

Directory

Allows for entries to be posted and sorted by category.

View Directory Tab

You can see all directory entries that have been entered. You can also click on the name of the category in the right margin to view only entries in that category.

Creating a New Directory Entry

1. Click on New.
2. Enter the name of the Directory.
3. Select if it is hidden or not.
4. Select the category.
5. Enter a description of the directory
6. Save.

Deleting a Directory Entry

1. Check the box to the left of the entry.
2. Click the orange Delete Selected box at the bottom of the page.

Categories Tab


You will need to create at least one category before making entries in the Directory.

Creating a New Category

1. Click on New.
2. Enter the category name and a description (if applicable).
3. Save.

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.