

FAQ Manager

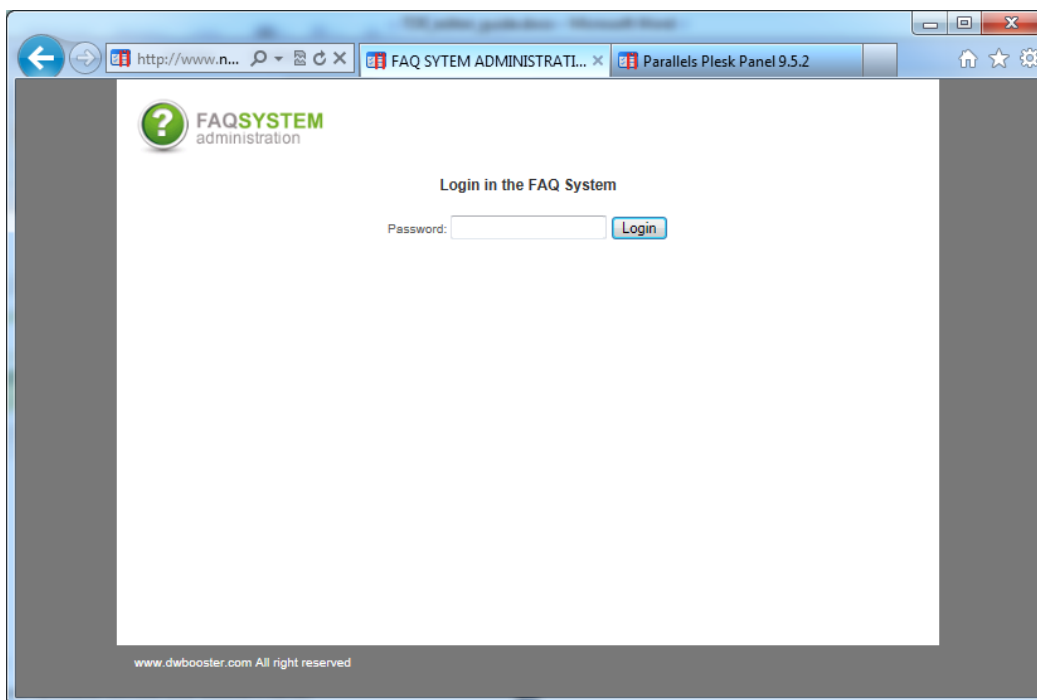
FAQ Administration

To access the FAQ system's admin, go to the following address:

http://www.yourwebsite/dwb_faq/admin.php

Enter password

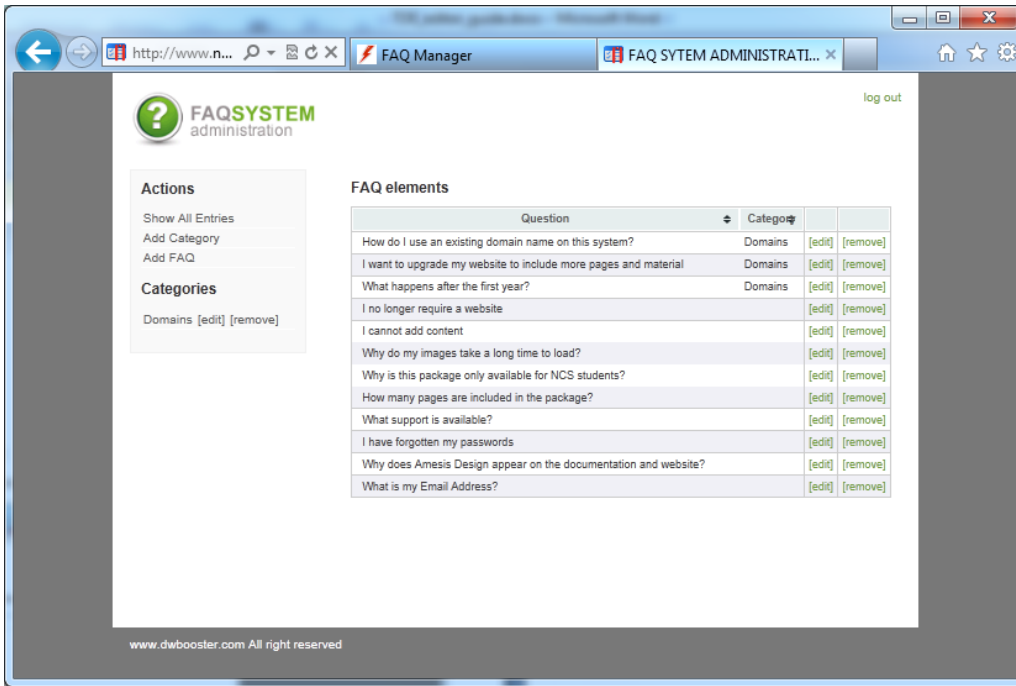
As per email



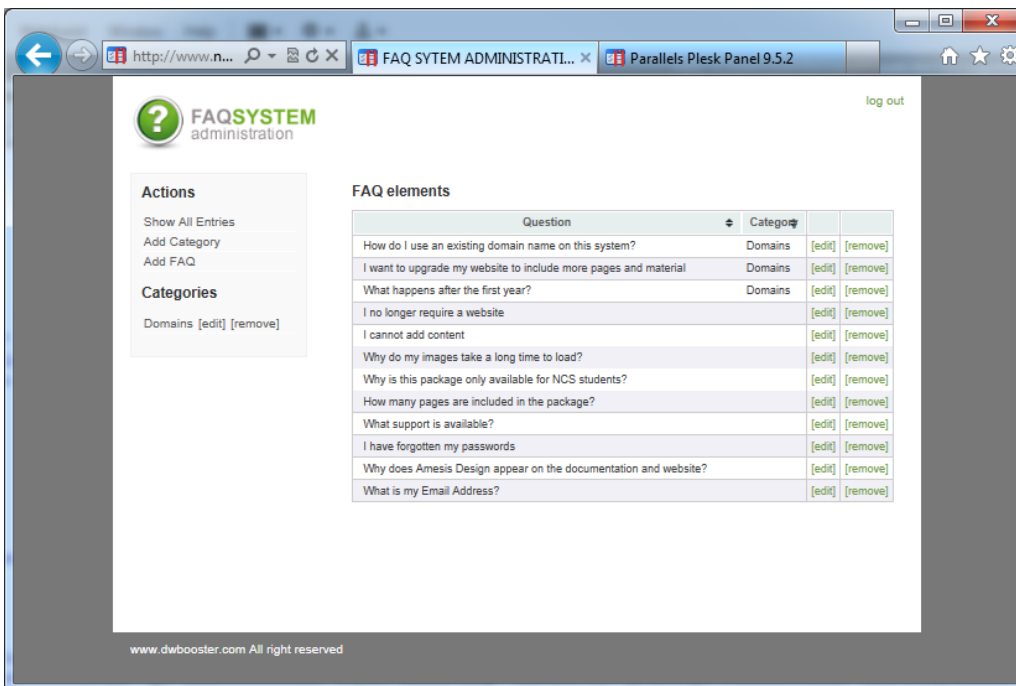
Administration password: enter the password that you will use to access the FAQ admin. = me171eta

How to manage the FAQ

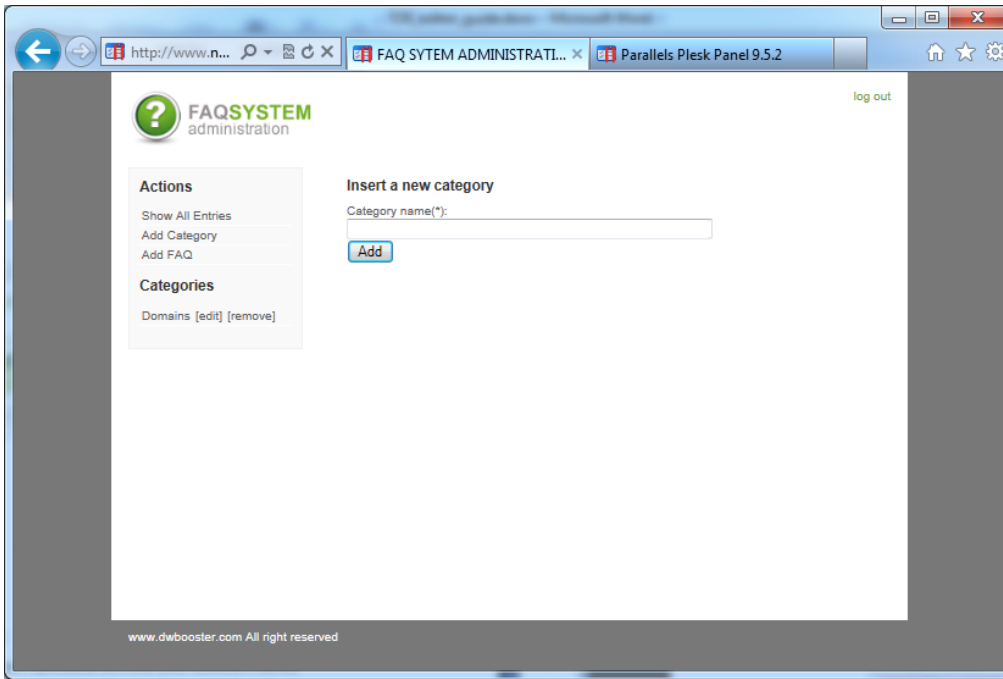
Once inside the admin system, you can see a list of global actions on the left side:



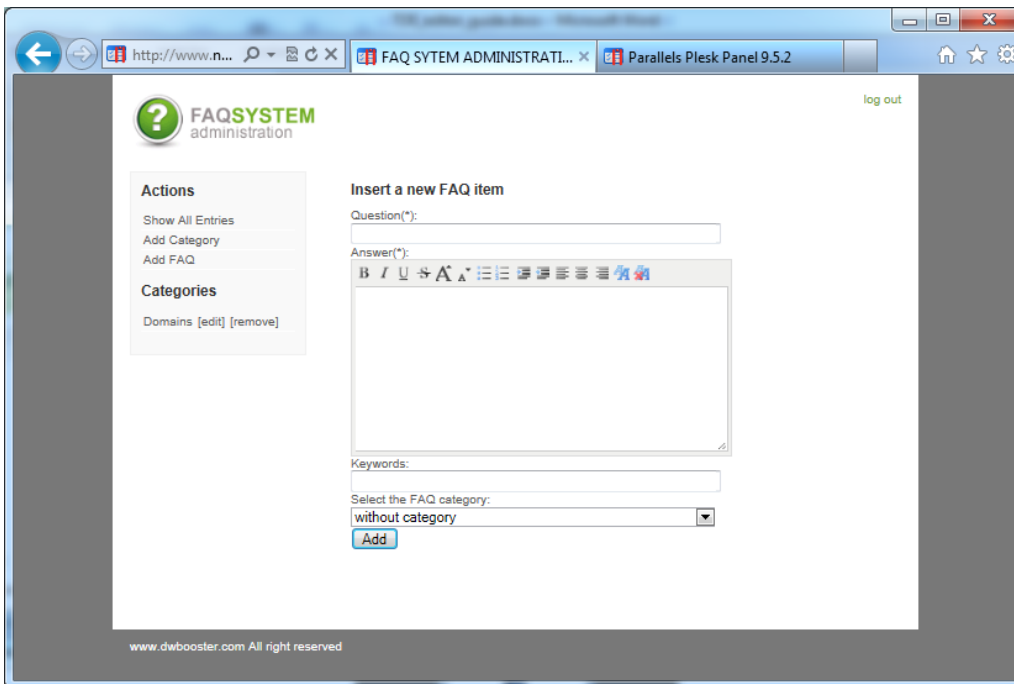
- **Show All Entries** - to view all the FAQ's entered regardless of their category.



- **Add Category** - to create a new category necessary for organizing your FAQ.



- **Add FAQ** - to create a new frequently asked question, together with its answer and keywords.



Below the global actions you will see the list of categories already entered into the system. Each of the categories is associated to two special actions: Edit, to modify the name of the category, and Delete, to eliminate it, along with all the questions that belong to it. When you click on a category, you will be able to see all the FAQ belonging to it.

In the FAQ list, each question is shown indicating its category. Edit and Delete actions are also shown. For each question, you can enter the answer and a set of related keywords.

To exit the admin system, click on Log Out in the upper right corner.