activation get a **manage page**)
- Also you can set how many max menu in the menu bar and then show more, so menu will not show in multiple pages.

Maximum links on menu then more:

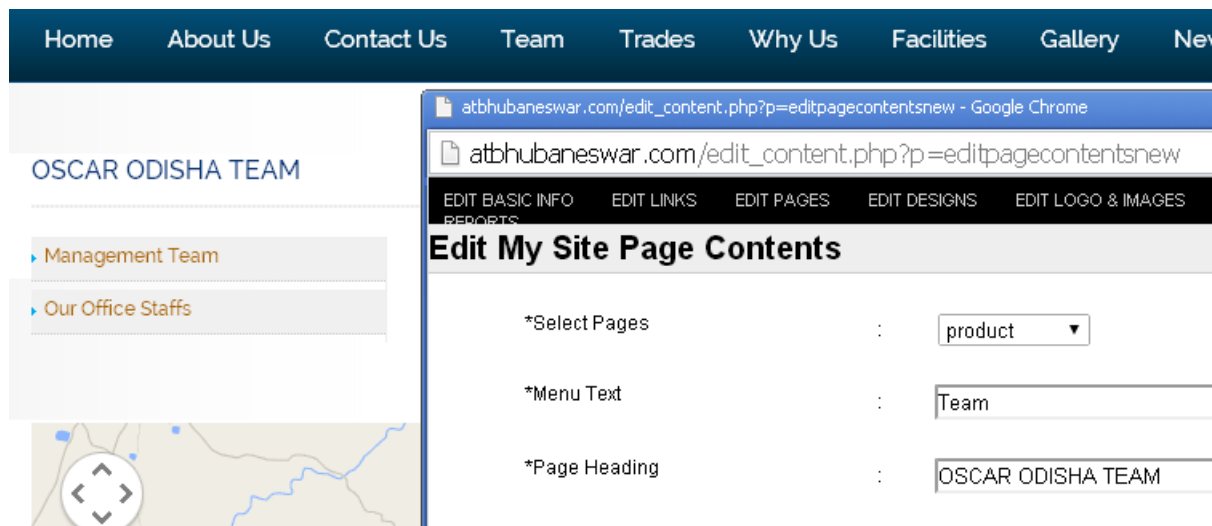
1	HOME	
2	ABOUTUS	
3	CONTACTUS	
4	PRODUCT	Add Products
5	SERVICES	Add Services
6	FAQ	
7	FACILITIES	
8	GALLERY	Manage Gallery
9	NEWS	Manage News
	DOWNLOADS	
11	TESTIMONIALS	Manage Testimonial
	RESULTS	

- Greens are the active links
- You can change service and products to your listing type from edit page link
- You can see the 1,2,3 etc .. which are the link order
- Maximum links 11 means maximum 11 links will show in the site
- Add products, Add Services, Manage Gallery, Manage News, Manage Testimonials are the sub modules in the website

Let's check all sub modules one after another

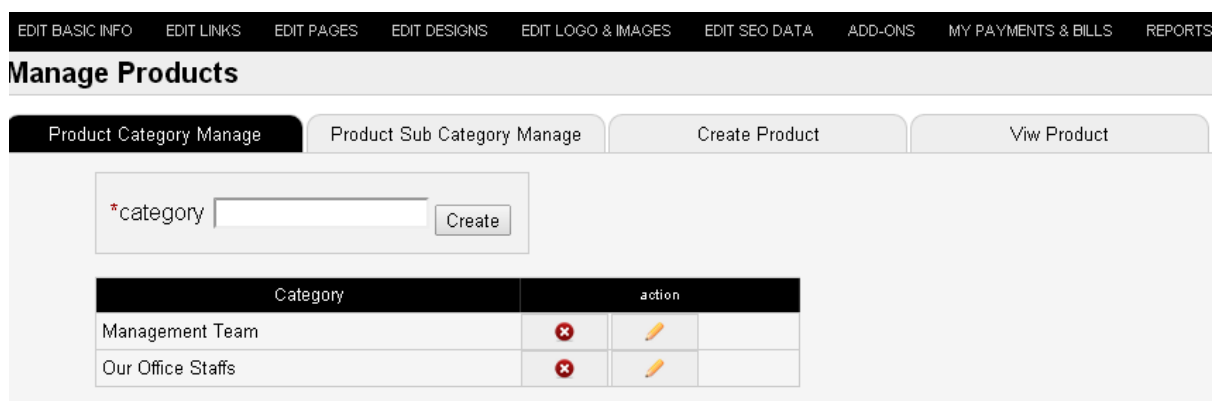
Manage / Add Products

- Click on the Add Products to open the Manage product page, Products also you can change to your other listing like Our Staffs from Edit Page section
- **Manage** : (eg **Add product**) : by clicking here you can manage your product.
- **Product Category Manage** : Create no of category to be entered
- **Product sub category manage** :here you have to create a sub category of the category.
- **Create Product** :product creation requires description of the product , product ID code,name , image(either save the image and upload from computer or you can just enter the url of the image. Size should be around 400px*400px).
- **View Product** : you can view the product and edit also(if any error arises)



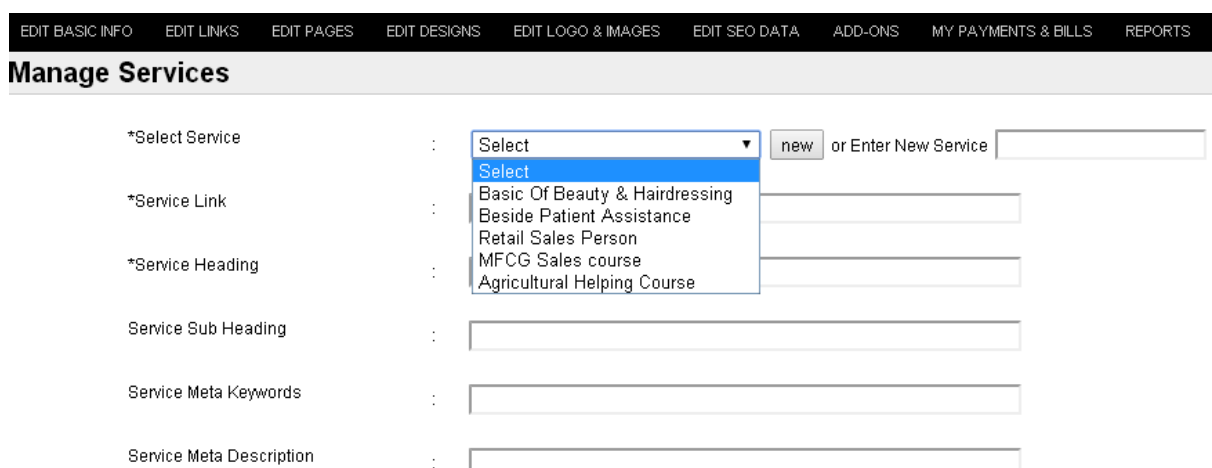
You can see the from edit page we have changed the product page to Team Page and in real website it is showing Team link and title showing “OSCAR ODISHA TEAM”.

So from **Add products** from Edit Link you can add your team as like products



You can add category, Add sub category, Create product or any other unit and view unit or product.

Add / Manage Services



You can change the add service and service link to anything as per your requirement as we have changed the service to trades and can create different trades from add services page. Either select service from drop down and change the content or click new button and create the new service.

Add / Manage Gallery

By clicking the manage gallery you can add category and can add gallery images.

Manage gallery screen

Manage Gallery

Category Manage

Image Manage

*Image Title

*Select Category







Our students

*Add Image

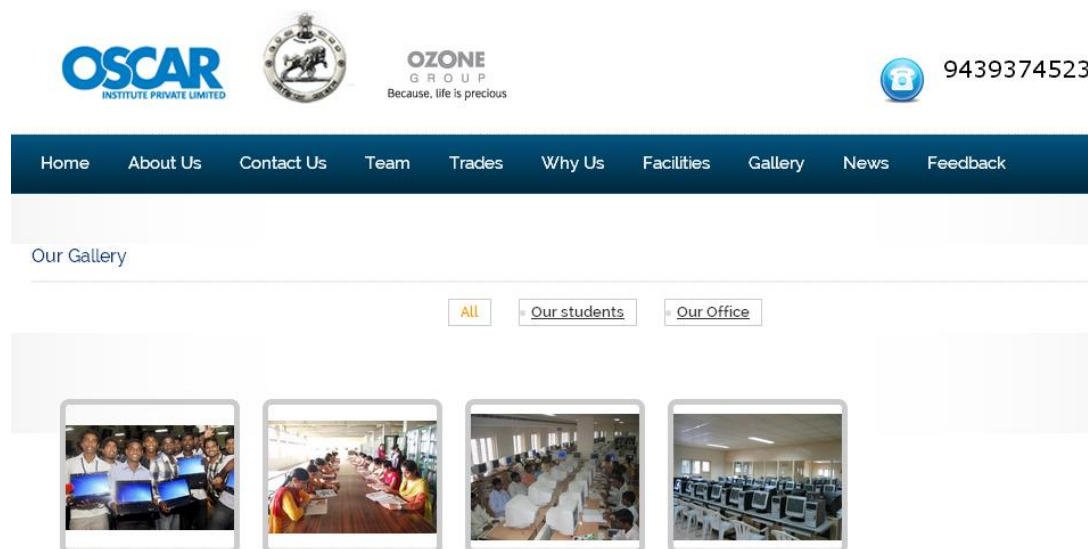
Choose File

No file chosen

Create

Add Image	Category	Image Title	action
	Our students	students	
	Our students	students	
	Our Office	students	

Gallery front end



Add / Manage News

EDIT BASIC INFO	EDIT LINKS	EDIT PAGES	EDIT DESIGNS	EDIT LOGO & IMAGES	EDIT SEO DATA	ADD-ONS	MY PAYMENTS & BILLS	REPORTS
-----------------	------------	------------	--------------	--------------------	---------------	---------	---------------------	---------

Manage News

*Select News To Edit or Delete : Select ▼ new or Enter New News

*News Link : Select
We are launching our website


*News Heading :

News Sub Heading :

News Meta Keywords :

News Meta Description :

*News Contents :



You can create new news or you can select news and edit it, these news will show in your website on top links.

Add / Manage Testimonial

You can add testimonial from people and show it in your website, if you click on the manage testimonial you can add testimonial on your website

Manage Testimonial

Title

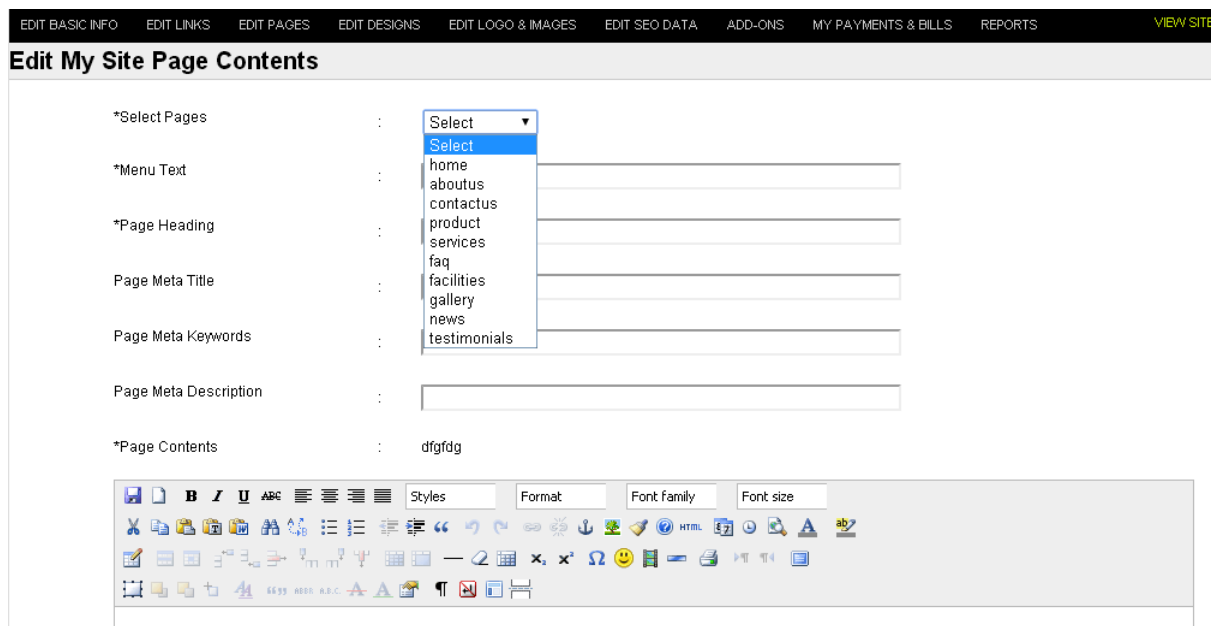
Testimonial By

Testimonial

Testimonial_title	Testimonial_by	Testimonial	action
Very nice study	Santosh Hasda	I went to Oscar with a hope that they will help me in my education and help me to get a small job. They helped me to get a job and had given me the proper knowledge to make it happen	<input type="button" value="X"/>


Edit Pages

- Edit the desired page , you wanted to change , just select the page and make changes.
- **Home** :Description of the organization.
- **Page Heading** :Heading of the required page(like welcome to shinetheweb).
- **Page meta title**: sub heading of the page(like shine your web with us).
- If you want to show a image in the desired page then just go to bottom of the page choose a file , select and click on the go button.
- This will upload your image from the computer.
- After everything is done , click on the update button to make a change in the page(update button is mandatory for changes to take place).
- For all other pages follow the above procedure.
- You can add images in your page as well just upload a picture and show it in any location in your page

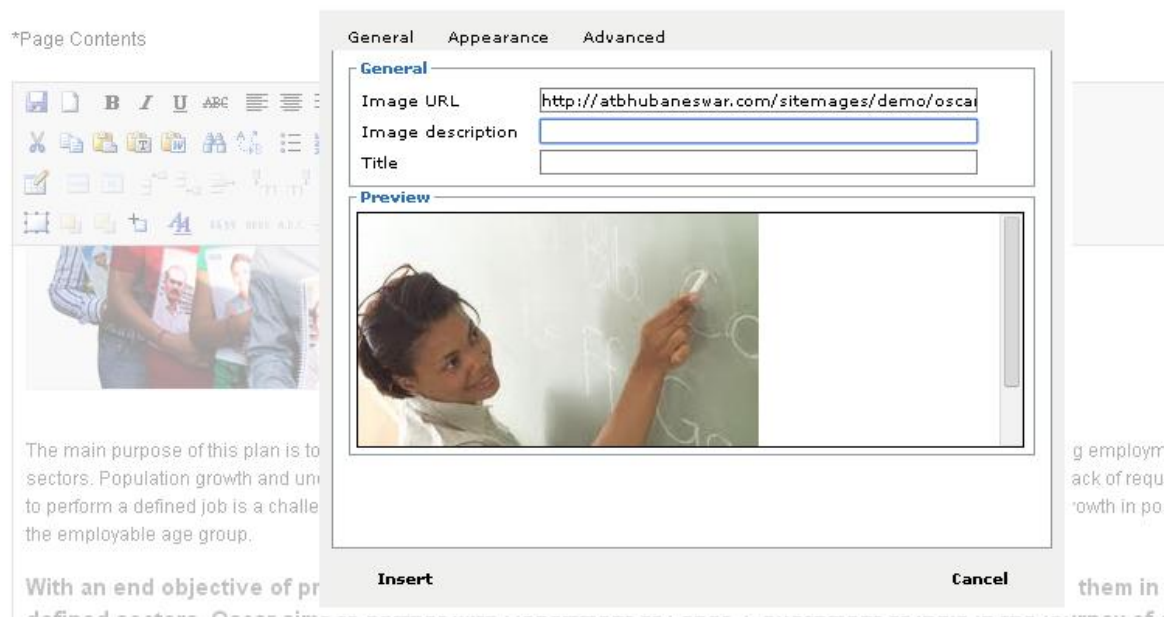


The editor will help you organize your data , if you want to edit any page select the page it will refresh the page and show you the existing page content, if you want to edit it just edit the content and click on **update page button**

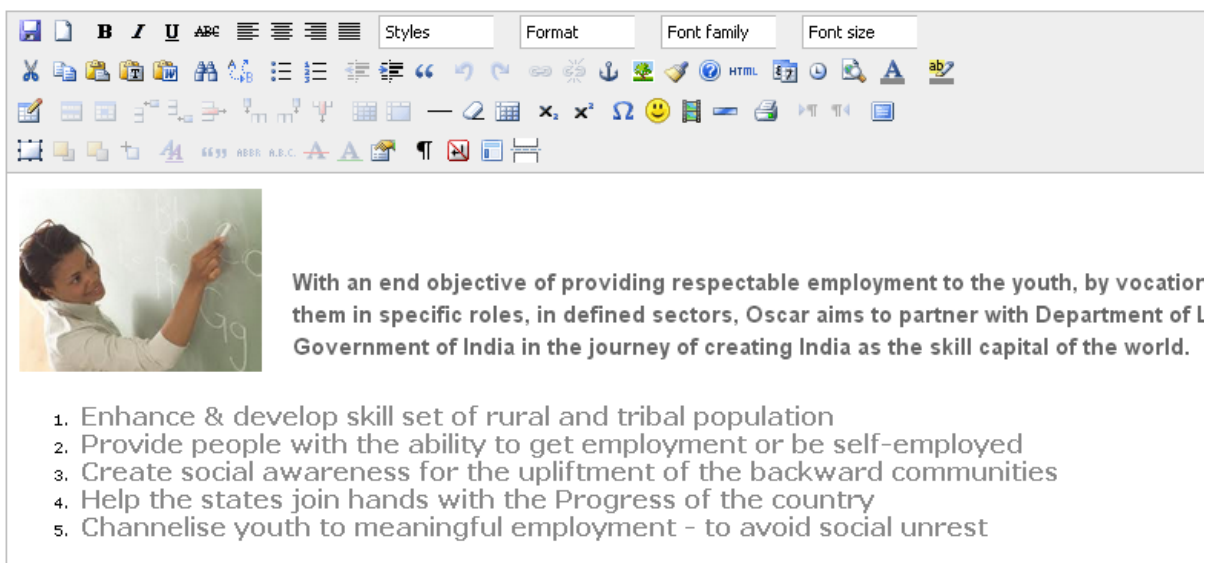
Steps to add images to your page

- Select a page where you want to add an image
- Upload a image and click go
- You can see the image uploaded in your site
- Right click on the image and click **copy image url**
- Select a place in page where you want to show the image
- Click on insert image link from tools 
- A popup will show , past the url in the image url and insert
- The image will show in the page

- Click on update page to save the page



After clicking insert image




Then click on update page to show the image in your page

Edit Design

- This is the foremost and important part of the website .
- Design your site according to the logo requirement and vice versa.
- **Header Background Color** :This is the color behind the logo . Suit according to your need.
- **Header Text Color** :color displayed in text.
- **getintouch button color** : Get in touch button color
- **Main Menu Background Color** :color of the menu displaying different links.
- **Banner Background Color** :Button displaying the quick contact.
- **Body link** : small link displaying the colors(like view more)

- **Footer Backgroundcolor** : This is at the bottom of the page menu displaying links.
- **Footer link color** : this is the links in the footer menu(like about us , news)
- **Footer text color** : color of the text in the footer(like @shinetheweb 2013)
- **Phoneicon** : Different icons displayed at top of the page (select anyone)
- **Product Box Type** : Different type of images are displayed in the product page.(double , triple by giving numbers like 1 , 2, 3)
- All the background color have double option for some hover display(when we mouse over a menu link it shows different color).So its better to provide two different colors for the same link for hover effect.
- **Body Background image:** This image is for background of the site.Choose a unique according to the need.(size should be around 900px*700px)
- Finally after everything is done click on the update button for changes to take effect.
- Update button can also be used for small changes also.

Edit Design

Header Background Color 1	:	ffffff		Body Background image Upload Banner  delete image, i do not need any background image
Header Background Color 2	:	ffffff		
Header Text Color	:	black		
Main Menu Background Color 1	:	025582		
Main Menu Background Color 2	:	0293d		
Main Menu text color 1	:	ffffff		
Main Menu text color 2	:	8edbf8		
slider heading	:	ffffff		
slider heading 2	:	ffffff		
slider paragraph	:	ffffff		
Banner Background Color 1	:	026299		
Banner Background Color 2	:	ffffff		

For Site Music

Add the embade code from you tude and place ?autoplay=1 with url to play it
 <iframe width="560" id="ym" height="315" src="//www.youtube.com/embed/QRtHl9n-G3o?autoplay=1" frameborder="0" allowfullscreen></iframe>




```
<iframe width="420" height="315"
src="//www.youtube.com/embed/WmPa352jOgk?

```

Edit Logo & Images

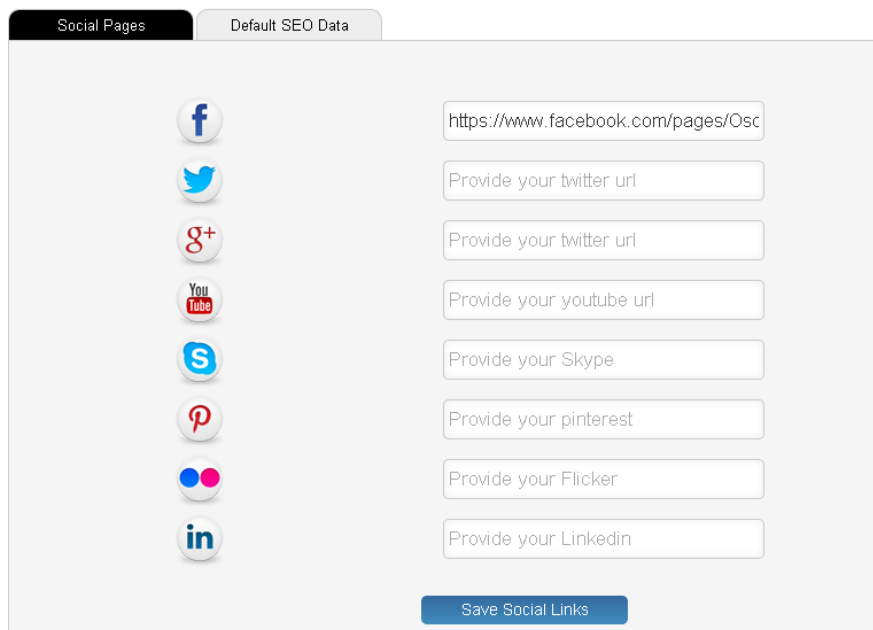
- **Logo** : png type can be uploaded here(size 600px*200px)
- **Favicon**: small symbol type image displayed in the upper part of the tab (eg Google has g)
- **Banner**: jpg type image can be uploaded here.

Edit Logo and images

		
Upload Logo	Upload Favicon	Upload Banner

Edit SEO Data

- **Social Links** : facebook pages can be created in facebook and its url is added here(eg twitter , youtube)
- **Default SEO Data** : Refers to the information searched in the web . Eight keywords are required here.(like shinetheweb has software product development).

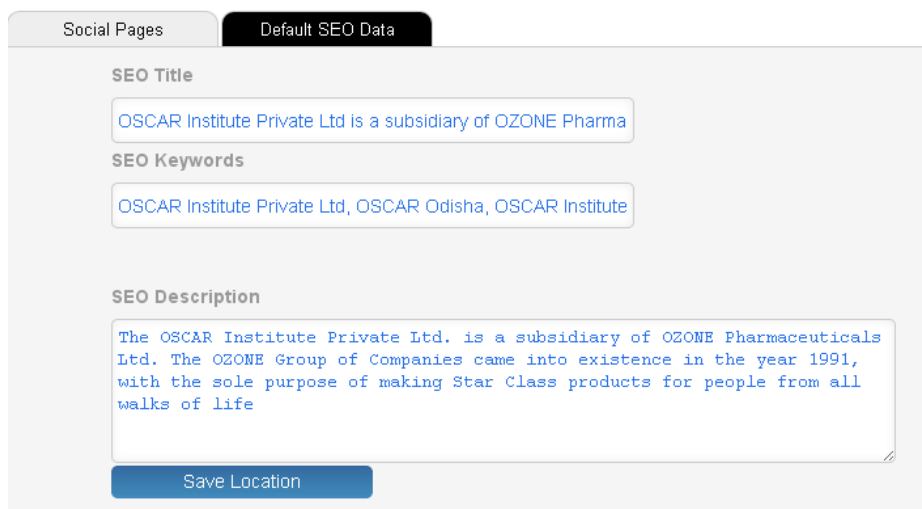


The screenshot shows the 'Social Pages' tab selected. It contains a vertical list of social media icons on the left: Facebook, Twitter, Google+, YouTube, Skype, Pinterest, Flickr, and LinkedIn. To the right of each icon is a text input field. The Facebook field is pre-filled with 'https://www.facebook.com/pages/Osc'. The other fields are empty and contain placeholder text: 'Provide your twitter url', 'Provide your twitter url', 'Provide your youtube url', 'Provide your Skype', 'Provide your pinterest', 'Provide your Flickr', and 'Provide your LinkedIn'. At the bottom right is a blue button labeled 'Save Social Links'.

If you have these social pages enter those page links here it will show in your website automatically

Sharing Details and SEO

your :



The screenshot shows the 'Default SEO Data' tab selected. It contains three text input fields. The first is labeled 'SEO Title' and contains 'OSCAR Institute Private Ltd is a subsidiary of OZONE Pharma'. The second is labeled 'SEO Keywords' and contains 'OSCAR Institute Private Ltd, OSCAR Odisha, OSCAR Institute'. The third is labeled 'SEO Description' and contains 'The OSCAR Institute Private Ltd. is a subsidiary of OZONE Pharmaceuticals Ltd. The OZONE Group of Companies came into existence in the year 1991, with the sole purpose of making Star Class products for people from all walks of life'. At the bottom is a blue button labeled 'Save Location'.

These are used for SEO and ranking and searching the website in google, Keep it as per your business or organizational need.

We are enhancing the product every day and you can see many new features in our website regularly.