



Editing Your Website with Easy Editor

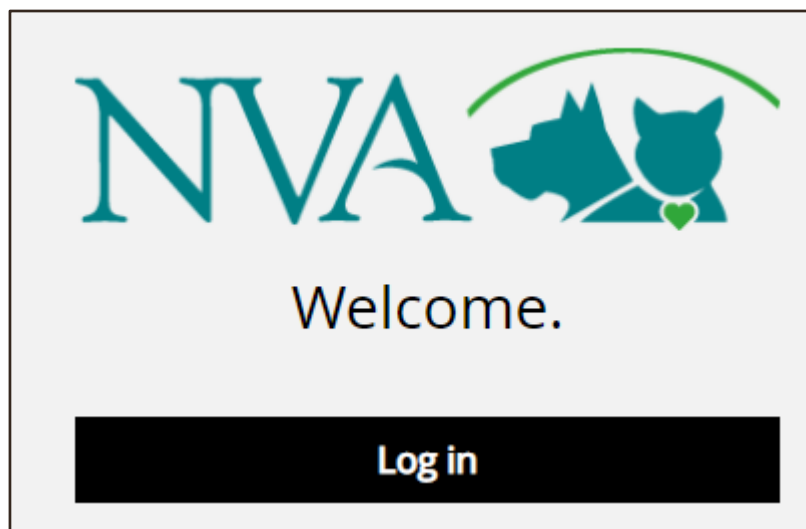
Hospital Manager Easy Editor Training Guide

Getting Started

Easy Editor Login

Go to: <https://easyeditor.nva.com/> and sign in with your username and password

- Click Log in – This will take you to the Easy Editor homepage where you can select your site.
 - Easy Editor log in will be your NVA username and password for ease of access.
- If you need to add an approved staff member you wish to have access to Easy Editor, please email their information to marketing@nva.com. The staff member must have an NVA domain email address.
- If you have trouble with your password, please reach out to marketing@nva.com as this should always be your current NVA password.

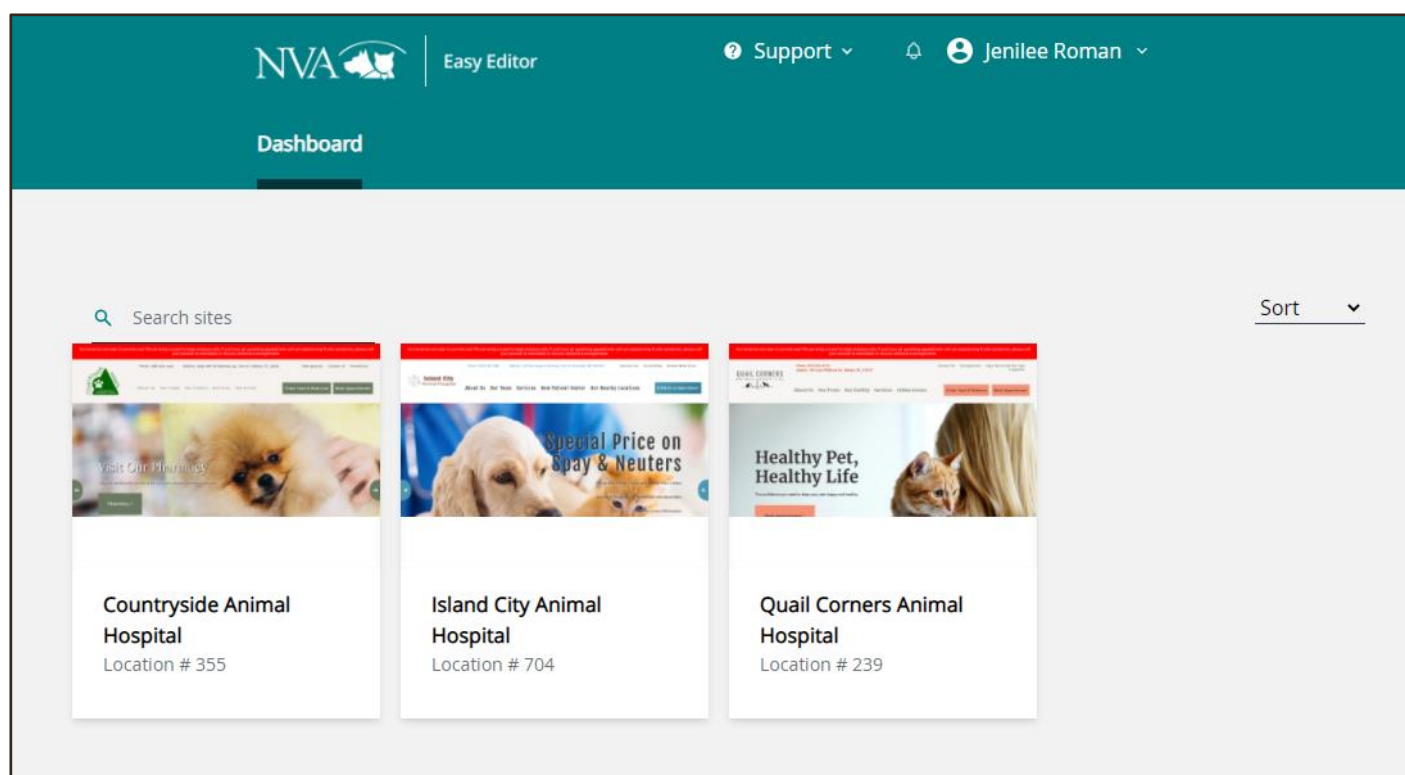


Navigate from Dashboard

When you login, you will be directed to the Easy Editor Dashboard.

- If you manage one site, you will automatically be taken to your site's customization panel and website preview.
- If you manage multiple sites, you will see all sites you have access to edit from the Dashboard.
- Select the site you wish to update to enter the Customize menu.

Example of a Dashboard with multiple sites:



The screenshot displays the NVA Easy Editor Dashboard. At the top, there is a teal header with the NVA logo, "Easy Editor" text, a "Support" dropdown menu, a notification bell, and a user profile for "Jenilee Roman". Below the header, the word "Dashboard" is centered. A search bar labeled "Search sites" is on the left, and a "Sort" dropdown menu is on the right. The main content area features three site cards, each with a preview image and text:

- Countryside Animal Hospital**
Location # 355
- Island City Animal Hospital**
Location # 704
- Quail Corners Animal Hospital**
Location # 239

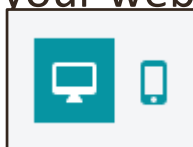
Before You Begin...

Some Need-to-Know Basics before you begin your edits

How will I know what my changes look like?

As you make changes in the Easy Editor customize panel, your edits will show in real time on your website display to the right. These edits are not live until you save the edits and publish your saves.

You can preview your website in desktop view or mobile view by clicking the icons above your website preview:



What if I make a change I don't like but haven't published it yet?

For clinic hours and the emergency banner, if you have not hit save on the Customize panel yet, choose Back at the top of the edit panel and the changes will not be saved. You can also undo changes for these two areas when you click publish to review your changes. Changes made within staff information cannot be undone, so take extra care when editing this section.

What is the best way to view Easy Editor?

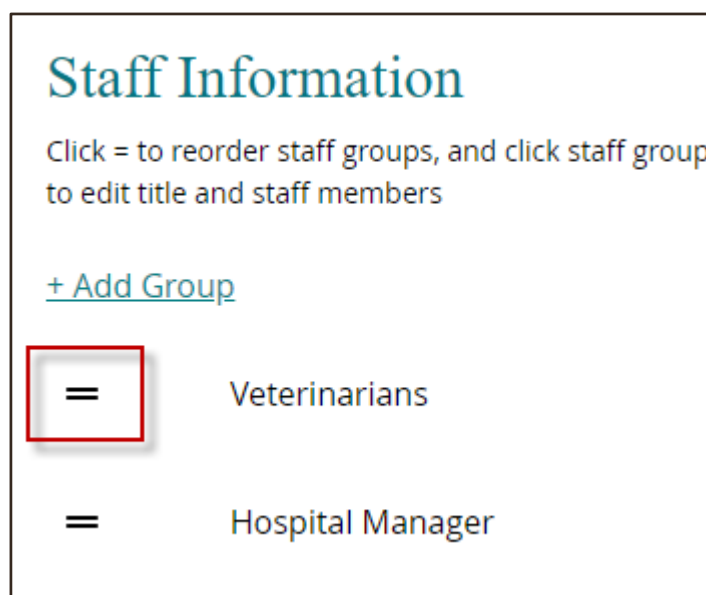
Always view Easy Editor in Full Screen mode on a desktop computer, using the most up to date version of Google Chrome browser. If you view with a smaller window, you may not be able to see all the menus.

Editing your Staff Information

With Easy Editor, you can edit many areas of your Staff Information. You can reorganize, add, or delete groups and individual staff as well as add and edit photos and bios for each staff member.

Reorganizing groups and staff members

- To reorganize groups or staff members, hover your pointer over the two lines to the left of the group you wish to move until the pointer turns into a fist.
- Click and hold your pointer while you drag the group or staff member into the position you wish for it to display



- Once you have placed your groups or staff members in the correct order, choose Save at the bottom of the edit panel.

Editing your Staff Information (cont.)

Adding new groups and staff members

- To add a group or staff member, navigate to the section you wish to update and choose + Add Group/Staff:

Edit Staff Group

Our Doctors

Drag and drop the names below to reorder your staff. Click on a name to edit that staff member. You can edit the group name above.

[+ Add Staff](#)

= Dr Maria Smith

= Dr. Dog

= Dr Kitty Ferguson

= Dr. Sam Well

- After you choose this option, a new menu will open allowing you to enter all the information you wish to include for the new group or staff member.
- Once the information is entered, choose Save before returning to the previous screen.
- If you need to move the newly created staff member, follow the reorganizing groups and staff members instructions on page 5.

Editing your Staff Information (cont.)

Editing Staff Member Information

Photo: The photo of the staff member that will display on the website for both the thumbnail and main profile of the staff member

- You may upload a new photo by choosing the Upload photo option.
- Higher resolution photos will look best on your website.
- You may adjust the thumbnail for the current photo.

Name: The name of the staff member that will display on the website

- Input the new staff member's name.
- **Note:** If you have more than one employee with the same first name, you will need to include a last initial or there may be publishing errors.

Title: The staff member's title and will display below their name on both the staff page of your website and within the staff member's personal profile.

Short Biography: This will display below the staff member's photo on the main staff page of your website.

- Keep this very short and sweet, if you wish to include it at all.

Long Biography: This biography will be the biography on the staff member's personal page.

- This should be the longer of the two bios and can include detailed information on the staff member.

Editing Hours of Operation

Editing your Hours of Operation within Easy Editor will push to update all your online listings across the web!

Main Hours

These are your clinic's main office hours. These are the hours that will display on your website as well as your other online listings such as Google and Facebook

Edit Main Hours >

1. Choose Edit Main Hours:
2. Edit your hours. Remember, it may take up to 72 hours for all of your Online Listings to update accordingly.
3. You may choose to enter Additional Text which will only display on your website directly below the Hours of Operation:

Edit Main Hours

Mon	Open	08:30 AM	to	07:00 PM
Tue	Open	08:00 AM	to	07:00 PM
Wed	Open	09:00 AM	to	07:00 PM
Thu	Open	08:00 AM	to	07:00 PM
Fri	Open	12:00 AM	to	01:00 AM
Sat	Open	12:00 AM	to	01:00 AM
Sun	Open	12:00 AM	to	02:00 PM

Additional Hours Text

We are temporarily closed and will reopen soon. Thank you for your patience and understanding! Test KG added

Big Cow Animal Hospital

View larger map

Give Us A Call
Phone: (907) 555-5555

Hours of Operation

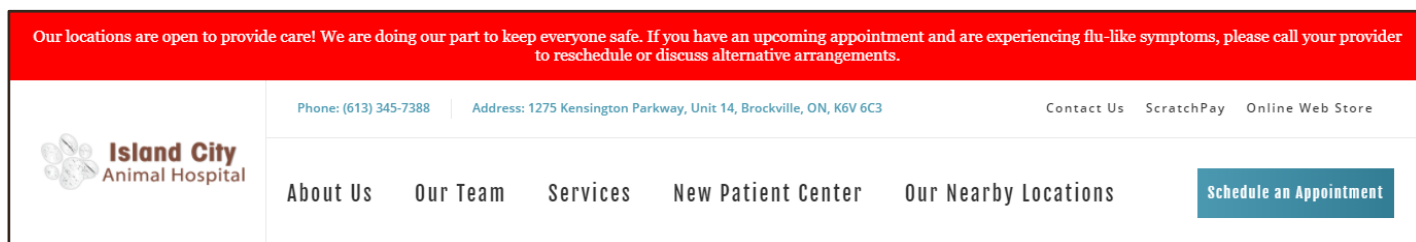
Main Hours | Appointment Hours

Mon	8:30am - 7:00pm
Tue	8:00am - 7:00pm
Wed	9:00am - 7:00pm
Thu	8:00am - 7:00pm
Fri	12:00am - 1:00am
Sat	12:00am - 1:00am
Sun	12:00am - 2:00pm

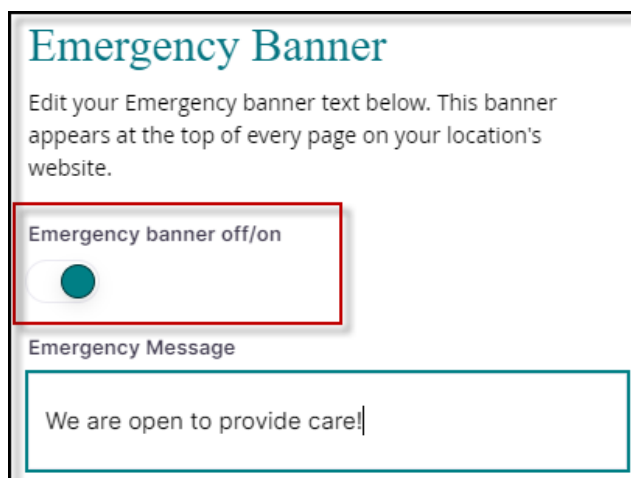
We are temporarily closed and will reopen soon. Thank you for your patience and understanding! Test KG added

Editing your Emergency Banner

Editing your Emergency Banner will update the red banner across the top of your website. This can be seen by clients on any page of your website and should provide important, need-to-know information at a quick glance. It will always display above your website's header.



- Click Emergency Banner on the Easy Editor Customize panel
- Use the Show Banner toggle to enable/disable your emergency banner.



- Enter the Emergency Message you wish to provide clients.
- Keep this message around 450 characters. Long messages are not as mobile friendly, and many of your clients will be viewing the website using their cell phones.
 - Review the banner with the mobile preview to see how it looks on a mobile device.

Saving and Publishing your Website

As you are updating your website through Easy Editor and saving your changes, you will see a red notice pop up at the bottom of the screen. This notice is informing you that you have made and saved changes, but you have not yet published these changes live.

NOTICE You have unpublished changes

When you are ready to publish your edits live, choose the Publish button at the top of the Easy Editor header. Once you hit Publish, a list of edits will populate for you to review. If there is an edited item that you do not wish to publish in the Hours or Emergency Banner section, under actions choose the backwards “Undo” arrow. Once your edits are ready, chose Publish.

DATE & TIME	UPDATE	UPDATED BY	Actions
> 11/30/2020 1:56 pm	Hours	Jenilee.Roman@nva.com	↶

No records to display

When your website is live, you will receive an email from Easy Editor letting you know. This process typically takes between 5 to 15 minutes.

If you are having trouble seeing the new updates, your browser may have the previous version of the page cached. Try viewing your website using Incognito mode or clearing your cache and cookies.