

# Content Management System

Adding **Frequently Asked Questions**

to Your Project

# Step 1: Uploading Frequently Asked Questions

- 1. Click anywhere on the accordion header
- 2. Click the "Add new" link

Search...

Crispin | [Change Password](#) | [Logout](#)

HOME ABOUT US HELP

Back to: Bang the Table

### Client Resource Page

[edit](#) | [activity report](#) | [add logo](#)

Essential reading: [December 2009 site upgrades](#) (164.8 KB)

Topics: [bang the table](#), [resources](#)

This page is an area to demonstrate the upgraded potential of the Bang the Table website with the changes introduced in December 2009. It will also provide a resource area for our clients and the public prior to the completion and launch of our corporate site in the New Year.

[ShareThis](#) | [Update me](#) | [RSS](#)

NEWS | FORUM | EMAIL NEW

### FEATURED VIDEO

Video is currently underused but will increasingly be regarded as a critical element of any community engagement program.

### PHOTOGRAPHS

[See all the photographs](#) | [Add new](#)

### FREQUENTLY ASKED QUESTIONS

- How do I contact Bang the Table
- How often do site upgrades take place?
- What is the relationship between Bang the Table and the issues on the site?

[See all the FAQs](#) | [Add new](#)

LIBRARY

### FREQUENTLY ASKED QUESTIONS

- How do I contact Bang the Table
- How often do site upgrades take place?
- What is the relationship between Bang the Table and the issues on the site?

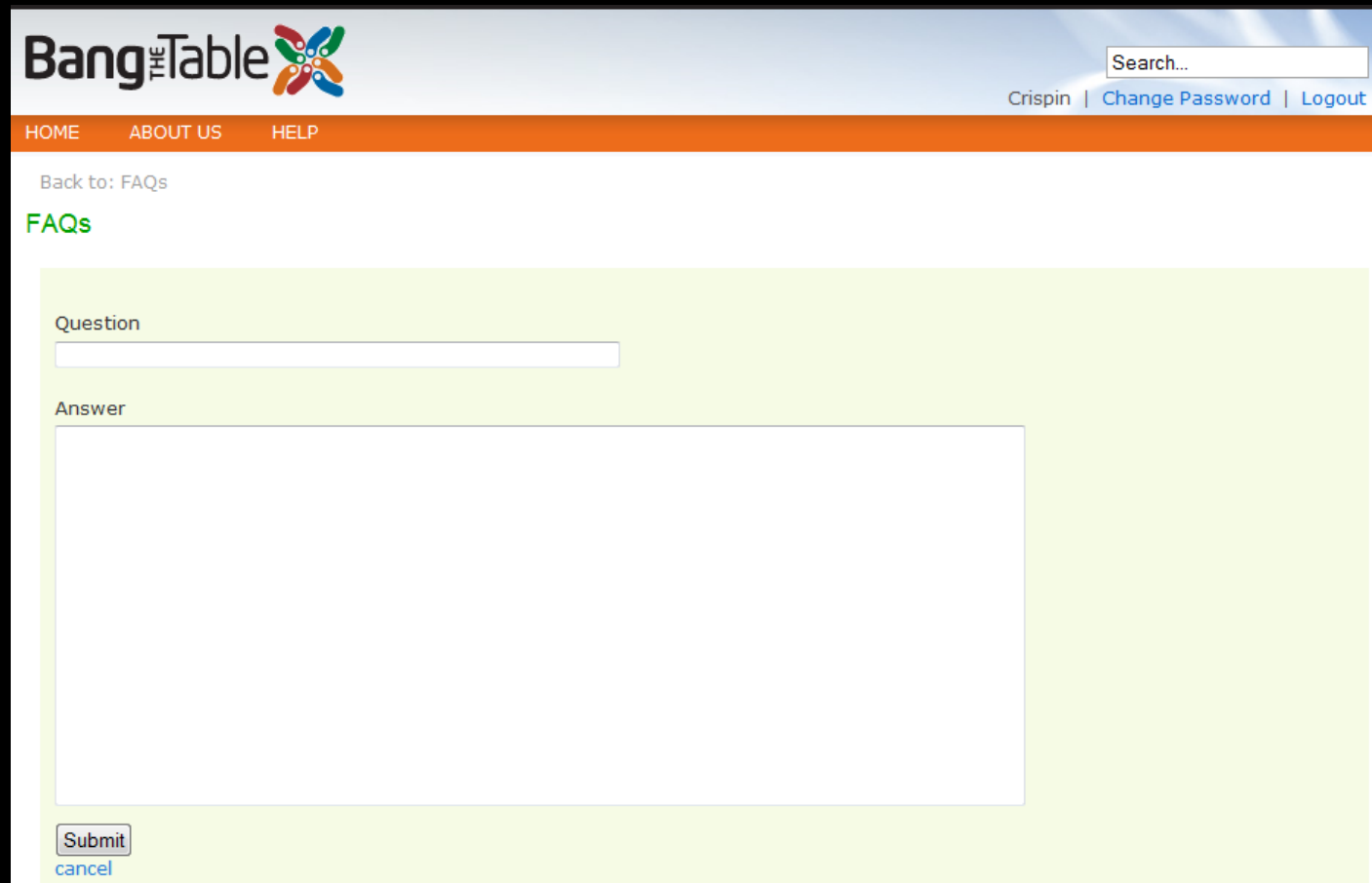
[See all the FAQs](#) | [Add new](#)

LIBRARY

KEY DATES

# Step 7: Uploading Frequently Asked Questions

Either type your FAQ directly into the form provided, or cut and paste from a plain text file.



The screenshot shows the Bang THE Table website interface. At the top left is the logo "Bang THE Table" with a colorful flower-like icon. To the right is a search bar labeled "Search...". Below the logo are navigation links: "HOME", "ABOUT US", and "HELP". On the right side, there are links for "Crispin", "Change Password", and "Logout". The main content area has a "Back to: FAQs" link and a green "FAQs" heading. The form consists of a "Question" text input field and a larger "Answer" text area. At the bottom of the form are "Submit" and "cancel" buttons.

TIP: Keep the “Answers” as short as possible. If the question requires a long answer it is worth thinking about breaking it down into parts.

# Step 7: Managing Frequently Asked Questions

You can edit or delete your FAQs at any time by clicking the “see all the FAQs” link on the project page and then the “edit” or “delete” links on the FAQ page.

You can reorder the FAQs by clicking the “handle” and dragging them up or down the list.

If you want to highlight the FAQ by making it appear on the project landing page, click the “promote” link.

The screenshot displays the Bang the Table website's FAQ management interface. At the top, there is a navigation bar with links for Home, About Us, Help, Users, and Reported C. Below this, a breadcrumb trail reads "Back to: Client Resource Page". The main heading is "FAQs". A list of four FAQs is shown, each with a handle icon and three action links: "edit", "promote", and "delete". The first FAQ, "How do I contact Bang the Table", has its "edit", "promote", and "delete" links circled in red. A dropdown menu is open, showing a search bar, a "FREQUENTLY ASKED QUESTIONS" section with a search icon, and a list of the same four FAQs. The "See all the FAQs" link is circled in red. Below the dropdown is a "LIBRARY" section. A zoomed-in view of the "promote" link for the first FAQ is shown in a separate box, also circled in red.

TIP: Use the “promote” function sparingly. The more information that appears on the landing page, the more likely your important FAQ will get lost in the forest!