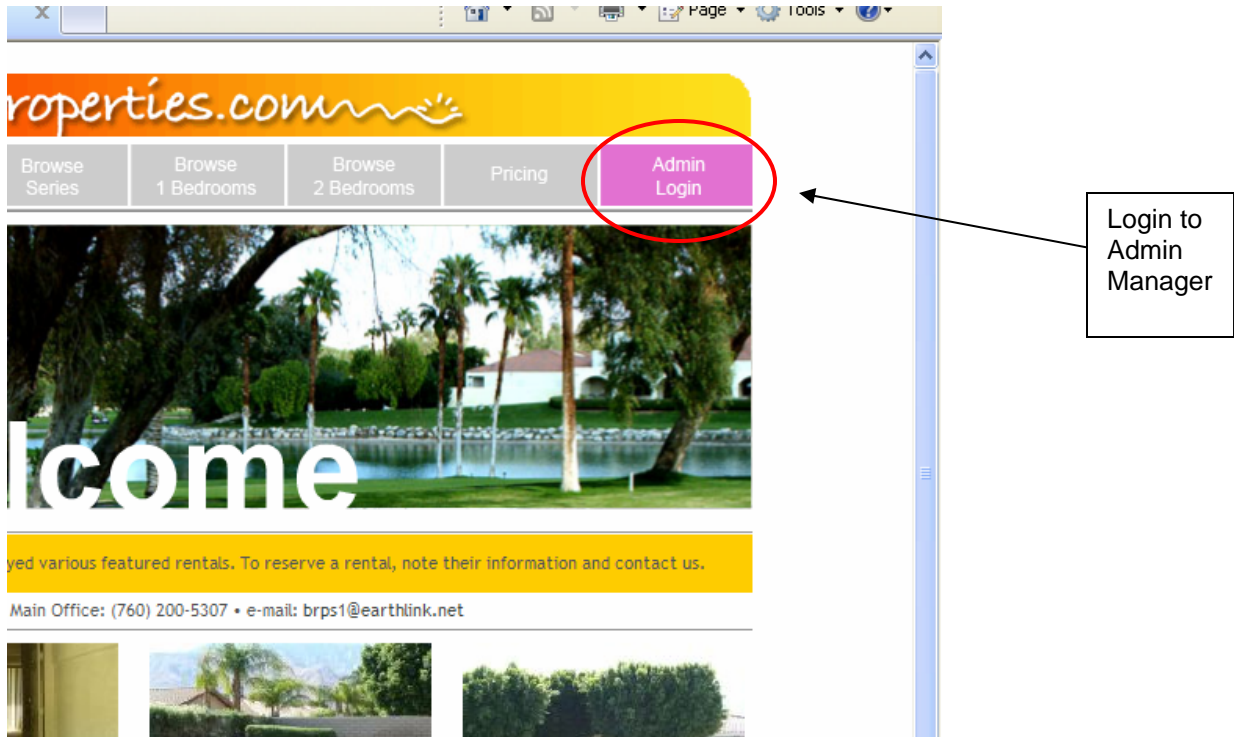


Best Rental Properties – www.bestrentalproperties.com Admin Manager Overview

Accessing the Admin Manager-

1.)


To access the Admin Manager, click on the 'Admin Login' button on the menu bar to the far right on the website and login using your login user name and password.



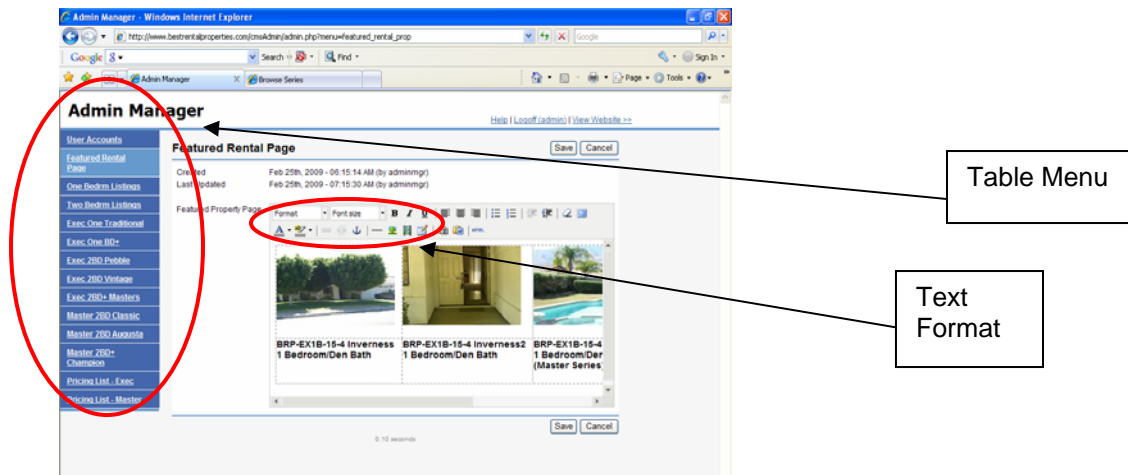
Once logged in to the Admin Manager, select one of the menu items to the left to change or modify that particular section –

Featured Rental Page (featured on the home page)

2.) Change photo images:

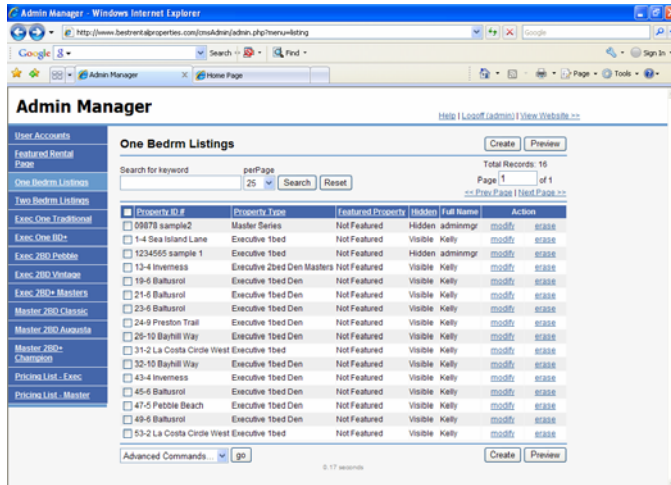
Select image and click the picture icon . In the pop up window, enter the new picture URL or click the browse button and upload photo image.

To change text, select old text description and type new description. (Text format should be set at Heading 3). Save. You're finished.



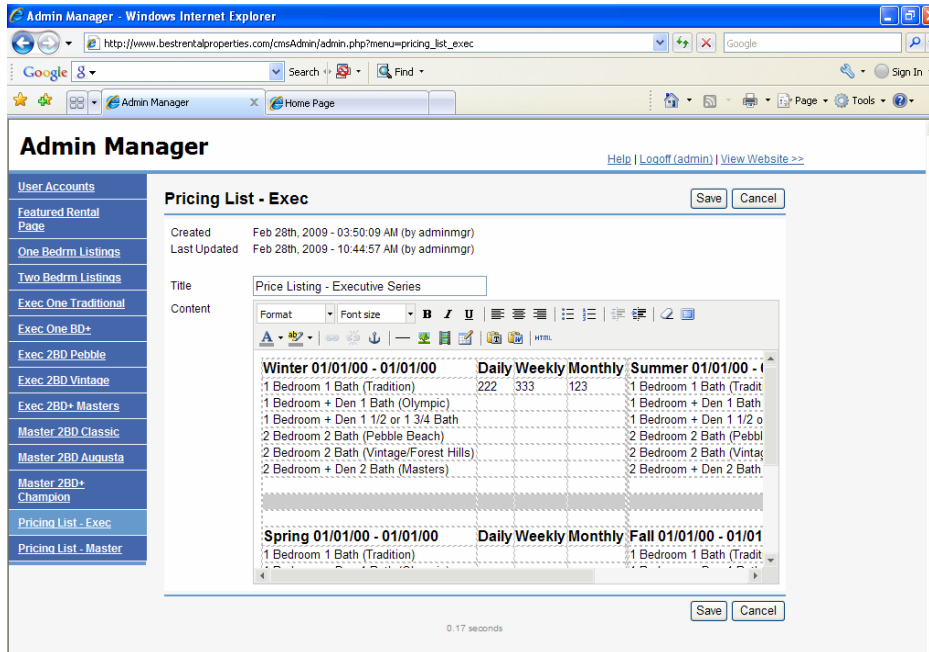
Changing Listings:

Select and open the listing menu you wish to work on. To add a listing, click the 'Create' button and enter information for the new listing. Save work. Your new listing is now added to your website. To modify a listing, click 'modify' next to the listing you wish to change. Enter or change new information and 'Save'.



Change/Update Pricing List:

As similar to instructions # 2.), Highlight and retype new information. Set line text format to paragraph. (Headers – 3(12pt) bold ----- list items - 2(10pt))



To Add New User Accounts:

Select and open the User Accounts menu. Enter information for new account. At the bottom of the form select the Access permission (Section Access) for the new user.

Note:

None – User will not have access to change account information.

Writer – User has access only to information they have created.

Manager – User has access to all sections including User Accounts

Account manager may assign new user to only have access to specified menu sections by selecting 'By Section'.

Click 'Save' and user will now be able to login with new login information.

The screenshot shows the 'Admin Manager' interface in a Windows Internet Explorer browser. The page title is 'Admin Manager' and the URL is 'http://www.bestrentalproperties.com/cmsAdmin/admin.php'. The user is logged in as 'Hello | Logout (admin) | View Website >>'. The 'User Accounts' section is active, showing a form for creating a new user. The form includes fields for Username, Password, Email, and Full Name. The 'Account Expires' dropdown is set to 'Feb 28, 2009'. The 'Never Expires' checkbox is checked. The 'Disable Access' checkbox is unchecked. The 'Section Access' dropdown menu is open, showing the following options: None, Writer, Manager, and By Section. A red circle highlights the dropdown menu, and an arrow points from a box labeled 'Section Access' to the dropdown. The 'Access Levels' section below the dropdown provides details for each option: None - Don't allow user to access the section; Writer - user can only access records they have created; Manager - User can access any records in this section; Max Records: Max records user is allowed to create (for regular users only - leave blank for unlimited). The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

To additional help or questions, contact Webmaster at info@bhpgonline.com