



What is a Contact?

A contact is a set of information for an individual saved in the system so that it can be referred to by many pages at once. Editing the contact will update all pages that use it. This tutorial focuses on updating pages to use contacts. For instructions on how to create and edit contacts, please ensure you are logged in to your account and visit <https://patrafficsafety.org/project-manager-resources/#contacts>

How are Contacts Linked to Pages?

Contacts are placed on pages through the use of shortcodes. Shortcodes are small amounts of text within two brackets that, when added to a page, turn into a specified web component for a user viewing the site. An example of a contact shortcode we use on the site is shown below.

```
[post-content post_name=robin-rivera]
```

Contact shortcode

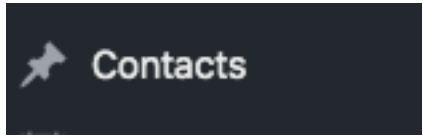
Finding Our Shortcodes

Our shortcodes are not listed anywhere on the site. Instead, they are linked by a contact's name. The format will always be `[post-content post_name=****]` where **** is replaced by the title of the contact listed in the contact admin page. Normally, it is contact's first and last name in lower case. It could also be a variation of a name if two contacts have the same first and last name or a location if the contact does not have a specific person associated with it.

****** should be lowercase with a dash "-" replacing spaces.**

For example:

- Shortcode for Jon Snow would be `[post-content post_name=jon-snow]`
- Shortcode for H G Wells would be `[post-content post_name=h-g-wells]`
- Shortcode for East District Front Desk would be `[post-content post_name=east-district-front-desk]`



Button for Contacts Admin Page

The screenshot shows the 'Contacts' admin page. At the top left, there is a 'Contacts' header with an 'Add New' button. Below this, there are filters for 'All (25)', 'Mine (23)', 'Published (24)', and 'Draft (1)'. A search bar is on the right. Below the filters, there are 'Bulk Actions', 'Apply', 'All dates', and 'Filter' buttons. A table lists contacts with columns for 'Title', 'Date', and 'Last Modified'. The table contains three entries: Jim Hafner, Micheal Diehl, and James Guffey. At the bottom right, there is a pagination control showing '25 items' and '1 of 2'.

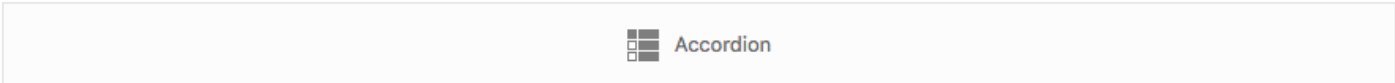
<input type="checkbox"/> Title	Date	Last Modified
<input type="checkbox"/> Jim Hafner	Published 2019/01/22	2019/01/22 1:49 pm
<input type="checkbox"/> Micheal Diehl	Published 2018/09/26	2018/09/26 3:18 pm
<input type="checkbox"/> James Guffey	Published 2018/07/22	2018/09/26 3:46 pm

Contacts Page. The 'Title' field is used for shortcodes.

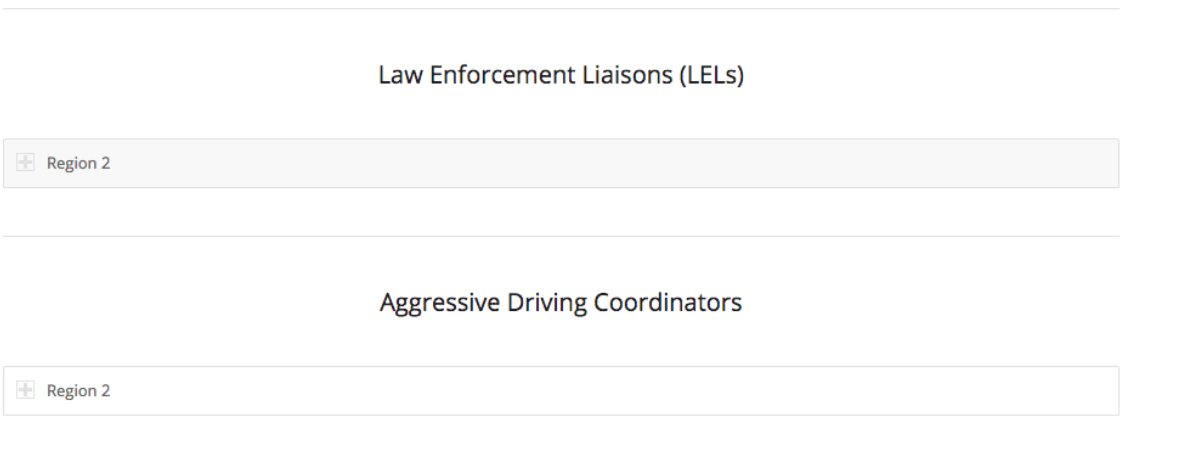
Where to Add Contact Shortcodes

Most of our contacts are listed in accordion widges listed on pages. To find these, follow the steps below:

- Step 1: Open the 'Edit Page' admin screen for the page you wish to edit.
- Step 2: Find the accordion object that contains the contact you wish to edit or the area you wish to add the contact. This might involve looking at the user view of the site for reference.



An accordion object in the Edit Page view



An example of a page with two accordion objects

