

Figure 1.

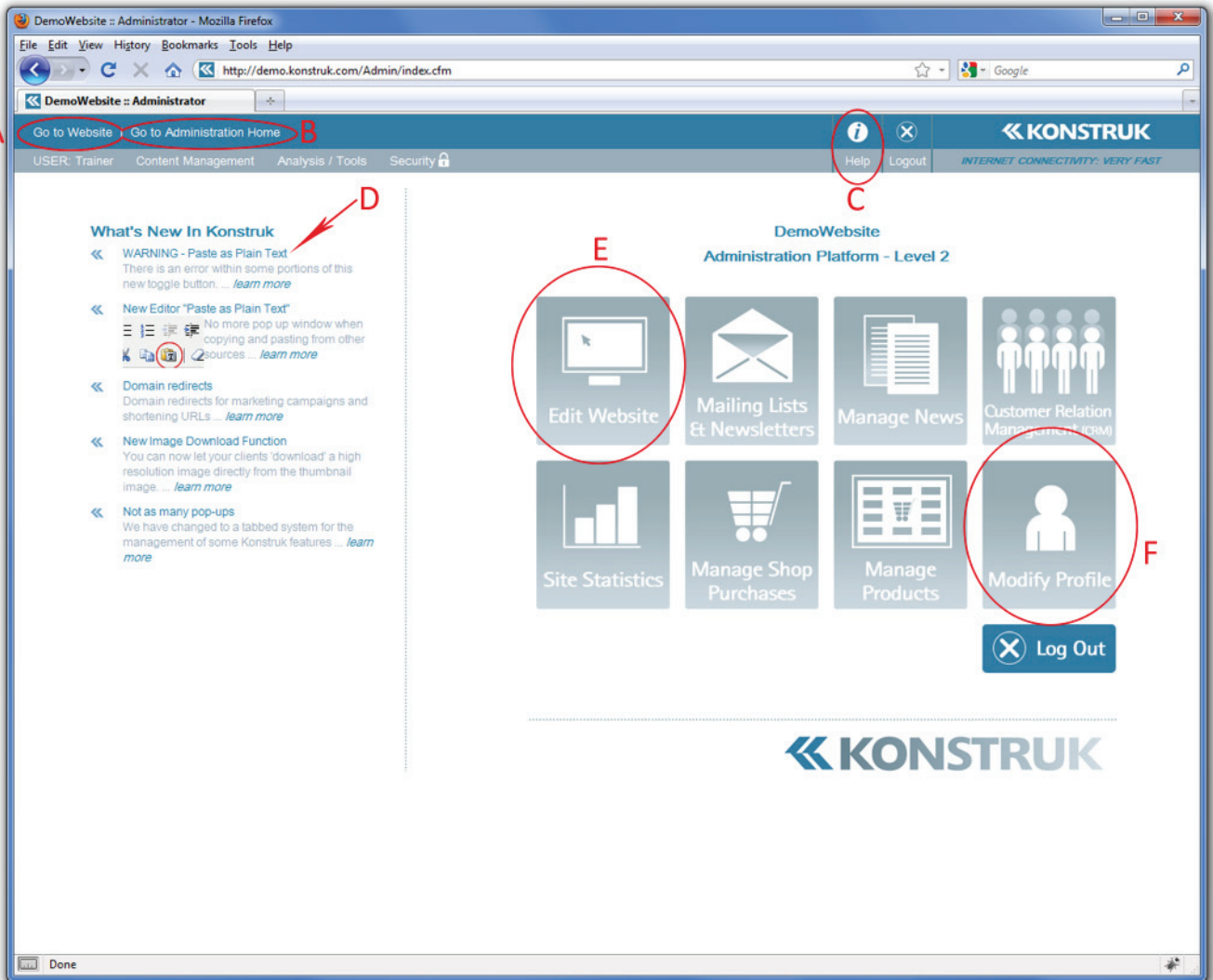


Figure 2.

## Logging In

The URL to get to your administration is your website following by a forward slash admin.  
e.g. www.konstrukassist/admin

Type in the user name and password that you have been allocated. If you tick the “Remember Me” box and do not ‘log out’ after (i.e. just close your browser window/tab) then you will not be shown this screen again.

## Modify Profile

(refer to figure 1)

For your first login you will be taken to your profile.

- A. Click to return to your profile at anytime.
- B. This is know as the menu bar. Throughout your site sub-menu bars may appear with tabs for options.
- C. Online Shop Discount - used for Trade Account Members in eCommerce.
- D. Manager Login - when ticked your administration URL will take you directly to draft view of your website. Used for managers that wish to see draft changes to their website without going near this admin console.
- E. Content Error Emails - all main administrators should tick this, you will receive an email if there is a broken link, external or internal, or you have deleted a file that is still being used on your website.
- F. Anyone who wishes to receive an email showing base hits on their website need to select here. Monthly trends are the most accurate to gauge what is happening with your site as anything shorter than this invariably won't have enough data.
- G. Used for Customer Relations Management (CRM) only, i.e. if you maintain your clients information and / or billing times.
- H. The defaulted number of rows that is shown when in any tabulated area of the administration. 15 rows is about right for the standard monitor.

## Administration Home Screen

(refer to figure 2)

This hub of your website administration. Depending on which level of the product you may have buttons available and some locked.

- A. This link will take you to your website where you can see the changes you make in draft form as you go along.
  - o NB/ right click on this link and you will have different options for opening the window.
- B. Will take you back to this screen if you ever get lost.
  - o NB/ if you select this link in the middle of editing it will not save your current changes.
- C. The online help files.
- D. What's New In Konstruk - from time to time new items of interest to the administrator will show as notes in this section.
- E. How to get to your the main administration for your website.
- F. Another way to get to Modify Profile - Figure 1.