

ghfamilydentistry.com Content Management System Instructions

Link: ghfamilydentistry.com/admin

Developer Contact Info:

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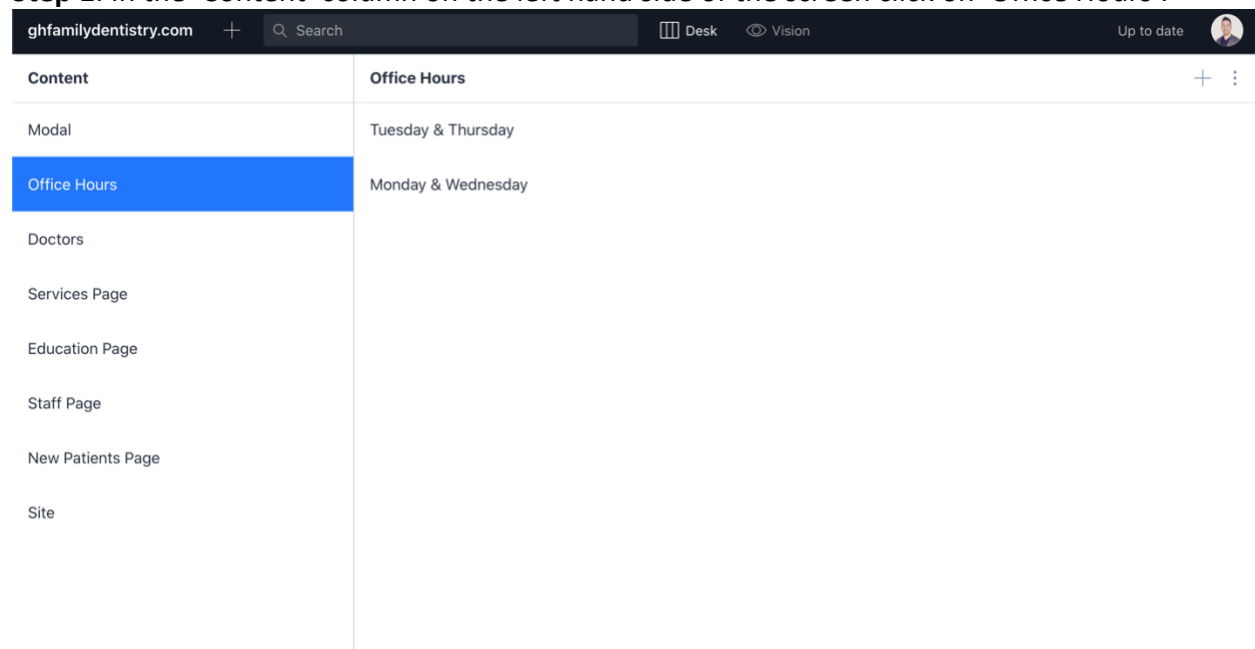
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The Content Management System (CMS) is used to update the content on ghfamilydentistry.com. Much of the visible content on the website is editable (services, downloadable forms, staff members/images, etc.).

This purpose of this document is to provide a reference when updating content on ghfamilydentistry.com. If you have any questions when updating any of the content, please reach out to Colin.

Example 1, update office hours

Step 1. In the 'Content' column on the left hand side of the screen click on 'Office Hours'.



Step 2. Click the appropriate days to update, 'Tuesday & Thursday' or 'Monday & Wednesday' ('Tuesday & Thursday' was selected in the image).

ghfamilydentistry.com + Search Desk Vision Up to date

Content	Office Hours	Tuesday & Thursday
Modal	Tuesday & Thursday	Days
Office Hours	Monday & Wednesday	Tuesday & Thursday
Doctors		Office Opens
Services Page		7 a.m.
Education Page		Lunch Starts
Staff Page		12 p.m.
New Patients Page		Lunch Ends
Site		1 p.m.
		Office Closes
		4 p.m.
		PUBLISHED Updated 3w ago ✓
		Publish

Step 3. Update the hours as desired (hours on the website will be displayed exactly as entered).

Step 4. Once hours are correctly entered, click the blue 'Publish' button at the bottom right.

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Content	Office Hours	Tuesday & Thursday
Modal	Tuesday & Thursday	Days
Office Hours	Monday & Wednesday	Tuesday & Thursday
Doctors		Office Opens
Services Page		7 a.m.
Education Page		Lunch Starts
Staff Page		12 p.m.
New Patients Page		Lunch Ends
Site		1 p.m.
		Office Closes
		4 p.m.
		PUBLISHED Updated just now ✓
		Publish

Step 5. Wait. The website should reflect the updated times after 5-10 minutes. If the website is not updated after ~30 minutes, let Colin Knebl know, and he will troubleshoot the issue.

OFFICE HOURS

Monday & Wednesday

8 a.m. - 5 p.m.

Lunch: 1 p.m. - 2 p.m.

Tuesday & Thursday

7 a.m. - 4 p.m.

Lunch: 12 p.m. - 1 p.m.

Closed

Friday - Sunday

Example 2, update site modal

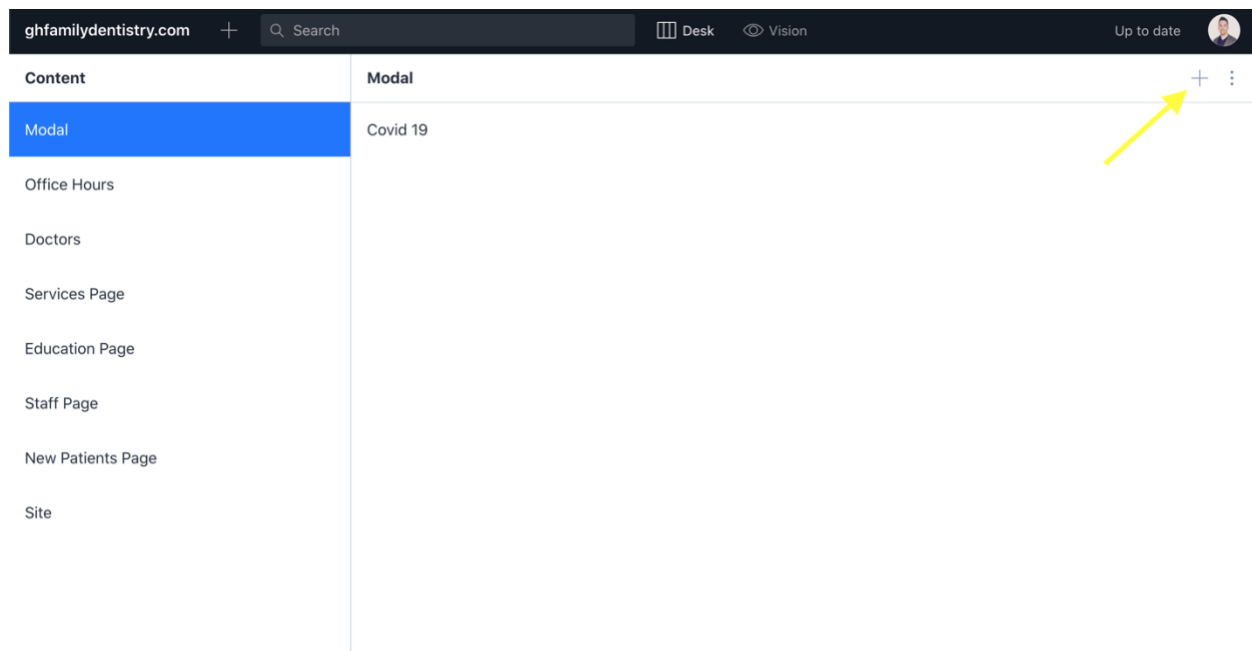
A modal is a pop-up that appears on the screen.

Step 1. In the ‘Content’ column on the left hand side of the screen click on ‘Modal’.

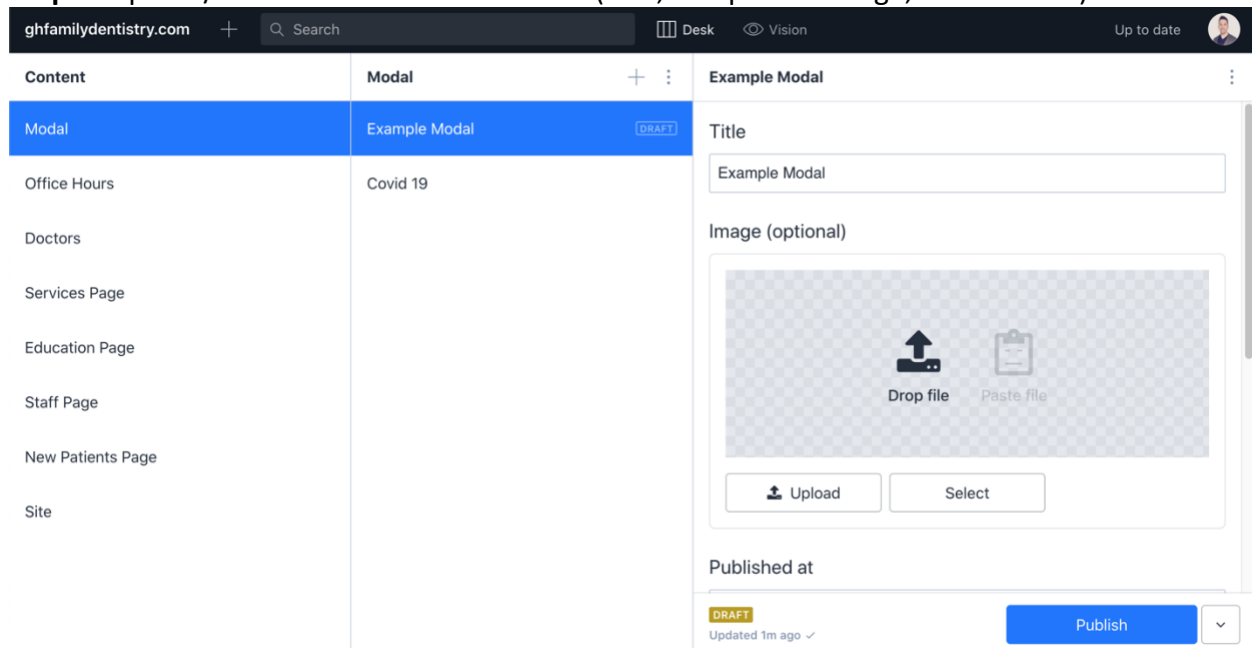
ghfamilydentistry.com
+
Search
Desk
Vision
Up to date

Content	Modal
Modal	Covid 19
Office Hours	
Doctors	
Services Page	
Education Page	
Staff Page	
New Patients Page	
Site	

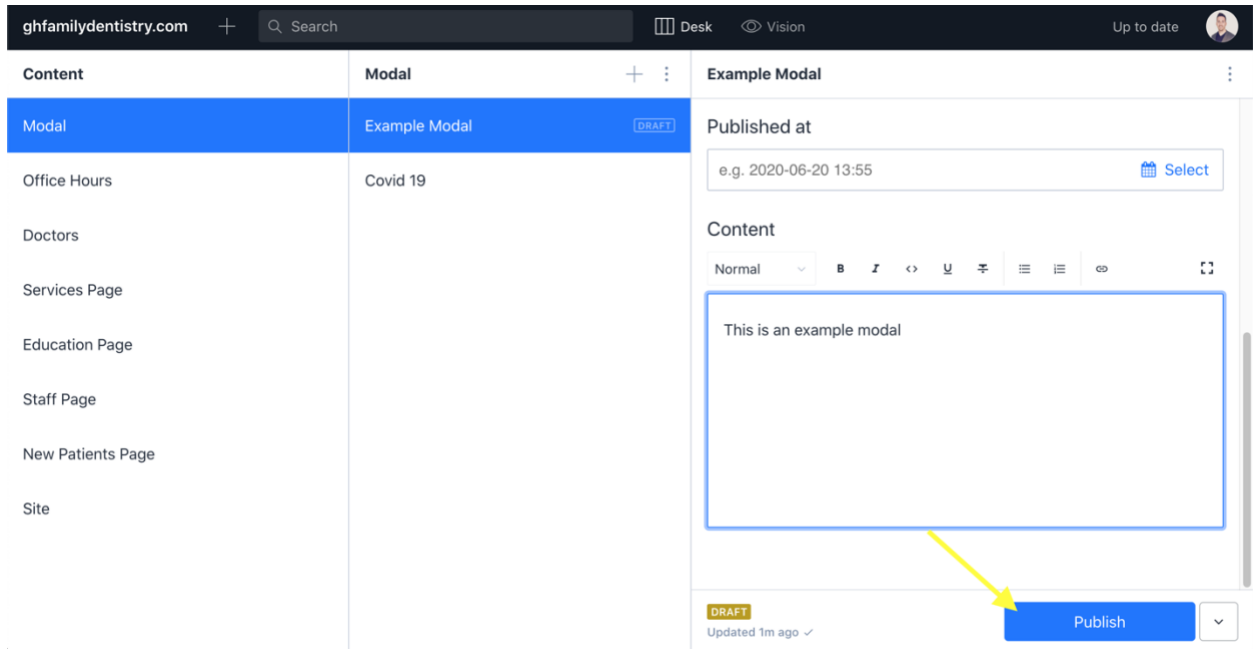
Step 2. Select the modal to update (only one is listed *Covid 19*), or select the plus button in the upper right corner to create a new modal (the plus button was selected in the example).



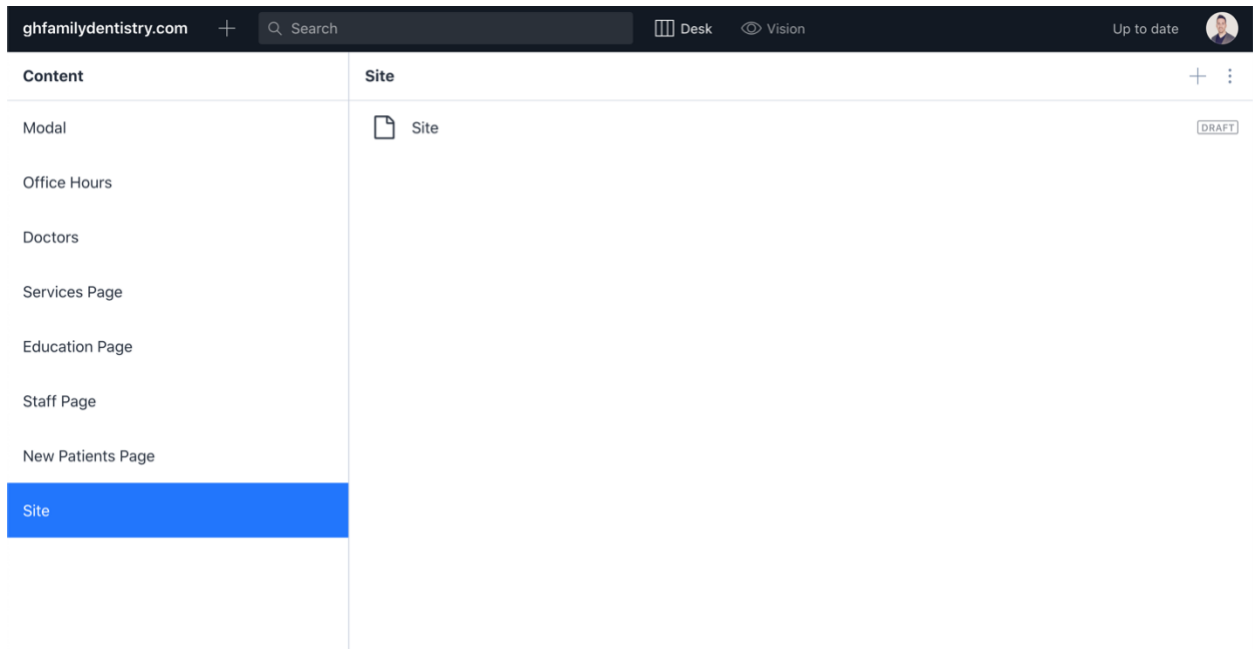
Step 3. Update/enter the modal information (title, an optional image, and content).



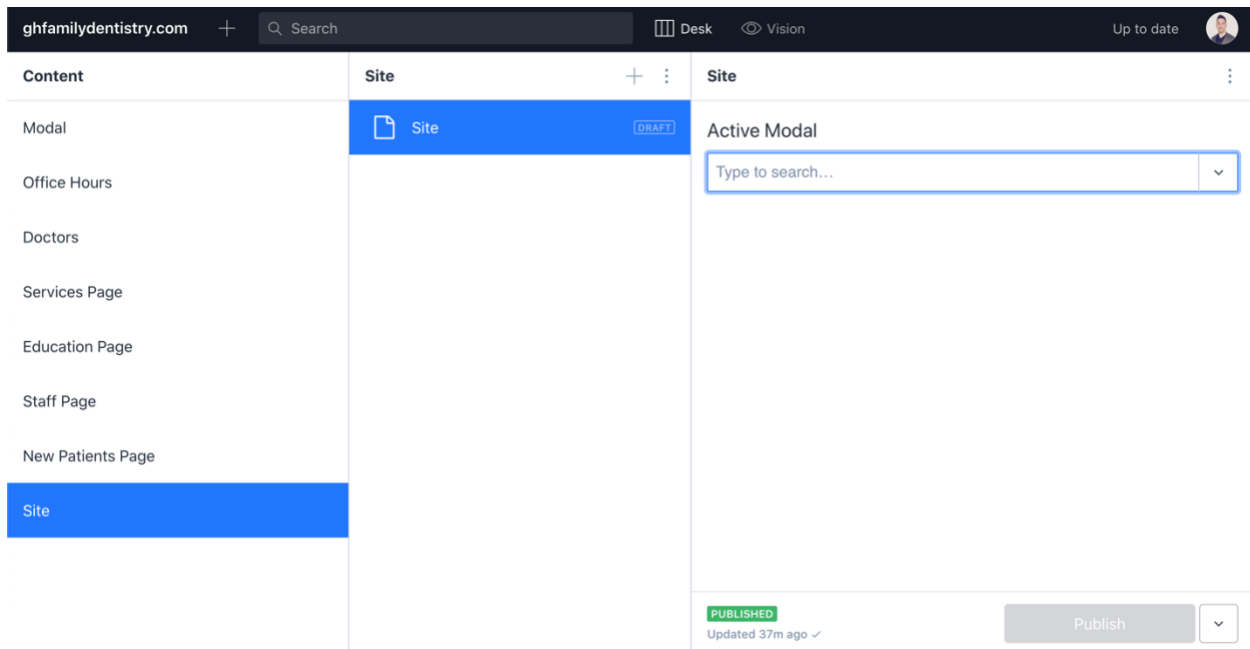
Step 4. Once the modal information has been updated/entered, click the 'Publish' button in the bottom right.



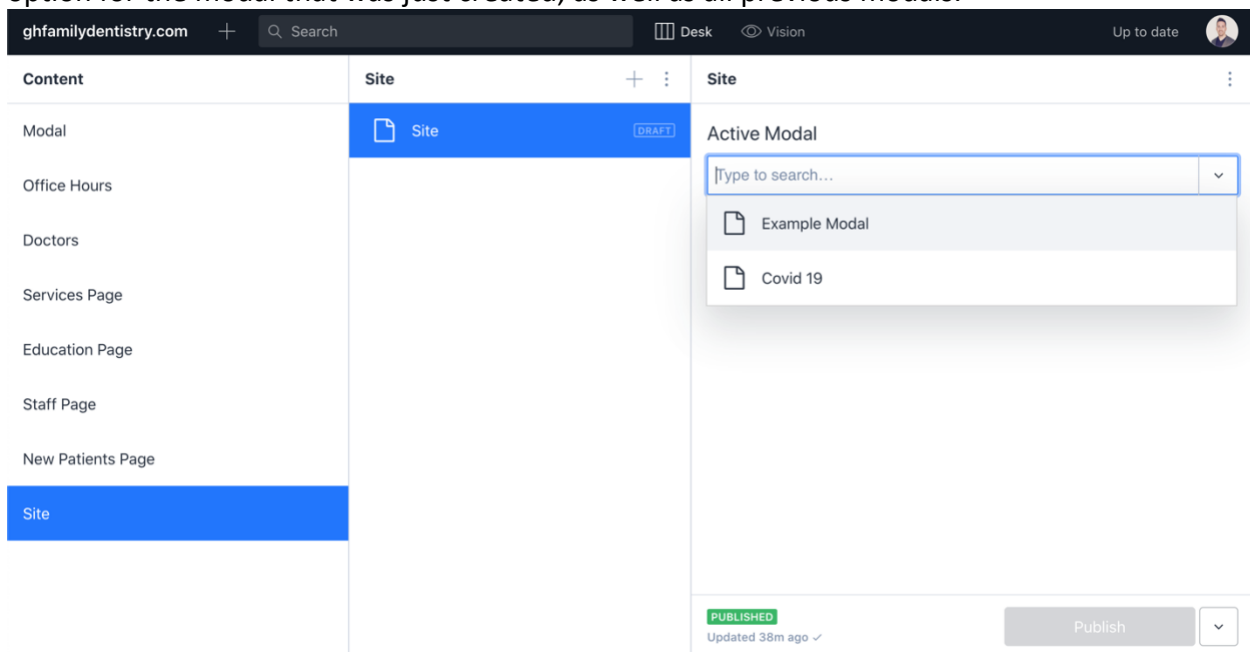
Step 5. Select the desired modal. From the 'Content' column on the left side of the screen, select 'Site'.



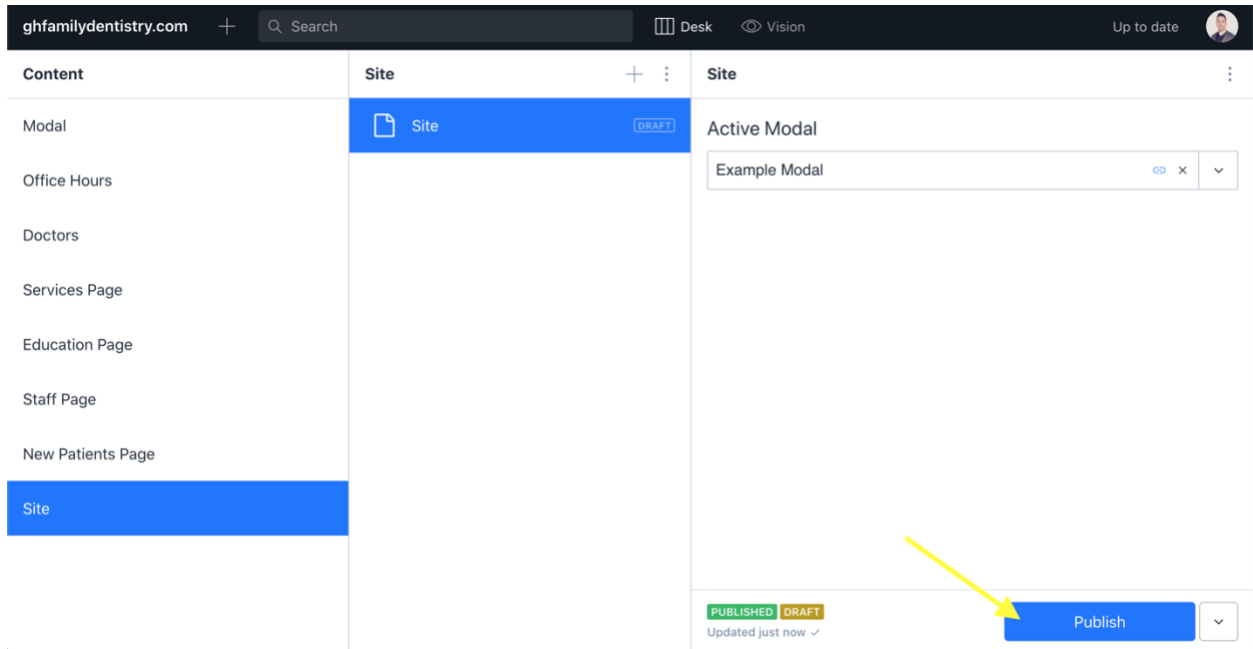
Step 6. Select 'Site' again. This section of the CMS contains site wide configuration details.



Step 7. From the 'Active Modal' dropdown, select the modal to display. You should see an option for the modal that was just created, as well as all previous modals.



Step 8. Once selected, click 'Publish' at the bottom right



Step 9. Wait. The website should display the new/updated modal within 5-10 minutes. If the website is not updated after ~30 minutes, let Colin Knebl know, and he will troubleshoot the issue.

