

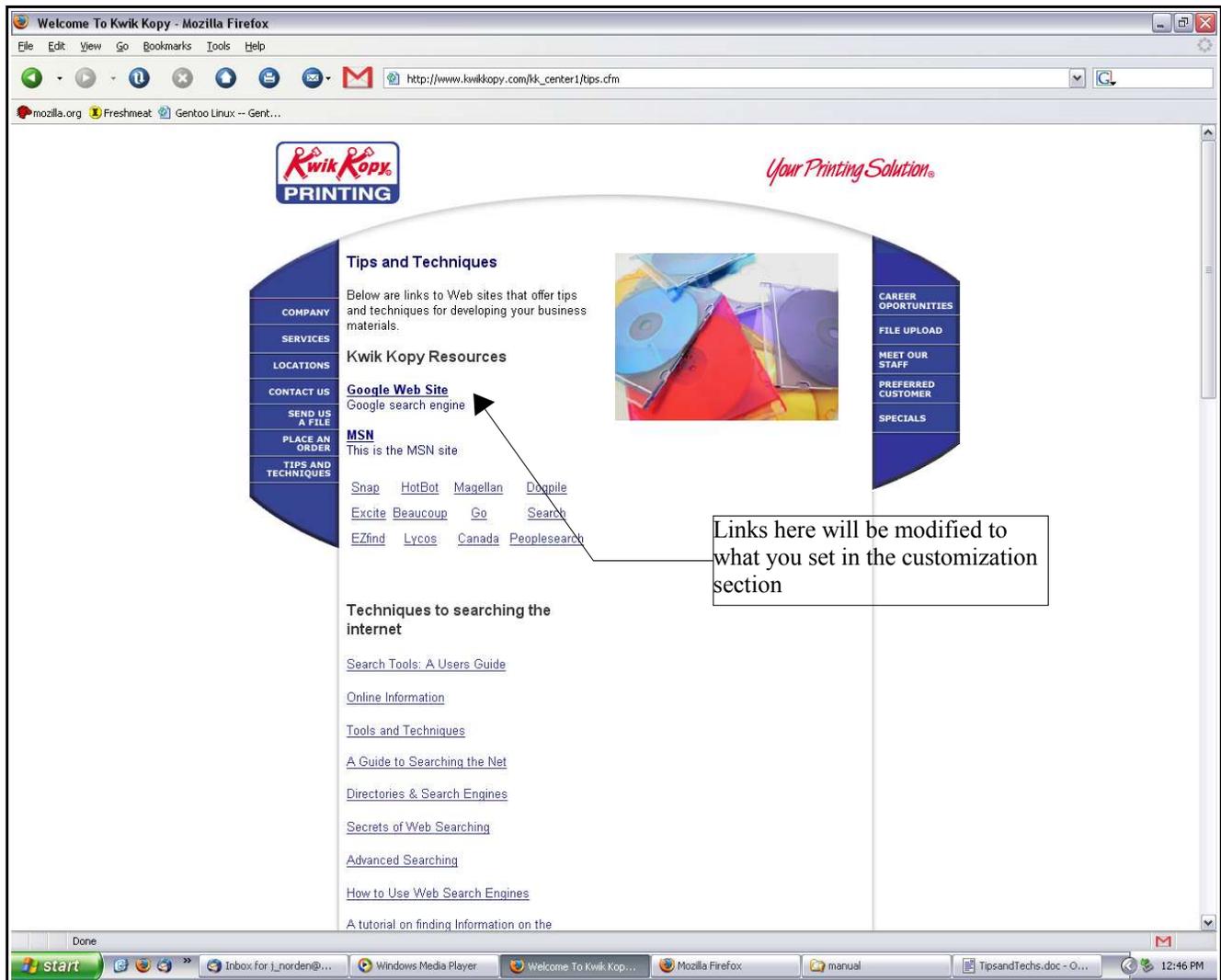
About This Manual

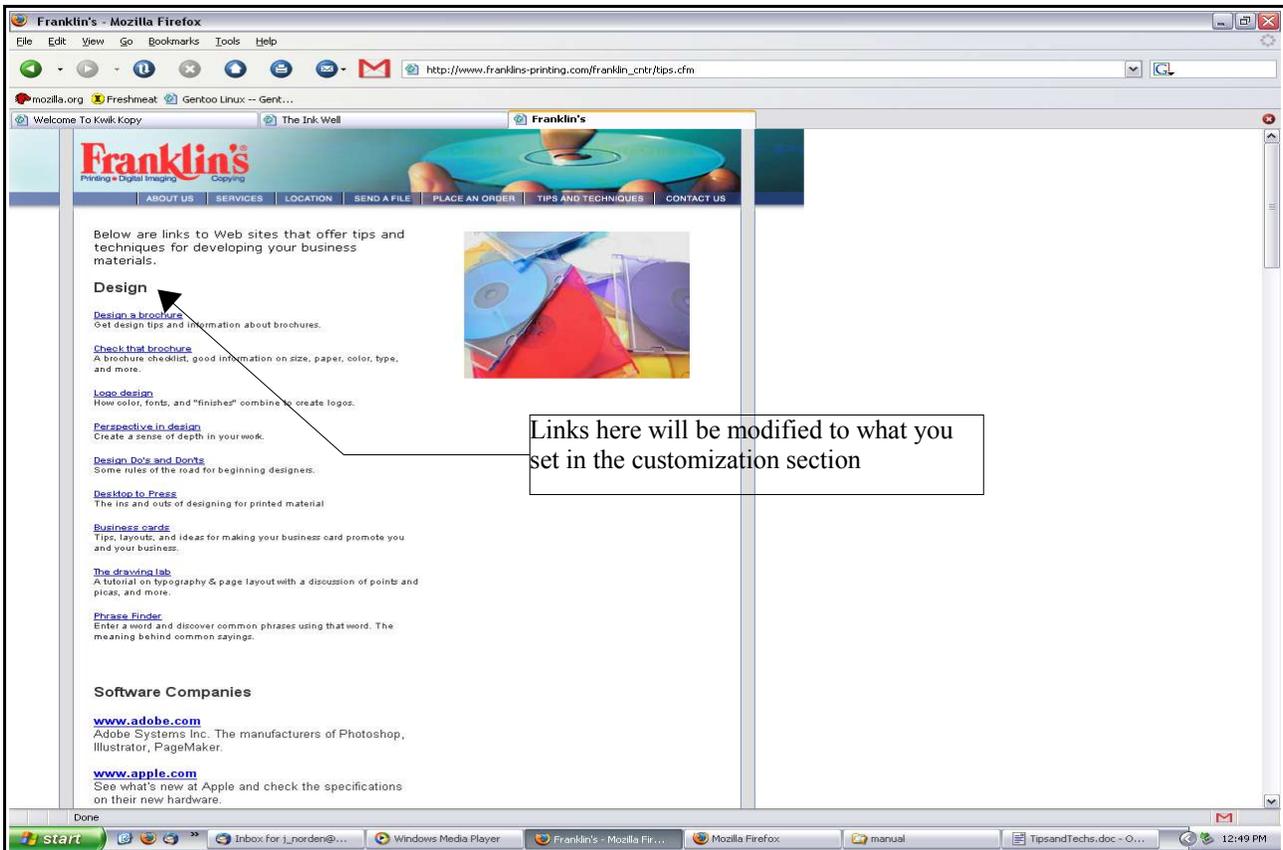
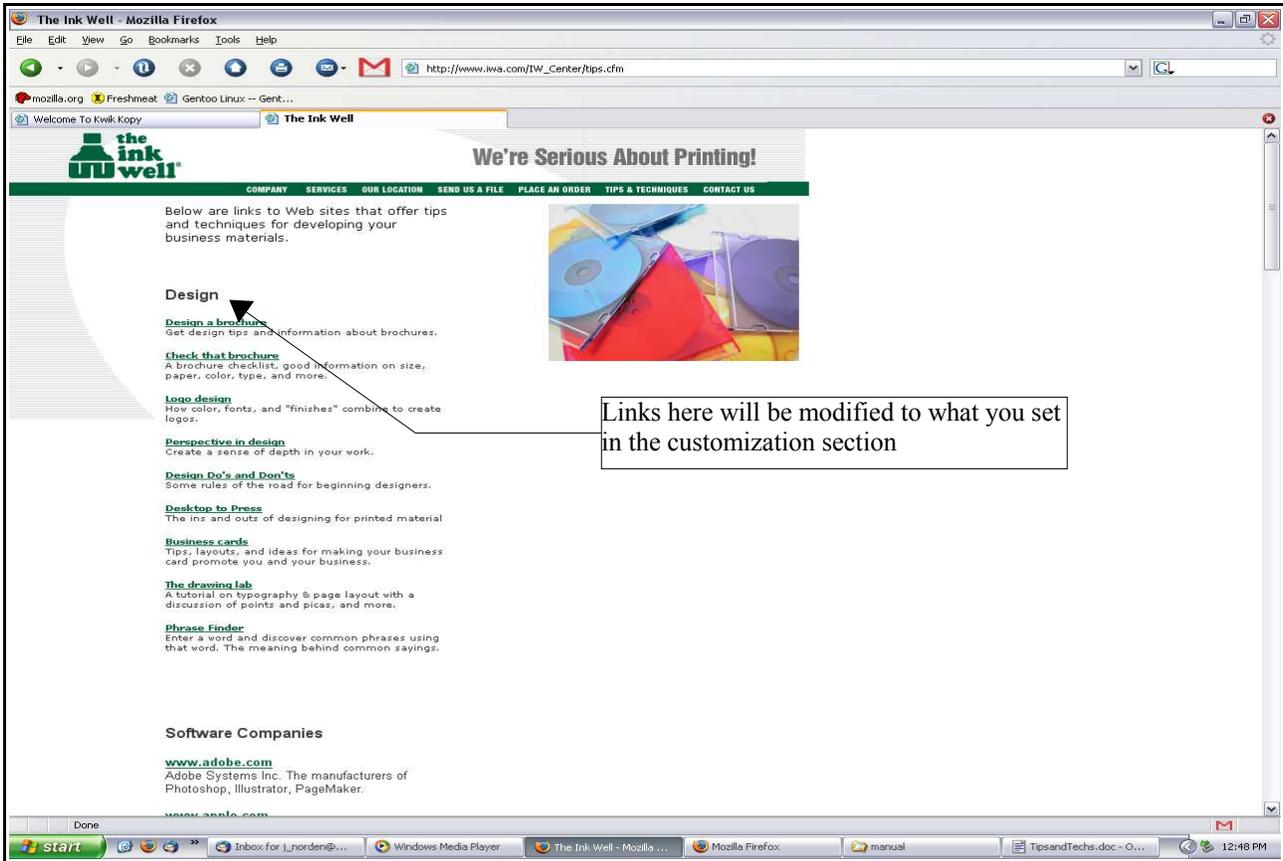
Purpose of this Document:

The purpose of this document is to provide a “how to” for customizing the tips and techniques section found on the Tips and Techniques page of your Web site. This document assumes that you have already logged into your Administration Site and have navigated to the Edit Area. If you find any discrepancies within this document, please notify ICED's Development Team at devteam@iced.net.

What does this customization feature change?

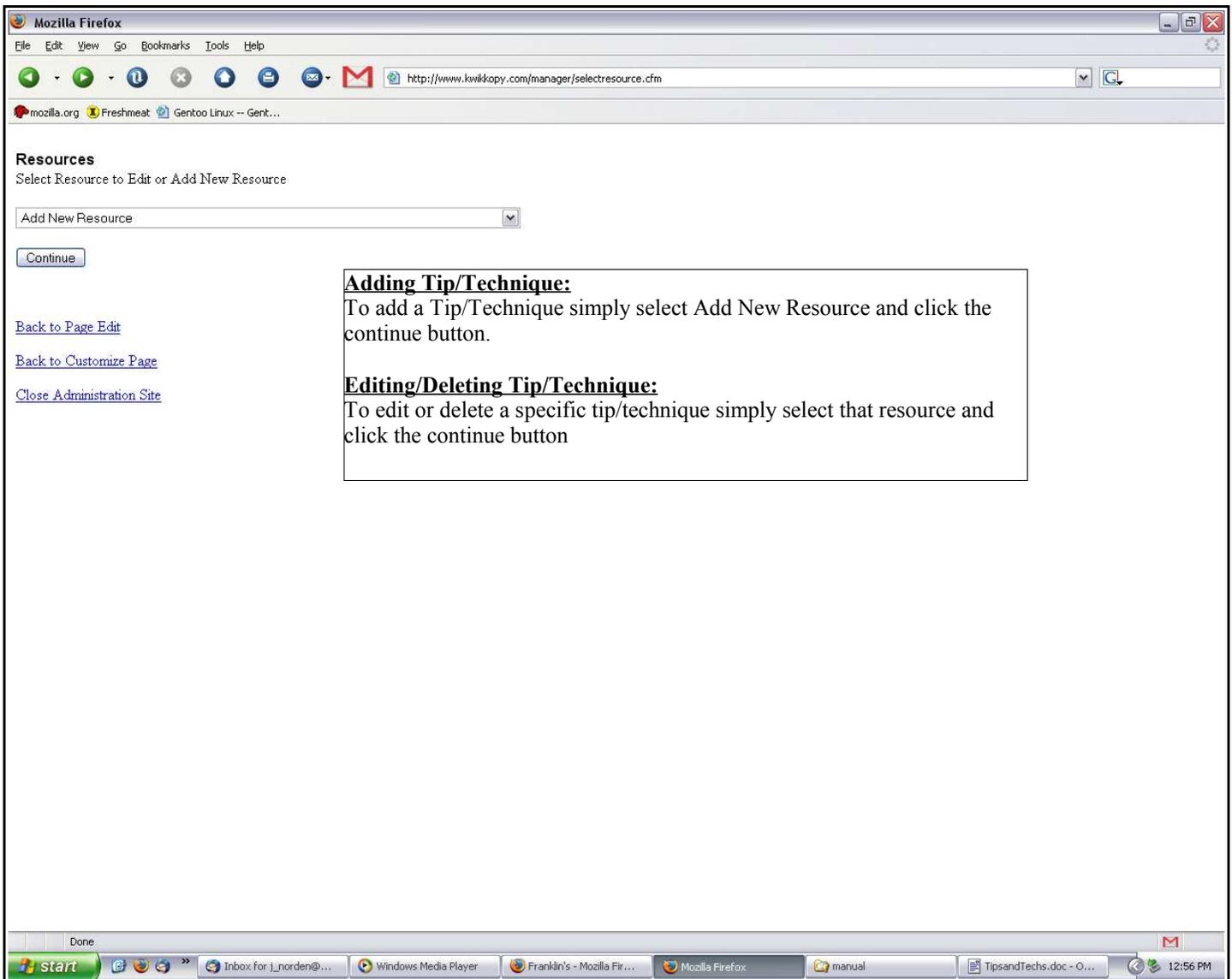
As stated in the purpose, this feature will allow you to customize the Tips and Techniques page of your Web site. This feature will allow you to add your own researched tips and techniques to provide for your customer's use. Refer to the image below for the section of the Web site this effects. The following images are the services section of each franchise. Although the pages look and feel different, the manner in which they are customized are the same.





Please follow the steps below to customize your Tips and Techniques page:

1. Make sure you are logged into your Administration Site.
2. Once you are logged in, click the Update Information button. This will redirect you to the “Select an Area to Edit” section.
3. Once you have been redirected to the “Select an Area to Edit” section, click on the “Tips and Techniques” link. This link will direct you to the Tips and Techniques customization section.
4. Once you have been navigated to the Tips and Techniques page (Monthly Features) you will be able to Add New Resource (adding a new Tip/Technique) or you can edit a current resource you have specified. See the following image for more detailed instructions.



5. Once you have clicked the continue button you will be navigated to a page which you can specify the details of the resource you are setting. If you are editing or deleting a resource the procedure is the same with the exception that if you choose to delete the resource, the resource will no longer exist. See the image below for more details:



6. Once you have finished with your resource(s) you can click the Save Resource (if creating a new resource), Edit Resource (if you are editing an existing resource), or Delete Resource (if you are removing a resource).
7. After saving, editing, or deleting the resource you will be notified that the action was successful. At this point you can choose to go “Back to Page Edit,” “Back to Customize Page,” or “Close Administration Site.”

Conclusion:

If you have any questions regarding this manual, please contact the ICED Development Team at devteam@iced.net.