

Resource Hub Setup Documentation

Overview

This document explains how to create a professional Resource Hub in WordPress using:

- Beaver Builder
- Beaver Themer
- Advanced Custom Fields (ACF)
- FacetWP
- Custom Post Type UI (CPT UI)
- SearchWP

The Resource Hub will support:

- Resource custom post type
- Document uploads
- File type icons
- Faceted filtering
- Grid card layouts
- Download buttons
- Single resource pages
- Governance metadata
- Enterprise-style document management

1. Plugins Required

Install and activate the following plugins.

Plugin	Purpose
Beaver Builder	Page builder
Beaver Themer	Dynamic templates
Advanced Custom Fields Pro	Metadata fields
FacetWP	Advanced filters
SearchWP	Search indexing
CPT UI	Custom post types and taxonomies
Enable Media Replace	Replace files without changing URLs
LiteSpeed Cache	Performance

2. Create Resource Custom Post Type

Go to:

CPT UI → Add/Edit Post Types

Create:

Setting	Value
Post Type Slug	resources
Plural Label	Resources
Singular Label	Resource

Important Settings:

Setting	Value
Public	True
Has Archive	True
Show in REST API	True
Supports	Title

Recommended:

Disable:

- Editor
- Comments
- Author
- Featured Image

Because the Resource Hub is document-focused.

Save Post Type.

3. Create Taxonomies

Go to:

CPT UI → Add/Edit Taxonomies

Create the following taxonomies.

Document Type

Setting	Value
Taxonomy Slug	document_type
Plural Label	Document Types
Singular Label	Document Type
Attach to Post Type	Resources

Resource Category

Setting	Value
Taxonomy Slug	resource_category
Plural Label	Resource Categories
Singular Label	Resource Category
Attach to Post Type	Resources

Applies To

Setting	Value
Taxonomy Slug	applies_to
Plural Label	Applies To
Singular Label	Applies To
Attach to Post Type	Resources

SMO Team

Setting	Value
Taxonomy Slug	smo_team
Plural Label	SMO Teams
Singular Label	SMO Team

Setting	Value
Attach to Post Type	Resources

4. Add Taxonomy Terms

Go to:

Resources → Document Types

Add terms such as:

- Policy
- Procedure
- Form
- Guidelines
- Template
- Report
- Flowchart

Go to:

Resources → Resource Categories

Add categories such as:

- Governance
- Child Safety
- Legal
- Risk Management
- Accounting
- Insurance
- IT Support

Repeat for:

- Applies To
- SMO Team

5. Create ACF Field Group

Go to:

ACF → Field Groups

Create:

Resource Fields

Apply to:

Post Type = Resources

6. Create ACF Fields

Summary

Setting	Value
Label	Summary
Name	summary
Type	Textarea

Document File

Setting	Value
Label	Document File
Name	document_file
Type	File

Important:

Setting	Value
Return Format	File Array

Document Icon

Setting	Value
Label	Document Icon
Name	document_icon
Type	Text

This field will be automatically populated via PHP.

Document Owner

Setting	Value
Label	Document Owner
Name	document_owner
Type	Text

Approver

Setting	Value
Label	Approver
Name	approver
Type	Text

Review Status

Setting	Value
Label	Review Status
Name	review_status
Type	Select

Example options:

- Draft
- Under Review
- Approved
- Archived

Next Review Date

Setting	Value
Label	Next Review Date
Name	next_review_date
Type	Date Picker

7. Upload File Type Icons

Upload the following icons into Media Library.

Examples:

- PDF icon
- Word icon
- Excel icon
- PowerPoint icon

Recommended style:

- Transparent background
 - Flat design
 - Consistent sizing
-

8. Automatically Assign Icons Based on File Type

Add the following code into:

```
functions.php
```

```
add_action('acf/save_post', 'auto_set_document_icon', 20);

function auto_set_document_icon($post_id) {

    if (get_post_type($post_id) != 'resources') {
        return;
    }

    $file = get_field('document_file', $post_id);

    if (!$file) {
```

```

        return;
    }

    $file_url = $file['url'];

    $extension = pathinfo($file_url, PATHINFO_EXTENSION);
    $extension = strtolower($extension);

    $icon_url = '';

    switch ($extension) {

        case 'pdf':
            $icon_url = 'YOUR PDF ICON URL';
            break;

        case 'doc':
        case 'docx':
            $icon_url = 'YOUR DOC ICON URL';
            break;

        case 'xls':
        case 'xlsx':
            $icon_url = 'YOUR EXCEL ICON URL';
            break;

        case 'ppt':
        case 'pptx':
            $icon_url = 'YOUR PPT ICON URL';
            break;

        default:
            $icon_url = 'YOUR DEFAULT ICON URL';
    }

    update_field('document_icon', $icon_url, $post_id);
}

```

9. Hide Document Icon Field from Editors

Inside ACF:

Add wrapper class:

```
hide-document-icon
```

Then add CSS:

```
.hide-document-icon {  
  display: none !important;  
}
```

10. Create Resource Hub Page

Create page:

Resource Hub

Launch Beaver Builder.

11. Create Main Layout

Create:

Left Column	Right Column
25%	75%

12. Add FacetWP Filters

Add HTML module.

Paste:

```
<div class="filter-heading">SEARCH</div>  
[facetwp facet="search"]  
  
<div class="filter-heading">DOCUMENT TYPE</div>  
[facetwp facet="document_type"]  
  
<div class="filter-heading">RESOURCE CATEGORY</div>  
[facetwp facet="resource_category"]  
  
<div class="filter-heading">APPLIES TO</div>  
[facetwp facet="applies_to"]  
  
<div class="filter-heading">SMO TEAM</div>  
[facetwp facet="smo_team"]
```

13. Create FacetWP Facets

Go to:

FacetWP → Facets

Create:

- search
- document_type
- resource_category
- applies_to
- smo_team

Recommended Facet Settings

Setting	Value
Facet Type	Checkbox
Show Ghosts	OFF
Sort By	Highest Count
Count	10
Soft Limit	5

14. Add Posts Module

Inside RIGHT column:

Add:

Posts Module

Settings:

Setting	Value
Post Type	Resources
Layout	Grid

Setting	Value
Columns	3
Equal Heights	YES

15. Enable FacetWP Integration

Inside Posts Module:

Enable:

Use FacetWP

16. Add Custom Card Layout

Inside:

Posts Module → Post Layout → Custom

Paste:

```
<div class="resource-card">

  <div class="resource-icon">
    
  </div>

  <h3 class="resource-title">
    [wpbb post:link text="title"]
  </h3>

  <div class="resource-buttons">

    <div class="resource-button">
      [wpbb post:link text="custom" custom_text="View"]
    </div>

    <div class="resource-download">
      <a href="[wpbb post:custom_field key='document_file:url']"
target="_blank">
        Download
      </a>
    </div>
  </div>
</div>
```

```
</a>
</div>

</div>

</div>
```

17. Add Card CSS

Add custom CSS into:

Appearance → Customize → Additional CSS

Add Resource Hub card styles.

18. Create Single Resource Page

Go to:

Beaver Builder → Themer Layouts

Create:

Setting	Value
Type	Singular
Post Type	Resources

Launch Beaver Builder.

19. Single Resource Layout

Create:

Left Sidebar	Right Content
30%	70%

Left Sidebar

Display:

- Document icon
 - Download button
 - Document type
 - Resource category
 - SMO team
 - Review information
-

Right Content

Display:

- Title
 - Summary
 - Document information
 - Related resources
-

20. Recommended Governance Workflow

Editors should:

1. Open Resource
2. Replace file inside Resource
3. Update metadata
4. Click Update

Editors should NOT:

manage files directly in Media Library

21. Recommended Future Enhancements

Future improvements:

- SearchWP PDF indexing
- Related resources
- PDF preview
- Governance dashboards
- Review reminders

- Accessibility audits
 - Analytics
 - Version control
 - Resource expiry notifications
-

Final Notes

Recommended architecture:

Use Taxonomies For

- Document Type
- Resource Category
- Applies To
- SMO Team

Use ACF For

- Summary
- File Upload
- Review Date
- Owner
- Approver
- Icon automation

This structure is scalable, governance-friendly, and suitable for enterprise document management systems.