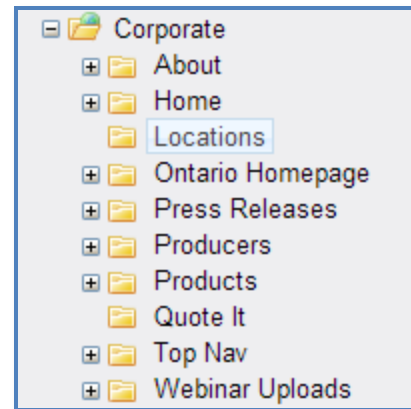# marcelmedia

Ektron Training: Offices

All offices can be edited, added and removed in the Locations folder

Creating a New Location:

1. Under "New" select "Office Location" through "Smart Form."

2. Add title. This will be the title of the office in the "Locations" folder. This helps when there are multiple offices for the same region. For example, to differentiate Transportation offices, title it "HUB Transportation Services Inc. – Houston." This will not be displayed on the website.

3. Add Office Name. This will be the title that appears on the website.

4. Add Address. How the address is formatted in this box is how it will display of the website.

5. When adding the phone number, do not start the number off with "1." Use periods to break the numbers apart. For example, when adding a phone number into the field, us "847.402.6601"

    a. This will be the same for Toll-Free and Fax numbers

6. Assign the region of the office using the key below. Copy and paste a region below to the region field.

barton	gulfsouth	northeast	Texas
brazil	horizon	northwest	tos
california	midwest	ontario	totten
caribbean	mountain	quebec	transportation
colorado	newengland	southeast	
Financial	newmexico	southwest	

7. Under the Metadata tab, insert the coordinates of the location. This step will act as a pin drop for the map. These can be found at: http://geocoder.ca/.

    a. Add the full address to the search field

    Forward Geocoding: [Reverse Geocoding.] [Geocode Street Intersections.] **Free Data Downloads**
    Location (in Canada or USA): 55 East Jackson Boulevard Chicago Illinois 60604 USA [GeoCode it!] | or see our XML API

    b. GeoCode It, and add the latitude longitude to the Metadata fields. Include the entire number, but not the degree symbol

    THIS LOCATION. (55 JACKSON BLVD E, CHICAGO, IL 60604)
    Latitude: 41.878179 °

    Longitude: -87.625769 ° Go Back and start over
    Browse Restaurants near this Location

    In the Metadata tab:

    Search Data

    MapLatitude: 41.878179   [Default]

    MapLongitude: -87.625769 [Default]

Editing a Location:

1. To edit an office location, locate the office in the Locations folder, or use the Ektron search functionality.

2. Select the location, edit and publish.

Deleting a Location:

1. To delete an office location, locate the office in the Locations folder, or use the Ektron search functionality.

2. Select the drop-down and click Delete.