

Water Loss Control Resources System Guide (WordPress)

Overview

The Water Loss Control resources previously lived on a separate website built specifically for the Water Loss Control system. The system was recreated within the main SWEFC WordPress website so SWEFC content and resource management could be kept in one place.

In the recreated system, staff can add and update Water Loss Control resources directly alongside the rest of the SWEFC website content.

Previous Water Loss site

<https://swefc.unm.edu/wlswitchboard/>

New system

<https://swefc.unm.edu/home/infohubs/water-loss-control/>

Where to Add Resources

Sign in to the WordPress Admin area. On the left-side panel, find Water Loss Resources.

WordPress Admin → Water Loss Resources

Use the available options to manage the system:

Admin option	What it is used for
Add New Resource	Add a new Water Loss resource.
All Water Loss Resources	Edit or delete existing resources.
Water Loss Categories	Add, edit, or delete category classifications.
Resource Types / Types	Add, edit, or delete resource types.

Category placement: The Water Loss Category selected on a resource determines which category landing page or pages display that resource.

Adding a New Resource

Step 1: Open a New Resource

WordPress Admin → Water Loss Resources → Add New Resource

Step 2: Enter the Main Information

- Title — enter the resource name at the top of the page.
- Description — enter or paste the resource description in the Description area.

Step 3: Complete the Resource Fields

Use the resource panels on the editing screen to complete the following:

Admin option	What it is used for
Water Loss Category	Select every landing page where the resource should appear.
Resource Image	Add the image used on the resource card and resource page.
Resource Type	Select the appropriate type or format.
External Resource URL	Paste the link opened by the View Resource button.

Multiple categories: A resource may be assigned to more than one Water Loss Category. Select all categories that apply; do not create a duplicate resource post.

Step 4: Publish and Check

1. Click Publish in the upper-right corner.
2. Open the appropriate Water Loss category landing page.
3. Confirm that the new resource card appears.
4. Open the card and confirm that the View Resource button goes to the correct external link.

If it does not appear: Confirm that the correct Water Loss Category is selected. If it is selected correctly, clear the website cache and refresh the landing page.

Editing or Deleting Existing Resources

WordPress Admin → Water Loss Resources → All Water Loss Resources

5. Find the resource in the list.
6. Hover over the resource title.
7. To edit it, click Edit, make the changes, and click Update or Save in the upper-right corner.
8. To delete it, click Trash.

Warning: Deleting a resource removes it from every category landing page and from the public website immediately.

Changing Where a Resource Appears

You do not need to edit the category landing page to move a resource into or out of an existing category.

9. Edit the resource.
10. Find the Water Loss Category field.
11. Select or remove the applicable category or categories.
12. Click Update.

The category landing pages update based on those selections. Each landing page contains a Code module with a category-specific shortcode; it does not use a Divi Blog module.

For staff: Do not replace the Code module with a Blog module. The shortcode is what filters the landing page so it shows only the resources assigned to that Water Loss Category.

Creating a New Resource Type

If the needed resource type does not already exist:

13. Go to WordPress Admin → Water Loss Resources → Resource Types / Types.
14. Enter the new Name.
15. Leave the Slug field empty so WordPress creates it automatically.
16. Leave Parent set to None unless a specific hierarchy has been approved.
17. Click Add New Type.

This screen can also be used to edit existing resource types.

Creating a New Water Loss Category

A category is more than a classification: it corresponds to a public landing page. Adding a brand-new category requires both the taxonomy term and the landing-page setup.

Part 1: Add the Category

18. Go to WordPress Admin → Water Loss Resources → Water Loss Categories.
19. Enter the category Name.
20. Leave the Slug field empty so WordPress creates it automatically.
21. Leave Parent set to None unless a hierarchy has been approved.
22. Click Add New Water Loss Category.

Part 2: Set Up the Landing Page

The public landing page must then be created or updated in Divi:

23. Create the matching WordPress page under the Water Loss Control section.
24. Add the page content in the left-side content area.
25. Add a Divi Code module where the resource grid should appear.
26. Place the Water Loss resource shortcode in the Code module using the category slug.
27. Add the page to the Water Loss Categories WordPress menu.
28. Confirm that the shared Divi Theme Builder template displays the page content on the left and the Water Loss Categories menu on the right.

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[water_loss_resources category="example-category"]
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Important: This system uses a Code module and shortcode to filter each landing page. A Divi Blog module will not automatically limit the results to the Water Loss category.

Important: PDFs and Downloadable Files

If the external resource is a PDF or another downloadable file:

29. Go to WordPress Admin → Media → Add Media File.
30. Upload the PDF or file.
31. Copy the file URL.
32. Return to the Water Loss resource.
33. Paste the copied URL into External Resource URL.
34. Save or update the resource and test the View Resource button.

Quick Reminders

- Select categories on the resource itself to control where it appears.
- Use one resource post even when the resource belongs to multiple categories.
- Cards open the internal resource page; the View Resource button opens the external URL.
- Do not edit PHP templates, taxonomy slugs, ACF field names, or shortcode code during routine resource updates.