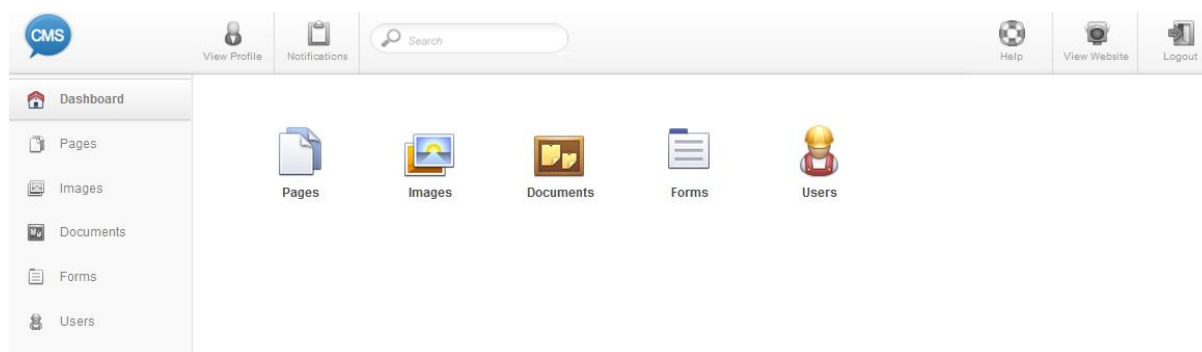
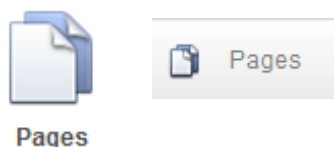


# CMS Tutorial – Understanding the interface – What each icon means

Welcome to the Webcessity Content Management System

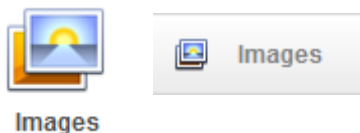


## First Icon – Pages



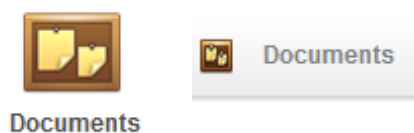
This is the section that controls the content of each individual page on your website. Not only that, this is where you can add pages, make them private or public or even delete them.

## Second Icon – Images



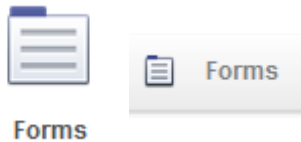
This is where you upload your images, and allocate them to certain areas. By clicking on the 'images' icon you will be taken to a screen that allows you to add images, add folders and manage folders.

## Third Icon – Documents



This is where you upload everything *but* images. If you need to add a word document, a PDF, an excel spreadsheet or anything else – this is where you do it. Similar to the images section, the front page will give you the options to add documents and manage your folders.

#### Fourth Icon - Forms



This section has been provided for the user to be able to monitor the correspondence they're getting through their website. Each form (for example, a contact us form) will be listed within the forms screen. By clicking on the form you will be taken to a page that contains a list of responses that have been taken through the website.

These forms will also be email to an email account of your choosing, but this is your backup for when things get accidentally deleted, lost to spam filters or end up as long lost pieces of cyber bits floating around the world wide web.

#### Fifth Icon – Users



You can add new users from this menu item. What does adding a user mean? It simply means that you can make different accounts for different people. If you have someone who is dedicated to updating the images on the website, then you can allocate the 'images' module and only the images module to them.