

How do I work on my Kwikweb website?

Kwikweb has the following ways you can edit your website:

Simple Tool

Advanced Tool

1. Simple Tool

Go to www.kwikwap.co.za/content

This tool allows you to add content to your website without having to login.

The functionality is limited compared to the Advanced Tool. The Simple Tool will show you a list of existing pages or sections on your website and will allow you to quickly add new content. This tool does not allow you to delete content.

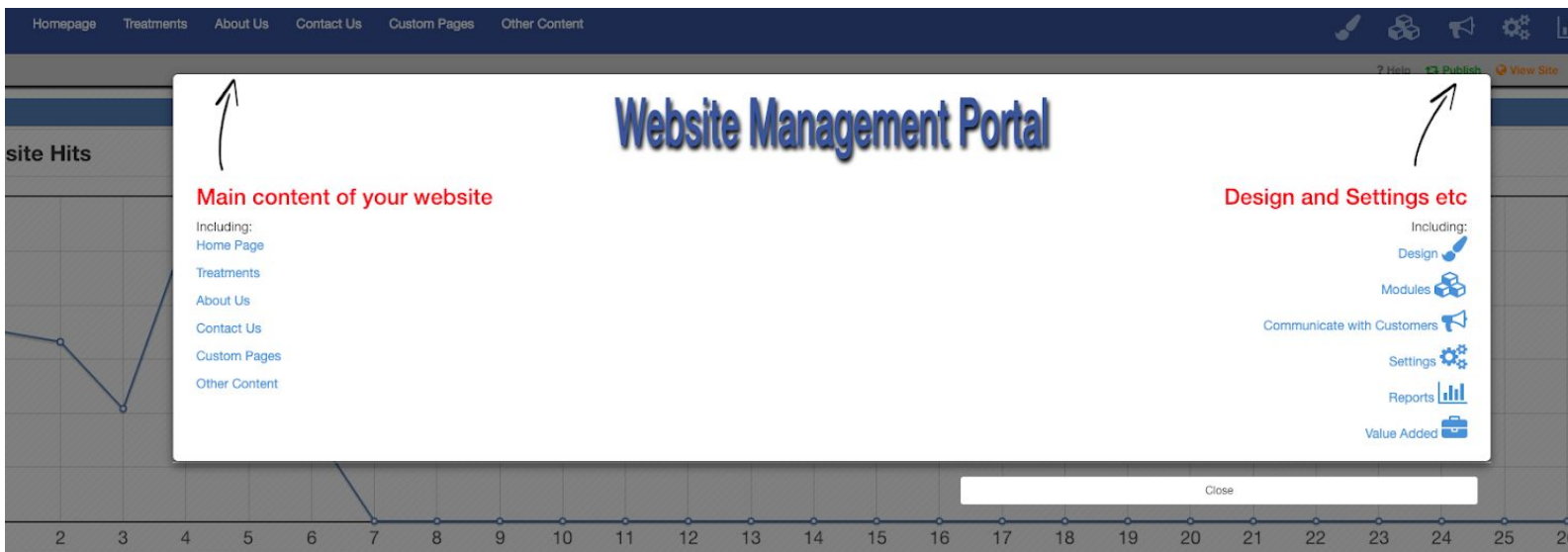
Here is a short video that explains how the Simple Tool works

https://www.youtube.com/watch?v=Gd46_jF1XgM&feature=youtu.be

2. Advanced Tool (website management portal)

Below is a screenshot of the Advanced Tool. This is accessed by logging in at

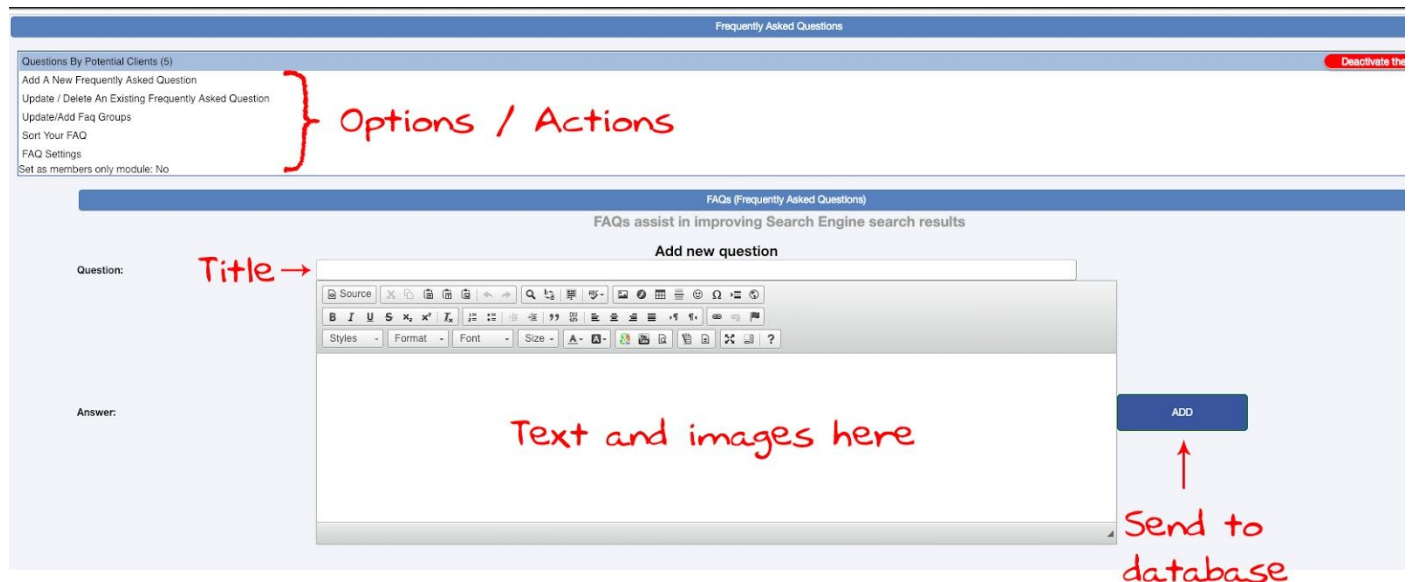
www.kwikwap.co.za with your “username” and password.



The screenshot shows the Website Management Portal interface. At the top, there is a navigation menu with links: Homepage, Treatments, About Us, Contact Us, Custom Pages, and Other Content. Below the menu, there is a 'Website Hits' section with a line graph showing data points from 2 to 25. The main content area is titled 'Website Management Portal' and is divided into two columns. The left column is titled 'Main content of your website' and lists: Including: Home Page, Treatments, About Us, Contact Us, Custom Pages, and Other Content. The right column is titled 'Design and Settings etc' and lists: Including: Design, Modules, Communicate with Customers, Settings, Reports, and Value Added. A 'Close' button is located at the bottom right of the main content area.

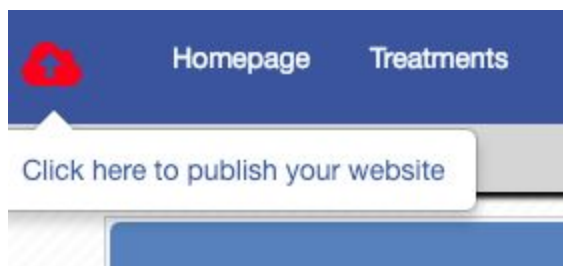
The menu items on the left equals ± the headings on your website. On the right are all the “other stuff”.

Throughout this portal it works like this:

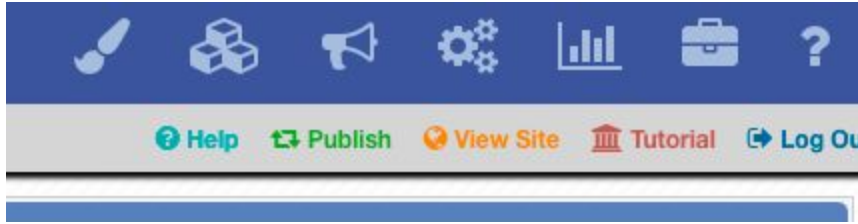


After you have saved information in the Database you need to Publish it onto the website.

This is done by clicking the Publish button top left which republishes that page of the website:



Take note, there is another Publish button at the top right which Republishes ALL the pages. This is handy when you have made major structural changes to your website (i.e. things that might have influenced the menu items)



After you have to Published the changes you can refresh/reload your actual website to see the changes.

VERY IMPORTANT: Your web browser has a “cache” which often keeps the old data. You need to Force Refresh your web browser.

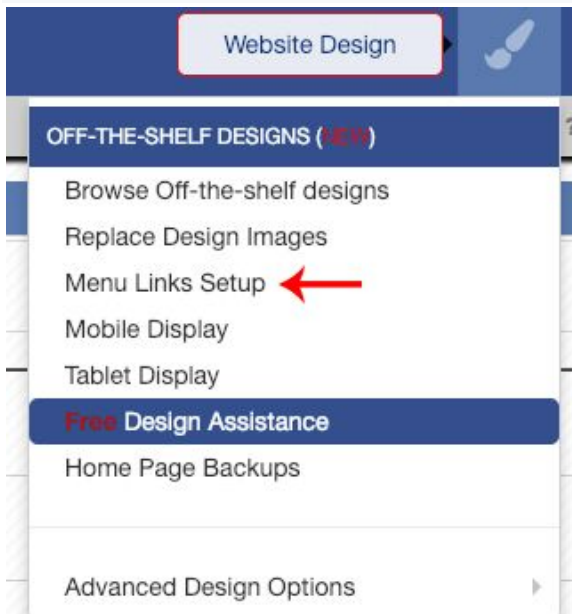
Depending on your operating system all you need to do is the following key combination:

Windows: ctrl + F5

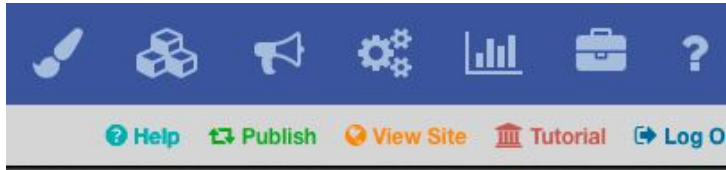
Mac/Apple: Apple + R or command + R

You can also clear your browsing history in the browser settings.

As you work on your website, you need to constantly make sure your Menus (headings) are correct. Go to the top right to the Design heading and then click on Menu Links Setup



In the Advanced Portal there is a Help button at some of the sections. If that particular section (that you are busy working on) has a help article, it will be blue. If not, it will be grey.



The above help articles are also accessible here:

<https://www.kwikwap.co.za/online-website-manual.php>

Kwikweb also has a Youtube channel with help videos here:

<https://www.kwikwap.co.za/online-website-manual.php>

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