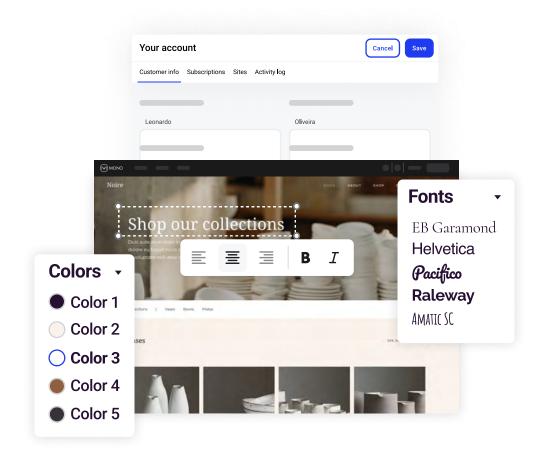




Getting Started: Mono Demo

Our multi-site management tool for partners, known as the Reseller Admin Interface (RAI), is built to manage SME customers at scale, optimising and automating processes.

The fast, efficient and more intuitive Mono Editor is where best-inclass websites are built. All Mono products come together in the Mono Editor to make an all-in-one website creation experience.









Getting started:

Use the login page link and enter the login credentials you have received over email.

Reseller Admin Interface:

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| - | Site ID | Acc. ID 944455 | | Login page | Company | Heading | Published 2023-03-21 | Contacted | DIFM | Cat. | Zeljko | | | |
| 0 | Site ID | | | | Company | Heading | Published | | | Cat. | | Preview | URL | Editor |

Once logged in, you are now in the Reseller Admin Interface (RAI).

In the Menu, click **Overview**. The Sites submenu should automatically appear, listing the sites already created. If not, click the **Site** tab.

Login page:

Under your sites, you will see a login page. You can view the login page by hovering over the image, or clicking either the Preview or URL icons. You can use this page as a login page for your customers. To edit, click the Editor icon. Add your company logo, brand colors, and additional information here.

See the Mono Editor section for more information on how to edit this login page.



RAI



The template library in Reseller Admin Interface

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Templates in RAI:

Templates are vital for optimizing workflows and minimizing time spent on design tasks before handing over a website to a customer.

Instead of starting from scratch each time a new site is being built, having a set of pre-constructed templates to choose from enables you to quickly generate an advanced starting point for the site. You can choose to create your own templates or choose from Mono Templates.

In RAI, click **Templates** in the overhead menu to access Mono Templates. If very few templates are shown, or not at all, on the dashboard, click **Show Filters**. Under Scope, select **Global** or **All** and click **Apply**.

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Adding a template to a site

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| 0 | 103 | 1288903 | 8 | Media, IT & Communication Services | en | Illustrator | Illustrator | Global | | 0 | | + |
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You can now view the many Mono Templates available for you to use. You can filter the templates based on language or business sector.

Hover over the image to get an enlarged view of the thumbnail or click the URL icon to preview the entire template.

As you are just starting out in RAI, we will focus on how to add templates to a new site. You can do this in one of two ways:

- In the **Template** tab, click the New Site icon of the template you would like to use
- In the overhead menu, click **Create Account** button.

For both options, a Create New Account pop-up will appear. However, the desired template will be automatically added under the Template method, but not the Create Account method.

Using the New Site icon method:

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| Add subscription | trial - 2 months | |
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| Version | I | |
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Creating Accounts and Sites

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| SHOW FILTERS | Language | English / English | * | | | | | RESET FIL | TER |
| | Add subscription | trial - 2 months | × | | | | | | |
| Site ID Acc. ID Ver. Name | | Start test subscription | | æ | Cat. | Assignee | Preview | URL | Editor |
| and the second se | Version | 1 | ~ | | | | | | |
| Login page (do not delete | Copy from template (optional) | Select template | | M fessional | | Zeljko Djuranovic | n | O | * |
| | CLOSE | CREATE ACCOUNT AND START SUBSCRIPTION | | | | | | | |

Site creation:

Another way to create a site (and add a template) is to click the **Create Account** button in the menu header.

A pop-up overlay will appear where you can fill out the following fields: Name, email, username, password, language, subscription type, version of the Mono Editor and the option to add a pre-create Mono template from the drop-down.

Note: If you add a template to a new site using this method, it is recommended that you know the template ID number of the template you would like to use, as there is no way of previewing the templates from the dropdown.

Accounts vs. Sites

A quick note about the difference between accounts and sites.

In RAI, a "Site" means a website. An "Account" is a customer account where you store all the details about the customer who owns the site(s), for example their name, email, business information, etc.

Accounts are placeholders for sites. All sites must belong to an account accounts and sites are always bound together. There may be several sites attached to one account.



RAI



Accessing Mono Editor through the Reseller Admin Interface

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Ready, set, style:

Now that you have logged into RAI, found a template to use, and have created a new account (and site), you can get started with editing the site in Mono Editor.

Click the **Editor Icon** of the site you would like to update (i.e. login page or the newly created site) to access Mono Editor.

Read more about RAI:

To get a more in-depth overview of our Reseller Admin Interface and what it has to offer, you can read more <u>here</u>.

MONO EDITOR



Mono Editor:

| MONO | Design Content V Products V | Preview Publish |
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| | afternoon ank at your recent state below or start working on your website | Edit content Edit site design |
| | erview are currently unable to show any site statistics, check ba | ck at a later time. |
| Gui | ided tour | Getting started guides |
| | Take the Dideo tour | Learn how to easily build up page layouts Add a new row |
| | | Complete guides to all modules in the Editor |

The first thing you will see in the Mono Editor is the dashboard.

Note: You will see the Mono logo in the upper left-hand corner of the header menu. The Mono Editor itself is white label and you can have your logo here. However, this branding will only be done once you have signed up with us as a reseller partner.

Helpful information in the Dashboard:

Here you can see site statistics, if available, and you can find a video guide, written start guides, as well as access to the help center. The video guide gives a quick overview on how to add pages, add content rows to pages, how to edit columns and modules, how to edit for different viewports (desktop, tablet, mobile), and more.

Start editing the site:

You can choose whether you would like to edit the content or design of the site by either clicking the buttons in the dashboard or by clicking Design or Content in the header menu.

MONO EDITOR



Accessing Global Data

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|--------------------------------|---|------------------------------|---|------------------------------|---------------------|---|---------|---------|
| CONTENT | Global Data Add information about your busine | 194 | | | | | | - |
| Business Informa Opening hours | File Manager Upload and manage your files | on | | | | | | |
| Legal | 301 redirects Redirect traffic from unused pages | nformation and cont | niformation and contact details. Information included here can be added anywhere on in the header, footer and Map modules. | | | | | |
| Cover image | SEO Identify SEO gaps on your site | | | | | | | |
| Gallery | | | | | | | | |
| Custom Global Data | a Business | s category and conversion go | al | | | | | |
| Custom images | Business c | category [business_category] | | Conversion goal [conversion_ | joal] | | | |
| Structured lists | Please se | elect | ~ | Please select | ~ | | | |
| FAQ lists | Contact | Information | | | | | | |
| Price lists | EN DE | | | | | | | |
| Website links | | - | | | | | | |
| Social links | Company r | name (company_name) | | Company name branded [com | pany_name_branding] | | | |
| Downloads | Mono M | farketing | | | | | | |

Updating content with Global Data:

The Mono Editor is designed to make it simple and efficient for you to enter your business data in one, central place and point it out to all relevant modules on your website.

Global Data is where you can store all the essential details about your business, staff and services, for example your address, phone number, service lists, privacy policy, and much more.

You can find the **Global Data** for the site in the **Content** menu from the Editor's main navigation.

So why is Global Data useful?

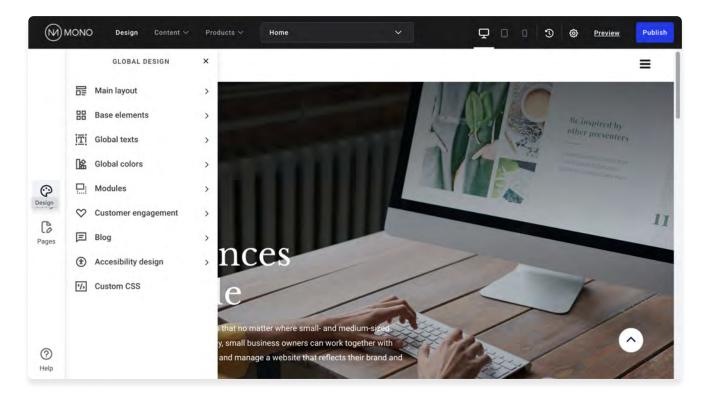
Well, imagine that your SMB customer has moved their business to a new address. You need to update this several places on the website (ex. footer, contact page, map module, etc.).

If the modules on the website are set up to sync with Global Data, the address will be updated across your entire website after you've updated the address in Global Data and clicked Publish. There's no need to click through all the different pages and update individually.

MONO EDITOR



Updating Global Design



Updating the Global Design:

The Mono Editor is designed for you to style websites, create mock-ups for customers, and update the website design quickly and easily.

Global Design is often the first step in defining how the elements of the site should appear. In just a few steps, you are able to define global colors, text styles, modules, and more to fit the look and feel of the SMB brand.

You can access the many **Global Design** parameters by clicking **Design** in the left-hand menu.

Why is Global Design helpful?

As a Mono partner, you will have access to our free library of templates designed to serve as a springboard for website design. Each template has been carefully designed to inherit global, or sitewide, design and data elements to provide consistency throughout the site.

This means that you only need to update these global design parameters once and then they are immediately applied sitewide.

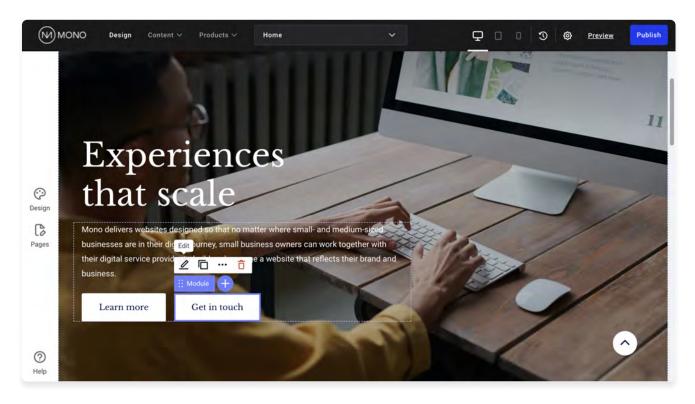
But that's not all, when you add new pages and content rows to your site, these also adopt the global design of the template you have chosen.



MONO EDITOR



Editing Local Content and Design



Updating the Local Design:

Sometimes you need to differentiate one element from the styling it inherits from Global Design.

In these cases, the use of Local Design allows you to easily define specific styles for the one element and doing so will not impact the Global Design of all other like elements.

Local Design is edited on a per element basis. Hover over any module/column/ row on your website and click the label. A menu appears where you can edit, duplicate, delete or access more options.

Updating local content:

Think of local content/data as all the text, images, and other assets that are not stored under Global Data.

For example, local text content are the headlines, blurbs, value propositions, etc. throughout the website.

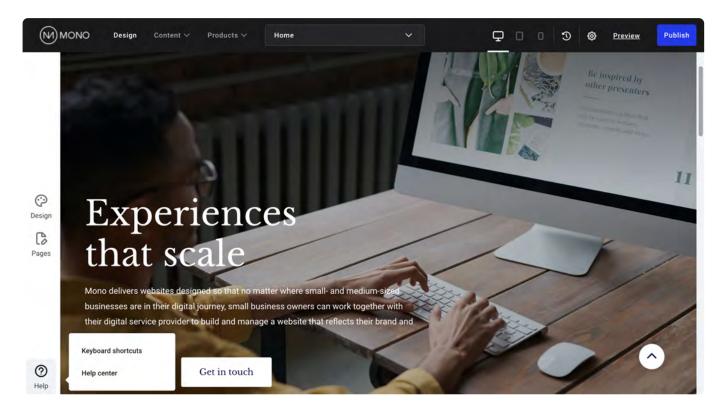
Double click on the text modules to update the text.



GET STARTED



Find help along the way



Try it yourself:

- Use the login link and credentials provided via email to log into Reseller Admin Interface
- Find a Mono template to add to a site
- Create an account (and site)
- Update the global design (text and colors) of the template to match a customer's brand
- Update the local design of a call-toaction button to make it stand out from the rest Try updating

Help at your fingertips

With Mono Help Center, find step-bystep guides on how to use Mono platforms, products, templates and APIs.

- Articles and user guides to help you get familiar with Mono Platforms and Products
- Reseller partner and developer information
- Guides to adding and managing domains, SSLs and emails Monitor System status