

Who Lives There Map Management

Spyglass Website Training Manual

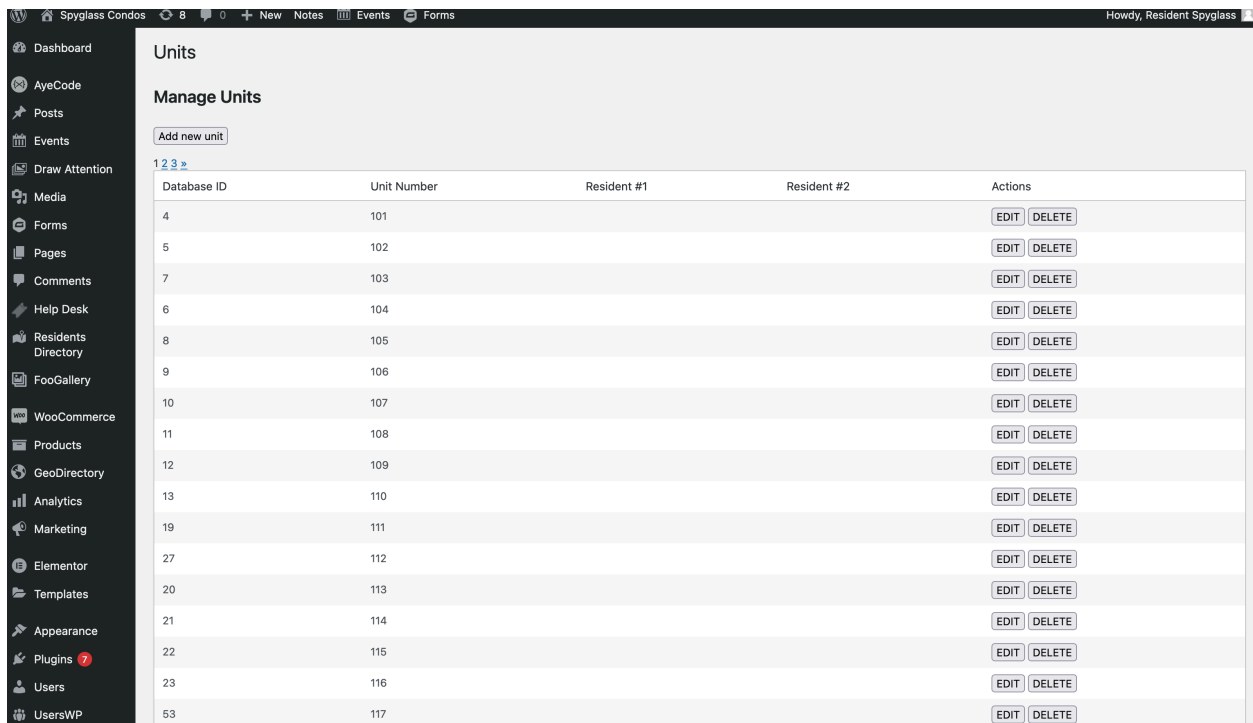
If this manual is printed, you can find the links to these pages on the Admin Help page on the website.

Notes:

- If you are adding a new resident to the directory, you need to create the user account and directory listing before updating the Who Lives There map.
- Do not delete or add any new units, just update existing units.

Update a Who Lives There Map Listing

1. Go to: Spyglass Units to Residents Admin/Units - <https://spyglasscondos.com/wp-admin/admin.php?page=spyglassunitstoreidents-admin-units>
2. First locate the unit number and click **Edit**. Notice that there is pagination at the top of the listing if the unit you need to update is not on the first page.



The screenshot shows the 'Units' management interface. At the top, there is a 'Manage Units' section with an 'Add new unit' button. Below this is a table with the following columns: Database ID, Unit Number, Resident #1, Resident #2, and Actions. The table contains 17 rows of unit data, each with 'EDIT' and 'DELETE' buttons in the Actions column. The table is paginated, showing items 1 through 17.

Database ID	Unit Number	Resident #1	Resident #2	Actions
4	101			EDIT DELETE
5	102			EDIT DELETE
7	103			EDIT DELETE
6	104			EDIT DELETE
8	105			EDIT DELETE
9	106			EDIT DELETE
10	107			EDIT DELETE
11	108			EDIT DELETE
12	109			EDIT DELETE
13	110			EDIT DELETE
19	111			EDIT DELETE
27	112			EDIT DELETE
20	113			EDIT DELETE
21	114			EDIT DELETE
22	115			EDIT DELETE
23	116			EDIT DELETE
53	117			EDIT DELETE

This is the all-unit listing page

3. Select the appropriate residents for the unit. The list is pulling directly from the resident directory tool.
 - a. Resident #1 is required, Resident #2 is optional
4. Click **Update**

Spyglass Condos 8 0 + New Notes Events Forms

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Units

Dont see the resident that you need in the dropdowns? Please make sure the resident record exists in the [Resident Directory](#) first.

Edit Unit #101 (database ID #4)

Unit Number
101

Resident #1
Amante, Flo

Resident #2
-No Resident Selected-

UPDATE CANCEL

This is an example of an update unit page

Manage Existing Listings

1. Go to: Resident Directory - https://spyglasscondos.com/wp-admin/edit.php?post_type=gd_place
 - a. Edit a listing: click the name to edit an existing listing
 - b. Delete a listing: hover over the name and click Trash.
 - i. Once you trash a listing, it will show in the Trash folder (under the Add New button). You can still restore it unless you empty the trash.

The screenshot shows the 'Residents Directory' management page in a WordPress admin interface. The page title is 'Residents Directory' with an 'Add New' button. Below the title, it shows 'All (88) | Published (88) | Trash (266)'. There are search and filter options, including a search bar and a 'Search Places' button. A table lists the directory entries with columns for Title, Image, Location, Categories, Tags, Author, and Date. The table contains five entries, each with a checkbox for selection and a list of actions (Edit, Quick Edit, Trash, View, Duplicate Resident Directory, Regenerate Thumbnails) for the first entry.

<input type="checkbox"/>	Title	Image	Location	Categories	Tags	Author	Date
<input type="checkbox"/>	Vicky Carroll <small>Edit Quick Edit Trash View Duplicate Resident Directory Regenerate Thumbnails</small>	N/A	United States, Michigan, Ottawa County	residents directory		Vicky Carroll	Published 2022/04/04 at 5:51 pm
<input type="checkbox"/>	Cynthia Martinez	N/A	United States, Michigan, Ottawa County	residents directory		Cynthia Martinez	Published 2022/04/04 at 5:51 pm
<input type="checkbox"/>	Dave & Janine Holmes	N/A	United States, Michigan, Ottawa County	residents directory		Dave & Janine Holmes	Published 2022/04/04 at 5:51 pm
<input type="checkbox"/>	Dave Shellenbarger	N/A	United States, Michigan, Ottawa County	residents directory		Dave Shellenbarger	Published 2022/04/04 at 5:51 pm
<input type="checkbox"/>	David & Linda Geerlings	N/A	United States, Michigan, Ottawa County	residents directory		David & Linda Geerlings	Published 2022/04/04 at 5:51 pm
<input type="checkbox"/>	David & Linda Thompson	N/A	United States, Michigan, Ottawa County	residents directory		Linda Thompson	Published 2022/04/04 at 5:51 pm