

GonzalesCA.gov Website

Training Guide



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GonzlaesCA.gov Website Training Guide

For Department Editor Level - may go directly to publication

NOTE: Until full public launch use the url:

<http://dev-city-of-gonzales.pantheonsite.io> to sign in and make any changes.

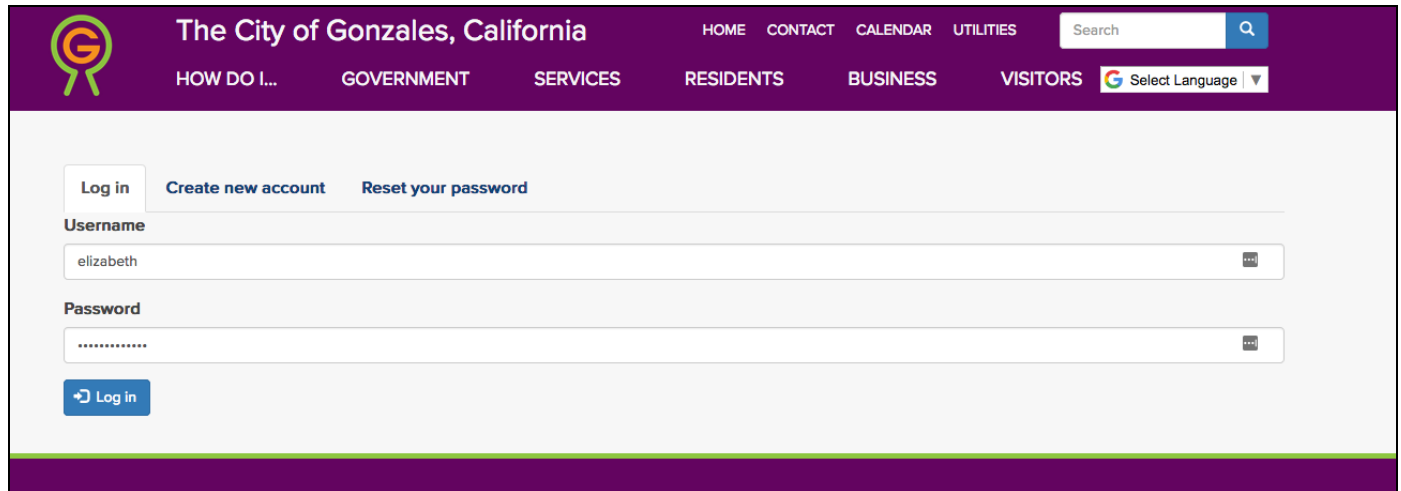
Signing In

Navigate to : website url/**user** - ex: gonzalesca.gov/user

Enter your email ex: hwolgamott@ci.gonzales.ca.us

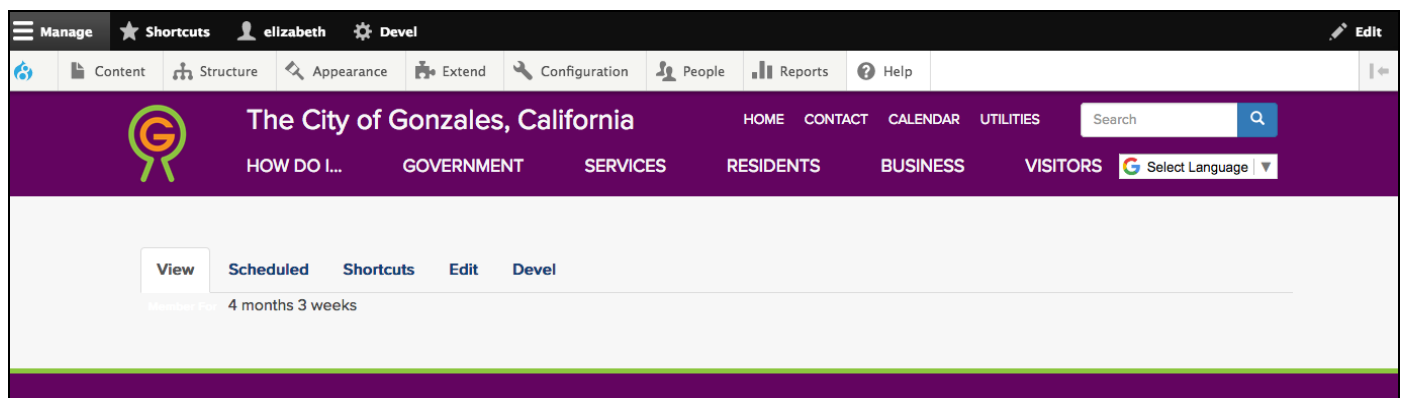
Enter your password - case sensitive

Click blue “**Log in**” Button



The screenshot shows the login page for The City of Gonzales, California. The header is purple with the city logo and navigation links: HOME, CONTACT, CALENDAR, UTILITIES, HOW DO I..., GOVERNMENT, SERVICES, RESIDENTS, BUSINESS, VISITORS, and a search bar. Below the header, there are three links: Log in, Create new account, and Reset your password. The Log in link is highlighted. Below these links are two input fields: Username (containing 'elizabeth') and Password (containing '*****'). At the bottom of the form is a blue button labeled 'Log in'.

When you are fully logged in, you will see a screen similar to this one. It may look different based on your permission level.

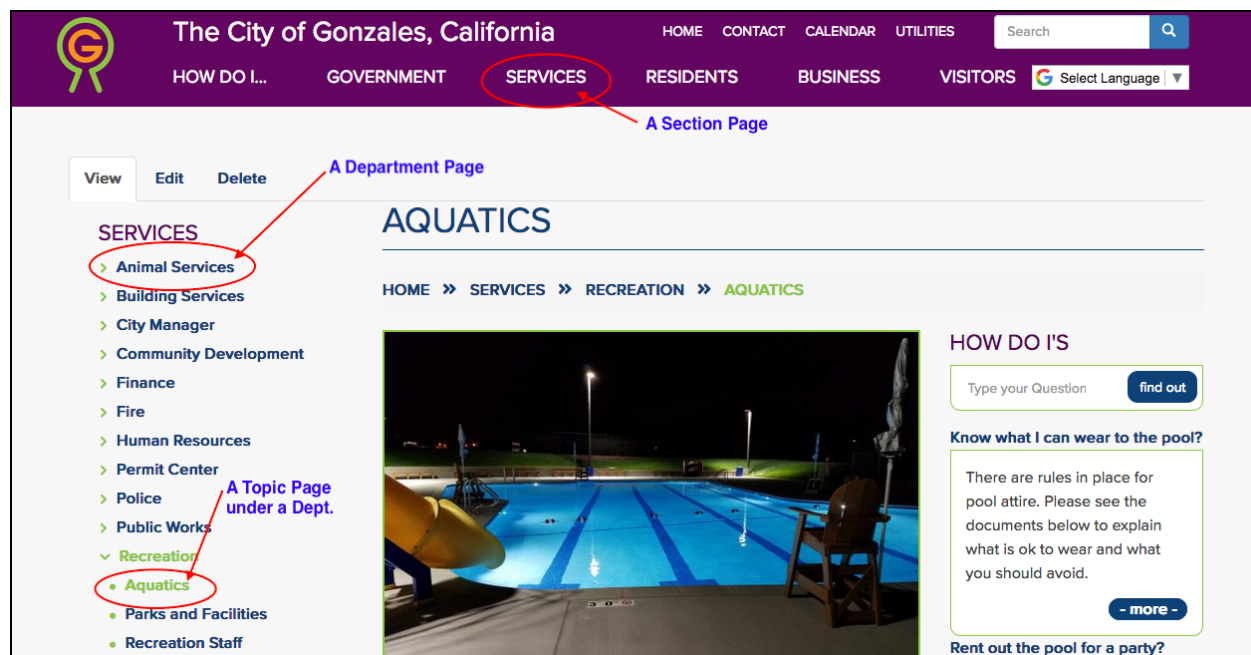


The screenshot shows the dashboard after logging in. The header is the same as the login page. Below the header, there is a navigation bar with tabs: Manage, Shortcuts, elizabeth, and Devel. The Manage tab is selected. Below the navigation bar, there is a list of items with columns: Content, Structure, Appearance, Extend, Configuration, People, Reports, and Help. The first item is 'View' with a status of 'Scheduled' and a date of '4 months 3 weeks'. There are also buttons for 'Shortcuts', 'Edit', and 'Devel'.

Getting to know your site:

There are different levels of pages:

Section - Department - Topic



There are also some unique pages:

- Home
- Specialty (ex: Department Staff Pages, Video Page, Calendar/Events, Document Archive, City Directory, etc.)

Depending on your level of permissions, you will be able to edit specific pages within your assigned departments. If you are assigned to a department as an Editor or Assistant Editor, you will automatically be able to edit the topic pages below that Department.

Some pages are set-up to populate automatically - these are called "Specialty Page". These pages cannot not be edited as they pull information from set sources to create the page.

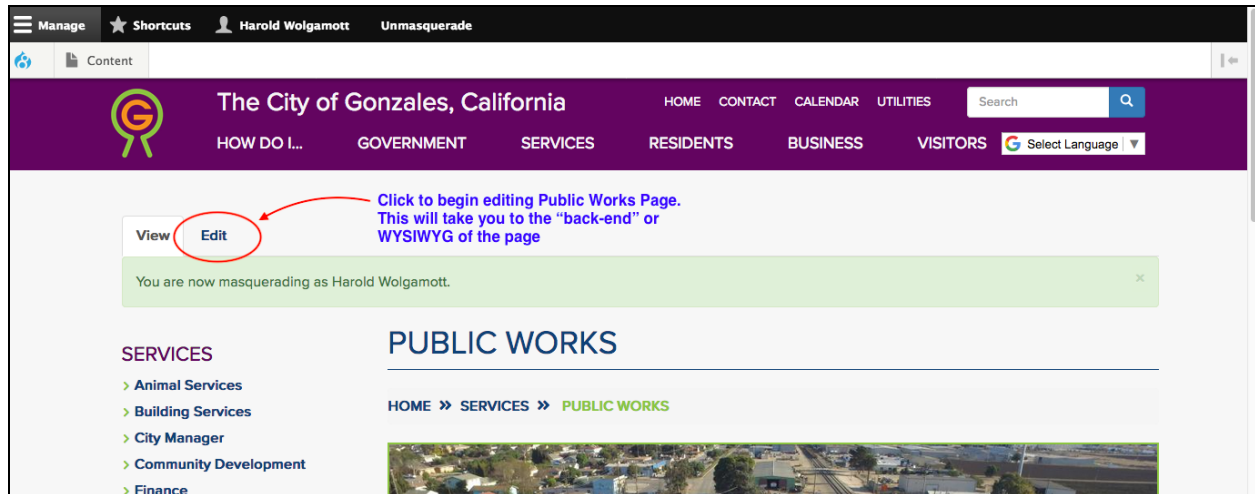
Making changes:

Once you are signed in, you can begin to edit, add, or remove content. Keep in mind that there is caching in place for the site, so any changes that you make may not be visible to everyone for up to 15-20 minutes while the site catches up to your edits.

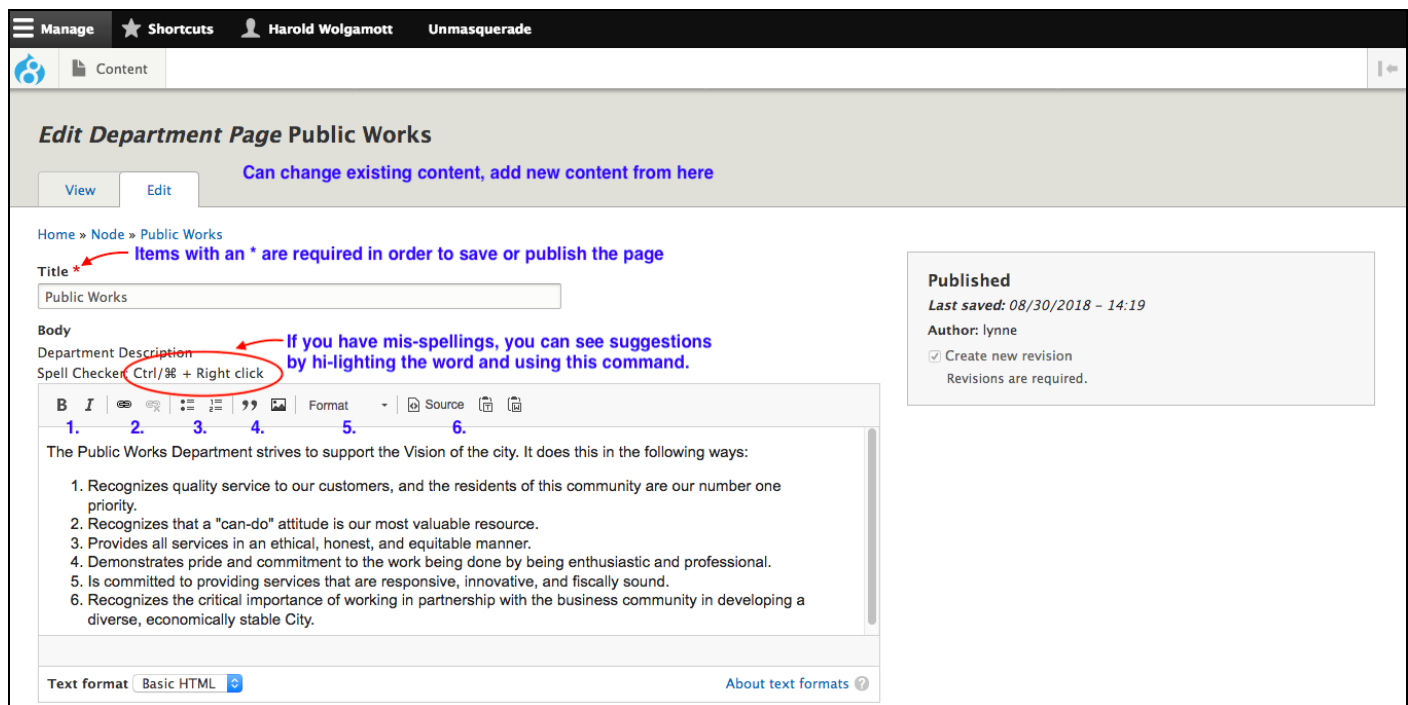
Edit a Department or Topic Page

Navigate to the page you want to edit or add content to to begin. Ex:
gonzalesca.gov/public-works

To edit ANY part of the page, click on the “Edit” tab above the page title



You will now be in the Editor's View WYSIWYG.



The editor bar on top of the body field is much like a Word document:

1. Bold & Italic - highlight words and apply formatting
2. Make a series of lines or type into a bulleted or numbered list
3. Insert a block quote (indent without bullet), or photo
4. Select from a list of pre-set site-specific formats - “normal”, “Heading1”, “Heading2, etc.
5. VERY IMPORTANT - When bringing copy from Word or other type of document, you need to strip out formatting first. Click “W” icon. If browser allows pop-up, a window will show to paste copy into. OR you can copy text onto a plain-text editor, strip out formatting, and then re-copy and paste into WYSIWYG.

More Components of a Department or Topic Page - found below the body content:

Clicking on the different tabs opens up the different elements on a page. You can edit, add, or remove these elements from here.

The screenshot shows the 'Department Slider' component editor. On the left is a sidebar with tabs: 'Quick Links', 'Data Graphics', 'Dept Contact Information', 'Dept Head Profile', 'Staff Members', 'Documents', 'Links', 'Accordion', 'Side Bar', and 'Videos'. A red line connects the 'Slider' tab in this sidebar to the main editor area. The main editor area is titled 'SLIDER' and contains a table with two columns: 'TITLE' and 'OPERATIONS'. The table has two rows of content. The first row is 'Alta Street Aerial Closed for Repair' with 'Edit' and 'Remove' buttons. The second row is 'Solar Array on Roof' with 'Edit' and 'Remove' buttons. Below the table are two buttons: 'Add new Slide' and 'Add existing Slide'. A red arrow points from the 'Edit' button in the first row to a text box that says 'Can Edit, Remove, or Add new content for this component'. Another red arrow points from the 'Remove' button in the first row to the same text box. A third red arrow points from the 'Add new Slide' button to the same text box. A red arrow points from the 'Videos' tab in the sidebar to a text box that says 'Click on the different tabs to find the different elements'. At the bottom of the editor is a 'Parent Page' dropdown menu showing 'Services (5)'.

TITLE	OPERATIONS
Alta Street Aerial Closed for Repair	Edit Remove
Solar Array on Roof	Edit Remove

Can Edit, Remove, or Add new content for this component

Click on the different tabs to find the different elements

Parent Page
Services (5)

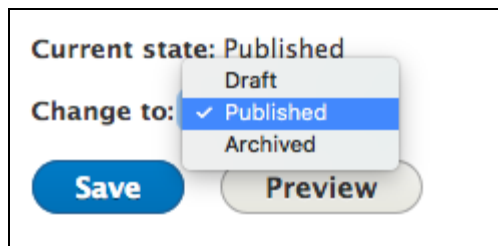
Saving Changes to page and elements of page:

At bottom of WYSIWYG is **SAVE button**. If working on many changes for one page, we suggest saving more frequently.



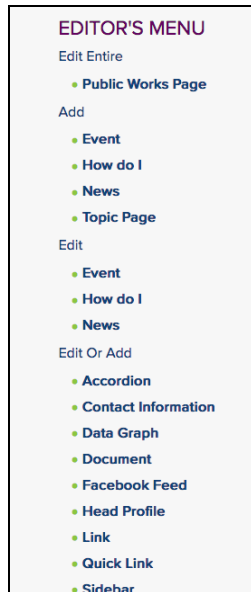
There are three different states of saving - Draft, Published, Archived

1. Draft is just that - Moderation will happen on a draft
2. Published - is "live" - Only Dept. Editors and higher are able to publish
3. Archived - is "unpublished" - Department Editors and higher are able to do this.

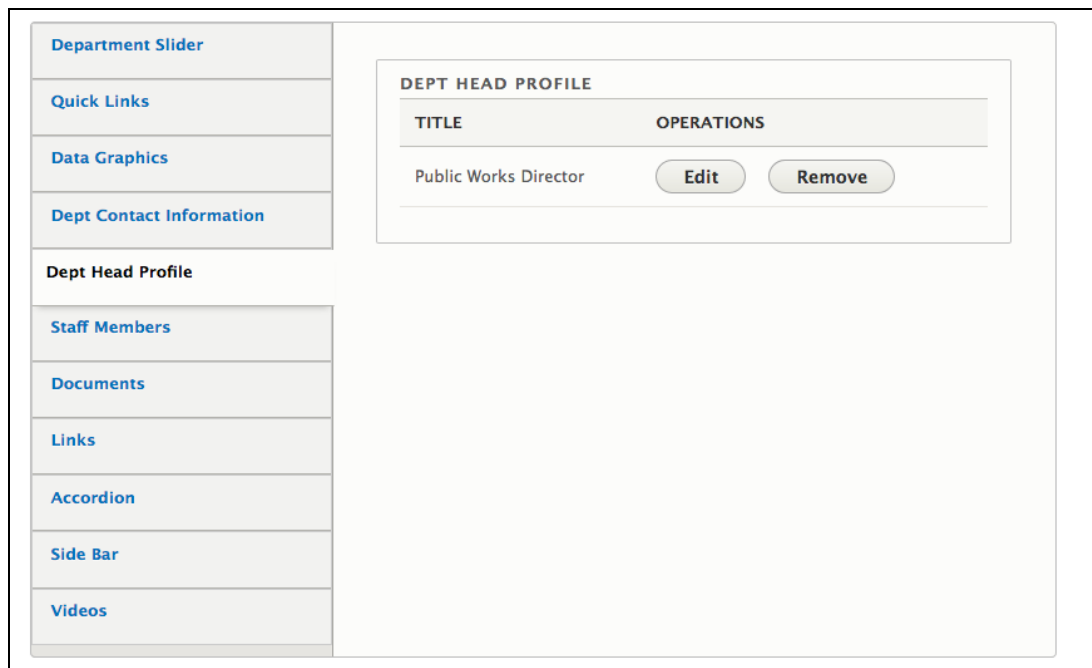


Alternative Way to get into Editor's View

On any page you can edit, below the main Left Side Menu, is the EDITOR'S MENU. You may open and navigate to specific parts of the editor's view by clicking on these links.



EX: Clicking on the Edit or Add "Department Head Profile" will open the following editor's view:



Once you are in the Editor's View (WYSIWYG) you can continue to navigate around the back-end of the page making additional edits if you want.

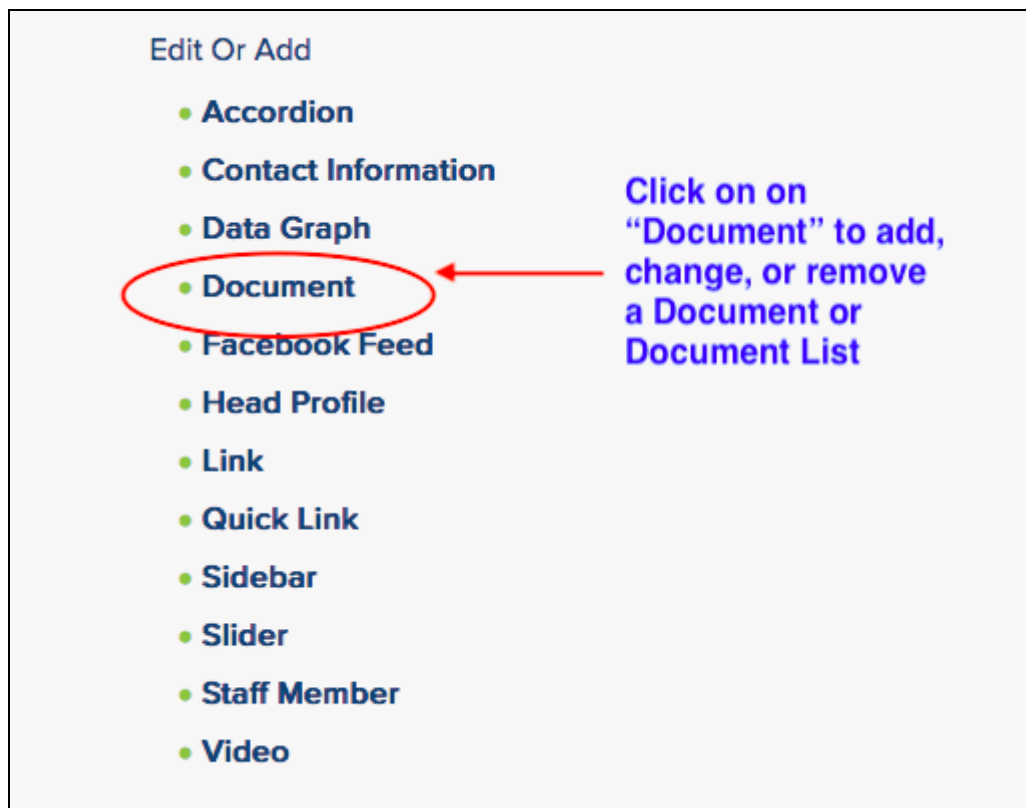
Add, Edit, Remove a Document

Documents exist in many places on the site:

1. On a Department or Topic Page
 - a. As individual documents
 - b. As part of a Document List
2. On the Document Archive - automatically displays documents from entire site
3. As part of a News Item, Event, Job Listing, or Bid Request
 - a. As individual documents
 - b. As part of a Document List
4. Linked in the body of a page or an element

Note: The principle of adding a document is similar throughout the pages and elements.

1. Navigate to the page or element you want to add a document to.
2. Click on “**Document**” in the EDITOR’S MENU.



The document tab of the page will open automatically. From here you can edit individual Documents and also Document Lists

Possibilities for an individual Document

The screenshot shows a sidebar on the left with menu items: Department Slider, Quick Links, Data Graphics, Dept Contact Information, Dept Head Profile, Staff Members, Documents, Links, Accordion, Side Bar, and Videos. The main content area is divided into two sections: 'DOCUMENTS' and 'DOCUMENT LIST'. The 'DOCUMENTS' section has a table with columns 'TITLE' and 'OPERATIONS'. It lists 'Utility Service Order Form' with 'Edit' and 'Remove' buttons. Below the table are buttons for 'Add new Document' and 'Add existing Document'. The 'DOCUMENT LIST' section has a similar table with 'TITLE' and 'OPERATIONS' columns, listing 'Utilities Resolutions and Agreements' with 'Edit' and 'Remove' buttons. Below are buttons for 'Add new Document List' and 'Add existing Document List'. Red circles highlight the 'DOCUMENTS' and 'DOCUMENT LIST' headers. Red arrows point from text annotations to specific buttons and sections.

DOCUMENTS To add individual documnts

EDIT - Change the Title of the document or replace it with another (updated) document

REMOVE the document from this location

Add Existing document - place on this page a document that has been uploaded before and may be on another page.

Add NEW (or revised) document that has not been uploaded to site before.

DOCUMENT LIST To add a group of documents that have something in common (will be kept as a group)

Add new Document

Add existing Document

Utilities Resolutions and Agreements

Edit

Remove

Add new Document List

Add existing Document List

Possibilities for a Document List

This screenshot is similar to the one above, showing the same sidebar and main content area. However, the 'DOCUMENT LIST' section is highlighted with a red circle, and a purple text annotation describes it. Red arrows point from text annotations to the 'Edit' and 'Remove' buttons in the 'DOCUMENT LIST' table, and to the 'Add new Document List' and 'Add existing Document List' buttons.

DOCUMENTS

TITLE OPERATIONS

Utility Service Order Form

Edit Remove

Add new Document Add existing Document

DOCUMENT LIST A group of documents that have something in common and will be used as a set

TITLE OPERATIONS

Utilities Resolutions and Agreements

Edit Remove

Add new Document List Add existing Document List

EDIT this list (title, documents within)

REMOVE this list from this location

Create NEW list

ADD EXISTING list that has already been created and may (or may not) be somewhere else on site.

Add New Document:

Click on the “Add new Document” button in the Document Editor’s view (WYSIWYG).

This window will open up:

The screenshot shows a 'DOCUMENTS' window with a table and a form. The table has columns 'TITLE' and 'OPERATIONS'. The first row has 'Utility Service Order Form' under 'TITLE' and 'Edit' and 'Remove' buttons under 'OPERATIONS'. Below the table is a form for adding a new document. The form has a 'Title *' field with a red circle around it and a blue annotation: 'This is what will be seen by the public. It should be human readable - not a "file name".'. Below the title field is a 'Document' section with a 'Browse...' button and a red arrow pointing to it with a blue annotation: 'This will open your computer interface so you can choose a document that is on your computer (or that you have access to through your computer)'. Below the 'Browse...' button is a note: 'One file only. 100 MB limit. Allowed types: pdf.' and a red annotation: 'NOTE: You can only upload documents as PDF files.'. Below the note is a 'Document Department' dropdown menu with 'Utilities (221)' selected. At the bottom of the form are 'Create Document' and 'Cancel' buttons. A red arrow points to the 'Create Document' button with a blue annotation: 'Finishes this document's upload process.'.

1. Fill in the Title - What the public will see. Make it a real title, not just a file name.
2. Browse - Find the file on your computer. Make sure the file name is descriptive (human readable). EX: “Annual_Report_2018” (best practice: use “_” or “-” between words not spaces. Also use a descriptive name rather than “ar82018.”)
3. Click on **Create Document** for it to finish the upload process.
4. Upload more individual documents in this way. You can upload as many as you would like. If you have more than a few, you may consider if any of them could be grouped together in a Document List.

5. **Save your work!**

The screenshot shows a 'Current state: Published' section. Below it is a 'Change to:' dropdown menu with 'Published' selected. At the bottom is a blue 'Save' button. A red arrow points to the 'Save' button with a blue annotation: 'Don't forget to SAVE your changes!'.

Edit Document:

Click on the “**Edit**” button in the Document Editor’s view (WYSIWYG).
This window will open up:

The screenshot shows the 'Edit Document' window. At the top, there's a 'DOCUMENTS' section with a table. The table has two columns: 'TITLE' and 'OPERATIONS'. The first row shows 'Utility Service Order Form' under 'TITLE' and an empty cell under 'OPERATIONS'. Below the table, there's a 'Title *' field with the text 'Utility Service Order Form' and a note 'The title of the entity.' To the right of this field is a red arrow pointing to it with the text 'Can change the title that is visible to the public'. Below the title field is a 'Document' section with a checkbox (checked) and the text 'Utility-service-order.pdf'. To the right of this is a 'Remove' button with a red arrow pointing to it and the text 'Replace this document with a newer one'. Below the document section is a 'Document Department' dropdown menu showing 'Utilities (221)'. To the right of this is a red arrow pointing to it with the text '“Update Document” when changes are done.'. At the bottom of the window, there are four buttons: 'Update Document', 'Cancel', 'Add new Document', and 'Add existing Document'.

When you want to replace/update the document - Click “Remove”

The screenshot shows the 'Edit Document' window. At the top, there's a 'DOCUMENTS' section with a table. The table has two columns: 'TITLE' and 'OPERATIONS'. The first row shows 'Utility Service Order Form' under 'TITLE' and an empty cell under 'OPERATIONS'. Below the table, there's a 'Title *' field with the text 'Utility Service Order Form' and a note 'The title of the entity.' Below the title field is a 'Document' section with a 'Browse...' button and the text 'No file selected.' To the right of this is a red arrow pointing to it with the text 'Choose the new document from your computer'. Below the document section is a 'Document Department' dropdown menu showing 'Utilities (221)'. To the right of this is a red arrow pointing to it with the text 'Click “Update Document” when you are done'. At the bottom of the window, there are two buttons: 'Update Document' and 'Cancel'.

NOTE: When you update a document the site will make that same change happen everywhere that document is on the site.

Click “**Update Document**” when you are done and the **SAVE** your work.

Remove Document:

Click on the “**Remove**” button in the Document Editor’s view (WYSIWYG).

The screenshot shows the Document Editor's view. On the left is a sidebar with navigation links: Department Slider, Quick Links, Data Graphics, Dept Contact Information, Dept Head Profile, Staff Members, Documents, Links, Accordion, Side Bar, and Videos. The main content area is divided into two sections: 'DOCUMENTS' and 'DOCUMENT LIST'. The 'DOCUMENTS' section has a table with columns 'TITLE' and 'OPERATIONS'. It lists 'Utility Service Order Form' with 'Edit' and 'Remove' buttons. Below the table are buttons for 'Add new Document' and 'Add existing Document'. The 'DOCUMENT LIST' section has a similar table with 'City Utilities Agreements and Resolutions' and 'Edit' and 'Remove' buttons. Below it are buttons for 'Add new Document List' and 'Add existing Document List'. A red arrow points to the 'Remove' button in the 'DOCUMENTS' table with the text: 'To remove this document from this location (page)'.

Choose between removing it from this one location (page), or deleting it from the entire site. We recommend always using the “**Remove**” option to safeguard against deleting the document from ALL the locations on the site.

NOTE: if you want to replace the document with another version of the document follow the Edit Document procedures. Then the document will be replaced EVERYWHERE on the site.

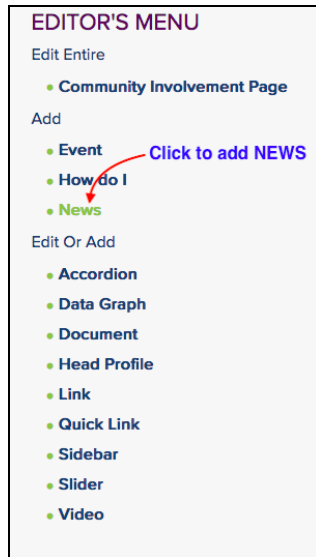
The screenshot shows a confirmation dialog box for removing a document. It has a title bar and a main content area. The title bar says 'DOCUMENTS'. The main content area has a table with columns 'TITLE' and 'OPERATIONS'. It lists 'Agreement with Tri Cities - Amendment 2 (Jan2012)'. Below the table is a question: 'Are you sure you want to remove Agreement with Tri Cities - Amendment 2 (Jan2012)?'. Below the question is a checkbox labeled 'Delete this Document from the system.' which is checked. Below the checkbox are two buttons: 'Remove' and 'Cancel'. A red arrow points to the 'Remove' button with the text: 'Use only if you need to remove the document COMPLETELY from the website - no record of it will remain.' A purple arrow points to the 'Cancel' button with the text: 'Safer to use this “Remove” button - just in case the document is in use on another page.'

Add, Edit, Remove a News Item

Add News Item:

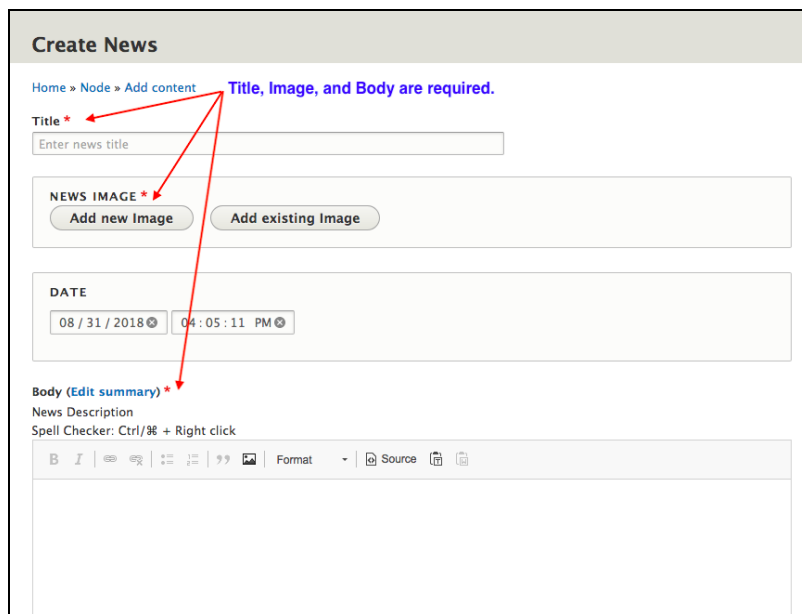
Navigate to the “lowest page” where you would want the News Item to appear. EX: Community Involvement - under Fire Department. This way the news will filter its way up the ladder to the Department and Section.

Click on the **Add News** link in the EDITOR’S MENU.



Fill in the Form with:

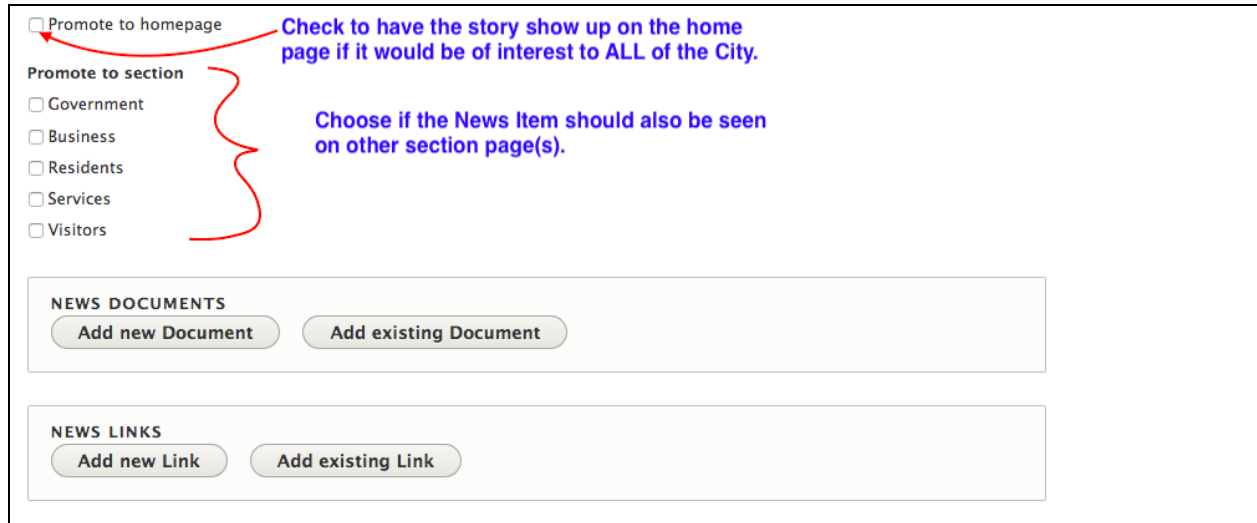
1. Title - this is the news Headline. Make it eye-catching
2. Image - will get people’s attention better than just words
3. Date - automatically sets for now, but you can change to any date you would like
4. Body - tell the story of what happened or what is going to happen

A screenshot of the 'Create News' form. At the top is a grey header with the text 'Create News'. Below it is a breadcrumb trail: 'Home » Node » Add content'. A red arrow points from the text 'Title, Image, and Body are required.' to the 'Title' field. The 'Title' field is labeled 'Title *' and has a text input box with the placeholder 'Enter news title'. Below the title field is the 'NEWS IMAGE *' section, which has two buttons: 'Add new Image' and 'Add existing Image'. A red arrow points from the 'NEWS IMAGE *' label to the 'Add new Image' button. Below the image section is the 'DATE' section, which has two input boxes: '08 / 31 / 2018' and '04 : 05 : 11 PM'. A red arrow points from the 'DATE' label to the date input box. At the bottom is the 'Body (Edit summary) *' section, which has a text area for the 'News Description'. A red arrow points from the 'Body (Edit summary) *' label to the text area. Above the text area is a 'Spell Checker: Ctrl/⌘ + Right click' instruction. At the very bottom is a rich text editor toolbar with various icons for bold, italic, link, etc.

To put in an image:

Assign a title to the image - make it descriptive ex: Dog Sitting in the Grass

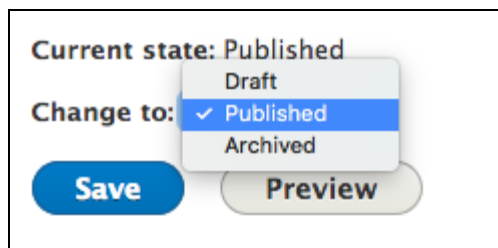
Decide if you want to promote your news item to the home page or other section pages. Click the boxes of the ones you want.



The screenshot shows a form with two main sections for promotion. The first section, 'Promote to homepage', has a checkbox that is checked. A red arrow points from this checkbox to a blue annotation: 'Check to have the story show up on the home page if it would be of interest to ALL of the City.' The second section, 'Promote to section', has a list of checkboxes: 'Government', 'Business', 'Residents', 'Services', and 'Visitors'. A red bracket groups these checkboxes, with a blue annotation: 'Choose if the News Item should also be seen on other section page(s)'. Below these sections are two boxes: 'NEWS DOCUMENTS' with buttons 'Add new Document' and 'Add existing Document', and 'NEWS LINKS' with buttons 'Add new Link' and 'Add existing Link'.

Add Documents or Links if you want.

Save your work!




The screenshot shows a 'Current state: Published' label. Below it is a 'Change to:' dropdown menu with three options: 'Draft', 'Published' (which is selected and highlighted with a blue bar and a checkmark), and 'Archived'. At the bottom are two buttons: a blue 'Save' button and a grey 'Preview' button.

Edit a News Item:

Find the news item on the site and click the “**more**” button to open the full new item.


NEWS



Community Pool Open Through 9/16

The Gonzales Community Pool is still available to rent for private pool parties through Sept. 16, 2018. This wonderful community asset makes a great...

[- more -](#)



Ciclovía Gonzales

Where the Streets are Yours! ¿Donde las Calles son Suyas!

Sunday, September 9th, 2018 1:00PM-6:00PM

Ciclovía Coming to Gonzales

We welcome you to join your community in a family event that features biking, walking and free activities all in a safe environment. Parts of Elko,...

[- more -](#)

[Click here to open the whole news item](#)

[See all News](#)

Click on “**Edit**” to get into the back end of the new item.

[View](#) [Edit](#) [Delete](#)


Click on “**Edit**” to get into the back end of the news item

CICLOVIA COMING TO GONZALES

[HOME](#) » [SERVICES](#) » [RECREATION](#) » [CICLOVIA COMING TO GONZALES](#)

News Date: 09/09/2018

Department: **Recreation**



Ciclovía Gonzales

Where the Streets are Yours! ¿Donde las Calles son Suyas!

Sunday, September 9th, 2018 1:00PM-6:00PM

We welcome you to join your community in a family event that features biking, walking and free activities all in a safe environment. Parts of Elko, 1st, Center, and 4th will be open only to bicycles and foot traffic during the event. This is a great opportunity to get to know your neighbors and learn more about the different resources available for the community.

One you are in the back end (it’s the same one as when you create a new item), make any changes you need to and **save your work**.

Current state: Published

Change to:

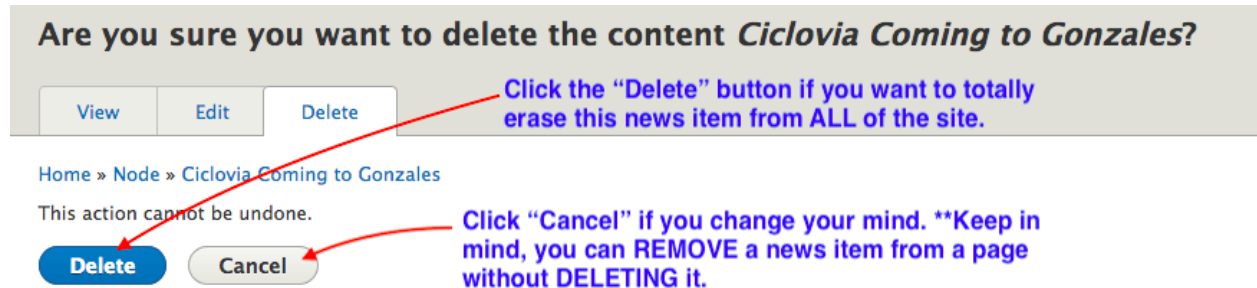
- ☐ Draft
- ☒ Published
- ☐ Archived

[Save](#) [Preview](#)

Delete a News Item:

Just like when you want to edit, find to the news item you want to delete. Click the “more” button to open it up.

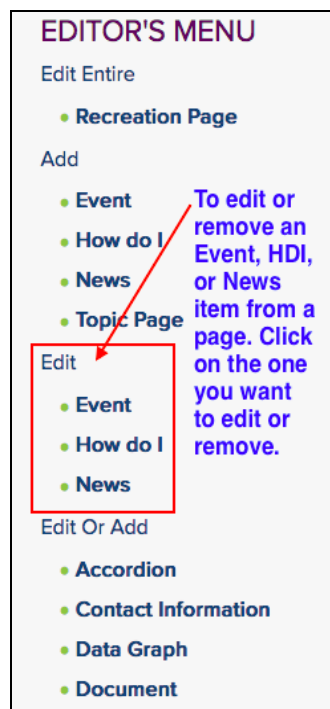
When you get into the editor mode, you click the “Delete” tab. If you change your mind you can click “Cancel” which will pop you back to seeing the total news item view.



Alternative method to Edit or Delete a News Item from an internal page:

Go to the page you see the news item.

Click on **Edit - “News”** in the Editor’s Menu.



Choose the News item you want to edit or delete

EDIT DEPARTMENT NEWS		
Title	Moderation state	Actions
Community Pool Open Through 9/16	Published	edit delete
Ciclovia Coming to Gonzales	Published	edit delete

Once you are in the back end you can make all changes you need.

Don't forget to **Save your work**.

Current state: Published

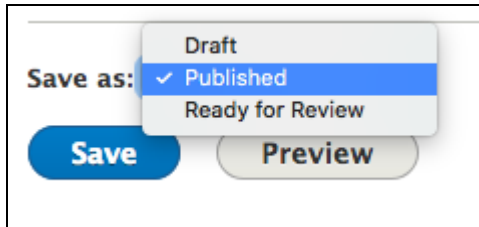
Change to: Published

[Save](#)

Don't forget to **SAVE** your changes!

You can “promote”(add) your event to other section pages. Add documents, or links.

When you are done, Set the State to “**Published**” and press **Save**.



Edit or Delete a News Item:

NOTE: Editing an Event is just like adding a News item. You can use either of the two ways described to edit or delete an event just like a news item.

Find the event in the department or on the calendar.

Click “**more**” to open the event.

Click on the “**Edit**” tab.

Make any changes necessary.

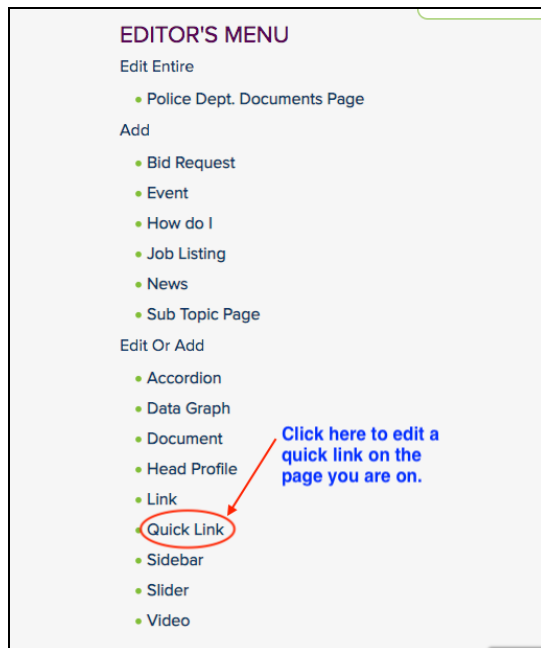
Save your work.

Add,Edit, Remove a Quick Link

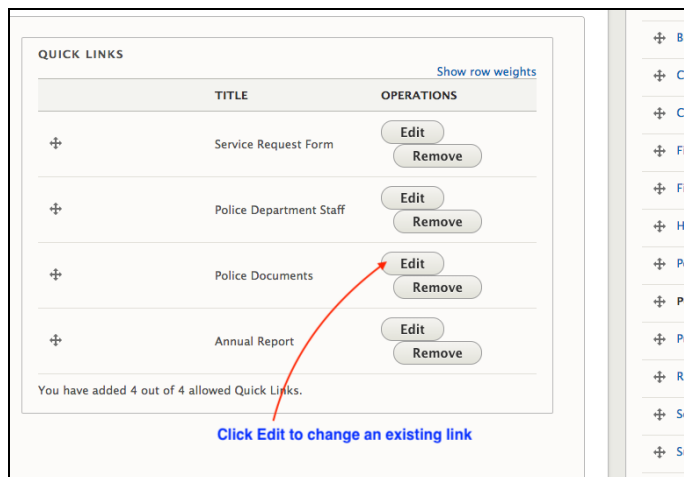
Quick links are a way for your users to get to a page or very important information quickly without having to search it out. Think about information that you get asked about a lot. A quick link would be a way for you to get a citizen to that information without many clicks.

NOTE: Adding a Quick Link is similar to adding any of the other related content on a page. Ex: Accordions, Contact info, etc. Simply follow the webform to fill in at least all of the required spaces.

From the Editor's Menu choose "Add/Edit - **Quick Link.**"




Choose the Quick link you want to edit.




Fill in the WYSIWYG

Title *
Police Documents
The title of the entity.

Icon


Alternative text *
orange circle with graphic representation of pages
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

 **Remove**

LINK

URL
/services/police/police-dept-documents

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text *
Police Documents

Update Quick Link **Cancel**

Annual Report

If you are linking to content/pages on the site, make sure you only use the last identifying portion of the url - NOT the full url. If you are linking to content/web-pages OFF of the site, then put in the full url with the http://



Best Practices

Photo Sizes (all listed in pixels):

Keep in mind that these sizes are not set in stone. The site will adjust to some degree, you may not see all of the image, or you may have white space around it depending on where the image is located on the site.

Home Page images:

- Home page slider - 1400(w) x 685(h)
- Action blocks (below slider and home page quick links) - 430 x 200
- Data graphics - 290 x 165

Interior Page Images:

- Section PageTop slider - 1200 x 450
- Department Page slider - 940 x 470
- Topic Page slider - 600 x 400
- Quick links - 130 x 130
- Right Sidebar - 260 x 175, or 215 x 160, or 720 x 480

News:

- 360 x 240
- NOTE: Other sizes may be used, but will be cropped by site to fit space

Events:

- 460 x 230
- NOTE: Other sizes may be used, but will be cropped by site to fit space

Profile:

- 300 x 400

Documents:

Files

- Name a document file on your computer with a human readable name
- Put dashes (-) or underlines (_) between words

- Include a date with full year on document names. EX:
Public-Complaint-Form-8-10-2018 or Public_Complaint_Form_8-10-2018

Documents uploaded to site

- Check to see if the document is uploaded already before uploading it.
NOTE: Key in a few letters of the first word and see what pops up
- Name the document a human readable title. EX: Public Complaint Form

How to: Edit the General Service Request Form

NOTE: Only users with Site Editor permissions and higher can edit this form.

To Edit/Add requests:

Start:

1. Click on Site Editor in Black ribbon by username
2. Hover over Contact Forms
3. Drop down to Service Request Forms
4. Move over to Add or Edit Services



To Add a New Service:

1. Fill out Service Title
2. Fill out Service Email
3. Click "Save"

A screenshot of a web form titled 'Add Service content'. The form is part of a breadcrumb trail: Home » Administration » Structure. It contains two required fields, both marked with a red asterisk. The first field is 'Title', with a placeholder 'Service Title' and a description 'The title of the entity.' The second field is 'Email', with a placeholder 'Service Email' and a description 'Enter the email associated with this service.' A blue 'Save' button is located at the bottom of the form.

To Edit a Service”

1. Choose the service to edit
2. Make edits
3. Click “Save”

Edit Services		
Home » Administration » Structure » Contact forms » Edit Service Request Form		
TITLE	EMAIL	OPERATIONS
Fire Education Visit	jmuscio@ci.gonzales.ca.us	Edit
House Watch Request	amurillo@ci.gonzales.ca.us	Edit
Pot Hole Report	vgonzalez@ci.gonzales.ca.us	Edit
Residential Sprinkler System Check	jmuscio@ci.gonzales.ca.us	Edit
Smoke / Carbon Monoxide Detector Check	jmuscio@ci.gonzales.ca.us	Edit
Street Light Out	vgonzalez@ci.gonzales.ca.us	Edit

EditContact Forms

[View](#)[Edit](#)[Delete](#)

[Home](#) » [Administration](#) » [Structure](#) » [Contact Forms content](#) » [Contact Forms](#)

Title *

Fire Education Visit

The title of the entity.

Email *

jmuscio@ci.gonzales.ca.us

Enter the email associated with this service.

[Save](#)[Delete](#)

To Edit Body Text (Top of form)

Go to form: <https://gonzalesca.gov/service-request-form>

1. Click on “Edit” tab

The screenshot shows the top of the City of Gonzales website. The navigation bar includes 'Shortcuts', 'Editor', 'Site Editor', and a user profile 'hwoigamott'. Below this is a purple header with the city logo and name, and a menu with links like 'HOME', 'CONTACT', 'CALENDAR', 'UTILITIES', 'HOW DO I...', 'GOVERNMENT', 'SERVICES', 'RESIDENTS', 'BUSINESS', and 'VISITORS'. The main content area shows a 'View' and 'Edit' button, with 'Edit' circled in red. Below the buttons is the title 'SERVICE REQUEST FORM' and a breadcrumb trail 'HOME >> SERVICE REQUEST FORM'. A text box below the breadcrumb contains the instruction: 'Please fill out the following form to request a service. We will do our best to respond to you as quickly as possible.'

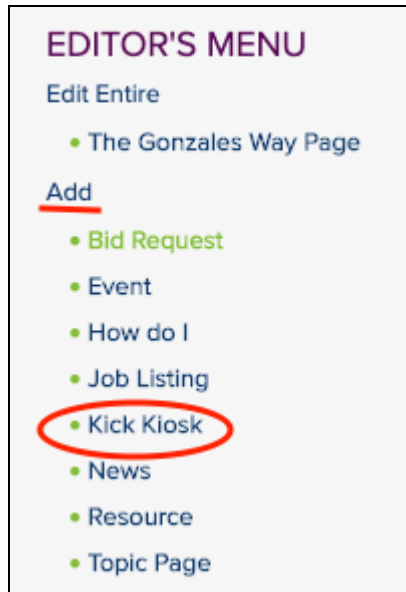
2. Click on “Edit” in Top Text field area

The screenshot shows the 'Edit Specialty Page Service Request Form' interface. At the top, there are 'View' and 'Edit' tabs, with 'Edit' selected. Below the tabs is a breadcrumb trail 'Home > Node > Service Request Form'. The 'Title' field is set to 'Service Request Form'. The main area is titled 'PAGE COMPONENTS' and contains a table with columns 'TITLE', 'TYPE', and 'OPERATIONS'. The table has two rows: 'Top Text' and 'Service Request Form'. The 'Edit' button for the 'Top Text' row is circled in red. Below the table are buttons for 'Add new Component' and 'Add existing Component'. The 'SPECIALTY SIDEBAR' section has buttons for 'Add new Sidebar' and 'Add existing Sidebar'. The 'Parent Page' field is empty. At the bottom are 'Save' and 'Preview' buttons. On the right side, there is a 'Published' section with 'Last saved: 10/02/2020', 'Author: maria', and a checkbox for 'Create new revision'. Below this is a 'MENU SETTINGS' section with a checkbox for 'Provide a menu link', a 'Menu link title' field, a 'Description' field, and a 'Parent Item' dropdown menu.

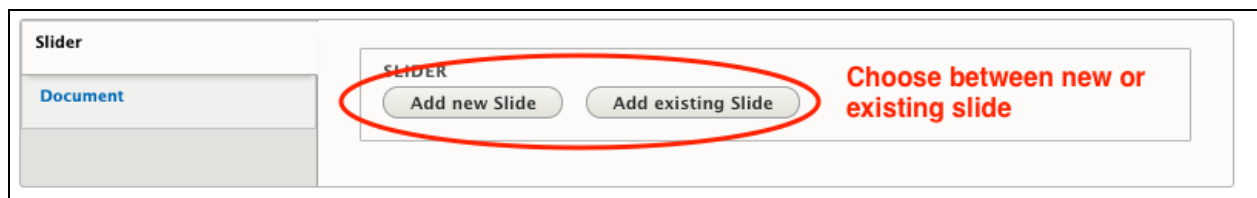
How to: Add/Edit to the Kick Kiosk

To Add new Kiosk and new slide:

1. Make sure you are logged in.
2. Go to the Main Gonzales Way page: <https://gonzalesca.gov/residents/gonzales-way>
3. In the Editor's Menu click on **Kick Kiosk** in the "Add" section.



4. Fill out Title (required), date of Kick Kiosk, body.
5. "Add a new slide" if using a new image that has never been uploaded before.



6. If “New” fill in Title, click on “Add New slide again to open up photo browser functionality.

The screenshot shows a web form titled 'Slider'. On the left is a sidebar with a 'Document' tab. A red arrow points from the text '1. Click on “Add New Slide” button’ to the 'Add new Slide' button in the 'SLIDE' section. The 'SLIDE' section contains two buttons: 'Add new Slide' and 'Add existing Slide'. Below this is a 'Caption' section with a text input field and a 'Text format' dropdown menu set to 'Basic HTML'. There is also a 'Link' section with a text input field and a 'Create Slide' button.

7. Fill in all required fields.

NOTE don’t forget the Alt Tags for Screen Readers. It’s required.

The screenshot shows the same 'Slider' form, but now with three red arrows pointing to different fields. The first arrow points from the text '2. Fill in all areas' to the 'Title' field. The second arrow points from the text '3. Click Create Slide' to the 'Create Slide' button. The third arrow points from the text '2. Fill in all areas' to the 'Image' field. The 'Image' field has a 'Choose File' button and a 'No file chosen' label. Below the 'Image' field, there is a note: 'One file only. 100 MB limit. Allowed types: png gif jpg jpeg.'

8. Once you have your photo chosen and uploaded, add a link if you want, and save the full slide by clicking on “Create Slide”.

The screenshot shows a web interface for creating a slider. On the left is a sidebar labeled 'Slider' with a 'Document' tab. The main area is titled 'Slider' and contains a 'Title' field with the text 'Slider of Pinnacles'. Below this is a table with two columns: 'SLIDE' and 'OPERATIONS'. The 'SLIDE' column has a row with the text 'Pinnacles rock outcropping'. The 'OPERATIONS' column has 'Edit' and 'Remove' buttons. Below the table is a 'Caption' field with the text 'Enter photo caption'. There is a 'Text format' dropdown menu set to 'Basic HTML'. Below that is a 'Link' field with the text 'Enter link'. At the bottom are 'Create Slide' and 'Cancel' buttons. Red arrows point from the sidebar to the 'Create Slide' button, and from the 'Link' field to the 'Create Slide' button.

9. Repeat steps 5-8 to add more slides

10. Select “Published” from the “Save as:” drop down menu.

The screenshot shows a 'Save as:' dropdown menu. The dropdown is open, showing three options: 'Draft' (selected with a checkmark), 'Published', and 'Ready for Review'. The 'Save' button is visible to the left of the dropdown.

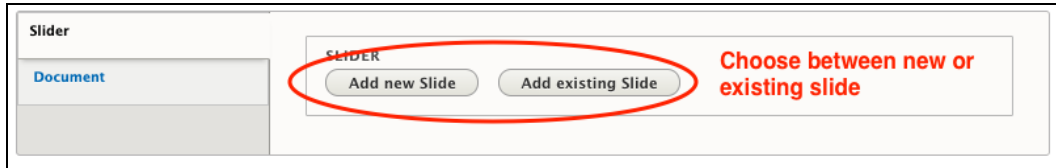
11. Click “Save” to save all of your work.

The screenshot shows the 'Save as:' dropdown menu with 'Published' selected. Below the dropdown are 'Save' and 'Preview' buttons.

NOTE: We recommending saving early on as you create a list of Kiosk Slides (3-5 slides in) and then go”Edit” the Kiosk to add more.

To Add existing slide:

1. Proceed as if you are creating new Kick Kiosk.
2. When you go to add slides, choose “Add Existing Slide”.



Slider

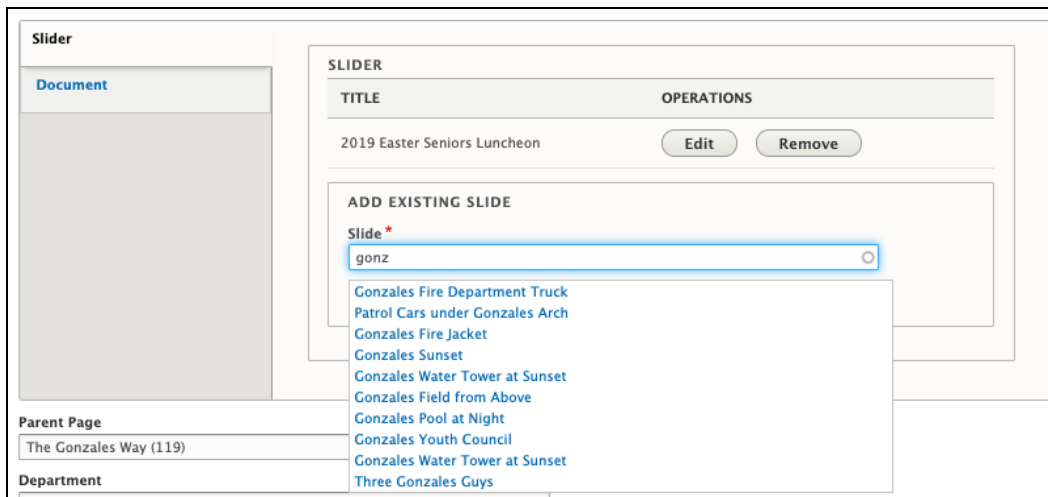
Document

SLIDER

Add new Slide Add existing Slide

Choose between new or existing slide

3. Enter in a few of the letters or a word of the title of the slide. A list of possible slides will drop down.
4. Choose the slide you would like to use.



Slider

Document

SLIDER

TITLE	OPERATIONS
2019 Easter Seniors Luncheon	Edit Remove

ADD EXISTING SLIDE

Slide *

gonz

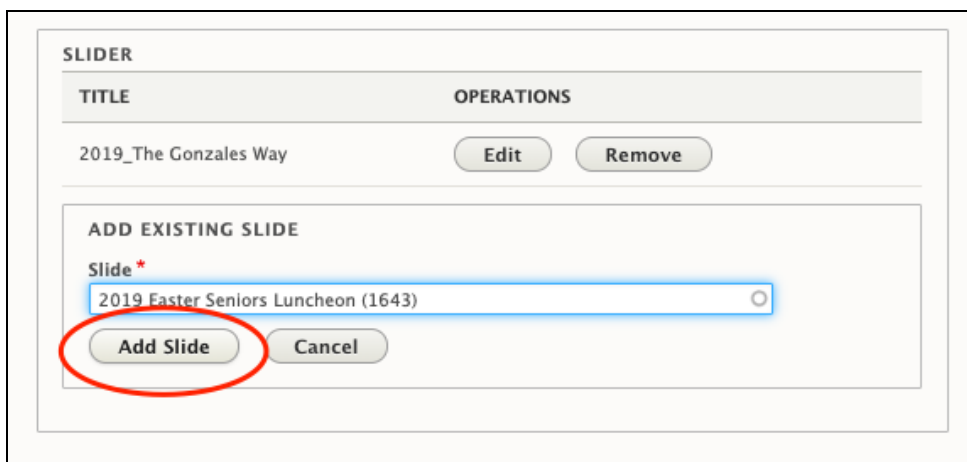
- Gonzales Fire Department Truck
- Patrol Cars under Gonzales Arch
- Gonzales Fire Jacket
- Gonzales Sunset
- Gonzales Water Tower at Sunset
- Gonzales Field from Above
- Gonzales Pool at Night
- Gonzales Youth Council
- Gonzales Water Tower at Sunset
- Three Gonzales Guys

Parent Page

The Gonzales Way (119)

Department

5. Click on “Add Slide” button to confirm.



SLIDER

TITLE	OPERATIONS
2019_The Gonzales Way	Edit Remove

ADD EXISTING SLIDE

Slide *

2019 Easter Seniors Luncheon (1643)

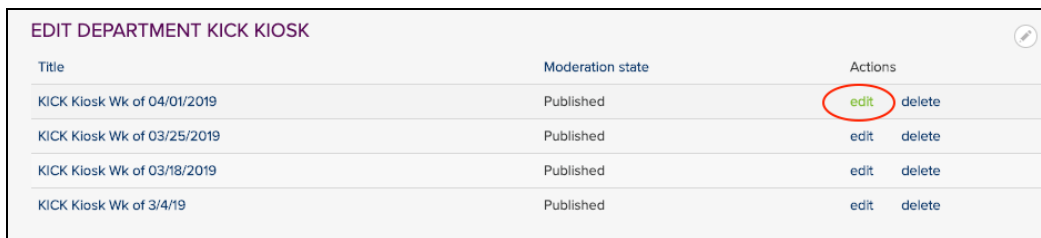
Add Slide Cancel

To Edit:

1. Make sure you are logged in.
2. Go to the Main Gonzales Way page: <https://gonzalesca.gov/residents/gonzales-way>
3. In the Editor's Menu click on **Kick Kiosk** in the "Edit" section.

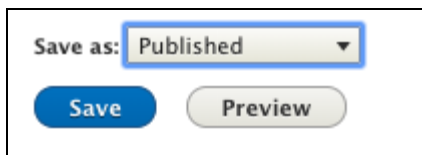


4. Click on "edit" for the Kick Kiosk you would like to change or add to.



EDIT DEPARTMENT KICK KIOSK			
Title	Moderation state	Actions	
KICK Kiosk Wk of 04/01/2019	Published	edit	delete
KICK Kiosk Wk of 03/25/2019	Published	edit	delete
KICK Kiosk Wk of 03/18/2019	Published	edit	delete
KICK Kiosk Wk of 3/4/19	Published	edit	delete

5. Make any changes or add new slides.
6. Click on "Save" to save all of your edits/changes.



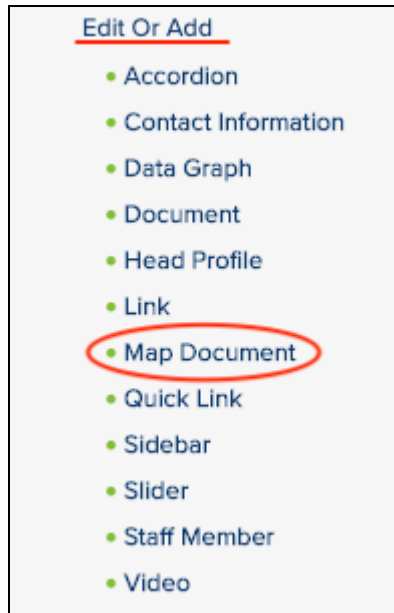
Save as: Published ▼

Save Preview

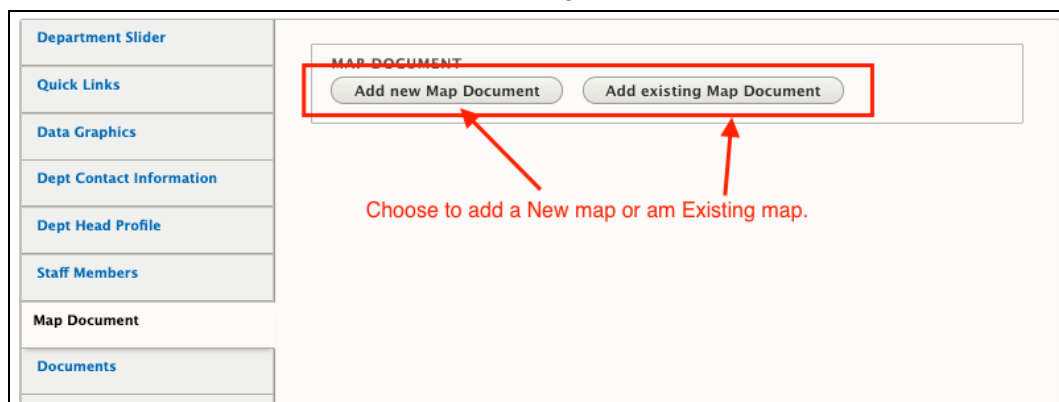
How to: Add/Edit Map Documents

To Add New Map:

1. Make sure you are logged in.
2. Go to the page on which you want to put a map
3. In the Editor's Menu click on **Map Document** in the "Edit Or Add" section.



4. Choose to add a New map or an Existing map.



5. For a NEW map Fill in all fields A - E.

Notes: For C - Image - Can be a screen shot of the map.

For D - Document - this is the actual PDF of the map.

The screenshot shows a web form for creating a map document. On the left is a sidebar menu with items: Department Slider, Quick Links, Data Graphics, Dept Contact Information, Dept Head Profile, Staff Members, Map Document, Documents, Links, Accordion, and Side Bar. The main form area contains the following fields and buttons:

- A:** Title * (text input field)
- B:** Location * (radio buttons for Sidebar and Center)
- C:** IMAGE section with "Add new Image" and "Add existing Image" buttons
- D:** DOCUMENT section with a red warning "Must be a PDF" and "Add new Document" and "Add existing Document" buttons
- E:** "Create Map Document" button
- A "Cancel" button is also present.

6. After clicking on E - “Create Map Document”, be sure to click “Save” at the bottom of the page to save the whole page.

The screenshot shows a "Save as:" dropdown menu with "Published" selected. Below the dropdown are two buttons: "Save" and "Preview".

NOTE: You will see the map on the page you have created a new map on, or added an existing map to. You will also find the map in the map gallery here:

<https://gonzalesca.gov/government/information-center/map-gallery>

To Edit a Map:

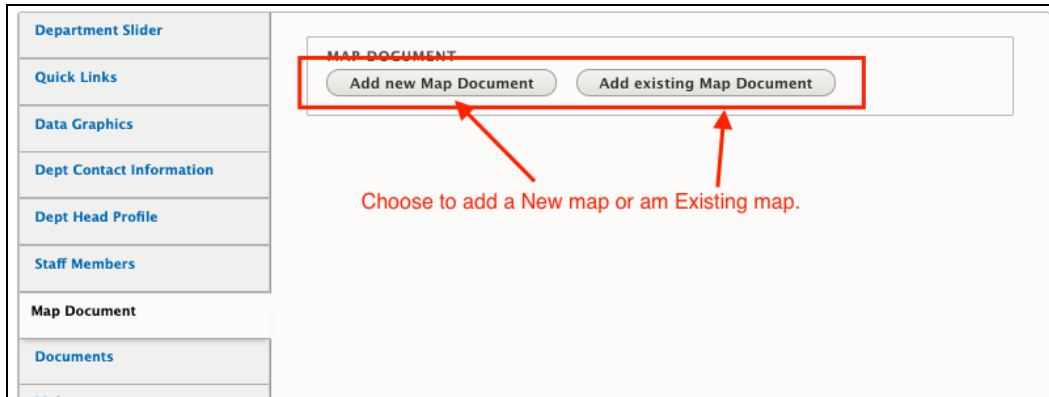
1. Go to the page on which you want to edit a map.
2. In the Editor's Menu click on **Map Document** in the “Edit Or Add Add” section as above.
3. Choose the Map you want to edit and click “Edit”
4. Make changes - title, text, PDF, image, etc.
5. Click “Update Map Document” when done with edits. Or hit “cancel” to exit

The screenshot shows two buttons: "Update Map Document" and "Cancel".

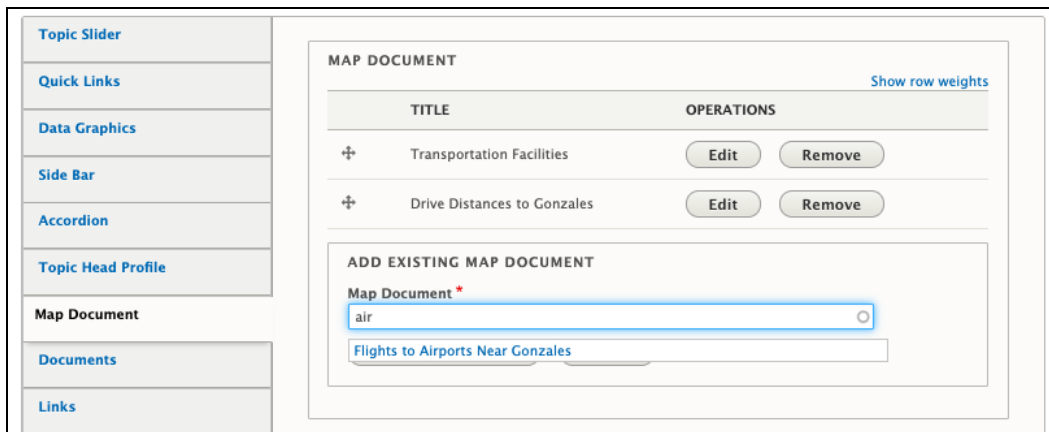
5. Don't forget to **SAVE** at the bottom of the page when you are done.

To Add an Existing Map:

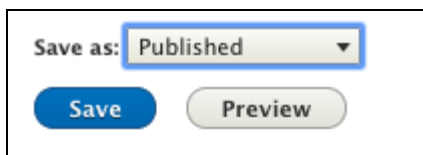
1. Make sure you are logged in.
2. Go to the page on which you want to put a map
3. In the Editor's Menu click on **Map Document** in the "Edit Or Add Add" section as above.
4. Choose "Add existing Map Document"



5. Type in the first few letters, or a word from the title of the map you want to use.



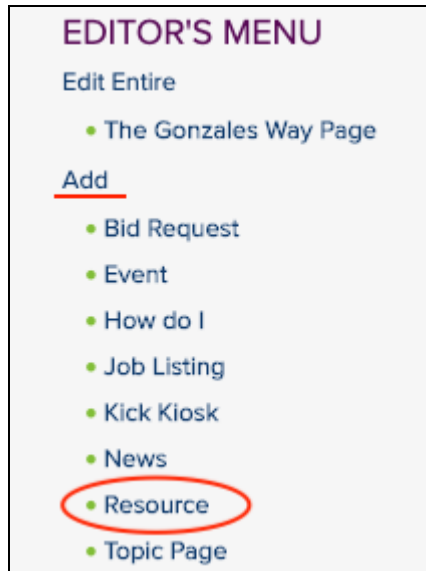
6. Choose the name of the map you would like to use.
7. Click "Add Map Document"
8. Click on "Save" to update the page.



How to: Add/Edit Resources

To Add New Resource:

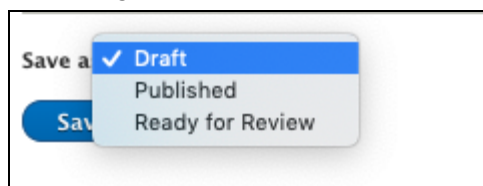
1. Make sure you are logged in.
2. Go to the home Gonzales Way page: <https://gonzalesca.gov/residents/gonzales-way>
3. In the Editor's Menu click on "**Resource**" in the "Add" section.



4. Fill out the WYSIWYG. Click off the audience of who might be interested in this resource, and the subject. **NOTE:** May choose more than one in each list.

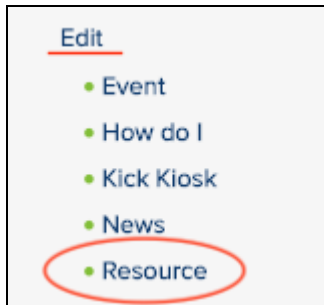
Audience
<input type="checkbox"/> Kids
<input type="checkbox"/> Teens
<input type="checkbox"/> Adults
Subject
<input type="checkbox"/> Education
<input type="checkbox"/> Health
<input type="checkbox"/> Legal

5. Change Status to "Published" and Click "Save"



To Edit a Resource:

1. Make sure you are logged in.
2. Go to the Main Gonzales Way page: <https://gonzalesca.gov/residents/gonzales-way>
3. In the Editor's Menu click on "**Resource**" in the "Edit" section.



4. Choose which resource to edit/update and click on "edit".

EDIT DEPARTMENT RESOURCES

Title	Moderation state	Actions	
Gonzales Adult School	Published	edit	delete
Gonzales Chamber of Commerce	Published	edit	delete
Gonzales Rotary Club	Published	edit	delete
Central Coast Energy Services (CCES)	Published	edit	delete
Legal Services for Seniors	Published	edit	delete
Monterey County Food Bank-Gonzales Program	Published	edit	delete
South County Legal Advisory Clinic	Published	edit	delete
MST Reimbursement Program for Seniors, Veterans, and People with Disabilities	Published	edit	delete

5. Make all of your changes and click "Save" to update full resource.

A screenshot of a web form. It features a 'Save as:' label followed by a dropdown menu showing 'Published'. Below the dropdown are two buttons: 'Save' (blue) and 'Preview' (grey).

Note: Resource item will NOT show up on Gonzales Way Home page. It will show up on the Community Resources Page:

<https://gonzalesca.gov/residents/gonzales-way/community-resources>