



# Tioga County Website Editor's Guide

*Version 1, Updated Friday, July 24, 2015*

Welcome to the Tioga County Website Editor's Guide! As you will see once you start using the website content management system (CMS), it really is pretty easy to add, edit and remove content from your department page. The purpose of the document is to provide an overview of content editing tasks specific to Tioga County's website. For a more generic overview of using Umbraco (see below), you will refer to the Umbraco 7 Editor's Manual which will be distributed to you.

## What Is Umbraco?

Umbraco is the software that drives the Tioga County website. It provides a web application for editing the website content as well as performing administrative tasks like creating users. You access Umbraco by visiting the following address\*:

<http://new.tiogacountyny.com/login>

\* Please note that this is a temporary address. Once the new Tioga County website goes live, you will simply replace the "new." in the above address with "www." and you'll arrive at the login page.

Once you arrive at the login page, you will be prompted to enter your username and password which were assigned to your by the IT department. Once you enter this information, click "Login". You're in!

### **Can I use an iPad or other tablet to edit the website?**

You can, but we recommend using a desktop computer for the best editing experience. However, in a pinch, your tablet or even smart phone works fine with Umbraco.

## Department Content Overview

Here we'll take a quick look at the various types of content you can create for your department. Please note that not all departments will have the same content needs. Some departments have no **Events**, for example. Others don't make use of **Content Blocks**.

### Department Homepage

This is the default page for your department. Here's what you'll find on each tab of your department homepage.

- **Introduction Tab:** This tab is where you enter the content that will be displayed in the body of your department homepage.
- **Location Tab:** Enter your department **address 1 & 2**, **primary phone / fax numbers** and **email address** if available. Your location information will be displayed on your department homepage in the left side column. The email address will not be displayed on the website, but may be used to route forms to your department (such as a FOIL request). Please also note that for all department addresses are assumed to be in Owego, NY. If there is an exception, please
- **Stickies Tab:** "Stickies" are small bits of information you would like displayed on your department home page on the left side of the page. Each Sticky consists of a **heading** and the sticky **content**. You can turn Stickies on and off so if there is some information you would like to be occasionally displayed.
- **Social Media Tab:** Use this table to enter the links to your **Facebook** and **Twitter** pages.
- **Meta Info Tab:** Please enter a short description of your department, no more than 2-3 lines. This description will be displayed in the **Department Directory** as well as feed search engines like Google.
- **Settings Tab:** The primary use of this tab for now is to enter your **Department Name** as you would like it displayed to our website users.
- **Layout Tab:** This tab is primarily for use by IT administrators and our website development team. Please don't modify this page!

On the next page, you'll find an annotated screen capture of a department homepage which should help you better understand how the above content fields are used in context.



## Public Health

Introduction

### Contact



**Jim Rich**  
Public Health Director

**Telephone:**  
607-687-8600

[All Contacts »](#)

### Location & Phone

1062 State Route 38  
PO Box 120  
Owego, NY 13827

**Main Phone:**  
607-687-8600

**Fax:**  
607-223-7019

[f Like Us On Facebook](#)

[t Follow Us On Twitter](#)

### Public Health Hotline

[888-369-0700](tel:888-369-0700)  
- or -  
[607-687-8694](tel:607-687-8694)

The Tioga County Health Department is responsible for health promotion, disease prevention and community needs assessment. We offer a variety of program and services to achieve our mission:

*Our mission is to protect and promote the health and well-being of our community through advocacy, education, enforcement, prevention and partnerships.*

The Public Health Department **supports** the citizens of Tioga County through Environmental Health, Dental Health, Disease Control, Nursing Services, Emergency Preparedness and Health Education Departments. Please be sure to click on the links in the menu to the left to visit the departments individual pages. There you will find more detailed information on the services and programs offered by those departments. If you can't find the information that you are looking for please contact us at the number above. We hope that you find the site both useful and informative.

### NEWS & ANNOUNCEMENTS

#### Another News Item To Test

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque in justo vitae dolor pellentesque vehicula. Mauris pharetra elit non s...

#### You Should Be Notified

This article is just a test.

#### This Is The Headline

This is the body.

### UPCOMING EVENTS

9/5/2015  
[March Rabies Clinic](#)

9/1/2015  
[Dental Van @ Candor Elementary](#)

## OUR PROGRAMS

[Health Education](#) [Nursing Services](#) [Environmental Health](#) [Dental Services](#) [Emergency Preparedness](#)

The goals of Health Education are to reduce the risks of chronic, preventable diseases and decrease intentional and unintentional injury. Health Education objectives are to identify community needs, enhance existing health promotion efforts, and to provide support, education, training, and resources to meet our community needs.

"Department Name" from "Settings" tab.

"Contact" with "Show Home" checked.

"Location" tab with all fields shown.

"Social Media" links if provided.

An example of a "Sticky"

"Content Blocks" set to display as tabs.

## News Articles

Use **News Articles** to share important announcements about your department.

- **Content Tab**
  - **Headline:** Just what it sounds like. ;-)
  - **Summary:** This is *short* summary of your news article, just 1-2 sentences at most.
  - **Body Content:** This is the main body of your news article and can include links, images, etc.
  - **Attachment:** Intended to attach a single PDF file to the article. For multiple files, use links in the body of the News article.
- **More Info Tab**
  - If you would like to display a “more info” block with your news article, please complete the appropriate fields on this tab. **Note:** The email address entered here *will* be displayed on the website so do not enter any email address you want to keep private.

## Contacts

Use the “Settings” tab of your Contacts folder to provide a **default Telephone and Fax number**. You can also enter any notes you want to display above your contacts list.

### Contact Fields

- **Name** (first, middle, last, suffix)
- **Title 1/2:** This is the contact’s primary job title and secondary title where required.
- **Phone:** Should be entered in “607-555-1111” format.
- **Fax:** Should be entered in “607-555-1111” format.
- **Email:** The email address entered here will never be displayed on the website but may be used in web forms to send inquiries to the contact.
- **Show Home:** If this box is checked, this contact will be displayed on the Department Homepage.

## Events Calendar

Events are organized based on your needs. We recommend at least one “**Events Folder**” for each **year**. If your department has many events, you may want to create subfolders for each month to keep things organized. You could alternatively create Events Folders for specific types of events. Do whatever will work best for your department as the folder structure will not affect how your events are found or displayed on the website.

- **Event Tab**
  - **Title:** The title of the event. Do not include a date or time here as that would be redundant.
  - **Description:** This is a short description of the event, no more than 1-2 lines. Again, do not enter any dates or times here.
- **Dates Tab**
  - You can enter an unlimited number of dates for an event.
  - **Date:** Use the “date picker” to choose the date of the event.
  - **Time:** Enter the time information for the event date.

## Content Blocks

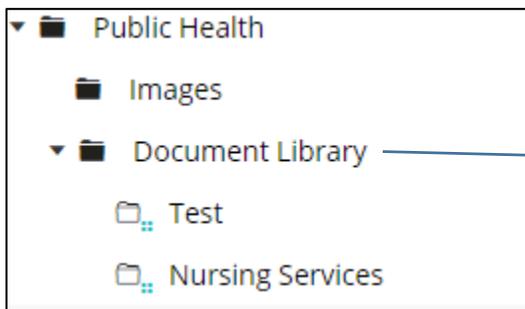
Content Blocks are flexible content items and are used differently from department to department. They might be labeled "Services" by one department or "Programs" by another.

Content Blocks can be displayed in a "tab" or "accordion" format on your department home page.

Content Blocks have a simple structure with just a **Heading** and the **Content**.

## Document Libraries

**Document Libraries** are a special type of folder found in the **Media** section of Umbraco. For most departments, when you enter the Media section, you will see a folder structure similar to the screenshot below.



This is the "root" of your Document Library. You can create subfolders to organize your documents. All documents / files created beneath the Document Library folder will be listed in the website Document Library page. Website users who subscribe to be notified will also receive an email when you create new documents in your Document Library.

In the above example, "Images" is the folder where the Public Health department would store photos they would like to use in content items on the website. However, files created beneath the **Document Library** folder should be documents you want to make available in the Document Library section of the public website. These files should be primarily PDF files. You can create one or more **Document Folders** beneath the **Document Library** folder. You then upload your documents into the Document Folders. You cannot add documents directly to the Document Library folder.

### Setting Document Folder Category

An important feature of the Tioga County website is that we allow documents to be browsed by various categories. The current categories are "Bids", "Elections", "Legal", "Minutes" and "General". There are two ways you can set the category for your documents.

- 1) If all of your documents will be in the same category (for example, "Bids") then you can set the **Document Category** on the **Document Library** root folder and all folders below will be included in that category. You do not need to set the **Document Category** on every **Document Folder**.
- 2) If your documents will fall into various categories, you can create **Document Folders** beneath your **Document Library** and set the category for each folder independently.

In **either case**, to set a category for the Document Library or Document Folder, you go to the "Description" tab and use the "Document Category" field to select from a list of available categories.