revize.
The Government Website Experts

VIENNA TOWNSHIP MI 2-PART

MAY 2 AND 9, 2023 01:00 PM

Part 1 - The Basic Features (90 minutes)

Following Options Available to All Users

Login / Agenda
- Help Page / Revize Support
- Admin Panel / Publishing
- File Manager----create folders, add subfolders

Editing Content: Adding Content & Links
1. Link to an external webpage (off your site)
2. Link to an internal webpage (on your site)
3. Link to an Anchor /bookmark/hyperlink
4. Link to a Document
5. Link to an Embedded Page
6. Link to Email
7. Link to Phone Number

Link Manager
- Adding File Folders
- Uploading Documents **to a folder.** (Converting Word to pdf)
- Deleting Documents
- Upgrading linked Documents

Admin options: Dragging Documents

- BTN
- Adding YouTube Video
- Adding Images: ADA Compliance/ Accessibility Checker
- Save / Save as Draft / Cancel / History
- Editing the Banner Image
- Left Navigation: Creating Pages

Admin options: User permissions - **Calendar** - Editing the Top Navigation

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
- Online Form / Citizen Request Center
- Left Navigation: Hiding/ Deleting/ Rearranging Navigations
- Various Modules/ Templates
- Banner Image

Admin options
- Editing Home Page
- Special Admin Applications: Enotify, Friendly Links
- Using the Back End/Admin Page (hidden pages)

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