



USER GUIDE

ACCORDION WEBPART

05/07/2019

1. INTRODUCTION

The Accordion webpart was created to allow for section of a large amount of information to be collapsible. Many agencies have found this to be useful with FAQs and Bios of staff.

2. TURNING ON ACCORDION

2.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the **subsite** you would like the accordion to be under

2.1.1. Click 

2.1.2. Click "Site settings"

2.1.3. Under Site Actions, Click "Manage site features"

2.1.3.1. Activate "PA.SpEnterprise.Accordion List Feature"

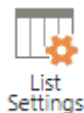
3. ADDING/REMOVING CATEGORIES TO THE ACCORDION LIST

3.1. Click 

3.2. Click "Site contents"

3.3. Find the list called AccordionItems

3.4. At the top of the screen click List



3.4.1. Click

3.4.2. Under Columns, click Category

3.4.3. Under Additional Column Settings find the box that says: Type each choice on a separate line:

3.4.3.1. Add/Remove your categories here

3.4.3.2. Click ok

4. ADDING ITEMS TO ACCORDION LIST

4.1. Click 

4.2. Click "Site contents"

4.3. Find the list called AccordionItems

4.3.1. Click  new item

4.3.2. Fill out the form:

Summary

Image

MoreStatement

MoreContent

Category *

SortOrder *

4.3.3. Click Save

4.3.4. Repeat for all items needed to add to the list

4.3.5. **NOTE:** images can be added in the content area too

5. ADDING THE WEBPART TO A PAGE

5.1. Go to the page you would like to add the Accordion

5.2. Edit the page

5.3. In the zone you would like to add the Accordion, click "Add a Web Part"

5.3.1. Under Categories, PAI Enterprise, Select Accordion

5.3.2. Click Add

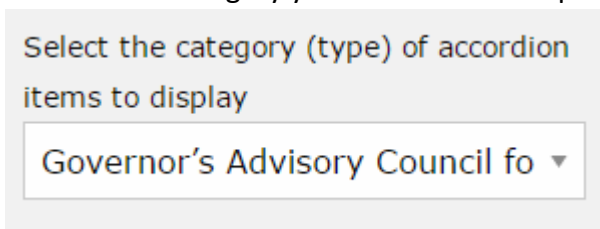
5.4. Once added to the page, click the checkbox in the upper right-hand corner

5.4.1. In the editing toolbar click



5.4.2. Click Properties

5.4.3. Select the category you would like to display or select Display All



The image shows a screenshot of a web application interface. It features a light gray rectangular box with a thin blue border. Inside the box, the text "Select the category (type) of accordion items to display" is positioned at the top. Below this text is a white dropdown menu with a thin gray border. The dropdown menu is currently open, showing the text "Governor's Advisory Council fo" followed by a small downward-pointing triangle icon.

5.4.4. Ignore all other settings, Click OK at the bottom

5.5. Check in and Publish the page

6. NOTES

6.1. The list in the subsite will only go as far as reaching Web Parts in that subsite

6.1.1. Example: If you fill out a list on the homepage you won't be able to select a category from that list in a webpart on Subsite 1.