Quick Reference Guide

- Create, Edit, and Delete Events
- Link Meeting Event to Agenda
- Create Meeting Minutes
- Update Files
- Upload PDFs & Link them in a Page
- Miscellaneous Tips & Tricks

Customer Support :
Available for those individuals who have been given the authority to contact VTS.

Hours: Monday - Friday, 9:00am - 5:00pm EST

Phone: 978-461-5895

Email: support@vt-s.net

Online Tutorials:

The link below will allow you to sign up for free online tutorials that we offer every month

All sessions are no more than 25 minutes long

http://cms.vt-s.net/home/pages/welcome-to-online-training

Create Event

When you want to add Meetings to the calendar…

1) From the toolbox, click Create Event

    Give the event a title
    (Board of Selectmen Meeting)

    Choose the Event Type
    (Public Meeting)

    Type additional info such as Location in the "Description" area

2) Next, fill in the date and time of the meeting by clicking the mini calendar icon

    Select the date & use the slider to choose the time

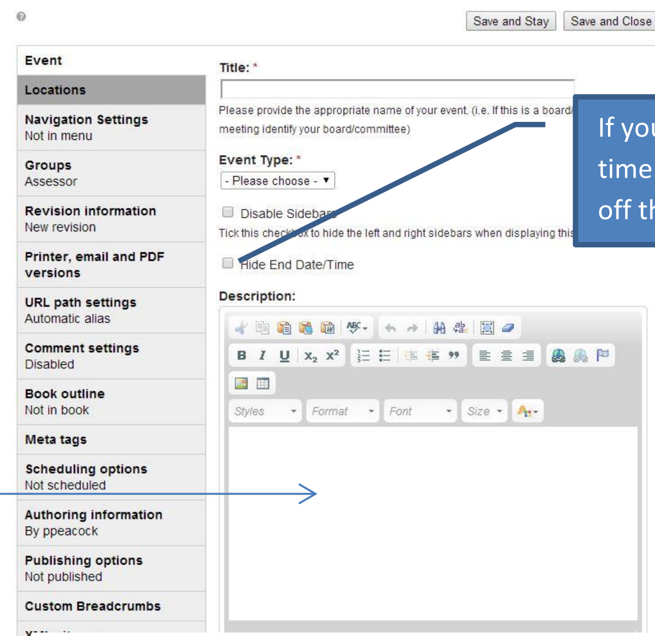
    Click DONE.

    By default, one hour gets added to the end time. This won't matter if "Hide End Date" is ticked off.

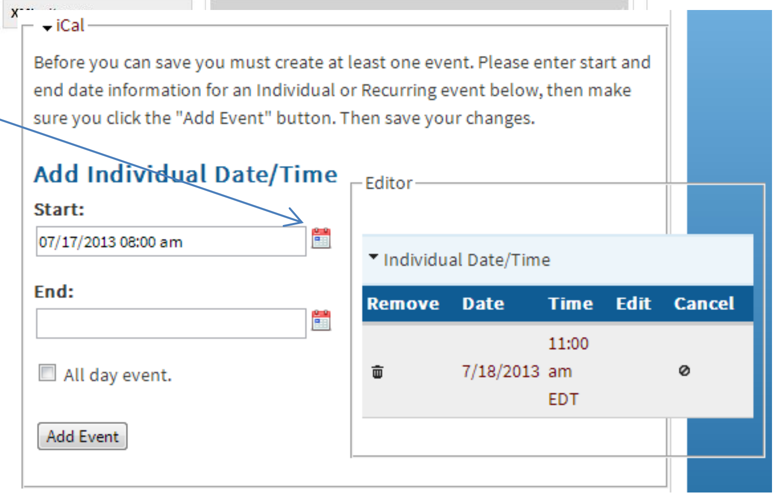
    ***Click ADD EVENT ***
    Save & Close

Tip: If you have the Agenda for this meeting, see **Link Meeting Event to Agenda**.

Tip: If you have the same meeting but it's on a different date, repeat step 2.



If you wish to hide the end time of the meeting, tick off the following box.



Edit Events

Login and click on the desired event from the calendar.

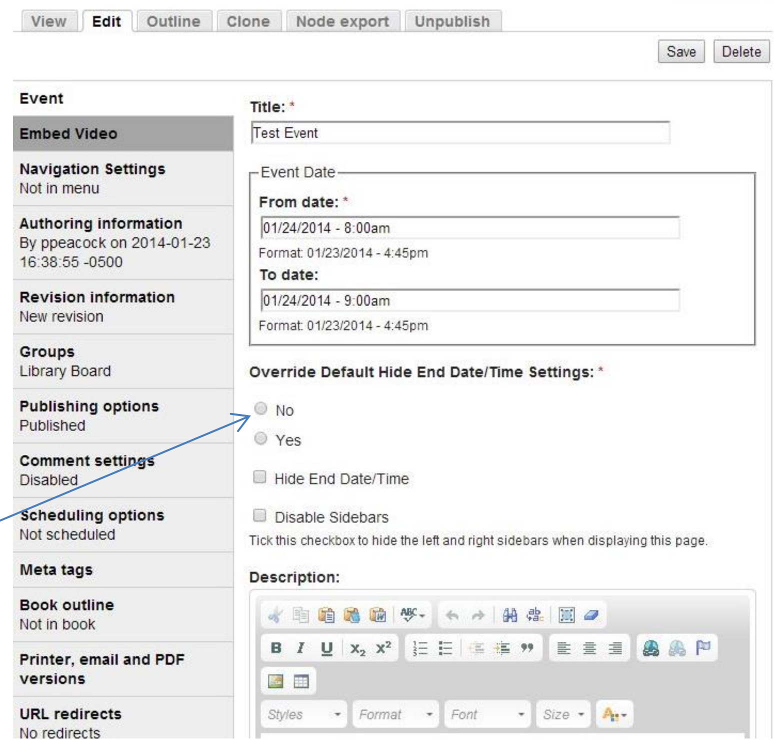
To Update the Event click
“To properly edit your event click here”

Scroll down to the ICal section and click on the Pencil icon associated with the event you want to change

A window like the one to the right will pop open

Perform the changes you need. Before saving, select the **No** option under “Override Default Hide End Date/Time Settings:”

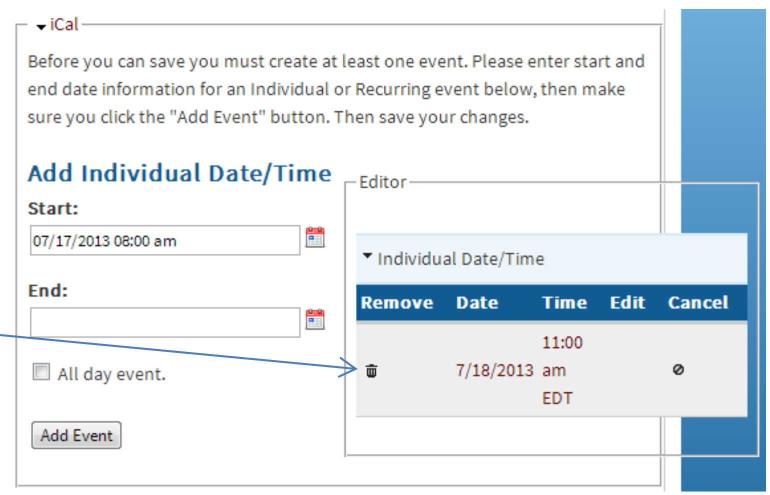
Click Save and then Save & Close.



Delete Events

Do you see one entry in the iCal section? If you do, delete the event by clicking the “Delete” button located next to Save & Close

To Delete an Event with several entries in the iCal section click on the Trash Can icon associated with the Event Instance (in the ICal Editor section under the Remove column). Then click Save and Close



Link Meeting Event to Agenda

When you want the Agenda to show up on the calendar as a link

1) Go to appropriate Board/Department and “Create Event” from the toolbox

   If the event is already created proceed to step 2

   See above for details on adding meetings to the calendar

Tip: Use a descriptive name for the meeting. It will help to complete the next step.

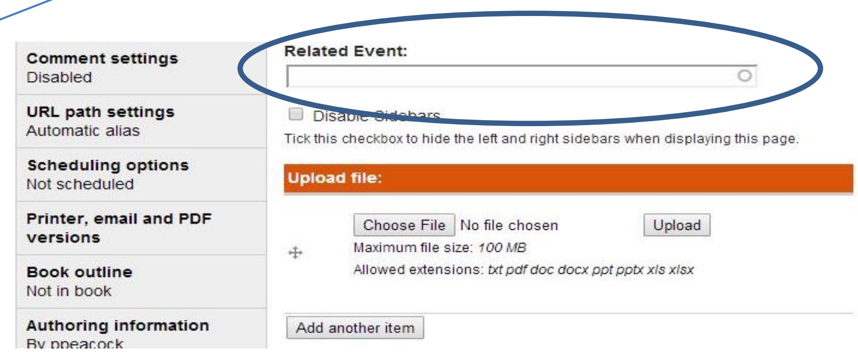
2) “Create Meeting Agenda” from the toolbox

   Fill in the Title, Date, and “Launch uploaded file without description page” if attaching a PDF

**The next step is where we link up our previously created event…*

There is an auto-complete field for **Related Event.** If you start typing in the name of an event created on the calendar it will show you a list of potential matches. (**Note**: The system searches from the start of the event name so if your event is BOS Meeting start typing BOS)

Once you find the match, Save & Close the agenda and check the calendar.



Meeting Minutes

Once created, minutes display automatically on the right-hand side of the Board/Committee homepage

1) Go to the appropriate Board/Department and "Create Meeting Minutes" from the toolbox.

First enter the Title you want for the Minutes, this will show up under the Meeting Minutes listing on your Board. We recommended the Title be something simple like, "Minutes" or "Board of Selectmen Minutes" A date in the title field is NOT required.

The Subtitle field is optional.

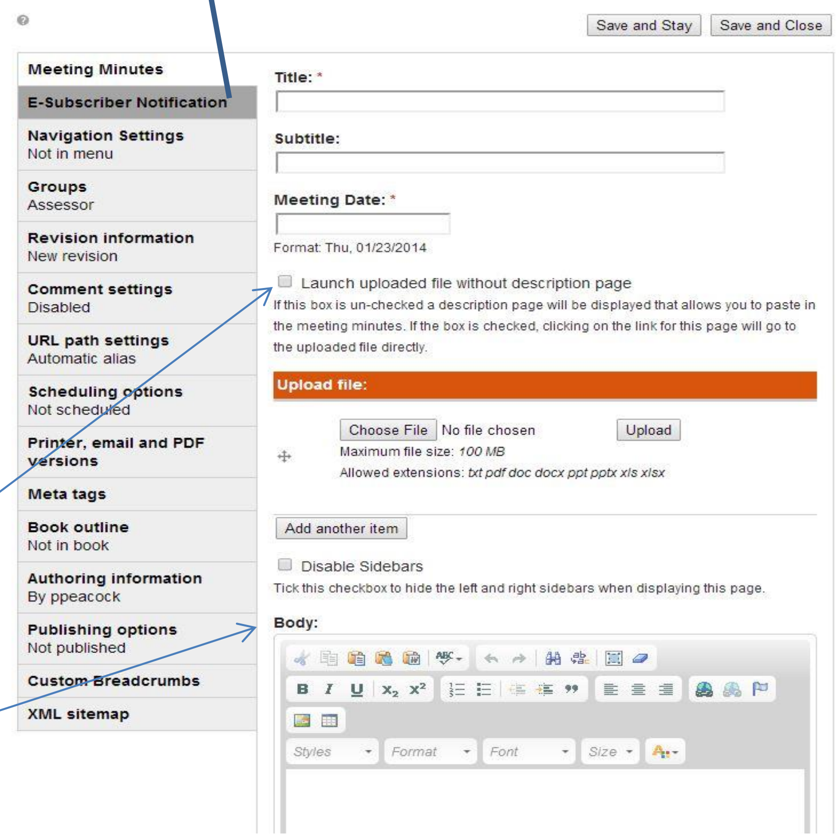
The Meeting Date field should be the date the meeting was held. The system will use this to display and organize the minutes in your Board or Department Minutes listing.

2) If you are uploading a PDF of your Meeting Minutes you can click the Choose File button and select the file you want to upload.

If you check the box next to "Launch uploaded file without description page" clicking on the link for these minutes will take you right to the PDF file.

If you leave the box unchecked the link will take you to a webpage that will display the content in Body

If your Board or Department is set up so people can subscribe to your meeting minutes, you need to click this tab and place a checkmark in the box next to "Send E-Subscriber notification for this update"



Updating Files

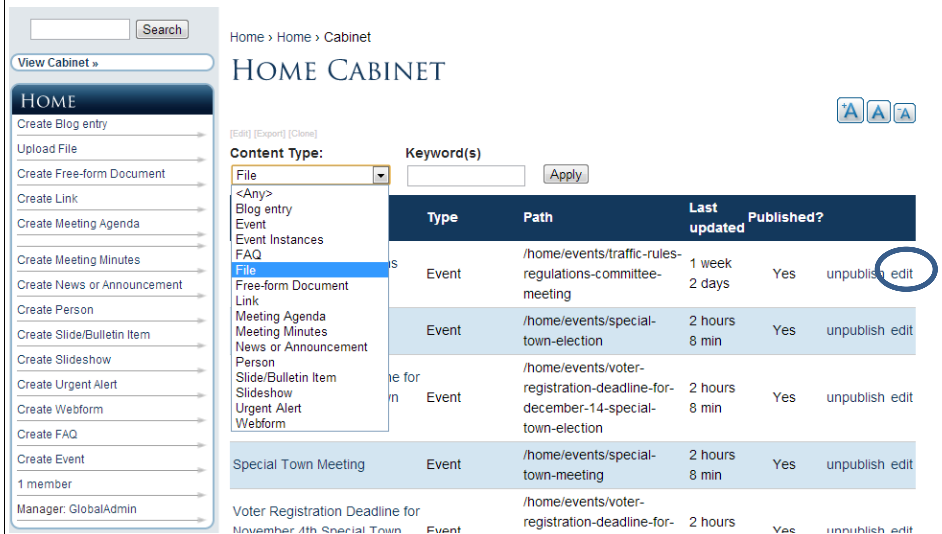
Swapping old files for new files…

1) If you have an updated version of a file, go to the appropriate Department/Board and locate the “View Cabinet” link. The cabinet is where items such as pages, links, FAQs, and files are stored.

2) Locate the Original

Tip: You can filter Content Type by “File” so only your files appear in the list.

3) Once the file is found, move your cursor all the way to the right and click “edit”. This will bring us to Edit mode.

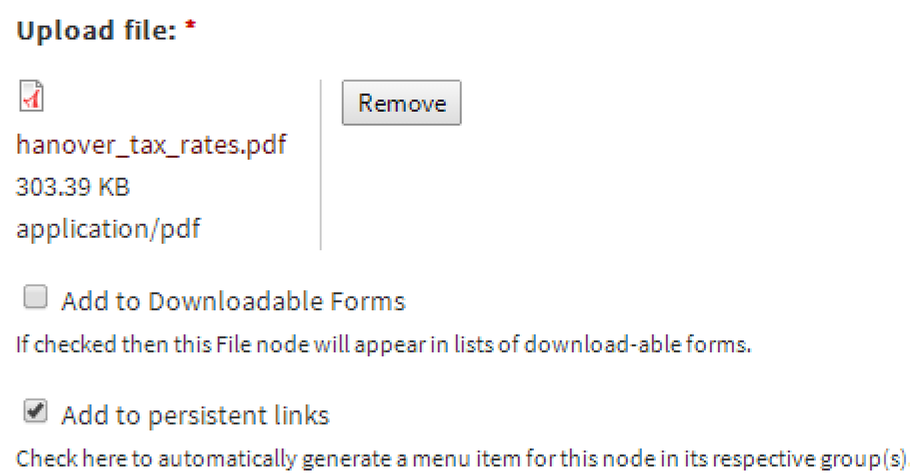


Click “Remove” next to the old file and Browse and upload the new one

Update the Title if necessary

Save & Close

This brings you to the updated file – might be useful to close out the window and re-open a new one to get back to your homepage



Uploading PDFs & Linking to them in a Page

1) Upload the File First

Click Upload File from the toolbox

Enter a name, for example, May 2013 Newsletter

Click Browse under the 'Upload file' section and locate the document from your computer

Make sure "Add to Downloadable Forms" & "Add to Persistent Links" are not checked

Save and Close

Repeat for all the documents I want to upload

Once everything is uploaded, go back to your department and click View Cabinet

Proceed to Step 2. We recommend opening the cabinet in a separate browser tab - you'll be copying information from the cabinet and using it in the links we will create in a minute so it can be helpful to have both windows open at the same time if you can.)

2) In a New Browser Tab…

Under the "Content Type" dropdown (in the cabinet), select File, then click Apply.

Scroll down the list to locate the new files and copy the path information for the first one, for example: /recreation-department/files/may-2013-newsletter

Edit (or create) the page where the new link will go, for example, the Senior Newsletters page

Enter the appropriate text, for example, May 2013 Newsletter

Highlight the text you entered, and click the Link button in the editing toolbar (looks like a globe with a chain)

Paste the path you copied earlier into the URL field

Click OK

Repeat with any additional files/links you want to add to this page

Save the page and check your work

Miscellaneous Tips & Tricks:

"**View Cabinet**" there is a drop down labeled Content Type. You can use this to filter what types of data is displayed (File, Link, ect). This is useful for trying to find specific data you want to find and edit.

The "**Where Do I Go For**?" page lists topics you add alphabetically. When setting the title to display on the WDIGF page consider what letter site visitors are most likely to check first.

Pages added to the **Quick Links** section only show up on the department's landing page. Pages added to your **Persistent Links** by using the “Add to Persistent Links” checkbox will show on all pages of your department.

If you are uploading or creating files of a similar subject it helps to keep the **names similar** so it is easy to find them in the Cabinet. For example, "By-Laws Chapter 1", "By-Laws Chapter 2"

You can '**Unpublish**' pages to hide them from the website but still have them show up in your Cabinet. This is useful if you have a seasonal event that you don't want to recreate every year

Editing or changing a page creates a new **Revision**. You can view and change revisions by clicking on the "Revisions" tab on the top of a page. *You can revert to an old version of the page if you make a change and don't like how it looks*

If you are linking to an external site in the free form area change the “**Target**” field to “**Open in a new window**”