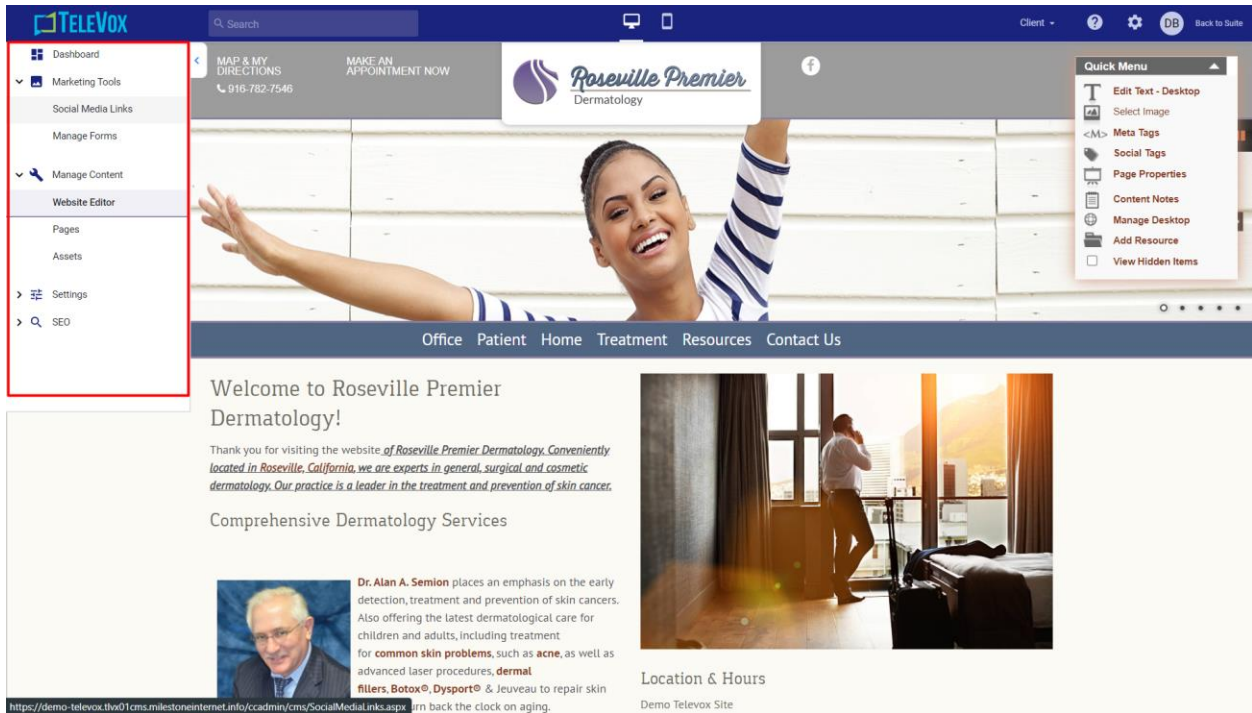The left navigation panel on the CMS allows you to quickly navigate to various sections of the CMS to make edits and change configurations for your website. Let's take a look at the functionality offered here.
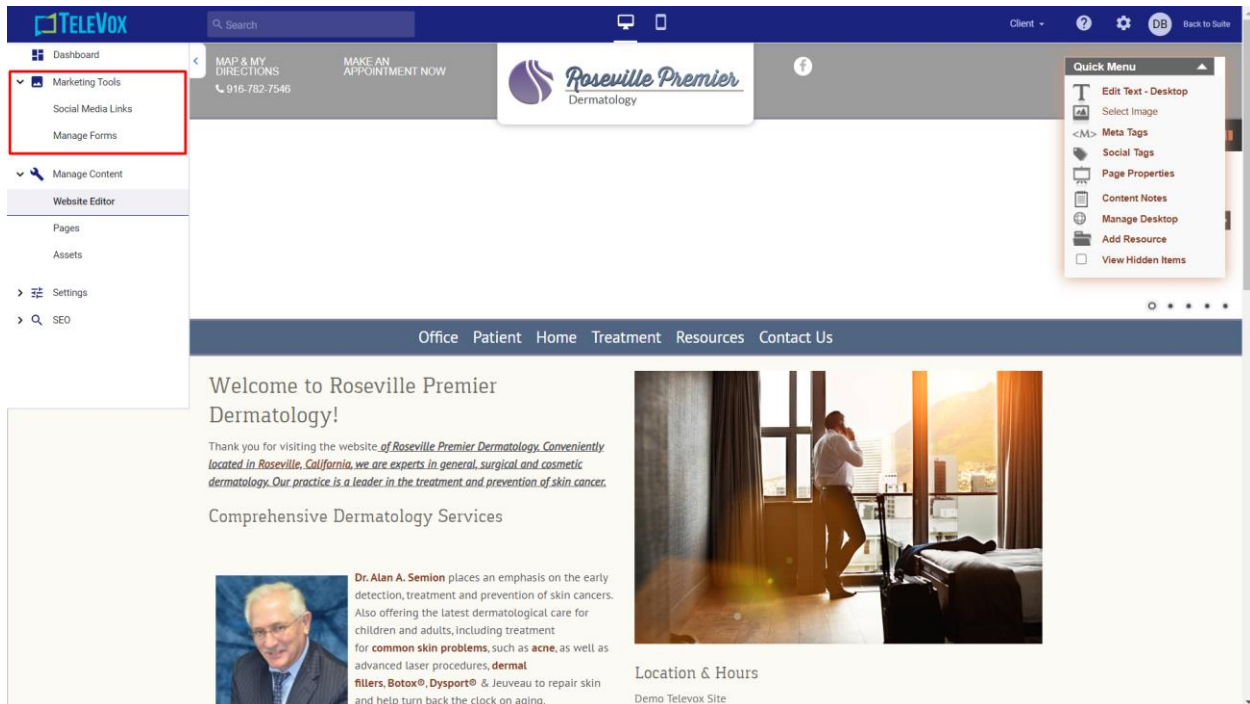

Dashboard

Clicking on 'Dashboard' in the left navigation panel will take you back to the CMS dashboard and exit from the website editor. The CMS Dashboard is divided into four sections:
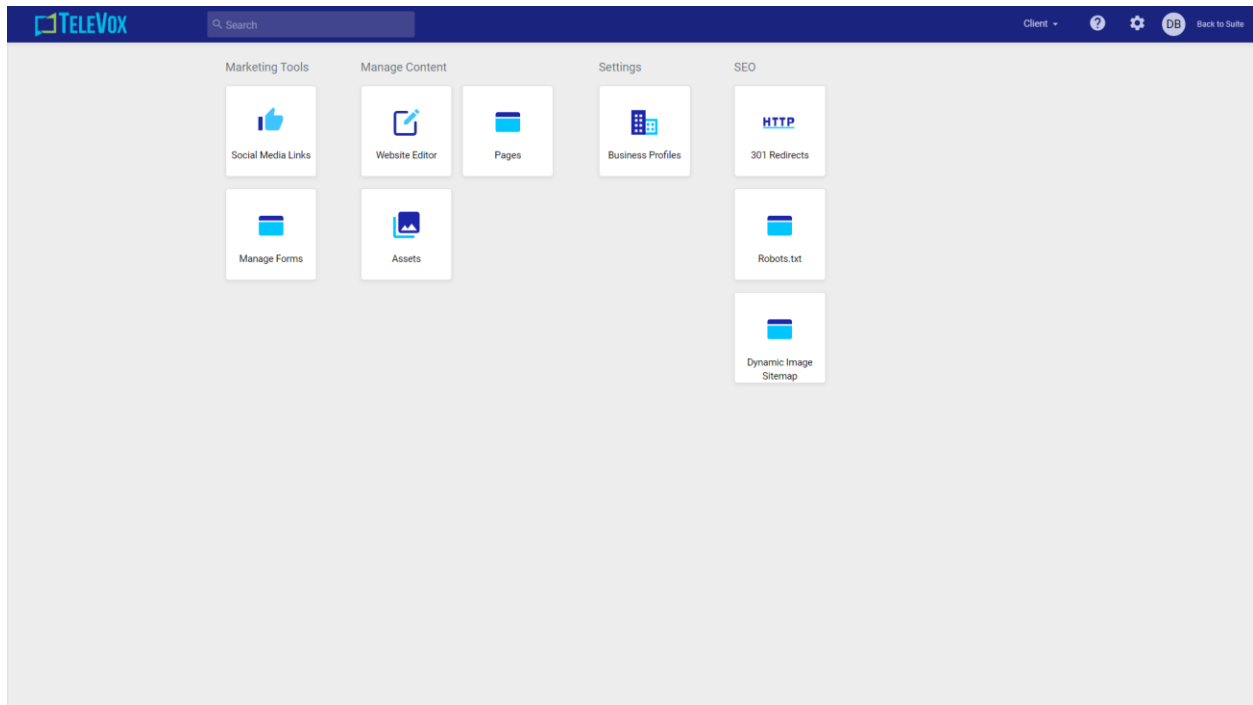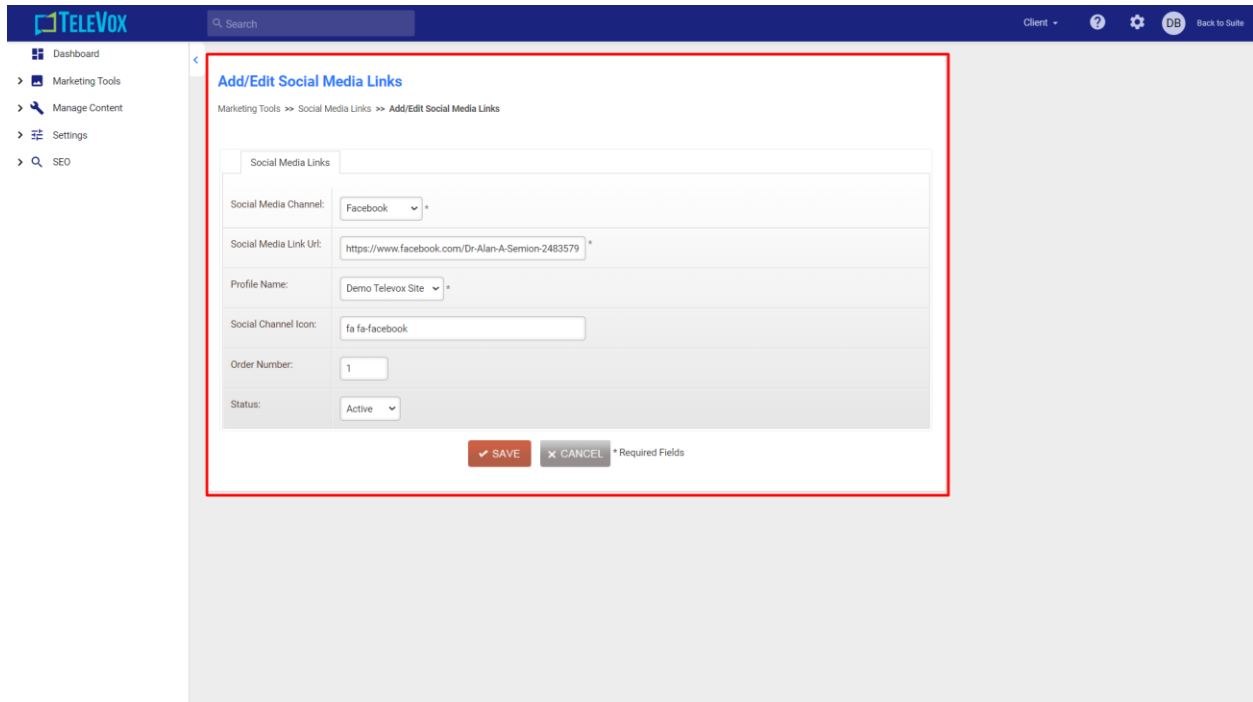
Marketing Tools

This section helps you manage all the marketing elements on your website like social media links, and forms.

Social Media Links

The Social Media Links section lets you update the links for your social media accounts and add the appropriate social media icons to the page.

Manage Forms

The Manage Forms section is designed to give you full control over forms that are present on your website. Here you can edit existing forms, view and edit the HTML, and edit the email triggers for the sender as well as the recipient.

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.

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.
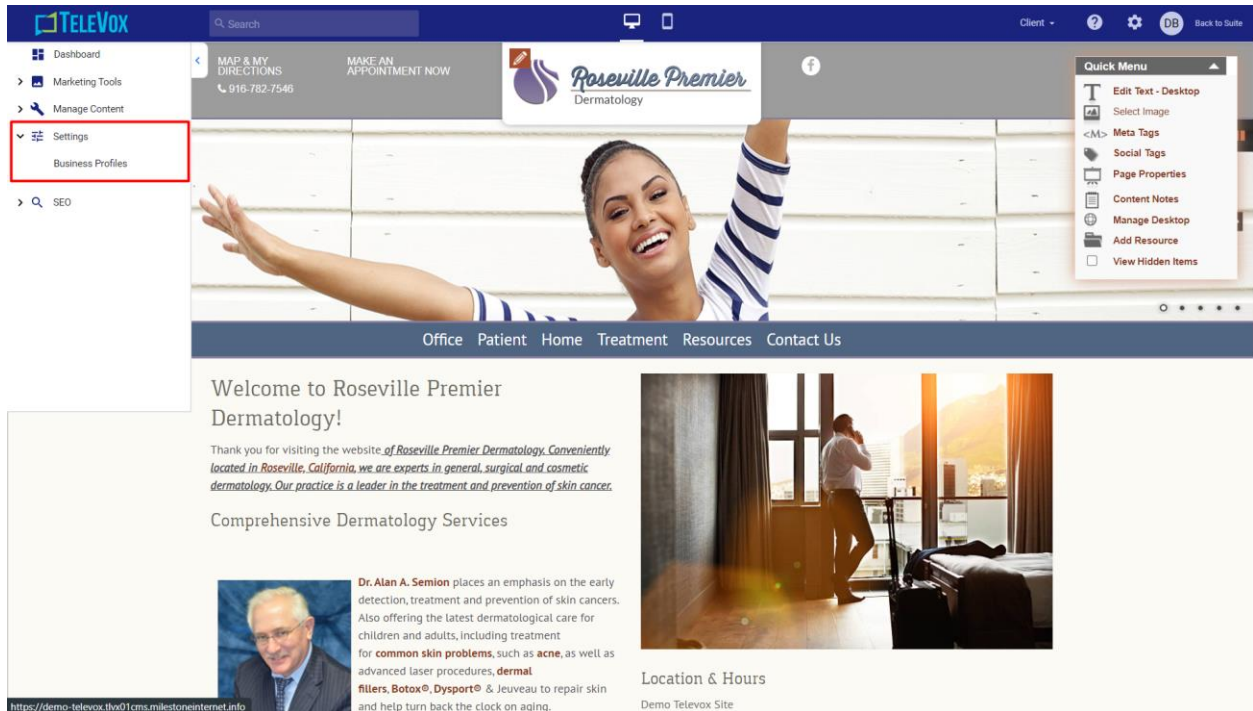
Settings

The Settings section allows you to manage your business profile settings. Here you can update business profile details and additional information like amenities, social media configurations, and much more.

Business Profiles

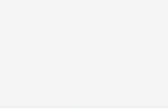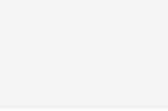The Business Profiles section lets you control your business profile information. By clicking on the 'Edit' icon you can update basic profile information, upload photos for the business profile like logos, hero images, etc., Facebook configurations, amenities offered and profile snippets that will appear on search.
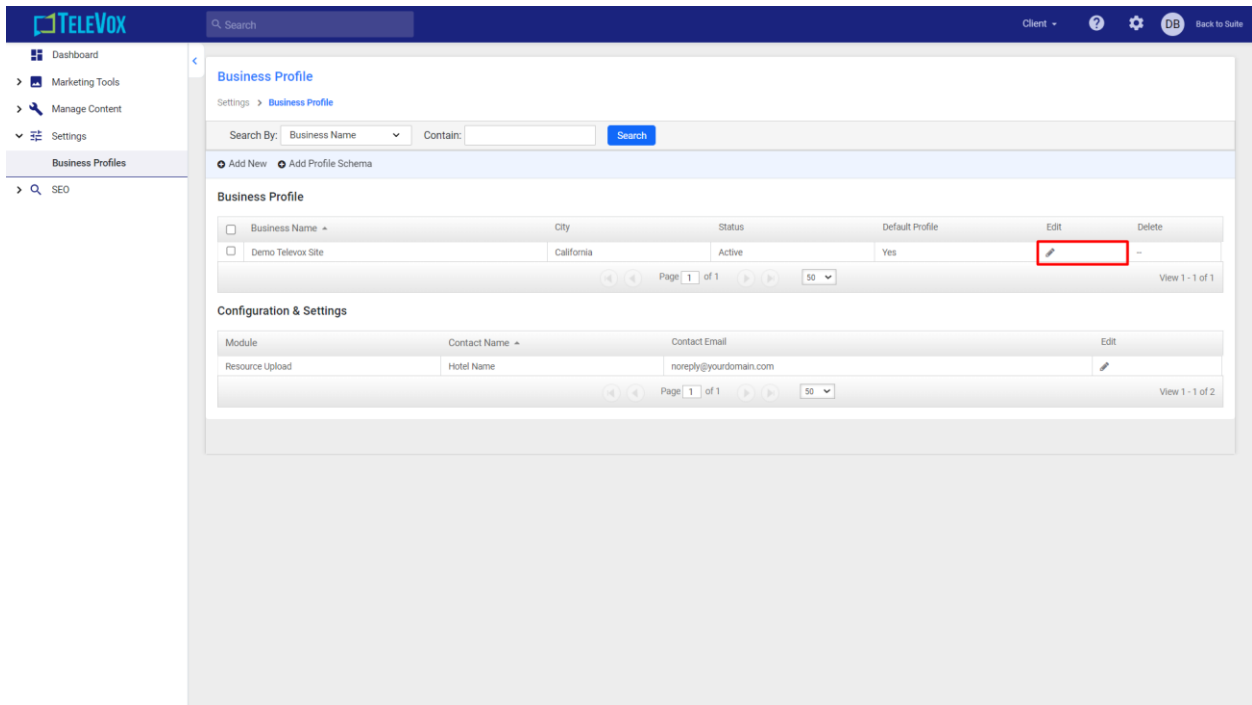
SEO

The SEO section of the Dashboard is used to control various aspects of your pages' SEO like 301 redirects, Robots.txt and setting up Dynamic Image Sitemaps.
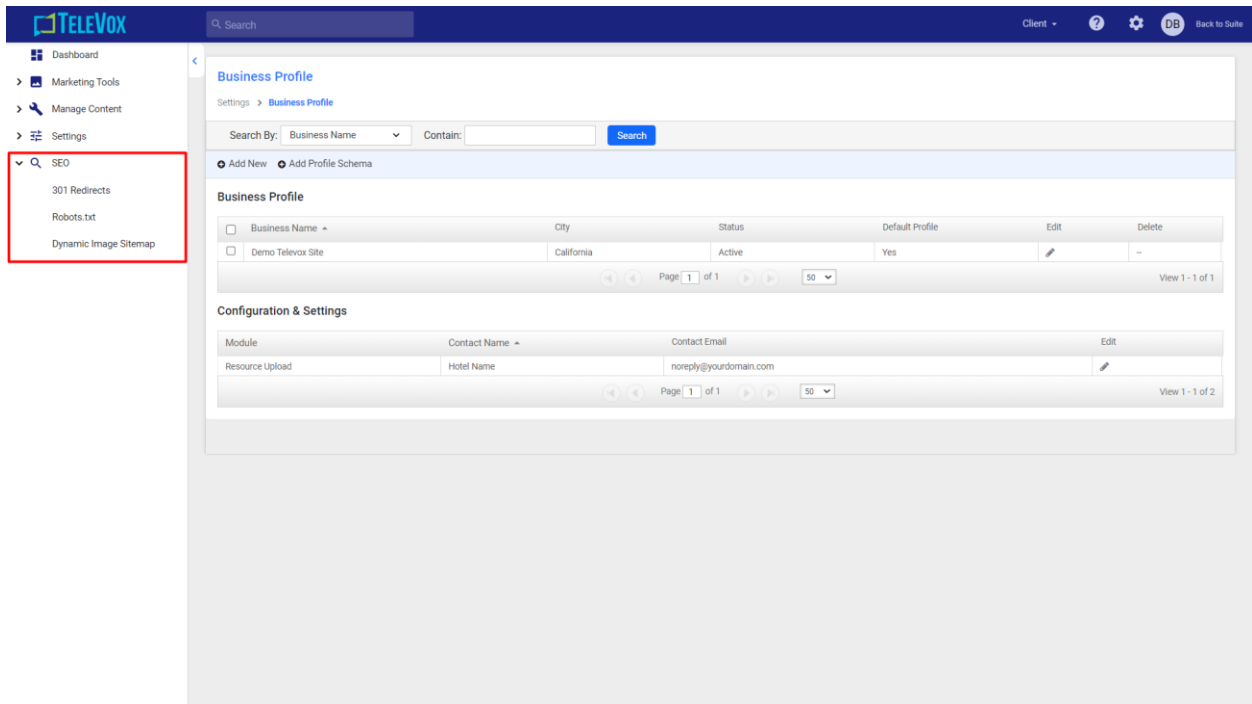
301 Redirects

301 signals a permanent redirect from one URL to another, meaning all users that request an old URL will be automatically sent to a new URL. A 301 redirect passes all ranking power from the old URL to the new URL and is most commonly used when a page has been permanently moved or removed from a website. In this section you can add a new URL for 301 redirects, delete URLs that have 301 redirects and scan pages for 301 redirects.
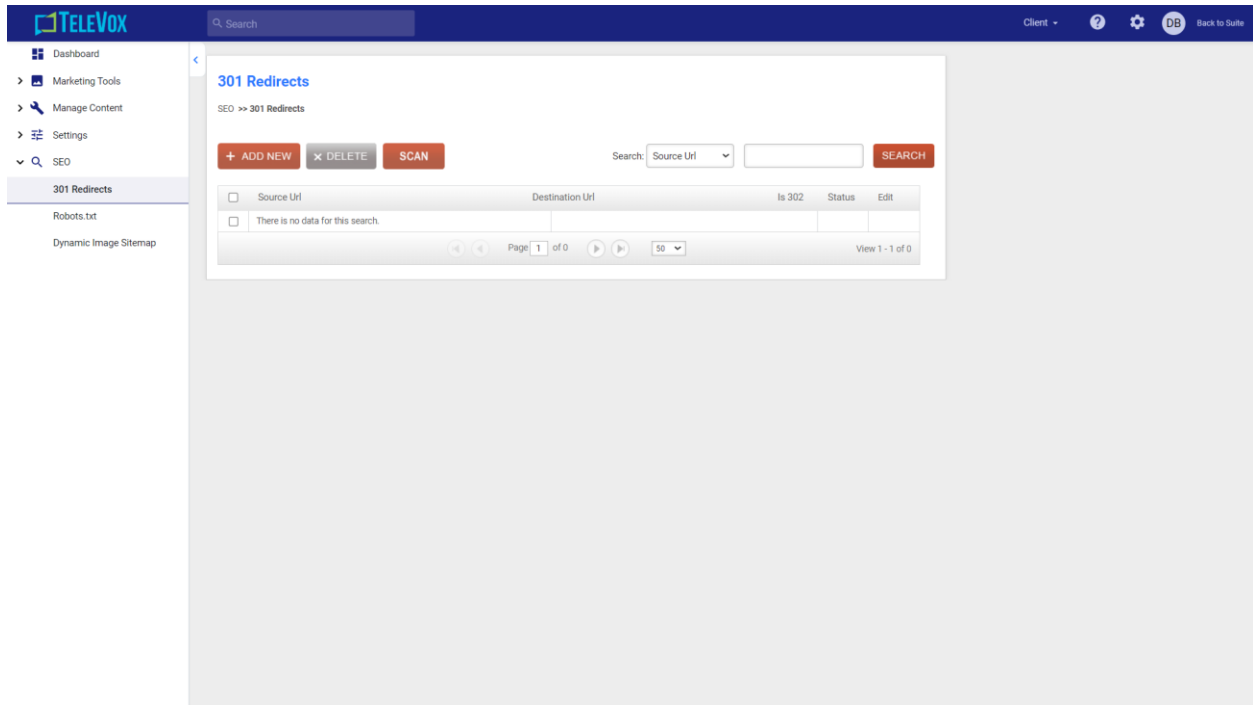

Robots.txt

A robots.txt file tells search engine crawlers which URLs the crawler can access on your site. This is used mainly to avoid overloading your site with requests; it is not a mechanism for keeping a web page out of Google. To keep a web page out of Google, block indexing with noindex or password-protect the page. In this section you can view the robots.txt source and edit it.
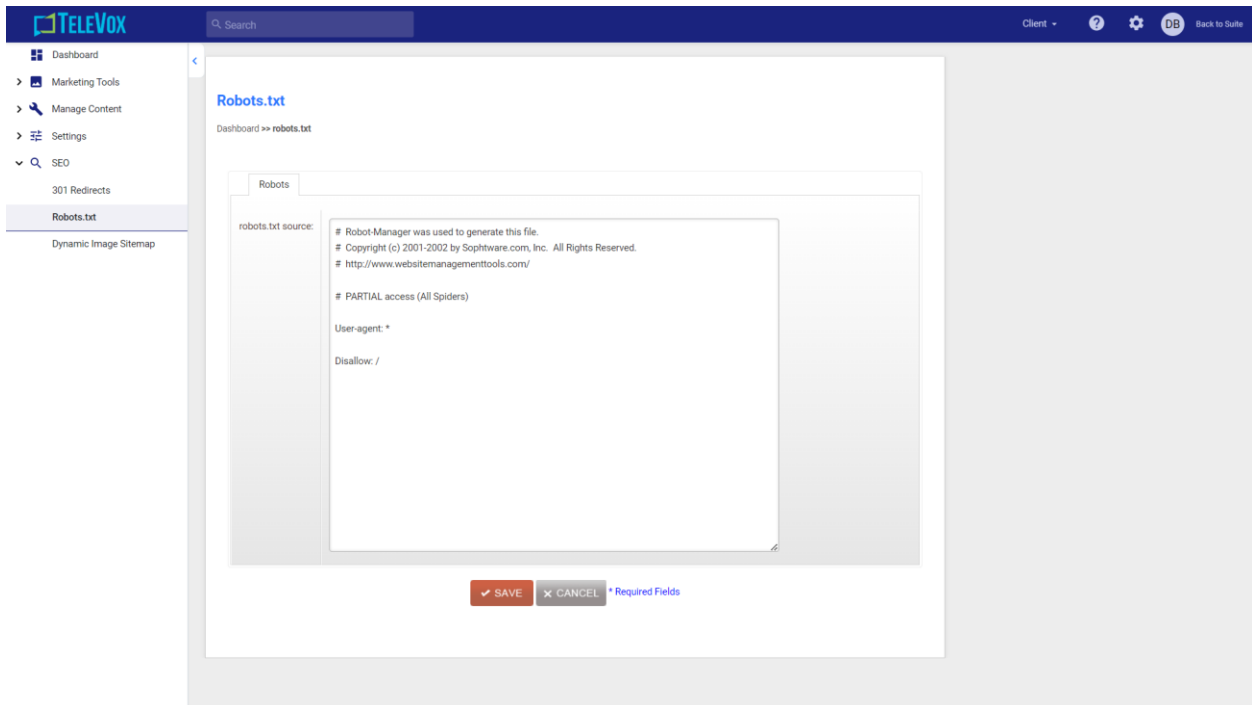
Dynamic Image Sitemap

A dynamic sitemap is an XML sitemap that is automatically generated whenever a person or bot visits the sitemap's URL. A dynamic sitemap is preferred over a static sitemap because it better reflects the links on a site.