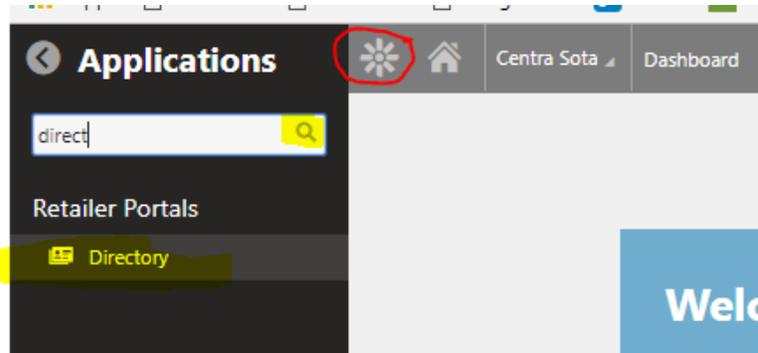
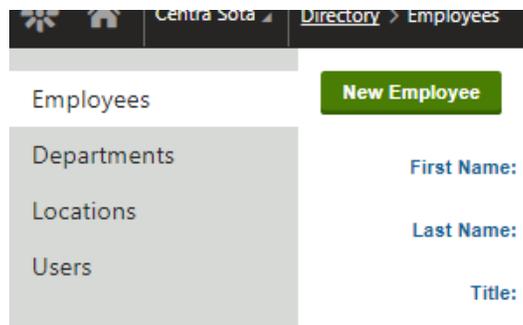


Adding/Editing a Location, Employee or Department

1: Navigate to the Directory either from your home screen, or by clicking on the kentico button at the top right of the webpage and open the search bar. **Search for “Directory”**



2: The directory allows you to edit/add an employee, department or location by **clicking on the appropriate section in the left side bar**:

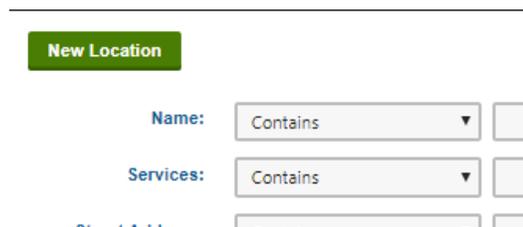


3: To simply edit a location, employee, or department, **click on the green pen** next to the row that you want to edit.



4: To add a new location, employee, or department

At the top left of the web page, **click on the green “New Location”, “New Department”, or “New Employee Button”**.



5: **Fill in the information** on the following page **and press save**. Location is the only unique section that requires some specific information. *A location needs to be tied to a minimum of 1 service by checking one or more of the service boxes depending on the location.*

Services: Agronomy
 Car Wash
 Coffee
 Corporate Office
 C-Store
 Deli

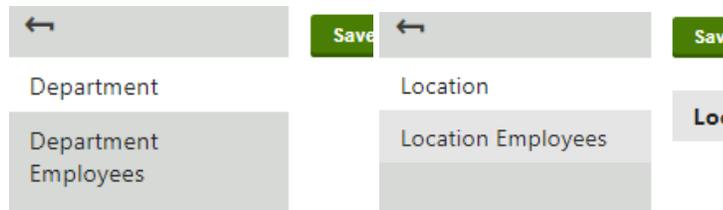
It also needs longitude and latitude. To find the longitude and latitude, go to www.latlong.net and type in your address. Then generate the lat/long and copy it into Kentico:

Latitude:
Longitude:

6: After editing or adding your information, **press save at the top left.**



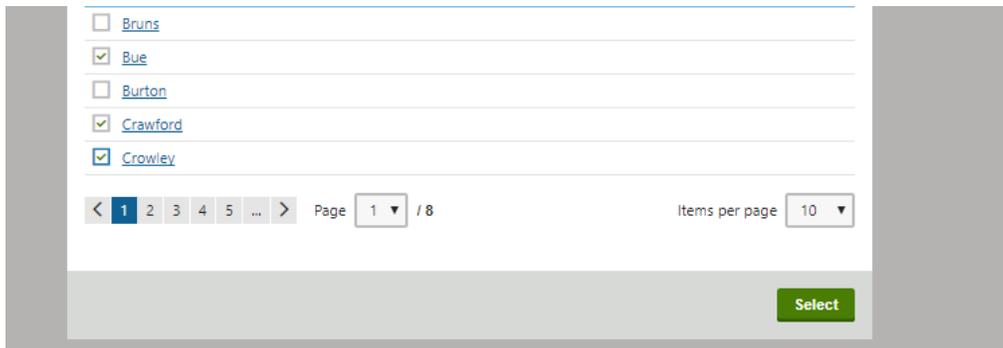
7: After adding a location or department, you can add employees to a location/department by clicking on Department/Location employees on the left side bar.



8: To delete an employee, simply check the box of the employee you would like to delete and press remove selected:

[Thomes](#)
 [Welle](#)
 [Willenbring](#)

9: To add an employee (must be already created), click on “Add Items”. A full list of all employees will appear and check the boxes of the employee(s) that you would like to add to the location or department, then press select:



The screenshot shows a web interface for selecting employees. It features a list of five names, each with a checkbox to its left. The names are: Bruns, Bue, Burton, Crawford, and Crowley. The checkboxes for Bue, Crawford, and Crowley are checked. Below the list is a pagination control showing 'Page 1 / 8' and 'Items per page 10'. A green 'Select' button is located at the bottom right of the interface.

<input type="checkbox"/>	Bruns
<input checked="" type="checkbox"/>	Bue
<input type="checkbox"/>	Burton
<input checked="" type="checkbox"/>	Crawford
<input checked="" type="checkbox"/>	Crowley

< 1 2 3 4 5 ... > Page 1 / 8 Items per page 10

Select

10: To order employees, they will need added in order. Check your first employee, then press select, then press save. Repeat for all following employees. If you are adding a single employee to the middle of a list of already added employees...all employees will need to be removed from the department/location and re-added to include the new employee.