Resource Portal User's Manual

For Administrators:

Administrator Home

New Resource +   Favorites ☰   Invite Admin 👤+   Edit Admins 👤   Create Category +   Edit Categories 📂

⟳ Pending Resources   ≣ Edit Existing

⊕ Disability (0)

⊕ Domestic Violence and Sexual Assault (0)

⊕ Education (0)

⊕ Elderly (0)

Resources

To add a resource, click the "New Resource+" button in the top left of the Administrator Home page. Enter information in as many of the text fields as you can. Fields marked with a "***" are required. You may click on one Category check box, and then as many tags as you wish. In order to make resources as accessible as possible, you have the option of adding tags associated with a specific resource. You can always go back and edit tags, and any other fields on the Resource Form.

Resource Form

Mail - Wu, Ruth - Outlook

*** means the field is required
Tell us about your service...

Agency Name***   Agency Name

Description of Service***   Description of Service

Category***   ○ Families ○ Families ○ Families ○ Housing ○ Legal ○ Medical ○ Other

Tags***

How community members can find your service...

Address***   1234 Example St, Grinnell, IA 50112

Alternative Address   1234 Example St, Grinnell, IA 50112

Phone Number   xxx-xxx-xxx

Alternative Phone Number   xxx-xxx-xxx

Website   www.website.com

Categories

Only administrators can create new categories. In order to keep the Resource Portal as accessible as possible, please keep the number of categories limited. Having too many

Categories makes the User's Homepage appear busy and crowded. Administrators can edit the tags associated with different categories. To create a category, click on the "Create Category+" button in the top right corner and enter a name and a list of tags, with each tag separated by a comma.

Approve Resources
A resource must first be approved by an administrator before it can be viewed by users of the Resource Portal. Click on the blue, "Pending Resources" button to approve newly created resources.
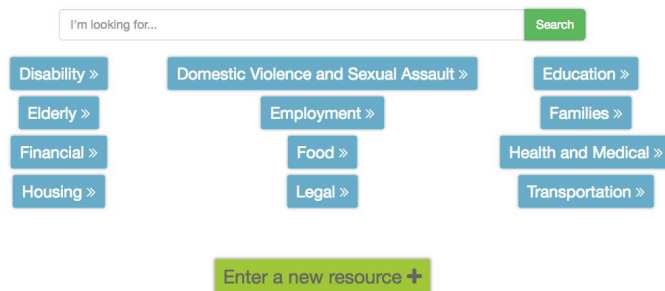
To return to the Administrator's Homepage, click on the "Admin >>" button in the top righthand corner, as seen below.

Resources
To find a resource, you can either search for it by name, find it by selecting a category or a tag. Each resource is associated with exactly one category, and zero or more tags. Clicking on a Category button or a tag link will pull up a list of resources.

Categories
Resources are organized under each category when it is created. You can access categories on the main page.

Families »	Families »	Families »
Housing »	Legal »	Medical »
Other »		

Tags

Each category has tags that are specifically associated with it. You can access tags on the main homepage

Select a Tag!

Parents School New Parents Infants Daycare Medication Doctors Hospitals Divorce Family Civil Meals Groceries Transportation Furniture Clothing Home Owners

Or under each category once you access it

Legal

To refine your search further, select a more specific tag: Divorce -- Family -- Civil --

Maps

Each resource has a map associated with it if it has an address listed.

Cat Sitting

Cats need love too.

Address: 1205 Broad St. Apt.4
Alternative Address:
Phone:
Alternative Phone:
Website:
Fax:
Contact Email: wuruth17@grinnell.edu
Agency Email: wuruth17@grinnell.edu
Name of Submitter: Ruth Wu
Tags: Divorce

★ Favorite   ✖ Unfavorite

Surge Staffing
Griffin Ave
Church's Chicken
Sullivans Alley
Dollar General
Voeglin Ave
Cheers
Broad St
Google   Map data ©2016 Google

Simply click on the live link next to the address field in the resource to access the Google Maps page in your browser.

1205 Broad St. Apt.4

1205 Broad St #4
Grinnell, IA 50112

Directions

SAVE   NEARBY   SEND TO YOUR PHONE   SHARE

Add a missing place

Add a label