





# Getting Started in OHANA

## Editing and Sorting Content Items

*Content Items are the special areas/boxes on the right hand side of the home page.*

- 1) First go to your website.
- 2) Click on **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click the **Login** button .
- 5) The OHANA Administration Ribbon will appear on the top of your screen, once you are logged in.
- 6) Click on  in the upper right tabs and select **Content Items**.
- 7) A table listing the current **Content Items** will open
- 8) To make changes to an existing item, select it on the list and click **Edit** button at the top left of screen.
- 9) If you need to rename Content Item as it appears on listing, change this under **Name** on the Edit Content Item screen.
- 10) On Edit Screen, in the section titled **Content**, you can add/update text and formatting. The **WYSIWYG Toolbar Features** at the top of the **Content** area will help you format the details you enter.
- 11) In the **Pages to Display** tab (at top of the Edit Content Item screen), you can indicate what areas of the website you wish the content item to appear. Greyed items indicate pages that this Content Item will not appear. Click on the item to enable it appearing on that page.
- 12) On the **Security** tab, you have options designate who can see this Content Box.
  - a. **Grant Access to Everyone** = everyone who visits the site will be able to see this Content Item box.
  - b. **Grant Access to Logged-In Users Only** = will be visible to anyone that has a valid login to the website, after successful login.
  - c. **Keep Private and Decline Access to Everyone** = only you will be able to see this page.
  - d. **Or Select Groups to Grant Access** =
    - i. Member/Constituent records must be loaded in your website in order to use this Select Groups feature (*Requires Advanced OHANA Package or higher*)
    - ii. Groups may need to be setup in system once member/constituent records are loaded on website. (*Contact Innovative Association Services for assistance on this feature.*)

- 13) Click on **Save Content Piece** button to store your changes and return to the Administration Panel
- 14) To change the order in which the Content Items appear, click the  icon on left side of **Content Items Records** screen.
- 15) In the **Sort Records** screen, click on the item you wish to sort. Drag and drop it to where you want it to appear in the list order of **Content Items**. This sort order will be consistent throughout the web pages that each Content Item is designated to display.
- 16) Click **Save Order** button to store your changes and return to the Administration Panel.
- 17) Click on  in the upper right of the OHANA Administration Ribbon to return to the home page and review your updates.
- 18) When you are finished making edits,  will log you out of OHANA.