# WordPress – Add, Edit & Delete Services

This document will explain how to add, edit & delete services on a website. This document assume you know how to log into the website and understand the admin area of your WordPress website.

## Add a page

**Step 1:** Select "Services" on the left-hand side bar.

② Dashboard	WardPress 6.0.1 is availabled Planar undebt and	
Home Updates (11)	WordPress 6.0.1 is available! <u>Please update now</u> .	
Posts	An automated WordPress update has failed to complete - <u>please attempt the update aga</u>	in now.
Media     Forms	This theme requires the following plugin: <u>WP Accessibility</u> . This theme recommends the following plugins: <u>Exclude Pages From Menu</u> , <u>Flow-Flow Social S</u>	tream and Redirection
Pages	Begin installing plugins   Dismiss this notice	and redirection.
TablePress	At a Glance	Quick Draft Title
🔊 Appearance	1 Comment	
Plugins 7 Users	WordPress 5.2.13 running websiteni-hsc theme. Update to 6.0.1	Content What's on your mind?

## Step 2: Select "Add New"

Services « WordPro	Press Training - × +				- 6	9 ×
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Dashboard	Services Mdd New				Screen Options	•
📌 Posts	This theme requires the following plugin:	WP Accessibility.				0
9; Media	This theme recommends the following plu		w-Flow Social Stream and Redirection.			
🖨 Forms	Begin installing plugins   Dismiss this notion	<u>ce</u>				
Pages					Search Pag	
🖈 Services	All (16)   Published (16)					
Services	Bulk actions V Apply All dates	Filter			16 1	items
Add New	Title	Locations	Service Types	FOI Classifications	Date	
Locations	Altnagelvin Hospital	Altnagelvin Hospital	Hospitals	2. What we spend and how we spend	Published	
Service Types FOI Classification				<li>it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</li>	2022/09/15 at 14:53	
★ Staff TablePress	Antrim Area Hospital	Antrim Area Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and</li> </ol>	Published 2022/09/15 at 14:55	
Appearance Plugins				expenditure, tendering, procurement and contracts.		9
Users	Belfast City Hospital	Belfast City Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, programment</li> </ol>	Published 2022/09/15 at 14:56	
🕂 🔎 Type here to s	search 🗮	爸 💽 🚍 🧕	🗩 💶 🥵 🌄 💼	🗅 🚾 🗠	、 恒 臣 (10:11) 23/09/202	22 📮

**Step 3:** Select your "Service Type" & "Location" if applicable. Like with Pages you can set a parent service. For example, 'Hospitals' can be the parent service of the list of hospitals in the area. If you do not want a specific order and just to be alphabetical leave the order as "0".

🚯 🖀 WordPress Training	🛡 0 🕂 New	Hi, bsoweb			
🖚 Dashboard	91 Add Media 🐺 WP File Download 🖨 Add Form Visual Text	Service Types A V 🔺			
	File v Edit v View v Insert v Format v Tools v Table v				
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9 Media	Ω	Hospitals			
🖨 Forms		Services (individual) Page Template			
📕 Pages		✓ Webteam			
🖈 Services 🔸		+ Add New Service Type			
Services					
Add New		Locations A V 🔺			
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FOI Classification	Word count: 0	Business Services Organisation			
📌 Staff		Hospital     Altnagelvin Hospital			
TablePress	Contacts A W A Antrim Area Hospital Altrim Area Hospital Belfast City Hospital				
Appearance	Contact Name Contact Address Contact Telephone Contact Email	Causeway Hospital			
🖆 Plugins		Lurgan Hospital			
👗 Users	Add Row	+ Add New Location			
🖋 Tools					

**Note:** You have 2 types of services "Parent services" and "Child services". The parent service will be the main page and the child services will be what it links to, if you imagine it to be like 2 tiers. You can add as many child pages as you would like to a parent page.

You can also create a child service that is the parent page for another child page, if you imagine this to be like 3 tiers with a grandparent, parent and child page. In this sense you can have as many tiers as you would like but more tiers make it harder for your users to find the information they would like.

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P3 Media	This theme recommends the following plugins: Exclude Pages From Menu, Flow-Flow Social Stream and Redirection.	
Forms	Begin installing plugins   Dismiss this notice	
📕 Pages		
🖈 Services 🔷	Add title	Publish ^ V A
Services		Save Draft Preview
Add New		Status: Draft Edit
Locations	Choose Staff Category	Visibility: Public Edit
Service Types	9 Add Media 👽 WP File Download 🖨 Add Form	Publish immediately Edit
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Appearance		All Service Types Most Used
😰 Plugins		
👗 Users		Hospitals     Services (individual) Page Template
差 Tools		Webteam
Settings		
📰 Custom Fields		+ Add New Service Type

**Step 4**: Add a title to your service and add content into the content box.

**Note:** This may be different depending on the layout that you have chosen in the previous step. The content box will allow you to lay out things the way you would like them specifically to look. It has a similar functionality to Microsoft Word.

<b>9</b> ] Media	Add title	Publish	
🖨 Forms		Save Draft Pr	review
L Pages	91 Add Media 🛛 🖓 WP File Download 🖉 🖨 Add Form	Status: Draft <u>Edit</u>	
Add New Location Types	File + Edit + View + Insert + Format + Table + Paragraph + B I A + ▲ + ▲ + ⊨ + ⊨ + 늘 ± ± ≢ ₽ ₽ № ℃ ⊕ ♀ ⊞ + ×	<ul> <li>Visibility: Public Edit</li> <li>Publish immediately Edit</li> </ul>	
FOI Classification		Pu	ublish
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TablePress		All Location Types Most Used	
🔊 Appearance			
😰 Plugins 7		+ Add New Location Type	
👗 Users			
差 Tools		FOI Classifications	
Settings		All FOI Classifications Most Used	
Custom Fields Theme Settings	Word count: 0		

**Step 5**: Add media/files/forms to your web page if needed.

**Step 6:** Select the blue "Publish" button when you are happy with everything, and it will publish the service to the website.

9) Media	Add title	Publish 🔺
<ul> <li>Forms</li> <li>Pages</li> </ul>		Save Draft Preview
All Pages Add New Location Types FOI Classification	• 93 Add Media         • WP File Download         ● Add Form           Visual         • Text             File ▼ Edit ▼ View ▼ Insert ▼ Format ▼ Table ▼           Paragraph         ▼         ● B I ▲ ▼ ▲ ▼ 臣 ▼ 臣 ▼ 臣 ▼ 臣 ▼ ● ② ○ □ □ ●           ■ ■	<ul> <li>Status: Draft <u>Edit</u></li> <li>Visibility: Public <u>Edit</u></li> <li>Publish immediately <u>Edit</u></li> </ul>
<ul> <li>★ Services</li> <li>★ Staff</li> <li>TablePress</li> <li>★ Appearance</li> <li>★ Plugins ⑦</li> <li>▲ Users</li> </ul>		Location Types All Location Types Most Used
<ul> <li>✓ Tools</li> <li>✓ Settings</li> <li>✓ Custom Fields</li> <li>♦ Theme Settings</li> </ul>	Word count: 0	FOI Classifications All FOI Classifications Most Used

Note: There are some settings within Publish that you can change. You can set the status as a draft; this is useful if you have a page on the website you would like to take down until you review it. Visibility can be set as "Public", "Private" or "Password Protected". Password protected pages will require a password input to view the page. If you select password protected, it will ask you for a password for the page. Finally, you can choose when to publish the page, by default this is immediately, but if you have a page you want to launch at a specific time e.g., 10am then you can schedule the page to publish at that time.

Note: You can also hide pages from menus by using the Hide from Menu's option on the right-hand side. Hide from main menu will be for parent pages and hide from side menu will be for child pages that would show on the right-hand side of the parent page.

### Edit a service

**Step 1:** Select "Services" on the left-hand side bar.

② Dashboard	WordPress 6.0.1 is available! Please update now.
Home Updates 11	An automated WordPress update has failed to complete - <u>please attempt the update again now</u> .
<ul> <li>≁ Posts</li> <li>♀ Media</li> <li>⊕ Forms</li> <li>■ Pages</li> </ul>	Dashboard This theme requires the following plugin: <u>WP Accessibility.</u> This theme recommends the following plugins: <u>Exclude Pages From Menu</u> , <u>Flow-Flow Social Stream</u> and <u>Redirection</u> .
★ Services ★ Staff	Begin installing plugins   Dismiss this notice
TablePress	At a Glance     Quick Draft       > 3 Posts     I 38 Pages     Title
<ul> <li>Appearance</li> <li>Plugins 7</li> </ul>	Update to 6.0.1     Content
🕹 Users	What's on your mind?

**Step 2:** Find the service you would like to edit. You can also use the search bar to put in the title of the service or use the arrows to look through page by page.

🕅 者 WordPress Training 🛡 0 🕂 New View Pages Hi, bsoweb					
🍘 Dashboard	Services Add New				Screen Options 🔻
📌 Posts	This theme requires the following plugin:	WP Accessibility.			0
91 Media	This theme recommends the following plu	igins: <u>Exclude Pages From Menu</u> , <u>Flow</u>	r-Flow Social Stream and Redirection.		
🖨 Forms	Begin installing plugins   Dismiss this notion	<u>ce</u>			
Pages	All (16)   Published (16)				Search Page:
🖈 Services 🔹	Bulk actions V Apply All dates	Filter			IO ILEI
Services Add New	Title	Locations	Service Types	FOI Classifications	Date
Locations Service Types FOI Classification	Altnagelvin Hospital	Altnagelvin Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</li> </ol>	Published 2022/09/15 at 14:53
Staff TablePress Appearance	Antrim Area Hospital	Antrim Area Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</li> </ol>	Published 2022/09/15 at 14:55
<ul> <li>Plugins</li> <li>Users</li> <li>Tools</li> </ul>	Belfast City Hospital	Belfast City Hospital	Hospitals	2. What we spend and how we spend it. Financial information relating to projected and actual income and	Published 2022/09/15 at 14:56

**Step 3:** Once you have found the service you would like to edit, hover over the service title with your mouse cursor and you will be given 4 options edit, quick edit, bin and view:

Pages  Services	All (16)   Published (16) Bulk actions V Apply All dates	Filter			Search Pages
Add New	O Title	Locations	Service Types	FOI Classifications	Date
Locations Service Types FOI Classification	Altnagelvin Hospital     Edit   Quick Edit   Bin   View	Altnagelvin Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</li> </ol>	Published 2022/09/15 at 14:53
Staff     TablePress     Appearance	Antrim Area Hospital	Antrim Area Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</li> </ol>	Published 2022/09/15 at 14:55
<ul><li>Plugins</li><li>Users</li></ul>	Belfast City Hospital	Belfast City Hospital	Hospitals	2. What we spend and how we spend it. Financial information relating to	Published 2022/09/15 at 14:56

**Note:** Edit is for editing everything, the same page you used when creating the service. Quick Edit is used for changing some of the options such as page order, title etc. This is the quick edit option:

🚯 🖀 WordPress Training	🛛 🛡 0 🕂 New View Pages			Hi, bsoweb 🙍
Dashboard	Services Add New			
<ul><li>≁ Posts</li><li>♀) Media</li></ul>	This theme requires the following plugin: <u>WP Accessibility</u> . This theme recommends the following plugins: <u>Exclude Pages Fron</u>	<u>n Menu, Flow-Flow Social Stream</u> and Redirec	tion.	8
🖨 Forms	Begin installing plugins   Dismiss this notice			
📕 Pages	All (16)   Published (16)			Search Pages
🖈 Services 🔹	Bulk actions V Apply All dates V Filter			16 items
Services Add New	Title Locations	Service Types	FOI Classifications	Date
Locations	QUICK EDIT	Locations	Parent Main Page (no parent)	~
Service Types FOI Classification	Title Altnagelvin Hospital Slug altnagelvin-hospital	Business Services	Order 0	
🖈 Staff		53 Altnagelvin Hospital		
TablePress	Password OR- Private	Antright Antright Antria Hospital     Antrim Area Hospital     Belfast City Hospital		
Appearance		Causeway Hospital		
🖆 Plugins		<b>`</b>		(
📥 Users		Service Types		
🖋 Tools		Hospitals     Services (individual) Page		

**Step 4:** select "Edit" and it will bring you through to your service page. Make the changes you would like to make and select the blue "Update" button on the right-hand side.

Publish 🔺		
Pr	eview Changes	
P Status: Published Edit		
• Visibility: Public Edit		
Revisions: 10 Browse		
Published on: 18 Oct 20	17 @ 15:54 <u>Edit</u>	
Move to Bin	Update	

## Delete a page

**Step 1:** Select "Services" on the left-hand side bar.

Dashboard	WordPress 6.0.1 is available! Please update now.	
Home Updates 11		
<ul> <li>Posts</li> <li>Media</li> </ul>	An automated WordPress update has failed to complete - <u>please attempt the update aga</u> Dashboard	<u>ain now</u> .
<ul> <li>➡ Forms</li> <li>■ Pages</li> <li>✓ Services</li> </ul>	This theme requires the following plugin: <u>WP Accessibility</u> . This theme recommends the following plugins: <u>Exclude Pages From Menu, Flow-Flow Social S</u> <u>Begin installing plugins   Dismiss this notice</u>	<u>tream</u> and <i>Redirection</i> .
<ul> <li>★ Staff</li> <li>☐ TablePress</li> <li>★ Appearance</li> </ul>	At a Glance	Quick Draft Title
<ul> <li>Plugins 7</li> <li>Users</li> </ul>	I Comment WordPress 5.2.13 running websiteni-hsc theme. Update to 6.0.1	Content What's on your mind?

**Step 2:** Find the service you would like to edit. You can also use the search bar to put in the title of the service or use the arrows to look through page by page.

🔞 🕅 WordPress Training 🛡 0 🕂 New View Pages Hi, bsowet						
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9 Media	This theme recommends the following	This theme recommends the following plugins: Exclude Pages From Menu. Flow Flow Social Stream and Redirection.				
G Forms	Begin installing plugins   Dismiss this r	Regin installing plugins   Dismiss this notice				
Pages	All (16)   Published (16)				Search Page:	
🖈 Services	Bulk actions V Apply All date	es 🗸 Filter			to iter	
Services Add New	Title	Locations	Service Types	FOI Classifications	Date	
Locations	Altnagelvin Hospital	Altnagelvin Hospital	Hospitals	2. What we spend and how we spend	Published	
Service Types				it. Financial information relating to projected and actual income and	2022/09/15 at 14:53	
FOI Classification				expenditure, tendering, procurement and contracts.		
📌 Staff	Antrim Area Hospital	Antrim Area Hospital	Hospitals	2. What we spend and how we spend	Published	
TablePress			riospicas	it. Financial information relating to projected and actual income and	2022/09/15 at 14:55	
Appearance				expenditure, tendering, procurement and contracts.		
🖌 Plugins 🎍 Users 🔏 Tools	Belfast City Hospital	Belfast City Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and group that togging programment</li> </ol>	Published 2022/09/15 at 14:56	

**Step 3:** Once you have found the service you would like to edit, hover over the service title with your mouse cursor and you will be given 4 options edit, quick edit, bin and view:

Pages  Services	All (16)   Published (16) Bulk actions V Apply All dates	Filter			Search Pages
Services Add New	C Title	Locations	Service Types	FOI Classifications	Date
Locations Service Types FOI Classification	Altnagelvin Hospital Edit   Quick Edit   Bin   View	Altnagelvin Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</li> </ol>	Published 2022/09/15 at 14:53
Staff     TablePress     Appearance	Antrim Area Hospital	Antrim Area Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</li> </ol>	Published 2022/09/15 at 14:55
<ul><li>Plugins</li><li>Users</li></ul>	Belfast City Hospital	Belfast City Hospital	Hospitals	2. What we spend and how we spend it. Financial information relating to	Published 2022/09/15 at 14:56

Step 4: Select the option "Bin" to delete the service.

All Pages	Begin installing plugins   Dismiss this notice	-	
Add New	<u></u>	•	
Location Types	All (39)   Mine (8)   Published (38)   Draft (1)		
FOI Classification	Bulk Actions 🗙 Apply All dates	✓ Filter	
* Services	Title	Author	Location Types
📌 Staff	Home — Front Page	bsoweb	_
TablePress	Edit   Quick Edi   Bin   /iew	bloneb	
🔊 Appearance	Information Governance	bsoweb	_
🖌 Plugins 7			
🕹 Users	Bowel Screening	bsoweb	_
🖌 Tools —	Overview	Amy Harvey	_
It Settings			

Note: This will not permanently delete the service, simply move it to a bin. From here you can restore the service or permanently delete it. Sometimes files on services in the bin can still appear in searches.



**Step 5:** To restore or permanently delete a service in the bin select the bin option shown above. Hover over the title of the webpage and you will be given 2 options:

📕 Pages	All (15)   Published (15)   Bin (1)				Search Pages
🖈 Services 🔹	Bulk actions	All dates V Filter	Empty Bin		1 item
Services Add New	Title	Locations	Service Types	FOI Classifications	Date
Locations Service Types FOI Classification	Altoacelvin Hospital Restore   Delete Permanently	Altnagelvin Hospital	Hospitals	<ol> <li>What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</li> </ol>	Last Modified 2022/09/15 at 14:53
★ Staff TablePress	Title	Locations	Service Types	FOI Classifications	Date
<ul> <li>Appearance</li> <li>Plugins</li> </ul>	Bulk actions	Empty Bin			1 item
👗 Users					

Note: Restore will restore the page back to its original position and connect back to parent/child pages. Delete permanently will not be able to be recovered, so make sure you want to delete it.