# Location Portlet Tutorial on Ploud Websites

By Jefferson Hulbert. Edited/Tested by Kathleen Schmidt

Special Thanks to Nora Wesselman, the Enfold team and their knowledge base

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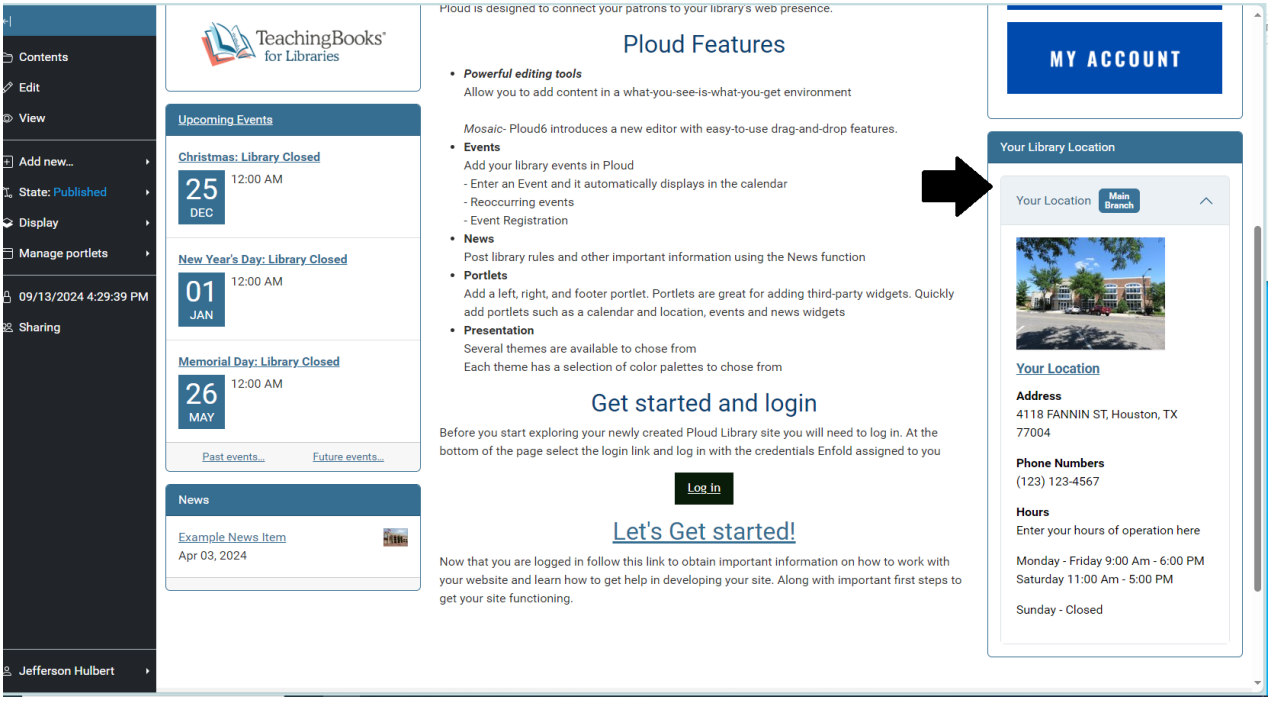
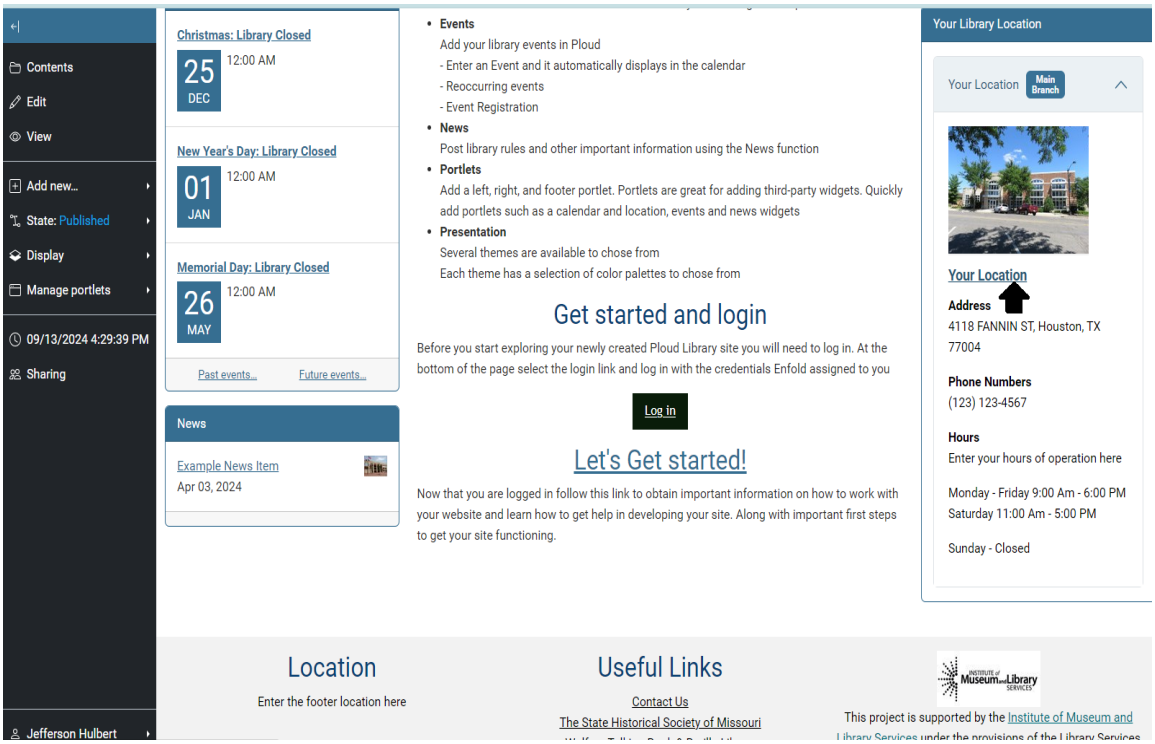
## Updating/Editing a Location

1. Find the Location Portlet. In the example template, it is located with the right portlets.

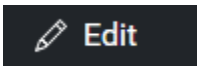


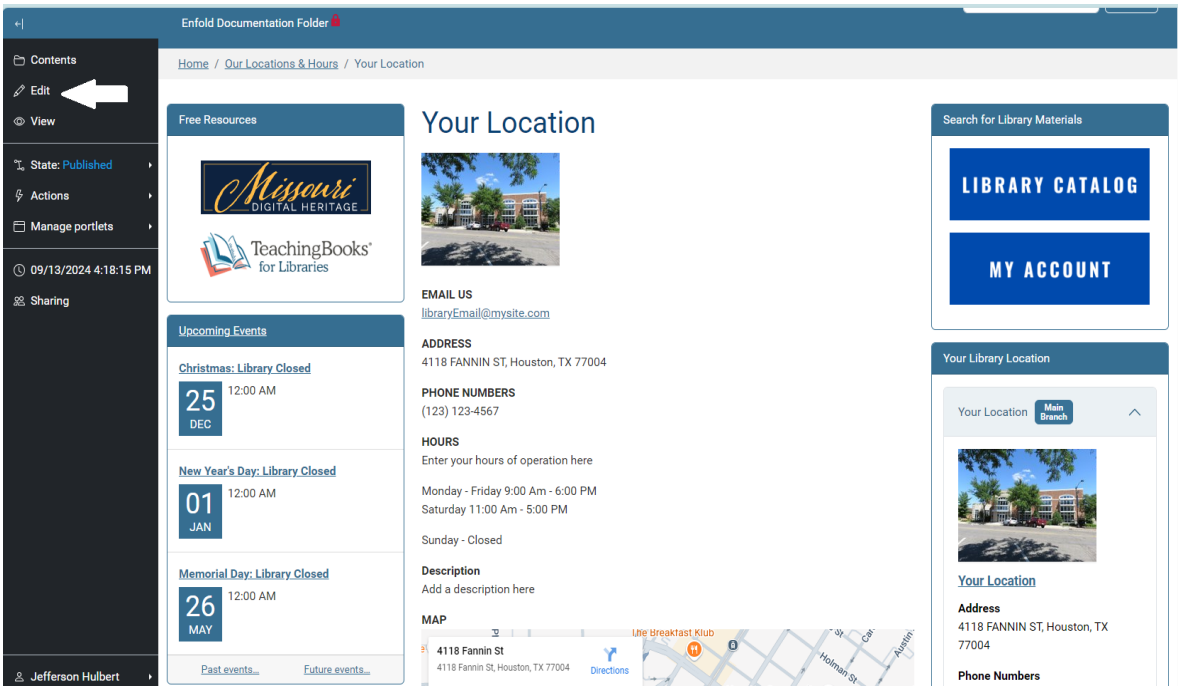

2. Select the link. In Ploud 6, this should be your library name.



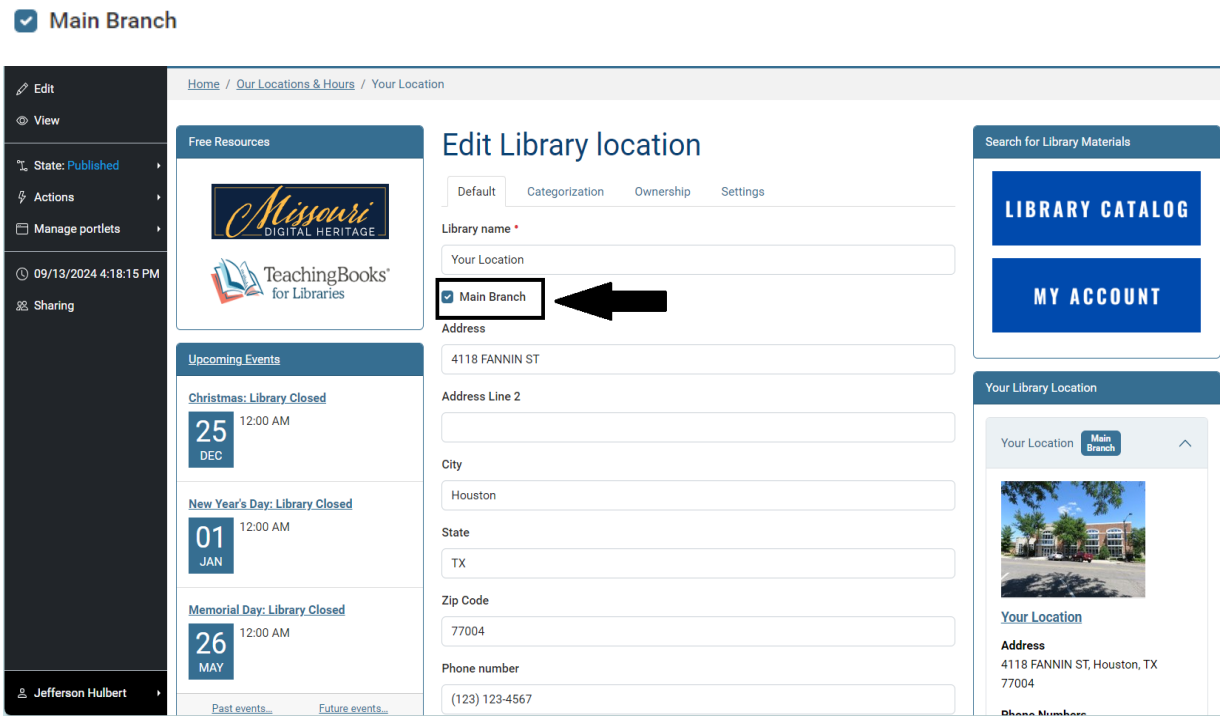

If you do not have this portlet, you can find another way to get to the location at the bottom of this tutorial (link below)

Other Ways to get to the Location Items .

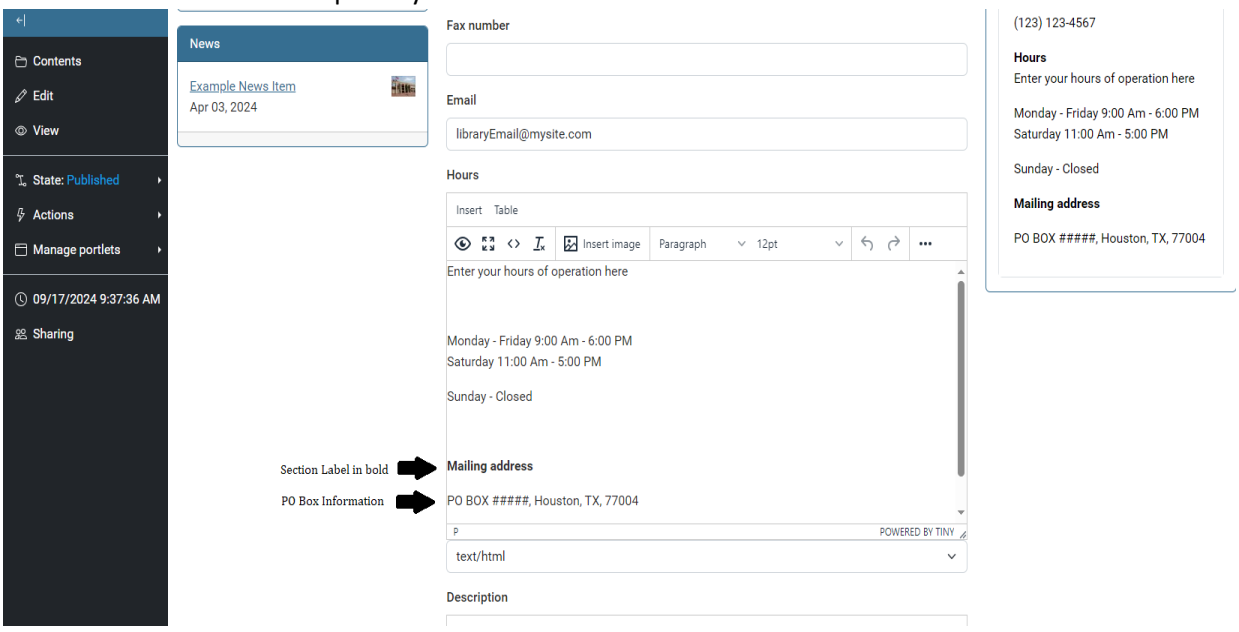
3. Once you're at the location item, you will want to select the edit button located on the left side of the screen. 

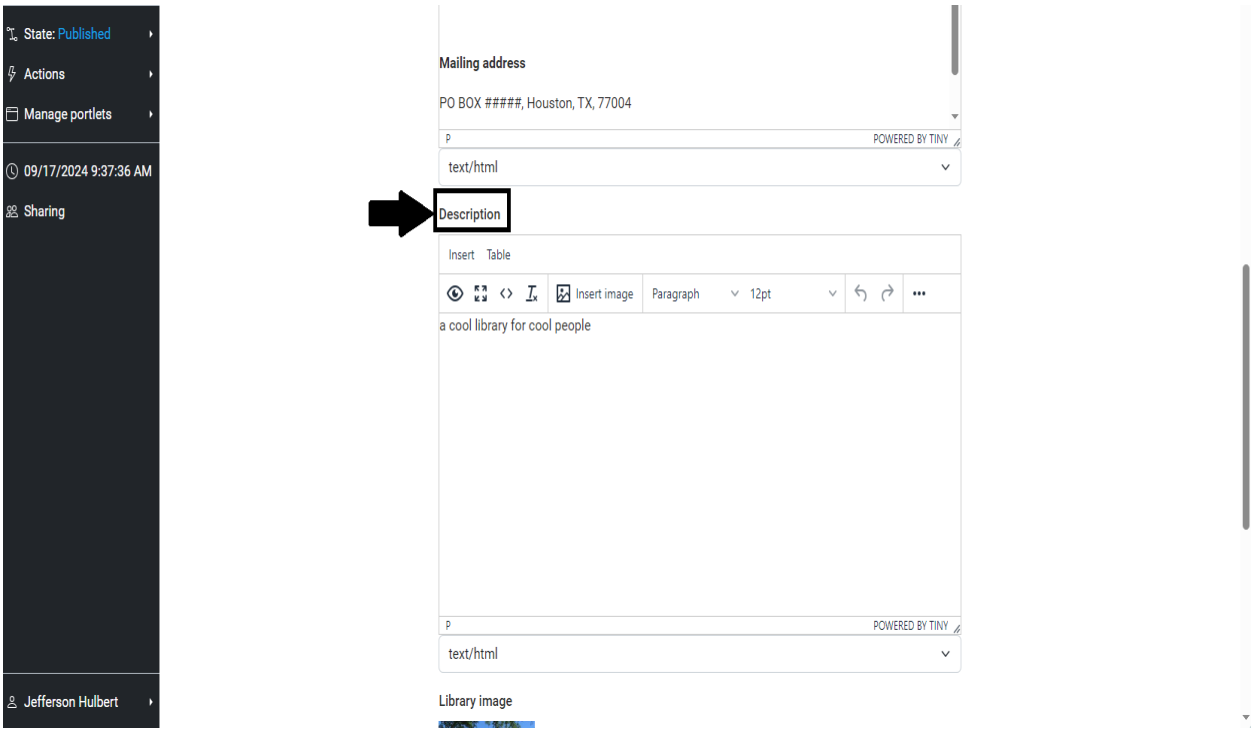
4. You will then be brought to the menu where you can make your changes. The main branch checkbox allows you to designate this library as your main library. This is useful if your library has multiple branches. This is located in the middle of the screen underneath the library name.



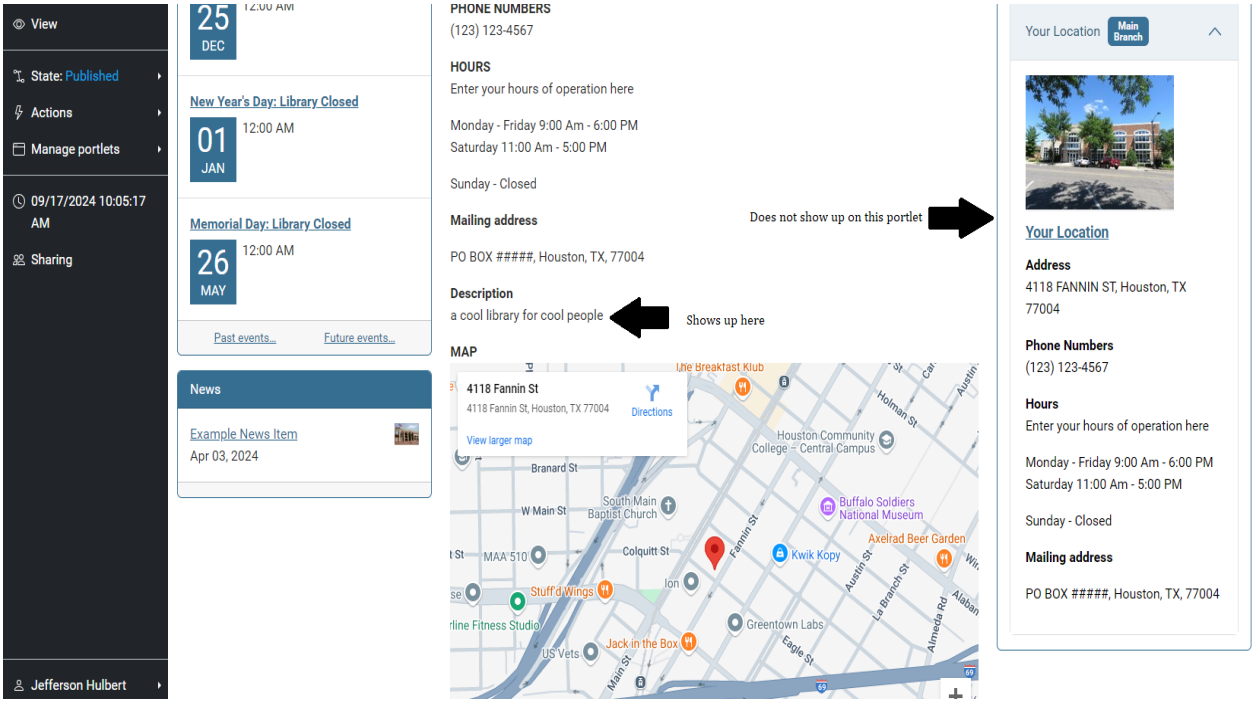

5. If you have a PO box, we recommend that you do not put this in either address bar. Instead, we recommend making space in your Hours text box after all of your hour information. Make the section label **bold** and then put in your PO box information underneath it.



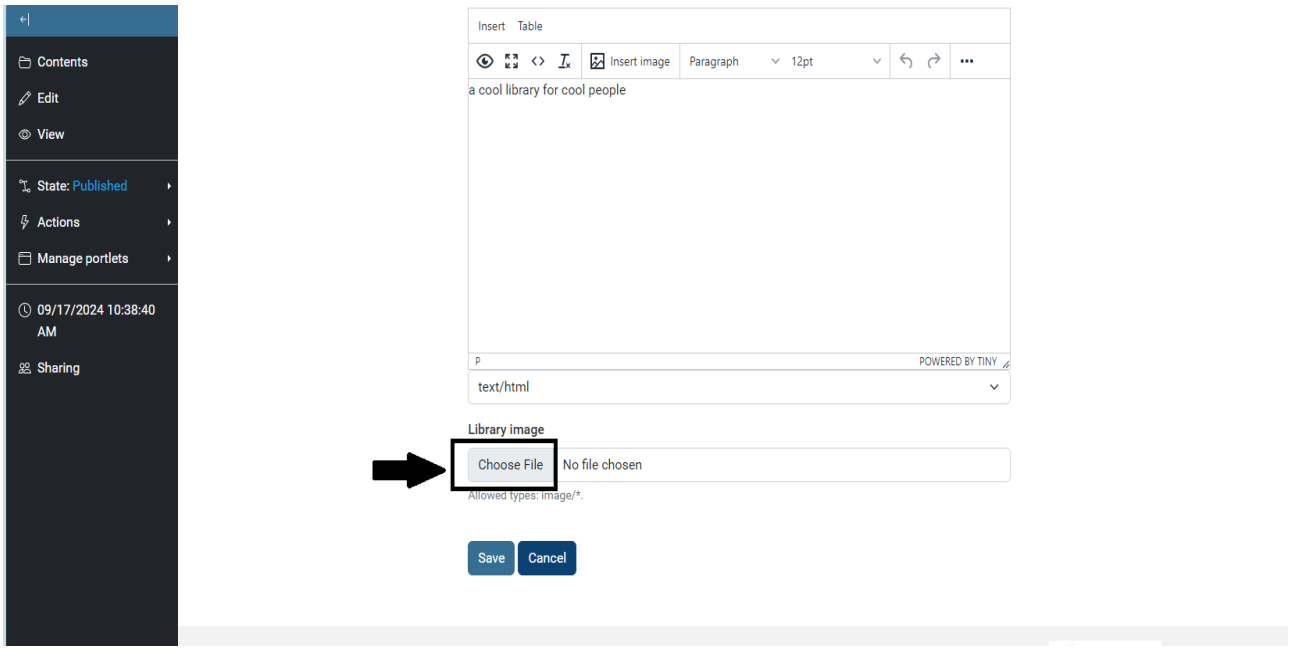
6. Beneath the hours text box is a section for a description. This can be any information you believe would be useful for your patrons to know, such as where to park, accessibility entrances, etc.



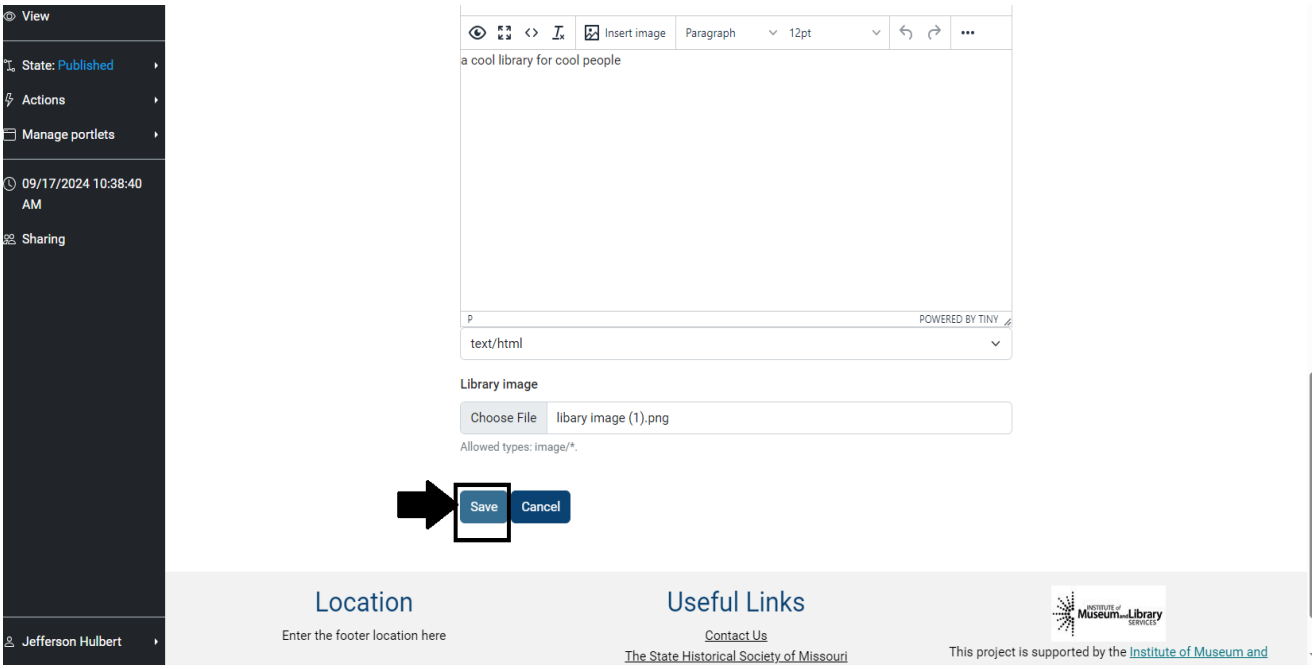

7. This will not show up on your portlet; however, it will show up on the location section.



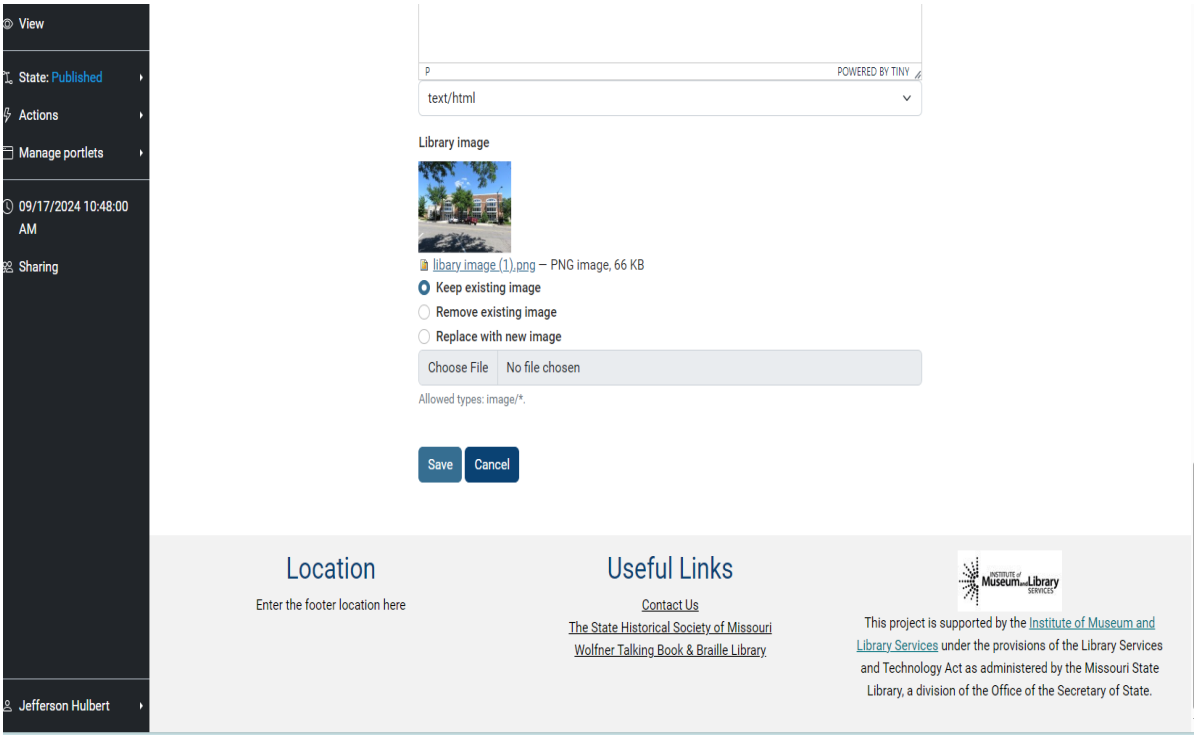
8. You may want to include an image of your library. This can be extremely helpful to people who have not visited this location before. If you have not uploaded a picture in this section or deleted it without adding in a new photo, there will be a choose file button. This will allow you to choose a file from your device to use as your library image.



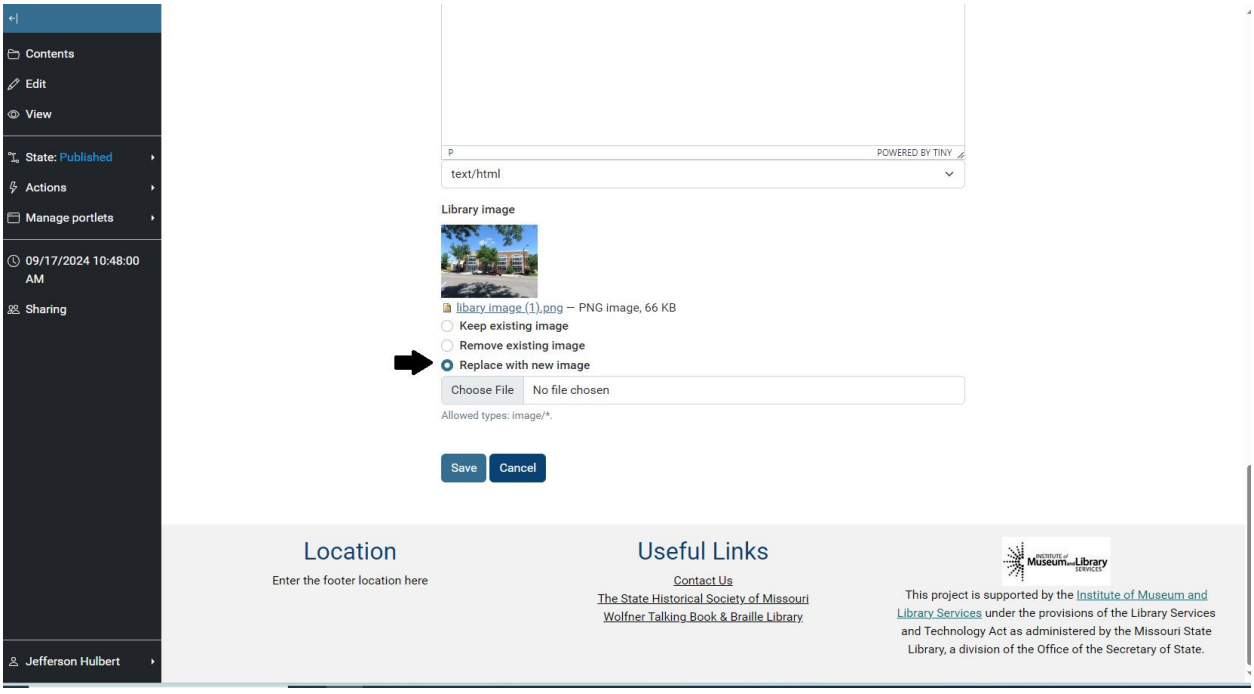

9. Once you have your desired photo, select save and it will add it to the location.



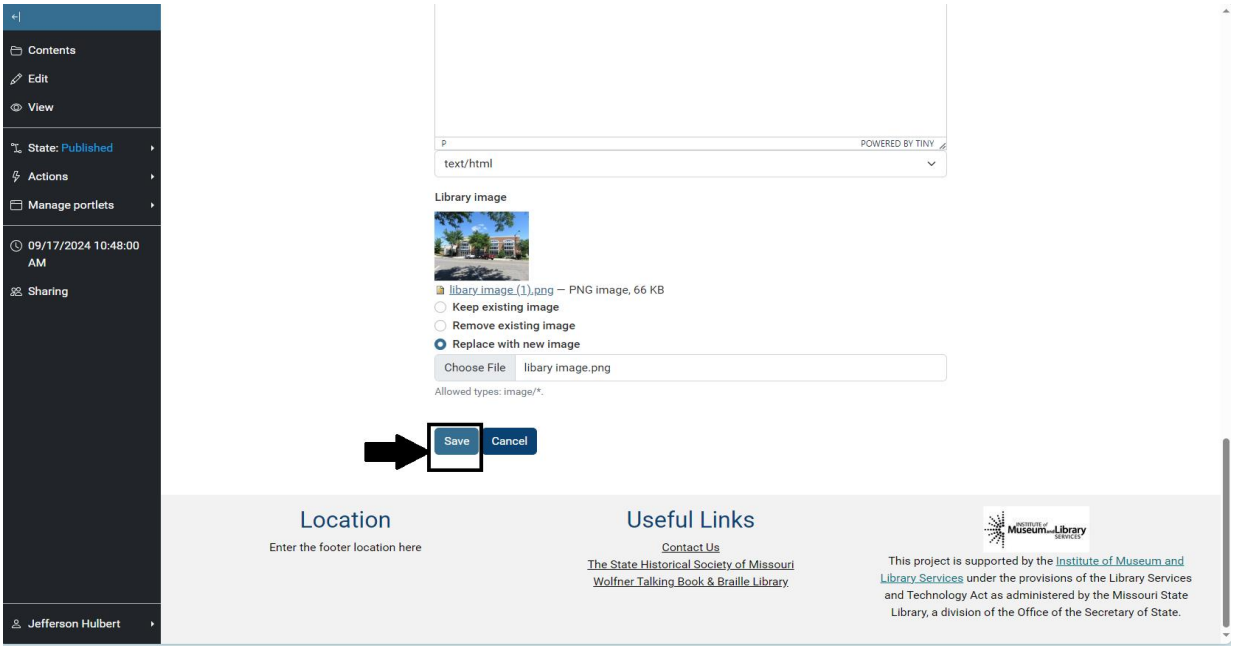
10. When there is already a photo in place, you will be presented with 3 options.




11. Keep existing image will make no changes to the photo, Remove existing image will delete it and Replace with new image, which allows you to change the photo with a new one. If you want to change the photo, select the replace with new image radio button.



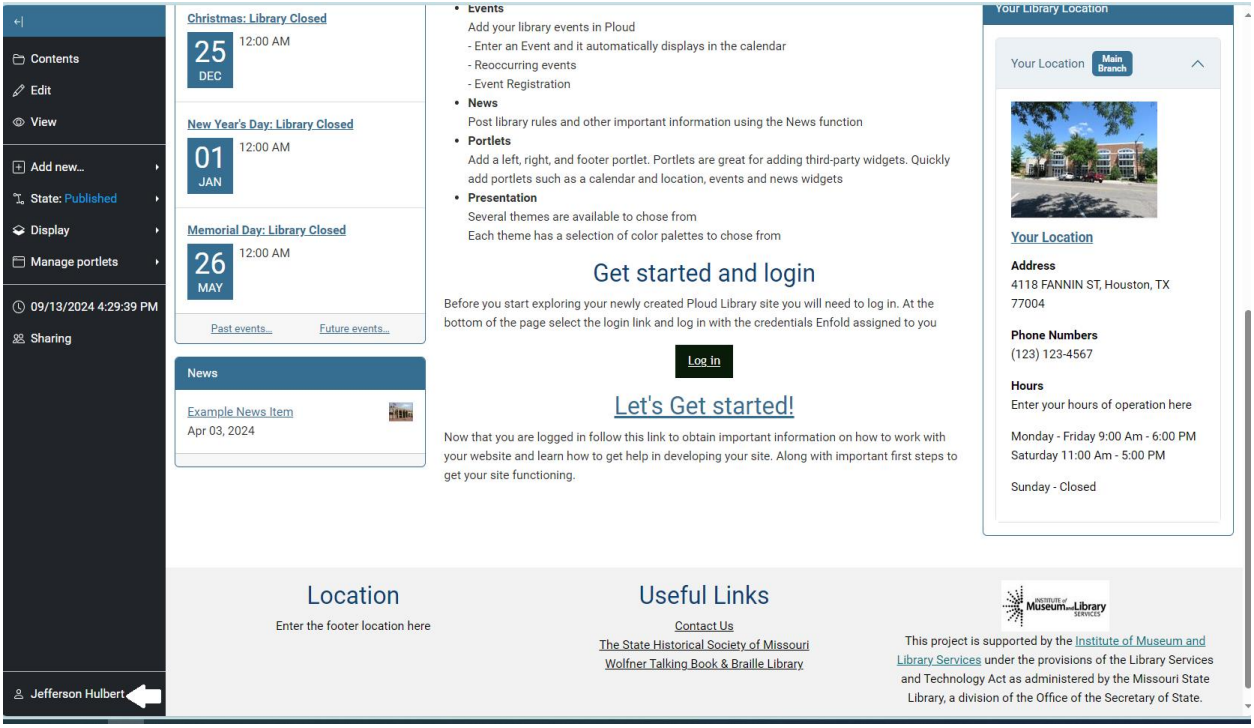
12. This will enable the choose file button. You can use this button to upload an image from your device. Then click save. This will change the photo for that library location.



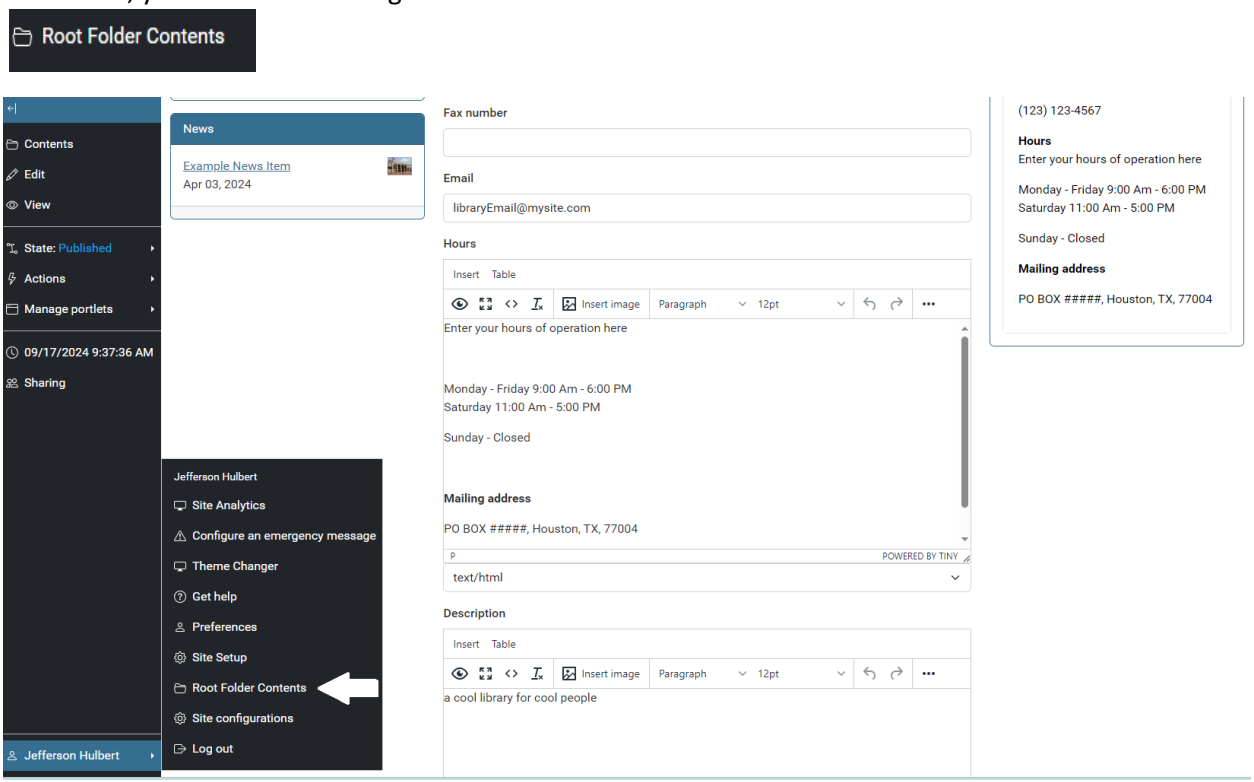

13. Remember to save every time you make a change so that no information gets lost.

## Adding a Location

14. To add a location rather than change an existing one, first select your admin button located near the bottom left of the website.



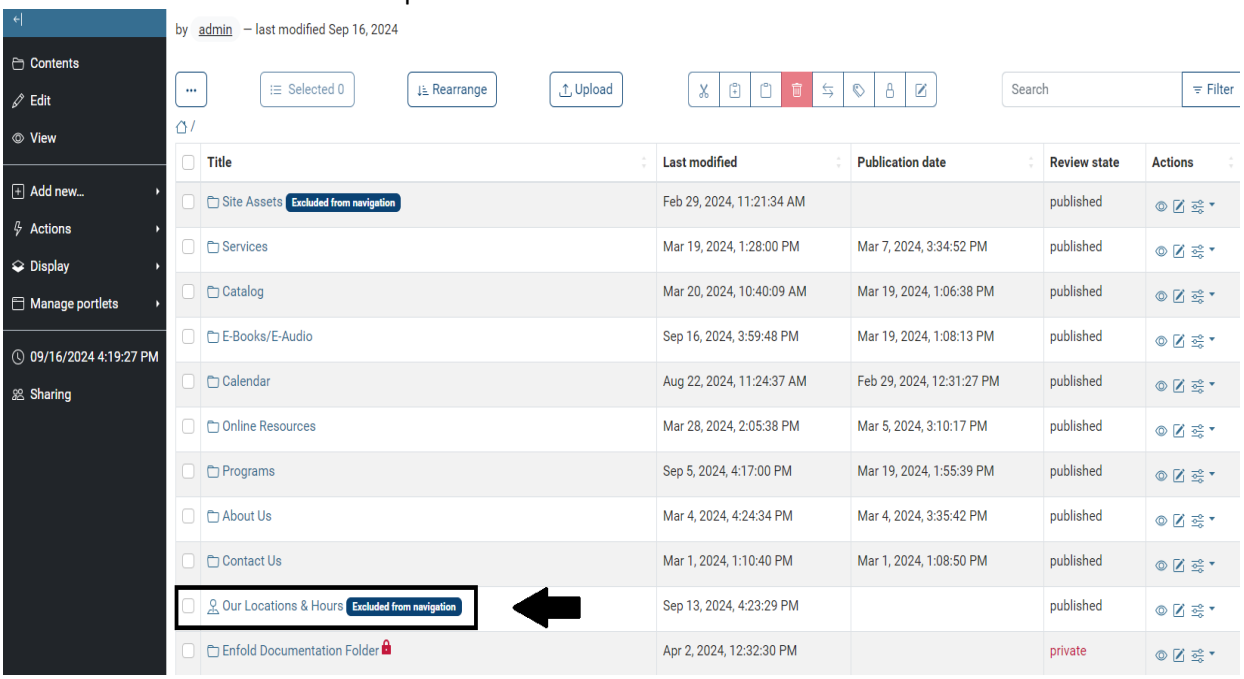
15. From here, you will want to navigate to the root folder content.




16. Once there, you will want to navigate to Our Locations & Hours.

Our Locations & Hours

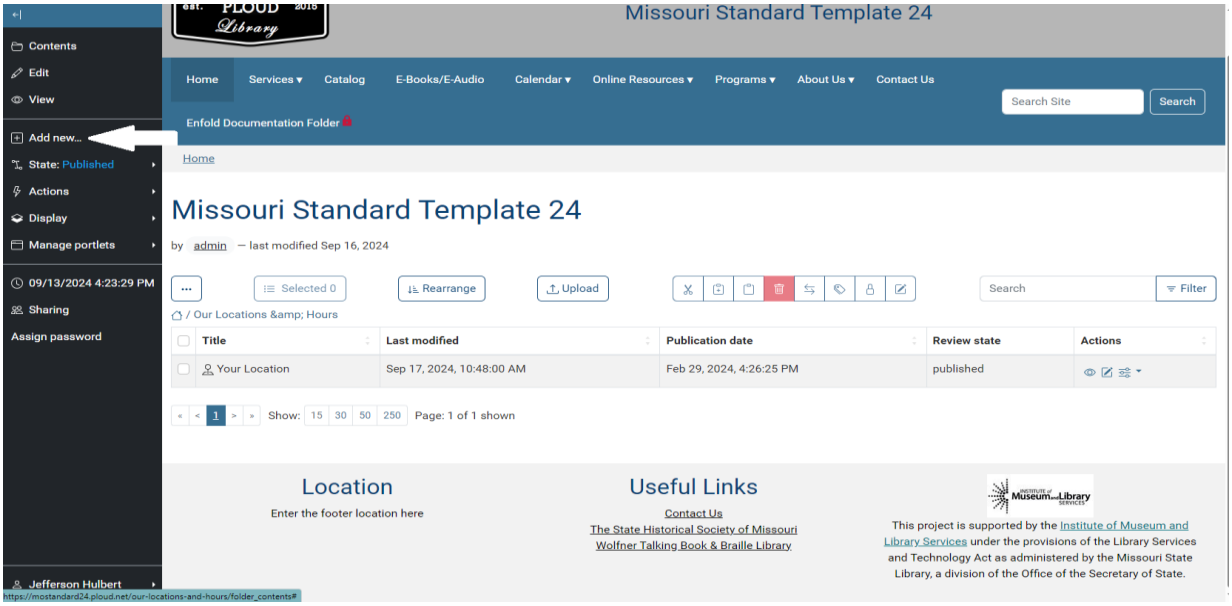
The exact location may vary depending on how you set up your site, but as an example, it is located here on the standard template.



17. Select Our Locations & Hours text to get to the Our Locations and Hours section.

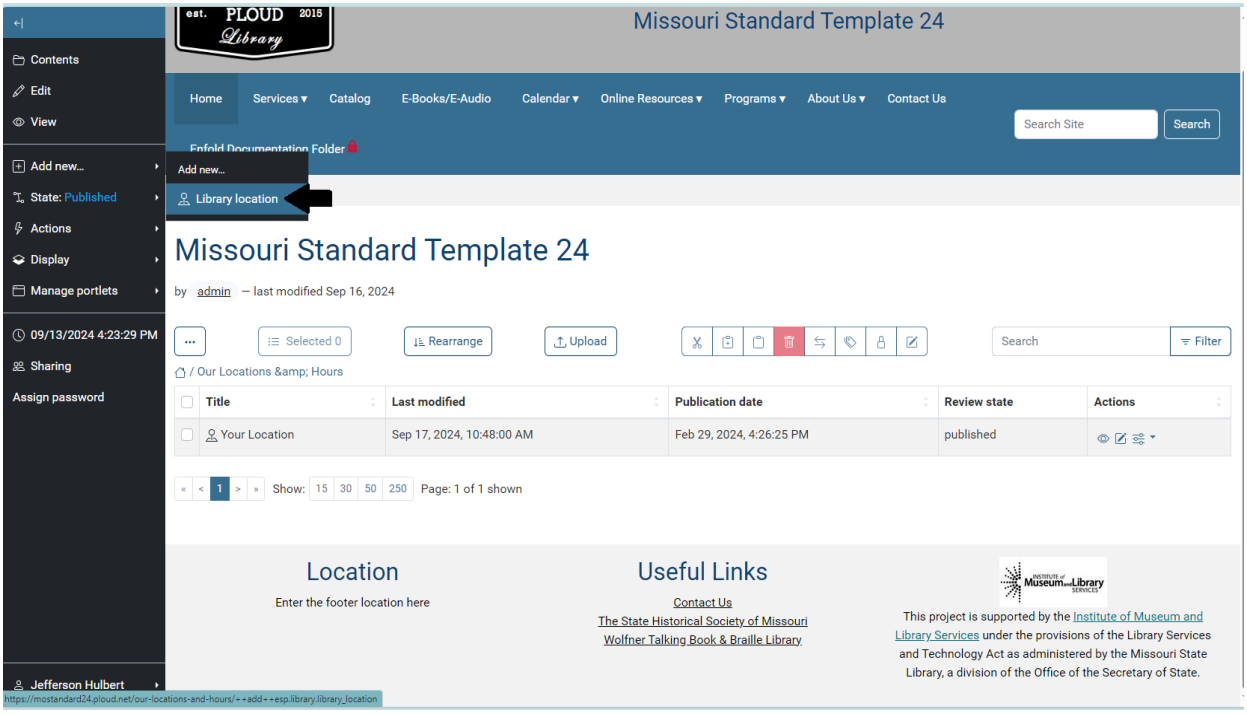
Our Locations & Hours

18. Once here, look towards the left of the screen. Here you will see an add new button near the top below the view. Add new...

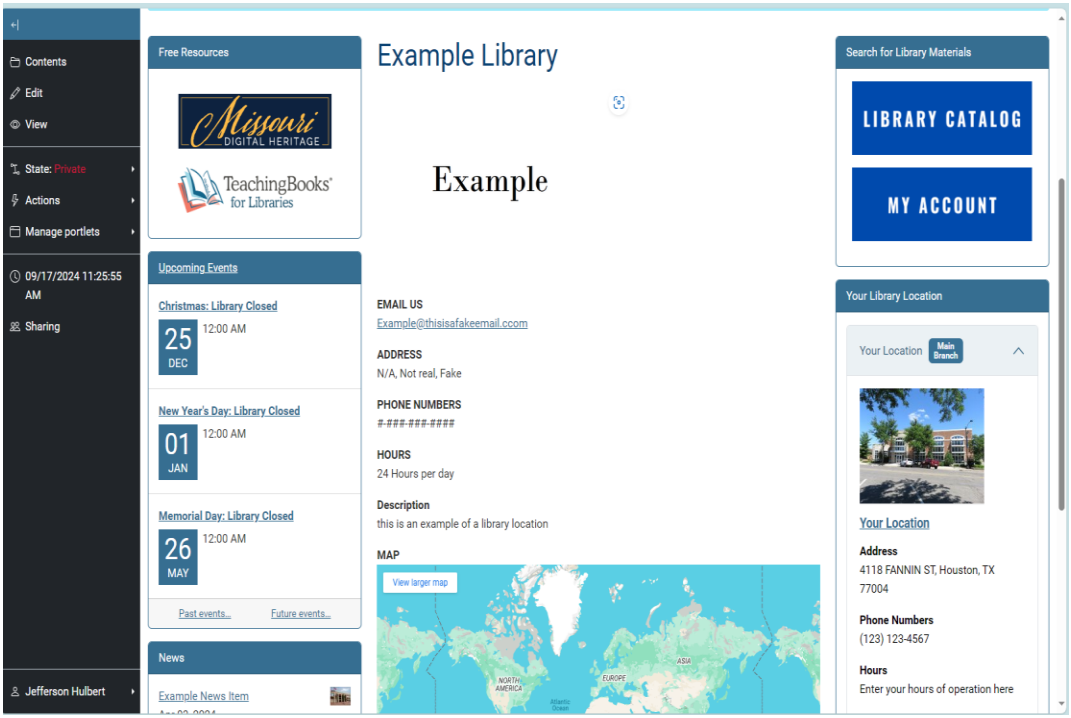


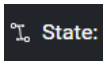

19. Select this button, then select library location (it will change color when you hover over it).

Library location

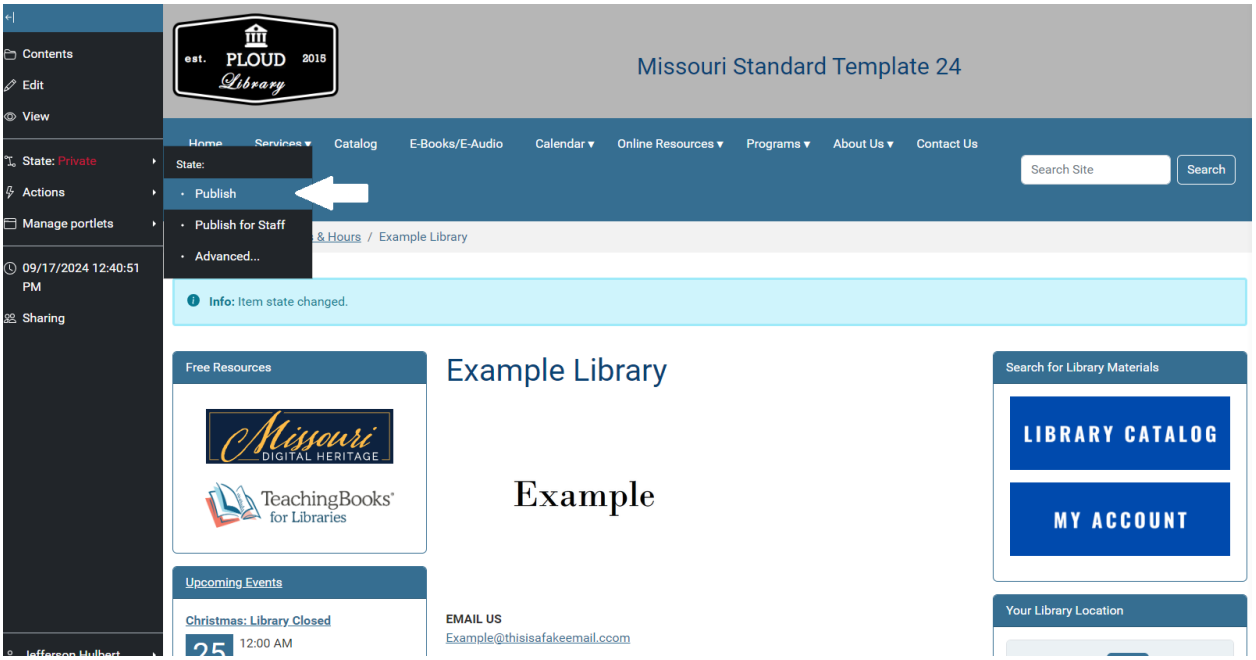


20. Once here, you will be able to fill out the location information, following the same guidelines as editing the location information described above. Select save, and this will create a new location item.



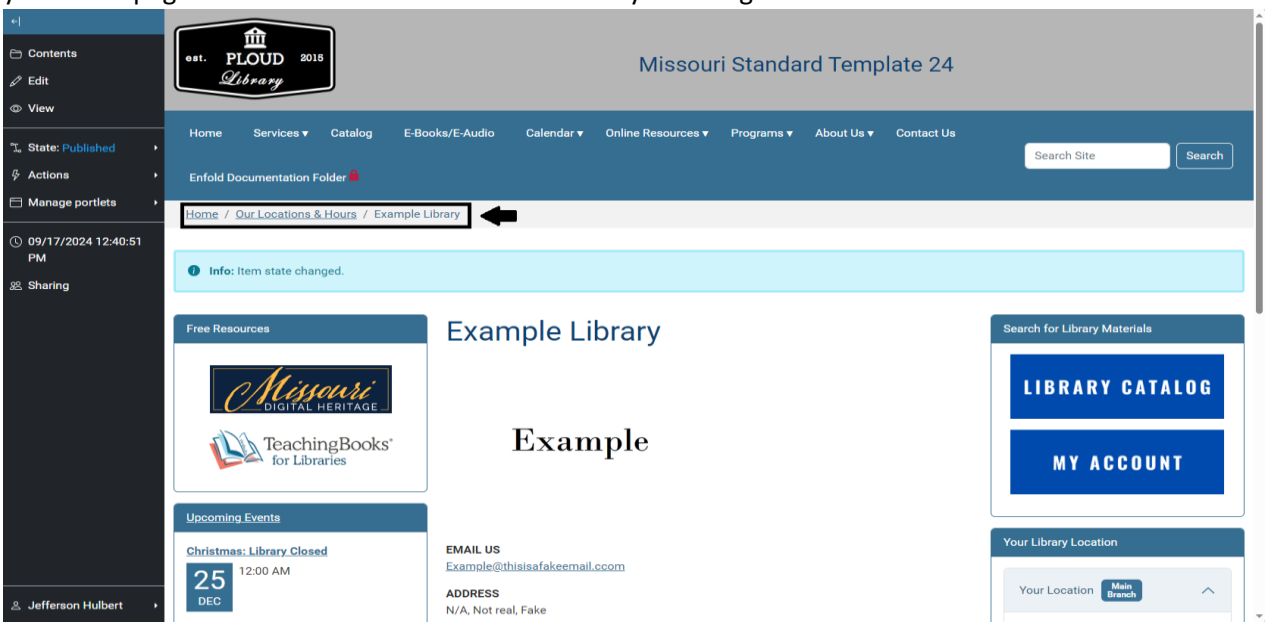

21. Once the item is ready, you will need to change its state to publish. To change its state, you will need to locate the state button on the left side of the screen while you still are on the new location's item. 

22. Change the state from private to published by selecting the state button, then selecting publish from the menu.

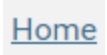



## Displaying a Location on Your Portlet

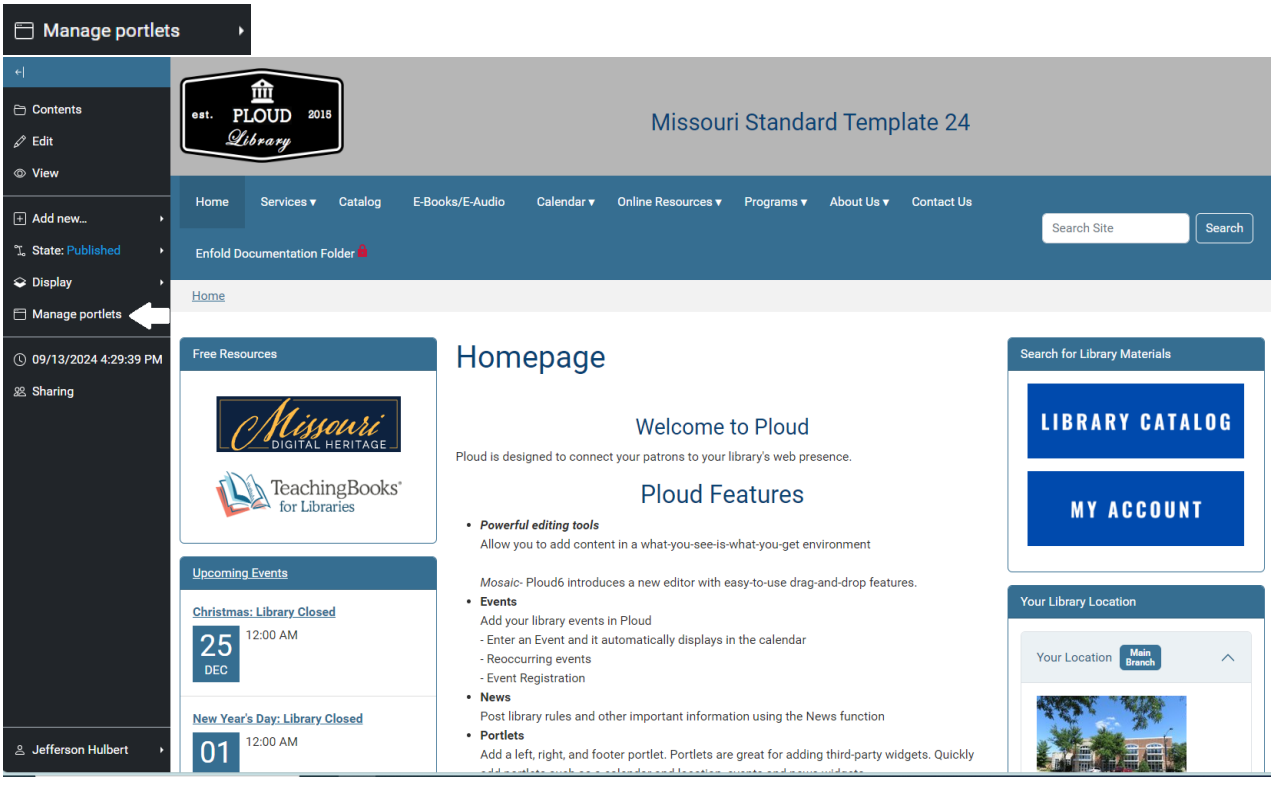
23. If you want this location to be displayed on your portlet, the easiest way to do this is to go to your homepage. Use the breadcrumb located under your navigation bar.



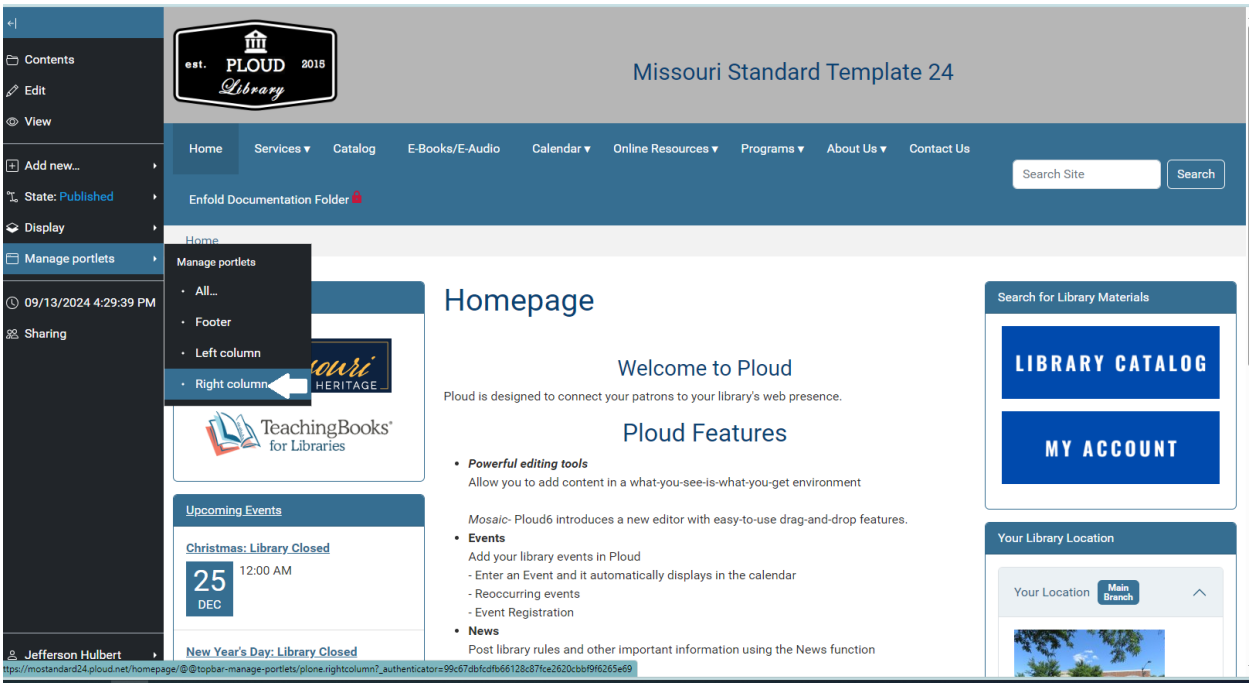

24. Select Home to go back to the homepage.



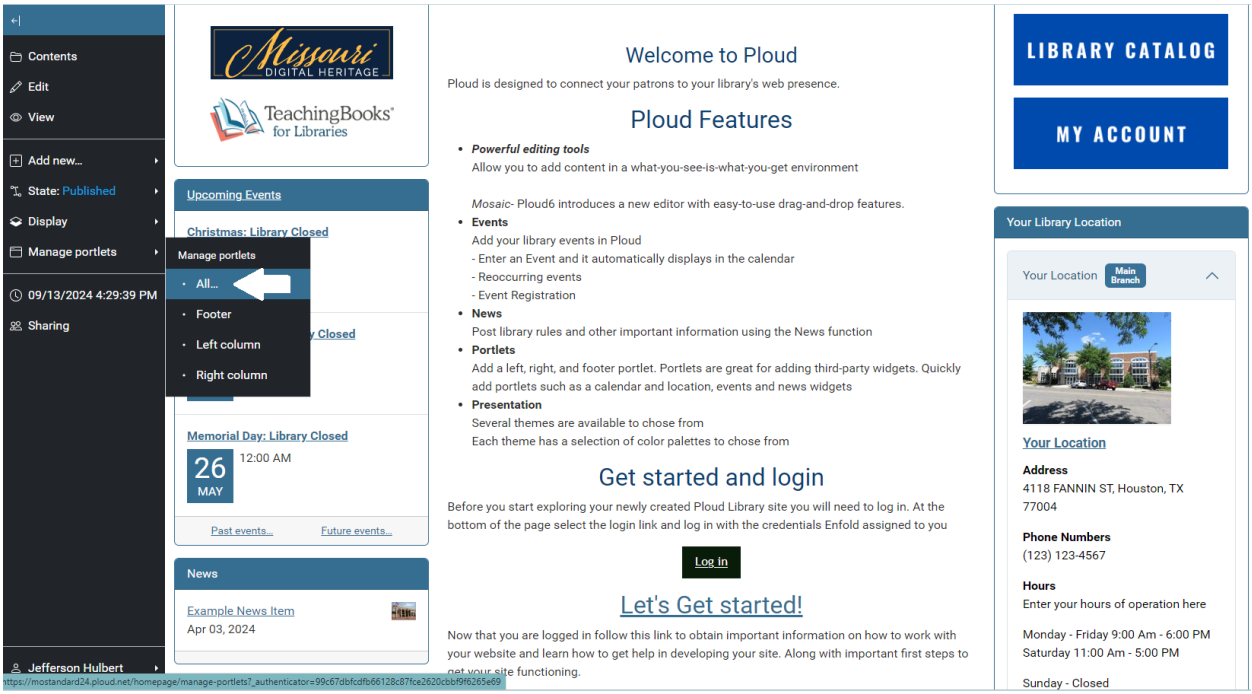
25. From here, you will need to select manage portlets located on the left side of the screen underneath Display.



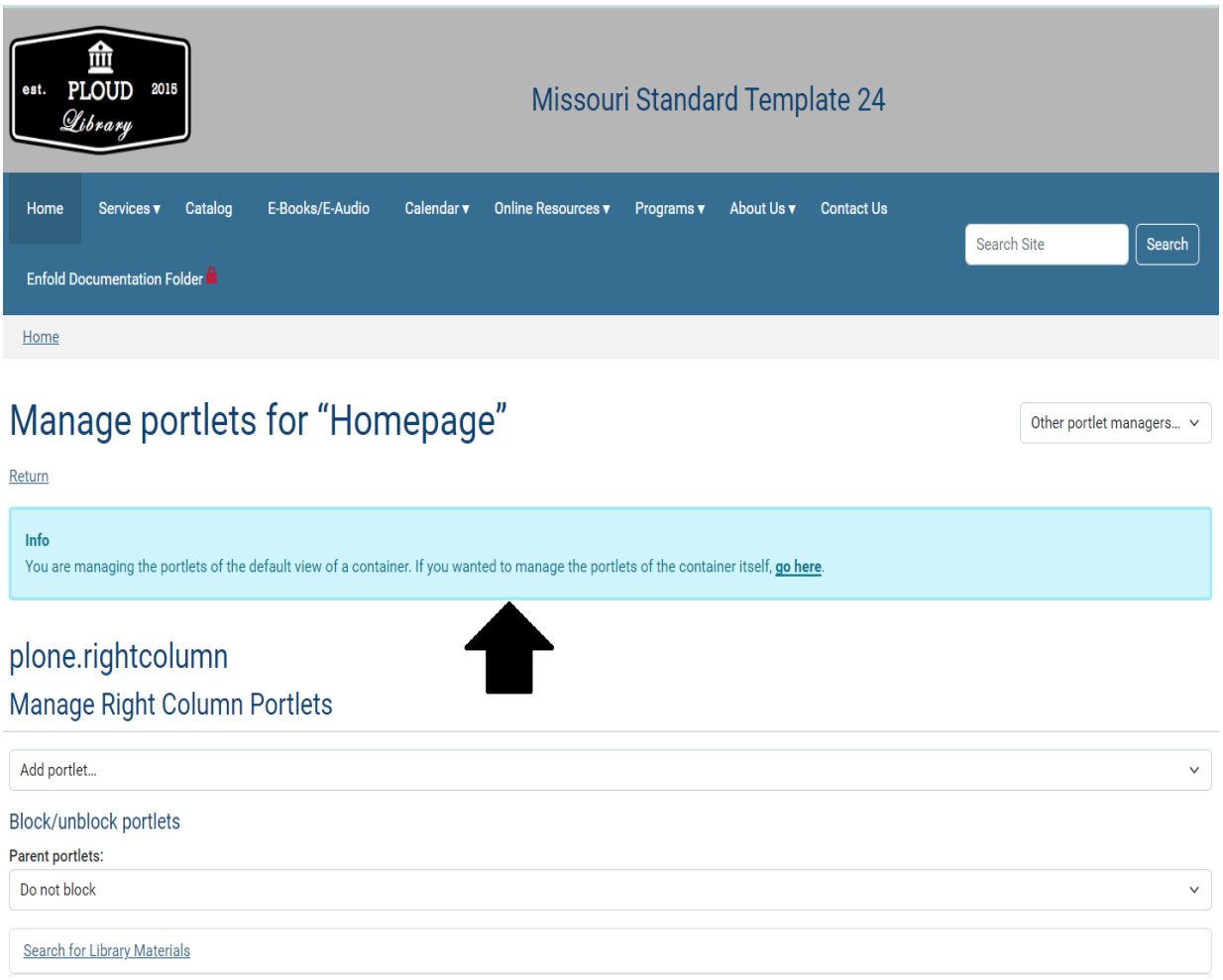

26. The option you select depends on where your location portlet is. In the standard template it is with the right columns portlets



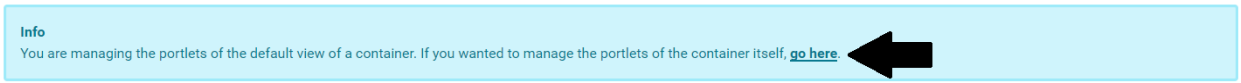

If you are unsure which column your portlet is, you also can select all.



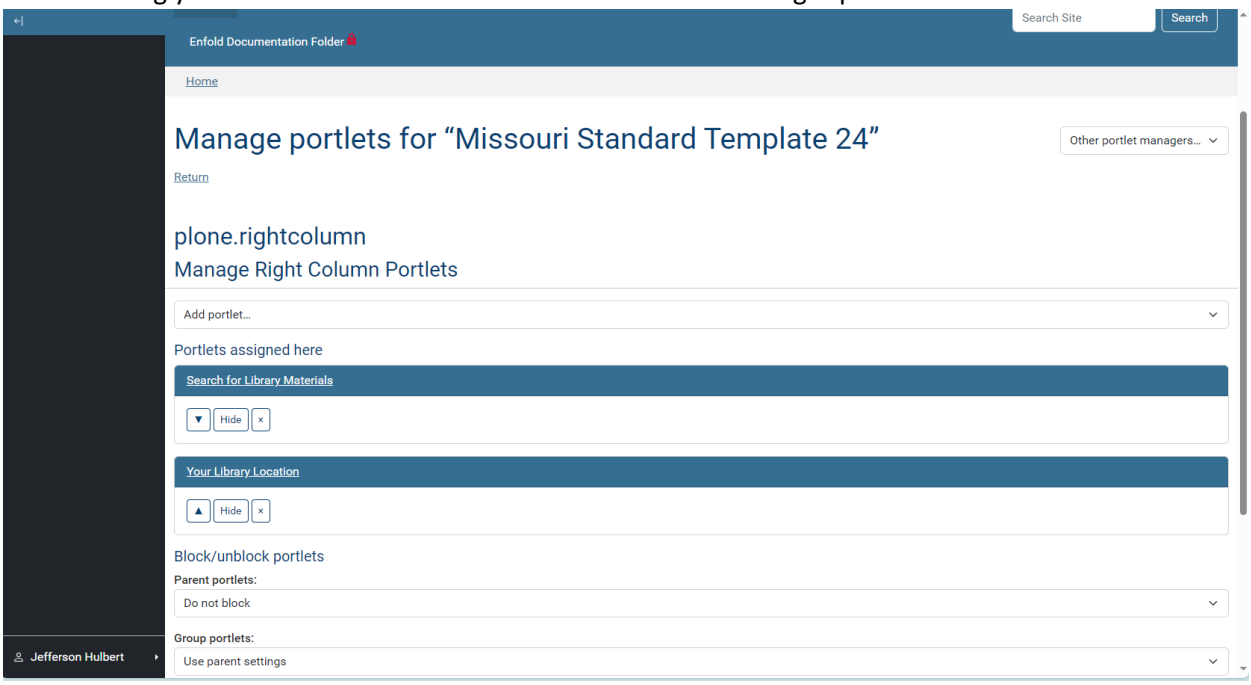

With either selection, you will see an info box in the middle of the screen.




27. To ensure you are making the changes on the right level, select the go here option inside this blue box

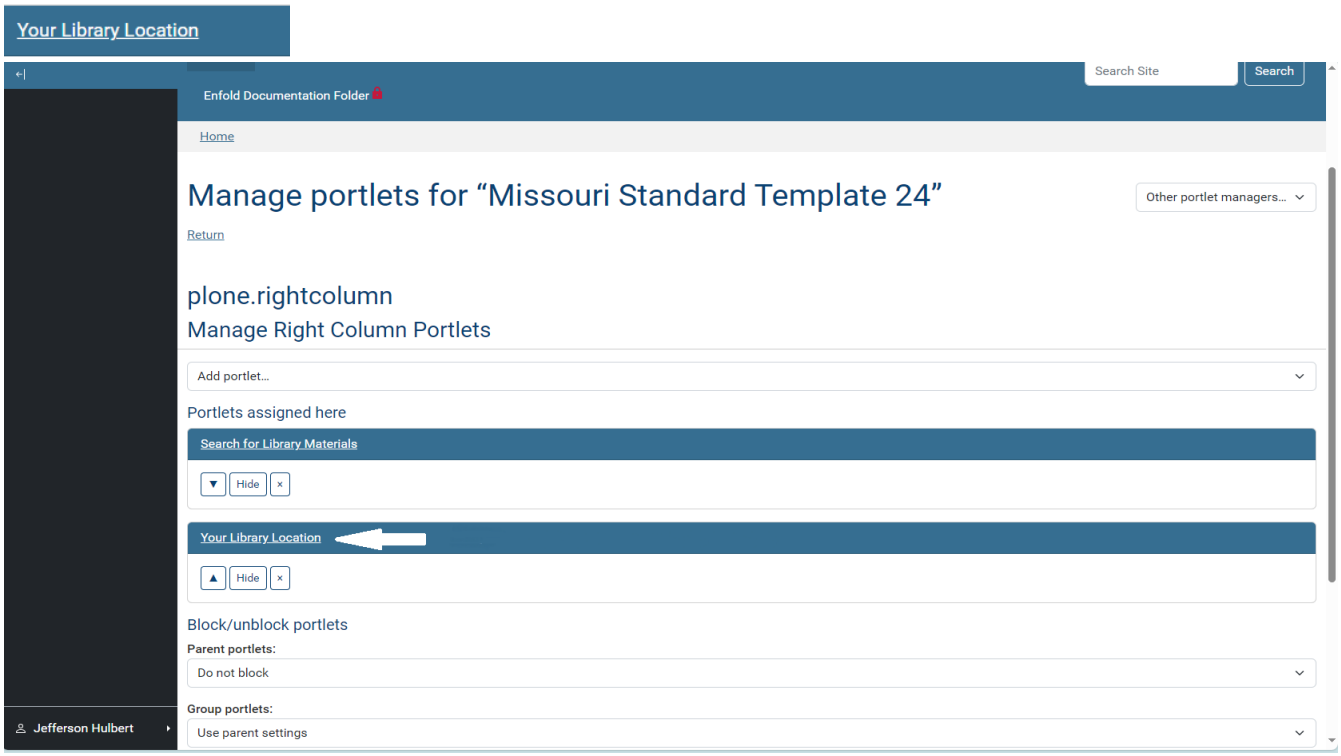


28. This will bring you to one of two menus. This is the menu for the right portlets.

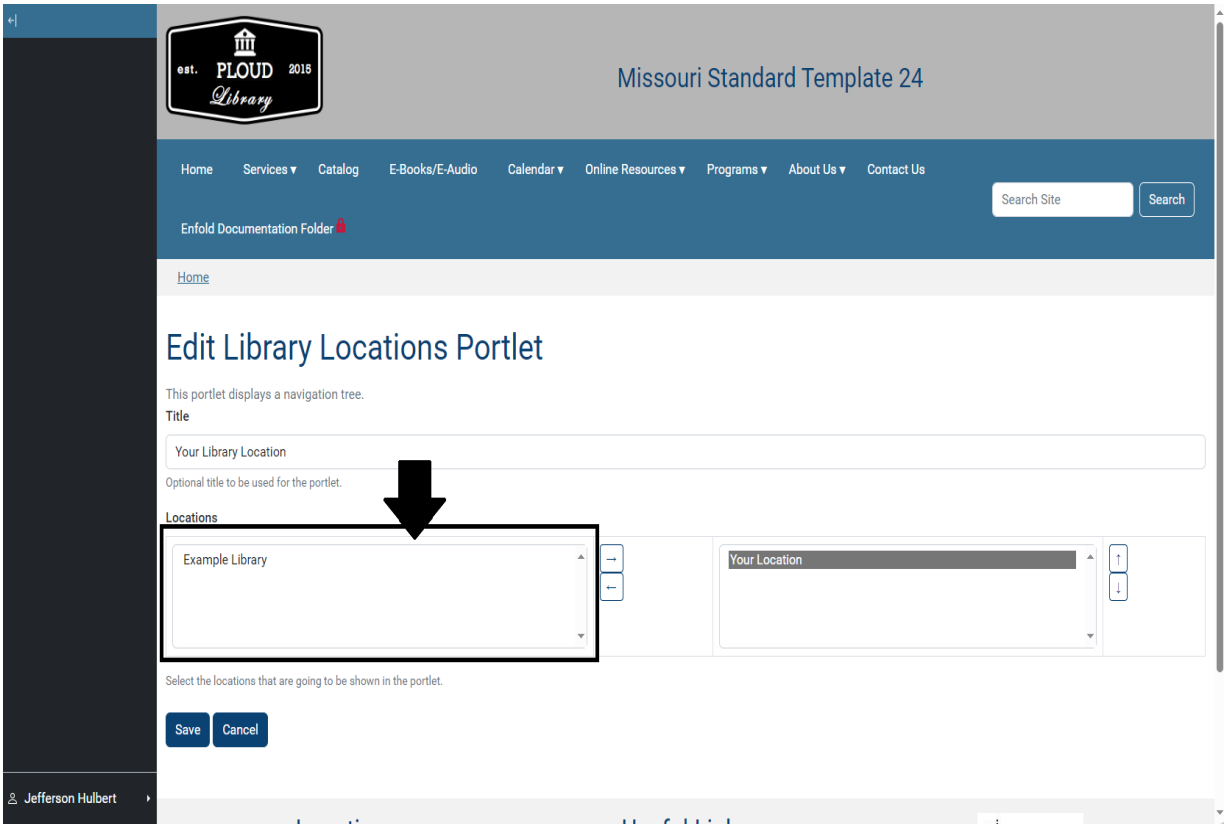



29. If you selected all. it will look like this

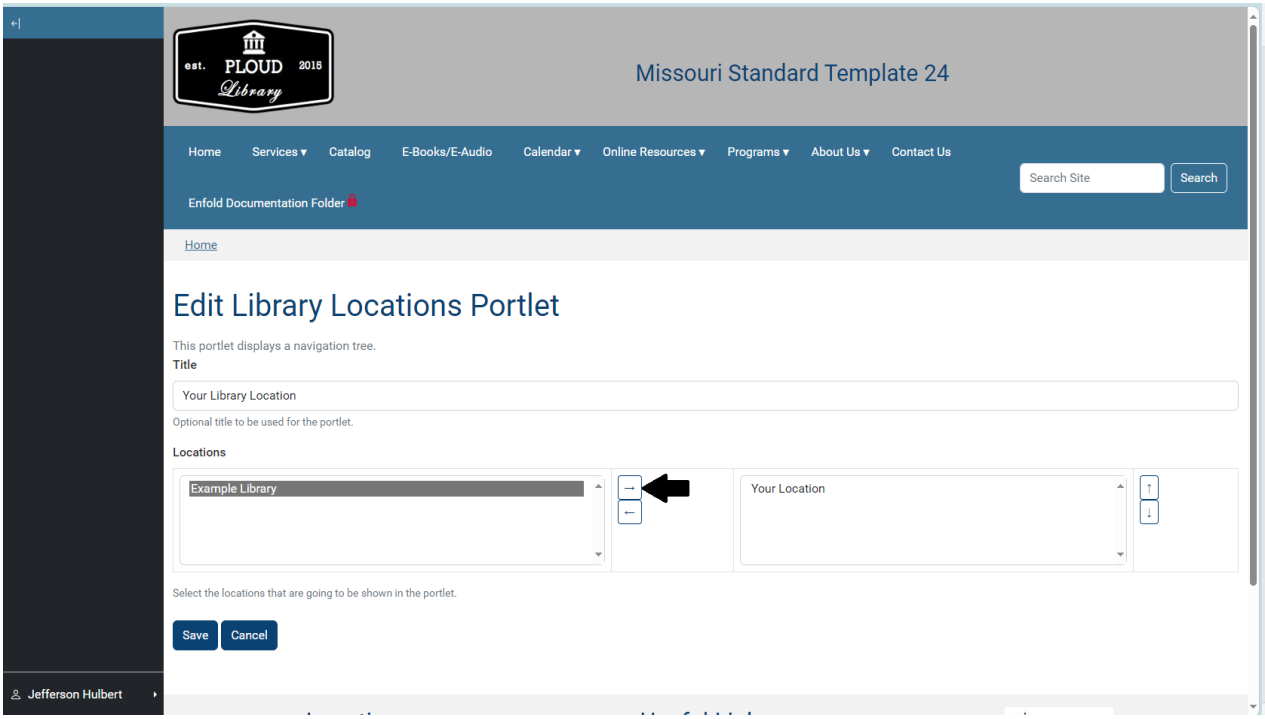
30. In either menu, you will want to select the Your Library Location text.



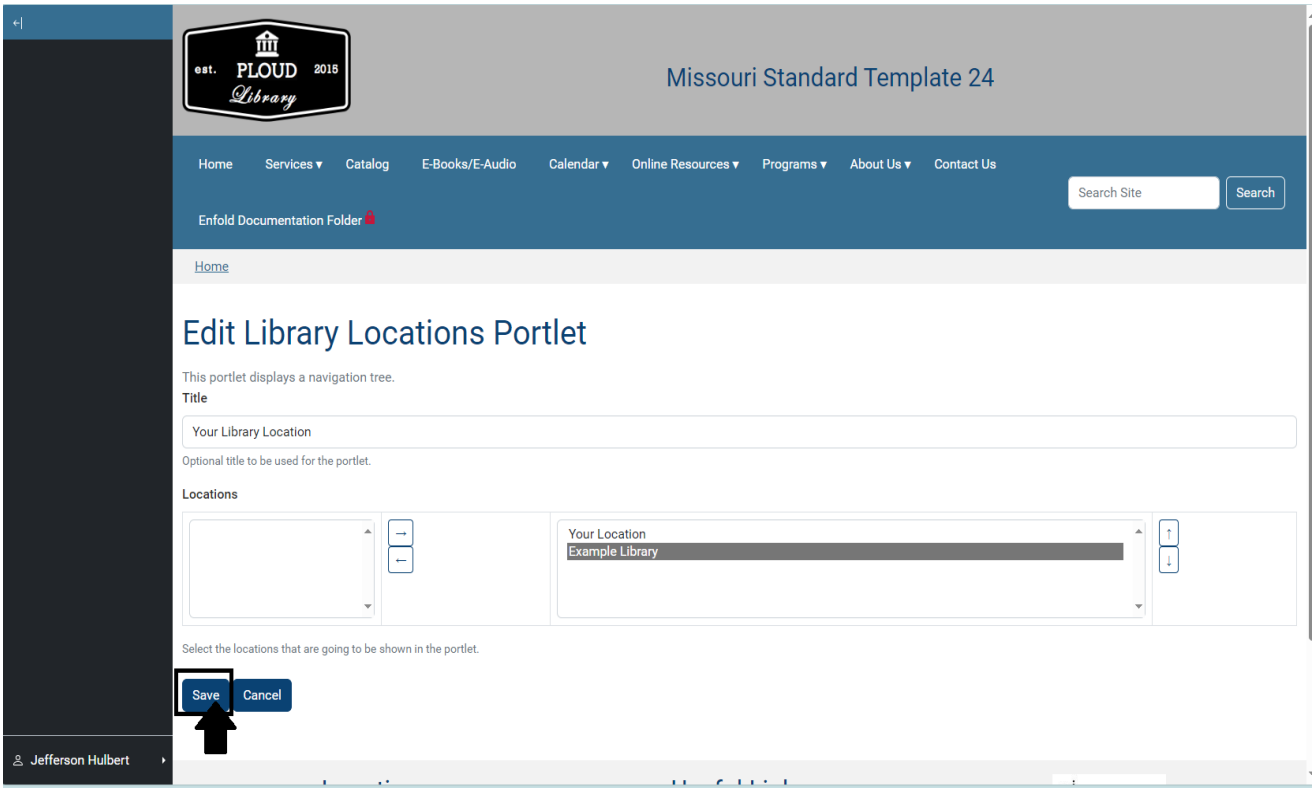
31. Once here, you should see your new library location on the left side in the middle.



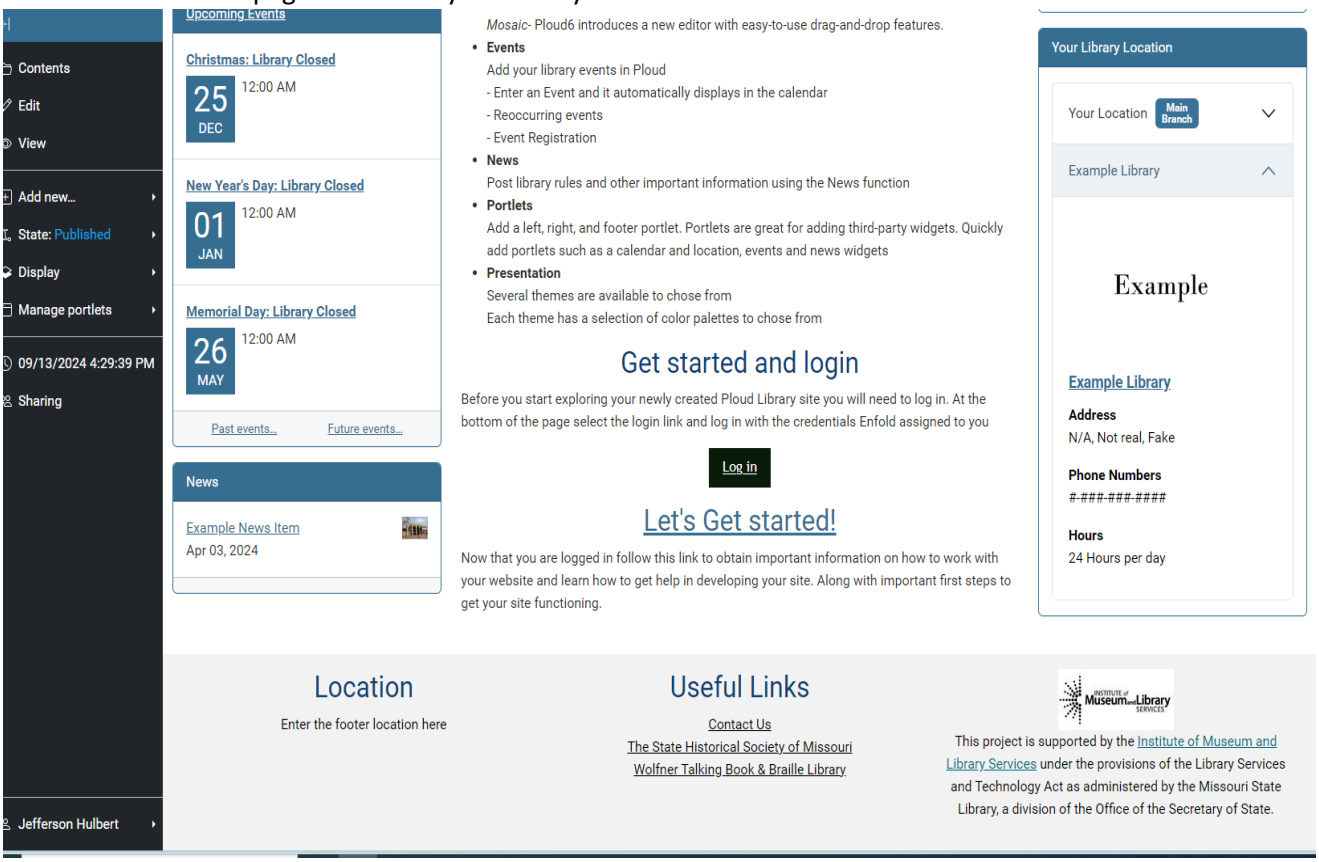

32. To import it into the portlet, you'll need to select the location you want to add and then select the right arrow button located by your new library location.



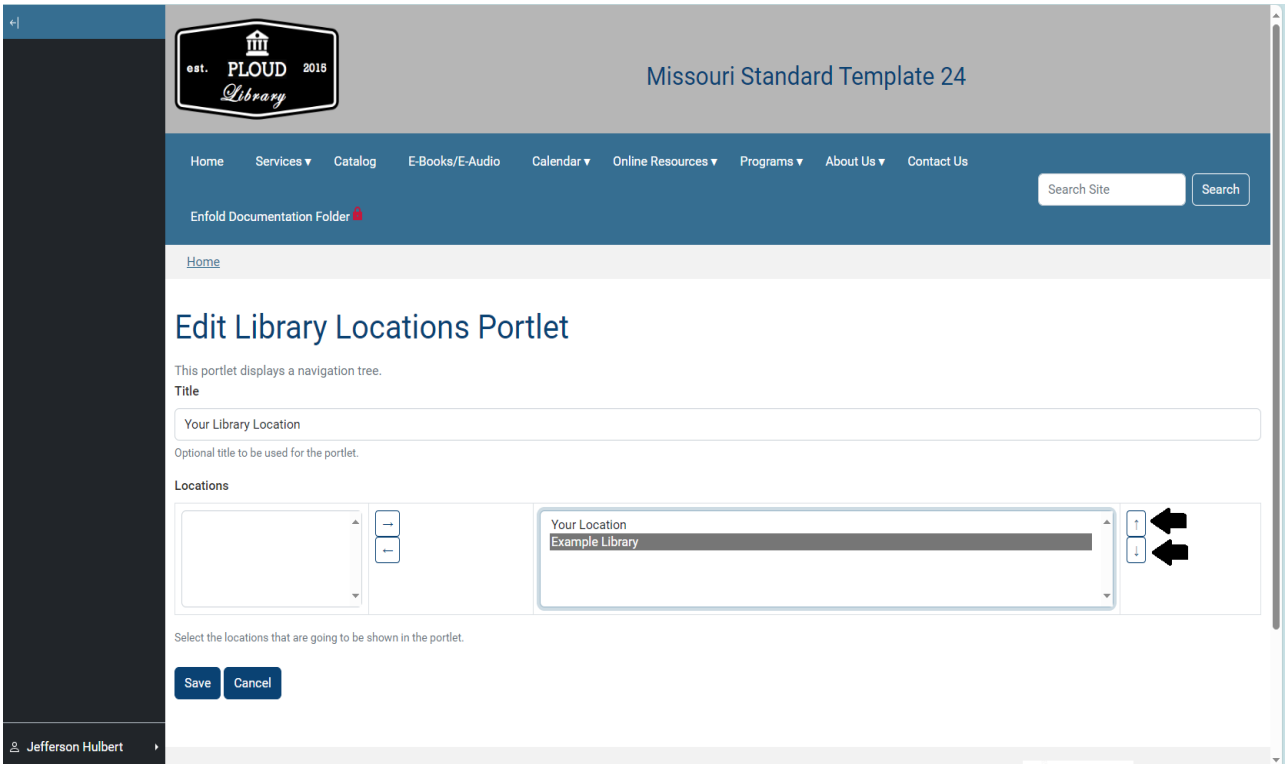

33. Select save.



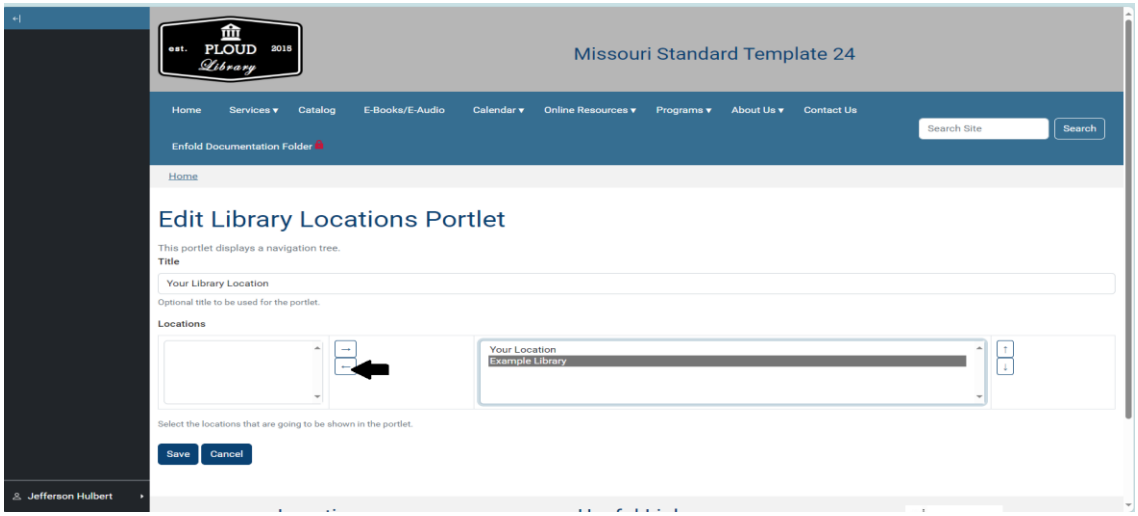

34. Go back to the homepage to check if your library location has been added.



35. You can also reorder the library locations if you like to do so. Go back to the Manage Portlets menu (steps 23-31). Select the library location on the right side and then select either up arrow or down arrow relative to the placement you want on the list.




36. If you want to remove a location from your portlet, you can select it from the list and then select the left arrow button near the box that says locations.



37. Click Save once done.

## Things to Note

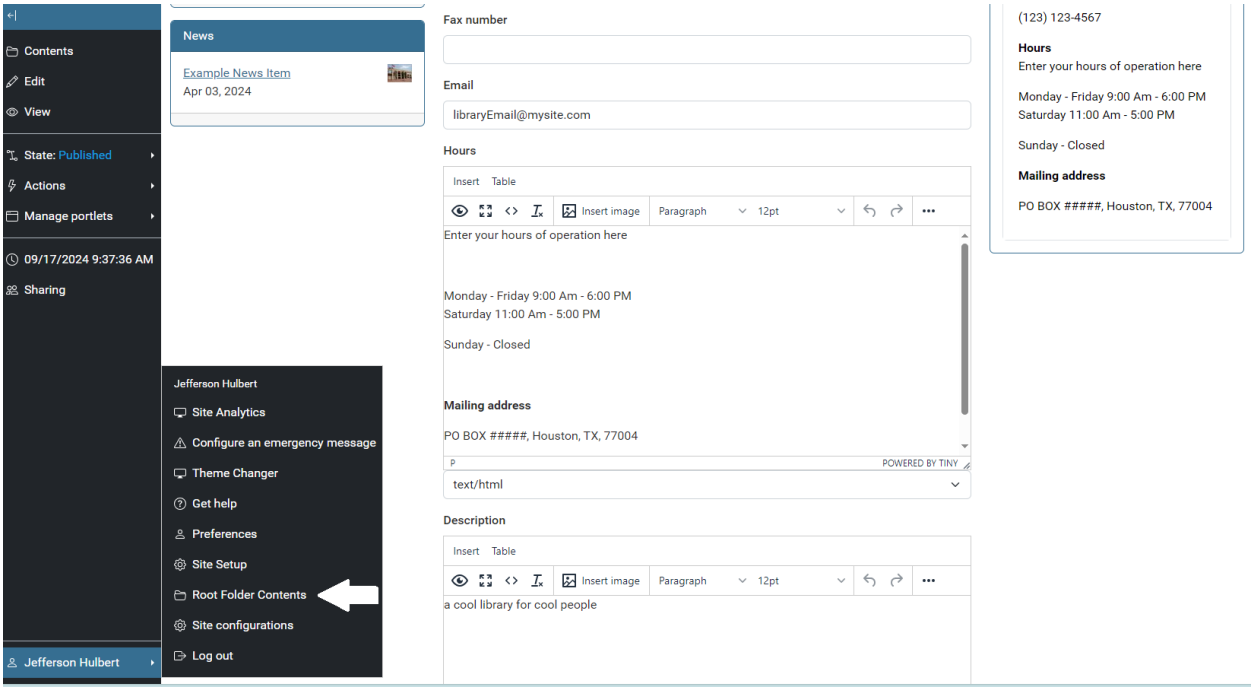
38. Remember after every change you make, select save to ensure you don't lose anything.

39. If you want to completely remove a library location and are not comfortable with removing the block on deletion yourself, please contact the Missouri State Library or Enfold.
40. The email field also will not show up in the portlet, but it will show up in the location item.

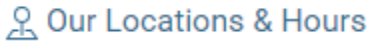
41. This tutorial was designed with using a desktop screen in mind. Thus, it might be more difficult to follow along using a mobile device to make these edits.

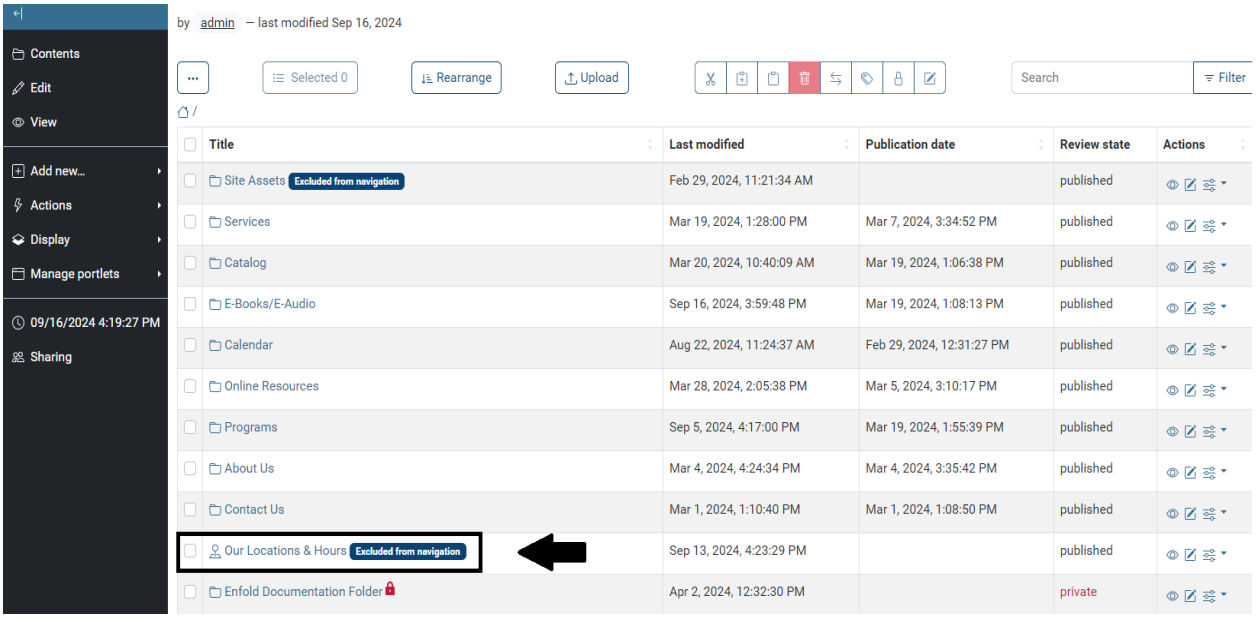
## Other Ways to Get to the Location Items

1. If you do not have this portlet on your page, you can still find these items by going to your Reset Folder Contents. This is located in your admin menu on the bottom left of the website.

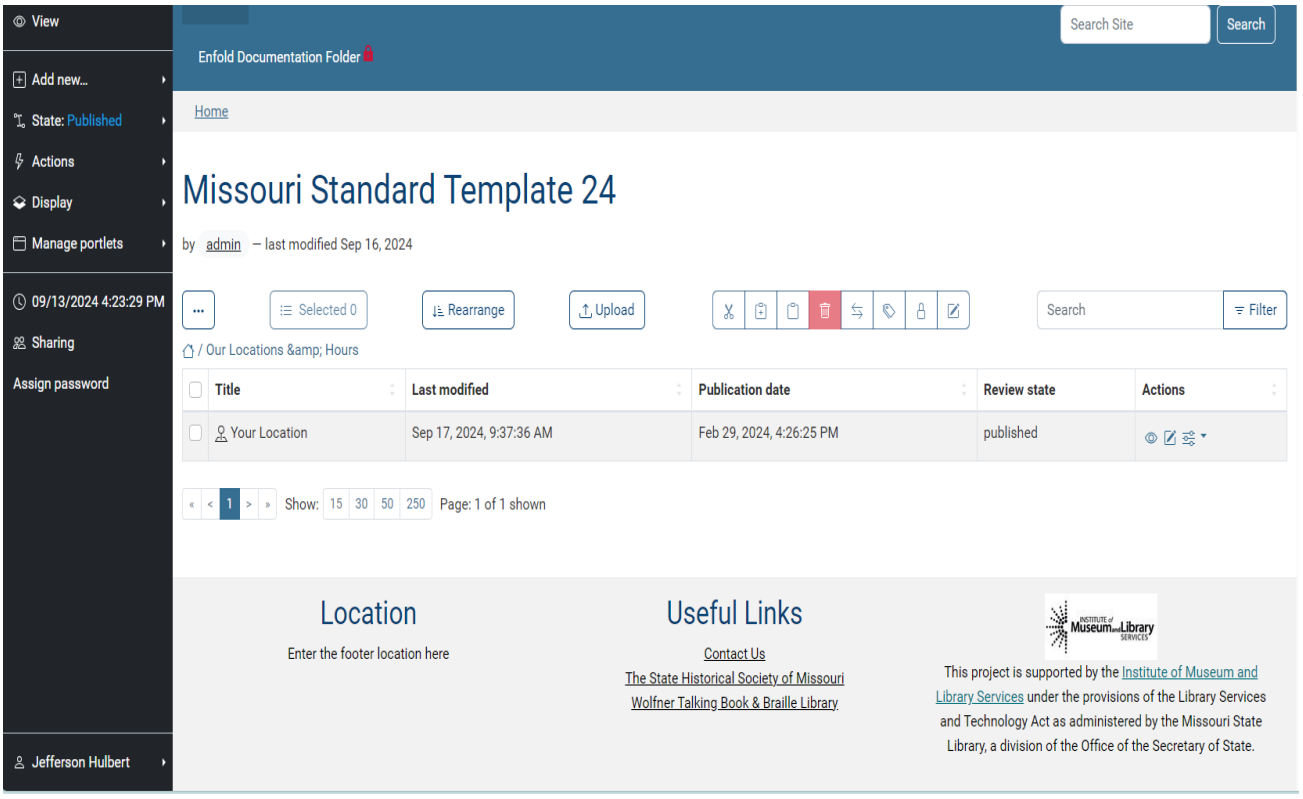



2. Once there, you will want to navigate to Our Locations & Hours. The exact location may vary depending on you set up your site, but as an example, it is located here on the standard template.






3. From here, there will be a list of locations. Select the location you want to edit using its text.




4. Then, you'll be able to follow the steps for editing the location from there (starting back at Step 3 link below).

   the steps for editing the location