

## Maintaining the County Information

### Creating a New County

1. Each County is a separate page inside the Dashboard.
2. Each page has a combination of dynamically created and manual information in it.
3. The best way to create a new County page is to copy an old one and modify it.
4. Login to your **Dashboard**
5. Click on the **Pages** menu item on the side menu.
6. Because there are so many pages, on for each County and City, the easiest way to find a County is to **search** for one using the **Search Pages** button at the top right of the screen.
7. For example, enter **Shannon County** and click **Search Pages** button.
8. Look down the list of pages displayed and find the **Shannon County** one. Hover over the name and click on **New Draft**.
9. You may now edit the page that is displayed in the same way you would any other.
10. You will note that you will see text in the format '**[accordians]**' and '**[accordian]**' in the text. These entries delineate sections in the text. You can tell each section because it will have '**title="?????"**'.
11. Put your text in each section, replacing that which is already there.
12. Maintaining the table entries is easiest in the **Visual** editor, but can be made using the **Text** editor if necessary.
13. Change the Title of the page to the name of the County.
14. Scroll to the bottom of the text on the page and find the **CHVFormatData** entry.
15. Change the **county** parameter to the **geocode** of the County you are entering.
16. Click on the **Publish** button.

### Updating a County

1. Updating the information on a County is simple: Follow steps 4 through 16 above, but exclude steps **13**, **14** and **15**. Replace step 8 by using the **Edit** button.

## Maintaining the City Information

### Creating a New City

1. Each City is a separate page inside the Dashboard.
2. The best way to create a new City page is to copy an old one and modify it.
3. Login to your **Dashboard**
4. Click on the **Pages** menu item on the side menu.
5. Look down the list of City pages displayed **hover** over the name, then click on **New Draft**.
6. You may now edit the page that is displayed in the same way you would any other.
7. You will note that you will see text in the format '**[accordians]**' and '**[accordian]**' in the text. These entries delineate sections in the text. You can tell each section because it will have '**title="?????"**'.
8. Put your text in each section, replacing that which is already there.

9. Maintaining the table entries is easiest in the **Visual** editor, but can be made using the **Text** editor if necessary.
10. Change the Title of the page to the name of the City.
11. Click on the **Publish** button.

### **Updating a City**

1. Updating the information on a County is simple: Follow steps **3** through **11** above, but exclude step **10**. Replace step **5** by using the **Edit** button.

### **Maintaining SOAR Employer and Business Information**

#### **Updating the information**

1. The SOAR employer and business information is provided in a spreadsheet.
2. Rather than try to translate this large amount of information into a web page manually an automatic process has been created.
3. The automatic process relies on the spreadsheets remaining in the same format as they are now.
4. The SOAR spreadsheets are SOAR 10 CO LARGEST EMPLOYERS and SOAR 10 COUNTY BUSINESSES
5. To upload a new version of the spreadsheet follow the steps below.
6. **Login** to your **Dashboard**
7. Click on the **SOAR** menu item on the side menu
8. Click on the **Browse** button
9. Select the file to be uploaded. Any file can be uploaded, but it **must** be an Excel spreadsheet ending in .xls, anything else will be ignored. A file that is not one of the names above will be uploaded, but will not be used for anything!
10. Once the file has been selected using the **Browse** button, click **Submit**.
11. After the file has been uploaded you may submit another file in the same way.
12. Each of the **County pages** will automatically change based on the spreadsheets.