

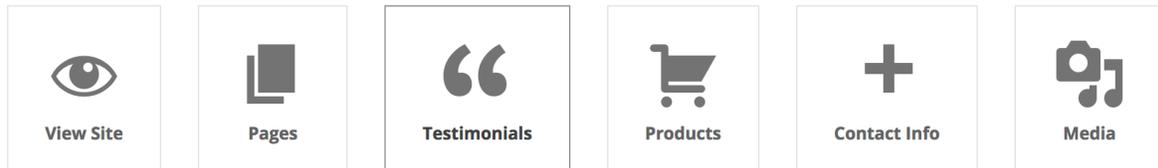
Manrex Wordpress Admin

LOGIN

<https://manrex.com/wp-admin>

Use the username and password I provided to login on this page.

DASHBOARD



The dashboard links allow you to have quick access to areas of the admin that you use most regularly.

PAGES

Pages is where you can edit content for **Home**, **About**, **Manrex Worldwide** as well as the corresponding French pages. For example, to edit the **Home** page, go to **Pages** and click on **Home** or hover over **Home** and click on **Edit**.

A screenshot of the WordPress admin interface for editing a page titled 'Home'. The page title is 'Home — Front Page'. Below the title are links for 'Edit', 'Quick Edit', 'Trash', 'View', and 'Duplicate'. The main editing area is divided into sections: 'Edit Page' with an 'Add New' button; 'Languages' with a dropdown set to 'English' and a translation 'Accueil'; 'Publish' with status 'Published', visibility 'Public', and a blue 'Update' button; and 'Page Attributes' with a dropdown. The content area shows a rich text editor with the text: 'Manrex Limited is a leading provider of medication compliance and blister packaging systems, medication carts, pharmacy automation and pill crushers to pharmacies, hospitals and long term care facilities.' At the bottom, there is a 'Button' section with a text input 'Learn More' and a dropdown menu set to 'About'.

Here you can change content and links for the home page.

On the right side at the top you'll notice a box that says **Languages**. This allows you to link the page with the French version of the same page. For the home page, it says its linked to **Accueil**.

Once you're finished making updates to this page, go to the area called **Publish** and click on the **Update** button. Your changes should then show on the live site.

TESTIMONIALS

To add, edit, or remove testimonials, go to the **Testimonials** page. To edit an existing testimonial, click on the name of the person or hover over the name and choose **Edit**.

The screenshot shows the 'Edit Testimonial' interface for Cecille Chui. At the top, there is a header with 'Edit Testimonial' and an 'Add New' button. Below this, the name 'Cecille Chui' is displayed in a text box, with a 'Permalink' field containing 'https://manrex.com/testimonials/cecille-chui/' and an 'Edit' button. The 'Company/Location' field contains 'Pharmacy Manager Super Grocer and Pharmacy (Richmond, BC)'. The 'Testimonial' section features a rich text editor with a toolbar (bold, italic, underline, quote, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, fullscreen) and a text area containing the testimonial text: 'Both cold and hot seal blisters from Manrex are very reliable, easy to handle and patients love it. We have had our hot seal machine for over a year now and it works like charm, no complaints at all. The hot seal machine is really a money saver.' To the right, there are three panels: 'Languages' with a 'Language' dropdown set to 'English' and a 'Translations' section with a plus sign; 'Publish' with a 'Preview Changes' button, 'Status: Published' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, 'Published on: Sep 22, 2017 @ 16:24' with an 'Edit' link, and 'Move to Trash' and 'Update' buttons.

Similar to pages, you can make edits to the content and click on the **Update** button when finished.

To create a new testimonial, go to the top of the page and click on **Add New**. You'll get a blank page started where you can fill in the information. Once you've finished adding the content for the testimonial, click on the **Publish** button. Then if you want to link the English testimonial you just made to the French version, Click on the **Plus** sign by the French flag in the **Languages** panel. This will create a new post that is linked to your English page where you can put the French content.

To remove a testimonial, go to the **Testimonials** page and hover over the testimonial you want to remove and choose **Trash**. This will remove it from the site.

PRODUCTS

To edit, add, or remove products, go to the **Products** page.

To **Add** a product, click **Add New** at the top of the products page.

The screenshot shows the 'Add New Product' interface. At the top left is the title 'Add New Product' and a 'Screen Options' dropdown. Below the title is a large, empty text input field. Underneath this field are two radio buttons: 'Individual Product Page' (which is selected) and 'Multiple Product Page'. To the right of the main form area are three panels. The first panel is 'Languages', which includes a 'Language' dropdown menu currently set to 'English' and a 'Translations' field with a plus icon. The second panel is 'Publish', containing buttons for 'Save Draft', 'Preview', and 'Publish', along with status information: 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish immediately Edit'. The third panel is 'Product Categories', which has two tabs: 'All Product Categories' and 'Most Used'. Under the 'Most Used' tab, there is a list of categories with checkboxes: Automation, Crushers, Medication Carts, Cart Accessories, Medication Systems, Acute, Community Care, and Long Term. At the bottom of this panel is a link '+ Add New Product Category'.

On each product page, you will have the option to choose whether that page shows Multiple Products (for example the **Acute Care** product page) or just one product (Individual Product Page). So you will first have to decide which option you want.

Once you have selected an option, you should see more fields show up on that page. These fields will include descriptions on how to add content. Make sure you also select a category from the **Product Categories** area on the right side of the page. When you're finished adding your product, click the **Publish** button.

To **Edit** an existing product, go back to the **Products** page and click on the name of the product or hover over the name and choose **Edit**. On the product page, make any changes you need and click the **Update** button on the right side.

To **Remove** a product, go to the **Products** page and hover over the product and select **Trash**. This will remove the product from the site.

CONTACT INFORMATION

To edit the basic contact information for the website, go to the **Contact Info** page. Here you'll see the **Address, Postal Code, Phone, Toll Free, Fax,** and **Email** fields. Feel free to change any of this content and click on the **Update** button when finished.