



Global Office User Guide

Website Administration

Login on

The website is maintained through the online admin area called 'Global Office'. Global Office is the site for administering all areas of your Plus Edit website and can be accessed by adding /admin to your web address (ie www.yourwebaddress.com/admin).

You will then be asked to enter your username and password before you gain access to Global Office. Only authorised users will be able to access Global Office ensuring that the site information remains secure.

As Global Office is all web based it means that the website can be updated from any computer connected to the internet – no software needs to be installed on machines.

To ensure maximum security for the site users should always log off once finished in Global Office. After 40 minutes of inactivity users will automatically be logged out of Global Office.