

UPUTSTVO ZA DODAVANJE PAGE ADMINA



THE BUTTERFLY

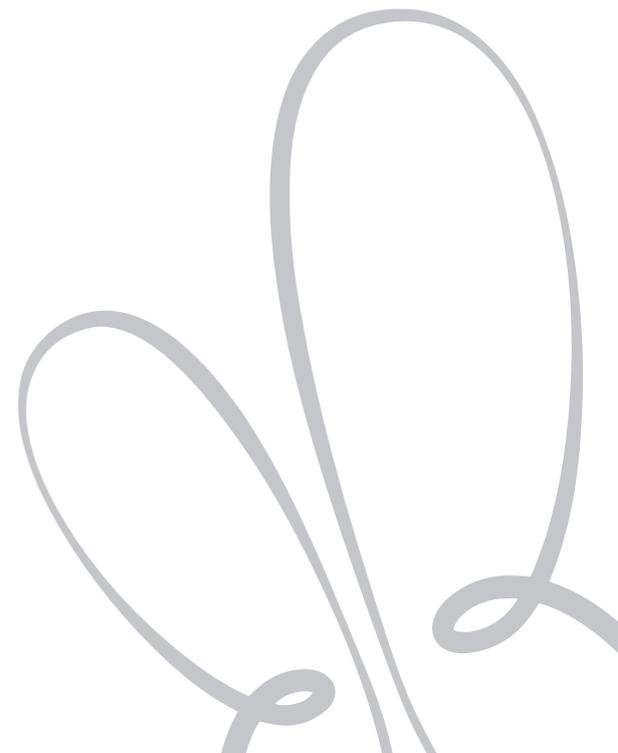
01 **KAKO DODAVATI
ADMINA SA
RAČUNARA**

03 **KONTAKT
PODACI**

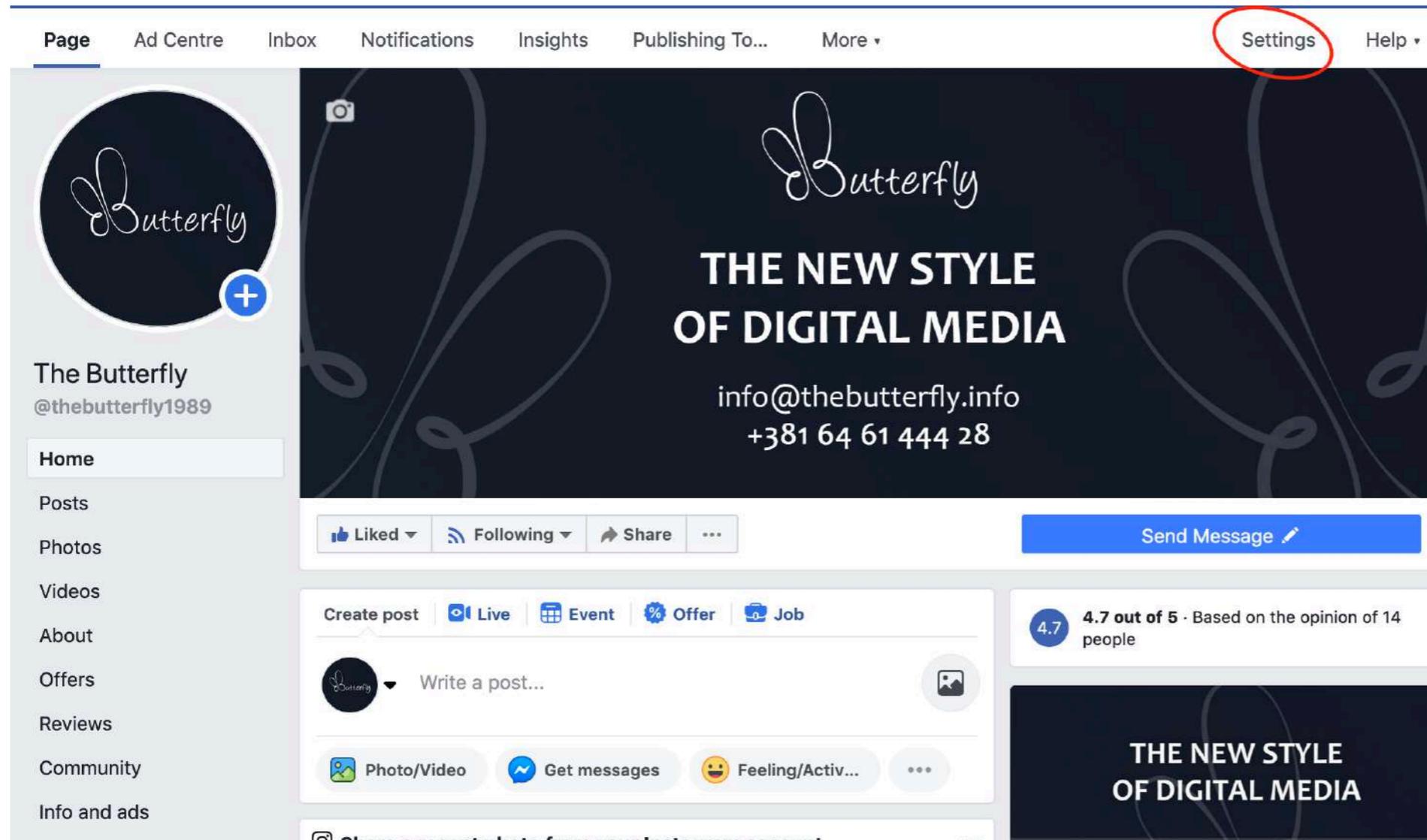
02 **KAKO DODAVATI
ADMINA SA
TELEFONA**



KAKO DODATI ADMINA SA RAČUNARA

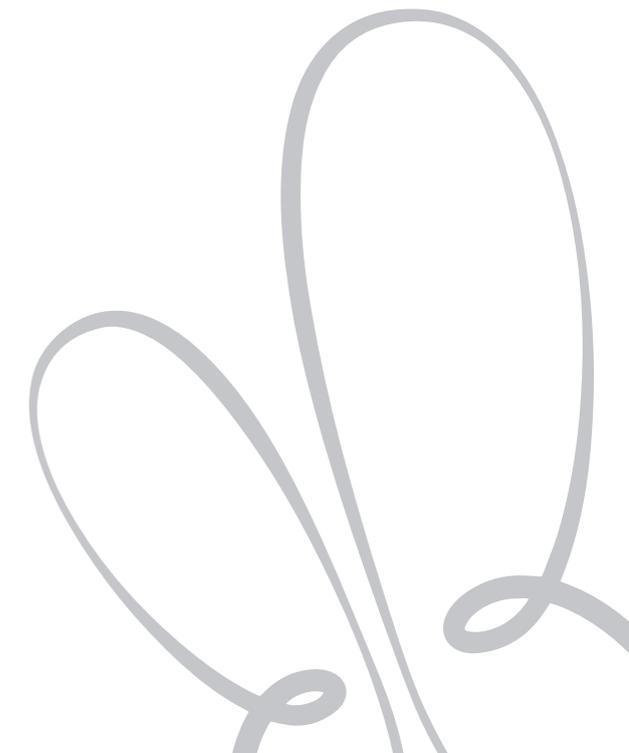


Korak 1.



Korak 1.

Otvoriti stranicu na računaru, u gornjem desnom uglu se nalazi dugme **SETTINGS**



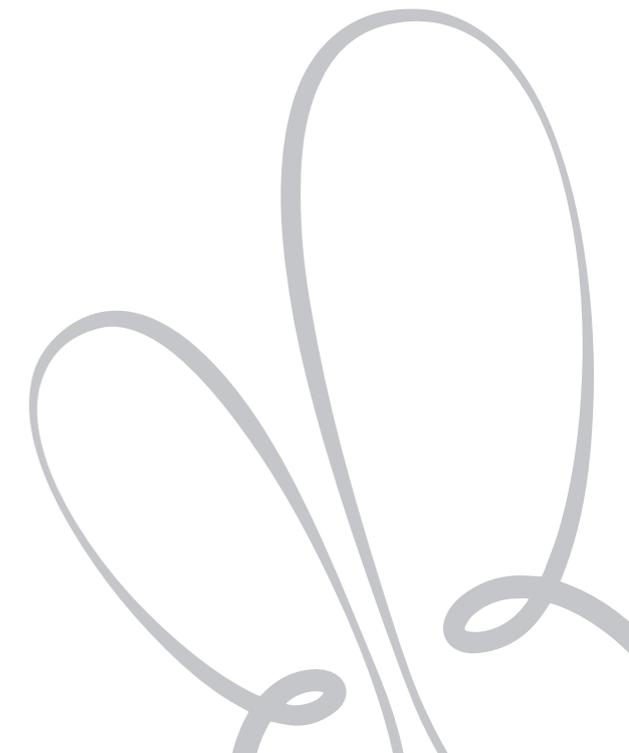
Korak 2.

Page Ad Centre Inbox Notifications Insights Publishing To... More ▾ **Settings** Help ▾

 General	Page visibility Page published Edit
 Messaging	Visitor posts Anyone can publish to the Page. Anyone can add photos and videos to the Page. Edit
 Page Info	Post and story sharing Post sharing to stories is on Edit
 Templates and tabs	Audience optimisation for posts The ability to select News Feed targeting and restrict the audience for your posts is turned off Edit
 Post attribution	Messages People can contact my Page privately. Edit
 Notifications	Tagging ability Other people can tag photos posted on my Page. Edit
 Messenger platform	Others tagging this Page People and other Pages can tag my Page. Edit
 Page roles	Page location for effects Other people can use your Page's location for photo and video frames and effects. Edit
 People and other Pages	Country restrictions Page is visible to everyone. Edit
 Preferred Page Audience	Age restrictions Page is shown to everyone. Edit
 Authorisations	Page moderation No words are being blocked from the Page. Edit
 Branded content	Profanity filter Turned off Edit
 Instagram	Similar Page suggestions Choose whether your Page is recommended to others Edit

Korak 2.

Sa leve strane u se nalazi dugme **PAGE ROLES**



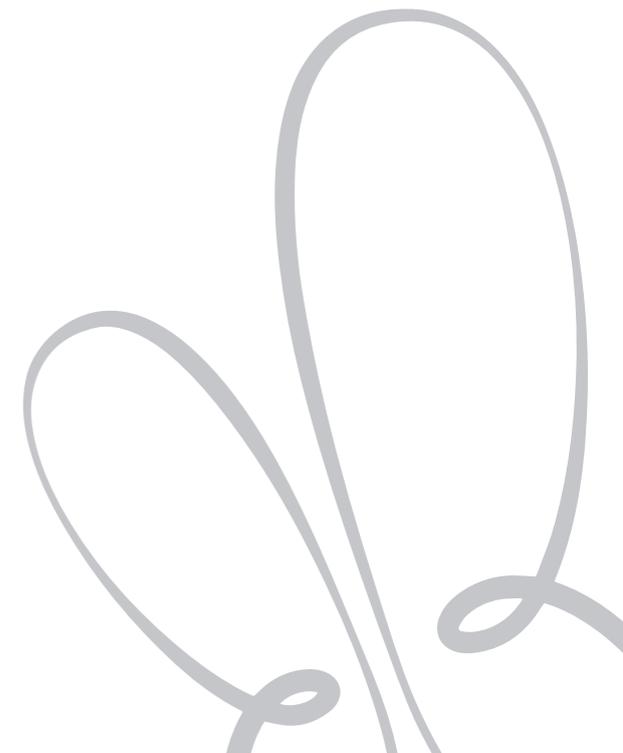
Korak 3.

The screenshot shows the Facebook Page Settings interface. The left sidebar contains various settings categories, with 'Page roles' selected. The main content area is titled 'Page roles' and includes a description, a 'Sections' list, and an 'Assign a new Page role' section. In the 'Assign a new Page role' section, a search bar contains the URL 'https://www.facebook.com/marija.lukic.92167'. Below the search bar, a dropdown menu shows a profile card for 'Marija Lukic' with a small profile picture. A red circle highlights this search result.

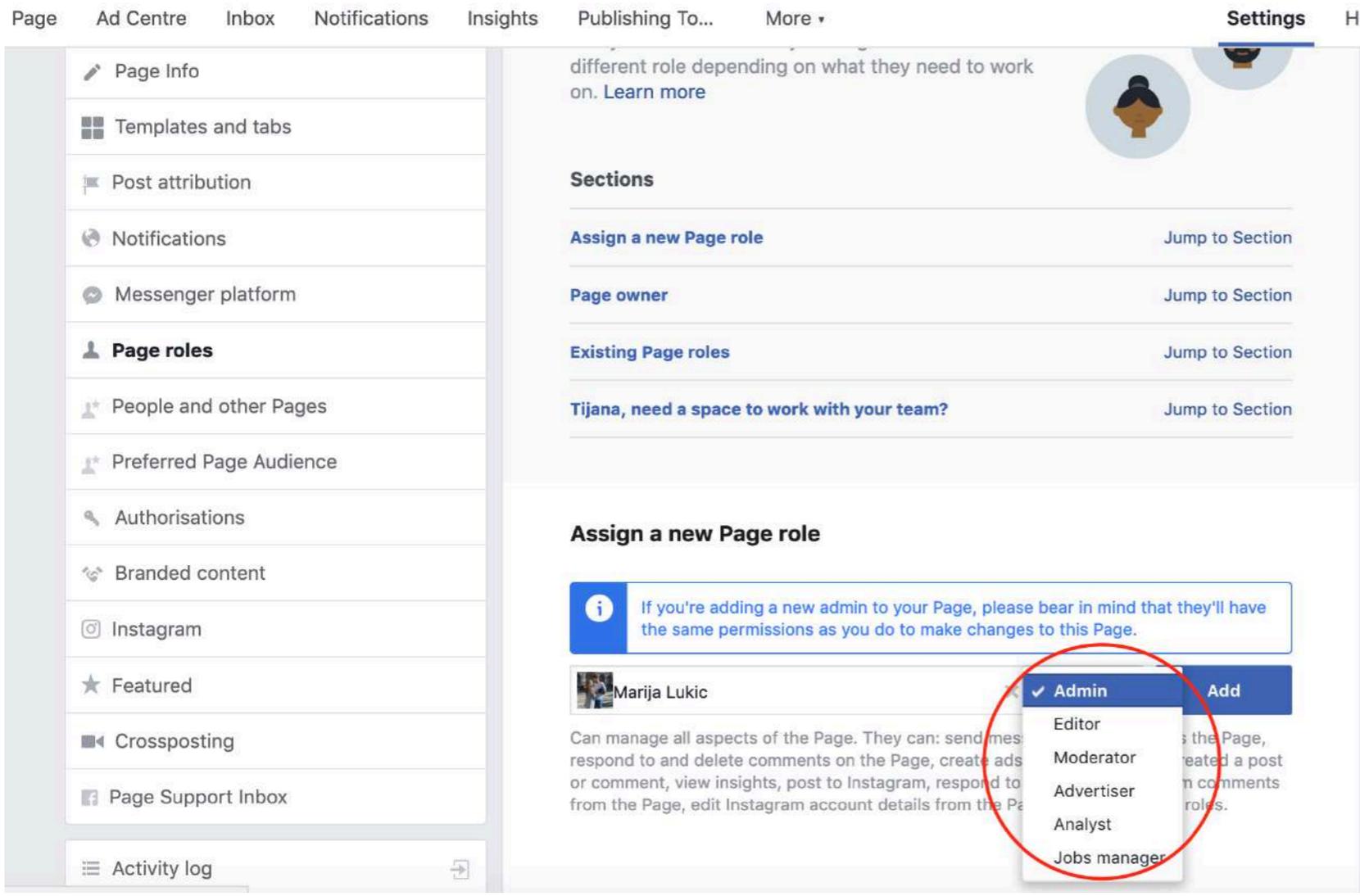
Korak 3.

U prazan deo je potrebno da paste-ujete link profila Tijana Stojiljkovic - <https://www.facebook.com/tijana.belgradeclubbing>

Kada se pojavi fotografija profila sa imenom i prezimenom potrebno je da se na isti **KLIKNE**.

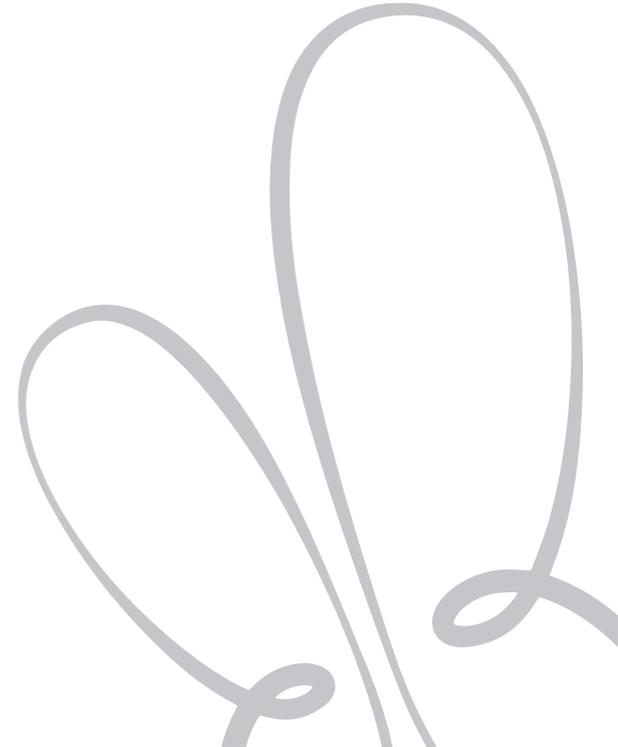


Korak 4.



Korak 4.

U padajućem meniju označiti **ADMIN**



Korak 5.

Page Ad Centre Inbox Notifications Insights Publishing To... More ▾ Settings Hel

Page Info
Templates and tabs
Post attribution
Notifications
Messenger platform
Page roles
People and other Pages
Preferred Page Audience
Authorisations
Branded content
Instagram
Featured
Crossposting
Page Support Inbox

different role depending on what they need to work on. [Learn more](#)

Sections

Assign a new Page role	Jump to Section
Page owner	Jump to Section
Existing Page roles	Jump to Section
Tijana, need a space to work with your team?	Jump to Section

Assign a new Page role

i If you're adding a new admin to your Page, please bear in mind that they'll have the same permissions as you do to make changes to this Page.

Marija Lukic × Admin ↕ **Add**

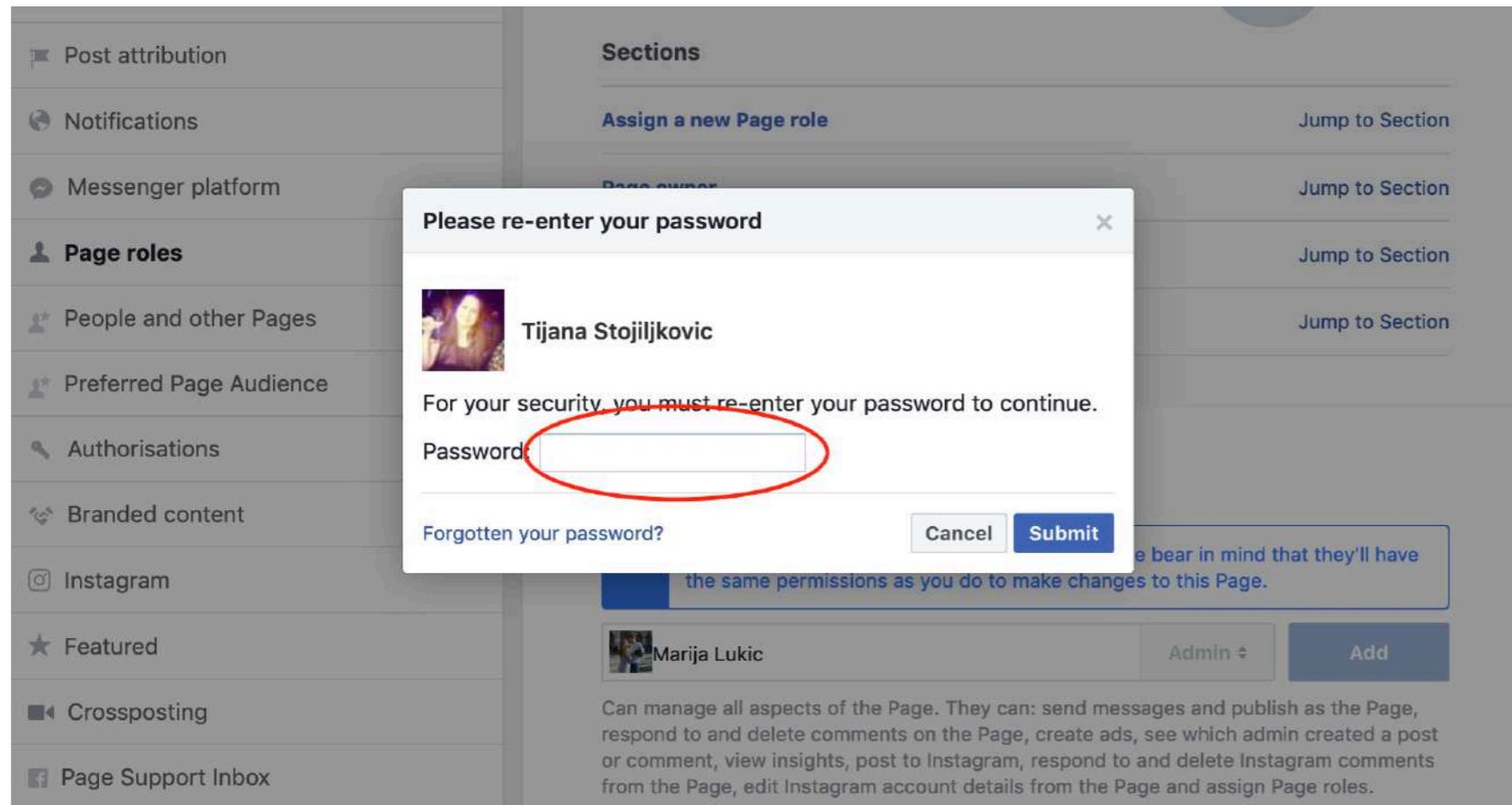
Can manage all aspects of the Page. They can: send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, post to Instagram, respond to and delete Instagram comments from the Page, edit Instagram account details from the Page and assign Page roles.

Korak 5.

Kada ste označili profil i admin segment dugme **ADD** će poplaveti i potrebo je da na njega kliknete

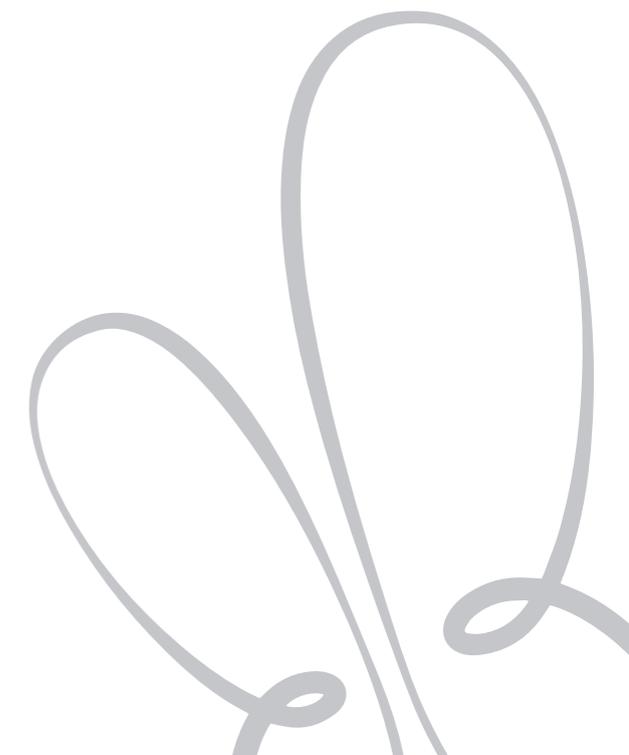


Korak 6.

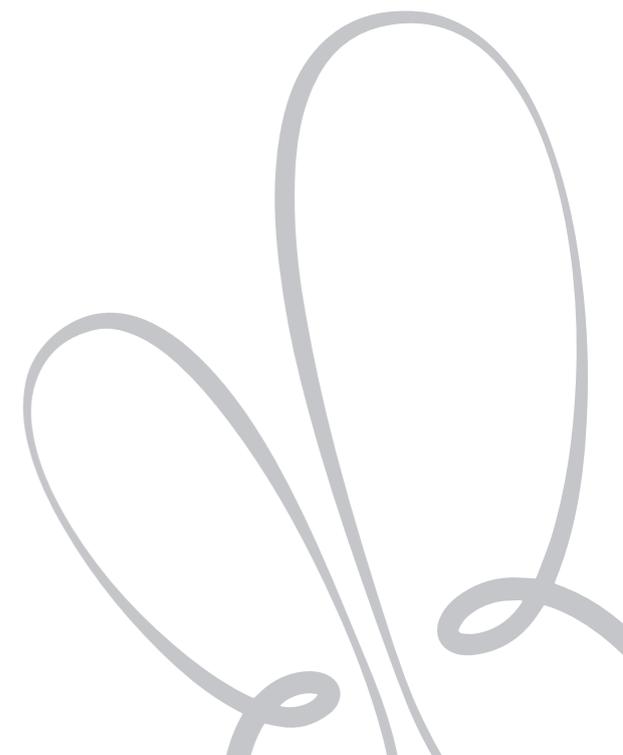


Korak 6.

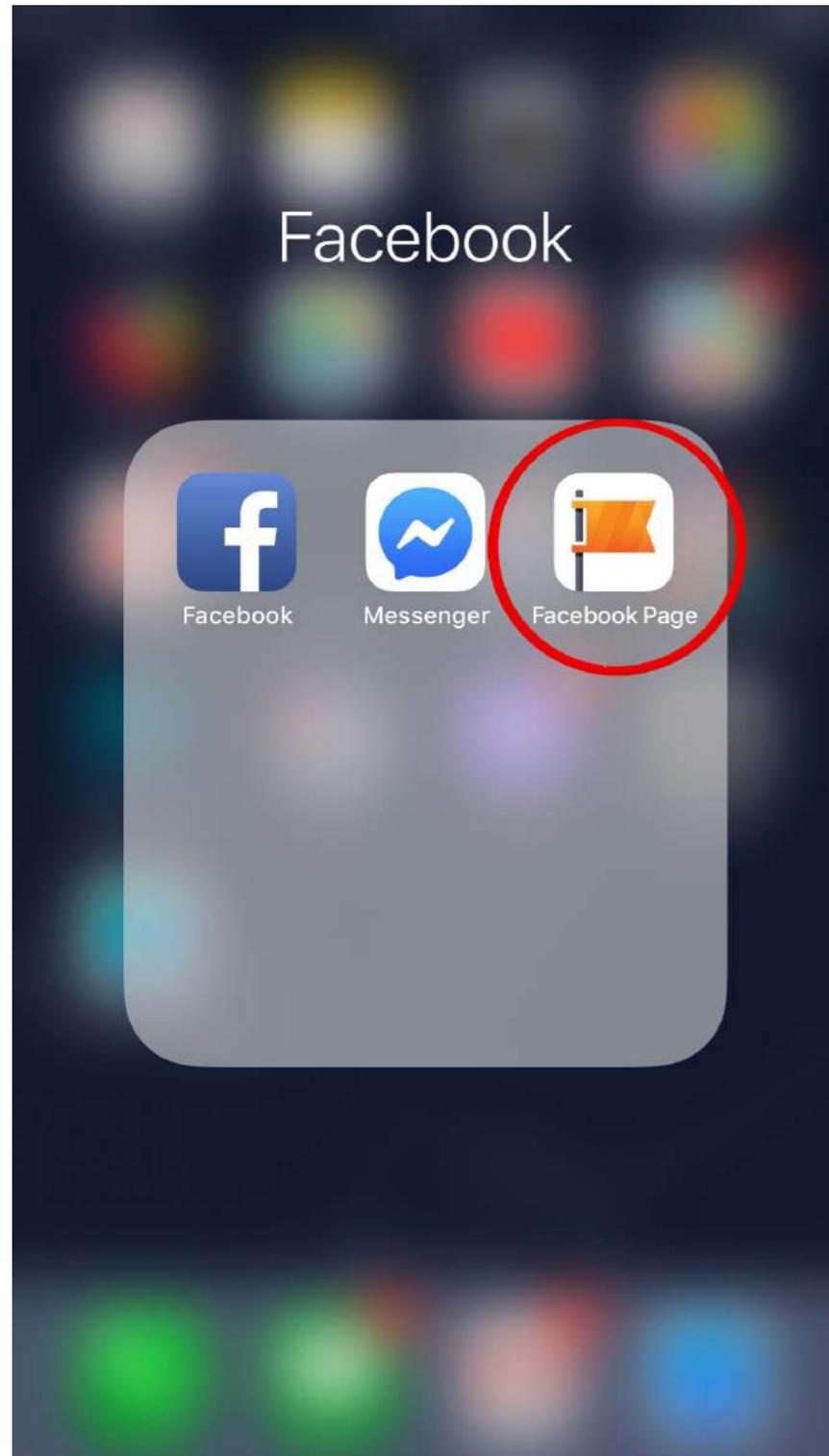
Kada ste kliknuli na dugme "add" iz koraka 5. otvoriće se prozor u koji je potrebno da upišete password **VAŠEG FACEBOOK PROFILA**. Ovim korakom ste nas dodali za administratora na vašoj stranici



KAKO DODATI ADMINA SA MOBILNOG TELEFONA

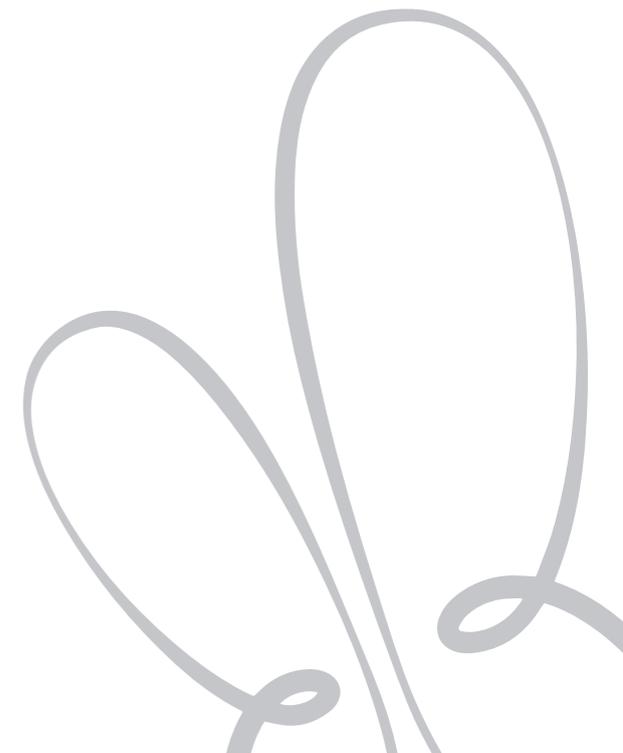


Korak 1.

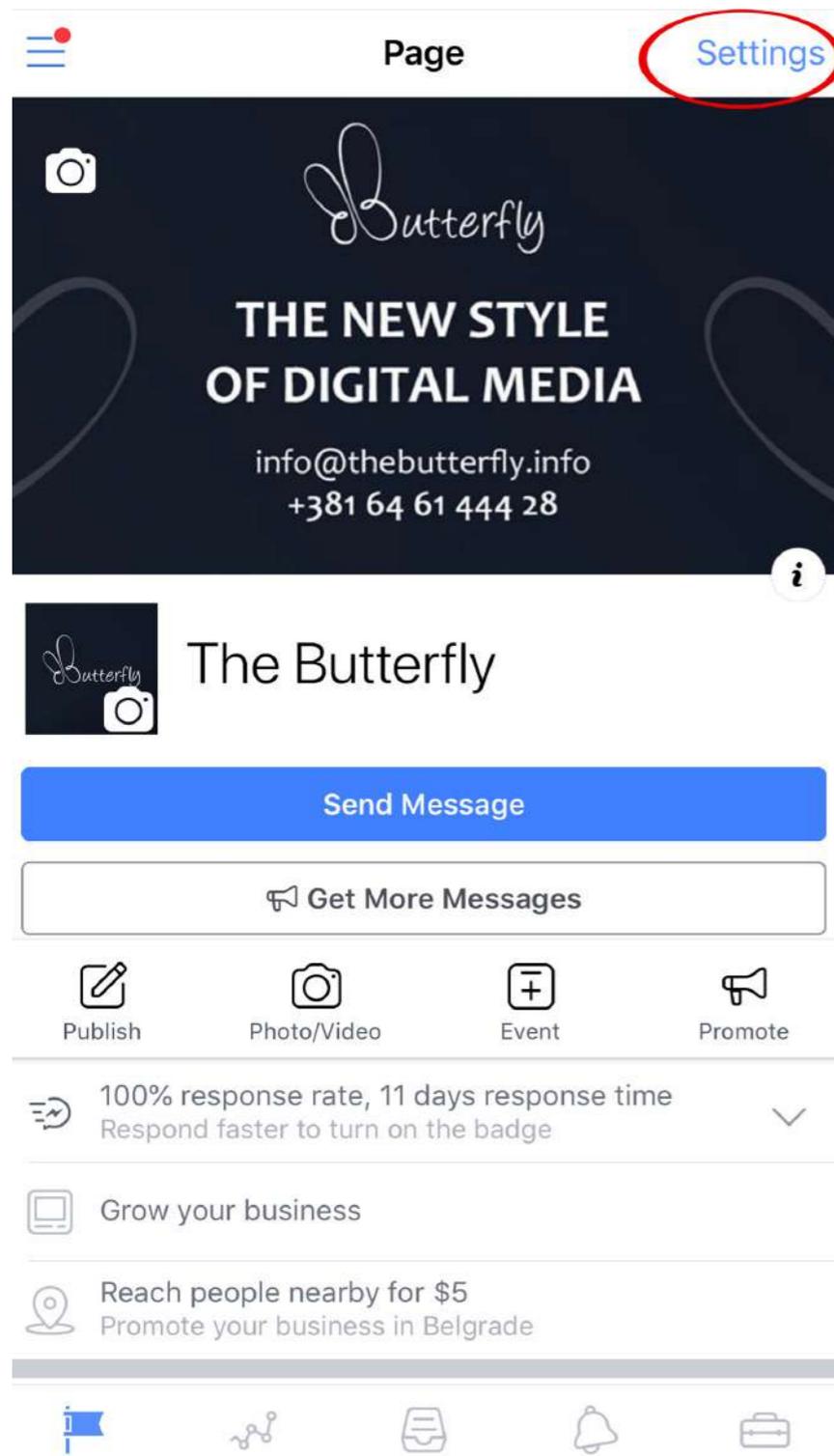


Korak 1.

Potrebno je da imate instaliranu aplikaciju **Facebook Page / Page Manager**

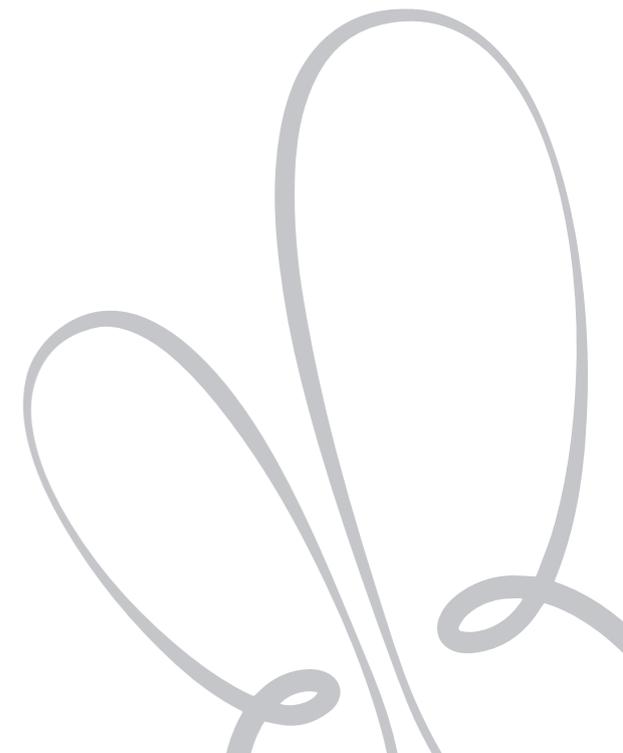


Korak 2.

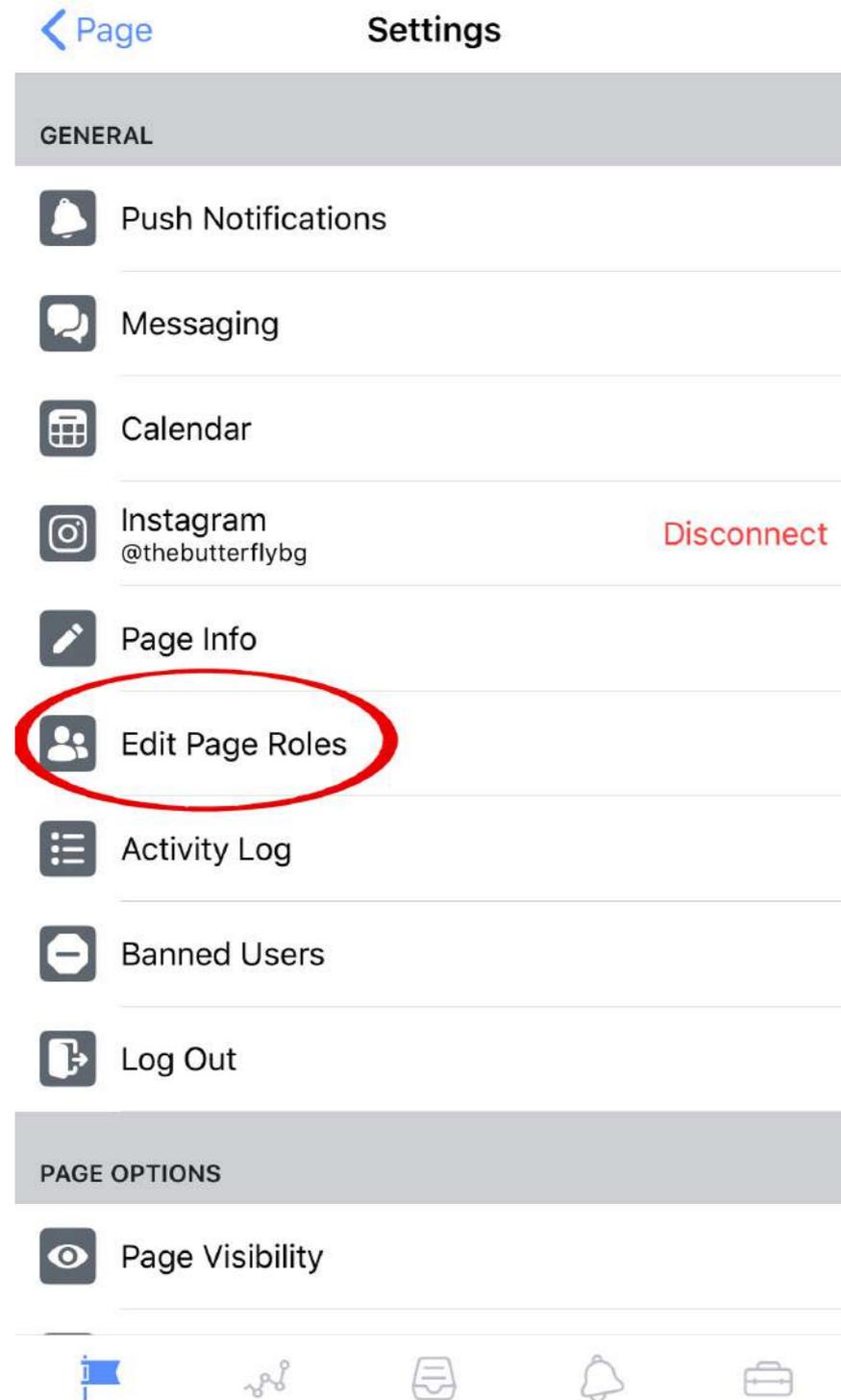


Korak 2.

U gornjem desnom uglu se nalazi dugme **SETTINGS**

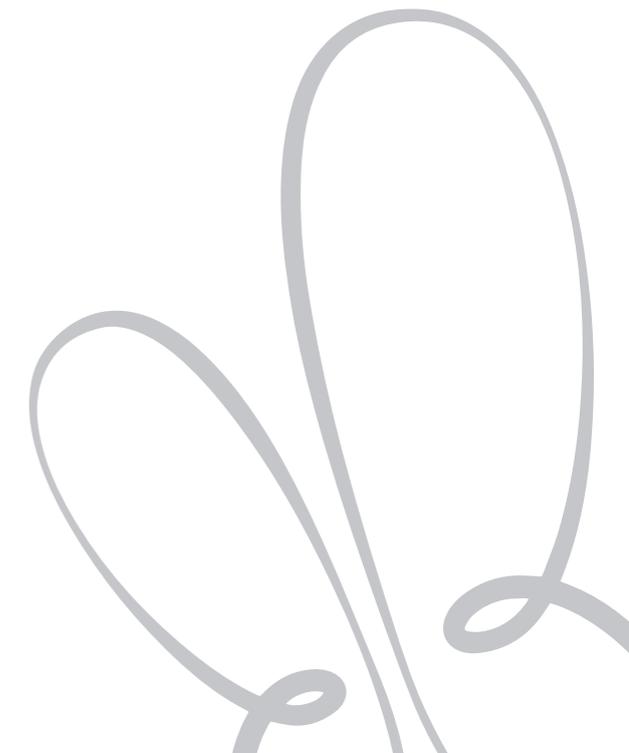


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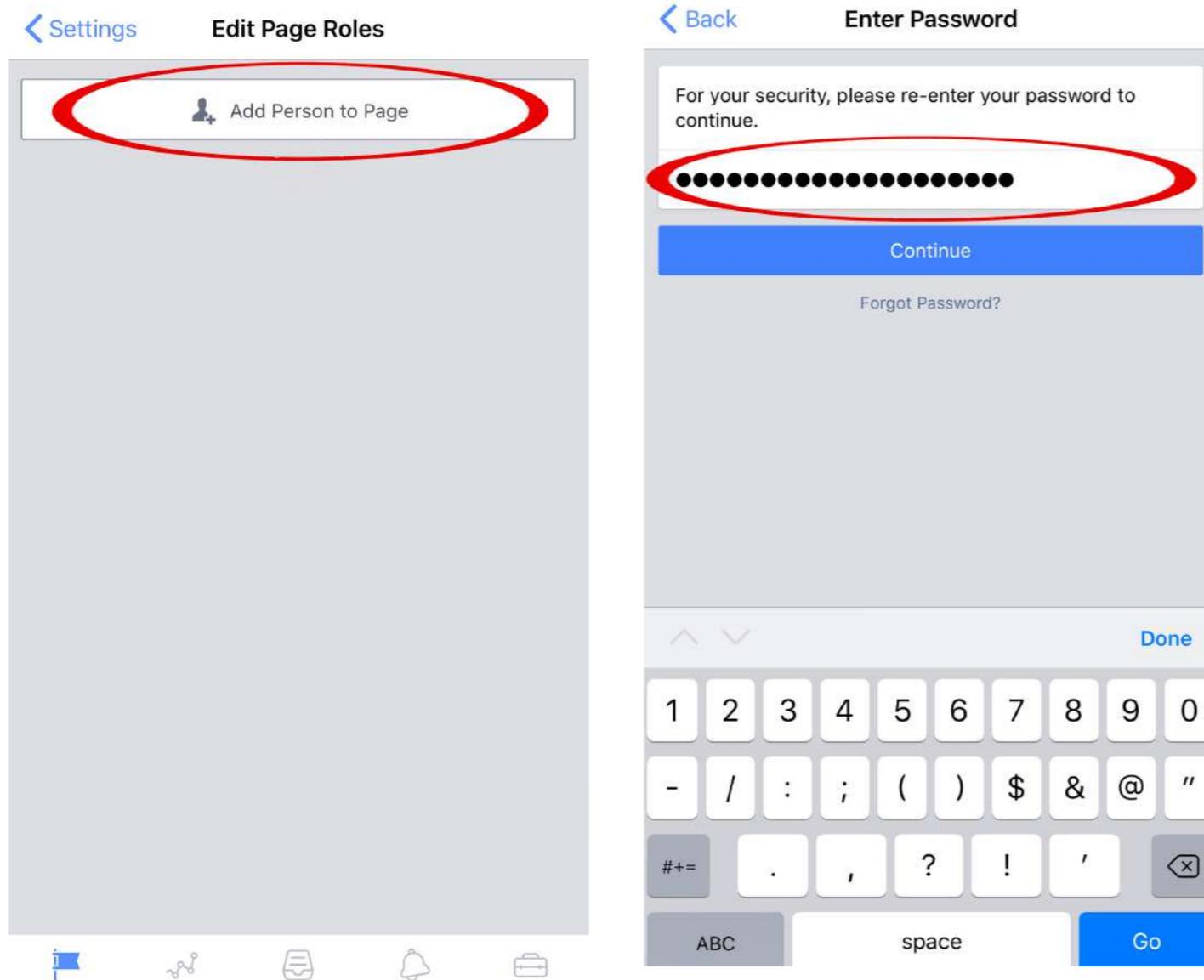


Korak 3.

Klikom na dugme "settings" iz prethodnog koraka otvoriće se novi ekran gde se nalazi dugme **EDIT PAGE ROLES**

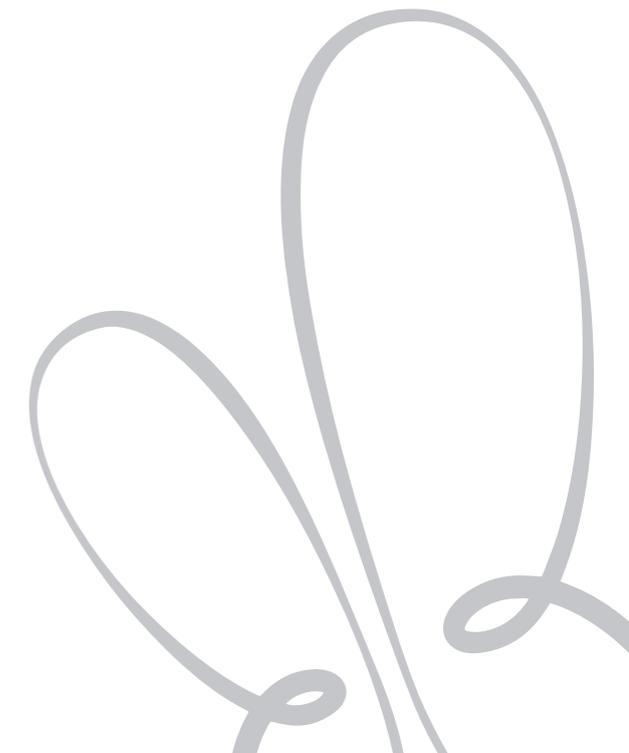


Korak 4.

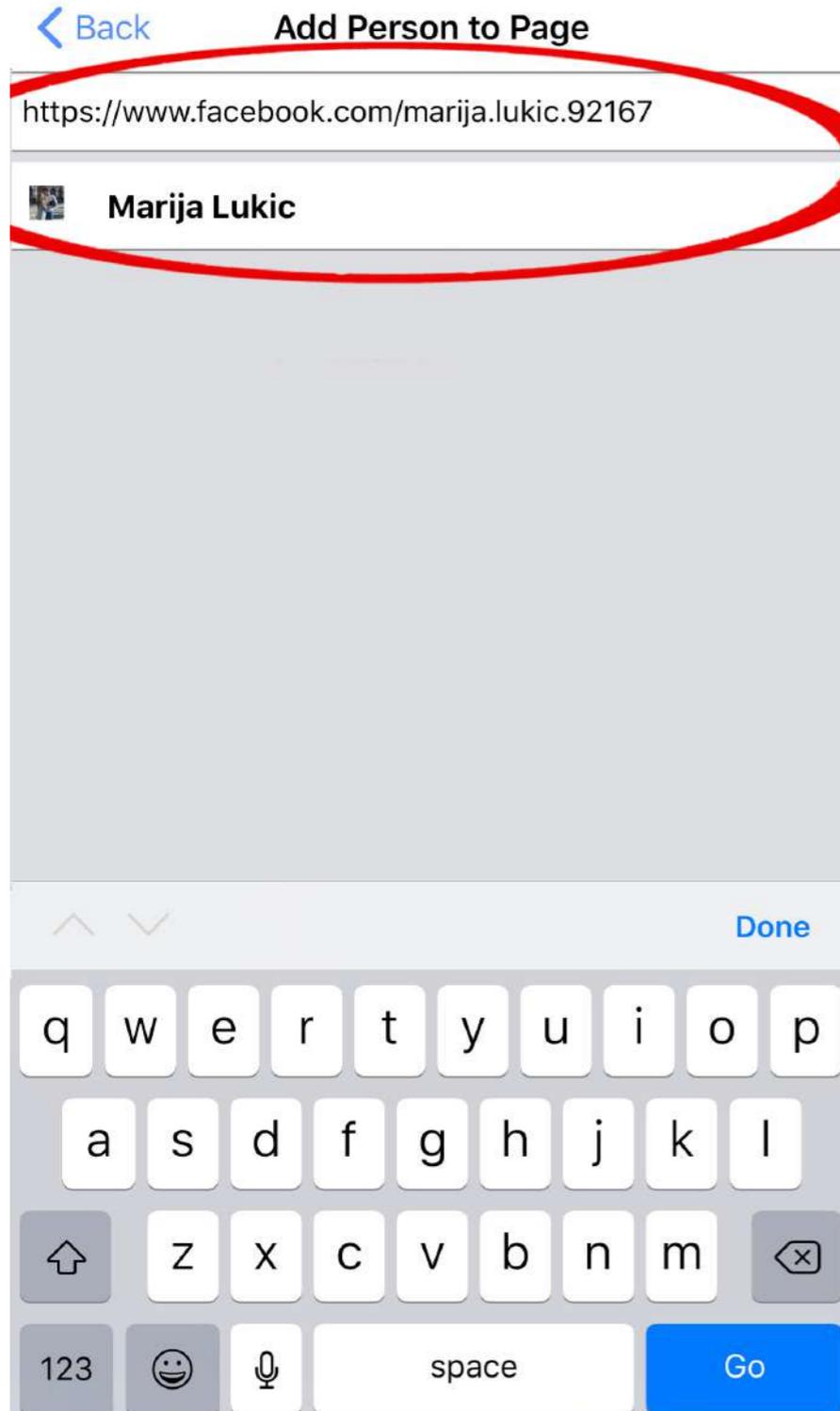


Korak 4.

Klikom na dugme **Add Person to Page** otvoriće se deo gde je potrebno da upišete password **VAŠEG FACEBOOK PROFILA** zatim kliknete "Continue"



Korak 5.

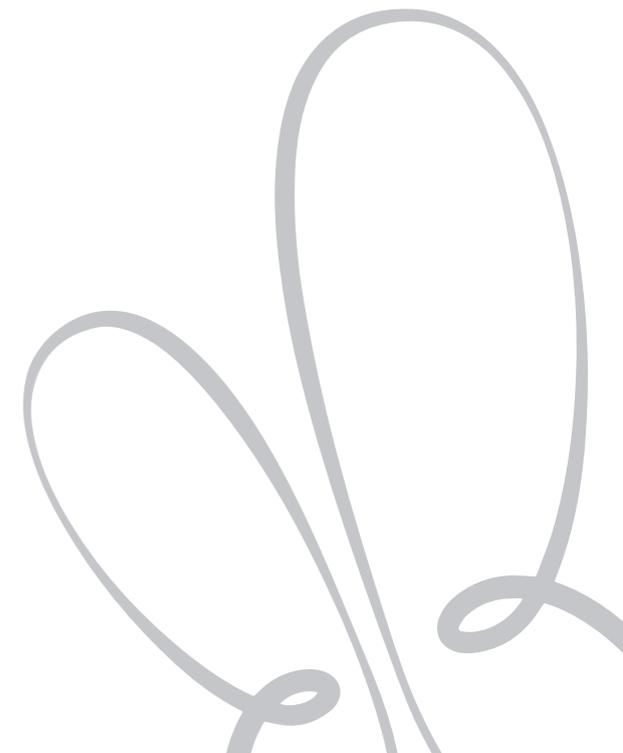


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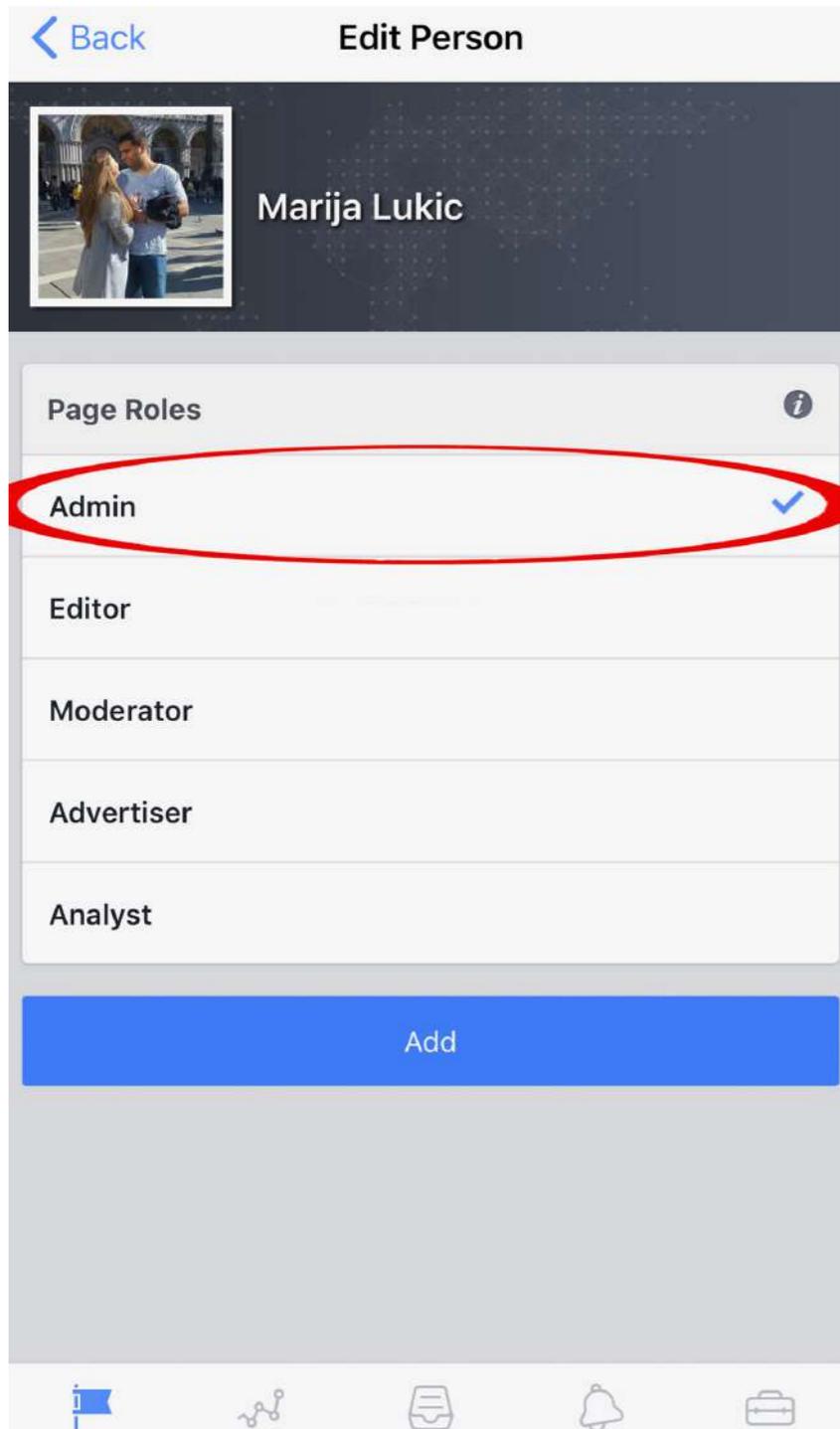
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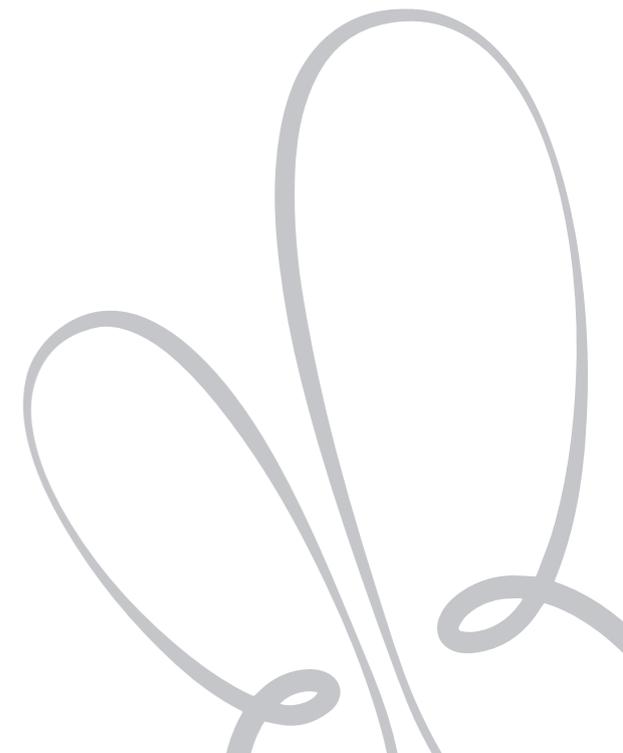


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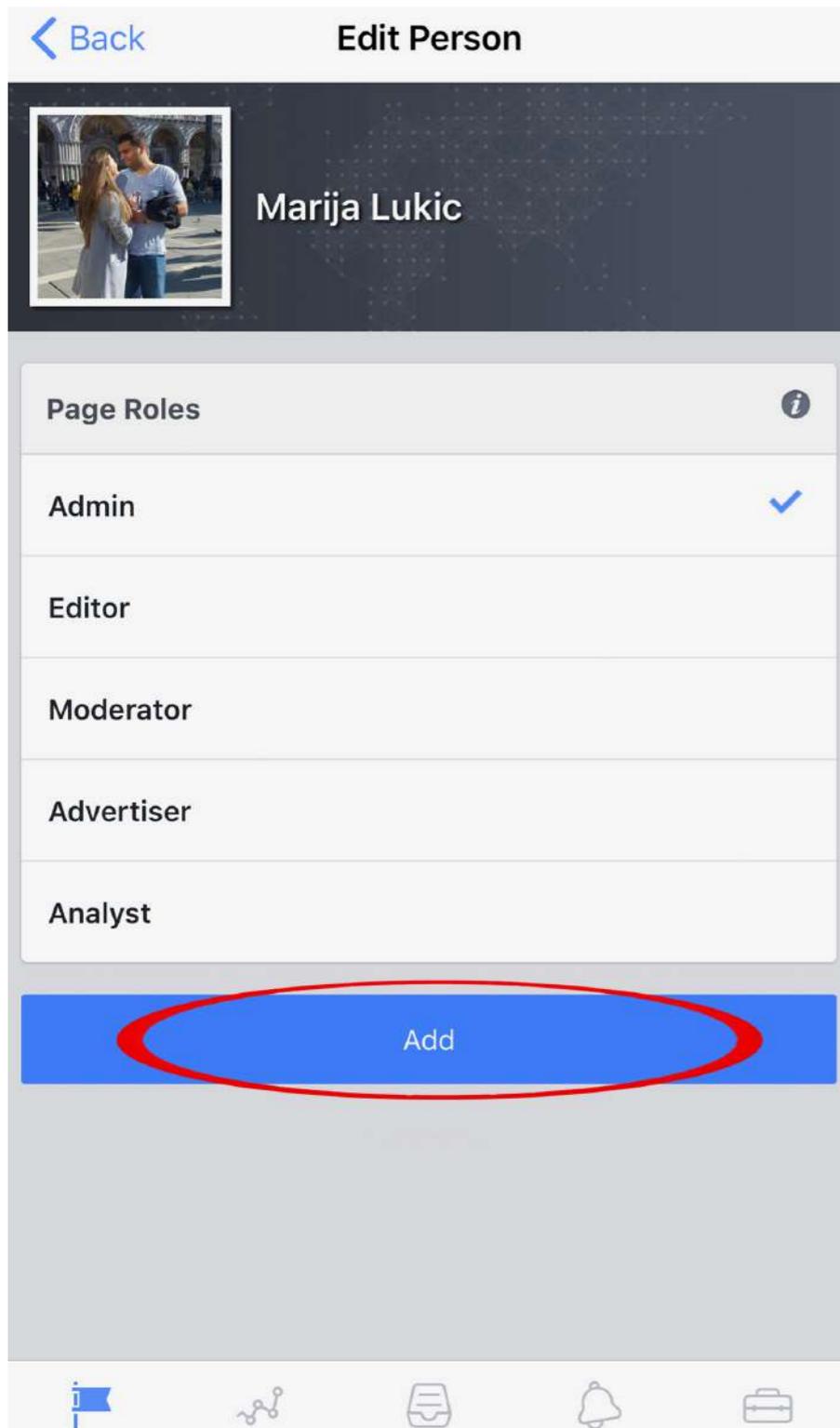


Korak 6.

Klikom na profil iz koraka broj 5. automatski će se otvoriti prozor u kojem je potrebno označiti **ADMIN**

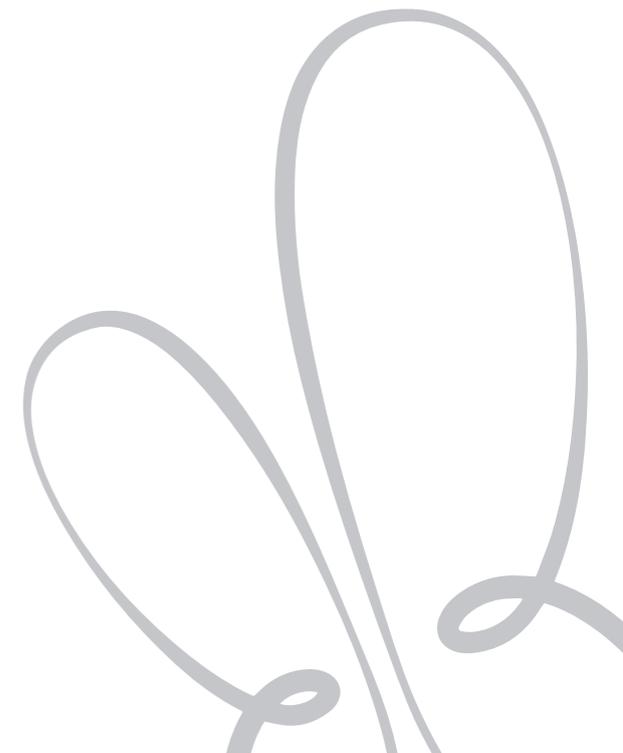


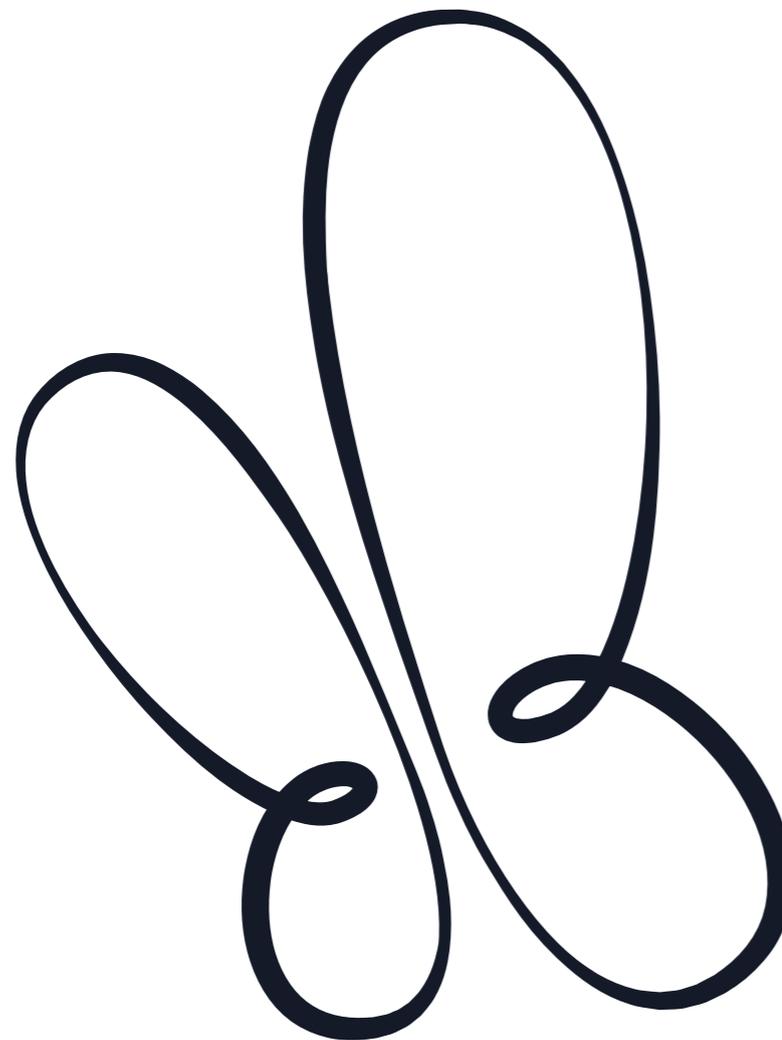
Korak 7.



Korak 7.

Kada ste označili "Admin" iz koraka 6. potrebno je da kliknete na dugme **ADD**. Ovim korakom ste nas dodali za administratora na vašoj stranici



A stylized butterfly logo composed of thick black outlines, positioned to the left of the word 'butterfly'.

butterfly

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