Admin Guide

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Webpage Administration

Most of the publicly available web pages on BrylerLogistics.com can be modified by a Webmaster or a site Admin.

View Customizable Pages

After logging into the website as either a Webmaster or a Site Admin, you will see **Web Pages** listed in the navigation pane of the website.

Click on **Web Pages** to view a list of all currently available web pages that can be modified, some basic information about that page, and the date the page was last updated.

To view the web page, click on the Binocular icon ( ) next to the name of the page.

To edit the web page content from the **Web Pages** page, click on the Pencil icon ( ) next to the name of the page.

To edit the web page while viewing the page, click the **Edit Page** link at the bottom of the page.

This link only shows up if you are logged in as a user that has the **Webmaster** role.

Edit Webpage Content

Any of the webpages that are listed on the **Webpages** list page can have their content changed by any user with the **Webmaster role**.

After clicking on an edit link on either the Webpages list page or the edit button on the bottom of the page, will take you to the Edit page.

Name is the title of the webpage.

Page Slug is the portion of the website address that links to this page. There can be no spaces or special characters in the slug. It should be entirely lowercase letters, numbers, and dashes.

Page Content allows you to modify the content of the webpage. However the information looks within this section will match how the information looks on the webpage itself. Use the content style controls to apply different styles to the page content.

To add an image to the page, click on the image icon on the style controls, and then click the **Upload** tab in the image pop up window. Click **Choose File** to select the file, and click **Send to server** to upload the image. It is automatically inserted into the page for you.

If you click the image you can set image properties, such as the position (left, right, or center) and the size (in pixels).

Click the **Update Page** button to save your changes.

User Manager

Manage the users of the website.

User Roles

These are the roles that can be assigned to users on the website. Only give users the roles that they require to do the job they need to do.

Only users with the Admin role can assign roles to other users.

Role Name	Role Description
Admin	The Admin role gives the user FULL control over the entire website. This role should not be given to any user that is not completely trusted with the website.
Broker	The Broker role gives users the permissions to manage anything related to the Load Board.
Business Manager	The Business Manager role gives users the permissions to manage user organizations. Business Managers will be who users talk to when they need help setting up their organization in the website. Also, Business Managers will verify and approve carrier applications.
Webmaster	The Webmaster role gives users the permission to manage the web pages content throughout the website. They will also have permission to create new pages.

Business Manager

The Business Manager handles everything related to an organization and its Carrier approval process.

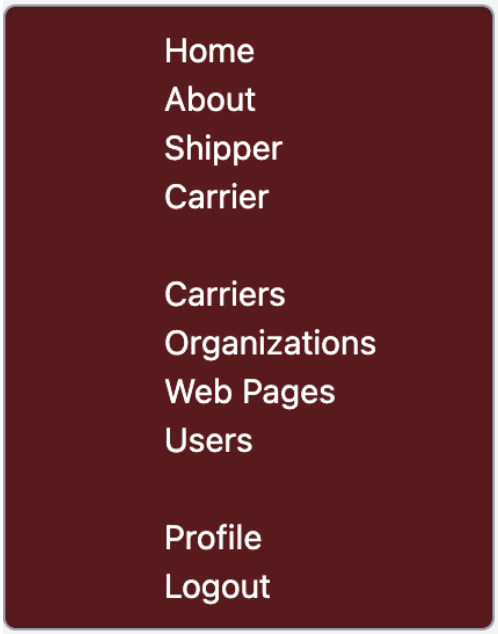
Business Manager

View Pending Carrier Applications

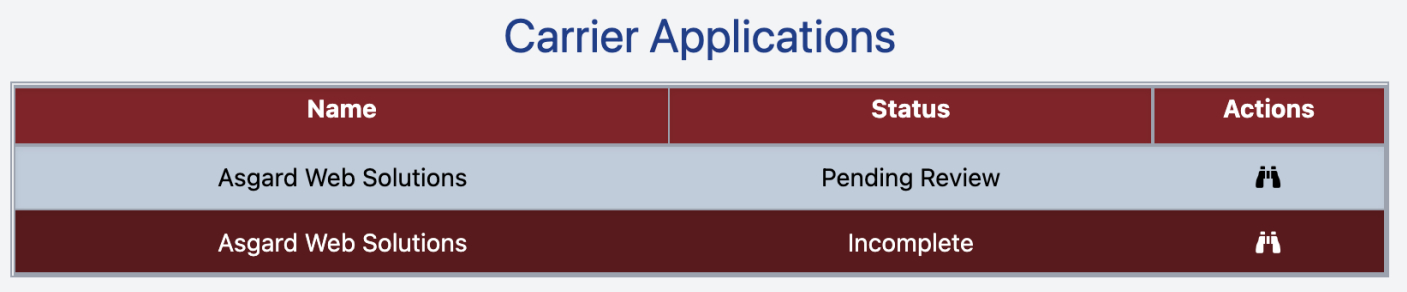
Once an organization has submitted an application for approval, a Business Manager can view the application information and decide if it is to be approved or rejected.

Go to the Carrier Applications Page

When logged in as an Admin or Business Manager, click the **Carriers** link in the side navigation panel.



View the List of Carrier Applications



Notice the Status is Incomplete for organizations who have not yet completed or submitted their application.

To view an application, click on the Binoculars icon in the **Actions** column of the table.

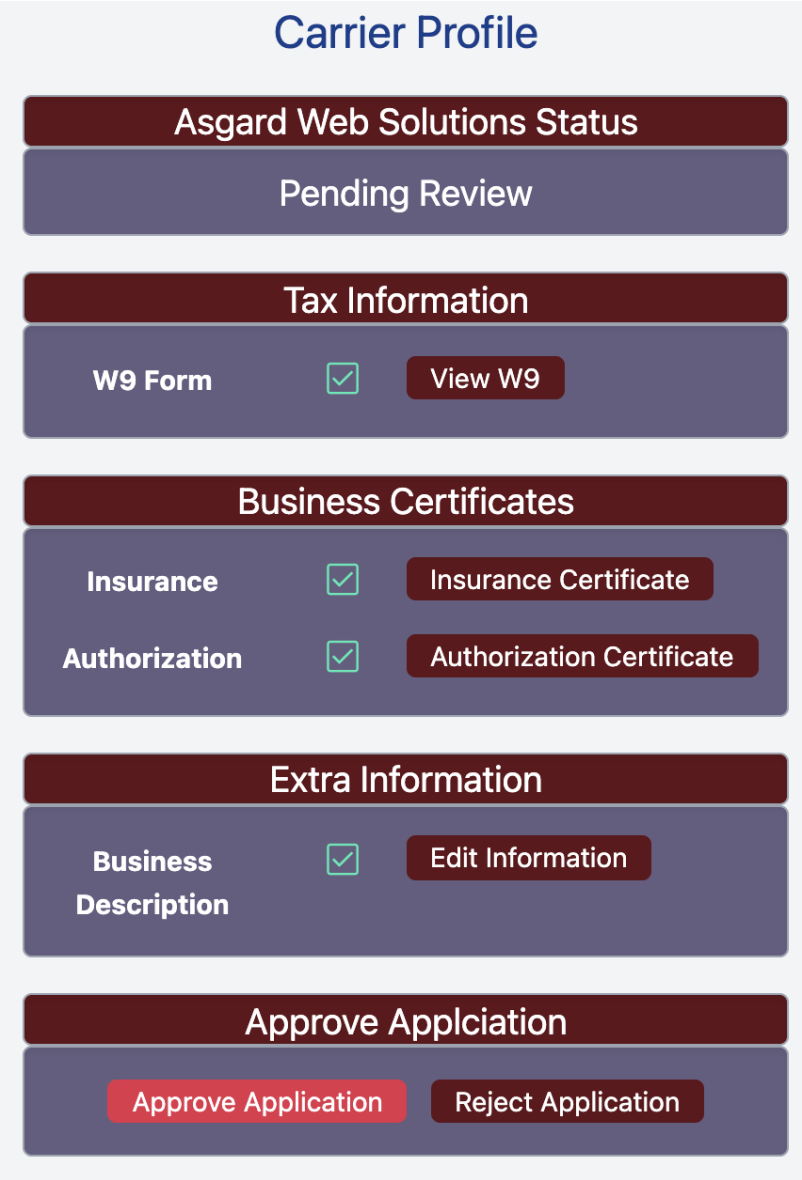
Once you review an application you may **Approve** or **Reject** it.

Approve a Pending Application

Before an organization ca be approved as a carrier, they must first submit an application for review .

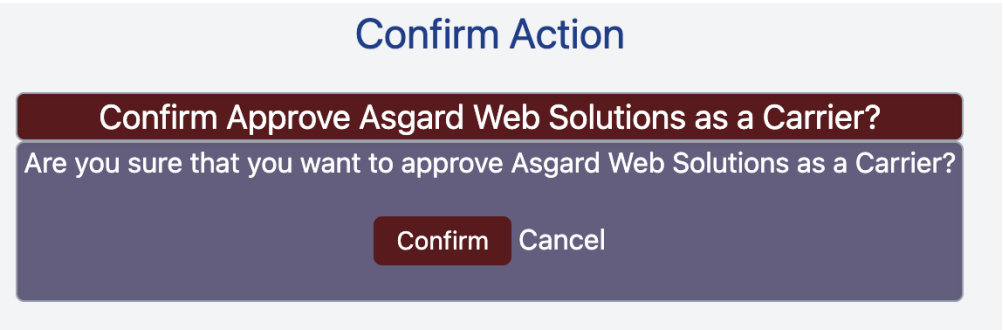
Select An Application To View

Go to the Carrier Applications List page and select an application to view by clicking on the binocular icon.



Use the buttons to view the different pieces of information for this application, and then click the Approve application button.

Confirm The Approval



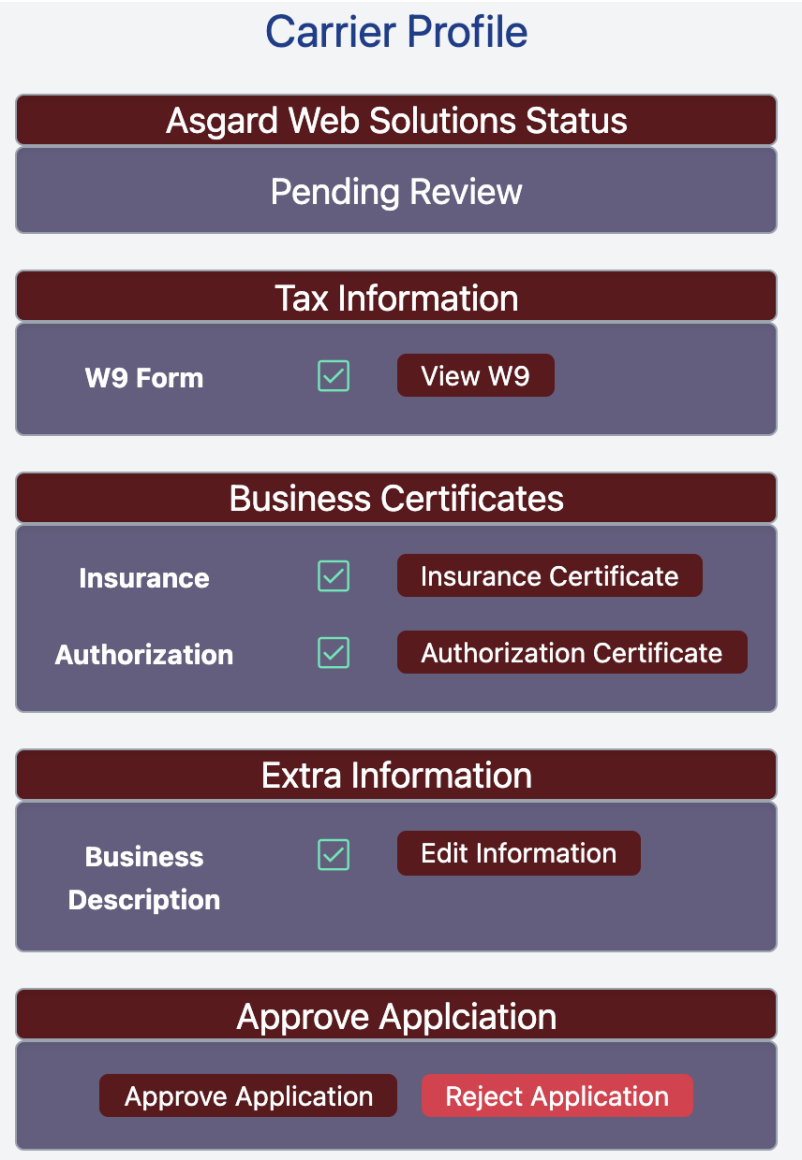
Click the **Confirm** button to finalize the approval for this application, or click **Cancel** to return to the previous screen.

Reject a Pending Application

Before an organization ca be approved as a carrier, they must first submit an application for review .

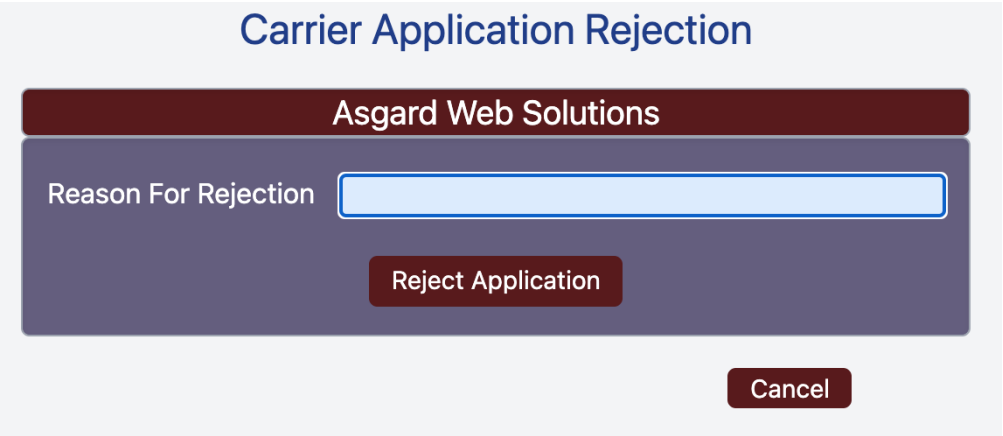
Select An Application To View

Go to the Carrier Applications List page and select an application to view by clicking on the binocular icon.



Use the buttons to view the different pieces of information for this application, and then click the **Reject Application** button.

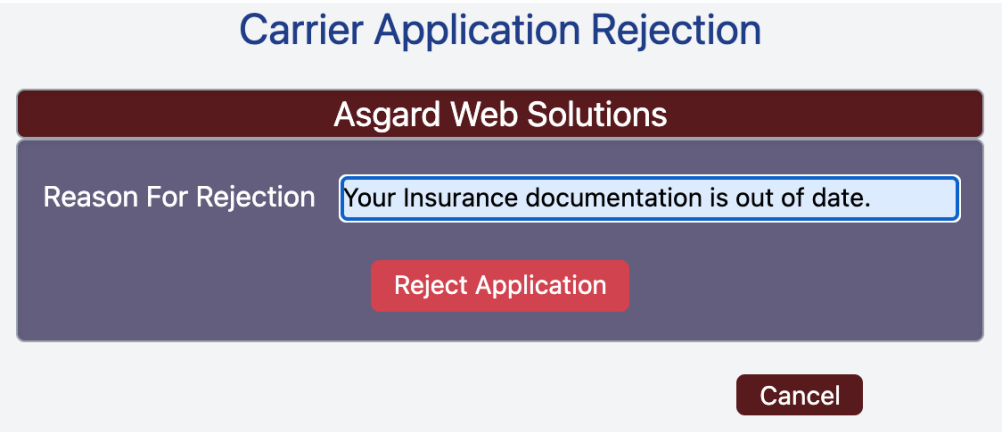
Confirm The Rejection



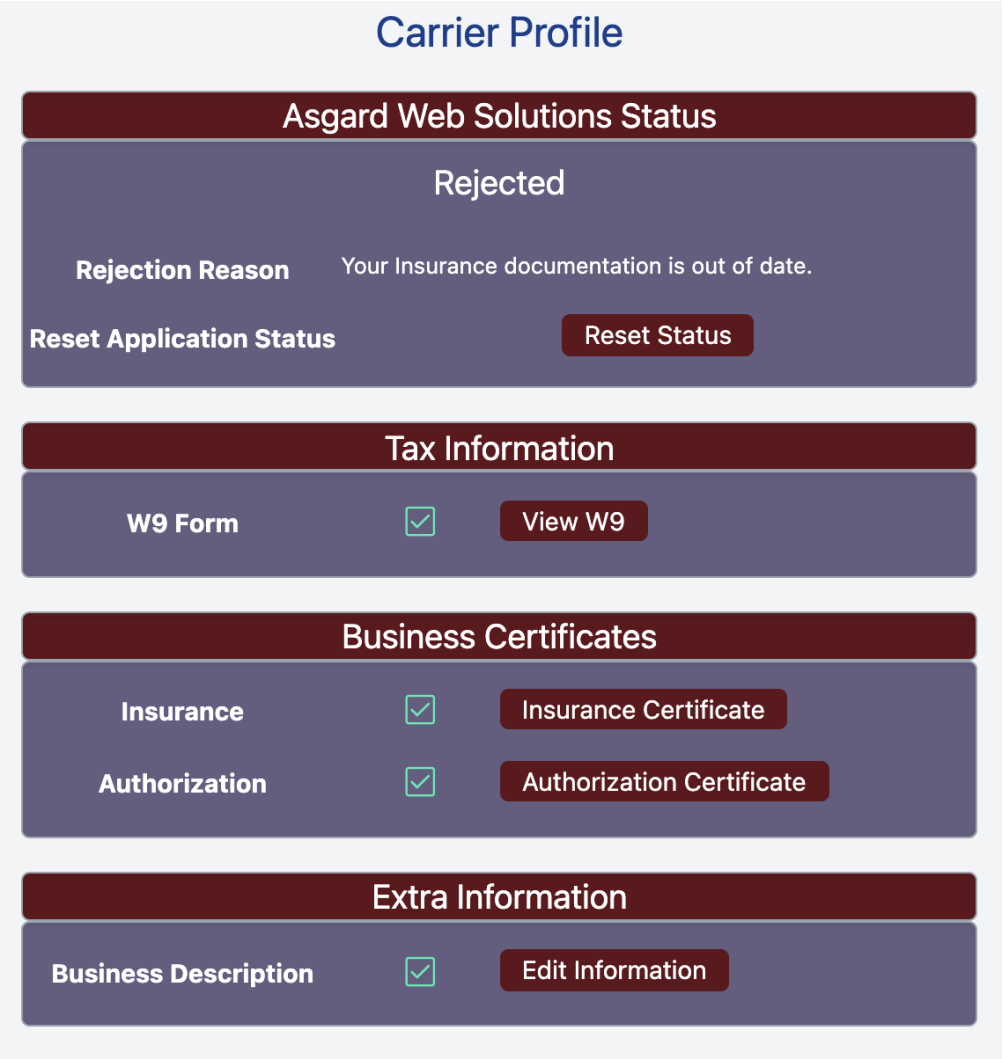
Fill in the **Reason for Rejection** and click the **Reject Application** button to finalize the rejection for this application, or click **Cancel** to return to the previous screen.

Reason for Rejection

Before you can reject the application, you must give a reason for the rejection. This will provide feedback to the organization so they can know why their application was rejected so they can fix it and resubmit.



The Reason for Rejection will show up on the organization's Carrier Profile so they can see the response and react to it.



After they update their information the organization can reset the application status and resubmit.