Navigating the ESP Websites Admin

Jennifer M - 2023-03-22 - Getting Started

The ESP Websites for Suppliers Admin is where you can create, update, and control the features and functions of your site. Below is an explanation of each section within the Websites Admin:

Main Toolbar

The options on this toolbar are:

My Sites

The My Sites section will return you to the Websites Admin homepage.

Global Features

The Global Features section is where you can create and manage content that will be available to all of your ESP Websites.

Media Library

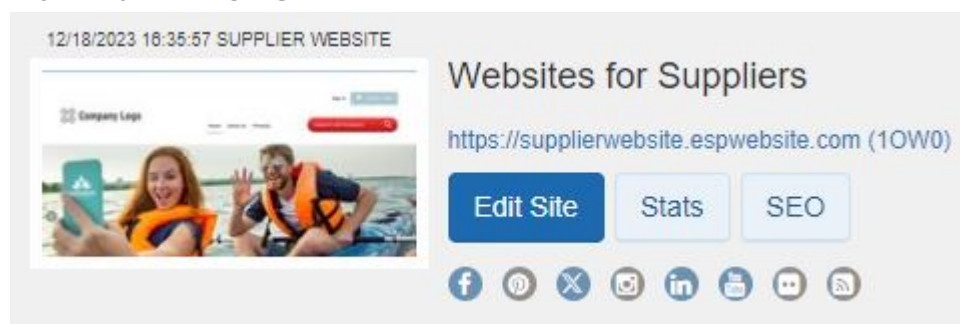The Media Library is where all of the image files for your ESP Website are stored.

Products

The Products section is where you can view all your items within ESP in the format in which they will appear on in search results on the live site. You can also create Saved Searches in from this area.

Product Collections

A product collection is a group of specific items with a centralized theme.

Main Admin Home

All of your current sites will display with:

- The date and time the site was last updated
- The type of site (ex: Websites for Suppliers)
- The URL

Each listing will also contain three buttons and numerous social media icons:

Edit Site
The Edit Site button will open the main admin customization options for the site.

Stats
This section will provide you with basic information about your site traffic.

SEO
SEO is an abbreviation for Search Engine Optimization. Clicking on the SEO button from the Websites Admin will open a window where you can manage the meta data for each of your site pages. You can use the dropdown to select the page and then enter information in the available fields.

Social Media Icons
The social media icons enable you to add a link to a variety of platforms.

Available Sites
If you have sites that have been purchased and you are not currently working with a representative from the ASI Creative Labs team launch, they will be available on the Websites Admin.