Legal Navigator
CMS Manual
April 2022

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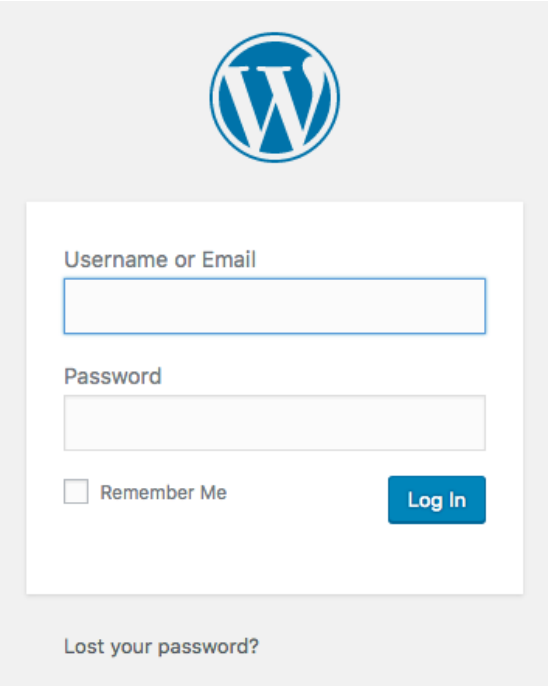
Introduction

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.

Logging In

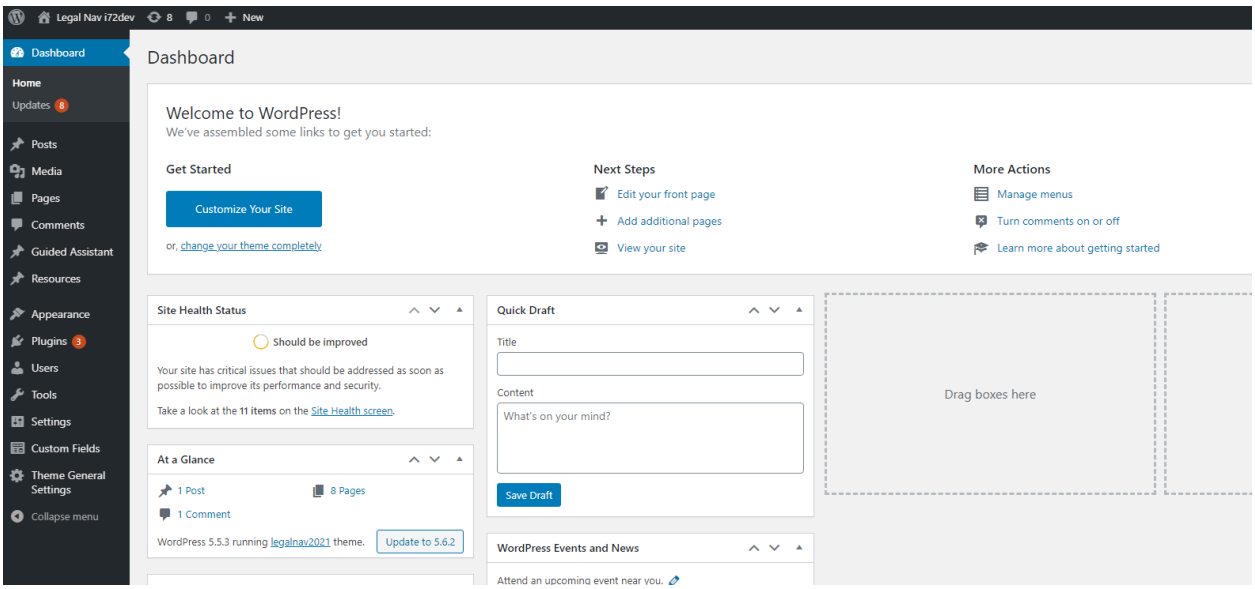
To log into the back end of the WordPress site type **/wp-admin** after the full URL (ex. **https://dev.legalnav.i72dev.com/wp-admin/**). This will bring up the log in screen. Enter your username and password to continue.

***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

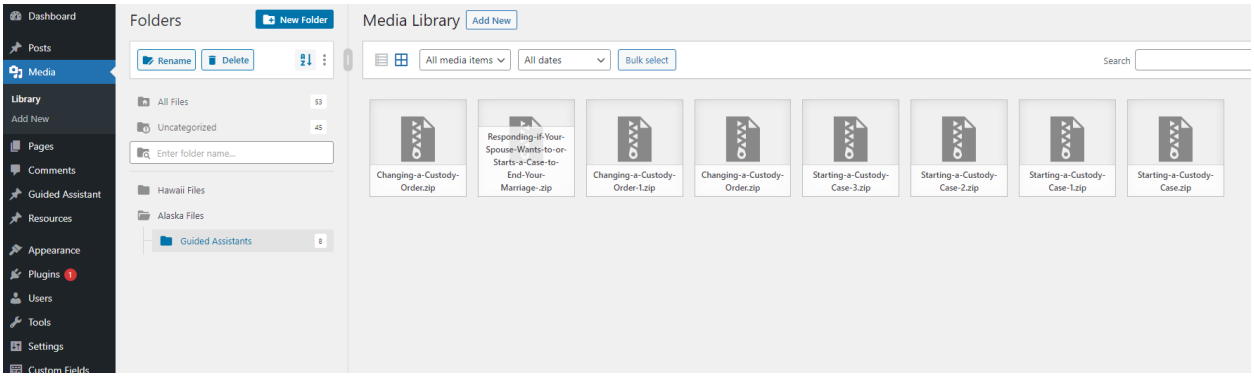
The Users section allows you to edit, add, and remove users who will manage content on the site

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

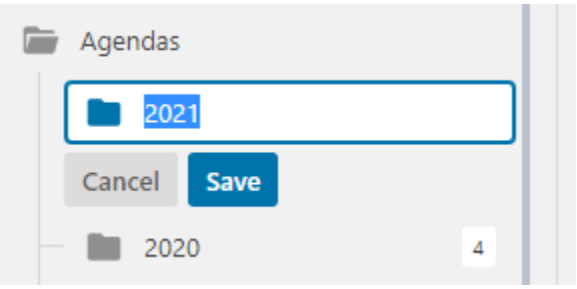
1) Navigate to the Media section of WP
2) Once there select the *New Folder* button at the top left
3) Type in the folder name
4) If you would like the folder located elsewhere, just click and drag to move folder location

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.

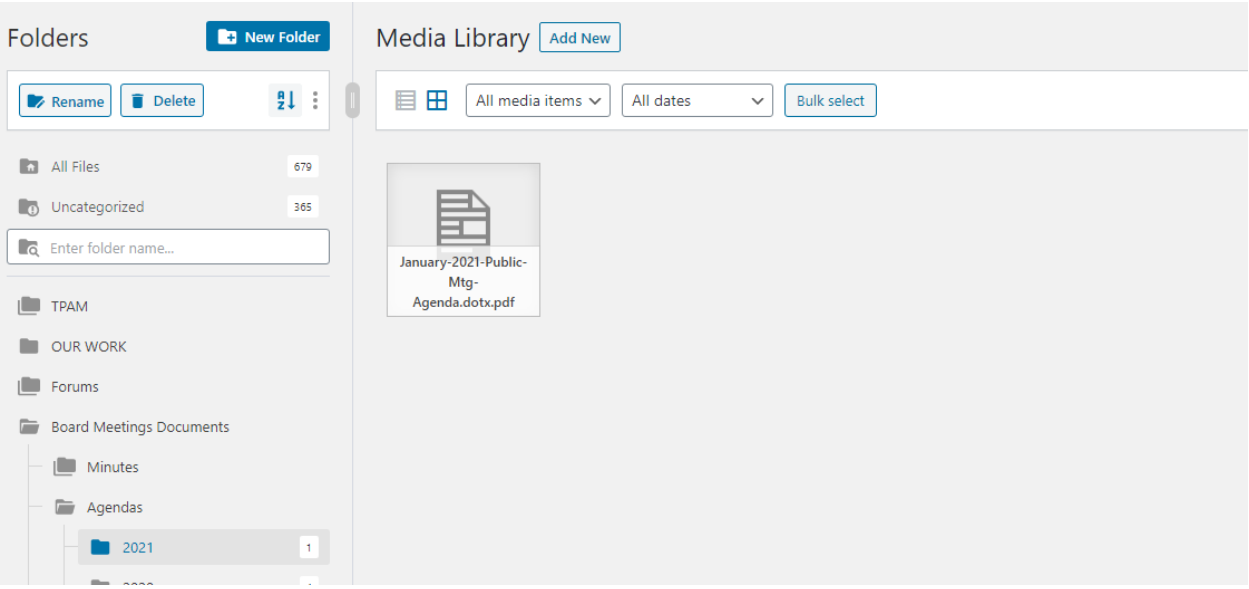


Uploading Document/ Images

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

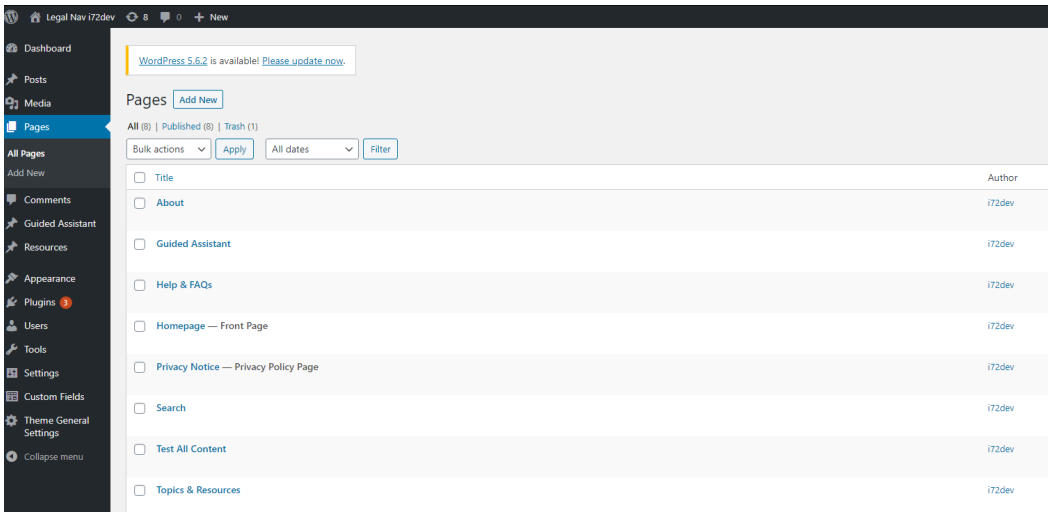


This will allow you to select a file from your computer and put it into the WP media library.

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).

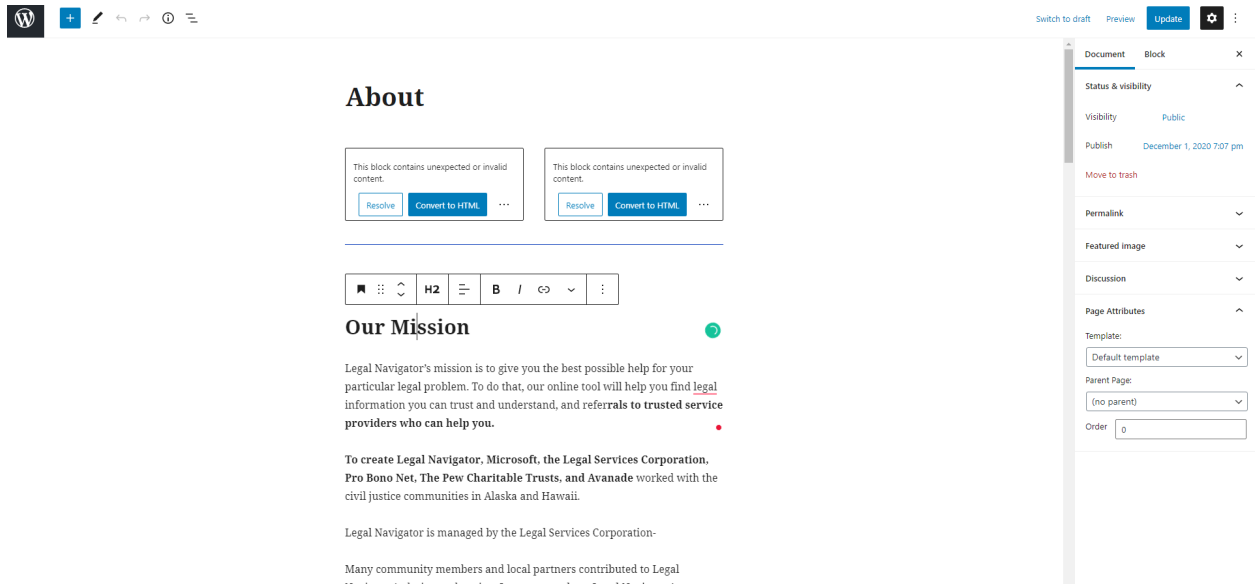
- When finished editing click the **Publish** (or Update) button to save your changes to the live site.
- **Note: If you do not do this, your page, and its changes, will be lost.**
- You can also click the **Preview** button in the very top right of the page to preview the page before you save. You can 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:

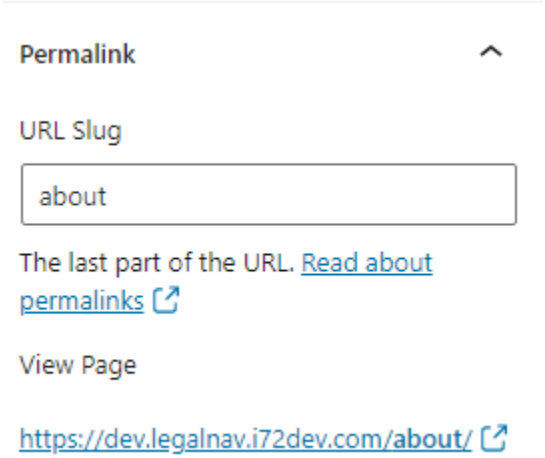
- Page Title
- Permalink
- Publish settings
- Content Area
- Page Attributes
- Page Publishing settings

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



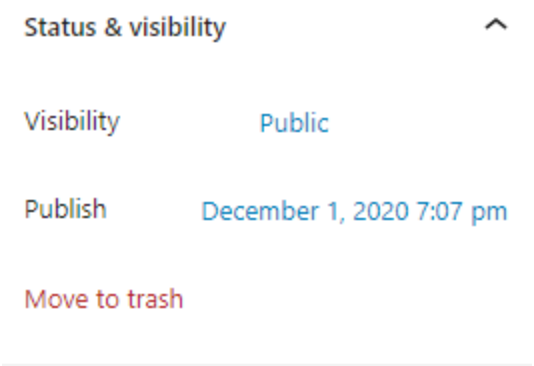
Page Title/ Permalink

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.



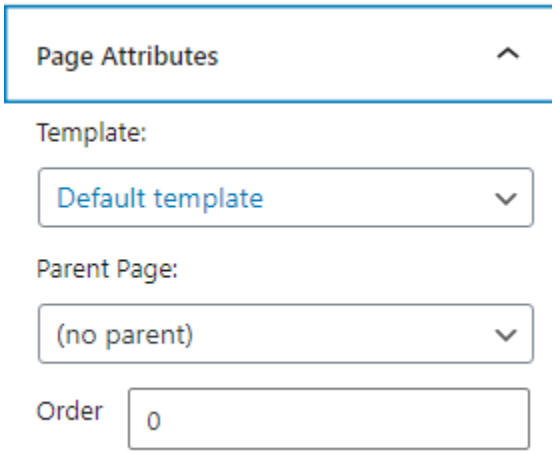
Publish settings

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).



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 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

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

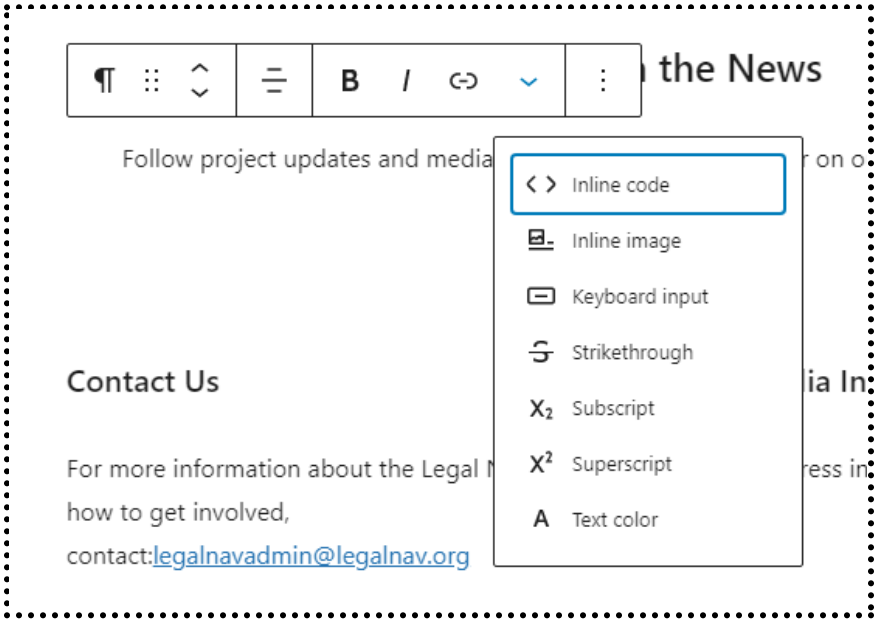
3) We recommend using the Columns, Buttons, Image, Paragraph, and Spacer content types first to build out your pages. You are welcome to use other gutenberg blocks available, but the list above is what may be used most often.

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.

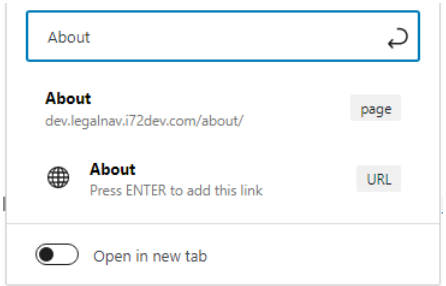


This toolbar can be used to bold, Italicize, link text, add a subscript or superscript, and change text color.

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

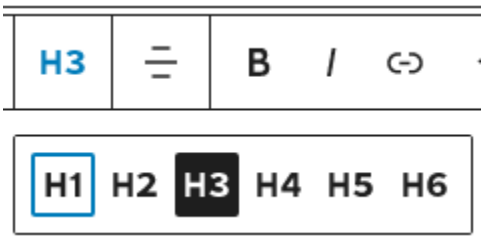
Note: To link text follow the steps above, but click the icon.
This will prompt you to add in the external link you would like the text to lead to. If the link needs to lead to an internal page on the site, you simply just type in the name of the page and select it.



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

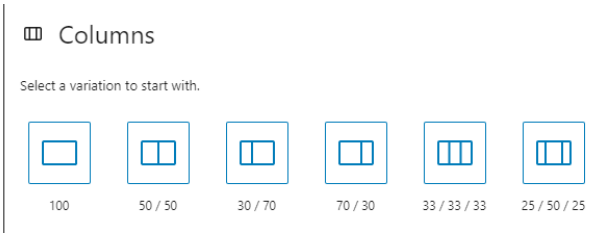
Column Content Type:

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.

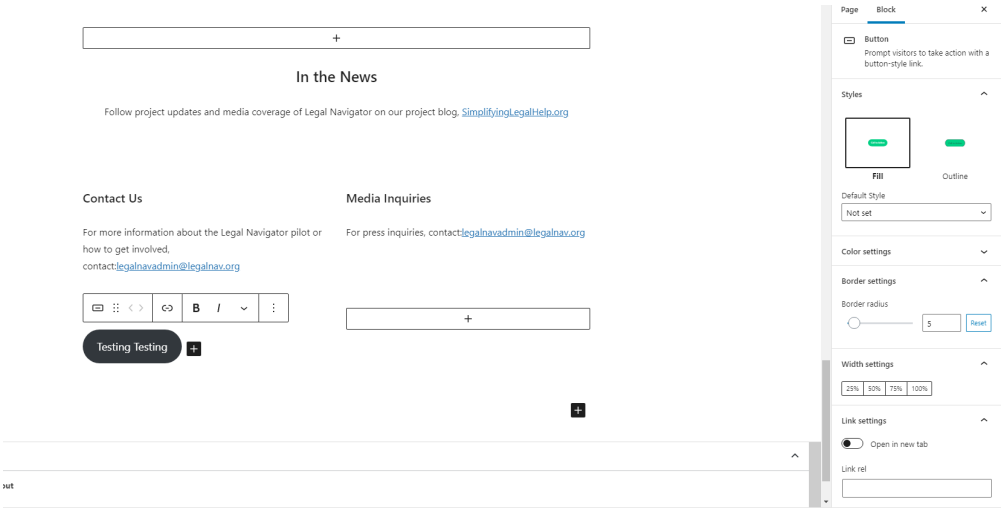
Button content type:

This content type can be used within a column type or on it’s 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.

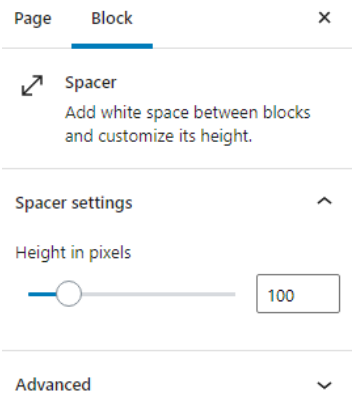


Spacer content type:

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 Gutenburg 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.

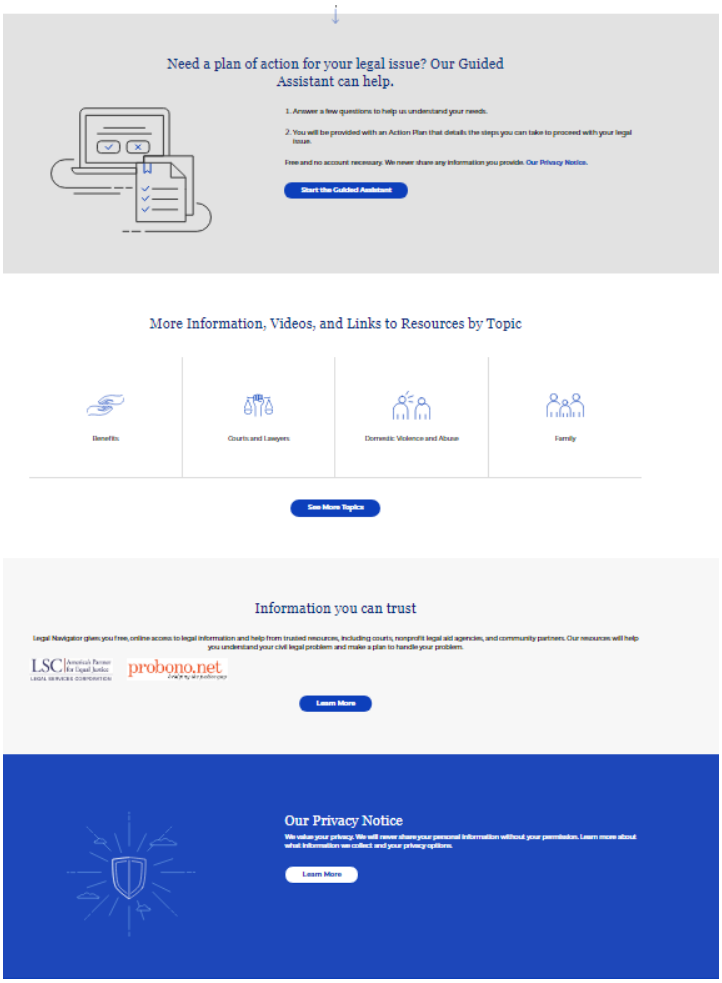
Editing a Page:

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

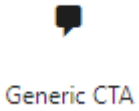
1) Navigate to the Pages section on the left hand side of the WordPress dashboard
2) Click on the page you wish to edit.
3) Once on the page, you are able to edit any of the ACF fields within the page.

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.



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](#).



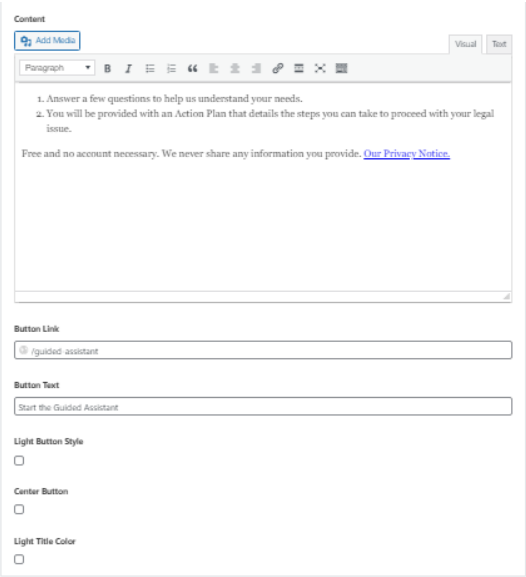
Generic CTA

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

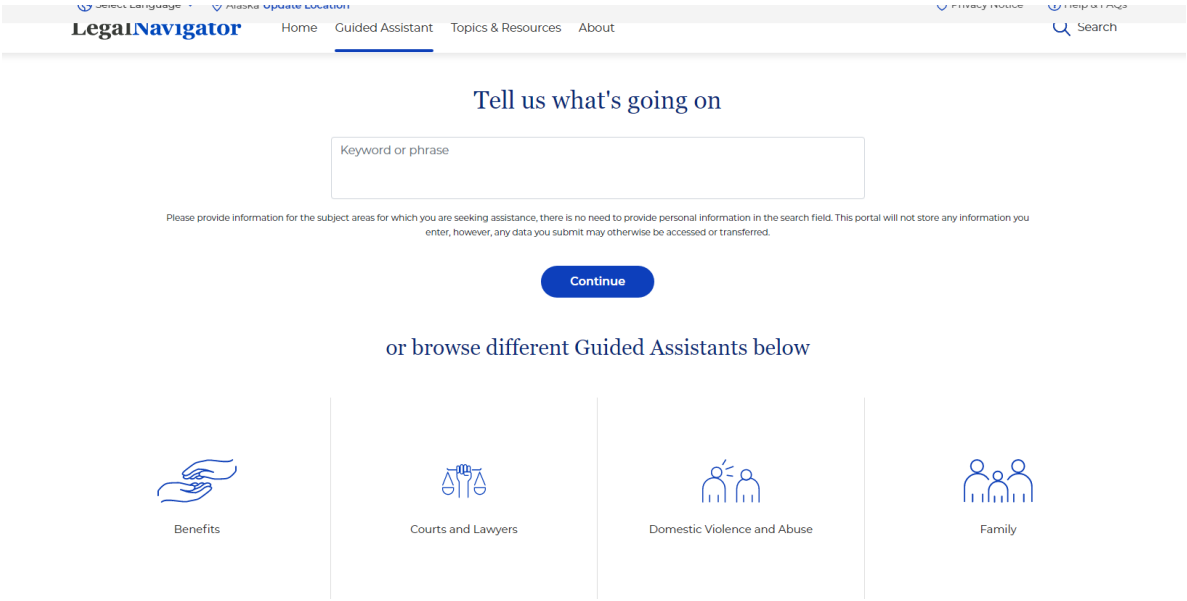
4) Image (This is recommended to use an SVG)
5) Image Justification (Left or Right)
6) Content section WYSIWYG. Here you will be able to add in any text for the callout and format how you wish (linked text, lists, bullet points, etc)
7) Next, you may add in a button link. To add a link to an existing 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.



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.



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

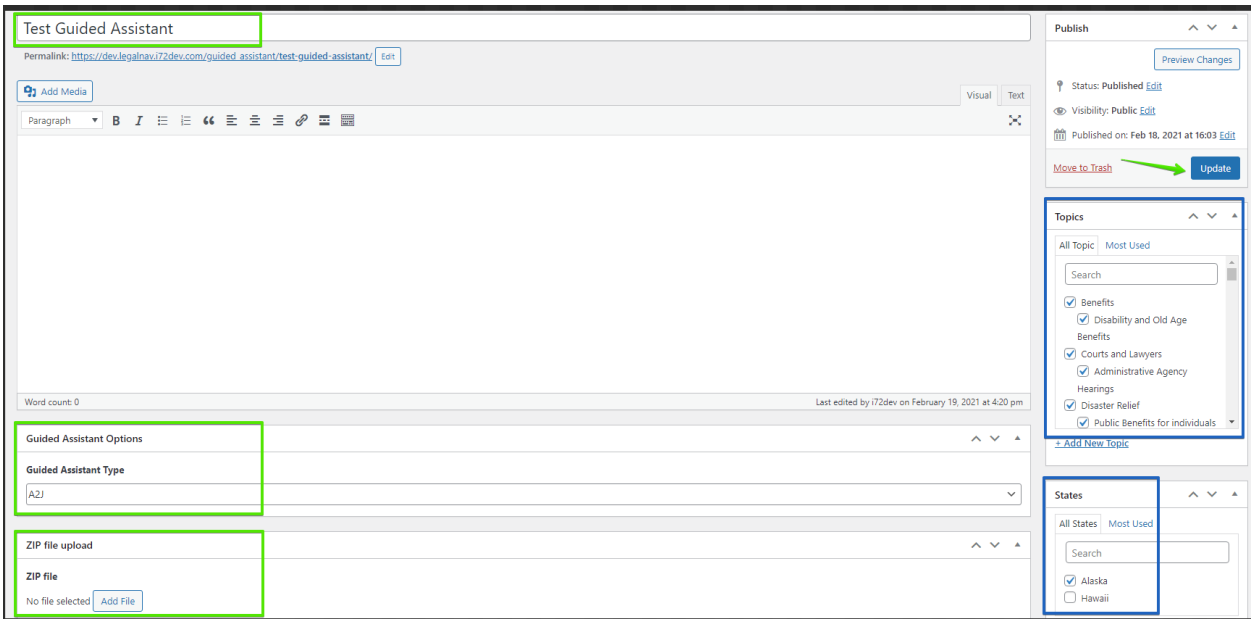
If you are replacing a zip file for an existing GA, you will need to create a brand new GA. Updating only the zip file will not work.

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) Add in any descriptive text you would like within the WYSIWYG
5) Next, you may select whether your guided assistant type is an A2J file or Legal Server
6) After, attach your zip file
7) 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”.

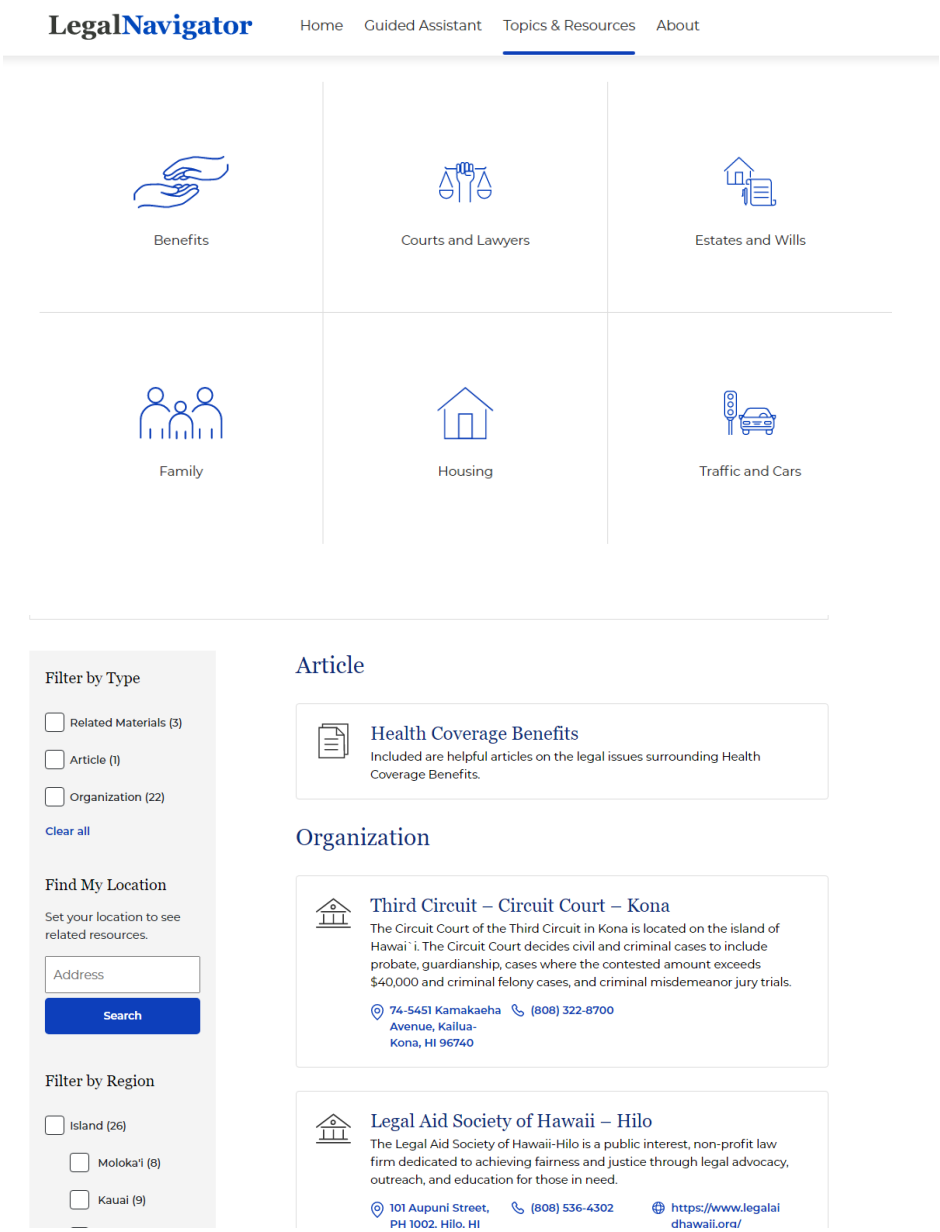
8) Publish Item when finished by clicking the Blue Publish button at the top right of the page



For more detail on how to replace/ add links within an A2J file, click here.

Resources

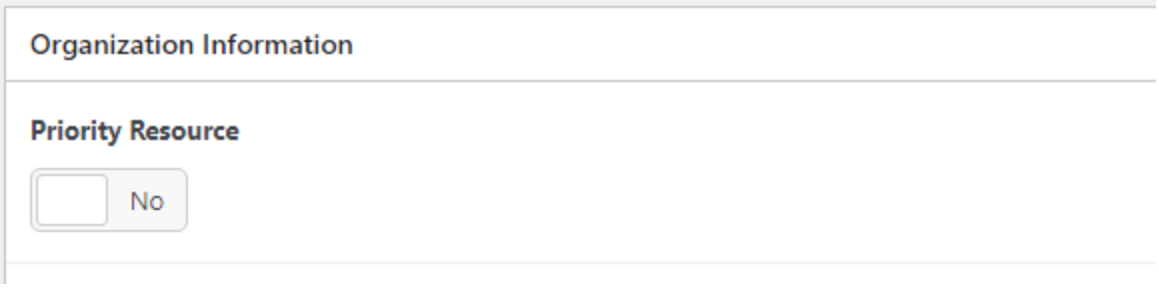
The resources section allows you to create resources and associate them with their appropriate Topic/ region.



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.



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

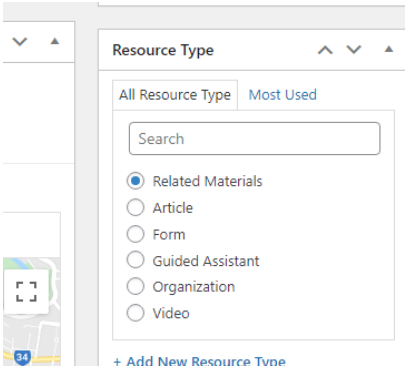
Note, any **new resource types made** will have their card preview text come from the “Overview” section of the editing panel.

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

Related Material Resource:

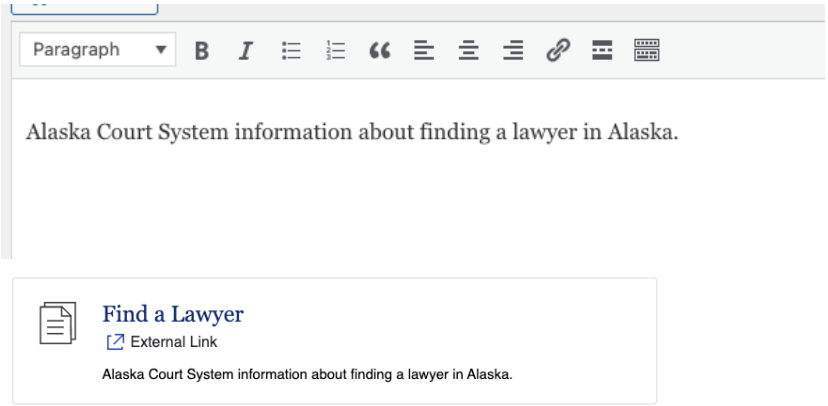
When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. Below are all the items that you will need to fill out for the Related Materials resource type.

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

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

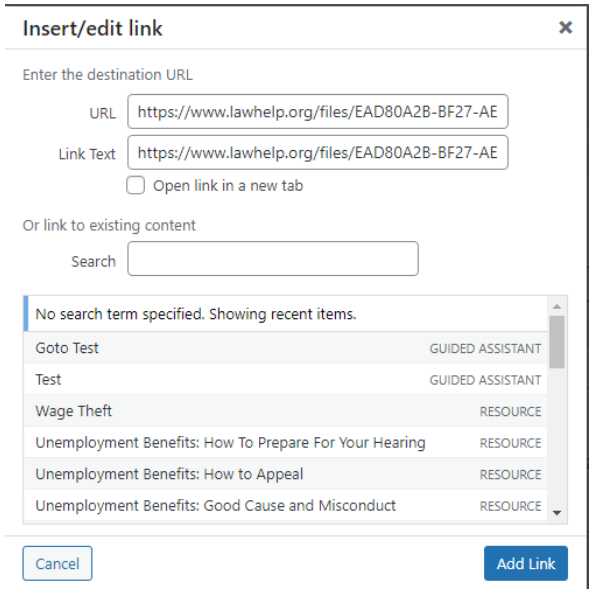


4) Next, you will need to add in the resource link. This is NOT the Video Link.

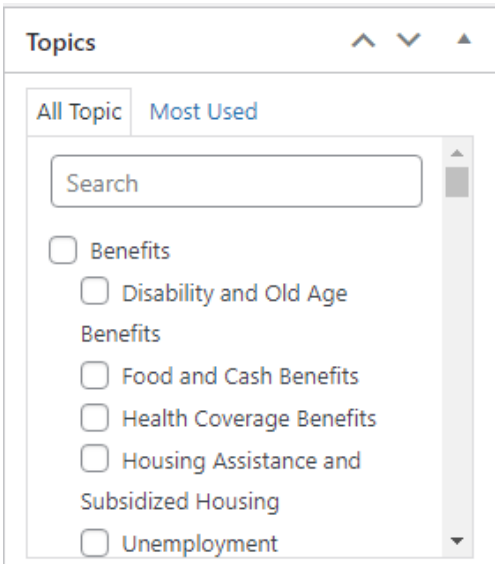
When you add in your resource link there will be a couple options available.
-URL
-Link Text (This can be thought of the text that the front end will see)
-Link to an existing page of WordPress

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

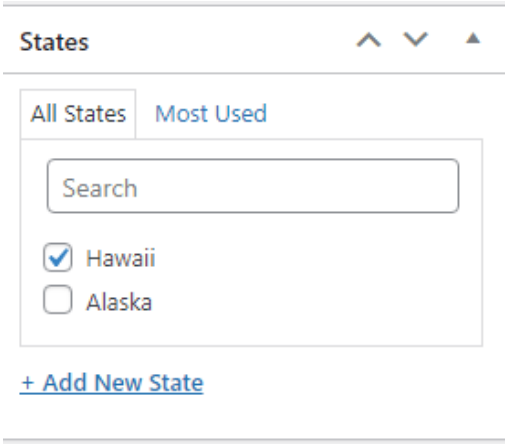
resource.

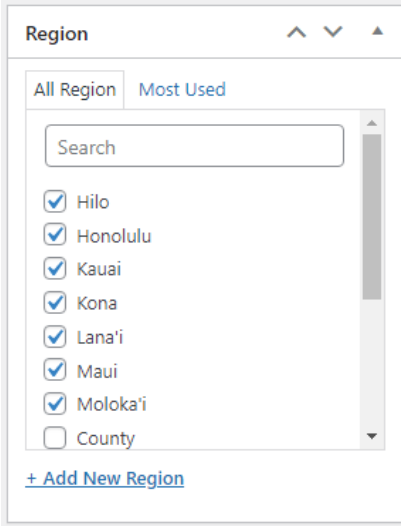


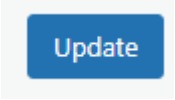
5) Next, on the right hand side search/ select the topics that this resource will be associated with.



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



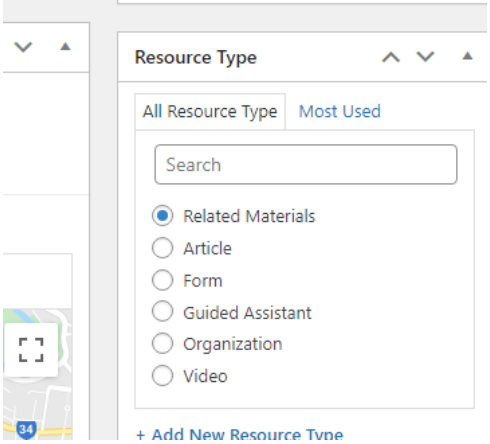


7) Once completed click the blue publish button at the top right of the page 

Article Resource:

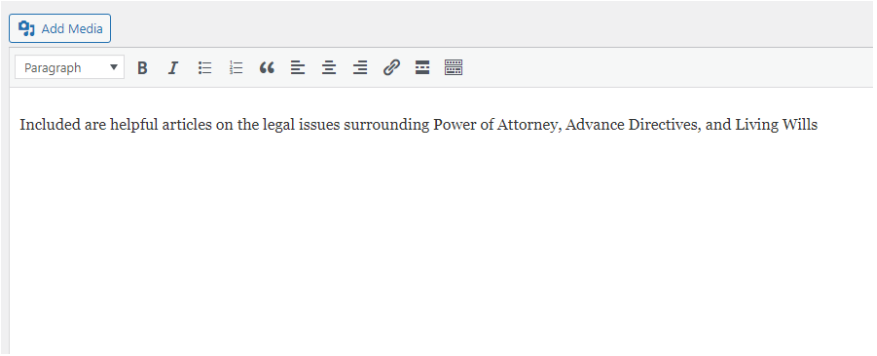
When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. Below are all the items that you will need to fill out for the Articles resource type.

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

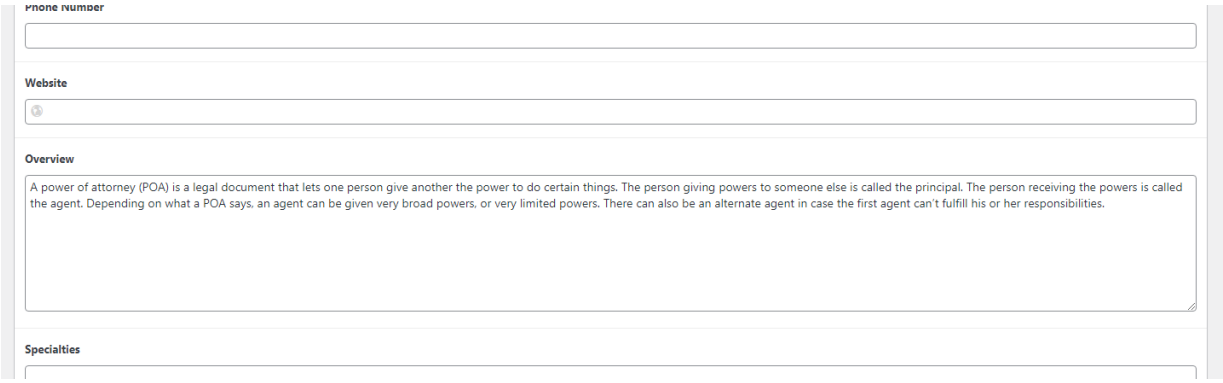


2) Next, You may add in the title of the resource at the top of the page

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.

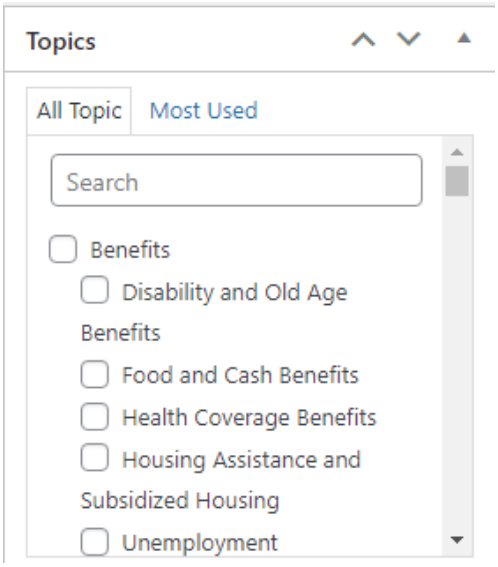


4) Next, if you scroll further down there will be an “Overview” section. Here you are able to add in a brief description for the resource. This is the text that will populate on the card preview.

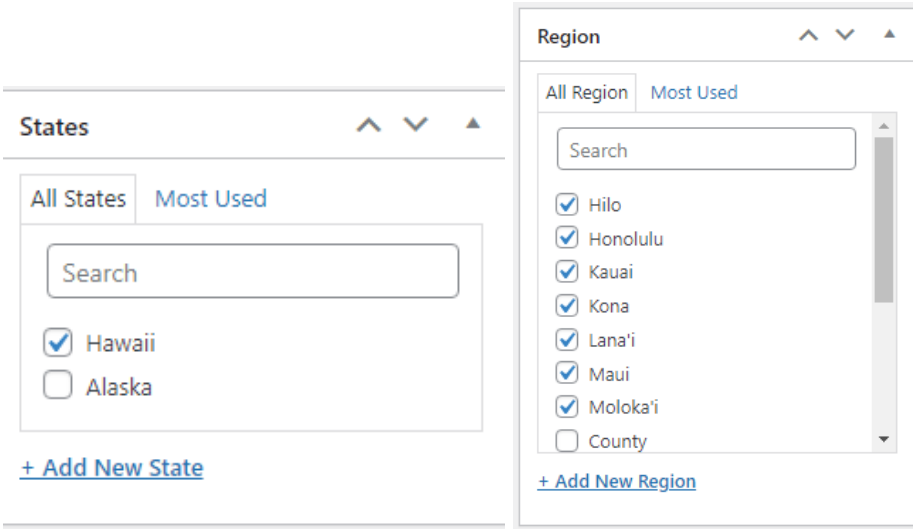


Card Preview example:

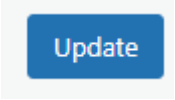
5) Next, on the right hand side search/ select the topics that this resource will be associated with.



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



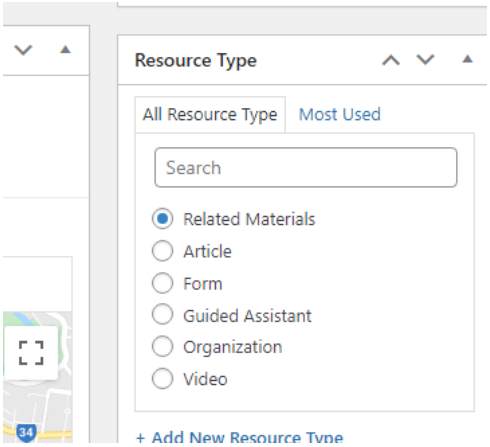
7) Once completed click the blue publish button at the top right of the page



Forms Resource:

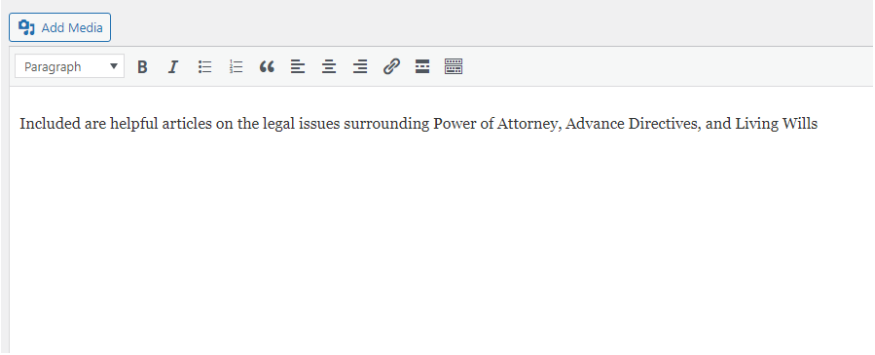
When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. Below are all the items that you will need to fill out for the Forms resource type.

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



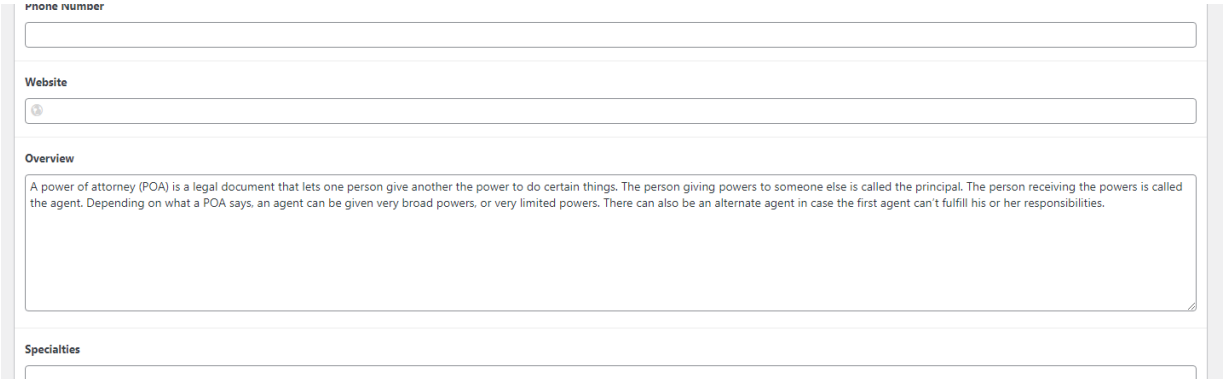
2) Next, You may add in the title of the resource at the top of the page

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.

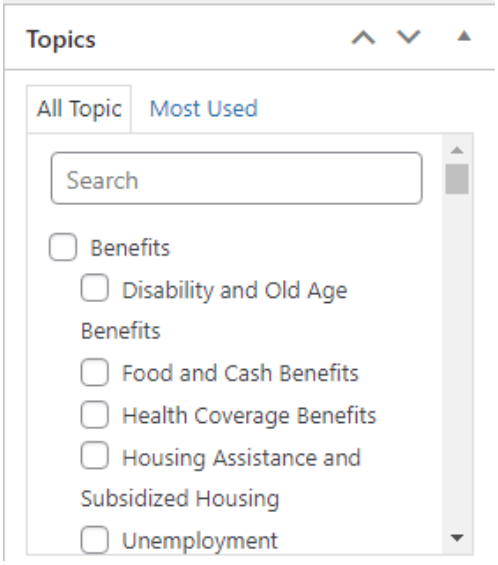


This text is what will be displayed on callouts within the parent pages:

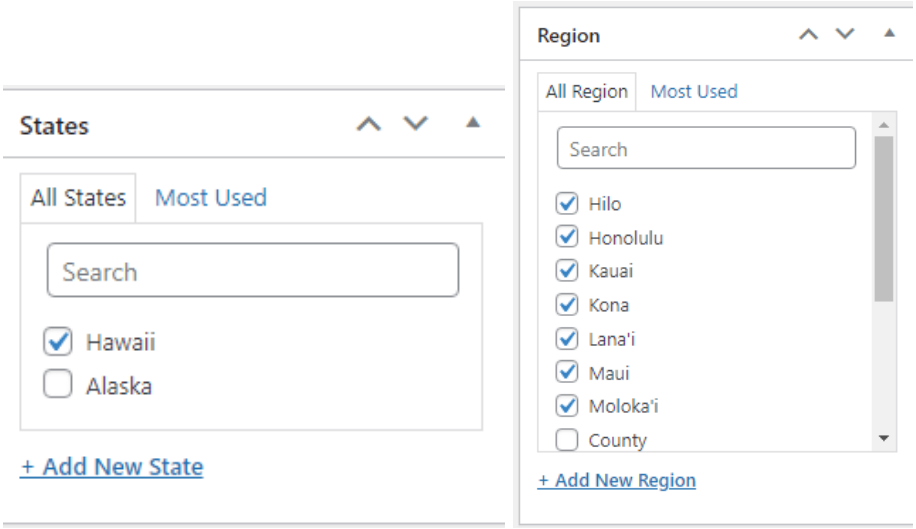
4) Next, if you scroll further down there will be an “Overview” section. Here you are able to add in more detail about the resource.



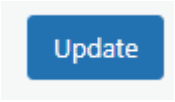
5) Next, on the right hand side search/ select the topics that this resource will be associated with.



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



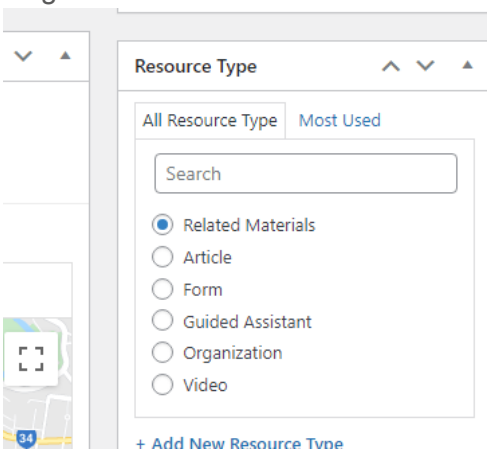
7) Once completed click the blue publish button at the top right of the page



Organization Resource:

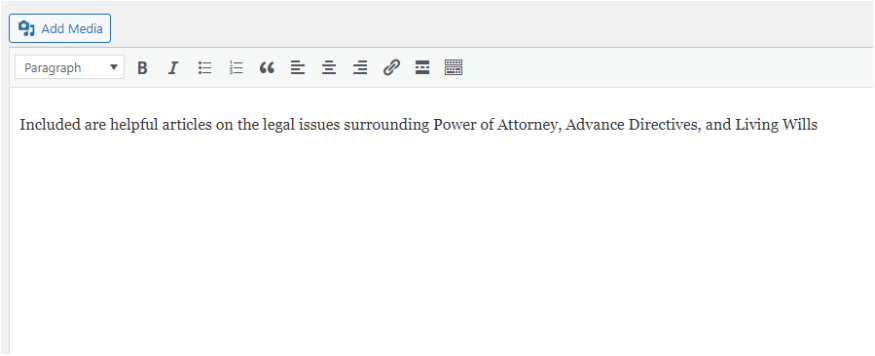
When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. That being said the Organization type uses most of the fields available on Wordpress. Below are all the items that you will need to fill out for the Organization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

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



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

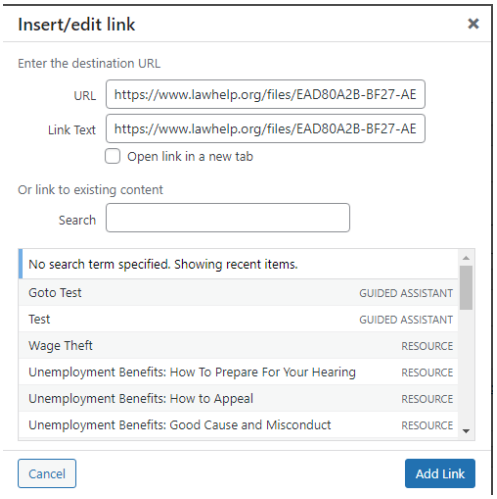
3) Afterwards, you may add in a brief description within the main WYSIWYG below the title section. This will populate directly below the title on the front end.



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

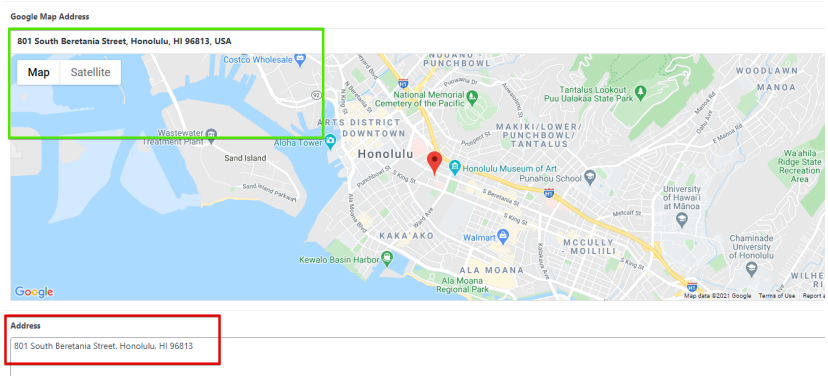
When you add in your resource link there will be a couple options available.
-URL
-Link Text (This can be thought of the text that the front end will see)
-Link to an existing page of WordPress

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

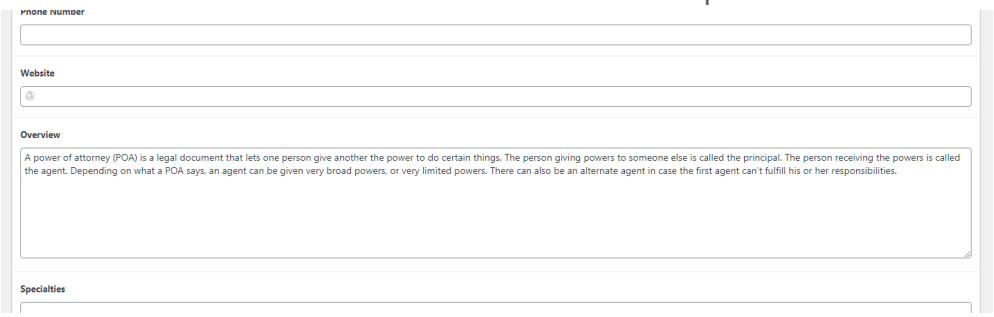
New clients are asked to call the Intake Hotline to determine eligibility for services. Eligible clients will receive legal advice through the Hotline and may be referred to the Hilo office for additional services based on available resources. Most clients with household incomes under 125% of the Federal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

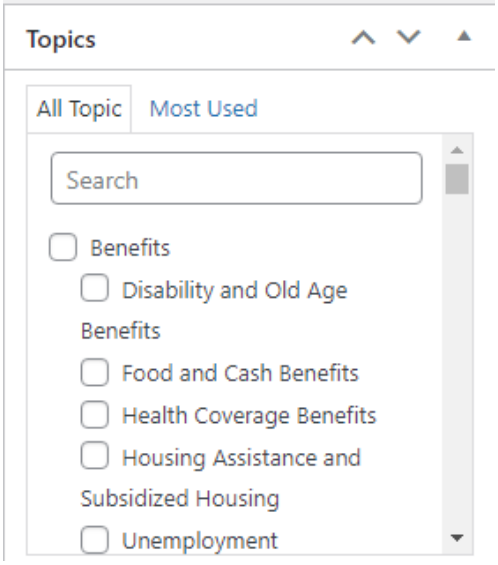
Specialties

Card Preview example:

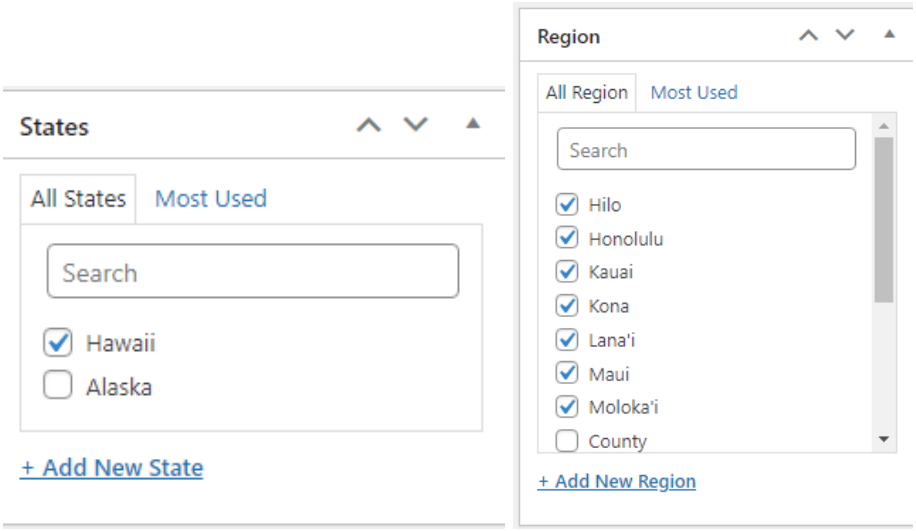
Health Coverage Benefits

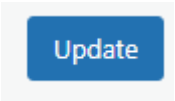
Included are helpful articles on the legal issues surrounding Health Coverage Benefits.

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



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

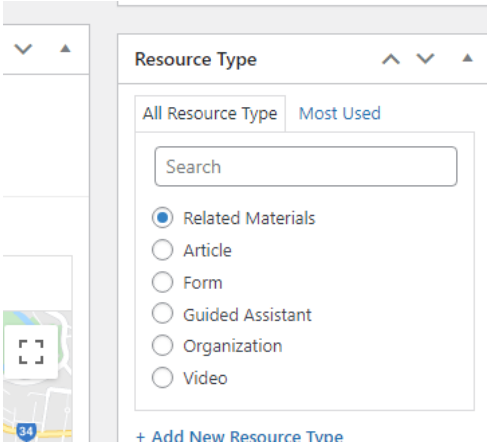


11) Once completed click the blue publish button at the top right of the page 

Video Resource:

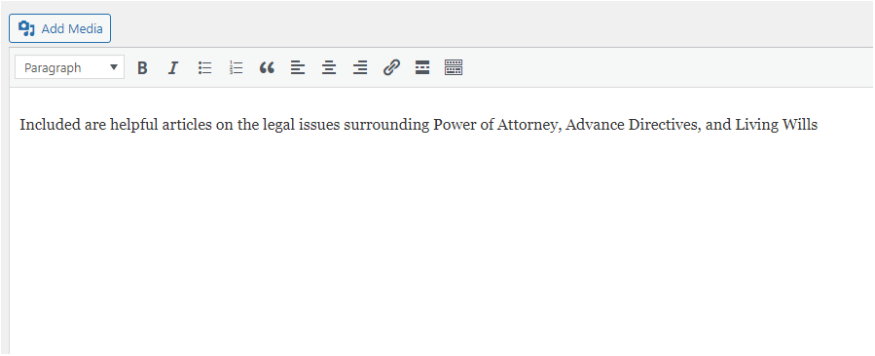
When adding in a Resource there are a lot of fields available for you to fill in. However, not all fields are meant for all resources types. Below are all the items that you will need to fill out for the Video resource type.

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



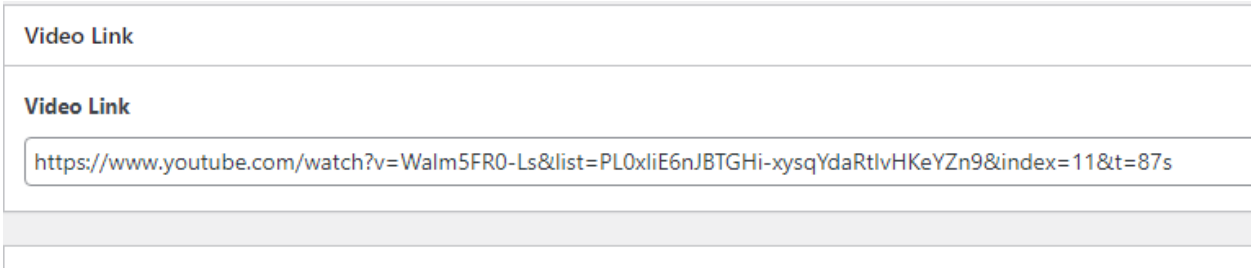
2) Next, You may add in the title of the resource at the top of the page

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.

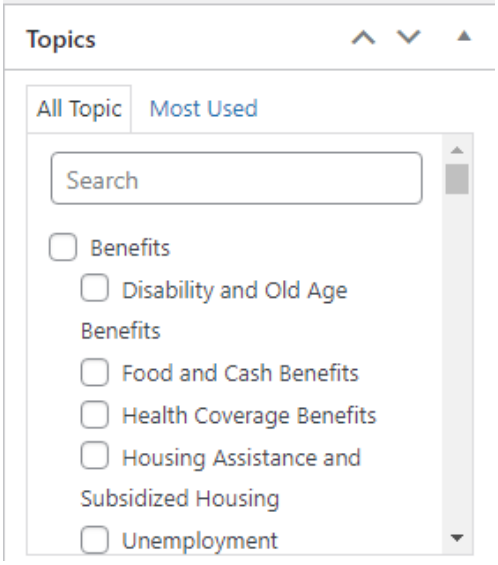


This text is what will be displayed on callouts within the parent pages:

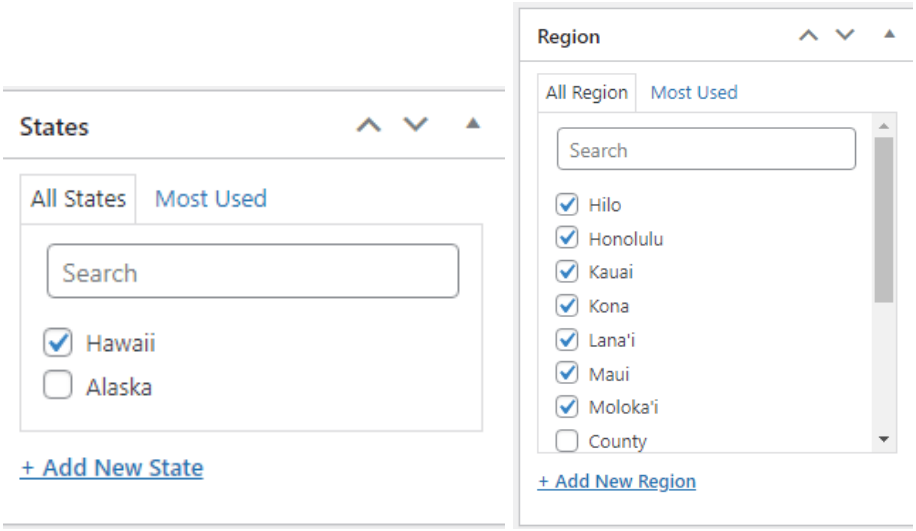
4) Within the “Video Link” section input the video URL.



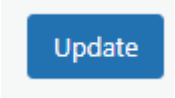
5) Next, on the right hand side search/ select the topics that this resource will be associated with.



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

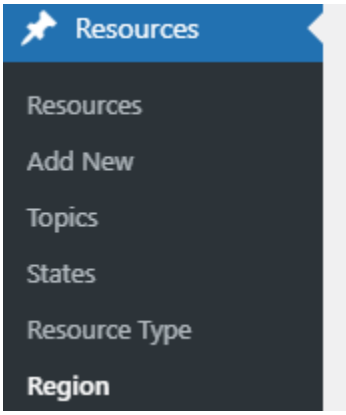


7) Once completed click the blue publish button at the top right of the page



Region

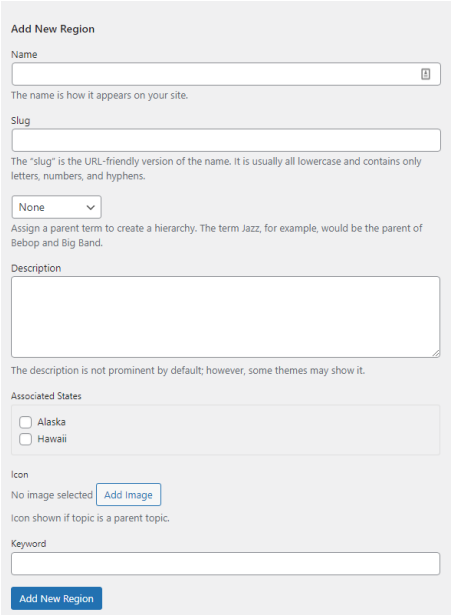
Most regions are already available, however, the area that regions are managed are within the Resources section under the Region section.



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.



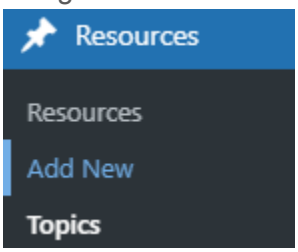
3) Add in the name of the region
4) From the drop down select the parent for the region (if needed). If no parent is associated this new region will be a parent.
5) Lastly, select which state(s) to associate

Topics (Resources and Guided Assistant)

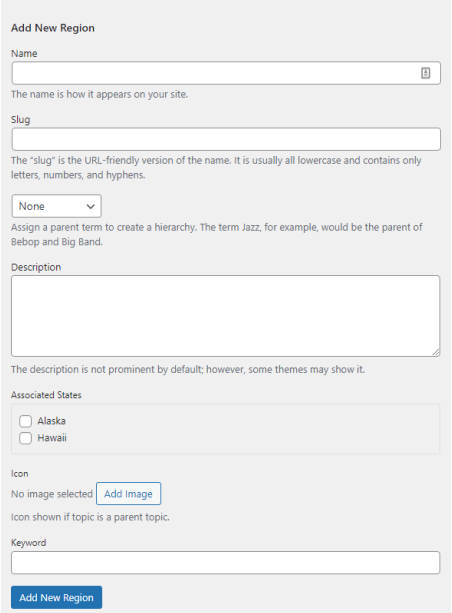
The Topics available and added within the resource section is also available in the Guided Assistant section. In other words, all topics are available sitewide and are mirrored between resources/ guided assistant.

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.

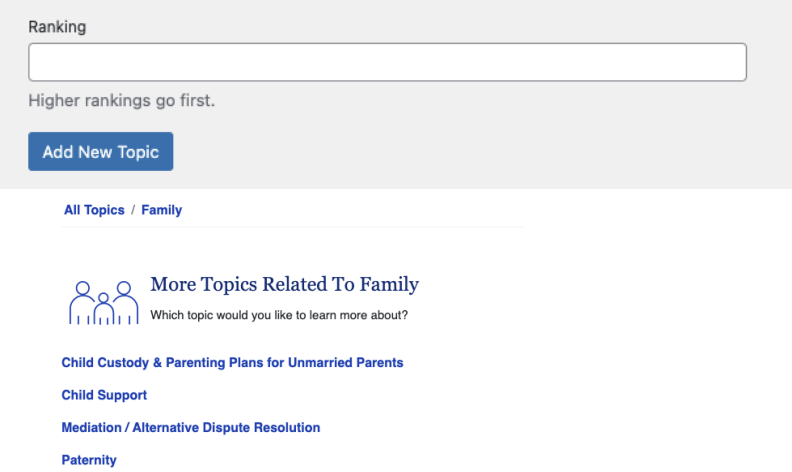


3) Add in the name of the Topic
4) Select what the parent topic for this new topic will be. If no parent is selected, this new parent will be a parent topic.
5) Add in a brief description
6) Select the associated state(s)
7) Next add in an SVG file type icon. This is mostly done for parent topics

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

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.

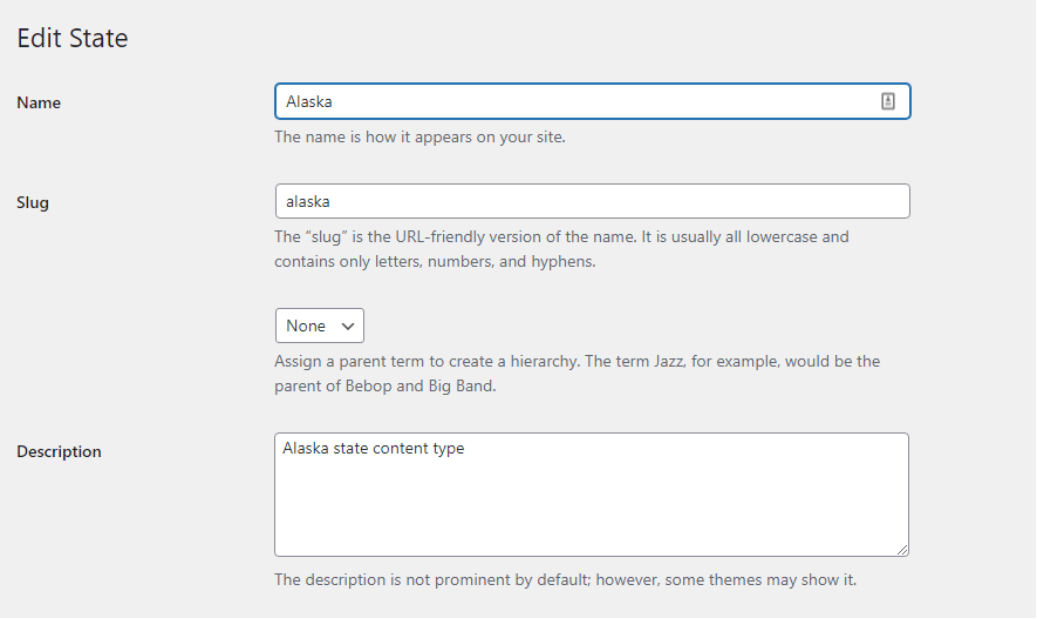


States (Resources and Guided Assistant)

The 2 states available are Alaska, but this can be added to.

To add a state follow these steps:

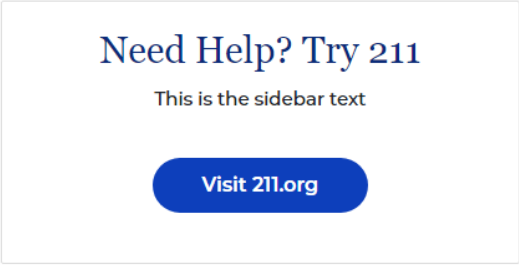
1) Navigate to Resources>> States
2) Next, on the left hand side add in the name of the state
3) Add in a brief description



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.

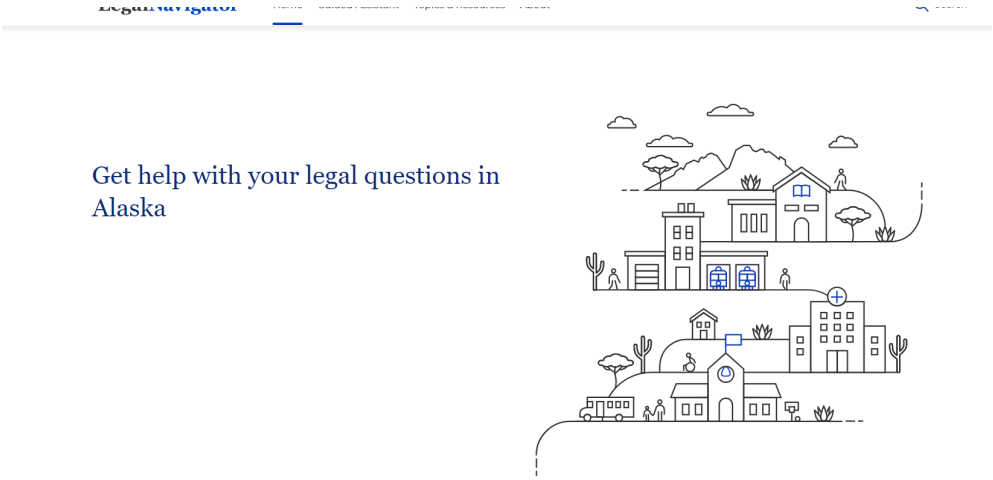


To create/ edit this section follow these steps:

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

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.

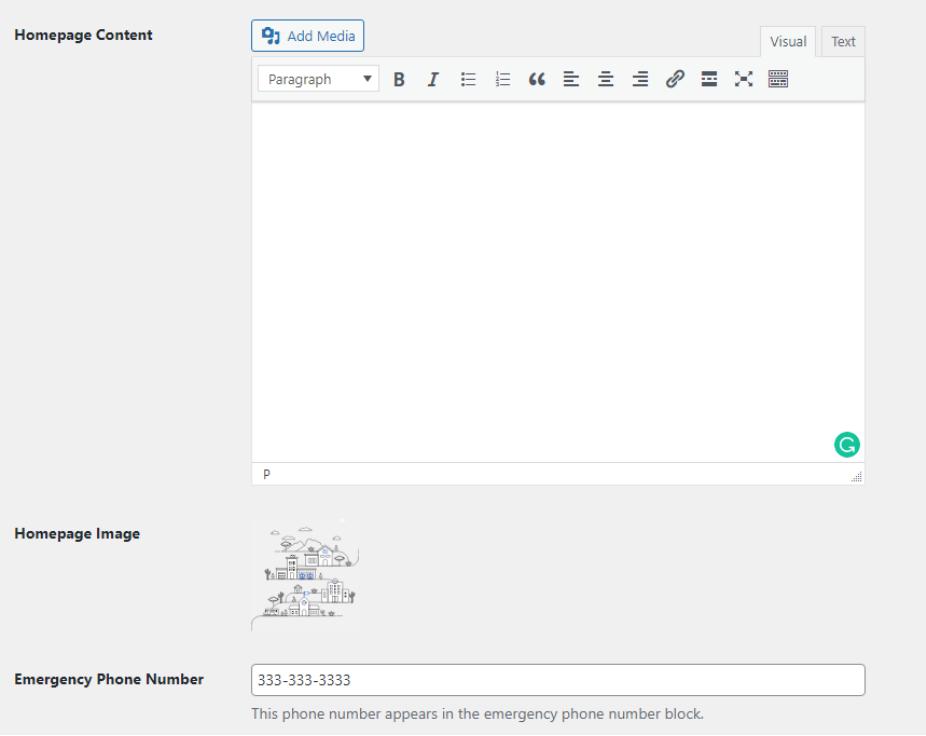
State Homepage:



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)



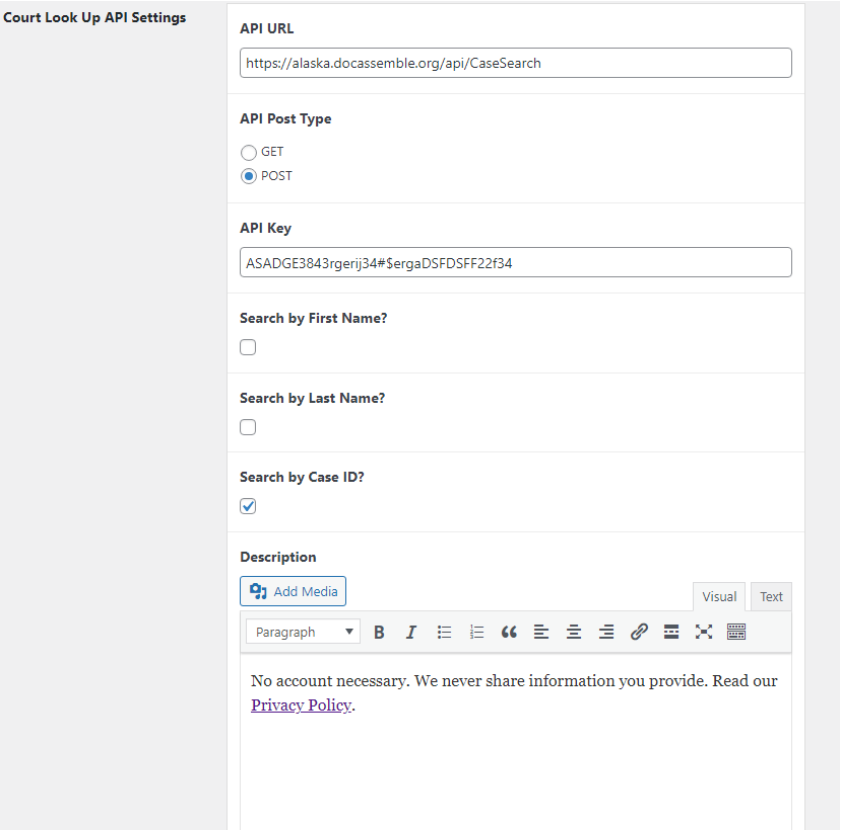
Court Look Up:

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 uo 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 you 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.

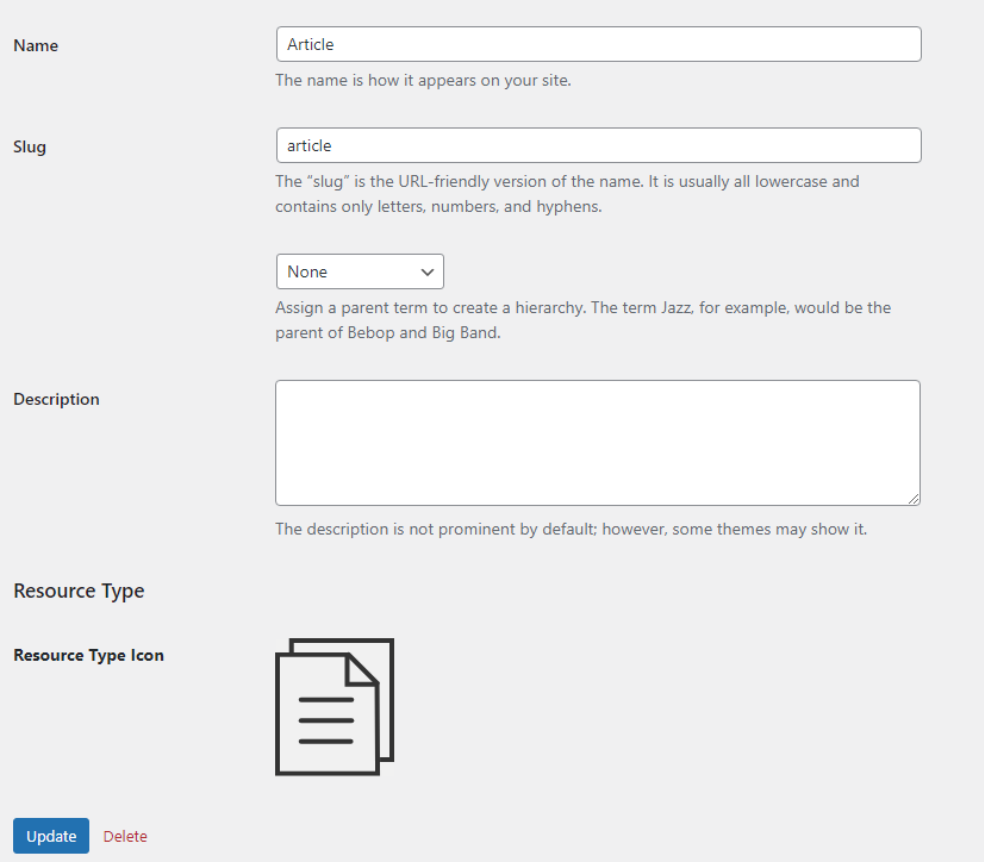


Resource Type (Resources and Guided Assistant)

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:

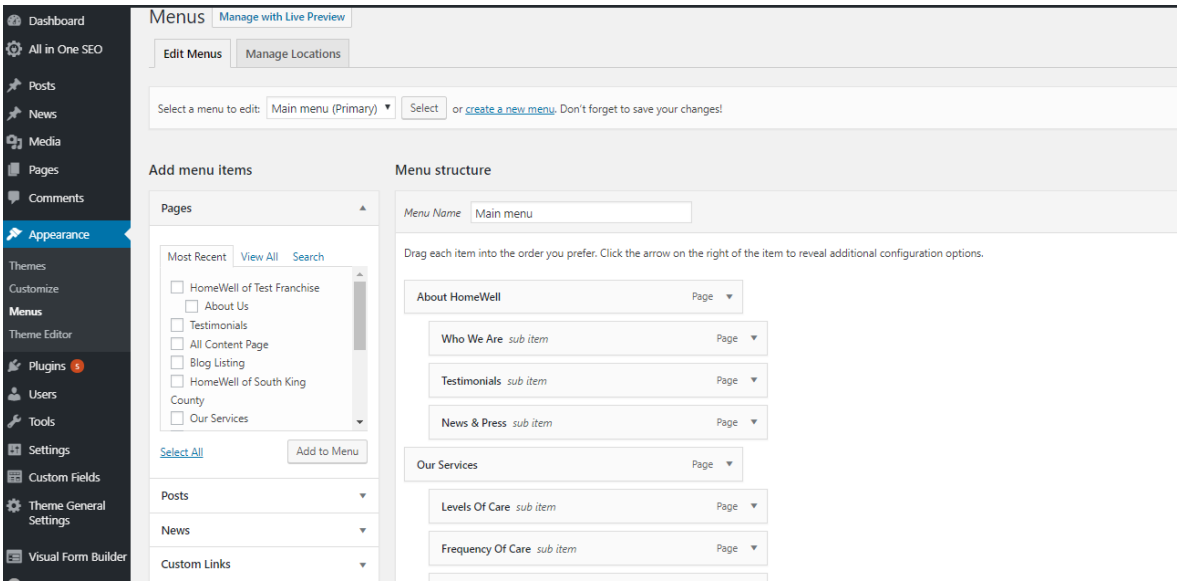
1) Navigate to Resources>> Resource Type
2) You will be brought to a new window that will allow you to create a new resource type on the left hand side. While, the right hand side shows you what resource types are available
3) On the left hand side, start by adding in the name of the resource type
4) 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



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



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

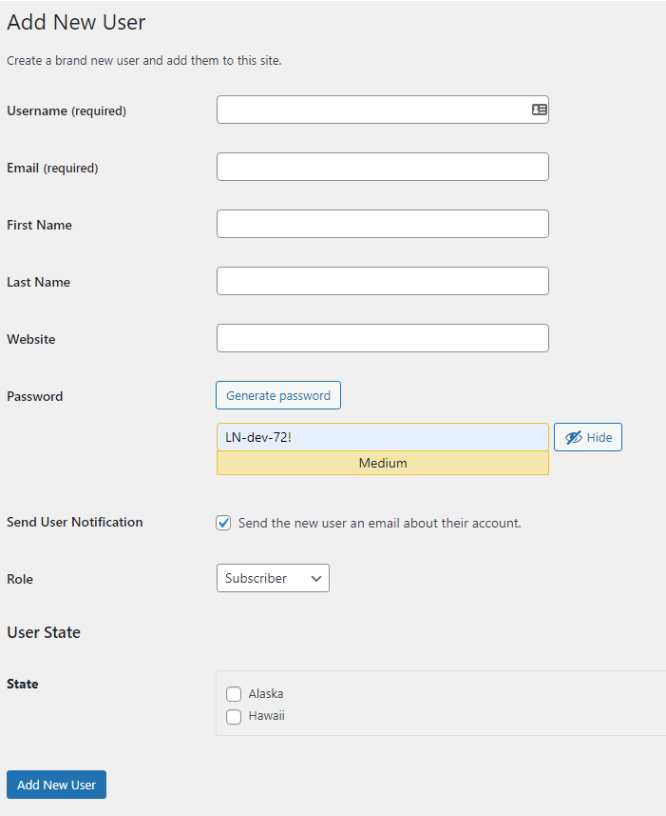
Users

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

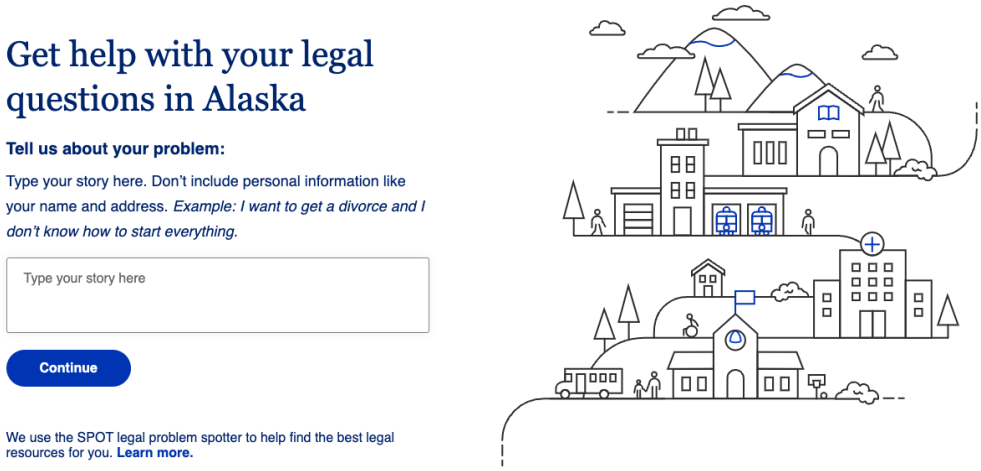
The main thing to note is that you can not adjust the Username once things are saved. Also, you are able to select which state content (Alaska or Hawaii) the user will have access to.

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.

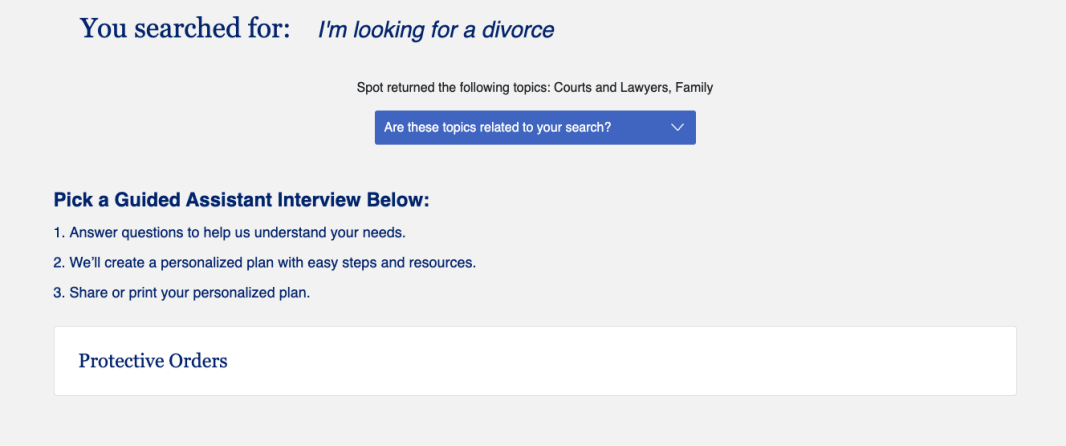


Homepage/ GA Redesign 2022

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.



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:



Browse available Guided Assistants

Custody & Parenting Plans for Unmarried Parents | Debt Collection | Divorce, Dissolution, and Legal Separation | Domestic Violence & Protective Orders

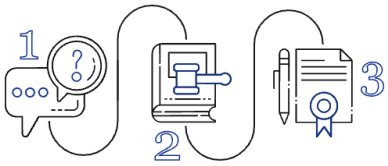
- Enforcing a Custody Order
- Changing a Custody Order
- Responding if Your Spouse Wants to Start, or Starts, a Custody Case
- Starting a Custody Case

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.**

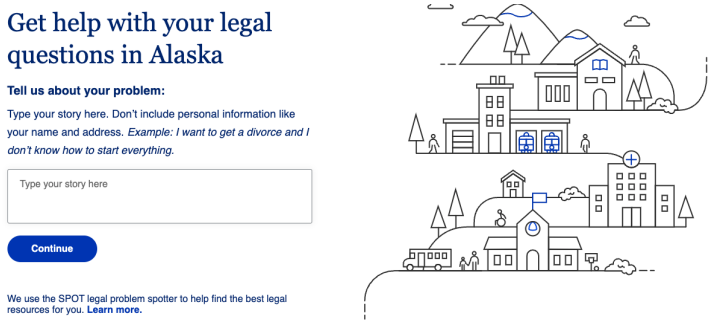
We also found some possible topics related to your search

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

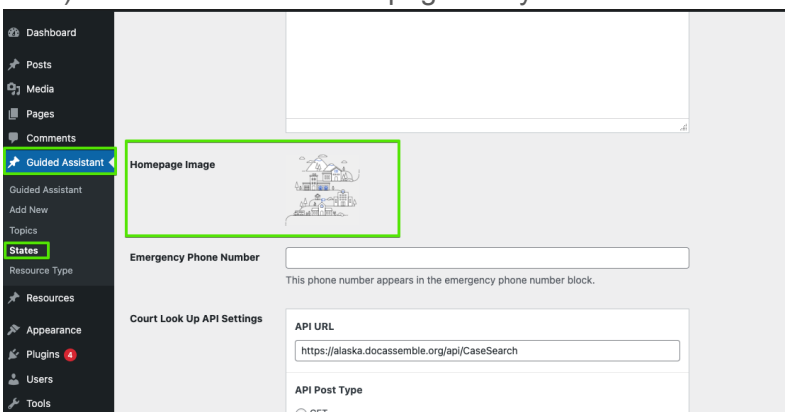
First, let's start with the top search portion of the homepage:

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



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



Selecting the Topics on the Homepage

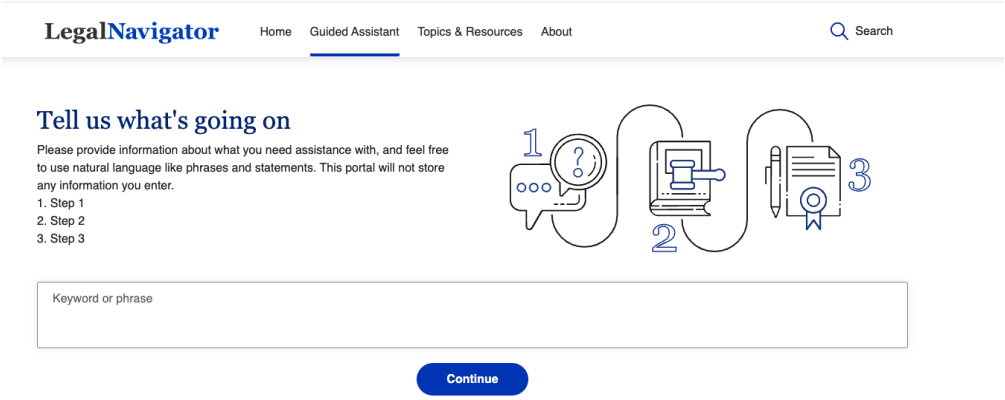
You have the ability to select the topics that show on the homepage (this will also show the first 3 topics selected within the global site search). These are ordered alphabetically and selected on a per state basis.

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

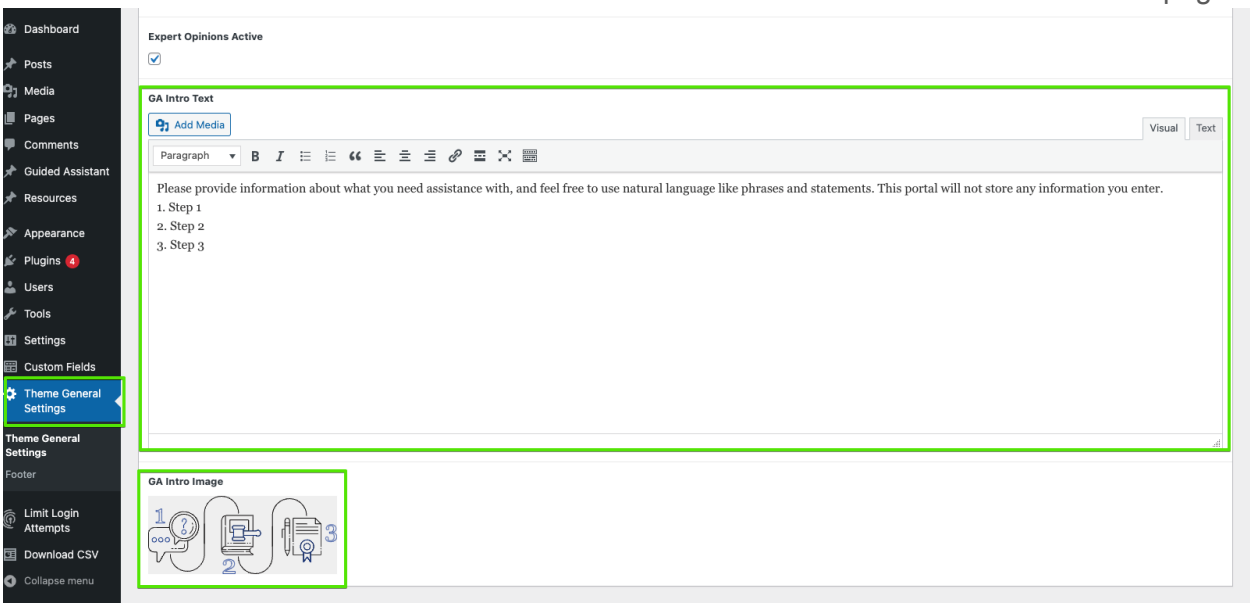
Let's start at the top of the Guided Assistant page.



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:

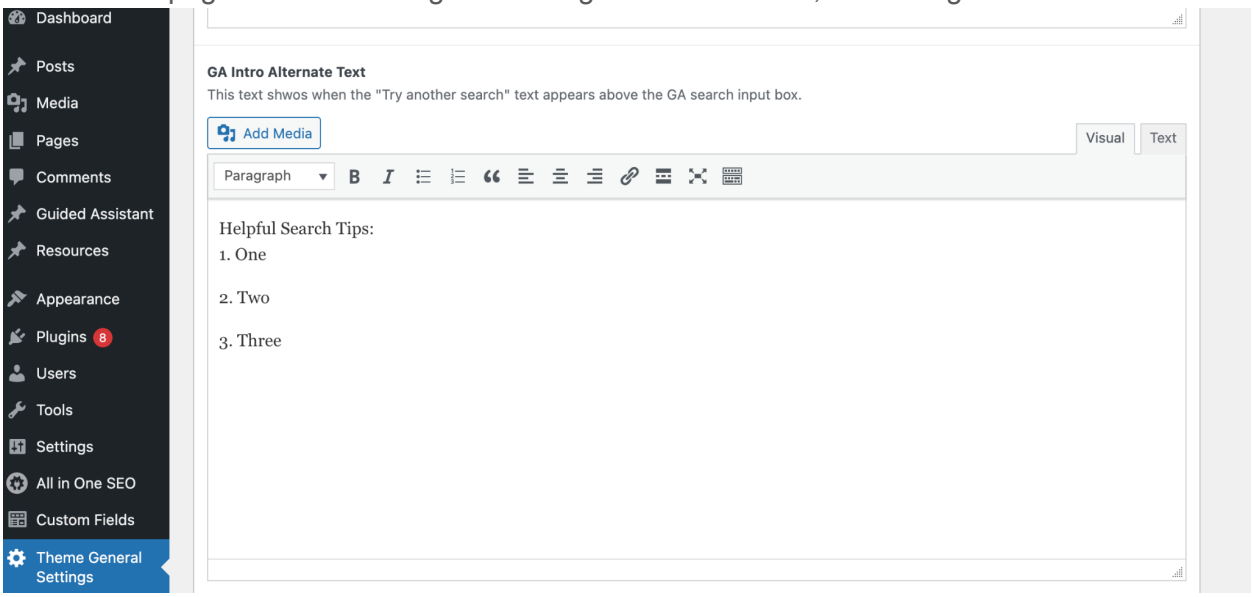
1) Navigate to **Theme General Settings**
2) Scroll slightly down the page
3) Here you will see a WYSIWYG to change the text
   Note: This text will also be seen when a GA search is made here or from the homepage



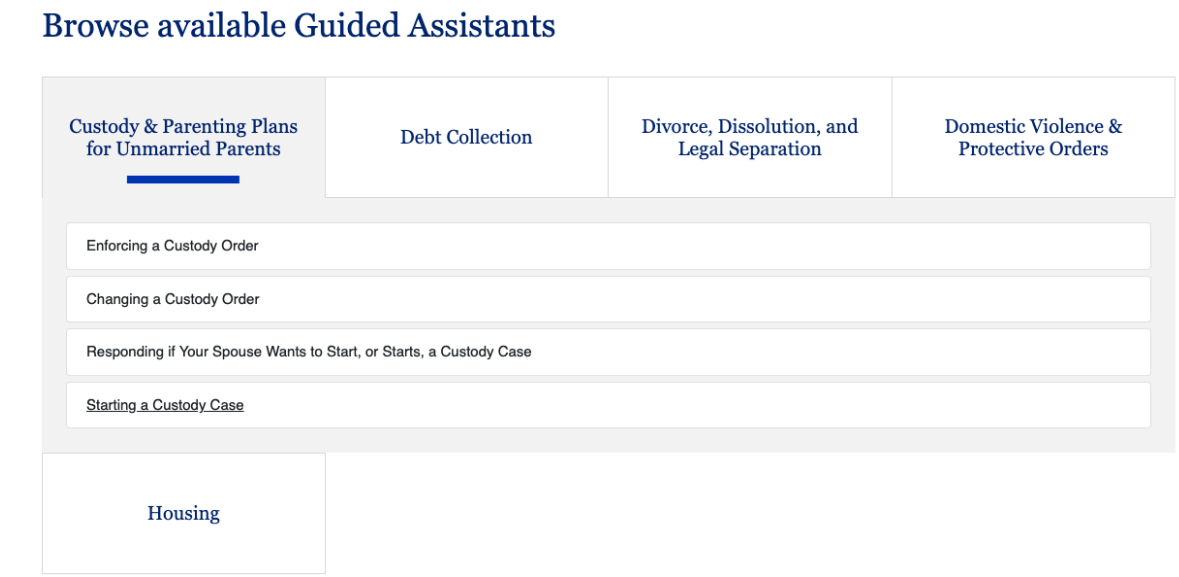
Related to this, within the Theme Settings, there is control to edit the “Try Another Search” text that is shown after a search is made for Guided Assistants.

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.



Browse Available Guided Assistants



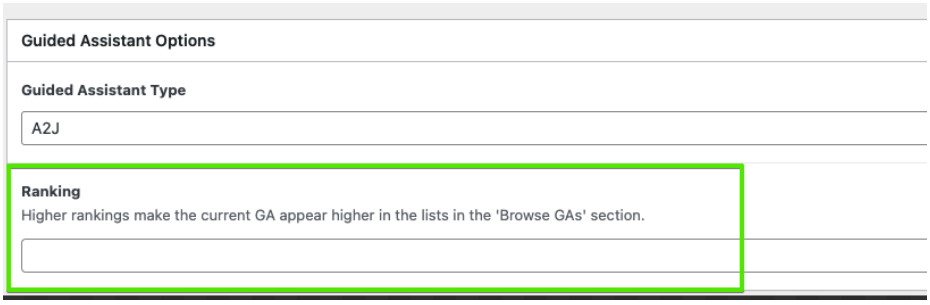
This section has two parts associated:

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**

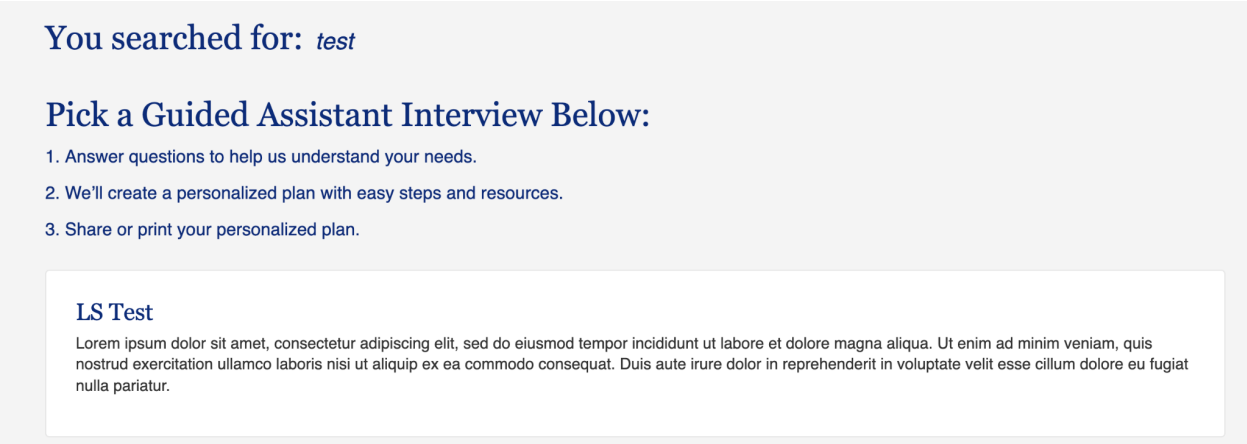


Note: The higher the number the higher the item will show in the listing. Also, if there GA is assigned to multiple topics it will mirror the ranking within each list.

Guided Assistant Search

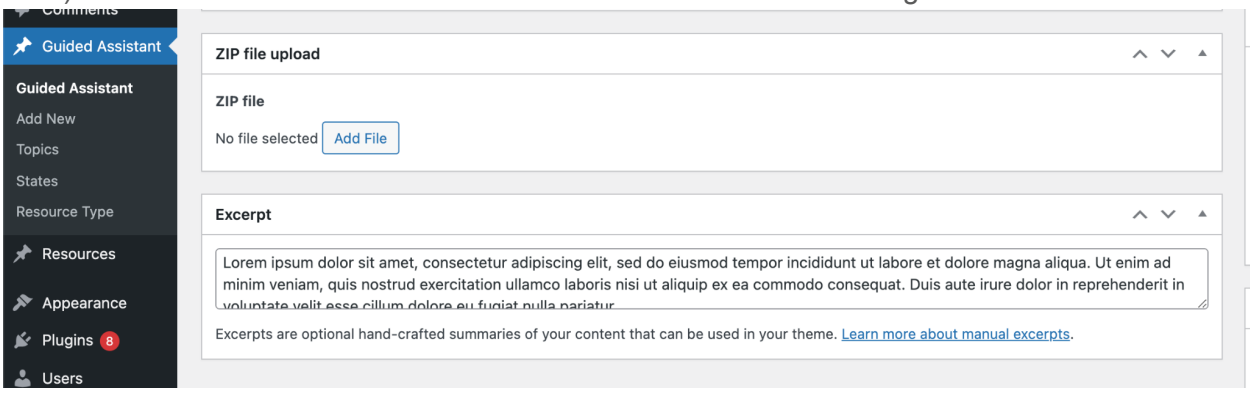
When creating a Guided Assistant there is an excerpt section that will be seen when someone searches through the Guided Assistant page or Homepage.

GA Search example:



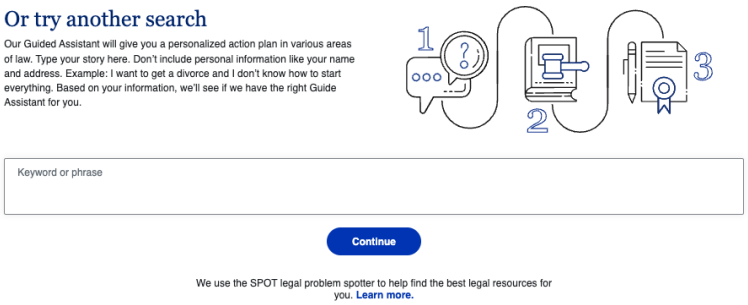
Here, you can see "LS Test" is showing the Guided Assistant title and excerpt. To add an excerpt to a Guided Assistant follow these steps:

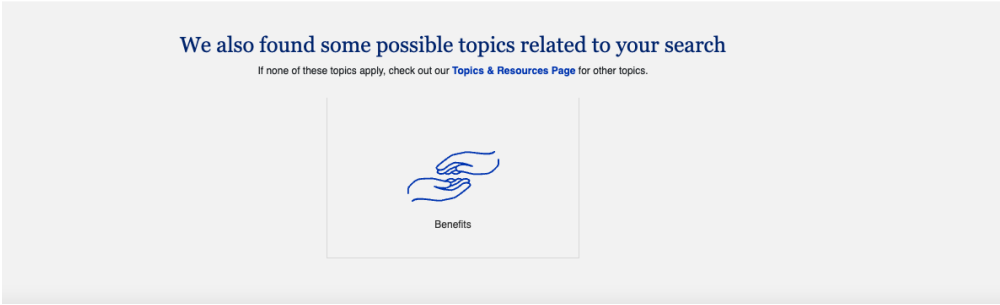
1) Navigate to Guided Assistant
2) Edit Guided Assistant
3) Scroll to the bottom of the editing panel
4) Add in the excerpt you wish to have
5) This text will show when a relevant Guided Assistant is showing for a Guided Assistant search



Topics showing on Guided Assistant Search:

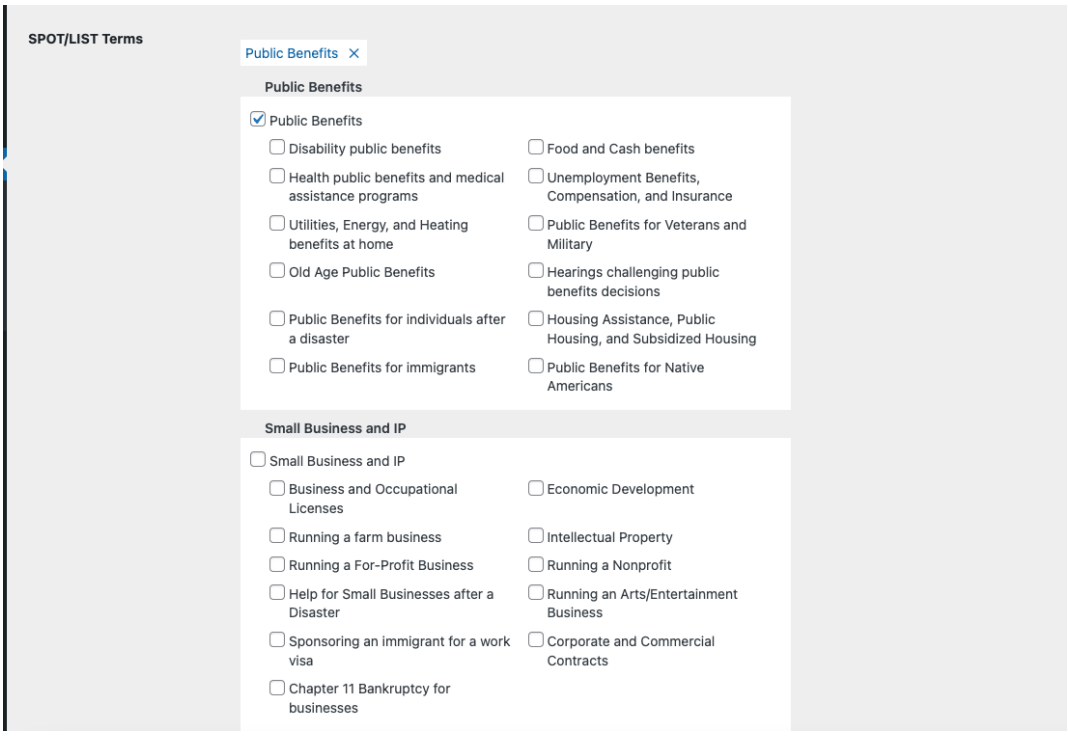
These are controlled by adding in your “Spot/ List Terms” when creating your topics.





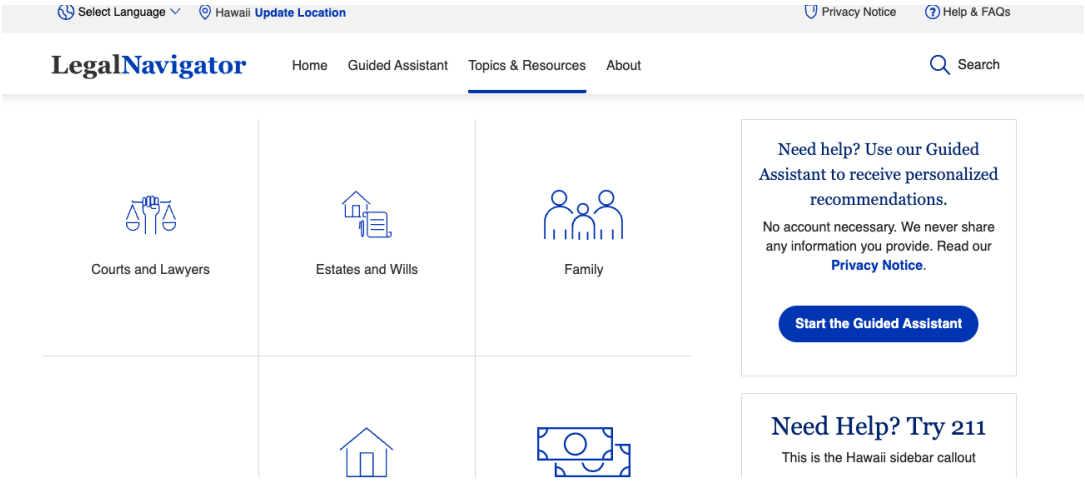
To add these in follow these steps:

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



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

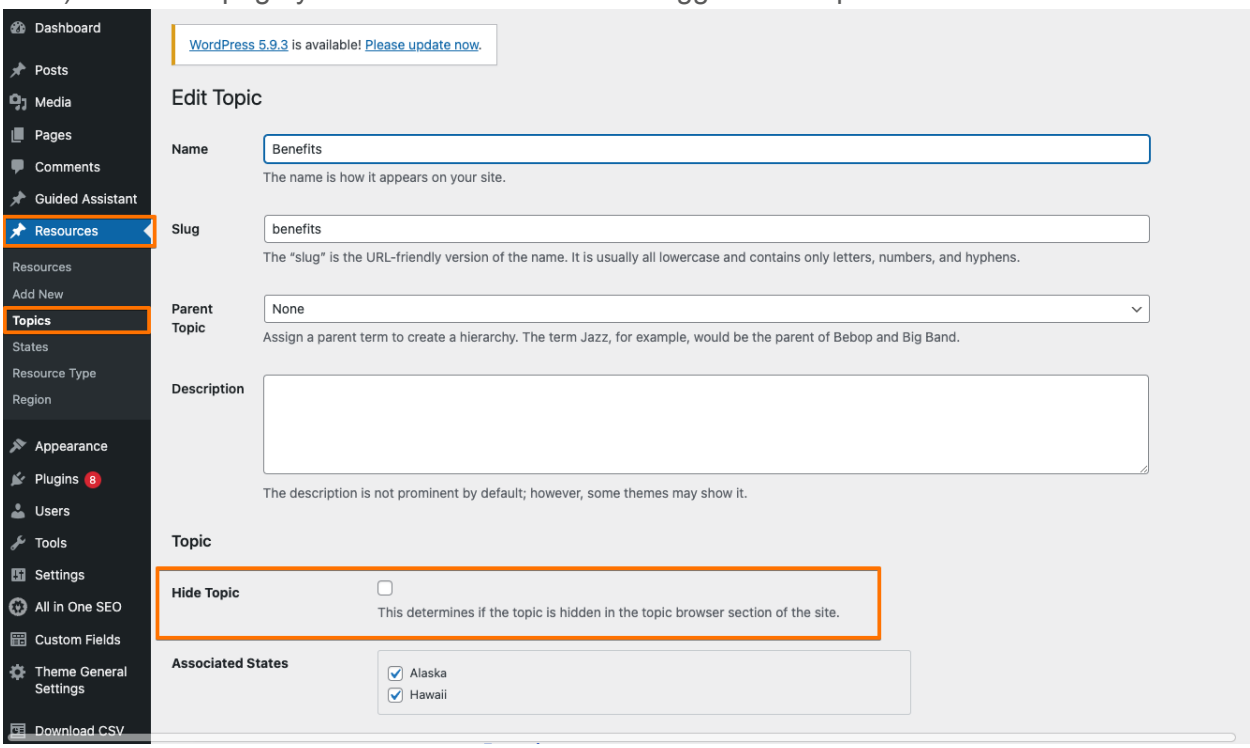
Topics Landing Page



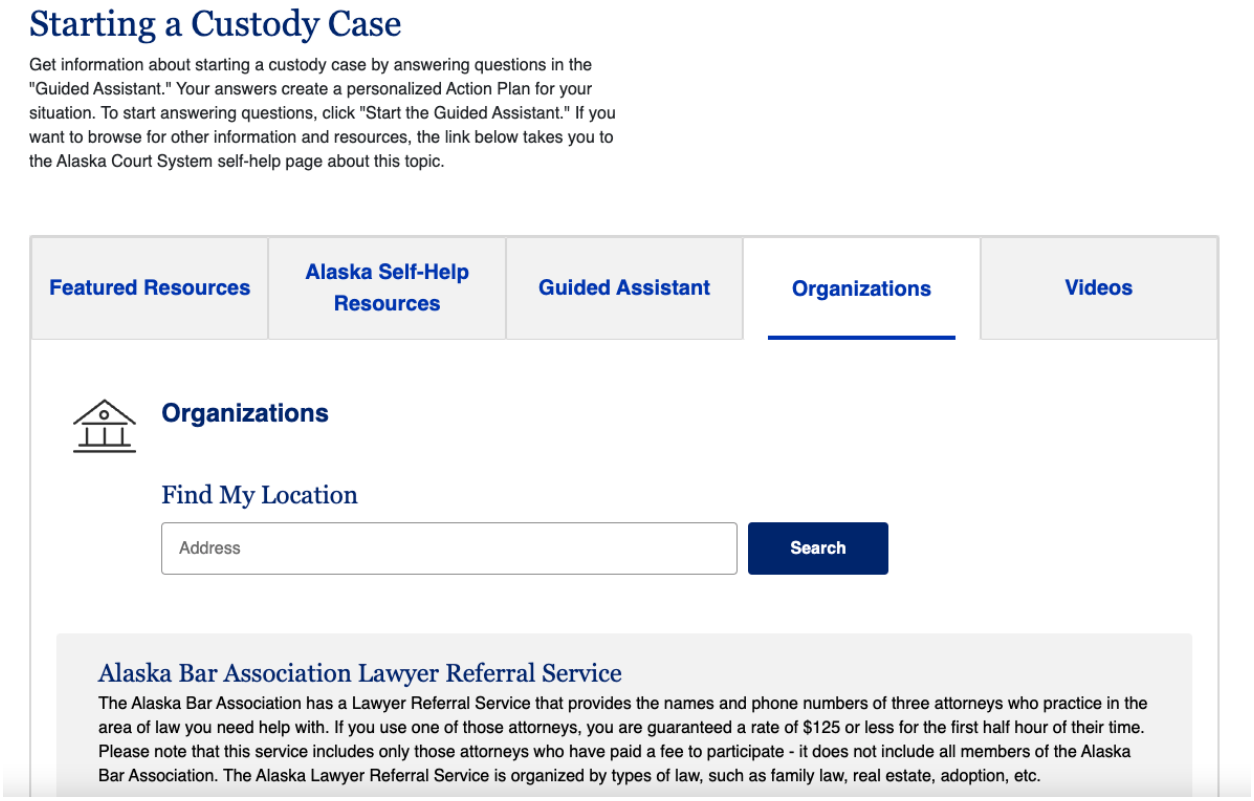
Now, you have the ability to completely hide a topic item from the front end. Note: this functionality may hide it from the front end but associated resources can still be found through search.

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



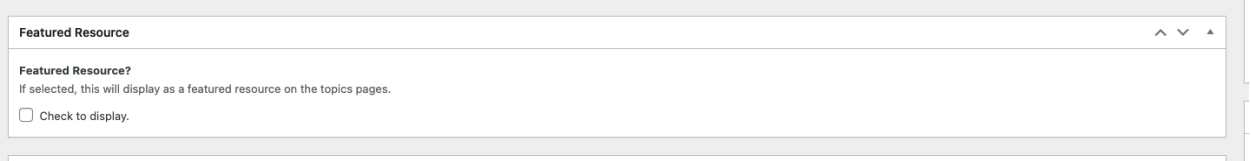
Topics/ Resources



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.

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

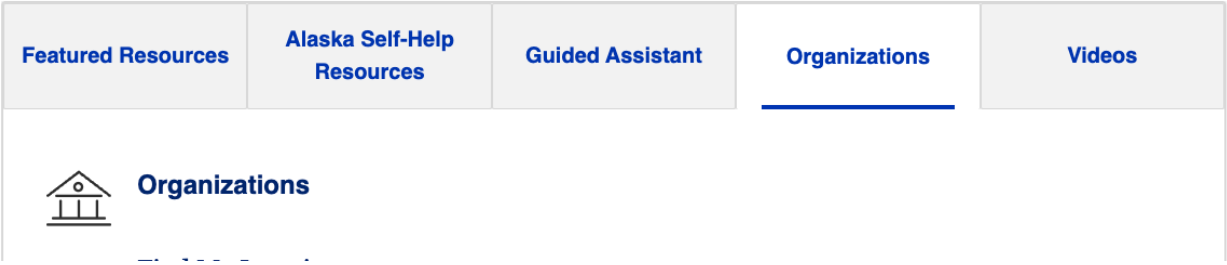
1) Navigate to the *Resources* section of WordPress
2) Within each resource there is now a new block to check/ uncheck to make it a featured resource



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

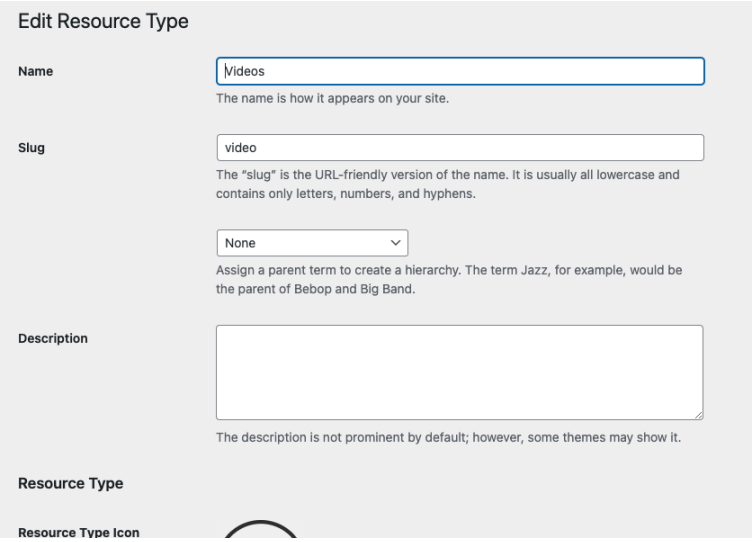
Resource Type Descriptions:

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



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

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

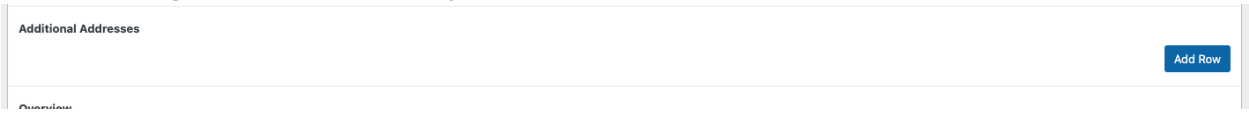


Multiple Locations for Organizations

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 Organiation information you will see an addition section:

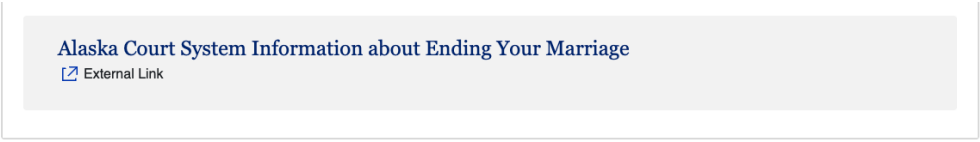


3) By clicking “Add Row” you are able to add in another organization address, phone number, and website.

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

Callout Box on Topics and Resource Page:

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

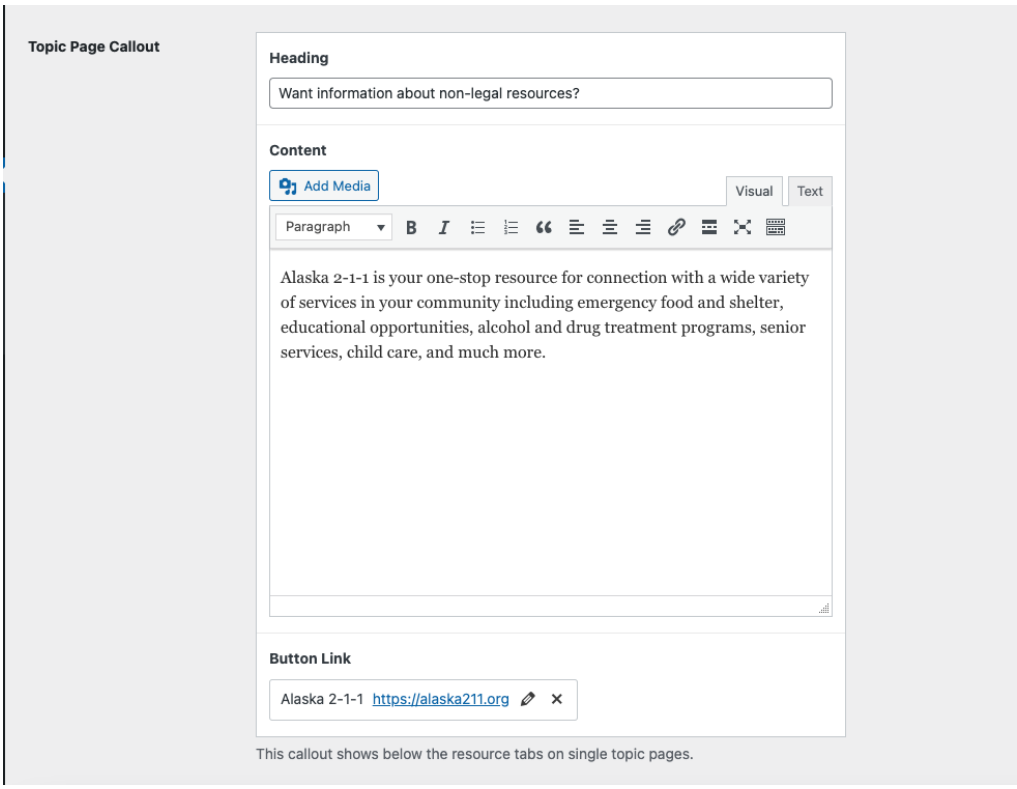


This is state specific so not every state needs to add this in if they don’t want to.

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.


Topic Page Callout
Heading
Want information about non-legal resources?
Content
Add Media
Visual
Text
Paragraph
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.
Button Link
Alaska 2-1-1 https://alaska211.org
This callout shows below the resource tabs on single topic pages.