County of San Luis Obispo

Kentico Kadet 101

Training, V10
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Step 1: Boarding Pass

Welcome to Kentico Kadet training. Before you start working in Kentico you will need to have the correct access rights to modify and create pages within your department. Along with an active AD account, you will need to belong to a special CMS group like:

```
  wings-itd_cms_00_providers
```

Each department will have a different role that looks similar to the one above, except with initials that represent your department. Your department security administrator will have to add the appropriate role for you.

Your department’s I.T. support desk can help you make sure you belong to the correct group. We are recycling the same AD groups created for the last CMS, so if you had clearance with the last CMS you will most likely have it in the current CMS.

In addition, you will need to have special “Editor” rights granted to you by a Kentico Administrator. Once you have determined you have the correct rights, browse to our staging website from any County computer:

```
  http://cmsstg/Kentico10/Admin/
```

As long as you are accessing the website within the County's secure network, you will be able to log directly into the Admin home page for Kentico using the link provided. Once accessed, you should see the following screen:

*If you see the following screen, please contact the service desk at x2800*
Step 2: Pre-Flight Instructions
To access the services you will be modifying, click the “Pages” icon from the Kentico home page.

Clicking on the “Pages” icon will open up the site navigation module on the left. You should see the following section:
A lot of the work you will do in Kentico will be from this toolbar. From this section you can create, delete, move and search for pages and documents.

You can access pages and content through the “Tree” navigation. Sections shown or hidden by clicking on the “+” or “-” icons from each page.

This section represents the different views available for each page. You can view the page in “Edit” mode, “Preview” mode or “Listing” mode. Listing will show detailed information on the page’s placement in the content tree.
Access your department services by clicking on the “+” icon to the left of the Department’s page. Click through child pages to view your list of Services.
Department / Division Pages

Your department or division homepage is often the first stop for clients starting a journey to use your department's services. The purpose of this page is to make the journey easier by directing traffic to the various areas or services requested by your clients. Above all, your department homepage should be useful. People are there to do something; so, help them!

What belongs?

- Department News
- Most Requested Services
- Helpful answers to common questions with links to direct traffic to resources

Things to avoid

- Long mission statements
- Lots of exclamation points. (This always sound forceful and angry)
- Bold text in every paragraph (again, forceful and angry)
- Large images without any purpose. Yes, they are pretty but serve no useful purpose
- Too many links or too many resources. Keep it simple and leave the details on the actual service pages.

Seek feedback from the public and ask what they find helpful about your department page. Keeping the public in mind first will help direct what you place on your website.

Department Top News

You can feature top news articles on your department / division homepage by selecting 3 published articles from within the homepage “form” tab. You are limited to 3 Articles at a time, adding a new article requires you to remove and re-order the list if needed

The order of the 3 articles determines the order of the articles on your homepage. The three articles selected above appear as shown below:
Featured News

**Airport Passenger Boarding Numbers Continue to Soar**
New routes and added flights lead to a 23% increase over 2016

READ MORE

---

**Public Notice of Passenger Facility Charge Application**
This is to serve as the public notice that the San Luis Obispo County Regional Airport intends to file and impose Passenger Facility Charges to fund projects at the airport.

READ MORE

---

**Airport Continues Growth—Add Additional Daily Flight to Denver**
United adds second nonstop departure flight to Denver, starting April 9th, 2018

READ MORE
Most Requested Services
Help your customers quickly find what they are looking for by selecting your top requested services from the form tab of your department page:

**Most Requested Services:**

<table>
<thead>
<tr>
<th>Actions</th>
<th>Page</th>
<th>Page type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airplane Hangar Rental</td>
<td>Service</td>
</tr>
<tr>
<td></td>
<td>SLO County Regional Airport Parking</td>
<td>Service</td>
</tr>
<tr>
<td></td>
<td>Commercial Air Service</td>
<td>Service</td>
</tr>
<tr>
<td></td>
<td>Getting To and From SLO County Regional Airport</td>
<td>Service</td>
</tr>
</tbody>
</table>

You can add at most 15 related pages.

Contact Us Page
The Contact us page contains both directory information and an online form to contact your department. Form data is sent from webnotifications@co.slo.ca.us to an email group of your choosing. We do not allow sending form data to an individual email address. **When responding to an email request from your Contact us page, do not use the “reply” as the sender is webnotifications@co.slo.ca.us and not the individual who submitted the form.**

Contact Us Location / Phone Listing
The County web administrator maintains a list of department locations and phone numbers for the main department directory page. You can add these locations to your “Contact Us” page by adding a location page as a sub-page to your “Contact Us” form page.
Ensure your department / division is selected on the parent form page before adding a location as shown below:

Form Title:* [Contact Us]
Select Department:* [Auditor - Controller - Treasurer - Tax Collector - F]

Please email webmaster@co.slo.ca.us if you need a phone, fax or address updated.

Service Orientation
Each interactive service page has three subpages. These subpages contain additional, optional information that is “fed” to the parent Service page. The public cannot see these pages, they are only meant to contain information for each
service. Frequently asked questions are added to the “FAQS” subpage. Location, availability and phone number information is stored in the “Locations” subpage. Processes (Steps required to complete or render service) are contained in the “Processes” subfolder.

Adding information about each service will create additional pages as shown. These pages are created by content providers by simply filling out a form.

Each service page contains a form that is used to edit the service page content. You can preview how the content will be seen by the public by selecting the “Page” tab at the top of the page while a page is selected.

You can see a “Live” version of the page by clicking the icon at the top left of the page. Then click on the “Live site” button on the bottom left:

To edit an existing service, select the service page within the navigation tree on the left of the screen. On the top you should see a few tabs. Content on the page can be edited using the “Form” tab.
You can view all of the services under one area (department or division) by selecting the “Services” page above each group of services.

Example “Services” listing page:

“Services” list and search view from the “Pages” tab:
### Tax Collector Services

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Service Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>County Business Licenses</strong></td>
<td>The Auditor-Controller-Treasurer-Tax Collector (ACTTC) issues Business Licenses for businesses operating in the unincorporated areas of the County. Typically, these licenses must be renewed annually.</td>
</tr>
<tr>
<td><strong>Pay Property Tax Bills</strong></td>
<td>Taxpayers can make payments on their Secured (&quot;real estate&quot;) or Unsecured property tax bills online, over the phone, at the Public Service Counter, or through the mail.</td>
</tr>
<tr>
<td><strong>Property Tax Information Request</strong></td>
<td>Taxpayers can request copies of tax bills, payment history, and other tax-related information.</td>
</tr>
<tr>
<td><strong>Public Auction of Tax-Defaulted Property</strong></td>
<td>Property that has unpaid taxes for five years may be sold at a public auction.</td>
</tr>
<tr>
<td><strong>Transient Occupancy Tax (Hotel Tax)</strong></td>
<td>The ACTTC administers the County's TOT program, which receives money collected by lodging businesses from guests.</td>
</tr>
</tbody>
</table>

*Note by clicking the “Live Site” button the “Services” link can be copied and sent to others for review. A great way to review your services.*
Adding Services

Service Title
The first part of the service page is the title and category section. You can edit the name of the service here.

Service Title: * Abandon Fictitious Business Name

Categories: No category selected.

Add categories

Service Categories
Categories can be selected by clicking on the “Add categories” button. You should then see a dialog window with a list of available categories. Open up each section and select all relevant tags.

When done, click on “Save and close”
The categories you selected will now be available to view from the main service form view. You can remove categories by selecting the checkbox on the left and clicking the “Remove selected” button.

**Service Title:** Abandon Fictitious Business Name

**Categories:**

- Actions > Apply > In Person: Yes
- Topics > Business: Yes
- Topics > Records & Documents: Yes

### Service Description

The next section on the service page form is main description of the service. This should be short and succinct using language anyone can understand. Avoid Acronyms!

**What is this service?:**

Abandon a Fictitious Business Name Statement. Obtain information on filing requirements for abandoning a Fictitious Business Name Statement.
Service Cost, Eligibility and Availability
The next sections on the form answer questions regarding cost, eligibility and availability.

The default values for these sections are:

Who can use this service?
Any resident can use this service.

How much does this service cost?
This service is provided free of charge.

When and where is this service offered?
This service is available throughout the year during regular business hours except during scheduled holidays.

If you select “No” the question “Can anyone use this service”, a new text field will appear that will give you place to enter the eligibility requirements. The same is true for the cost section.
Note that unless you enter a value into the “Who can use this service” text area the website will continue to use the default text, even if “No” is selected above.

Once you are done editing, you can check the spelling by scrolling to the top of the page and clicking “Spell check”. Don’t forget to save your work by clicking the green “Save” button.
Service FAQs
Often people have questions about the services we offer. To add Frequently Asked Questions to a service, select the “FAQS” page under the service you are editing.

Then right click and press “New” or scroll to the top and press the “+” button:

Depending on how you add a new FAQ page, you might need to select the FAQ page type from within the main window. Click on the FAQ page to launch the new FAQ page form.
Simply fill out the form to add a new FAQ. Don't forget to spell check! You can quickly create another FAQ by selecting “Save and create another”

You can optionally set a date for this section to be available. We recommend you do not set a date at this time.

Once added, the FAQ's will appear as shown in the content tree:

The FAQs will appear on the parent service page as shown:

Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How long does the process take?</td>
<td>It takes a while.</td>
</tr>
<tr>
<td>How do I find out if my business name was abandoned?</td>
<td></td>
</tr>
</tbody>
</table>

Please be a little more verbose than the example above.
Service Locations
To add a location to a service, select the “Locations” page under the service and add a new location page. This process is exactly like adding a new FAQ page.

Add a location by filling out the new Location page form. See instructions below each field.

You can see your department / division location and phone number information in the SLO Directory application shown below:

If you are missing or need to change location information, please email webmaster@co.slo.ca.us.
Locations will render on the service page as shown below. The Google map is automatically created from the address stored in the database for the selected location.

San Luis Obispo Office

📍 Monday - Friday 8-5
📍 1055 Monterey Street Suite D120 San Luis Obispo, CA 93408
📞 Fax: (805) 781-1111
📞 Tel: (805) 781-5080

1055 Monterey St
1055 Monterey St, San Luis Obispo, CA 93408

View larger map
Service Processes
Often a service requires multiple steps to complete. You can describe each step in the process by clicking on the “Processes” page under your service and adding a new process.

Once added, each process will appear under the folder where it was created. You can rearrange each step in the process if needed.

Each step will render on the parent service page as shown.
Informational Services

In addition to the regular interactive service page types, informational service page types are available within your Services (Services) section. Informational services are different than regular services in that they are meant to inform the public only. Residents do not apply or formally request these services from the County in order to use them. They are not “personal” so to speak. A few examples of an informational service are:

- Beach water quality report
- Restaurant Inspection results

Once you have selected the “Services” section in your department or division, click on the plus (+) icon and choose the Service (Informational) page type.

Once a description and category information has been added, you can then perform a spell check and save the new page. The actual page content is edited within the “Page” tab once the page has been created (saved).

The editable content on the page is added with the “Page” tab selected. This gives you a better view of how the page will appear once published.
A special note, if you need to add an iframe, click on the source button, and use the following code which will force the iframe to be responsive. You can also use the class embed-responsive-16by9 instead of 4by3 if needed.

```html
<!-- 4:3 aspect ratio -->
<div class="embed-responsive embed-responsive-4by3">
  <iframe class="embed-responsive-item"
    src="http://www.google.com"></iframe>
</div>
```
Also include the full link to the source of the iframe within the form tab. This will automatically build a “Launch Full Screen” button below the “What is this Service? Area.

Optional Link for IFrame Applications:
https://www.govemmentjobs.com/careers/slocol

This service is a complete listing of

Informational Service FAQs
You can also add FAQs to an informational service page. To do this, you first must add a FAQs page as a child page to your new informational service page. Once an FAQs section has been added, you can add FAQ pages under the FAQs page. The informational service page will display FAQs in collapsible sections similar to the regular interactive service pages.

Sample Service
FAQs
How often is this report made?
Forms & Documents

All PDF and CSV type documents meant for public use belong in your departments “Forms & Documents” section. Folders within this section should be structured in a way that is intuitive to the public. Avoid acronyms when naming files and folders.

As a general note, files should be uploaded within the folder tree instead of at the root level below Forms & Documents.

To add a new folder or file, select the parent folder where the item will be housed and click the plus button to select the appropriate type:

![Folder selection interface]

Upload the pdf, csv or txt file using the new File upload window:

![File upload window]

Please remember to regularly take inventory of these publicly accessibly documents. Never upload anything that contains sensitive or personal information. If you come across something that might be considered sensitive or personal, meet with your Department’s Strategy Decision Maker to review and take appropriate steps.

Under special permission you can also upload .docx, .xlsx and .dwg files. These file types should only be used if the file is expected to be edited by the public. Because of the inherit danger of these file types getting back to you with dangerous content we highly recommend not using these file types.
External Links
Often the forms and documents we provide the public are developed and maintained by another agency. Inside your forms & documents library you can add external links to forms and documents maintained by an external government agency.

Please select new page type

Redirect External Link
If you want visitors to be able to automatically be directed to the external link when they click on the link from within Kentico you will need to take an additional step to redirect the link as shown below:

After you have created the link and saved it go to Navigation under the Properties tab:
Choose **URL redirection** in the **Menu Actions** and Insert the same link within the URL Redirection form input:

![URL Redirection Form](image)

Press **Save** and you should now see an arrow by each link to indicate it is redirected:

- SOC 341A Mandated Reporter Ack →
- SOC 341A (Sp) Mandated Reporter →
- SOC 426 IHSS Provider Enrollment →
- SOC 426 (Sp) IHSS Provider Enrollment →
- SOC 846 IHSS Provider Enrollment →
- SOC 846 (Sp) IHSS Provider Enrollment →
- SOC 2255 Provider Workweek & Tr →
- SOC 2255 (Sp) Provider Workweek →
- SOC 2256 IHSS Program Recipient →
- SOC 2256 (Sp) IHSS Program Recipient →
- SOC 2279 Live In Family Care Provider
- SOC 2279 (Sp) Live In Family Care Provider
- SOC 2302 In-Home Supportive Service
Link Forms & Documents to Services

You can create reference links to folders, files and other services within each service page. To add a reference to another item from a Service, navigate to the service and click the “Form” tab. Near the bottom of the page there is a form control titled “Reference”

Click on “Add page” to choose an internal page from within the website. You can choose from any page, including other departmental services, files or folders.

Browse through the content tree on the left and choose an item to reference. The page will be highlighted once selected and the “Selected page” input area under the “General” tab will show the full path of the new page.
Once items have been referenced they will appear below the Reference form control as shown:

Reorder referenced pages by selecting the 8 dots next a line item and drag up or down.

The referenced pages will appear on the left of the screen on an interactive service page and below the main content on an informational service page.
News / Articles

Why Post a News Article?

- To increase transparency about the County's role on an issue, service or topic
- To increase citizen engagement with County government
- To solidify the County as a trusted news source
- To increase awareness of an important County service, program or project
- To improve trust in County government
- To build support for programs we fund
- To correct misinformation
Appropriate Content for News Article Pages
Departments should use the news article pages for news or important information to the public. Below are some examples of appropriate content for news pages:

- Timely department announcements
- County- or department-authorized public events info or recaps
- Public Service Announcements
- Project updates
- Highlighting the positive impacts of a County service or program
- Emergency updates and/or preparation information

Inappropriate Content for News Article Pages
Departments should not use the news article pages for anything other than posting news or important information to the public. Below are some examples of inappropriate content for news pages:

- Partisan or personal opinion editorials (op/eds)
- Private events or information
- Slanderous or libelous announcements
- Inaccurate information or details
- Personal attacks on others
- Personal blogs (informal or conversational views on a subject)
- Graphic, obscene, explicit or discriminatory content
- Sensitive personal information of anyone, clients or otherwise.

Article Title (headline)
Write the title in a newspaper/headline format (not in a book or report format). The headline should be between 5 and 10 words and should briefly tell the reader what the announcement is without them having to read further (but it should make them want to read further). It should be descriptive and should work on its own.

- “Adelaida Vacation Rental Ordinance Adopted” (tells the reader exactly what happened)
- “Vacation Rental Ordinance Information” (does not tell the reader what happened)

Article Author
The article author will appear on the published article and, therefore, should tell the reader who wrote the article. Either add the full department name, division name, or staff member name plus their official job title. When labeling the department/division as the author, do
not use acronyms or abbreviations. When labeling a person as the author, always also include their job title.

| “Administrative Office” or “Whitney Szentesi, Communications Analyst” |
| “County Admin” or “AD” “PWD” or “OES” or “N/A” or just “Whitney Szentesi” |

Categories
Select categories to help designate your article to specific topics and filters. Select up to 3 main topics (no more than 3) and up to 5 filters (no more than 5). If you must select more than this, be very strategic about what you select.

Article Image
Always select an image from the media library. The article image is the first thing visitors see when they read the article. Make sure it is relevant, fits well and has esthetic appeal. Please contact webmaster@co.slo.ca.us if you need help finding the right image.

Where to Get Images for County Use
You may need to use images, graphics or photos on materials to promote your department, projects or programs. These materials can include the County’s website, news releases, flyers, posters, brochures, direct mailers, postcards, reports, etc.

But not all images are created equal. Here are some guidelines for you to use in your everyday job as a County employee.

1. **Use Images Submitted to the County from the Public.** Members of the public gave the County of San Luis Obispo permission to use their images on our website and in other materials. But we have promised to give them photo credit. You can view and download those images on the County’s Flickr account. If you are a website content manager, you can find these images already in the Kentico Media Library under Countywide Media. (Note, the image captions on Flickr and in the Media Library on the County’s website contain the photo credit. Please copy this and use it whenever republishing these images.)
2. **Respect copyright laws.** Do not use or republish an image from the internet just because you found it on Flickr or Google Images. Just an image is listed on search engine results doesn't give you the right to use it. To that point, it doesn't give the County the right to use it. If you find an image online that you want to use on County promotional materials, you will need to get permission - and sometimes even a license - from the copyright owner. That doesn't mean that you can just provide photo credit to the website that displayed the image you found. In fact, that website may not be the copyright owner and may in fact have gotten permission or purchased a license to use the image from the original copyright owner. Respect copyright laws and only use photos you have been given explicit permission to use.

3. **Take the photo yourself.** If you need a photograph, your fastest and sometimes safest bet is to take the photo yourself. This way you don't run the risk of violating copyright law. Everyone has a smart phone these days and most smart phones have amazing cameras. [Here are some tips for how to take good photos with your phone.](#)

4. **Purchase or use free stock photos or photos in the public domain.** You can purchase photos from paid photography websites, or you can choose from a variety of free stock photo websites or websites that provide images that are in the public domain and are not subject to copyright. to find quality photos for your department's needs. But please note that you must follow the licensing rules for the photos your purchase or download from these sites. Some stock photos require that users credit the photographer, while others do not. If you use a photo from these websites, it is your responsibility to know what rights are reserved by the copyright owner.
Image Caption
Always include an image caption. You may copy and paste the image description to be your image caption.

Article Summary
The article summary is a brief description about the article. It will appear either on the main home page of the website or the department/division’s home page. But only the article summary will appear as the text below the image and headline. Do not exceed two sentences for this description.

Note: The article summary becomes important when an article is shared on social media, among other things. Don’t leave it blank!

“30-day vessel launch restrictions in effect for all local lakes.”

“30-day vessel restrictions”
**Article text**

This is the main part of your article and should provide the reader with enough context to understand the topic at hand without having to click elsewhere or search for more information. The article should stand alone, if necessary. Also, it's important to remember that your article may appear in other areas of the website (not just on your own department page). Avoid jargon, acronyms or words and phrases that the general public would not understand. Here are some tips for your article text:

✓ Start with the news or announcement

✓ 5 Ws (Who, What, When, Why, Where) and context (help readers understand the topic)

✓ Keep it brief but include at least 3 paragraphs

✓ Include news release text (entire text – copy and paste)

✓ Include in-text links

✓ Include quotes from authority figure or expert

✓ Check spelling (spell check is your friend)

**Publish From (date/time):**

The date that you want the article to “publish from”. This field is required. This will appear as the date displayed on the article. If it is today’s date, manually select today’s date. If you want to backdate the article, select the date you want to see displayed on the article page. If you want to publish it at a later date/time, select a future date/time to publish the article.

**Publish to (date/time):**

Optional, but not recommended. Only use in very rare circumstances. This will remove the article from public view and could cause broken links on the website if other pages are linking to the article.

**Projects**

The project page type provides a way to communicate updates and share important updates regarding ongoing or upcoming projects that directly impact the public. Projects that only affect employees internal to the County should not be listed on the website.

**Project pages should be updated frequently. The purpose of the page type is to keep the public informed regarding projects that directly affect them or their business.**

The follow fields are available within the “Form” tab of the Project page:
### Field Name | Instructions
---|---
**Name of Project** | Use complete words, avoid acronyms and be specific
**Categories** | Select appropriate topics and categories
**Project Description** | Give a brief overview of both the purpose and general timeline of the project
**Project Contact(s)** | The person the public should contact regarding the project. The person listed as the project's contact should also ensure the content on the project page stays up to date

**Related Forms & Documents** | Link to folders, forms or documents relevant to the Project
**Related News / Articles** | Link to any related news articles that give important updates regarding the project or any related projects
**Related Services** | Link to any related services that are related to the project
**Publish from / Publish to** | When the page should be published and when it should stop being published. Use a future date in the Publish from field to create a draft of the page

### Project Updates

The “Project Update” page type is used to give regular updates to the public. The project homepage will automatically pull in the project updates and will list them in the same order as they appear in the content tree.

- Property Tax Billing Information
- October 19, 2017: Property Tax Information
- May 17, 2017: Draft SNMP
- August 29, 2016: Public Workshop
- June 22, 2016: Baseline Groundwater

### Phase / Schedule

**Field Name** | Instructions
---|---
**Select Phase or Schedule** | If you have hard deadlines for each major step in the project, use Schedule. If the project is expected to be completed outside of a strict timeline, use Phase
**Phase / Schedule Title** | Be descriptive and avoid acronyms
**Phase / Schedule Description** | General overview of major step in the project. Leave the details in the milestones (see below)
**Select Estimated Date of Completion** | Estimate date of the phase / schedule completion
**Select Date of Completion**
Actual date of the phase / schedule completion

**Publish From / Publish to**
When the page should be published and when it should stop being published. Use a future date in the Publish from field to create a draft of the page

**Milestone**
Milestones can be added under each Phase / Schedule page type. The Milestone page type is used to describe the smaller steps or “milestones” associated with each major step of the project. The Phase / Schedule should contain general information and the milestone should contain more detailed information.

**Project Schedule**
- Design
- Environmental Documents
- Preliminary Engineering
- State Approvals

**Project FAQ**
You can also add Frequently asked questions to a project page. You must first create a place to store the FAQs by adding an “FAQs” page type. From the parent FAQs page type, you can create individual FAQ.

**FAQs**
- Are the rules different?
- Can I sell homes?
- Can I smoke or eat?
- Fuel costs

**Project Sub Page**
The project homepage should contain an overview of the project, contacts, updates and the project schedule. Sub-pages should be used for additional information. A common appropriate project sub-page is one that answers questions that require a longer documented response than what is available in a simple FAQ. Project documentation and plans would also fit well as a Project sub-page. As with the other project page types you must work closely with the person in charge of the project to make sure you have adequate and up-to-date information regarding the project.
Committees

County committees that require adherence to the Brown Act (publicly display meeting agendas and minutes) can use the Committee page types to store their agendas and minutes, display upcoming meetings and events on a calendar, publish news articles and publish other important forms and documents. Committees can also be “nested” within each other. For instance, a sub-committee to a main committee can have its own homepage and content. Meetings scheduled within a sub-committee will appear on the calendar of the parent committee. Sub-committees do not display meetings of their parent committee or of other sub committees. Scheduled meetings can link to agendas, minutes or any other documents as needed.

Committee Page Type

The Committee page type is the main “hub” for all committee and sub-committee meeting types.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Title</td>
<td>Full name of Committee or Sub Committee</td>
</tr>
<tr>
<td>Committee Description</td>
<td>Describe the purpose of the committee, its goals and objectives</td>
</tr>
<tr>
<td>Show Calendar on Homepage</td>
<td>Display a calendar on your committee home page. This does not enable showing your meetings on the County homepage. Each scheduled meeting can individually be marked to show on the County homepage.</td>
</tr>
<tr>
<td>Show Previous meeting / event on homepage</td>
<td>Display most recent meeting / event within the left navigation of the Committee homepage</td>
</tr>
<tr>
<td>Show next meeting / event on homepage</td>
<td>Display most upcoming meeting / event within the left navigation of the Committee homepage</td>
</tr>
<tr>
<td>Publish From / Publish to</td>
<td>When the page should be published and when it should stop being published. Use a future date in the Publish from field to create a draft of the page</td>
</tr>
</tbody>
</table>

In addition to the fields available in the “Form” tab you can add content within the “Page” tab of the Committee page. You can directly edit content that appears below the Committee meetings calendar. Don’t forget to save!
Meetings Page Type
The meetings page type displays a list of upcoming and archived meetings. You can also optionally set the page to display a Meeting Calendar below the list. You have the option to name this page Meetings, Events or even Meetings and Events. If your committee holds both it would be a good idea to name this page the latter.

**Meetings or Events:**

Show Calendar on Meeting Page:

Future meetings appear in the “Upcoming” tab and previous meetings appear in the “Archive” tab as show below. If “Show Calendar on Meeting Page” is selected within the form tab a calendar will also appear below the tabbed listing table.

**Meeting Page Type**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting / Event Title</td>
<td>Title of Event or Meeting. Avoid Acronyms</td>
</tr>
<tr>
<td>Show Meeting on County Homepage?</td>
<td>If selected “Yes” the scheduled meeting will appear on the County homepage alongside the Board of Supervisors, Planning &amp; Building, SLOLAFCO and other meetings.</td>
</tr>
<tr>
<td>Meeting Description</td>
<td>Describe the purpose of the meeting or event.</td>
</tr>
<tr>
<td>Meeting / Event Date and Time</td>
<td>Select the Meeting Date and Time.</td>
</tr>
</tbody>
</table>
Meeting / Event Location
Enter the address of the meeting location. Google Maps will attempt to use this location to create a map from the entered text. Use the exact location name and address if possible.

Meeting / Event Documents
Select documents related to this meeting from the Committee Forms & Documents library.

Meeting Publication
Each Meeting can appear in a variety of places:

If “Show Meeting on County Homepage is selected, the meeting will appear on the County Homepage within the Public Meetings area:

<table>
<thead>
<tr>
<th>Public Meetings</th>
<th>Latest News</th>
</tr>
</thead>
</table>
| **FEB 15** SLOAFCO  
Event starts at: 9:00 AM |  
2017-18 Asphalt Overlay Various Roads  
San Luis Obispo County« |
| **FEB 22** Parks and Recreation Commission  
Event starts at: 6:00 PM |  
Survey Results Paint Positive Picture of County Government Work« |
| **MAR 15** SLOAFCO  
Event starts at: 9:00 AM |  
Now Hiring: Physical Therapist» |
| **MAR 22** Parks and Recreation Commission  
Event starts at: 6:00 PM |  
County Reaches Settlement Agreement with Los Osos Sewer Contractor» |
| **APR 19** SLOAFCO  
Event starts at: 9:00 AM |  
How SLO County Aims to Guide State Decisions in 2019» |

On the committee (and parent) Calendar:
On the “Next Meeting” and “Previous Meeting” sections of the Committee Sidebar

On the parent “Meetings” page:
Committee Forms & Documents

Store Committee Agendas, Minutes and other documents in a Forms & Documents Library as a Sub Page to a Committee.

Media Libraries

Access your department / division media libraries by clicking on the flower icon and searching for “media”. Click on the “Media libraries” with the green icon.

Media libraries are strictly for media such as:

- Images (.jpg, .gif, .png)
  - Department / Division Head profile photo
  - Article Images
  - Logos
- SLO County Landscape Photos
- Sound clips (.mp3, .mp4)
  - Audio from County Meeting
  - Instructions

Media libraries should NOT contain PDF documents. All PDF documents belong inside a Forms & Documents library. PDF Documents within a Media Library are not visible to the public, and because of this you have very little reason to keep up to date. **In short: don't bury PDFs in your media library to rot. Documents stored in the media library are also not searchable.**

Organize your media library in a way that makes it easy for you or others to manage. Create folders to organize media files into topical areas:

Click the + icon to add a new folder
Shorten URLs (Alias)
Depending on where your content exists in the content tree you might end up with a URL that is very, very long. You can create a shortened URL by creating an alias to the page, folder or file in question as follows:

Absurdly long URL example:

Scroll down to the Page Aliases section and click on “Add new alias”:

**Page aliases**

Create a shorten URL path in the “Path or pattern” field and press save. You can now reach the page, folder or file with a shorter URL!
The page / folder / file can now be reached at:
http://slocounty.ca.gov/Small-Water-System-Permit