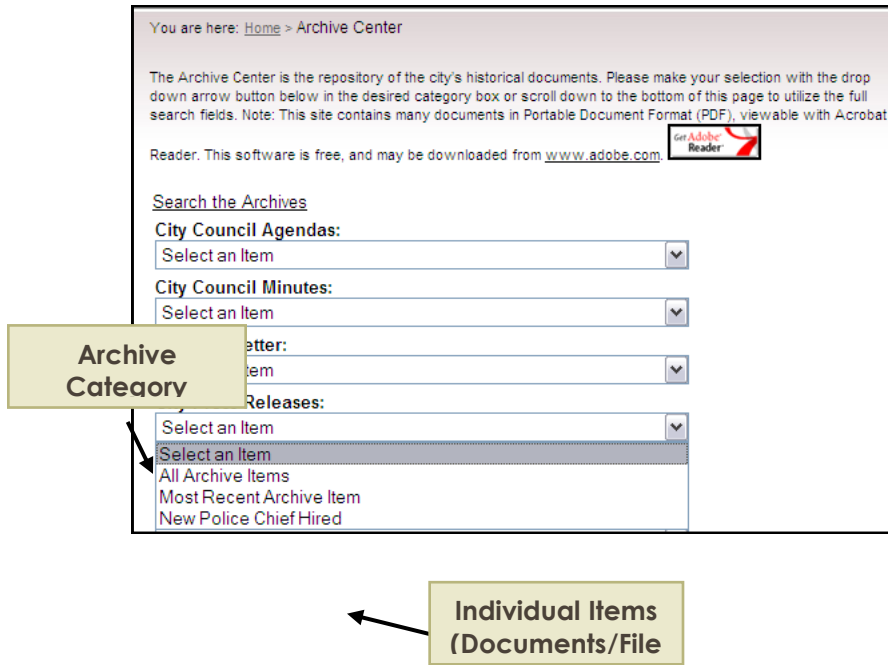


Archive	Publishers	Authors	NotifyMe Email	NotifyMe SMS
	<i>can add and publish documents to an archive; can send NotifyMe email and SMS messages; NotifyMe messages must be created in the NotifyMe console; they are not created when the archive item is published</i>	<i>can add documents to an archive</i>		
Block Grant Committee Meeting Agendas	Development editors			
Block Grant Committee Meeting Minutes	Development editors			
City Budget	City Admin editors	Finance editors	yes	yes
City Channel	Cable editors, IT publishers		no	no
City Newsletter	City Admin editors		yes	yes
Civil Service Commission Meeting Agendas	HR editors			
Civil Service Commission Meeting Minutes	HR editors			
Community Development Authority Meeting Agenda	Development editors			
Community Development Authority Meeting Minutes	Development editors			
Construction in Progress	Engineering editors		no	no
Fair Housing Board Meeting Agendas	Housing editors			
Fair Housing Board Meeting Minutes	Housing editors			
Historical Commission Meeting Agendas	Development editors			
Historical Commission Meeting Minutes	Development editors			
Library Board Meeting Agendas	Library publishers	Library authors		
Library Board Meeting Minutes	Library publishers	Library authors		
Plan Commission Meeting Agendas	Development editors			
Plan Commission Meeting Minutes	Development editors			
Plan Commission Staff Reports	Development editors			
Police and Fire Commission Meeting Agendas	Fire publishers, Police Publishers	Fire authors, Police authors		
Police and Fire Commission Meeting Minutes	Fire publishers, Police Publishers	Fire authors, Police authors		
Youth Commission Meeting Agendas	City Admin editors			
Youth Commission Meeting Minutes	City Admin editors			

Archive Center

Module



With the Archive Center Module You Can:

- Organize items (documents/files) by category such as Council/Commission agendas and minutes or by name and date of meeting or publication
- Provide hyperlinks to the most recent archived item or all archived documents, to reduce phone calls and foot traffic
- Provide easy access and retrieval of date-sensitive documents
- Set the Archive Category and/or Items to auto publish/unpublish

Section 1: Creating/Adding an Archive

Note: Only System Administrators and Owners (of the module) can add an Archive Category

Access the Archive Center Module

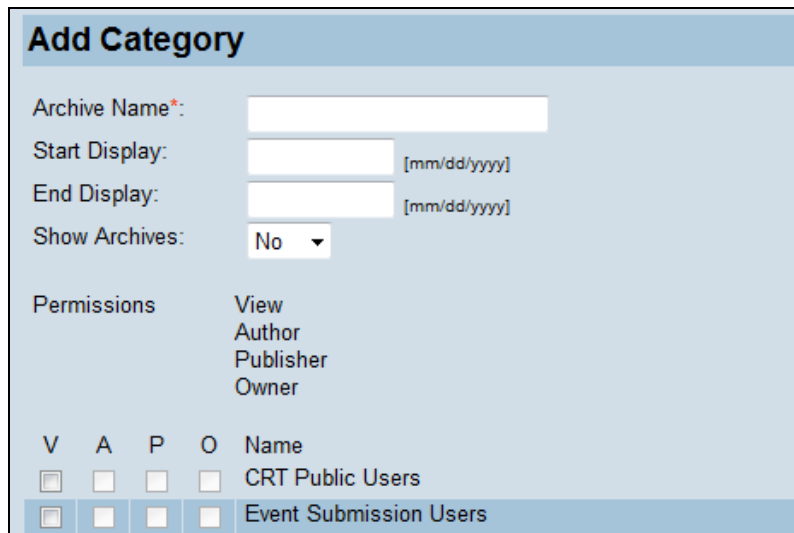
1. Log in to the Admin side of the website.
2. Select **Modules > Archive Center**.
3. Select the **Add Category** button.



Archive	Items
Unpublished Content	
No Unpublished Content	
Published Content	
Airport Advisory Board Agendas	4
Airport Advisory Board Minutes	4
Animal Control Board Agendas	5

Fig. 1-1

4. **Archive Name** – A red asterisk indicates this is a mandatory field (see Figure A1-2).



Add Category

Archive Name*:

Start Display: [mm/dd/yyyy]

End Display: [mm/dd/yyyy]

Show Archives:

Permissions

V	A	P	O	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CRT Public Users
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Event Submission Users

Fig. 1-2

5. **Start Display** – The default is blank and indicates the Archive Category will be available immediately upon publication. Enter a display date to auto-publish the category.
6. **End Display** – The default is blank and indicates the Archive Category will remain published until unpublished manually. Enter an end display date to auto-unpublish.

7. **Show Archives** – Leave as default.
8. **Permissions** – Setting permissions at the category level is suggested.
 - View – May view the live side only
 - Author – Submit new items, modify/delete unpublished items
 - Publisher – Publish new items, modify/delete unpublished items, modify/unpublish published items and publish/reject submitted items
 - Owner – Publish new items, modify/delete unpublished items, modify/unpublish published items, publish/reject submitted items, create/modify categories and assign category permissions
9. Select options to complete adding/creating category.
 - Cancel – Will delete what you've done
 - Save – Will save the work as an unpublished draft
 - Save & Submit – Will save the work as an unpublished draft and notify a publisher that it is ready for review (option is viewable by authors only)
 - Save & Publish – Will save the work and publish it for viewing

Section 2: Adding an Item

Access the Archive Center Module

1. Log in to the Admin side of the website.
2. Select **Modules > Archive Center**.
3. Find the Archive Category to add the item to.
4. Select **Choose an Action > Add Item** (Fig. 2-1).

Published Content				
Airport Advisory Board Agendas	4	Erin McCormick	Active	Choose an Action
Airport Advisory Board Minutes	4	Erin McCormick	Active	Choose an Action
Animal Control Board Agendas	5	Erin McCormick	Active	Add Item
Animal Control Board Minutes	4	Erin McCormick	Active	View List
Bicycle & Pedestrian Advisory Board Agendas	4	Erin McCormick	Active	Copy Most Recent Item L
Bicycle & Pedestrian Advisory Board Minutes	4	Erin McCormick	Active	Copy List Link
Budget & Finance Committee Agendas	4	Erin McCormick	Active	Unpublish
Budget & Finance Committee Minutes	4	Erin McCormick	Active	Properties
				Archive Public
				Archive Hidden
				Choose an Action

Fig. 2-1

5. Complete the following fields for the item (file) you want to upload (Fig. 2-2).

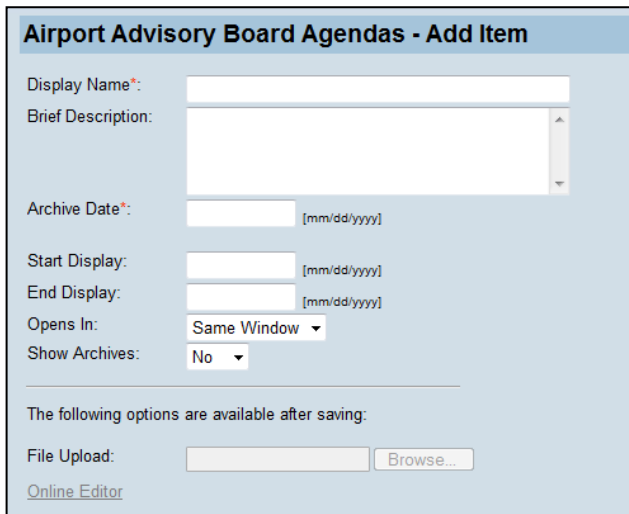


Fig. 2-2

- Display Name – What the user will see as the name of the item (e.g., March 6, 2008 or April 2008 Agenda)
- Brief Description – Description of the item; usually not needed
- Archive Date – Meeting or publication date; the system sorts items by this date
- Start Display – The default is blank and indicates the Archive Item will be available immediately upon publication. Enter a start display date to auto-publish the category.
- End Display – The default is blank and indicates the Archive Item will remain published until unpublished manually. Enter an end display date to auto-unpublish.
- Opens In – Determines if the item will open in a new window; we recommend archive items open in a new window
- Show Archives – Leave as default

Note: File upload is only available after the above steps have been completed and saved.

6. Select Options to complete adding/creating item.

- Cancel – Will delete what you've done
- Save – Must be selected before file/document upload

7. Select the **Browse** button to upload the file into the Archive Center (Fig. 2-3).

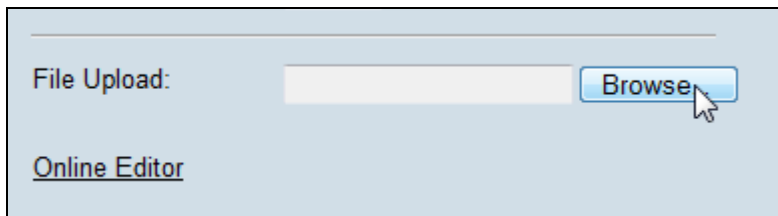


Fig. 2-3

8. Select Options to complete adding/creating item.
 - Cancel – Will delete what you've done
 - Save – Will save the work as an unpublished draft
 - Save & Submit – Will save the work as an unpublished draft and notify a publisher that it is ready for review (option is viewable by Authors only)
 - Save & Publish – Will save the work and publish it for viewing

Section 3: Creating a Most Recent Item Link or Archive Category Link

Access the Archive Center Module

1. Log in to the Admin side of the website.
2. Select **Modules > Archive Center**.
3. Select the Archive Category that contains the item(s) you want to create a hyperlink to.
4. Select **Choose an Action > Copy Most Recent Item Link**. This will always link to the most recent file in that Archive Category.

Note: Setting up a link this way will automatically update the link when a new file is loaded into the Archive Category.

5. Select **Choose an Action > Copy List Link**. This will link to all items in a category.
6. Place the copied link into the URL field in the Insert Hyperlink – Webpage Dialog box if you are creating a link within a page, or into the Link field in most modules.

Section 4: Modifying an Archive Category

Access the Archive Center Module

1. Log in to the Admin side of the website.
2. Select **Modules > Archive Center**.
3. Find the Archive Category that you would like to modify.
4. Select **Choose an Action > Properties**.
5. Make the modifications and select Save (Fig. A4-1).

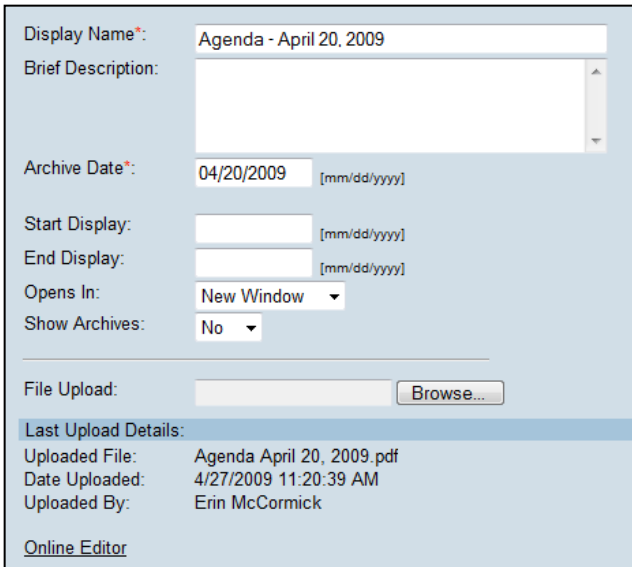
Archive Name*:	<input type="text" value="Airport Advisory Board Agen"/>			
Start Display:	<input type="text"/> [mm/dd/yyyy]			
End Display:	<input type="text"/> [mm/dd/yyyy]			
Show Archives:	<input type="text" value="No"/> ▾			
Permissions	View Author Publisher Owner			
V	A	P	O	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CRT Public Users
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event Submission Users

Fig. 4-1

Section 5: Modifying an Item

Access the Archive Center Module

1. Log in to the Admin side of the website.
2. Select **Modules > Archive Center**.
3. Click on the Archive Category name that contains the document or file you wish to modify.
4. Locate the document or file.
5. Select **Choose an Action > Modify**.
6. Make the modifications and select Save or Save & Submit (Fig. 5-1).



The screenshot shows a web form for managing an archive item. The form includes the following fields and options:

- Display Name*:** A text input field containing "Agenda - April 20, 2009".
- Brief Description:** A large, empty text area.
- Archive Date*:** A date input field containing "04/20/2009" with a "[mm/dd/yyyy]" placeholder.
- Start Display:** An empty date input field with a "[mm/dd/yyyy]" placeholder.
- End Display:** An empty date input field with a "[mm/dd/yyyy]" placeholder.
- Opens In:** A dropdown menu set to "New Window".
- Show Archives:** A dropdown menu set to "No".
- File Upload:** A text input field followed by a "Browse..." button.
- Last Upload Details:** A section with the following information:
 - Uploaded File: Agenda April 20, 2009.pdf
 - Date Uploaded: 4/27/2009 11:20:39 AM
 - Uploaded By: Erin McCormick
- Online Editor:** A link at the bottom left of the form.

Fig. 5-1

Section 6: Deleting an Item

Access the Archive Center Module

1. Log in to the Admin side of the website.
2. Select **Modules > Archive Center**.
3. Click on the Archive Category name that contains the document or file you want to delete.
4. Select **Choose an Action > Unpublish**.
5. The document/file will be changed to **Draft** status.
6. Select **Choose an Action > Delete**.
7. Select "OK" on the dialog box that says "Are you sure you want to delete this item?"

Section 7: Deleting an Archive Category

Note: All items in an Archive Category must be unpublished and deleted before you can delete the Archive Category.

Access the Archive Center Module

1. Log in to the Admin side of the website.
2. Select **Modules > Archive Center**.
3. Find the Archive Category you wish to delete.
4. Select **Choose an Action > Unpublish**.
5. Select **Choose an Action > Delete**.
6. Select **"OK"** on the dialog box that says, "Are you sure you want to delete this item?"