

seecms

Content Management System

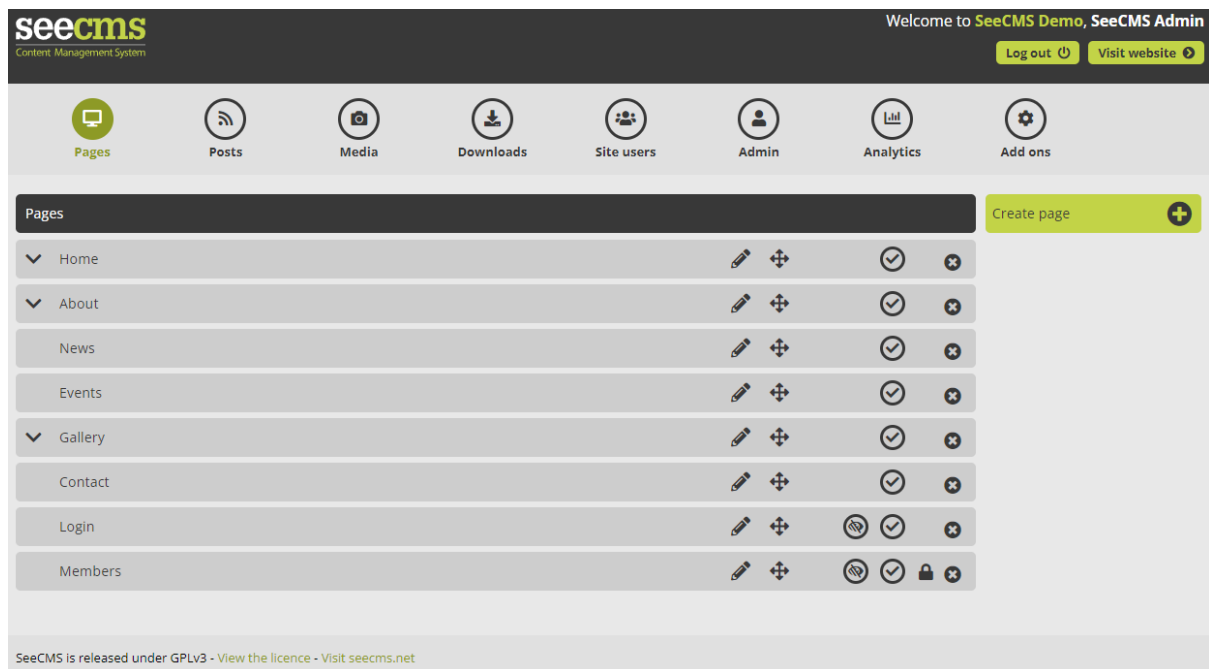
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Overview

To begin, log in using your designated username and password.

You will be taken to the **Pages** section of the CMS. On each section of the **CMS** you will find in the top right corner the logout and **Visit Website** button. Then below that the navigation to get to each section of the CMS.



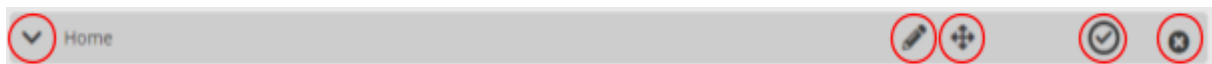
Pages

Page overview

This main middle area is the **page structure** of your site. The order it is here is the order it will appear on the site.



You will see for each page there are some icons to quickly navigate to different tasks.



From left to right

▼ Home **Dropdown arrow: Display/Hide Subpages**

If your **page** has **subpages** use the dropdown arrow to display or hide them.

 **Pencil: Edit Page**

This button will promptly take you to the editable version of that **page**.

 **Cross arrows: Rearrange Pages**

Click it to move **pages** around to reorganise the structure of the website.

  **Tick/orange line: Publish/Unpublish Page**

All **pages** will start off unpublished, then when you are completely happy with them press this icon to publish it (turn into a tick) to make them visible to the public.

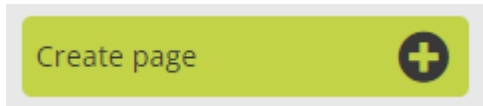


Cross: Delete The Page

We usually recommend to unpublish the [page](#) first in case you need to access the content from the respective [page](#) but after some time, yes delete it to keep the [page](#) structure clean and current.

Create a new page

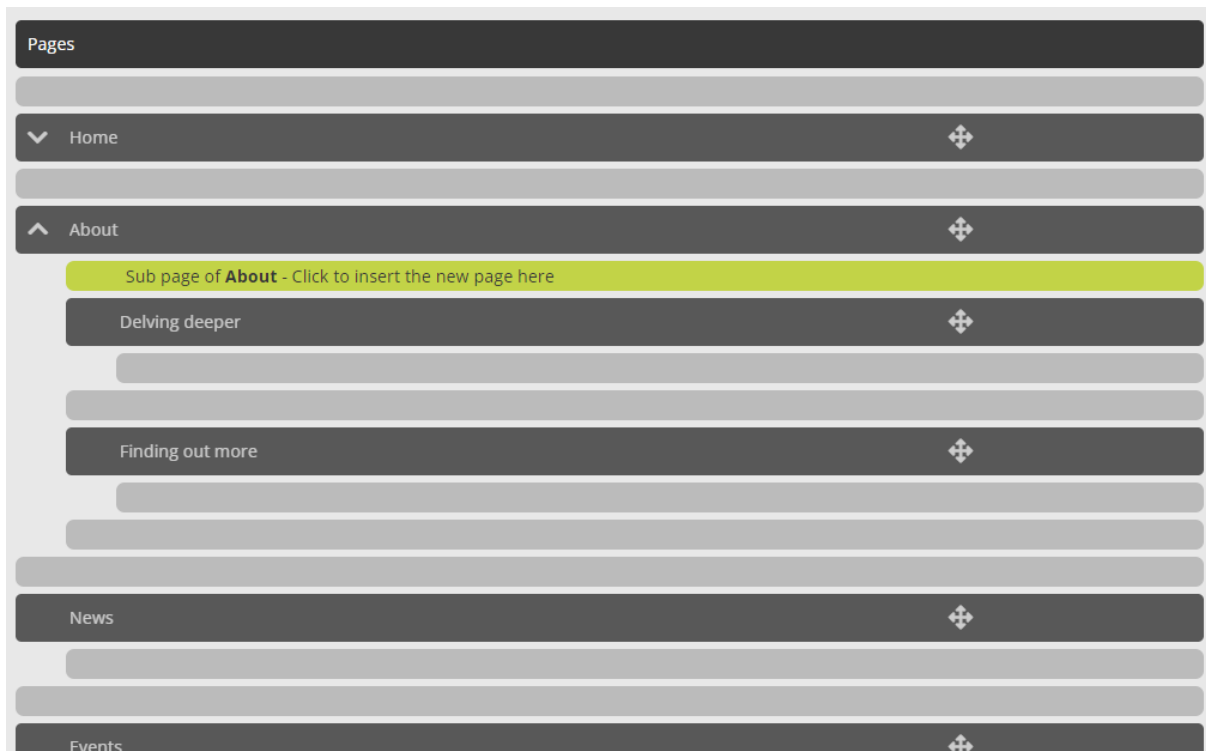
Use this button to create a new [page](#) for your site.



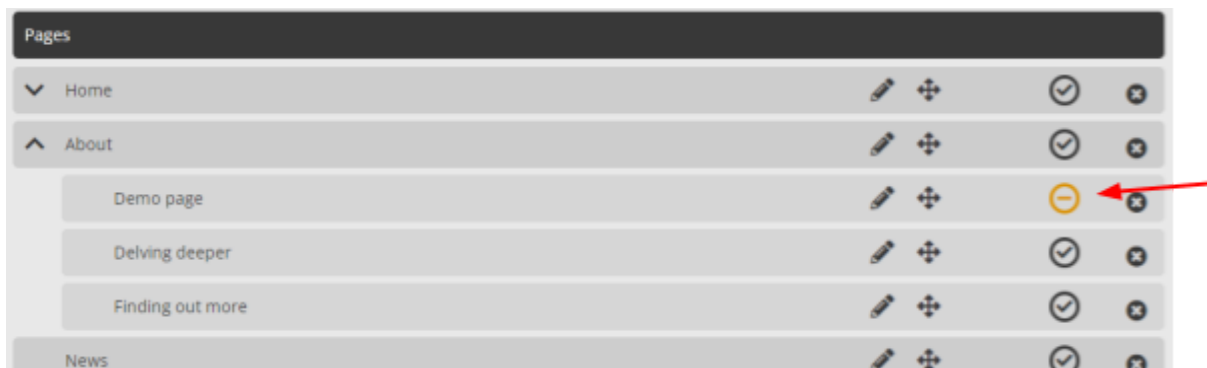
Then enter the title of your [page](#) and click create.

A dialog box titled "Create new page" with a close button (X) in the top right corner. It contains a label "Page title:" followed by a text input field containing the text "Demo page". At the bottom, there are two buttons: "Create" and "Cancel".

You will see the [page structure](#) has additional light grey bars to show possible locations for your new page. [Hover](#) over one of these and you will see it turn [green](#). The **bold** text outlines where exactly this page would be going to.

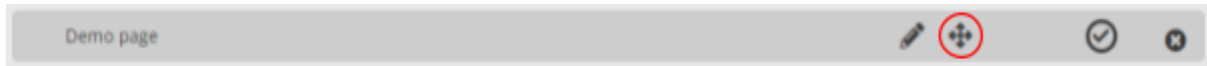


Once you are happy, click the **green bar** and the **page** will be added. You will see the **page** is automatically set as unpublished (the **orange** line icon).



Moving a page

Very similar to the steps above. When you want to move a **page** click the move icon.



When you click the icon, the **page** you are trying to move will be highlighted **orange**, the light grey bars will appear to show you potential locations.

Remember: don't drag, just click on the designated light grey area.



Page details

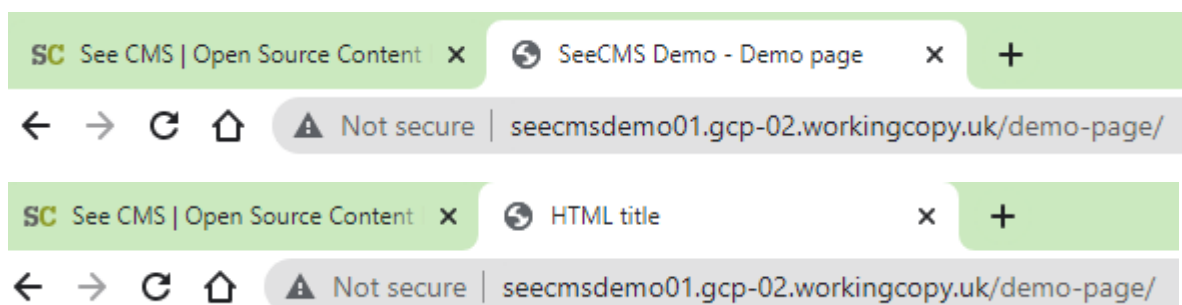
Click on the [page](#) name to get to the details and settings of that page.

Page information

In the left column you will see two fields under [page information](#), this is for the **Page title** and the **HTML title**.

Page title is filled in automatically with the name you used to create the [page](#); you can [edit](#) the [page title](#) after you [create](#) the [page](#).

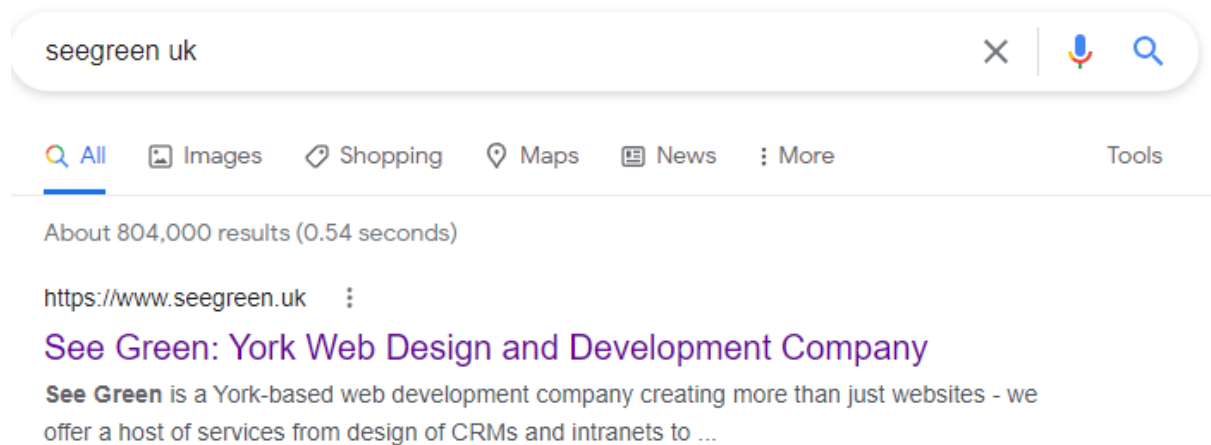
HTML title is the name that appears on the tab of your browser. This by *default* is: your [site name](#) - your [page title](#). You may want to change this if the [site name](#)+[page title](#) is too long and overflows the tab, or you may wish to just leave it be!



Search Engine Optimisation

These are things not necessarily seen by a user on the site but are stored in the **data** of the site for **search engines** to access and pull from.

For example, if you search See Green the results will show your website and the page description is shown underneath.



Page Description

Make sure your **page description** reflects what the page is about.

Tip: make your page description 150 – 170 characters long in order for the searched text to display fully when someone is searching the key words.

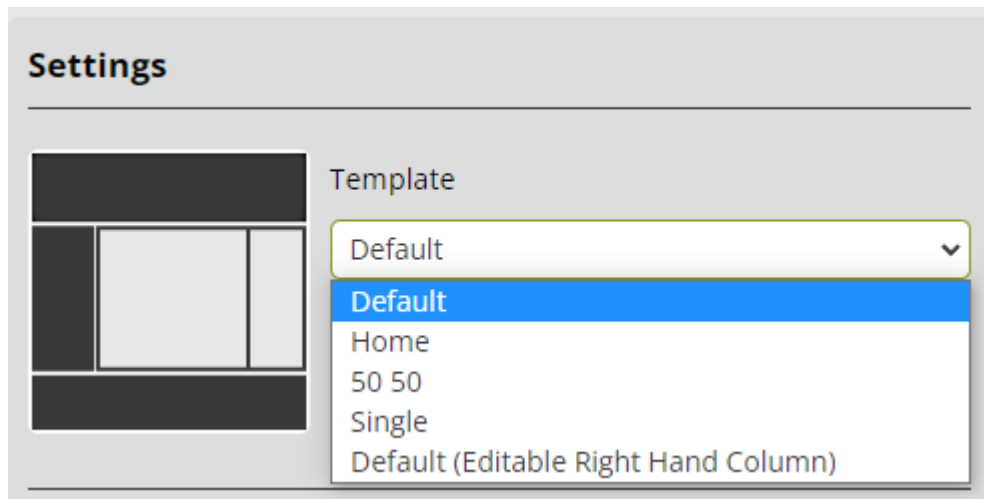
Page Keywords

Put in **keywords** (separated by commas) to help users that search for any of those keywords be directed to your site. *Think of them as hashtags so that people can find your page using these keywords.*

Page Settings

For your site, you will have different template options. Use the **dropdown** to choose between the templates that you have available. There should usually be a minimum of two templates: **Default** and **Home**.

Default is used for most inner content **pages** and **Home**, in most scenarios, would only be used once for the **home page**.



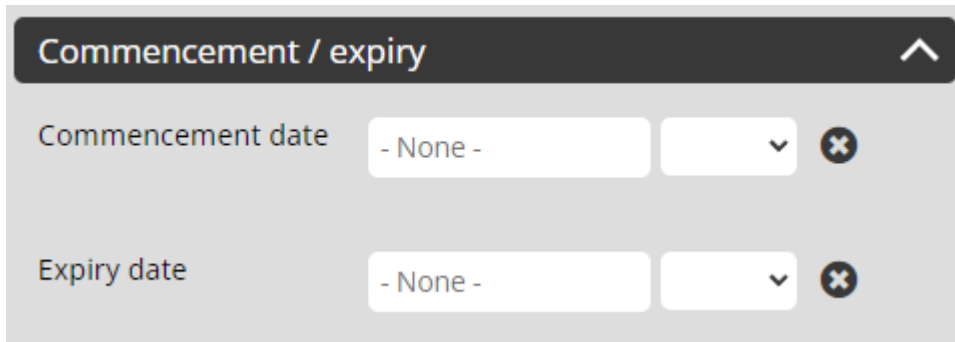
Additional Settings



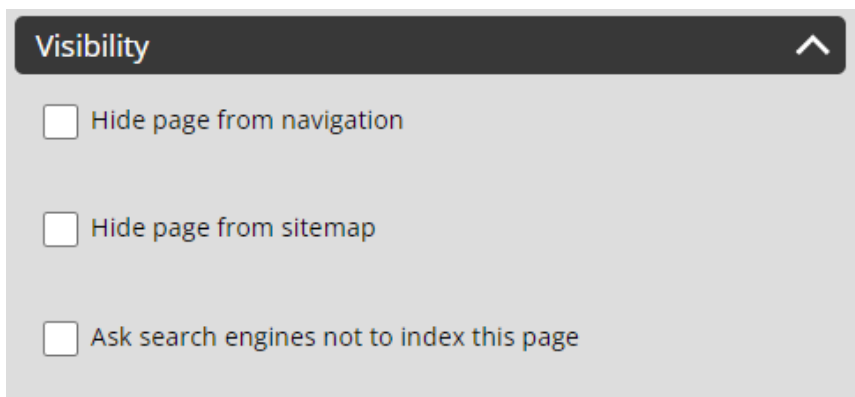
Most of these **additional settings** you will never usually use but they are there for **just in case** situations. We will go through these briefly.

Commencement/expiry

This is to set a **page** to go active and go inactive on a certain date and time.



Visibility



Hide page from navigation will hide the **page** so that it will not appear in the main navigation (in the header of the site) or among any secondary navigation (i.e. **subpages**).

Hide page from sitemap - will hide the **page** from the **page tree**.

Ask search engines not to index this page - will stop the **page** from appearing in search engine results.

Page URLs

This feature is used to change your **current page URL** and custom it to whatever you want it to look like.

The **primary URL** is always what you and everyone see in the address bar.

The **secondary URL** will still direct you to the **primary URL**. In the case of an older URL still existing elsewhere, it will still direct you to the **primary URL**.

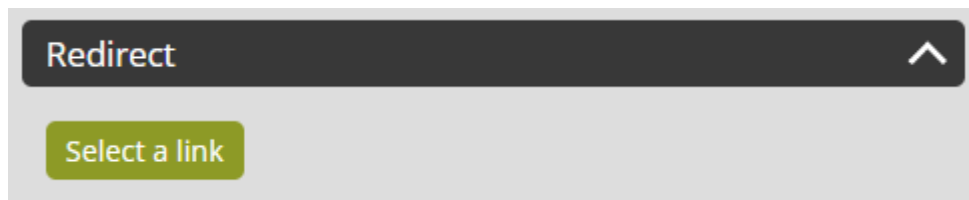
Security

The **security** setting will be explained in the [Site Users](#) section.

Redirect

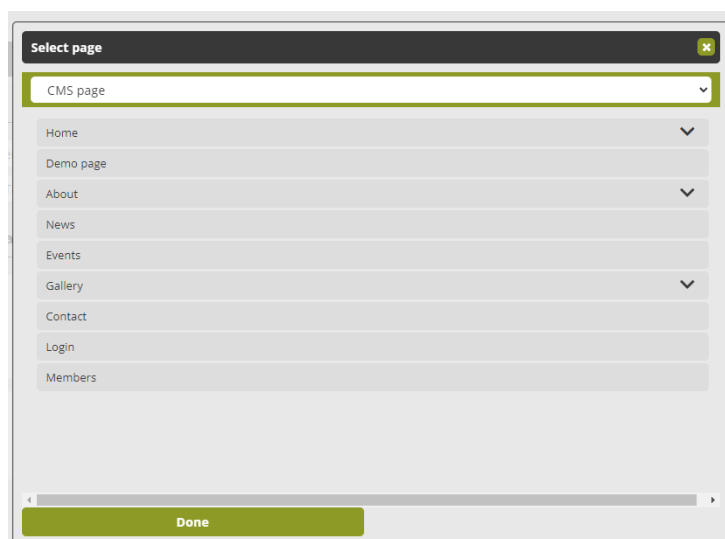
You can choose a link that this **page** will redirect to.

For example, you may wish to have the page appear in navigation but want it to redirect to an external website.

A dark grey header bar with the word "Redirect" in white and a white upward-pointing arrow on the right. Below the header is a light grey area containing a green button with the text "Select a link" in white.

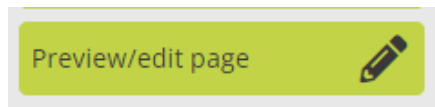
Clone

You may find that you need to have duplicates of a **page**, to do this press the green **Select a page** button and using the popup that appears, select a **page** to clone.

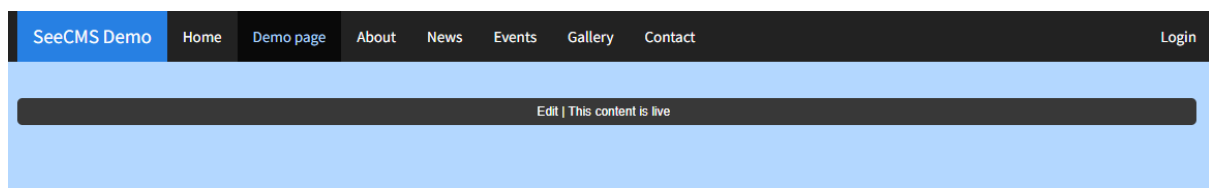
A dark grey header bar with the word "Clone" in white and a white upward-pointing arrow on the right. Below the header is a light grey area containing a green button with the text "Select a page" in white.A popup window titled "Select page" with a close button (X) in the top right corner. It features a search bar at the top with the text "CMS page" and a dropdown arrow. Below the search bar is a list of page names: Home, Demo page, About, News, Events, Gallery, Contact, Login, and Members. Each item has a small downward-pointing arrow to its right. At the bottom of the popup is a green button with the text "Done" in white.

Preview/Edit page

To edit the content of a [page](#), select the **Preview/edit page**

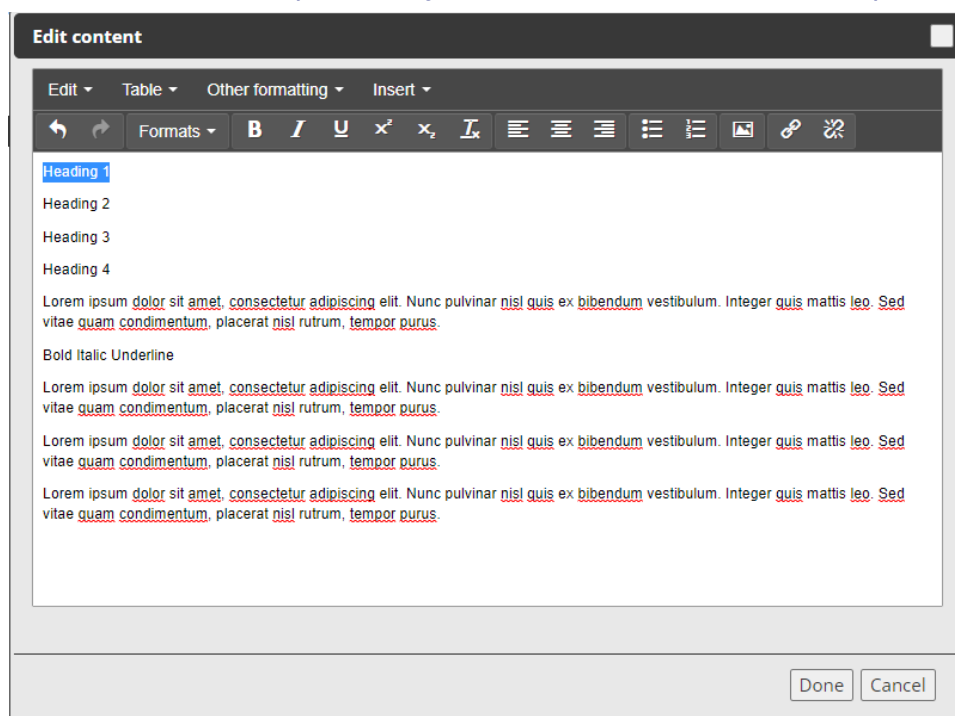


Once you [click](#) on the button you will be taken to a preview version of your [page](#).
Note the dark grey edit bars appear in the different sections of the [page](#) that you can edit.

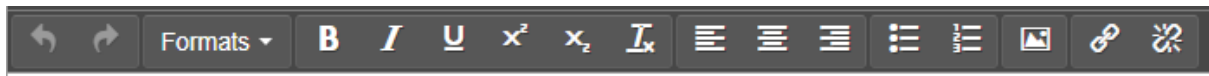


Click on the word **Edit** on one of these bars and a basic [text editor](#) will appear.
Add in content like you would normally do.

You will have some options to format and add additional components.



After you added in all the content you can start [styling](#) it. You will probably use this main set of [icons](#) to edit your content.



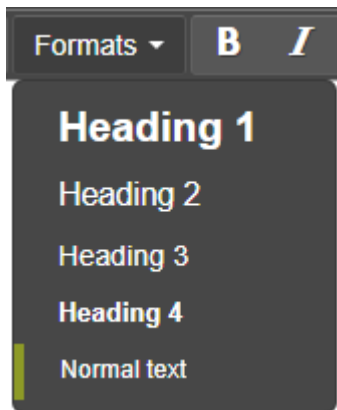
From left to right

Undo/Redo

Undo is a feature that allows you to reverse the last command/action executed while **Redo** is to do that command/action again.

Formats

Click on this to see different heading options for your content or just leave it as the *default* normal text



Bold/Italic/Underline

The same as other text editors you are probably familiar with

Bold *Italic* Underline

Superscript, Subscript

Usually used for numbers *e.g. references*

Superscript¹ Subscript₂

Clear Formatting

Removes styling from the currently highlighted text



Alignment



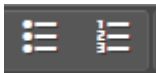
By *default* this is set as left aligned but you can change it to be left, middle or right aligned.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc pulvinar nisl quis ex bibendum vestibulum. Integer quis mattis leo. Sed vitae quam condimentum, placerat nisl rutrum, tempor purus.

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Bullet Points & Numbered Lists

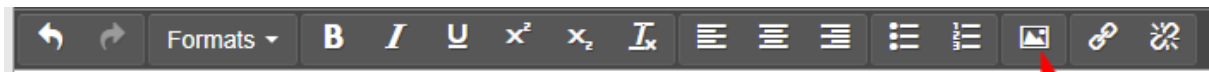


We would recommend writing out each list item first and then highlighting over all the text you wish to *listify* and then click on either *bullet point/numbered list* depending on what you want.

- | | |
|--|--|
| <ul style="list-style-type: none">• Bullet• Bullet• Bullet | <ul style="list-style-type: none">• Bullet• Bullet• Bullet |
| Numbered | |
| Numbered | 1. Numbered |
| Numbered | 2. Numbered |
| Numbered | 3. Numbered |

Adding Images

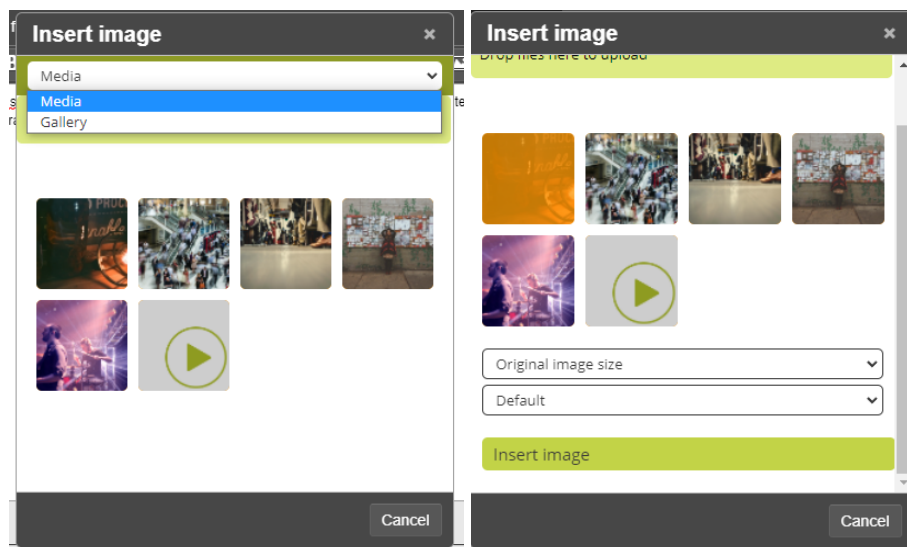
Click on this icon to add an image to your content area.



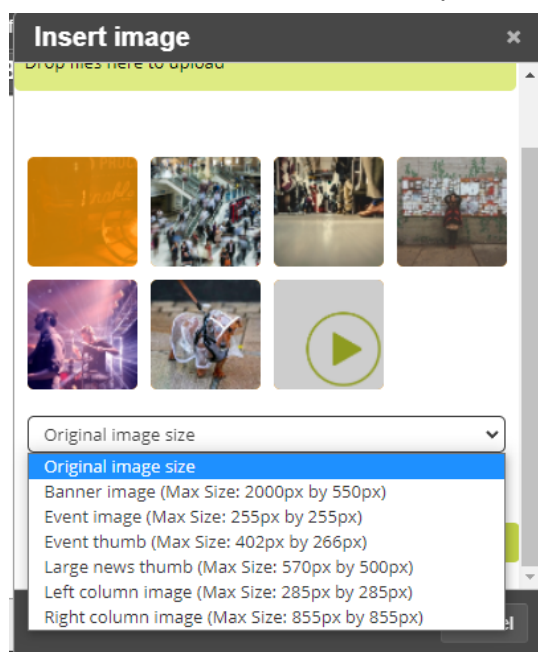
You will then see a popup appear that shows the media in your CMS.

[Click here to learn more about media](#)

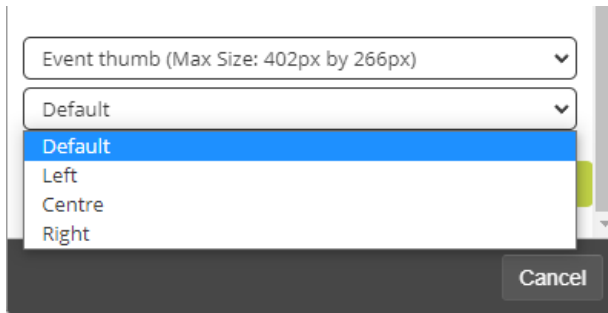
Use the dropdown to navigate between your folders then select an **image**. After you **select** your **image** you will see some additional options appear.



Each site will have different **image sizes** set up as we tailor these to look best on your site. You can use the dropdown to see the available options; we try to name them to be as informative as possible so that you can select the best option.



The other option is the **float** of the image. Most times you can leave this as *default* so that the image stays as a block and will appear wherever you put it in the **text editor**.



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor tempus elit in pulvinar. Ut nec ultrices neque. Nulla magna felis, mattis vel congue eu, mollis vel urna. Aliquam in velit dui. Morbi turpis enim, elementum vel ante eu, rhoncus tincidunt tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum imperdiet eros sit amet tempor mattis.

Here is an example of the other options:

Left:



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor tempus elit in pulvinar. Ut nec ultrices neque. Nulla magna felis, mattis vel congue eu, mollis vel urna. Aliquam in velit dui. Morbi turpis enim, elementum vel ante eu, rhoncus tincidunt tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum imperdiet eros sit amet tempor mattis.

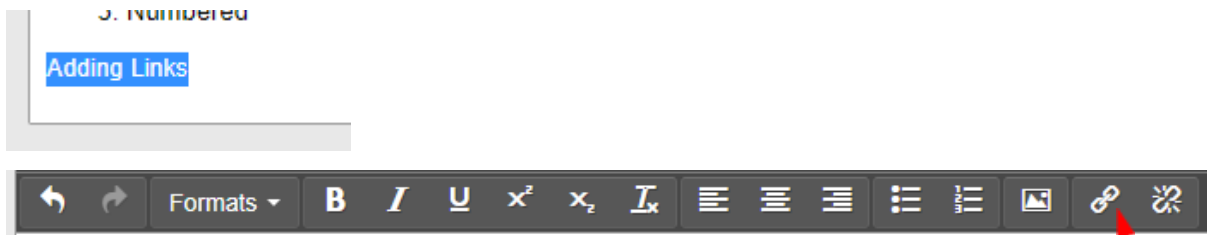
Right:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent porttitor tempus elit in pulvinar. Ut nec ultrices neque. Nulla magna felis, mattis vel congue eu, mollis vel urna. Aliquam in velit dui. Morbi turpis enim, elementum vel ante eu, rhoncus tincidunt tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum imperdiet eros sit amet tempor mattis.

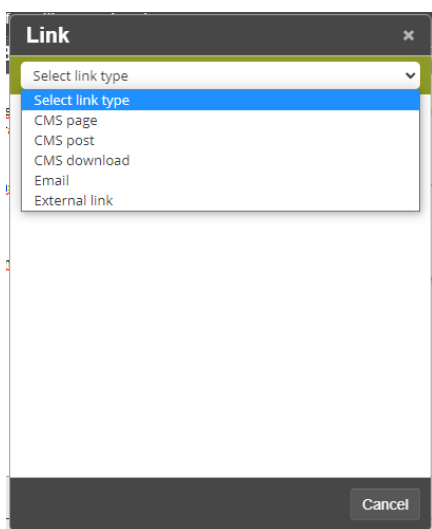


Adding links

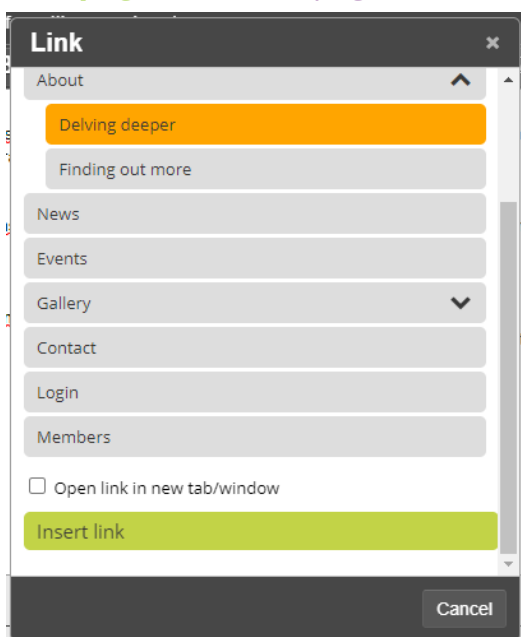
After highlighting over the text you want to become a link, click on the chain icon.



A popup window will appear, use the dropdown to select the type of link you want it to be.



CMS page: choose a page within the site



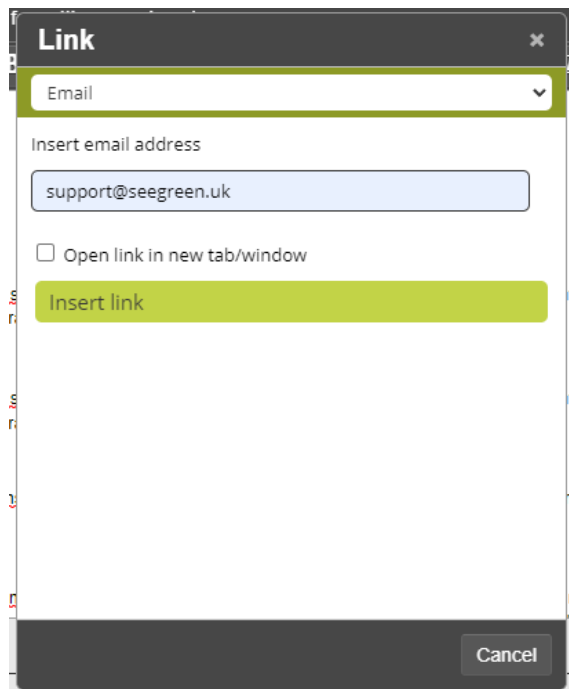
CMS post: choose a **post** within your site

The 'Link' dialog box has a title bar with a close button. Below the title bar is a dropdown menu currently set to 'CMS post'. The main area contains two sections: 'Events' with three items ('Event', 'Event 2', 'Event 3') and 'News' with two items ('Example news item', 'Here's a catchy headline'). Below these is a checkbox labeled 'Open link in new tab/window' which is unchecked. At the bottom are two buttons: 'Insert link' (highlighted in green) and 'Cancel'.

CMS download: choose a downloadable **file** within your site

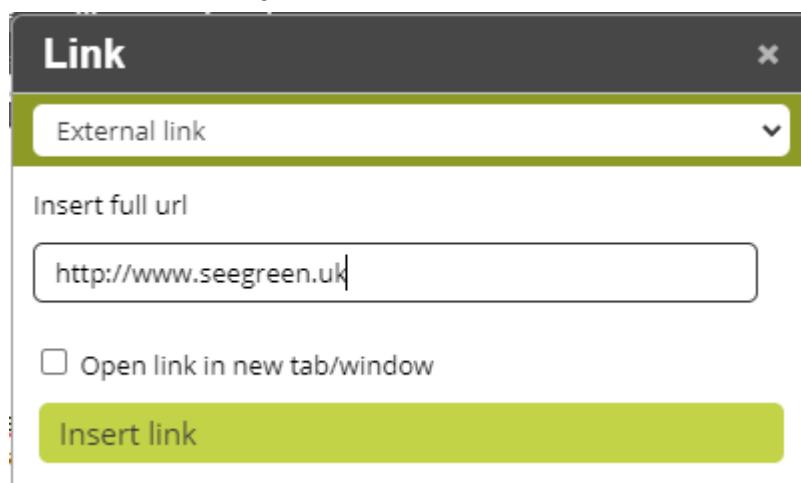
The 'Link' dialog box has a title bar with a close button. Below the title bar is a dropdown menu currently set to 'CMS download'. The main area contains a search input field with the placeholder text 'search'. Below the search field is a single item 'test' with a small icon to its left. Below this is a checkbox labeled 'Open link in new tab/window' which is unchecked. At the bottom are two buttons: 'Insert link' (highlighted in green) and 'Cancel'.

Email: opens up the user's **mail provider** and starts a new email with this **email** as the recipient



The screenshot shows a 'Link' dialog box with a dark header bar containing the title 'Link' and a close button. Below the header is a dropdown menu set to 'Email'. The main area is labeled 'Insert email address' and contains a text input field with the value 'support@seegreen.uk'. Below the input field is a checkbox labeled 'Open link in new tab/window' which is unchecked. At the bottom of the main area is a large green button labeled 'Insert link'. A 'Cancel' button is located in the bottom right corner of the dialog box.

External link: any **link** that cannot be found within the site



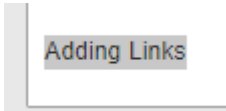
The screenshot shows a 'Link' dialog box with a dark header bar containing the title 'Link' and a close button. Below the header is a dropdown menu set to 'External link'. The main area is labeled 'Insert full url' and contains a text input field with the value 'http://www.seegreen.uk'. Below the input field is a checkbox labeled 'Open link in new tab/window' which is unchecked. At the bottom of the main area is a large green button labeled 'Insert link'.

You will notice that on all these [link](#) types that you also have the option to open the [link](#) in a new tab/window. *We usually suggest this for any external links as you don't want users to be directed away from your website.*

After you select your [link](#), press the green **Insert link** button. You should see in your text editor the [link](#) turns [blue](#) (sometimes [purple](#)) to indicate that this is now a link.

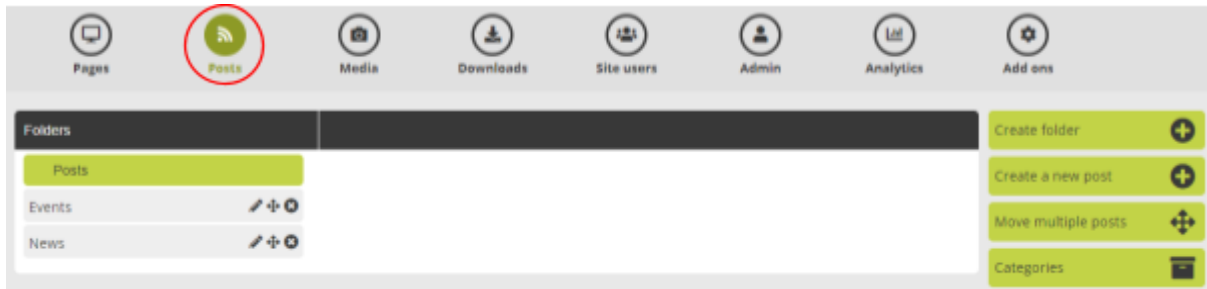
A screenshot of a text editor's toolbar. A grey button with the text "Adding Links" in blue is highlighted. The button is part of a larger toolbar area.

To remove a [link](#) highlight over the text and use the break chain icon to remove the link.

A screenshot of a text editor's toolbar. A grey button with the text "Adding Links" in blue is highlighted. The button is part of a larger toolbar area.

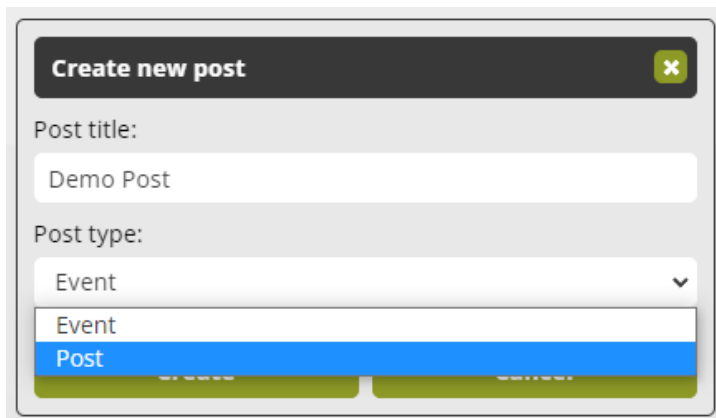
Posts

In this section you will learn how to create [posts/events](#). The most common use case for [posts](#) is for a [newsfeed](#) type area and/or event calendar on your site.



Create a post

Select the [create a new post](#) button from the right columns of actions. [Add in](#) the name of your [post](#) and [select](#) the [post type](#) then click [create](#).



You will see in the middle section your [post](#) has been created but currently unpublished. Like pages, this gives you a chance to [edit](#) and [finalise](#) your [post](#) before making it live to the public.

→ What is the difference between a page and a post?

[Pages](#) are used for [static content](#) while [posts](#) are for more [time-sensitive content](#) that is regularly updated



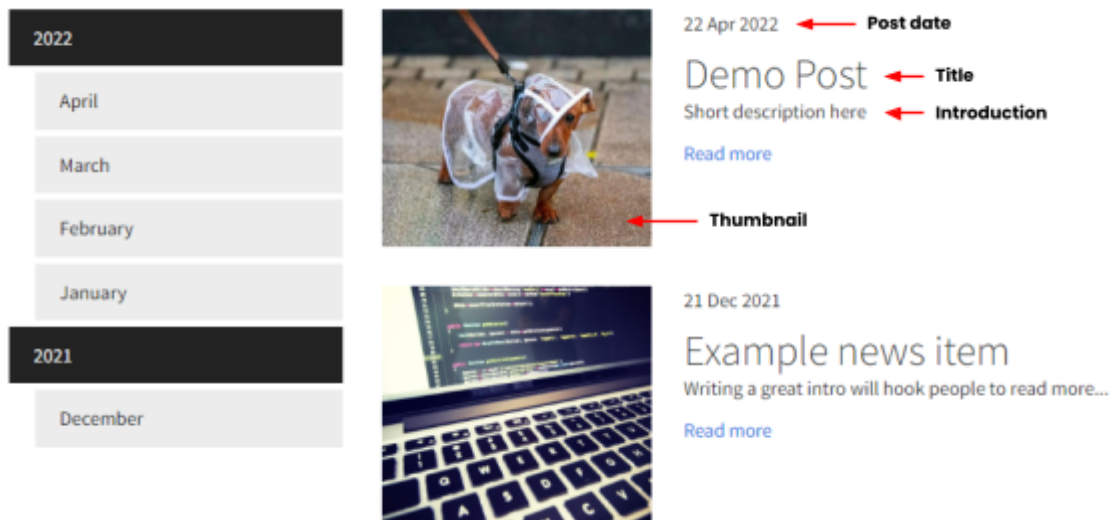
Click on your **post** to see the post details. This is very similar to the [page details](#) section.

You can [change](#) the **Title**, **HTML title**, add **SEO** and change the template the same as pages.

Some additional features include the **post date** that is automatically put in as the date you first created the **post**, but you may wish to [change](#) it to be more accurate to the [content](#) of the **post**.

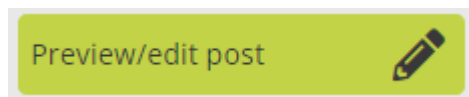
Under the date, there is also an option to [add](#) an [introduction](#) - this is usually a 1 or 2 sentence(s) description that goes under your **post**. You can also [add](#) a [thumbnail](#) to this **post**, which is usually what gets displayed in the [newsfeed](#) area.

For example:

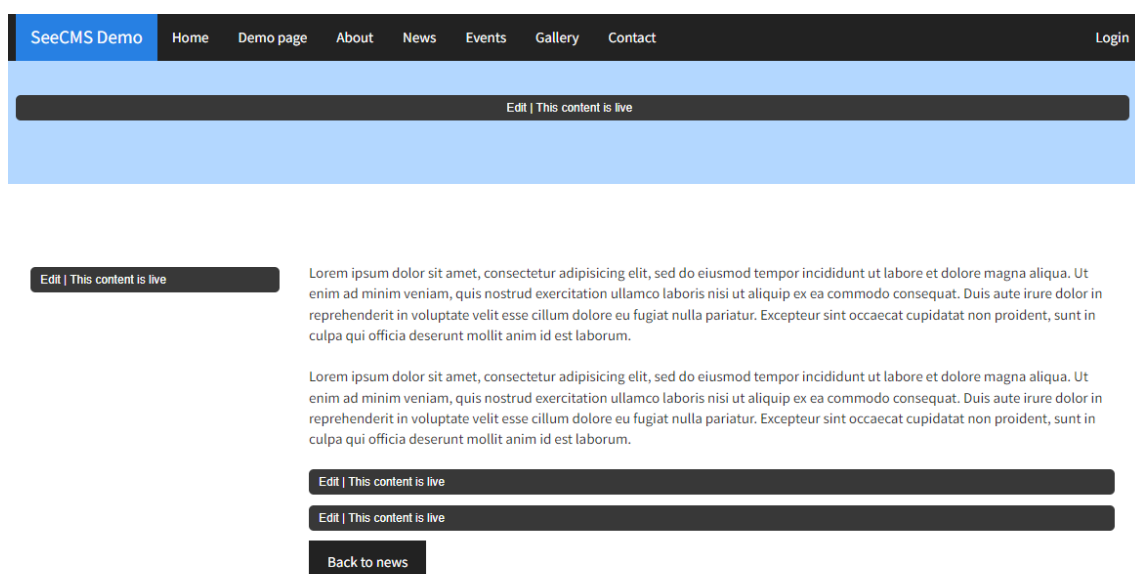


Edit a post

After you have set the **post** details you can **preview/edit** the **post** to add the **content**. Press the green **Preview/edit post** button in the right-hand column.



Again, **posts** work in the same manner as pages, once you are on the **edit version** of your **post**, you will see the same edit content areas and you can **add in** content as and where you need it. See [editing pages](#)



Then when you are happy remember to publish that **post**, so that it will appear in your **newsfeed** and be visible to the public.



22 Apr 2022

Demo Post

Short description here

[Read more](#)



21 Dec 2021

Example news item

Writing a great intro will hook people to read more...

[Read more](#)



19 Dec 2021

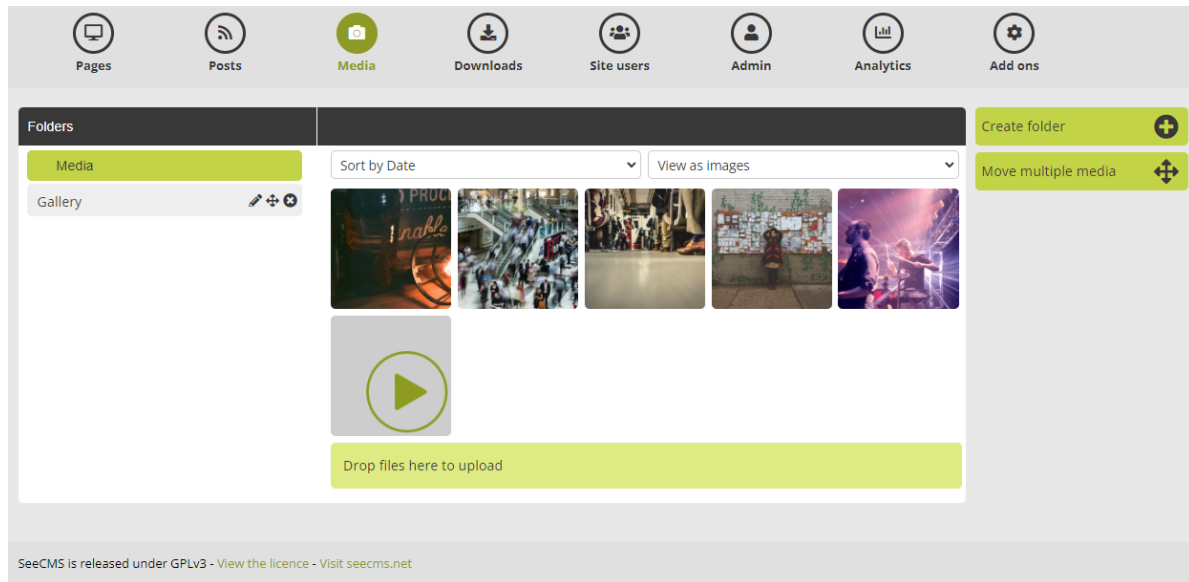
Here's a catchy headline

And here's some extra text to describe what the news story is about. Keep it concise!

[Read more](#)

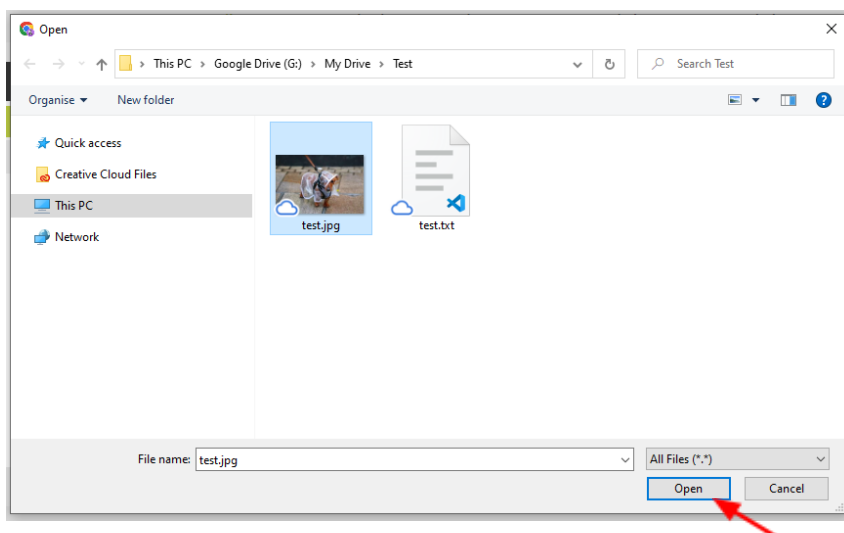
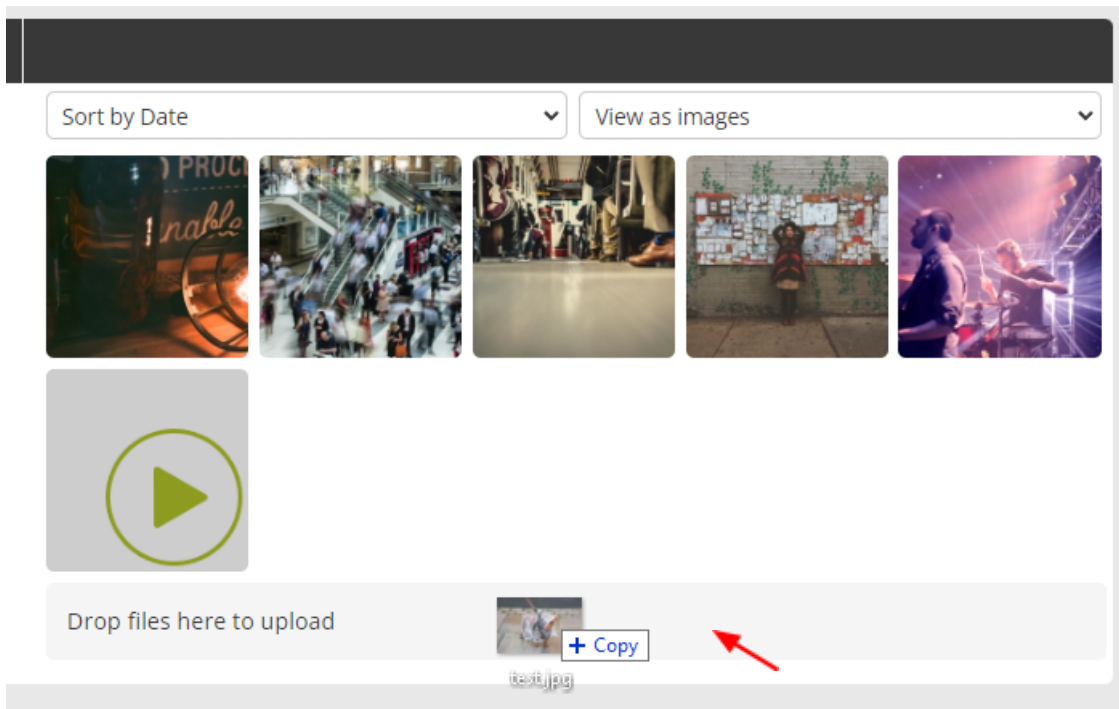
Media

This section is the [media hub](#) where you can [upload images](#) and [videos](#) that you will later [insert](#) on the [pages](#) or [posts](#) you have created.



Adding Media

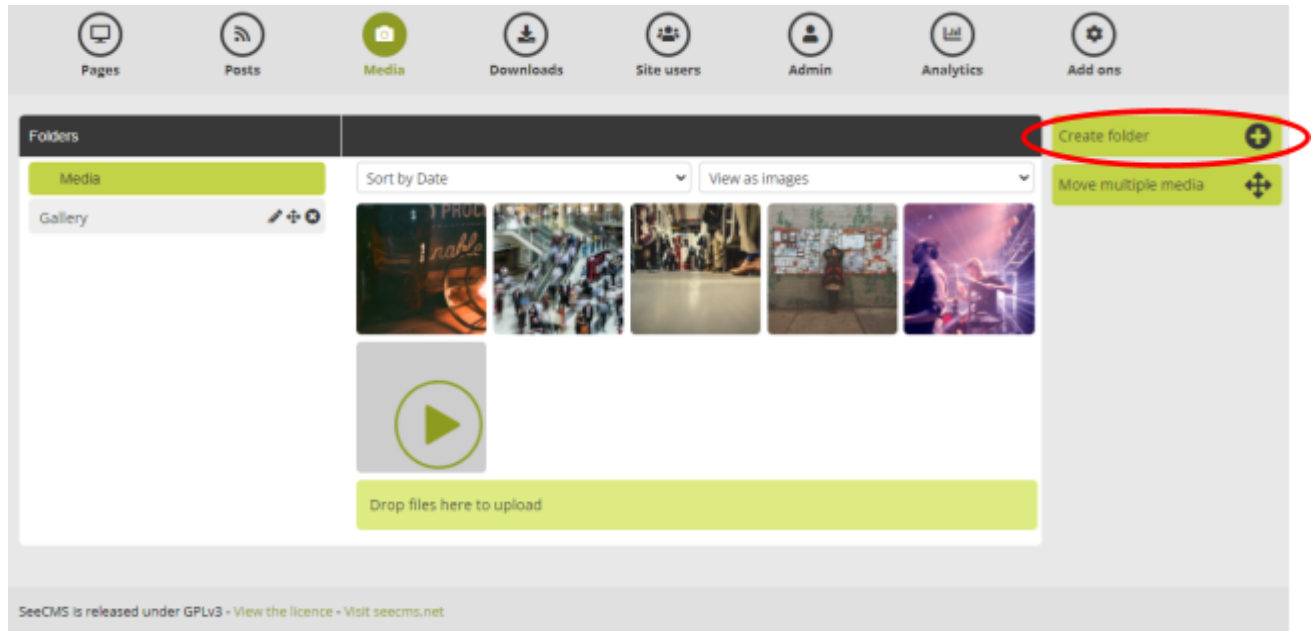
To [upload](#) these materials, [drag](#) and [drop](#) them in from your [desktop](#) to the [Drop files here to upload](#) or alternatively, [click](#) on it, select [images](#) directly from your [documents](#) and press [Open](#) to [upload](#).



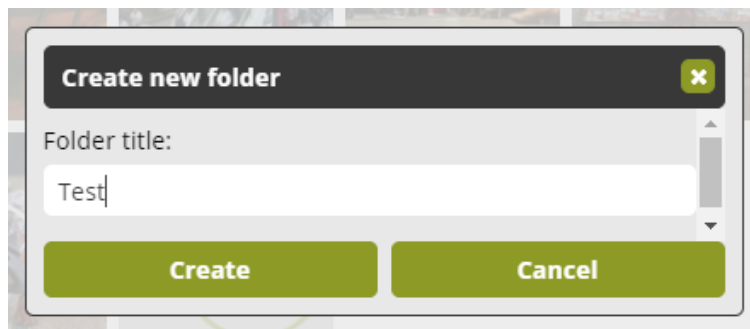
Creating folders

In the **media area** you can **create** folders to help organise your **images**.

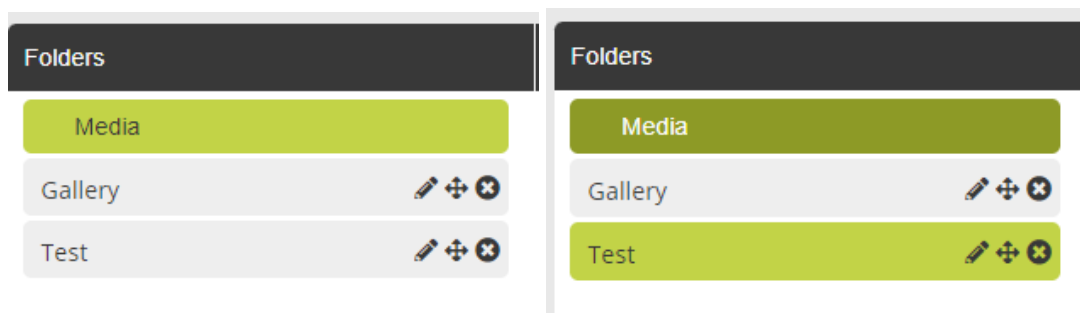
Press the green **Create folder** button



Choose your **folder name**



Your new folder will appear in the folder list. When you **select** the folder it will turn a **light green** colour to show it is selected.



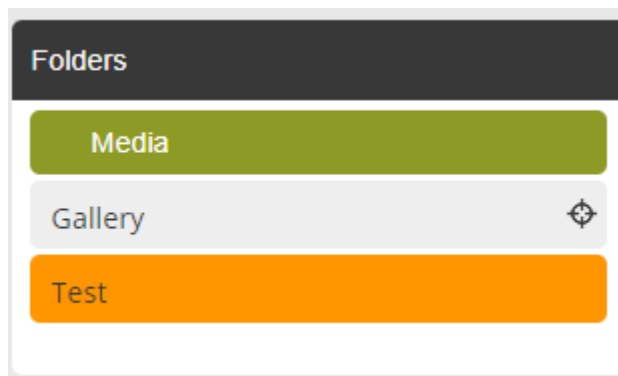
You can use these buttons to **edit** the name of the **folder**, **move** the **folder** or **delete** the **folder**.



Remember: if you delete the folder, it will also delete all the media within it.

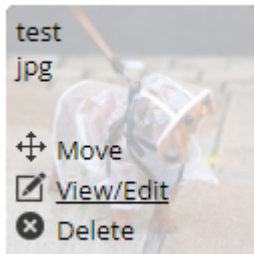
Moving a folder

When **moving** a **folder** you will see the selected **folder** will turn **orange**, and the other **folders** will have a *target* icon appear to show that you can **move** the selected **folder** to be a **subfolder** of another or if you want, you can **move** it to a top-level **folder** by selecting **Media**. To **cancel** the move just **press** on the **orange** selected **folder** again.



Editing Media

When you [hover](#) over one of the [media](#) thumbnails, you will see some options to [move](#) the [image](#) to another folder, [view/edit](#) the file or [delete](#) it.



No matter the type of [media](#) file, you will always see this section **Media Information**. If you can try and [name](#) the file appropriately and [use](#) the **Alt Text** to provide a little context.

For example: I may name this file [Dog](#) and the alt text as [Dog in raincoat](#). This is for accessibility reasons, meaning anyone who uses a screen reader can still understand the context of the image without seeing it.

Edit media

Media information

Name *

test


Alt text

test

File details

Image preview

Size: Original image size



Images

When editing an **image** you will get a few more options than other **media** files.

You will see in the left column some details about your file and the option to replace the **image**. If you choose to **replace** the **image**, it will automatically replace that **image** wherever it appears on the site.

Edit media

Media information

Name *
test

Alt text
test

File details

Original image dimensions
637 x 422

File type
JPG


Select a replacement file
Choose file No file chosen

Media Usage

This image is not in use.

Image preview

Size: Original image size



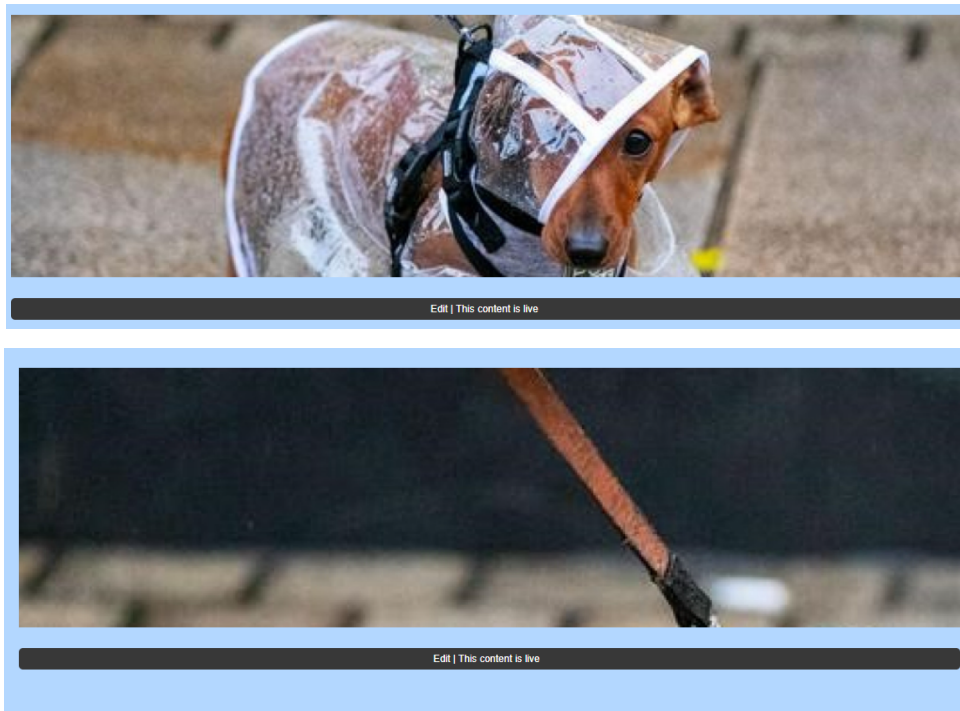
Save changes

Delete media

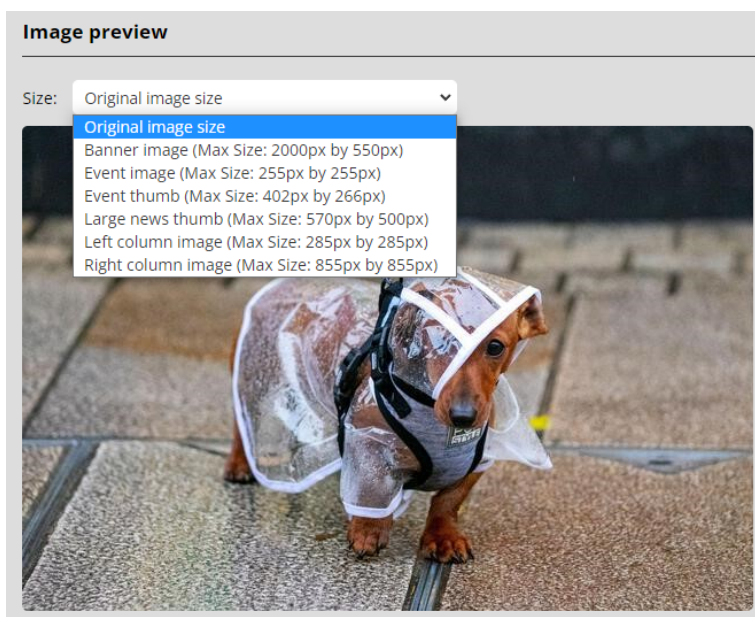
Re-cropping images

You may notice sometimes in your content when you are adding **images**, the automatic crop may crop in an undesirable way.

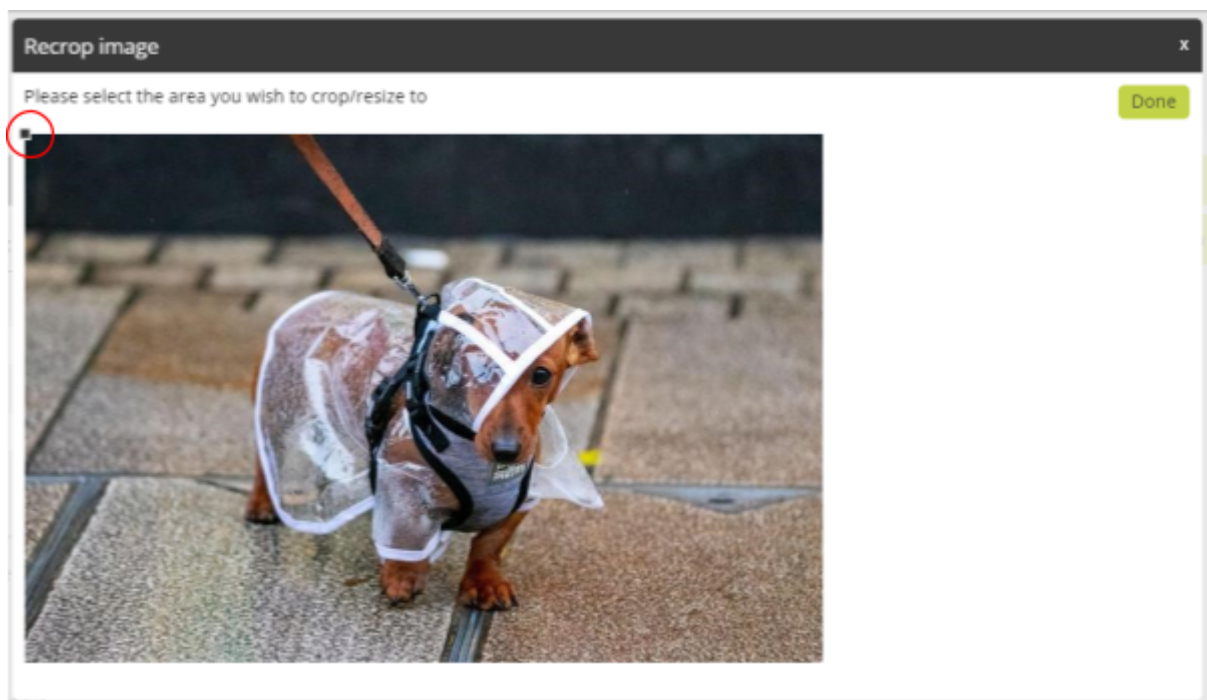
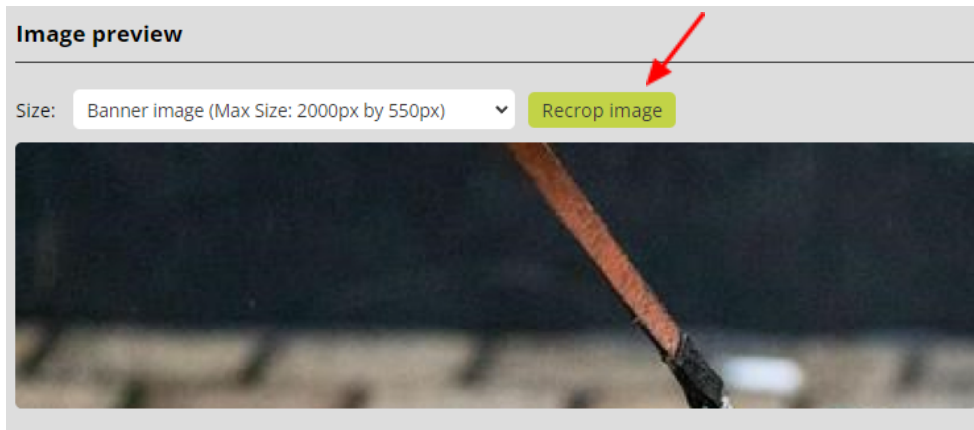
What you want vs what you get



To fix this go to your **media folder** and **edit** that **image**. In the middle **image preview** section, use the size dropdown to find the size you want to **recrop**.

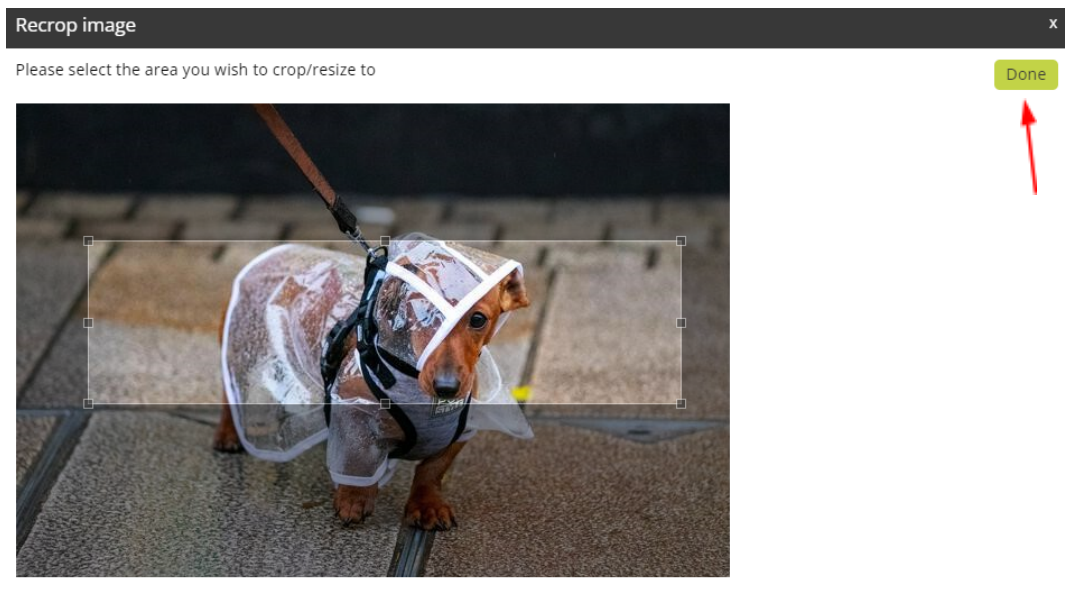


Once selected you will see a preview of the current crop and a **green** button to **re-crop** the **image**.

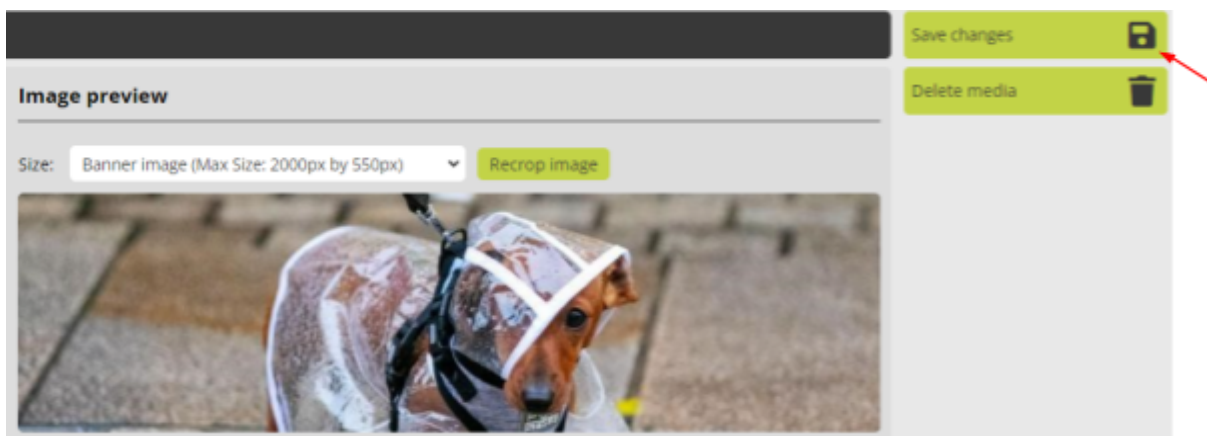


A popup window will appear for you to start cropping your **image**. With the square in the top left corner, you can **drag** this out to **create** a new cropping area. *The ratio will always be correct so you can drag it out to be as small or wide as you want.*

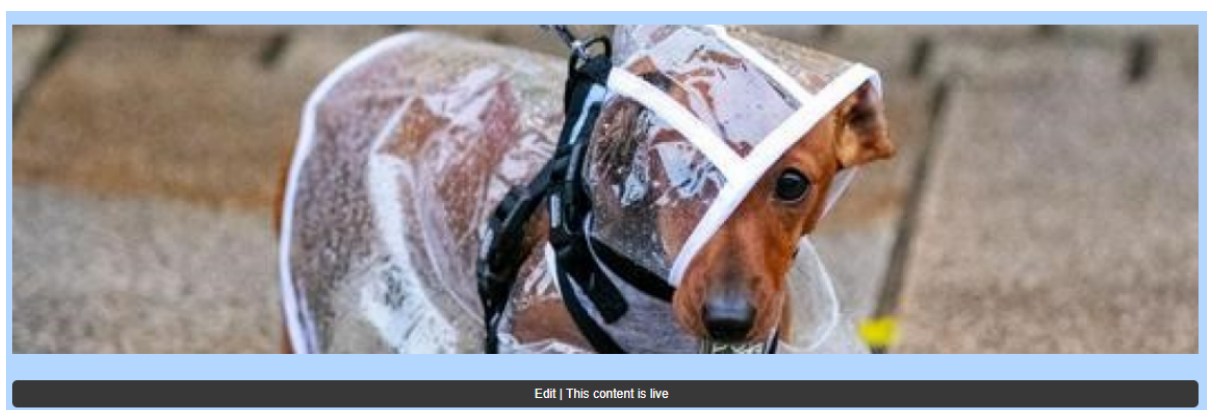
Then you can **move** the rectangle around and **place** the crop exactly where you want it. You will notice the area outside the rectangle will be slightly **greyed out** to show you exactly where the **crop** is. Once you are happy **click done**.



Make sure to [click Save changes](#) when you are done.



Then if we look back at the [original content area](#) you will see it has automatically updated with the new [crop](#).



Videos

The other type of **media** you might want to include are **videos**. These are much more straightforward than **images** as there is only really one thing you can do with them.

Media information

Name *

testvideo

Alt text

testvideo

File details

Embed code -

```
<video width="720" controls>
<source
src="/images/uploads/vid-58-40abbb7d477de8f1bc2224f60a38e7da.mp4"
type="video/mp4"></video>
```

File type

MP4

Select a replacement file

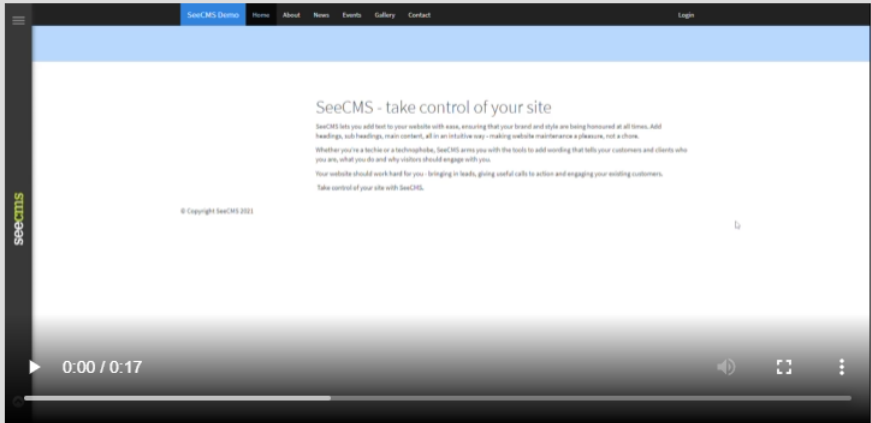
Choose file

No file chosen

Media Usage

This image is not in use.

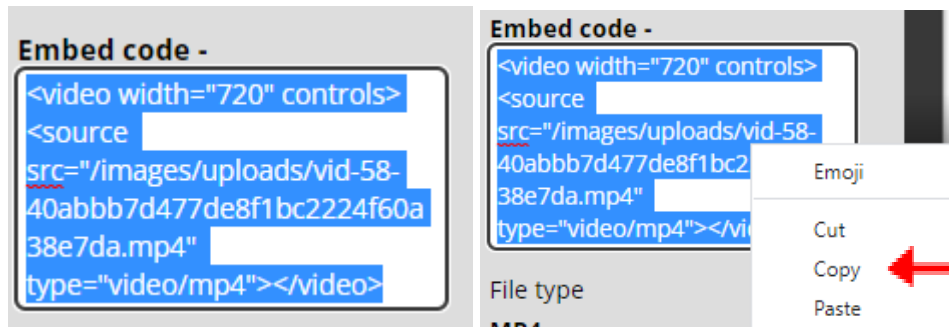
Video preview



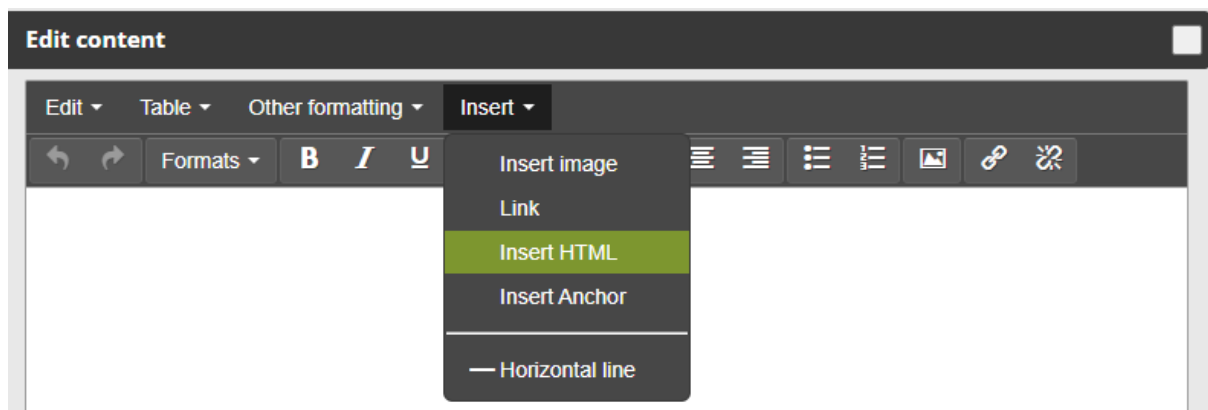
Under **File Details**, you will see an **Embed code**. This is to allow you to **add videos** into your **content areas**.

Adding videos to content areas

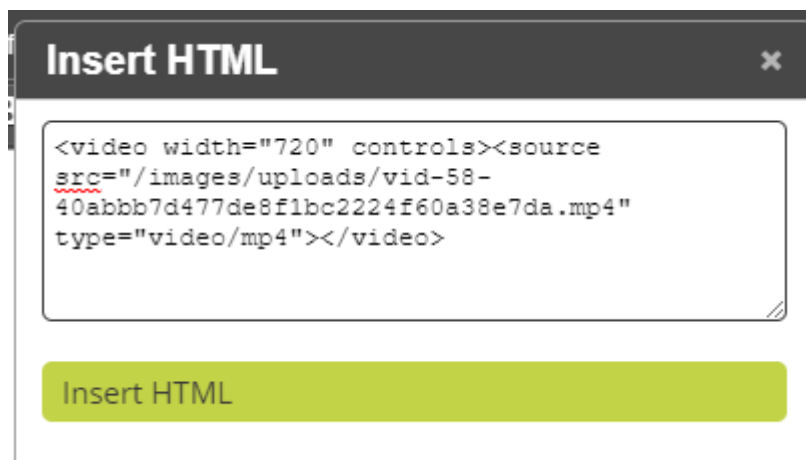
Firstly make sure to **copy** all this **code**. You can do this by **highlighting** it all and **pressing Ctrl and C** or right **clicking** in the area and **selecting Copy** from the dropdown.



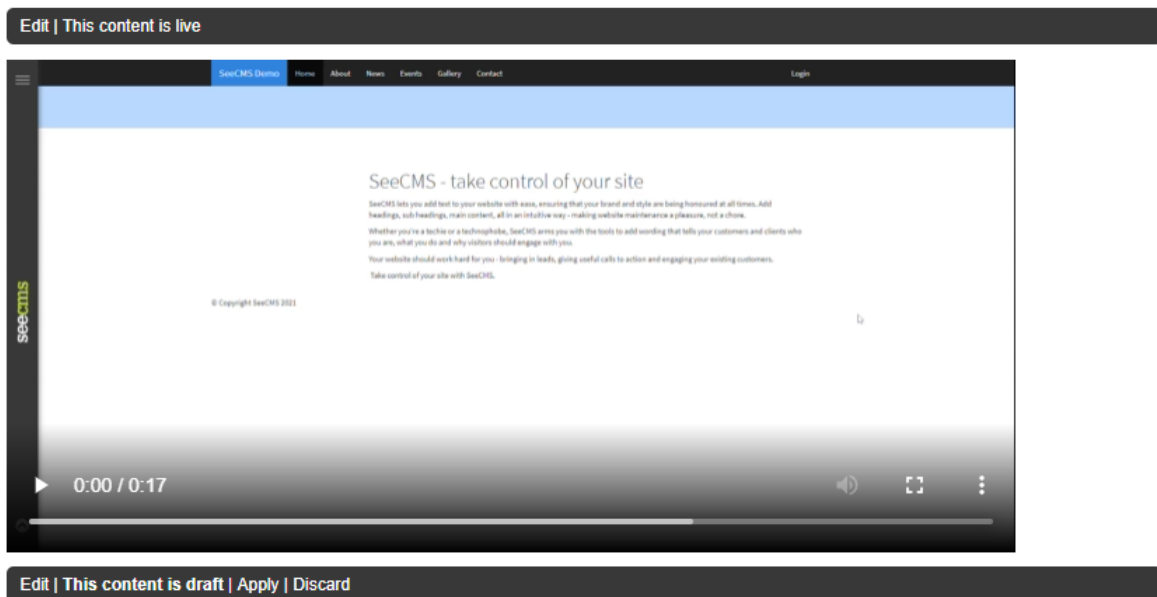
Then in your **text editor** named **Edit Content**, select **Insert** then **Insert HTML**



Paste the code into the text area and then **press** the **green Insert HTML** button



You should see that it now appears in your **content area**.

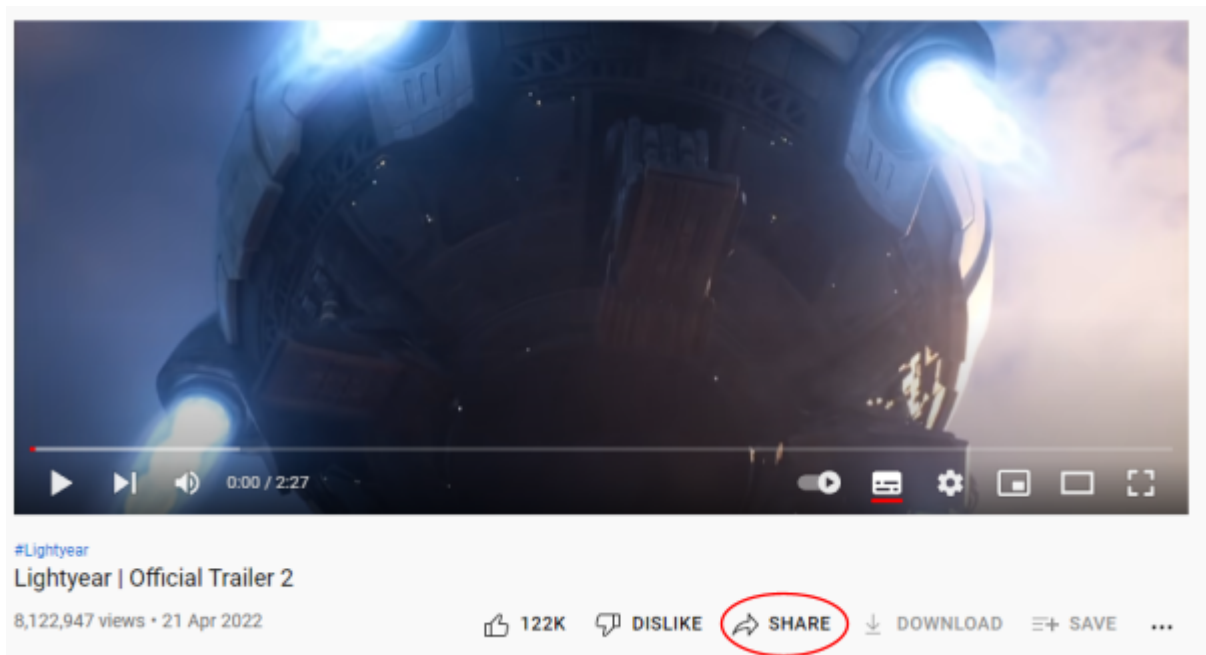


Bonus: Adding External Videos

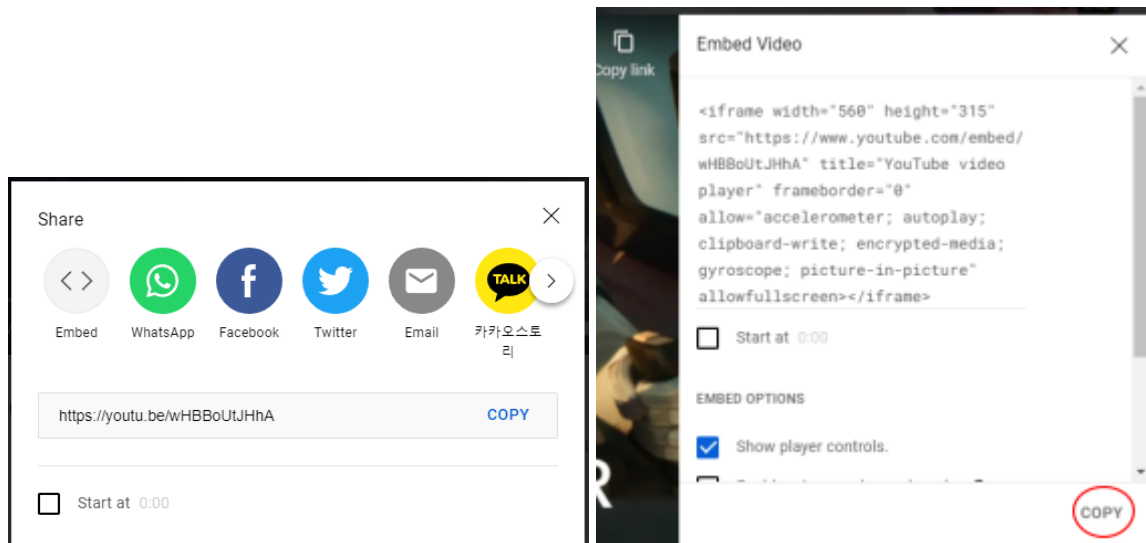
You might want to add a video from [YouTube](#), [Vimeo](#) or other video sharing platforms. The steps are very similar.

For example: YouTube

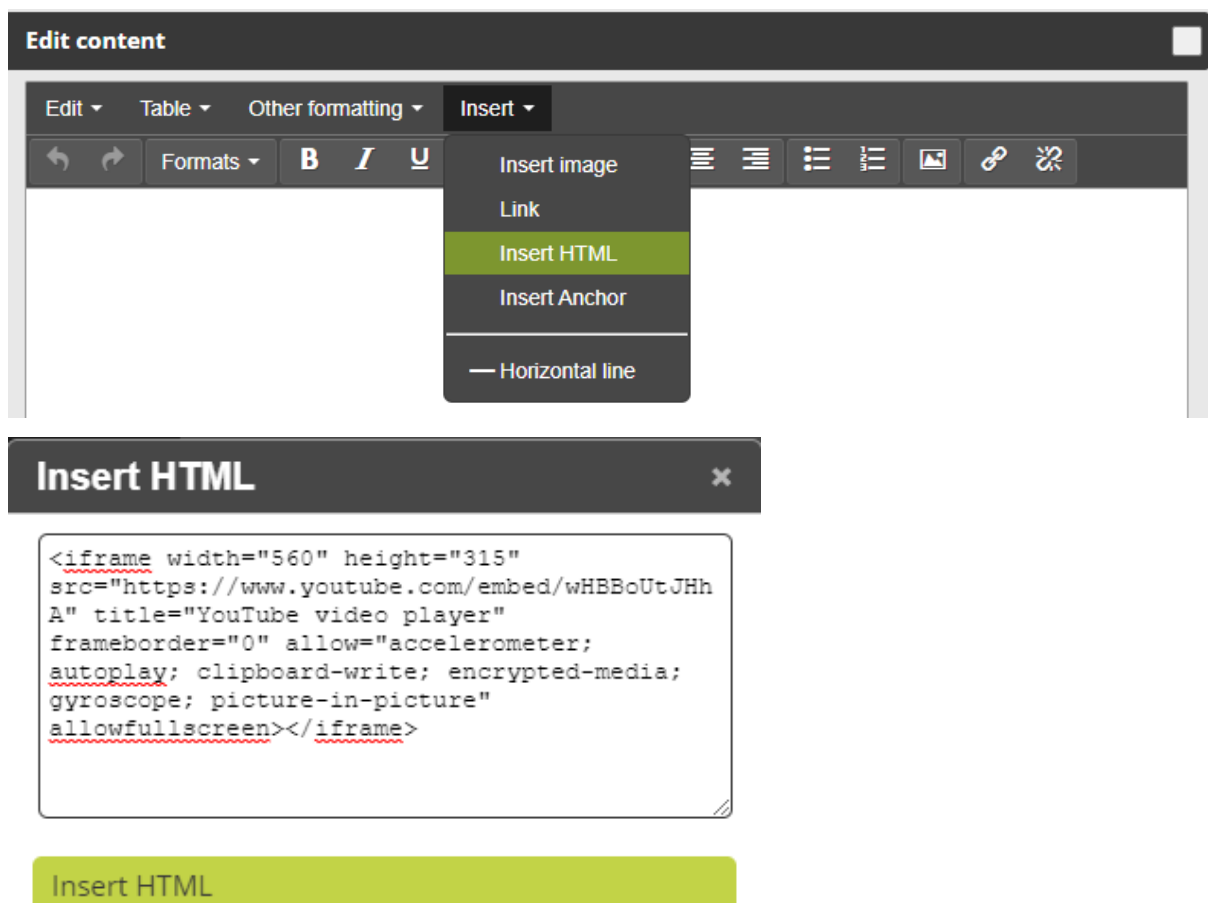
Find your [YouTube video](#) and press the [share](#) button under the video.



Then select **Embed** and copy the code.



Then put this code in the same **insert HTML** area in the **Edit Content** editor area.



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Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Edit | This content is live



Edit | This content is draft | Apply | Discard

SeeCMS Demo

Home

Demo page

About

News

Events

Gallery

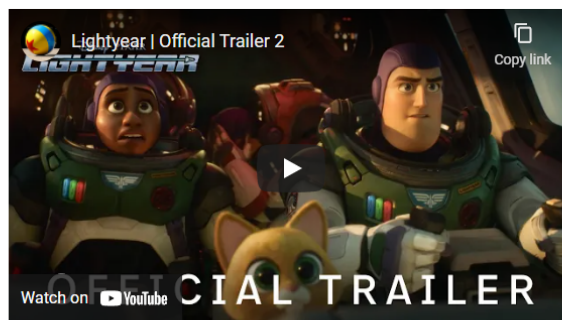
Contact

Login

Youtube Demo

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

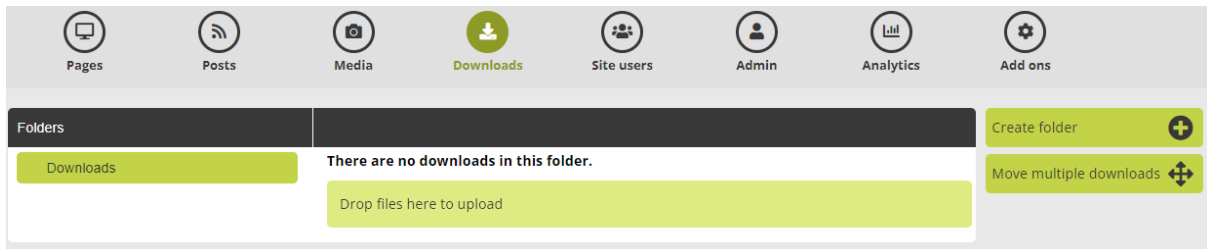
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



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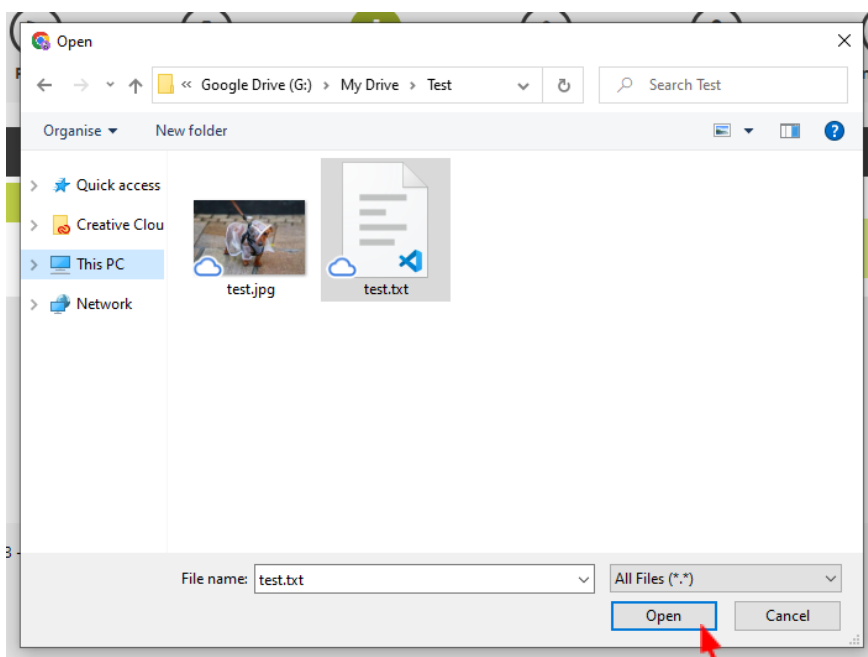
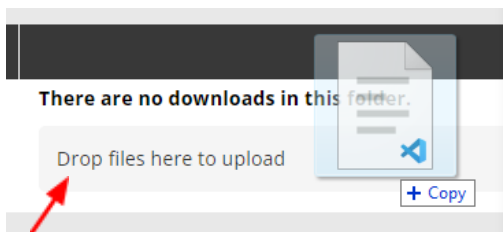
Downloads

In this section, this is where you will [store](#) all your [downloadable files](#) and [documents](#).



Adding downloadable files

In the exact same way as the [media section](#), you can [drag](#) and [drop](#) files in the [green bar](#) named **Drop files here to upload** or [click](#) on the [green bar](#) and open your file explorer and add documents in that way.



After you add your file you will see that by default this document is unpublished. This is so that the file doesn't accidentally get downloaded by a user if you are just storing them in the CMS.



If you want your files to be downloadable make sure to publish them by clicking on the orange line icon to turn it into a tick

From this  to this 

Editing your downloads

Click on your [download](#) to [open](#) the [edit downloads](#) section.



This is the overview of your [downloadable file](#). Here you can [change](#) the name and [add](#) a short description.

A screenshot of a web form titled 'Edit download'. The form is divided into two main sections. The left section contains 'Download information' and 'File details'. The right section contains a 'Download security' dropdown menu and three action buttons: 'Save changes', 'Download file', and 'Delete download'.
Download information
Download name *: test
Download description: test
Published: Yes
File details
File size: 11 B
File type: TXT
Uploaded: 22 Apr 22 / 13:59:11
Modified:
Shareable Link: <http://seecmsdemo01.gcp-02.workingcopy.uk/seecmsfile/?id=1>
Select a replacement file: Choose file No file chosen

You can [use](#) the shareable link to [share](#) your [document](#) promptly with others.

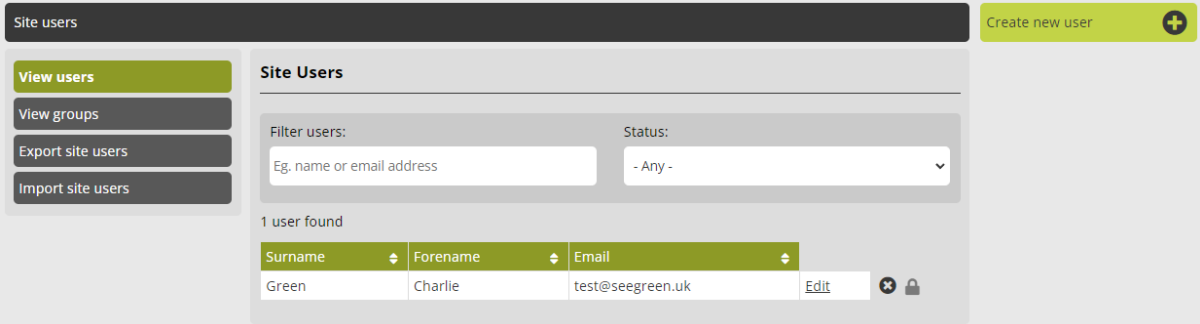
Same with [media](#), you can [select](#) a [replacement file](#) and this will update wherever it is within the site. You may choose to do this.

For example: if you had terms and conditions and you have updated it for a new year, you can replace the [original file](#) with the [newer version](#) instead of adding a new file and having to manually change wherever it appears on the site.

Site Users

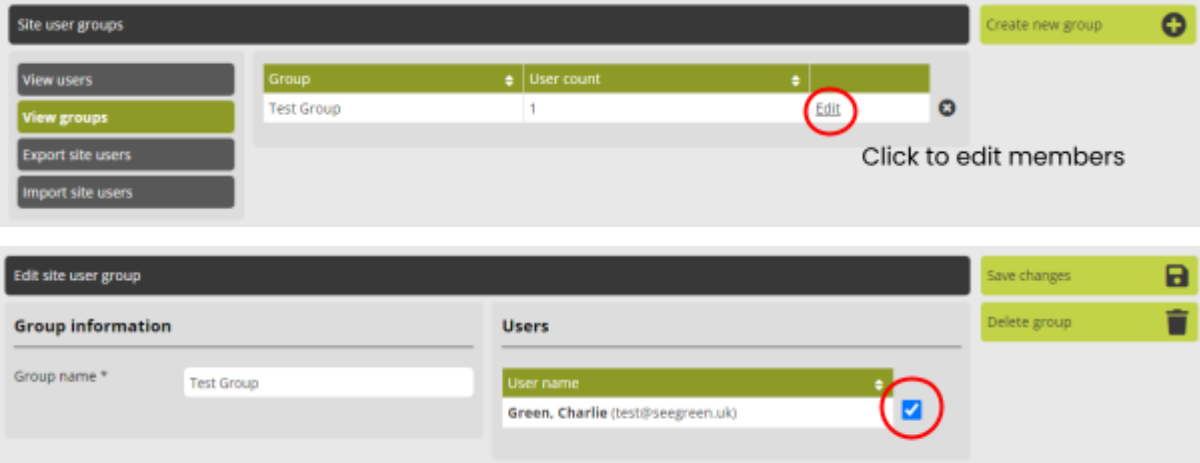
On most sites this section will *not* apply to you. This section is for [sites](#) that have login functionality. If your site has this you may wish to ask for an additional [CMS Guide](#) tailored to your needs.

This will be a very brief summary of the **Site Users** section:



The screenshot shows the 'Site users' management interface. On the left, there is a sidebar with buttons: 'View users' (highlighted in green), 'View groups', 'Export site users', and 'Import site users'. The main area is titled 'Site Users' and contains a 'Filter users' section with a text input 'Eg. name or email address' and a 'Status' dropdown menu set to '- Any -'. Below this, it says '1 user found' and displays a table with columns 'Surname', 'Forename', and 'Email'. The table contains one row: 'Green', 'Charlie', 'test@seegreen.uk'. To the right of the table is an 'Edit' button and a lock icon. On the far right, there is a 'Create new user' button with a plus icon.

Here you will see a list of all your users. In most cases this will automatically populate with users as they register on your site.



The top screenshot shows the 'Site user groups' management interface. On the left, there is a sidebar with buttons: 'View users', 'View groups' (highlighted in green), 'Export site users', and 'Import site users'. The main area is titled 'Site user groups' and contains a table with columns 'Group' and 'User count'. The table contains one row: 'Test Group' and '1'. To the right of the table is an 'Edit' button (circled in red) and a plus icon. Below the table, it says 'Click to edit members'. On the far right, there is a 'Create new group' button with a plus icon.

The bottom screenshot shows the 'Edit site user group' interface. On the left, there is a sidebar with buttons: 'View users', 'View groups' (highlighted in green), 'Export site users', and 'Import site users'. The main area is titled 'Edit site user group' and contains two sections: 'Group information' and 'Users'. The 'Group information' section has a 'Group name *' field with the value 'Test Group'. The 'Users' section has a 'User name' dropdown menu and a list of users. The first user is 'Green, Charlie (test@seegreen.uk)' with a blue checkmark icon (circled in red) next to it. On the far right, there are two buttons: 'Save changes' and 'Delete group'.

You can create different groups of users by creating a new group and manually ticking **icon on** or **icon off** for users to be part of that group. Again for your system this is most likely already done automatically for you.

If you do have site users set up you can do some security settings on your pages or your download files.

For example: you may have a page that you want only visible for a certain user group. Under **Security** you can tick the option that only a specific group can see your page.

Page details

Page information

Page title *

HTML title

Search engine optimisation

Page description

Page keywords

Settings

Template

Commencement / expiry

Visibility

Page URLs

Security

☐ Everyone can access this content

Only specific groups of registered users can access this content:

☒ Test Group

☒ Update permissions on subpages

The same applies for **downloadable files**.

For example you might only want a certain user group to have access to certain files.

Edit download

Download information

Download name *

Download description

Published **Yes**

File details

Download security

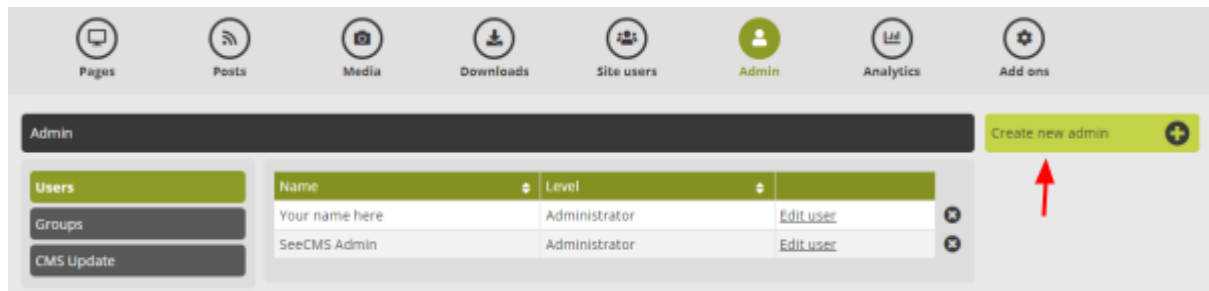
☐ Everyone can access this content

Only specific groups of registered users can access this content:

☒ Test Group

Admin

In the admin section you will see at minimum 2 administrators already registered. One is the [SeeCMS Admin](#) - that's us! The other will be you or a member of your team.



Here you can [add](#) other admins if you have multiple people editing the site. You can do this by [clicking](#) the green **Create New Admin** on the right hand side and [filling in](#) the details for your new administrator.

Name *

Email *

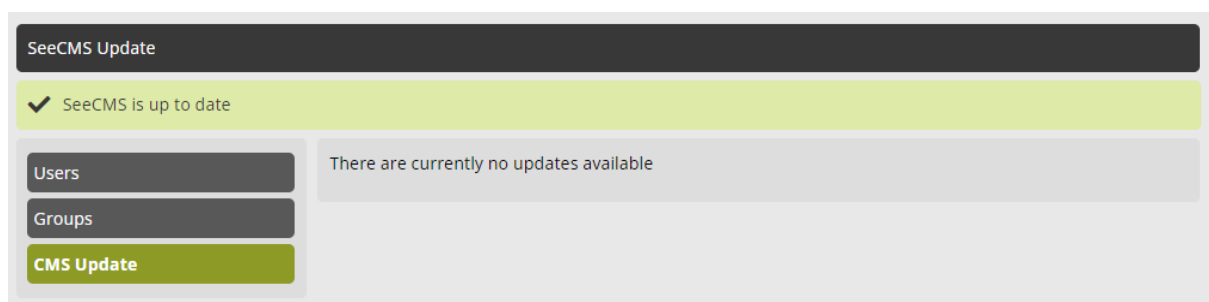
Password

Leave blank unless you wish to change the user's password

User level: Administrator

Groups most likely won't apply to your site so we can skip this one, but if it does we will go over this during training or provide a supplementary [CMS Guide](#) bespoke to your website's needs.

Then finally here is where you can [check](#) for [CMS updates](#). If there is an update there will be a simple button that you just have to [click](#) to apply the update.



Analytics

Here you can see some [general statistics](#) about your website, [use](#) the date selector to compare between the months and years. You may [choose](#) to look over these to see what content is doing well and what you may need to check over and improve.



Add ons

This area will usually *not* apply to you unless we have added some **custom plugins** for you. If this is the case we will go over it during training or we can provide a supplementary **CMS Guide** tailored to your website.

Happy CMS-ing

Let us know if you ever get stuck or need any help feel free to email us at support@seegreen.uk and we will help you the best we can with navigating the CMS. Also do not hesitate to contact us about any issues you have - sometimes it might just be something you don't necessarily have access to and need our help with!

