

MIS-Tech Team Directory — User Guide

What is MIS-Tech Team Directory?

MIS-Tech Team Directory is a powerful, standalone WordPress plugin for displaying people profiles in a beautiful, organized directory. Perfect for businesses, schools, hospitals, nonprofits, government offices, law firms, or any organization that needs to showcase their team, staff, faculty, board members, or volunteers.

No page builder. No bloat. Just a clean, flexible directory that works out of the box.

Key Features

- **Department Tabs** — Organise your team into departments with instant-filter tab navigation
- **4 Display Modes** — Inline Expand, Modal Popup, Modal with Prev/Next Navigation, Horizontal Slider
- **AJAX Pagination** — Browse team pages without a full page reload
- **4 Photo Styles** — Default, Rounded, Circle, Square crop
- **Multiple Directory Views** — Create unlimited named views, each with its own shortcode
- **Per-Member Details** — Position/title, department, email, phone, social links, CTA button, bio
- **Custom Display Order** — Set a numeric order per team member
- **Full Settings Page** — Control hover colours, tab style, card sizes, and grid gap
- **Container Width Control** — Match your theme's content width globally, or override per view
- **100% Standalone** — no Elementor, no ACF, no third-party plugin required
- **WPBakery Page Builder Compatible** — if you use WPBakery, the directory is also available as a native drag-and-drop element, with no extra setup or styling required

Perfect For

- Corporate teams and company staff pages
- School and university faculty directories
- Hospital and clinic doctor/staff listings
- Nonprofit board members and volunteers
- Government department staff listings
- Law firm attorney profiles
- Church leadership and ministry teams

- Club and association member directories
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Installation

1. Upload the `mis-tech-team-directory` folder to `/wp-content/plugins/`
2. Activate the plugin via **Plugins** → **Installed Plugins**
3. A new **Team Directory** menu appears in your WordPress admin sidebar

That's it — no configuration is required to get started, though the setup steps below will get you to a finished directory in a few minutes.

Getting Set Up — Step by Step

1. Create your departments

Go to **Team Directory** → **Departments** and create the groups you want your team organized into — for example "Board of Directors," "Management," "Faculty," or "Sales." Departments become the tabs visitors click through on your finished directory.

This step is optional — if you don't need department tabs, you can skip straight to adding team members and show everyone in a single ungrouped grid.

2. Add your team members

Go to **Team Directory** → **Add Team Member**. For each person, fill in:

- **Full name** — entered as the post title, at the top of the page
- **Profile photo** — click "Upload Photo" to choose or upload an image
- **Position/Title** — e.g. "Chief Executive Officer"
- **Department(s)** — pick from the departments you created in step 1
- **Location, personal website** — optional
- **Contact info** — email and phone
- **Social links** — LinkedIn, Twitter/X, Instagram, Google, Facebook (leave any blank you don't need)
- **CTA button** — an optional call-to-action link with custom button text (e.g. "Book a consultation")
- **Biography** — the main content editor; toggle "Don't show description/bio" if you'd rather this person's card open without a bio
- **Order** (sidebar) — a number controlling where this person appears; lower numbers appear first

Click **Publish**. Repeat for every team member.

3. Create a Directory View

Go to **Team Directory** → **Directory Views** → **Add New View**. A view is a saved, named set of display options — you build it once, and it gives you a shortcode you can reuse anywhere.

Configure:

- **View Title** — for your own reference (not shown to visitors)
- **Display Mode** — Inline Expand, Modal Popup, Modal + Nav, or Slider (see [Display Modes](#) below)
- **Departments** — tick which departments should appear as tabs; leave all unticked to show everyone in one grid
- **Show Tabs** — toggle department tabs on/off
- **Columns per Row** — 1 to 4
- **Items per Page** and **Offset** — control pagination; set Items per Page to 0 to show everyone with no pagination
- **Container Width** — leave blank to use your global Settings width, or override it just for this view

Click **Create View**. You'll immediately see a generated shortcode, like:

```
[misd_team_directory view="your_view_id"]
```

You can create as many views as you like — for example, one for your leadership team on the About page and a different one for all staff on a Team page.

4. Style it in Settings

Go to **Team Directory** → **Settings** to match the directory's look to your theme: hover colors, tab style and colors, card image size, grid spacing, photo shape (default/rounded/circle/square), and the global container width.

Changes here apply across every directory on your site, unless a specific view overrides the width.

5. Publish the directory

Copy the shortcode from the Directory Views list (or from the confirmation message after creating a view) and paste it into any page, post, or widget:

```
[misd_team_directory view="your_view_id"]
```

Publish the page — your directory is live.

Display Modes

Choose the mode that fits how you want visitors to explore your team, per Directory View:

Mode	What visitors see
Inline Expand	Click a team member card and a detail panel slides open directly below the grid. Click again, or press Close, to collapse it.
Modal Popup	Click a card to open a centered overlay with the member's full profile, bio, contact info, and social links.
Modal with Navigation	Same as Modal Popup, but with Previous ‹ and Next › arrows so visitors can browse everyone without closing the modal.
Horizontal Slider	Team member cards display in a smooth horizontal sliding carousel with Prev/Next arrow buttons.

Shortcode Usage

Use the shortcode anywhere — pages, posts, widgets, or FSE blocks.

Basic usage with a saved view:

```
[mistd_team_directory view="your_view_id"]
```

Available shortcode attributes:

Attribute	What it does
view	The saved View ID to load display settings from. Create views under Team Directory → Directory Views.
mode	Display mode. Accepted values: inline , popup , popup_nav , slider . Defaults to the view's setting, or inline .
columns	Number of columns in the grid: 1 , 2 , 3 , or 4 . Defaults to the view's setting, or 3 .

- per_page** Number of team members shown per page. `0` shows everyone with no pagination. Defaults to the view's setting, or `3`.
- department** Department slug — only members in that department are shown.
- offset** Number of team members to skip from the start of the list. Useful for splitting a group across multiple shortcodes.

Any attribute you set directly on the shortcode overrides the same setting from a chosen view — you can load a saved view and still tweak one or two things without creating a whole new view.

Examples:

Load a saved view with all its settings:

```
[mistd_team_directory view="board_view"]
```

Show a 3-column grid, 6 per page, opening in modal with navigation (no saved view needed):

```
[mistd_team_directory mode="popup_nav" columns="3" per_page="6"]
```

Show only the Directors department in modal popup mode:

```
[mistd_team_directory department="directors" mode="popup"]
```

Load a saved view but skip the first 3 members and show 6 per page:

```
[mistd_team_directory view="board_view" per_page="6" offset="3"]
```

Display a horizontal slider with 3 cards visible at a time:

```
[mistd_team_directory mode="slider" columns="3"]
```

WPBakery Page Builder Integration

If your site has **WPBakery Page Builder** installed and active, you don't need to type a shortcode by hand at all — the directory is available as a native, visual drag-and-drop element.

Where to find it

Open either the **Backend Editor** or the **Frontend Editor** on any page, click **Add Element**, and look under the **MIS Elements** category. You'll see **Team Directory** listed with its own icon — click it to add the element to your page.

How to configure it

The element opens a configuration form with the following fields:

- **Saved View** — a dropdown listing every Directory View you've created, plus a first option called "— Manual configuration (no saved view) —"
- **Display Mode, Columns per Row, Items Per Page, Department Filter, Offset** — the same options available in a Directory View, exposed directly in the element form

Using a Saved View: pick one from the dropdown, and the manual fields below it (Display Mode, Columns, etc.) automatically hide — the view's own saved settings are used, exactly as if you'd typed `[mistd_team_directory view="..."]` yourself.

Manual configuration: leave the Saved View dropdown on "Manual configuration" and the Display Mode, Columns, Items Per Page, Department Filter, and Offset fields become active — set them directly, no view required.

Click **Save**, and WPBakery previews the directory right in the editor, exactly as it will appear on the published page.

What's happening behind the scenes

The element doesn't do anything different from the shortcode you'd type by hand — it simply writes the equivalent `[mistd_team_directory ...]` shortcode into the page for you, through a friendlier visual form. That means:

- Everything documented in the Shortcode Usage section above still applies.
- A directory added via the WPBakery element looks and behaves identically to one added by pasting a shortcode.
- If you ever deactivate WPBakery, any directory already placed via the element keeps working normally, since it's really just the shortcode underneath.

No Coding Required

Everything is managed through the WordPress admin:

- **Team Directory → Add Team Member** — add a team member with photo, position, bio, contact info, and social links
- **Team Directory → Departments** — create and manage your department groupings
- **Team Directory → Directory Views** — create named views with custom display settings and get a ready-to-use shortcode
- **Team Directory → Settings** — control global colors, styles, and layout across every directory on your site