

Location Detail Pages

Location detail pages allow a customer to view specific information for a given location. Customer's probably most use the Location & Location Detail pages to learn phone numbers & hours, but there is room for much more to be served up to your customer.

Here are a few examples of unique ways to use Location Detail Pages:

- Give a brief history of the location
- Show the employees that work at that location
- Display any specials running at the location (especially a good idea for c-stores or more retail focused locations)
- Post information about parking or which doors to use

Location Detail Pages are tied to the directory. So the information that you put into the directory for a given location will appear on the Location Table/Map, as well as the Location Detail Pages.

In order to create a location detail page, the location must first be in the directory.

If it already in there you can skip to number 7. If it is not, please follow the directions below on adding locations in the directory:

1: To add a new location, at the top left of the web page, **click on the green** "New Location" button

New Location

Name:

Services:

Street Address:

2: **Fill in the information** on the following page **and press save**. *A location needs to be tied to a minimum of 1 service by checking one or more of the service boxes depending on the location.* This allows the location to be added to the correct location page.

Services:

- Agronomy
- Car Wash
- Coffee
- Corporate Office
- C-Store
- Deli

It also needs longitude and latitude. To find the longitude and latitude, go to www.latlong.net and type in your address. Then generate the lat/long and copy it into Kentico:

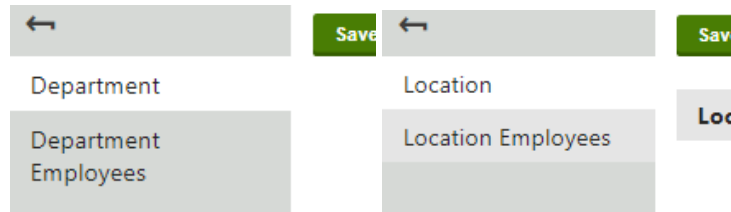
Latitude:

Longitude:

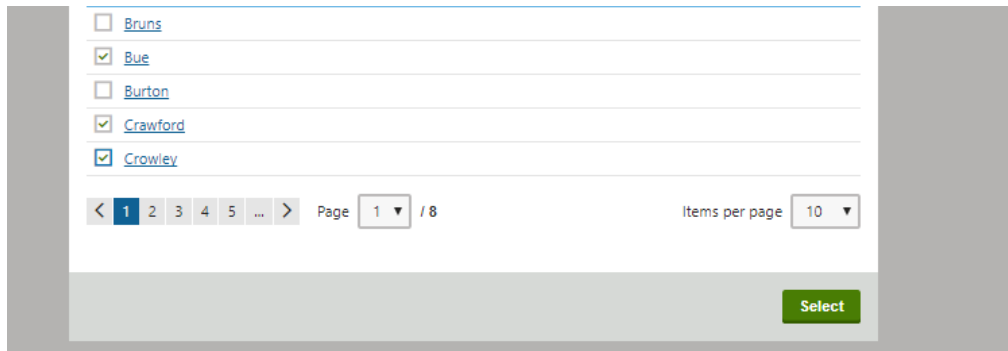
3: After editing or adding your information, **press save at the top left.**



4: After adding a you can add employees to a location by clicking on Location employees on the left side bar.



5: To add an employee (must be already created), click on "Add Items". A full list of all employees will appear and check the boxes of the employee(s) that you would like to add to the location then press select:



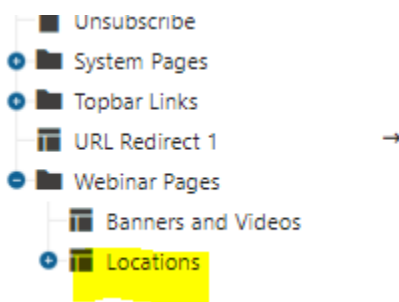
6: To delete an employee from the location, simply check the box of the employee you would like to delete and press remove selected:

<input type="checkbox"/>	Thomes
<input checked="" type="checkbox"/>	Welle
<input type="checkbox"/>	Willenbring

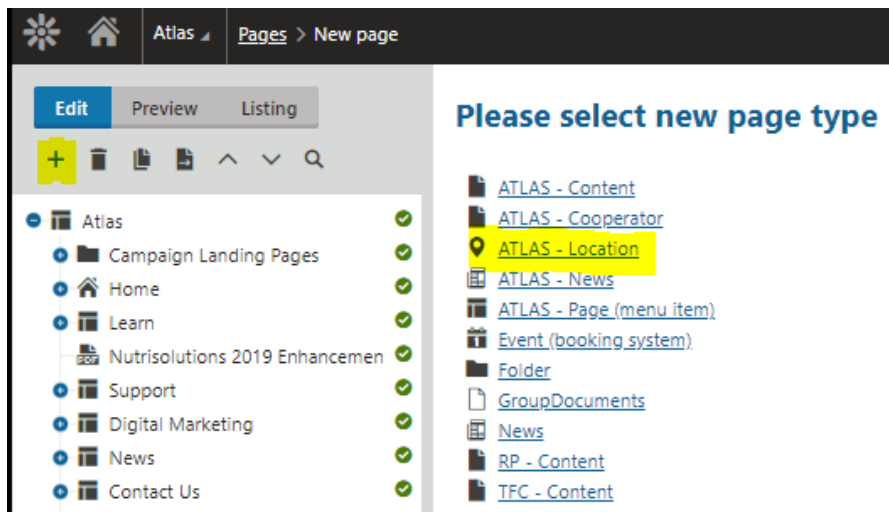
[Remove selected](#) [...](#) [Add items](#)

The next steps are on how to add a Location Detail Page:

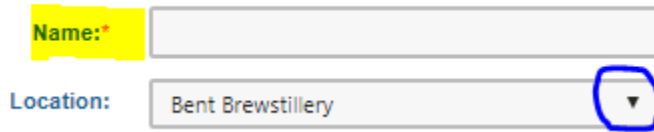
7: Navigate to Pages and find the location page in the Content Tree:



8: With the location page selected, click on the plus sign at the top of the content tree and find the page type “ATLAS – Locations”



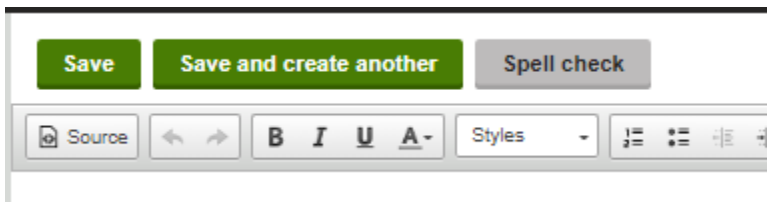
9: Select the Location from the dropdown list (if your location is not there, then you need to put the location in the directory.) and type the name of the location in the Name field:



A form with two input fields. The first field is labeled "Name:" with a red asterisk and a yellow highlight. The second field is labeled "Location:" and contains the text "Bent Brewstillery". A blue circle highlights a dropdown arrow in the bottom right corner of the "Location:" field.

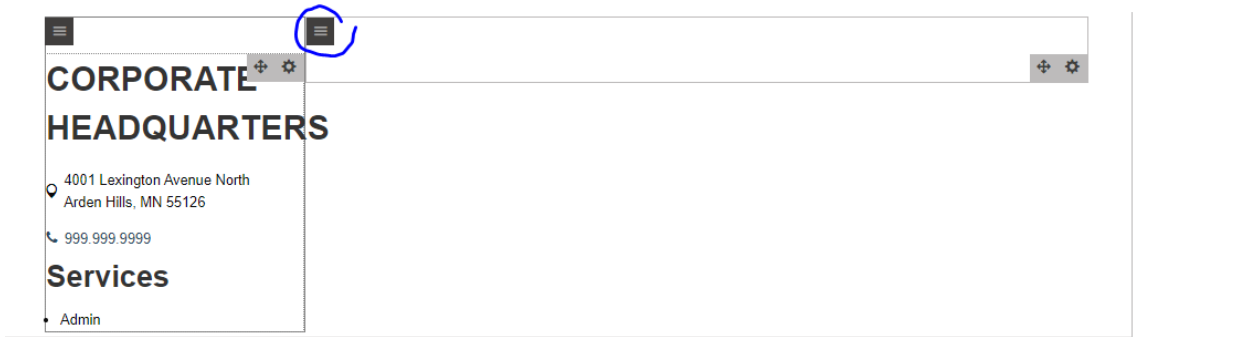
You can ignore the rest of the fields on the page—they are not functional at this time and all the information you need can be put in the directory.

Click “Save”, if you have multiple locations detail pages to add—you can click on “Save & create another”



A horizontal bar containing three buttons: "Save", "Save and create another", and "Spell check". Below the buttons is a rich text editor toolbar with icons for "Source", undo, redo, bold, italic, underline, text color, styles, bulleted list, numbered list, link, and unlink.

10: Navigate to Page, here is where you can add anything extra to the page in the white space next to the information that comes from the directory. Use the hamburger button next to the white space:



A page editor interface showing a widget titled "CORPORATE HEADQUARTERS". The widget content includes the address "4001 Lexington Avenue North, Arden Hills, MN 55126", the phone number "999.999.9999", and a "Services" section with a bullet point for "Admin". A blue circle highlights a hamburger menu icon in the top right corner of the widget's header area.

The only widget that will already be on there is one for Location Employees. You should delete this widget out & add a new one before trying to add location employees. Please see the document about location employees for help in configuring that widget.