Clarion County Link Resource Directory User Manual

Introduction

This manual provides guidance for using the Clarion County Link Resource Directory. The website can be accessed by navigating to www.clarionlinkrd.com.

Interface

This section describes the layout of the website. The header **(Figure 1, Item A)** contains the website title and logo. Clicking **Link Resource Directory** at any time will reload the website. Each time a user visits the website, the Welcome paragraph **(Figure 1, Item B)** will be displayed. The Search utility **(Figure 1, Item C)** and the Services utility **(Figure 1, Item D)** are located to the right of the Welcome paragraph.

The footer **(Figure 1, Item E)** contains additional utilities. The **Home** link will reload the website, displaying the Welcome paragraph. The **Login** link will prompt the user for credentials to log in as an administrator. The **Printable Format** link will display a list of all organizations as a formatted HTML page. The **View Partners** link will display a list of core, collaborative and community partner organizations. The footer also contains the disclaimer, which includes directions for contacting the Webmaster and requesting information changes.

Figure 1 – User Interface

Search

The Search utility allows for custom searches of human services organizations. After entering search criteria **(Figure 2, Item A)** and clicking the **Search** button **(Figure 2, Item C)**, the contents of the text box are compared to each organization's name, contact information, address, services and associated keywords. Results will be generated and displayed in place of the Welcome paragraph. Search criteria can also be filtered further by selecting a minor civil division from the drop down list titled "Select Location" **(Figure 2, Item B)**.
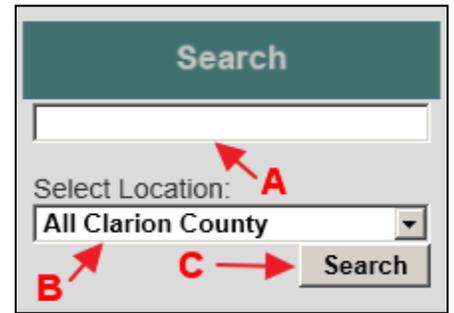

Figure 2 – Search Utility

Filter by Services

The Services utility filters organizations based on services offered. This utility contains an expandable list of the first two levels of AIRS/211 LA County Taxonomy of Human Services. The link **Click Here for Full Listing of Available Services (Figure 3, Item A)** will display a similar utility containing all levels of the taxonomy **(Figure 4)**. A link to the AIRS/211 LA County website can be found in the disclaimer. Clicking the plus symbol **(Figure 3, Item C)** will expand a list item, while clicking the minus symbol **(Figure 3, Item B)** will collapse it. Clicking a Level 1 Term **(Figure 3, Item D)** or a Level 2 Term **(Figure 3, Item E)** will display results in place of the Welcome paragraph.

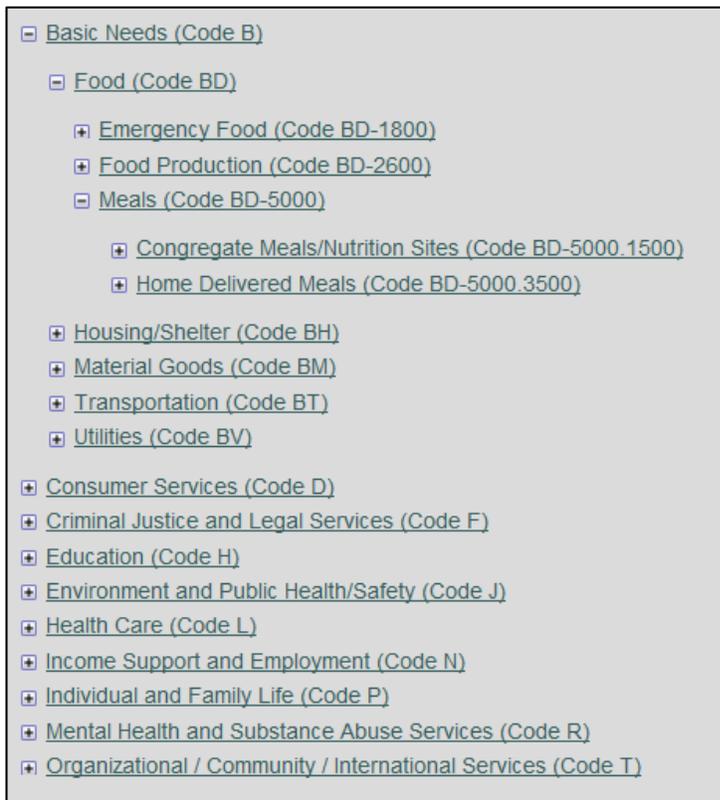**Figure 3 – Service Utility**

Figure 4 – Full Listing of Services

Results

The result list, which displays organizations matching specified criteria, contains the organization name **(Figure 5, Item B)** and website **(Figure 5, Item C)**. Clicking the **More Information** link **(Figure 5, Item D)** will display a detailed listing for the organization. If more than 20 organizations are in the list, paging controls will display **(Figure 5, Item E)**. If the results were generated by selecting a service from the expandable list, the selected service will appear as a link **(Figure 5, Item A)** that when clicked will display a popup containing the term definition. If results were generated by the search utility.

Figure 5 – Result List

After clicking **More Information**, the result list will be replaced by the organization information, as shown in **Figure 6**.

A. Name
B. Address
C. City
D. State
E. Zip Code
F. Local Phone
G. Toll Free Phone
H. Legal Status
I. Handicap Accessible
J. Website
K. Services
L. Service Areas
M. Additional Information

Figure 6 – Organization Information

Clicking the **Back to Results** button below the organization details will navigate back to the results list. Each of the services are links that when clicked will display a popup containing the term definition.

Clicking the **Printable Format** button in the footer will generate a printer-friendly web page listing all active organizations, in addition to the services they offer.

Clicking the **View Partners** button in the footer will navigate to a page in which the Core, Collaborative, and Community partners are displayed, along with contact information and a link to their website, if applicable.