



web & graphic design

Website Manual

Beagle Research

WordPress

Prepared for
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We built several customized modules for your Wordpress site. Once you familiarize yourself with the Wordpress: General Usage manual, you might want to take some time to study the parts of your site which are not standard to Wordpress, as outlined below. Here are your user credentials:

```
URL: http://67.23.255.34/~beaglere/web/wp-admin/  
UN: Denis@BeagleResearch.com  
PW: RATZASS7
```

Wordpress Quick Edit Bar

Once you are logged in, you will see the **WordPress Quick Edit Bar** at the top of the page. This bar is for your convenience and it does not show up for regular site visitors. You can click Edit This to link directly to the Wordpress editor for that particular page. This can be very useful when viewing the site on the front end.

Reports

Adding a Report

To add a new report, click on "Reports" in the sidebar, and then click "Add New". Fill out:

- A brief description of the report
- Upload a PDF or some other document that people will download after submitting the form.
- Add a Featured Image that related to your document, or is a screenshot of the cover of the document.
- Fill out the excerpt (this will show up on the Reports landing page).
- Select the Reports category.

That's it! Publish, and it will show up immediately on your website. You can also schedule ahead of time like you can with posts.

Reviewing Data

To review report data, click on "Custom Contact Forms" in the sidebar, and then click "Saved Form Submissions" which will appear below that. You can click on "Expand" to the right of each submission to show the submitted data. The "Form Page" section is the link to the page with the report name that it was downloaded from.

Exporting Data

To download a .CSV file of this data, click on "Custom Contact Forms" in the sidebar, and then click "General Settings" which will appear below that. Scroll down to the "Export" box and click on "Export All Saved Form Submissions to CSV".

Job Board

Adding Jobs

To add a new job, go to the jobs page by clicking on "Jobs" in the main menu of your website. Below the form click on "Post New". Fill out the information. The fields that have an asterisk next to them are required. Once complete click on "Preview" at the bottom. If you are satisfied click "Publish Listing" at the bottom, other wise click "Edit Listing" to go back and edit.

Alternatively, jobs can be added through the control panel. Once logged in click on "Job Board" in the sidebar. From here you can click "Add New Job" at the top. Once the form is completed click "Save Changes" at the bottom.

Moderating Jobs

To moderate jobs, click on "Job Board" in the sidebar once logged into the control panel. From here you can view all all of the jobs. To edit a job posting click on the position name. You can view and edit:

- Job Statistics
- Edit the information
- Change how many days the listing is visible
- Deactivate the listing
- Mark the position as filled

AdRotate

Once logged into the control panel, click on "AdRotate" in the sidebar. Displayed are your 3 ads that are rotated on your site. You can also view the impression and click info here.

To edit an ad, click on the ad title.

- To change the image shown in the ad scroll down to "Banner Image" the "Select Image" to the right. From here you can upload a new image.
- To change the link scroll down to "Clicktracking" and insert the new link url.
- To change the text of the ad, go to the "AdCode" box. In the code there is a `<p>` tag the text you will change, and then a `</p>` tag. You will be editing the text BETWEEN the `<p>` and `</p>` tags. DO NOT change any other code in this box.

Click "Save Ad" to complete the changes

Database and Security

KMDG is not responsible for your data. We have a copy of the template files and possibly the database from when we first developed the site, but any changes that you make are stored on a third party server. Fortunately, we have installed a plugin that allows anyone from your organization to backup the database. Go to **WSD Security Database** and click **Backup Now**, then download the sql file that gets created. Store this file in a safe place in case there is an accident in the future. You can download a copy of this file any time significant changes are made. There is a **Password Tool** available under **WSD Security**. Use this to create secure passwords for your Wordpress users, as KMDG is also not responsible for hacks caused by weak passwords.