Staff Manager

Allows you to enter your staff members and their information to display on the site.

View Staff Tab

Allows you to view all staff members that have been entered in the ISM.

Creating a New Staff Member

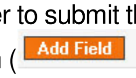
1. Click on New.
2. Type in the name.
3. Select whether or not it's hidden.
4. No Details – if you select Yes, only the person's name and title will display
5. Highlight the appropriate category.

Custom Fields Tab

For the Staff Manager, you will need to create the custom fields in a specific order. The order to create them in is photo, bio, email, and phone. It's important to set them up in this order because of the way the template has been designed. You can create additional custom fields beyond these, but set these four up in this order first. This step is usually completed by your customer service representative; if it has not been completed please add these fields before adding additional custom fields.

Creating a Custom Field

Note that creating custom fields is identical no matter what component you're editing.

1. When you are viewing the Custom Fields tab, you will have a place to create an entry.
2. Type in the name of the custom field.
3. The type refers to the type of information that will be entered.
    a. Drop-down Box – drop-down menu of choices
    b. Multiple Select Box – user can select multiple answer choices from the list
    c. Checkbox Array – displays checkboxes, but the user can only select one choice
    d. Radio Array – displays circles for you to select, but the user can only select one choice
    e. Small Text – this allows the user to type in information such as a name or address
    f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
    g. Photo – allows the user to upload a photo
4. Required – it's up to you if you want to require it or not, but if you select Yes, then the user will have to enter that field in order to submit the information or save.
5. Click the orange Add Field button (

), and this will save the Custom Field.
6. Once you have added the custom field, it will show up automatically on the back end, but depending on where you are adding it, it may or may not display on the front end. If it does not show up, you will need to contact your customer service representative or enter a task in the task manager for this field to appear.