

DATA ENTRY USER GUIDE

Christine Zhao

Table of Contents

- ❑ Edit Title
- ❑ Change Order of Menu Items
- ❑ Delete Menu Item
- ❑ Edit Endpage Content
- ❑ Add New Menu Linked Item
- ❑ Add New Endpage Linked Item
- ❑ Use Existing Menu
- ❑ Use Existing Endpage

Edit Title



Click on Edit Icon



Make changes
Click on Save Icon

Change Order of Menu Items

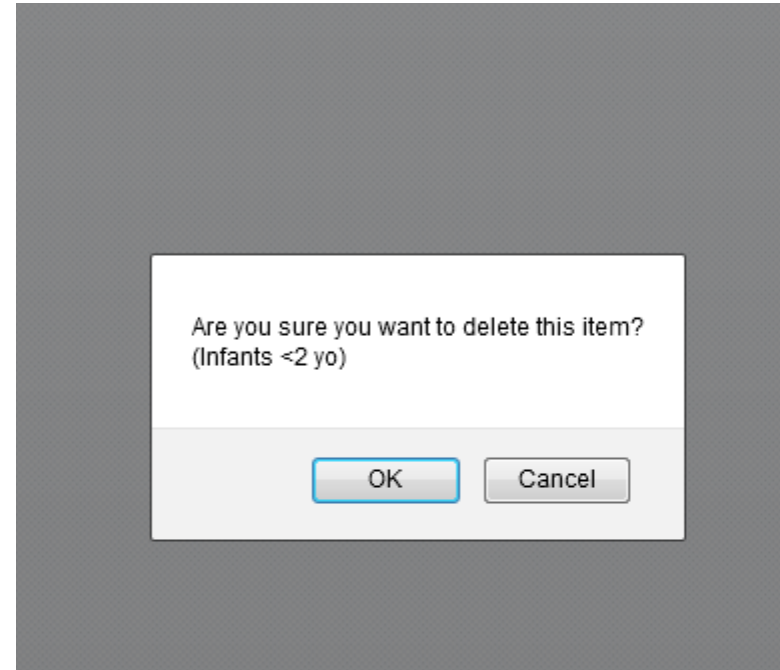


Click on Up and Down arrows to change order of menu items

Delete Menu Item



Click on Trash Icon



Confirm Deletion

Edit Endpage Content

The screenshot shows a web interface with three main menu sections: 'Healthcare', 'Pregnant Mot...', and 'Maternal and ...'. Each section has a search bar and a list of items. In the 'Pregnant Mot...' section, the item 'Poor resources, from...' is highlighted in yellow. To the right of this item, an 'Edit' button is circled in yellow. Below the menu sections, there are two 'Add New Item to this Menu' buttons.

Healthcare	Pregnant Mot...	Maternal and ...
<input type="text" value="Filter items..."/>	<input type="text" value="Filter items..."/>	<input type="text" value="Filter items..."/>
Pregnant Women	Smoker	
Infants <2 yo	Poor Nutrition	
Children <5 yo	Poor resources, from...	
Children <6 yo	Father of baby is...	
Adults (general)	New Title	

Enacted in 1935 as a part of the Social Security Act, the Title V Maternal and Child Health Program is the Nation's oldest Federal-State partnership. For over 75 years, the Federal Title V Maternal and Child Health program has provided a foundation for ensuring the health of the Nation's mothers, women, children and youth, including children and youth with special health care needs, and their families. Title V converted to a Block Grant Program in 1981.

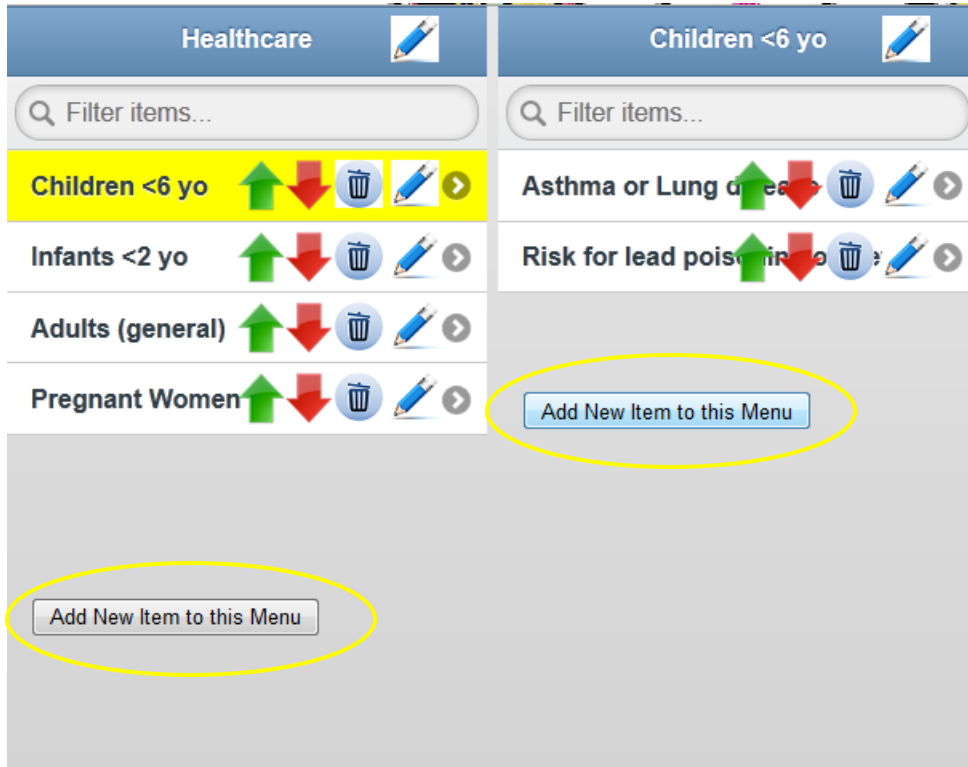
Navigate to end page
Click on Edit button

The screenshot shows a web interface for the 'Maternal and ...' section. It features a search bar and a large text area. The 'Save' button is circled in yellow. The text area contains a paragraph about the Title V Maternal and Child Health Program.

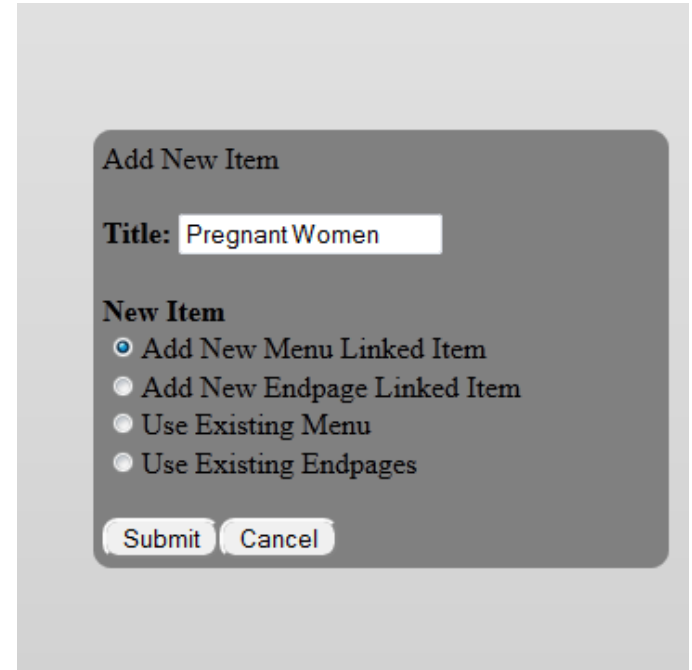
Enacted in 1935 as a part of the Social Security Act, the Title V Maternal and Child Health Program is the Nation's oldest Federal-State partnership. For over 75 years, the Federal Title V Maternal and Child Health program has provided a foundation for ensuring the health of the Nation's mothers, women, children and youth, including children and youth with special health care needs, and their families. Title V converted to a Block Grant Program in 1981.

Make changes and click on
save button

Add New Menu Linked Item

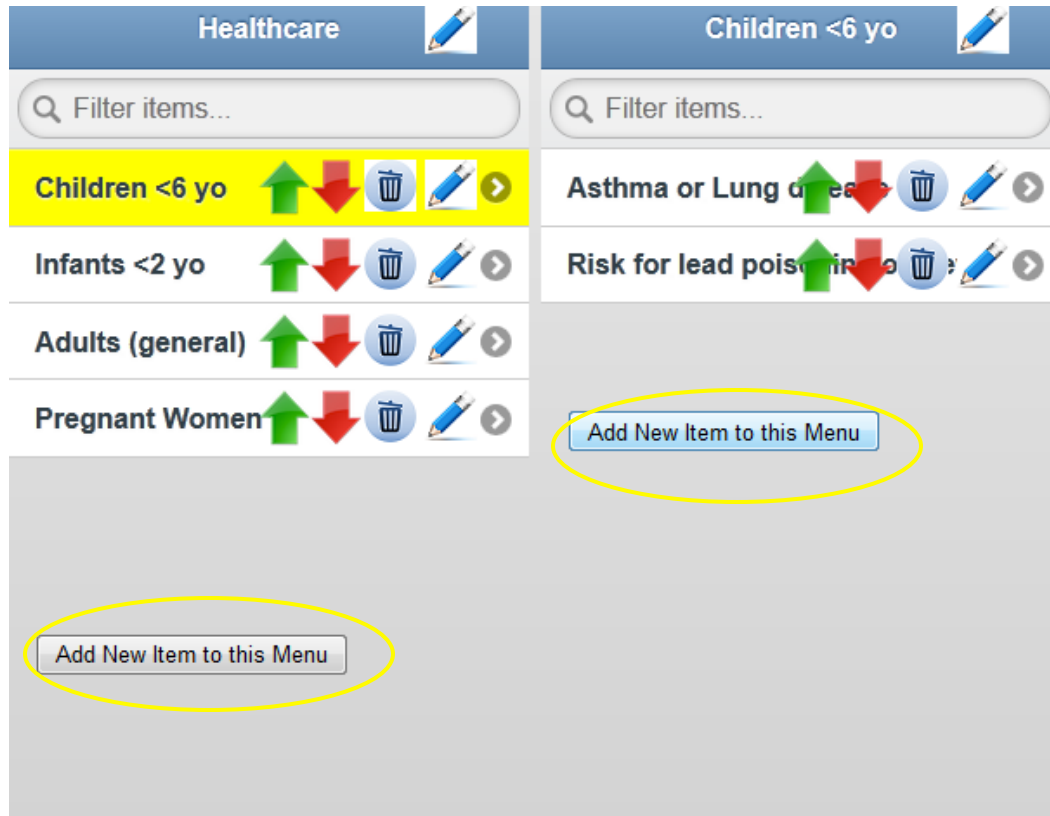


Click on Add Item to this Menu on desired menu level
(Creates a blank menu to add menu items to)

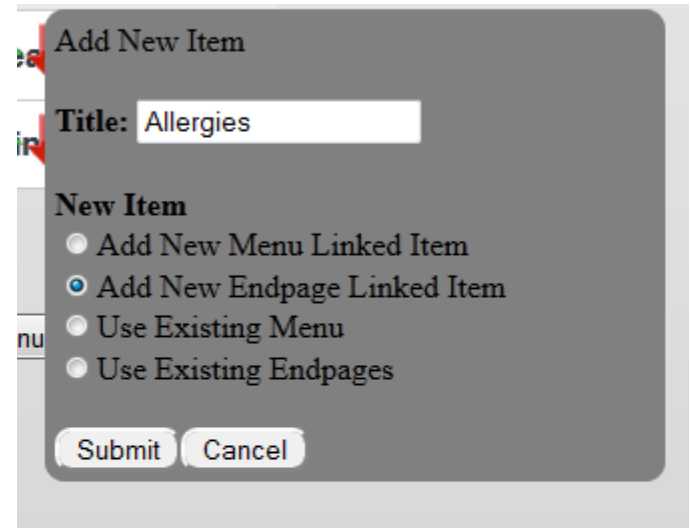


Type in Title
Make sure Add New Menu Linked Item is selected
Click Submit

Add New Endpage Linked Item

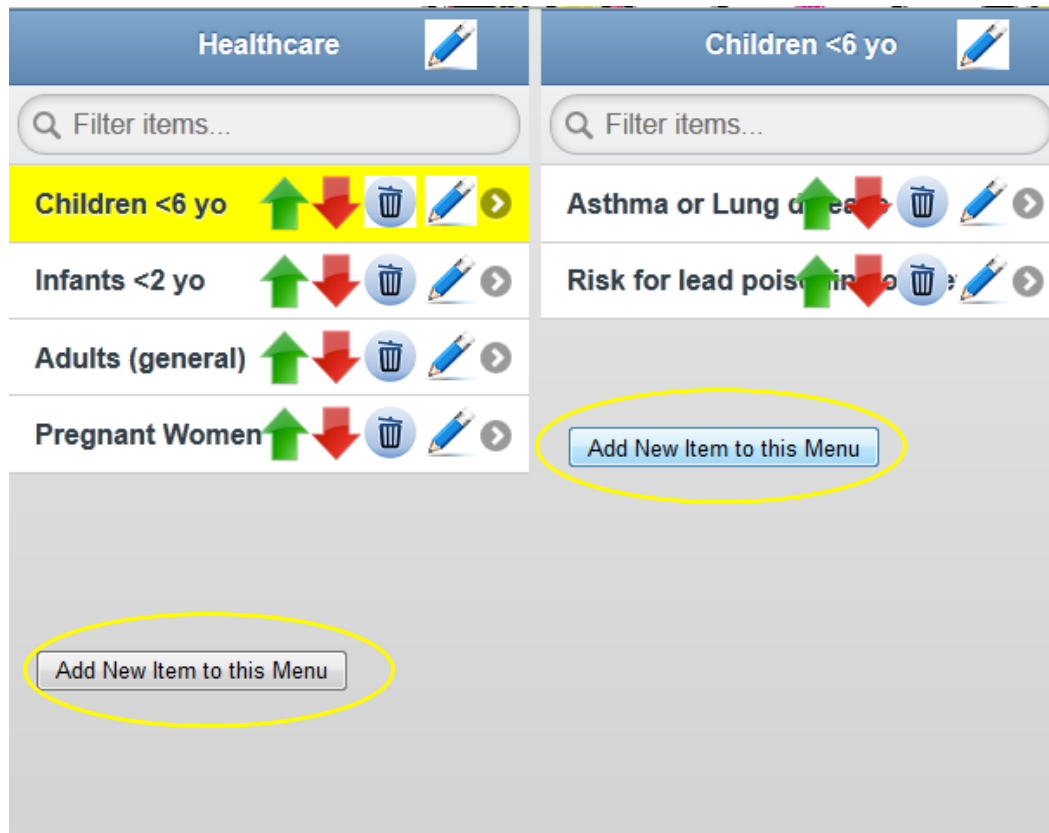


Click on Add Item to this Menu on desired menu level
(Creates a menu item that links to a blank endpage)

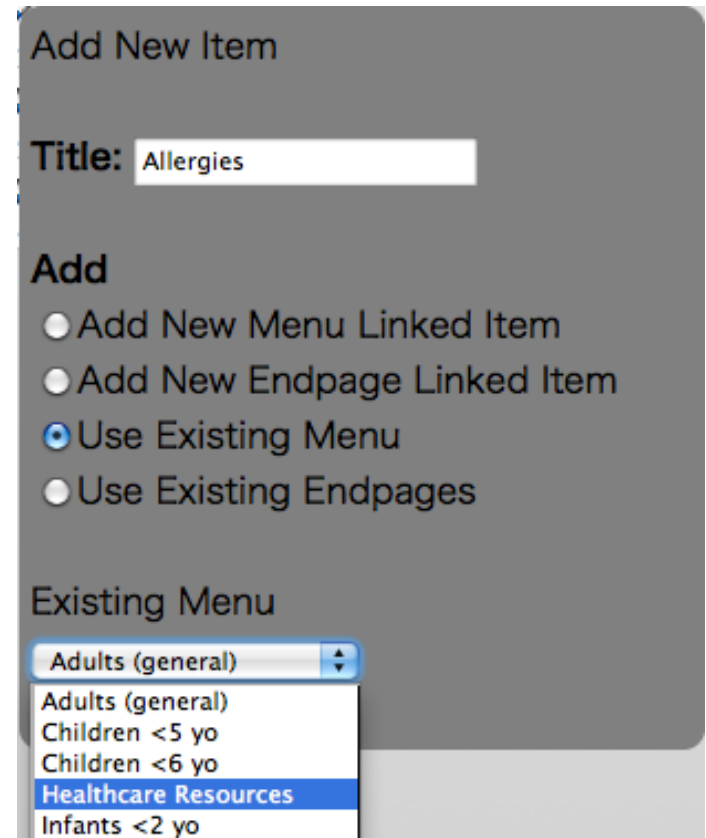


Type in Title
Make sure Add New Endpage Linked Item is selected
Click Submit

Use Existing Menu



Click on Add Item to this Menu on desired menu level



Type in Title

Make sure Use Existing Menu is selected

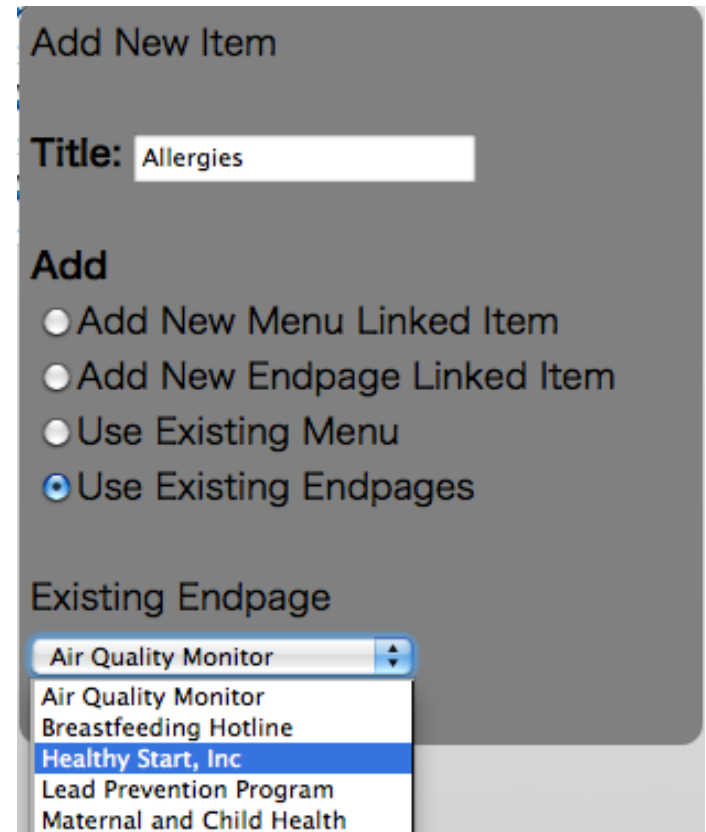
Select a menu item from dropdown

Click Submit

Use Existing Endpage



Click on Add Item to this Menu on desired menu level



Type in Title

Make sure Use Existing Endpages is selected

Select an endpage from dropdown

Click Submit