Lowell.net

Help Information

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TOWN OF LOWELL

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Editing Pages

Calendar

Homepage Agenda

- The agenda listed on the homepage only shows two calendars (Town, Website_Events)
- Updated from Google Calendar

Calendar of Events Page

- The Calendar of Events page shows all four calendars (Parks Department, Recycling, Town, Website_Events)
- Updated from Google Calendar

Latest News

Main Website

- Homepage
  - Shows the latest three articles
  - Shows first 150 characters
  - Button to view entire article
  - Button to view all articles
- Latest News List
  - Shows five articles per page
  - Shows first 150 characters, no images will show in the preview
  - Button to view entire article
  - Button to go to next and previous page
- Latest News Individual
  - Shows the full article with all formatting.
  - View all news link at bottom of page that goes to the Latest News List
- Admin pages
  - Green button to add a new article
    - Title is required
    - Date is automatically applied to today, however any date can be selected
    - Body of article can use any formatting or images that you would like.
    - Add button
  - Yellow Edit button to change existing article
    - Title is required but can be changed.
    - Date is set to existing date, can be changed
    - Body is set to existing information, can be changed
    - Update button
  - Red Delete button

        - Removes the news article from the website

Individual Departments

- Latest News List
    - Shows ten articles per page
    - Shows first 150 characters, no images will show in the preview
    - Button to view entire article
    - Button to go to next and previous page
- Latest News Individual
    - Shows the full article with all formatting.
    - View all news link at bottom of page that goes to the Latest News List

- Admin pages
    - This is accessed from the specific department page
    - Green button to add a new article
        - Title is required
        - Date is automatically applied to today, however any date can be selected
        - Body of article can use any formatting or images that you would like.
        - Add button
    - Yellow Edit button to change existing article
        - Title is required but can be changed.
        - Date is set to existing date, can be changed
        - Body is set to existing information, can be changed
        - Update button
    - Red Delete button
        - Removes the news article from the website

Boards/Commissions/Departments

Add

- At the bottom of navigation drop downs for *Departments, Boards & Commissions and Town Hall* there is a spot to Add a New items
- The new section will ask for a name of the Department
- Once submitted it will take you to the About page for editing. Once completed this new department will function like any other.

Remove

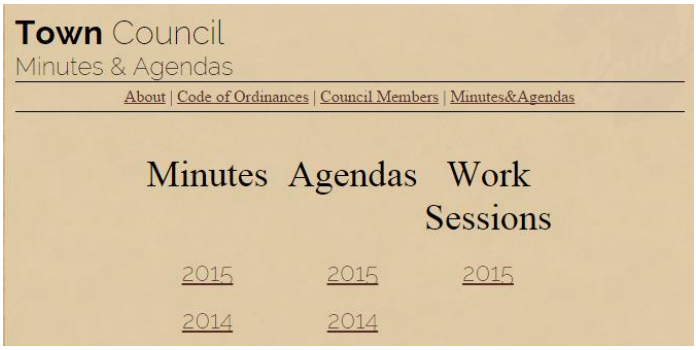
- At the bottom of each department admin page is a delete function.
  - This removes all data associated with that department. All folders, pages and links will be erased.

Navigation

- As new pages and links are added this navigation will change automatically
- When the line cannot fit the full link it will drop down to the next line

Minutes and Agendas

- Optional section
- Pulls folders and files from the M&A folders
- Optionally a work session can be added.
- Can be added through the admin pages by clicking on the 'Add Minutes & Agendas' link.
- Adding the optional work session by clicking the yellow 'Add Work Sessions' button

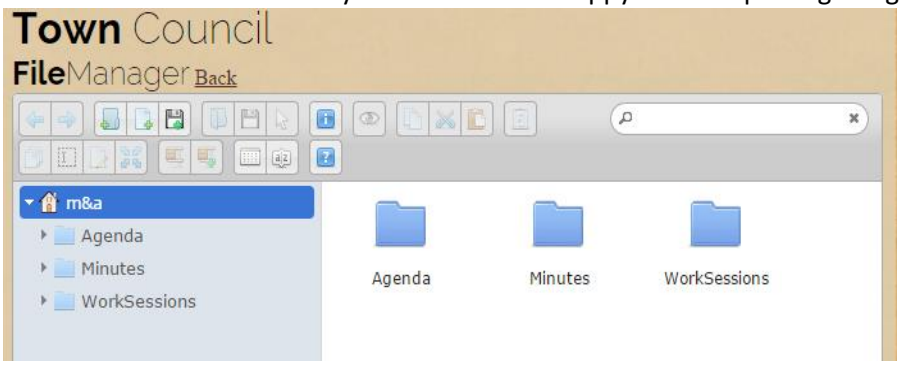


  -

- Remove optional work session by clicking the red 'Remove Work Sessions' button
- Remove Minutes and Agendas by clicking the red delete option (note: this does not delete things in the folders, just removes the page to access them.)

- Adding M&A to the website can be accomplished by clicking the yellow 'Edit' button in the Minutes and Agendas row.

- Select if it is a Minute, Agenda or Work Session (folder)
- Select the Year, or create one if it does not exist
- Upload files into the website by dragging the file into the white box
- You may also click on the floppy disk and plus sign to get an upload dialog box.

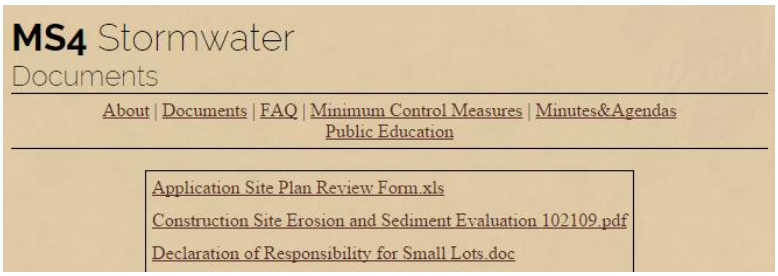


- Delete M&A by right clicking and clicking delete or selecting the documents and hitting delete.

- Any page with Minutes and Agendas enabled will be added to the M&A page that is linked from the homepage.

Documents

- List documents within the documents folder of the board/commission/department
- They are listed alphabetically
- Adding the document page is done by clicking the green 'Add Documents Link' button
- Removing the document page is done by clicking the red 'delete' button (note: deleting the page does not remove the documents in the folder, only the link to the page)



- Adding documents to the website can be accomplished by clicking the yellow 'Edit' button in the Documents row.
  - Documents can then be dragged into the white box.
  - You may also click on the floppy disk and plus sign to get an upload dialog box.
  - Delete documents by right clicking and clicking delete or selecting the documents and hitting delete.
- Any department with a document page is added to the list of pages from the homepage
- Pages
- About is the default page (Cannot be deleted, however, it can be edited)
- Other pages can be added as needed by clicking the green 'Add New Page' Button
  - Create Title
  - Create Content (Formatting and images are allowed)
- Edit page by clicking on the yellow 'Edit' button.
  - Change Title (except About page)
  - Change Content

- Delete pages by clicking the red 'Delete' button in the page row. This removes the page and content
- Links
- Links can be used to go directly to other websites or documents
- There is no page created for them
- When creating a link you need two things:
    - Title – used for navigation
    - Address – Where the link should go to
- Add by clicking on 'Add New Link'
- Remove by clicking 'delete' in the link row
- Delete Board/Commission/Department
- Click the red 'Delete Department' to remove all data and pages about a specific department. (note: this will remove all documents, minutes, agendas and work sessions as well as all pages and links)
- Add Board/Commission/Department
- There are three different pages that a new Board/Commission/Department can be added to.
- Click the add option at the bottom of the navigation dropdown and name the department
- Create the About page

Alerts

Notice (Yellow)

- When enabled from the admin pages a yellow banner shows at the top of every page
- Text can be as short or as long as needed.
- If the text is short it will be stationary
- If the text is long it will scroll across the screen

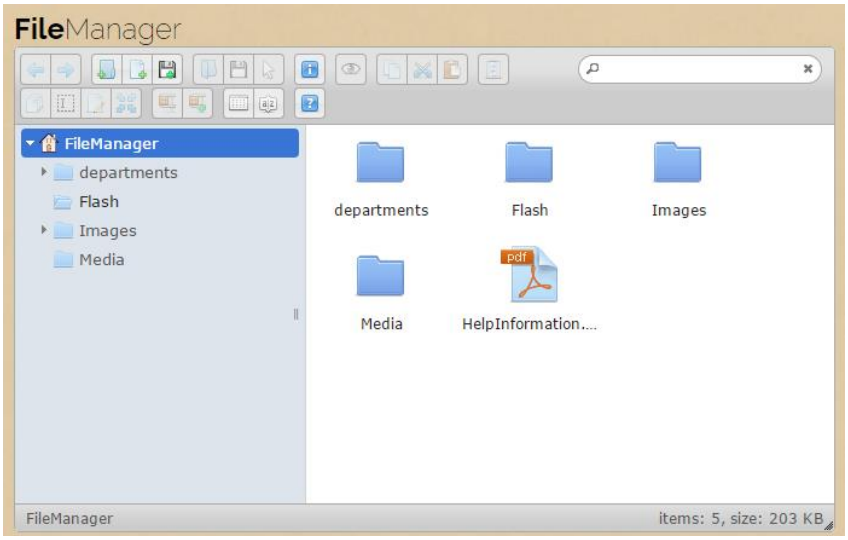
Warning (Red)

- When enabled from the admin pages a red banner shows at the top of every page
- Text can be as short or as long as needed.
    - If the text is short it will be stationary
    - If the text is long it will scroll across the screen

Removing alert

- From the admin page click on 'Remove Alert' to disable any alert that is currently running.

FileManager



Images

- From the images folder you can upload and delete existing images on the website
- Any image uploaded and used on a page is placed in this folder

TopBanner folder

- Place image that you would like to be on the top banner
- There needs to be at least one image in this folder. If there are more than one the website will randomly select one from the folder to show on each of the pages.
- Images are shown at 900 x 150px. If they are not that size, they will be stretched to fit that size

Homepage_Slideshow

- Place images you would like to have cycling on the homepage
- There needs to be at least one image in this folder. If there are more than one the website will randomly select one from the folder as the starting image and then cycle through the rest on a rotation
- Images are shown at 425 x 300px. If they are not that size, they will be stretched to fit that size.

Backgrounds

- Place image in this folder that you would like as the background.
  - bg_image_inner.jpg is the thinner background that is under just the content.
    - This image needs to be in jpg format
    - This image needs to be 900px wide. Any height is fine
    - This image will repeat down the page but not left to right
    - If there is no image the background will be nothing and show the image or color underneath

- bg_image_outer.jpg is the larger background behind everything.
    - This can be any size.
    - Must be in jpg format
    - Repeats from left to right filling the whole screen. Does not repeat down.
    - If this is not available it will just show the white background color.

Departments

- From within the departments' folders you can add and remove images, documents or minutes&agendas. This folder is linked with the department and is deleted if the department is deleted.

Flash

- If you have any flash media to add to the website, it can be added in this folder.

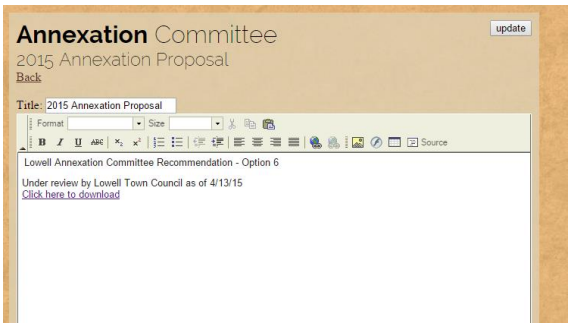
Media

- Assorted media files can go in this folder. This is a catch all folder.

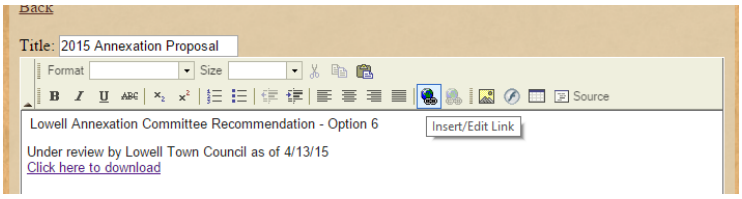
File Too Large To Upload

- FileManager has a limit on the size that it can upload. Occassionally larger PDF files will not work. If this occurs you can try uploading the same file through the edit page program.

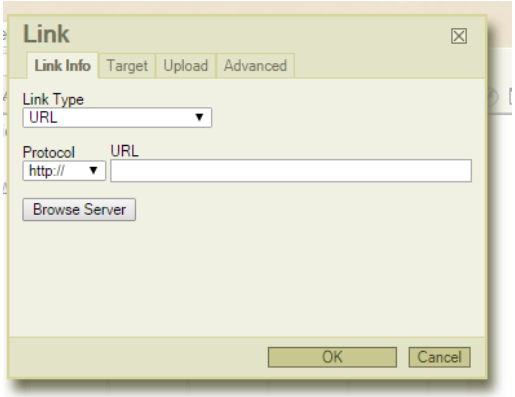
Process:



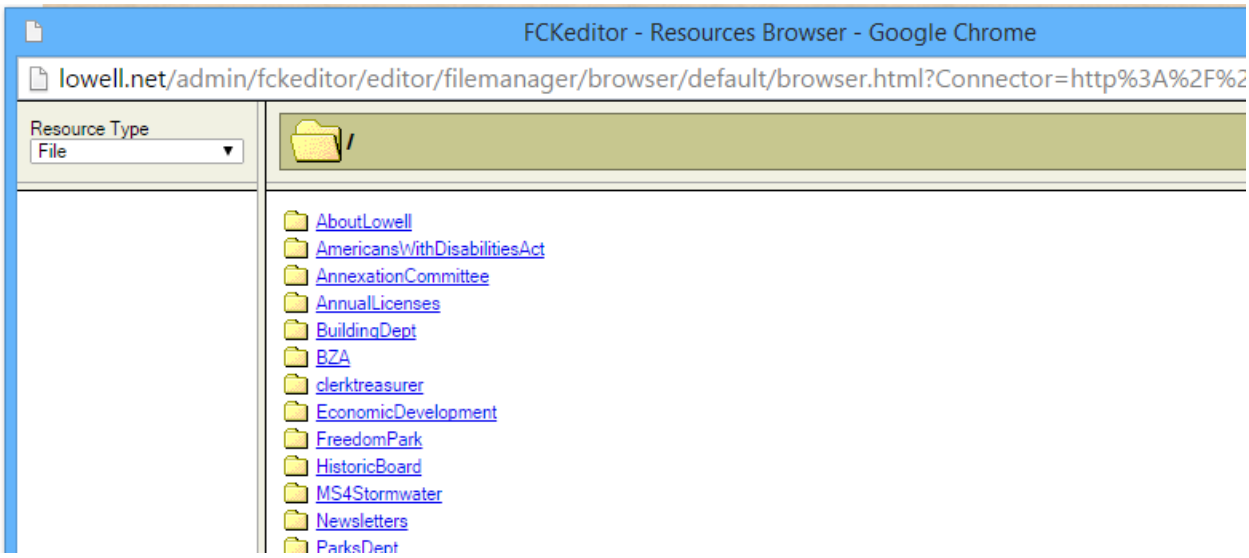
Start By going to any page and open it for editing



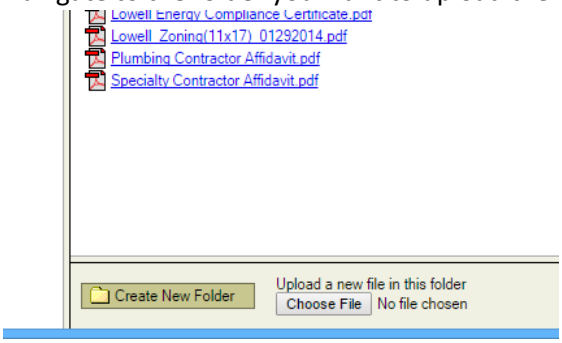
Click on the Insert/Edit Link button



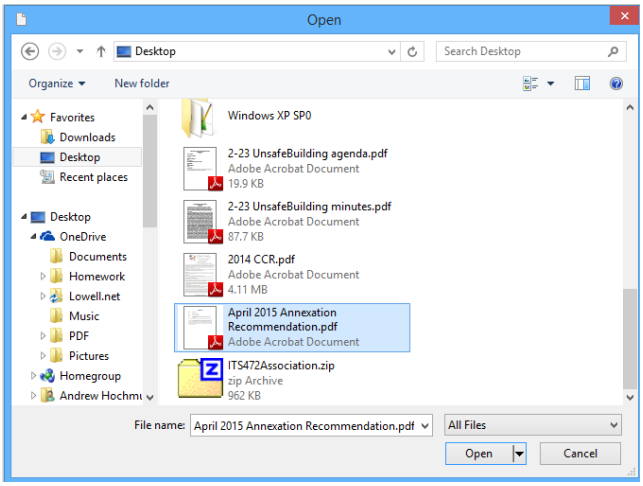
Select the Browse Server button



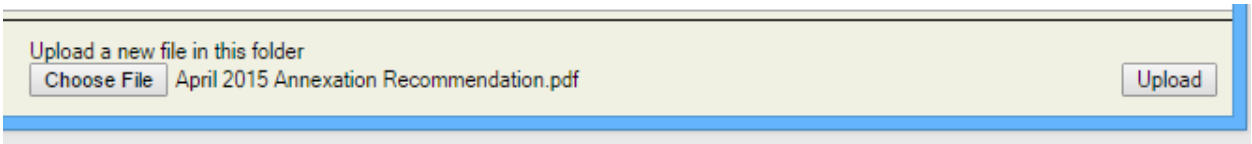
Navigate to the folder you want to upload the file to.



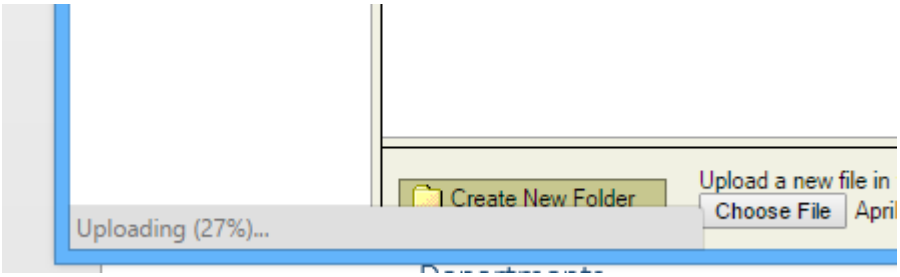
At the bottom of the page, select Choose File. This will open a
to select a file from the computer.



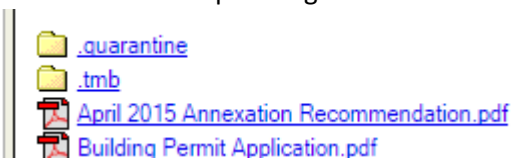
Select your file and hit open.



Now click on upload on the far right of the window.



The file will start uploading.



Once it is completed the file will show in the folder that is currently open. At this point the file is uploaded and you can close out of the window. The file is now on the webserver. You can link to this folder as needed. If the file was uploaded into the documents folder for a department, it will show in the list of other documents.

Website Pages

Home page

Top banner image is replaceable. Middle image is replaceable. Calendar button goes to Events page. Document Center goes to Document Page. Minutes & Agendas button goes to Minutes & Agendas page. Online Payments goes to the InvoiceCloud Webpage.

Documents List

All departments that have the documents link will be added to this list. When a department is selected it will go to the documents page of that department.

Minutes & Agendas List

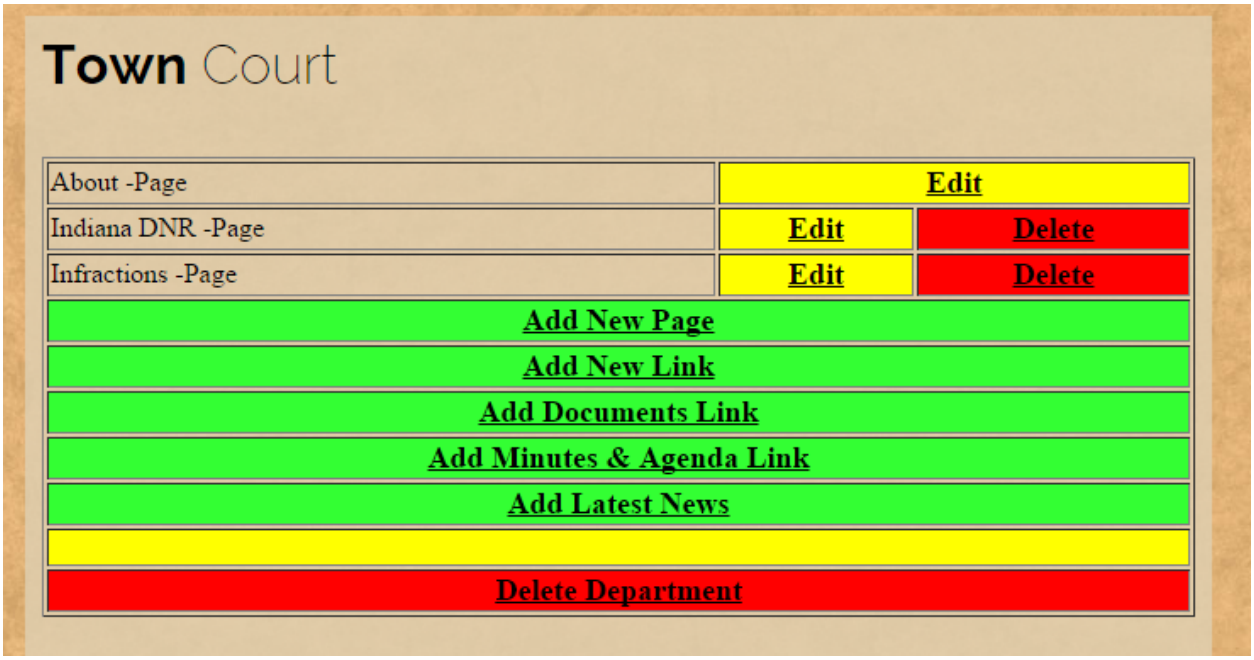
When departments have a Minutes and Agendas section they will be added to this list. When a department is selected it will go to that department page.

Department Pages

As subpages are added to the department section, links are added to the Navigation bar across the top. These items can be links to other websites, files, or pages (all created within the admin pages). The About page is the home page for each department and cannot be removed, only edited.

Admin Pages

Department Pages



All department pages look like this. They have buttons for adding new content and removing content.

Updated: May 7, 2015