COMMUNITY HUB: USER GUIDE

Contents

Logging in

To make changes to the website, you must first log in.

Click in the address bar and type the address of the site, followed by */user*.

Enter the username and password you have been provided into the relevant boxes, then click *Log in*

Content and Pages Overview

When logged in, you can access an overview of all the pages and content on the website by clicking on *Content* on the admin menu at the top of the page.
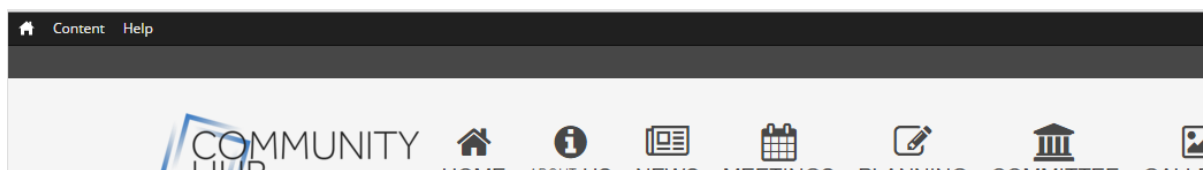
On this page you can directly edit a piece of content by clicking on the *edit* option next to it. This can save you time, as you no longer have to use the website's navigation tools to visit the page you want to edit first.

Adding Content

There is an *Add content* button at the top of the *Content* page.

From here, a page is displayed which allows you to choose what sort of content you wish to add.
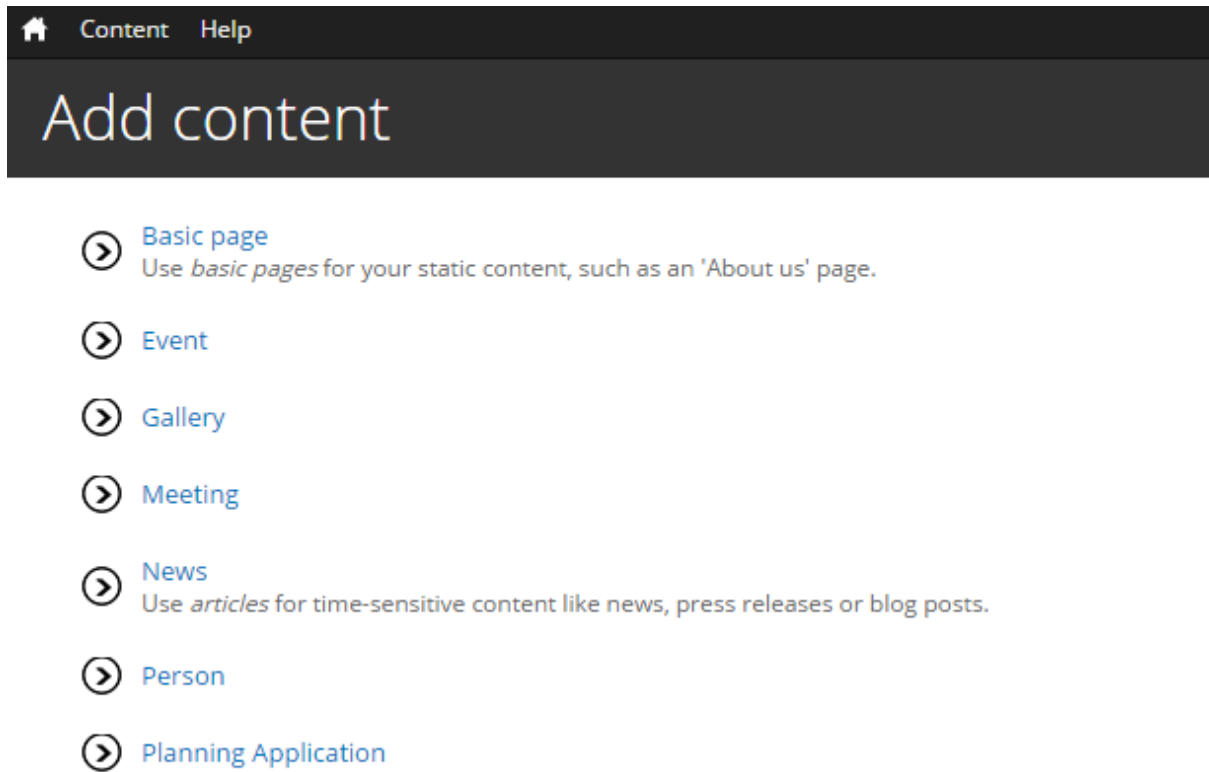
After you have selected the type of content you wish to add, you are taken to a blank *Editing Interface* where you simply have to fill in the details (see *Field References* for information about how to fill these out). Click *Save* to finish adding your new content.

Adding and Editing Content on Pages

After signing in, you can edit the content on most pages using the *Page Actions* pop-out on the right of the screen.

Simply move the mouse over the tab and select the action you want, e.g. *Edit*. This will open the editing interface.

Certain elements, typically those which appear on more than one page, must be edited separately. To do this, hover the mouse over the content you wish to edit.

If the content is editable, a cog will appear in the top right. Click the cog, followed by *Configure Block*. This will open the editing interface.

Content Interface Overview
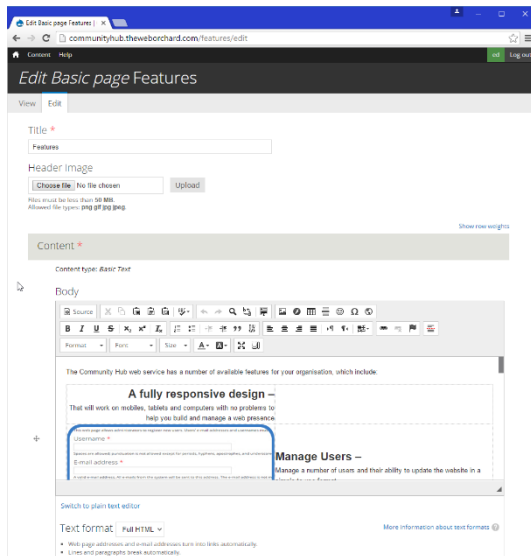
The editing interface will appear differently, depending on what type of content you are editing. However, all editors share the same basics.

Scrolling down the page, you will see various fields which make up the page's content.

Most content types will have at least two fields - a title and a body

The title is a simple text field, and only allows the entry of unformatted text.

The body (you might have to click on an *Add Basic Text* option to show this) allows for formatted text, and is much more similar to a desktop word processor. You can select text and make it bold, italic etc. You can also insert images and links into the text.

There are other types of fields, which are fully explained under *Content Type References*.

Some fields have a red star next to them - this indicates the field is required, and you will not be able to save any changes unless the field is filled. Fields without red stars are optional, and can be left blank if their content is not relevant to the page.

At the bottom of the editing interface is a green *Save* button, which is used to save and publish your changes and return you to the page you were on. No changes are saved until you click this button, so be sure to save before you close your browser window.

Field References

Text – Commonly Used for Titles

A simple text field. No formatting can be used in these fields.

Upload

Upload fields will be limited to different file types depending on which content type (eg. the gallery) they are in. Most are limited to either images, or documents.

The types accepted by upload fields are listed below them as can be seen in the image below.

To begin uploading, click *Choose file*. This will open a standard file selection dialogue box on your computer – this will appear differently depending on your operating system.

After choosing your file, you must click *Upload* to actually publish it to the website.

Formatted text
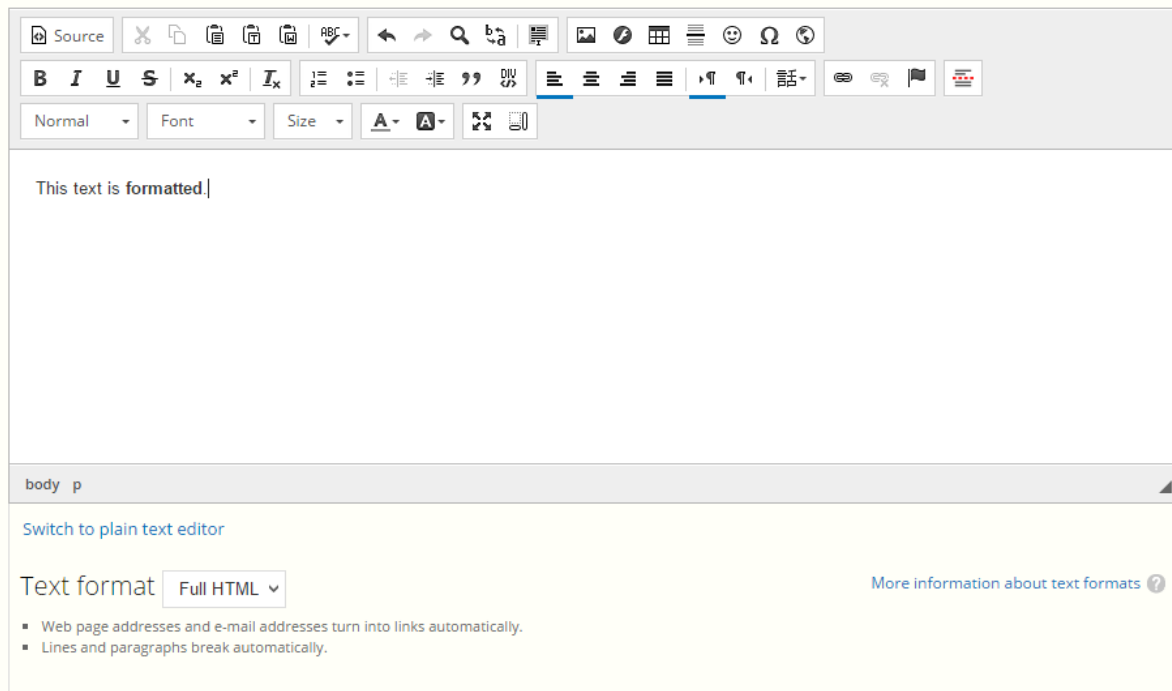
Most text on the website needs to be formatted, and this field provides tools to do this. It has the appearance of a desktop word processor, and the controls are very similar.

Inserting Images

You can insert images to appear alongside formatted text. To do so, first click where you want the image to appear within the text. Next, click the *Insert Image* button.
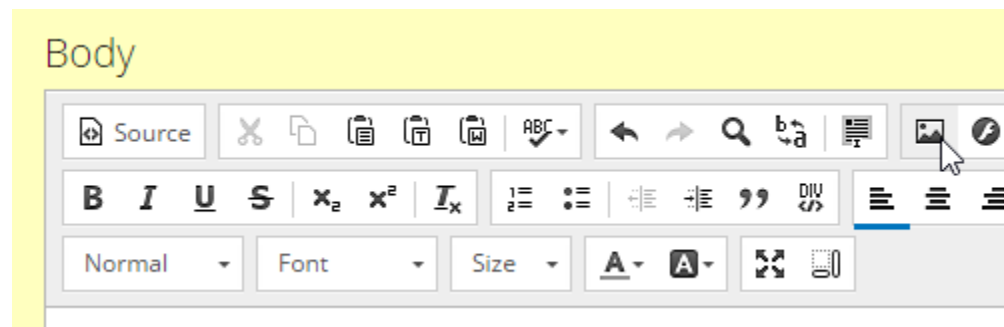
This opens a pop-up window where you can set options for the image. To upload a new image, or select an existing one, click *Browse Server*.

In the File Browser window, you can select from existing files on the right, or click *Upload* to add a new one from your computer. This button will allow you to select *Choose file* which will open a standard file selection dialogue box on your computer.
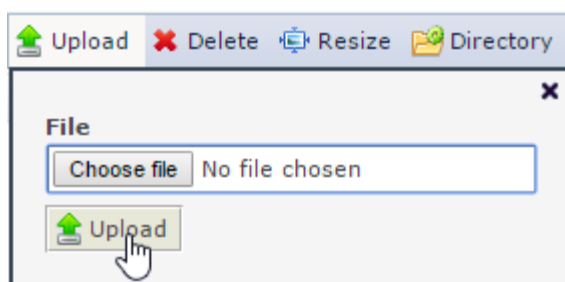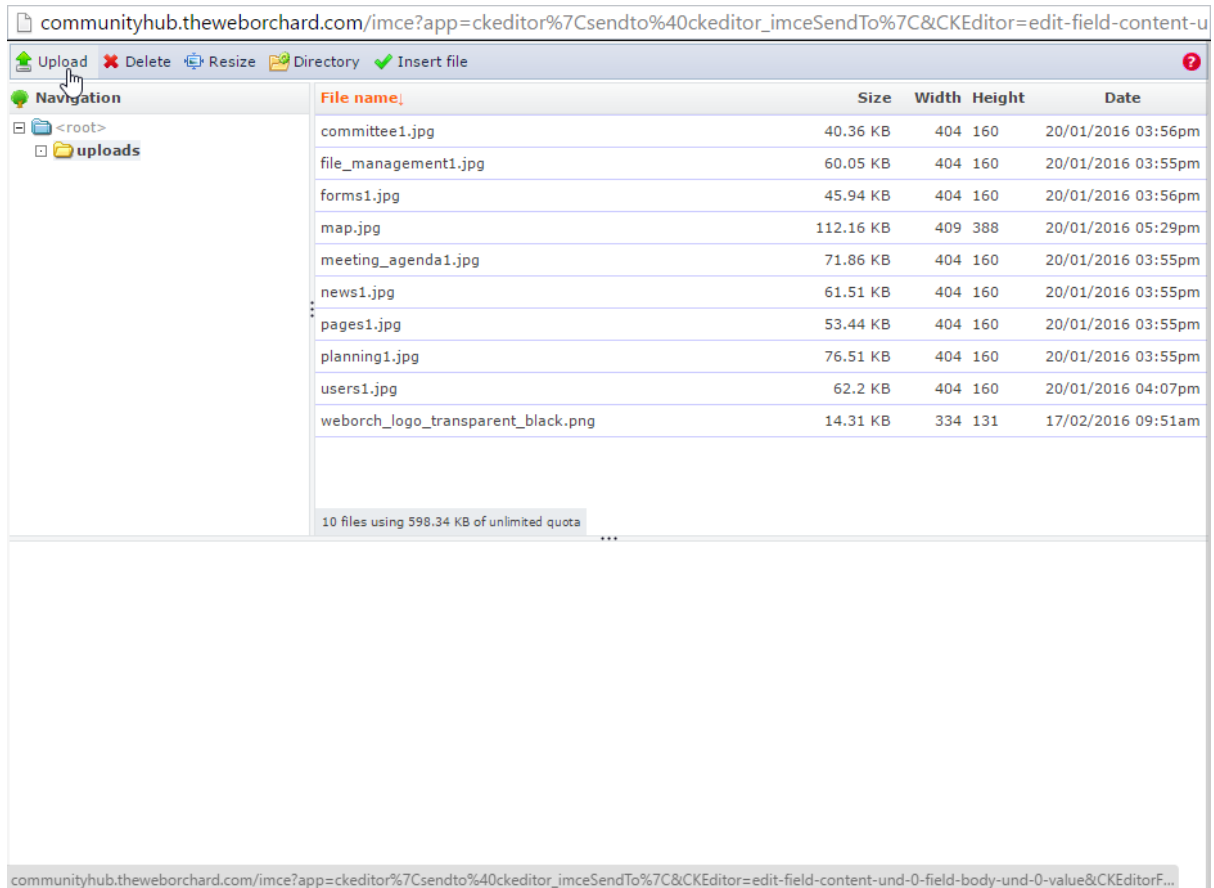
After choosing the file, you must click *Upload*. Once the image has uploaded, click *Insert File*
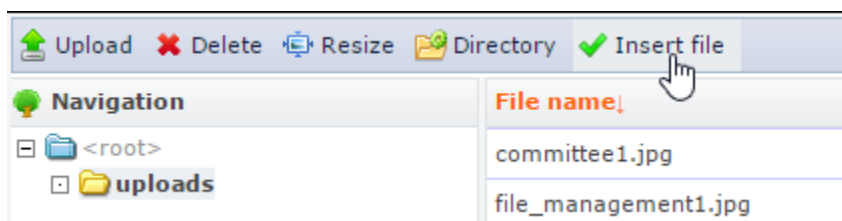
The images dimensions will be displayed in the *Width* and *Height* boxes and unless you wish to resize the image just ignore these. To insert the image into the text body simply click *OK*.
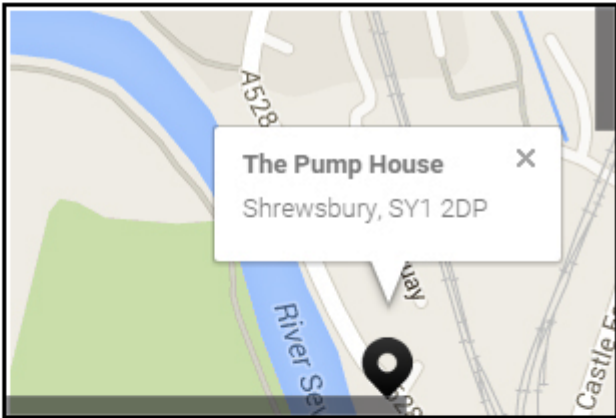
Insert a link

Highlight the text you want to make into a link, and click the *Create link* button on the toolbar.
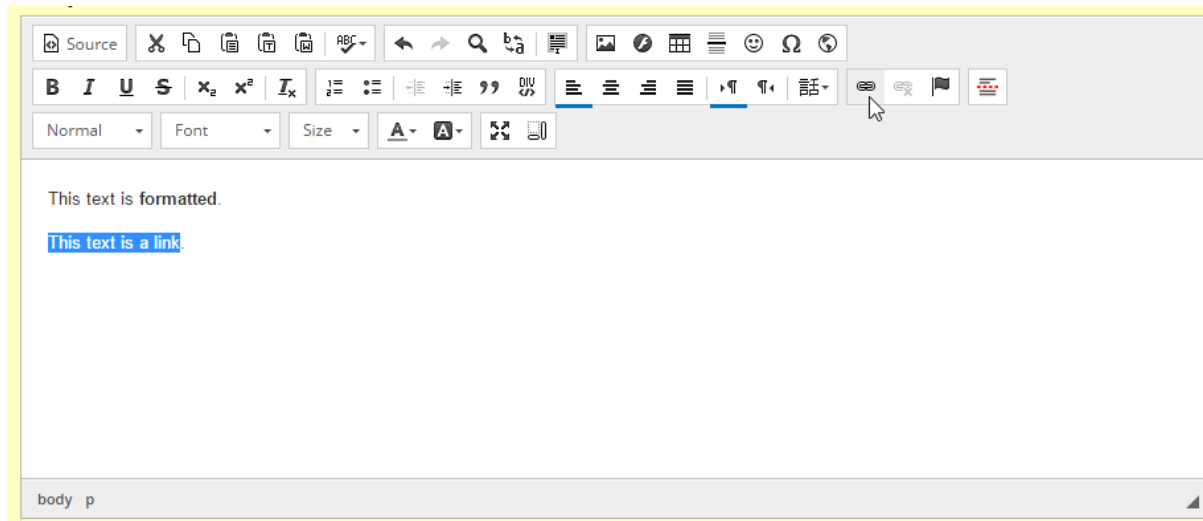
Now copy and paste the address (eg. http://commhub.co.uk/) you want to link to, and then click *OK*
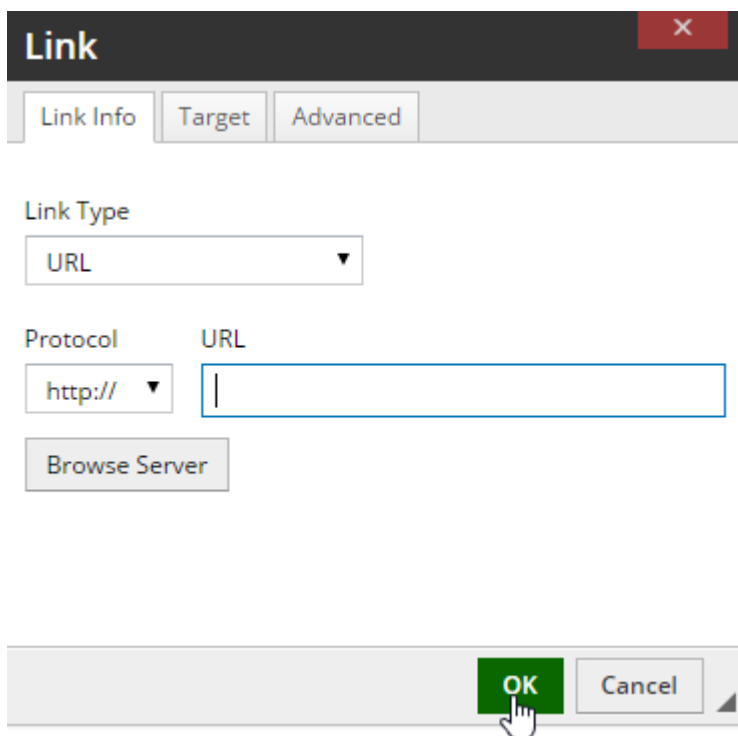
Date

By clicking on the *Date* box inside the date field, a pop-up appears which you can use to select the date. You can also simply type the date into the box.

Location

The location field is used to enter locations in a way that can be 'geocoded' (or turned into a map).

To use it, simply enter an address using the provided boxes.

Tags

Tags are searchable labels that can be added to news articles, they help visitors to your website find the content they are interested in quickly and easily.

Tags

one, two, three

Enter a comma-separated list of words to describe your content.

Web Addresses

This field provides a list of links to appear on a page. Add more by clicking *Add another item*. When used on the *People* content type, social media links will be automatically styled with an appropriate icon.

Social Media

✛   twitter.com/test

✛   facebook.com/test

✛

Add another item

Dropdown

Dropdown fields present a list of possible items to choose from. Simply use the mouse to select the option you need.

Status *

Pending

Pending
Objection
No Objection
Representation   or
Deferred
To erect a two storey

Content Type References

Basic Pages

The basic page is a simple page and is ideal for pages with content that doesn't need updating and changing regularly. For example, it is used for the 'About Us' page.

Title
text, required

The title of the page, as it appears throughout the website

Header Image
image upload, optional

If provided, the uploaded image will appear as banner above the page.

Content
formatted text, required

This field contains the main body content of the page. It can contain multiple sections of formatted text. To start off, click *Add Basic Text*. This creates an empty 'word processor' body field.

Event

Event is for any events that occur within your parish or locality. Upcoming events are automatically displayed on the front page of your website, according to their dates.

Title
text, required

The title of the event, as it appears throughout the website

Date
date, required

This is the date and the time the event occurs. You can enter the date manually, or use the pop-up date selector interface.

Location
location, optional

If the event takes place at a particular place, you can enter it here.

Body
formatted text, optional

A single body field, used for entering any details about the event.

Gallery

Your website can contain multiple image galleries. They will all appear on the *Galleries* page. Use the gallery content type to create them.

Title
text, required

The title of the gallery, as it appears throughout the website

Description
formatted text, optional

Here you can enter any details about this particular gallery.

Images
image upload, required

Use this field to upload images into the gallery.

Click *Choose file* beneath *Add a new file* to add a new image. Once the image is uploaded, you can set a title using the *Title* field.

Meeting

Meeting is an advanced content type enabling you to specify all the details for your meeting. Upcoming meetings will appear automatically on the front page, and on the calendar which appears on all meetings pages.

Title
text, required

The name of the meeting, as it appears throughout the website – eg. "Amenities Meeting."

Date
date, required

Date and time of the meeting.

Details
formatted text, optional

A single body field for any details about the meeting.

Agenda
The agenda field is used to add multiple agenda items which are on the meeting's schedule.

After clicking *Add Agenda Item*, a new agenda item will be created, with its own fields.

> *Title*
> text, required
>
> The title of the agenda item.
>
> *Details*
> formatted text, optional
>
> Any details about the item.

Public Attachments
file upload, optional

Add any public documents relevant to the item here. These documents will be able to be accessed by anyone viewing the website.

Private Attachments
file upload, optional

Add any private documents relevant to the item here. Only users who are logged into the website will be able to access these files.

Once created, the agenda can be downloaded as word document

Agenda (document)
file upload, optional

Sometimes, it can be useful to upload the agenda as a Word document you have created elsewhere. Use this field to do this.

Minutes
file upload, optional

After the meeting is completed, you can upload a Word document of the minutes to this field.

News
News automatically appears on the front page.

Title
text, required

The title of the news article

Body
formatted text, optional

The body of the news article

Tags
tags, optional

Searchable tags relevant to the news article.

Image
image upload, optional

Upload an image for the news article here.

By default, when you *save* a newly created article, it is set to the date and time when you saved it. If you want to customise this time (to backdate it for example), you can use the *Authoring information* box just above the *save* button.

Person

A person is usually used to display the members of your committee or council.

Weight
dropdown, optional

Within your committee, people are initially sorted by name. To customise the order, use the weight field - lower weights appear earlier.

Name
text, required

The person's name.

Title
text, optional

The person's title within the committee/organisation.

Image
image upload, optional

Customise the appearance of this entry with a picture.

Email
email, optional

The person's email address.

Social Media
web addresses, optional

Here you can add one or more addresses to link to social media accounts if applicable.

Membership of Committees
formatted text, optional

If the person is a member of any sub-committees/groups etc., they can be detailed here.

Declaration of Disposable Pecuniary Interests
formatted text, optional

Any declarations relevant to the person.

Files
file upload, optional

Here you can upload any extra files that might be related to a person – for example their register of interests.

Planning Application

Using the planning application type, you can publically display the status of planning applications within your parish / locality.

Parse from source
text, optional

If you have received planning applications from Shropshire Council, you can paste the message into this field and click *Parse* to automatically fill in the fields below

➔ *This feature only works within Shropshire at present*

Reference
text, required

A reference for the planning application.

Status
dropdown, required

The current status of the application.

Proposal
text, required

Brief description of the planning proposal.

Application
text, required

Name of the applicant.

Location
location, required

The address or location of the planned development.