



Havering Carepoint
Website Userguide

Dec 2015

acumendesign

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Structure of Content

Content Types

The content for the website is organised into two core areas:

- Care Services – Information on regulated and non regulated services
- Care Advice – Information and advice articles

The posttype Pages is only ever used for generic content.

Categories

Categories are used to sort and group content into different sections to make it easier for users to find relevant content.

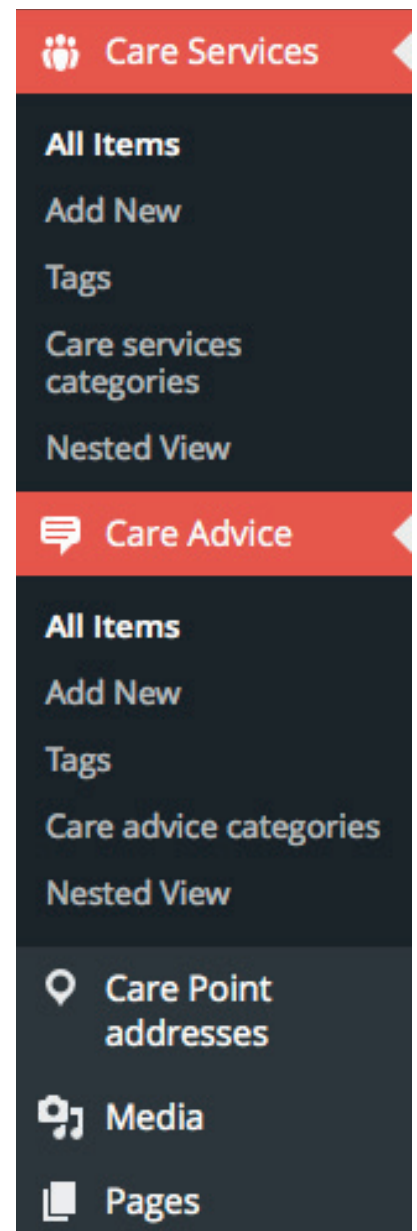
Care advice categories are for Care advice content and Care services categories are for Care services content.

Tags

Tags are a global feature in Wordpress which will allow users to filter content by common keywords.

Tags are both shared by Care Advice and Care Services

Tags appear on content pages and can also be found in the A to Z index.



Screen Options

The Screen Options pull down tab is located in the upper right corner of your Dashboard.

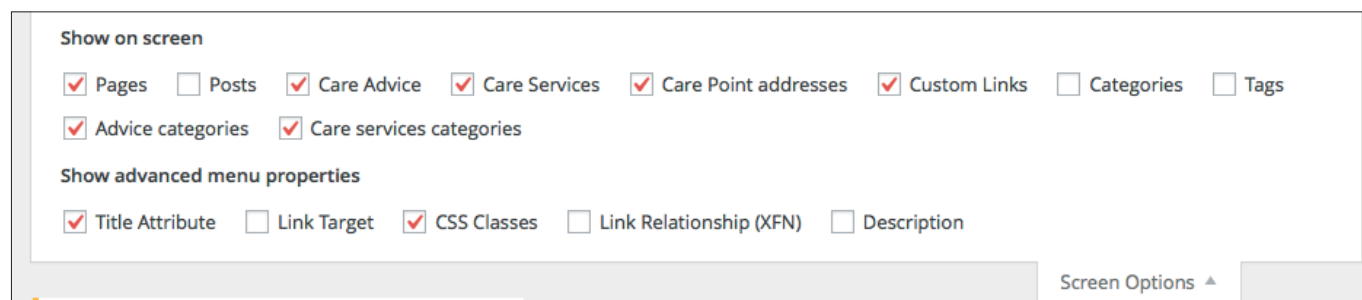
Most areas and plugins have their own screen options. It can be used to show/hide dashboard modules on some screens and show/hide columns on other screens.

When you click on Screen Options, it will drop down an area with a list of the different things currently available for that page/plugin, that you can show or hide. Uncheck a box to hide something and check it again to show it.

You can also change the number of columns for the modules. Most screens that have configurable modules have an option for one or two columns. Some pages will automatically show the number of the columns that fit within your browser.

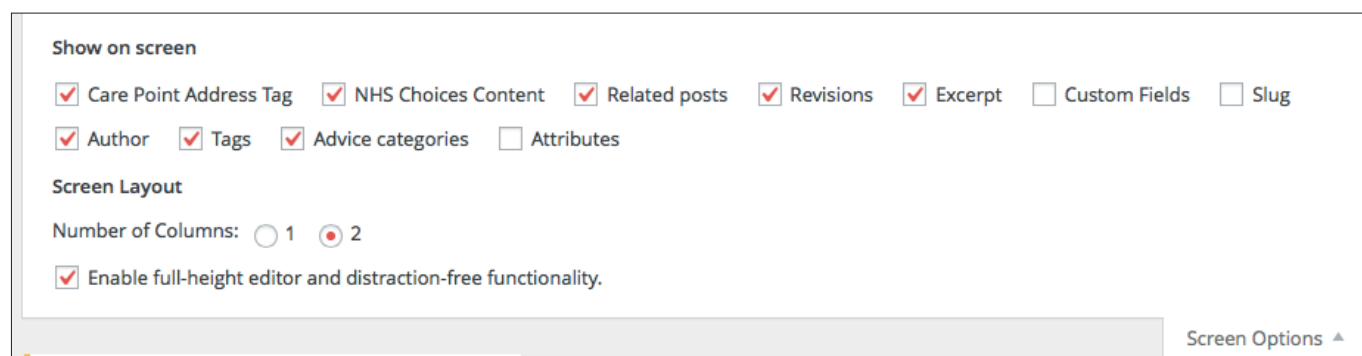
Here are examples of Screen Options to show/hide modules from a couple of areas:

Appearance > Menu



The screenshot shows the 'Screen Options' panel for the 'Appearance > Menu' screen. It contains two sections: 'Show on screen' and 'Show advanced menu properties'. In the 'Show on screen' section, the following options are checked: Pages, Care Advice, Care Services, Care Point addresses, Custom Links, Advice categories, and Care services categories. The options 'Posts', 'Categories', and 'Tags' are unchecked. In the 'Show advanced menu properties' section, 'Title Attribute' and 'CSS Classes' are checked, while 'Link Target', 'Link Relationship (XFN)', and 'Description' are unchecked. A 'Screen Options' tab with an upward arrow is located at the bottom right of the panel.

Care Advice Editor



The screenshot shows the 'Screen Options' panel for the 'Care Advice Editor' screen. It contains two sections: 'Show on screen' and 'Screen Layout'. In the 'Show on screen' section, the following options are checked: Care Point Address Tag, NHS Choices Content, Related posts, Revisions, Excerpt, Author, Tags, and Advice categories. The options 'Custom Fields' and 'Slug' are unchecked. In the 'Screen Layout' section, 'Number of Columns' is set to 2 (indicated by a selected radio button), and 'Enable full-height editor and distraction-free functionality' is checked. A 'Screen Options' tab with an upward arrow is located at the bottom right of the panel.

Please note, that these settings are on a per user basis. If you cannot see an option that another user has, please visit the screen options tab to activate that said option.

Homepage Content

Below is an overview of the main customisable areas on the homepage:

- Homepage Carousel
- Intro text & splash box
- Homepage category boxes
- Care Point location Addresses

The screenshot shows the Care Point homepage layout. At the top is the Care Point logo and navigation links. Below is a carousel with a winter-themed image and text. The main content area includes a welcome message, a safeguarding alert, and four category boxes. A contact bar and footer with partner logos are at the bottom. Annotations in white boxes identify key sections: 'Homepage carousel', 'Intro text & Splash box', and 'Homepage Category blocks'.

Care Point
Information & guidance service

Contact Us A to Z

Care for others Care for yourself General advice & information Care services directory

Stay well this winter
We want to help protect you and those you care for.
[READ MORE](#)

Homepage carousel

Welcome to Care Point
Welcome to the Havering Care Point website. There is a wide variety of information on the website that is designed to help you find the care and support services that you need. 'Care and support' is the term used to describe the help some adults need to live as well as possible with any illness or disability they may have. It can include help with things like getting out of bed, washing, dressing, getting to work, for families and being part of the support at a time of difficulty and stress, helping people who are caring for an adult family member or friend or even giving others a lift to a social event.

Safeguarding
Worried someone is being badly treated? Learn what you can do.
[READ NOW](#)

Intro text & Splash box

Homepage Category blocks

Care for yourself information Care services directory

Get in touch with us on: **01708 776770** or online [Feedback Forms](#)

Carepoint Romford
Care Point Family Mosaic, 1st Floor Holgate House, 6 Holgate Court, Western Road, Romford, RM1 3JS
Tel: 01708 776 770
Email: carepoint@familymosaic.co.uk

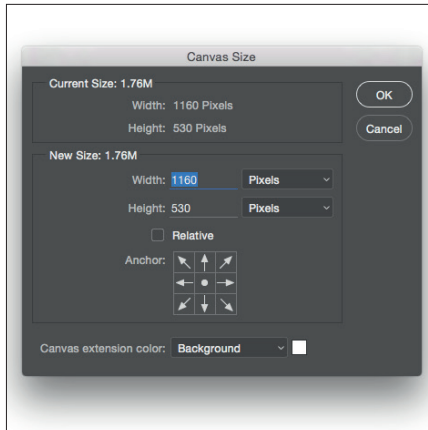
Our partners:

Care Point location Addresses

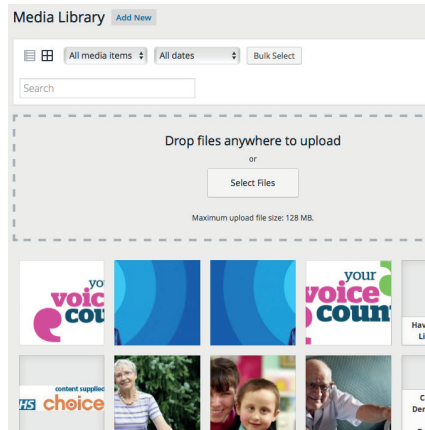
[About Care Point](#) [Privacy Policy](#) [Disclaimer](#) [Cookies Policy](#) [Accessibility](#)

Homepage Content

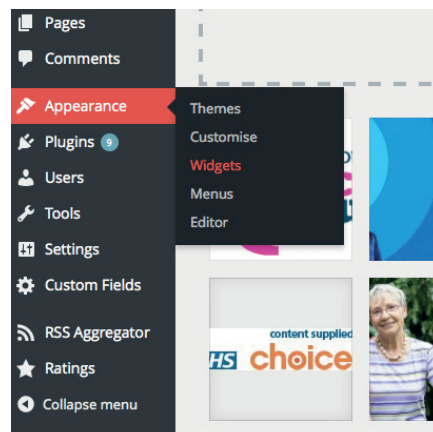
Adding a slide to the homepage carousel



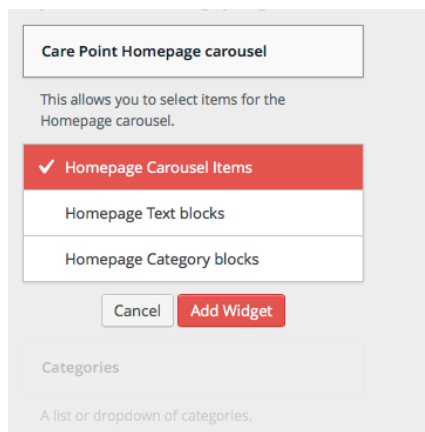
1. Prepare your image to a size of 1160 x 530 px



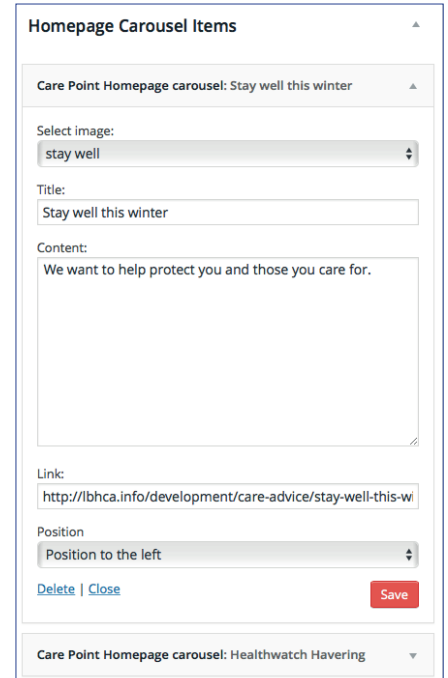
2. Upload image to the media library



3. Go to manage widgets in Appearance > Widgets



4. Select / Drag to Homepage Carousel Items



5. In the widget area, select the image from the dropdown. Add required title and/or content. Adding a link will display a clickable button. The position of the box can be moved left or right of the slide

Ensure to click 'Save' to make all your changes live.

Homepage Content

Updating the intro text paragraph and splash box

1. Go to manage widgets in Appearance > Widgets
2. Select Homepage text block on the RHS
3. Update text content
4. Update splash box content

The screenshot displays the WordPress 'Appearance > Widgets' interface. On the left, a list of available widgets includes 'Homepage Text blocks'. On the right, the 'Homepage Text blocks' configuration panel is active, showing two widget instances: 'CPT Textbox Widget: Welcome to Care Point' and 'CPT Textbox Widget: Safeguarding'.

Homepage Text blocks

CPT Textbox Widget: Welcome to Care Point

Title: Welcome to Care Point

Content: Welcome to the Havering Care Point website. There is a wide variety of information on the website that is designed to help you find the care and support services that you need. 'Care and support' is the term used to describe the help some adults need to live as well as possible with any illness or disability they may have. It can include help with things like getting out of bed, washing, dressing, getting to work, cooking meals, eating, seeing friends, caring for families and being part of the community. It might also include emotional

Content Style: Text block

Button Link:

[Delete](#) | [Close](#) [Save](#)

CPT Textbox Widget: Safeguarding

Title: Safeguarding

Content: Worried someone is being badly treated? Learn what you can do.

Content Style: Text Panel

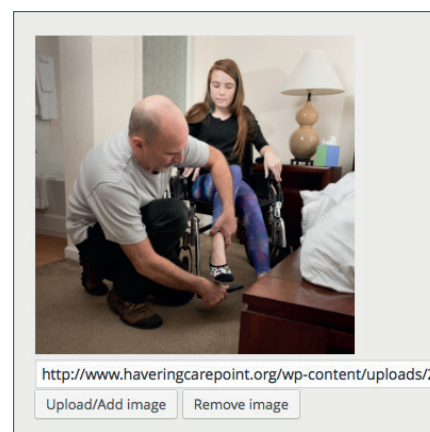
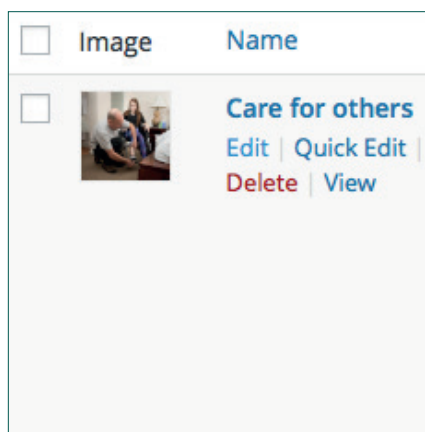
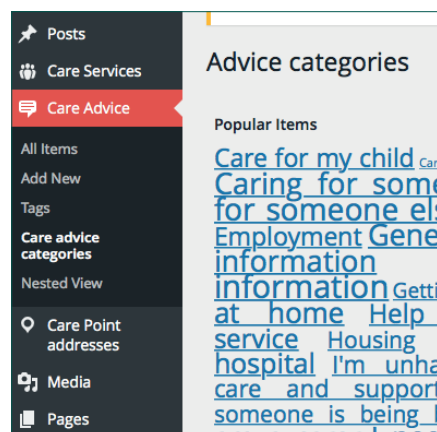
Button Link: <http://www.link.co.uk>

[Delete](#) | [Close](#) [Save](#)

Homepage Content

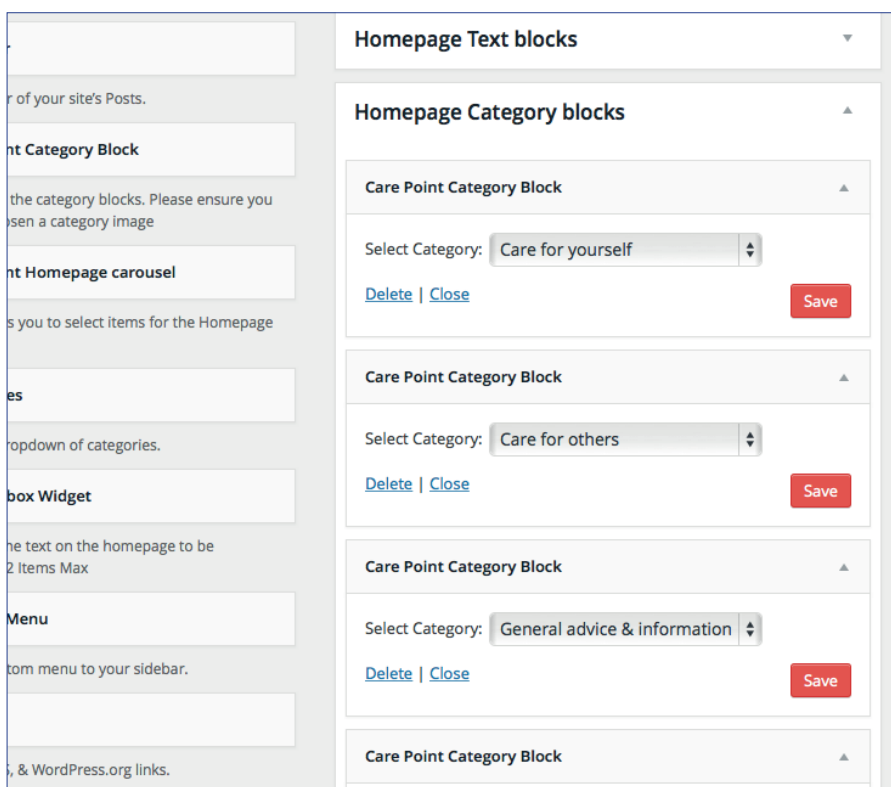
Controlling the 4 homepage boxes

Each top level category has been given an image.
To edit this image:



1. Go to Care Advice > Care advice categories
or
Care Services > Care services categories
2. Select the category who's image you wish to change
3. Select Upload / Add image. Click update to save changes.
The image will automatically update.

4. To control the homepage blocks go to, Appearance > Widgets.
Inside Homepage Category blocks, you can order the individual blocks.
There should be 4 blocks in this area at all times.



Homepage Content

Care Point footer addresses

To add a new address to the footer of Care Point:

1. Goto Care Point Addresses
2. Add new
3. Enter the details into their appropriate fields
4. To show the address on the footer ensure to tick the last box

A maximum of 4 address can be displayed at one time.

The screenshot shows the WordPress admin dashboard for 'Care Point'. The left sidebar contains navigation links: Dashboard, Posts, Care Services, Care Advice, Care Point addresses (highlighted), All Items, Add New, Media, Pages, Comments, Appearance, Plugins (10), Users, Tools, Settings, Custom Fields, RSS Aggregator, Ratings, and Collapse menu. The main content area is titled 'Edit Item' with a sub-header 'Carepoint Romford'. Below this is a 'Permalink' field with the URL 'http://www.haveringcarepoint.org/carepoint-addresses/carepoint-romford/'. The form contains several text input fields: 'Address line 1' (Care Point Family Mosaic), 'Address line 2' (1st Floor Holgate House), 'Address line 3' (6 Holgate Court, Western Road), 'Post Code' (Romford, RM1 3JS), 'Tel' (01708 776 770), and 'Email' (carepoint@familymosaic.co.uk). At the bottom, there is a 'Show on footer' section with a checkbox that is checked. The right sidebar shows the 'Publish' status as 'Published' with an 'Edit' link, and a 'Published on' date of '26 Nov 2015 @ 17:19'. There are also 'Move to Bin' and 'Update' buttons.

Display addresses on article pages

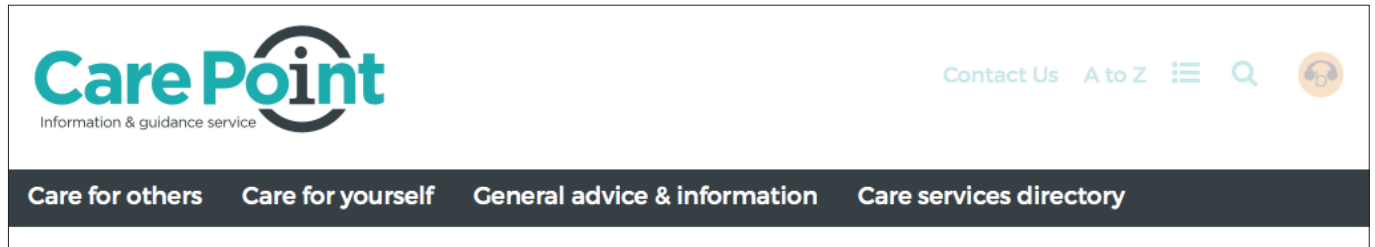
To display an address at the end of a article, you can use the Address Link dropdown when editing.

The screenshot shows a dropdown menu titled 'Address link'. The dropdown is open, displaying a list of addresses. The selected address is 'Carepoint Romford'. The dropdown menu has a search icon and a close button.

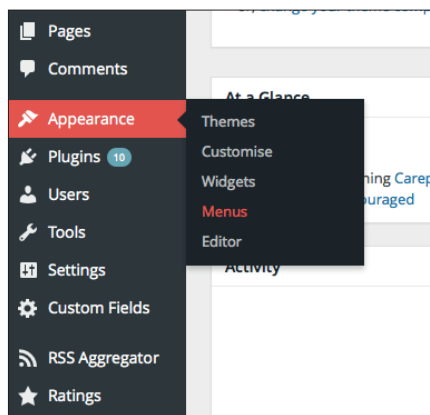
Adding and managing content

Adding items to the main menu

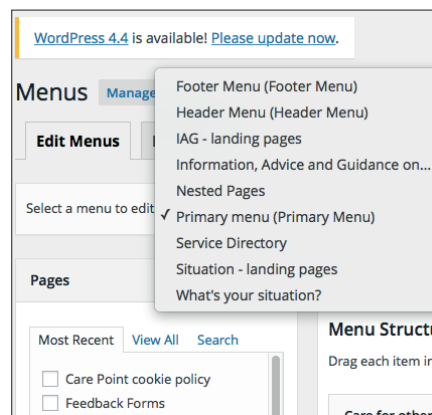
The main menu is the persistent menu that appears on the website.



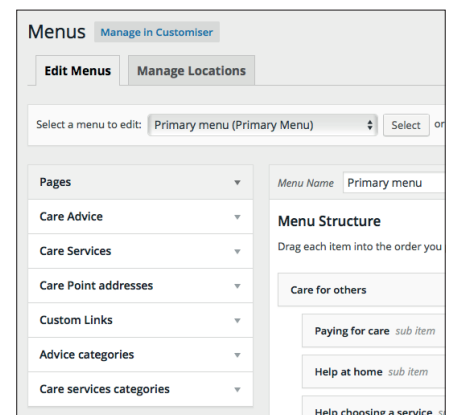
All links in the menu are able to be modified.



1. Go to Appearance > Menus



2. Under Edit Menus, select 'Primary menu' from the dropdown.



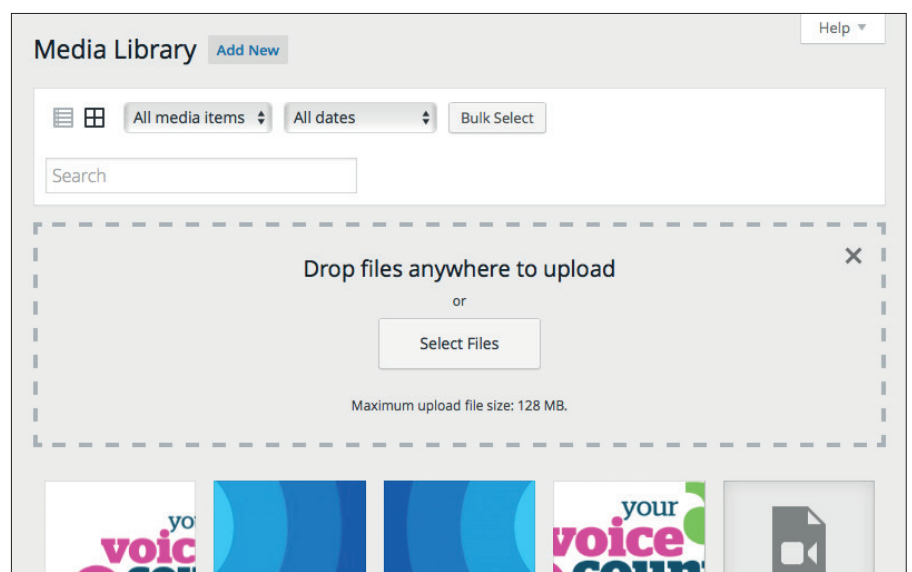
3. From the left hand side, select the type of content to be added.

Fill / Select the appropriate fields.
Click add to menu.

Adding Image & Files

Adding images and other media files such as videos, documents or PDFs is extremely easy within WordPress. All your images and files are stored in the Media Library. Once they're uploaded into the Media Library, it's a very simple matter to insert them into your Page or Post content.

It is recommended that images are no more than 1MB in file size before being uploaded.

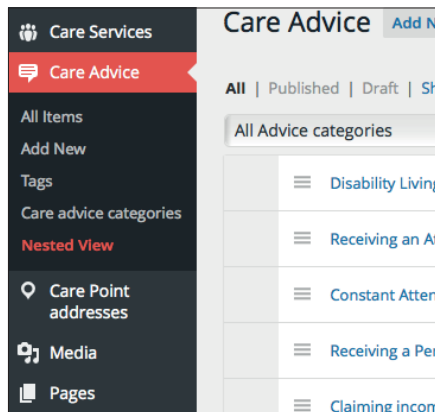


Adding and managing content

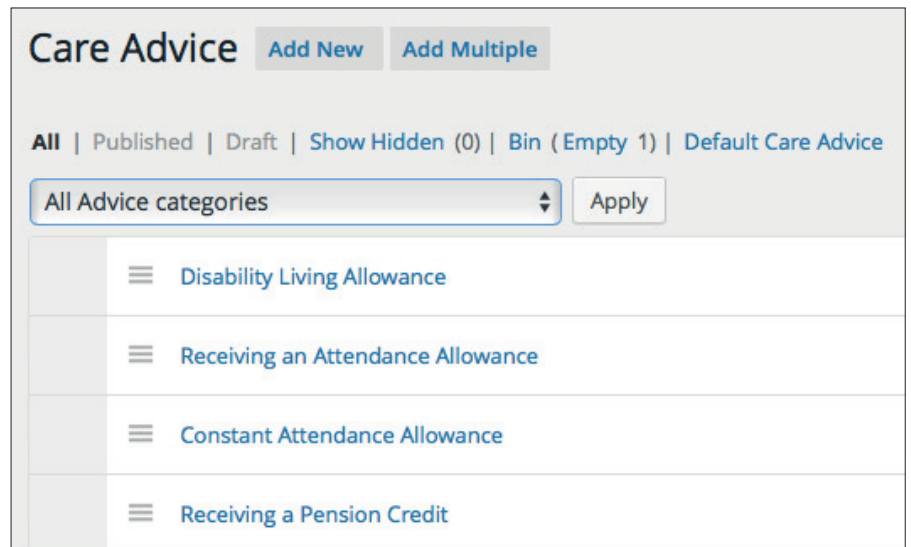
Re-ordering content within categories

The care advice articles of the website are managed by categories. So a single category will be linked to multiple articles. It may be necessary to modify the order in which these appear. This is achieved with an installed plugin called Nested View.

When wanting to reorder content, the prerequisite is that the content has already been tagged appropriately.



1. Care Advice > Nested View



2. From the dropdown menu, select the desired category to reorder content under. Then click apply.

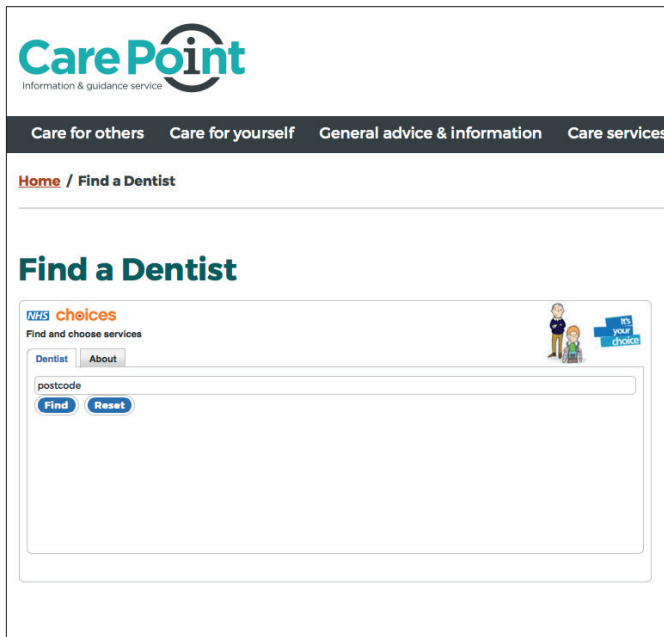
3. This will load up the linked articles. To reorder place the mouse pointer over the hamburger icon next to the title of the article. Then click and drag into the desired position.

This will automatically save the new position.

Adding and managing content

Adding NHS Widgets

Under the Care service we have included the ability to embed a NHS Choices widget. To implement this please use the NHS Widget Code field. This will ensure that the code is not run through Wordpress's content filters, that may cause problems.



Due to the code provided by the NHS being outdated, it will need to be modified.

When copying the code from the NHS this line will need to be removed:

```
<script type="text/javascript" src="http://ajax.googleapis.com/ajax/libs/jquery/1.4.2/jquery.min.js"></script>
```

Then the following text will need to be modified from:

```
$(function){
```

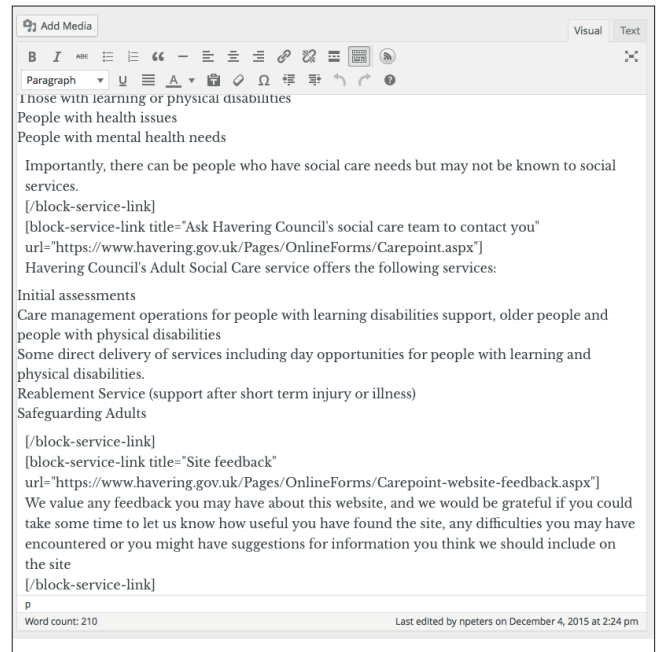
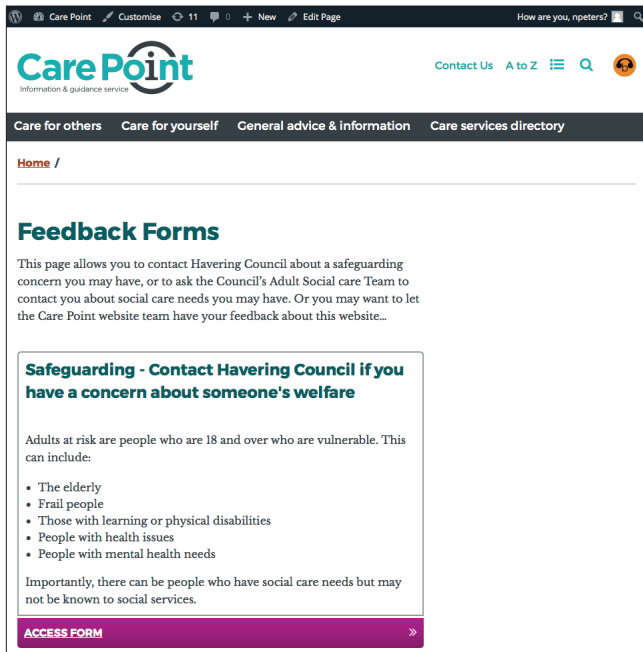
to

```
jQuery(document).ready(function ($) {
```

Adding and managing content

Updating feedback forms

The blocks created on the feedback form pages, can be easily created using Wordpress shortcodes in the content editor window. The shortcode takes care of all the formatting.



The short code is: block-service-link

Each short code has 2 parameters: title & url

title: The main heading for the block

url: The url the final link should point to

The short code is rendered out below

```
[block-service-link title="Title goes here" url="Url goes here"]
```

To add content for the block, you need to surround the content with closing tags

```
[block-service-link title="Title goes here" url="Url goes here"]
```

Content here

```
[/block-service-link]
```