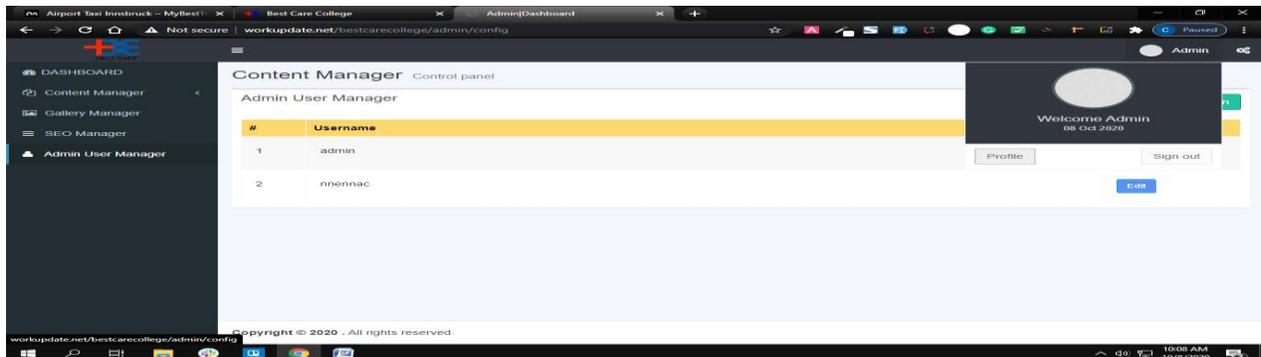


## BEST CARE COLLEGE BACK OFFICE MANUAL

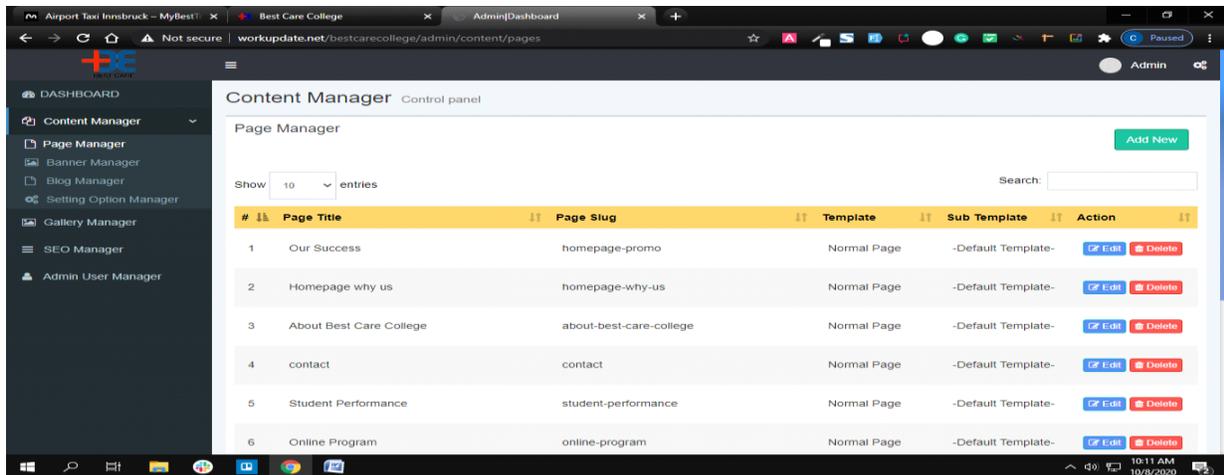
To the top right, there is an admin section on clicking the profile you will be redirected to the admin user manager (control panel). You can edit the username and password of the user available in the control panel.



Also, you can sign out.

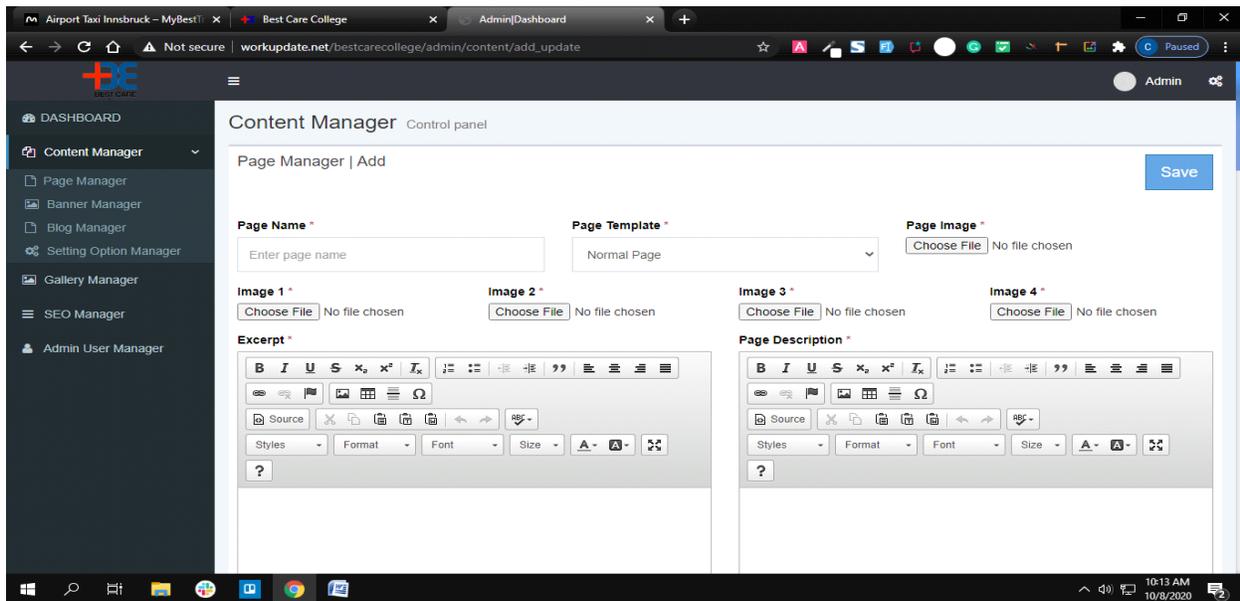
On the left, you will see a list of managers as:

- **Content Manager:** Under the content manager you can find the page manager, banner manager, blog manager, and setting option manager. This is the CMS of the site.
- **Page Manager:** The page manager includes all the web pages content. This can be added, edited, or deleted.

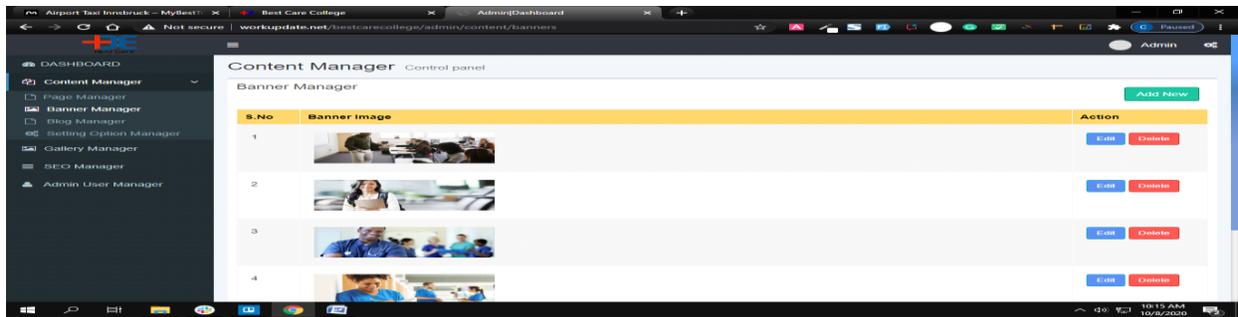


To add a new page on the page manager you will need to click on add button that is on the top-right of the page manager screen.

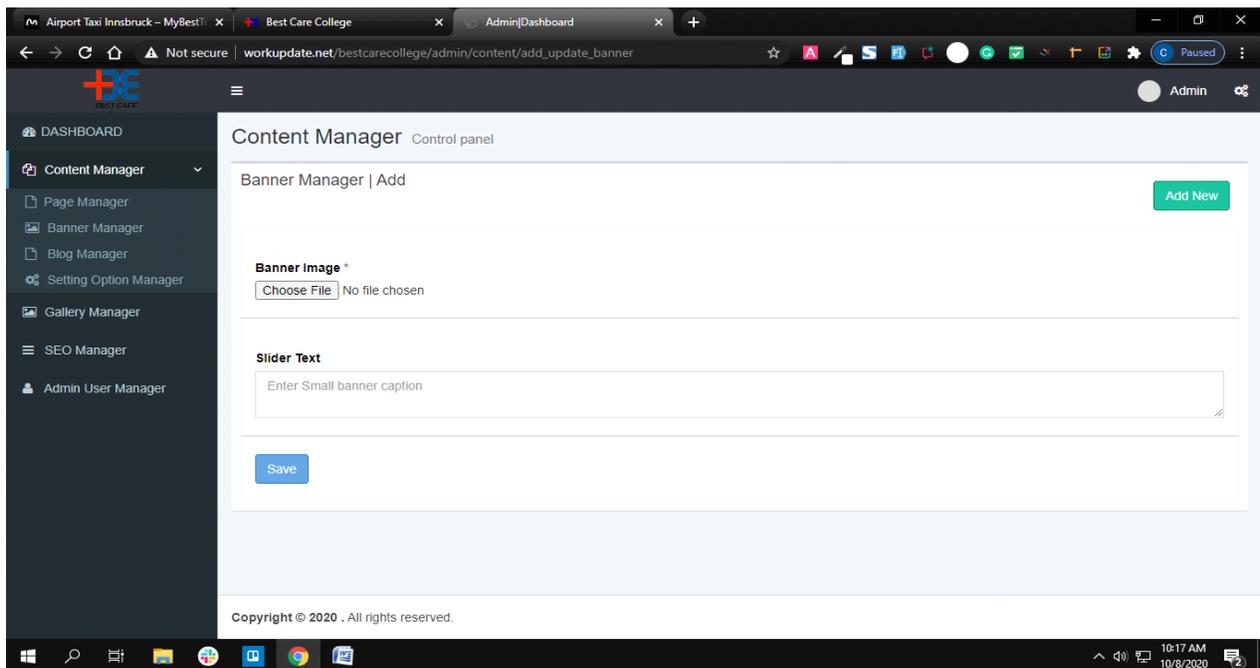
Now, to add the page you will need content, name, and images. The page template is the group of structured pages helping you to structure the content in your pages. You can just select the template from the drop-down.



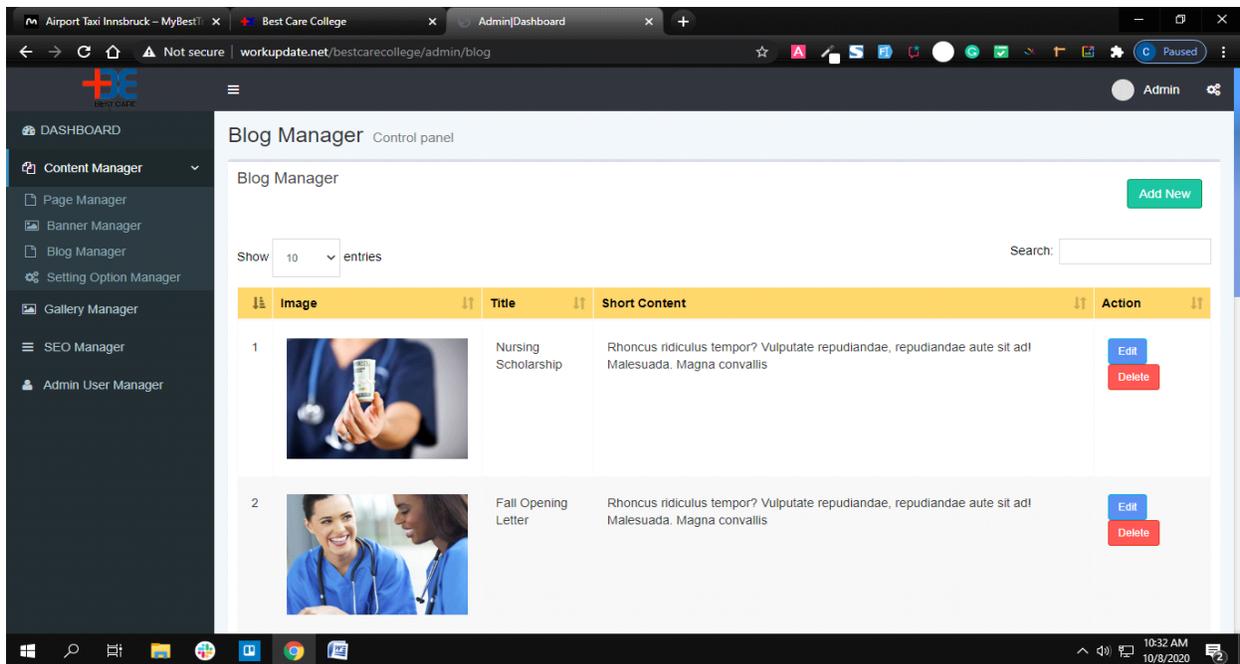
- **Banner Manager:** Using the banner manager you can set up the banner images along with the small banner text/banner caption on it.



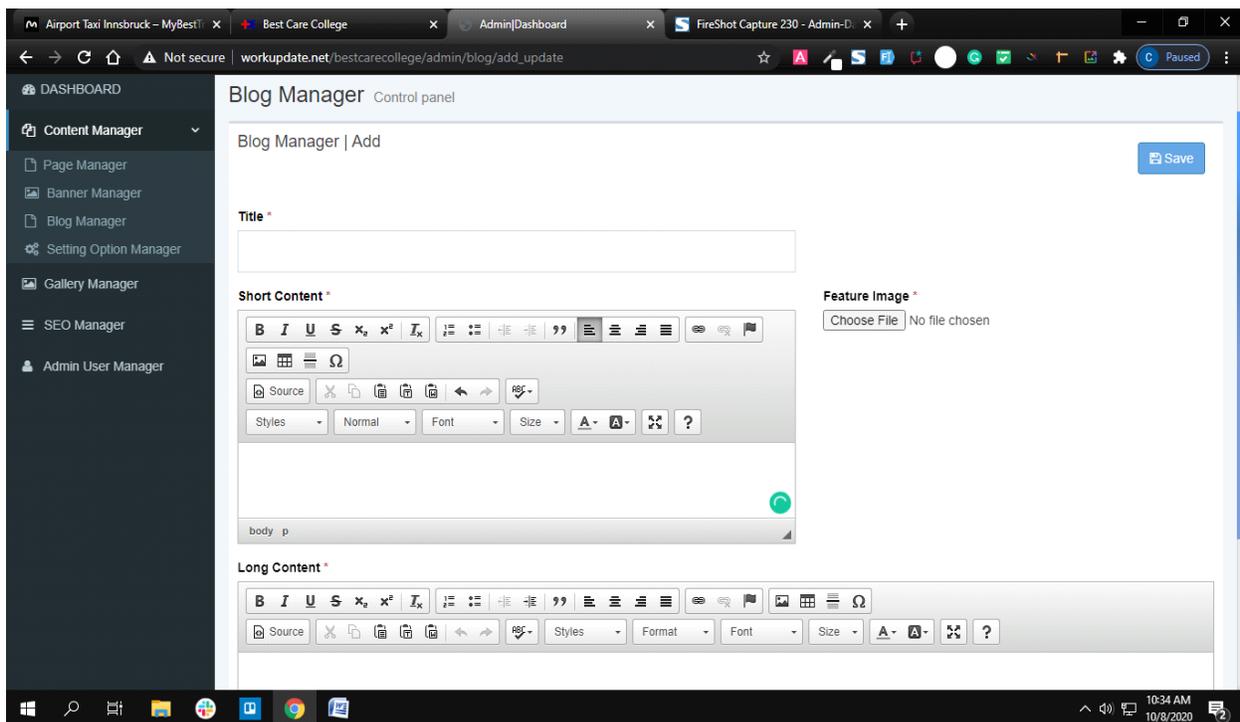
Also, you can edit the banner or add new banner images. The banner caption is meant to be small in length. You can choose a new banner image and their captions.



- **Blog Manager:** The blog manager includes the entire blog that is on your site.



You can edit, add new, and delete them.

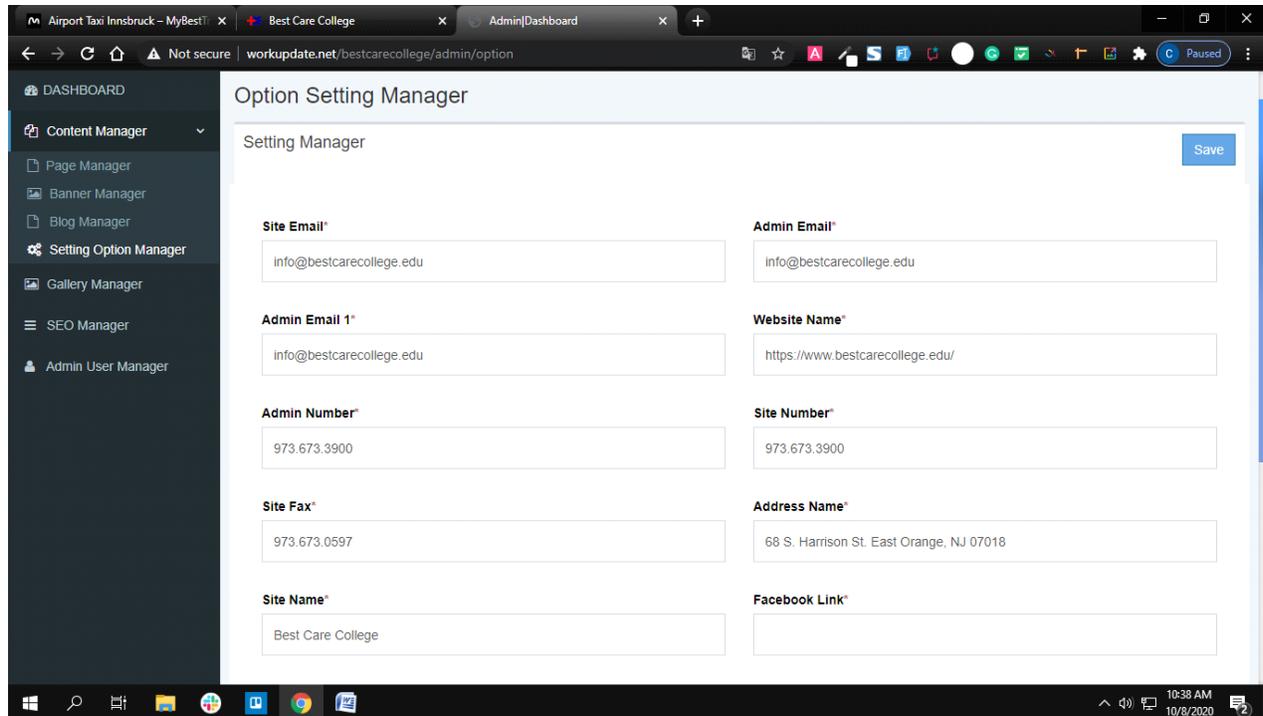


One of the features is that you can add either a short content or a long content to your blog.

- **Setting Option Manager:** The setting option manager includes the email and the link set up for your website.

Likewise, you will need to add emails and site-related information. If you need to update the details you can just edit and save it.

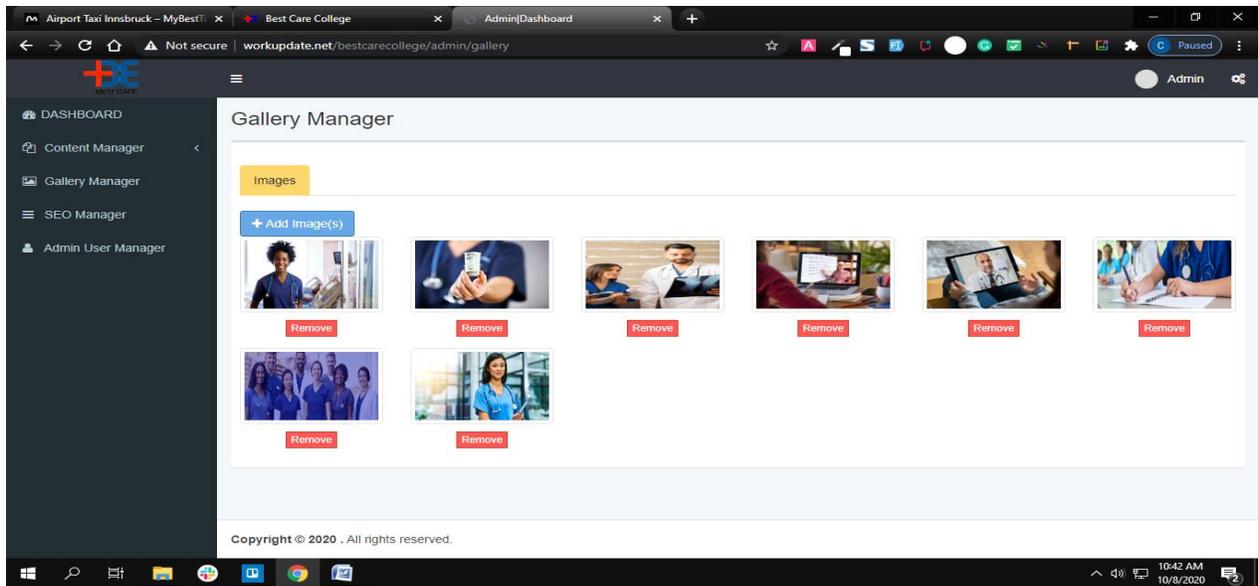
Don't forget to save the updated data.



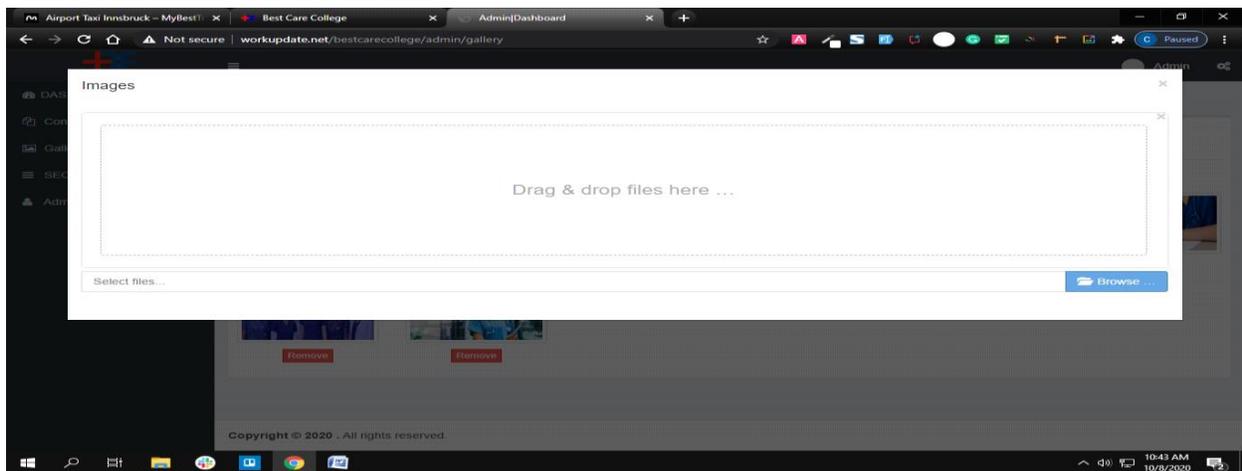
The screenshot displays the 'Option Setting Manager' interface within a web browser. The browser's address bar shows the URL 'workupdate.net/bestcarecollege/admin/option'. The page title is 'Option Setting Manager'. On the left, there is a dark sidebar menu with the following items: DASHBOARD, Content Manager (with a dropdown arrow), Page Manager, Banner Manager, Blog Manager, Setting Option Manager (highlighted with a gear icon), Gallery Manager, SEO Manager, and Admin User Manager. The main content area is titled 'Setting Manager' and contains a 'Save' button in the top right corner. Below the title, there are ten input fields arranged in two columns:

<b>Site Email*</b> info@bestcarecollege.edu	<b>Admin Email*</b> info@bestcarecollege.edu
<b>Admin Email 1*</b> info@bestcarecollege.edu	<b>Website Name*</b> https://www.bestcarecollege.edu/
<b>Admin Number*</b> 973.673.3900	<b>Site Number*</b> 973.673.3900
<b>Site Fax*</b> 973.673.0597	<b>Address Name*</b> 68 S. Harrison St. East Orange, NJ 07018
<b>Site Name*</b> Best Care College	<b>Facebook Link*</b>

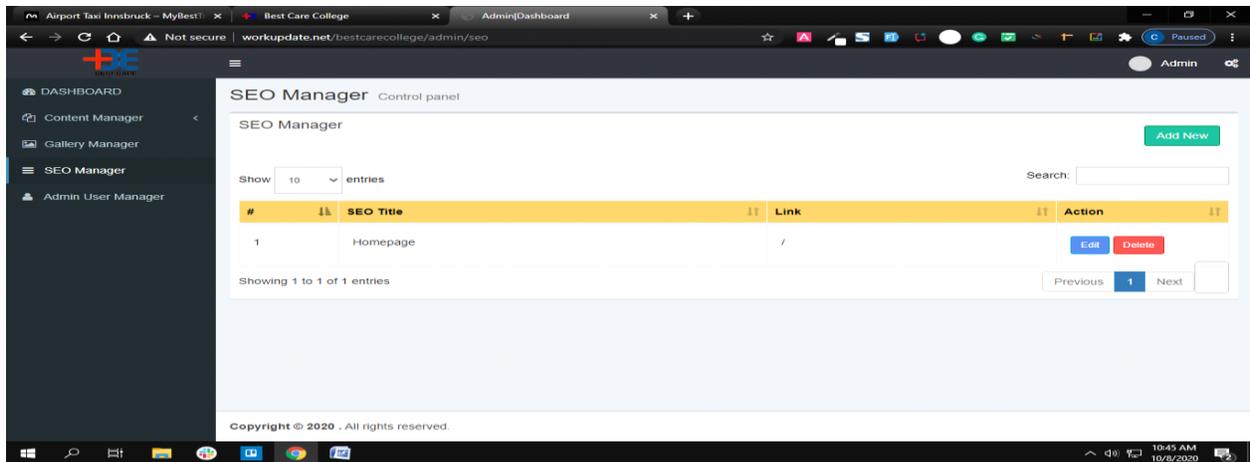
- **GALLERY Manager:** Using the gallery manager you can manage your gallery images.



Also, you can add new images from your local files.

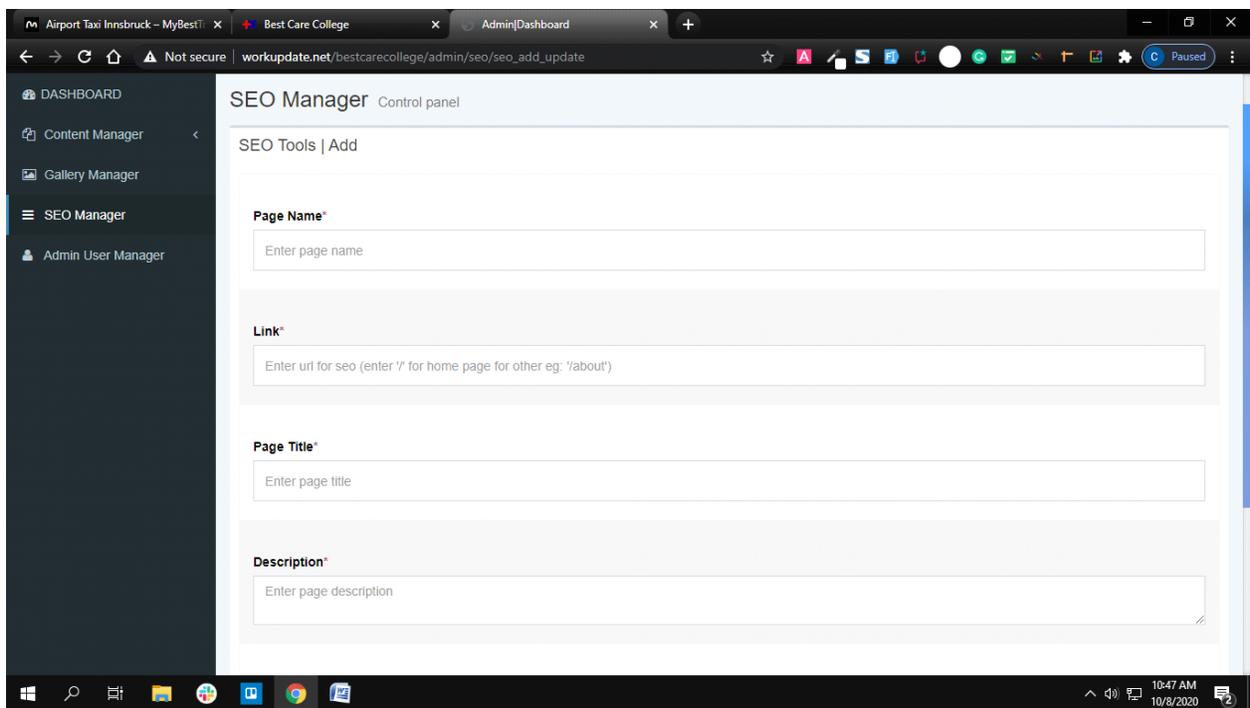


- **SEO Manager:** You can add any of your WebPages to the SEO manager so that you the admin panel do it for you.



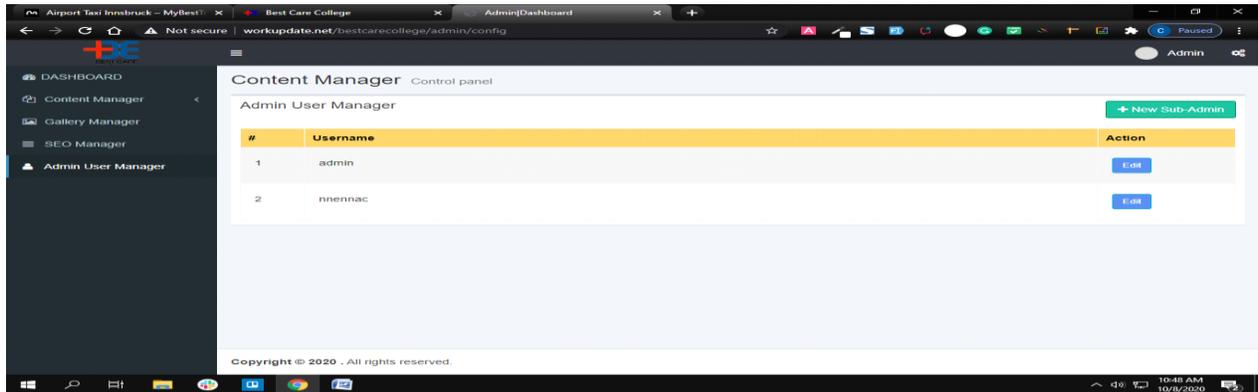
You can add, edit, and delete respectively.

Add the required field and you set the SEO page.



Do not forget to save it.

- **Admin User Manager:** You can access the admin control panel to edit the list of admin.



You can even add a sub-admin; you will just require the username and password.

