Filter Block

The Filter Block is a quick, straightforward tool for presenting a list of pages or files as links. The list can include descriptive text and images when displayed.

Overview

The Filter block is one of Titan CMS's list blocks. At its simplest, it can function just like a Table of Contents. At its most complex, it will automatically display a list of pages, files and events based on user-provided keywords and tag selections.

Driven primarily by the tags definition in Titan CMS, this block is a powerful and easy way to automate dynamic, in-context navigation on pages.
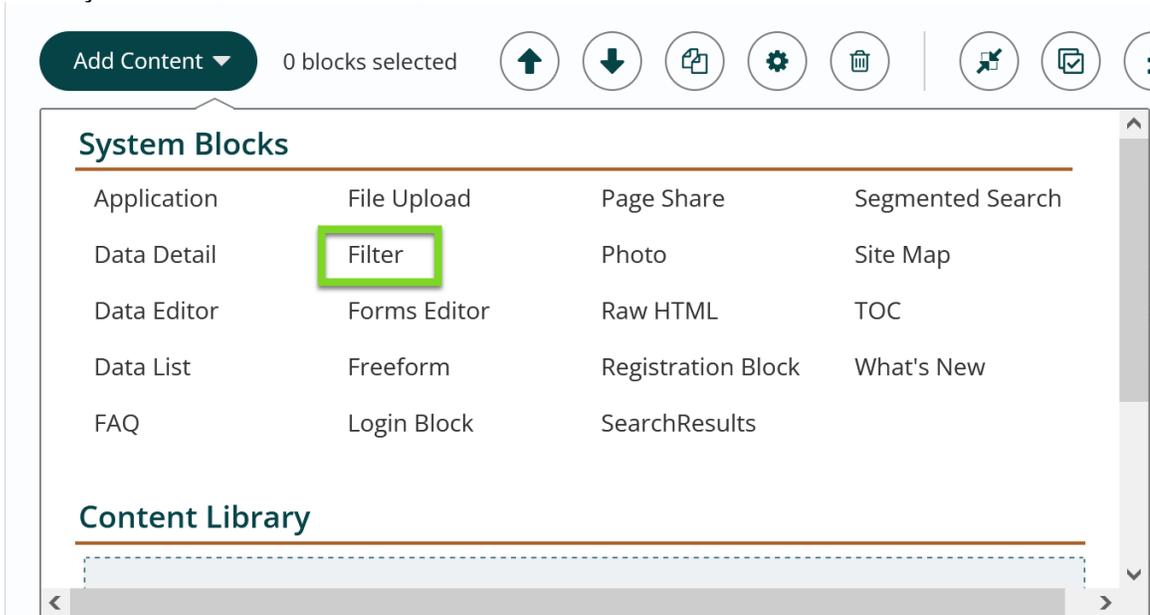
The resulting filtered list can include short or long teaser text and teaser images when displayed.
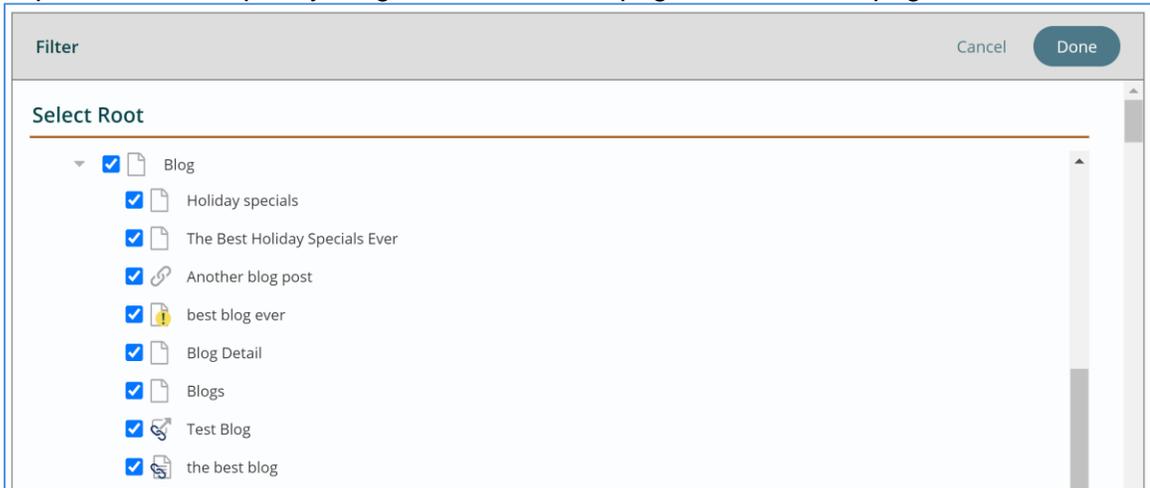
Add a Filter Block to A Page

1. Use the workstation tree to navigate to your page.
2. Go to your Add Content menu. Choose Filter.

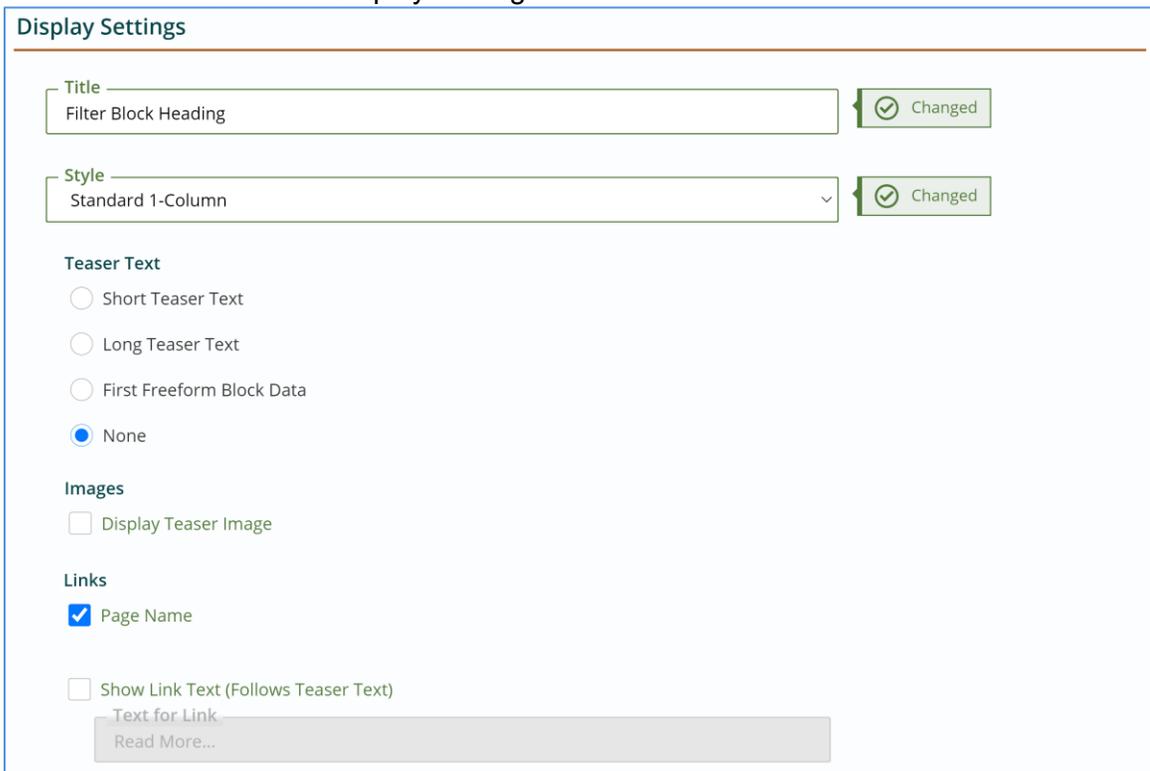3. The Filter Block Editor will open.

4. Expand the sitemap for your globe and select a page that has child pages.

5. Scroll down and find the "Display Settings" section.


    a. Give your section a title
    b. Choose a filter block style
    c. Select if you would like teaser text to appear
    d. Click the box next to Links > Page Name or your page names won't be clickable links to those pages.

e. Select if you would like to show link text after the teaser text.

f. Select if you would like your results listing to paginate
g. If Comments and Ratings are enabled for your site, select if you want ratings to appear
h. Select if you would like the last published date for list items to appear.

6. Click Done. You should now see the Filter Block has been added to your page.
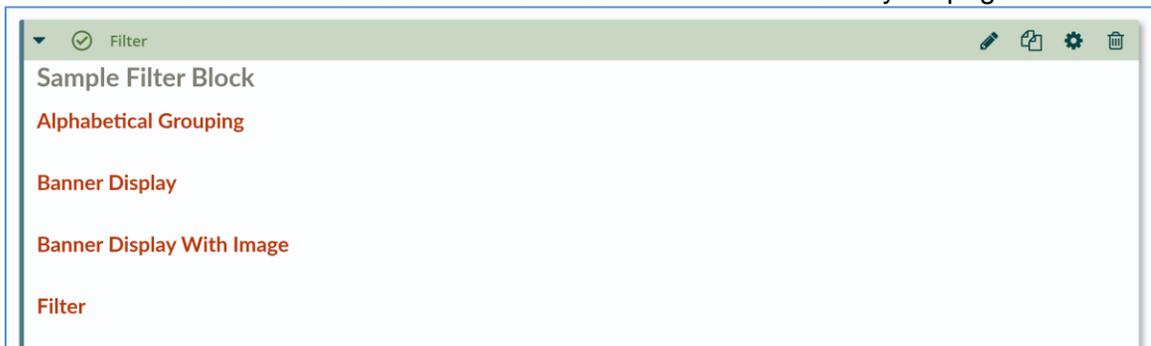
7. Preview your page. Experiment with the selection of different content pages or files as your source.

8. Once you have found a results set that you want to continue to work with, publish your page.

Change Your Results Display Style

These styles will vary by site. Most have a standard 1-column, 2-column, and 2-column by row.

1. Click to edit/open your filter block.
2. Change your "Configure Your Results Display" style.
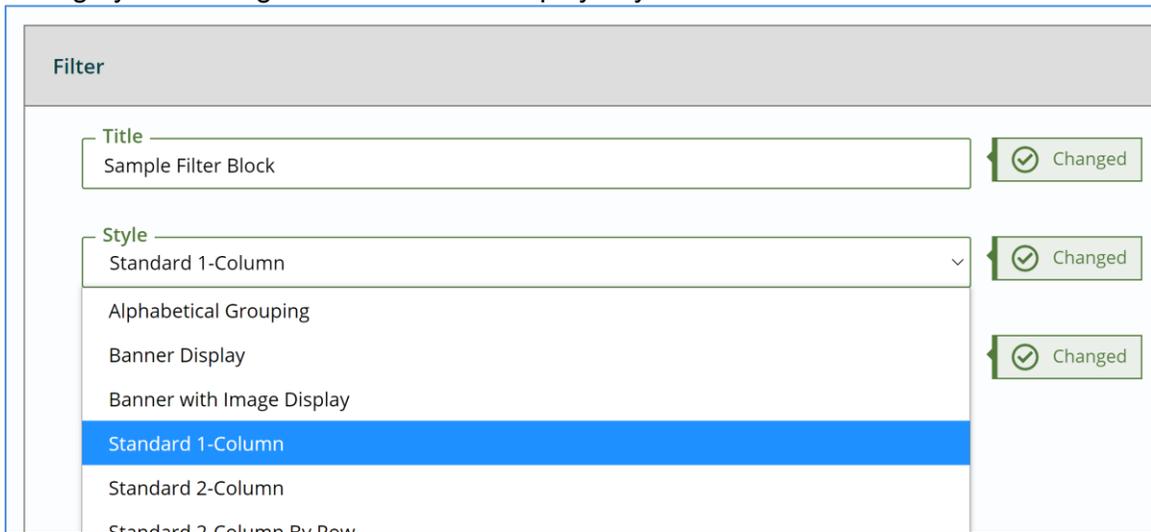
3. Preview or publish your page to see the changes.

Create a Filter Block From a File Pile Source

1. Add a new filter block to your page.
2. Choose your desired file pile as the source.

3. Add other filter block features as desired.
4. Click Publish.

Manually Change Priorities and Exclude Files/Pages

1. Edit your filter block.
2. Find the "Configure Sorting and Advanced Options" section.

Configure Sorting and Advanced Options

Select the default sort order for your results

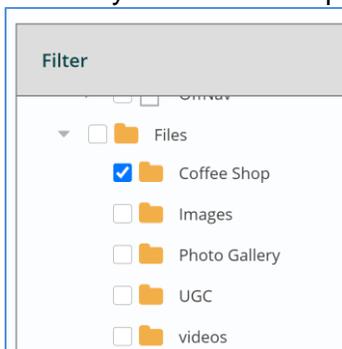○ Last Published Date "Newest First"

○ Last Published Date "Oldest First"

○ Sort Date "Newest First"

○ Sort Date "Oldest First"

● Alphabetical by Page Name

○ Display Order Property

○ Number of Views (based on Auditing)

○ Average Rating

Set Optional Filters

☐ Display the What's New active items only

☐ Display only items published in the last [   ] days

☐ Display only [   ] items

Advanced Options

[Set Excludes]

[Set Priorities]

Caching for Public Displays

☐ Cache public default view until application/nav refresh

3. Under Advanced Options, choose "Set Excludes" to exclude one or more documents or pages.

Filter Block Exclusion List   Cancel   Done

Mark Documents to Exclude from your Results

The document list shown below matches the document set that would be returned from your Filter Block. Use this block to select documents from the set you never want to appear in the results.

Prefer using the tree and/or tagging to prune results; use this dialog when using the tree or tagging is not practical.

Exclude contained page

☐ This option is useful when the block will be used in a page share to guarantee that the displaying page does not appea

Currently Excluded Pages

No documents have been excluded

┌─ **Filter Available Documents** ──────────────────────────────
│
└──

Select Pages to Exclude

4. Click the checkboxes for any pages or documents you want to exclude from the block.

Filter Block Exclusion List   Cancel   Done

┌─ **Filter Available Documents** ──────────────────────────────
│
└──

Select Pages to Exclude
☑ 20120816_093309-1.jpg

☐ 20120816_093309-1Copy.jpg

☑ 20120816_210706 - Copy.jpg

☐ 20120818_194811.jpg

☑ 20120819_175317.jpg

5. Click Done to close the "Filter Block Exclusion List" box.
6. You should see a note that one or more items have been excluded.

Advanced Options

[Set Excludes]   One or more documents have been excluded.

7. Click the Set Priorities button to prioritize content order in your filter block.
8. Follow the instructions to prioritize your content by numbering them.

Filter Block Special Prioritization Preview Done Cancel Restore

Move important items to the top of your display

Change the numeric priority of the item you wish to always appear at the top.

Leave the priority blank or set to default to let your default sort order apply to an item. Items with the same priority will be sorted together using your default sort order.

	20120816_093309-1Copy.jpg
3	20120818_194811.jpg
4	20120819_175326.jpg
2	2020-04-30_15-57-22.mp4
1	2020-05-04_12-24-24.mp4
	2020-05-04_12-24-24.mp4

9. Click Done to close the Filter Block Special Prioritization box.
10. Click Done to close the Filter block editor.
11. Click Publish/Save.

Add Properties to Your Page and Edit Filter Block to Display Them

1. Locate your page in the workstation tree.
2. Click the check box next to your page name and then click on the Properties button in the App Ribbon.

Create Publish ▼ Preview Results Content **Properties** More
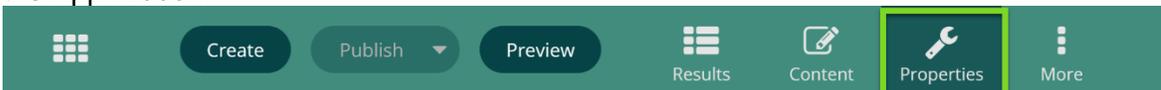
3. Under Search Engine Information, add Metatag Keywords and Description as appropriate. Keywords will help website users find your content through the site search.

Search Engine Information

Page Title ☑ Use Page Name
Filter

6 characters

Metatag Keywords (separated by commas)
Filter

4. Scroll down in Properties to the Teaser Info Text Section.

5. Add teaser text in the short and/or long description sections.
6. Add a teaser image to your page by clicking the "Browse" button near the Teaser Image field and selecting an image from the file pile.
7. Click Done.
8. Save your page.
9. Now open the page containing your filter block and open the Content section.
10. Open the filter block.

11. Scroll to Display Settings section. Select a teaser text option, check to display teaser image and choose link text, if desired.

Display Settings

Title

Style

Standard 1-Column

Teaser Text

- ● Short Teaser Text
- ○ Long Teaser Text
- ○ First Freeform Block Data
- ○ None

Images

☑ Display Teaser Image

Links

☑ Page Name

12. Click Publish/Save.