

# **GEORGIA GOV**

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## INTERACTIVE

**LOCATIONS EXPANDED**

**Locations Expanded**

A Portal Training Manual from GeorgiaGov Interactive

Version 1.0

Updated December 7, 2016

For further assistance, fill out a support request at [support.georgia.gov](https://support.georgia.gov)

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# 1 Getting Started

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**Locations** is a great new **Content Type** module which allows you to create a list of office or service locations. This new list of Locations can appear in a variety of locations depending on how your Taxonomist sets-up taxonomy terms for the services you offer. The **Locations List** will organize, sort and filter the list based on this information.

*The Locations content type allows you to create a list of office or service locations. The list will appear in a variety of Listing Pages organized by selected taxonomy terms with sort and filter capabilities.*

## 1.1 Introduction to Locations

The **Locations** content type has expanded to accommodate the **growing need of Agencies** to:

- ▶ List and display services in a way that citizens can easily understand.

Building on existing functionality; we have built additional fields to capture listing and/or filter by **Services Offered** or **Location Types**.

We have also included a **Mapping View** that displays the closest location using geolocation by default, with an option to input a city or zip code to show the types of centers in a geographic region.

Last, we have incorporated different **Listing Views** to capture more information and filters about location options on one page.

## 1.2 Location Fields

Add a Location to your website by logging in as usual, click:

**Add Content** and choose **Locations** from the list.

When you create a new **Location** content item, you will have the following fields to choose from to fill in:

- ▶ **Location Name:** A unique title for the Location (*\*required*).

- ▶ **Areas Served:** This will appear on the listing page in the right column (see screenshot for an example of how this will appear on your site). If your location serves one county, for example, you will list that one county here. If it serves multiple counties, you may separate each county with a comma. (e.g. "Calhoun, Dougherty, Lee, Terrell, Worth").
- ▶ **Location Type:** Select the location type from the list (*remember, a Taxonomy Manager must first add a Location Type to your list*).
- ▶ **Address:** Input the address to generate a map of your location at the bottom of the page.

## Milledgeville

### Customer Service Centers

200 Carl Vinson Rd  
Milledgeville, GA 31061  
[Get Directions](#)

#### Hours:

Tuesday - Friday  
8:00 AM - 6:00 PM

#### Areas Served:

Baldwin

#### Contact:

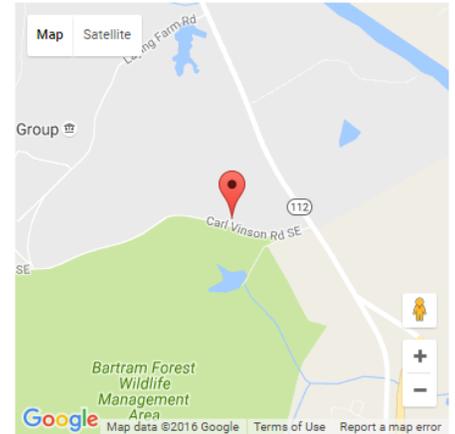
Main: [478-445-4717](tel:478-445-4717)

#### Services Offered:

First Issuance  
Renewals  
Replace Stolen/Lost  
Out of State Transfers  
Regular Road Test  
Motorcycle Road Test  
CDL Road Test  
Full Reinstatements  
Driving History Reports (MVR)  
Insurance Reinstatements  
Regular Knowledge Exam  
Motorcycle Knowledge Exam  
CDL Exams

#### Related Links:

[Things to Bring](#)



Knowledge Tests must begin by the following times:  
CDL Knowledge Test  
Weekday 5:15 pm  
All Other Test Weekday 5:30 pm  
CDL Knowledge Test Saturday N/A  
All Other Test Saturday N/A

- ▶ **Sort Items:** If your link list is made up of similar items in a **Regular List** view, you can adjust their sort order after the list of links has been created. Set the **Sort Field**, **Comparison Type** and **Sort Direction**, and click **Sort** to see the Detailed Links below auto-sorted.

Sort Items

Sort Field

Email ▼

Comparison Type

String ▼

Sort Direction

desc ▼

Sort

Emails +

- ▶ **Phone Numbers:** You can enter as many phone numbers for each location as needed. For each Phone Number, you will have to list both a:
  - Number Type**, e.g. Phone, Fax, TTL
  - Phone Number**, e.g. 404-123-4567

- To add more than one number, click **Add another item** in the Phone Numbers grouping.
- ▶ **Emails:** You can enter as many email addresses for each location as needed. For each Email, you will have to list both a:
  - a. **Name**, e.g. John Smith, Operations, Cobb Office
  - b. **Email address**, e.g. contact@agency.ga.gov
- ▶ To add more than one, click **Add another item** in the Emails grouping.
- ▶ **Hours:** Input as much information as is relevant for the following:
  - **Open Hour**, e.g. 8:00 a.m.
  - **Close Hour**, e.g. 5:00 p.m.
  - **Lunch:** If the office closes for a lunch hour, input that here (e.g. 12:00 – 1:00 p.m.). If not, leave this blank.
  - **Days of Week:** Check the days of the week the office is open.
  - **Add Another Item:** Add an additional section to expand on the hours of operation.
- ▶ **External Related Links**, linking to external URLs:
  - Enter the **Title** and the absolute **URL** for the link.
  - Leave the **Related Links** field blank.
  - **Add Another Item:** Add another Link to the list.
- ▶ **Internal links**, linking to Internal (relative) URLs, you have two options:
  - a. Type the title of the content item into the **Related Links** field and the system will provide a list of possible matches.
  - b. Use the relative path for your link e.g. /locations
  - **Add Another Item:** Add another Link to the list.
- ▶ **Body:** An optional field to list any additional information. Use this to add any necessary information not provided in the other fields. Body text will appear on the page below the other fields just **before the map**.
- ▶ **Services Offered:** List the variety of services each location has to offer. If the terms are already listed under Service Terms in the Taxonomy then, once you begin typing, autosuggest will identify Taxonomy terms similar to the text you have entered. You can add to the terms that are not in the repository by simply typing the term. The terms should be separated by commas.
- ▶ **Special Message:** WYSIWYG field (content will show just below title on the locations page)

## 1.3 Location Types and Taxonomy

Locations will be grouped by **Location Type**, for example: Office Locations, Field Offices, Division Offices, etc. Your Taxonomy Manager must create a custom Location Type(s) list. Each Location Type will have its own listing page. For example, if you want a page of Regional Offices and a page listing Career Centers, you would create two different Location Types. If you will be listing only one type of location, you will create one Location Type with an appropriate name for your office type (e.g. Office Locations, Field Offices, Division Offices, etc.). The name you choose will be the title of your listing page.

Taxonomy is for categorizing content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".

Vocabulary name	Operations		
+ Blog Terms	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ Document Terms	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ Document Types	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ Form Type	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ Location Areas	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ <b>Location Types</b>	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ Master Terms	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ News Release Types	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ Services Terms	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>
+ Staff Directory	<a href="#">edit vocabulary</a>	<a href="#">list terms</a>	<a href="#">add terms</a>

✓ Save

- ▶ Refer to the [Taxonomy manual](#) on adding terms to the location type.

### 1.3.1 Adding the Services Offered Taxonomy Terms

While in the content item:

Disable rich-text  
Text format: Full HTML [More information about text formats](#)

**Services Offered**

Special Message

Rich text editor toolbar: B, I, U, S, list icons, link, unlink, insert link, insert image, source, undo, redo, etc.

In the **Services Offered** field: You may begin to type a tag and find its match in the system, or you may add a new tag that is specific to your location and will be reused for similar locations. These are freeform tags that you can apply to your content item. To separate each service offered, use a comma.



Once a Service Offer is added, it is added to the Taxonomy of Services Offered terms. A visitor can use these terms to view filtered out services offered for each location item – as long as the specialty page is in the menu. Once a term has been created, deleting the Services Offered term does not delete the Location content item – only a Taxonomy Manager can remove a term that is no longer relevant.

Vocabulary name	Operations
+ Blog Terms	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ Document Terms	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ Document Types	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ Form Type	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ Location Areas	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ Location Types	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ Master Terms	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ News Release Types	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ <b>Services Terms</b>	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>
+ Staff Directory	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>

✓ Save

## 1.4 Location Listing Pages

There are several special pages that can be used on the site. These pages can be linked to and from menus or within the body of the text. These pages are available to help organize site content.

 Note: We can customize the titles of your specialty listing pages, just put in a support ticket!

Home » Find a Certified Family Violence Intervention Program

### Find a Certified Family Violence Intervention Program

Most Viewed:

[Phoenix Behavioral Health Services of Georgia \(Jonesboro\)](#) | [A New Approach, LLC \(Lawrenceville\)](#) | [A New Direction Family Violence Intervention Program \(Decatur\)](#) | [Medlock Bridge Counseling Center \(Johns Creek\)](#) | [The RESOLV Project \(Dalton\)](#)

Location Name	Areas Served
<a href="#">A New Approach, LLC (Stone Mountain)</a>	DeKalb

## 1.4.1 Location/[title of the content item] is the individual location page. e.g. yourdomain.georgia.gov/locations/Albany

[Home](#) » [Find a Customer Service Center](#) » Albany

# Albany

## Customer Service Center

2062 Newton Rd  
1108 W. Oakridge Drive (CDL testing location only)  
Albany, GA 31701  
[Get Directions](#)

### Hours:

Tuesday - Friday  
8:00 AM - 6:00 PM

Saturday  
8:00 AM - 12:00 Noon

### Areas Served:

Dougherty

### Contact:

Recorded Information Line : [229-430-4258](tel:229-430-4258)

### Services Offered:

First Issuance  
Renewals  
Replace Stolen/Lost  
Out of State Transfers  
Regular Road Test  
Motorcycle Road Test  
CDL Road Test  
Full Reinstatements  
Driving History Reports (MVR)  
Insurance Reinstatements  
Regular Knowledge Exam  
Motorcycle Knowledge Exam  
CDL Exams  
GA Motorcycle Training Location

### Related Links:

[Things to Bring](#)  
[Skip-a-Step](#)



## Testing Information

### Knowledge Tests Must Begin By:

Weekday		Saturday	
CDL:	5:15 pm	CDL:	11:15 am
All Others:	5:30 pm	All Others:	11:30 am

## Fees and Terms

Visit our [Fees and Terms](#) page to find out the fees and terms associated with obtaining or renewing your license, permit, identification card and more!

## 1.4.2 Locations is a listing page showing all locations with a filter for search. e.g. yourdomain.georgia.gov/locations

Home » Find a Location

### Find a Location

Most Viewed:  
[Atlanta - North Metro](#) | [Clayton County](#) | [Atlanta - South Metro](#) | [Cobb-Cherokee](#) | [Augusta](#)

Search to filter results..

Location Name ▲	Area Served ▲
<a href="#">Albany</a>	Calhoun, Dougherty, Lee, Terrell, Worth
<a href="#">Americus</a>	Crisp, Dooly, Macon, Marion, Schley, Sumter, Taylor, Webster
<a href="#">Athens</a>	Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe
<a href="#">Atlanta - North Metro</a>	DeKalb, Fulton, Rockdale
<a href="#">Atlanta - South Metro</a>	Fulton, Douglas
<a href="#">Augusta</a>	Burke, Columbia, Glascock, Jefferson, Jenkins, Richmond, Screven, Washington
<a href="#">Bainbridge</a>	Decatur, Early, Miller, Seminole
<a href="#">Blue Ridge</a>	Fannin, Gilmer, Pickens, Towns, Union



These pages can be tailored by choosing the columns to display. By default, the **Location Title** and **Areas Served** are already configured, you can choose from Address, City, Phone Number, Emails, and Services Offered to display as columns – Up to 5 Columns max.

- Address
- City
- Phone Number
- Emails
- Services Offered

**1.4.3 Locations/[type]** is a listing page showing all locations with a specific type. e.g [yourdomain.georgia.gov/locations/customer-service-center](http://yourdomain.georgia.gov/locations/customer-service-center)

[Home](#) » [Locations](#) » Find a Customer Service Center

## Find a Customer Service Center

Most Viewed:

[Albany](#) | [Americus](#) | [Athens](#) | [Atlanta](#) | [Augusta](#)

Location Name ▲	Area Served ▲	Address	City ▲	Services Offered
<a href="#">Albany</a>	Dougherty	2062 Newton Rd Albany, GA 31701	Albany	First Issuance, Renewals, Replace Stolen/Lost, Out of State Transfers, Regular Road Test, Motorcycle Road Test, CDL Road Test, Full Reinstatements, Driving History Reports (MVR), Insurance Reinstatements, Regular Knowledge Exam, Motorcycle Knowledge Exam, CDL Exams, GA Motorcycle Training Location
<a href="#">Americus</a>	Sumter	1601 North Martin Luther King Blvd Americus, GA 31709	Americus	First Issuance, Renewals, Replace Stolen/Lost, Out of State Transfers, Regular Road Test, Full Reinstatements, Driving History Reports (MVR), Insurance Reinstatements, Regular Knowledge Exam, Motorcycle Knowledge Exam, CDL Exams
<a href="#">Athens</a>	Clarke	1505 US Highway 29 North	Athens	First Issuance, Renewals, Replace Stolen/Lost, Out of State Transfers, Regular Road Test, Full Reinstatements, Driving History Reports (MVR), Insurance Reinstatements, Regular

## 1.4.4 Find-location shows a map of all of your locations. e.g yourdomain.georgia.gov/find-location

The click filter on the page works with the search bar or separately. By default, the page will show all location types in map format using geolocation. By default, the page will show all of the services offered. The search bar works with the click filter or separately.

Home » Find a Location

### Find a Location

Our Convenient online services are available 24/7. DDS customer service centers are open Tuesday through Saturday. Tuesday is typically a very busy day, so please visit us on Wednesday or Thursday when our offices are normally less busy.

Important: Please review the new Secure ID document requirements and hours of operation before visiting our offices.

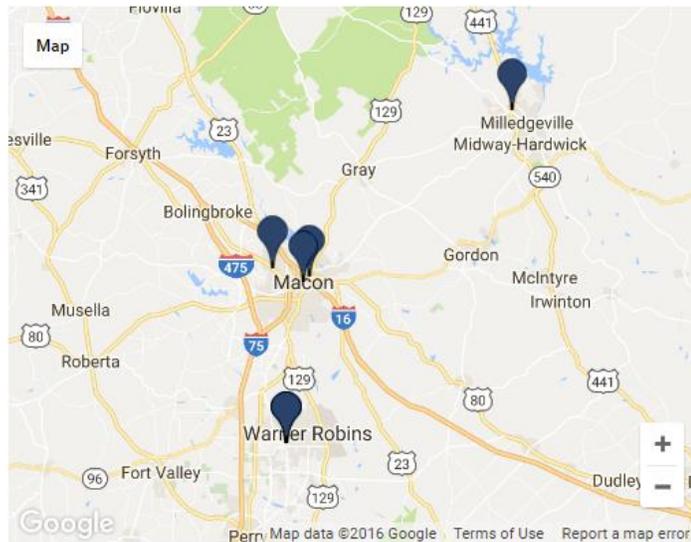
### Filter Locations By Type:

- Family Violence Task Force
- Certified Family Violence Intervention Program

### Search by city, county, or zip code

Search Reset

macon



## 1.4.5 Find-location/[location type] shows a map of all of your locations listed under a specific type and the services offered.

The click filter on the page works with the search bar or separately. By default, the page will show all Services Offered in map format using geolocation. By default, the page will show all of the services offered. The search bar works with the click filter or separately.

[Home](#) » [Find a Location](#) » Find a Location

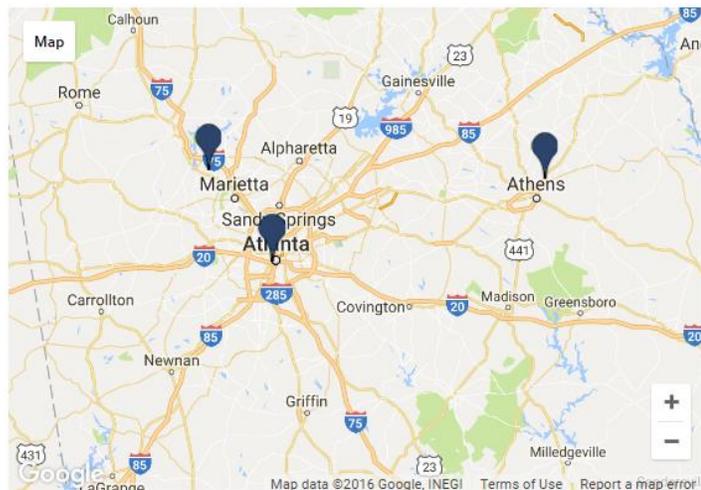
### Find a Location

This is text that will appear when a specific Location Type is being viewed. This is standard text that does not substitute based on any specific type being viewed.

### Services Offered

- CDL Exams
- CDL Road Test
- Driving History Reports (MVR)
- First Issuance
- Full Reinstatements
- GA Motorcycle Training Location
- Insurance Reinstatements
- Motorcycle Knowledge Exam
- Motorcycle Road Test
- Out of State Transfers
- Regular Knowledge Exam
- Regular Road Test
- Renewals
- Replace Stolen/Lost

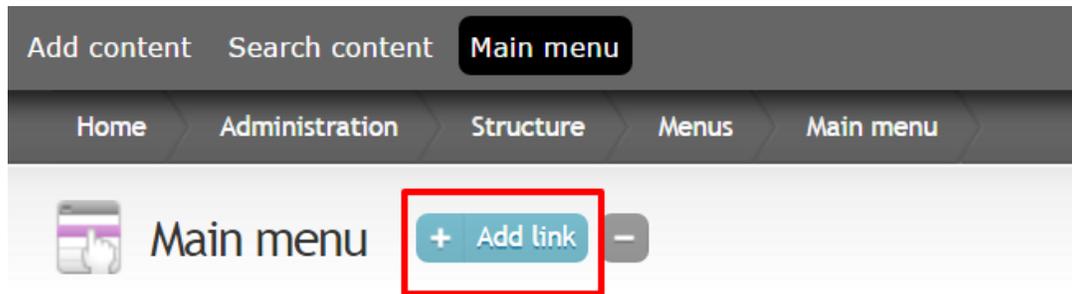
### Search by city, county, or zip code



## 1.5 Adding Special Pages to the Menu

**!** IMPORTANT: These specialty pages auto-generate as soon as you create relevant content, but the pages will not appear in your navigation menu until you create a menu item.

To add a specialty page to your website, use the Path Name in bold (e.g. **find-location**) in the Path Field for the menu link. **Menu > Add Link > Insert Menu Link Title > Insert Path > Choose Parent Item from Drop Down > Save.**



- ▶ To learn more about Specialty Pages and adding it to your Menu, download the [Advanced Manual](#) from the [Interactive Site](#).

A screenshot of the 'Add link' form. The form has several fields: 'Menu link title' with the value 'Find A Location', 'Path' with the value 'find-location', 'Description' (empty), 'Enabled' (checked), 'Show as expanded' (unchecked), and 'Parent link' with the value '<Main menu>'. A 'Save' button is located on the right side of the form. Red boxes highlight the 'Menu link title' field, the 'Path' field, and the 'Parent link' dropdown menu.

 To add these specialty pages as relative links on your site, use `/[path field]` e.g `/find-location` in the URL field.

# Glossary

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The following is a glossary of commonly used terms when using Locations.

<b>Geolocation</b>	Geolocation is the wireless detection of the physical location, the use of signals (such as radio frequencies, cell towers, etc.) to locate a place or address.
<b>Listing View</b>	A page listing locations by Title and Areas served by default. Additional columns can be configured. The view is equipped with an ascending and descending filter arrows on the first four columns and a search bar at the top. This special page title can be tailored.
<b>Location Listing pages</b>	A location listing page is a Special Page. This page shows all of the location content items on one page in list view. You can even link to a location listing page related to a specific taxonomy term. For example, it may be useful to link to a location page listing customer service centers.
<b>Location Map Pages</b>	A location map page shows your location content items in a map view, as long as they have an address in the field.
<b>Mapping View</b>	View of a map listing services or locations using geolocation. This special page title can be tailored.
<b>Services Offered</b>	A comma separated field with option to list multiple services. This field will also auto-suggest already typed terms so help prevent misspellings. e.g. Road Tests, License Renewal, Tag Renewal, etc.
<b>Special Pages</b>	Our specialty pages are actually called Views. You can also use Views to present related content or implement contextual filters. An example of presenting related content is when you want to display a list of individual locations that have been aggregated onto one page. We can even customize the pages by adding a term to drill down into the Taxonomy.
<b>Taxonomy Terms</b>	<p>Taxonomy is a way to classify your content, similar to tagging or categorizing your content. Taxonomy makes it possible for your content to appear in lists filtered by topic.</p> <p>A site's taxonomy consists of several vocabularies (such as "Color"). Each of these vocabularies contains several terms (such as "Red", "Yellow", "Blue", etc.).</p>

