

## BASIC

### Login

1. On the Home page scroll down to the bottom of the page.
2. Click on the *Vaya Administration Area* (Illustrated by two cogs or a Play button) (Figure 1)

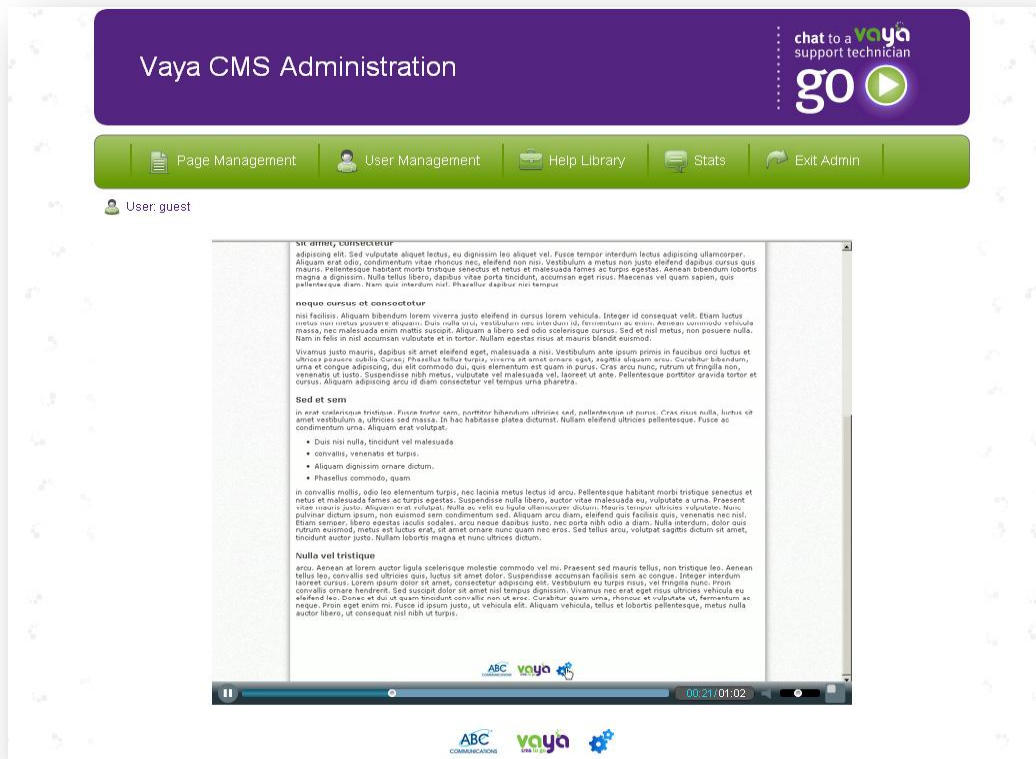


Figure 1

3. Login window opens.
4. Login using your Login and Password. *(Figure 2)*

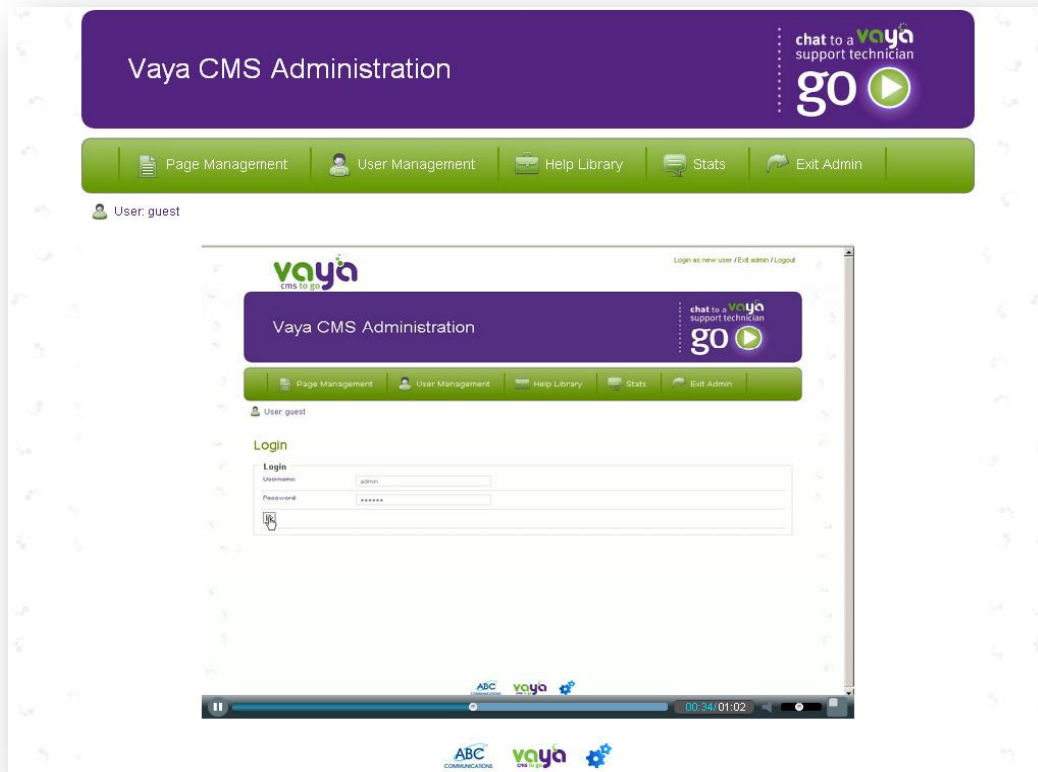


Figure 2

5. Page Management window opens - click on any of the page names to open page and contents.  
(Figure 3)

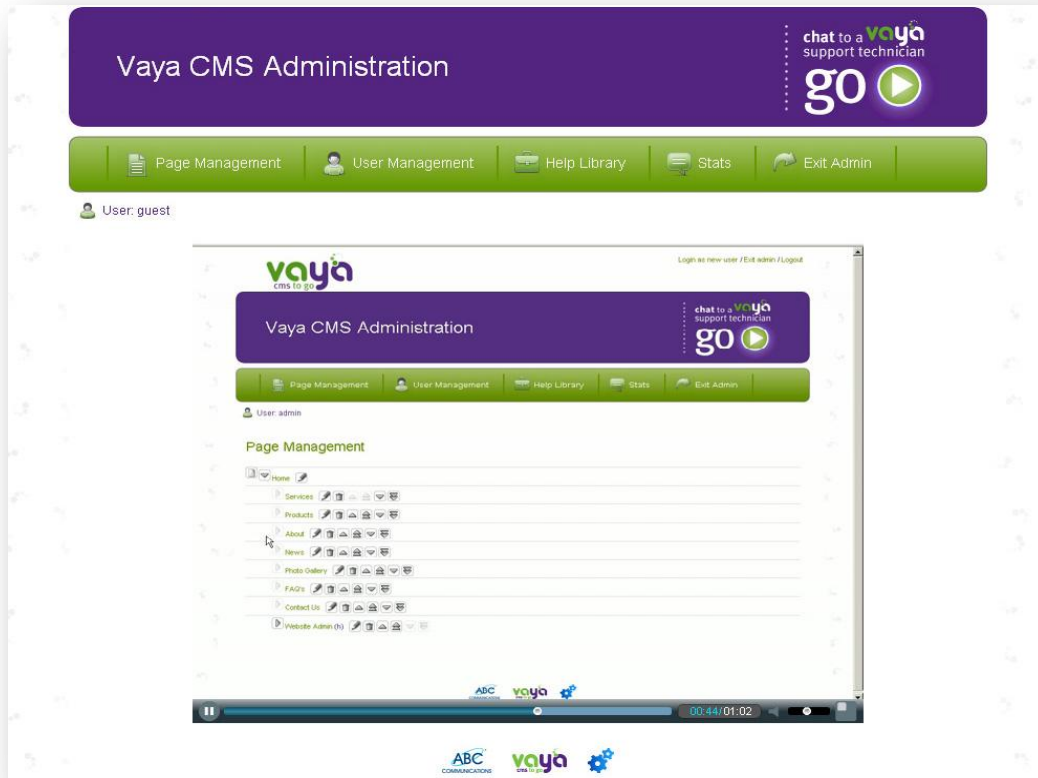


Figure 3


6. Page opens with small Pencil tool  showing on all editable regions on the that specific page. (Figure 4)



Figure 4