

# Observation Log Process

- Request a web site account from Sam F. prior to creating your log. As part of the registration process, you will be given a temporary password. You will be able to change your password as part of this process.
- Go into SFS website, and select the observation page.
- Scroll to the bottom right of the page, and in the Meta section, select “Log in”.
- When you are logged in, you will be in the “Dashboard” for the website. This is the main landing page for website editing. The site used Wordpress for content management.
- Locate a box titled “Elementor Overview”, and select the “+ Create New Post” button, which is near the top of this section. Elementor, by-the-way, is a editor widget within the website’s Wordpress environment.
- At the top of the new post will be a temporary title, something like “Elementor #694”. To the left will be a list of basic Elementor elements. These allow you to add elements to your new post. You do this by dragging the element you want over and into the new post. There will be a clearly identified “Drag widget here” area in your new post.
- From the Elementor Elements area, drag “Text Editor” over and into your post. This will allow you to create the area for the text of your observation.
- Note that to the left will be the text editor area, with formatting selections. In the center will be a representation of your post that looks closer to what your post will look like when you “publish” it. I recommend you do all your editing in the Text Editor area to the left. Entering and editing text in the central area gives unpredictable results.
- Select and delete the dummy text that the widget automatically creates within the text editor area.
- Type in (or copy) the text for your observation. If you need to create formatting, this is fairly straightforward to do with the editor.
- When you are done editing, select/push the green “PUBLISH” button that is located at the bottom of the text editor.
- After you get a confirmation (“Hurray! your post is live”), go to the top of the left-most column. There will be a banner that has an icon consisting of three lines. Click on this icon.
- This will change the options in the left-most column, and there will be an “Exit to Dashboard” selection. Select that action.
- Select the title of your post and type in a more descriptive title. For example “8 April 2020 Observation Report”.
- On the right-hand side of the page you can choose either “Document” or “Block”. Make sure “Document” is selected. This area allows you to add document level descriptions. Go to the “Categories” area of Documents. Unselect the

“Uncategorized” box, and select “Member Observation Report”. This will put your post into the right part of the website.

- At the top right of the page click on the "Preview" button. This will allow you to view your post. If you need to further edit your post contact Robert or Sam for more details.
- To log out, do the following: Click the Wordpress icon at the top left of the page, and then at the top right there will be a “Howdy” message followed by a user icon. Click on the user icon and select “Log out”.