LPC Sites User Guide
for beginners

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Part 1: Getting started

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Part 1: Getting started

Accessing your dashboard

1. Go to:

www.yourlpc.org.uk/psncsites-dashboardlogin
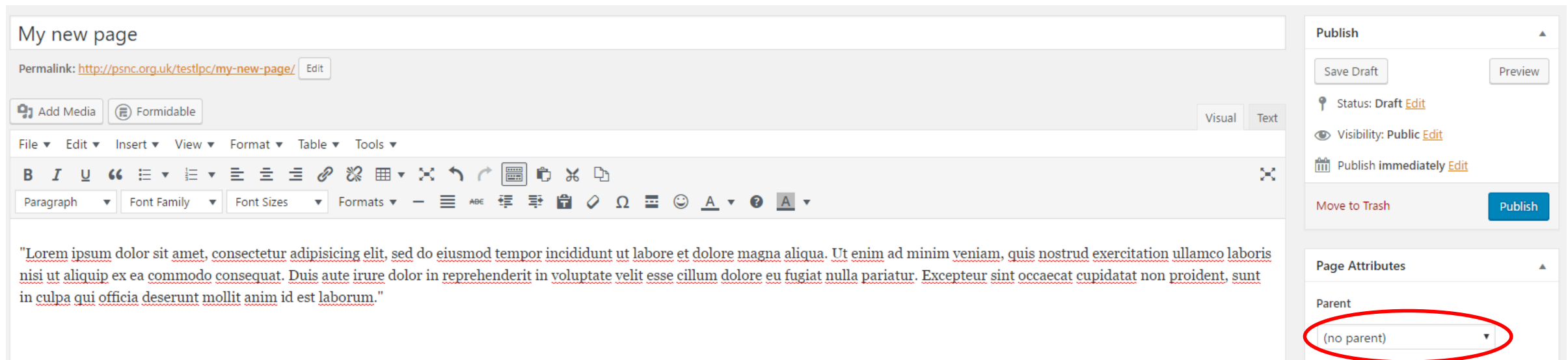
2. Enter your username and password.

3. Click **Log In**.

If you ever forget your password, just click the **Lost your password?** link.

Adding pages

1. Go to **Pages** > **Add New**.

2. Add a title in the title box and content in the editor below.

3. In the **Page Attributes** block on the right, choose the correct page for your new page to sit under.

Content editor

Buttons look similar to other word processing programs so should be familiar:

B *I* **Bold** and *Italic*   🔗 Link

A ▼ Text colour   ▦ ▼ | Table |

Paragraph ▲	≡	ABC	⇥	⇥	📋	⌀
Paragraph	(Shift+Alt+7)
Heading 1	(Shift+Alt+1)
Heading 2	(Shift+Alt+2)
Heading 3	(Shift+Alt+3)
Heading 4	(Shift+Alt+4)
Heading 5	(Shift+Alt+5)
Heading 6	(Shift+Alt+6)
Preformatted	

Here you can select from pre-formatted text styles.
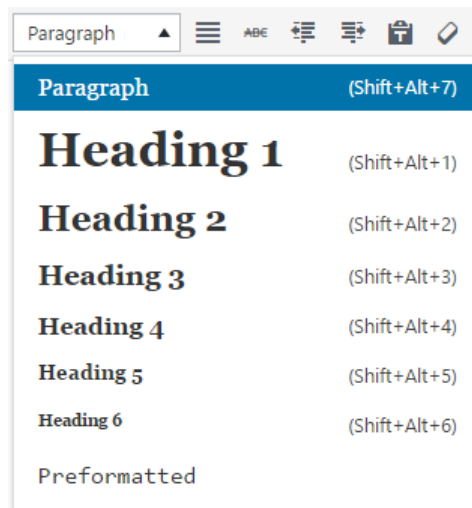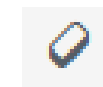
Add Media   For inserting pictures or links to documents on the webpage.

Formidable   For inserting forms you have created.

⌀   Clear formatting – this is useful if you have copied and pasted text from elsewhere, such as a Word document.
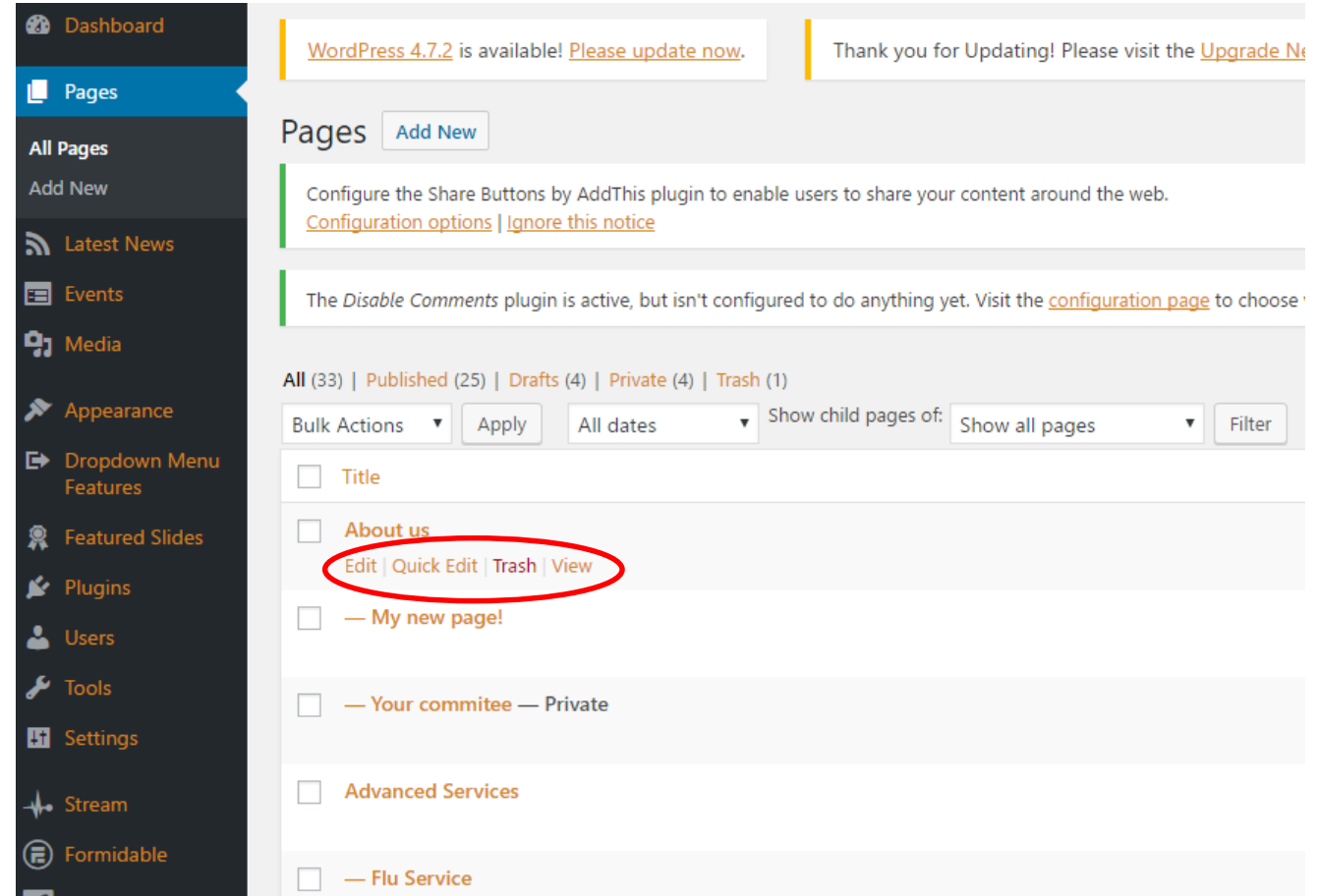
Page publishing options

From the **Publish** box you can:

- Check what your page looks like for visitors by clicking **Preview**;

- Keep your page in draft format by clicking **Save Draft**; and

- When you're ready, click the blue **Publish** button to make your page live.

Editing pages

1. Go to **Pages** > **All Pages**.

2. To edit a page, click on its name in the list and you will enter the content editor.

3. To delete a page, hover over its name in the list and click **Trash**.
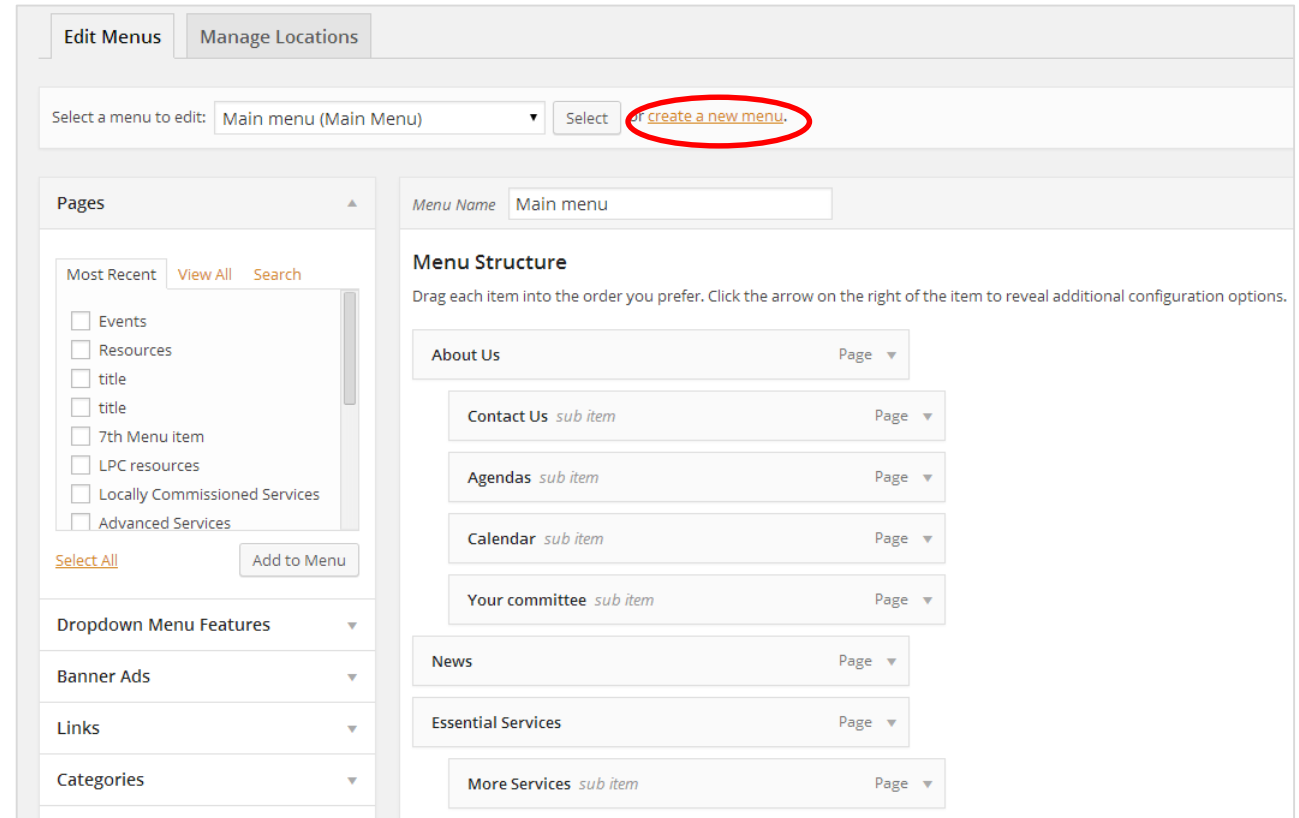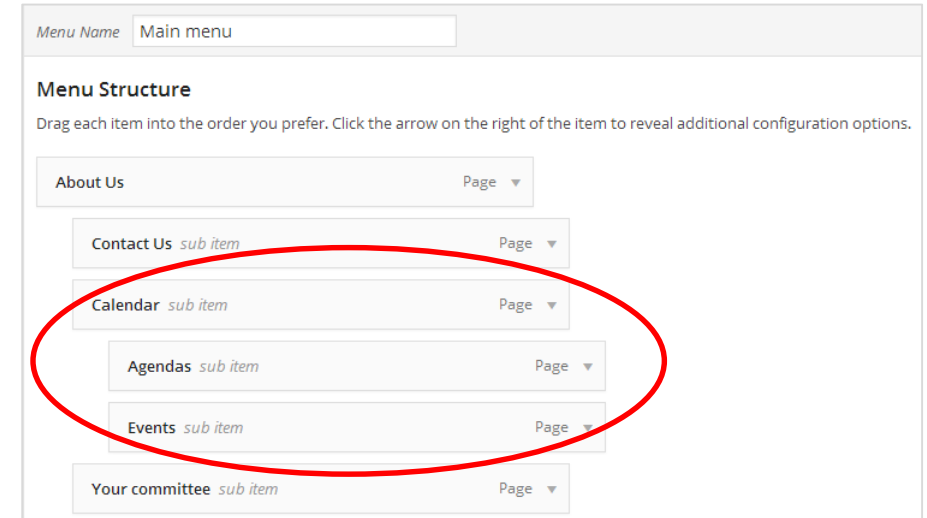
Creating your menus

1. Go to **Appearance** > **Menus**.
2. Click **Create a New Menu**.
3. Name your menu, and click **Create Menu**.
4. Add a name in the menu name box.
5. Select pages by ticking the box next to the page from the lists available and click **Add to Menu**.
6. Click the **Save Menu** button in the top right-hand corner of the screen.

Main navigation menu

- Select the **Main Menu**.

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

- You can a maximum of **7** main tabs and we suggest 4 sub-items with any other sub-items indented.

- Remember to check how the menu appears on your homepage in case it doesn't appear as you expected.
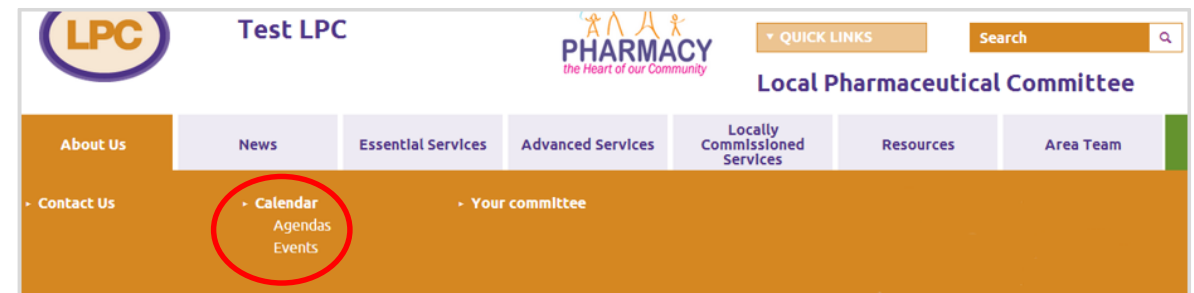
Quick links menu

1. Create a separate menu.

2. Under the **Manage Locations** tab, select this new menu under **Assigned Menu** next to the **Quick Links Menu**.

3. Click the blue **Save Changes** button.

TIP:

Keep the menu short.

Adding your LPC logo

1. Go to **Appearance** > **Customize**.
2. Click **Custom logo**.
3. Click **Select Image**, then select or upload an image file.
4. To finish, click the blue **Save & Publish** button.

Editing your footer

1. Go to **Appearance** > **Widgets**.
2. Choose from the **Available Widgets** and drag-and-drop those you want to use (up to 4) into the **Footer** 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.
4. Remember to check how your footer looks to visitors in case it doesn't appear as you expected.
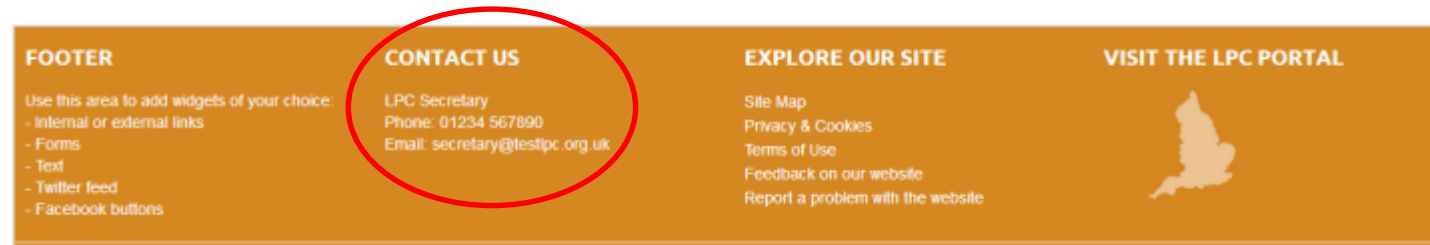
The third column

LATEST NEWS   View more news >

Pharmacy Access Scheme review process to close soon

Time is running out to apply for a review of your pharmacy's eligibility for payments under the Pharmacy Access Scheme...

Edit This ✎

Action reminder: Have you requested an NHSmail account?

Community pharmacy contractors that wish to take part in the Quality Payments Scheme must: have an NHSmail account for their...

Edit This ✎

Applications open for PSNC Leadership Academy 2017

Developing LPC leaders for the future The PSNC Leadership Academy, now in its second year, is inviting applications for the...

Edit This ✎

PSNC and Pharmacy Voice demonstrate how to turn their Forward View into reality

PSNC and Pharmacy Voice, with the support of the RPS English Pharmacy Board, have today launched the next phase of...

Edit This ✎

LATEST PSNC NEWS

Ask PSNC: Quality Payments FAQs

The team at PSNC has been receiving a number of queries on the Quality Payments Scheme; below are some of...
April 18, 2017

Edit This ✎

Quality Payments: Don't forget to make your declaration!

Community pharmacy contractors are reminded that the Quality Payments online declaration on the NHS Business Services Authority (NHS BSA) website...
April 18, 2017

Edit This ✎

Health & Care Review

EVENTS

LPC AGM

Monday, 15 May, 2017,
12 Grimmald Place

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut...

Edit This ✎

LPC Meeting

Tuesday, 20 June, 2017, 12:59
PSNC Office

Edit This ✎

Contractor Meeting

TWEETS BY LPCS

RT @Pharm_Services: A really useful resource - lots on info in one place for any pharmacy struggling to complete their declaration before t... about 2 hours ago from Twitter for iPhone ↰ Reply ⇄ Retweet ★ Favorite

Hoping to increase engagement with politicians online? Register for our webinar to make the most of social media https://t.co/p7Khvul0kG about 3 hours ago from Hootsuite ↰ Reply ⇄ Retweet ★ Favorite

April edition of CPN magazine is out now - view in our flipbook reader or download a copy for later... https://t.co/TymO3DLOt4 about 18 hours ago from Hootsuite ↰ Reply ⇄ Retweet ★ Favorite

RT @Rosieanntaylor: April 2017 Price Concessions/NCSO are available at @PSNCNews https://t.co/WlunXGlDgg about 19 hours ago from Twitter Web Client ↰ Reply ⇄ Retweet ★ Favorite

Editing your third column

1. Go to **Appearance** > **Widgets**.
2. Choose from the **Available Widgets** and drag-and-drop those you want to use (best to keep to just 1 or 2) 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.
4. Remember to check how your third column looks to visitors in case it doesn't appear as you expected.
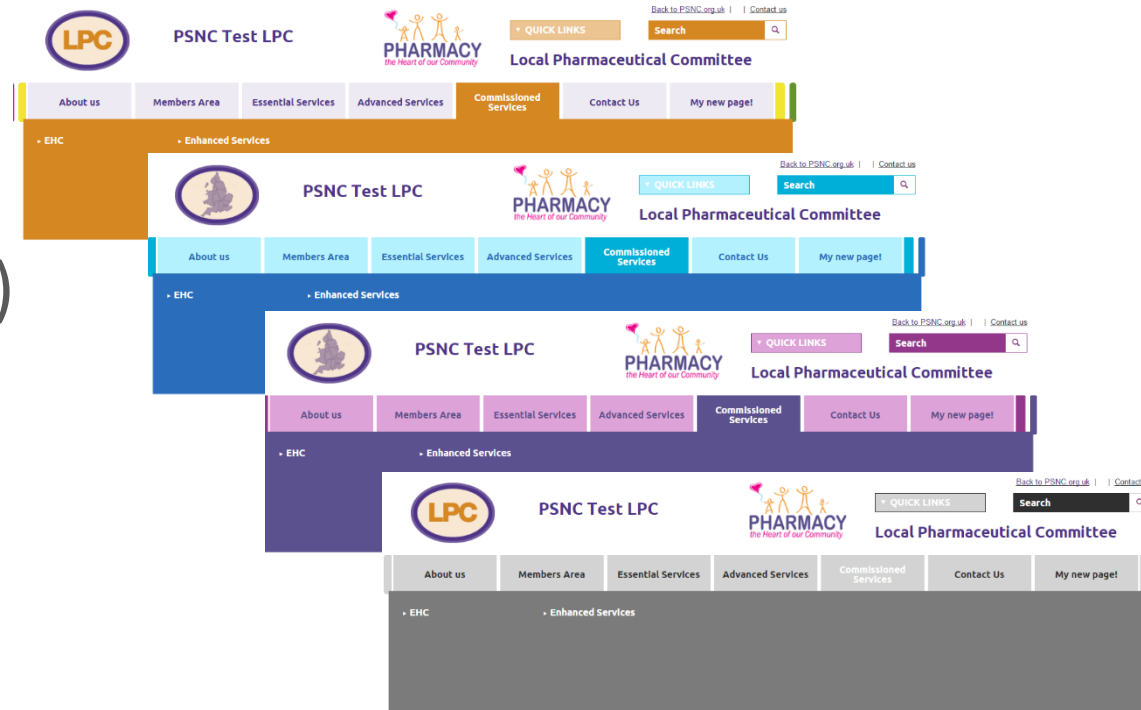
TIP: If you want to save the settings for a widget so you can remove it and then use again later, simply drag it into the **Inactive Widgets** section.

Colour themes

- Choose from:
  - Orange/purple (default)
  - Blue
  - Pink/purple
  - Monochrome

- Go to **Appearance** > **Themes**, then select the **Activate** button on the theme you want to use.

General settings

1. Go to **Settings** > **General**.

2. Check the following settings are correct:

   a) **Site Title** – the name of your LPC.

   b) **Tagline** – a one-line description (e.g. The XXX LPC website).

   c) **Email Address** – this should be the person managing your website or perhaps a shared mailbox for the LPC.

3. Click the **Save Changes** button at the bottom of the screen.

Site description

1. Go to **Settings** > **Site Description**.

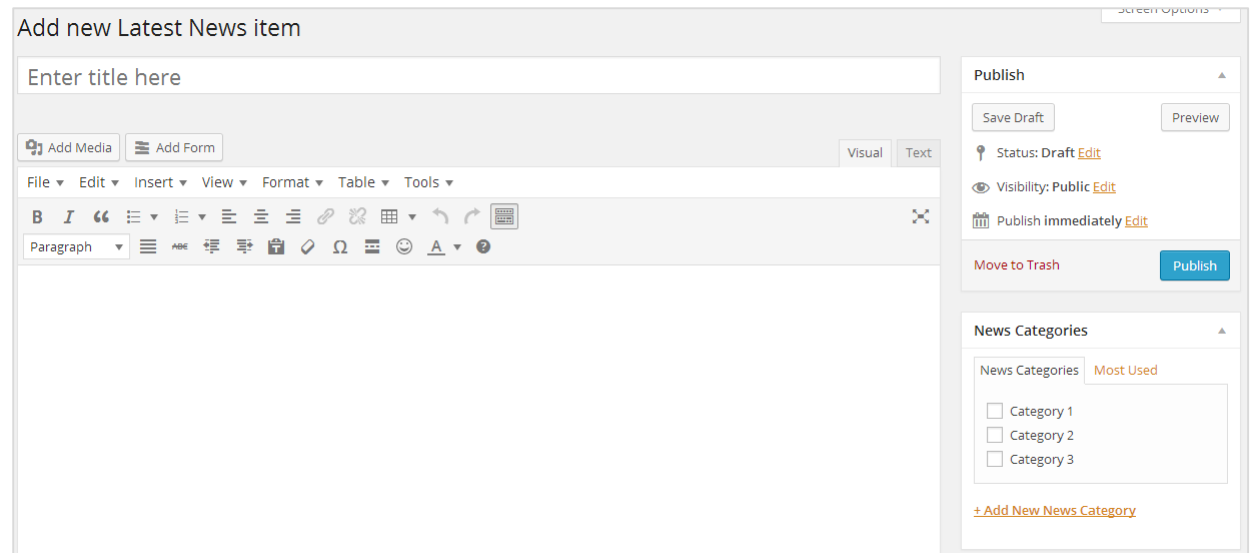2. Enter your text in the box and click **Save description**.
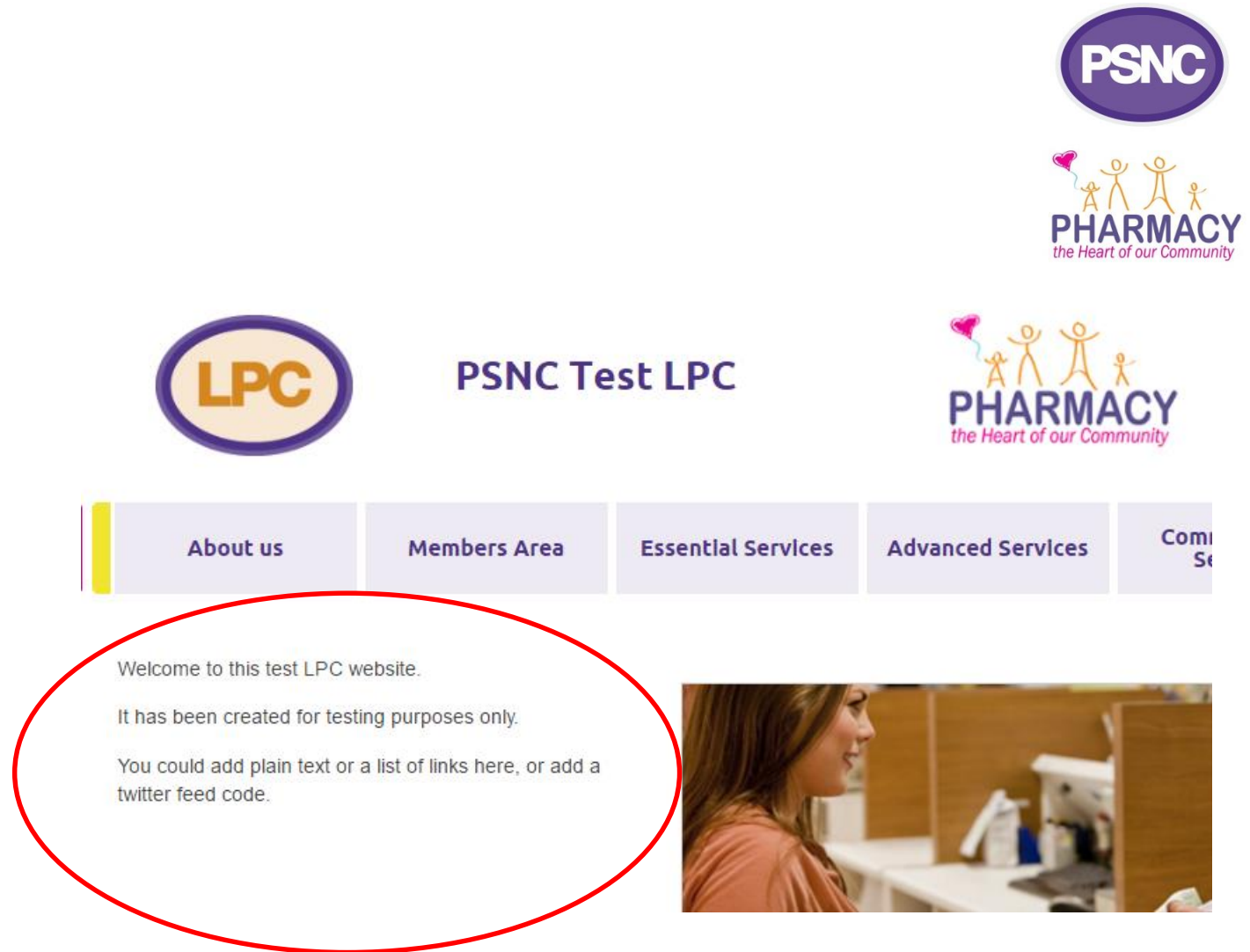
Part 2: Day to day use

Adding news stories

1. Go to **Latest News** > **Add New**.

2. Add a title in the title box and content in the editor below.

3. Add an image by clicking **Set featured image** in the **Featured Image** block on the right, then select or upload an image file.
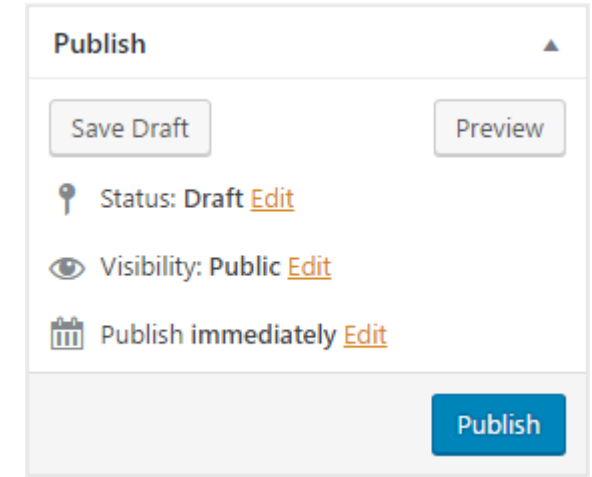
TIP: You can categorise your news story by ticking the box next to the category from those listed in the **News Categories** box. To add a category, click **Add New News Category** link, type in the name of the new category and click the button underneath.

News publishing options

- Once published, remember to check how it appears on your homepage in case it doesn't appear as you expected.

- If you want to publish your news story at a specific time:
  - Click **Edit** next to **Publish immediately** in **Publish** box;
  - Enter your desired date;
  - Once the date is set, click **OK**; and
  - Finally, click the blue **Schedule** button.

- News stories can be edited under **Latest News** > **All Latest News** and selecting the relevant story.

Adding events

1. Go to **Events** > **Add New**.

2. Add a title in the title box and content in the editor below.

3. Make sure you fill in the event details as these will then be displayed on the homepage.

EVENTS

LPC AGM

Monday, 15 May, 2017, 1-4pm
LPC Office

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut...

LPC AGM

Permalink: http://psnc.org.uk/testlpc/our-events/lpc-agm/ Edit

Add Media   Formidable

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

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Paragraph ▾   Font Family ▾   Font Sizes ▾   Formats ▾ — ≡ ᴬᴮᶜ ⇥ ⇥ ▤

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nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in volup
in culpa qui officia deserunt mollit anim id est laborum|
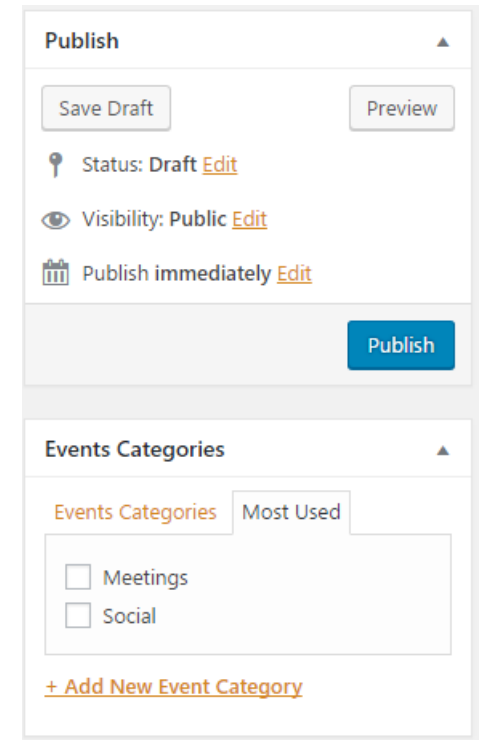
p
Word count: 69

Event Details

Event date 15-05-2017

Event location LPC Office

Event time 1-4pm

Event publishing options

- You can also categorise events in the same way as news stories:
  - Tick the box next to the category from those listed in the **Event Categories** box; OR
  - To add a category, click **Add New Event Category** link, type in the name of the new category and click the button underneath.

- This works the same as for pages and news stories:
  - You can **Preview** or **Save Draft**; and
  - Click the blue **Publish** button to make your page live or add a date to publish at a specific time.

- Events can be edited under **Events** > **All Events**.

Featured slides

1. Go to **Featured Slides** > **Add New**.
2. Add a title in the title box* and content in the editor below.
3. Add an image by clicking **Set featured image** in the **Featured Image** block on the right, then select or upload an image file.
4. To determine the order in which slides show, add a number in the **Order** box in the **Post Attributes** block. There is a maximum of **5** spaces available.
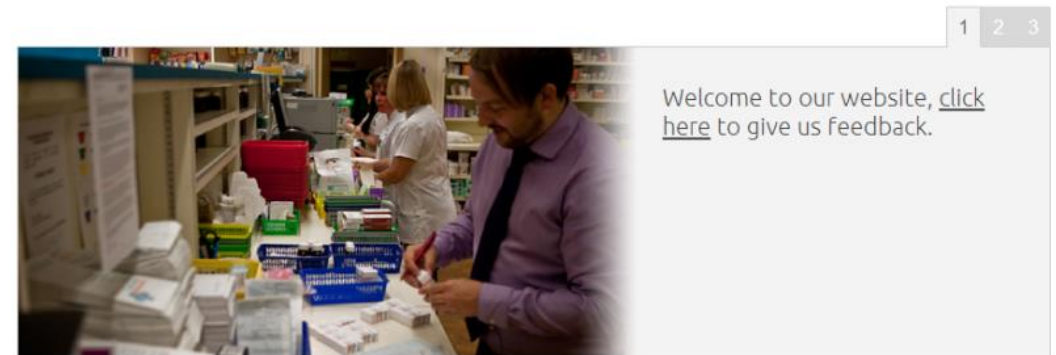
*This title will **not** appear on the website.*

Featured slide publishing options

- This works the same as for other posts:
  - You can **Preview** or **Save Draft**; and
  - Click the blue **Publish** button to make your page live or add a date to publish at a specific time.

- Once published, remember to check how it appears on your homepage in case it doesn't appear as you expected.
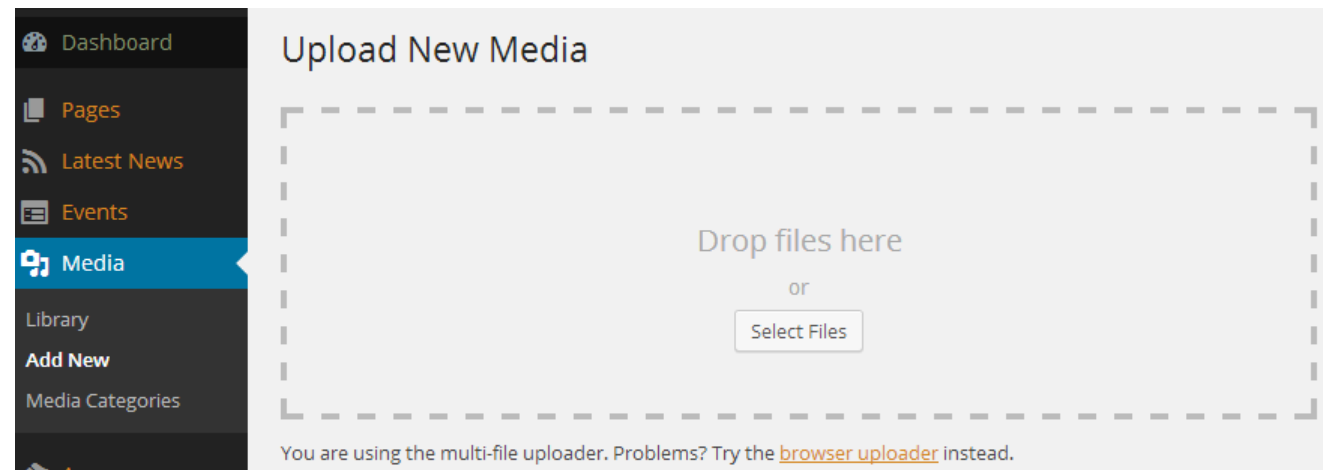
Uploading media

There are 2 ways to do this:

a) Adding in the media gallery

- Go to **Media** > **Add New**.

- Either drag-and-drop files across into the box or click **Select Files** to find the relevant file from your computer.

Uploading media

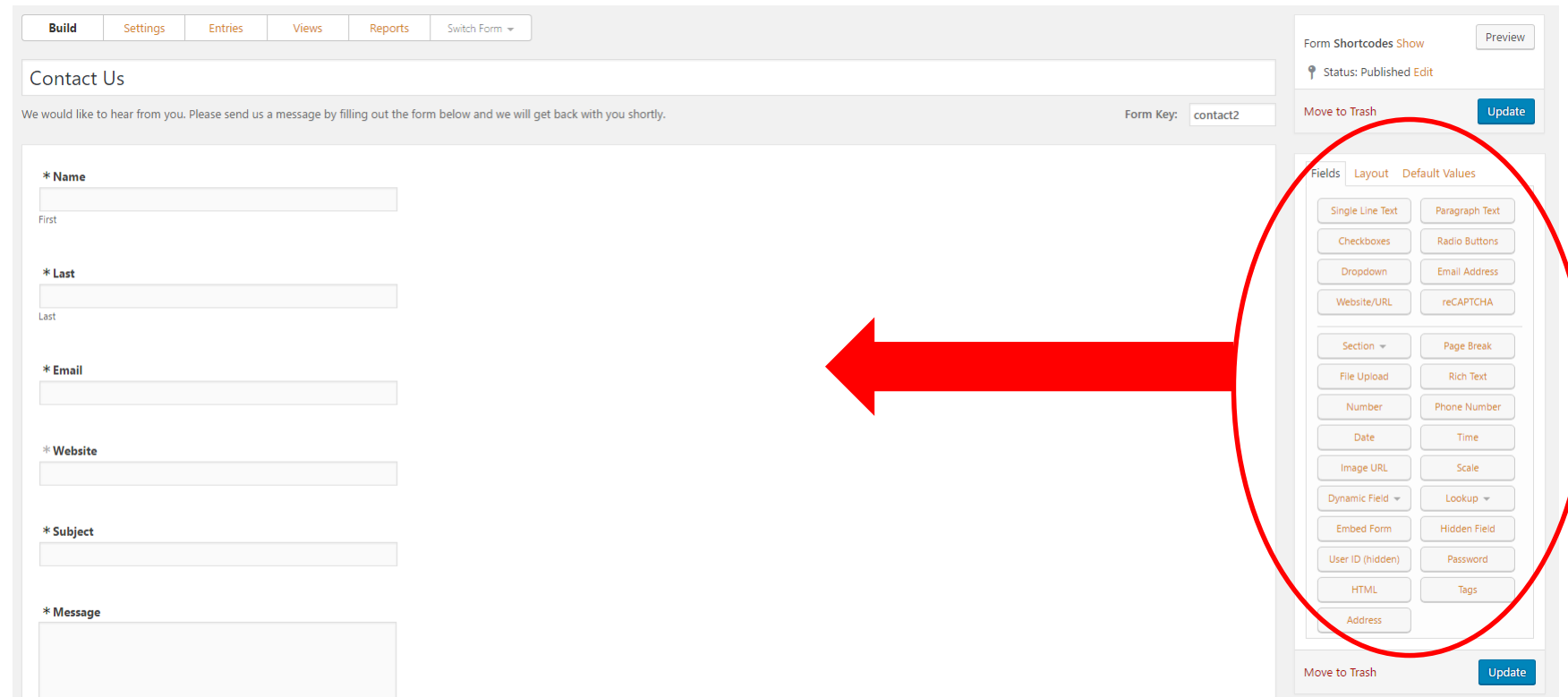b) Adding from the content editor

- Clicking either the **Add Media** button or the **Set featured image** link will take you to a pop-up version of the media gallery.
- To add a file or image, click the **Upload Files** tab.
- To find a file that has already been uploaded, click the **Media Library** tab.
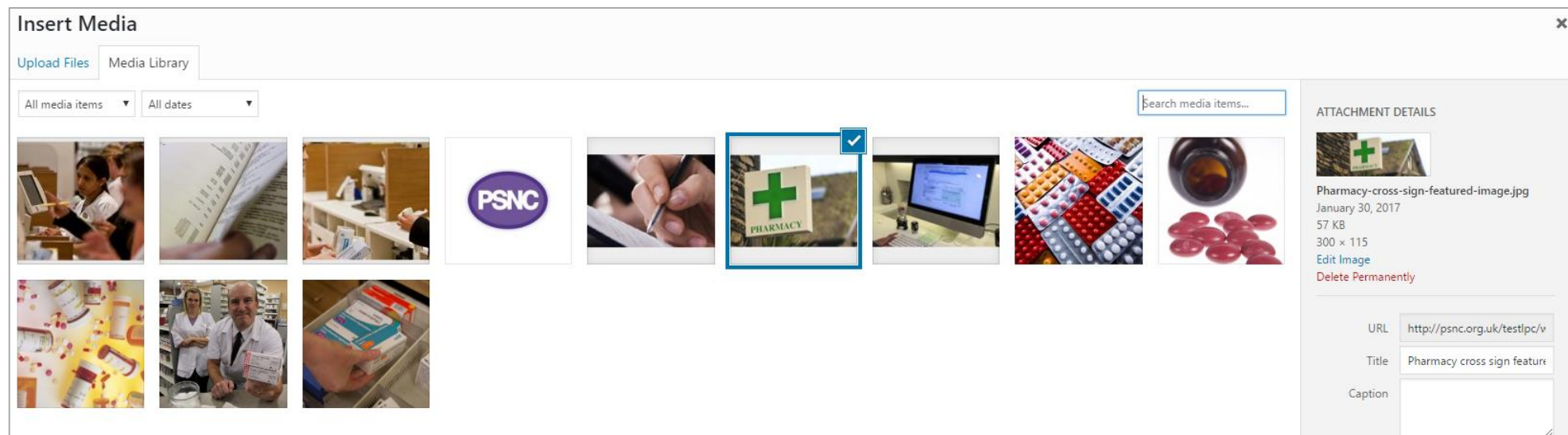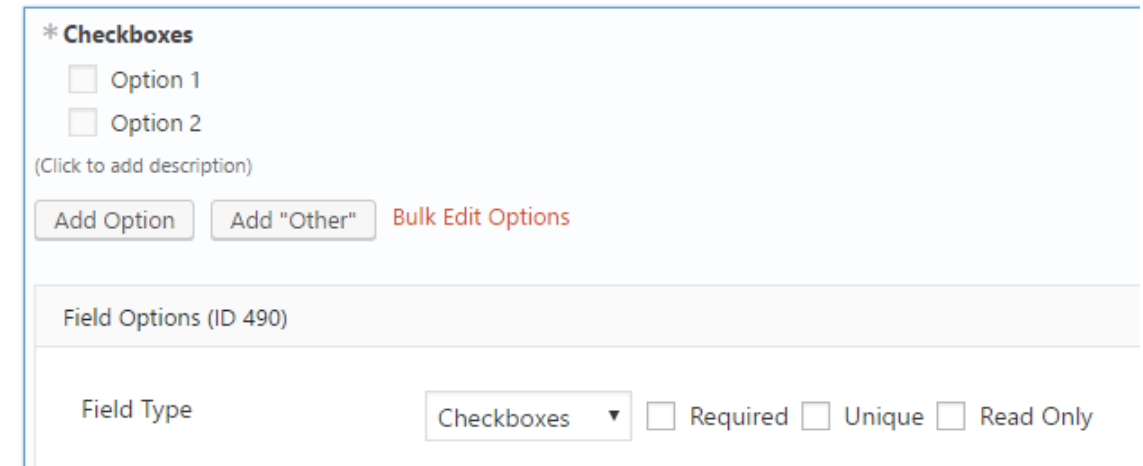
Creating forms

1. Go to **Formidable** > **Forms** and click the **Add New** button.

2. Add a title in the title box.

3. Drag-and-drop the desired fields from those listed on the right-hand side to the central part of the screen.

Editing a form

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

- For more options, click **Field Options** which enables you to do things such as making it a **Required** field.

- To move a field above or below another, hover over it, then click and drag the ✛ icon which appears to the right. The bin icon next to this will delete the field.

- **TIP:** You may wish to check how the form looks by using the **Preview** link.

Setting up a form

- Once you're happy with how it looks, click the blue **Create** button which will take you to the **Form Settings** section.

- Using the **General** and **Form Actions** tabs on the left of the screen, you can amend the wording used after a form has been submitted and set up email notifications to the person who needs to review the form submissions.

- To save your changes, click the **Update** button.

Displaying a form on your site

1. Find (or create) the page/news item/event you want the form to sit on.
2. Click the **Formidable** button below the title box.
3. In the pop-up window, select the relevant form using the drop-down box.
4. Tick the relevant boxes below if you wish to display the form title and/or description above the form when displayed on the page.
5. Click **Insert into Post** at the bottom of the screen, then proceed to publish (or update) the page/news item/event as usual.
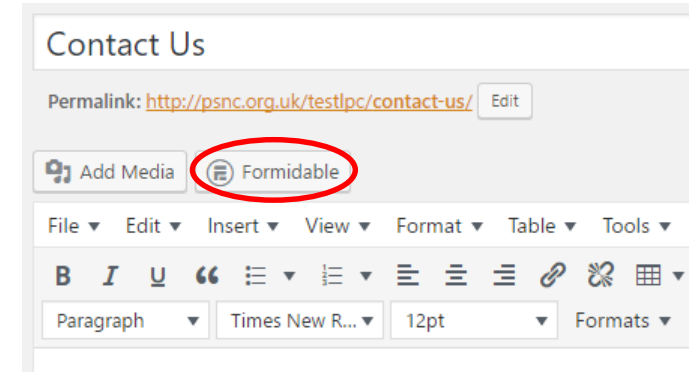
Viewing form submissions

1. Go to **Formidable** > **Entries**.
2. Make sure you are looking at the correct form by choosing the relevant one from the drop-down list and click **Filter**.
3. You now have 2 options:
   a) To view an individual form entry, click on the answer to the first question.
   b) To download all form entries, click the **Download CSV** button at the top of the screen. This will download a basic spreadsheet which can be opened in Microsoft Excel.

User types

User type	Access rights
Administrator	Has access to all the administration features within a single site.
Editor	Can write, publish and edit all posts including the posts of other users.
Author	Can write, publish and edit their own posts.
Contributor	Can write and edit their own posts but cannot publish them.
Subscriber	Can only manage their profile – they cannot add, remove or edit any posts.

You may not need to use all of these user types, but we recommend you have **2 administrators** to ensure the LPC has access if one of them is ill or on leave.
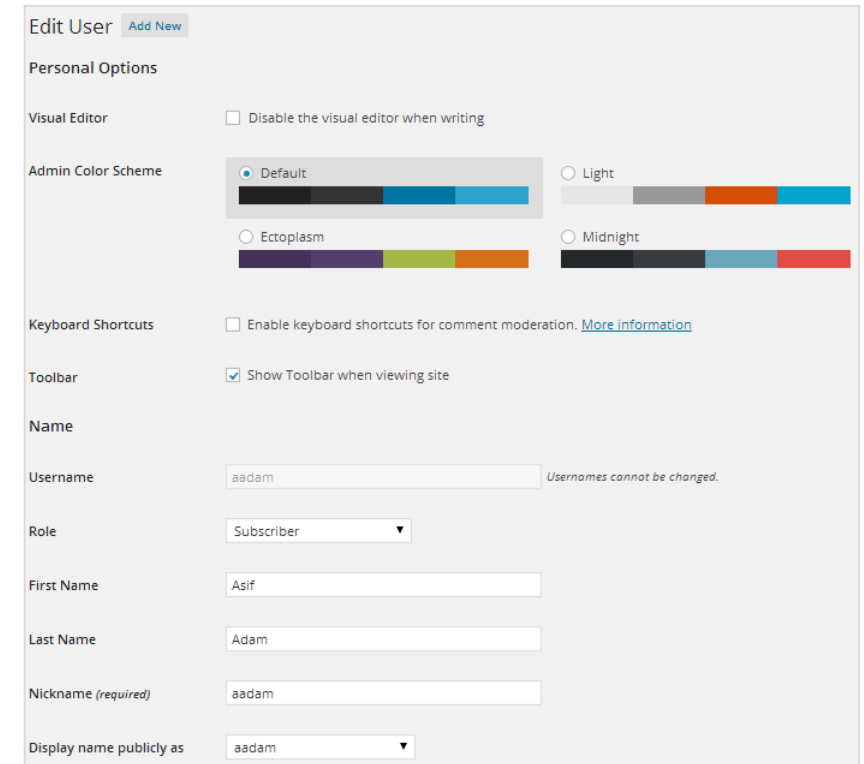
Adding users

1. Go to **Users** > **Add New**.
2. Either:
   a) If the person already has a PSNC website login, add their email or username under **Add Existing User**.
   b) If they don't have a PSNC website login, give them a username and add their email address under **Add New User**.
3. Select the appropriate role.
4. Click the blue button.
5. A confirmation email will be sent to the user – they must click on the activation link within 3 days to accept.

Editing a user

- Amending:
  - In **Users**, click the relevant user's name.
  - You can now change their user type and email address, or generate a new password.
  - Click the **Update User** button to save.

- Deleting:
  - In **Users**, hover over the relevant user's name and click **Remove**.
  - A pop-up will appear to check you are sure, if so click **Confirm Removal**.