

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)

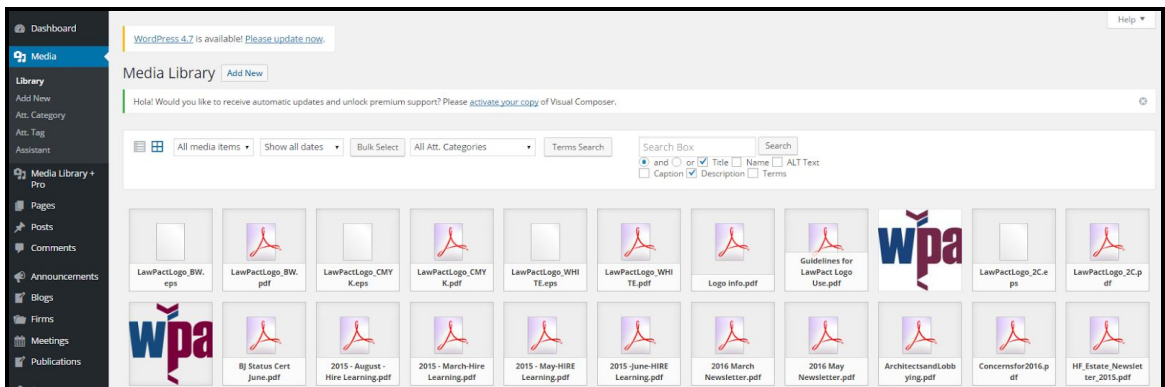
WA can:

- 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

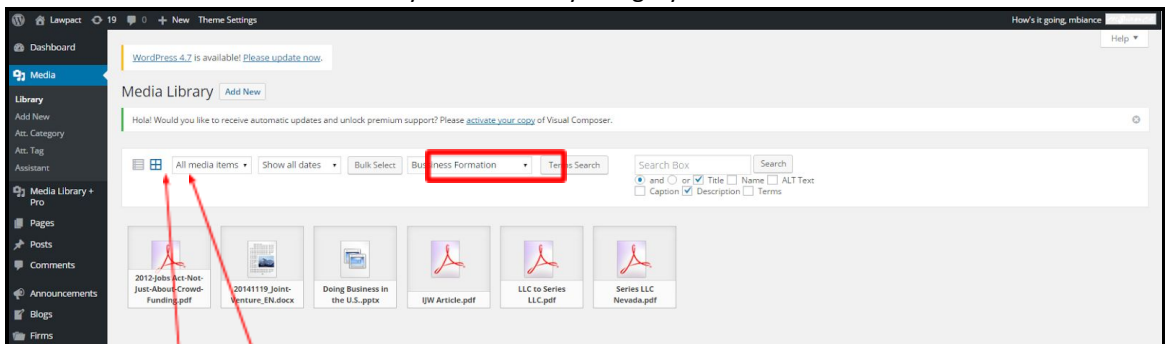
Site Functionalities Description

➤ **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.

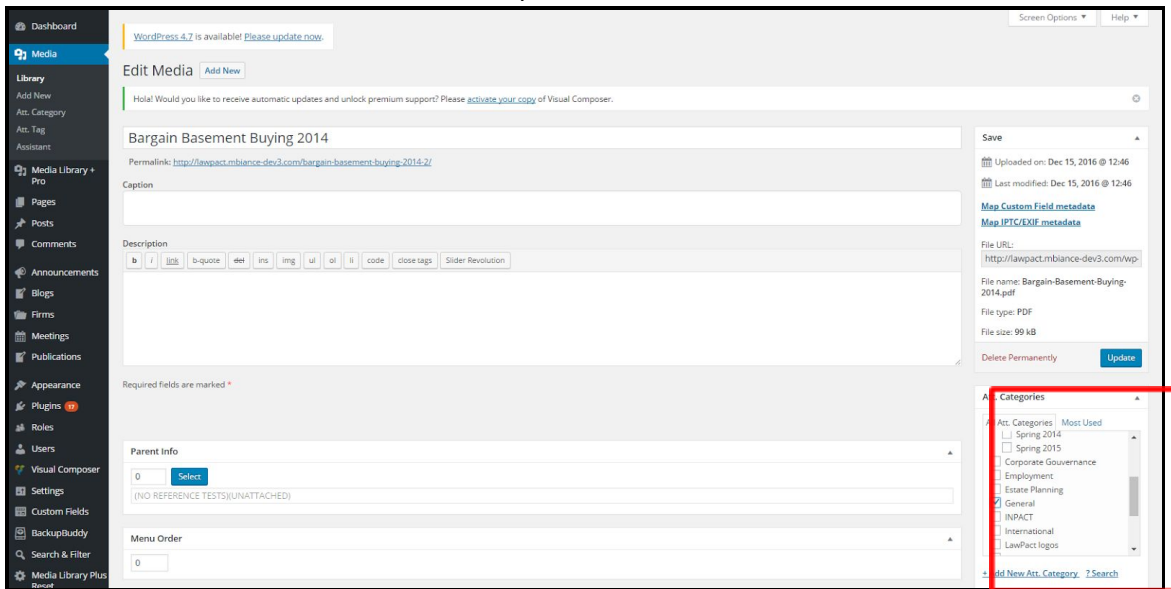


- You will be able to filter your content by category.



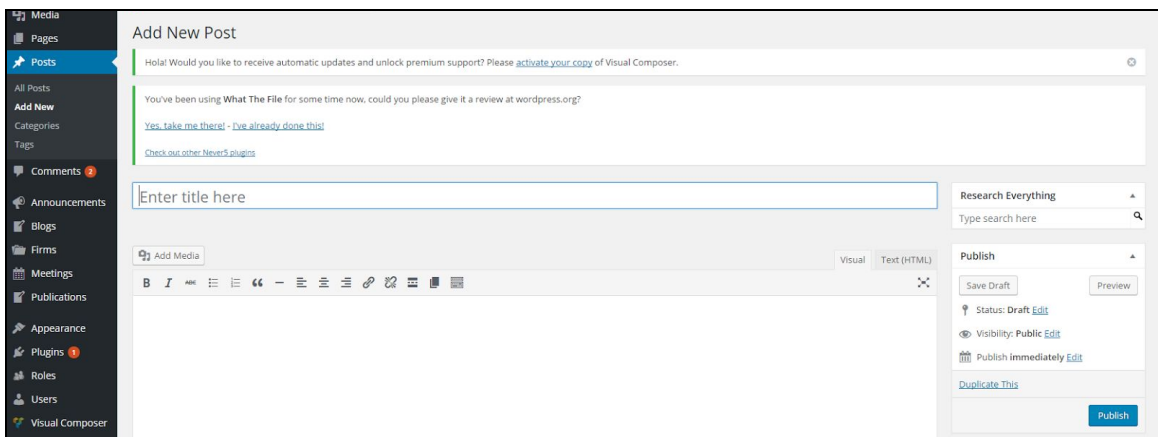
- If you don't see the row with the categories, please be sure your visualisation mode is not a **list** but **objects**
- How to assign a category?
 - As soon as you add your new element, you should click on "edit" (right corner)

- 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



➤ Posts (News)

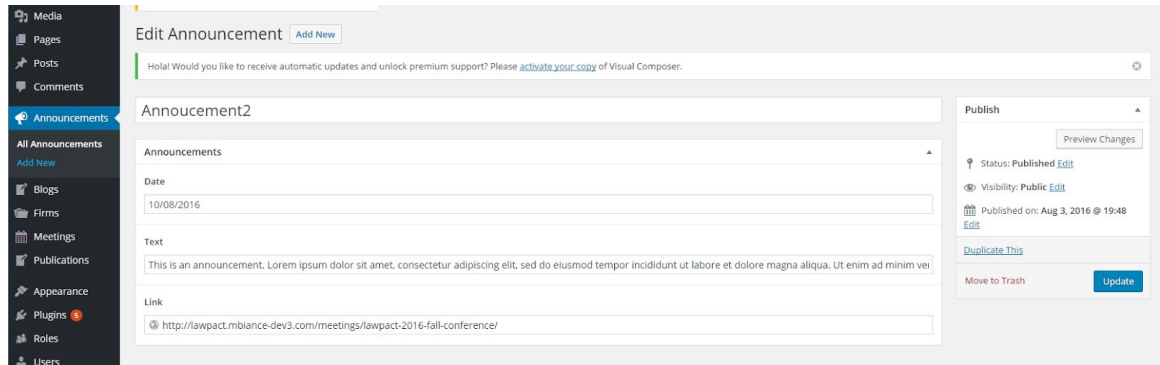
- News items consist of firm hires, promotions, other firm news
- Just click on « add new », enter your title, associate to your firm by selecting from the Firm box, then add text in the empty box.
- Don't forget to “publish” or select “save draft” in case you will finish it later



➤ 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.

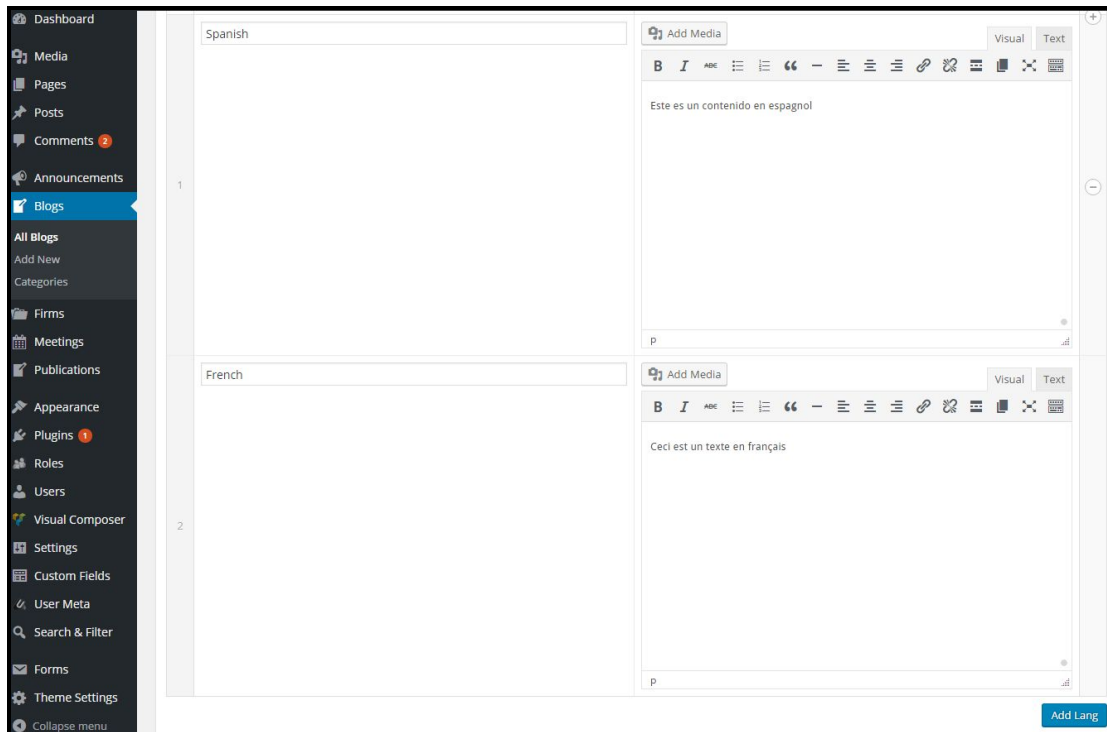
- Date: this is in general the “published” date. The most recent announcement will appear at the front.
- Text: try to make it simple

- 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



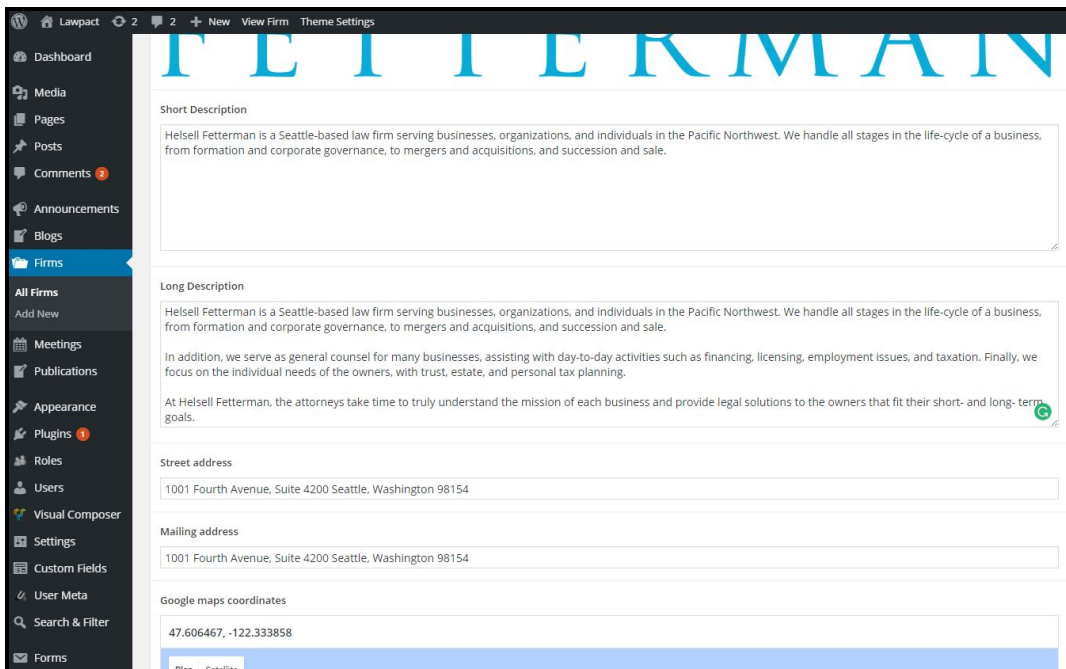
➤ Blogs

- 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
- Don't forget to "publish" or select "save draft" in case you will finish it later



➤ **Firms**

All the information regarding your firm page should be here

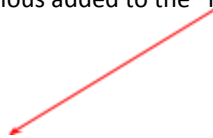


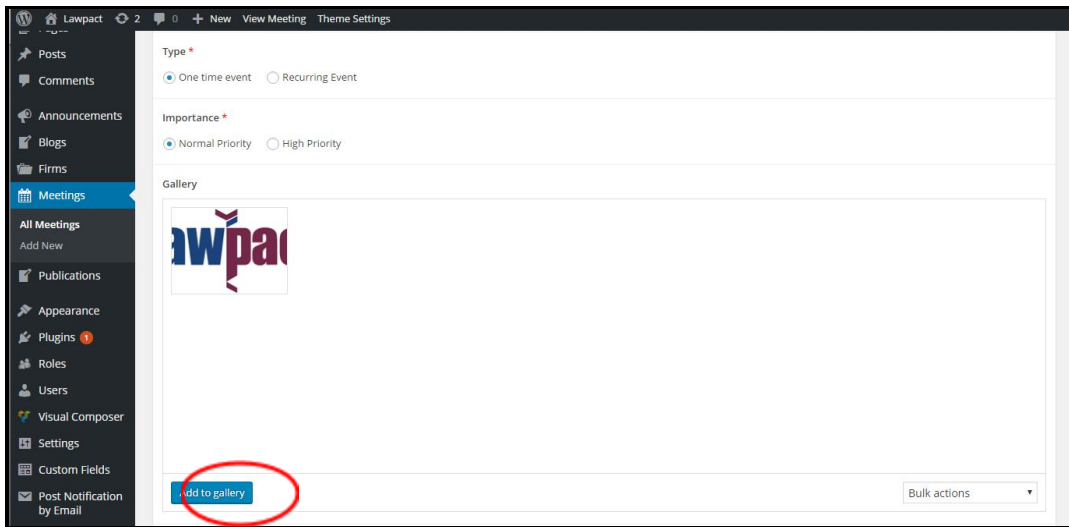
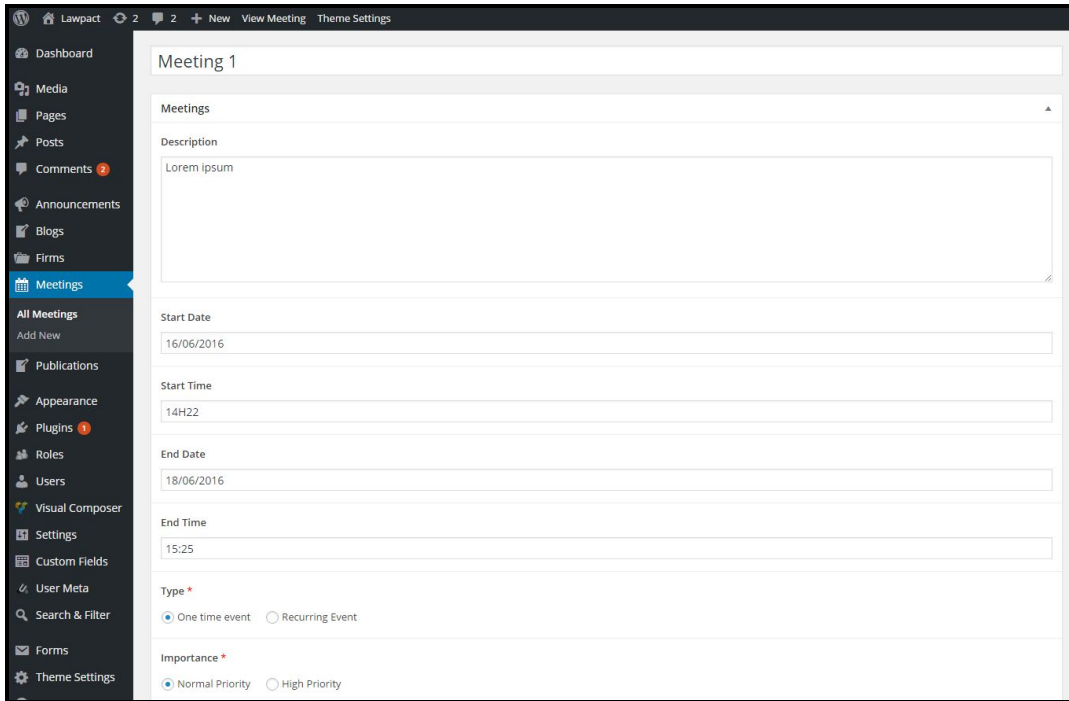
➤ **Meetings**

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

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

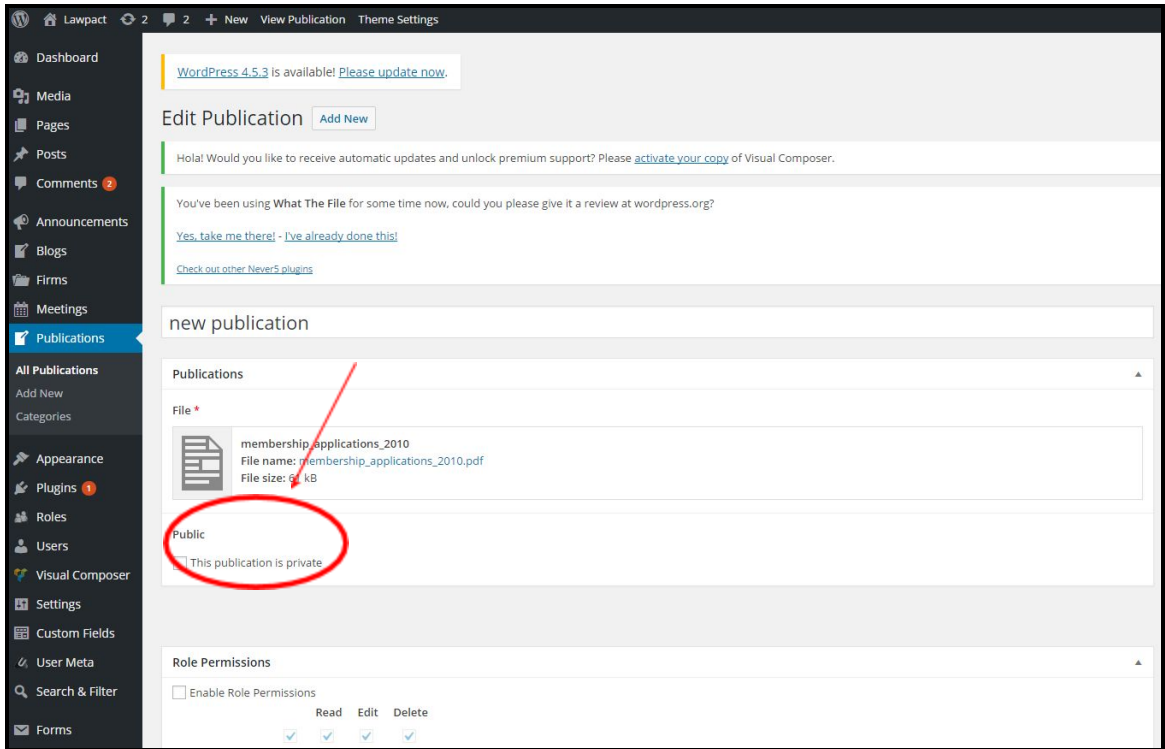
You just need to go to this section and click on “add to gallery” (be sure the content has been previous added to the “Media” section





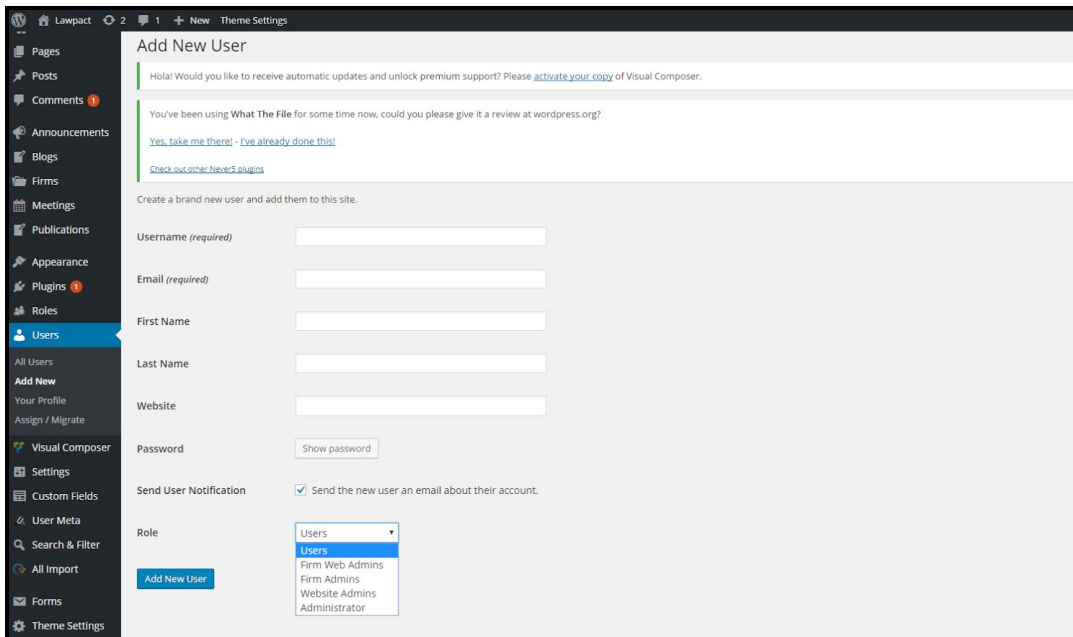
➤ Publications

- **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
- Only members can see the private documents when logged in to the site

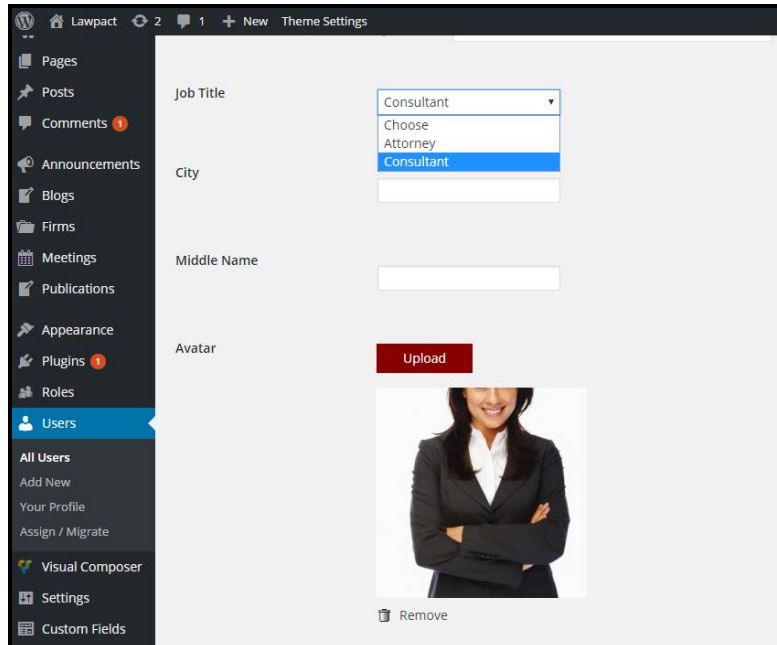


➤ Users

- 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.



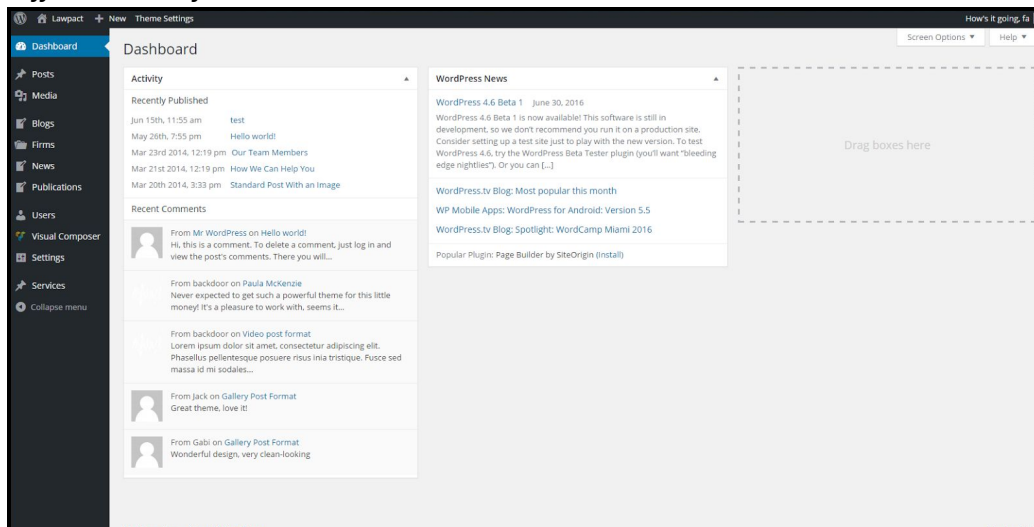
Then, you need to specify a "job title" and add a picture



- **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
 - 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

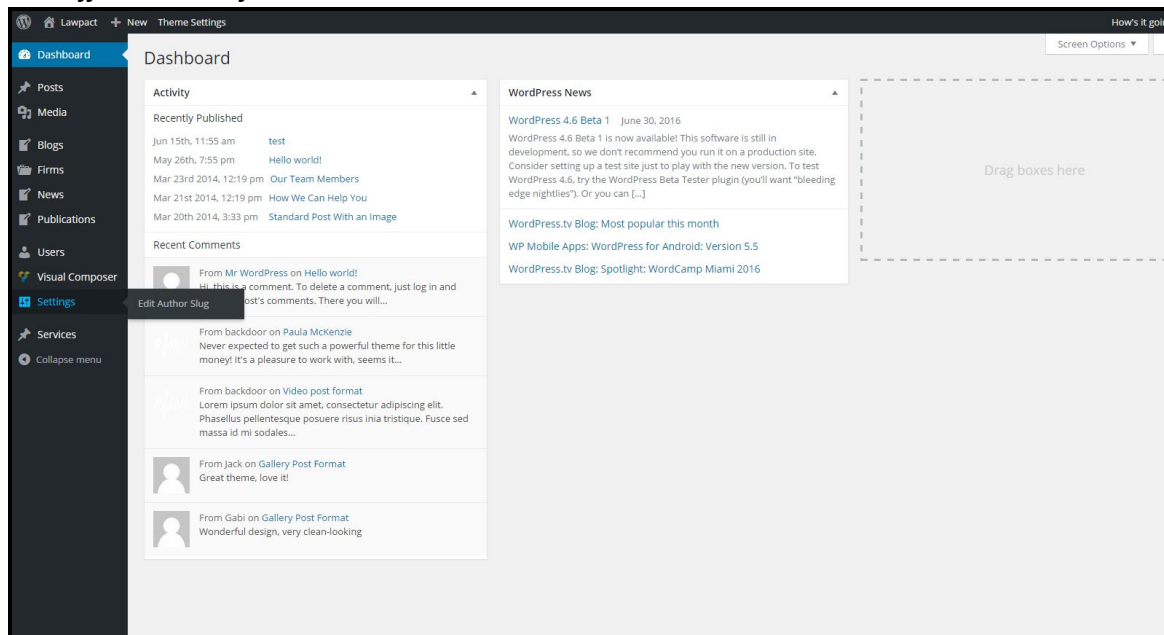


FA can:

- 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)
- Crte categories and subcategories for documents
- Can create a blog, news (posts) linked to his firm
- Can create an announcement

6. Firm Web Admin (WEB)

Back Office overview for a WEB

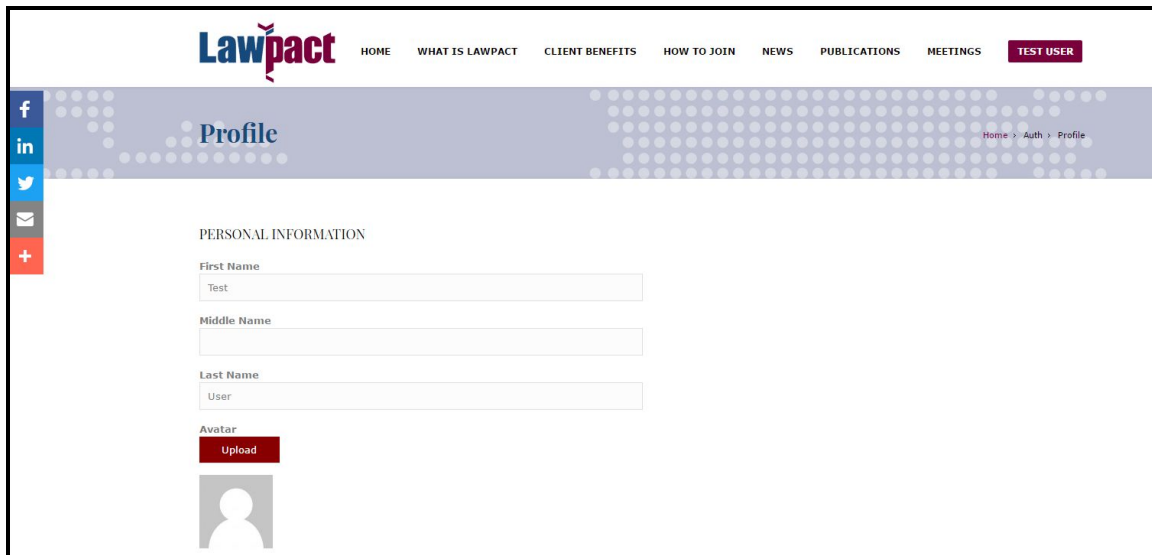


WEB can:

- 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



The screenshot shows the Lawpact website's user profile page. At the top, there is a navigation menu with links for HOME, WHAT IS LAWFACT, CLIENT BENEFITS, HOW TO JOIN, NEWS, PUBLICATIONS, MEETINGS, and a TEST USER button. Below the navigation is a header area with the word "Profile" and a breadcrumb trail: Home > Auth > Profile. On the left side, there are social media icons for Facebook, LinkedIn, and Twitter, along with an email icon and a plus sign. The main content area is titled "PERSONAL INFORMATION" and contains three text input fields: "First Name" (with "Test" entered), "Middle Name", and "Last Name" (with "User" entered). Below these fields is an "Avatar" section with an "Upload" button and a placeholder image of a person's head and shoulders.

User (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