Palouse Resource Guide

Getting Started

Logging In

1. Visit palouseresources.org/admin/login/
2. Log in with your username (or email) and password
3. If you forgot your password, click "Forgot your password?" and follow the steps, then return to step 1
4. If you need to activate your account, please reach out to communityhealth@whitmancounty.net

Organizations

1. Click "Entries" in the left side navigation
2. Click "Organizations" to see your organization(s)
3. Click the organization to edit
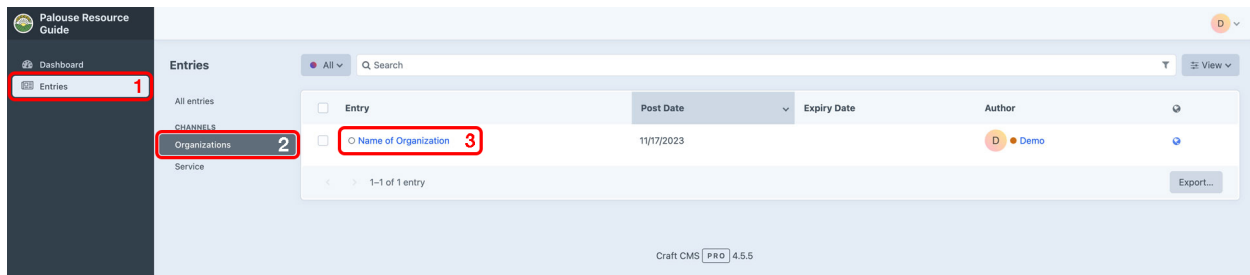
Content

1. Summary
2. Contact Info
   - Phone
     - Phone Number (required)
     - Display Number (optional)
       - If the number contains words (e.g. 1–800–555–WORD) enter the displayed form here. The link will still direct to the actual phone number above.
     - Label (internal use only)
   - Email
     - General Organization Email for the Public (required)
     - Label (internal use only)
   - Website
     - General Organization Website (required)
     - Label (internal use only)
   - Address
     - Physical Address (required)
     - Label (internal use only)

- Edit existing contact info
    1. Click gear icon
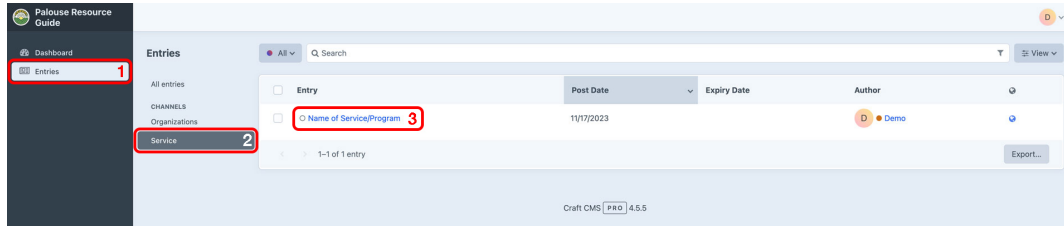   2. Select option from dropdown

3. Services on this Organization (view only)
4. Add new contact info
    - Click the type to add
   - Fill out fields as described above
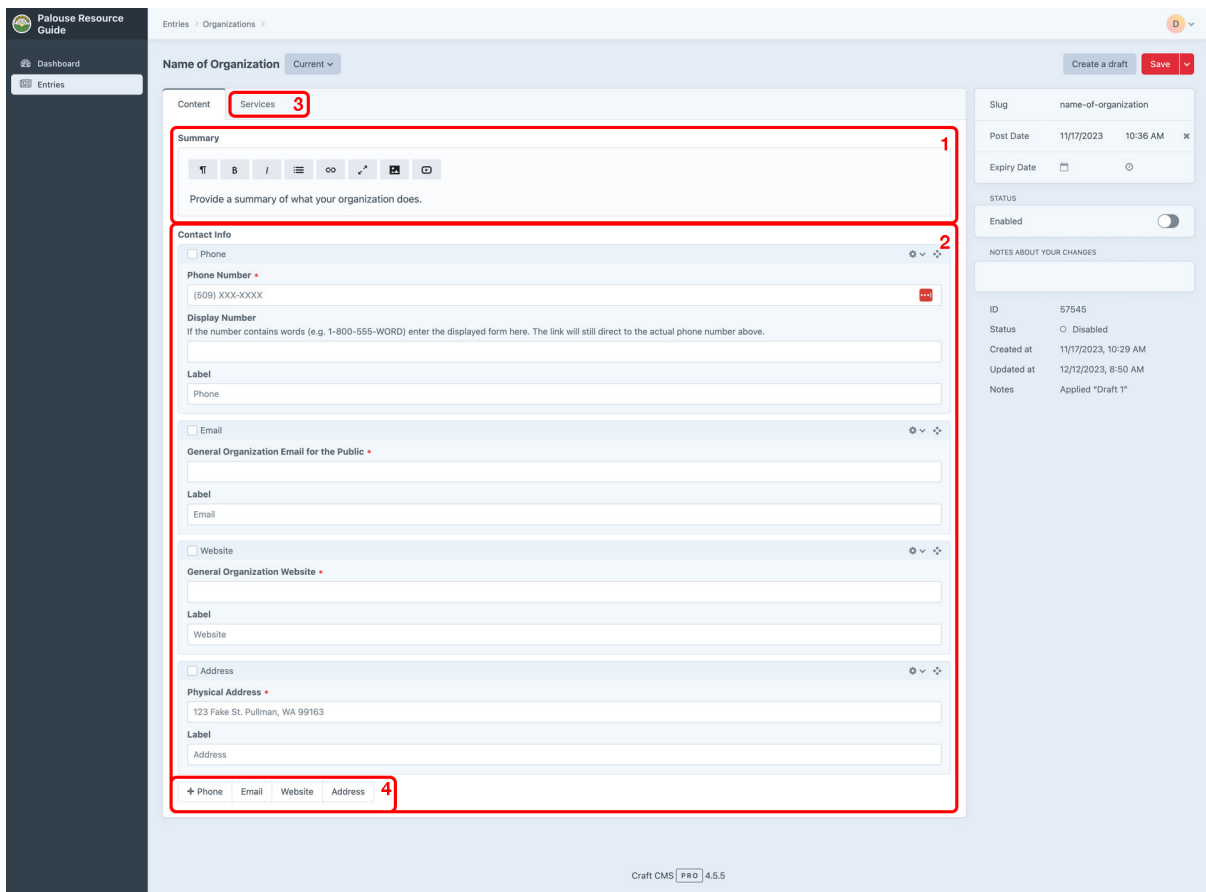
Services/Programs

1. Click "Entries" in the left side navigation
2. Click "Service" to see your service(s)
3. Click the service to edit

Content

1. Service Options
   - Select multiple: Ctrl (Windows) or Command (Mac)
2. County Served
   - Select multiple: Ctrl (Windows) or Command (Mac)
   - If you serve both counties, you can either select both or none
3. Ages Served
   - Select multiple: Ctrl (Windows) or Command (Mac)
   - If your service is for people of all ages, don't select anything for this field
   - Select all that apply to any of the Service Options for this service
4. Restrictions
   - If your service is only available to members of the selected restrictions, do not check "General Population"
   - If your service is aimed at a specific community, but not limited to them, check "General Population" in addition
5. Summary
6. Contact Info
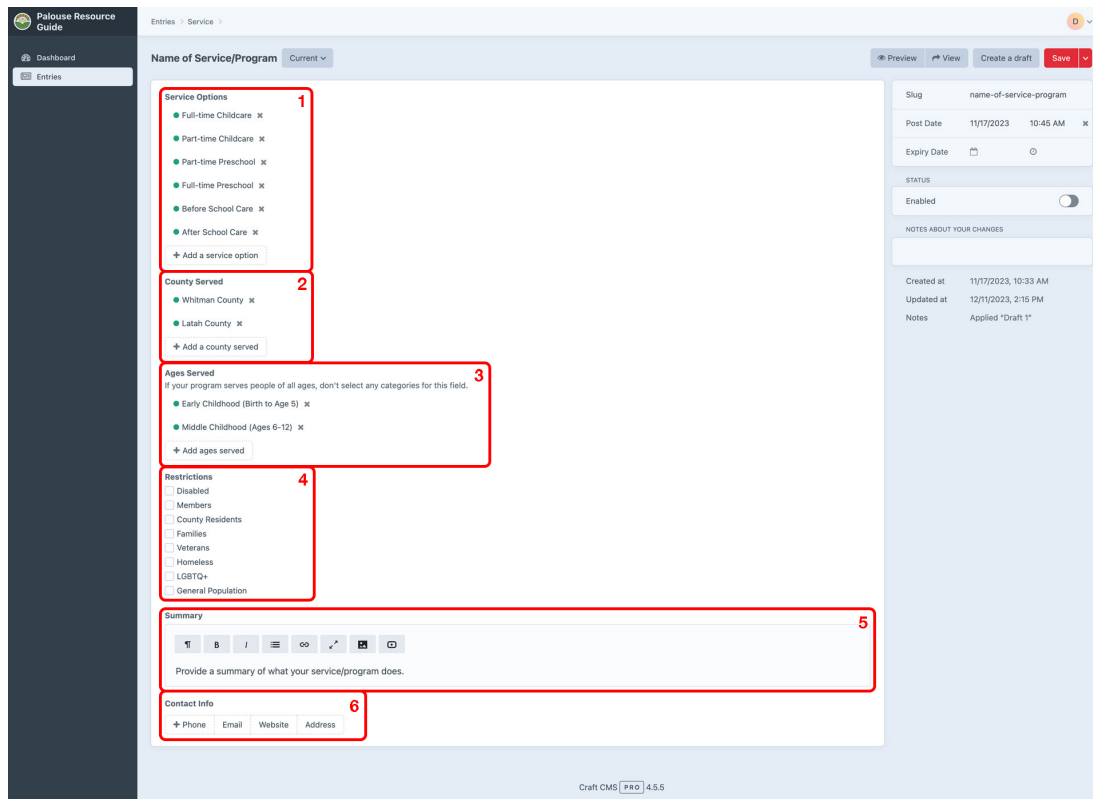
Account Information

1. Click user icon in top right corner
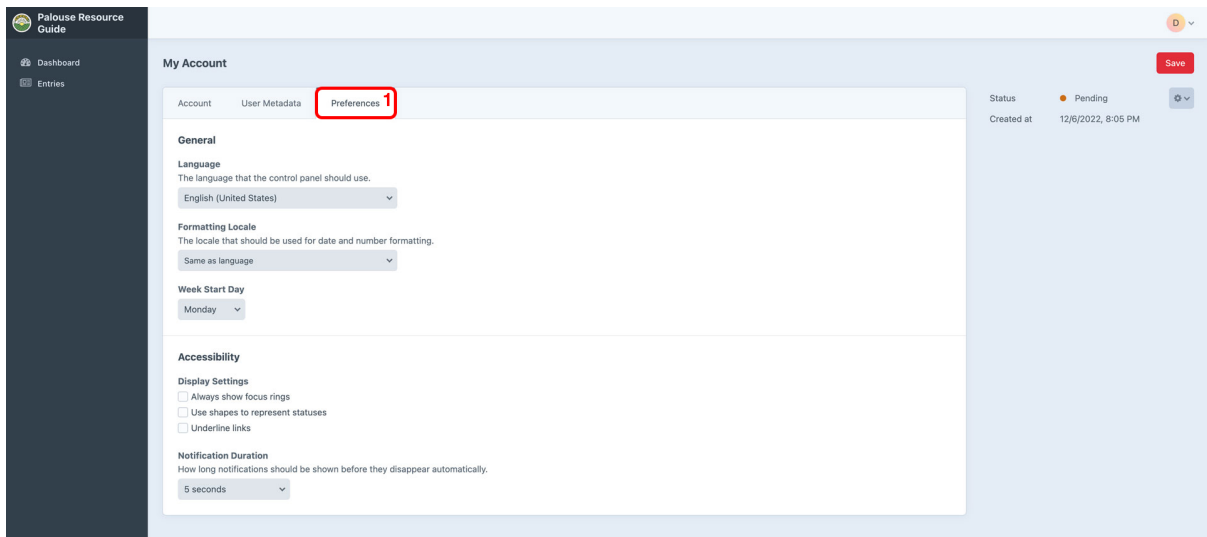2. Click your username in the dropdown

General Info

1. Username
2. Full Name (internal use only)
3. Email
4. Password

Preferences

Signing Out

1. Click user icon in top right corner
2. Click "Sign out"