

Portfolio Module

The Portfolio module is a custom module that is designed for your company's unique products and services. The platform allows you to display relevant information that will give your prospective customers details of your products and services.

The Portfolio Module packages various types of content all within a specific listing. Each listing is self-contained, so you can add portfolios to pages to create more robust information on multiple pages.

Any changes you make to an individual listing is automatically updated throughout your site, wherever that listing is posted.

You can build listings and easily make them visible or hidden from public view.

Portfolio listings can include:

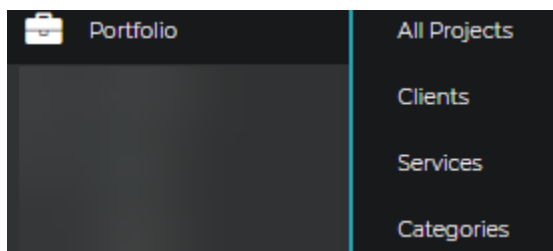
- Unique titles
- Services with unique descriptions and multimedia
- Pertinent dates and locations
- Awards
- Project files
- Images and videos
- Photo albums

HOW TO USE THE PORTFOLIO MODULE

While your company's portfolio will be customized for your needs, here is the general process of using the Portfolio Module:

The module includes 3 sections:

1. Clients
2. Services
3. Categories



Create these by clicking "Add New" in each of the sections. Fill out the appropriate information. You'll need this information to add to your listings.

Once you have Clients, Services and Categories established, you can then move on to create individual listings.

How to Create a Basic Listing

Listings include the title, location, a numerical order, a box to check if you want the listing to be visible, and the option to delete.

Below is an example of a typical blank listing. Fill out the information you like. You also will have the option to add photos.

The screenshot shows a web form titled "Portfolio Listings" with a sub-header "Adding New Listing". The form is divided into several sections:

- Project Title:** A text input field.
- Client:** A text input field.
- Active:** A checkbox.
- Date Completed:** A date input field.
- Location:** A text input field.
- Full Description:** A rich text editor with a menu bar (Edit, Insert, View, Format, Table, Tools) and a toolbar containing icons for undo, redo, paragraph, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, code, and help. Below the toolbar is a large text area for the description.

At the bottom of the form, there are two buttons: "Save Listing" (in a teal box) and "Close" (in a dark grey box). A word count indicator "0 WORDS" is visible in the bottom right corner of the description area.

In the right column, you'll select the appropriate services and categories, so your users can easily filter the listings.

Services Provided

Services

- Commerical Electrical
- Alternate Power
- Design Build | Design Assist
- Low Voltage
- Site Lighting

Ctrl-Click to select multiple

Categories Served

Categories

- Government
- Historic Restoration
- Site Lighting
- Electrical

Ctrl-Click to select multiple

Awards

Current Items

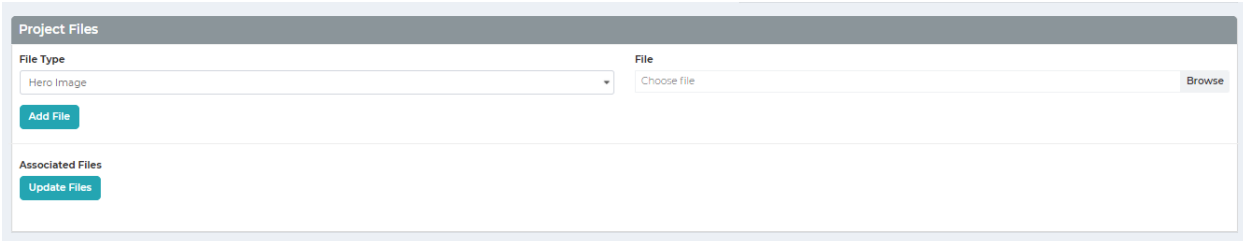
Add a new item below

Set the Order

Once you have your listing created, you can number the listings to arrange their order of appearance. We recommend using increments of 10 for easier rearranging as you add listings. Do this in the Sort order column.

Enhance Your Listing

Once you have your listings created, enhance your listing with photos or other files.



The screenshot shows a 'Project Files' interface. At the top, there is a 'File Type' dropdown menu currently set to 'Hero Image' and a 'File' input field with a 'Browse' button. Below these is an 'Add File' button. Underneath, there is an 'Associated Files' section with an 'Update Files' button.

Add photos

Choose how the photos are displayed.

Hero Image – This is the large image that will be displayed at the top of your listing page. Make sure this is a landscape (horizontal) image.

Listing image – This is the image that will be displayed on the homepage of your portfolio, alongside the other listings.

Image – These are additional images added to the project.

Choose the Dimensions of your images

In the CSS Class column, select or type either portrait (vertical) or landscape (horizontal) image. This is how it will be displayed

Portfolio listings are often popular content on your website, so have fun with your Portfolio module!