TRAINING GUIDE

Wicklow.ie Web Portal

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Project Code: WIK01

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Contents

1 Introduction

This training guide breaks down the main functionality all editors will need into simple steps all backed up by screenshots from the actual website.

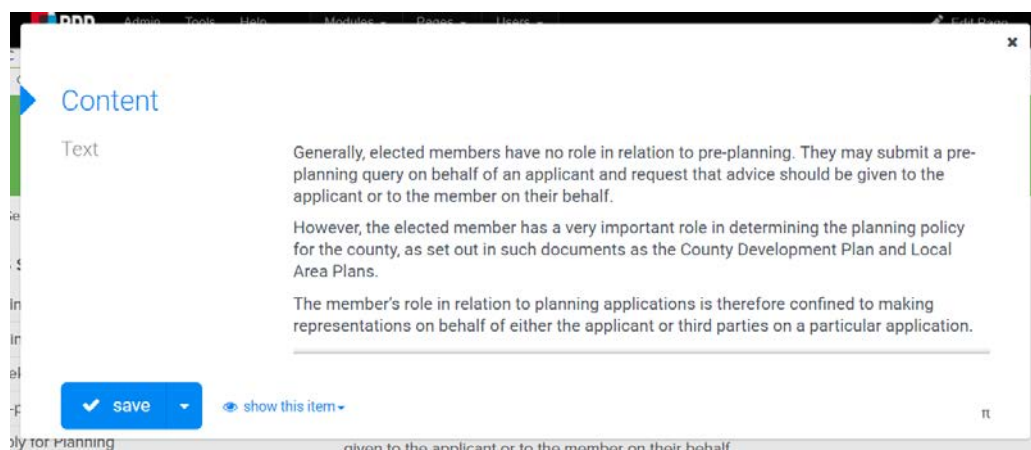If there are any areas that need clarification, please let me know and I can update this guide.
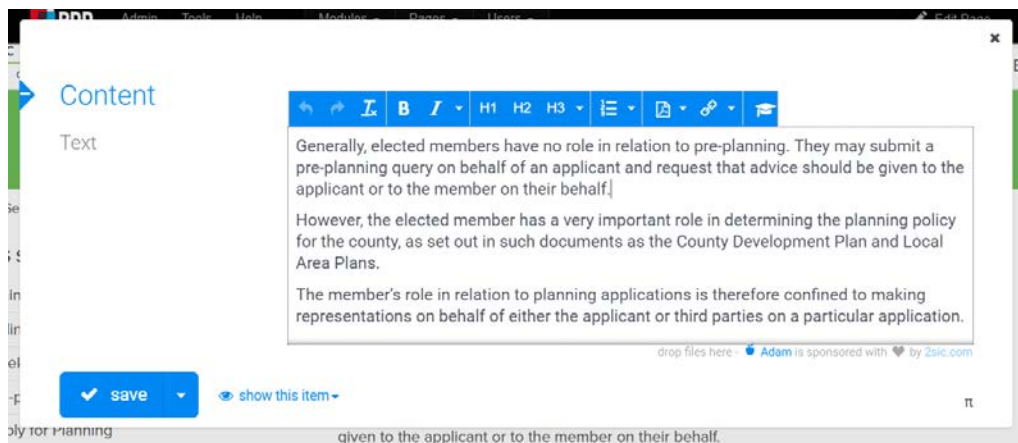
2 Basic Page Editing

2.1 Text Updates

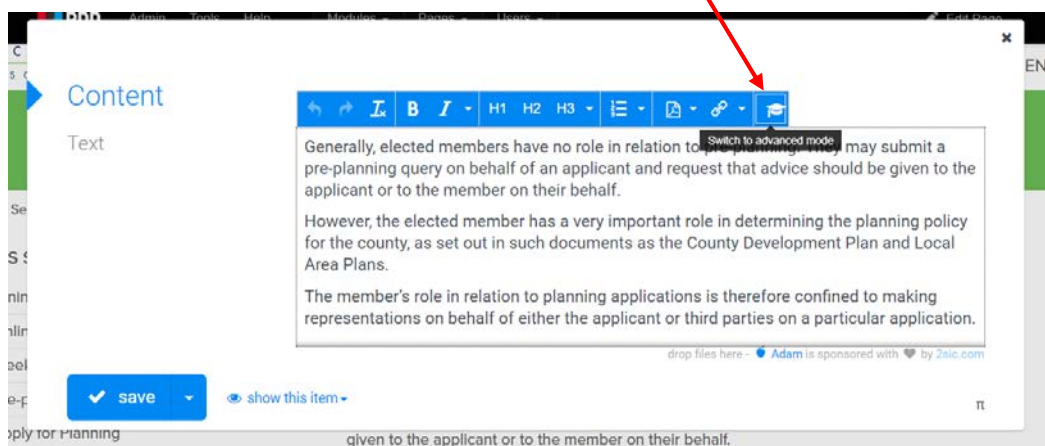**When logged into any page if you hover over the right of the text a Pencil Icon will appear – click to edit**
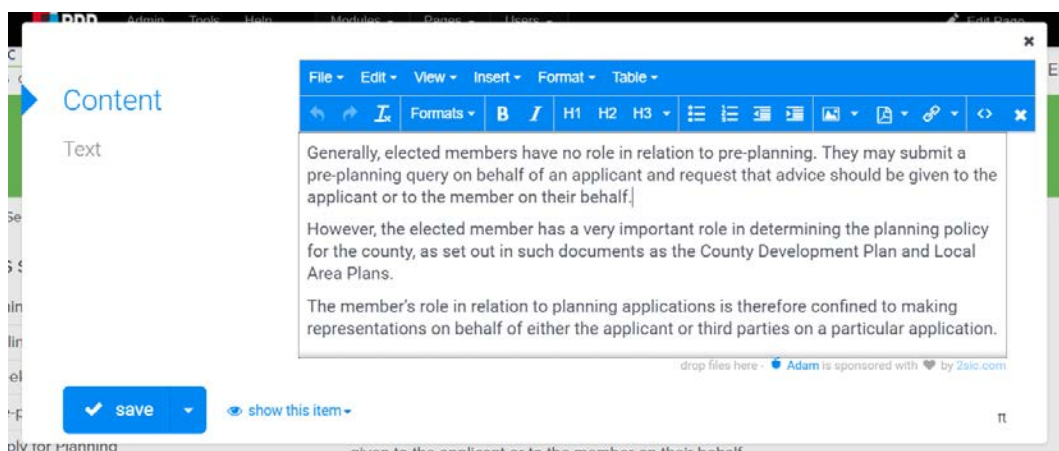
A content box will open

Click into the panel and a basic edit navigation bar will appear

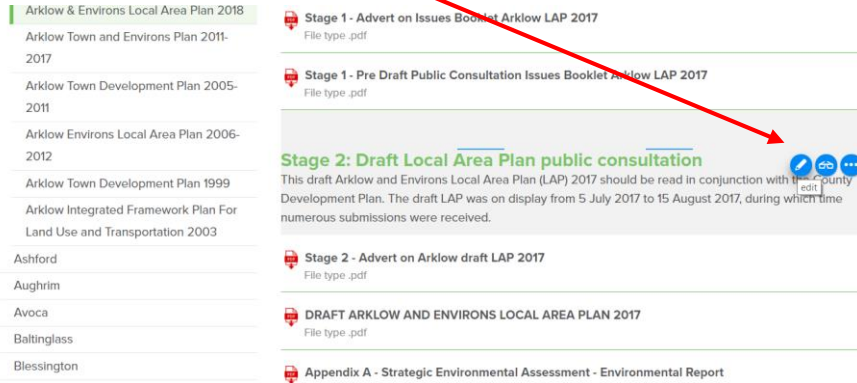**For a more advanced edit mode click the mortarboard hat icon**
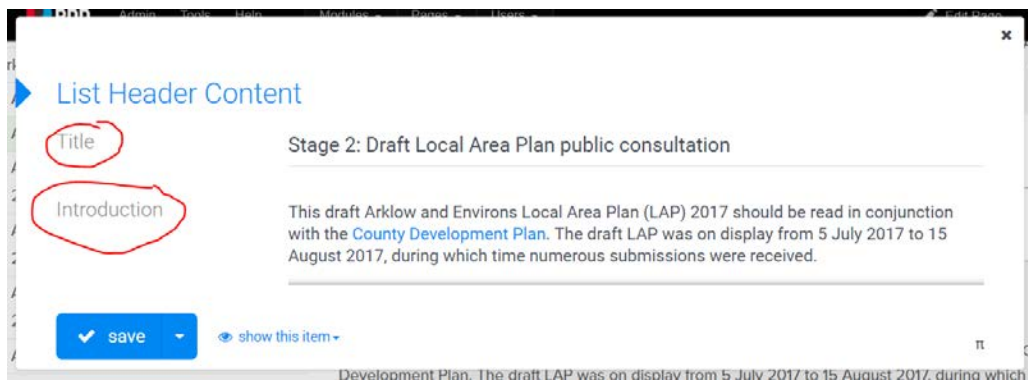

Edit and save

2.2 Editing Document Headings and Introductions

Click on the pencil icon

A content box will open where the title (default colour green) and description (optional) can be edited

2.3   Reorder of Pdfs/document lists

Pdfs can also be repositioned in order of preference

Click the three dots – more actions

An advanced mode with up down arrows will move the pdf
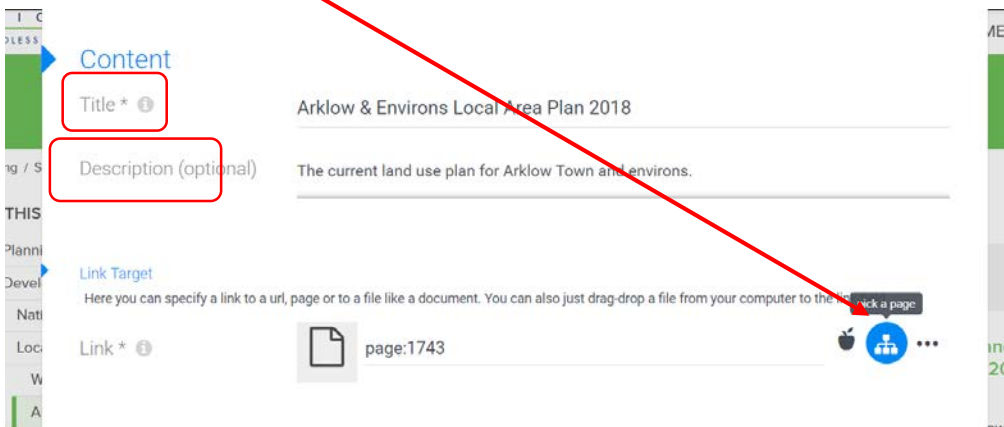
2.4   Editing Listing Page Introduction Boxes

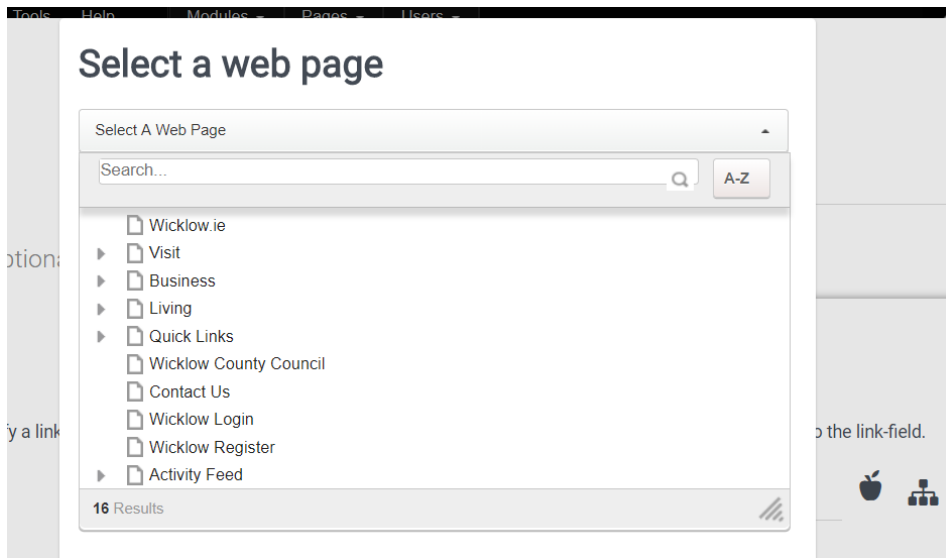**Each Introduction list box can be edited from the pencil edit icon.**
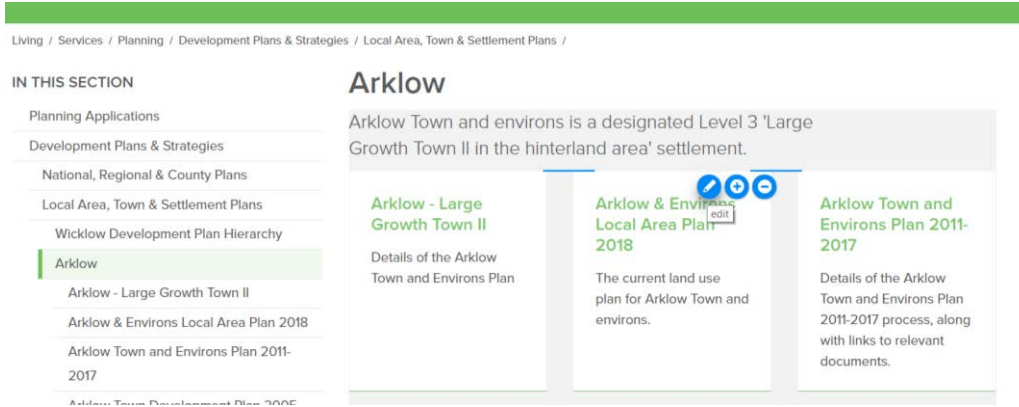
A content box will open to edit the title and description
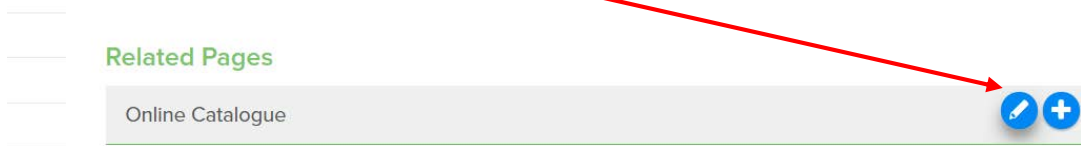
Pick a page to link

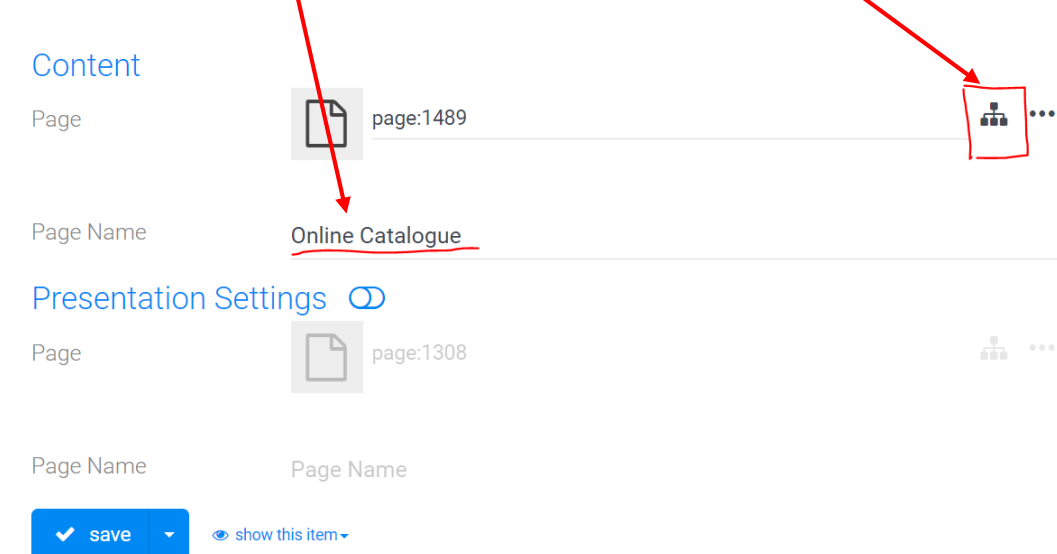**Select the linking page from the content menu or use the search menu**

2.5 Related Pages App

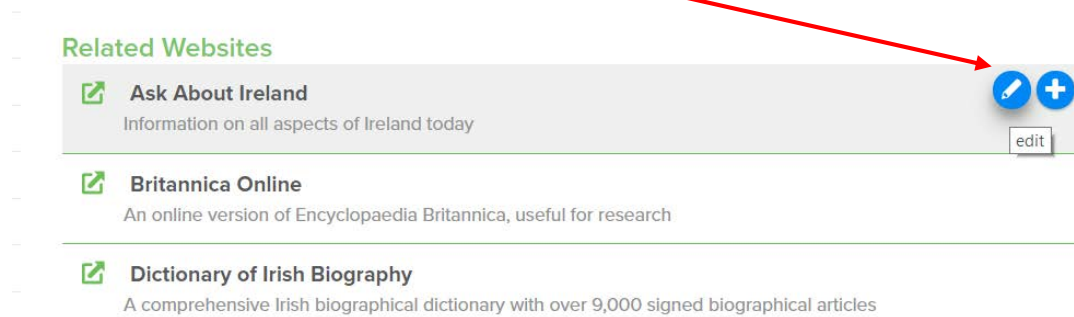**To edit the link, click on the pencil icon**

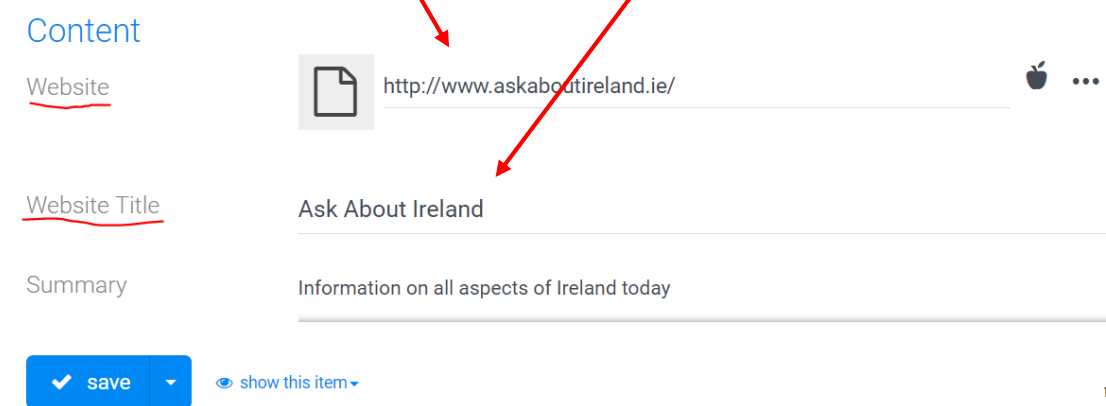**Add the page name and click on the content menu icon to find the page**

SAVE

2.6   Related Websites App

To edit the link, click on the pencil icon

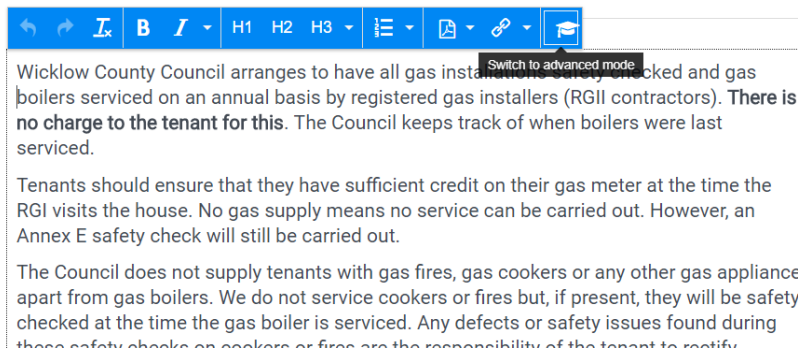**Insert the website url and add an informative title**
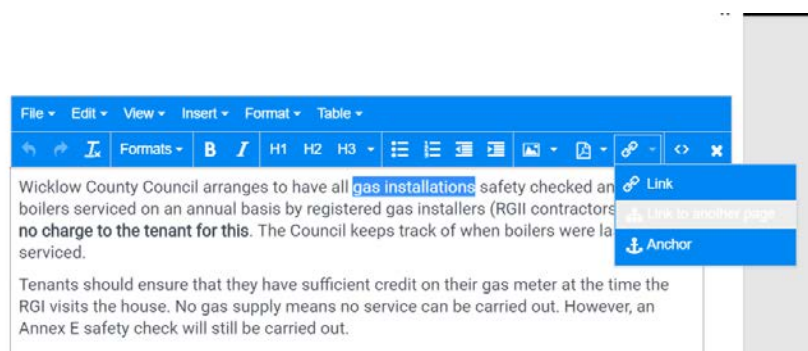
An optional summary can be added
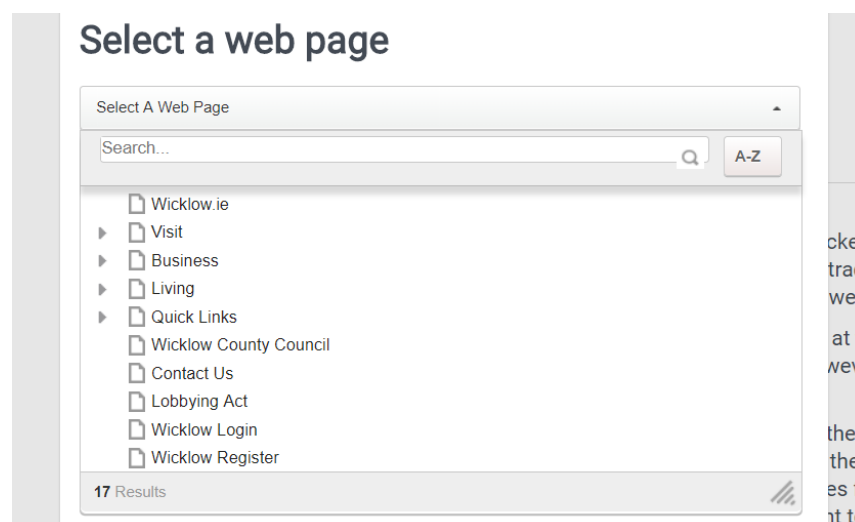

SAVE

2.7   Adding links to page content

Click the advanced mode

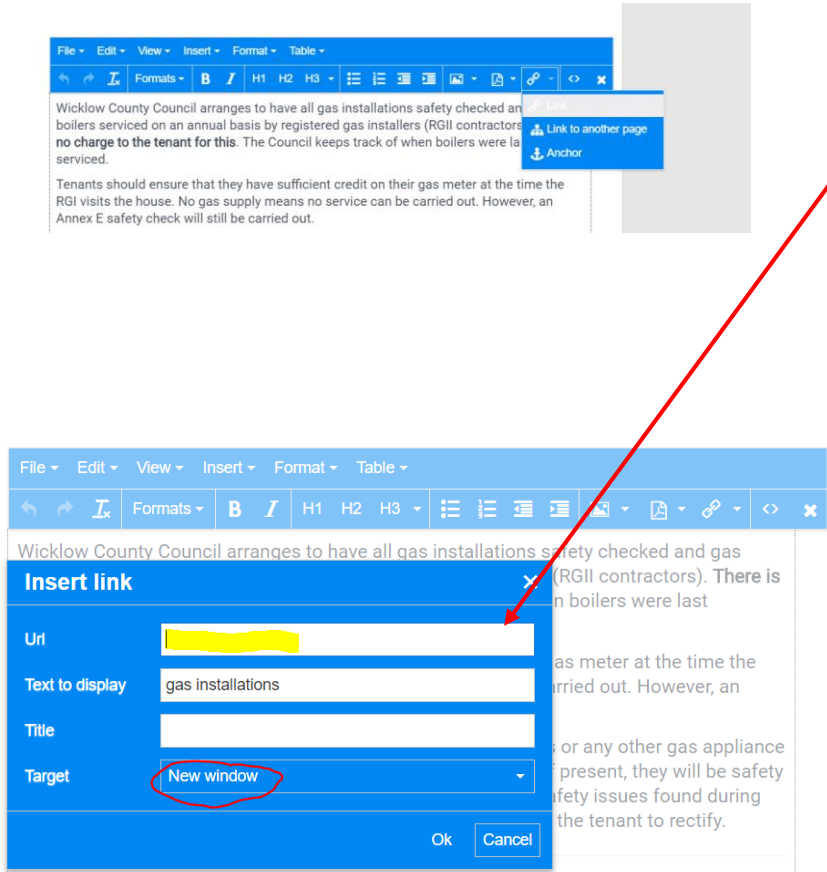**Highlight and copy the text to be linked**

Click link to another page and either search or locate the required destination page
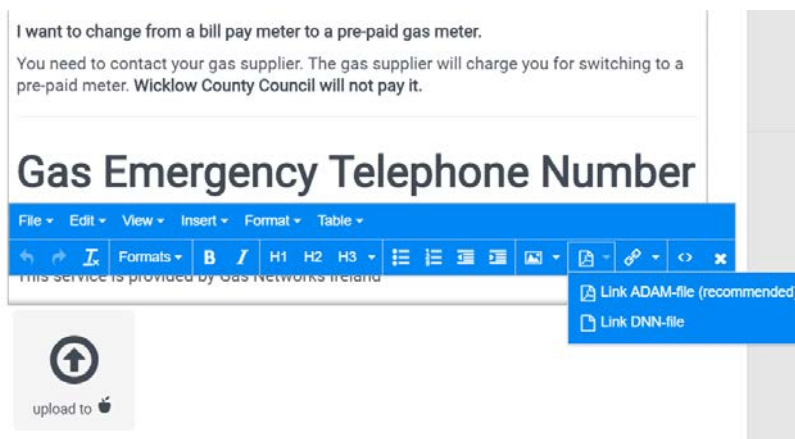
To link to an external website or email address add the url to the url field and set the target at new windows – SAVE

2.8 Linking a Pdf/Doc file to text

Highlight the location and click "Link ADAM-file"

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Click upload and the file name will be displayed with the file located below

I want to change from a bill pay meter to a pre-paid gas meter.
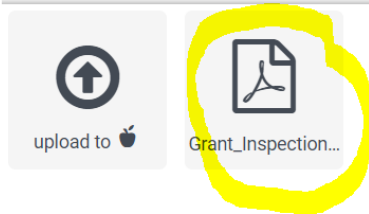
Grant_Inspection_Guide_2017

You need to contact your gas supplier. The gas supplier will charge you for switching to a pre-paid meter. **Wicklow County Council will not pay it.**
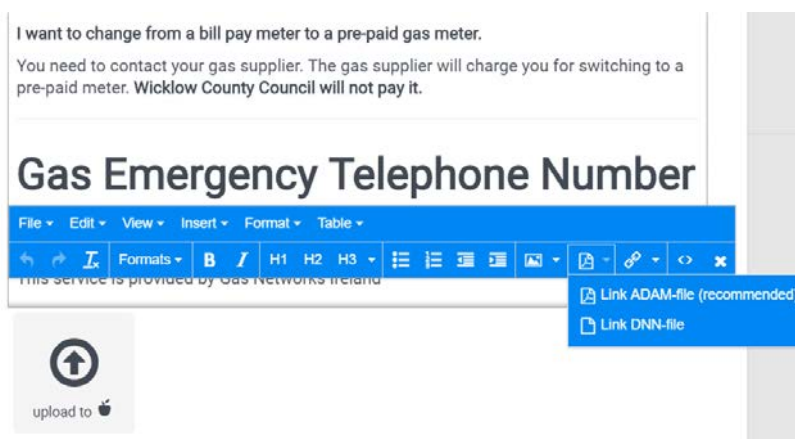
Gas Emergency Telephone Number

If you smell gas in the house, then call the 24-hour gas emergency service on :

Phone: 1850 20 50 50
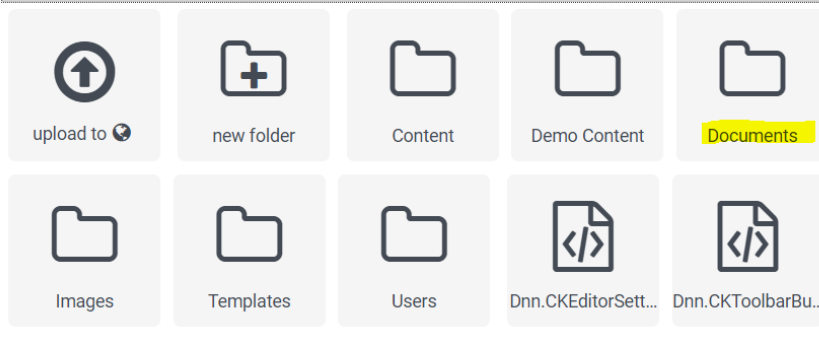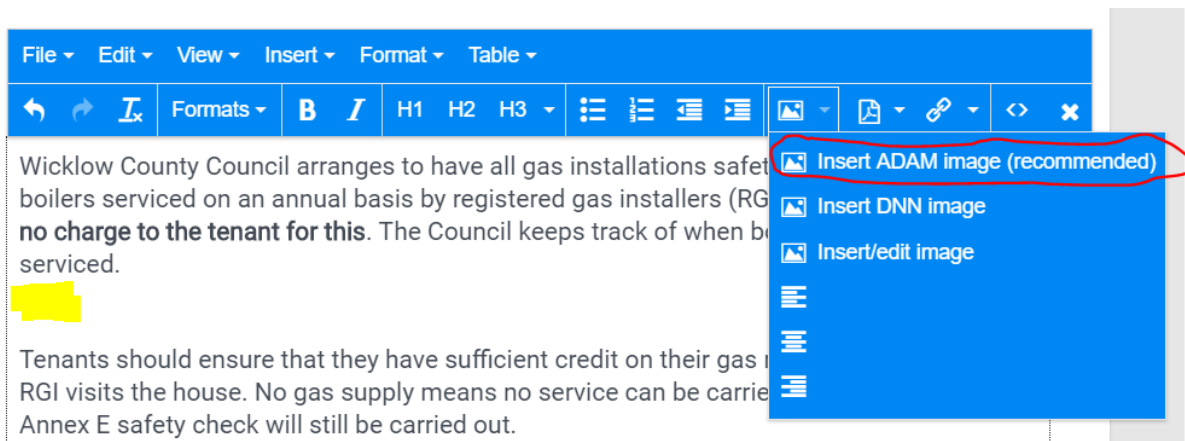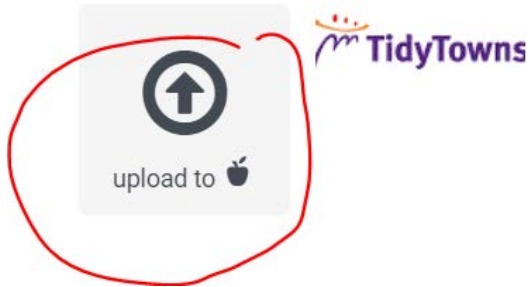This service is provided by Gas Networks Ireland

upload to 🍎   Grant_Inspection...

Alternatively click "Link-DNN-file

I want to change from a bill pay meter to a pre-paid gas meter.

You need to contact your gas supplier. The gas supplier will charge you for switching to a pre-paid meter. **Wicklow County Council will not pay it.**

Gas Emergency Telephone Number

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Table ▾

↶ ↷ I̶ Formats ▾ **B** *I* H1 H2 H3 ▾

This service is provided by Gas Networks Ireland

Link ADAM-file (recommended)
Link DNN-file

upload to 🍎

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Then click documents and locate the folder with the required file

2.9   Adding Images to Content

Select image location and click "Insert ADAM image"

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Scroll to the bottom of the page and upload the required image

If you click on the imported image you have options to align left, right and centre
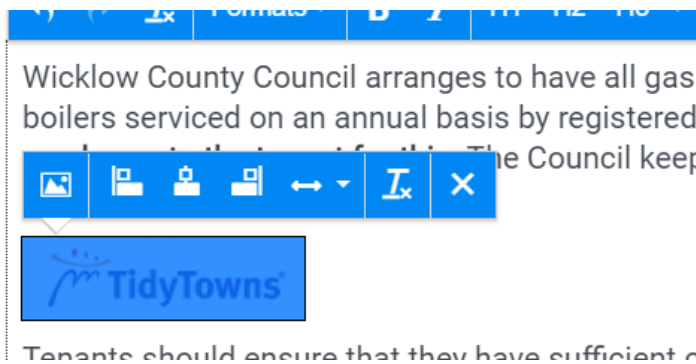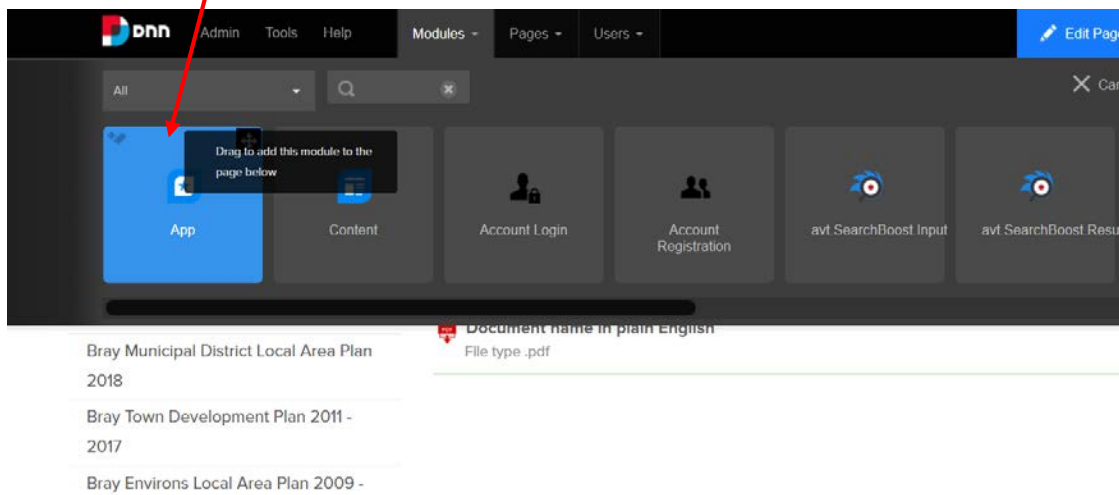

2.10 Adding the Document App

2.10.1   Document Filtering

To add a module that enables the filtering of documents for this page - wicklow.ie/Living/Documents

Click "add new Module"
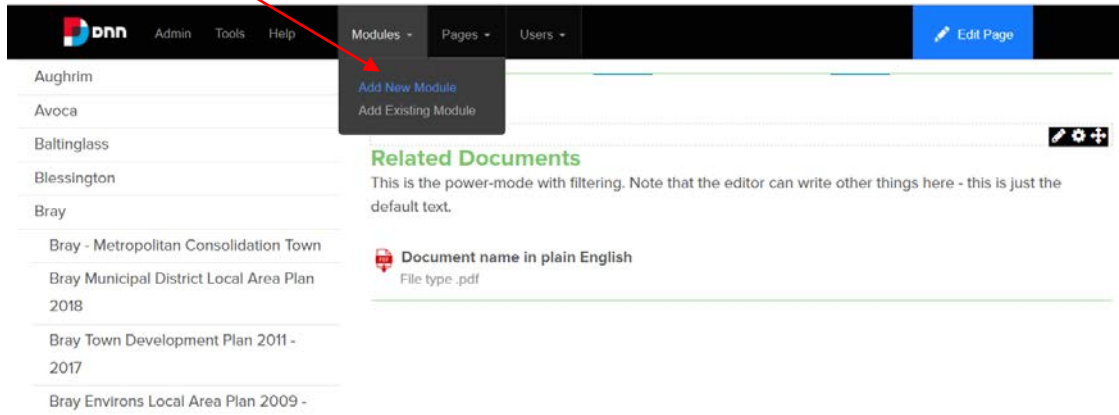
Select the App module

Drag and drop the module into required location
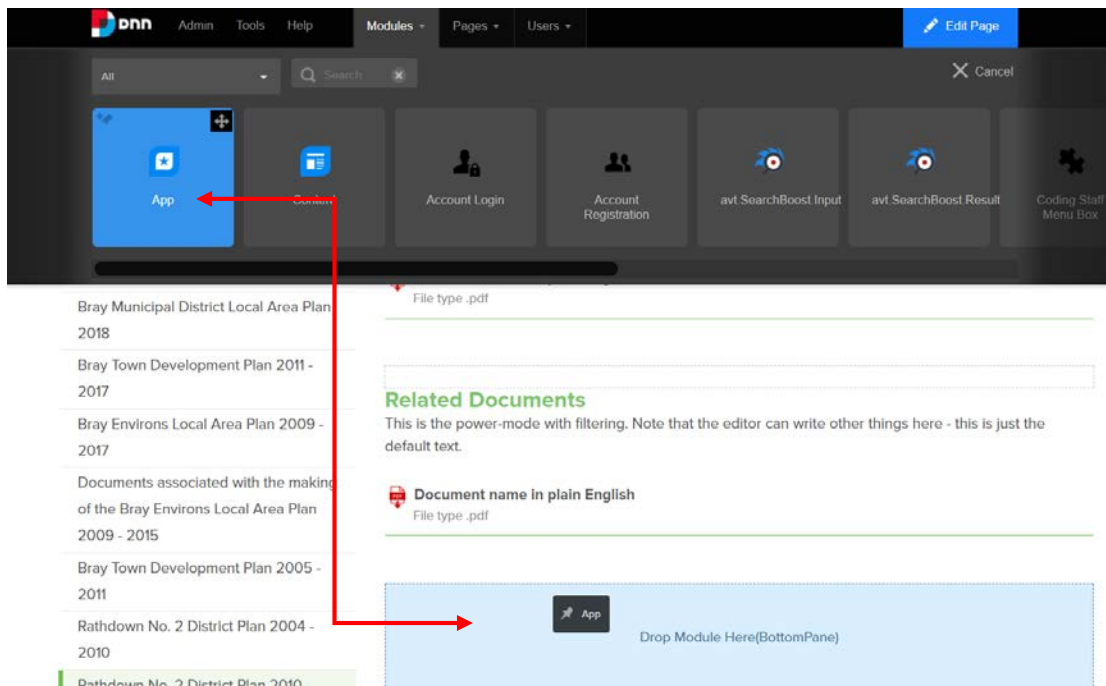
 To enable the pdf document filtering click the Change Template/Layout

from the pencil icon
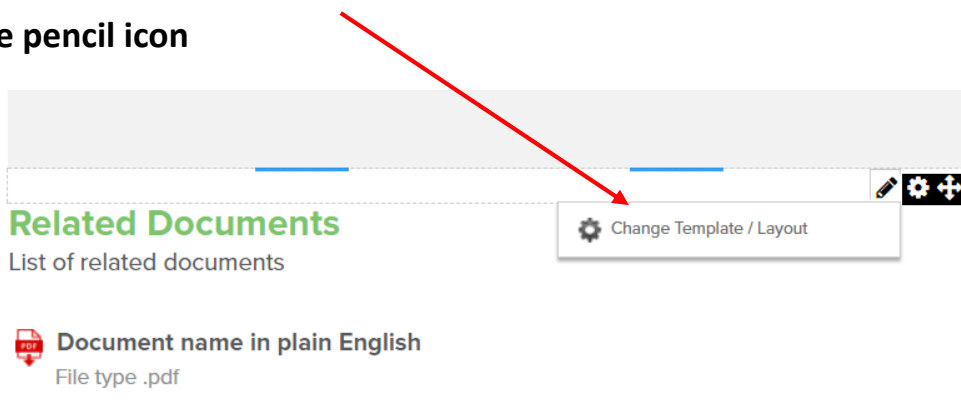
Select the Document app
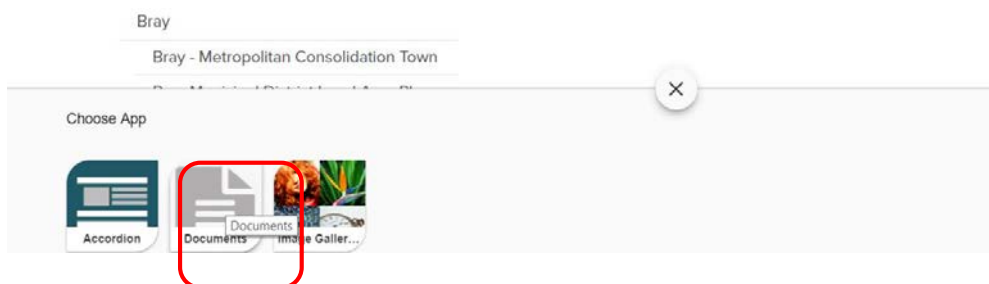
A choice of filtering sections will appear. Select the relevant section ie: Planning and click the √ to confirm
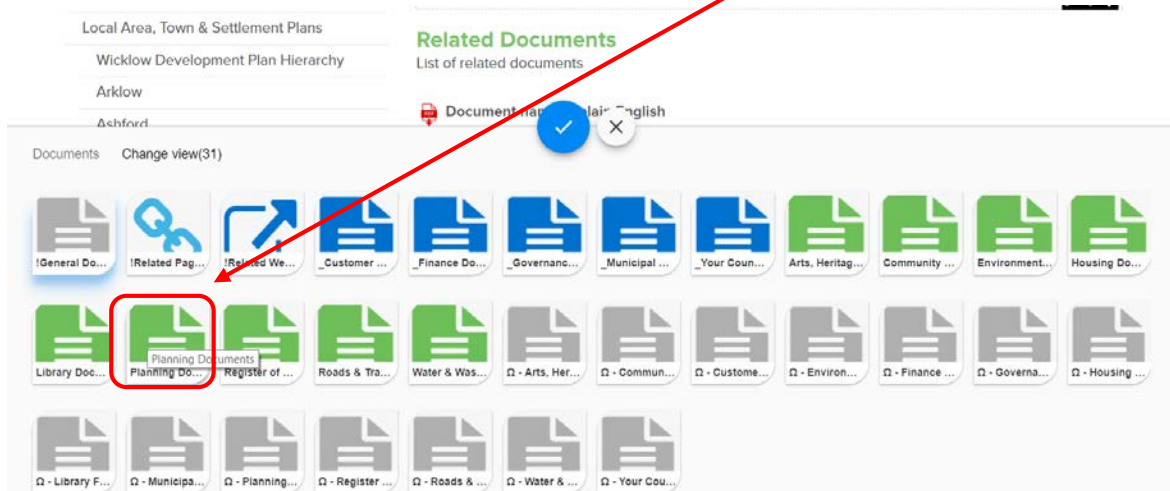
Green icons represent the Living – services section

Blue icons represent Your Council section

2.10.2 Adding documents (docs/pdfs)

Click the pencil/edit icon
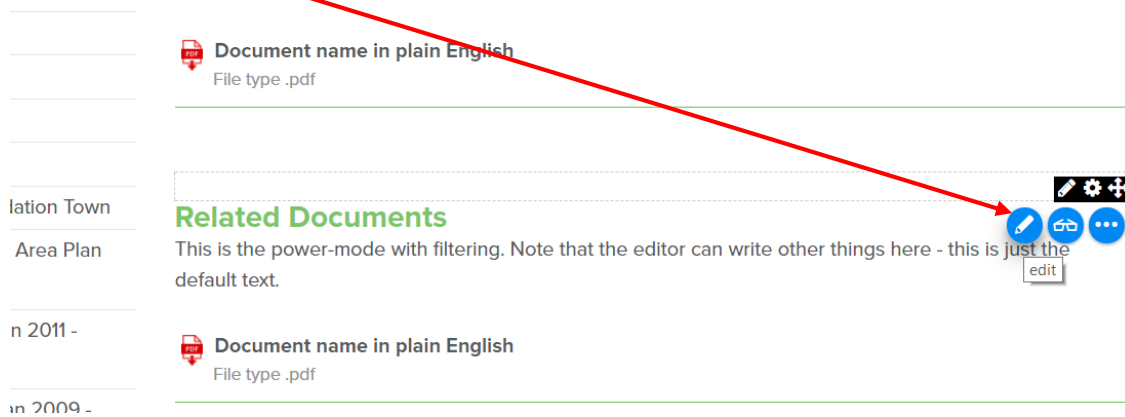
Enter a title (if required) – this appears as the Green Text
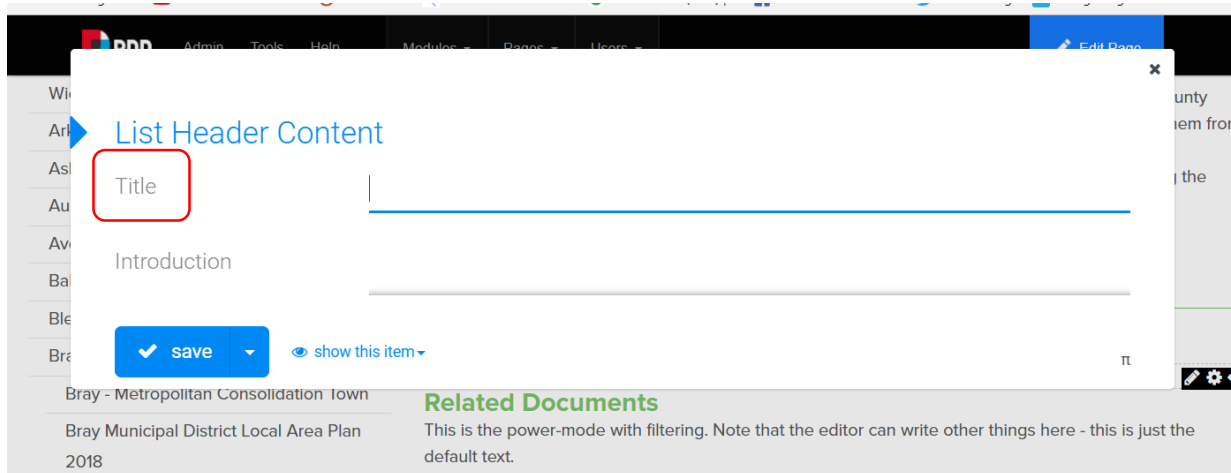
If required add a description
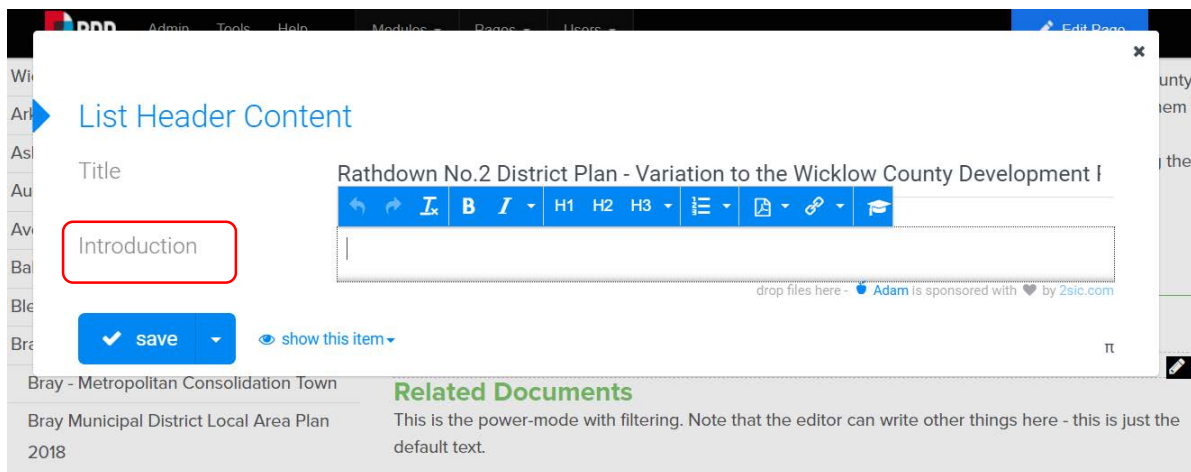
Links can be inserted to the description text
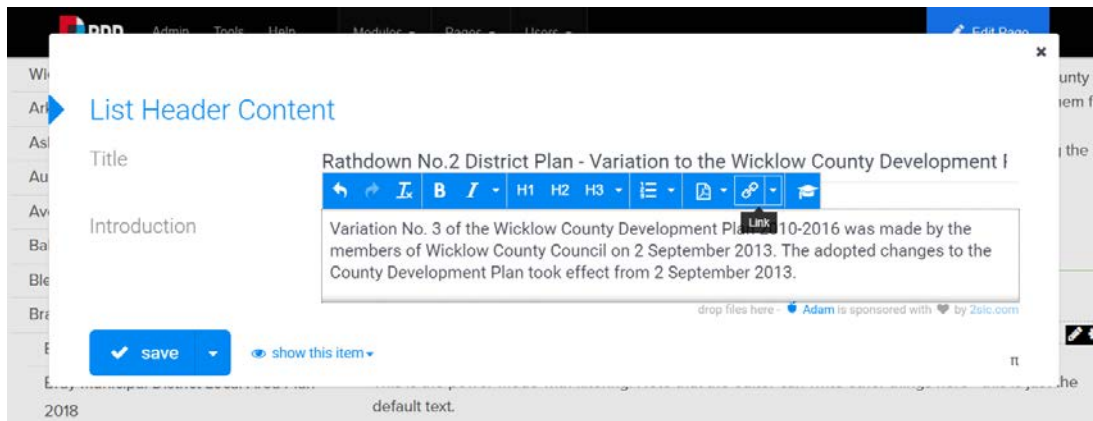
Title - Description
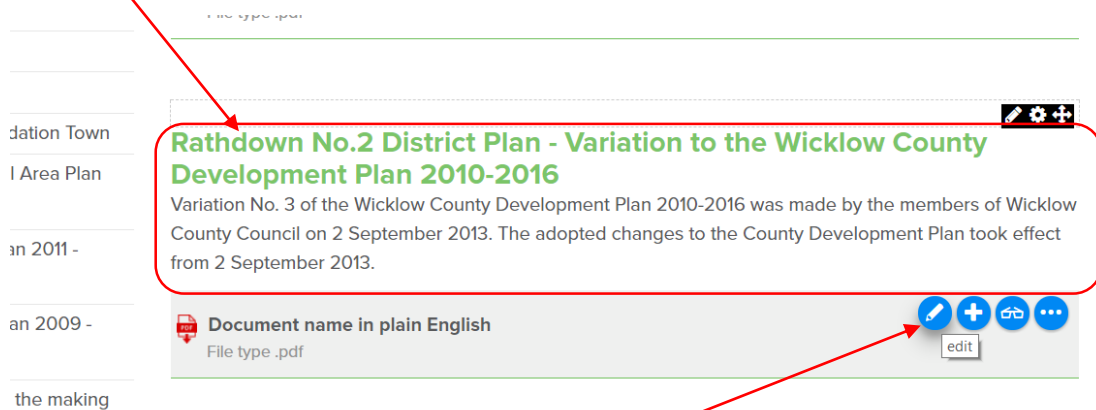
To add the documents, click the lower pencil icon

Select the document category from the top dropdown

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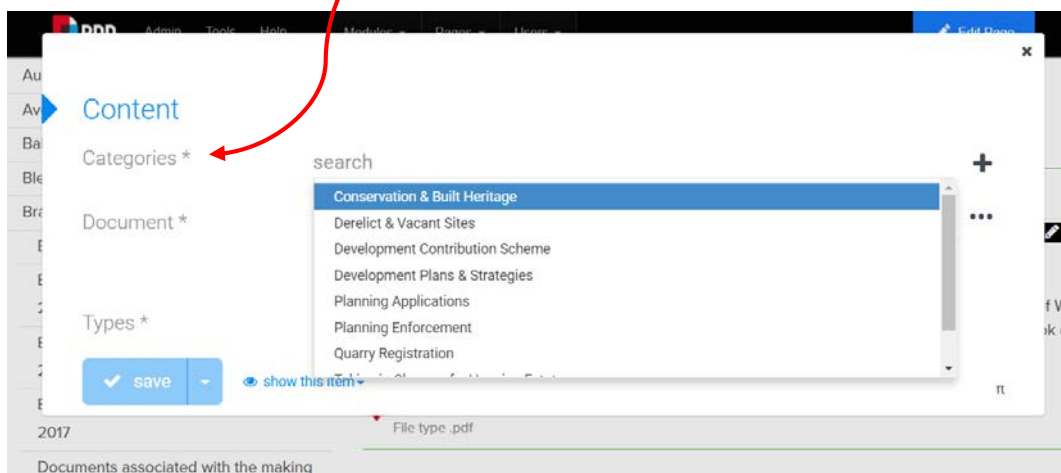
From the lower Type dropdown select item type
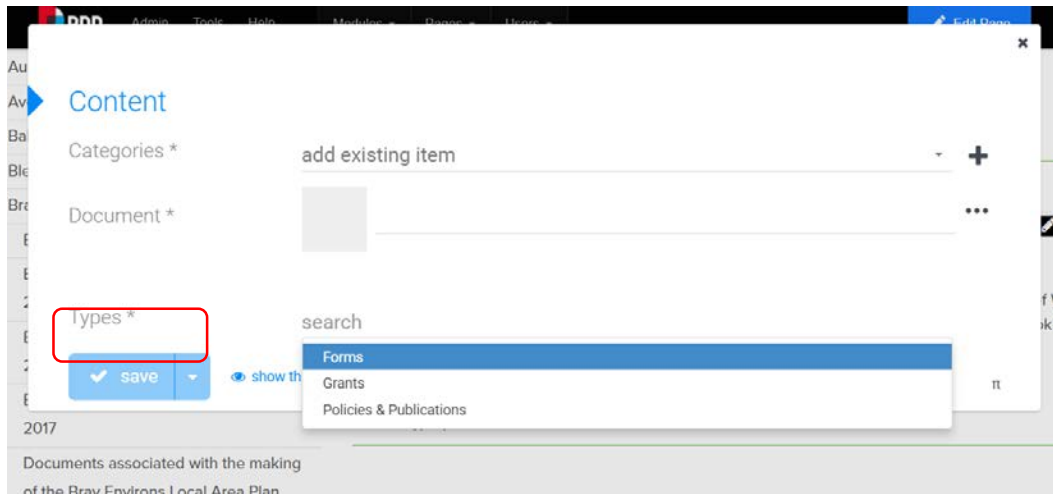
To add/import a pdf Select the Document Manager
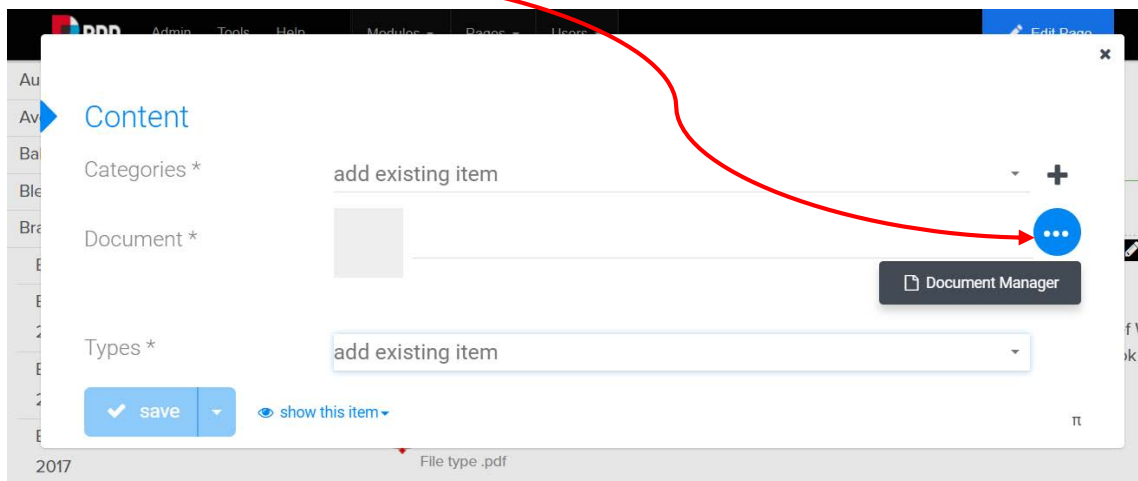
Documents need to be added to their correct folder in order of where their page sits in the website hierarchy – ie.

Documents

Planning

Planning Enforcement

Click Documents
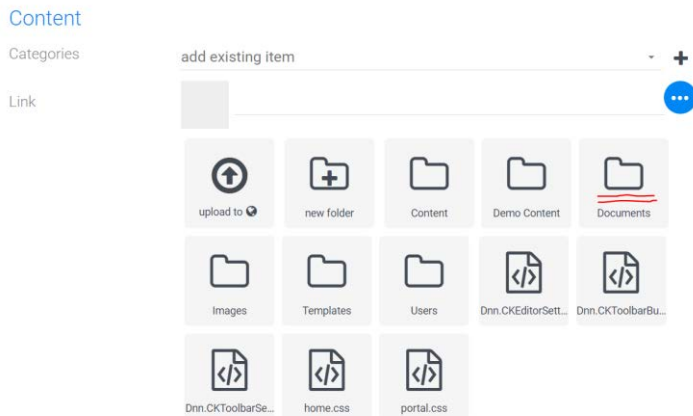
Click Planning

Click Planning Enforcement
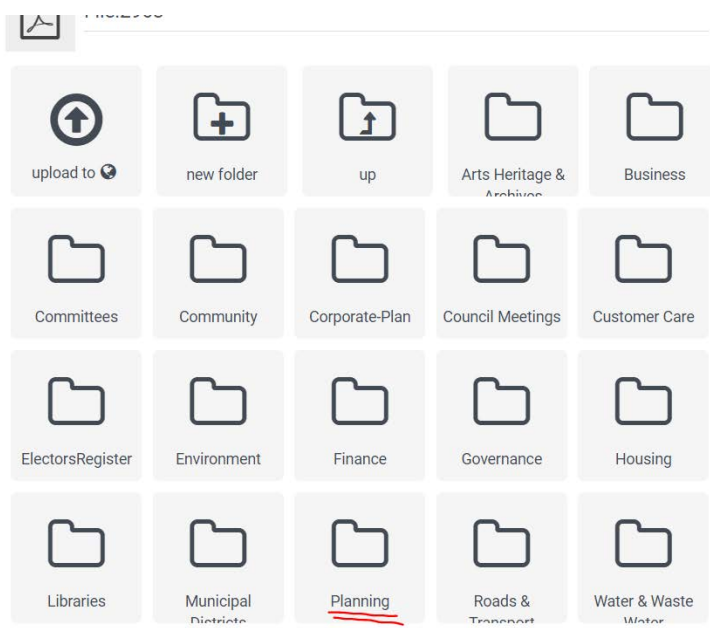
/en-ie/Living/Services/Planning/Planning-Enforcement
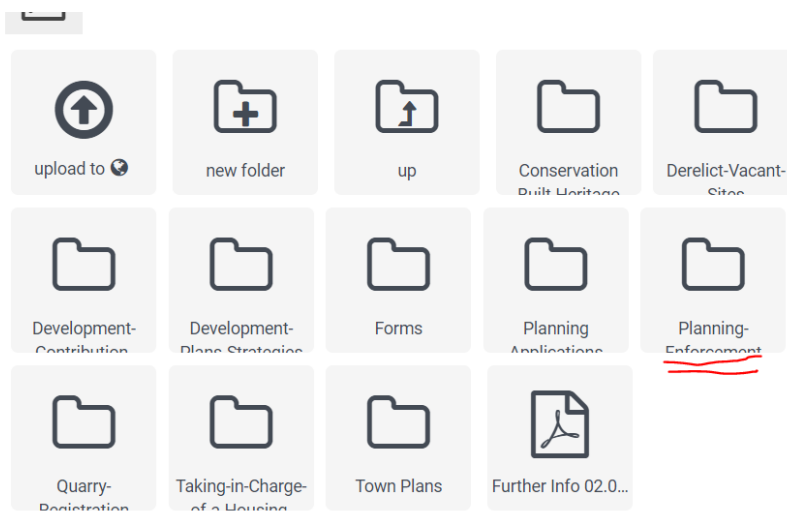
Here the file is uploaded and saved
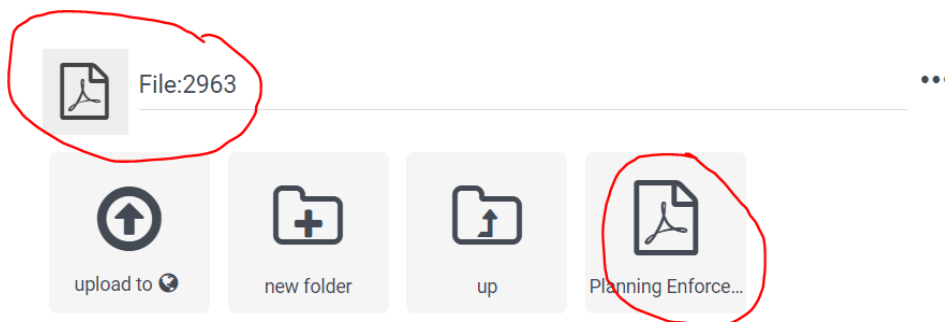
The pdf appears as below

Planning Enforcement Complaint Form

Planning Enforcement Complaint Form
File type .pdf

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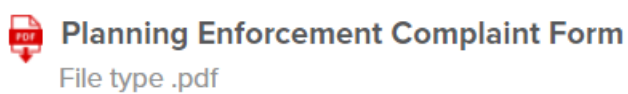
If the general document app is selected a full listing of all categories will display
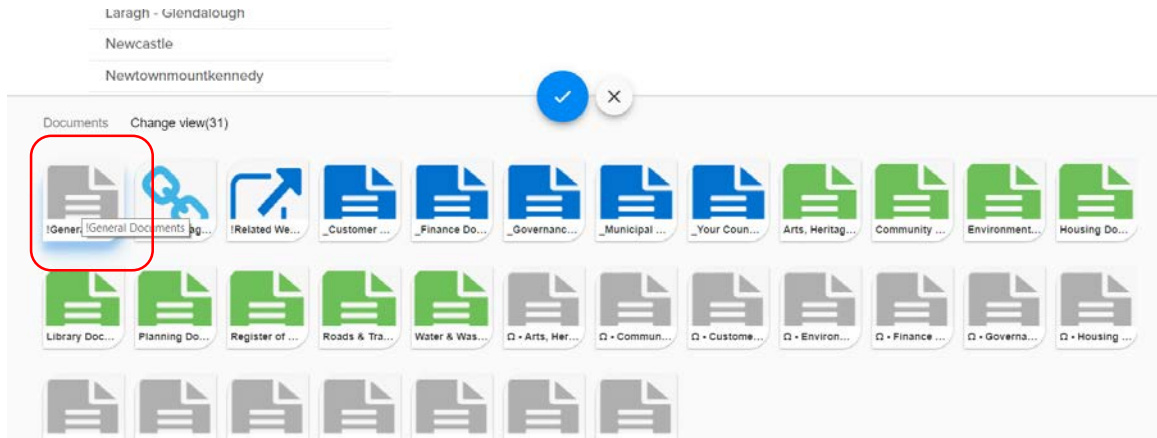
To add a new category, click the +
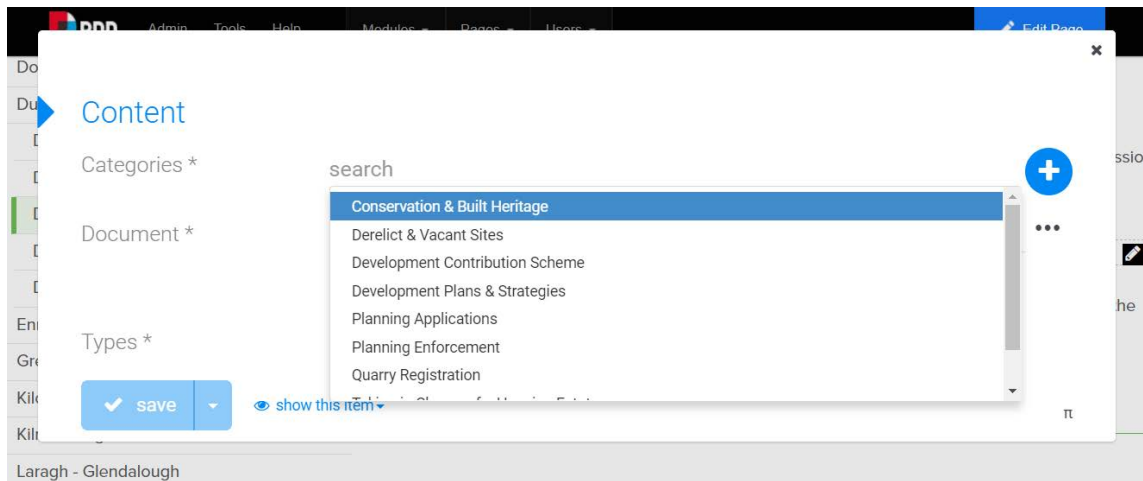
Add the new category name and SAVE
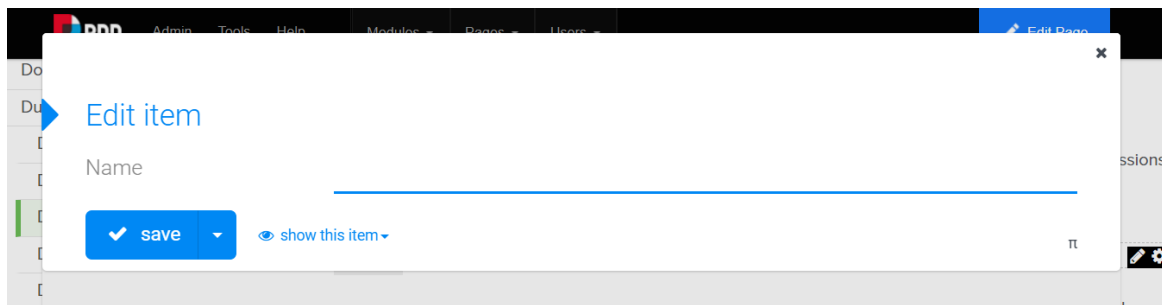
2.10.3 To add a document linked to text.

Highlight the text

Click on the document "link ADAM"
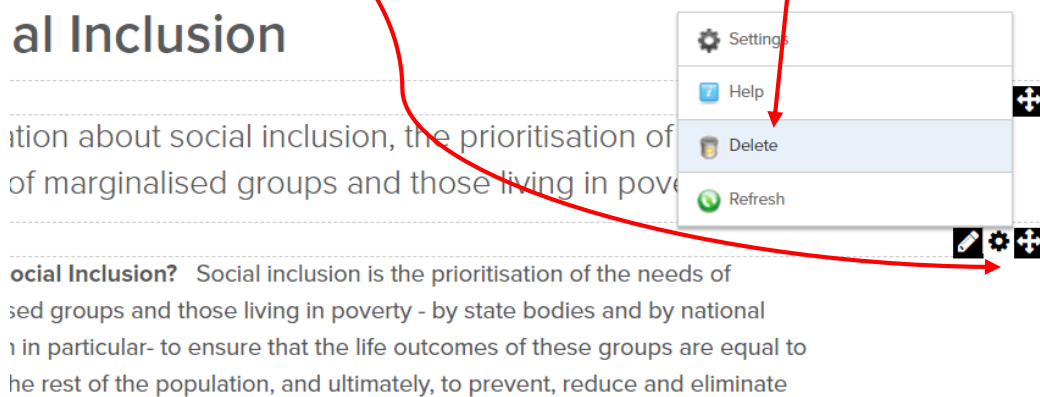

Locate the required document folder and document and save

2.11 Deleting Modules or Apps from Pages

Click on the dropdown – Edit This Page
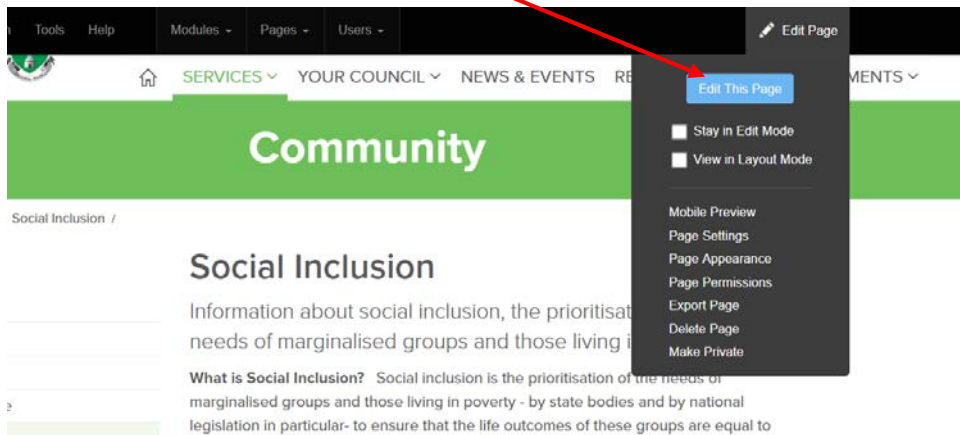
Over the module click the cog-wheel icon and select delete

Delete the item
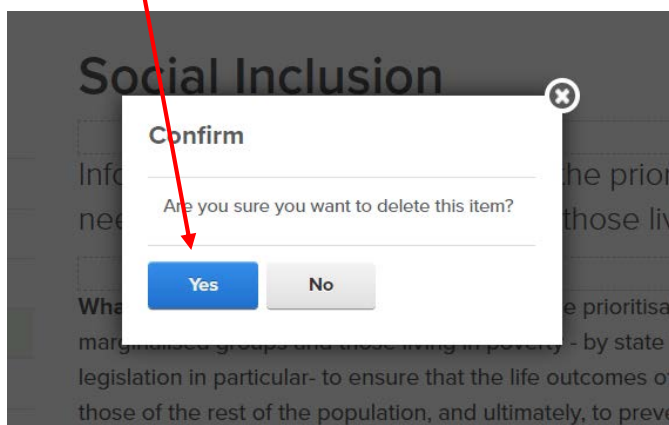
3 Advanced Editing

3.1 Planning Pages – Green Heading 2

If the document app is not required but a heading 2 as in example on this page (Stage 6)

http://wik.inventise.ie/Living/Services/Planning/Development-Plans-Strategies/Local-Area-Town-Settlement-Plans/Arklow/Arklow-Environs-Local-Area-Plan-2018

Stage 6: Adopted Local Area Plan

The Arklow and Environs Local Area Plan 2018 - 2024 was made at the County Council meeting of the 05.02.18 and came into effect on the 04.03.18.

Adopted Arklow and Environs Local Area Plan 2018-2024

Click "Add New Module"
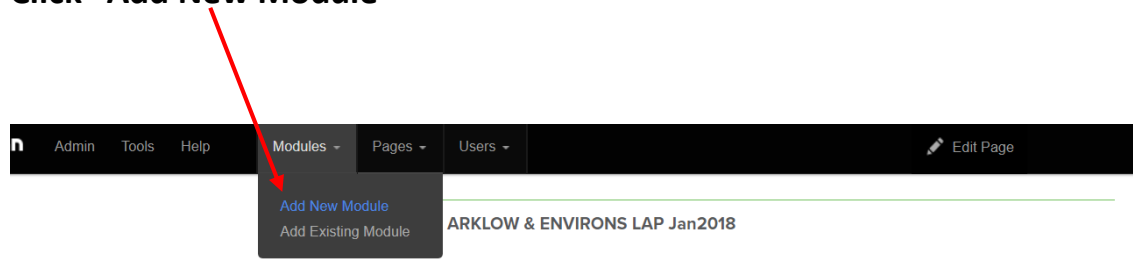
Stage 6: Adopted Local Area Plan

The Arklow and Environs Local Area Plan 2018 - 2024 was made at the County Council meeting of the 05.02.18 and came into effect on the 04.03.18.

Adopted Arklow and Environs Local Area Plan 2018-2024

In the search box add "HTML"
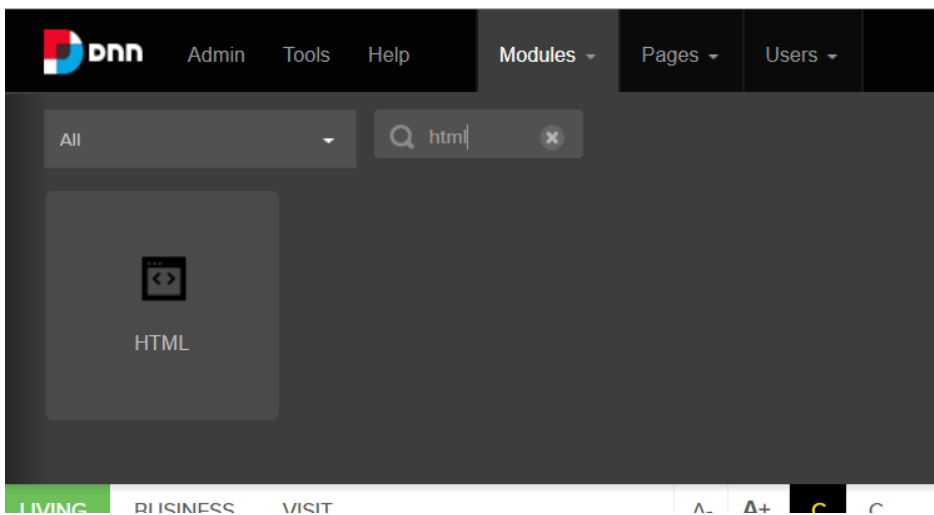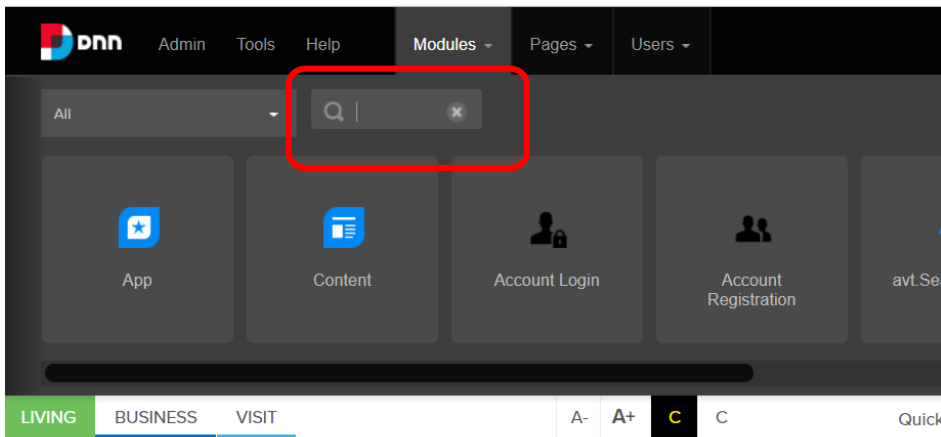
Drag and drop the HTML module into position

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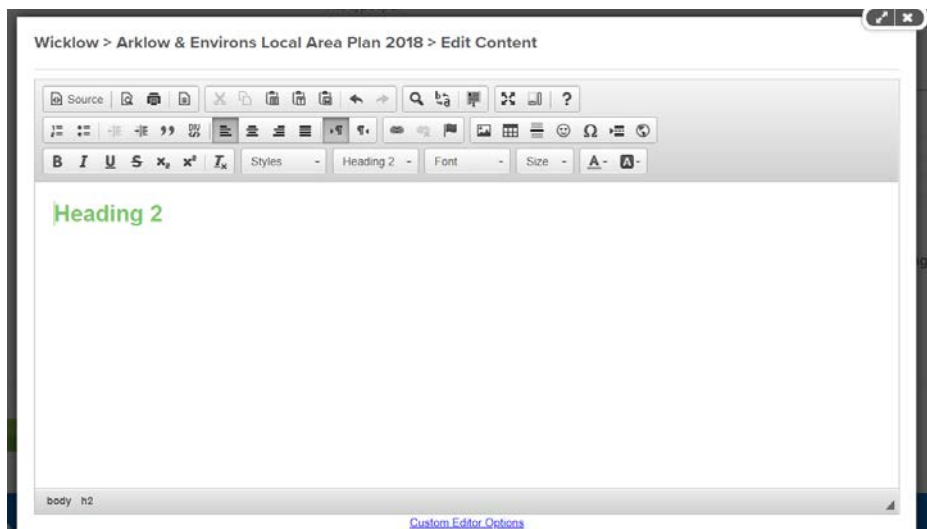creative technology
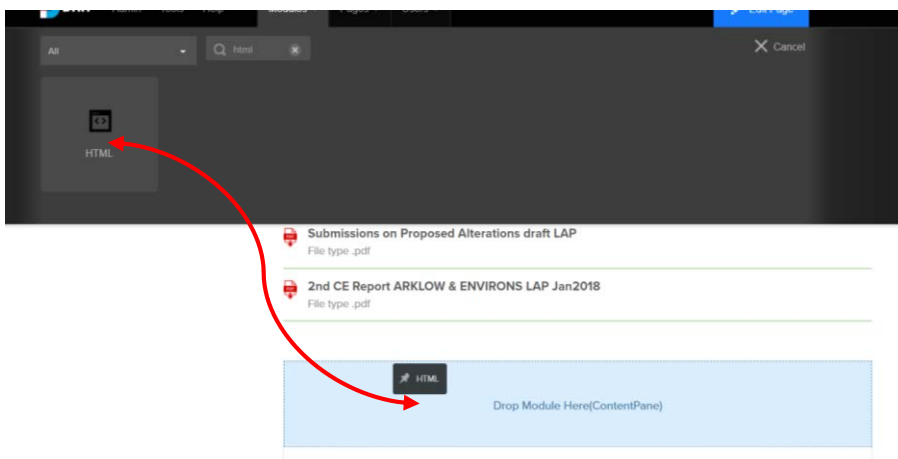
Click the pencil icon edit content
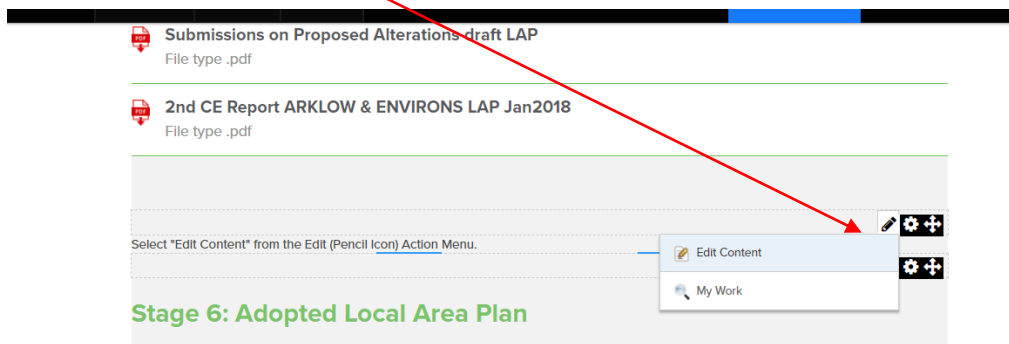
In the editorial box add your content or if you copy content from another source paste into the box "Paste as Plain Text"
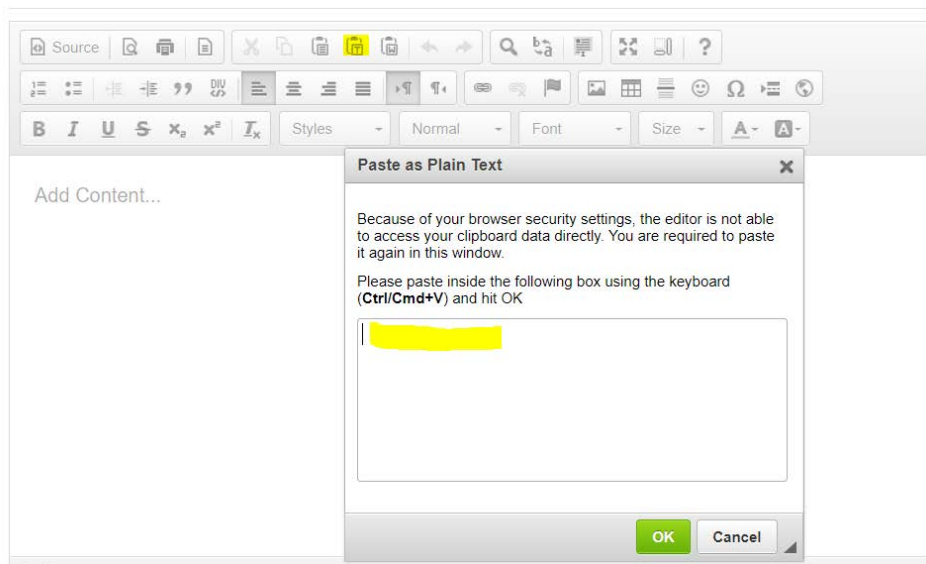
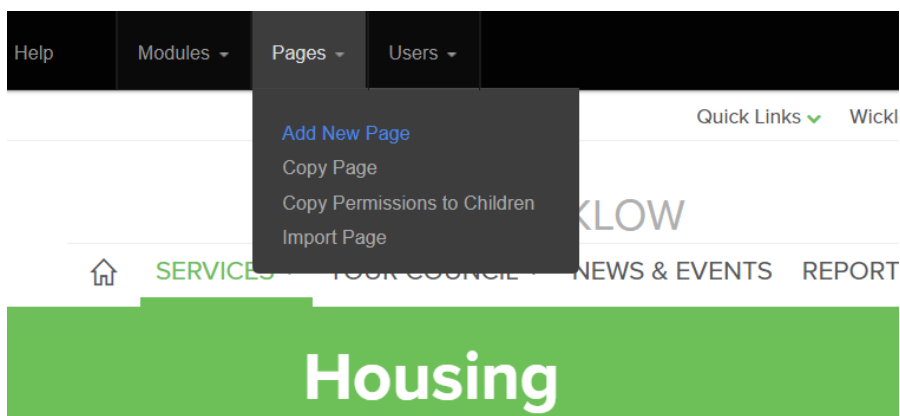**Highlight your heading**

Then from the dropdown select Heading 2

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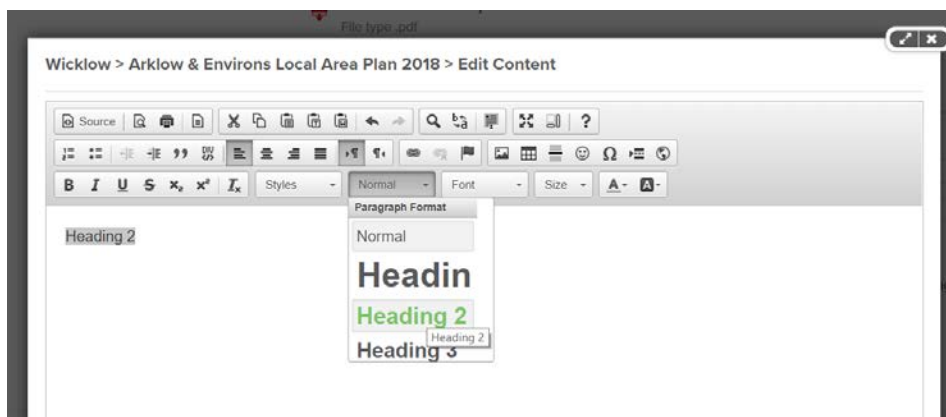
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3.2 Adding New Pages

Click add new page

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Fill in the page name, page title and description

Select the parent page under which the new page will sit.

Select where it will sit eg; after estate management and tick include in menu.

Add Page

3.3   Importing Pre-Built Template to Pages

NOTE - <u>A new page must be added before you can import a page template</u>

Import page

Pages can be imported with pre-built modules installed.

Click "import page"
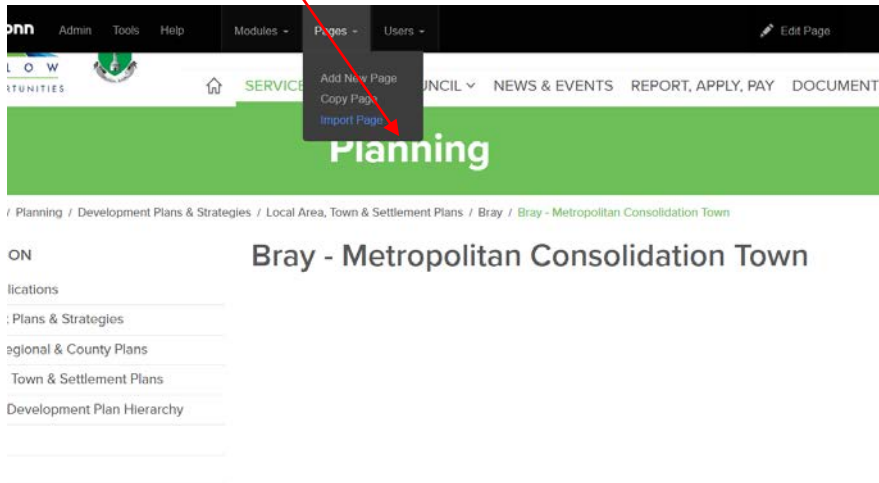
Select the template required from the template dropdown. (example below)

CONTENT- lower level pages.

LISTING – listing boxes for higher level parent pages
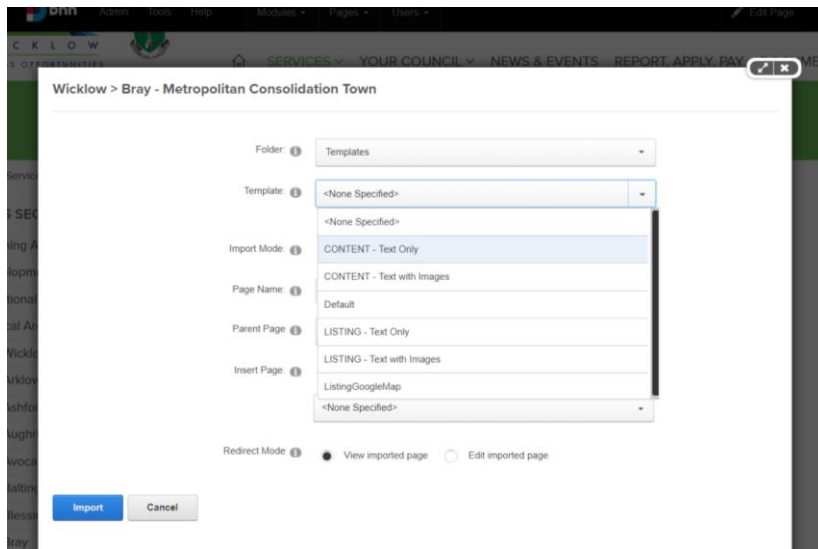
Example – CONTENT Text with images

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Example – CONTENT Text only

Once the correct template is selected tick "Replace the current page"
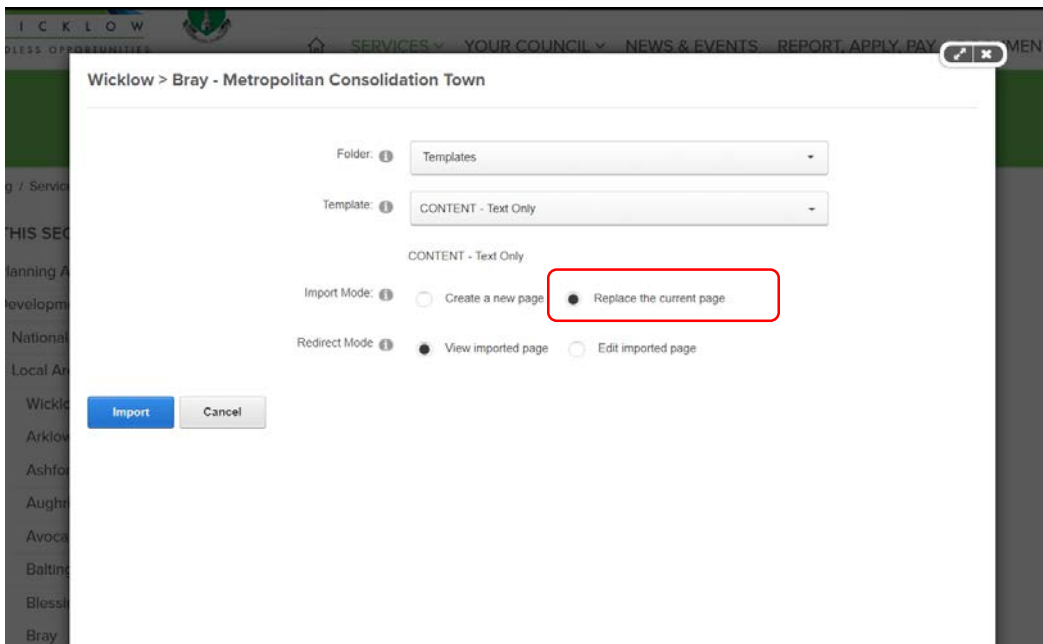
Tick "Edit imported page" and import
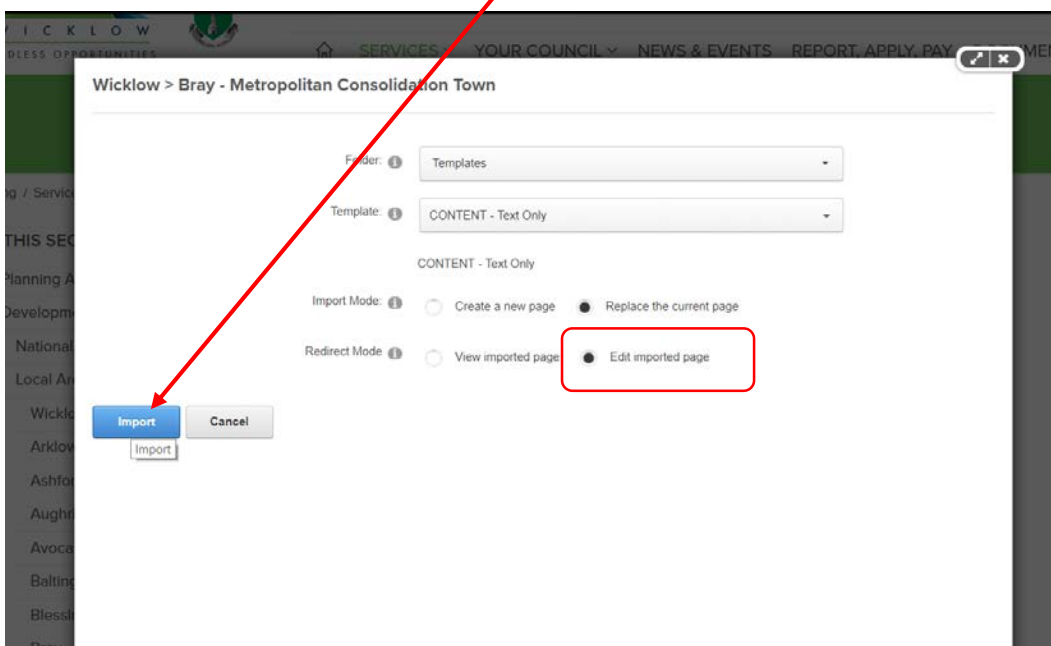
Under the tab "Page Details" fill in the page title and page description – then update page

If do not want the page to appear in the left menu untick

The page will appear with five preinstalled modules

If you do NOT need all of the modules they can be deleted from the dropdown
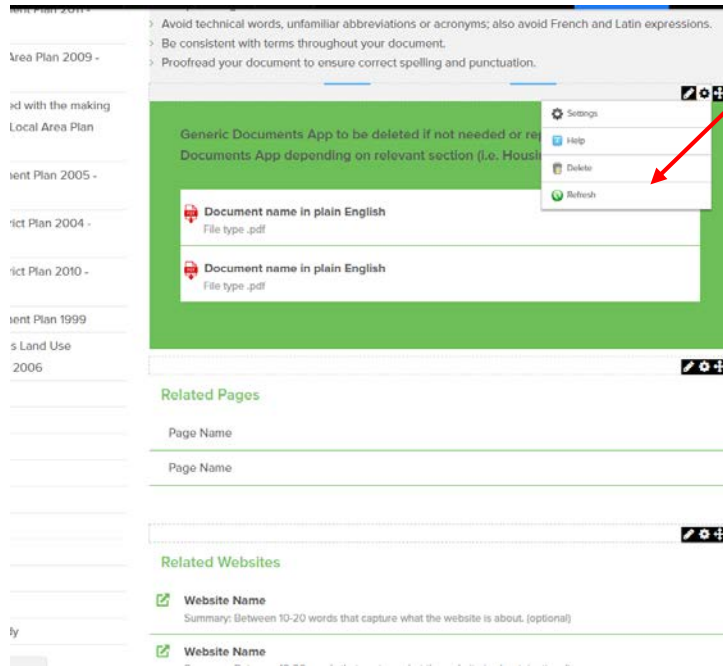
Please refer to instructions to use the document app for any documents that need to be added to the page

3.4 Adding Image Galleries to Pages

Click on the app module drag and drop it into required position
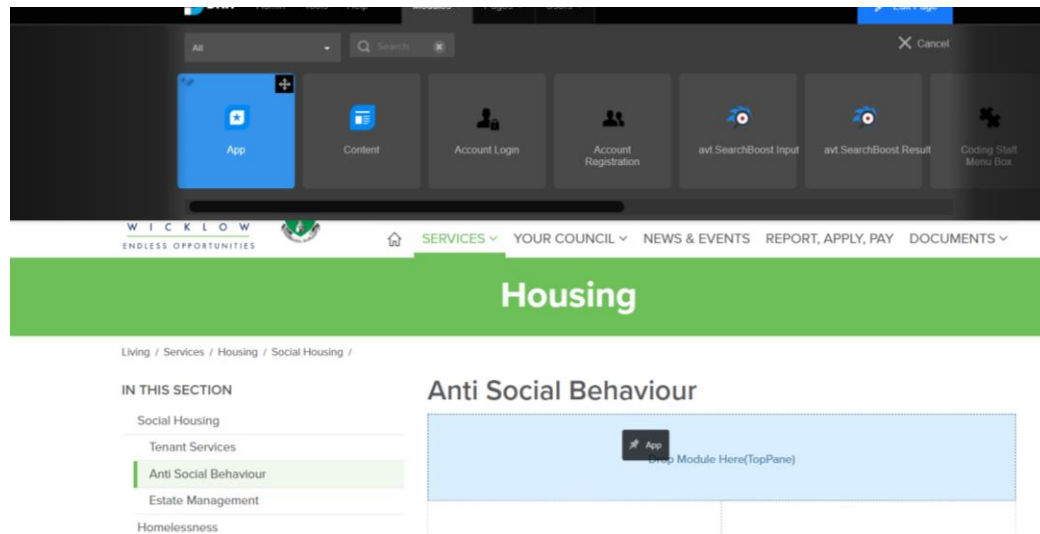
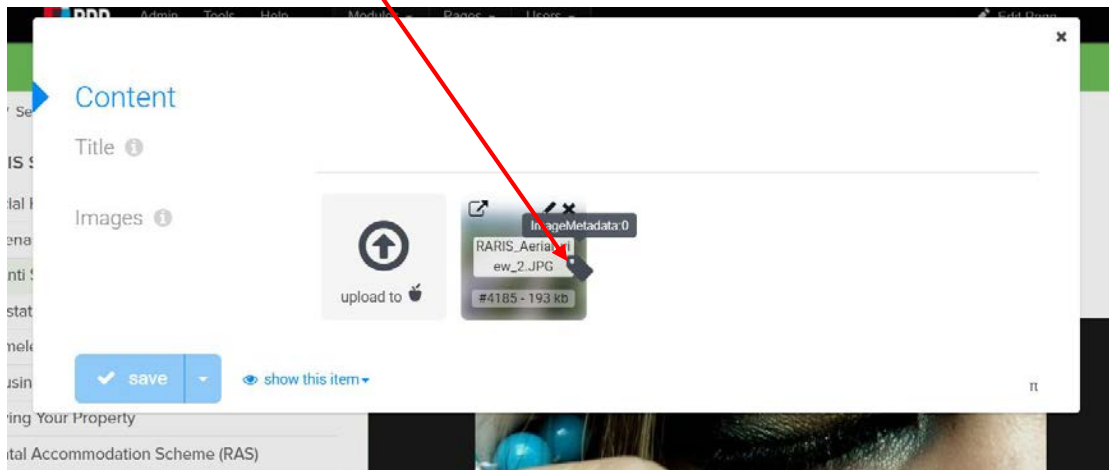**On the popup select image gallery**
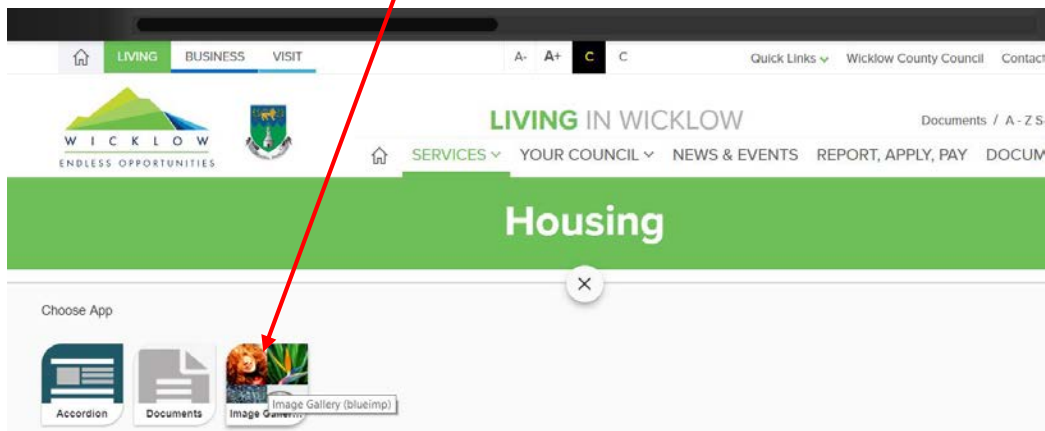
Select the gallery style required
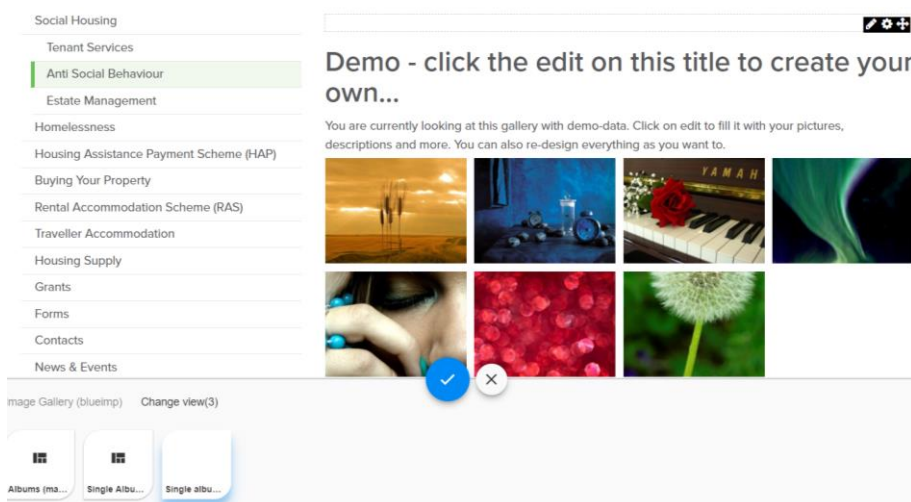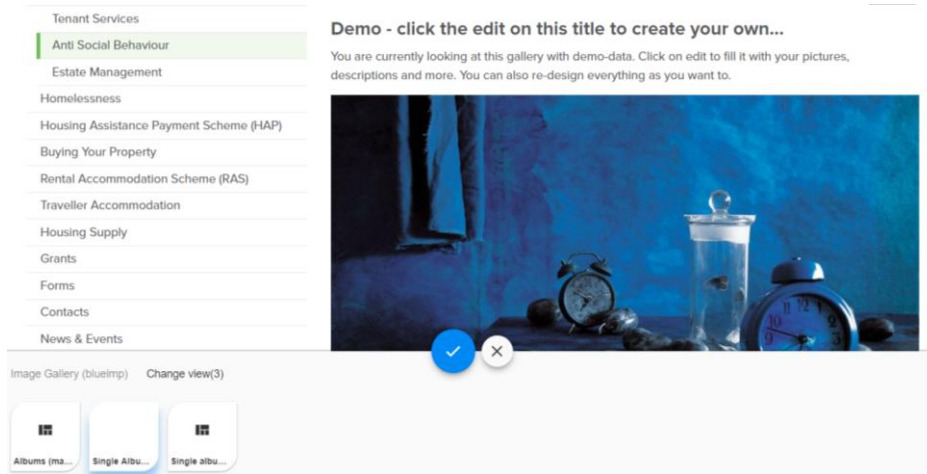
When the gallery is selected click on the edit icon to add images
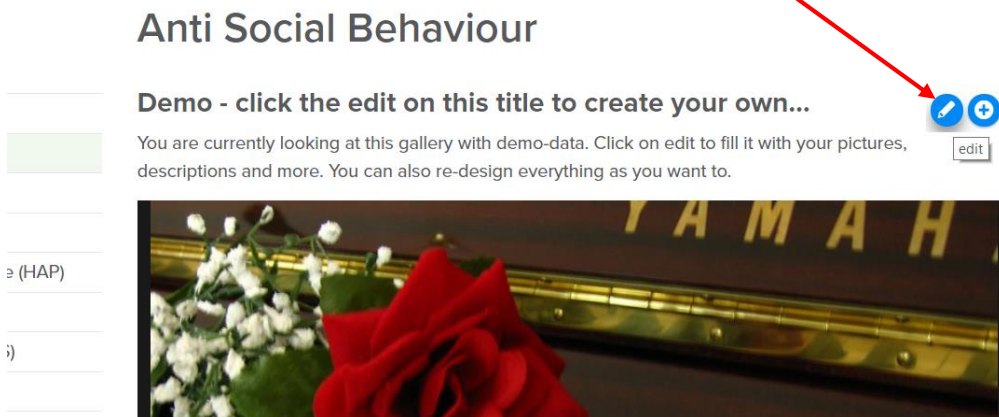
Upload your images
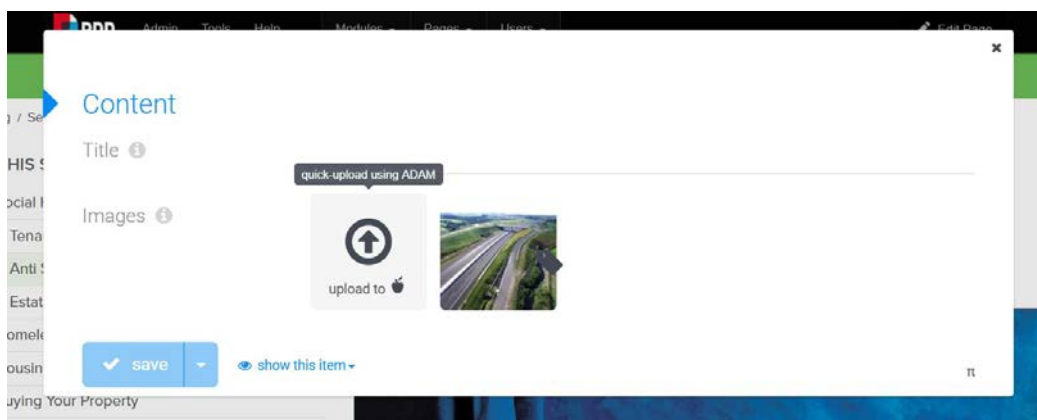
Click on each image label to add a description meta tag
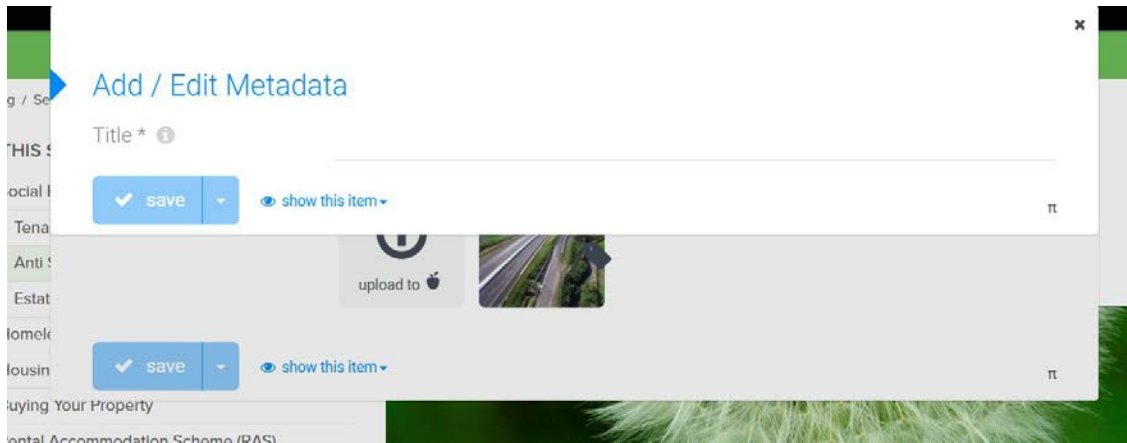
SAVE

3.5 Adding Accordion Module (example – Q&A Section)

Click add new module from the dropdown

Select the App module

Drag and drop this module into desired location on the page

Click on the "new element" icon

From the bottom of the screen select "Accordion"

Select "Content Accordion" and click the √ to confirm

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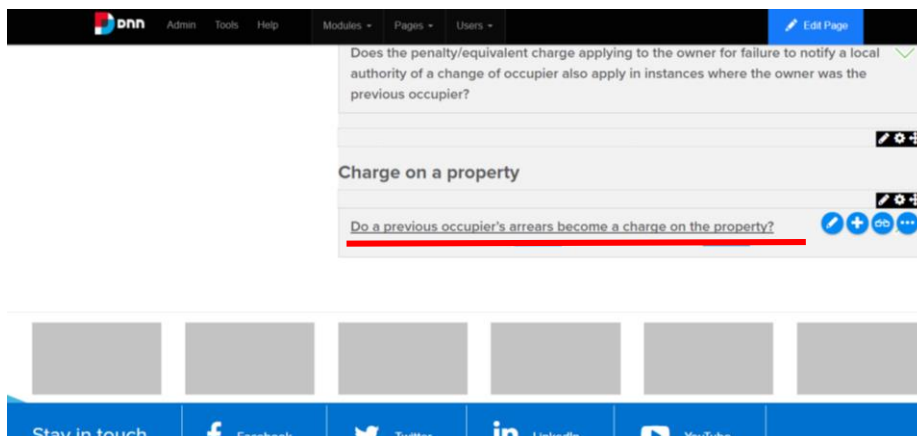creative technology

A demo model appears

Click on the first pencil icon to add the first question
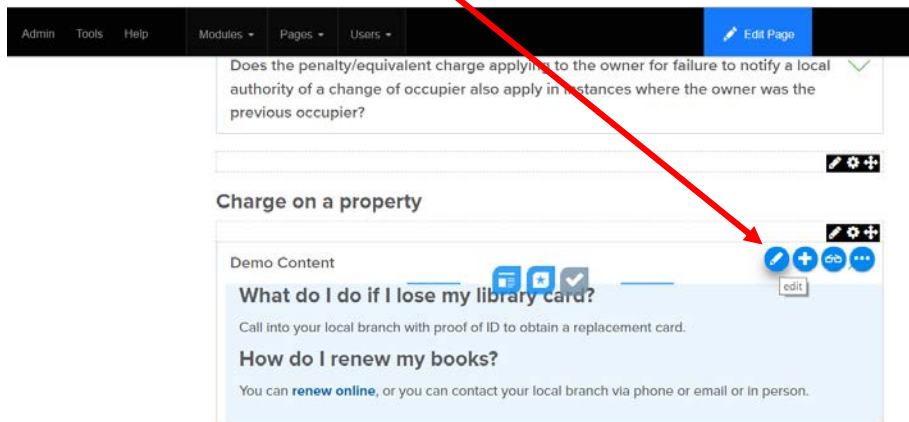
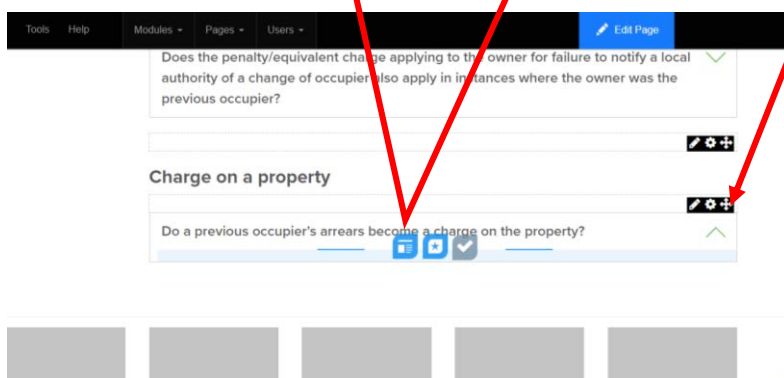**Under title replace Demo Content with your question and SAVE**
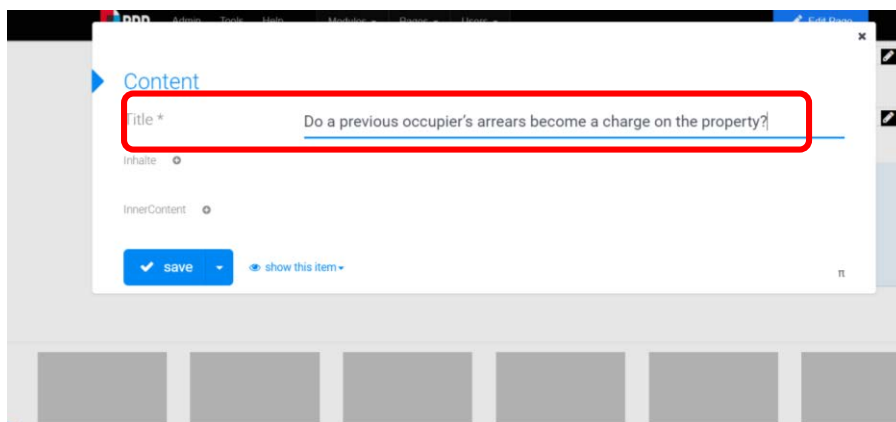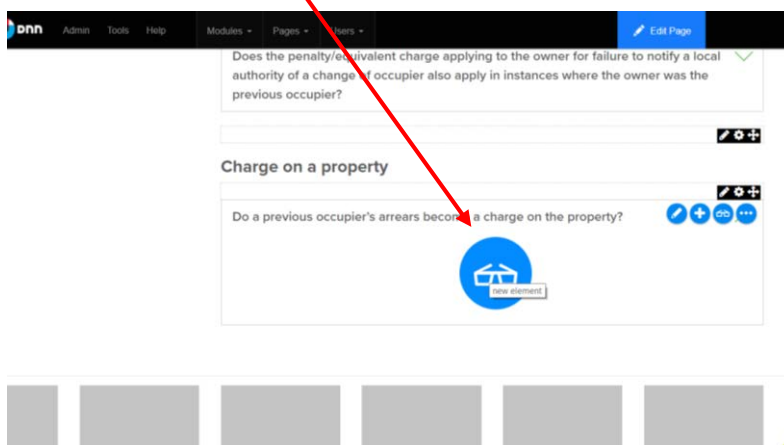
Your first question will appear

To add the answer, you need to first add a content text box

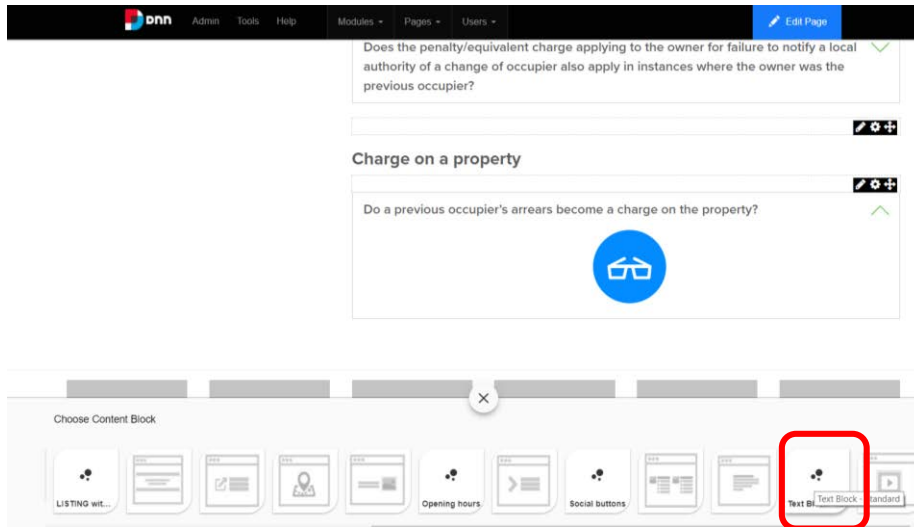**click on the question to open the element – the green arrow should be pointing up**
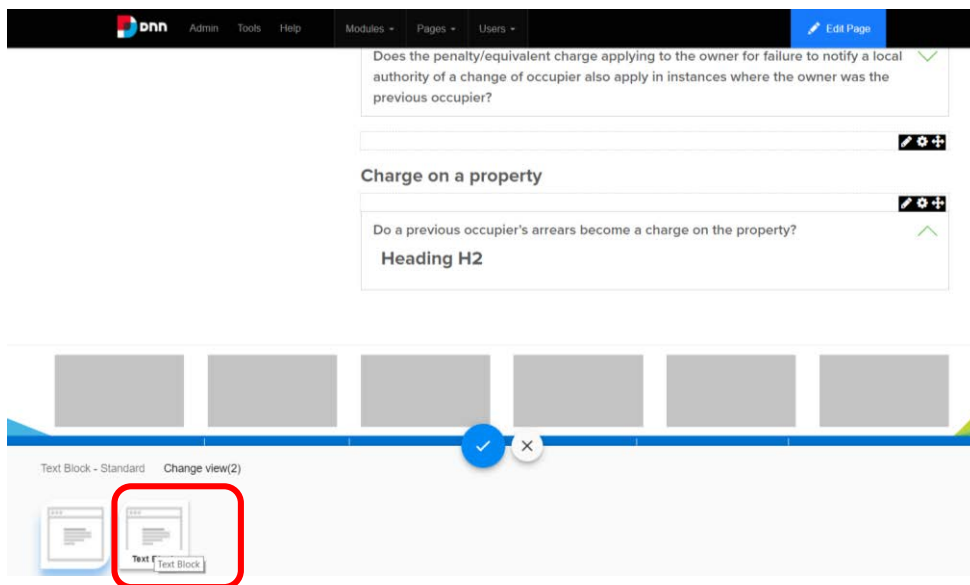
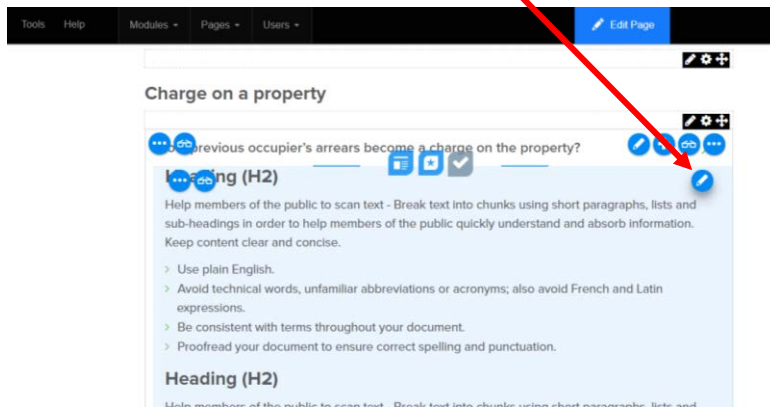**then click the first blue element icon**

Click the new element icon

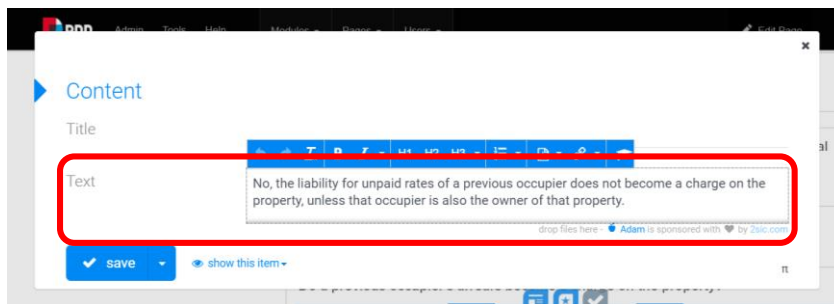**From the bottom of the screen scroll across to the "Text Block-Standard" and select**
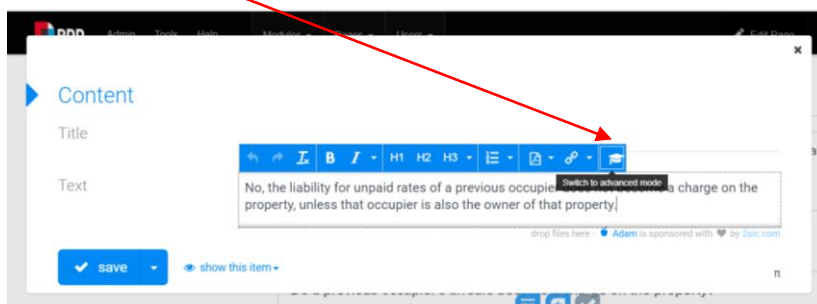

Then select "Text Block"
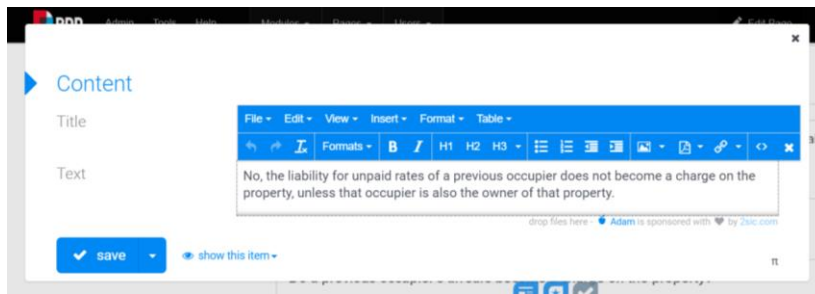
To add content, select the lower pencil icon
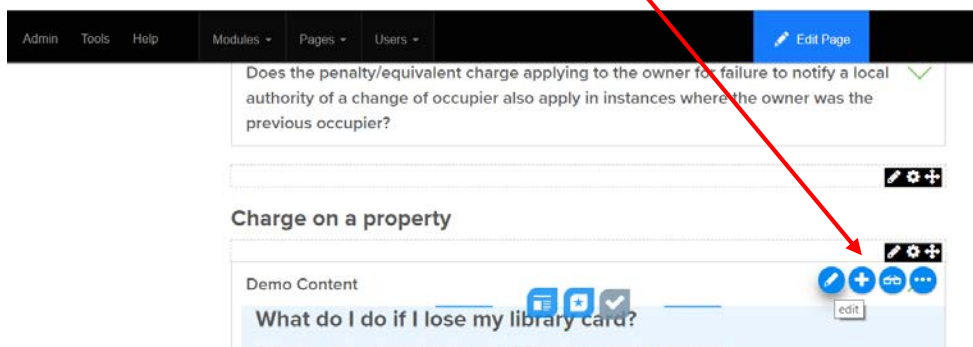

Add the content into the text box

Click the Hat icon for a more advanced mode

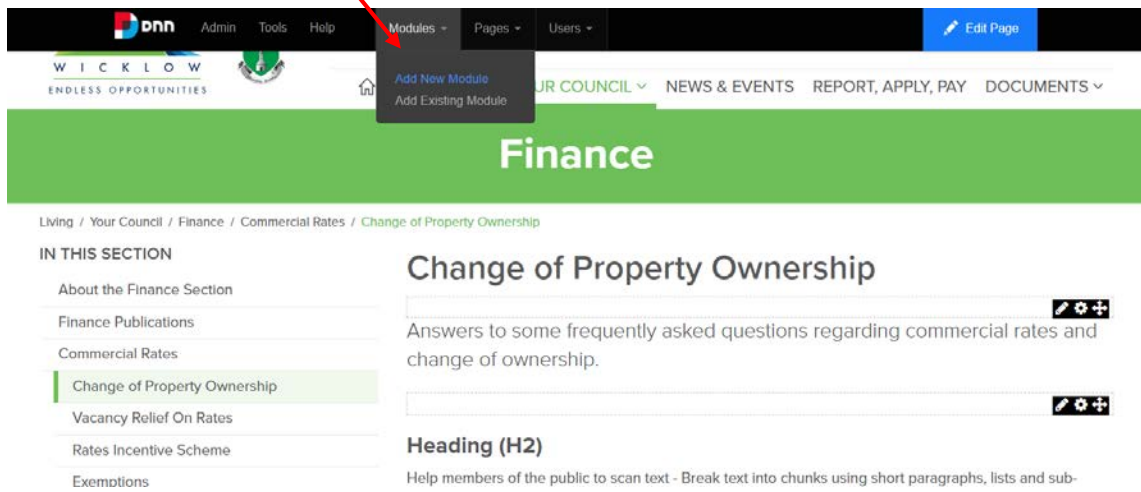**To add another question, click the + icon and repeat process**

3.6 Adding Accordion Module with Document App (Weekly Planning Lists)
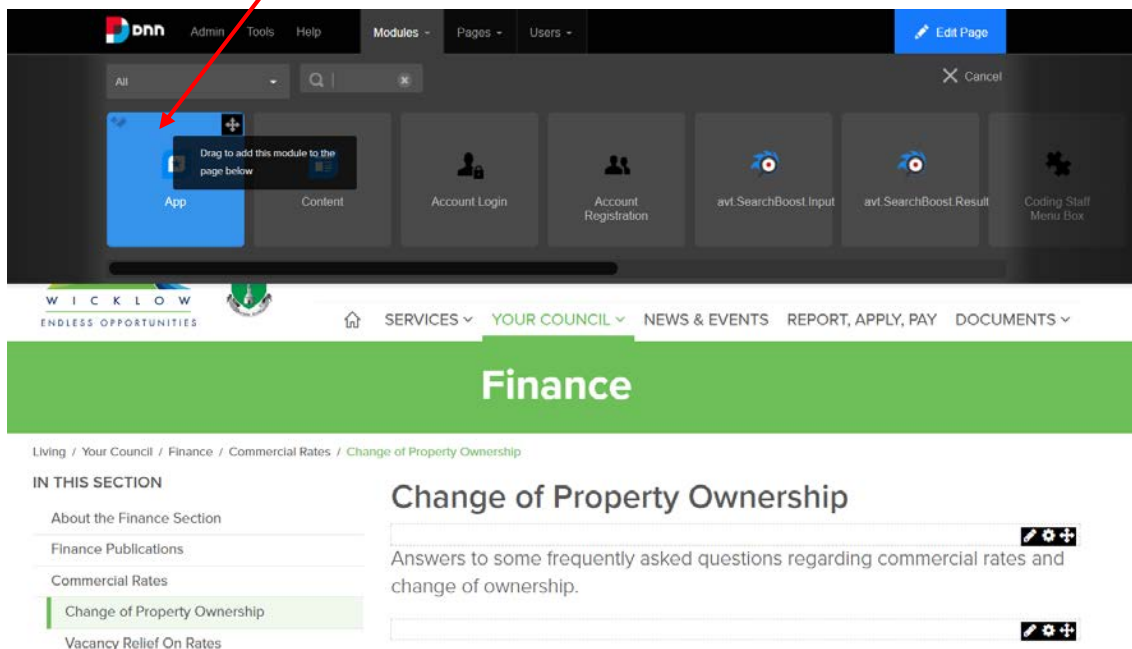
Adding Accordion Module with Document App

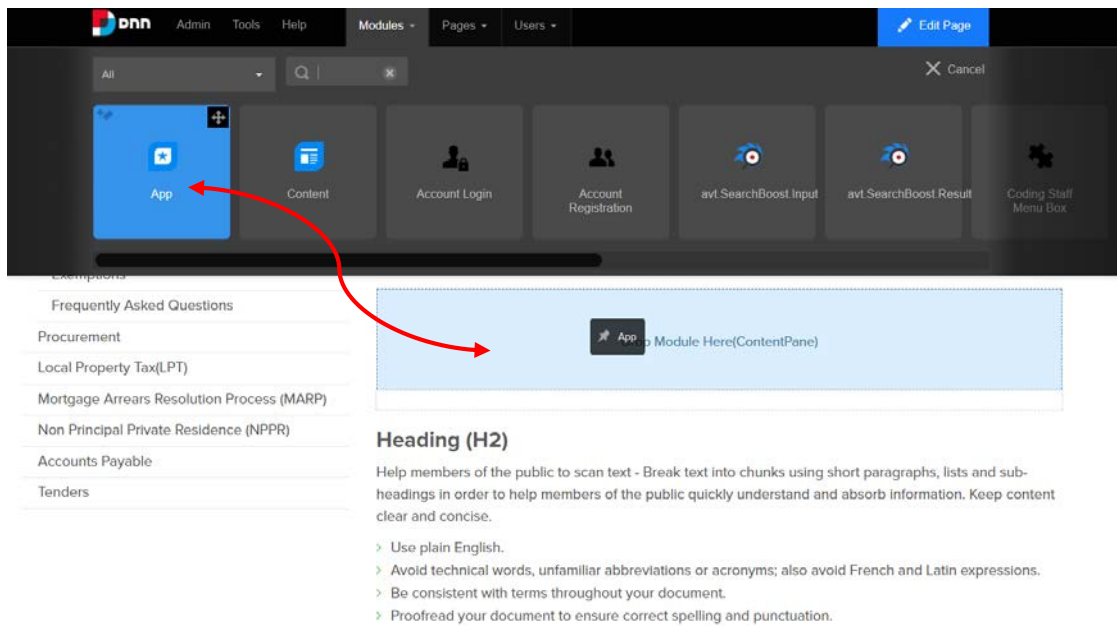**http://wicklow.ie/en-ie/Living/Services/Planning/Planning-Applications/Weekly-Planning-Lists**

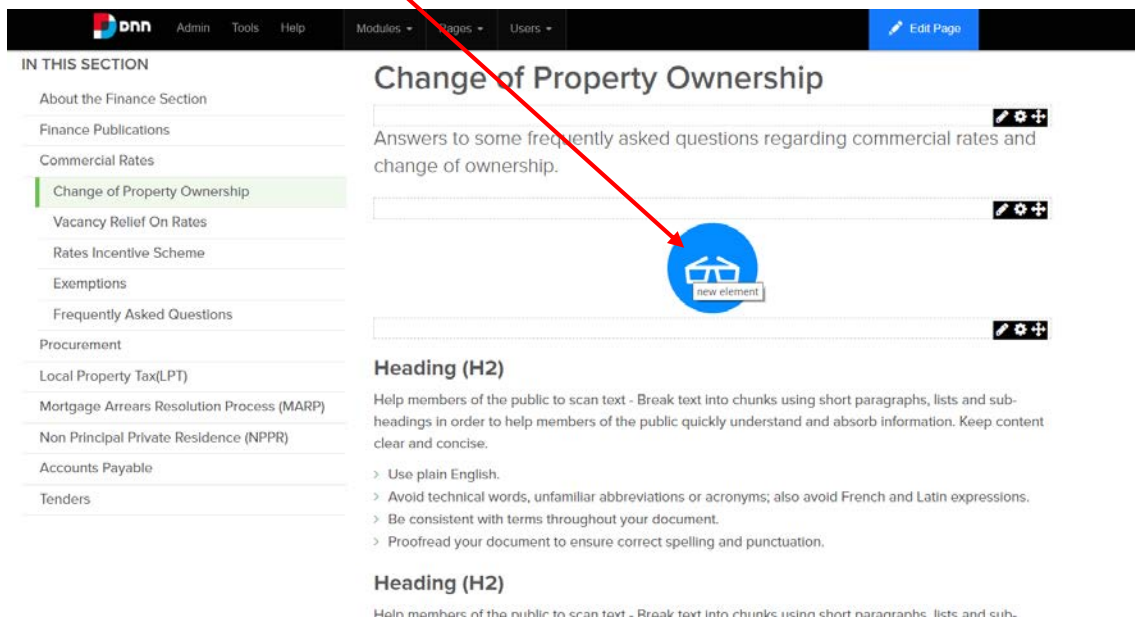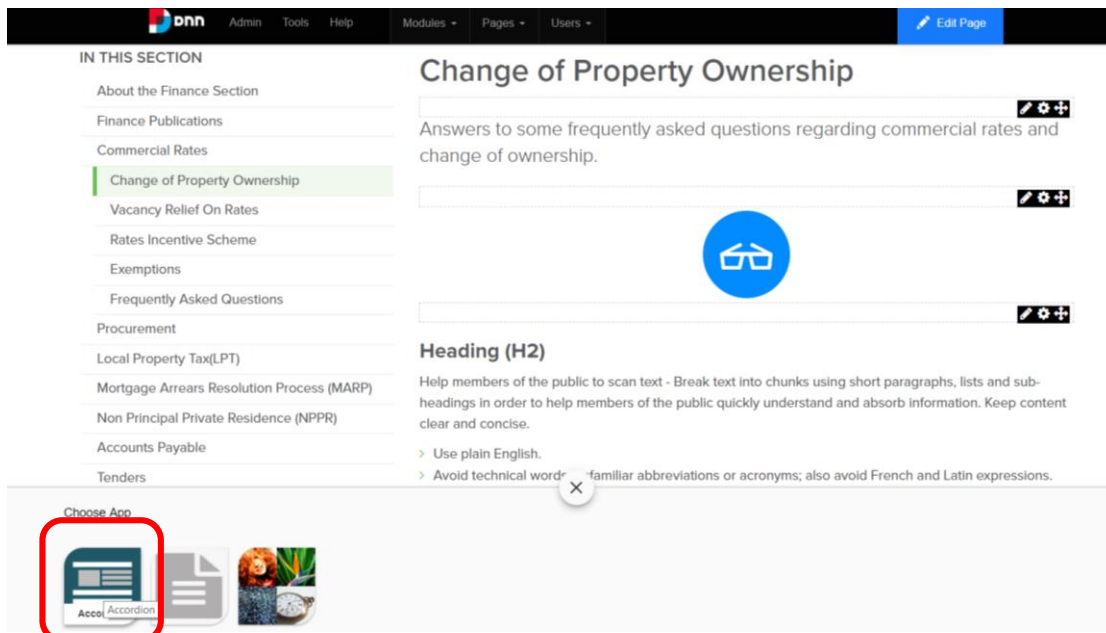**Click add new module from the dropdown**

Select the App module

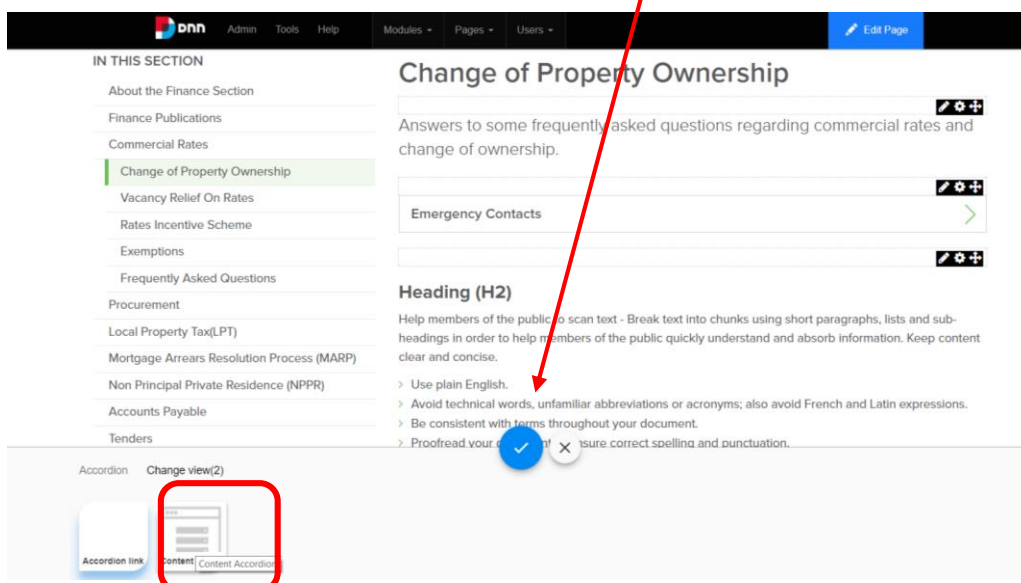**Drag and drop this module into desired location on the page**

Click on the "new element" icon

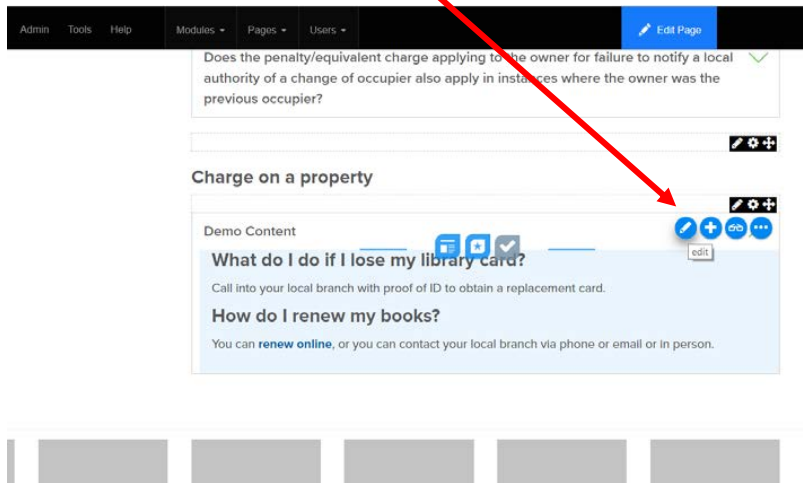**From the bottom of the screen select "Accordion"**

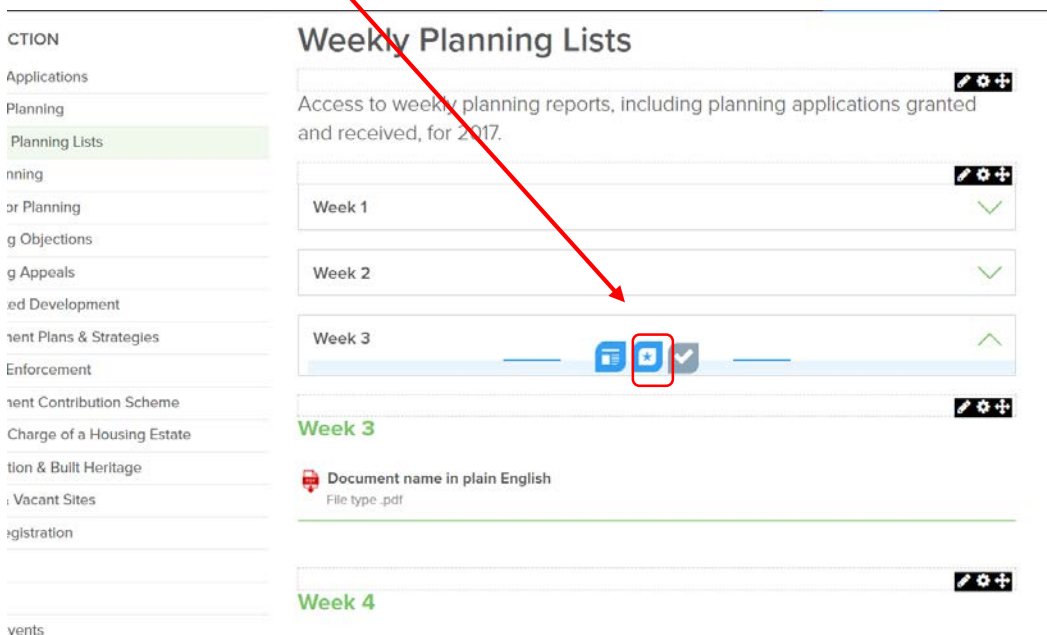

Select "Content Accordion" and click the √ to confirm

A demo model appears

Click on the first pencil icon to add the first title
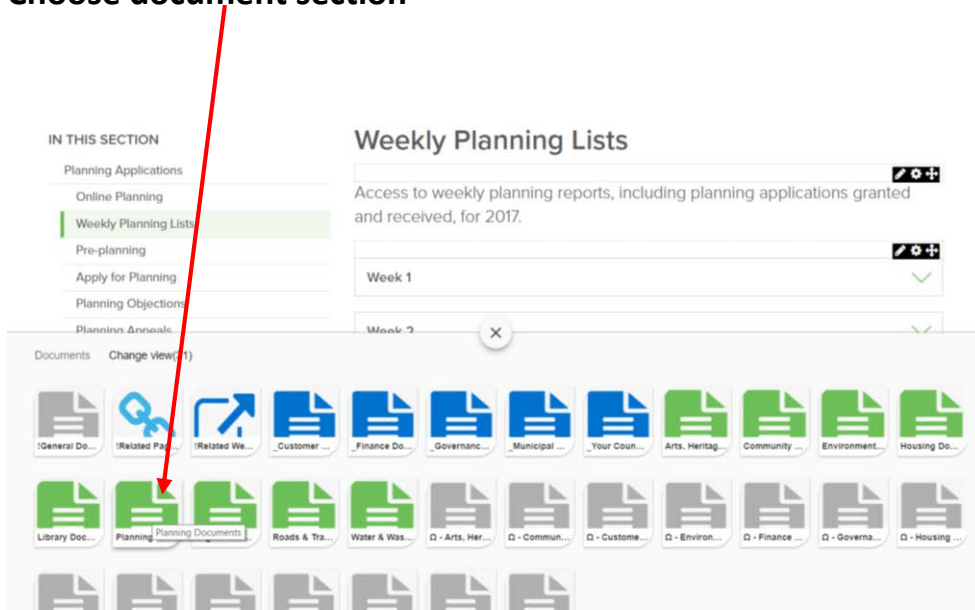

Click the center icon to add an app

Click new element

Select documents

Choose document section

Click pencil icon to edit inner title

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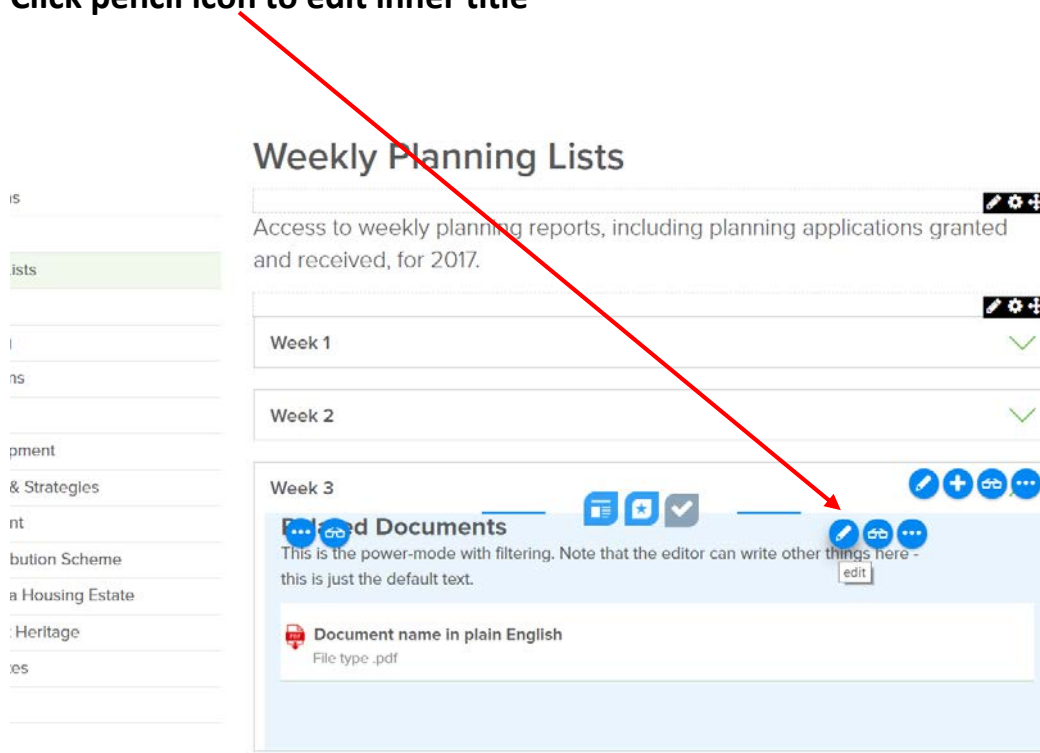
Click lower edit icon to add the document
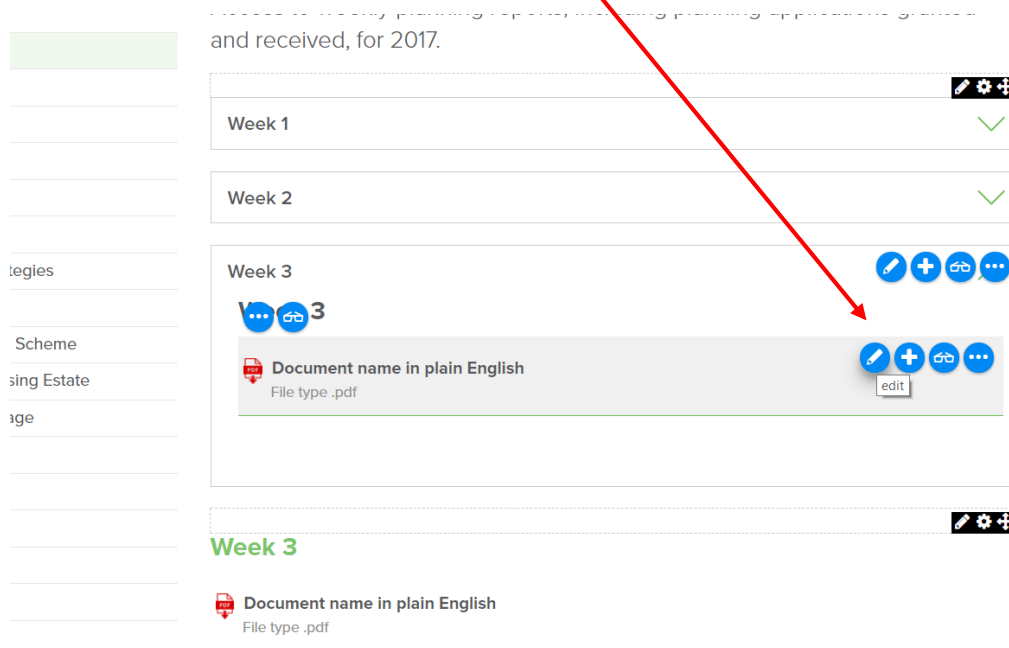
3.7 Adding an Article to News and Events

Click add article

Insert article title and short sub-title

Tick the categories where the article will appear
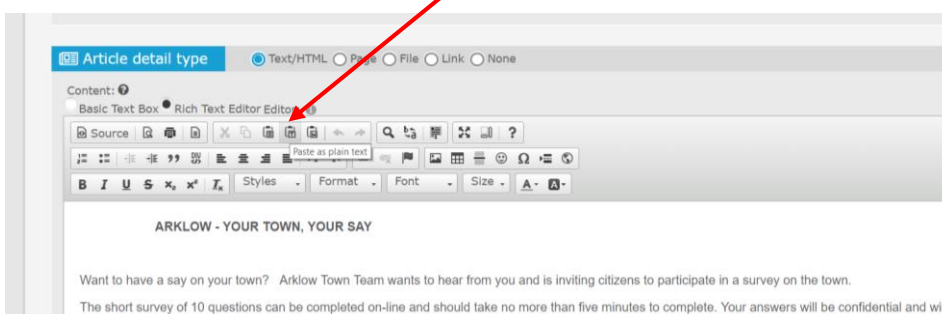

Add the main article content under "Article detail type"

If you have to copy content from another source be aware that you are also copying the article formatting.

It is best practise to "paste as plain text" and reformat the new content

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Paste content into the box and click ok
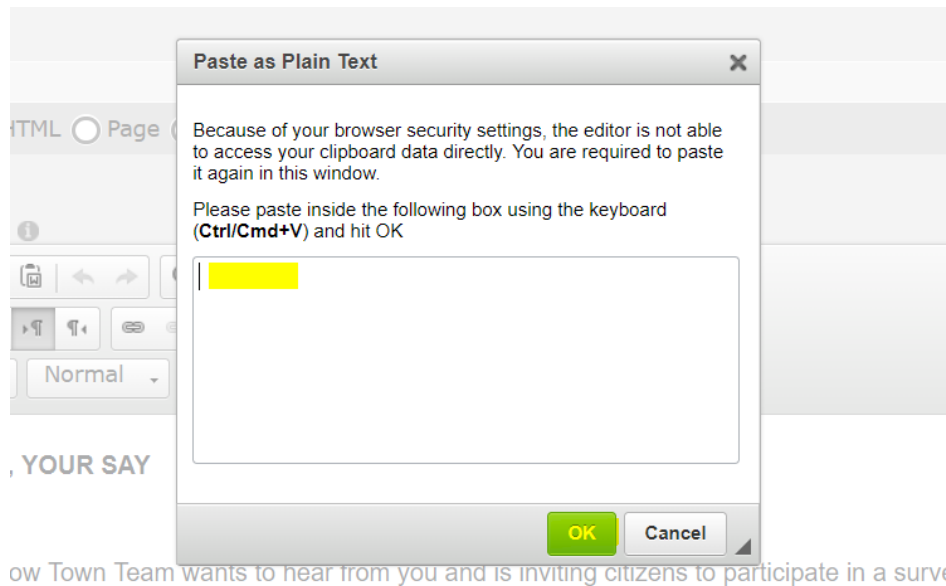
You are able to add images and links in this area just like you do when you are editing a web page.
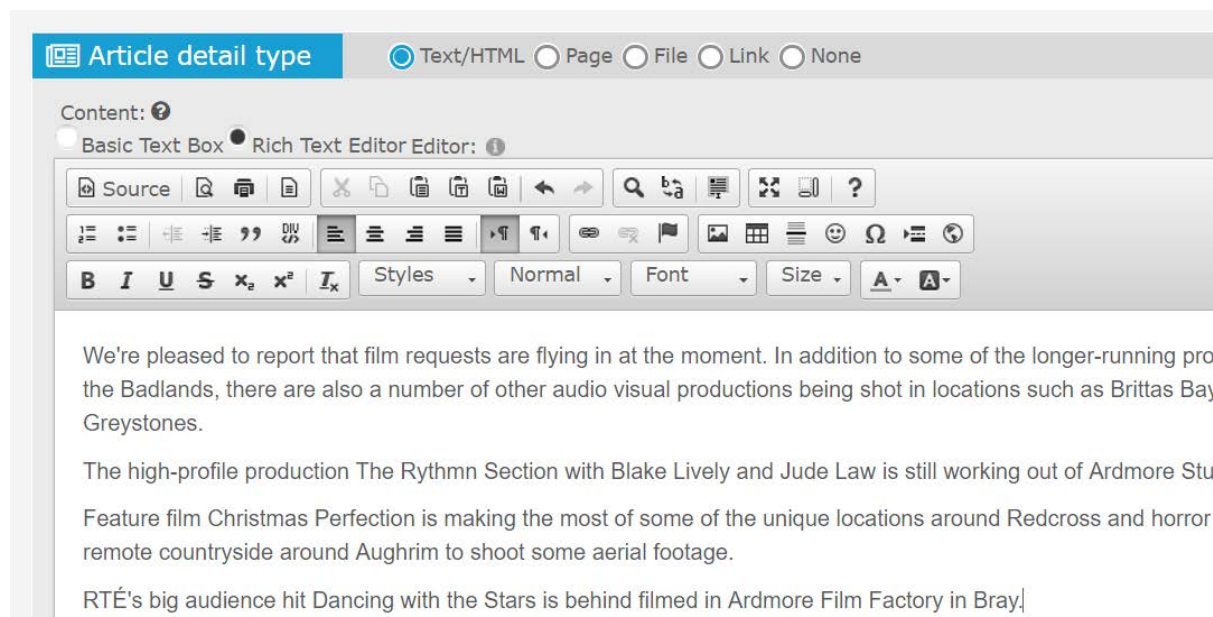
To add images, click "Add Gallery"

Select an image and upload

If you have more than one image you can set a selected image as the main article image
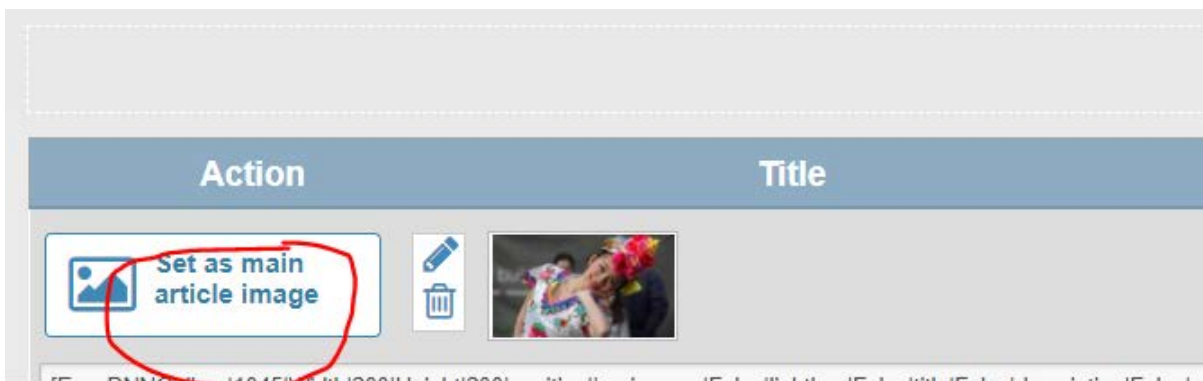
If required a publish and expire date can be set or if the article is not complete or you need to review it, you can save it as draft
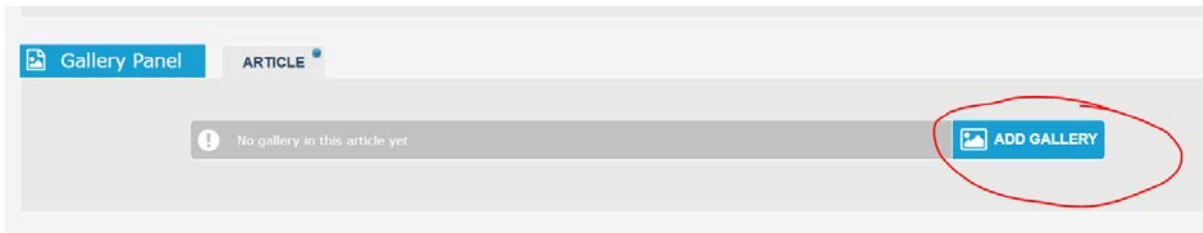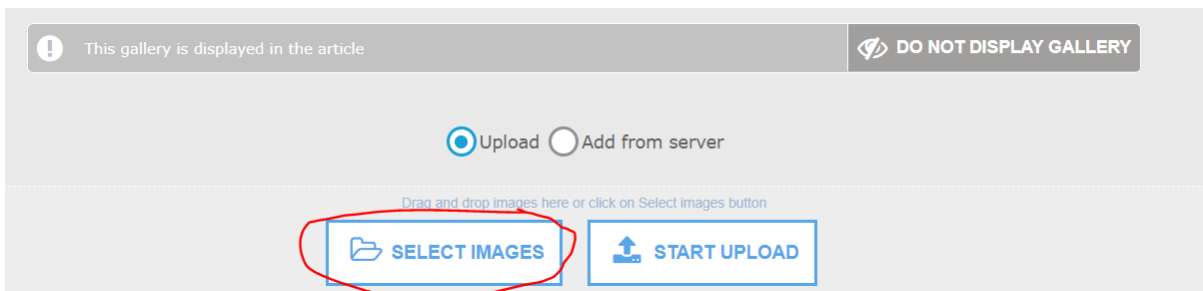

3.8 Adding pdfs/docs to News & Events to Download

Click select document

Select your document then click upload

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The new file will list below
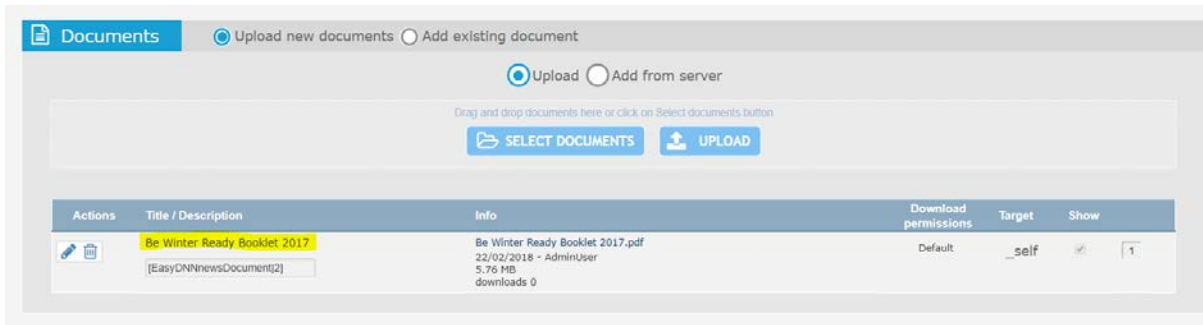
3.9 Editing Road Alerts

Go to the News & Events page
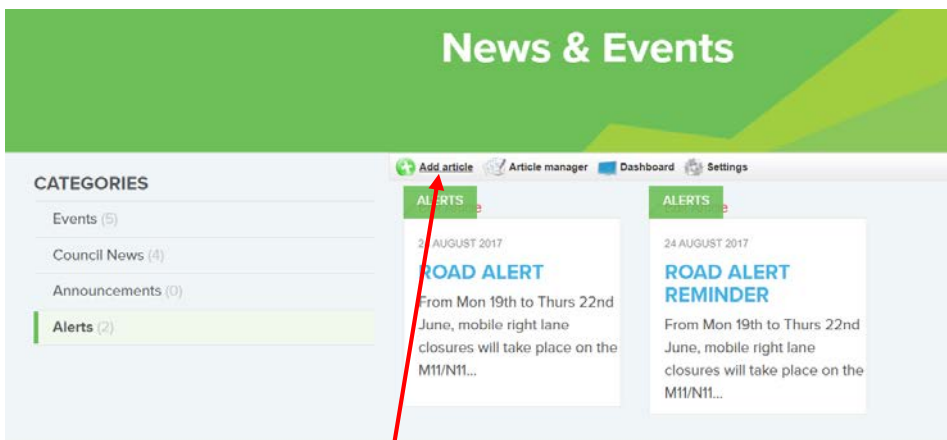
Alerts can be edited by adding a new article or

Editing an existing article
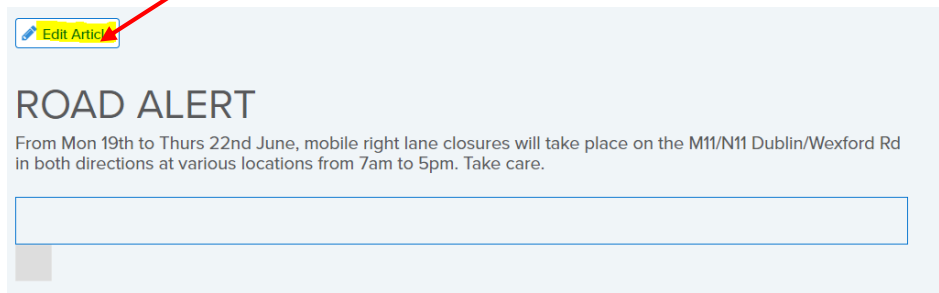
Only fill in the short alert in the subtitle section below and tick the alerts category
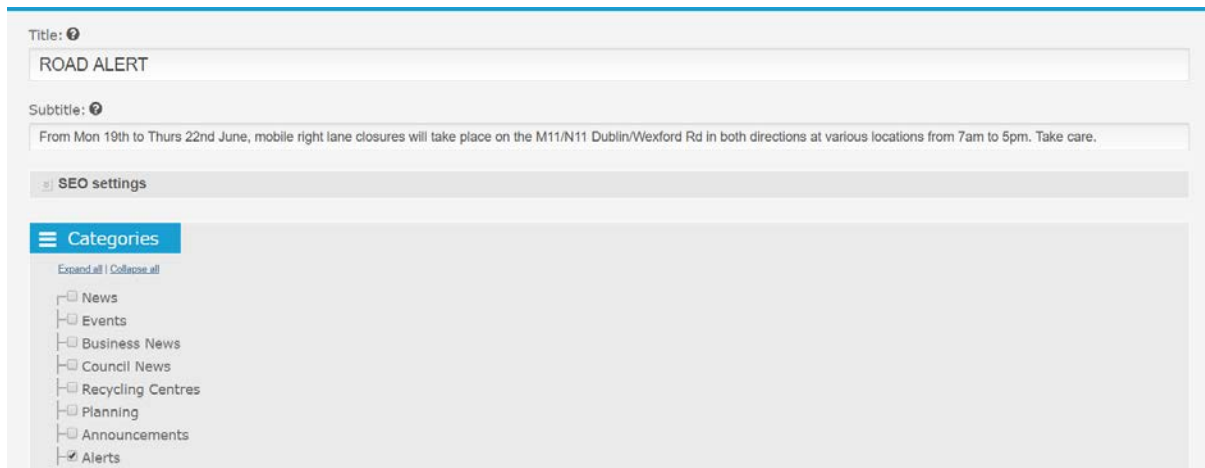
4 Site Administration

4.1 Updating Page Title Tags and Descriptions

Click page setting from the edit page dropdown
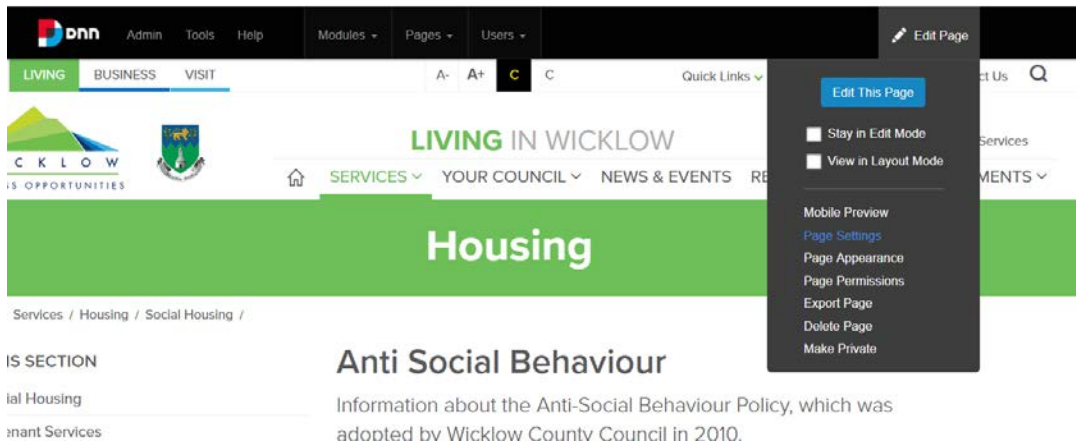
Under the page detail tab edit

Title tag – between 50 -70 characters

Descriptions – between 160 – 300 characters

Update page

4.2 Adding New Users

Click add new user
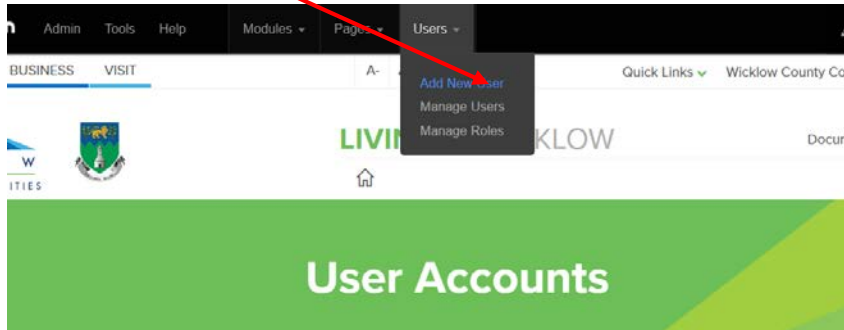
Add user details as below and save

User name – email address - password
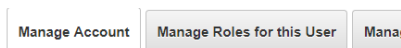
Click manage roles and select the user you wish to assign a role to by clicking the pencil icon
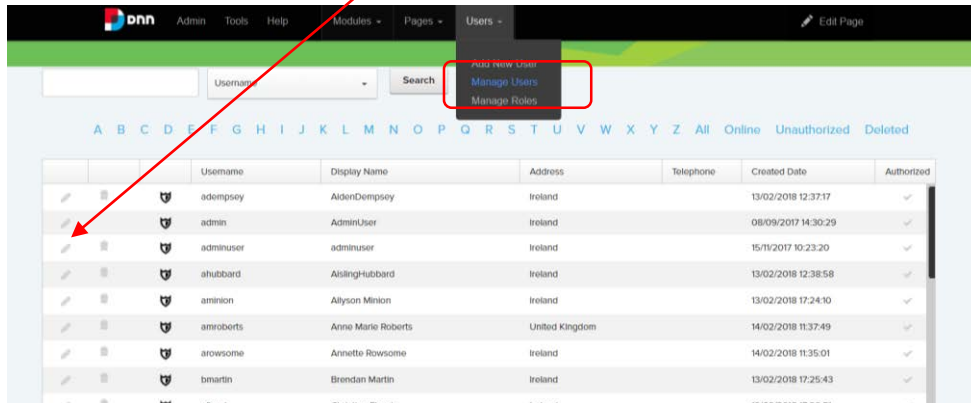
Click on the manage roles tab and from the dropdown select the role
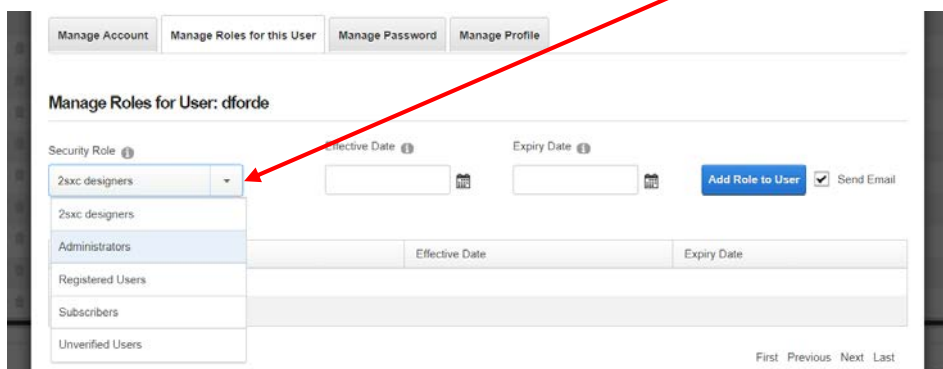
Click add role to user and update
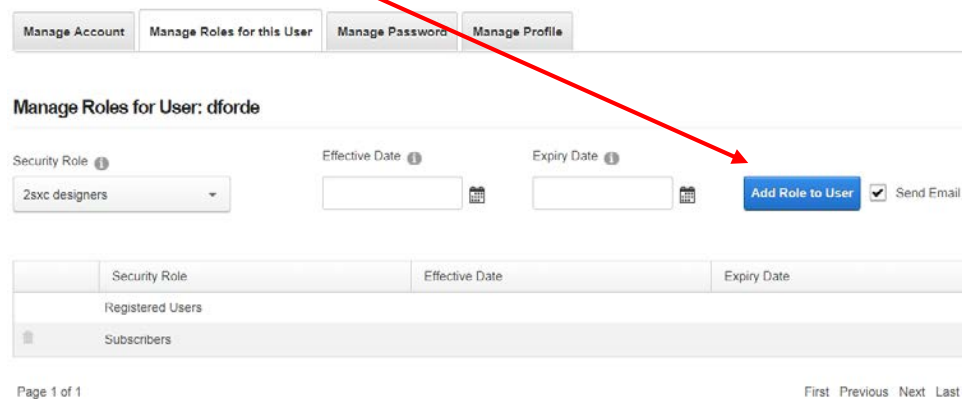
To add a new role click and add

Adding Roles to Pages

Click page permissions on the selected section or page.
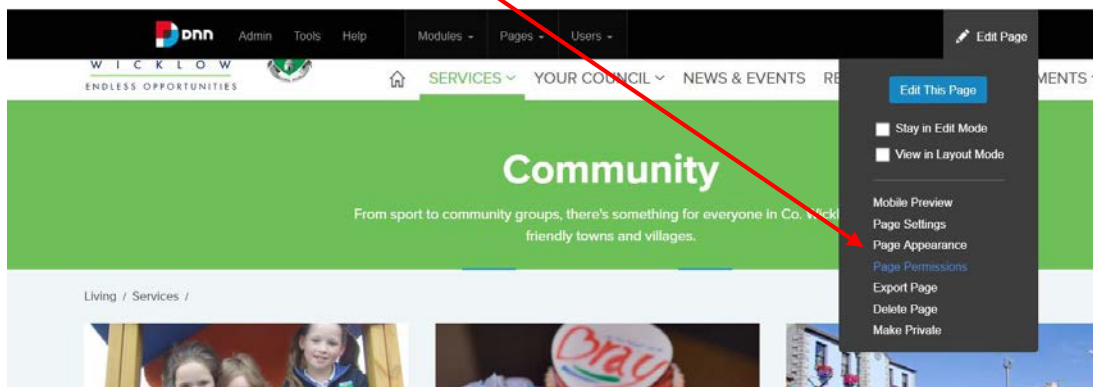
From the dropdown select the role
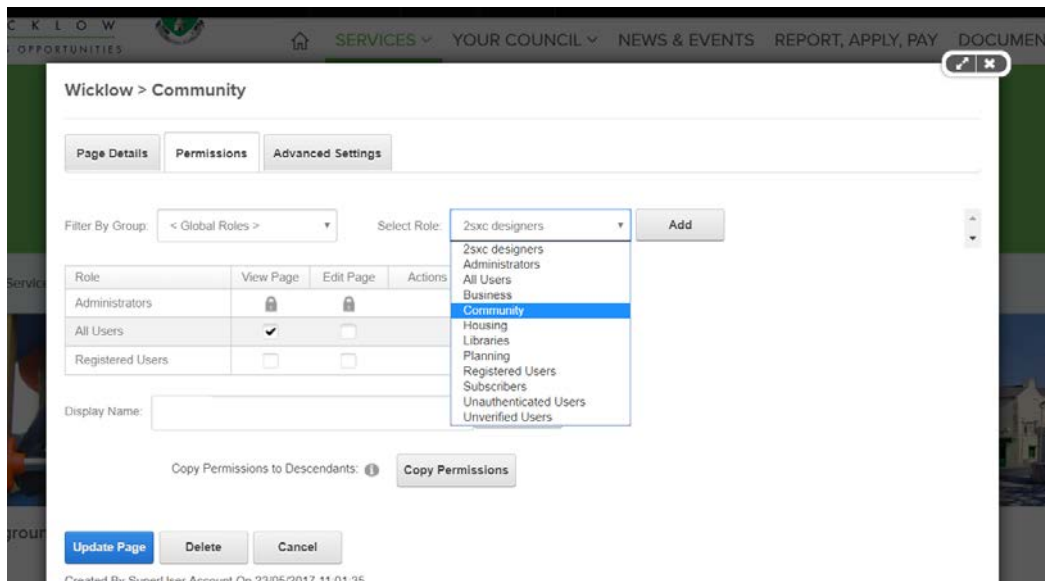
To allow the user to edit the page tick edit page box
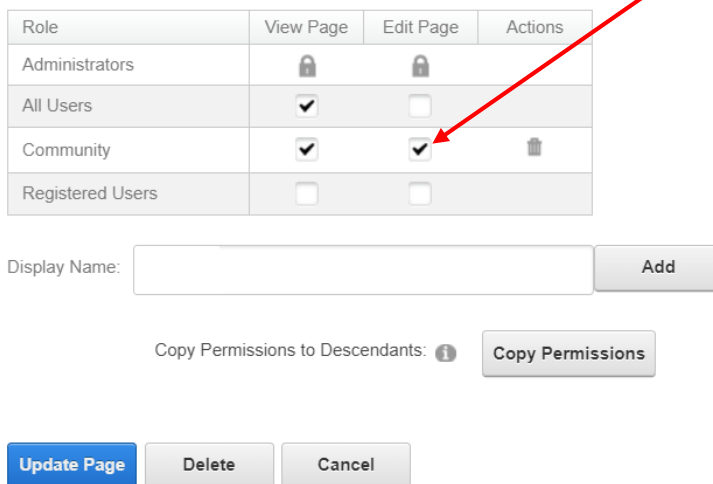
To add this role to all the child pages, click copy permission
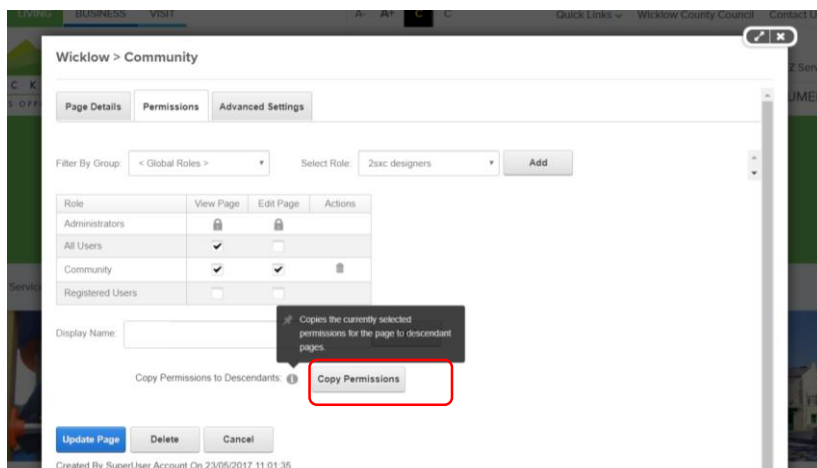
Click yes
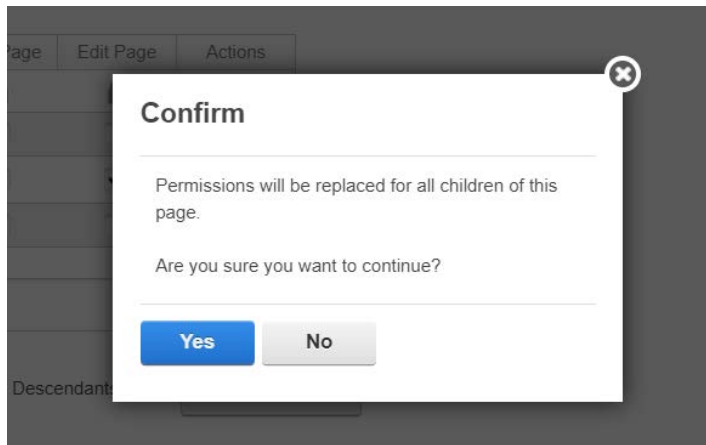
4.3 Hidden Pages in the Menu

4.3.1 To hide a page

Click "Page Settings" from the dropdown
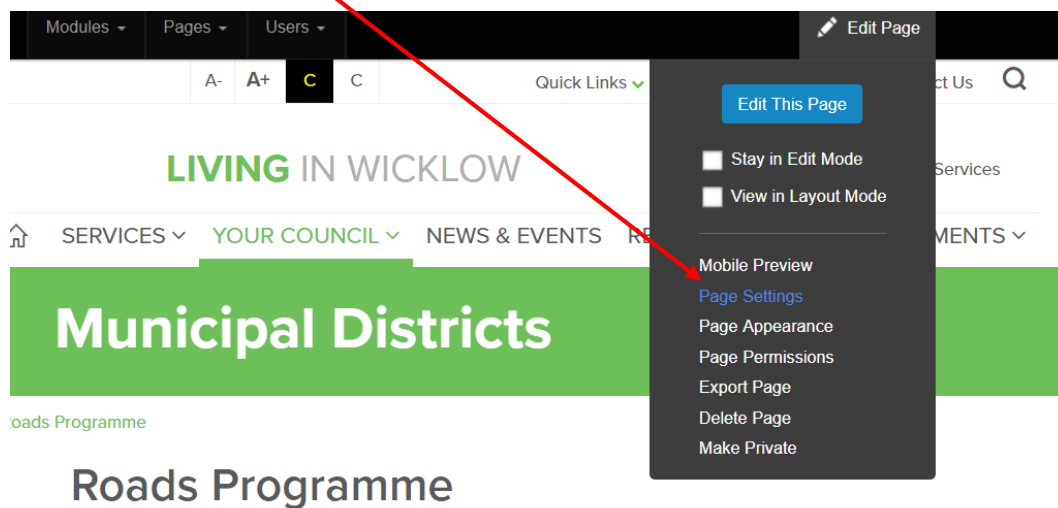
Under the Page Details tab untick include in menu

Page Details | Permissions | Advanced Settings

Page Name: * ⓘ   Roads Programme

Page Title: ⓘ

Page URL: ⓘ   wik.inventise.ie/en-ie

/Living/Your-Council/Municipal-Districts/Arklow

Do Not Redirect: ⓘ   ☐

Untick include in menu

Parent Page ⓘ   ....Arklow

Include In Menu? ⓘ   ☑

Update Page | Delete | Cancel

Under the Advanced Settings tab scroll down to Page Themes

Page Details | Permissions | Advanced Settings

Expand All

Appearance

Icon: ⓘ   Link Type: ● File (A File on Your Site)

○ System Image

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From the dropdown select "Host Wicklow-Inner Left Menu Hidden"
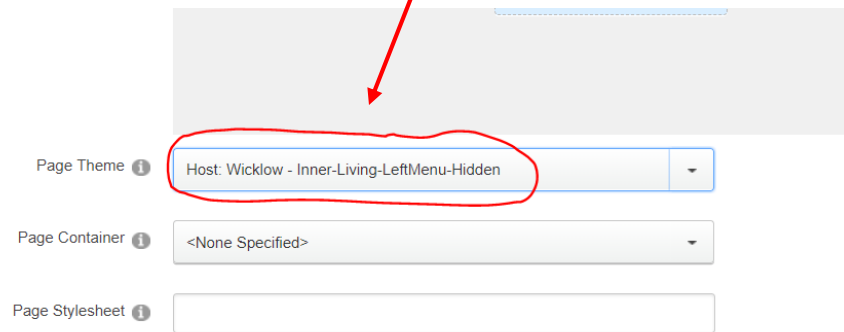
NOTE:

Business and living sections have different hidden page themes

Host Wicklow-Inner Living Left Menu Hidden

Host Wicklow-Inner Business Left Menu Hidden

UPDATE PAGE

4.3.2 To Display a Hidden Page

Click page management from the admin tab

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locate the hidden page and tick "Include in menu"

Under the Appearance tab select "Inner living left menu" from the page theme dropdown

Click more settings

Link ⌄

Update Page | **More Settings**
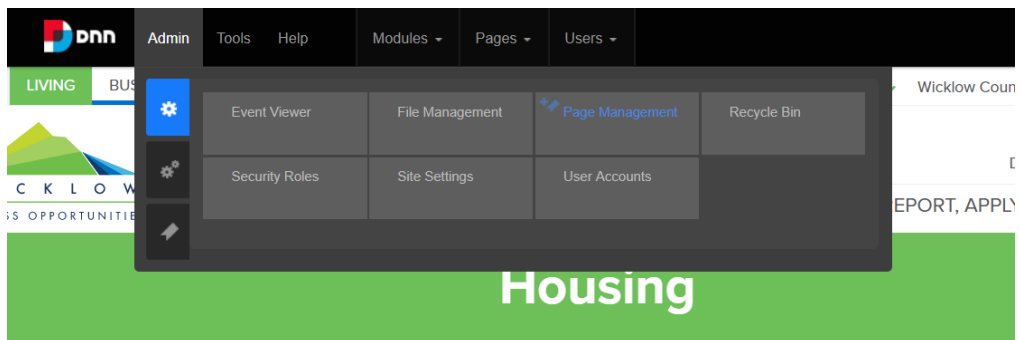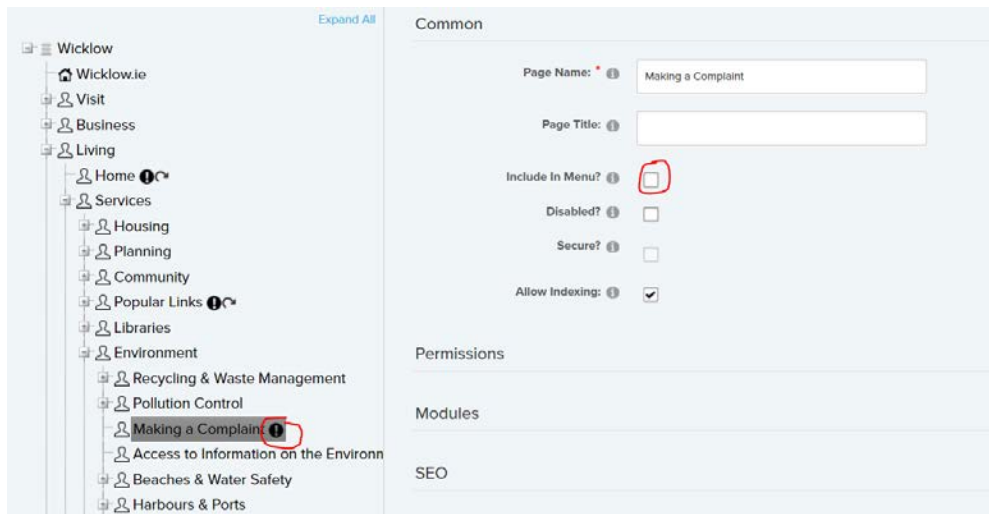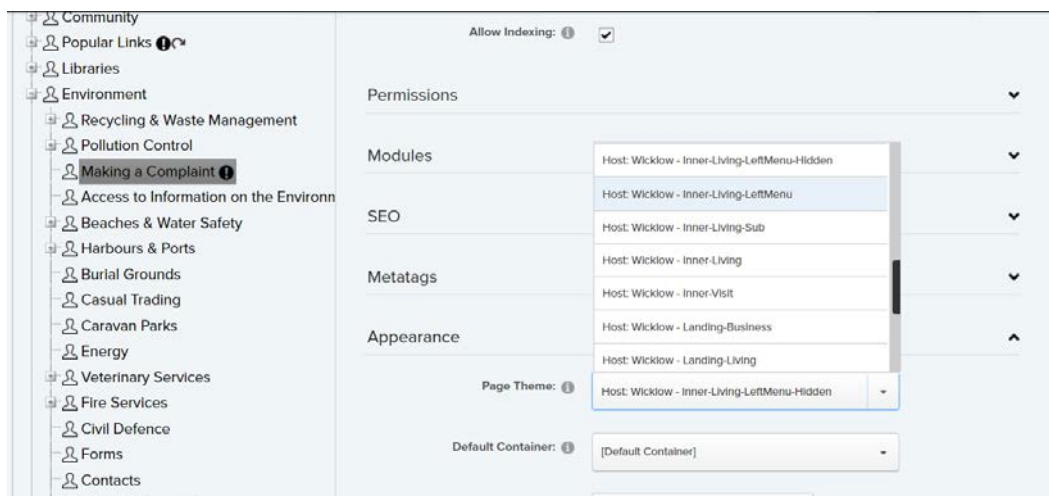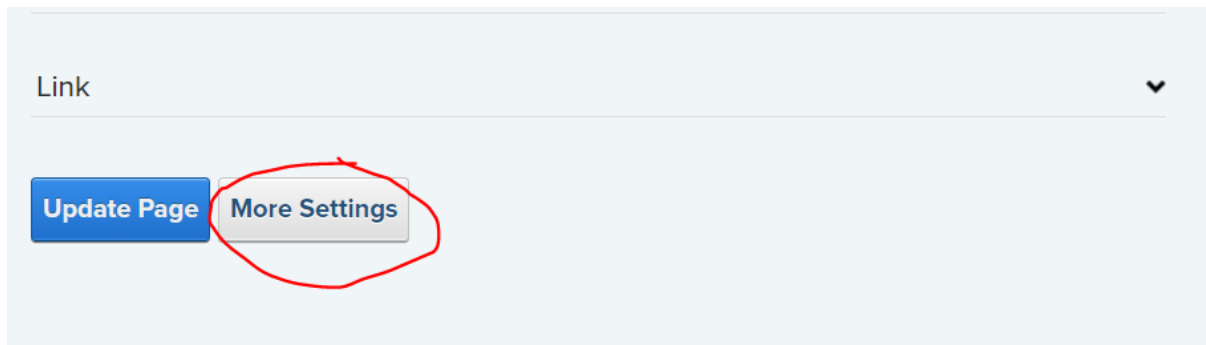
Click the advanced setting tab

Page Details | Permissions | **Advanced Settings**
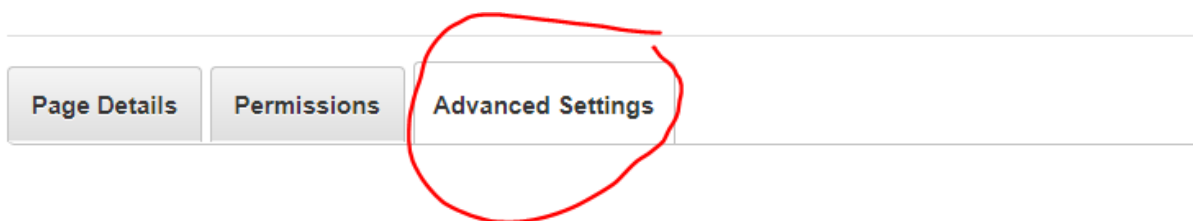
Expand All

Appearance

Scroll down to other setting and make sure the "Allow indexing" box is ticked

Cache Settings

Other Settings

Secure? ⓘ ☐

Allow Indexing: ⓘ ☑

Site Map Priority: ⓘ 0.5
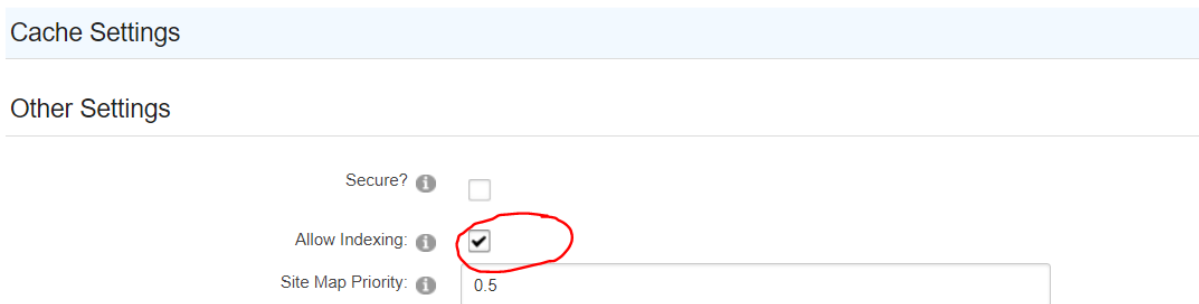
SAVE

4.4 Recycle Bin

Click recycle bin
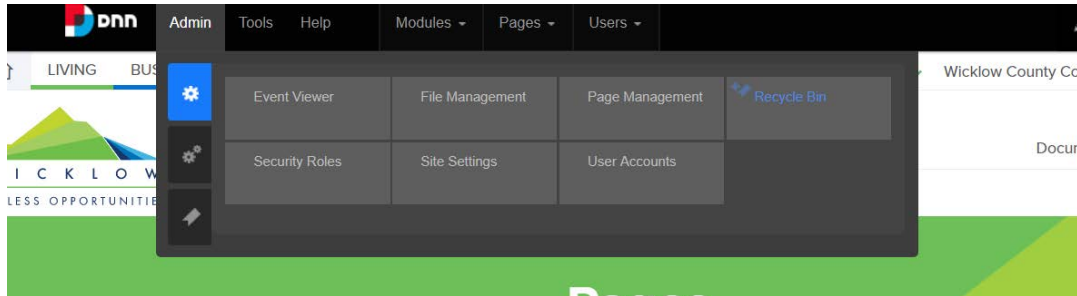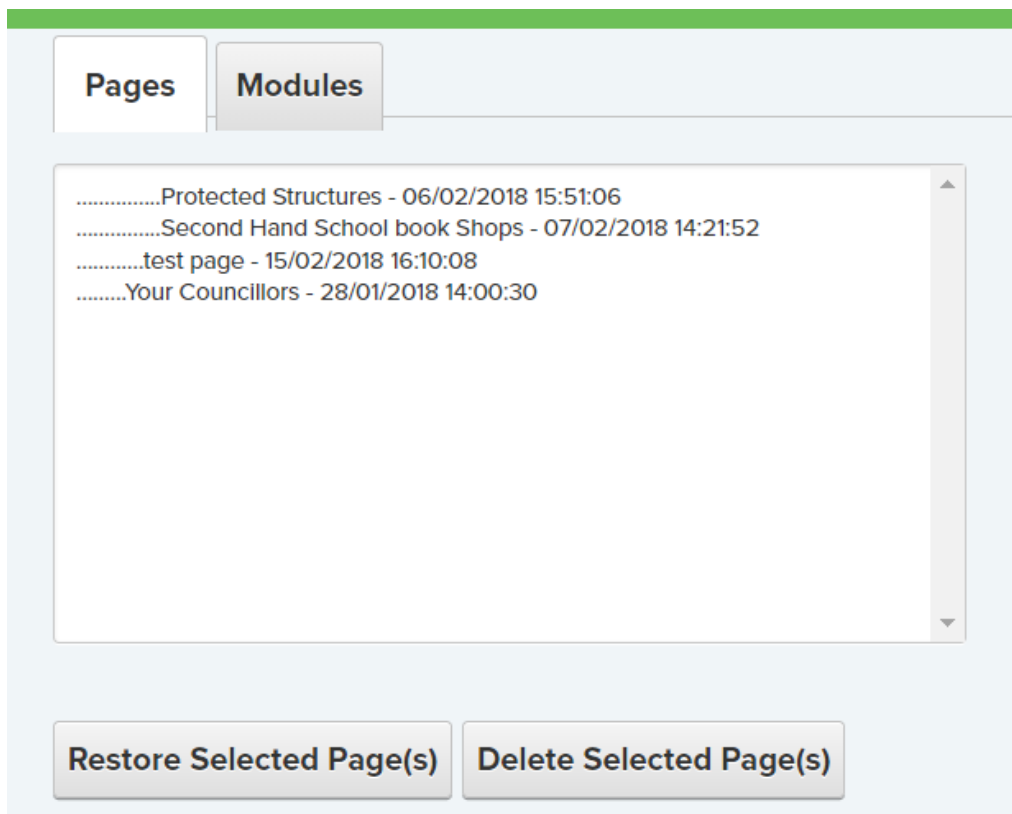

From the recycle bin deleted pages and modules can be restored or completed removed from the website
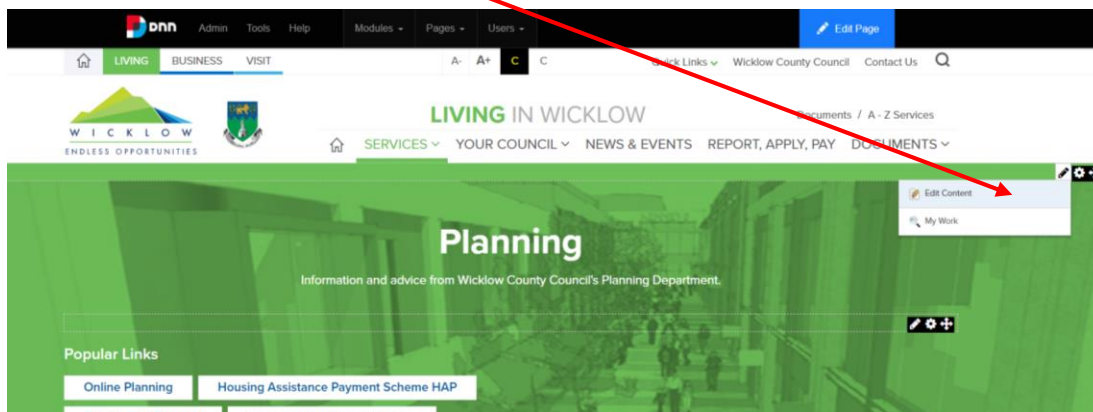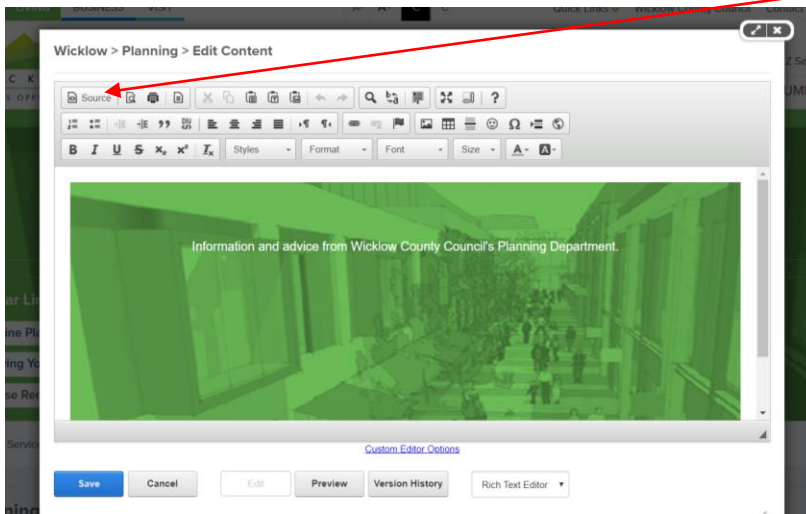
4.5 Editing Banner Content
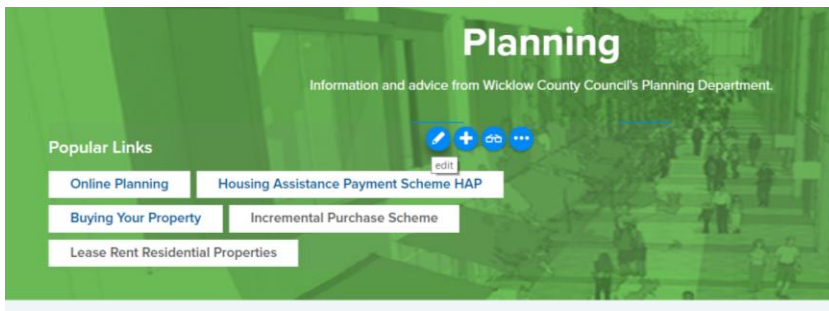
Click edit this page from the dropdown
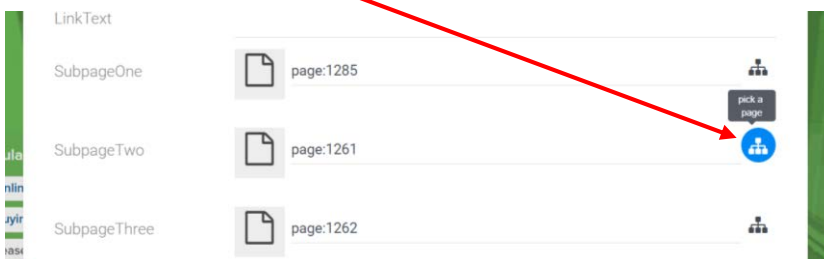

Click the edit content pencil icon

Edit content from the main editor or alternatively from the source code

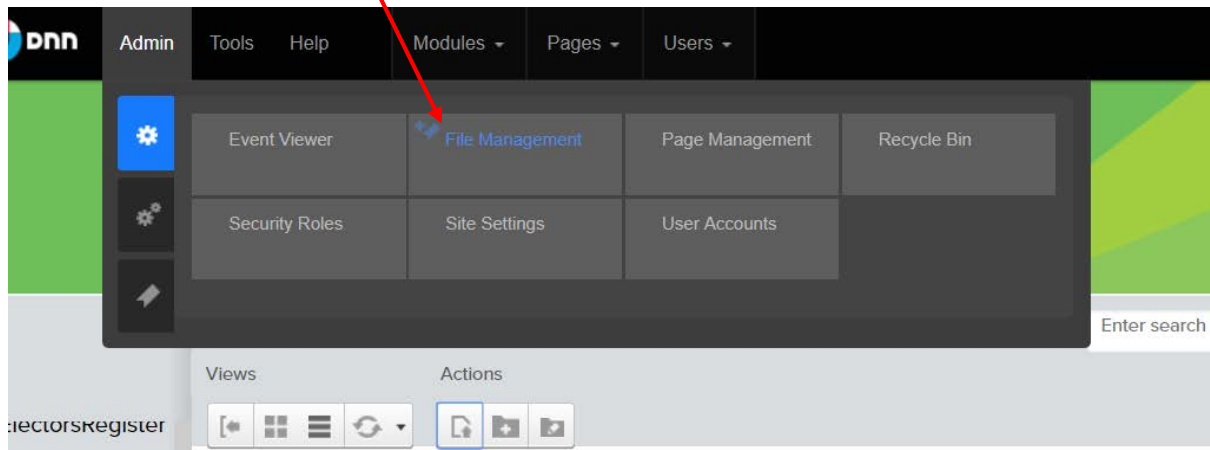**To edit the popular links, click the edit icon**

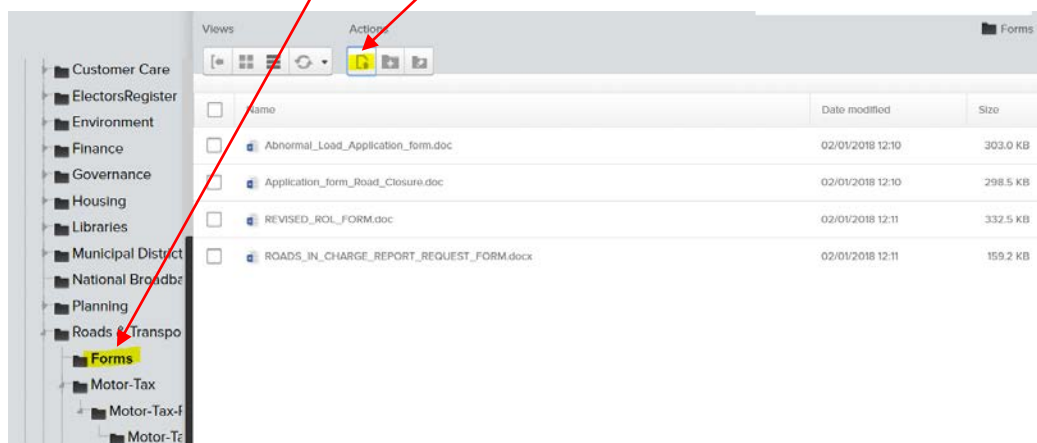**Pick a page to link and the page title will display when saved**
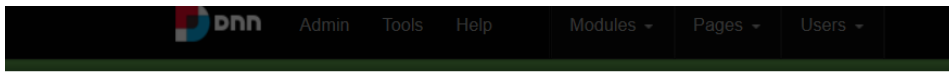
4.6 Quick upload of Documents to a Folder

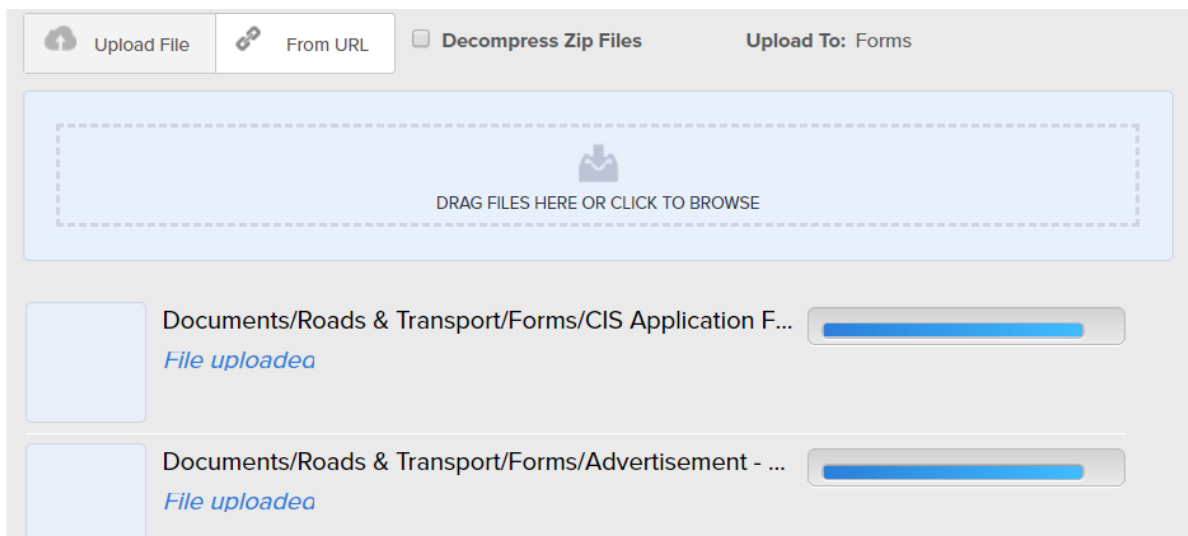**Click "File Management" from the admin dropdown**

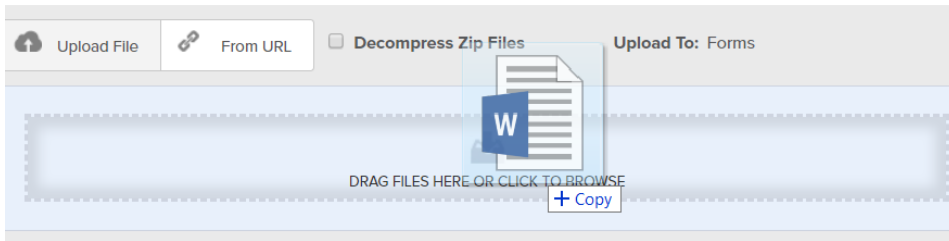**Locate the required folder and click upload**

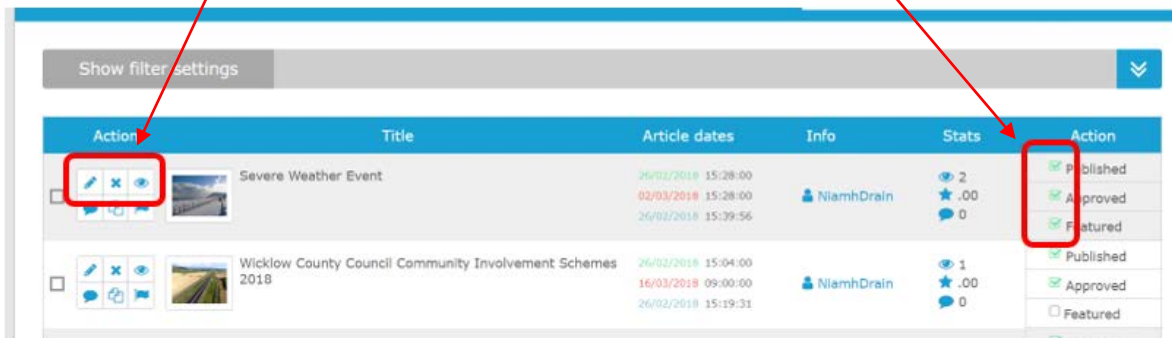**You can then drag and drop the files into the folder**

4.7   News & Events Article Manager
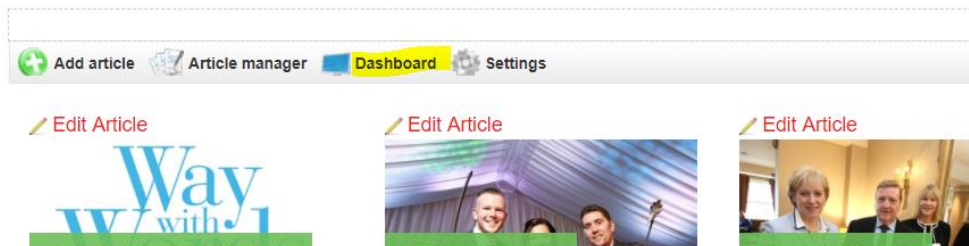
Under Article Manager

You can Edit – Delete – View any article. Also feature/unfeatured
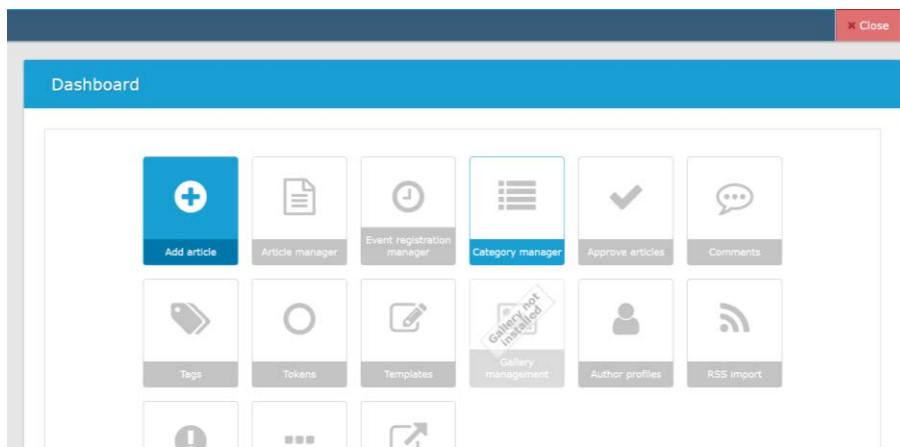

4.8   News & Events Category Manager

To add or change categories click Dashboard
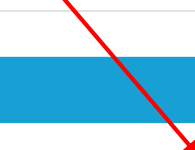
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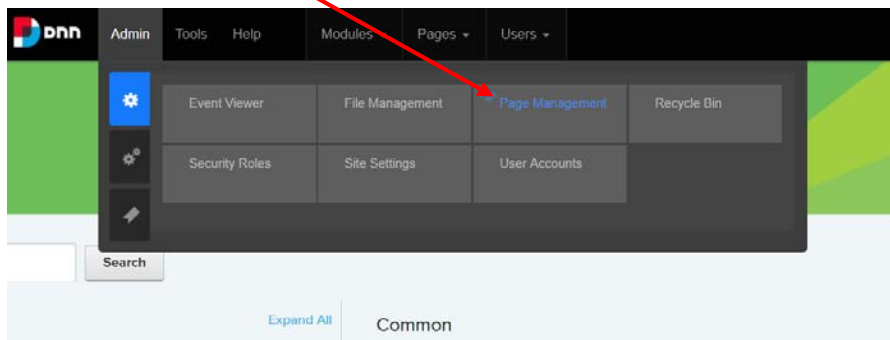## Click category manager

Add a new category name
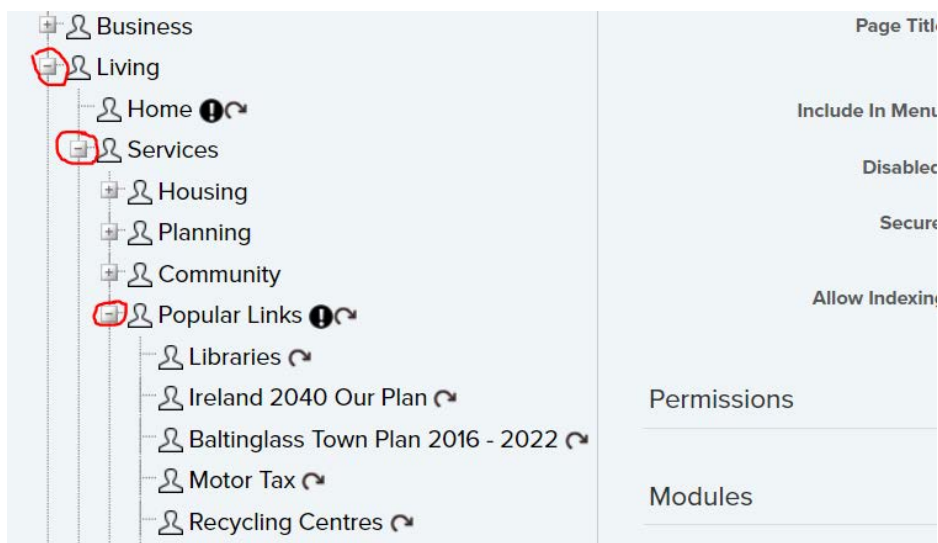

The category name displays in the green box

4.9 How to Update Popular Links

Click Admin – Page Management
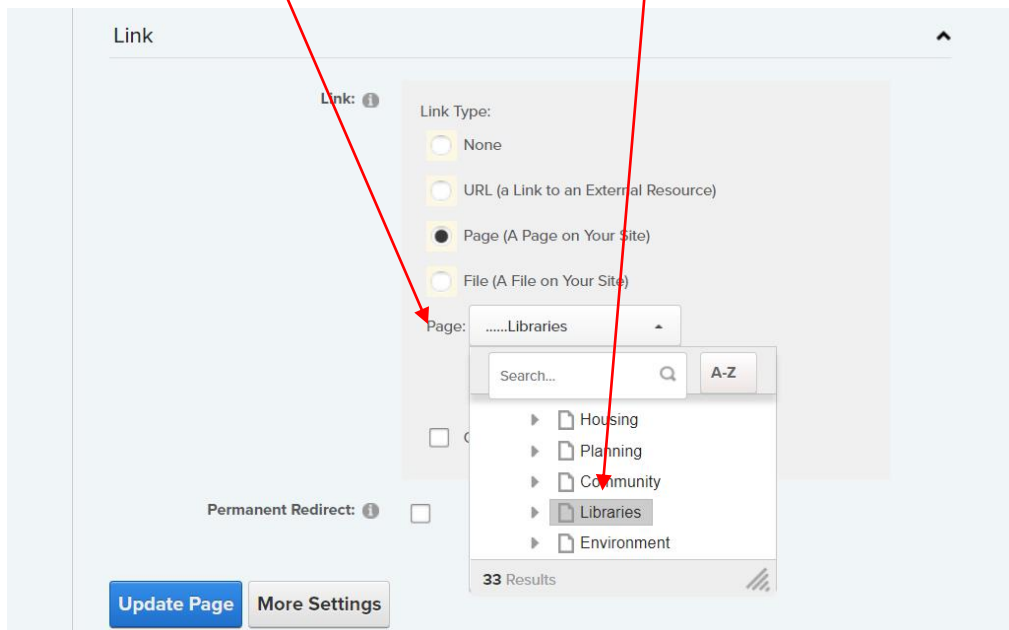

In the content tree locate the popular link to be changed

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Click the page and update the page name (Link name)
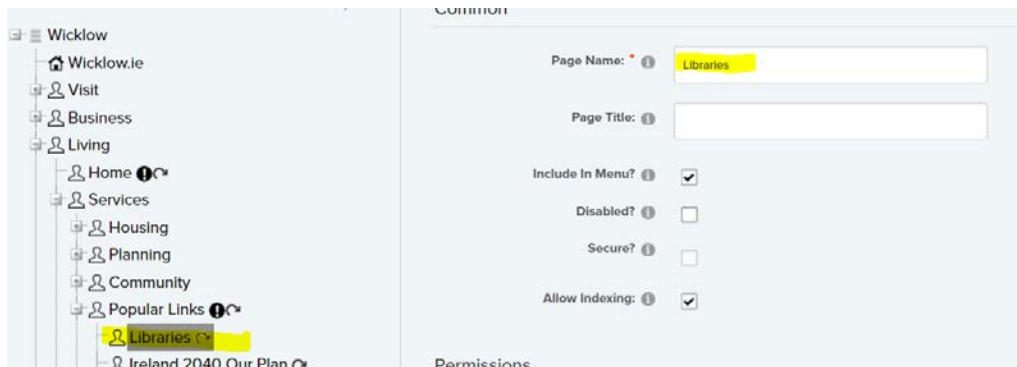
Scroll down to the link section

From the page dropdown locate the page to be linked

Update page