Website Editing Guide: New Venture Challenge

Website: [http://research.chicagobooth.edu/nvc/portfolio](http://research.chicagobooth.edu/nvc/portfolio)

NVC Portfolio Filters

The section below will describe how to add additional items to the filter menus below

In Sitecore you have the option to update all four menus on the Portfolio Page (*Tracks, Years, Placement* and *Companies*). Navigate to the following location Research >> Settings. In the settings folder you will find several folders and it is in the settings section where you can add additional items to display in the drop down menu for the filter section.

If needing to add an additional year, example (2016), right click on the folder labeled TrackYear and select insert Year.

Enter the four-digit year.

Press OK to confirm.
Confirm the value has been entered correctly once created

It is recommended to navigate to the portfolio page to preview your changes, to ensure the year populates in the filter menu.

Once confirmed, you will need to publish the recently added item for it to appear on your live page.

You may perform similar actions within the following folders.
COMPANY
Right click on the company folder to insert company initial (A thru Z) or (1 thru x) depending on the company name.

PLACEMENT
The placement folder is slightly different. Right click on this folder and select insert >> placement.

Give the item a name, e.g. 1, 2, 3, etc...

The example below highlights a placement entry with a value of 1 and a display name of 1st place.

In the value field, enter a one word naming convention. This will be used to filter options.

In the “DisplayNamePlacement”, this is what the user will see via your web page when selecting the drop down menu as shown below.