Inzant Quick Guides

Uploading and Linking PDF Documents via the CMS

Settings

Dashboard
Website Settings
SEO Settings
Analytics
Social Media
Ordering
Manage Users
Quick Bar Links
Merchant Settings

CMS

Widgets
Pages
Menus
Team Members
Testimonials
Article Categories
Articles
Enquiries
Freight
Javascript
Css
File Library
Cart Management
FAQ Categories
FAQs

Dashboard

LOCKED CARTS	ENQUIRIES THIS MONTH
0	3

ARTICLE PENDING COUNT	FAQ PENDING COUNT
0	0

Top 20 Carts

Cart	Retailer	Payment Pending	Total
2094	Public Websales	No	$7,180.00
3111	Public Websales	No	$2,161.83
3109	Public Websales	No	$1,397.05
2077	Public Websales	No	$1,125.47
2098	Public Websales	No	$674.48
2060	Public Websales	No	$609.44
	Public Websales	No	$581.80
	Public Websales	No	$577.66
	Public Websales	No	$505.86
	Public Websales	No	$416.44
	Public Websales	No	$303.53
	Public Websales	No	$271.63
2070	Public Websales	No	$234.79

Select "File Library" under the CMS menu

Quick Bar >   Visit Website   Google   PCI   title

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Library Files

Filter Files: All Files ▼

‹ 1 2 3 4 ›

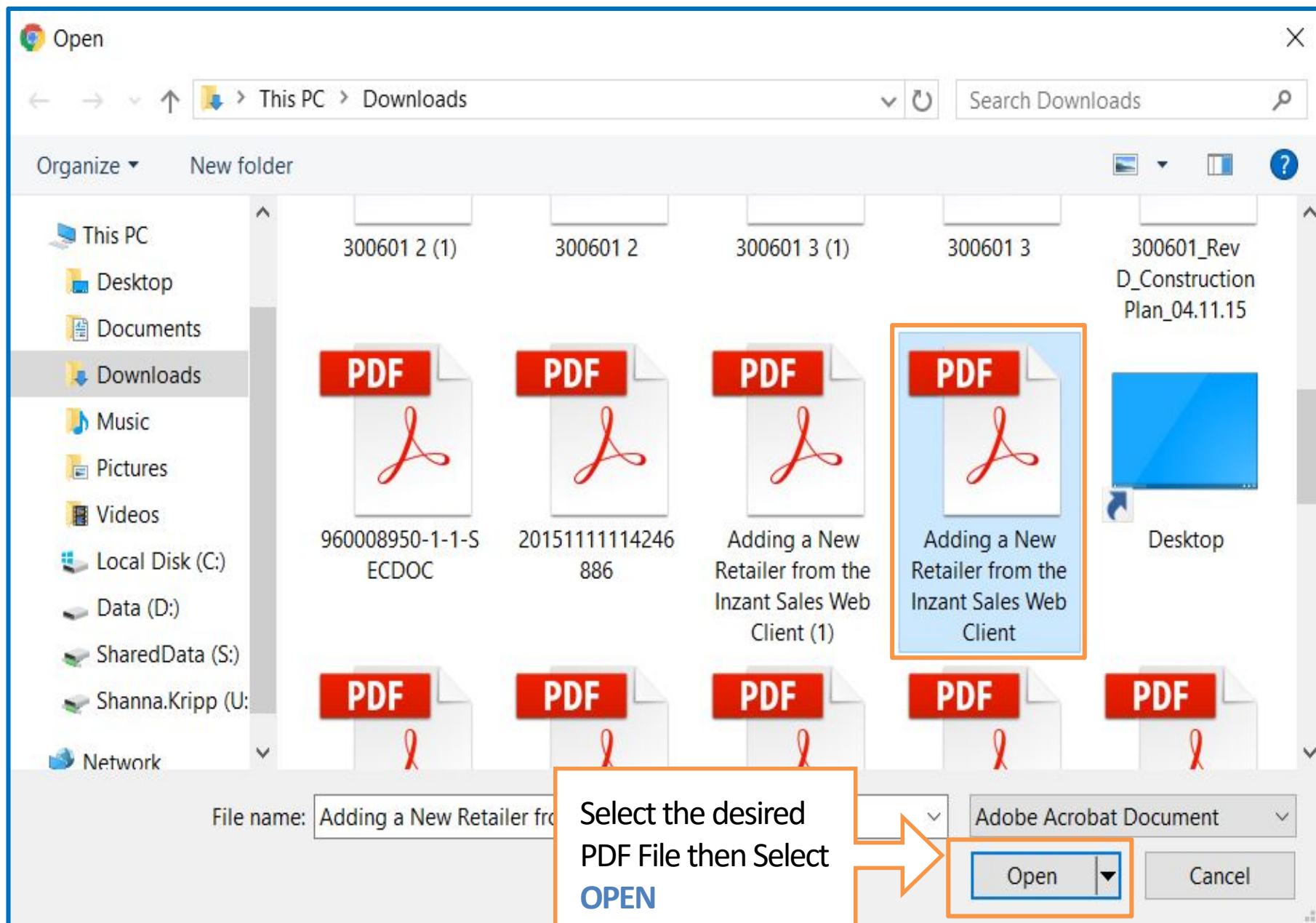Search

To upload a
new PDF
select **ADD**

ADD

Thumbnail	File Name	File URL		Last Modified	Actions
PDF	/Attachment/Adding a CNAME Record.pdf	http://webdemo.inzantsales.com/Attachment/Adding a CNAME Record.pdf		30-Aug-2016	Edit
PDF	/Attachment/Adding a New Retailer from the Inzant Sales Web Client.pdf	http://webdemo.inzantsales.com/Attachment/Adding a New Retailer from the Inzant Sales Web Client.pdf		30-Aug-2016	Edit
PDF	/Attachment/Blog Work.pdf	http://webdemo.inzantsales.com/Attachment/Blog Work.pdf		30-Aug-2016	Edit
PDF	/Attachment/blurble bloop.pdf	http://webdemo.inzantsales.com/Attachment/blurble bloop.pdf		30-Aug-2016	Edit
PDF	/Attachment/FAQ Links.pdf	http://webdemo.inzantsales.com/Attachment/FAQ Links.pdf		30-Aug-2016	Edit
PDF	learning-xamarin-ebook.pdf	http://webdemo.inzantsales.com/attachment/learning-xamarin-ebook.pdf		30-Aug-2016	Edit

Open

This PC > Downloads

Search Downloads

Organize ▾   New folder

- This PC
  - Desktop
  - Documents
  - Downloads
  - Music
  - Pictures
  - Videos
  - Local Disk (C:)
  - Data (D:)
  - SharedData (S:)
  - Shanna.Kripp (U:
- Network

300601 2 (1)   300601 2   300601 3 (1)   300601 3   300601_Rev D_Construction Plan_04.11.15

960008950-1-1-S ECDOC   20151111114246 886   Adding a New Retailer from the Inzant Sales Web Client (1)   Adding a New Retailer from the Inzant Sales Web Client   Desktop

File name: Adding a New Retailer fr   Adobe Acrobat Document

Select the desired PDF File then Select **OPEN**

Open   Cancel

inzant websites

Settings

- Dashboard
- SEO Settings
- Analytics
- Social Media
- Manage Users
- Quick Bar Links
- Merchant Settings

CMS

- Widgets
- Pages
- Menus
- Team Members
- Testimonials
- Article Categories
- Articles
- **Enquiries**
- Javascript
- Css
- **File Library**
- Cart Management
- FAQ Categories
- FAQs

Library Files

Filter Files: All Files ▼

‹ 1   2   3   4 ›

Search [ ] **SEARCH**   **ADD**

Thumbnail	File Name	File URL	Last Modified	Actions
PDF	/Attachment/Adding a CNAME Record.pdf	http://webdemo.inzantsales.com/Attachment/Adding a CNAME Record.pdf	30-Aug-2016	Edit
PDF	/Attachment/Adding a New Retailer from the Inzant Sales Web Client.pdf	http://webdemo.inzantsales.com/Attachment/Adding a New Retailer from the Inzant Sales Web Client.pdf	30-Aug-2016	Edit
PDF	/Attachment/Blog Work.pdf		30-Aug-2016	Edit
PDF	/Attachment/blurble bloop.pdf		30-Aug-2016	Edit
PDF	/Attachment/FAQ Links.pdf		30-Aug-2016	Edit
PDF	learning-xamarin-ebook.pdf		30-Aug-2016	Edit

Highlight and copy the hyperlink from "/Attachment..."
that appears as the **PDF URL**
This link can then be used as a button or hyperlink URL. When clicked on the front end of the website the PDF will be viewable

Page - About (Preview)

Call to Action

Visibility

Public ☑   Registered ☑   Account ☑   Supplier ☑

☑ Public

Page ⌄
Header ⌄
Content ⌃
Content Settings
Breadcrumbs
Page Title (Standard)
Content Bar (Full Width)
Team Members
Team Members
Team Members
Testimonials
Content Bar (2 Column)
Image Group
Call to Action
Footer ⌄

User Interface

Title Text: DOWNLOAD

Body Text:

DOWNLOAD PDF

To Add the link to a Button zone, paste in into the **BUTTON URL**

body p

Button Name: DOWNLOAD PDF

Button Url: /Attachment/Adding a New Retailer from the Inzant Sales Web Client.pdf

Open in New Window: ☑

Page - About (Preview)

Call to Action

Visibility

Public ☑   Registered ☑   Account ☑   Supplier ☑

☑ Public

User Interface

Title Text: DOWNLOAD

Body Text:

DOWNLOAD PDF

Page ⌄
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Content Settings
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Call to Action
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To Add the link to text and create a Hyperlink, type the text you want to be the link into the CK Editor zone, then click on the "Link" button in the CK Editor ribbon.

Page - About (Preview)

Call to Action

Visibility

Public ☑   Registered ☑   Account ☑   Supplier ☑

☑ Public

Page ⌄

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User Interface

Title Text: DOWNLOAD

Body Text:

⟨⟩ Source 🖫 🗋 🔍 🖶 🗐 ✂

B *I* U S x₂ x² Iₓ ≔ ⁝

Font

On the Pop-up
that appears
Paste the copied
URL into the **URL**
then click **OK**

Link   ✕

| Link Info | Target | Advanced |

Link Type

URL   ▼

Protocol   **URL**

<other> ▼   /Attachment/Adding a New Retailer from the Inzant

OK   Cancel

If you have any other issues please see our other guides or contact support.

Support@inzant.com.au