

Kiawah Island, SC

Part I: Thursday, March 26·9:00 – 10:30am

Part II: Thursday, April 2·9:00 – 10:30am

Training Agenda

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

Part 1 - The Basic Features - (90 minutes)

Following Options Available to All Users

Login / Rich Text Editor

- Admin Panel: “Publishing” / File Manager - create folders & subfolders. uploading document

Link Manager

- Link to an external webpage (off your site)
- Link to an internal webpage (on your site)
- Link to a Document
- Link to Email
- Link to Phone Number

Help Page / Revize Support (videos, FAQs)

Adding Images: ADA Compliance, ADA Checker

Save / Save as Draft /History

Left Navigations: Creating Pages, Moving pages,

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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

- Creating Calendar Event
- Various Modules/ Templates
 - Agenda List, Bid Module, Departments, Document Center
 - FAQ, Freeform, Fullwidth, Job List, Photo Gallery, Staff Directory
- Adding YouTube Video
- Left Navigation: Hiding/ Deleting/ Rearranging Navigations
- Online Form / Citizen Request Center

Admin options

Using the Back End/Admin Page (hidden pages)

Editing Home Page