

## PERRY TOWNSHIP, OH (STARK COUNTY)

Part I: **Monday, November 24 4:00 – 5:30pm**

Part II: **TBD**

Note: Some options are not enabled until the site is LIVE such as, “*enotify*”, “*save-as-draft*”, “*Search*”

### Part 1 - The Basic Features - (90 minutes)

#### Following Options Available to All Users

##### Login / Rich Text Editor

- Help Page / Revize Support (videos, FAQs, Content Editors Guide)
- Admin Panel / Publishing
- Admin Panel / File Manager - create folders & subfolders. uploading document

##### Link Manager

- Link to an external webpage (off your site)
- Link to an internal webpage (on your site)
- Link to an Anchor
- Link to a Document
- Link to an Embedded Page
- Link to Email
- Link to Phone Number

Save / Save as Draft / Cancel / History

**Adding Images:** ADA Compliance, ADA Checker

Left Navigations: Creating Pages/ Modules/ Templates

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### Part 2 - Advanced Features and Q&A (90+ minutes)

Q&A: Have you been editing the site? Any concerns? Questions?

#### Following Options Available to All Users

- Creating Calendar Event
- Various Modules/ Templates
  - Agenda List, Bid Module, Departments, Document Center
  - FAQ, Freeform, Fullwidth, Job List, Photo Gallery, Staff Directory
- Adding YouTube Video
- BTN
- Left Navigation: Hiding/ Deleting/ Rearranging Navigations
- Online Form / Citizen Request Center

#### Admin options

Using the Back End/Admin Page (hidden pages)

Editing Home Page