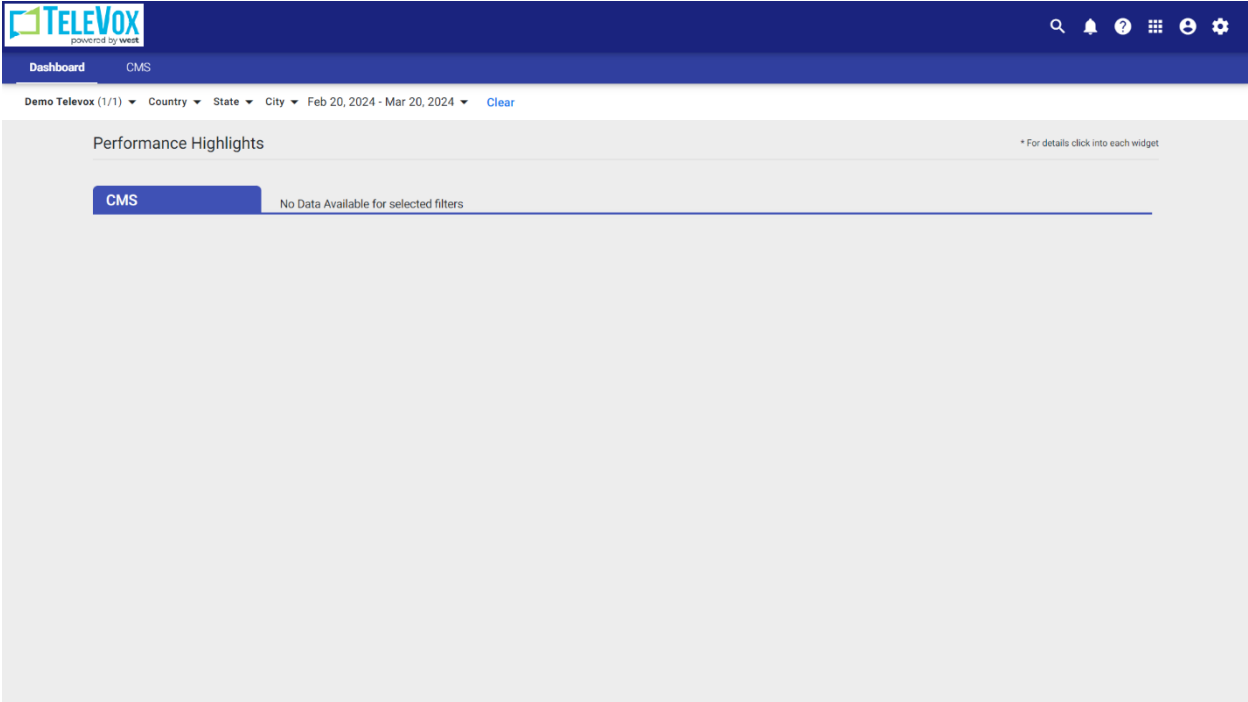
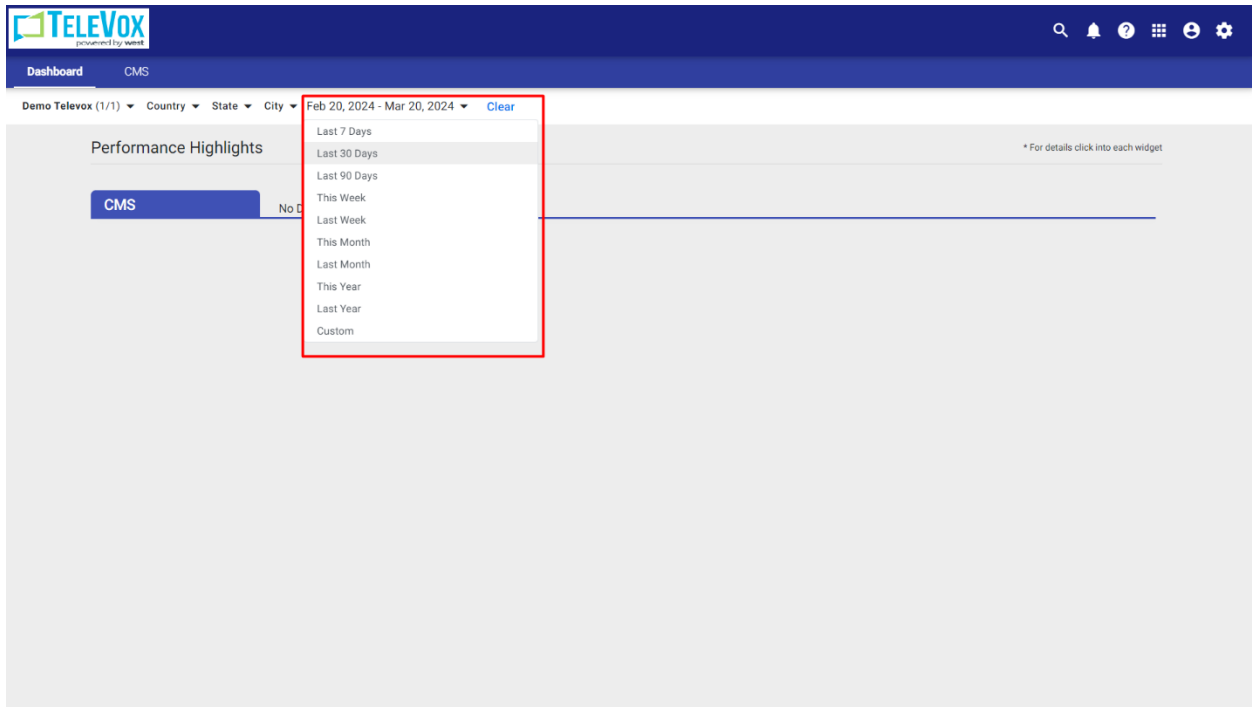


# Dashboard Overview

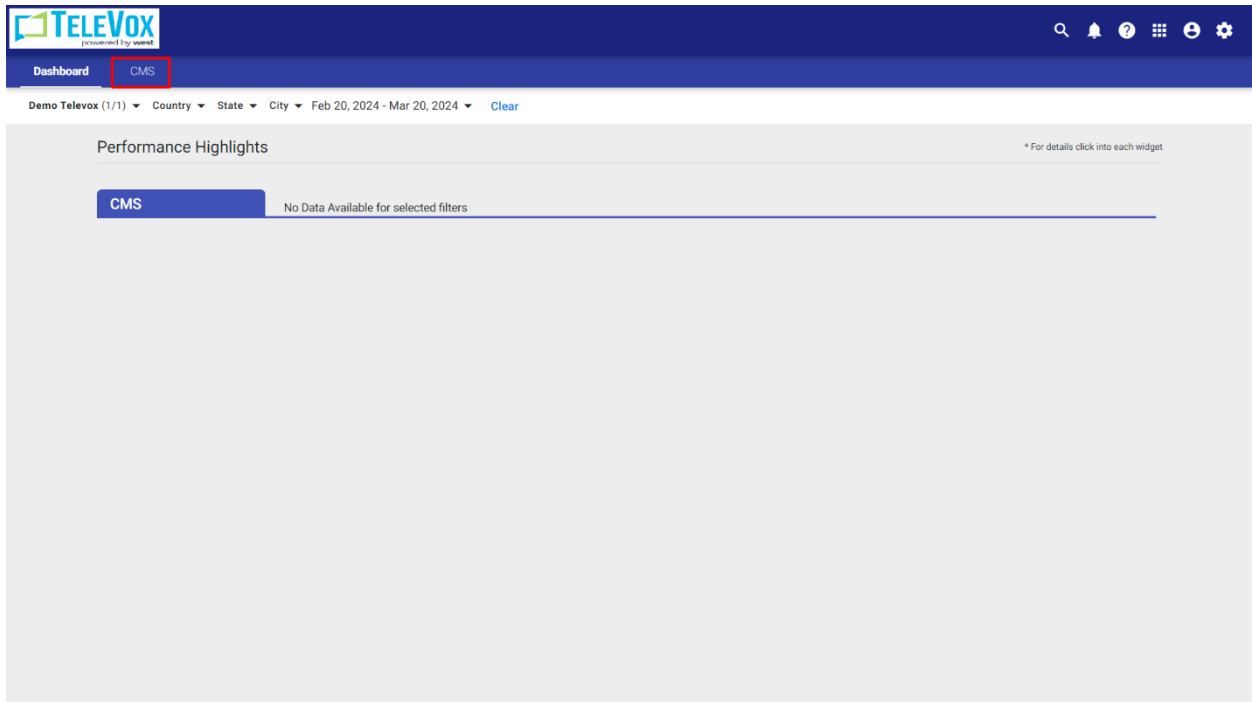
Upon logging into the Milestone Presence Cloud (MPC) you will be greeted with the Dashboard. This Dashboard is designed to provide you with all your performance data at a quick glance, depending on the Milestone products you have subscribed to.



To the top you can see a date filter to view data for specific timelines.

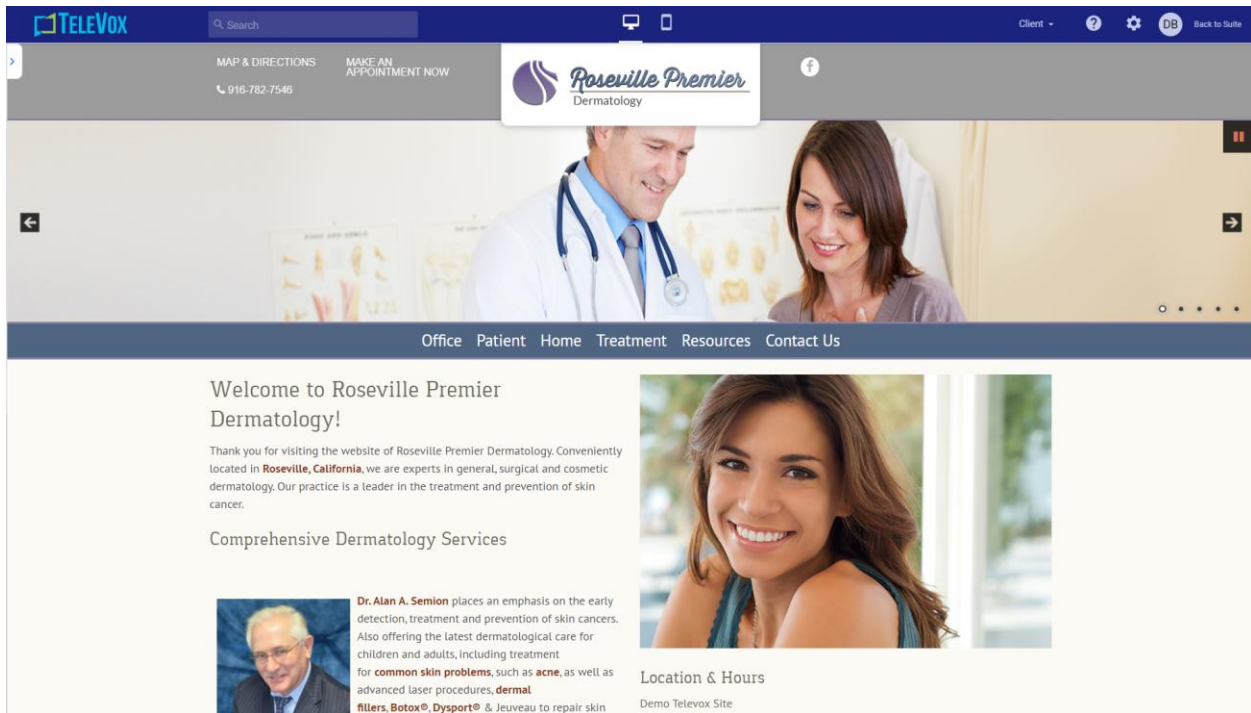


Click on 'CMS' in the top navigation panel to navigate the Milestone CMS.



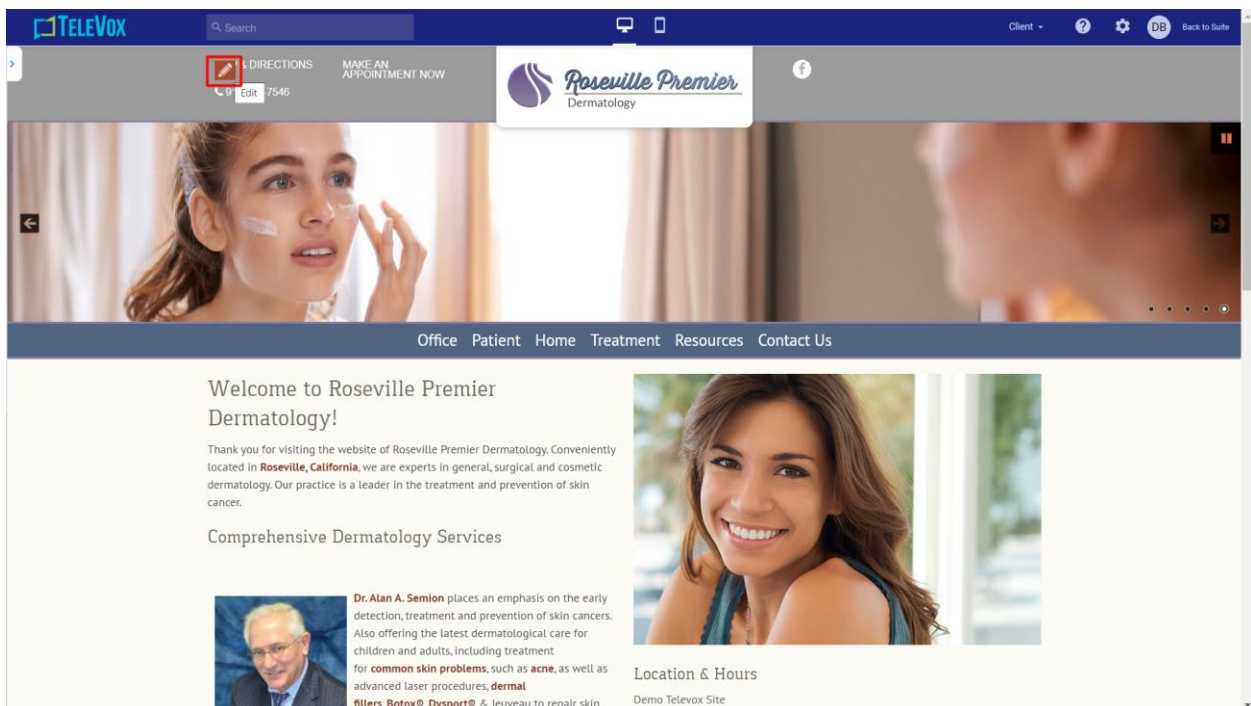
## Milestone CMS

Upon clicking on 'CMS' you will be redirected to the website editor.



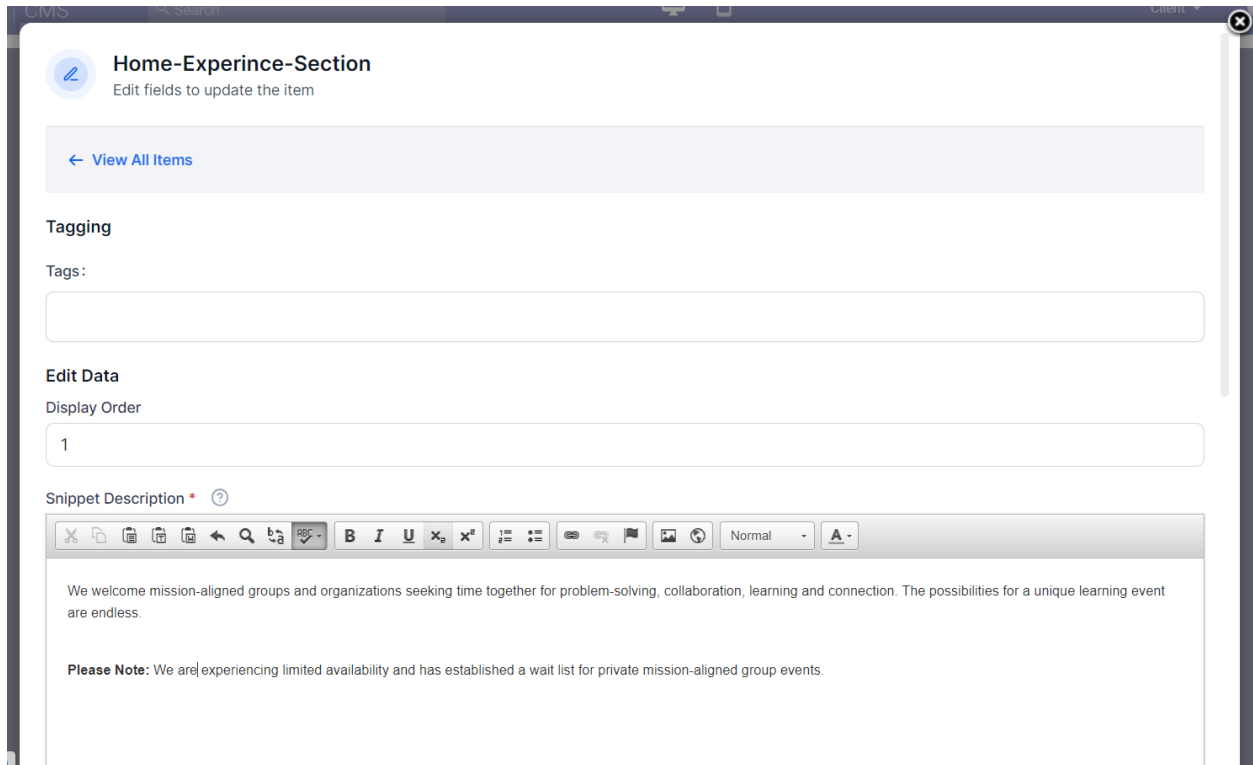
## Editing Content

Milestone websites are built using MiBlocks. These are component blocks that help you manage the content on a webpage with ease. Hover over the MiBlock you wish to edit and click on the 'Edit' icon that appears corresponding to it.



Depending on the data types within the MiBlock your editing options will differ, here is a general overview of the editing capabilities of MiBlocks.

From the Edit screen, you can edit content within the content block. Enter details that pertain to a block, the most common being the Title, Description, CTA link, and so on.



## View All Content Blocks

You can view all the content blocks present in a page section by clicking on 'View All Items' at the top of the edit section.



## Home-Experince-Section

Edit fields to update the item

[← View All Items](#)

### Tagging

Tags:

### Edit Data

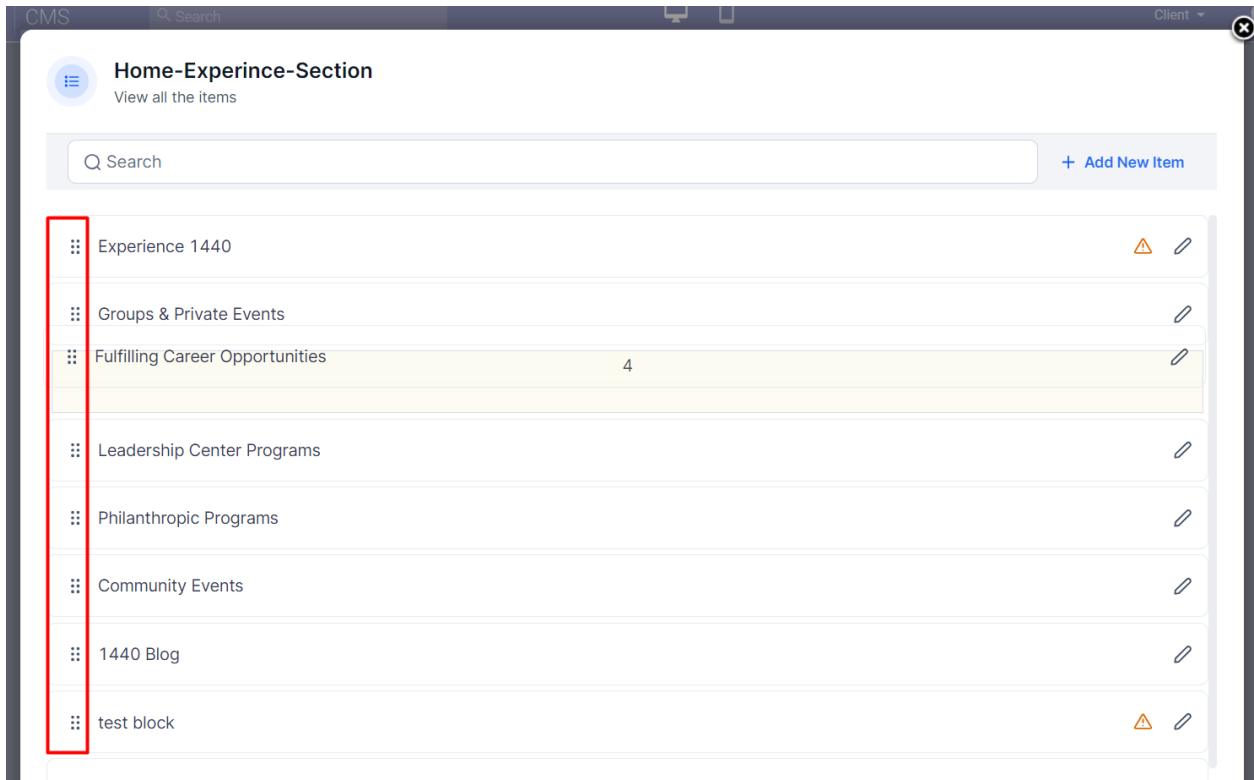
Display Order

Snippet Description \*

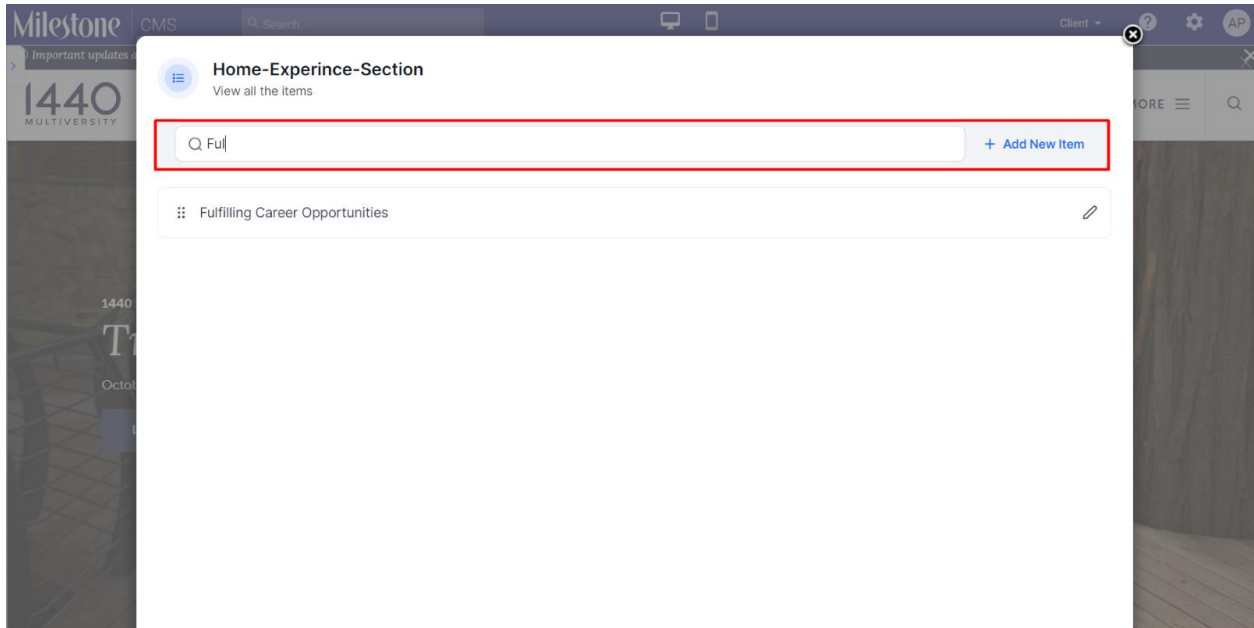
We welcome mission-aligned groups and organizations seeking time together for problem-solving, collaboration, learning and connection. The possibilities for a unique learning event are endless.

**Please Note:** We are experiencing limited availability and has established a wait list for private mission-aligned group events.

In addition, you can drag and drop the blocks based on how you'd like it to be displayed on your webpage.

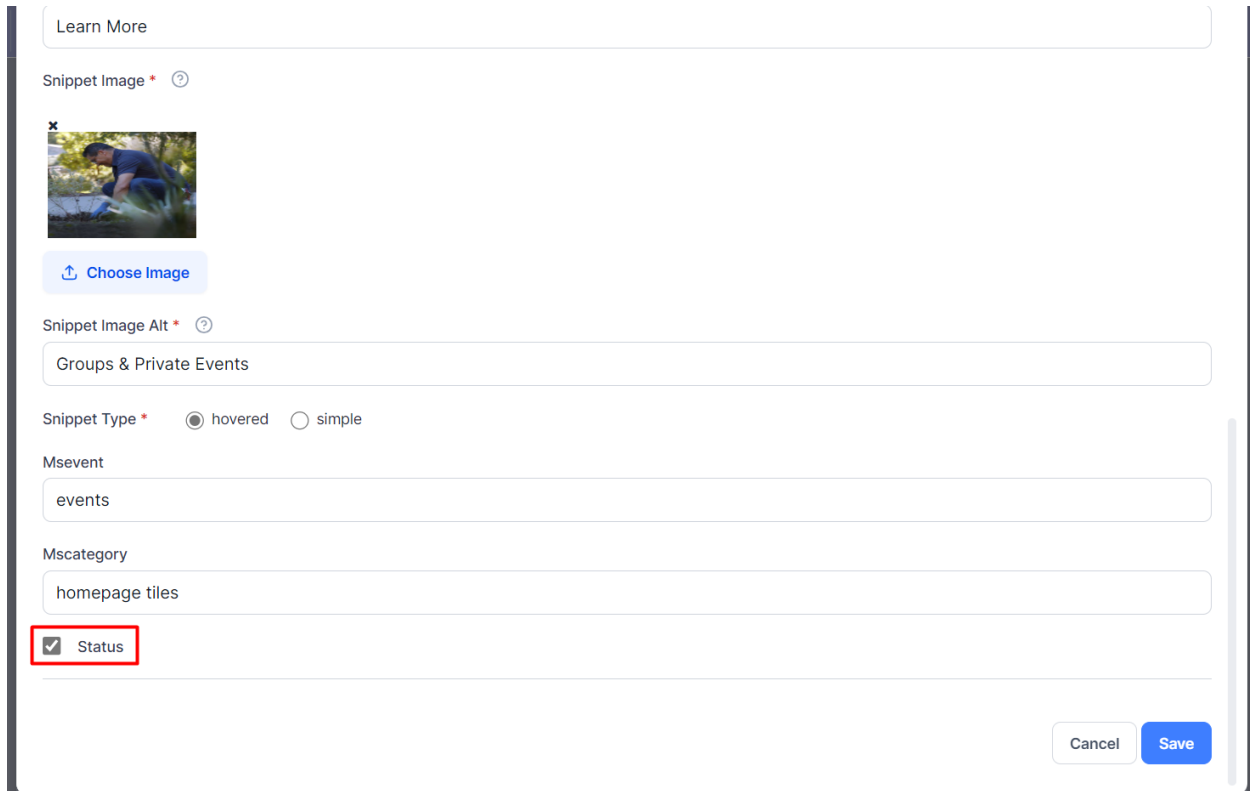


Enter the name of the MiBlock item and press 'Enter' in the search field to quickly find items from the list.



## Activating/Deactivating a content block

You can activate or deactivate a content block from the page by selecting or deselecting 'Status' in the edit section.



The screenshot shows the edit form for a content block. At the top is a 'Learn More' button. Below it is the 'Snippet Image' section, which includes a thumbnail image of a person, a 'Choose Image' button, and a 'Snippet Image Alt' text field containing 'Groups & Private Events'. The 'Snippet Type' section has two radio buttons: 'hovered' (selected) and 'simple'. Below are text fields for 'Msevent' (containing 'events') and 'Mscategory' (containing 'homepage tiles'). A 'Status' checkbox is checked and highlighted with a red box. At the bottom right are 'Cancel' and 'Save' buttons.

When a listing has been deactivated using the 'Status' button, it will display a warning in the item list for the MiBlocks.



The screenshot shows the 'Home-Experience-Section' item list. It features a search bar and an 'Add New Item' button. The list contains two items: 'Experience 1440' and 'Groups & Private Events'. The 'Groups & Private Events' item is disabled, indicated by a warning triangle icon and a dark tooltip that reads: 'This item has been disabled. To activate it on your website, click on edit and change the 'status'.'.

## Choosing the display order

If you have multiple content blocks in a page section, you can change the display order of the selected content block by entering the position you wish to display it.

[← View All Items](#)

**Tagging**


Tags:

**Edit Data**

Display Order

1

Snippet Description \* ?



We welcome mission-aligned groups and organizations seeking time together for problem-solving, collaboration, learning and connection. The possibilities for a unique learning event are endless.

**Please Note:** We are experiencing limited availability and has established a wait list for private mission-aligned group events.

body p Words: 42, Characters: 280

Snippet Link

<https://1440multiverse.cms.milestoneinternet.info/experience-1440/groups>

## Adding a content block

You can add a content block to the page section by clicking on 'Add New Item'. You can add a block only if it's permitted based on the layout section that you are editing.



CMS Search Client

### Home-Experince-Section


View all the items

Q Search + Add New Item

- Experience 1440 ⚠️ ✎
- Groups & Private Events ✎
- Fulfilling Career Opportunities ✎
- Leadership Center Programs ✎
- Philanthropic Programs ✎
- Community Events ✎
- 1440 Blog ✎
- test block ⚠️ ✎

## Saving

Once you have made the desired changes click on 'Save' at the bottom of the edit section.



[Choose Image](#)

Snippet Image Alt \* ⓘ  
Groups & Private Events

Snippet Type \*  hovered  simple

Msevent  
events

Mscategory  
homepage tiles

Status

Cancel Save