

# PNAMP Content Manager User Help

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## Terms

- **Static Page** - This is the basic page that a content manager can build on the site. It is like a text page in a book. The information is very basic (Title, Thumbnail to distinguish from other static pages in the list view, File Attachment if needed, and Body) and is used by many of the simple pages in the site and works with tagging and feeding. This also has the option for a second body box, giving the illusion of columns.
- **Content Type** - Unlike a static page where every page has the same fields - content types are like templates for pages that have been built to collect the information specific to the type of content wanted. The same content type can be used over and over again to put in content that is repeated like Documents or Blogs. Content in a content type can then be Fed onto a static page depending upon how it has been tagged.
- **Tags and Feeds** - Tags and feeds are used to associate a particular piece of content (found in a content type) with a static page. For example a document on About PNAMP (which is in the Documents Content type) can be tagged "About PNAMP" and then the static page for About PNAMP can have a feed of all Document content tagged "About PNAMP".
- **Relational content** - This is only on the Projects, Events, and Documents content type. These fields allow the content manager to add an item without having to tag it, such as searching the field for a document you want on an event. Once the item is selected it shows as a feed on the content page.
- **Hover text** - this is over all images/thumbnails and allows you to put in text you would like to appear as a hover
- **Caption box** - this allows the user to put a photo credit/description underneath a photo

## Editing the homepage

- Select edit button at top right of page to edit the boxes on the homepage
  - Creates edit buttons on all boxes editable by a content manager on the homepage
  - Select one and edit the content you want, then hit confirm at the bottom of the small box
  - To save all changes to the homepage hit "Save Homepage" at the top right corner or can hit cancel
- To edit footer go to bottom of page and find pencil icon in the middle left
  - This brings up a separate box where you can add left and/or right columned items and links
  - Can have as many or as few as desired
  - There are two scroll bars, the inner one is for the pages, the second one is to reach the save
  - Hit "Save Footer" to save changes or hit cancel
- To edit the nav bar select the pencil icon next to the search icon
  - Click the blue plus button to add a new link
  - Click on the two lines to move the line into a different order
  - You can either have just the one link title and URL which will make the words clickable
  - If there are going to be pages under the link title click the dropdown arrow and add all the pages and links needed
  - The nav bar words will no longer be clickable if dropdowns are added

## Creating static pages

- Can either select "Create New Page" at the top right of the homepage or can select "Static Page" at the bottom of the page
  - All fields marked red need to be filled in order to save
  - "Status" is already green but if you want the page to show it will need to be marked "Published", if the page needs to be a draft leave as is and it will not show until changed to published
  - Have the ability to have one or two columns, both function the same and give the illusion of two columns when they are just body boxes next to each other
  - Can also add a feed ([See Feed/Tagging section below for more info](#))
    - Select "Add Feed" and can put a title but not required
    - Select the content type you wish to show on this page
    - Can select what items you specifically want to show by selecting tags and the tag group you are wanting to use
    - Can also choose to show the feed as a grid (3 boxes across) or a list view (shown in a list)
- All pages will show who created the page and who last edited it

## Admin Section

- When adding new content users select the "Admin" button at the bottom of the homepage
- This will show a list of all the people that have clicked on the sign in button on the homepage
- On the right are options for permissions
  - Guest - can't edit anything, can only see the site
  - Content Editor - can only edit things they are listed as the owner on - can create new items as well
  - Admin - have full access to the site and can edit and delete anything regardless of who owns the page

## Using the content types

- Each content type is going to have different fields except they should all have a Title and Status
  - Fill out all fields marked red in order to save content
  - Each content type has a tag option at the bottom
  - Several also have the ability to add an attachment
- When selecting the content types at the bottom of the page the content will all show in a card view - this allows the user to see everything created
- There is also the option to see anything marked "Draft" - these are items not marked "Published" and do not show on the public side

## Specifically how Calendar and Events work

- First go to the Events content type
  - Here you will create your Event by filling in all the fields
  - Selecting the "Event Type" will color code it either red, blue, or green depending on what Event Type it is
  - After hitting save and publishing the event it will show on the calendar and be color coded based on Event Type
  - For the calendar, just select the day and the event you are wanting to view and this will take you to the specific event when clicked on
  - For the Events on the homepage, these will show the closest 4 events after today's date and so on
    - If an event goes on for several days it will continue to show on the homepage as 1 event until the event is over

## Related Content

- This is an exciting new feature that helps reduce the amount of tagging and feeding that would be needed
- This is currently only on the Projects, Events, and Documents Content Types
- Projects
  - There is a "Related Documents" field
  - This pulls all documents that have been created and allows the user to select as many as needed
  - Once selected these will show in a grid view on the project page and will be clickable, taking the user to the individual document
  - Events can't be selected here, however if a project is "related" on an event, the event will also show in a grid view on the project page
- Events
  - Events have both "Related Documents" and "Related Projects"
    - Both will show all documents or projects
    - The user can select as many as needed for both
    - Once the content has been saved the items selected will show in a grid view below the event content and will be clickable to the individual content
    - Projects selected here will allow the event to show on that project page
    - Documents selected here will allow the event to show on that document page
  - Documents
    - Documents does not have a related section for the user to choose from, however when a document is selected on either a Project or Event, the Project or Event will show on the Document page and will be clickable back to that individual Project or Event

## How Tagging/Feeding work

- To start there are "Tag Groups" and "Tags" content types at the bottom of the page
- Start by creating your tag group
  - This is where you will create a group associated with a content type such as a Project tag group
  - Once the Project tag group has been created and is connected to the "Projects" content type, add individual tags
  - You can create a tag for each project
  - Once tag groups and tags have been created you can use the tagging and feeding options
- Each content type has the ability to have a tag and the user can select none to multiple tags to be shown
- If the user wants to show a list of documents tagged a certain way this is where the Feeds come in
  - Static Pages, Events, Newsletters, Announcements, Projects all have the ability to have a feed
  - Here is where you would select the content type you are wanting to show
  - If no specific tags are chosen the whole content type will show in the feed
  - If specific tags are chosen only content with those tags will show in the feed

## IMW Pages

- IMW pages Overview, Key Findings & Results, Lessons Learned, Intensively Monitored Watersheds are a little different than other pages on the site
  - Overview

- This just has an editable text field - the map is hard coded and the links on the map will go to the Individual IMWs associated with them
- The two table pages allow you to add content there on the page by selecting the add

## Extras

- You can copy any of the URLs and use them anywhere in the site
- In order to have the new page open in the same window take out the <https://prod.staging.pnamp.org> part, such as if you wanted to use a project page link somewhere else in the site you would use the portion highlighted in green: <https://prod.staging.pnamp.org/project>
- If you do not want the URL to open in the same window, leave the whole URL in the link - this will open a new window
- Tags have to be unique, such as there can only be one "Other" tag - if multiple other options are needed they should be labelled accordingly such as "Project Other" or "Event Other"
- If a URL is not unique (the title has been used somewhere else in the same content type) numbers will be shown at the end such as [https://prod.staging.pnamp.org/project/enabling-integrated-science - 2](https://prod.staging.pnamp.org/project/enabling-integrated-science-2)
- It is recommended for content management to use either Chrome or Safari. Ideally Chrome will be the best option but Safari works as well. Firefox and Edge can do content management, there are just a few bugs that make it harder to work with.
  - NO content management can be done on IE, this site is only for viewing in this browser