

Panels

The panel pages system is a premium feature that can be added on to almost any carbonhouse site. The system provides a host of alternative styles to standard pages that allows for dynamic, image-driven content, perfect for showcasing premium experiences and amenities.

The Panel Pages module is where you will control all of your panel pages and their respective panels. If your site is panels only, clicking on the website tab will take you directly into your panel pages. Upon opening the panel pages module, you have several initial options:

Panels Listing

- **Hamburger Menu:** Use the Hamburger Menu to reveal a sidebar listing all site modules.
- **Search:** Click on the search icon to search for a specific page to edit.
- **Collapse or Expand:** Expand or collapse all pages to hide or reveal the subpages.
- **Add Page:** Select Add Page to create a new page.
- **Reorder Pages:** To reorder pages, click on the drag indicator to drag and drop the pages into the desired order. Once done select save order or cancel.
- **Page Titles:** To edit a page, click on the page title.
- **Last Modified:** The last modified indicator shows the date/timestamp and user who last edited the page.
- **Unpublished Changes:** If a page is saved and not published, a flag will appear indicating there are unpublished changes on the page to help with collaboration amongst users.
- **Redirect Icon:** A redirect icon will be visible if a page is being redirected.
- **Publish On and Off:** To turn a page on and off, simply toggle the on/off switch. Pages that are turned off no longer show in the navigation.
- **Kebab Menu:** The kebab menu reveals options to Edit, Preview, add a Sub Page, or Remove a Page.
- **Other Pages:** The “other pages” section is where any top level pages that are hidden from the navigation, e.g., privacy policy or terms of use, are housed.
- **Plus Icon:** To add a new page, click the plus icon.

Page Settings

Once you’ve added a new page, you’ll be prompted to enter a page title. Select continue to reveal the page settings menu. The page settings include:

- **Title:** The title is the page name as it’s displayed in Showtime and the browser tab.
- **Navigation Title:** The navigation title is how the title displays in your site’s navigation. Update the title in this field if the page name in Showtime and browser tab should differ from the page name in the navigation on the front end.

- **Hide in Navigation:** If you do not want the page to display in the navigation, select “hide in navigation”.
- **Redirect:** To redirect the page to another location, select “redirect.” A new field will appear where you can enter the URL of the redirect. Remember to include everything after the “.com”(including the first forward slash) if you’re redirecting to an internal page on your website, rather than the full URL. If redirecting to an external page, make sure to use the full URL.
- **Password:** You also have the option to enter a password to protect the page on the front end. Passwords are case sensitive and do not encrypt on the back end so you cannot lock yourself out of a page.
- **Scheduling - Display On Date/Time:** Like events, news, and regular pages, you can schedule a page to display on the site at a specific date and time in the future if you don’t want it published immediately. Select your desired date and time in this field. Note: the page needs to be set to ON in order for the page to publish on the scheduled date and time.

Adding Panels

Once you’ve added a panel page and adjusted the page settings as needed you’ll see a plus icon in the middle of the page. Select this button to choose from all your available panel options. The panel type selected determines the design and layout of the information on the front end.

After selecting your desired panel type, you’ll be prompted with the following information:

- **Title:** First, provide a title for your new panel. This title doesn’t display on the front end of the site - it only displays in Showtime so you can easily manage your panels.
- **Style:** Then choose from the available options for the panel. Note, style options will vary based on the panel type selected. In this example of a Grid Panel, the style options are Default and Carousel. Keep in mind that you have the ability to change the style at any time, not only when you first create the panel.

Managing Panels

Once you’ve added your desired panels to the page, you have several options for managing the panels.

- **Panel Icon:** The panel icon on the left is a visual representation of the respective panel type. Use the icon to drag and drop the panels into the desired order. Once done reordering, click the save button in the top right corner.
- **Caret Icon:** Click on the caret icon to expand or collapse the panel items.
- **Kebab Menu:** The kebab menu reveals the following options: Edit Panel Options, Select Existing Panel, or Remove Panel. Edit Panel Options will take you back to the screen where you can edit the panel title and style. Select Existing Panel allows you to use an existing panel of that specific type on multiple pages. Keep in mind that any changes you make to a panel

that is used on multiple pages will update the panel everywhere on your site that panel is used.

- **Preview Page:** Select the preview icon next to the page title to preview the page.

Adding Panel Items

After choosing the type of panel you want to use, you'll add panel items. Panel Items are the individual units within the Panel. Once adding your panel, you'll see the first untitled item has been automatically added for you. Select the pencil icon to edit the item.

Complete all fields you'd like to use for the Panel Item. Note: available item fields will vary based on the panel type selected. The item titles will display on the front end unless it is a text panel, or a panel type that has a hide title check box option (Full Width, Intro, Icons, Banners) and that box is selected.

Select the Add New Item button if you'd like to include additional items for this panel.

To view all available panel styles for your site, be sure to reference your site's style guide.

Still have questions? Check out the related help desk articles provided in the Training Dashboard. For more information pertaining to your site specifics, reference the Documentation widget in Showtime. To learn more about adding this premium feature to your site, or for any questions not covered by our available resources, please contact the help desk.