

e-Pledge Agency Description Articles Implementation

Introduction

This document describes how you can use articles to describe your Community Fund, Service Categories (impact or focus areas), and other programs.

1. Create an Article Type

You will need to create a new article type to contain the descriptions of your Community Care (Community Fund), Service Categories (Impact Areas), Agencies, or Programs.

Navigate through the main menu to e-Community, Administration, Manage Article Types.

Add a new Article type “ePlgDesDesc” with a description of your choice. All you need is a name and description. All other parameters can be ignored.

2. Create Articles

Articles in Andar have the main Article detail text in the “Article” tab and they have a short synopsis under the “Synopsis” tab. For this implementation, the synopsis text will be displayed on the designation page. There will be a “read more” link automatically displayed at the bottom of the synopsis. The text in the “Article” tab will be displayed as a pop-up when the “read more” link is clicked. As usual, images can be attached to the article and then inserted into the article or synopsis tab. Also, substitution variables can be used (examples variables are <FirstName> and <OrgName>).

The advanced tab of the article needs a critical data item to tell Andar what impact area the article pertains to. For impact area (aka service categories) designation articles, enter the account numbers in the form `S_3368_2204` in user defined field 1. In your case, replace the 3368 with your specific impact area designation account number and replace 2204 with your “federation for service categories” account number. Similarly, for the community care article, enter `C_4150`, replacing 4150 with your community care account number. You need to keep the “S”, “C”, and underscores as shown. If this account number does not match, the article will NOT be shown.

Don’t forget to set your article status to “Published”.

The articles will always display with the most recent first so set your article date/time to get the desired sequence.

3. Look And Feel Areas

Select “Look and Feel Containers” from the Andar Main Menu, e-Community, Administration.

Add a new Container called “ePledgeDesignations” with a description of your choice.

Click “Details” to open the container.

Click “Add” and then “Add” again to add a new portlet to the container.

Select “Article List” for the portlet type and select the downloaded “ePlgDesDesc” as stylesheet (near the top of the screen) and your “ePlgDesDesc” article type.

Targets should be left at “*All”.

Set the maximum number of articles to **at least** the total number of service categories plus community fund accounts. A large number such as 1000 should be ok.

Note also that the article date/time will be used to sort these descriptions on the web page with the most recent article first.

Select your newly created Portlet.

It should show on your container.

Click “Inactive” next to your container version date and select “Live”.

4. Add Your Look And Feel Areas to the Web

Create new Web Customization Notes as follows:

Navigate to:

e-Pledge / Pledge / Pledge Designations / Designation Main Page(s)

Select “Designation - Main Page - Designation Summary - Below”.

Select your e-Community Tailoring account or the company account where this feature is required.

Select the note variable “Look & Feel Container”, click “Insert note variable”

Select your “ePledgeDesignations” container.

Your should see:

```
<LooknFeelArea lfArea="ePledgeDesignations">
```

Make sure you check the box “Do not format”.

5. Test

Open your e-Pledge site and navigate to your designation page. Your new articles should display.

Some notes and hints:

If you create an article for any of the Targeted agencies, the entire targeted agency section will be hidden and replaced with the articles.