

PAGE DETAIL – PROFILES

Once a page has been created, a Profiles tool can be added to the page. This tool makes it simple to add, organize and maintain staff profiles.

ADD A PROFILE TOOL TO A PAGE:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to add the Profile. Click the Detail link for this page. The Page Detail page will appear.

Main Body:

Add Tool to this page: after

- Calendar of Events
- Interactive Forms
- Links
- Photo Gallery
- Profiles**
- Resources/News
- Slide Show
- Text/Graphic Editor

- 3) Choose Profiles from the tools drop-down box and click the Go button. A Profiles detail item will appear. (Note: This Profiles detail item can be added to a page that already contains content.)

Main Body:

Add Tool to this page: after

1. Profiles

[Add Staff Profile](#)

Currently, there are no Staff Profiles on record for this detail item.



[Preview](#) [Delete](#)

ADD A PROFILE:

- 1) Click the “Add Staff Profile” link at the top of the page. The Add Staff Profile page will appear.
- 2) Enter the desired information in the supplied fields.

1. Profiles

[Add Staff Profile](#)

| Name/Title | Photo | Short Description | Update | Delete |
|--|---|--|------------------------|------------------------|
| Michael Van Velzen Partner, Dynamic Internet Solutions |  | Years Experience: 8 Years Education: Master's Degree from St. Cloud State University | Update | Delete |
| Janice Eisenga Partner, Dynamic Internet Solutions |  | If your photo is wider than 200 pixels, it will be scaled down accordingly If your photo is wider than 200 pixels, it will be scaled down accordingly If your photo is wider than 200 pixels, it will be scaled down accordingly | Update | Delete |

- 4) Links within the table include:
- Update: Click on this link to change the profile's name, title, email, short description, biography, photo and/or order.
 - Delete: Click on this link to delete the profile from the list.
- 5) Links related to the entire Profile tool include: (below the table)
- Preview: Click on this link to open the user side of this page. This is helpful for verifying your work.
 - Delete: Click on this link to delete **the entire Profile tool, not just an individual profile**. Do not click this link unless you are trying to clean off the page.