ASIA PACIFIC WEBSITE: Super Admin.
Super Administrators Manual

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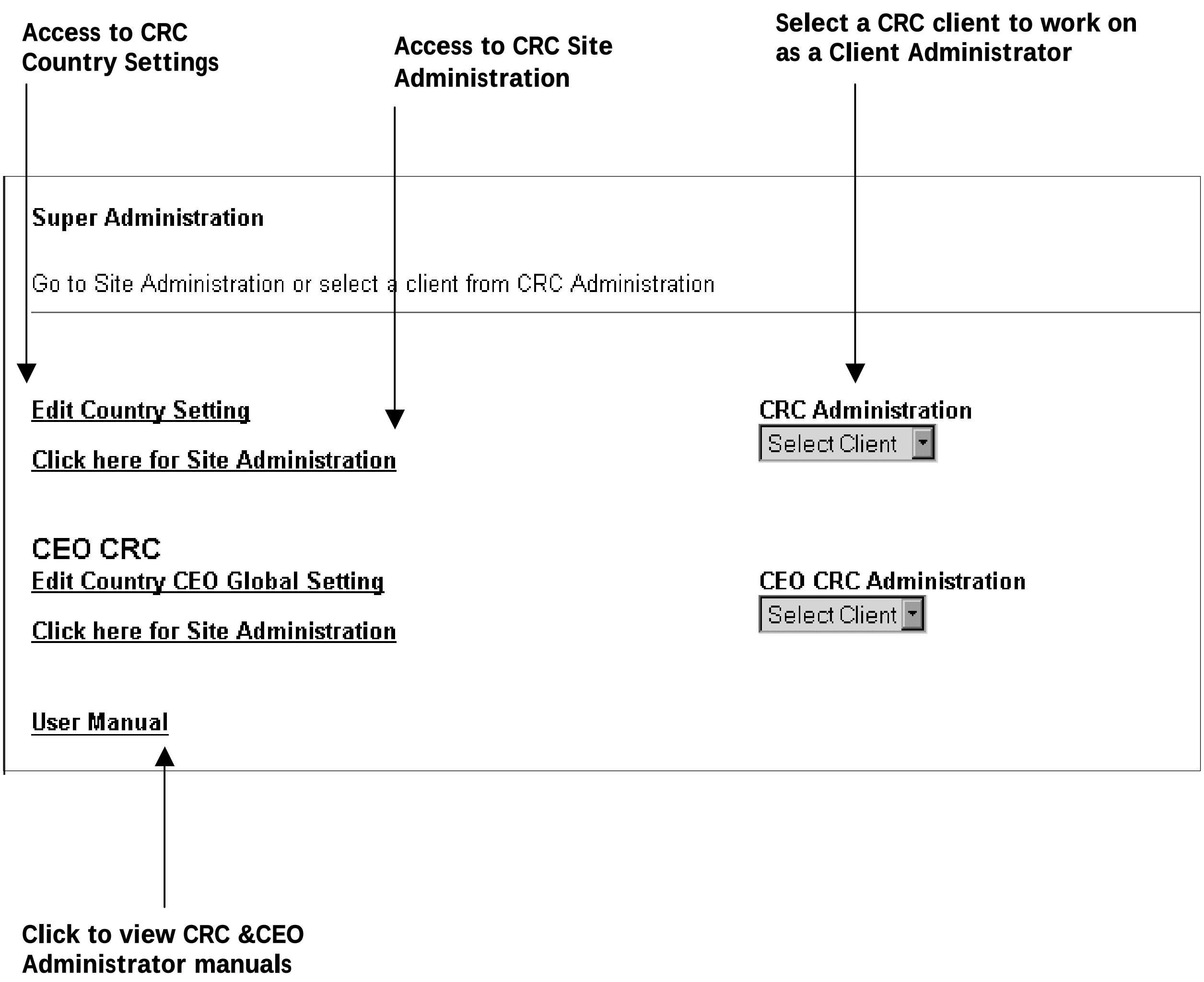
CRC Super Administrator

Super Administrator page

Introduction

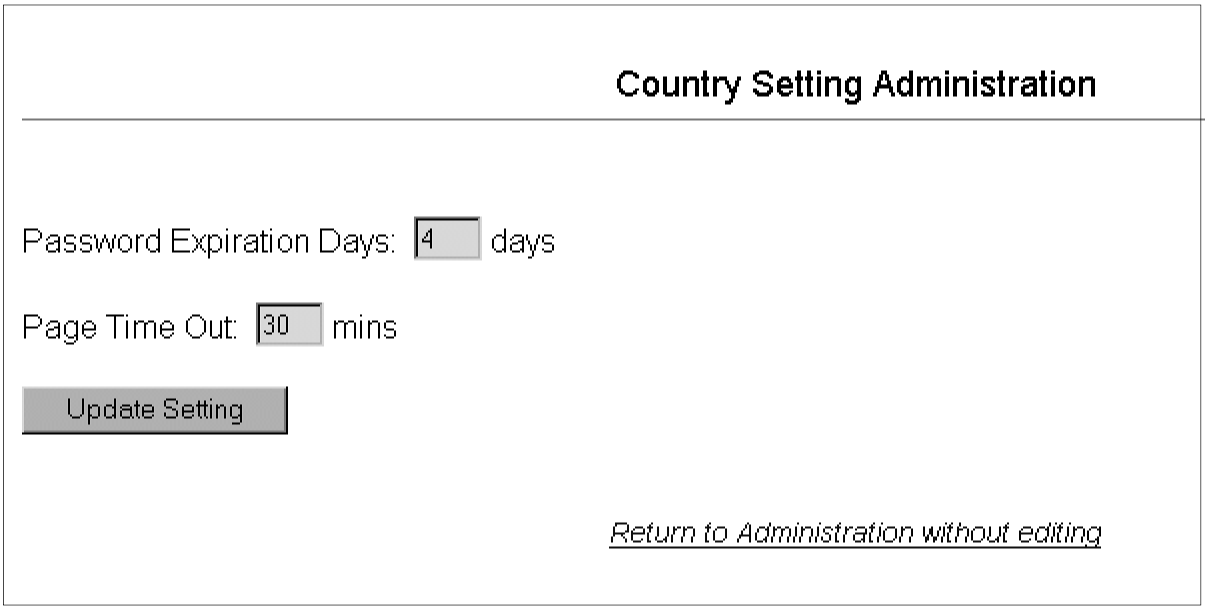
- The **Super Administration** page is displayed after you login as a **Super Administrator**.
- From this screen you can access the Country Settings, Site Administration, CRC Administration areas and User Manuals.
- Please note, this document only discusses the CRC functions when logged on as a supper administrator. Please refer to the CEO Advisor Supper Administration document for CEO functions.
- An example of the **Super Administration** page is displayed below:



Country Settings Details

Introduction

This is where you can set the Password Expiration Days and Page Time Out at Country level.



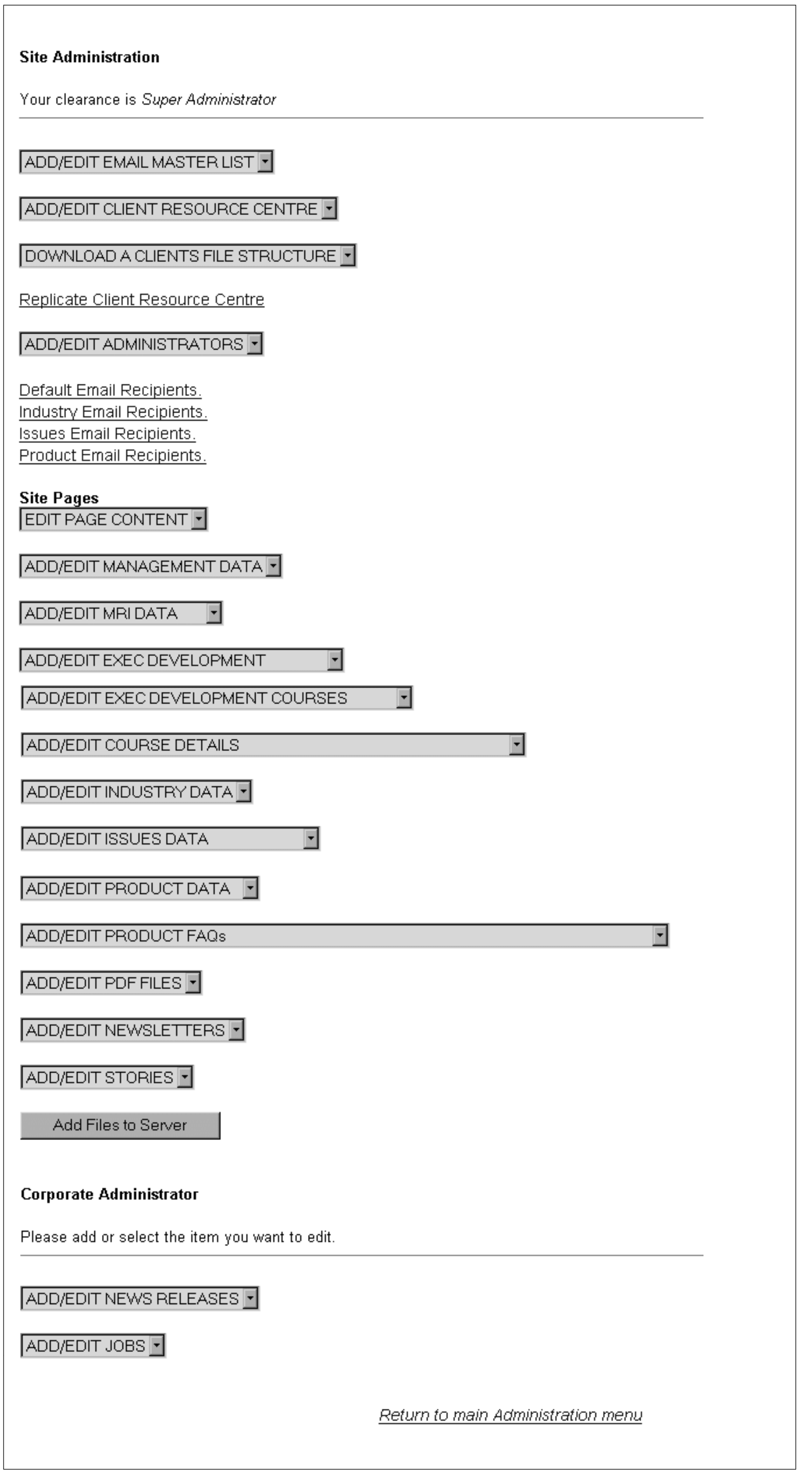
Password Expiration Days & Page Time Out

1. Type the number of days required before a clients user login password will expire.
2. Type the number of minutes required before a Time out will occur.
3. Click on the **Update Setting** button.
4. The message ‘Information Updated’ will appear.
5. Choose the **Return to Administration without Editing** link.

Site Administration details

Introduction

This is where you can add/edit the Email Master List, add/edit client CRCs, replicate an existing client CRC, add/edit site administrator accounts, change email recipients, edit the site pages on the site, add files to the server and perform the corporate administration duties.

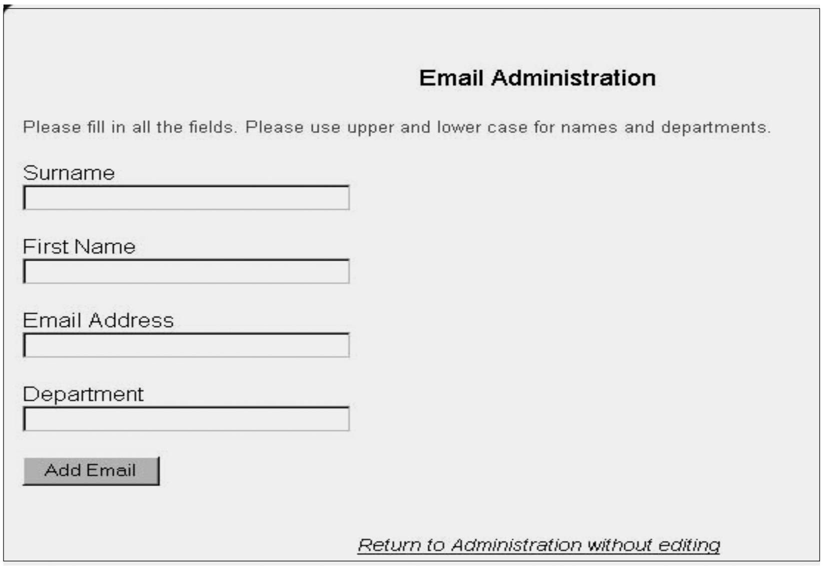


Add/Edit Email Master List

- This page is for adding/editing Internal ACNielsen Contacts.
- Please note, the following must be adhered to when Adding/Editing an e mail address:

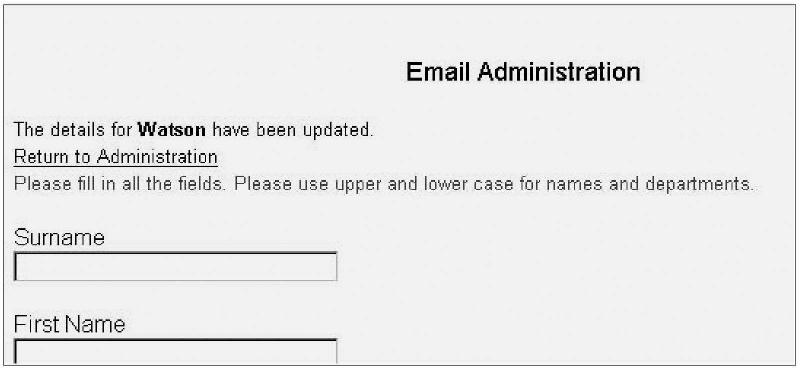
  An e mail address is made up of 2 parts, the account and the domain.

  - The account and domain must always be separated by an @ sign; only one @ is allowed.
  - The account part of the email must be at least one character in length.
  - Sub domains (come immediatley after a domain) must always be separated by a Full Stop character i.e. "**.**".
  - Each sub domain must contain at least one character.
  - There is no limit to the number of sub domains that may be included an an e mail address but please note that, the last sub domain must conatian at leat 2 characters but more than 3.
  - Valid characters for sub domains are, a-z, 0-9 inclusive, **-**
  - Invalid characters are "/ ; : ," and space.



Add Email Master List

1. Choose **Add Email Recipient** from the **Add/Edit Email Master List** pop-up field.
2. Enter the surname of the email recipient.
3. Enter the first name of the email recipient.
4. Enter the email address of the email recipient.
5. Enter the relevant department (category) of the email recipient.
6. Click on the **Add Email** button.
7. A message will appear stating that the information has been uploading. And you will have another empty email recipient form if you want to add another.

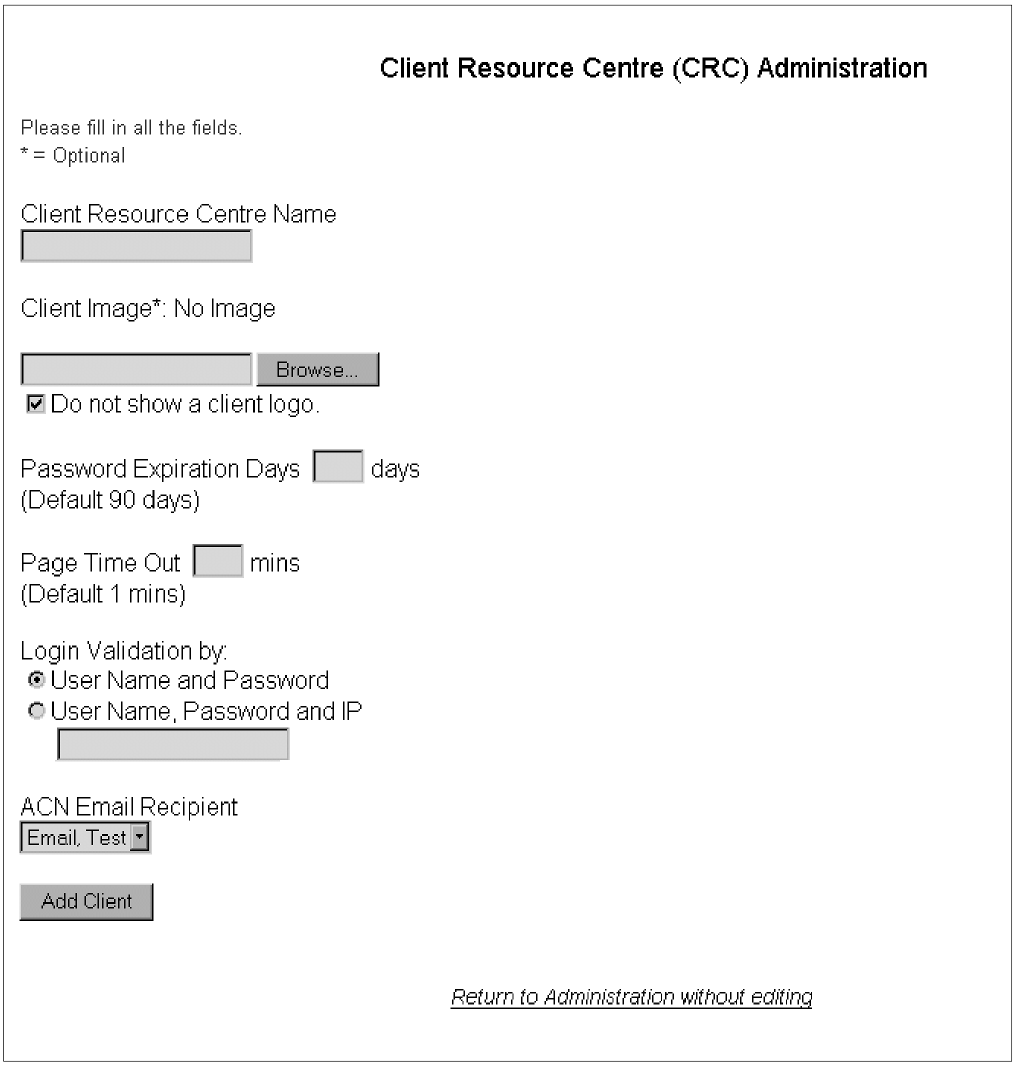


Edit/Delete Email Master List

1. Chose the one name from the **Add/Edit Email Master** pop-up list again, you will be presented with the user name and email address.
2. You have two options:
    - To Update that user's Email information
        - Modify that user's name or email address then press **Update Email** button
    - To delete that user's Email information
        - Press **Delete Email** button
3. Note: If you delete a recipient, you will get an alert button confirming if you want to delete this record.

Add/Edit Client Resource Centre

- This page is used for adding and editing clients.

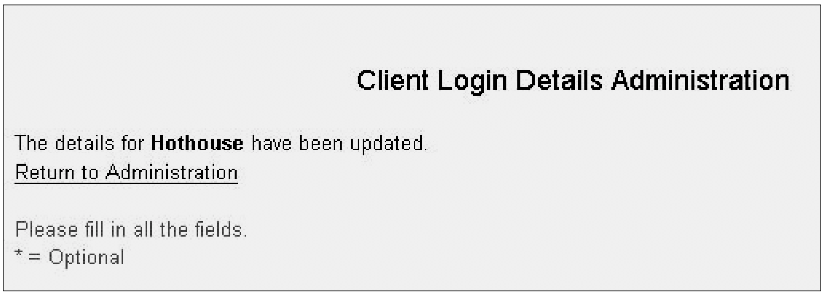


Add Client Resource Centre

1. Choose **Add New CRC** from the **Add/Edit Client Resource Center** pop-up field.
2. Type the new client name.
3. Select a client image then select/deselect the display logo option (*Optional*).
4. Type in the number of Days before Password Expiration *(Optional – overwrites Country default)*.
5. Type in Page Time Out period *(Optional – overwrites Country default)*.
6. Choose a Login Validation type.

   You have two options:

   - User Name and Password
   - User Name, Password and IP Address (which requires IP address input in field below)
7. Choose the **ACN email recipient** for this client.
8. Press the **Add Client** button to add this client.
9. Once you have added this client you will get the message that it has been created and the *Add New CRC* will loop back so you can add another client if you wish.



Edit/Delete Client Resource Centres

1. Choose one *client name* from the Add/Edit Client Resource Centre pop-up menu.
2. You will be presented with that client's details.
3. You have two options:
   - To Update that CRC
   - Modify that CRC's detail then press **Update Client** button
   - To delete that CRC
   - Press **Delete Client** button
4. Note: If you delete, you will get an alert button confirming if you want to delete this client.

Download a Clients File Structure

- This page is used for downloading the Client site structure.

Add New CRC

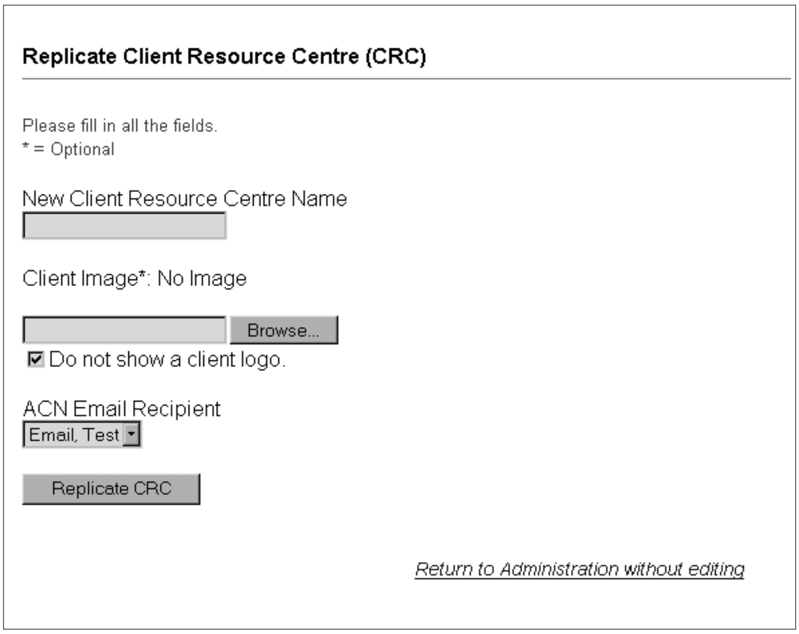
- This function is not available at the moment.

Download the Client File Structure

1. Choose one client name from the **Download a Client File Structure** pop-up menu.
2. The windows File Download menu appears.
3. Click **Save** to save the selected file structure to the specified location.

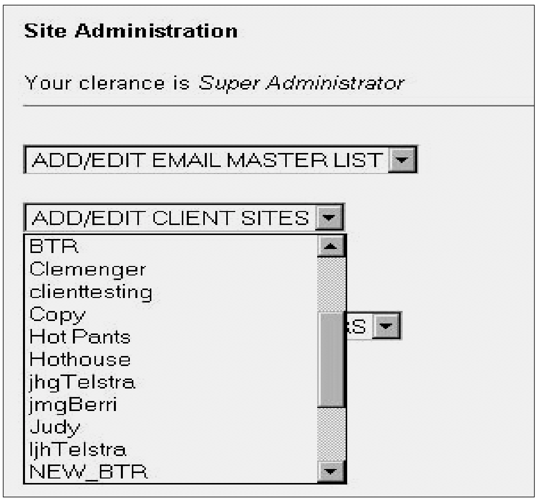
Replicate Client Resource Centres

- This page is used for replicating a new CRC based on the exist one.
- After you have replicated one CRC, you can edit the new CRC individually.



Replicate Client Resource Centre

1. Press the replicate link.
2. Then choose the client you want to replicate from the drop down list.
3. Type in the NEW client name you want to use.
4. Select a client image then select/deselect the display logo option (Optional).
5. Choose the **ACN Email Recipient** for this client.
6. Press the **Replicate Client** button to add this client.
    - Once you have added this client you will get the message that it has been created and the Replicate client form will loop back so you can replicate another client if you wish.
    - You can now see this client in the Add/Edit Client Sites drop down list.

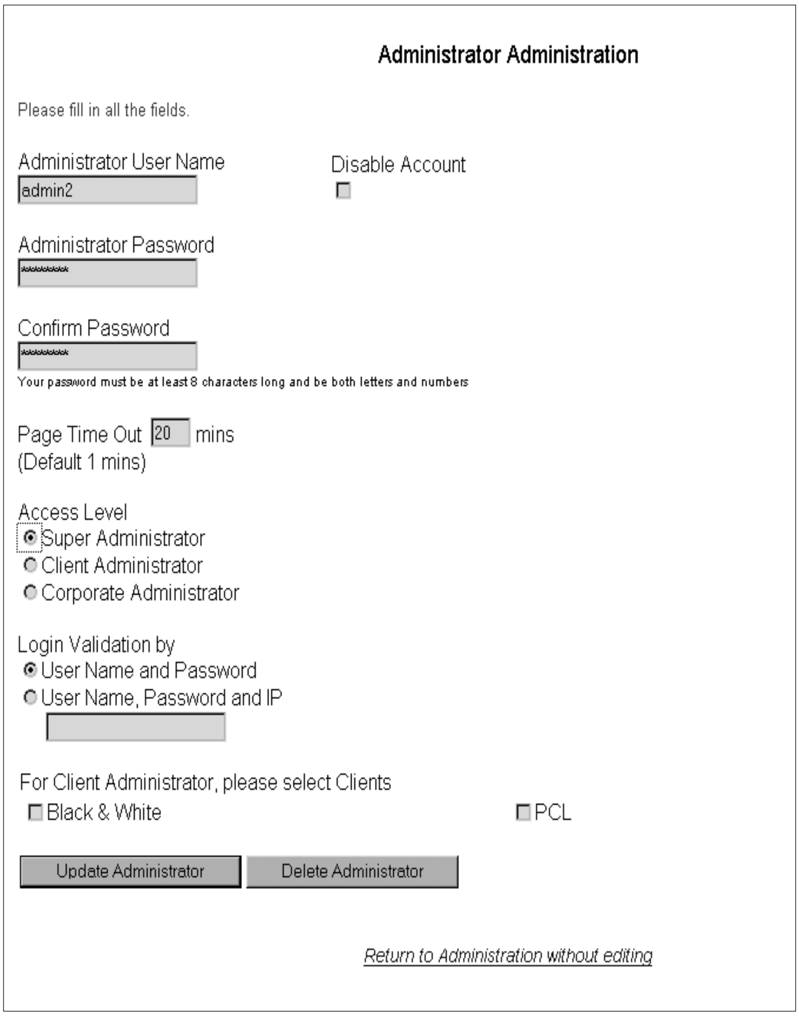


Edit/Delete a Replicate Client Resource Centre

1. Choose the *client portfolio name* from the Add/Edit Client Resource Centre pop-up menu.
2. You will be presented with the client's details.
3. You have two options:
   - To Update that CRC
   - Modify that CRC's detail then press **Update Client** button
   - To delete that CRC
   - Press **Delete Client** button
4. If you delete, you will get an alert button confirming if you want to delete this client CRC.

Add /Edit Administrators

- This page is used to add/edit Administrators of the web site.



Add Administrators

1. Choose the **Add New Administrator** from the **Add/Edit Administrator** pop-up menu.
2. Type in the User Name (up to 30 characters - email addresses are valid as a login name).
3. Type in their Password.
    - Note: The password must be at least 8 characters and contain alphabetical and numerical characters.
4. Type in the password again to Confirm the Password.
5. Type in the Page Time Out period *(Optional – overwrites Country default)*.
6. Choose the Access Level to be applied to this user.

   Note: For a Client administrator choose the client they have access to (check all boxes that apply).

7. Choose a Login Validation type.

   You have two options:

   - A check will be made on User Name and Password
   - A check will be made on User Name, Password and IP Address
   - Note: If option 2 is selected, enter the IP address.

   When defining a Partial IP addresses please note:
   - o The IP address requires input in field directly below this option.
   - o An IP address can be a Full or Partial match.
   - o When defining a Partial IP address only th e far most right digits may be removed.
   - o A Partial IP address must conform to one of the following formats and cannot be empty.
     - ddd - will match the left most 3 digits
     - ddd.ddd - will match the left most 6 digits
     - ddd.ddd.ddd - will match the left most 9 digits
       Where d must be a single digit between 0-9

8. Click the **Add Administrator** button when done.

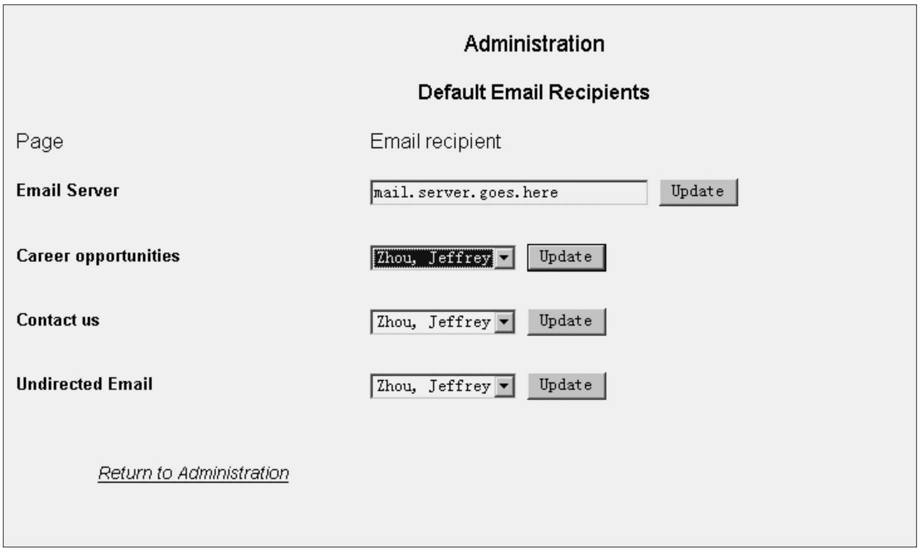
   - Once you have added this Administrator you will get the message that it has been created and another empty Administrator Admin form will loop back so you can add another if you wish. You can now see this **Administrator** in the **Add/Edit Administrator** drop down list.

Edit/Delete Administrators

1. Choose the **Administrator** from the **Add/Edit Administrator** pop-up menu.
2. You will be presented with that Administrators details.
3. You have two options:
   - To Update that Administrator
   - Modify that Administrator’s detail then press **Update Administrator** button
   - To delete that Administrator
   - Press Delete Administrator button
4. If you delete, you will get an alert button confirming if you want to delete this administrator.

Selecting Default Email Recipients

- This page is used to modify the default settings for email sending within the ACNielsen web site.
- Email server is for the email server's address, so that the web server knows where to send the mails.
- Career Opportunity is used to define the Email Recipient for the contact form on the bottom of the Career opportunity page.
- Contact us define the Email Recipient for the Email form on the Contact us page.
- Undirected Email define the Email Recipient has not been set for an Email page… e.g. A product page, an industry page etc. So the email will not be lost.



Modifying the Default Email Recipients

1. For the Email server, enter a new server address and click **Update** button.
2. For the other Email Recipients, select the value from the drop down list, then click **Update** button.

Selecting Industry Email Recipients

- Industry email recipients receive requests for information directed from the 'For Further Information' forms completed on the Industry Pages on the website.


Administration

Industry Email Recipients

Page	Email recipient	
Advertising Updated by: admin2 Date: Monday, April 15, 2002 1:55:05 PM	Zhou, Jeffrey	Update
Automotive Date: Tuesday, July 06, 1999 12:13:27 PM	Email, Test	Update
Consumer packaged goods Date: Tuesday, August 24, 1999 11:59:36 AM	Email, Test	Update
Dummy Updated by: admin2 Date: Monday, April 15, 2002 2:13:50 PM	-- Empty --	Update
Financial services Date: Tuesday, July 06, 1999 12:11:00 PM	Email, Test	Update
Government and social Date: Tuesday, July 06, 1999 12:12:53 PM	Email, Test	Update
Media Date: Wednesday, December 15, 1999 4:52:41 PM	Email, Test	Update
Online Updated by: admin2 Date: Monday, April 15, 2002 1:55:11 PM	Zhou, Jeffrey	Update

Selecting Industry Email Recipients

1. To select Industry Email Recipients go to the Administration section and press the title **Industry Email Recipients**.
2. A page should appear stating all the different types of industry email recipients. In each section to select a new industry email recipient use the scroll down list names and click on mouse.
3. Press the **Update** button.
4. A message should appear stating the information has been updated.

Selecting Issues Email Recipients

- Issues email recipients receive requests for further information directed from the ‘For Further Information’ forms completed on the Issues pages on the website.

Selecting Issues Email Recipients

1. To select Issue Email Recipients go to the Administration section and press the drop down list titled **Issue Email Recipients**.
2. A page should appear stating all the different types of issue email recipients. In each section to select a new issue email recipient use the scroll down list and click on mouse to make a selection.
3. Press the **Update** button.
4. A message should appear stating the information has been updated.

Selecting Product Email recipients

- Product email recipients receive requests for information directed from the **For Further Information** forms completed on the **Product Pages** on the website.

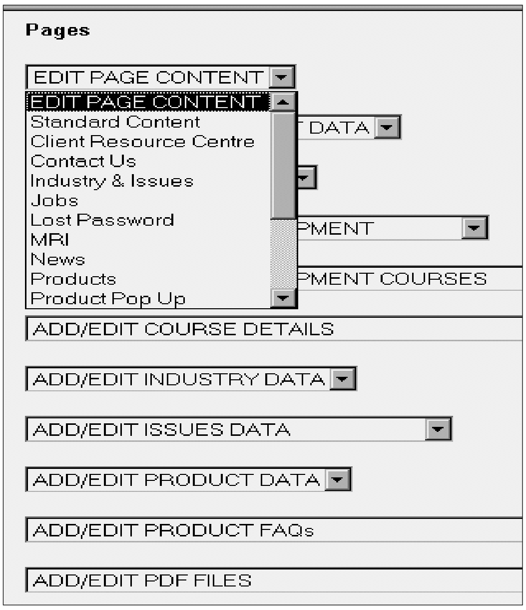
Selecting Product Email Recipients

1. To select Product Email Recipients go to the Administration section and press the drop down list titled **Product Email Recipients**.
2. A page should appear stating all the different types of product email recipients. In each section to select a new product email recipient use the scroll down list and click on mouse to make a selection.
3. Press the **Update** button.
4. A message should appear stating the information has been updated.

Site Pages Administration

Edit Page Content

- This page is dealing with the static pages on the web site.



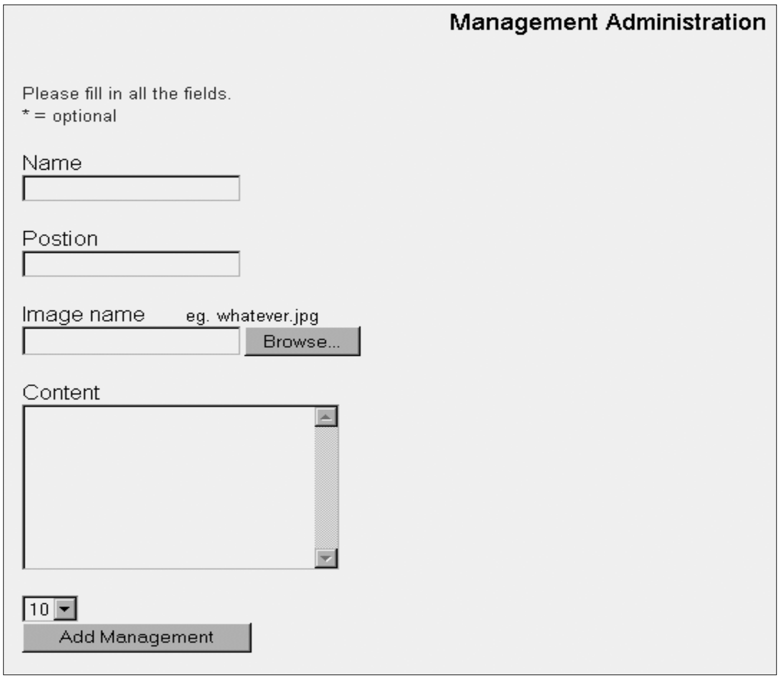
Modifying the contents

To edit page content the following steps are required:

1. Go to the section 'Pages' and find the drop down list titled 'Page content.'
2. Select the page content you wish to edit.
   - The selected page content should appear on the screen.
   - Each page will feature different options and administration functions. Here are a following explanations for functions and features you may encounter in the Standard Content option:
     - **Sidebar Flagging Banner -** This is to place a banner/image in the sidebar menu of the page. You must write the file name of the image/banner with HTML tags.
     - **Sidebar Flagging Banner URL -** This is the URL address the banner/image is linked and directed to. You must write the URL address (for example**, http://www.acnielsen.co.nz**) in this field.
     - **Title** – This is the main title that appears on the page.
     - **Main Side bar title** – This is a main title which will appear in the side bar (left of the screen) of the page.
     - **Side bar sub title** – This is a sub title which will feature under the main title in the side bar (left of the screen) of the page.
3. When you have finished editing the page press the 'Update Content' button.
4. A message should appear on the page stating that information has been uploaded.

Add/Edit Management data

- This page is used for adding/editing Management people to the management page.
- It has the feature of selecting a rank from 1-10 in a drop down menu. This rank decides where the Management person is positioned on the management page on the web site.



Add/Edit Management Data

To add management details to the management team subsection (Who we are subsection) the following steps are required.

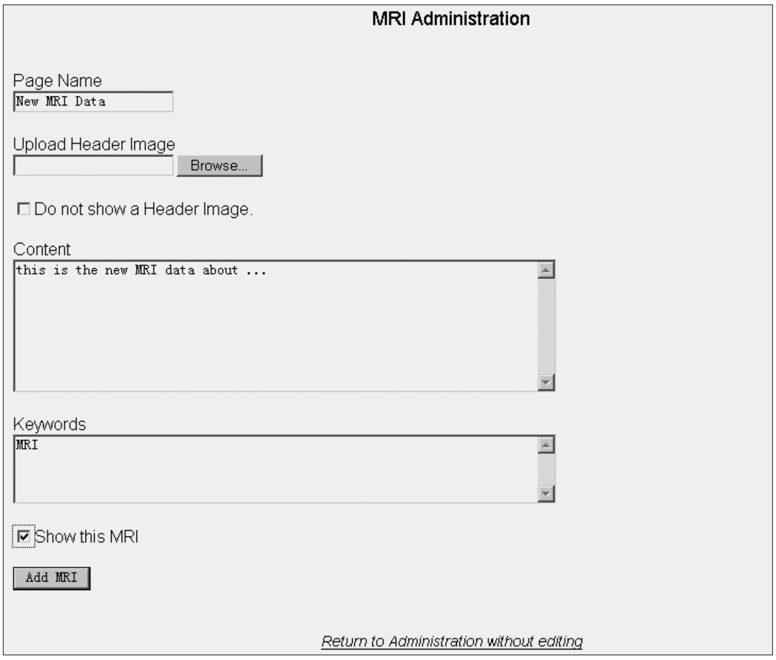
1. Go to the section **Pages** and find the drop down list titled **Add/edit Management Data**.
2. Select and click on the title **Add New Management Data**.
   - A management profile form should appear on the screen.
3. Enter the Name, position and background details in the relevant field text boxes.
4. To add a picture image click the browse button next to the field title **Image Name**. Browse and select the image from the subdirectories.
5. Select where you wish to aesthetically place the profile on the site page by ranking the profile against other management profiles in the field box above the title **Add Management**.
6. Press the button **Add Management**.
7. A message should appear stating the information has been updated.

Edit/Delete Management Data

1. Go to the section **Pages** and find the drop down list titled **Add/Edit Management Data**.
2. Select the management profile you wish to edit or delete.
   - The selected management profile will appear on the screen.
3. You have two options:
   - To Update that Management Data
   - Modify that Management Data's detail then press **Update Management Data** button
   - To delete that Management Data
   - Press **Delete Management Data** button
4. If you delete, you will get an alert button confirming if you want to delete this Management Data.

Add/Edit MRI Data

- This page is used for adding/editing the Market Insight data.



Add Market Insights data

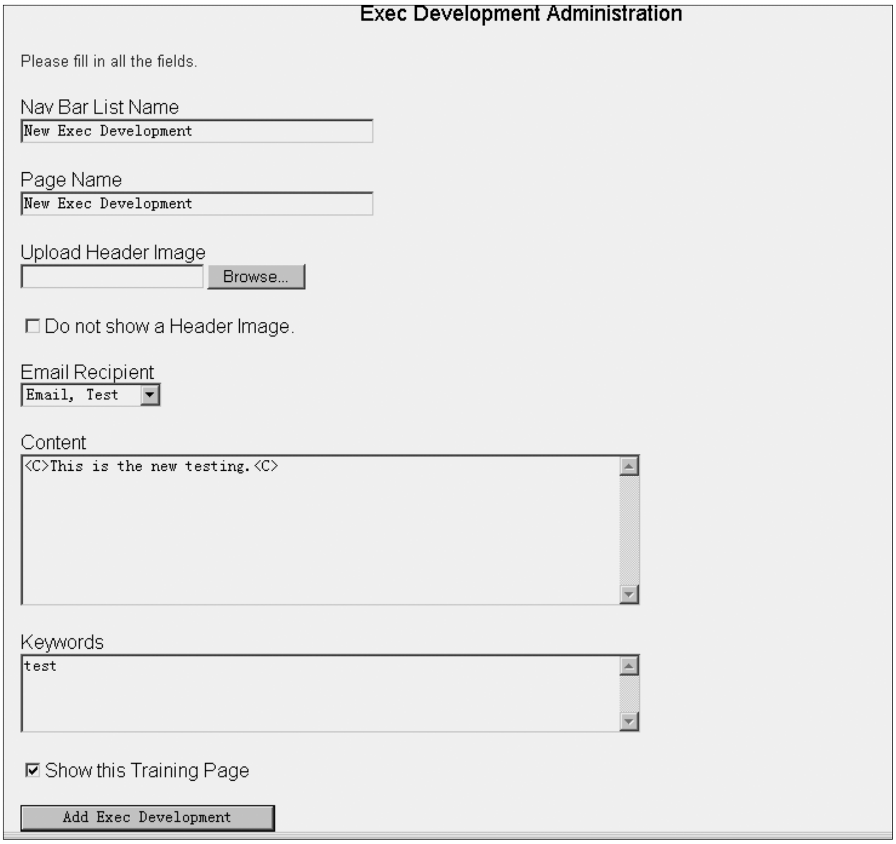
1. To Add Market insights go to the section **Pages** and find the drop list titled **Add/Edit MRI Data.**
2. Select **Add MRI Data**.
   - A MRI data form should appear on the screen.
3. Enter the page name and content in the relevant fields.
4. To select a header graphic use the **Browse** button to search and select in your subdirectory files.
5. Press **Add MRI Data**.
6. A message should appear on the screen stating that information has been updated.

Edit Market Insights data

1. To edit Market insights go to the section **'Pages'** and find the drop list titled **'Edit MRI data.'**
2. Click and select the Market insight section you wish to edit.
3. You have two options:
   - To Update that MRI Data
   - Modify that MRI Data's detail then press **Update MRI Data** button
   - To delete that MRI Data
   - Press **Delete MRI Data** button
4. If you delete, you will get an alert button confirming if you want to delete this MRI Data.

Add/Edit Executive Development

- This page is used for adding/editing Executive Developments.
- An Executive Development is made up of three parts. The Executive Development itself, the Courses (Seminars) and Course Details (Seminar Dates).
  - The Exec Development is the Page Content for the web site.
  - The Exec Development Courses are related the course name of the Executive Development.
  - The Course Details are the dates, costs etc for that course.



Add New Executive Development

To add Executive Development Section the following steps are required:

1. Go to the section **Pages** and find the drop down list **Add/Edit Exec Development**.
2. Select **Add New Exec Development**.
   - A training data content form should appear on the screen.
3. Enter page name and content in the relevant fields.
4. To select a header graphic use the Browse button to search and select in your subdirectory files.
5. Press **Add Exec Development** button.
6. A message should appear on the screen stating the new exec development has been added.

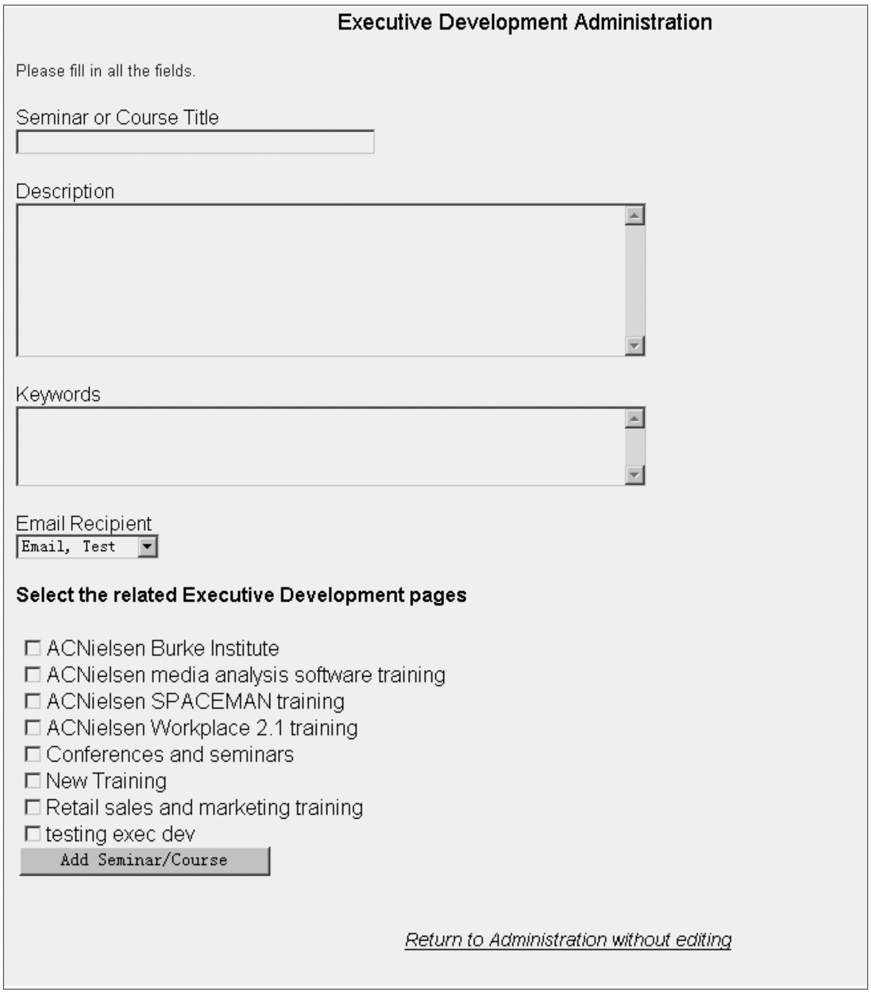
Edit/Deleting Executive Development

To edit Executive Development Section the following steps are required:

1. Go to the section **Pages** and find the drop down list **Add/Edit Exec Development**.
2. You have two options:
   - To Update that Executive Development
   - Modify that Executive Development's detail then press **Update Exec Development** button
   - To delete that Executive Development
   - Press **Delete Exec Development** button
3. If you delete, you will get an alert button confirming if you want to delete this Executive Development.

Add/Edit Exec Development Courses

- This page is used for adding/editing Executive Development Data.
- An Executive Development Course is a seminar, which relates to an Executive Development topic.



Add New Course

To add a new course/seminar the following steps are required.

1. Go the Administration section and select the drop down list titled **Add/Edit Exec Development**.
2. Select **Add New Course**.
3. A course content form should appear on the screen.
4. Enter the name of the seminar/course in the text field called Seminar or Course Title.
5. Enter a description of the course in the Description text field. Please remember not to include information about something like costs, dates or location.
6. Select the email recipient of course queries.
7. Tick the boxes of the site pages you wish course/seminar information to appear.
8. Press **Add Seminar/course** button.
9. A message should appear on the screen stating that information has been updated.

- N.B For purposes of courses and seminars having multiple location details (IE a course which is held in a country on different dates) course information has been spilt into two different forms.

Edit/Delete Courses

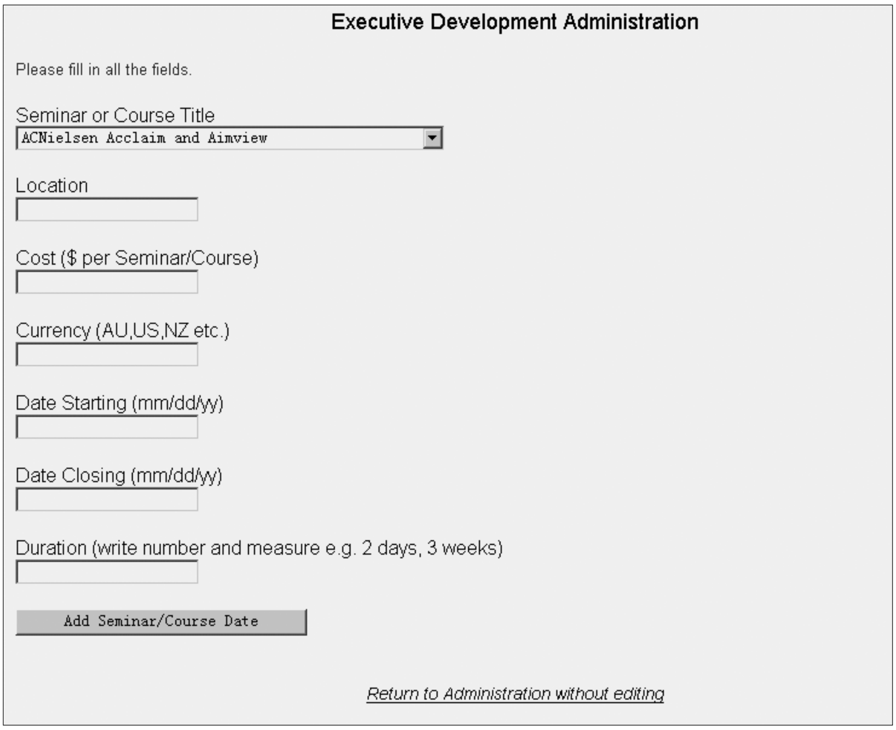
To edit or delete existing seminars and courses in the Executive Development section the following steps are required:

1. Go to '**Page'** section and select the drop down list titled '**Add/Edit Exec Development**'.
2. Select the course or seminar you wish to edit/delete.
3. The selected course/seminar information should appear on the screen.
4. You have two options:
   - To Update that Seminar/Course
   - Modify that Executive Development's detail then press **Update Seminar/Course** button
   - To delete that Seminar/Course
   - Press Delete Seminar/Course button
4. If you delete, you will get an alert button confirming if you want to delete this Seminar/Course.

- N.B All dates related to the deleted executive development course or seminar will also be deleted.

Add/Edit Course Details

- This page is for adding/editing Executive Development Course details such as Location, Cost and Duration etc.



Add New Course Details

To create multiple course/seminar location details (I.E. different locations, dates and times for a course/seminar) or just to add details for one specific course the following steps are required.

1. Go to the **Page** section and select drop down list **Add/Edit Course Details.**
2. Select **Add New Course Detail**.
   - A seminar/course content page will appear on the screen.
3. Go to the **Seminar and Course Title** scroll down list and select the seminar or course you wish to add a new date and location to.
4. Enter the location, cost, currency, starting and ending dates, duration of the course/seminar in the relevant fields.
   - Please remember to fill out the date in the following format dd/mm/yy.
5. Press **Add Seminar/Course Date** button.
6. A message should appear on the screen stating that information has been uploaded.

- N.B For every new course/seminar location detail you must add a Exec Development Date form and repeat all steps in this section.

Edit/Delete Course Detail

1. Go to the **Page** section and select drop down list **Add/Edit Course Detail**
2. Select the course/seminar details you wish to edit or delete.
3. The selected information should appear on the screen.
4. You have two options:
   - To Update that Seminar/Course Detail
   - Modify that Seminar/Course's detail then press **Update Seminar/Course Date** button
   - To delete that Seminar/Course Detail
   - Press **Delete Seminar/Course Date** button
5. If you delete, you will get an alert button confirming if you want to delete this Seminar/Course Detail.

Add/Edit Industry Data

- This page is used for adding/editing the Industry to the web site.
- Once the Industry has been added, it will appear on both Site map and the site's side navigation bar.

Add Industry Content

1. Go to the section **Pages** and find the drop down list **Add/Edit Industry Data.**
2. Select the **Add New Industry,** an industry content form should appear on the screen.
3. Enter the page name, drop down name, content and keywords (for optimum search) in the relevant fields.
4. To select a header graphic use the Browse button to search and select in your subdirectory files.
5. Press the **Add Industry** button.
6. A message on the screen should appear stating the new industry has been added.

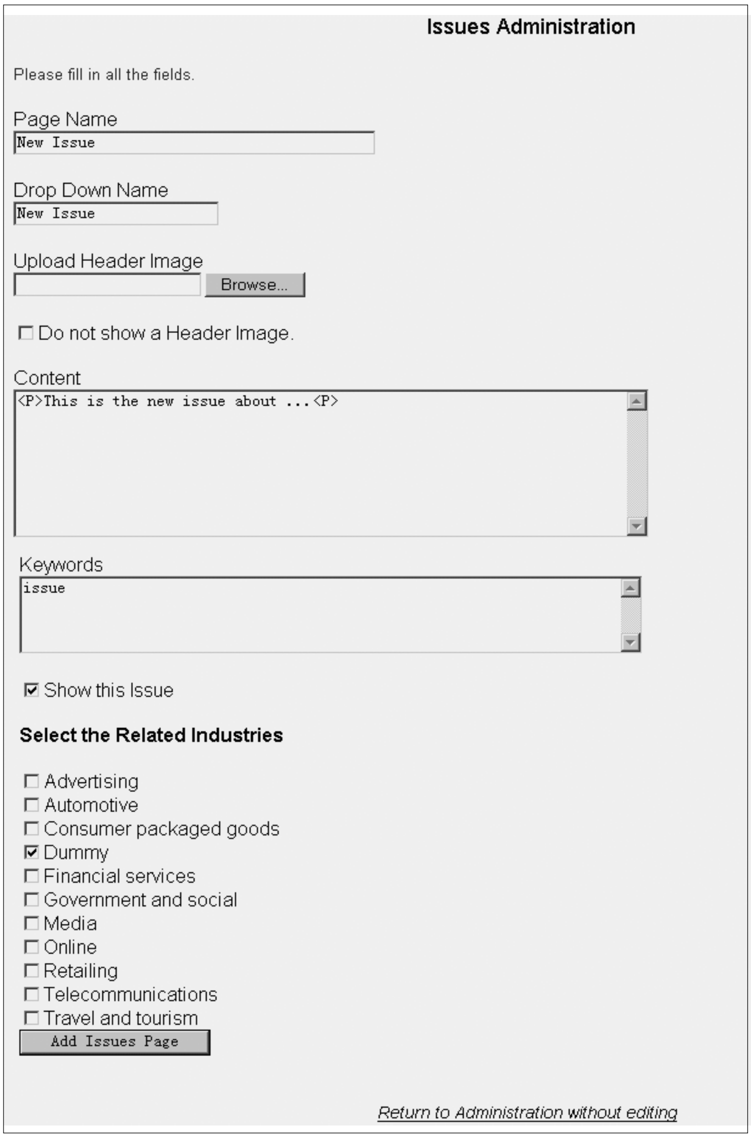
- NB: When you create a new industry page, you must also assign an email recipient to that page, to receive queries for further information. Go to Edit Industry email recipient and assign an email address to this new Industry. If the email address isn't there you will need to *Create Email Recipient* for this industry.

Edit Industry Data

1. Go to the section **Pages** and find the drop down list **Add/Edit Industry Data.**
2. Select the Industry data you wish to edit.
   - The selected industry data should appear on the screen.
3. You have two options:
   - To Update that Industry
   - Modify that Seminar/Course's detail then press **Update Industry** button
   - To delete that Industry
   - Press **Delete Industry** button
4. If you delete, you will get an alert button confirming if you want to delete this Industry.

Add/Edit Issue Data

- This page is used for adding/editing the Issue data to the web site.
- Issue pages are primarily related to the Industry pages, so when you view an Industry page on the web site you will get a drop down box filled with all relating Issues pages.
- When you add an issue page to the web site, you are asked to select at least one related Industry pages.



Add Issues Data

To edit or delete Issues data in the **Industries and Issues** section of the live site the following steps are required:

1. Go to the sections titled **Pages** and find the drop down list titled **Add/Edit Issues Data**.
2. Select **Add New Issue**.
   - A new issues content form will appear on the screen.
3. Enter the page name, down name, content and keywords in the relevant fields.
4. To select a header graphic use the Browse button to search and select in your subdirectory files.
5. Select the sections you wish the issues information to appear on simply by ticking the boxes left of the page section names.
6. Press the **Add Issues Page** button.
7. A message should appear on the screen stating that the information has been updated.

- NB: When you create a new Issues page, you must also assign an email recipient to that page, to receive queries for further information. Go to Edit Issues email recipient and assign an email address to this new Issue. If the email address isn't there you will need to Create Email Recipient for this individual.

Edit/Delete Issues Data

To edit or delete Issues data in the **Industries and Issues** section of the live site the following steps are required:

1. Go to the sections titled **Pages** and find the drop down list titled **Add/Edit Issues Data**.
2. Select the Issues data you wish to edit.
   - The selected issue data should appear on the screen.
3. You have two options:
   - To Update that Issue
   - Modify that Issue's detail then press **Update Issue** button
   - To delete that Issue
   - Press **Delete Issue** button
4. If you delete, you will get an alert button confirming if you want to delete this Issue.

Add/Edit Product Data

- This page is used for adding/editing Product data to the web site.
- Product pages are primarily associated with the existed issues pages.
- When you add a product page to the web site, you are asked to select at least one related Issue pages.

Add Product Data

To add product data in the 'Industries and Issues' section of the live site the following steps are required:

1. Go to the sections titled **Pages** and find the drop down list titled **Add/Edit Product Data**.
2. Select the **Add New Product**.
3. A product content page should appear on the screen.
4. Enter the page name, drop down name, content and keywords (for optimum search) in the relevant fields.
5. To select a header graphic use the Browse button to search and select in your subdirectory files.
6. Select the sections you wish the product information to appear on simply by ticking the boxes left of the page section names.
7. Press the **Add Product Page** button.
8. A message should appear on the screen stating that the information has been updated.

- NB: When you create a new Product page, you must also assign an email recipient to that page, to receive queries for further information. Go to Edit Product email recipient and assign an email address to this new Product. If the email address isn't there you will need to Create Email Recipient for this individual.

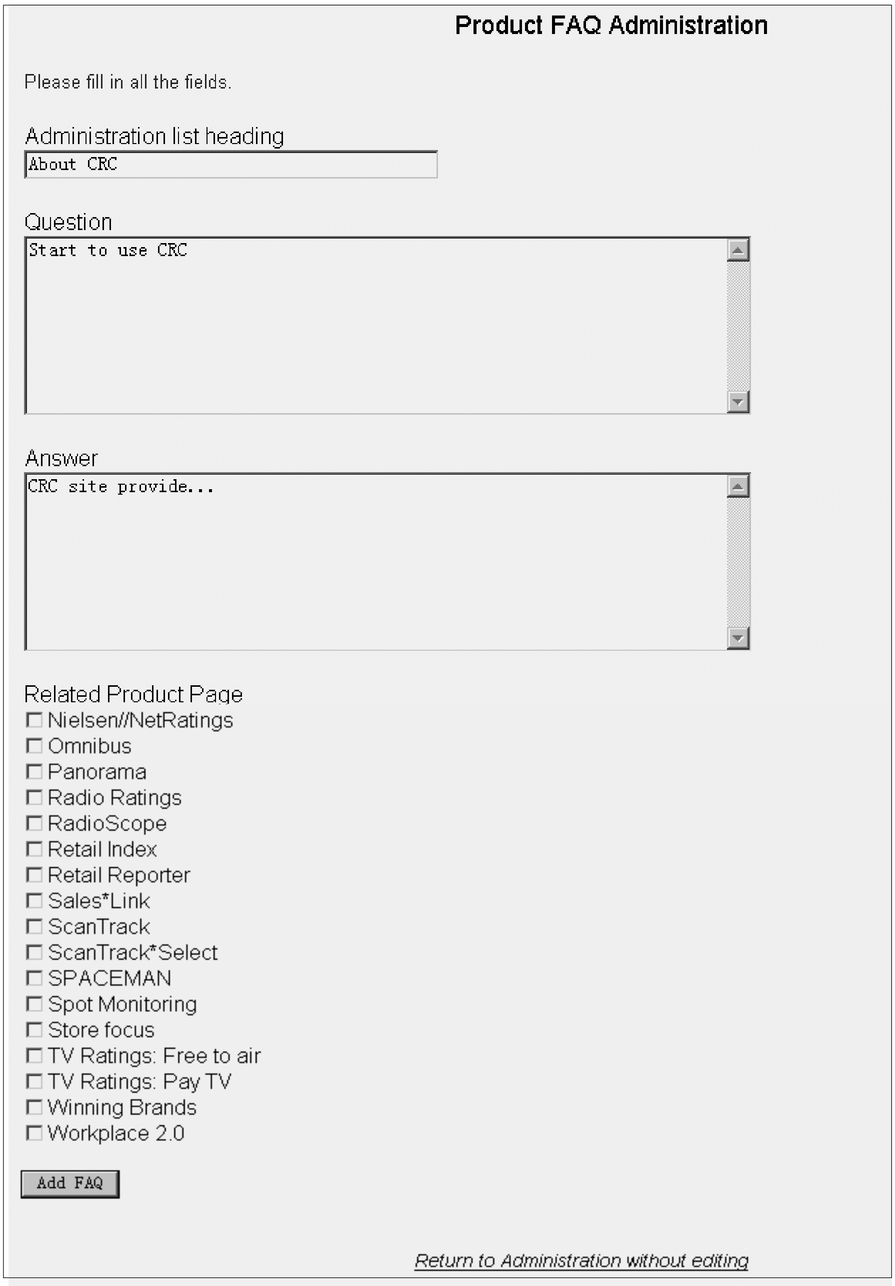
Edit/Delete Product Data

To edit product data in the 'Industries and Issues' section of the live site the following steps are required:

1. Go to the sections titled **Pages** and find the drop down list titled **Add/Edit Product Data**.
2. Select the product data you wish to edit/delete.
    - The selected product data should appear on the screen.
3. You have two options:
    - To Update that product
    - Modify that Seminar/Course's detail then press **Update Product Page** button
    - To delete that product
    - Press **Delete Product Page** button
4. If you delete, you will get an alert button confirming if you want to delete this product.

Add/Edit Product FAQ's

- This page is used for adding/editing Product Frequently Asked Questions.
- FAQs are primarily related to the particular products.
- When you add a new FAQ to the web site, you are asked to select at least one related product.



Add product FAQ's

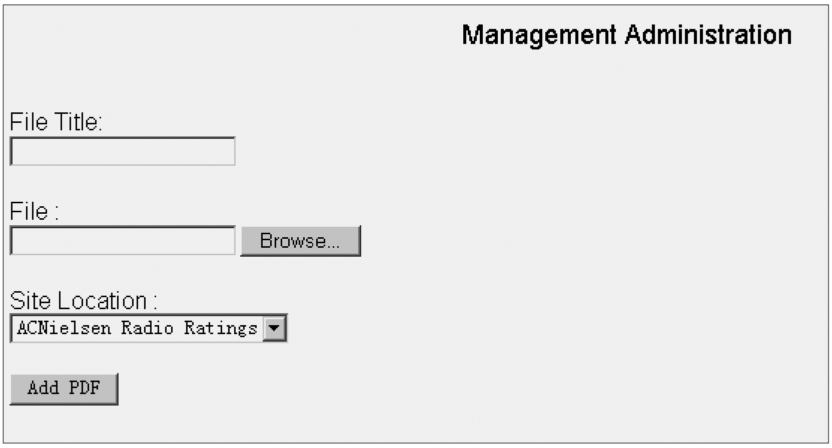
1. Go to the section titled **Pages** and click on the drop down list **Add/Edit Product FAQs**.
2. Select the **Add New FAQ.**
3. A FAQ form should appear on the screen.
4. Enter a short summarized version of the question in the text field titled 'Administration list heading' (this information is an introductory version of the question).
5. For a detailed version of the question fill out the text box title 'Question.'
6. Write the answer in the text box titled 'Answer.'
7. Tick the related product pages associated with the question and topic you wish the FAQS to appear on.
8. Press the **Add FAQ** button
9. A message should appear on the screen stating the information has been uploaded.

Edit/Delete product FAQS

1. Go to the section titled 'Pages' and click on the subsection **'Add/Edit Product FAQs'**.
2. Select the FAQ you wish to edit or delete.
   - The selected FAQ should appear on the screen.
3. You have two options:
   - To Update that FAQ
   - Modify that FAQ's detail then press **Update FAQ** button.
   - To delete that FAQ
   - Press **Delete FAQ** button.
4. If you delete, you will get an alert button confirming if you want to delete this FAQ.

Add/Edit PDF Files

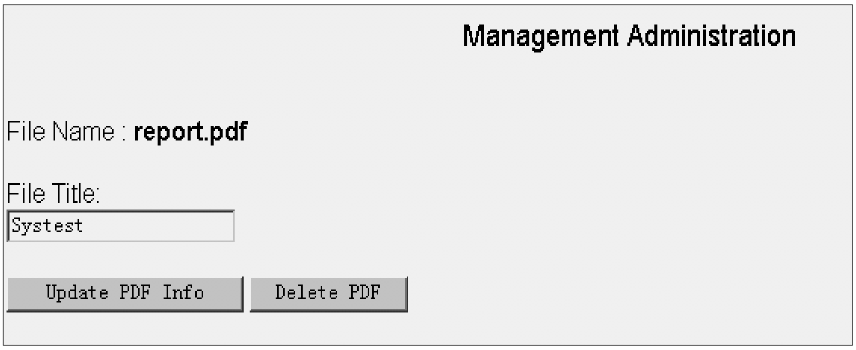
- This page is used for adding/editing the PDF file type.
- When adding a new PDF file to the web site, you must select a 'Site Location' from the list of Market Insights supplied in the drop down list.



To add a new PDF files

1. Go to the section **Pages** and click on the drop down list titled **Add/Edit PDF Files**.
2. Scroll down the list and select the title **Add New PDF file**.
3. Enter the title of the PDF file you wish to appear on the live site.
4. Type the file located address or click Browse button to find the PDF file on your local directory.
5. In the Site Location drop down list select where you wish the PDF to be located.
6. Press the **Add PDF** button.
7. A message should appear on the screen stating that information has been updated.

Edit/Delete PDF files

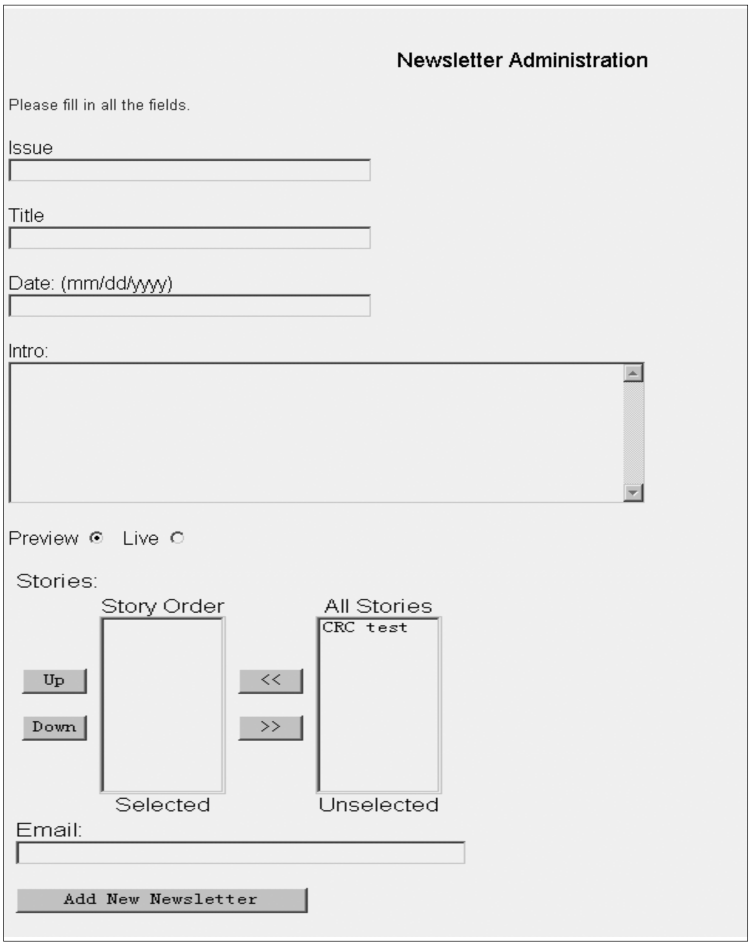


To edit a PDF files

1. Go to the **Pages** section and click on the drop down list **Add/Edit PDF Files**.
2. Select the PDF file you wish edit or delete.
   - The selected PDF file's details should appear on the screen.
3. You have two options:
   - To Update that PDF's title
   - Modify that Seminar/Course's detail then press **Update PDF Info** button
   - To delete that PDF
   - Press **Delete PDF** button
4. If you delete, you will get an alert button confirming if you want to delete this PDF file.

Add/Edit Newsletters

- This page is used for adding/editing the newsletter to the web site.
- When adding/editing a newsletter, the related issue page must be selected.
- There must be at least one story existed before adding/editing the newsletter.



Add Newsletter

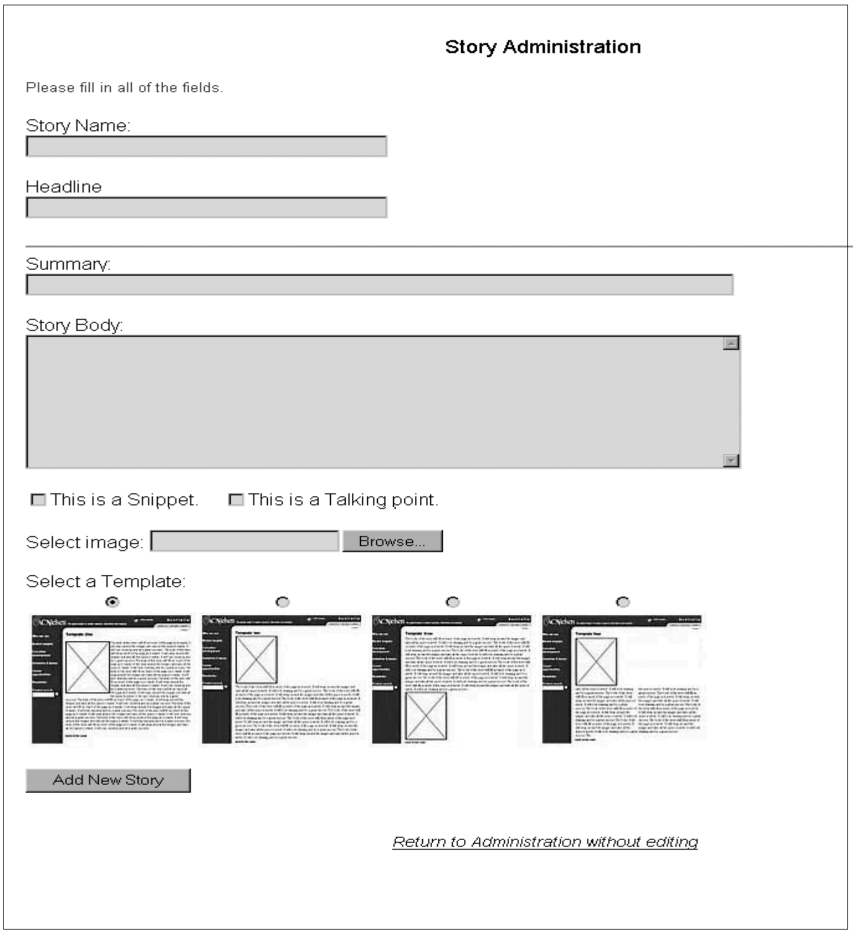
1. Go to the section titled **Pages** and click on the drop down list **Add/Edit Newsletters**
2. If there is no story existed in the **Add/Edit Stories** list, the message '**There must be at least one story before you can add a Newsletter**' appears.
3. If there is any story existed in the Story list, a Newsletter form should appear on the screen.
4. Enter the Issue name, Newsletter title, Date, Introduction of this newsletter.
5. Select **Live** to make the newsletter available displayed from the selected Issue page.
6. Select stories from **Unselected** list box and put into **Selected** list box, use **Up** or **Down** button to adjust the place of selected stories.
7. Enter email address into **Email** box.
8. Click **Add New Newsletter** button.
9. A message should appear on the screen stating the new Newsletter has been added.

Edit/Delete Newsletter

1. Go to the 'Pages' section and click on the drop down list '**Add/Edit Newsletter**'.
2. Select the Newsletter you wish to edit or delete.
   - The selected newsletter's details should appear on the screen.
3. You have two options:
   - To Update that Newsletter
   - Modify that newsletter's detail then press **Update Newsletter** button
   - To delete that newsletter
   - Press **Delete Newsletter** button
4. If you delete, you will get an alert button confirming if you want to delete this newsletter.

Add/Edit Stories

- This page is used for adding/editing the stories.
- Story Types:
  - **Story** – story with short summary, displayed on newletter page, with or without an image depending on impotance level (as decided in the Newsletter function)
  - **Snippett** – headline displayed down the right hand side of the newsletter page linking of to a smaller story, no summary included.
  - **Talking Point** – column desgned to stand out from the other articles and snippets.



Add New Stories

1. Go to the section titled **Pages** and click on the drop down list **Add/Edit Stories**
2. Select **Add New Story** from the list.
3. A story form should appear on the screen.
4. Enter Story name, Headline, summary and Story body into relevant edit boxes.
5. Select/Not select **This is a Snippet** and/or **Talking Points.**
6. Browse to the image if you want to put the image into the story.
7. Select the template you need your story to be displayed in.
8. Press the **Add Story** button.
9. A message should appear on the screen stating the information has been uploaded.
10. The screen is rolling back to a blank new story page.

Edit/Delete Story

1. Go to the **Pages** section and click on the drop down list **Add/Edit Stories**.
2. Select the story you wish edit or delete.
   - The selected story's details should appear on the screen.
3. You have two options:
   - To Update that story
   - Modify that Seminar/Course's detail then press **Update Story** button
   - To delete that story
   - Press **Delete Story** button
4. If you delete, you will get an alert button confirming if you want to delete this story.

User Manual

- The **Administrator User Manual** page is used to view the CRC user manuals in .pdf format.
- **Administrator User Manuals** may also be printed or saved locally.
- An example of the **Administrator User Manual** page is displayed below:

Administrator User Manual

TYPE	TITLE	DATE	SIZE
	CRC Super Administrator User Manual	6 May 03	1.1 MB
	CEO Super Administrator User Manual	6 May 03	63.9 KB
	CRC Client Administrator User Manual	6 May 03	857.2 KB
	CEO Client Administrator User Manual	6 May 03	229.3 KB
	Corporate Adminitrator manual	6 May 03	207.9 KB

Return to main Administration menu

View an Administration User manual

Open a manual by either,

1. Clicking on the **appropriate link** from beneath the **Title** header.
2. Clicking on the **appropriate .pdf** icon beneath the **Type** header.
3. Right clicking on either the **link** or **icon** and selecting **Open** or **Open in new window** from the pop up box.

Printing/Saving an Administration User manual

Print/Save a manual by either,

1. Right clicking over the **appropriate link/icon** from beneath the **Title/Type** header and select **Print Target** or **Save Target As . . .** from the pop up box.
2. Open the manual in a separate window and select **File > Print** from the menu bar.