



Welcome to the MINDS AT MOTION 'Dashboard' tutorial.

My name is Karima Dunkley and I will be guiding you step by step in how to access the administration panel of your website which provides access to all the functions and features of your wordpress powered website.

By entering "wp-admin" at the end of your websites URL, you will be able to pull up the login screen to access the content management system of your website.

Enter your username and password, which you have received in your welcome mail– hit LOGIN and the first screen you will see is the Dashboard.

The dashboard is an admin panel and is made up in 4 sections:

- 1) The header : at the top of screen
- 2) The navigation menu: on the left hand side of your screen
- 3) The work or detail area: in the middle of your screen
- 4) Footer : at the bottom of your screen

NOW Let's have a closer look at the header...

- 1) The header is situated at the top of your screen:

On the left hand side it Shows the name of your website, and is a link to visit your site

On the right hand you'll find a favourites menu, your profile link, and the log out button

- The favourites link in a dropdown list of the most frequently used functions
- By Clicking your profile link you will be able to update your profile or change your password
- The log out link is used to logout from your admin panel at the end of each session

Jus below the profile link you'll find two hanging tabs: screen options and help, click the arrow to expand.



Later in this tutorial I will elaborate how to use your screen options.

2) On the left hand side of the screen you see the navigation menu

The navigation contains all the main administration functions that you can perform.

The expand and collapse arrows, allows the navigation menu to collapse to just show each items icon or expand to see the description and icons for each function.

Clicking on the dropdown arrow next to each function, allows you to see further options for each function. By clicking the arrow you can expand or collapse.

In the NAVIGATION TUTORIAL, i will elaborate on each function of the navigation menu.

3) In the middle of your screen you find the work or detail area

Depending on which navigation button you clicked, the work area for that particular choice will appear. In this case an overview of all the pages of your website.

4) The footer : at the bottom of your screen

Contains : a link to the wordpress.org website - documentation on wordpress – a link to the wordpress forum and on the right the version of wordpress you're currently using.

Wordpress and plugin developers constantly updates their software, such updates are offered in a yellow box on the top of your screen. You can also view in Updates which updates are available.

We strongly recommend you not to update without informing MINDS at MOTION or a qualified Wordpress developer. Necessary backups and testing are needed to check if your current website is compatible with the update offered. Updating the wordpress version might result in your website not functioning properly. Rest assured that Your website will still perform and function perfectly even if you do not perform the update.



Let's go over to THE DASHBOARD:

The dashboard gives you an overview of all the latest activity on your website, overview of your latest drafts, recent comments news from the wordpress community, and plugins suggestions.

The RIGHT NOW module:

- gives a quick summary view of your websites statistics
- Offers a direct link to post and pages list

RECENT COMMENTS modules:

- Shows you the comments your website visitors have left you. We set it up that you moderate each message, as automatically approving a message might result in spam messages being published on your website. You can easily moderate each message in the RECENT COMMENTS module in your dashboard: Choose from Approve – reply – Edit – Mark as SPAM or TRASH – alternatively you can moderate your Comments in COMMENTS Function from the navigation menu

THE QUICK PRESS menu:

Allows you to create a new post and either publish it or save it as a draft.

INCOMING LINKS module :

- Shows you incoming links to your website, for example if your website url has been mentioned on someone else's website

PLUGINS / Wordpress Blog and Wordpress News modules

- Informs about the latest plugins and news and developments in wordpress.
- Is a plugins blog – we suggest you not to install any additional plugins without informing us.



PERSONALISE YOUR DASHBOARD

You can personalise your dashboard in a way that works best for you.

You can expand and collapse each module on your dashboard by clicking the dropdown arrow in the header of each module box.

You can also move each module. Just hover with your mouse over a module, just click and hold down your mouse button, and drag the module to it's new location.

You have the option of hiding a module completely if you do not intend to use it, by clicking SCREEN OPTIONS in the hanging tab of the header. Tick off the module you do not wish to appear on your dashboard.

You also have the option to organise the modules in 1,2,3 or 4 columns.

I hope you enjoyed this tutorial and if you like to receive this tutorial in a video format, go to www.mindsatmotion.com/tutorials