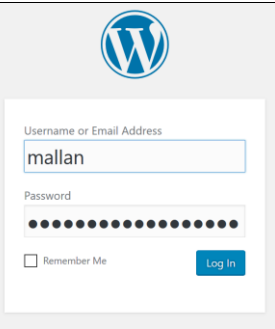
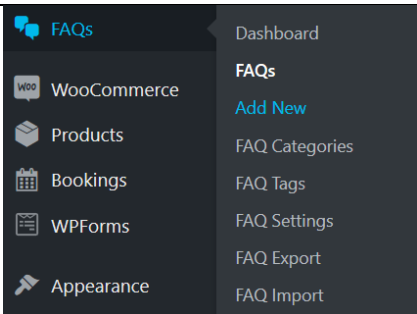


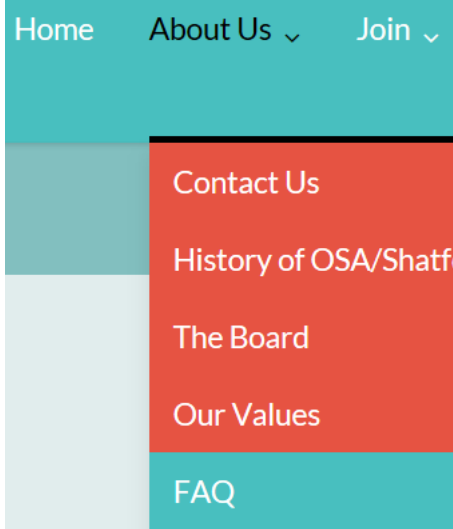
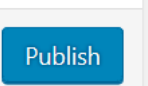
# How do I add FAQ's

## Introduction

The purpose of this document is to explain and demonstrate how to add a frequently asked question (FAQ) to the website .

## Instructions

	<p>First you must sign into the dashboard of the site with your own userid and password.</p> <p>To get to the dashboard you click on the following link  <a href="http://www.shatfordcentre.com/admin">http://www.shatfordcentre.com/admin</a></p>
	<p>From the dashboard hover over the FAQ item and select “Add New”</p>
	<p>The title of the FAQ is the question that appears on the FAQ list.</p> <p>An example would be “How do I pay with credit card” or “What are your opening hours”</p>
	<p>The description or text of the FAQ is the response to the question asked. This will be displayed when a customer clicks on the FAQ.</p> <p>You can add media as well as links if required.</p>

<p><b>FAQ Categories</b></p> <p>All FAQ Categories <span>Mo:</span></p> <p><input type="checkbox"/> External</p> <p><input type="checkbox"/> Internal</p>	<p>There are only 2 FAQ categories available.</p> <p><b>External</b> are FAQ's that you wish the public to see when they open FAQ's from the menu</p>  <p><b>Internal</b>, are FAQ's that appear on the help FAQ site. These are FAQ's that are meant for people who work at the shatford centre. This FAQ page is protected and can only be viewed if you have the help password. The public will not have access to these FAQ's</p>
	<p>Once the title, text/description and category has been filled out then publish the FAQ.</p>