

A man in a dark shirt is standing and pointing at a whiteboard in a meeting room. Several people are seated at tables around him, some looking at the whiteboard and others at their laptops. The scene is dimly lit with a blue tint.

LocalGov Drupal Guidance

What we'll cover

- Content types
- Directories
- Your LGD site; Creating a Directory
- Your LGD site; Create Directory Facet types and Facets
- Your LGD site; Create Directory Channel and Items



What we'll cover

— Content types



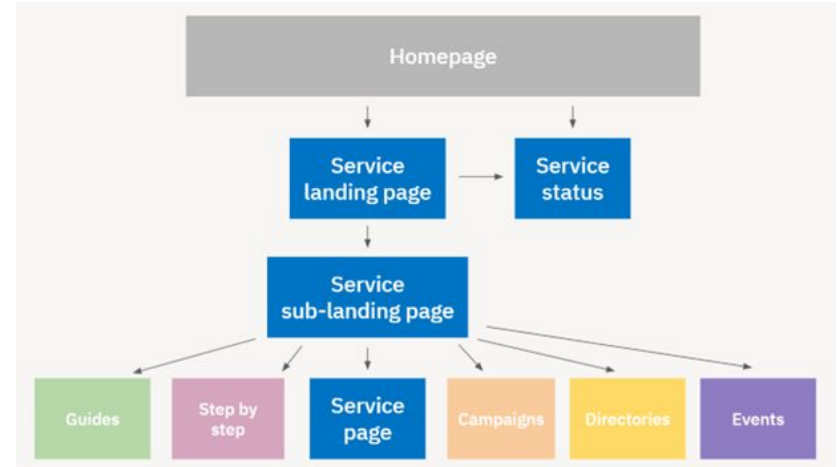
Content types

LGD offers a flexible architecture

Components include:

- Service page
- Service landing page
 - Service status
- Service sub-landing page
- Guide
- Step by step
- Newsroom
- **Directories and maps**
- Events listings

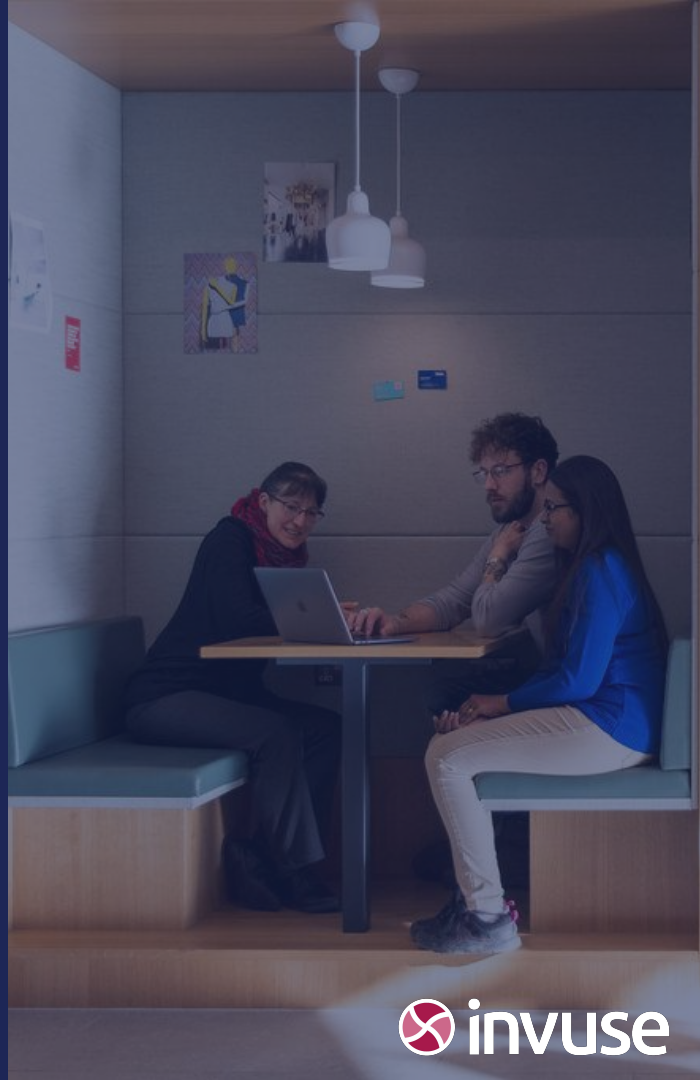
For the third training session, we will focus on directories.



What we'll cover

— Content types

— **Directories**



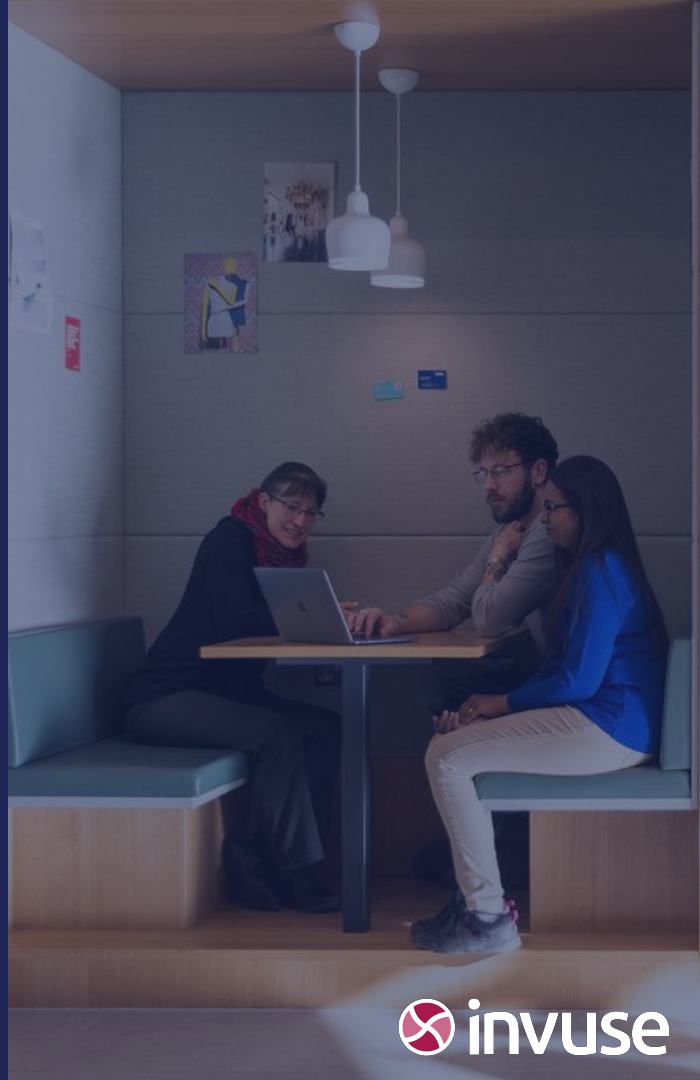
Directories

Presenting content as a list which can be searched and filtered by users.

- Used if there is a type of content with a large volume of variations i.e. car parks, sports facilities or parks
- If content is related to a specific geographical location which is relevant to users then directories should be used

What we'll cover

- Content types
- Directories
- **Your LGD site; Creating a Directory**



Your LGD site - Directories

When creating a Directory we recommend the following steps;

- Create the **Directory Facet types** and **Facets** - the filters within the Directory; series of attributes
 - **Facet types** - age, location, service, facilities, opening times etc
 - **Facets** - for each Facet type (Location = Claygate, Cobham, Esher, Hersham etc)
- Create the **Directory Channel** and **Directory Items** - the Directory itself; it's the page where users will be presented with a list of Directory Items
 - **Directory Channel** - main overview page
 - **Directory Item** - the pages/content with the information needed

What we'll cover

- Content types
- Directories
- Your LGD site; Creating a Directory
- **Your LGD site; Create Directory Facet types and Facets**



Directory Facet types and Facets

Facets are groups of attributes users will filter by when searching for a Directory Item(s).

Each Facet type should be made up of at least 2 Facets, each of which can apply to 1 or more Directory Items.

As an example, when searching for a park or play area (Directory Item), there are a variety of attributes which users will be interested in when looking for one that fits their needs.

Location Directory Facet Type

Claygate Directory Facet

Cobham Directory Facet

Esher Directory Facet

Park facilities Directory Facet Type

Basketball court Directory Facet

Bowls Directory Facet

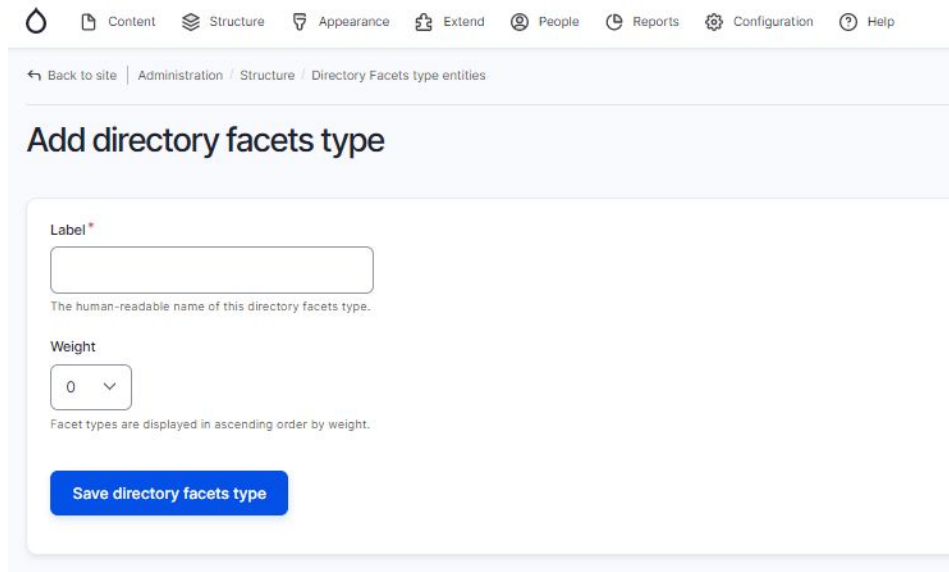
Cafe Directory Facet

Car park Directory Facet

Your LGD site - Facet types

From the menu; Content > Directory Facets > Add directory facet type

Enter 'Location' into the 'Label' field and save.



The screenshot shows a web application interface for adding a directory facet type. At the top, there is a navigation bar with icons for Home, Content, Structure, Appearance, Extend, People, Reports, Configuration, and Help. Below the navigation bar is a breadcrumb trail: Back to site | Administration / Structure / Directory Facets type entities. The main heading is "Add directory facets type". The form contains two fields: "Label*" with an empty text input box and a description "The human-readable name of this directory facets type.", and "Weight" with a dropdown menu showing "0" and a description "Facet types are displayed in ascending order by weight.". At the bottom of the form is a blue button labeled "Save directory facets type".

Your LGD site

Directory Facet types overview page will populate with the new Facet type.

Click 'Add directory facets type' button, to create another such as Age or Service.

If a Facet type is already available, you can reuse without the need to duplicate.

The screenshot shows the 'Directory Facets type entities' management page. At the top, there is a navigation bar with icons for Content, Structure, Appearance, Extend, People, Reports, Configuration, and Help. Below this, a breadcrumb trail reads 'Back to site | Administration | Structure'. On the right side, there is a user profile icon for 'admin' and a blue button labeled 'Add directory facets type'. The main content area is titled 'Directory Facets type entities' and contains a table with the following structure:

Label	Operations
Organisation type	edit
Type of support	edit
Country	edit
Location	edit
Park facilities	edit
Park opening times	edit
Type	edit
Age	edit

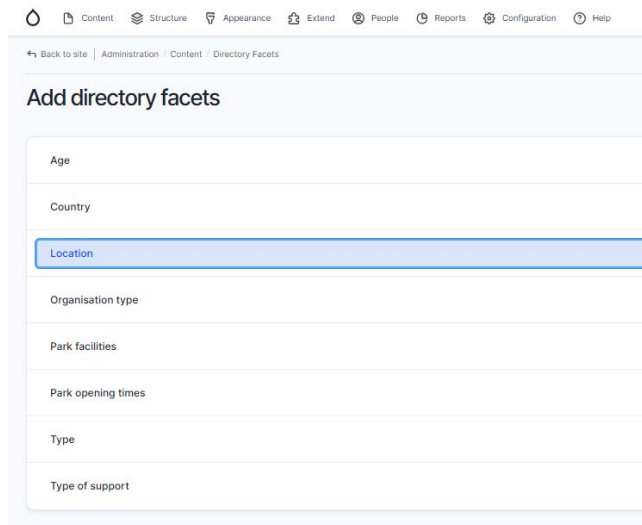
At the bottom left of the table, there is a blue 'Save' button. At the top right of the table area, there is a link 'Show row weights'.

Your LGD site - Facet

With the Facet types in place, create the Facets which users can use to filter our list.

From the menu; Content > Directory Facets > Add directory facet

Choose and click the created Facet type (Location)



Your LGD site

Enter 'Claygate' into the 'Title' field and save.

The screenshot shows a web application interface for adding a location. At the top, there is a navigation bar with icons and labels for Content, Structure, Appearance, Extend, People, Reports, Configuration, and Help. Below this is a breadcrumb trail: Back to site | Administration / Content / Directory Facets / Add directory facets. The main heading is 'Add Location'. The form contains the following fields:

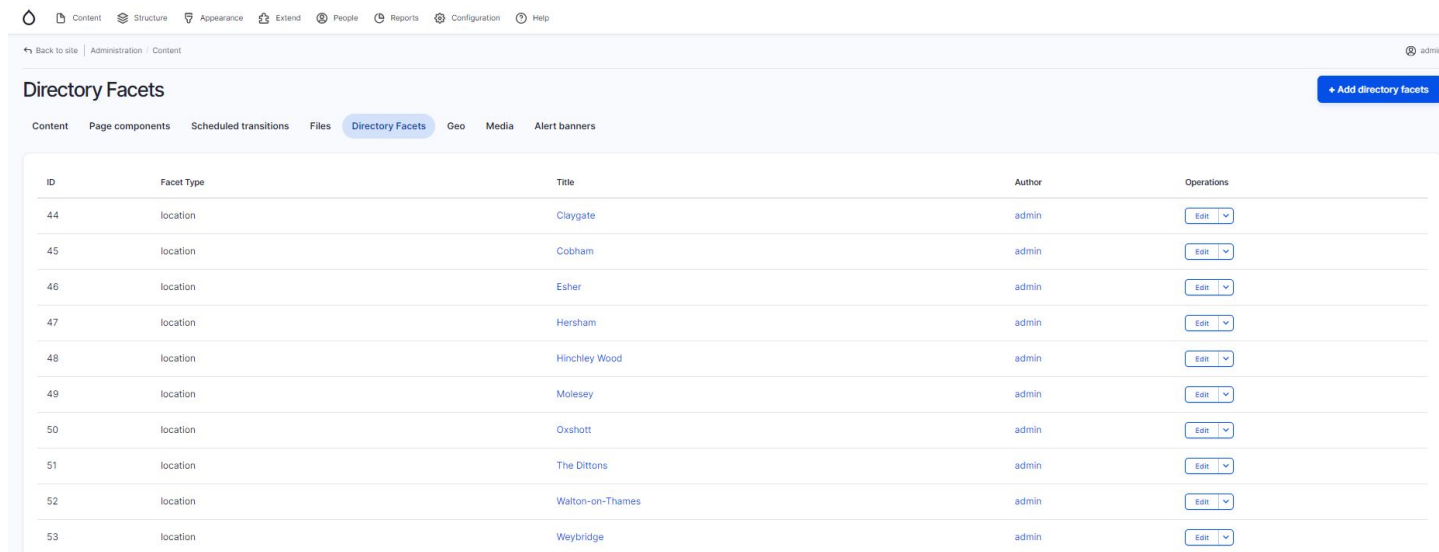
- Title***: A text input field containing 'Claygate'. Below it is the text: 'The title of the directory facets entity.'
- Author**: A text input field containing 'admin (1)'. Below it is the text: 'The user ID of the directory facets author.'
- Authored on**: Two input fields for date and time. The date field contains '08/03/2023' and the time field contains '19:46:28'. Below them is the text: 'The time that the directory facets was created.'
- Weight**: A text input field containing '0'. Below it is the text: 'The weight of this Directory facet in relation to other facets.'

A blue 'Save' button is located at the bottom of the form.

Your LGD site

Click 'Add directory facets' button and input all the Facets.

Here the Facet type 'Location' has been created, with all the Facets (relative locations) related to it.



The screenshot displays the 'Directory Facets' management interface. At the top, there is a navigation bar with icons for Content, Structure, Appearance, Extend, People, Reports, Configuration, and Help. Below this, a breadcrumb trail shows 'Back to site' > 'Administration' > 'Content'. The main heading is 'Directory Facets', and a blue button labeled '+ Add directory facets' is located in the top right corner. A secondary navigation bar includes 'Content', 'Page components', 'Scheduled transitions', 'Files', 'Directory Facets' (highlighted), 'Geo', 'Media', and 'Alert banners'. The main content area features a table with the following data:

ID	Facet Type	Title	Author	Operations
44	location	Claygate	admin	Edit
45	location	Cobham	admin	Edit
46	location	Esher	admin	Edit
47	location	Hersham	admin	Edit
48	location	Hinchley Wood	admin	Edit
49	location	Molesey	admin	Edit
50	location	Oxshott	admin	Edit
51	location	The Dittons	admin	Edit
52	location	Walton-on-Thames	admin	Edit
53	location	Weybridge	admin	Edit

Directories: Example

[Home](#) » [Leisure and culture](#)

Parks and play areas directory

Details of parks, playgrounds and open spaces in Elmbridge, including outdoor gyms, parking, toilets and maps.

Facet types and Facets



Location

- Claygate
- Cobham
- Esher
- Hershaw
- Molesey
- Oxshott
- The Dittons
- Walton-on-Thames
- Weybridge

Park facilities

- Basketball court
- Bowls



[Arbrook Lane](#)

Open space on Arbrook Lane

[Churchfields Recreation Ground](#)

Churchfields provides a recreation ground, a playground and a meadow with wildflowers.

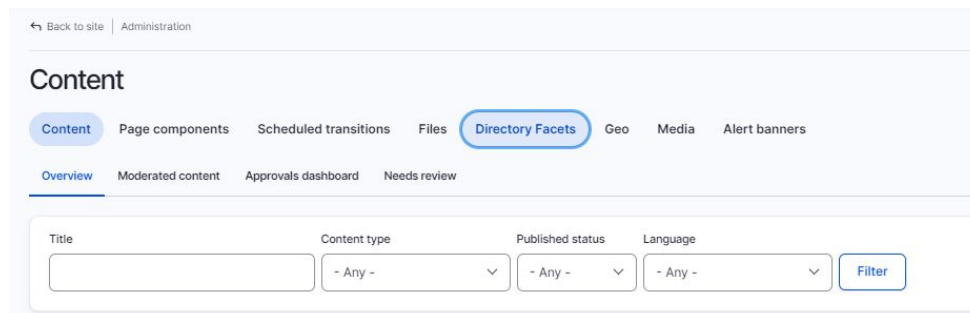
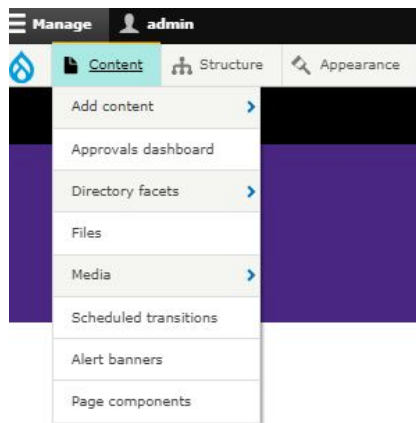
[Civic Centre](#)

Off the High Street, Esher KT10 9ST

[Claygate Common](#)

Your LGD site

To view the Directory Facets list; Click on 'Content' from the menu, then click 'Directory Facets'



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- **Your LGD site; Create Directory Channel and Items**



Directory Channel and Directory Items

The purpose of the channel is to allow users to filter a list by age, location, services, facilities etc so that they can find specific information which meets their criteria (find a park or play area in a location with specific facilities).

The information users will be presented with, is at the final stage via the Directory Items.

There are 3 content types which can be used:

- Page - general purpose
- Venue - provides location integration; sports facilities, parks
- Organisation - provides location integration; schools, community centres, libraries

Note, use of the Directory Items are recommendations.

Your LGD site - Directory Channel

From the menu; Content > Add content > Directory > Directory channel

The screenshot shows a web interface for creating a directory channel. At the top, there is a navigation bar with icons for Content, Structure, Appearance, Extend, People, Reports, Configuration, and Help. Below this is a breadcrumb trail: Back to site > Add content. The main heading is 'Create Directory channel'. On the right side, there are 'Preview' and 'Save' buttons, along with a user profile icon for 'admin'. The form itself is divided into several sections: 'Title' with a text input field; 'Services: Parent' with a dropdown menu and a search icon; a note 'Optionally add the directory to a Service.'; 'Summary' with a text area and a note 'Leave blank to use trimmed value of full text as the summary.'; 'Body' with a rich text editor toolbar and a large text area; 'Text format' with a dropdown menu set to 'WYSIWYG' and a link 'About text formats'; 'Enabled Facets*' with a list of checkboxes for Age, Country, Location, Organisation type, Park facilities, Park opening times, and Type; and 'Enabled Content types' with a list of checkboxes for Directory organisation, Directory page, Directory venue, and Directory promotional page. On the right side of the form, there is a sidebar with several sections: 'Last saved: Not saved yet', 'Author: admin', 'Revision log message' with a text area and a note 'Briefly describe the changes you have made.', 'Save as: Draft' with a dropdown arrow, 'Review data' with 'Not reviewed yet', 'Content reviewed' with a toggle switch and the text 'I have reviewed this content.', 'Menu settings' with 'Not in menu', 'Simple XML Sitemap', 'URL alias' with 'Automatic alias', 'Authoring information' with 'By admin (I) on 2023-03-08', and 'Promotion options' with 'Not promoted'.

Your LGD site

Title *

Services: Parent

Summary

Body

Text format WYSIWYG

[About text formats](#)

Add the service the Directory should sit under

Title of the Directory

The summary is not mandatory here, however we would recommend to utilise this for each page.

Your LGD site

Enable the Facet types you would like to display for this Directory Channel

Enabled Facets *

- Age
- Country
- Location
- Organisation type
- Park facilities
- Park opening times
- Type
- Type of support

Which facets are enabled to be shown on this directory channel, and will be added when editing content to be added to this directory.

Enabled Content types

- Directory organisation
- Directory page
- Directory venue
- Directory promotional page

Enable the content types that you would like to display for this Directory Channel. You can use more than 1.

Your LGD site - Directory Items

From the menu; Content > Add content > Directory > Directory organisation/page/venue

The screenshot shows the 'Create Directory venue' form in a Drupal administration interface. The top navigation bar includes links for Content, Structure, Appearance, Extend, People, Reports, Configuration, and Help. The breadcrumb trail is 'Back to site > Add content'. The form is titled 'Create Directory venue' and features a 'Preview' button and a 'Save' button with a lock icon. The form is divided into several sections: 'Description' (selected), 'Channels and facets', 'Enquiries', and 'Venue'. The 'Description' section contains fields for 'Title', 'Title used for sorting', 'Summary', and 'Body'. The 'Body' field is a rich text editor with a toolbar for text formatting and alignment. Below the body field is a 'Text format' dropdown set to 'WYSIWYG' and a link to 'About text formats'. The 'File attachments' section at the bottom indicates 'No media items are selected' and includes an 'Add media' button. On the right side of the form, there is a sidebar with various settings: 'Last saved: Not saved yet', 'Author: admin', 'Revision log message' (with a text area), 'Save as: Draft', 'Review date' (Not reviewed yet), 'Content reviewed' (toggle), 'Menu settings' (Not in menu), 'Simple XML Sitemap', 'URL alias' (Automatic alias), 'Authoring information' (By admin | 1 | on 2023-03-08), and 'Promotion options' (Not promoted).

Your LGD site

After selecting the Directory Channel as the primary, the Facets will be presented.

Description *

Channels and facets

Enquiries

Venue *

Directory channels

Primary

Sports and health directory

Parks and play areas directory

Centres for the community

The primary directory this appears in. Path, breadcrumb, will be set for this directory

Others

Sports and health directory

Centres for the community

Other directories this will appear in.

Facets

Location

Molesey

Claygate

Oxshott

Cobham

The Dilttons

Esher

Walton-on-Thames

Hersham

Weybridge

Hinchley Wood

Park facilities

Tennis court

Garden

Your LGD site

Using location integration, users can browse the content by using a map interface

The screenshot shows a web editor interface with a sidebar on the left and a main editor area on the right. The sidebar contains the following sections: 'Description *', 'Channels and facets', 'Enquiries', and 'Venue *'. The 'Venue *' section is selected. The main editor area is titled 'Location *' and contains a 'Select location' button. Below the button, it says 'You can select one geo.'. There are two text editors below, both titled 'Venue opening times' and 'Venue notes'. Each text editor has a rich text toolbar with options for Format, Styles, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, and Source. Below each text editor is a 'Text format' dropdown menu set to 'WYSIWYG' and a link to 'About text formats'.

