



ASBO Estate

CMS GUIDE

HOW TO ENTER IN THE CMS IN OPTIMA-CRM:

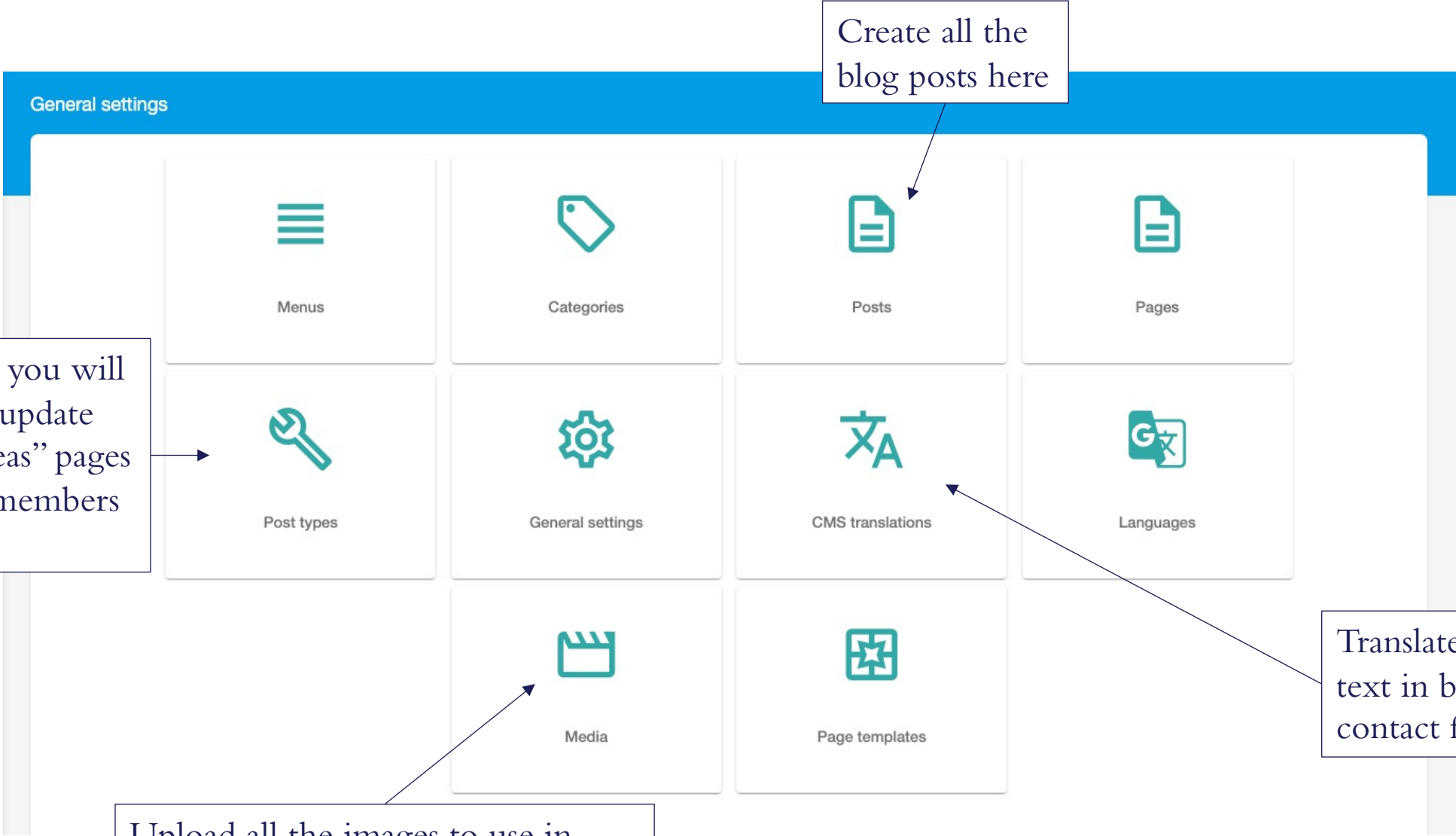
The screenshot displays the 'CMS Sites' management interface. On the left, a dark sidebar contains a navigation menu with 'Tools' and 'CMS' highlighted. The main content area features a blue header with 'CMS Sites' and 'Add', 'Search', and 'Refresh' buttons. Below the header, there are two tabs: 'Active CMS websites' and 'Archived CMS websites'. A table under the 'Active CMS websites' tab lists one entry with the following details:

Site ID	Host	Offices	Active
197	http://asbo.optimasit.com	Asbo Estates	

At the bottom right of the table, there is a 'Settings' dropdown menu with options for 'Settings', 'Edit', and 'Delete'. The 'Settings' option is currently selected and highlighted.

Additional interface elements include 'Items per page: 10' and '1 - 1 of 1' at the bottom right of the table area.

CMS DASHBOARD



Create all the blog posts here

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

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

Translate in Danish text in buttons, contact forms, ...

POST TYPES

The screenshot shows a table of CMS post types. The table has columns for Reference, Name, Created by, Last updated, Related page, and Action. There are five rows of data. Callout boxes with arrows point to specific rows, explaining their content and where it is used on the website.

Reference	Name	Created by	Last updated	Related page	Action
	page				⋮
	post		31/08/2016		⋮
	Meet the team	support-asb-web	23/09/2022		⋮
	buying-a-property-with-us	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

The screenshot shows the WordPress post editor for a post titled 'La Zagaleta' in the Danish language. The interface is divided into several sections:

- Title:** A text field containing 'La Zagaleta' with an annotation 'Page title'.
- Article slug:** A text field containing 'la-zagaleta' with an annotation 'Page slug (cannot contain spaces nor special characters)'.
- Content:** A rich text editor with a toolbar and a text area containing the paragraph: '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.' An annotation points to this area: 'Page content. You can add h tags, images, html code, hyperlinks, ... by using the editor here above'.
- Media library:** A section with a circular image placeholder and buttons for 'Remove', 'Upload image', 'Media library', and 'Copy image'. An annotation points to the 'Media library' button: 'Choose a top image from the Media library (you should have uploaded image before)'.
- SEO meta data:** Fields for 'Title' (containing 'La Zagaleta'), 'Description', and 'Keywords'. Annotations include 'SEO title' for the title field and 'SEO keywords (you can add them even if new Google algorithm is not considering these anymore)' for the keywords field.
- Right sidebar:** Contains 'Publish' status (Status: Publish, Published date: 2022-09-26), 'Draft' and 'Publish' buttons, and 'Page attributes' including a 'Categories' dropdown.

POST TYPES:
Agent_team

Same fields as
for area pages:

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

English ESPAÑOL Danish


Title
Arvid Brøndum

Article slug
arvid-brøndum

Content

Paragraph System Font 12pt A B I

Remove Upload image Media library Copy image



SEO meta data

Title
Arvid Brøndum

Description

Keywords

Key	Value
agent_bio	CEO
bio_link	https://www.linkedin.com/

Team member role

LinkedIn profile URL

TRANSLATIONS

NEVER UPDATE THE KEY!

The screenshot shows the 'CMS translations' interface. A modal form is open for editing a translation entry. The form has the following fields:

- Language(s):** Danish
- Key:** holiday rental
- Value:** Ferieudlejning
- Status:** Completed

Buttons for 'Close' and 'Save' are visible at the bottom right of the form. The background shows a table with columns for 'Language(s)', 'Action', and a list of languages: EN and DA.

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 highlighted can be updated here:

Pages							Back to settings	Add	Q	C
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	⋮				