

1. THE KWIKWAP MANAGEMENT PORTAL

1.1 WHAT IS COVERED

- How to login to the Management Portal (MP).
- The layout of the MP Screen.
- How to navigate to the different sections of the MP.
- What each section of the MP contains, and the functionality of these options.

1.2 INTRODUCTION

Welcome to Kwikwap – **The World's Easiest Website Creation Tool!** Once you have decided to use this great South African product to develop and maintain your own website, you will **get a Username and Password** from your consultant to log into Kwikwap, and start creating your own website. (You would also have received a “Website Confirmation” e-mail from Kwikwap when your site was created, containing your username and password.)

Point your browser to www.kwikwap.co.za. You will see the following page displayed:

The screenshot shows the Kwikwap home page. At the top, there's a banner with the Kwikwap logo and the tagline "The internet, mobilised". Below the banner is a navigation menu with links: INTERESTING ARTICLES, WEBSITE PRICING, BECOME A CONSULTANT, CONTACT US, BUSINESS OPPORTUNITIES, and MORE INFO. The main content area is divided into two columns. The left column has a red banner that reads "WE OFFER THE BEST WEBSITE DESIGN FOR THE BEST PRICE, GUARANTEED!". Below this, there's text explaining the service, including a guarantee of R2,500 and a "no catch" policy. The right column has a blue banner for "CURRENT CLIENTS" listing seven websites, a red banner for "Get a website now!", and a blue banner for "RECENT SEARCH TERMS USED" listing various search terms.

Figure 1 The Kwikwap home page

Now scroll down to see the bottom of the page. You will see the following displayed on your screen:



Figure 2 The Kwikwap login screen

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| | <p>Action</p> <p>At the bottom right of the screen, login using your username and password (which you got from your Kwikwap consultant or your “Website Confirmation” e-mail from Kwikwap).</p> |
|--|---|

1.3 OVERVIEW OF THE MANAGEMENT PORTAL

Logging in will bring you to the Kwikwap **“Management Portal”** (see graphic below), which is your **command centre** from where you will control your website like a professional web developer!

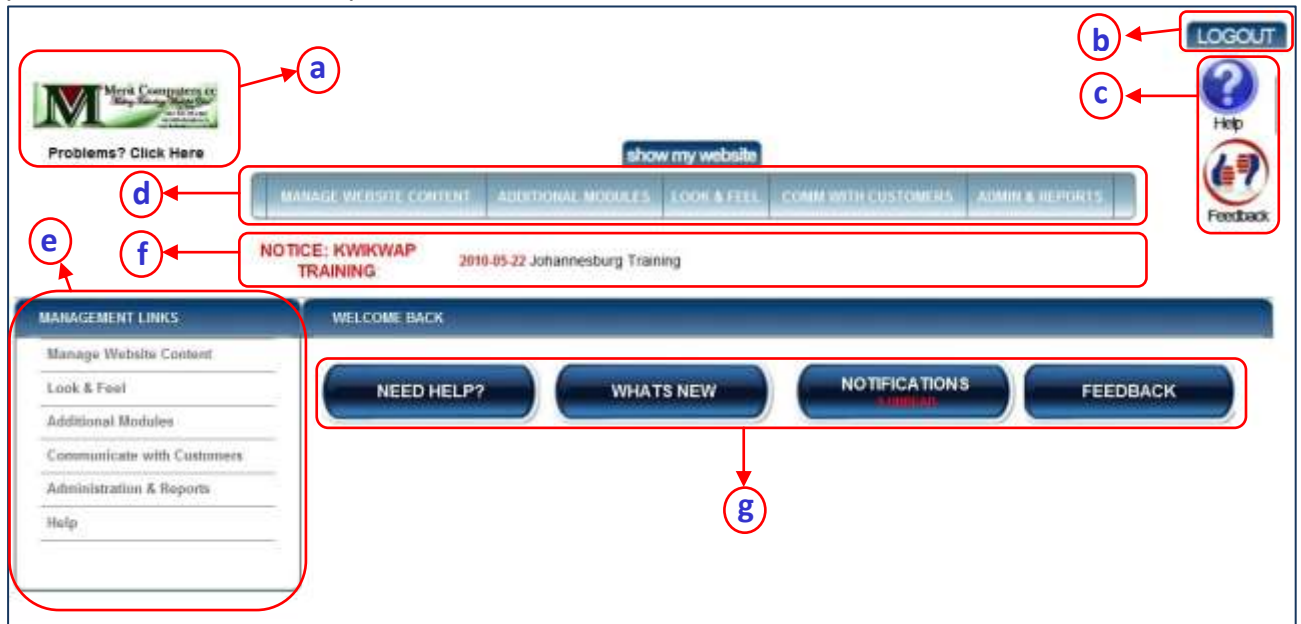



Figure 3 The Management Portal screen




Additional Information
This section is an overview of the Management Portal. Please refer to the detailed instructions on the specific sections on the new Kwikwap online help function.

Let's pause here for a moment, and look at the different regions of the Management Portal screen: *(The sections have been labelled a, b, c, etc. in red on the graphic above. These labels correlate with the paragraph numbering below, e.g. 1.3 a refers to the red label “a” in the graphic above.)*

1.3 a Your Logo

If you have a logo loaded on your website, it will be displayed in the top left corner.





Tip
If you have any difficulties in updating your website, click on this logo. Kwikwap back-office will then do a “deep save” of your new website, which will re-publish your whole website. This should fix most problems that might occur.



Once you have made changes to your website, the logo will be replaced with a red, flashing block, reminding you to “publish” your changes. This will save the changes you have made to your live website.

1.3 b Logout



When you have completed the editing of your website, you can click on this icon to log out of the Management Portal. If you have remembered to publish your last changes, you will be shown a logout screen, after which you will be re-routed to view your website.

If you did not publish your latest changes, the logout screen will display the following message:

Logged Out

You have made changes to your website which have not yet been Published.
 If you wish to publish your Website please Click the Button below and your website will be published and then you will be automatically be logged out, if you DO NOT wish to publish your changes [click here](#).

| | |
|--|--|
| | <p>Action</p> <p>Click on the “Publish” button to save your changes, or on “click here” to discard them.</p> |
| | <p>Additional Information</p> <p>If you are logged in, but not actively working on the Kwikwap system, you will be logged out after a specified time-lapse. This is a security feature, preventing unauthorised people to access your Kwikwap website when you forget to log out.</p> |



1.3 c Help & Feedback

If you click on the help icon, you will be taken to the help section.

The “Feedback” section is where you can give us your Compliments, Complaints and Suggestions.

1.3 d The main menu bar (Divisions)



This is the **main “console”** which you are going to be using most to develop and maintain your Kwikwap website. **Get to know the contents of these 5 divisions well**, and you will soon be making changes to your website effortlessly and fluently.

The 5 divisions are:

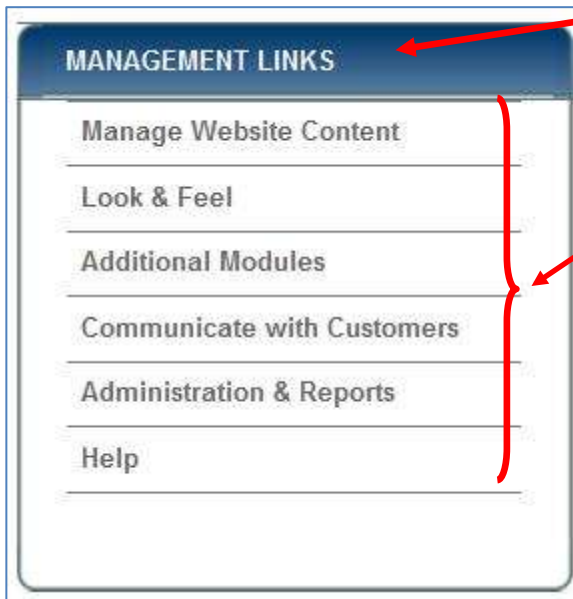
- The **“Manage Website Content”**, is where you are probably going to be spending most of your time, as this is the division in where you insert and update content (text and graphics) which the visitors to your site are going to be viewing.
- In **“Additional Modules”** you can activate modules or web pages that are optional in the Kwikwap web development tool. (For instance Events calendar, Forum, or On-line booking pages.)
- If you want to change the default font, text, background and web page colours, the **“Look & Feel”** division is where you go to.
- To set up your mailing lists (customer contact lists), you need to go to the **“Communicate with Customers”** division. Here you can send out your newsletters and marketing messages via e-mail or SMS.
- Under the **“Administration & Reports”** division, you can change your login password, slogan and other more static business information. Here you can also view reports on how many visitors your site has been attracting.



See Also

For the detailed description on these 5 divisions and the functionality, see the respective help sections on the Kwikwap MP.

1.3 e The sub-menu (Sections)



The heading in the blue section at the top of this menu will reflect the division you have selected from the main menu bar (see above).

The menu options below the heading (on the white background), will display the appropriate sections you can select from this division.

When you have just logged into the Management Portal, and therefore have not yet selected any of the divisions from the main menu bar, this menu will display the 5 main divisions and a link to the “Help” function, as is shown here). For more detail, please go to the appropriate chapter(s) dealing with the particular division listed.

1.3 f Notices

NOTICE: KWIKWAP TRAINING:

2010-05-22 Johannesburg Training

Just below the main menu bar on the Management Portal (See *Figure 3 The Management Portal above*), is an area that is used to display important training notices that Kwikwap Head Office wants to bring to your attention. In the example here, the next scheduled Kwikwap training date and town are shown.



Tip

You click on the date to go straight to the **Kwikwap Training website**, where you can read more about the advertised course, or make an enquiry or a reservation.

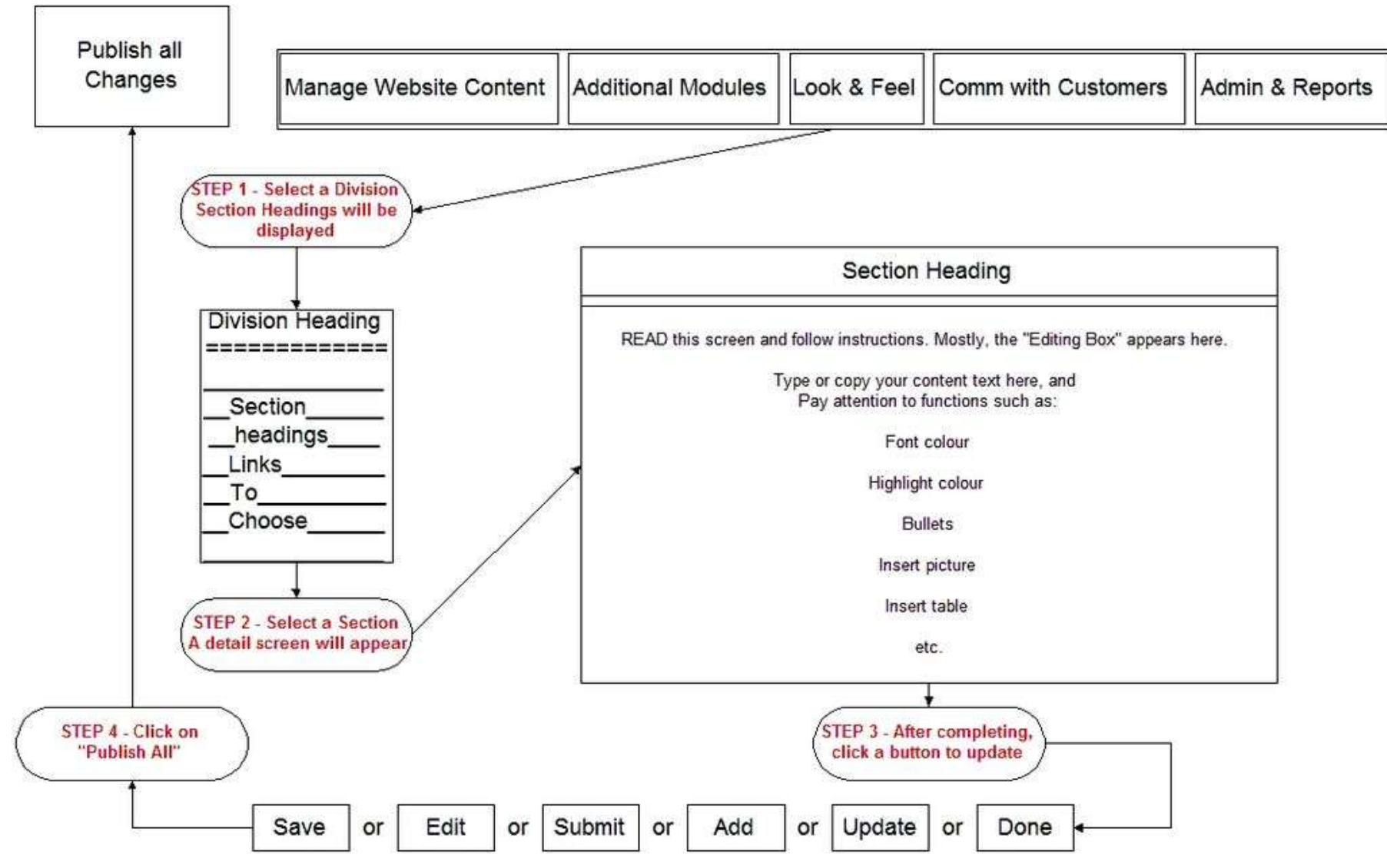
1.3 g The lower menu buttons



- The “**Need Help?**” button is a shortcut to take you to the Q&A portion of the “Help” section.
- If you click on the “**What’s New**” button, a list of the latest changes to the Kwikwap system will be displayed. Check here regularly to keep up to date with new features, which will enhance your web experience for you AND your website visitors.
- If you see a red display on the “**Notifications**” button (as shown above), it means that Kwikwap head office has posted a new notice which you haven’t read yet. Click here to read the latest info straight from the boss! If it only displays the white title text, there are no unread notices for you.
- The “**Feedback**” button is another way to take you to the section where you can give us your Compliments, Complaints and Suggestions.

| | |
|--|---|
| | <p>Additional Information</p> <p>These buttons are “Toggle” switches, meaning that clicking it once, will display the feature, and clicking it again, will remove the displayed feature. If you have clicked the “What’s New” button, and then also click on the “Notifications” button, this info will be displayed below the “What’s New” information on your screen.</p> |
| | <p>Tip</p> <p>These buttons disappear once you make a menu selection from the “Menu Bar” (See par ‘1.3 d’ above) Be sure to check them out first, before moving on to your website editing!</p> |

Management Portal Structure and Process flow





End of Management Portal overview.
Please feel free to e-mail your comments or suggestions to
training@kwikwap.co.za.

Written and compiled by Anton Cloete
anton@kwikwap.co.za.
