

Web pages and the blog

Website and portal

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Website and portal

Web pages and the blog

Create and publish pages and blog posts, and set the menu and footer.

Beginner · About 25 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Offered in **custom packages**. Contact us to ask about it.

Overview

Pages and blog posts are written in the browser. Published ones appear on your Hesabu ERP website address.

Steps

Set up the site

1. Search for **Website Settings**.
2. Enter a **Title Prefix** (shown in the browser tab before each page title) and upload your logo as the **Brand Image**.
3. Under **Top Bar Items**, add menu links, such as *About* and *Contact*, with the page route.
4. Under **Footer Items**, add footer links and a copyright note.
5. Save.

Create a page

1. Search for **Web Page** and click **Add Web Page**.
2. Enter the **Title**, which also creates the web address (route), such as `about`.
3. Write the content. You can use the page builder, markdown or HTML depending on the **Content Type**.
4. Tick **Published** and save. The page appears at `/about`.

Write a blog post

1. Search for **Blogger** and add yourself as an author.
2. Search for **Blog Category** and add categories such as *News*.
3. Search for **Blog Post**, click **Add**, choose the category and blogger, write the post, and tick **Published**.

Search engine details

On each page or post, fill in the **Meta Title** and **Meta Description**. They are what search engines show.

Practical example

A school supplier publishes an *About* page, a *Contact* page and a monthly blog post about new stock, and adds them to the top bar menu.

Important notes

- Unpublish a page by unticking **Published**. Do not delete it unless you are sure.
- Use images that are not too large, so pages load quickly on mobile data.
- Your public website should not show internal prices or customer names.

Common mistakes

- Typing spaces or capitals in the route.
- Publishing a draft page by accident.

Next steps

Read Web forms.

Related documentation

- Website and portal overview
- Web forms