

The Genuine. The Original.



LOGIN AND LOGOUT

- Access dashboard : <https://yourdomainname.com/wp-admin>
- Login in using your credentials
- Click the call out on your dashboard to "View Website"
- To toggle back to the dashboard click your business name in the upper left corner to reveal a dropdown menu. Click "Dashboard"

For any questions or concerns, please contact the Ribbon Support team at 816-471-1400 or ribbonsupport@ermarketing.net

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EDIT PROFILE

- Log into the dashboard
- Click the “User Profile Information” call out
- Scroll down to edit your first and last name, nickname, email address and password
- Click “Update User” at the bottom of the screen

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EDIT PHOTO GALLERY

- Log into the dashboard
- Click the “Photo Gallery” call out
- Hover over the photo gallery module until it is outlined in blue
- Click the wrench icon
- Click “Edit Gallery”
- Remove or drag and drop any images you want removed or reordered
- Click “Add to Gallery” on the left side menu to upload a file from your computer.
- Drop files to upload a new image or click “Select Files” to select your image
(image size no smaller than 940 by 374 pixels)
- Click “Add to Gallery” and then arrange images as desired
- Click the blue “Update Gallery” button
- Click the “Save” button on the dialog box
- Click the “Done” button in the upper right corner of the screen
- Click “Publish” to go live or click Save to come back to your edits later.

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ADD NEW USER

- Log into the dashboard
- Click the “Users” call out
- Enter the new user’s username (required)
- Enter the new user’s email address (required)
- Enter the new user’s first name (optional)
- Enter the new user’s last name (optional)
- No need to enter website
- Click “Generate Password”
- Make sure the “Send User Notification” button is checked
- Using the dropdown field, select “Administrator” as the role
- Click the “Add new user” button

Note: the user will be sent an email asking them to click a link and create their own password.

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CHECK FORM SUBMISSIONS

- Log into the dashboard
- Click the “Leads” call out
- Select the form you wish to view using the dropdown
- Hover over the name of a submission and click “Edit” to view the full message
- Check the checkbox above the form submissions and use the bulk actions dropdown to export all entries.

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EDIT SOCIAL ICONS (header)

- Log into the dashboard
- Click “edit header” under the “Social Media” call out
- Hover over the icon group
- Click the blue wrench to edit
- Click “Edit Icon” on the social link you want to change
- Replace the link
- Add screen reader text (optional). *This text is used to explain the element to the visually impaired. Ex: Instagram Social Icon*
- Click “Save”
- Click the “Save” button on the dialog box
- Click the “Done” button in the upper right corner of the screen
- Click “Publish” to go live or click “Save” to come back to your edits later.

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EDIT SOCIAL ICONS (footer)

- Log into the dashboard
- Click “edit footer” under the “Social Media” call out
- Scroll down and hover over the icon group
- Click the blue wrench to edit
- Click “Edit Icon” on the social link you want to change
- Replace the link
- Add screen reader text (optional). *This text is used to explain the element to the visually impaired. Ex: Instagram Social Icon*
- Repeat steps above and duplicate the information for the second icon group in the lower left corner of the screen
- Click “Save”
- Click the “Save” button on the dialog box
- Click the “Done” button in the upper right corner of the screen
- Click “Publish” to go live or click “Save” to come back to your edits later.

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EDIT CONTENT

- Log into the dashboard
- On the “Content” call out click the page you would like to edit
(Home, About, Products, Services)
- Hover over the module you would like to edit until it is outlined in blue
- Click the wrench icon
- Make your changes
- Click the “Save” button on the dialog box
- Click the “Done” button in the upper right corner of the screen
- Click “Publish” to go live or click “Save” to come back to your edits later.

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EDIT PRODUCTS

- Log into dashboard
- On the “Products” call out click “Edit Products”
- Use the categories drop down to select the category you would like to edit (*residential, commercial, openers*)
- Hover over the title of the product you would like to edit and click “Edit”
- Edit your title
- Edit your description in the box below the title
- Scroll down and edit the product link
- Scroll down and click the link to remove the current featured image
- Click “Set Featured Image”
- Click “Upload Files”
- Click “Select Files”
- Find your image on your computer
- Click “Set Featured Image”
- Scroll up and click “Update”

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ADD NEW PRODUCTS

- Log into dashboard
- On the “Products” call out click “Add New Products”
- Add your title
- Add your description in the box below the title
- Scroll down and add the product link from the Corporate website
- Scroll down and click “Set Featured Image”
- Click “Upload Files”
- Click “Select Files”
- Find your image on your computer
- Click “Set Featured Image”
- Scroll up and use the “Categories” dropdown and check the category the product belongs to (*i.e. residential, commercial, or openers*). **YOU MUST CHOOSE A CATEGORY FOR THE PRODUCT TO DISPLAY ON THE FRONTEND OF THE WEBSITE.**
- Scroll up and click “Publish”

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ADD A NEW PRODUCT

- Log into dashboard
- On the “Products” call out click the product section you would like to edit
- Hover over the product module you want to edit until it is outlined in blue
- Click the duplicate icon that looks like two file papers
- Remove the old image and replace with a new one
(size requirements: 804 by 535 pixels)
- Use the “Content” tab to replace the title and description
- Use the “Link” tab to edit the links
- Click the “Save” button on the dialog box
- Click the “Done” button in the upper right corner of the screen
- Click “Publish” to go live or click “Save” to come back to your edits later.

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