

Pyramid Mall Website Tenant Documentation



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Tenant Documentation](#)

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Tips & Best Practices (Read First)

Please be mindful of spelling, capitalization, quotations and punctuation.

It is best to copy phrases and information directly as published by corporate offices onto flyers.

TITLES

Please utilize language and punctuation provided by your corporate!

Bad example of title: FRIENDS & FAMILY!!!!!!!!!!!!!! EVERYTHING 70% OFF!!!!

Good example of title: Friends & Family: 70% OFF

Leave store names, dates, and info out of the title section

Bad example of a sale title: JOE SHOE STORE BUY 3 GET 1 FREE 1-28-17!!!!

Good example of a sale title: Buy 3 Shoes Get 1 Pair FREE

TEXT BOX

- Please list out sales rates in a neat and clean order, correctly punctuated and easily read by viewers

Bad example of info section:

Spend \$100 get \$10 off spend 200 get 20 off spend 300 hundred get 30

Good example of info section:

Spend \$100 get \$10 off

Spend \$200 get \$20 off

Spend \$300 get \$30 off

IMAGES

- When uploading image, be sure to use a JPEG only. If you are given a PDF document and cannot have your office convert to JPEG, please send an email to marketing.
- If you are provided multiple images for a sale or event, please choose **ONE** image that best represents the information provided.
- If you are given multiple images for multiple sales, please create individual sales posts for each promotion and post with corresponding sale images.

TIPS

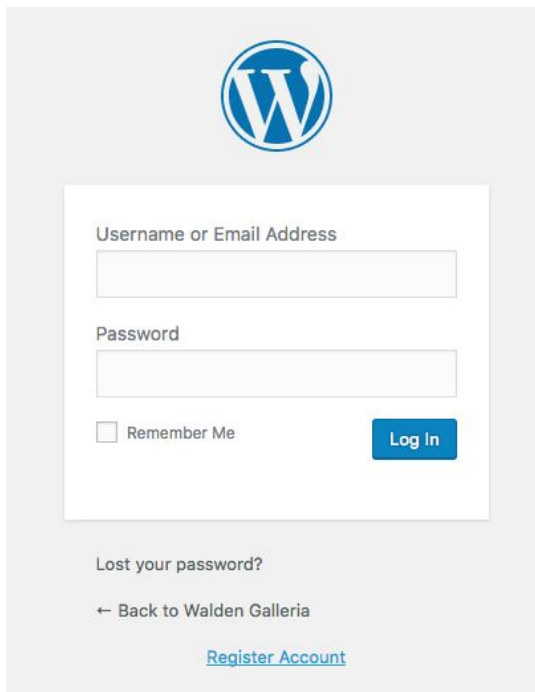
- Schedule posts ahead of time as soon as they are given to you. This feature helps if you cannot share to the public that it will be happening, but it will post once you can share. Only your store users and mall marketing can see these posts before their scheduled date.

- Allow staff members who are technologically savvy and responsible to create their own username and passwords and give them the responsibility of updating sales
- Disclaimers can be italicized and the font size decreased if desired
- When uploading image, be sure to use a JPEG only. If you are given a PDF document and cannot have your office convert to JPEG, please send an email to us.

1. Registering Account

1a. Getting Started

Scroll down to the bottom of the mall website, and click on Merchant Login.



The image shows a WordPress login form. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled 'Username or Email Address' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the form, there is a link 'Lost your password?' and a link '← Back to Walden Galleria'. At the bottom of the form area is a blue link 'Register Account'.

Click on “**Register Account**” from the very bottom of this screen. Fill out the form with the necessary fields.

*You should receive your **ENTRY CODE** from the marketing director of the property.

USER REGISTRATION REQUEST

ENTRY CODE
Select a Store
PERSONAL PHONE NUMBER
FIRST NAME
LAST NAME
EMAIL
POSITION
USERNAME
PASSWORD
CONFIRM PASSWORD
SUBMIT

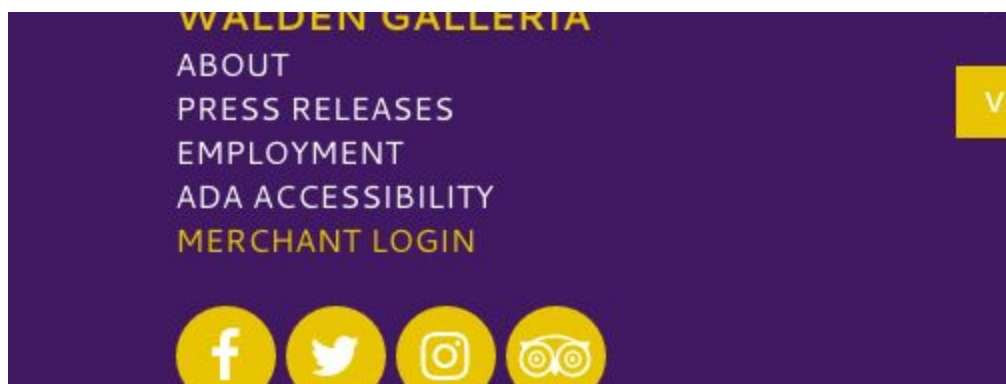
Click on submit, and you will be sent an activation link to your email. Click on it to be approved by mall management. Once approved, you can login using your username and password.

Note: Stores can have multiple users under one store name. Please instruct those on your staff that you trust to upload sales, jobs, events, and hours to create their own usernames.

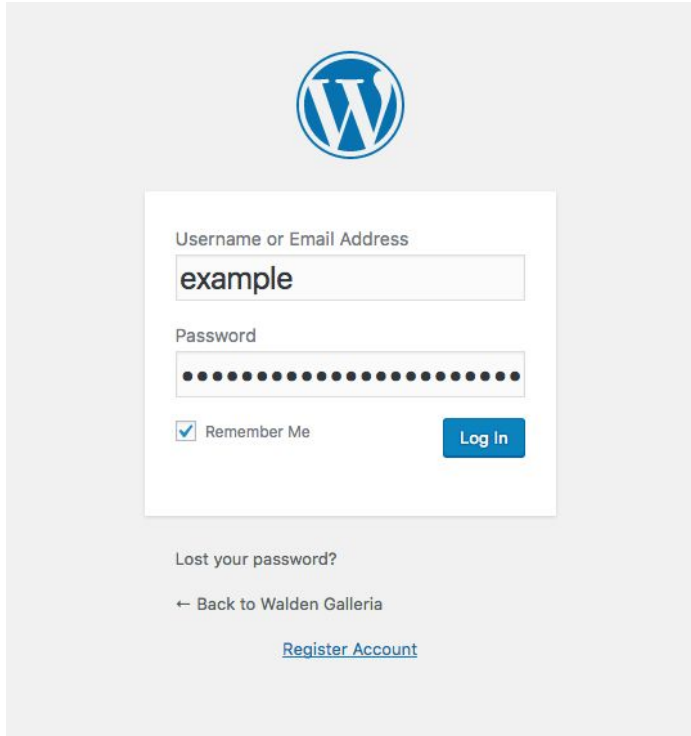
2. Merchant Login

2a. Logging In

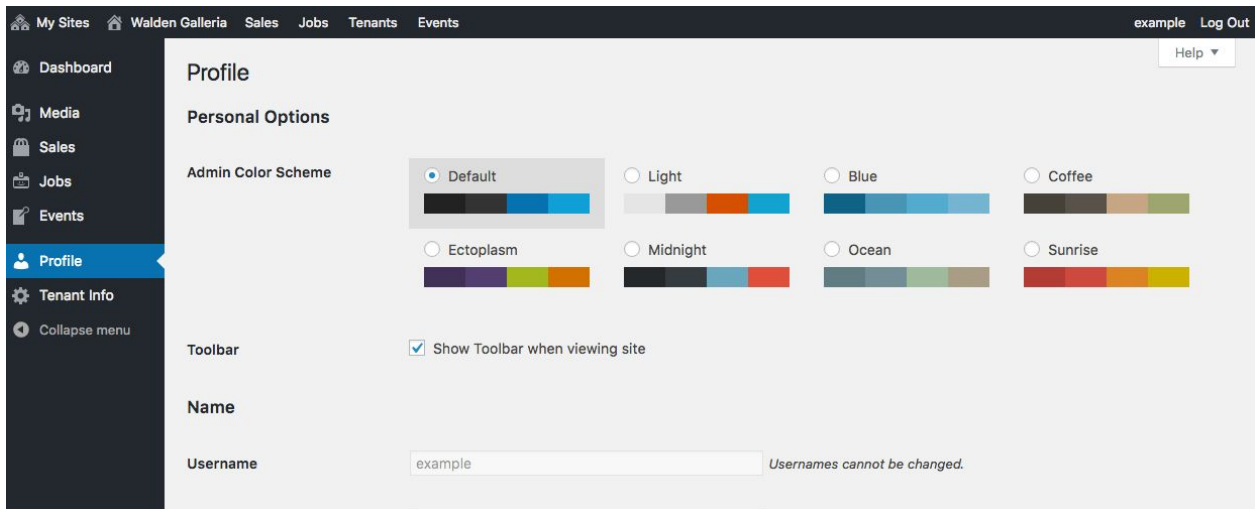
Navigate to the site of the property you belong to, and click on **Merchant Login** in the footer of the site.



Click it, and you will be brought to the login screen, where you should enter your provided username and password, and click on **Log In**.

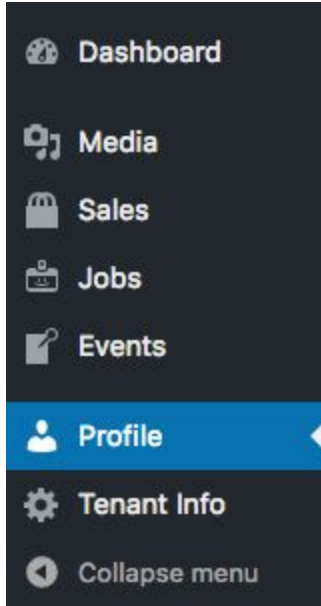


This will bring you to the Profile page of Wordpress, where you can change your meta information, as well as your password.



2b. Overview

The sidebar on the left will be your primary means of navigation:



Media houses all the photos on the site – *never delete any images!*

Sales is where you can post sales offerings.

Jobs are where you can post openings for jobs.

Events is where you can post event notices and schedules

Profile is where you can change your password, and such

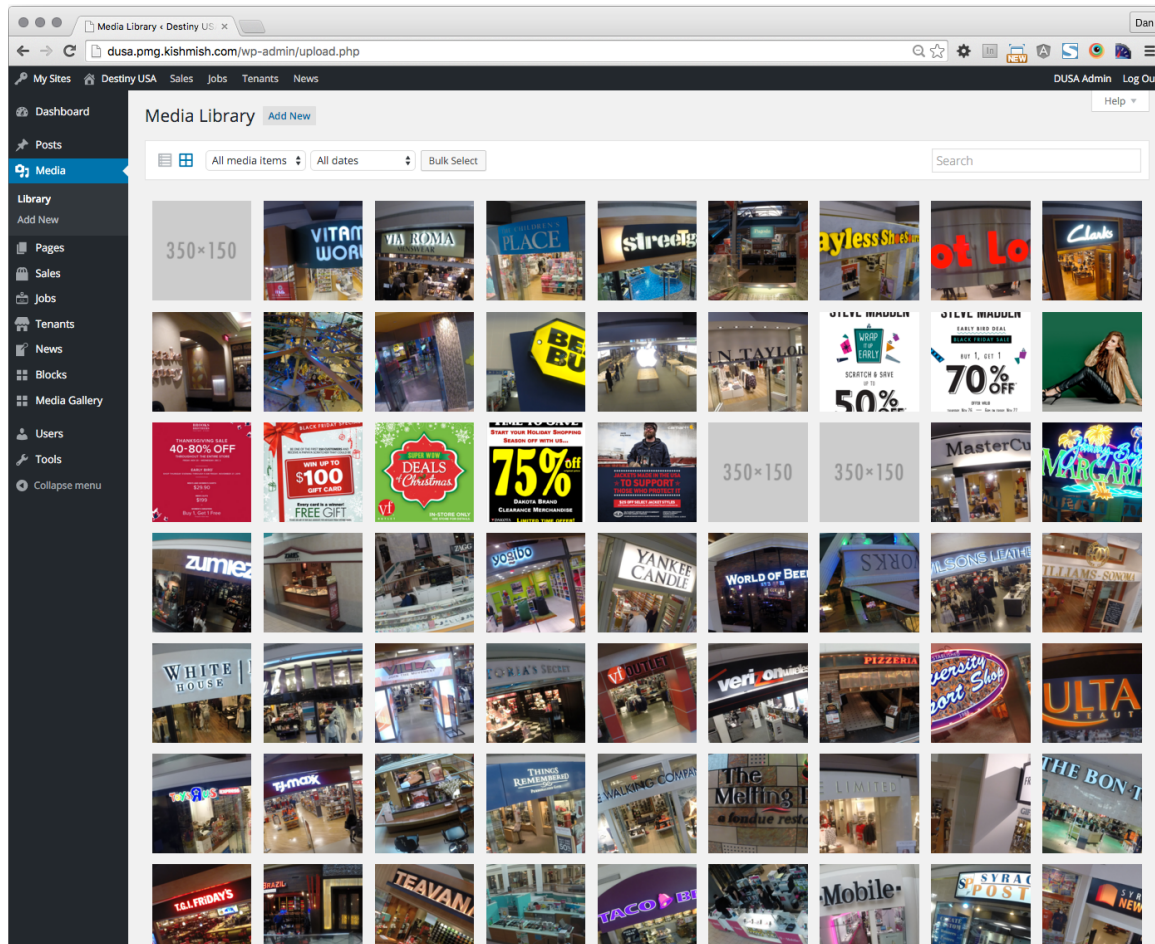
Tenant Info is where you set the hours of your store. There is also an option for special dates and times closer to the bottom.

3. Uploading Media

3a. Adding Images

You can have this window open separately or new tab if working on adding multiple items to the site. To get to the Media, click **MEDIA** in sidebar menu, or hover over **MEDIA** and click **ADD NEW**

If clicked **MEDIA** should bring you to the following **MEDIA LIBRARY**, display all media that has been uploaded to site:



If clicked **ADD NEW** should bring you to the following:

Thank you for Updating! Please visit the [Upgrade Network](#) page to update all your sites. Help ▾

Media Library Add New

☰ 🗪 All media items ▾ All dates ▾ Bulk Select

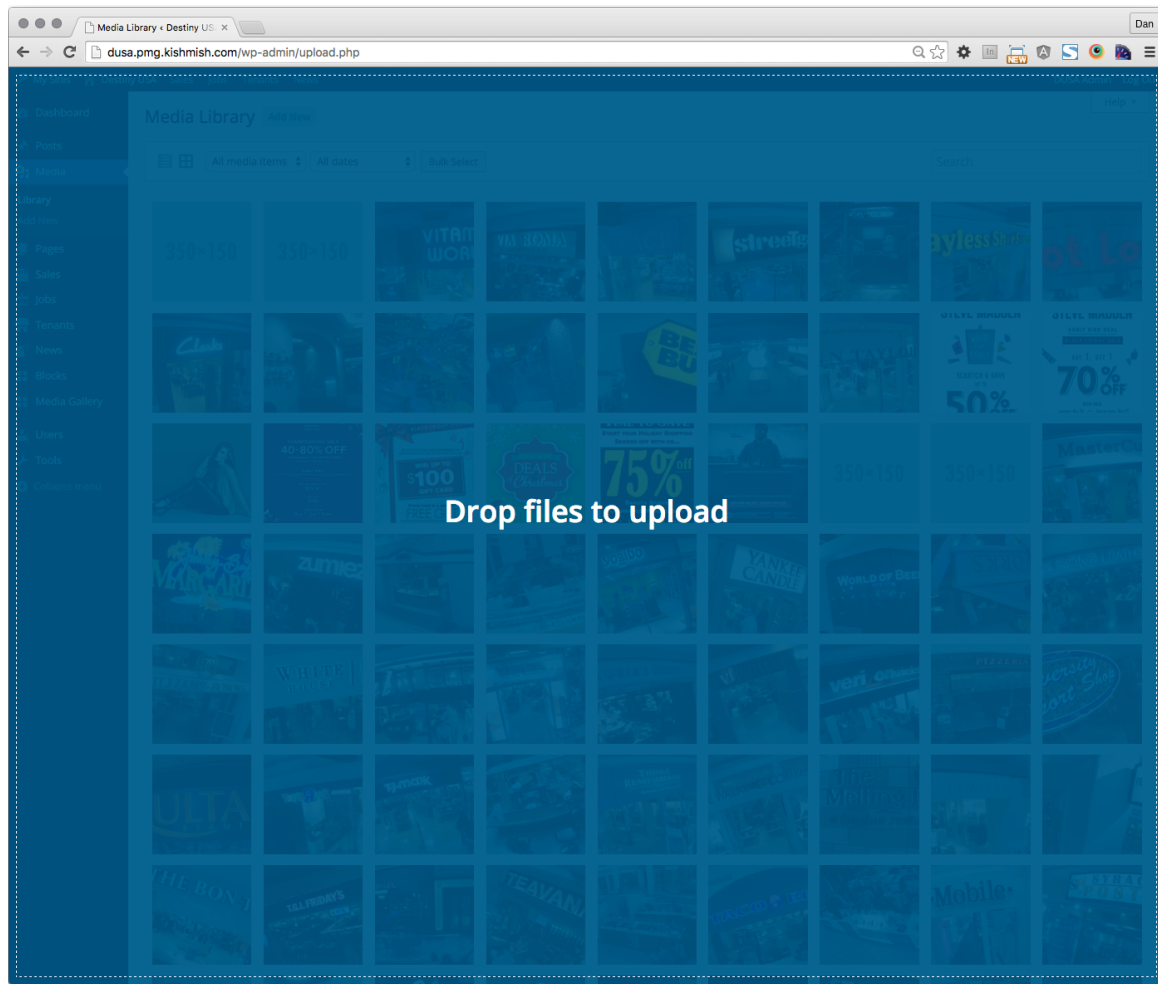
Drop files anywhere to upload ✕

or

Select Files

Maximum upload file size: 2 MB.

To upload the new media on either screen, select the media from your desktop and drag and release on top of the window, should produced the following:

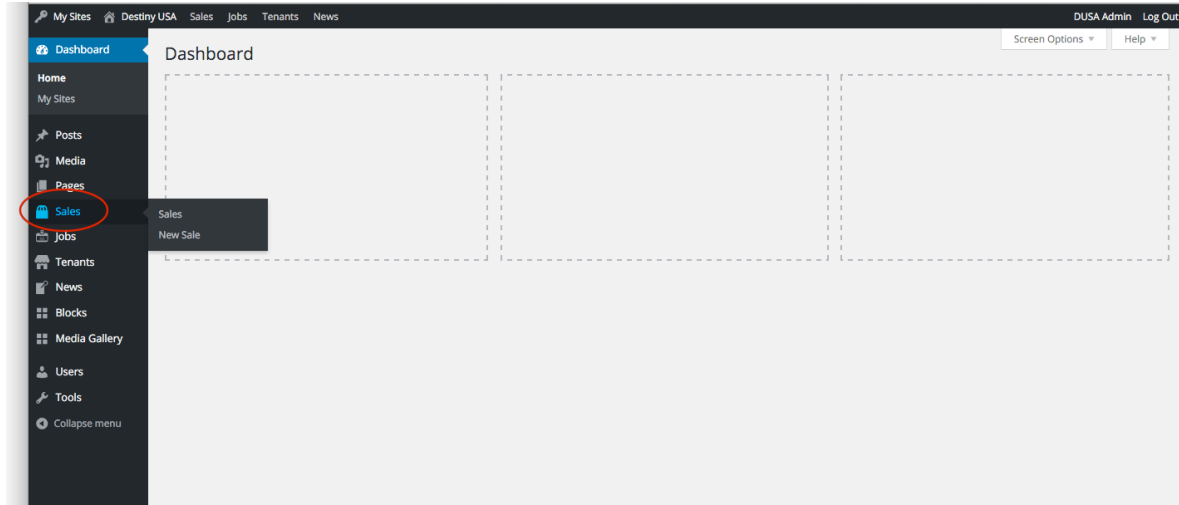


When released, the media will be uploaded to the site, and be positioned in the first spot on the media gallery.

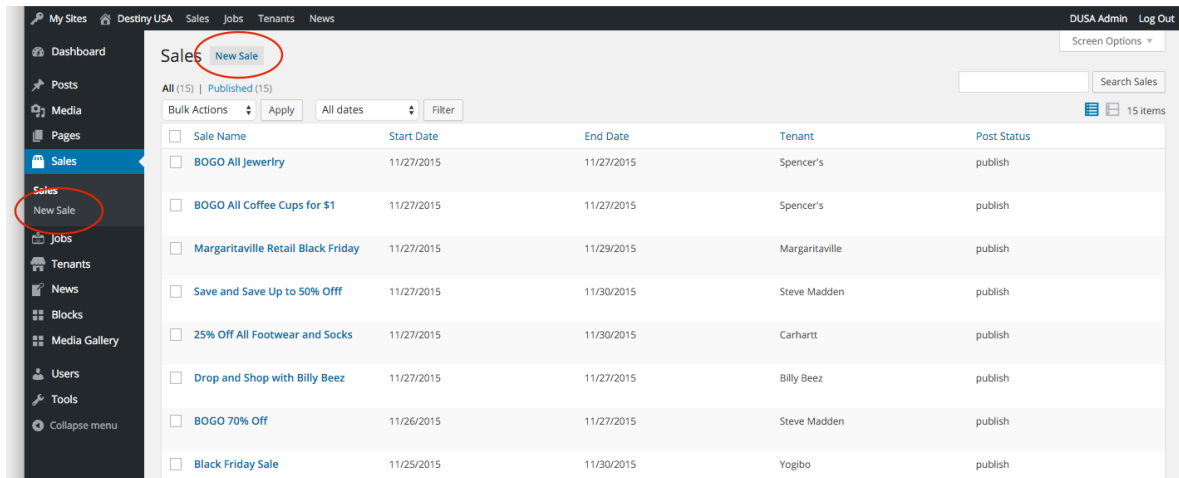
4. Sales Post

4a. Adding Sales Posts

Click on **SALES** in the sidebar menu.



To add a new sale, choose **NEW SALE**. To edit an existing sale, choose the name of the sale. Initially, you will have no sales present.



Add the sale name into **ENTER TITLE HERE** and description of the sale into the large WYSIWYG editor box in the middle

The screenshot shows a 'New Sale' form in a CMS. The form has a title field with the placeholder text 'Enter title here'. Below the title field is a WYSIWYG editor with a toolbar containing options for Paragraph, Bold, Italic, List, Quote, Link, and Image. To the right of the editor are two panels: 'Sales Tags' (currently showing 'No tags') and 'Sales Categories' (with tabs for 'All Categories' and 'Most Used', and a list of categories: Black Friday Sales, Dining, Entertainment, and Shopping). At the bottom of the form is a 'Sales Fields' section with a 'Hide Sale Date' checkbox. The left sidebar contains a navigation menu with items: Dashboard, Media, Sales, Published Sales, New Sale, Jobs, Events, Profile, Tenant Info, and Collapse menu. The top navigation bar includes 'My Sites', 'Walden Galleria', 'Sales', 'Jobs', 'Tenants', 'Events', 'example', and 'Log Out'.

If you'd like to feature this sale (will show up on homepage under its category, and at the top of the sales page, toggle **FEATURED SALES**.

Add an image for the sale by choosing **SET FEATURED IMAGE** in the bottom right.

Don't forget to assign one of the **SALES CATEGORIES**

Fill in **START and END DATES** for the sale in the respective boxes towards the bottom.

The sale will automatically go live on its start date, and then be taken down at its end date.

When you're all done, choose **SAVE DRAFT** to save it as a draft for later publishing, or **PUBLISH** to make it live immediately.

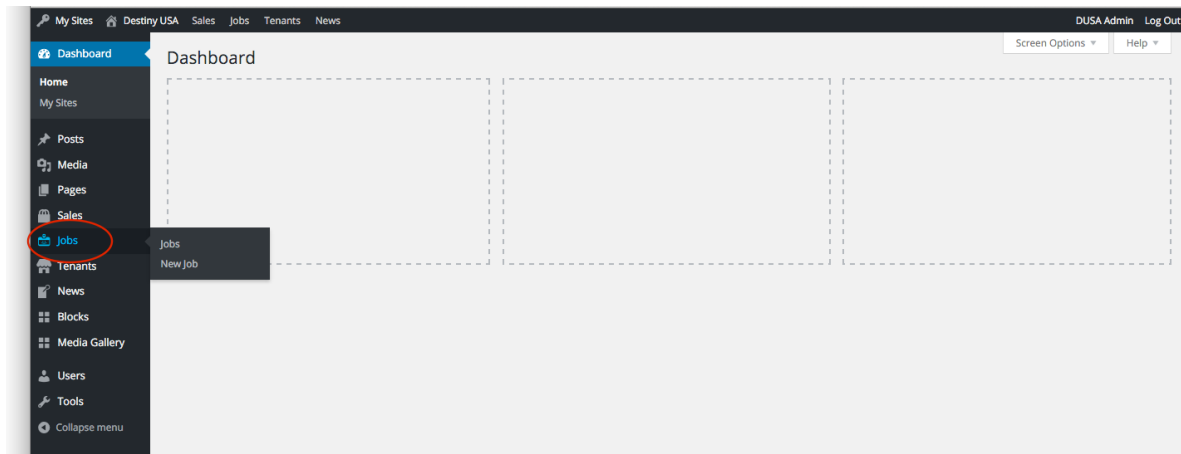


Return to sales by choosing “Sales” in the left hand menu, as before.

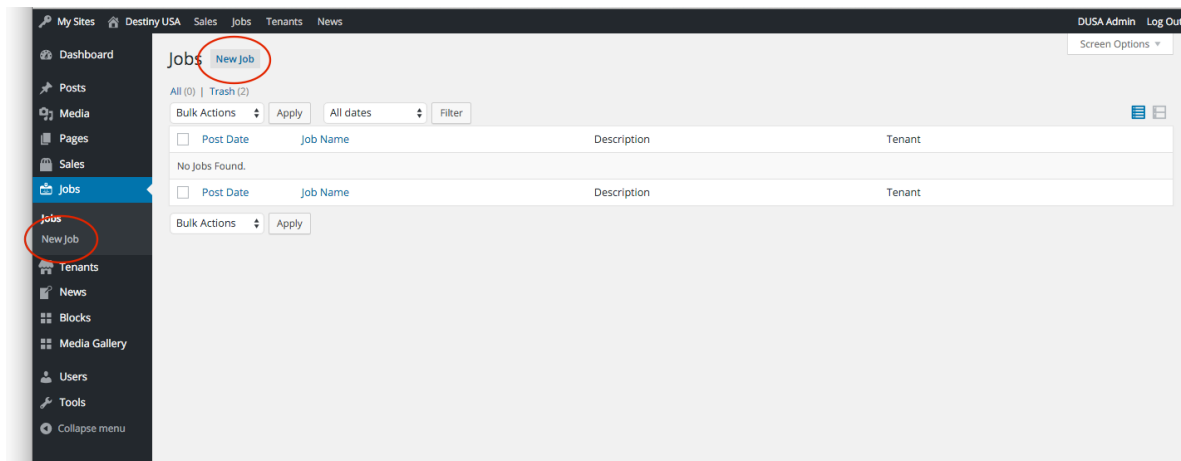
5. Jobs Post

5a. Managing Jobs Postings

Click on **JOBS** in the sidebar menu of DASHBOARD



To add a new job, choose **NEW JOB**. To edit an existing job, choose the name of the job.



Content for a Job Posting

- **Job Title**
- **Job Description** - formatted within the box using the WYSIWYG
- **Application Link** - if the link to apply is on another website or a PDF
- **Expiration date** - if Job should expire on a date, this should be entered in.
 - Job posting will automatically be taken down when the expiration date is reached

The screenshot shows the 'New Job' form in a dashboard. The left sidebar contains navigation options: Dashboard, Media, Sales, Jobs, Published Jobs, New Job, Events, Profile, Tenant Info, and Collapse menu. The 'Jobs' menu item is highlighted. The main form area is titled 'New Job' and contains the following fields:

- Title:** A text input field with the placeholder text 'Enter title here'.
- Content:** A large text area with a WYSIWYG editor. The editor includes a toolbar with options for Paragraph, Bold (B), Italic (I), Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, and Image. The text area is currently empty.
- Word count:** A small text box showing 'Word count: 0'.
- Jobs Fields:** A section containing two fields:
 - Online Application Link:** A text input field with the placeholder text 'Place Online Application URL'.
 - Job Expiration Date:** A date input field with the placeholder text 'Set a Job Expiration date, default is 60 days from todays date.' and the value '04/04/2017'.

On the right side of the form, there is a 'Publish' sidebar with the following options:

- Save Draft** button
- Preview** button
- Status:** Draft [Edit](#)
- Visibility:** Public [Edit](#)
- Publish immediately** [Edit](#)
- Publish** button

When you're all done, choose **SAVE DRAFT** to save it as a draft for later publishing, or **PUBLISH** to make it live immediately.

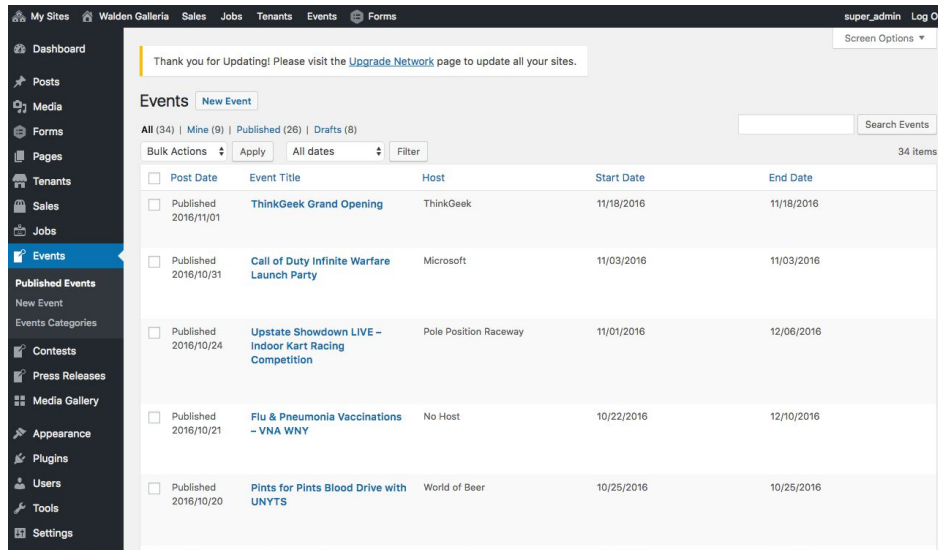


Return to jobs by choosing "Jobs" in the left hand menu, as before.

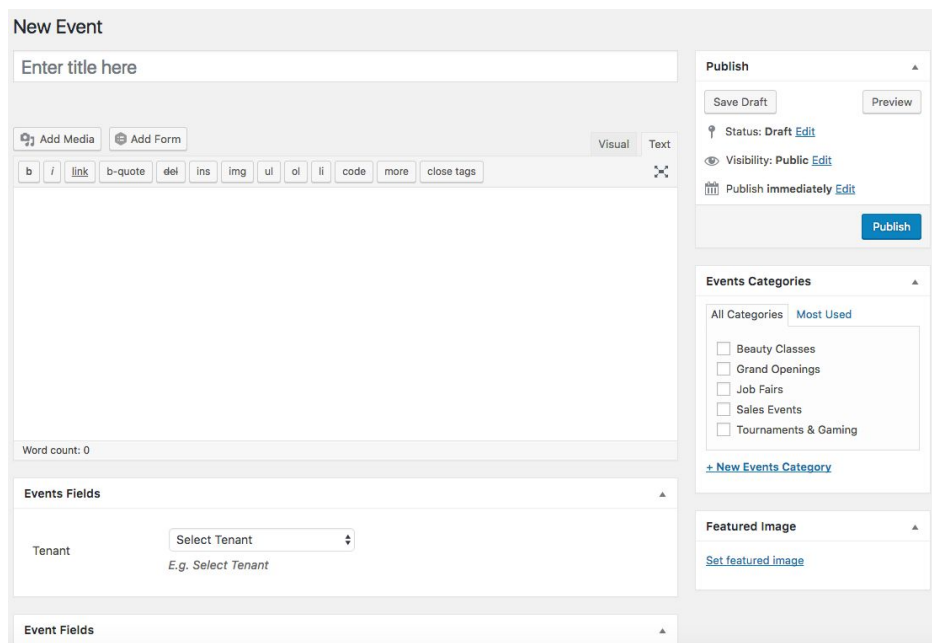
6. Events Posts

6a. Adding Events

Click on **EVENTS** in the sidebar to access the list of all events. This will display all of the events for your property, whether entered by you, or entered by a tenant and approved by you.



To add a new Event, click **NEW EVENT** in the top left of this page to open a new, blank event posting:



The required fields for an event are as follows:

- **Event Title**
- **Event Description**
- **Featured Image** - This image will be used for thumbnails, and appear at the top of the posting

Add an image for the event by choosing **SET FEATURED IMAGE** in the bottom right. You can also add additional images in the WYSIWYG by selecting **ADD MEDIA**.

Enter and style your text into the **WYSIWYG** as you would in any text editor program.

Be sure to choose the corresponding tenant for the sale under the **SELECT TENANT** dropdown, near **EVENT FIELDS**.

When you're all done, choose **SAVE DRAFT** to save it as a draft for later publishing, or **PUBLISH** to make it live immediately.

As an example, here is an event posting for a Video Game Launch Party.

Call of Duty Infinite Warfare Launch Party ← **EVENT NAME**
Host: Microsoft ← **TENANT**
Date: November 3, 2016 ← **START/END DATE** (Only shows one day if event is held only one day)

← **FEATURED IMAGE**

Stop by the Microsoft Store on Thursday, November 3rd from 10-midnight for a Call of Duty Launch Party. Play the game before it launches, enjoy snacks and refreshments, enter to win raffle prizes when you pre-order and enjoy free swag! ← **WYSIWYG TEXT**

Here's how that same posting looks on the back end:

Edit Event [New Event](#)

Call of Duty Infinite Warfare Launch Party

Permalink: <https://www.waldengalleria.com/event/call-of-duty-inf-are-launch-party> Edit

[Add Media](#) [Add Form](#) Visual Text

Paragraph B I H2 H3 H4 H5 H6 H7 H8 H9 H10 H11 H12 H13 H14 H15 H16 H17 H18 H19 H20 H21 H22 H23 H24 H25 H26 H27 H28 H29 H30 H31 H32 H33 H34 H35 H36 H37 H38 H39 H40 H41 H42 H43 H44 H45 H46 H47 H48 H49 H50 H51 H52 H53 H54 H55 H56 H57 H58 H59 H60 H61 H62 H63 H64 H65 H66 H67 H68 H69 H70 H71 H72 H73 H74 H75 H76 H77 H78 H79 H80 H81 H82 H83 H84 H85 H86 H87 H88 H89 H90 H91 H92 H93 H94 H95 H96 H97 H98 H99 H100 H101 H102 H103 H104 H105 H106 H107 H108 H109 H110 H111 H112 H113 H114 H115 H116 H117 H118 H119 H120 H121 H122 H123 H124 H125 H126 H127 H128 H129 H130 H131 H132 H133 H134 H135 H136 H137 H138 H139 H140 H141 H142 H143 H144 H145 H146 H147 H148 H149 H150 H151 H152 H153 H154 H155 H156 H157 H158 H159 H160 H161 H162 H163 H164 H165 H166 H167 H168 H169 H170 H171 H172 H173 H174 H175 H176 H177 H178 H179 H180 H181 H182 H183 H184 H185 H186 H187 H188 H189 H190 H191 H192 H193 H194 H195 H196 H197 H198 H199 H200 H201 H202 H203 H204 H205 H206 H207 H208 H209 H210 H211 H212 H213 H214 H215 H216 H217 H218 H219 H220 H221 H222 H223 H224 H225 H226 H227 H228 H229 H230 H231 H232 H233 H234 H235 H236 H237 H238 H239 H240 H241 H242 H243 H244 H245 H246 H247 H248 H249 H250 H251 H252 H253 H254 H255 H256 H257 H258 H259 H260 H261 H262 H263 H264 H265 H266 H267 H268 H269 H270 H271 H272 H273 H274 H275 H276 H277 H278 H279 H280 H281 H282 H283 H284 H285 H286 H287 H288 H289 H290 H291 H292 H293 H294 H295 H296 H297 H298 H299 H300 H301 H302 H303 H304 H305 H306 H307 H308 H309 H310 H311 H312 H313 H314 H315 H316 H317 H318 H319 H320 H321 H322 H323 H324 H325 H326 H327 H328 H329 H330 H331 H332 H333 H334 H335 H336 H337 H338 H339 H340 H341 H342 H343 H344 H345 H346 H347 H348 H349 H350 H351 H352 H353 H354 H355 H356 H357 H358 H359 H360 H361 H362 H363 H364 H365 H366 H367 H368 H369 H370 H371 H372 H373 H374 H375 H376 H377 H378 H379 H380 H381 H382 H383 H384 H385 H386 H387 H388 H389 H390 H391 H392 H393 H394 H395 H396 H397 H398 H399 H400 H401 H402 H403 H404 H405 H406 H407 H408 H409 H410 H411 H412 H413 H414 H415 H416 H417 H418 H419 H420 H421 H422 H423 H424 H425 H426 H427 H428 H429 H430 H431 H432 H433 H434 H435 H436 H437 H438 H439 H440 H441 H442 H443 H444 H445 H446 H447 H448 H449 H450 H451 H452 H453 H454 H455 H456 H457 H458 H459 H460 H461 H462 H463 H464 H465 H466 H467 H468 H469 H470 H471 H472 H473 H474 H475 H476 H477 H478 H479 H480 H481 H482 H483 H484 H485 H486 H487 H488 H489 H490 H491 H492 H493 H494 H495 H496 H497 H498 H499 H500 H501 H502 H503 H504 H505 H506 H507 H508 H509 H510 H511 H512 H513 H514 H515 H516 H517 H518 H519 H520 H521 H522 H523 H524 H525 H526 H527 H528 H529 H530 H531 H532 H533 H534 H535 H536 H537 H538 H539 H540 H541 H542 H543 H544 H545 H546 H547 H548 H549 H550 H551 H552 H553 H554 H555 H556 H557 H558 H559 H560 H561 H562 H563 H564 H565 H566 H567 H568 H569 H570 H571 H572 H573 H574 H575 H576 H577 H578 H579 H580 H581 H582 H583 H584 H585 H586 H587 H588 H589 H590 H591 H592 H593 H594 H595 H596 H597 H598 H599 H600 H601 H602 H603 H604 H605 H606 H607 H608 H609 H610 H611 H612 H613 H614 H615 H616 H617 H618 H619 H620 H621 H622 H623 H624 H625 H626 H627 H628 H629 H630 H631 H632 H633 H634 H635 H636 H637 H638 H639 H640 H641 H642 H643 H644 H645 H646 H647 H648 H649 H650 H651 H652 H653 H654 H655 H656 H657 H658 H659 H660 H661 H662 H663 H664 H665 H666 H667 H668 H669 H670 H671 H672 H673 H674 H675 H676 H677 H678 H679 H680 H681 H682 H683 H684 H685 H686 H687 H688 H689 H690 H691 H692 H693 H694 H695 H696 H697 H698 H699 H700 H701 H702 H703 H704 H705 H706 H707 H708 H709 H710 H711 H712 H713 H714 H715 H716 H717 H718 H719 H720 H721 H722 H723 H724 H725 H726 H727 H728 H729 H730 H731 H732 H733 H734 H735 H736 H737 H738 H739 H740 H741 H742 H743 H744 H745 H746 H747 H748 H749 H750 H751 H752 H753 H754 H755 H756 H757 H758 H759 H760 H761 H762 H763 H764 H765 H766 H767 H768 H769 H770 H771 H772 H773 H774 H775 H776 H777 H778 H779 H780 H781 H782 H783 H784 H785 H786 H787 H788 H789 H790 H791 H792 H793 H794 H795 H796 H797 H798 H799 H800 H801 H802 H803 H804 H805 H806 H807 H808 H809 H810 H811 H812 H813 H814 H815 H816 H817 H818 H819 H820 H821 H822 H823 H824 H825 H826 H827 H828 H829 H830 H831 H832 H833 H834 H835 H836 H837 H838 H839 H840 H841 H842 H843 H844 H845 H846 H847 H848 H849 H850 H851 H852 H853 H854 H855 H856 H857 H858 H859 H860 H861 H862 H863 H864 H865 H866 H867 H868 H869 H870 H871 H872 H873 H874 H875 H876 H877 H878 H879 H880 H881 H882 H883 H884 H885 H886 H887 H888 H889 H890 H891 H892 H893 H894 H895 H896 H897 H898 H899 H900 H901 H902 H903 H904 H905 H906 H907 H908 H909 H910 H911 H912 H913 H914 H915 H916 H917 H918 H919 H920 H921 H922 H923 H924 H925 H926 H927 H928 H929 H930 H931 H932 H933 H934 H935 H936 H937 H938 H939 H940 H941 H942 H943 H944 H945 H946 H947 H948 H949 H950 H951 H952 H953 H954 H955 H956 H957 H958 H959 H960 H961 H962 H963 H964 H965 H966 H967 H968 H969 H970 H971 H972 H973 H974 H975 H976 H977 H978 H979 H980 H981 H982 H983 H984 H985 H986 H987 H988 H989 H990 H991 H992 H993 H994 H995 H996 H997 H998 H999

Word count: 44 Last edited by waldengalleria on October 31, 2016 at 1:23 pm

Events Fields

Tenant: Microsoft
E.g. Select Tenant

Event Fields

Override Tenant Host:

Event Start Date: 11/03/2016

Event End Date: 11/03/2016

Publish

Status: Published Edit

Visibility: Public Edit

Published on: Oct 31, 2016 @ 13:23 Edit

Move to Trash Update

Events Categories

All Categories Most Used

- Tournaments & Gaming
- Beauty Classes
- Grand Openings
- Job Fairs
- Sales Events

[New Events Category](#)

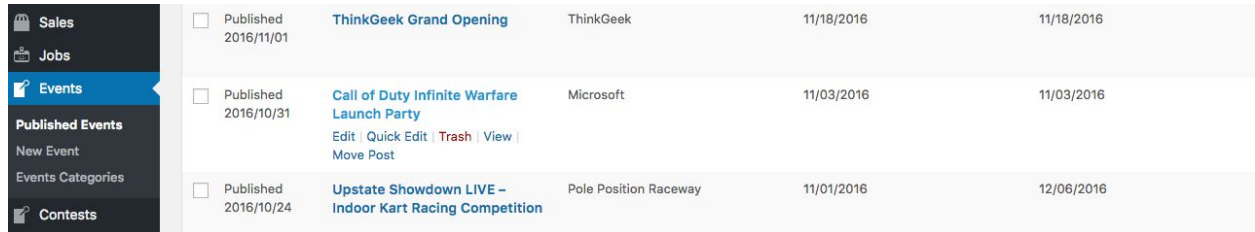
Featured Image

Call of Duty Infinite Warfare Launch Party
Microsoft

Click the image to edit or update
[Remove featured image](#)

6b. Editing / Removing Events

Editing an existing event is very much the same as posting a new one. To edit an event, click on its title from the event page, or hover over it, and click **EDIT**.



<input type="checkbox"/>	Published 2016/11/01	ThinkGeek Grand Opening	ThinkGeek	11/18/2016	11/18/2016
<input type="checkbox"/>	Published 2016/10/31	Call of Duty Infinite Warfare Launch Party	Microsoft	11/03/2016	11/03/2016
		Edit Quick Edit Trash View Move Post			
<input type="checkbox"/>	Published 2016/10/24	Upstate Showdown LIVE – Indoor Kart Racing Competition	Pole Position Raceway	11/01/2016	12/06/2016

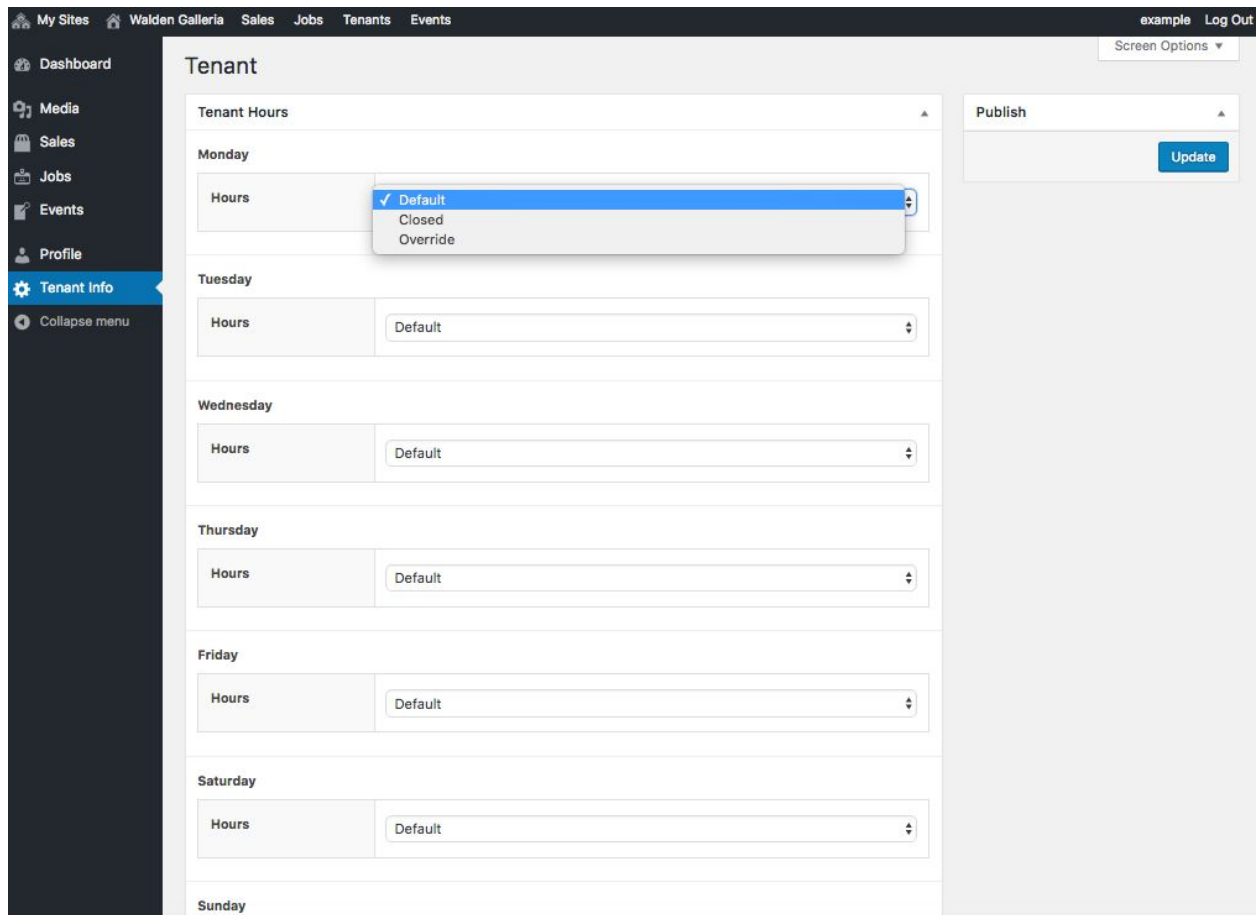
This will bring you to back end of the event's post. Edit it as you would if you were making a new event, referencing back to 5a. Adding Events if necessary.

To delete the event, hover over its name, and click **TRASH**. The event posting will be moved to the trash, where it can be recovered later if desired.

7. Tenant Information

7a. Hours Management

From the Tenant Information panel, you can change your hours. By default, they are the same as the mall at large.

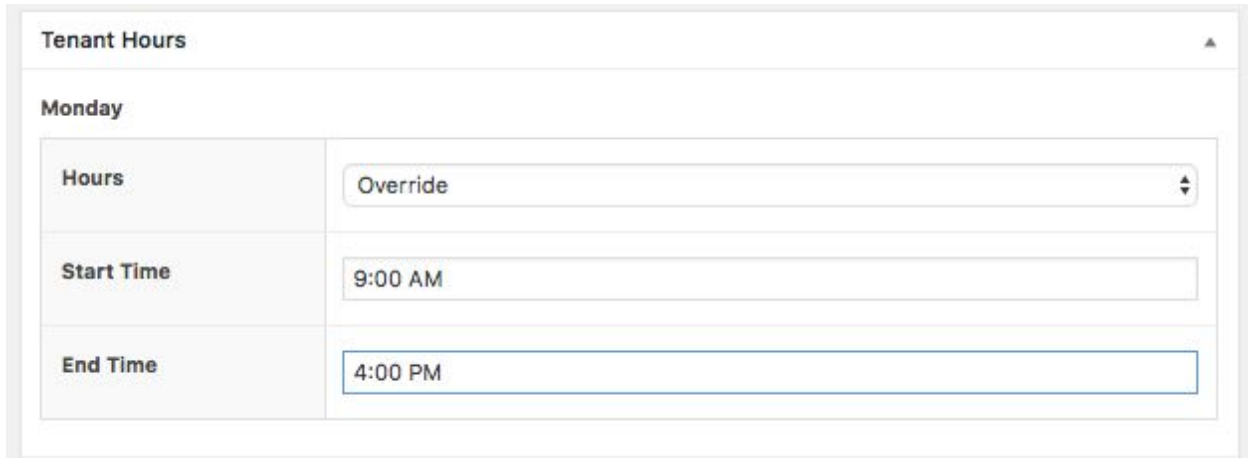


Each day of the week has a dropdown:

Default means the standard hours for the property

Closed means your store is closed that entire day

Override allows you to set your own hours:



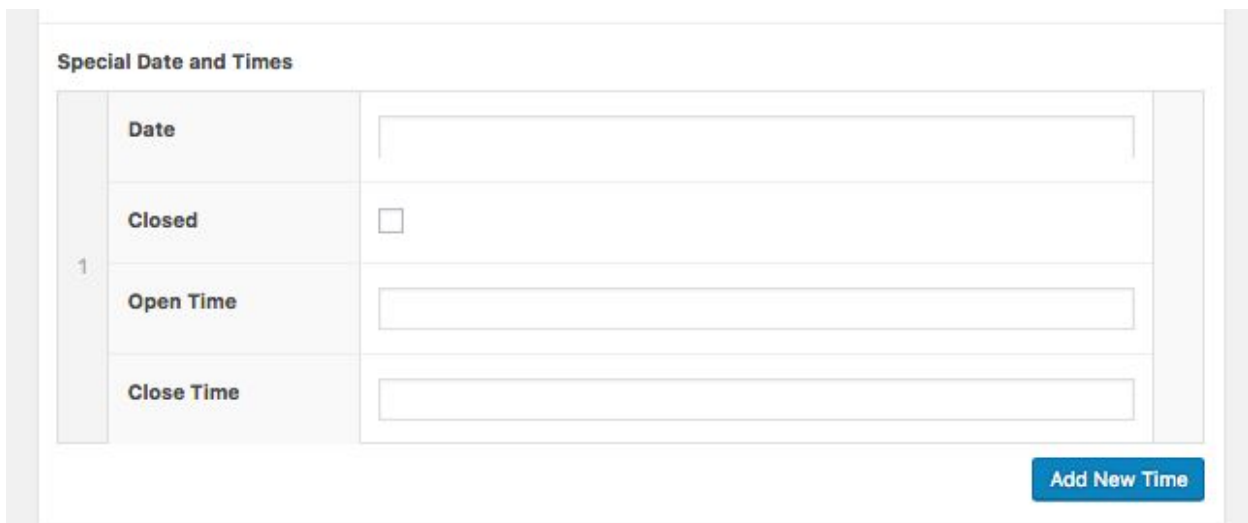
The screenshot shows a form titled "Tenant Hours" with a sub-section for "Monday". It contains three input fields: "Hours" with a dropdown menu set to "Override", "Start Time" with the value "9:00 AM", and "End Time" with the value "4:00 PM".

Tenant Hours	
Monday	
Hours	Override
Start Time	9:00 AM
End Time	4:00 PM

If you have a single day where hours will be different, you can set things up so that one day will display your alternate hours (such as for holidays)

Scroll down, and under **Special Date and Times** click on **Add New Time**.

Fill out the field for which day, check off the box if closed the whole day, or enter the new open and closing times in their corresponding field.



The screenshot shows a form titled "Special Date and Times" with a table for adding new times. The table has four rows: "Date", "Closed", "Open Time", and "Close Time". The "Closed" row has a checkbox. A blue button labeled "Add New Time" is located at the bottom right.

Special Date and Times		
1	Date	<input type="text"/>
	Closed	<input type="checkbox"/>
	Open Time	<input type="text"/>
	Close Time	<input type="text"/>

[Add New Time](#)

When you're all set, scroll back up and click on **Update** to save your changes.