Wells Fargo Center

Panel Instruction Manual

As of Monday, August 19, 2019

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Help!

You've read the entire instruction manual three times and you're still stumped! Click on the Help button in Showtime to be taken to the Support portal or email help@carbonhouse.com.

IMAGE SIZES GUIDE

CODE	NAME	DIMENSIONS
A	Grid	410px by 245px
B	Full Width	1200px by 700px
C	Alternating	800px by 800px
D	Banners 1 wide 2 wide 3 wide	 1300px by 220px 750px by 220px 400px by 220
E	Intro	1600px by 1000px
F	Spotlight	820x by 490px

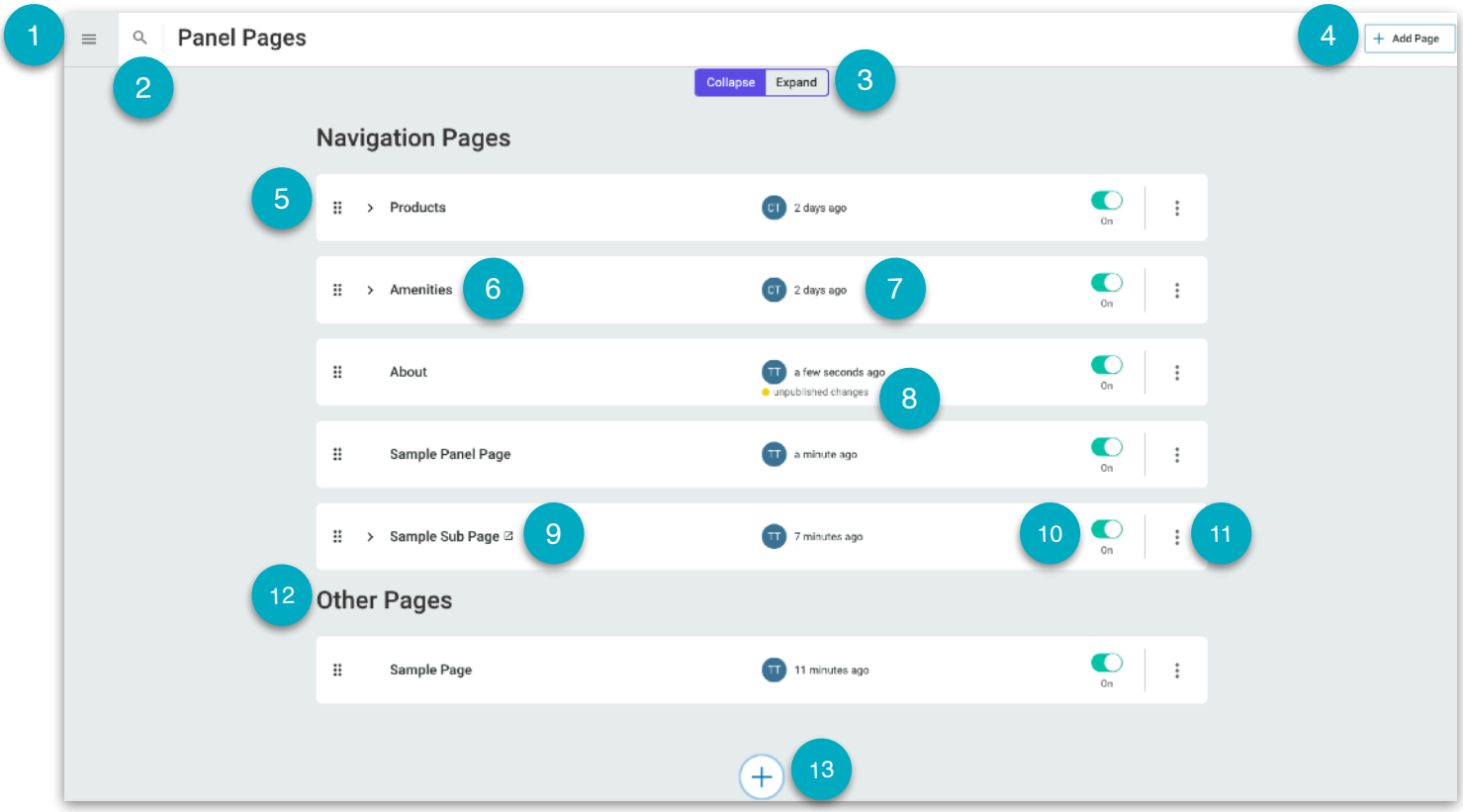
Optimize your images. Recommendation is 72 DPI.

PANEL PAGES

/showtime/panel_pages

Overview

The Panel Pages module is where you will control all of your panel pages and they're respective panels.

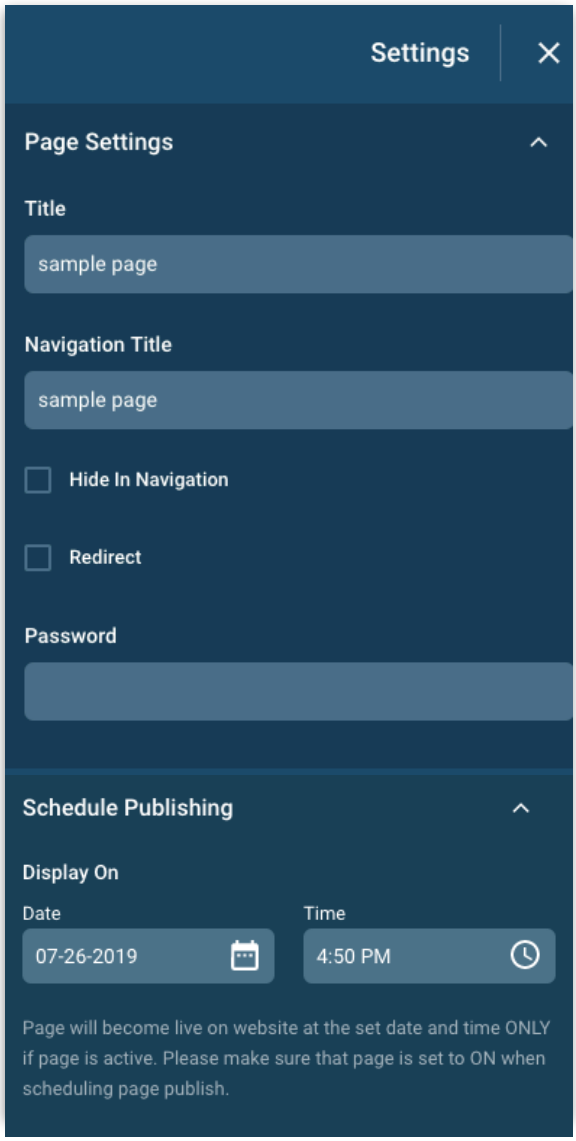


1. Hamburger Menu: Reveals side bar of all site modules.
2. Search: Click on the icon to search for a specific page to edit.
3. Collapse or Expand: Hides and reveals the subpages.
4. Add Page: Creates a new Page.
5. Reorder Pages: Click on the drag indicator to drag and drop the pages into desired order. Once done select save order or cancel.
6. Page Titles: Click to edit the page.
7. Last Modified: Date/Time stamp and user of last page edit.
8. Unpublished Changes: Indicates changes that were saved but not published.
9. Redirect Icon: Signifies the page is being redirected.
10. Publish On and Off: Turn the page on and off. Pages that are turned off no longer show in the navigation.
11. Kebab Menu: Reveals options to Edit, Preview, add Sub Page, or Remove Page.
12. Other Pages: Any top level pages that are hidden from the navigation, e.g., privacy policy or terms of use, display here.
13. Plus Icon: Click to add page.

PANEL PAGES

Settings - Page/Scheduling

Once you've clicked on add page it will reveal a field to enter your page title. Select continue to reveal the right- hand page settings menu.



Page

Title: The page name in Showtime and browser tab.

Navigation Title: How it displays in the navigation.

Hide in Navigation: Check if you do not want the page to display in the navigation.

Redirect: Check to redirect the page to another location. A new field will appear where you can enter the URL of the redirect.

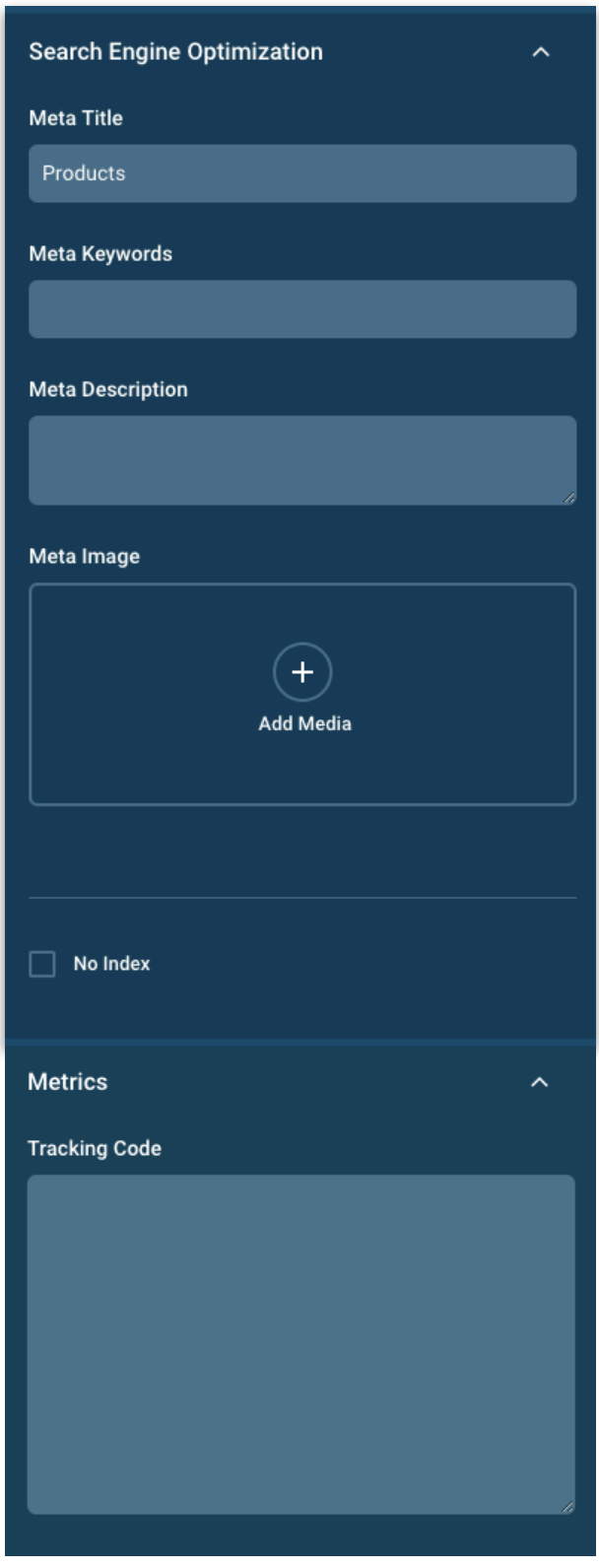
Password: Enter a password to protect the page on the front end. Passwords are case sensitive and do not encrypt on the back end so you cannot lock yourself out of a page.

Scheduling

Display On Date/Time: Set a page to display on the site at a specific date and time in the future. Note: the page needs to be set to ON in order for the page to publish at the scheduled time.

PANEL PAGES

Settings - SEO/Metrics



Search Engine Optimization

Meta Title, Keywords, and Descriptions: Be sure to fill in your meta data to help Google search your site effectively.

Meta Image: The system will automatically pull a picture from the page, but if you want to change the default image, enter an alternate image here. This would be used for social sharing.

No Index: Toggle this on if you want search engines to ignore this page in their search results.

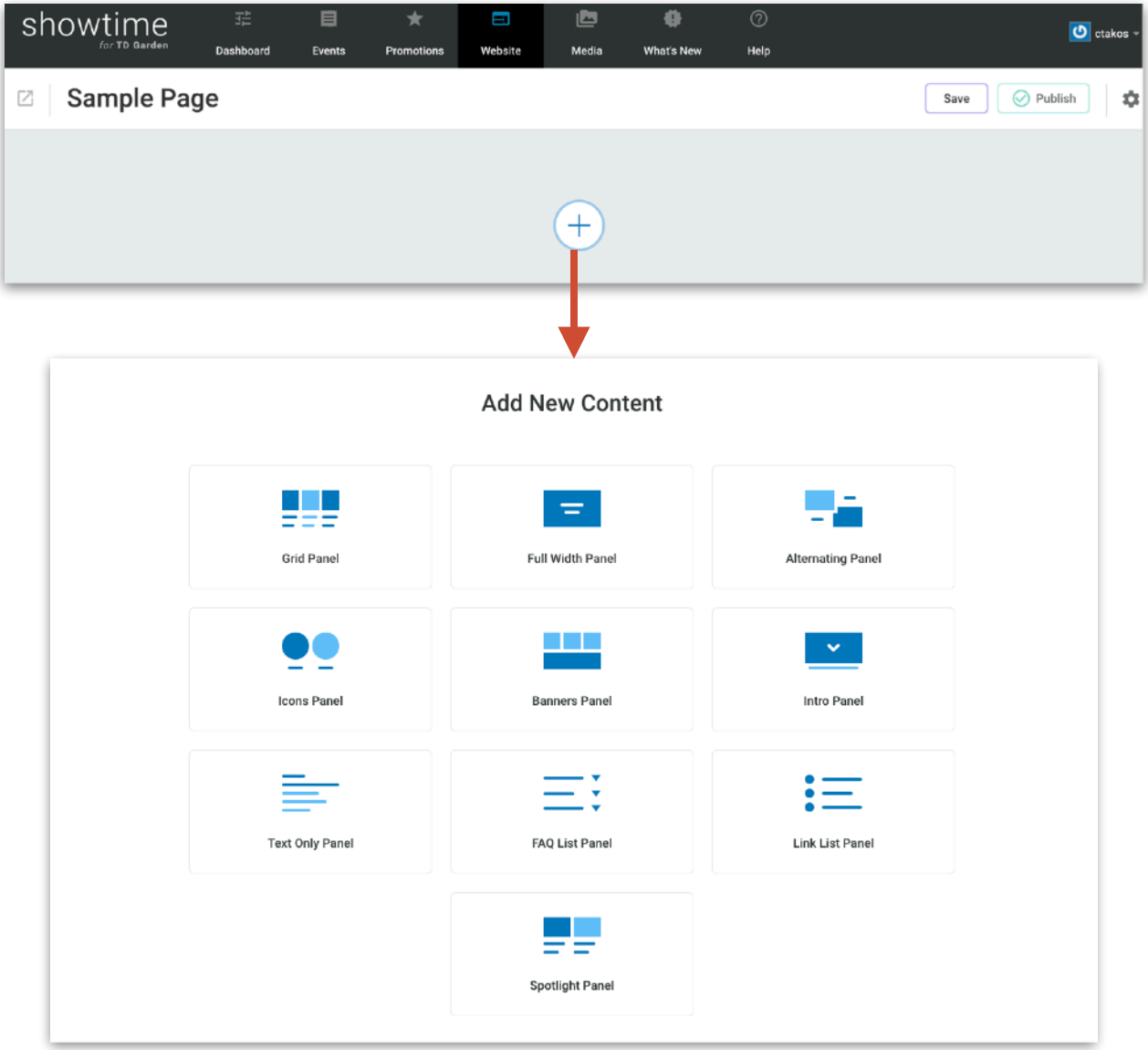
Metrics

Tracking Code: Optional field that allows you to place tracking pixel(s) only on that particular page. If you have tracking code you want added to all pages, send it to the help desk and we can add it quickly for you.

PANELS

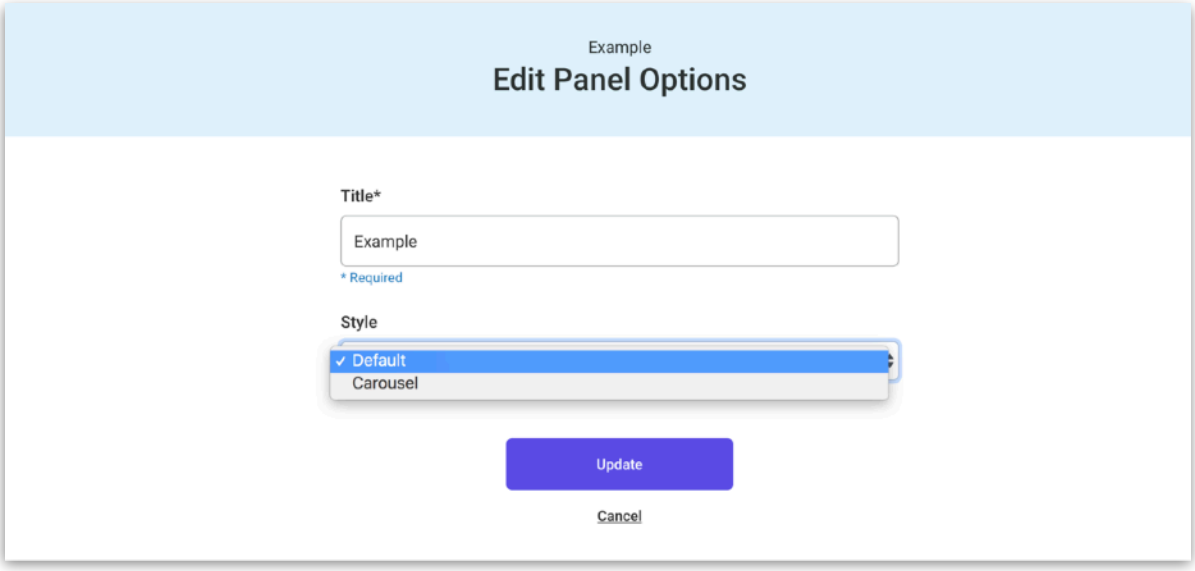
Adding Panels

Once you've added a panel page and adjusted the page settings as needed you'll see a + 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.



PANELS

Adding Panels

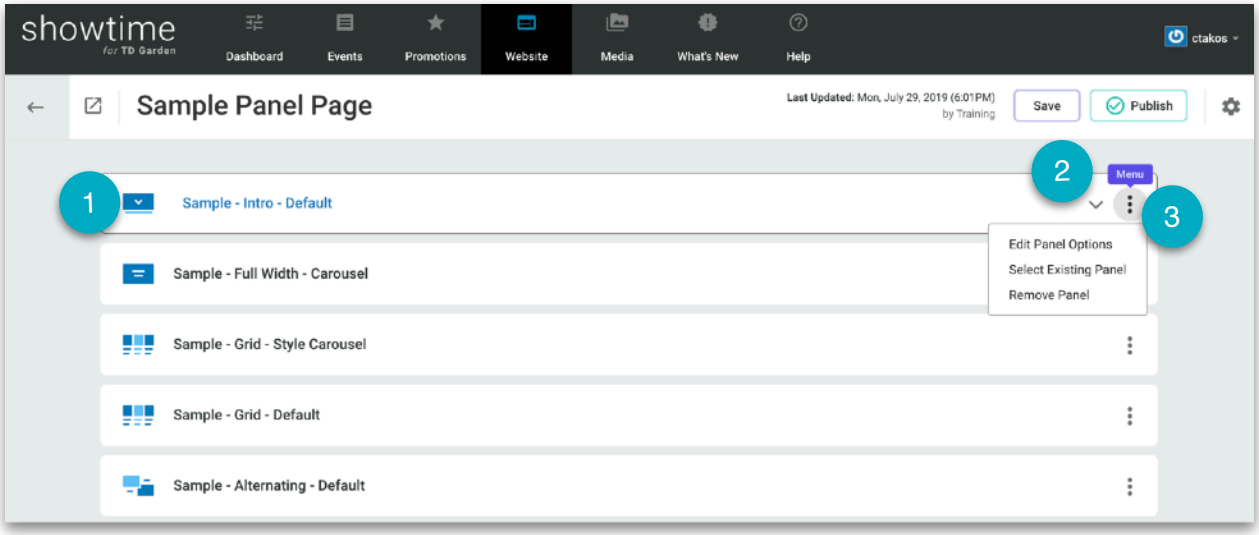


Title: Provide a title for your new panel. The title doesn't display on the front end of the site it just displays in Showtime so you can easily manage your panels.

Style: Choose from the available options for the panel. Note, style options will vary based on the panel type selected. In the above Grid Panel example the style options are Default and Carousel. See Front End Reference section for examples of each panel/style combination.

PANELS

Managing Panels



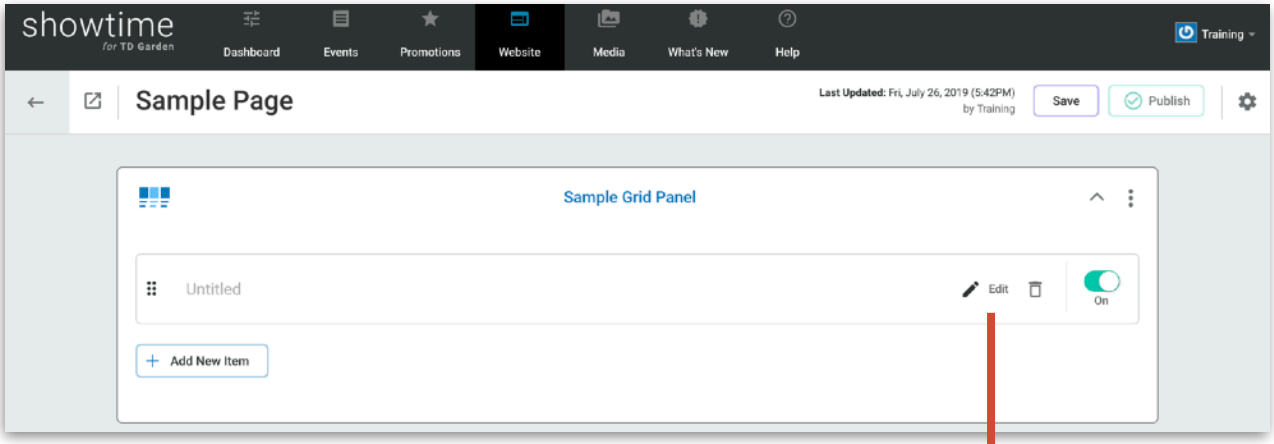
1. Panel Icon: Coordinates with the panel type. Use the icon to drag and drop the panels into desired order. Once done reordering, click the save button in the top right corner.
2. Caret Icon: Click on this icon to expand or collapse the panel items.
3. Kebab Menu: Reveals options to Edit Panel Options, Select Existing Panel, or Remove Panel.

Note: If you choose select an existing panel any changes made will affect the panel anywhere that it's being used. Use this option only if you want to display the exact same information in multiple places.

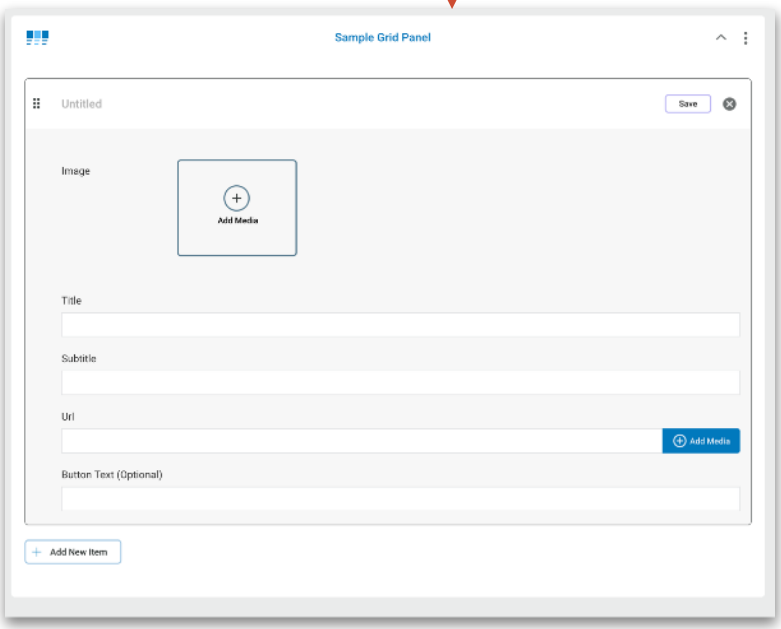
ITEMS

Adding Items

Panel Items are the individual units within the Panel. Once you've added 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.

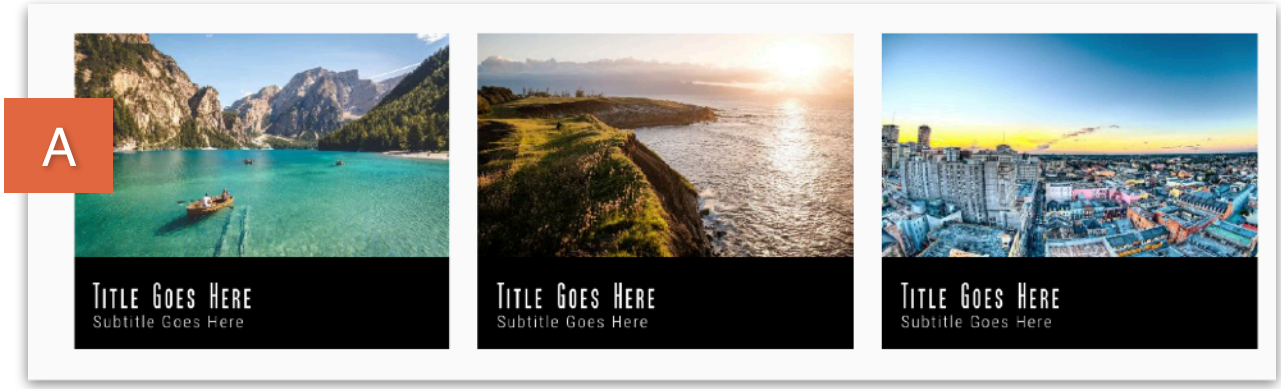


The item titles will display on the front end unless it is a text panel, or a panel type that has a hide title check box option (Full Width, Intro, Icons, Banners) and that box is selected.

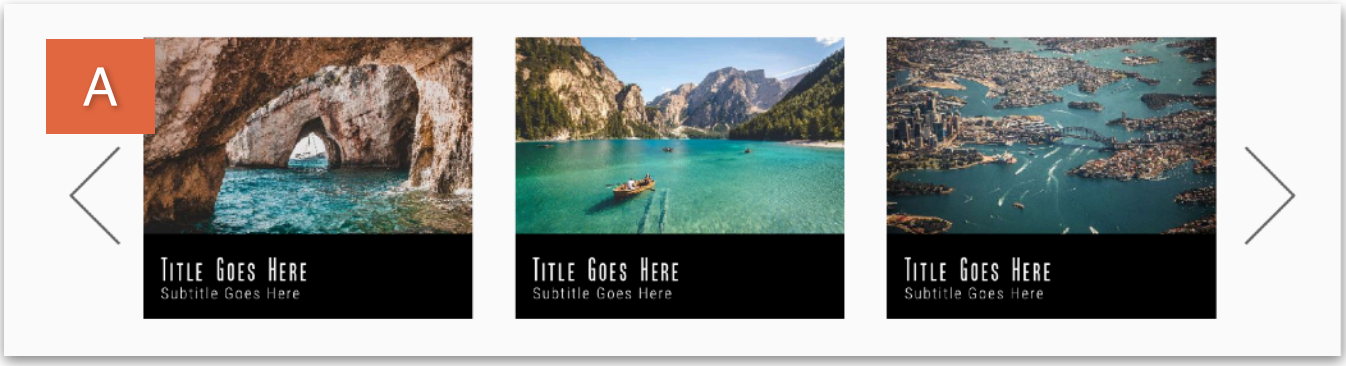
Select the Add New Item button if you'd like to include additional items for this panel.

PANEL EXAMPLES

Grid (Default)



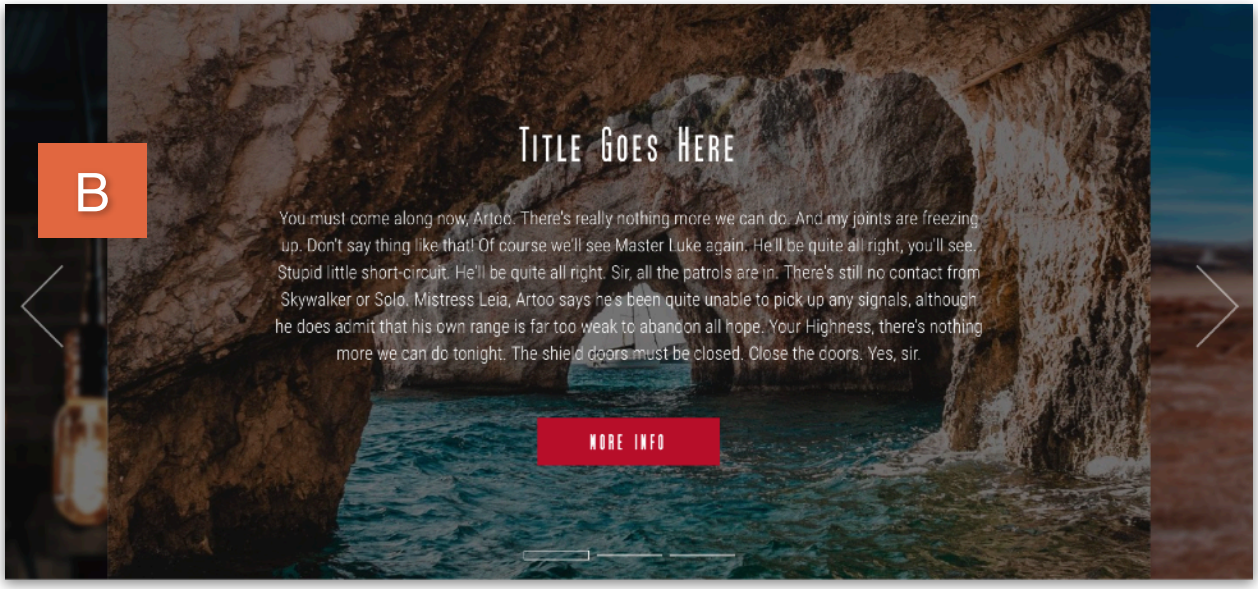
Grid (Carousel)



PANEL EXAMPLES

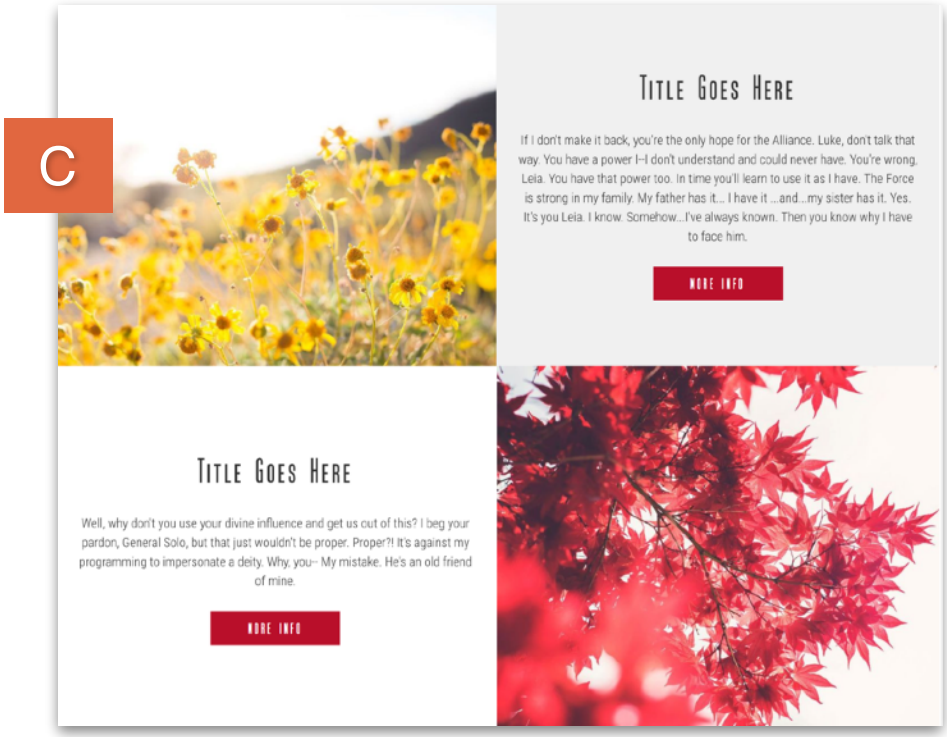
Full Width

Full Width (Carousel)

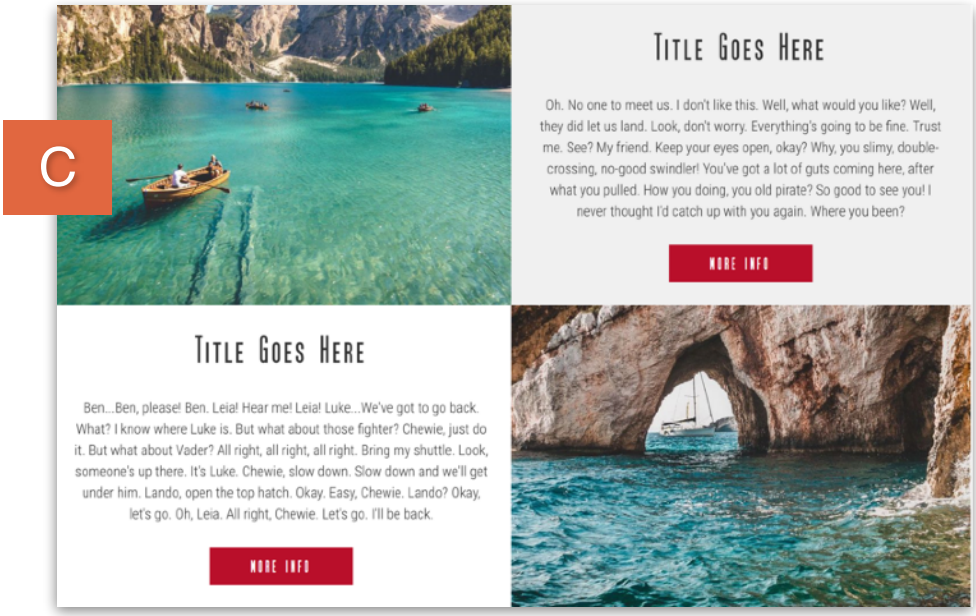


PANEL EXAMPLES

Alternating (Default)

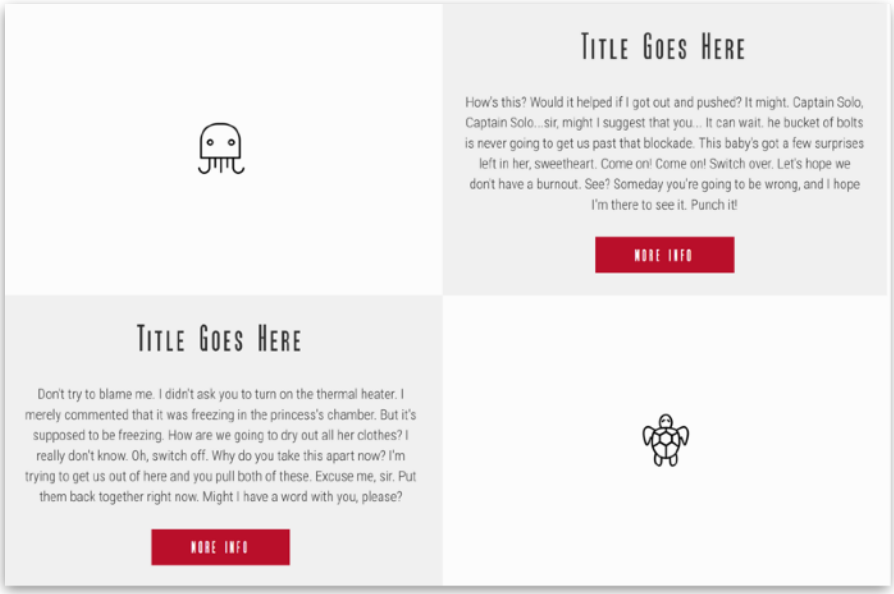


Alternating (Small)

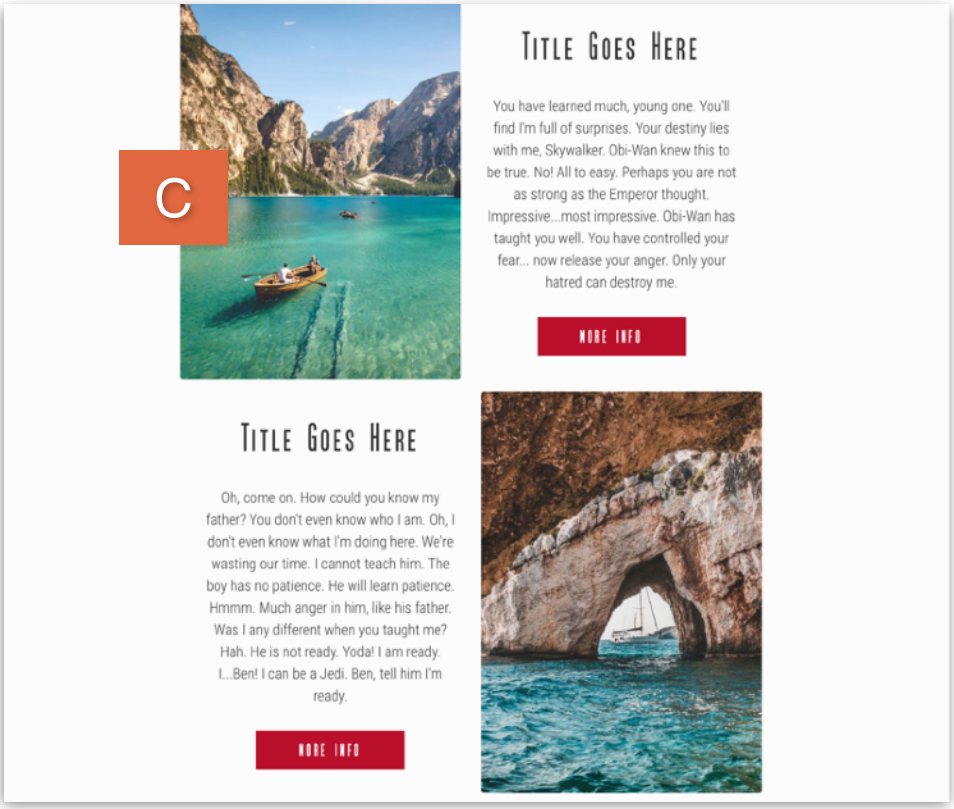


PANEL EXAMPLES

Alternating (Centered Logos)



Alternating (Fixed Width)



PANEL EXAMPLES

Icons

Banners (1 Item)

D1

Banners (2 Items)

D2

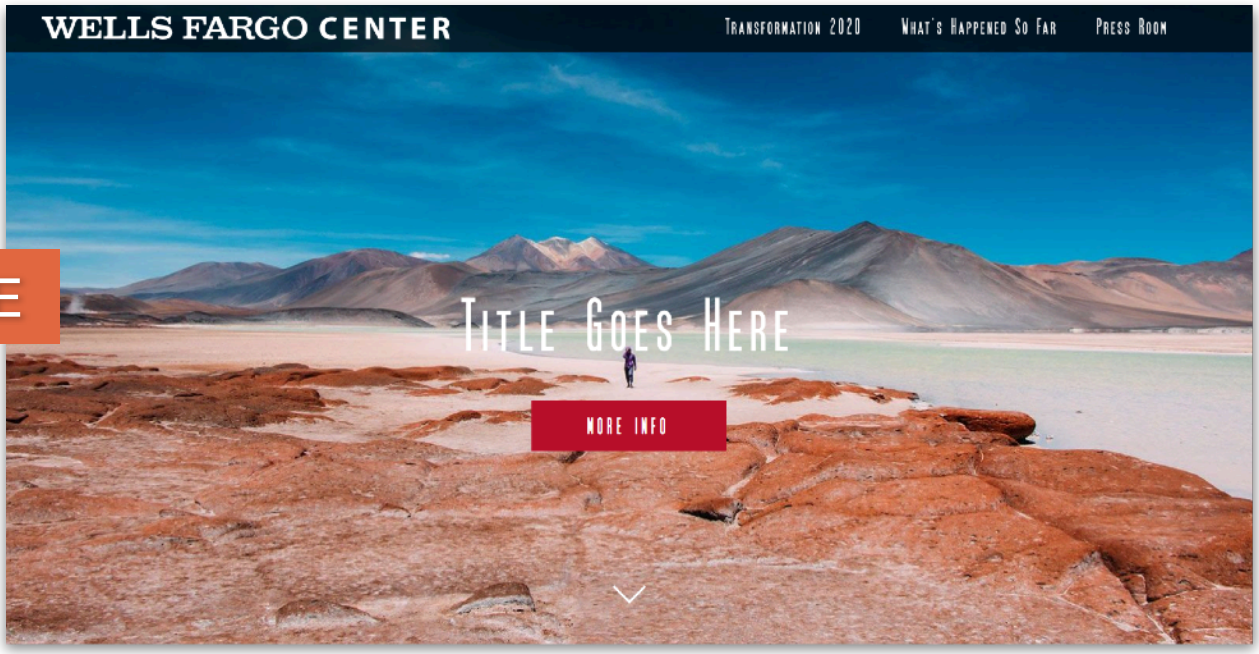
Banners (3 Items)

D3

PANEL EXAMPLES

Intro Panel (Default)

E



Intro Panel (Fixed Background)

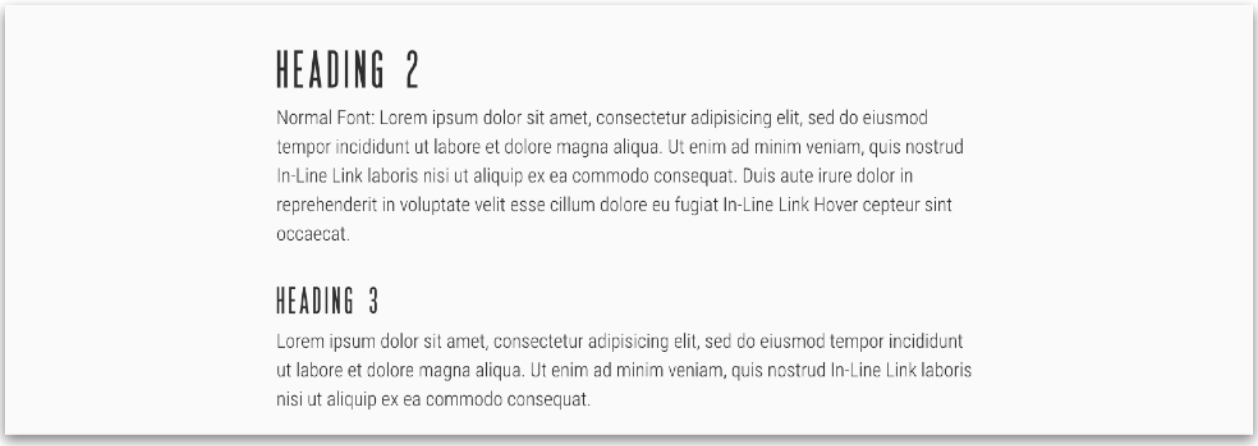
See sample panel page 2 for visual example. The background image does not move while the user scrolls.

Intro Panel (Fancy)

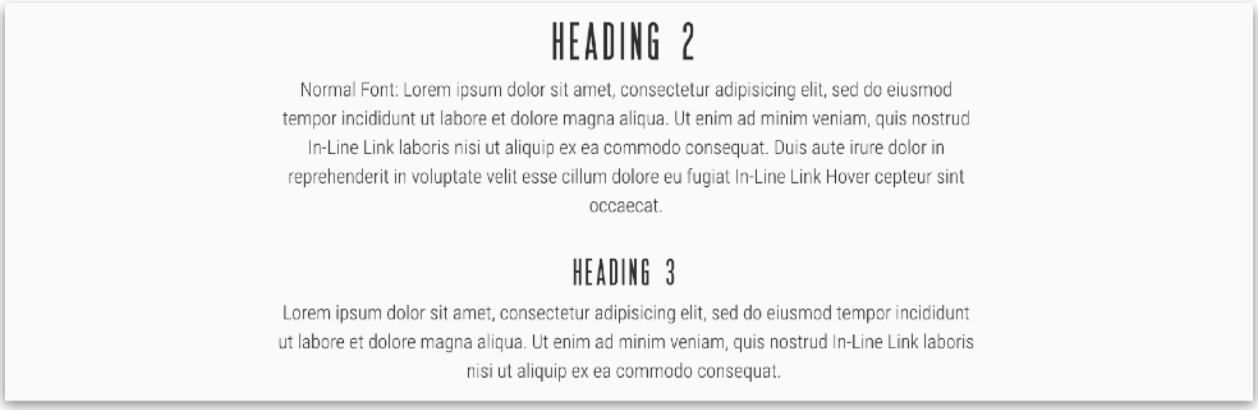
See sample panel page for visual example. Use for multiple intro panel items. The background fades to the next image as the text scrolls.

PANEL EXAMPLES

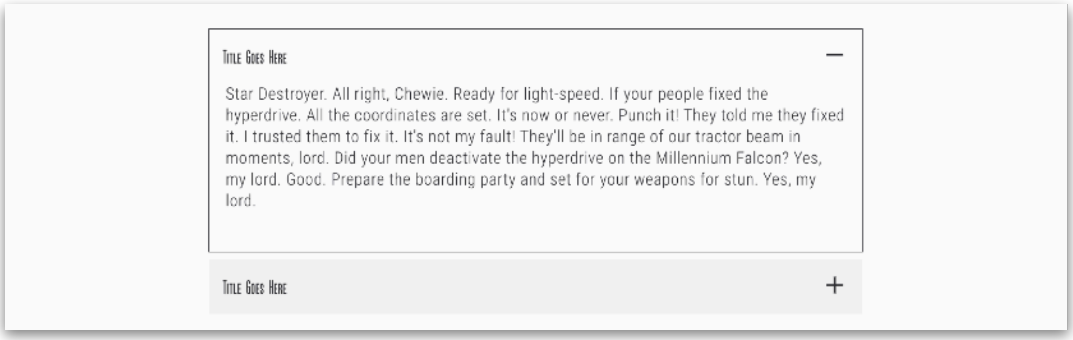
Text (Default)



Text (Centered)

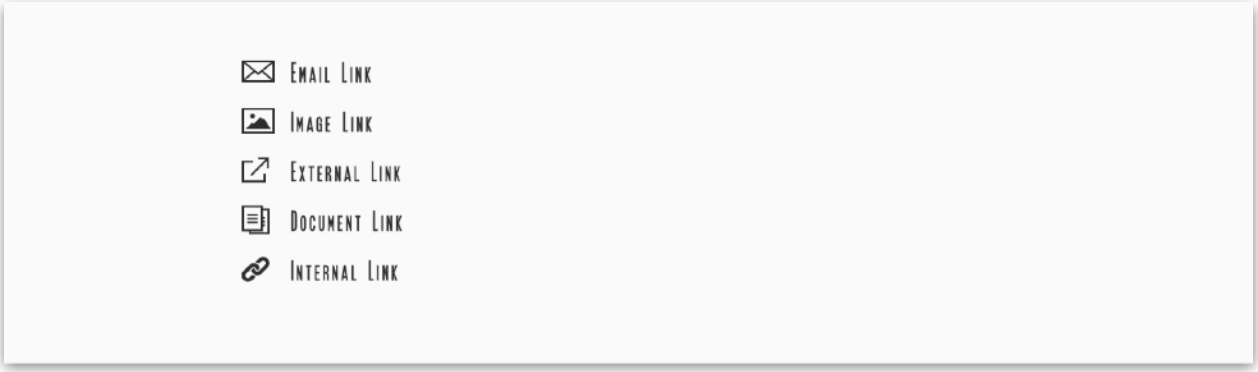


FAQ List

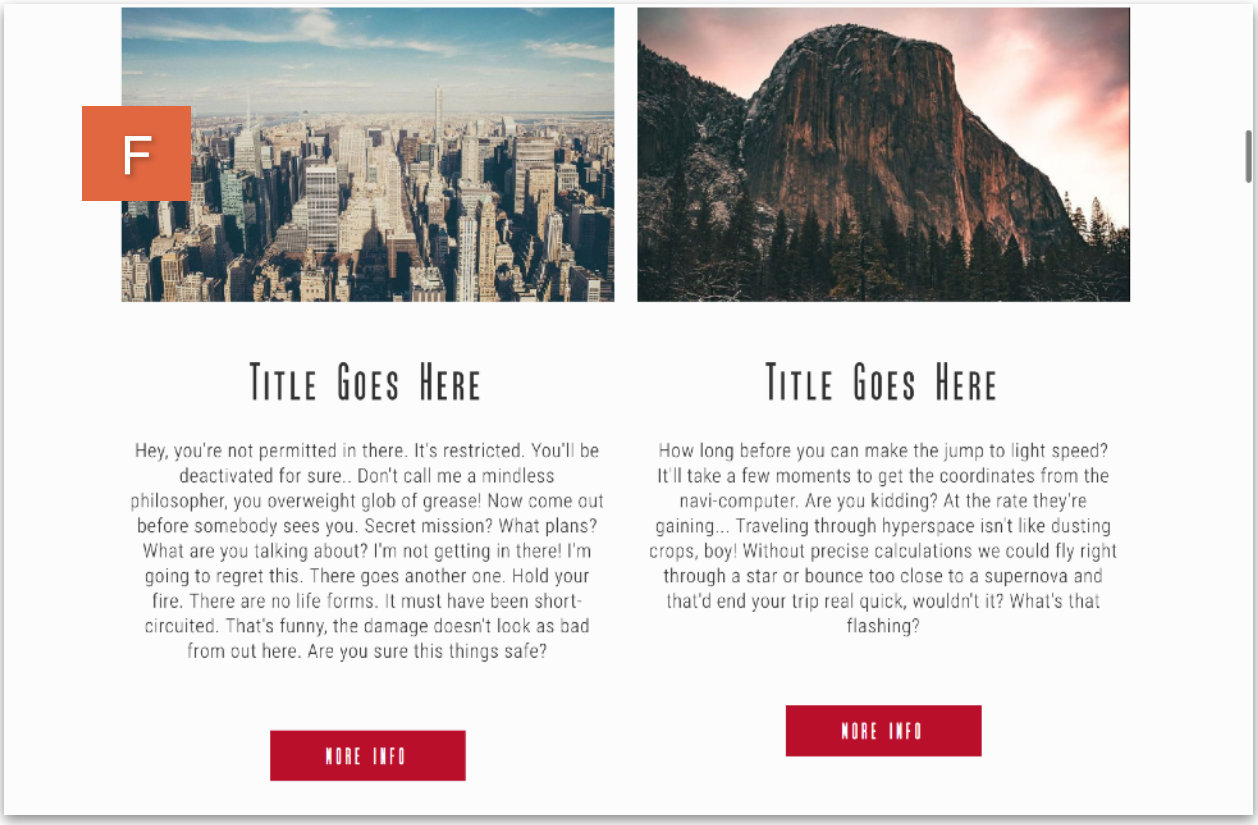


PANEL EXAMPLES

Link List

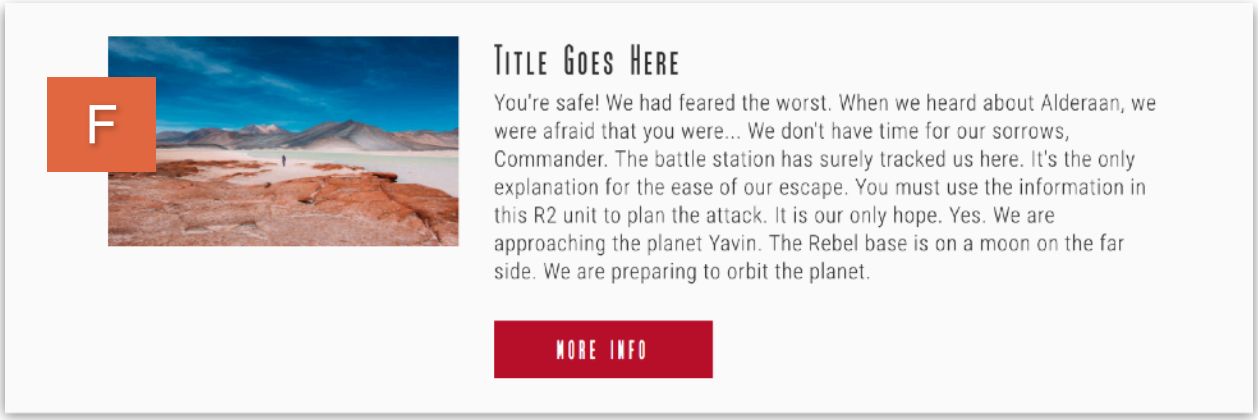
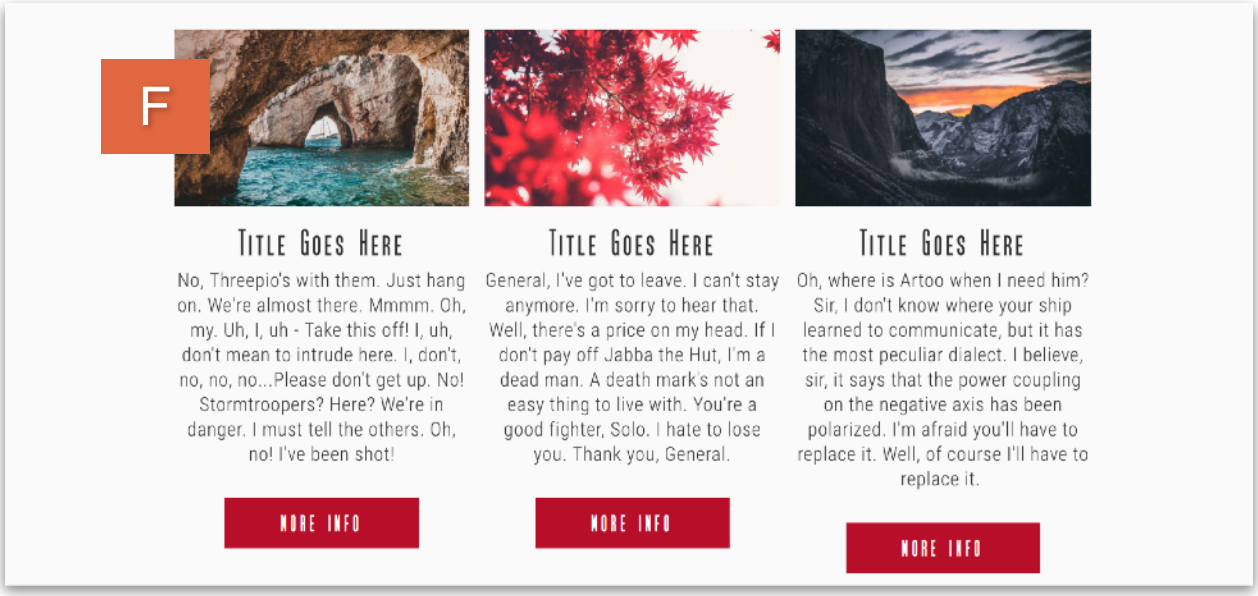


Spotlight (Large)



PANEL EXAMPLES

Spotlight (Wide)



Spotlight (Grid)