

## Website Process Notes

There are 5 separate steps to complete basic processing within the website:-

- **Agenda Update Archive**
- **Next Meeting Update – Agenda**
- **Minutes Update Archive**
- **Minutes of past meeting**
- **News Articles**

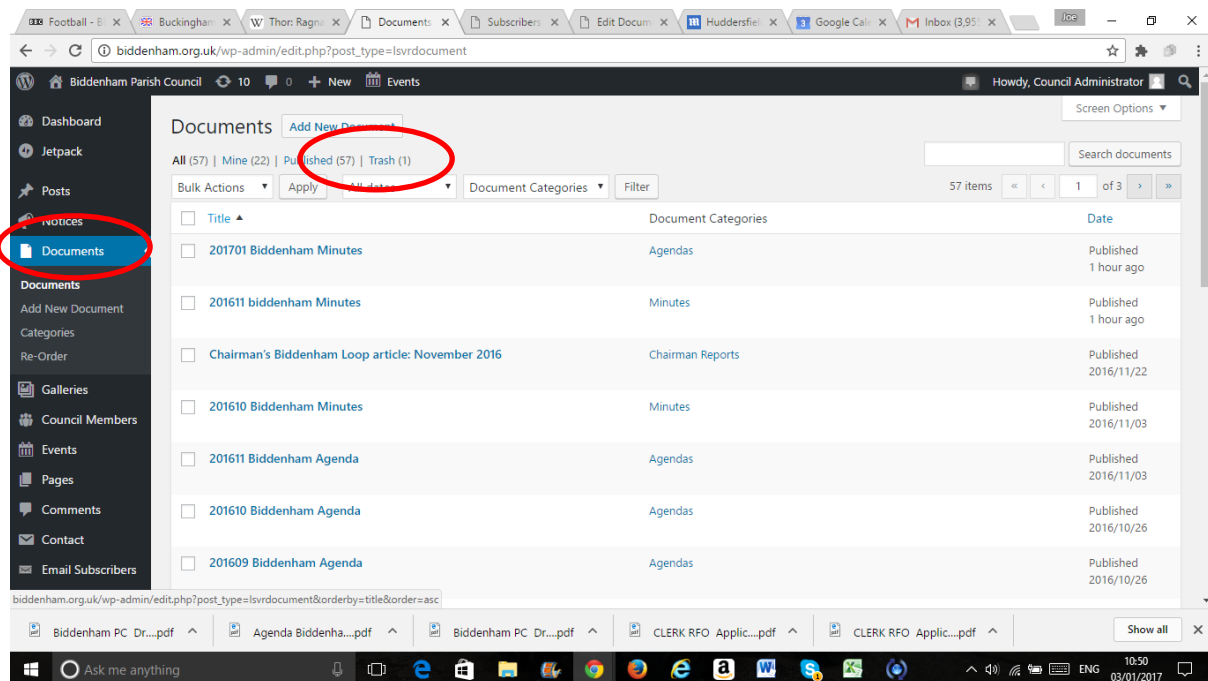
In all cases when updating and adding data login to the website via the following link:  
<http://biddenham.org.uk/wp-admin> and enter your unique password details.

### **Agenda Update Archive**

Select Dashboard

Select Documents - see highlighted item below

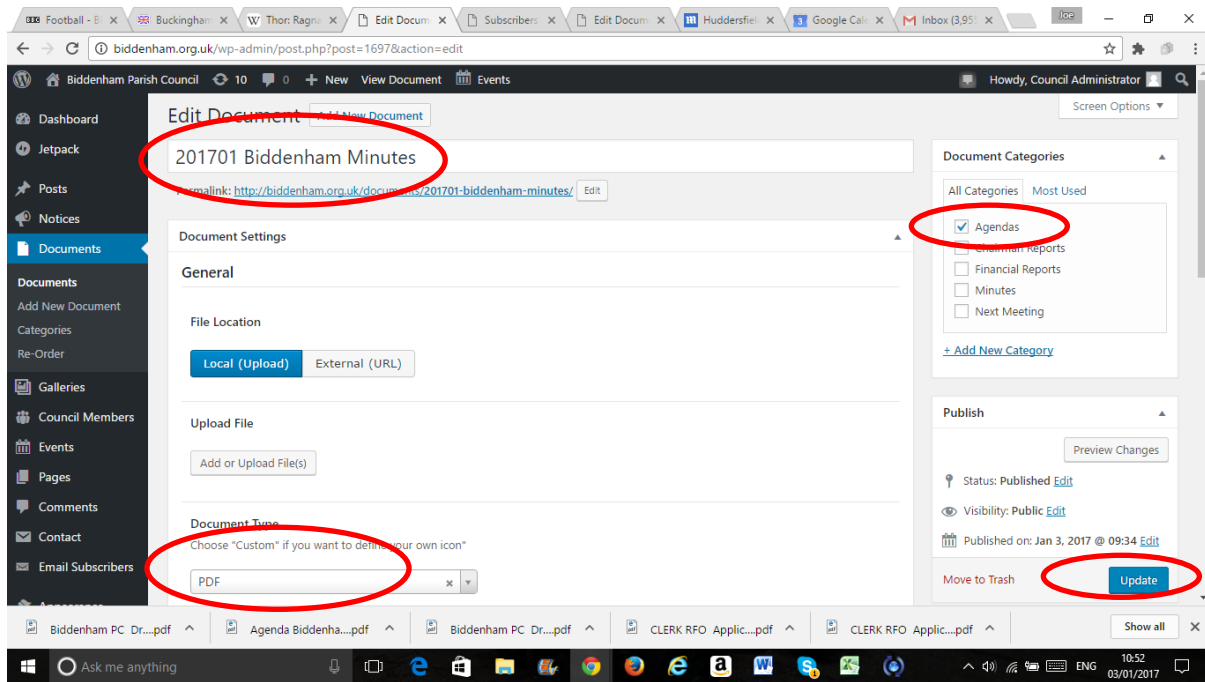
Select Add new Document – see highlighted item below



Within the new documents section

- Add title as per the format **YYYYMM Biddenham Agenda**
- In the Document Category's tick the Agendas box
- In the Document Type Section Add the pref PDF from the dropdown box
- Finally Click update in bottom right-hand corner

## BIDDENHAM PARISH COUNCIL - DRAFT



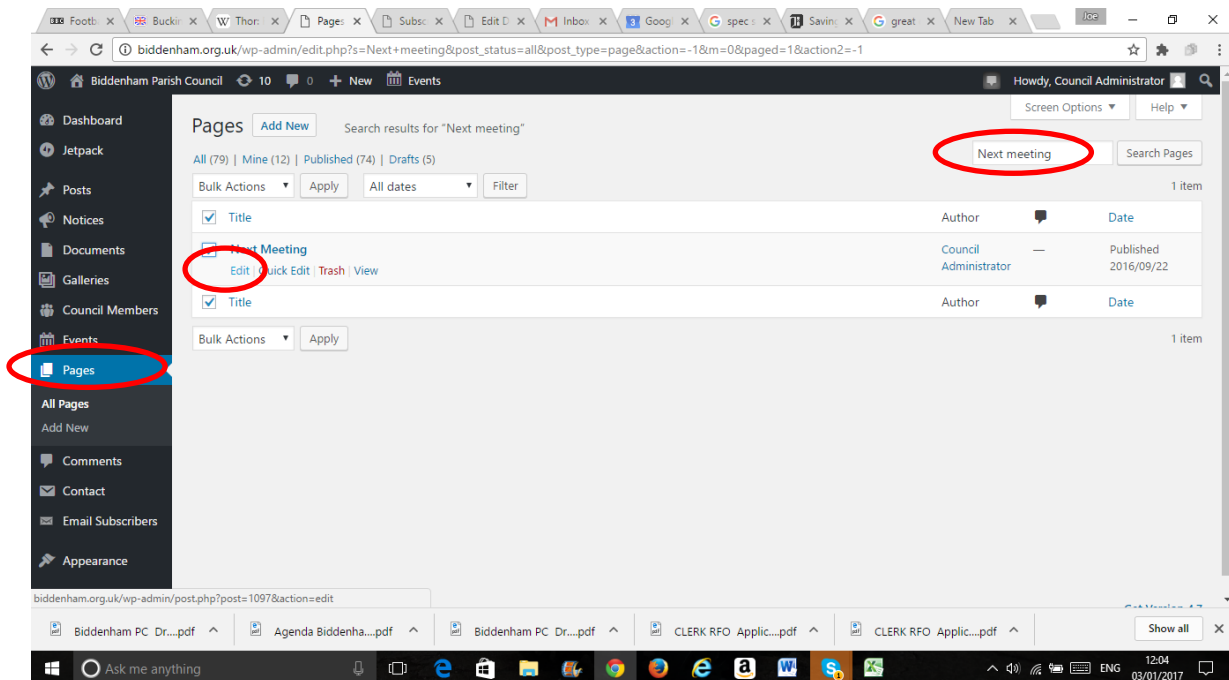
### Next Meeting Update Agenda

Select Dashboard

Select Pages

Search "Next Meeting" in the search box

Select Edit Document



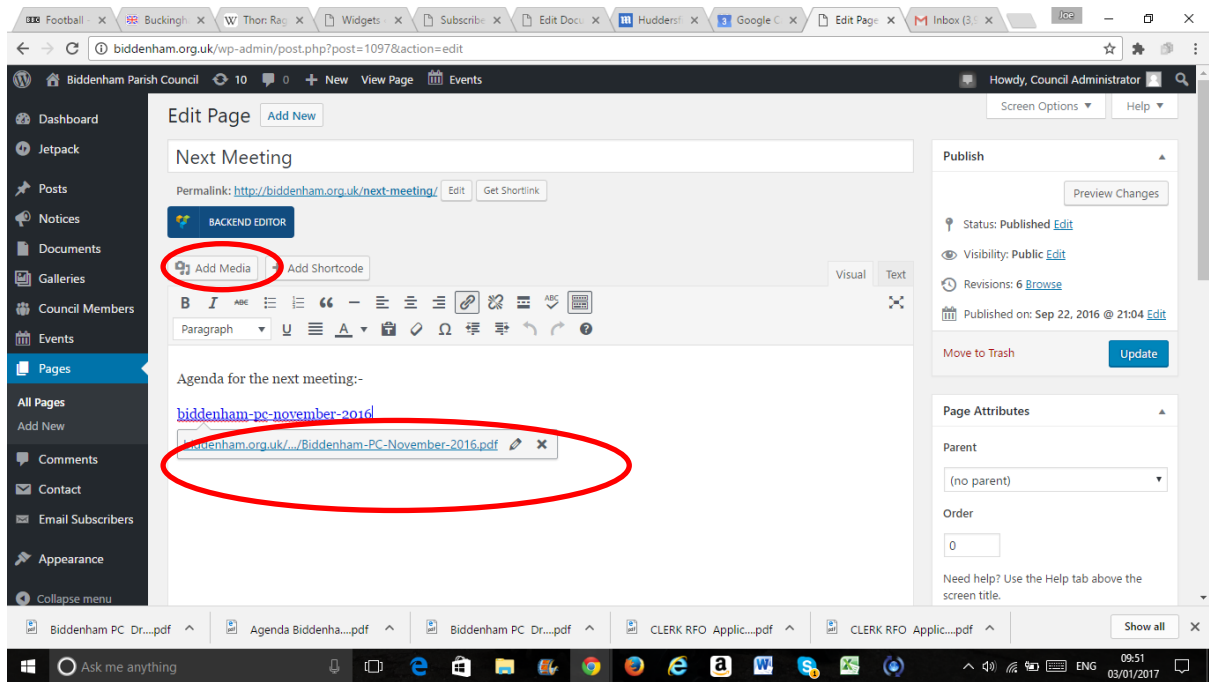
The Screen will change to the one below:-

Hover the cursor over the existing document attachment, highlight it and then delete it.

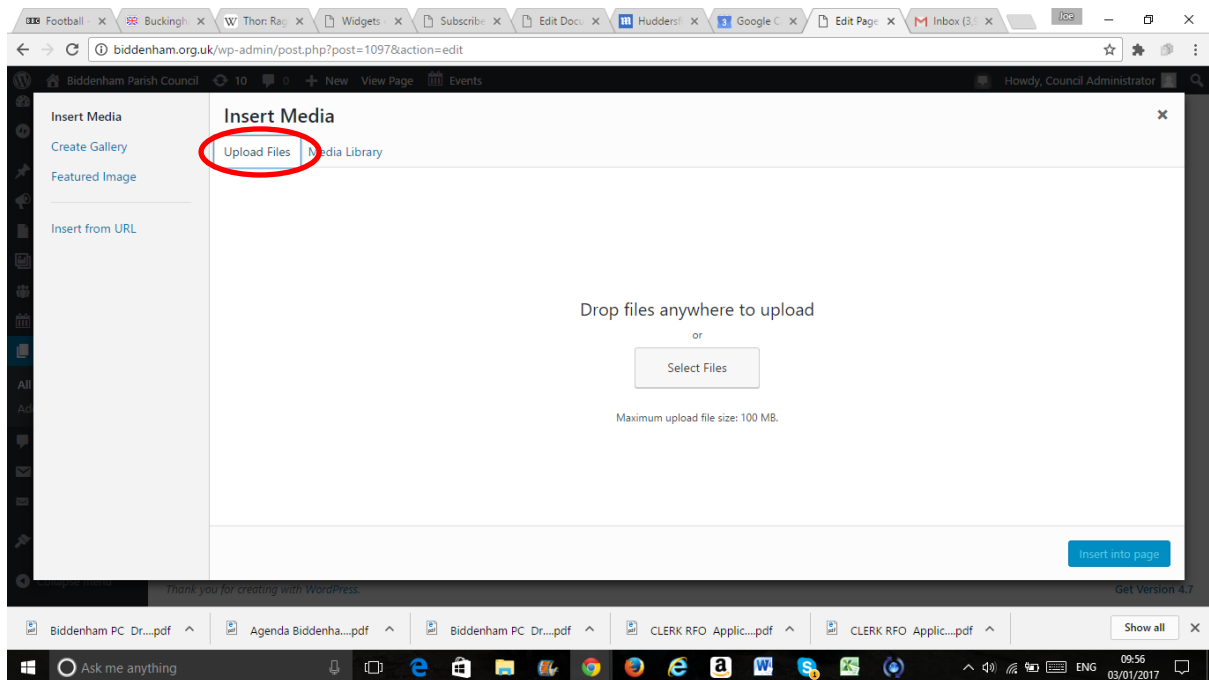
The attachment should now be deleted.

Add media, see screen dump below

## BIDDENHAM PARISH COUNCIL - DRAFT

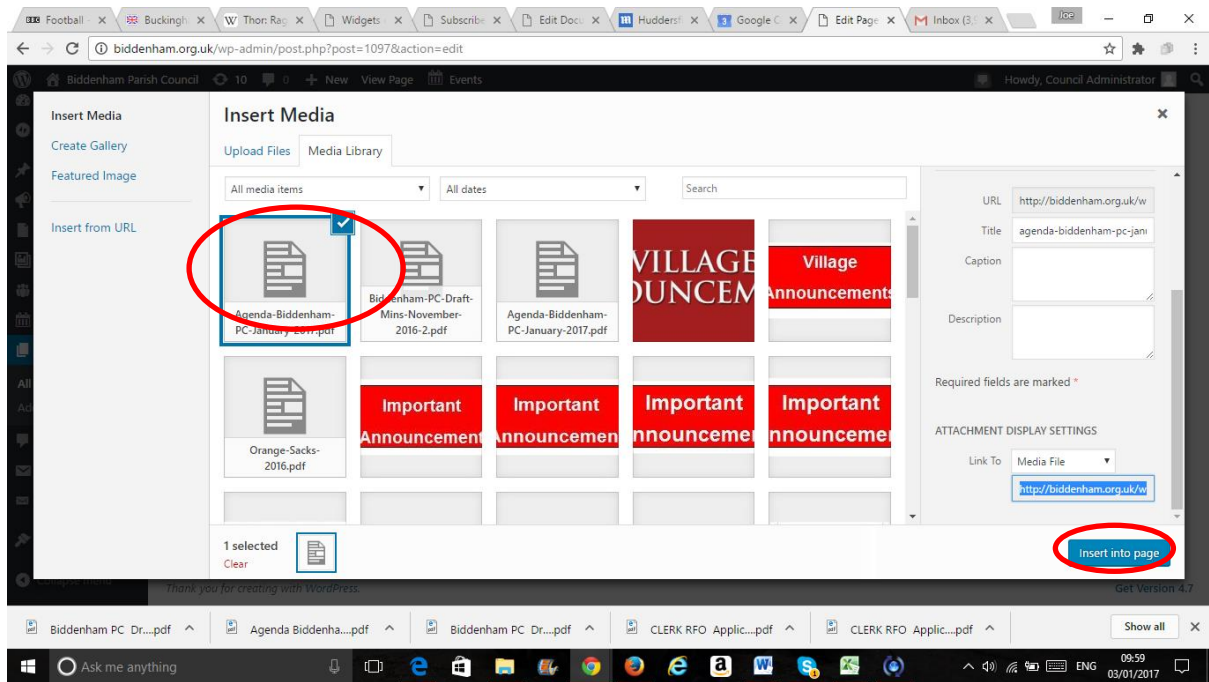


Select Upload files

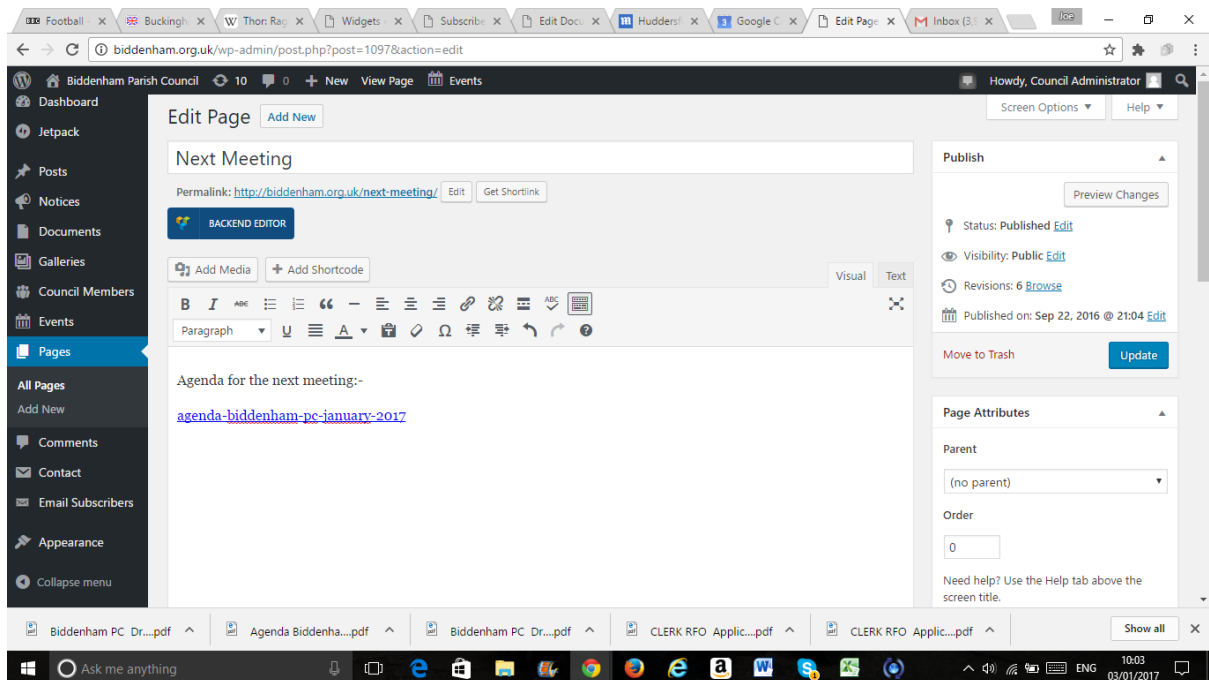


Select Files, this will take you to your local drive.  
Find the latest Agenda document and open it.  
Click insert into page

## BIDDENHAM PARISH COUNCIL - DRAFT



Click Update



Go back to the website and check to see that the document can be downloaded.

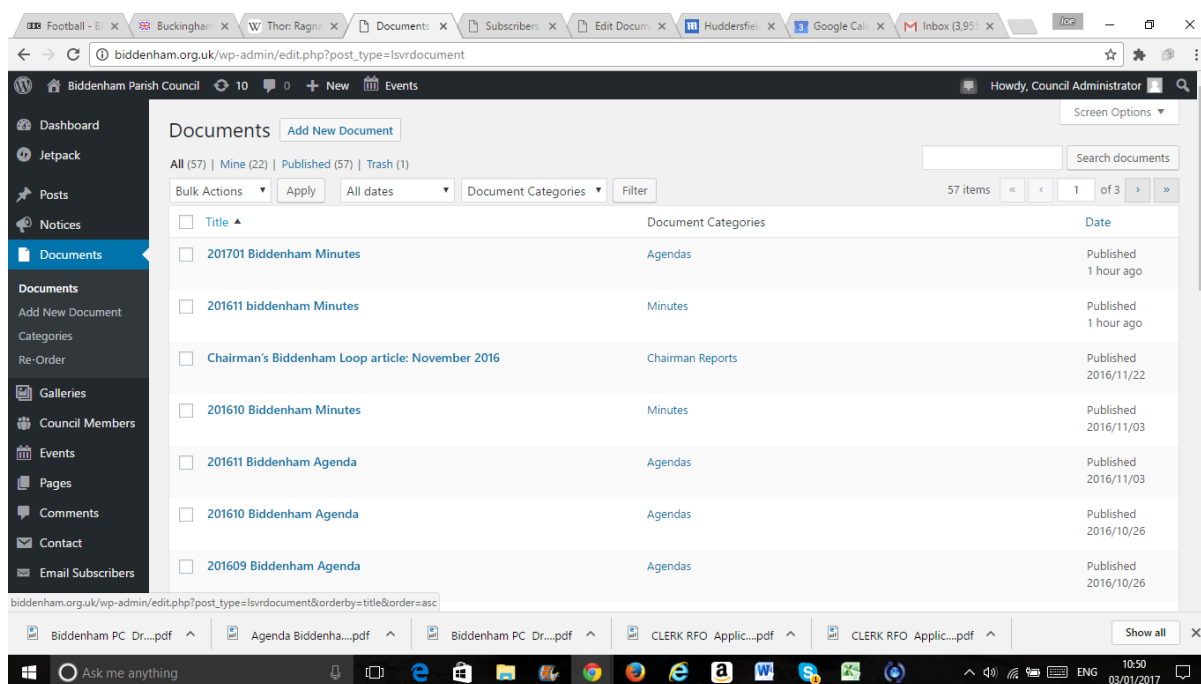
### Minutes Update Archive

Select Dashboard

Select Documents - see highlighted item below

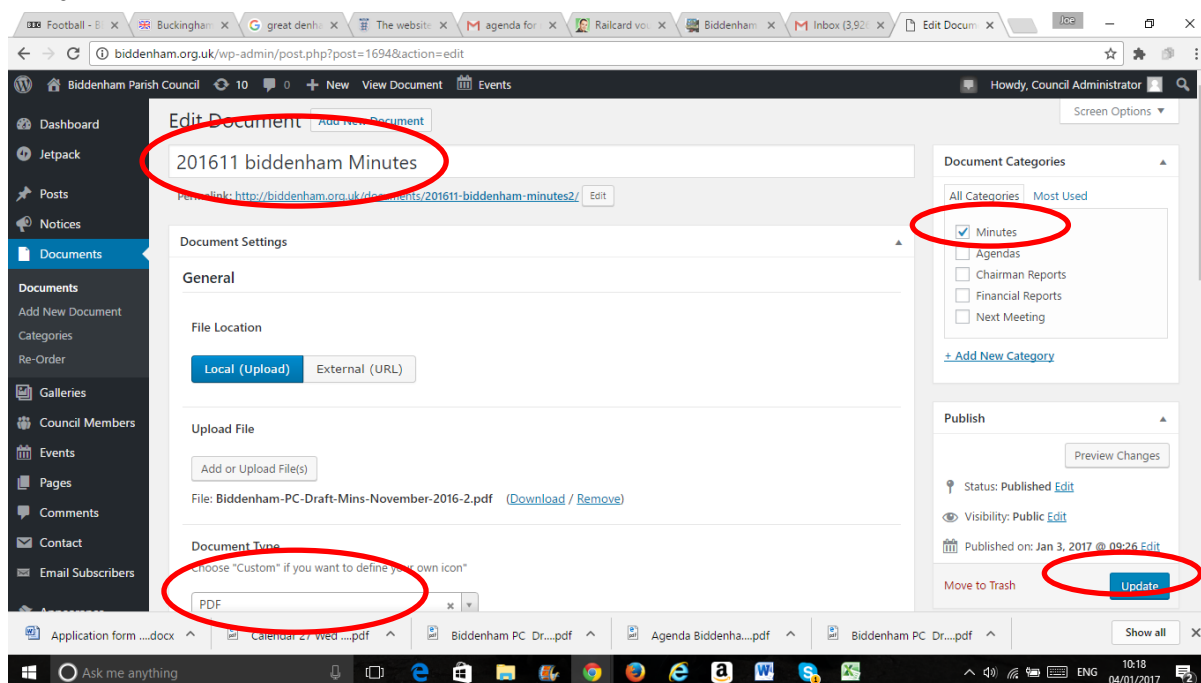
Select Add new Document – see highlighted item below:-

## BIDDENHAM PARISH COUNCIL - DRAFT



Within the new documents section

- Add title as per the format :- **YYYYMM Biddenham Minutes** –
- In the Document Category's tick the minute's box.
- In the Document Type Section Add the pref PDF from the dropdown box
- Finally Click update in bottom right-hand corner:-
- 



### Minutes of past meeting Update

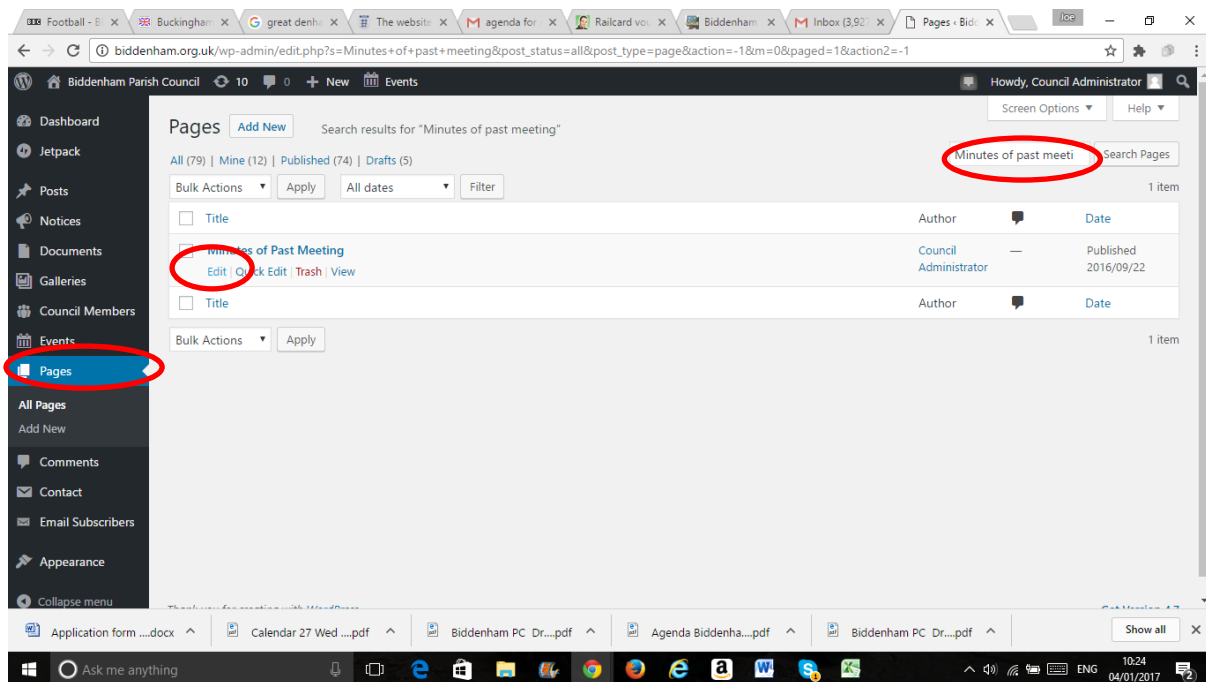
Select Dashboard

Select Pages

Search "Minutes of past Meeting" in the search box

## BIDDENHAM PARISH COUNCIL - DRAFT

### Select Edit Document

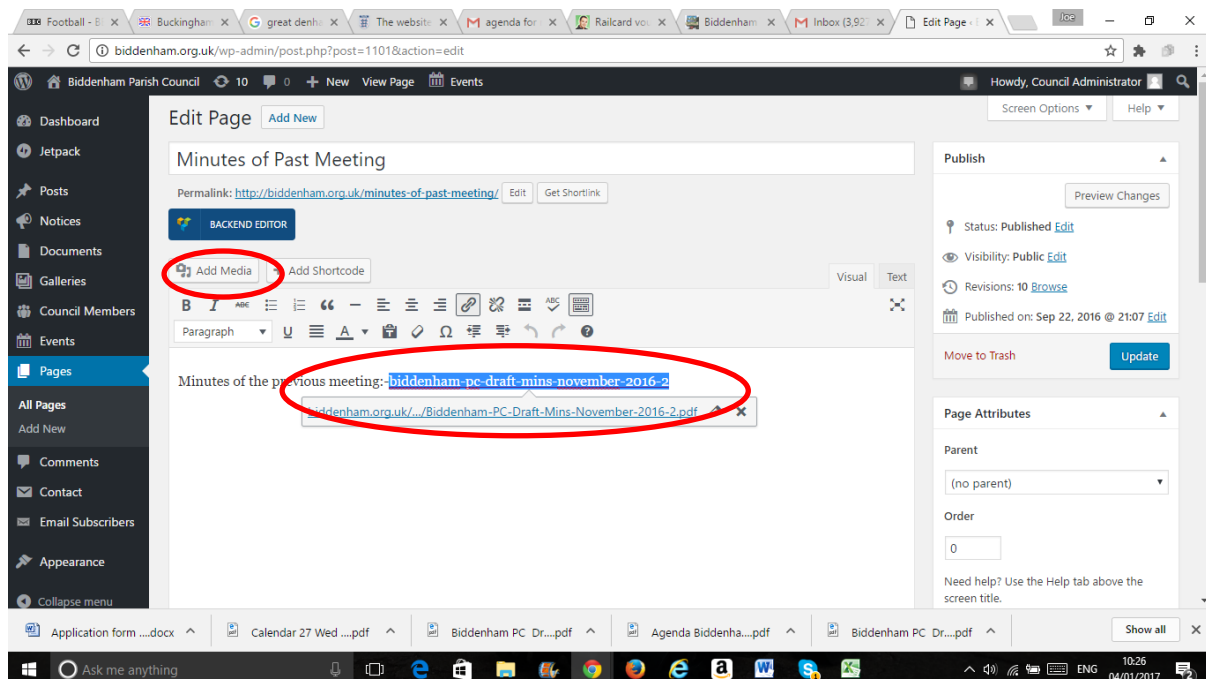


The Screen will change to the one below:-

Hover the cursor over the existing document attachment, highlight it and then delete it.

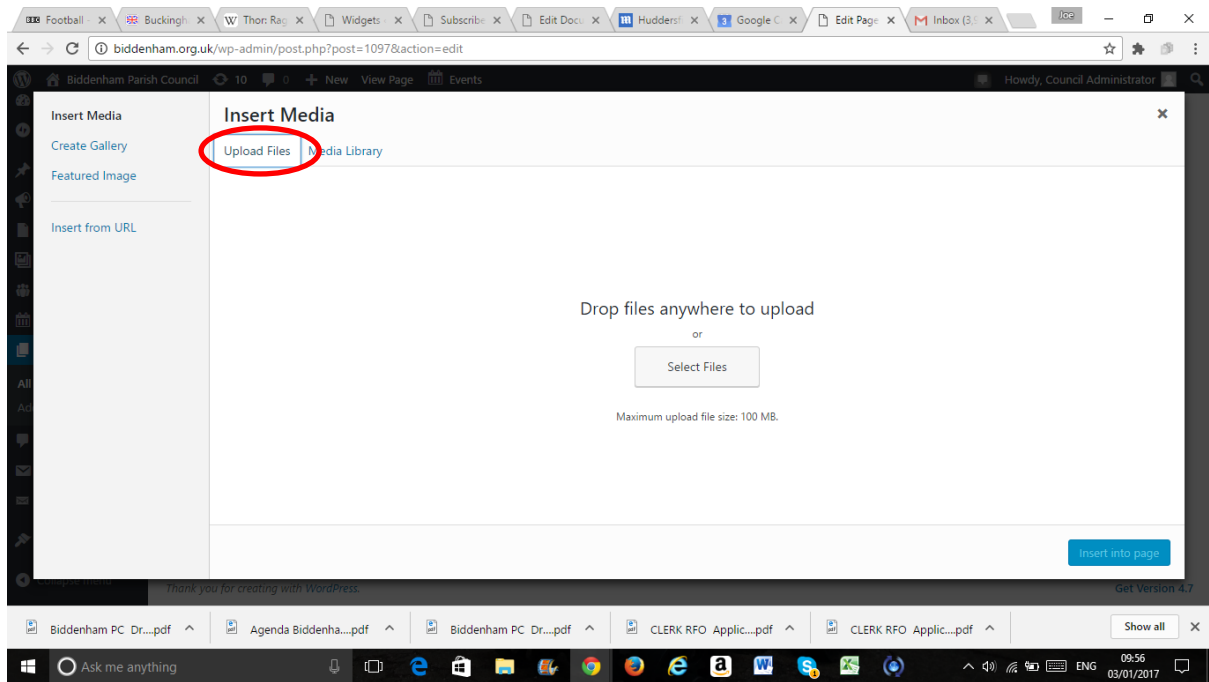
The attachment should now be deleted.

Add media, see screen dump below:-

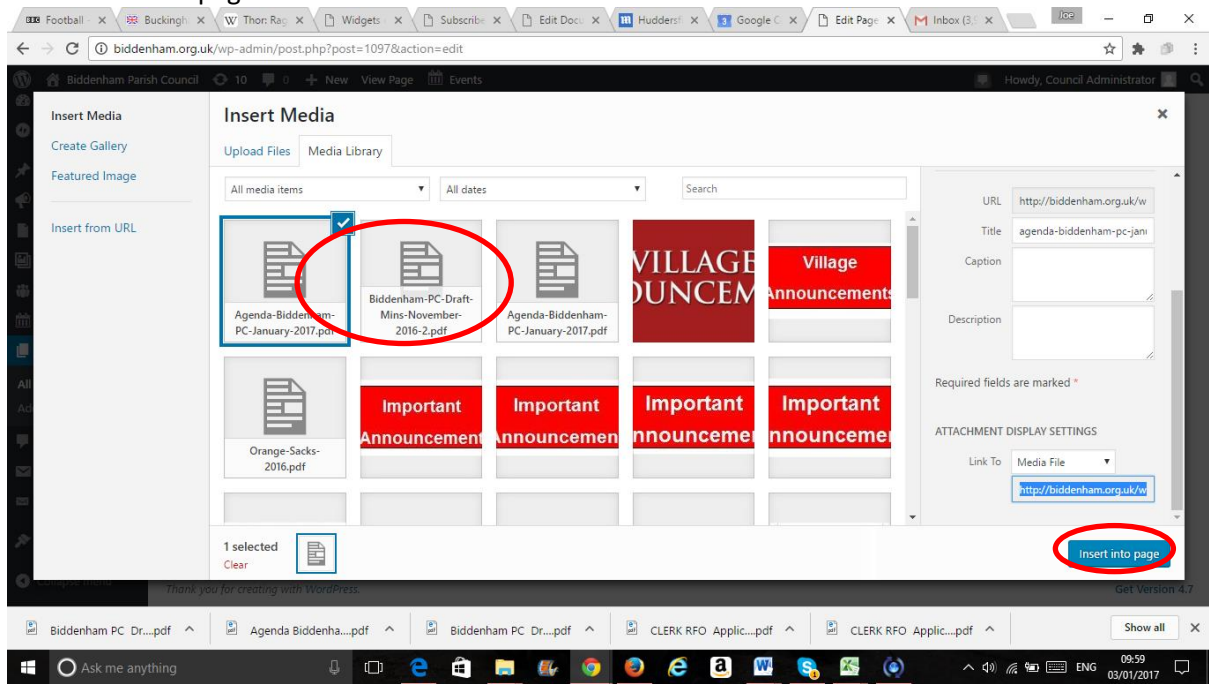


### Select Upload files

## BIDDENHAM PARISH COUNCIL - DRAFT



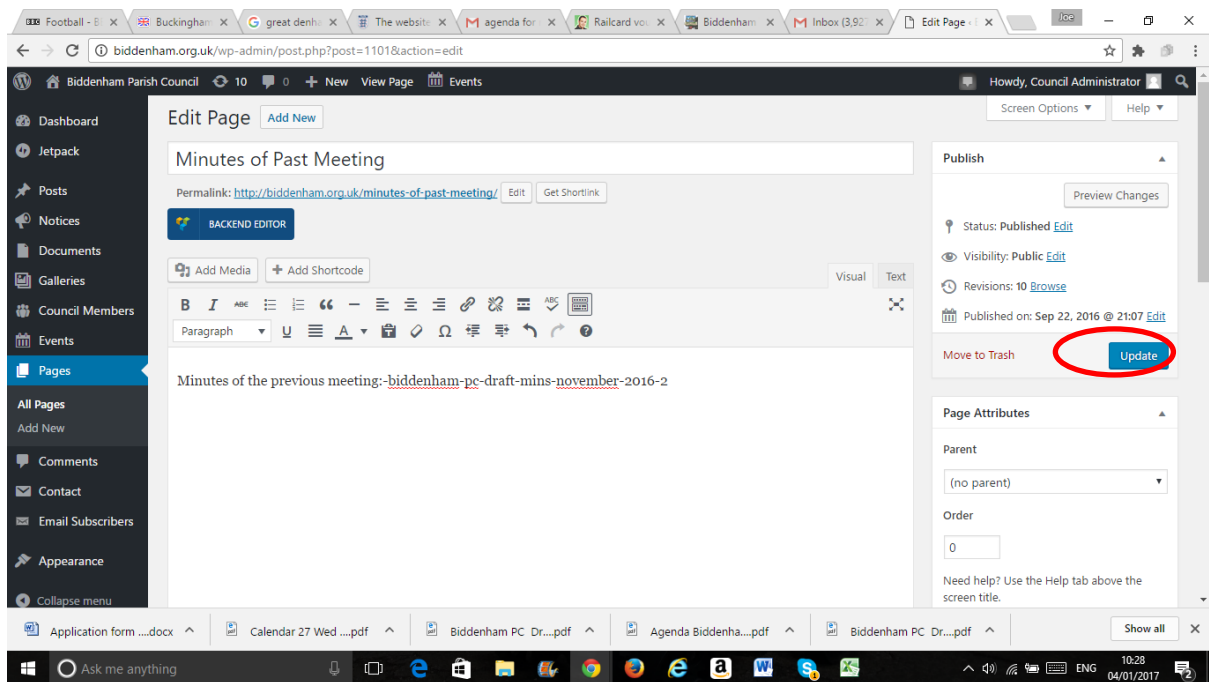
Select Files, this will take you to your local drive.  
Find the latest Minutes document and open it.  
Click insert into page



Click Update



## BIDDENHAM PARISH COUNCIL - DRAFT

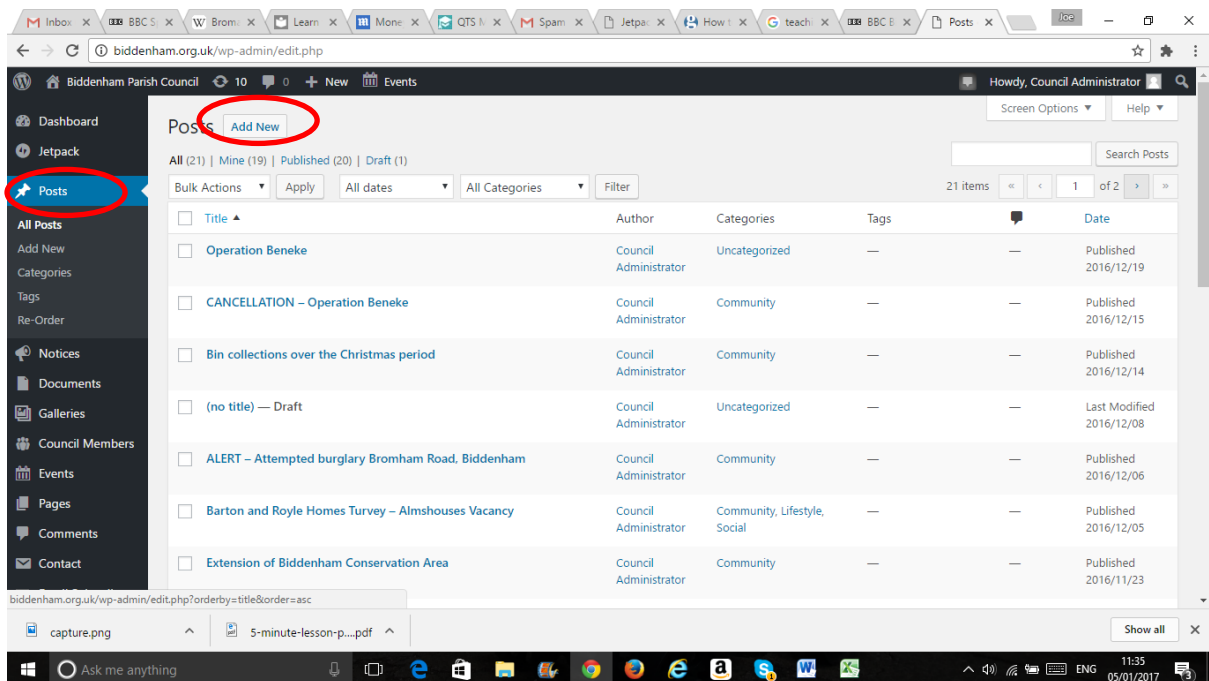


Go back to the website and check to see that the document can be downloaded in the latest version.

### News Articles

To add news articles follow the steps below:-

- Select Dashboard
- Select Posts
- Select Add new Post



Enter the News article title

Enter text



## BIDDENHAM PARISH COUNCIL - DRAFT

Tick a news category

Click publish

