

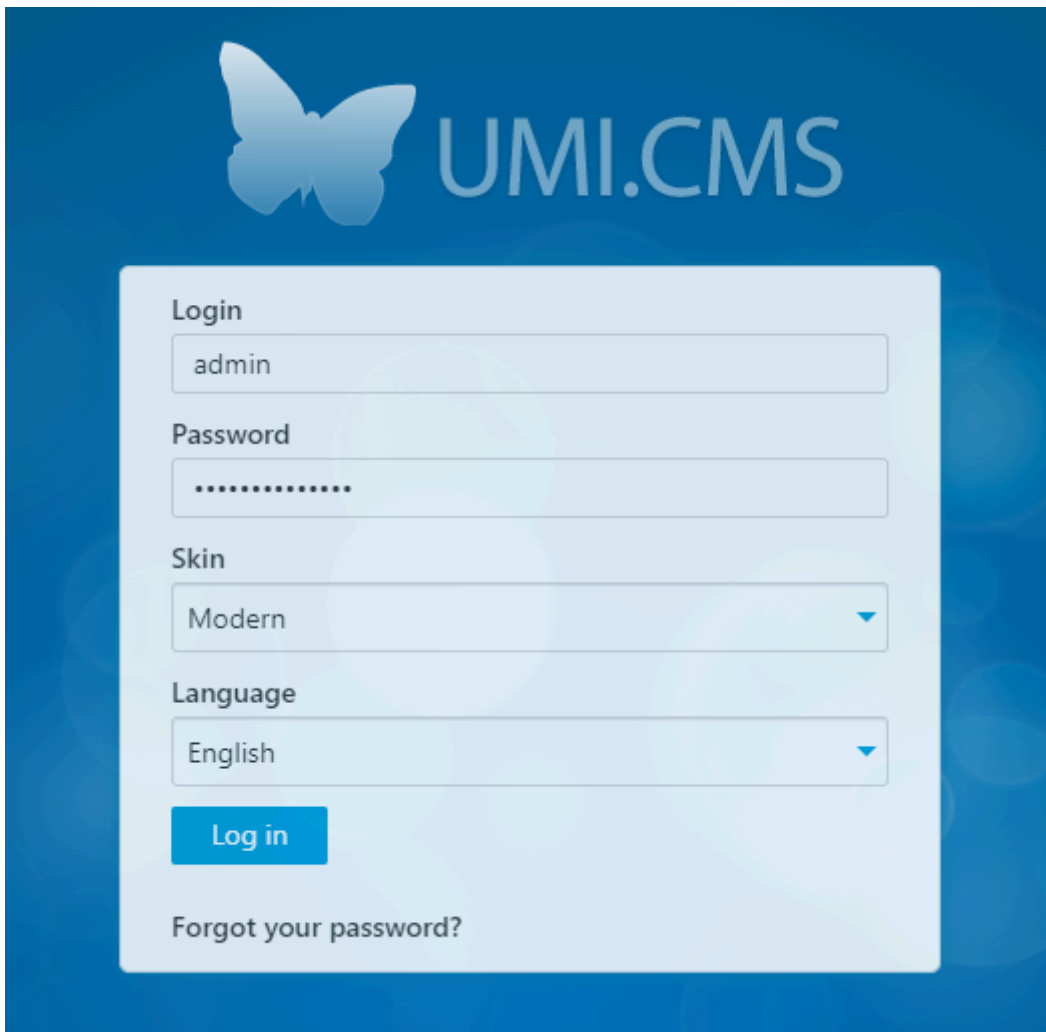
User manual for Escort AGENCY script

Authorization. Content Management. Editing Elements.

Authorization

Go to the administrator login page by adding /admin to the website address.

After navigating to the specified page, you need to enter the login details for the administrator account:



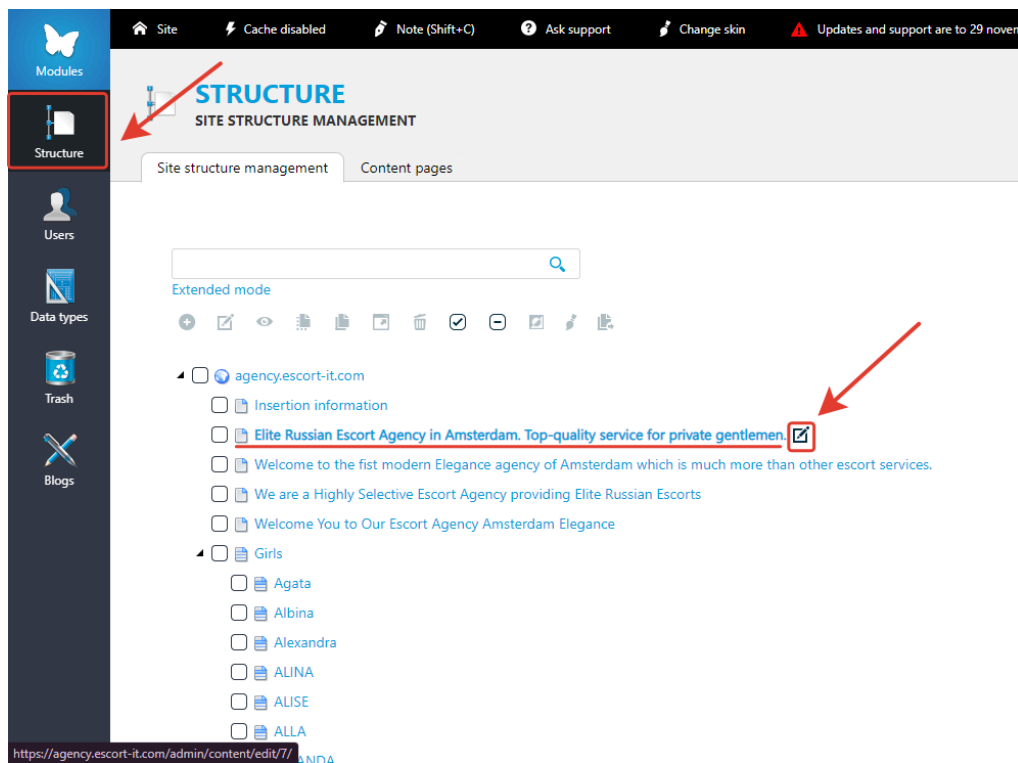
The image shows the administrator login page for UMI.CMS. At the top left is a butterfly logo, and to its right is the text "UMI.CMS". Below this is a light blue login form with the following elements:

- Login:** A text input field containing the text "admin".
- Password:** A text input field with masked characters represented by dots.
- Skin:** A dropdown menu with "Modern" selected.
- Language:** A dropdown menu with "English" selected.
- Log in:** A blue button with white text.
- Forgot your password?:** A link located below the login button.

Managing the logo.

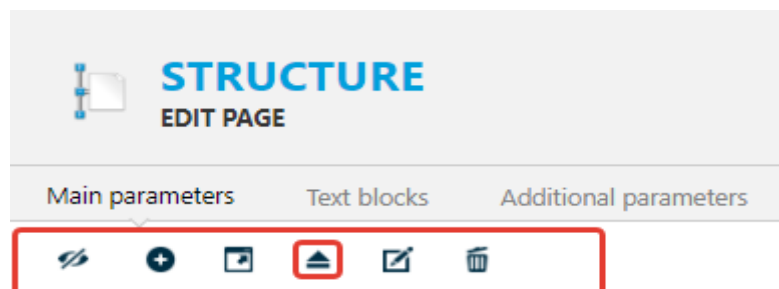
To change or remove the logo, you need to log in to the admin panel (see the "Authorization" section).

Next, you need to go to the "Structure" section on the panel on the left side of the page. After navigating to the "Structure" section, the website structure will be displayed as a list of pages. In the list, find the main page, which is highlighted in bold, and hover over it.



After hovering the cursor, to the right of the page name, you will see the "Edit" button, which you need to click. After clicking, you will be redirected to the editing page.

After navigating to the editing page, pay attention to the toolbar at the top of the page, specifically the state of the "Show/Hide Advanced Fields" button.



If the triangle on this button is at the top of the button, you need to click on it, but if the triangle is at the bottom, you don't need to press it.

Next, you need to scroll down to the "Additional parameters" section, where you can change/delete the logo.

To change the logo, click on the image itself, which will open the file manager. Here, you can select a new image. If there is no logo initially, instead of an image, there will be a button with the message "file is not selected." In this case, you need to click on it.

Additional parameters

Image for inactive item

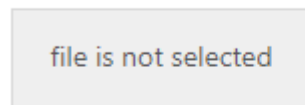


Image for title



Show in menu

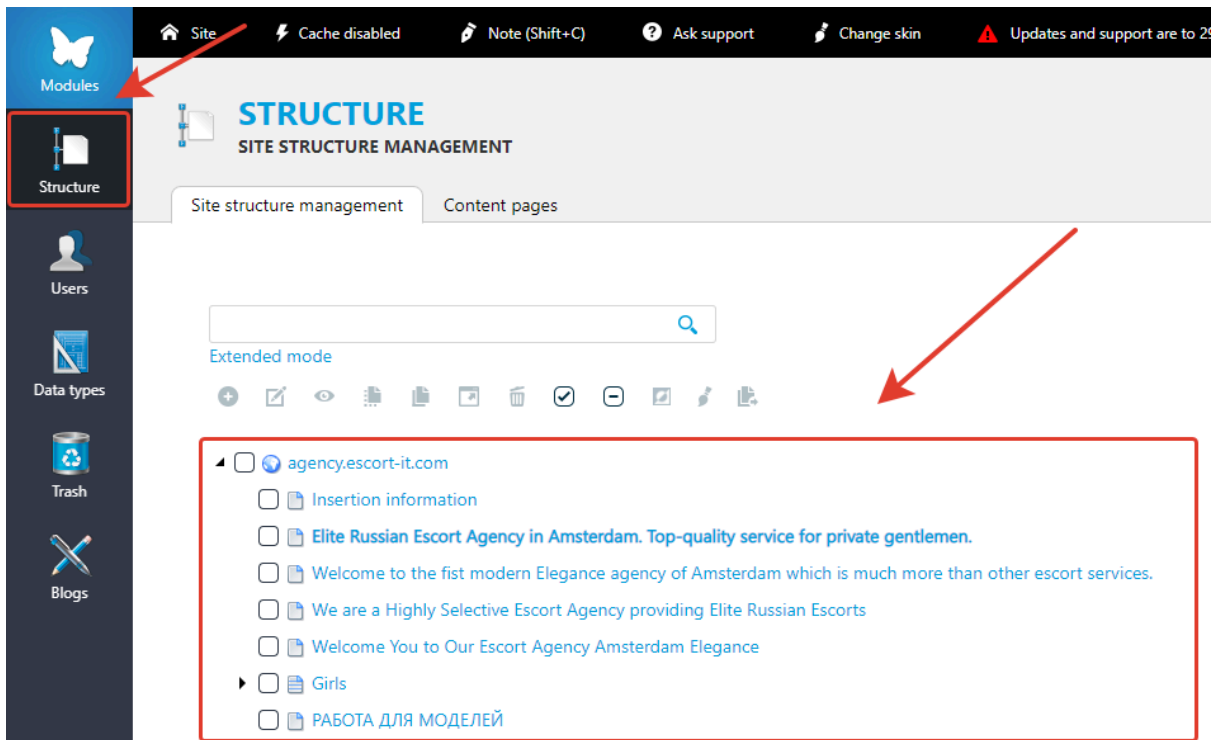
Deny indexing by search engines

Always open menu

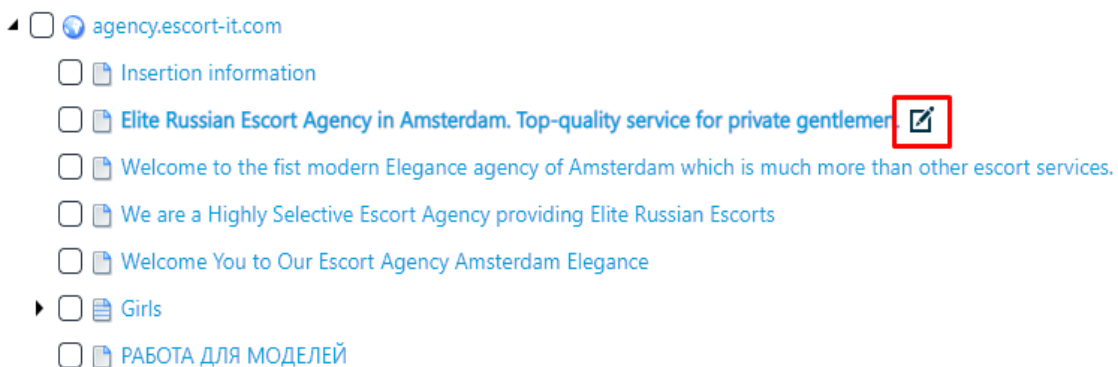
To delete the logo, click on the cross in the top right corner next to the logo image (see the image above).

Editing/Replacing Content

After successful authorization, to edit content on pages, you need to navigate to the "Structure" section. Here, from the list of website pages, select the page you want to edit and hover over it.

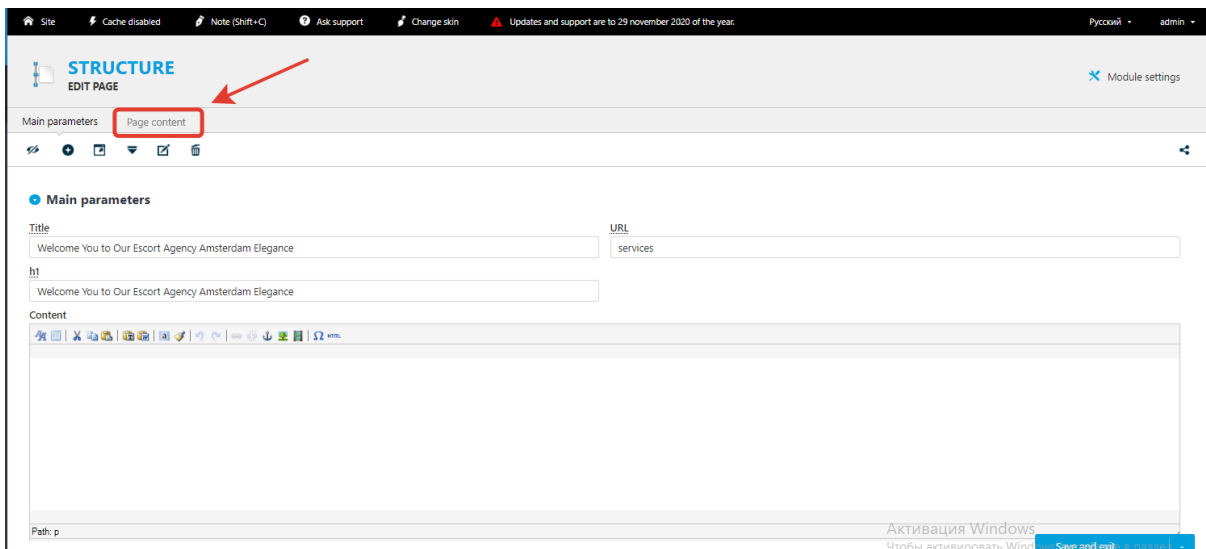


After hovering the cursor over the desired page, you need to click on the button that appears to the right of the page name.

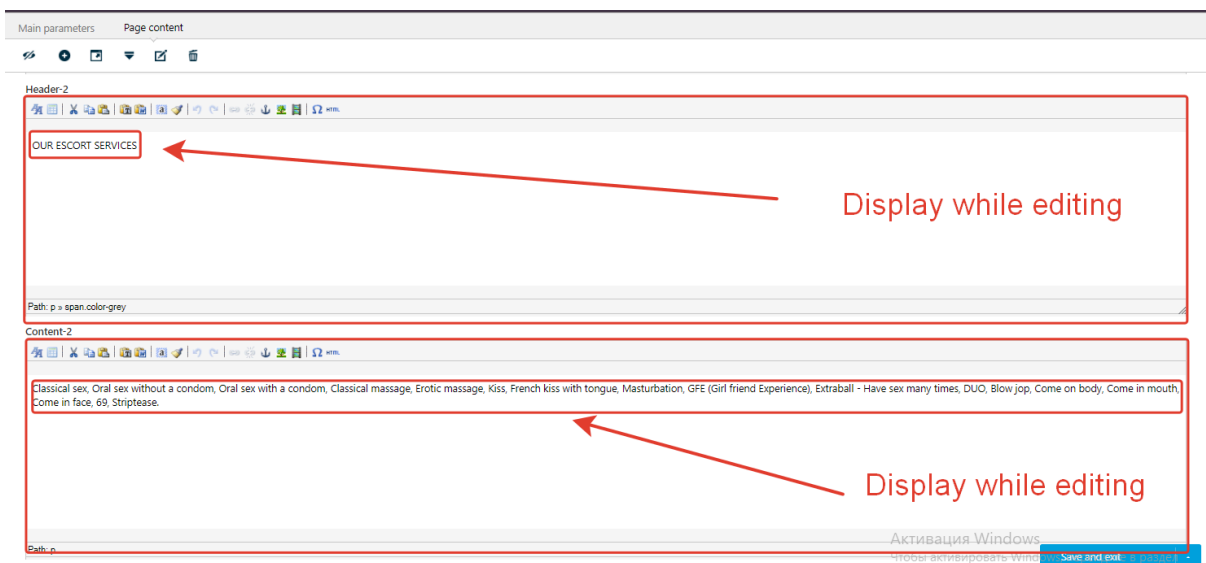


After clicking on the described button above, you will be redirected to the content editing page.

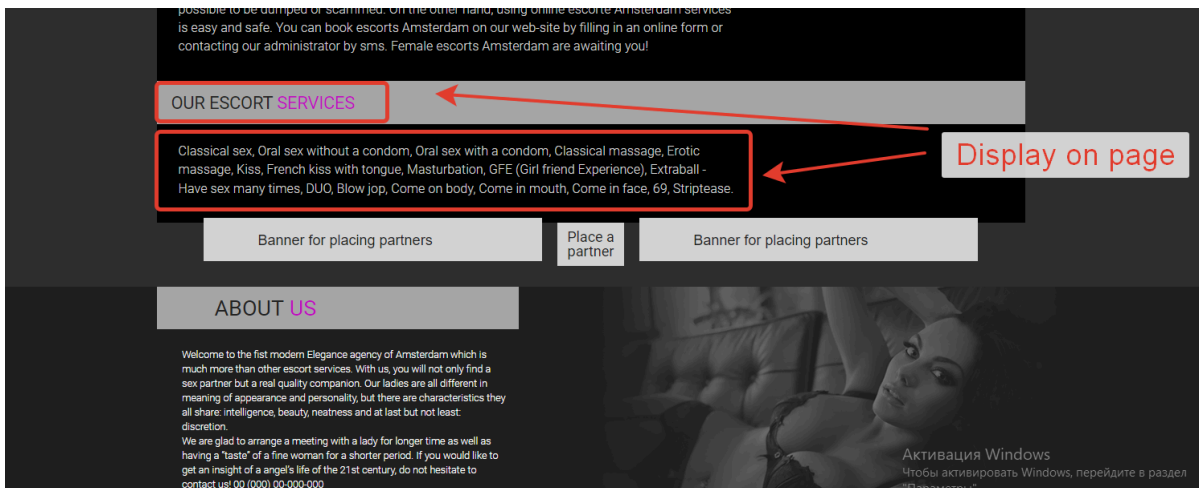
After navigating to the content editing page, you need to select the editable section (in the example, it is "Page Content"), which will then scroll directly to the editing block of the selected section.



In the block of the selected section, there will be fields containing content corresponding to the content on the edited page.

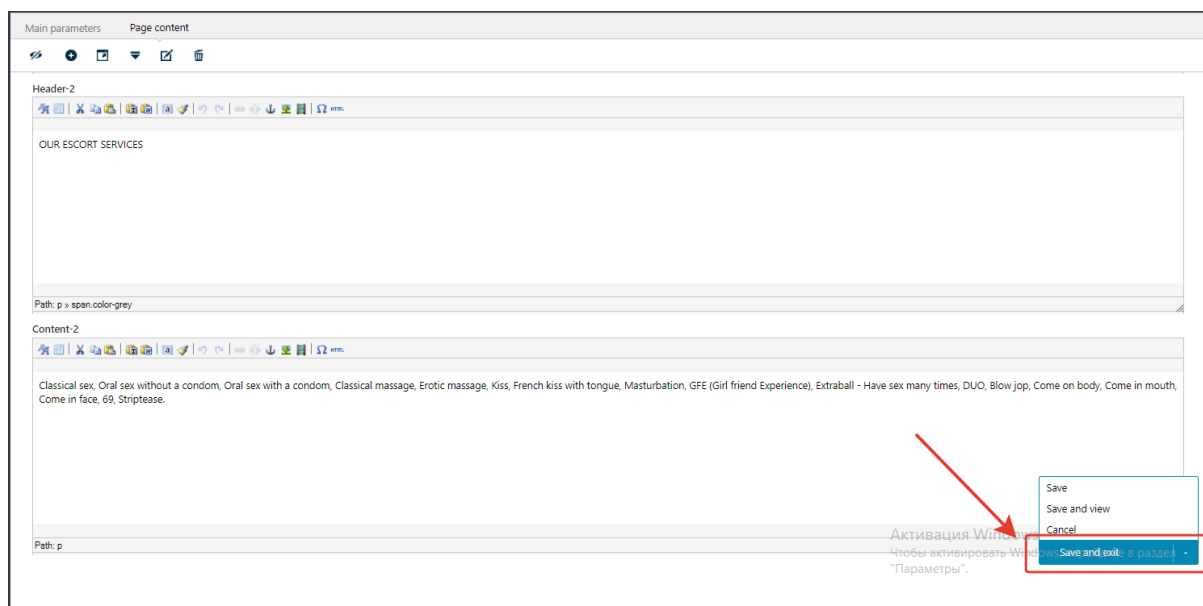


The textual content in these blocks will correspond to the content on the edited page.



To change the text content, place the cursor in the desired field, click on the text, and proceed to edit it.

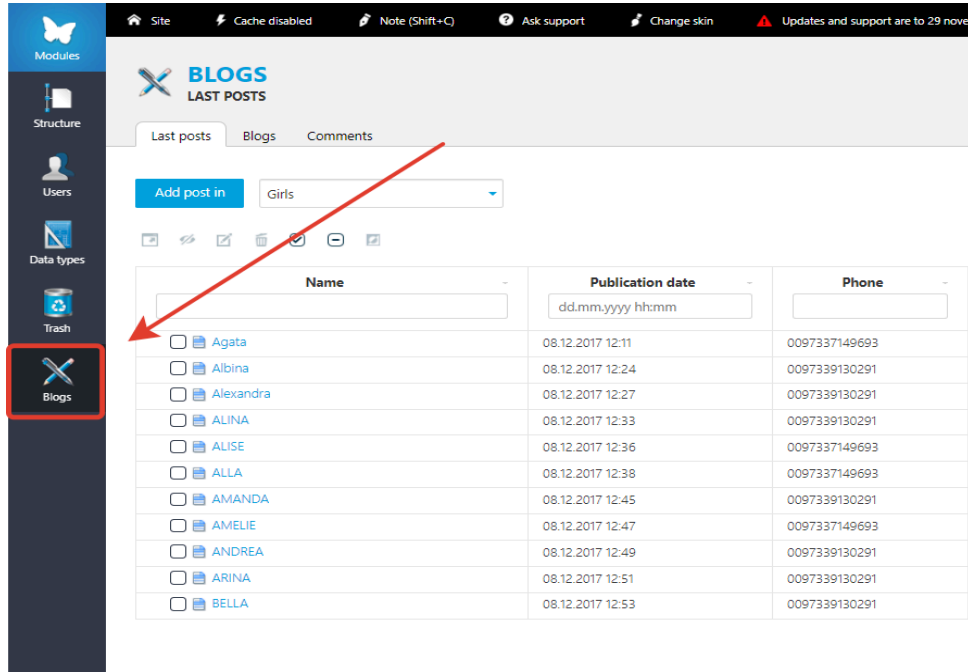
After successfully editing the text content, to save the changes, hover over the highlighted "Save and Exit" button and select the desired action from the drop-down list.



Textual information on other pages is edited in a similar way.

Managing profiles (cards). Adding, editing, deleting.

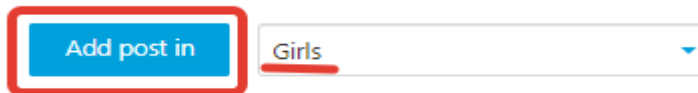
To interact with the profiles (girls' cards), you need to log in to this admin panel (see the "Authorization" section). Then, you need to go to the "Blogs" section.



The screenshot shows the admin panel interface. The sidebar on the left contains menu items: Modules, Structure, Users, Data types, Trash, and Blogs (highlighted with a red box). The main content area is titled 'BLOGS LAST POSTS' and has tabs for 'Last posts', 'Blogs', and 'Comments'. Below the tabs is an 'Add post in' button and a dropdown menu set to 'Girls'. A red arrow points from the 'Add post in' button to the 'Girls' dropdown. Below this is a table of profiles.

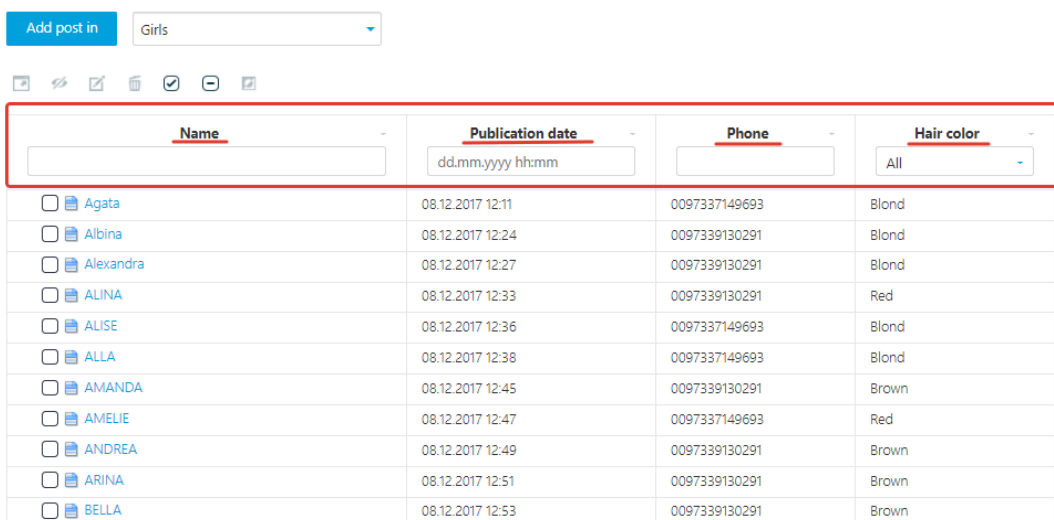
Name	Publication date	Phone
<input type="checkbox"/> Agata	08.12.2017 12:11	0097337149693
<input type="checkbox"/> Albina	08.12.2017 12:24	0097339130291
<input type="checkbox"/> Alexandra	08.12.2017 12:27	0097339130291
<input type="checkbox"/> ALINA	08.12.2017 12:33	0097339130291
<input type="checkbox"/> ALISE	08.12.2017 12:36	0097337149693
<input type="checkbox"/> ALLA	08.12.2017 12:38	0097337149693
<input type="checkbox"/> AMANDA	08.12.2017 12:45	0097339130291
<input type="checkbox"/> AMELIE	08.12.2017 12:47	0097337149693
<input type="checkbox"/> ANDREA	08.12.2017 12:49	0097339130291
<input type="checkbox"/> ARINA	08.12.2017 12:51	0097339130291
<input type="checkbox"/> BELLA	08.12.2017 12:53	0097339130291

After navigating to the "Blogs" section, a list of all forms will be displayed. To add a new profile you need to click on the "Add post in" button, which will open a form with various characteristics (height, weight, age, etc.) that need to be filled out.



The image shows a close-up of the 'Add post in' button, which is highlighted with a red box, and the 'Girls' dropdown menu next to it.

For the convenience of finding forms(profiles) in the list, you can use filtering by different characteristics.



The screenshot shows the admin panel interface with the 'Blogs' section. The 'Add post in' button and the 'Girls' dropdown menu are visible. Below them is a table of profiles. A red box highlights the filtering options in the table header, which include 'Name', 'Publication date', 'Phone', and 'Hair color'. The 'Hair color' dropdown menu is set to 'All'.

Name	Publication date	Phone	Hair color
<input type="checkbox"/> Agata	08.12.2017 12:11	0097337149693	Blond
<input type="checkbox"/> Albina	08.12.2017 12:24	0097339130291	Blond
<input type="checkbox"/> Alexandra	08.12.2017 12:27	0097339130291	Blond
<input type="checkbox"/> ALINA	08.12.2017 12:33	0097339130291	Red
<input type="checkbox"/> ALISE	08.12.2017 12:36	0097337149693	Blond
<input type="checkbox"/> ALLA	08.12.2017 12:38	0097337149693	Blond
<input type="checkbox"/> AMANDA	08.12.2017 12:45	0097339130291	Brown
<input type="checkbox"/> AMELIE	08.12.2017 12:47	0097337149693	Red
<input type="checkbox"/> ANDREA	08.12.2017 12:49	0097339130291	Brown
<input type="checkbox"/> ARINA	08.12.2017 12:51	0097339130291	Brown
<input type="checkbox"/> BELLA	08.12.2017 12:53	0097339130291	Brown

To edit an existing profile, you need to select the desired form from the list.

To navigate to the profile editing page, hover over the name of the desired form. Then, to the right of the name, the "Edit" button will appear, which you should click on.

Name	Publication date	Phone	Hair color
<input type="checkbox"/> Agata <input checked="" type="checkbox"/>	08.12.2017 12:11	0097337149693	Blond
<input type="checkbox"/> Albina	08.12.2017 12:24	0097339130291	Blond
<input type="checkbox"/> Alexandra	08.12.2017 12:27	0097339130291	Blond
<input type="checkbox"/> ALINA	08.12.2017 12:33	0097339130291	Red
<input type="checkbox"/> ALISE	08.12.2017 12:36	0097337149693	Blond
<input type="checkbox"/> ALLA	08.12.2017 12:38	0097337149693	Blond
<input type="checkbox"/> AMANDA	08.12.2017 12:45	0097339130291	Brown
<input type="checkbox"/> AMELIE	08.12.2017 12:47	0097337149693	Red
<input type="checkbox"/> ANDREA	08.12.2017 12:49	0097339130291	Brown
<input type="checkbox"/> ARINA	08.12.2017 12:51	0097339130291	Brown
<input type="checkbox"/> BELLA	08.12.2017 12:53	0097339130291	Brown

Next, the form editing page will open. On this page, you will need to select which section needs to be changed.

The screenshot shows a web browser window with the address bar displaying 'Site', 'Cache disabled', 'Note (Shift+C)', 'Ask support', 'Change skin', and 'Updates and support are to 29 november 2020 of the year.' The page title is 'BLOGS EDIT POST' and the user is logged in as 'admin'. A navigation menu at the top includes 'Main parameters', 'Girl parameters', 'B type', 'Girl information', 'Flags', and 'Antispam'. The 'Main parameters' section is selected and highlighted with a red box. Below the menu, the 'Main parameters' section is visible, containing fields for 'Title' (Agata), 'URL' (agata), 'hl' (Agata), and 'Publish date' (2017-12-08 12:11:00). A 'Content' field is also present, which is currently empty. At the bottom of the page, there is a Windows activation watermark and a 'Save and exit' button.

For example, the "Girl's Parameters" section is selected. After clicking on the desired section, the page will scroll to the editing block of the selected section.

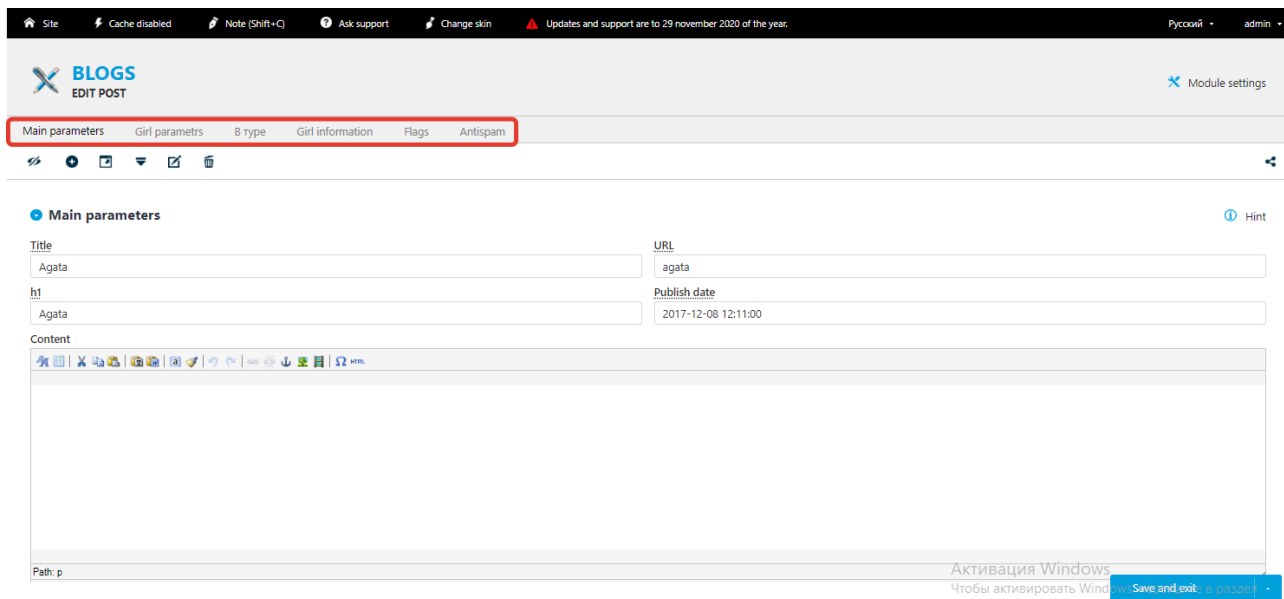
Girl parametr

Age 21	Height 160
Weight 50	Body parametr 90-60-90
Bust size B	Hair color Blond
Eye color Grey	Nationality Russian
Foreign languages English Russian	

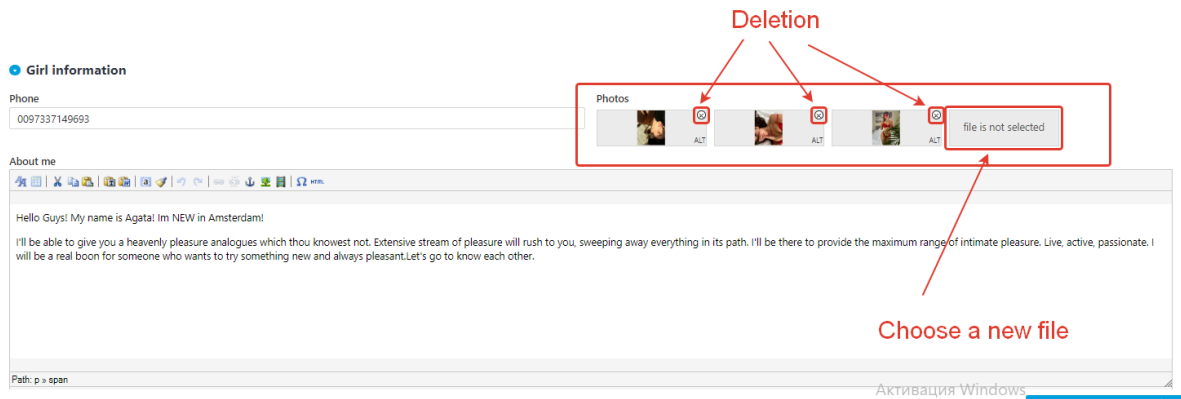
In the editing block, it will be intuitively clear how to edit each piece of information.

The demonstrated example includes both text fields, where you can simply edit the data by entering new information or modifying existing information, and dropdown lists, where you can select a predefined value.

You can also add/change/delete a girl's image in each profile. To do this, after entering the girl's profile, select the "Girl's Information" section in the highlighted area.



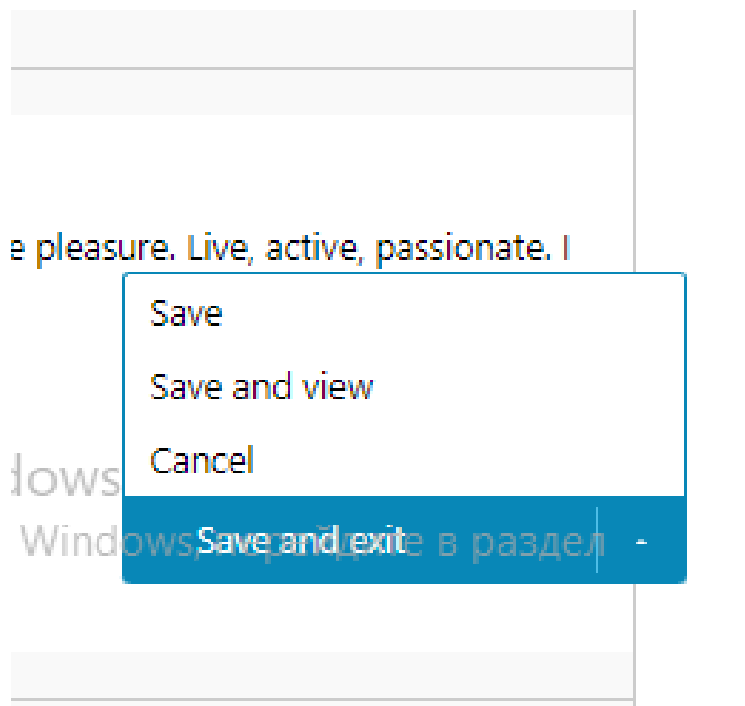
After selecting this section, it will be scrolled to. In this section, you can add/change/delete an image, as well as change the phone number and general information about the girl.



To delete the image, you need to click on the cross-shaped icon in the top right corner of the image.

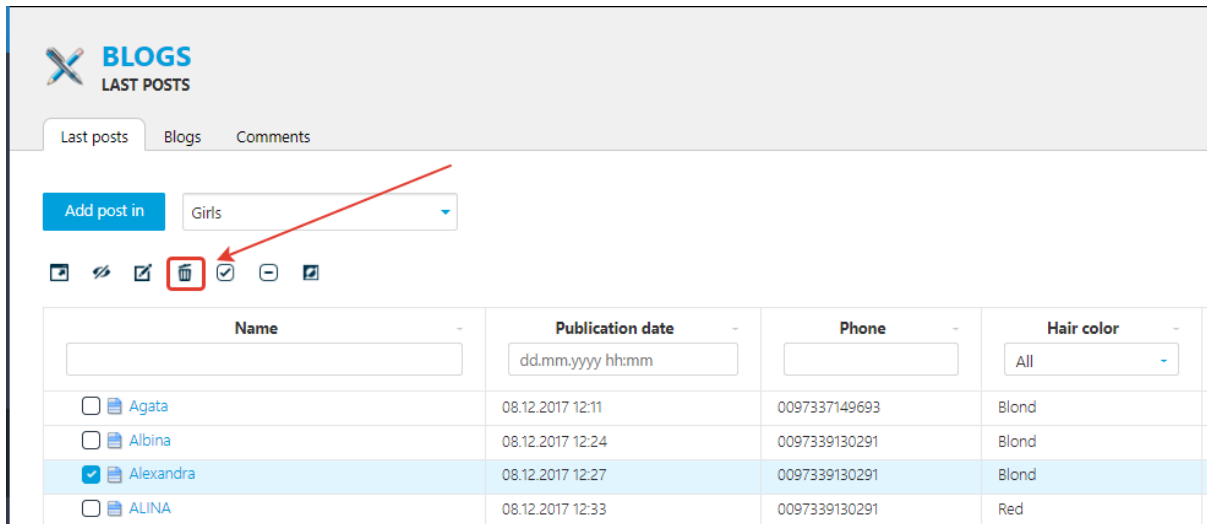
To upload a new image, you need to click on the button that says "File is not selected," which will open a form where you can choose a new image.

After making the changes in the profile, you need to hover over the blue "Save and Exit" button and select the desired action from the dropdown menu.



There are several ways to delete forms.
The first method involves being in the list of forms.

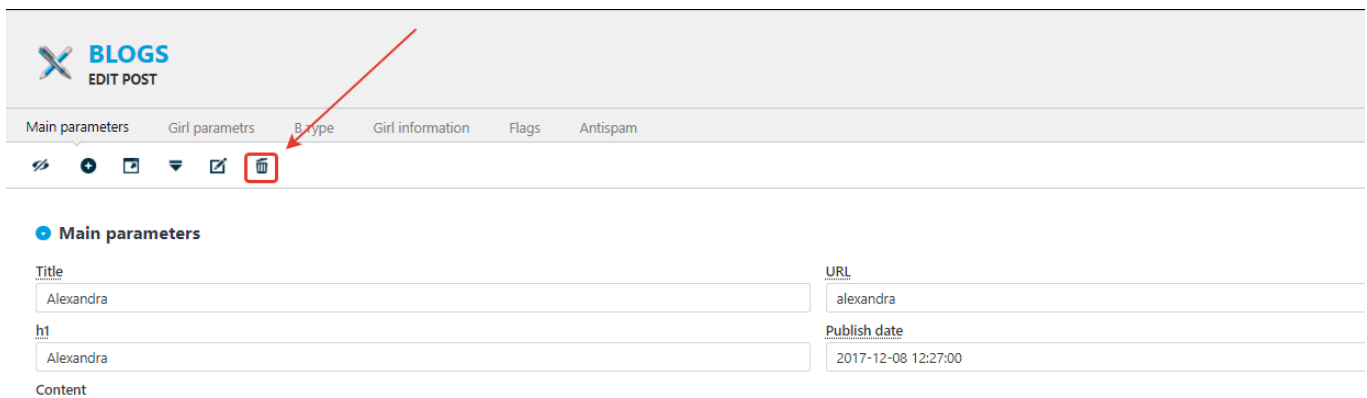
While in this list, you need to select the profile you want to delete, namely by checking it with a checkbox, and then click the "Delete" button on the panel located above the list.



The screenshot shows the 'BLOGS LAST POSTS' interface. At the top, there are tabs for 'Last posts', 'Blogs', and 'Comments'. Below the tabs is a blue 'Add post in' button and a dropdown menu currently set to 'Girls'. A toolbar contains several icons, with the trash icon (Delete) highlighted by a red box and a red arrow pointing to it. Below the toolbar is a table with columns: Name, Publication date, Phone, and Hair color. The table contains four rows of data, with the row for 'Alexandra' selected (highlighted in blue). The 'Alexandra' row has a checked checkbox in the first column.

Name	Publication date	Phone	Hair color
<input type="checkbox"/> Agata	08.12.2017 12:11	0097337149693	Blond
<input type="checkbox"/> Albina	08.12.2017 12:24	0097339130291	Blond
<input checked="" type="checkbox"/> Alexandra	08.12.2017 12:27	0097339130291	Blond
<input type="checkbox"/> ALINA	08.12.2017 12:33	0097339130291	Red

The second method involves being on the editing page of a specific form. After navigating to the form editing page, you need to click the "Delete" button in the top panel.

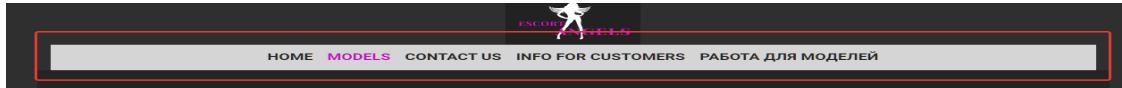


The screenshot shows the 'BLOGS EDIT POST' interface. At the top, there are tabs for 'Main parameters', 'Girl parametrs', 'B type', 'Girl information', 'Flags', and 'Antispam'. Below the tabs is a toolbar with several icons, with the trash icon (Delete) highlighted by a red box and a red arrow pointing to it. Below the toolbar is a section titled 'Main parameters' with several input fields: 'Title' (Alexandra), 'URL' (alexandra), 'h1' (Alexandra), and 'Publish date' (2017-12-08 12:27:00). There is also a 'Content' field.

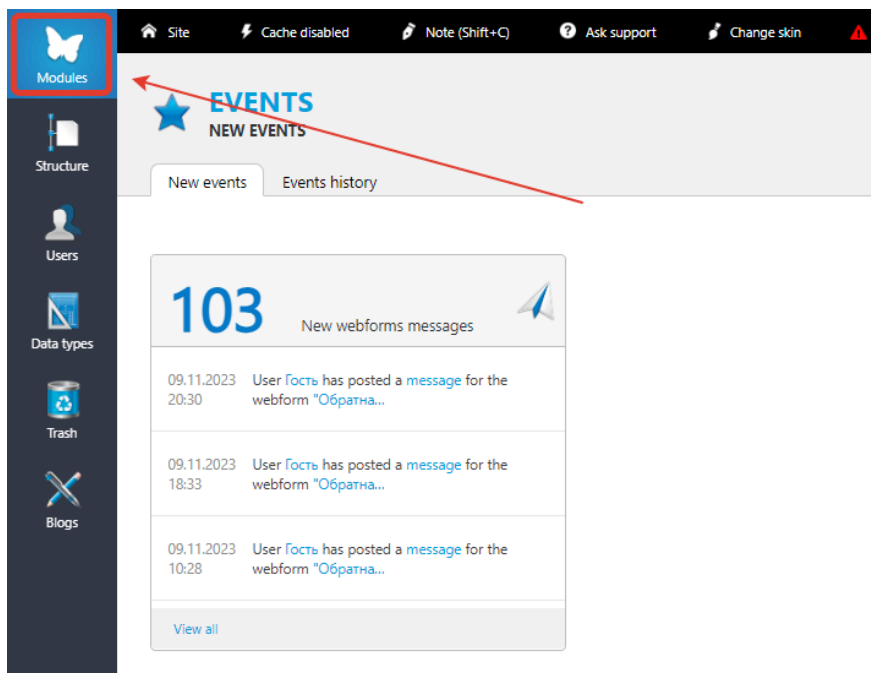
After deletion, the profile will be moved to the "Trash" section of the admin panel, from where it can be restored.

Editing the navigation menu (in the website header).

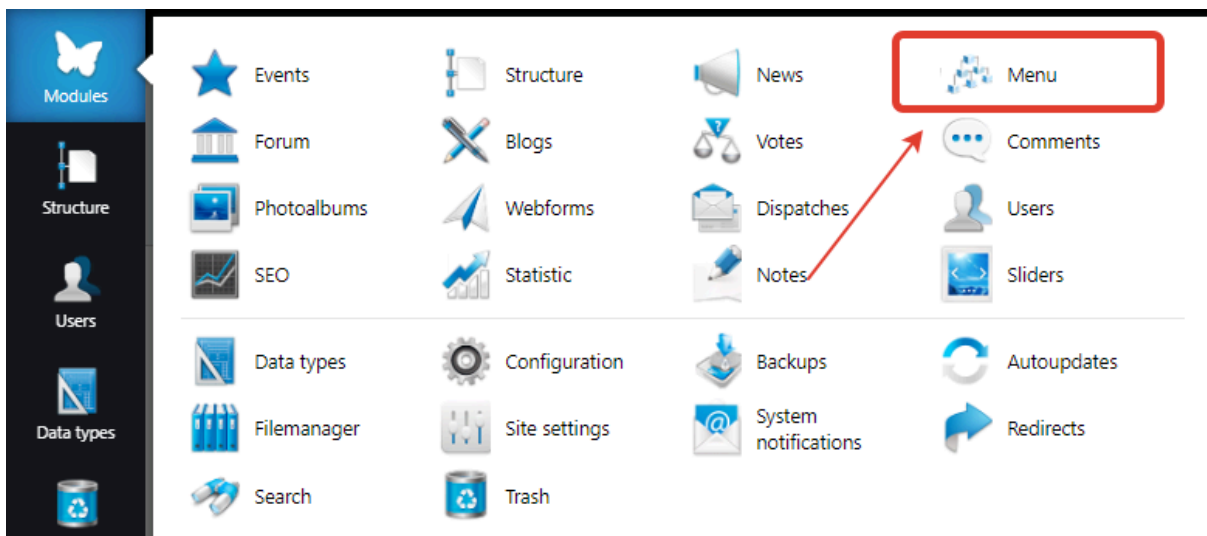
The navigation menu is located in the header of the website and contains links for navigating through the site.



To edit the navigation menu, you need to log in (see the "Authorization" section). Then, navigate to the "Modules" section.

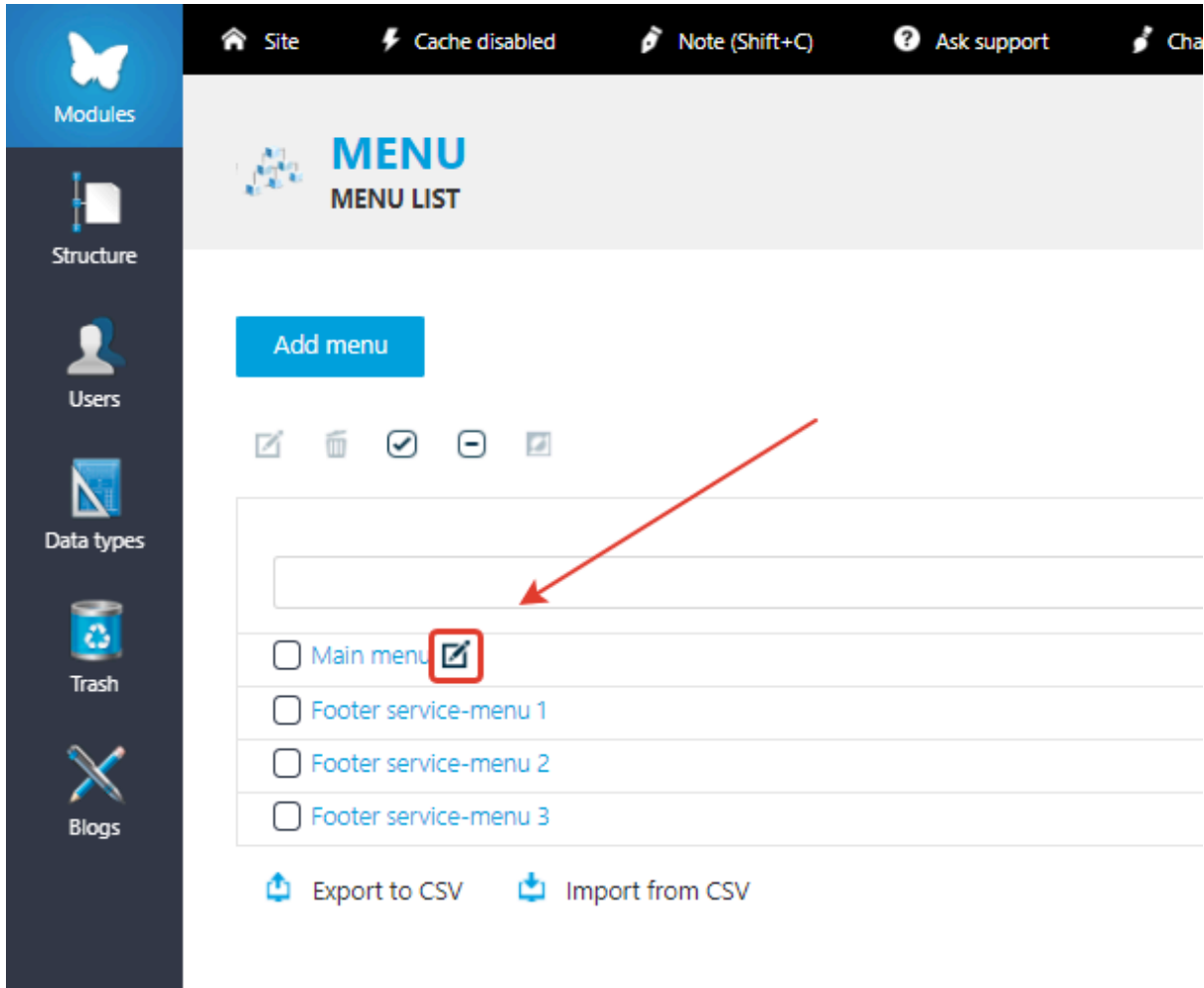


After clicking on "Modules," an additional menu with modules will open. Here, you need to select the "Menu" module.

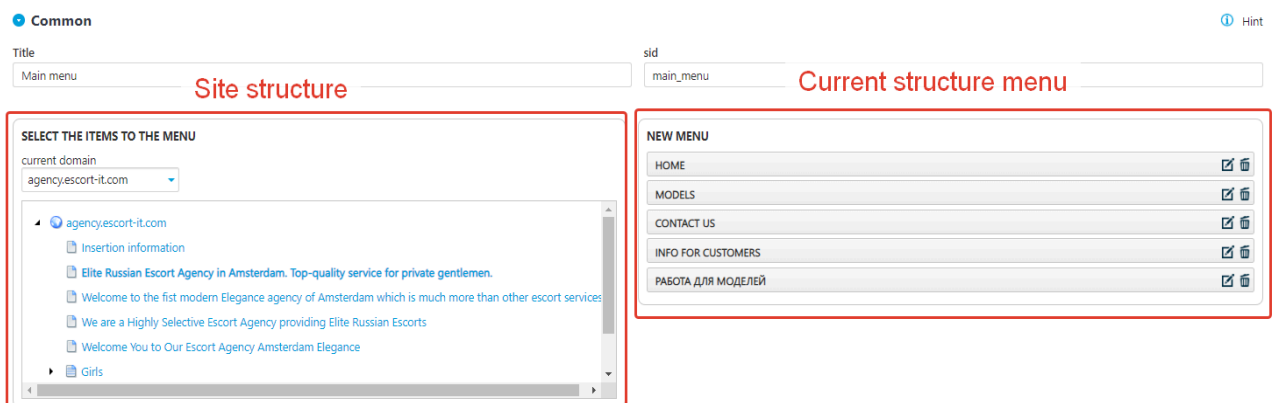


After clicking on the "Menu" module, you will be redirected to the selected module, which will contain a list of menus.

In the list, you need to find the item with the name "Main Menu," hover over it, and click on the button that appears to the right of the menu name.



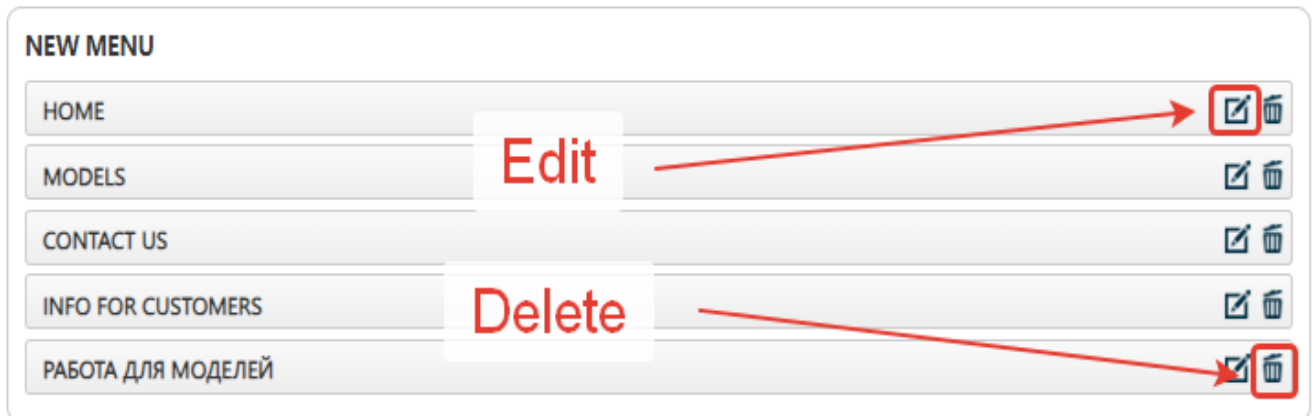
Next, you will be redirected to the editing page of the selected menu.



On the left side, there will be the site structure containing a list of pages, the links of which you can add to the navigation menu.

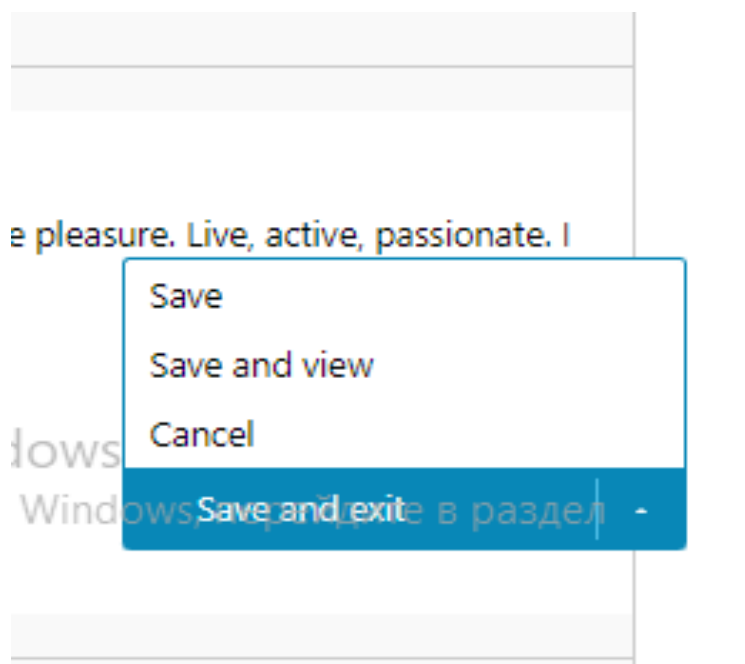
On the right side, there is the current structure of the navigation menu, where you can add links to pages from the left block. Adding new links is done by clicking on the link in the left block. After clicking on a link in the left menu, it will be added to the structure of the navigation menu.

Each element in the right block contains 2 buttons.



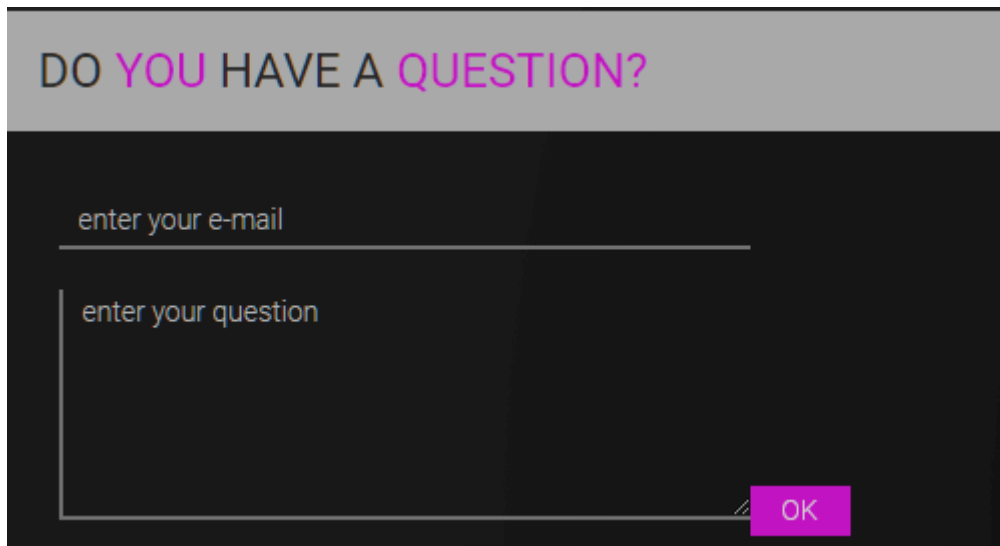
Clicking the "delete" button will remove the link from the navigation menu. Clicking the "edit" button will open the editing panel, where you can change the link's title and see the route (URL) to which this navigation menu item leads.

After making any changes, you need to save them by hovering over the button in the bottom right corner of the screen and selecting the desired action.



Form Editing (Application Form, Contact Form)

Contact Form:



DO YOU HAVE A QUESTION?

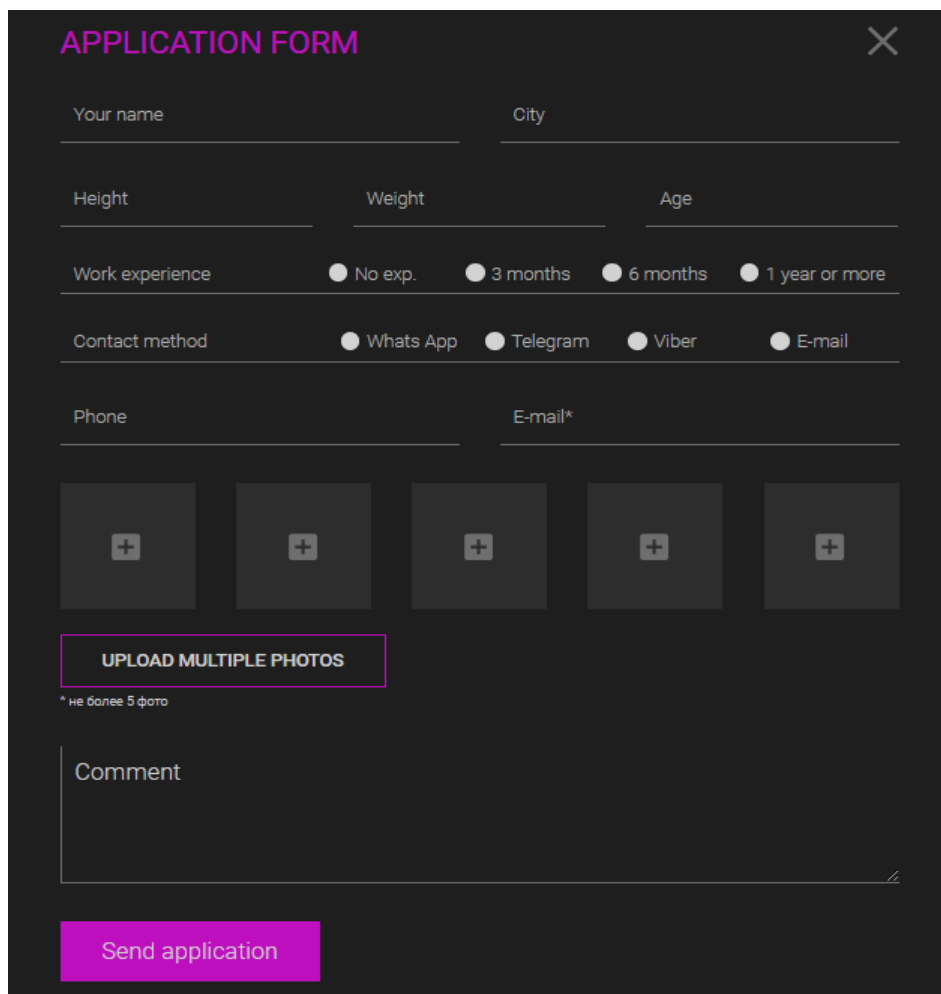
enter your e-mail

enter your question

OK

The screenshot shows a dark-themed contact form. At the top, a grey header contains the text "DO YOU HAVE A QUESTION?" in white, with "YOU" and "QUESTION?" in pink. Below the header, there is a text input field with the placeholder "enter your e-mail". Underneath that is a larger text area with the placeholder "enter your question". In the bottom right corner, there is a pink button labeled "OK".

Application Form:



APPLICATION FORM

Your name City

Height Weight Age

Work experience No exp. 3 months 6 months 1 year or more

Contact method Whats App Telegram Viber E-mail

Phone E-mail*

+

+

+

+

+

UPLOAD MULTIPLE PHOTOS

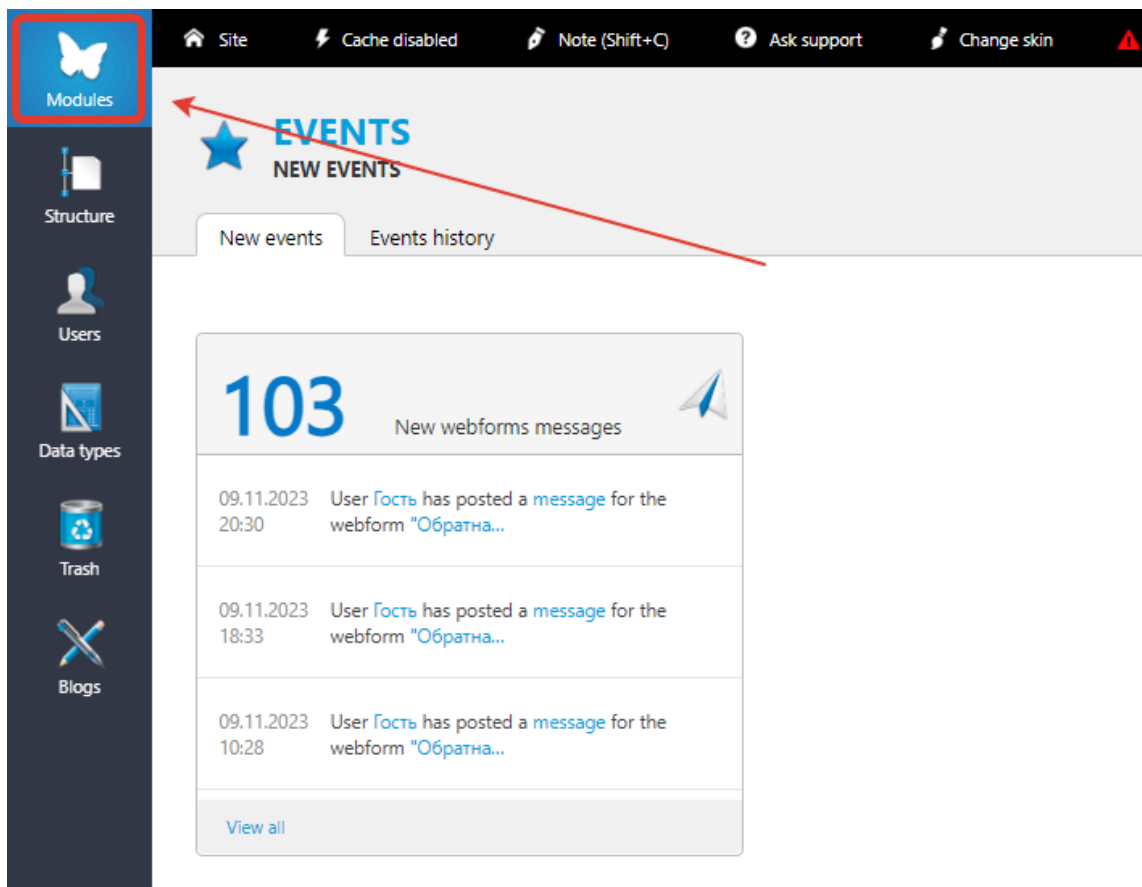
* не более 5 фото

Comment

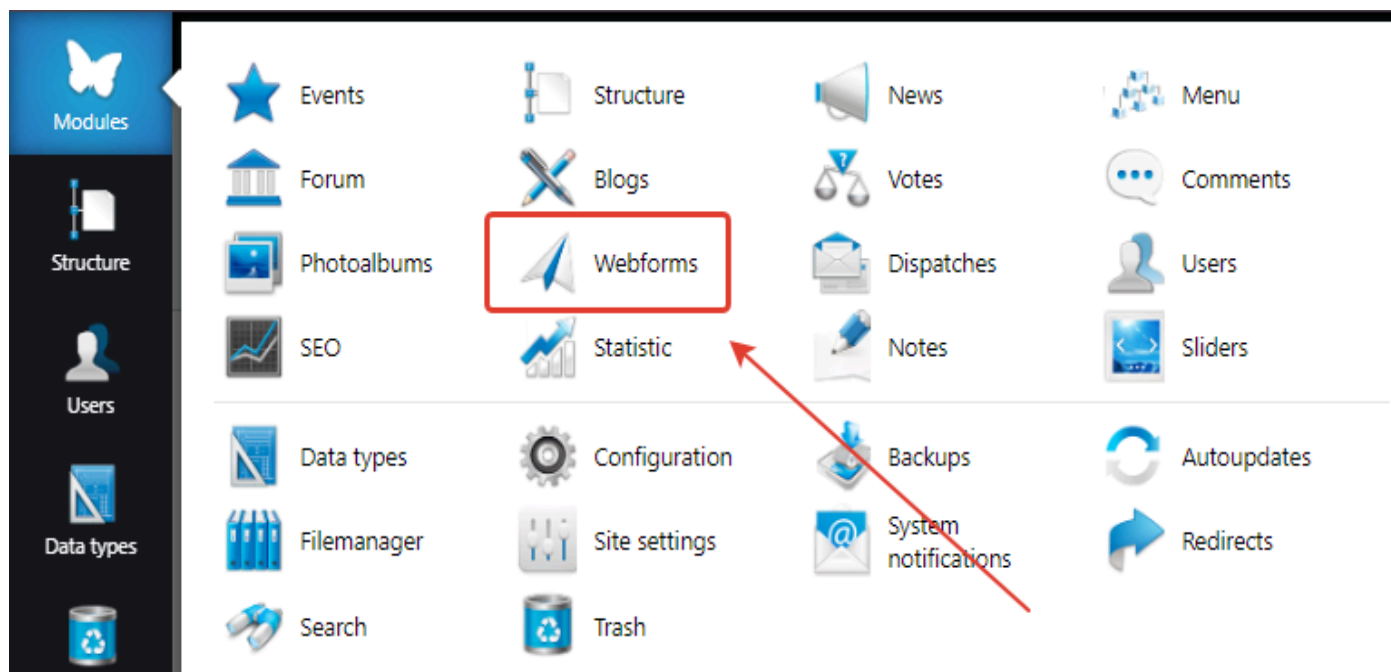
Send application

The screenshot shows a dark-themed application form. At the top left, the title "APPLICATION FORM" is in pink, and there is a close button (X) in the top right. The form consists of several rows of input fields: "Your name" and "City", "Height", "Weight", and "Age", "Work experience" with radio buttons for "No exp.", "3 months", "6 months", and "1 year or more", "Contact method" with radio buttons for "Whats App", "Telegram", "Viber", and "E-mail", "Phone", and "E-mail*". Below these fields are five square buttons, each containing a plus sign (+). A pink button labeled "UPLOAD MULTIPLE PHOTOS" is positioned below the plus buttons, with a small note below it: "* не более 5 фото". At the bottom, there is a text area labeled "Comment" and a pink button labeled "Send application".

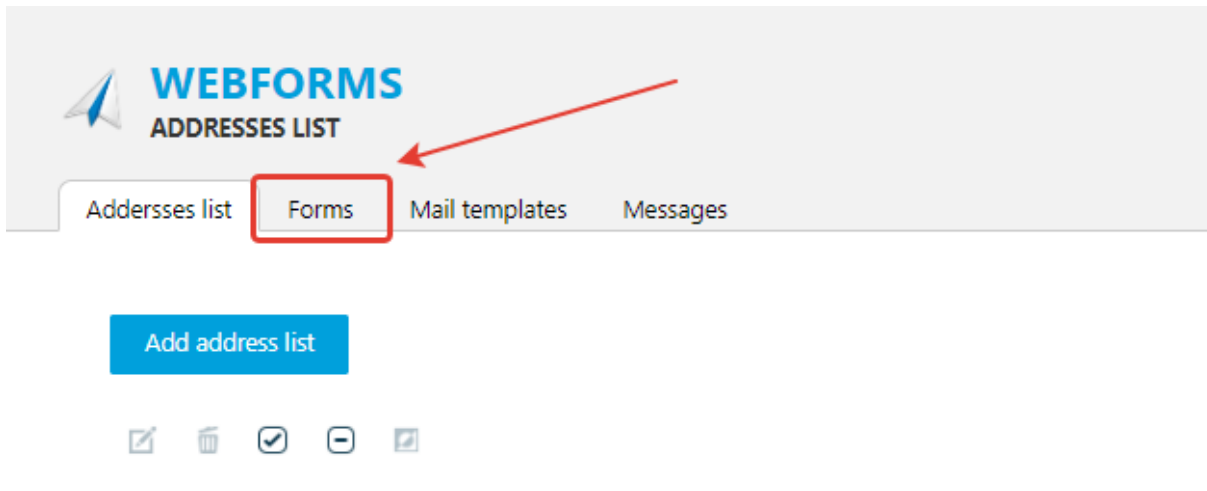
To edit any form, you first need to log in (see the "Authorization" section). After successful authorization, you need to open the "Modules" section.



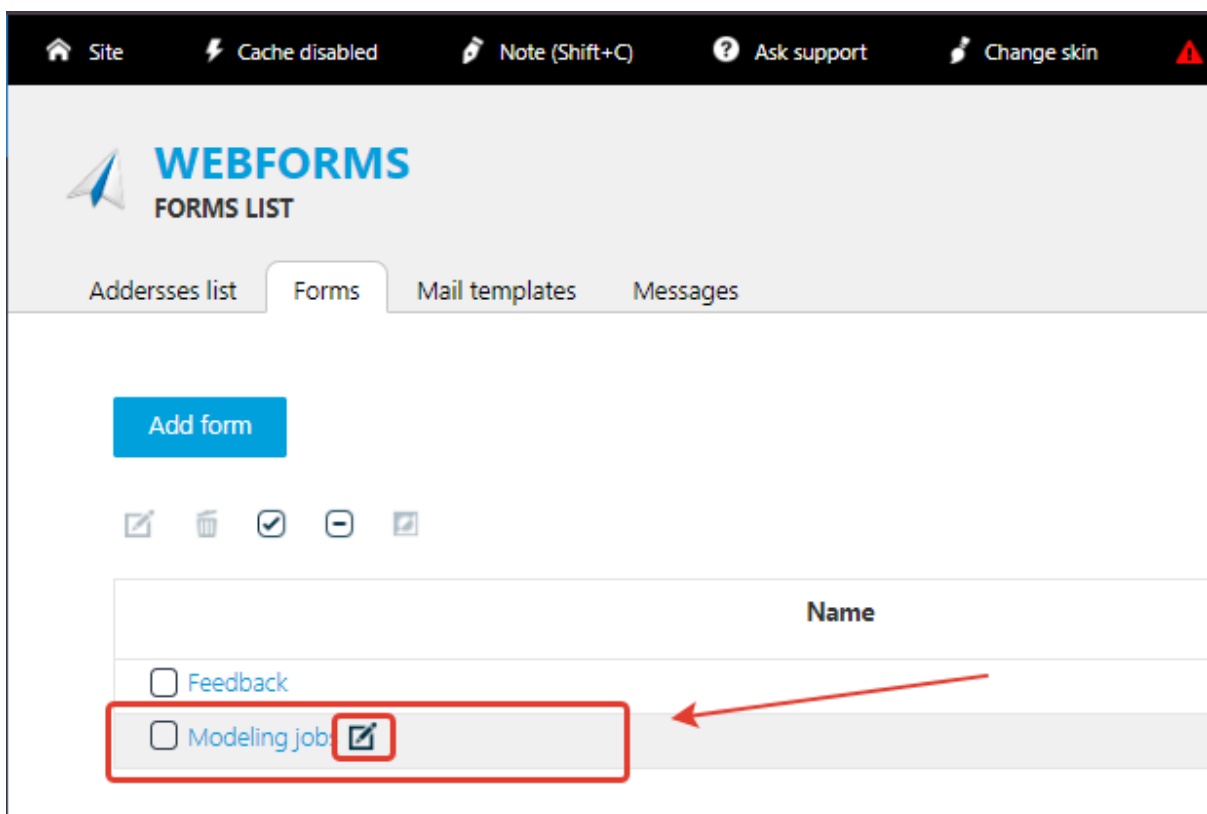
In the opened menu, select the "Webforms" section



After accessing the "Webforms" section, locate the "Forms" tab and click on it.



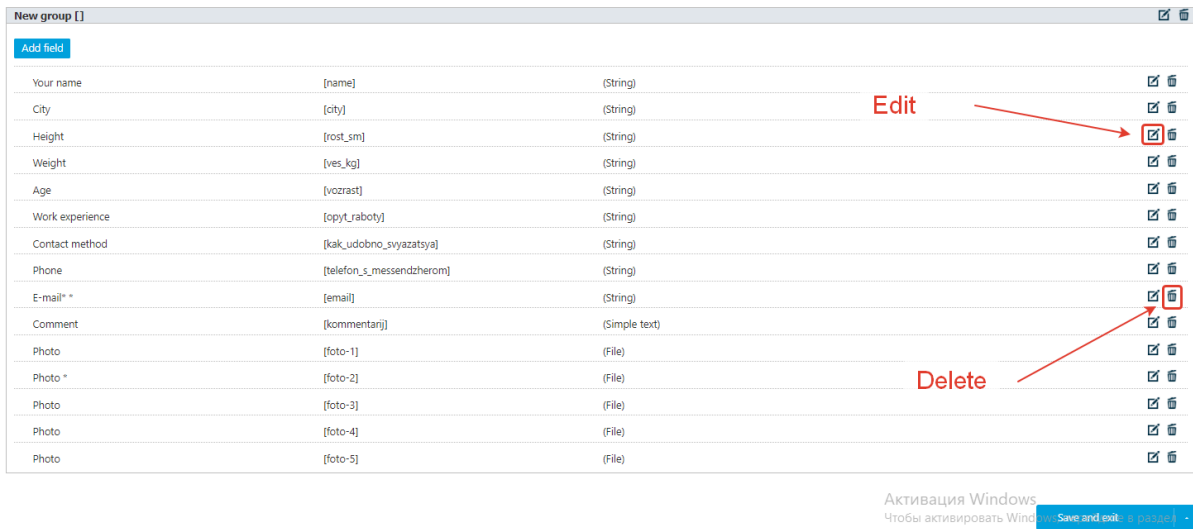
Upon navigating to the "Forms" tab, you'll see a page displaying a list of existing forms. To edit an existing form, hover over the desired form and click on the "Edit" button that appears to the right of the form's name.



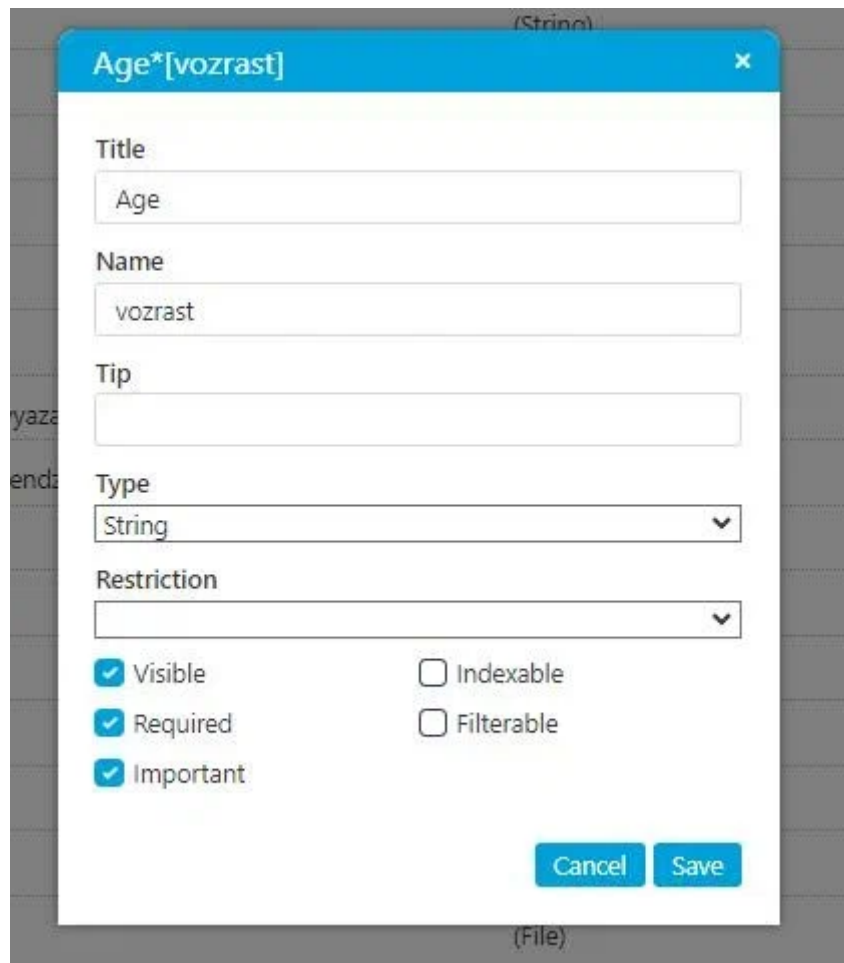
After clicking on the "Edit" button, you will be redirected to the form editing page.

Next, you need to scroll down to the section with the list of fields in the editable form. There will be two buttons next to each item in the list.

The left button is for editing an existing field in the editable form, while the right button is for deleting the field from the editable form.



If you need to modify an existing field in the editable form, you should click the left "Edit" button. This will open a window with parameters that can be modified.



To make changes, you need to edit the necessary parameters and then click the "Save" button in the bottom right corner.

Age*[vozrast]

Title
Age

Name
vozrast

Tip

Type
String

Restriction

Visible Indexable
 Required Filterable
 Important

Cancel Save

To add a new field to the form, click on the "Add Field" button and fill in all the properties similar to those that are edited when editing a field.

New group []

Add field

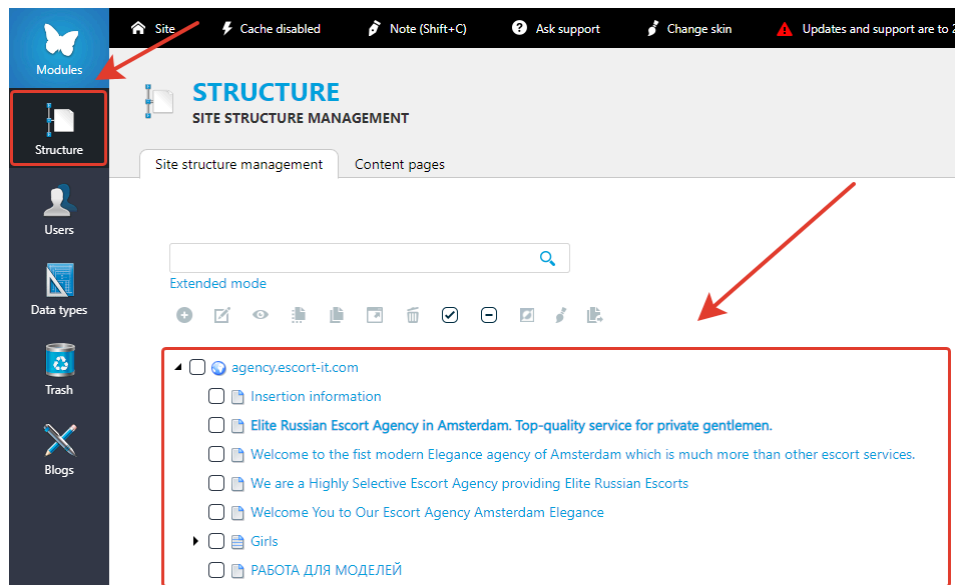
Your name	[name]	(String)
City	[city]	(String)
Height	[rost_sm]	(String)
Weight	[ves_kg]	(String)
Age	[vozrast]	(String)

Editing SEO.

Meta tags are filled on each page of the site, and it is also necessary to write meta descriptions for images.

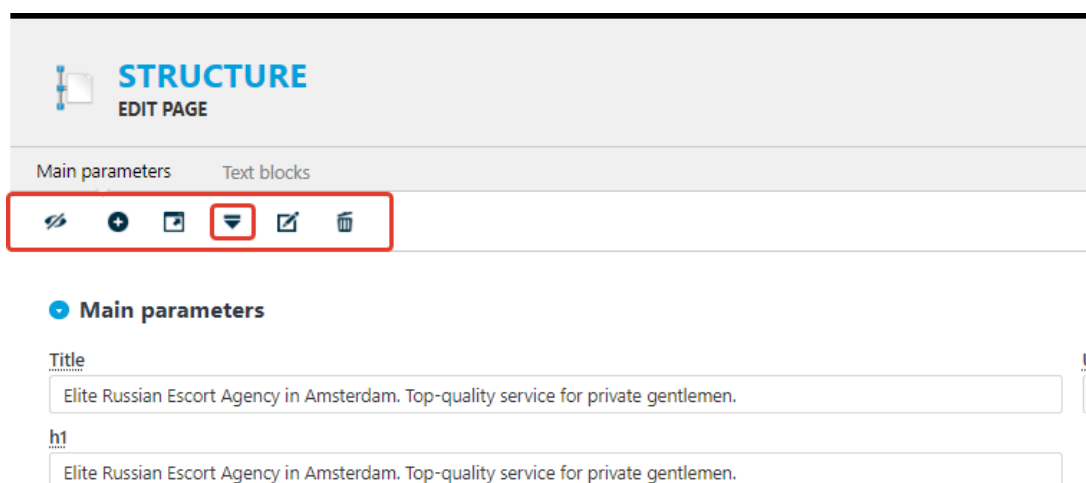
To add or modify metadata on a specific page, you need to log in (see section 'Authorization').

Next, you need to go to the 'Structure' section.



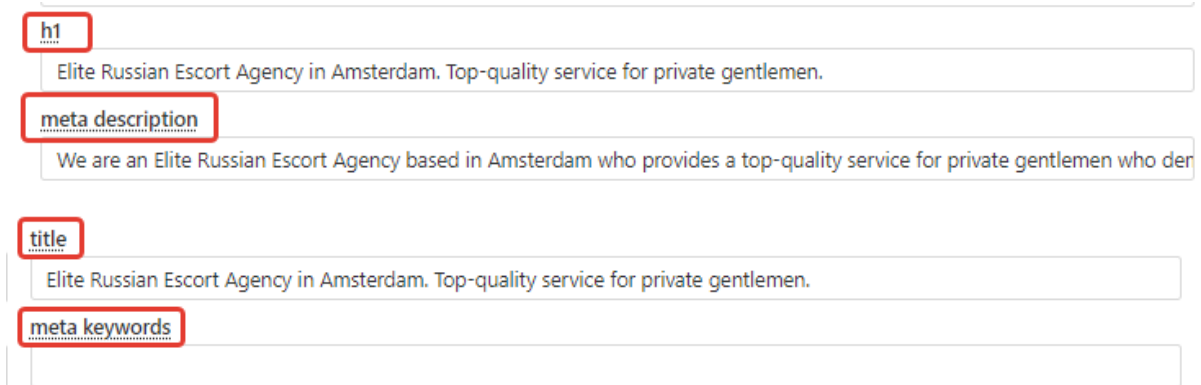
Once in the "Structure" section, you'll need to select the page you want to edit. You can do this by hovering over the page name, then a "Edit" button will appear to the right of the page name. Click on it.

After navigating to the editing page, pay attention to the state of the "Show/Hide Advanced Fields" button.



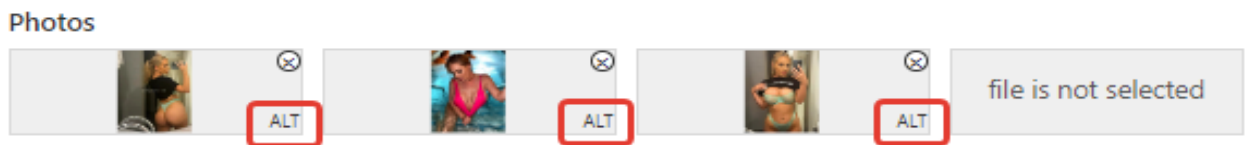
If the triangle on the button is pointing downwards, you should click on it to show the advanced fields. If it's pointing upwards, you don't need to click on it.

Next, you need to fill in the designated fields, namely "h1," "meta description," "title," and "meta keywords."

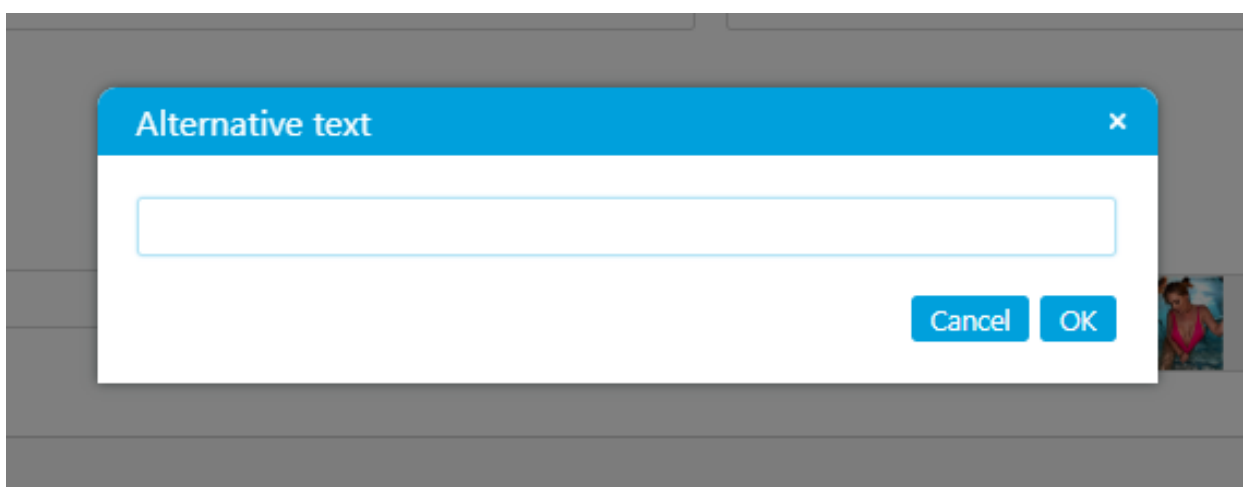


A screenshot of a form with four input fields. The first field is labeled "h1" and contains the text "Elite Russian Escort Agency in Amsterdam. Top-quality service for private gentlemen." The second field is labeled "meta description" and contains the text "We are an Elite Russian Escort Agency based in Amsterdam who provides a top-quality service for private gentlemen who der". The third field is labeled "title" and contains the text "Elite Russian Escort Agency in Amsterdam. Top-quality service for private gentlemen." The fourth field is labeled "meta keywords" and is currently empty.

To fill in the alt attribute for images, you need to go to the editing of the specific page (see section "Editing/Replacing Content" or section "Managing Profiles") where there are images. For example, a profile of a girl. Then, on the respective page, you need to scroll down to the images and click on the "ALT" button on the desired image.



Next, a window will open where you need to enter the necessary data and click the "OK" button.



After making the necessary changes, hover over the "Save and Exit" button in the bottom right corner of the screen and choose the appropriate action.

