



## Updating Your Own Web Site.

In this documentation you will learn how to update the information on your website using the Site Administration Page.

To access this page you will need to go to the /staff section of your website (i.e. [www.yourdomain.com.au/staff](http://www.yourdomain.com.au/staff)) and enter your username and password that you supplied us.

If you have forgotten your username and password please contact us and we will reset the password for you. All changes you make will take effect right away.

When you are in the Site Administration Page all the options for adding and editing information are located on the left hand side.

**Feature Properties:** To update your Feature Properties click on the menu option "Feature Properties", this will display an option that lists your currently selected Feature Property by Listing Number. Using the drop down box select the new Feature Property and then click on "Submit"

**Careers:** To add Careers to your website click on the "Careers" menu, When the page loads click on "Add New Career" and then enter the information (Career Title, Career Teaser etc) Once all your information has been added for the Career click on Submit. This will take you back to the main "Careers" page where you can see all current Careers that are on your website, you can 'Edit' and 'Delete' any of the current Careers as well as Add more from this page.

**Latest News:** To add News Articles to your website click on "Latest News" on the menu, This will display a section similar to the "Careers" page. On this page you can 'Add' 'Edit' and 'Delete' all News Articles on your website. When you click on "Add News Article" you will be asked to enter the information, just add the 'Title' 'Body' 'Photo (optional)' and 'Author' of the News Article, when all information is added click on "Add Article" and your News Article will be added onto your website.

**Office Information:** To update your Office Information click on "Office Information" on the left menu, This will display a page that lists your Office details as well as at the bottom of the page sections for the following.  
*Description* – This is a description about your office, you can have it as long or short as you want.  
*Office Philosophy* – This is where you put your office's philosophy  
*Our Office Picture* – Upload a photo of the front of your office here.

**Company Details:** To update your Company Details click on "Company Details" on the left menu, this will display a page where you can enter your company details.  
*Company* – Your Company Name  
*ABN* – Your ABN  
*Board of Directors* – List your Board of Directors here  
*Main Office* – The address to your office  
*Telephone* – Your Office's Phone Number  
*Facsimile* – Your Office's Fax Number  
*Email* – Your Main Email Address  
*Solicitor* – List Your Solicitor/s here  
*Accountants & Advisors* – List your Accountants & Advisors  
 Please Note: You don't have to fill in all the information, however, we recommend filling in 'Company, Main Office, Telephone, Facsimile, Email'

**Area Information:** To update your Area Information click on "Area Information" in the left menu, This will display a page with four (4) text boxes, In each box enter your area information. Below each box is a section for you to upload an Area Photo, These should be about 500 pixels wide and 375 pixels high. Once your information has been entered and photos selected to upload click on "Submit" and this will update your website with your information.

**Testimonials:** To add testimonials to your website click on "Testimonials" on the left menu. This will display a

<p>screen similar to the “Careers” and “Latest News” pages, here you can ‘Add’ ‘Edit’ and ‘Delete’ Testimonials from your website. Click on “Add Testimonial” and it will open a screen which asks you for your Testimonials, Just filling the ‘Testimonial’ and ‘Person’ Field and click “Add Testimonial”</p>
<p><b><u>Why Choose Us:</u></b> To add Why Choose Us click on the “Why Choose Us” option on the left menu, this will open up a screen where you can ‘Add’ ‘Edit’ and ‘Delete’ your “Why Choose Us”. Enter your Title, Description and if you want a Picture then click on “Submit” to add your information to your site.</p>
<p><b><u>Links:</u></b> To add Links to your website click on “Links” on the left menu, this will open up a screen where you can “Add” “Edit” and “Delete” links to your website. Click on “Add New Link” and this will open up a new page where you can add a link to your site. <i>Web Site</i> – Title / Description of your link <i>Web Site Address</i> – The URL of your link (I.e. <a href="http://www.realestate.com.au">http://www.realestate.com.au</a>) Click on “Add Link” and your link will appear on your website.</p>
<p><b><u>Contact Email Addresses:</u></b> To add Contact Email Addresses click on “Contact Email Addresses” on the left menu. This should be one of the first things you do when you enter the Site Administration Page, If this page is not filled out then your Contact page, Careers Page etc will not work. Just enter a email address you want each page to go to (i.e. Contact Us might go to <a href="mailto:sales@yourdomain.com.au">sales@yourdomain.com.au</a> and Careers might go to <a href="mailto:careers@yourdomain.com.au">careers@yourdomain.com.au</a>)</p>
<p><b><u>Buying Categories and Buying Information:</u></b> To add Buying Information to your website you will need to first create a Buying Category, to do this click on “Buying Categories” on the left menu. When the page loads click on “Add New Category” Then enter the Title of the Category (I.e. First Home Buyers) and give it a rank. The rank determines what order they display on your website. Then click on “Submit” and the Category is made. After this you will need to add some information as well, to do this click on “Buying Information” on the left menu. This will open a new page where you can ‘Add’ ‘Edit’ and ‘Delete’, Click on “Add New Article” and this will open a page for you to add the Buying Information. Enter your “Title” (I.e. What you need to know) and select a “Category”, then enter your information in the “Body” field, the give it a rank and then click on “Submit”</p>
<p><b><u>Selling Categories and Selling Information:</u></b> To add Selling Information to your website you will need to first create a Selling Category, to do this click on “Selling Categories” on the left menu. When the page loads click on “Add New Category” Then enter the Title of the Category (I.e. First Home Selling) and give it a rank. The rank determines what order they display on your website. Then click on “Submit” and the Category is made. After this you will need to add some information as well, to do this click on “Selling Information” on the left menu. This will open a new page where you can ‘Add’ ‘Edit’ and ‘Delete’, Click on “Add New Article” and this will open a page for you to add the Selling Information. Enter your “Title” (I.e. What you need to know) and select a “Category”, then enter your information in the “Body” field, the give it a rank and then click on “Submit”</p>
<p><b><u>Renting Categories and Renting Information:</u></b> To add Renting Information to your website you will need to first create a Renting Category, to do this click on “Renting Categories” on the left menu. When the page loads click on “Add New Category” Then enter the Title of the Category (I.e. Looking to Rent?) and give it a rank. The rank determines what order they display on your website. Then click on “Submit” and the Category is made. After this you will need to add some information as well, to do this click on “Renting Information” on the left menu. This will open a new page where you can ‘Add’ ‘Edit’ and ‘Delete’, Click on “Add New Article” and this will open a page for you to add the Renting Information. Enter your “Title” (I.e. What you need to know) and select a “Category”, then enter your information in the “Body” field, the give it a rank and then click on “Submit”</p>
<p><b><u>Investment Categories and Investment Information:</u></b> To add Investment Information to your website you will need to first create a Investment Category, to do this click on “Investment Categories” on the left menu. When the page loads click on “Add New Category” Then enter the Title of the Category (I.e. Looking to Invest?) and give it a rank. The rank determines what order they display on your website. Then click on “Submit” and the Category is made. After this you will need to add some information as well, to do this click on “Investment Information” on the left menu. This will open a new page where you can ‘Add’ ‘Edit’ and ‘Delete’, Click on “Add New Article” and this will open a page for you to add the Investment Information. Enter your “Title” (I.e. What you need to know) and select a “Category”, then enter your information in the “Body” field, the give it a rank and then click on “Submit”</p>
<p><b><u>Rental Forms:</u></b> To add Rental Forms to your website click on “Rental Forms” on the left menu, you will be given a screen where you can ‘Add’ ‘Edit’ and ‘Delete’ your Rental Forms. <i>Rental Form Name</i> – This is the title of the Rental Form (I.e. Application for Tenancy) <i>New File</i> – This is the Rental Form its self, we recommend you upload all forms in PDF format <i>Rental Form Picture</i> – If you want a picture to go with your Rental Form upload it here.</p>

**If you have any concerns or questions, please feel free to contact us on (07) 3503 6844 or email [jessica@bosssoftware.com.au](mailto:jessica@bosssoftware.com.au)**