



ALPHAMEDIA

LIVE, LOCAL, INTERACTIVE

General

This Documentation is over the plugin **SCHOOL CLOSINGS / DELAYS**. The School closings plugin was built to show School and Business Closings and Delays. This will allow someone to enter the Name of School / Business, either pick if it is Closed completely or If it is Delayed.

Shortcode

[closings]

Display

School / Business Closings or Delays

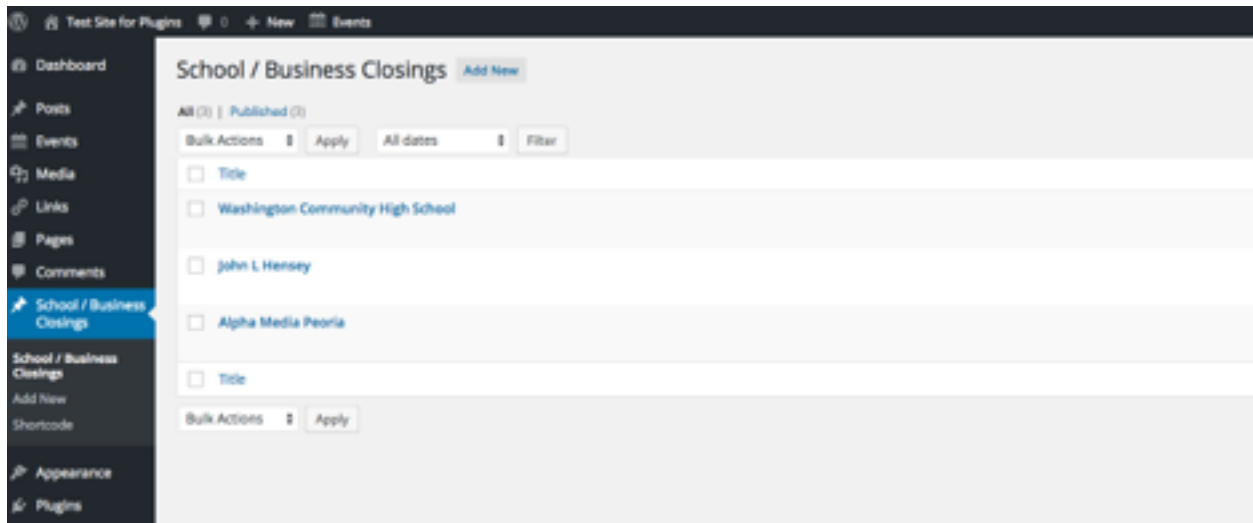
Alpha Media Peoria	Delayed 5 hours
John L Hensey	CLOSED
Washington Community High School	Delayed 1 hour

Adding A Post

Once Plugin is installed, all you have to do is follow the steps below.

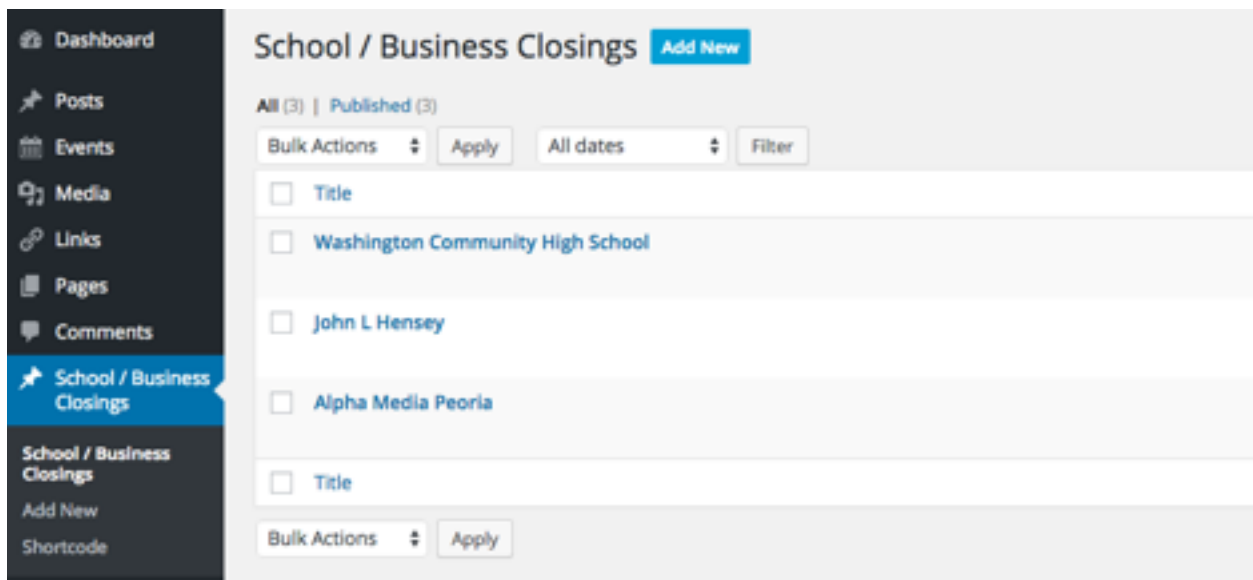
Step 1

Click on the Tab on the Left side that says “School / Business Closings”



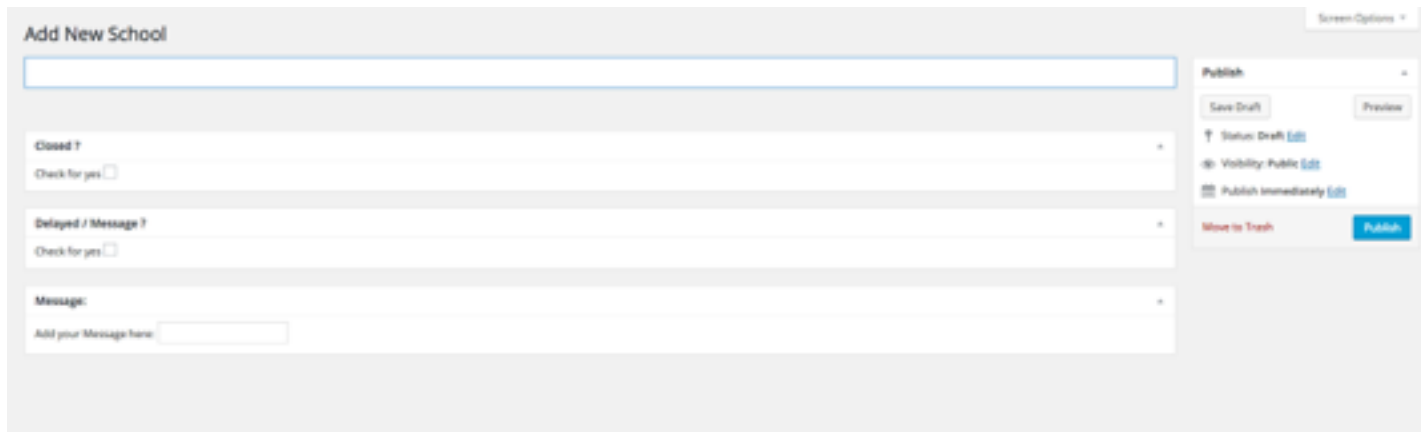
Step 2

Click the “Add New” button at the top of the page



Step 3

This is where you can type in a Name of either a School / Business, then you can either check mark if it is Closed or Delayed. If it is Delayed then you have the ability to add a message on why it is Delayed. For example: "Delayed 1 hour"



The screenshot shows a form titled "Add New School". It has a large text input field at the top for the name. Below it are two sections: "Closed?" with a "Check for yes" checkbox, and "Delayed / Message?" with a "Check for yes" checkbox and a "Message:" label. At the bottom is a "Message:" label with a text input field. On the right side, there is a "Publish" sidebar with buttons for "Save Draft", "Preview", "Status: Draft" (with an "Edit" link), "Visibility: Public" (with an "Edit" link), "Publish Immediately" (with an "Edit" link), "Move to Trash", and a blue "Publish" button.

Step 4

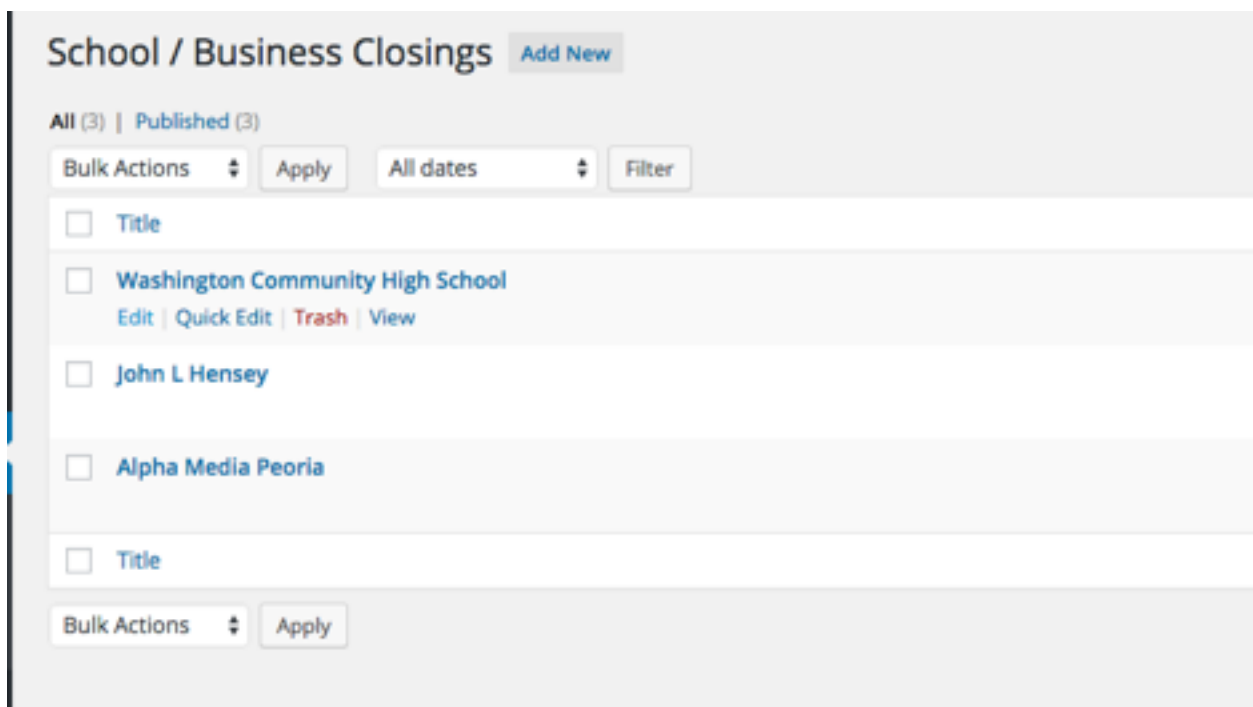
After all the content is in place, then all you have to do is click the Publish Button located on the right side of the page. (As seen in image above)

Editing A Post

The following steps is how you edit a post

Step 1

Once you are back to the main menu that shows all the School closings / delays posts. All you need to do is hover the mouse over which post you want to edit and click on the edit link as it pops up.



The screenshot shows a dashboard titled "School / Business Closings" with an "Add New" button. Below the title, it says "All (3) | Published (3)". There are filters for "Bulk Actions", "Apply", "All dates", and "Filter". A table lists three items: "Title", "Washington Community High School", and "John L Hensey". Each item has a checkbox on the left and a row of links (Edit, Quick Edit, Trash, View) on the right. The "Alpha Media Peoria" item is partially visible at the bottom. At the bottom of the table, there are "Bulk Actions" and "Apply" buttons.

Step 2

Once you are in the post, then all you need to do is change what you need to edit and on the right side and click the Update button.

The screenshot shows the 'Edit Closing' interface for a post titled 'Washington Community High School'. The form includes a permalink, a 'Closed?' checkbox (unchecked), a 'Delayed / Message?' checkbox (checked), and a message field with a dropdown menu set to 'Delayed 1 hour'. On the right side, there is a 'Publish' section with a 'Preview Changes' button, a 'Status: Published' indicator, a 'Visibility: Public' dropdown, and a 'Published on: Sep 16, 2015 @ 21:56' timestamp. At the bottom right, there are 'Move to Trash' and 'Update' buttons.

Delete A Post

To delete a post all you need to do is go back to the main page with all posts and hover over the post you want to delete and click the Trash link as it pops up.

The screenshot shows the 'School / Business Closings' main page. It features a header with the title and an 'Add New' button. Below the header, there is a filter section with 'All (3)' and 'Published (3)' options, and a 'Bulk Actions' dropdown menu. The main content area displays a list of closing entries, each with a checkbox and a title. The first entry is 'Washington Community High School', which has a 'Trash' link visible. The second entry is 'John L Hensey', which has a 'Move this item to the Trash' button. The third entry is 'Alpha Media Peoria'. The bottom of the page has another 'Bulk Actions' dropdown menu and an 'Apply' button.