Editing Contact Us Feature Column List

The staff directory module is the primary source of contact information on the site. It is linked to the footer of every page and comes up in search results. Because the staff directory cannot be put directly in the feature column, we asked CivicPlus to create us a way to add contact information in the feature column.

Contact Us information in the feature column is created and managed in the Info Advanced module. Think of the Info Advanced items as a mini page that can be put in the right hand feature column. When editing an item in the Info Advanced module, you have the same toolbars as you would when creating a page with the Page Wizard or Page Editor content type. An Info Advanced category has been created for each Department/Division contacts.

The default feature column template used for the Contact Us is

[Department/Division Name]
[Department/Division Location]
[Phone]

[Department/Division head title]
[Department/Division name]

[Link to Staff Directory >>]

[Building name]
[Building full address – 2 lines]
[Building phone]
[Building hours]
[link to Facilities record for Building: Map & Directions >>]

To edit your Contact Us information, add more information, and/or make links directly to email forms:

1. Open the Info Advanced Module
2. Select View List from the Choose An Action drop down list for your Department/Division contacts.
3. In the Category Items list, select either
   a. Add New Item button to start with a blank item
   b. Modify to edit the existing item
   c. Copy to make a copy of the existing item
4. It is recommended that you use Copy to make sure you have the original item as a backup.
5. Once the item is open, you can edit as you wish. Some site standards and other tips:
   a. Use the Subhead2 style for any headings
   b. When making a hyperlink, you may find it easiest to open a new tab to use to copy the link. I find it easiest to click on the tab and select Duplicate Tab. You may need to refresh the window to display the page. On the new tab, navigate to the module that you want to copy a link from: staff directory for contact information, forms center for links to email forms.
   c. The recommended text for a link to the email form is Email or Email [name].

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6. Contact Us appears in the feature column below the "windows" to any of the modules and above the other Info Advanced feature column category, Spotlight. Creating a longer contact list increases the height of your page and may force the user to do more scrolling.
7. More than one item can be published in the Contact Us area. If you only want one item, make sure that only one item is published and any other items are unpublished.
8. Associating a Contact Us category with a page is a task assigned to site administrators. Contact Kathryn if you create a new page and want to add the Contact Us list for your department to the page.