State of Nevada

Department of Administration
Enterprise IT Services

Ektron

Content Management System (CMS)

Basic Training Guide

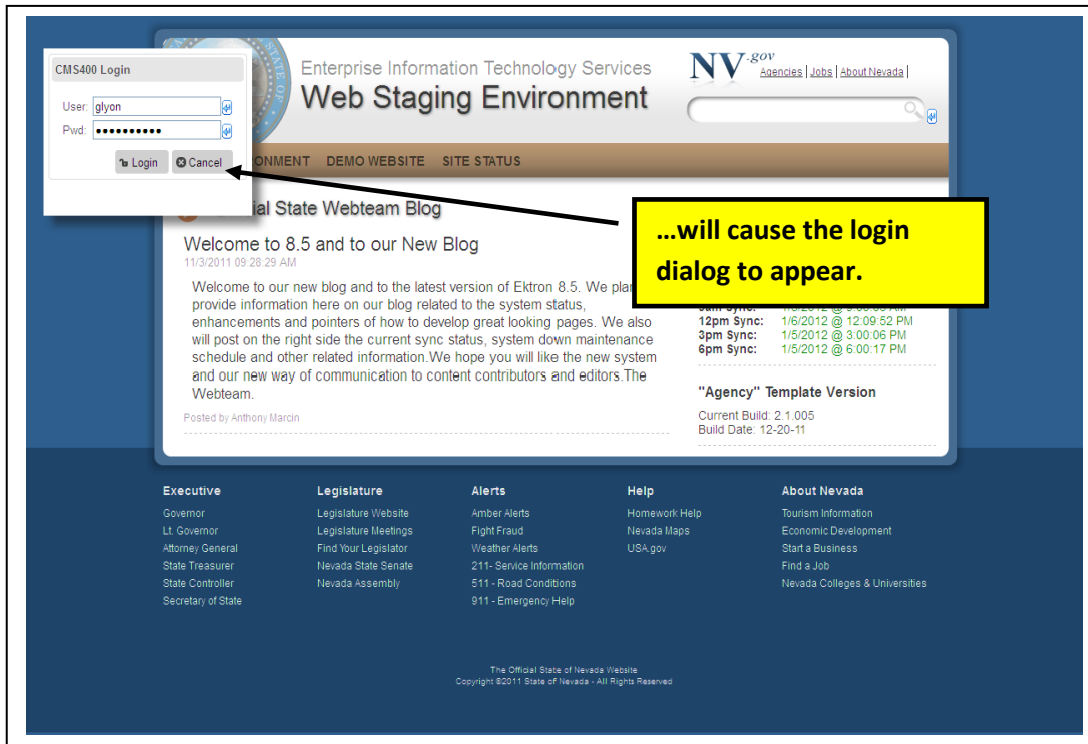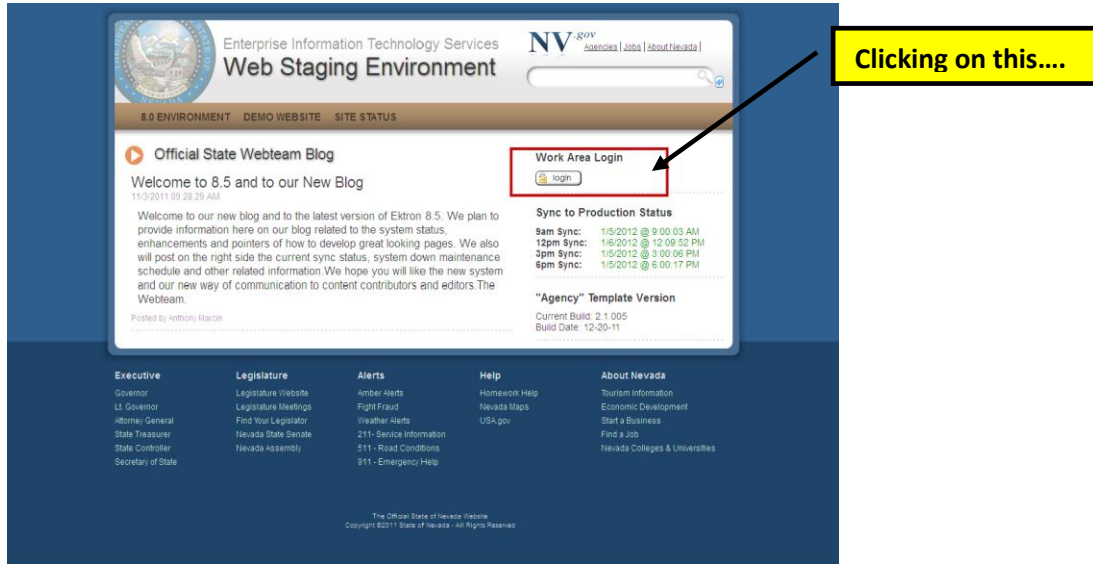**Revised: March 2023**

Table of Contents

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.

Select the "Workarea" button...

Clicking on 'Workarea'...

Will open a new window displaying the Ektron workarea.

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.

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)

…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?"
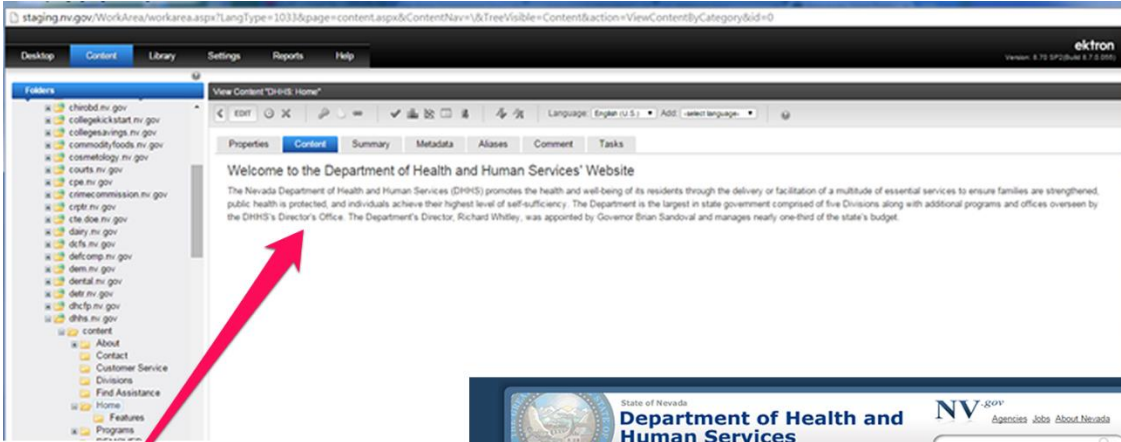
This test in the page's workspace...

...appears here on the web page
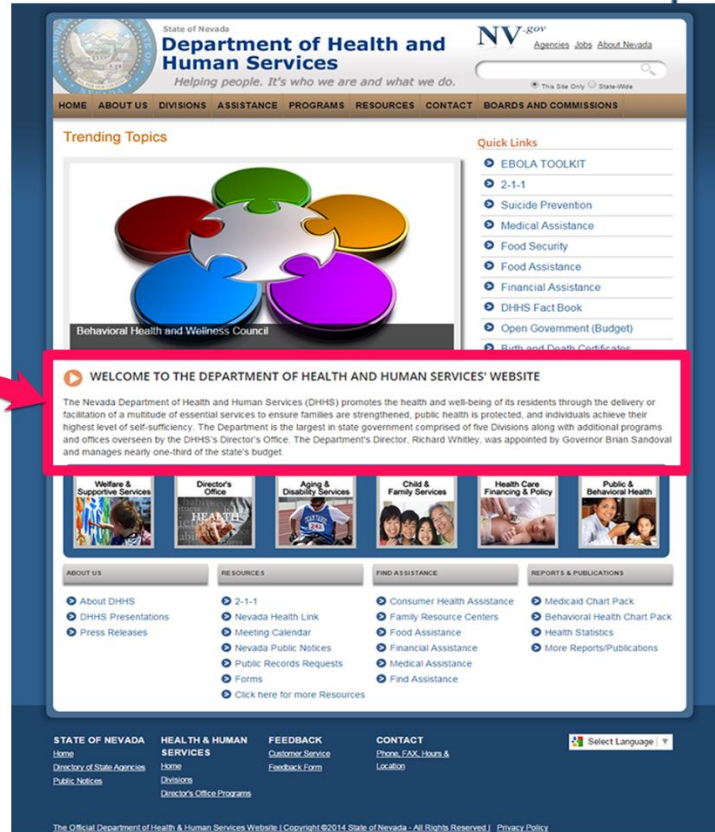
In the Ektron Workarea, if you select the Metadata tab for the dhhs.nv.gov home page
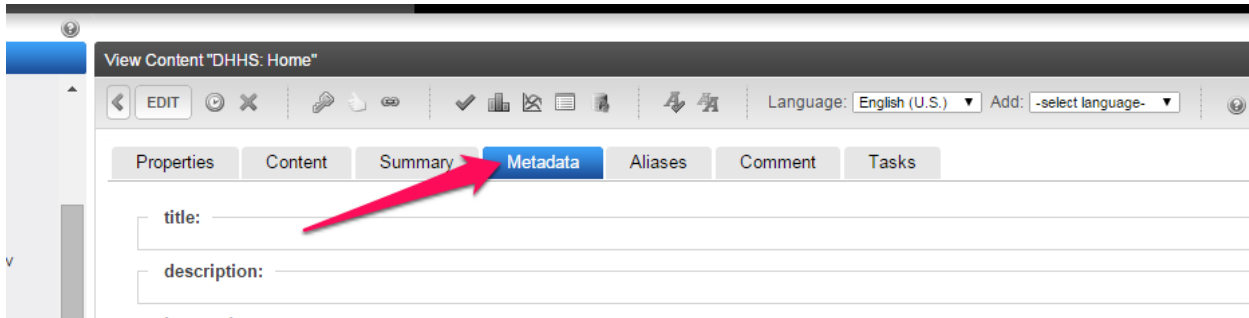
…and you will see bolded headings at the top of each section
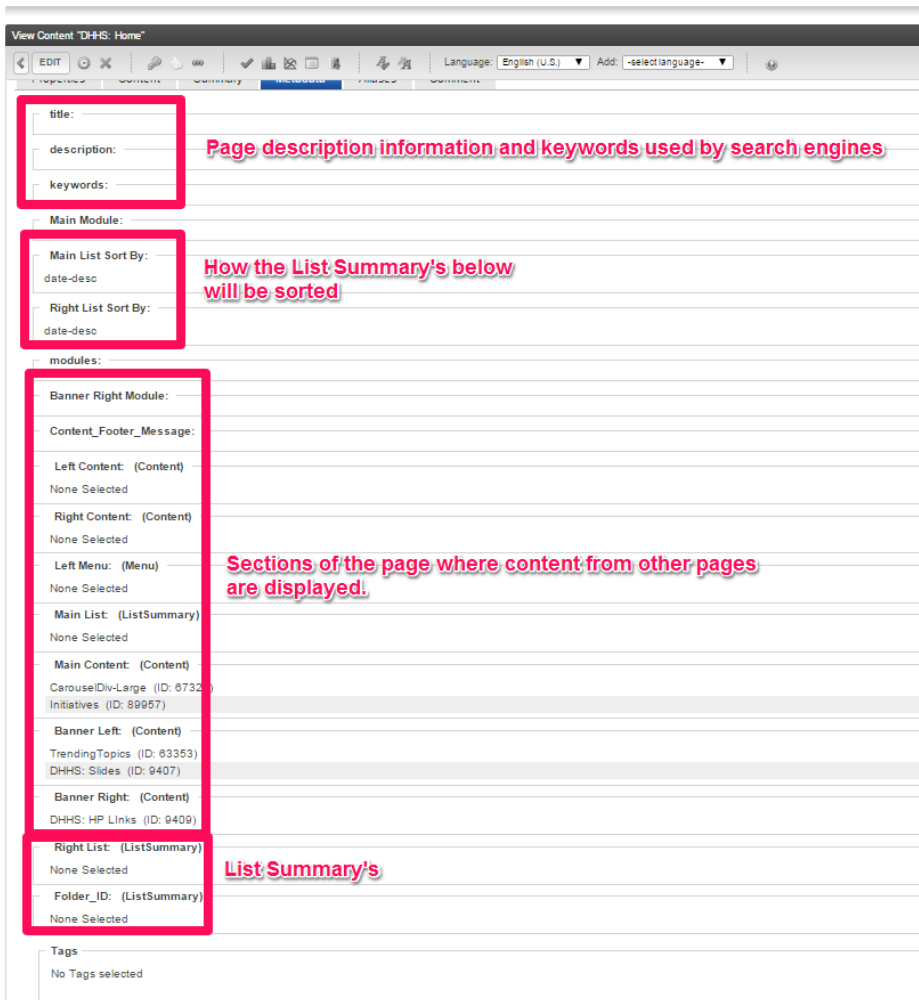
You will find several sections that contain links to other content blocks (pages). Any section that contains links to other pages is basically telling the system to display whatever is on the other pages in the home page.

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/MasterTemplates.pdf

Master Template – Home Page – default.aspx

Header Left
(626px x 120px)
Agency Logo & Title

Header Right
NV.GOV Branding & Search

Main Navigation - Flex Menu (width 940px)

Banner Left
(Small: 600 x 300px and Large: 910 x 300px)
Slides Template either small or large
Slides are displayed in this location

Banner Right
(width 200px)
Next Scheduled Meeting, Popular Links, Images, Content, etc.
HPLinks are displayed here

Main Content
(width 480px or 700px full)
Content/text displayed on home page,
initiative boxes (images 215 x 150px), carousel (images 180 x 180px)
...and the Carousel and Initiatives are displayed in this location

Left Content
(width: 445px)
Content Block

Right Content
(width: 445px)
Content Block

Footer Menu - Flex Menu (width 940px)

Copyright Info - Flex Menu (width 940px)

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

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

Template Masters (Wireframes)

Master Template – Home Page – default.aspx

Header Left (626px x 120px) **Agency Logo & Title**	**Header Right** **NV.GOV Branding & Search**

Main Navigation - Flex Menu (width 940px)

Banner Left (Small: 600 x 300px and Large: 910 x 300px) **Slides Template either small or large**	**Banner Right** (width 200px) **Next Scheduled Meeting, Popular Links, Images, Content, etc.**

Main Content
(width 480px or 700px full)
Content/text displayed on home page,
initiative boxes (images 215 x 150px), carousel (images 180 x 180px)

Left Content (width: 445px) **Content Block**	**Right Content** (width: 445px) **Content Block**

Footer Menu - Flex Menu (width 940px)

Copyright Info - Flex Menu (width 940px)

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

Header Left
(626px x 120px)
Agency Logo and Title

Header Right
NV.GOV Branding & Search

Do not recommend removal
of NV.Gov Branding

Main Navigation - Flex Menu (width 940px)

Left Content
(width 180px)
Content Block

Main Content
(width 480px or 700px full)
Content Block

Right Content
(width 200px)
Content Block

Left Menu
(width 180px}
Flex Menu

Main List Summary
(width 90px)
List Summary

Right List
(width 120px)
List Summary

Footer Menu - Flex Menu (width 940px)

Copyright Info – Flex Menu (width 940px)

Configuration in **/layouts/config.xml**

Agency Title – Home page ID field

Main Navigation – Menu settings section
Main Navigation (Top)

Left Menu – mirrors Main Navigation (left)

Footer Menu – Menu setting section
Footer Menu (Bottom)

Copyright info – Menu Settings section
Footer Menu (Bottom)

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

**Areas Configurable
in the Metadata Tab**

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 list
summary

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

Creating a New Content Block

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

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

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.

Difference between Content Block title and Page Title

Edit Content in Folder "ALL"

PUBLISH

Title: Grant_Applications

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).

Content | Summary | Metadata | Aliases

Fields

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

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

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:	Document Date:
JAG Request for Application (RFA)	

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

Creating a New Content Block

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

Click on appropriate folder in this area

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

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/

Create New Folder

Adding, Editing & Deleting Paragraph Headers

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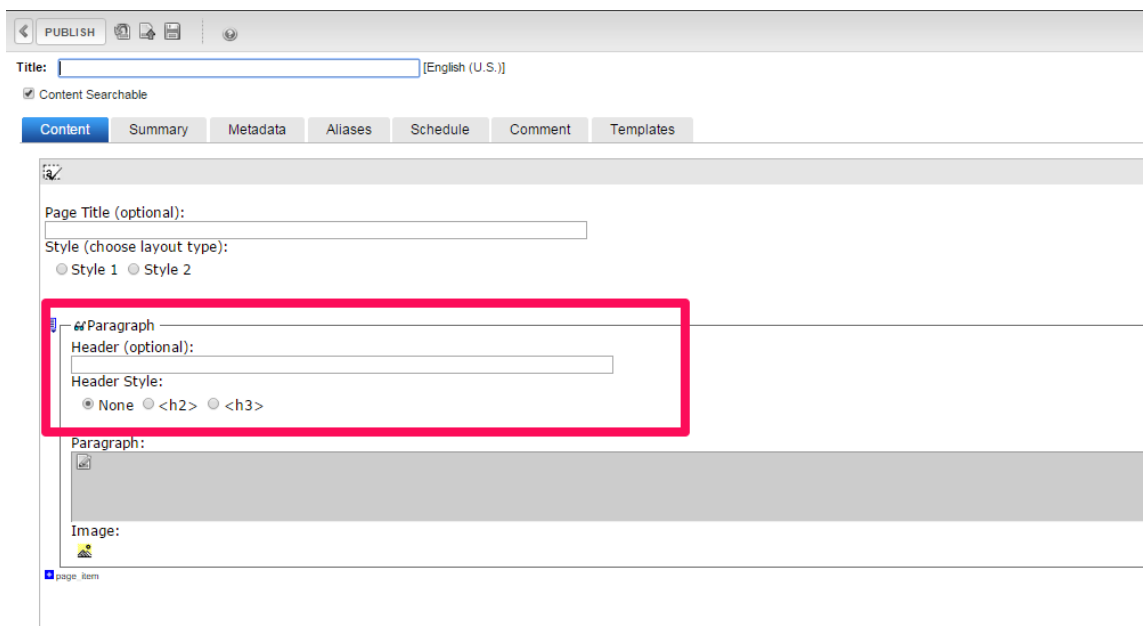
PAGE SmartForm

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-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.
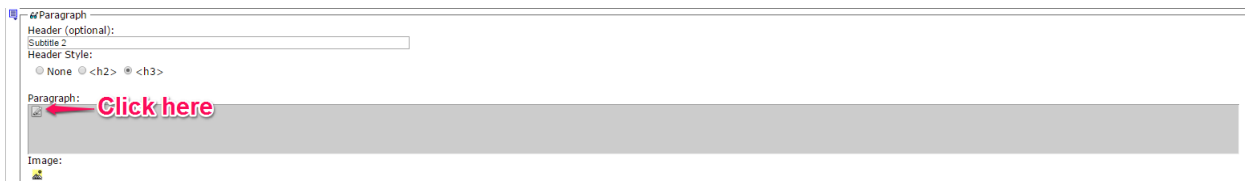
Type the text you want to make a heading out of. Highlight the text and click the drop-down menu as shown below to select the heading type you want.
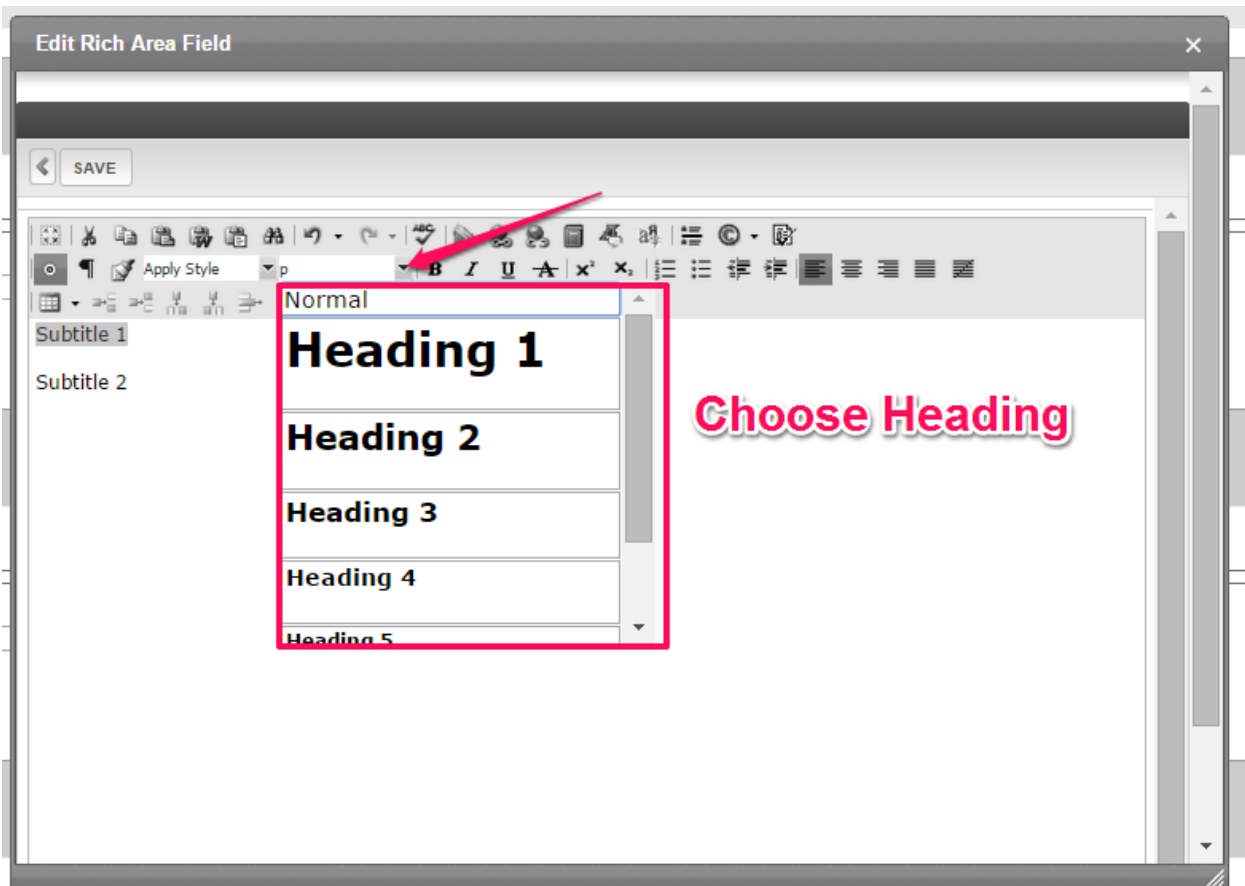
To edit, just highlight the text you don't want and type what you do. To delete, highlight and press delete key.

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

Adding, Editing & Deleting Content

Click on the type of Smart Form you want to edit,

...then select the 'Edit' button in the toolbar at the top of the page.
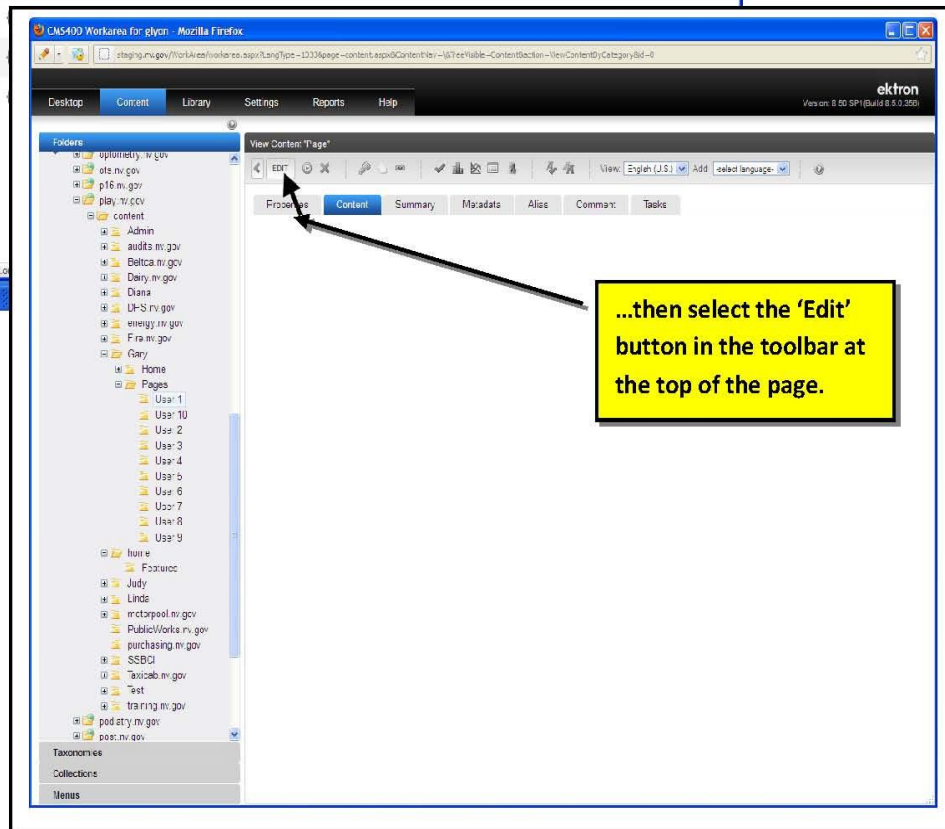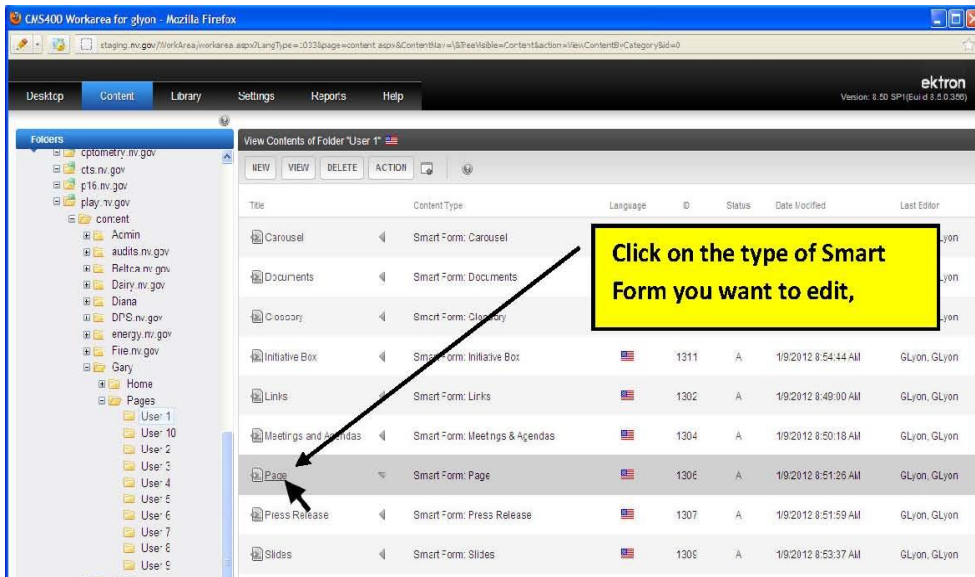
Use this to add, edit or delete content in HTML content blocks too

To Add Content

<mark>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.</mark>
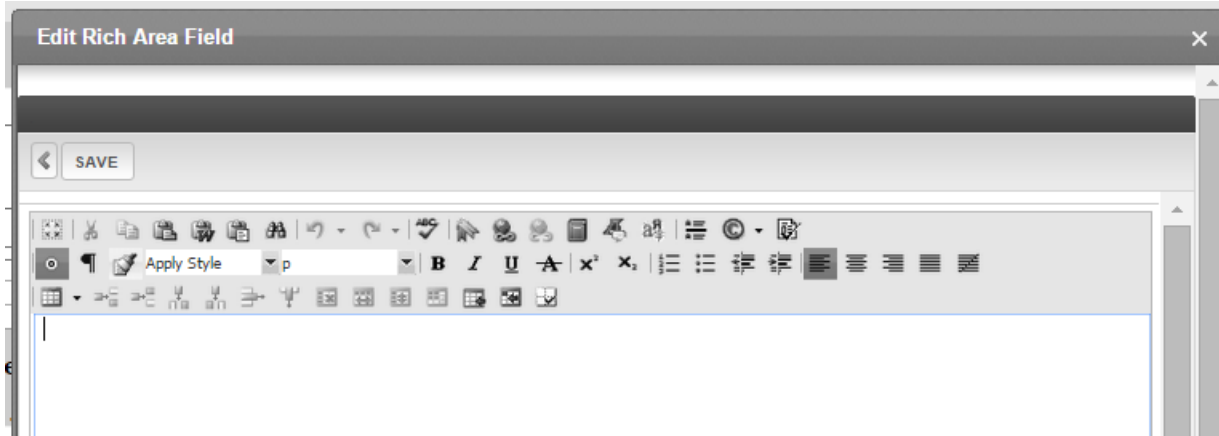
<mark>If pasting text from Word, Excel, PowerPoint, or the web or any other program, click on the Paste as Plain Text button on the toolbar.</mark>
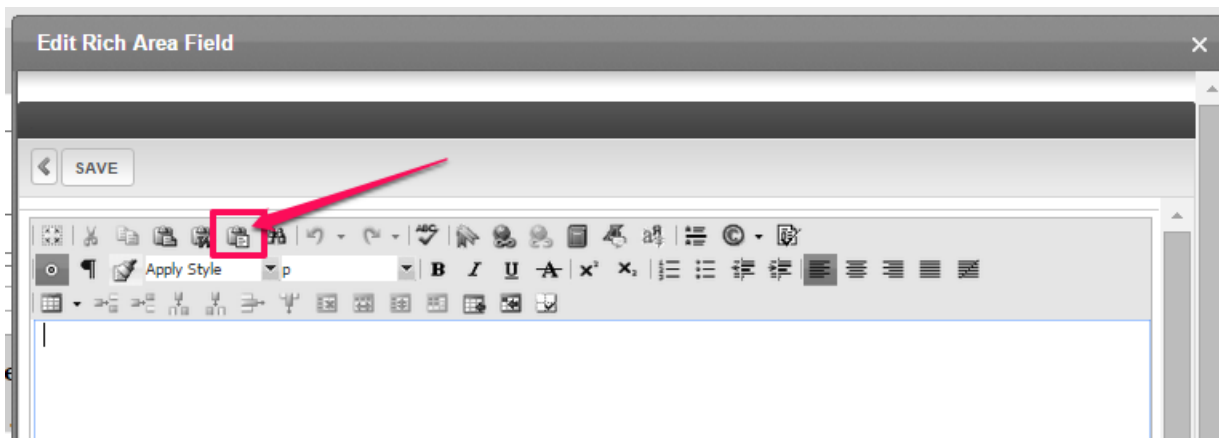
When the Paste Plain Text dialog box opens (use Control + V to) paste the text into the field and click OK, then SAVE. This strips all code from word, excel, the web, etc. from the text so you shouldn't have to fight weird fonts later.
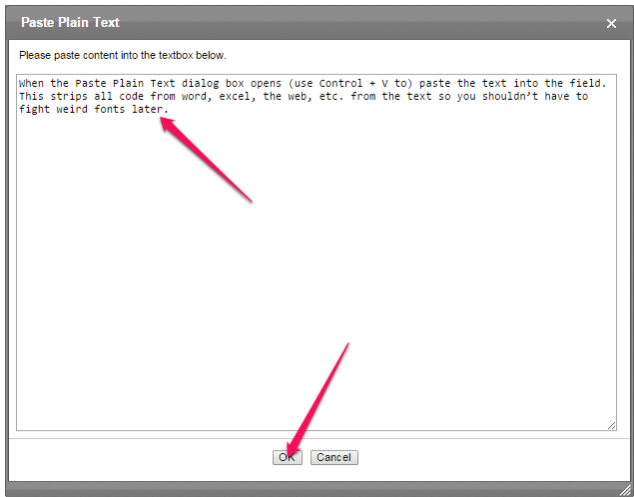
To Edit Content

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.
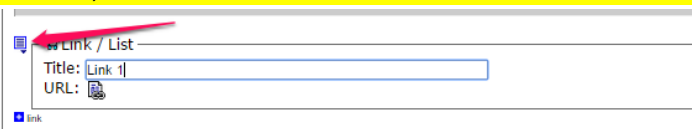
Header, Paragraph Copy & Link/List Fields
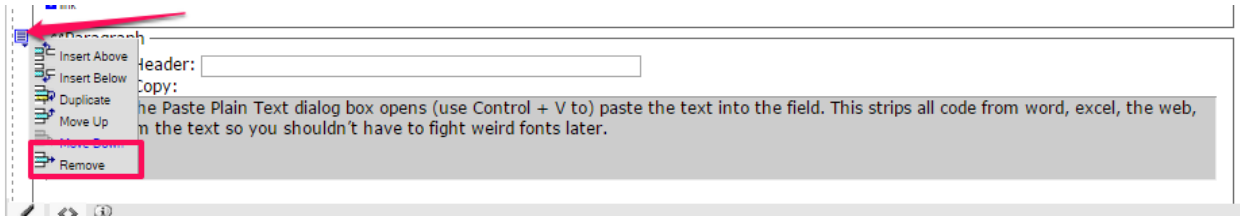
Adding Bullets or Numbering to a Smart Form

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

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

Highlight the list by selecting all of it.

Highlight to select entire list

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

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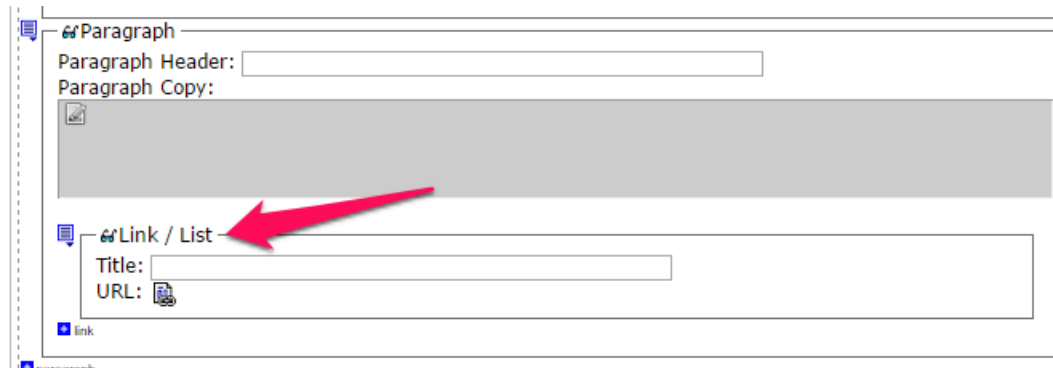
Repeat these steps for each item you want in the bulleted list.

SmartForm: Page-Program V3

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

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

To create List without Bullets

Single Level List

<mark>Click the URL Button</mark>
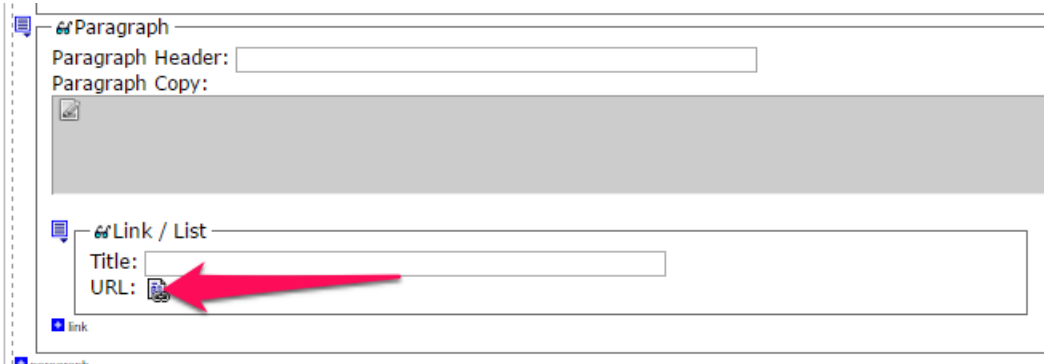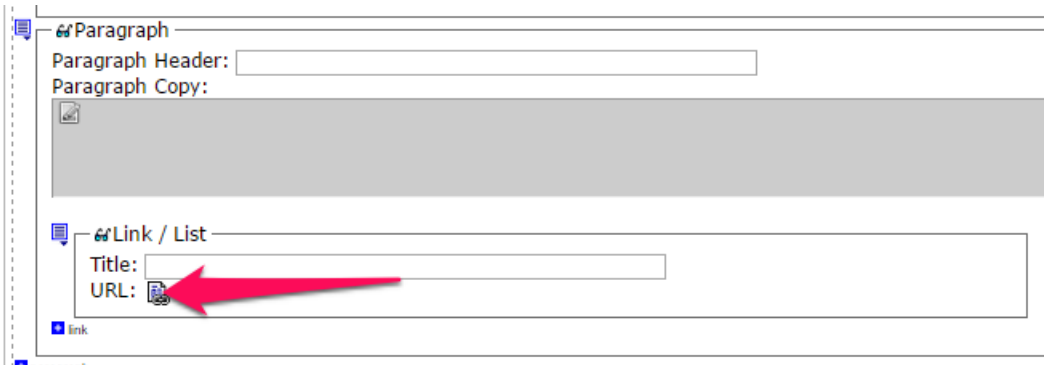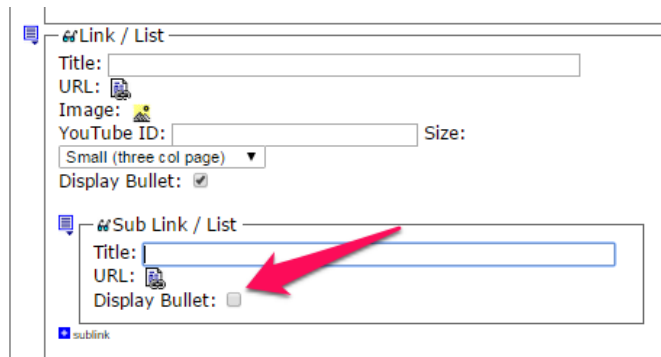
<mark>Check the Remove Link Button and click OK. Repeat these steps for each item you want in the list without bullets.</mark>

Dual Level List

Paragraph

Paragraph Header:
Paragraph Copy:

Link / List

Title:
URL:

link

Link Manager ✕

| Hyperlink | E-mail |

URL:
http://

Existing Bookmark:
None ▼ or #

Link Text:

Type:
http: ▼

Target:
Target ▼

Tooltip:

Style:
No Class ▼

Remove Link:
☑

OK   Cancel

Link / List

Title:
URL:
Image:
YouTube ID: Size:
Small (three col page) ▼
Display Bullet: ☑

Sub Link / List

Title:
URL:
Display Bullet: ☐

sublink

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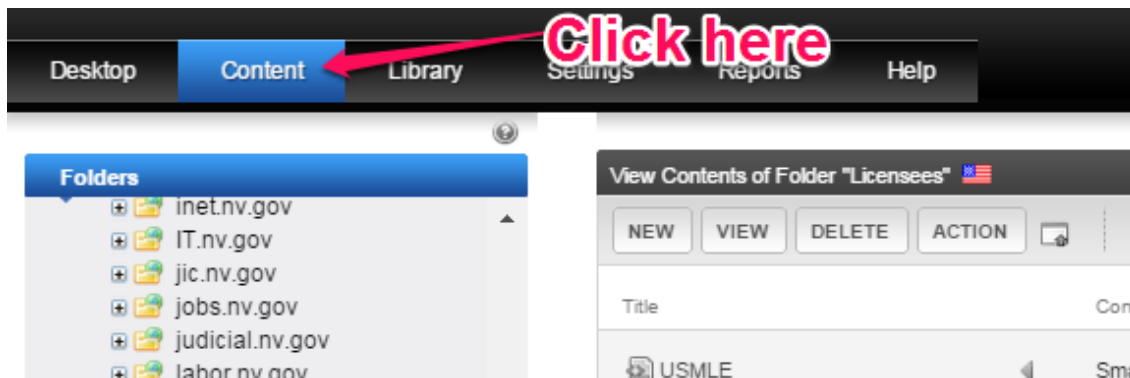
Next, navigate to and click on the folder and the smart form that contains the Rich Area Text Field you want to add, modify or delete a hyperlink on and open it for editing.

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

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

Link Manager

URL:
http://

Existing Bookmark:
None ▼ or #

Link Text:
Licensees: Click here to reinstate your license

Type:
http: ▼
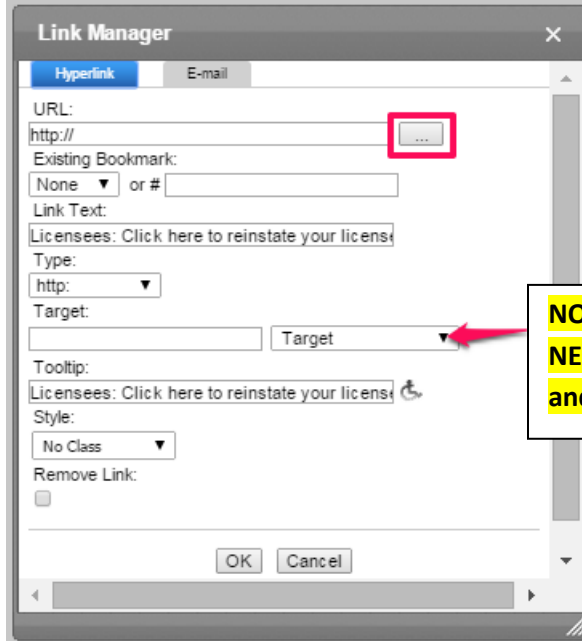
Target:

Target ▼

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

Tooltip:
Licensees: Click here to reinstate your license

Style:
No Class ▼

Remove Link:
☐

OK Cancel

  - **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

URL:
http:// ...

Existing Bookmark:
None ▼ or #

Link Text:
Licensees: Click here to reinstate your license

Type:
http: ▼
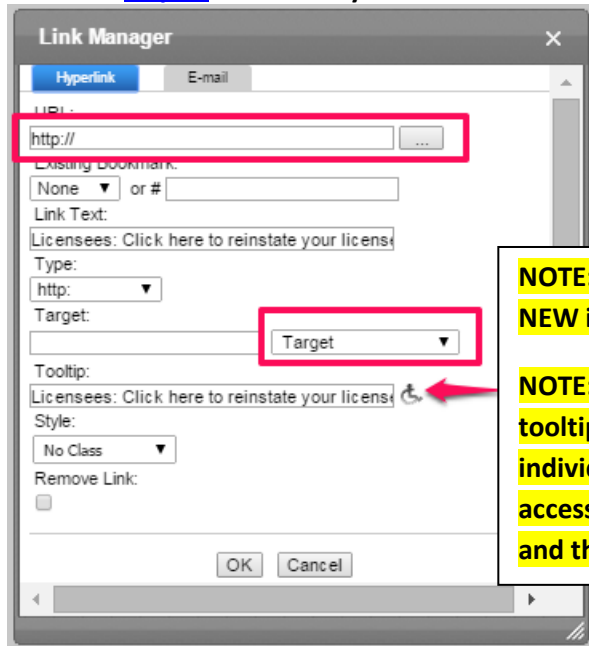
Target:

Target ▼

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.

Tooltip:
Licensees: Click here to reinstate your license

Style:
No Class ▼

Remove Link:
☐

OK Cancel

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

Licensees: Click here to reinstate your license
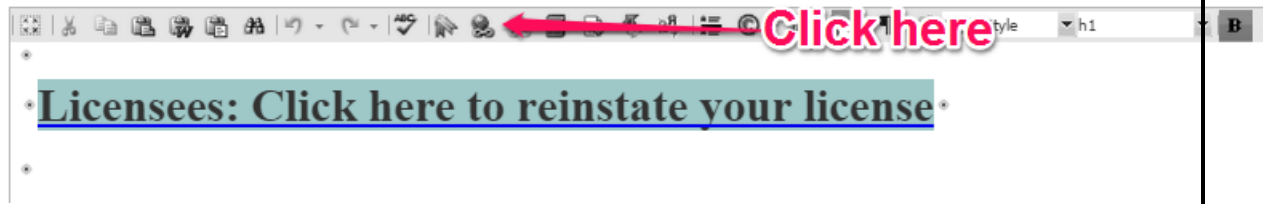
Follow procedures a) and b) above depending on whether you wish to edit the link to go to content, files or an external website.

- **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.
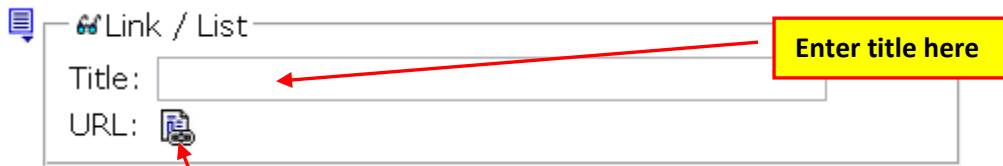
To create (add) a link in Smart Forms

Click the plus (+) symbol to the left of the "ADD LINK" icon .
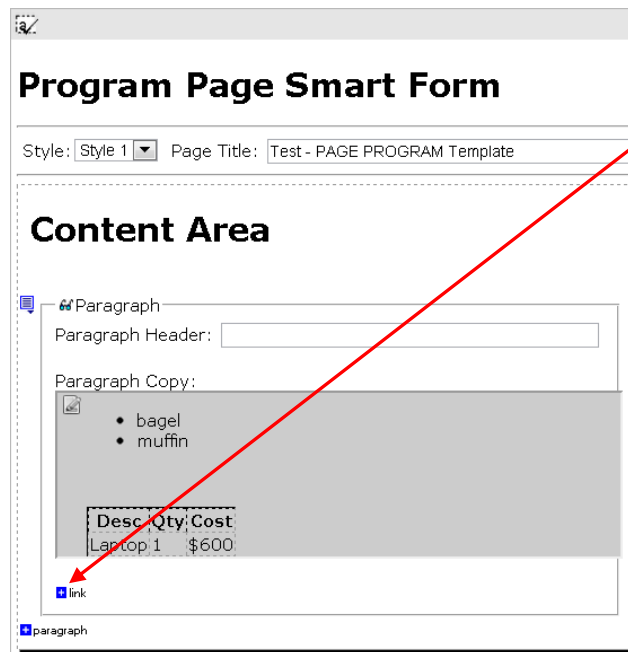
Click the plus (+) symbol
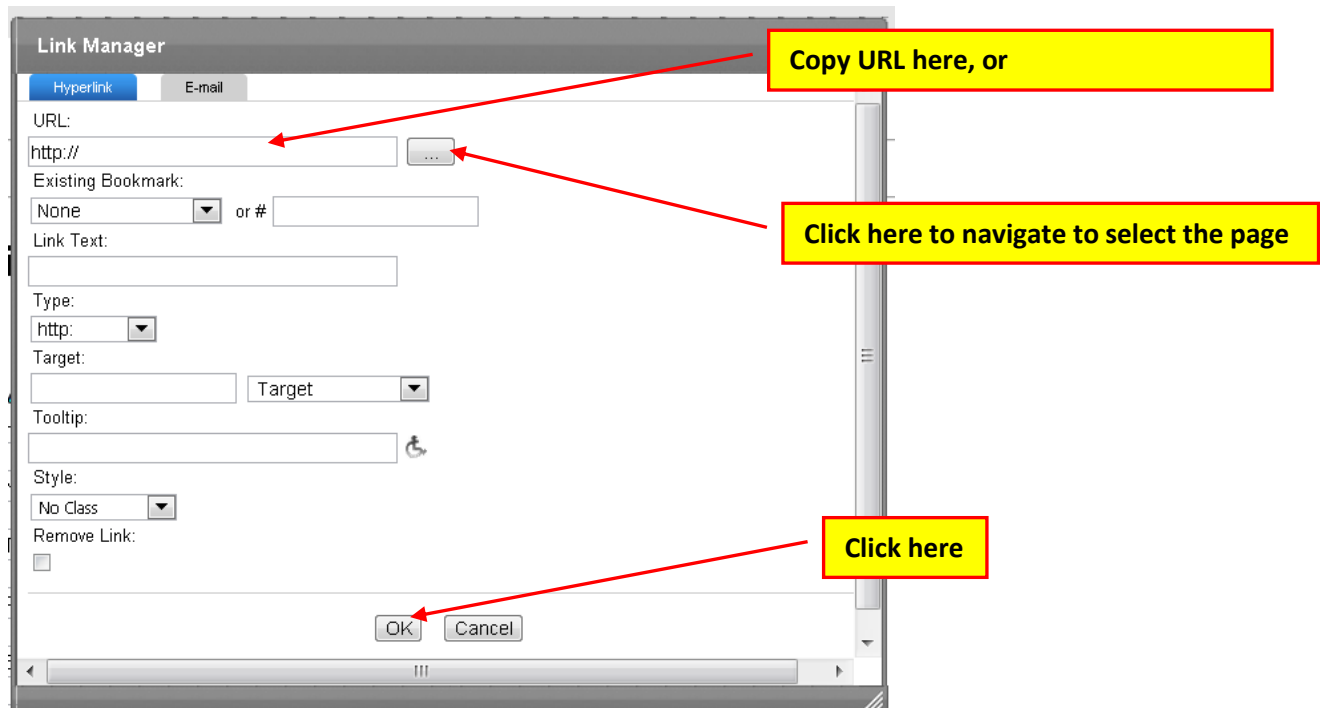
Enter the title in the Link / List field and then click the link icon to add the link path.

Link / List

Title: [_____] ← **Enter title here**

URL: 📇

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 i[**Click here to add the link path**]rse 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:
`http://`   `...`   ← **Copy URL here, or** / **Click here to navigate to select the page**

Existing Bookmark:
None ▼ or # [_____]

Link Text:
[_____]

Type:
http: ▼

Target:
[_____] Target ▼

Tooltip:
[_____] ♿

Style:
No Class ▼

Remove Link:
☐

[OK] [Cancel]   ← **Click here**

To Edit (change) a link in Smart Forms

Click the plus (+) symbol to the left of the "ADD LINK" icon ![link icon].

Click the plus (+) symbol

Click the link icon to change the link path.

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.

Highlight the information in this field

Then, click here to navigate to the content block or document
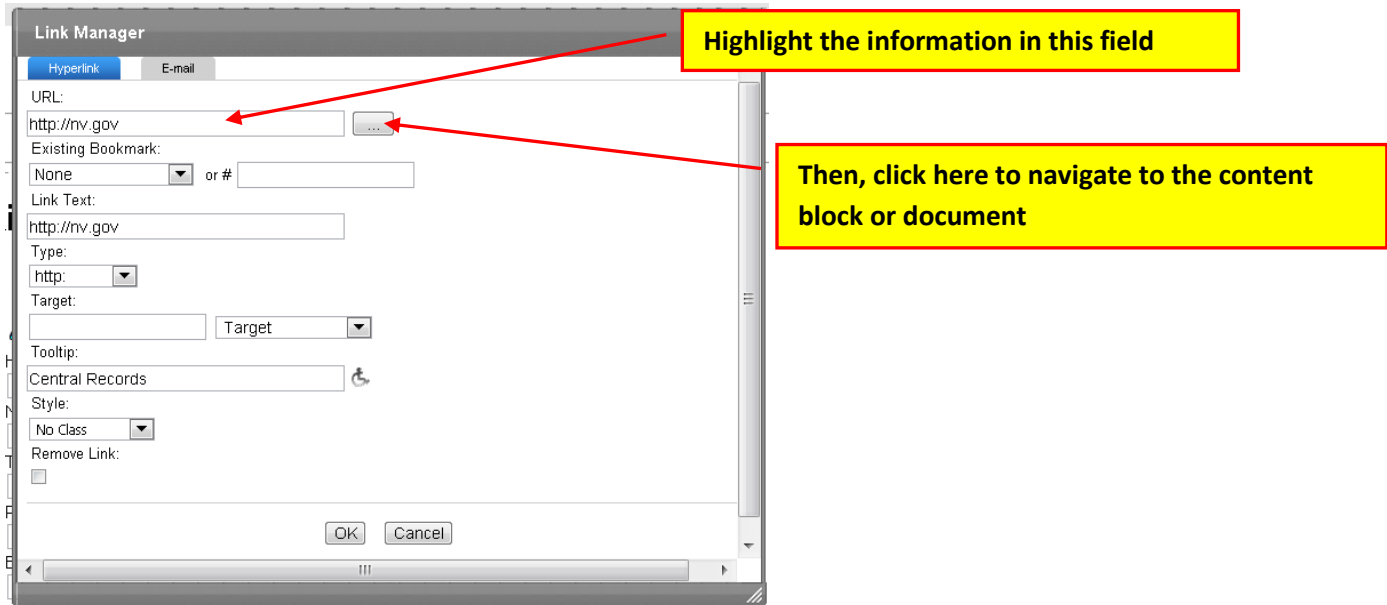
To Delete (remove) a link in Smart Forms

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

Click here to change the link path

Link Manager ✕

Hyperlink | E-mail

URL:
http://nv.gov [...]

Existing Bookmark:
None ▼ or # [   ]

Link Text:
http://nv.gov

Type:
http: ▼

Target:
[   ] Target ▼

Tooltip:
Central Records ♿

Check this box

Style:
No Class ▼

Remove Link:
☐

OK   Cancel

Click here
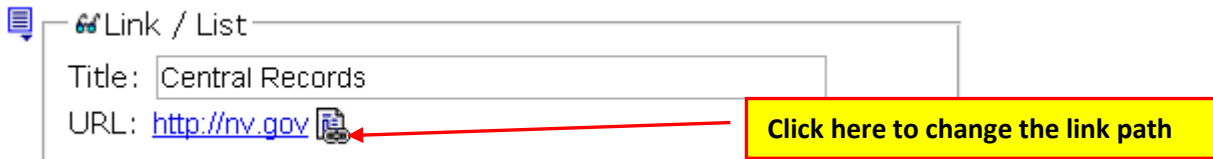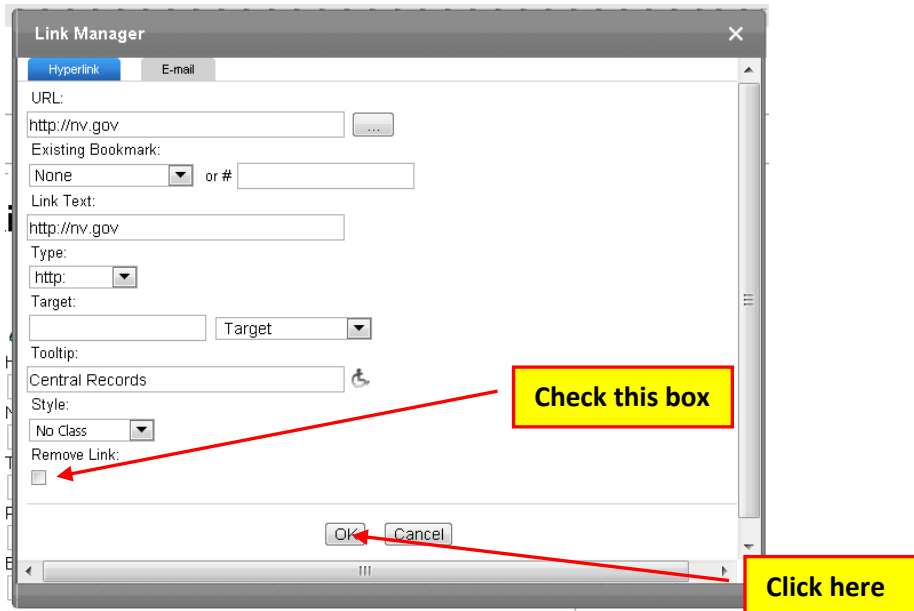
Paragraph Sections in a Smart Form

Adding a New Paragraph

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

   sublink

   Paragraph
   - Insert Above
   - Insert Below
   - Duplicate
   - Move Up
   - Move Down
   - Remove
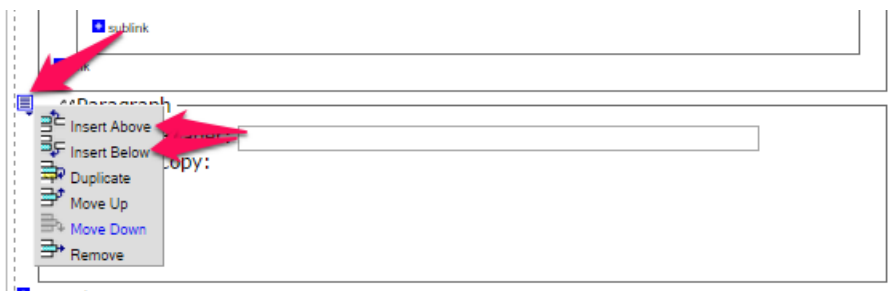
2) Click on the plus (+) symbol next to the word paragraph at the bottom of the smartform

   Paragraph Copy:
   description
   link
   paragraph

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
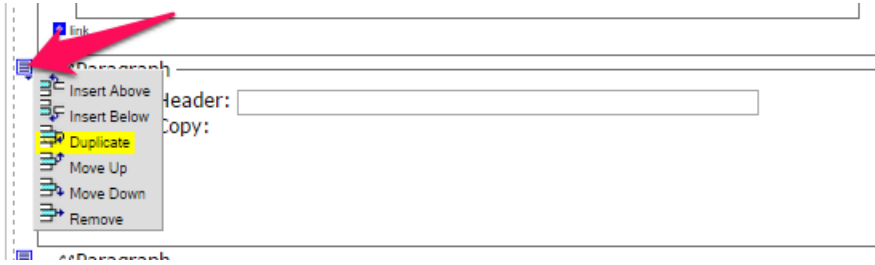
Removing a Paragraph

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.
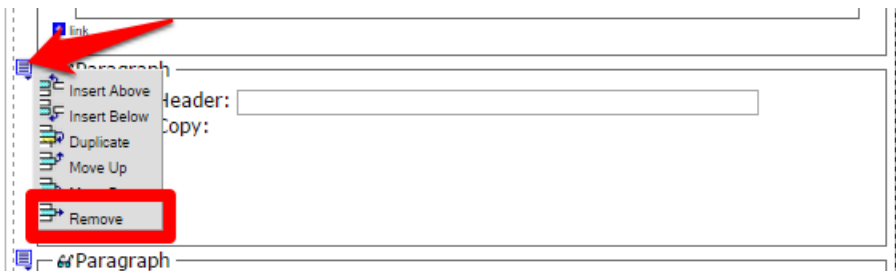
Changing the Order of Paragraphs

Click on the paragraph link icon and choose *Move Up* or *Move Down*.
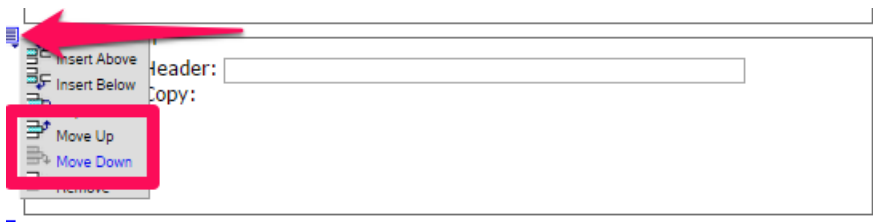
Creating a Section 508-Compliant Table

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.

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.

Intentionally left blank

3.   Click the **Accessibility** tab

   o   Enter the number of heading rows (if applicable),

   o   Enter the number of heading columns (if applicable).

   o   Choose Table Caption Alignment

   o   Enter Table Caption

   o   Enter Table Summary

   o   Check the box to Associate Cells with Headers
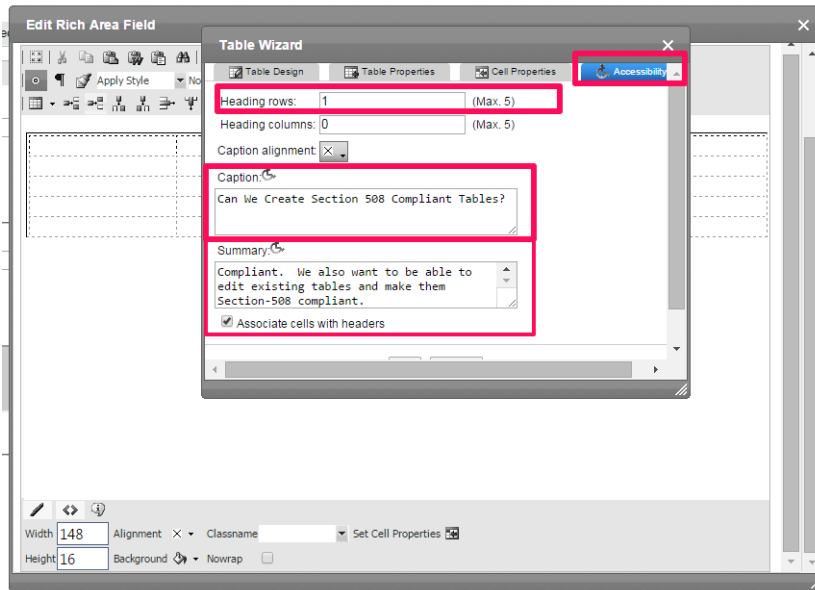
Accessibility Tab Field Descriptions

- **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. NOTE: Only use this field if you do not have a heading above the table. If used along with a heading above the table it will return a redundant title accessibility error when checked with accessibility tool.

- **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).
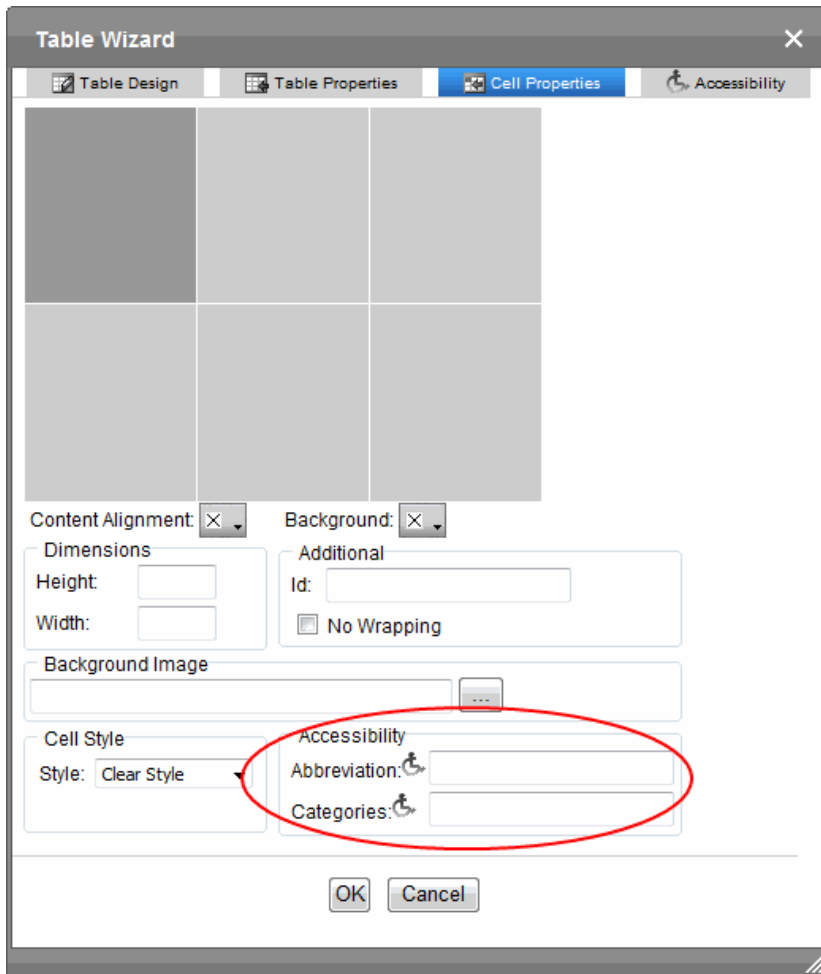
Field Descriptions for Cell Accessibility (Optional)

o   **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

o   **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

Edit Content in Folder "Procedures"

PUBLISH

Title: HowTo   [English (U.S.)]

Content   Summary   Metadata   Aliases   Schedule   **Click here**   Templates
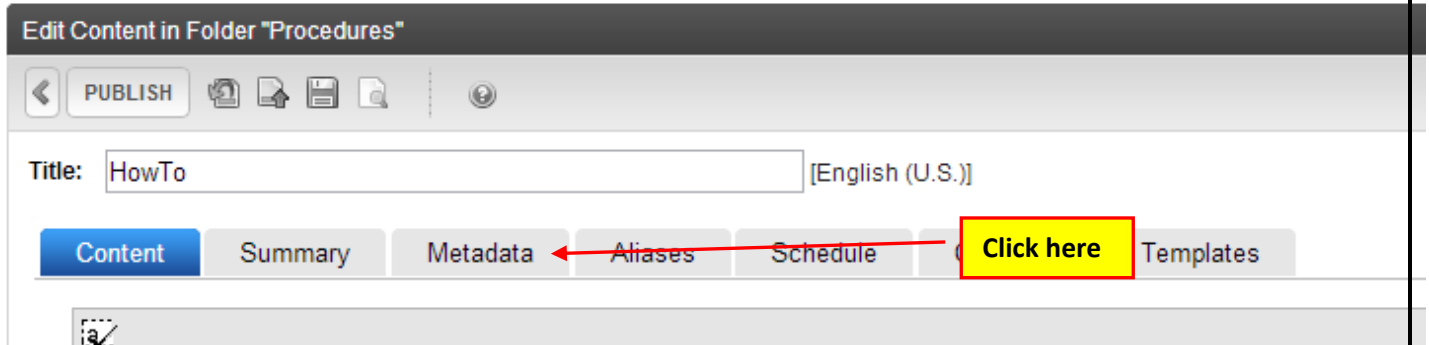
In the TITLE area, click in the Text field and enter a page name.

title:

Text: [   ]   ⊕

How To Procedures

Enter page title here, then click the plus (+) symbol to add your text as the page title

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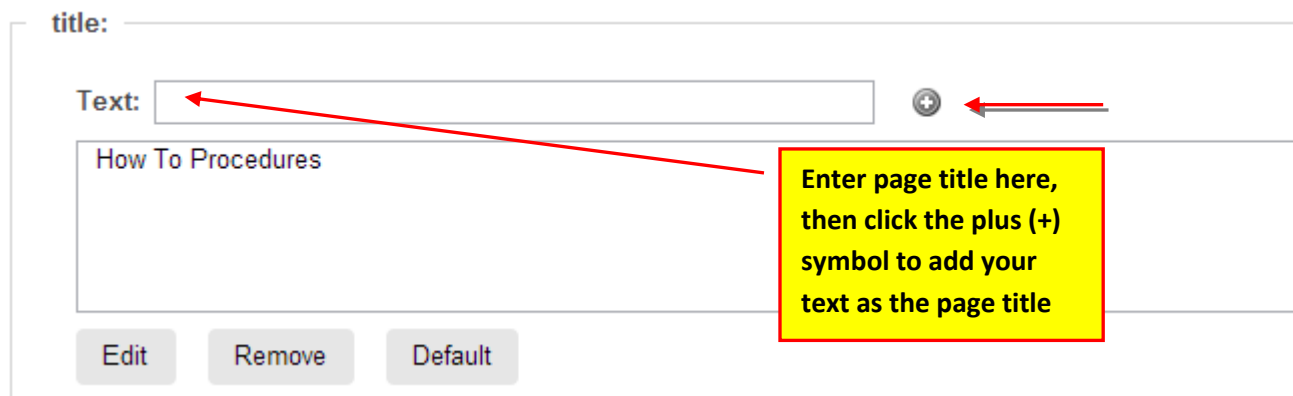
In the KEYWORDS area, click in the Text field and enter no more 5 words or phrases.

keywords:

Text: [   ]   ⊕

Procedures
How To Documentation
CMS Instructions

Enter keyword or phrase, then click the plus (+) symbol to add each

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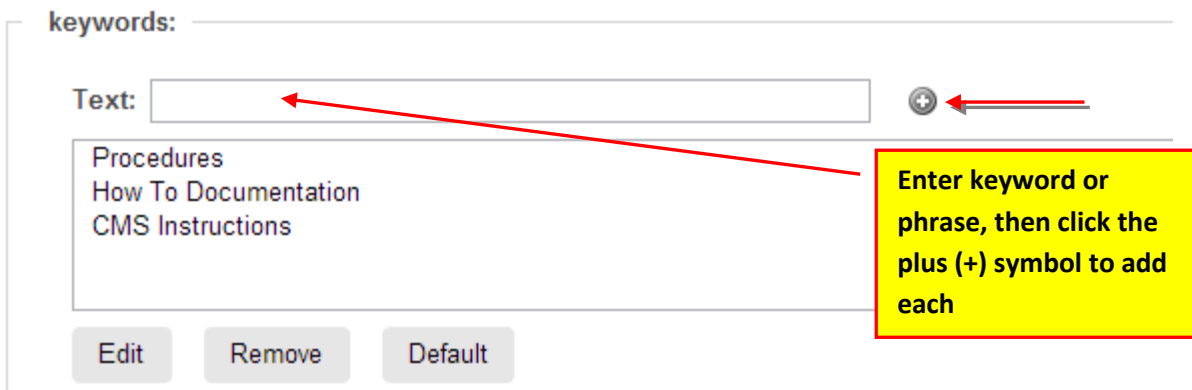
In the DESCRIPTION area, add up to 5 phrases describing the page.

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.
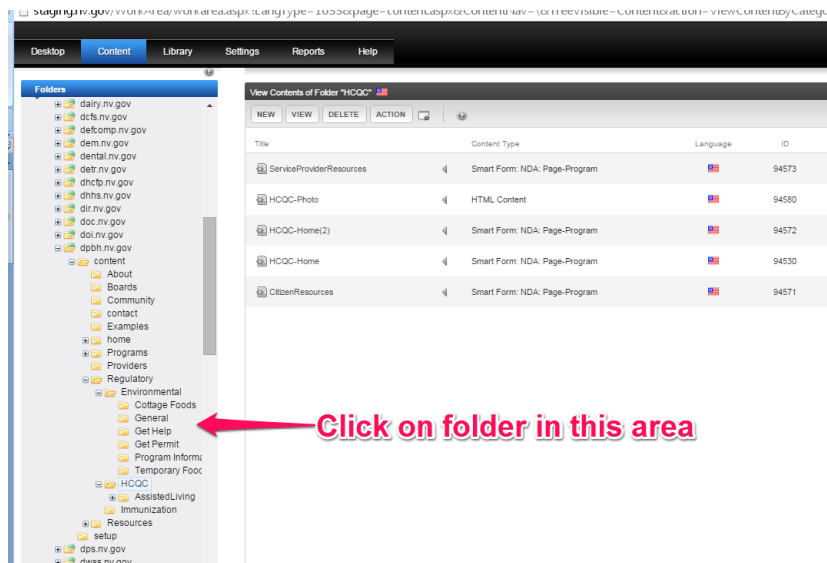
Click on folder in this area

Click on the "NEW" button on the right side of your screen.
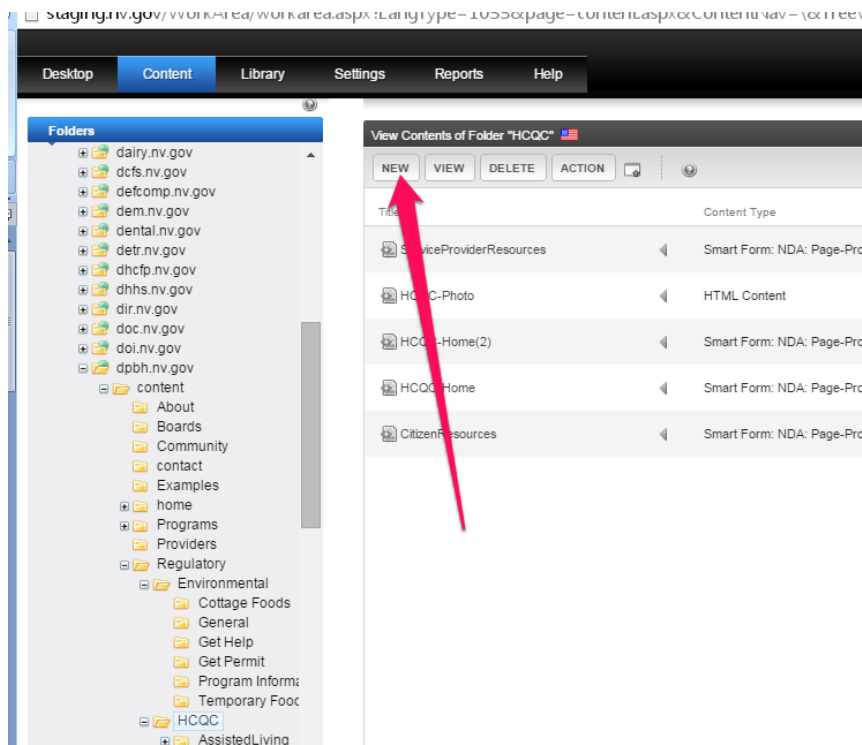
Next, choose the SMART FORM option.
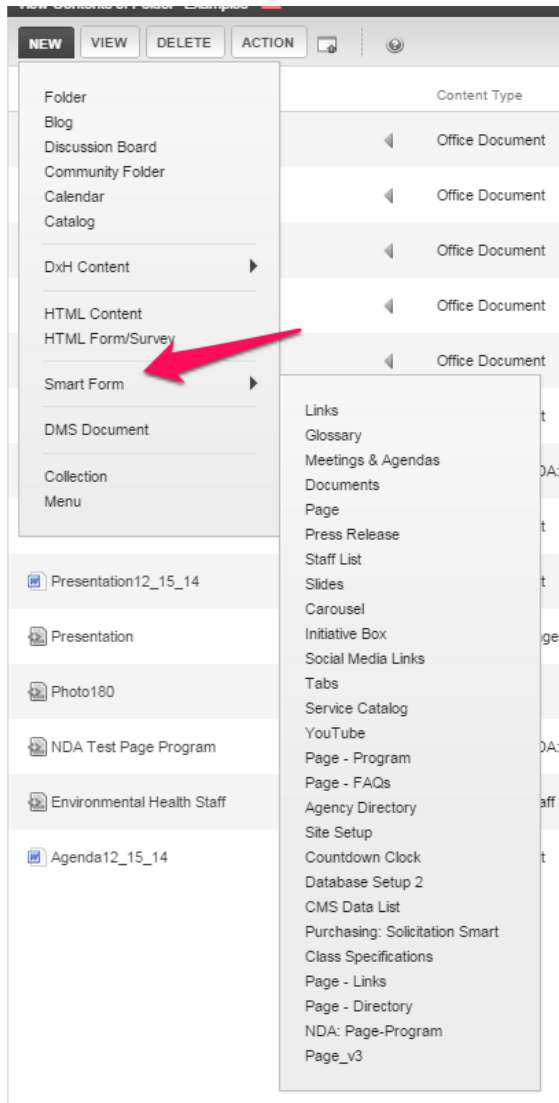
Then choose the appropriate smart form from the list circled below. Note: To see examples of the smart forms listed above, please go to: http://agency.nv.gov/Pages/Pages_-_Smart_Forms/
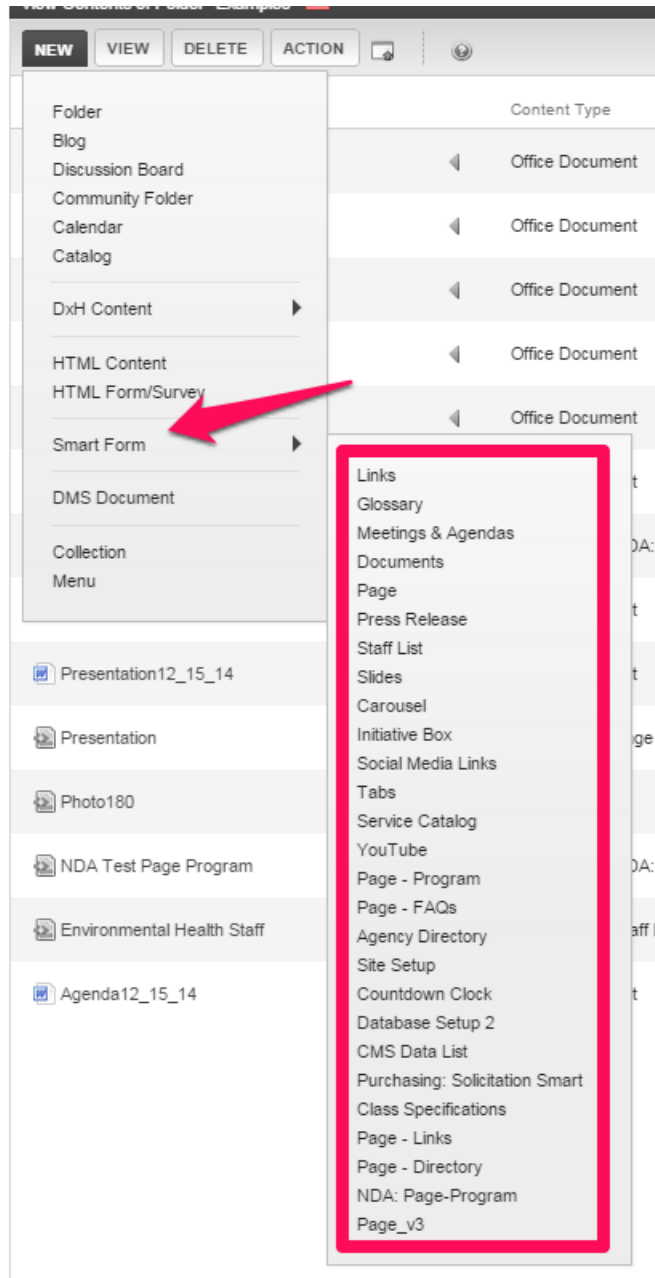
Using the Meetings & Agendas Smart Form

Overview

Whenever creating a meeting section, be sure to create

1. **Create a folder for the Board, Council or Commission**
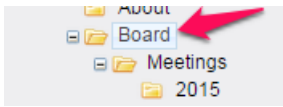
2. **Create a Meetings Folder nested inside the Board/Council/Commission folder containing a single page – program smartform with a link to the content in each meeting year folder.**
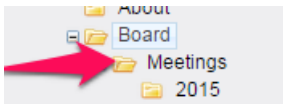
3. **Meeting Year folder – example: 2015. It will contain one content Meetings & Agendas smartform.**
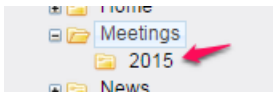
Creating a New Meetings & Agendas Smart Form

<mark>In the Workarea click on the folder you want to add the Meetings & Agendas smartform to.</mark>
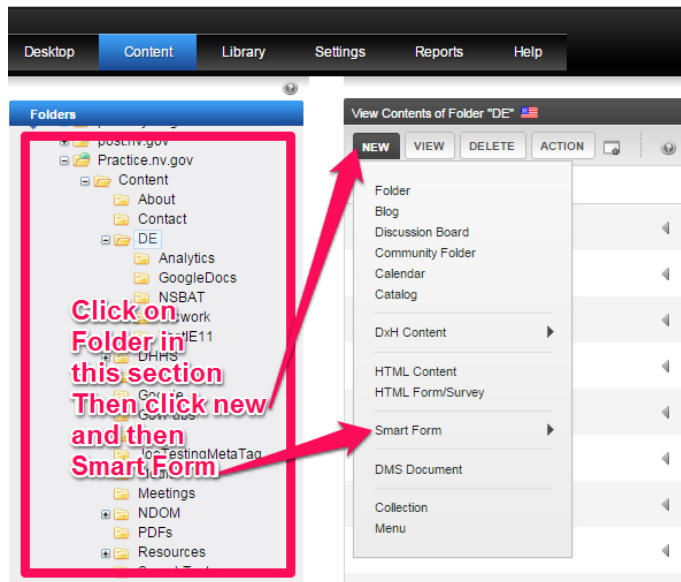
Choose Meetings & Agendas from the drop-down menu.
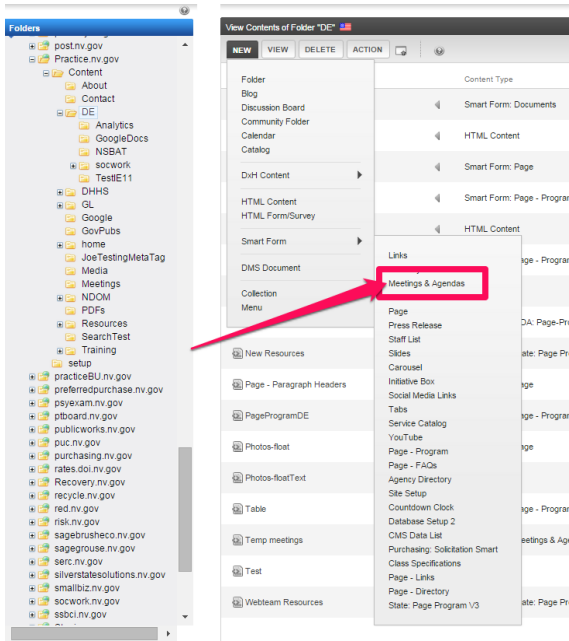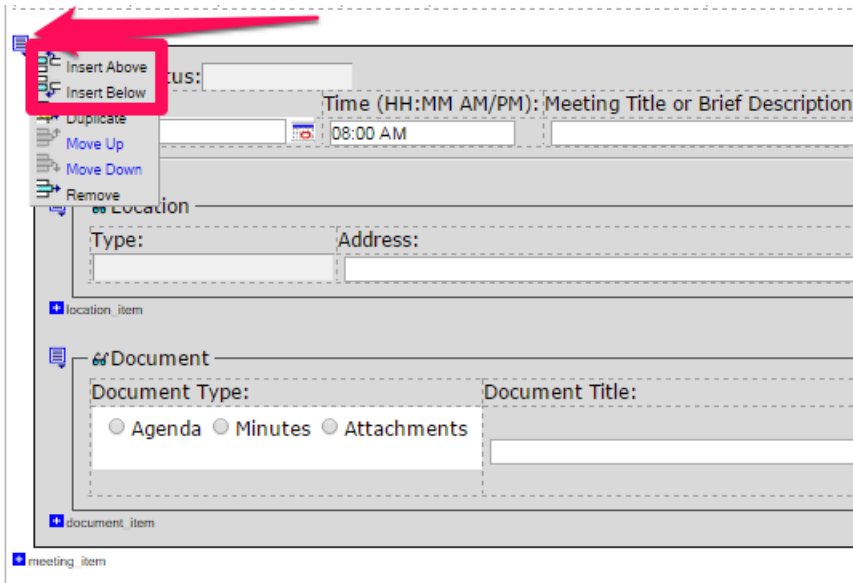
Enter the content block Title. *Remember this will also become part of the url that will be displayed in the browser. If you change this name you will break every link to the page within the site.*

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.*

Adding Meeting Blocks

To add a meeting block click the *meeting item* icon and choose *Insert Above* or *Insert Below*.
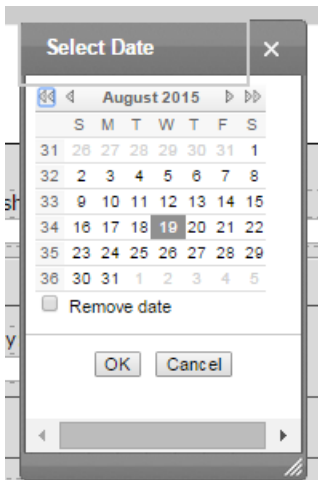
Click the calendar button to enter the meeting date.
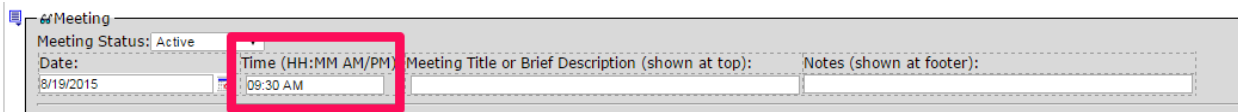
Scroll through the months/years and click on the appropriate date then click OK.
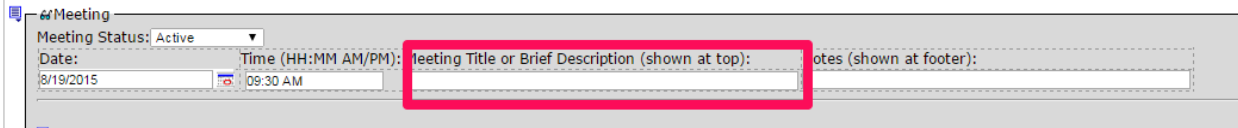
Enter a new meeting time if the default of 08:00 AM is not correct.
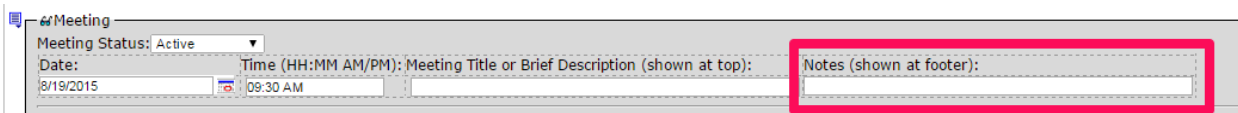
Meeting
Meeting Status: Active
Date: 8/19/2015   Time (HH:MM AM/PM): 09:30 AM   Meeting Title or Brief Description (shown at top):   Notes (shown at footer):

Enter the meeting title.

Meeting
Meeting Status: Active
Date: 8/19/2015   Time (HH:MM AM/PM): 09:30 AM   Meeting Title or Brief Description (shown at top):   Notes (shown at footer):
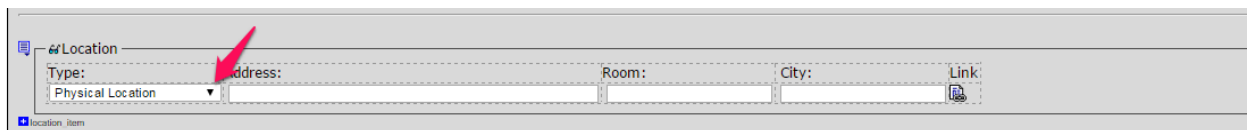
Enter any notes about the meeting. *Typically this is used to note "agenda to follow" when posting meeting notice and is removed when agenda is posted.*

Meeting
Meeting Status: Active
Date: 8/19/2015   Time (HH:MM AM/PM): 09:30 AM   Meeting Title or Brief Description (shown at top):   Notes (shown at footer):
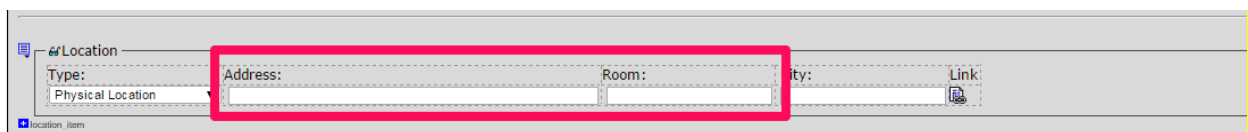
Enter location information.

> *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.*
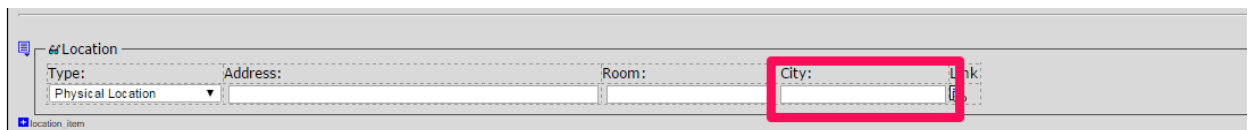
Location
Type: Physical Location   Address: Room: City: Link
location_item

> *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.*
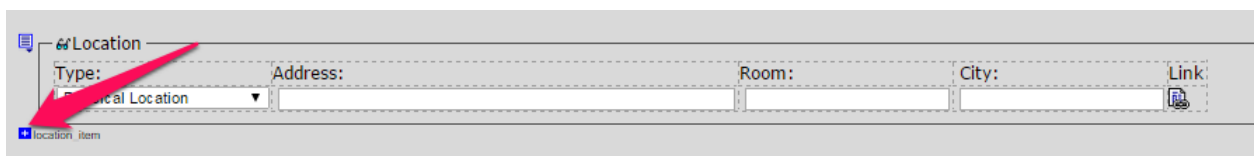
Location
Type: Physical Location   Address: Room: City: Link
location_item

> *Click in the City field and enter the City, State & Zipcode or any portion thereof.*
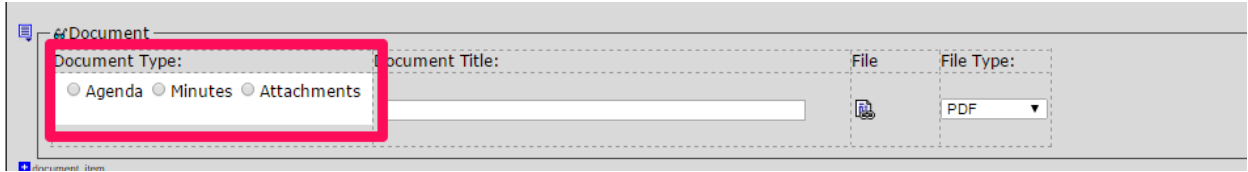
Location
Type: Physical Location   Address: Room: City: Link
location_item

> **To add a location, click on the *location_item* icon.**
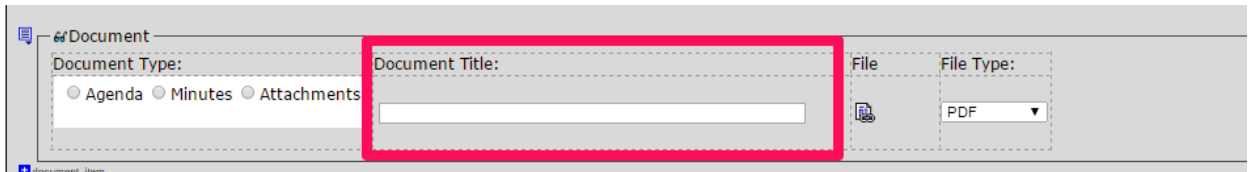
Location
Type: Physical Location   Address: Room: City: Link
location_item

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.*
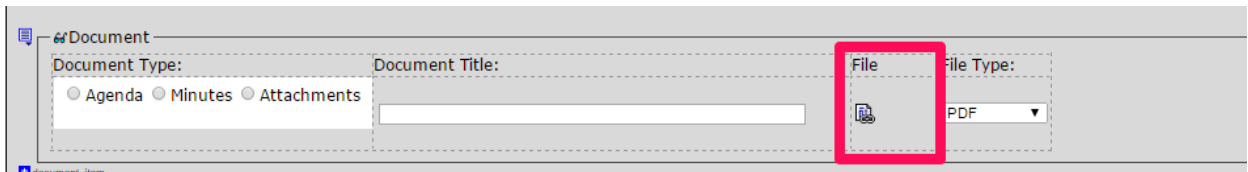
Enter the document title. Keep this short as it will appear on the page when you hover over the document icon
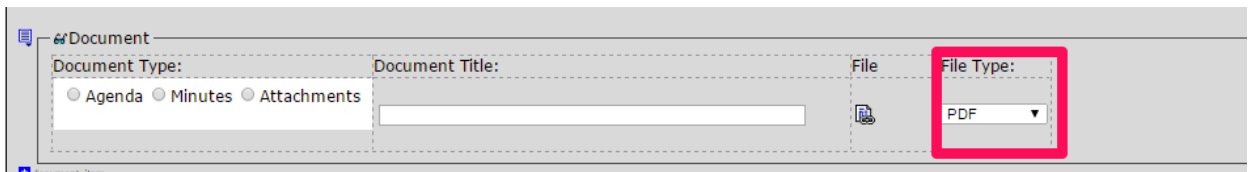
Upload the document or link to the document using the URL button. See separate procedures for **Uploading Directly to the Smart Form on the Fly** and **Uploading to the Library Prior to Updating the Smart Form** .
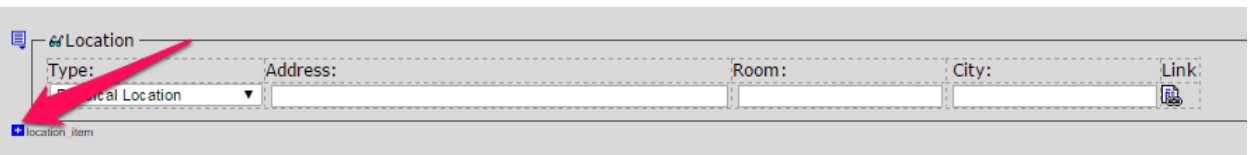
Choose the file type by clicking the drop-down menu and choosing from the options available *which include: PDF, Word, Excel, Link, Audio File, Video File.*

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

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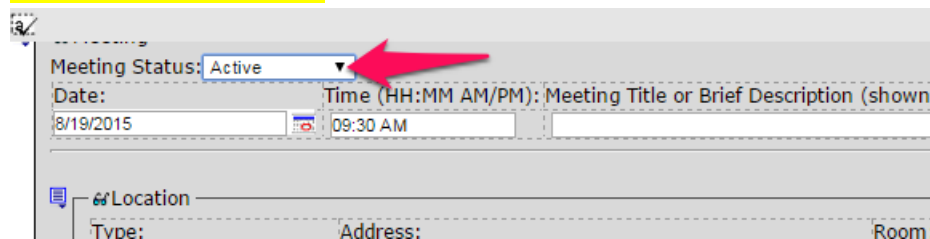
==To delete a meeting block, click the *meeting_item* icon and choose Remove from the drop-down menu.==

==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.==

Publishing Content

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

Select the "Publish" button in the top toolbar.
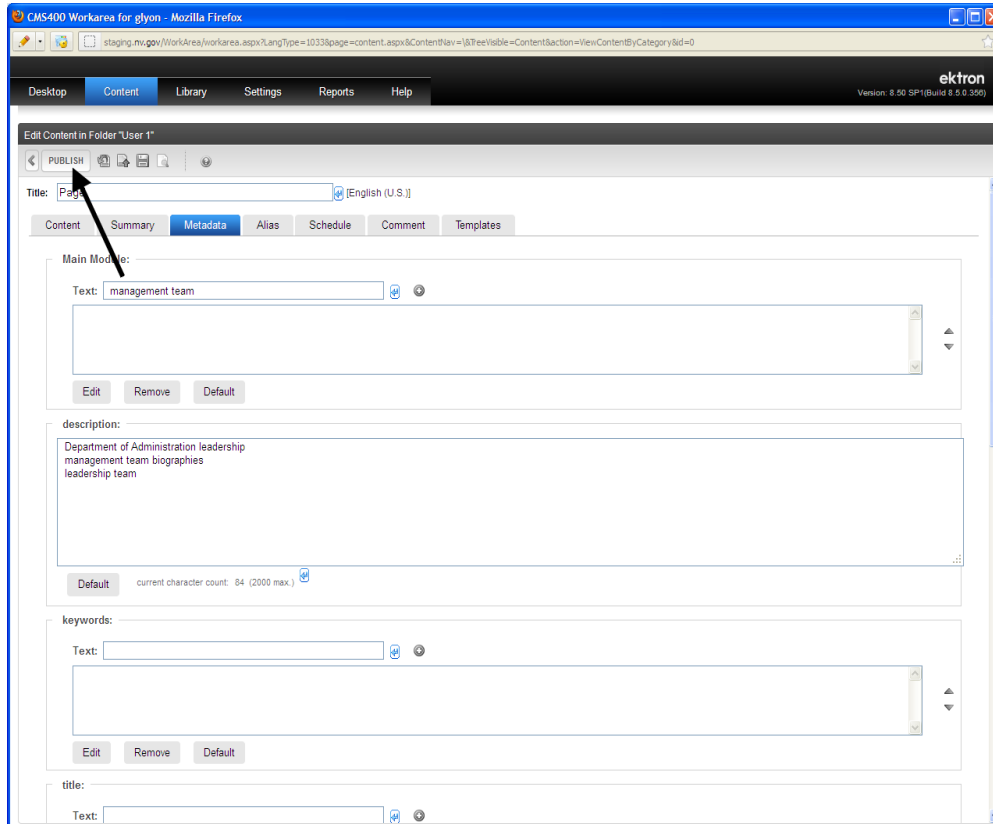
How to Verify Content Appearance

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…
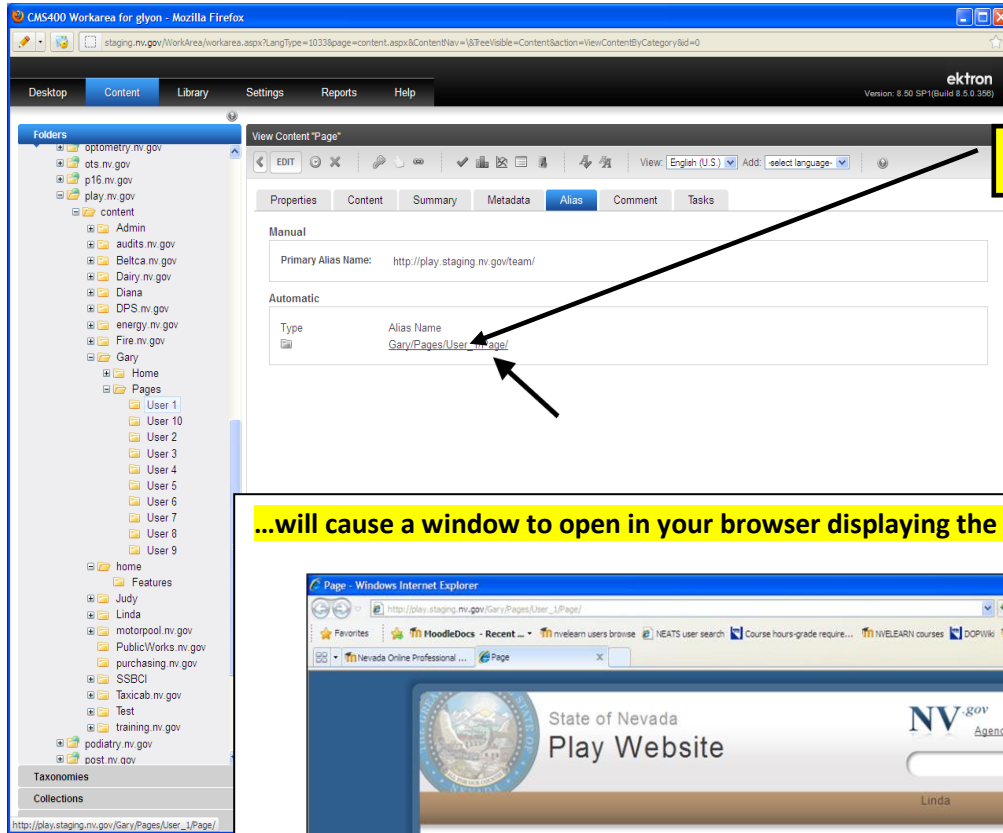
…will cause a window to open in your browser displaying the page you have edited.
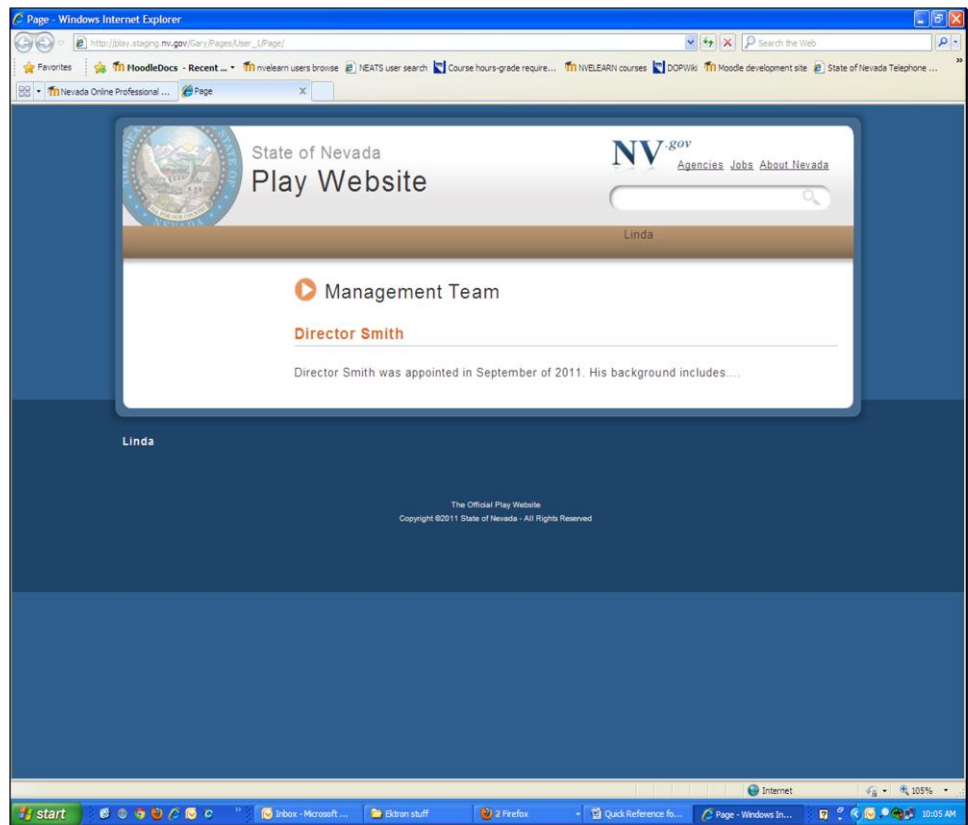
Overwriting (Replacing) a Document Previously Posted

Direct your browser to http://staging.nv.gov and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.
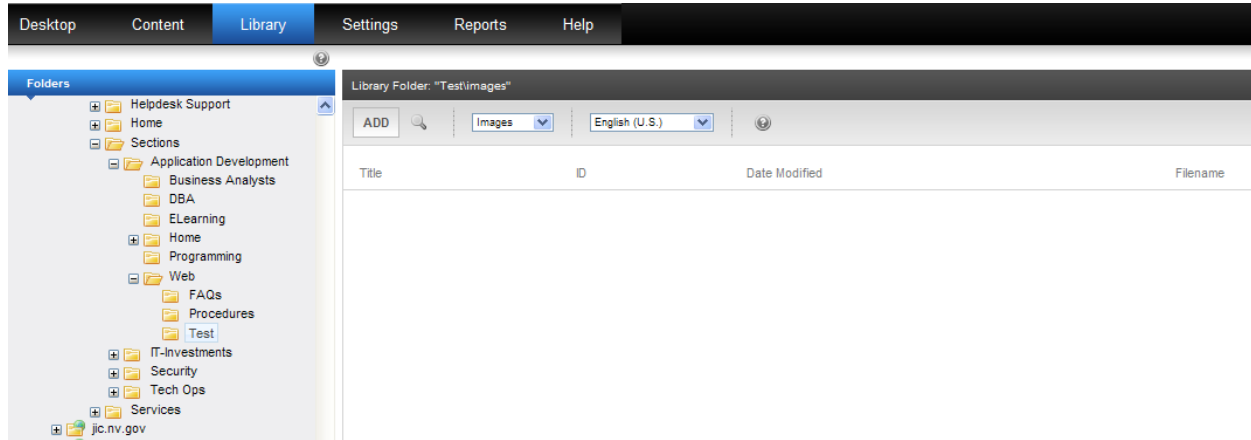
Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES.

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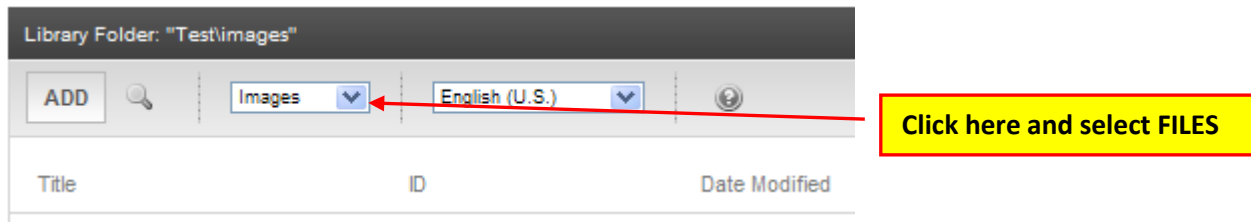
Click on the name of the document you want to replace from the list that will appear in the right pane.

Click on the name of the document you want to replace from the list that appears here
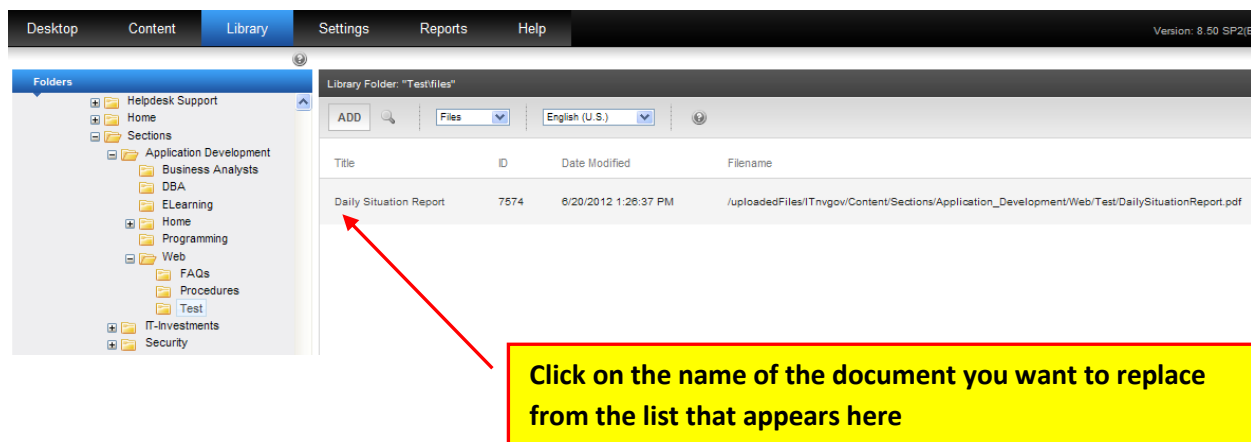
When the VIEW LIBRARY dialog box appears, click on the OVERWRITE icon.

View Library Item in Folder: "Test\files"

< | 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:	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 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: "Test\files"

◄ UPDATE ⓐ

Title   Filename

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

Please select a replacement file.   [   ] [Browse...]

Current library item: **Click here**

Preview Daily Situation Report

[Summary] [Metadata]

Description:

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

Message from webpage

❓ WARNING: You are about to overwrite a library file!

The filename of the local file will be changed
to match the existing filename. This will ensure that web
links to this library item do not break.

Continue?

[OK]   [Cancel]

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

Do NOT delete documents or images that were previously posted.

Unfortunately, we are no longer able to delete files (documents or images) or folders from the servers due to sync vulnerabilities. If you have any questions or concerns, please contact Linda DeSantis at stateweb@admin.nv.gov. We are currently working on getting a new CMS.

What you can do is overwrite the document or image in question in the workarea with a document that simply says "This document has been removed from the website. Please go to our website for current information".

If the document no longer exists in the workarea, email stateweb requesting the file on the server be overwritten with the document mentioned above. In the request, please provide the file path to the document you want overwritten.

In the workarea, please ignore unnecessary folders that we are unable to delete.

Adding Content to a Smart Form

Click on the type of Smart Form you want to edit,

...then select the 'Edit' button in the toolbar at the top of the page.
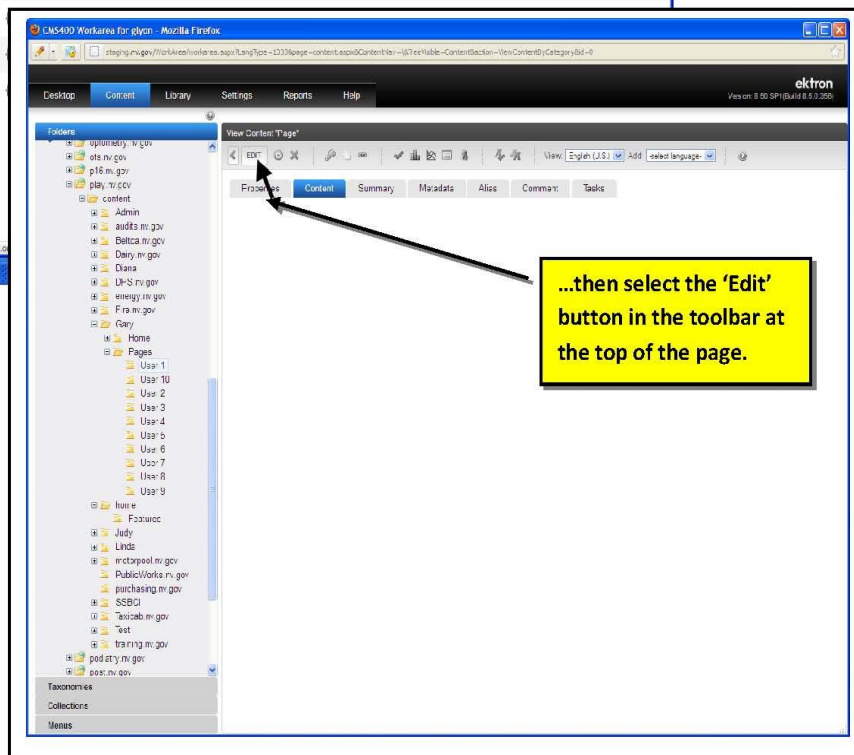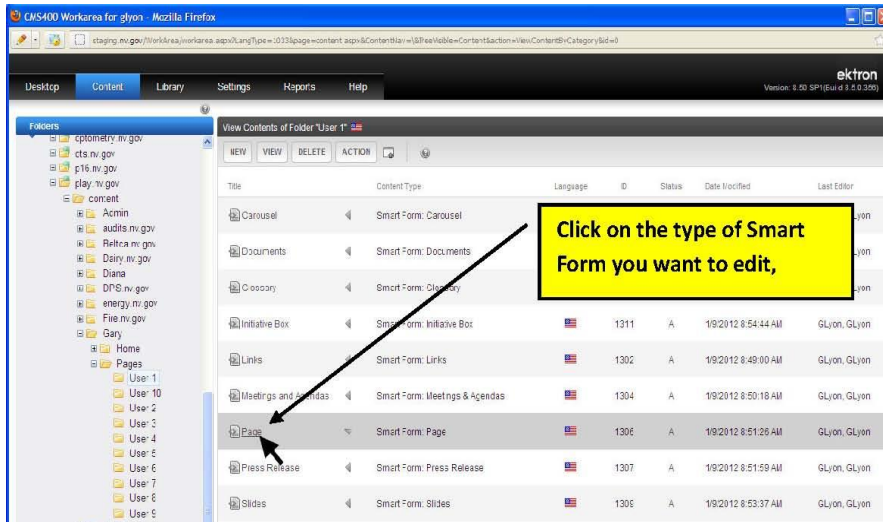
Procedure for Adding a New Document to the CMS

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.

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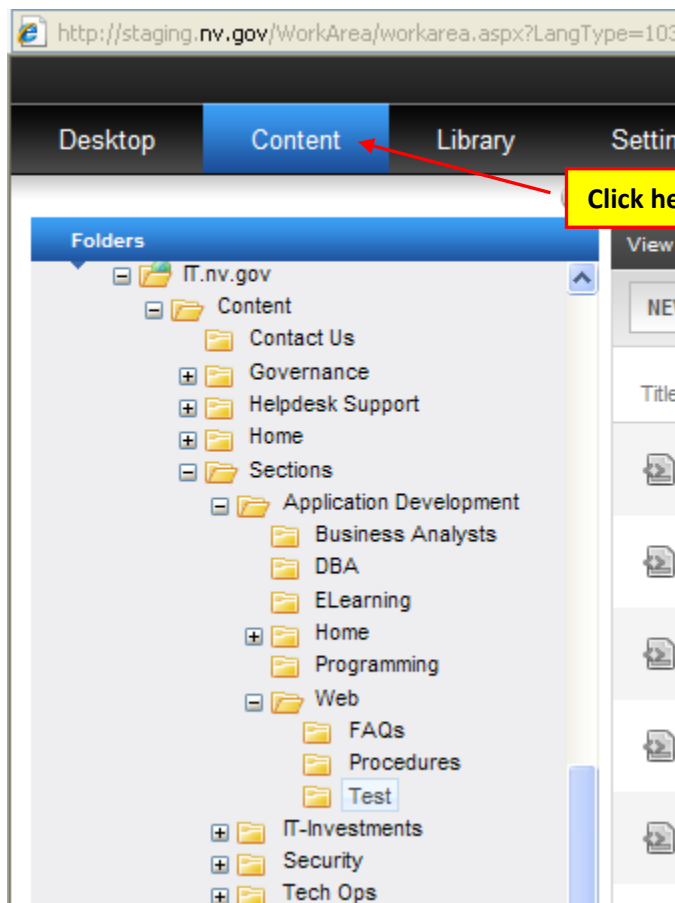
You can add an image to most smart forms, content blocks or using a straight HTML content block.

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

Image:

Click image icon

paragraph

Bottom Boxes

Bottom Image
Title:
URL / Document:
Image:

Click where you see this symbol

Link / List
Title:
URL / Document:

link

bottom

Links

Link / List
Group:

Link / List Item
Title:
URL / Document:
Image:

Click where you see this symbol

link

link

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.

CMS400 Library For destey   ✕

IT.nv.gov
  Content
    Contact Us
    Governance
    Helpdesk Support
    Home
    Sections
      Application Development
        Business Analysts
        DBA
        ELearning
        Home
        Programming
        Web
          FAQs
          Procedures
          Test
      IT-Investments
      Security
      Tech Ops
    Services
jic.nv.gov
marriage.nv.gov
massage.nv.gov
med.nv.gov
motorpool.nv.gov
ndow.org
nhp.nv.gov
nitro.nv.gov

Library Folder: "Test\images"

ADD LIBRARY   English (U.S.)

Title   ID

Help jpeg [uploadedImages/ITnvgov/Content/Sections/Application_Development/Web/Test/HELP.jpg]   75

Navigate to the appropriate folder, then

Click here

Enter the image title and click the BROWSE button.

To upload and insert a local file:

◀ ADD LIBRARY 🔍 ✎

Title: [   ] ◀── **Enter image title**

Filename: [   ] Browse... ◀── **Then, click here**

Description: ✂ 🗐 📋 📝 📋 ↩ ▾ ↪ ▾ | Paragraph Style ▾ | **B** *I* | ✓ | 🔄

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▦ ▾ ⇥ ⇤ ⬚ ⬚ ⇥ ⬚ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞

Description

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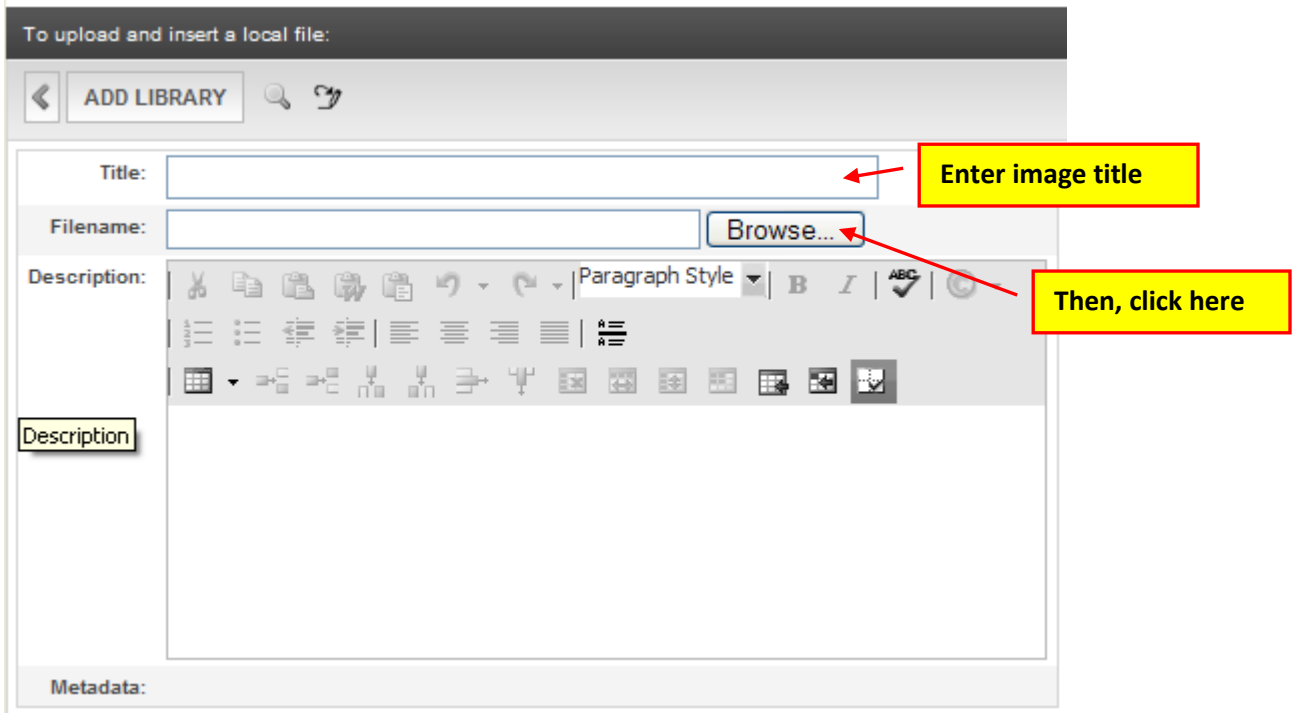
When the CHOOSE FILE TO UPLOAD window appears, locate and double-click on the image you want to add to the CMS library and your page.

Choose File to Upload

Look in: 📁 My Documents   ▾   ↺ 🡅 📁 ▦▾

My Recent Documents
- CEUpage2.pdf
- DailySituationReport.pdf
- Department-Agencies.csv
- Department-Agencies_copy.csv
- EITS_PhoneList.pdf
- FeaturedClassesJune-July.gif

Desktop
- GamblingCounselorRenewalApp.doc
- GamblingCounselorRenewalApp.pdf
- glassesledger600.jpg ◀── **Double-click to choose image file in this window**
- glassesledger.jpg
- Legume.pdf
- Legume.xlsx

My Documents
- LicenseClinical_RenewalApp.doc
- LicenseClinical_RenewalApp.pdf
- LV_UrbanAreaSouthernNVTICPV3-0b-BCCAPPROVED.pdf

My Computer

Dimensions: 600 x 397
Type: JPEG Image
Size: 175 KB

- MaxComp201
- Milk.pdf
- Milk.xlsx
- NativeAmeric
- NativeAmeric
- NE_Nevada_
- NevadaCTEC
- NV_Communi
- ut Butte
- ut Butte
- MostWan
- rating.pdf
- RenewalNotic

My Network Places
File name: [   ] ▾   Open ◀── **Then, click here**
Files of type: [All Files (*.*)   ] ▾   Cancel

Click the ADD LIBRARY button to import and add your image to CMS and to the page.
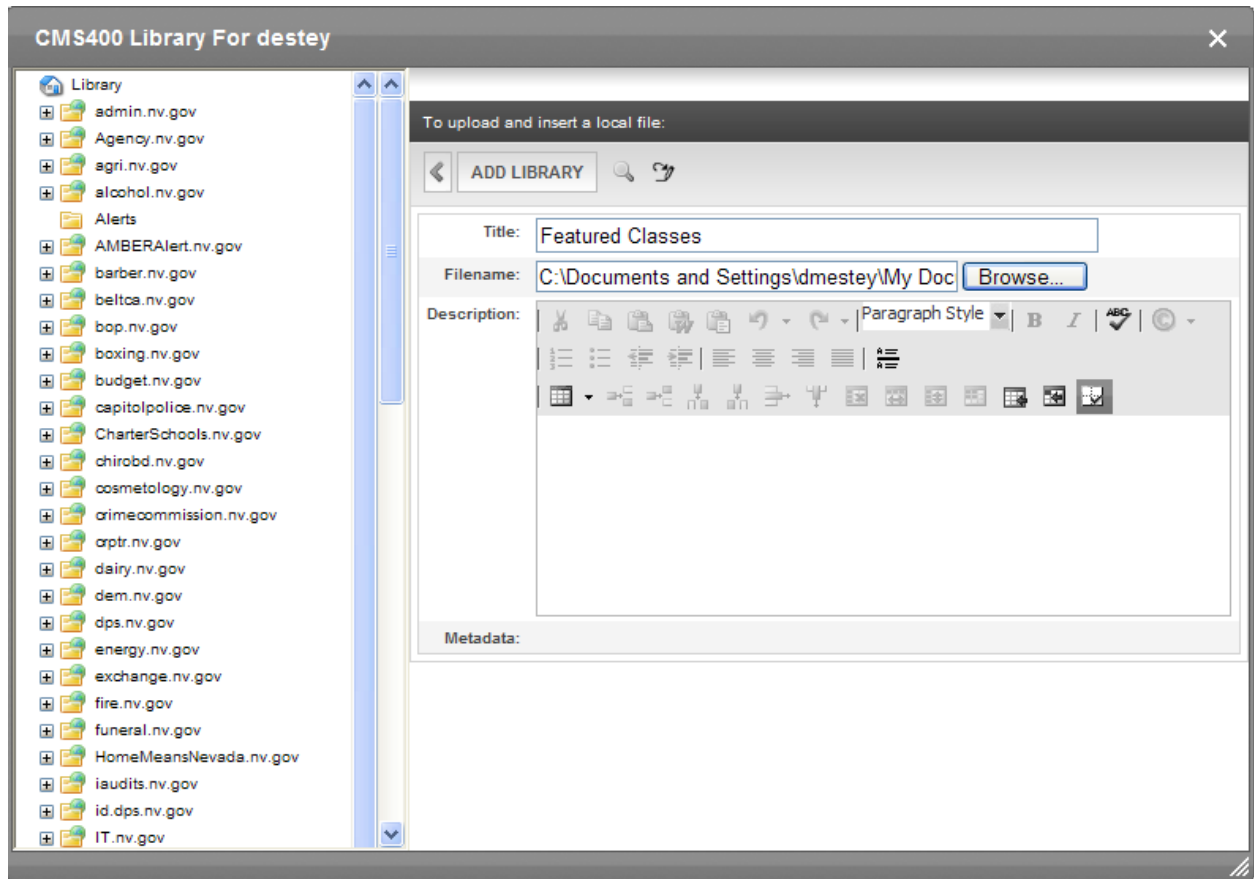
PLEASE NOTE: Size the image before you upload it to CMS.

The finished product will look similar to the print screen showing below.
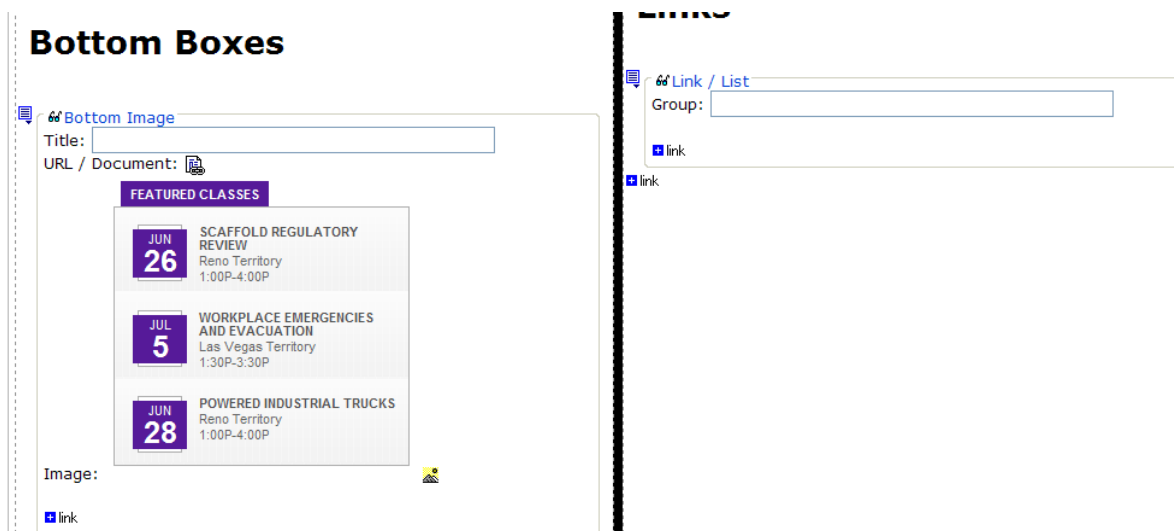
==Go to the browser page in the staging environment and verify your image has been added to the page.==

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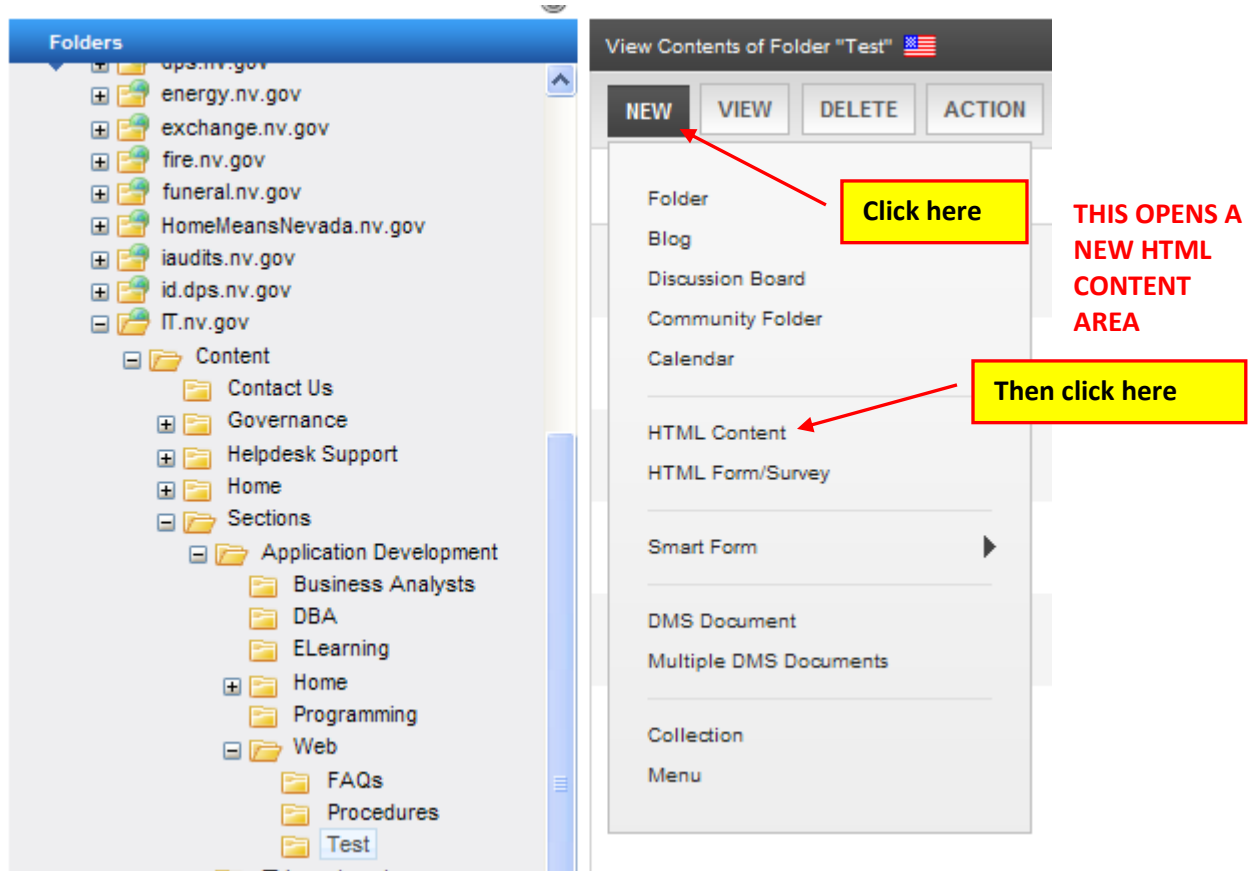
When the HTML Content area appears, enter a page title, place your cursor in the window, and then click on the LIBRARY icon button.

Edit Content in Folder "Test"

PUBLISH

Title: [Engli] 1) Enter page title

☑ Content Searchable

Content | Summary | Metadata | Alias | Schedule | Comment | Templates

2) Click in this area

3) Click LIBRARY icon
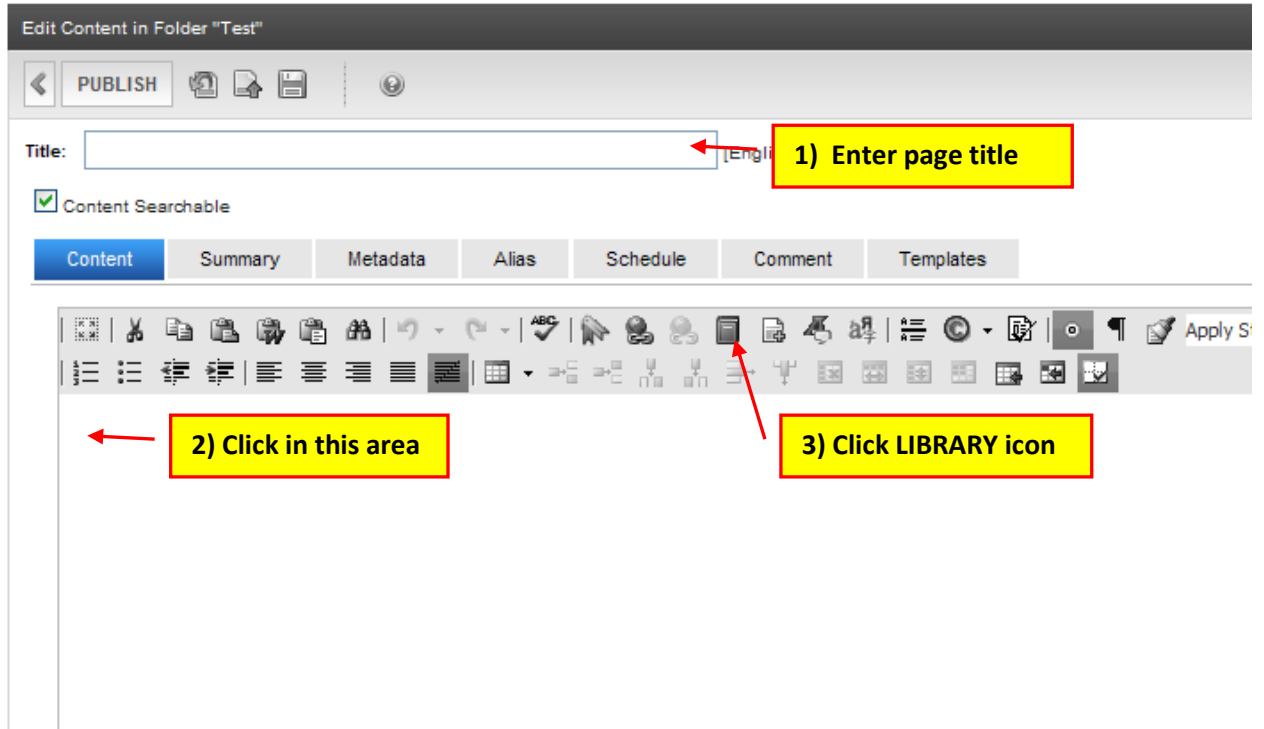
Add Image Directly to a Smart Form

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.
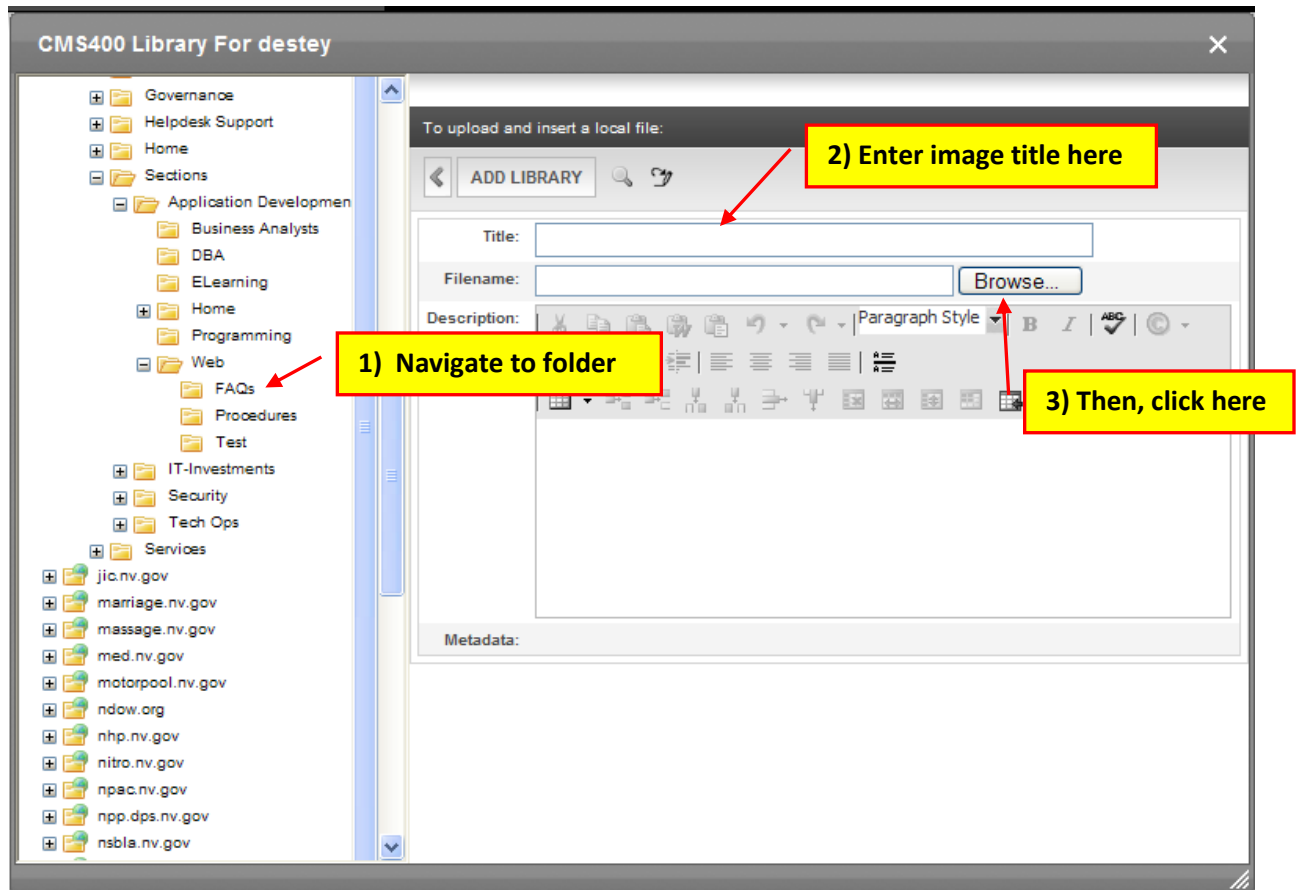
Navigate to and double-click on the image you want to upload, and then click OPEN.
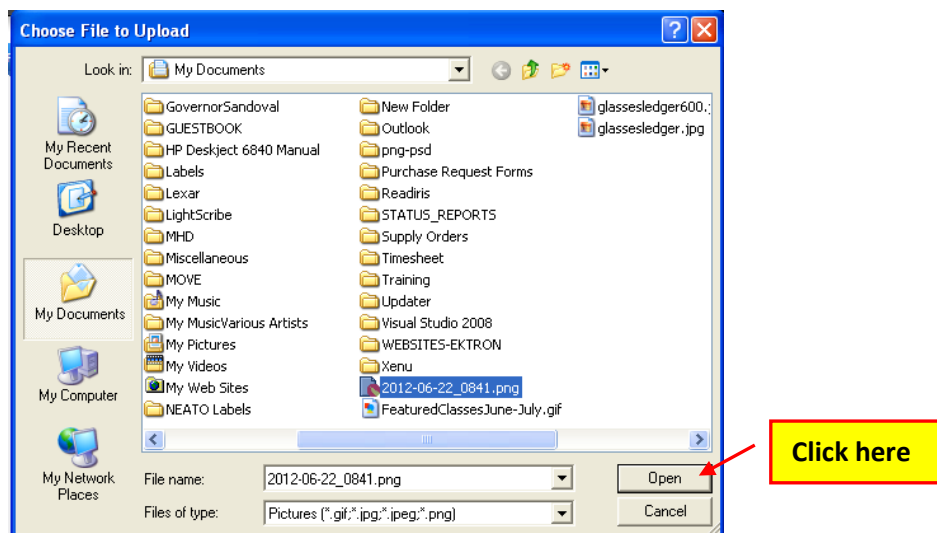
When the dialog box below appears, click the ADD LIBRARY button to import the image to CMS and your page.
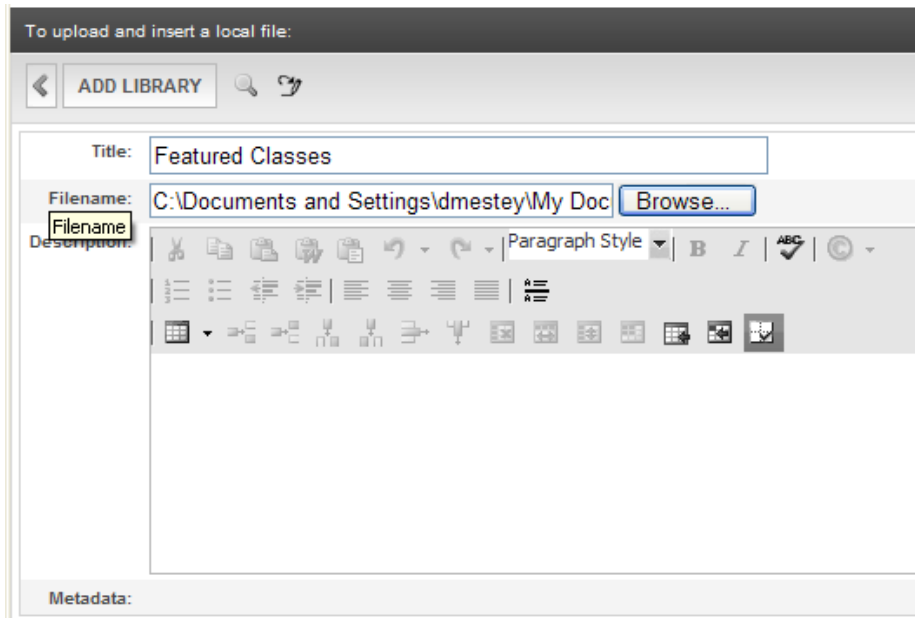
The finished product will look similar to the html content area below.
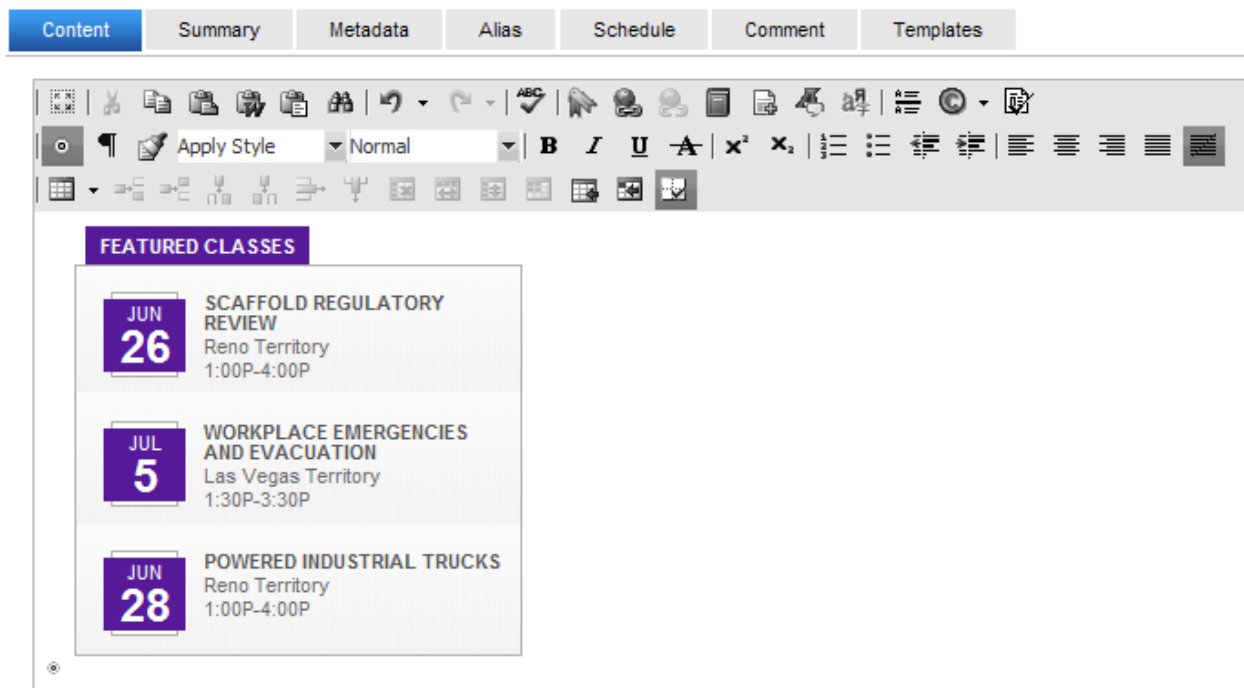
Adding Bullets or Numbering to a Smart Form

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.

⊙ <h2> ⊙ <h3>
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
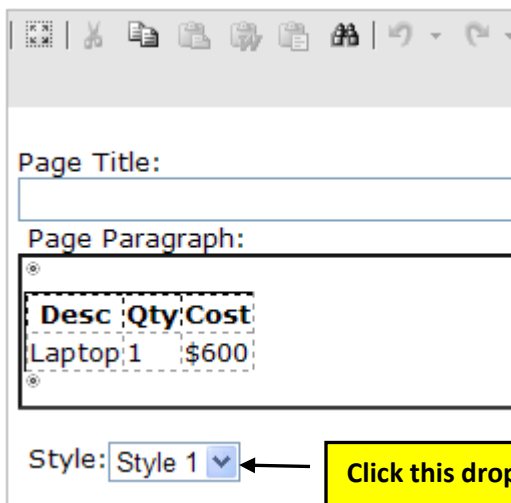
Then, click on either the bullet or numbered list icon to add the bullets or numbering to the list.

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.

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.

Page Title (optional):

Page Copy (optional):

Style (Choose layout type):
- ◉ Style 1 ○ Style 2

Glossary Item
Term:

Definition:
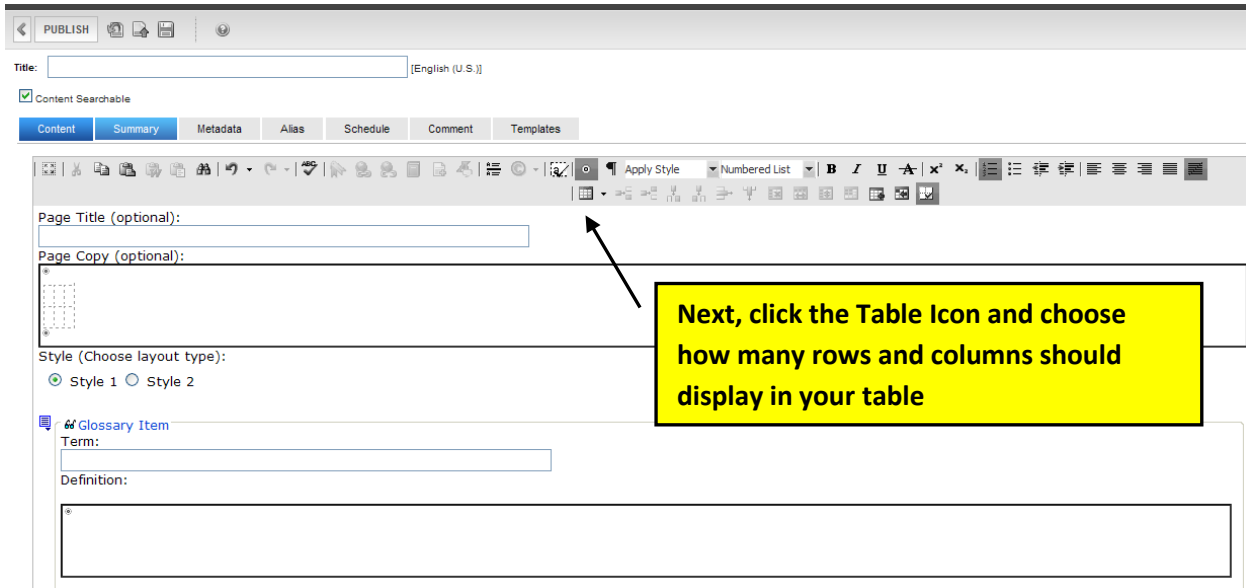
Next, click the Table Icon and choose how many rows and columns should display in your table

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 Accesibility Tab.

Table Wizard

Table Design | Table Properties | Cell Properties | Accessibility

Columns ⊟ ⊞   Column Span − ⊞
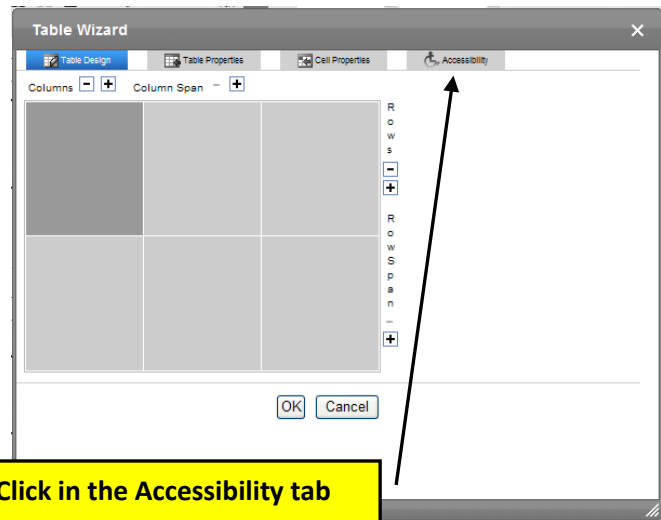
Click in the Accessibility tab

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.

Enter number of heading rows

Enter number of heading columns
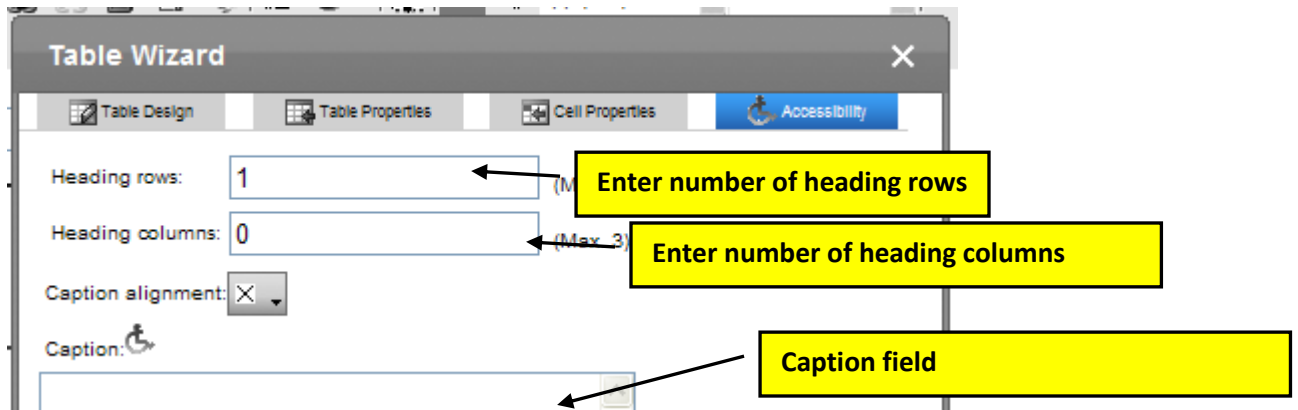
Caption field

Next, make sure to enter a Table Caption in the Caption Field

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

Select .table_general, then click OK
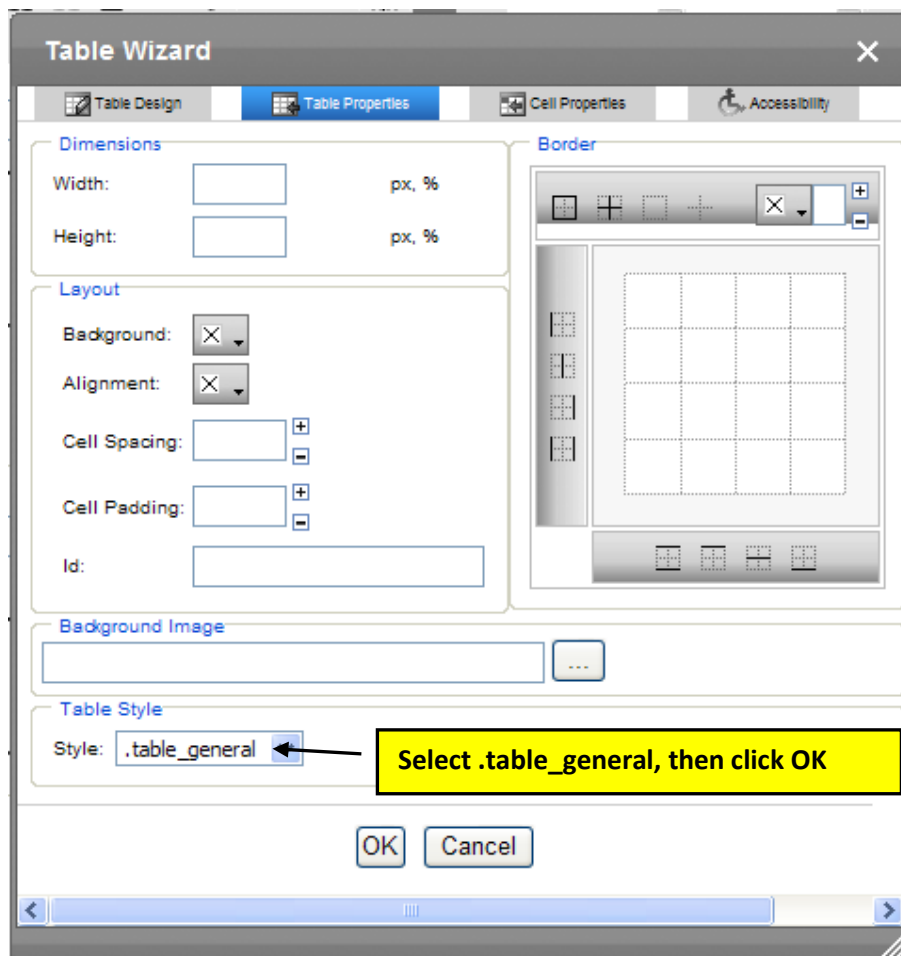
Your table will be formatted similar to the tables below when viewed in a browser.

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/.

Computer Operations

Provides computer-processing services (24 x 7 x 3 including mainframe and server farm. Also provide:

Contract Administration

Responsible for developing and issuing Requests technology components; contract review and mont State agency requests for IT consultants through t

Data Networking (SilverNet)

DoIT's statewide data network providing high-spee for State agencies, local and county governments Internet access, dialup and Virtual Private Network

EXECUTIVE	LEGISLATURE	ALERTS	HELP	ABOUT NEVADA
Governor	Legislature Website	Amber Alerts	Homework Help	Tourism Information
Lt. Governor	Legislature Meetings	Fight Fraud	Nevada Maps	Economic Development
Attorney General	Find Your Legislator	Weather Alerts	USA.gov	Start a Business
State Treasurer	Nevada State Senate	211- Service Information		Find a Job
State Controller	Nevada Assembly	511 - Road Conditions		Nevada Colleges & Universities
Secretary of State		911 - Emergency Help		

STATE EMPLOYEES

Health Benefits (PEBP)

Time Sheets (NEATS)

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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.

Clicking on the 'X' to close the 'Workarea'...

Clicking on this will log you out of the Content Management System.
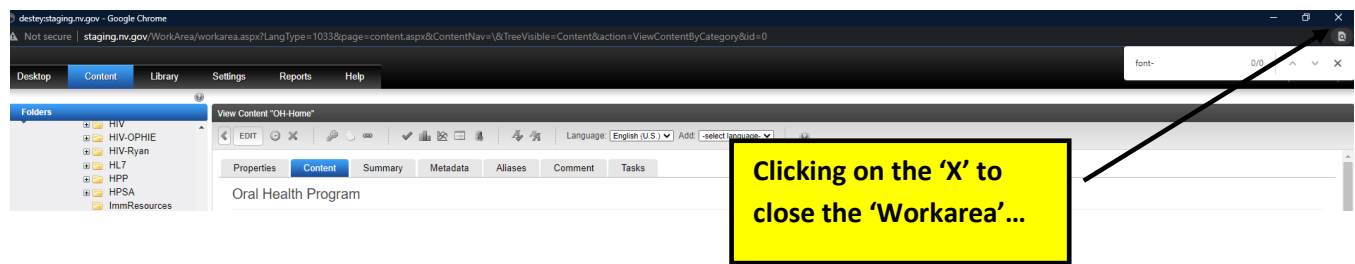
Responsive Upgraded Site Options

Why were sites upgraded?

The original State of Nevada website design has a professional look, and works well with desktops, but since the initial design the use of small display smart phones and large display desktop monitor use has dramatically increased. Since most displays have both greatly increased and decreased it's time to upgrade how we display our information to the public.

The responsive display is designed to fill the user's different sized displays minimizing wasted space. With the responsive redesign the additional features also add some graphical features to make a more modern appearance for your website. The new features focus primarily on just the home page. Your pages other than the home page can continue to be the Page Program Smart Forms (ADA Page Program V4 and others). You can choose to rebuild your home page with the new full screen features, but your website will be just fine if you don't want to rebuild.

If your site is new to Ektron, it is recommended you build all your pages using responsive smart forms.

You can view a Home Page Comparison by clicking here.

You can compare the State: Page Program V4 smart forms by clicking here.

Examples of what a responsive homepage can look like

Multiple elements can be used to create a homepage. This homepage combines the responsive navigation with an alert box, a slider, a carousel of icons, different colored buttons, three image buttons, and a splash page along with a Responsive Body smart form.

For more information on responsive smart forms please visit https://agency.nv.gov/responsive/responsive/.

Responsive Smart forms include:

- Responsive Slider: This smart form provides a slide show when used with multiple images. With the full slide display, you can decide on the height you want, and how the title displays. You can also decide the order for your slide, you can make it the first item, or somewhere else on your page.
- Responsive Buttons: This smart form provides different sized and colored button options, from simple square buttons to image buttons rolling over a background photo.
- Responsive Splash Screen: This smart form is setup with a title, secondary statement, links and an image that scrolls over a beautiful background image. *Please note, the image must be dark enough that when the white text is displayed, the contrast ratio is a minimum of 4.5:1.* Below that a responsive body smart form is displayed with 4 columns.
- Responsive Three Image Banner: This smart form provides three images with text over the image that meets ADA success criteria.

- Responsive Body: It can be used as a Home Page feature or a stand alone page. The purpose of the Responsive Body is to be a flexible use page to display text, images, twitter feeds, columns, etc.
- Responsive Border / Separator: creates a black border between elements.

Approval Chains – Approving Content

An approval chain applied to a website creates a series of user groups who must approve content before it can be published to the website. If your agency's website has an approval chain applied, someone must approve changes before they are published on the site regardless of when you actually made the update.

How to know if an approval chain has been applied to site?

After editing content, you see a Submit" button instead of a "Publish" button, the site has an approval chain applied. You can also tell the status of content by noting the letter shown in the Status column.

NEW	VIEW	DELETE	ACTION						
Title				Content Type	Language	ID	Status	Date Modified	Last Editor
🗐 Access Nevada			◀	Smart Form: ADA State: Page Program V4	🇺🇸	146524	A	12/17/2019 02:35:57 PM	DEstey, DEstey

If it displays an

"A"	Content has been approved
"I"	content has been checked in, but not published
"P"	Content is pending (typically you see this when something has been scheduled and the scheduled date and time have not been reached).
"S"	submitted for approval
"O"	Content has been left checked out

If you are an approver – locate content submitted for Approval

To approve content, click the Reports button in the Ektron workarea and click on Contents and then Approvals.
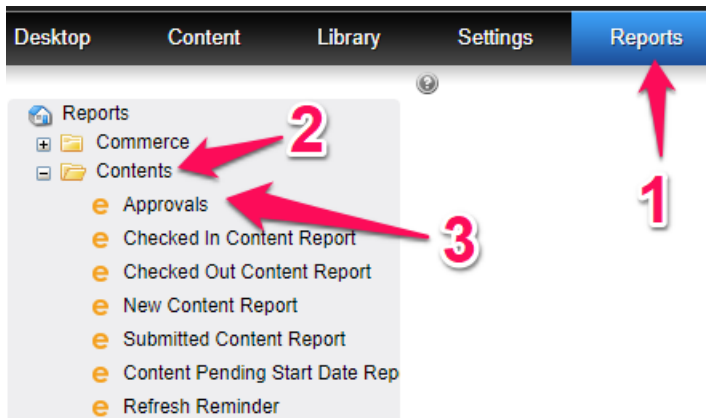
To Approve Content

Check the box next to the content you want to approve and click the Approve All button.