

WEBSITE TUTORIAL FOR COSYACE.COM

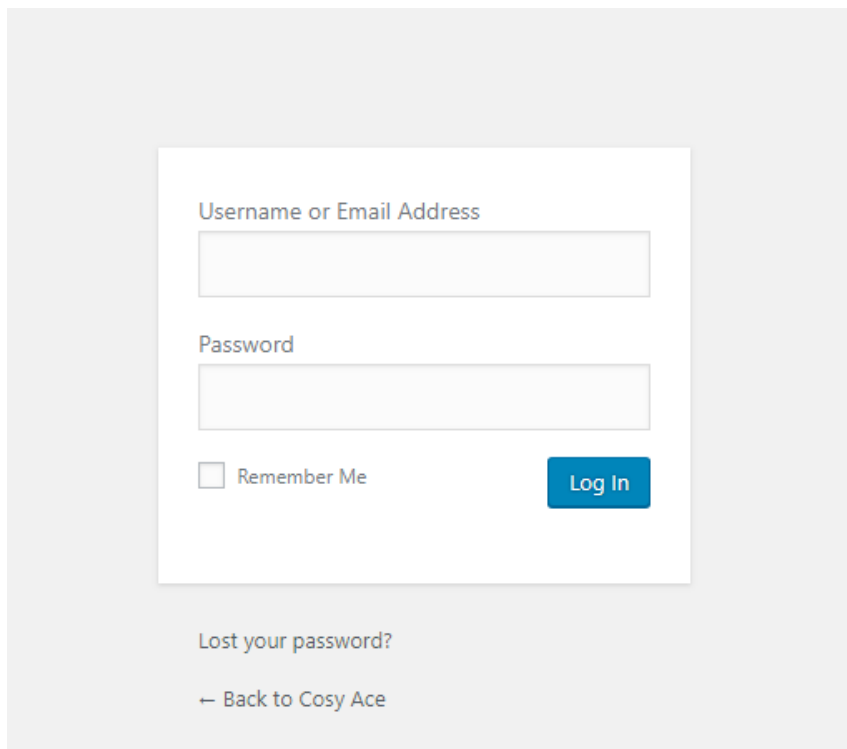
Website tutorial is created by [Amazing Web Services Pte. Ltd.](#)

LOGIN

Login URL: cosyace.com/wp-admin/

Username: CosyAce

Password: qI%lsAdS8L

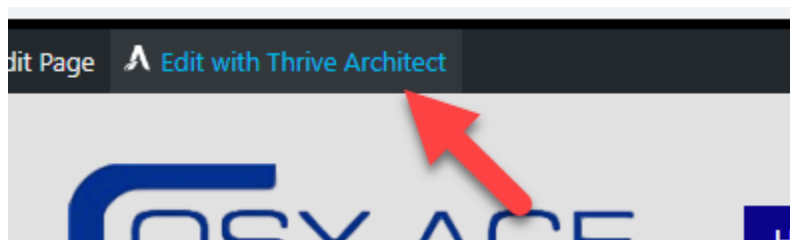


The screenshot shows a login form with the following elements:

- A text input field labeled "Username or Email Address".
- A text input field labeled "Password".
- A checkbox labeled "Remember Me".
- A blue "Log In" button.
- A link "Lost your password?" below the password field.
- A link "← Back to Cosy Ace" at the bottom.

UPDATE PAGE CONTENT

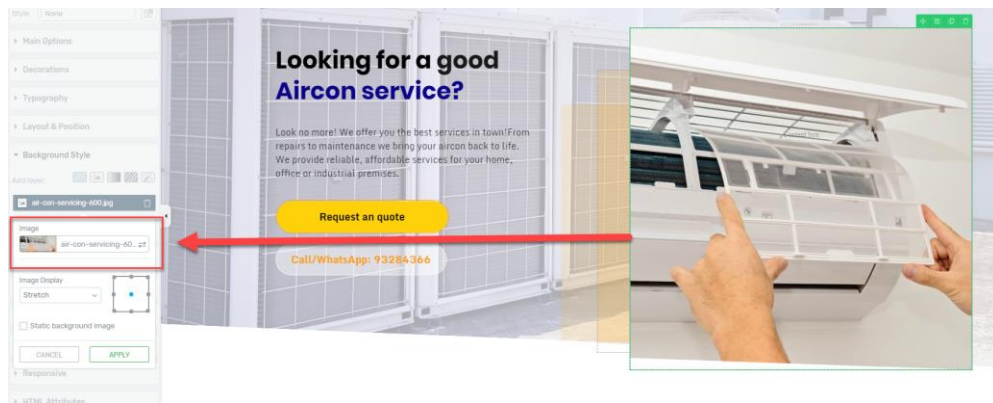
1. Login to the website with the above login method.
2. Go to the web page that you like to edit.
3. Click the "Edit with Thrive Architect" to load the editable page.



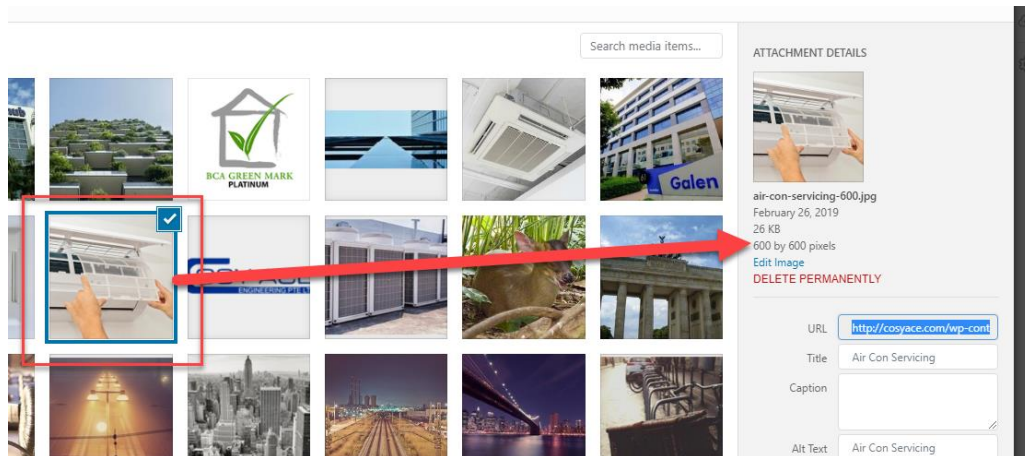
4. Click on the part where you want to edit.

For Text: You can just type over the area, delete as you want.

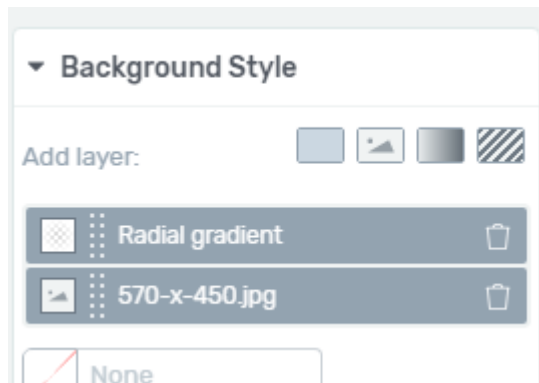
For Image: You can click on the image, on your left-hand side, you will see the panel where you can click on it to update the image from image library of your website or upload from your computer.



NOTE: The image should be resized before uploaded. This is so that the image will not be too big or different size that the one you see now. To find out about the size of the image to resize, you can go to “Media” on the left-hand menu and click on the image to see the size of the image. You may see the screenshot as shown below.



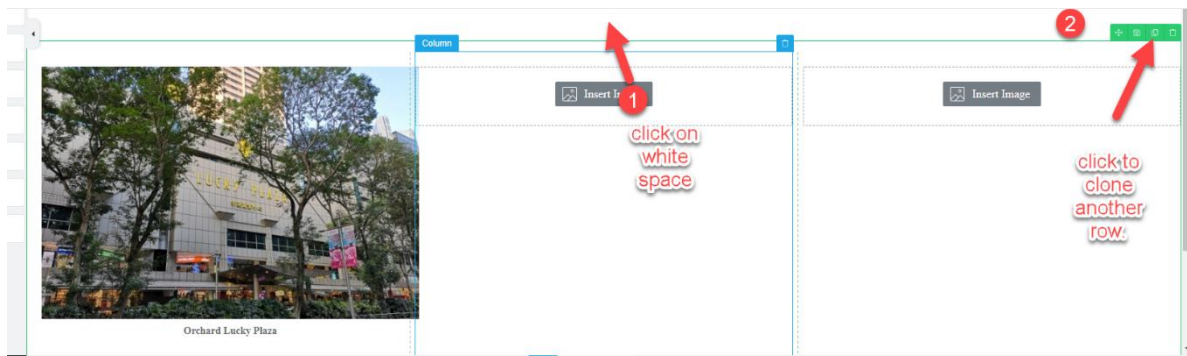
You can find the image from the left-hand editing menu or you may click on “Background Style” to see the image. See illustration below.



UPDATE PROJECTS

At any time, you may clone a new row to update more projects. This is how you can do it.

1. Click on the white space and you can see the green element on the top right.
2. Click on the 3rd icon from the left to clone a new row.
3. At any point of time if you have done something wrong, just refresh the page and do all over again. As long as you have not saved the page, it will not be published.

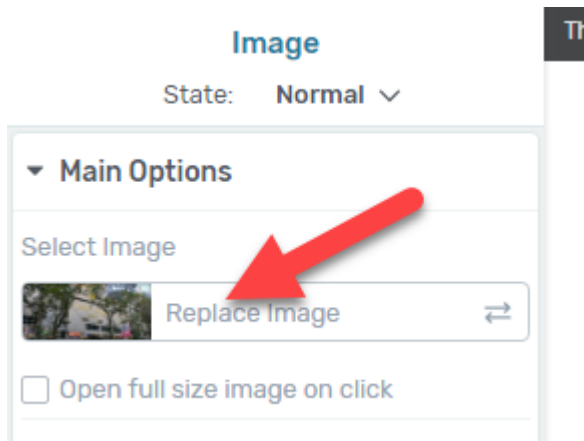


How to Edit the Row.

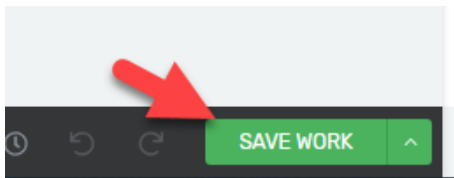
Now that you have row that you want to update, here is how you can add photo and text to your project.

Replace Image

Just click on the image and you will see the left-hand editor. Simply click "Replace Image" and the media library of the site will pop up. Select the new image or upload the image that you already resized.

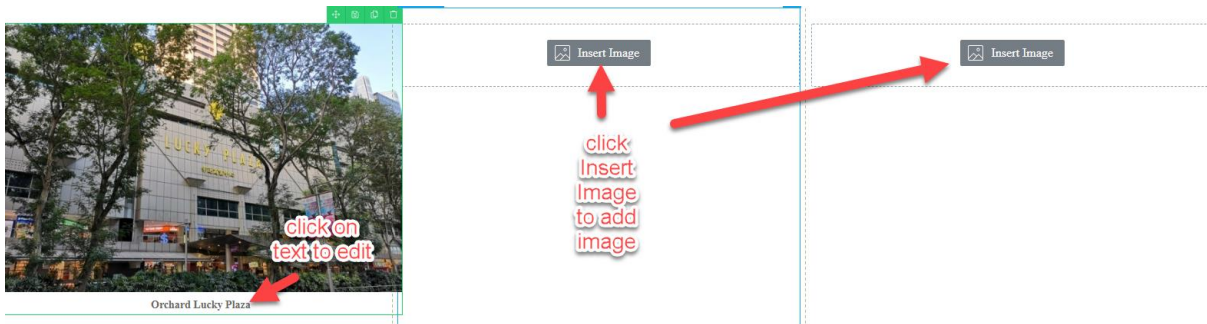


Remember to save changes every time anything is updated.



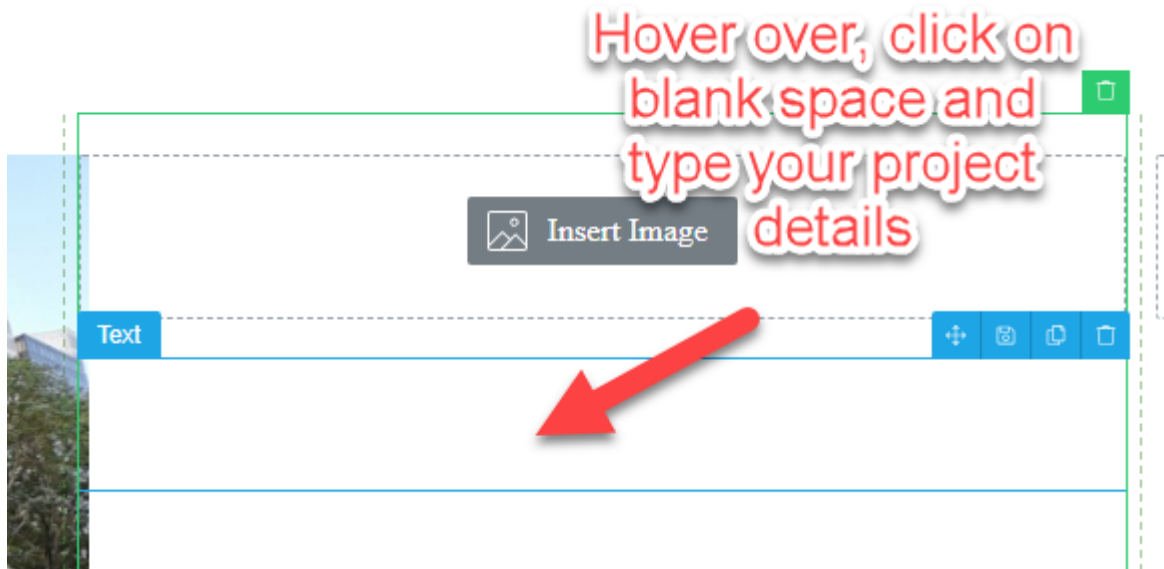
How to Add Image

Just click "Insert Image" to add new image. Remember to resize the image before upload.

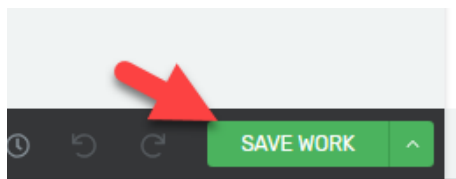


Description of the Project

To write description of the project, simply hover over the space below the image, click on the space and start typing in the description.

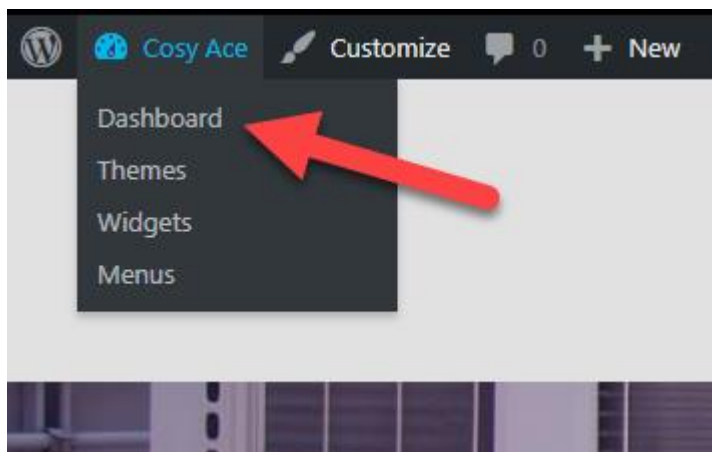


Remember to save changes every time anything is updated.

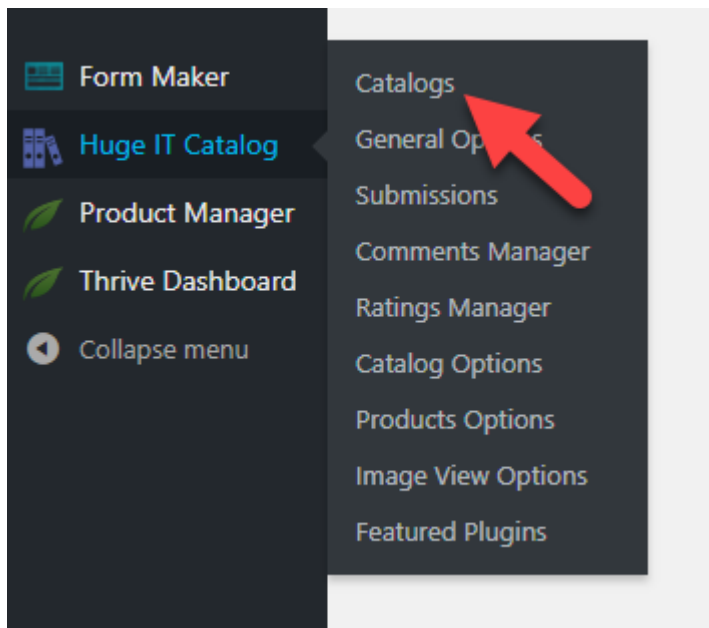


UPDATE SERVICES FOR BOOKING [HTTP://COSYACE.COM/BOOKING/](http://cosyace.com/booking/)

1. Hover the mouse over the top and click on "Dashboard"



Click on “Catalog” and Select the “Air-Con Services” by clicking on the title.

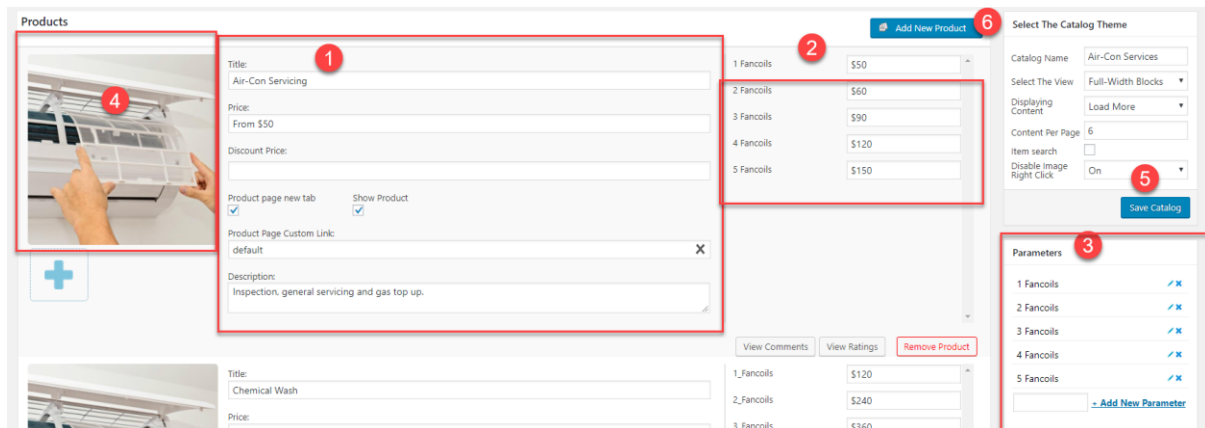


ID	Name
9	Air-Con Services

UPDATING THE SERVICES

1. You will be able to update by editing the boxes with the information.
2. The Fancoil details can also be updated.
3. If you want to rename the tab to another name, you can edit it here.
4. Change of image by clicking on the image and replace with the new one.
5. Remember to Save Catalog when you have done the changes.
6. If you want to add more services, just click on “Add New Product” and fill in the details like the rest.

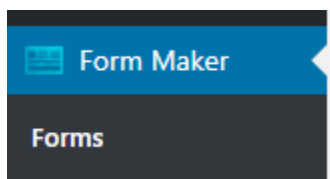
See the illustration of the area where you can edit and click.



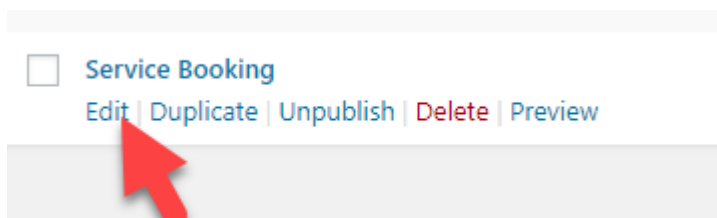
EDIT EMAIL USE FOR SERVICE BOOKING FORM.

If you would like to edit the service booking email to receive booking.\

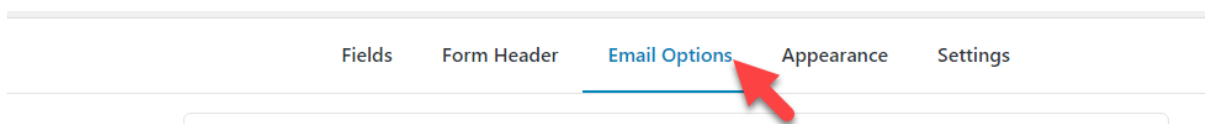
Click on **Form Maker >> Forms**



Click Edit to edit the form.



Click on **Email Options**



Update the email that you want to use under


Email to send submissions to

Email From

Email to User >> Email From

Email to Administrator

Email to send submissions to

service@cosyace.com 

Specify the email address(es), to which submitted form information will be sent. For multiple email addresses separate with commas.

Email From

Email Other

service@cosyace.com

*Specify the email address from which the administrator will receive the email.
We recommend you to use an email address belonging to your website domain. ?*

Email to User

Send to

Email

Use this setting to select the email field of your form, to which the submissions will be sent.

Email From

service@cosyace.com

Specify the email address from which the submitter will receive the email.

We recommend you to use an email address belonging to your website domain. ?

Remember to update when you are done changing.

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UPDATE OF CONTACT FORM EMAIL ADDRESS

The steps are the same as the updating of the email in service booking form. Except that you have to select the "Contact Us" form instead.

Just go to the same place under **Form Maker >> Forms** and select "Contact Us" form.

NOTE: We are not responsible for any mistake done due to wrong updating on your end. We may help you. If you have a support plan, we may help you restore to the original version when we completed your website. All changed after that will not be reflected.