

*Following Options Available to All Users*

## PART I:

Login / Adding Content & Links (Edit Center Data)

- Link to another webpage ... external site
- and one on your site... internal site
- Link to a Document
- Link to Email (Prefix mailto: )
- Phone Number (Prefix tel: )
- Link to an Anchor
- Adding YouTube Video
- **Adding Images:** ADA Compliance  
ADA Checker

Creating a calendar event.

Help Page / Revize Support / Admin Panel / Publishing & File Manager

## PART II:

Editing the Banner Image

Editing Modules /Pages: Photo Gallery, freeform, fullwidth

Save / Save as Draft / Cancel / History

Left Navigations: Creating Pages/ Modules/ Templates (based on Sales Agreement)

### **Admin options**

Editing Home Page

Using the Back End/Admin Page (hidden pages)

Creating Accounts (assigning users, roles & permissions)

Editing the Top Navigations

**Note:** Some options are not enabled until the site is LIVE such as *“Facebook Integration”, “E-notify”, “save-as-draft”, “Search”*