LAWPACT User Guide - WordPress

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1. Introduction

This guide aims to help users become familiar with using the WordPress content management tool provided (CMS). This application allows you to post information and multimedia content on the website Lawpact, from any computer, tablet or smartphone with an Internet connection and an updated browser.

2. User Access

In order to access to the CMS, just click on the "Sign In" button and enter your user and your password. In case you forgot your password, you can click on "Lost your password?"

Important: If you have not received your password from the LawPact website administrator or your firm administrator and this is the first time you're logging in to the site, please choose "lost your password" and follow the instructions.

3. Lexicon

- WP : WordPress.
- **BO** : Back Office/Administration WP.
- FO : Front Office/Administration WP.
- VC : Visual Composer

4. Permission Tree

The following designations are assigned to LawPact users (members) and have specific permissions and capabilities associated to each.

- Website Admins (WA) super user with most authority (LawPact administrators and/or board members).
 WA creates /edits any profile, assigns passwords and/or creates/edits actual site content
- **Firm Admins (FA)** created by WA, FA's can edit their firm profile, create other firm users, post content to their firm profile
- **Firm Web Admin (WEB)** created by FA or WA,, WEB has same authority as FA. Might be a non-attorney within the firm that is tasked with keeping the firm content current
- Users (U) created by FA or WA, Users can edit their own profile but not the firm profile, see private content, but do not have access to the BO

5. Website Admins (WA)

WA can:

- Create and edit a firm
- Create any kind of user
- Associate a FA to a firm (don't forget to select "firm admin" in the firm page)
- Create and edit an Attorney profile
- Create a blog, news (posts) on behalf of Lawpact
- Create announcements
- Create meetings

Site Functionalities Description

➤ Media:

- You can upload pictures, documents and other files in the media library.
- Please take care in using the appropriate size and type of file (see section 10)
- Just "drag and drop" to add the object.
- You can tag your content with a category
- If you are not a WA, you may not be able to erase any kind of content.

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• You will be able to filter your content by category.

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■ Blogs	
film Firms	

- If you don't see the row with the categories, please be sure your visualisation mode is not a list but objects
- How to assign a category?
 - As soon as you add your new element, you should click on "edit" (right corner)

- The "edit media" page of the element will be open
- Go to the "Att. Categories" section and choose the category and subcategory if needed
- You can add a new one if you wish

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> Posts (News)

- o News items consist of firm hires, promotions, other firm news
- Just click on « add new », enter your title, associate to your firm by selecting from the **Firm** box, then add text in the empty box.
- o Don't forget to "publish" or select "save draft" in case you will finish it later

및 Media			
📕 Pages	Add New Post		
📌 Posts	Hola! Would you like to receive automatic updates and unlock premium support? Please activate your copy of Visual Composer.		۵
All Posts Add New	You've been using What The File for some time now, could you please give it a review at wordpress.org?		
Categories	Yes, take me there! - I've already done this!		
Tags	Check out other NeverS plugins		
투 Comments 🔕			
Announcements	Enter title here	Research Everything	
💕 Blogs		Type search here	٩
🕋 Firms	93 Add Media Visual Text (HTML)	Publish	
meetings		Save Draft	Preview
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🔊 Appearance		Visibility: Public Edit	
🖆 Plugins 📵		Publish immediately Edit	
👪 Roles		Duplicate This	
👗 Users			
🚏 Visual Composer			Publish

- Announcements: You can post a special announcement on the home page. Announcements are reserved for LawPact announcements, firm events, meetings, webinar invitations, firm moves/name changes, etc.
 - Date: this is in general the "published" date. The most recent announcement will appear at the front.
 - Text: try to make it simple

• Link: the text in the FO can be linked to an external site or an internal page. Be sure to copy paste the appropriate and complete link

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🚨 Users			

> Blogs

o Consist of actual blog entries from firm attorneys

- Add the title, select the **Firm** and add the blog text in the box
- Be sure to select the **Category** of your blog topic
- You can add multilingual content in your articles
- You will find a custom field after the text box of your article
- \circ $\;$ Don't forget to "publish" or select "save draft" in case you will finish it later

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➤ Firms

All the information regarding your firm page should be here

🚯 📸 Lawpact 😳 2	2 + New View Firm Theme Settings		
🚳 Dashboard	FEIIERMAN		
🗣 Media			
Pages	Short Description		
📌 Posts	Helsell Fetterman is a Seattle-based law firm serving businesses, organizations, and individuals in the Pacific Northwest. We handle all stages in the life-cycle of a business, from formation and corporate governance, to mergers and acquisitions, and succession and sale.		
Comments (2)			
Announcements			
Blogs			
🖆 Firms 🔸			
All Firms	Long Description		
Add New	Helsell Fetterman is a Seattle-based law firm serving businesses, organizations, and individuals in the Pacific Northwest. We handle all stages in the life-cycle of a business, from formation and corporate governance, to mergers and acquisitions, and succession and sale.		
meetings			
Publications	In addition, we serve as general counsel for many businesses, assisting with day-to-day activities such as financing, licensing, employment issues, and taxation. Finally, we focus on the individual needs of the owners, with trust, estate, and personal tax planning.		
🔊 Appearance	At Helsell Fetterman, the attorneys take time to truly understand the mission of each business and provide legal solutions to the owners that fit their short- and long- terms reads.		
🖆 Plugins 📵			
👪 Roles	Street address		
👗 Users	1001 Fourth Avenue, Suite 4200 Seattle, Washington 98154		
💔 Visual Composer			
Settings	Mailing address		
📰 Custom Fields	1001 Fourth Avenue, Suite 4200 Seattle, Washington 98154		
4 User Meta	Google maps coordinates		
Q Search & Filter	47.606467, -122.333858		
M Forms			

> Meetings

You can enter title, description, date, type and importance

It will be possible to include a media gallery for your event.

You just need to go to this section and click on "add to gallery" (be sure the content has been previous added to the "Media" section

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al Roles	End Date
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Post Notification by Email	dd to gallery Bulk actions

> Publications

- Publications can be tagged to a category, and include items such as News and Blog Summaries, Financial Ratio Documents, LawPact Conference materials, etc.
- This sections allows you to post documents and make them public or private
- o Only members can see the private documents when logged in to the site

🔞 🟦 Lawpact 📀 :	2 📮 2 🕂 New View Publication Theme Settings
🚳 Dashboard	WordPress 4.5.3 is available! Please update now.
😋 Media	Edit Publication Add New
📌 Posts	Hola! Would you like to receive automatic updates and unlock premium support? Please activate your copy of Visual Composer.
Comments 2	You've been using What The File for some time now, could you please give it a review at wordpress.org?
 Announcements Blogs 	Yes, take me there! - I've already done this!
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🔊 Appearance 😰 Plugins 🕕	membership applications_2010 File name: pembership_applications_2010.pdf File size: gt kB
A Roles	\frown
👗 Users	Public This publication is private
😲 Visual Composer	
SettingsCustom Fields	
4 User Meta	Role Permissions
Q Search & Filter	Enable Role Permissions
M Forms	Read Edit Delete

> Users

- The list of all the users/attorneys
- You can add new users. You need to assign a specific role attribute, ie., User, Firm Admin, Firm Web Admin, etc., and fill out all the fields.

🕼 🏦 Lawpact 😋 2	: 📮 1 🕂 New Theme Settings					
Pages	Add New User					
📌 Posts	Holal Would you like to receive automatic updates and unlock premium support? Please activate your copy of Visual Composer.					
🗭 Comments 🕕	Lucia de la companya					
Announcements		You've been using What The File for some time now, could you please give it a review at wordpress.org?				
💕 Blogs		Yes, take me there! - five already done this!				
🖮 Firms	Check out other Never5 plugins					
meetings	Create a brand new user and add t	hem to this site.				
Publications	Username (required)					
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🕌 Roles	First Name					
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All Users	Last Name					
Add New Your Profile						
Assign / Migrate	Website					
🎸 Visual Composer	Password	Show password				
E Settings						
E Custom Fields	Send User Notification	Send the new user an email about their account.				
4 User Meta						
Q Search & Filter	Role	Users Users				
🐼 All Import	Add New User	Firm Web Admins Firm Admins				
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Theme Settings						

Then, you need to specify a "job title" and add a picture

🔞 🟦 Lawpact 🖸 :	2 🛡 1 🕂 New Theme Settings	
Pages		
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투 Comments 🚺		Choose
🕐 Announcements	City	Attorney Consultant
Blogs	city	
🕋 Firms		
meetings	Middle Name	
Publications		
Appearance		
🖆 Plugins 🚺	Avatar	Upload
👪 Roles		
🐣 Users		
All Users		
Add New Your Profile		
Assign / Migrate		
ኛ Visual Composer		
Settings		and the second s
E Custom Fields		TRemove

- ▶ Post Notification by email : This is an automatic process that sends a compilation of news posted on the site every 1-2 weeks.
- ➤ WP Email Users: This options allows you to send information to one of your users group (WA, FA etc) ("Send Email By") Role or by User
 - Select WP Email Users
 - o Click on Role, User or List
 - IMPORTANT: To send a site-wide email to all members, you must select "Role" and then highlight all roles in the list

Firm Admins (FA)

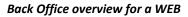
Back Office overview for a FA

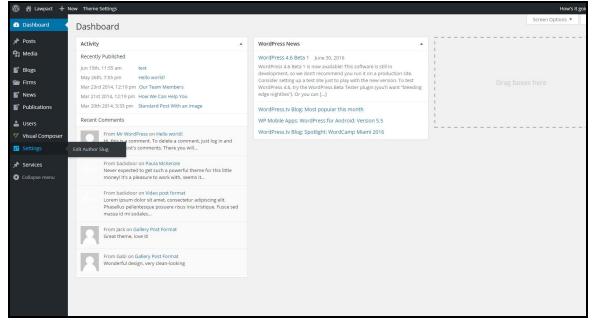
	Activity		WordPress News	1		
	Recently Published test Jun 19th, 11:55 am test May 24th, 7:55 pm Hill toworld Mar 21st 01:4, 12:19 pm Four NamMerbers Mar 21st 2014, 12:19 pm How We Can Help You Mar 20th 2014, 3:33 pm Standard Post With an Image		WordPress 4.6 Beta 1 june 30, 2016 WordPress 4.6 Beta 1 is now available! This software is still in development, to see don't recommend you run it on a production site. Consider satting up a test site just to play with the new version. To test WordPress 4.6, try the WordPress Beta Tester playing you!" want "Deeding	Drag boxes here		
			edge nightlies"). Or you can []			
tions			WordPress.tv Blog: Most popular this month	1		
	Recent Comments		WP Mobile Apps: WordPress for Android: Version 5.5			
Composer Is	From Mr WordPress on Hello work Hi, this is a comment. To delete a c view the post's comments. There y	omment, just log in and	Popular Plugin: Page Builder by SiteOrigin (Install)			
vices Japse menu	From backdoor on Paula McKenzie Never expected to get such a powe money! It's a pleasure to work with	rful theme for this little				
	From backdoor on Video post form Lorem ipsum dolor sit amet, conse Phasellus pellentesque posuere ris massa id mi sodales	ctetur adipiscing elit.				
	From Jack on Gallery Post Format Great theme, love it!					
	From Gabi on Gallery Post Format. Wonderful design, very clean-looking	ng				

FA can:

Be a lawyer or a consultant Create and edit a WEB and Users (for the same firm) Create his own firm. Afterwards, he will not have the right to create new firms Create and edit an Attorney profile Create a document See a document (unless document is in restricted section) Crate categories and subcategories for documents Can create a blog, news (posts) liked to his firm Can create an announcement

6. Firm Web Admin (WEB)





WEB can:

Edit a Firm profile Edit an Attorney profile Create and see a document (unless document is in restricted section) Create a blog, news (posts) linked to his/her firm

7. Users (U)

FO overview for a U

	WHAT IS LAWPACT CLIENT BENEFITS	HOW TO JOIN NEWS	PUBLICATIONS ME	ETINGS TEST USER
f in Profile				Home⇒ Auth > Profile
PERSONAL INFORMATION First Name				
Test Middle Name				
Last Name User Avatar Upload				
2				

<u>User (U)</u>

Can edit their own profile but not the firm profile, see private content, but do not have access to the Back Office editing

8. Graphic Specifications

Media library	Size / format	
Attorneys/ Consultant Photos	Use a 3 x 4 ratio. 1 Mb maximum if possible	
Documents	Pdf only. Word will not be accepted	
Logos	Png or jpg files	