

## ***Carbon-Monroe-Pike Mental Health & Development Services - Training Agenda*** ***January 4<sup>th</sup> & 11<sup>th</sup> at 11:00 am (EST)***

### **Part 1 - The Basics (90 minutes)**

#### *Following Options Available to All Users*

Login / Adding Content & Links (Edit Center Data)

- Link to another webpage ... external site
- and one on your site.
- Link to a Document
- Link to New (Embedded) Page for Additional Information
- Link to Email
- Phone Number

Save / Save as Draft / Cancel / History

**Adding Images:** ADA Compliance

ADA Checker

Left Navigations: Creating Pages/ Modules/ Templates (based on Sales Agreement)

- FAQ, Freeform, Fullwidth, Photo Gallery, Staff Directory, Bid Posting, Document Center

Creating Calendar Event

Help Page / Revize Support / Admin Panel / Publishing & File Manager

**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**

Editing Home Page, enotify

Using the Back End/Admin Page (hidden pages)

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