

UBE Umbraco: Businesses Macro

This macro displays on one page a summary panel for each business entered with an additional page for each business that can contain more information. This page has its own unique URL (internet address) and can be used by the business as its web page. You can [see an example](#) here.

The fields that can be entered are (all fields are optional unless otherwise stated):

- The organisation's name (required)
- The type of organisation (required)
- A link to the website
- Contact name
- Telephone number
- Email address
- Postal address, which links to Google Maps if the postcode or the longitude/latitude is entered (version 2 only. If you'd like this new feature, [please contact UBE](#)).
- Unlimited additional information, which can include formatted text and media.

Setting up the macro

There are two steps to setting up this macro:

1. Store the businesses as child pages of a macro parent page so that they can be accessed by the macro.
2. Install the macro in the required position on a web page and link it to the macro parent page where the businesses are stored.

Create a macro parent page to hold one or more of businesses

1	Click the ellipsis to the right of an existing page in the content tree.	You can choose to put the macro parent page anywhere in the content tree but, to help locate it, it might be best to make it a child page of the page on which the macro is to be installed, but it's your choice.
2	Select the document type xxxxMacroParentPage.	xxxx are the first four or five letters of the name of your organisation.
3	Enter a name for this page.	This name will appear in the Content tree for you to identify the page. Call it "Businesses", or something similar.
4	Enter a Page Title on the SEO tab	
5	Click the Content tab	
6	Check the box "Hide from the navigation bar".	This is macro parent page is a page of your website; it has a URL (see it under the Properties tab). Check this box so that it is not displayed on the website's navigation bar.
7	Click "Save and publish".	This new page will now be displayed in the Content tree. It has a different icon to distinguish it from visible pages of the website.

Add a business to the business parent page

8	Click the ellipsis to the right of the macro parent page created in steps 1 to 7 above.	
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9	Click the “xxxxBusiness” document type. Enter a name at the top of the main panel.	This only appears in the back office Content tree to help you identify the content of this page.
10	Click the SEO tab and complete the “Page title” field.	
11	Click the “Business” tab and complete the fields as required.	
12	Click the “Contact” tab and complete the fields as required.	You might have to scroll down the page to see all the fields.
13	Click the “Details” tab and complete the field as required.	
14	Click “Save and Publish”.	

Now you’ve stored the businesses to be used by the macro, install the macro on the web page where the Businesses are to be displayed, as follows:

15	Click the page where the Businesses are to be displayed.	
16	On the Content tab, click the + sign where the macro is to be installed.	
17	Click Macro.	A panel displays on the right hand side with a drop-down list of macros.
18	In the macro drop-down list, select the macro named “Businesses”.	
19	Click “Add” under “Expand the tree and click the parent page that contains the businesses”.	Your Content tree will display.
20	Expand the Content tree and click the parent page that contains the businesses required.	
21	Select the required number of columns from the drop-down list	If you are installing the macro across the full width of a page (12cols), then try selecting 4 columns. Use proportionally less for narrower widths.
22	Enter the minimum height of the panels in pixels	Because some panels have more information than others, the panels might display with different heights. To make them all the same height, enter a number of pixels here, by trial and error, that equates to the tallest business panel.
23	Click “Select” in the bottom right-hand corner.	If you have entered businesses under the business macro parent page, they will now display in the back office.
24	Click “Save and publish”	Check the web page.