

## Training Agenda - Progressive Systems

1. Logging in - url + /admin
  - a. Currently progressivesys.iceland.creativearc.com
  - b. UN – first name, PW – last name 123
  - c. Changing password – Click on your name > Username and Password tab
  
2. Admin panel
  - a. Structure
  - b. Content
    - i. Edit
    - ii. Publish
    - iii. File Manager
  
3. Channels – See Edit for ideas on how else it has been used.
  - a. Downloads
  - b. Machines
  - c. Main
  - d. Parts
  - e. Slideshow
  - f. Template Block

### Tabs/Buttons – Dependent on Channel

- a. Publish – General info, content, etc
    - a. Open / Close
    - b. Make Entry Sticky - Do you want to have it used? Hide if not.
  - b. Options –
    - a. publish dates. Give machines their order
    - b. Open Closed
  - c. Categories - use to get machines in the right place
  - c. SEO Lite - To override the built in titles and meta description
  - d. Submit
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4. Order of operations - For new machines
    - a. Create the Download first
    - b. Have your content and image ready
    - c. Create the machine and put it in a category
  
  5. Editing Notes
    - a. Heading levels
    - b. In-line images
      - i. Sizing
      - ii. Alt text
      - iii. Alignment
      - iv. Linking
    - c. Tx - to remove formatting