

# March 2020

# New! Administrator Dashboard

We've redesigned our site administrator dashboard to make it easier to find the features you need in the fewest amount of clicks. We've organized the links to features into 6 sections.

- Administration (CRM and reports)
- Catalog (manage catalogs)
- Conduct (email marketing)
- Email Messaging (newsletters, custom & site emails)
- Members (application, CRM, dashboard, calendars)
- Site Options (home page, calendars, social media)

Use the new search bar to enter keywords and locate feature tiles without having to open a section to find them.

Soon, we will add a Favorites section for you to quickly access your most frequently used features.

Your dashboard is now new and improved, helping you manage the site faster and easier than ever before

#### Sections

Features appear inside sections with less clicks to find them.

#### Search

Use search to find options quickly if you aren't sure where they are

#### Favorites

Favorites has the features you use the most at the top of the dashboard.



#### Site Options

Customize the home page, manage the site calendar, and add embed code or social sharing options.

##### Background



Add an image file or solid color for the portal background

##### Manage Event Calendar



Manage the home page event calendar

##### Setup Event Calendar



Setup the home page calendar

##### Header & Logo



Add header & portal logo file. Select navigation & search colors

##### Manage Pages



Add & manage pages & directories

##### Home Page Sections



Create & manage text & graphics, banners, posts & catalog sections

##### Embed Code



Add embed code to site footer

##### Social Sharing



Manage social sharing options

Conduct



Members



Catalog



Email Messaging

