

BizBoost CMS – Business Directory

Content Managers Guide

1. Login

Login to the Content Management Area by going to www.yourwebsite.com.au/admin

Type in your “Username” and “Password” and click “Login”. These details have been provided.



Please enter your username and password below

Username:

Password:

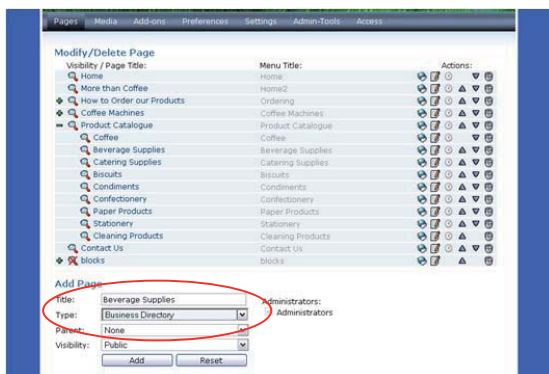
[Forgotten your details?](#)

[Home](#)

2. Business Directory Setup

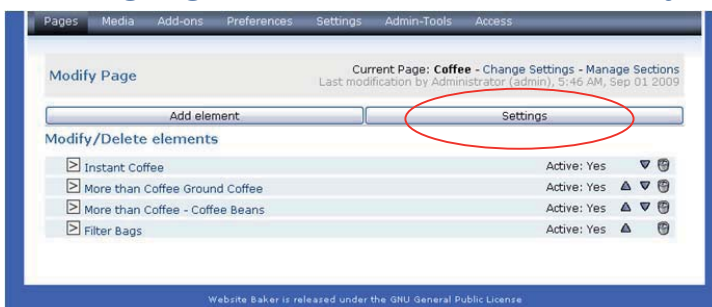
First step is to think about the various business categories of your directory. You then need to create a normal page for each of these categories in the ‘Pages’ section. You may even have sub-categories so you need to use the ‘Parent:’ field of the new catalogue pages to create to organise your catalogue.

Eg: Accommodation
Bed & Breakfast
Hotel



***** important to select 'Business Directory' as the page type**

3. Managing the Business Directory Settings



BizBoost will help you setup all the Settings for your Business Directory.

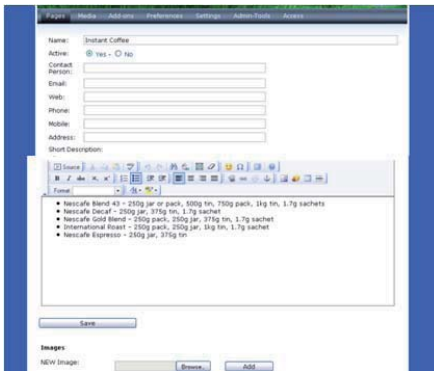
NOTE: the Settings you setup for one page will be copied across to all other directory pages on your website.

4. Before you add businesses:

For each business you want to add to your directory you will need:

- the name of the business
- contact details, such as: Contact person, Email, Website, Phone, Mobile and Address
- a short description of the business
- a long description of the business

5. Add Business



Click on 'Add element' button to reach the business entry screen.

Type in the name of the business

Make sure you select the 'Yes' radio button to make the element **ACTIVE** – otherwise it will not appear in your directory


Contact details, short description and long description (be mindful that the descriptions are shown together.

SAVE

Then click on the business name in the list to add any photos - Browse your computer for the photos of the business and then Add them.

SAVE

6. Modify or Delete a Business' Details



Click on the business you wish to **modify**
When completed - save, to keep your changes.

Click the little bin icon on the right hand side if you wish to **delete** a business' details

7. Order of the businesses on a page

Use the arrows on the right hand side to change the order that the businesses are listed on your directory page.

8. View and check

Always make sure you view what you have done on the actual website to make sure all is appearing as you want it to. Remember that changes that are not hidden are live as soon as you save them.