

State of Nevada



Department of Administration

Enterprise IT Services

Enterprise IT Services

Ektron Content Management System (CMS)

Quick Reference Guide

May 22, 2013

CMS Quick Reference Guide

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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. At the top, it reads "Enterprise Information Technology Services Web Staging Environment" with the NV.gov logo and navigation links for "Agencies" and "About Nevada". Below this, there are links for "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" dated 11/3/2011 09:28:29 AM. The post content discusses the new version of Ektron 8.5 and provides information on system status, sync status, and maintenance schedules. A "Work Area Login" button is highlighted with a red box, and a yellow callout box points to it with the text "Clicking on this...".

Below the blog post, there is a "Sync to Production Status" section with a table of sync times:

Sync Time	Date	Time
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

Below the sync status, there is an "Agency" Template Version section with the text "Current Build: 2.1.005" and "Build Date: 12-20-11".

At the bottom of the page, there is a navigation menu with categories: Executive, Legislature, Alerts, Help, and About Nevada. Each category has several sub-links.

A "CMS400 Login" dialog box is overlaid on the page, showing a login form with fields for "User" (containing "glyon") and "Pwd" (masked with dots). The dialog box has "Login" and "Cancel" buttons. A yellow callout box points to the dialog box with the text "...will cause the login dialog to appear."

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 glylon - 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"

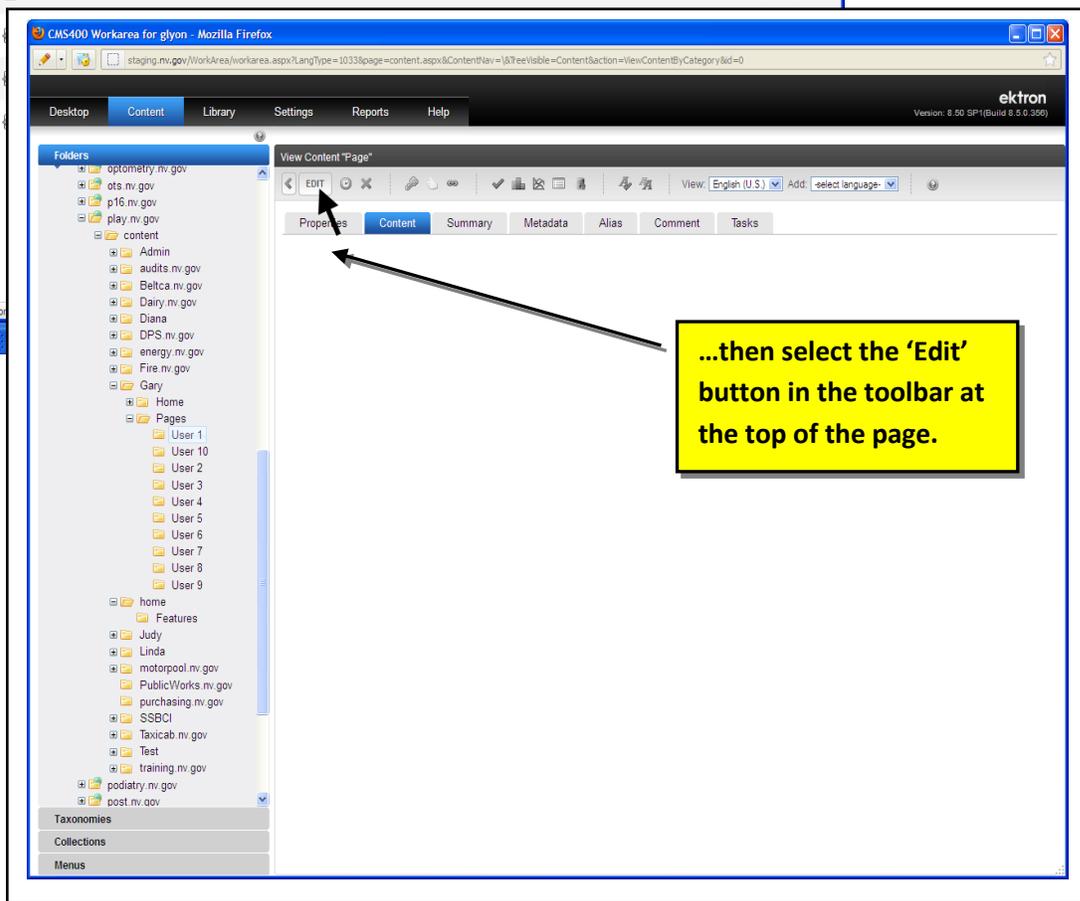
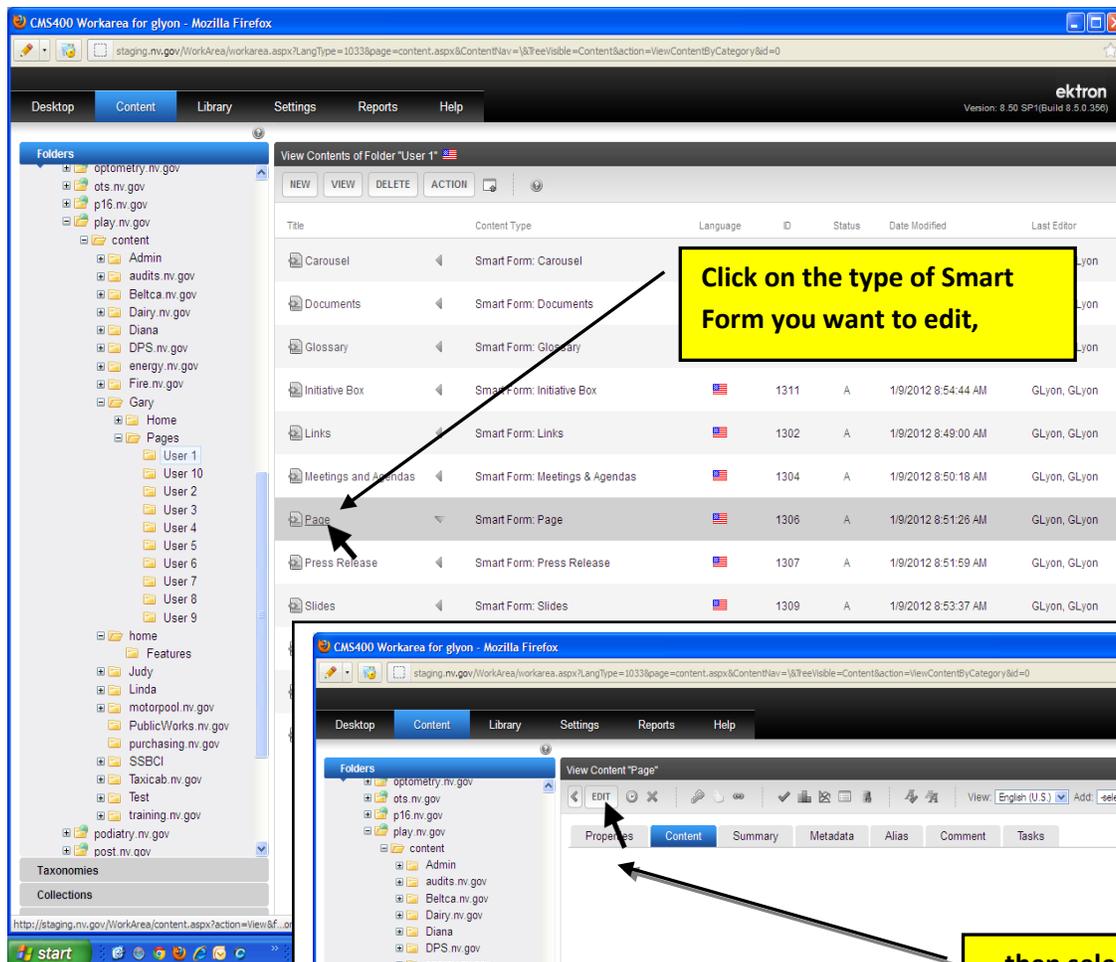
NEW VIEW DELETE ACTION

Title	Content Type	id	Last Editor
Carousel	Smart Fo	06:44 AM	GLyon, GLyon
Documents	Smart Fo	50:50 AM	GLyon, GLyon
Glossary	Smart Fo	49:49 AM	GLyon, GLyon
Initiative Box	Smart Fo	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

Add Content to a Smart Form (Edit Content Block)



Adding a Smart Form to Your Website

In most cases your website will be pre-populated with the Smart Forms your agency has requested. The following procedures will allow you to add a new Smart Form in the event another is required. Refer to Appendix A for a list of currently available Smart Forms and guides and how they are intended to be used and where to enter content. You can also view available Smart Forms by going to the [Page Layouts – Smart Forms webpage](#).

If a Smart Form is listed in Appendix A or on the Page Layouts – Smart Forms webpage and does not appear in the **New > Smart Form drop-down menu for your site**, please contact Stateweb at (775) 684-7323.

Appendix A – Smart Form Usage Guide

The following pages contain guides to selecting Smart Forms and adding content.

Appendix A – Section 1 – Some Smart Forms Available

Staff List Smart Form

Smart Form: Staff List

The STAFF LIST smart form provides a uniform way to display your top most staff or sales team. Staff can be organized by location or category. Images are also an option but not required. The Organization title allows you to link to the organization if chosen and again is an option.

Page Title (optional):

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

Style (choose layout type):

Style 1 Style 2 Style 3

Section

Title:

Description:

Staff

Name:

Title:

Biography:

Organization:

Organization URL: 

Photo: 

 staff_item

 section

Page Style:

Style 1 – In a column format / orange theme. All fields are displayed.

Style 2 – In a column format / blue theme. All fields are displayed.

Style 3 – Currently no template has been defined for style 3.

Page Style 1

 Staff List

 List of Members

 Carson City Office

 The Carson City Office Staff



Jeff Mohlenkamp

Director

Department of Administration

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? In ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturient, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.



David Gustafson

Director

Information Technology

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? In ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturient, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.



Teresa Thienhaus

Director

Human Resources

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? In ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturient, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.

Documents Smart Form

Smart Form: Documents

The DOCUMENTS smart form provides a uniform way to display your documents by category along with hosting multiple document types.

Page Title (optional):

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

Style (choose layout type):

Style 1 Style 2

Documents

Category Title:

Category Description:

Document

Document Title: Document Date:

Document Description:

File

Type: File Online Form Fill able Form

File:

+ file_item

+ document_item

+ documents_item

Page Style:

Style 1 – In a column format / orange theme. All fields are displayed.

Style 2 – Currently no template has been defined for style 2.

Style 3 – Currently no template has been defined for style 3.

Page Style 1

1 Documents

2 List of Documents page

3 General Documents

4 Here are some general documents

5 Document 1
This is Document 1 Description 7 8 pdf | docx

Document 2
Second Set of Documents docx

Other Documents

Here are some other documents

Document 3
Just another document pdf | pdf

Document 4
Last of the documents docx

Glossary Smart Form

Smart Form: Glossary

The GLOSSARY smart form provides a uniform way to display your terms and definitions for your organization.

Page Title (optional):

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

Style (choose layout type):

Style 1 Style 2

<p>Glossary Item</p> <p>Term:</p> <input type="text"/>
<p>Definition:</p> <input type="text"/>

 glossary_item

Page Style:

Style 1 – Terms are on top line will the definition is indented below.

Style 2 – Terms are embedded in the text in bold.

Style 3 – Currently no template has been defined for style 3.

Page Style 1

1  Smart Form: Glossary - Style 1

2 The following items are definitions for the IT Section.

3 **Communication Systems**

Provides primary public safety communication infrastructure support for State agencies, federal and local public safety entities operating in Nevada. Also provides communication transport services, microwave communication channels, mountaintop communication site space and engineering.

Computer Operations

Provides computer-processing services (24 x 7 x 365) using various computing platforms, including mainframe and server farm. Also provides hosting of server hardware for agencies.

Contract Administration

Responsible for developing and issuing Requests for Proposals that include information technology components, contract review and monitoring, and coordination and monitoring of State agency requests for IT consultants through the DoIT Master Service Agreements.

Data Networking (SilverNet)

DoIT's statewide data network providing high-speed/broadband network connectivity services for State agencies, local and county governments. Secure services include high-speed internet access, dialup and Virtual Private Network connectivity.

Page Style 2

 Smart Form: Glossary - Style 2

Communication Systems: Provides primary public safety communication infrastructure support for State agencies, federal and local public safety entities operating in Nevada. Also provides communication transport services, microwave communication channels, mountaintop communication site space and engineering.

Computer Operations: Provides computer-processing services (24 x 7 x 365) using various computing platforms, including mainframe and server farm. Also provides hosting of server hardware for agencies.

Contract Administration: Responsible for developing and issuing Requests for Proposals that include information technology components, contract review and monitoring, and coordination and monitoring of State agency requests for IT consultants through the DoIT Master Service Agreements.

Data Networking (SilverNet): DoIT's statewide data network providing high-speed/broadband network connectivity services for State agencies, local and county governments. Secure services include high-speed internet access, dialup and Virtual Private Network connectivity.

Links Smart Form

Smart Form: Links

The LINKS smart form provides several layout options for displaying a list of links on a page. The LINKS smart for also allows for categorizing the Links for an easier display just like the example displayed on the right.

Page Title (optional):

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

Style (choose layout type):

Style 1 Style 2 Style 3 Style 4 Style 5

Category

Link Category (Optional):

Category Description:

Link

Link Title:

Link URL:

Link Description (optional):

link_item

link_category

Page Style:

- Style 1** – Displays all fields with no bullet icon for each item.
- Style 2** – Displays all fields and adds a graphic bullet to each link item
- Style 3** – Displays Cat in a bar style along with Description and Titles
- Style 4 – Currently not defined
- Style 5** – Displays only the Cat Title and Link Title.

Links Style 1 Displayed

1 Smart Form: Links - Style 1

2 A sample of the Links Smart Form

3 State Links

4 List of State Links

5 State of Nevada

http://nv.gov

6 State of Nevada Home page

Governor's Office

http://gov.nv.gov

Official Governor's website

First Lady

http://firstlady.nv.gov

Official First Lady website

City Websites

List of City Related Websites

City of Reno

http://reno.gov

City of Reno's Website

City of Las Vegas

http://lasvegasnevada.gov

City of Las Vegas's Website

Links Style 2

State Links

List of State Links

State of Nevada

http://nv.gov

State of Nevada Home page

Governor's Office

http://gov.nv.gov

Official Governor's website

First Lady

http://firstlady.nv.gov

Official First Lady website

Links Style 3

State Links

List of State Links

State of Nevada

State of Nevada Home page

Governor's Office

Official Governor's website

First Lady

Official First Lady website

Links Style 5

State Links

State of Nevada

Governor's Office

First Lady

City Websites

City of Reno

City of Las Vegas

Meeting Information Smart Form

Smart Form: Meetings

Page Title (optional):

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

Page Style: Home Style: Display Title Doc Home URL:

Meeting

Meeting Status: Active

Date: Time: (HHMM AMPM) Description: Notes:

Location

Type: Address: Room: City: Link:

location_item

Document

Document Type: Agenda Minutes Attachments Document Title: File Type: PDF

document_item

meeting_item

Page Style:

Style 1 – In Table format / orange theme. Only field not displayed is Description.
Style 2 – In Table format / blue theme. Only field not displayed is Description.
Style 3 – In column format / gray theme. Only field not displayed is Description.

Home Style:

Style 1 – In orange theme with date and time displayed.

Page Style 1

1 Smart Form: Meetings and Agendas

2 This is an example of the Meetings and Agendas Smart Form.

Date	Location	Agenda	Minutes	Attachments
11/10/2011 08:00 AM	Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas	1 2		
11/01/2011 08:00 AM	2nd Floor - 401 N Carson Street - Carson City	1		1

Page Style 2

Date	Location	Agenda	Minutes	Attachments
11/10/2011 08:00 AM	Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas	1 2		
11/01/2011 08:00 AM	2nd Floor - 401 N Carson Street - Carson City	1		1

Page Style 3

11/10/2011 08:00 AM	Meeting of the Directors Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas	Agenda: 1 2	Minutes:	Attachments:
11/01/2011 08:00 AM	Board of Directors 2nd Floor - 401 N Carson Street - Carson City	Agenda: 1	Minutes:	Attachments: 1

Home Style 1 (only displays on home page)

Next P16 Meeting

January 11, 2012@ 09:00 AM

Page Smart Form

Smart Form: Page

The PAGE smart form provides an easy way to display body of text. This is the simplest form and allows for choosing two header styles and adding photos to each paragraph on the left. The smart form currently provides for two page styles. Style 1 is a one column while Style 2 is a two column layout.

Page Title (optional):

Style (choose layout type):

Style 1 Style 2

Paragraph

Header (Optional):

Header Style:

<h2> <h3>

Paragraph:

Image:



page_item

Page Style:

Style 1 – Displays only one column

Style 2 – Displays two columns

Paragraph Header:

<h2> – Displays in a bold font and has a line under the text.

<h3> – Displays in a smaller size and color with no line.

Page Style 1 Displayed

1 Smart Form: Page

2 First Header Style (h2)

3 Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a eitt, odio! Enim pulvinar eros scelerisque turpis lundium. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

2 Second Header Style (h3)

4  Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a eitt, odio! Enim pulvinar eros scelerisque turpis lundium. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a eitt, odio! Enim pulvinar eros scelerisque turpis lundium. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

Page Style 2 Displayed

Smart Form: Page

Sample Right Content

This is an example of content on the right column.

First Header Style (h2)

Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a eitt, odio! Enim pulvinar eros scelerisque turpis lundium. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

Second Header Style (h3)

Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a eitt, odio! Enim pulvinar eros scelerisque turpis lundium. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

Page 1 Style with multiple paragraphs

Page Layouts - Smart Forms

This block will use the most common smart form options to create a smart form with a form which provides content contributions to easily fit out a form to add content by a website user. It is a form which provides content contributions to easily fit out a form to add content by a website user. It is a form which provides content contributions to easily fit out a form to add content by a website user.

Page

The page smart form provides content contributions to easily fit out a form to add content by a website user. It is a form which provides content contributions to easily fit out a form to add content by a website user. It is a form which provides content contributions to easily fit out a form to add content by a website user.

Links

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

Meetings & Agendas

Meetings and Agendas smart form provides for three unique options to display meeting agendas and abstracts along with the date and time of each meeting. Content contributions can be added for the user and come back at any time before or after the meetings to post agendas, meeting and any other items related to the meetings.

Press Releases

The press releases section is a combination of using the template and the smart form. This uses all press items, but also uses the press release form which comes in two styles. The press release form for content contributions to attach images, documents and links to the press release.

Press Release Smart Form

Smart Form: Press Release

The PRESS RELEASE smart form provides a uniform way to display your press releases along with attachments related to the press release.

Press Title:

Press Sub Title:

Press Release Date:

Location (e.g. Carson City, NV):

Press Release Type:

Press Release Media Advisory Appointment Announcement

Style (choose layout type):

Style 1 Style 2 Style 3

Paragraphs

Paragraph Header:

Paragraph:

Attachments

Images

Title:

Documents / Links

Title:

Page Style:

Style 1 – Terms are on top line will the definition is indented below.

Style 2 – Currently no template has been defined for style 2.

Style 3 – Currently no template has been defined for style 3.

Page Style 1

5 Press Release

1 Governor Declares October Nevada History Month

2 Whole Month Declared

4 Carson City, NV - September 30, 2011 **3**

7 Governor Brian Sandoval signed a proclamation this afternoon declaring October Nevada History Month. Sandoval selected the month of October as history month because Nevada became a state on October 31, 1864.

"Nevada is a state with a rich history, borne of different Nevadans experiences," Governor Sandoval said. "Visiting a museum, a park, or reading a history book during this month can help Nevadans better understand their own families' Nevada history. History helps us understand all that we are today."

6 Proclamation Signed

Governor Brian Sandoval signed a proclamation this afternoon declaring October Nevada History Month. Sandoval selected the month of October as history month because Nevada became a state on October 31, 1864. During history month, Sandoval will be tweeting historic trivia every day from his twitter account @GovSandoval using the #whhistmo hashtag.

Attachments

8 Image 1

9 Document 1

Document 2

Link 1

Service Catalog Smart Form

Smart Form: Service Catalog

Page Title:

Page Paragraph:

Category

Title:

Item

Title: Rate: Amount:

URL: 

Description:

Budget Coding:

Rate Table

Title:

Tier: Start: End: Term: Rate:

Enterprise IT Services Catalog

[IT Labor](#) | [Computing Services](#) | [Server/Non-Server Hosting](#) | [Silvemet WAN](#) | [Telecommunications](#) | [Network Transport](#) | [Security](#) | [Assessments](#)

IT Labor

Programmer / Developer

Per Hour | \$79.39

EITS provides a variety of software programming services including maintenance of existing computer software applications; maintenance and development of WEB software applications; development of new software information systems, software testing and product support; and technical documentation of software. Programming service is a *per hour charge* and is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

Database Administrator

Per Hour | \$89.14

EITS performs a variety of database and technical information management services including administration and tuning of database management programs and systems, database support for new computer applications and designs, specialized data file management and support for database planning. DBA service is a *per hour charge* and is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

Computing Services

Batch

Per CPU Minute | \$25.56

Batch is a mainframe CPU (Central Processing Unit) *per minute charge*, for accumulated minutes, for any job in a JCL (Job Control Language) format and run under the z/OS operating system. Batch is billed monthly as incurred.

Budget: 1385 | Exp_GL: 7520 | Rev_GL: 3809 | Org Code 8521

CICS

Per CPU Minute | \$7.56

CICS (Customer Information Control System) is a mainframe transaction processing system used primarily by end-users. It provides a standard interface for application programs to communicate with workstations, files and databases. CICS is a CPU *per minute charge*, for accumulated minutes, for any processing done under CICS control. CICS is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

DB2

Per CPU Minute | \$108.75

DB2 is a mainframe relational DBMS (Database Management System) that provides data storage, retrieval, and integrity functions required by batch or CICS programs. DB2 is a CPU *per minute charge*, for accumulated minutes, for any database processing performed. DB2 is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

Appendix A – Section 2 - Working With Smart Forms

Enter content using the Smart Form Guide.

Refer to “Appendix A – Section 1: Some Smart Forms Available”.

Enter your content using the Smart Form Guide for the type of Smart Form you are editing.

The screenshot displays the CMS400 Workarea interface for editing content. The browser window title is "CMS400 Workarea for glyon - Mozilla Firefox". The address bar shows the URL: "staging.nv.gov/WorkArea/workarea.aspx?LangType=1033&page=content.aspx&ContentNav=|&TreeVisible=Content&action=ViewContentByCategory&id=0". The interface includes a navigation menu with "Desktop", "Content", "Library", "Settings", "Reports", and "Help". The "Content" tab is active, and the "ektron" logo is visible in the top right corner with the version "0.50 SP1 (Build 8.5.0.255)".

The main editing area is titled "Edit Content in Folder 'User 1'". It features a "PUBLISH" button and a "Title" field containing "Page" with a language dropdown set to "(English (U.S.))". Below the title, there are tabs for "Content", "Summary", "Metadata", "Alias", "Schedule", "Comment", and "Templates".

The content editor includes a rich text toolbar and several form fields:

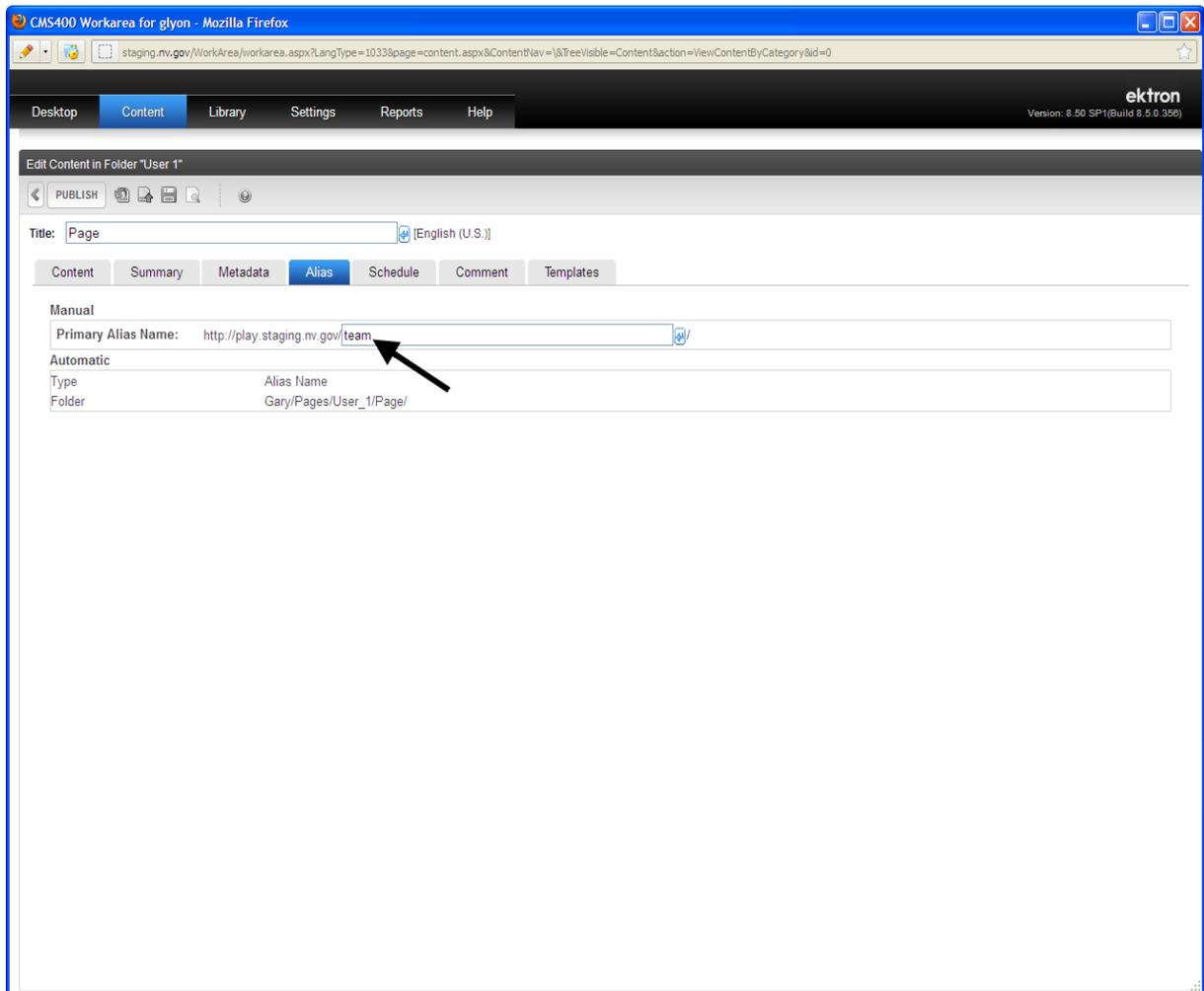
- Page Title (optional):** A dropdown menu currently showing "Management Team".
- Style (choose layout type):** Radio buttons for "Style 1" and "Style 2".
- Paragraph:** A section containing:
 - Header (optional):** A dropdown menu showing "Director Smith".
 - Header Style:** Radio buttons for "ch2" (selected) and "ch3".
 - Paragraph:** A text input field containing the text "Director Smith was appointed in September of 2011. His background includes...".
 - Image:** An empty image placeholder.

At the bottom left, there is a "page_item" label. The interface also includes a "PUBLISH" button and a "Language" dropdown.

Set Manual Alias

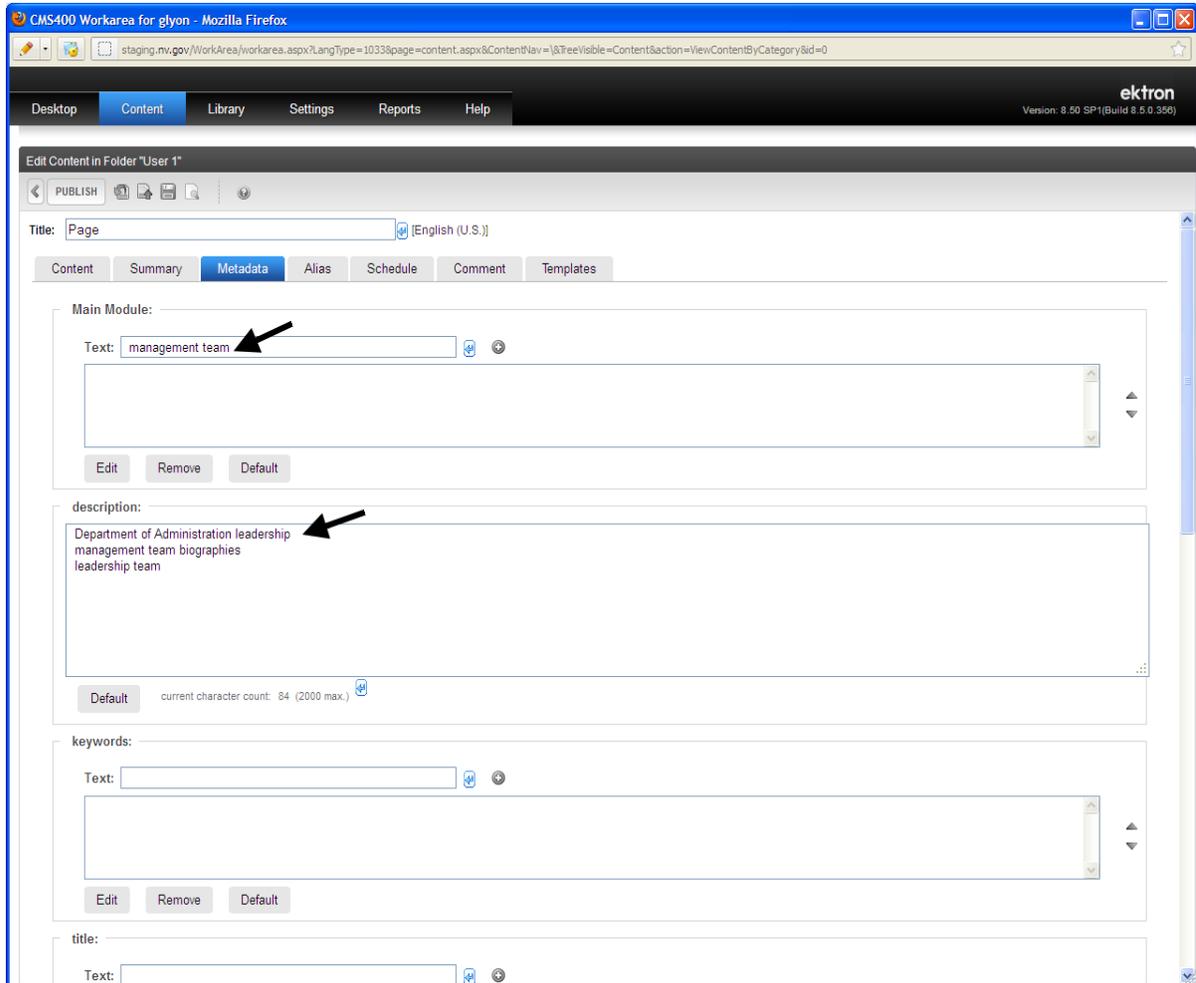
Setting a manual alias means designating the path to a content block manually rather than letting the system assign the path automatically.

Select the 'Alias' tab and enter a name to represent the URL for the page.



Metadata – Designate Keywords, Page Title and Description

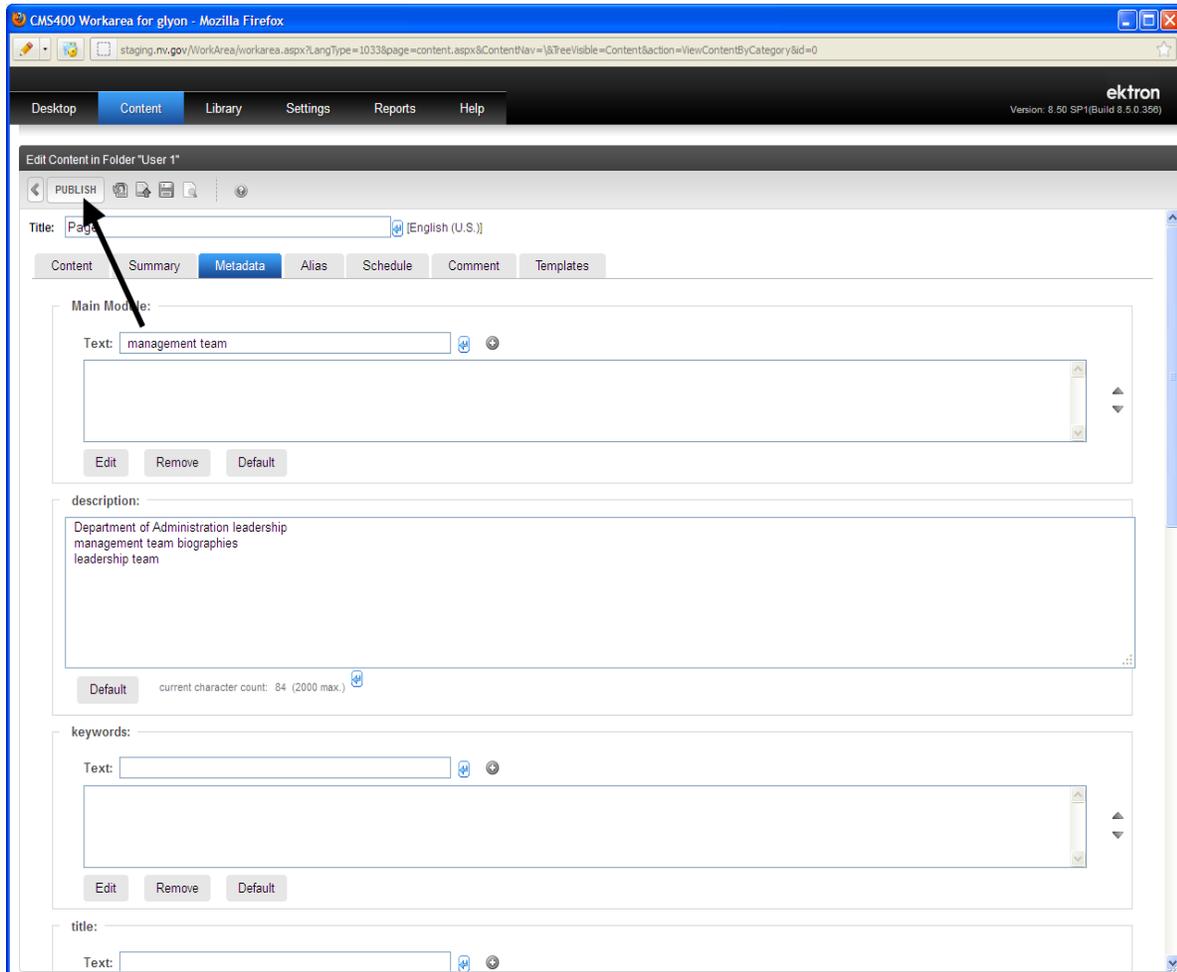
Select the 'Metadata' tab and enter/update keywords that related to the content of the page so it can be more easily found by search engines.



Publishing Content

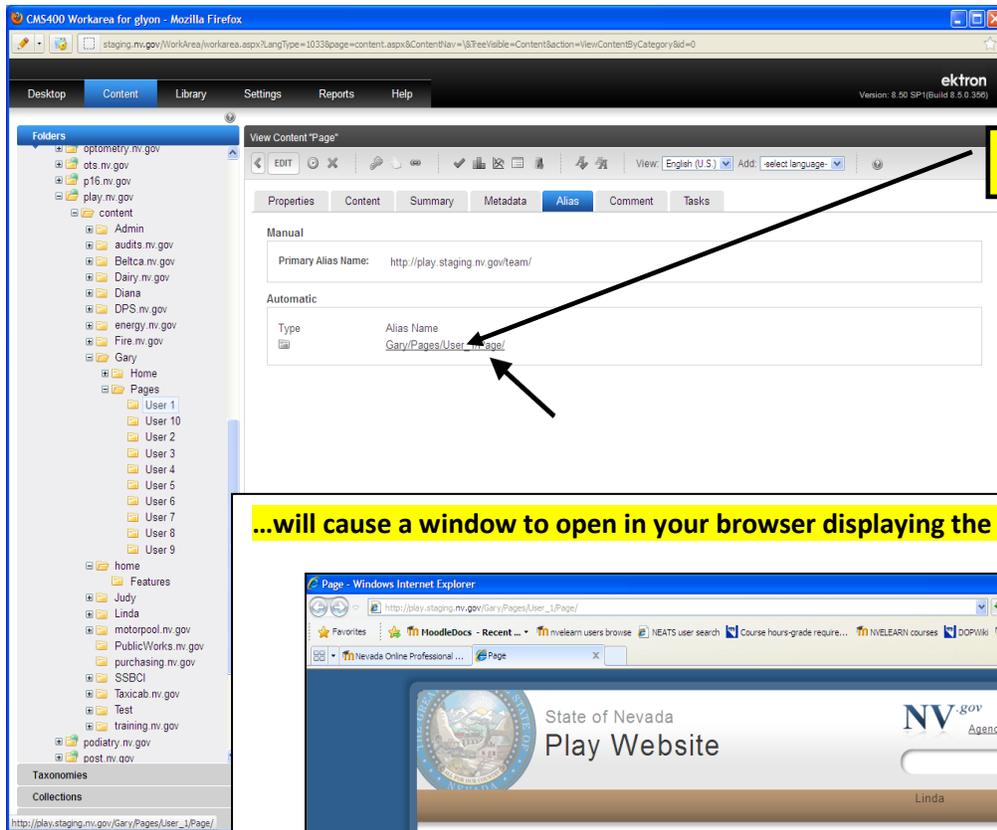
Publishing pushes the changes made to the production site after they next scheduled sync.

Select the “Publish” button in the top toolbar.

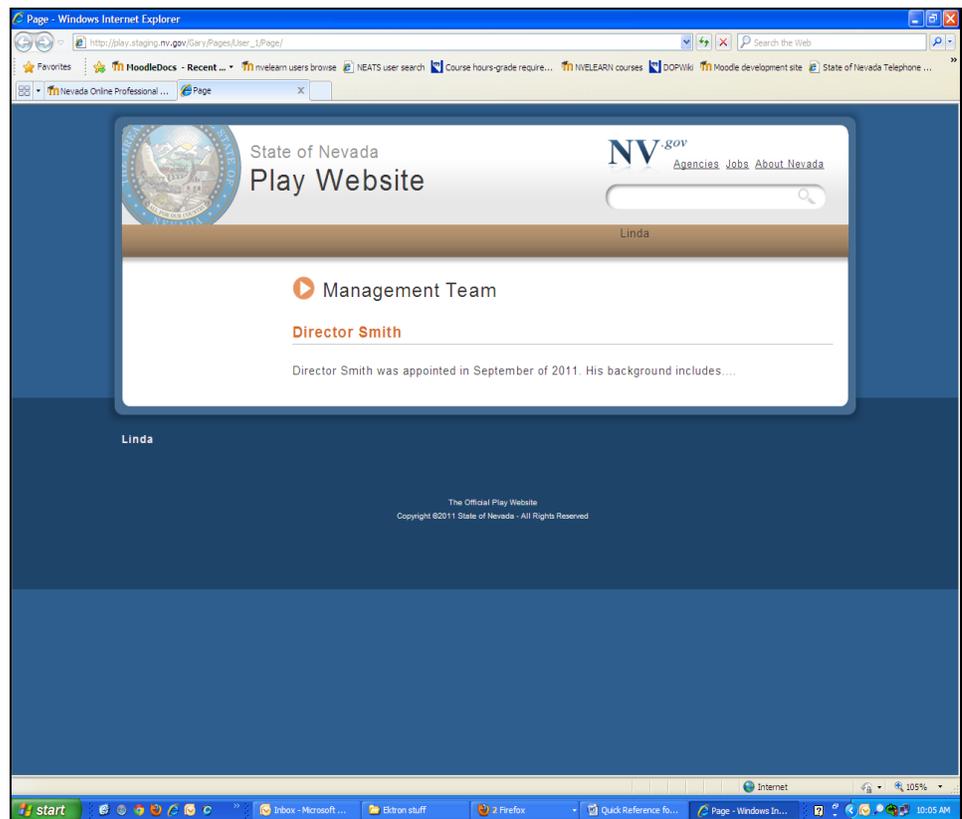


How to Verify Content Appears as You Want It To

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



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



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.

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Web Staging Environment

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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