WNY Association of Plumbing & Mechanical Contractors

User Manual
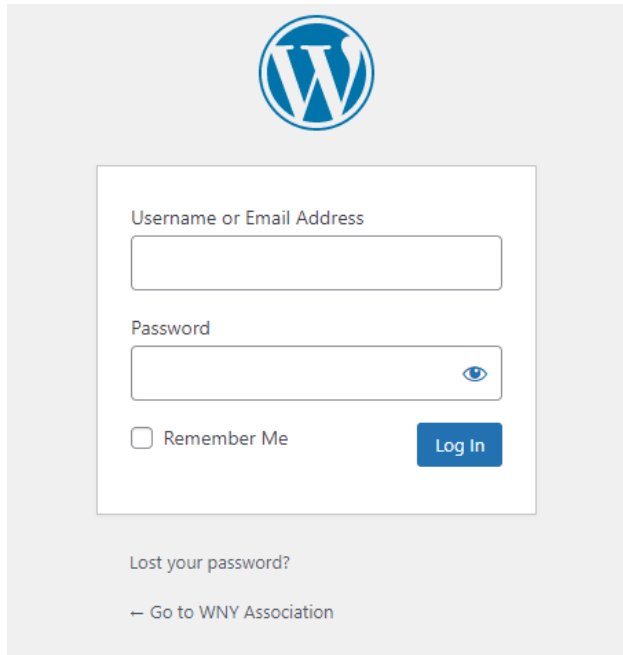

How to add business directory

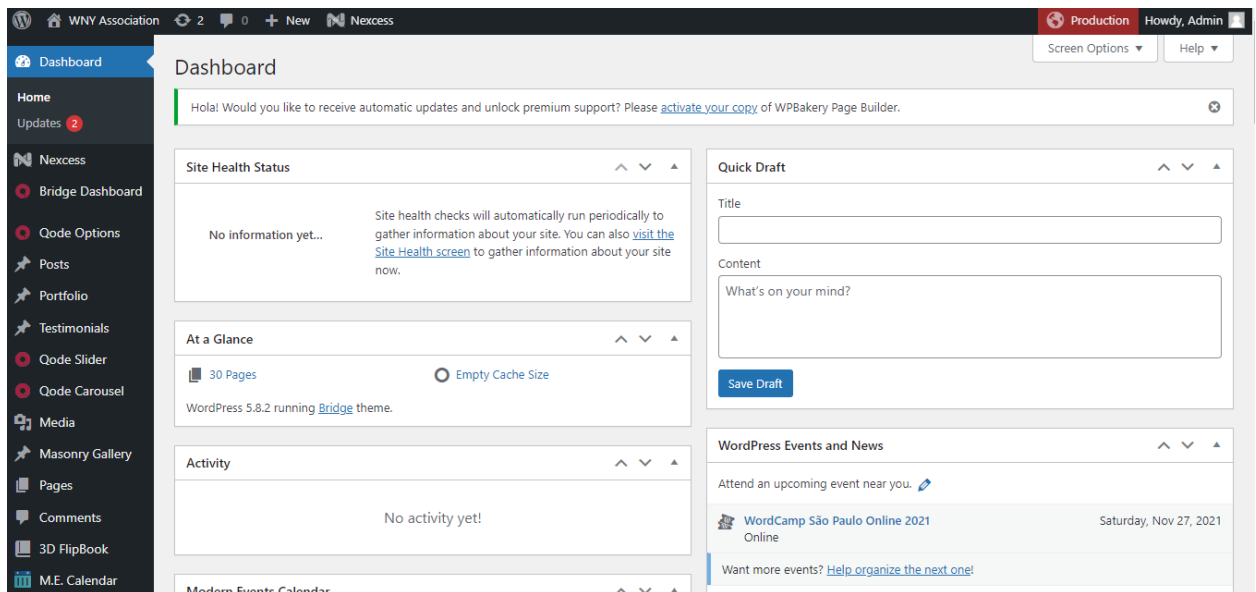**Town Information**

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

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

2) After login dashboard will be displayed

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

5) Edit Page will open backend of the created page as below –
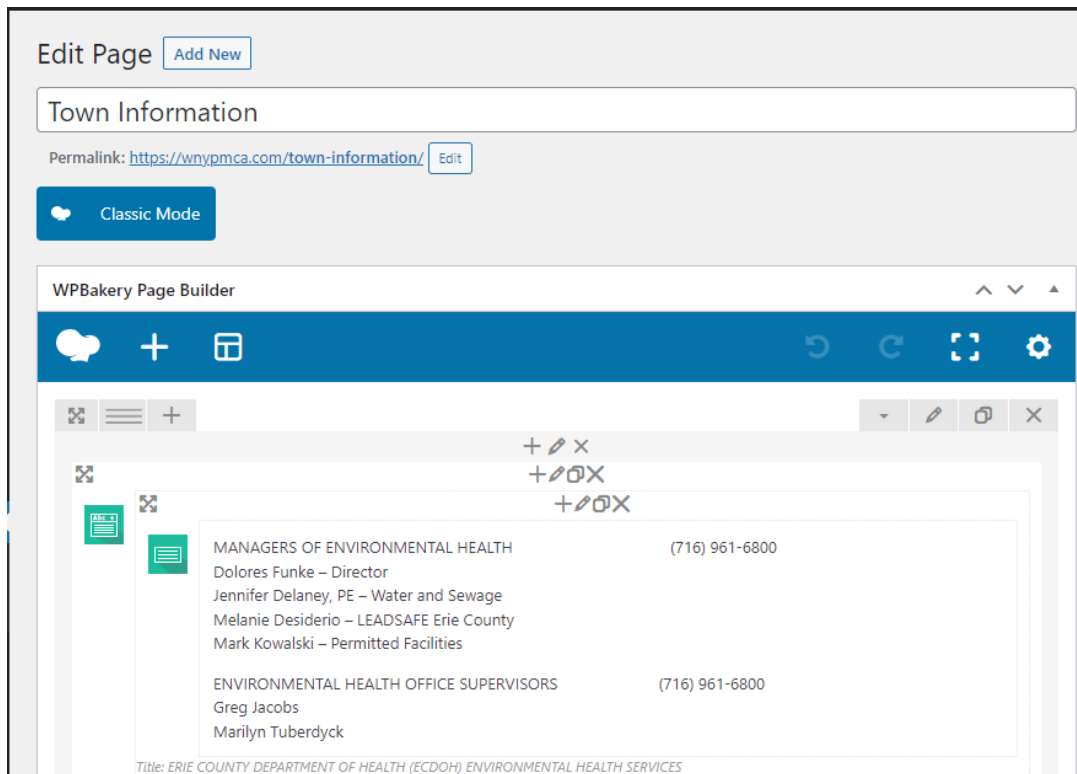
6) Scroll down to the last entry - **VILLAGE OF WILLIAMSVILLE** and click on duplicate icon as highlighted below -
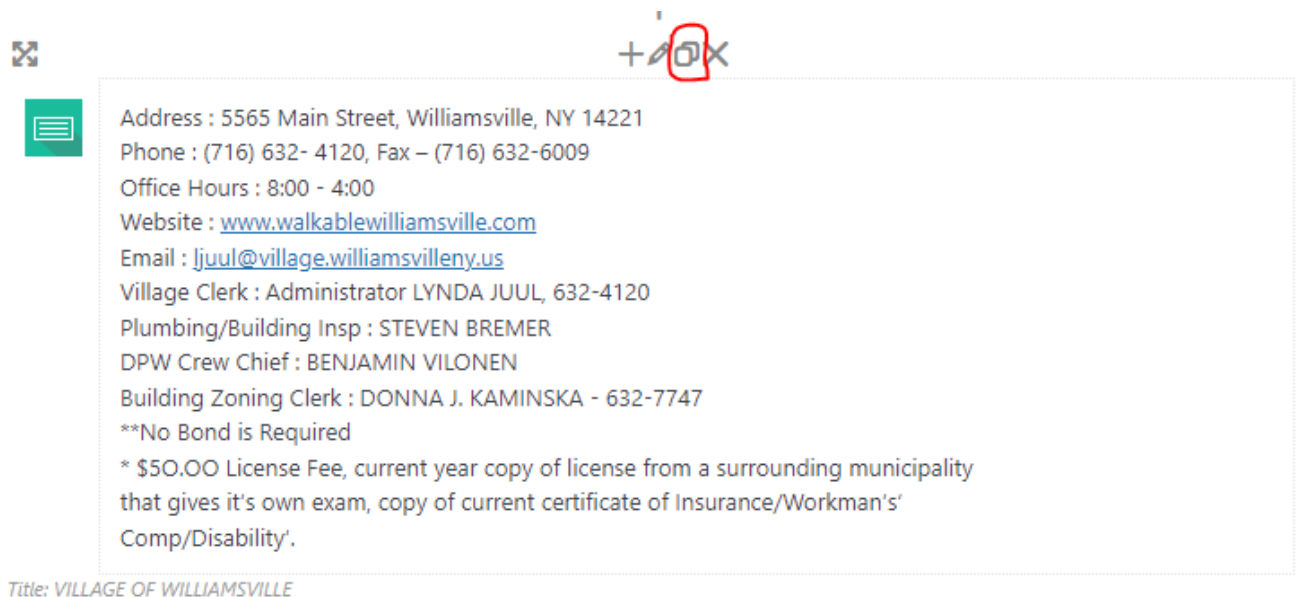
7) One more repeated block will be added. Hover mouse on the box and click on Edit Text Block.

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

9) After adding the content of new business click on Save Changes button to update
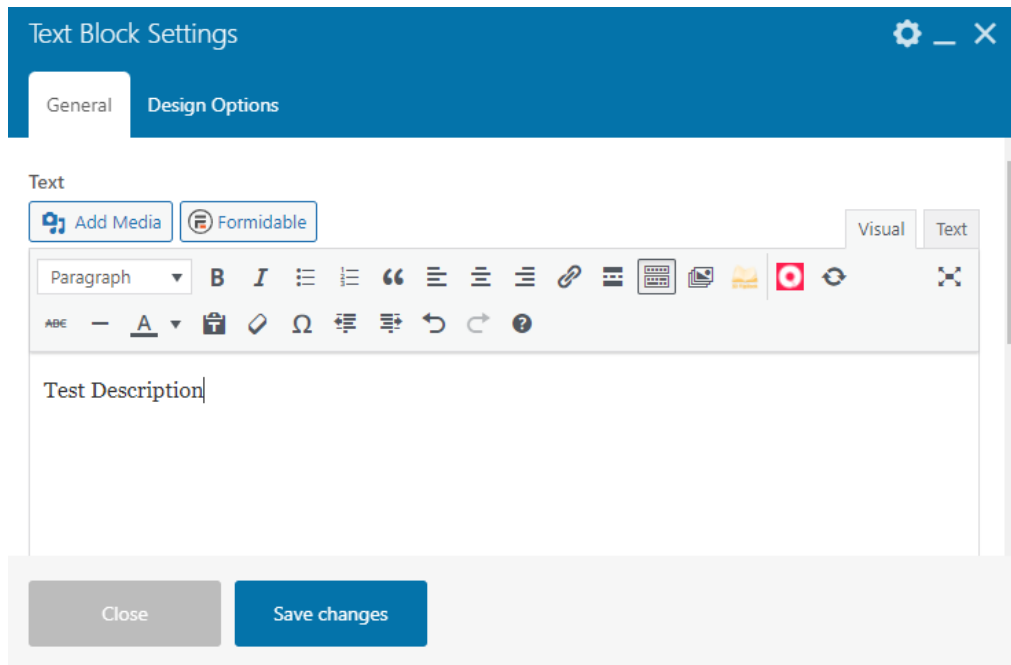
10) To Update the business title or accordion name click on pencil symbol as below –
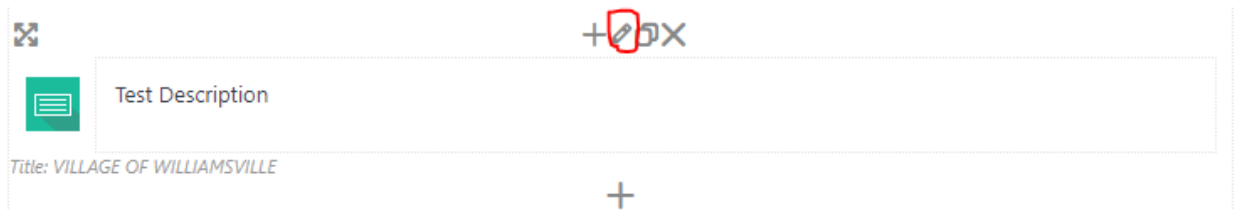
11) Edit the title as per the new business name in the title section

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.

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
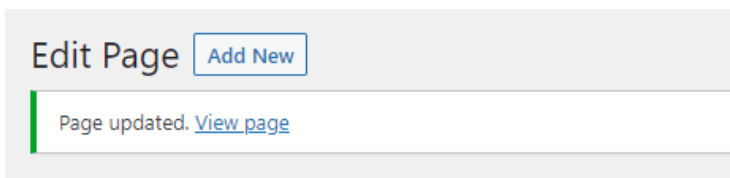
h3

| 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