

Directory page user guide

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Introduction

Pages that use the directory template let us organise content as a list and add filters, which users see as dropdowns on the published page.

This template is suitable for pages such as:

- Recycling centres
- Housing or business properties
- Public toilets

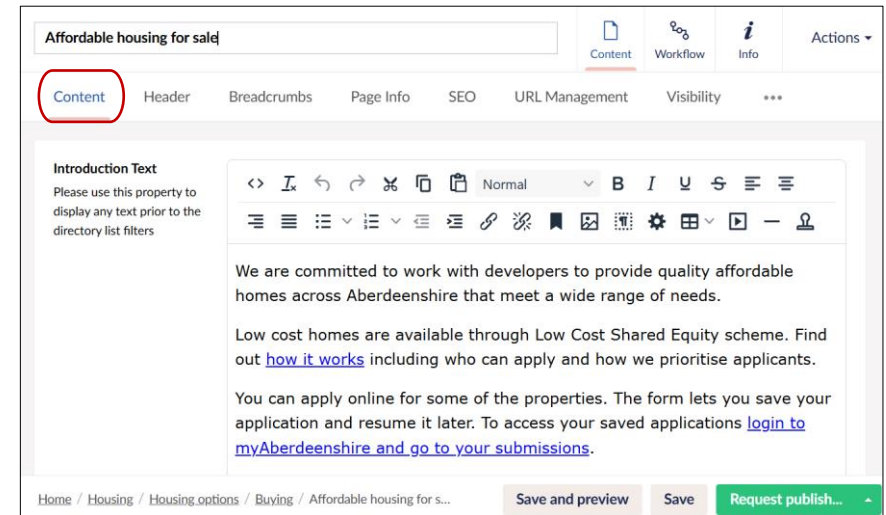
Instructions and examples in this guide use the [Affordable housing page](#), but they will apply to any page that uses the directory template.

Overview of the directory page inside Umbraco

When you open a directory page inside Umbraco, the first tab you will see is **Content**. This is the main area where you make updates to the page.

You will see the following sections in the Content tab:

- **Introduction Text** - this is a rich text editor, this content is at the top of the published page
- **Use Map View** and **Hide Filters** toggles - usually you won't need to make any changes in these sections
- **Directory Item List** - this is your directory or list content and where you'll make the most changes
- **Filter Customisation** - usually you won't need to make any changes in this section



Directory list and filters explained

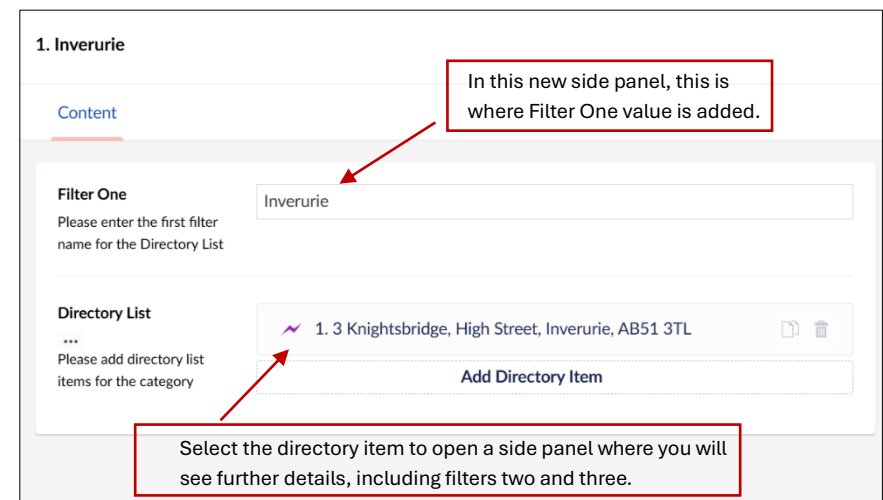
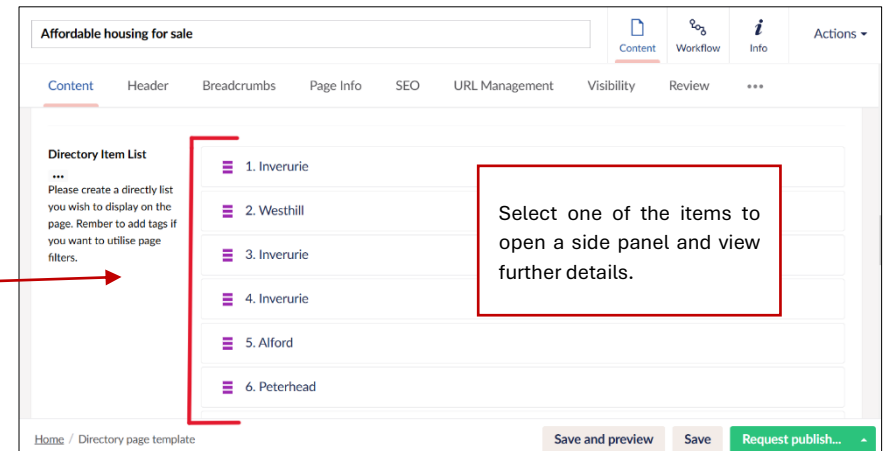
The **Directory Item List** is where you'll make most updates. Each entry shows a number and a label. The label is used on the published page for **Filter One**. So, multiple items may share the same label but will have a different number.

Selecting a directory item opens a side panel showing its **Filter One** value and actual item name.

Then from the side panel selecting the item name opens another panel where you can edit details such as the description and **Filter Two** and **Filter Three** values.

Filter One is added differently from Filters Two and Three:

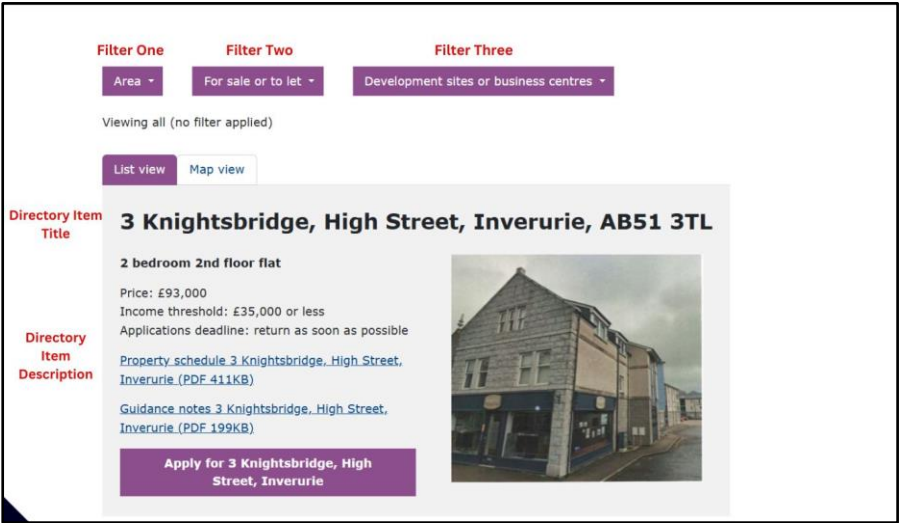
- **Filter One** needs to be added first and then directory item is added inside it
- **Filter Two** and **Filter Three** are added in that directory item



On the published page, these filters appear as dropdowns. For example, on the [Affordable housing page](#), Filter One is 'Area', Filter Two is 'Number of bedrooms', and Filter Three is 'House or flat'.

You can check what each filter is for inside Umbraco, in the **Filter Customisation** section.

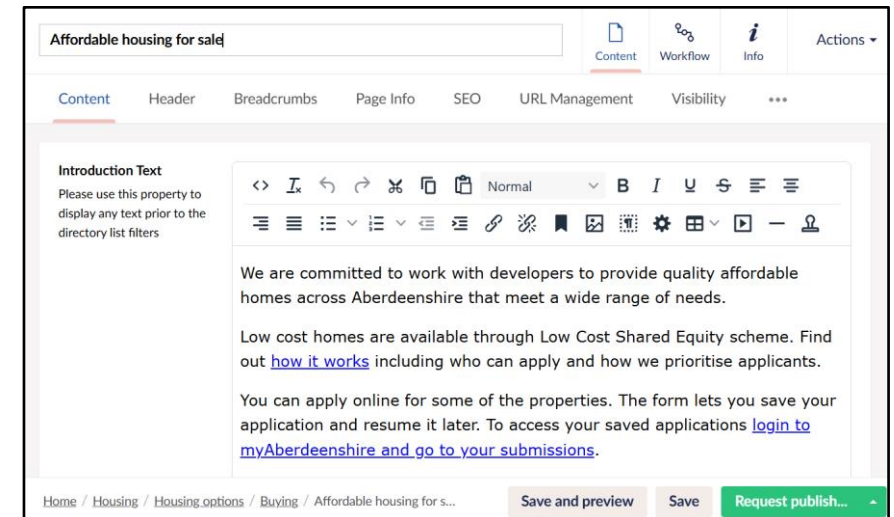
The screenshot shows how the filters and directory item look on the published page:



Updating the Introduction Text

The **Introduction Text** appears above the directory list on the page.

1. To make changes view instruction for in the [rich text editor guide](#).
2. Click the **Save** button to save your changes. This saves the changes but does not publish them to the live website. You can [preview a saved page](#).
3. After you have finished updating the page and saved your changes, to make them live you will need to [request publishing](#).



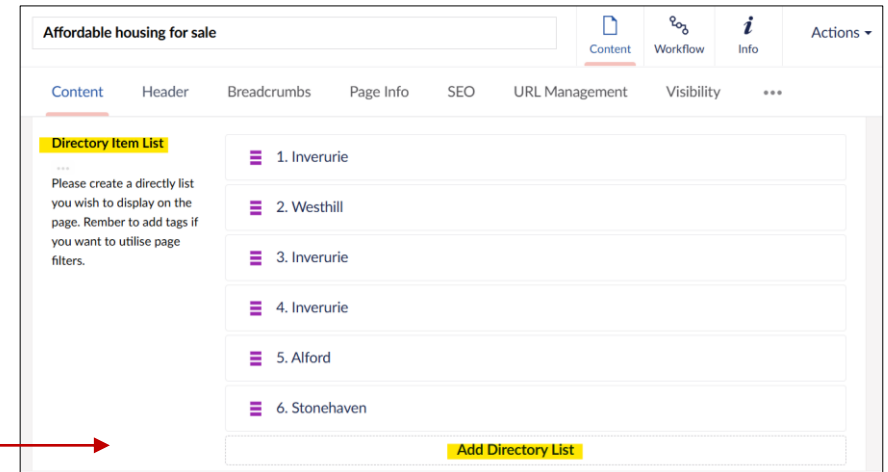
Adding new items to the list

Before you start, look at the existing items to see what information they include and where it appears. This will guide you when adding a new item and help you match the existing format.

Depending on the format of existing items, you may not need to complete every step below. For example, if your directory page doesn't use images or a map view, you can skip those step.

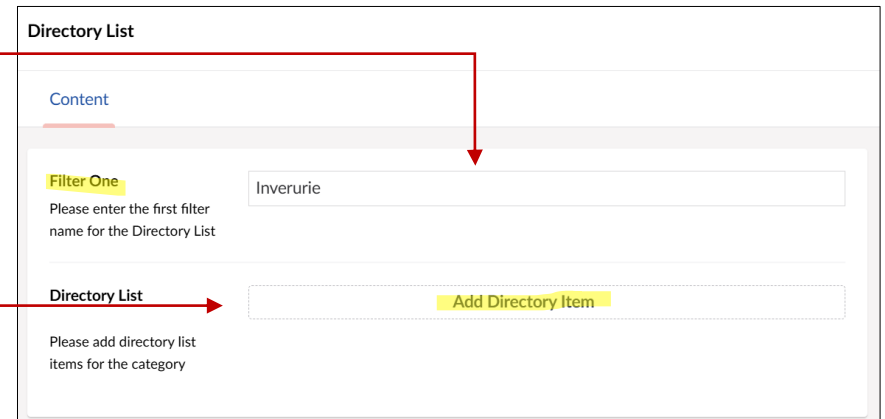
Add a new item to directory list

1. In the **Directory Item List** section, at the bottom of the list select **Add Directory List**.
2. A side panel will open where you can begin adding the new item's details.



Add new Filter One value and item

1. In the **Filter One** field add the relevant value. For example, if Filter One is used for town or area and the new property you are adding is in Inverurie, enter '**Inverurie**'.
2. Below **Filter One**, in the **Directory List** section, select **Add Directory Item**. Another side panel will open where you can add the rest of the details for your new item.



Directory List

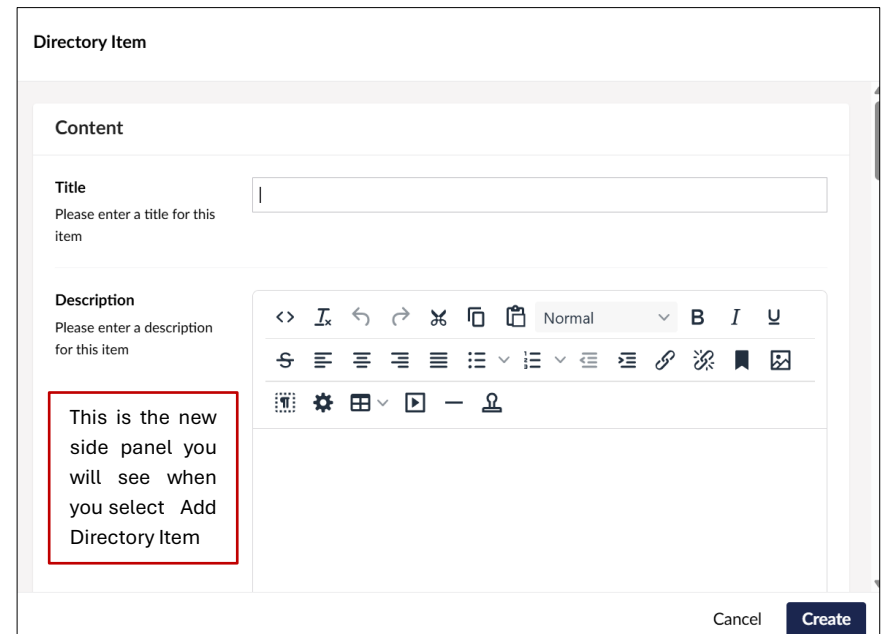
Content

Filter One
Please enter the first filter name for the Directory List

Inverurie

Directory List
Please add directory list items for the category

Add Directory Item



Directory Item

Content

Title
Please enter a title for this item

Description
Please enter a description for this item

This is the new side panel you will see when you select Add Directory Item

Cancel Create

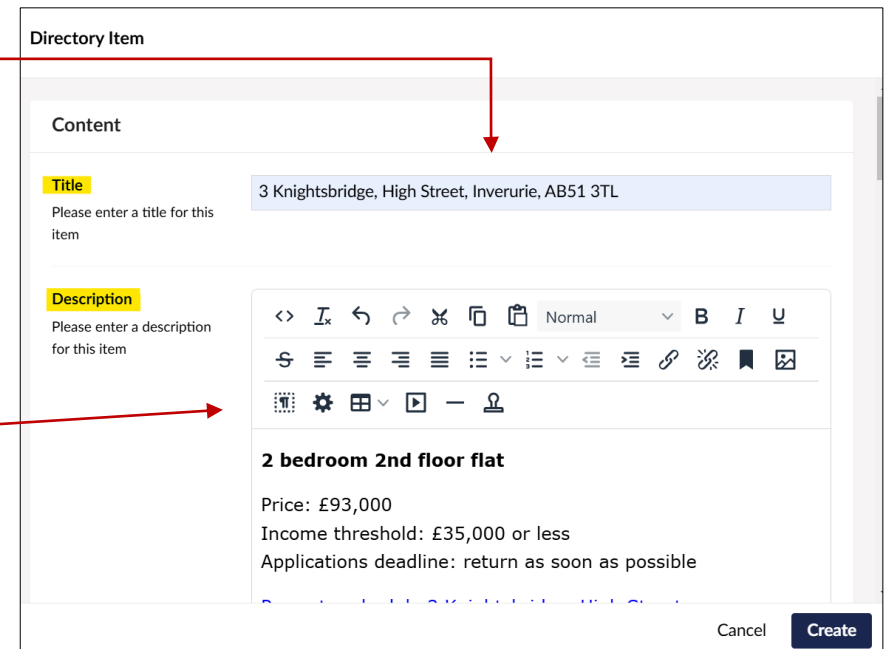
Add item title and description

1. In the **Title** field add the relevant title. For example, a specific property address such as 3 Knightsbridge, High Street, Inverurie, AB51 3TL.

If items on the list don't have titles, skip this and move on to the next step.

2. In the **Description** section use the rich text editor to add more details.

Make sure the formatting matches other items on the page. For example, headings, links, and the order of information. For guidance on formatting and styling, view our [rich text editor guide](#).



The screenshot shows a 'Directory Item' form. The 'Title' field is highlighted with a yellow background and contains the text '3 Knightsbridge, High Street, Inverurie, AB51 3TL'. The 'Description' field is also highlighted with a yellow background and contains the text '2 bedroom 2nd floor flat', 'Price: £93,000', 'Income threshold: £35,000 or less', and 'Applications deadline: return as soon as possible'. A rich text editor toolbar is visible above the description text, featuring various formatting options like bold, italic, underline, and list creation. At the bottom right of the form are 'Cancel' and 'Create' buttons.

Add an image

Not all directory pages will use images, if your page doesn't have images skip this step.

1. To add an image, scroll to the **Image** section below the text editor.

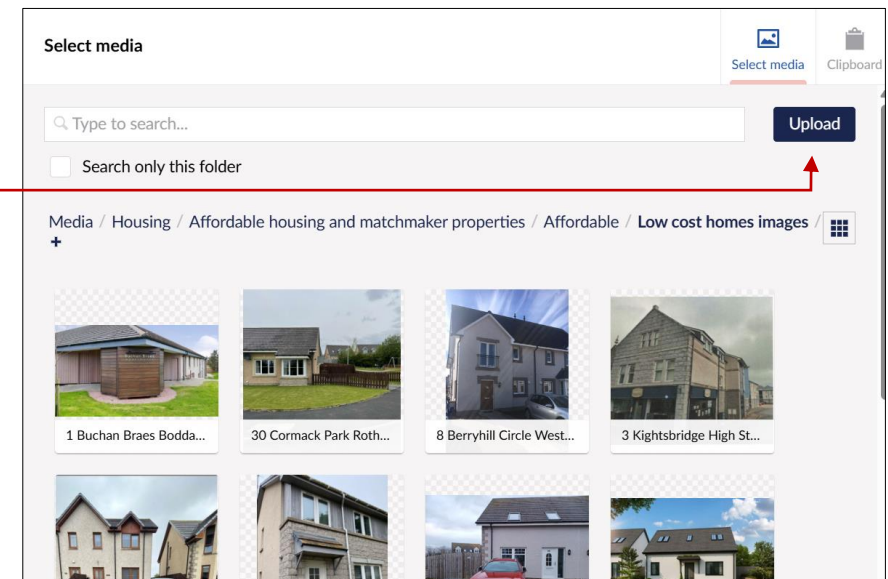
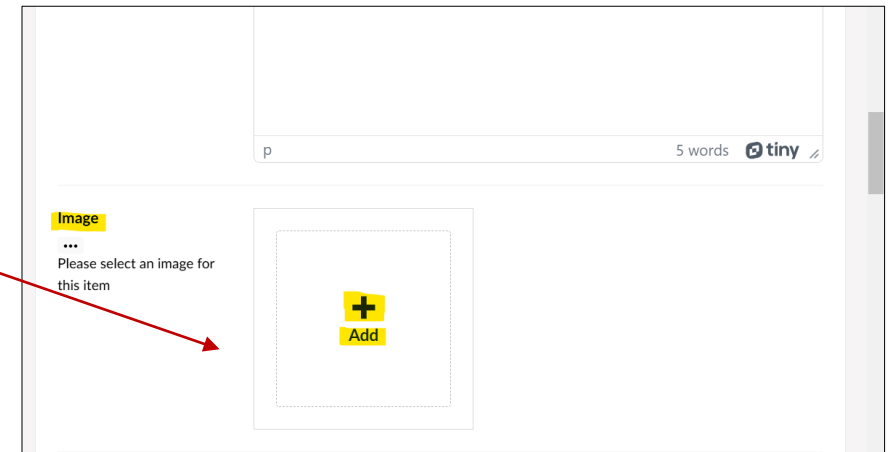
1.1. Select **Add** to open a side panel showing the media section.

1.2. Find and select the relevant folder in the media section. This is important to keep the folders organised and help you find the relevant images if you need to replace or delete them in the future.

1.3. If the image is already there, click on it and go to step 1.7.

1.4. If you are using a new image, make sure it meets the [website image standards](#): file size under 100KB, appropriate dimensions, and correct format.

1.5. To upload a new image, select the **Upload** button in the top right.

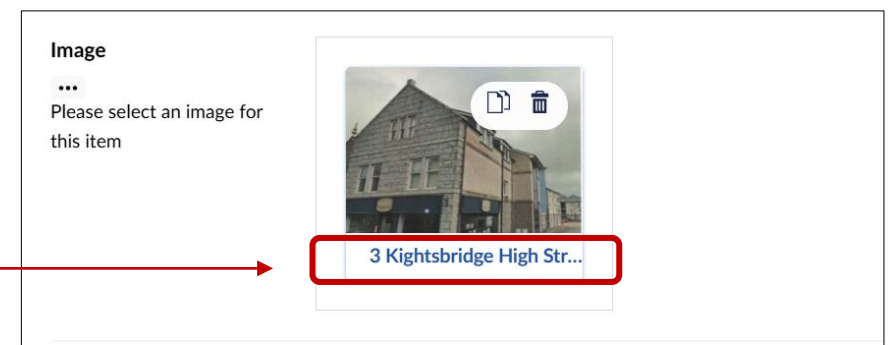
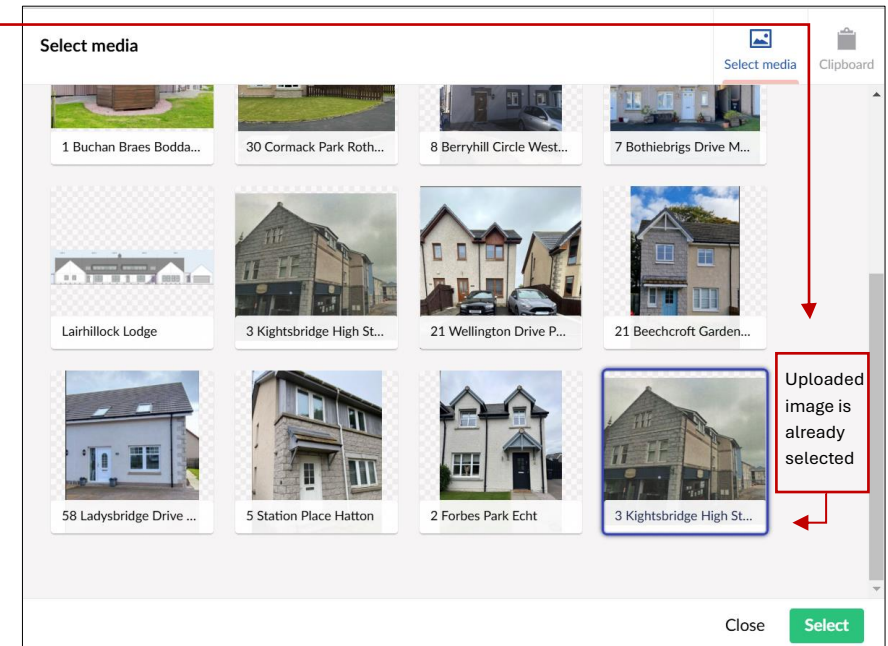


1.6. Find the file in your computer and select **Open** to upload it. The uploaded image will appear at the bottom of the list and will already be selected.

1.7. Click the **Select** button in the bottom right corner.

1.8. Add alternative text to the image for accessibility:

1.8.1. Hover over the image and click on its name to open a new side panel.

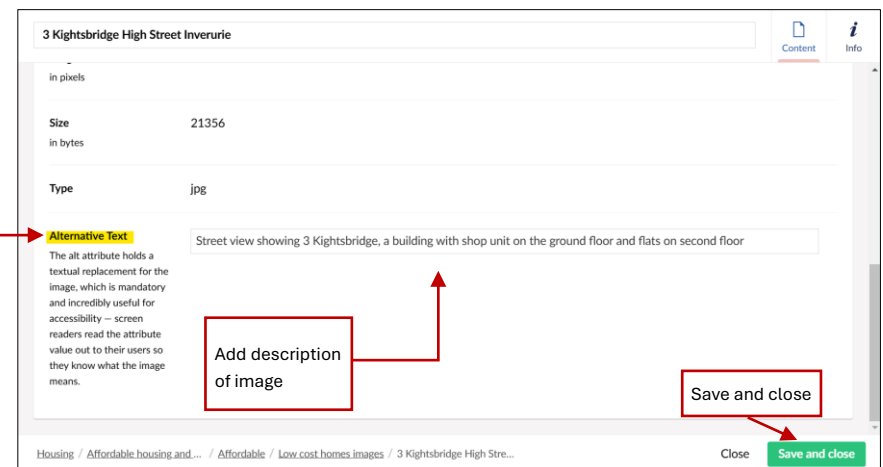
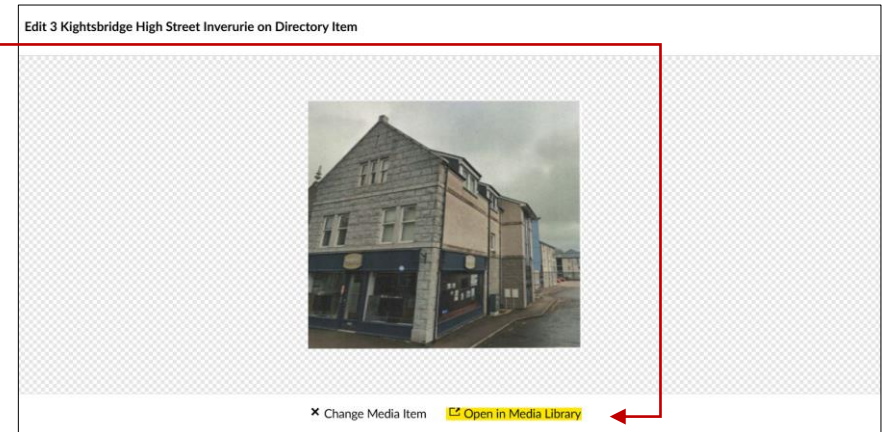


1.8.2. Click **Open in Media Library**, and another side panel will appear.

1.8.3. Scroll down to the **Alternative Text** field and enter a detailed description of the image. Find out [how to write effective alt text](#).

1.8.4. Select **Save and close**, this will close the current side panel.

1.8.5. Click **Submit** to come out of the media side panel and return to the page.



Add Filter Two and Filter Three

If existing items use a second and third filter, you will need to add these to the new item.

These filters are added differently to Filter One. They are added as tags to each directory item, in the **Filter Two Tags** and **Filter Three Tags** fields.

1. To add **Filter Two**, start typing the filter value in the relevant box. If the filter value already exists, it will pop up as a suggestion. Select it to add.
2. To add **Filter Three**, repeat the instructions in step 1 above.

1. 3 Knightsbridge, High Street, Inverurie, AB51 3TL

Filter Two Tags
Please select or add appropriate tags for this content. These drive the filters of content in Directory Pages
2 bedroom

Type to add tags (press enter after each tag)...

Filter Three Tags
Please select or add appropriate tags for this content. These drive the filters of content in Directory Pages
flat

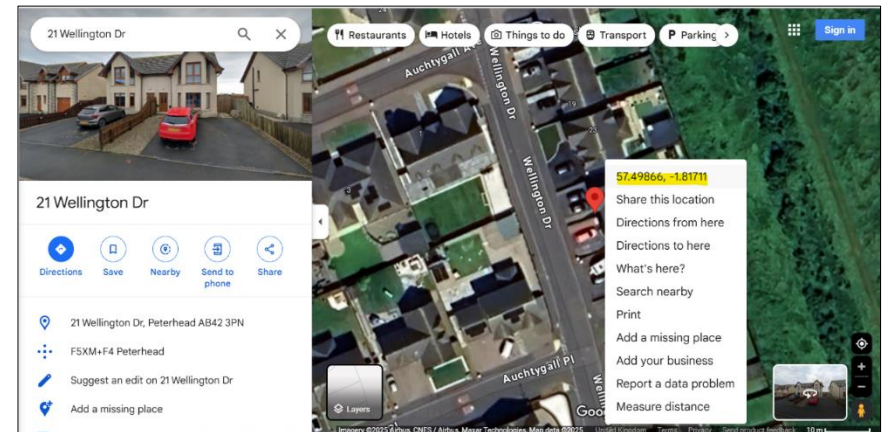
Type to add tags (press enter after each tag)...

Add item to the map

Depending on the page content, there might be two views on the published directory page: a list view and a map view. If a map view is available, you must add coordinates to any new items, or they won't appear on the map.

To add an item to the map:

1. Get the coordinates for the location of the item:
 - 1.1. Open Google Maps and search for the property or area you want to add.
 - 1.2. When you find it, right-click on the location and select the coordinates from the pop up. This copies both the latitude (first number before the comma) and longitude (second number after the comma).
2. To add the coordinates, go to the **Location Details** section.
 - 2.1. Paste the relevant coordinate parts into the latitude and longitude fields. If either number has a **minus (-)** symbol in front, make sure it is included.



Location Details

Latitude

Please enter a latitude if you want to specify location data for this item

57.49866453410196

Longitude

Please enter a longitude if you want to specify location data for this directory item

-1.8171527414781716

Map Marker Text

If you would like more detailed pop-up text on the information window for this item's marker on the map, enter it here. This can be HTML formatted.

<> Ix ↶ ↷ ✂ 📄 Normal B I U
☞ ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺ ⌻ ⌼ ⌽ 🔗 🔒 🚫 🖼
🔍 ⚙️ 🏠 ▾ ▶ - 👤

Cancel Create

Save changes and request publication

1. To finish adding your item, save your changes:
 - 1.1. Select the **Create** button. This closes the side panel but doesn't save your changes yet.
 - 1.2. Select **Create** button again to close the next side panel.
 - 1.3. Select the **Save** button to save your changes. This saves the item but doesn't publish it. You can [preview a saved page](#).
2. After you have finished and saved your changes, to make them live you will need to [request publishing](#).

Directory Item

Content

Title

Please enter a title for this item

3 Knightsbridge, High Street, Inverurie, AB51 3TL

Description

Please enter a description for this item

<> Ix ↶ ↷ ✂ 📄 📎 Normal ▼ B I U
↺ ≡ ≡ ≡ ≡ ⋮ ∨ ≡ ∨ ≡ ≡ 🔗 🚫 📖 🖼️
🔍 ⚙️ 🏠 ▾ ▶ - 👤

2 bedroom 2nd floor flat

Price: £93,000

Income threshold: £35,000 or less

Applications deadline: return as soon as possible

Cancel

Create

Affordable housing for sale

Content

Workflow

Info

Actions

Content

Header

Breadcrumbs

Page Info

SEO

URL Management

Visibility

...

Directory Item List

...

Please create a directly list you wish to display on the page. Rember to add tags if you want to utilise page filters.

1. Echt

2. Insch

3. Peterhead

4. Inverurie

5. Netherley

6. Ladysbridge

7. Marywell

Save and preview

Save

Request publish...

Updating an item

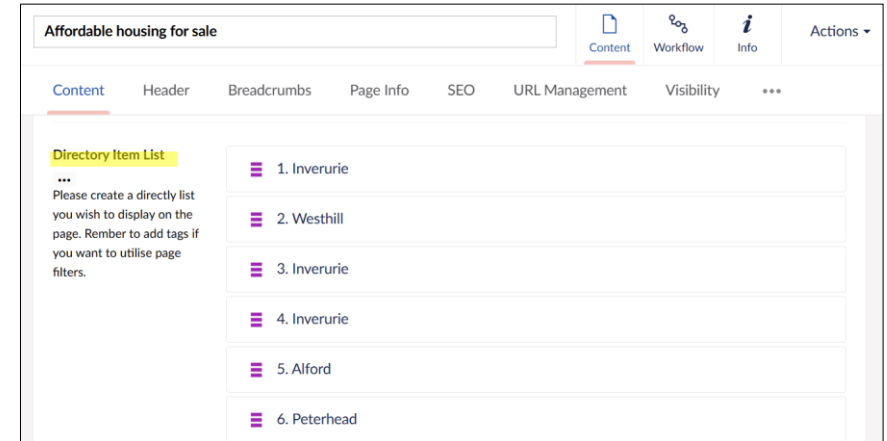
Once you have opened the page you want to update inside Umbraco, go to the **Directory Item List** section.

Find the correct item to update

Each item in the list has a number. You may see multiple entries with the same name. This is because the list displays items by their **Filter One** value, which is the label used for filtering. View the [directory list and filters explained](#) section to find out how the filters work.

You may not need to update every field. Skip any of the steps below that aren't relevant until you get to the save your changes step in this guide.

1. Select an item from the list to open a side panel, where you can view more details.
2. By checking the item details identify the correct entry to update.

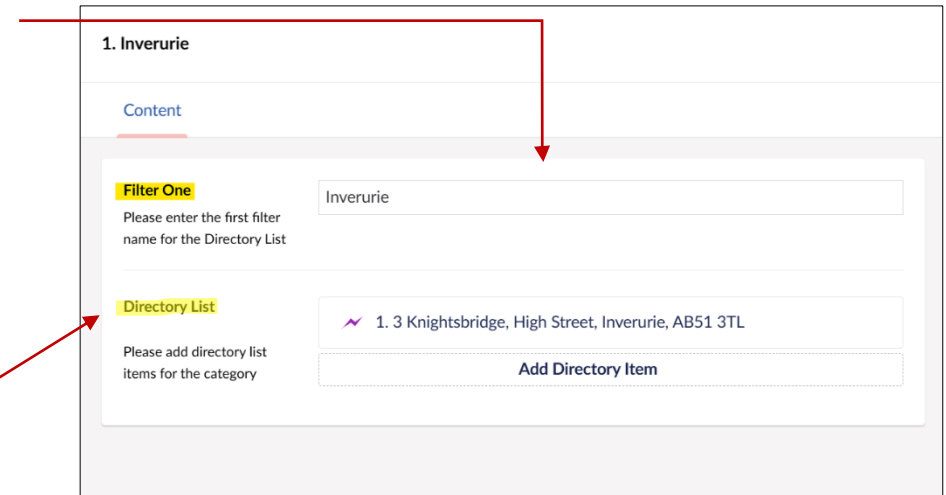


Update Filter One and directory item details

To update **Filter One**:

1. Select the correct item to open a side panel
2. Edit the **Filter One** value in the text box

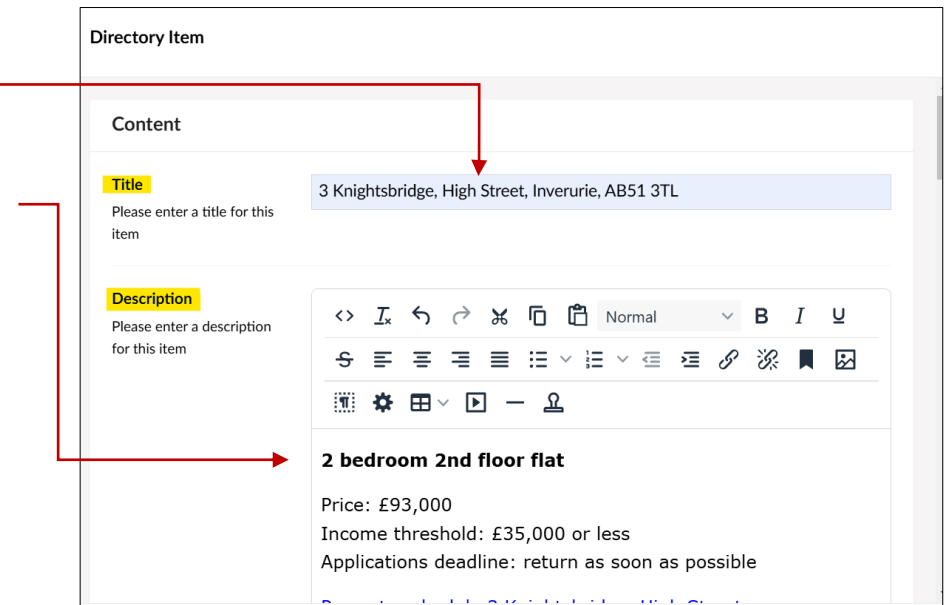
To update directory item details, in the **Directory List** section select the item name. Another side panel opens where you can edit the details.



The screenshot shows a side panel titled '1. Inverurie'. It has a 'Content' tab. Under 'Filter One', there is a text box with the value 'Inverurie' and a placeholder 'Please enter the first filter name for the Directory List'. Under 'Directory List', there is a list item '1. 3 Knightsbridge, High Street, Inverurie, AB51 3TL' with a purple checkmark icon. Below the list is a button 'Add Directory Item'.

Update title and description

1. To update the title, in the **Title** field edit the text.
2. To update the description, in the **Description** section use the text editor to make your changes. Make sure the formatting matches other items on the page. For guidance on formatting, view our [rich text editor guide](#).
3. To replace documents linked in the text editor, view [instructions for working with media](#).



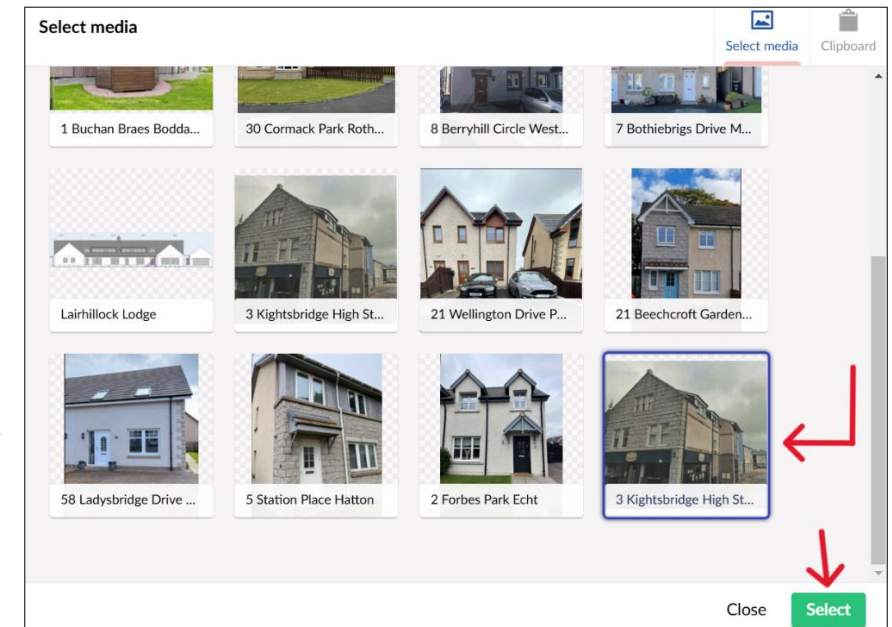
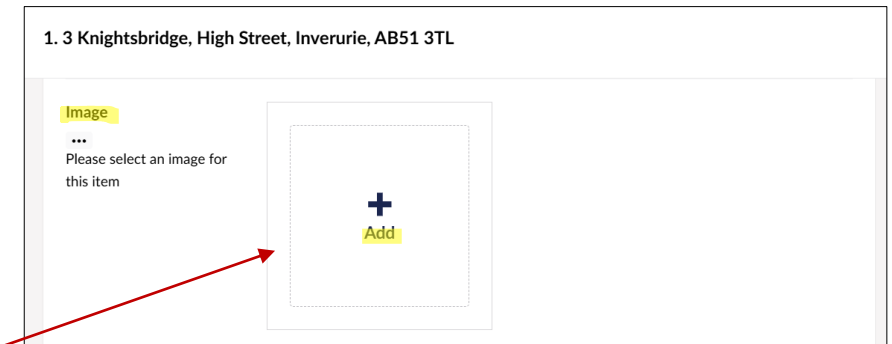
The screenshot shows a side panel titled 'Directory Item'. It has a 'Content' tab. Under 'Title', there is a text box with the value '3 Knightsbridge, High Street, Inverurie, AB51 3TL' and a placeholder 'Please enter a title for this item'. Under 'Description', there is a rich text editor with a toolbar. The description text is '2 bedroom 2nd floor flat', 'Price: £93,000', 'Income threshold: £35,000 or less', and 'Applications deadline: return as soon as possible'.

Update an image

The best way to replace an image is to delete the current one and add a new one. This avoids issues with the old image caching. Caching stores temporary copies of files so they load faster, but this can sometimes show older versions instead of the latest one.

To do this:

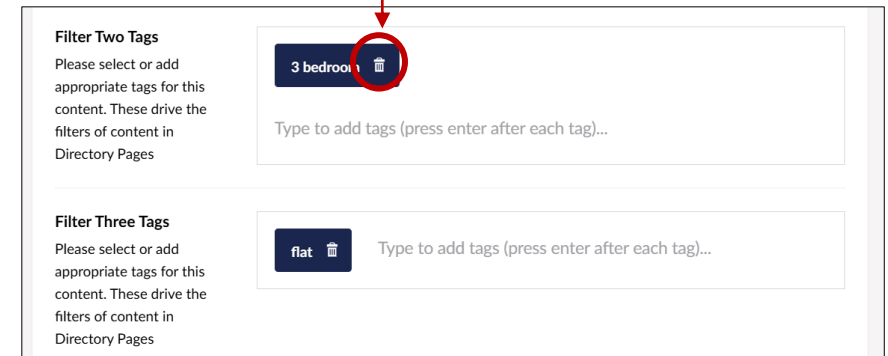
1. In the **Image** section, hover over the existing image and select the bin icon. This removes it from the page but doesn't delete it from the website.
2. To delete the image from the website, [open the media section](#) in a new tab, this is so you don't lose what you have already edited.
3. Follow the generic [instructions for working with media](#), to remove then upload an image.
4. Go back to the page you were editing.
5. In the **Image** section, select **Add**.
6. Find the image from the relevant folder, click on it to select it, then hit the **Select** button.



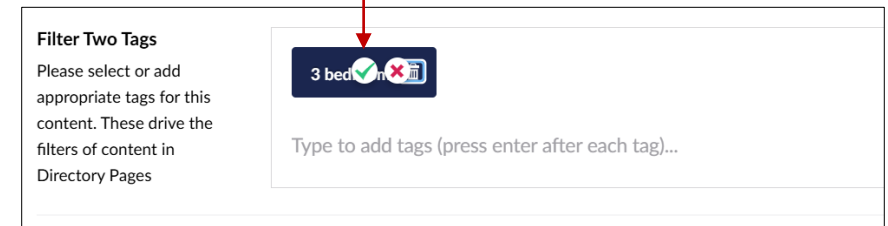
Update Filter Two and Filter Three

To update a filter, you must first delete the existing filter. The steps are the same for both **Filter Two** and **Filter Three**:

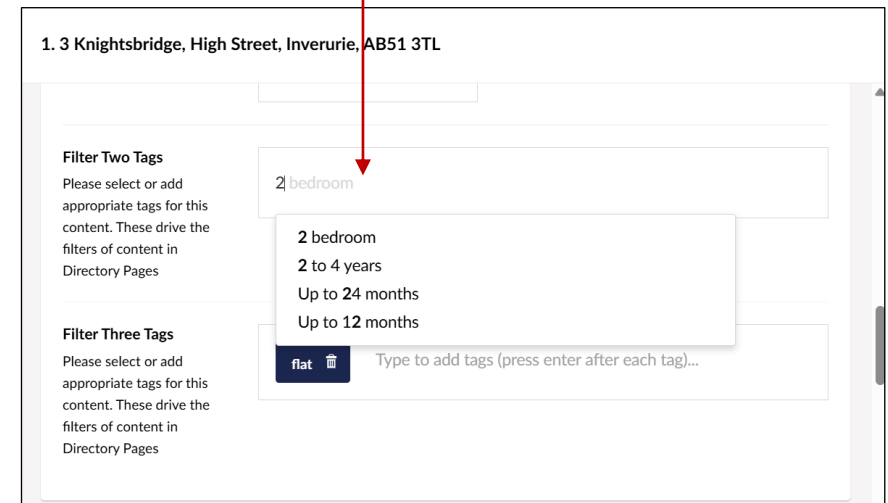
1. In the **Filter Two Tags** or **Filter Three Tags** sections, select the **bin icon** next to the filter tag you want to delete.
2. A pop up will appear with a green tick and a red cross. Select the **green tick** to confirm the deletion.
3. In the same box where you just deleted the old tag, start typing the new filter value. If it already exists, select it from the suggested text; otherwise, type the full value and press Enter to add it.



The screenshot shows the 'Filter Two Tags' section with the instruction: 'Please select or add appropriate tags for this content. These drive the filters of content in Directory Pages'. A text input field contains '3 bedroom' followed by a bin icon, which is circled in red. Below the input field is a placeholder text: 'Type to add tags (press enter after each tag)...'. The 'Filter Three Tags' section below it shows a 'flat' tag with a bin icon.



The screenshot shows the 'Filter Two Tags' section. A confirmation pop-up is displayed over the '3 bedroom' tag, featuring a green checkmark and a red cross. The text input field now contains '3 bed' and a dropdown menu is visible. The placeholder text remains: 'Type to add tags (press enter after each tag)...'.

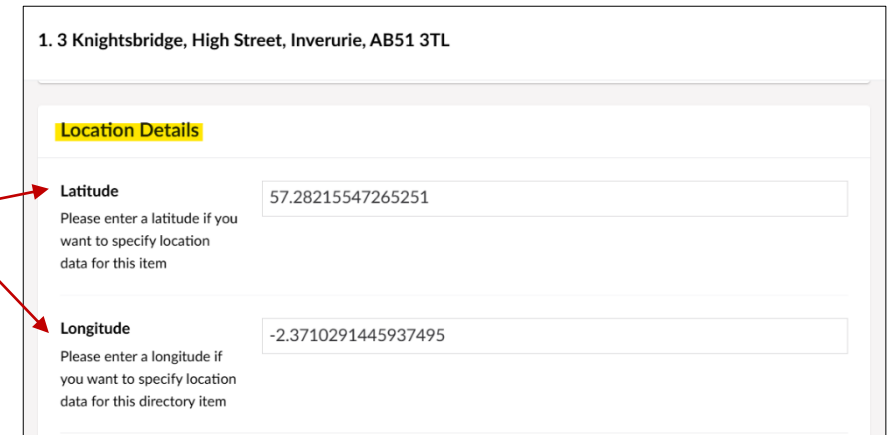


The screenshot shows the 'Filter Two Tags' section. The text input field now contains '2 bedroom' and a dropdown menu is open, displaying suggestions: '2 bedroom', '2 to 4 years', 'Up to 24 months', and 'Up to 12 months'. The '2 bedroom' option is highlighted. The placeholder text remains: 'Type to add tags (press enter after each tag)...'.

Update map coordinates

To change the map coordinates:

1. Go to the **Location Details** section.
2. Delete any coordinates already added to the Latitude and Longitude text boxes.
3. Then follow the [steps for adding map coordinates](#).



1. 3 Knightsbridge, High Street, Inverurie, AB51 3TL

Location Details

Latitude
Please enter a latitude if you want to specify location data for this item
57.28215547265251

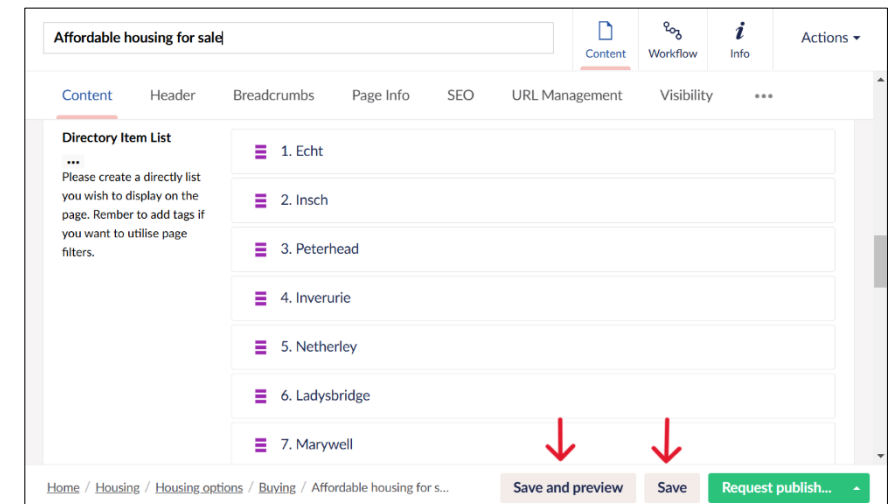
Longitude
Please enter a longitude if you want to specify location data for this directory item
-2.3710291445937495

Red arrows from the instructions point to the Latitude and Longitude input fields.

Save changes and request publication

To finish updating your item you must save your changes. To do so:

1. Select the **Submit** button. This closes the side panel but doesn't save your changes yet.
2. Select the **Submit** button again to close the next side panel.
3. Select the **Save** button. This saves your changes but doesn't publish them. You can [preview the saved page](#).
4. After you have finished and saved your changes, to make them live you will need to [request publishing](#).



Affordable housing for sale

Content Workflow Info Actions

Content Header Breadcrumbs Page Info SEO URL Management Visibility ...

Directory Item List
...
Please create a directly list you wish to display on the page. Rember to add tags if you want to utilise page filters.

- 1. Echt
- 2. Insch
- 3. Peterhead
- 4. Inverurie
- 5. Netherley
- 6. Ladysbridge
- 7. Marywell

Home / Housing / Housing options / Buying / Affordable housing for s...

Save and preview Save Request publish...

Red arrows point to the 'Save and preview' and 'Save' buttons.

Deleting an item

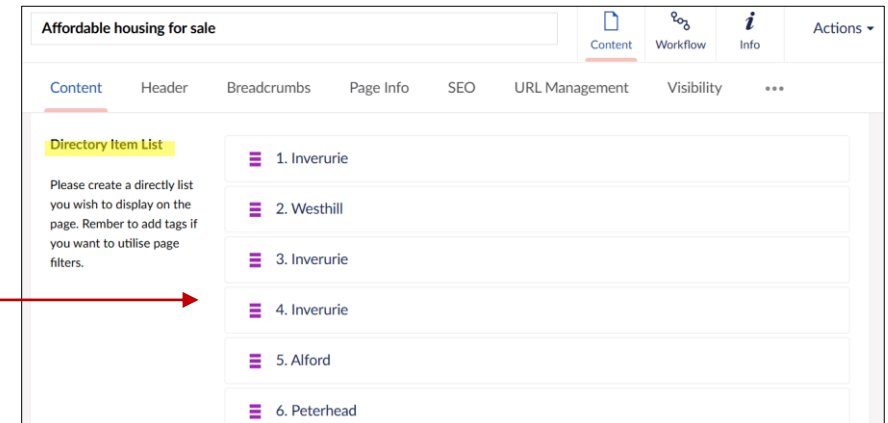
If the item you want to delete contains any documents or images, you must remove them from the **Media** section first. Follow our [instructions for working with media](#) to do this.

Find the correct item to remove

Once you have opened the page you want to update inside Umbraco, go to the **Directory Item List** section.

Each item in the list has a number. You may see multiple entries with the same name. This is because the list displays items by their **Filter One** value, which is the label used for filtering. View the [directory list and filters explained](#) section to find out how the filters work.

Even if items share the same name, their numbers will be different, which helps you tell them apart.

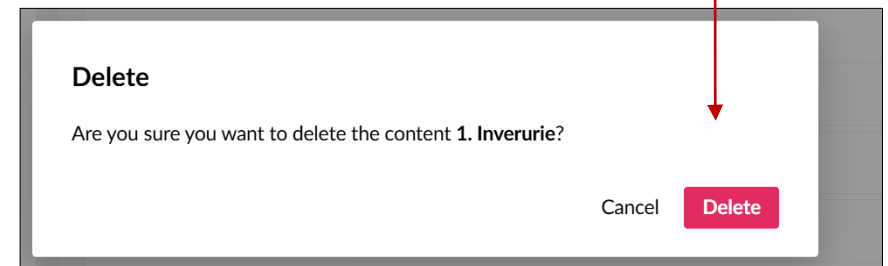


1. Select each item in the list to open a side panel, noting the item number as you go. The side panel shows additional details that will help you find the right item.
2. Once you've identified the correct item, close any open side panels. This is because you will have to remove the item from the **Directory Item List** section.

Remove the item

To remove the item:

1. Hover over the item with the correct number in the **Directory Item List** section (not inside the panel) and select the **bin icon**.
2. A pop-up will appear, select the **Delete** button to remove the item.



Save changes and request publication

1. Select the **Save** button. This saves your changes but doesn't publish them. You can [preview a saved page](#).
2. After you have finished and saved your changes, to make them live you will need to [request publishing](#).

