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FIND IT APP INSTRUCTIONS

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MAN⊕BYTE

HOW TO USE

TO START A NEW PROJECT:

1. Select **Add New Project** in the left menu.
2. Enter your project information:
   a. **Project Name** (i.e., Where To Buy or Product Feature Search)
   b. If it is a location-based project (such as a store locator), check the **Include Location?** checkbox.
   c. If you want Custom Filters, check the box for **Custom Filters**. Custom filters are the criteria you allow site visitors to search and filter by, such as specific product features. If you do not choose to add any custom filters, your project will be location-based only (such as a basic store locator).
   d. Select **Add Filter**, and add your custom filter information.
      i. **Name**: Name of the filter criteria, such as Product Type.
      ii. **Type**: Filter type (Select One or Multi Select).
      iii. **Item Display**: This is what will show in the filtered search results. Choose one of the following:
         1. Name
         2. Image
         3. Name and Image
   e. You may add multiple filters; or delete existing ones by clicking the "**X**" in the top right corner of the filter you wish to delete.
   f. Enter your **Options**: These are the options to choose from in the filter (If Filter is **Product Type**, options could be **Doors** or **Windows**.) Enter the name of the filter option in the box and click **Add+**. You can add multiple options.
3. Click **Submit**.

HOW TO USE

TO EDIT AN EXISTING PROJECT:

1. Select **View Projects** in the left menu.
2. You can choose:
   a. **Edit Project**: This will edit any of the details when the project was created (Project Name, Location or Custom Filters).
   b. **Add/Edit Rows**: This opens up the HubDB table in your HubSpot portal that the app created. You can make edits to the table either in the app, or click on **Open in HubSpot** in the bottom right corner of the screen to make edits in HubSpot.
   c. **Delete**: This will delete the entire project.

TO CREATE OR EDIT THE WEBSITE PAGE FOR YOUR LOCATOR:

1. Select **Edit Pages** in the left menu.
2. Follow the usual page building process in HubSpot - beginning with selecting a Theme or Template for your page.
3. Once your page is created, in the **Add** tab in page edit mode, search for **Find It** in the Search Modules search bar and add it to the page.
4. Click on the module to edit the information in the module.
5. In the **Content Table**, choose the name of the HubDB table with your project information.
6. In the **Location Options**, enter a valid Google API key if you are using location features.
7. Customize your Layout Options:
   a. Accent color
   b. Items per row
   c. Image position
   d. Image size
8. Click **Apply Changes**

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