



Dealer CMS User Guide

A training resource for i-Motor Website Users

Dealer CMS User Guide

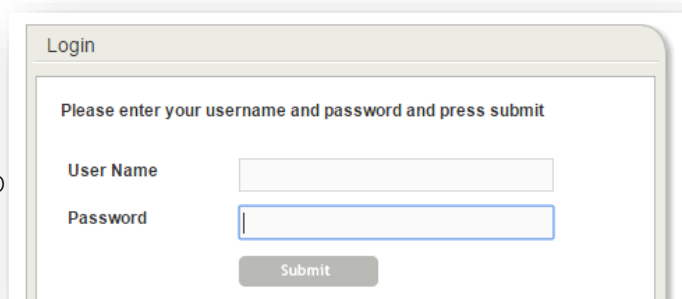
Username & Password

Please refer to email from i-Motor for username, password & login URL.

If you have not received the email please contact us via email support@i-motor.com.au or telephone 03 9556 5442.

Login Screen

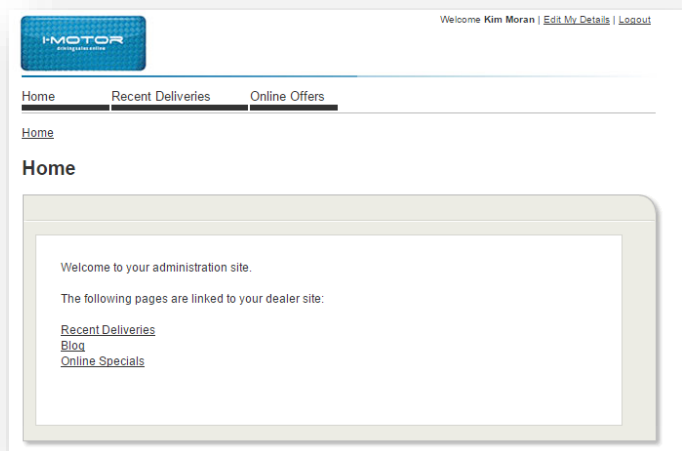
Enter the URL provided via email and enter your username and password. Click 'Submit' and you will be taken to the CMS home screen.



The screenshot shows a login form titled "Login". It contains a heading "Please enter your username and password and press submit". Below this are two input fields: "User Name" and "Password". A "Submit" button is located at the bottom right of the form.

CMS Home Screen

Enter the URL provided via email and enter your username and password.



The screenshot shows the CMS home screen. At the top left is the i-MOTOR logo. At the top right, it says "Welcome Kim Moran | [Edit My Details](#) | [Logout](#)". Below the logo is a navigation menu with "Home", "Recent Deliveries", and "Online Offers". The "Home" link is selected. The main content area is titled "Home" and contains a welcome message: "Welcome to your administration site. The following pages are linked to your dealer site:". Below this are three links: [Recent Deliveries](#), [Blog](#), and [Online Specials](#).

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Special Offers – Create, Edit & View

Create

Fill in all fields including a short description; select which PDF and image (image size must be 300 x 120 pixels) you would like to use; then click SAVE.

NB. Ensure that the PDF and image file names that you are uploading do not include any symbols or spaces in the file name

Home Recent Deliveries Online Offers

Home > Online Specials > Online Specials Add

Online Specials Listings

To add a new image please complete the following form:

Title: Sample Special Offer Name
Special Start Date: 2016/07/06
Special End Date: 2016/07/31

Specials Files
The size of image must be 300px X 120px.
Image Name: [Choose File] No file chosen
Specials PDF Name: [Choose File] No file chosen
Warning: existing images and files with the same name will be overwritten

Specials Description:
(Any content longer than 800 characters will not be displayed.)
Enter a description of your special offer here

Edit

If at any time you need to edit your special offer, click on 'edit details' on the main Online Listings page. Make the required changes and SAVE.

NB. You can go back at any time to extend the period that your specials offers display for.

Home Recent Deliveries Online Offers

Home > Online Specials

Online Specials Listings

File Listings
This is the listing for files that will appear in the section. You can add, remove and edit files below. The file formats that are supported are PDF, JPG, GIF and PNG.
The maximum file size for a file is 2MB.
Special characters and Function characters need to be removed from file names, also do not use spaces in file names.
Listings without valid start and/or end date will not be displayed.

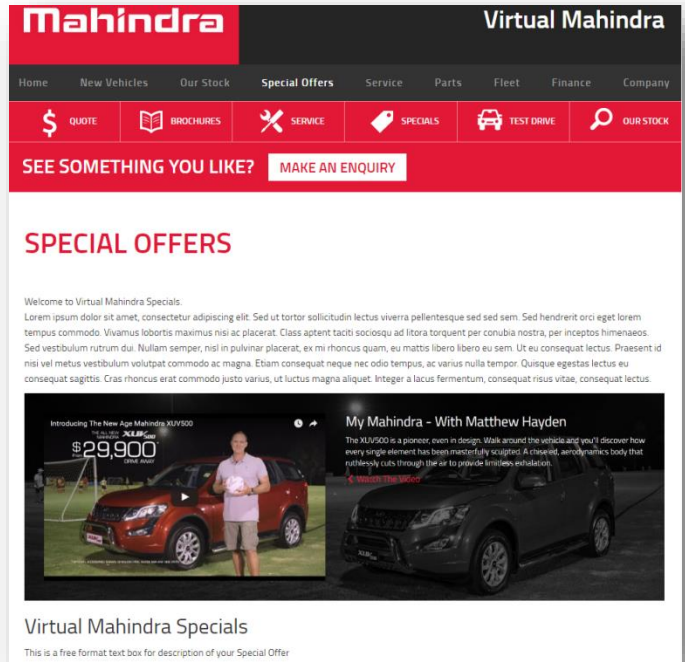
Specials Listings
You can upload a default file that will appear if there is no current file in the listing.
Click [here](#) to add a listing

Special Title	Image	PDF	Active	Updated	Edit	Delete
Virtual Mahindra Specials	dealer_CMS	none	●	16/06/2016 1:54:27 PM	edit details	delete

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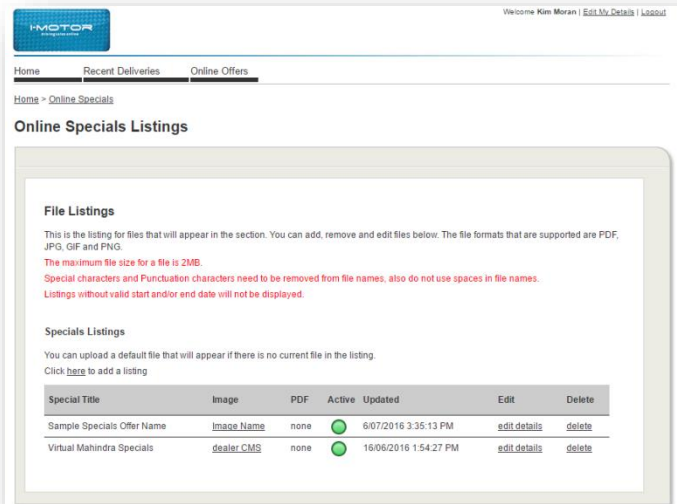
View

Your special offer will appear above the factory offer. If you do not load an image, a default image will be displayed next to your text.



Check to see is it up

To check if your special offer is up, go to the main Online Listings page. Under the Active column if the circle is green it is up, if it is red the offer is not displaying.



Creating PDF's

If you require assistance with creating PDF's for display on your i-Motor website please contact the team via email: support@i-motor.com.au or phone: 03 9556 5442.

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