

# website management

"Everyone knows that people are using the internet to find what they are looking for quickly and easily. A good web design firm will work with you to determine what role a website will fill within your organization. LinxSmart employs solutions to maximize your company's online presence, bringing customers to you."

**A simple guide to managing your website within LiveTools.**

creating websites for companies like yours.

[www.linxsmart.com](http://www.linxsmart.com) 905.393.6052



## Gaining Access & Logging In

This guide will outline the simple steps required to use LiveTools to manage components of your website. Should you ever wish to expand the abilities of LiveTools for your website feel free to contact us to discuss your options.

Begin by accessing the LiveTools software integrated into your website by typing in your company's website followed by **"/livetools"**.

For example if your website was: "www.company.com", you would enter: "www.company.com/livetools" to access LiveTools.



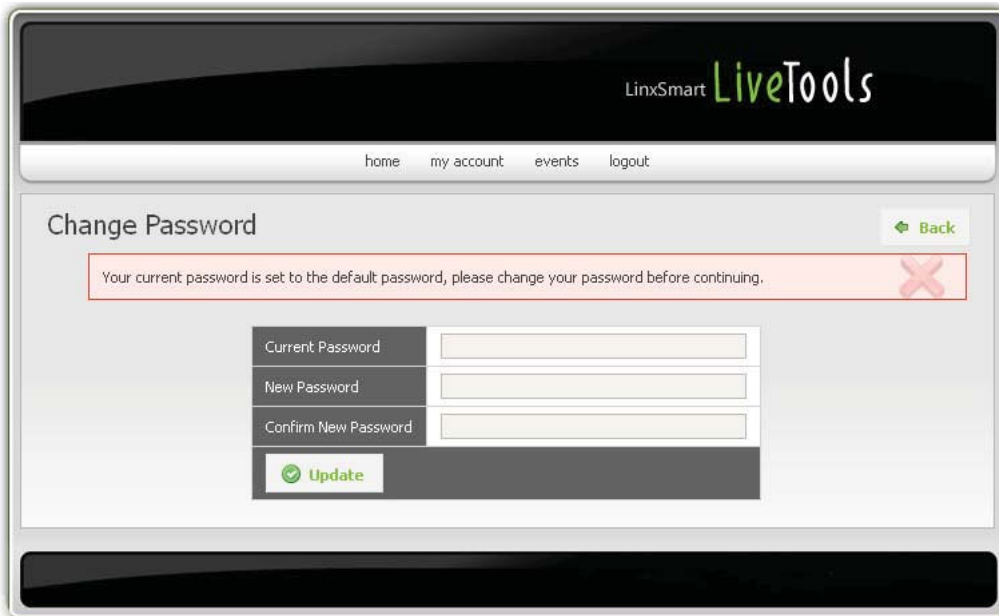
You should now see this screen where you can enter your username and password to securely access all the tools we have provided for you. When logging in for the first time use the following credentials:

**Username: admin**

**Password: admin**

## Gaining Access & Logging In

You will then be directed, for this time only, to a page asking you to set a new password for your account.



You will need to enter both the existing password, in this case "admin", and the new password you would like to set.

If you have lost or forgotten your login information you will need to contact LinxSmart and have us reset your account. This helps to ensure no unauthorized access will ever be granted.

## Getting Familiar

Once your login information has been verified you will be brought to the LiveTools homepage. Here you will be notified of new things happening at LinxSmart that may benefit and further the success of your website.

You can select any of the tools for your website from the Control Bar of LiveTools. The Control Bar is located near the top of any LiveTools page and includes some standard links such as "**home**", "**my account**", and "**logout**".



The "**home**" link will bring you back to the homepage you see when you login.

The "**my account**" link will take you to the page displaying all of your personal account information. The change password button will bring to the page we looked at earlier where you can change your password you use for logging in to LiveTools.

The "**logout**" will close your LiveTools Control Bar and return you to the login page asking for your username and password. The only way to regain access to LiveTools is to enter this information, using the back button in your browser will not log you back in.

## Looking for More?

Remember that LiveTools is expandable to meet any of your business's needs. We would be happy to discuss any ideas you may have to handle new updates to your site, improve order handling and tracking, automated payment systems or even organizational solutions for your company.

Give us a call at 905.393.6052 and we can discuss any ideas you may have.

## Need Help?

We have a lot of time creating a management system that is both easy to use and powerful. If at any point you are having trouble with your management system we welcome you to contact us.

Phone: 905.393.6052  
Email: [info@linxsmart.com](mailto:info@linxsmart.com)  
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