

State of Nevada



Department of Administration

Enterprise IT Services

ENTERPRISE IT SERVICES

Ektron Content Management System (CMS)

Basic Training Guide

December 8, 2015

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Logging In and Navigating to Your Website Folders

Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials.

The screenshot displays the NV.gov Web Staging Environment interface. The header includes the Nevada State Seal, the text "Enterprise Information Technology Services Web Staging Environment", and the NV.gov logo with links for "Agencies", "Jobs", and "About Nevada". Below the header is a navigation bar with links: "8.0 ENVIRONMENT", "DEMO WEBSITE", and "SITE STATUS".

The main content area features a blog post titled "Official State Webteam Blog" with the text "Welcome to 8.5 and to our New Blog" and a date of "11/3/2011 09:28:29 AM". The post content discusses the new version of Ektron 8.5 and the plan to provide information on the blog. To the right of the blog post is a "Work Area Login" button with a "login" link. Below this is a "Sync to Production Status" section showing sync times for 9am, 12pm, 3pm, and 6pm on 1/5/2012. Further down is an "Agency" Template Version section showing the current build (2.1.005) and build date (12-20-11).

At the bottom of the page is a footer with a grid of links organized into five columns: Executive (Governor, Lt. Governor, Attorney General, State Treasurer, State Controller, Secretary of State), Legislature (Legislature Website, Legislature Meetings, Find Your Legislator, Nevada State Senate, Nevada Assembly), Alerts (Amber Alerts, Fight Fraud, Weather Alerts, 211 - Service Information, 511 - Road Conditions, 911 - Emergency Help), Help (Homework Help, Nevada Maps, USA.gov), and About Nevada (Tourism Information, Economic Development, Start a Business, Find a Job, Nevada Colleges & Universities). The footer also includes the text "The Official State of Nevada Website Copyright ©2011 State of Nevada - All Rights Reserved".

Annotations on the screenshot include:

- A yellow box with the text "Clicking on this...." pointing to the "Work Area Login" button.
- A yellow box with the text "...will cause the login dialog to appear." pointing to the "login" link.
- A "CMS400 Login" dialog box is shown in the foreground, containing fields for "User" (glyon) and "Pwd" (masked with dots), and "Login" and "Cancel" buttons.

Select the "Workarea" button...

Enterprise Information Technology Services
Web Staging Environment

8.0 ENVIRONMENT DEMO WEBSITE SITE STATUS

Official State Webteam Blog

Welcome to 8.5 and to our New Blog
11/3/2011 09:28:29 AM

Welcome to our new blog and to the latest version of Ektron 8.5. We plan to provide information here on our blog related to the system status, enhancements and pointers of how to develop great looking pages. We also will post on the right side the current sync status, system down maintenance schedule and other related information. We hope you will like the new system and our new way of communication to content contributors and editors. The Webteam.

Posted by Anthony Marcin

Work Area Login

logout workarea preview

Sync to Production Status

9am Sync: 1/5/2012 @ 9:00:03 AM
12pm Sync: 1/6/2012 @ 12:09:52 PM
3pm Sync: 1/5/2012 @ 3:00:06 PM
6pm Sync: 1/5/2012 @ 6:00:17 PM

"Agency" Template Version

Current Build: 2.1.005
Build Date: 12-20-11

Executive Legislature Alerts Help About Nevada

Governor
Lt. Governor
Attorney General
State Treasurer
State Controller
Secretary of State

Will open a new window displaying the Ektron workarea.

CMS400 Workarea for glyon - Mozilla Firefox

staging.nv.gov/WorkArea/workarea.aspx?LangType=1033&page=content.aspx&ContentNav={a7ee1e1e-Content&action=ViewContentByCategory&id=0}

Desktop Content Library Settings Reports Help

ektron
Version: 8.50 SP1 (Build 8.5.0.356)

Folders

- admin.nv.gov
- Agency.nv.gov
- alcohol.nv.gov
- Alerts
- AMBERAlert.nv.gov
- barber.nv.gov
- beltca.nv.gov
- bop.nv.gov
- boxing.nv.gov
- budget.nv.gov
- capitolpolice.nv.gov
- chirobd.nv.gov
- cosmetology.nv.gov
- crimecommission.nv.gov
- crptr.nv.gov
- dairy.nv.gov
- dem.nv.gov
- dps.nv.gov
- energy.nv.gov
- fire.nv.gov
- funeral.nv.gov
- laudits.nv.gov
- IT.nv.gov
- marriage.nv.gov
- massagetherapy.nv.gov
- med.nv.gov
- motorpool.nv.gov
- ndow.org
- nhp.nv.gov
- nitro.nv.gov
- npac.nv.gov
- nsbla.nv.gov
- NV.gov
- midbo.nv.gov
- nurepository.nv.gov
- ocj.nv.gov
- ostometry.nv.gov

Taxonomies
Collections
Menus

View Contents of Folder "Root"

NEW	VIEW	ACTION				
Title	Content Type	Language	ID	Status	Date Modified	Last Editor

CMS400 Workarea for glyon - Mozilla Firefox

staging.nv.gov/WorkArea/workarea.aspx?LangType=1033&page=content.aspx&ContentNav=\\&TreeVisible=Content&action=ViewContentByCategory&id=0

Desktop Content Library Settings Reports Help

ektron
Version: 8.50 SP1 (Build 8.5.0.356)

Folders

- optometry.nv.gov
- ots.nv.gov
- p16.nv.gov
- play.nv.gov
 - content
 - Admin
 - audits.nv.gov
 - Beltca.nv.gov
 - Dairy.nv.gov
 - Diana
 - DPS.nv.gov
 - energy.nv.gov
 - Fire.nv.gov
 - Gary
 - Home
 - Pages
 - User 1
 - User 10
 - User 2
 - User 3
 - User 4
 - User 5
 - User 6
 - User 7
 - User 8
 - User 9
 - home
 - Features
 - Judy
 - Linda
 - motorpool.nv.gov
 - PublicWorks.nv.gov
 - purchasing.nv.gov
 - SSBCI
 - Taxicab.nv.gov
 - Test
 - training.nv.gov
 - podiatry.nv.gov
 - post.nv.gov

View Contents of Folder "User 1"

NEW VIEW DELETE ACTION

Title	Content Type	Thumbnail	Size	Version	Date	Last Editor
Carousel	Smart Form				06:44 AM	GLyon, GLyon
Documents	Smart Form				50:50 AM	GLyon, GLyon
Glossary	Smart Form				49:49 AM	GLyon, GLyon
Initiative Box	Smart Form				54:44 AM	GLyon, GLyon
Links	Smart Form: Links		1302	A	1/9/2012 8:49:00 AM	GLyon, GLyon
Meetings and Agendas	Smart Form: Meetings & Agendas		1304	A	1/9/2012 8:50:18 AM	GLyon, GLyon
Page	Smart Form: Page		1306	A	1/9/2012 8:51:26 AM	GLyon, GLyon
Press Release	Smart Form: Press Release		1307	A	1/9/2012 8:51:59 AM	GLyon, GLyon
Slides	Smart Form: Slides		1309	A	1/9/2012 8:53:37 AM	GLyon, GLyon
Social Media Links	Smart Form: Social Media Links		1312	A	1/9/2012 8:55:15 AM	GLyon, GLyon
Staff List	Smart Form: Staff List		1308	A	1/9/2012 8:52:51 AM	GLyon, GLyon
Tabs	Smart Form: Tabs		1313	A	1/9/2012 8:55:43 AM	GLyon, GLyon

Select the plus sign (+) next to your domain name (i.e. play.nv.gov) and navigate to the folder where the page you want to edit is located.

Taxonomies
Collections
Menus

Metadata – What it is, How it Works

Purpose: Explain how “Metatdata” works in Ektron to bring in content from other pages (content blocks).

The content in this homepage (dhhs.nv.gov)

State of Nevada
Department of Health and Human Services
Helping people. It's who we are and what we do.

NV.gov
Agencies Jobs About Nevada

HOME ABOUT US DIVISIONS ASSISTANCE PROGRAMS RESOURCES CONTACT BOARDS AND COMMISSIONS

Trending Topics

Behavioral Health and Wellness Council

Quick Links

- EBOLA TOOLKIT
- 2-1-1
- Suicide Prevention
- Medical Assistance
- Food Security
- Food Assistance
- Financial Assistance
- DHHS Fact Book
- Open Government (Budget)
- Birth and Death Certificates

WELCOME TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES' WEBSITE

The Nevada Department of Health and Human Services (DHHS) promotes the health and well-being of its residents through the delivery or facilitation of a multitude of essential services to ensure families are strengthened, public health is protected, and individuals achieve their highest level of self-sufficiency. The Department is the largest in state government comprised of five Divisions along with additional programs and offices overseen by the DHHS's Director's Office. The Department's Director, Richard Whitley, was appointed by Governor Brian Sandoval and manages nearly one-third of the state's budget.

Welfare & Supportive Services
Director's Office
Aging & Disability Services
Child & Family Services
Health Care Financing & Policy
Public & Behavioral Health

ABOUT US

- About DHHS
- DHHS Presentations
- Press Releases

RESOURCES

- 2-1-1
- Nevada Health Link
- Meeting Calendar
- Nevada Public Notices
- Public Records Requests
- Forms
- Click here for more Resources

FIND ASSISTANCE

- Consumer Health Assistance
- Family Resource Centers
- Food Assistance
- Financial Assistance
- Medical Assistance
- Find Assistance

REPORTS & PUBLICATIONS

- Medicaid Chart Pack
- Behavioral Health Chart Pack
- Health Statistics
- More Reports/Publications

STATE OF NEVADA
[Home](#)
[Directory of State Agencies](#)
[Public Notices](#)

HEALTH & HUMAN SERVICES
[Home](#)
[Divisions](#)
[Director's Office Programs](#)

FEEDBACK
[Customer Service](#)
[Feedback Form](#)

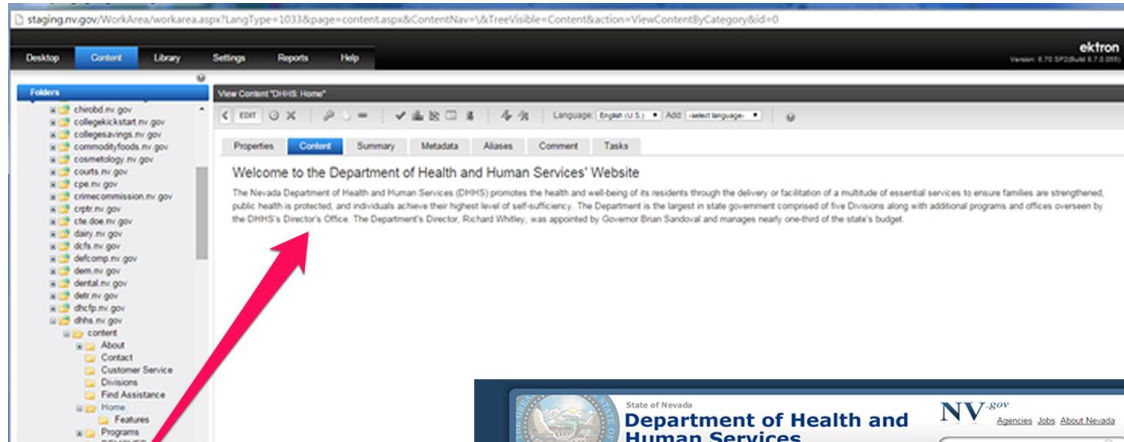
CONTACT
[Phone, FAX, Hours & Location](#)

Select Language

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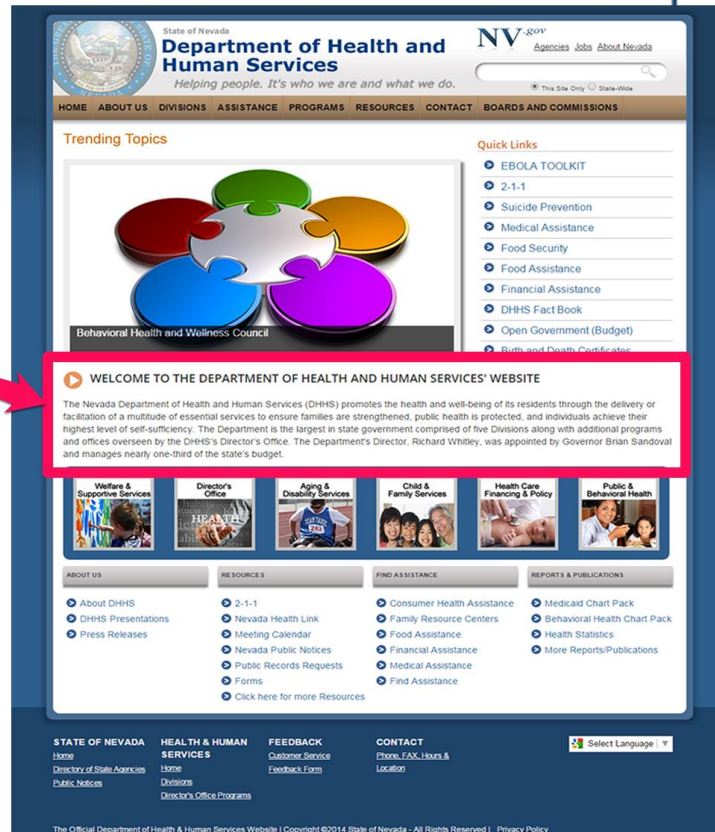
...Looks like this in the Ektron workspace for the it.nv.gov homepage.

So, you ask (hopefully), "I don't see anything other than the page heading and a single paragraph. Where is the other content coming from if it isn't here?"



This test in the page's workspace...

...appears here on the web page



In the Ektron Workarea, if you select the Metadata tab for the dhhs.nv.gov home page

The screenshot shows the 'View Content "DHHS: Home"' interface. At the top, there's a toolbar with icons for editing, undo, redo, and other functions. Below the toolbar, there are tabs for 'Properties', 'Content', 'Summary', 'Metadata', 'Aliases', 'Comment', and 'Tasks'. The 'Metadata' tab is selected and highlighted with a red arrow. Below the tabs, there are input fields for 'title:' and 'description:'.

...and you will see bolded headings at the top of each section

This screenshot shows the same 'View Content "DHHS: Home"' interface, but with several sections highlighted by red boxes and annotated with red text:

- A red box highlights the 'title:', 'description:', and 'keywords:' fields. To the right, red text reads: "Page description information and keywords used by search engines".
- A red box highlights the 'Main List Sort By:' and 'Right List Sort By:' dropdown menus. To the right, red text reads: "How the List Summary's below will be sorted".
- A red box highlights the 'modules:' section, which includes 'Banner Right Module:', 'Content_Footer_Message:', 'Left Content: (Content)', 'Right Content: (Content)', 'Left Menu: (Menu)', 'Main List: (ListSummary)', 'Main Content: (Content)', 'Banner Left: (Content)', and 'Banner Right: (Content)'. To the right, red text reads: "Sections of the page where content from other pages are displayed".
- A red box highlights the 'Right List: (ListSummary)' and 'Folder_ID: (ListSummary)' fields. To the right, red text reads: "List Summary's".

The 'Tags' section at the bottom shows 'No Tags selected'.

You will find several sections that contain links to other content blocks (pages). Any section that contains links to other pages is basically telling the system to display whatever is on the other pages in the home page.

View Content "DHHS: Home"

Language: English (U.S.) Add: -selectlanguage-

title:

description:

keywords:

Main Module:

Main List Sort By:
date-desc

Right List Sort By:
date-desc

modules:

Banner Right Module:

Content_Footer_Message:

Left Content: (Content)
None Selected

Right Content: (Content)
None Selected

Left Menu: (Menu)
None Selected

Main List: (ListSummary)
None Selected

Main Content: (Content)
CarouselDiv-Large (ID: 67322)
Initiatives (ID: 89957)

Banner Left: (Content)
TrendingTopics (ID: 63353)
DHHS: Slides (ID: 9407)

Banner Right: (Content)
DHHS: HP Links (ID: 9409)

Right List: (ListSummary)
None Selected

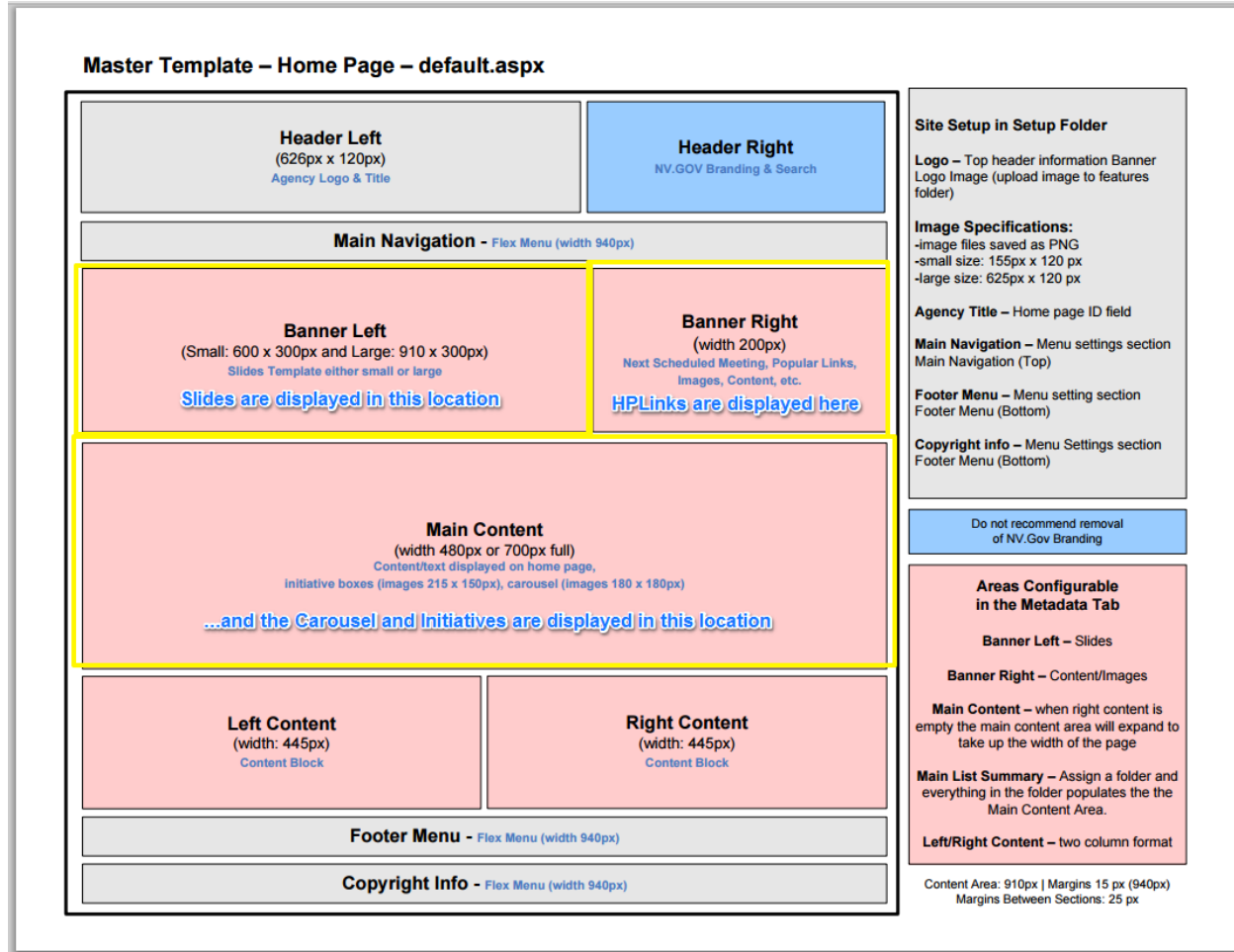
Folder_ID: (ListSummary)
None Selected

Tags
No Tags selected

These are the links to the other pages that contain the content that is being displayed on the homepage and the titles of the sections in the Metadata tab correspond to the sections explained in the Ektron Template Masters (Wireframes) found on <http://it.nv.gov/web>.

Note: the name and ID of each piece of content. The names and ID numbers cannot be duplicated anywhere in Ektron. When you verify the ID# before editing you know you are editing the correct content block.

Finally, to know here the content will appear you need to have a ‘map’ of the home page (or secondary design/template you are using). Here’s the template for this site’s homepage found at http://it.nv.gov/uploadedFiles/IT.nv.gov/Content/Sections/Application_Development/Web/MasterTemplate_s.pdf



- 1 – Displays the content from the Slides page content block
- 2 – Displays the content from the HPLinks page content block
- 3 – Displays the heading and paragraph from the home page content block 'Content' tab
- 4 – Displays the Carousel content block
- 5 – Displays the Initiative Box content block

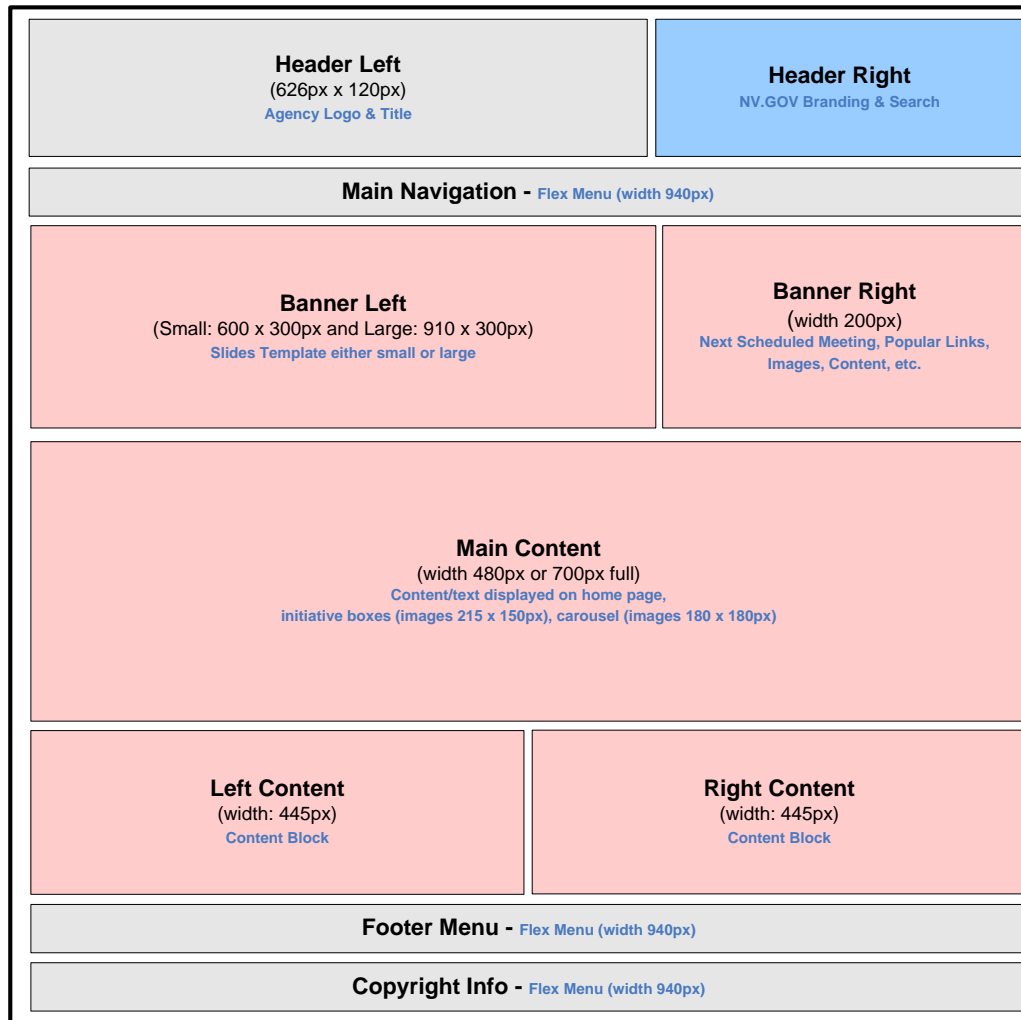
The screenshot shows the official website of the Nevada Department of Health and Human Services (DHHS). The page features a blue header with the state seal, the department's name, and the tagline "Helping people. It's who we are and what we do." Below the header is a navigation menu with links to HOME, ABOUT US, DIVISIONS, ASSISTANCE, PROGRAMS, RESOURCES, CONTACT, and BOARDS AND COMMISSIONS. The main content area is divided into several sections:

- Trending Topics:** A large graphic of interlocking puzzle pieces in various colors (red, green, orange, blue, purple) with the text "Behavioral Health and Wellness Council" below it. This section is marked with a yellow callout '1'.
- Quick Links:** A list of links including EBOLA TOOLKIT, 2-1-1, Suicide Prevention, Medical Assistance, Food Security, Food Assistance, Financial Assistance, DHHS Fact Book, Open Government (Budget), and Birth and Death Certificates. This section is marked with a yellow callout '2'.
- WELCOME TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES' WEBSITE:** A paragraph of text describing the department's mission and services. This section is marked with a yellow callout '3'.
- Service Divisions:** A row of six small images representing different services: Welfare & Supportive Services, Director's Office, Aging & Disability Services, Child & Family Services, Health Care Financing & Policy, and Public & Behavioral Health. This section is marked with a yellow callout '4'.
- Resource Links:** A grid of links organized into four columns: ABOUT US, RESOURCES, FIND ASSISTANCE, and REPORTS & PUBLICATIONS. This section is marked with a yellow callout '5'.

The footer contains links for STATE OF NEVADA, HEALTH & HUMAN SERVICES, FEEDBACK, and CONTACT, along with a language selection dropdown and copyright information.

Template Masters (Wireframes)

Master Template – Home Page – default.aspx



Site Setup in Setup Folder

Logo – Top header information Banner Logo Image (upload image to features folder)

Image Specifications:

- image files saved as PNG
- small size: 155px x 120 px
- large size: 625px x 120 px

Agency Title – Home page ID field

Main Navigation – Menu settings section Main Navigation (Top)

Footer Menu – Menu setting section Footer Menu (Bottom)

Copyright info – Menu Settings section Footer Menu (Bottom)

Do not recommend removal of NV.Gov Branding

Areas Configurable in the Metadata Tab

Banner Left – Slides

Banner Right – Content/Images

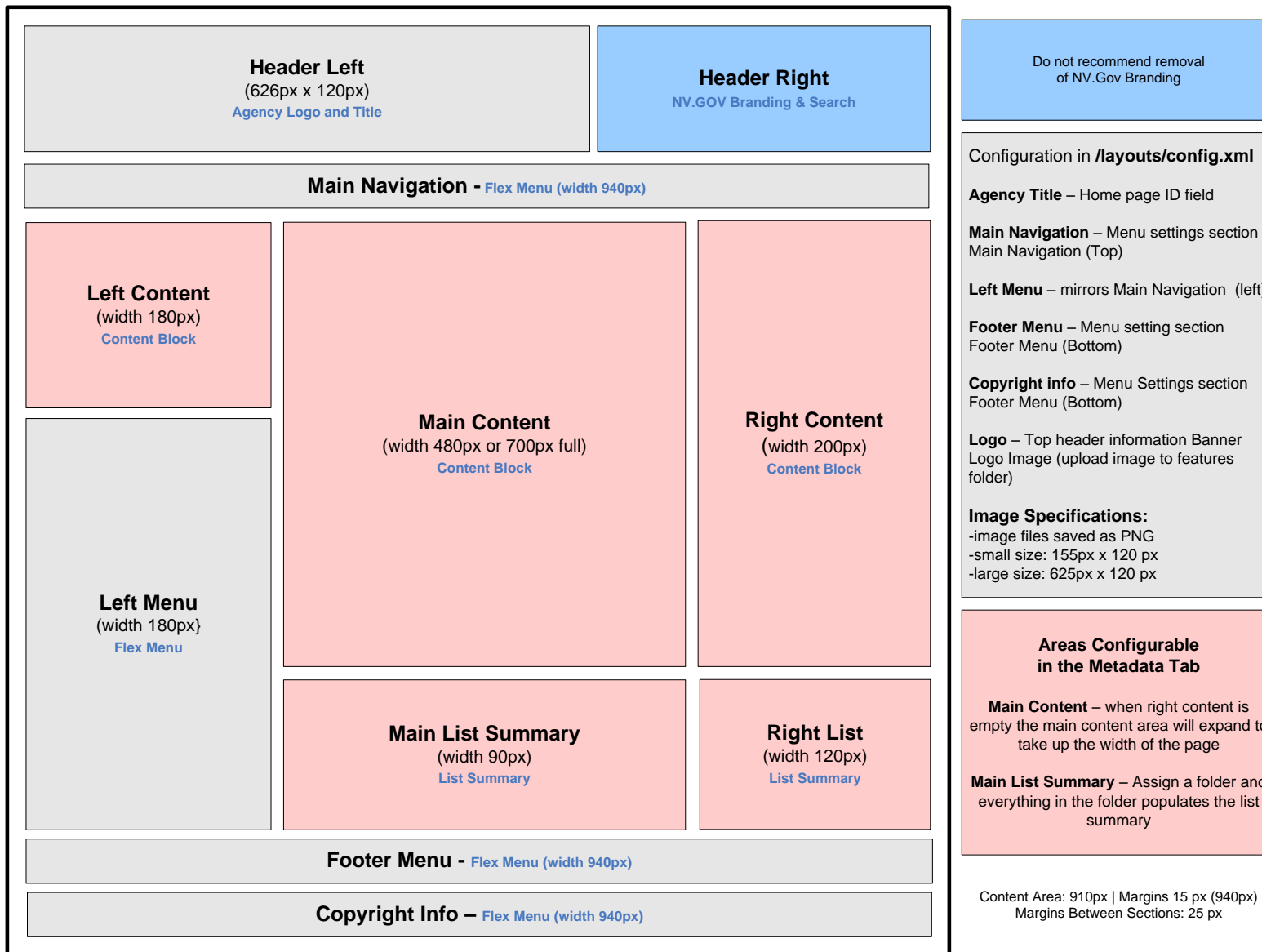
Main Content – when right content is empty the main content area will expand to take up the width of the page

Main List Summary – Assign a folder and everything in the folder populates the the Main Content Area.

Left/Right Content – two column format

Content Area: 910px | Margins 15 px (940px)
Margins Between Sections: 25 px

Master Secondary Template – PageStyle1.aspx – Page Template



Creating a New Content Block

In the Workarea click on the folder that you want to create a new content block in.

Folders

- capitolpolice.nv.gov
- CharterSchools.nv.gov
- childadvocate.nv.gov
- chirobd.nv.gov
 - content
 - Application Info
 - Board
 - CE
 - Contact
 - Discipline
 - Forms
 - Home
 - Info for DCs
 - Meetings
 - Renewals
 - setup
- collegekickstart.nv.gov
- collegesavings.nv.gov
- commodityfoods.nv.gov
- cosmetology.nv.gov
- courts.nv.gov
- cpe.nv.gov
- crimecommission.nv.gov
- crptr.nv.gov
- cte.doe.nv.gov
- dairy.nv.gov
- dcfs.nv.gov

View Contents of Folder "Board"

Title	Content Type
Board	Smart Form: Page - Program
Board Members and Staff	Smart Form: Staff List
Bulletins	Smart Form: Page - Program
FundingHeader	HTML Content
fundingTxt	Smart Form: Page
Members	Smart Form: Staff List
Mission	Smart Form: Page - Program
Newsletters	Smart Form: Documents
Regulations/Statutes	Smart Form: Page - Program

Click on appropriate folder in this area

Click on the "NEW" button on the right side of your screen.

Folders

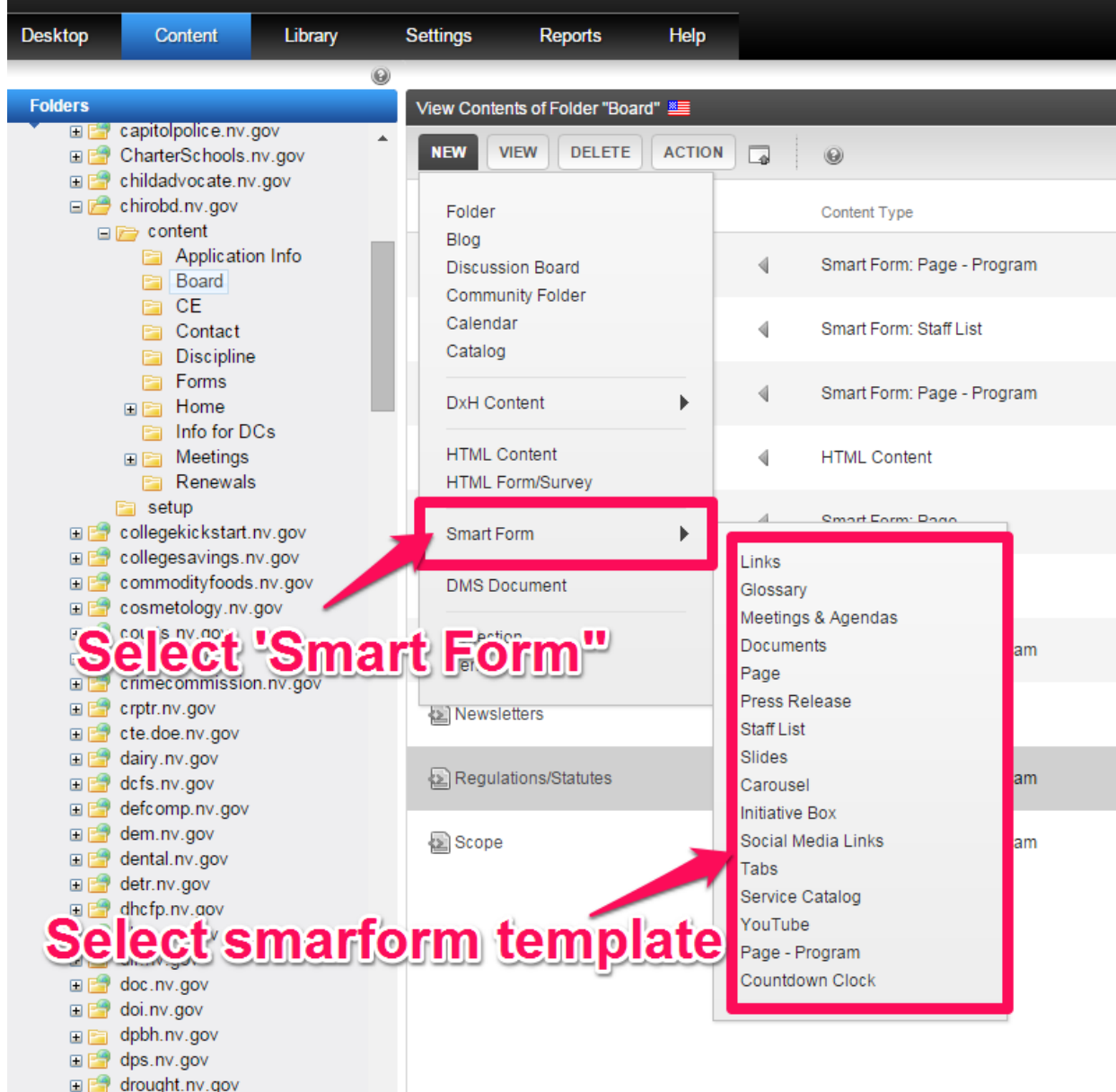
- capitolpolice.nv.gov
- CharterSchools.nv.gov
- childadvocate.nv.gov
- chirobd.nv.gov
 - content
 - Application Info
 - Board
 - CE
 - Contact
 - Discipline
 - Forms
 - Home
 - Info for DCs
 - Meetings
 - Renewals
 - setup
- collegekickstart.nv.gov
- collegesavings.nv.gov
- commodityfoods.nv.gov
- cosmetology.nv.gov
- courts.nv.gov
- cpe.nv.gov
- crimecommission.nv.gov
- crptr.nv.gov
- cte.doe.nv.gov
- dairy.nv.gov
- dcfs.nv.gov

View Contents of Folder "Board"

Title	Content Type
Board	Smart Form: Page - Program
Board Members and Staff	Smart Form: Staff List
Bulletins	Smart Form: Page - Program
FundingHeader	HTML Content
fundingTxt	Smart Form: Page
Members	Smart Form: Staff List
Mission	Smart Form: Page - Program
Newsletters	Smart Form: Documents
Regulations/Statutes	Smart Form: Page - Program

Click the NEW button

Choose either HTM Content, HTML Form/Survey or choose SMART FORM from the drop-down menu and then choose the appropriate smartform from the drop-down menu.



Note: To see examples of the smart forms in the drop-down menu, please go to:
<http://agency.nv.gov/Pages/Pages - Smart Forms/>

Difference between Content Block title and Page Title

Edit Content in Folder "ALL"

PUBLISH

Title: Grant_Applications

Content Summary Metadata Aliases

Fields

Page Title (optional): Applications - Grant and Funding Request

Page Copy (optional, general copy above the links area):

The FY15 Justice Assistance Grant (JAG) Request for Application (RFA) is available for download February 2, 2015. The due date for applications is March 31, 2015.

Files to download include: the Grant Application form, Budget Excel form, JAG Request for Application (RFA) and the Certification/Assurances form PDF or in Word, and Waiver for non-profits if applicable.

It is recommended for applicants to download the Detailed Guide for Application for specific details.

Off-Highway Vehicle Funding Request Applications will be available February 12, 2015.

Style (choose layout type):

Style 1 Style 2 Style 3

Display Index at top: No

Documents

Category Title: Applications

Category Description:

Document

Document Title: JAG Request for Application (RFA)

Document Date:

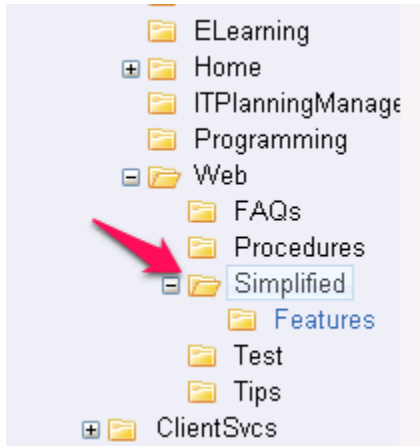
Document Description: The Excel budget form and the certification forms listed below must also be dow

Content Block title seen in Ektron workarea - Best not to change - if you have to change it you must re-link all links to this page manually. This also is part of the file name seen in the url (address bar).

Page title can be changed and is displayed on page in web browser

Create New Folder

In the Ektron Workarea navigate to and right-click on the folder you wish to add a folder to.



When the drop-down menu appears click the ADD folder option and name the folder in the window that appears.

ADD FOLDER

Properties Taxonomy Templates Flagging Metadata Web Alerts Smart Forms Breadcrumb Aliasing

Name: 2016

Description:

Style Sheet: /

(leave blank to inherit)

Office Documents: ☐ Publish as PDF*

Please Note: PDF generation must also be enabled in the configuration file of the Ektron Windows Service.
*(existing documents are not converted until re-published)

Content Searchable: ☒ Inherit parent configuration

☒ Content Searchable

Please Note: If you check the 'Content Searchable' check box, new content is searchable by default.
*(existing content is not affected.)

Display Settings: ☒ Inherit parent configuration

☒ Display All Tabs

☐ Display Summary Tab

☐ Display MetaData Tab

☐ Display Aliasing Tab

☐ Display Schedule Tab

☐ Display Comment Tab

☐ Display Templates Tab

☐ Display Taxonomy Tab

Please Note: If you check only 'Display All Tabs' check box, it will display all Tabs when you create or edit content.
*(If not, it will only display selected Tabs.)

Adding, Editing & Deleting Paragraph Headers

Some smartforms like Page, Page-Program and State: Page-Program V3 have a special Paragraph Header field.

PAGE SmartForm

The Page SmartForm allows you to pick either a <h2> heading or an <h3> heading. Just type the subtitle into the Paragraph Header (optional) field and click the button for an <h2> or an <h3> heading. Heading samples are shown below. To edit, just highlight the text you don't want and type what you do. To delete, highlight and press delete key.

▶ PAGE - PARAGRAPH HEADERS <h1> heading

Subtitle 1 <h2> heading

Subtitle 2 <h3> heading

The screenshot shows the PAGE SmartForm interface. At the top, there is a 'PUBLISH' button and a language dropdown set to 'English (U.S.)'. Below this is a 'Content Searchable' checkbox. A tabbed interface shows 'Content' as the active tab, with other tabs for 'Summary', 'Metadata', 'Aliases', 'Schedule', 'Comment', and 'Templates'. The main content area has a 'Page Title (optional):' field. Below it is a 'Style (choose layout type):' section with 'Style 1' and 'Style 2' radio buttons. A red box highlights the 'Paragraph' section, which contains a 'Header (optional):' field and a 'Header Style:' section with radio buttons for 'None', '<h2>', and '<h3>'. Below the highlighted section is a 'Paragraph:' text area and an 'Image:' field with a small icon.

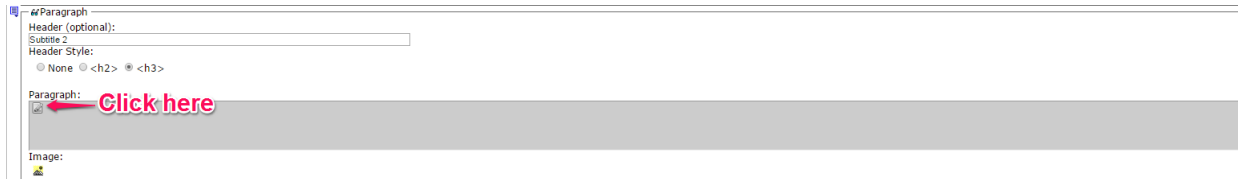
Page-Program & Page-Program V3 SmartForms

The Page-Program V3 SmartForm allows you to enter only an <h2> heading in the Paragraph Header field.

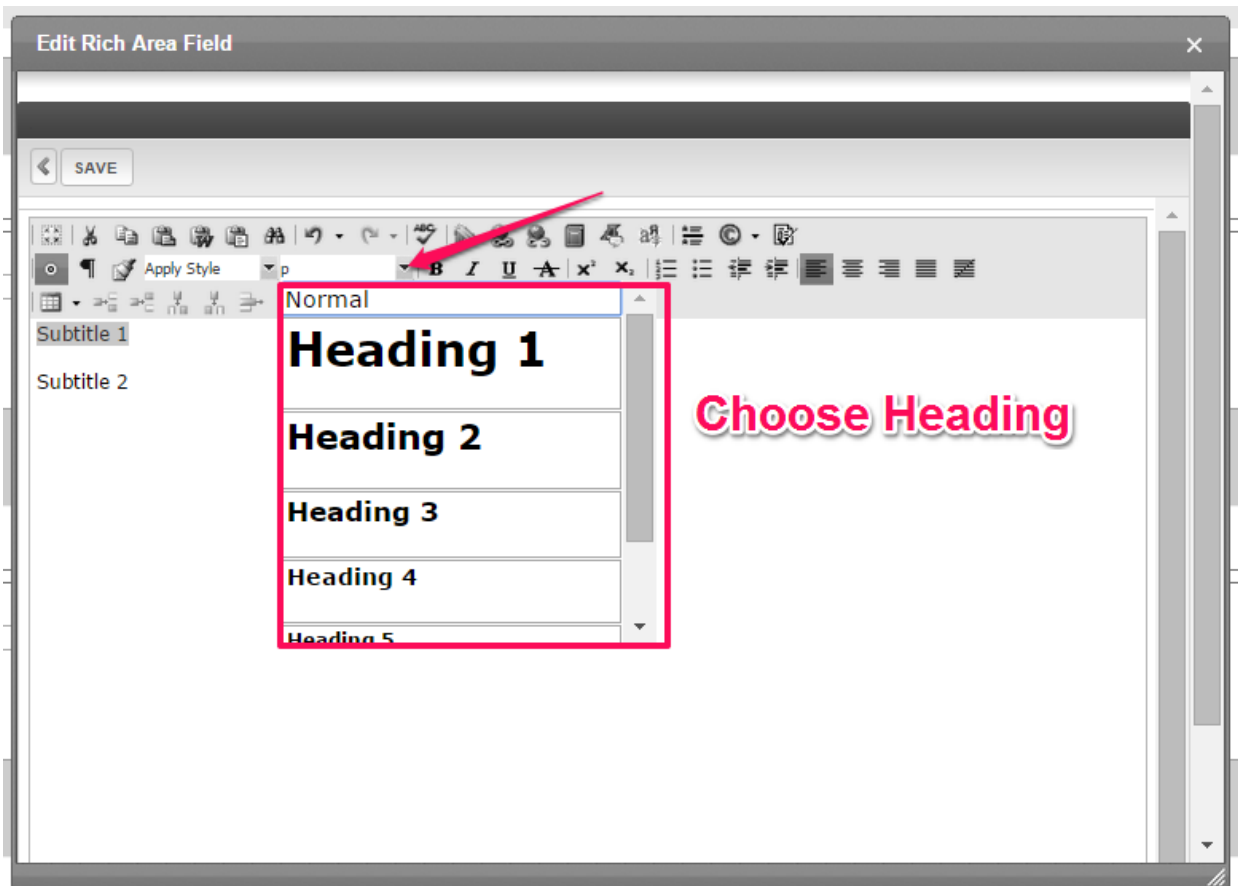
You can also create <h1>, <h2> & <h3> headings in any page description Rich Area Text field. Go to the next page to find out how.

Creating Paragraph Headers in any SmartForm in the Paragraph Rich Area Text Field

To create a header in any smart form, open the Paragraph field by clicking on the edit icon.



Type the text you want to make a heading out of. Highlight the text and click the drop-down menu as shown below to select the heading type you want.



To edit, just highlight the text you don't want and type what you do. To delete, highlight and press delete key.

NOTE: You can also use this procedure when adding, editing or deleting headers in HTML content blocks.

Adding, Editing & Deleting Content

The top screenshot shows the CMS400 Workarea interface for the 'glyn' user. The left sidebar displays a tree view of folders, including 'Content' and 'Pages'. The main area shows a table of content items. A yellow callout box points to the 'Page' row with the text: "Click on the type of Smart Form you want to edit,".

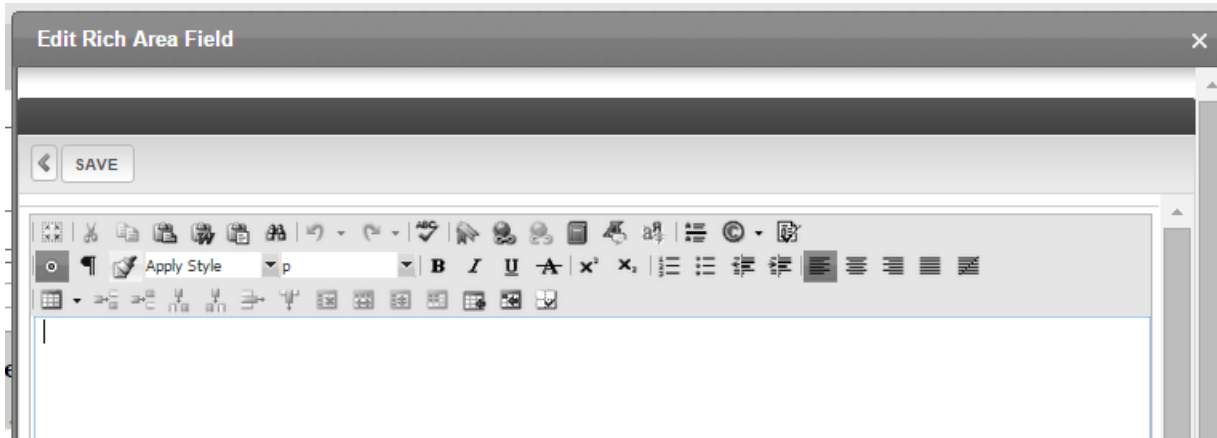
Title	Content Type	Language	ID	Status	Date Modified	Last Editor
Carousel	Smart Form: Carousel					
Documents	Smart Form: Documents					
Glossary	Smart Form: Glossary					
Initiative Box	Smart Form: Initiative Box		1311	A	1/9/2012 8:54:44 AM	GLyon, GLyon
Links	Smart Form: Links		1302	A	1/9/2012 8:49:30 AM	GLyon, GLyon
Meetings and Agendas	Smart Form: Meetings & Agendas		1304	A	1/9/2012 8:50:18 AM	GLyon, GLyon
Page	Smart Form: Page		1306	A	1/9/2012 8:51:26 AM	GLyon, GLyon
Press Release	Smart Form: Press Release		1307	A	1/9/2012 8:51:59 AM	GLyon, GLyon
Slides	Smart Form: Slides		1308	A	1/9/2012 8:53:37 AM	GLyon, GLyon

The bottom screenshot shows the 'View Content: Page' editor page. The left sidebar displays a tree view of folders, including 'Content' and 'Pages'. The main area shows the 'Edit' button in the top toolbar. A yellow callout box points to the 'Edit' button with the text: "...then select the 'Edit' button in the toolbar at the top of the page."

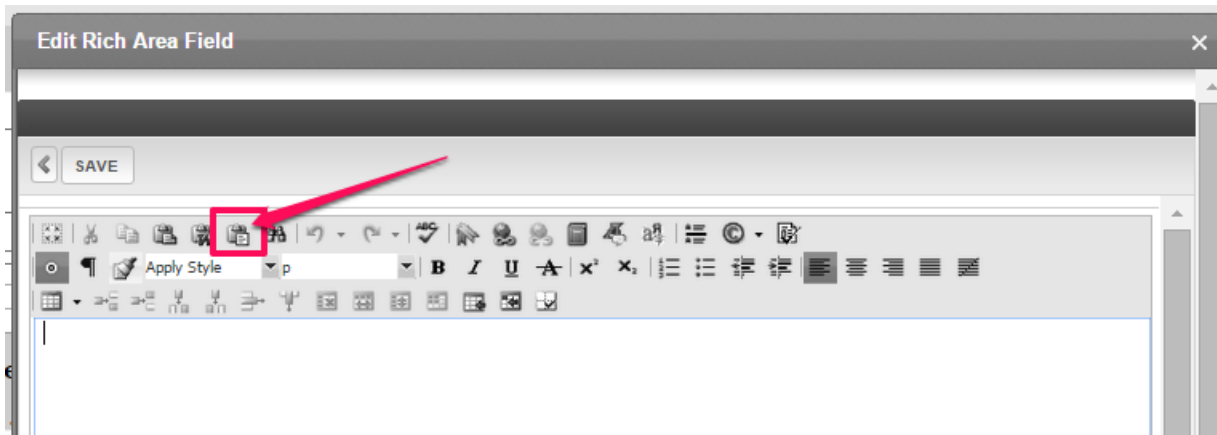
Use this to add, edit or delete content in HTML content blocks too

To Add Content

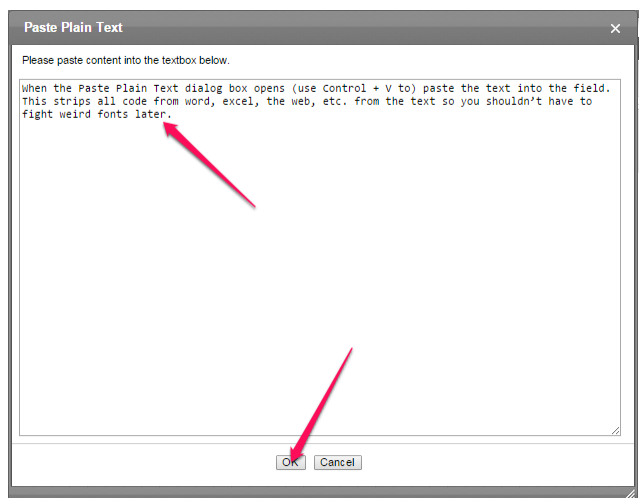
Place your cursor in the Edit Rich Area Text Field and press the backspace key to remove the blank character space the system automatically places inside the field and type the text.



If pasting text from Word, Excel, PowerPoint, or the web or any other program, click on the Paste as Plain Text button on the toolbar.



When the Paste Plain Text dialog box opens (use Control + V to) paste the text into the field and click OK, then **SAVE**. This strips all code from word, excel, the web, etc. from the text so you shouldn't have to fight weird fonts later.



To Edit Content

Open the content block you want to edit and open the paragraph copy field if the information you want to edit is in one. Highlight the text you want to edit and type over it. Or highlight the text and press delete, then type the new text in.

To Delete Content

Open the content block you want to delete content in then choose one of the options below depending on what you want to do:

Header Fields

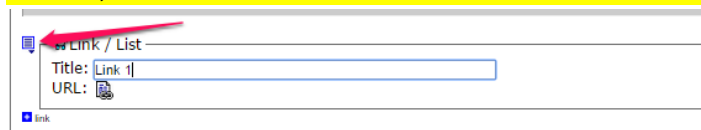
If the text is in a paragraph header field, highlight the text and press the delete key if there is information in a paragraph copy field attached to the header that needs to be kept.

Paragraph Copy Fields

If the text is in a paragraph copy field, highlight the text and press the delete key if there is a Paragraph Header field attached that needs to be kept.

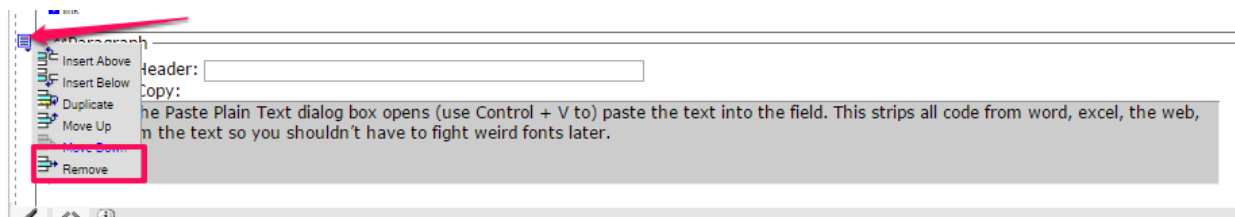
Link / List Fields

If the text is in a paragraph copy or paragraph header field that needs to be kept, but you want to delete a link under it, click the Link icon and choose REMOVE from the drop-down menu.



Header, Paragraph Copy & Link/List Fields

If you want to delete a paragraph header, the paragraph copy field and any links in that particular paragraph section, click the Paragraph Icon and choose REMOVE from the drop-down menu.



Adding Bullets or Numbering to a Smart Form

Smart Form Templates:	Fields that Accept Bullets/Numbering
Links	Page Copy & Category Description
Meetings & Agendas	Page Copy only
Page	Paragraph field only
Page - Program	Paragraph Copy
Page – Program V3	Paragraph Copy
Service Catalog	Page Paragraph & Description
Staff List	Page Paragraph & Description
Tab	DO NOT USE AT THIS TIME FOR ANYTHING

Open one of the smart forms listed above (for the example below the PAGE smart form template was used). Click in a field that accepts bullets/numbering. Type your list of items, making sure to hit the enter key between each one.

Paragraph:

- bagel
- muffin
- whole wheat bread
- white bread
- Honey-wheat Berry

Image:

Paragraph:

- bagel
- muffin
- whole wheat bread
- white bread
- Honey-wheat Berry

Then, click on either the bullet or numbered list icon to add the bullets or numbering to the list.

Create Bulleted Lists & Lists without Bullets Using Link / List Fields

Overview

Both the Page-Program and the State: Page-Program V3 smart forms include Link fields.

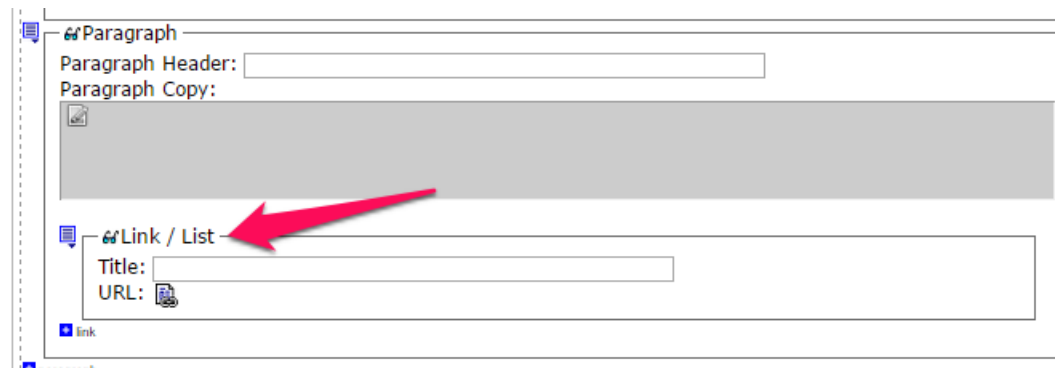
Create Bulleted List

Open a either smart form and click the +Link icon



The screenshot shows a smart form interface with a 'Paragraph' field. The field has a 'Paragraph Header' input and a 'Paragraph Copy' area. A red arrow points to a '+Link' icon located at the bottom left of the Paragraph Copy area.

This displays the Link / List Field. In the both smartforms this field is automatically bulleted. Enter the text you want to be a bulleted statement in the Link / List Title Field.

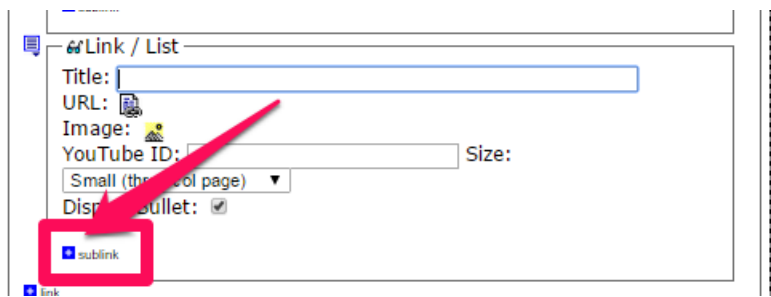


The screenshot shows a smart form interface with a 'Link / List' field. The field has a 'Title' input and a 'URL' input. A red arrow points to a '+Link' icon located at the bottom left of the Link / List field.

Repeat these steps for each item you want in the bulleted list.

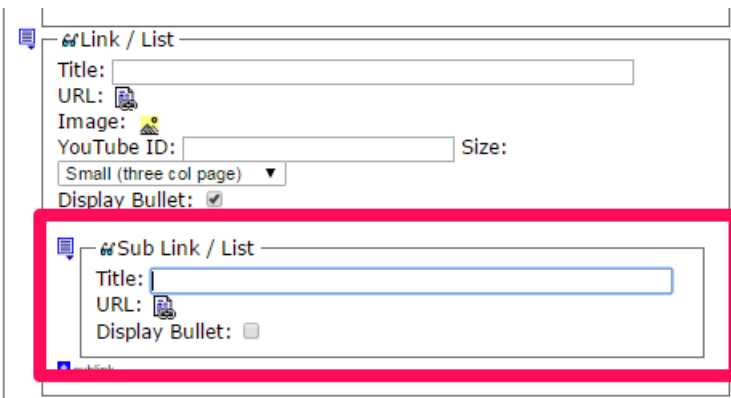
SmartForm: Page-Program V3

This smartform allows you a second level or sub-link of bullets or another level of indented lines.



The image shows a SmartForm interface for a 'Link / List' component. It includes fields for Title, URL, Image, YouTube ID, and Size. A dropdown menu is set to 'Small (three col page)'. The 'Display Bullet' checkbox is checked. At the bottom, there is a 'sublink' button highlighted with a red box. A red arrow points from the 'sublink' button towards the 'Display Bullet' checkbox.

Click the sub-link button to display the second level. Click the Display Bullet button.

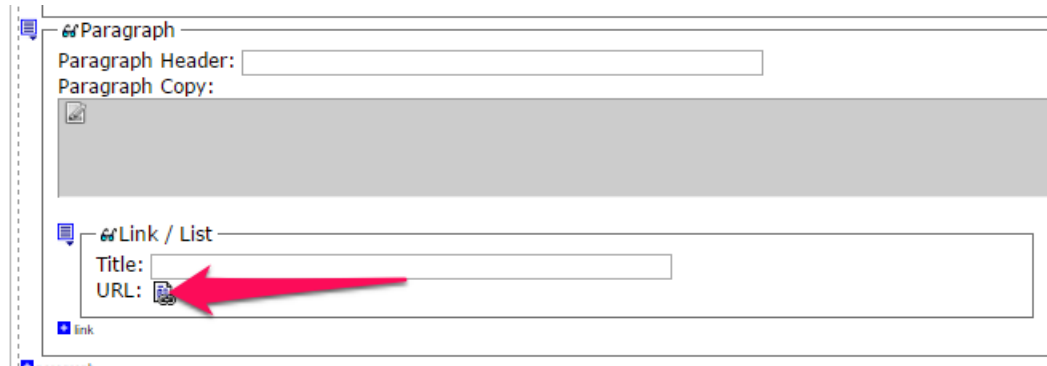


The image shows the SmartForm interface for a 'Sub Link / List' component, which is displayed below the main 'Link / List' component. The 'Sub Link / List' section is highlighted with a red box. It includes fields for Title, URL, and a 'Display Bullet' checkbox, which is currently unchecked.

To create an UnBulleted List

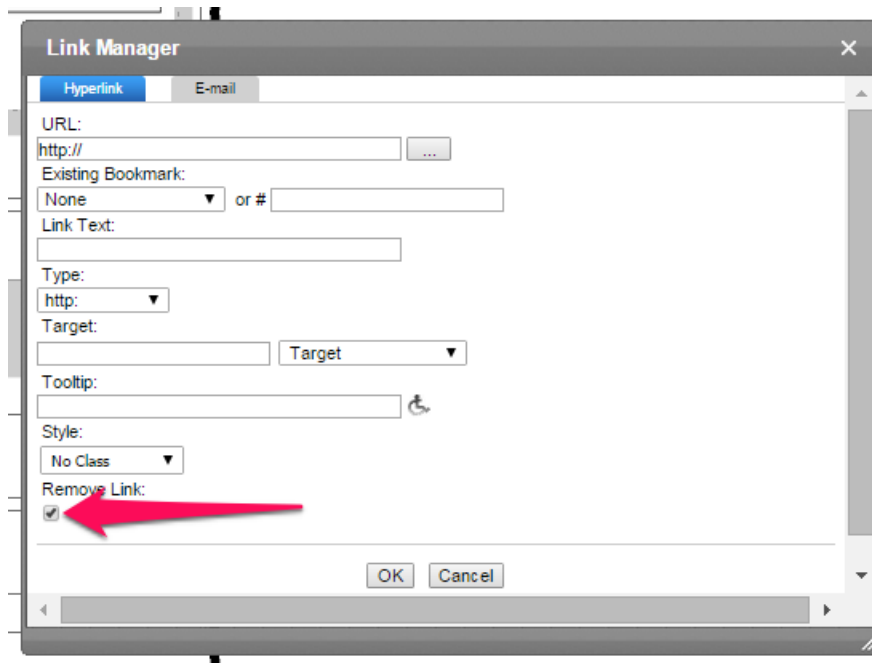
Single Level List

Click the URL Button



The image shows two overlapping dialog boxes. The top dialog is titled "Paragraph" and contains fields for "Paragraph Header:" and "Paragraph Copy:". Below these is a large text area. The bottom dialog is titled "Link / List" and contains fields for "Title:" and "URL:". A red arrow points to the "URL:" field, which has a small icon next to it. A "link" button is visible at the bottom left of the "Link / List" dialog.

Check the Remove Link Button and click OK. Repeat these steps for each item you want in the list without bullets.



The image shows the "Link Manager" dialog box with the "Hyperlink" tab selected. It contains fields for "URL:", "Existing Bookmark:", "Link Text:", "Type:", "Target:", "Tooltip:", and "Style:". At the bottom, there is a "Remove Link:" checkbox which is checked. A red arrow points to this checkbox. "OK" and "Cancel" buttons are at the bottom right.

Dual Level List

Click the URL Button

The image shows two panels from a software interface. The top panel is titled "Paragraph" and contains fields for "Paragraph Header:" and "Paragraph Copy:". The bottom panel is titled "Link / List" and contains fields for "Title:" and "URL:". A red arrow points to the "URL:" field, specifically to a small icon (the URL button) located next to the text input field.

Check the Remove Link Button and click OK. Repeat these steps for each item you want in the list without bullets.

The image shows a "Link Manager" dialog box with two tabs: "Hyperlink" and "E-mail". The "Hyperlink" tab is active. It contains various fields for configuring a link, including "URL:", "Existing Bookmark:", "Link Text:", "Type:", "Target:", "Tooltip:", "Style:", and "Remove Link:". A red arrow points to the "Remove Link:" checkbox, which is currently checked.

For the Sub Link items, uncheck the Display Bullet button.

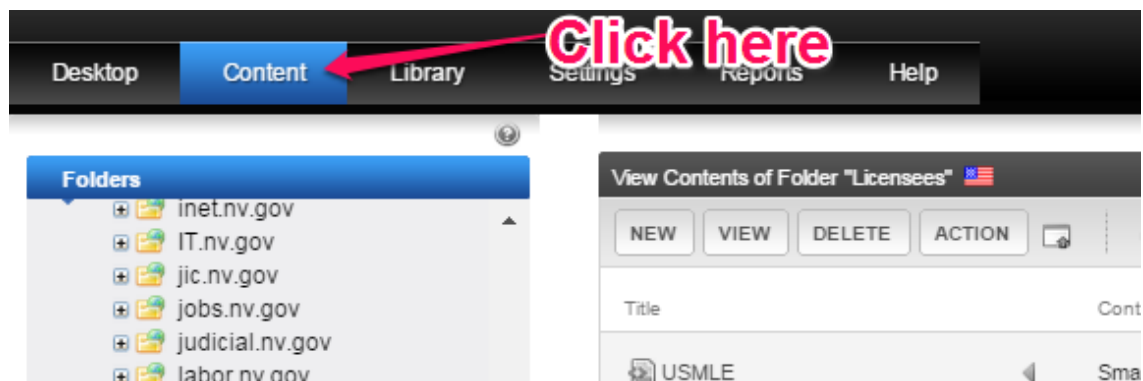
The image shows two panels from a software interface. The top panel is titled "Link / List" and contains fields for "Title:", "URL:", "Image:", "YouTube ID:", "Size:", and "Display Bullet:". The bottom panel is titled "Sub Link / List" and contains fields for "Title:", "URL:", and "Display Bullet:". A red arrow points to the "Display Bullet:" checkbox in the "Sub Link / List" panel, which is currently checked.

Create, Edit or Delete a Hyperlink in a Rich Area Text Field

Hyperlinks in a Rich Area Text Field

Make sure you are logged in to the Content Management System, and the CONTENT tab is highlighted in blue at the top of the screen. If the CONTENT tab isn't highlighted in blue, click its tab at the top of the Workarea.

Note: The WORKAREA by default opens to the CONTENT tab.



Next, navigate to and click on the folder and the smart form that contains the Rich Area Text Field you want to add, modify or delete a hyperlink on and open it for editing.

- To ADD a new hyperlink highlight the text you want to become the hyperlink and click the hyperlink button on the toolbar



- When the dialog box below appears,
 - a) navigate to content or files within the site using the button below, or

Link Manager

Hyperlink | E-mail

URL:
http://

Existing Bookmark:
None or #

Link Text:
Licensees: Click here to reinstate your license

Type:
http

Target:
Target

Tooltip:
Licensees: Click here to reinstate your license

Style:
No Class

Remove Link:
☐

OK Cancel

NOTE: Change the TARGET to NEW if linking to a document, and then click OK.

- b) If creating a hyperlink to an external website you must open that website in a separate browser and you can copy and paste the url into the hyperlink field. Be sure to select everything in the field when you paste so you don't end up with two <http://> headers in your link...as that will cause a broken link.

Link Manager

Hyperlink | E-mail

URL:
http://

Existing Bookmark:
None or #

Link Text:
Licensees: Click here to reinstate your license

Type:
http

Target:
Target

Tooltip:
Licensees: Click here to reinstate your license

Style:
No Class

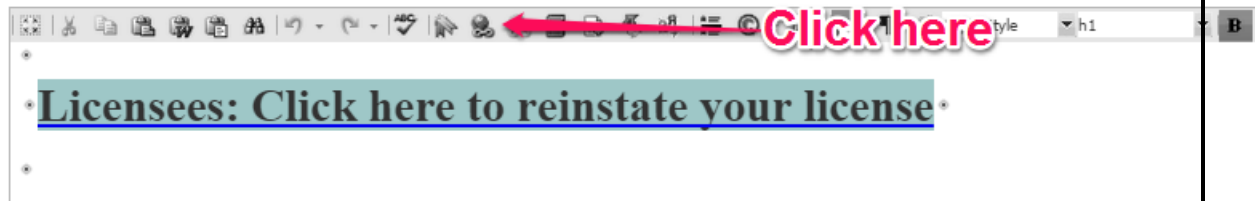
Remove Link:
☐

OK Cancel

NOTE: Change the TARGET to NEW if linking to a document.

NOTE: Be sure to fill out the tooltip as this is what disabled individuals using an accessibility reader will hear, and then click OK.

- To EDIT an existing hyperlink highlight the hyperlink and click the hyperlink button



Follow procedures a) and b) above depending on whether you wish to edit the link to go to content, files or an external website.

- To DELETE an existing hyperlink highlight the hyperlink and click the REMOVE hyperlink button



Hyperlinks in a Link / List Field

In the Ektron Workarea open any smart form that uses the Link / List system.

To create (add) a link in Smart Forms

Click the plus (+) symbol to the left of the "ADD LINK" icon

+ link

Program Page Smart Form

Style: Style 1 Page Title: Test - PAGE PROGRAM Template

Content Area

Paragraph

Paragraph Header:

Paragraph Copy:

- bagel
- muffin

Desc	Qty	Cost
Laptop 1		\$600

+ link

paragraph

Click the plus (+) symbol

Enter the title in the Link / List field and then click the link icon to add the link path.

Link / List

Title:

URL: 

Enter title here

Click here to add the link path

When the Link Manager dialog box appears, enter the following:

1. Enter the link title in the TOOLTIP field. The information in this field is used to assist blind and other handicapped users who use your site. Accessibility.
2. Determine where you want the link to open (target = same window, New window, etc.)
3. Enter link text. (Option – you can make this field show the same as the URL path so the file path can be seen without opening the link itself when viewing the page).
4. Either copy the URL (if link is to an external website) or click the button to the right of the URL field to navigate to select the page, then click OK to save the link information.

Link Manager

Hyperlink E-mail

URL: ...

Existing Bookmark: or #

Link Text:

Type:

Target: Target

Tooltip:

Style:

Remove Link: ☐

OK Cancel

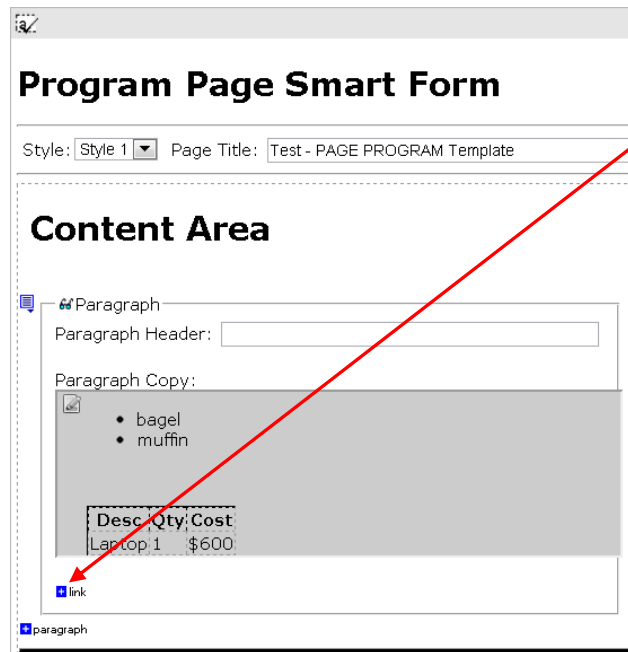
Copy URL here, or

Click here to navigate to select the page

Click here

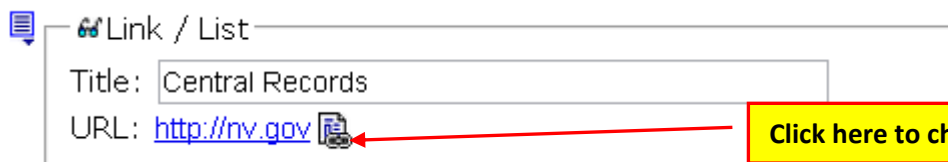
To Edit (change) a link in Smart Forms

Click the plus (+) symbol to the left of the “ADD LINK” icon

A screenshot of a web form editor titled "Program Page Smart Form". At the top, there are fields for "Style" (set to "Style 1") and "Page Title" (set to "Test - PAGE PROGRAM Template"). Below this is a "Content Area" containing a "Paragraph" widget. The paragraph has a header field and a copy field containing a bulleted list: "bagel" and "muffin". Below the list is a table with two columns: "Desc" and "Cost". The table contains one row: "Laptop 1" and "\$600". At the bottom left of the paragraph widget, there is a small blue square icon with a white plus sign, followed by the word "link". A red arrow points from a yellow callout box to this icon.

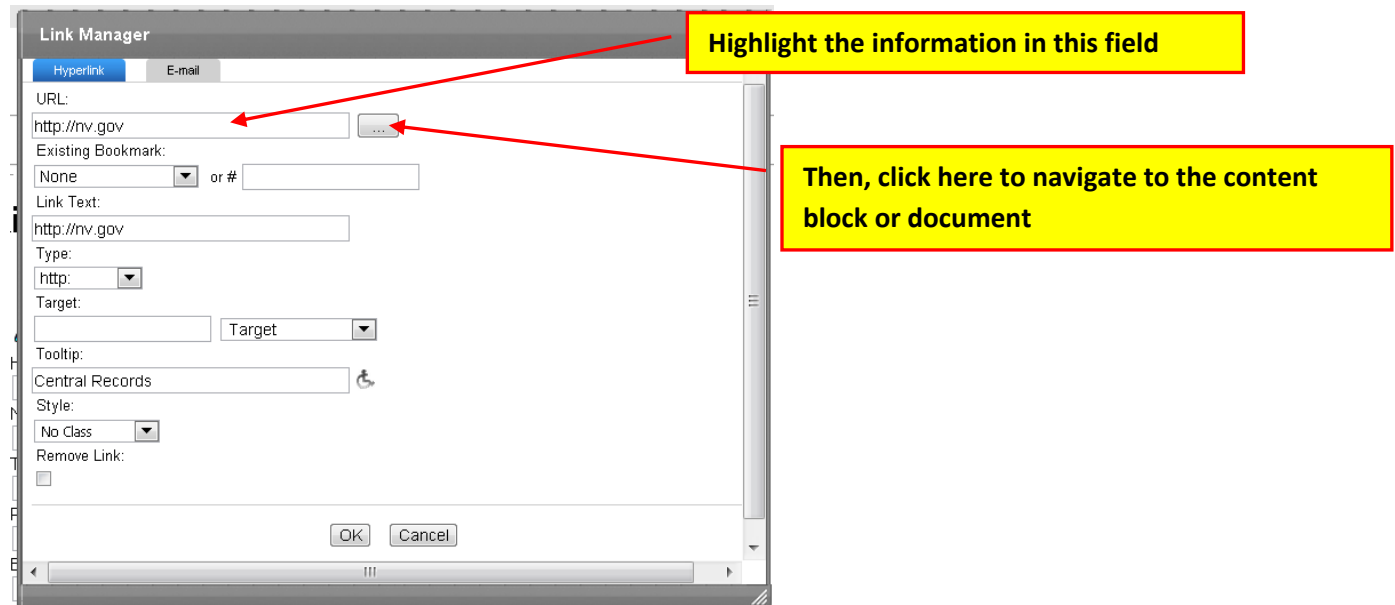
Click the plus (+) symbol

Click the link icon to change the link path.

A screenshot of the "Link / List" widget configuration in the Smart Forms editor. It has a title field set to "Central Records" and a URL field set to "http://nv.gov". To the right of the URL field is a small blue square icon with a white plus sign, followed by a document icon. A red arrow points from a yellow callout box to this icon.

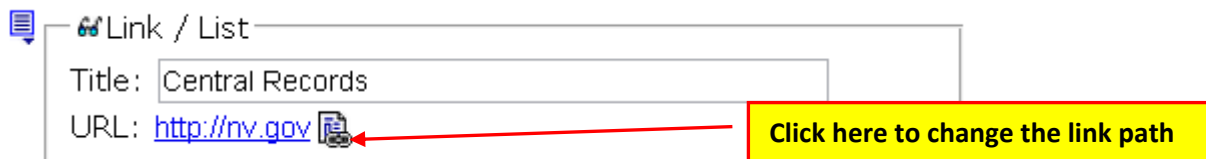
Click here to change the link path

When the Link Manager dialog box appears, highlight the link in the URL field and then either copy or type in the new address, or delete the information in the URL field (use the backspace or delete keys) and click the button to the right of the URL field to navigate to the correct content block or document.

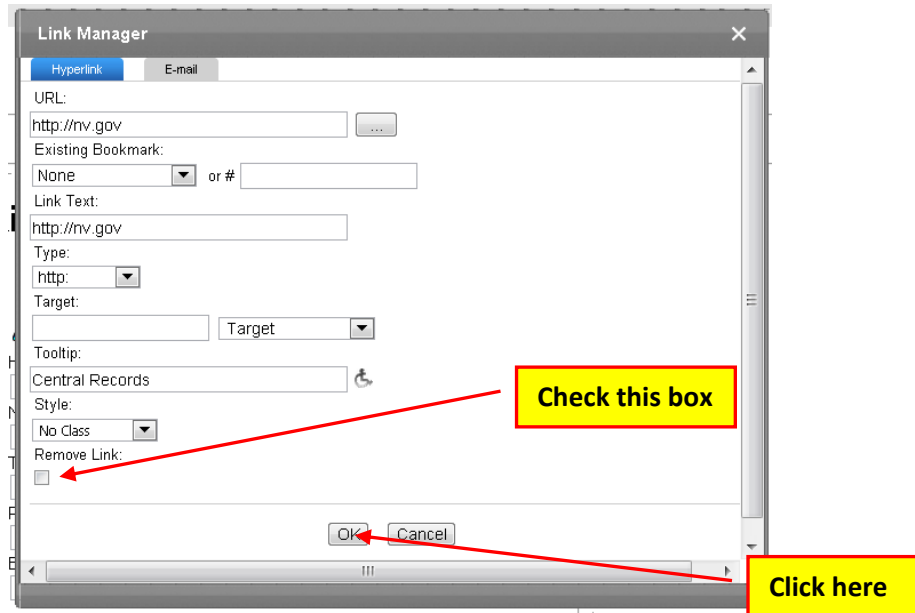


To Delete (remove) a link in Smart Forms

Click the link icon to open the link manager dialog box.



Check Remove Link.

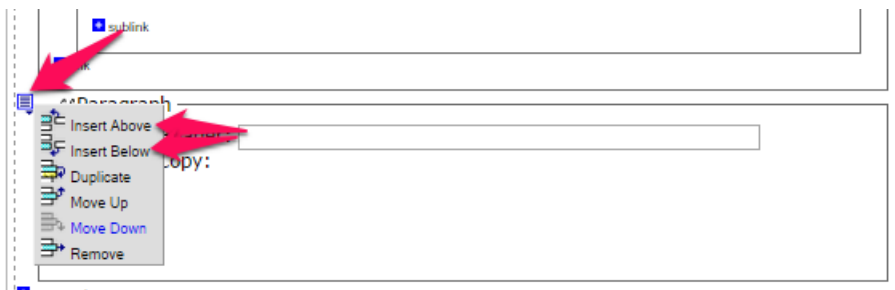


Paragraph Sections in a Smart Form

Adding a New Paragraph

There are two ways to add a new paragraph to a smart form

- 1) Click on the paragraph link icon and choose *Insert Above* or *Insert Below*.

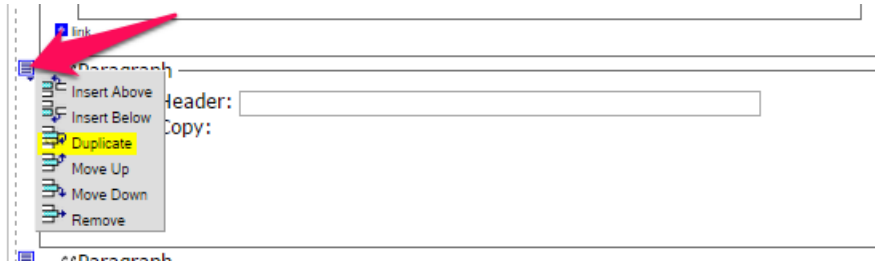


- 2) Click on the plus (+) symbol next to the word paragraph at the bottom of the smartform



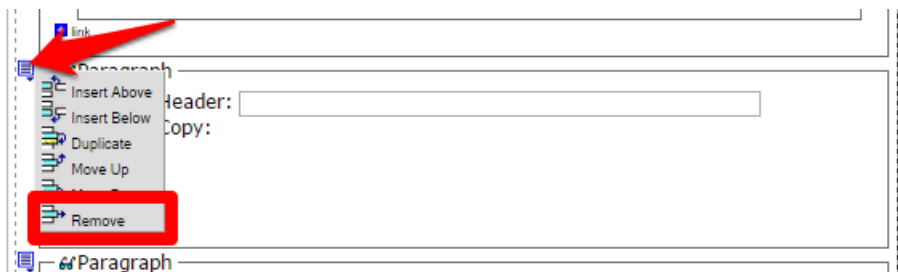
Duplicating a Paragraph

Click on the paragraph link icon and choose ***Duplicate***. This will duplicate the paragraph header, any information in the paragraph copy field (Rich Area Text Field) and any links in the section as well



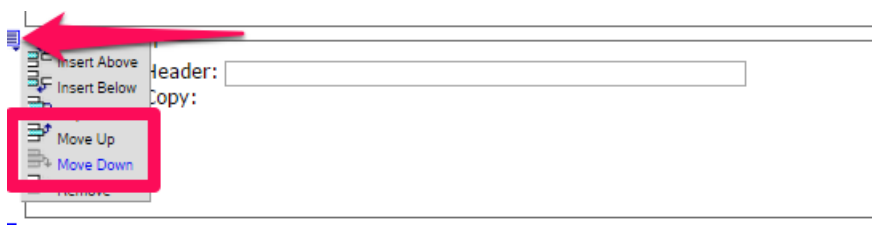
Removing a Paragraph

Click on the paragraph link icon and choose ***Remove***. This will delete the paragraph header, any information in the paragraph copy field (Rich Area Text Field) and any links in the section as well.



Changing the Order of Paragraphs

Click on the paragraph link icon and choose ***Move Up*** or ***Move Down***.



Tables in Smart Forms

You can add a table to the following Smart Form templates:

- LINKS - Both the **Page Copy field** and the **Category Description** fields will accept tables.
- MEETINGS AND AGENDAS - is already set up as a table for you with 5 columns. You can have as many rows as you like, but are limited to five columns entitled Date, Location, Agenda, Minutes & Attachments.
- PAGE – Only the **Paragraph field** will accept a table.
- STAFF LIST - Both the **Page Copy field** and the **Description fields** will accept tables.
- SERVICE CATALOG – This template already contains a table for rates. However, it will also allow you to add a table in both the **Page Copy field** and the **Description fields**. *PLEASE NOTE: When using this template any tables you create will NOT be formatted the same as the table already contained in the template.*
- PAGE PROGRAM - Only the **Paragraph Copy field** will accept a table.

You can choose from one of two Table styles by selecting the appropriate style in the Smart Form as shown below.

The screenshot shows a Smart Form interface with a toolbar at the top. Below the toolbar, there are two text input fields labeled "Page Title:" and "Page Paragraph:". Below the "Page Paragraph:" field, there is a table with the following content:

Desc	Qty	Cost
Laptop	1	\$600

Below the table, there is a "Style:" label followed by a dropdown menu showing "Style 1". An arrow points from a yellow callout box to the dropdown menu.

Click this drop-down menu to change the style of the table. You have two options one in orange and one in blue.

Click in a field and then choose the table icon and select the number of rows/columns you want the table to display.

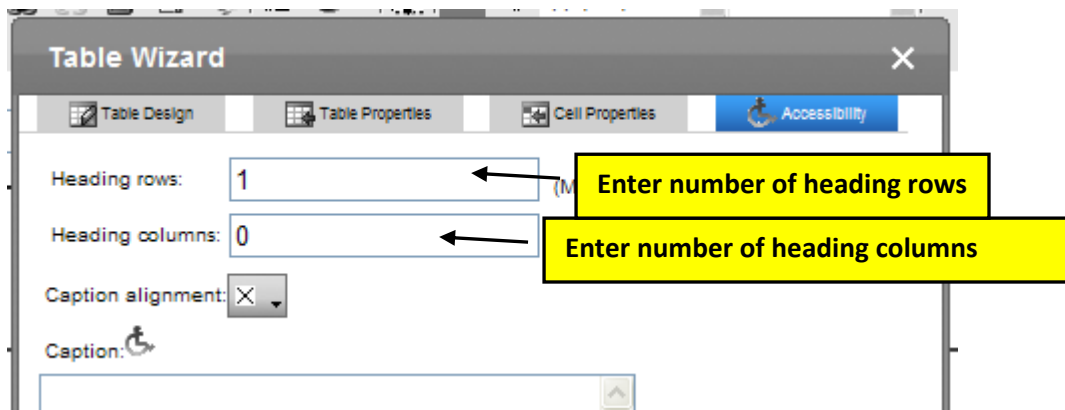
The screenshot shows a software interface with a top navigation bar containing 'PUBLISH' and other icons. Below this is a 'Title' field with '[English (U.S.)]' next to it. A 'Content Searchable' checkbox is checked. A series of tabs (Content, Summary, Metadata, Alias, Schedule, Comment, Templates) are visible. A rich text editor toolbar is present, with a table icon highlighted by an arrow. Below the toolbar, there are fields for 'Page Title (optional):' and 'Page Copy (optional):'. A yellow callout box with an arrow pointing to the 'Page Copy' field contains the text 'Click in this type of field.' Another yellow callout box with an arrow pointing to the table icon in the toolbar contains the text 'Next, click the Table Icon and choose how many rows and columns should display in your table'. Below these fields are 'Style (Choose layout type):' with radio buttons for 'Style 1' and 'Style 2', and a 'Glossary Item' section with 'Term:' and 'Definition:' fields.

NOTE: DO NOT SET ANY CELL OR TABLE SIZES, IT WILL AUTOMATICALLY TAKE CARE OF THAT IN THE NEXT STEP.

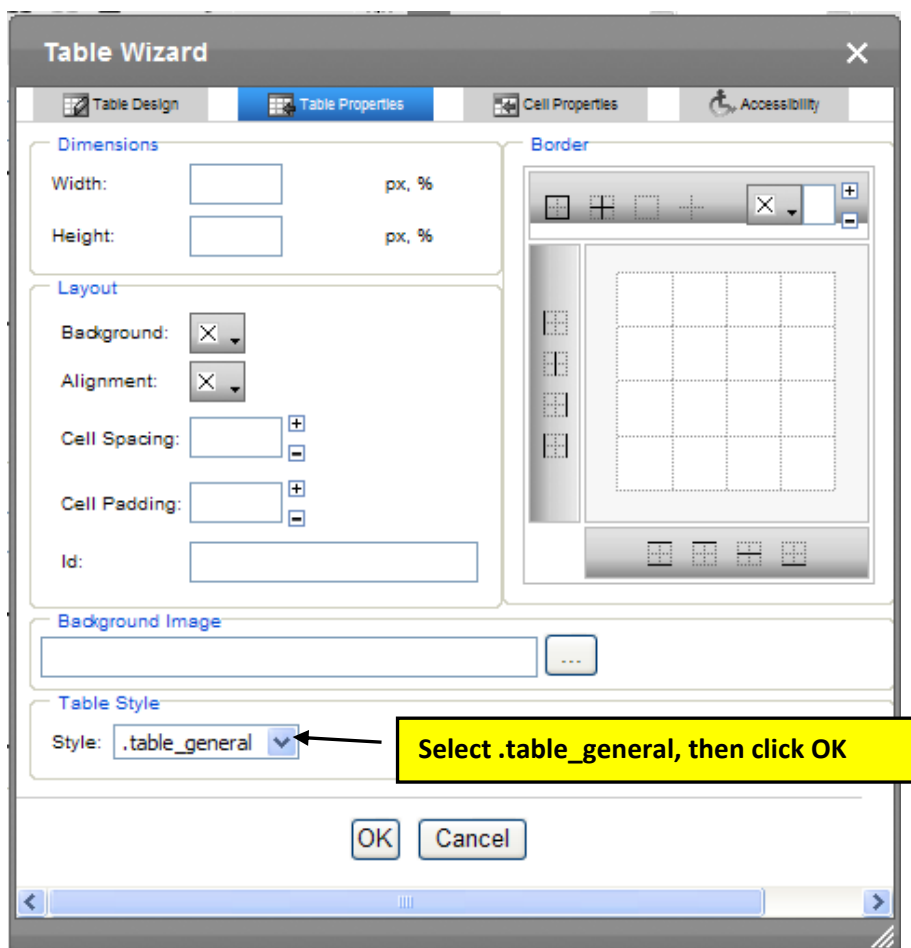
Right-click in a cell in the table just created, and choose SET TABLE PROPERTIES. The following dialog box will appear. Click on the Accessibility Tab.



When the following dialog box will appears. Enter the number of rows or columns you want to appear as table headings in the Heading Rows and Heading Columns fields, then click OK.



Next, click on the Table Properties tab. When the dialog box below appears, under Table Style, choose .table_general, then click OK.



Your table will be formatted similar to the tables below when viewed in a browser.

STYLE 1

Tier	From	To	Rate	Amount

STYLE 2

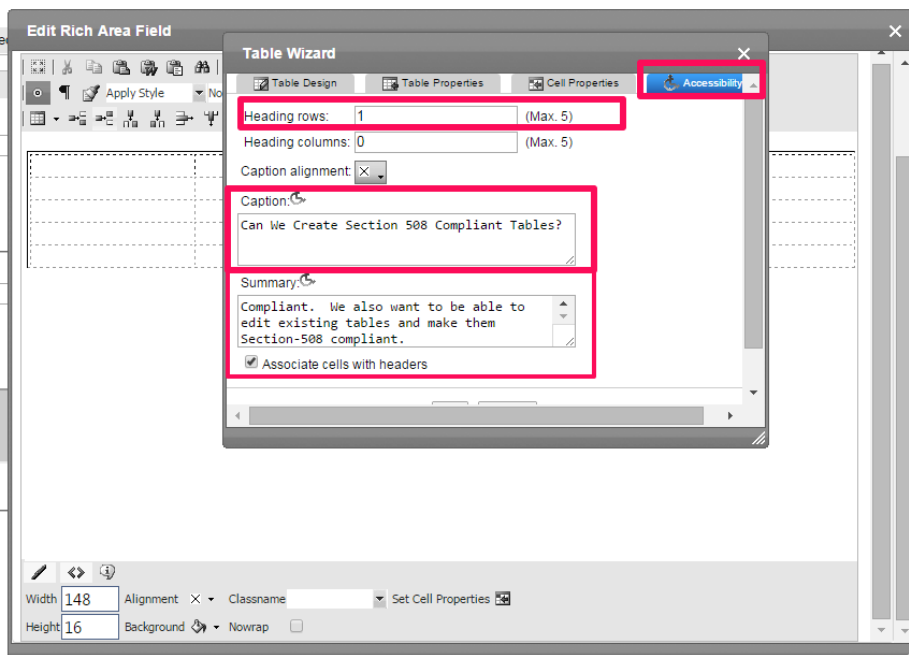
Desc	Qty	Cost
Desc	Qty	Cost
Laptop	1	\$600

Creating a Section 508-Compliant Table (Accessible Table)

Narrative software uses the information from the Accessibility table fields (heading rows, columns, caption alignment and summary) to produce a Tooltip message for each table cell. Users with impaired vision can see those Tooltips as they hover over the cells.

To create a 508-compliant table:

1. Create a new table or edit an existing one.
2. Right click in the table and choose **Set Table Properties**. The Table Properties dialog appears.

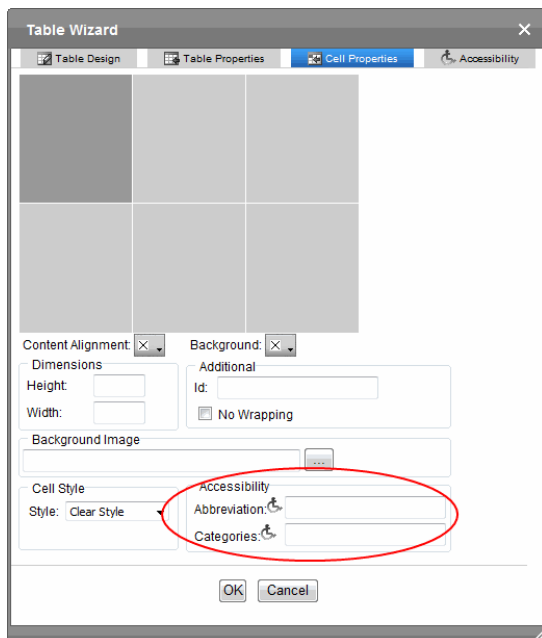


3. Click the **Accessibility** tab

- Enter the number of heading rows (if applicable),
- Enter the number of heading columns (if applicable).
- Choose Table Caption Alignment
- Enter Table Caption
- Enter Table Summary
- Check the box to Associate Cells with Headers

Accessibility Tab Field Descriptions

- **Heading Rows**—If you want your table to have a horizontal header, enter the number of rows that it should occupy. The number cannot exceed five. Beginning with the top, all cells in the specified number of rows are designated as table headers.
 - **Heading Columns**—If you want your table to have a header, enter the number of columns that it should occupy. The number cannot exceed 3. Beginning with the left column, all cells in the specified number of columns are designated as table headers.
 - **Caption Alignment**—To choose the caption’s alignment, click the down arrow next to this field. Click the box that represents the alignment style you want.
 - **Caption**—Enter a table caption. The caption appears above the table. The caption’s alignment is set in the **Caption Alignment** field.
 - **Summary**—Enter the table summary. Non-visual browsers use the summary to explain the table’s contents. From [HTML Techniques for Web Content Accessibility Guidelines 1.0](#):
“A summary of the relationships among cells is especially important for tables with nested headings, cells that span multiple columns or rows, or other relationships that may not be obvious from analyzing the structure of the table but that may be apparent in a visual rendering of the table. A summary may also describe how the table fits into the context of the current document. If no caption is provided, it is even more critical to provide a summary.”
 - **Associate Cells with Headers**—Check this box if you want to associate the table’s data cells with the appropriate headers. See Also: [H43: Using id and headers attributes to associate data cells with header cells in data tables](#)
4. Click on the **Cell Properties** tab to set the **Abbreviation** and **Categories** fields (Optional).



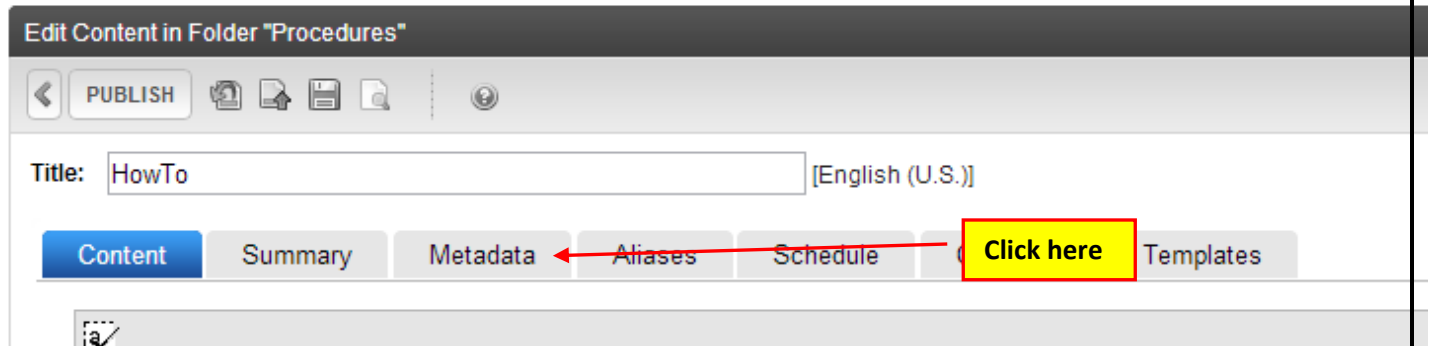
Field Descriptions for Cell Accessibility (Optional)

- **Abbreviation**—Sets or retrieves abbreviated text for the content in the tag. Can be used to render non-visual media, such as speech or Braille. For more information, see [abbr attribute | abbr property](#)
 - **Categories**—Sets or retrieves a comma-delimited list of conceptual categories associated with that tag. Can be used to render non-visual media, such as speech or Braille. For more information, see [axis attribute | axis property](#)
5. Click **OK** to make the table **Section 508**-compliant.

Metadata - How to set Page Title, Keywords & Page Description

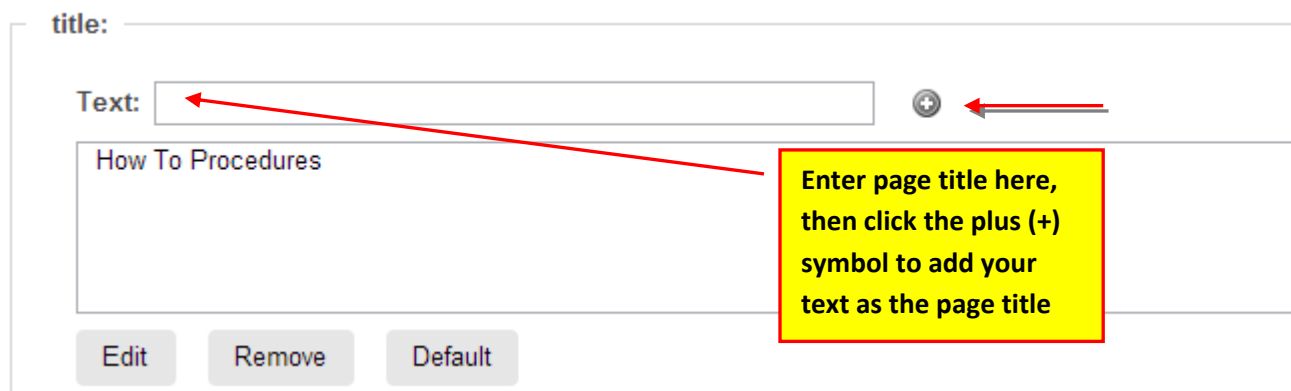
We set the metadata with keywords that are related to the content of the page so it can be more easily found by search engines.

In a content block, click on the METADATA tab



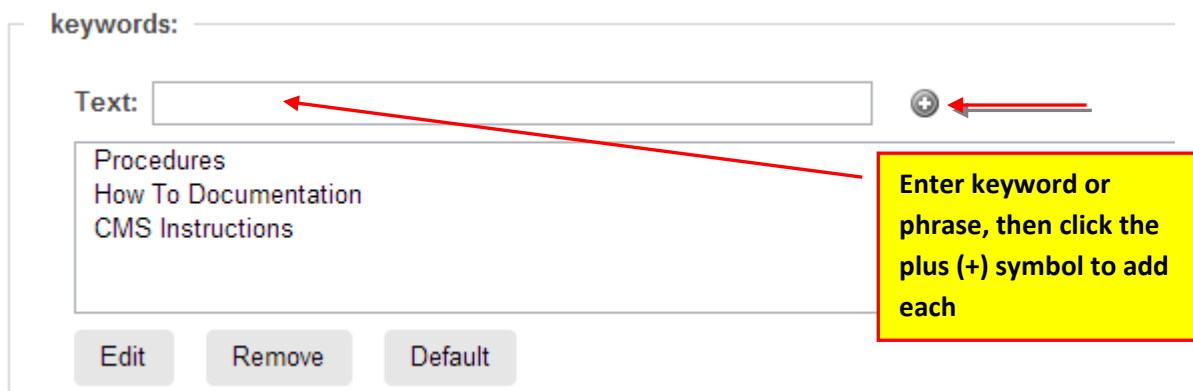
The screenshot shows the 'Edit Content in Folder "Procedures"' interface. At the top, there is a 'PUBLISH' button and several icons. Below this, the 'Title' field is set to 'HowTo' with a language dropdown set to '[English (U.S.)]'. A row of tabs is visible: 'Content', 'Summary', 'Metadata', 'Aliases', 'Schedule', and 'Templates'. The 'Metadata' tab is selected, and a red arrow points to it with a yellow box containing the text 'Click here'.

In the TITLE area, click in the Text field and enter a page name.



The screenshot shows the 'title:' section. There is a 'Text:' field containing 'How To Procedures'. To the right of the field is a plus (+) symbol. A red arrow points from the text 'Enter page title here, then click the plus (+) symbol to add your text as the page title' to the plus symbol.

In the KEYWORDS area, click in the Text field and enter no more 5 words or phrases.




The screenshot shows the 'keywords:' section. There is a 'Text:' field containing 'Procedures', 'How To Documentation', and 'CMS Instructions'. To the right of the field is a plus (+) symbol. A red arrow points from the text 'Enter keyword or phrase, then click the plus (+) symbol to add each' to the plus symbol.

In the DESCRIPTION area, add up to 5 phrases describing the page.

description: _____

How To Documentation
Procedures
Instructions



Enter each keyword or phrase

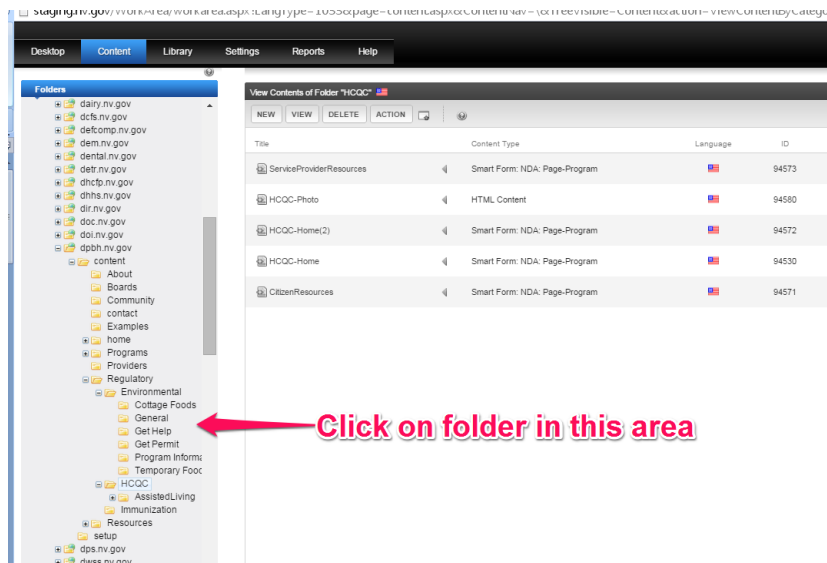
Default current character count: 44 (2000 max.)

DO NOT enter any data in any of the fields in the first section of the METADATA tab except those mentioned above.

Click the PUBLISH button.

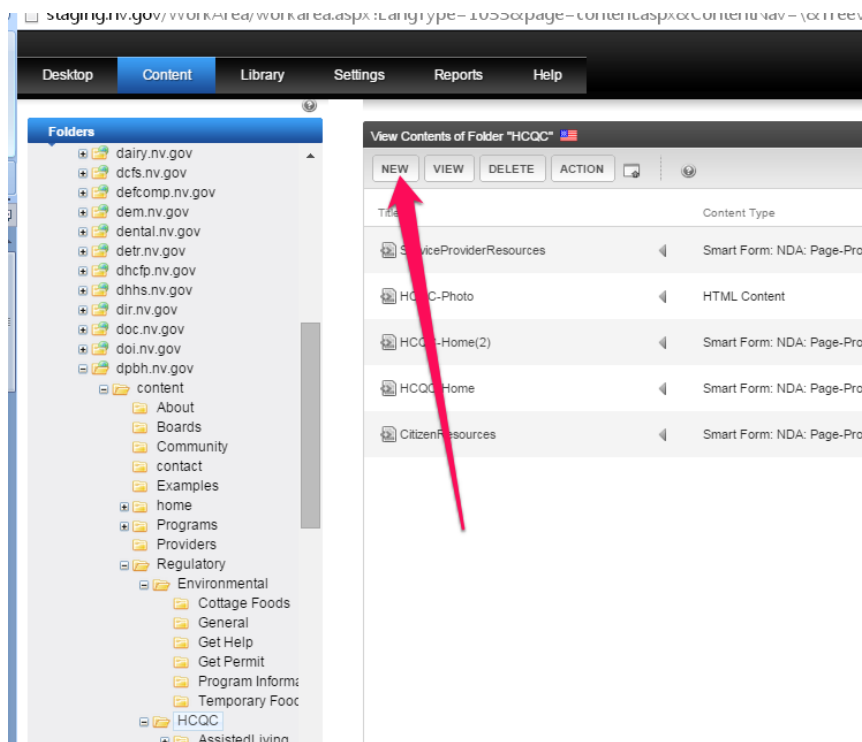
Creating a New Content Block Using Smart Forms

In the Workarea click on the folder that you want to create a new content block in.

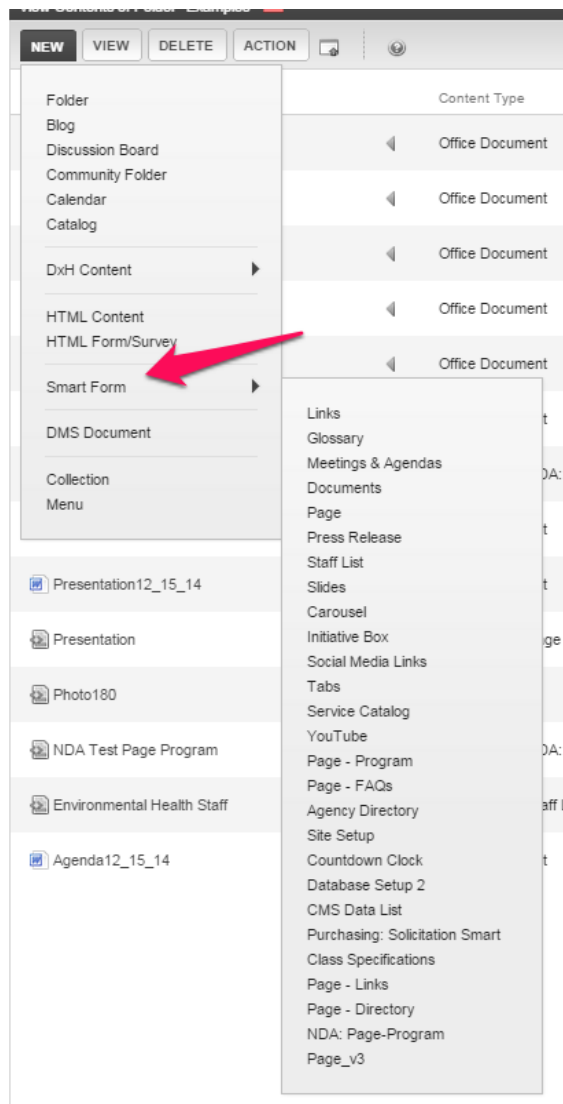


Click on folder in this area

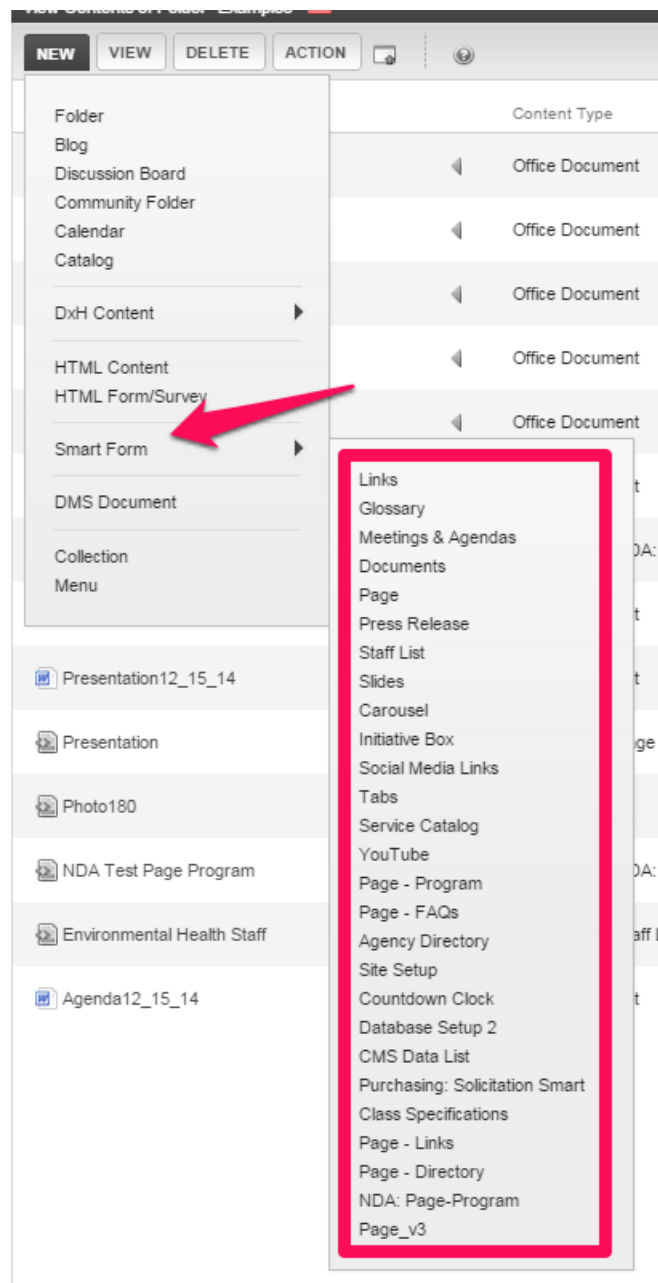
Click on the "NEW" button on the right side of your screen.



Next, choose the SMART FORM option.



Then choose the appropriate smart form from the list circled below. Note: To see examples of the smart forms listed above, please go to: <http://agency.nv.gov/Pages/Pages - Smart Forms/>

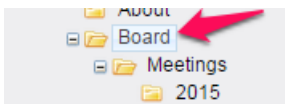


Using the Meetings & Agendas Smart Form

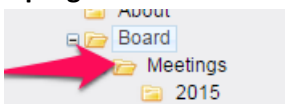
Overview

Whenever creating a meeting section, be sure to create

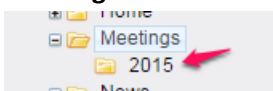
1. Create a folder for the Board, Council or Commission



2. Create a Meetings Folder nested inside the Board/Council/Commission folder containing a single page – program smartform with a link to the content in each meeting year folder.

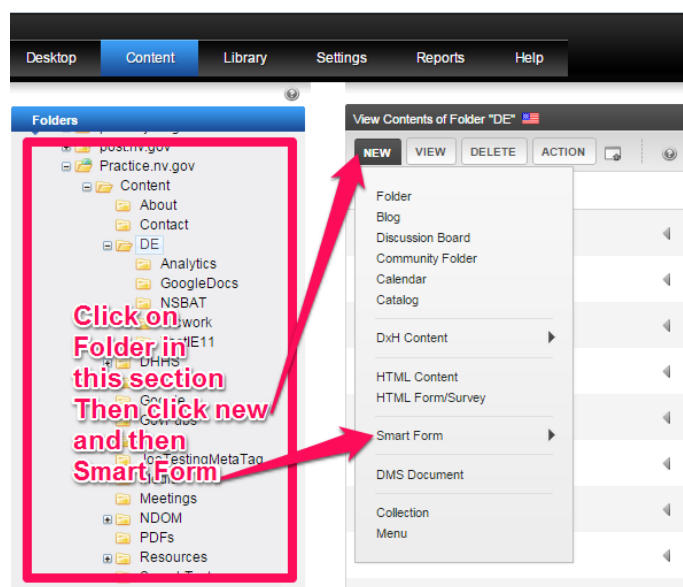


3. Meeting Year folder – example: 2015. It will contain one content Meetings & Agendas smartform.

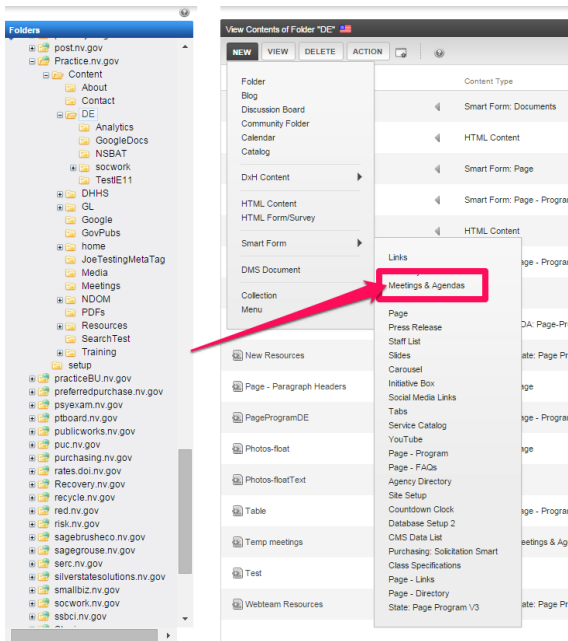


Creating a New Meetings & Agendas Smart Form

In the Workarea click on the folder you want to add the Meetings & Agendas smartform to.



Choose Meetings & Agendas from the drop-down menu.



Enter the content block Title. **Remember this will also become part of the url that will be displayed in the browser. If you change this name you will break every link to the page within the site.**

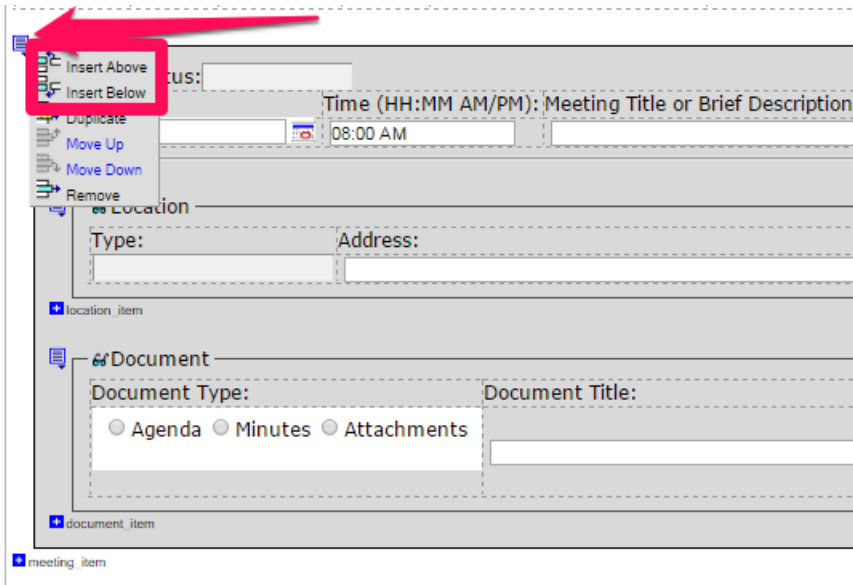
Enter the Page Title. **This is the title that will be displayed on the page. You can change this without breaking links on the site.**

The screenshot shows the 'Edit Content in Folder' form for a folder named 'DE'. The form has several tabs: 'Content', 'Summary', 'Metadata', 'Aliases', 'Schedule', 'Comment', and 'Templates'. The 'Content' tab is active. The form includes the following fields and sections:

- Title:** A text input field with a red arrow pointing to it.
- Content Searchable:** A checkbox that is checked.
- Page Title (optional):** A text input field with a red arrow pointing to it.
- Page Copy (optional, general copy above the meeting and agendas area):** A large text area.
- Page Style:** A dropdown menu set to 'Style 1'.
- Home Style:** A dropdown menu set to 'Style 1'.
- Display Title (Home):** A text input field.
- Document Home URL:** A text input field.
- Meeting:** A section with a 'Meeting Status' dropdown set to 'Active', a 'Date' field, a 'Time (HH:MM AM/PM)' field set to '08:00 AM', a 'Meeting Title or Brief Description (shown at top):' field, and a 'Notes (shown at footer):' field.
- Location:** A section with a 'Type' dropdown set to 'Physical Location', an 'Address' field, a 'Room' field, a 'City' field, and a 'Link' field.
- Document:** A section with a 'Document Type' dropdown set to 'Agenda', a 'Document Title' field, a 'File' field, and a 'File Type' dropdown set to 'PDF'.

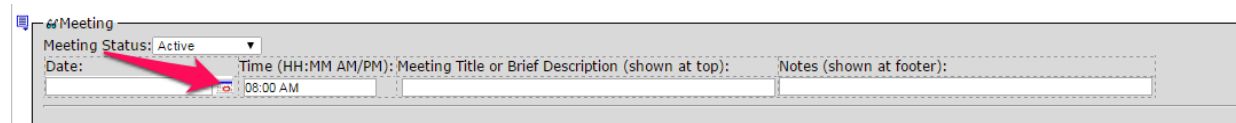
Adding Meeting Blocks

To add a meeting block click the *meeting item* icon and choose *Insert Above* or *Insert Below*.



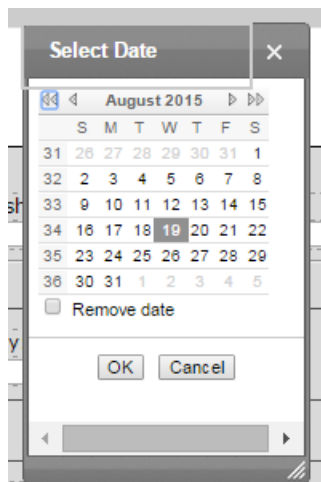
A screenshot of a software interface showing a menu for adding meeting items. A red arrow points to the 'meeting item' icon at the bottom left. The menu is open, showing options: 'Insert Above', 'Insert Below', 'Duplicate', 'Move Up', 'Move Down', and 'Remove'. Below the menu, there are input fields for 'Topic:', 'Time (HH:MM AM/PM):', 'Meeting Title or Brief Description', 'Location', 'Type:', 'Address:', 'Document Type:' (with radio buttons for Agenda, Minutes, and Attachments), and 'Document Title:'.

Click the calendar button to enter the meeting date.



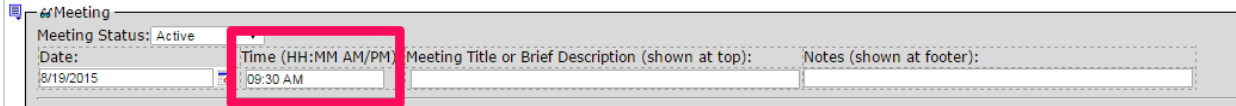
A screenshot of the meeting item form. A red arrow points to the calendar icon next to the 'Date:' field. The form includes fields for 'Meeting Status:' (set to Active), 'Date:', 'Time (HH:MM AM/PM):', 'Meeting Title or Brief Description (shown at top):', and 'Notes (shown at footer):'.

Scroll through the months/years and click on the appropriate date then click OK.



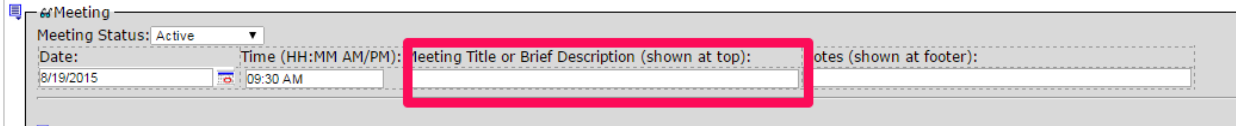
A screenshot of a 'Select Date' dialog box. It shows a calendar for August 2015. The date 19 is selected. The dialog has 'OK' and 'Cancel' buttons at the bottom.

Enter a new meeting time if the default of 08:00 AM is not correct.



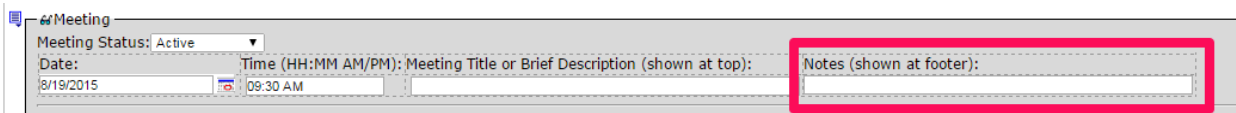
A screenshot of a web form titled "#Meeting". It contains several input fields: "Meeting Status" (set to "Active"), "Date" (set to "8/19/2015"), "Time (HH:MM AM/PM)" (set to "09:30 AM"), "Meeting Title or Brief Description (shown at top):", and "Notes (shown at footer):". The "Time" field is highlighted with a red rectangular box.

Enter the meeting title.



A screenshot of the same "#Meeting" form. The "Time" field is now set to "09:30 AM". The "Meeting Title or Brief Description (shown at top):" field is highlighted with a red rectangular box.

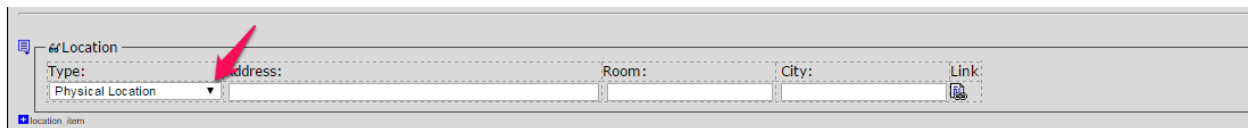
Enter any notes about the meeting. Typically this is used to note "agenda to follow" when posting meeting notice and is removed when agenda is posted.



A screenshot of the "#Meeting" form. The "Notes (shown at footer):" field is highlighted with a red rectangular box.

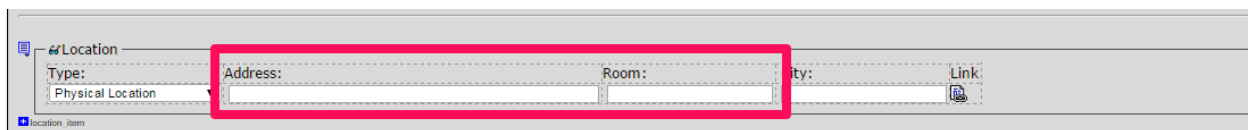
Enter location information.

Click the drop-down next to physical location and choose the type of meeting. Options include: physical location, videoconference site, teleconference site, view conference online, do not show icon.



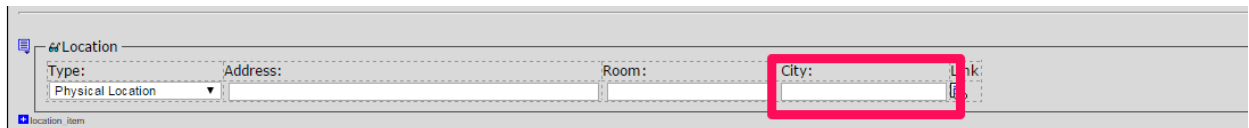
A screenshot of a web form titled "#Location". It contains fields for "Type:", "Address:", "Room:", "City:", and "Link:". The "Type:" field is a drop-down menu currently showing "Physical Location". A red arrow points to the drop-down arrow. Below the form, there is a small icon labeled "location_item".

Click in the address field and type the address to the meeting location. Note: When used the Room field displays in front of the address.



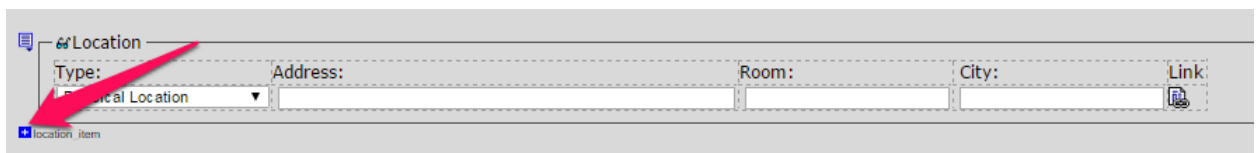
A screenshot of the "#Location" form. The "Address:" field is highlighted with a red rectangular box.

Click in the City field and enter the City, State & Zipcode or any portion thereof.



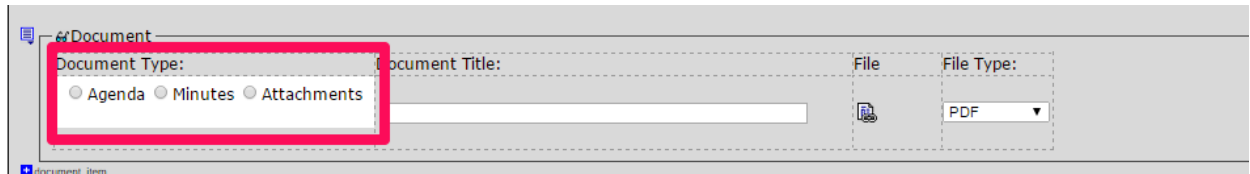
A screenshot of the "#Location" form. The "City:" field is highlighted with a red rectangular box.

To add a location, click on the location_item icon.



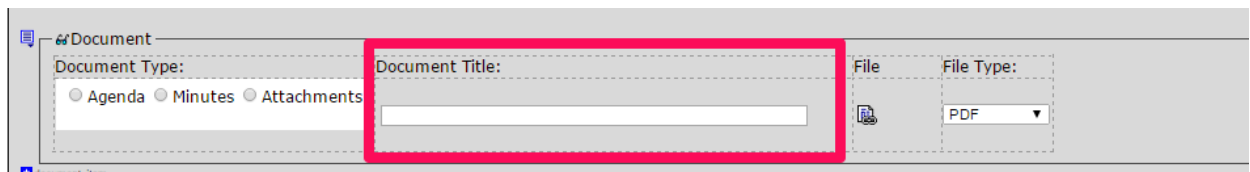
A screenshot of the "#Location" form. A red arrow points to the "location_item" icon located at the bottom left of the form.

To add a document, select the document type. **Note: If you do not click one of the type buttons you will not be able to see the document on the staging website.**



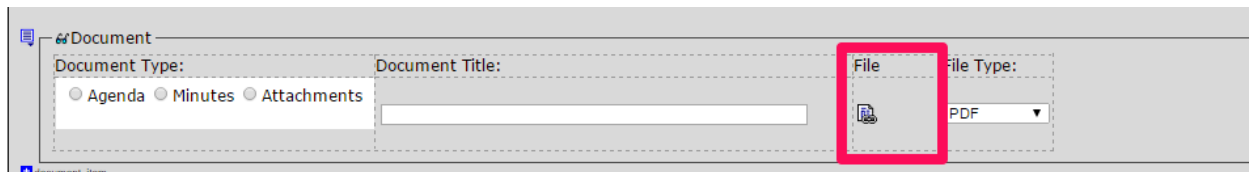
A screenshot of the 'Document' form. The 'Document Type' section, containing radio buttons for 'Agenda', 'Minutes', and 'Attachments', is highlighted with a red rectangle. The 'Document Title' field is empty. The 'File' button has a document icon, and the 'File Type' dropdown is set to 'PDF'.

Enter the document title. Keep this short as it will appear on the page when you hover over the document icon



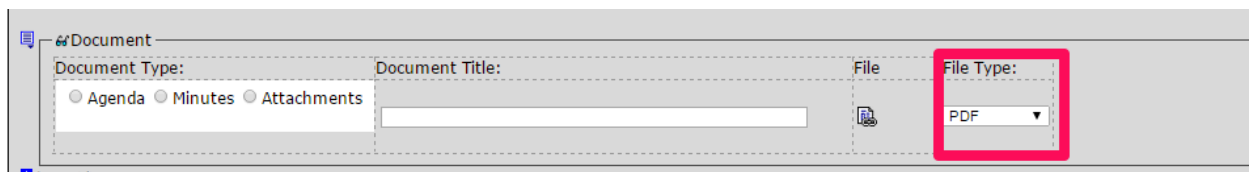
A screenshot of the 'Document' form. The 'Document Title' text input field is highlighted with a red rectangle. The 'Document Type' section is on the left, and the 'File' button and 'File Type' dropdown are on the right.

Upload the document or link to the document using the URL button. See separate procedures for [Uploading Directly to the Smart Form on the Fly](#) and [Uploading to the Library Prior to Updating the Smart Form](#).



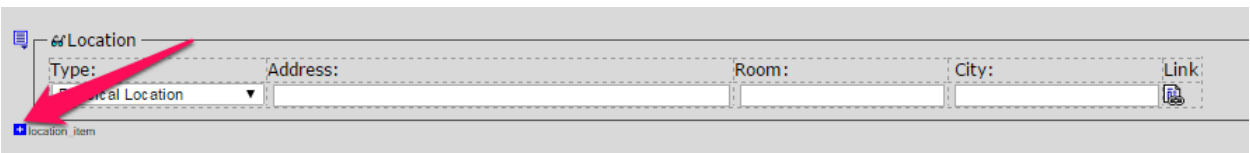
A screenshot of the 'Document' form. The 'File' button, which contains a document icon, is highlighted with a red rectangle. The 'Document Type' and 'Document Title' fields are on the left, and the 'File Type' dropdown is on the right.

Choose the file type by clicking the drop-down menu and choosing from the options available which include: PDF, Word, Excel, Link, Audio File, Video File.



A screenshot of the 'Document' form. The 'File Type' dropdown menu, currently showing 'PDF', is highlighted with a red rectangle. The 'Document Type' and 'Document Title' fields are on the left, and the 'File' button is on the right.

To add a document block, click on the `document_item` icon.



A screenshot of the 'Location' form. A red arrow points to the 'document_item' icon, which is a small blue square with a document icon, located at the bottom left of the form. The form fields include 'Type' (set to 'Physical Location'), 'Address', 'Room', 'City', and a 'Link' button.

Editing Meeting Blocks

To edit the Meeting date, click on the Meeting Calendar Icon and choose a new date.

To edit meeting information click in a field and highlight the information and type over it.

To edit the file type, click the drop-down arrow and choose another option.

Deleting Meeting Blocks

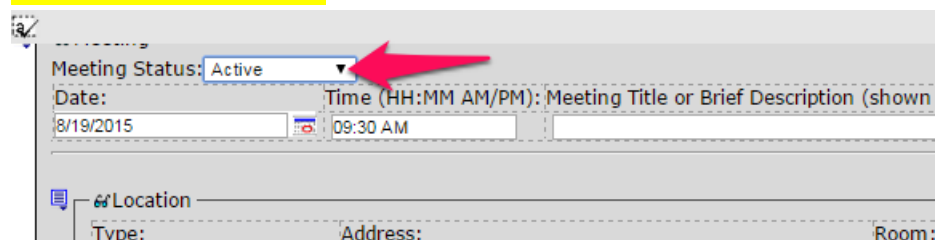
To delete a meeting block, click the *meeting_item* icon and choose Remove from the drop-down menu.

To delete a Location block, click the *location_item* icon and choose Remove from the drop-down menu.

To delete a document block, click the *document_item* icon and choose Remove from the drop-down menu.

Changing Meeting Status

To change a meeting status click the drop-down menu and choose another option. Options include: Active, Cancelled & Rescheduled.



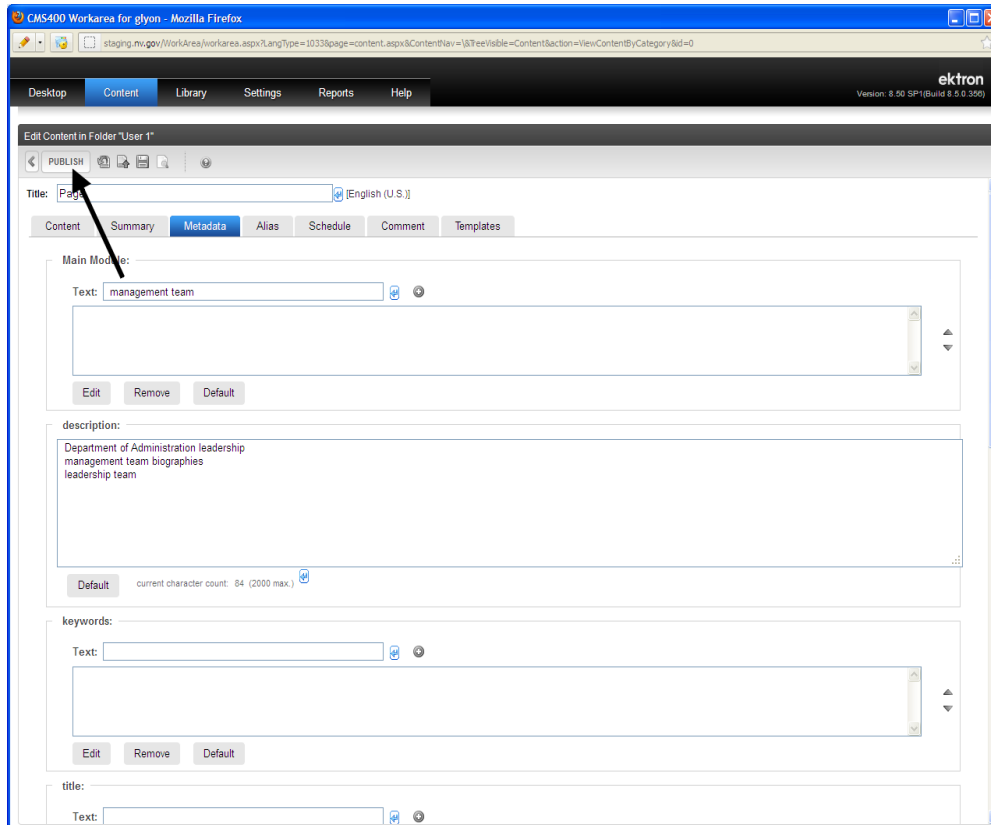
The screenshot shows a meeting form with the following fields:

- Meeting Status:** A dropdown menu currently set to "Active". A red arrow points to this dropdown.
- Date:** A text field containing "8/19/2015".
- Time (HH:MM AM/PM):** A text field containing "09:30 AM".
- Meeting Title or Brief Description (shown):** A text field.
- Location:** A section header.
- Type:** A text field.
- Address:** A text field.
- Room:** A text field.

Publishing Content

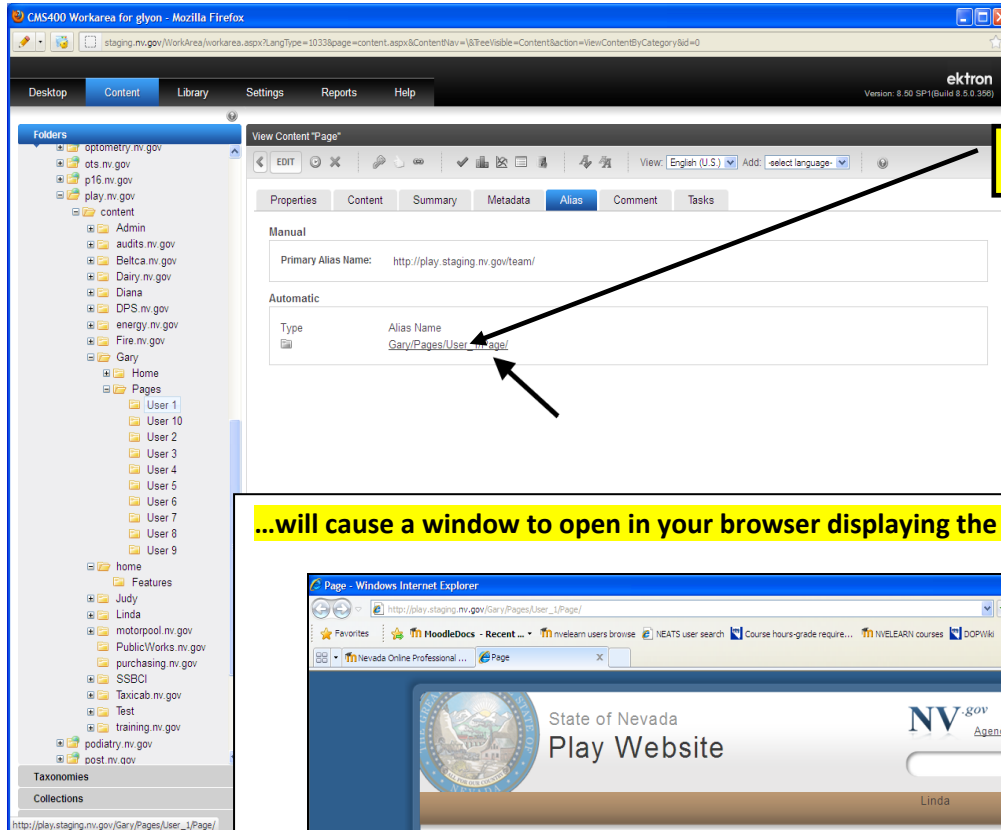
Publishing pushes the changes made to the production site after they next scheduled sync.

Select the “Publish” button in the top toolbar.



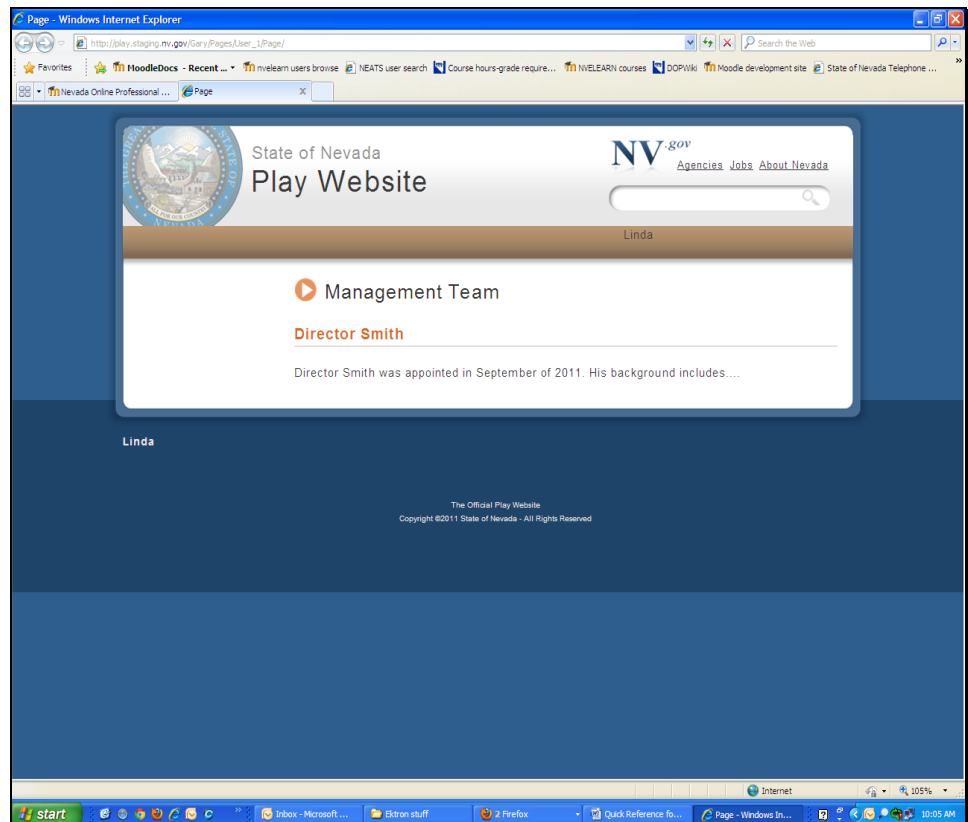
How to Verify Content Appearance

Select the "Alias" tab, and then click on the hot link under "Alias Name" to display the page and verify the content appears as you want it to.



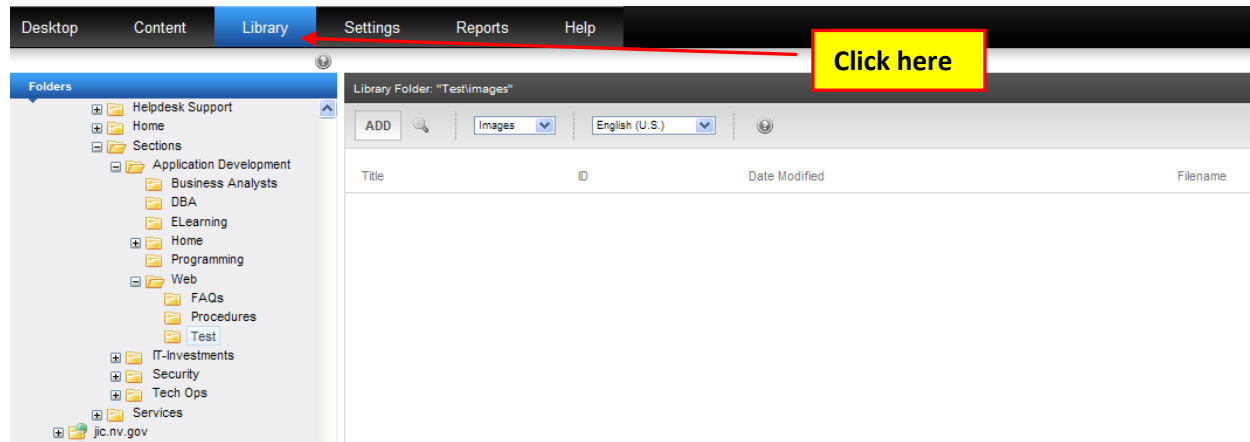
Clicking on the hot link...

...will cause a window to open in your browser displaying the page you have edited.

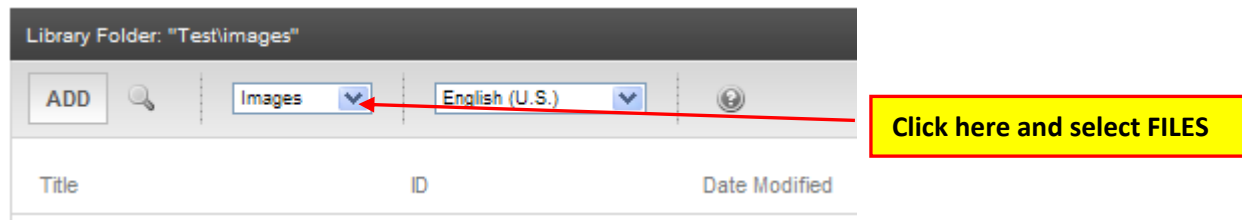


Overwriting (Replacing) a Document Previously Posted

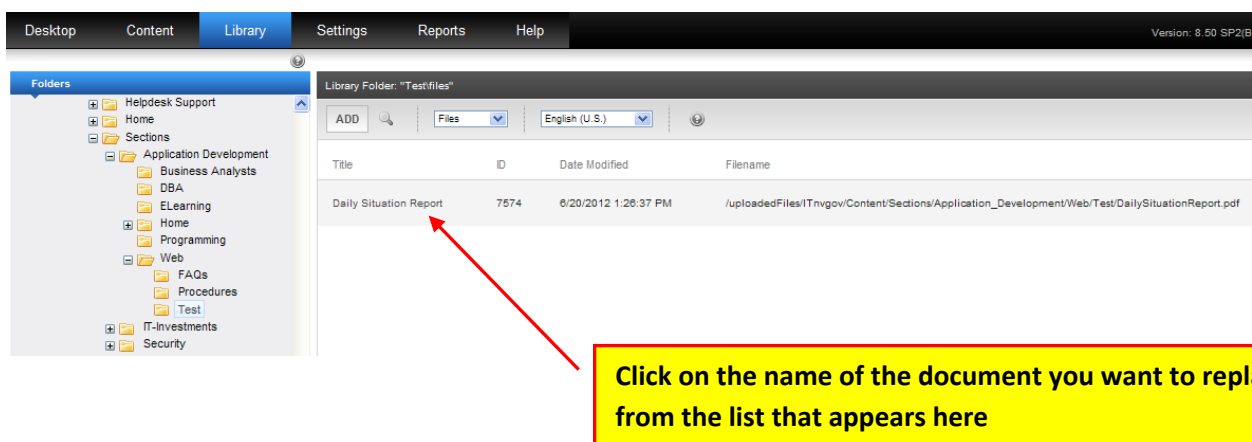
Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.



Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES.



Click on the name of the document you want to replace from the list that will appear in the right pane.





When the VIEW LIBRARY dialog box appears, click on the OVERWRITE icon.


View Library Item in Folder: "Testfiles"

←

EDIT







Title: Daily Situation Report

Filename: http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf

Library ID: 7574

Parent Folder: Test

Last User To Edit: DEsey, DEsey

Last Edit Date: 6/20/2012 1:26:37 PM

Date Created: 6/20/2012 1:26:37 PM

Description:

Category
No categories selected

Tags
No Tags selected

Preview Daily Situation Report

Click here

When the dialog box below appears, click the BROWSE button and then navigate and select the file you are using to overwrite the existing file, then click the UPDATE button.

Overwrite Library Item in Folder: "Testfiles"

UPDATE

Title	Filename
Daily Situation Report	http://it.nv.gov/uploadedFiles/ITnv.gov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf

Please select a replacement file. Browse...

Current library item:

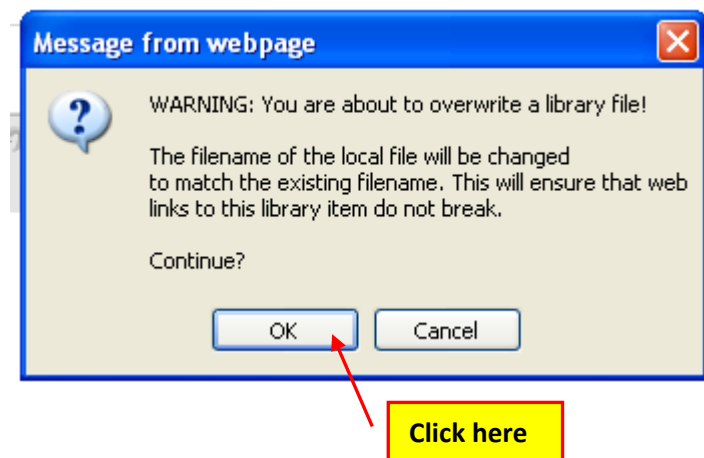
Preview Daily Situation Report

Summary Metadata

Then click here

Click here

When the Message from webpage warning appears, click OK. When it has completed processing the original file has been overwritten with the updated file.



Go to the browser page you were trying to see changes on and click the refresh button.



Click on this icon to refresh the page.

NOTE: If you were having trouble seeing your changes, you should see your changes now. If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

Deleting a Document or an Image Previously Posted

Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.

The screenshot shows the 'Library' tab selected in the top navigation bar. A red arrow points to the 'Library' tab with the text 'Click here'. On the left, a 'Folders' tree is visible. A red arrow points to the 'Test' folder with the text 'Navigate to folder'. On the right, the 'Library Folder: "TestImages"' section is shown. A red arrow points to the 'Images' drop-down menu with the text 'Then click here and select default IMAGES if deleting an image or select FILES if deleting a file'.

NOTE: If deleting an image skip this step. Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES (leave on default Images, if deleting an image) from the drop-down shown above.

DOCUMENT - Click on the name of the document you want to delete from the list.

The screenshot shows the 'Library' tab with the 'Test' folder selected. The 'Library Folder: "TestFiles"' section is shown. A red arrow points to the 'Daily Situation Report' document in the list with the text 'Click on the name of the document you want to delete from the list that appears here'.

Title	ID	Date Modified	Filename
Daily Situation Report	7574	6/20/2012 1:26:37 PM	/uploadedFiles/ITnv.gov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf

IMAGE - Click on the name of the image you want to delete from the list.

The screenshot shows the ektion Library interface. The top navigation bar includes Desktop, Content, Library (selected), Settings, Reports, and Help. The version is 8.50 SP2 (Build 8.5.0.356). The left sidebar shows a folder tree for IT.nv.gov, with Content selected. The main area displays the Library Folder: "Test/images". It includes an ADD button, a search bar, and a language dropdown set to English (U.S.). Below this, there is a list of images. The first image is titled "Featured Classes 01" with a thumbnail showing a calendar and the text "26", "5", and "28". A red arrow points to the name of this image. A yellow callout box with a red border contains the text: "Click on the name of the image you want to delete from the list that appears here". The second image is titled "Glasses Image" with a thumbnail showing a pair of glasses and the number "7837".

Image Name	Thumbnail	Size	Date	URL
Featured Classes 01	Calendar with text 26, 5, 28	7845	6/27/2012 9:51:27 AM	http://it.nv.gov/uploadedImages/ITnv.gov/Content/Sections/Application_Development/Web/Test/2012-06-22_0841(4).png
Glasses Image	Glasses on a surface	7837	6/27/2012 9:39:19 AM	http://it.nv.gov/uploadedImages/ITnv.gov/Content/Sections/Application_Development/Web/Test/glassesledger.jpg

When the VIEW LIBRARY dialog box appears, click on the DELETE icon.

View Library Item in Folder: "Test/files"

EDIT

Title: Daily Situation Report

Filename: http://it.nv.gov/uploadedFiles/ITnv.gov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf

Library ID: 7574

Parent Folder: Test

Last User To Edit: DEstey, DEstey

Last Edit Date: 6/20/2012 1:26:37 PM

Date Created: 6/20/2012 1:26:37 PM

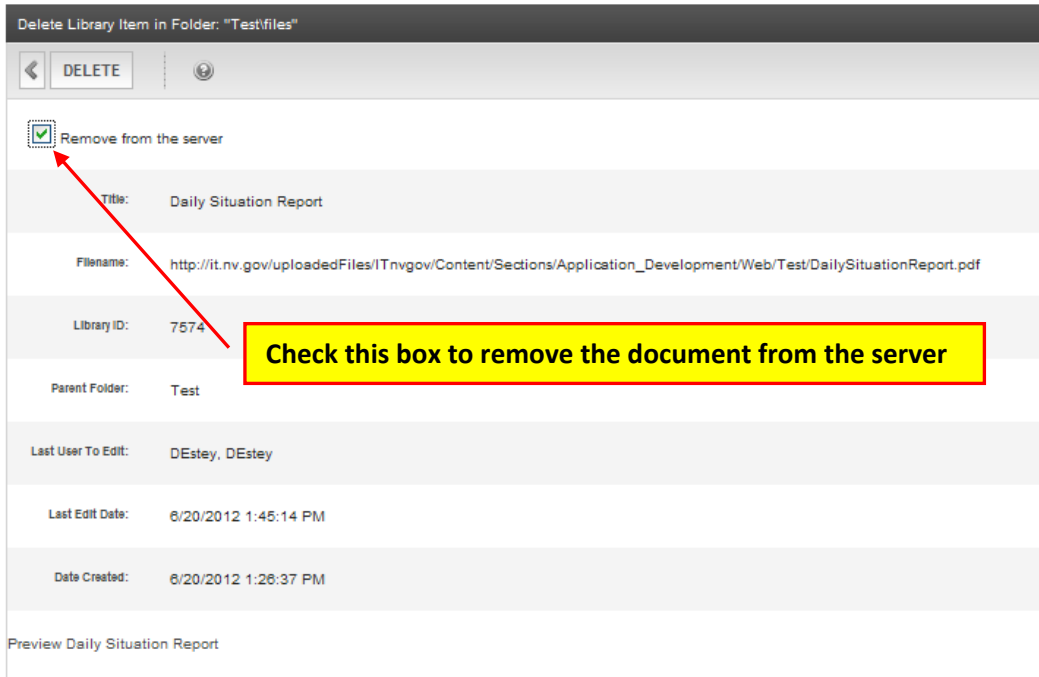
Description:

Category
No categories selected

Tags
No Tags selected

Preview Daily Situation Report

When the DELETE LIBRARY ITEM IN FOLDER dialog box appears, check “REMOVE FROM SERVER” and click on DELETE .



Delete Library Item in Folder: "Test/files"

DELETED

☒ Remove from the server

Title: Daily Situation Report

Filename: http://it.nv.gov/uploadedFiles/ITnv.gov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf

Library ID: 7574

Parent Folder: Test

Last User To Edit: DEstey, DEstey

Last Edit Date: 6/20/2012 1:45:14 PM

Date Created: 6/20/2012 1:26:37 PM

Preview Daily Situation Report

Go to each of the websites pages that the document or image you deleted were on and remove any links to documents. Then, in your browser go to each page and in the staging environment to verify the links and document or image have been removed.



Click on the refresh button to verify the deleted document and links are no longer on each website page.

NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

Adding Content to a Smart Form

The image consists of two screenshots of the CMS400 Workarea interface, demonstrating the steps to edit a Smart Form.

Top Screenshot: The 'View Contents of Folder "User 1"' window displays a list of Smart Forms. A yellow callout box with the text "Click on the type of Smart Form you want to edit," points to the 'Page' row in the list. The 'Page' row is highlighted in blue.

Title	Content Type	Language	ID	Status	Date Modified	Last Editor
Carousel	Smart Form: Carousel					
Documents	Smart Form: Documents					
Classroom	Smart Form: Classroom					
Initiative Box	Smart Form: Initiative Box		1311	A	1/9/2012 8:54:44 AM	GLyon, GLyon
Links	Smart Form: Links		1302	A	1/9/2012 8:49:00 AM	GLyon, GLyon
Meetings and Agendas	Smart Form: Meetings & Agendas		1304	A	1/9/2012 8:50:18 AM	GLyon, GLyon
Page	Smart Form: Page		1306	A	1/9/2012 8:51:26 AM	GLyon, GLyon
Press Release	Smart Form: Press Release		1307	A	1/9/2012 8:51:59 AM	GLyon, GLyon
Slides	Smart Form: Slides		1305	A	1/9/2012 8:53:37 AM	GLyon, GLyon

Bottom Screenshot: The 'View Content: "Page"' window shows the 'Edit' button in the toolbar. A yellow callout box with the text "...then select the 'Edit' button in the toolbar at the top of the page." points to the 'Edit' button.

The interface includes a sidebar with a folder tree and a top navigation bar with tabs: Desktop, Content, Library, Settings, Reports, and Help. The 'Content' tab is selected in both screenshots.

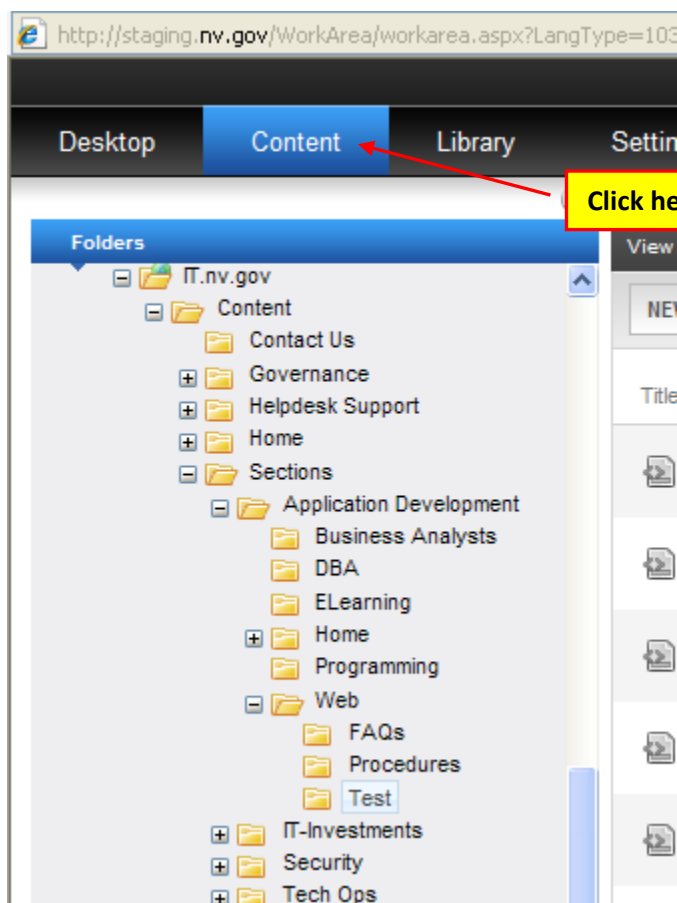
Procedure for Adding a New Document to the CMS

There are two ways to upload a file.

- 1st option is to upload the document before you add it to the content block (or smart form) you want it to appear on.
- 2nd option is to upload the document from within the content block or smart form you want it to appear on.

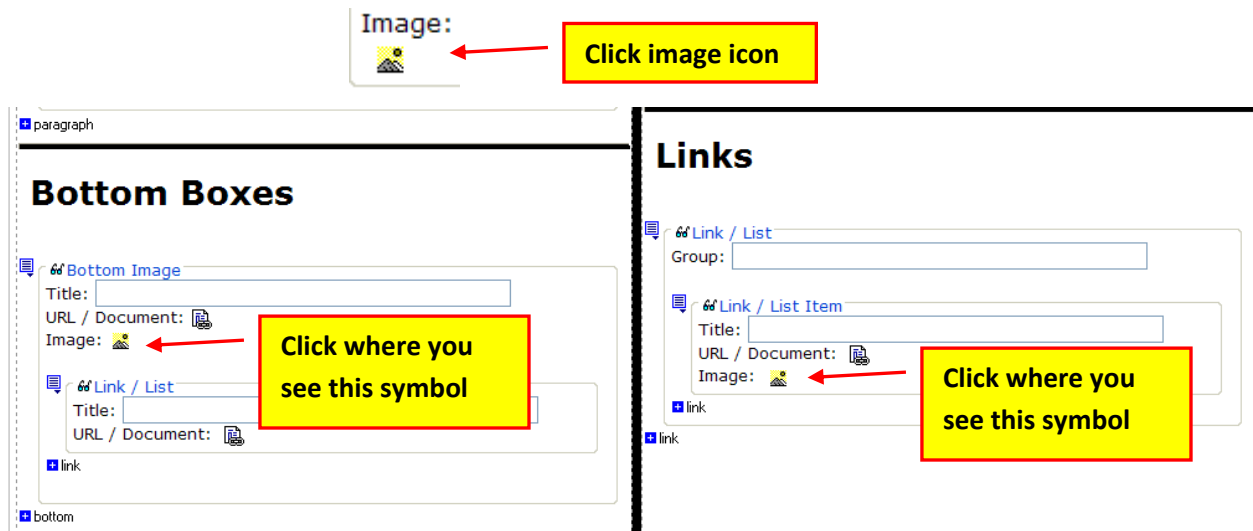
Direct Upload to Smart Form on the Fly

In the **WORKAREA** make sure you are in the **CONTENT** tab area, and then navigate to the folder containing the smart form or content area you wish to add the document or file to. Open the smart form or content area.



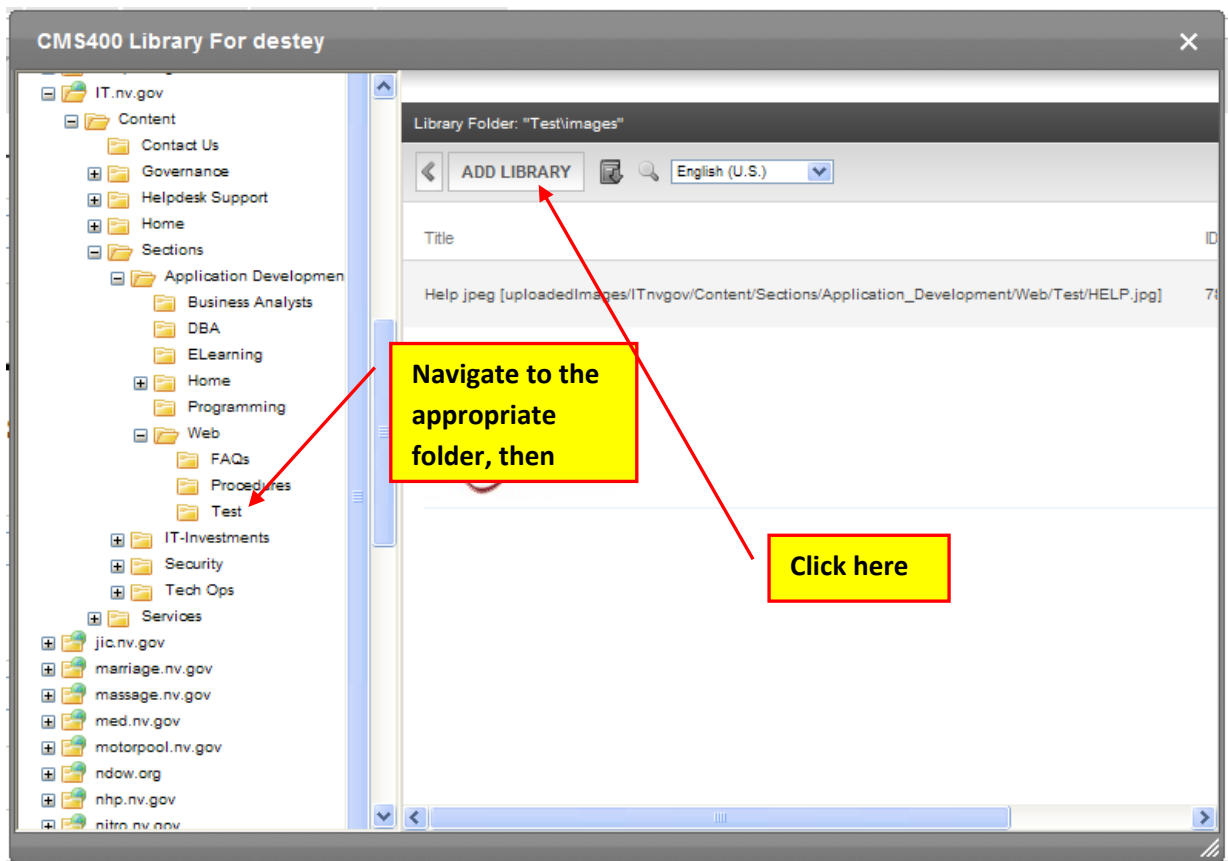
You can add an image to most smart forms, content blocks or using a straight HTML content block.

In the smart form or content area, click the image icon. This example uses the PROGRAM PAGE Template.



[Click here to add the image to a plain HTML Content area.](#)

When the CMS400 LIBRARY dialog box appears, in the left pane, navigate to the folder you want to upload the image to and then click the ADD LIBRARY button.



Enter the image title and click the BROWSE button.

To upload and insert a local file:

ADD LIBRARY

Title:

Filename: Browse...

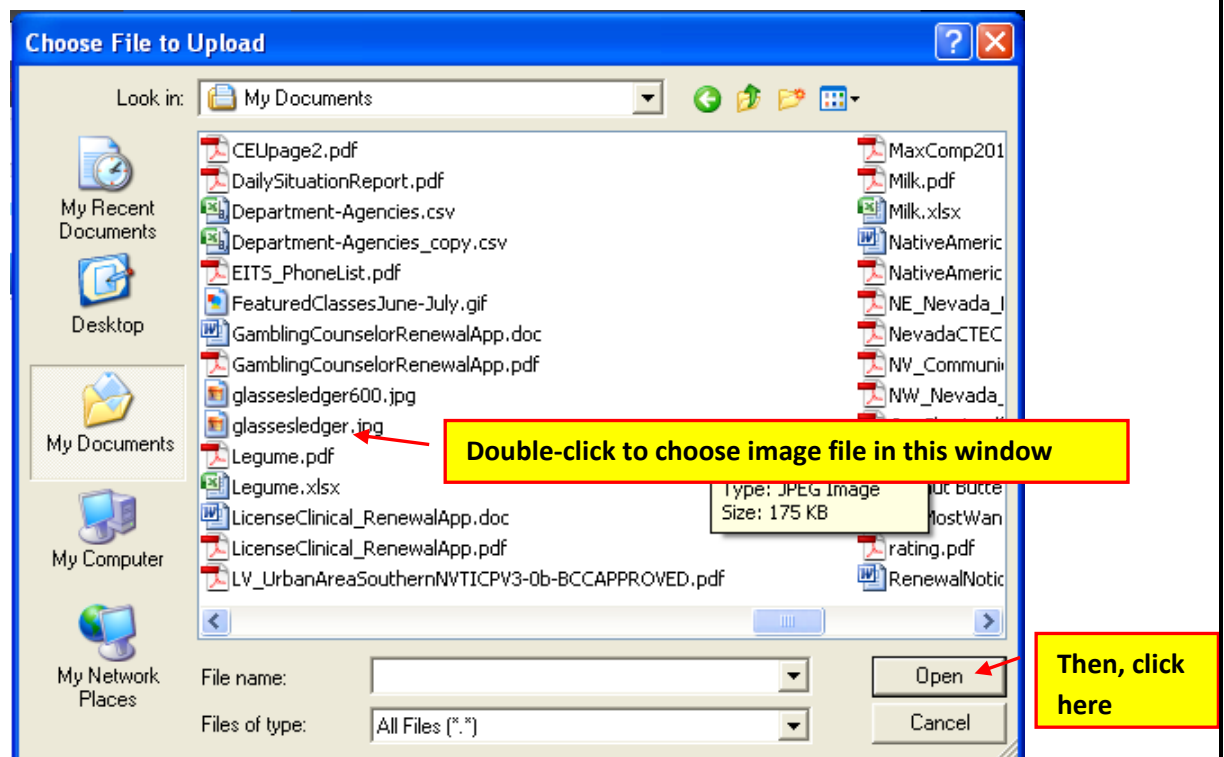
Description:

Paragraph Style B I ABC

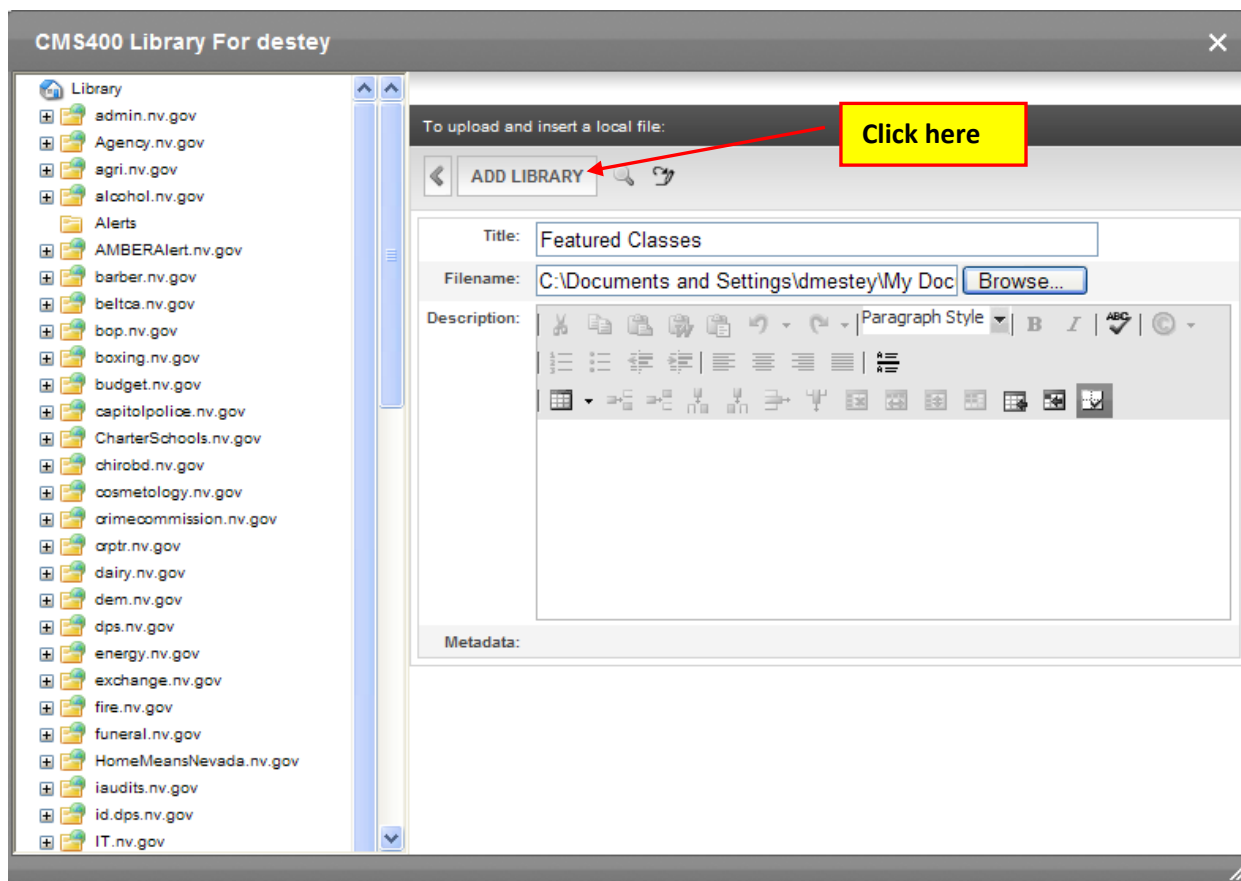
Description

Metadata:

When the CHOOSE FILE TO UPLOAD window appears, locate and double-click on the image you want to add to the CMS library and your page.

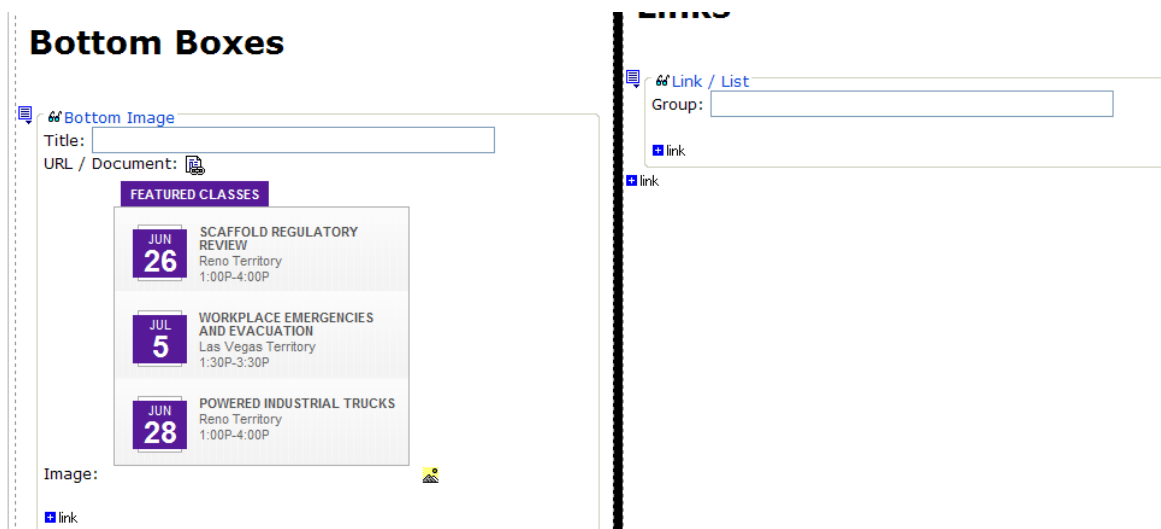


Click the ADD LIBRARY button to import and add your image to CMS and to the page.



PLEASE NOTE: Size the image before you upload it to CMS.

The finished product will look similar to the print screen showing below.



Go to the browser page in the staging environment and verify your image has been added to the page.



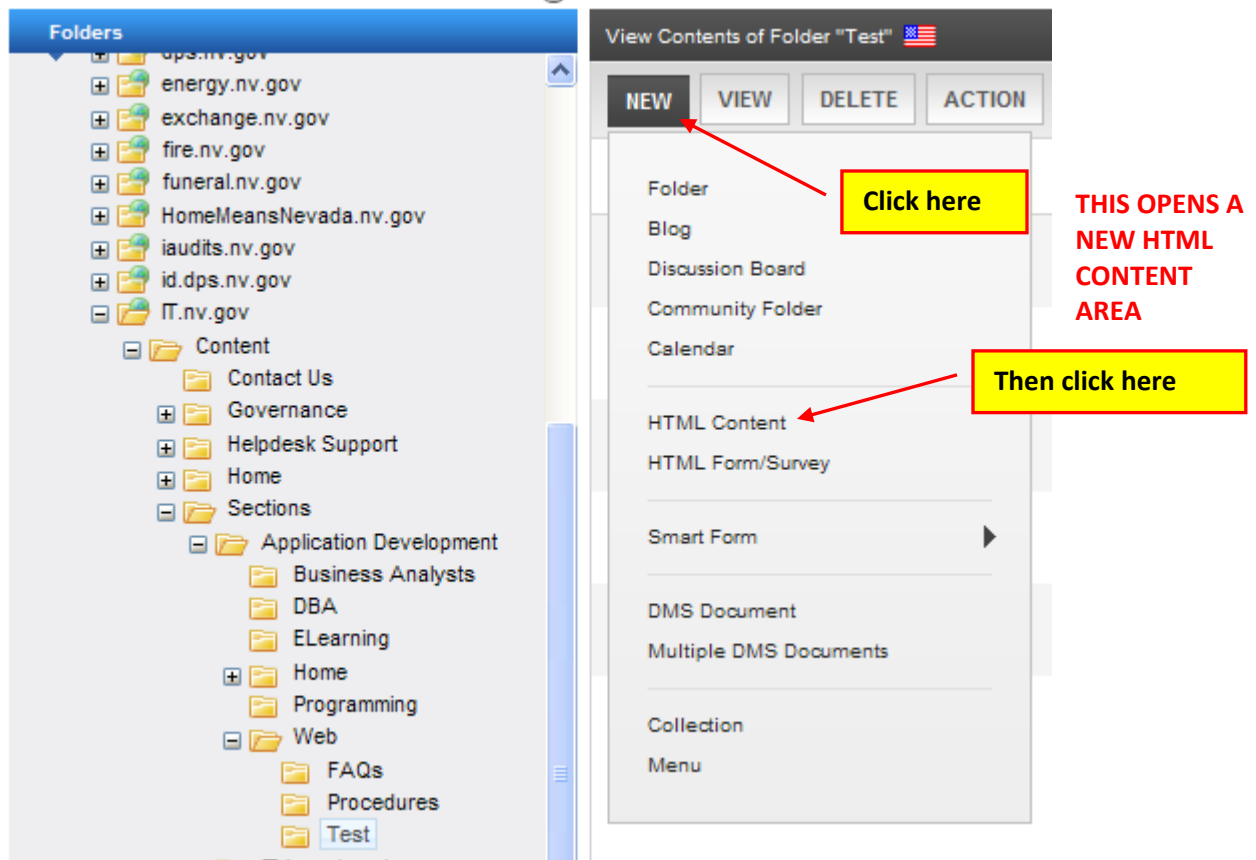
Click on the refresh button to verify the image is there

NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

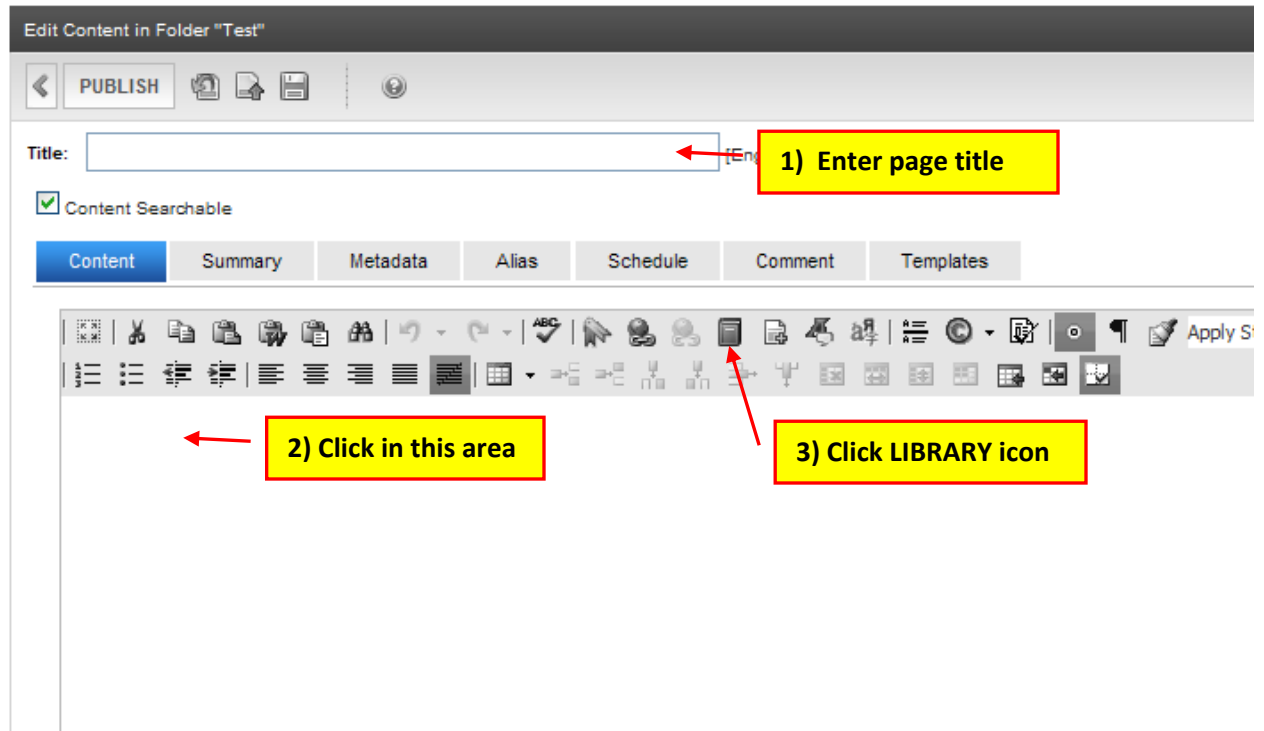
If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

To add an image to an HTML content area:

Open the WORKAREA to the CONTENT TAB, click NEW then HTML CONTENT from the drop-down menu or open the HTML Content area you want to add the image to.



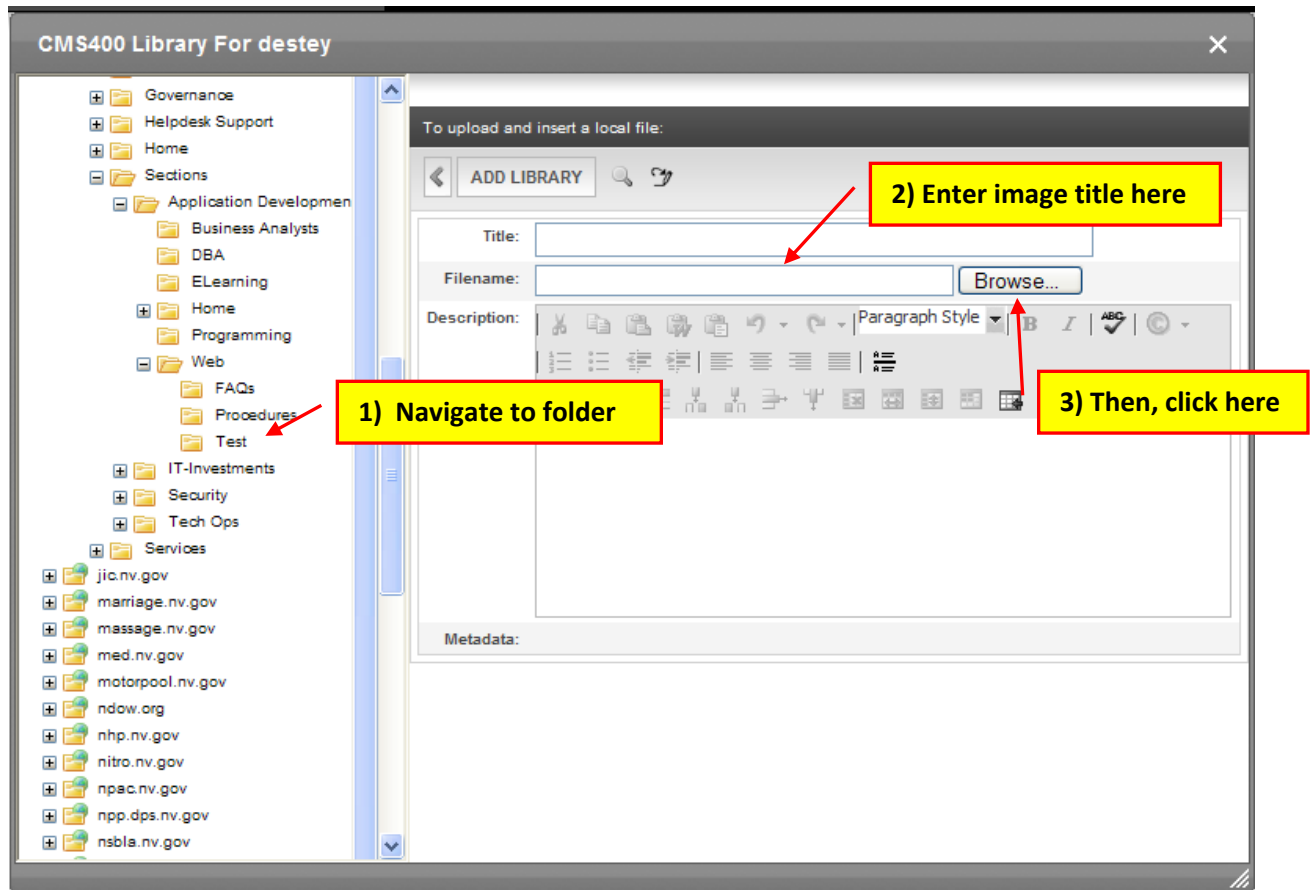
When the HTML Content area appears, enter a page title, place your cursor in the window, and then click on the LIBRARY icon button.



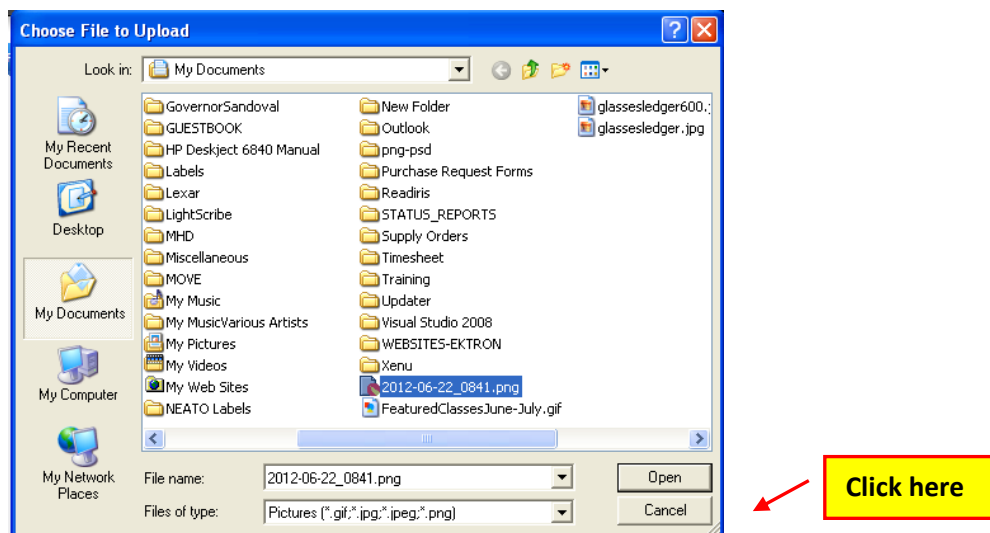
See the “Add Image Directly to a Smart Form” on the next page.

Add Image Directly to a Smart Form

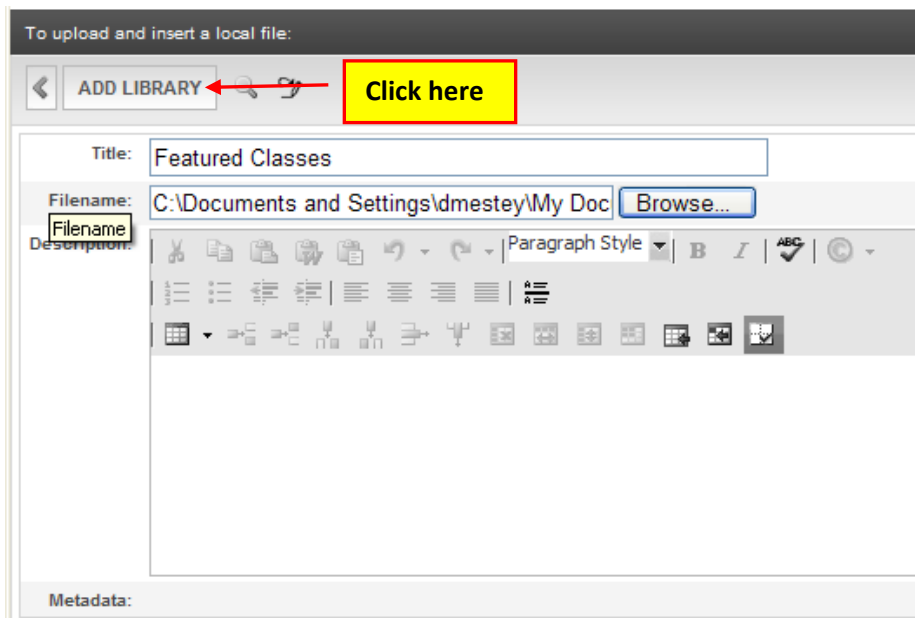
In the CMS400 LIBRARY navigate in the left pane to the folder you want to upload the image to, enter the image title and then click the BROWSE button.



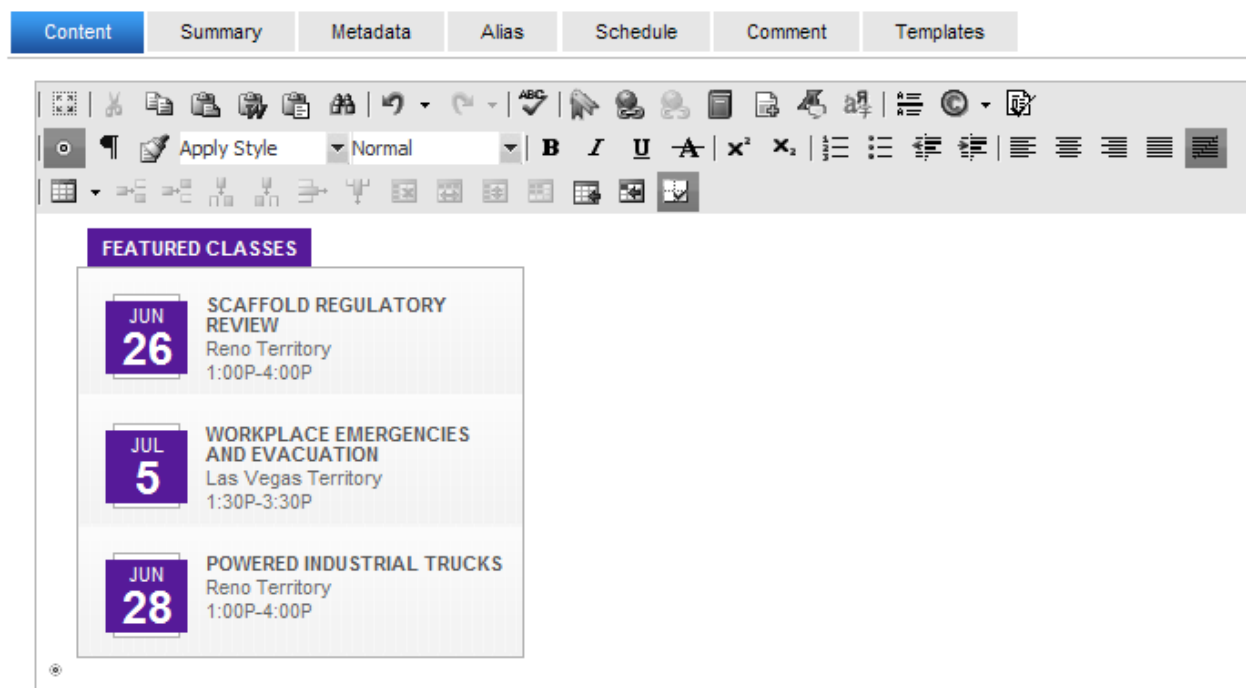
Navigate to and double-click on the image you want to upload, and then click OPEN.



When the dialog box below appears, click the ADD LIBRARY button to import the image to CMS and your page.



The finished product will look similar to the html content area below.



Adding Bullets or Numbering to a Smart Form

Smart Form Templates:	Fields that Accept Bullets/Numbering
Links	Page Copy & Category Description
Meetings & Agendas	Page Copy only
Page	Paragraph field only
Page - Program	Paragraph Copy
Service Catalog	Page Paragraph & Description
Staff List	Page Paragraph & Description
Tab	DO NOT USE AT THIS TIME FOR ANYTHING

Open one of the smart forms listed above (for the example below the PAGE smart form template was used).
Click in a field that accepts bullets/numbering. Type your list of items, making sure to hit the enter key between each one.

Paragraph:

- bagel
- muffin
- whole wheeat bread
- white bread
- Honey-wheat Berry

Image:

Click in a field that accepts bullets/numbering and create your list.

Highlight the list by selecting all of it.

Paragraph:

- bagel
- muffin
- whole wheeat bread
- white bread
- Honey-wheat Berry

Highlight to select entire list

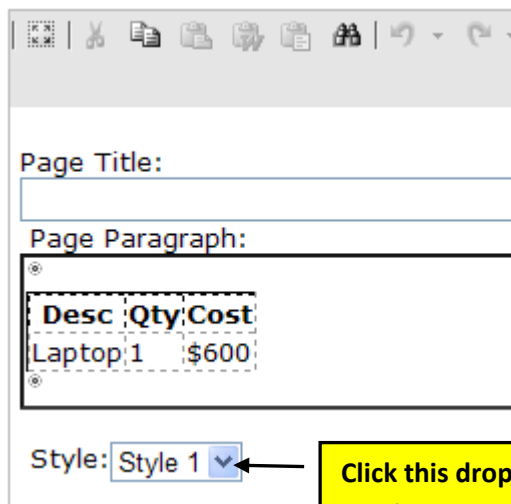
Then, click on either the bullet or numbered list icon to add the bullets or numbering to the list.

How to add a Table to a Smart Form

You can add a table to the following Smart Form templates:

- LINKS - Both the **Page Copy field** and the **Category Description** fields will accept tables.
- MEETINGS AND AGENDAS - is already set up as a table for you with 5 columns. You can have as many rows as you like, but are limited to five columns entitled Date, Location, Agenda, Minutes & Attachments.
- PAGE – Only the **Paragraph field** will accept a table.
- STAFF LIST - Both the **Page Copy** field and the **Description fields** will accept tables.
- SERVICE CATALOG – This template already contains a table for rates. However, it will also allow you to add a table in both the **Page Copy** field and the **Description fields**. *PLEASE NOTE: When using this template any tables you create will NOT be formatted the same as the table already contained in the template.*
- PAGE PROGRAM - Only the **Paragraph Copy field** will accept a table.

You can choose from one of two Table styles by selecting the appropriate style in the Smart Form as shown below.



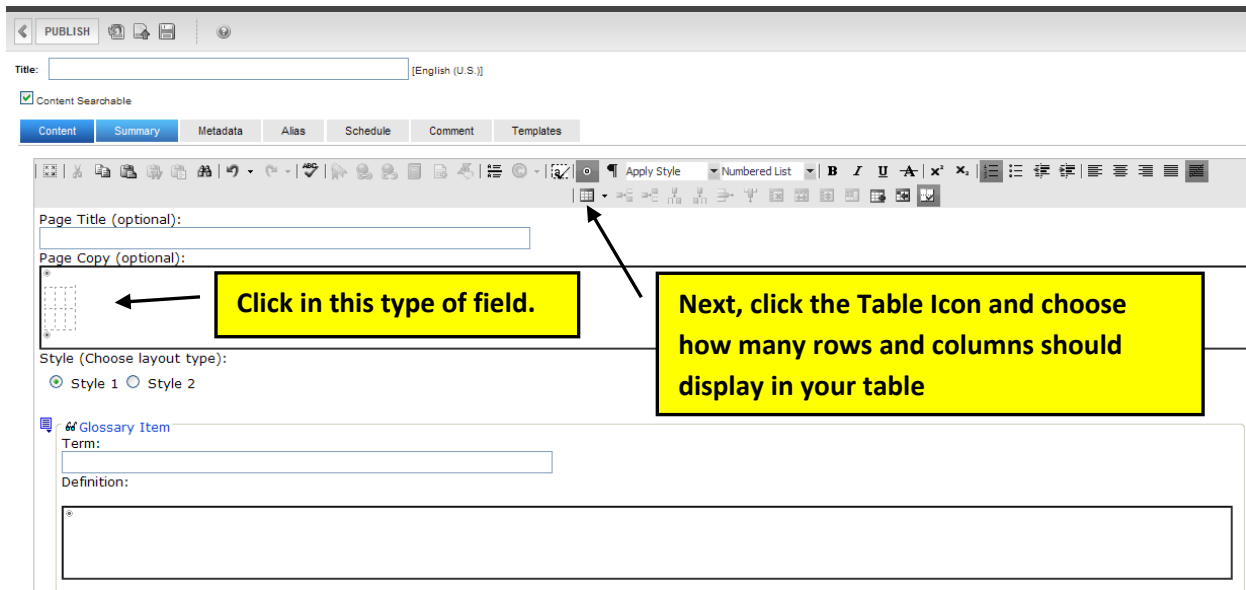
The screenshot shows a Smart Form interface with a toolbar at the top. Below the toolbar, there are two text input fields: "Page Title:" and "Page Paragraph:". The "Page Paragraph:" field contains a table with the following content:

Desc	Qty	Cost
Laptop	1	\$600

Below the table, there is a "Style:" label followed by a dropdown menu currently set to "Style 1". An arrow points from a yellow callout box to this dropdown menu.

Click this drop-down menu to change the style of the table. You have two options one in orange and one in blue.

Click in a field and then choose the table icon and select the number of rows/columns you want the table to display.



The screenshot shows a content management system interface. At the top, there is a 'PUBLISH' button and a 'Title' field. Below the title field, there is a 'Content Searchable' checkbox. A horizontal tab bar contains 'Content', 'Summary', 'Metadata', 'Alias', 'Schedule', 'Comment', and 'Templates'. Below the tabs is a rich text editor toolbar with various icons, including a table icon. A yellow callout box with an arrow points to the table icon, stating: 'Next, click the Table Icon and choose how many rows and columns should display in your table'. Below the toolbar, there are fields for 'Page Title (optional):', 'Page Copy (optional):', and 'Style (Choose layout type):' with radio buttons for 'Style 1' and 'Style 2'. A 'Glossary Item' section is also visible with 'Term:' and 'Definition:' fields.

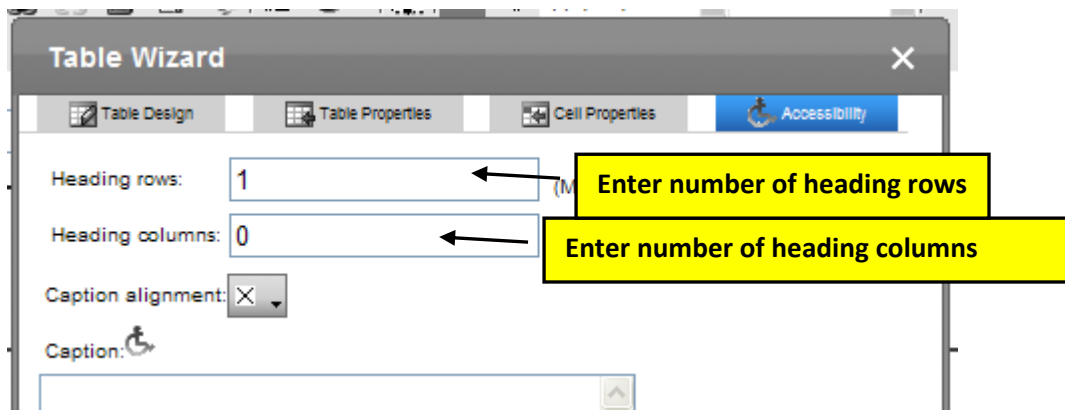
NOTE: DO NOT SET ANY CELL OR TABLE SIZES, IT WILL AUTOMATICALLY TAKE CARE OF THAT IN THE NEXT STEP.

Right-click in a cell in the table just created, and choose SET TABLE PROPERTIES. The following dialog box will appear. Click on the Accessibility Tab.

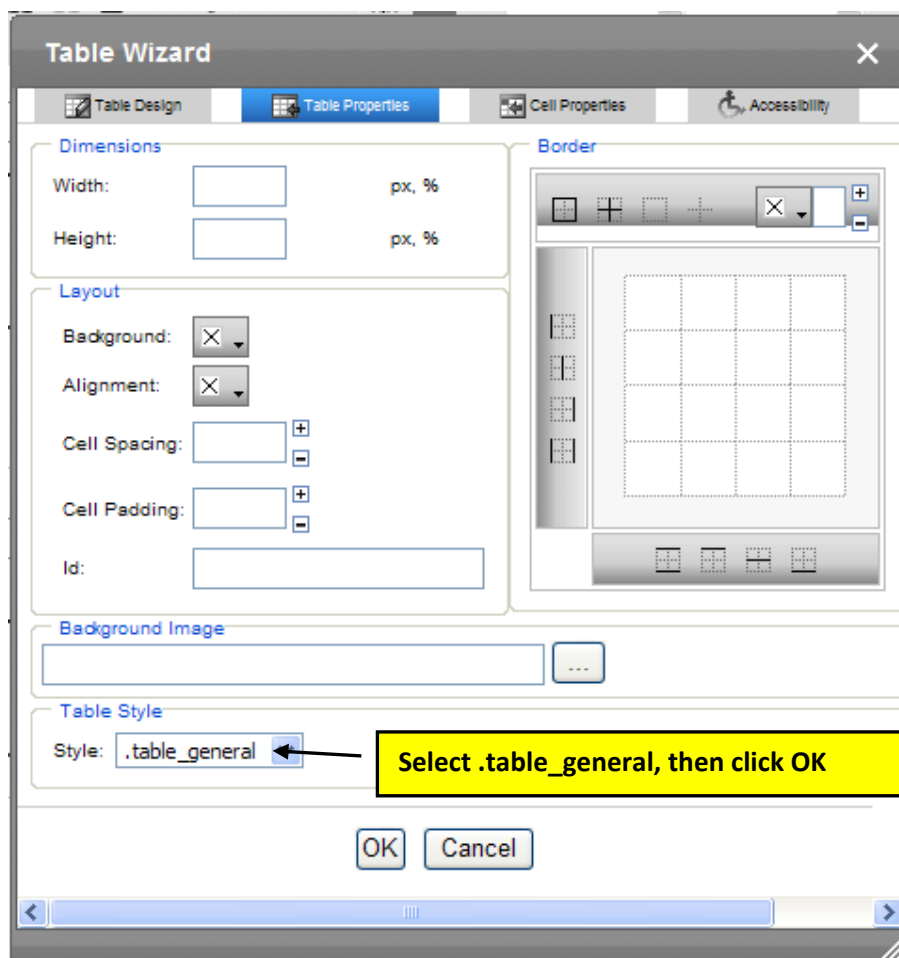


The screenshot shows the 'Table Wizard' dialog box. It has four tabs: 'Table Design', 'Table Properties', 'Cell Properties', and 'Accessibility'. The 'Accessibility' tab is selected. The dialog box displays a table with 3 columns and 2 rows. On the right side, there are controls for 'Rows' and 'Column Span'. At the bottom, there are 'OK' and 'Cancel' buttons. A yellow callout box with an arrow points to the 'Accessibility' tab, stating: 'Click in the Accessibility tab'.

When the following dialog box will appears. Enter the number of rows or columns you want to appear as table headings in the Heading Rows and Heading Columns fields, then click OK.



Next, click on the Table Properties tab. When the dialog box below appears, under Table Style, choose .table_general, then click OK.



Your table will be formatted similar to the tables below when viewed in a browser.

STYLE 1

Tier	From	To	Rate	Amount

STYLE 2

Desc	Qty	Cost

Desc	Qty	Cost
Laptop	1	\$600

Smart Form Page Layouts

Can be found online at http://agency.nv.gov/Pages/Pages - Smart_Forms/.

5/22/13

Pages - SmartForms

Department of Agency
Division of Agency
DIVISION of AGENCY

NV.gov
Agencies Jobs About Nevada

HOME PAGE DESIGNS PAGE LAYOUTS STAGING WEBSITE TEST MENU

Page Layouts

PAGE LAYOUTS - SMART FORMS

We have built out the most common *smart form* pages for agencies to use. A *smart form* is a form which guides content contributors to simply fill out a form to add content to a website while not having to know any HTML or programming languages. By using a smart form all content is added in a uniform and organize manner.

We will continually add new *smart forms* to the system and will post them here along with a sample of the features they provide. In the mean time choose a smart form type from the left menu to see a sample of the layout and the different style options to choose from.

Page

The page smart form provides content contributors a form to populate a general information page. The form provides for basic paragraph and images. It also provides for the selection of two header options.

Links

The links smart form can be utilized to display a list of related links. The options include building links by category along with 5 layout options.

Meetings & Agendas

Meetings and Agendas smart form provides for three unique styles to display minutes, agendas and attachments along with the date and time of each meeting. Content contributors can populate the full year and come back at any time before or after the meetings to post agendas, minutes and any attachments related to the meeting.

Press Releases

The press releases section is a combination of using the template and the smart forms. The listing of press items has only one style with the press release itself comes in two style options. The press release allows for content contributors to attach images, documents and links to the press release.

Glossary

Glossary provides a way to list definitions and terms related to the topic or agency. There are two styles to choose from.

agency.nv.gov/Pages/Pages - Smart_Forms/

1/2

Computer Operations
Provides computer-processing services (24 x 7 x 3) including maintenance and server farm. Also provide

Contract Administration
Responsible for developing and issuing Requests for Technology components, contract review and manage State agency requests for IT consultants through I

Data Networking (Silvertext)
OUI's statewide data network providing high-speed for State agencies, local and county governments. Internet access, dialup and Virtual Private Network

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Add Menu Categories, Items to Drop-Down Menus, Left Content Navigation.

Email stateweb@admin.nv.gov to request links to be added to the top and left-navigation when you add links to the pages within your site.

Logging Out

Close the WORKAREA by clicking on the 'X' in the top right corner, then direct your browser to <http://staging.nv.gov> and log out by clicking on the LOGOUT button.

Enterprise Information Technology Services
Web Staging Environment

8.0 ENVIRONMENT DEMO WEBSITE SITE STATUS

Official State Webteam Blog

No System Issues
3/19/2012 03:04:27 PM

No system issues at this time. Please contact State Web at stateweb@admin.nv.gov if you experience any issues.

Posted by Anthony Marcin

Work Area Login

logout workarea preview

Sync to Production Status

9am Sync:	6/15/2012 @ 9:01:50 AM
12pm Sync:	6/15/2012 @ 12:00:23 PM
3pm Sync:	6/15/2012 @ 3:00:27 PM
6pm Sync:	6/15/2012 @ 4:58:29 PM

"Agency" Template Version

Current Build: 2.1.026
Build Date: 05/09/2012