

# Jinayon Dashboard User Manual

## Jinayon 后台管理系统使用手册

Version: client training manual, live dashboard screenshots, May 29, 2026.

This manual explains the completed Jinayon dashboard features that are currently available to the client. It does not describe deferred tools as active, and it does not include passwords, private server information, or raw inquiry records.

本手册用于帮助客户学习目前已经完成并可使用的 Jinayon 后台功能。未完成或仍需单独批准的功能不会被写成“已可用”。本手册不包含密码、服务器隐私信息或原始询盘记录。

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## 1. Introduction

### 1. 简介

#### English

The Jinayon dashboard is the controlled admin area for managing website content, products, inquiries, blog posts, case studies, company settings, and operational health checks.

Use the dashboard for normal content and product operations. Do not use it to invent customer claims, create fake case studies, publish fake testimonials, or make server-level changes. Some advanced tools remain intentionally deferred, including Backlinks, SEO Helper Tools, Sitemap / Robots Tools, and Google Search Console Helper.

#### 中文

Jinayon 后台是一个受控的管理系统，用于管理网站内容、产品、询盘、博客、案例研究、公司信息设置以及后台健康检查。

请将后台用于日常内容和产品管理。不要用后台编造客户案例、虚假评价、虚假成果，或进行服务器级别操作。部分高级工具仍未开放，包括外链追踪、SEO 辅助工具、Sitemap/Robots 工具以及 Google Search Console 辅助工具。

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## 2. Login And Dashboard Access

### 2. 登录与后台访问



Login Page

#### English

1. Open the dashboard URL provided by the site owner.

2. Enter your assigned username.
3. Enter your password.
4. Select **Sign In**.
5. When finished, use **Logout** in the sidebar.

If login fails, check that the username and password are correct. If the account is locked, disabled, or forgotten, contact the primary administrator. Never share the dashboard password publicly or in chat screenshots.

## 中文

1. 打开网站负责人提供的后台地址。
2. 输入分配给你的用户名。
3. 输入密码。
4. 点击 **Sign In** 登录。
5. 使用完后，在左侧菜单点击 **Logout** 退出。

如果登录失败，请先确认用户名和密码是否正确。如果账号被禁用、遗忘或无法登录，请联系主管管理员。不要公开分享后台密码，也不要聊天截图中显示密码。

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## 3. Dashboard Overview

### 3. 仪表盘总览



Dashboard Overview

#### English

The overview page gives a quick operational snapshot. It helps the team see inquiry activity, editor shortcuts, product/content status, and health signals from real dashboard data.

Client should notice:

- The inquiry summary area.
- Quick links into active editors.
- Health/status cards based on real signals only.

The dashboard does not show fake analytics or fake readiness scores.

#### 中文

总览页面用于快速查看后台运行状态。它帮助团队查看询盘情况、编辑入口、产品/内容状态以及基于真实数据的健康提示。

客户需要注意：

- 询盘摘要区域。
- 已开放编辑器的快捷入口。
- 基于真实信号的健康/状态卡片。

后台不会显示虚假分析数据，也不会显示虚假的完成度分数。

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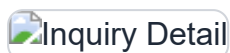
## 4. Inquiries

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### 4. 询盘管理



Inquiries Inbox



Inquiry Detail



Inquiry Reply And Attachments

### English

The Inquiries area is used to review real customer inquiry records and manage their handling status.

Main workflow:

1. Open **Inquiries** from the sidebar.
2. Use filters to view Received, Reviewed, Replied, or Archived inquiries.
3. Select an inquiry row to open the detail page.
4. Review the contact, project details, files, and current status.
5. Update the status only when it reflects real work.

Status meanings:

- **Received:** inquiry arrived and has not been reviewed yet.
- **Reviewed:** the team has reviewed the inquiry.
- **Replied:** a dashboard reply was sent successfully, or the team intentionally marked it replied.
- **Archived:** the inquiry is no longer active.

Dashboard replies are available from the inquiry detail page. A reply marks the inquiry as **Replied** only after the dashboard send completes successfully. Do not assume a status change alone means an email was sent.

Attachments are available only when the file was stored by the secure dashboard attachment system. Older inquiry records may show metadata only if the original file was delivered by email before secure storage existed.

### 中文

询盘管理用于查看真实客户询盘，并记录处理状态。

主要流程：

1. 在左侧菜单打开 **Inquiries**。
2. 使用筛选按钮查看 Received、Reviewed、Replied 或 Archived 状态。
3. 点击某一条询盘，进入详情页。
4. 查看联系人、项目需求、附件和当前状态。
5. 只有在真实处理进度发生变化时，才更新状态。

状态含义：

- **Received**：询盘已收到，但尚未处理。
- **Reviewed**：团队已经查看并评估该询盘。
- **Replied**：后台回复已成功发送，或团队明确标记为已回复。
- **Archived**：该询盘已归档，不再作为当前待处理事项。

询盘详情页可以发送后台回复。只有后台回复成功后，系统才会自动把询盘标记为 **Replied**。不要把单纯的状态变化误认为邮件已经发送。

附件只有在通过安全附件系统存储后才可以下载。较早的询盘可能只显示附件元数据，因为当时文件可能只通过邮件发送，并没有保存到后台附件存储中。

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## 5. Company Settings

### 5. 公司信息设置



Company Settings

#### English

Company Settings controls public company contact information such as email, phone, WhatsApp number, address, and social links.

Safe workflow:

1. Open **Settings**.
2. Edit one field or one small group of fields.
3. Check validation messages.
4. Select **Save Settings**.
5. Refresh the relevant public page to confirm the change.

Required fields must remain complete. Social links are optional, but when used they must start with `https://`.

#### 中文

公司信息设置用于管理网站公开显示的联系方式，包括邮箱、电话、WhatsApp、地址和社交媒体链接。

推荐操作流程：

1. 打开 **Settings**。
2. 一次只修改一个字段或一小组字段。
3. 查看校验提示。
4. 点击 **Save Settings** 保存。
5. 刷新对应的前台页面，确认修改结果。

必填字段必须保持完整。社交链接是可选项，但填写时必须以 `https://` 开头。

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## 6. Password And Security

### 6. 密码与安全



Password And Security

#### English

Use **Password / Security** to change the dashboard password. The page asks for the current password, the new password, and confirmation.

Password safety:

- Use at least 12 characters.
- Include uppercase, lowercase, number, and symbol.
- Do not reuse weak or shared passwords.
- Do not send passwords through public chat or screenshots.
- If locked out, contact the primary administrator.

Manager Accounts are also managed in Settings. The primary administrator can create manager logins and choose exactly which dashboard features each manager can access.

#### 中文

使用 **Password / Security** 可以修改后台密码。页面会要求输入当前密码、新密码和确认密码。

密码安全建议：

- 至少 12 个字符。
- 包含大写字母、小写字母、数字和符号。
- 不要重复使用弱密码或共享密码。
- 不要通过公开聊天或截图发送密码。
- 如果无法登录，请联系主管人员。

经理账号也在设置页面中管理。主管人员可以创建经理登录账号，并选择该经理可以访问哪些后台功能。

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## 7. Content Editors Home

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### 7. 内容编辑中心



Editors Home

#### English

The Editors page lists active management modules and future modules separately. Active cards are working dashboard tools. Future cards are internal roadmap references and should not be treated as available.

Currently active areas include Division Content, Blog Editor, Case Studies CMS, Blog Media Library, Partners / Testimonials, Company Settings, Manager Accounts, Product Catalog Manager workflows, Inquiry Reply Workflow, Inquiry Attachments, and Dashboard Health.

#### 中文

内容编辑中心会把“已可用模块”和“未来模块”分开显示。Active 卡片代表已完成并可使用的后台工具。Future/Deferred 卡片只是内部路线图参考，不应当当作已开放功能使用。

当前可用模块包括事业部内容、博客编辑器、案例研究 CMS、博客图片库、合作伙伴/客户评价、公司设置、经理账号、产品目录管理相关流程、询盘回复、询盘附件以及后台健康检查。

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## 8. Division Content Editor

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### 8. 事业部内容编辑



Division Content Editor

#### English

The Division Content Editor controls public page copy for Packaging, Games, and Toys. It can manage hero copy, intro content, proof points, capability sections, FAQ content, and CTA sections.

Safe editing advice:

1. Choose the correct division tab.
2. Edit only verified, client-approved wording.
3. Avoid unverifiable claims.

4. Save changes.
5. Check the public page after saving.

## 中文

事业部内容编辑器用于管理 Packaging、Games、Toys 三个事业部页面的公开文案。可编辑范围包括首屏文案、介绍内容、证明点、能力说明、FAQ 和 CTA 区域。

安全编辑建议：

1. 选择正确的事业部标签。
2. 只填写已经确认并获得客户认可的内容。
3. 避免无法证明的宣传语。
4. 保存修改。
5. 保存后检查前台页面。

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## 9. Blog Editor

### 9. 博客编辑器



Blog Editor

## English

The Blog Editor manages blog posts, metadata, primary images, body blocks, inline styling, body image blocks, publish/draft behavior, image alt text, and captions where available.

Recommended workflow:

1. Select a blog post or create a new draft if the button is available.
2. Update title, excerpt, metadata, and content blocks.
3. Add only approved images and meaningful alt text.
4. Review the preview.
5. Save or publish according to the post status.

Do not publish unapproved claims, fake projects, or copied content without permission.

## 中文

博客编辑器用于管理博客文章、元信息、主图、正文区块、行内样式、正文图片区块、发布/草稿状态、图片 alt 文本和说明文字。

推荐流程：

1. 选择一篇博客，或在按钮可用时创建草稿。
2. 修改标题、摘要、元信息和正文区块。
3. 只使用已批准的图片，并填写有意义的 alt 文本。
4. 查看预览。
5. 根据文章状态保存或发布。

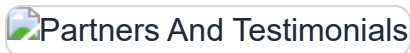
不要发布未经批准的宣传语、虚假项目或未经授权复制的内容。

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## 10. Partners And Testimonials

### 10. 合作伙伴与客户评价



Partners And Testimonials

#### English

Partners and Testimonials are for real approved partner records, logos, and client testimonials. Public output remains empty until approved content exists.

Rules:

- Do not create fake logos.
- Do not invent customer names.
- Do not publish fake reviews.
- Keep unpublished or unapproved items hidden.

#### 中文

合作伙伴与客户评价模块只用于真实、已批准的合作伙伴记录、Logo 和客户评价。如果没有已批准内容，前台应保持空状态。

规则：

- 不要创建假 Logo。
- 不要编造客户名称。
- 不要发布虚假评价。
- 未批准或未发布的内容应保持隐藏。

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## 11. Product Catalog Manager

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## 11. 产品目录管理



Product Catalog Manager



Product Metadata

### English

The Product Catalog Manager supports Packaging, Games, and Toys products. It is used to search, select, and edit product metadata while protecting product identity.

Locked fields:

- Product ID.
- Slug.
- Source.
- Category ID.

Editable metadata may include product title, display category, description, features, material, finish, thumbnail reference, and existing gallery references depending on the selected tab. Save carefully and use Revert if a change is not correct.

### 中文

产品目录管理支持 Packaging、Games、Toys 三类产品。它用于搜索、选择和编辑产品基础信息，同时保护产品身份字段不被随意修改。

锁定字段：

- 产品 ID。
- Slug。
- Source。
- Category ID。

可编辑信息可能包括产品标题、显示分类、描述、特点、材质、工艺、缩略图引用和已有图库引用，具体取决于当前标签页。请谨慎保存；如果修改不正确，请使用 Revert 撤销。

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## 12. Product Media / Gallery

## 12. 产品图片与图库



Product Media Gallery

## English

The Media / Gallery tab manages existing approved image references. It can reorder gallery images, select a thumbnail, and remove a gallery reference from the product record.

Important boundary:

- This does not physically delete image files.
- This does not upload new product images.
- This does not rename, move, compress, convert, or generate images.

## 中文

Media / Gallery 标签用于管理已有、已批准的图片引用。它可以调整图库顺序、选择缩略图，并从产品记录中移除某个图库引用。

重要边界：

- 这不会物理删除图片文件。
- 这不会上传新产品图片。
- 这不会重命名、移动、压缩、转换或生成图片。

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## 13. Product Categories

### 13. 产品分类



Product Categories

## English

The Categories tab edits category display names. Category IDs remain locked. Use this when a category label needs clearer wording on the dashboard or public site.

Do not use this tab to create, delete, merge, or restructure categories. Those are separate future workflows.

## 中文

Categories 标签用于编辑分类显示名称。分类 ID 是锁定的。只有当后台或前台需要更清晰的分类名称时，才使用此功能。

不要使用该标签创建、删除、合并或重构分类。这些属于未来单独审批的流程。

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## 14. Draft Products

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## 14. 草稿产品



Draft Products

### English

Draft Products allows the team to create private product drafts, validate required fields, save drafts, discard drafts, and publish a valid draft when approved.

Safe workflow:

1. Start a draft in the correct division.
2. Fill required fields.
3. Check validation.
4. Save the draft.
5. Review the draft before publishing.
6. Publish only when the product is real, approved, and ready.

Publishing a draft adds a product record. It does not upload physical media files or automatically create new images.

### 中文

草稿产品功能允许团队创建私有产品草稿、校验必填字段、保存草稿、丢弃草稿，并在内容合格且获得批准后发布。

安全流程：

1. 在正确的事业部创建草稿。
2. 填写必填字段。
3. 查看校验结果。
4. 保存草稿。
5. 发布前再次检查。
6. 只有当产品真实、已批准并准备好公开时，才发布。

发布草稿会新增产品记录。它不会上传实体图片文件，也不会自动生成新图片。

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## 15. Product Details Editor

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### 15. 产品详情编辑器

## Product Details Tab

Product Details Tab

### English

The Details tab manages optional public product detail content for existing products.

Supported fields:

- Summary.
- Overview.
- Badges.
- Specification groups and rows.
- Notes: material, manufacturing, customization, packaging, production, safety.
- CTA note.

The admin preview shows plain text only. Save, reload, clear, and revert are available. Public product pages render details only when approved detail content exists.

Boundaries:

- No SEO fields here.
- No media upload here.
- No slug editing here.
- No product ID editing here.
- No product duplicate/delete/archive workflow here.

### 中文

Details 标签用于管理已有产品的可选公开详情内容。

支持字段：

- Summary 简短摘要。
- Overview 详细介绍。
- Badges 标签。
- 规格分组与规格行。
- Notes：材质、制造、定制、包装、生产、安全说明。
- CTA note 行动按钮提示。

后台预览只显示纯文本。可以保存、重新加载、清空和撤销。前台产品页只有在存在已批准详情内容时才会显示这些信息。

边界：

- 这里不包含 SEO 字段。
- 这里不上传媒体。
- 这里不编辑 slug。
- 这里不编辑产品 ID。
- 这里不提供复制、删除、归档产品流程。

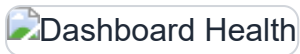
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## 16. Dashboard Health

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## 16. 后台健康检查



Dashboard Health

Dashboard Health

### English

Dashboard Health shows real operational signals from inquiry, product, content, draft, and admin protection checks.

Typical labels:

- **Healthy:** the check is currently passing.
- **Needs attention:** review this area.
- **Blocked:** action may be required before relying on this area.
- **Not measured:** the dashboard does not currently measure this signal.

This is not fake analytics, and it is not a guarantee of SEO, sales, or traffic performance.

### 中文

后台健康检查显示来自询盘、产品、内容、草稿和后台保护检查的真实运行信号。

常见标签含义：

- **Healthy:** 当前检查通过。
- **Needs attention:** 该区域需要关注。
- **Blocked:** 可能需要处理后才能继续依赖该功能。
- **Not measured:** 后台当前没有测量此项。

这不是虚假分析数据，也不是对 SEO、销售或流量效果的保证。

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## 17. Help Center

## 17. 帮助中心



Help Center

Help Center

### English

The Help Center is the dashboard runbook. It explains what each area does, which workflows are active, and what remains limited or future-only.

Use it when:

- You are unsure which module to open.
- You need to understand a dashboard boundary.

- You need a reminder before editing content or products.

## 中文

帮助中心是后台内部操作手册。它说明每个区域的用途、当前已开放流程以及仍有限制或未来才会开放的功能。

适用场景：

- 不确定应该打开哪个模块。
- 需要了解某个后台功能的边界。
- 编辑内容或产品前需要快速确认流程。

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## 18. Case Studies

### 18. 案例研究



Case Studies CMS

#### English

Case Studies CMS is active for controlled case-study management. It supports private drafts, metadata, content blocks, client approval tracking, approved primary image upload, and publish gates for public-safe records.

Rules:

- Drafts are not public.
- Internal notes are not public.
- Client approval is required before publishing.
- Do not create fake clients, fake results, fake metrics, fake testimonials, or fake project names.
- Public `/cases` remains honest when there are zero approved published case studies.

## 中文

案例研究 CMS 已用于受控案例管理。它支持私有草稿、元信息、正文区块、客户审批状态、已批准主图上传，以及只发布公开安全内容的发布门槛。

规则：

- 草稿不会公开。
- 内部备注不会公开。
- 发布前必须获得客户审批。
- 不要编造客户、结果、数据、评价或项目名称。
- 当没有已批准案例时，前台 `/cases` 会保持真实的空状态。

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## 19. Blog Media Library / Cleanup

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## 19. 博客图片库 / 清理工具



Blog Media Library

### English

Blog Media Library / Cleanup reviews blog image inventory. It shows referenced files and orphan files. Confirmed orphan files can be selected for cleanup.

Rules:

- Referenced primary and body images are protected.
- Delete only confirmed orphan files.
- Crop UI and drag-resize image editing are not part of this tool.

### 中文

博客图片库/清理工具用于查看博客图片库存。它会显示已被文章引用的图片和孤立图片。确认无引用的孤立图片可以选择清理。

规则：

- 已被主图或正文图片引用的文件会受到保护。
- 只删除确认无引用的孤立文件。
- 裁剪工具和拖拽调整图片尺寸不属于当前工具。

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## 20. Manager Accounts

## 20. 经理账号



Manager Accounts

### English

The primary administrator can create manager accounts, set a temporary password, enable or disable access, and choose dashboard permissions.

Recommended workflow:

1. Enter a manager username.
2. Enter a temporary password.
3. Select only the features that manager needs.
4. Create the account.

5. Share the password privately and ask the manager to store it safely.

Passwords are not shown after saving. Password hashes are not displayed in the dashboard.

## 中文

主管理员可以创建经理账号、设置临时密码、启用或禁用访问，并选择该经理可以使用的后台功能。

推荐流程：

1. 输入经理用户名。
2. 输入临时密码。
3. 只勾选该经理实际需要的功能。
4. 创建账号。
5. 私下安全地分享密码，并提醒经理妥善保存。

密码保存后不会再次显示。密码哈希也不会显示在后台页面中。

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## 21. Common Safe Workflow

### 21. 推荐安全操作流程

#### English

1. Login.
2. Choose the correct module.
3. Make one small change.
4. Review validation messages.
5. Use preview if available.
6. Save.
7. Refresh the affected public page if applicable.
8. Confirm the result.
9. Avoid changing many unrelated items at once.
10. Report unexpected behavior before repeating the action.

#### 中文

1. 登录后台。
2. 选择正确模块。
3. 一次只做一个小修改。
4. 查看校验提示。

5. 如有预览功能, 先查看预览。
6. 保存。
7. 如影响前台页面, 请刷新对应页面查看。
8. 确认结果正确。
9. 避免一次修改多个无关内容。
10. 如出现异常, 请先反馈, 不要重复操作。

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## 22. What Not To Do

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### 22. 不建议操作事项

#### English

Do not:

- Share passwords.
- Paste unsafe HTML, scripts, or suspicious links.
- Invent testimonials, client logos, case studies, metrics, or project outcomes.
- Treat an inquiry status change as proof that an email was sent.
- Delete media directly from hosting unless trained and approved.
- Edit server files directly.
- Overwrite inquiry logs.
- Use deferred modules as if they are active.

#### 中文

不要:

- 分享密码。
- 粘贴不安全 HTML、脚本或可疑链接。
- 编造客户评价、Logo、案例研究、数据或项目成果。
- 把询盘状态变化当作邮件已发送的证明。
- 未经培训和批准, 直接在主机上删除媒体文件。
- 直接编辑服务器文件。
- 覆盖询盘日志。
- 把未开放模块当作已可用模块使用。

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## 23. Troubleshooting

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### 23. 常见问题处理

## English

Problem	What to check
Cannot login	Confirm username/password and ask the primary admin if the account is disabled.
Save button disabled	Check required fields and validation messages.
Validation error	Fix the highlighted field before saving.
Public page did not update	Refresh the public page and clear browser cache if needed.
Draft will not publish	Review required fields, duplicate slug warnings, and validation summary.
Inquiry status not changing	Confirm you are logged in and have permission.
Reply did not send	Do not retry repeatedly; report the error to support.
Image preview missing	Confirm the image reference exists and is approved.
Password change failed	Check current password and new password requirements.

## 中文

问题	检查方法
无法登录	确认用户名/密码，并联系主管管理员检查账号是否被禁用。
保存按钮不可用	检查必填字段和校验提示。
出现校验错误	先修正被标记的字段，再保存。
前台页面未更新	刷新前台页面，必要时清理浏览器缓存。
草稿无法发布	检查必填字段、重复 slug 提示和校验摘要。
询盘状态无法修改	确认已登录且拥有权限。
回复未发送	不要连续重复发送，请将错误反馈给支持人员。
图片预览缺失	确认图片引用存在且已批准。
修改密码失败	检查当前密码以及新密码规则。

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## 24. Quick Reference Checklist

### 24. 快速检查清单

#### English

Before saving:

- Correct module selected.

- Correct division/product/post selected.
- Text is approved and accurate.
- No fake claims or fake testimonials.
- Validation passes.
- Preview looks correct.
- Only intended fields changed.

After saving:

- Refresh the public page if affected.
- Confirm the result.
- Logout when finished.

## 中文

保存前:

- 已选择正确模块。
- 已选择正确事业部、产品或文章。
- 文案真实、已批准。
- 没有虚假宣传或虚假评价。
- 校验通过。
- 预览显示正确。
- 只修改了预期字段。

保存后:

- 如影响前台页面，请刷新查看。
- 确认结果正确。
- 完成后退出登录。

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## 25. Appendix: Feature Availability

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### 25. 附录：功能状态

Feature	Available Now	Partially Available	Deferred	Notes
Dashboard Overview	Yes	No	No	Real status signals only.
Inquiries Inbox / Status	Yes	No	No	Real inquiry records only.
Inquiry Reply Workflow	Yes	No	No	Reply send is separate from manual status changes.
Inquiry Attachments	Yes	Yes	No	Secure downloads only when stored files exist.
Company Settings	Yes	No	No	Contact/social settings.
Password / Security	Yes	No	No	Password change available; no password is displayed.
Manager Accounts	Yes	No	No	Primary admin creates managers and permissions.
Division Content Editor	Yes	No	No	Packaging, Games, Toys content.
Blog Editor	Yes	No	No	Blog content and image blocks.
Blog Media Library / Cleanup	Yes	Yes	No	Orphan cleanup only; crop/resize remains deferred.
Partners / Testimonials	Yes	Yes	No	Use real approved content only.
Product Metadata Editor	Yes	No	No	Product identity fields remain locked.
Product Media / Gallery Metadata	Yes	Yes	No	Metadata-only; no physical file upload/delete.
Product Category Display Names	Yes	No	No	Display names only; IDs locked.
Draft Products	Yes	No	No	Create, validate, discard, publish approved drafts.
Product Details Editor	Yes	No	No	No SEO/media/lifecycle actions.
Dashboard Health	Yes	No	No	Real operational checks only.
Help Center	Yes	No	No	Dashboard runbook and boundaries.
Case Studies CMS	Yes	Yes	No	Draft/approval/publish gate active; no fake public content.
Backlinks	No	No	Yes	Future approved phase only.
SEO Helper Tools	No	No	Yes	Future approved phase only.
Sitemap / Robots Tools	No	No	Yes	Future approved phase only.

Feature	Available Now	Partially Available	Deferred	Notes
Google Search Console Helper	No	No	Yes	Requires client Google account access.
Product Physical Media Manager	No	No	Yes	Upload/delete/move/rename/generation not active.
Product Lifecycle Actions	No	No	Yes	Duplicate/delete/archive/restore not active.
Bulk / CSV / AI Product Generation	No	No	Yes	Future approved phase only.

## 中文功能状态说明

功能	当前可用	部分可用	延后	说明
后台总览	是	否	否	只显示真实状态信号。
询盘列表/状态	是	否	否	只显示真实询盘记录。
询盘回复	是	否	否	发送回复与手动状态更新是不同操作。
询盘附件	是	是	否	只有已安全存储的文件可下载。
公司设置	是	否	否	联系方式与社交链接。
密码/安全	是	否	否	可修改密码，但不会显示密码。
经理账号	是	否	否	主管理员创建账号并分配权限。
事业部内容编辑	是	否	否	Packaging、Games、Toys 内容。
博客编辑器	是	否	否	博客内容和图片区块。
博客图片库/清理	是	是	否	只清理确认无引用的孤立图片；裁剪/缩放仍延后。
合作伙伴/客户评价	是	是	否	只能使用真实已批准内容。
产品基础信息编辑	是	否	否	产品身份字段保持锁定。
产品图片/图库元数据	是	是	否	只管理元数据，不物理上传/删除文件。
产品分类显示名称	是	否	否	只修改显示名称，ID 锁定。
草稿产品	是	否	否	创建、校验、丢弃、发布已批准草稿。
产品详情编辑器	是	否	否	不包含 SEO、媒体上传或生命周期操作。
后台健康检查	是	否	否	只基于真实运行检查。
帮助中心	是	否	否	后台操作说明与边界。
案例研究 CMS	是	是	否	草稿/审批/发布门槛可用；不发布虚假案例。
Backlinks 外链追踪	否	否	是	未来单独批准阶段。
SEO 辅助工具	否	否	是	未来单独批准阶段。
Sitemap / Robots 工具	否	否	是	未来单独批准阶段。
Google Search Console 辅助	否	否	是	需要客户 Google 账号权限。
产品实体媒体管理	否	否	是	上传/删除/移动/重命名/生成未开放。
产品生命周期操作	否	否	是	复制/删除/归档/恢复未开放。
批量/CSV/AI 产品生成	否	否	是	未来单独批准阶段。