Ektron Training: Offices

All offices can be edited, added and removed in the Locations folder.

Creating a New Location:

1. Under “New” select “Office Location” through “Smart Form.”

2. Add title. This will be the title of the office in the “Locations” folder. This helps when there are multiple offices for the same region. For example, to differentiate Transportation offices, title it “HUB Transportation Services Inc. – Houston.” This will not be displayed on the website.

3. Add Office Name. This will be the title that appears on the website.

4. Add Address. How the address is formatted in this box is how it will display on the website.

5. When adding the phone number, do not start the number off with “1.” Use periods to break the numbers apart. For example, when adding a phone number into the field, use “847.402.6601.”
   a. This will be the same for Toll-Free and Fax numbers.
6. Assign the region of the office using the key below. Copy and paste a region below to the region field.

<table>
<thead>
<tr>
<th>Barton</th>
<th>GulfSouth</th>
<th>Northeast</th>
<th>Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brazil</td>
<td>Horizon</td>
<td>Northwest</td>
<td>TOS</td>
</tr>
<tr>
<td>California</td>
<td>Midwest</td>
<td>Ontario</td>
<td>Totten</td>
</tr>
<tr>
<td>Caribbean</td>
<td>Mountain</td>
<td>Quebec</td>
<td>Transportation</td>
</tr>
<tr>
<td>Colorado</td>
<td>NewEngland</td>
<td>Southeast</td>
<td></td>
</tr>
<tr>
<td>Financial</td>
<td>NewMexico</td>
<td>Southwest</td>
<td></td>
</tr>
</tbody>
</table>

7. Under the Metadata tab, insert the coordinates of the location. This step will act as a pin drop for the map. These can be found at: http://geocoder.ca/.
   a. Add the full address to the search field
   
   ![Geocoder.ca](http://geocoder.ca/)

   b. GeoCode It, and add the latitude longitude to the Metadata fields. Include the entire number, but not the degree symbol

   ![Location Details](http://geocoder.ca/)

   In the Metadata tab:

   ![Metadata Fields](http://geocoder.ca/)

   **Editing a Location:**

   1. To edit an office location, locate the office in the Locations folder, or use the Ektron search functionality.

   2. Select the location, edit and publish.
Deleting a Location:

1. To delete an office location, locate the office in the Locations folder, or use the Ektron search functionality.

2. Select the drop-down and click Delete.