

Buddy Web Design

Training exercise 1: Introduction and clicking through your websites management portal or back office.

Brief description

You will log into your website by visiting <http://www.kwikwap.co.za> and entering your username and password.

You will then click through the various sections in the back office of your Kwikwap Website and get introduced to the various sections of the management portal or back office of your Kwikwap Website.

Purpose of this exercise:

The purpose of this exercise is to introduce you to and guide you into the basic layout of your Kwikwap Website and to make you comfortable with the back end of your Kwikwap Website. Please read this document as you click through the back office of your website.

The Kwikwap Website System is so easy it is possible to teach you online with a few exercises how to manage your own website. You may quickly want to quit reading this document and click through the rest of the back office.

After this training session:

After this training session you should have a general idea of the various sections of your Kwikwap Website.

Before we start

You need to make sure you have a fair internet connection when working on your Kwikwap Website. When you have a poor connection you may end up frustrating yourself and wrongfully accuse Kwikwap of being an inferior or difficult product!

If you want good Google results then you need to have a lot of your own original content added to your website. You may want a fancy flashy website but a website without visitors is of no use. Be original. Be yourself. Do not copy from other websites as you will be penalised. See the document How to improve Google Results under Guides for more detail.

That is one of the reasons our websites are so popular. Your average Joe can continuously work on his own website and add content without having to wait for or pay anyone else to do it.

Introduction

You do not need to download any software to your computer to be able to manage your own website.

You will receive a standard welcoming email where you would receive your username and password.

(If unsure at any stage please phone Francois 0763490772 or Melanie on 0768470492. Or add us on skype: francois.kwikwap or melanie.schoeman.

Using your username and password you log on at <http://www.kwikwap.co.za>. See bottom right hand corner. Please note the username and password is case sensitive.

There are printed manuals as well as online help manuals which are being developed to assist you in managing your website.

This is a step by step introduction to help you find your way into the Kwikwap System. This introduction and guide will be complimented by short video clips to help you find your way in the management portal or back office of your Kwikwap website.

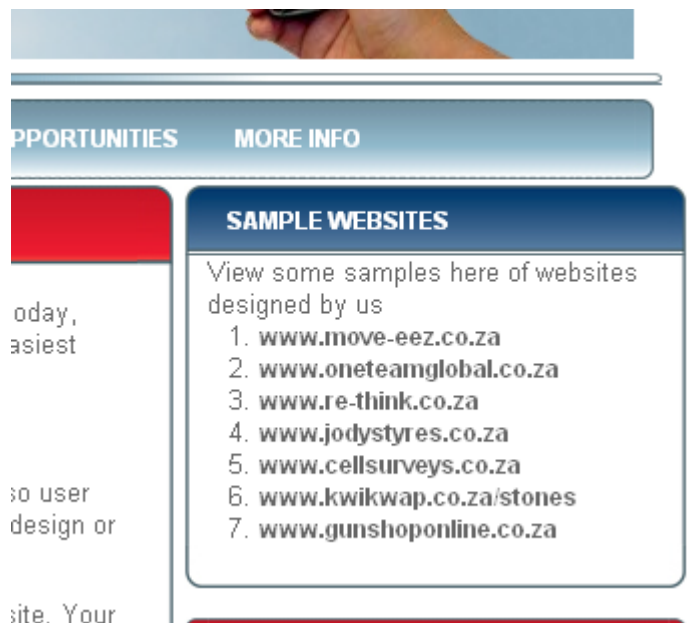
Logging into the management portal of your website

We suggest you open two tabs while working on your website. (One tab being your actual website and the other being the back office or your website's management portal.)

First open your website. You will have received a link to your website's address. Open another tab and open <http://www.kwikwap.co.za> .

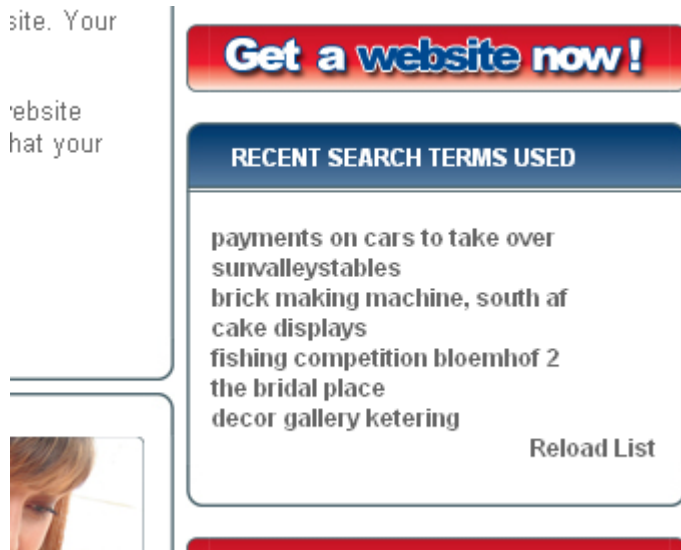
STOP!

Please have a look at the Kwikwap Website which has some **website examples** at the top right hand corner:



There are also a live report of Recent Search Terms Used to find our clients websites.

site. Your
website
hat your



Get a website now!

RECENT SEARCH TERMS USED

payments on cars to take over
sunvalleystables
brick making machine, south af
cake displays
fishing competition bloemhof 2
the bridal place
decor gallery katering

[Reload List](#)

If you click on these links you will see **more examples** of Kwikwap client websites.

By having a look at other clients websites you will get an idea of the possibilities of your Kwikwap website. Let us know if you see something interesting and want to know to do something specific.

It will do you well to also browse trough the rest of the Kwikwap Website.

PROCEED!

Using your username (.....) and password (.....) please log into the back office of your Kwikwap Website. (You simply enter your username and password and click on Login)



CUSTOMER/CONSULTANT LOGIN

Username:

Password:

[Login](#) [Forgotten password?](#)

 **Follow us on Twitter**
Get updates as they happen

ION TOOL

You will now see the back office or the management portal of your Kwikwap Website:

WEBSITE CONTENT	ADDITIONAL MODULES	VALUE ADDED	LOOK & FEEL	COMMI WITH CUSTOMERS	ADMIN & REPORTS
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MANAGEMENT LINKS

- Manage Website Content
- Look & Feel
- Additional Modules
- Communicate with Customers
- Administration & Reports
- Value Added Products
- Help

WELCOME BACK

WHATS NEW

NOTIFICATIONS

CLICK HERE TO EARN R500 FOR A SUCCESSFULL REFERRAL

What's New



Kwikwap keeps on improving their offer. It will do you well to take note of any improvements and contact us should you need help in understanding the new module or functionality.

From left to right you will see (click on the buttons as you read this introduction – you will see new links appearing each time you click on a main link)

Notifications

Here you will find notifications from Kwikwap or your clients whom have interacted with your website by e.g. my asking a question.

NOW PLEASE CLICK ON EACH OF THE FOLLOWING LINKS AS YOU READ THIS BRIEF SUMMARY OF EACH SECTION:

MAIN LINKS:

Manage Website Content



This is where you add data to your website

Additional Modules



This is where you select which modules you would like to add to your website, the most common being FAQ's (Frequently asked questions) , Newsletter / Blog, Photo Gallery. Once you click on a module you will be prompted to activate the module. Once a module has been activated you will find a new link under Manage Website Content.

Value added



You may also want to get a fax to email number, Sms short code, logo or have script writing done for your website. These are additional services offered by Kwikwap to their clients.

Look and feel



This is where you can select a new template and modify your chosen template. In most cases we will do the Look and feel section before we proceed with your training. We use CSS Stylesheets which involves a bit of HTML Programming so do not worry about changing the Look and Feel of your website. As you get more comfortable with the program you may want to play around. We will save a copy of your original design.

Communicate with customers



This is where you can sms or email your customers and where you manage your mailing lists. You can order your clients into groups and select which groups you want to email or sms. An sms costs 25 cents and will be added to your monthly debit order.

Admin and Reports

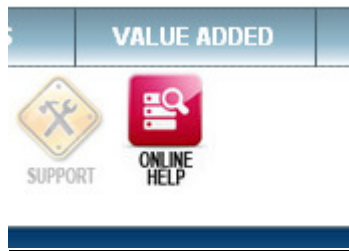


This is where you do the basic admin of your website like username and password, domain and email management and also where you will be able to see how people found your website.

Web Design Tips, Guides , Feedback and Kwikvote

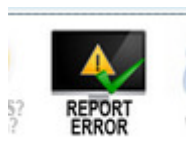
By simply clicking on the links and **READING** the information you will find a lot of useful information. Do not be scared to click and read. There is nothing to “break” in these sections. There are more in detail guides to your Kwikwap Website Management Portal. (That fancy manual nobody bothers to read when they buy a cell phone or new fishing reel...LOL!)

Online Manual



You will also see an online manual which will be highlighted in red when there is an online manual covering a certain section.

Report Error



If you think there is a problem with your website there is a quick and easy way to fix it by clicking on the report error icon and reporting the problem.

To do list

LINK WITH CUSTOMER



For your convenience a to do list has been created where you and your consultant can make a list of things to do.

Training

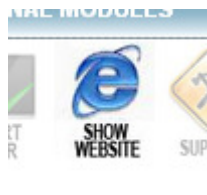
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LINK FOR KWIKWAP SYSTEM

There are regular group training sessions held which you may attend if you feel you need a refresher or if you would like to send a secretary to a training session.

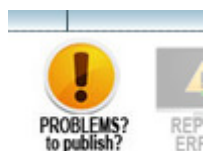
Show Website



By clicking on this link a new tab will appear showing you what your website currently looks like.

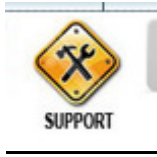
Problems?

To publish?



By clicking on this link you do a deep save of your website. Sometimes for example where you have been making a lot of consecutive changes to your template you may need to click this button to do a deep save or to republish your whole website.

Support



By clicking on this link you will see what other online help is available and what support contracts are available for those who do not wish to manage their own website.