

A Better Life Admin Guide

Force For Good Includem Team

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1 Plug-Ins

1.1 Prelude: Shortcodes

Many of the plug-ins used across the site make use of the concept of shortcodes. A shortcode, in essence, is a reference to something else. When a page containing a shortcode is loaded, the shortcode then looks up the thing it references and inserts that into the page. For example, Tablepress allows one to create tables in the Tablepress tab of the admins page, and creates a shortcode for each table; when the shortcode is copied and pasted into a content page, the table created in the tablepress tab will appear. Because the shortcode is a reference to the table, not a copy, this means that if the table is edited, the edited table will show up next time someone loads the page. Shortcodes can also reference constructs such as accordions or embedded YouTube videos.

1.2 Advanced Page Manager

The Advanced Page Manager allows the admin to better organize pages in the "All Pages" tab. Pages can be moved and reordered easily. Changing the order here will affect the next and back buttons at the bottom of each page, but will not affect the order of the pages in the navigation sidebar. In order to change the navigation sidebar, refer to Section 3.

1.3 Enhanced Media Library

The Enhanced Media Library is used to group media resources in a hierarchy. to categorize a piece of media, go to the media library, edit the media, and tick the desired category under "Media Categories" on the right.

1.4 Frontend Uploader

The Frontend Uploader allows users to upload files for approval. Admins can then navigate to Media - Manage UGC from the Admin page, where the media can be attached to a page, added to a media category, and approved. Once approved, the file will be added to the main Media Library. From there, the

Figure 1: Media Categories Hierarchy

The screenshot displays the WordPress Media Library interface. At the top, there is a 'Media Library' header with an 'Add New' button. Below this is a notification banner asking if the user wants Wordfence to stay up-to-date automatically, with links to 'Yes, enable auto-update.' and 'No thanks.' The main content area features a toolbar with a grid/list toggle, 'All media items' and 'All dates' dropdowns, and a 'Filter by Media Category' dropdown menu. The filter menu is open, showing a hierarchy of categories and their item counts: 'All Media Categories' (9), 'Not in a Media Category' (5), 'Cue Cards' (9), 'Drugs & Alcohol' (5), 'Documents' (5), 'PDF' (5), 'Education Training and Employment' (4), 'Documents' (3), 'PDF' (3), 'Images' (1), 'Global' (7), 'Documents' (2), 'Docx' (1), 'PDF' (1), 'Images' (5), 'Health & Wellbeing' (12), 'Documents' (12), 'Docx' (6), and 'PDF' (6). The background shows a list of media items, including files like 'supporting-yp-to-achieve-their-aspiration.docx', 'offending_risk-prompt_cards.docx', 'offending_risk-prompt_cards.pdf', 'how_others_feel-questionnaire.docx', 'how_others_feel-questionnaire.pdf', and 'how_others_feel-evaluation.pdf', each with a checkbox and a document icon.

Figure 2: Uploading Media

Upload

Upload new content

Title

Description (optional)

Your Files

Success Form.odt

[Edit This](#)

media can be added to any page as normal. The file upload form comes with a field for description, in which the user can describe the purpose of the content they have uploaded.

For each uploaded resource, the admin should click "detach" on the right to detach it from the upload page, and then re-attach it to the page where the content is to be displayed.

1.5 Mammoth .docx Converter

The Mammoth .docx Converter can be used to take .docx documents and import them directly into the Wordpress editor. It can be located at the bottom of the edit page screen. Note that imported documents will likely still need editing to make sure they look the way they should, but the .docx converter provides a good starting point in case any new modules need to be imported.

1.6 PDF Embedder

The PDF Embedder is a plugin which renders PDFs in the modules. In order to embed a PDF in a page, press "add media" on the edit page screen and select a PDF file; it will automatically be embedded.

1.7 Relevanssi

Relevanssi is used to improve the website's search functionality.

Figure 3: Upload Admin View

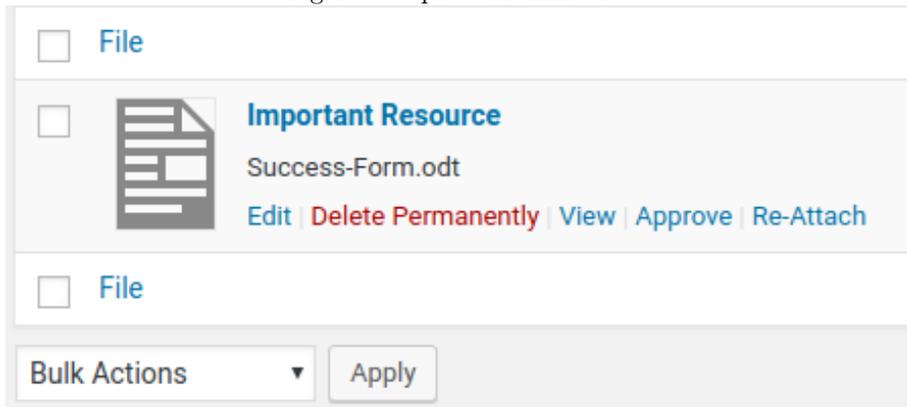


Figure 4: Mammoth .docx Converter Button

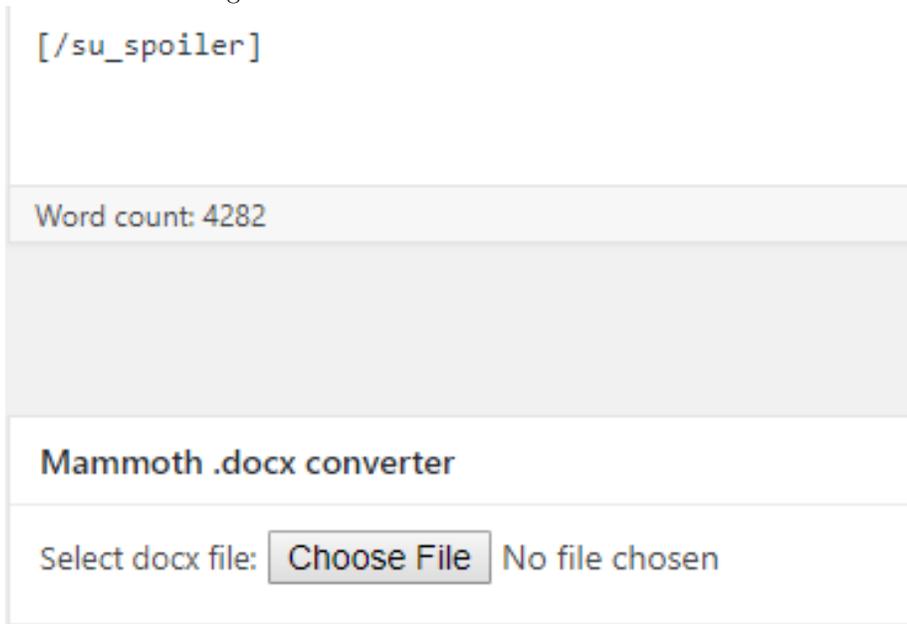


Figure 5: Embedded PDF

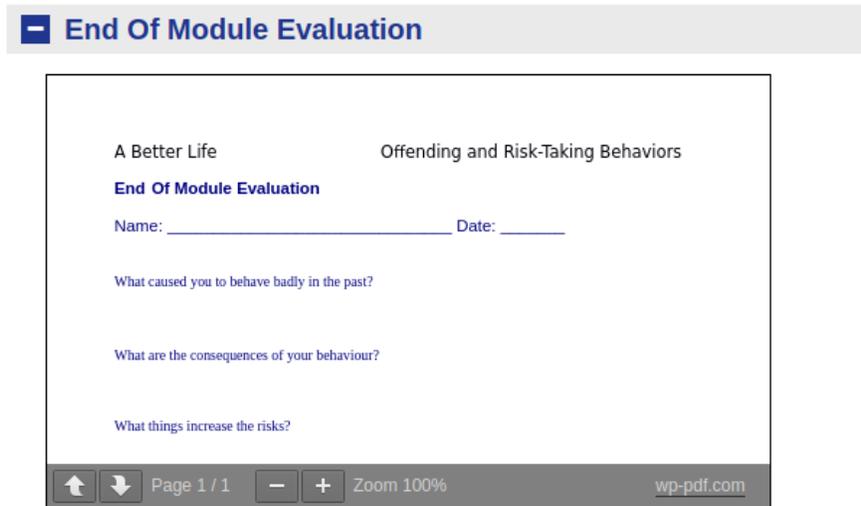
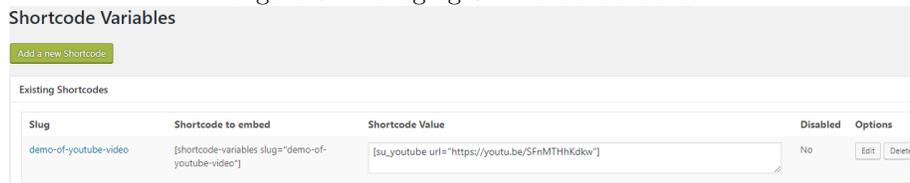


Figure 6: Managing Shortcode Variables



1.8 Shortcode Variables

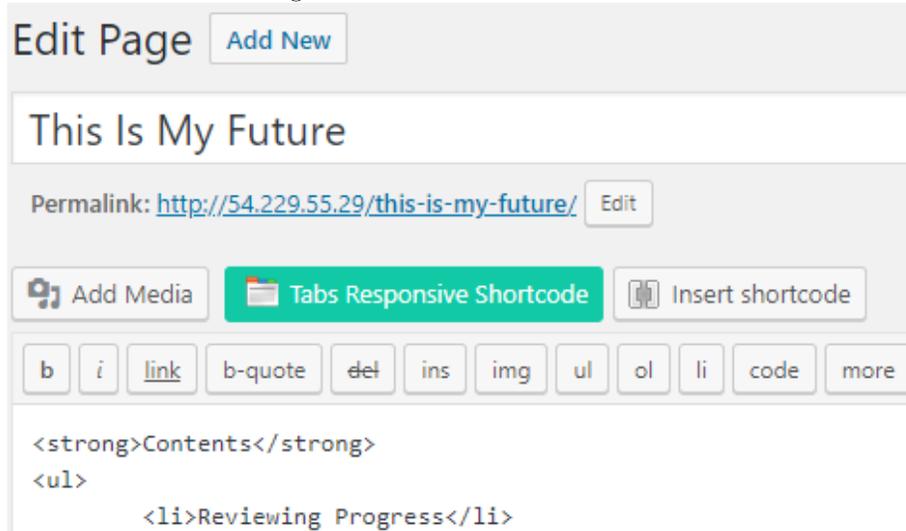
Shortcode Variables allows the admin to assign content a variable name (called a "slug") and then reference that content anywhere in the site via entering a provided "shortcode to embed". This is best used for content which will appear multiple times across the site, so that if the content changes, the admin can change the value of the shortcode variable rather than hunting down every place throughout the site where the content appears. They can be managed in the "shortcode variables" tab of the admin page.

We use these shortcode variables for the links in the Education, Training, and Employment module.

1.9 Shortcodes Ultimate

Shortcodes Ultimate allows the admin to embed various types of documents and resources into a page. To insert a shortcode, simply press the "insert shortcode" when editing a page, select the type of document, and enter the link or media.

Figure 7: Insert Shortcode Button



Though the PDF Embedder is used for PDFs, Shortcodes Ultimate allows for other kinds of media, such as YouTube Videos. Shortcodes can also be used to organize content on a page, using constructs such as collapsible accordions.

1.10 TablePress

TablePress is used to manage and insert tables containing resources. Tables created on the TablePress tab can be inserted anywhere, and when edited, the changes go into effect wherever that table is used across the site. Please see section 2.

1.11 Tabs Responsive

Tabs Responsive is a plugin which allows admins to create a responsive table and insert it across the site. Tabs Responsive tables can be created and edited under the Tabs Responsive tab of the Admin page. Insert each table's shortcode wherever you wish the table to be displayed. Editing the table in the plug-in's tab will change the way the table is rendered on every page in which it appears.

1.12 Theme Editor

We used this plug-in to edit PHP files in order to customize the website.

Figure 8: Shortcode Options

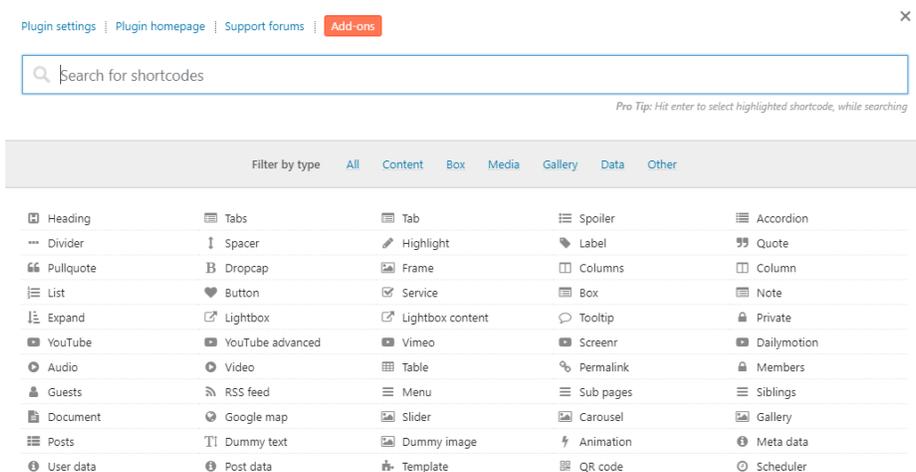


Figure 9: Tabs Responsive for Protective Resources

Protective Resources

Each of these modules is integrated by a common theoretical and practice model. The aim is to enable young people to become more *resourceful*.

Relationships	This module should be presented as an opportunity to help the young person reflect on and process some of the reasons why they (or their parents) may take substances. It will also afford the opportunity to assess with them whether they require a Brief Intervention (based on the NHS ABI model) or a referral to a more specialist service, which we would support them with.
Expectations	
Skills	
Opportunities	

Figure 10: Example of a notification

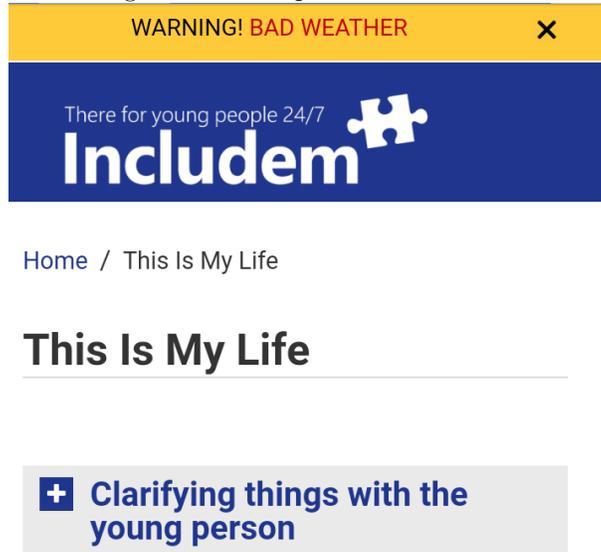


Figure 11: View of a notification in the WP TopBar tab



1.13 Wordfence Security

Wordfence Security is used to mitigate malicious traffic and also to scan for vulnerabilities.

1.14 WP-TopBar

WP-TopBar allows the admin to create notifications which will be displayed across the top of the website for users upon log in. To create one, navigate to the WP TopBar tab on the admin page.

These notifications have many helpful options which can be changed in the dropdown menu. Examples of options include making the notification fixed to the top of the page no matter if the user scrolls, to change which users receive the notification, and to allow the notification to be closed and re-opened. The text in the topbar can include links.

In order to create a new notification, it is recommended to duplicate an existing one to retain all the previous settings, then change the text and link as desired. To duplicate, select the "Duplicate" option from the dropdown menu for the topbar you wish to duplicate. Then, on the new topbar, select "TopBar

Text and Image” from the dropdown, and it will take you to a page where the text and link can be edited. If you have to create one from scratch, you can customize the options to your liking under ”Main Options”, ”Control”, and ”TopBar Text and Image”.

2 Resource Tables

In order to add a new resource table for a module using Tablepress, follow the following steps:

1. Go to the Tablepress plugin on the left side of the admin page.
2. Press add new table.
 - Input a title, usually the module name.
 - Select number of rows, usually the number of resources for that module. You can always add or delete rows later.
 - Select number of columns, usually 3 (Title, link to PDF, link to Docx).
 - Press add table.
3. Insert the title of each resource in the left hand column.
4. Press ”insert link” then click a cell. Add the link to the file in the media library and add a title, usually ”Docx” or ”PDF”. Use the file URL, not the URL to the file’s page.
5. Copy and paste the shortcode into wherever you want the table to appear. Recommended locations are a ”Resources” accordion at the bottom of each module and the ”Resources” page.
6. From the Tablepress tab on the admin page, you can also edit created tables. This will open an editor like the one used to create the table.

3 Navigation Sidebar

The site’s primary mode of navigation is the Navigation Sidebar, which appears to the right of the content on desktop view and below the content on mobile. It contains the search bar, which searches through all modules, as well as a table of contents for the modules.

Figure 12: Add New Table

Add New Table

Table Name:
Health and Wellbeing
The name or title of your table.

Description (optional):
Enter Description here
A description of the contents of your table.

Number of Rows: 12
The number of rows in your table.

Number of Columns: 3
The number of columns in your table.

Add Table

3.1 Updating Navigation Menu: Modules

Unfortunately, updating the order of pages in the Advanced Page Manager does not update the sidebar. To do this, one must follow these steps:

1. From the Admin page, go to Appearance - Customize.
2. Go to Widgets - Navigation Menu: Modules - Edit Menu.
3. Drag and drop the pages on the left into the desired order.
4. The dropdown arrow next to each page can be used to change the name displayed in the sidebar.

Figure 13: Table Edit View

	A	B	C	
1	<input type="checkbox"/> Health Wellbeing Self Talk	<code>z9/wp-content/uploads/2018/03/health_wellbeing-self_talk.pdf">Pdf</code>	<code>Content/uploads/2018/03/health_wellbeing-self_talk.docx">Docx</code>	1
2	<input type="checkbox"/>			2
3	<input type="checkbox"/>			3
4	<input type="checkbox"/>			4
5	<input type="checkbox"/>			5
6	<input type="checkbox"/>			6
7	<input type="checkbox"/>			7
8	<input type="checkbox"/>			8
9	<input type="checkbox"/>			9
10	<input type="checkbox"/>			10
11	<input type="checkbox"/>			11
12	<input type="checkbox"/>			12

Table Manipulation

Combine cells:

Figure 14: Insert Link

Insert/edit link ✕

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items.

Offending & Risk-taking Behaviours	PAGE
Understanding How Others Feel	PAGE
People In My Life	PAGE
Managing My Emotions	PAGE
Cue Cards	PAGE
Independent Living	PAGE
Health and Wellbeing	PAGE

Figure 15: Shortcode and Preview

Preview ×

This is a preview of your table. Because of CSS styling in your theme, the table might look different on your page! The features of the DataTables JavaScript library are also not available or visible in this preview!
To insert the table into a page, post, or text widget, copy the Shortcode `[table id=5 /]` and paste it into the editor.

Self Talk	Pdf	Docx
Success Form	Pdf	Docx
Evaluation	Pdf	Docx
Plan	Pdf	Docx
Action Plan	Pdf	Docx
Dealing With Stress	Pdf	Docx

Figure 16: Edit Sidebar Module Menu

× Published

< Customizing ▶ Menus
menu

Menu Name

This Is My Life	Page ▼
Offending & Risk-taking Behaviours	Page ▼
Managing My Emotions	Page ▼
Understanding How Others Feel	Page ▼
Drugs and Alcohol	Page ▼
People In My Life	Page ▼
Independent Living	Page ▼
Health and Wellbeing	Page ▼
Education, Training and Employment	Page ▼
Working with families	Page ▼
This Is My Future	Page ▼
Resources	Page ▼
Cue Cards	Page ▼

[Reorder](#) + Add Items

Menu Options
 Automatically add new top-level pages to this menu