

revize.

The Government Website Experts
Canyon City, OR – 2 Part

12/5 and 12/12 at 8:00am PST/11:00am EST

Part 1 - The Basics (90 minutes)

Following Options Available to All Users

Login / Adding Content & Links (Edit Center Data)

Help Page / Revize Support / Admin Panel / Publishing & File Manager

Link Manager

- Link to another webpage ... on your site
- Link to a page off your site
- Link to a Document
- Link to New Page for Additional Information (Read More - fullwidth)
- Link to Email/ Phone Number

Save / Save as Draft / Cancel / History

Image Manager

Adding Images: ADA Compliance, ADA Checker

Left Navigations: Creating Pages/ Modules/ Templates

Default navigation/Menu Manager

- FAQ
- Photo Gallery
- Document Center

Creating Calendar Event

Admin options; Creating Accounts (assigning users, roles & permissions)

Editing the Top Navigations

*** **

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

Link to an Anchor

Adding YouTube Video

Editing the Banner Image

Editing Modules /Pages: Photo Gallery, freeform, fullwidth

Admin options

Using the Back End/Admin Page (hidden pages)

Editing Home Page, Citizen Request Center, Online Form