

# CIVICCMS®

*CivicCMS Basic Training Manual  
Schools Platform*

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## 1.0 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.

## 2.0 How To Login and Change Password

### Login

Look for a Login button on the website (*typically located in the header or footer of the site*), then click on it and this will bring you to a login screen where you will need to enter your User ID (*not email address*) and password.

### 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. Change password by entering the new password in the boxes shown below and clicking the **Save** button

#### Current password

Enter your current password to change the *E-mail address* or *Password*. [Request new password.](#)

#### E-mail address \*

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 Requirements

- Password must not contain the username.
- Password must not match last 2 passwords.
- Password must contain at least one punctuation (not whitespace or an alphanumeric) character.
- Password must be at least 6 characters in length.

#### Password

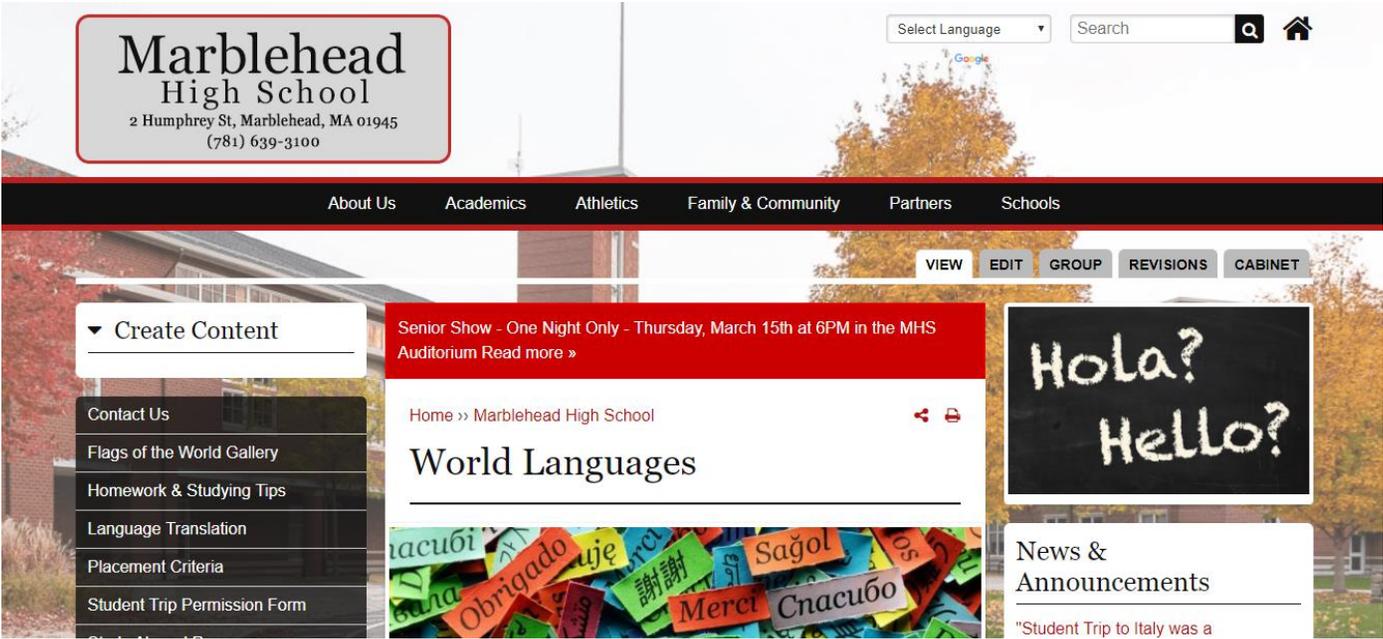
Password quality: \_\_\_\_\_

#### Confirm password

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

### 3.0 What Happens When You Login

1. On the left-hand side, you will see the “Create Content” pane (see image below).  
Commands listed in this section are used to create new content and will be described in this manual. To expand the menu to see all available commands, simply click on the black down arrow head.
  
2. You will also see a series of tabs to the top right-hand side of the webpage named View, Edit, Group, Revisions, and Cabinet.
  - a. The Edit button allows you to enter the edit mode used to make changes to existing content you are currently viewing on the site.
  
  - b. Revisions allow you to see changes that have been made to a webpage since it was previously saved (*note that changes are displayed in HTML, red font color*)
  
  - c. The Cabinet tab brings you to an area where all web content associated with the Group (Department or Board) you are working on is listed.



## 4.0 Cabinet - Overview

- From the Group (Department or Board) home page you will see a Cabinet tab listed towards the top of the right-hand 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 Group (Department or Board) including files, links, faqs, web pages, etc. Content created from respective Create Content pane is automatically placed in Cabinet.

**Please Note: The Cabinet tab is only accessible when viewing the Group (Department or Board) home page.**

- 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 the webpage *on* the website. *Unpublishing does not delete the content, merely hides it from website visitors. Unpublished content can easily be found via the Cabinet tab.*
- Edit** - Will allow you to go directly into edit mode for that row's item.

(781) 639-3100

About Us | Academics | Athletics | Family & Community | Partners | Schools

VIEW | EDIT | GROUP | REVISIONS | CABINET

Main Cabinet | Pending Items | Minutes, Agendas and Events | Subgroups

Contact Us  
Flags of the World Gallery  
Homework & Studying Tips  
Language Translation  
Placement Criteria  
Student Trip Permission Form  
Study Abroad Resources

Home » Marblehead High School » World Languages » Group Cabinet

### Group Cabinet

Type  
- Any - [Apply] [Reset]

| Title   | Type                 | Path  | Last updated  | Published? |                  |
|---|----------------------|---|---------------|------------|------------------|
| International Day 2018  | Bulletin Item        | /marblehead-high-school/world-languages/bulletins/international-day-2018                          | 8 sec         | Yes        | edit   unpublish |
| Contact Us  | Webform              | /marblehead-high-school/world-languages/webforms/contact-us                                       | 41 min 9 sec  | Yes        | edit   unpublish |
| Student Trip Permission Form  | Private File         | /marblehead-high-school/world-languages/files/private/student-trip-permission-form                | 41 min 39 sec | Yes        | edit   unpublish |
| "Student Trip to Italy was a Resounding Success," says Mr. Williams | News or Announcement | /marblehead-high-school/world-languages/news/student-trip-italy-was-resounding-success-says-mr    | 42 min 27 sec | Yes        | edit   unpublish |
| NEW DATE: International Day 2018 as been rescheduled for            | News or Announcement | /marblehead-high-school/world-languages/news/new-date-international-day-2018-been-rescheduled-for | 43 min 50 sec | Yes        | edit   unpublish |

## 5.0 Saving Changes & Deleting Items

**Saving** - When you have finished creating a new item (*webpage, FAQ, event, etc*) 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 in Edit mode.

**Cancel** - Will allow you to exit from the page, any changes not saved will be ignored.

**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 cannot be easily recovered.**

Home » Marblehead High School » World Languages » Course Descriptions

Edit Free-form Document Course Descriptions

VIEW EDIT REVISIONS CLONE UNPUBLISH

This document is now locked against simultaneous editing.  
 Your lock will be considered stale and up for grabs in 2 hours.

Save and Close Save and Stay Cancel Delete

Free-form Document \* Title \*  
 Course Descriptions

Display options

## 6.0 Editing Group (Department or Board) Home Page

When editing a Group (Department or Board) home page, there are a number of light grey tabs on the left hand side of the form that you will be using. **Only use the light pink tabs when instructed to do so by CivicCMS.** Each tab contains different fields of information for your Group (Department or Board).

### Group Tab

Group \*

General Information – Photo/Description

Display options

Address

Contact Information – Hours, Phone, Fax

Quick Links

Meeting Information

Advanced Fields Below:

Review on

Revision information  
New revision

Title \*  
World Languages

Subtitle

Parent Group  
- None -

Group visibility \*  
 Public – accessible to all site users  
 Private – accessible only to group members

E-SUBSCRIBER  
 Check items to show in the e-subscriber form.

**Title** - Title of the Group page. This will show up on the top of the page when you view the group on the site.

**Subtitle** - Subtitle of the Group page. This will display under the title when you view the group on the site.

**E-Subscriber** - Check the boxes that you want to allow website visitors to register for mailing lists so they will receive emails when sent regarding those topics. Most common are Minutes, Agenda, News & Announcements and Urgent Alerts. *If you forget to check off this checkbox, e-subscribers will not get an email notification.*

### General Information - Photo/Description Tab

**Main image / Slideshow** - Allows you to upload an image or slideshow of images on the group home page, which will automatically appear on the upper right-side. Click **Choose Files**, select image to upload; click **Upload**. *Internet Explorer and FireFox browsers have a **Browse** versus **Choose File** button.*

After uploading a photo, you will be required to add **Alternate Text** (*used for screen readers*

and ADA Website Compliance) 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 Group (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 Department.

**See Section 20 for more detail about Free-Form**

### Address Tab

Save and Close   Save and Stay   Cancel

|  |  |
|--|--|
| <b>Group *</b>   | <p><b>ADDRESS</b></p> <p><input type="checkbox"/> Re geocode<br/>Check this box to re-geocode location.</p> <p><input type="checkbox"/> Delete<br/>Check this box to delete this location.</p> <p><b>Location name</b>    Marblehead High School<br/><small>e.g. a place of business, venue, meeting point</small></p> <p><b>Street</b>                    123 Main Street</p> <p><b>Additional</b>                Room 324</p> <p><b>City</b>                        Marblehead</p> <p><b>State/Province</b>        MA</p> <p><b>Zip code</b>                 12345</p> <p><b>Country</b>                 United States</p> |
| <b>General Information - Photo/Description</b>             |  |
| <b>Display options</b>                                     |  |
| <b>Address</b>   |  |
| <b>Contact Information - Hours, Phone, Fax</b>             |  |
| <b>Quick Links</b>   |  |
| <b>Meeting Information</b>                                 |  |
| <b>Advanced Fields Below:</b>                              |  |
| <b>Review on</b>   |  |
| <b>Revision information</b><br><small>New revision</small> |  |
| <b>Publishing options</b><br><small>Published</small>      |  |

**Location name** - Label like “High School” or “Middle School Gym”

All other fields are standard address fields and display in the order seen. *Please be as specific as possible when entering address, Google Maps automatically creates a location link.* Click Save upon completion of fields.

Contact Information - Hours, Phone, Fax Tab

Save and Close Save and Stay Cancel

Group \*

General Information – Photo/Description

Display options

Address

**Contact Information – Hours, Phone, Fax**

Quick Links

Meeting Information

Advanced Fields Below:

Review on

Revision information  
New revision

Publishing options  
Published

**Hours of Operation**

B I U

Office Hours are Monday through Thursday, 3:00pm - 4:00pm

Disable rich-text

Text format: Rich Text [More information about text formats ?](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <blockquote> <br> <code> <dd> <div> <dt> <em> <h2> <h3> <h4> <h5> <h6> <hr> <img> <li> <ol> <p> <span> <strong> <sub> <sup> <table> <td> <th> <thead> <tr> <u> <ul>
- Allowed Style properties: background-color, border, clear, color, float, font, font-family, font-size, height, list-style-type, margin, margin-bottom, margin-left, margin-right, margin-top, max-width, text-align, vertical-align, width
- You may use [view: name=display=arg\$] tags to display views.
- You may use [block: module=delta] tags to display the contents of block delta for module module.

[Show order number](#)

**PHONE**

+ (123) 456-7890

+

This can be the full number or an extension. If you want more than one phone number click the "Add another item" button.

\*Hours of Operation - Free-form area where you type the Hours of Operation that will be displayed on a webpage (functions similar to Microsoft Word or the message section for email)

\*Underlining functionality and Uploading Images are disabled in this field

Examples:

- Monday, Wednesday & Friday 8 am - 4 pm
- Tuesdays - 3:30pm to 4:00pm

Phone, Fax, Emergency Numbers, and After Hours Phone Number fields you can add multiple phone numbers, or 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 additional Phone field will show up.

You can also reorder the numbers by clicking on and dragging the crosshairs to the left of the phone numbers.

[Show order number](#)

| PHONE                                       |  |
|---|--|
| <input type="text" value="(123) 456-7890"/> |  |
| <input type="text" value="(123) 456-7899"/> |  |

This can be the full number or an extension. If you want more than one phone number click the "Add another item" button.

Add another item

If you click on Show order number, you will see a view with a column labeled Order. From the dropdowns in this column, you can also arrange order of phone numbers.

[Hide order number](#)

| PHONE                                       | ORDER |
|---|-------|
| <input type="text" value="(123) 456-7890"/> | 0 ▼   |
| <input type="text" value="(123) 456-7899"/> | 1 ▼   |

This can be the full number or an extension. If you want more than one phone number click the "Add another item" button.

Add another item

The Emergency Numbers and After Hours Phone Number fields both work the same way.

### Key Contacts - Key Contacts, Board Members, Staff Members Tab

**Group** ▼

- General Information – Photo/Description
- Display options
- Address
- Contact Information – Hours, Phone, Fax
- Key Contacts – Key Contacts, Board Members, Staff Members**
- Quick Links
- Meeting Information

Advanced Fields Below:

- Review on
- Navigation Settings
- URL path settings  
Automatic alias
- URL redirects  
1 enabled redirect
- Meta tags  
Using defaults
- Revision information  
New revision

[Show order number](#)

| KEY CONTACT(S)       | ORDER |
|----------------------|-------|
| <input type="text"/> | 0 ▼   |

After creating a *Person Node* type the person's name into the field.

Add another item

**Title of Board/Commission member table**

If this field is left blank the title above the Board members table will be "Board Members". You can use this field to change the title of the table if this is for a Committee or Commission.

[Show order number](#)

| BOARD MEMBERS        | ORDER |
|----------------------|-------|
| <input type="text"/> | 0 ▼   |

When creating a *Person Node* you can set up Board and Department memberships. After adding a board membership the person's name will show up in the Board Members section.

Add another item

[Show order number](#)

| STAFF CONTACTS       | ORDER |
|----------------------|-------|
| <input type="text"/> | 0 ▼   |

When creating a *Person Node* you can set up Board and Department memberships. After adding a department membership the person's name will show under Staff contacts.

**Key Contact(s)** - The User is to create each Person Profile prior to this page being populated. Once Person Profiles are created, they can be assigned on this page as Key Contact(s), Board Member and Staff Contacts. In each of these fields, begin typing the Person’s name and if they have previously been created, their names will populate these fields.

*\*\* Please Note: “Person Profiles” and this “Key Contact(s)” feature are not used by all websites. Please call Customer Support if you have any questions. \*\**

**Meeting Information Tab** - Mostly used for Boards to provide details for a regularly scheduled meeting.

Save and Close   Save and Stay   Cancel

|   |  |
|---|--|
| <b>Group *</b>                          |  |
| General Information – Photo/Description |  |
| Display options                         |  |
| Address                                 |  |
| Contact Information – Hours, Phone, Fax |  |
| Quick Links                             |  |
| <b>Meeting Information</b>              | <p><b>When</b></p> <input type="text"/>  |
|   | <p><b>Where</b></p> <input type="text"/> |
|   | <p><b>Time</b></p> <input type="text"/>  |
| Advanced Fields Below:                  |  |

**When** - Enter weekday of the meeting or something like “First Tuesday of the Month”

**Where** - Enter location of meeting

**Time** - Enter the time of meeting

## 7.0 Creating Website Items using Create Content pane

To access the Create Content pane, go to the homepage of your Group (Department or Board). This can be done either by using the website navigation or clicking my Account on the bottom of the page, then click on the Group link you would like to edit. Using the My Account link at the bottom of the page displays only those Groups that you have permission to update.



**\*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 and FireFox browser has a **Browse** versus **Choose File** button.

**\* Required fields**

**Image caption heading** - Text entered will be appended to the beginning of the image caption in overlays. Minimum length is 50 characters.

**Image caption** - Only the first 160 characters will display in a slideshow overlay.

**Note: Can use only one of the following options - Link To or Body option**

**Link to** - Enter the URL if you want to link to an internal or external webpage when someone clicks on this Slide/Bulletin. Check the “Open URL in a new window” box if the link should open in a new window.

**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*). Free-form content will display underneath the Bulletin image when Bulletin is clicked upon. **See Section 20 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 the minimum image size to be uploaded is 800 pixels wide and 400 pixels in height. 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.*



**Review on Tab** - Group Admin can click within the date box and a calendar will display to select the month, day and year to review the content. An email will be sent to the Group Admin email address with a review reminder.

**Scheduling options Tab** - This feature allows a Group Admin to choose Publish and Unpublish dates for Bulletin Notices. For both Publish on and Unpublish on fields choose Dates and Times for displaying notices. If the Publish on date is blank it will be published immediately. If the Unpublish on date is blank it will remain published on the website until manually removed.

## 9.0 Event

### Create Event(s)

Create Event

Save and Close Cancel

**Event \***

Display options

Embed Video

Address

Groups \*

File attachments

Revision information  
New revision

Scheduling options  
Not scheduled

Publishing options  
Published

**Title \***

**Subtitle**

**Event type \***

- Select a value - ▾

**EVENT DATE \***

NOTE: If you need to edit a repeating event, please a) delete that individual event using 'Delete' then 'Delete Current' on the next screen and b) create a new individual event.

All Day  Show End Date

|   |  |
|---|--|
| <b>Date</b>   | <b>Time</b>  |
| <input style="width: 90%;" type="text" value="03/15/2018"/> | <input style="width: 90%;" type="text" value="12:56pm"/> |
| <small>E.g., 03/16/2018</small>                             | <small>E.g., 12:56pm</small>                             |

**to:**

|   |  |
|---|--|
| <b>Date</b>   | <b>Time</b>  |
| <input style="width: 90%;" type="text" value="03/15/2018"/> | <input style="width: 90%;" type="text" value="01:56pm"/> |
| <small>E.g., 03/16/2018</small>                             | <small>E.g., 12:56pm</small>                             |

Repeat

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

**\*Event Type** - Select the type of event from the drop down menu. The default options to choose from are Community Event, Event, Holiday, and Public Meeting.

14

**\*Event Date**

Show End Date check box  
Event Date Event Time To Event Date Event Time

**Optional** Repeat check box for reoccurring events

*If Repeat checkbox is checked off, Repeat section will automatically appear; with dropdown options and fields to complete based on how often Event is scheduled to Repeat.*

**\* Required fields**

**Body** - Free-form area where you type or paste the Event details information that will be displayed on a webpage when someone clicks on an event (*functions similar to Microsoft Word or the message section for email*).

**Display Options**

Check the box “Do not display on district calendar” if you do not want this Event to appear on the District calendar. If checked, the Event will only appear on the calendar for this Group (Department or Board), which may also serve as the School Calendar.

### Address

Create Event

Save and Close Cancel

- Event \*
- Display options
- Embed Video
- Address
- Groups \*
- File attachments
- Revision information  
New revision
- Scheduling options  
Not scheduled
- Publishing options  
Published

ADDRESS Hide order number ORDER

ADDRESS

Location name   
e.g. a place of business, venue, meeting point

Street

Additional

City

State/Province

Zip code

Country

0 ▾

Add another item

**Location name of event** - Label like “High School” or “Middle School Gym”

All other fields are standard address fields and display in the order seen. *Please be as specific as possible when entering address, Google Maps automatically creates a location link.* Click Save upon completion of fields.

### File Attachments - To attach file(s) to an event.

Create Event

Save and Close Cancel

- Event \*
- Display options
- Embed Video
- Address
- Groups \*
- File attachments

FILE ATTACHMENTS

Add a new file

No file chosen

Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx ppt pptx xls xlsx xlt jpg gif png bmp tiff csv.  
File automatically uploads when you hit Save & Close.



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

**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 20 for more detail about Free-Form**

**Display Options Tab**

**Add to persistent links** - When this box is checked it adds a link to the webpage of the Group (Department or Board) left navigation. If the box is unchecked, it won't display in the left navigation as a persistent link *but it will still be archived in the Cabinet*.

**Open URL in a New Window** - Place a check in this box if you want to open this webpage into a new tab on your browser.

**Display on "Where Do I Go For?" page** - If checked, this page will show up on the "Where do I go for" (*also known as Service A-Z, How Do I, Find It Fast*) page.

**12. Link**

Create Link

Save and Close Cancel

|   |   |
|---|---|
| <b>Link *</b>                               | <b>Link</b>   |
| <b>Display options</b>                      | <b>Title *</b> <b>URL *</b>   |
| <b>Add Tag(s)</b>                           | <input type="text"/>  |
| <b>Add to Categories?</b>                   | The link title is limited to 128 characters maximum.  |
| <b>Groups *</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>Review on</b>                            | <input type="checkbox"/> Add to Downloadable Forms  |
| <b>Revision information</b><br>New revision |   |
| <b>Publishing options</b><br>Published      |   |

Save and Close Cancel

**Link Title** is title of the link that will be displayed to your Group (Department or Board) 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 Group.

- Internal page, use this format – **brookfield-high-school/world-languages**
- External page, use the full URL address - **http://www.doe.mass.edu/educators**

**Display Options Tab**

**Add to persistent links** - When this box is checked it adds a link to the webpage of the Group (Department / Board) left navigation. If the box is unchecked, it won't display in the left navigation as a persistent link but it will be archived in the Cabinet.

**Open URL in a New Window** - Place a check in this box if you want to open this webpage into a new tab on your browser.

**Display on "Where Do I Go For?" page** - If checked, this page will show up on the "Where do I go for?" (also known as Service A-Z, How Do I, Find It Fast) page.

**13. Meeting Agenda**

Create Meeting Agenda

Save and Close    Cancel

**Meeting Agenda \***

Display options

E-Subscriber Notification

Groups \*

Review on

Revision information  
New revision

Scheduling options  
Not scheduled

Publishing options  
Published

**Title \***

**Subtitle**

**DATE \***

| Date  | Time   |
|---|--|
| <input style="width: 90%;" type="text" value="03/17/2018"/> | <input style="width: 90%;" type="text" value="01:20pm"/> |
| E.g., 03/15/2018  | E.g., 01:20pm  |

**Related Event**

**UPLOAD FILE**

Add a new file

No file chosen

Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx ppt pptx xls xlsx.  
File automatically uploads when you hit Save & Close.

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

**Subtitle** - Add subtitle to your Agenda

**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 upcoming Event has to first be created before you can link your Agenda to it).*

Once you select an upcoming 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 "School Committee Meeting" you would want to start typing "School Comm" instead of "Meeting". We also recommend using descriptive names for your events so it is easier to find when creating agendas).*

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

**Launch uploaded file without description page** check box option. If this box is un-checked no description page will be displayed and clicking the Agenda link will just open the uploaded file. If box is checked a description page will display showing a date and time when the agenda was submitted, a link to the agenda pdf and the date for the meeting associated with the agenda. It will also display any information you have entered into the Body *(section to be discussed)*.

**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 20 for more detail about Free-Form.**

## **E-Subscriber Notification Tab**

**Send E-Subscriber notification for this update.** If your Group (Department or Board) is set up so that people can subscribe to a new posting, then you can send the notification by placing a check in the box then click the Save and Close button to send email.

*If you forget to check off this checkbox, e-subscribers will not get an email notification.*

Create Meeting Agenda

Save and Close Cancel

**Meeting Agenda \***

Send E-Subscriber notification for this update.

**Display options**

**E-Subscriber Notification**

**Groups \***

**Review on**

**Revision information**  
New revision

**Scheduling options**  
Not scheduled

**Publishing options**  
Published

Save and Close Cancel

### 15. Meeting Minutes

Create Meeting Minutes

Save and Close

**Meeting Minutes \***

**Display options**

**E-Subscriber Notification**

**Groups \***

**Review on**

**Revision information**  
New revision

**Scheduling options**  
Not scheduled

**Publishing options**  
Published

**Title \***

**Subtitle**

**MEETING DATE \***

**Date**

E.g., 03/15/2018

**Related Agenda**

In order to search for the appropriate corresponding related agenda, please enter the month that the meeting occurred in format YYYY-MM and select from the options that drop down.

**UPLOAD FILE**

**Add a new file**

Choose Files No file chosen

Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx ppt pptx xls xlsx.  
File automatically uploads when you hit Save & Close.

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

**Subtitle** - Additional information can be entered as a subtitle.

**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.

**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 20 for more detail about Free-Form.**

**E-Subscriber Notification Tab**

**Send E-Subscriber notification for this update.** If your Group (Department or Board) is set up so that people can subscribe to a new posting then you can send the notification by placing a check in the box then click the Save and Close button to send email.

*If you forget to check off this checkbox, e-subscribers will not get an email notification.*

Create Meeting Minutes

Save and Close

|   |  |
|---|--|
| <b>Meeting Minutes *</b>                    | <input type="checkbox"/> Send E-Subscriber notification for this update. |
| Display options                             |  |
| <b>E-Subscriber Notification</b>            |  |
| <b>Groups *</b>                             |  |
| Review on                                   |  |
| <b>Revision information</b><br>New revision |  |
| <b>Scheduling options</b><br>Not scheduled  |  |
| <b>Publishing options</b><br>Published      |  |
|   |  |

Save and Close

## 16. News or Announcement

### Create News or Announcement

The screenshot shows the 'Create News or Announcement' form. At the top, there are 'Save and Close' and 'Cancel' buttons. The form is divided into a sidebar on the left and a main content area on the right. The sidebar contains several tabs: 'News or Announcement', 'Display options', 'Embed Video', 'E-Subscriber Notification', 'Groups', 'Review on', 'File attachments', 'Revision information', 'Scheduling options', and 'Publishing options'. The main content area has a 'Title' field, a 'Subtitle' field, and an 'Image' section with a 'Choose File' button and a 'No file chosen' message. Below the image section is a rich text editor for the 'Body' with a toolbar containing various formatting options like bold, italic, underline, and text color.

**Title** - Enter text that will display at the top of the news item. It will also be used in the listing of news items on your Group.

**Subtitle** - Enter text that will display under the title of the news item.

**Image** - Upload image to your news item. When an image has been uploaded a Title box will display allowing administrators to enter an image caption.

**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 20 for more detail about Free-Form**

### E-Subscriber Notification Tab

**Send E-Subscriber notification for this update.** If your Group (Department or Board) is set up so that people can subscribe to a new posting, then you can send the notification by placing a check in the box then click the Save and Close button to send email.

*If you forget to check off this checkbox, e-subscribers will not get an email notification.*



**Body Text** - 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 20 for more detail about Free-Form.**

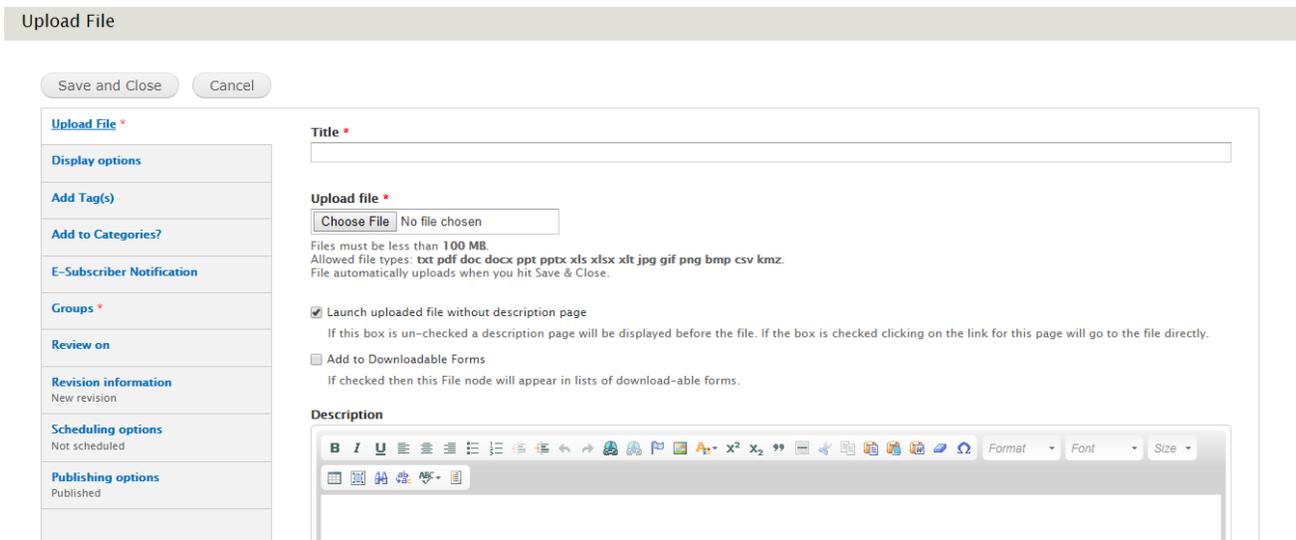
**Display Options Tab**

**Add to persistent links** - When this box is checked it adds a link to the webpage of the Group (Department or Board) left navigation. If the box is unchecked, it won't display in the left navigation as a persistent link, but will be archived in the Cabinet.

**Open URL in a New Window** - Place a check in this box if you want to open this webpage into a new tab on your browser.

**Hide Next and Back controls** - If checked will hide the Next and Back buttons displayed under images.

**18. Upload File**



**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.

- Allowed file types are: txt, pdf, doc, docx, ppt, pptx, xls, xlsx, xlt, jpg, gif, png, bmp, tiff and csv, they must be less than 50 MB.

**Description** - 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 20 for more detail about Free-Form.**

## Display Options Tab

**Add to persistent links** - When this box is checked it adds a link to the webpage of the Group (Department or Board) left navigation. If the box is unchecked, it won't display in the left navigation as a persistent link, but will be archived in the Cabinet.

**Open URL in a New Window** - Place a check in this box if you want to open this webpage into a new tab on your browser.

**Display on "Where Do I Go For?" page** - If checked, this page will show up on the "Where do I go for?" (*also known as Service A-Z, How Do I*) page.

Upload File

Save and Close
Cancel

|                                  |   |
|----------------------------------|---|
| <b>Upload File</b> *             | <input checked="" type="checkbox"/> <b>Add to persistent links</b><br><small>Check here to automatically generate a menu item for this node in its respective group(s).</small>                     |
| <a href="#">Display options</a>  | <input type="checkbox"/> <b>Open URL in a New Window</b>  |
| <b>Add Tag(s)</b>                | <input type="checkbox"/> <b>Display on "Where Do I Go For?" page</b><br><small>If checked, this page will show up on the "Where do I go for?" page and a new title field will be available.</small> |
| <b>Add to Categories?</b>        | <input type="checkbox"/> <b>Disable Sidebars</b><br><small>Tick this checkbox to hide the left and right sidebars when displaying this page.</small>  |
| <b>E-Subscriber Notification</b> |   |
| <b>Groups</b> *                  |   |
| <a href="#">Review on</a>        |   |

## 19. Urgent Alert

### Create Urgent Alert

The screenshot shows the 'Create Urgent Alert' form. At the top, there are two buttons: 'Save and Close' and 'Cancel'. Below these is a sidebar with several tabs: 'Urgent Alert', 'Display options', 'E-Subscriber Notification', 'Groups', 'Review on', 'File attachments', 'Revision information', 'Scheduling options', and 'Publishing options'. The main content area is divided into two sections: 'Title' and 'Full Description'. The 'Title' section has a single text input field. The 'Full Description' section has a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, text background color, text size, font size), and a 'Format' dropdown menu.

**Title** - Enter a title that will display on the Urgent Alert.

**Full Description** is linked from the Urgent Alert with detail. This section is where text, images, tables can be added. This section is the free-form area and functions similar to Microsoft Word or the message section for email. **See Section 20 for more detail about Free-Form.**

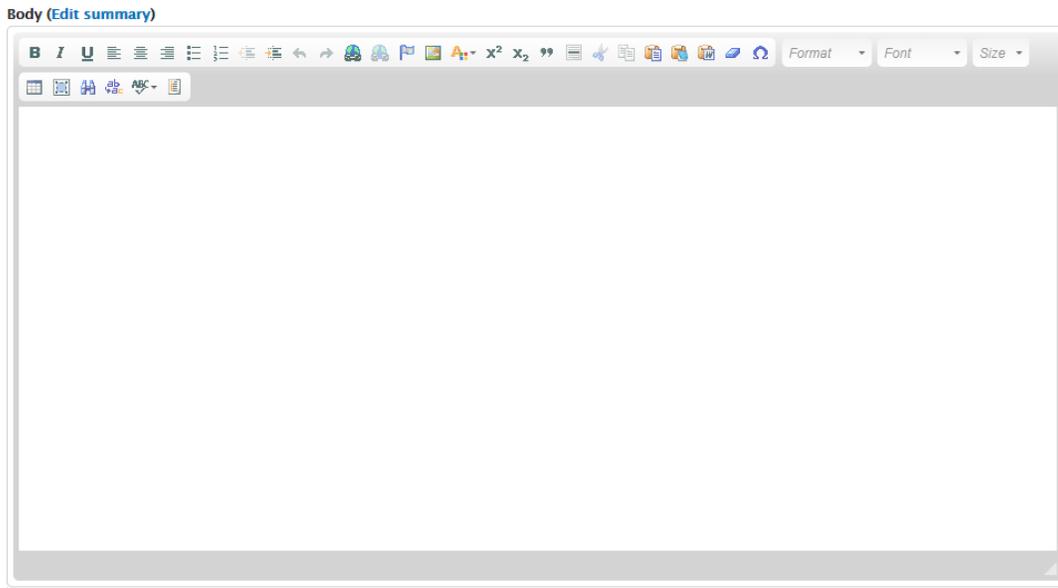
### E-Subscriber Notification Tab

**Send E-Subscriber notification for this update.** If your Group (Department or Board) is set up so that people can subscribe to a new posting then you can send the notification by placing a check in the box then click the Save and Close button to send email. *If you forget to check off this checkbox, e-subscribers will not get an email notification.*

**Scheduling options Tab** - This feature allows a Group Admin to choose Publish and Unpublish dates for Urgent Alerts. For both Publish on and Unpublish on fields choose Dates and Times for displaying notices. If the Publish on date is blank it will be published immediately. If the Unpublish on date is blank it will remain published on the website until manually removed.

## 20. Free-Form Area / WYSIWIG / MS Word like area

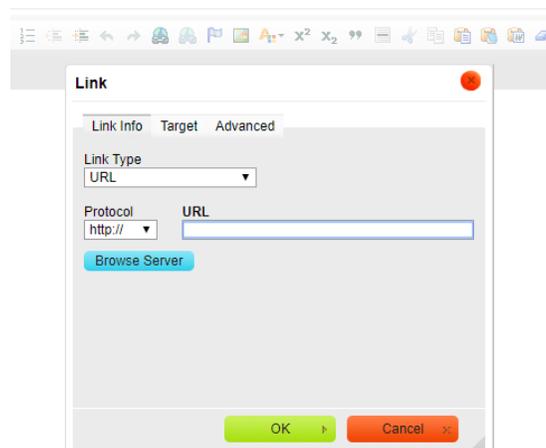
Free form area is available on many of the CMS web forms and allows for adding or pasting of text, along with the inserting of images and tables. This area functions very similar to Microsoft Word or the message section for email. It is referenced on the web forms by the following names including Description, 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, and then click the Link button. Past the URL into the URL box and click OK.



 - 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**

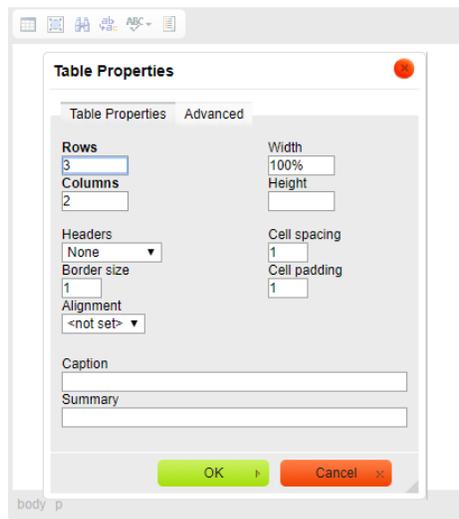
Click **OK**

 - 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 to create a table. Enter the number of Rows and Columns for the desired table size. You may give the first row or column special styling under “Headers,” and you can set the “Width” to 100% to ensure the table resizes itself on different screens.



**Table Properties**

Table Properties    Advanced

Rows: 3

Columns: 2

Width: 100%

Height:

Headers: None

Border size: 1

Alignment: <not set>

Cell spacing: 1

Cell padding: 1

Caption:

Summary:

OK    Cancel

body p

## **21. Contact CivicCMS Customer Support**

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

Hours: Monday to 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)