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Sections

The Sections make up the site navigation and provide content organization on your site. You can Add, Edit, Delete, Move, and Reorder sections and sub-sections on your site.

SOCS templates offer 3 levels of navigation. You can choose to use one, two or all three levels.

***Note:** Sections that do not have live articles in them will not show up in the navigation on your SOCS site. This is to prevent your viewers from trying to select "empty" sections. Once you have assigned a live article to the section, it will be displayed in the navigation.*

Navigating the Manage Sections Screen

To easily manage the sections on your site, the sections are displayed in a "tree view" with several navigating options.

All first level Sections will appear with sub-sections collapsed.

Manage Sections

Section Access: Full Site Help ⓘ

Search for a section **Found:** 0

...by entering a section name here Search

Add New Section
Expand All
Collapse All

- Private Section
- + Community
- + Elementary School
 - Joe Smith Middle School
- Athletics
- + District

+ Elementary School

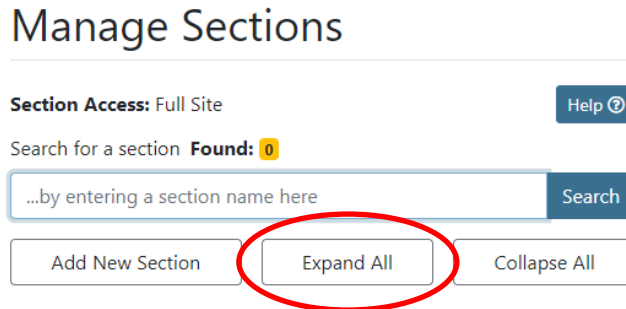
Joe Smith Middle School

Click to expand this section

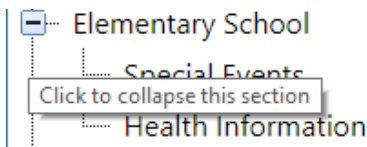
Athletics

To view the sub-sections, expand the first level by selecting the + (plus) next to the section.

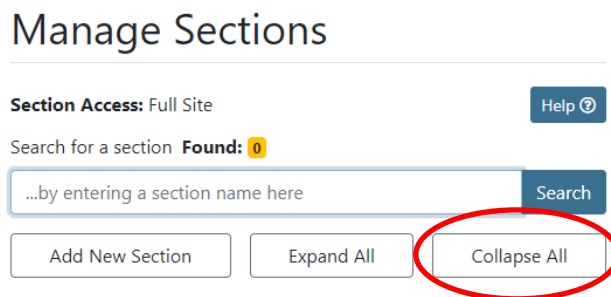
To view all sections and sub-sections, select **Expand All** button.



Collapse the sub-sections by selecting the - (minus) next to the section.



To view only first level sections, select the **Collapse All** button.



To search for sections, type the section name in the search box. A filtering feature will highlight the sections matching the letters/words that are entered into the search text box.

The text entered can be located anywhere within a section name and is NOT case sensitive. The filtering process can take a couple seconds if you have many sections, but will take a fraction of a second for sites with fewer sections. The processing power of your machine and browser will also affect the speed of the filtering process.

Manage Sections

Section Access: Full Site

Help ?

Search for a section Found: 3

school Search

Add New Section

Expand All

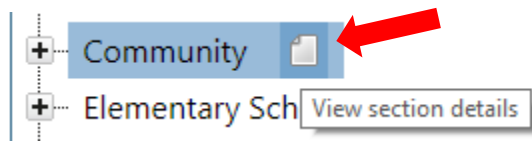
Collapse All

- Private Section
- Community
- Elementary School
- Joe Smith Middle School

View Section Details

Note: If a user has the Sections access privilege but has been assigned to no sections or limited sections in his user profile, the user will only see a View Section Details option on the sections he or she is not assigned to. A user can manage only sections he or she has been assigned to.

1. Select **Admin, Sections** on the SOCS Toolbar.
2. Select the section you want to view the details for.



3. Select the **View Section Details** icon.
4. View the Section Name, Notes, and Assigned Authors.
5. If the user has the Users access privilege, he or she can also select Authors to assign to the section.
6. Select Save to return to the Manage Sections page.

Adding First Level Sections

1. Select **Admin, Sections** on from the SOCS Toolbar.
2. Select **Add New Section** to create a first level section.

Manage Sections

Section Access: Full Site Help ?

Search for a section **Found: 0**

...by entering a section name here Search

Add New Section Expand All Collapse All

3. Enter the Section name.

a. **Example:** Contact Us

4. Enter Notes if desired.

5. Select "Show" to assign authors to the section.

Note: you will only have the ability to assign authors to the section if you have the Users access privilege.

6. Select Save to create the section.

Add Section

Section Name
The "]" and ">" characters are not allowed in section names.

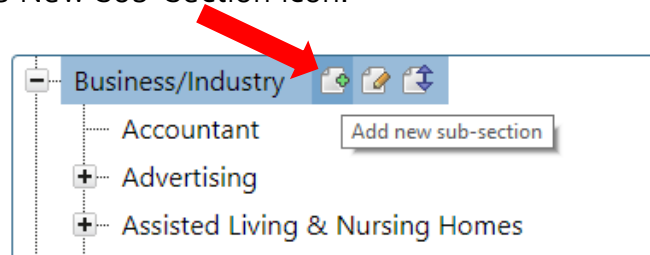
Section Redirect

Notes

Assigned Authors Show

Adding Sub Level Sections

1. Select **Admin, Sections** on the SOCS toolbar.
2. Select the section under which you want to create a sublevel.
3. Select the Add New Sub-Section icon.

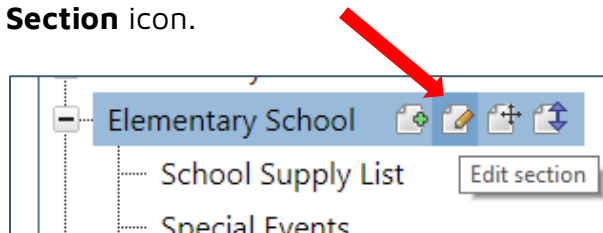


4. Enter the section name.
 - a. **Example:** Cable Company
5. Enter Notes if desired.
6. Select "Show" to assign authors to the section. *Note: you will only have the ability to assign authors to the section if you have the Users access privilege.*
7. Select Save to create the section.

Note: Use this process to create both second- and third- level sections.

Editing a Section

1. Select **Admin, Sections** on the SOCS Toolbar.
2. Select the section you want to edit.
3. Select the **Edit Section** icon.



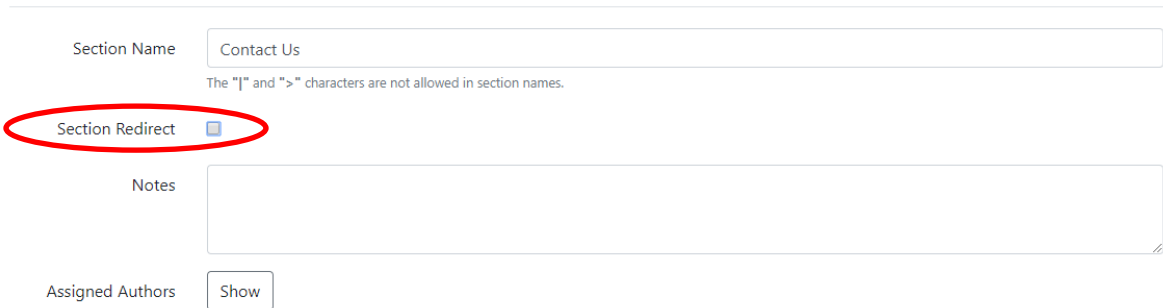
4. Edit the Section Name, Notes, or Assigned Authors.
5. Select Save to save your changes and return to the sections list.

Section Redirect

Redirect your visitor to a document or website when they click the section name by adding a Section Redirect. A new tab will open when the user clicks the link.

1. While editing or adding a section, click the Section Redirect box.

Add Section



Section Name
The "]" and ">" characters are not allowed in section names.

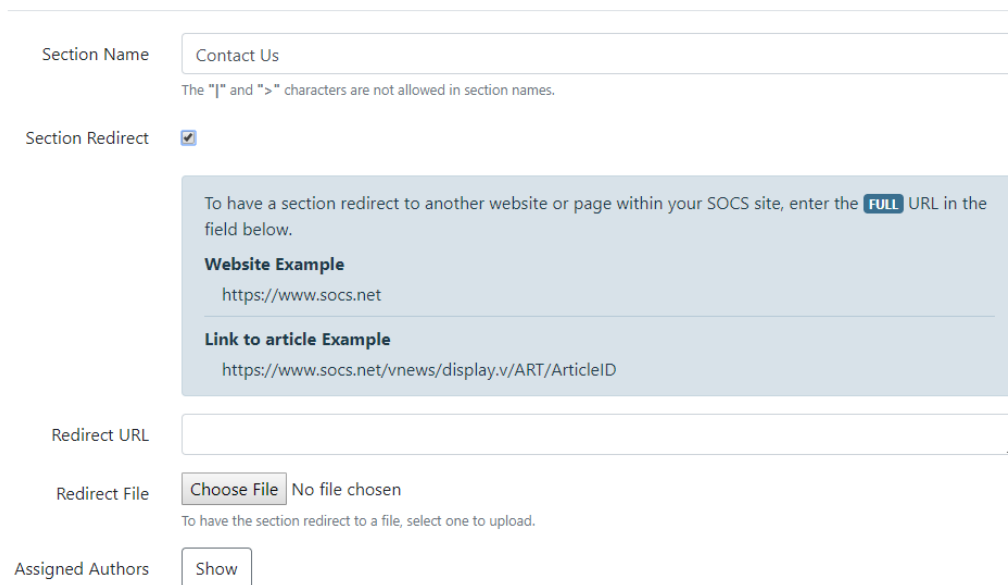
Section Redirect

Notes

Assigned Authors

2. More options will become visible.

Add Section



Section Name
The "]" and ">" characters are not allowed in section names.

Section Redirect

To have a section redirect to another website or page within your SOCS site, enter the **FULL** URL in the field below.

Website Example
`https://www.socs.net`

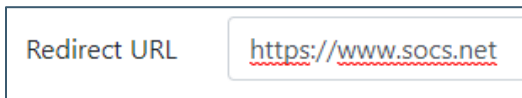
Link to article Example
`https://www.socs.net/vnews/display.v/ART/ArticleID`

Redirect URL

Redirect File No file chosen
To have the section redirect to a file, select one to upload.

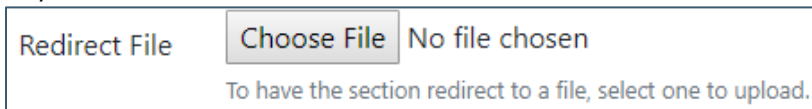
Assigned Authors

3. Enter a Redirect URL.



Redirect URL

4. Or, click Choose File to redirect to a document instead of a website.

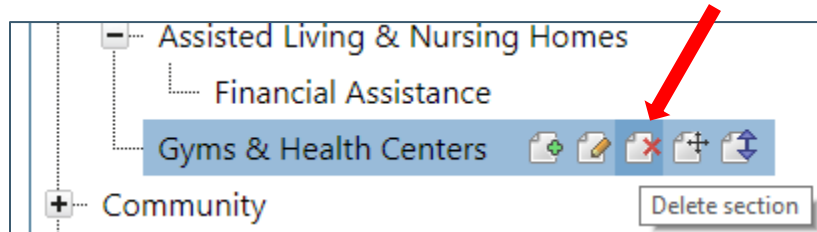


Redirect File No file chosen
To have the section redirect to a file, select one to upload.

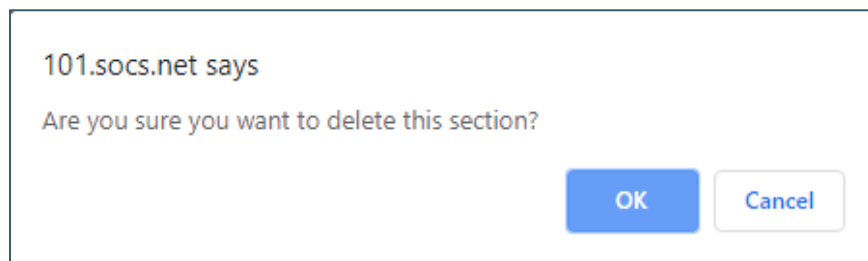
5. Click Save.

Deleting a Section

1. Select **Admin, Sections** on the SOCS Toolbar.
2. Select the section you want to delete.
3. Select the **Delete Section** icon.



4. **If there are no articles assigned to the section you are deleting**, you will get a confirmation screen.



5. Select OK to delete the section.
6. If there are articles assigned to the section you are deleting, you will get the above confirmation screen.
7. Select OK and you will be taken to a new screen with a list of the articles assigned to that section.
8. You must Delete the articles or Move them to other sections.

Delete Section (Move/Delete Assigned Articles)

Section: Resources

NOTE: There are articles assigned to this section that either need to be moved to another section or deleted before the selected section can be deleted.

Move selected articles to

— Select a Section —

Move/Delete Articles Cancel

5 articles in section: Resources			
Move	Delete	Headline	Author
<input type="checkbox"/>	<input type="checkbox"/>	Mobile View	SOCS Support
<input type="checkbox"/>	<input type="checkbox"/>	New Feedback Article	SOCS Support
<input type="checkbox"/>	<input type="checkbox"/>	Sign Up NOW for the News Update	SOCS Support
<input type="checkbox"/>	<input type="checkbox"/>	Want a Great Way to Track School Events?	SOCS Support
<input type="checkbox"/>	<input type="checkbox"/>	Welcome to www.fillmorecofair.com	SOCS Support

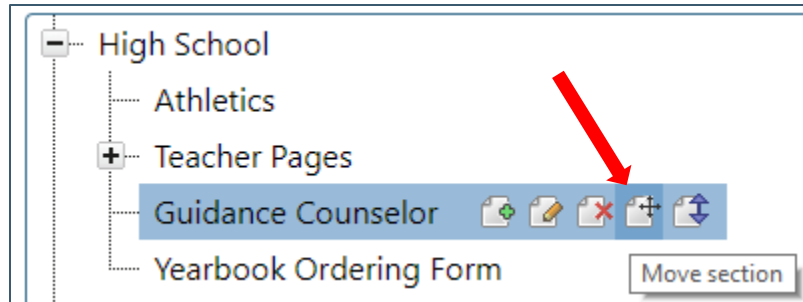
Move/Delete Articles Cancel

- 9. Select Move/Delete Articles to manage the articles and delete the section.
- 10. You will be returned to the Manage Sections page.

Moving a Section

Note: "Moving a Section" refers to relocating a section to a new parent section or becoming a first level section. Example: I want to move the subsection "Guidance Counselor" from the parent section "High School" to the parent section "District". (High School/Guidance Counselor to District/Guidance Counselor)

- 1. Select **Admin, Sections** on the SOCS Toolbar.
- 2. Select the section you want to Move.
- 3. Select the Move Section icon.



4. You will be taken to a new screen. From the drop down list, select a new parent section or select "Move to 1st-level section".

Move Section

Parent Section

Section

Select a section from the list below that will become the parent section for the selected section and then click the Save button.

Move selected section to

— Select a Parent Section —

— Select a Parent Section —

— Move to 1st-level Section —

District

District|Forms

District|School Board

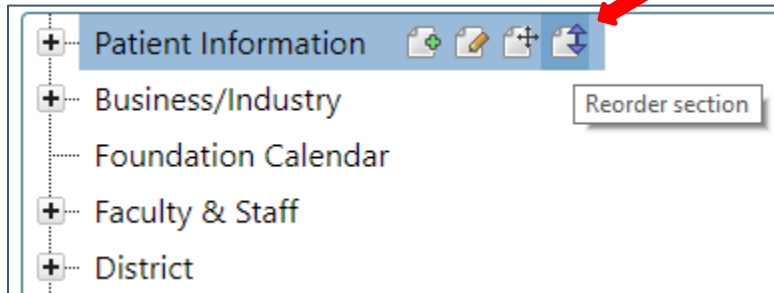
District|Staff Directory

5. Select Save.
6. You will be returned to the Manage Sections page and the section you moved will be highlighted in its new location.

Reordering a Section

Note: "Reordering a Section" refers to re-arranging the order of sections within a level or sublevel. Example: My first level sections are currently in the following order: Patient Information, Business/Industry, Foundation Calendar, Faculty & Staff, and District. I want them to be in the following order: District, Foundation Calendar, Business/Industry, Patient Information, and Faculty and Staff.

1. Select **Admin, Sections** on the SOCS Toolbar.
2. Select the section you want to Re-order.
3. Select the **Reorder Section** icon.



4. You will be taken to a new screen. On this screen you can drag and drop the sections to the desired order, or you can select the Alphabetize button.

Reorder Sections



≡ **Drag & drop sections** to put them in the order desired or click the Alphabetize button to order sections by name.

When satisfied with your changes, click the Save button.



5. Once the sections are in the desired order, select Save.
6. You will be returned to the Manage Sections page.