



# TRAINING GUIDE

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## Wicklow.ie Web Portal

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**Date: 15<sup>th</sup> February 2018**

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**Project Code: WIK01**

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# 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.

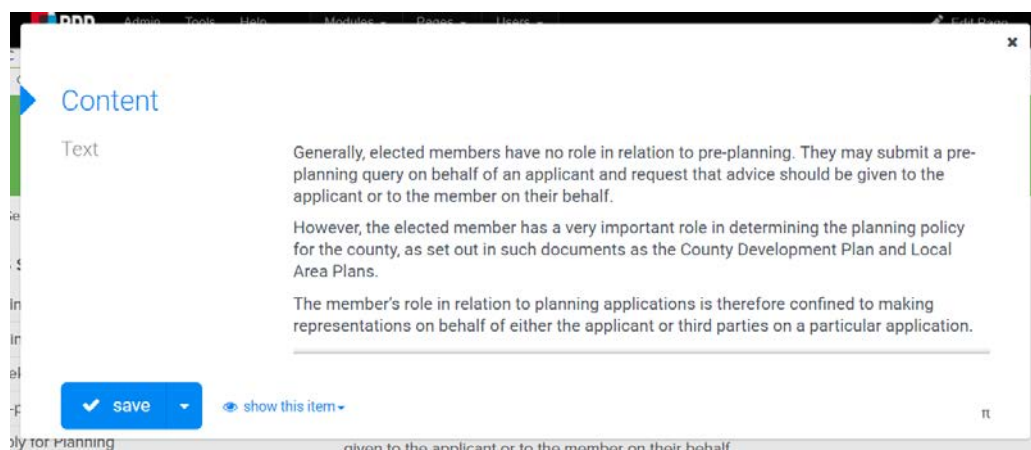
## 2 Basic Page Editing

### 2.1 Text Updates

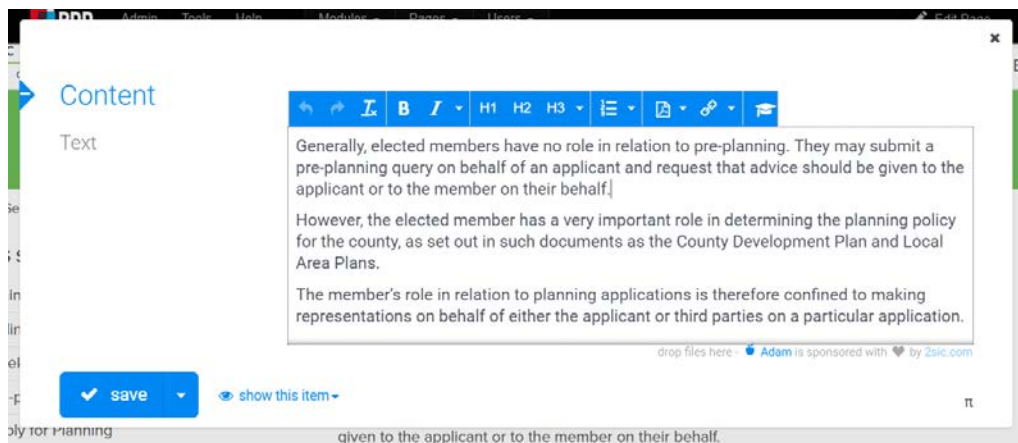
**When logged into any page if you hover over the right of the text a Pencil Icon will appear – click to edit**



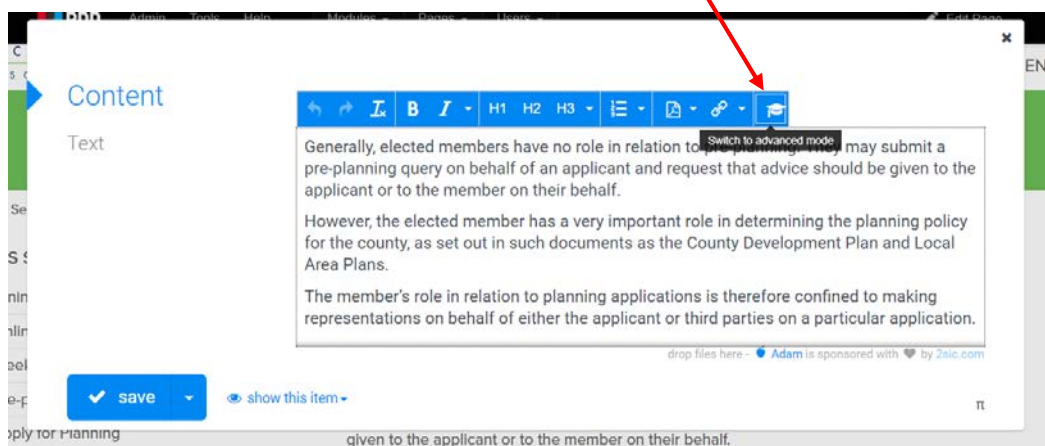
**A content box will open**



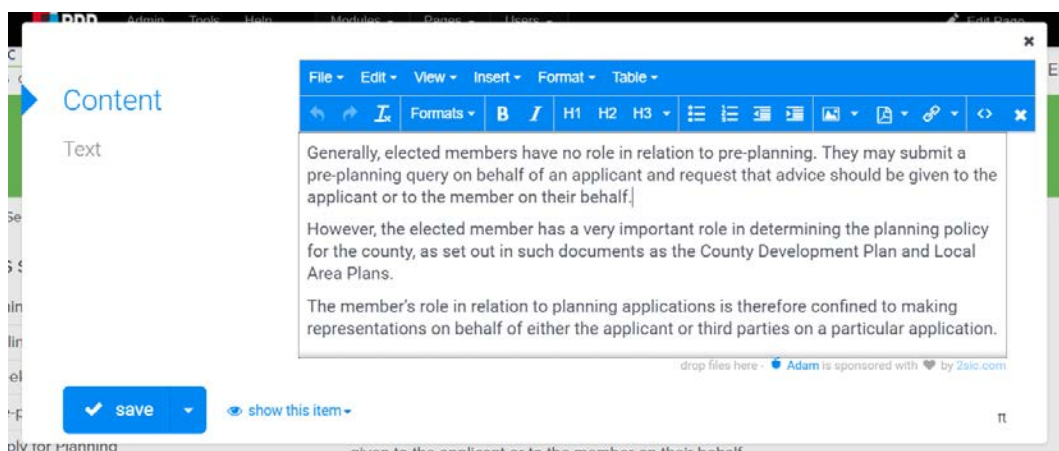
Click into the panel and a basic edit navigation bar will appear



For a more advanced edit mode click the mortarboard hat icon

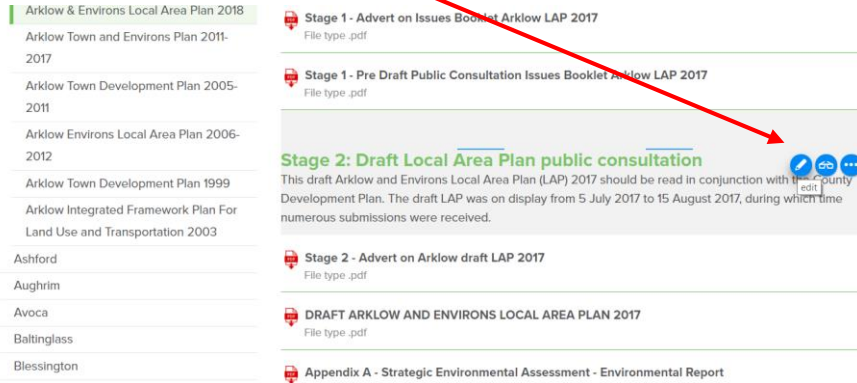


Edit and save

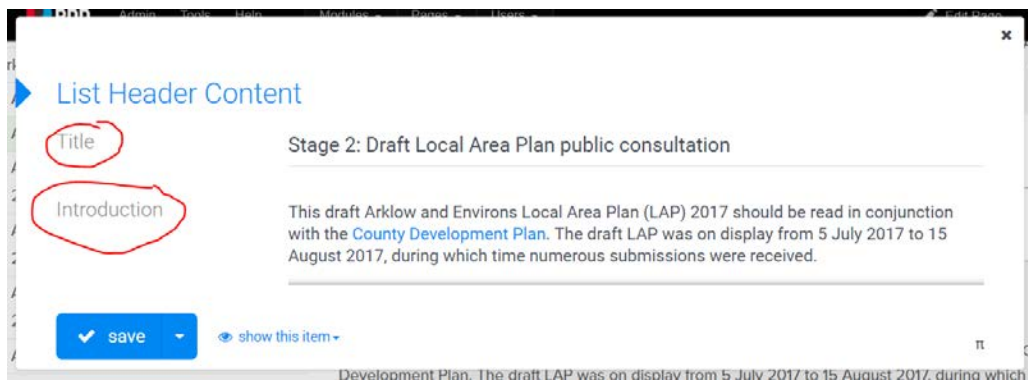


## 2.2 Editing Document Headings and Introductions

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**

Integrated Framework Plan For  
and Transportation 2003

**Stage 3 - Draft plan adopted by Arklow Town and Wicklow County Councils**  
Notice of the Preparation of the Arklow Town and Environs Development Plan 2011

Written Statement and Appendices

- Preamble  
File type .pdf
- Core Strategy  
File type .pdf
- Settlement Housing Strategy**  
File type .pdf
- Main Street Strategy  
File type .pdf
- Transportation  
File type .pdf
- Economic Development including Retail and Tourism  
File type .pdf

A red arrow points from the text 'Click the three dots – more actions' to the three-dot menu icon on the 'Settlement Housing Strategy' file.

**An advanced mode with up down arrows will move the pdf**

Integrated Framework Plan For  
and Transportation 2003

**Stage 3 - Draft plan adopted by Arklow Town and Wicklow County Councils**  
Notice of the Preparation of the Arklow Town and Environs Development Plan 2011

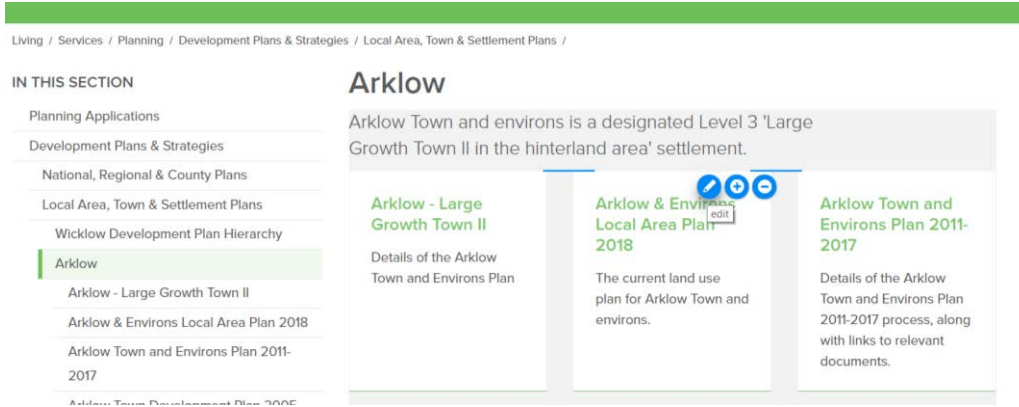
Written Statement and Appendices

- Preamble  
File type .pdf
- Core Strategy  
File type .pdf
- Settlement Housing Strategy  
File type .pdf
- Main Street Strategy**  
File type .pdf
- Transportation  
File type .pdf
- Economic Development including Retail and Tourism  
File type .pdf

A red circle highlights the advanced menu for the 'Main Street Strategy' file, which includes up and down arrow icons. A tooltip labeled 'move up' is visible below the down arrow icon.

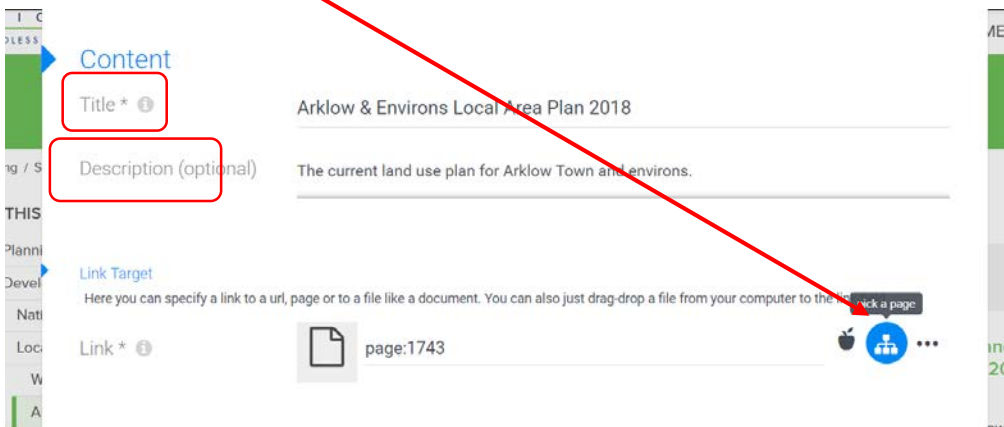
## 2.4 Editing Listing Page Introduction Boxes

Each Introduction list box can be edited from the pencil edit icon.



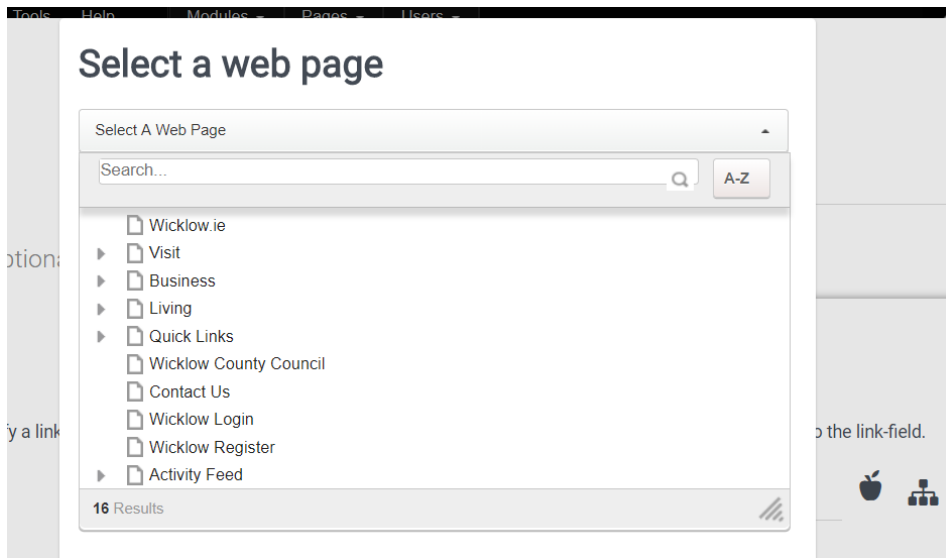
A content box will open to edit the title and description

Pick a page to link



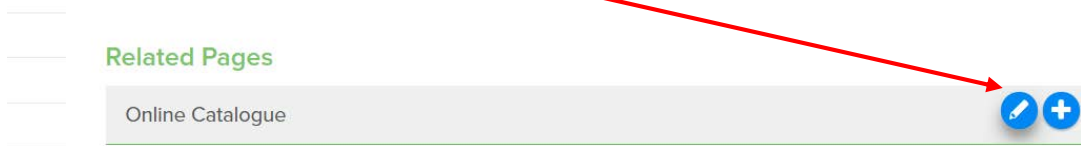


## Select the linking page from the content menu or use the search menu



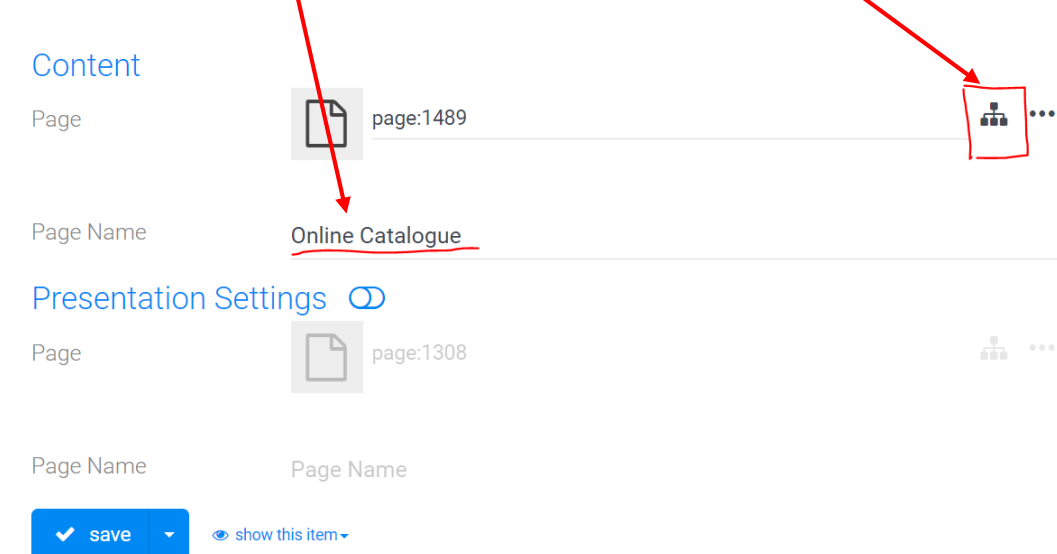
## 2.5 Related Pages App

To edit the link, click on the pencil icon



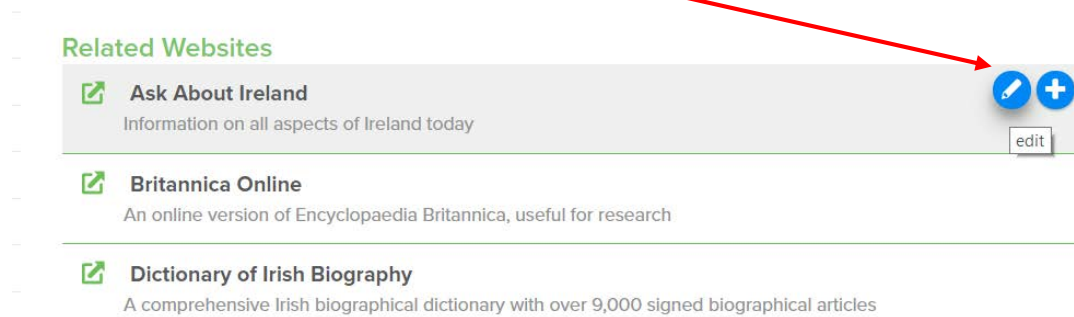
Add the page name and click on the content menu icon to find the page

**SAVE**



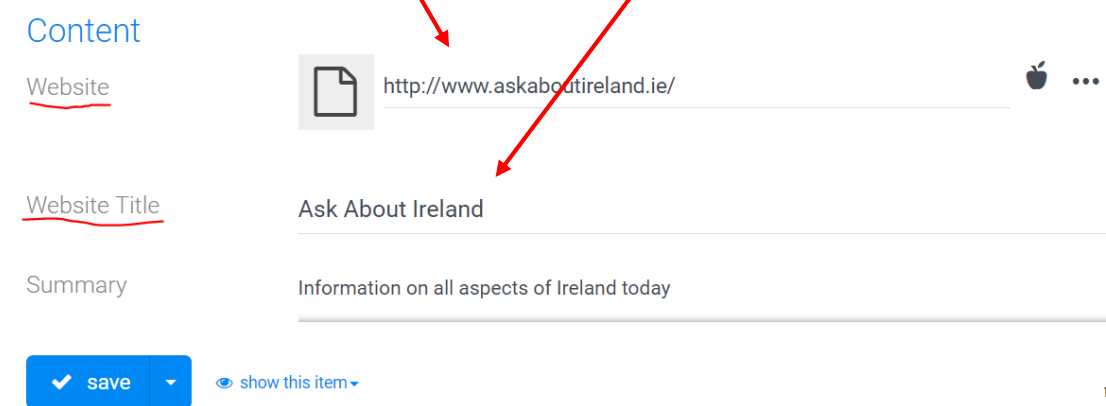
## 2.6 Related Websites App

To edit the link, click on the pencil icon



Insert the website url and add an informative title

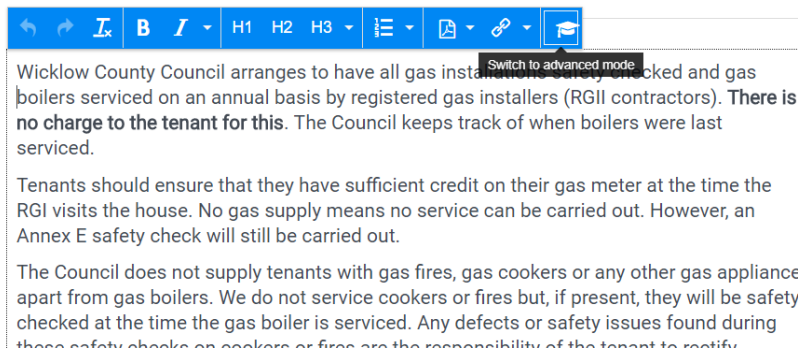
An optional summary can be added



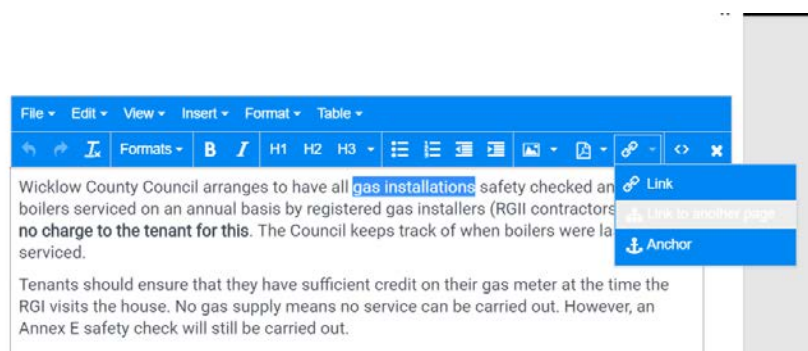
**SAVE**

## 2.7 Adding links to page content

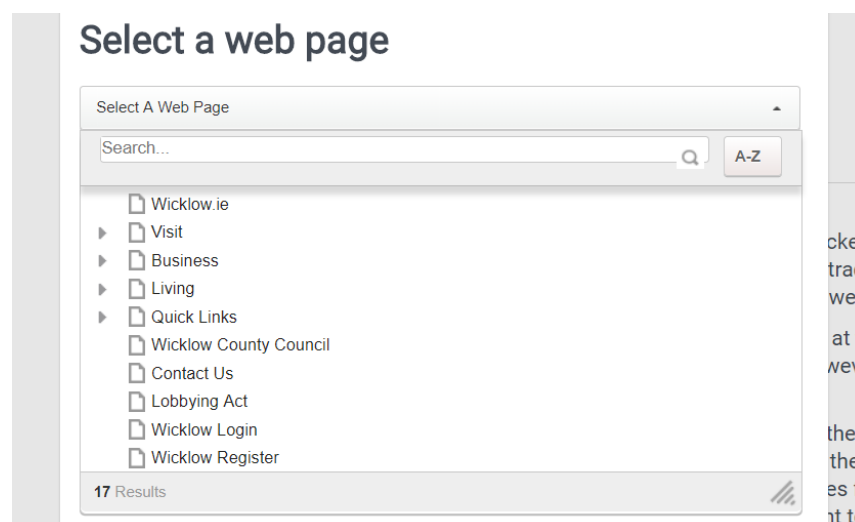
### Click the advanced mode



### Highlight and copy the text to be linked

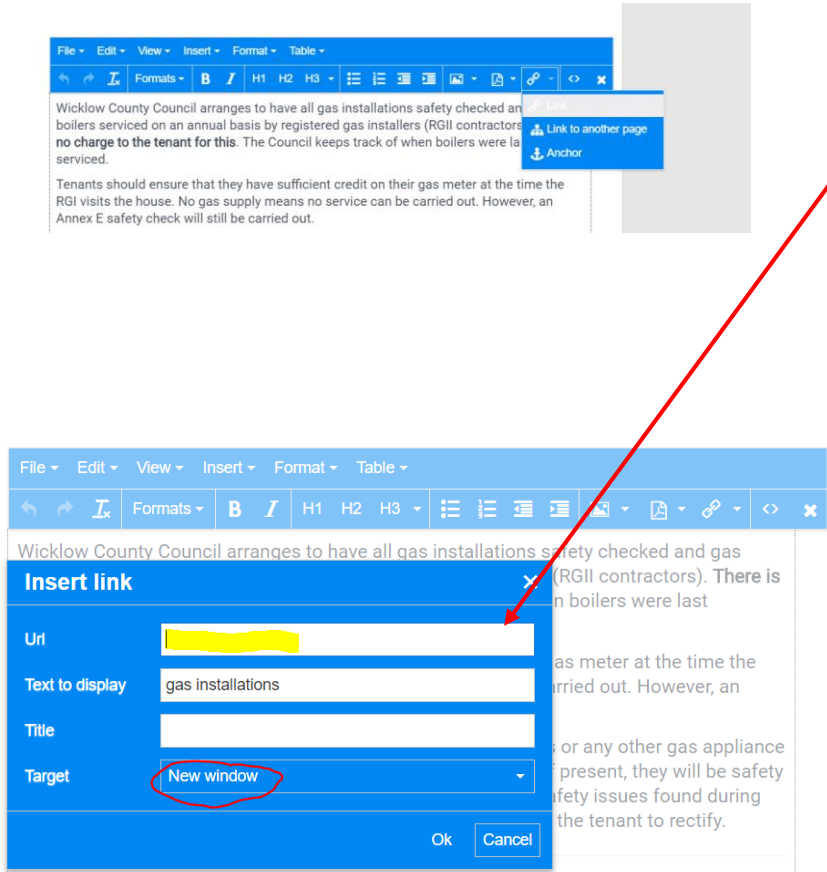


### Click link to another page and either search or locate the required destination page



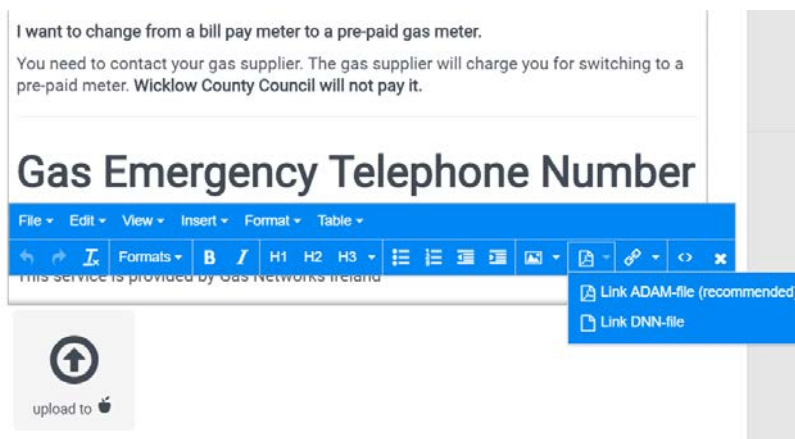
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weve  
  
ther  
they  
es f  
nt to

**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”**



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**

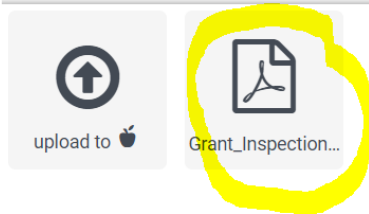
You need to contact your gas supplier. The gas supplier will charge you for switching to a pre-paid meter. Wicklow County Council will not pay it.

## Gas Emergency Telephone Number

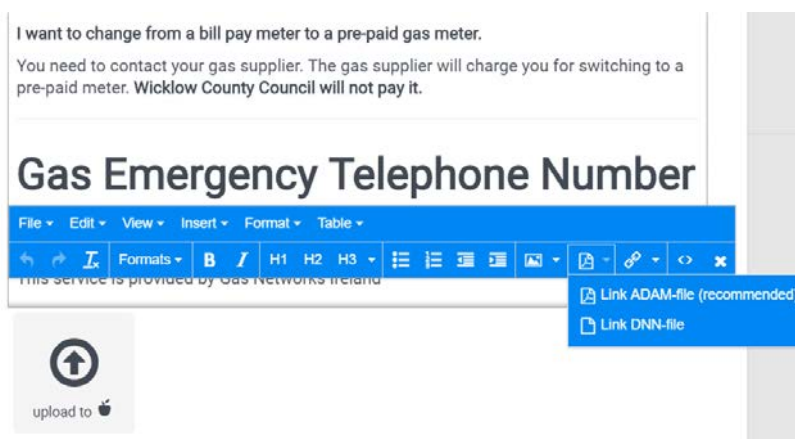
If you smell gas in the house, then call the 24-hour gas emergency service on :

Phone: 1850 20 50 50

This service is provided by Gas Networks Ireland



Alternatively click “Link-DNN-file



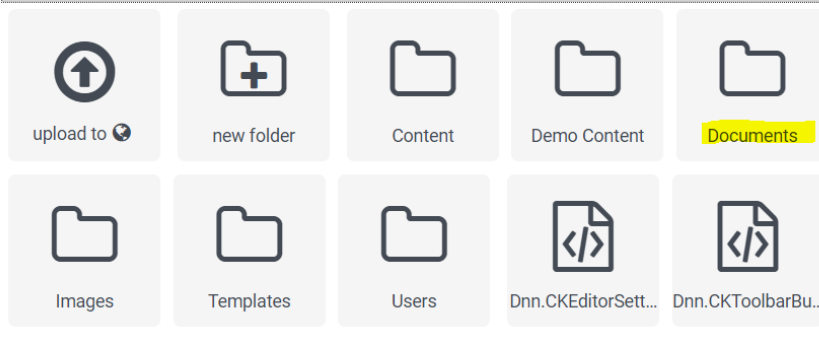
Then click documents and locate the folder with the required file

## Gas Emergency Telephone Number

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

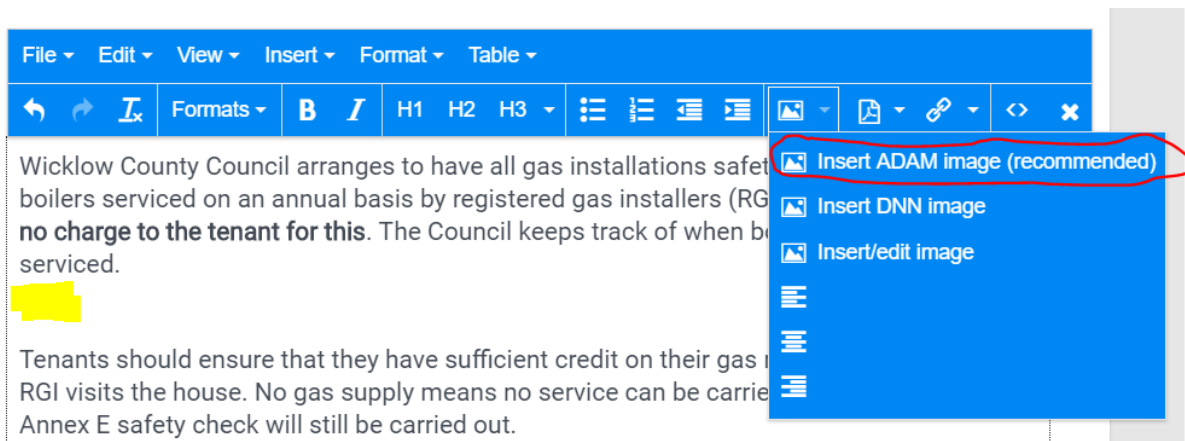
**Phone:** 1850 20 50 50

This service is provided by Gas Networks Ireland



### 2.9 Adding Images to Content

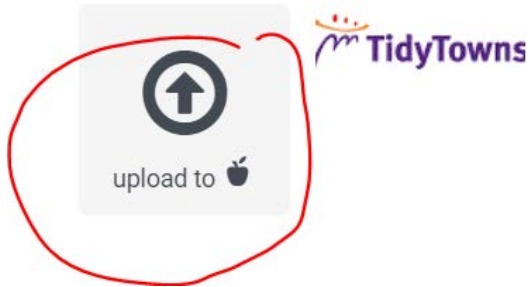
Select image location and click “Insert ADAM image”



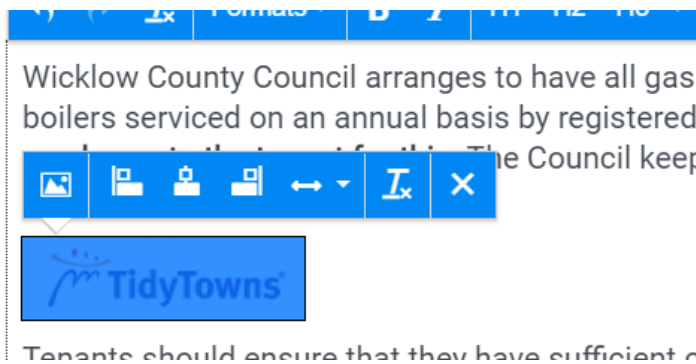
**Scroll to the bottom of the page and upload the required image**

Phone: 1850 20 50 50

This service is provided by Gas Networks Ireland



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

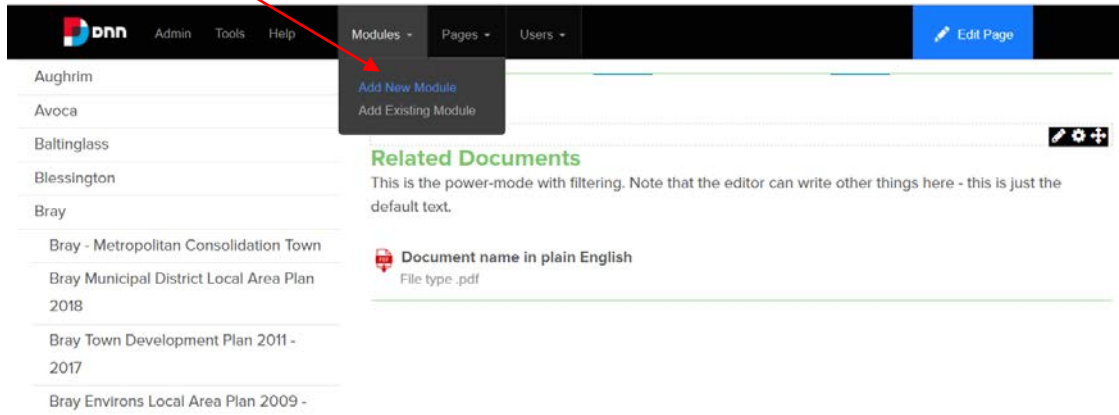


**2.10 Adding the Document App**

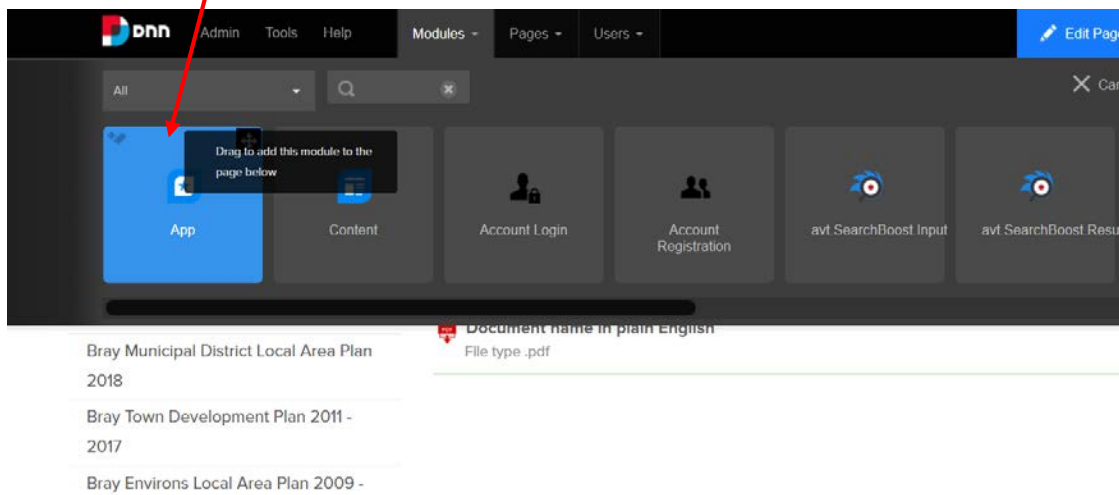
**2.10.1 Document Filtering**

To add a module that enables the filtering of documents for this page - [wicklow.ie/Living/Documents](http://wicklow.ie/Living/Documents)

### Click “add new Module”

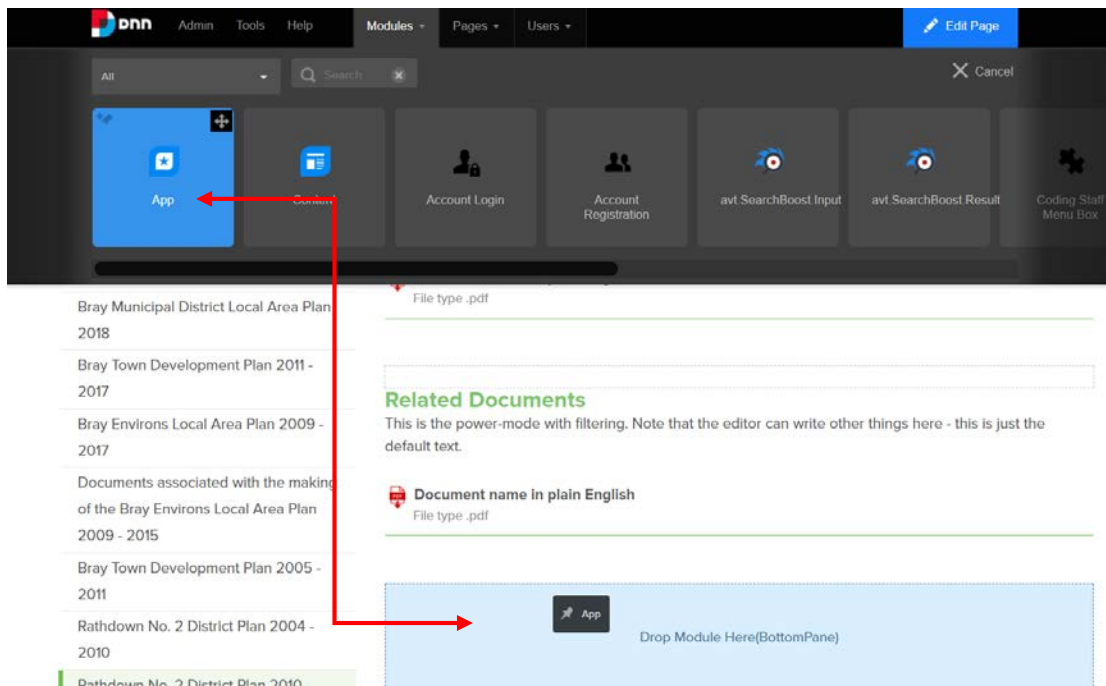


### Select the App module

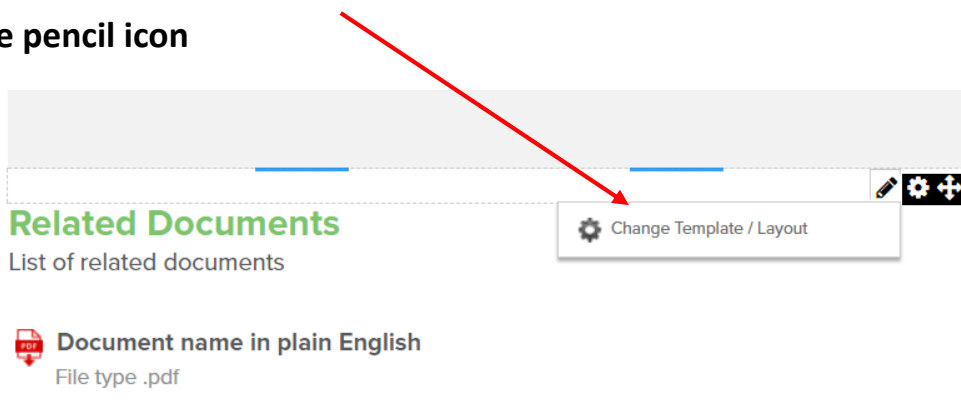




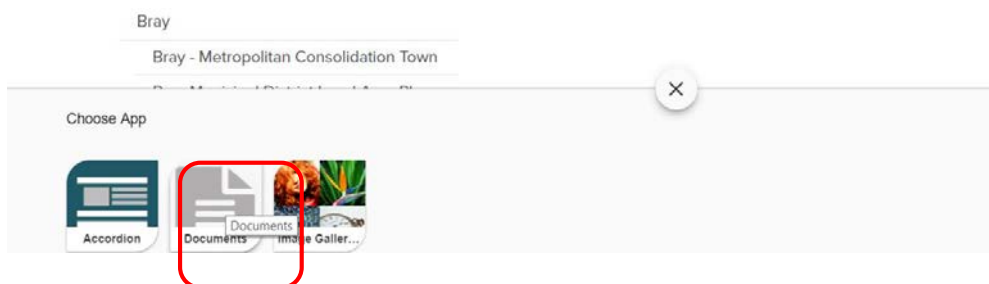
### Drag and drop the module into required location



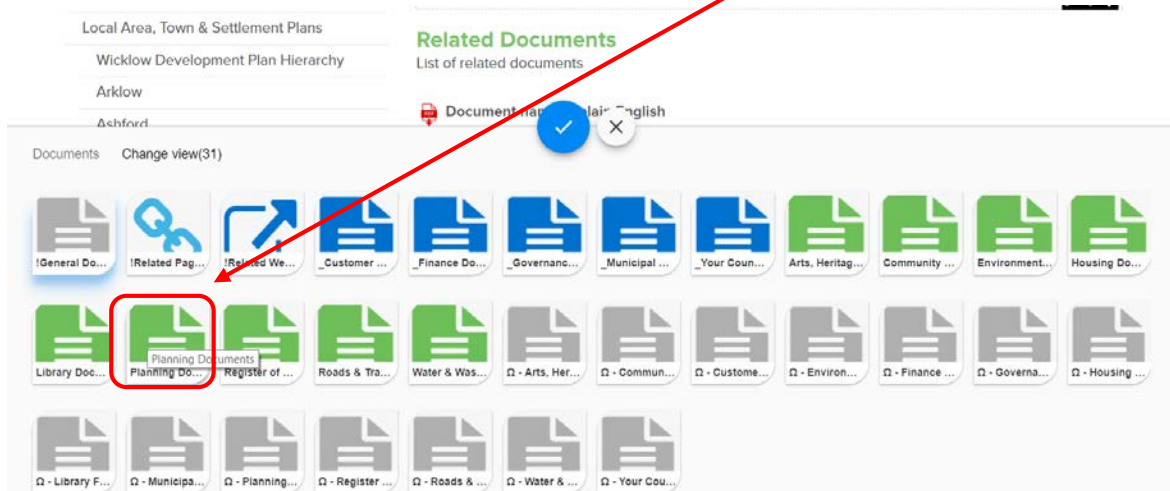
To enable the pdf document filtering click the Change Template/Layout from the pencil icon



### Select the Document app



**A choice of filtering sections will appear. Select the relevant section ie: Planning and click the ✓ to confirm**

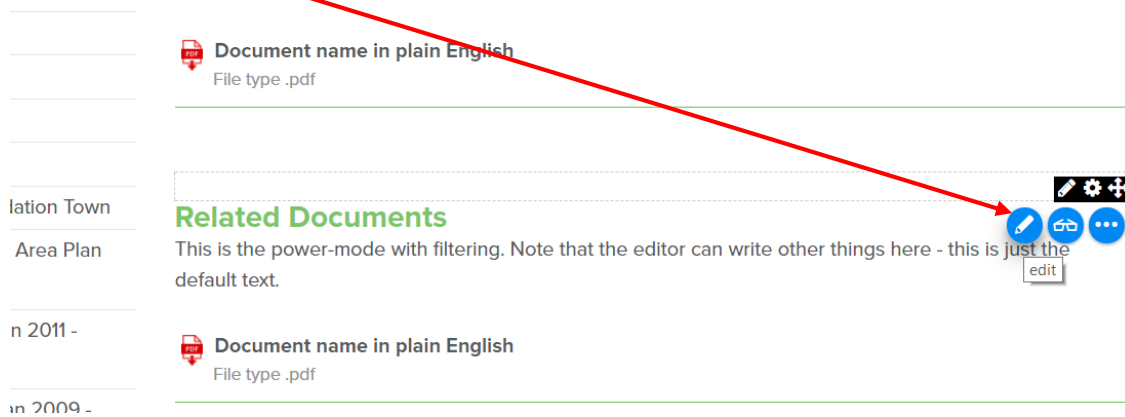


**Green icons represent the Living – services section**

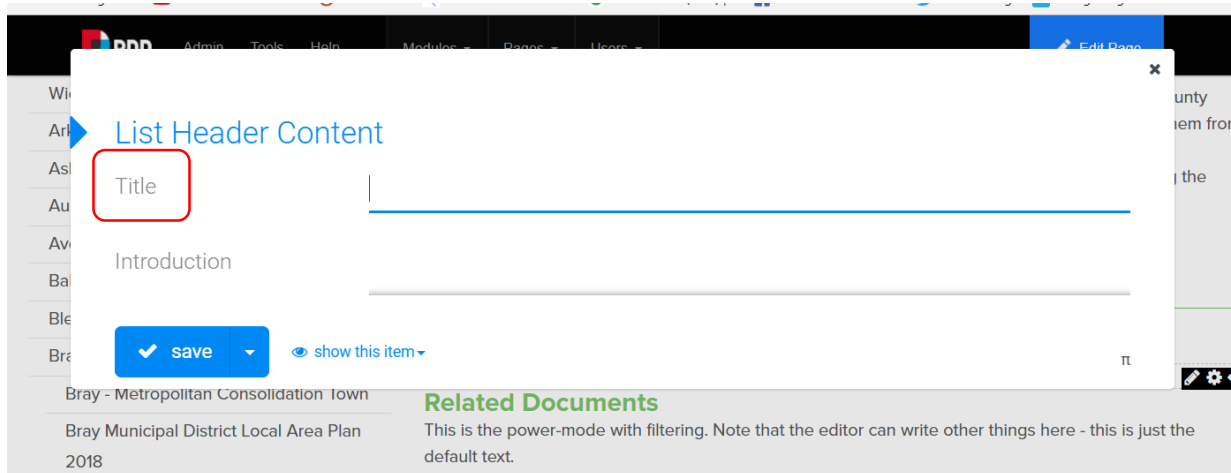
**Blue icons represent Your Council section**

### 2.10.2 Adding documents (docs/pdfs)

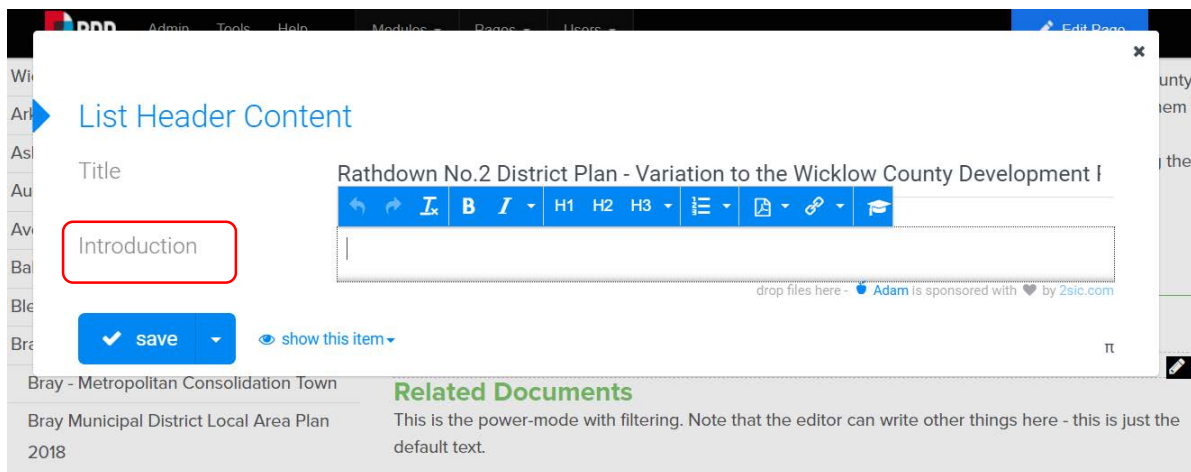
**Click the pencil/edit icon**



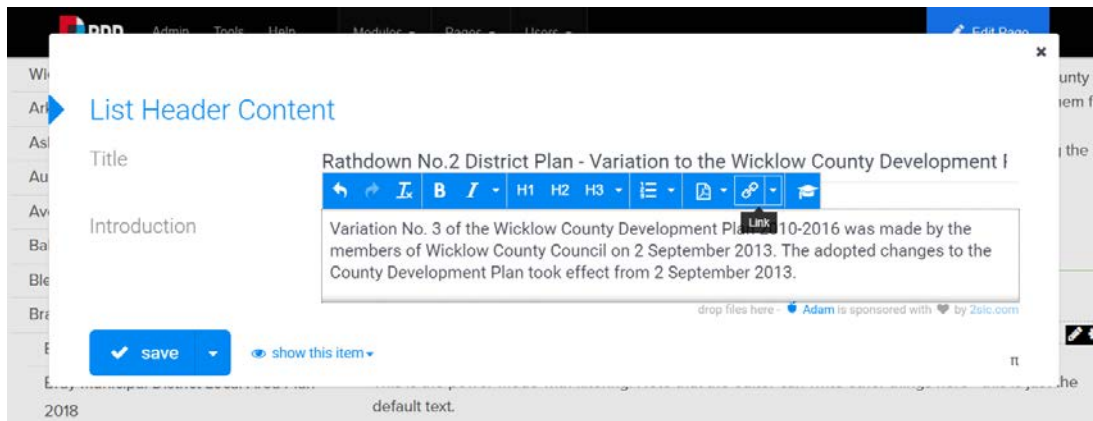
## Enter a title (if required) – this appears as the Green Text



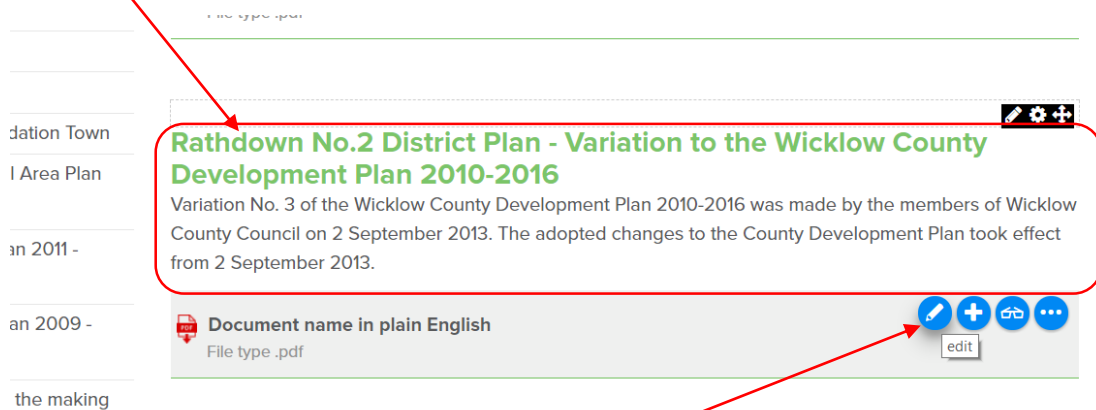
## If required add a description



## Links can be inserted to the description text

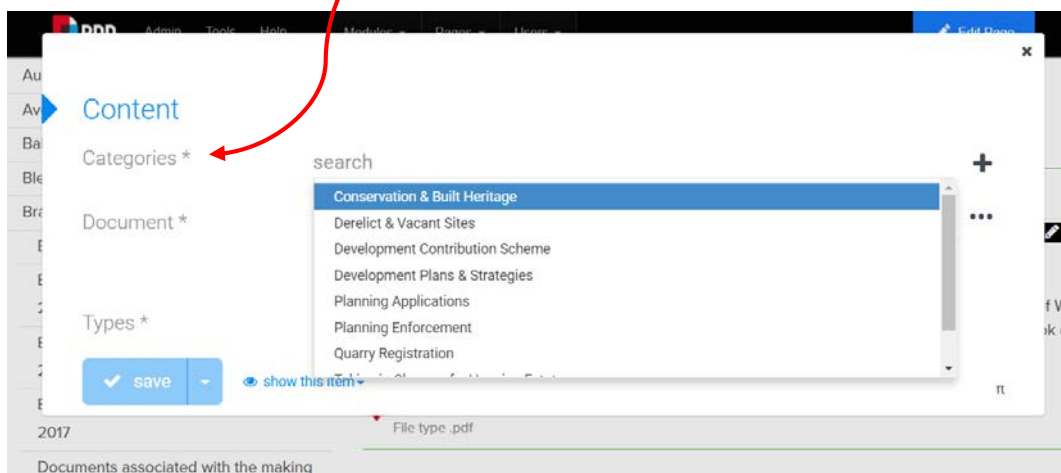


## Title - Description

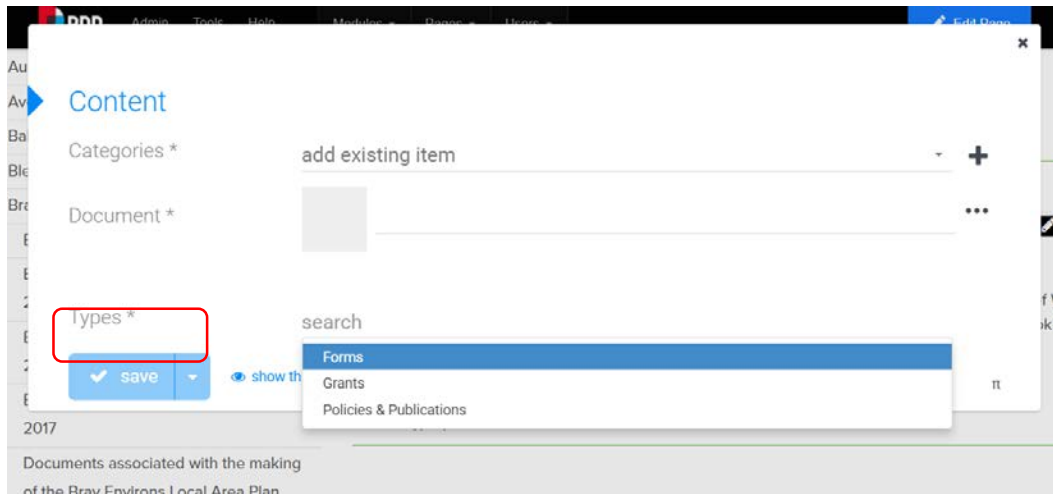


To add the documents, click the lower pencil icon

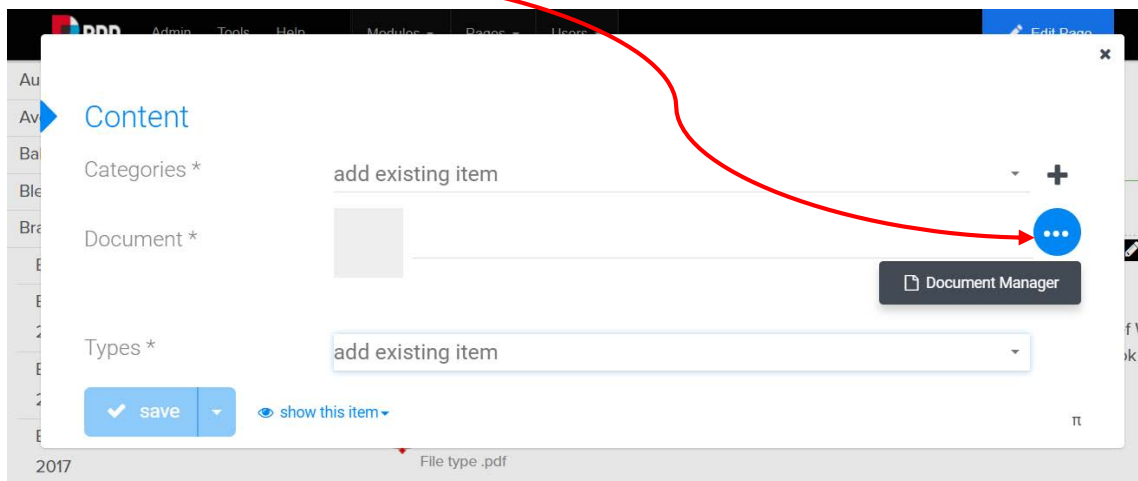
Select the document category from the top dropdown



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.

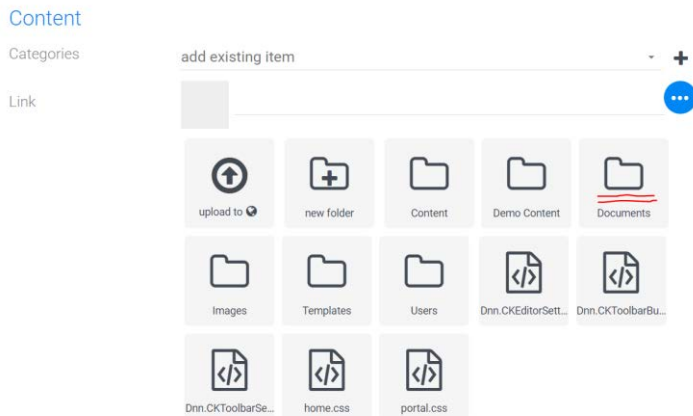
## Documents

## Planning

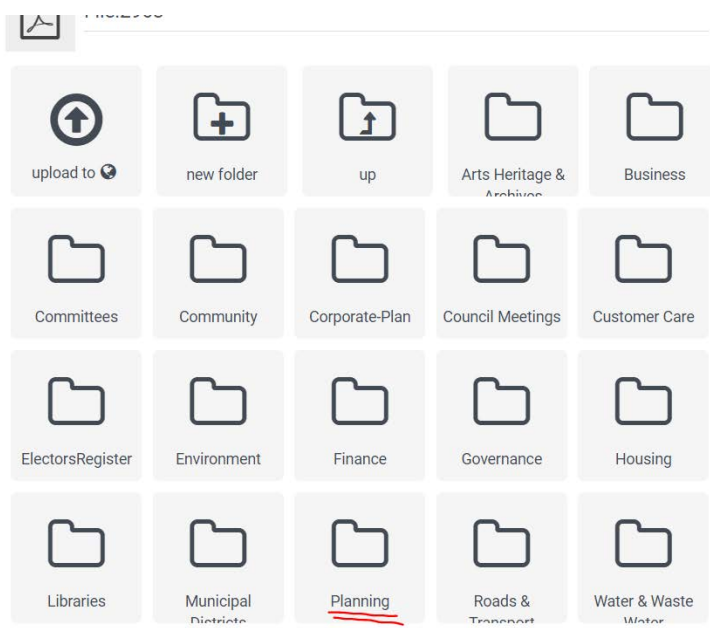
## Planning Enforcement

:/en-ie/Living/Services/**Planning/Planning-Enforcement**

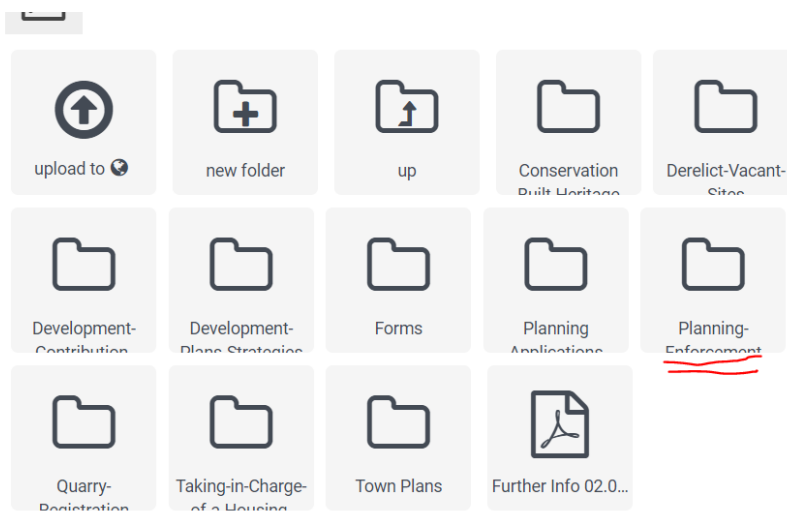
## Click Documents



## Click Planning

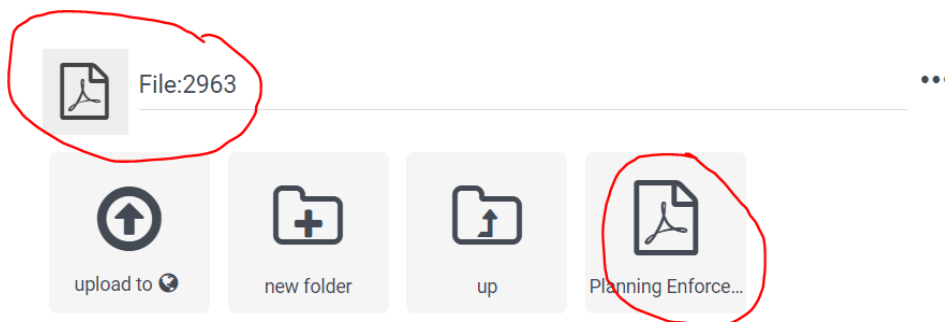


## Click Planning Enforcement



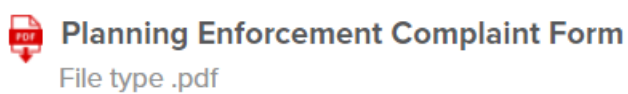
</en-ie/Living/Services/Planning/Planning-Enforcement>

Here the file is uploaded and saved

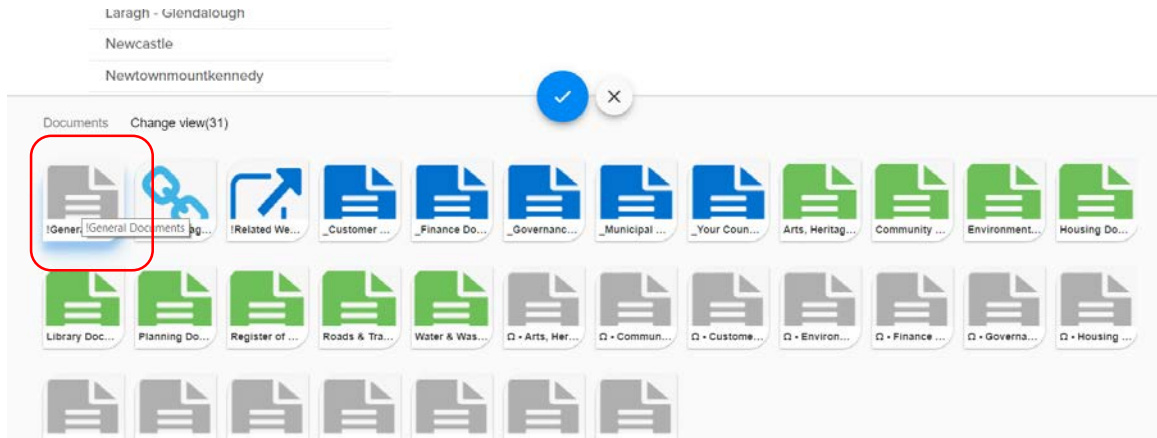


The pdf appears as below

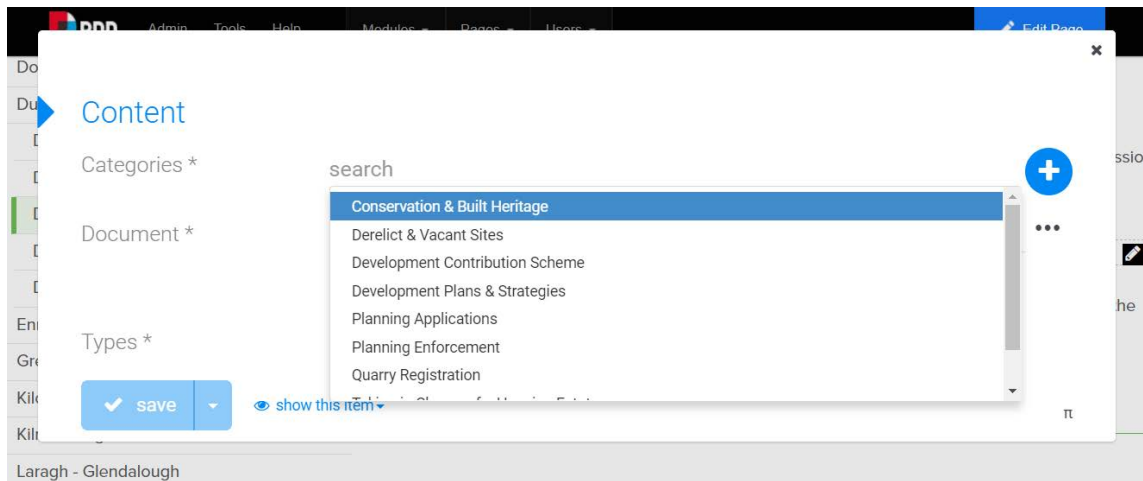
## Planning Enforcement Complaint Form



If the general document app is selected a full listing of all categories will display

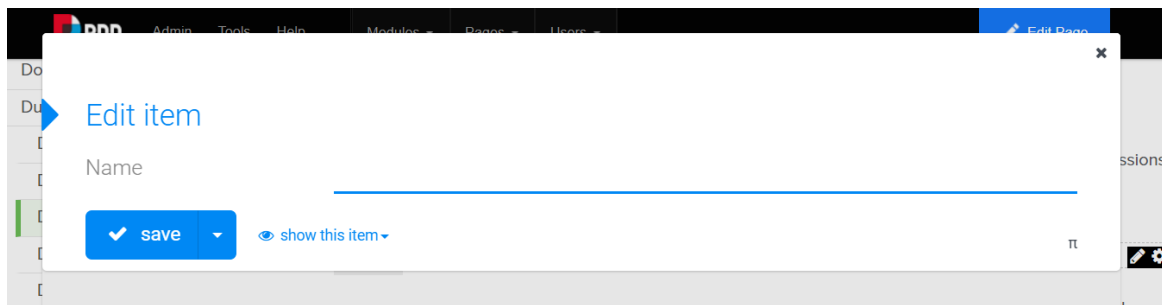


To add a new category, click the +





## Add the new category name and SAVE



### 2.10.3 To add a document linked to text.

#### Highlight the text

If your payment is listed, you simply complete a Household Budget form, sign twice where indicated, and send this to the Housing Rents Section. You can also drop your form into your local Council offices.

The maximum amount that can be taken from your payment is 25%, so if you receive €193 per week, this is €193 divided by 4 = €48.25 per week.

You can download a [Household Budget Form](#), or if you would like a form posted to you, contact us at 0404-20120 or [Housing2@wicklowcoco.ie](mailto:Housing2@wicklowcoco.ie) and request that a Rents Payment Pack be sent to you.

**2. Bank Standing Order:**

If you cannot pay your rent by Household Budget, the Council recommends that you pay your rent by Bank. You must contact your bank to do this. Please click on the following link for the Council's bank details [Standing Order Form](#).

**3. Direct Debit:**

You can also pay your rent by monthly Direct Debit each month

To work out how much your monthly payment is, it is weekly rent X 52 weeks divided by 12 months, e.g. Rent €25 x 52 divided by 12 = €108.33 per month.

If you would like to pay by Direct Debit, please complete the Direct Debit Form Housing Rent and return this to the Housing Rents Section.

If you need help with any of the above, please contact the Rents Section at 0404-20120 or [Housing2@wicklowcoco.ie](mailto:Housing2@wicklowcoco.ie).

Meetings can be arranged by appointment at Wicklow County Council, Station Road, Wicklow Town. Or you can drop into Housing Section Counter to speak with a member of the Rents Team.

File - Edit - View - Insert - Format - Table -

show th

## Click on the document “link ADAM”

If your payment is listed, you simply complete a Household Budget form, sign twice where indicated, and send this to the Housing Rents Section. You can also drop your form into your local Council offices.

The maximum amount that can be taken from your payment is 25%, so if you receive €193 per week, this is €193 divided by 4 = €48.25 per week.

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**2. Bank Standing Order:**

If you cannot pay your rent by Household Budget, the Council recommends that you pay your rent by Bank. You must contact your bank to do this. Please click on the following link for the Council's bank details [Standing Order Form](#)

**3. Direct Debit:**

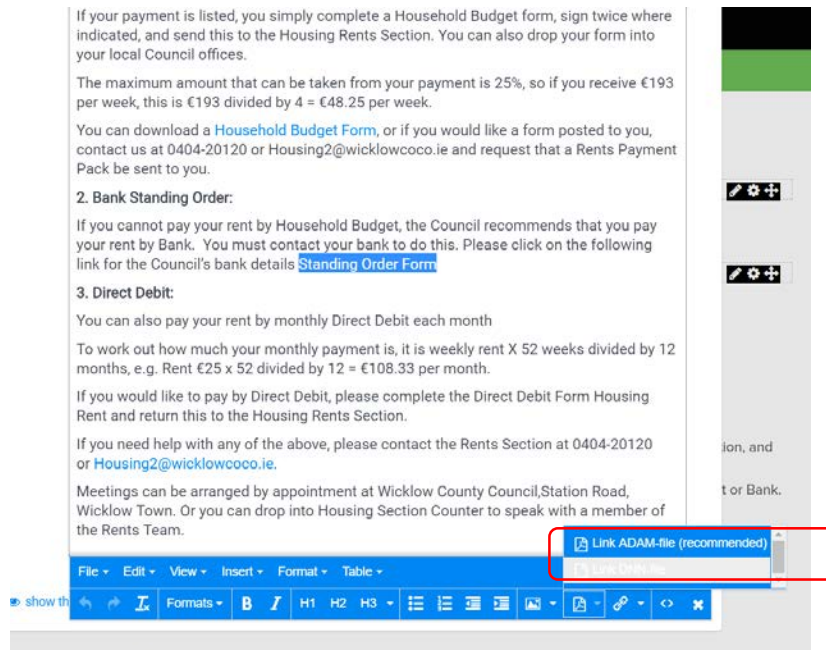
You can also pay your rent by monthly Direct Debit each month

To work out how much your monthly payment is, it is weekly rent X 52 weeks divided by 12 months, e.g. Rent €25 x 52 divided by 12 = €108.33 per month.

If you would like to pay by Direct Debit, please complete the Direct Debit Form Housing Rent and return this to the Housing Rents Section.

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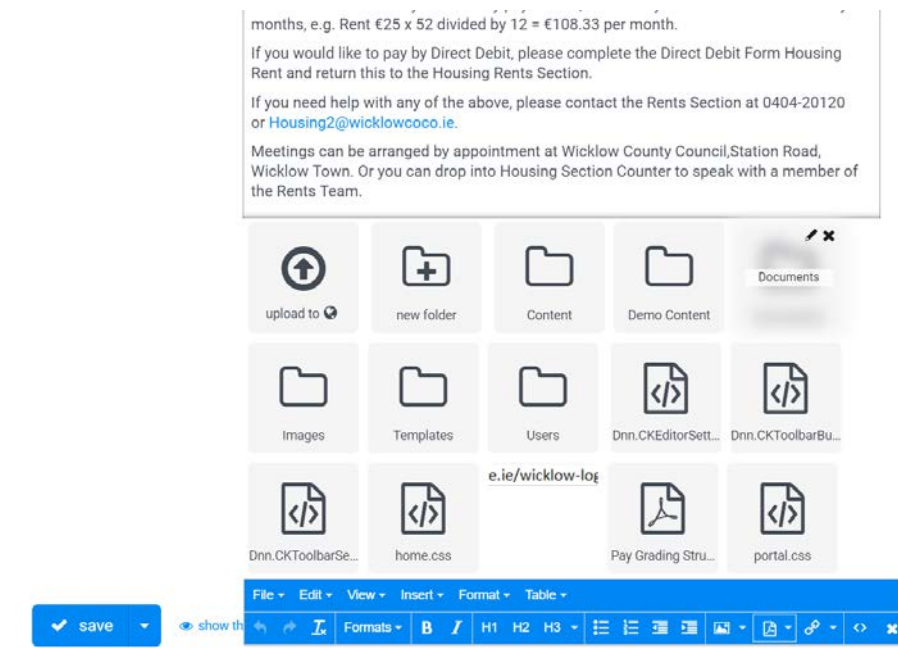
## Locate the required document folder and document and save

months, e.g. Rent €25 x 52 divided by 12 = €108.33 per month.

If you would like to pay by Direct Debit, please complete the Direct Debit Form Housing Rent and return this to the Housing Rents Section.

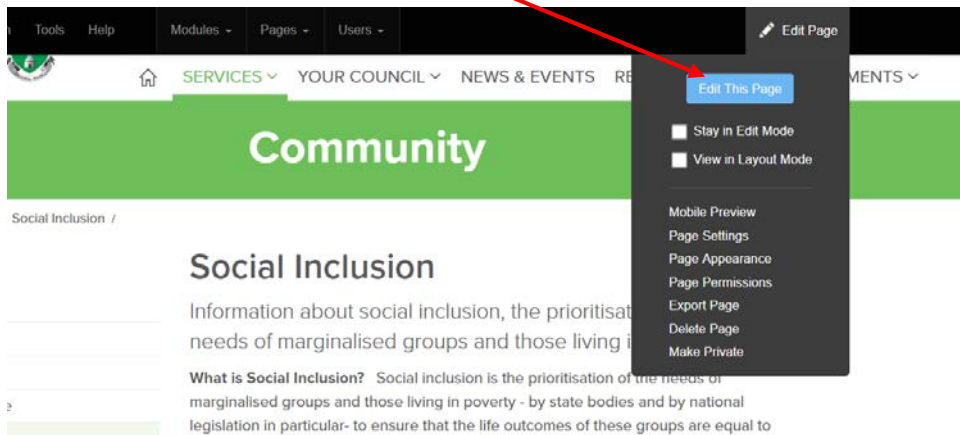
If you need help with any of the above, please contact the Rents Section at 0404-20120 or [Housing2@wicklowcoco.ie](mailto:Housing2@wicklowcoco.ie).

Meetings can be arranged by appointment at Wicklow County Council, Station Road, Wicklow Town. Or you can drop into Housing Section Counter to speak with a member of the Rents Team.

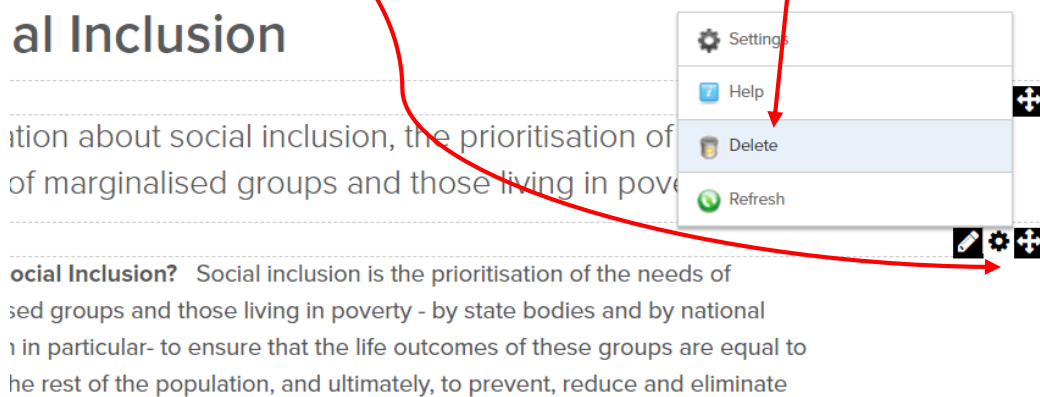


## 2.11 Deleting Modules or Apps from Pages

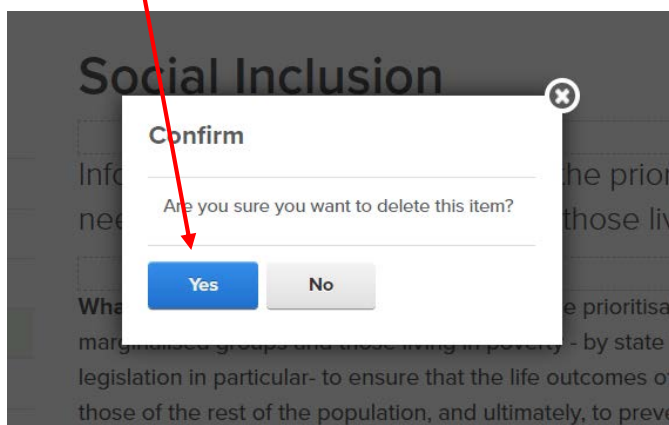
Click on the dropdown – Edit This Page



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)

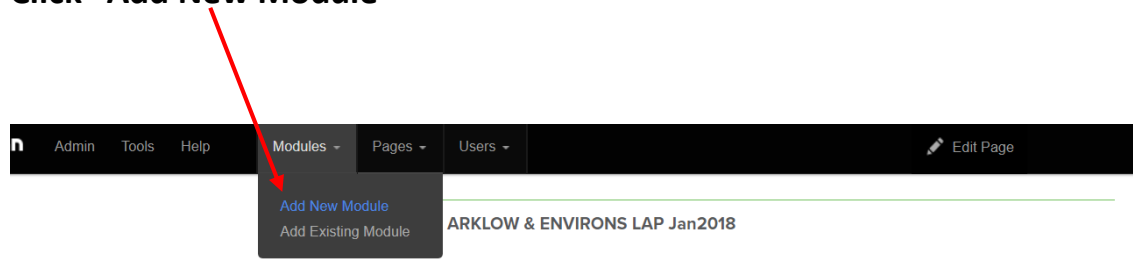
<http://wik.inventise.ie/Living/Services/Planning/Development-Plans-Strategies/Local-Area-Town-Settlement-Plans/Arklow/Arklow-Environs-Local-Area-Plan-2018>

#### 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”

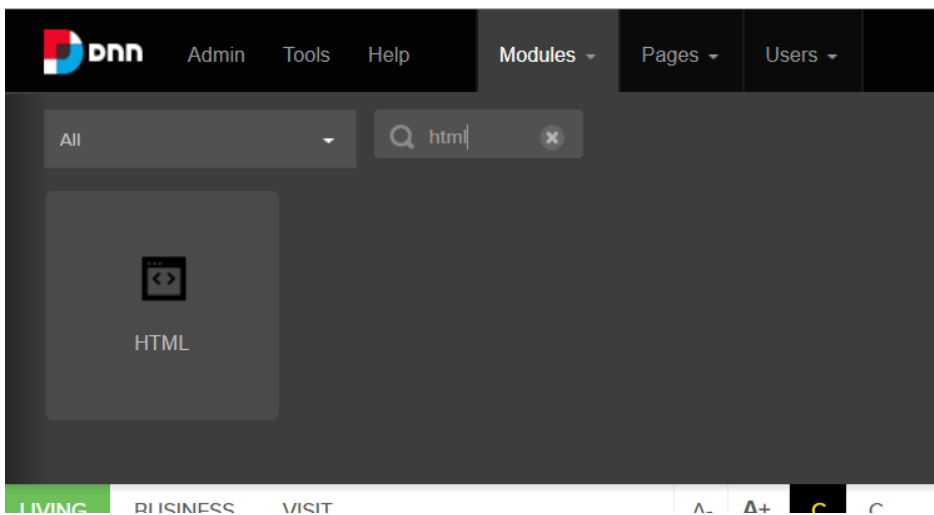
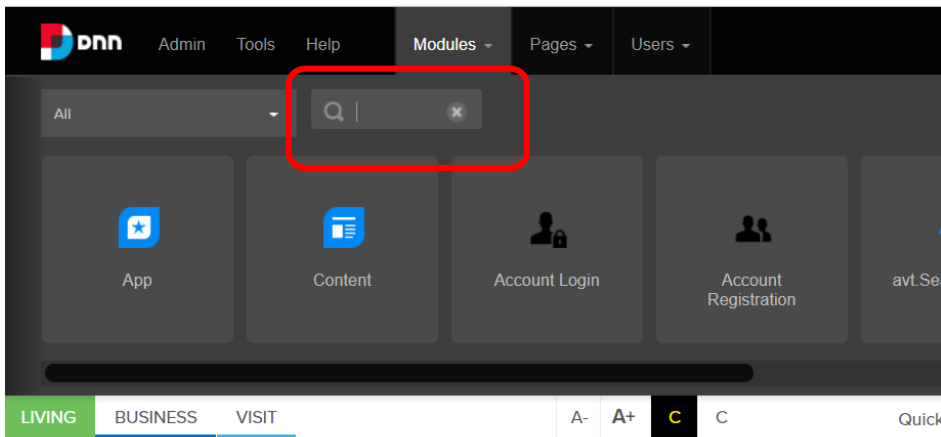


#### Stage 6: Adopted Local Area Plan

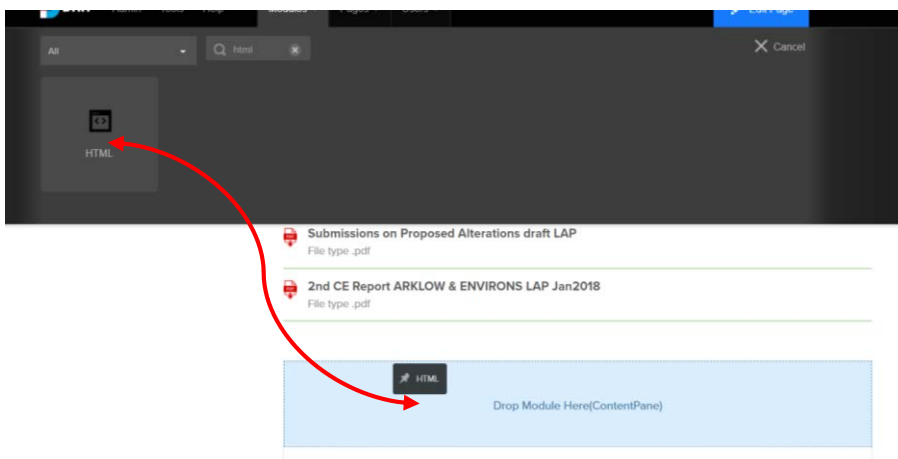
The Arklow and Environs Local Area Plan 2018 - 2024 was made at the County Council meeting of the 05.02.18 and came into effect on the 04.03.18.

[Adopted Arklow and Environs Local Area Plan 2018-2024](#)

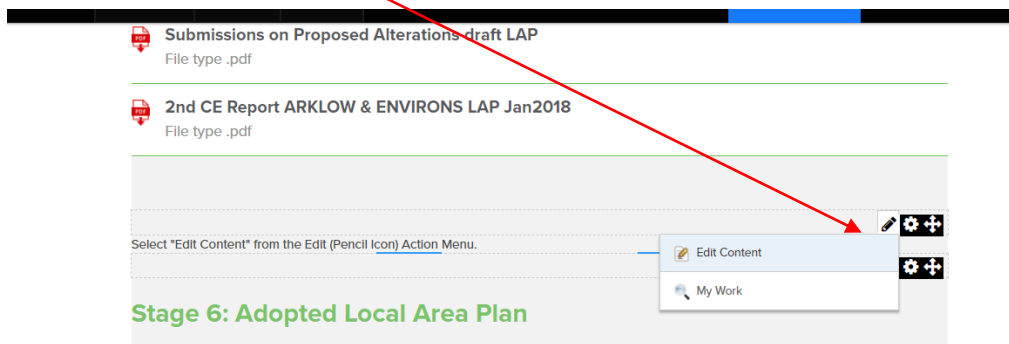
### In the search box add "HTML"



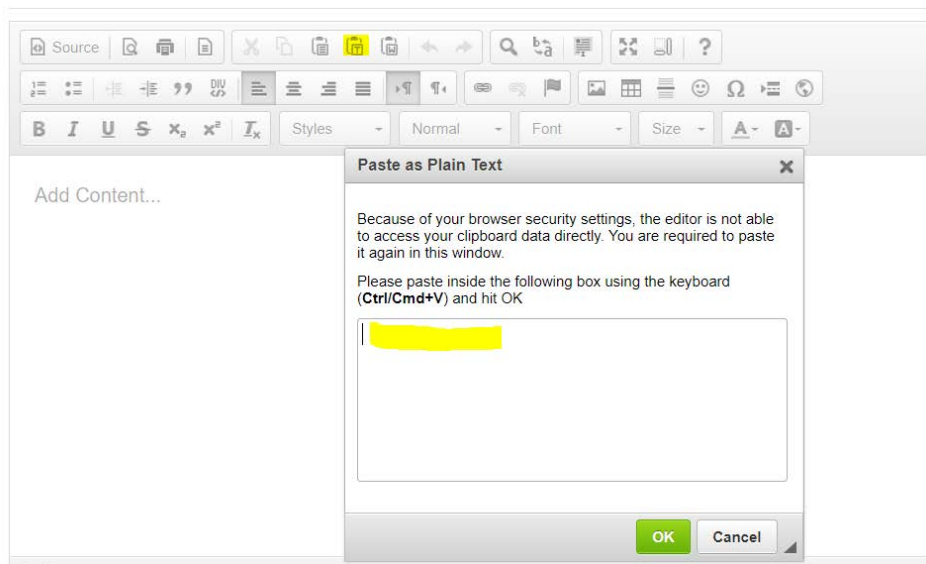
### Drag and drop the HTML module into position



## Click the pencil icon edit content

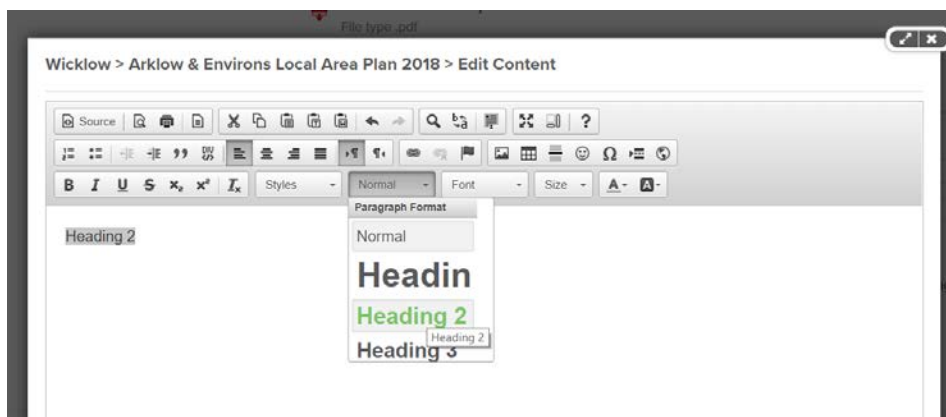


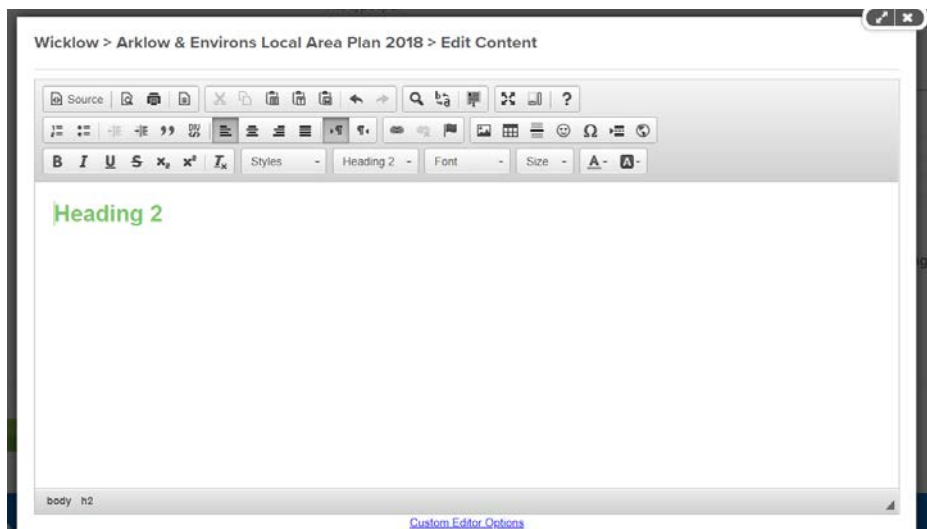
## In the editorial box add your content or if you copy content from another source paste into the box "Paste as Plain Text"



## Highlight your heading

## Then from the dropdown select Heading 2

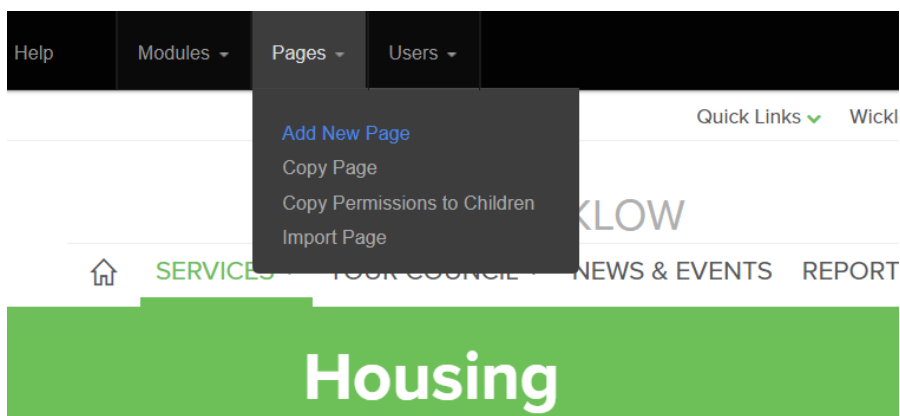




**SAVE**

### 3.2 Adding New Pages

Click add new page



## Fill in the page name, page title and description

Page Details	Permissions	Advanced Settings
Page Name: *	<input type="text" value="Estate Management"/>	
Page Title:	<input type="text" value="Estate Management   Wicklow.ie"/>	
Page URL:	<input type="text" value="wik.inventise.ie"/> <input type="text" value="/Living/Services/Housing/Social-Housing/Estate"/>	
Do Not Redirect:	<input type="checkbox"/>	
Description:	<input type="text" value="Details of how tenants can play a large role in the management of their housing estate, supported by the Housing Directorate."/>	
Keywords:	<input type="text"/>	

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

Tags:	<input type="text"/>
Parent Page:	<input type="text" value=".....Social Housing"/>
Insert Page:	<input type="radio"/> Before <input checked="" type="radio"/> After <input type="radio"/> Add to End
	<input type="text" value="Estate Management"/>
Template Folder:	<input type="text" value="Templates"/>
Page Template:	<input type="text" value="Default"/>
Include In Menu?	<input checked="" type="checkbox"/>



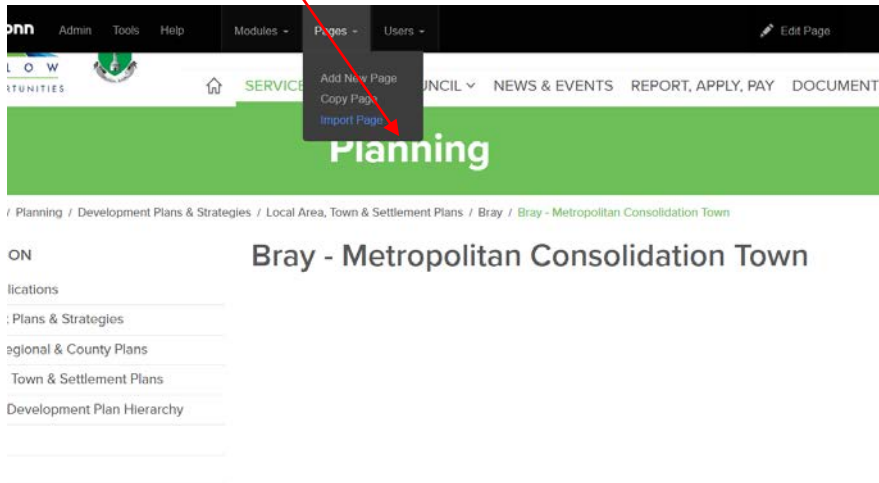
### 3.3 Importing Pre-Built Template to Pages

**NOTE - A new page must be added before you can import a page template**

#### Import page

Pages can be imported with pre-built modules installed.

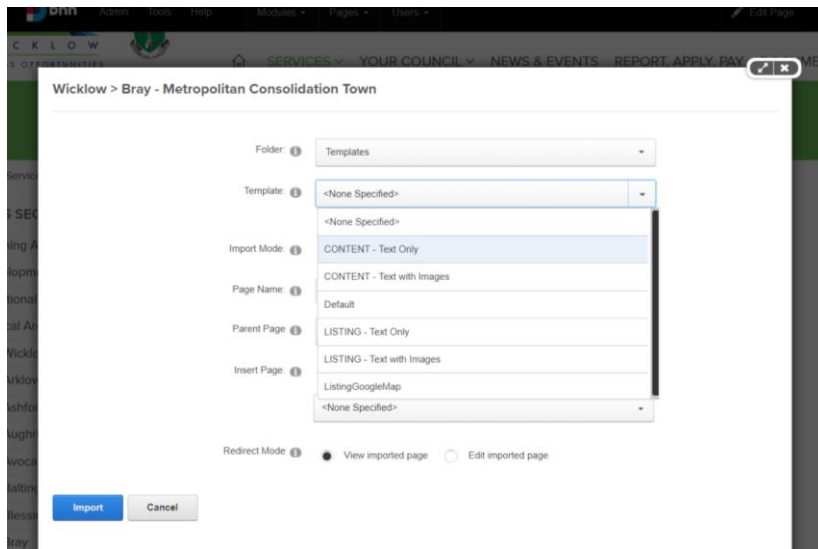
Click “import page”



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

business / Business Environment /


**IN THIS SECTION**

- Wicklow Infrastructure
- Wicklow Facts & Figures
- Key Business Locations
- Skilled Workforce**
- Establishing a Business in Wicklow
- Socio Economic Profile Database
- Wicklow Unique Quality of Life

### Skilled Workforce

Details of the highly skilled workforce in Co. Wicklow, perfect for growing businesses.

#### Skilled Workforce



Wicklow has a talented pool of labour and a highly skilled workforce. University College Dublin, the largest university in the country, and Carlow Institute of Technology are located in close proximity and provide talented graduates in a diverse range of sectors. Wicklow County Campus, a unique venture developed in conjunction with the IT Carlow, offers higher education and enterprise development courses on a single campus in the county at Rathnew with a specific enterprise/research and development focus.

Outside of Dublin, Wicklow ranked first for the highest proportion (21%) of population for educational attainment (Degree, First grad. PhD). An excellent score of 44% for 44% of the workforce, there is significant opportunity for businesses establishing in Co. Wicklow to tap into a highly qualified professional labour force seeking to work locally.

## Example – CONTENT Text only

Living / Services / Planning / Planning Applications / Apply for Planning /

**IN THIS SECTION**

- Planning Applications
  - Online Planning
  - Weekly Planning Lists
- Pre-planning
- Apply for Planning
  - Sample Newspaper Notice
  - Approved Newspapers
  - Sample Site Notice
  - Soil Testing
  - Checklist
  - Social Housing Exemption - Section 97
  - Extension of Planning Applications -

### Role of Elected Member

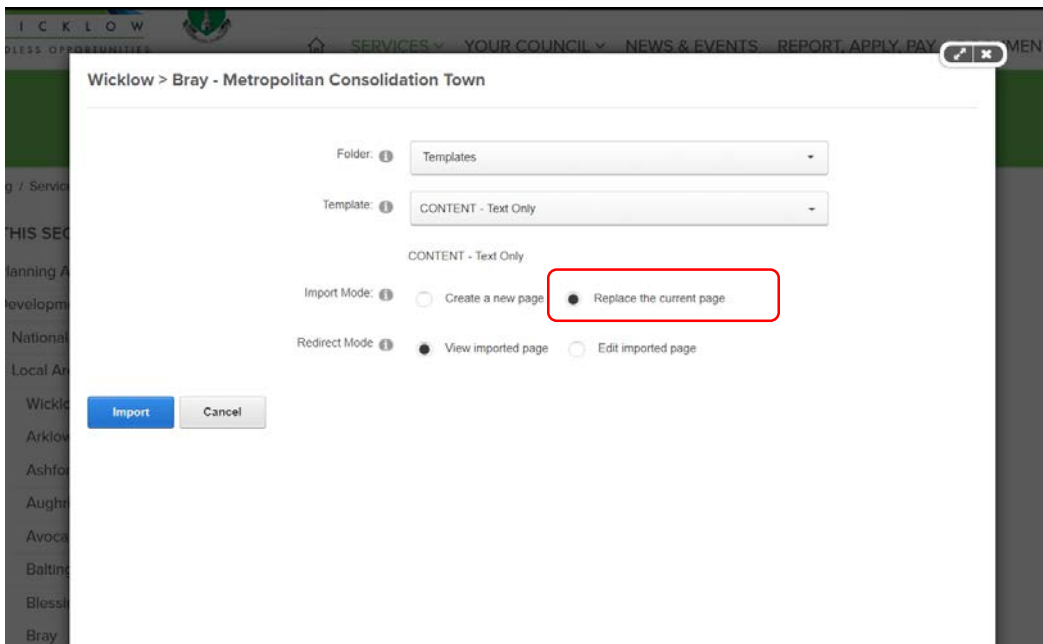
Information on the role of elected members in the pre-planning process.

Generally, elected members have no role in relation to pre-planning. They may submit a pre-planning query on behalf of an applicant and request that advice should be given to the applicant or to the member on their behalf.

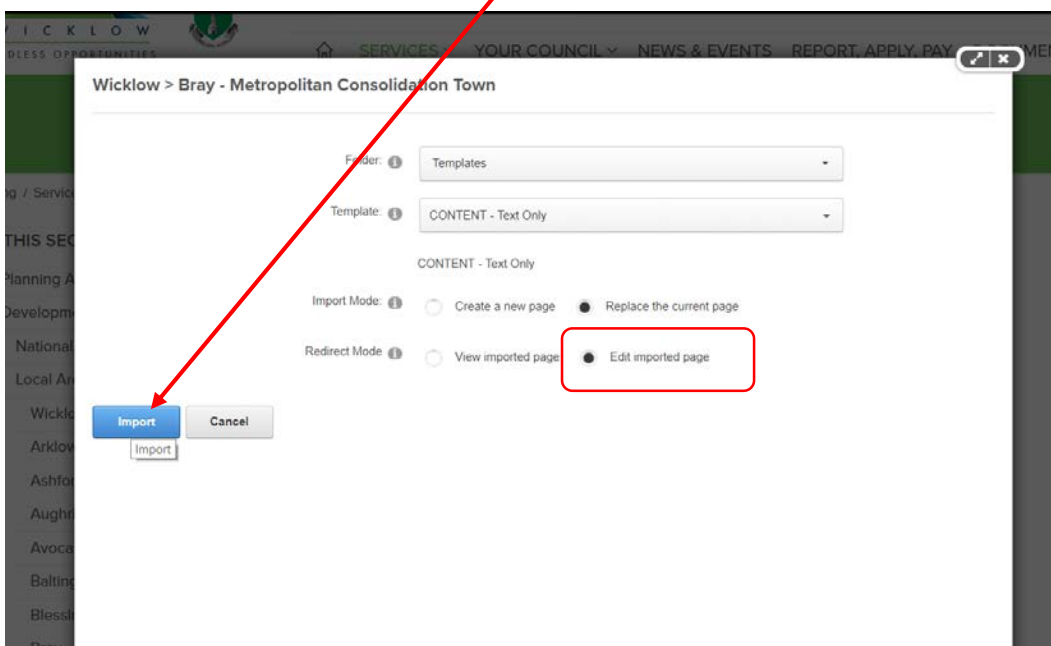
However, the elected member has a very important role in determining the planning policy for the county, as set out in such documents as the County Development Plan and Local Area Plans.

The member's role in relation to planning applications is therefore confined to making representations on behalf of either the applicant or third parties on a particular application.

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**

**Page Settings**

Page Details | Permissions | Advanced Settings

Page Name: \*

Page Title:

Page URL:

Do Not Redirect:

Description:

Keywords:

Tags:

Parent Page:

Include In Menu?

**Update Page** Delete Cancel

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

**The page will appear with five preinstalled modules**

ins & Strategies / Local Area, Town & Settlement Plans / Bray / [Bray - Metropolitan Consolidation Town](#)

**Bray - Metropolitan Consolidation Town**

Page summary: Between 10-20 words that capture what the content is about.  
Words that capture what the content is about. (p-Lead)

by

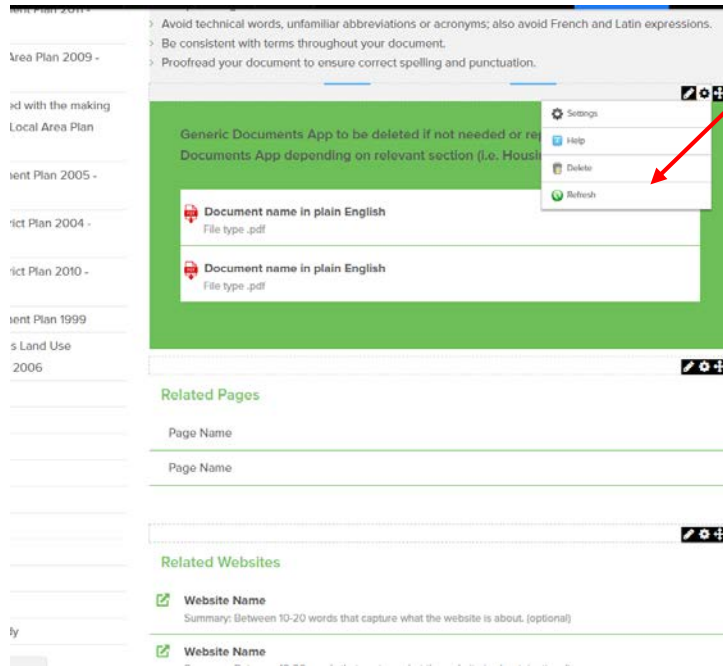
**Heading (H2)**  
Help members of the public to scan text - Break text into chunks using short paragraphs, lists and sub-headings in order to help members of the public quickly understand and absorb information. Keep content clear and concise.

- > Use plain English.
- > Avoid technical words, unfamiliar abbreviations or acronyms; also avoid French and Latin expressions.
- > Be consistent with terms throughout your document.
- > Proofread your document to ensure correct spelling and punctuation.

**Heading (H2)**  
Help members of the public to scan text - Break text into chunks using short paragraphs, lists and sub-headings in order to help members of the public quickly understand and absorb information. Keep content clear and concise.

- > Use plain English.
- > Avoid technical words, unfamiliar abbreviations or acronyms; also avoid French and Latin expressions.
- > Be consistent with terms throughout your document.
- > Proofread your document to ensure correct spelling and punctuation.

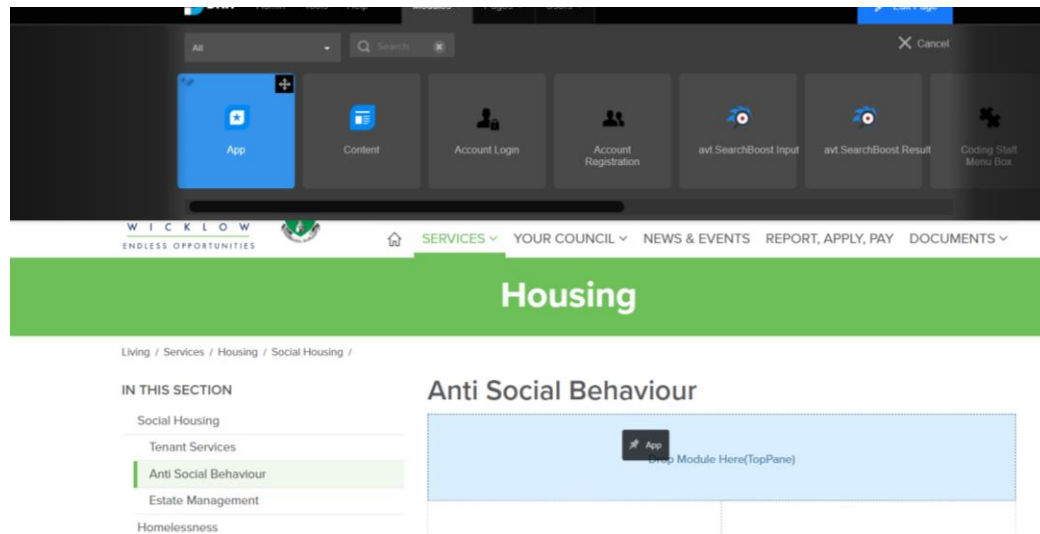
If you do NOT need all of the modules they can be deleted from the dropdown



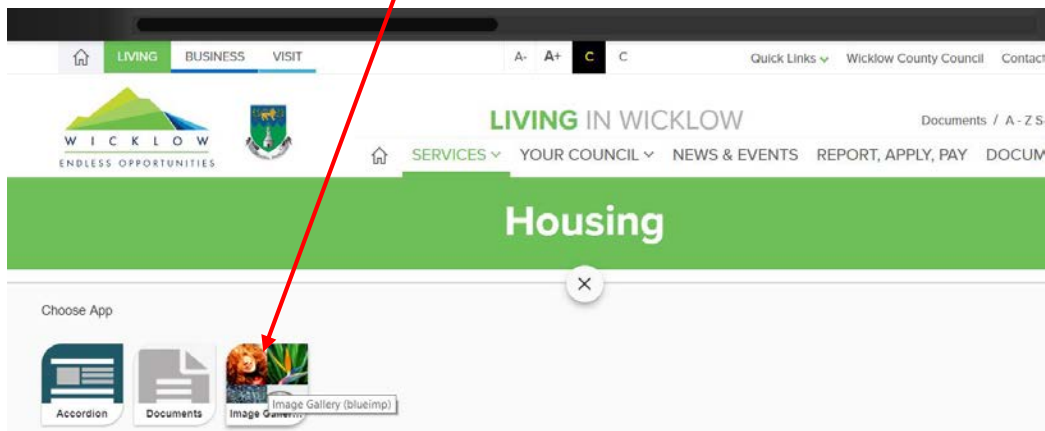
Please refer to instructions to use the document app for any documents that need to be added to the page

### 3.4 Adding Image Galleries to Pages

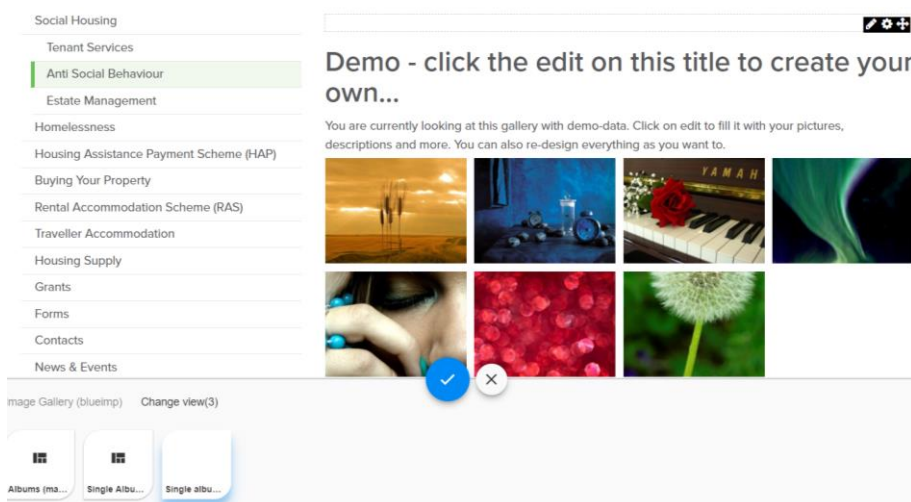
Click on the app module drag and drop it into required position

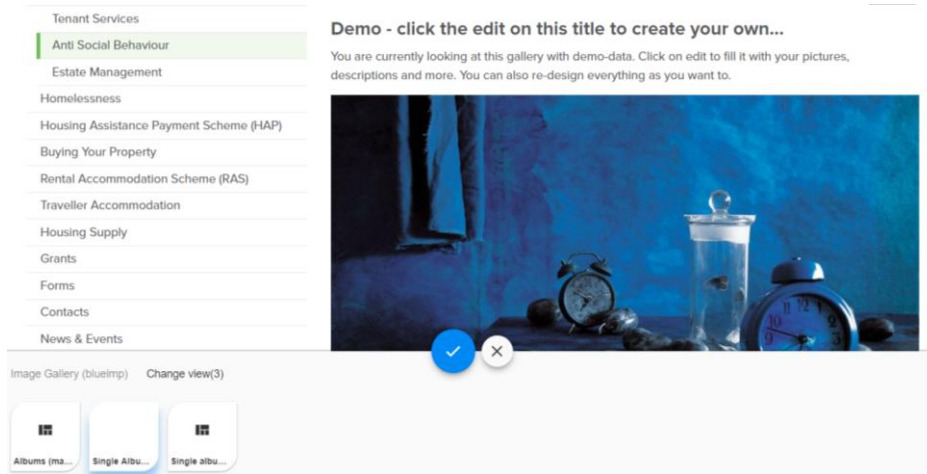


## On the popup select image gallery

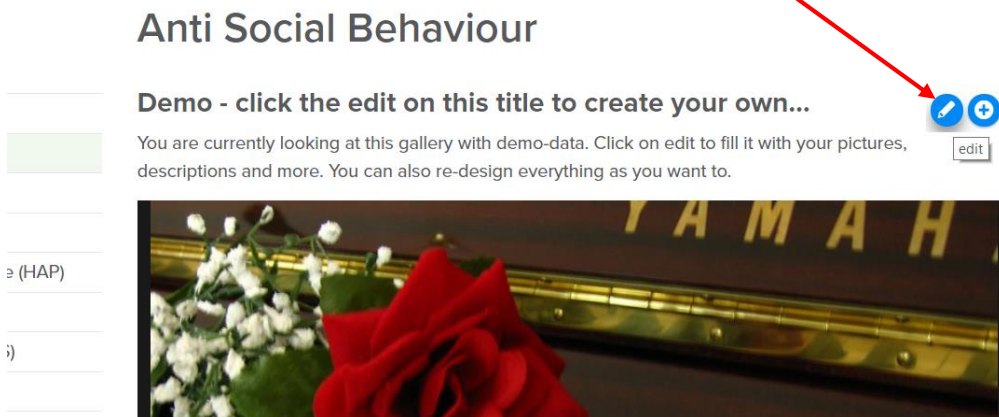


## Select the gallery style required

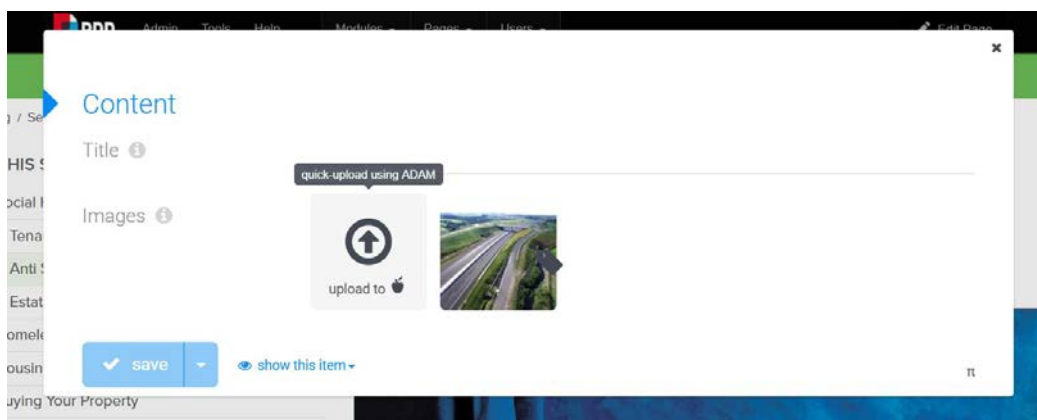




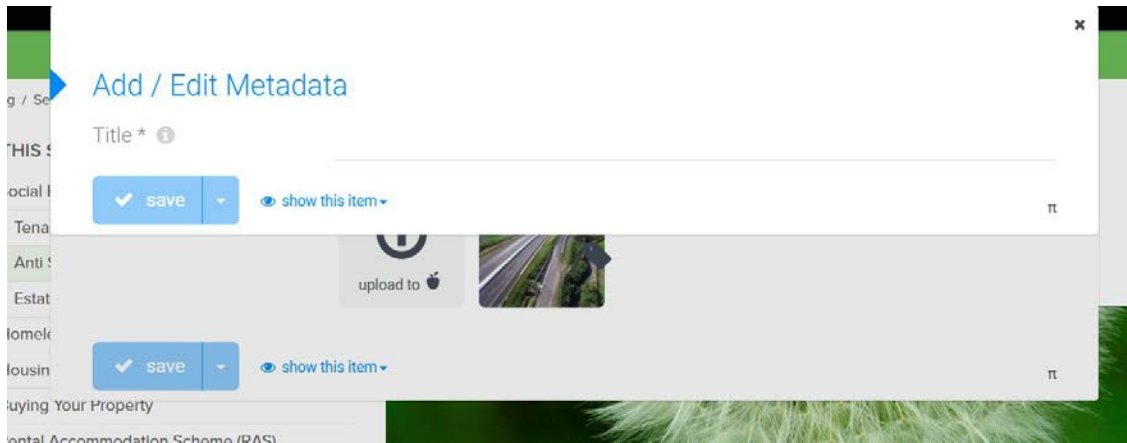
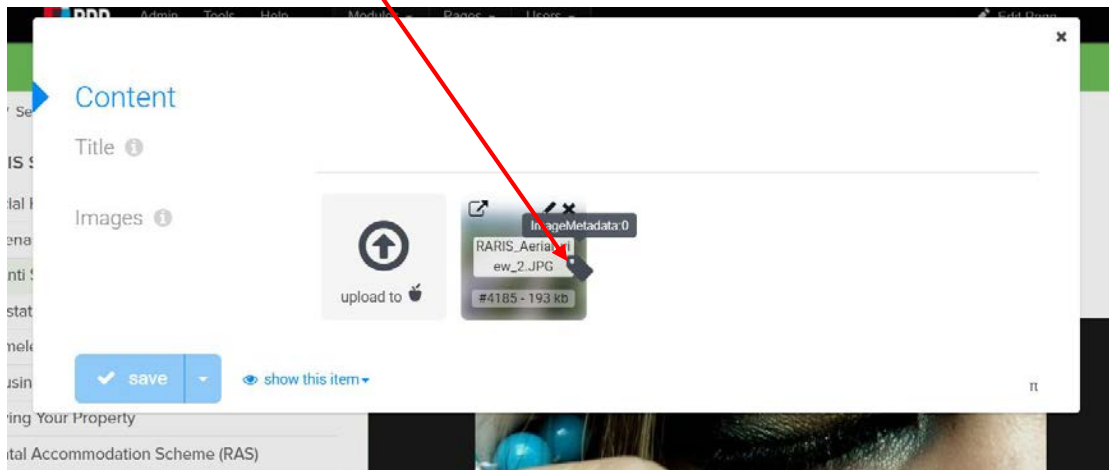
When the gallery is selected click on the edit icon to add images



Upload your images



Click on each image label to add a description meta tag

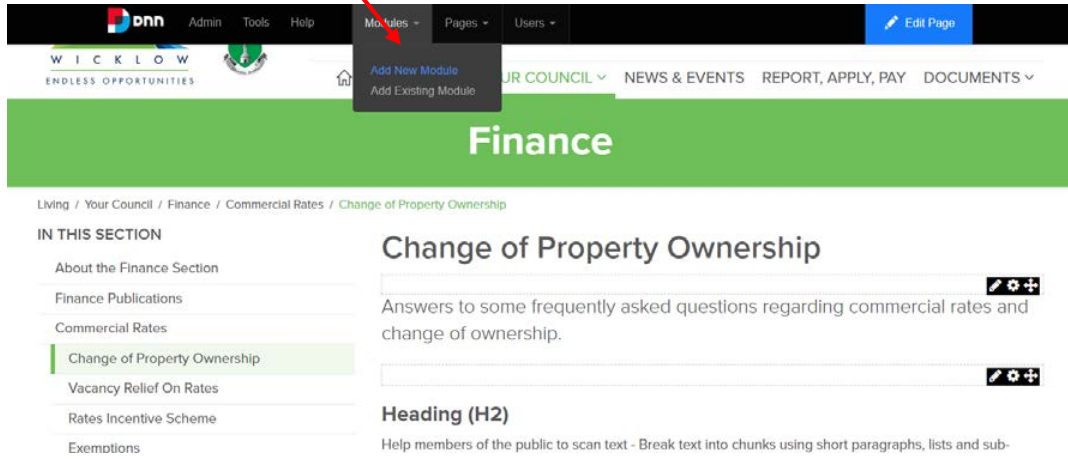


**SAVE**

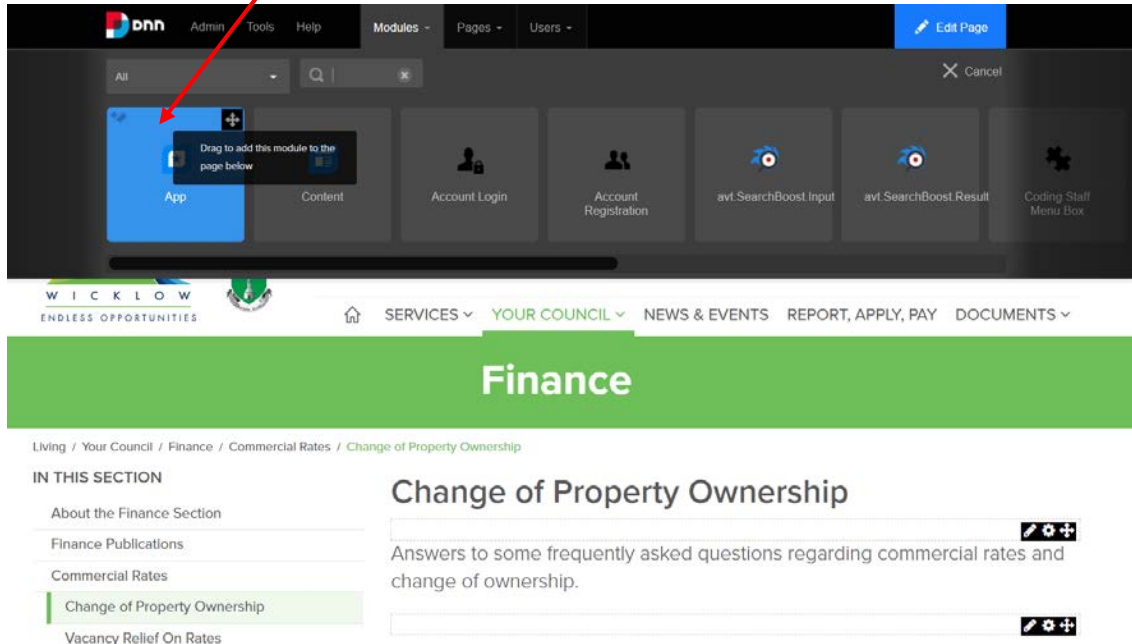


### 3.5 Adding Accordion Module (example – Q&A Section)

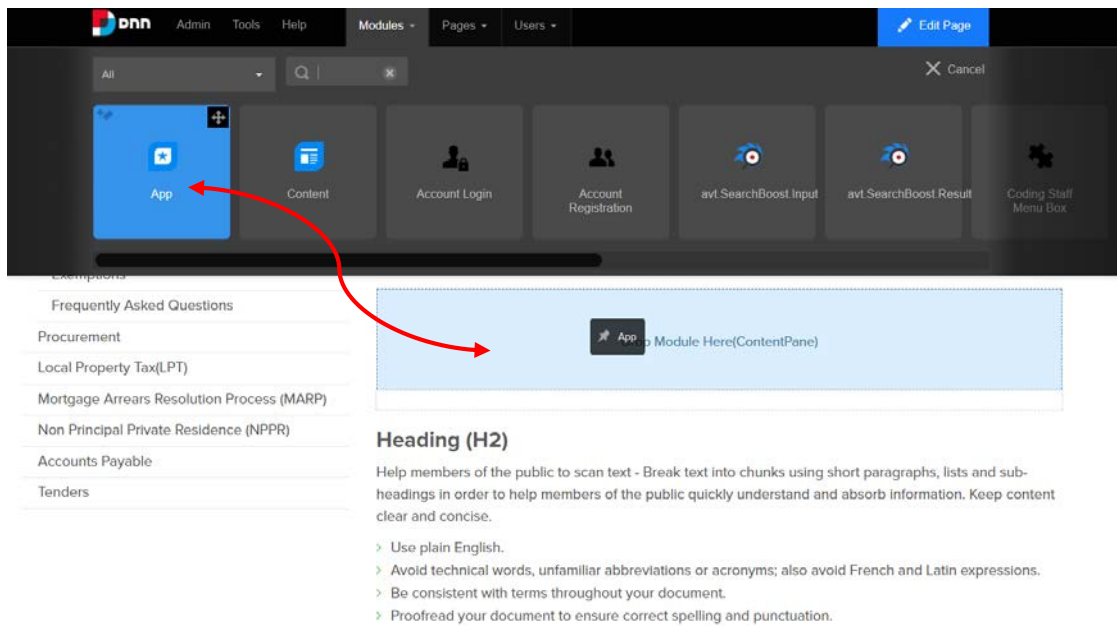
Click add new module from the dropdown



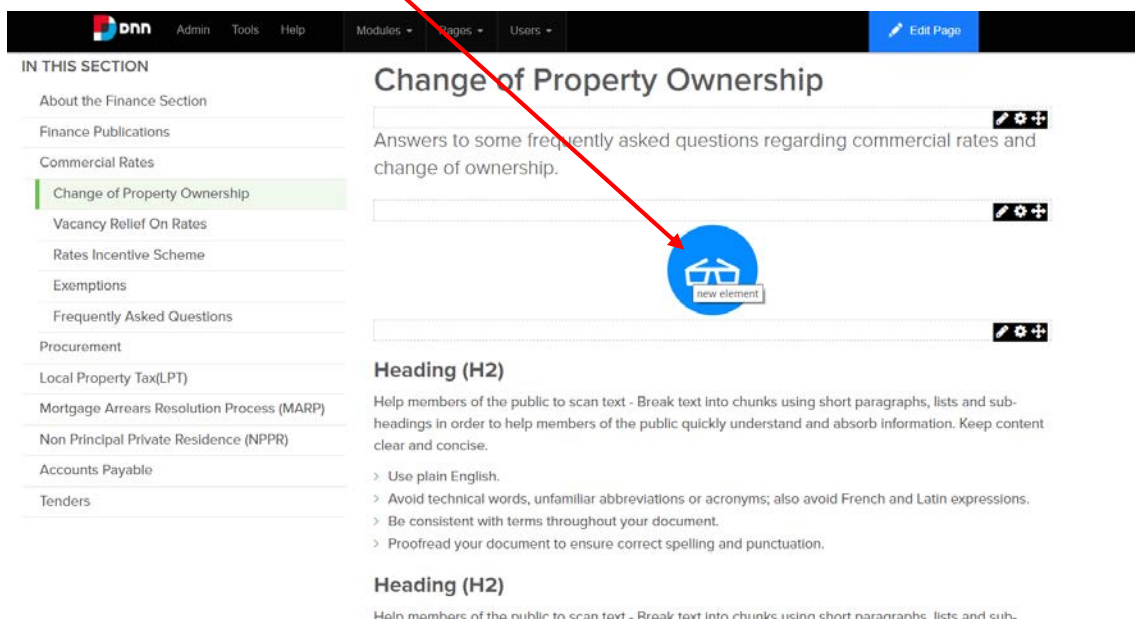
Select the App module



## 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”

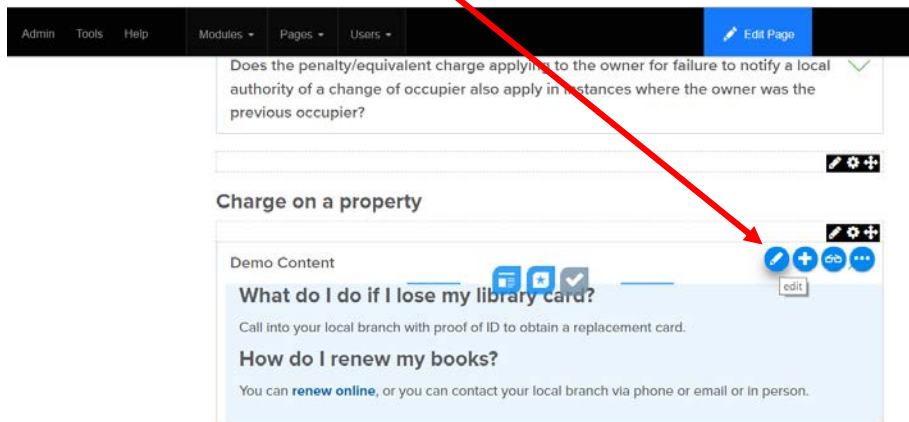
The screenshot shows the website editor for the page 'Change of Property Ownership'. On the left, there is a sidebar titled 'IN THIS SECTION' with a list of menu items: 'About the Finance Section', 'Finance Publications', 'Commercial Rates', 'Change of Property Ownership' (highlighted), 'Vacancy Relief On Rates', 'Rates Incentive Scheme', 'Exemptions', 'Frequently Asked Questions', 'Procurement', 'Local Property Tax(LPT)', 'Mortgage Arrears Resolution Process (MARP)', 'Non Principal Private Residence (NPPR)', 'Accounts Payable', and 'Tenders'. The main content area has a title 'Change of Property Ownership' and a sub-heading 'Heading (H2)'. Below the heading, there are three text blocks, each with a 'Change view' icon (a blue circle with a white checkmark). The first text block contains the text 'Answers to some frequently asked questions regarding commercial rates and change of ownership.' and a blue circular icon with a white house symbol. The second text block is empty. The third text block contains the heading 'Heading (H2)' and a paragraph of text: 'Help members of the public to scan text - Break text into chunks using short paragraphs, lists and sub-headings in order to help members of the public quickly understand and absorb information. Keep content clear and concise.' Below this paragraph are three bullet points: '> Use plain English.', '> Avoid technical words, unfamiliar abbreviations or acronyms; also avoid French and Latin expressions.', and '> Proofread your document to ensure correct spelling and punctuation.' At the bottom of the editor, there is a 'Choose App' section with three icons: 'Content Accordion' (highlighted with a red box), 'Content Table', and 'Content Image'. The 'Content Accordion' icon is a blue square with a white document icon and the text 'Content Accordion'.

Select "Content Accordion" and click the v to confirm

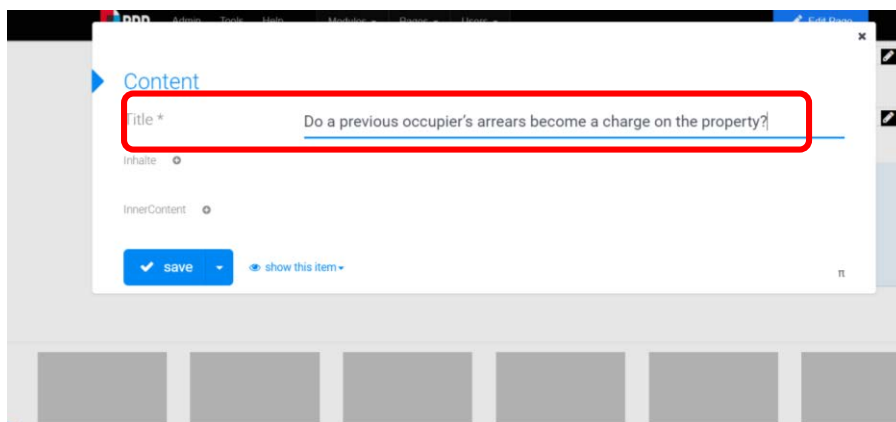
This screenshot shows the same website editor interface as the previous one, but with the 'Content Accordion' app selected. The 'Change view' icon (a blue circle with a white checkmark) is now highlighted with a red box. A red arrow points from the text 'Select "Content Accordion" and click the v to confirm' to this icon. The 'Content Accordion' icon is now highlighted with a red box. The 'Content Accordion' icon is a blue square with a white document icon and the text 'Content Accordion'.

A demo model appears

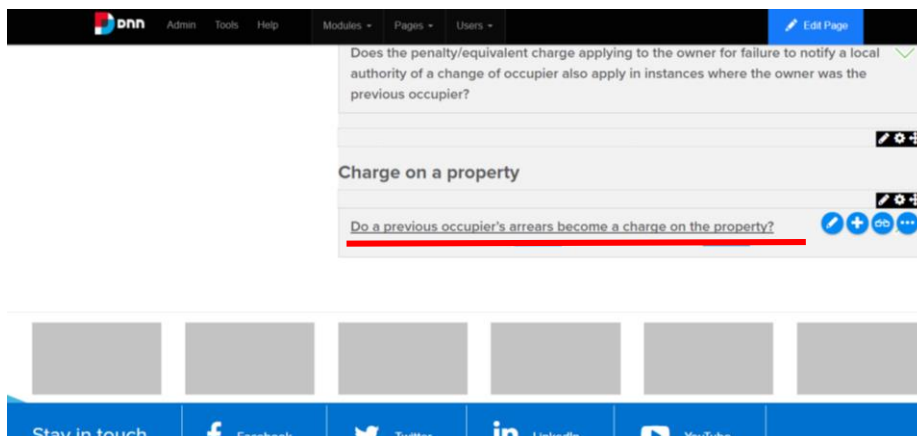
Click on the first pencil icon to add the first question



Under title replace Demo Content with your question and SAVE

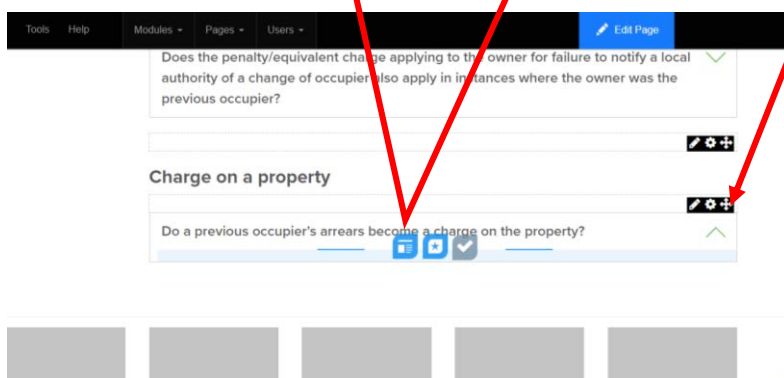


## Your first question will appear

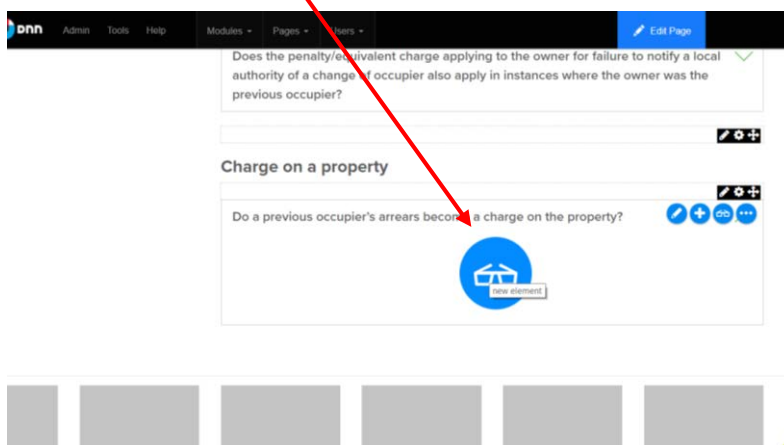


To add the answer, you need to first add a content text box  
click on the question to open the element – the green arrow should be pointing up

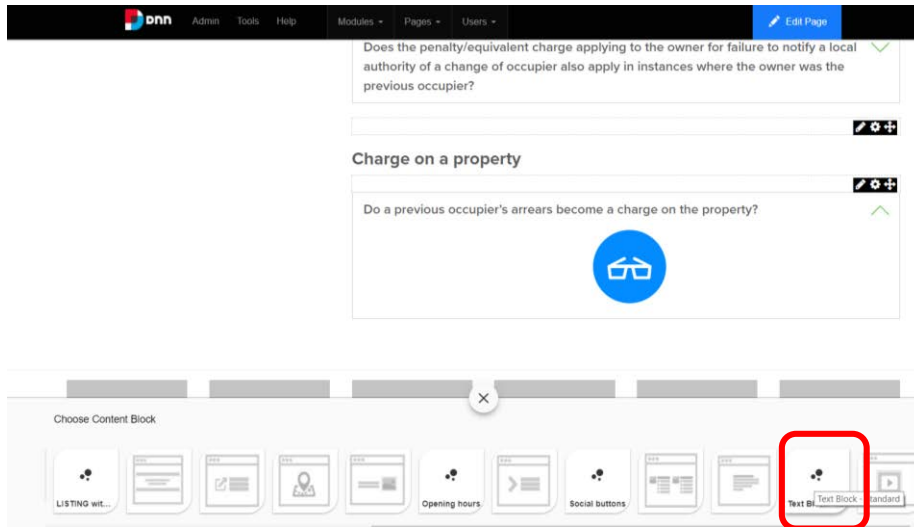
then click the first blue element icon



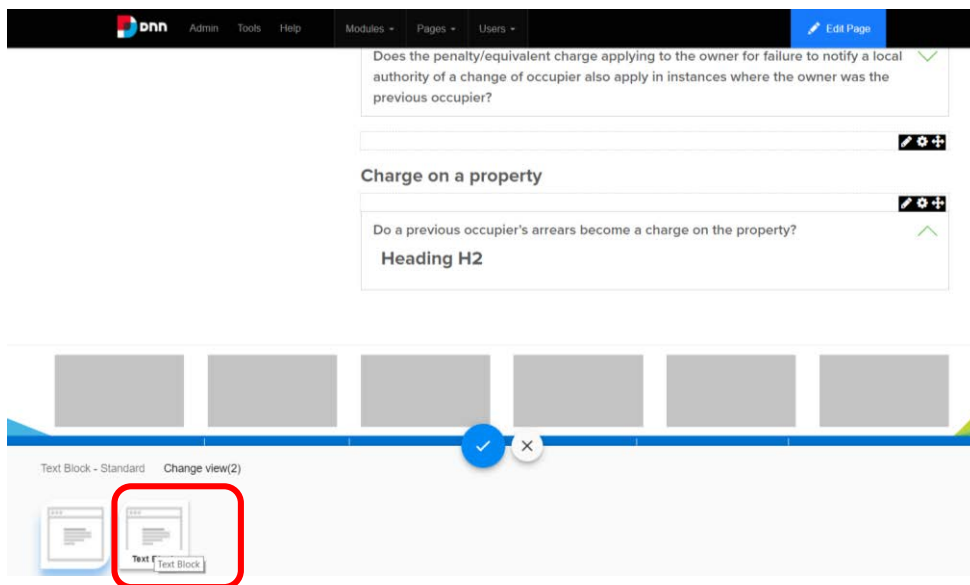
Click the new element icon



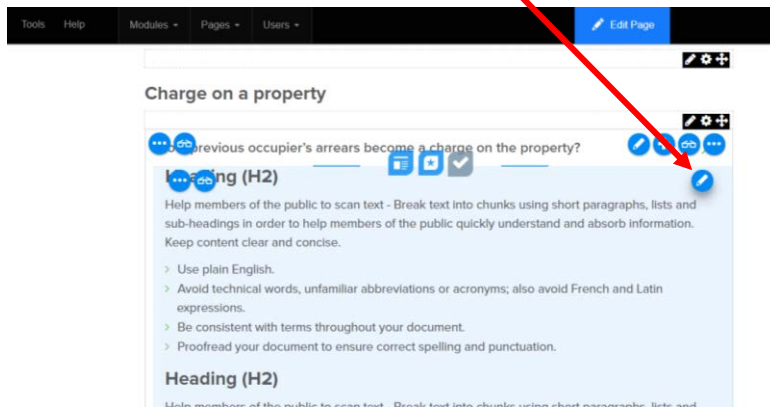
From the bottom of the screen scroll across to the **“Text Block-Standard”** and select



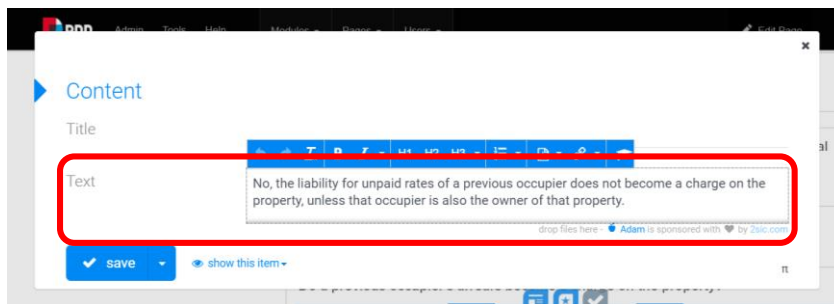
Then select **“Text Block”**



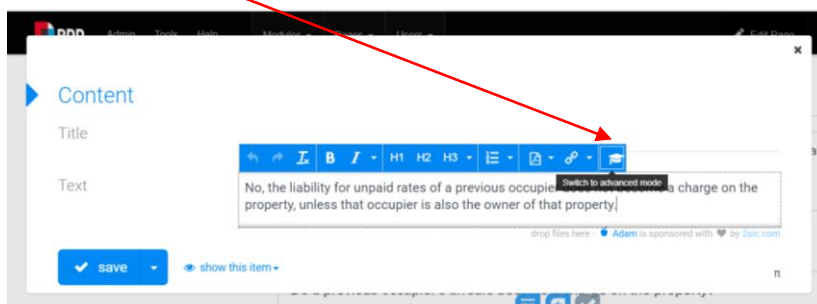
## To add content, select the lower pencil icon

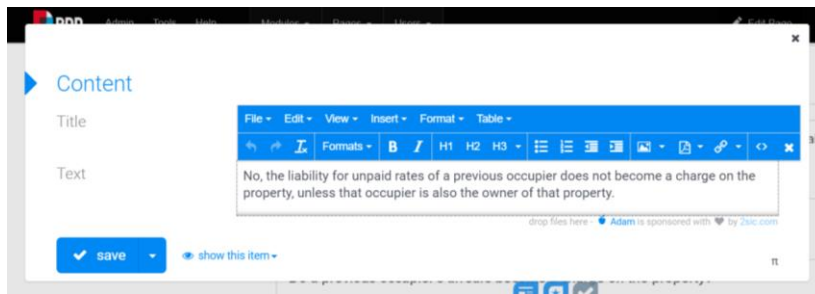


## Add the content into the text box

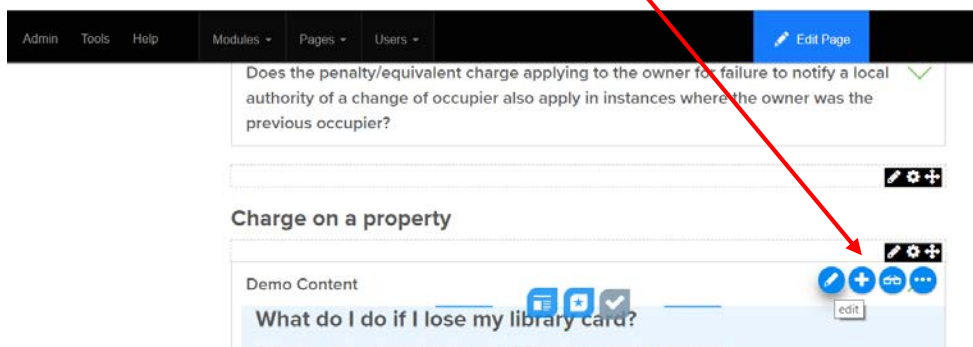


## Click the Hat icon for a more advanced mode





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



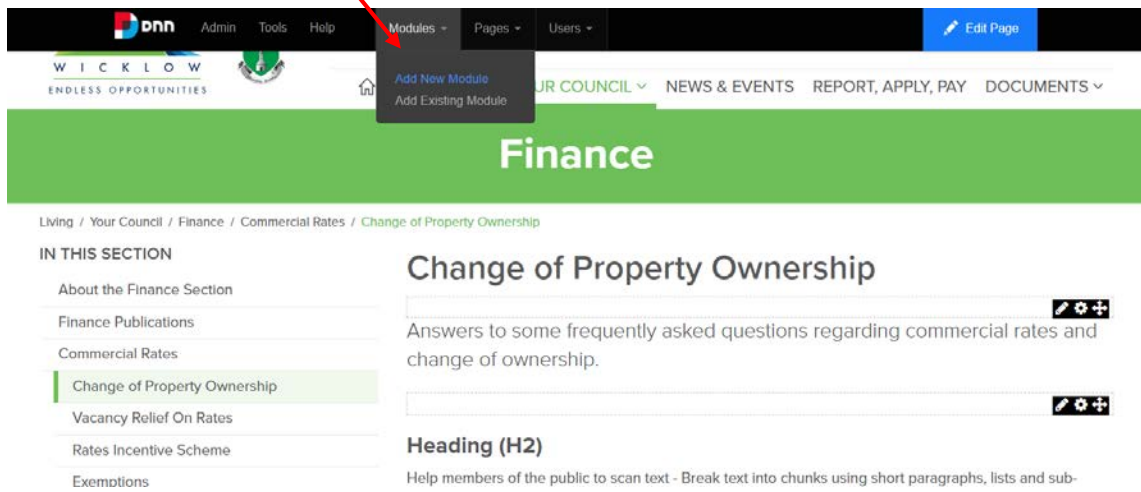
### ***3.6 Adding Accordion Module with Document App (Weekly Planning Lists)***

**Adding Accordion Module with Document App**

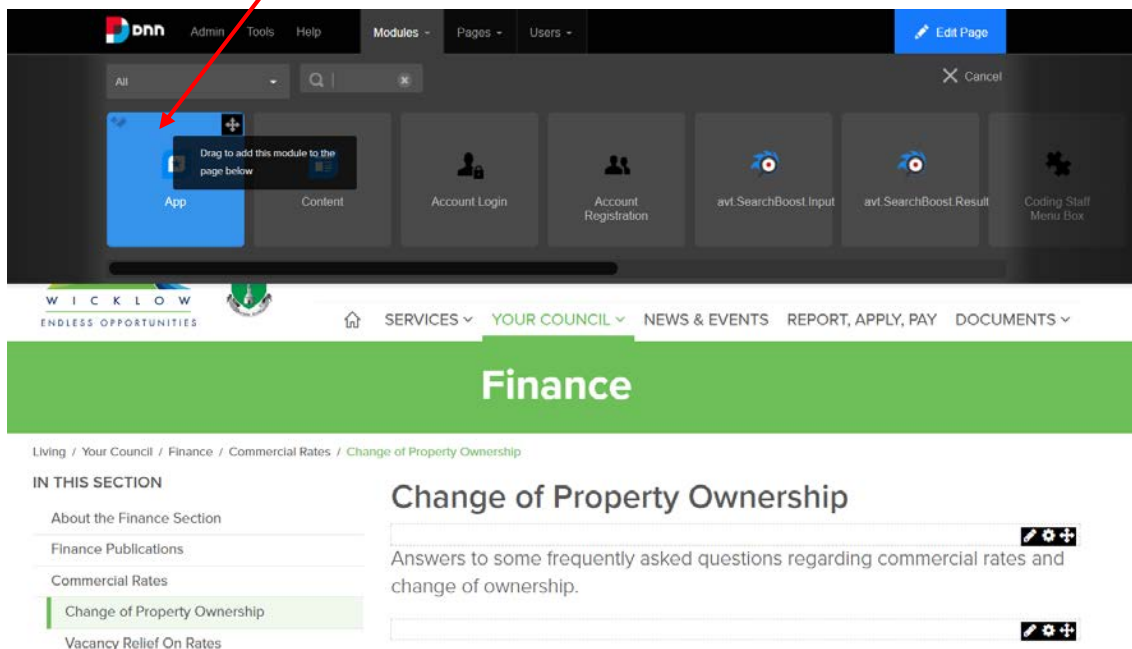
<http://wicklow.ie/en-ie/Living/Services/Planning/Planning-Applications/Weekly-Planning-Lists>



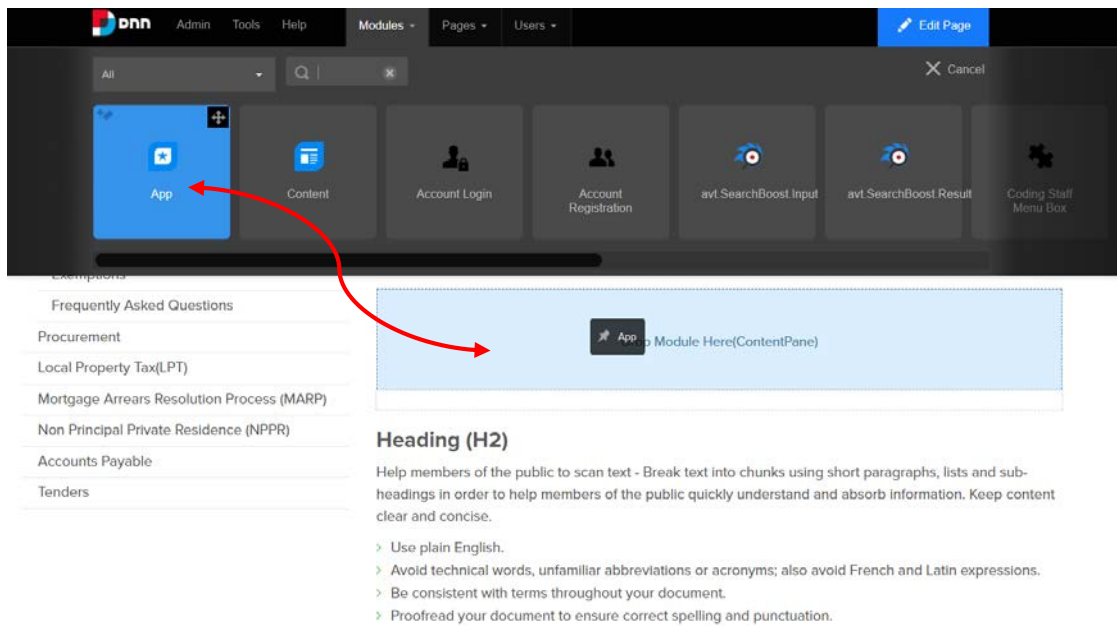
Click add new module from the dropdown



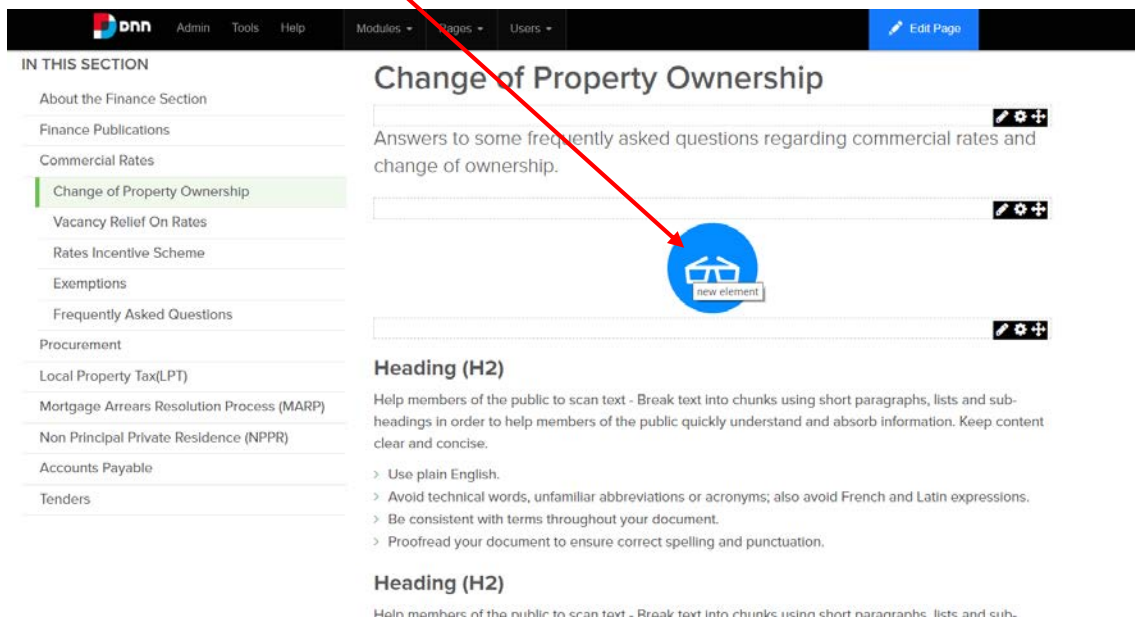
Select the App module



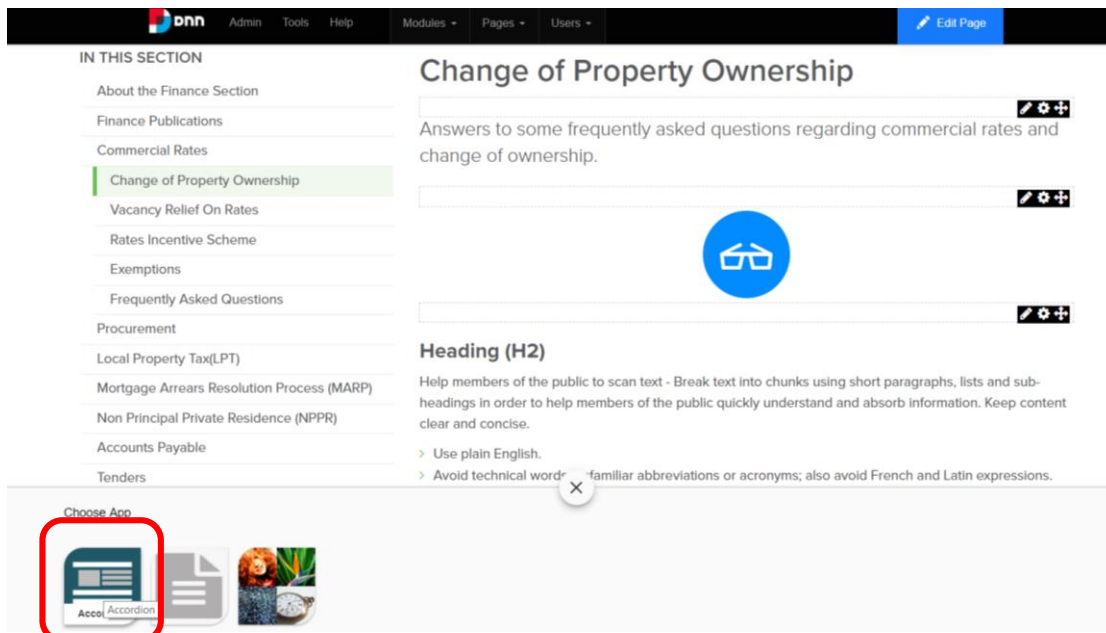
## Drag and drop this module into desired location on the page



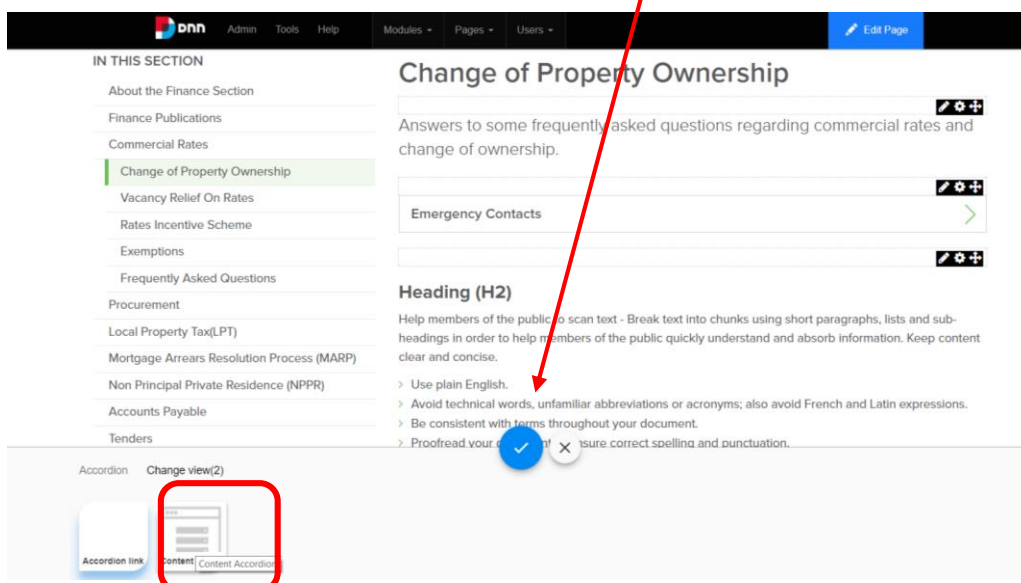
## Click on the “new element” icon



**From the bottom of the screen select “Accordion”**

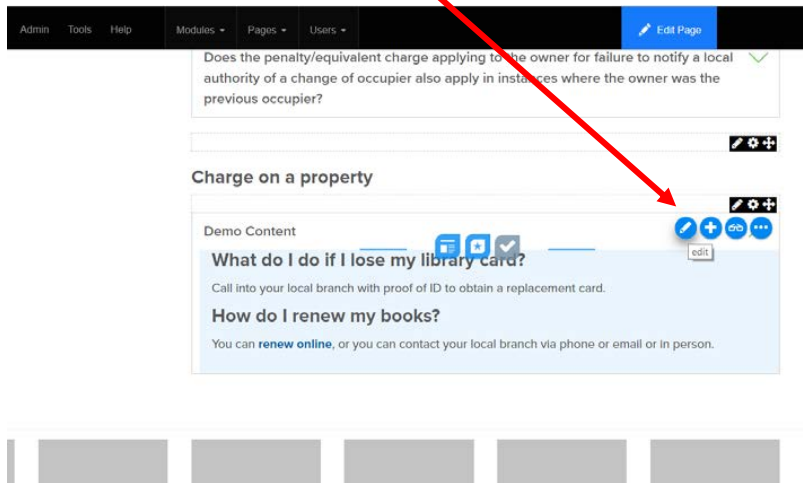


**Select “Content Accordion” and click the v to confirm**

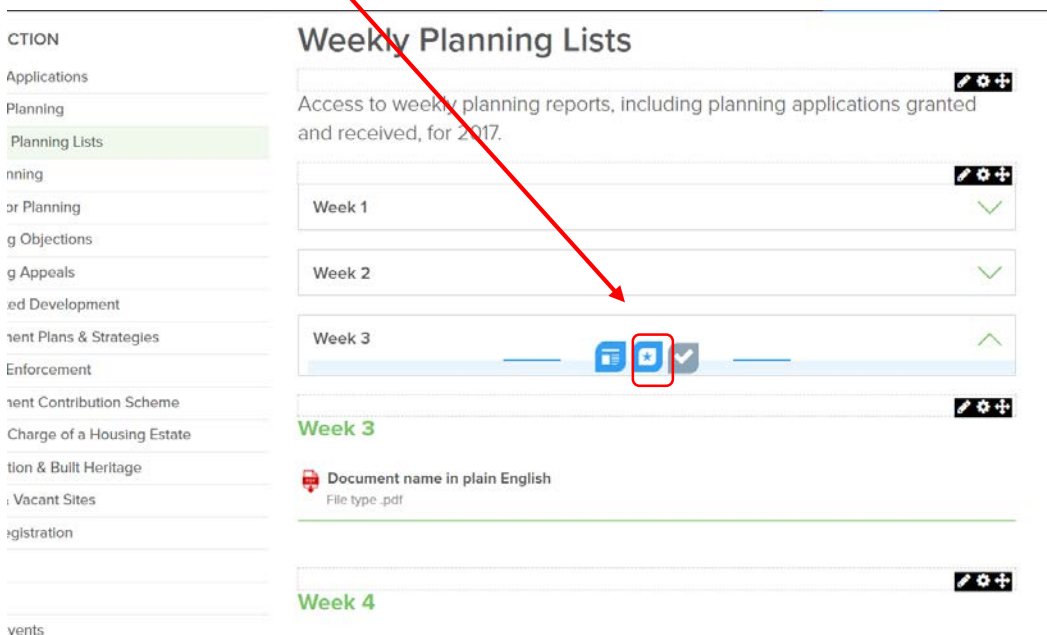


## A demo model appears

## Click on the first pencil icon to add the first title



## Click the center icon to add an app



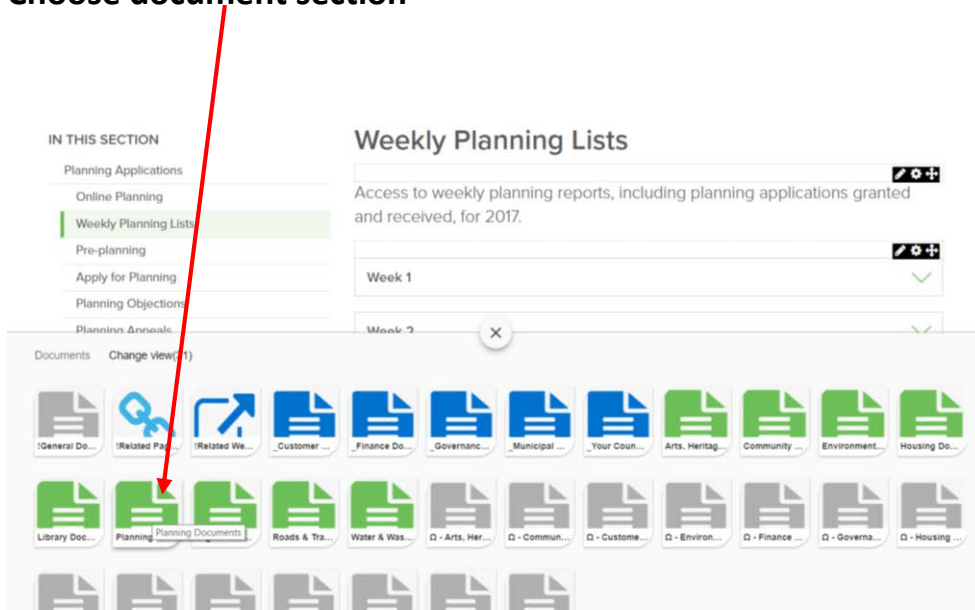
## Click new element

The screenshot shows the 'Weekly Planning Lists' interface. On the left is a navigation menu with categories like 'Applications', 'Planning', and 'Planning Lists'. The main content area has a title 'Weekly Planning Lists' and a description: 'Access to weekly planning reports, including planning applications granted and received, for 2017.' Below this are three rows for 'Week 1', 'Week 2', and 'Week 3'. A red arrow points from the text 'Click new element' to a blue circular button with a white plus sign and the text 'new element' in the Week 3 row.

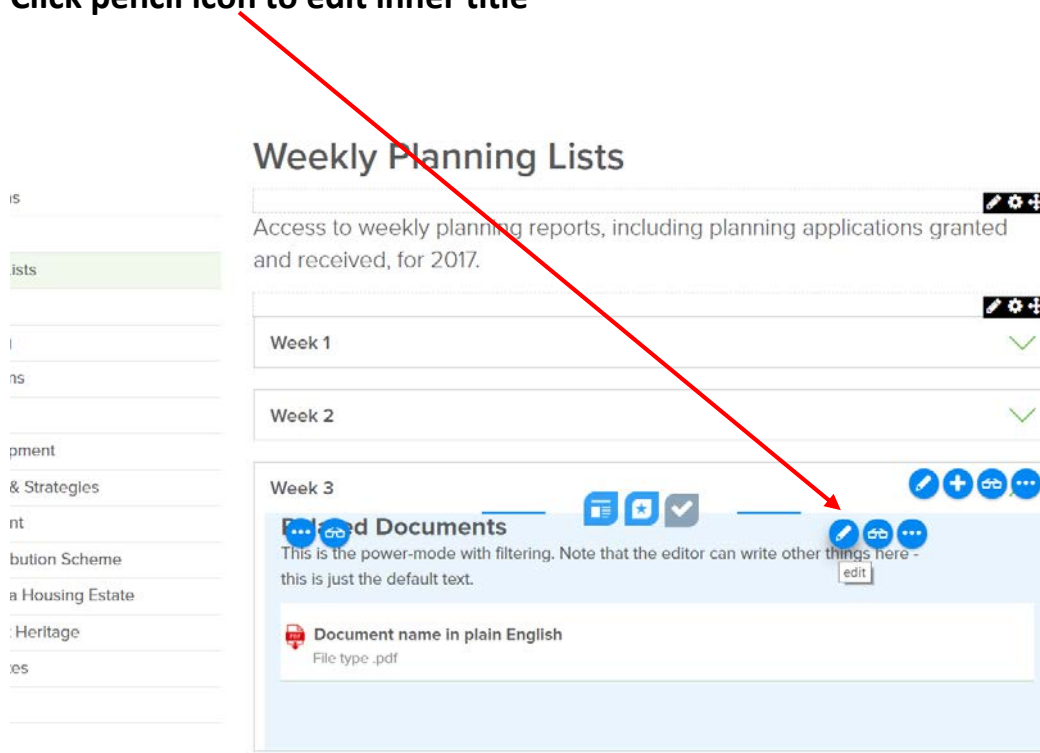
## Select documents

This screenshot shows the same 'Weekly Planning Lists' page. A red arrow points from the text 'Select documents' to a 'Choose App' dialog box at the bottom of the page. The dialog box displays three document icons: 'Accordion', 'Do! Documents', and 'Image Galler...'. The 'Do! Documents' icon is highlighted.

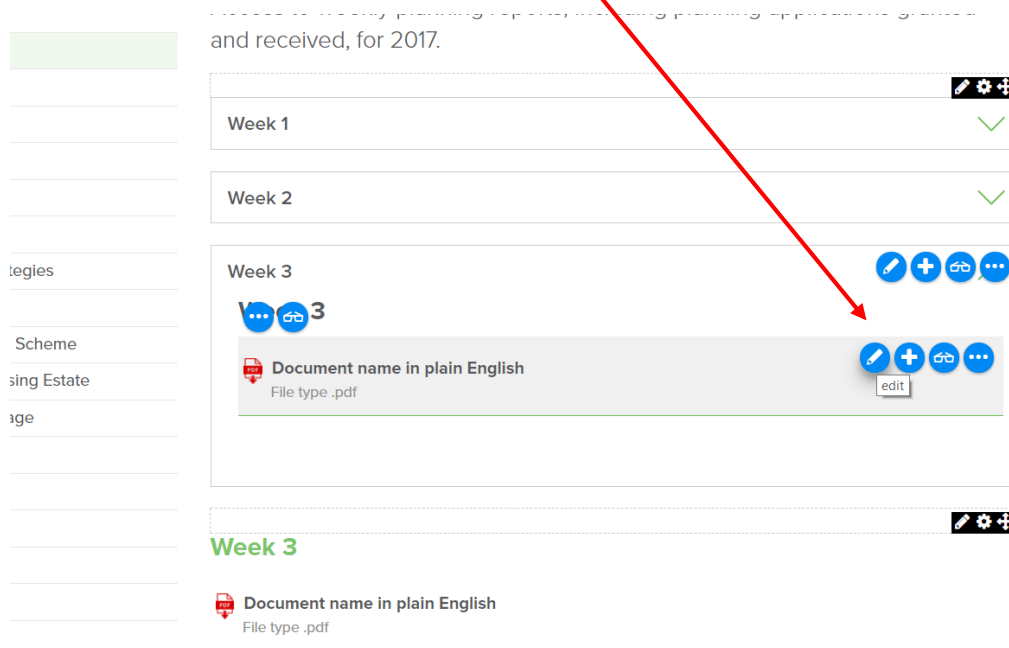
### Choose document section



### Click pencil icon to edit inner title



### Click lower edit icon to add the document



### 3.7 Adding an Article to News and Events

#### Click add article

## News & Events



**Insert article title and short sub-title**

**Tick the categories where the article will appear**



**Add Article**

Title:   
Production levels remain high in January 2018

Subtitle:   
Production levels remain high in January 2018

SEO settings

 **Categories**

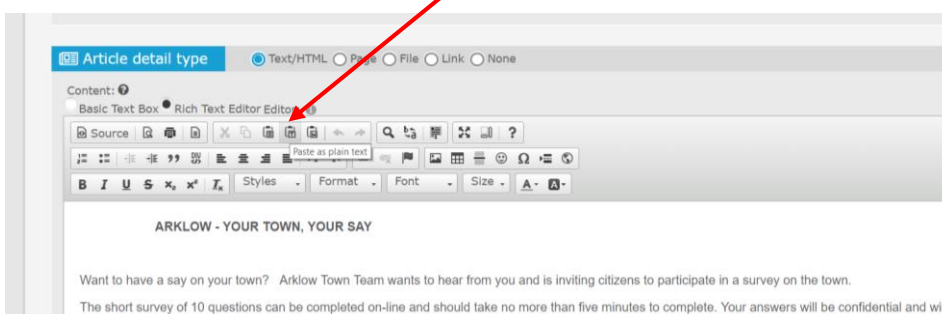
[Expand all](#) | [Collapse all](#)

- News
- Events
- Business News
- Council News
- Recycling Centres




**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**



**Article detail type**  Text/HTML  Image  File  Link  None

Content:   
Basic Text Box  Rich Text Editor Editor 

Paste as plain text

**B I U S x<sub>2</sub> x<sub>3</sub> I<sub>x</sub>** Styles - Format - Font - Size - A<sup>+</sup> A<sup>-</sup>

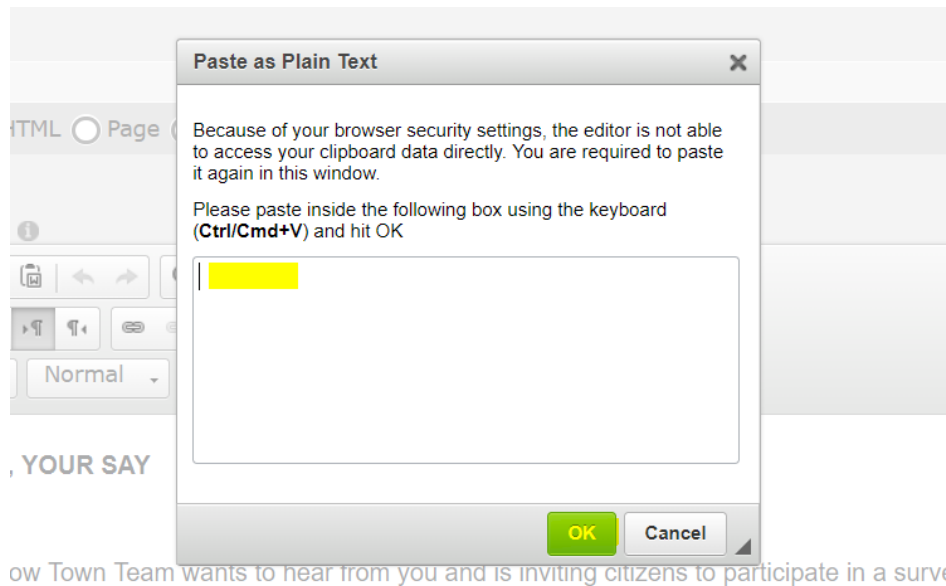
ARKLOW - YOUR TOWN, YOUR SAY

Want to have a say on your town? Arklow Town Team wants to hear from you and is inviting citizens to participate in a survey on the town.

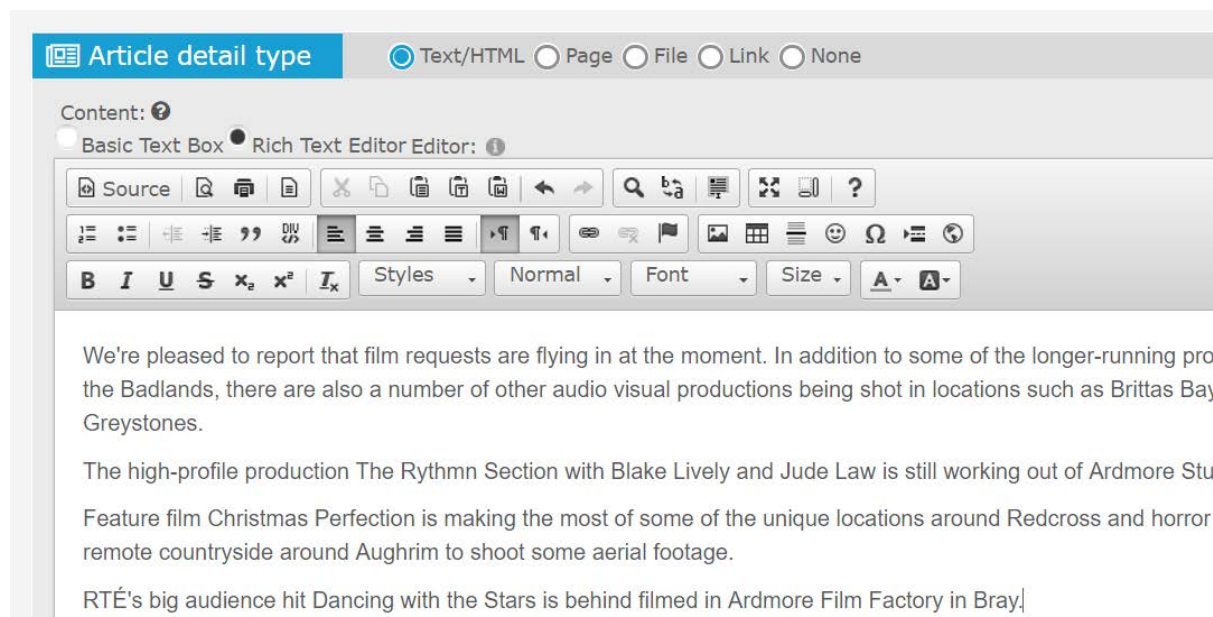
The short survey of 10 questions can be completed on-line and should take no more than five minutes to complete. Your answers will be confidential and will



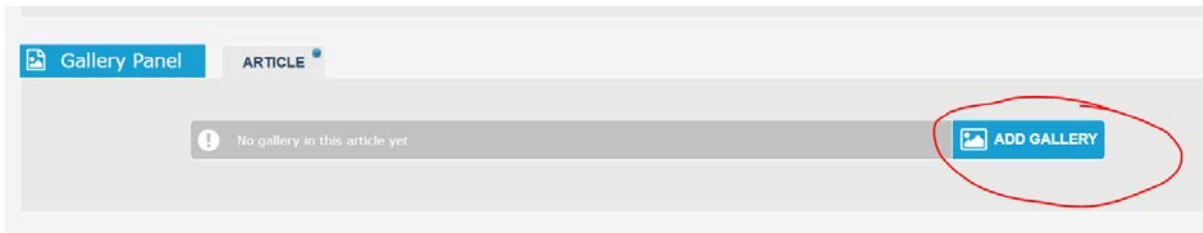
## Paste content into the box and click ok



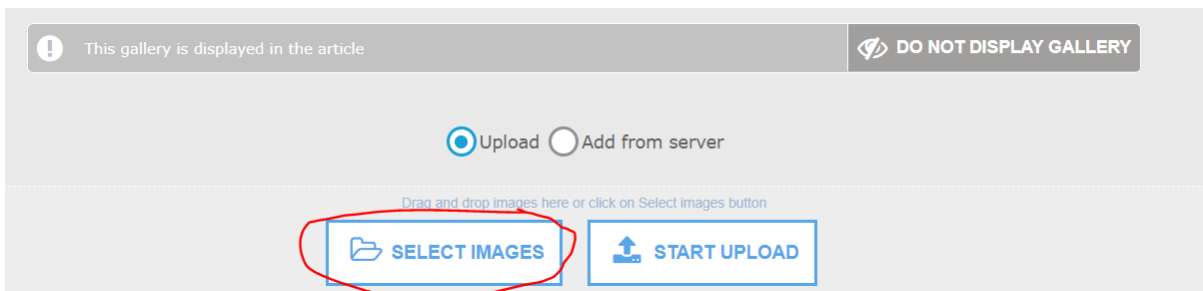
You are able to add images and links in this area just like you do when you are editing a web page.



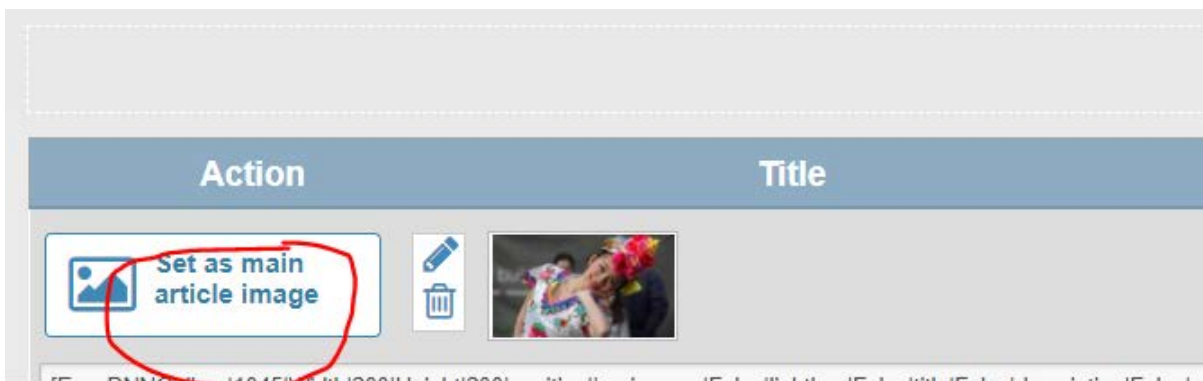
### To add images, click “Add Gallery”



### 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

The screenshot shows a form for article management. At the top, there are two rows for date and time settings. The first row is labeled 'Publish date:' and has a date field with '23/01/2018' and a time field with '16:01'. The second row is labeled 'Expire date:' and has a date field with '23/01/3018' and a time field with '16:01'. Below these is a 'Time zone:' dropdown menu set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. Underneath is a 'Permissions per article:' checkbox which is currently unchecked. At the bottom, there are two radio buttons: 'Draft Article' (which is circled in red) and 'Publish Article'. Below the radio buttons are four buttons: 'Update article' (blue), 'Update & Close' (orange), 'Update & View' (green), and 'Cancel' (grey).

### 3.8 Adding pdfs/docs to News & Events to Download

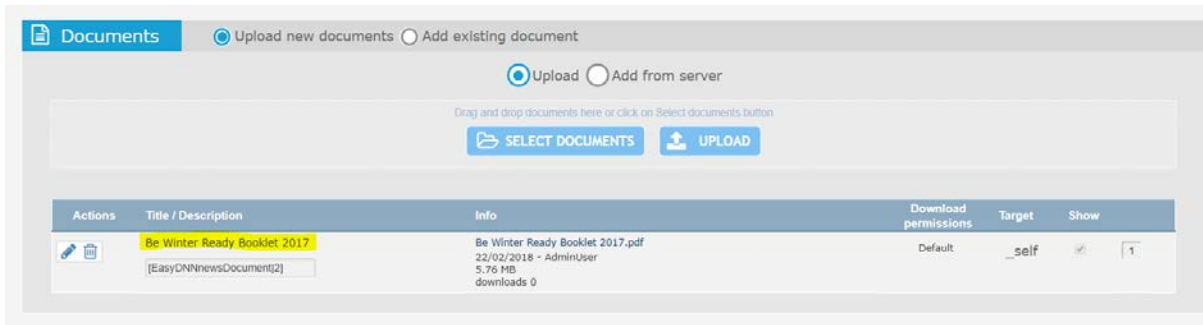
Click select document

The screenshot shows the 'Documents' section of the interface. At the top, there are two radio buttons: 'Upload new documents' (which is selected) and 'Add existing document'. Below these are two more radio buttons: 'Upload' (selected) and 'Add from server'. A large grey box contains the text 'Drag and drop documents here or click on Select documents button'. Below this box are two buttons: 'SELECT DOCUMENTS' and 'UPLOAD'. A small tooltip 'No file chosen' is visible over the 'SELECT DOCUMENTS' button.

Select your document then click upload

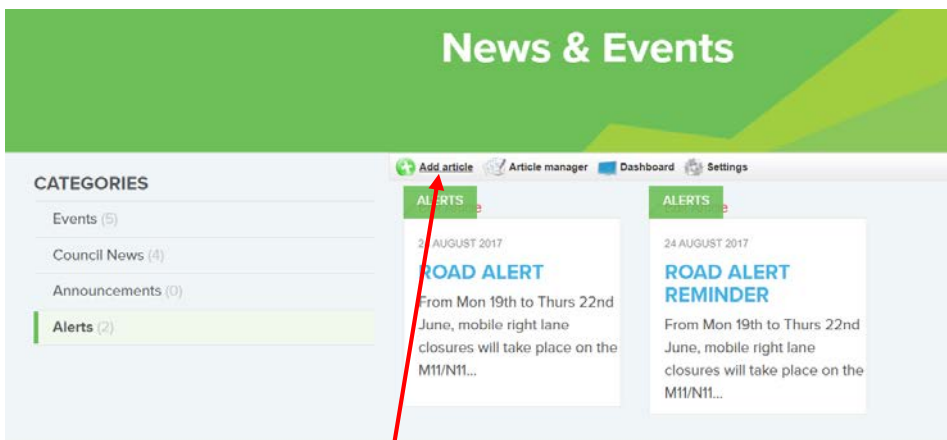
The screenshot shows the document upload process. At the top, there is a table with columns 'Action', 'Title', and 'Description'. Below the table is a 'Documents' section with 'Upload new documents' selected. The 'Upload' radio button is also selected. A large grey box contains the text 'Drag and drop documents here or click on Select documents button'. Below this box are two buttons: 'SELECT DOCUMENTS' and 'UPLOAD'. A file 'Be Winter Ready Booklet 2017.pdf' (5.76 MB) is shown in a list with a 'Cancel' button below it. At the bottom, there is a 'Links' section with radio buttons for 'External link', 'Page link', 'Article link', and 'Existing link'. Below this are fields for 'URL', 'Link title', and 'Link description', and an 'ADD' button.

The new file will list below



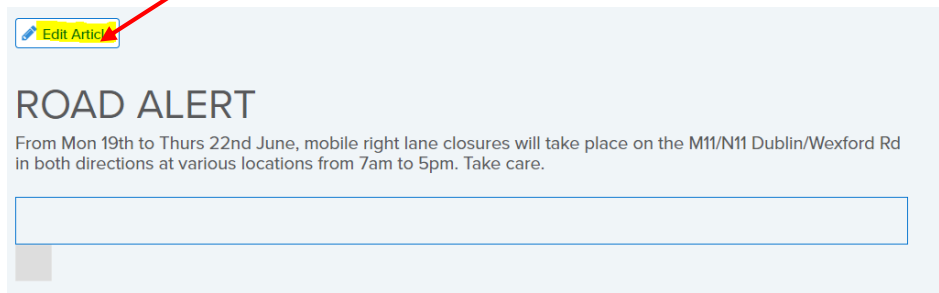
3.9 Editing Road Alerts

Go to the News & Events page

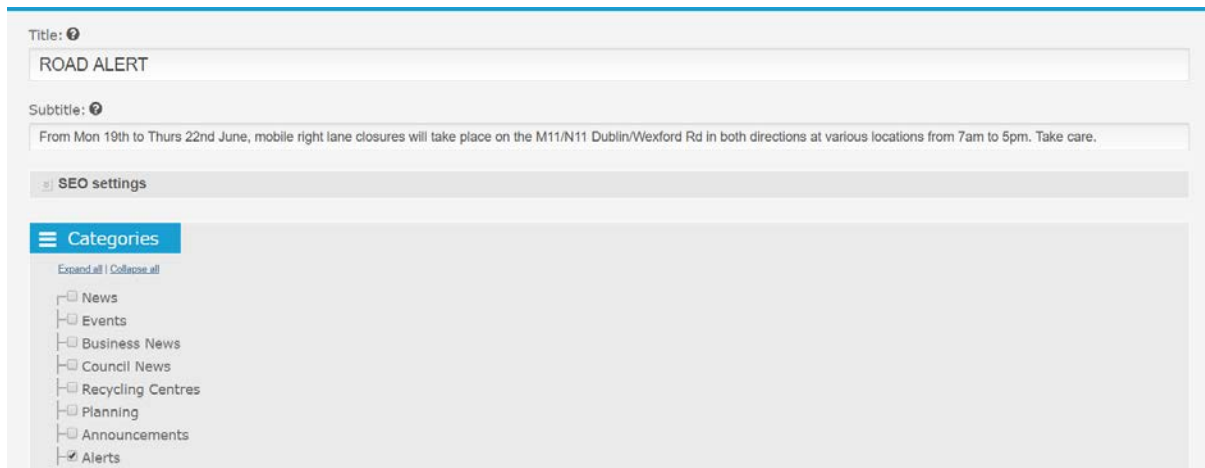


Alerts can be edited by adding a new article or

## Editing an existing article



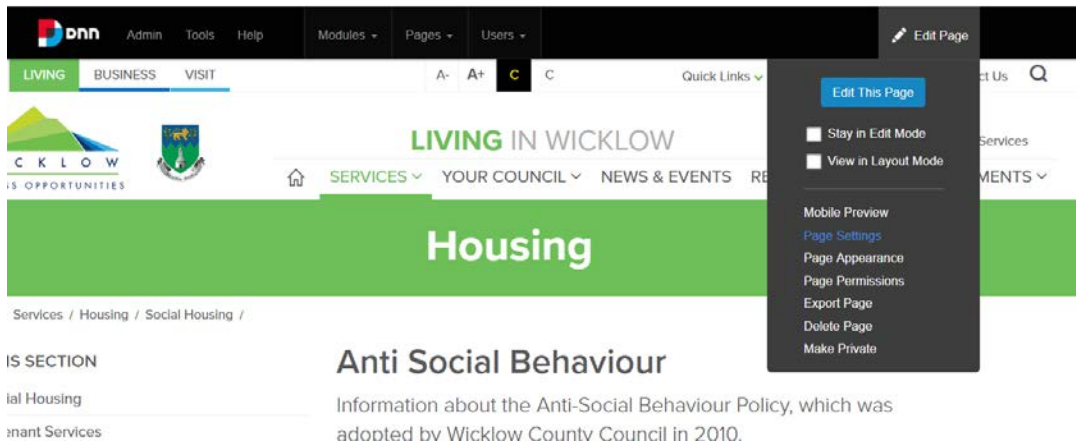
**Only fill in the short alert in the subtitle section below and tick the alerts category**



## 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

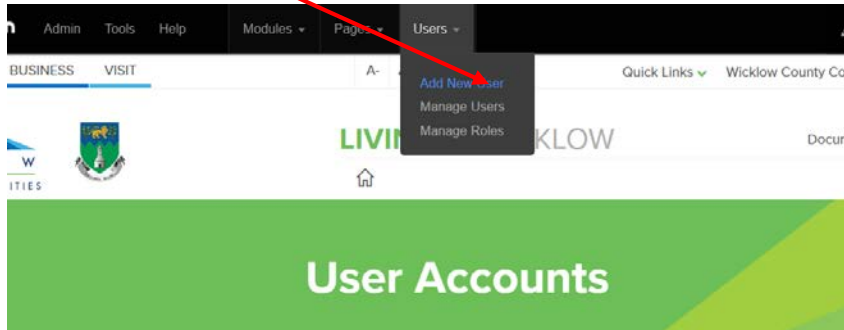
Descriptions – between 160 – 300 characters

Page Details	Permissions	Advanced Settings
Page Name: *	<input type="text" value="Anti Social Behaviour"/>	
Page Title:	<input type="text" value="Anti Social Behaviour Policy   Wicklow.ie"/>	
Page URL:	<input type="text" value="wik.inventise.ie"/> <input type="text" value="/Living/Services/Housing/Social-Housing/Anti-S"/>	
Do Not Redirect:	<input type="checkbox"/>	
Description:	<input type="text" value="Information about the Anti-Social Behaviour Policy, which was adopted by Wicklow County Council in 2010."/>	

Update page

## 4.2 Adding New Users

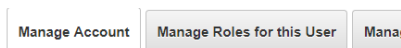
Click add new user



Add user details as below and save

A screenshot of the 'Add New User' form. The form contains the following fields and options: 'User Name' (text input), 'First Name' (text input), 'Last Name' (text input), 'Email Address' (text input), 'Authorize' (checkbox, checked), 'Notify' (checkbox, checked), 'Random Password' (checkbox, unchecked), and 'Password' (text input). Below the 'Password' field is a 'Confirm Password' field. A note states: 'Optionally enter a password for this user or allow the system to generate a random password.' At the bottom of the form are two buttons: 'Add New User' and 'Cancel'.

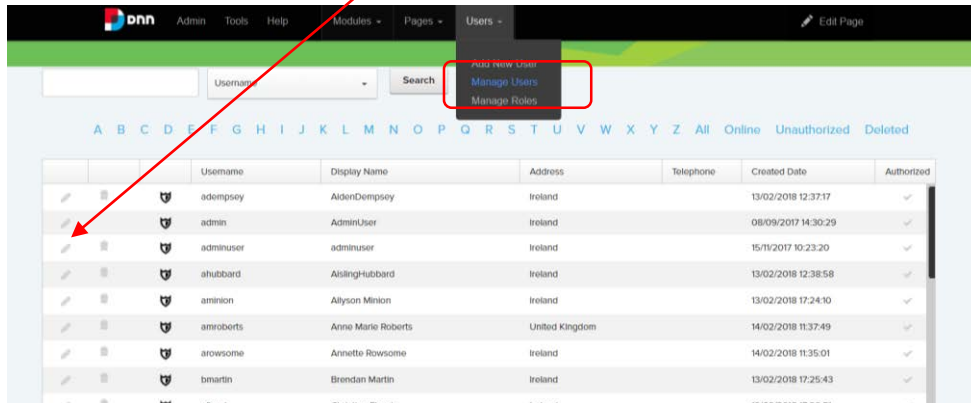
User name – email address - password



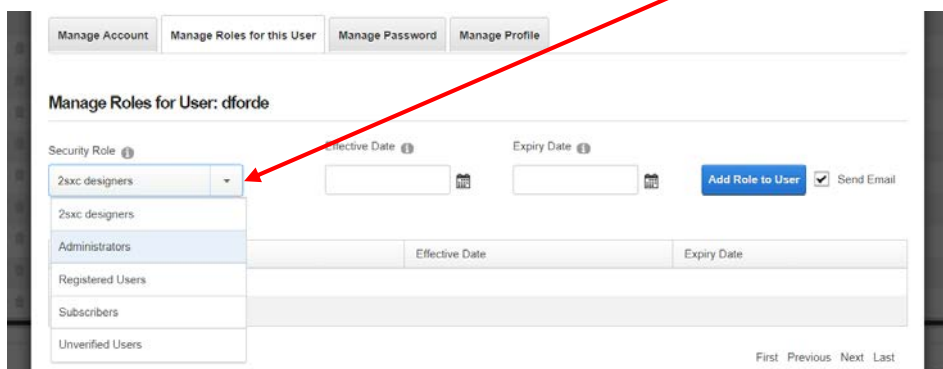
Edit User – ndrain (Id: 6)

A screenshot of the 'Edit User' form for user 'ndrain'. The form is enclosed in a red rounded rectangle. It contains the following fields: 'User Name' (text input with value 'ndrain'), 'First Name' (text input with value 'Niamh'), 'Last Name' (text input with value 'Drain'), 'Display Name' (text input with value 'NiamhDrain'), and 'Email Address' (text input with value 'ndrain@wicklowcoco.ie'). At the bottom of the form are two buttons: 'Update' and 'Delete'.

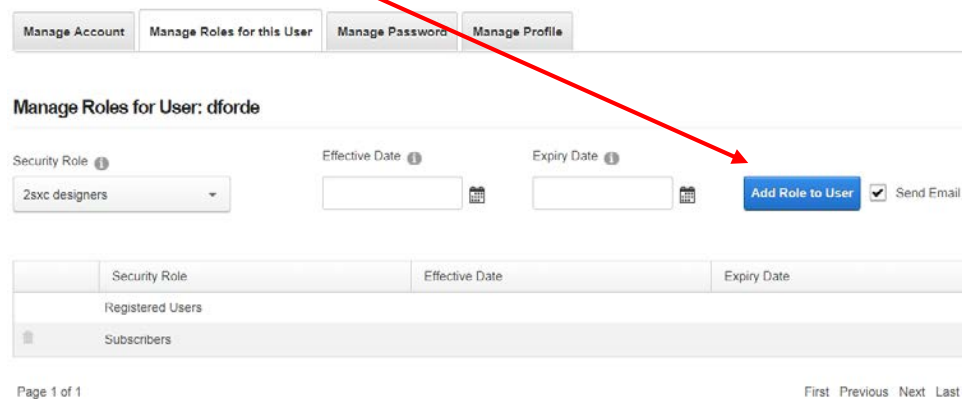
Click manage roles and select the user you wish to assign a role to by clicking the pencil icon



Click on the manage roles tab and from the dropdown select the role



Click add role to user and update





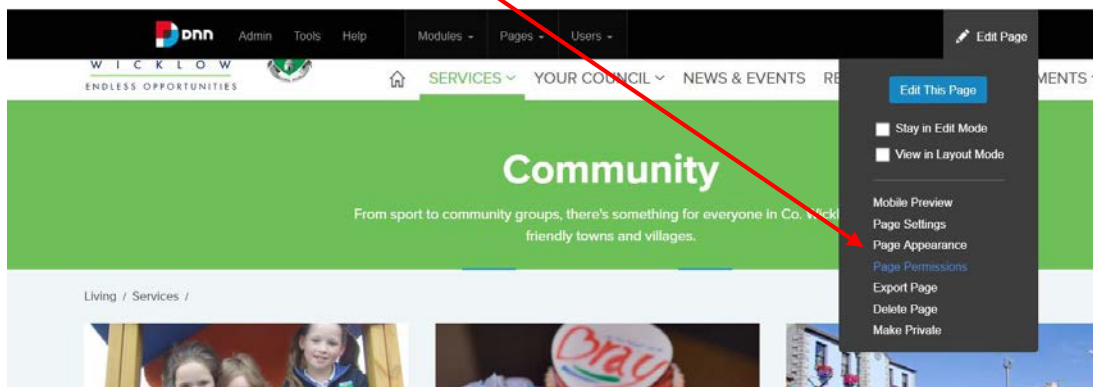
To add a new role click and add

	Name	Description	Fee	Every	Period	Trial	Every	Period	Public	Auto	Users
	2axc designers		0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	0
	Administrators	Administrators of this Website	0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	22
	Business		0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	2
	Community		0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	2
	Housing		0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	1
	Libraries		0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	1
	Planning		0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	1
	Registered Users	Registered Users	0.00			0.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	35
	Subscribers	A public role for site subscriptions	0.00			0.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35
	Unverified Users	Unverified Users	0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	0

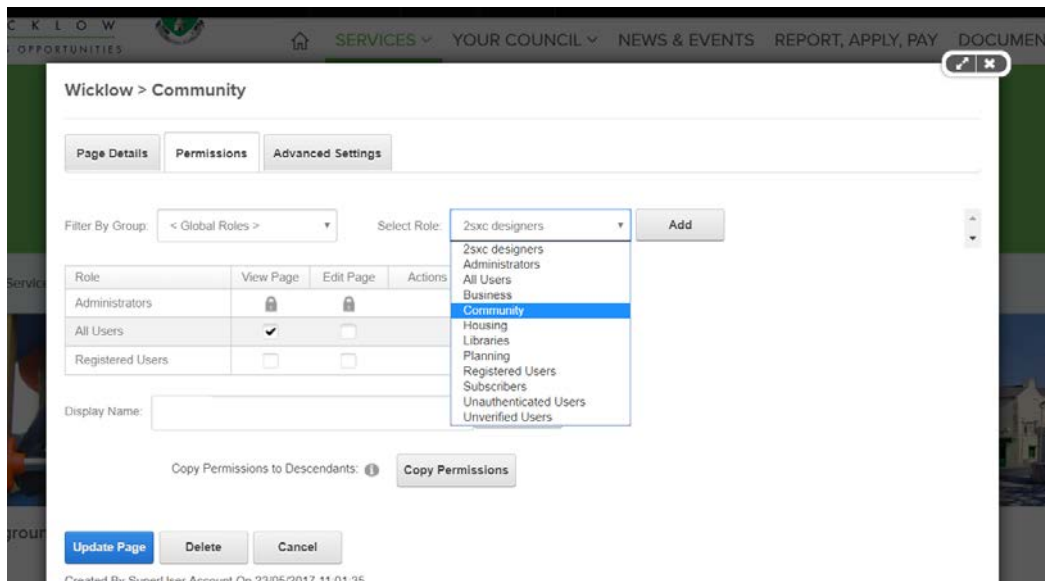
[Add New Role](#) [Add New Role Group](#)

## Adding Roles to Pages

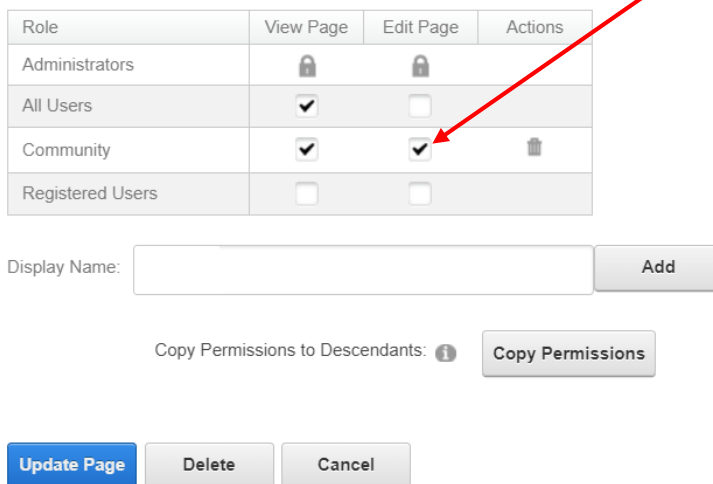
Click page permissions on the selected section or page.



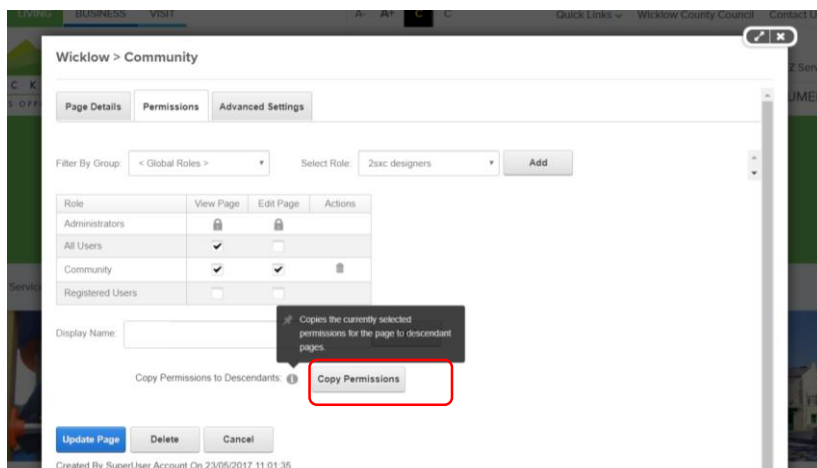
## From the dropdown select the role



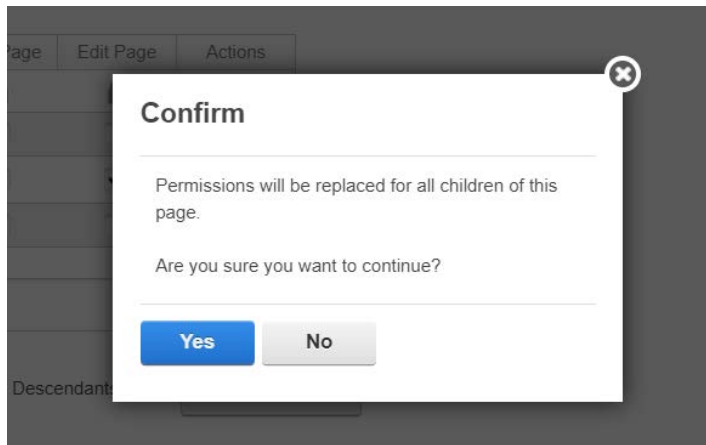
## To allow the user to edit the page tick edit page box



## To add this role to all the child pages, click copy permission



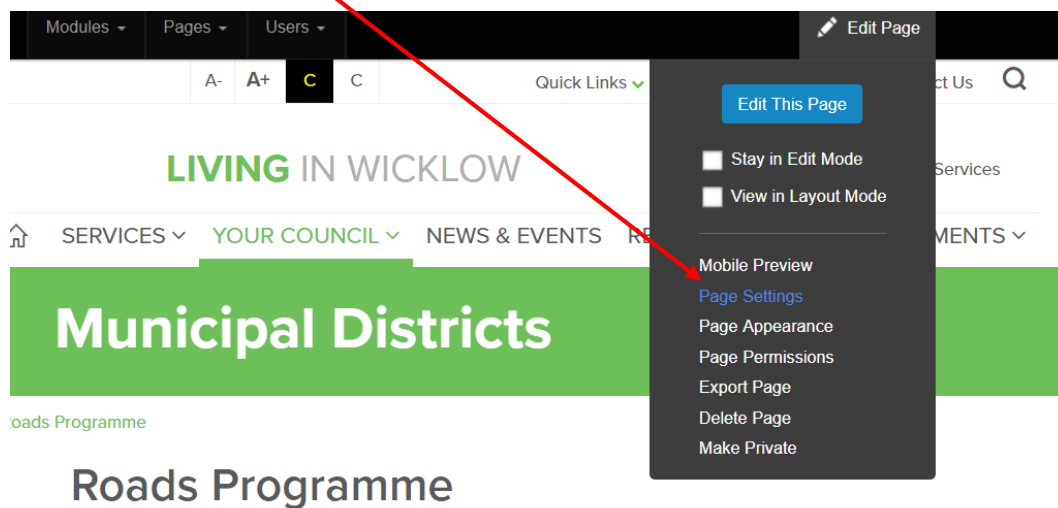
## Click yes



## 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

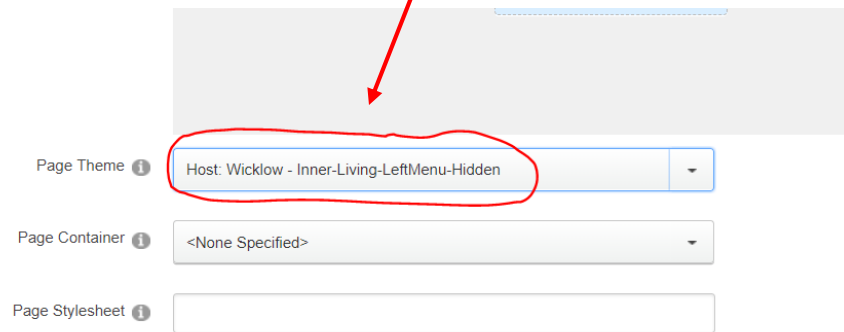
[Expand All](#)

Appearance

Icon:

Link Type:  File (A File on Your Site)  System Image

From the dropdown select “Host Wicklow-Inner Left Menu Hidden”



**NOTE:**

**Business and living sections have different hidden page themes**

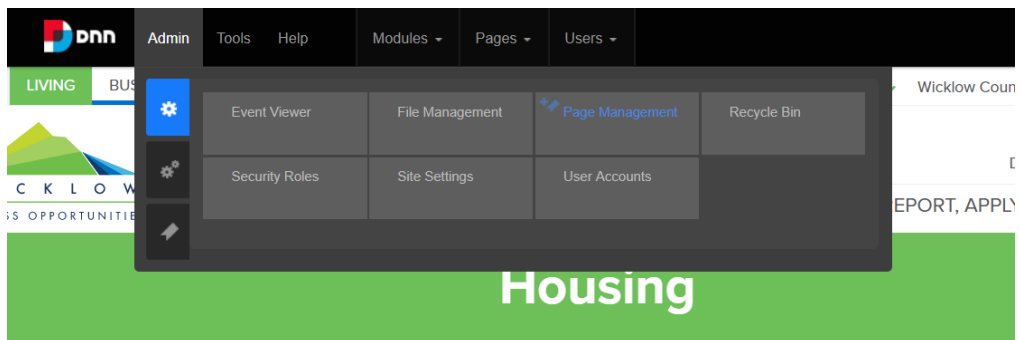
**Host Wicklow-Inner Living Left Menu Hidden**

**Host Wicklow-Inner Business Left Menu Hidden**

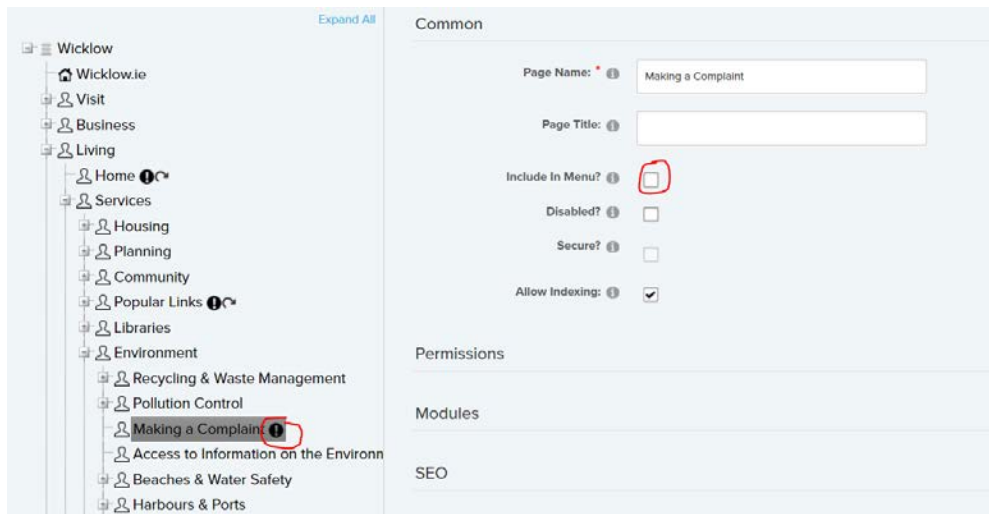
**UPDATE PAGE**

### 4.3.2 To Display a Hidden Page

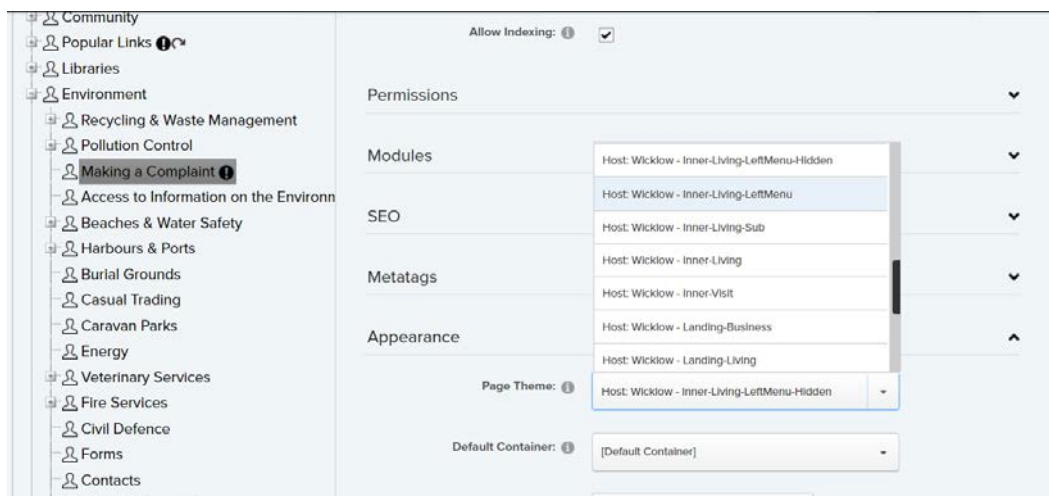
Click page management from the admin tab



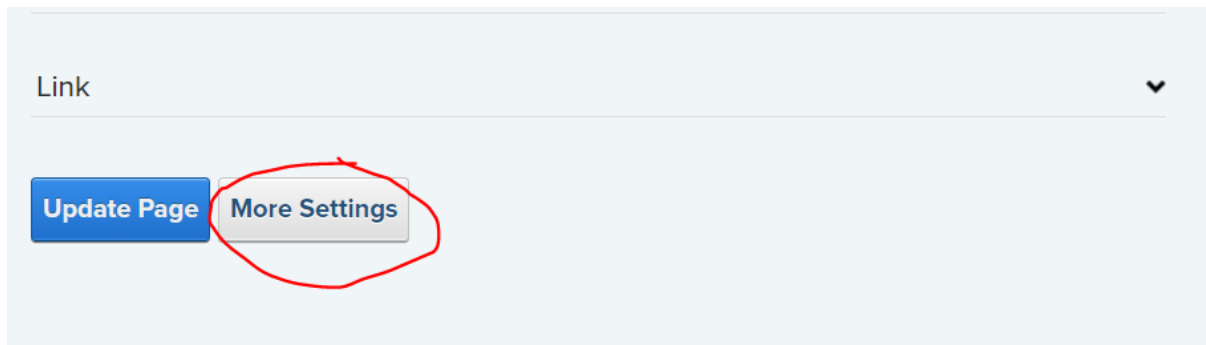
## locate the hidden page and tick “Include in menu”



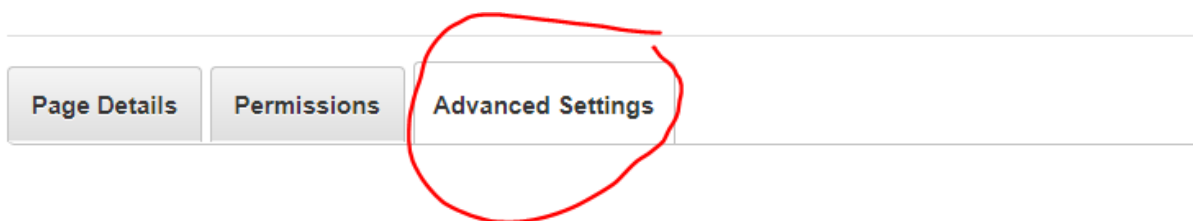
## Under the Appearance tab select “Inner living left menu” from the page theme dropdown



### Click more settings



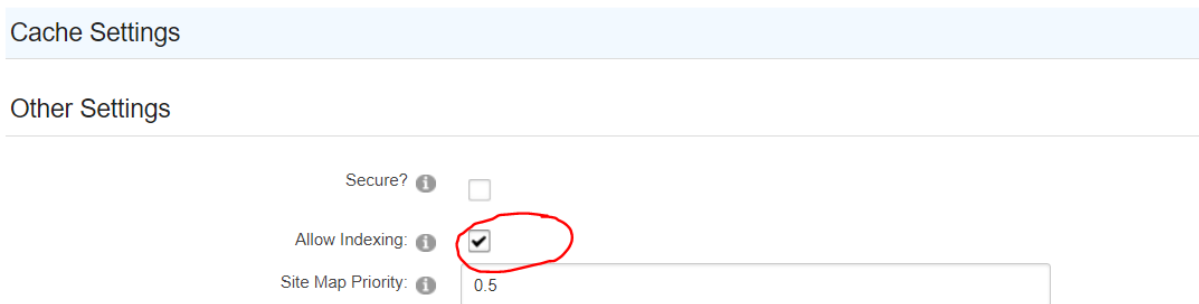
### Click the advanced setting tab



### Expand All

### Appearance

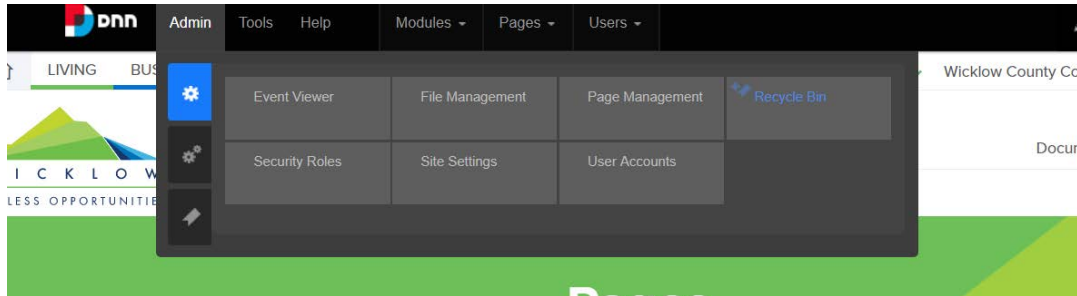
### Scroll down to other setting and make sure the "Allow indexing" box is ticked



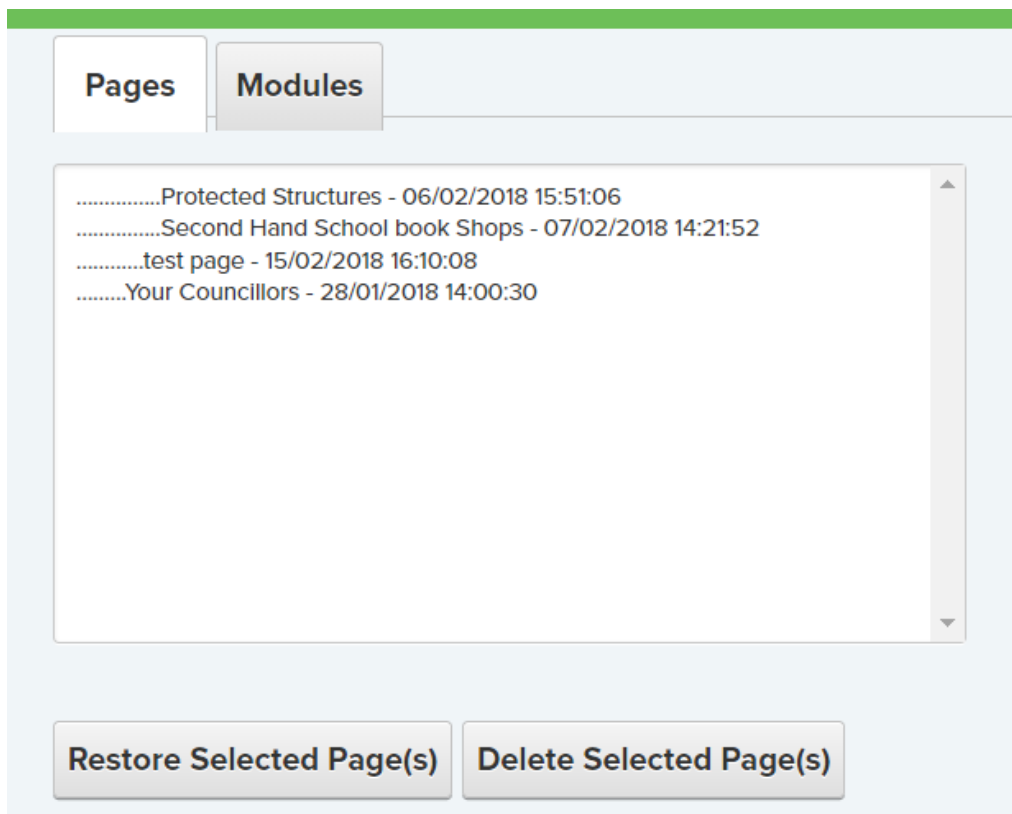
### SAVE

## 4.4 Recycle Bin

### Click recycle bin



From the recycle bin deleted pages and modules can be restored or completed removed from the website



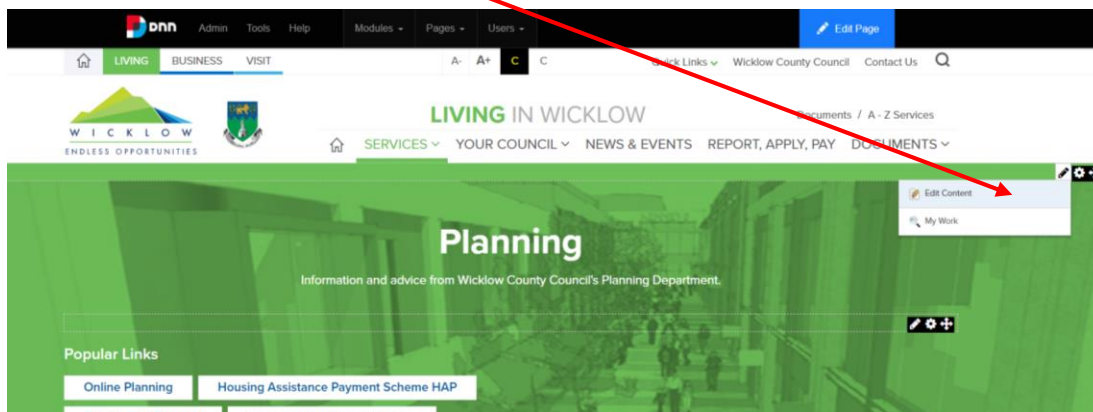


## 4.5 Editing Banner Content

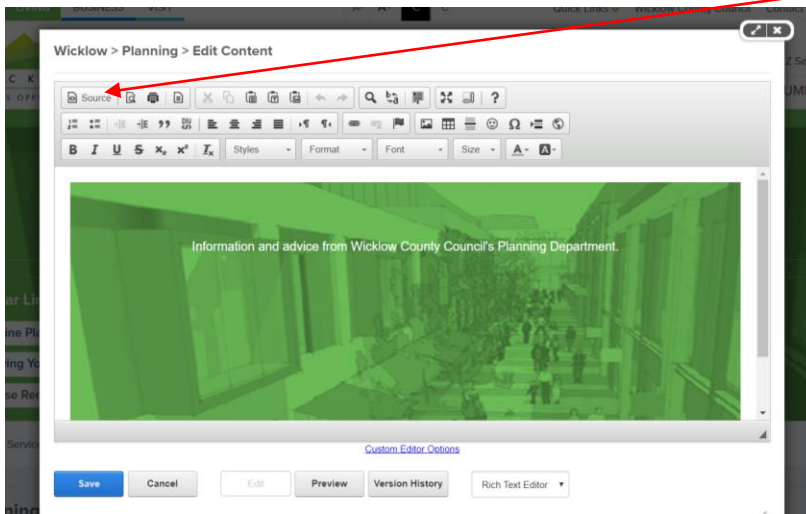
Click edit this page from the dropdown



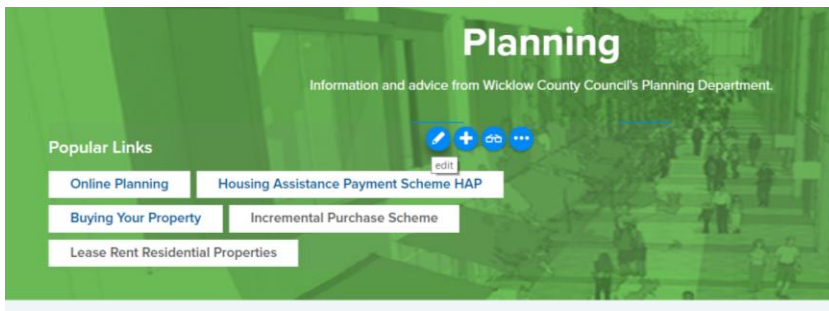
Click the edit content pencil icon



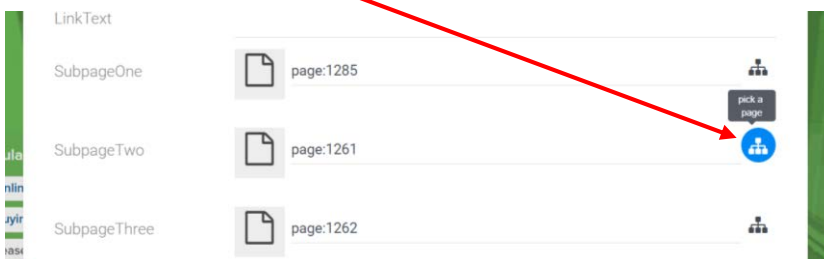
## Edit content from the main editor or alternatively from the source code



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

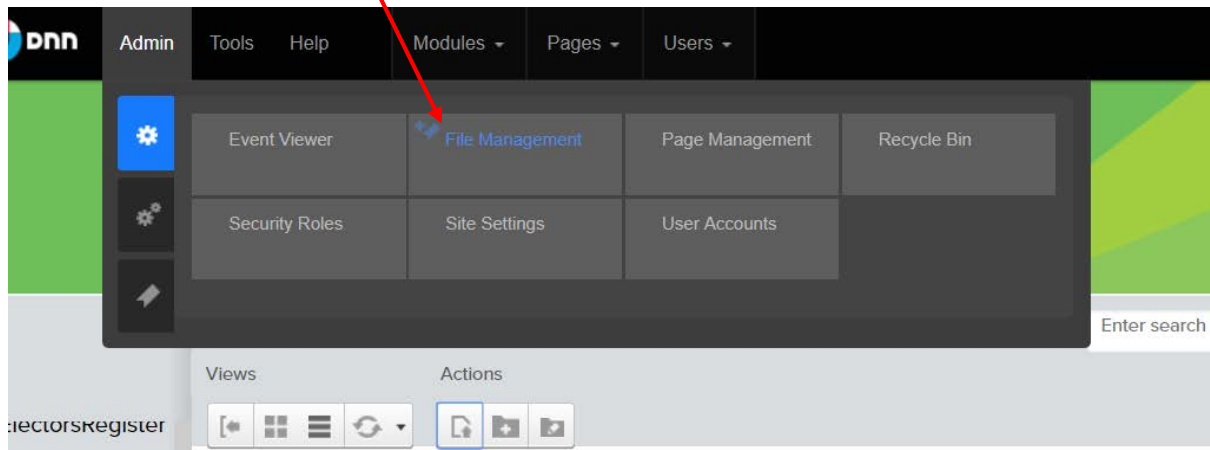


## Pick a page to link and the page title will display when saved

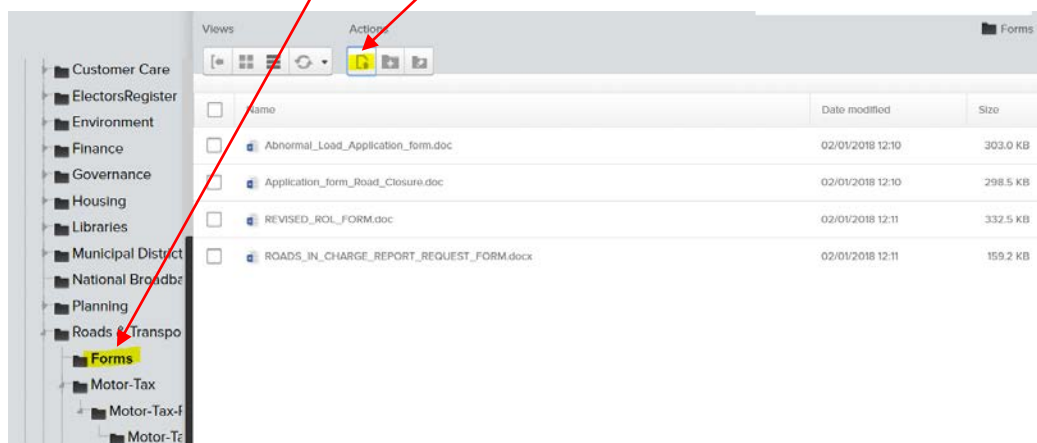


## 4.6 Quick upload of Documents to a Folder

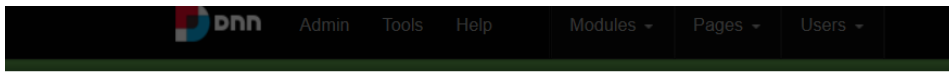
Click “File Management” from the admin dropdown



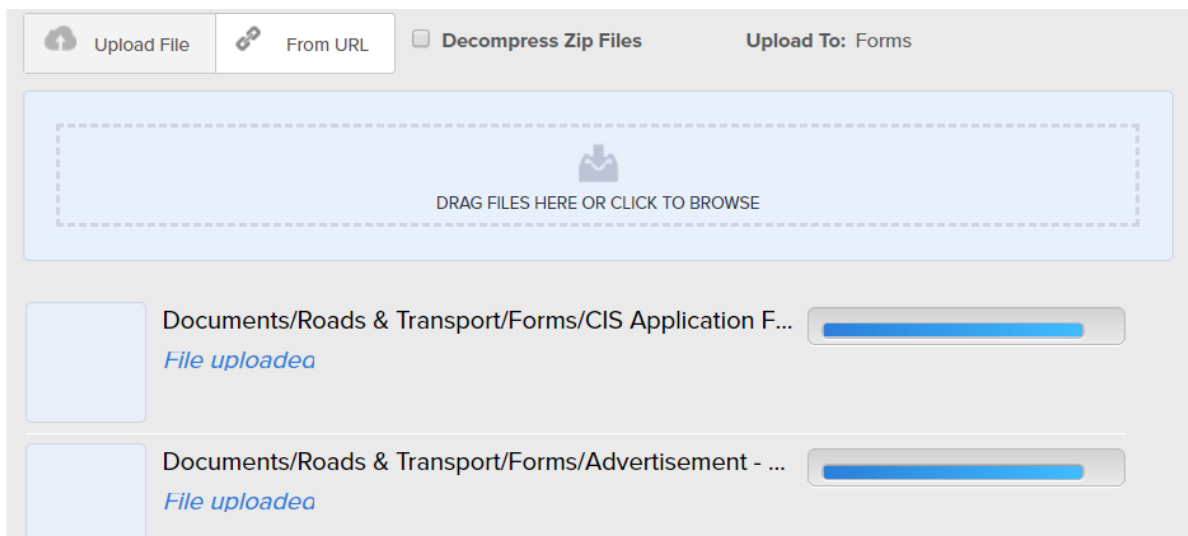
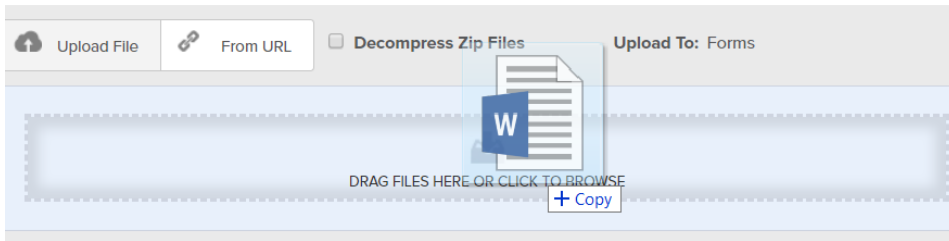
Locate the required folder and click upload



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



### Upload Files

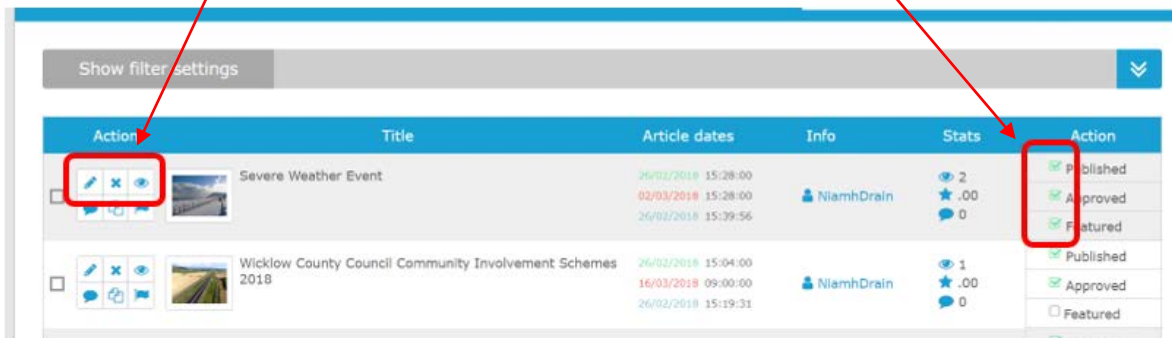


## 4.7 News & Events Article Manager

Under Article Manager



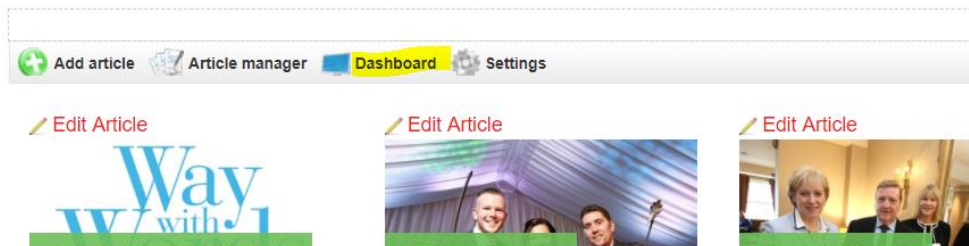
You can Edit – Delete – View any article. Also feature/unfeatured



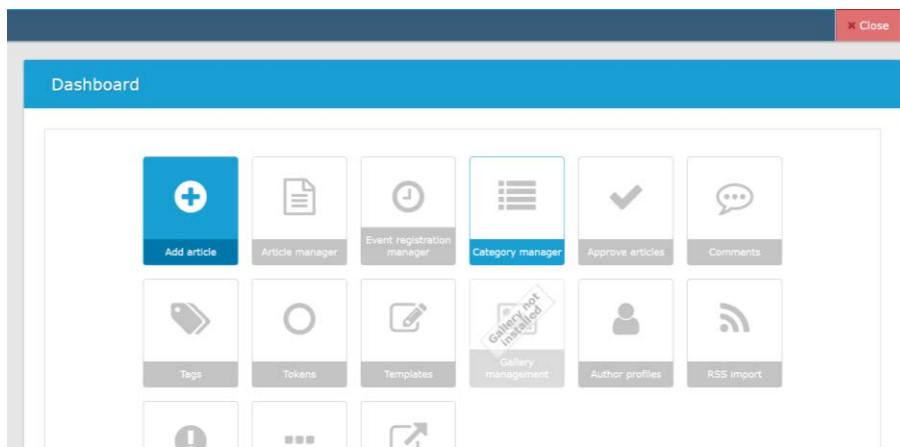
## 4.8 News & Events Category Manager

To add or change categories click Dashboard

### News & Events



## Click category manager

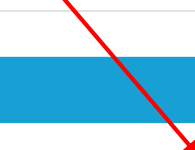


## Add a new category name

Category name

name

parent



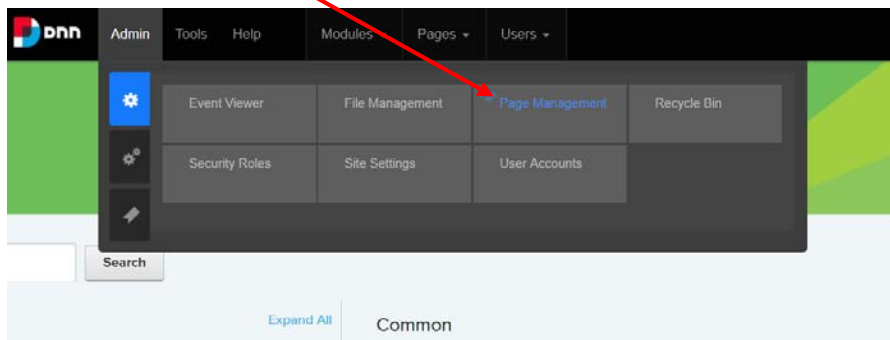
## The category name displays in the green box



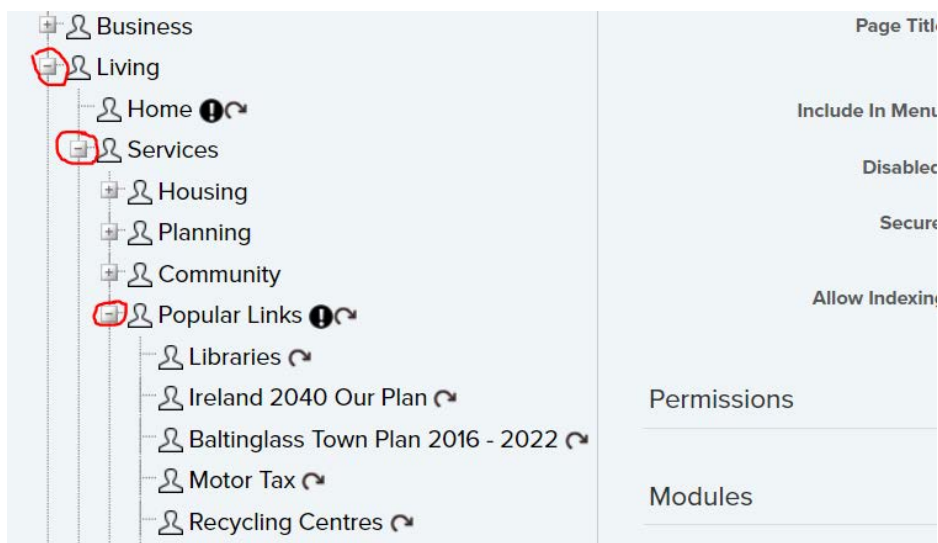
## 4.9 How to Update Popular Links



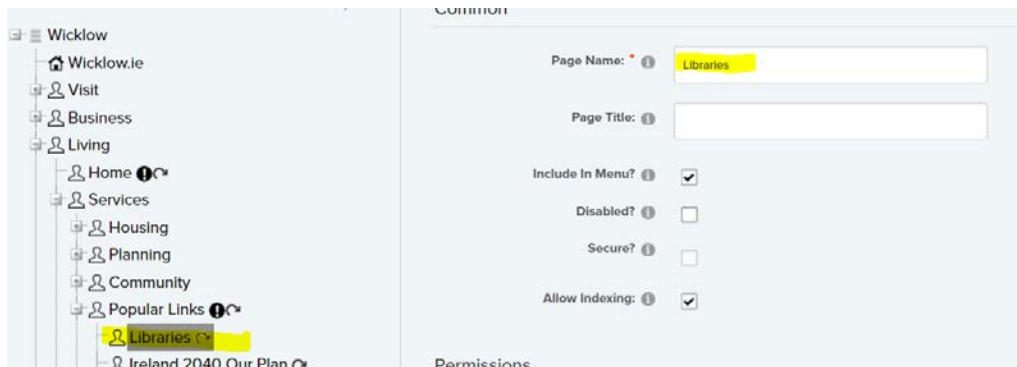
Click Admin – Page Management



In the content tree locate the popular link to be changed

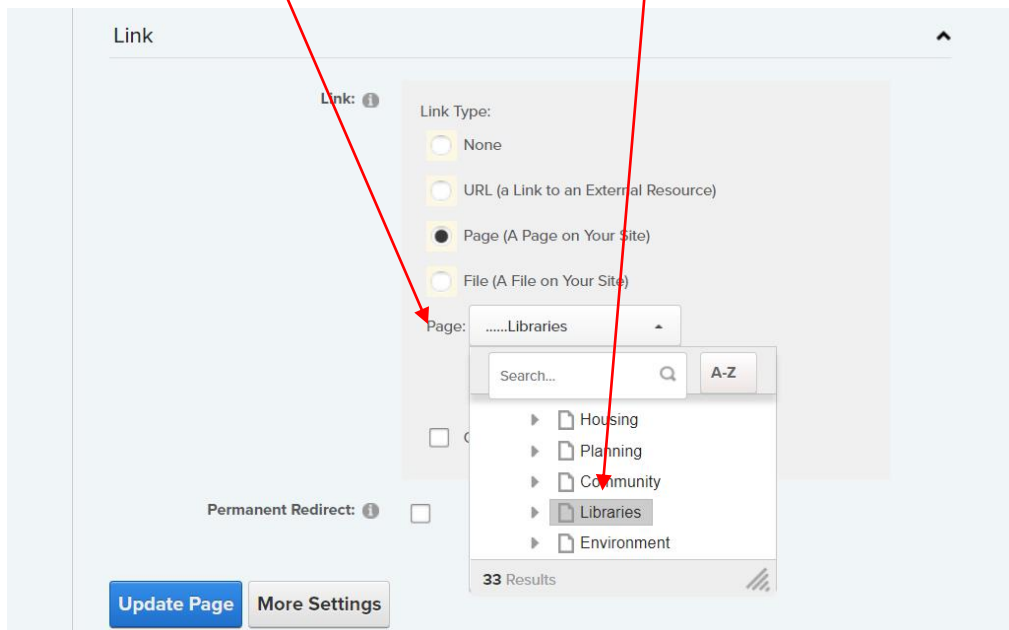


## Click the page and update the page name (Link name)



## Scroll down to the link section

## From the page dropdown locate the page to be linked



## Update page