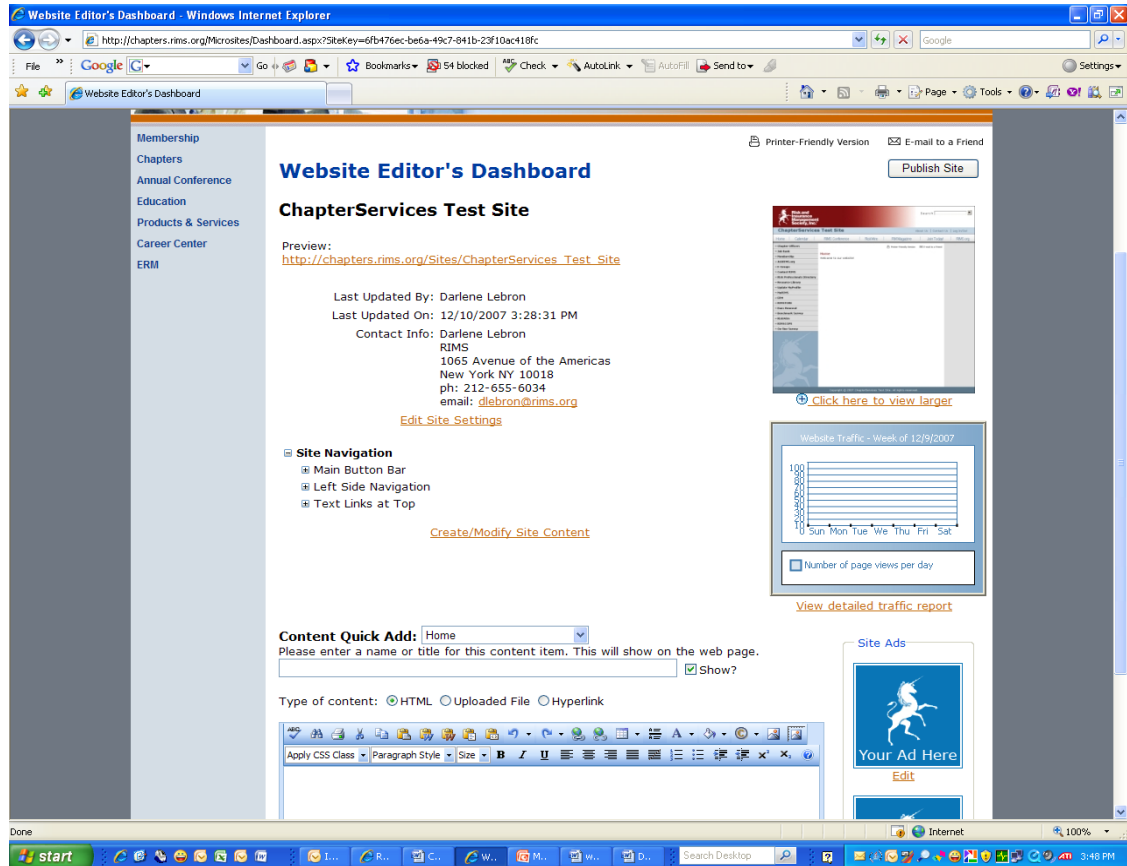
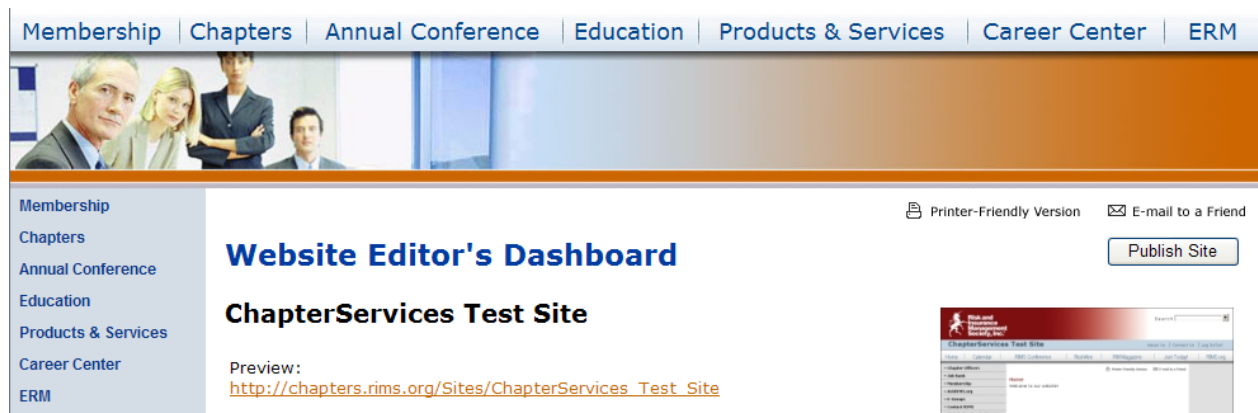


Step Two Website Editor's Dashboard

1. Once you have completed the migration you will be directed to the following screen, the **Website Editor's Dashboard**. This is the landing page for your site and contains vital information regarding your website.



2. At the top of the dashboard in black lettering will be the name of the website. In this case the website is called **Chapter Services Test Site**. Below the chapter name will be the URL to your new site. You can click on this link to preview your site.



Step Two Website Editor's Dashboard

- Below the preview link is the contact information you entered in the migration section of the site. There is also additional information regarding when and who last updated the website.



Last Updated By: Darlene Lebron
Last Updated On: 12/10/2007 3:28:31 PM
Contact Info: Darlene Lebron
RIMS
1065 Avenue of the Americas
New York NY 10018
ph: 212-655-6034
email: dlebron@rims.org

[Edit Site Settings](#)



- In order to repeat the migration process you can select **Edit Site Settings** below the contact information and you will be taken back to the migration process.

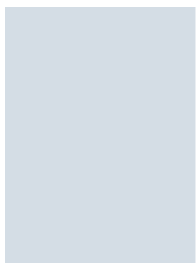


Last Updated By: Darlene Lebron
Last Updated On: 12/10/2007 3:28:31 PM
Contact Info: Darlene Lebron
RIMS
1065 Avenue of the Americas
New York NY 10018
ph: 212-655-6034
email: dlebron@rims.org

[Edit Site Settings](#)



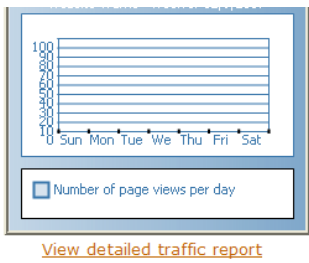
- Below the **Edit Site Settings** tab there is a **Create/ Modify Site Content** tab. This tab is very important since it is the tab you will click on to edit the content on your new site.



Site Navigation

- Main Button Bar
- Left Side Navigation
- Text Links at Top

[Create/Modify Site Content](#)



100
80
60
40
20
0
Sun Mon Tue We Thu Fri Sat

Number of page views per day

[View detailed traffic report](#)

Step Two Website Editor's Dashboard

- Below the **Create/ Modify Site Content** tab is the **Content Quick Add** feature. This feature allows chapter officers that are not familiar with the use of the new website to add information to the site without actually entering the site.

Note: The quick add feature is identical to the edit content feature we will review later in the tutorial.

The screenshot shows the 'Content Quick Add' interface. At the top, there is a dropdown menu set to 'Home'. Below it, a text input field is followed by a 'Show?' checkbox which is checked. Underneath, there are radio buttons for 'Type of content': HTML (selected), Uploaded File, and Hyperlink. A rich text editor toolbar is visible, containing options for 'Apply CSS Class', 'Paragraph Style', 'Size', and various text formatting tools like bold, italic, underline, and list creation. A large empty text area is provided for content entry. At the bottom left of the editor is an 'Add' button. To the right of the editor is a 'Site Ads' section containing two identical placeholder ads. Each ad features a blue square with a white unicorn and the text 'Your Ad Here'. Below each ad is an 'Edit' button, and below the second ad is an 'Advanced' button.

- On the right of the **Content Quick Add** section is the **Site Advertisement** area. By clicking on the **Edit** button underneath the ad image and you will be able to upload an image of your advertisement and enter the URL address.

Note: There are five ads in total. Two of the ads belong to RIMS and three to the chapter. The ads on your site do not need to be sold. They can be used by your chapter to promote a local or chapter event. If the advertisements are not used by the chapter RIMS will fill the ads.

This screenshot is identical to the one above, showing the 'Content Quick Add' interface with the 'Home' dropdown, text input, 'Show?' checkbox, 'Type of content' radio buttons, rich text editor toolbar, empty text area, 'Add' button, and 'Site Ads' section with two placeholder ads and their respective 'Edit' and 'Advanced' buttons.

