



Civic CMS Basic Training Manual

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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.

Please visit our CivicCMS Online User Center below to access How-To videos, manuals, and to sign up for our free bi-monthly online 30 minute training tutorials:

<https://supportcenter.vt-s.net/municipal-help-center>

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

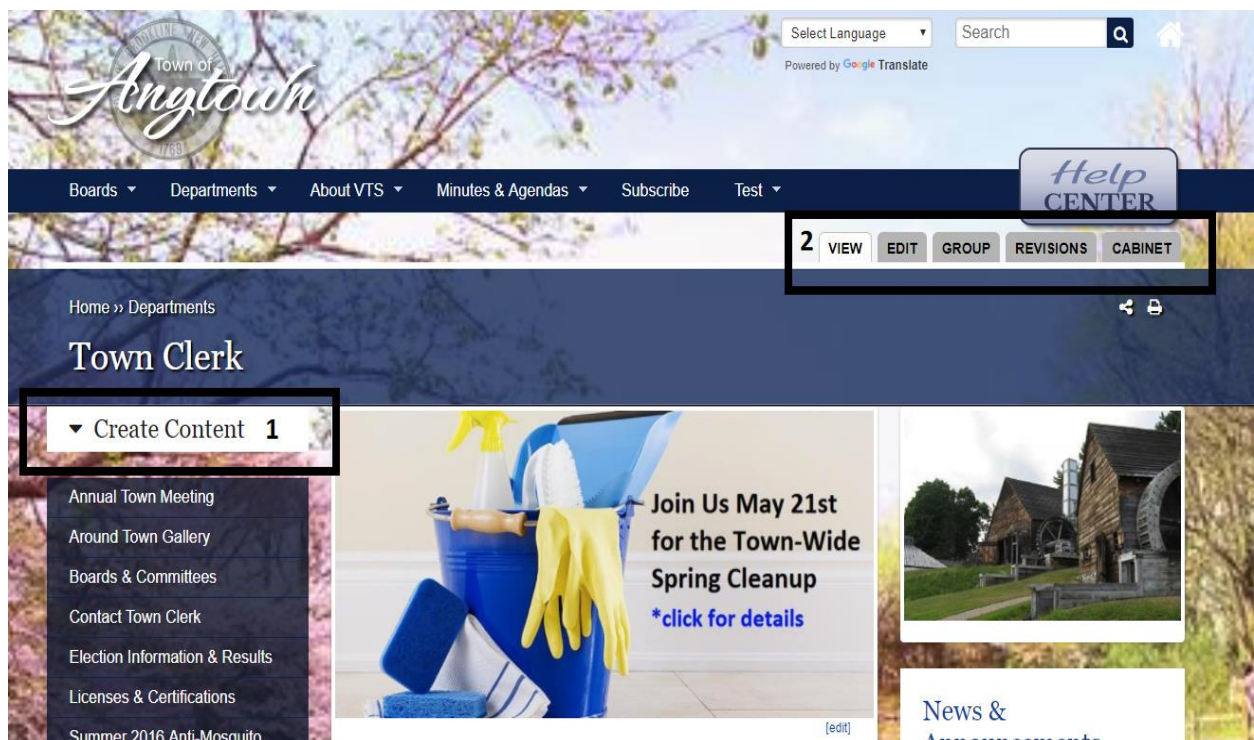
Password strength:

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) in your respective department, board or committee. 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 Department, Board or Committee you are working on is listed.



4.0 Cabinet - Overview

- From the Department, Board or Committee 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 Department, Board or Committee, 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 Department, Board or Committee 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.

The screenshot displays the CIVICCMS interface. At the top, there is a navigation bar with links: Boards, Departments, About VTS, Minutes & Agendas, Subscribe, and Test. A 'Help CENTER' button is also present. Below this, a secondary navigation bar includes 'VIEW', 'EDIT', 'GROUP', 'REVISIONS', and 'CABINET' (which is highlighted with a red box). The main content area shows a breadcrumb trail: Home » Departments » Test Department » Group Cabinet. The title 'Group Cabinet' is prominently displayed. On the left, there is a sidebar menu with links: Annual Town Meeting, Around Town Gallery, Boards & Committees, Contact Town Clerk, Election Information & Results, Licenses & Certifications, Summer 2016 Anti-Mosquito Spray, Town Charter, and Vital Records. The main area contains a table of items with columns: Title, Type, Path, Last updated, and Published?. Each row has an 'edit | publish' link in the Published? column, with the 'publish' link highlighted by a red box in the first row.

Title	Type	Path	Last updated	Published?
Spring Cleaning Soon	News or Announcement	/town-clerk/news/spring-cleaning-soon	11 min 6 sec	No
Around Town Gallery	Slideshow/Gallery	/town-clerk/slideshows/around-town-gallery	11 min 21 sec	Yes
Summer 2016 Anti-Mosquito Spray	Webform	/town-clerk/webforms/summer-2016-anti-mosquito-spray	1 year 10 months	Yes
Election Information & Results	Free-form Document	/town-clerk/pages/election-information-results	1 year 10 months	Yes

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 » Departments » Test Department » Election Information & Results

Edit Free-form Document Election Information & Results

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.

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

Save and Close Save and Stay Cancel Delete

Free-form Document *

Title * Election Information & Results

6.0 Editing Department, Board or Committee Home Page

When editing a 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 board or department.

Department/Board Tab

Department / Board *	
General Information – Photo/Description	Title * <input type="text" value="Town Clerk"/>
Display options	Subtitle <input type="text"/>
Address	Parent Group <input type="text" value="- None -"/>
Contact Information – Hours, Phone, Fax	Group visibility * <input checked="" type="radio"/> Public – accessible to all site users <input type="radio"/> Private – accessible only to group members
Key Contacts – Key Contacts, Board Members, Staff Members	E-SUBSCRIBER Check items to show in the e-subscriber form. <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div>
Quick Links	
Meeting Information	
Advanced Fields Below:	
Review on	
BAC Import	

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

Subtitle - Subtitle of the department or board. This will display under the title when you view the department 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

Edit Department/Board Home Page Town Clerk

VIEW EDIT GROUP REVISIONS CABINET

✓ • 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

Department / Board *

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

BAC Import

Revision information
New revision

Comment settings
Closed

Publishing options
Published

☐ This is a Department page

☐ This is a Board page

MAIN IMAGE / SLIDESHOW

The contents of this field is displayed as a single static image or as a slideshow of images on the group home page. Uploaded images must be at least 320px in width so that they can span the full width of a sidebar column. The title field acts as the image caption.

Add a new file

Choose Files No file chosen Upload

Files must be less than 100 MB.
Allowed file types: png gif jpg jpeg.
Images must be between 320x160 and 1220x1220 pixels.

Description

B I U

Normal Font Size

Main image / Slideshow - Allows you to upload a department 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 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 20 for more detail about Free-Form**

Address Tab

Department / Board *	ADDRESS <input type="checkbox"/> Re geocode Check this box to re-geocode location. <input type="checkbox"/> Delete Check this box to delete this location. Location name <input type="text"/> e.g. a place of business, venue, meeting point Street <input type="text"/> Additional <input type="text"/> City <input type="text"/> State/Province <input type="text" value="MA"/> <input type="button" value="O"/> Zip code <input type="text"/> Country <input type="text" value="United States"/> ▼	
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		
BAC Import		
Revision information New revision		
Comment settings Closed		

Location name - Label like “Town Hall”, “Highway Station”, or “Parks Department”

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

Department / Board

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

Revision information
New revision

Comment settings
Closed

Hours of Operation

B I U

Normal

body p

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>
 <cite> <code> <dd> <div> <dl> <dt> <h2> <h3> <h4> <h5> <h6> <hr> <p> <sub> <sup> <table> <td> <th> <thead> <tr> <u>
- Allowed Style properties: clear, float, height, margin-bottom, margin-left, margin-right, margin-top, text-align, width
- You may use `[view:name=display=args]` 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

+

+

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

Fax

The Fax number for your Department.

Show order number

EMERGENCY NUMBERS

+

+

This field is for a number people should call in case of emergencies. This can be the full number or an extension. If you want more than one number click the "Add another item" button.

Add another item

Show order number

AFTER HOURS PHONE NUMBER

+

+

This field is for if there is a number people should call after normal hours. This can be the full number or an extension. If you want more than one number click the "Add another item" button.

Add another item

10

***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*

Example: Monday, Wednesday, Friday 8 am - 4 pm
Tuesday, Thursday 9-5

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	
⛶	555 555 5343
⛶	555 555 5453
⛶	

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
555 555 5343	0 ▼
555 555 5453	1 ▼
	2 ▼

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

Department / Board *	Show order number <div>KEY CONTACT(S)</div> <div> <input type="text"/> </div> <p>After creating a <i>Person Node</i> type the person's name into the field.</p> <div>Add another item</div>
General Information – Photo/Description	
Display options	
Address	
Contact Information – Hours, Phone, Fax	
Key Contacts – Key Contacts, Board Members, Staff Members	
Quick Links	
Meeting Information	<div>Title of Board/Commission member table</div> <div> <input type="text"/> </div> <p>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.</p>
Advanced Fields Below:	
Review on	Show order number <div>BOARD MEMBERS</div> <div> <input type="text"/> </div> <p>When creating a <i>Person Node</i> 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.</p> <div>Add another item</div>
Revision information New revision	
Comment settings Closed	
	Show order number <div>STAFF CONTACTS</div> <div> <input type="text"/> </div> <p>When creating a <i>Person Node</i> you can set up Board and Department memberships. After adding a department membership the person's name will show up under Staff contacts.</p> <div>Add another item</div>

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.

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

Save and Close
Save and Stay
View changes
Cancel

Department / Board *	When <input style="width: 90%;" type="text"/>
General Information – Photo/Description	
Display options	Where <input style="width: 90%;" type="text"/>
Address	
Contact Information – Hours, Phone, Fax	Time <input style="width: 90%;" type="text"/>
Key Contacts – Key Contacts, Board Members, Staff Members	
Quick Links	
<u>Meeting Information</u>	

When - Enter weekday of the meeting or something like "First Tuesday of the Month"

Where - Enter location of meeting ie Town Hall, Room 102

Time - Enter the time of meeting, ie 7:00pm

7.0 Creating Website Items using Create Content pane

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

The screen that displays will have a Create Content link in the left-hand side of the webpage. Click and the Create functions will display to create content for your respective department. *Content added via Create Content pane can easily be found in List View in that Department's Cabinet.*

The screenshot displays the Town Clerk website interface. At the top, a dark blue header contains the text "Home » Departments" and a "Town Clerk" title. Below the header, a left-hand sidebar is titled "Create Content" and lists various options: Bulletin Item, Event, FAQ, Free-form Document, Link, Meeting Agenda, Meeting Minutes, News or Announcement, Person Profile, Private File, Slideshow/Gallery, Upload File, Urgent Alert, and Webform. The main content area on the right features a large banner for a "Spring Cleanup" event on May 21st, with a blue bucket and yellow gloves as a visual. Below the banner is a "View Contact Info" section with a dropdown arrow. To the right of the banner is a "News & Announcements" section with the text "Election Results Available". At the bottom right is a "Town Clerk Calendar" section. The background of the main content area shows a photograph of a town square with a church steeple.

8.0 Bulletin Item

Create Bulletin Item

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

[illegible]

***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)

Event *

Display options

Embed Video

Address

Groups *

File attachments

Revision information
New revision

Comment settings
Closed

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

Date

Time

02/15/2019

10:00am

E.g., 02/28/2018

E.g., 12:36pm

to:

Date

Time

02/15/2018

12:00pm

E.g., 02/28/2018

E.g., 12:36pm

☐ Repeat

Image

Choose File No file chosen

The image title text will appear as the image caption on the full content view.
Files must be less than **100 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be between **90x90** and **1200x1200** pixels.
File automatically uploads when you hit Save & Close.
You may add the title and alternative text by editing this content after it is saved.

Body (Edit summary)

***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 options to choose from are Community Event, Event, Holiday, and Public Meeting.

***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).*

Address

[Hide order number](#)

ADDRESS	ORDER
<div style="border: 1px solid #ccc; padding: 10px;"> <p>ADDRESS</p> <p>Location name <input style="width: 90%;" type="text"/> <small>e.g. a place of business, venue, meeting point</small></p> <p>Street <input style="width: 90%;" type="text"/></p> <p>Additional <input style="width: 90%;" type="text"/></p> <p>City <input style="width: 90%;" type="text"/></p> <p>State/Province <input style="width: 90%;" type="text"/></p> <p>Zip code <input style="width: 90%;" type="text"/></p> <p>Country <input style="width: 90%;" type="text" value="United States"/></p> </div>	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">0 ▼</div>
<input type="button" value="Add another item"/>	

Location name of event - Label like “Town Hall”, “Highway Station”, or “Parks Department”

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 a file(s) to an event.

Create Event

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

Event *

[Display options](#)

[Embed Video](#)

[Address](#)

Groups *

[File attachments](#)

[Revision information](#)

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.

10. FAQ

Create FAQ

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

Save and Close

Cancel

FAQ

Display options

Embed Video

Groups *

Review on

File attachments

Revision information
New revision

Comment settings
Closed

Scheduling options
Not scheduled

Publishing options
Published

Question *

Answer

Question - Enter the question

Answer - Free-form area is where you type or paste the answer to the question. Function is similar to Microsoft Word or the message section for email. FAQ's must be created one FAQ at a time.

11. Free-Form Document

Create Free-form Document

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

Save and Close

Cancel

Free-form Document *

Display options

Embed Video

Add to Categories?

Add Tag(s)

E-Subscriber Notification

Groups *

Review on

File attachments

Revision information
New revision

Comment settings
Closed

Scheduling options
Not scheduled

Publishing options
Published

Title *

Subtitle

Image

Choose FileNo file chosen

The image title text will appear as the image caption on the full content view.
Files must be less than **100 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be between **90x90** and **1200x1200** pixels.
File automatically uploads when you hit Save & Close.
You may add the title and alternative text by editing this content after it is saved.

Body ([Edit summary](#))

B I U [bulleted list] [numbered list] [link icon] [unlink icon] [undo] [redo] [image icon] [video icon] [flag icon] [insert link] x² x₃ ∞ [table icon] [quote icon] [document icon] [print icon]

Format - Font - Size - [text color] [background color] [bold] [italic] ABC [list icon]

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 board, or department 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.

10. Link

Create Link

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

Save and Close
Cancel

Link *

Display options

Add Tag(s)

Add to Categories?

Groups *

Review on

Revision information
New revision

Comment settings
Closed

Publishing options
Published

Link

Title *

The link title is limited to 128 characters maximum.

You can enter an internal or external link. If you want to link to the internal page <http://www.yoursite.gov/conservation-commission/fees> you can put "conservation-commission/fees" in the URL field.

☐ Add to Downloadable Forms

URL *

Save and Close
Cancel

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>**

Display Options Tab

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 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
<div style="border: 1px solid #ccc; padding: 2px;">03/01/2018</div>	<div style="border: 1px solid #ccc; padding: 2px;">12:50pm</div>
<small>E.g., 02/28/2018</small>	<small>E.g., 12:50pm</small>

Related Event

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.

☐ 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.

Body

B **I** **U**

Format
Font
Size

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

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 "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 - 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 Board or Department 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

<div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Meeting Agenda *</div> <div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Display options</div> <div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">E-Subscriber Notification</div> <div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Groups *</div> <div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Review on</div> <div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Revision information New revision</div> <div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Scheduling options Not scheduled</div> <div style="background-color: #f2f2f2; padding: 5px;">Publishing options Published</div>	<input type="checkbox"/> Send E-Subscriber notification for this update.
---	--

Save and Close
Cancel

15. Meeting Agenda 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., 02/28/2018
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
 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.
☒ 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.
Body

B **I** **U** **Text** **Bulleted** **Numbered** **Link** **Image** **Table** **Code** **Undo** **Redo** **Print** **Fullscreen**

Format Font Size

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

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 Board or Department 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

Meeting Minutes *	<input type="checkbox"/> 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

16. News or Announcement

Create News or Announcement

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

Save and Close Cancel

News or Announcement * <ul style="list-style-type: none"> Display options Embed Video E-Subscriber Notification Groups * Review on File attachments Revision information New revision Comment settings Closed Scheduling options Not scheduled Publishing options Published 	Title * <input type="text"/> Subtitle <input type="text"/> Image <div>Choose File No file chosen</div> <p>The image title text will appear as the image caption on the full content view. Files must be less than 100 MB. Allowed file types: png gif jpg jpeg. Images must be between 90x90 and 1200x1200 pixels. File automatically uploads when you hit Save & Close. You may add the title and alternative text by editing this content after it is saved.</p> Body (Edit summary) <div> <div>B I U [List Icons] [Link Icon]</div> <div>x₂ " [Table Icon] [Quote Icon] [Image Icon] [Video Icon] [Audio Icon] [Code Icon] Ω</div> <div>Normal - Font - Size - [Table Icon] [List Icon] [Undo Icon] [Redo Icon] ABC [Text Icon]</div> <div></div> </div>
--	--

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 department page.

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 Board or Department 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 News or Announcement

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

Save and Close

Cancel

News or Announcement *	<input type="checkbox"/> Send E-Subscriber notification for this update.
Display options	
Embed Video	
<u>E-Subscriber Notification</u>	
Groups *	
Review on	
File attachments	
Revision information New revision	
Comment settings Closed	
Scheduling options Not scheduled	
Publishing options Published	

Save and Close

Cancel

17. Slideshow/ Gallery

Create Slideshow/Gallery

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

Save and Close

Cancel

Slideshow *

Display options

Add Tag(s)

Groups *

Review on

Revision information
New revision

Comment settings
Closed

Scheduling options
Not scheduled

Publishing options
Published

Title *

SLIDESHOW IMAGES

It is recommended to upload images at least 1200 pixels wide to avoid any possible pixelation on larger screens.

Add a new file *

Choose Files

No file chosen

Upload

Files must be less than 100 MB.
Allowed file types: png gif jpg jpeg.

Body

B I U [List Icons] [Link Icon] [Unlink Icon] [Image Icon] [Table Icon] [Fullscreen Icon]

x₂ " " [Quote Icon] [Code Icon] [Media Icon] [Table Icon] [Link Icon] [Unlink Icon]

Format Font Size [Grid Icon] [Table Icon] [List Icon] [ABC Icon] [More Icon]

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

Slideshow Images - Click **Choose Files** 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 be *required 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 - Title text will be displayed as caption for each image. Since these images can be used to span full width of the site, the minimum image width is 1200px.

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 board, or department 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.

Display Options Tab

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 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

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

Save and Close

Cancel

Upload File *

Display options

Add Tag(s)

Add to Categories?

E-Subscriber Notification

Groups *

Review on

Revision information

New revision

Comment settings

Closed

Scheduling options

Not scheduled

Publishing options

Published

☒ Add to persistent links

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

☐ Open URL in a New Window

☐ Display on "Where Do I Go For?" page

If checked, 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.

Save and Close

Cancel

19. Urgent Alert

Create Urgent Alert

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

Save and Close
Cancel

Urgent Alert *

Display options

E-Subscriber Notification

Groups *

Review on

File attachments

Revision information
New revision

Comment settings
Closed

Scheduling options
Not scheduled

Publishing options
Published

Title *

Full Description

B **I** **U**

Format ▾
Font ▾
Size ▾

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

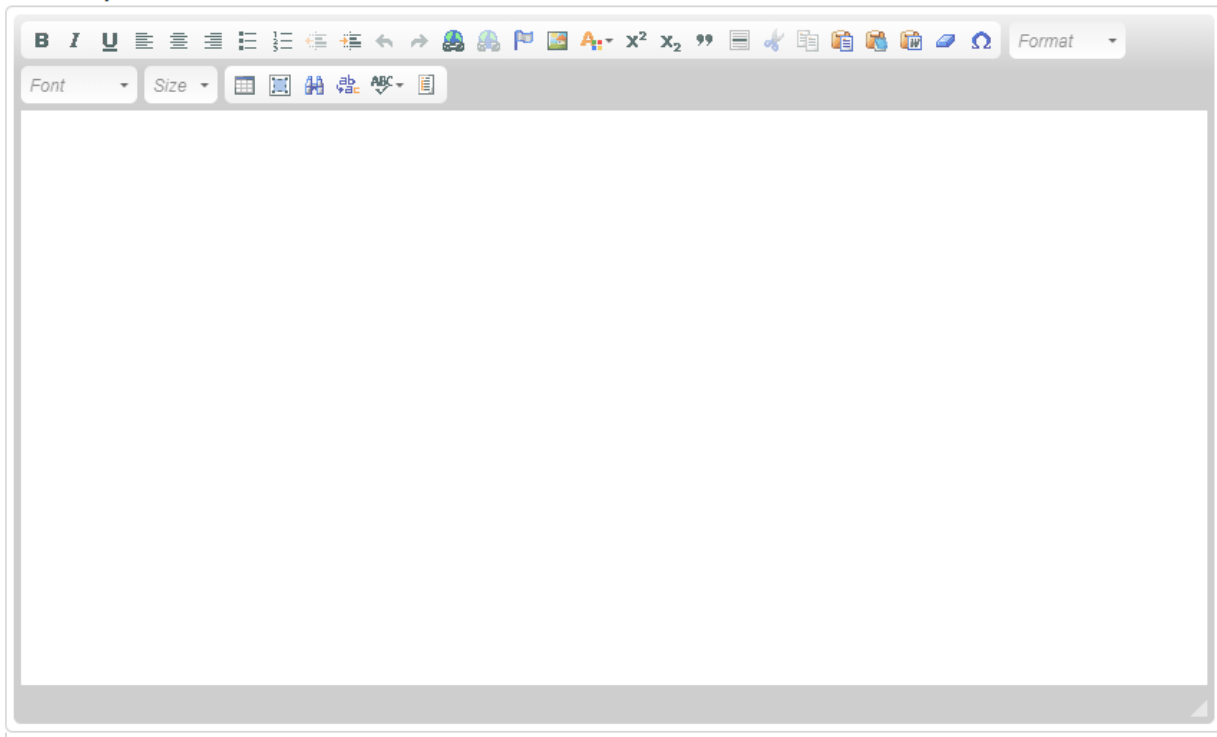
Send E-Subscriber notification for this update. If your Board or Department is set up so that people can subscribe to a new posting then you can send the notification by placing a check in the box then click the Save and Close button to send email. *If you forget to check off this checkbox, e-subscribers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

Scheduling options Tab - This feature allows a Group Admin to choose Publish and Unpublish dates for 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.

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.

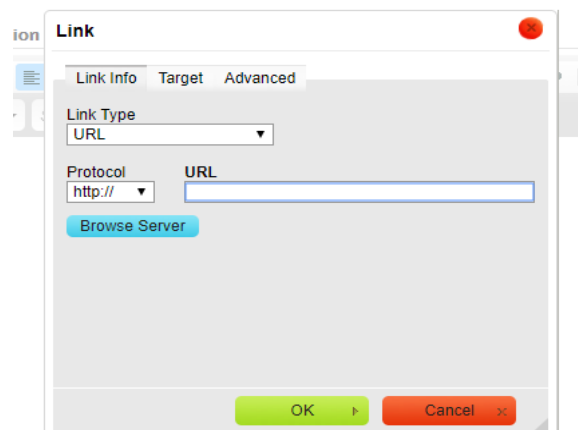
Full Description



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

The screenshot shows a 'Table Properties' dialog box with two tabs: 'Table Properties' and 'Advanced'. The 'Table Properties' tab is active. It contains the following fields and options:

- Rows:** A text input field containing the number '3'.
- Columns:** A text input field containing the number '2'.
- Headers:** A dropdown menu with 'None' selected.
- Border size:** A text input field containing the number '1'.
- Alignment:** A dropdown menu with '<not set>' selected.
- Width:** A text input field containing '100%'.
- Height:** An empty text input field.
- Cell spacing:** A text input field containing the number '1'.
- Cell padding:** A text input field containing the number '1'.
- Caption:** An empty text input field.
- Summary:** An empty text input field.

At the bottom of the dialog box, there are two buttons: 'OK' (green) and 'Cancel' (red).

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

Online User Center: <https://supportcenter.vt-s.net/municipal-help-center>