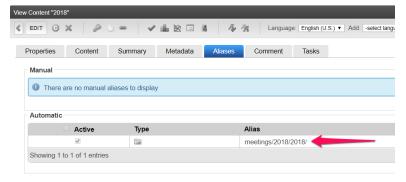# Ektron Refresher Training

Ektron Outage and Service Notices

- Please go to http://staging.nv.gov and subscribe to the State CMS Listserv to receive outage and service notices.

Ektron - New User Training

New users should verify access to the site by logging in at http://staging.nv.gov. New users will see changes they make to the site by clicking on the alias tab in any content block in the workarea and clicking the link to bring up that particular page in the Staging Environment, so they can check their work.

In addition, new users should take the online training available through the ½ hour webinar course found on YouTube.

Though these webinars were designed for the iNET all but 2 apply equally to all other Ektron websites whether on the intranet or internet. The two you can skip are:

- The Division Homepage Overview & Right Content

Additional Training Resources

New users may also find the procedures and information on http://it.nv.gov/web useful. We recommend:

- printing the *Ektron Template Masters (Wireframes)* found under the **Initial Training Package** on the right sidebar and reviewing **"Metadata: What it is and How it Works"**

- reviewing the **Tips & Tricks** section on the right sidebar which explains how to correct common formatting issues

- In the body of the page new users should also review:

  - Working with Smart Forms - Difference between content block title (smart form title) and the Page Title displayed on the Page

  o Documents, Images & Photos

    - **File Naming Conventions - IMPORTANT! – do not upload documents with special characters other a dash (-) or an underscore (_) to Ektron. This means do NOT put spaces, periods or other special characters in the document file name.**

    - *File Types & Sizes Accepted in Ektron*

    - *Uploading Documents Directly to the Smart Form on the Fly*

    - *Overwriting (replacing) a document previously posted*

    - *Deleting a document or image previously posted.*

- Review the *Clearing Cache* procedures as often a user must clear their browser cache see changes made to the site.

ADA Training

- *In addition, all new website editors should take the ADA Training Course to be sure they are building compliant content and documents.If you are behind the state firewall go to http://outreach.staging.nv.gov and click the ADA Training Class link to locate classroom training courses for document remediation and Siteimprove.*