



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.

Save and Stay Save and Close

Event

Locations

Navigation Settings
Not in menu

Groups
Assessor

Revision Information
New revision

Printer, email and PDF versions

URL path settings
Automatic alias

Comment settings
Disabled

Book outline
Not in book

Meta tags

Scheduling options
Not scheduled

Authoring information
By ppeacock

Publishing options
Not published

Custom Breadcrumbs

Title: *

Please provide the appropriate name of your event. (i.e. If this is a board meeting identify your board/committee)

Event Type: *

- Please choose - ▾

Disable Sidebars
Tick this checkbox to hide the left and right sidebars when displaying this event.

Hide End Date/Time

Description:

Before you can save you must create at least one event. Please enter start and end date information for an Individual or Recurring event below, then make sure you click the "Add Event" button. Then save your changes.

Add Individual Date/Time

Start:
07/17/2013 08:00 am

End:

All day event.

Add Event

Editor

Individual Date/Time

| Remove | Date | Time | Edit | Cancel |
|--------|-----------|-------|------|--------|
| | | 11:00 | | |
| | 7/18/2013 | am | | |
| | | EDT | | |

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.

View Edit Outline Clone Node export Unpublish

Save Delete

Event

Embed Video

Navigation Settings
Not in menu

Authoring information
By ppeacock on 2014-01-23 16:38:55 -0500

Revision information
New revision

Groups
Library Board

Publishing options
Published

Comment settings
Disabled

Scheduling options
Not scheduled

Meta tags

Book outline
Not in book

Printer, email and PDF versions

URL redirects
No redirects

Title: *
Test Event

Event Date

From date: *
01/24/2014 - 8:00am
Format: 01/23/2014 - 4:45pm

To date:
01/24/2014 - 9:00am
Format: 01/23/2014 - 4:45pm

Override Default Hide End Date/Time Settings: *

No
 Yes

Hide End Date/Time

Disable Sidebars
Tick this checkbox to hide the left and right sidebars when displaying this page.

Description:

Rich text editor toolbar with options: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Link, Unlink, Table, Table of contents, Print, and a toolbar with Styles, Format, Font, and Size dropdowns.

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

▼ iCal

Before you can save you must create at least one event. Please enter start and end date information for an Individual or Recurring event below, then make sure you click the "Add Event" button. Then save your changes.

Add Individual Date/Time

Start:
07/17/2013 08:00 am

End:

All day event.

Add Event

Editor

▼ Individual Date/Time

| Remove | Date | Time | Edit | Cancel |
|--------|-----------|----------|------|--------|
| | 7/18/2013 | 11:00 am | | |
| | | EDT | | |

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.

The screenshot shows the 'Meeting Agenda' form with a sidebar on the left containing menu items: Meeting Agenda, E-Subscriber Notification, Agenda Intro, Meeting Agenda Items, Agenda Closing, Navigation Settings (Not in menu), and Groups (Assessor). The main form has fields for Title, Subtitle, and Date. Below the Date field is a checkbox for 'Launch uploaded file without description page'. The 'Related Event' field is circled in blue. Other settings include 'Comment settings' (Disabled), 'URL path settings' (Automatic alias), 'Scheduling options' (Not scheduled), 'Printer, email and PDF versions', 'Book outline' (Not in book), and 'Authoring information' (By oneacock). There is an 'Add another item' button at the bottom.



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”

The screenshot shows the 'Meeting Minutes' creation form. On the left is a sidebar with various settings tabs: Meeting Minutes, E-Subscriber Notification, Navigation Settings, Groups, Revision information, Comment settings, URL path settings, Scheduling options, Printer, email and PDF versions, Meta tags, Book outline, Authoring information, Publishing options, Custom Breadcrumbs, and XML sitemap. The 'E-Subscriber Notification' tab is selected. The main form area includes fields for Title, Subtitle, and Meeting Date. Below these is a checkbox for 'Launch uploaded file without description page'. An 'Upload file:' section contains a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. At the bottom is a rich text editor for the 'Body' field. A blue callout box points to the 'E-Subscriber Notification' tab, and two blue arrows point from the text in the left column to the 'Launch uploaded file without description page' checkbox and the 'Body' field.

Save and Stay Save and Close

Meeting Minutes

E-Subscriber Notification

Navigation Settings
Not in menu

Groups
Assessor

Revision information
New revision

Comment settings
Disabled

URL path settings
Automatic alias

Scheduling options
Not scheduled

Printer, email and PDF versions

Meta tags

Book outline
Not in book

Authoring information
By ppeacock

Publishing options
Not published

Custom Breadcrumbs

XML sitemap

Title: *

Subtitle:

Meeting Date: *

Format: Thu, 01/23/2014

Launch uploaded file without description page
If this box is un-checked a description page will be displayed that allows you to paste in the meeting minutes. If the box is checked, clicking on the link for this page will go to the uploaded file directly.

Upload file:

Choose File No file chosen Upload

Maximum file size: 100 MB
Allowed extensions: txt pdf doc docx ppt pptx xls xlsx

+ Add another item

Disable Sidebars
Tick this checkbox to hide the left and right sidebars when displaying this page.

Body:

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and a Styles dropdown.

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.

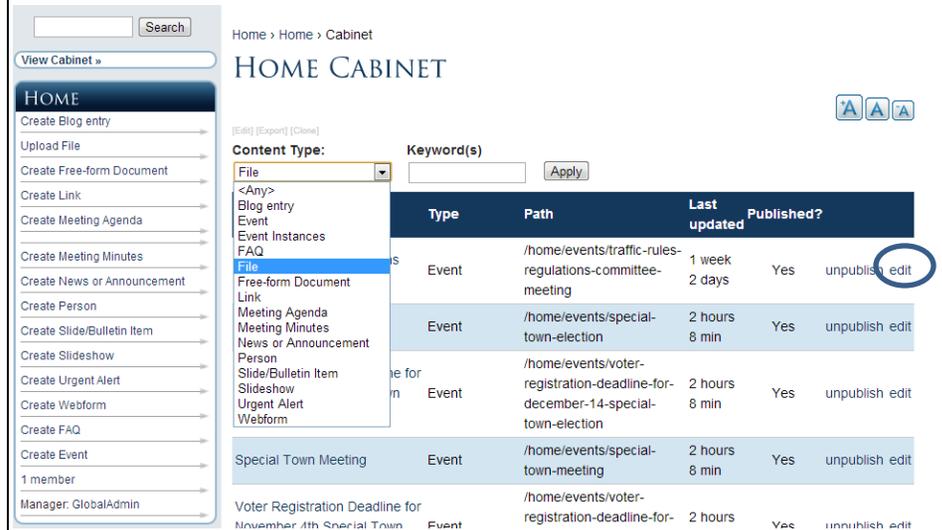
3) Once the file is found, move your cursor all the way to the right and click “edit”. This will bring us to Edit mode.

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



The screenshot shows the 'HOME CABINET' interface. On the left is a sidebar with a 'View Cabinet' link and a list of actions like 'Create Blog entry', 'Upload File', etc. The main area shows a search bar and a table of items. A dropdown menu is open over the 'Content Type' filter, with 'File' selected. The table lists items with columns for Type, Path, Last updated, and Published?.

| Type | Path | Last updated | Published? |
|-------|--|------------------|--------------------|
| Event | /home/events/traffic-rules-regulations-committee-meeting | 1 week 2 days | Yes unpublish edit |
| Event | /home/events/special-town-election | 2 hours 8 min | Yes unpublish edit |
| Event | /home/events/voter-registration-deadline-for-december-14-special-town-election | 2 hours 8 min | Yes unpublish edit |
| Event | /home/events/special-town-meeting | 2 hours 8 min | Yes unpublish edit |
| Event | /home/events/voter-registration-deadline-for- | 2 hours | Yes unpublish edit |

Upload file: *



Remove

hanover_tax_rates.pdf

303.39 KB

application/pdf

Add to Downloadable Forms

If checked then this File node will appear in lists of download-able forms.

Add to persistent links

Check here to automatically generate a menu item for this node in its respective group(s).

| Uploading PDFs & Linking to them in a Page | |
|--|--|
| <p>1) Upload the File First</p> <p>Click Upload File from the toolbox</p> <p>Enter a name, for example, May 2013 Newsletter</p> <p>Click Browse under the 'Upload file' section and locate the document from your computer</p> <p>Make sure "Add to Downloadable Forms" & "Add to Persistent Links" are <u>not</u> checked</p> <p>Save and Close</p> <p><i>Repeat for all the documents I want to upload</i></p> <p>Once everything is uploaded, go back to your department and click <u>View Cabinet</u></p> <p>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.)</p> | <p>2) In a New Browser Tab...</p> <p>Under the "Content Type" dropdown (in the cabinet), select File, then click Apply.</p> <p>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</p> <p>Edit (or create) the page where the new link will go, for example, the Senior Newsletters page</p> <p>Enter the appropriate text, for example, May 2013 Newsletter</p> <p>Highlight the text you entered, and click the Link button in the editing toolbar (looks like a globe with a chain)</p> <p>Paste the path you copied earlier into the URL field</p> <p>Click OK</p> <p><i>Repeat with any additional files/links you want to add to this page</i></p> <p>Save the page and check your work</p> |

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**"