



**VISION**<sup>®</sup>  
I N T E R N E T

Innovators of  
Online Government<sup>™</sup>

# Content Management System

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## CMS Basic Training Manual



**VISION**<sup>®</sup>  
INTERNET

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# Introduction

This visionCMS Basic manual is designed to correspond with your instructor-led WebEx or on site session. As your session unfolds, this manual will have multiple areas for you to take notes, fill in instructor commentary, and test your knowledge of previous CMS concepts.

Depending on your specific visionCMS Basic topic adjustments you may have discussed with your Project Manager, the instructor may alter the core learning points accordingly.

Below is the standard visionCMS Basic Training Agenda

## Basic Training (Content Managers) 3 hours

- Intro and overview of Homepage
- Interior page overview
- Introduction to visionCMS (Content Management System)
- Dashboard and administration interface overview
- Help Menu
- Site Content
  - Pages
    - Page Template overview
    - Adding, editing, and deleting
    - Publishing
  - Image Library
  - Document Central
  - Calendar
  - News
- Review of Concepts
- Discussion

Log in time!

Enter into a browser:

*<instructor provided dev site address and information>*

Example:

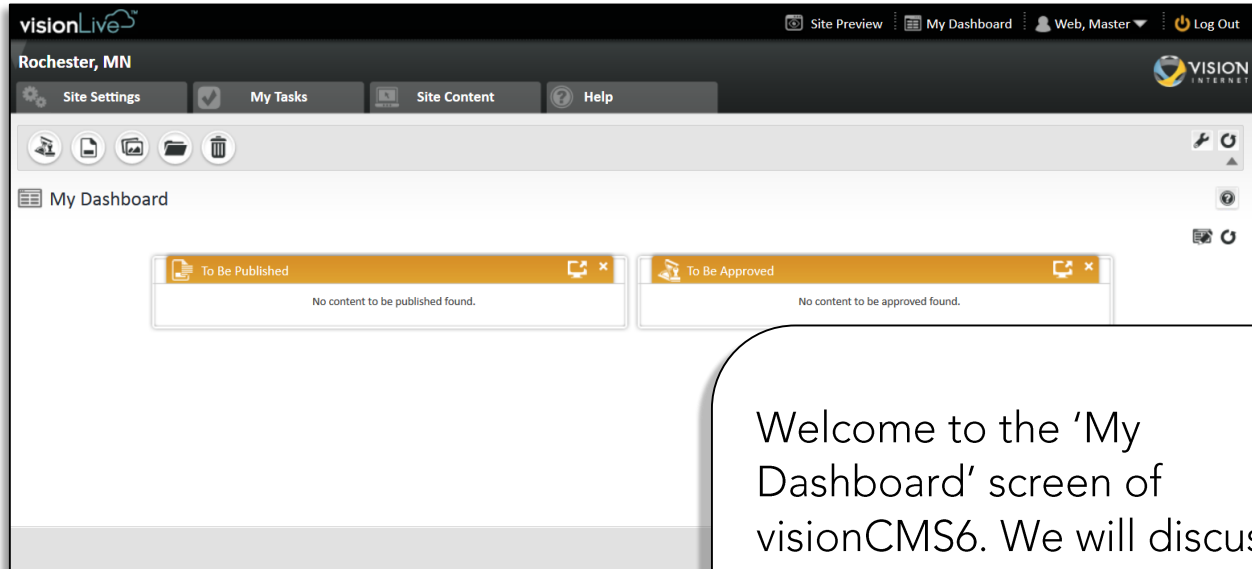
<http://dev7.visioninternet.com/arcadia6/admin>

*<instructor reserves the right to use actual user login credentials – below credentials are Super User>*

USERNAME: Train.2016

PASSWORD: Simple123!

## visionCMS Dashboard



Welcome to the 'My Dashboard' screen of visionCMS6. We will discuss all of the features presented here in a moment. First, let's preview your new site!



Using your mouse, click on the link 'Site Preview'.



<Insert Home Page Screen Shot Here>


Here is the Home Page of your new visionCMS6-generated site. At this point, your instructor will take you on a tour of the new features (where applicable) and functionality including:

- Important/Emergency Notice
- Search Bar
- Rotating Home Page Images
- Main Menu Items
- Megamenu
- Events/Meetings
- News
- Spotlight

visionLive

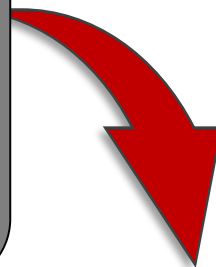
Site Preview My Dashboard Web, Master Log Out

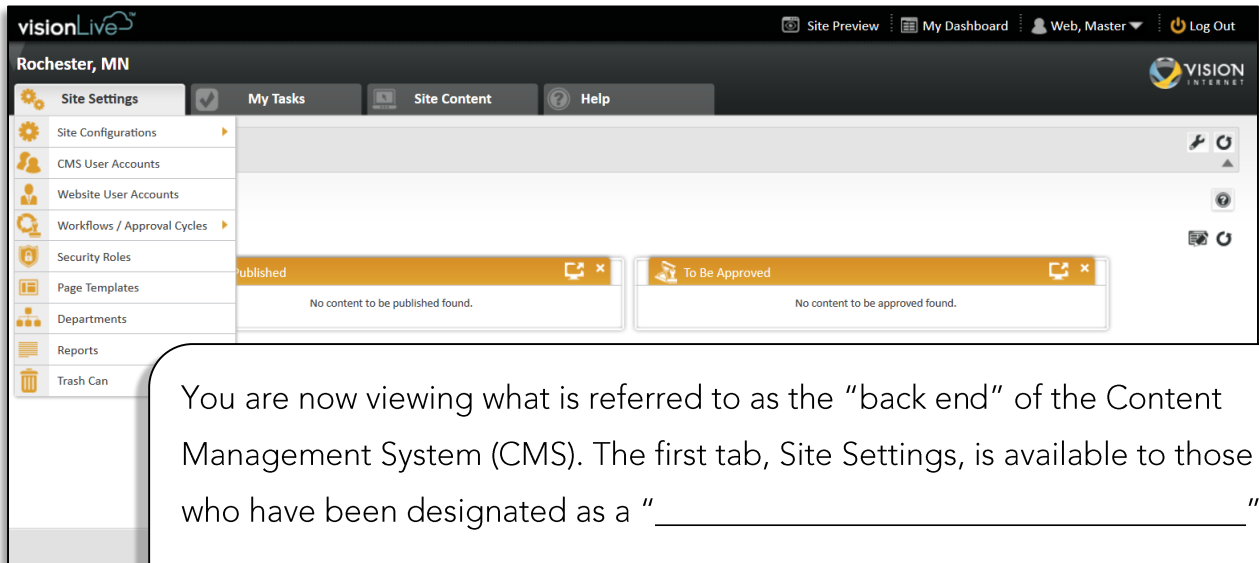
Using your mouse, click on the link 'My Dashboard'.

 My Dashboard

The following CMS tabs (Site Settings and My Tasks) will be briefly discussed during the CMS Basic training session. Those two tabs are thoroughly discussed in detail during the CMS Advanced training session.

Your instructor will explore with you the Site Content (first 5 components) and the Help tabs more deeply during this CMS Basic session.



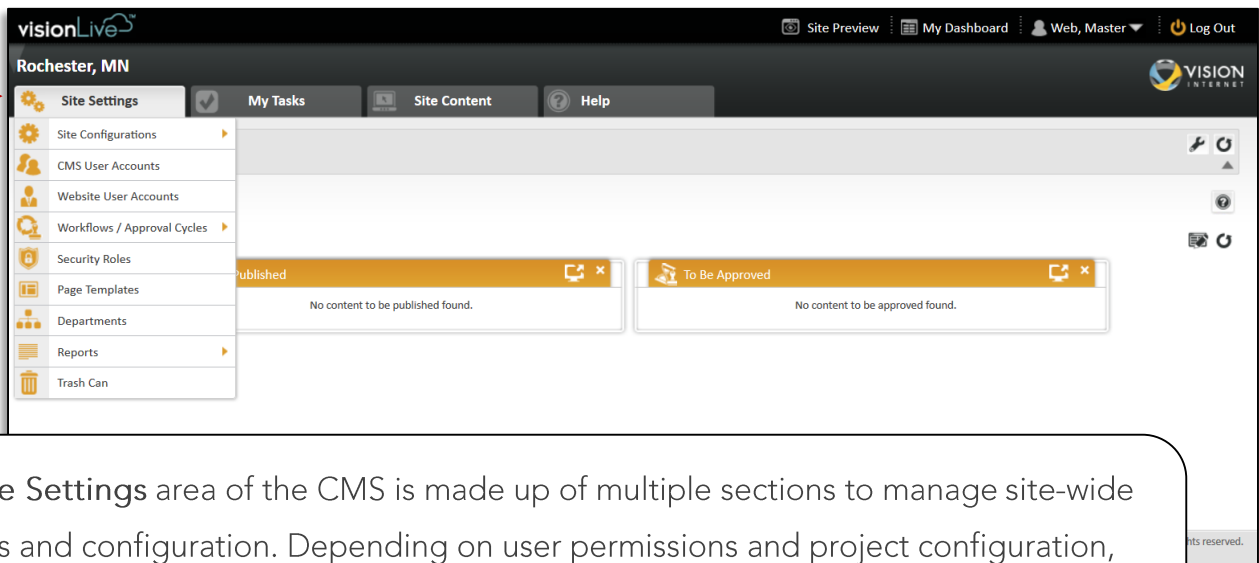


You are now viewing what is referred to as the “back end” of the Content Management System (CMS). The first tab, Site Settings, is available to those users who have been designated as a “\_\_\_\_\_”.

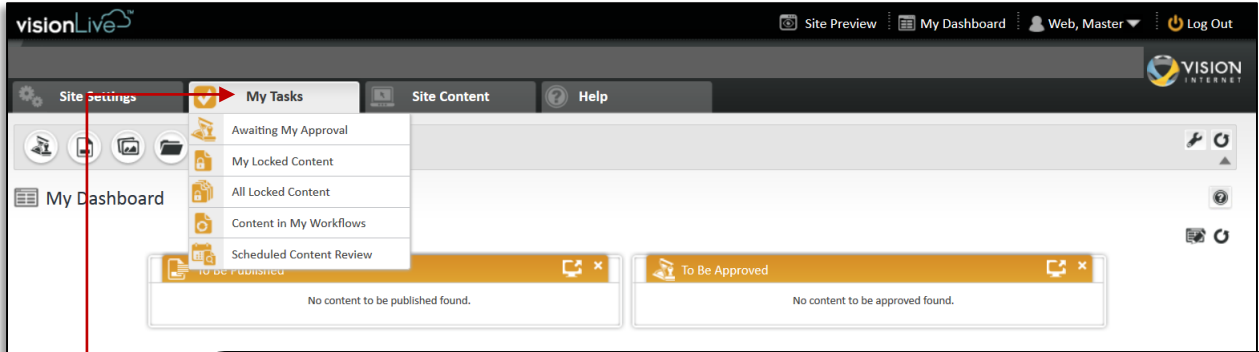
321

The **Super User** is a very special type of user - they have all permissions across the entire system. Super Users can edit and publish all content on the site.

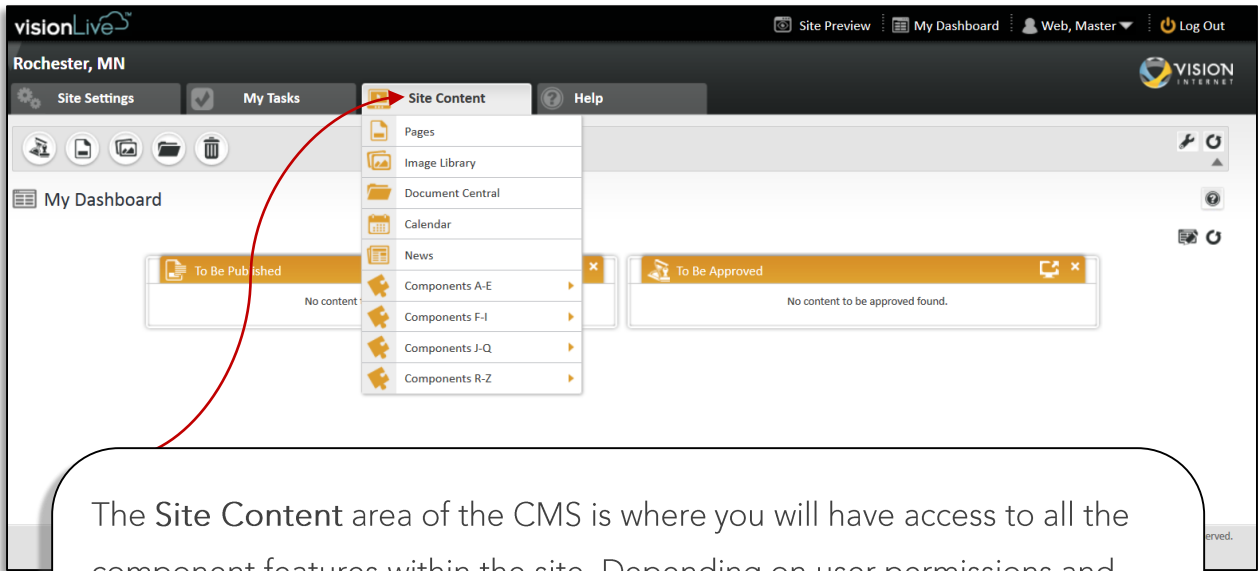
Your site should have at least one Super User for the system. It is recommended that you have at least two in case one Super User is out of the office or unavailable at a time when administrative system changes need to be made. The Super User can log into the system and make changes to all parts of the site.



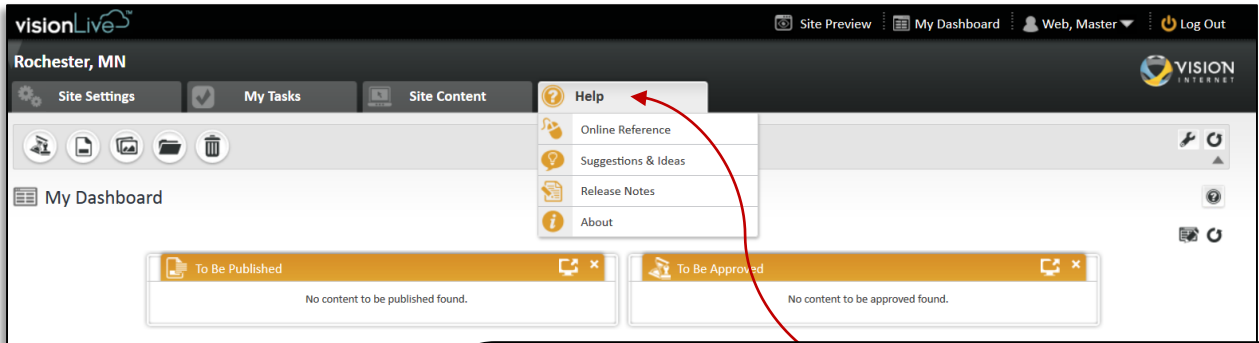
The Site Settings area of the CMS is made up of multiple sections to manage site-wide features and configuration. Depending on user permissions and project configuration, you may or may not have access to all the components listed in these guides.



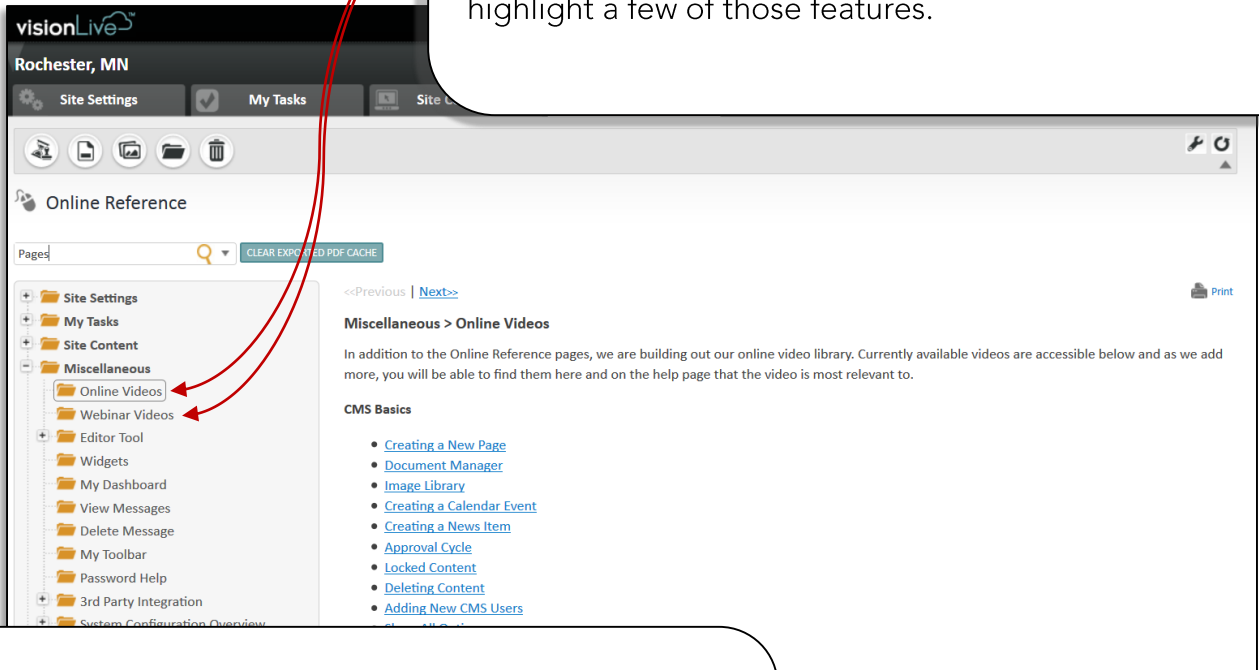
The **My Tasks** area of the CMS is where you will go to review the status of site content and take action to move things forward in the system workflow. Depending on user permissions and project configuration, you may or may not have access to all the components listed in this guide.



The **Site Content** area of the CMS is where you will have access to all the component features within the site. Depending on user permissions and project configuration, you may or may not have access to all the components listed in these guides. This is the area Content Managers and Super Users will access most regularly.



Clicking the Help tab allows you to search for functionality tips and assistance. However, there are many additional features that separate the CMS Help menu from other Software as a Service (SaaS) products. Your instructor will highlight a few of those features.

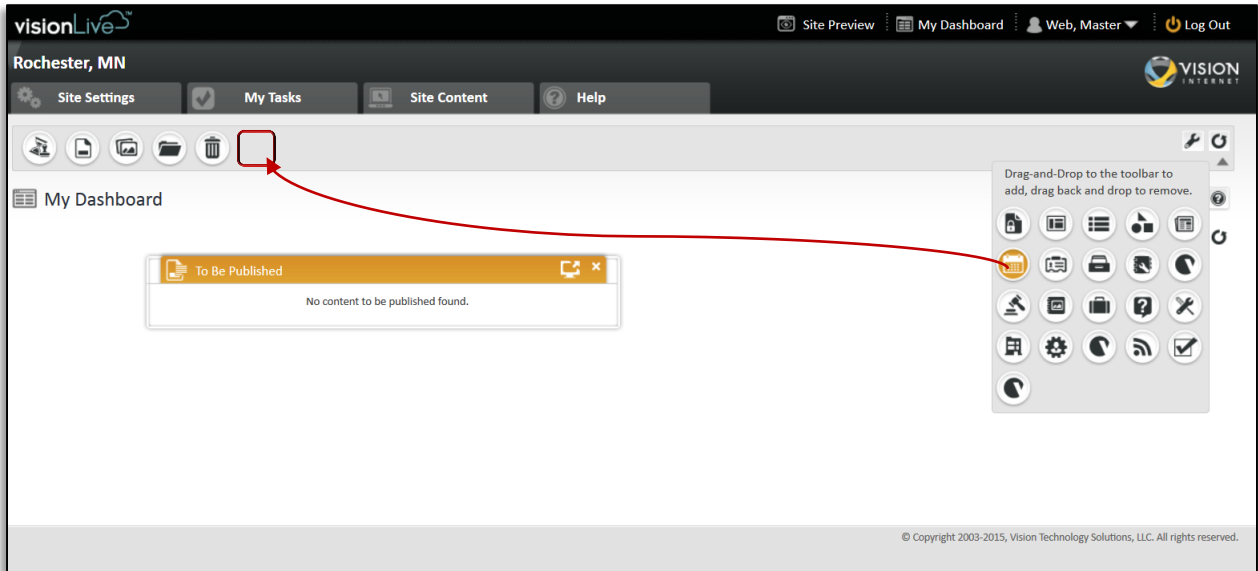


The videos located on the Help tab provide an easy-to-access, valuable resource to your staff now and in the future. Think about it...What example can you provide that illustrates the benefit of such a video library?

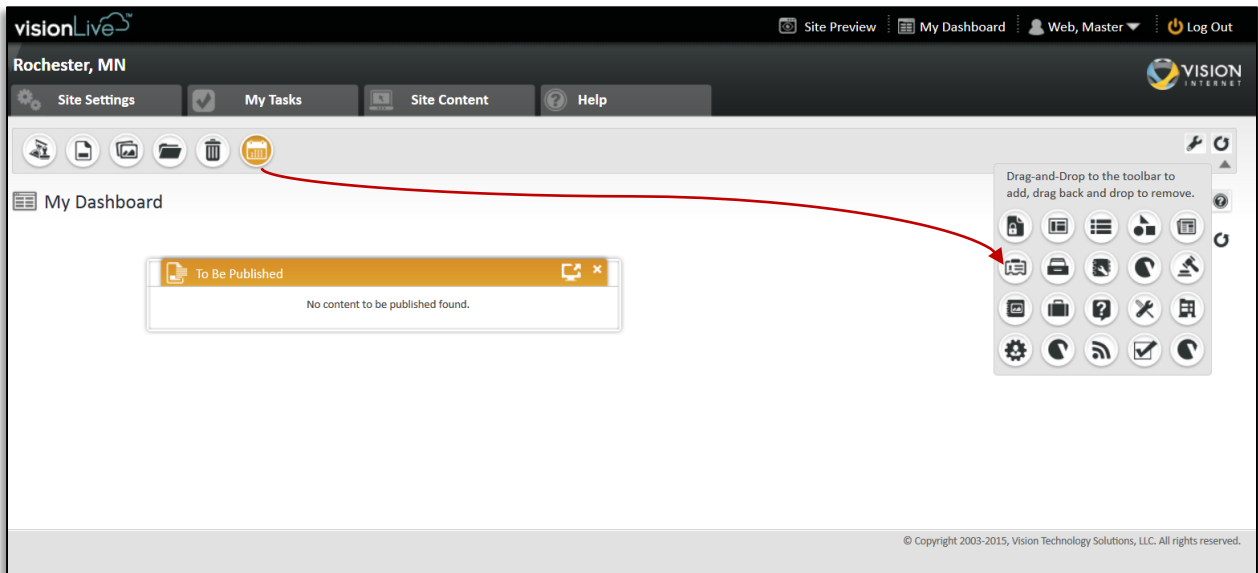
List 3 benefits of the videos provided:	
1)	
2)	
3)	

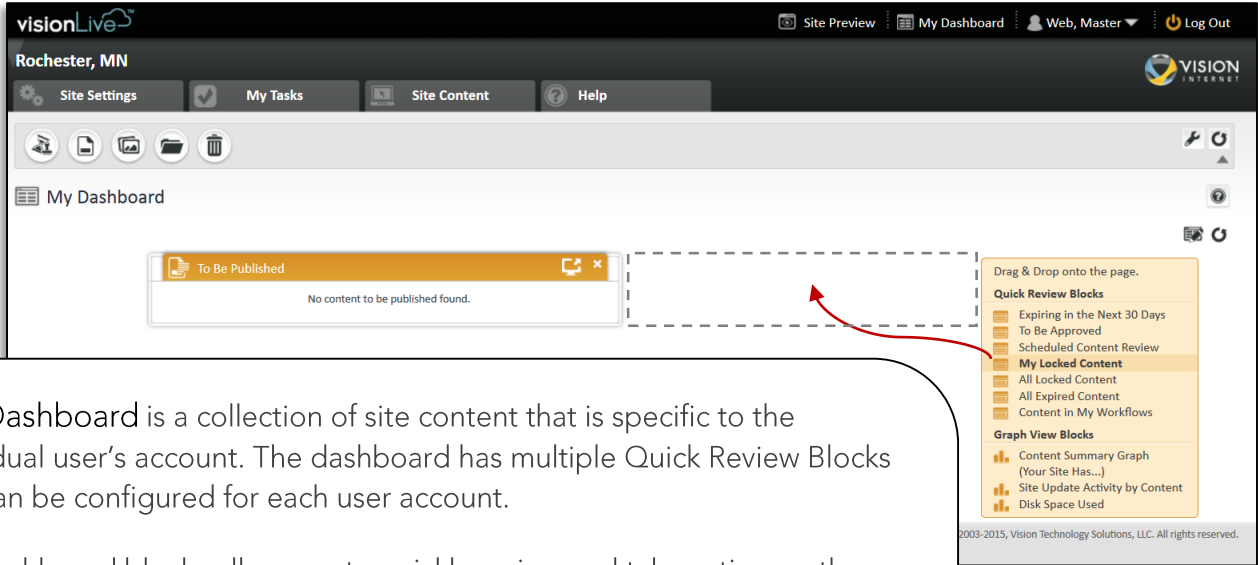
visionCMS allows you, the user, to tailor your Dashboard as you like. Any adjustments made to the Dashboard are user-specific (your login credentials – your dashboard).

It is as easy as clicking the Tools wrench icon, choosing your quick link, and dragging onto the toolbar. Give it a try.



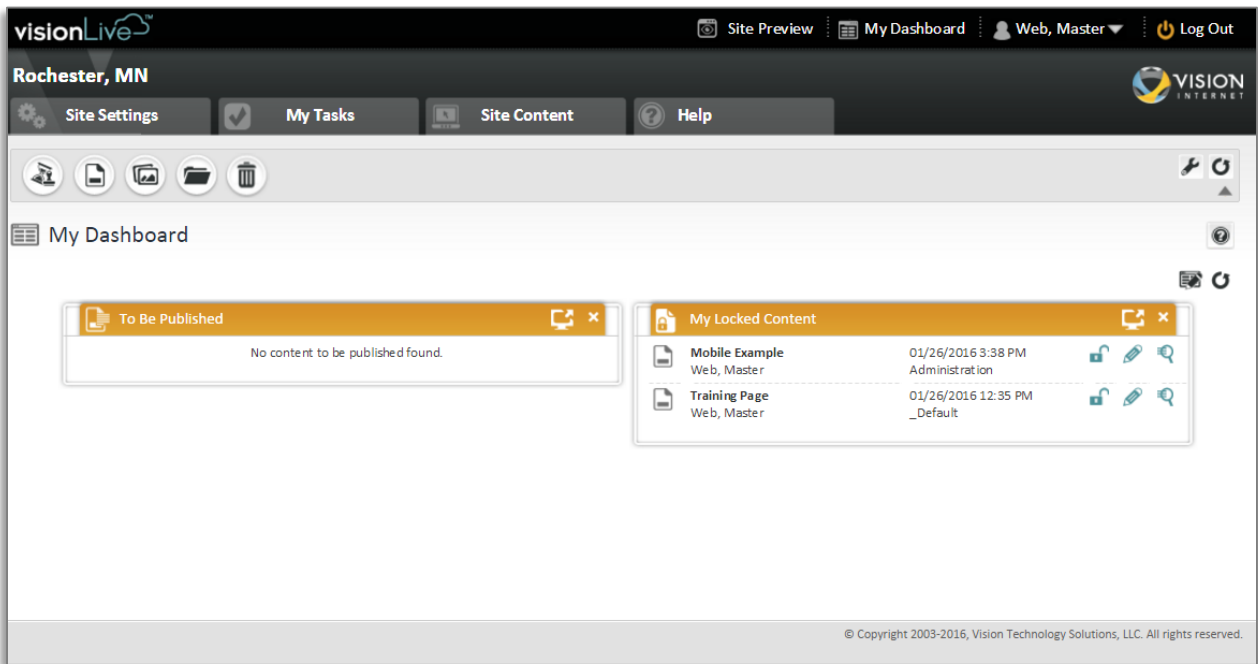
You can remove the quick link icon by reversing the process. Click and drag the icon from the toolbar back to its original position.





The Dashboard is a collection of site content that is specific to the individual user's account. The dashboard has multiple Quick Review Blocks that can be configured for each user account.

The dashboard blocks allow you to quickly review and take action on the most recent website activities and help you manage your website. There are eight Quick Review Blocks which display tabular summaries and two Graph View Blocks which generate graph views of the activities & status of your website content. By default, it lists the 5 most recent or applicable items and it provides a link to the full page view of each block.



**Quick Review Block Details**

Dashboard Block Name	Description	Date/Time Represents	Available for
To Be Approved	Content to be approved for next step in approval cycle.	Last Updated	All users
To Be Published	Content to be published for public release.	Last Updated	All users
My Locked Content	Content that is locked by the currently logged in user. When content enters the "Edit" mode, it is locked from other users. This content can be edited by the currently logged in user.	Last Updated	All users
All Expired Content	Website contents do not require expiration dates. This view lists all content with expiration date which occurred in the past.	Expired Date	All users
Content in My Workflow	Content that is in my workflow if one belongs to multi-state workflow.	Last Updated	All users
Expiring in the Next 30 Days	Content that has expiration date within the next 30 days.	Expiration Date	All users
Scheduled Content Review	Content that has been scheduled for review on a regular interval or on a specific date	Scheduled Content Review Date	All users
All Locked Content	All locked content in the website.	Last Updated	Super users

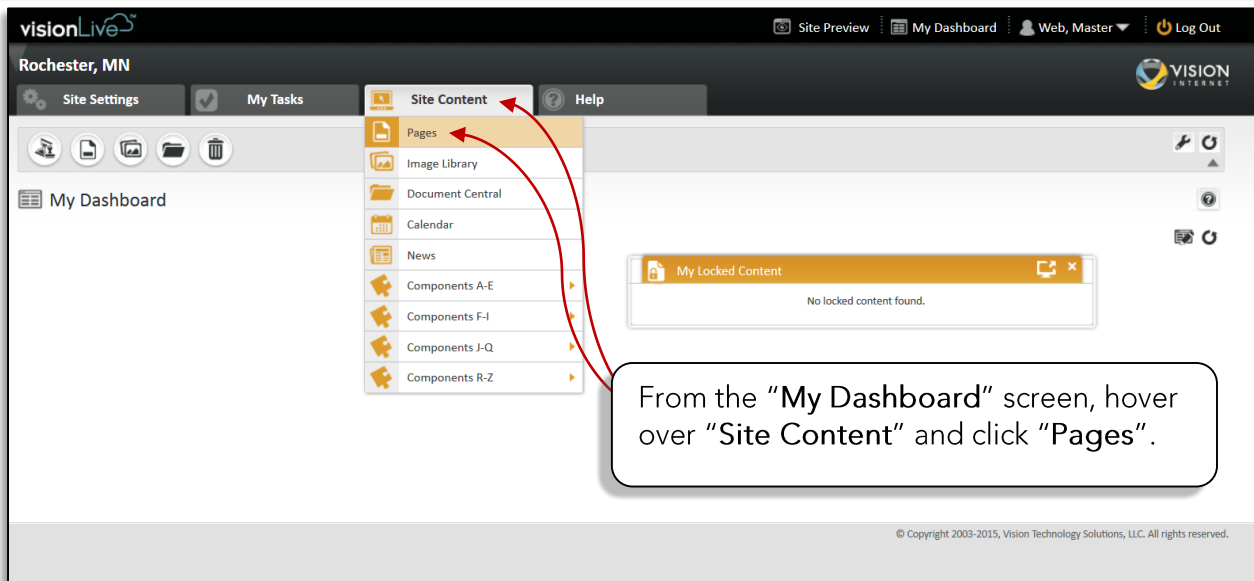
Your instructor will discuss some of the time-saving features that the "My Dashboard" screen provides you. What are some of your favorite features?

My Dashboard features:

- 1)
- 2)
- 3)

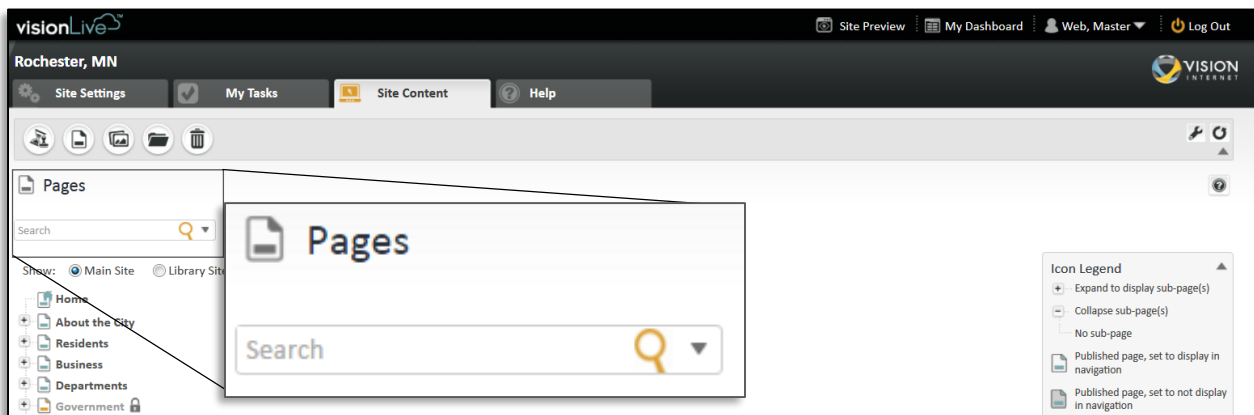
# Site Content / Pages

Perhaps one of the most vital components of the visionCMS, **Pages**, gives you the ability to deliver your content in an easy to assemble manner. Your instructor will guide you through several features, best practice applications, and content management discussions.



From the "My Dashboard" screen, hover over "Site Content" and click "Pages".

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Search

Pages

Search

Icon Legend

- Expand to display sub-page(s)
- Collapse sub-page(s)
- No sub-page
- Published page, set to display in navigation
- Published page, set to not display in navigation

To **Search** for a particular page, click into the search page field, type the text you wish to search for and click the magnifying glass button  (or press enter).

This will search for a page name, page title, or page template with the entered search term and generate a list of pages for any matching results (if any).

You can either choose to take action on one of the pages in the results by clicking on that row and triggering the action menu, or click the **Back to List View** button to return to the initial Page Tree View.

visionLive

Rochester, MN

Site Settings My

Show:  Main Site  Library Site

Pages

Search

Show:  Main Site  Library Site

- Home
- About the City
- Residents
- Business
- Departments
- Government
- I Want To...

Icon Legend

- Expand to display sub-page(s)
- Collapse sub-page(s)
- No sub-page
- Published page, set to display in navigation
- Published page, set to not display in navigation
- Non-published page, set to display in navigation
- Non-published page, set to not display in navigation
- Move page
- No Move page Permission
- Department Homepage
- Expired page
- Locked page
- Members Only page
- Page with future publish date
- Subpage addition restricted to this content group
- Redirect Page

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visionLive

Rochester, MN

Site Settings My Tasks Site Content Help

Pages

Search

Show:  Main Site  Library Site

- Home
- About the City
- Residents
- Business
- Departments
- Government
- I Want To...

Icon Legend

- Expand to display sub-page(s)
- Collapse sub-page(s)
- No sub-page
- Published page, set to display in navigation
- Published page, set to not display in navigation
- Non-published page, set to display in navigation
- Non-published page, set to not display in navigation
- Move page
- No Move page Permission
- Department Homepage
- Expired page
- Locked page
- Members Only page
- Page with future publish date
- Subpage addition restricted to this content group
- Redirect Page

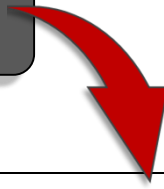
Icon Legend

- Expand to display sub-page(s)
- Collapse sub-page(s)
- No sub-page
- Published page, set to display in navigation
- Published page, set to not display in navigation
- Non-published page, set to display in navigation
- Non-published page, set to not display in navigation
- Move page
- No Move page Permission
- Department Homepage
- Expired page
- Locked page
- Members Only page
- Page with future publish date
- Subpage addition restricted to this content group
- Redirect Page

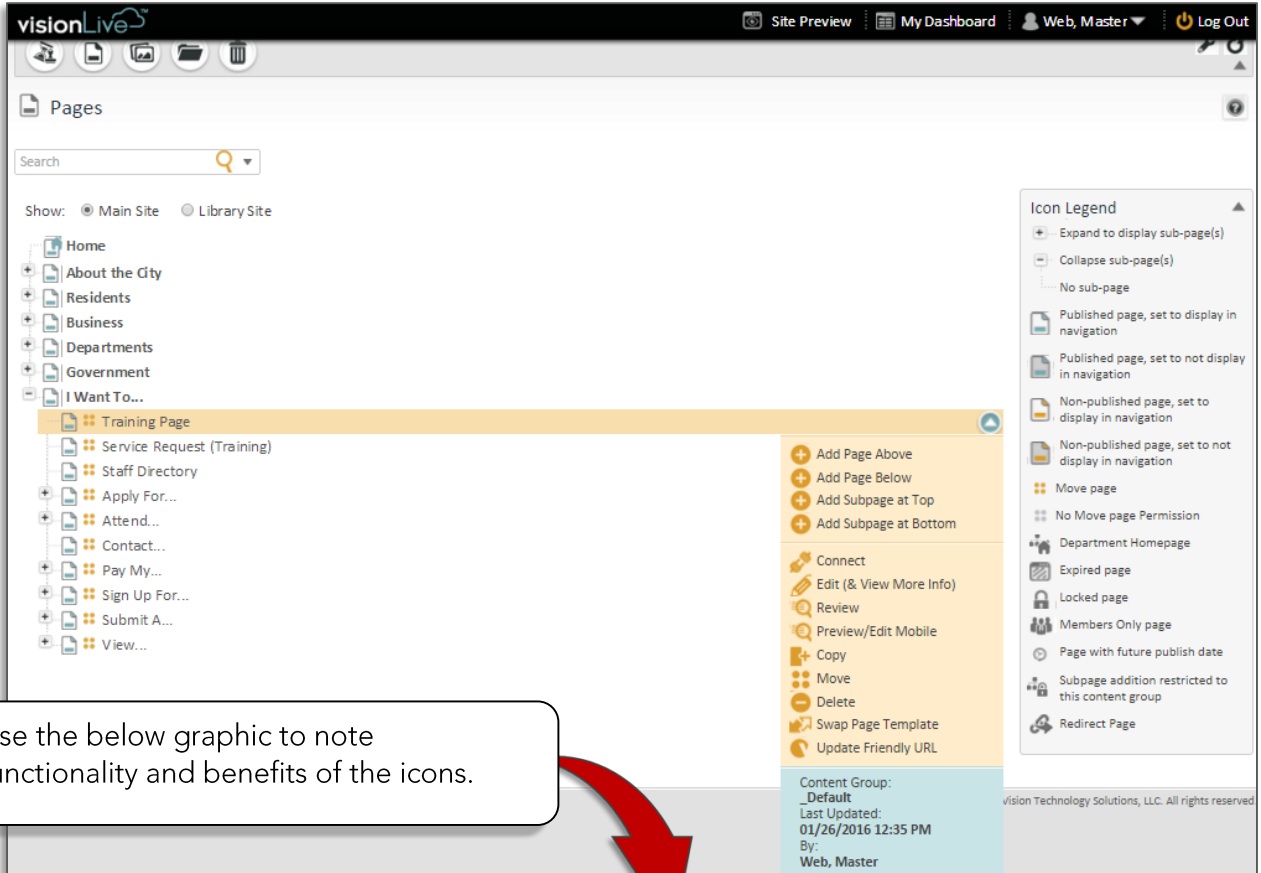
Your instructor will discuss each of the items listed in the "Icon Legend". Feel free to take notes in the space provided on the next page.

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Use the below graphic to note functionality and benefits of the icons.



Icon Legend ▲	
	Expand to display sub-page(s)
	Collapse sub-page(s)
	No sub-page
	Published page, set to display in navigation
	Published page, set to not display in navigation
	Non-published page, set to display in navigation
	Non-published page, set to not display in navigation
	Move page
	No Move page Permission
	Department Homepage
	Expired page
	Locked page
	Members Only page
	Page with future publish date
	Subpage addition restricted to this content group
	Redirect Page



Use the below graphic to note functionality and benefits of the icons.

	Add Page Above	
	Add Page Below	
	Add Subpage at Top	
	Add Subpage at Bottom	
	Connect	
	Edit (& View More Info)	
	Review	
	Preview/Edit Mobile	
	Copy	
	Move	
	Delete	
	Swap Page Template	
	Update Friendly URL	
Content Group: _Default Last Updated: <b>02/27/2015 1:22 PM</b> By: <b>Erlandson, Jackie</b>		

visionLive Site Preview My Dashboard Web, Master Log Out

Pages

Show:  Main Site  Library Site

- Home
- About the City
- Residents
- Business
- Departments
- Government
- I Want To...
  - Training Page
  - Service Request (Training)
  - Staff Directory
  - Apply For...
  - Attend...
  - Contact...
  - Pay My...
  - Sign Up For...

Icon Legend

- Expand to display sub-page(s)
- Collapse sub-page(s)
- No sub-page
- Published page, set to display in navigation
- Published page, set to not display in navigation
- Non-published page, set to display in navigation
- Non-published page, set to not display in navigation
- Move page
- No Move page Permission
- Department Homepage
- Expired page
- Locked page
- Members Only page
- Page with future publish date
- Subpage addition restricted to this content group
- Redirect Page

Add Page Above  
 Add Page Below  
 Add Subpage at Top  
 Add Subpage at Bottom  
 Connect  
 Edit (& View More Info)  
 Review  
 Preview/Edit Mobile  
 Copy  
 Move  
 Delete  
 Page Template  
 Friendly URL

Content Group: \_Default  
 Last Modified: 01/26/2016  
 By: Web, Master

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Below are some useful definitions on all of the features related to the "Add Page" screen. Please keep in mind, as with anywhere in the CMS, an asterisk (\*) next to a field indicates required information.

Rochester, MN Site Settings My Tasks

Add Page

SAVE & NEXT BACK

Content Group \*

- (Choose Content Group)
- (Choose Content Group)
- \_Default
- Administration
- BuildingSafety
- Charter
- CityAttorney
- CityClerk
- CityCouncil
- Cude
- EmergencyManagement
- Energy
- EPB
- FinanceAndIS
- Fire
- HumanResources
- Library
- Library - Friends
- Mayor
- Music
- Parking

is Content Group

<b>Content Group</b>	The <b>Content Group</b> selection indicates which group (staff) have oversight permissions for page content. Each Content Group has specified Workflows for publishing content. Select the appropriate Content Group for the page.
<b>Navigation Name</b>	Enter the navigational name of the page - this name will show up in the dropdown, left menu and breadcrumbs navigation of the webpage.
<b>Title</b>	The Title appears at the top of the page (in a predefined font style). The Page Title will most likely be the same as the Navigation Name you entered.
<b>Subtitle</b>	The Subtitle of the page appears below the Page Title (in a predefined font style).
<b>Restrict Subpage</b>	The <b>Restrict New Subpages to this Content Group</b> option will prevent any subpages from other content groups from being placed under the page your are editing. This will allow you to maintain control over certain areas of the site where adding content should be restricted.
<b>Page Template</b>	Depending on the content group selection, the available Page Template options will vary. Each page template can provide a unique layout and feature set of content within the site. There will be a number of default page template options you can use, and others that you can create. <a href="#">Click here</a> for more information.

Images / Documents Calendar Samples Mobile Template Mobile Template Example 1 Service Request Training 2 Service Request Training 3 column RSS in Right Administration 2 Column Page

SAVE & NEXT BACK

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visionLive3  
Rochester, MN

Site Settings My Tasks Site Content Help

Site Preview My Dashboard Web, Master Log Out

VISION INTERNET

SAVE & NEXT BACK

Add Page

Content Group \*  
\_Default

Navigation Name \*  
Vision Training

Title \*  
Vision Training TITLE

Subtitle  
Vision Training SUBTITLE

Restrict New Subpages to this Content Group

Page Template \*

Administration Contact Email Form Attorney Contact Email Form Basic Page Basic Page with Banner Building Safety Contact Email Form Business Directory List Calendar Meeting List Calendar Month View City Clerk Contact Email Form City Council Em Contact Form

SAVE & NEXT BACK

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<Insert Vision Training Page  
Screen Shot Here>

<Insert Vision Training Page  
Screen Shot Here – focus in Page Title>

Welcome to the **Edit mode** of the page. Since the site uses numerous **Page Templates**, the **Edit Page** view will show a layout unique to the page that you are editing. The view you see here is intended to showcase a true representation of what the public will see.

Upon initial load, various **widgets** will appear on the page according to how the page template was configured. Simply hover your mouse around the page to show the outline frame for the widgets on the page.

Click the **wrench "settings"** icon in the corner of that widget to edit it (if desired). The first exercise will affect the **Page Title** widget.



The screenshot shows a page header widget with a black background and white text. The text reads "Page Title" in a small font, followed by "VISION TRAINING TITLE" in a large, bold, green font. Below this, there is a blue wavy graphic. At the bottom of the widget, there is a row of icons and text: "Font Size:" followed by plus and minus icons, a plus icon, "Share & Bookmark", a plus icon, "Feedback", and a printer icon, "Print". Below the widget, the text "Vision Training SUBTITLE" is visible. A red arrow points from the text in the previous block to a wrench icon in the top right corner of the widget.

**Page Title** Site Preview ? x

**Page Title \***

**Page Subtitle**

**Display Title**  
 Yes  No

**Display Subtitle**  
 Yes  No

**Display Breadcrumb**  
 Yes  No

**Display Common Page Actions**  
 Yes  No

*flip*

**Feedback**  
 Yes  No

**Print**  
 Yes  No

**Print**  
 Yes  No

**Feedback**  
 Yes  No

**Share & Bookmark**  
 Yes  No

**Font Size**  
 Yes  No

**Facebook Like**  
 Yes  No

**Google Plus One**  
 Yes  No

**Twitter Tweet**  
 Yes  No

**Pinterest Pin It**  
 Yes  No

**RSS Feed**  
 Yes  No

Your instructor will discuss several Page Title Settings and then you will complete the following exercises:

- 1) Rearrange the "Print" and "Feedback" links.
- 2) Remove "Share and Bookmark" from the Page Title widget.
- 3) Click "Save".

<Insert Vision Training Page  
Screen Shot Here after altering links >

Well done! Now, time to make an impact on the primary content of this page.  
Please click on the "Settings" wrench of the "Content Area" frame.



**Content Area**

Content Area

SAVE & ARCHIVE SAVE & PUBLISH

If this interface looks familiar, it should. It generally behaves very much like MS Word – but not exactly. Your instructor will give you a thorough tour of the tool, highlighting any differences. The Editor Tool allows you to input content onto your website (i.e. text, images, hyperlinks, and links to documents). Use this tool when creating a new page, editing an existing page or creating new component content (such as event items or news items).

DESIGN HTML

**Display Links to Document Viewers**  
 Check this box if linking to documents in the editor tool.

SAVE CLOSE



### Pasting Text into the Layout Pane

The Editor Tool provides one option for pasting text into the Layout Pane via the Toolbar. This is the **Paste Plain Text** method highlighted in the image below.

(You can see the tooltip name for the icon by scrolling the mouse over it.)

#### Paste *Plain Text*

Using this option (by clicking the Paste Plain Text button or Ctrl+V shortcut) will place completely unformatted text into the Layout Pane.

You must format the text using the formatting buttons in the Toolbar to recreate any formatting needed for that text. This is the most stable approach to formatting text for your web page.

## The Tool bar26

### Upper Row



Going from left to right, the icons are:

Spellchecker	Displays a popup window which performs spell checking on text and provides error correction.
Find and Replace	Displays a popup window which can either find, or find and replace text as indicated.
Cut (Ctrl + X)	Will cut selected content.
Copy (Ctrl + C)	Will copy selected content.
Paste Plain Text (Ctrl + V)	Will paste text from the clipboard as Plain Text (unformatted). See Entering Text later this chapter for more information.
Add comment	Add an internal-only comment to selected content.

Remove comment	Remove a comment applied to selected content.
Undo	Will undo the last action.
Redo	Will redo the undo action.
Image Library	Displays a popup window of the Image Manager (a folder tree of the contents of the Image Library). See Editor Tool Managers later in this chapter for more information.
Document Central	Displays a popup window of the Document Manager (a folder tree of the contents of Document Central). See Editor Tool Managers later in this chapter for more information.
Insert Table	Will generate a table using a Table Wizard dropdown menu. See Inserting a Table later in this chapter for more information.
Insert Symbol	Displays a dropdown menu of choices of miscellaneous HTML symbols that can be selected.
Hyperlink Manager	Displays a popup window of the Hyperlink Manager, showing three tabs for hyperlink, anchor, and E-mail. Each tab allows you to set the appropriate properties. See Editor Tool Managers later in this chapter for more information.
Remove Link	Will remove a link (hyperlink, anchor or e-mail) from the selected text.
Insert External Video	Allows you to embed a YouTube or Vimeo video by pasting in the URL.
Bold	Will embolden text.
Italic	Will italicize text.
Underline	Will underline text.

Superscript	Makes a text superscript.
Subscript	Makes a text subscript.
Foreground Color	Displays a popup window of colors available for adding color to text. You can select a preset color, a custom color (via a popup window), or a hexadecimal color (via a popup window).
Background Color	Displays a popup window of background colors available for text. You can select a preset color, a custom color (via a popup window), or a hexadecimal color (via a popup window).
Format Stripper	Displays a dropdown menu of choices to remove formatting of: html tags, MSWord formatting, cascading style sheets, font tags and span tags.

#### Lower Row



Going from left to right, the icons are:

Align Left	Will align an object or text to the left edge of the layout.
Align Center	Will align an object or text to the middle of the layout.
Align Right	Will align an object or text to the right edge of the layout.
Justify	Will justify the text from the left to the right side of the layout.
Remove Alignment	Removes the set alignment of the selected content.
Indent	Will indent an object or text.
Outdent	Will remove an indent from an object or text.
Numbered List	Creates a number list of the selected text. Note: hard-return paragraph breaks (or tags in html) between lines are required.

<b>Bullet List</b>	Creates a bullet list of the selected text. Note: hard-return paragraph breaks (or tags in html) between lines are required.
<b>Horizontal Rule</b>	Insert horizontal line (e.g. horizontal rule) button - Inserts a horizontal line at the cursor position.
<b>Apply CSS Class</b>	Displays a dropdown menu of preset cascading style sheet (CSS) styles for your site.
<b>Paragraph Style</b>	Applies standard text styles to selected text.
<b>Internal Links</b>	Displays a dropdown menu of existing (published) web pages on your site, allowing for quick insertion of a link to an internal page.
<b>Insert Code Snippet</b>	Inserts predefined chunks of content (HTML) like signatures, product description templates, custom tables, etc.
<b>Toggle Full Screen</b>	Expands your editing view to use the full screen of your computer. This will enable you to take advantage of the full screen size of your computer and will more closely match what you will see when you publish the page. To restore your view to the regular size, click on the Toggle Full Screen button. Alternatively, you can toggle between Full and regular size screens by clicking on the F11 key. Please note that you will only be able to save your work in the regular view.
<b>Help</b>	Launches the Online Reference you are currently viewing.

Content Area

SAVE & ARCHIVE SAVE & PUBLISH

Apply CSS Class p Internal Links

- Heading One
- Heading Two
- Numbered One
- Numbered Two
- Bullet One
- Bullet Two
- External Link
- Email Link
- Internal Link
- Document Link

DESIGN HTML

**Display Links to Document Viewers**  
 Check this box if linking to documents in the editor tool.  
 SAVE CLOSE

**Exercise:** Enter the 10 lines of text listed to the left. Your instructor will give directions, examples, and best-practice discussion points on each of them.

Content Area

SAVE & ARCHIVE SAVE & PUBLISH

Apply CSS Class p Internal Links

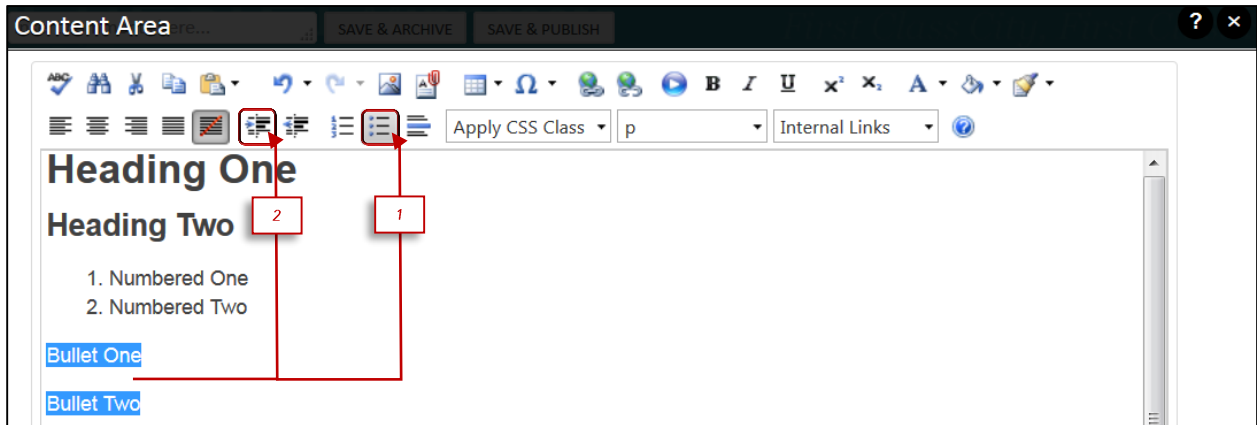
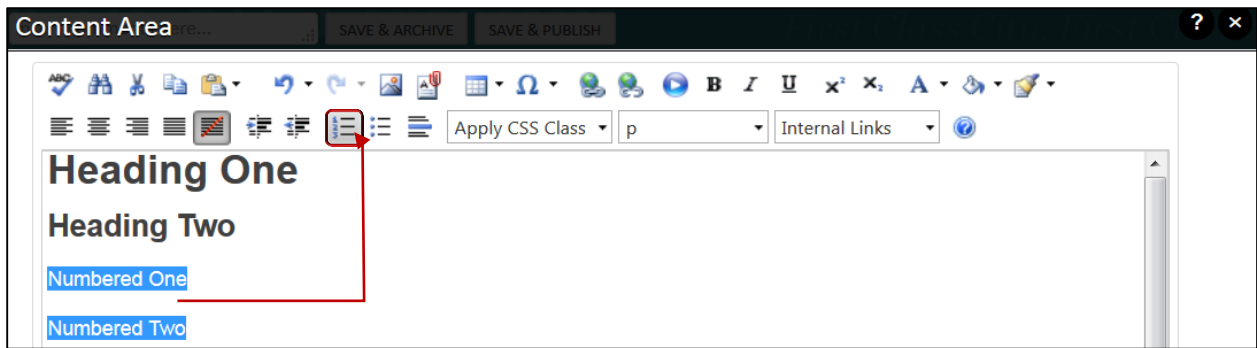
- Heading One
- Heading Two
- Numbered One
- Numbered Two
- Bullet One
- Bullet Two
- External Link

Normal

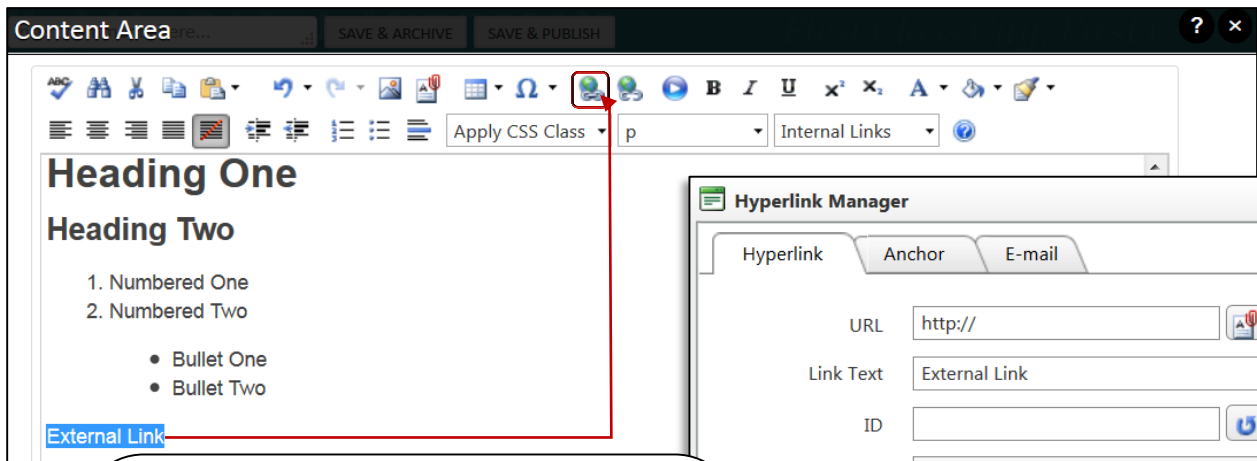
**Heading 1**

**Heading 2**


**Heading 3**



### Inserting a Standard Hyperlink



Inserting a Standard Hyperlink to Highlighted Text

To insert a standard link to highlighted text, select the text (or image) where you wish the link to be made, then click the Hyperlink Manager button  in the Toolbar. This will bring up the Hyperlink Manager window:

Content Area

SAVE & ARCHIVE SAVE & PUBLISH

Apply CSS Class p Internal Links

## Heading One

### Heading Two

1. Numbered One
2. Numbered Two

- Bullet One
- Bullet Two

External Link

Email Link

Internal Link

Document Link

Image

Table

DESIGN HTML

URL http:// Target \_blank

Id Title

Display Links to Document Viewers

Check this box if linking to documents in the editor tool.

SAVE CLOSE

**Hyperlink Manager**

Hyperlink Anchor E-mail

URL

Link Text

ID

Target

Existing Anchor

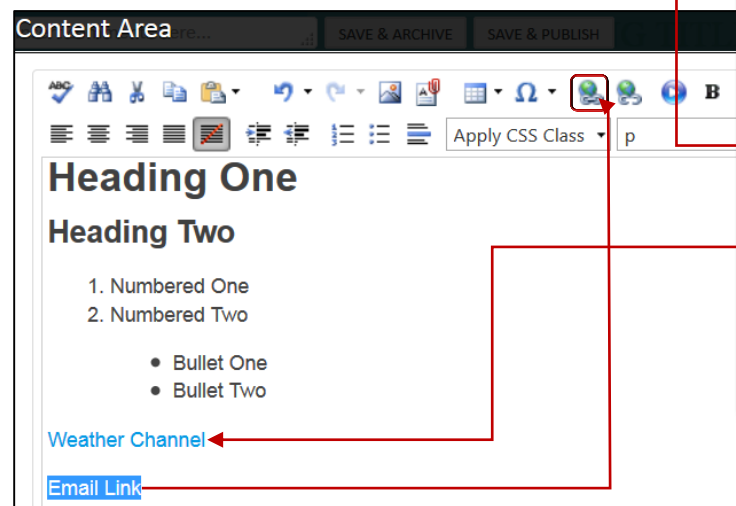
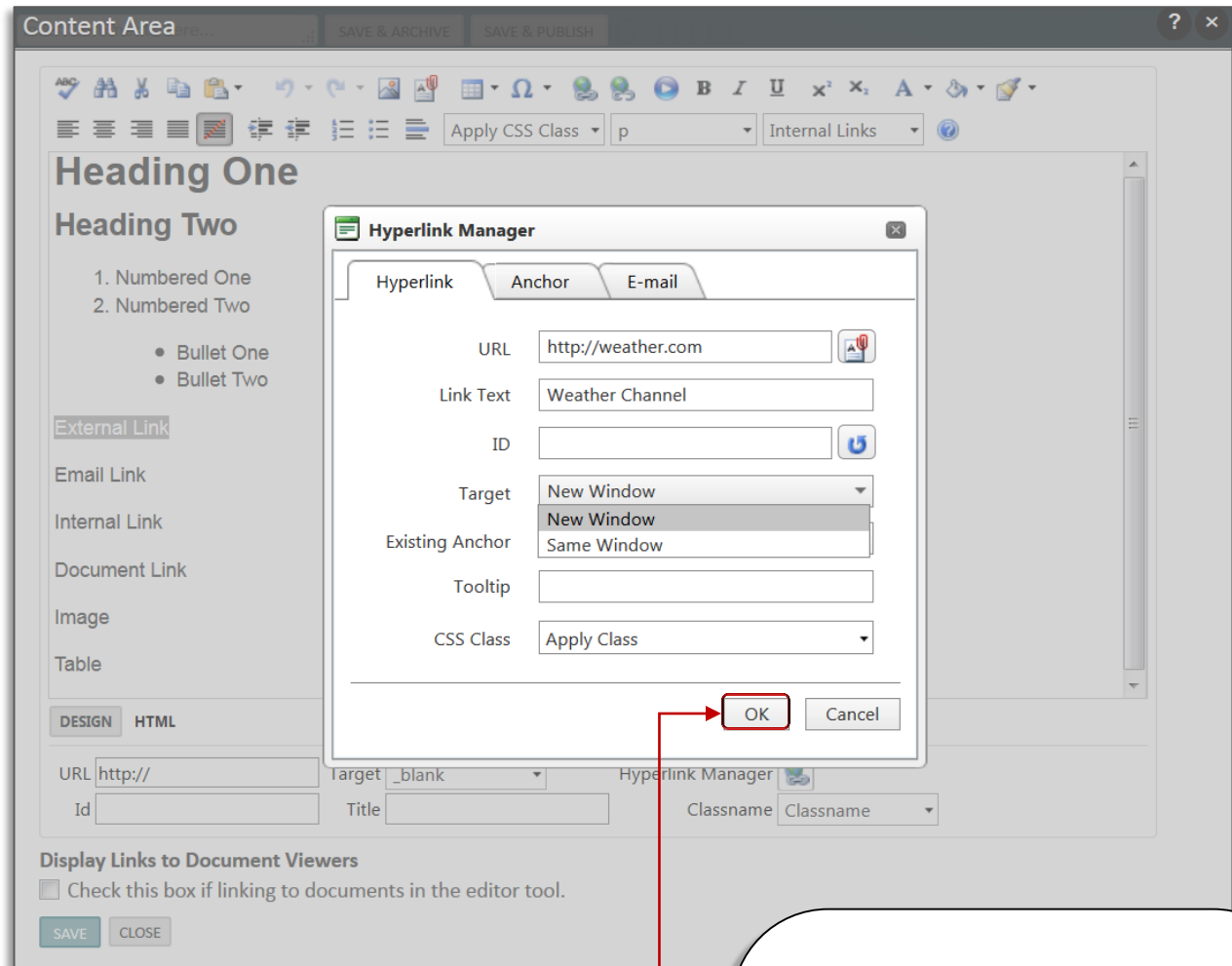
Tooltip

CSS Class

OK Cancel

The "Link Text" field adopts what has been highlighted. You will be changing this text shortly.

<b>URL</b>	This is the text-based address used to identify and locate resources on the Internet.
<b>Link Text</b>	Use this field to type in the text you want to display in your content as the linked text (Note: if you highlight a word, or series of words, in the Editor Tool and then click on the Hyperlink button, this field will display the highlighted text automatically).
<b>Type</b>	Besides the http:// URL protocol, there are other Internet services types available for applying a hyperlink: file, ftp, gopher, news, telnet and wais. In the majority of cases, the http:// URL will be sufficient to direct a user to another website or web page. (Note: https:// is the URL prefix for secure sites, such as a bank or retail purchasing page). Consult your web administrator for information on these options.
<b>Target</b>	Target settings are selected via the dropdown menu. These settings are used to produce different views for a web page URL. See Target Settings below for more information on this topic.
<b>Existing Anchor</b>	Will insert information pointing to a specific location on a specific page (i.e., to take a user to the middle of a page instead of the beginning). See Creating Anchors for more information.
<b>Tooltip</b>	This is the text that will appear when a user places the mouse cursor over the URL link. Section 508 guidelines encourage the use of tooltips. See Section 508 Guidelines in the Getting Started Guide for more information.
<b>CSS Class</b>	If CSS classes have been created, you can apply them here.



Your instructor will give you instructions on populating the "URL" and "Link Text" fields as well as having brief discussions of the other features contained in this window.

Click "OK".

Notice how the text has been converted into a hyperlink? Good.

Now, we will highlight "Email Link" and go right back to the Hyperlink Manager button.

## Linking text to Email

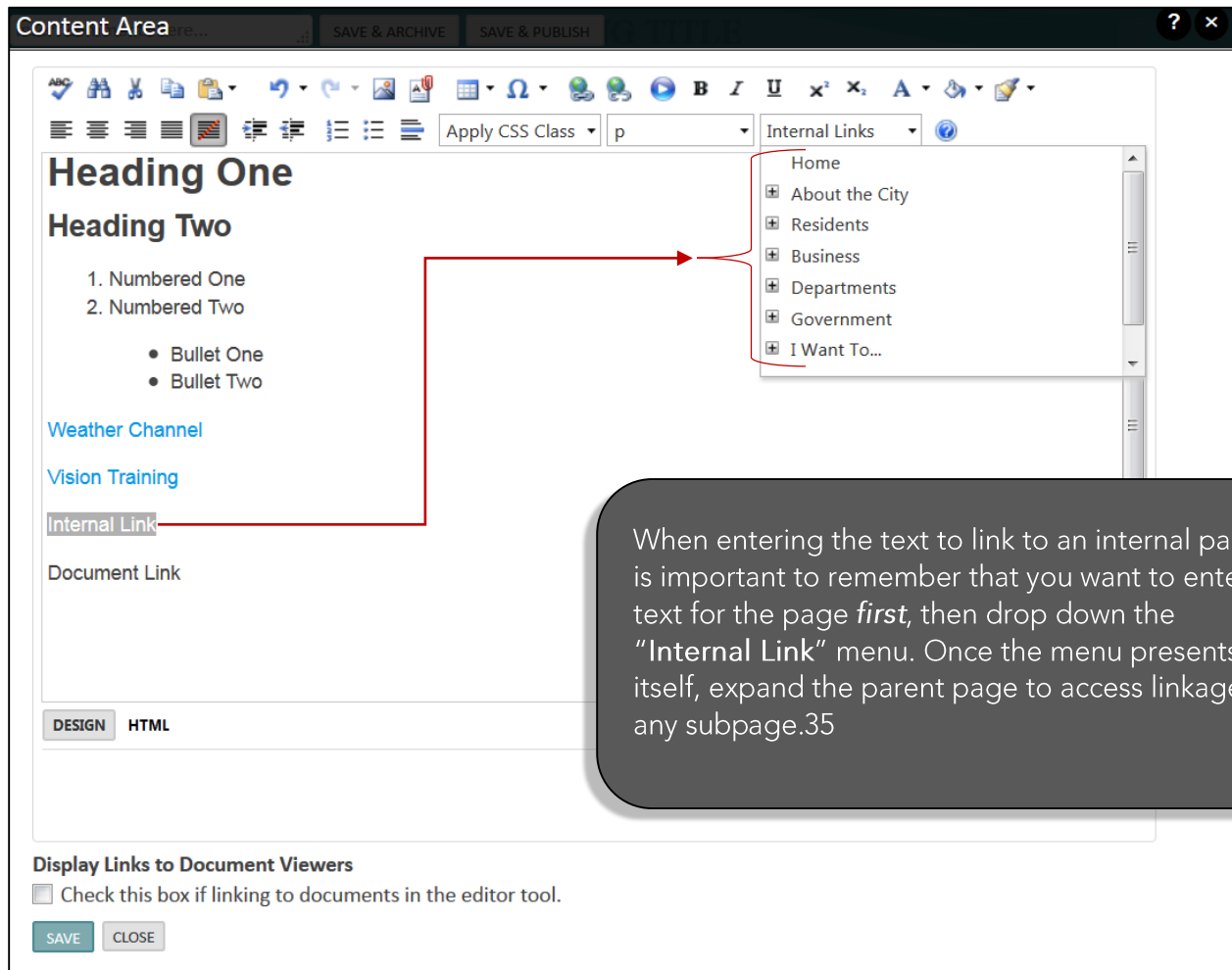
This time in the Hyperlink Manager window, you will click the "Email" tab.

Let's discuss the idea of **Feature, Benefit, Value** using the Email feature as an example. Incidentally, you can use this measurement throughout the entire visionCMS program. It is important to consider the cause, effect, and impact of what you do and how your customers experience what you did.

<b>Feature</b> (The point and click item of CMS)	
<b>Benefit</b> (How you, the CMS user benefits from the feature?)	
<b>Value</b> (What value does the resident/customer experience?)	

Once you have entered the email address, changed the link text, and filled in the subject link on the Email tab, click OK. You will then see the email link has been changed to a hyperlink.

## Linking text to an Internal Link



Content Area

SAVE & ARCHIVE SAVE & PUBLISH

Apply CSS Class p Internal Links

Heading One  
Heading Two

1. Numbered One
2. Numbered Two

- Bullet One
- Bullet Two

[Weather Channel](#)  
[Vision Training](#)  
[Internal Link](#)  
[Document Link](#)

DESIGN HTML

Internal Links

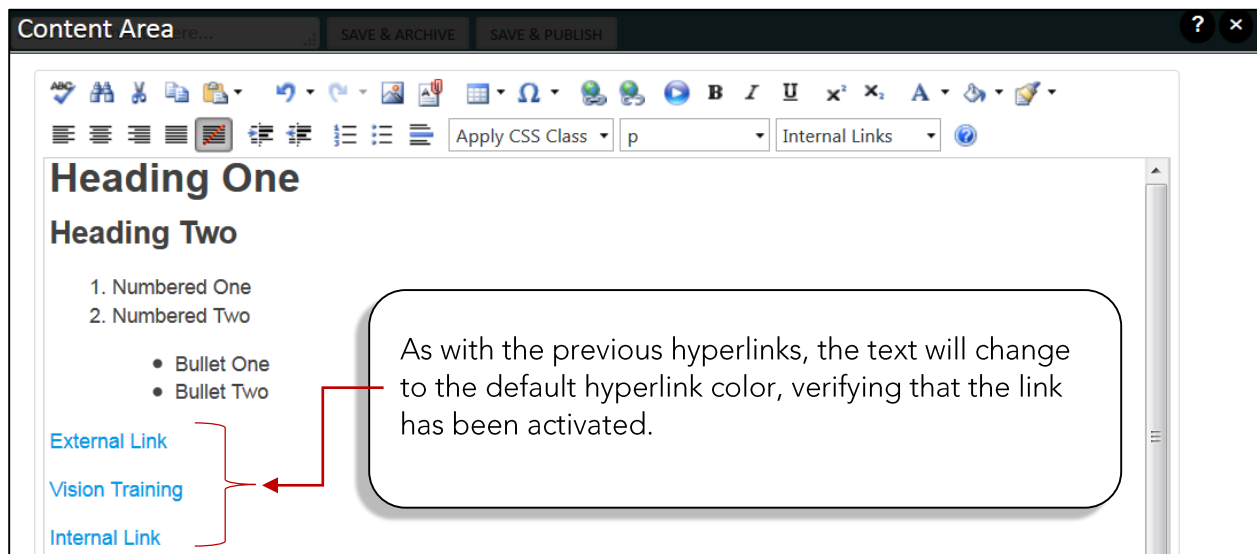
- Home
- About the City
- Residents
- Business
- Departments
- Government
- I Want To...

When entering the text to link to an internal page, it is important to remember that you want to enter the text for the page *first*, then drop down the "Internal Link" menu. Once the menu presents itself, expand the parent page to access linkage to any subpage.<sup>35</sup>

Display Links to Document Viewers

Check this box if linking to documents in the editor tool.

SAVE CLOSE



Content Area

SAVE & ARCHIVE SAVE & PUBLISH

Apply CSS Class p Internal Links

Heading One  
Heading Two

1. Numbered One
2. Numbered Two

- Bullet One
- Bullet Two

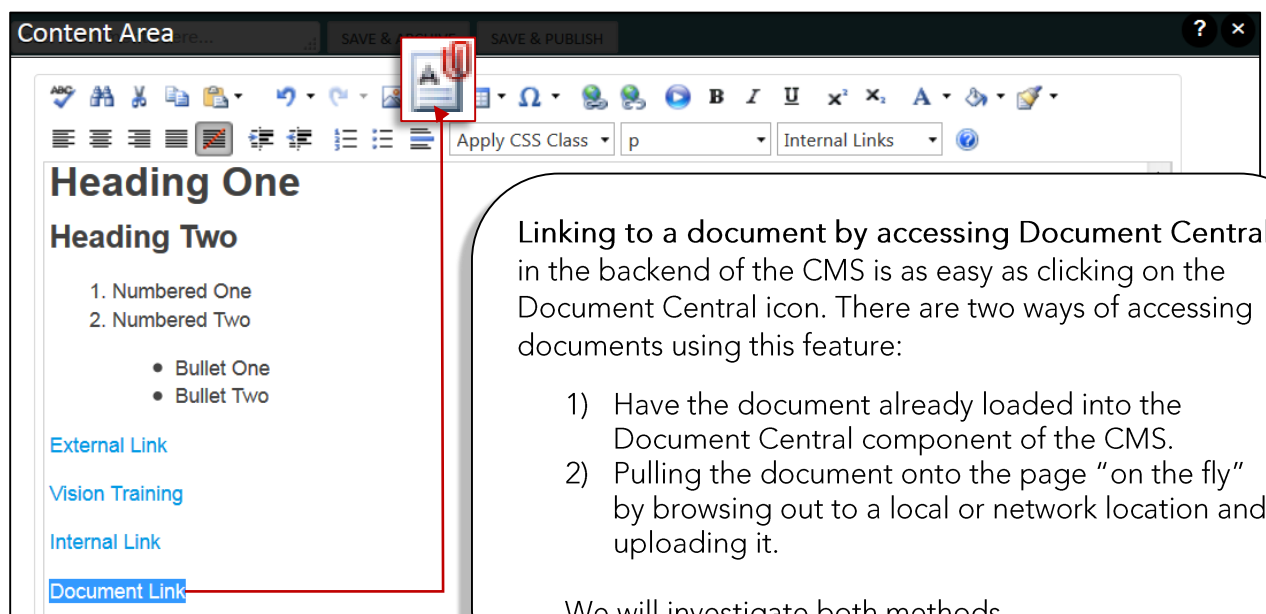
[External Link](#)  
[Vision Training](#)  
[Internal Link](#)

As with the previous hyperlinks, the text will change to the default hyperlink color, verifying that the link has been activated.

Name at least ONE benefit for each of the hyperlink features:

Hyperlink to URL	
Hyperlink to Email	
Hyperlink to an Internal Page	

### Linking to a Document



**Content Area** [SAVE & PUBLISH] [SAVE & PUBLISH] [? x]

Apply CSS Class: p Internal Links

**Heading One**  
**Heading Two**

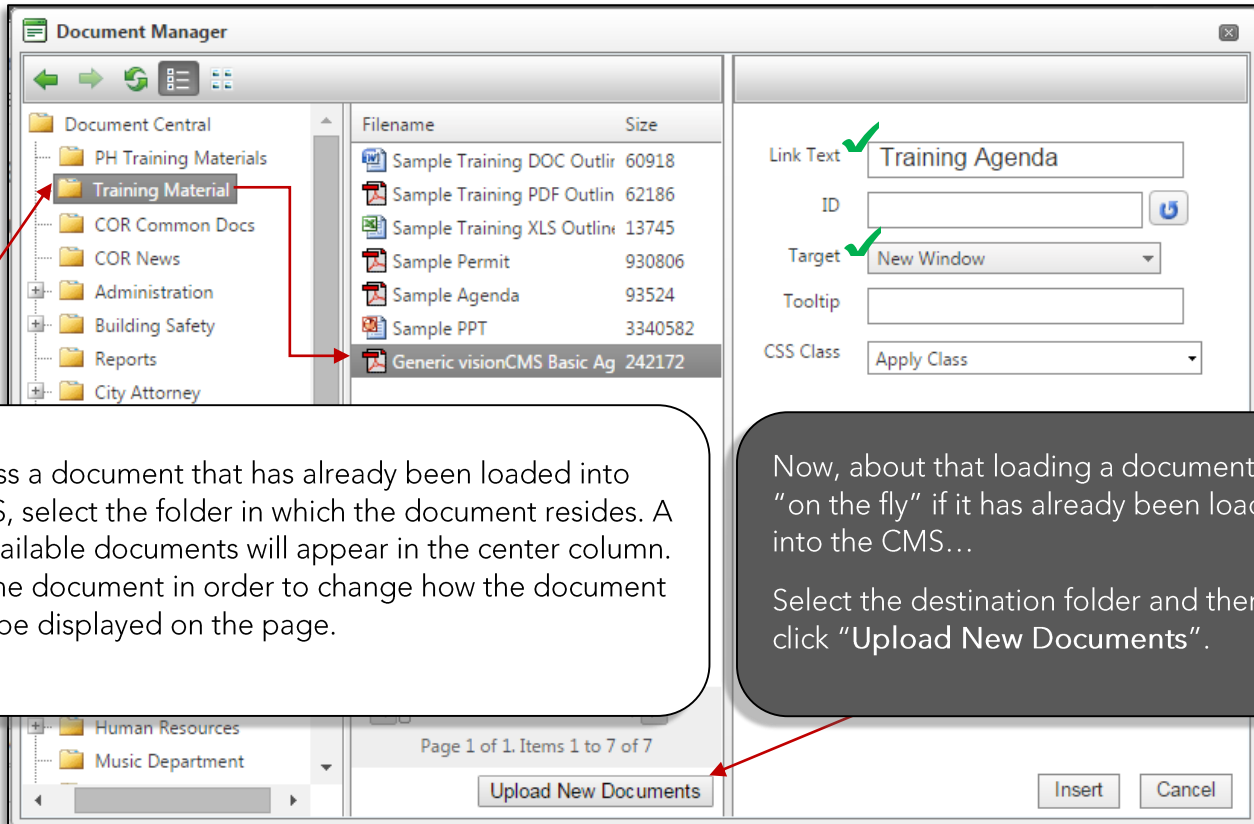
- 1. Numbered One
- 2. Numbered Two
- Bullet One
- Bullet Two

[External Link](#)  
[Vision Training](#)  
[Internal Link](#)  
[Document Link](#)

Linking to a document by accessing Document Central in the backend of the CMS is as easy as clicking on the Document Central icon. There are two ways of accessing documents using this feature:

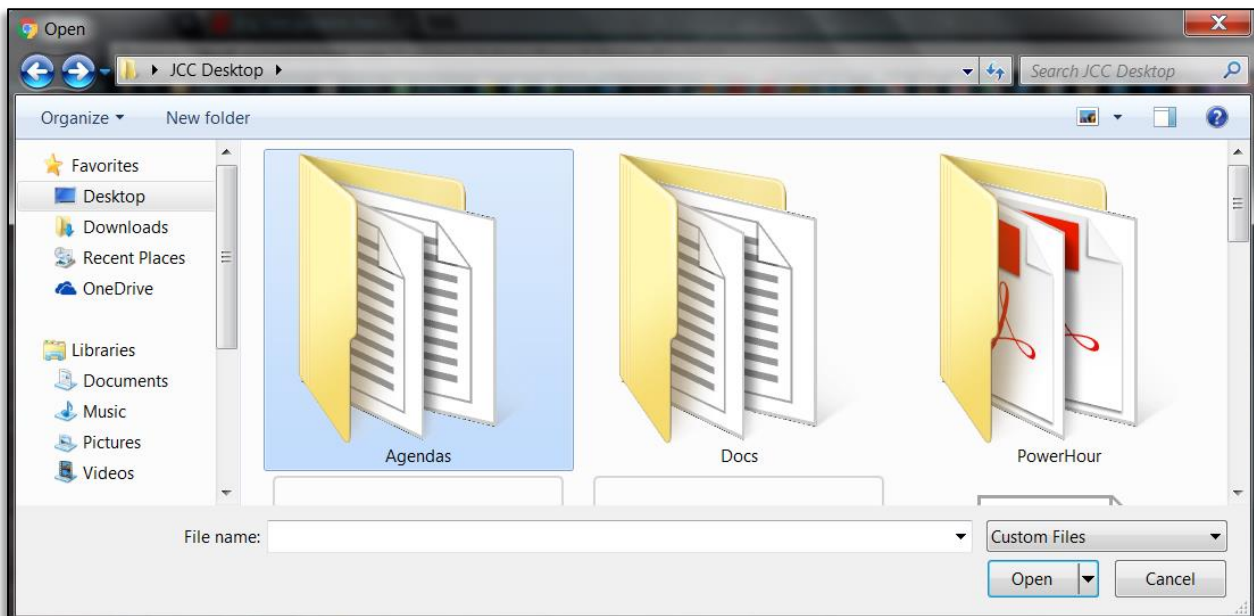
- 1) Have the document already loaded into the Document Central component of the CMS.
- 2) Pulling the document onto the page "on the fly" by browsing out to a local or network location and uploading it.

We will investigate both methods.

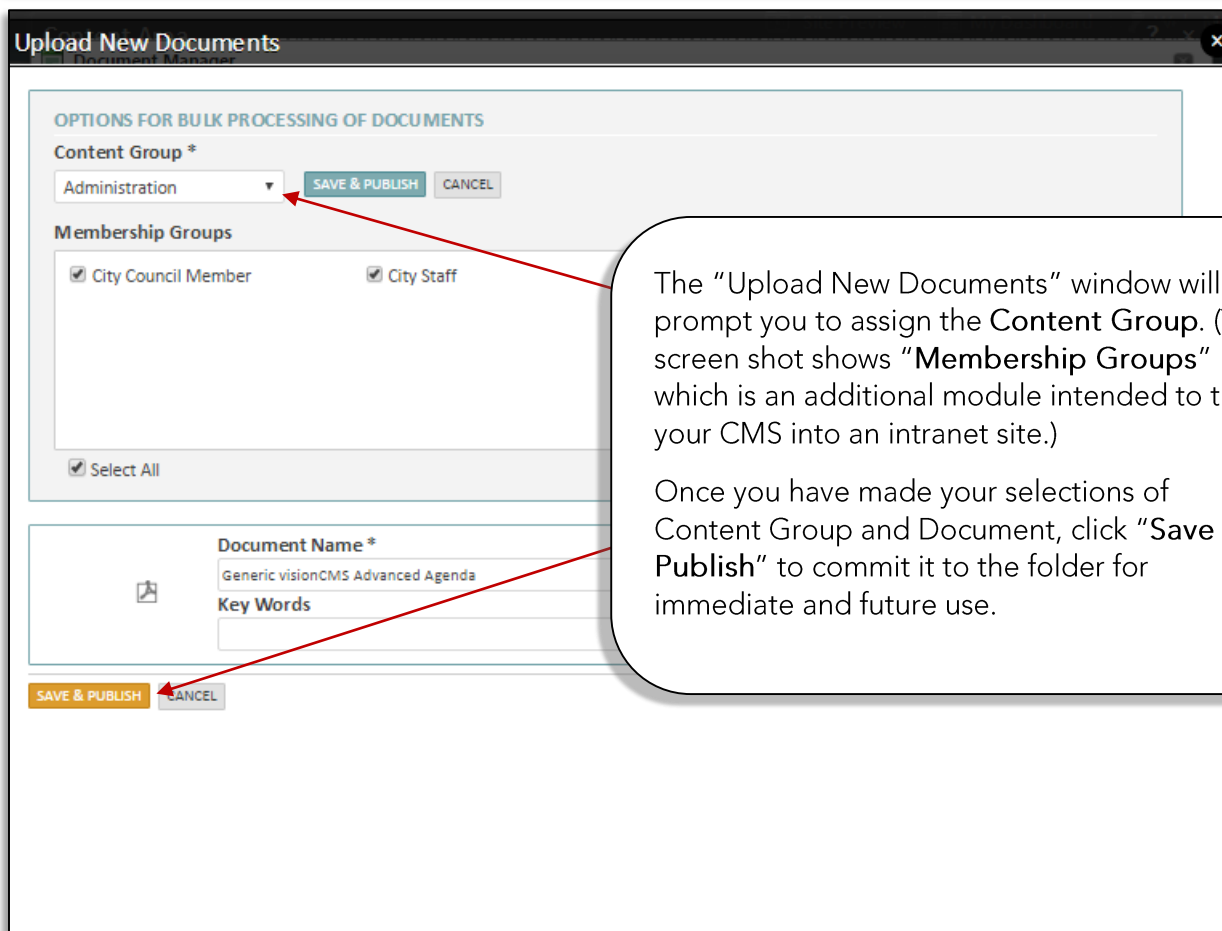
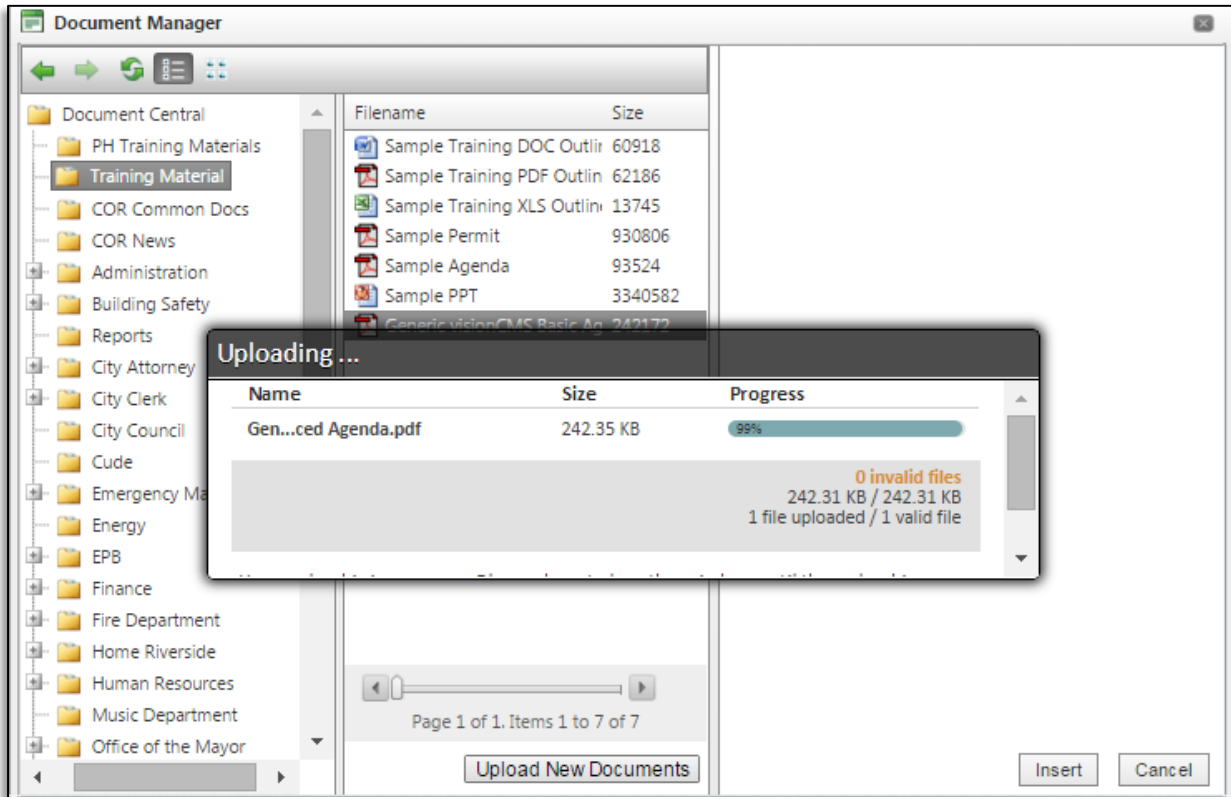


To access a document that has already been loaded into the CMS, select the folder in which the document resides. A list of available documents will appear in the center column. Select the document in order to change how the document link will be displayed on the page.

Now, about that loading a document "on the fly" if it has already been loaded into the CMS...  
Select the destination folder and then click "Upload New Documents".



The system prompts you to browse to a local or network location where your document sits. Find the location > Folder > Document and the CMS will walk you through the rest of the upload process.



Content Area

SAVE & PUBLISH

Apply CSS Class p Internal Links

# Heading One

## Heading Two

1. Numbered One
2. Numbered Two

- Bullet One
- Bullet Two

[External Link](#)

[Vision Training](#)

[Internal Link](#)

[Application Steps](#)

DESIGN HTML

**Display Links to Document Viewers**

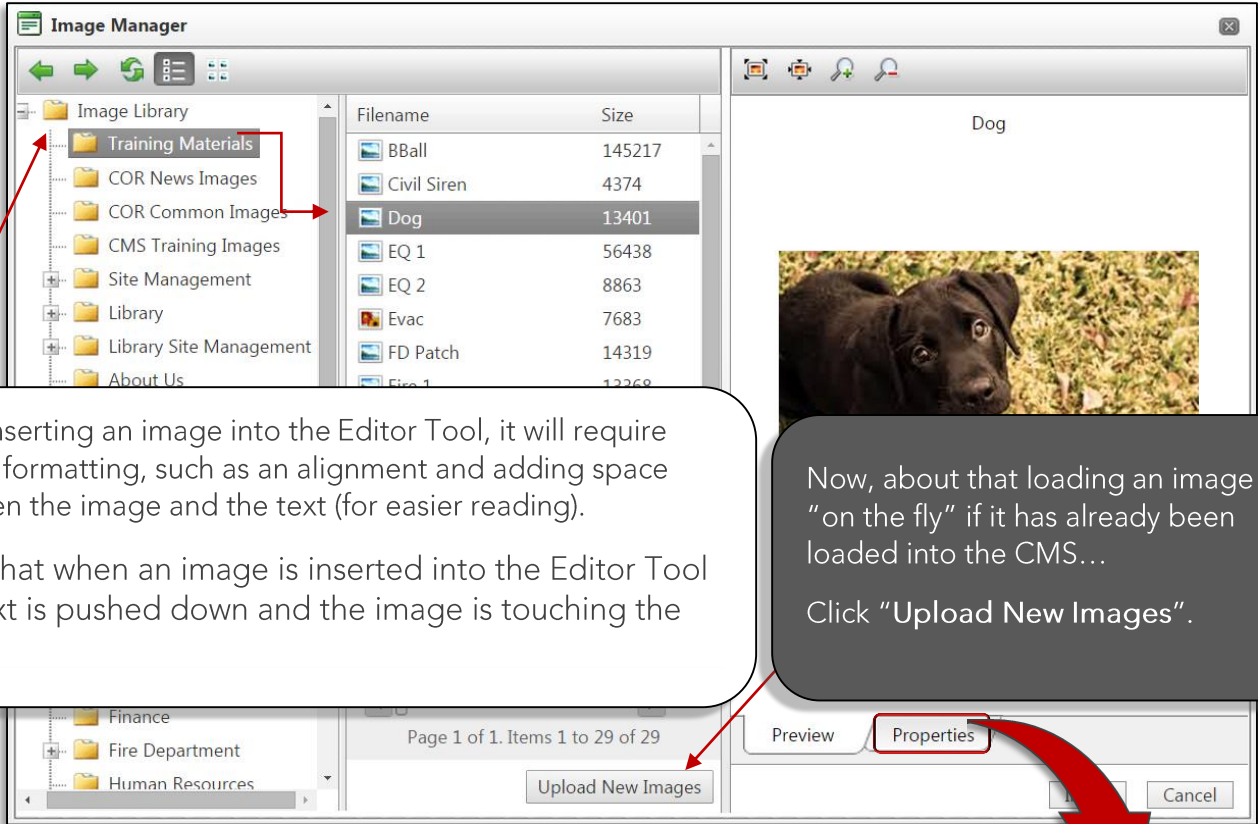
Check this box if linking to documents in the editor tool.

SAVE CLOSE

Next, your instructor will guide you through the simple process of inserting an image into the Editor tool.

As with Document Central, inserting an image is an intuitive process that offers many easy to follow steps. Additionally, you are able to insert an image in one of two ways:

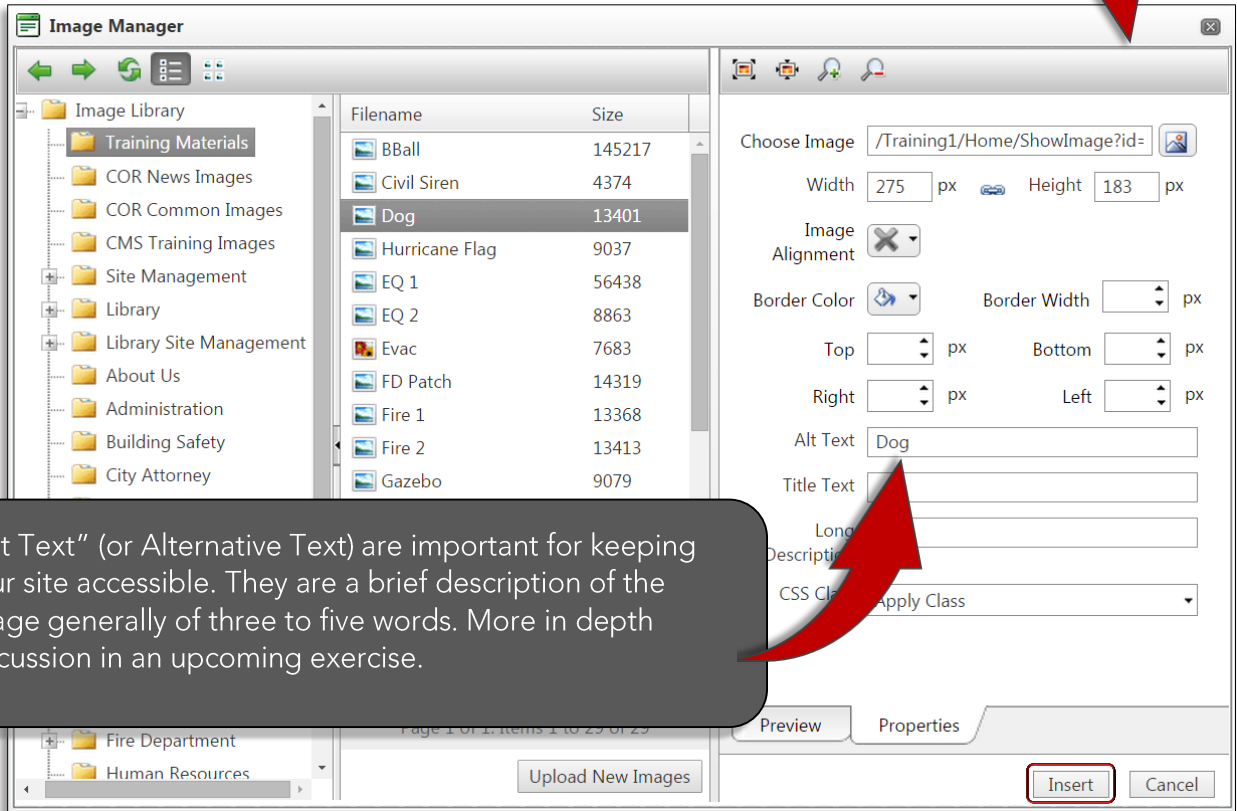
- 1) Have the image already loaded into the Image Library component of the CMS.
- 2) Pulling the image onto the page "on the fly" by browsing out to a local or network location and uploading it.



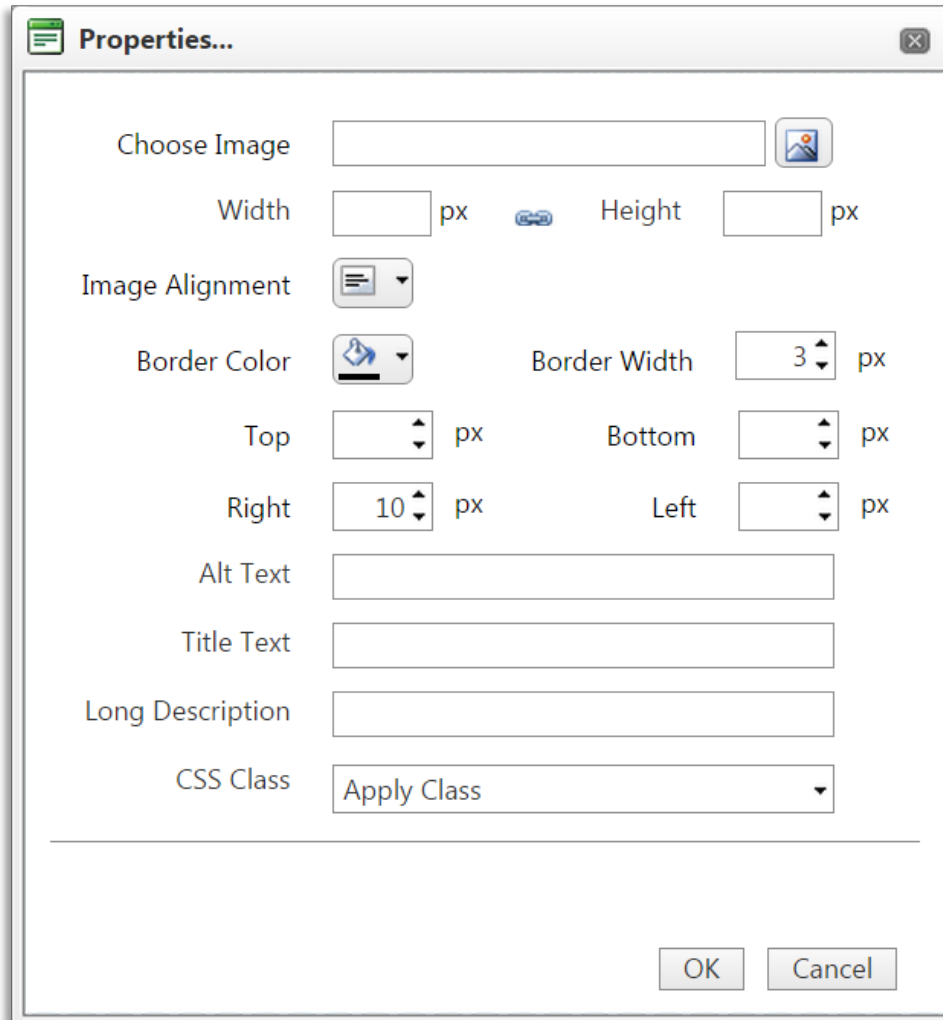
After inserting an image into the Editor Tool, it will require further formatting, such as an alignment and adding space between the image and the text (for easier reading).

Note that when an image is inserted into the Editor Tool the text is pushed down and the image is touching the text:

Now, about that loading an image "on the fly" if it has already been loaded into the CMS...  
Click "Upload New Images".



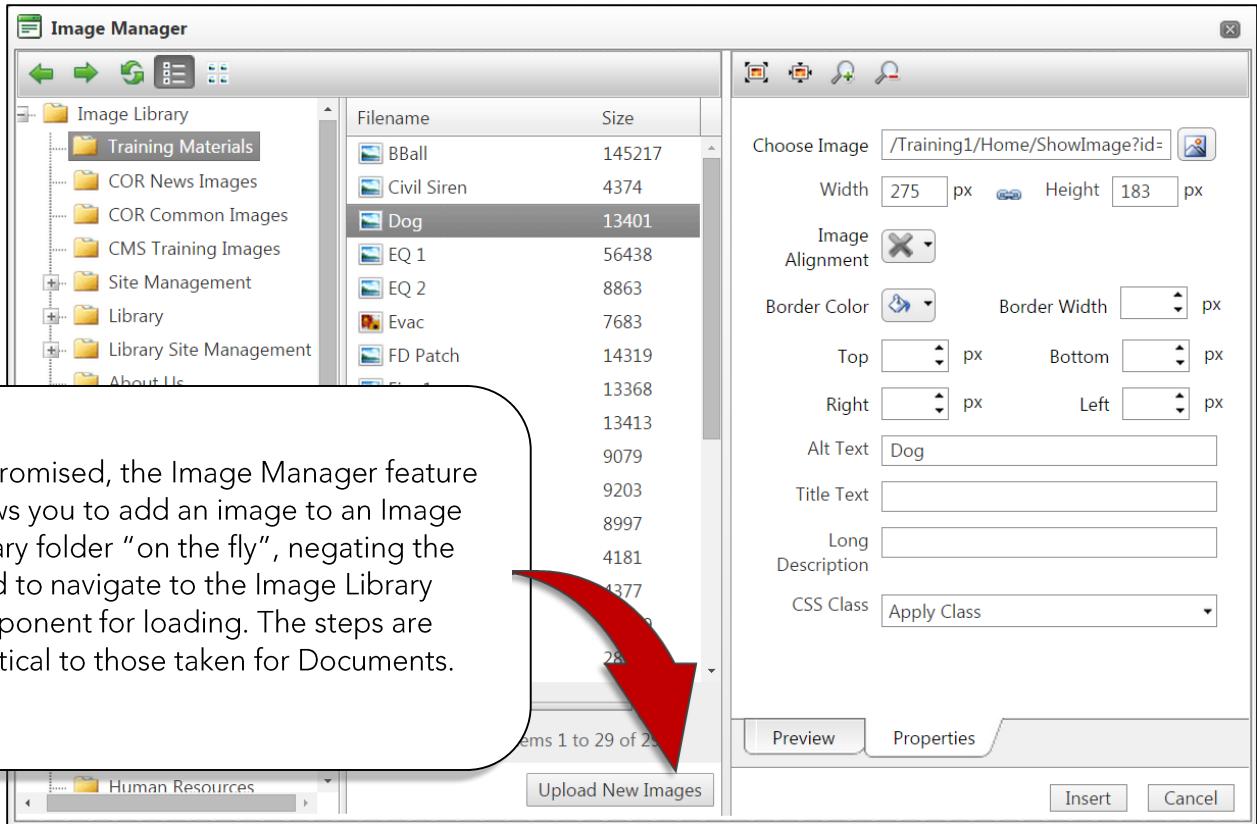
"Alt Text" (or Alternative Text) are important for keeping your site accessible. They are a brief description of the image generally of three to five words. More in depth discussion in an upcoming exercise.



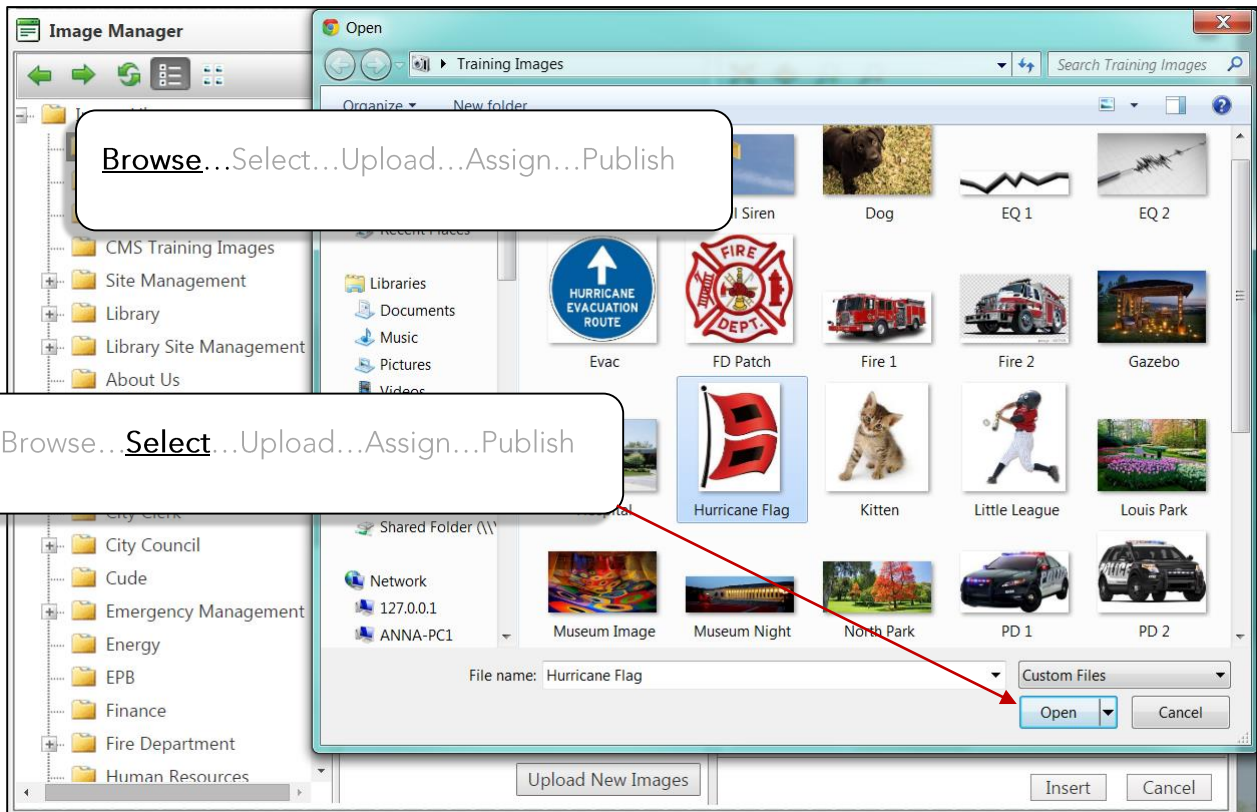
<b>Width</b>	Displays the current width, in pixels, of the image. It is recommended you do not alter it.
<b>Height</b>	Displays the current height, in pixels, of the image. It is recommended you do not alter it.
<b>Border Color</b>	Displays a dropdown window of colors available for the border. You can select a preset color, a custom color (via a popup window) or a hexadecimal color (via a popup window).
<b>Border Width</b>	Will create a border, in pixels, around the boundary (the width and height) of the image.
<b>Image Alt Text</b>	Descriptive text attached to the image (usually the file name of the image). This text is displayed as an alternative to the photo if the text does not load, or for those who use screen readers. This field required for Section 508 compliance. See the Section 508 Guidelines in the Getting Started Guide for more information.
<b>Long Description</b>	Descriptive text attached to the image, suitable for Section 508 compliance. This text is NOT displayed to users who mouse over the image on the web page, but can be read by users who use accessibility tools for the web. See the Section 508 Guidelines in the Getting Started Guide for more information.
<b>Image Alignment</b>	Displays a dropdown window of alignment options for the image. Alignment affects how text will wrap around an image.
<b>Margin (Spacing)</b>	Will create sapce on either the left, right, top, or bottom (depending on your spelection/s) in pixels, around the boundary of the image. It is useful for creating more space between an image and surrounding text.





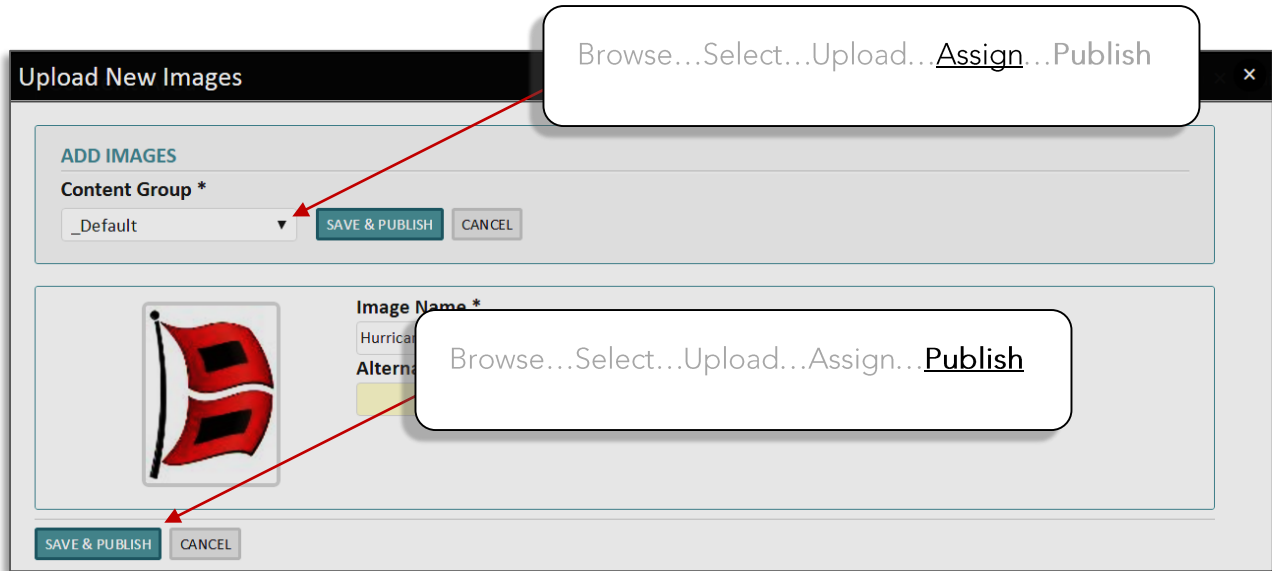
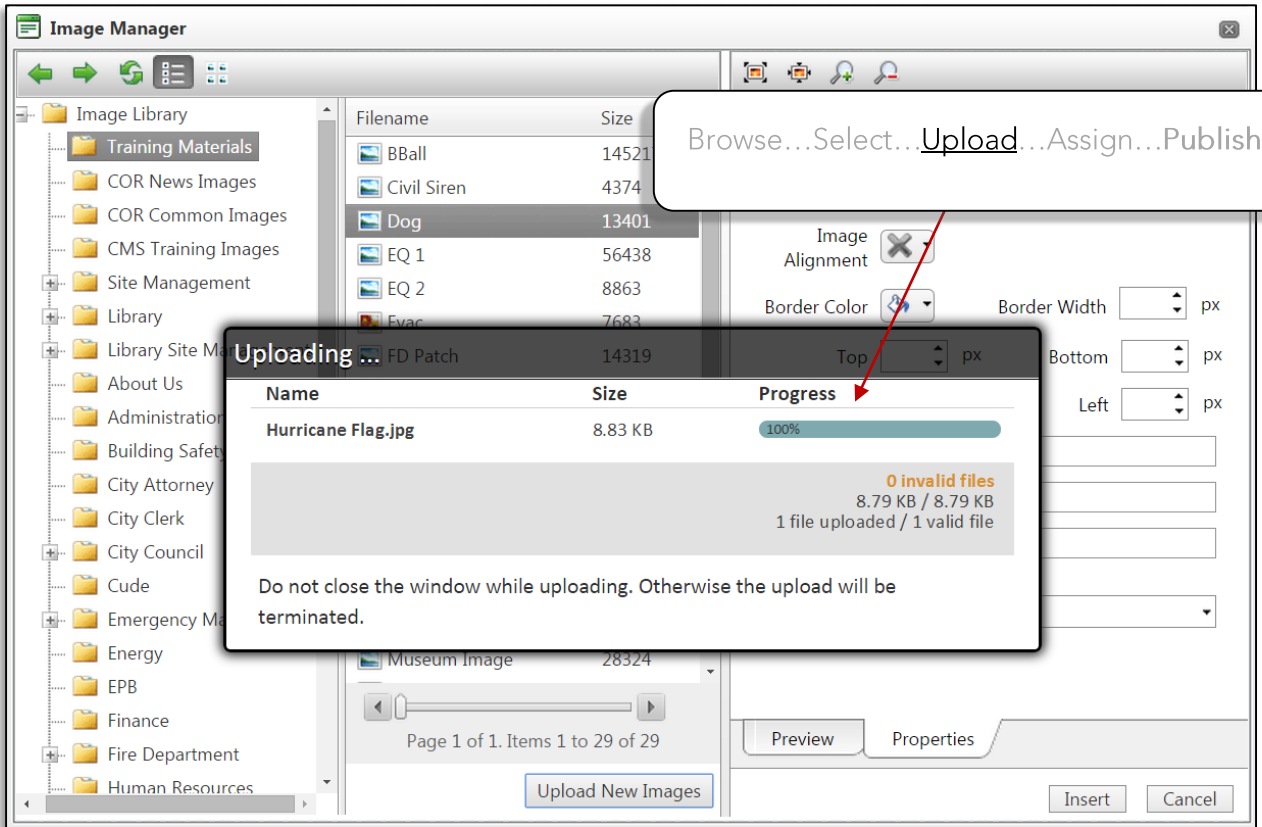


As promised, the Image Manager feature allows you to add an image to an Image Library folder "on the fly", negating the need to navigate to the Image Library component for loading. The steps are identical to those taken for Documents.

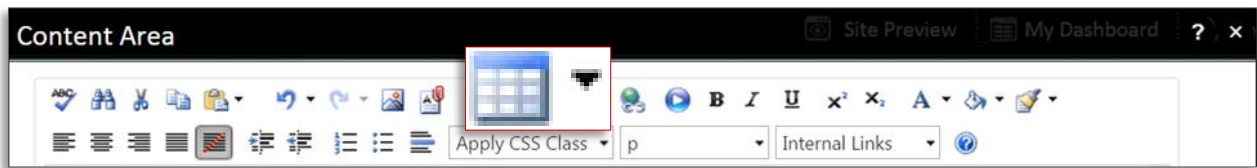


Browse... Select... Upload... Assign... Publish

Browse... Select... Upload... Assign... Publish



Position your mouse cursor on a new line beneath the text you typed for the image. We are going to insert a Table.



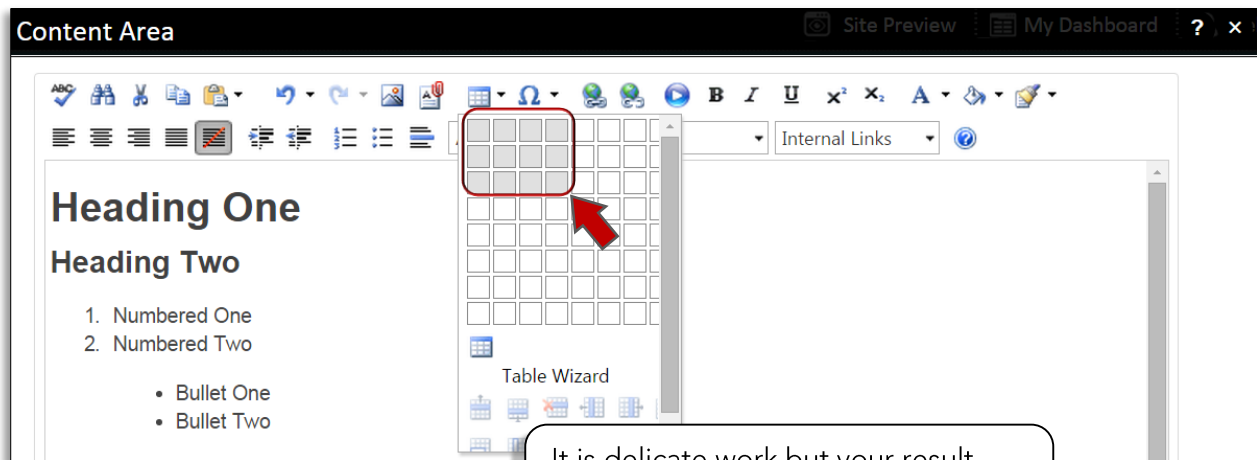
## Tables

Note: You can only create an 8x8 table using the table matrix shortcut. To create a larger table, you must use the Table Wizard and insert more rows. See Setting Table Properties for more information.

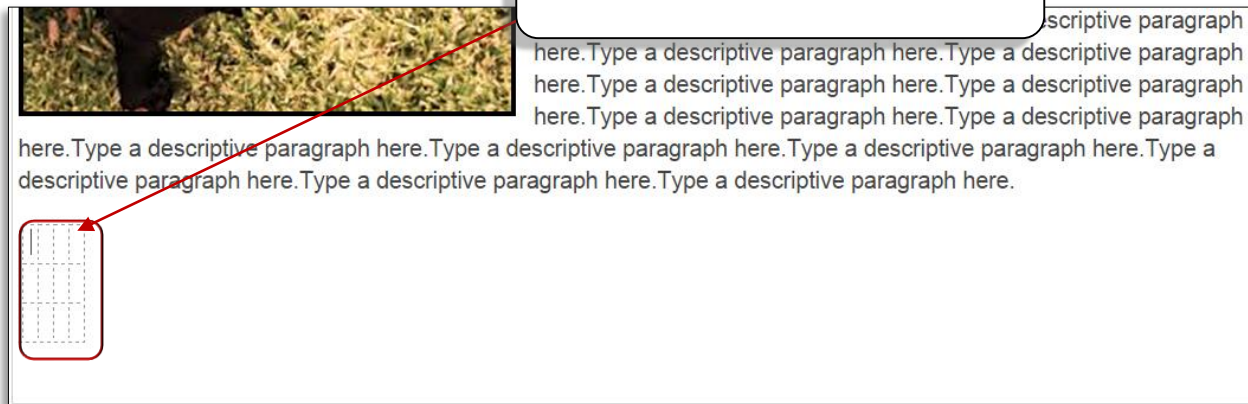
To insert a table in the Editor Tool, click on the Insert Table button in the Toolbar:

This will display the dropdown table matrix, Table Wizard button, cell and table property icons:

For this exercise, your instructor will direct you to drag your cursor 4 columns wide and 3 rows down. This is our first step in creating a table. Once you have highlighted a 4x3 table area, click on the lowest right hand corner cell.



It is delicate work but your result should look like the example here:



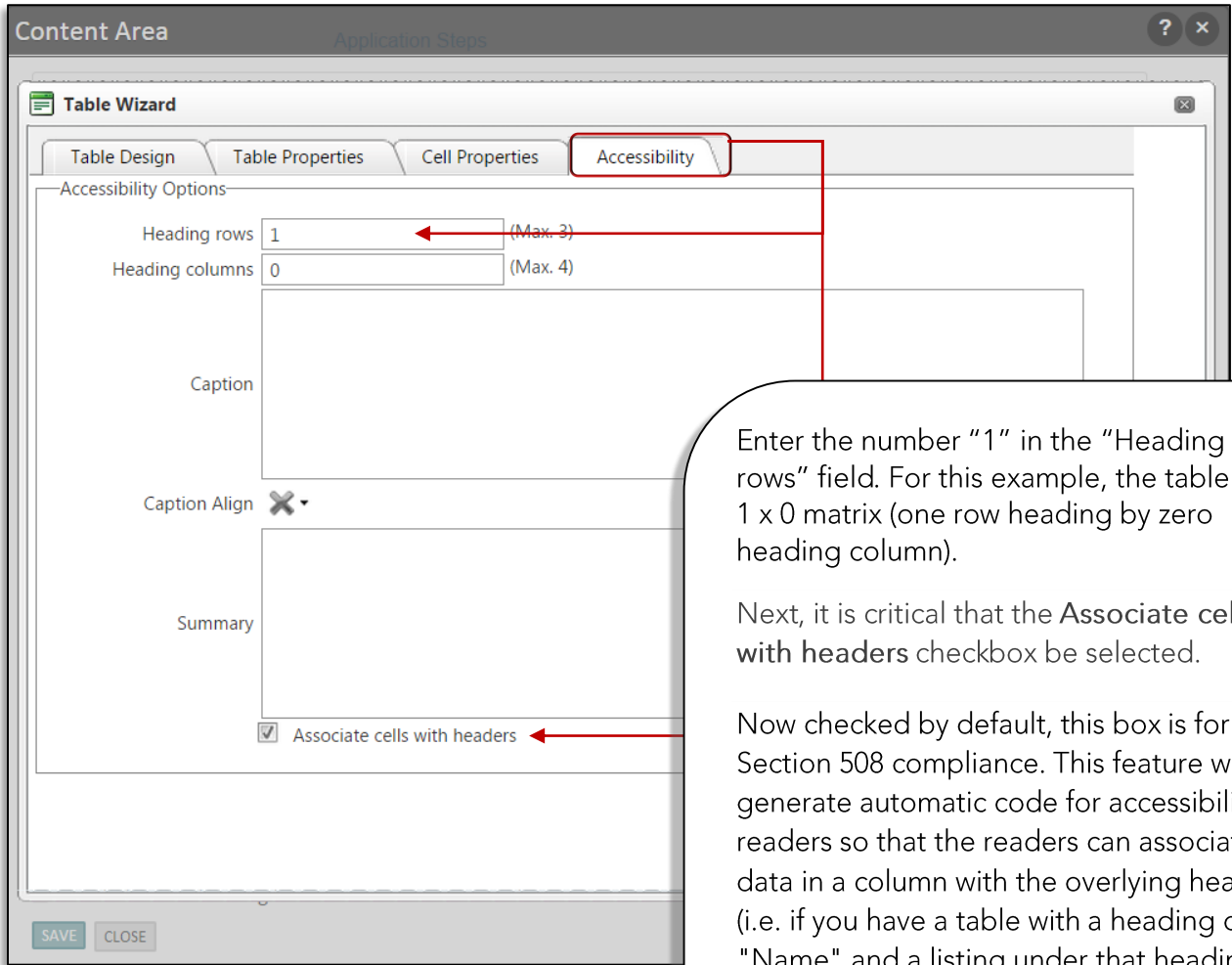


President and Congress on the state of federal agencies' compliance with the Act's requirements. In preparation for its report, the Department of Justice conducts a survey of federal agencies to obtain information on the state of compliance with Section 508, including the Section 508 Electronic and Information Technology Accessibility Standards.”(www.ada.gov/508)

On the "Table Properties" tab, entering "100%" to the **Width** field will impact the page like this (based on the Basic Page Template):

In order to take this group of typed characters that sit in individual cells and turn it into viable (viable?) data, change the CSS Class to "Table Data" by using the dropdown.

Next, click the "Accessibility" tab in order to add options that will make your table ADA – Section 508 compliant.



Enter the number "1" in the "Heading rows" field. For this example, the table is a 1 x 0 matrix (one row heading by zero heading column).

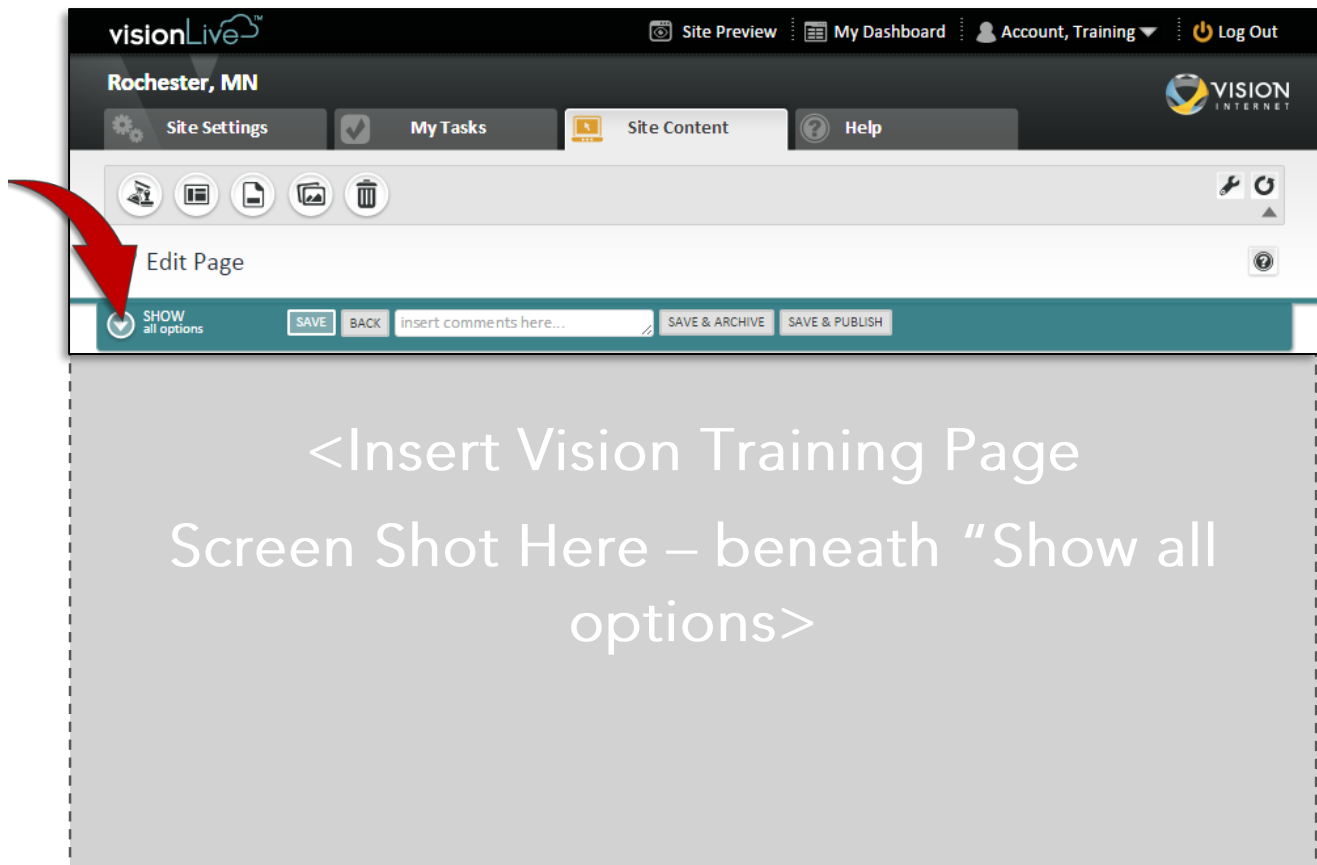
Next, it is critical that the **Associate cells with headers** checkbox be selected.

Now checked by default, this box is for Section 508 compliance. This feature will generate automatic code for accessibility readers so that the readers can associate data in a column with the overlying header (i.e. if you have a table with a heading called "Name" and a listing under that heading called "Joe," the association can be made).

Click **OK** when done.

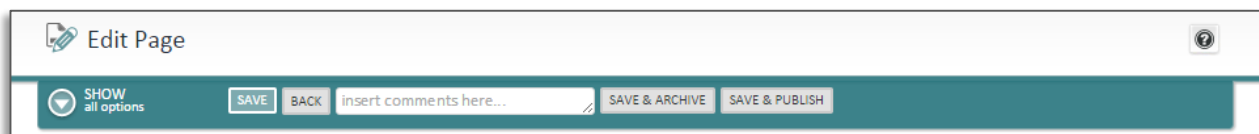


The next area of focus will be the Page-specific “Show all options” panel. Please click the drop down circle to expand that panel.



### Options Toolbar

This is the green bar that appears at the top of the page. This will allow you to expand to show more options about the page, and to save and approve/publish your work.



**SAVE** will save all of your work on the page (without sending for approval or publishing).

**SAVE & ARCHIVE** will save all of your work on the page (without sending for approval or publishing and archive up to 3 versions of the page. What examples do you have of archiving?)

**SAVE & PUBLISH (or APPROVE)** will publish the page for broadcast (or send to Step 2 staff to be published – depending on your workflow configuration).

Your instructor will discuss 4 of the most frequently accessed tabs and their functionality.

Page Details | Optional Page Settings | Workflow & History | Tags & Meta Data | Templates | Archive History

Current Page: Vision Training

**Content Group \***  
 \_Default

**Navigation Name \***  
 Vision Training

**Title \***  
 Vision Training TITLE

**Subtitle**  
 Vision Training SUBTITLE

Restrict new subpages to the Content Group

**Friendly URL** https://dev6.visioninternet.com/Training1/i-want-to/vision-training

This page has no connected page(s).

**Publish Date**  
 07/17/2015 12:55 pm

**Expire Date**

**Content Review**  
 No Review

HIDE all options | SAVE | BACK | insert comments here... | SAVE & ARCHIVE | SAVE & PUBLISH

<b>Content Group</b>	The <a href="#">Content Group</a> selection indicates which group (staff) have oversight permissions for page content. Each Content Group has specified Workflows for publishing content. Select the appropriate Content Group for the page.
<b>Navigation Name</b>	Enter the navigational name of the page - this name will show up in the dropdown, left menu and breadcrumbs navigation of the webpage.
<b>Title</b>	The Title appears at the top of the page (in a predefined font style). The Page Title will most likely be the same as the Navigation Name you entered.
<b>Subtitle</b>	The Subtitle of the page appears below the Page Title (in a predefined font style).
<b>Restrict Subpages</b>	The <b>Restrict New Subpages to this Content Group</b> option will prevent any subpages from other content groups from being placed under the page your are editing. This will allow you to maintain control over certain areas of the site where adding content should be restricted.
<b>Friendly URL</b>	The Friendly URL option is only enabled if the site uses friendly URLs. During page creation the physical location of the page will become embedded in the URL. If you move the page, the Friendly URL is not updated automatically. Here, the current Friendly URL can be seen. If the Friendly URL needs to be updated, a user with the correct permissions can find this option in the context menu for this page on the Site Content - Pages view. <b>NOTE:</b> Resetting a URL that has been indexed by a search engine will require time for those search engines to re-index the content.
<b>Connected Pages</b>	This section can expand to show if there are any other pages that are connected to this page. For more information please read the <a href="#">Connect Page</a> guide.
<b>Publish Date</b>	Use this field if you want this page to become visible to users at some point in the future. Click the mini calendar icon to select the (future) publish date. This page will <b>NOT</b> be visible to users until the date you selected. <b>NOTE:</b> if you do not select a Publish Date, or if you select a date in the past, the page will be visible to users as soon as it is published.
<b>Expire Date</b>	Use this field if you want this page to expire on a specific date. Click the mini calendar icon to select that date. The page will not be visible to users after that date, but will still be on your site. <b>NOTE:</b> if you do not select an Expire Date, the page will remain visible to users. Users with access can run an <a href="#">Expiring Content</a> report to search for any expired pages.
<b>Content Review</b>	Use this field to apply a regular review schedule ( <i>Monthly, Quarterly, etc...</i> ) or select a specific review date ( <i>Custom Date</i> ). All users that belong to the workflow this goes through will receive an email reminder to review the page when the review date occurs.

Page Details | **Optional Page Settings** | Workflow & History | Tags & Meta Data | Templates | Archive History

Current Page: Vision Training

Show in Navigation  
 Make Department Homepage

**Departments**

- Administration
- Building Safety
- City Attorney
- City Clerk
- City Council
- Cude
- Select All

**Redirect URL**

**Redirect URL Target**  
 Same Window

**Membership Groups**

- City Council Member
- City Staff
- Select All

Application State

HIDE all options | SAVE | BACK | insert comments here... | SAVE & ARCHIVE | SAVE & PUBLISH

<b>Show in Navigation</b>	This is checked by default, which means the page you create will show up in the dropdown navigation menu and also in the left column navigation. In most circumstances you will leave this checked so that site users will be able to navigate to your page. If you uncheck this box, the page will be created on the site but it will not appear in the navigation. You can nevertheless link to the page from other pages.
<b>Department Homepage</b>	Check this box if this is a department homepage. It will also show only the department's sub-navigation on the left menu when a user navigates to the page. <b>NOTE:</b> Some projects will have a different label for their sub-unit (e.g. Unit, Division, Section)
<b>Departments</b>	Select the department(s) (sub-unit) to which the page belongs, if applicable.
<b>Redirect URL</b>	Enter the URL for a navigation redirect in this field. Once saved, this will create a page entry in the site navigation, meaning that when a user clicks here, he/she is redirected automatically to the URL entered in this field. You may also click the pulldown menu to select the URL of a published page already on your website.
<b>Redirect URL Target</b>	If desired, change the target of where the redirect will occur. It may open in the same window or a new window depending on what option you select.
<b>Membership Groups</b>	Select the <a href="#">Membership Group(s)</a> to which the page belongs, if applicable. This will make the content exclusively visible to those groups and require login before they are visible.

Testing Internal Link

Page Details Optional Page Settings **Workflow & History** Tags & Meta Data Templates Archive History

Current Page: Vision Training

Action History		Workflow Information	
Last Action:	Start Workflow	Content Group:	_Default
On:	07/23/2015 4:59 PM	Author:	Web, Master
By:	Web, Master	Previously Published:	Yes
Comments:	Create First State After Published.	Previous State:	Published
	<a href="#">Show History Log</a>	Current State:	Step 1
		Next State:	Published

HIDE all options SAVE BACK insert comments here... SAVE & ARCHIVE SAVE & PUBLISH

Approval History	
Last Action	Last action performed on the content.
Updated On	Date/Time content last updated.
Updated By	User who last updated the content.
Comments	Comments that were entered into the Options Toolbar on last update.
Show History Log	Click this link to see the previous history of updates (if any).
Workflow Information	
Content Group	Content Group the item belongs to (Ownership).
Author	The original author of the content.
Status	This will show if the content is set to <b>Display</b> or <b>Do not Display</b> .
Previously Published	"Yes" means the content has been published once before. "No" means it has never been published.
Previous State	This is the previous workflow state the content was in.
Current State	This is the current workflow state the content is in.
Next State	This is the workflow state the content will move into once it is approved.

Testing Internal Link

Page Details Optional Page Settings Workflow & History Tags & Meta Data Templates **Archive History**

Current Page: Vision Training

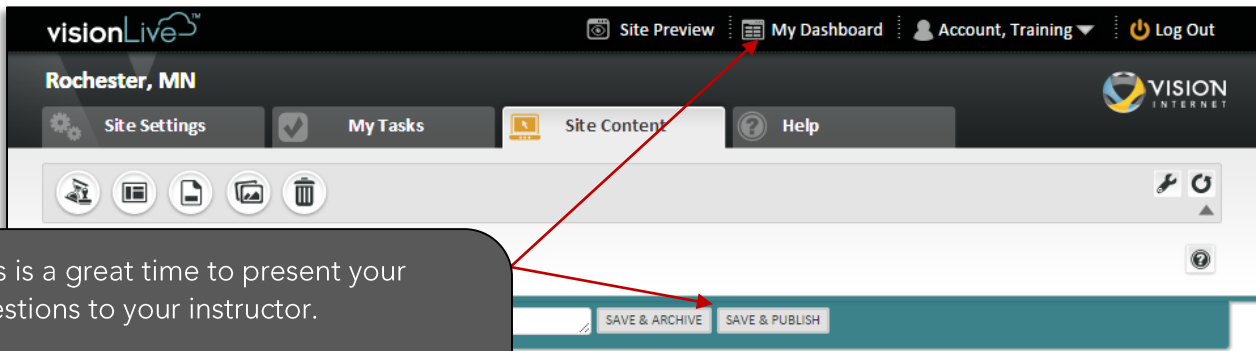
Maximum of 3 versions can be saved.

Archived	Comment	By	Review	Restore	Delete
08/10/2015 2:21 PM		Account, Training			
1					

Displaying items 1 - 1 of 1

HIDE all options SAVE BACK insert comments here... SAVE & ARCHIVE SAVE & PUBLISH

<b>Max number</b>	This displays the maximum number of items that can be archived. (The default is 3).
<b>Archived</b>	The date and time the content was archived.
<b>Comment</b>	Comments that were entered into the Options Toolbar when the content was archived.
<b>By</b>	The user who archived the content.
<b>Review</b>	Click this button to review the archived content.
<b>Restore</b>	Click this button to restore back to this archived content. <b>NOTE:</b> The current version will be replaced with the archived version.
<b>Delete</b>	Click this button to delete this archived content.



This is a great time to present your questions to your instructor.

Otherwise...

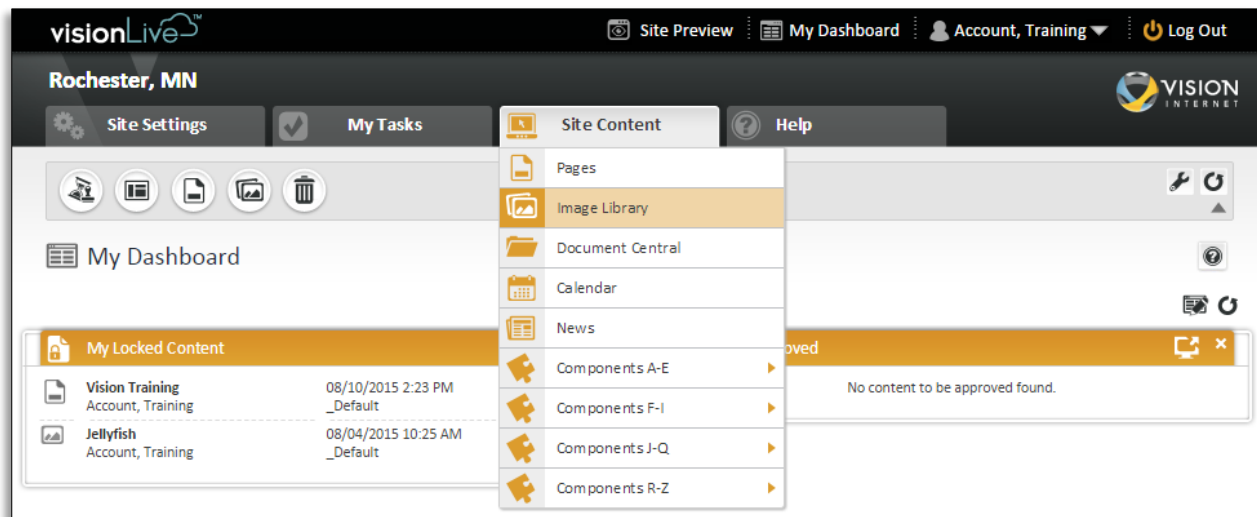
Click "Save & Publish (or Approve)" to be taken to the backend of the CMS.

Participation Page: Pages


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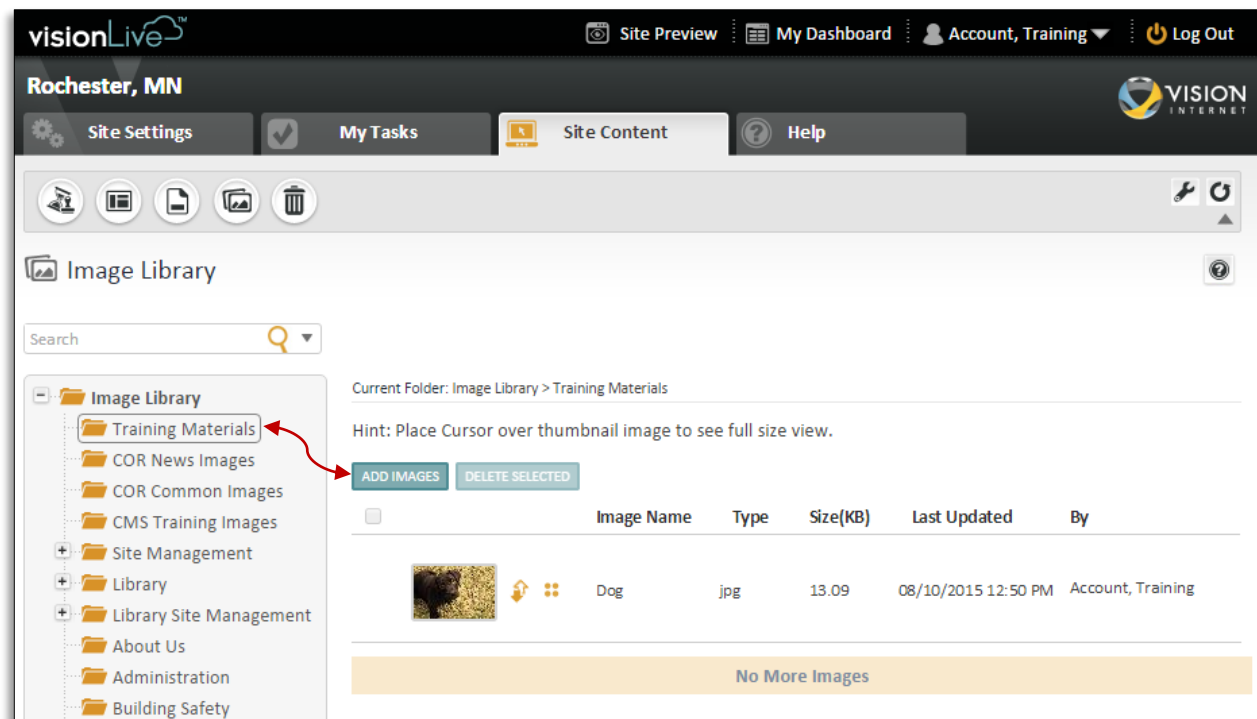
The Image Library

## Site Settings > Image Library



The **Image Library** is the central location that all images within the site can be found. It is important to realize that images are not embedded in a web page. Images on a website are "called" to a web page from a specific location (the Image Library).

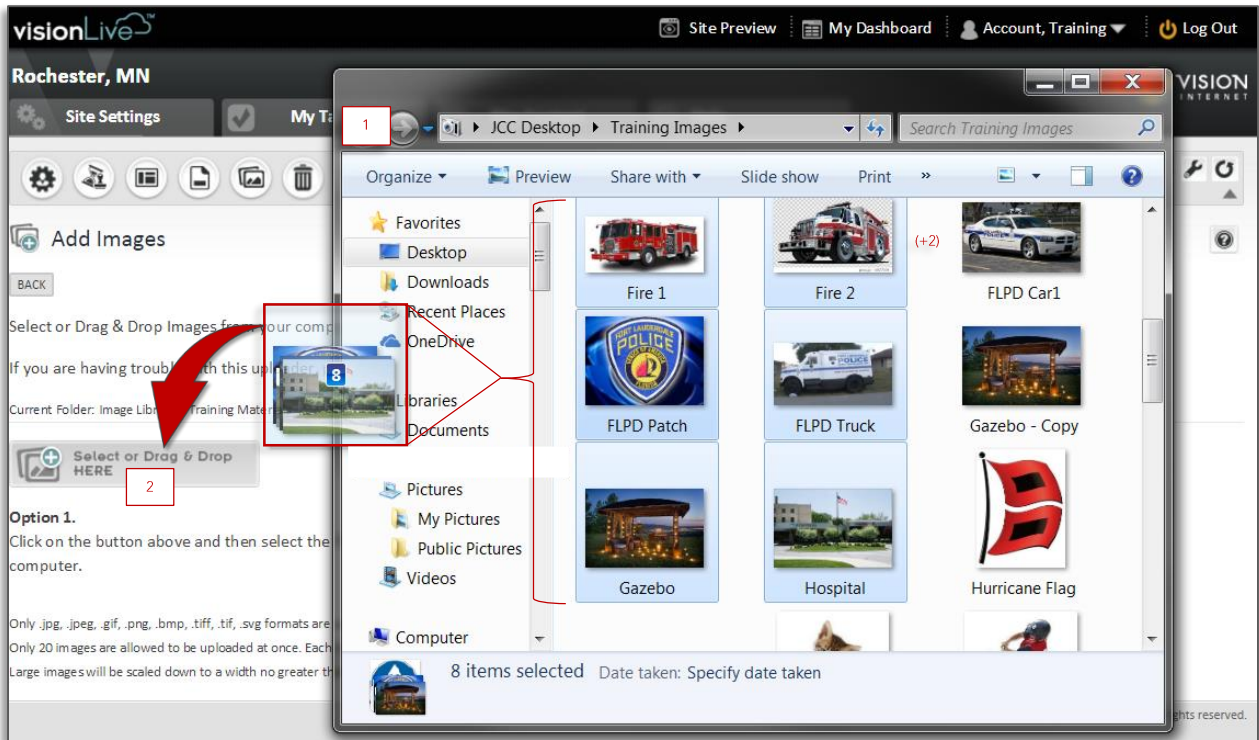
For this class, we will start by selecting the "Training Materials" folder (or equivalent) and clicking the "Add Images" button.



Options? Yes, you have options in loading your images.

Option      Opening the locations where you images are stored on your computer, selecting multiple images within that folder, dragging that bundle of images onto the "Select or Drag & Drop HERE" button.

1



Very similar to Option 1 is...

Option 2 Click "Select or Drag & Drop HERE" button *first* and then browse to your images. Select selecting multiple images within that folder, dragging that bundle of images back onto the "Select or Drag & Drop HERE" button.

TIP: Recent CMS updates now automatically populate the Image Name field based on the Image File name. So, plan ahead. Name your images what you would like them to say on your site as you download them to your local drives and networks. "image52369.jpg" is much less easy to understand than "dogadoptionday.jpg".

Finally, if your site is set to use Microsoft Silverlight but you do not have it installed, or if your site is set to use the HTML5 uploader but your browser does not support it, there is an alternative classic upload tool that you have access to.

Option 3 Click the "here" link seen in the introduction paragraph on the Add Images page to load the Classic Upload Tool.

3

visionLive™ Site Preview My Dashboard Account, Training Log Out

Rochester, MN

Site Settings My Tasks Site Content Help

+

### Add Images

BACK

Select or Drag & Drop Images from your computer to add to the Image Library.

If you do not have Microsoft Silverlight installed, please click [here](#) to switch to the classic upload tool.

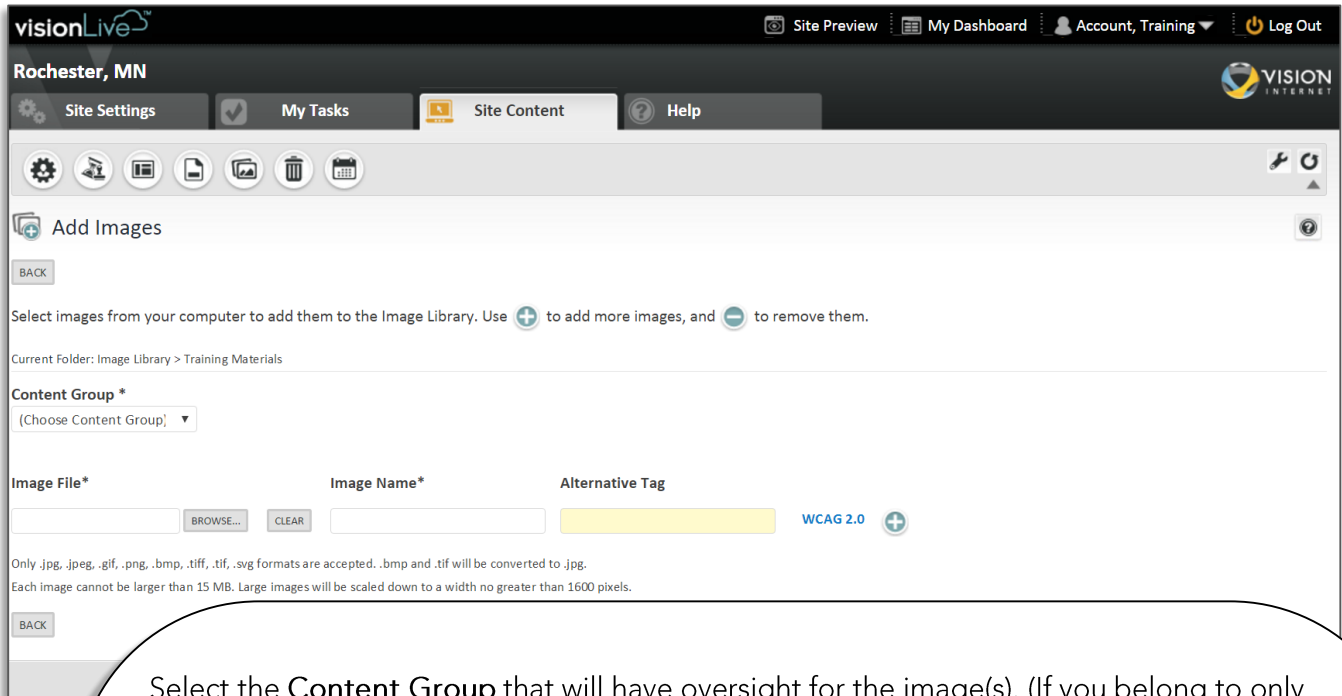
Current Folder: Image Library > Training Materials

Select or Drag & Drop HERE

**Option 1.** Click on the button above and then select the file(s) from your computer. **OR** **Option 2.** Select the file(s) from your computer's file manager and drag-&-drop onto the button above.

Only .jpg, .jpeg, .gif, .png, .bmp, .tiff, .tif, .svg formats are accepted. .bmp and .tif will be converted to .jpg.  
Only 20 images are allowed to be uploaded at once. Each image cannot be larger than 15 MB.  
Large images will be scaled down to a width no greater than 1600 pixels.

You will be presented with a more traditional "Browse" interface. Keep in mind, you would be browsing from the Image Library folder you accessed. Though through this Classic Upload Tool you would be browsing for one file at a time, you would publish them to the Image Library folder all at once. Click the (+) button to add more images with this batch or the (-) button to remove images from the batch.



Select the **Content Group** that will have oversight for the image(s). (If you belong to only one Content Group, that group will be displayed by default. You will not have the option to select a different one.)

Next, click the **Browse...** button to locate your image (you will see a standard file browsing window). Find the image file that you wish to upload (on your local computer or network drive), select it and click the **Open** button.

Enter the **Image Name**: the name (which will identify the image in the Image Library).

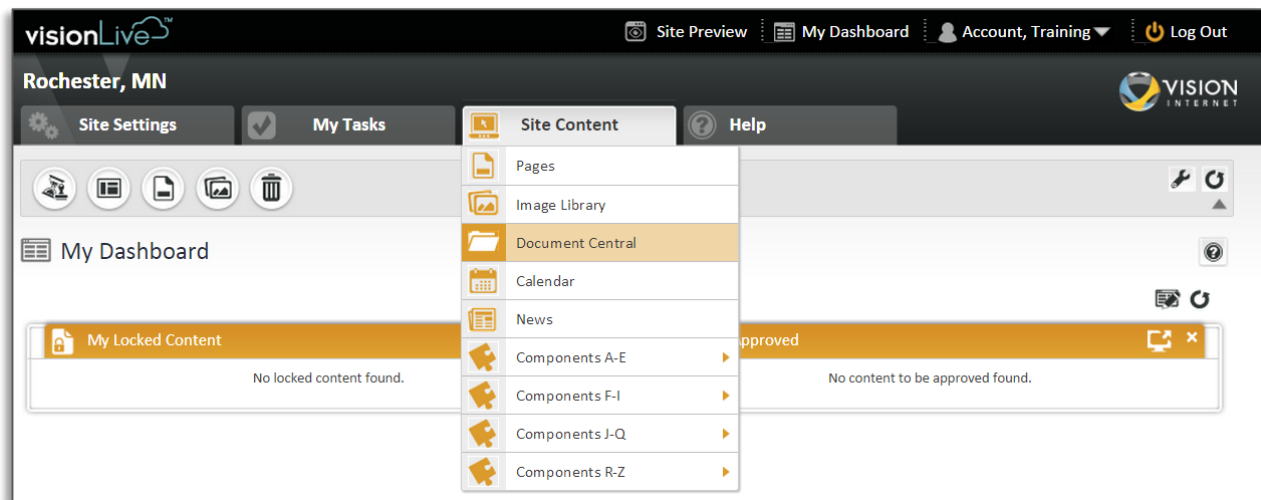
Enter the **Alternative Tag**: Alt tags are important for keeping your site accessible. They are a brief description of the image generally of three to five words (i.e., "people at city meeting" instead of "people"). Alternative Tag accommodates ADA Section 508 requirements as well as making you images searchable by popular web search engines like Google and Bing. Images that are used for purely decoration purposes or that will have their meaning conveyed in text may have an empty alt tag. It is important that you provide an alt tag if:

- 1) The image has text in it
- 2) The image will be used to convey meaning or information that will not be available through the other text on the page. Examples include an icon that is used with no corresponding text explanation, or an image that portrays something that is not described in the text.

Click "**Save & Publish**" when finished uploading.

## Document Central

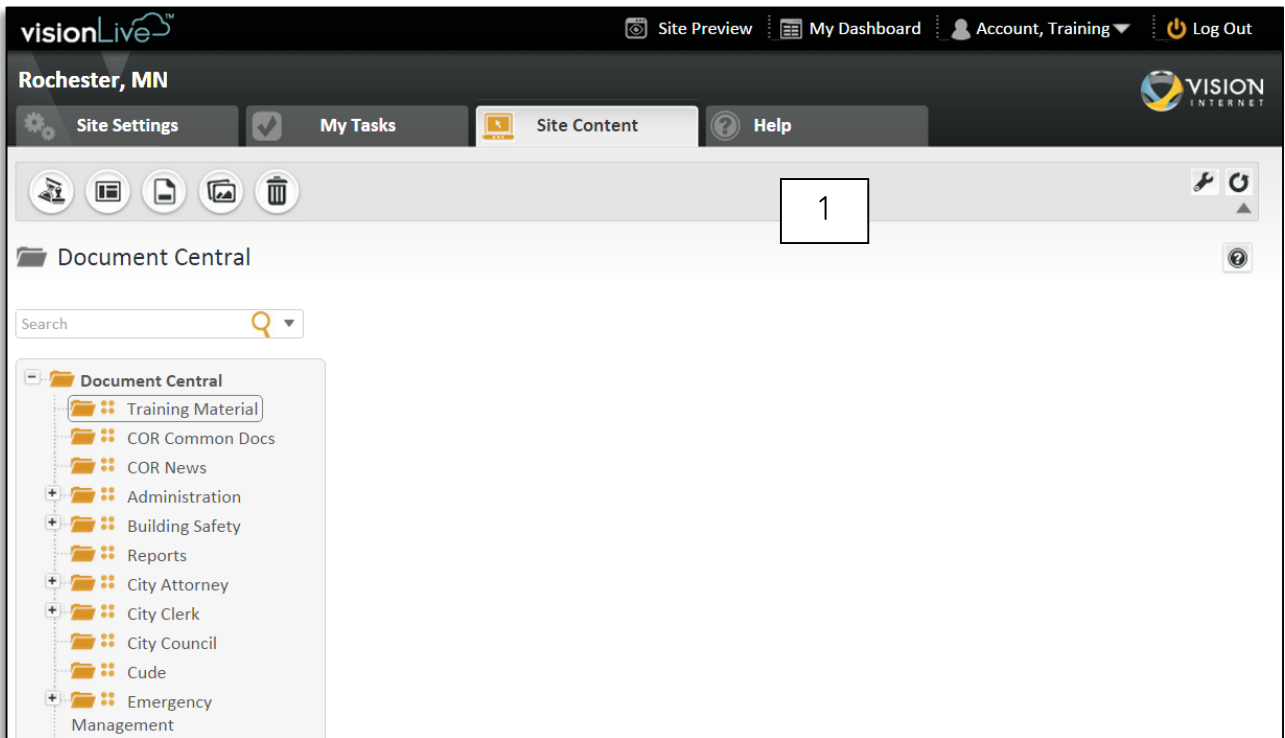
Site Settings > Document Central



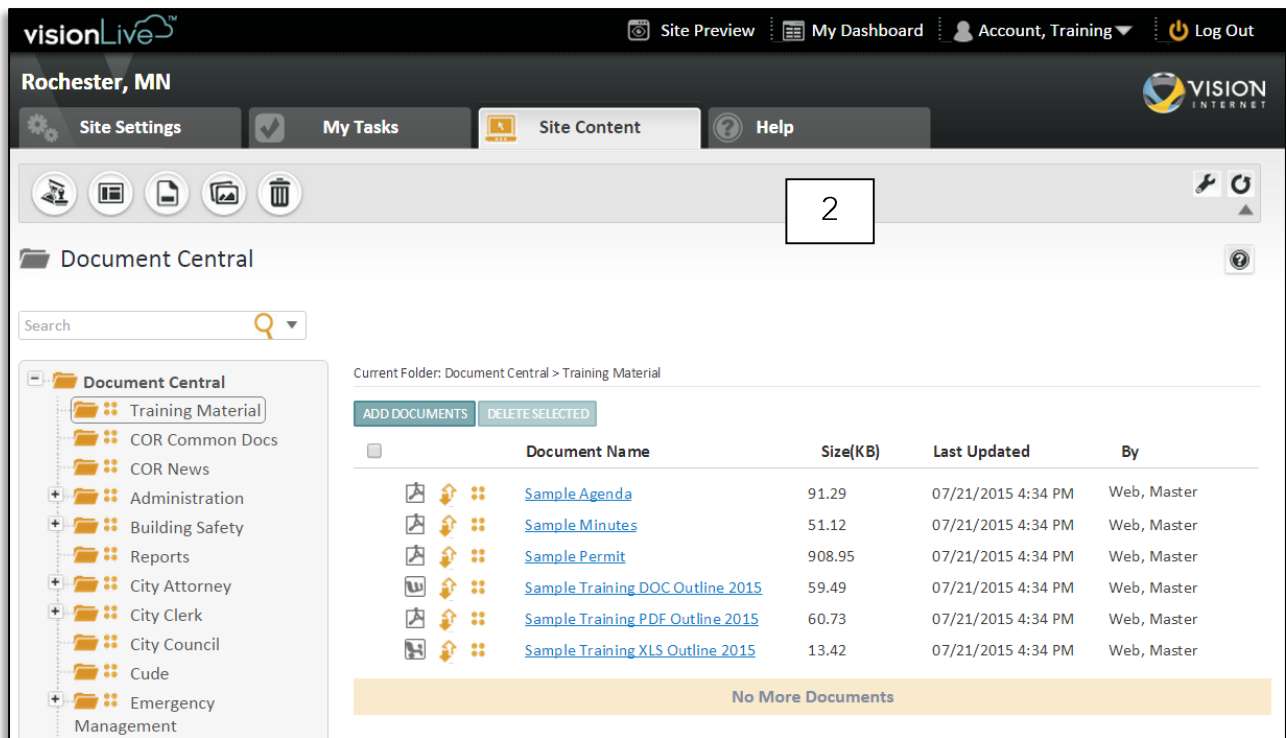
The **Document Central** is the central location that all documents within the site can be found. It is important to realize that documents are not embedded in a web page. Documents on a website are "called" to a web page from a specific location (the Document Central).

You are going to discover, as your instructor guides you through this exercise, that the Document Central component acts very much like Image Library. Your instructor will discuss these similarities as well as the differences.

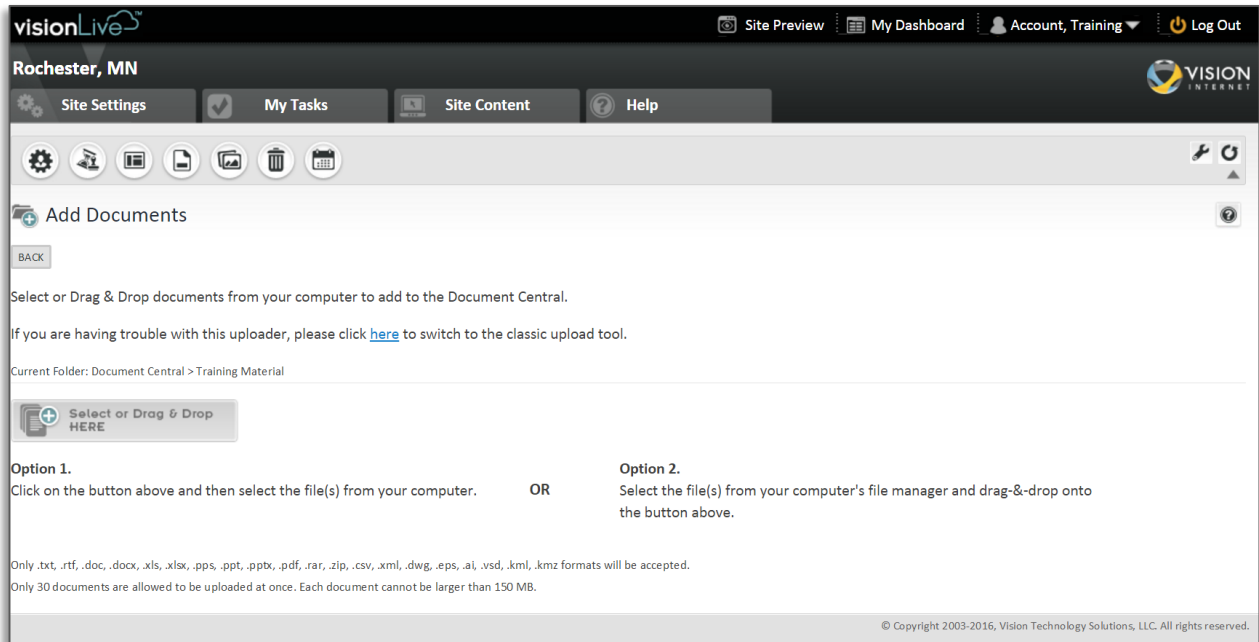
1) Draw a line from the number of the step that gains you access to the series of documents you would like to see or add to.



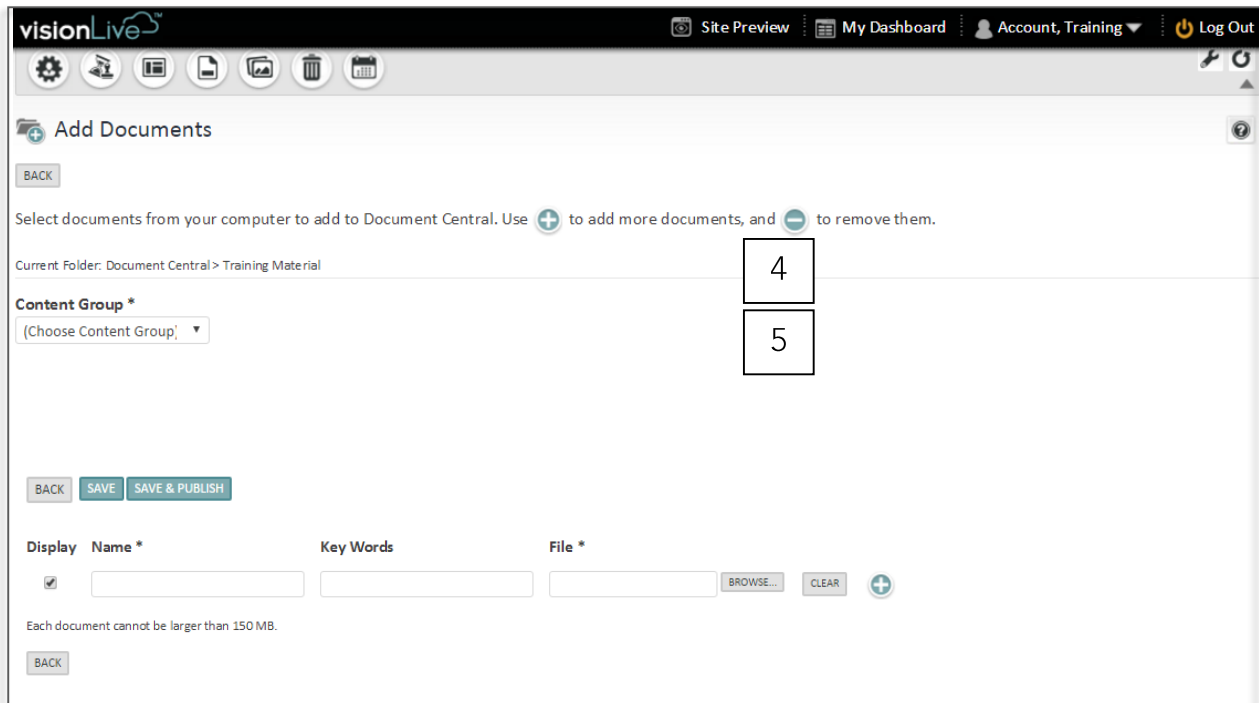
2) Draw a line from the number of the step that begins the process of adding a document to the selected folder.



3) Draw a line from the number of the item that accesses the classic upload tool.



Draw a line where 4) you are required to change the group and then 5) a line to start the process of pulling in a document from a local or network location. the number of the step that begins the process of adding a document to the selected folder.



Draw a line where you would:

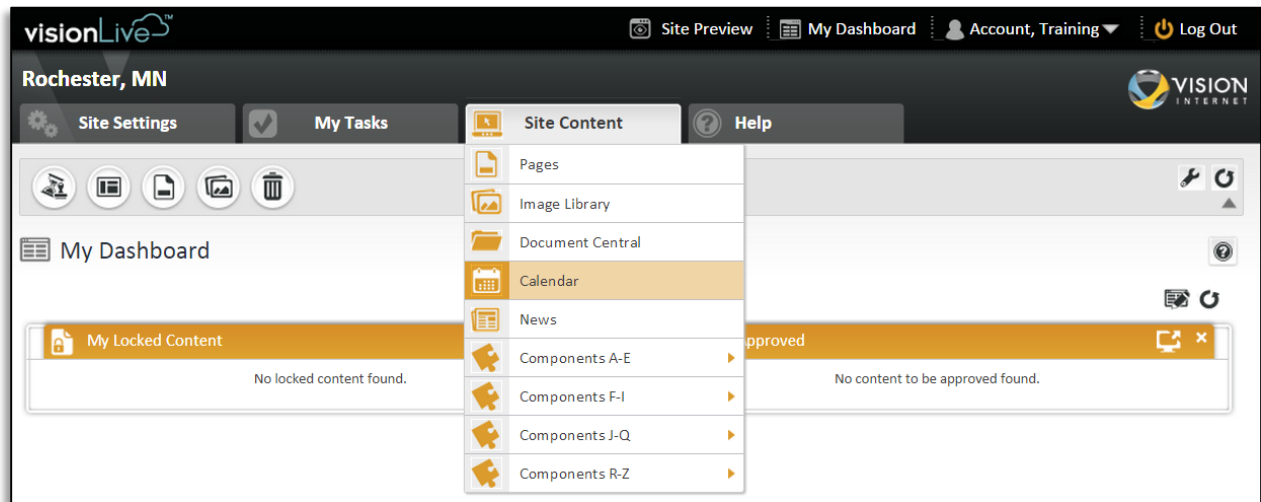
- 6) Identify the active folder in which you are loading a document
- 7) Add in order to browse to a second file and then a line to start the process of pulling in a document from a local or network location
- 8) Once finished browsing and loading, saving your work and closing the Add Documents window.

A final thought, that holds true for the Image Library as well...you are able to see the maximum size of an individual file you are able to upload here.

### Participation Page: Image Library and Document Central



## Calendar

Site Settings > Calendar



The **Calendar** component is a listing of events entered into the Event Calendar site settings. Depending on the event settings, they will appear on the public website inside a calendar widget(s). The calendar widgets provide a number of options to present the calendar of events such as monthly and list views. There are three parts to the Calendar tab.

### Calendar Search

To search for a particular event, click into the search field, type the text you wish to search for and click the magnifying glass button  (or press enter).

This will search for an event title with the entered search term and generate a list of events with all matching results (if any). You can either choose to take action on one of the events in the results by clicking on that row and triggering the action menu, or click the **Back to List View** button to return to the initial Calendar list.

### Calendar Filters

There are a number of content filters seen at the top of the page that you can apply to filter results by. By default, the list of events is already filtered to display **Upcoming Events** only, so you would need to change this filter to view events that have already passed.

visionLive™ Rochester, MN

Site Preview My Dashboard Account, Training Log Out

Site Settings My Tasks Site Content Help

Calendar

Calendar Calendar Categories

ADD CALENDAR EVENT

Search

Upcoming Events (All Categories) (All Departments) (All Content) (All Content Groups)

(All Event Types)

No events found.

ADD CALENDAR EVENT

Events can be organized using categories. Website users can filter the event calendar by category, and site administrators can set up Component Pages that limit, or constrain, events displayed based on their category. This feature is associated with several components throughout the CMS. Use them to you advantage.

To manage the calendar categories, click the Calendar Category tab at the top of the calendar list view.

Calendar Categories

Calendar Calendar Categories

DELETE SELECTED ADD CALENDAR CATEGORY

Calendar Category Name	Last Updated	By	Edit	Delete
City Council meeting	11/24/2015 10:42 AM	Account, Training		
Community Outreach	11/13/2015 11:12 AM	Account, Training		
Down By the Riverside	03/25/2015 4:46 PM	System, Admin		
General Meeting	11/13/2015 10:10 AM	Account, Training		
Park Board	02/19/2015 10:02 AM	Jayakumar, Arun		
Registration Events	11/13/2015 10:27 AM	Account, Training		

1

DELETE SELECTED ADD CALENDAR CATEGORY

Displaying items 1 - 6 of 6

Add Event

SHOW all options SAVE BACK insert comments here... SAVE & PUBLISH

Content Group \*  
\_Default

Event Title \*  
Town Hall Meeting

Jan 2016

Su Mo Tu We Th Fr Sa

### Event Start Date/Time

Click the calendar icon to select the date on which the event will begin. You may also specify a time for the event to start at (the default is 12:00 AM)

### Event End Date/Time

Click the calendar icon to select the date on which the event will end. (If the event is a one-day event, the event should automatically select the same date as the start date. If it is an event that spans multiple days, select the last day of the event.) You may also specify a time for the event to end at (the default is 11:59 PM)

**Event Location**

City Hall


**Address**

222 N Sepulveda Blvd

**City**      **State**      **ZIP Code**

El Segundo      Californ      90245


**Event Details**

 Apply CSS Class

DESIGN    HTML

**Display Links to Document Viewers**

Check this box if linking to documents in the editor tool.

 [Show Meeting Document Options](#)

**Thumbnail Image**

[Choose an Image](#) | [Remove Image](#)

(No image chosen.)

**Note:** *Event Registration is turned off by default. If you would like to start using event registration, please contact your account manager to have it turned on.*

If you select the Allow Registration checkbox, the following fields will load under the Registration Details tab.

For detailed information on each of the Allow Registration fields...go the next page.

<b>Allow Waiting List</b>	Select this checkbox if you want to enable the waiting list feature. Once the maximum number of attendees for this event has been registered, users can request email notification if there is any cancellation if this feature is enabled.
<b>Registration Deadline</b>	Click the calendar icon to select the registration deadline for this event. No registrations may be made after the deadline has past.
<b>Max Number of Attendees</b>	Enter the maximum number of attendees that can register for this event.
<b>Registration Fee</b>	Enter the per person registration fee. Be sure to include two decimal places in the number (e.g. 20.00). Do not include the dollar symbol (\$).
<b>Payment Enabled</b>	Check this if you want users to be able to pay for the reservation through the Online Payments component. This checkbox will not appear if you do not have Online Payments activated. (See below for more information).
<b>Display Contact Phone</b>	Select this checkbox if you want to display the event contact phone number in the details for this event registration (listed below). If the checkbox is not selected, the entered phone will only be visible in the content management system.
<b>Contact Phone</b>	Enter the event contact's phone number.
<b>Display Contact Email</b>	Select this checkbox if you want to display the event contact email address in the details for this event registration (listed below). If the checkbox is not selected, the entered email will only be visible in the content management system.
<b>Contact Email</b>	Enter the event contact's email address.
<b>Display Optional Event Message</b>	Select this checkbox if you want to display the optional event message in the details for this event registration (listed below). If the checkbox is not selected, the entered message will only be visible in the content management system.
<b>Optional Event Message</b>	Enter the event registration message.



**SHOW**  
all options

SAVE BACK insert comments here... SAVE & ARCHIVE SAVE & PUBLISH

**Content Group \***  
\_Default

**Event Title \***  
Town Hall Meeting

**Event Subtitle**  
Winter 2016

**Event Start Date/Time \***  
01/11/2016 6:00 pm

**Event End Date/Time \***  
01/11/2016 9:00 pm

**Event Location**  
City Hall

**Address**  
222 N Sepulveda Blvd

**City** **State** **ZIP Code**  
El Segundo California 90245

**Show All Options Overview**

To show all calendar options either edit or review the event and click the SHOW all options graphic in the Options Toolbar.

Event Details Optional Event Settings Event Registration Details Workflow & History Archive History

**Content Group \***  
\_Default

**Event Title**  
Town Hall Meeting

**Event Subtitle**  
Winter 2016

**Event Start Date/Time \***  
01/11/2016 6:00 pm

**Event End Date/Time \***  
01/11/2016 9:00 pm

Display on Homepage

**Event Location**  
City Hall

**Address**  
222 N Sepulveda Blvd

**City**  
El Segundo

**State**  
California

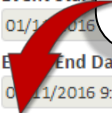
**ZIP Code**  
90245

**Content Review**  
No Review

**HIDE**  
all options

SAVE BACK insert comments here... SAVE & ARCHIVE SAVE & PUBLISH

Check the "Display on Homepage" box to make the event show on the website homepage. (Note, only a fixed number of events can show at one time on the homepage.)



**Optional Event Settings**

**Include in eNotification**  
 Check this box and select categories

**Calendar Categories**

City Council meeting     General Meeting  
 Park Board                 Registration Events

Select All

**Departments**

Administration                 Building Safety  
 City Attorney                  City Clerk  
 City Council                     Cude  
 Emergency Management     Energy  
 EPB                                 Finance and IS  
 Fire                                 Human Resources

Select All

**Redirect URL**  
  
 (e.g. http://www.visioninternet.com)

**Redirect URL Target**  
 Same Window

**Membership Groups**

City Council Member     City Staff

**Callout:** Select one or more categories for your event, if applicable. Available categories will depend upon which Content Group ownership is selected.

**Footer:** HIDE all options | SAVE | BACK | Insert comments here... | SAVE & ARCHIVE | SAVE & PUBLISH

<b>Include in eNotification</b>	Check this box to make the event available to send as an eNotification to subscribers. You must also select a category to associate the event to.
<b>Departments</b>	Select the department(s) (sub-unit) to which the event belongs, if applicable.
<b>Redirect URL</b>	Enter the URL to redirect to in this field. Once saved, when a user clicks here, he/she is redirected automatically to the URL entered in this field rather than being taken into the details of the event. You may also click the pulldown menu to select the URL of a published page already on your website.
<b>Redirect URL Target</b>	If desired, change the target of where the redirect will occur. It may open in the same window or a new window depending on what option you select.
<b>Membership Groups</b>	Select the Membership Group(s) to which the event belongs, if applicable. This will make the content exclusively visible to those groups and require login before they are visible.

Event Details | Optional Event Settings | **Event Registration Details** | Workflow & History | Archive History

Allow Registration   
 Allow Waiting List   
 Registration Deadline \*  
 Max Number of Attendees \*  
 Registration Fee/Cost

Display Contact Phone  
 Contact Phone \* ext.  
 Contact Email  
 Contact Email \*  
 Optional Event Message

Optional Event Message

SAVE & ARCHIVE | SAVE & PUBLISH

HIDE all options | SAVE | BACK | insert comments here... | SAVE & ARCHIVE | SAVE & PUBLISH

Now that your Calendar Event has been entered and all Options have been accurately addressed, click Save & Publish (or Save & Approve). The Event will now be seen wherever the Category of the Event has been placed throughout your site.

Calendar | Calendar Categories

DELETE SELECTED | ADD CALENDAR EVENT | IMPORT EVENTS | EXPORT

Search | Upcoming Events | (All Categories) | (All Departments) | (All Content) | (All Content Groups) | (All Event Types)

Event Title	Status	Event Date	Last Updated	By
City Council Meeting	Upcoming	01/05/2016 4:00 PM - 6:00 PM	11/24/2015 12:33 PM	Account, Training
Town Hall Meeting	Upcoming	01/11/2016 6:00 PM - 9:00 PM	12/22/2015 5:44 PM	Web, Master
City Council Meeting	Upcoming	01/19/2016 4:00 PM - 6:00 PM	11/24/2015 12:33 PM	Account, Training

<Insert Home Page Screen Shot – display Calendar/Event with recent addition >

The News component is a listing of news entered into the News site content. Depending on the news settings, they will appear on the public website inside a news widget(s).

At this point of the session, you should be able to recognize the similarities that permeate the CMS. As Document Central was very similar to Image Library so **News** is to Calendars.

Your instructor will assist as you guide yourself through setting up and Publishing (or Save & Approve) your own News item.

News

News Categories

DELETE SELECTED ADD NEWS IMPORT NEWS EXPORT

Search Current News (All Categories) (All Departments) (All Content) (All Content Groups)

News Title	Status	Post Date	Expire Date	Last Updated	By
<a href="#">Herdon, VA Example</a>	Current	11/12/2015 12:30 PM		12/22/2015 7:19 PM	Web, Master
<a href="#">PowerHour Delivers!</a>	Current	10/29/2015 12:41 PM		10/29/2015 12:44 PM	Account, Training

1 Displaying items 1 - 2 of 2

DELETE SELECTED ADD NEWS

Published Not Published

**Add News**

SHOW all options    SAVE    BACK    insert comments here...    SAVE & PUBLISH

**Content Group \***  
Administration ▼

**News Title \***  
Main Street Closed Until Monday 1/4/2016

**Subtitle**  
Please seek an alternate route

**Intro Text**  
Main Street will be closed due to surface and curb repairs until 1/4/2016.

Just because it is there, doesn't mean you HAVE to use it.

Carefully consider when and how frequently you will mark the boxes to have something displayed on the homepage and/or pinned to the top of a list.

Let your instructor give you examples on how to apply these options conservatively.

News Details    Optional News Settings    Workflow & History

**Content Group \***  
Administration

**News Title \***  
Main Street Closed Until Monday 1/4/2016

**Subtitle**  
Please seek an alternate route

**Intro Text**  
Main Street will be closed due to surface and curb repairs until 1/4/2016.

Display on Homepage

Pin to Top

**News Post Date/Time**  
[Calendar icon]

**News Expire Date/Time**  
[Calendar icon]

**Content Review**  
No Review ▼

HIDE all options    SAVE    BACK    insert comments here...    SAVE & PUBLISH

Don't forget to check your Options panel.

What are you looking to verify?  
Can your News item be Categorized?

News Details | **Optional News Settings** | Workflow & History | Archive History

**Include in eNotification**  
 Check this box and select categories

**News Categories**  
 City News & Announcements  
 Select All

**Departments**  
 Administration     Building Safety  
 City Attorney     City Clerk  
 City Council     Cude  
 Emergency Management     Energy  
 EPB     Finance and IS  
 Fire     Human Resources  
 Select All

**Redirect URL**  
  
 (e.g. http://www.visioninternet.com)

**Redirect URL Target**  
 Same Window

**Membership Groups**  
 City Council Member     City Staff  
 Select All

HIDE all options    SAVE    BACK    insert comments here...    SAVE & ARCHIVE    SAVE & PUBLISH

<Insert Home Page Screen Shot – display News item with recent addition >