



The Government Website Experts

## *Village of East Dundee, IL – 2 Part*

*1/4 and 1/11 at 10:00am CST/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

- Agenda List, Bid Module
- Document Center, FAQ, Job List
- Staff Directory, Photo Gallery

Creating Calendar Event

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

Editing the Top Navigations

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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*

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