



Televox CMS
Customer Documentation V1.0

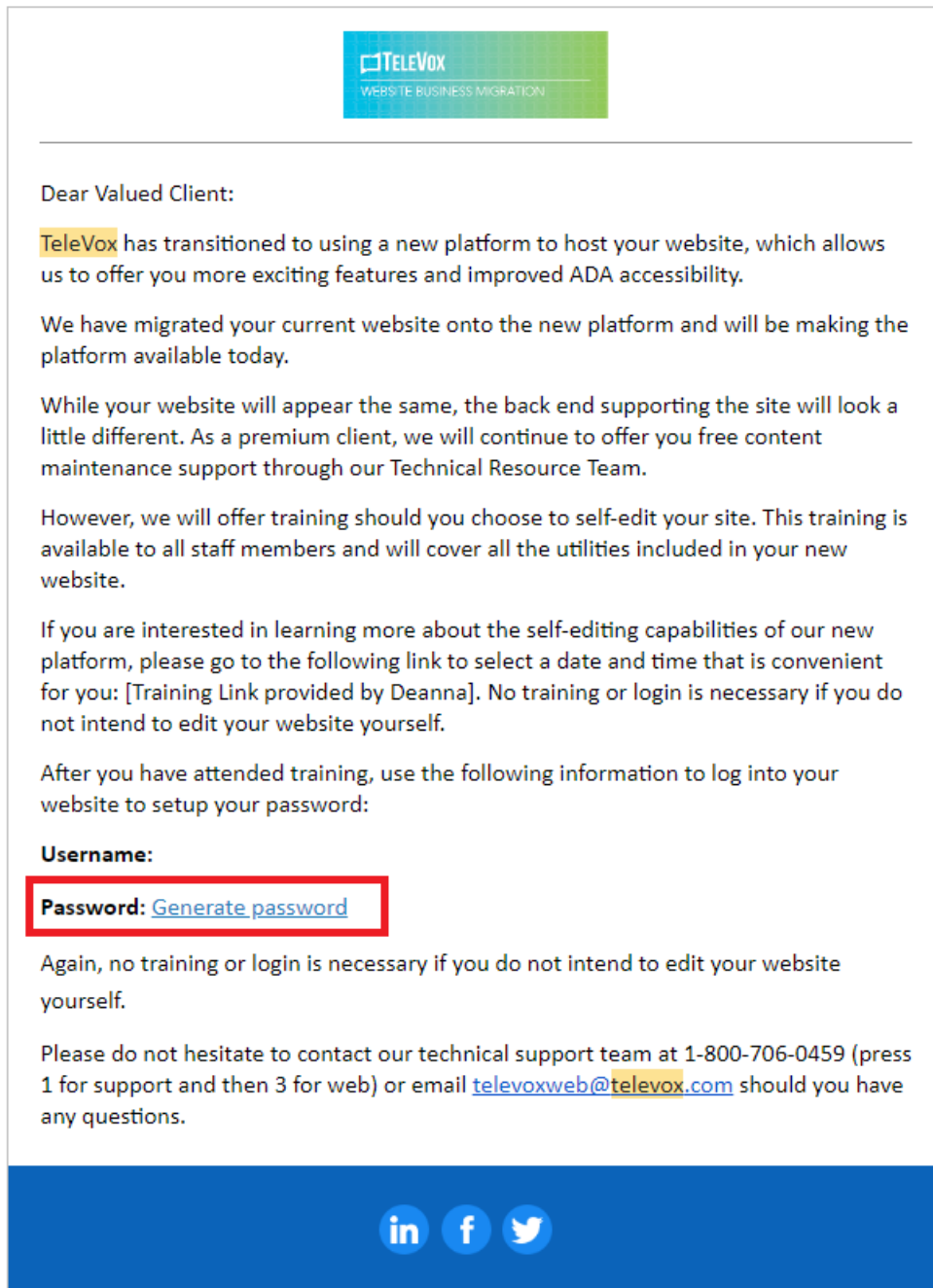


How to Guide

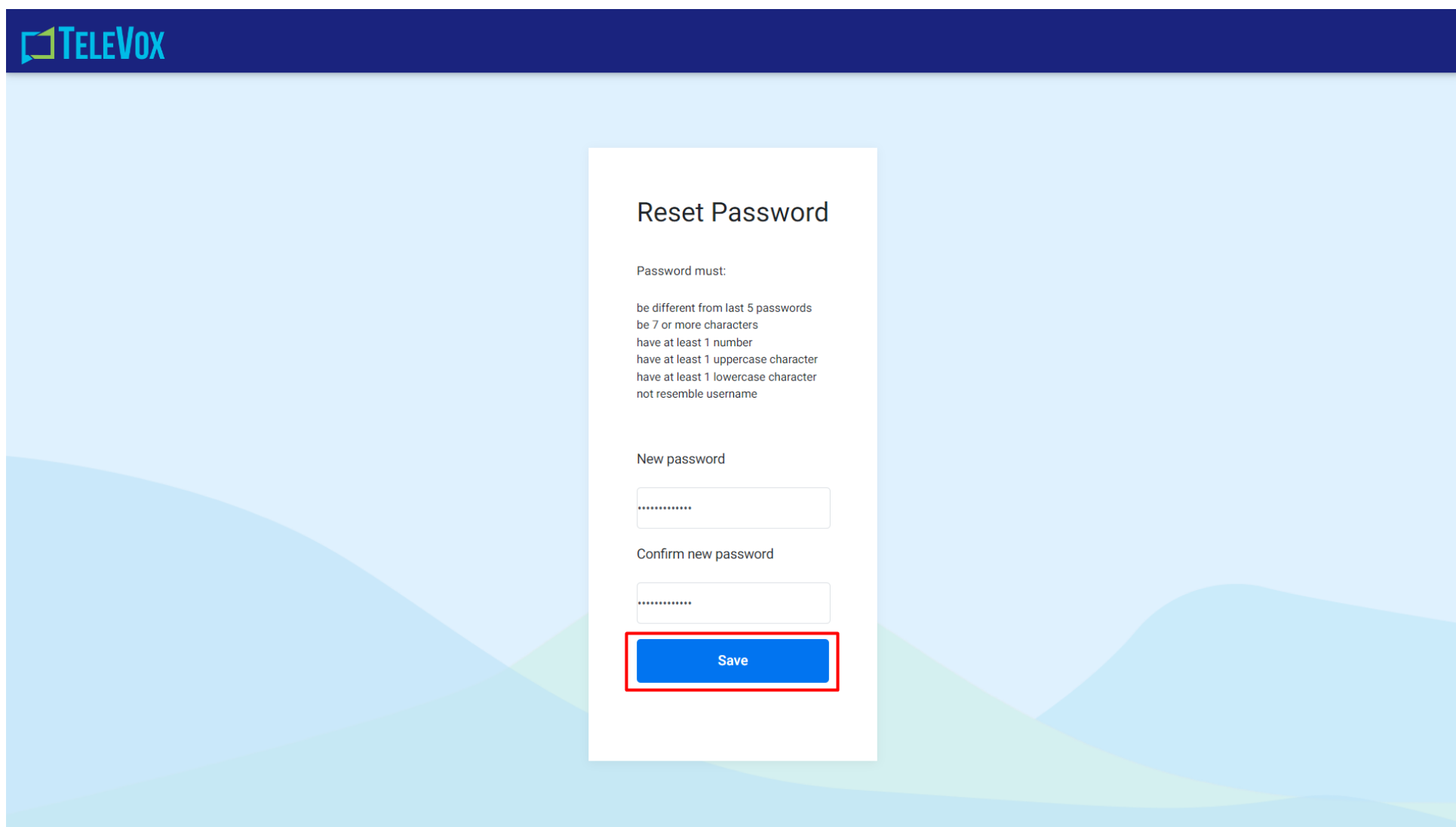
This document includes how to guides to help you manage your website content using the Televox CMS.

Accessing CMS

Step 1: Upon setting up your new user on the CMS you will receive a Welcome email. This email can be used to generate a new password. Click on the 'Generate Password' link to create a new password.



Create a new password and save it in the 'Reset Password' page.



Once you have reset the password you will need to sign in from the 'Sign In' screen.

Sign In

Email

Next

[New User? Request Access](#)

Upon logging in you will be greeted with the platform Dashboard.

Milestone

TeleVox(603/603)

Dashboard

CMS

Jun 18, 2024 - Jul 17, 2024

My Profiles (603)

My Business

From the Dashboard click on 'CMS' in the left navigation panel.

Dashboard

CMS

Jun 18, 2024 - Jul 17, 2024

My Profiles (603)

My Business

Click on 'Manage Website' corresponding to the profile you wish to use.


Dashboard

CMS

Profiles 603 Profiles

Select a profile to edit, view and open its dashboard.

Search

Profile Name 10	Address	CMS
A.K. Bobby Mallik DMD PA Alias: 392664.387; Site ID: 228983 https://www.durhamendo.com	5324 McFarland Dr., Suite 120 Durham North Carolina United States 27707	Manage Website >
Advance Family & Cosmetic Dentistry Alias: 392664.530; Site ID: 489280 https://www.advancemysmile.com	Complete your information	Manage Website
Advanced Dentistry- The Art of The Smile Alias: 392664.482; Site ID: 386857 https://www.adsfcity.com	Complete your information	Manage Website
Advanced Orthodontics LLC Alias: 392664.22; Site ID: 670270 https://www.sussexbraces.com	N64 W24050 Main Street Sussex Wisconsin United States 53089	Manage Website 
Aiello Family Dental Alias: 392664.13; Site ID: 229062 https://www.aiellofamilydental.com	3415 30th Ave. Kenosha Wisconsin United States 53144	Manage Website >
Alameda Orthodontics Alias: 392664.40; Site ID: 120537 https://www.alamedaorthodontics.com/	2100 Otis Dr., Suite F Alameda California United States 94501	Manage Website >
Alan D. Belenski, D.D.S. and Kevin H. Moore, ... Alias: 392664.252; Site ID: 211196	225 W. South Boulder Rd., Suite 200 Louisville Colorado United States 80027	Manage Website >

https://www.sussexbraces.com/ Live

Select the website from the dropdown menu.

Dashboard

CMS

Profiles 603 Profiles

Select a profile to edit, view and open its dashboard.

Profile Name 10	Address	CMS
A.K. Bobby Mallik DMD PA Alias: 392664.387; Site ID: 228983 https://www.durhamendo.com	5324 McFarland Dr., Suite 120 Durham North Carolina United States 27707	Manage Website >
Advance Family & Cosmetic Dentistry Alias: 392664.530; Site ID: 489280 https://www.advancemysmile.com	Complete your information	Manage Website
Advanced Dentistry- The Art of The Smile Alias: 392664.482; Site ID: 386857 https://www.adsfcity.com	Complete your information	Manage Website
Advanced Orthodontics LLC Alias: 392664.22; Site ID: 670270 https://www.sussexbraces.com	N64 W24050 Main Street Sussex Wisconsin United States 53089	Manage Website >
Aiello Family Dental Alias: 392664.13; Site ID: 229062 https://www.aiellofamilydental.com	3415 30th Ave. Kenosha Wisconsin United States 53144	Manage Website >
Alameda Orthodontics Alias: 392664.40; Site ID: 120537 https://www.alamedaorthodontics.com/	2100 Otis Dr., Suite F Alameda California United States 94501	Manage Website >
Alan D. Belenski, D.D.S. and Kevin H. Moore, ... Alias: 392664.252; Site ID: 211196	225 W. South Boulder Rd., Suite 200 Louisville Colorado United States 80027	Manage Website >

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My Profiles (603)

My Business

You can also use the search bar to the top to search for a specific profile.

Dashboard

CMS

Profiles 3 Profiles

Select a profile to edit, view and open its dashboard.

Profile Name 3	Address	CMS
Demo Televox Site Alias: 392664.72; Site ID: 234323 https://demo-televox.tlvx01cms.milestoneinter...	2010 El Camino Real Suite 926, Santa ClaraSanta Clara California California United States 95050	Manage Website >
Smiles of Skaneateles Dentists, PC (fka P. Ga... Alias: 392664.434; Site ID: 123274 https://www.smilesofskaneateles.com	Complete your information	Manage Website >
TeleVox Alias: 392664.1; Site ID: https://televox.com	Complete your information	Manage Website >

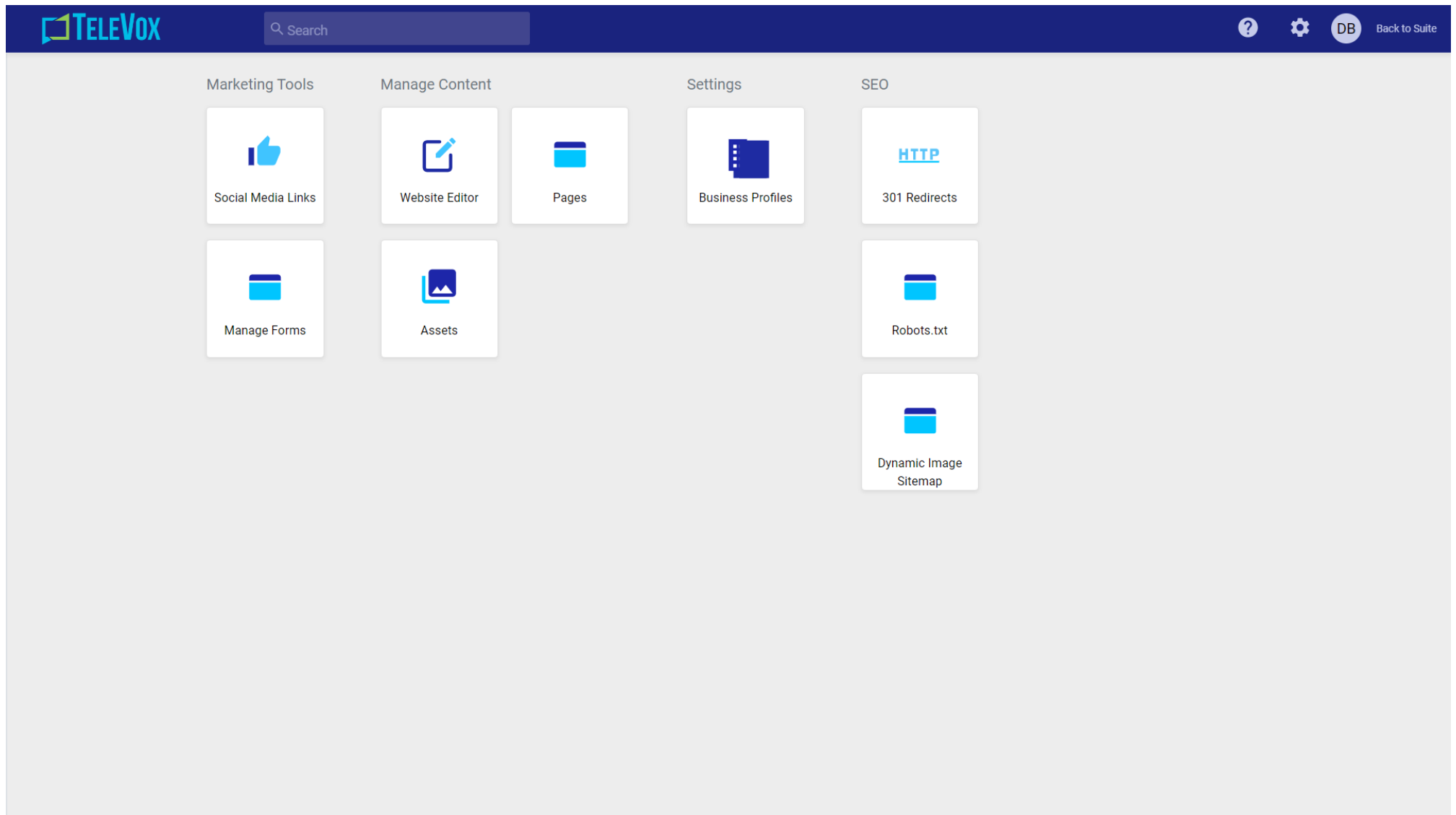
Show Rows 10 1 - 3 of 3

Navigation arrows and page number 1

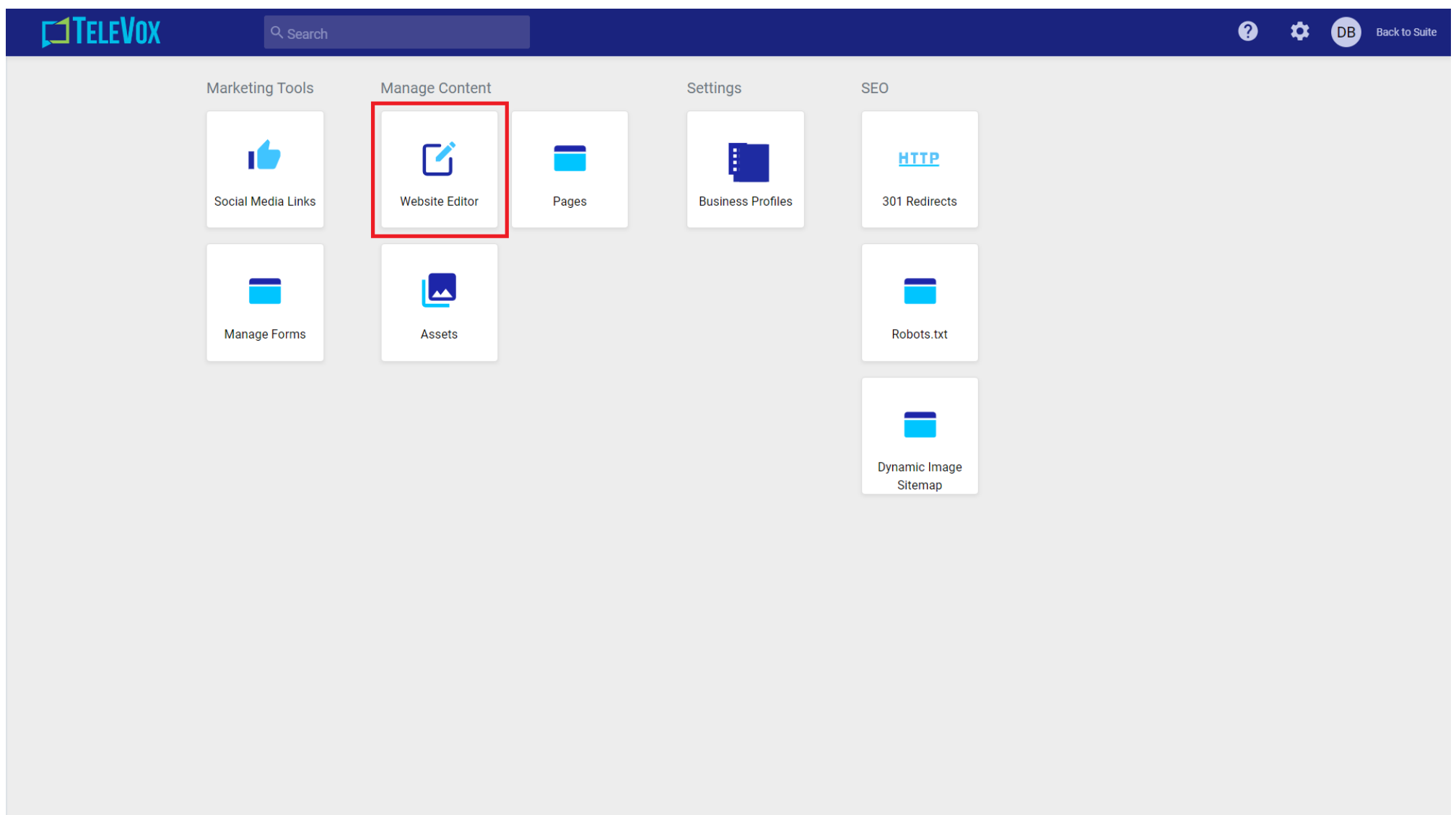
My Profiles (603)

My Business

You will be redirected to the CMS Dashboard.

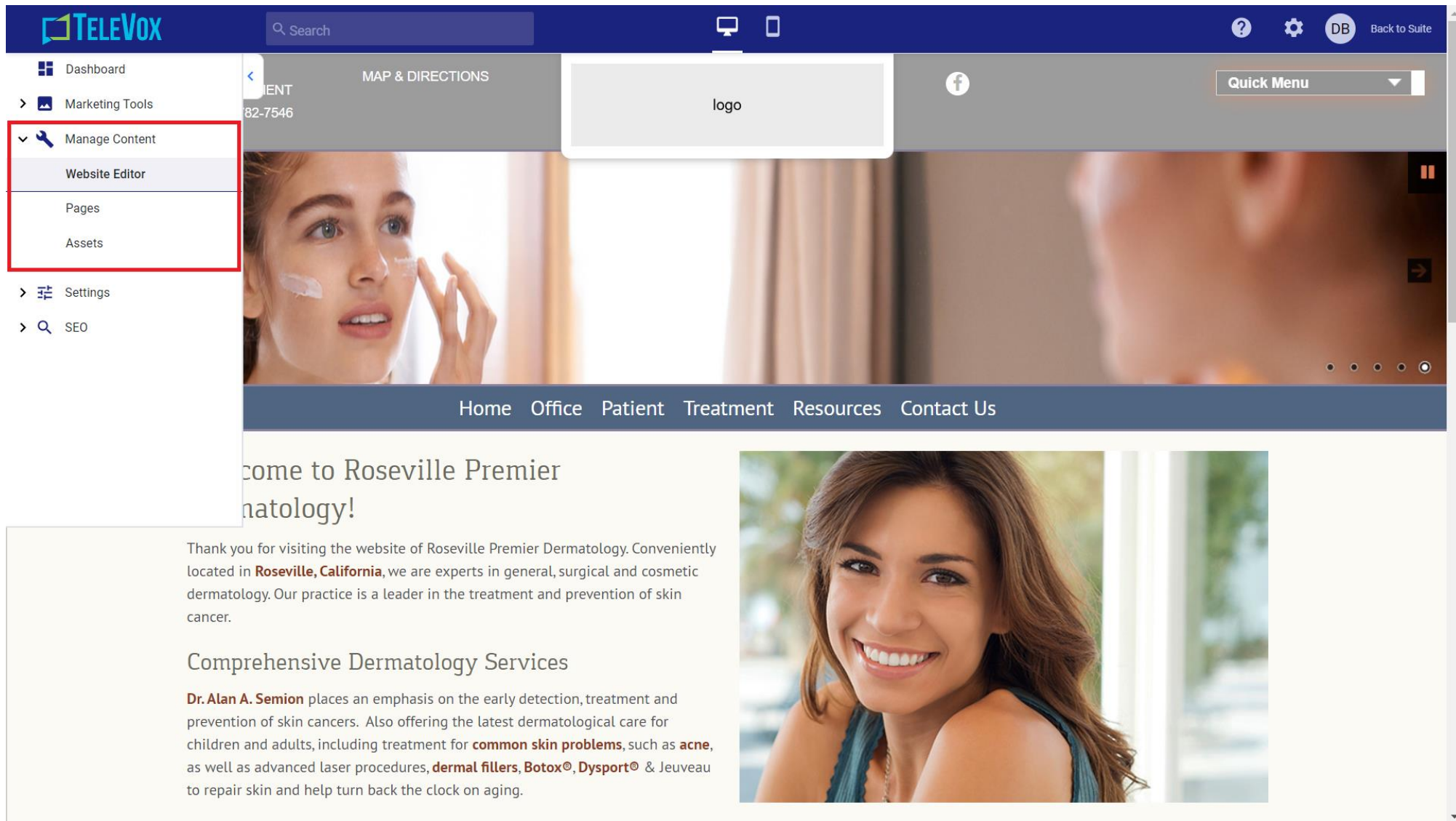


To go to the Website Editor, click on Website Editor under Manage Content.



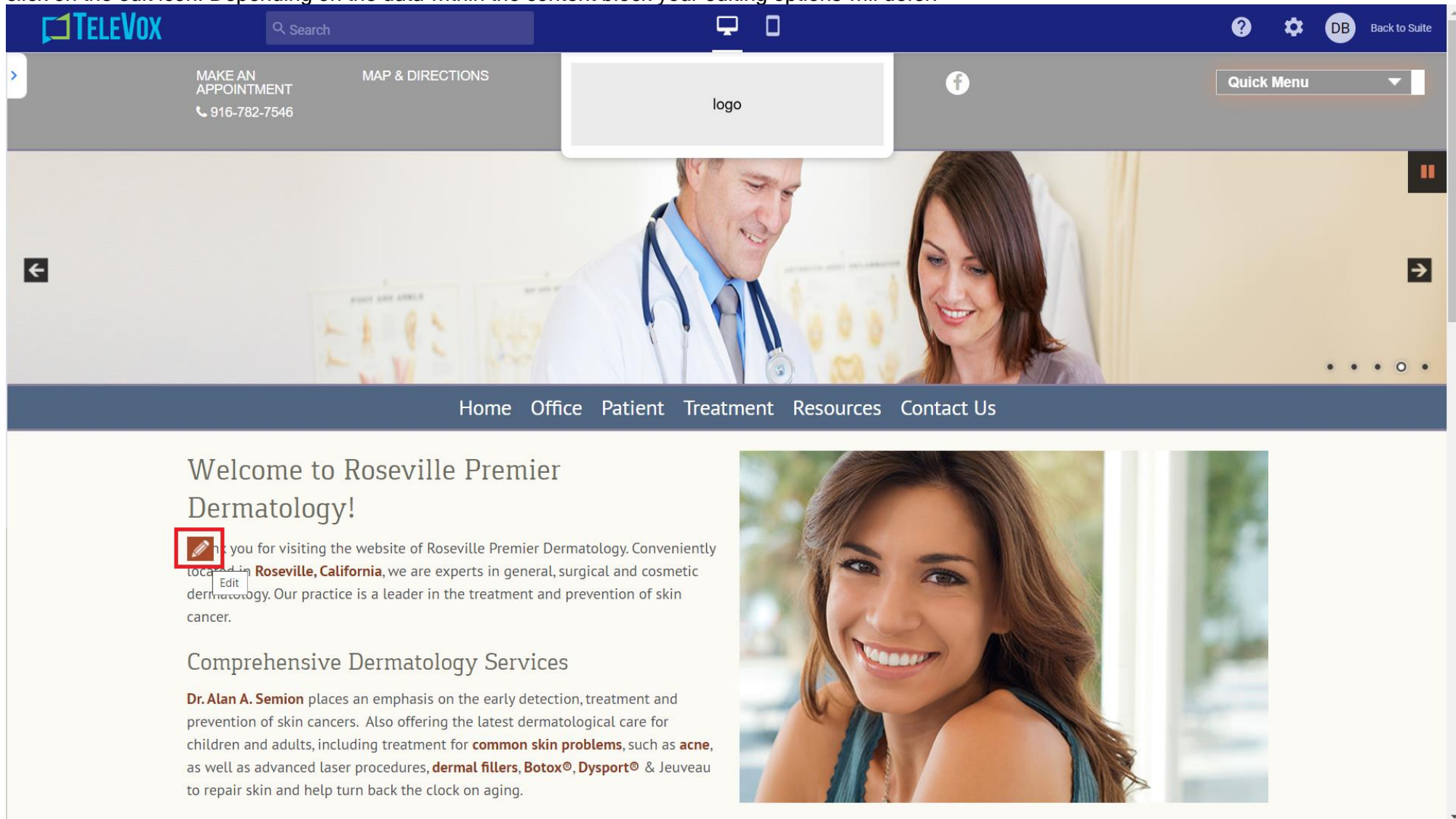
Manage Content

The manage content section can be used to manage all content across your website, this includes the Website Editor that can be used to manage content on your website, the Pages section allows you to view all the pages within the website and update page configurations, the Assets section allows you to manage the media assets that are in use across the website.



Website Editor

The Website Editor allows you to manage the content on your page using editable content blocks. To edit a section of the page hover over the section and click on the edit icon. Depending on the data within the content block your editing options will defer.



Pages

The Pages section allows you to view all the pages on your website and make edits to them. The filtering options and the search bar to the top of this section helps you quickly navigate to specific pages. You can also add new pages and clone pages from this section.

TELEVOX Search [?] [DB] Back to Suite

- Dashboard
- Marketing Tools
- Manage Content
 - Website Editor
 - Pages**
 - Assets
- Settings
- SEO

All Pages

Manage Content > All Pages [Add / Manage Languages](#) [Show Page Statistics](#)

Need to Write Content	Need Revision	Pending Approval	Published / Active	Inactive	Total Pages in Website
-	-	-	31	1	32

Search By: Page Name Contain: [] Search

Quick Filtering Option:

Module Name: [Please select] Navigation: [All]

Module Page
 Client Accessible
 Exclude from Search feature
 InActive

No Follow, No Index
 PPC Page
 Mobile Version
 Events Page Only

Snippet Only
 Show in Dynamic Footer Links
 Apply Password Protected Feature

Add New Clone Unlock Content To Edit Publish Pages Export To: [Excel]

<input type="checkbox"/>	Page Name	Page Alias	Navigation	Workflow Stage	Edit
<input type="checkbox"/>	Home		Primary Navigation	✓	[edit]
<input type="checkbox"/>	Contact Us	contact-us	Primary Navigation	✓	[edit]
<input type="checkbox"/>	Office	office/office	Primary Navigation	✓	[edit]
<input type="checkbox"/>	Patient	patient/patient	Primary Navigation	✓	[edit]
<input type="checkbox"/>	Treatment	treatment/treatment	Primary Navigation	✓	[edit]
<input type="checkbox"/>	Our Staff	office/our-staff	Primary Navigation	✓	[edit]
<input type="checkbox"/>	Office Policies & Mission	office/office-policies-mission	Primary Navigation	✓	[edit]
<input type="checkbox"/>	Map & Directions	office/map-directions	Primary Navigation	✓	[edit]
<input type="checkbox"/>	Appointment Request	office/appointment-request	Primary Navigation	✓	[edit]
<input type="checkbox"/>	About Our Doctor	office/about-our-doctor	Primary Navigation	✓	[edit]
<input type="checkbox"/>	First Visit	patient/first-visit	Primary Navigation	✓	[edit]
<input type="checkbox"/>	FAQ	patient/faq	Primary Navigation	✓	[edit]
<input type="checkbox"/>	Patient Forms	patient/patient-forms	Primary Navigation	✓	[edit]

Assets



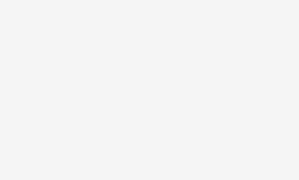

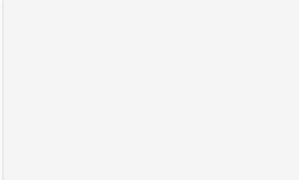





The Assets section lets you manage the media assets on your website. Here you can upload and organize assets to be used on your website. The search bar and folder dropdown options allow you to quickly locate assets.

TELEVOX Search [?] [DB] Back to Suite

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 - Pages
 - Assets**
- Settings
- SEO

Assets

Asset Title [] Search [] All [] [Export All](#) [Add Asset](#)

 <input type="checkbox"/> favicon other-images png	 <input type="checkbox"/> google-maps-pin other-images svg	 <input type="checkbox"/> pts75f-webfont fonts svg	 <input type="checkbox"/> pts56f-webfont fonts ttf	 <input type="checkbox"/> pts55f-webfont fonts svg
 <input type="checkbox"/> pts75f-webfont fonts woff	 <input type="checkbox"/> pts56f-webfont fonts woff	 <input type="checkbox"/> pts75f-webfont fonts ttf	 <input type="checkbox"/> pts75f-webfont fonts eot	 <input type="checkbox"/> pts55f-webfont fonts woff

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