ASBO Estate

CMS GUIDE

HOW TO ENTER IN THE CMS IN OPTIMA-CRM:
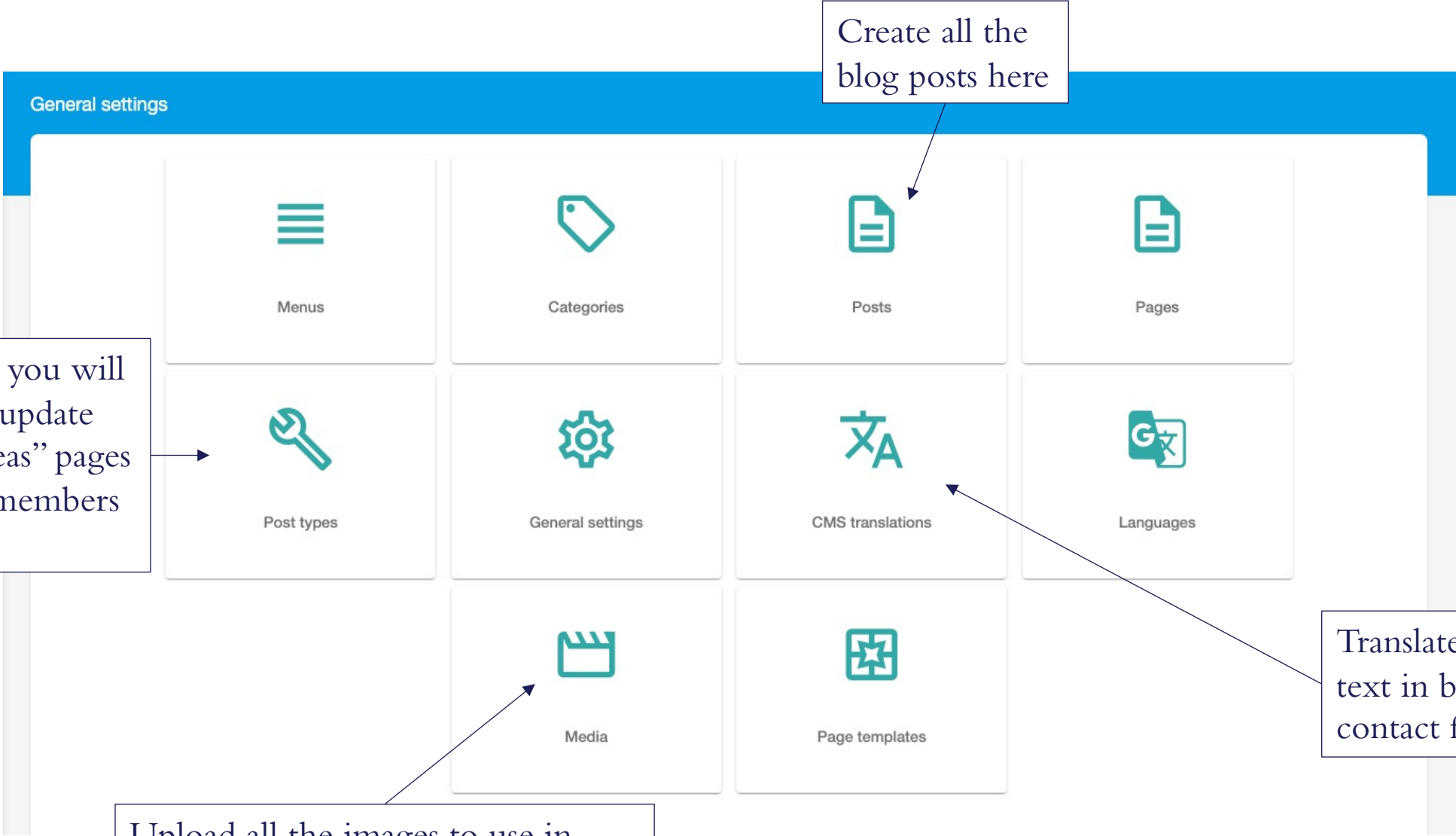
CMS DASHBOARD

Create all the blog posts here

General settings

Menus

Categories

Posts

Pages

From here you will be able to update "Guide areas" pages and team members data

Post types

General settings

CMS translations

Languages

Translate in Danish text in buttons, contact forms, …

Media

Page templates

Upload all the images to use in blog posts and team members here

POST TYPES

CMS post types

Back to settings | Add | 🔍 | ⟳

Reference	Name	Created by	Last updated	Related page	Action
	page				⋮
	post	31/08/2016			⋮
	Meet the team	23/09/2022	support-asb-web	23/09/2022	⋮
	buying-a-property-with-us	26/09/2022	support-asb-web	26/09/2022	⋮
1556	the-property-blog	26/09/2022			⋮
1557	guide-to-our-area	26/09/2022			⋮
1559	agent-team	29/09/2022			⋮

Update Meet the team content section in home page

Update Buying a property with us content section in home page

Add/update/remove here the areas shown in Guide to our area section in the home page

Add/update/remove here all the team members info

POST TYPES:
Guide_to_our_area

Add content and image in Danish here

English	ESPAÑOL	Danish

Publish
Status: **Publish**
Published date: **2022-09-26**

Draft   Publish

Page attributes

Title
La Zagaleta

Page title

Article slug
la-zagaleta

Page slug (cannot contain spaces nor special characters)

Content

↶ ↷ Paragraph ⌄ System Font ⌄ 12pt ⌄ A ⌄ **B** *I* ≡ ≡ ≡ ≡ ⋮≡ ⌄ ⋮≡ ⌄ ⋮≡ ⋮≡ 🖶 🗋 🖼 ‹› ⋯

Zagaleta is a truly exclusive Resort and Country Club living environment set within a former hunting estate that m
and natural beauty spots in a magnificent location between mountain and sea just ten minutes from Marbella.

P

Page content. You can add h tags, images, html code, hyperlinks, ... by using the editor here above

Categories

Remove   Upload image   Media library   Copy image

Choose a top image from the Media library (you should have uploaded image before)

SEO meta data

Title
La Zagaleta

SEO title

Description

SEO description

Keywords

SEO keywords (you can add them even if new Google algorithm is not considering these anymore)

POST TYPES:
Agent_team

Same fields as for area pages:

Add translation in Danish

You need to add these custom fields (copy-paste exactly same text)

Team member role

LinkedIn profile URL

English | ESPAÑOL | Danish

Title
Arvid Brøndum

Article slug
arvid-brondum

Content

| ↺ ↻ | Paragraph ⌄ | System Font ⌄ | 12pt ⌄ | A ⌄ | B | I | ≡ ≡ ≡ ≡ | ☰ ⌄ ☰ ⌄ ☰ ☰ | 🖶 ▯ 🖼 <> | ⋯ |

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P   318 WORDS

Remove   **Upload image**   **Media library**   **Copy image**

SEO meta data

Title
Arvid Brøndum

Description

Keywords

| Key | Value |
| agent_bio | CEO |

| Key | Value |
| bio_link | https://www.linkedin.com/ |

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TRANSLATIONS

NEVER UPDATE THE KEY!

These are the only 2 fields you need to update:
- Value is what will be displayed on the website;
- Status > you can update into "completed" if previous status was "not translated".

PAGES – The content of the pages highlilghted can be updated here:

Pages					Back to settings	Add	🔍	↻

Title	Categories	Created	Created by	Updated	Status	Actions
Legal Notice		07/10/2022	support-asb-web	17/10/2022	Publish	⋮
Policy Cookies		07/10/2022	support-asb-web	11/10/2022	Publish	⋮
Privacy Policy		07/10/2022	support-asb-web	17/10/2022	Publish	⋮
About us		29/09/2022	support-asb-web	11/10/2022	Publish	⋮
Blog post		28/09/2022	support-asb-web	11/10/2022	Publish	⋮
Blog		27/09/2022	support-asb-web	11/10/2022	Publish	⋮
Guide		27/09/2022	support-asb-web	11/10/2022	Publish	⋮
Meet the team		27/09/2022	support-asb-web	11/10/2022	Publish	⋮
Sell your property		27/09/2022	support-asb-web	11/10/2022	Publish	⋮
Rent		26/09/2022	support-asb-web	11/10/2022	Publish	⋮
Property rent		26/09/2022	support-asb-web	11/10/2022	Publish	⋮
Property		26/09/2022	support-asb-web	11/10/2022	Publish	⋮
Buy		22/09/2022	support-asb-web	11/10/2022	Publish	⋮
Home		22/09/2022	support-asb-web	11/10/2022	Publish	⋮