



# Web Site Mini-Guide: The Administration Area

Most of your Web site is managed by using the administration area, also known as the “administration commands page” or just “the admin page”. This is the main area where you log in to update your Web site.

## Logging in

The administration login page of your Web site has the address “admin.html” after the Web site address. For example, if your Web site is [www.example.com](http://www.example.com), the login page is [www.example.com/admin.html](http://www.example.com/admin.html).

Log in at this page using the user name and password supplied to you (not shown here for security reasons):

### Log In

Name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Log In"/>	

After logging in, you will get to the administration page. This has a number of options, which we’ll describe briefly here:

### General Pages

<b>General Pages</b>	<a href="#">Add</a>	<a href="#">Change</a>	<a href="#">Rebuild</a>
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This is probably the feature that you will use most. It’s used for updating most of the pages on the Web site. So you will often be clicking the “Change” link here, which gives you a list of the site pages.

### Document Library

<b>Transfer Documents</b>	<a href="#">List Documents</a>
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This section lists the downloadable documents on the Web site – e.g. logos, PDF reports, etc. You can see them by clicking the “List Documents” link. You can also upload documents when you’re editing a page.

## ***Backups***

- [Backup](#)
- [Transfer backups](#)

This, along with the E-Service backup options at the bottom of the page, allows you to back up your site. More about this in the separate User Guide about backups.

## ***E-Service Commands***

Then come the E-Service commands for your Web site. This varies, depending on what E-Service modules you have on your Web site. It could include things like on-line courses, e-commerce forms, password access, and so on.