

# Website Training Basics

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*Virtual Towns & Schools*

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# 1. Introduction

This document will provide you with the basic information that will allow you to perform the fundamental activity of maintaining and creating content for the website. It does not describe every command in full detail but rather is intended to be used in conjunction with subject matter learned during your training session.

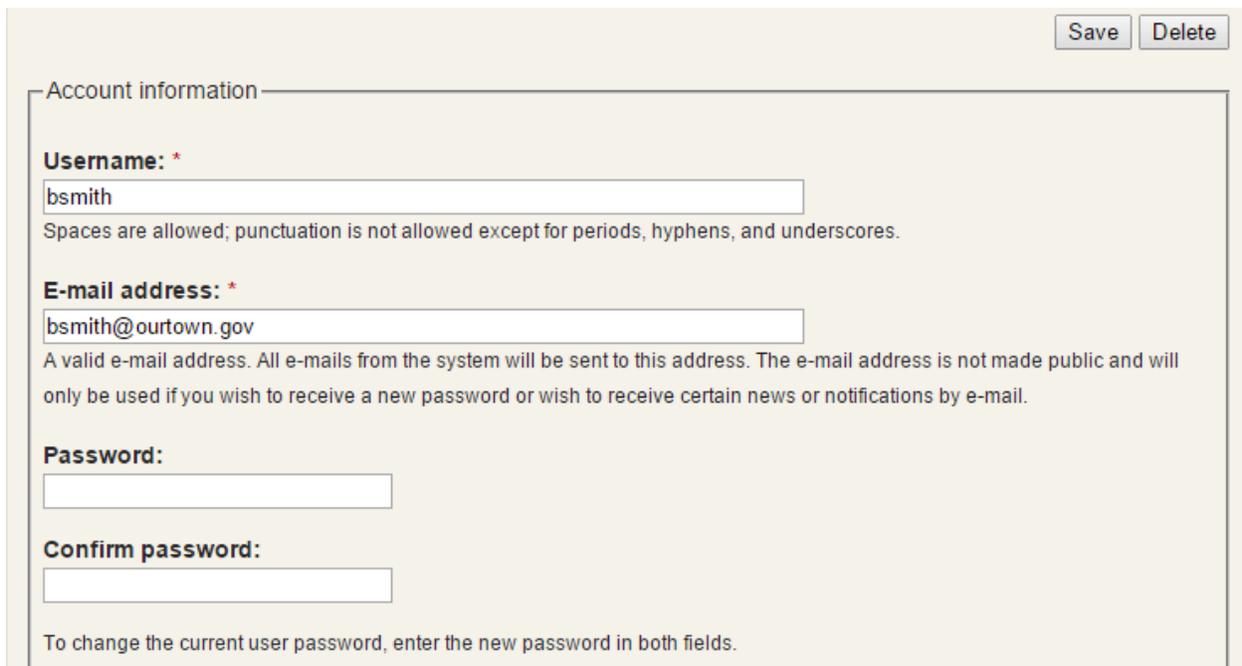
## 1.1 How To Login and Change Password

### Login

Look for a Login button on the website, then click on it and this will bring you to a login screen where you will need to enter your User ID and password. The Login button is typically located at the top or bottom right side of the website.

### Password Change

Once logged in click the My Account link at the bottom of the webpage. Click the **Edit tab** and the section shown below will be displayed. Changed password by entering the new password in the boxes shown below and clicking the **Save** button



The screenshot shows a web form titled "Account information" with a "Save" and "Delete" button in the top right corner. The form contains the following fields and instructions:

- Username: \***  
Input field: bsmith  
Instruction: Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.
- E-mail address: \***  
Input field: bsmith@ourtown.gov  
Instruction: A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
- Password:**  
Input field: (empty)
- Confirm password:**  
Input field: (empty)

To change the current user password, enter the new password in both fields.

## 1.2 What happens when you Login

1. You see menu items on the left side referred to as “Toolbox”. These are used to create new content and will be described in this manual.
2. You will see a series of tabs across the center section of the webpage that are named View, Edit, Revision, and Clone. The Edit button allows you to enter the edit mode used to make changes to existing content.
3. You will also see a View Cabinet button listed towards the top of the left side of the web page. Think of this as a file cabinet where all the web pages and other items associated with the Department Board or Committee are stored.

The screenshot shows a web page for the Building Department. At the top, there is a navigation bar with the following items: Home, Comments, About Our Town, Departments, Boards, Online Services, Forms, E-Subscriber, and Home. Below this, there is a red banner with the text "Frozen Pipes" and "Read more". The main content area features a large red box with the text "2010 Permit Deadline, Dec 20". Below this, there are navigation buttons: "View", "Edit", "Revisions", and "Clone". A "SHARE" button is also visible. On the left side, there is a "View Cabinet" button circled in black, and a "Toolbox" area with various options like "Create Blog entry", "Upload File", etc., also circled in black. The number "1" is placed next to the Toolbox, and the number "2" is placed below the navigation buttons. The number "3" is placed above the "View Cabinet" button. The page also includes a "CONTACT INFO" section at the bottom.

### 1.3 View Cabinet - Overview

- From the Department, Board or Committee home page you will see a View Cabinet button listed towards the top of the left side of the webpage. Clicking on this will bring you into the cabinet where you will see a listing of all items that belong to the Department, Board or Committee. Including files, links, faqs, web pages, etc...
- Sort Capability – Clicking on the column heading text will allow you to change the sort order of what you are viewing. This will assist you in finding an item that was recently added or modified.
- Publish & Unpublish – Clicking on this link will either take the webpage off the website or place on the website.
- Edit – Will allow you to go directly into edit mode for that item.

Log out My account

Home Comments  Search

Departments Boards Online Services Forms E-Subscriber Home

Home > Building Department > Cabinet

## BUILDING DEPARTMENT CABINET

[View all Meeting Agenda Items »](#)

Content Type:  Keyword(s)

Title	Type	Path	Last updated	Published?
<a href="#">Do I need a permit to build a house</a>	FAQ	/HousePerm	3 years 45 weeks	Yes <a href="#">unpublish</a> <a href="#">edit</a>
<a href="#">2011 Residential Buildig Permit</a>	File	/building-department/files/2011-residential-buildig-permit	3 years 22 weeks	Yes <a href="#">unpublish</a> <a href="#">edit</a>
<a href="#">Sign Bylaw</a>	File	/building-department/files/sign-bylaw	3 years 46 weeks	Yes <a href="#">unpublish</a> <a href="#">edit</a>
<a href="#">Zoning By-laws (May 4, 2010)</a>	File	/building-department/files/zoning-by-laws-may-4-2010-0	3 years 46 weeks	Yes <a href="#">unpublish</a> <a href="#">edit</a>
<a href="#">Motor Vehicle excise tax</a>	Free-form Document	/building-department/pages/motor-vehicle-excise-tax	3 years 45 weeks	Yes <a href="#">unpublish</a> <a href="#">edit</a>
<a href="#">Permit Forms &amp; Applications</a>	Free-form Document	/building-department/pages/permit-forms-applications	3 years 45 weeks	Yes <a href="#">unpublish</a> <a href="#">edit</a>
<a href="#">Test page to move</a>	Free-form Document	/building-department/pages/test-page-to-move	3 years 44 weeks	Yes <a href="#">unpublish</a> <a href="#">edit</a>
<a href="#">Wendy Pells</a>	Person	/building-department/staff/wendy-pells	3 years 47 weeks	Yes <a href="#">unpublish</a> <a href="#">edit</a>

## 1.4 Saving Changes & Deleting Items

### Saving

When you have finished creating a new item (webpage, FAQ, event) or modifying an existing item you always need to click the **Save and Close** button located at the top or bottom of the screen you are working in. This will save the changes and publish them to the website. There is also a **Save and Stay** button that will save your changes and allow you to continue to make more changes to the item you are working on.

### Deleting

When looking to delete an existing item you will need to edit the item and click on the **Delete** button shown below. **It will ask you to confirm deletion but once confirmed the item is permanently deleted and can't be recovered.**

## MOTOR VEHICLE EXCISE TAX



- This document is now locked against simultaneous editing. It will unlock when you navigate elsewhere.
- Your lock will be considered stale and up for grabs in 2 hours.

[View](#) [Edit](#) [Revisions](#) [Nodequeue](#) [Clone](#) [Unpublish](#)

For help using this template please read the [Help Documentation](#)

[Save and Stay](#) [Save and Close](#) [Preview](#) [Cancel](#) [Delete](#)

### Free-form Document

#### Add to Categories?

No terms

#### Add Tag(s)

#### Embed Video

#### E-Subscriber Notification

#### Title: \*

Motor Vehicle excise tax

#### Subtitle:

Display on "Where Do I Go For?" page: \*

## 2. Editing Department, Board or Committee Home Page

When editing a Department or Board home page there are a number of dark grey tabs on the left hand side of the form that you will be using. Each tab contains different fields of information for your board or department.

The different tabs are:

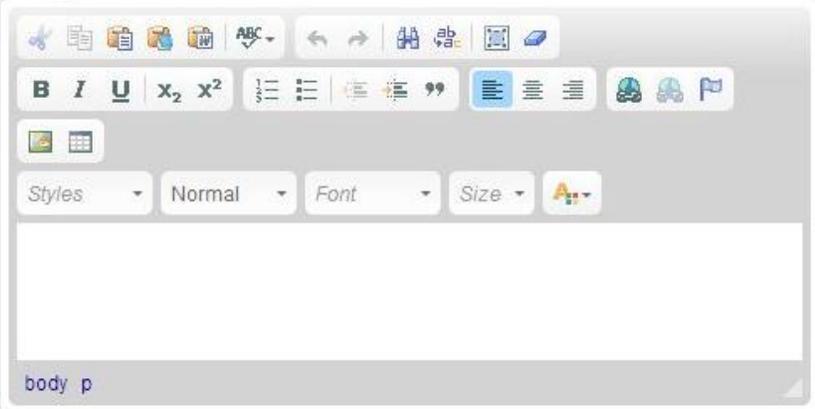
### Department/Board Tab

<b>Department/Board</b>	<b>Name: *</b>
<b>General Information - Photo/Description</b>	<input type="text" value="Building Department"/>
<b>Address</b>	<b>Subtitle:</b>
<b>Contact Information - Hours, Phone, Fax</b>	<input type="text"/>
<b>Key Contacts - Key Contacts, Board Members, Staff Members</b>	<b>E-subscriber</b>
<b>Quick Links</b>	Check items to show in the e-subscriber form.
<b>Meeting Information</b>	<b>Group post types:</b>
<b>Advanced Fields Below:</b>	<input type="checkbox"/> Meeting Agenda
	<input type="checkbox"/> Meeting Minutes
	<input type="checkbox"/> News or Announcement
	<input type="checkbox"/> Urgent Alert

**Name** - Name of the department or board. This will show up on the top of the page when you view the department on the site.

**E-Subscriber** - Check boxes so you can determine which department or board options you will allow site visitors to subscribe to.

## General Information – Photo/Description Tab

<b>Department/Board</b>	<input type="checkbox"/> This is a Department page
<b>General Information - Photo/Description</b>	<input type="checkbox"/> This is a Board page
<b>Address</b>	<input type="checkbox"/> Hide Town News on Department Page
<b>Contact Information - Hours, Phone, Fax</b>	<input type="checkbox"/> Hide Next and Back Controls Tick this checkbox to hide controls on bulletin/slides department-wide.
<b>Key Contacts - Key Contacts, Board Members, Staff Members</b>	<b>Title when listed as a Board:</b> <input type="text"/> This is the title that will show up in the Board listing page.
<b>Quick Links</b>	<b>Main image:</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> Maximum file size: 100 MB Allowed extensions: png gif jpg jpeg
<b>Meeting Information</b>	<b>Image caption:</b> <input type="text"/> This caption will display under the "Main image" selected above.
<b>Advanced Fields Below:</b>	<b>Description:</b>  body p Disable rich text
<b>Navigation Settings</b> Not in menu	
<b>Meta tags</b>	
<b>Theme configuration</b>	
<b>Authoring information</b> By ppeacock	
<b>Book outline</b> Not in book	
<b>Revision information</b> New revision	
<b>Printer, email and PDF versions</b>	
<b>URL path settings</b> Automatic alias	
<b>Publishing options</b>	

**Main image** - field allows you to upload a department image. Click **Choose File**, select image to upload; click **Upload**. Internet Explorer browser has a **Browse** versus **Choose File** button.

After uploading a photo you will be able to add **Alternate Text** (used for screen readers) and an **Image Title** (shows up when you hover your mouse over the image.)

**Image caption** – Enter text in this field that will display under the uploaded image

**Description** - Free-form area where you type or paste the text that will be displayed on your Department or Board webpage (functions similar to Microsoft Word or the message section for email). Often used for the Mission Statement or a Description of Our Services. **See Section 5.0 for more detail about Free-Form**

## Address Tab

?

Save and Stay Save and Close

<b>Department/Board</b>	<b>Location name:</b> <input type="text"/> e.g. a place of business, venue, meeting point
<b>General Information - Photo/Description</b>	
<b>Address</b>	<b>Street:</b> <input type="text"/>
<b>Contact Information - Hours, Phone, Fax</b>	<b>Additional:</b> <input type="text"/>
<b>Key Contacts - Key Contacts, Board Members, Staff Members</b>	<b>City:</b> <input type="text"/>
<b>Quick Links</b>	<b>State/Province:</b> <input type="text"/>
<b>Meeting Information</b>	<b>Postal code:</b> <input type="text"/>
<b>Advanced Fields Below:</b>	<b>Country:</b> <input type="text" value="United States"/>
<b>Navigation Settings</b> Not in menu	
<b>Meta tags</b>	
<b>Theme configuration</b>	

**Location name** shows up above the address. Label like “Town Hall”, “Highway Station”, or “Parks Department”.

All other fields are standard address fields and display in the order seen.

Deleting an address if you no longer want the address to show up on your department or board page check the “Delete” box then click Save and Close.

Save and Stay Save and Close Cancel Delete

<b>Department/Committee</b>	<input type="checkbox"/> Delete Check this box to delete this location.
<b>Customize Masthead</b>	
<b>General Information - Photo/Description</b>	<b>Location name:</b> <input type="text"/> e.g. a place of business, venue, meeting point
<b>Address</b>	

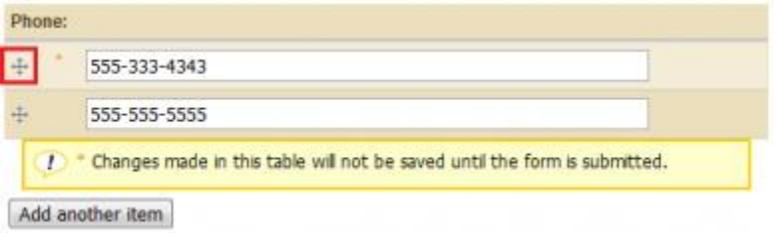


**Phone, Emergency Number, and After Hours Phone Number** fields you can add multiple phone numbers, one per field. For example, if your department has two phone numbers you can enter the first number in the Phone section then click the Add another item button and an addition Phone field will show up.



A screenshot of a form titled "Phone:" with a light beige background. It contains two input fields, each with a plus sign icon on the left and a phone number: "555-555-5555" and "555-333-4343". Below the fields is a button labeled "Add another item".

You can now enter a second number. You can also reorder the numbers by clicking and dragging on the handles to the left of the phone numbers.



A screenshot of a form titled "Phone:" with a light beige background. The input fields are reordered, with "555-333-4343" on top and "555-555-5555" on the bottom. The plus sign icon on the top field is highlighted with a red square. Below the fields is a yellow warning box with an exclamation mark icon and the text "Changes made in this table will not be saved until the form is submitted." Below the warning box is a button labeled "Add another item".

The Emergency number and After hours number work the same way.

**Meeting Information** tab is mostly used for boards. You can add information stating when or how often you meet, as well as where and when the meetings take place.

### 3. Creating Website Items using Toolbox Commands

#### 3.1 Create Urgent Alert – Click Link in the Left navigation

Urgent Alert

**E-Subscriber Notification**

**Navigation Settings**  
Not in menu

**Groups**  
Assessor

**Revision information**  
New revision

**Printer, email and PDF versions**

**File attachments**  
No attachments

**URL path settings**  
Automatic alias

**Comment settings**  
Disabled

**Scheduling options**  
Not scheduled

**Authoring information**  
By ppeacock

**Publishing options**  
Not published

**Book outline**  
Not in book

**Meta tags**

**Custom Breadcrumbs**

**XML sitemap**

Title: \*

Full Description:

Disable rich-text

– ▶ Input format

Disable Sidebars  
Tick this checkbox to hide the left and right sidebars when displaying this page.

Save and Stay Save and Close

**Title** – Enter text that will be displayed in the Alert banner that shows at the top of the Department, Board or website homepage.

**Full Description** – Free-form area where you type or paste the text that will be displayed on a webpage when someone clicks on the urgent alert (functions similar to Microsoft Word or the message section for email). **See Section 5.0 for more detail about Free-Form**

## E-Subscriber Notification Tab

If your Board or Department Urgent Alerts is set up so that people can subscribe to new postings you would need to send an E-Subscriber Notification email that will let subscribers know that a new item was posted.

For help using this template please read the [Help Documentation](#)

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Save and Stay Save and Close Preview

**News or Announcement**  Send E-Subscriber notification for this update.

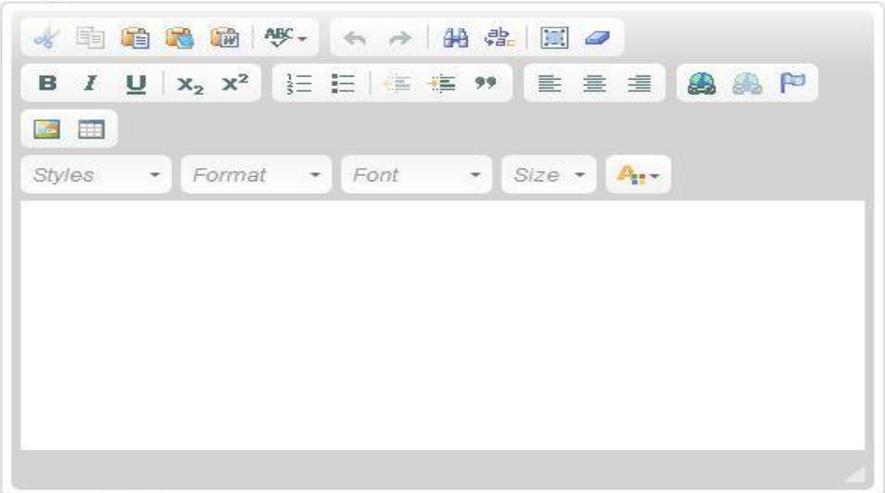
**E-Subscriber Notification**

**Embed Video**

Place a check in the box then Save and Close to send email.

### 3.2 Create News or Announcement – Click Link in the Left navigation

Save and Stay Save and Close Preview

<b>News or Announcement</b>	<b>Title/Headline: *</b> <input type="text"/>
<b>E-Subscriber Notification</b>	<b>Subtitle:</b> <input type="text"/>
<b>Embed Video</b>	<b>News Image:</b> <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> Maximum file size: 100 MB Allowed extensions: png gif jpg jpeg
<b>Navigation Settings</b> Not in menu	<input type="checkbox"/> Disable Sidebars Tick this checkbox to hide the left and right sidebars when displaying this page.
<b>Groups</b> Assessor	<b>Body text:</b>
<b>Revision information</b> New revision	
<b>URL path settings</b> Automatic alias	Disable rich-text
<b>Printer, email and PDF versions</b>	– ▶ Input format _____
<b>File attachments</b> No attachments	
<b>Comment settings</b> Disabled	
<b>Scheduling options</b> Not scheduled	
<b>Meta tags</b>	
<b>Authoring information</b> By ppeacock	
<b>Book outline</b> Not in book	
<b>Publishing options</b> Not published	
<b>Custom Breadcrumbs</b>	
<b>XML sitemap</b>	

Save and Stay Save and Close Preview

**Title/Headline** - Enter text that will displayed at the top of the news item. It will also be used in the listing of news items on your department page.

**Body Text** - Free-form area where you type or paste the news information that will be displayed when someone clicks on the link to view the new article (functions similar to Microsoft Word or the message section for email). **See Section 5.0 for more detail about Free-Form**

## E-Subscriber Notification Tab

If your Board or Department News is set up so that people can subscribe to new postings you would need to send an E-Subscriber Notification email that will let subscribers know that a new item was posted.

For help using this template please read the [Help Documentation](#)

?

Save and Stay Save and Close Preview

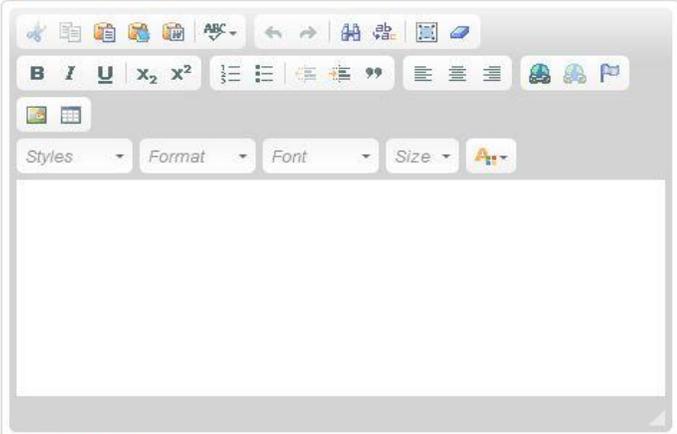
**News or Announcement**  Send E-Subscriber notification for this update.

**E-Subscriber Notification**

**Embed Video**

Place a check in the box then Save and Close to send email.

### 3.3 Create FAQ – Click Link in the Left navigation

<b>FAQ</b>	<b>Question: *</b>
<b>Page Title settings</b> No page title	<input type="text"/>
<b>Embed Video</b>	Question to be answered. This will appear in all question listings, such as the FAQ blocks.
<b>Navigation Settings</b> Not in menu	<b>Display on "Where Do I Go For?" page: *</b>
<b>Groups</b> Assessor	<input checked="" type="radio"/> No
<b>Scheduling options</b> Not scheduled	<input type="radio"/> Yes
<b>Authoring information</b> By ppeacock	If yes is selected this page will show up on the "Where do I go for?" page and a new title field will be available.
<b>Revision information</b> New revision	<input type="checkbox"/> Disable Sidebars
<b>Publishing options</b> Not published	Tick this checkbox to hide the left and right sidebars when displaying this page.
<b>URL path settings</b> Automatic alias	<b>Answer:</b>
<b>File attachments</b> No attachments	
<b>Comment settings</b> Disabled	Disable rich-text
<b>Meta tags</b>	This is that answer to the question. It will be filtered according to the input format.
<b>Printer, email and PDF versions</b>	- > Input format: _____
<b>Book outline</b> Not in book	
<b>Custom Breadcrumbs</b>	
<b>XML sitemap</b>	

**Question** – Enter the question

**Answer** - Free-form area is where you type or paste the answer to the question (functions similar to Microsoft Word or the message section for email). **See Section 5.0 for more detail about Free-Form**

### 3.4 Create Slide/Bulletin Item – Click Link in the Left navigation

**Slide/Bulletin Item**

**Navigation Settings**  
Not in menu

**Groups**  
Assessor

**Revision information**  
New revision

**Printer, email and PDF versions**

**URL path settings**  
Automatic alias

**Comment settings**  
Disabled

**Scheduling options**  
Not scheduled

**Authoring information**  
By ppeacock

**Book outline**  
Not in book

**Publishing options**  
Not published

**Meta tags**

**Custom Breadcrumbs**

**XML sitemap**

**Title: \***

**Image: \***

Choose File No file chosen Upload

Maximum file size: 100 MB  
Allowed extensions: png gif jpg jpeg

**Image caption:**

Disable Sidebars  
Tick this checkbox to hide the left and right sidebars when displaying this page.

**Body:**

Disable rich-text

→ Input format

Save and Stay Save and Close

**Title** - Enter text that will be displayed at the top of the page when people click on the bulletin for more detailed information.

**Image** – Click **Choose File**, select the bulletin board image, then click **Upload**. Internet Explorer browser has a **Browse** versus **Choose File** button.

**Image caption** - Text entered in the field will show up under the bulletin image.

**Body** - Free-form area where you type or paste the text that will be displayed on a webpage when someone clicks on a bulletin (functions similar to Microsoft Word or the message section for email). **See Section 5.0 for more detail about Free-Form**

Bulletin Example:

Note: The system will automatically resize it to make sure the image is not too large but we recommend creating images that are approximately 450 pixels wide and 125 pixels tall or smaller. It is better to create the images at the appropriate size because if the system resizes the images it could distort any text on them. If you have any sizing issues or questions, contact our Customer Support Center.



### 3.5 Create Free-Form Document/New Content – Click Link in the Left navigation

**Free-form Document**

**Add to Categories?**  
No terms

**Add Tag(s)**

**Embed Video**

**Navigation Settings**  
Not in menu

**Groups**  
Assessor

**Revision information**  
New revision

**File attachments**  
No attachments

**Meta tags**

**Comment settings**  
Disabled

**URL path settings**  
Automatic alias

**Book outline**  
Not in book

**Scheduling options**  
Not scheduled

**E-Subscriber Notification**

**Printer, email and PDF versions**

**Authoring information**  
By ppeacock

**Publishing options**  
Not published

**Custom Breadcrumbs**

**XML sitemap**

**Title: \***

**Subtitle:**

**Display on "Where Do I Go For?" page: \***

No

Yes

If yes is selected this page will show up on the "Where do I go for?" page and a new title field will be available.

Disable Sidebars  
Tick this checkbox to hide the left and right sidebars when displaying this page.

Add to persistent links  
Check here to automatically generate a menu item for this node in its respective group(s).

**Body:**

body p

Disable rich-text

– ▶ Input format

Save and Stay Save and Close Preview

**Title** – Enter the title of the page that will show up at the top of the content area of the webpage.

**Add to persistent links** - When this box is checked it adds a link to the webpage of the board, or department left navigation. If the box is unchecked it won't display in the left navigation.

**Body** - Section where text, images, tables can be added. The **Body** section is the free-form area and functions similar to Microsoft Word or the message section for email. **See Section 5.0 for more detail about Free-Form**

### 3.6 Upload File – Click Link in the Left navigation

Save and Stay Save and Close

**Upload a File**

**Add to Categories?**  
No terms

**Add Tag(s)**

**Navigation Settings**  
Not in menu

**Groups**  
Assessor

**Revision information**  
New revision

**Printer, email and PDF versions**

**URL path settings**  
Automatic alias

**Book outline**  
Not in book

**Comment settings**  
Disabled

**Scheduling options**  
Not scheduled

**E-Subscriber Notification**

**Meta tags**

**Authoring information**  
By ppeacock

**Publishing options**  
Not published

**Custom Breadcrumbs**

**XML sitemap**

**Title: \***

**Display on "Where Do I Go For?" page: \***

No  
 Yes

If yes is selected this page will show up on the "Where do I go for?" page and a new title field will be available.

Disable Sidebars  
Tick this checkbox to hide the left and right sidebars when displaying this page.

Launch uploaded file without description page  
If this box is un-checked a description page will be displayed before the file. If the box is checked clicking on the link for this page will go to the file directly.

**Upload file: \***

No file chosen

Maximum file size: 100 MB  
Allowed extensions: txt pdf doc docx ppt pptx xls xlsx xlt jpg gif png bmp tiff swf csv

Add to Downloadable Forms  
If checked then this File node will appear in lists of download-able forms.

Add to persistent links  
Check here to automatically generate a menu item for this node in its respective group(s).

**Description:**

Rich text editor toolbar with icons for bold, italic, underline, list, link, and other text formatting options.

Disable rich-text

– ▶ Input format

Save and Stay Save and Close

**Title** – Enter text to reflect what information is in the file you will be uploading.

**Upload File** - Click **Choose File**, select the file then click **Upload**. Internet Explorer browser has a **Browse** versus **Choose File** button.

**Add to persistent links** - When this box is checked it adds a link to the webpage of the board, committee or department left navigation. If the box is unchecked it won't display in the left navigation.

### 3.7 Create Event – Click Link in the Left navigation

Creating an event will activate a calendar for your department as well as push the event to the calendar on the home page.

[Save and Stay](#) [Save and Close](#)

**Event**

**Locations**

**Navigation Settings**  
Not in menu

**Groups**  
Home

**Revision information**  
New revision

**Printer, email and PDF versions**

**URL path settings**  
Automatic alias

**Comment settings**  
Disabled

**Book outline**  
Not in book

**Meta tags**

**Scheduling options**  
Not scheduled

**Authoring information**  
By dcasaceli

**Publishing options**  
Not published

**Custom Breadcrumbs**

**XML sitemap**

**Title: \***

Please provide the appropriate name of your event. (i.e. If this is a board/committee meeting identify your board/committee)

**Event Type: \***

- Please choose - ▾

Disable Sidebars  
Tick this checkbox to hide the left and right sidebars when displaying this page.

Hide End Date/Time

Do not display on town calendar

**Description:**

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, quote, insert table, insert image, and other editing functions.

Styles: Normal, Font, Size, and a color picker.

body p

[Disable rich-text](#)

→ [Input format](#)

Ba

**Title** – Text entered is what will show up on the calendar. If this is a board/committee meeting, we recommend you identify the name of your board or committee.

Choose the **Event Type** from the drop down list.

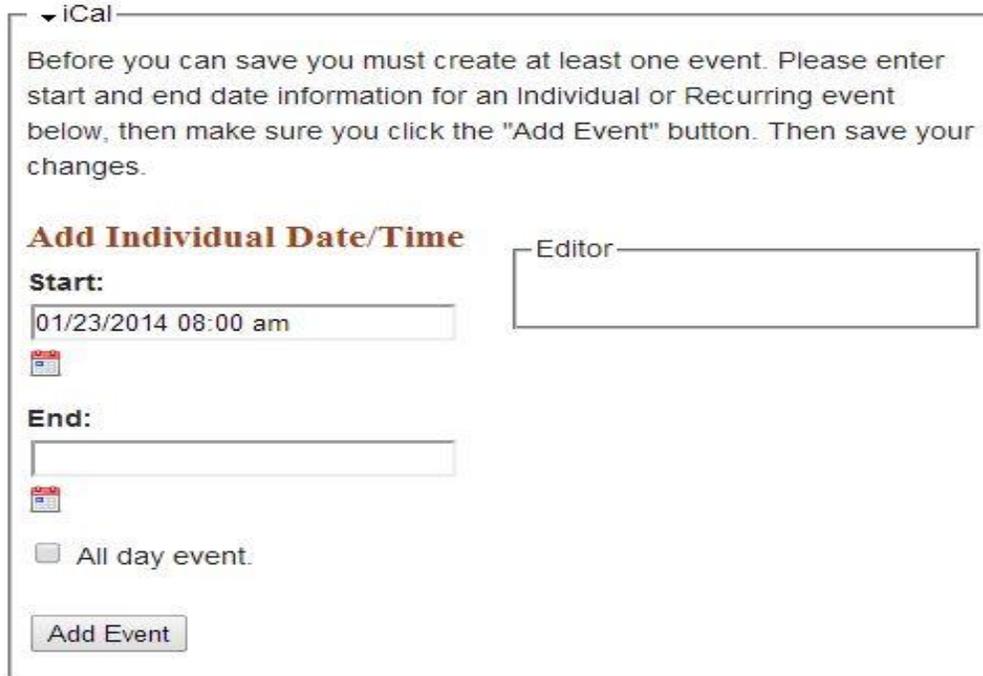
**Hide End Date/Time** - Place a check if you want to hide end date for event.

**Do not display on town calendar** - Place a check if you do not want this event to display on the website homepage calendar.

**Description** - Free form area for adding text that will display on the event's description page question (functions similar to Microsoft Word or the message section for email). Enter all the information for associated with your event. **See Section 5.0 for more detail about Free-Form**

### **Create Event Dates**

After setting up the event information, scroll down to the expandable area labeled iCal. This is where we Add Individual Date/Time.



The screenshot shows a form titled "iCal" with a dropdown arrow. Below the title is a message: "Before you can save you must create at least one event. Please enter start and end date information for an Individual or Recurring event below, then make sure you click the 'Add Event' button. Then save your changes." Below this message is the section "Add Individual Date/Time". It contains a "Start:" label, a text input field with "01/23/2014 08:00 am", a mini calendar icon, and a date/time picker. To the right of the start field is an "Editor" text area. Below the start field is an "End:" label, an empty text input field, and another mini calendar icon. At the bottom left is an "All day event" checkbox, and at the bottom center is an "Add Event" button.

### **Add Individual Date/Time**

In the **Start** section click on the mini calendar to set the date and time of your event. A pop-up calendar will display, select a date and you can use the sliders on the right to adjust the time.

Follow the same steps to enter in the **End** date.

**Click Add Event** once the dates are selected (if the event is successfully added, you will see a receipt of it in the Editor box)

Adding more than one date can be useful if you have multiple similar events that don't follow a specific repeating schedule. Repeat the above steps before you click Save and Close to add other similar events at this time.

### 3.8 Create Meeting Agenda – Click Link in the Left navigation

Meeting Agenda

**E-Subscriber Notification**

**Agenda Intro**

**Meeting Agenda Items**

**Agenda Closing**

**Navigation Settings**  
Not in menu

**Groups**  
Assessor

**Revision information**  
New revision

**Comment settings**  
Disabled

**URL path settings**  
Automatic alias

**Scheduling options**  
Not scheduled

**Printer, email and PDF versions**

**Book outline**  
Not in book

**Authoring information**  
By ppeacock

**Meta tags**

**Publishing options**  
Not published

**Custom Breadcrumbs**

**XML sitemap**

**Title: \***

**Subtitle:**

**Date: \***

Format: 01/23/2014      Format: 02:22PM

Launch uploaded file without description page  
If this box is un-checked a description page will be displayed that allows you to paste in the meeting agenda. If the box is checked, clicking on the link for this page will go to the uploaded file directly.

**Related Event:**

Disable Sidebars  
Tick this checkbox to hide the left and right sidebars when displaying this page.

**Upload file:**

Choose File    No file chosen    Upload

Maximum file size: 100 MB  
Allowed extensions: txt pdf doc docx ppt pptx xls xlsx

+

Add another item

**Body:**

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, insert image, insert table, and a color picker.

**Title** - Enter text (e.g. Agenda) that will display in the listing of all Agendas for your department.

**Date** – Place the date and time of the meeting.

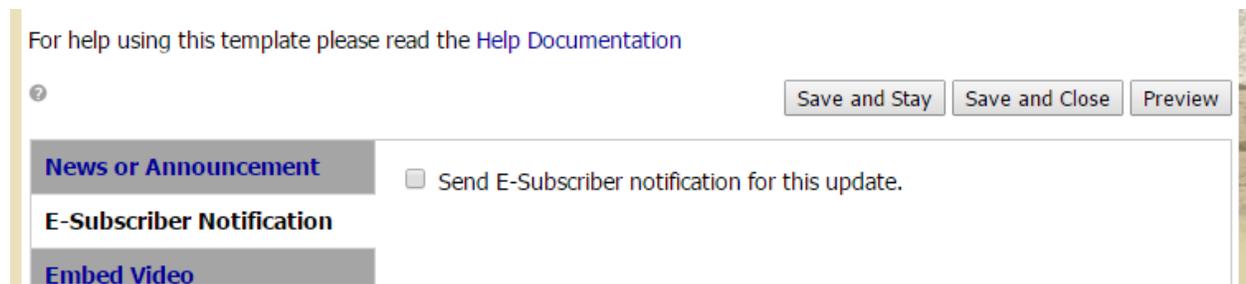
**Related Event** - If you start typing in the name of an event created on the calendar it will show you a list of potential matches. (Note: Your Event has to first be created before you can link your Agenda to it). Once you select an event this agenda will display on that event in the calendar. (Note: The more you type into the Related Event field the easier it is to find the correct event. It starts searching from the start of the event name so if your event is called “Selectmen Meeting” you would want to start typing “Selectmen” instead of “Meeting”. We

also recommend using descriptive names for your events so it is easier to find when creating agendas).

**Upload File** - Section is for uploading a PDF of your Meeting Agenda you can click the **Choose File** button and select the file you want to upload. Internet Explorer browser has a **Browse** versus **Choose File** button.

### E-Subscriber Notification Tab

If your Board or Department is set up so that people can subscribe to meeting agendas you will need to click on the E-Subscriber Notification tab and place a check the checkbox. By default, Agendas do not get sent out automatically.



For help using this template please read the [Help Documentation](#)

?

Save and Stay Save and Close Preview

News or Announcement

**E-Subscriber Notification**

Embed Video

Send E-Subscriber notification for this update.

Place a check in the box then Save and Close to send email.

### 3.9 Create Slideshow – Click Link in the Left navigation

**Slideshow**

**Add Tag(s)**

**Navigation Settings**  
Not in menu

**Groups**  
Assessor

**Revision information**  
New revision

**URL path settings**  
Automatic alias

**Printer, email and PDF versions**

**Meta tags**

**Comment settings**  
Disabled

**Scheduling options**  
Not scheduled

**Book outline**  
Not in book

**Authoring information**  
By ppeacock

**Publishing options**  
Not published

**Custom Breadcrumbs**

**XML sitemap**

**Title: \***

Display as main Dept/Board slideshow  
If checked, this will display this slideshow in the main image slot on the Dept/Board home page.

Display in Group Masthead

**Images:**

Choose File No file chosen

Upload

Maximum file size: 100 MB  
Allowed extensions: png gif jpg jpeg

Add another item

**Image caption:**

Hide Next and Back Controls  
Tick this checkbox to hide controls on bulletin/slides department-wide.

Disable Sidebars  
Tick this checkbox to hide the left and right sidebars when displaying this page.

Add to persistent links  
Check here to automatically generate a menu item for this node in its respective group(s).

**Body:**

Rich text editor toolbar with options for Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Table, Table of contents, Styles, Format, Font, and Size.

**Title** – Enter a title that will display at the top of the slideshow page.

**Display as main Dept/Board slideshow** - You can optionally choose to have the slideshow display on your board or department homepage in place of the department main image by checking the box.

**Images** - Click **Choose File** button, select an image file and then click **Upload**. Click the **Add another item** button will let you add more images. Internet Explorer browser has a **Browse** versus **Choose File** button.

- After uploading an image you will have the option to add **Alternate Text** and **Title** text (Captions) for the images. Anything entered as title text will display under the image as it rotates.

### **Image Uploading Guidelines**

We recommend each image be smaller than 500 kb (.5 MB). If your images are larger, you may need to either resize the image or save it as 72 DPI (Web-Optimized)

### 3.10 Create Meeting Minutes – Click Link in the Left navigation

**Meeting Minutes**

**E-Subscriber Notification**

**Navigation Settings**  
Not in menu

**Groups**  
Assessor

**Revision information**  
New revision

**Comment settings**  
Disabled

**URL path settings**  
Automatic alias

**Scheduling options**  
Not scheduled

**Printer, email and PDF versions**

**Meta tags**

**Book outline**  
Not in book

**Authoring information**  
By ppeacock

**Publishing options**  
Not published

**Custom Breadcrumbs**

**XML sitemap**

**Title: \***

**Subtitle:**

**Meeting Date: \***

Format: Thu, 01/23/2014

Launch uploaded file without description page  
If this box is un-checked a description page will be displayed that allows you to paste in the meeting minutes. If the box is checked, clicking on the link for this page will go to the uploaded file directly.

**Upload file:**

No file chosen

Maximum file size: 100 MB  
Allowed extensions: txt pdf doc docx ppt pptx xls xlsx

Disable Sidebars  
Tick this checkbox to hide the left and right sidebars when displaying this page.

**Body:**

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, and other text formatting options. Below the toolbar are dropdown menus for Styles, Format, Font, Size, and a color picker.

**Title** - Enter text (e.g. Minutes) that will display in the listing of all Meeting Minutes listing for your department.

**Meeting Date** – Place the date

**Upload File** - Upload a PDF of your Meeting Minutes by clicking the **Choose File** button and select the file, click **Upload**. Internet Explorer browser has a **Browse** versus **Choose File** button.

## E-Subscriber Notification Tab

If your Board or Department is set up so that people can subscribe to your meeting minutes you would need to send an E-Subscriber Notification email that will let subscribers know that a new item was posted.

For help using this template please read the [Help Documentation](#)

?

Save and Stay Save and Close Preview

**News or Announcement**  Send E-Subscriber notification for this update.

**E-Subscriber Notification**

**Embed Video**

Place a check in the box then Save and Close to send email.

### 3.11 Create Link – Click Link in the Left navigation

?

Save and Stay Save and Close

<b>Link</b>	<b>Link Title: *</b>	<b>Link URL: *</b>
<b>Add to Categories?</b> No terms	<input type="text"/>	<input type="text"/>
<b>Add Tag(s)</b>		You can enter an internal or external link. If you want to link to the internal page <a href="http://www.yoursite.gov/conservation-commission/fees">http://www.yoursite.gov/conservation-commission/fees</a> you can put "conservation-commission/fees" in the URL field.
<b>Groups</b> Assessor		
<b>Navigation Settings</b> Not in menu		
<b>Book outline</b> Not in book	<b>Display on "Where Do I Go For?" page: *</b>	
<b>Meta tags</b>	<input type="radio"/> No	
<b>Authoring information</b> By ppeacock	<input type="radio"/> Yes	
<b>Revision information</b> New revision	<input type="checkbox"/> Add to Downloadable Forms	If checked then this File node will appear in lists of download-able forms.
<b>Publishing options</b> Not published	<input checked="" type="checkbox"/> Add to persistent links	Check here to automatically generate a menu item for this node in its respective group(s).
<b>Printer, email and PDF versions</b>		
<b>URL path settings</b> Automatic alias		
<b>Comment settings</b> Disabled		
<b>XML sitemap</b>		

Save and Stay Save and Close

**Link Title** is title of the link that will be displayed to your Board or Departments navigation.

**Link URL** - This can either be a link to an external page like a state or government site, or for a page in a different department.

- Internal page, use this format - **planning-department/pages/application-filing-guidelines**
- External page, use the full URL address - <http://www.mass.gov/portal>

**Add to persistent links** - When this box is checked it adds a link to the webpage of the board, committee or department left navigation. If the box is unchecked it won't display in the left navigation.

## 4.0 Other Things to Know About

**4.1 Add to Downloadable Forms** check box – When checked it provides an easy way to compile all the forms on your website so it is easier for site visitors to find them. When this box is checked the file will be added to a site wide Online File Center, Forms or Documents webpage. This page lists all the files from different departments that have this box checked.

**Add to Downloadable Forms**  
If checked then this File node will appear in lists of download-able forms.

**4.2 Where Do I Go For** check box - Provides an easy way to access information on your website so it is easier for site visitors to find them. When this box is checked the file will be added to a site wide Where Do I Go For, Services A-Z, or How Do I webpage. You will need to type in a title into the **Title to show on "Where Do I Go?" page**. You can use the same title or customize as appropriate.

**Display on "Where Do I Go For?" page: \***

No  
 Yes

If yes is selected this page will show up on the "Where do I go for?" page and a new title field will be available.

**Title to show on "Where Do I Go For?" page: \***

This is the title used when this page is linked to on the "Where do I go for?" page.

**4.3 Add to persistent links** – The default setting for this checkbox is to be checked. This will result in the item you are creating to be listed in the left hand navigation of the department, board or committee webpage. Removing the check results in the item being created, but not be listed in the left navigation. The most likely scenario when you will uncheck this box will occur when you link to the item created from the Free-form area of a webpage.

**Add to persistent links**  
Check here to automatically generate a menu item for this node in its respective group(s).

**4.4 Add to Categories tab** – This tab can be used if the website has a Residents, Businesses or Visitors button on the website homepage.

Save and Stay Save and Close View changes Cancel Delete

**Upload a File**

**Add to Categories?**  
Resident Topics: Home & Family  
Business Topics: Resources

**Add Tag(s)**

**E-Subscriber Notification**

**Navigation Settings**  
Not in menu

**Groups**  
Recreation

**Revision information**  
New revision

**Printer, email and PDF versions**

**URL path settings**  
Automatic alias

**Book outline**  
Not in book

**Resident Topics:**  
Pick One  
Local Government  
Home & Family  
Health  
Trash & Recycling  
Taxes & Financial  
Public Works  
Public Safety  
Recreation

**Business Topics:**  
Pick One  
EDC/Planning  
Zoning  
Building  
Resources  
Other

**Visitor Topics:**  
Pick One  
Food  
Museums  
Parks

**Resident Topics** – Click on the topic heading (e.g. Home & Family) listed that this item should appear under when the Residents webpage is displayed.

**Business Topics** – Click on the topic heading (e.g. Resources) listed that this item should appear under when the Businesses webpage is displayed.

**Visitor Topics** – Click on the topic heading (e.g. Food) listed that this item should appear under when the Visitors webpage is displayed.

**4.5 Embed Video tab** – This tab can be used if the items you are creating or modifying has it listed along the left tab section.

Free-form Document

Add to Categories?  
No terms

Add Tag(s)

Embed Video

Save and Stay Save and Close Preview

**Embed Video:**

Enter the URL or Embed Code here. The embedded third party content will be parsed and displayed appropriately from this.

The following services are provided: [Brightcove](#), [TeacherTube](#), [Vimeo](#), [YouTube](#)

**Embed Video** - Visit the appropriate website (e.g. Youtube) to identify the video and copy the URL, then paste the URL in the box.

**4.6 Scheduling Options Tab** – This tab is located in the lower on the left hand side with the light grey tab section.

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items, with 'Scheduling options' highlighted in a light grey tab. The main content area is titled 'Scheduling options' and contains two sections: 'Publish on:' and 'Unpublish on:'. Each section has two input boxes for date and time, with format instructions below them. The 'Publish on:' section has the text 'Format: 2014-10-31' and 'Format: 12:58:04' and the instruction 'Leave blank to disable scheduled publishing.' The 'Unpublish on:' section has the text 'Format: 2014-10-31' and 'Format: 12:58:04' and the instruction 'Leave blank to disable scheduled unpublishing.' At the top right of the interface are two buttons: 'Save and Stay' and 'Save and Close'.

<b>Urgent Alert</b>	
<b>E-Subscriber Notification</b>	
<b>Navigation Settings</b> Not in menu	
<b>Groups</b> Recreation	
<b>Revision information</b> New revision	
<b>Printer, email and PDF versions</b>	
<b>File attachments</b> No attachments	
<b>URL path settings</b> Automatic alias	
<b>Comment settings</b> Disabled	
<b>Scheduling options</b> Not scheduled	<b>Publish on:</b> <input type="text"/> <input type="text"/> Format: 2014-10-31      Format: 12:58:04 Leave blank to disable scheduled publishing.
<b>Authoring information</b> By dcasaceli	<b>Unpublish on:</b> <input type="text"/> <input type="text"/> Format: 2014-10-31      Format: 12:58:04 Leave blank to disable scheduled unpublishing.
<b>Publishing options</b> Not published	

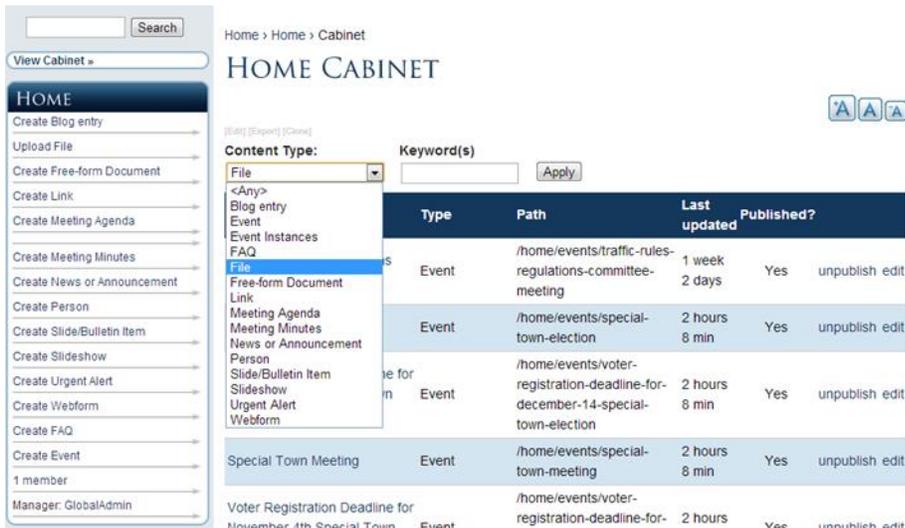
**Publish on** – Leaving the Date/Time boxes blank will result in the item created being posted to the website immediately. If a Date/Time is entered then the item will not be posted to the website until that time (can vary 15 minutes from the actual time set)

**Unpublish on** – Leaving the Date/Time boxes blank will result in the item not being removed the website automatically. If a Date/Time is entered then the item will be removed from the website at that time (can vary 15 minutes from actual the time set)

## 4.7 Updating File – How to replace old files with new files

- 1) Click “View Cabinet” link on the left.
- 2) Locate the Original file in the cabinet listing

Tip: Under “Content Type” you can filter by “File” or double-click “Last Updated” to sort by date



The screenshot shows the 'HOME CABINET' interface. On the left is a sidebar with a search bar and a 'View Cabinet' dropdown. Below that is a 'HOME' menu with various options like 'Create Blog entry', 'Upload File', etc. The main area displays a table of files. A dropdown menu for 'Content Type' is open, showing options like '<Any>', 'Blog entry', 'Event', 'Event Instances', 'FAQ', 'File', 'Free-form Document', 'Link', 'Meeting Agenda', 'Meeting Minutes', 'News or Announcement', 'Person', 'Slide/Bulletin Item', 'Slideshow', 'Urgent Alert', and 'Webform'. The 'File' option is selected. The table below has columns for 'Type', 'Path', 'Last updated', and 'Published?'. The table contains several rows of file information.

Type	Path	Last updated	Published?
Event	/home/events/traffic-rules-regulations-committee-meeting	1 week 2 days	Yes
Event	/home/events/special-town-election	2 hours 8 min	Yes
Event	/home/events/voter-registration-deadline-for-december-14-special-town-election	2 hours 8 min	Yes
Event	/home/events/special-town-meeting	2 hours 8 min	Yes
Event	/home/events/voter-registration-deadline-for-	2 hours	Yes

- 3) Once the file is found, move your cursor all the way to the right and click “edit”. This will bring you into Edit mode.

Click **Remove** next to the old file; Browse and upload the new one; Update the **Title** if required

### Upload file: \*



hanover\_tax\_rates.pdf

303.39 KB

application/pdf

Remove

Add to Downloadable Forms

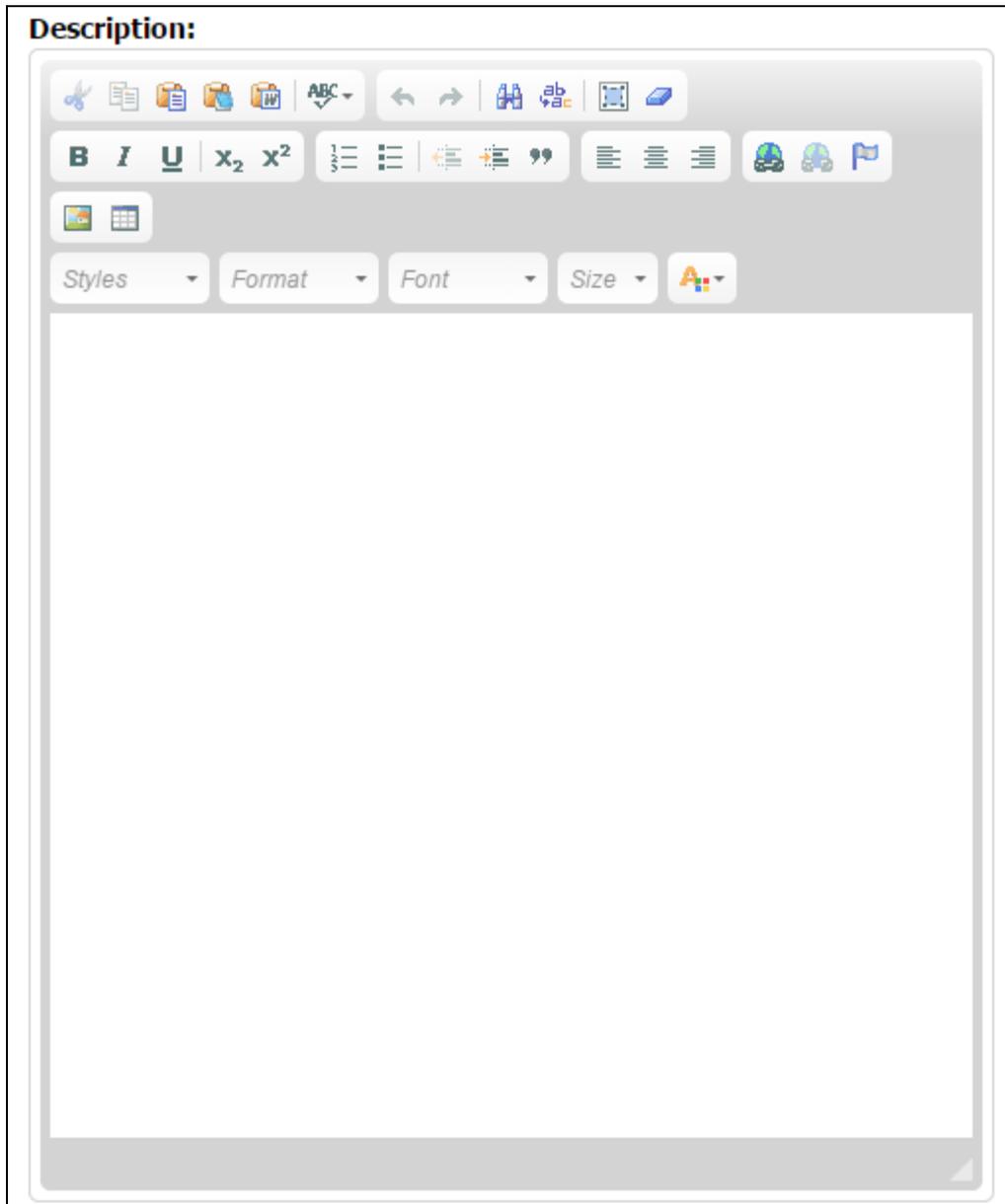
If checked then this File node will appear in lists of download-able forms.

Add to persistent links

Check here to automatically generate a menu item for this node in its respective group(s).

## 5.0 Free-Form Area / WYSIWIG / MS Word like area

Free form area is available on many of the CMS web forms and allows for adding or pasting of text, along with the inserting of images and tables. This area functions very similar to Microsoft Word or the message section for email. It is referenced on the web forms by the following names including Description, Body, Answer, Body Text, and Full Description.



- Use these buttons when pasting Plain Text or Text from MS Word, MS Excel



- Click this button when creating a link and the following window will appear. Remember you must first highlight the text or click on the image you want to make into a link, then click the Link button. Paste the URL into the URL box and click OK.

**Link**

Link Info Target Advanced

Link Type  
URL

Protocol URL  
http://

Browse Server

OK Cancel



- Use these buttons to Bold, Italicize or Underline text



- Click this button to insert an image. Then perform the following Click sequence to add the image to the Free-Form area. **Do Not Paste Images Directly Into The Free-Form Area**

Click **Browse Server**

Click **Upload**

Click **Choose File** (select the image)

Click **Upload**

Click **Insert File**

Click **OK**



- Click the first or second button to add bullets or numbers to text. The third and fourth button will indent or remove indentation of text.



- Click these buttons to Left, Center or Right justify the text or image.



- Click these buttons to Find or Replace text in the Free-Form area



- Click this button when creating a table and the following window will appear. Enter the number of Rows and Columns for the desired table size.

The image shows a 'Table Properties' dialog box with two tabs: 'Table Properties' and 'Advanced'. The 'Advanced' tab is selected. The dialog contains the following fields:

Rows	3	Width	100%
Columns	2	Height	
Headers	None	Cell spacing	1
Border size	1	Cell padding	1
Alignment	<not set>		
Caption	<input type="text"/>		
Summary	<input type="text"/>		

At the bottom, there are two buttons: 'OK' and 'Cancel'.

## **6.0 Contact Virtual Towns & Schools Customer Support**

Customer Support is available for those individuals who have been given the authority to contact VTS.

Hours: Monday – Friday, 9:00 am – 5:00 pm Eastern Standard Time

Customer Support Phone Number 978-461-5895

Customer Support Email: [support@vt-s.net](mailto:support@vt-s.net)