

WNY Association of Plumbing & Mechanical Contractors

User Manual

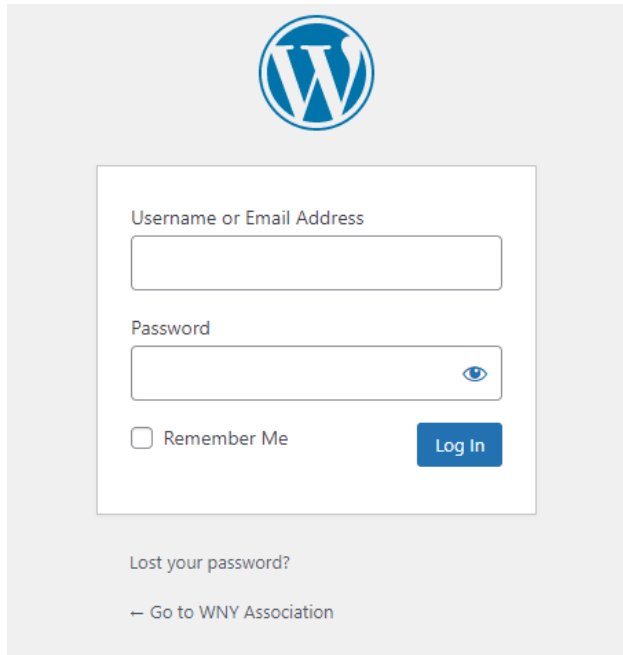


How to add business directory

Town Information

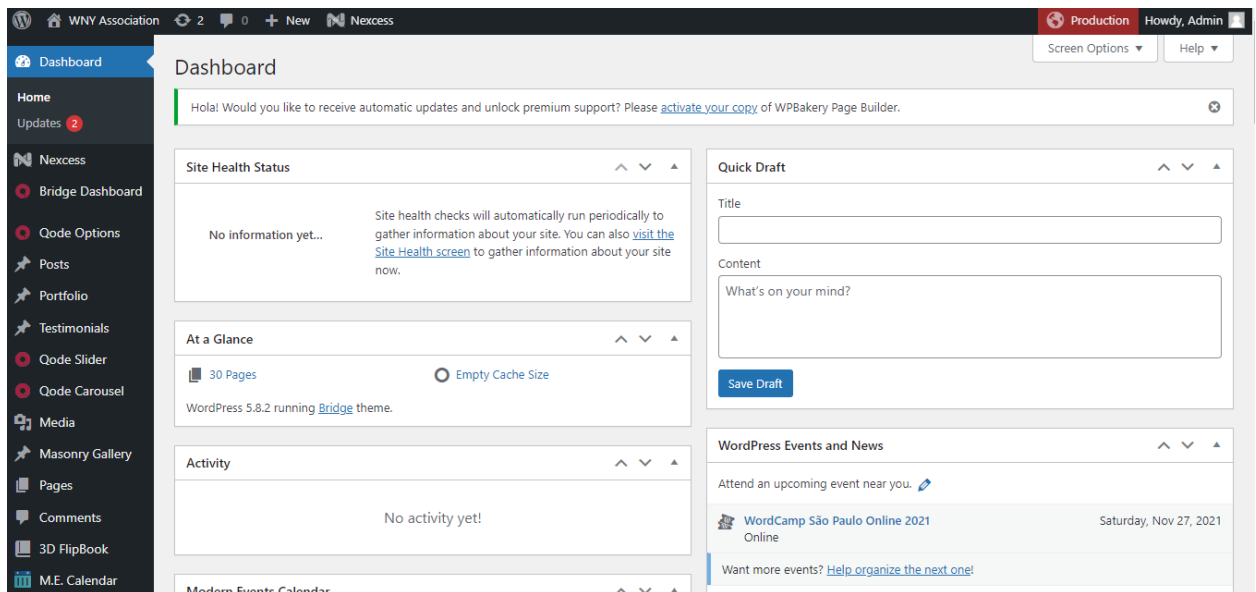
1) Login into the website using admin credentials and URL –

URL - <https://wnypmca.com/wp-login.php>



The image shows the WordPress login page for the WNY Association. At the top center is the WordPress logo. Below it is a white login box with a blue border. Inside the box, there are two input fields: "Username or Email Address" and "Password". The password field has a small eye icon to its right. Below the password field is a checkbox labeled "Remember Me" and a blue "Log In" button. Below the login box, there is a link "Lost your password?" and a link "Go to WNY Association" with a left-pointing arrow.

2) After login dashboard will be displayed



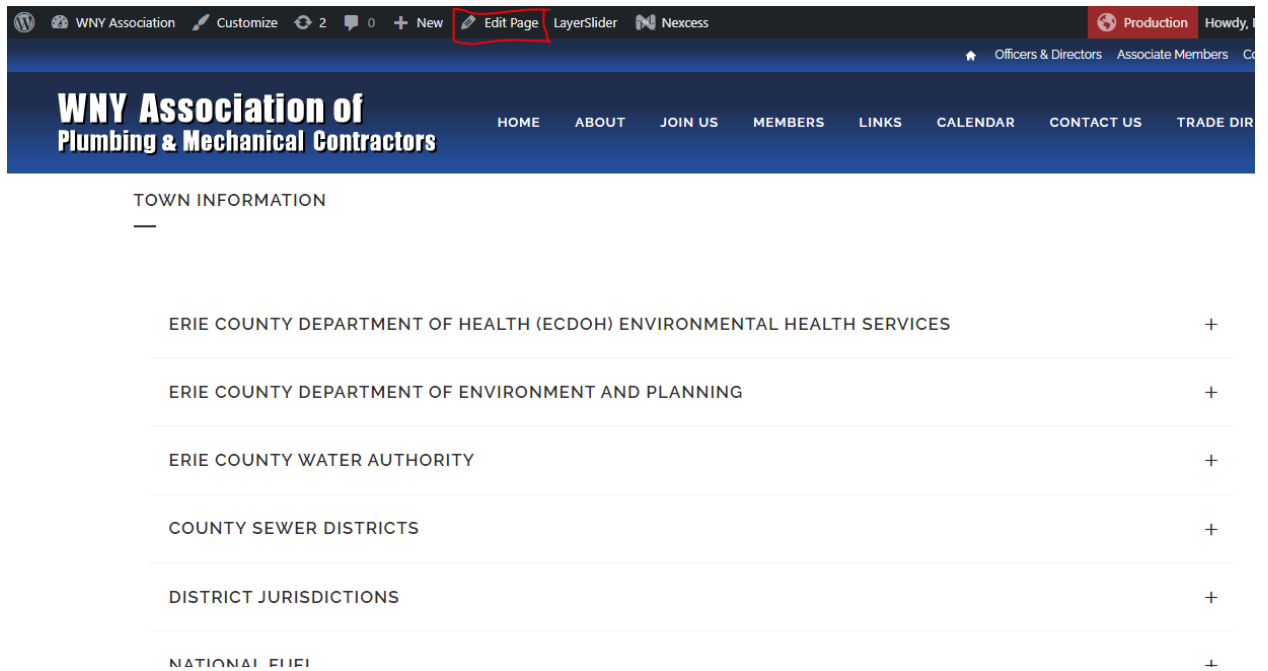
The image shows the WordPress dashboard for the WNY Association. The top bar includes the site name "WNY Association", a notification bell with "2" updates, a "New" button, and the "Nexcess" logo. On the right, it says "Production" and "Howdy, Admin". Below the top bar is a sidebar with a menu: "Dashboard", "Home", "Updates" (with a red "2" badge), "Nexcess", "Bridge Dashboard", "Qode Options", "Posts", "Portfolio", "Testimonials", "Qode Slider", "Qode Carousel", "Media", "Masonry Gallery", "Pages", "Comments", "3D FlipBook", and "M.E. Calendar". The main content area is titled "Dashboard" and contains several widgets. At the top, a message says: "Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of WPBakery Page Builder." Below this are three main sections. The "Site Health Status" section shows "No information yet..." and a link to "visit the Site Health screen". The "At a Glance" section shows "30 Pages" and an "Empty Cache Size" button. The "Activity" section shows "No activity yet!". On the right side, there is a "Quick Draft" section with fields for "Title" and "Content", and a "Save Draft" button. Below that is a "WordPress Events and News" section with a link to "Attend an upcoming event near you." and a list of events, including "WordCamp São Paulo Online 2021" on "Saturday, Nov 27, 2021".

- 3) Open below URL on another tab or go to the Town Information sub-menu from the Trade Directory Menu

URL - <https://wnypmca.com/town-information/>



- 4) Page will be displayed with the list then click on Edit Page option from the top menu bar



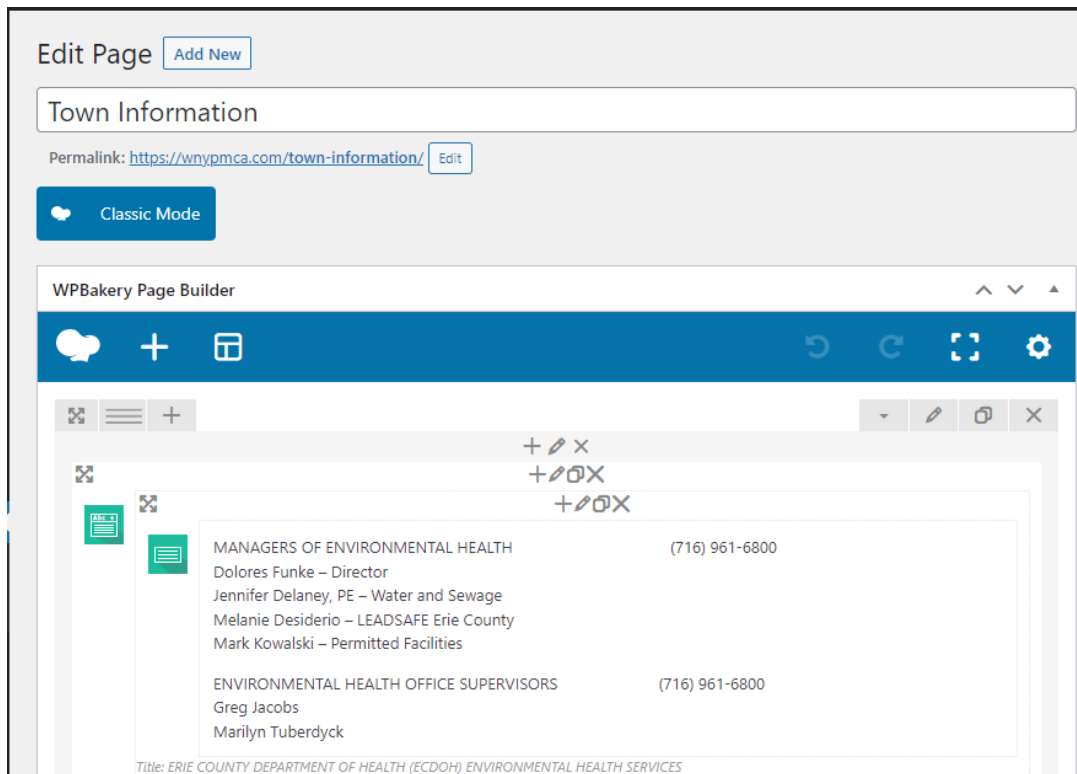
WNY Association of Plumbing & Mechanical Contractors

HOME ABOUT JOIN US MEMBERS LINKS CALENDAR CONTACT US TRADE DIR

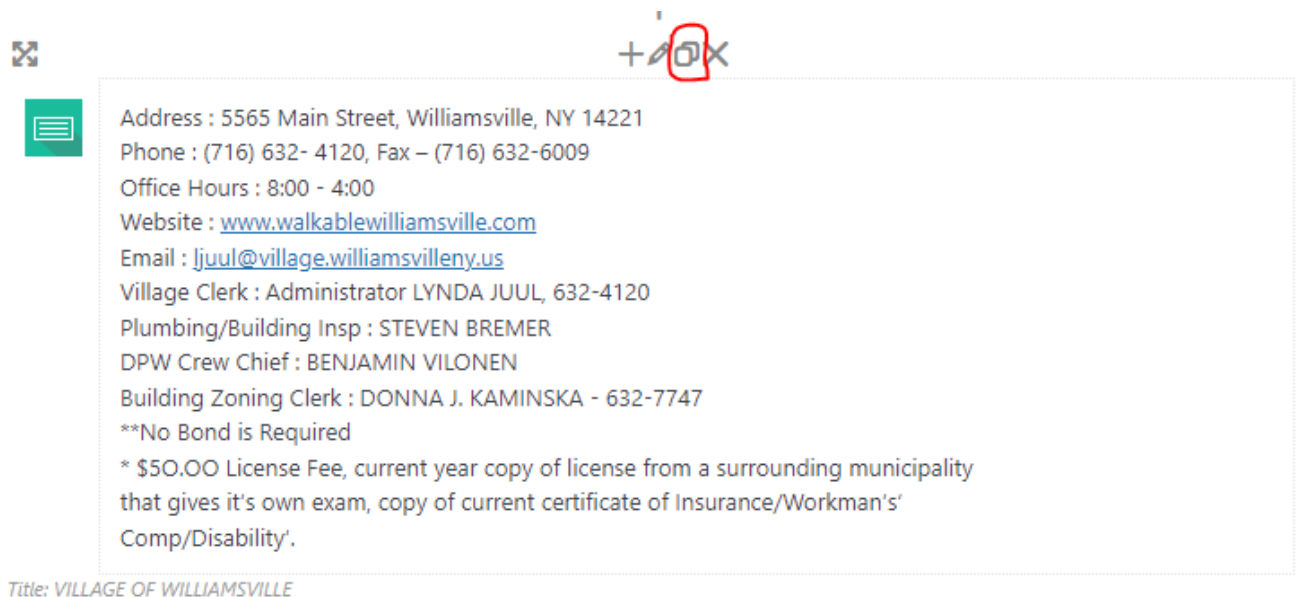
TOWN INFORMATION

ERIE COUNTY DEPARTMENT OF HEALTH (ECDOH) ENVIRONMENTAL HEALTH SERVICES	+
ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING	+
ERIE COUNTY WATER AUTHORITY	+
COUNTY SEWER DISTRICTS	+
DISTRICT JURISDICTIONS	+
NATIONAL PIPE	+

5) Edit Page will open backend of the created page as below –



6) Scroll down to the last entry - **VILLAGE OF WILLIAMSVILLE** and click on duplicate icon as highlighted below -




- 7) One more repeated block will be added. Hover mouse on the box and click on Edit Text Block.





DPW Crew Chief : BENJAMIN VILONEN
Building Zoning Clerk : DONNA J. KAMINSKA - 632-7747
**No Bond is Required
* \$50.00 License Fee, current year copy of license from a surrounding municipality that gives it's own exam, copy of current certificate of Insurance/Workman's' Comp/Disability'.

Title: VILLAGE OF WILLIAMSVILLE

+
+ ✎ ✕

 Address : 5565 Main Street, Williamsville, NY 14221
Phone : (716) 632- 4120, Fax – (716) 632-6009
Office Hours : 8:00 - 4:00
Website : www.walkablewillamsville.com
Email : ljuul@village.willamsvillen.ny.us
Village Clerk : Administrator LYNDA JUUL 632-4120
Plumbing/Building Insp : STEVEN BREMBLE
DPW Crew Chief : BENJAMIN VILONEN
Building Zoning Clerk : DONNA J. KAMINSKA - 632-7747
**No Bond is Required
* \$50.00 License Fee, current year copy of license from a surrounding municipality that gives it's own exam, copy of current certificate of Insurance/Workman's' Comp/Disability'.

Title: VILLAGE OF WILLIAMSVILLE

 Text Block   



Edit Text Block

- 8) Text block will be opened and can be modified the content as per the new entry business details or requirement













Text Block Settings











General Design Options

Text

 Add Media  Formidable

Visual Text

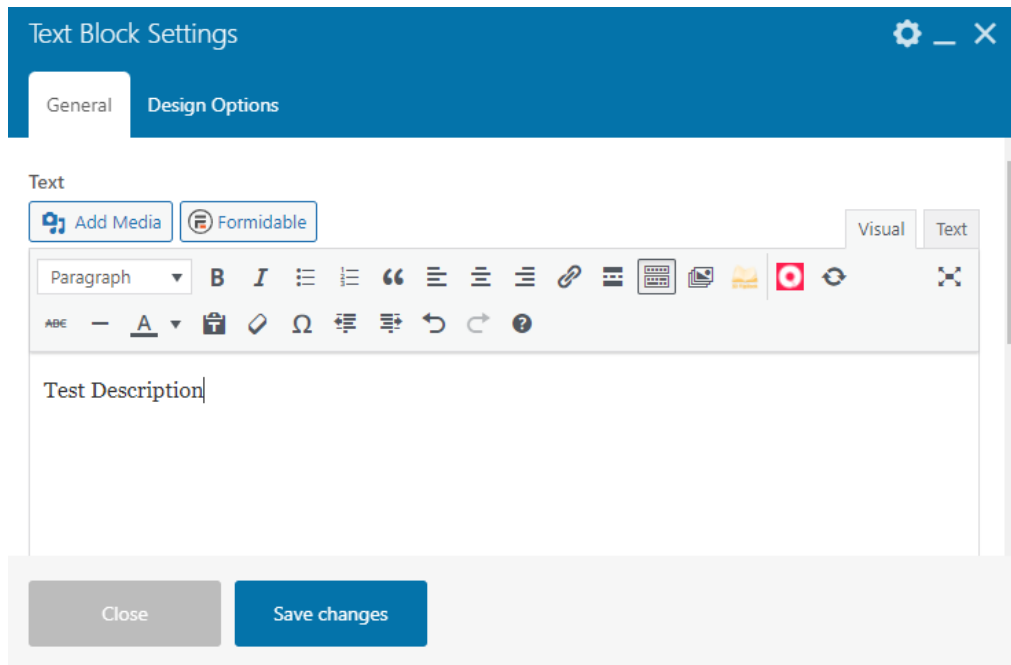
Paragraph **B** *I*            

ABC          

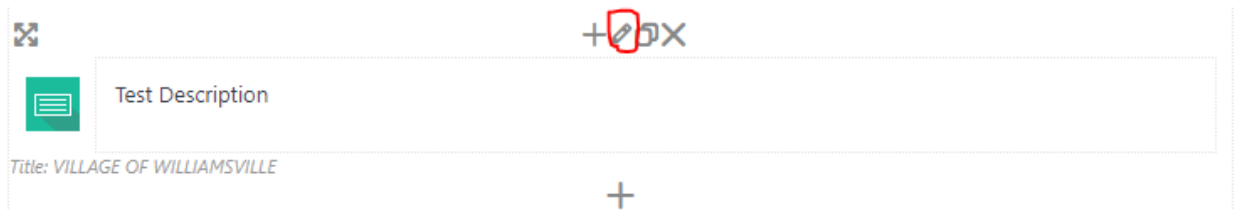
Address : 5565 Main Street, Williamsville, NY 14221
Phone : (716) 632- 4120, Fax – (716) 632-6009
Office Hours : 8:00 - 4:00
Website : www.walkablewillamsville.com
Email : ljuul@village.willamsvillen.ny.us
Village Clerk : Administrator LYNDA JUUL 632-4120

Close Save changes

9) After adding the content of new business click on Save Changes button to update



10) To Update the business title or accordion name click on pencil symbol as below –



11) Edit the title as per the new business name in the title section

The screenshot shows the 'Qode Accordion Tab Settings' dialog box with the 'Content Design' tab selected. The 'Section ID' field is empty. The 'Title' field contains 'VILLAGE OF WILLIAMSVILLE'. The 'Title Tag' dropdown is set to 'h3'. At the bottom are 'Close' and 'Save changes' buttons.

Qode Accordion Tab Settings

General Content Design

Section ID

Enter optional row ID. Make sure it is unique, and it is valid as w3c specification: [link](#) (Must not have spaces)

Title

VILLAGE OF WILLIAMSVILLE

Enter accordion section title.

Title Tag

h3

Close Save changes

12) After edit click on Save Changes button to save it.

This screenshot is identical to the previous one, but the 'Title' field now contains 'TEST TITLE' instead of 'VILLAGE OF WILLIAMSVILLE'.

Qode Accordion Tab Settings

General Content Design

Section ID

Enter optional row ID. Make sure it is unique, and it is valid as w3c specification: [link](#) (Must not have spaces)

Title

TEST TITLE

Enter accordion section title.

Title Tag

h3

Close Save changes

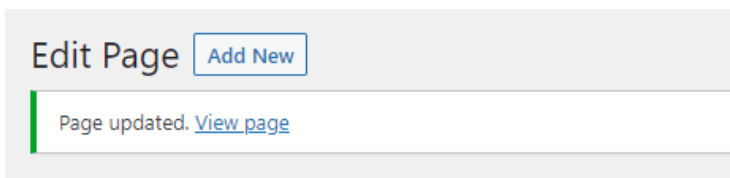
13) New text block will be seen as follows –



14) Click on update button to update the page from top sticky bar



15) Page updated notification can be seen on top of the page
Click on view page to view it



16) New business directory will be displayed with description and title at the end of the page –



17) Sign out the logged in user from top menu bar

