

Fact Sheet 2 - The Content Management System Window

Once you are logged in, the main window of the MySouthWest website Computer Management System or **CMS** is the gateway to all that you will require in order to build your website.



Along the top of the screen there are 8 tabs:

My Organisation: see Fact Sheets 3 & 4

Directory: see Fact Sheet 5

News: see Fact Sheet 6

Events: see Fact Sheet 7 & 8

Website: see Fact Sheets 9 through 30 inclusive

Shop: see fact Sheets 31 & 32

Banners: Not covered in this series of fact sheets

Quotes: Not covered in this series of fact sheets

On the right hand side of the screen is a link to the **site statistics**. Statistics can be essential information if you want to find out how many visitors come to your site, where the visitors come from (both geographically and what they were viewing on the Internet before your site) and what information they used in search engines to find you in the first place.

When you click into the site statistics you will be required to update them by clicking on the update button (towards the top), to access the latest figures.