



USER GUIDE


AGENCY FOOTER

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1. INTRODUCTION

The Agency Footer allows for content to appear on all pages of the template. The Agency has the capability to share up to four categories with content underneath.

2. ADDING CATEGORIES

- 2.1. To add categories for the agency footer
 - 2.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the **homepage**
 - 2.1.2. Click 
 - 2.1.3. Click "Site contents"
 - 2.1.4. Click the AgencyFooterCategories List
 - 2.1.4.1. Click new item
 - 2.1.4.2. Fill in the Category Title and Sort Order
 - 2.1.4.3. Click Save
 - 2.1.5. Repeat for all categories
 - 2.1.6. **NOTE:** you can have a max of four categories, any others will not show


3. ADDING ITEMS TO THE FOOTER

- 3.1. Click 
- 3.2. Click "Site contents"
- 3.3. Click the AgencyFooterLinks List
 - 3.3.1. Click new item
 - 3.3.2. Fill out the form:

Title *	<input type="text"/>
Url	Type the Web address: (Click here to test) <input type="text" value="http://"/> Type the description: <input type="text"/>
AgencyFooterCategory *	Cat 1 <input type="button" value="v"/>
SortOrder	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- 3.3.3. Click Save


4. ADDING SOCIAL MEDIA

- 4.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.gov/sites/dcnr/Pages/default.aspx>), go to the **homepage**
- 4.2. Click 
- 4.3. Click "Site contents"
- 4.4. Click the SocialMedia List
 - 4.4.1. Click New Item
 - 4.4.2. Fill in the list:

Title	<input type="text"/>
Media Type	<input type="text" value="▼"/>
URL	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- 4.4.3. Click Save
- 4.4.4. Repeat to add more

5. EDITING THE AGENCY FOOTER SETTINGS


- 5.1. Click 
- 5.2. Click "Site settings"
- 5.3. Under PA Agency Settings, click "Agency Footer Settings"
 - 5.3.1. Fill out the settings page:

Agency Footer Configuration

Agency Image Url:	<input type="text" value="http://www.dcnr.pa.gov/Style Library/Agency/img/dcnr_logo.png"/>
Contact Us Url:	<input type="text" value="https://stg-agency.pa.gov.com/sites/TemplateBuild/Webparts/Pages/Contact"/>
Hide Social Media Section:	<input type="checkbox"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- 5.4. Click Save

6. EDITING THE OFFICIALS

- 6.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the **homepage**
- 6.2. Click 
- 6.3. Click "Site contents"
- 6.4. Click on the list called "Officials"
 - 6.4.1. Edit or add new items

Official *	<input type="text"/>
OfficialURL *	Type the Web address: (Click here to test) <input type="text" value="http://"/> Type the description: <input type="text"/>
SortOrder *	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- 6.4.2. Click Save, repeat for all officials