Regional Site
How to maintain the Regional Sites

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The instructions below are generic and apply to all regional sites.

# Structure:

The site currently consists of the following content areas:

**Announcements:** lists that allows admin users to add news announcements to the site.

**Calendar:** Admins may add events to the calendar

**Reports Files:** Library for adding report files

**News Files:** Library for adding news files

# Home page:



The home page has four areas that lead to more content. The **Announcements** list displays the most current announcements. The **Calendar** list displays upcoming events. **Recent News Files** display the 5 most recent News files. **Recent Report files** display the 5 most recent Report files.

# Announcements:

**Adding Announcements:**

Click the Announcements header link:



The Announcements list will display:



To add an announcement, click **New > New Item**:



The New Announcement screen will display:



Add a **Title**, Click in the **Body** field to add content, and if you want the announcement to expire (auto-delete) add a date in the **Expires** field. Click OK.

The newly added announcement will then display in the Announcements list:



**Editing Announcements:**

Rollover the title of an announcement, click on the arrow that displays, and select **Edit Item** from the drop-down menu that displays:



The Edit Announcement screen will then display. Make any corrections necessary and click **OK**. To delete the item, click the **Delete Item** link.



**Viewing individual Announcements:**

To view a displayed Announcement, click the title of the announcement:



The announcement will then display on screen. Depending on the security level of the user, action buttons will display (New Item, Edit Item, Delete Item, etc.).



# Calendar:

**Adding events:**

To add an even to the calendar, click the Calendar link header on the home page, or the Calendar link in the left-hand navigation area:



The full calendar page will then display. If you click a date on the calendar, the screen will display the hour by hour for the day:





To add an event for the day, go to New > New Item:



The New Item screen will display. Add a **Title**, **Location**, **Start Time**, **End Time**, and optionally a **Description**, choose whether or not it is an **All Day Event**, choose whether or not it is a recurring event by clicking the **Recurrence** box, and lastly, choosing whether or not to create a **Workspace** for the event. A Workspace is a subsite organized for storing information about an event. Click **OK.**



The newly added event will then display on the day:



You may view the calendar by **Day**, **Week** or **Month** by clicking the corresponding link on the top right of the calendar:



Month view:



**Home page display:**

Newly added items will also display on the home page of the site:



**Editing Items:**

To edit a calendar item, from the home page, click the title of the event:



From the Calendar page, click the title of the event:



The event information will then display:



Those with admin access will see the **Edit Item** and **Delete Item** links. Click **Delete Item** to delete the event. Click **Edit Item** to edit the event.

# Reports Files:

**Viewing Reports Files:**

There are two ways to get to the Reports Files list. Click the Recent Reports Files header link on the home page, or the Reports Files link in the left-hand navigation area:



The Reports Files list will then display. Clicking the **Name** of a file will open the file.



**Adding a file:**

To add a single file, go to **Upload > Upload Document**. To add multiple files, go to **Upload > Upload Multiple Documents**:



**Single Files:** the Upload Document screen will display. Use the Browse button to navigate to the file you wish to upload. Click OK to add the file:



The **Edit Form** will then display, allowing you to change the **Name** of the document (remove spaces and all other characters except letters, numbers, underscores and hyphens), the **Title**, and you may also add a description. Click **OK**:



The newly added file will then display in the Reports Files list:



**Multiple Files:** the add multiple files screen will display. Navigate to the files you wish to add, clicking the checkbox next to each file. Click **OK** to add the files:



When you add multiple files, the Edit Form does not display. The files are added directly to the Reports Files list:



To add information for the newly added files, and to edit any file, rollover the **Name** of the file and click the arrow that displays. Select **Edit Properties** from the dropdown:



The Edit Form will then display. Please make sure for each file that is added to the library that the **Name** is cleared of any spaces or non-allowed characters. Click **OK** to finish:





**Deleting Files:**

To Delete a file, you may click the Delete Item link in the Edit Form screen for a file or choose Delete Item from the dropdown that displays when you click the arrow that displays when you rollover the name of the file:





# News Files:

The News Files list works the same way as the Reports File list.

