



Legal Navigator

CMS Manual

February 2023



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Introduction

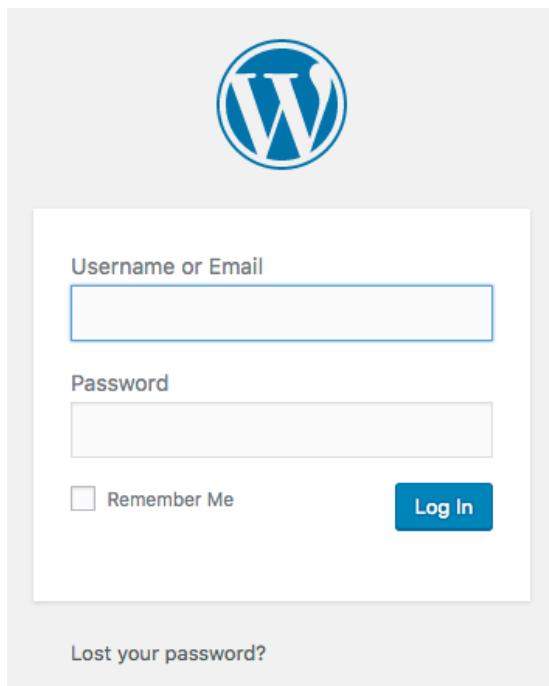
This manual will explain use and functionality specific to the Legal Navigator website. It will cover how to add and update content on your site. For general WordPress questions please visit www.codex.wordpress.org.

Note: If you are using a single-state site please ignore the state-specific items listed in this manual.

Logging In

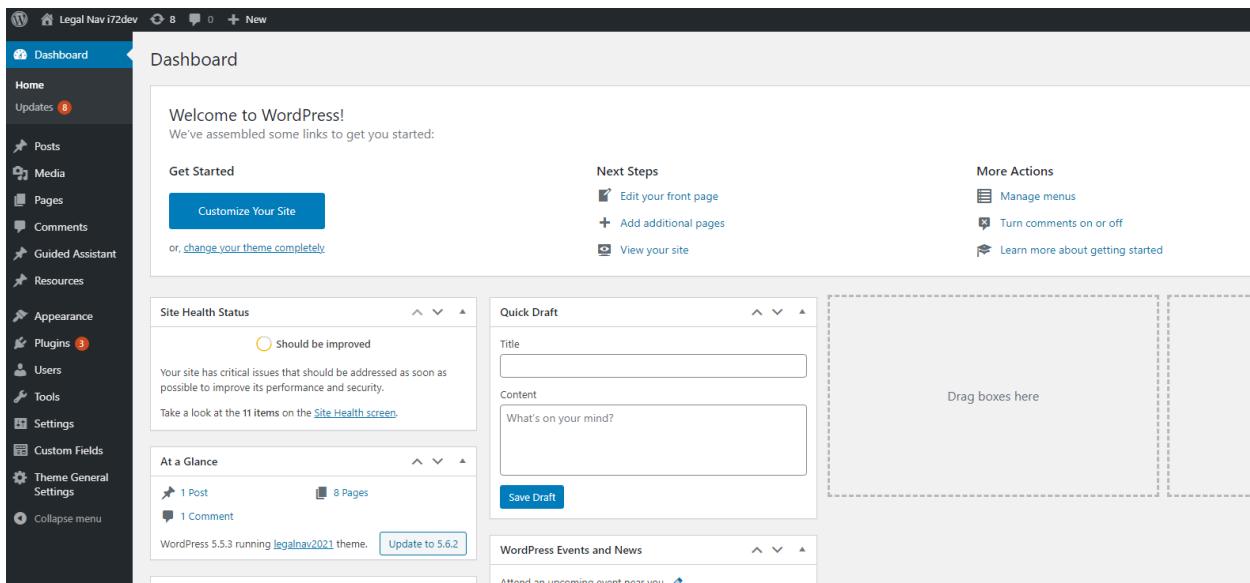
To log into the back end of the WordPress site type **/wp-admin** after the full URL (ex. <https://dev.legalnav.i72dev.com/wp-admin/>). This will bring up the log in screen. Enter your username and password to continue.

***Note: the example above is just for the development environment**



CMS Dashboard Overview

When you first log into the back end of your site, you will see the dashboard screen. To the left of this area is the admin navigation menu, (the black menu with white text and icons, indicated in the picture below) where your site content lives. Below we will call out the items that you will use and what content can be found there.



Going down the left-hand menu from the top, the following are the menu items which you will be using. **Note that any menu items not mentioned will not need to be accessed;** they are system settings that should remain unchanged.

Media

The Media section contains all images and files (ex. PDFs, SVGs) that have been uploaded. You can also delete or add more files here. Files that have been added to your Media library will be available to add as content into any page.

Pages

The Pages section holds most of the pages of your site. This is where you can add, edit, & delete pages, as well as manage all the content that appears on each page.

Guided Assistant

This section is where you can load in files about the interviews that users on the front end can then go through.

Resources

This section is where you load in the resources/ resource topics that will render in the topics/ Resource section of the site.

Appearance > Menus

The only section you will need to use under “Appearance” is “Menus”. This area allows you to organize and determine what pages are shown in the main navigation. Simply by reordering pages shown in the Menu Structure diagram, you’ll change your site’s layout (which pages appear under which menu items).

Users

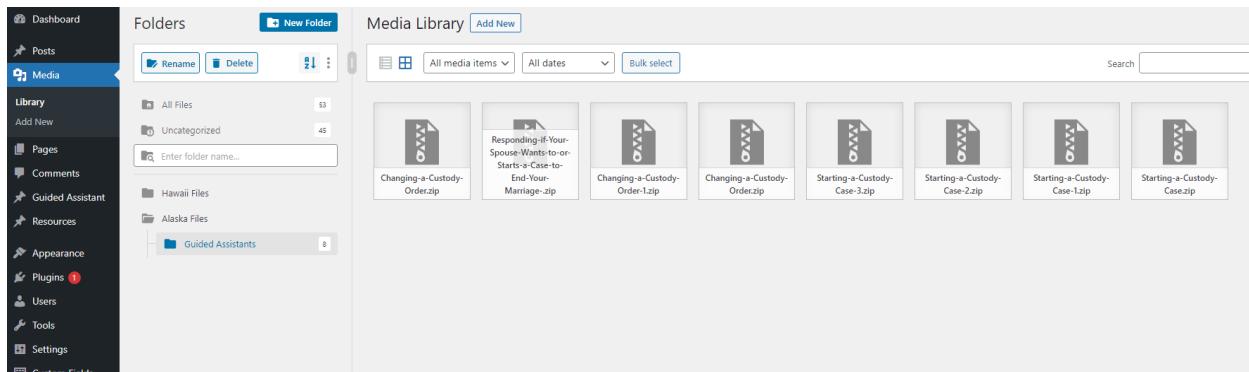
The Users section allows you to edit, add, and remove users who will manage content on the site

Media

The **Media** section holds all the non-text content of your site. These can include **images**, **documents**, **pdf files**, or **other media**. Once you Add New content to your Media library, it will be available in any WYSIWYG editor field and other part of your site.

Note: It is best not to delete media files from the library, unless you are certain it is not being used by any page. Otherwise you may inadvertently ‘break’ a page by removing its needed media content.

The way the Media Library is managed is slightly different than your typical WP site. The plugin managing the WP media library allows you to organize files through a folder structure.



Creating Folders

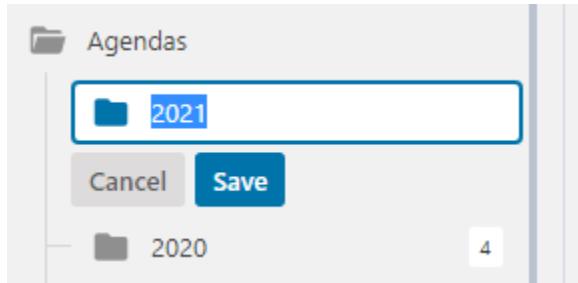
In order to add in a new folder to the structure follow these steps

- 1) Navigate to the Media section of WP
- 2) Once there select the *New Folder* button at the top left
- 3) Type in the folder name

- 4) If you would like the folder located elsewhere, just click and drag to move folder location. If you would like a parent folder and subfolders within, you will need to create the parent folder by following the steps above. Once the parent folder exists, you will need to click that folder to open it. After that you can click the *New Folder* button at the top. This will create the folder within the parent folder.

Renaming Folders

To rename the folder, double click on the folder and adjust the name accordingly.



Uploading Document/ Images

Once your folders are created you can start loading in your media files.

To load in items follow these steps:

- 1) Select the folder you want to upload a document to
- 2) Once in the folder, select “Add New” at the top right

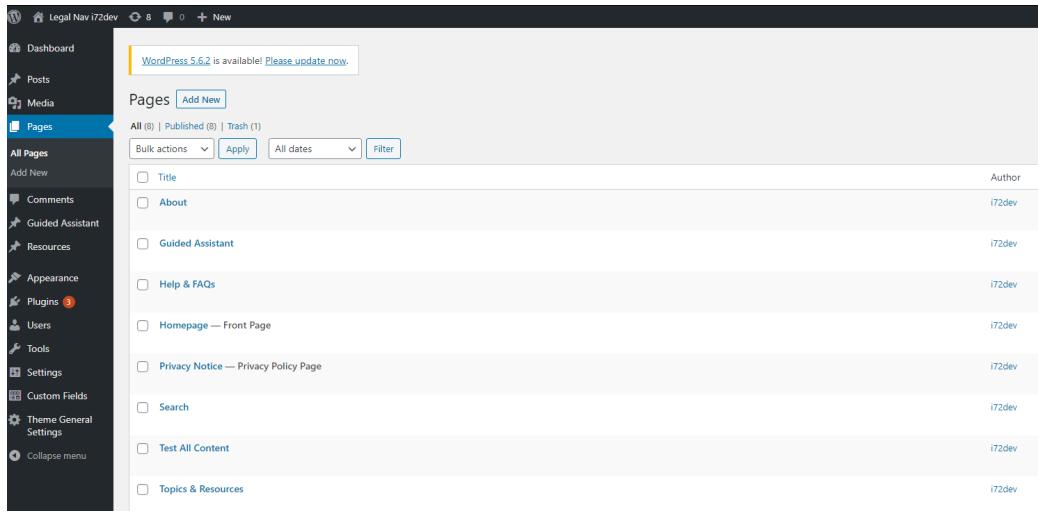
The screenshot shows the WordPress Media Library interface. On the left, there's a sidebar titled "Folders" with a "New Folder" button. Below it are buttons for "Rename" and "Delete", and a dropdown menu for sorting. A search bar says "Enter folder name...". The main area lists folders: "All Files" (679), "Uncategorized" (365), and a search field. To the right, the "Media Library" section has a title "Media Library" and a "Add New" button. It includes filters for "All media items" and "All dates", and a "Bulk select" button. A single file, "January-2021-Public-Mtg-Agenda.dotx.pdf", is listed with its thumbnail icon.

This will allow you to select a file from your computer and put it into the WP media library.

If an SVG is being uploaded for an icon, the same steps apply to upload it into the media library.

Pages

The **Pages** section allows you to view and edit existing site pages or create a new site page. Most of the webpages on your site are under the Pages section.



Adding A New page

To create a new page, follow these steps:

- Open the **Pages** section in the left navigation
- To add a new page, click the **Add New** button at the top of the page.
- In the “Page Attributes” section on the right hand side of the page, choose the Parent for the page. The parent refers to the main navigation button under which the page will appear on the website.
- Then select the appropriate page template from the dropdown list. For most pages, you will select the “Default template.”
- Enter content (see below for detail).
- When finished editing click the **Publish** (or Update) button to save your changes to the live site.
- **Note: If you do not do this, your page, and its changes, will be lost.**
- You can also click the **Preview** button in the very top right of the page to preview the page before you save. You can also save a page as a draft and come back to edit it later.

Entering and Editing Content on Any Page

Most page templates have 6 different elements. The elements that appear on a page are:

- Page Title
- Permalink
- Publish settings

- Content Area
- Page Attributes
- Page Publishing settings

Something to note is that content is managed through Flexible content Gutenberg block.

The screenshot shows the WordPress editor interface. On the left, the main content area displays two 'Flexible content' blocks. Each block contains a message about unexpected or invalid content, with 'Resolve' and 'Convert to HTML' buttons. Below these blocks is a toolbar with various editing icons. The title 'About' is visible above the content. On the right, a sidebar titled 'Document' provides publishing options: 'Status & visibility' set to 'Public' and 'Publish' date 'December 1, 2020 7:07 pm'; 'Move to trash'; 'Permalink'; 'Featured Image'; 'Discussion'; 'Page Attributes'; 'Template' set to 'Default template'; 'Parent Page' set to '(no parent)'; and 'Order' set to '0'. At the top of the sidebar are buttons for 'Switch to draft', 'Preview', 'Update', and a gear icon.

Page Title/ Permalink

Title text will be appearing on a published page as shown below. This title will apply to the “permalink” which is the slug portion of the URL. The default link will match the title that you enter, unless you wish to edit the link. The link does not have to match the title.

The screenshot shows a web-based content editor interface. At the top, there is a toolbar with icons for creating new items, editing, and navigating. Below the toolbar, the title 'About' is displayed in a large, bold font. To the right of the title is a small green circular icon with a white arrow. The main content area has a dotted border around its perimeter.

Permalink



URL Slug

about

The last part of the URL. [Read about permalinks](#) ↗

[View Page](#)

<https://dev.legalnav.i72dev.com/about/> ↗

Publish settings

Page publishing settings allow you to save page changes, publish a page, save it as a private page, or preview a non-live example of what a page *would* look like if it were published. This is also where you can change the published date (if needed).

Status & visibility



Visibility

Public

Publish

December 1, 2020 7:07 pm

[Move to trash](#)

Page Attributes

In the Page Attributes area on the right-hand side of the page, you will select the page's parent (under which page it will appear hierarchically), and its template. Typically a page parents section is left blank.

Page Attributes ^

Template:

Default template

Parent Page:

(no parent)

Order 0

Page Content Area

The page content area allows you to add content throughout the page using gutenberg blocks.

To add items to a page follow these steps:

- 1) First, make sure that the page template is set to "Default Template" within the site attributes section on the right hand side of the page
- 2) Under the title section of the page there should be a block with a black + box

Start writing or type / to choose a block



When you press the black + box and click "Browse all" it will bring up all the blocks/ content types available for the page.

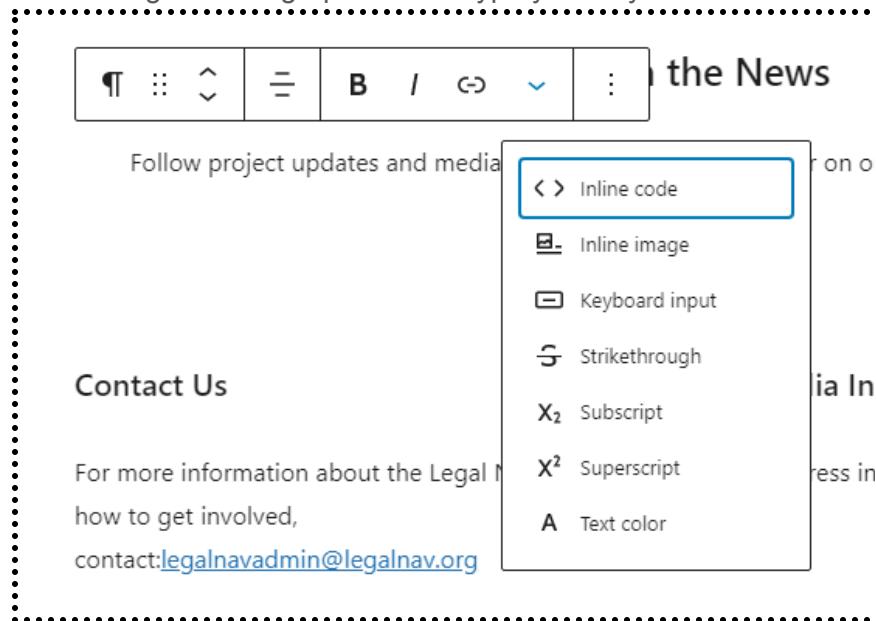
- 3) We recommend using the Columns, Buttons, Image, Paragraph, and Spacer content types first to build out your pages. You are welcome to use other gutenberg blocks available, but the list above is what may be used most often.

There are other content types available used within the homepage. To use those call outs please review [this section of the manual](#).

Content Types

Paragraph Content type:

When using the Paragraph content type you may notice there are some tools that can be used here.



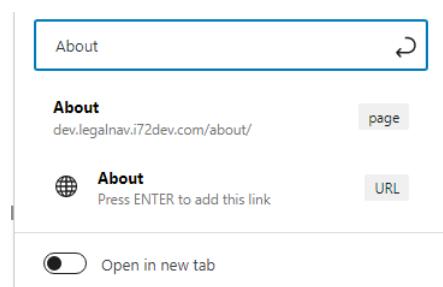
This toolbar can be used to bold, Italicize, link text, add a subscript or superscript, and change text color.

In order to apply any of these changes to text follow these steps:

- 1) Highlight text you would like to make a change to
- 2) Click any of the toolbar items to have the drawer to show click the dropdown

Note: To link text follow the steps above, but click the icon.

This will prompt you to add in the external link you would like the text to lead to. If the link needs to lead to an internal page on the site, you simply just type in the name of the page and select it.

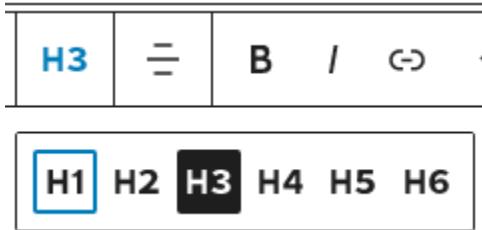


Heading Styles:

To change the heading style of text, first highlight the text you would like to change the size of.



After, click the icon and select Heading. This will allow you to select from the H sizes to better format your text content.



Notes on Using Styles

- H1 and H2 are generally used for larger section titles only
- H3 is generally used for section headings within sections (like the title of a section)
- H4 through H6 can be used for subtitles beneath large titles or other less-important title-like elements.
- One should keep in mind that these styles are for headings, not regular copy.
- Additionally, headings are hierarchical, with a lower heading always less important than a higher one. I.E. order of heading should be H2>> followed by a H3

Column Content Type:

This content type allows you to change the format of how you would like to layout your content.

For example, if you would like to create a 50/50 callout, you would create a 2 column layout and use the image and paragraph/ button content types.

To use a column content type follow the steps [above](#) and select “Column”

Afterwards, select the column variation.



Once you have a column content type within the page you may add in any content type within each column by clicking the plus box.



Button content type:

This content type can be used within a column type or on its own.

To use the button content type follow the steps [above](#) and select “Button”

Once you select the button content type you can add in the text you wish to show.

Lastly, once you have your text in, you will notice there are options on the right hand side to select the style, border setting, color setting, width settings, and link you wish to have the button lead to.

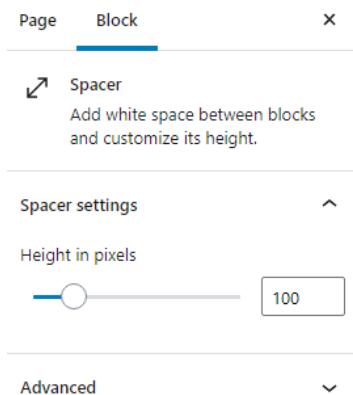
A screenshot of the WYSIWYG editor showing a button content type. The left side shows a column with a plus sign and some text. The right side shows the 'Block' tab of the rich text editor's toolbar. A modal window for 'Button' content is open, showing options like 'Fill' and 'Outline' for style, 'Border radius', 'Width settings' (with a slider at 5), and 'Link settings' (set to 'Open in new tab').

Spacer content type:

This content type is used to create spacing between other content types.

To use the spacer content type follow the steps [above](#) and select “Spacer”

Once selected, on the right hand side you have the ability to select the height in pixels for the space needed.



There are many other Gutenberg blocks that can be used on a page. If there are any content types you wish for us to give more detail on please let us know.

Editing a Page:

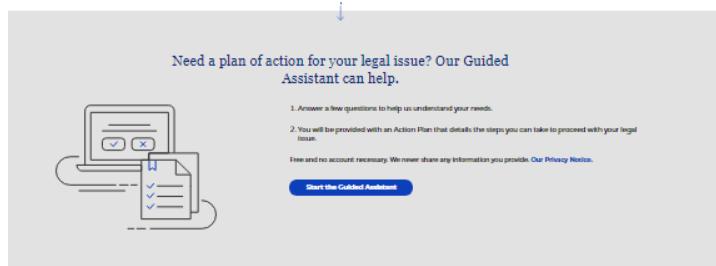
To edit an existing page is fairly simple. If you would like to edit a page follow the steps below.

- 1) Navigate to the Pages section on the left hand side of the WordPress dashboard
- 2) Click on the page you wish to edit.
- 3) Once on the page, you are able to edit any of the ACF fields within the page.



Editing the Homepage:

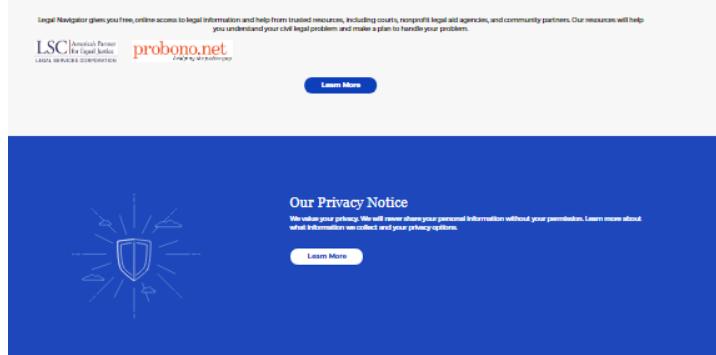
If you follow the steps above you will see how to access a page to edit. In this section we will be going through how to edit certain sections of the homepage.



More Information, Videos, and Links to Resources by Topic



Information you can trust



The majority of the homepage content is a *Generic CTA* type that is formatted differently. To add this to other pages follow steps from [this section](#).



Generic CTA

Editing the Generic CTA type

Within the Generic CTA you have options to edit

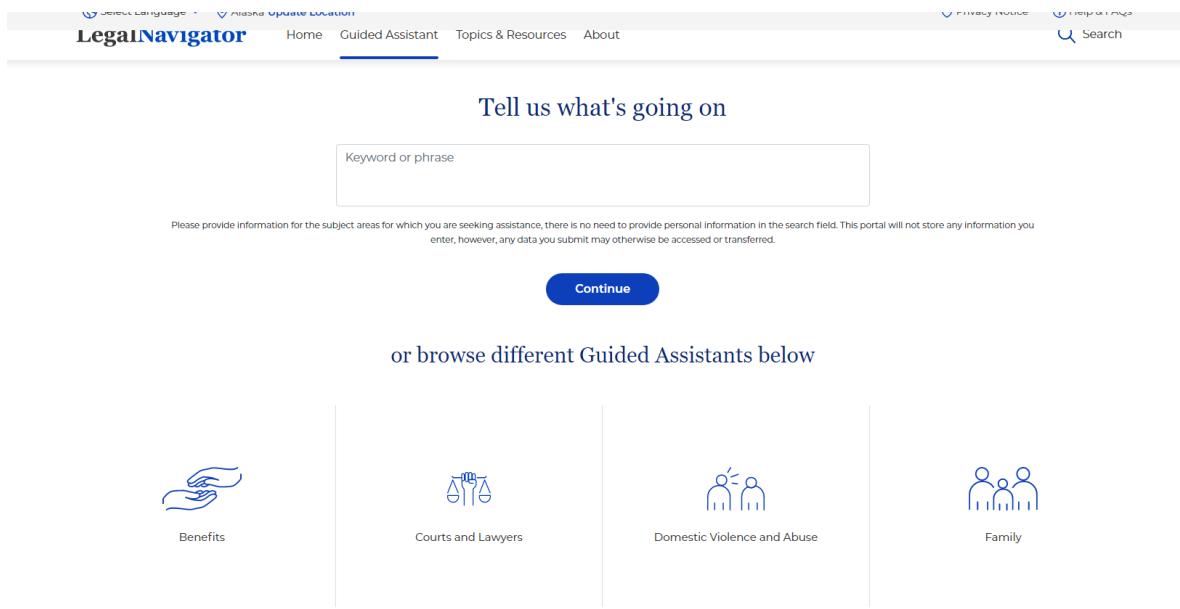
- 1) Text color
- 2) Background color
- 3) Title for the Callout
- 4) Image (This is recommended to use an SVG)
- 5) Image Justification (Left or Right)
- 6) Content section WYSIWYG. Here you will be able to add in any text for the callout and format how you wish (linked text, lists, bullet points, etc)
- 7) Next, you may add in a button link. To add a link to an existing page we recommend using the slug of the link. In other words, if the link is <https://dev.legalnav.i72dev.com/guided-assistant/> all that will need to be inputted into the button link section is “/guided-assistant”
- 8) Lastly, you can add in your button text and check off any of the button styling available that best suits your content.

The screenshot shows the 'Content' editor interface for a Generic CTA. On the left, there are sections for 'Text Color' (with a 'Select Color' button), 'Background Color' (with a 'Select Color' button), 'Title' (containing the placeholder 'Need a plan of action for your legal issue? Our Guided Assistant can help.'), 'Image' (showing a small icon of a laptop and document), and 'Image Justification' (with radio buttons for 'Left' and 'Right'). On the right, the main content area contains the text: '1. Answer a few questions to help us understand your needs.
2. You will be provided with an Action Plan that details the steps you can take to proceed with your legal issue.' Below this, a note states: 'Free and no account necessary. We never share any information you provide. [Our Privacy Notice.](#)' At the bottom, there are sections for 'Button Link' (containing the placeholder '/guided-assistant'), 'Button Text' (containing 'Start the Guided Assistant'), and 'Light Button Style' (with three checkboxes: 'Light Button', 'Center Button', and 'Light Title Color').

Guided Assistant

This section allows you to add in an A2J file to be referenced when you search for a keyword or browse different topics.

As far as search works here, keywords/ phrases are searched before triggering Spot.



Tell us what's going on

Keyword or phrase

Please provide information for the subject areas for which you are seeking assistance; there is no need to provide personal information in the search field. This portal will not store any information you enter, however, any data you submit may otherwise be accessed or transferred.

Continue

or browse different Guided Assistants below

Benefits

Courts and Lawyers

Domestic Violence and Abuse

Family

To add in a file to Guided Assistant follow these steps:

If you are replacing a zip file for an existing GA, you will need to create a brand new GA. Updating only the zip file will not work.

- 1) Navigate to the “Guided Assistant” section on the left hand side of the dashboard on WP
- 2) Once there, click on “Add New” at the top left of the page
- 3) You will be brought to a new panel where you can add in your title for the Guided assistant item
- 4) Check off if you would like this guided assistant as featured and/ or show in court look up
- 5) Next, you may select whether your guided assistant type is an A2J file or Legal Server
- 6) If this is an A2J file you have the ability to text justify it. Either center or left
- 7) If wanted, you can add in a ranking to the GA
- 8) After, attach your zip file
- 9) Next, add in an excerpt if a small summary is wanted
- 10) Lastly, on the right hand side, select your topics/state(s)/ and resource type

It is worth noting that the Topics here are mirrored from the resource topics. So, if a new Topic is wanted you can add it within the topics section of the Guided Assistant OR Resource topics section. (We will be going through adding in new topics later in this document).

For the resource type you would select “Guided Assistant”.

11) Publish Item when finished by clicking the Blue Publish button at the top right of the page

The screenshot shows the Ignition72 WordPress dashboard with the 'Guided Assistant' menu item selected. The main content area displays several configuration sections:

- AIOSEO Settings**: Contains a 'Featured Resource' section with a checkbox labeled 'Check to display.' and a note: "If selected, this will display as a featured resource on the topics pages."
- Show Court Lookup**: Contains a 'Show Court Lookup?' section with a note: "This will display the court case lookup for the selected state at the bottom of the page." and a checkbox labeled 'Check to display.'
- Guided Assistant Options**: Contains fields for 'Guided Assistant Type' (set to 'A2J') and 'A2J GA Text Justification' (set to 'Center'). It also includes a 'Ranking' section with a note: "Higher rankings make the current GA appear higher in the lists in the 'Browse GAs' section."

The right sidebar contains navigation links for 'Topics' and 'States', each with a 'Most Used' tab selected. The 'Topics' sidebar also includes a 'Search' field and a '+ Add New Topic' link. The top right corner of the screen shows the status bar with 'Status: Published', 'Visibility: Public', 'Published on: Aug 22, 2022 at 19:11', and an 'AIOSEO Score: 0/100'. The 'Update' button is located at the top right of the main content area.

For more detail on how to replace/ add links within an A2J file, [click here](#).

Resources

The resources section allows you to create resources and associate them with their appropriate Topic/region.

LegalNavigator Home Guided Assistant Topics & Resources About


Benefits


Courts and Lawyers


Estates and Wills


Family


Housing


Traffic and Cars

Filter by Type

Related Materials (3)

Article (1)

Organization (22)

[Clear all](#)

Find My Location

Set your location to see related resources.

Filter by Region

Island (26)

Moloka'i (8)

Kauai (9)

Article

 **Health Coverage Benefits**
Included are helpful articles on the legal issues surrounding Health Coverage Benefits.

Organization

 **Third Circuit – Circuit Court – Kona**
The Circuit Court of the Third Circuit in Kona is located on the island of Hawai'i. The Circuit Court decides civil and criminal cases to include probate, guardianship, cases where the contested amount exceeds \$40,000 and criminal felony cases, and criminal misdemeanor jury trials.

 74-5451 Kamakaeha Avenue, Kailua-Kona, HI 96740

 **Legal Aid Society of Hawaii – Hilo**
The Legal Aid Society of Hawaii-Hilo is a public interest, non-profit law firm dedicated to achieving fairness and justice through legal advocacy, outreach, and education for those in need.

 101 Aupuni Street, PH 1002, Hilo, HI  (808) 536-4302  <https://www.legalaidhawaii.org/>

There are a number of **resource types** that can be made:

- 1) Related Materials
- 2) Articles
- 3) Form
- 4) Organization
- 5) Video

Something to note is that all resources have the ability to be made a priority resource. This is found within the editing panel when creating/ editing a resource. To make a resource a priority just toggle on the priority resource switch.

The screenshot shows a portion of the WordPress admin interface under the 'Organization Information' tab. A 'Priority Resource' section is visible, containing a button labeled 'No' which is used to toggle the priority status of the resource.

To Add a new Resources follow these steps:

- 1) Navigate to the Resources section on the left hand side of the WP Dashboard
- 2) Click the “Add New” button at the top left of the page
- 3) At this point you are able to start adding in details for your resource

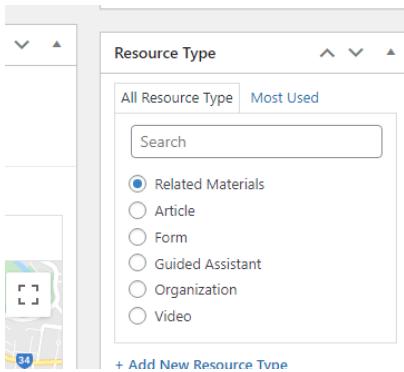
Note, any **new resource types made** will have their card preview text come from the “Overview” section of the editing panel.

Below we will be going through how to load in each type of resource available.

Related Material Resource:

When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. Below are all the items that you will need to fill out for the Related Materials resource type.

- 1) First, on the right hand side, scroll down to the Resource Type section and select “Related Materials”



- 2) Next, You may add in the title of the resource at the top of the page

Edit Post [Add New](#)

Wage Theft

Permalink: <https://dev.legalnav.i72dev.com/resource/wage-theft/> [Edit](#)

- 3) Next, add in any descriptive text within the WYSIWYG below the title section. This is text that will show within the front end card

Alaska Court System information about finding a lawyer in Alaska.

Find a Lawyer
[External Link](#)

Alaska Court System information about finding a lawyer in Alaska.

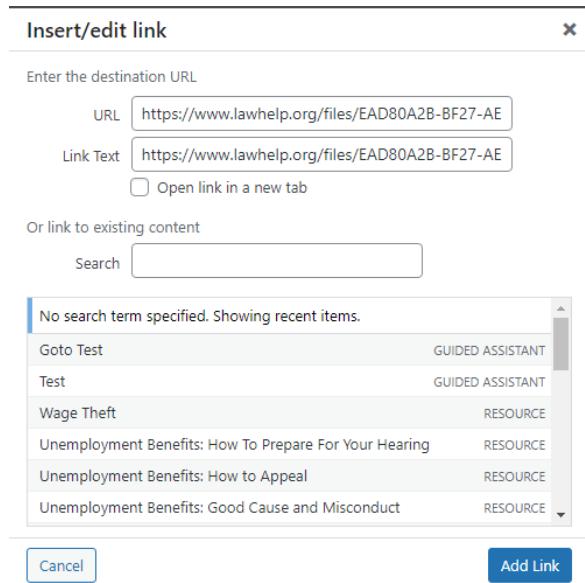
- 4) Next, you will need to add in the resource link. This is NOT the Video Link.

When you add in your resource link there will be a couple options available.

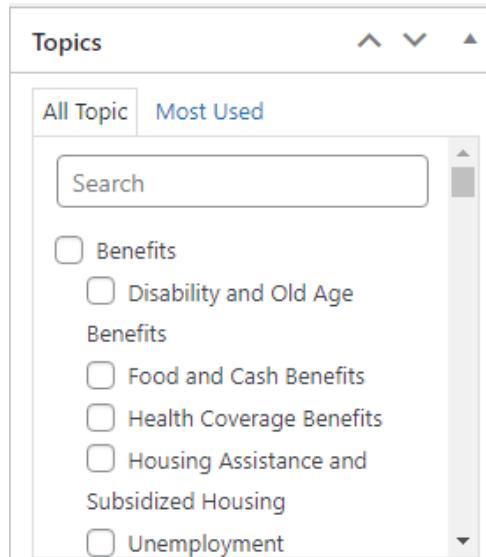
- URL
- Link Text (This can be thought of the text that the front end will see)
- Link to an existing page of WordPress

Once all these items are put in you can click “Add Link” and this will add in the link to the

resource.



- 5) Next, on the right-hand side search/ select the topics that this resource will be associated with.



- 6) Lastly, select the state/ region that the resource will be associated with

The screenshot shows two panels side-by-side. The left panel is titled 'States' and contains a search bar and a list of states. The right panel is titled 'Region' and contains a search bar and a list of regions. Both panels have 'All Region' and 'Most Used' tabs at the top.

States	
All States	Most Used
<input type="text" value="Search"/> <input checked="" type="checkbox"/> Hawaii	
<input type="checkbox"/> Alaska	
+ Add New State	

Region	
All Region	Most Used
<input type="text" value="Search"/> <input checked="" type="checkbox"/> Hilo	
<input checked="" type="checkbox"/> Honolulu	
<input checked="" type="checkbox"/> Kauai	
<input checked="" type="checkbox"/> Kona	
<input checked="" type="checkbox"/> Lanai	
<input checked="" type="checkbox"/> Maui	
<input checked="" type="checkbox"/> Molokai	
<input type="checkbox"/> County	
+ Add New Region	

[Update](#)

- 7) Once completed click the blue publish button at the top right of the page

Article Resource:

When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. Below are all the items that you will need to fill out for the Articles resource type.

- 1) First, on the right hand side, scroll down to the Resource Type section and select “Articles”

The screenshot shows a sidebar on the left with a map icon and a '34' button. On the right, a 'Resource Type' dialog is open. It has tabs for 'All Resource Type' and 'Most Used'. A search bar is present. Below it is a list of resource types with radio buttons: 'Related Materials' (selected), 'Article', 'Form', 'Guided Assistant', 'Organization', and 'Video'. At the bottom is a '+ Add New Resource Type' button.

- 2) Next, You may add in the title of the resource at the top of the page

The screenshot shows a 'Edit Post' button and an 'Add New' button. Below them is the title 'Wage Theft'. Underneath the title is a 'Permalink' link: <https://dev.legalnav.i72dev.com/resource/wage-theft/> with an 'Edit' button next to it.

- 3) Afterwards, you may add in text within the main WYSIWYG below the title section. This will populate directly below the title on the front end.

The screenshot shows a WYSIWYG editor toolbar with buttons for 'Add Media', 'Paragraph', bold, italic, etc. Below the toolbar is a text area containing the sentence: 'Included are helpful articles on the legal issues surrounding Power of Attorney, Advance Directives, and Living Wills'

- 4) Next, if you scroll further down there will be an “Overview” section. Here you are able to add in a brief description for the resource. This is the text that will populate on the card preview.

Phone Number

Website

Overview
A power of attorney (POA) is a legal document that lets one person give another the power to do certain things. The person giving powers to someone else is called the principal. The person receiving the powers is called the agent. Depending on what a POA says, an agent can be given very broad powers, or very limited powers. There can also be an alternate agent in case the first agent can't fulfill his or her responsibilities.

Specialties

Card Preview example:



Health Coverage Benefits

Included are helpful articles on the legal issues surrounding Health Coverage Benefits.

- 5) Next, on the right hand side search/ select the topics that this resource will be associated with.

Topics ^ ▼ ▲

All Topic Most Used

Search

- Benefits
 - Disability and Old Age
 - Benefits
 - Food and Cash Benefits
 - Health Coverage Benefits
 - Housing Assistance and Subsidized Housing
 - Unemployment

- 6) Lastly, select the state/ region that the resource will be associated with

The screenshot shows two side-by-side dropdown menus. On the left, under 'States', there is a search bar and a list with 'Hawaii' checked and 'Alaska' unchecked. On the right, under 'Region', there is a search bar and a list with several locations checked: Hilo, Honolulu, Kauai, Kona, Lanai, Maui, Molokai, and County. Both lists have a '+ Add New [State/Region]' link at the bottom. A large blue 'Update' button is located at the bottom right.

- 7) Once completed click the blue publish button at the top right of the page

Forms Resource:

When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. Below are all the items that you will need to fill out for the Forms resource type.

- 1) First, on the right hand side, scroll down to the Resource Type section and select "Form"

The screenshot shows a dropdown menu for 'Resource Type'. It includes a search bar and a list of options: 'Related Materials' (selected), 'Article', 'Form', 'Guided Assistant', 'Organization', and 'Video'. There is also a '+ Add New Resource Type' link at the bottom.

- 2) Next, You may add in the title of the resource at the top of the page

Edit Post [Add New](#)

Wage Theft

Permalink: <https://dev.legalnav.i72dev.com/resource/wage-theft/> [Edit](#)

- 3) Afterwards, you may add in a brief description within the main WYSIWYG below the title section. This will populate directly below the title on the front end.

Add Media

Paragraph ▼ **B** *I* ≡ ““ ≡≡ ≡≡ ≡≡ ≡≡ ≡≡

Included are helpful articles on the legal issues surrounding Power of Attorney, Advance Directives, and Living Wills

This text is what will be displayed on callouts within the parent pages:



Health Coverage Benefits

Included are helpful articles on the legal issues surrounding Health Coverage Benefits.

- 4) Next, if you scroll further down there will be an “Overview” section. Here you are able to add in more detail about the resource.

Phone number

Website

Overview
A power of attorney (POA) is a legal document that lets one person give another the power to do certain things. The person giving powers to someone else is called the principal. The person receiving the powers is called the agent. Depending on what a POA says, an agent can be given very broad powers, or very limited powers. There can also be an alternate agent in case the first agent can't fulfill his or her responsibilities.

Specialties

- 5) Next, on the right hand side search/ select the topics that this resource will be associated with.

Topics

All Topic Most Used

Search

- Benefits
 - Disability and Old Age
 - Benefits
 - Food and Cash Benefits
 - Health Coverage Benefits
 - Housing Assistance and Subsidized Housing
 - Unemployment

- 6) Lastly, select the state/ region that the resource will be associated with

States

All States Most Used

Search

- Hawaii
- Alaska

[+ Add New State](#)

Region

All Region Most Used

Search

- Hilo
- Honolulu
- Kauai
- Kona
- Lana'i
- Maui
- Moloka'i
- County

[+ Add New Region](#)

- 7) Once completed click the blue publish button at the top right of the page

Organization Resource:

When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. That being said the Organization type uses most of the fields available on Wordpress. Below are all the items that you will need to fill out for the Organization resource type.

- 1) First, on the right hand side, scroll down to the Resource Type section and select "Organizations"

A screenshot of the WordPress Resource Type selection menu. The menu has a header 'Resource Type' with up and down arrows. Below it are two tabs: 'All Resource Type' (which is selected and highlighted in blue) and 'Most Used'. A search bar labeled 'Search' is present. A list of resource types follows, each with a radio button: 'Related Materials' (selected), 'Article', 'Form', 'Guided Assistant', 'Organization', and 'Video'. At the bottom of the list is a link '+ Add New Resource Type'.

- 2) Next, You may add in the title of the resource at the top of the page

A screenshot of the WordPress post editor. At the top left are buttons for 'Edit Post' and 'Add New'. The main area contains the title 'Wage Theft' in a large font. Below the title is a permalink box containing the URL 'https://dev.legalnav.i72dev.com/resource/wage-theft/' with an 'Edit' button next to it.

- 3) Afterwards, you may add in a brief description within the main WYSIWYG below the title section. This will populate directly below the title on the front end.

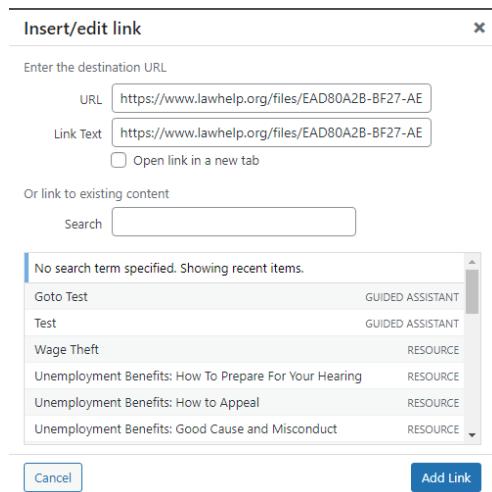
A screenshot of the WordPress WYSIWYG editor. At the top left are buttons for 'Add Media' and a toolbar with icons for bold, italic, and other text formats. Below the toolbar is a text area containing the text 'Included are helpful articles on the legal issues surrounding Power of Attorney, Advance Directives, and Living Wills'.

- 4) Next, you will need to add in the resource link. This is NOT the Video Link.

When you add in your resource link there will be a couple options available.

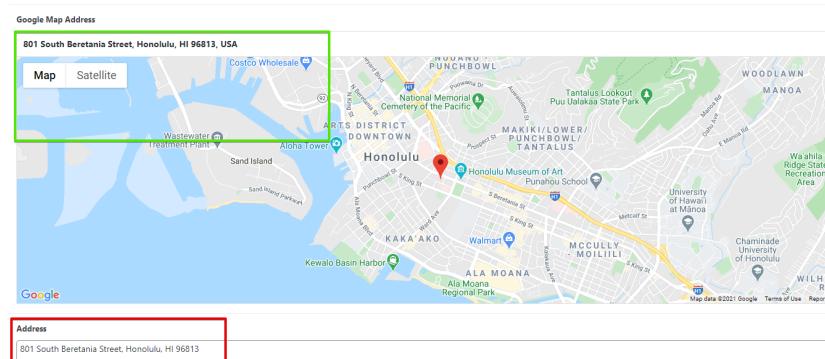
- URL
- Link Text (This can be thought of the text that the front end will see)
- Link to an existing page of WordPress

Once all these items are put in you can click “Add Link” and this will add in the link to the resource.



- 5) Next, there are the “Google Map Address” and “Address” sections. Google Address is what will be used for the mmap of the resource Address is merely the display address within the resource.

Typically these are set to be the same. So, when you add in the google map address also add it to the Address section.



- 6) Next, input the phone number for the resource. This number will auto hyper link on the front end.

- 7) Input the website URL you wish to associate with the resource. Typically this is the same link used in the resource link section above.
- 8) Next, input the “Overview”, “Specialties”, Eligibility Information”, “Additional Information” and “Office Hours” in their respective sections.

Overview

The Legal Aid Society of Hawaii-Hilo is a public interest, non-profit law firm dedicated to achieving fairness and justice through legal advocacy, outreach, and education for those in need.

Specialties

Family, housing, consumer, public assistance, immigration, elder law

Eligibility Information

New clients are asked to call the Intake Hotline to determine eligibility for services. Eligible clients will receive legal advice through the Hotline and may be referred to the Hilo office for additional services based on available resources. Most clients with household incomes under 125% of the Federal Poverty Level.

Additional Information

Office Hours

Office Hours: Monday - Friday, 8:00 am - 4:30 pm Intake Hotline Hours: Monday - Friday, 9:00 am - 11:30 am and 1:00 - 3:30 pm

The Overview section is what will be used for the card preview section on the front end.

Phone Number

Website

Overview

A power of attorney (POA) is a legal document that lets one person give another the power to do certain things. The person giving powers to someone else is called the principal. The person receiving the powers is called the agent. Depending on what a POA says, an agent can be given very broad powers, or very limited powers. There can also be an alternate agent in case the first agent can't fulfill his or her responsibilities.

Specialties

Card Preview example:

Health Coverage Benefits

Included are helpful articles on the legal issues surrounding Health Coverage Benefits.

- 9) Next, on the right hand side search/ select the topics that this resource will be associated with.

Topics

All Topic Most Used

Search

- Benefits
- Disability and Old Age
- Benefits
- Food and Cash Benefits
- Health Coverage Benefits
- Housing Assistance and Subsidized Housing
- Unemployment

- 10) Lastly, select the state/ region that the resource will be associated with

States

All States Most Used

Search

- Hawaii
- Alaska

[+ Add New State](#)

Region

All Region Most Used

Search

- Hilo
- Honolulu
- Kauai
- Kona
- Lana'i
- Maui
- Moloka'i
- County

[+ Add New Region](#)

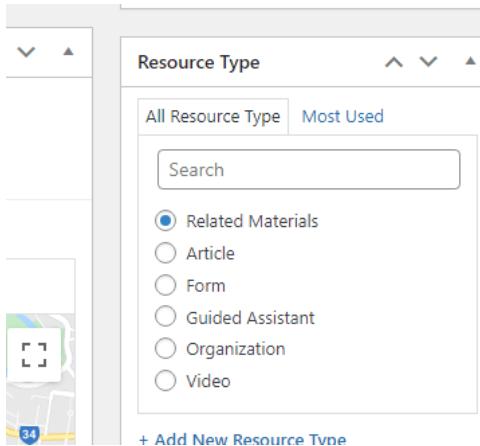
Update

- 11) Once completed click the blue publish button at the top right of the page

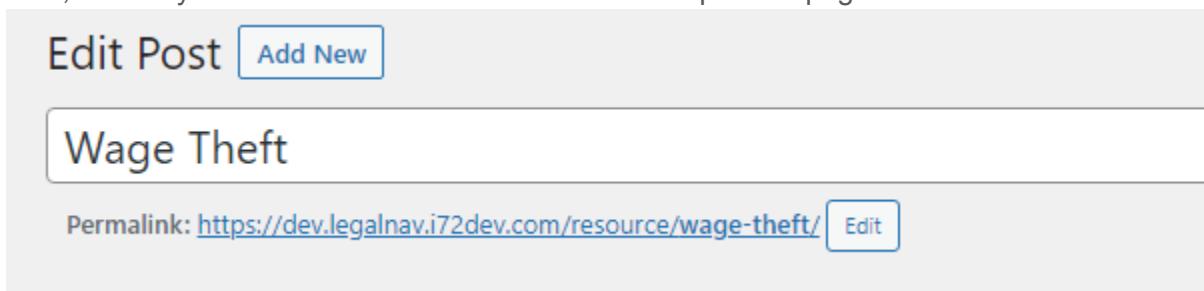
Video Resource:

When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. Below are all the items that you will need to fill out for the Video resource type.

- 1) First, on the right hand side, scroll down to the Resource Type section and select "Video"

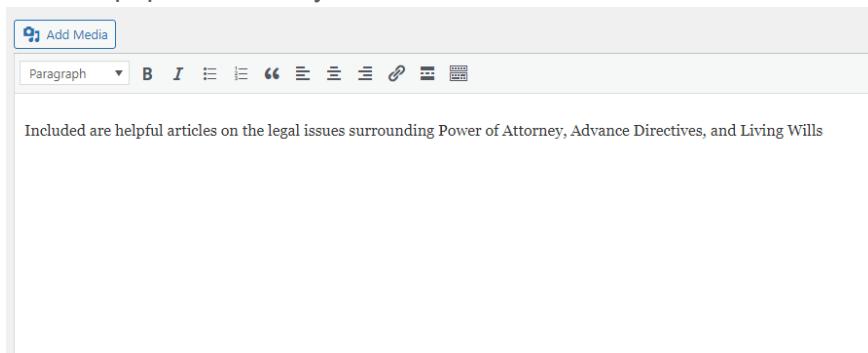


- 2) Next, You may add in the title of the resource at the top of the page



The screenshot shows a 'Edit Post' interface. At the top, there are buttons for 'Edit Post' and 'Add New'. Below that is the title 'Wage Theft'. Underneath the title is a 'Permalink' field containing the URL <https://dev.legalnav.i72dev.com/resource/wage-theft/> with an 'Edit' button next to it.

- 3) Afterwards, you may add in a brief description within the main WYSIWYG below the title section. This will populate directly below the title on the front end.



The screenshot shows a WYSIWYG editor toolbar with buttons for 'Add Media', 'Paragraph', bold ('B'), italic ('I'), and other text formats. Below the toolbar is a text area containing the text: 'Included are helpful articles on the legal issues surrounding Power of Attorney, Advance Directives, and Living Wills'.

This text is what will be displayed on callouts within the parent pages:



Health Coverage Benefits

Included are helpful articles on the legal issues surrounding Health Coverage Benefits.

- 4) Within the “Video Link” section input the video URL.

Video Link

Video Link

<https://www.youtube.com/watch?v=Walm5FR0-Ls&list=PL0xliE6nJBTGHi-xysqYdaRtlvHKeYZn9&index=11&t=87s>

- 5) Next, on the right hand side search/ select the topics that this resource will be associated with.

Topics

^ v ▲

All Topic

Most Used

Search

- Benefits
- Disability and Old Age Benefits
- Food and Cash Benefits
- Health Coverage Benefits
- Housing Assistance and Subsidized Housing
- Unemployment

- 6) Lastly, select the state/ region that the resource will be associated with

The screenshot shows two panels side-by-side. The left panel is titled 'States' and contains a search bar and two checkboxes: 'Hawaii' (checked) and 'Alaska' (unchecked). Below these is a link '+ Add New State'. The right panel is titled 'Region' and also has a search bar. It lists several regions with checkboxes: Hilo, Honolulu, Kauai, Kona, Lanai, Maui, Molokai, and County. All checkboxes are checked. Below this list is a link '+ Add New Region'. At the bottom right of the interface is a blue button labeled 'Update'.

- 7) Once completed click the blue publish button at the top right of the page

Region

Most regions are already available, however, the area that regions are managed are within the Resources section under the Region section.

The screenshot shows a vertical navigation sidebar with a blue header bar containing a gear icon and the text 'Resources'. Below this are several menu items: 'Resources', 'Add New', 'Topics', 'States', 'Resource Type', and 'Region'. The 'Region' item is highlighted with a white background and black text.

In order to add in a region follow these steps:

- 1) Navigate to resource>> Region

- 2) Next, you will be brought to a new panel where the left is to create a region and the right are the regions available.

Add New Region

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Associated States

Alaska
 Hawaii

Icon

No image selected

Icon shown if topic is a parent topic.

Keyword

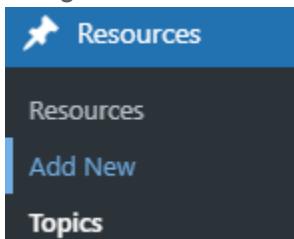
- 3) Add in the name of the region
 4) From the drop down select the parent for the region (if needed). If no parent is associated this new region will be a parent.
 5) Lastly, select which state(s) to associate

Topics (Resources and Guided Assistant)

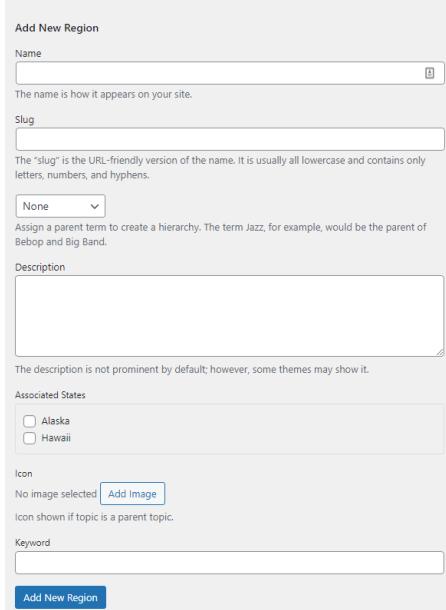
The Topics available and added within the resource section is also available in the Guided Assistant section. In other words, all topics are available sitewide and are mirrored between resources/ guided assistant.

To add a topic follow these steps:

- 1) Navigate to Resources>> Topics



- 2) Next, you will be brought to a new panel where the left is to create a topic and the right are the Topics available.

A screenshot of a "Add New Region" form. It includes fields for "Name" (with a note about site appearance), "Slug" (with a note about URL-friendliness), "Parent" (a dropdown menu set to "None"), "Description" (with a note about prominence), "Associated States" (checkboxes for Alaska and Hawaii), "Icon" (an "Add Image" button), and "Keyword". A "Save" button is at the bottom.

- 3) Add in the name of the Topic
- 4) Select what the parent topic for this new topic will be. If no parent is selected, this new parent will be a parent topic.
- 5) Add in a brief description
- 6) Select the associated state(s)
- 7) Next add in an SVG file type icon. This is mostly done for parent topics

- 8) Lastly, add in your keywords with a | to break the keywords/ phrases up (I.E. *Medicaid | Medicare | Health Insurance*) This portion is very important since it helps with search results.
- 9) Once finished, click “Add New Topic”

Note: If a sub-topic is being deleted and it needs to be added back in:

- Navigate to Settings->Permalinks in WP
- Click ‘Save Changes’
- Add subtopic again with original name

This will fix any link issues within the system.

RANKING: If you are creating a child topic you will have the ability to add a rank to the topic. This will determine the order of the child topics under a parent on the front end. The higher the rank number is the higher on the list it will be.

If child topics get the same ranking number it will organize alphabetically.

Ranking

Higher rankings go first.

Add New Topic

All Topics / Family



More Topics Related To Family

Which topic would you like to learn more about?

[Child Custody & Parenting Plans for Unmarried Parents](#)

[Child Support](#)

[Mediation / Alternative Dispute Resolution](#)

[Paternity](#)

States (Resources and Guided Assistant)

Note: If you are using the single state type of site anything listed in the section is actually within the Theme General Settings section of the CMS.

To add a state follow these steps:

- 1) Navigate to Resources>> States
- 2) Next, on the left hand side add in the name of the state
- 3) Add in a brief description

Edit State

Name	<input type="text" value="Alaska"/> 
The name is how it appears on your site.	
Slug	<input type="text" value="alaska"/>
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	
<input type="button" value="None ▾"/>	
Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.	
Description	<input type="text" value="Alaska state content type"/>
The description is not prominent by default; however, some themes may show it.	

After step 3, you will be adding in items associated with the state you are creating.

SideBar Callout:

This call out is populated on the Topics/ Resources page.

Need Help? Try 211

This is the sidebar text

Visit 211.org

To create/ edit this section follow these steps:

- 1) To Edit or create a sidebar callout for a state, navigate to the Resources>>States section
- 2) If editing an existing state click on the name of the state on the right hand side. If you need to create one with a new state, follow the steps above and then move into the sidebar section

Sidebar Callout

Sidebar Heading	Need Help? Try 211
Sidebar Text	This is the sidebar text
Sidebar Button Text	Visit 211.org
Sidebar Link	https://www.211.org/
Sidebar Image	

- 3) Once here, you can add in your sidebar heading, sidebar text, button text, link, and sidebar image. For the image it is recommended to use an SVG for the best resolution.

State Homepage:

Get help with your legal questions in Alaska



Within the Resource>> State section you have the ability to change some Homepage items. This being said, most homepage content is changed within the homepage section of the Pages section.

Follow these steps to add/edit some content within the homepage:

- 1) Navigate to the Resources>> States section
- 2) If you are looking to edit homepage items within an existing state, click on the existing state name. If you are creating a new state just scroll down until you get to the *Homepage Content* section
- 3) Once here you are able to add in hero banner text content with the WYSIWYG, add a homepage image, and emergency phone number (located in the footer of the homepage)

Court Look Up:

Lastly, within the Resources>> States section is the Court Look up API Settings. Here you have a number of fields that can be set/ changed.

To set up your Court Look up follow these steps:

- 1) Navigate to the Resources>> States section
 - 2) Edit an existing state by clicking on the state name of the right hand side
 - 3) Scroll down to the *Court Look Up API Settings* section
 - 4) Once here, you are able to add in your API URL
 - 5) Determine if your court look up is a GET or POST type
 - 6) Next, enter your API Key
 - 7) Next, add in your description of the court look up within the Description WYSIWYG
 - 8) If there is more info to add you may add it within the More info WYSIWYG section
 - 9) Lastly, add in your Court Website URL, and No Result Message
 - 10) If you would like you may add in a court logo. It is recommended to use an SVG file type for this logo for the best resolution.

This logo is what will be displayed within the action plan

Court Look Up API Settings

API URL
<input type="text" value="https://alaska.docassemble.org/api/CaseSearch"/>
API Post Type
<input type="radio"/> GET
<input checked="" type="radio"/> POST
API Key
<input type="text" value="ASADGE3843rgerij34#SergaDSFDSFF22f34"/>
Search by First Name?
<input type="checkbox"/>
Search by Last Name?
<input type="checkbox"/>
Search by Case ID?
<input checked="" type="checkbox"/>
Description
<p>No account necessary. We never share information you provide. Read our Privacy Policy.</p>

Resource Type (Resources and Guided Assistant)

Similar to the Topics, Resource Types available for resources are also available for the guided assistant items.

To add in a new Resource Type follow these steps:

- 1) Navigate to Resources>> Resource Type
- 2) You will be brought to a new window that will allow you to create a new resource type on the left hand side. While, the right hand side shows you what resource types are available
- 3) On the left hand side, start by adding in the name of the resource type
- 4) Next, you have the ability to adjust the slug of the resource type, however, this is typically left blank since this is autogenerated once you save the new resource type
- 5) Next, add in a parent topic from the drop down (if needed). Typically these are left as none since there are only parent topics to associate with resources
- 6) Feel free to add in a resource description
- 7) Lastly, add in the resource icon. This needs to be an SVG file for the best resolution
- 8) Once completed, click update

Name	<input type="text" value="Article"/> The name is how it appears on your site.
Slug	<input type="text" value="article"/> The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.
	<input type="button" value="None"/> Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.
Description	<input type="text"/> The description is not prominent by default; however, some themes may show it.
Resource Type	
Resource Type Icon	
	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Appearance > Menus

To place a new page in a particular order on the site's navigation menu, follow these steps:

- Under the “Appearance” section select “Menus”
- With the cursor, select and hold the first page in which you would like to re-organize on the menu from the “Menu Structure” section
- Drag the page to the desired location
- Save the updated menu order

The screenshot shows the WordPress admin interface under the 'Appearance' tab, specifically the 'Menus' section. On the left, a sidebar lists various site sections like Dashboard, Posts, Pages, and Appearance. The 'Appearance' section is currently selected. The main area is titled 'Main menu (Primary)' and shows a hierarchical menu structure. At the top level, there is a menu item 'About HomeWell' with three sub-items: 'Who We Are', 'Testimonials', and 'News & Press'. Below this, there is another menu item 'Our Services' with two sub-items: 'Levels Of Care' and 'Frequency Of Care'. On the left side, there is a list of pages available to add to the menu, including 'HomeWell of Test Franchise', 'About Us', 'Testimonials', 'All Content Page', 'Blog Listing', 'HomeWell of South King County', and 'Our Services'. A button 'Add to Menu' is visible at the bottom of this list.

Adding a Page to the Menu

Before adding in a page to the menu structure you must be sure that it is created within the pages section of WordPress.

To add a page to the top navigation of the site follow these steps:

- Add a page using the “Pages” menu on the left, select a page and click “Add to Menu”
- Drag and Drop this page underneath the desired parent position
- Once the menu structure is set click “Save Menu” to save and push the change live

Users

This function is an administrative function that allows for the management of users who are allowed to manage and update this website.

- Click “Add New” under “Users” in the left side navigation
- Complete the desired fields and click **Add New User**

The main thing to note is that you can not adjust the Username once things are saved. Also, you are able to select which state content (Alaska or Hawaii) the user will have access to.

Lastly, if this user is not to be an admin, you will most likely want the user to have limited acces. In this case, it is recommended to set the user as a Publish Role.

Add New User

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password [Generate password](#)

[Hide](#)

Send User Notification Send the new user an email about their account.

Role

User State

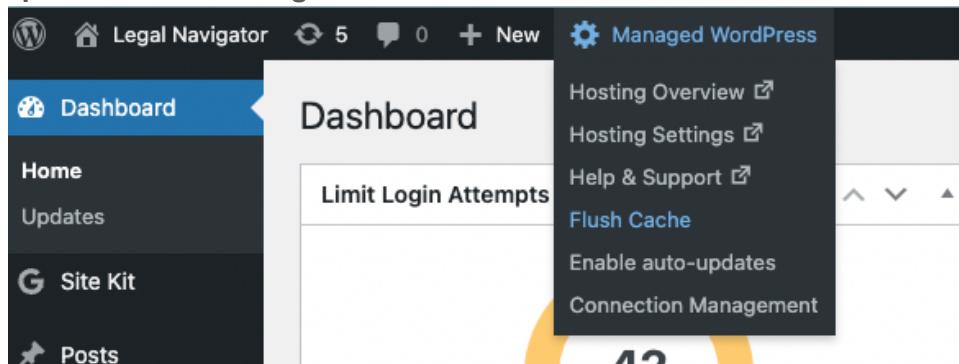
State Alaska Hawaii

Add New User

Homepage/ GA Redesign 2022

With this Homepage redesign, there are a number of things that have been adjusted. Overall the site works the same as it has. Below we will go through each item that was added and go through how to edit/ set things up.

Note: When updates are made to the site make sure you flush cache within WordPress if updates are not being seen.



Get help with your legal questions in Alaska

Tell us about your problem:

Type your story here. Don't include personal information like your name and address. *Example: I want to get a divorce and I don't know how to start everything.*

Type your story here

Continue

We use the SPOT legal problem spotter to help find the best legal resources for you. [Learn more](#).



One thing to note is that Guided Assistant can now be searched directly on the homepage. Once things are searched users will be shown the following:

You searched for: *I'm looking for a divorce*

Spot returned the following topics: Courts and Lawyers, Family

Are these topics related to your search?

Pick a Guided Assistant Interview Below:

1. Answer questions to help us understand your needs.
2. We'll create a personalized plan with easy steps and resources.
3. Share or print your personalized plan.

Protective Orders

Browse available Guided Assistants

Custody & Parenting Plans for Unmarried Parents	Debt Collection	Divorce, Dissolution, and Legal Separation	Domestic Violence & Protective Orders
Enforcing a Custody Order			
Changing a Custody Order			
Responding if Your Spouse Wants to Start, or Starts, a Custody Case			
Starting a Custody Case			
Housing			

Or try another search

Please provide information about what you need assistance with, and feel free to use natural language like phrases and statements. This portal will not store any information you enter.

1. Step 1
2. Step 2
3. Step 3



Keyword or phrase

Continue

We use the SPOT legal problem spotter to help find the best legal resources for you. [Learn more.](#)

We also found some possible topics related to your search

If none of these topics apply, check out our [Topics & Resources Page](#) for other topics.



Family



Housing



Money, Debt & Consumer Issues



Benefits



Veterans and Military



Courts and Lawyers

First, let's start with the top search portion of the homepage:

The text here is not editable through the CMS. However, the image on the right-hand side is editable through the cms.

Get help with your legal questions in Alaska

Tell us about your problem:

Type your story here. Don't include personal information like your name and address. Example: I want to get a divorce and I don't know how to start everything.

[Continue](#)

We use the SPOT legal problem spotter to help find the best legal resources for you. [Learn more.](#)



To change the image on the right follow these steps:

- 1) Navigate to **Guided Assistant>> State**
- 2) Scroll a little down the page and you will see the section to change the image

Dashboard

Posts

Media

Pages

Comments

Guided Assistant

Add New

Topics

States

Resource Type

Resources

Appearance

Plugins 4

Users

Tools

Homepage Image

Emergency Phone Number

Court Look Up API Settings

API URL

https://alaska.docassemble.org/api/CaseSearch

API Post Type

Selecting the Topics on the Homepage

You have the ability to select the topics that show on the homepage (this will also show the first 3 topics selected within the global site search). These are ordered alphabetically and selected on a per state basis.



To be able to select the topics here follow the steps below:

- 1) Navigate to **Guided Assistant>> State**
- 2) Scroll down to the **Homepage Feat. Topics**
- 3) Here you are ale to select up to 3 topics that will be seen on the homepage



Guided Assistant Landing Page

Let's start at the top of the Guided Assistant page.

The text and image items are able to be edited through the cms. Note, this is a global change. In other words, this change will be seen on all states.

To change/ update the text/ image follow the steps below:

- 1) Navigate to **Theme General Settings**
- 2) Scroll slightly down the page
- 3) Here you will see a WYSIWYG to change the text

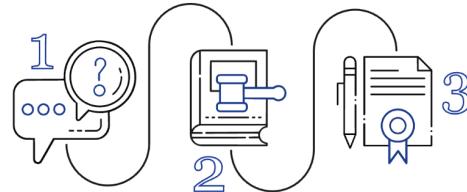
Note: This text will also be seen when a GA search is made here or from the homepage

Related to this, within the Theme Settings, there is control to edit the “Try Another Search” text that is shown after a search is made for Guided Assistants.

Or try another search

Helpful Search Tips:

1. One
2. Two
3. Three



Keyword or phrase

Continue

To edit this text follow the steps here:

- 1) Navigate to **Theme General Settings**
- 2) Scroll to the bottom of the page
- 3) Here you will see a WYSIWYG to change the text

Note: This text will be seen AFTER a search is made on the Guided Assistant page or the homepage. This is also a global change. In other words, this change will be seen on all states.

The screenshot shows the WordPress admin interface. On the left, a dark sidebar lists various site management options like Posts, Media, Pages, and Plugins. The 'Theme General Settings' option is highlighted with a blue bar at the bottom. The main content area has a title 'GA Intro Alternate Text' and a note: 'This text shwos when the "Try another search" text appears above the GA search input box.' Below this is a WYSIWYG editor toolbar with buttons for Add Media, Visual, and Text. Underneath the toolbar, there's a 'Helpful Search Tips:' section with the same numbered list as the previous image: 1. One, 2. Two, 3. Three.

Browse Available Guided Assistants

Browse available Guided Assistants

Custody & Parenting Plans for Unmarried Parents	Debt Collection	Divorce, Dissolution, and Legal Separation	Domestic Violence & Protective Orders
Enforcing a Custody Order			
Changing a Custody Order			
Responding if Your Spouse Wants to Start, or Starts, a Custody Case			
Starting a Custody Case			
Housing			

This section has two parts associated:

- 1) Topics seen
- 2) Ordering Guided Assistant items

First, the topics seen here will only be seen if a Guided assistant is assigned to a parent topic item. In other words, if a new Guided Assistant is assigned to a new Topic that topic will populate here.

To order Guided Assistant items within the dropdown follow these steps:

- 1) Navigate to the Guided Assistant
- 2) Within the GA editing panel you will see a new section title: **Ranking**

Guided Assistant Options
Guided Assistant Type
A2J
Ranking Higher rankings make the current GA appear higher in the lists in the 'Browse GAs' section.

Note: The higher the number the higher the item will show in the listing. Also, if there GA is assigned to multiple topics it will mirror the ranking within each list.

Guided Assistant Search

When creating a Guided Assistant there is an excerpt section that will be seen when someone searches through the Guided Assistant page or Homepage.

GA Search example:

You searched for: *test*

Pick a Guided Assistant Interview Below:

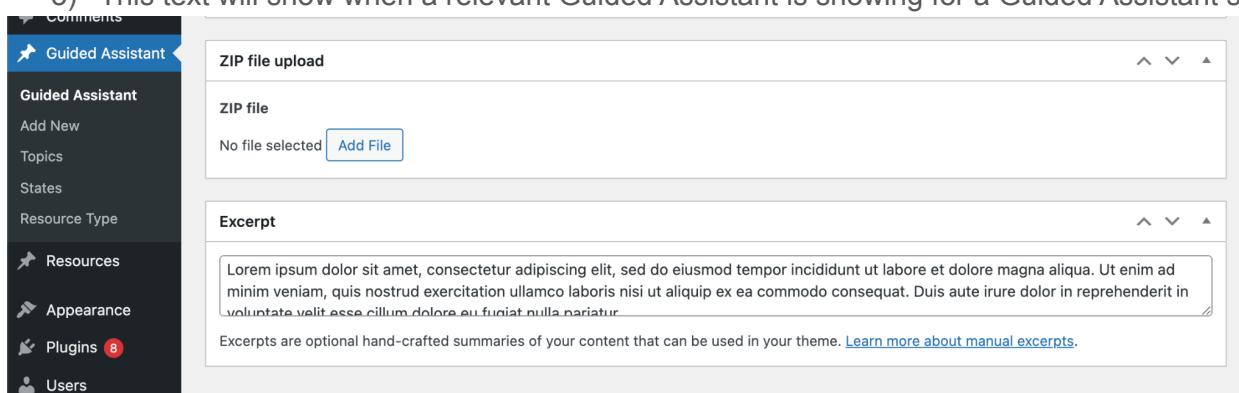
1. Answer questions to help us understand your needs.
2. We'll create a personalized plan with easy steps and resources.
3. Share or print your personalized plan.

LS Test

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Here, you can see “LS Test” is showing the Guided Assistant title and excerpt. To add an excerpt to a Guided Assistant follow these steps:

- 1) Navigate to Guided Assistant
- 2) Edit Guided Assistant
- 3) Scroll to the bottom of the editing panel
- 4) Add in the excerpt you wish to have
- 5) This text will show when a relevant Guided Assistant is showing for a Guided Assistant search



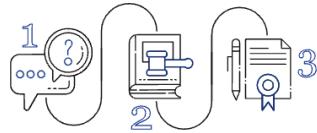
The screenshot shows the Ignition72 admin interface. On the left, a sidebar lists various sections: Comments, Guided Assistant (which is selected and highlighted in blue), Add New, Topics, States, Resource Type, Resources, Appearance, Plugins (with a red notification badge showing '8'), and Users. The main content area is titled "Guided Assistant". It contains two main sections: "ZIP file upload" and "Excerpt". The "ZIP file upload" section includes a "ZIP file" input field with the placeholder "No file selected" and a "Add File" button. The "Excerpt" section contains the same text as the one shown in the search result: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.". Below this, a note states: "Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)"

Topics showing on Guided Assistant Search:

These are controlled by adding in your “Spot/ List Terms” when creating your topics.

Or try another search

Our Guided Assistant will give you a personalized action plan in various areas of law. Type your story here. Don't include personal information like your name and address. Example: I want to get a divorce and I don't know how to start everything. Based on your information, we'll see if we have the right Guide Assistant for you.



Keyword or phrase

Continue

We use the SPOT legal problem spotter to help find the best legal resources for you. [Learn more.](#)

We also found some possible topics related to your search

If none of these topics apply, check out our [Topics & Resources Page](#) for other topics.



Benefits

To add these in follow these steps:

- 1) Navigate to the Topic you wish to edit
- 2) Scroll to the bottom and select all that apply

SPOT/LIST Terms

Public Benefits [X](#)

Public Benefits

Public Benefits

<input type="checkbox"/> Disability public benefits	<input type="checkbox"/> Food and Cash benefits
<input type="checkbox"/> Health public benefits and medical assistance programs	<input type="checkbox"/> Unemployment Benefits, Compensation, and Insurance
<input type="checkbox"/> Utilities, Energy, and Heating benefits at home	<input type="checkbox"/> Public Benefits for Veterans and Military
<input type="checkbox"/> Old Age Public Benefits	<input type="checkbox"/> Hearings challenging public benefits decisions
<input type="checkbox"/> Public Benefits for individuals after a disaster	<input type="checkbox"/> Housing Assistance, Public Housing, and Subsidized Housing
<input type="checkbox"/> Public Benefits for immigrants	<input type="checkbox"/> Public Benefits for Native Americans

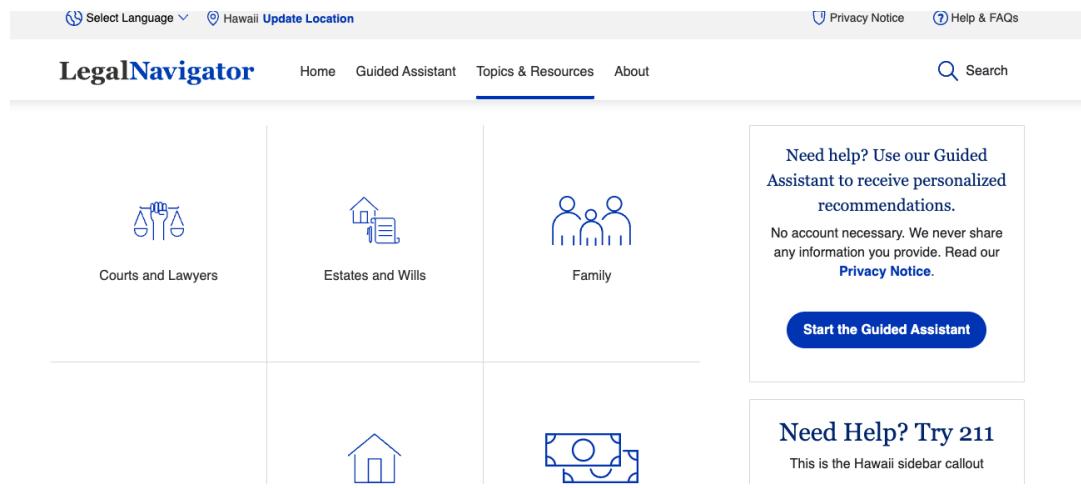
Small Business and IP

Small Business and IP

<input type="checkbox"/> Business and Occupational Licenses	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Running a farm business	<input type="checkbox"/> Intellectual Property
<input type="checkbox"/> Running a For-Profit Business	<input type="checkbox"/> Running a Nonprofit
<input type="checkbox"/> Help for Small Businesses after a Disaster	<input type="checkbox"/> Running an Arts/Entertainment Business
<input type="checkbox"/> Sponsoring an immigrant for a work visa	<input type="checkbox"/> Corporate and Commercial Contracts
<input type="checkbox"/> Chapter 11 Bankruptcy for businesses	

This is what helps Spot determine what are the best topics to show when searching for a Guided Assistant.

Topics Landing Page



The screenshot shows the Ignition72 website's Topics Landing Page. At the top, there are navigation links for "Select Language" (dropdown), "Hawaii Update Location" (dropdown), "Privacy Notice" (link), and "Help & FAQs" (link). Below the header, the "LegalNavigator" logo is on the left, followed by menu items: "Home", "Guided Assistant", "Topics & Resources" (which is underlined), and "About". To the right is a search bar with a magnifying glass icon. The main content area features a grid of topic cards. The first row contains three cards: "Courts and Lawyers" (scale icon), "Estates and Wills" (house and will icon), and "Family" (two people icon). The second row contains two visible cards: "Housing" (house icon) and "Money" (dollar bills icon). To the right of the grid is a sidebar with a callout box. The callout box has a title "Need help? Use our Guided Assistant to receive personalized recommendations." and a subtext "No account necessary. We never share any information you provide. Read our Privacy Notice." It also contains a blue button labeled "Start the Guided Assistant". Below the callout is another box with the title "Need Help? Try 211" and the subtext "This is the Hawaii sidebar callout".

Now, you have the ability to completely hide a topic item from the front end. Note: this functionality may hide it from the front end but associated resources can still be found through search.

Related to this, if a topic is made and no resources are associated it will not populate or show any resources when a topic is selected.

To hide a topic follow these steps:

- 1) Navigate to the Resources section and select the Topics subsection
- 2) Select the Topic you wish to hide
- 3) down the page you will see a check box to toggle if the topic should be hidden

WordPress 5.9.3 is available! [Please update now.](#)

Edit Topic

Name Benefits
The name is how it appears on your site.

Slug benefits
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Topic None
Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description
The description is not prominent by default; however, some themes may show it.

Topic

Hide Topic This determines if the topic is hidden in the topic browser section of the site.

Associated States

Alaska
 Hawaii

Topics/ Resources

Starting a Custody Case

Get information about starting a custody case by answering questions in the "Guided Assistant." Your answers create a personalized Action Plan for your situation. To start answering questions, click "Start the Guided Assistant." If you want to browse for other information and resources, the link below takes you to the Alaska Court System self-help page about this topic.

Featured Resources	Alaska Self-Help Resources	Guided Assistant	Organizations	Videos
			Organizations	
 Organizations Find My Location <div style="display: flex; align-items: center;"> <input type="text" value="Address"/> Search </div> Alaska Bar Association Lawyer Referral Service <p>The Alaska Bar Association has a Lawyer Referral Service that provides the names and phone numbers of three attorneys who practice in the area of law you need help with. If you use one of those attorneys, you are guaranteed a rate of \$125 or less for the first half hour of their time. Please note that this service includes only those attorneys who have paid a fee to participate - it does not include all members of the Alaska Bar Association. The Alaska Lawyer Referral Service is organized by types of law, such as family law, real estate, adoption, etc.</p>				

The topics and resources section now has the layout horizontal for the overall topics.

**Note, if a specific Resource Type is not used by a certain state it will not populate.
Related to this, if a topic is made and no resources are associated it will not populate or show any resources when a topic is selected.**

Each state needs to select its own featured resources. To do this follow the steps below:

- 1) Navigate to the *Resources* section of WordPress
- 2) Within each resource there is now a new block to check/ uncheck to make it a featured resource

Featured Resource

Featured Resource?
If selected, this will display as a featured resource on the topics pages.

Check to display.

Within the Featured Resource section your resources will be organized by their resource type.

Resource Type Descriptions:

Within each Resource Type you have the ability to add a description below the title area.

Featured Resources	Alaska Self-Help Resources	Guided Assistant	Organizations	Videos
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 **Organizations**

To add a description to the Resource Type follow the steps below:

- 1) Navigate to **Guided Assistant>> Resource Type**
- 2) Within each resource you will see a description text box. Here are are able to add a brief description for the resource type

Edit Resource Type

Name	<input type="text" value="Videos"/>
The name is how it appears on your site.	
Slug	<input type="text" value="video"/>
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	
<input type="button" value="None"/> Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.	
Description	<input type="text"/>
The description is not prominent by default; however, some themes may show it.	
Resource Type	
Resource Type Icon 	

Multiple Locations for Organizations

Now within each organization you have the ability to add in multiple locations to it.

To do this follow the steps below:

- 1) Navigate to the organization you would like to add more addresses to
- 2) Within the Organisation information you will see an addition section:

Additional Addresses	
<input type="button" value="Add Row"/>	<input type="button" value="Remove"/>

- 3) By clicking “Add Row” you are able to add in another organization address, phone number, and website.

This will create more pins to the map and also create another location box at the top of the page.

Adding labels (headers) to locations:

Our Locations

Main Location 1016 W. Sixth Ave., Suite 200, Anchorage, AK 99501-1963 📞 (907) 272-9431 🌐 www.alsc-law.org/	 📍 717 W 3rd Ave, Anchorage, AK 99501, USA 📞 555-555-5555 🌐 google.com
 📍 717 W 3rd Ave, Anchorage, AK 99501, USA 📞 555-555-5555	

1016 W. Sixth Ave., Suite 200, Anchorage, AK 99501-1963 Alaska Legal Services Corporation assists

For all resource you can add labels to each location added.

To do this follow these steps:

- 1) Navigate to the resource you would like to edit (an organizations specifically)
- 2) Within the resource editing panel you will see a “location Label” section. This where you add in your locations label/ heading.

The screenshot shows the Ignition72 platform's interface. On the left is a dark sidebar with various menu items: Dashboard, Posts, Media, Pages, Comments, Guided Assistant, Resources (which is selected and highlighted with a red arrow), Appearance, Plugins (with a red notification badge), Users, Tools, Settings, All in One SEO, Custom Fields, Theme General Settings, Download CSV, and Collapse menu.

The main content area features a Google Map showing the location of 1016 W. Sixth Ave., Suite 200, Anchorage, AK 99501-1963. The map highlights several landmarks and streets in Anchorage, including Downtown, Bootlegger's Cove, and various parks. Below the map is a form with fields for 'Location Label' (set to 'Main Location') and 'Address' (set to the same address as the map). A red arrow points to the 'Location Label' field.

Callout Box on Topics and Resource Page:

Towards the bottom there is a callout box that can be added.



This is state specific so not every state needs to add this in if they don't want to.

To add this to the bottom of the resource and topics page follow these steps:

- 1) Navigate to Guided Assistant and select state
- 2) Select the state you wish to edit
- 3) Scroll to the bottom of the state editing panel
- 4) Here you will see the “Topic Page Callout” section
- 5) This is where you create your callout title, description, and link.

Note: if left blank it will not show on the front end.

The screenshot shows the 'Topic Page Callout' editor. It has three main sections: 'Heading' (with a text input field containing 'Want information about non-legal resources?'), 'Content' (with a rich text editor toolbar and a text area containing 'Alaska 2-1-1 is your one-stop resource for connection with a wide variety of services in your community including emergency food and shelter, educational opportunities, alcohol and drug treatment programs, senior services, child care, and much more.'), and 'Button Link' (with a button labeled 'Alaska 2-1-1 <https://alaska211.org>' and a close button). A note at the bottom states 'This callout shows below the resource tabs on single topic pages.'

Adding/ removing global search

Adding/ removing global search is managed on a state-by-state basis. So, Hawaii can have global search while Alaska doesn't.

To change this follow the steps below:

- 1) Navigate to the Guided Assistance>> State
- 2) Select the state you wish to edit
- 3) scroll down and check or uncheck the “Global Search” item

The screenshot shows the Ignition72 CMS interface. On the left, a dark sidebar lists various site sections: Dashboard, Posts, Media, Pages, Comments, Guided Assistant (highlighted with a red arrow), Guided Assistant, Add New, Topics, States (highlighted with a red box), Resource Type, Resources, and Appearance.

The main content area is titled "Homepage Feat. Topics". It contains a list of checkboxes for "Benefits" and other options:

- Another multi test
- Benefits
 - Disability and Old Age Benefits
 - Food and Cash Benefits
 - Health Coverage Benefits
 - Unemployment Compensation and Insurance
 - Veterans Affairs (VA) Benefits
- Comma Test

A red box highlights the "Show Global Search" checkbox. Below this is the "Homepage Content" section, which includes an "Add Media" button and a rich text editor toolbar with options like Paragraph, Bold, Italic, etc.