

## TU0007. Standard Listing Module

### Tocaspace Tutorials

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The standard listing module contains one or more lists that in turn contain one or more items.

Each item in the list consists of a summary and a detail page, with an automatic link from the summary to the detail.

At time of writing, new items are automatically added to the bottom of the list. We'll be introducing an upgrade soon whereby you can choose whether new items are added to the bottom or to the top (like a news listing).

Also at time of writing there isn't the ability to re-order items in the lists, but we're about to take this functionality live so it may well be in place by the time you read this.

### 1. Listing Module Structure

While we often set listings up to work very simply, they can be used to manage your information in quite powerful ways. The listing module structure is as follows:

- a. You can have one or more listings in what we call a "feed".
- b. The feed can contain any number of categories and sub-categories.
- c. For every listing in a feed, you can select one or more categories by which to filter the items in that list.
- d. You can place every item in a feed in to one or more of those same categories.
- e. Each listing shows all the items in any of the categories that the listing is being filtered by.

What this means, in effect, is that each item can be placed in one or more lists and so appear on multiple pages without the content having to be entered multiple times.

To give a practical example: If you have a news feed, you might have the following listings - "News for partners", "News for colleagues", "News for the general public" etc. Each listing is set up to filter by a related category. Then, every time you add a news item, you can select from these same categories to decide which listing to place the news item in - many news items might be relevant to more than one audience.

If you don't have any need for this power, don't worry about it - when an item is added to a list it defaults to the category or categories that the list is filtering by, so if all you want is a standard one-to-one relationship, this will happen without any input from you.

### 2. Enter Edit Mode

- See tutorial "TU0001. How to Enter Edit Mode".

### 3. Edit Mode Listing Block Explained

The screenshot shows a website in edit mode. At the top, there are tabs for 'Website' and 'Media'. The main header features the name 'Andy Baggott' in a large, elegant font, with the tagline 'Connecting Spirituality and our Inner Wisdom' below it. To the right of the header, there are links for 'Leave edit mode' and 'Logout'. A navigation menu below the header includes 'Home', 'About Andy', 'Books', 'Events', and 'Resources'. The 'Books' section is highlighted, and a red box labeled 'Edit header' points to the navigation menu. Below the navigation, there is a breadcrumb trail 'Home > Books'. A red box labeled 'Add item' points to a green plus sign icon in the top right corner of the 'Books' section. The main content area of the 'Books' section contains a paragraph of text, a sub-heading 'Living the Zen Arts', and a small image of a pink lotus flower. A red box labeled 'Edit item' points to a pencil icon next to the text. At the bottom of the text area, there are two icons: a pencil icon labeled 'Edit' and a trash can icon labeled 'Delete'. A red box labeled 'Delete item' points to the 'Delete' icon.

- The "Add item" icon takes you through to the screen that allows you to add a new item to the list.
- The "Edit header" icon takes you through to a screen that allows you to edit the header information at the top of the list and also certain list properties.
- The "Edit item" icon / link takes you through to a screen that allows you to edit the item just above it.
- The "Delete item" icon / link, er, deletes the item.

#### 4. Editing the Header

##### Header Content

The screenshot shows the editing interface for the 'Meditation, Zen and Tai Chi' page. The page title is 'Meditation, Zen and Tai Chi'. The 'Block title' field contains 'Meditation, Zen and Tai Chi'. The 'Main content' field is in WYSIWYG mode, showing a heading 'Zen' and a paragraph of text. Red arrows point to the 'Block title' and 'Main content WYSIWYG' labels. A 'Save' button and a 'Cancel' button are visible in the top right corner.

Change the text for the title of the block and modify the main content in the WYSIWYG. This is exactly the same process as editing content in the simple information module.

- For information on editing simple information content, see the tutorial "TU0006. Simple Information Module."
- For more information on editing the main content using the WYSIWYG editor, see the tutorial "TU0004. Using the WYSIWYG Editor".

## Filtering the Items



To choose the category or categories that items in this list will be filtered by, click on the "Filter Items" tab and select or unselect any categories you wish.

We set these categories up for you when your site is first created so there's often no need to edit this section.

*Note:* At time of writing there's no facility for you to add and edit categories yourself. This functionality will be coming soon. In the meantime, if you find you need to do this, please give me a bell and I'll do it for you.

## 5. Editing and Adding Items

The following instructions deal with editing an item in the list. However, adding in item works in exactly the same way, the only differences being that:

- a. When editing an item, you first click on the edit icon or link just below the item in question, whereas when adding an item, you first click on the "add item" icon at the top right of the listing.
- b. When a newly created item is saved, it's added to the list whereas when an edited item is saved it's updated in the list.

## "Item in List" Tab

The screenshot shows the 'Item in List' tab of the website editor for 'Living the Zen Arts'. The page has a blue header with the site name 'Andy Baggott' and the tagline 'Connecting Spirituality and our Inner Wisdom'. Navigation links include 'Home', 'About Andy', 'Books', 'Events', and 'Resources'. The 'Books' link is active. The main content area is titled 'Living the Zen Arts' and has three tabs: 'ITEM IN LIST' (selected), 'DETAIL PAGE', and 'CATEGORISATION'. Below the tabs, there is a section for 'Item title in list' with the text 'Living the Zen Arts'. The 'Item summary' section contains a rich text editor with a toolbar and the following text: 'This was one of my favourite books to write. The whole creative process was really fulfilling as I was involved with all aspects of its creation including writing the text, choosing the photographs and writing the captions. Zen has been a strong influence in my life for many years so it was a real pleasure to have the opportunity to share some of my understandings of this deep, spiritual path. It contains much about how I view life and gives readers a series of useful tools for navigating through life's challenges. Living the Zen Arts is an introduction to the history and principles of Zen and presents practical ways to make it a part of your life. Zen principles can be applied to all aspects of life and are explored in this book through a variety of different mediums. It is highly illustrated with beautiful pictures and step-by-step exercises to give you an experience of the power of Zen to help you find peace and enjoy a more balanced and creative life.' Below the text are two bullet points: 'Take inspiration from the stories and wisdom of the Zen masters' and 'Find inner peace and spiritual insight through meditation'. A 'Summary image' section shows a placeholder image of a pink lotus flower. At the bottom of the image section are buttons for 'Select', 'Remove', 'Save', and 'Cancel'.

When you first go through to edit an item from a listing, you'll be taken to the "Item in List" tab of the edit item form.

- "Item title in list" is self-explanatory.
- You're given a slightly cut-down version of the WYSIWYG editor (no image management) to create/edit your item summary content. The item summary appears only in the list. There's no image management within the summary content itself partly to ensure an even look on the page, and partly for future plans regarding possible content syndication and the like. For more information on how to use the editor, see the tutorial "TU004. Using the WYSIWYG Editor".
- To select an image from the image library to go along side your summary, click the select button below the image (or image placeholder if selecting an image for the first time). To remove the selected image click the "Remove" button. The process for selecting an image from the library is similar to that outlined in the tutorial "TU0005. Embedding Images in Content", except a lot simpler - you're returned to the item form the moment you select your image because all other options - size, position etc. are taken care of for you.

## "Detail Page" Tab

The screenshot shows a web editor interface for a page titled "Living the Zen Arts". At the top, there is a navigation bar with "Home", "About Andy", "Books", "Events", and "Resources". The page title "Living the Zen Arts" is displayed in a large font, with a subtitle "Connecting Spirituality and our Inner Wisdom". Below the title, there are tabs for "ITEM IN LIST", "DETAIL PAGE" (which is selected), and "CATEGORISATION". The "Block title" field contains the text "Contents". The "Detail page content" area features a rich text editor with a toolbar and a list of topics: "Introducing Zen", "The History and Development of Zen", "Zen Principles", "Zazen - Zen Meditation", "Zen and the Martial Arts", "Shodo - Japanese Calligraphy", "Kado - The Art of Flower-arranging", "Chado - The Art of Tea", and "A Final Word". To the right of the list is a book cover image for "living the ZEN arts" by Andy Baggott, featuring a pink lotus flower. At the bottom, there is a "URL name" field, which is currently empty, and a note stating "This is the name that appears in the browser address bar." There are "Save" and "Cancel" buttons at the bottom of the editor.

Editing an item detail works similarly to editing a simple information block. For more information please see the tutorial "TU0006. Simple Information Module".

The exception to this is the text box labelled "URL name". The URL name is the name of the page as it appears in the browser address bar when linked to. Tocalys automatically appends this name to the URL of the listing page being linked from.

In the case shown above, for example, a likely URL name would be "living-zen-arts". If the listing page being linked from had the fully qualified URL of "http://www.andybaggott.com/books", then the fully qualified URL of this item when linked to in detail would be "http://www.andybaggott.com/books/living-zen-arts".

If you leave this field blank, then your "more" link from the listing summary to the detail won't work.

*Tip:* With any page in a Tocalys site, you can take the final URL name, place it directly after the domain name, and it will work. In the case above, for example, "http://www.andybaggott.com/living-zen-arts" would display the same page as "http://www.andybaggott.com/books/living-zen-arts". This can sometimes be useful if you're doing a special promotion and want to give people a short, easy to remember web address that isn't your home page. Reserve this option for special occasions, though. For example, when linking from one page to another within your site, use the URL as Tocalys displays it, not this shortened version. This is for a number of reasons, but primarily so as not to confuse search engines.

## Item "Categorisation" Tab



To choose the category or categories that this item belongs to, and therefore which lists it will appear in, click on the "Categorisation" tab and select or unselect any categories you wish.

Because we set these categories up for you when your site is first created, and because when an item is first added to a list it is by default placed in that list's filter categories, there's usually no need to edit this section.

Note that if you take an item out of the categories that the list you came from is filtering by, it will no longer be shown when you return to that list.

### Save or Cancel

Once you're happy with your new item, or with your changes to an existing one, either click the "Save" icon, top right, or the "Save" button bottom left to save your changes.

If you decide to abort your work, either click on the "Cancel" icon, top right, or click the "Cancel" button, bottom left.