

## Lacepoint Admin Panel

Enter your username and password to access your admin centre



login

User name

Password

Login

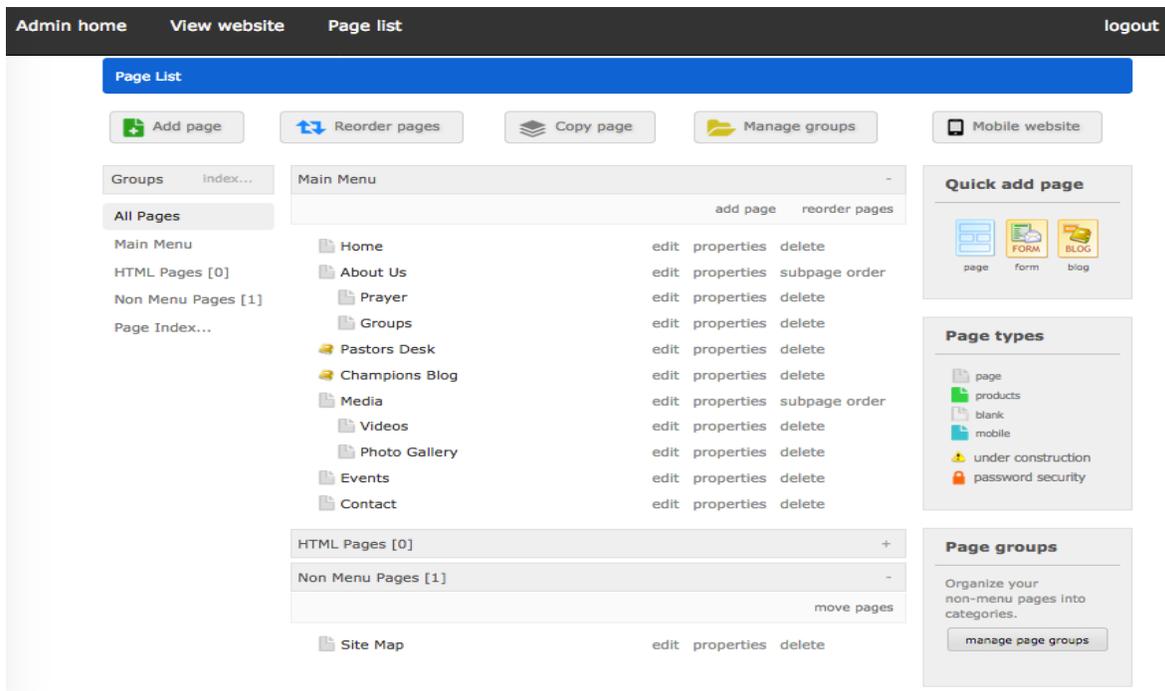
Forgot your password? [click here](#)

## Page List

The [Page List](#) section of the [Lacepoint Website Admin Panel](#) application allows you to add, remove, reorder, or edit your site's pages. You can reach this section by clicking [Page List](#) in the horizontal menu on the [Lacepoint Website Admin Panel](#) page. The [Page List](#) main page provides the following options, which we will consider one at a time.

- Add page
- Reorder page
- Copy page
- Manage groups
- Quicklinks bar

The [Page List](#) main page is shown below.



Admin home View website Page list logout

Page List

Add page Reorder pages Copy page Manage groups Mobile website

Groups Index... All Pages

Main Menu

Home	edit	properties	delete
About Us	edit	properties	subpage order
Prayer	edit	properties	delete
Groups	edit	properties	delete
Pastors Desk	edit	properties	delete
Champions Blog	edit	properties	delete
Media	edit	properties	subpage order
Videos	edit	properties	delete
Photo Gallery	edit	properties	delete
Events	edit	properties	delete
Contact	edit	properties	delete

HTML Pages [0] Non Menu Pages [1]

Site Map edit properties delete

Quick add page

Page types

Page groups

## Page List Page

On this page, you will find a list of all your site's pages, grouped under the following headings: [Intro Page](#), [Main Menu](#), [HTML Pages](#), [Store Category Pages](#), and [Non-Menu Pages](#).

Many pages are listed below the [Main Menu](#) heading on the [Page List](#) main

page. You may edit these pages, view their properties, or delete them. To edit a page under the [Main Menu](#) heading, click [Edit](#) next to the corresponding page name to be directed to the following page.

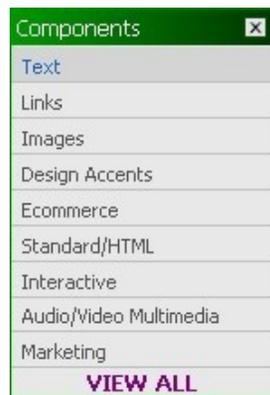
## Edit Page

On this page, you may add a site sidebar and/or a page sidebar to create columns on the right- or left-hand sides of the page. To select a site or page sidebar, click [ADD](#)  next to the desired position. The sidebar will appear in the chosen position on the page. Note that material entered into a site sidebar will appear on every page on the site, while material entered into a page sidebar will only appear on that particular page.

You can also add material to the different sections in the central part of the page. Click [ADD](#)  to add material to the corresponding sections to the page. These sections can be edited separately. You may change the alignment and/or remove or reorder the sections. For additional editing features, click [Edit](#) to modify section components.

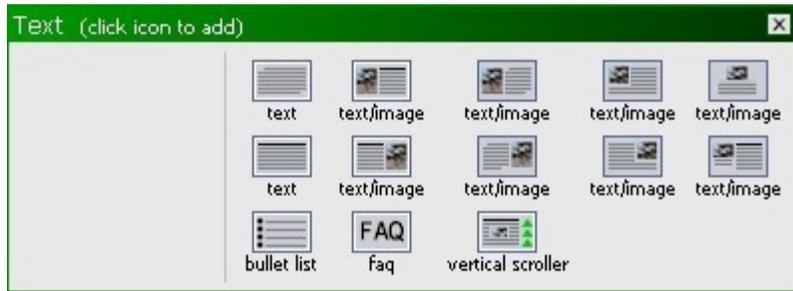
## Add Components

Each [ADD](#)  drop-down menu offers several options, as shown below.



## Add Drop-Down Menu

The [Text](#) option in the [Add](#) drop-down menu allows you to add text and image components in different layouts. Placing your cursor over the [Text](#) option displays the following icon options:

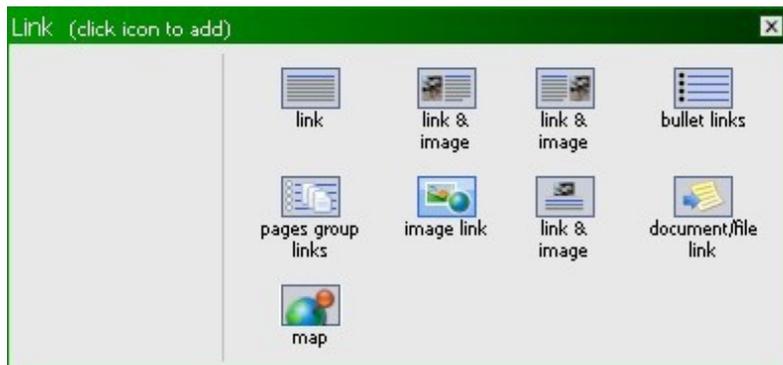


## Text

**Components** Click on any one of the displayed

options to select it.

The **Links** option in the **Add** drop-down menu allows you to control the placement of links on the page. Placing your cursor over the **Links** option displays the following icon options:



## Link

**Components** Click on any one of the displayed

options to select it.

The **Images** option in the **Add** drop-down menu allows you to upload one or more images, which can be sized manually or automatically. Placing your cursor over the **Images** option displays the following icon options:



## Images

**Components** Click on any one of the displayed options to select it.

The **Design Accents** option in the **Add** drop-down menu allows you to add page titles, group boxes, tabbed content, and a content rotator to the page. Placing your cursor over the **Design Accents** option displays the following icon options:



## Design Accents

**Components** Click on any one of the displayed options to select it.

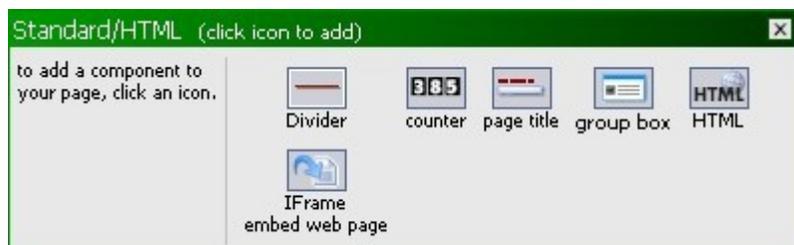
The **E-commerce** option in the **Add** drop-down menu allows you to add an e-commerce icon to the page. Placing your cursor over the **E-commerce** option displays the following icon options:



## E-Commerce

**Components** Click on any one of the displayed options to select it.

The **Standard/HTML** option in the **Add** drop-down menu allows you to add HTML components to the page. Placing your cursor over the **Standard/HTML** option displays the following icon options:



## Standard/HTML

**Components** Click on any one of the displayed options to select it.

The **Interactive** option in the **Add** drop-down menu allows you to add interactive icons to your page. Placing your cursor over the **Interactive** option displays the following icon options:



## Interactive

**Components** Click on any one of the displayed options to select it.

The **Audio/Video** option in the **Add** drop-down menu allows you to add various audio and/or video components to your page. Placing your cursor over the **Audio/Video** option displays the following icon options:



## Audio/Video

**Components** Click on any one of the displayed options to select it.

Click on the displayed option to select it.

Use the **Page Settings** box on the **Edit** page to enter the **Page Name** and **Page Title**. You can also see/change the properties of the page by clicking on the **Properties** link.

## 5.4 Add Page

The **Add Page** section allows you to create a new page by selecting the

desired page type and name. Select [Add Page](#) in the horizontal [Site Builder](#) menu to be directed to the following page.

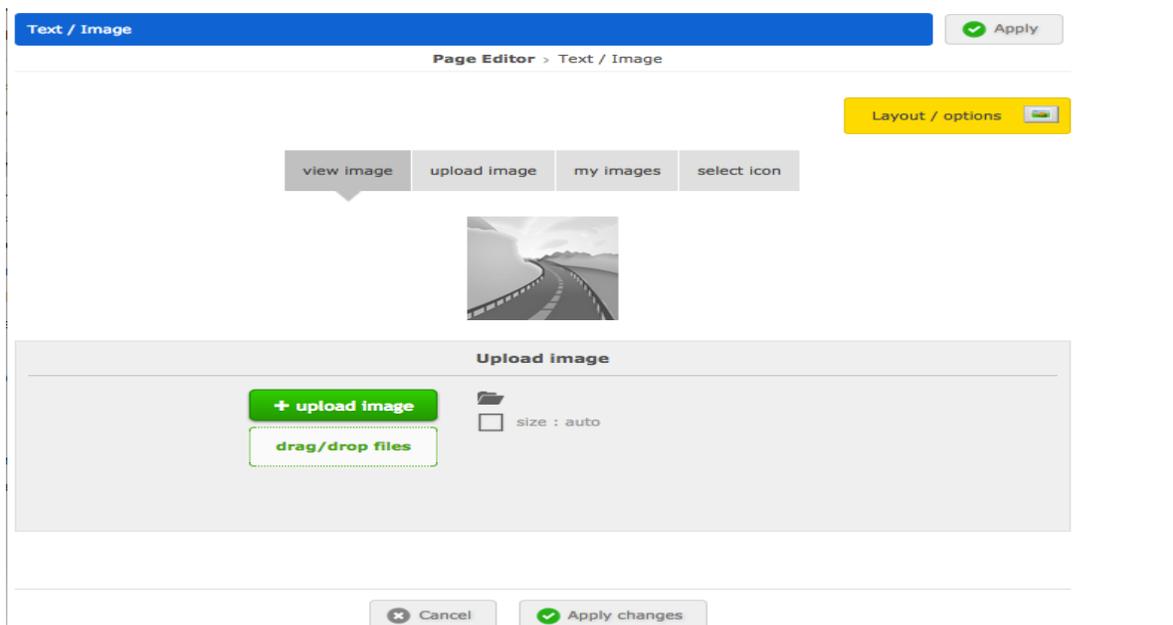


The left-hand side of the page displays standard page layout options. To choose one, click on the desired layout image. The right-hand side of the page displays more interactive page layouts, such as form builder, blog, calendar, chat room and many others. Click on any one of them to make it your new page layout.

Click [Go Back](#) to return to the [Page List](#) page.

## 5.5 Image Upload

In this section, you may modify an existing image or upload a new image. Click [Modify Image](#) to be directed to the following page.



### Image Upload Page

On the [Image Upload](#) page, you have many options to modify an image.

## **View Image**

Under the [View Image](#) tab, the upper half of the page displays the currently selected background image. You can upload an image from your computer or choose one from the [Image Library](#) or from the [My Images](#) section. Under the [Image Library](#) tab in the upper right-hand corner of the page, you can find many links that direct you to different sections of the [Image Library](#).

Use the [Image Border Size](#) drop-down menu to select a border size for your image. Type in the alt text (text that appears when the cursor is placed over the image) for your image in the [Alt Text](#) field.

The [Create Thumbnail](#) option allows you to create a thumbnail of your image.

The speed meter estimates the amount of time users will need to download your page with the current image settings. Clicking [SPEED METER](#) will direct you to the following page.

## **Advanced Upload**

To upload an image from your computer, click [Advanced Upload](#) to reach the following page.

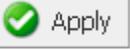
### [Advanced Upload Page](#)

On this page, you can upload images to specific directories, resize them, and create thumbnails. Type the path of the filename of the image into the [File](#) field and click [Upload](#) , or click [Browse...](#)  to locate the file on your computer and click [Upload](#). To resize the image, select an appropriate option from the [Resize](#)

[Image](#) drop-down menu. For more options, click [Customize](#) to open the following pop-up window.

### [Customize Image Pop-Up Window](#)

On this page, you may define a standard size for all of your site's images. You can choose either a fixed size from the [Image Sizes](#) drop-down menu, or submit image [Width](#) and [Height](#) specifications under the [Add Image Sizes](#) heading. With either method, you can preview the image size in the space under the [PREVIEW SIZE](#) heading. Click [Add Size](#) under the [Add Image Sizes](#) heading to set the indicated size as the standard image size.

If you have chosen one of the fixed image sizes, you may click [Remove](#)  to undo your selection, or [Apply](#)  to save your selected image size. If you are dissatisfied with your changes, you may click [Reset to Default](#) to undo your changes. Click [Close](#)  to close the window.

On the [Advanced Upload](#) page, you can create image thumbnails by setting the size specifications under the [Thumbnail](#) heading. For additional options, click [Customize](#) to open a window that is similar to the [Customize Image](#) pop-up window for image resizing. You can select a fixed or customized thumbnail image size as the standard thumbnail image size by following the procedure described above.

### 5.5.1 [Resize/Tools](#)

To access more dynamic and faster resizing options, click [Resize/Tools](#) to be directed to the following page.

#### [Resize/Tools Page](#)

The [Resize/Tools](#) page provides the following options:

- [Resize](#)
- [Quick resize](#)
- [Crop](#)
- [Resize\(-\)](#)
- [Resize\(+\)](#)
- [Thumbnail generator](#)

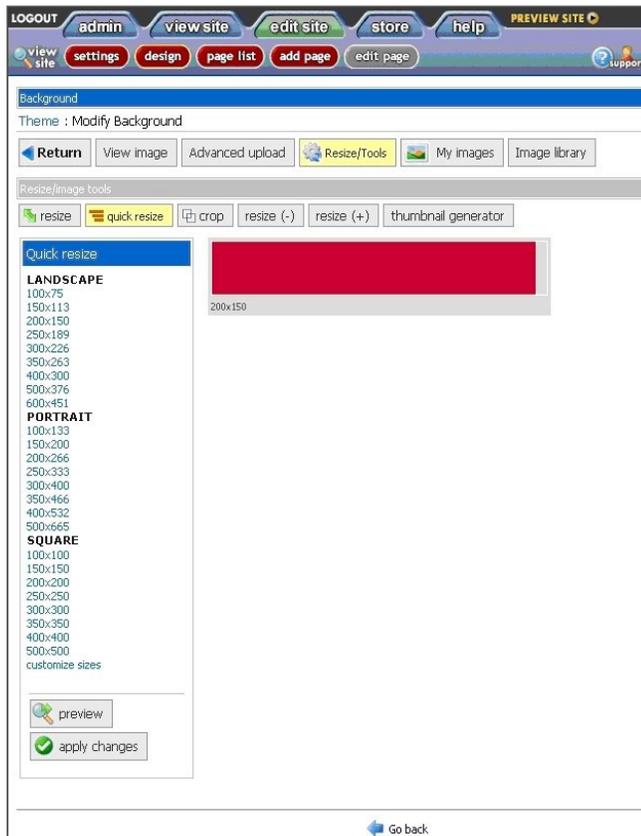
The [Resize/Tools](#) page automatically opens to the [Resize](#) tab. Here you can access both dynamic and manual resizing options. The dynamic option requires clicking on and dragging the dotted border to resize the image. The manual option requires submitting [Width](#) and [Height](#) specifications in the

corresponding fields and then clicking [Update](#)  to save your changes.

Click [Preview](#) to view the image as it will appear to your site visitors. Once you have finished, click [Apply](#)

[Changes](#)  to save your changes.

To resize an image more quickly, click [Quick](#)  to be directed to the following page.



Here you can select the appropriate image type and size from the options under the [Quick Resize](#) heading. The selected image size will be displayed on the right-hand

side of the page. Clicking [Preview](#) will direct you to the following page.

On this page, you can preview how the image will appear with the changes you have made. If you are satisfied with the image, click [Apply Changes](#). Otherwise, click [Go Back](#) to return to the [Quick Resize](#) page. On that page, click [Apply Changes](#)  to save your changes.

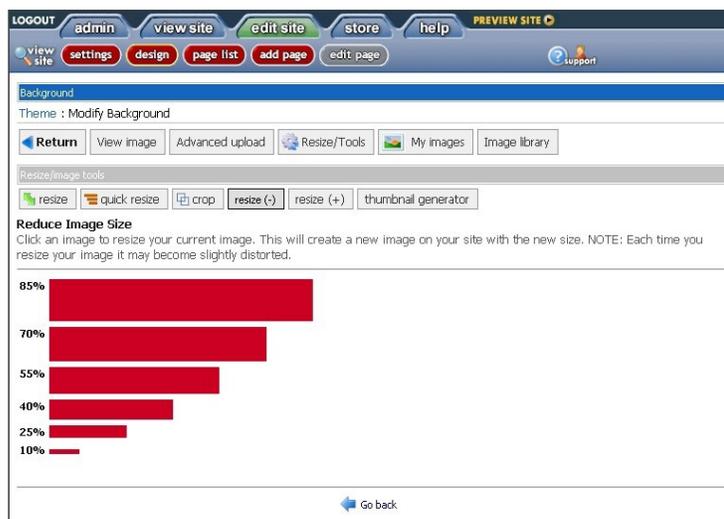
To crop images, click [Crop](#)  to be directed to the following page.

### Crop Image Page

To crop the image, click on and drag the white dotted border to the desired image

edges. Then click [Preview](#)  to view the image as it will appear to site visitors.

To make an image smaller, click [Resize \(-\)](#) and you will be directed to the following page.



## Resize (-) Page

To make an image smaller, click on one of the options in the displayed image size scale. Click [Go Back](#) to return to the [Modify Background](#) page.

To make an image larger, click [Resize \(+\)](#)  and you will be directed to the following page.

## Resize (+) Page

To make an image larger, click on one of the options in the displayed image size scale. Click [Go Back](#) to return to the [Modify Background](#) page.

The [Thumbnail Generator](#) option allows you to produce a thumbnail image. Click [Thumbnail Generator](#) to be directed to the following page.

## Create Thumbnail Page

Under the [Thumbnail Generator](#) heading, you may select a specific size for the thumbnail image. The [Preview](#) option allows you to view and save the changes you have made.

### 5.5.2 My Images

Clicking [My Images](#) provides access to the images directory by opening the following page.

## My Images Page

On this page, you can select an image category from the alphabetical list. You can also choose to display the image files by their filenames, small icons, or images. To select an image from the displayed list, simply click on the image. To preview the image, click [View](#) and the image will appear in a pop-up window. To view image property details, click [Properties](#) and the details will appear in a pop-up window. Click [Delete](#) if you wish to delete the corresponding image.

To create a new directory, type the name of the new directory in the [Create Directory](#) field at the bottom of the page and then click [Create Directory](#)

The new directory will appear in the list. Clicking [File Upload Utility](#) directs you to the [Configure File Upload Utility](#) section of [Settings](#).

### 5.5.3 Image Library

You may also select an image from the image library by clicking [Image Library](#) to be directed to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site settings design page list add page edit page support

Background

Theme : Modify Background

Return View image Advanced upload Resize/Tools My images Image library

Image library

Select the image category from this list below. Find your new image and click on it to select it.

Root /

ALL FILES 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Show: small image Sort by: filename files/page: 50 update

image	image name	size	dimensions	date	options
	alphabts [dir]				delete
	animations [dir]				delete
	backgrounds [dir]				delete
	bullets [dir]				delete
	buttons [dir]				delete
	cdlogos [dir]				delete
	clip_art [dir]				delete
	custom [dir]				delete
	dividers [dir]				delete
	ecommerce [dir]				delete
	photos [dir]				delete
	themes [dir]				delete

### Image Library Page

On this page, you can select an image category from the alphabetical list, or you may choose to view a list of all the image files by their filename, small icons, or images. The images can be sorted according to their filename, size, or date. Choose your preferred option from the **Sort by** drop-down menu. To select an image from the displayed list, click on the image. Click **Go Back** to return to the **Image Upload** page.

### E-mail Accounts

This section allows you to create an e-mail account at your own domain name. The **E-mail Accounts** section opens in the following page.

## E-mail Accounts Page

To create an e-mail account, click [Add Mail Account](#). This will direct you to the following page.



The screenshot shows a web administration interface with a top navigation bar containing 'LOGOUT', 'admin', 'view site', 'edit site', 'store', 'help', and 'PREVIEW SITE'. A left sidebar menu includes 'ADMIN MENU', 'COMMUNICATE', 'REPORTS & INFO', and 'MY ACCOUNT'. The main content area is titled 'Email Accounts' and contains the following elements:

- ADMIN MENU**
  - Admin home
  - Site builder
  - Store manager
- COMMUNICATE**
  - Email accounts**
  - Webmail
  - Mailing list
- REPORTS & INFO**
  - Site marketing
  - Traffic statistics
  - BizLiveChat
  - RapidInsite stats
- MY ACCOUNT**
  - My account

The main content area includes a breadcrumb trail 'Admin Home : Email Accounts :', a heading 'Create Email Account', and instructions: 'To setup an email account, enter the account name and password for the account.' The form fields are:

- Account Name:** A text input field followed by an '@' symbol and a dropdown menu showing 'madeupcompany.com'.
- Password:** A text input field.
- Verify Password:** A text input field.

A 'Create Mail Account' button is located below the password fields. At the bottom of the page, there is a 'Go back' link with a left-pointing arrow.

## Create E-mail Account Page

Enter an account name in the **Account Name** field and select a domain name from the adjoining drop-down menu. Enter a password in the **Password** field and retype

the same password in the [Verify Password](#) field. Be sure to choose a password that is easy for you to remember, but difficult for other people to guess. Finally, click [Create Mail Account](#) to create the e-mail account.

After you create an email address, the [E-mail Accounts](#) page (shown below) will have many new features.

The screenshot displays the 'E-mail Accounts' page. At the top, there is a navigation bar with buttons for 'admin', 'view site', 'edit site', 'store', 'help', and 'PREVIEW SITE'. Below this is a sidebar with categories: 'ADMIN MENU' (Admin home, Site builder, Store manager), 'COMMUNICATE' (Webmail, Mailing list), 'REPORTS & INFO' (Site marketing, Traffic statistics, BizLiveChat, RapidInsite stats), and 'MY ACCOUNT' (My account, Upgrade account, Billing information, Customer support). The main content area is titled 'Email Accounts' and includes an 'Add Mail Account' button. A table lists the account details:

Account name	Email Address	
customerservice@madeupcompany.com	customerservice@madeupcompany.com	edit setup/help delete

Below the table, there are several sections: 'Email setup' with instructions to click the edit link; 'Spam filter' set to 'ON' with a 'configure' link; 'Email Troubleshooting'; 'VERIFY SETUP' with instructions to click the setup/help link; and 'SERVER NOT FOUND ERROR (SMTP)' with instructions to set the SMTP port to 5050. On the right side, there are two panels: 'Mail Box Accounts' showing 'Mail Boxes' as ON and providing server information (POP, POP Server Name: pop.madeupcompany.com, SMTP Server Name: smtp.madeupcompany.com, Account Name); and 'Forwarding Accounts' showing 'Mail Forwarding' as ON with instructions to forward emails to an existing account.

## E-mail Accounts Page

You can use this page to edit or delete your e-mail account. To edit the e-mail account, click [Edit](#), which will direct you to the following page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE  
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

LOGOUT admin view site edit site store help PREVIEW SITE

view site support

**ADMIN MENU**

- Admin home
- Site builder
- Store manager

**COMMUNICATE**

- Email accounts**
- Webmail
- Mailing list

**REPORTS & INFO**

- Site marketing
- Traffic statistics
- BizLiveChat
- RapidInsite stats

**MY ACCOUNT**

- My account
- Upgrade account
- Billing information
- Customer support

register domain name

accept credit cards

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**Email Accounts**

Admin Home : Email Accounts : Edit customerservice@madeupcompany.com

**Edit Email Account**

Use the sections below to customize and edit this email account. You can change the account password, setup email forwarding and auto responders.

**Email Forwarding**

To forward all mail received by this account to another address, click the checkbox and enter in the address that will receive all forwarded email.

\* We cannot guarantee delivery of forwarded email since the email server being forwarded to may not allow forwarded emails or consider them to be spam. Also, all forwarded email will be subjected to spam filtering.

**Email Address:**

Enabled

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**Mailbox password**

To change the email account password, enter a new password and click Set Password. This password must be the same as the one used in your email program in order to receive mail.

**Password:**

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**Mailbox Addresses**

This mailbox may receive mail from more than one Internet email address. You may add email addresses to this account by entering an address (excluding the .com name of the email address) below and clicking Add Address.

**Address:**

@ madeupcompany.com

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**Auto Responder**

This mailbox may auto respond to user's emails.

Enabled

**Subject:**

**Message:**

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[Go back](#)

### Edit E-mail Account Page

On this page, you can modify your e-mail account settings.

Under the **E-mail Forwarding** heading, use the **E-mail Address** field to enter the e-mail address where you would like to receive all the e-mails that are sent to this



account. Once you check the **Enabled Box** and click **Set Forwarding** , all emails sent to the account will be forwarded automatically to the e-mail address that you have specified.

To change your account password, enter the new password in the **Password** field under the **Mailbox Password** heading and then click **Set** .

Under the **Mailbox Addresses** heading, you can register a new e-mail account under the existing e-mail account. Enter the new account name in the **Address** field and then click **Add Address** .

Under the **Auto Responder** heading, you can set up an automatic response to all the e-mails you receive by checking the **Enabled** box. Then enter an appropriate subject in the **Subject** field and type the automatic response in the **Message** box. You may want to use this feature when you are traveling and will be away from your e-mail for a certain period of time. Click **Set Autoresponder**  to activate the autoresponder feature.

Click **Go Back** to return to the **E-mail Accounts** page.

To view additional account information, click **Setup/Help**, which will direct you to the E-mail account settings and instructions page.

To delete the e-mail account, click **Delete**.

To activate the spam filter, which will prevent many (but not all) unwanted messages from reaching your e-mail inbox, click **Configure**. This will direct you to the following page.