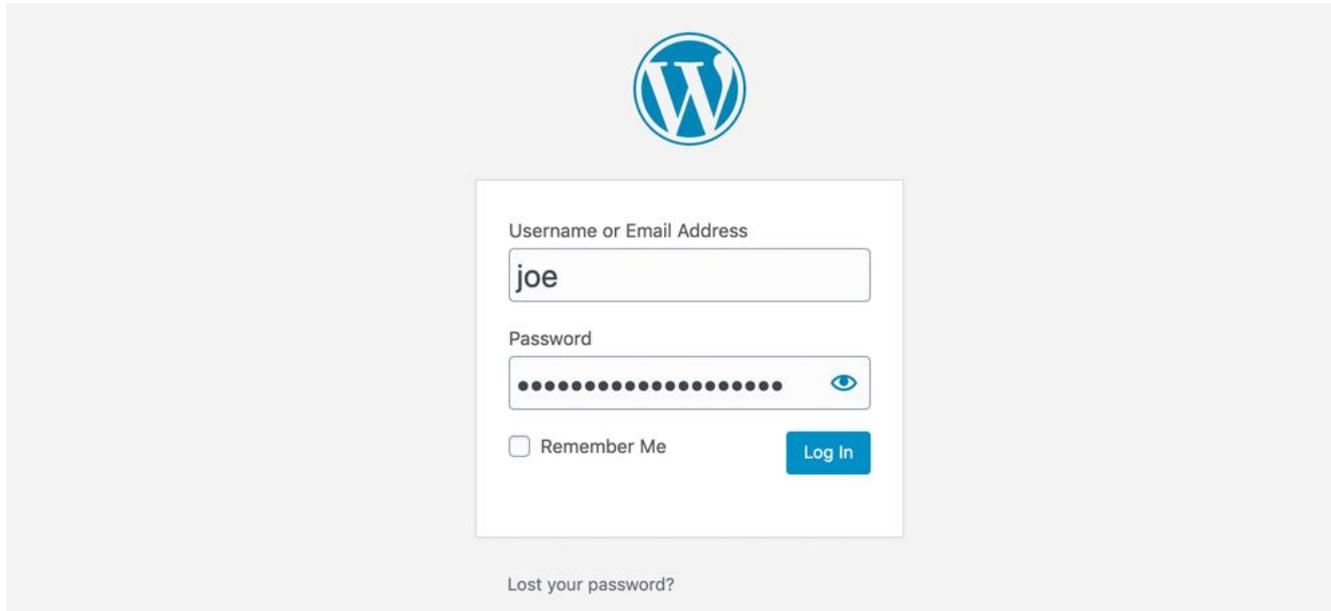# bsp life Website

USER GUIDE

Adding and Editing Advisors

Login

Before you can make any changes to your site, you will need to log in to your website Content Management System (**CMS**) Dashboard. The login for your site is typically found at the following URL – *https://bsplife.com.fj/wp-admin*
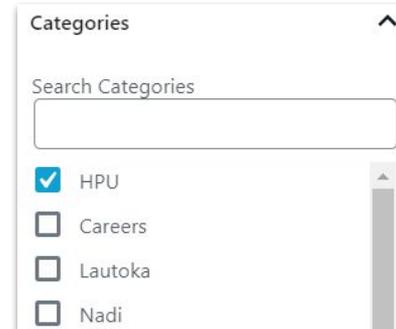
Username or Email Address

joe

Password

•••••••••••••••••••••

☐ Remember Me

Log In

Lost your password?

Adding Advisors Site Content

STEP 1: Go to **POSTS** on the CMS Dashboard and click **ADD NEW**
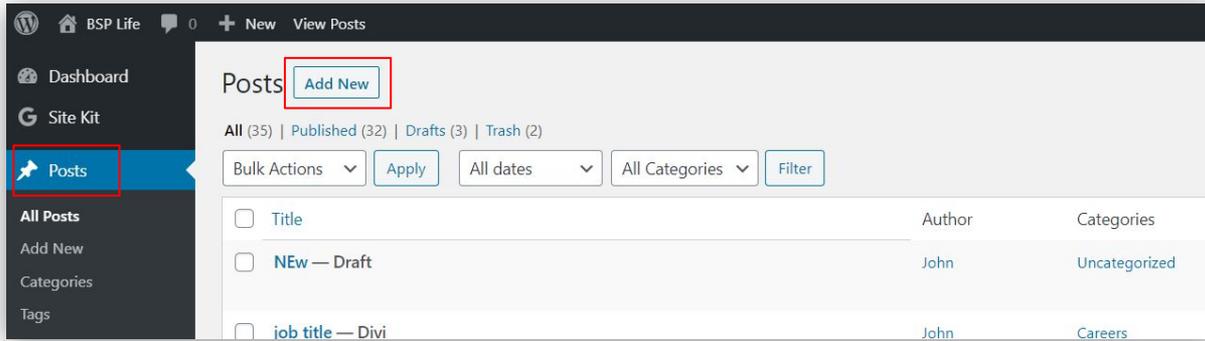
STEP 2: From the **Categories** dropdown in the right menu column, select the Region that the advisor belongs to. Regions include: **HPU, Lautoka, Nadi, Nausori, Suva City, Suva Suburbs**

STEP 3: Add your **Advisor's** details
- **Title**
- **Name**
- **Email**
- **Mobile**
- **Telephone**
- **Advisor Information**
- **mailto**

**IMPORTANT: the mailto field must follow this format.
"mailto:advisor@bsplife.com.fj"**

Add title

Build Your Layout Using Divi

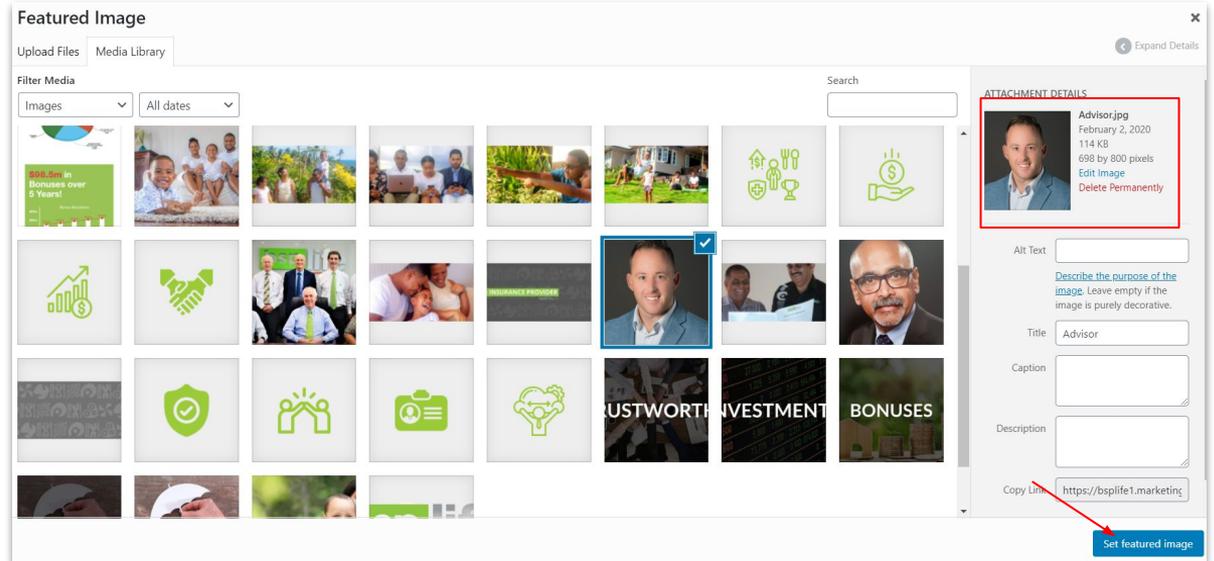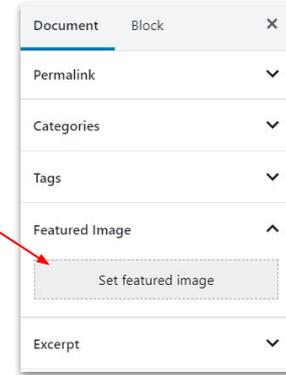Use Divi Builder   Use Default Editor

Advisors

Name *

Email *

Mobile

Telephone

Advisor Information

mailto *

STEP 4: Add feature image (profile picture) for the advisor. Under the **Featured Image** dropdown (located in the right column menu), click **Set featured image button** to **select image from Media Library** or Upload advisor profile picture
IMPORTANT: image needs to be 640px (width) by 800px (height).

Document   Block

Permalink

Categories

Tags

Featured Image

Set featured image

Excerpt

Featured Image

Upload Files   Media Library

Expand Details

Filter Media

Images   All dates

Search

ATTACHMENT DETAILS

Advisor.jpg
February 2, 2020
114 KB
698 by 800 pixels
Edit Image
Delete Permanently

Alt Text

Describe the purpose of the image. Leave empty if the image is purely decorative.

Title   Advisor

Caption

Description

Copy Link   https://bsplife1.marketing
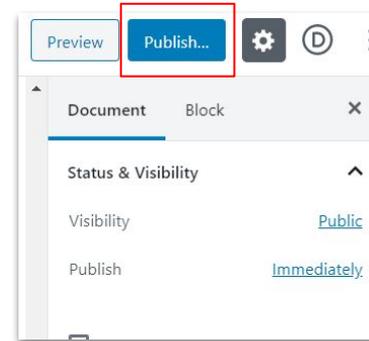
Set featured image

STEP 5: Set the Page Layout to No Sidebar. This can be found in the Divi Page Settings dropdown.
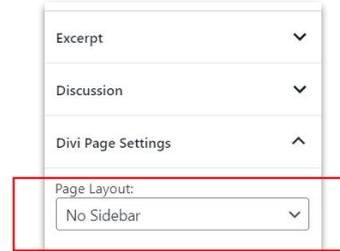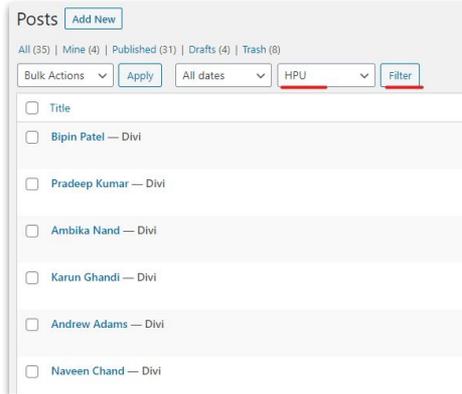
STEP 6: With all the content loaded you can now click the blue **Publish** button to publish this new advisor on to the live website.

Note: All advisors can be found on the **find an advisor** page in their respective regions.
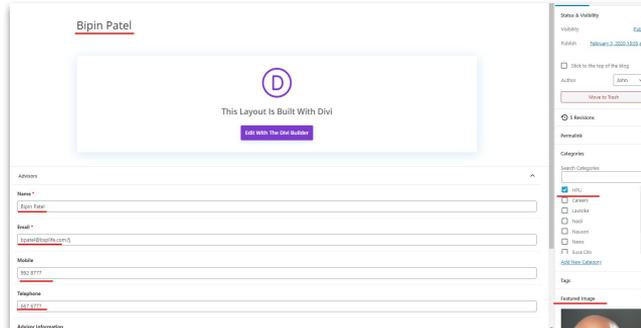
Editing Advisors Site Content

STEP 1: Go to **POSTS** on the CMS Dashboard and select **Categories filter**.

STEP 2: After filtering the Advisor by their region. Click on an Advisor name to begin editing that advisor profile. Publish the changes when complete.

Further Assistance

For further assistance or query, contact our team:

Contact Person

Ioane Naivalurua (Jnr)
General Manager Operations
EMAIL: ioane@pacificbedbank.com
SKYPE: live:.cid.6a338941bd54862c

Ponipate Nasilasila
Sales Executive
EMAIL: ponipate@pacificbedbank.com
SKYPE: gus.nasilasila

John Lew
Junior Programmer
EMAIL: john@pacificbedbank.com
SKYPE: live:jlew921

Physical Address

GLOBAL BEDBANK PTE LIMITED | HLB BUILDING | 3 CRUICKSHANK ROAD | NADI AIRPORT