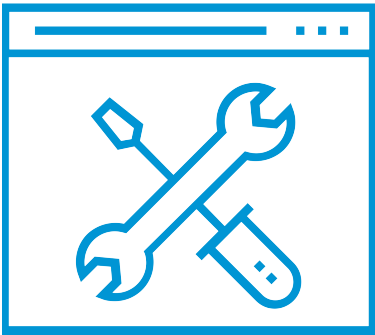


FlyRichmond.com

Site Update How-To Guide

Last updated: 12/13/2018



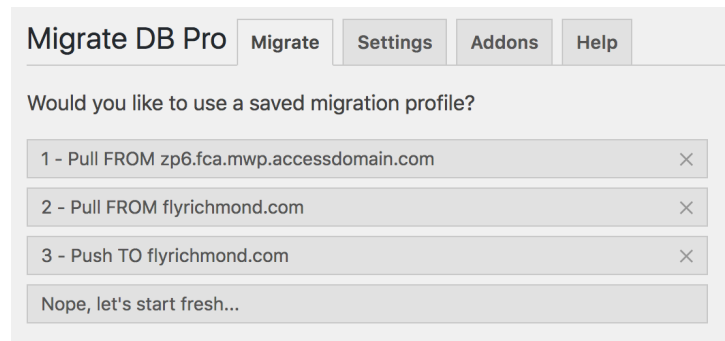
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Making and publishing site updates

FlyRichmond.com has a development environment and a production environment. Ideally, all site updates are made in development and migrated to the production environment so that content and functionality can be reviewed and tested prior to being viewable by the public.

This process will replace the live site with the version that's in the development environment, so it's important to organize updates with this in mind.

1. To do this, log in to the development site admin at <https://dev.flyrichmond.com/wp-admin> and make any desired site updates there.
2. Once you're ready for these updates to go live, go to the sidebar of the Wordpress dashboard, then select Tools > Migrate DB Pro. You'll see the following options:



3. Select "Push TO flyrichmond.com"
4. Another screen will load with lots of options that you don't need to worry about. Just scroll down to the bottom and click the button labeled "Push & Save."
5. The migration process will begin. It takes about 15 minutes to complete, and you can follow the status onscreen.
6. Once the migration is complete, check the production (live) site at flyrichmond.com to confirm your changes are there and look as you intended.

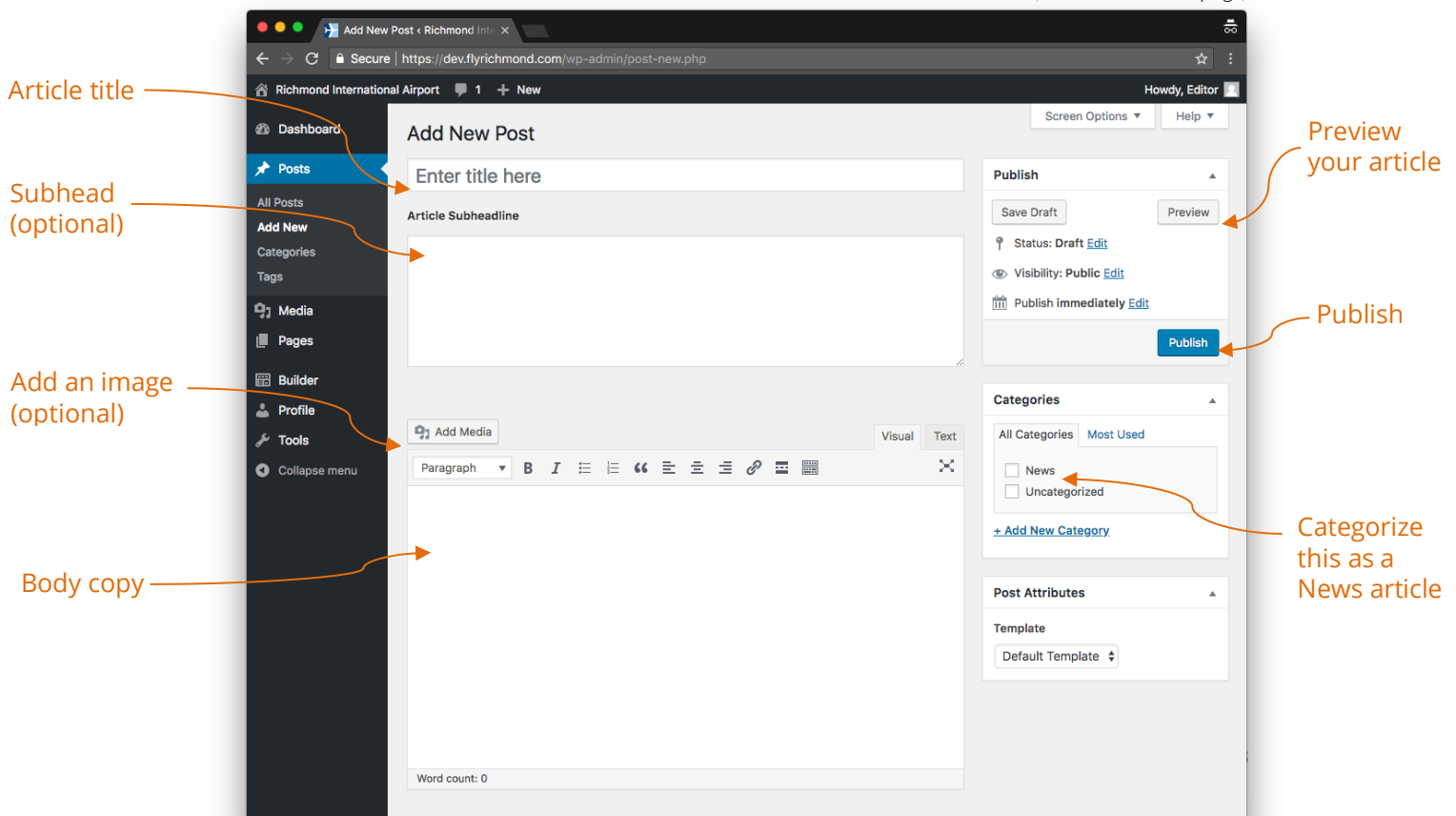
Publishing news articles

1. Start by creating a new Post. You can do this from the left menu of the Dashboard by selecting Post > Add New, or from the top by selecting New > Post.
2. You'll be taken to a screen that looks like the one shown below.
3. Indicate this is a news article by selecting the News option in the Categories box.
4. Enter your article title, subhead and body copy where indicated below.
5. If you'd like to include an image in your article, place your cursor in the Body area, before the first letter of the article and click the button labeled "Add Media."

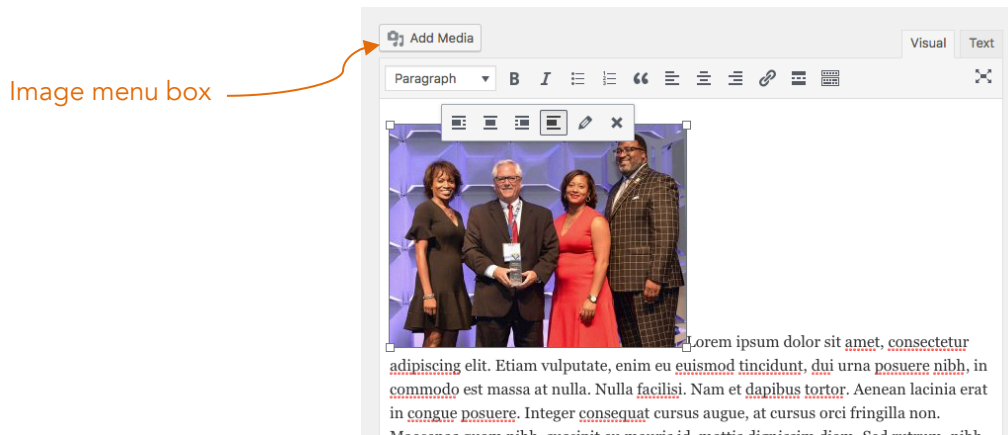
 - Images can be jpg, png or gif format.
 - They can be any size, but try to keep them to less than the width of the article body, which is set to 960 px wide.
 - Try to keep the file size of images to less than 100k each. The "heavier" the page is, the slower it will load for end users.

6. Follow the onscreen prompts to upload your image. (If the image has been uploaded already, you can select it from the Media Library.)
7. Add Alt Text for your image. This is optional but helpful for end users. It will not display onscreen, but should generally describe the image.
8. Click "Insert into post."

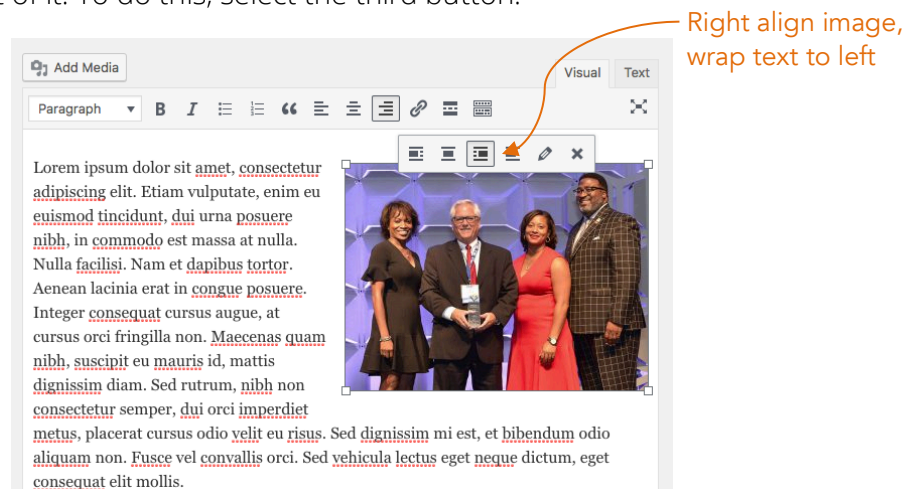
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- Now your image will appear at the beginning of the article. You can use some additional settings to customize how and where it appears. Click the image, and a menu box should appear above it.



10. Most images will look best if they are right aligned, with the text wrapping to the left of it. To do this, select the third button.

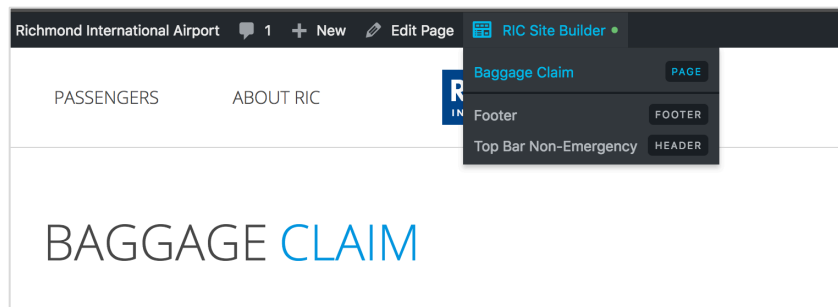


11. You can see how your article will look by clicking the Preview button.
- Once you're happy with how it looks, click Publish and your article will appear on the News page.
 - If you want to save your work and publish it later, click the button labeled "Save Draft."
 - Remember that you will need to follow the steps on page 2 of this guide for your changes to appear on the live site.

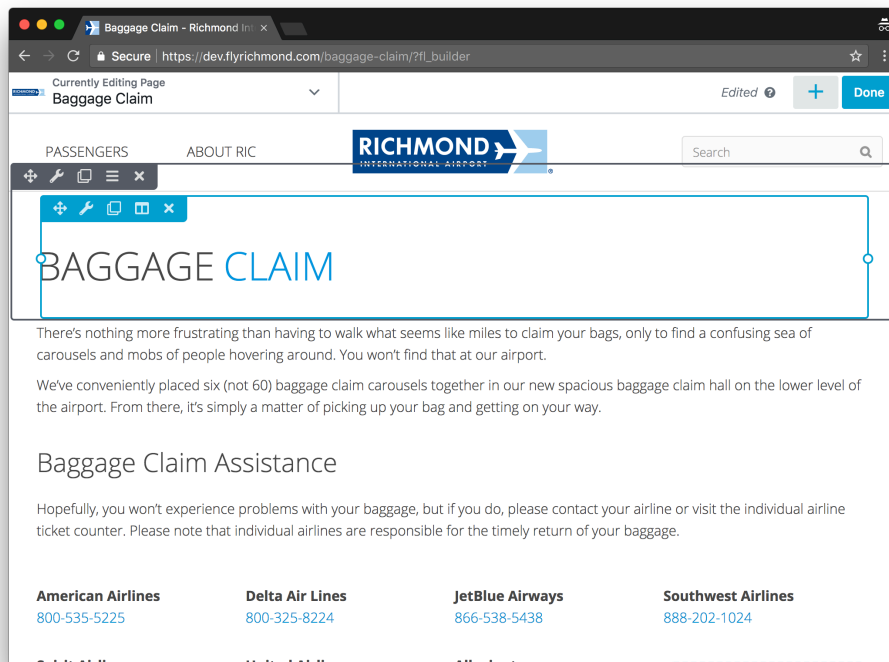
Editing page content

You can edit most content on existing pages through the visual site editor. In order to make content updates as user-friendly as possible, we used a platform called Beaver Builder. We've included instructions for completing the most common CMS tasks in this manual. However, a complete knowledgebase is available at <https://kb.wpbeaverbuilder.com> should you wish to make more advanced site edits.

1. After logging in to Wordpress, navigate to the page you wish to edit on the site.
 - Tip: you can open the site from the top menu by selecting Richmond International Airport > Visit Site.
2. You should see the Wordpress menu across the top of the page. Select "RIC Site Builder." This will open the visual site editor.

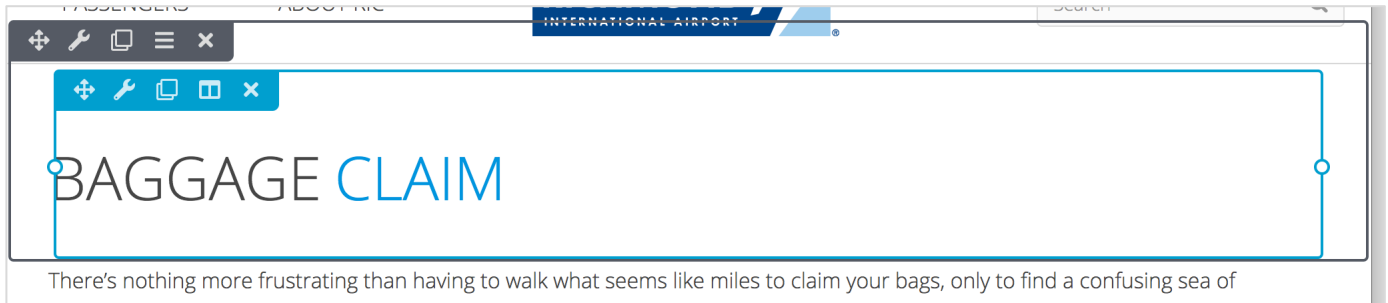


- After you've opened the visual site editor, you'll see sections of content highlighted as you move your cursor over the page. These indicate the editable areas of the page.



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3. To edit a section of the page, click the wrench icon that appears in the highlighted area around the section you want to edit.
 - Content is indicated with a blue “module” outline.



4. After clicking on the wrench icon, a window will appear with editable settings and content for that module. You'll edit content in this window.
 - Options and methods will vary depending on the type of module used. You can find detailed information for most modules here:
<https://kb.wpbeaverbuilder.com/category/51-module-overviews>.
5. When you've completed your changes, save them by clicking the “Save” button in the lower right corner of your module editor. Then, select “Done” in the upper right hand corner of your window and then “Publish.”
 - You can preview your changes on the dev site at <https://dev.flyrichmond.com/>.
 - Remember that you will need to follow the steps on page 2 of this guide for your changes to appear on the live site.

Emergency alert procedure

In the event of an emergency, you can quickly add a yellow Emergency Alert bar to the top of every page that displays a customizable message.

After logging in to the Wordpress admin, locate the box titled "Emergency Alert Procedure" on the Dashboard and follow the steps listed in the box. Links to the admin pages will open in new tabs so that you can refer back to the instructions.

Emergency Alert Procedure

Step 1: **Enter your emergency message using the visual editor** [here](#), then publish your message.

Step 2: **Activate the Emergency Alert bar by clicking here** and completing steps 3 and 4.

Step 3: Under "Location", select "Entire Site"

Step 4: Click the "Update" button

Step 5: **De-activate the Non-Emergency header here** by deselecting "Entire Site" (select "Choose...") and clicking the "Update" button.

The yellow alert bar with your message should now appear on every page of the site.

To remove the alert bar, follow the steps above to de-activate the emergency alert, and activate the non-emergency header.

Click this button to enter your message via the visual editor

Location menu

Dashboard < Richmond International Airport > 1 + New

Howdy, Editor

Screen Options

Edit Themer Layout Add New

Top Bar - Emergency

RIC Site Builder

Launch RIC Site Builder View Themer Layout

Themer Layout Settings

Type	Header
Sticky	Yes
Shrink	No
Overlay	No
Location	Choose...
	Add Location Rule Add Exclusion Rule
Rules	Add Rule Group

Publish

Status: Published Edit

Revisions: 36 Browse

Move to Trash Update

Categories

All Categories Most Used

+ Add New Category

Featured Image

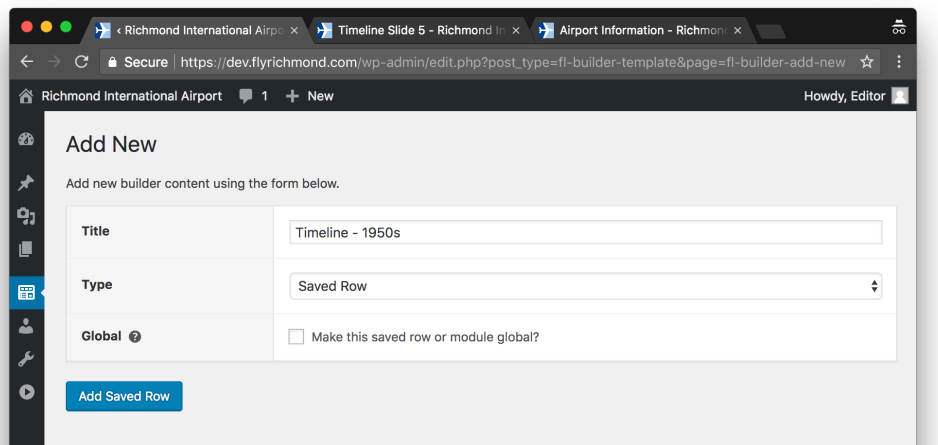
Set featured image

Adding entries to the airport timeline

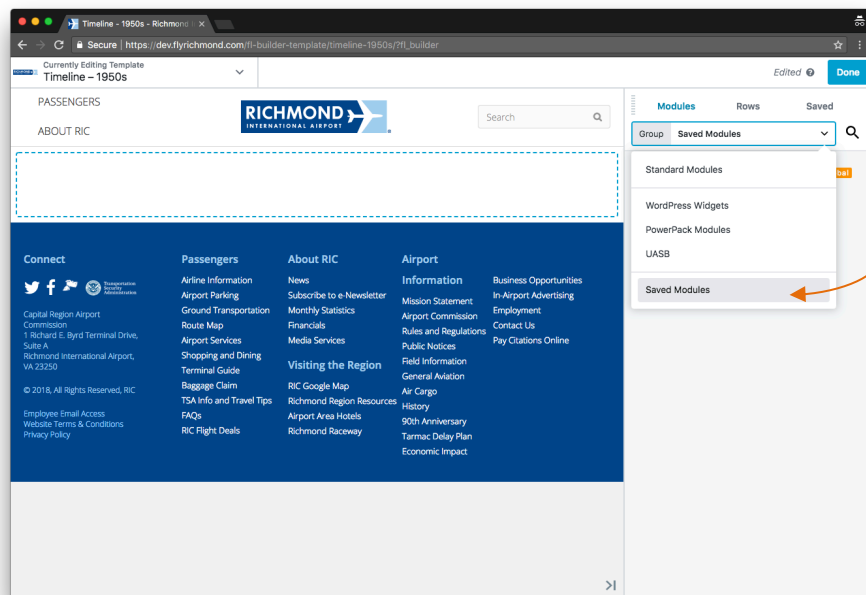
The timeline that appears on the Airport Information page is built using saved modules within saved rows that are then inserted into a content slider module using shortcodes.

To add new slides and dates:

1. Create a saved row by selecting Builder > Add New under the left menu. Under "Title," enter a short name for the timeline section.
2. Under "Type," select "Saved Row."
3. Do not select the Global option.
4. Click "Add Saved Row."

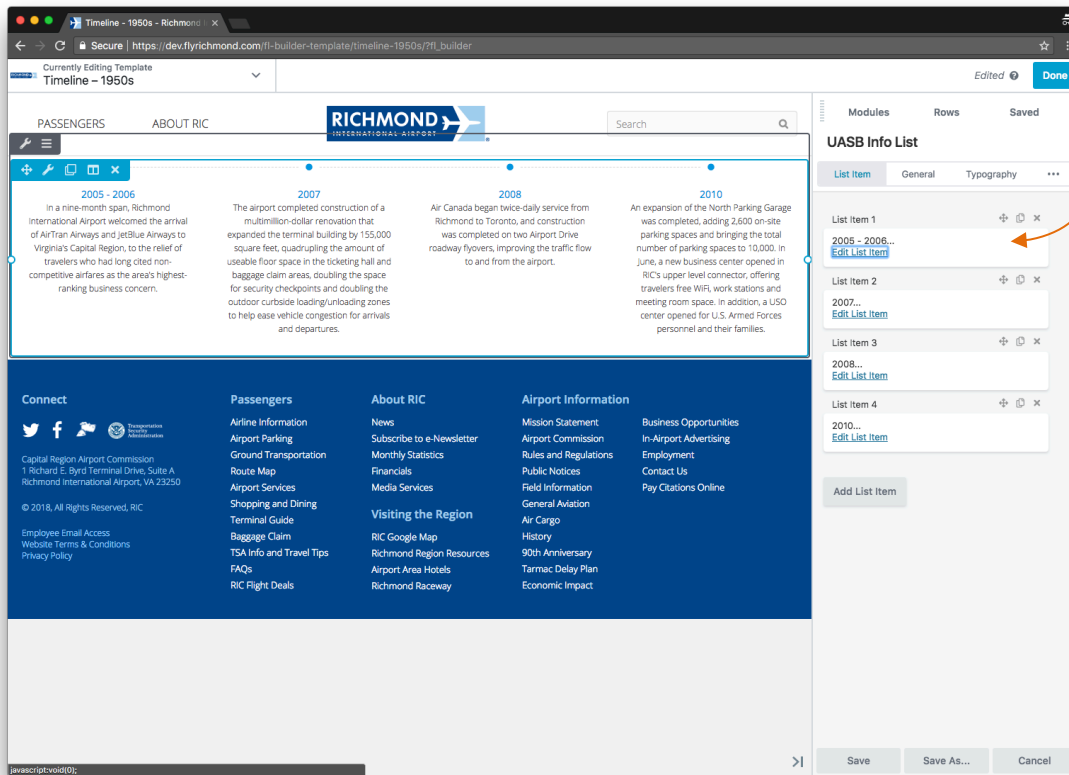


5. On the next screen, click "Launch RIC Site Builder" to open the visual editor.
6. On the right hand side of your screen, select Modules > Saved Modules.



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7. Find the module called “Timeline Page” and drag it into your row.
8. Edit the timeline entries by clicking the wrench and selecting options in the module editor.
 - Each timeline entry is a List Item and can be individually edited or deleted using the module editor window on the right side of your screen.

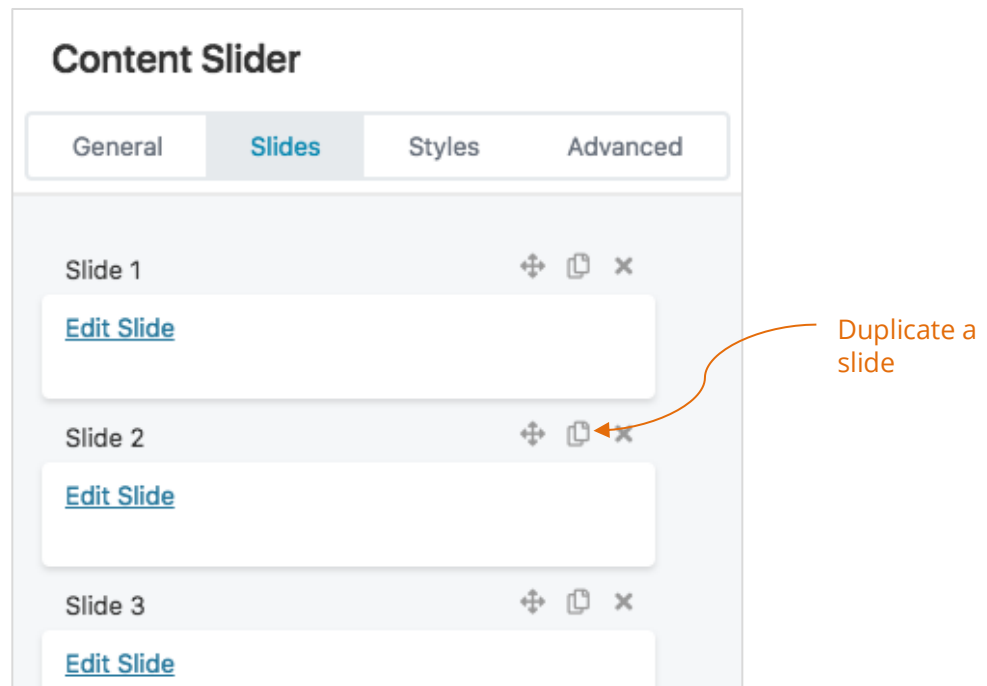


Edit List
Items here

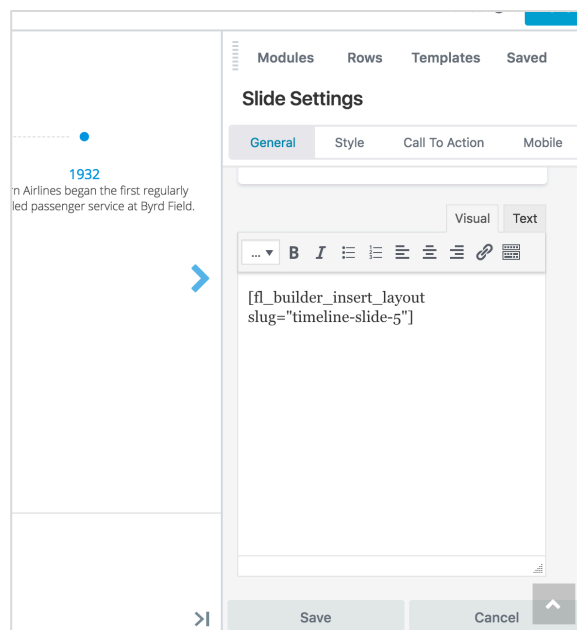
9. When you're done, click “Save” at the bottom of the module editor window, then select “Done” and “Publish” in the upper right hand corner of your window.
10. Now, you'll need to copy a unique identifier for this saved row, called a “slug.”
 - To find the slug, click the “Edit” link in the top bar.
 - At the bottom of this page, you'll see a field labeled “Slug.”
 - Copy this information and paste it somewhere you can reference in a few minutes. You'll use the slug to insert your new timeline section in a slide within the Timeline Content Slider.
11. Navigate to the Airport Information page and open up the visual editor.
12. Move your cursor over the timeline to highlight it, then click the wrench to open the Content Slider module editor.
13. Select “Slides” in the module editor.

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14. Create a duplicate slide by clicking the “duplicate” icon above a slide. This will copy the settings for the slide so that its layout will match the other slides.



15. Under your new slide, click “Edit Slide.” You’ll see a screen like the one shown below. Scroll down to find the text box that contains a shortcode like you see below.

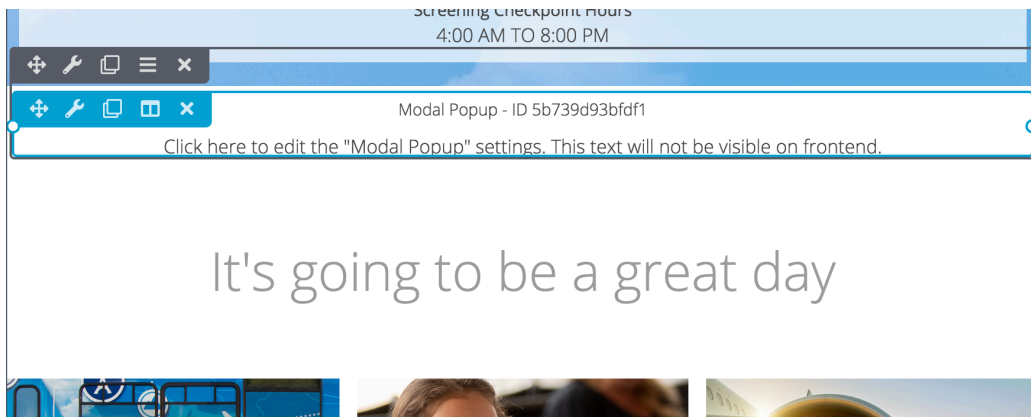


16. Replace the text in quotes with the slug you copied earlier and click "Save."
17. Select "Done" in the upper right hand corner of your window and then "Publish."
18. Your new timeline section should appear.
 - Remember that you will need to follow the steps on page 2 of this guide for your changes to appear on the live site.

Activating and updating the interstitial

We've included the option to display an interstitial window when someone first visits the site (within a 30-day window, or at a custom duration).

1. To edit and activate the interstitial, open the home page while logged in to Wordpress.
2. Open the visual editor by clicking on "RIC Site Builder" in the top bar.
3. Scroll down the page until you see text onscreen that says "Click here to edit the 'Modal Popup'..."



4. Click on the wrench. You'll see a preview of the interstitial. You'll also get a window titled "UASB Modal Popup" on the right side of your screen. Here you can make adjustments to layout, display settings, links and more.
 - For detailed explanation of all of the options, view the module documentation at <https://www.ultimatebeaver.com/docs/can-use-modal-popup-module-effectively/>

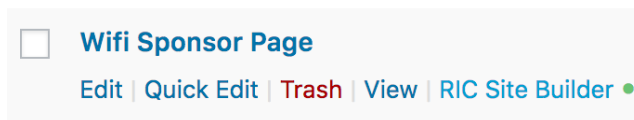
Updating the Wifi Sponsor Page Ad

There is an optional page located at <https://www.flyrichmond.com/wifi-sponsor-page/> that can be updated to display a sponsor's ad at the top of the page. The page is formatted to accept an ad with the following specs:

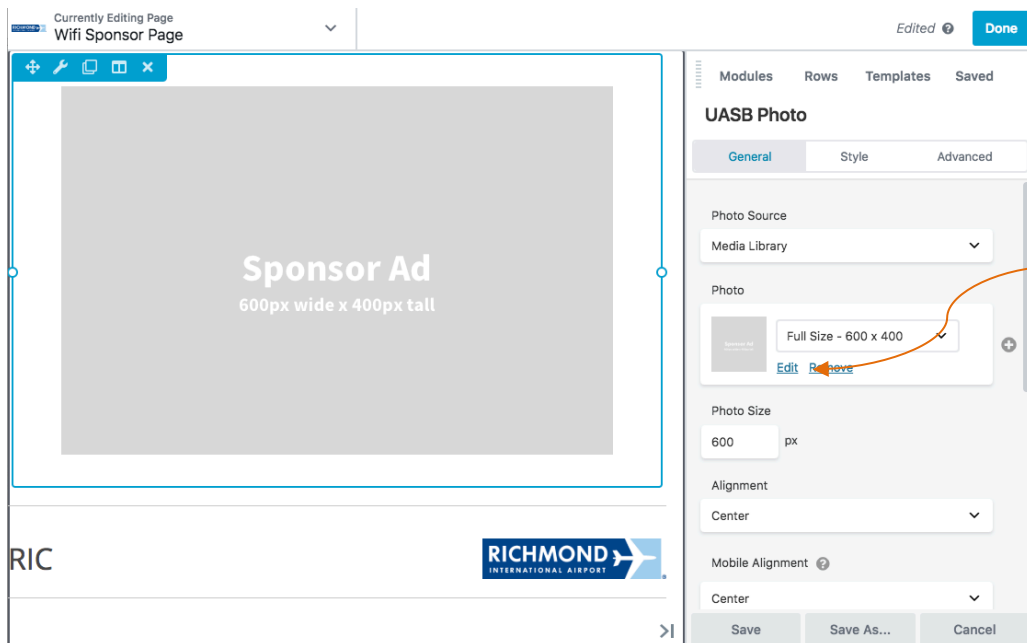
- Jpeg, gif or png file format
- 600 pixels wide x 400 pixels tall

To update the ad:

1. While logged in to the [development environment](#) in Wordpress, go to Pages > All Pages.
2. Locate the page titled "Wifi Sponsor Page" and hover over the block containing the page name. Click on the option labeled "RIC Site Builder." This will open the visual editor for the page.



3. At the top of the page, you'll see the existing ad or a placeholder. Click on the ad or the wrench in the top left corner of the ad space.



Change the ad by clicking the Edit link

4. The module editor will appear on the right side of your window. Under the General tab, in the Photo section, click "Edit."
5. Follow the onscreen prompts to upload your image. (If the image has been uploaded already, you can select it from the Media Library.)

6. If the image is sized correctly, it should appear as intended with no additional customization. You can save and publish the page.
 - If the image appears distorted, double-check the size of the image to make sure it's 600 pixels wide x 400 pixels tall
 - Remember that you will need to follow the steps on page 2 of this guide for your changes to appear on the live site.