





# Getting Started in OHANA

## Sorting Content Items

*Content Items are the special areas/boxes typically 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 **Login** button.
- 5) Click on  in the upper right tabs and select **Content Items**.
- 6) A table listing the current **Content Items** records will open
- 7) To change the order in which the Content Items appear, click the  button on top left hand side of screen.
- 8) 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.
- 9) Click **Save Order** button to store your changes and return to the Administration Panel.
- 10) Click on  in the upper right of your screen to return to the home page and review your changes.
- 11) When you are finished making edits,  will log you out of Ohana.