

Ektron Website Quick Reference

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.

The screenshot shows the Ektron Workarea interface. On the left is a 'Folders' tree view with a search bar and a list of folders including 'dairy.nv.gov', 'dcfs.nv.gov', 'defcomp.nv.gov', 'dem.nv.gov', 'dental.nv.gov', 'detr.nv.gov', 'dhcfs.nv.gov', 'dhhs.nv.gov', 'dir.nv.gov', 'doc.nv.gov', 'doi.nv.gov', 'dpbh.nv.gov', 'content', 'About', 'Boards', 'Community', 'contact', 'Examples', 'home', 'Programs', 'Providers', 'Regulatory', 'Environmental', 'Cottage Foods', 'General', 'Get Help', 'Get Permit', 'Program Inform', 'Temporary Foo', 'HCQC', 'AssistedLiving', 'Immunization', 'Resources', 'setup', 'dps.nv.gov', and 'dhs.nv.gov'. The 'HCQC' folder is highlighted. On the right is a 'View Contents of Folder "HCQC"' panel with a table of content items. A red arrow points to the 'HCQC' folder in the tree.

Title	Content Type	Language	ID
ServiceProviderResources	Smart Form: NDA: Page-Program	US	94573
HCQC-Photo	HTML Content	US	94580
HCQC-Home(2)	Smart Form: NDA: Page-Program	US	94572
HCQC-Home	Smart Form: NDA: Page-Program	US	94530
CitizenResources	Smart Form: NDA: Page-Program	US	94571

Click on folder in this area

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

The screenshot shows the Ektron Workarea interface. On the left is the 'Folders' tree view, with 'HCQC' selected. On the right is the 'View Contents of Folder "HCQC"' panel. The 'NEW' button is highlighted with a red arrow.

Title	Content Type
ServiceProviderResources	Smart Form: NDA: Page-Pro
HCQC-Photo	HTML Content
HCQC-Home(2)	Smart Form: NDA: Page-Pro
HCQC-Home	Smart Form: NDA: Page-Pro
CitizenResources	Smart Form: NDA: Page-Pro

Next, choose the SMART FORM option.

The screenshot shows a web interface for creating new content. At the top, there are buttons for 'NEW', 'VIEW', 'DELETE', and 'ACTION'. Below these is a 'NEW' dropdown menu. The menu items are: Folder, Blog, Discussion Board, Community Folder, Calendar, Catalog, DxH Content, HTML Content, HTML Form/Survey, Smart Form, DMS Document, Collection, and Menu. A red arrow points to 'Smart Form'. The 'Smart Form' sub-menu is open, listing various content types: Links, Glossary, Meetings & Agendas, Documents, Page, Press Release, Staff List, Slides, Carousel, Initiative Box, Social Media Links, Tabs, Service Catalog, YouTube, Page - Program, Page - FAQs, Agency Directory, Site Setup, Countdown Clock, Database Setup 2, CMS Data List, Purchasing: Solicitation Smart, Class Specifications, Page - Links, Page - Directory, NDA: Page-Program, and Page_v3. The background shows a list of existing content items with icons and titles like 'Presentation12_15_14', 'Presentation', 'Photo180', 'NDA Test Page Program', 'Environmental Health Staff', and 'Agenda12_15_14'.

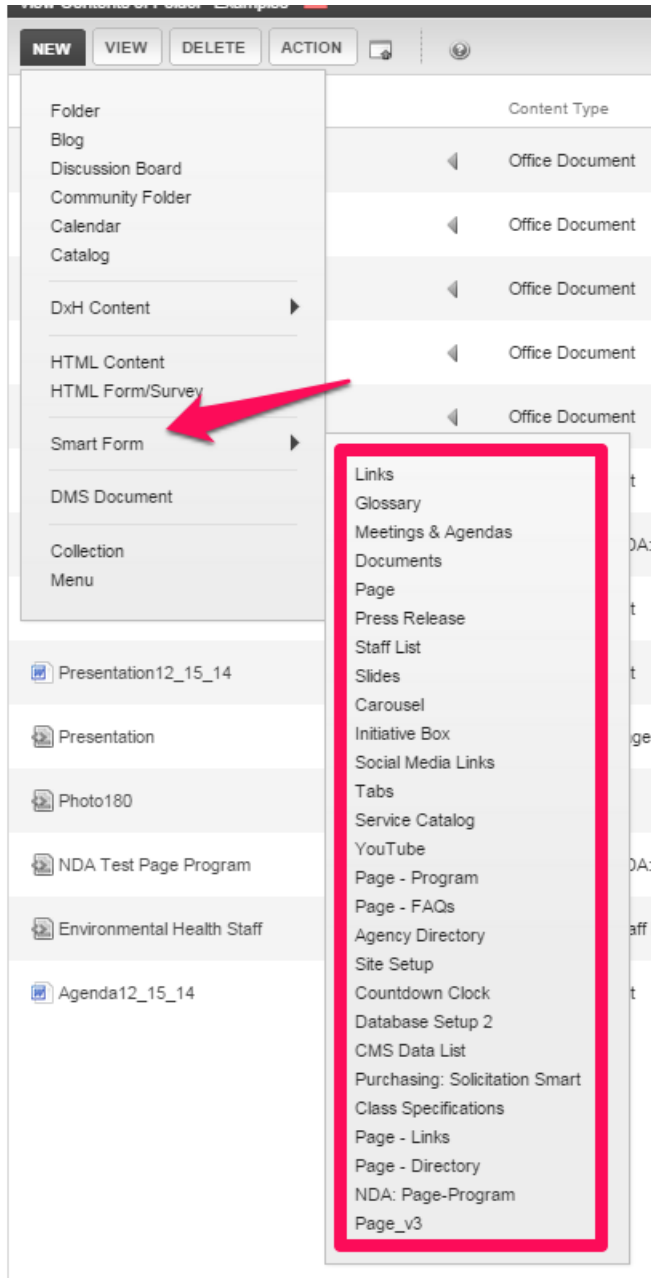
Content Type	Content Type
Office Document	Office Document
Office Document	Office Document
Office Document	Office Document
Office Document	Office Document
Office Document	Office Document
Office Document	Office Document

- Links
- Glossary
- Meetings & Agendas
- Documents
- Page
- Press Release
- Staff List
- Slides
- Carousel
- Initiative Box
- Social Media Links
- Tabs
- Service Catalog
- YouTube
- Page - Program
- Page - FAQs
- Agency Directory
- Site Setup
- Countdown Clock
- Database Setup 2
- CMS Data List
- Purchasing: Solicitation Smart
- Class Specifications
- Page - Links
- Page - Directory
- NDA: Page-Program
- Page_v3

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Add Content to a Smart Form

Then choose the appropriate smart form from the list options.



Note: To see examples of the smart forms listed above, please go to: http://agency.nv.gov/Pages/Pages_Smart_Forms/