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Website checklist

Quick guide to editing your website

The following gives a quick reference guide on the most common functions for administrating your website. For full instructions, see the following help pages.

Login URL: psnc.org.uk/yourlpcname/login

To create...

- a webpage: Pages > Add New
- a news item: Latest News > Add New
- a featured slide: Featured Slides > Add New Featured Slide
- an event page: Events > Add New
- a form: Formidable > Forms, then click Add New
- website users (administrator or subscriber): Users > Add New

To edit...

- the main navigation: Appearance > Menus, then select from drop-down list
- **the 'quick links' box:** Appearance > Menus, then select from drop-down list
- **the site description:** Settings > Site description (*where Twitter box currently is*)
- the footer: Appearance > Widgets
- drop-down menu descriptive text and picture: Dropdown Menu Features
- website users (administrator or subscriber): Users > All Users

To upload media (not linked to a news story or webpage): Media > Add New

Please note: not every user has the same access rights so you may not be able to perform all the functions listed above.

How to login

1. Go to www.yourlpcaddress.org.uk/login

2. Enter your username and password. If you have not been provided with one, contact your LPC's website administrator in the first instance or email info@psnc.org.uk.

If you have forgotten your password, click *Lost Your Password?* below the login box. You will then be prompted to enter your username or email, and your password emailed will be emailed to you. Please note that PSNC is unable to provide you with your password.

If you have forgotten your username, then ask your LPC website administrator or email info@psnc.org.uk.

	PSNC
Ż	Username
	Password
	Remember Me Log In
Ŕ	Lost your password? ← Back to PSNC Main site

3. Click Log in. You will then be taken to the dashboard (you may want to bookmark this page).

If you administer multiple LPC sites, you can switch between them by clicking My Sites.

LPC Online	+ New			w
, T	Dashboard			Scre
	Jashboard			
	PSNC Messages	A	PSNC Network Google Groups Forum	
	Welcome to the	PSNC LPC Websites		
s	For support, please visit the forum	ns to the right or email info@psnc.org.uk	нем торис	
	Use	er Guides	PSNC LPC Website Forums Shared publicly Membership and email settings	
	LPC Website Setup Task List How to use a custom domain	User guide How to create an LPC Members Area	8-1 Members	About Show
2	now to use a custom domain	How to create an Eric Members Area	Welcome to the PSNC LPC Forums	
Menu	Third Party Software Although PSNC is unable to provide support for third party software, the below guides may be of assistance.		Edit welcome message Clear welcome message	
			Support Support on using your LPC website	
ides	Mailchimp	Twitter	Announcements	
	To add Mailchimp to your homepage or footer, go to Settings > Mailchimp Setup	To integrate Twitter with your LPC site, go to Settings > Twitter Widget	Feature requests and suggestions	
	To add a sign up form to any other page, see here.	Wuger How to auto-post your news to twitter How to set up a twitter feed	Bug reports	
	For further support, please visit the Mailchimp Support Centre	For further support, please visit the Twitter Support Centre		
			How do I?	
	Google Calendar	Google Analytics	Mailchimp	
	How to add a Google Calendar	To integrate Google Analytics with your LPC site, go to Settings > Google Analytics	Using Mailchimp to administrate your mailing list	
iu	For further support, please visit the Google Calendar Support Centre	For further support, please visit the Google Analytics Support Centre		

This section contains links to a number of help guides.

Use this menu to navigate around the admin site.

How to add, remove and edit pages

Creating a page

1. Go to *Pages > Add New*. This will open up the Page editor.

2. You should add a title in the title box and content in the editor below. In here, you can create formatted text, links, lists, and other standard Word Processing features.

		±.	Publish	
			Save Draft	Preview
91 Add Media 🛓 Add Form	Visual	Text	Status: Draft Edit	
File • Edit • Insert • View • Format • Table •	Tools 🔻		Visibility: Public Edit	
B I 66 ≣ ▼ ≣ ▼ ≣ ± ± ∅ ‰ ⊞		\times	Publish immediately Edi	t
Paragraph ▼) <u>A</u> v ()		Move to Trash	Publish
			Page Attributes	
			Parent	
			(no parent)	

3. Continue to step 4 on the following page.

Editing a page

1. Click *Latest News* in the admin menu. You will then see a list of all the news items which have been created, as well as filters to see those which have been Published, which are Draft and which are Trash.

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é

59 22 4

2. To edit a news item, click on its name in the list and you will enter the content editor (see step 2 in **Creating a news item** above).

3. Continue to step 4 on the following page.

Dashboard	Pages Add New
Pages	All (20) Published (19) Private (1) Trash (1)
Pages	Bulk Actions Apply All dates Show child pages of: Show all pages Filter
d New	Title
Latest News	Dashboard
Events	Edit Quick Edit Trash View
Media	Home
Appearance	How do I
Dropdown Menu Features	
Featured Slides	Regions
Plugins	🗌 — Fast Anglia Region
Users	
Tools	— East Midlands and South Yorkshire
Settings	
Formidable	East Region
Facebook	— Isle of Man

Deleting a page

To delete a page, hover over the name and click *Trash.* It will then be moved to the Trash section, and removed from your site. To restore it, go into the Trash section and click *Restore*.

Pages Add New	
All (20) Published (19) Private (1) Trash	(1)
Bulk Actions Apply All	dates • Show child pages of: Show all pages •
Title	
(no title) Restore Delete Permanently	
Title	
Bulk Actions Apply Em	pty Trash

Page editing options

Publish	•	
Save Draft Previe	w	
📍 Status: Draft <u>Edit</u> 🗲	-	
Visibility: Public Edit		
Publish immediately Edit		
Move to Trash Publis	h	
Page Attributes		
Parent		
(no parent)	•	
Template		
Default Template 🔹		4. O and
Order		pare
0		
Need help? Use the Help tab in the upp right of your screen.	er	
Featured Image		5. <i>(</i> a
Set featured image		by d take info
Exclude from Search?		
Select whether this page should be excluded from site search results.		6. (c Excl
No 🔻		
Content expiration date		
Select the date this content will expire.		7. (
DD MM YYYY dd Select month T YYYY		exaı draf
Exclude Pages		8. (
 Include this page in lists of pages 		page left
N.B. This page can still appear in explicitly	,	che

created menus (explain more)

9. Once you have edited the options below, click *Publish* to make your page live.

(optional) If you would like to keep your page as a draft to edit later, click *Edit* next to *Status* and choose *Draft*, then click *Save* (where it previously said Publish).

(optional) To save your page to be published in the future, for example after an event, click *Edit* next to *Publish Immediately* and choose the correct date. Your page will be held as a draft until this date.

For more information on the Visibility settings, see the "How to Create an LPC Members Area" guide on the <u>dashboard</u>.

4. Once you have created your page, go to the Page Attributes block on the right and choose the correct page for your new page to sit under. If you choose *(no parent)* then it will be a top level page.

5. *(optional)* To put an image in the right hand corner, choose a featured image by clicking *Set featured image* in the Featured Image block. You will then be taken to the media gallery where you can select an image. <u>Click here for more information on the media gallery</u>.

6. *(optional)* To stop the page from showing in search results, select Yes from the Exclude from Search? box.

7. *(optional)* If you would like the content to expire on a certain date, for example 1st April, enter the date here. On this date the page will then be put as a draft.

8. (optional) If you would like to remove the page from being listed in the submenu on the left hand side of your website, select this checkbox.

► Home		
About Us		
LPC Committee		

The left hand menu

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How to create and edit your main navigation menu and the 'Quick Links' box

Your main navigation menu is the menu at the top of your website, which is on every page. You can have up to seven tabs, and we recommend you set them up as shown below.

LPC	Test LPC		Che Heart of our Com		INKS Si harmaceutical	earch Q Committee
About us	News	Essential Services	Advanced Services	Commissioned Services	Contact Us	LPC Resources

The 'quick-links' box is a list of your website's most common pages, which you can change as you need.

Creating a menu

- **1.** Go to Appearance > Menus.
- 2. Click Create a New Menu.

Edit your menu below, or <u>create a new menu</u>.

3. Name your menu, and click *Create Menu*. We recommend calling your Quick Links box 'Quick Links' and your main navigation menu 'Main Navigation' or 'Main Menu'.

Editing a menu	Edit Menus Manage Locations	
1. Go to Appearance > Menus.	Select a menu to edit: Main menu (Main	Menu) • Select or <u>create a new menu</u> .
2. Choose the menu you want to edit from the Select a menu to edit drop-down list.	Pages 🔺	Menu Name Main menu
3. Pages to include in the menu can then be chosen by selecting from the <i>Most Recent</i> or <i>View All</i> lists, or using the <i>Search</i> option.	Most Recent View All Search Events Resources title title	About Us
Tick the box next to the page and click Add to Menu.	7th Menu item LPC resources Locally Commissioned Services Advanced Services	Agendas sub item
Other website features and external links can also be added using the other options in the left-hand column.	Select All Add to Menu Dropdown Menu Features	Your committee sub item
	Banner Ads v	News Essential Services
	Categories •	More Services sub item

4. The newly added item will appear at the bottom of the list so must be clicked and dragged to the desired place.

Tip: If a page is placed below and slightly to the right of another, it will appear as part of a sub-level underneath (see *How to create the drop down menus* on the following page).

Edit Menus Manage Loca	tions		
Select a menu to edit: Main menu	(Main Menu) • Select or creat	e a new menu.	
Pages	A Menu Name Main menu		
Most Recent View All Search	Menu Structure Drag each item into the order you pref	er. Click the arrow on the right of the item to reveal a	additional configuration options
title title Tth Menu item LPC resources	Contact Us sub item	Page v	
Locally Commissioned Services Advanced Services Select All Add to N	Calendar sub item	Page v Page v	
Dropdown Menu Features	Your committee sub item	Page 🔻	
Banner Ads	v	Page 💌	
Links	▼ Essential Services	Page v	
Categories	▼ More Services sub item	Page 💌	

5. (optional) Clicking the small triangle next to a page will display a box allowing you to change its name or *Remove* it.

The name that appears for a page in a menu can be changed using the *Navigation Label* box. For example, if you wanted to change from 'Feedback on our website' to 'Contact Us', you would simply change the text in that box to match what you would like it to say.

6. Click the *Save Menu* button in the top righthand corner of the screen to save your changes and make them live.

Contact Us sub item	Page 🔺
Navigation Label	Title Attribute
Contact Us Move Up one Down one Outfrom	m under Contact Us
move op one bown one outpoi	munder Contact Os
Original: Feedback on our websit	<u>e</u>
Remove Cancel	

How to create the drop-down menus

The drop-down menus are part of your main navigation menu. They appear when you hover over the navigation tabs at the top of your site when on any page.

1. Go to Appearance > Menus.

2. Choose the menu you want to edit from the Select a menu to edit drop-down list (this is the name you have given to your 'Main Navigation' menu).

3. Menu items can be clicked and dragged to the desired place.

Different levels of pages can be created by placing menu items below and slightly to the right of others.

In the example opposite, 'About Us' is a top-level menu item (and so a main navigation tab), whilst 'Calendar' is a second-level menu item and 'Agendas' is a

Menu	Name Main menu		
	nu Structure each item into the order you prefer. Click the arrow o	n the right of the item to reveal additional con	figuration options.
Ab	pout Us	Page 🔻	
	Contact Us sub item	Page v	
	Calendar sub item	Page v	
	Agendas sub item	Page 🔻	
	Events sub item	Page 🔻	
	Your committee sub item	Page 💌	

third-level item. See below for how these are displayed on the frontend of your website.

4. Click <i>Save Menu</i> in the top right-		Test LPC		PHARMA the Heart of our Con		JICK LINKS Se al Pharmaceutica	arch a
hand corner of the	About Us	News	Essential Services	Advanced Services	Locally Commissione Services	d Resources	Area Team
screen to make your changes live.	 Contact Us 	 Calendar Agendas Events 	⊦ Your	committee			About Us This section is all about who we are and what we do
			-				what we do

Optional

5. The small picture and descriptive text highlighted above can be added from Dropdown Menu Features. Text and images are added in a similar way to pages and featured slides.

Tip: Whilst images for drop-down menus will automatically be resized to fit, for complete control of how they appear, only use pictures that are 110 x 110 pixels. Attributes

6. To determine which drop-down menu the text and picture will appear on, add a number in the Order box in the Attributes block. The numbers are related to the order in which the main navigation tabs appear - for example, 'About Us' is in position 1, 'News' is in position 2, etc.

7. Below the text editor box, you will find the Link to Page box. If this is not filled in, the picture and title will link to the homepage. However, you may wish to link to the same place as the main navigation tab or another page which you can do by adding in the link in this box (we recommend copying and pasting the link from the frontend of your site).



8. Click the *Publish* button to make the changes live.

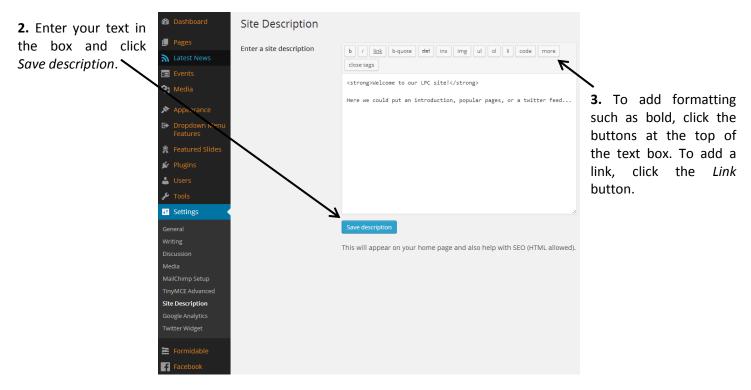
How to edit your site description

The site description is the section of text to the left of the featured slides on your home page.

You can add plain text or a list of links, or add a twitter feed code. For inspiration, check how other LPC sites use it by going to <u>lpc-online.org.uk</u>



1. Go to Settings > Site Description.



How to create and edit your home page utility content area (the third column on the homepage)

There is a column on your homepage, to the right of the 'Latest PSNC News' and 'Events' columns, which you can edit

how you like. It can be used to display any of a number of different things: links, forms, social media information or even just plain text.

The way to add things to this column is by using the 'Home Page Utility' function box in the Widgets area.

Widgets are editable function commands so you can easily add different types of content to a section of your site.

1. Go to Appearance > Widgets.

2. Choose from the 'Available Widgets' and drag-and-drop those you want to use into the 'Home Page Utility' box.

3. Once dragged into the box, you may be given a few options to choose from to configure the widget to your liking, a Delete link and a Save button (Note: as soon as the widget is saved, it will immediately appear on the frontend of the website).

For more advanced widgets, such as Twitter and Mailchimp, you may need to configure the related settings in the Settings area.

LATEST PSNC NEWS	EVENTS	HOME PAGE UTILITY AREA
June CPN is now online The June edition of PSNC'S Community Pharmacy News is now available. This month's CPN features: 'Using Your Schedule of Payment to June 16. 2014	Summer pharmacy catch-up Saturday, 5.July, 2014, 3pm - 7pm TestLPC Head Office Further details of the summer pharmacy catch-up will be available soon	Use this area to add widgets of your choice: - Internal or external links - Forms - Texit - Tiwitte feed
Edit This &	Edit This %	- Facebook buttons
MHRA Class 2 Drug Alert: Vancomycin Powder for Concentrate for Solution for Infusion	View more events >>	NOTCOT: Tooth-tingling Icecream Colgate work with Bompas & Parr http://t.cofu/IBNaVHNS about 22 hours ago from Twitter for Websites Reply Partner Favorite
The MHRA have issued a class 2 drug alert for: Vancomycin Powder for Concentrate for Solution for Infusion – Actavis Group		bPay band http://t.co/YBZNmZ1u9U about 22 hours ago from Twitter for Websites ← Reply 经 Retweet ★ Favorite
June 12, 2014 Edit This ∞		PSFK Presents The Real World Web Report http://t.co/wYDJ0TqvP3 via @psfk about 22 hours ago from Twitter for Websites ♠ Reply ☎ Retweet ★ Favorite
Contract monitoring in 2014/15 NHS England's Area Teams (ATs) have responsibility for monitoring the provision of Essential and Advanced services.		Apple Begins Rejecting Apps That Offer Rewards For Video Views, Social Sharing http://t.co/kUU5DzkLsO via @techcrunch 07.28.54.Al June 16, 2014 from Twitter for Website > Repty 29 Retwert # Favorite
Arrangements for monitoring locally June 12, 2014		Apple Patents An iPad Smart Cover That Can Display
Edit This 🗞		Push Notifications http://t.co/Af24iFsZQG via @techcrund 07:28:07 AM June 16, 2014 from Twitter for Websites
Important Controlled Drug changes		Follow @jellyhaus 438 followers

Widgets		
Available Widgets		Home Page Utility
Fo activate a widget drag it to a sidebar or click or settings, drag it back.	n it. To deactivate a widget and delete its	
Custom Menu	Facebook Follow Button	Text: Home Page Utility area v
Add a custom menu to your sidebar.	Lets a user follow your public updates on Facebook.	Twitter Widget Pro: Twitter v
Facebook Like Box	Facebook Like Button	Custom Menu: Explore our site 🔹 👻
Highlight your Facebook Page content. Encourage visitors to like your Facebook page.	Lets a viewer share your content to his or her Facebook timeline.	Title:
Facebook Recent Activity	Facebook Recommendations	Explore our site
Displays the most interesting recent activity taking place on your site.	Shows personalized recommendations to your users.	Select Menu: Footer menu 🔻
Facebook Send Button	Formidable Entries List	Delete Close Save
The Send Button allows users to easily send content to their friends.	Display a list of Formidable entries	
Formidable Form	LPC Regions	
Display a Formidable Form	A small widget linking to the LPC regions page	
ManageWP	Tag Cloud	
ManageWP widget.	A cloud of your most used tags.	
Text	Twitter Widget Pro	
Arbitrary text or HTML.	Follow a Twitter Feed	
nactive Widgets Drag widgets here to remove them from the sideba	ar but keep their settings.	
Facebook Like Button	Ψ.	

Tip: If you want to save the settings for a widget so you can remove it and then use again later, simply drag it into the 'Inactive Widgets' section.

How to create and edit your footer

Your site has a footer which appears at the bottom of every page. It is made up of four columns which you can edit to display a number of different things: links, forms, social media information or even just plain text.

FOOTER	CONTACT US	EXPLORE OUR SITE	VISIT THE LPC PORTAL				
Use this area to add widgets of your choice: - Internal or external links - Forms - Text - Twitter feed - Facebook buttons	LPC Secretary Phone: 01234 567890 Email: secretary@testlpc.org.uk	Site Map Privacy & Cookies Terms of Use Feedback on our website Report a problem with the website					
Copyright © 2014 PSNC - Site designed and built by <u>Jellyhaus</u>							

The way to add things to the footer is by using the 'Footer' function box in the *Widgets* area. Widgets are editable function commands so you can easily add different types of content to a section of your site.

1. Go to Appearance > Widgets.

2. Choose from the 'Available Widgets' and drag-and-drop those you want to use into the 'Footer' box.

	Widgets				Screen Options *
3. Once dragged into Available Widgets		Home Page Utility		Footer	
the box, you may be To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.		,			
given a few options			Text: Home Page Utility area	•	Text: Footer 🔹
to choose from to	Custom Menu	Facebook Follow Button	Twitter Widget Pro: Twitter		Text: Contact Us
configure the widget	Add a custom menu to your sidebar.	Lets a user follow your public updates on Facebook.			
0 0	Facebook Like Box	Facebook Like Button			Custom Menu: Explore our site 🛛 👻
to your liking, a	Highlight your Facebook Page	Lets a viewer share your content to			Title: Explore our site
Delete link and a Save	content. Encourage visitors to like your Facebook page.	his or her Facebook timeline.			
button (Note: as soon	Facebook Recent Activity	Facebook Recommendations			Select Menu: Footer menu Delete Close
as the widget is	Displays the most interesting	Shows personalized			Save
saved, it will	recent activity taking place on your site.	recommendations to your users.			LPC Regions v
immediately appear	Facebook Send Button	Formidable Entries List			There are no options for this widget.
on the frontend of	The Send Button allows users to easily send content to their friends.	Display a list of Formidable entries			Delete Close
the website).					

For more advanced widgets, such as Twitter and Mailchimp, you may need to configure the related settings in the *Settings* area.

Tip: If you want to save the settings for a widget so you can remove it and then use again later, simply drag it into the 'Inactive Widgets' section.

How to create and edit your featured slides

You can have up to five featured slides which appear to the right of your site description box.

1. Click Featured Slides in the admin menu. You will see a list of all the slides which have been created, as well as filters to see those which have been Published, which are Draft and which are Trash.

2. To edit a slide, click on the name of the slide in the list.

3. To delete a slide, hover over the name and click *Trash*. It will then be moved to the Trash section, and removed from your site. To restore it, go into the Trash section and click Restore.

4. To add a new slide, click Add New. This will open up the Page editor. You should add a title in the title box* and content in the editor below. In here, you can create links, lists, format text and other standard Word Processing features.

*Note that the 'Title' of the slide will not be published on the site – it is for your internal reference only.

5. Adding an image is important on featured slides as they appear on the front page. Choose an image by clicking Set featured image in the Featured Image block. You will then be taken to the media gallery where you can select an image. Click here for more information on the media gallery.

t Featured Slide Add New Featured Slide		
elcome	$\mathbf{\lambda}$	Publish 🔺
malink: http://psnc.org.uk/my_test_region_jellyhaus/feature/welcome/ Edit View Featured Slide Get Shortlink		Preview Changes
Add Media 🖹 Add Form	Visual Text	Status: Published <u>Edit</u>
* Edit * Insert * View * Format * Table * Tools *		Visibility: Public Edit
Ⅰ 66 目 • 目 • 目 ± 圭 ∂ 22 囲 • う ♂ 圖	×	🛗 Published on: Jun 16, 2014 @ 15:18
ragraph 🔻 🗮 Αας 🚝 🎬 🖉 Ω 🧮 😳 <u>Α</u> 🖲 🚱		Edit
lcome to our website, <u>click here</u> to give us feedback.	$\mathbf{\lambda}$	Move to Trash Update
	$\mathbf{\lambda}$	
		Attributes A
		Order
		•
		Featured Image
rd count: 10	Last edited by mabbuttm on June 17, 2014 at 1:30 pm	Remove featured image
ik to Page		Kemove reatured image
ik to rage	A	
ge link http://psnc.org.uk/my_test_region_jellyhaus/about		

Whilst images for ired slides will matically be ed to fit, for olete control of they appear, use res that are 530 x oixels.

o determine the r in which the s show, add a ber in the *Order* in the Attributes K. The slides will in ascending r, starting with 0.

7. (optional) Below the text editor box, is the Link to Page box. You can link the slide image to a specific page by adding the link in this box (we recommend copying and pasting the link from the frontend of your site).

8. Click Publish to make your slide live. (optional) You can keep the slide as a draft by clicking Edit next to Status and choosing Draft. (optional) You can save your slide to be published in the future by clicking Edit next to Publish *Immediately* and choosing a date. Your slide will be held as a draft until this date.



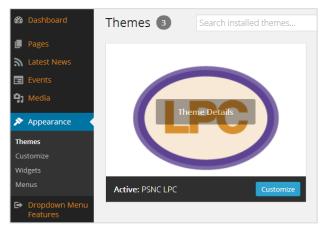
3) (3)	Dashboard	Featured Slides Add New Featured Slide
F	Pages	All (4) Published (3) Draft (1)
a I	atest News	Bulk Actions Apply All dates Filter
3	Events	Title
}]	Media	Welcome - Draft
▶ /	Appearance	Home slide 3
	Dropdown Menu Features	Edit Quick Edit Trash View
₽, F	eatured Slides 🔸	Welcome second
	ured Slides New Featured	Welcome First
۶ F	Plugins	Title

How to upload your LPC logo and change your header text

You can upload your own LPC logo to display on your website. If you don't have your own logo, your site will display the standard oval LPC logo. You can also amend your 'header' text. This is the text that is displayed at the top of a person's browser when they are on your home page and whenever someone bookmarks your site.



Upload your LPC logo



1. Go to Appearance > Themes.

2. Under the standard oval LPC logo, click the *Customize* button. This will open a preview window. Any new logo you upload and see here will not be applied until you click *Save & Publish*.

3. On the left, click *Custom logo* and then *No Image*. This opens the file dropper/selector. You can either drag-and-drop a file

across into the box or else click *Select a File* to find the relevant file from your computer.

Tip: Whilst images for custom logos will automatically be resized to fit, for complete control of how they appear, only use pictures that are 240 x 140 pixels.

4. Once selected, your logo will appear in the preview pane. If you are happy, click the *Save & Publish* button at the top of the screen to make the logo live on your site.

Please note: Don't change the theme of your website as this is the site template which controls the appearance and functionality of the site.

Change your header text

- **1.** Go to *Settings* > *General*.
- 2. Change the text that appears in the *Tagline* box to the text you wish to use.
- 3. Click the Save Changes button at the bottom of the screen.

Please remember to amend your 'header' text otherwise whenever someone is looking at your site, the name in their browser tab will read "Just another PSNC Networks Site" (i.e. the default text).

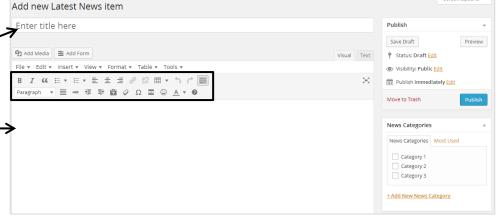
Cancel Save & Publish
You are previewing PSNC LPC
Site Title & Tagline 🔹
Custom logo
Upload a logo to replace the default site name and description in the header Custom logo
Upload New Uploaded
Drop a file here or select a file.
Remove Image

How to create and edit news items

Creating a news item

1. Go to *Latest News* > *Add New*. This will open up the content editor.

2. You should add a title in the title box and content in the editor below. In here, you can create formatted text, links, lists, and other standard Word Processing features.



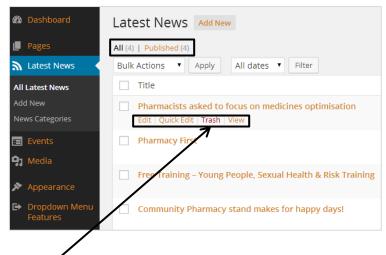
3. Continue to step 4 on the following page.

Editing a news item

1. Click *Latest News* in the admin menu. You will then see a list of all the news items which have been created, as well as filters to see those which have been Published, which are Draft and which are Trash.

2. To edit news item, click on its name in the list and you will enter the content editor (see step 2 in Creating a news item above).

3. Continue to step 4 on the following page.



Deleting a news item

To delete a news item, hover over the name and click *Trash*. It will then be moved to the Trash section, and removed from your site. To restore it, go into the Trash section and click *Restore*.

our site.	Latest News Add New
	All (3) Published (3) Trash (1)
<	Bulk Actions Apply All dates Filter Empty Trash
	□ Title
	Free Training – Young People, Sexual Health & Risk Training Restore Delete Permanently
	Title
	Bulk Actions Apply Empty Trash

News item editing options

Publish .	
Save Draft Preview	
📍 Status: Draft Edit	
Visibility: Public Edit	
m Publish immediately Edit	
Move to Trash Publish	
News Categories	
News Categories Most Used	
Category 1	
Category 2	
Category 3	
+ Add New News Category	4. On
	and o
	categ
Exclude from Search?	cutcg
Select whether this page should be	5. (oj
excluded from the search results.	
No 🔻	Exclu
	6. (oj
Content expiration date	April,
Select the date this content will expire.	, , , , , , , , , , , , , , , , , , , ,
DD MM YYYY	7. Ad
dd Select month ▼ УУУУ	put a
	imag
Featured Image	you
Set featured image	While

9. Once you have edited the options below, click *Publish* to make your news item live.

(optional) If you would like to keep your news item as a draft to edit later, click *Edit* next to *Status* and choose *Draft*, then click *Save* (where it previously said Publish).

(optional) To save your news item to be published in the future, for example after an event, click *Edit* next to *Publish Immediately* and choose the correct date. It will be held as a draft until this date.

For more information on the Visibility settings, see the "How to Create an LPC Members Area" guide on the <u>dashboard</u>.

1. Once you have created your news item, go to the News Categories block on the right and choose the correct category for your news item to sit under (see **Creating news categories** below). News items can sit in more than one category if required.

5. *(optional)* To stop the news item from showing in search results, select *Yes* from the Exclude from Search? box.

5. (optional) If you would like the content to expire on a certain date, for example 1st April, enter the date here. On this date the news item will then no longer be visible.

7. Adding an image is important on news stories as they appear on the front page. To put an image in the right hand corner, choose a featured image by clicking *Set featured image* in the Featured Image block. You will then be taken to the media gallery where you can select an image. <u>Click here for more information on the media gallery.</u> *Tip:* Whilst images for news items will automatically be resized to fit, for complete control of how they appear, only use pictures that are 300 x 115 pixels.

Creating news categories **News Categories** News categories allow your news stories to be easily searchable. Add New News Category Bulk Actions < Apply Name Name **1.** Go to Latest News > News Categories. ne is how it appears on your site Category 1 Slug 2. Add the name for your news category in the box. Category 2 The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens. Category 3 3. If you want to make it a sub-category, choose the correct category Name Parent for your new page to sit under in the *Parent* drop-down. . None Bulk Actions Apply Description 4. Click Add New News Category. 5. If you wish to edit or delete a news category, hover over the name The description is not prominent by default; however, some then show it. and click Edit or Delete. Page 16 of 26

How to create and edit event posts

Creating an event post

1. Go to Events > Add New. This will	Edit Event Add New		30	een opuons *
open up the content editor.	Post draft updated. Preview post			
	Summer pharmacy catch-up		Publish	
2. You should add a title in the title	Permalink: http://psnc.org.uk/my_test_region_jellyhaus/our-events/summer-pharmacy-catch-up/ Edit View Event Get Shortlink Add Media Weither Edit Image: Add Form Image: Add Form	Visual Text	Save Draft Status: Draft Edit	Preview
box and content in the editor below.	File * Edit * Insert * View * Format * Table * Tools *		Visibility: Public Edit	
In here, you can create formatted	B I " E ▼ E ▼ E ± Ξ ∂ ?? Ⅲ ▼ ↑ ♪ ♪ []] Paragraph ▼ ☰ ☞ 浮 野 圖 ◊ Ω ☲ ☺ <u>A</u> ▼ ❷	×	m Publish on: Jun 17, 2014	_
text, links, lists, and other standard	Further details of the summer pharmacy catch-up will be available soon.		Move to Trash	Publish
Word Processing features.	→		Events Categories	
word Frocessing reactives.			Events Categories Most	Used
3. Continue to step 4 on the			Social	
3. Continue to step 4 on the following page.			+ Add New Event Category	

Editing an event post

1. Click *Events* in the admin menu. You will then see a list of all the event posts which have been created, as well as filters to see those which have been Published, which are Draft and which are Trash.

2. To edit an event post, click on its name in the list and you will enter the content editor (see step 2 in **Creating an event post** above).

3. Continue to step 4 on the following page.

Events Add New
All (4) Published (3) Draft (1)
Bulk Actions Apply All dates Filter
Title
Summer pharmacy catch-up - Draft
Test 2014 event Edit Quick Edit Trash View
New 2011 event
This is a new event title
Title
Bulk Actions Apply

Deleting an event post

To delete an event post, hover over the name and click *Trash*. It will then be moved to the Trash section, and removed from your site. To restore it, go into the Trash section and click *Restore*.

Eve	nts Add New
All (3)	Published (2) Draft (1) Trash (1)
Bulk	Actions Apply All dates Filter Empty Trash
	Title
7	Test 2014 event Restore Delete Permanently
	Title
Bulk	Actions Apply Empty Trash

Event post editing options

Publish .	
Save Draft Preview	
📍 Status: Draft <u>Edit</u>	
Visibility: Public Edit	
m Publish immediately Edit	
Move to Trash Publish	
Events Categories	
Events Categories Most Used	
✓ Social	
Training	
+ Add New Event Category	
	4. Onc
Exclude from Search?	right a
	events
Select whether this page should be excluded from site search results.	
No Y 🗲	5. (opt
	Exclud
Content expiration date	
·	6. (opt
Select the date this content will expire.	April, e
DD MM YYYY dd Select month V YYYY	
Featured Image	7. To p
Seatured in sea	feature
Set featured image	where

9. Once you have edited the options below, click Publish to make your event post live.

(optional) If you would like to keep your event post as a draft to edit later, click *Edit* next to *Status* and choose *Draft*, then click *Save* (where it previously said Publish).

(optional) To save your event post to be published in the future, for example once booking is open, click Edit next to Publish Immediately and choose the correct date. It will be held as a draft until this date.

For more information on the Visibility settings, see the "How to Create an LPC Members Area" guide on the dashboard.

e you have created your event post, go to the Events Categories block on the nd choose the correct category for your event post to sit under (see Creating categories below). Event posts can sit in more than one category if required.

ional) To stop the event post from showing in search results, select Yes from the e from Search? box.

t**ional)** If you would like the content to expire on a certain date, for example $1^{ ext{st}}$ enter the date here. On this date the event post will then no longer be visible.

put an image in the right hand corner, choose a featured image by clicking Set ed image in the Featured Image block. You will then be taken to the media gallery you can select an image. <u>Click here for more information on the media gallery.</u>

Creating events categories

creating events categories	Events Categories	
Events categories allow your event posts to be easily searchable.		
	Add New Event Category	Bulk Actions Apply
1. Go to Events > Events Categories.	Name	Name
	The name is how it appears on your site.	Social
2. Add the name for your event category in the box.	Slug	Training
	The "slug" is the URL-friendly version of the name. It is usually all	Name
3. If you want to make it a sub-category, choose the correct category	lowercase and contains only letters, numbers, and hyphens.	Bulk Actions Apply
for your new page to sit under in the <i>Parent</i> drop-down.	Parent None	
4. Click Add New Event Category.	Description	
5. If you wish to edit or delete an event category, hover over the name and click <i>Edit</i> or <i>Delete</i> .	The description is not prominent by default; however, some themes may show it.	

How to upload media and insert it into a page

The Media Library is where all your files are stored. You can upload image files, Microsoft Office files (Word, Powerpoint, etc.), PDFs, Audio and Video.

Uploading several files at once

🚳 Dashboard	Upload New Media	
📕 Pages	r	2. You can eith
🔊 Latest News		file across int
😑 Events	Drop files her	click Select
ӌ Media 🛛		relevant file fr
Library	Select Files	
Add New		3. You will be
Media Categories		
	You are using the multi-file uploader. Problems? Try the browser uploader instead.	progress of file

1. Go to Media > Add New.

2. You can either drag-and-drop a file across into the box or else click *Select Files* to find the relevant file from your computer.

3. You will be able to view the progress of file uploading below.

4. These files will just sit in your media gallery ready for you to select to use on a specific part of your site at a later time.

File uploading tips

a) Whilst all images will automatically be resized to fit the part of the site you select them to appear in, for complete control of how they appear, please bear in mind the pictures sizes listed opposite.

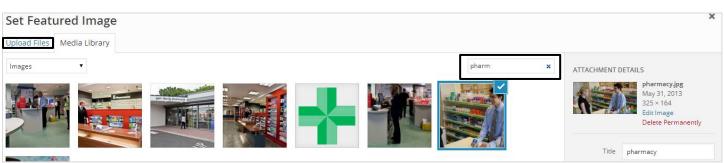
Where you want image to appear	Best size picture to fit
Page, news item or event post	300 x 115 pixels
Featured slide	530 x 260 pixels
Drop-down menu	110 x 110 pixels
Custom LPC logo	240 x 140 pixels

b) Please consider the file types that your visitors will be able to open. For example, even if you have Microsoft Word 2010, not everybody does so you may wish to save the file as a Microsoft World '97-2003 document or a PDF document before uploading to your site.

Uploading and attaching an image to a specific place your site

1. Whenever you are adding content to your site, there will be a Featured Image box on the right-hand side of the content editor with a *Set featured image* link to click.

2. This will take you to a pop-up version of the media gallery where you can find (or upload) and select an image.



3a. If the image has already been uploaded to the media gallery, you can either scroll through all the images you have uploaded or else use the search box to filter them down. **OR**

3b. If you need to upload a new image to the media gallery, click the *Upload Files* tab which will allow you to either drag-and-drop an image file across into the box or find the relevant file from your computer by clicking *Select Files*.

	Publish	
4. Click on the desired image. The chosen image will have a tick in the top right corner.	Save Draft	Preview
5. Click <i>Set featured image</i> at the bottom right of the screen. Once back in the content editor, you may wish to check how your image looks by using the <i>Preview</i> button.	 Status: Draft Edit Visibility: Public Edit Publish immediately Edit 	
	Move to Trash	Publish

Uploading and attaching a document or other file to a specific place your site

1. Find (or create) the page/news item/event post you want the file to sit on.

2. Click the *Add Media* button between the title and content box to go to a pop-up version of the media gallery where you can find (or upload) and select a file.

Insert Media		×
Upload Files Media Library		
All media items	Search	ATTACHMENT DETAILS
		Preface-guidance.pdf June 23, 2014 Delete Permanently
Prescriber-codes-		
Quick-specials- guide.pdf 13.pdf application.pdf	Preface- LPC-Members- Weekly- guidance.pdf Skills-Audit.doc Schedule.docx	Title Preface guidance

3a. If the file has already been uploaded to the media gallery, you can either scroll through all the files you have uploaded or else use the search box to filter them down.

OR

3b. If you need to upload a new file to the media gallery, click the *Upload Files* tab which will allow you to either dragand-drop a file across into the box or find the relevant file from your computer by clicking *Select Files*.

4. Click on the desired file. The chosen file will have a tick in the top right corner.

5. To change the wording of the link that is inserted into the page, amend the wording in the *Title* box.

6. Click Insert into post at the bottom right of the screen, then	Media Categories	
proceed to publish the page/news item/event post as usual.		
	Add New Media Category	Bulk Actions Apply
Creating media categories	Name	Name
Media categories allow your event posts to be easily searchable	The name is how it appears on your site.	Drugs
from in your main media library.	Slug	Consultation
	The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	Test media category
1. Go to Media > Media Categories.		Name
2. Add the name for your media category in the box.	Parent Vone V	Bulk Actions Apply
	Description	
3. (optional) If you want to make it a sub-category, choose the		
correct category for it to sit under in the <i>Parent</i> drop-down.		
4. Click Add New Media Category.	The description is not prominent by default: however, some themes may show it.	

5. If you wish to edit or delete a media category, hover over the name and click *Edit* or *Delete*.

How to build a form and insert it into a page

Creating a form

1. Go to *Formidable* > *Forms*.

2. Click Add New button at the top of the screen.	Build New Form				
	Pre-Built Form	Blank Form			
3. You can use a pre-built form template to help	Select a template to generate your form.	Start with a blank form and build anything.			
you get started, but for complete freedom choose	Contact Us 🔹				
<i>Create</i> in the Blank Form box.	Create	Create			

4. Enter the title of the form in the box at the top.

(optional) You can also add a description by clicking the link below this box.

Build I (no title)	New	Form								Screen option
Build		Settings	Entries	Views	Reports	Switch Form 👻				
Create	or Car	ncel							Insert into a post, page, [formid	display or text widį able id=9]
Enter	title	e here							Preview Form	
(Click her	e to ado	d a descriptio	on or instruction	15)			Form Key: o	6ey5		
									Fields Layout D	efault Values
* Phari	macy na	ame							Single Line Text	Paragraph Text
									Checkboxes	Radio Buttons
* Email	Addres	s							Dropdown	reCAPTCHA
		-							Pro Fields	
									Email Address	Website/URL
		e interested i	n a training ever	nt focusing on	the local minor a	ilments service?		©∎+	Section Heading	Page Break
r1	res No								File Upload	Rich Text
			t Field Choices n or instructions)						Number	Phone Number
		s (ID 504)						•	Date	Time
									Image URL	Scale
									Data from Entries	Hidden Field
									User ID (hidden)	Password
					1				HTML	Tags
						-				

5. To add fields to the form, simply drag-and-drop the desired field from those listed on the right-hand side of the screen to the central part of the screen.

6. To amend the wording used in any part of the field (i.e. names/questions or possible answers), click on the text, type your preferred wording and then press the 'Enter' key.

7. *(optional)* For more options, click on the field name, then click *Field Options* which enables you to do things such as making it a 'Required' field, limit its visibility to only certain users, or change the position of the label (i.e. the field name or question).

Tip: You may wish to check how the form looks by using the *Preview Form* link at the top right of the screen.

8. To delete a field, click on the field name, then click the rubbish bin icon \square

which appears to the right.

9. Click the *Create* button at the top of the screen. This will take you to the *Settings* stage of creating your form.

10. Using the General and	Settings	5						
Emails tabs on the left of	(no title)							
the screen, you can	Build	Settings	Entries	Views	Reports	Switch Form 🗸		
amend the wording used	Update or	Cancel						
after a form has been	opulate							
submitted or that is sent	Settings							
by email to the person	General		✓ Use Formida	able styling f	or this form			
who needs to review the	Emails							
form submissions.	Customize I	HTML	Submit Button 1	Text S	ubmit			
	Create Post		Action After For			from another r	age 🔿 Redirect to URL	
Tip: If you are unsure						omitted. Thank	5 -	
whether or not to change					-			
a setting, it is best to			Show the	e form with	the confirmation	on message		
leave on the default.			Load and sa	ve form buil	der page with	AJAX ①		
			Submit this	E	av (i)			
11. Click the Update			Submit this	form with Aj	AX U			
button at the top of the			Allow logged	l-in users to	save drafts			
screen. The form is now			Limit form v	isibility and	submission			
ready to attach (see								
Attaching a form to a			Limit numbe	er of form su	Ibmissions			
specific place on your site								
below).								

Tip: You may wish to check how the form operates by using the Preview Form link at the top right of the screen.

12. If you wish to edit or delete a form, go to *Formidable > Forms* then hover over the name and click *Edit* or *Delete*.

Attaching a form to a specific place on your site

1. Find (or create) the page/news item/event post you want the form to sit on.

Edit Page Add New		
Contact Us Permalink: http://psnc.org.uk/my_ter	2. Click the <i>Add Form</i> button between the title and con where you can select a pre-existing form to insert.	tent box to go to a pop-up window
File ▼ Edit ▼ Insert ▼ View ▼ B I GG 臣 ▼ 臣 ▼ 臣 Paragraph ▼ 臣 🖛 僅 聖	3. Select the relevant form using the drop-down box. <i>(optional)</i> Tick the boxes below if you wish to display the form title and/or description above the form.	Add Formidable Form Select a form to insert Contact Us
4. Click <i>Insert Form</i> at the page/news item/event p	he bottom of the scr <u>een, then proceed to publish the</u> ost as usual.	Display form title Display form description

Viewing form submissions

Viewing form reports

These are best used only as a quick reference, particularly if you have yes/no or other multiple option fields.

1. Go to *Formidable* > *Reports*.

2. Make sure you are looking at the correct form by choosing the relevant one from the Switch Form drop-down list.

Viewing and downloading form entries

These are useful for more detailed analysis of form submissions.

1. Go to *Formidable > Entries*.

2. Make sure you are looking at the correct form by choosing the relevant one from the Switch Form drop-down list.

Entries	Intries Add New					Screen Options *	
Problems obtaining an appliance?							
Build	Settings	Entries View	vs Reports Switch Form			— All Fields —	▼ Search
Bulk Action	ns 🔻 Apply	Download CSV					4 items
O Your	name	Name of your pharmacy	Pharmacy postcode	Your email address	Contact telephone number	Details of appliance	Details of problem
	a Smith View Duplicate e	Petter Pharmacy	Helon	you -		Reflexions Flat Spring Diaphragm 70mm	Not available from wholesalers without extra charges,
🗌 Rahu	il Dahya	MPS Pharmacy	340 E	CN	0006447142	DEXAMFETAMINE 5MG TABLETS- AAH PRICE £23.10P TARIF	Basic price higher than the Drug Tariff price
shiva	ani patel	Chana Chemist	No.055	Contraction of the second s		XEROSTOM SALIVA REPLACEMENT GEL	Not available from wholesalers without extra charges

3a. To view an individual form entry, click on the answer to the first question.

OR

3b. To download all form entries, click the *Download CSV* button at the top of the screen. This will download a CSV file which can be opened in Microsoft Excel.

4. If you wish to edit or delete a form entry, hover over on the answer to the first question and click *Edit* or *Delete*.

How to create, edit and delete new website users

User type	Access rights	Recommend for	
Administrator	Somebody who has access to all the administration	The main person/people responsible for	
	features within a single site.	your site.	
Editor	Somebody who can publish and manage posts including	Anyone who maintains your site but who	
	the posts of other users.	doesn't need control of all site settings.	
Author	Somebody who can publish and manage their own posts.	Someone who only occasionally adds	
		things to your site.	
Contributor	Somebody who can write and manage their own posts	Someone whose work needs authorising	
	but cannot publish them.	by others before publication.	
Subscriber	Somebody who can only manage their profile.	Those who you wish to be able to access	
		your privately published pages (i.e. a	
		'Members Only' Area). See the "How to	
		create an LPC Members Area" guide on	
		the <u>dashboard</u> .	

You can create users with different access rights for your website. The different user types are as follows:

Creating a user

1. Go to Users > Add New.

2a. If the user has an LPC Members Area login with PSNC, add their Email or Username to the 'Add Existing User'

section. Change their 'Role' using the drop-down menu. Click Add Existing User.

Tip: If you are unsure whether the user has an account with PSNC, try this option. If they don't, you will get an error message when you click Add Existing User saying that the user doesn't exist.

You are then able to set them up as a new user as per step

OR

2b. If the user doesn't have an LPC Members Area logir PSNC, add their Username and Email address to the 'Add User' section. Change their 'Role' using the drop-down Click Add New User.

Add Existing User				
Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.				
E-mail or Username				
Role	Subscriber	•		
Add Existing User				
er step 2b.				
	Add New User			
	Create a brand new user and add them to this site.			
ea login with	Username (required)			
he 'Add New				
-down menu.	E-mail (required)			
	Role	Subscriber 🔻		

3. For both options, the user will receive a confirmation email which contains an activation link. This link must be clicked in order to activate the account, and must be done within three days otherwise it will expire. If it does expire, you will need to repeat step 2a/2b. If they are a new user then they will be given a password when they click their activation email; they can change this or request a reminder by clicking the links below the login box.

LPC Members' Area
Please login to access this area.
Username
Password
LOG IN
Remember me
Lost your password? Change your password

Page 24 of 26

Editing or deleting a user

1. Click *Users* in the admin menu. You will see a list of all the users of your site, as well as filters to see those which have been assigned to different user types.

Users Add New				Server options
All (633) Administrator (10) Editor (1	6) Author (1) Subscriber (606) Super Ad	dmin (1)		Search Users
Bulk Actions Apply Change	role to 🔻 Change		632 items 《	< 1 of 32 > >>
Username	Name	E-mail	Role	Posts
Edit Remove		@gmail.com	Subscriber	0
aadeniran		@nhs.net	Subscriber	0
aallahad		@hotmail.com	Subscriber	0
abaker		@tiscali.co.uk	Subscriber	0

2. To edit a user, click on the name of the user in the list and you will be presented with their profile settings. You can add/remove/amend lots of data relating to the user here, including giving them a new password. Click *Update User* at the bottom of the screen to save the changes you have made.

3. To delete a user*, hover over the name and click *Remove.* A page will appear to confirm that you want to remove the user – if you are sure, click *Confirm Removal.*

*Note: only administrators are able to delete other website users.

Edit User Add New		
Personal Options		
Visual Editor	Disable the visual editor when writing	
Admin Color Scheme	Default	⊖ Light
	C Ectoplasm	O Midnight
Keyboard Shortcuts	Enable keyboard shortcuts for comment mode	ration. <u>More information</u>
Toolbar	Show Toolbar when viewing site	
Name		
Username	aadam	Usernames cannot be changed.
Role	Subscriber 🔻	
First Name	Asif	
Last Name	Adam	
Nickname (required)	aadam	
Display name publicly as	aadam 🔻	

Website checklist

Add other users

Add other LPC members or support staff as website users ASAP so there are more people able to set the site up.

Create your key pages

You need to set up your pages before you can create your menus. We recommend that you create your pages with your site map already in mind. The easiest way to get started would be to add pages just with titles but no other content until your navigation menus are in place. You may wish to create a 'Contact Us' page with a form for visitors to fill in.

Set up your main navigation menu

You can have up to seven main navigation tabs, and we recommend you set them up as shown below.



Set up your drop-down menus

These will make it quick and easy for visitors to your site to jump straight to the pages they want.

Create your footer

Important: Please enter the LPC's contact details in the first column and add the 'LPC Portal Widget' in the next column (so visitors can navigate to other LPC sites if they need to). You can choose what to put in the remaining two columns.

Add your site description

You can use the area to the left of the featured slides on your home page to add plain text or a list of links, or add a twitter feed code. For inspiration, check how other LPC sites use it by going to <u>lpc-online.org.uk</u>

Make use of your home page utility content area

You can use the area to the right of your events column on your home page to add plain text or a list of links, or add a twitter feed code. For inspiration, check how other LPC sites use it by going to <u>lpc-online.org.uk</u>

Create some featured slides

Important: As this is quite a prominent area of your home page, we would recommend adding a 'welcome' slide to start with to prevent this area from appearing blank.

Create the 'quick links' menu

This is another way to help visitors navigate your site more quickly. You could add popular pages or useful external links.

Change your LPC logo and header

Important: Please change your 'header' text otherwise the name given for your site in a person's browser tab will read "Just another PSNC Networks Site". The LPC logo only needs changing if you have your own unique logo.

Add some news items

We would recommend adding a 'welcome to our new website' news story (or similar) to start with to prevent this area from appearing blank. You can then start adding some news categories ready to assign future stories to.

For further information on how to start your website from scratch, see "LPC Website Setup Task List" on the dashboard.