

# DentalMammoth

DM Media user manual for updating your company and product information.

Released November 2022

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## 1.

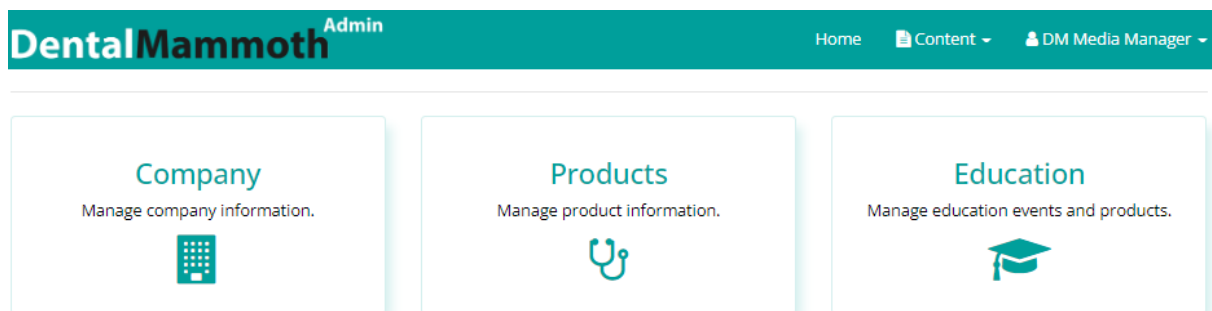
Go to: <https://control.dentalmammoth.com/>

Log in with your company admin user id and password given by Dental Mammoth. If you don't remember your credentials please contact us: support@dentalmammoth.com

Please note that some browsers might give an error message when logged in for the first time. Despite the message you can open the wanted content tab.

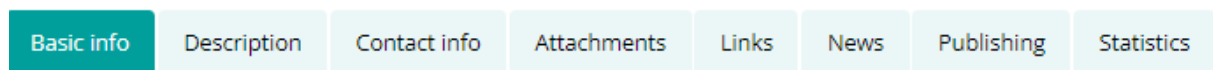
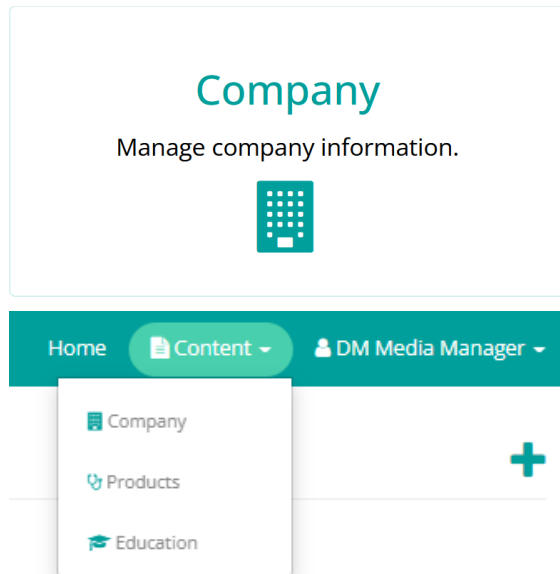
## 2.

Here we have an example of DM Media Demonstration Company's main page.



## 2.1

Manage your company page information by clicking on the Company box or under the Content drop-down menu.



- Add or update the information on every sub-page. Remember to **save** the sub-pages after editing.
- Add tags in Basic info, e.g. to find your company's product areas by pressing the + sign. You can delete tags with the x sign.

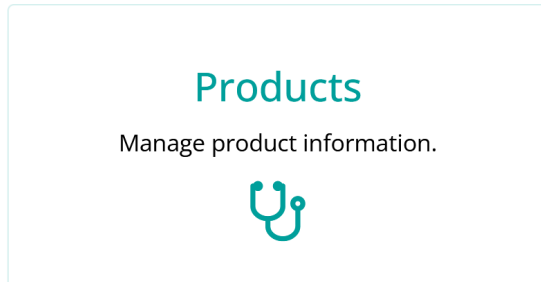
Tags 2/20

Enter topics (in Finnish) related to the company, for example; Hammastahna, Proteesi or Juurihoito. There is no need to repeat the company name in the tags.

 + x  
 x  x

## 2.2

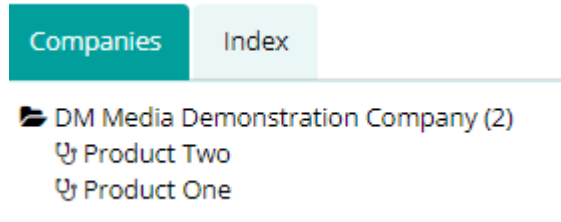
Manage your company products by clicking on the **Products** box or under the **Content** drop-down menu.



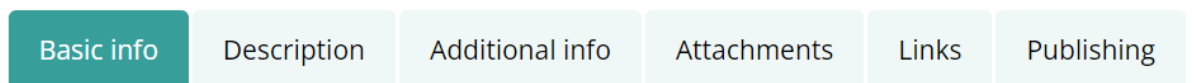
### 2.2.1

## Edit your products

Click the named product under your company name (here is an example of the published products):



Update the information on every sub-page which is needed and **save** it.



- Add tags in Basic info, e.g. to find your company's product areas by pressing the **+** sign. You can delete tags with the **x** sign.
- Remember to **save** the sub-pages after editing.



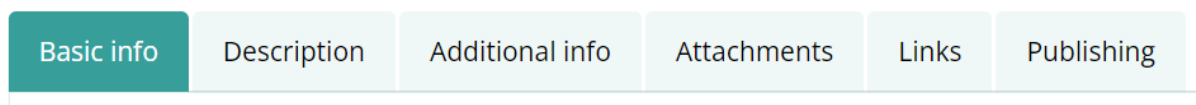
## 2.2.2

### Add a new product

Click the “plus” in the top right corner.



Fill in all the necessary product information on each sub-page



Remember to **save** the sub-pages after editing them and finally **Publish** the product under the Publishing sub-page.



## 2.2.3

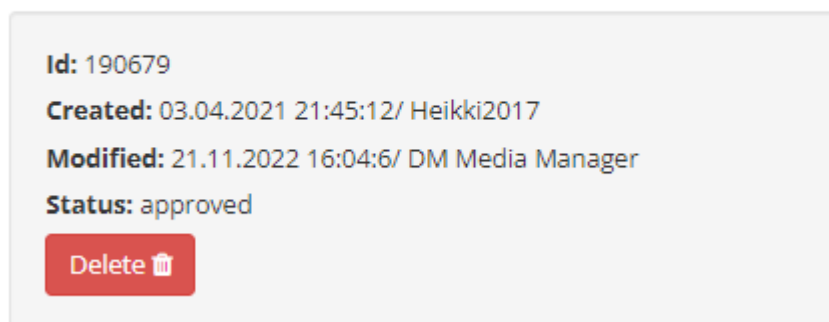
### Delete a product

You have two options to “Delete” your product or “Unpublish” it.

- 1) **Delete** = The product will be removed completely.

#### Product One


DM Media Demonstration Company



- 2) **Unpublish** from all sites = The product remains in the system, but it is hidden and not visible to the public. The product is marked **red** in the product list.

- Attachments
- Links
- Publishing**




Save changes

Unpublish from all sites 

Are your sure you want to unpublish product Product One?

Yes No

- Companies**
- Index

-  DM Media Demonstration Company (2)
  -  Product Two
  -  Product One

If you need to publish the unpublished products again, you are able to do it under the **Publishing** sub-page.