

CivicPlus Modules
Facilities Categories

Facility Category	Facility Names	Publishers	Authors
		<i>can add staff listings to category and publish staff listing</i>	<i>can add staff listing</i>
City Buildings	City Hall, Department of Public Works Yard, Farmers Market, Fire Administration, Fire Station1, Fire Station 2, Fire Station 3, Health Department, Library, Police and Court Center, Police Substation, Senior Center		DPW publishers, Fire publishers, Health publishers, Library publishers, Police publishers; Senior Center publishers
Public Meeting Locations	City Hall Common Council Chambers, City Hall Centennial Plaza, City Hall Art Gallery, City Hall Room G10 (Purchasing Conference Room), City Hall Room G14 (Employee Lounge), City Hall Room 113 (Clerk's Conference Room), City Hall Room 118 (Mayor's Conference Room), City Hall Room 128, City Hall Room 220 (Engineering/Development Conference Room), City Hall Room 222 (Building Inspection Conference Room), Fire Administration Conference Room, Farmers Market, Health Department Clinic, Health Department Conference Room, Library Constitution Room, Library Childrens Reading Room		City Admin editors, Clerk editors, Fire publishers, Health publishers, Library publishers
Parks	Honey Creek Park, LaFollette Park, McCarty Park, Veteran's Memorial Park		City Admin editors, DPW publishers, GIS publishers
Polling Places			Clerk editors
Municipal Drop-off sites	Morgan Avenue Drop-off Site, Municipal Yard Drop Off Site	DPW publishers	DPW authors

Facilities Module specifications

Review the CivicPlus Module Details document in the Intranet IT Document Library to see Facilities categories. The site administrator has added a record for each facility. Contact Kathryn to add a new facility record.

If you are responsible for editing facilities records in the City Buildings or Public Meeting Room categories, please see the samples for City Hall in the City Buildings category and for the City Hall rooms in the Public Meeting Rooms category. Follow these samples in creating your records and follow the City of West Allis website standards for formatting text.

If you are responsible for creating or editing records in the Parks category, you may create your own format to use for records in this category and follow it for all records you add. Make sure your record format conforms to the City of West Allis website standards for formatting text. Please review your record format with the site administrator before creating each record.

If you are responsible for creating or editing records in the Polling Places category, you may create your own format to use for records in this category and follow it for all records you add. Make sure your record format conforms to the City of West Allis website standards for formatting text. Please review your record format with the site administrator before creating each record.

If you are responsible for creating or editing records in the Municipal Drop-off Sites category, you may create your own format to use for records in this category and follow it for all records you add. Make sure your record format conforms to the City of West Allis website standards for formatting text. Please review your record format with the site administrator before creating each record.

1. On all facilities, address line 1 is the street address. City, State and Zip must be included.
2. On all facilities, Use Map = Yes
3. On all facilities, Has Calendar = 0
4. On all facilities Default Reservation Cleanup Time = 0
5. Follow City of West Allis website standards on all fields.

Facilities are linked through calendar items, and the Facilities module can be searched on the site. We are not adding reservations to Facilities at this time. Use the Calendar module to add events to the site.

Facilities

Locations And Facilities Finder

Enter search terms below and/or use the checkboxes provided to filter your results. Clicking the 'Show' links next to each checkbox will provide fine-tuning of the results shown.

Only items related to your selection will be shown:

- If all amenities are selected except one, results containing the excluded amenity will not show.
- If a single facility type is the only item checked, only results within that facility type will be displayed.

Search Terms (Optional):

Search In:

Facility Types ([Hide Facility Types](#))

City Parks

Amenities ([Hide Amenities](#))

<input checked="" type="checkbox"/> ADA Accessibility	<input checked="" type="checkbox"/> Picnic Areas
<input checked="" type="checkbox"/> Aquatic Center	<input checked="" type="checkbox"/> Playground
<input checked="" type="checkbox"/> Baseball / Softball Fields	<input checked="" type="checkbox"/> Restrooms
<input checked="" type="checkbox"/> Basketball Courts	<input checked="" type="checkbox"/> Soccer Field
<input checked="" type="checkbox"/> Community Center	<input checked="" type="checkbox"/> Tennis Courts
<input checked="" type="checkbox"/> Parking	<input checked="" type="checkbox"/> Volleyball

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Facility Type	Facility Name
City Parks	Carl Malone Park
City Parks	Central Park
City Parks	Irvington Community Park
City Parks	Warm Springs Community Park

Carl Malone Park

City Parks


Location: Ardenwood Blvd. and Commerce Dr. Civic City, KS 66502

Amenities: ADA Accessibility, Baseball / Softball Fields, Parking, Picnic Areas, Playground, Restrooms, and Soccer Field

Maps: [Google](#) | [MapQuest](#) | [Windows Live](#) | [Yahoo!](#)

Contact Phone: (785) 456-8584

ADA: Yes



Amenities

Provisions	Information
Park size	2 acres
Park structures	2 playground areas
Swimming	None
Picnic areas	5 picnic areas
Sports	One soccer field and One softball field with lights and a 300 foot fence.
Activities	None
Parking	Lot parking
Public Restrooms	Yes
Water	Yes
ADA Accessibility	Yes
Electrical	None
Offices	None
Telephones	None
Emergency	Civic City Police Department: 9-1-1

With the Facilities Module You Can:

- Organize Facilities by category
- Provide details and links to important information, documents or related websites, cutting down on phone calls and foot traffic
- Provide lists of amenities offered at the facility
- Allow citizens to request a reservation of the facility

Options that must be enabled by CivicPlus prior to use if desired:

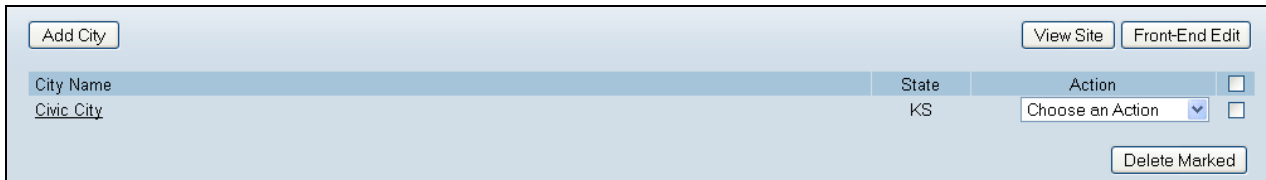
- Allow citizens to request to reserve a facility
- Is a window of clean-up time needed between reservations / facility use?
- Each facility can have its own calendar in the calendar module if desired. This will allow citizens to see the list of approved reservations for the desired facility.

Section 1: Adding a City

Note: Only System Admins have rights to add cities

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Select the Cities tab.
4. Choose the Add City button on the upper-left (Fig. 1-1).



The screenshot shows a web interface for adding a city. At the top left is an 'Add City' button. At the top right are 'View Site' and 'Front-End Edit' buttons. Below these is a table with the following structure:

City Name	State	Action	
Civic City	KS	Choose an Action	<input type="checkbox"/>

At the bottom right of the table area is a 'Delete Marked' button.

Fig. 1-1

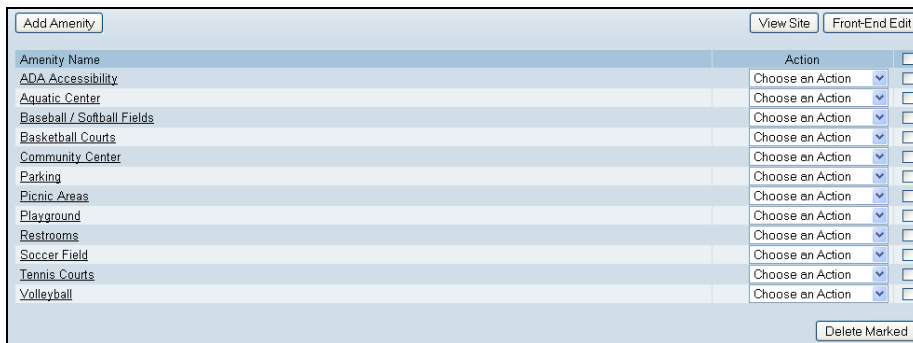
5. Add the City name.
6. Select the State from the drop-down box provided.
7. Cancel – Will delete the work you have done
8. Save – Will add the City to the Facilities Module for later use
9. Repeat this process for all cities that contain facilities you will be listing on the website.

Section 2: Adding an Amenity

Note: Only System Admins have rights to add amenities

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Select the Amenities tab.
4. Choose the **Add Amenity** button in the upper left (Fig. 2-1).



Amenity Name	Action	
ADA Accessibility	Choose an Action	<input type="checkbox"/>
Aquatic Center	Choose an Action	<input type="checkbox"/>
Baseball / Softball Fields	Choose an Action	<input type="checkbox"/>
Basketball Courts	Choose an Action	<input type="checkbox"/>
Community Center	Choose an Action	<input type="checkbox"/>
Parking	Choose an Action	<input type="checkbox"/>
Picnic Areas	Choose an Action	<input type="checkbox"/>
Playground	Choose an Action	<input type="checkbox"/>
Restrooms	Choose an Action	<input type="checkbox"/>
Soccer Field	Choose an Action	<input type="checkbox"/>
Tennis Courts	Choose an Action	<input type="checkbox"/>
Volleyball	Choose an Action	<input type="checkbox"/>

Fig. 2-1

5. Add the Amenity that will be offered at the Facility.
6. Cancel – Will delete the work you have done
7. Save – Will add the City to the Facilities Module for later use
8. Repeat this process for all Amenities that will be offered with the Facilities.

Section 3: Publishing a Category

Note: Only System Administrators and Owners can add Facilities Categories.

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Mouse over **Facility Types**. Mouse over **Add** in the blue option box that appears.
4. Choose to **Add Sub-Category First**. The next screen will be similar to Fig. 3-1.

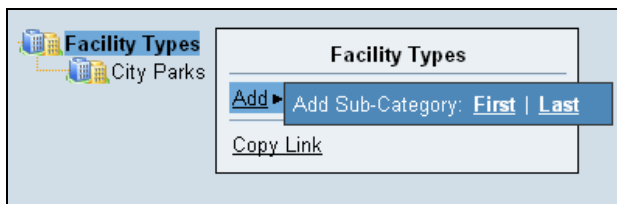


Fig. 3-1

5. Category Name – A red asterisk indicates this is a mandatory field.
6. Visibility – Determines if the Category will appear on the public side of the site
7. 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 published items, accept / reject submitted items

- Owner – Publish new items, modify / delete unpublished items, modify / delete published items, accept / reject submitted items, create / modify sub-categories, assign category permissions
 - System Administrator – Automatically has rights to all of the above
8. Select Options to complete Adding / Creating a category (Fig. 3-2)
- 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 / owner / system administrator that it is ready for review (Viewable by Authors only)
 - Save & Publish – Will save the work and publish it for viewing

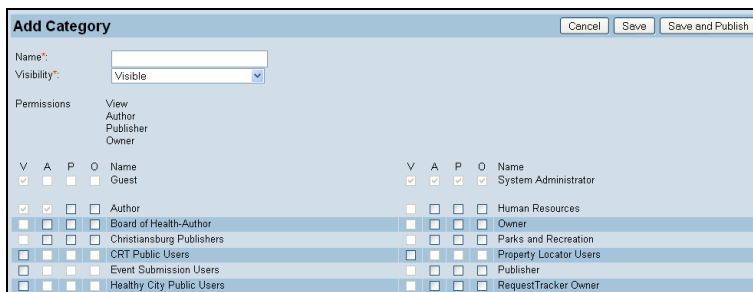


Fig. 3-2

Section 4: Publishing a Category

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Select and mouse over a category that is currently unpublished.
4. Select **Publish** from the blue option box that appears (Fig. 4-1).

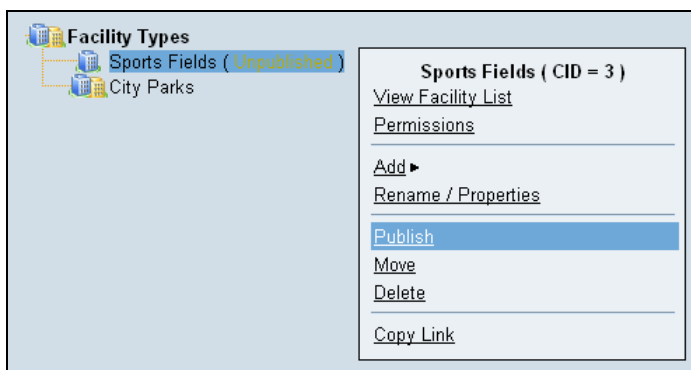


Fig. 4-1

5. The Facility Category will now be viewable on the public side of the website.

Section 5: Adding a Facility

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Choose the category in which you want to add the Facility to and mouse over it.
4. Select **Add Item First** from the blue option box (Fig. 5-1).

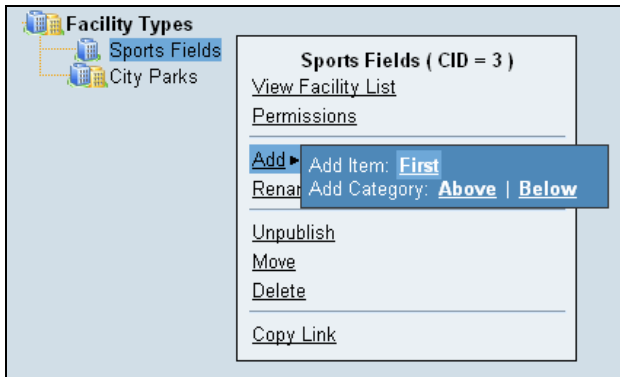
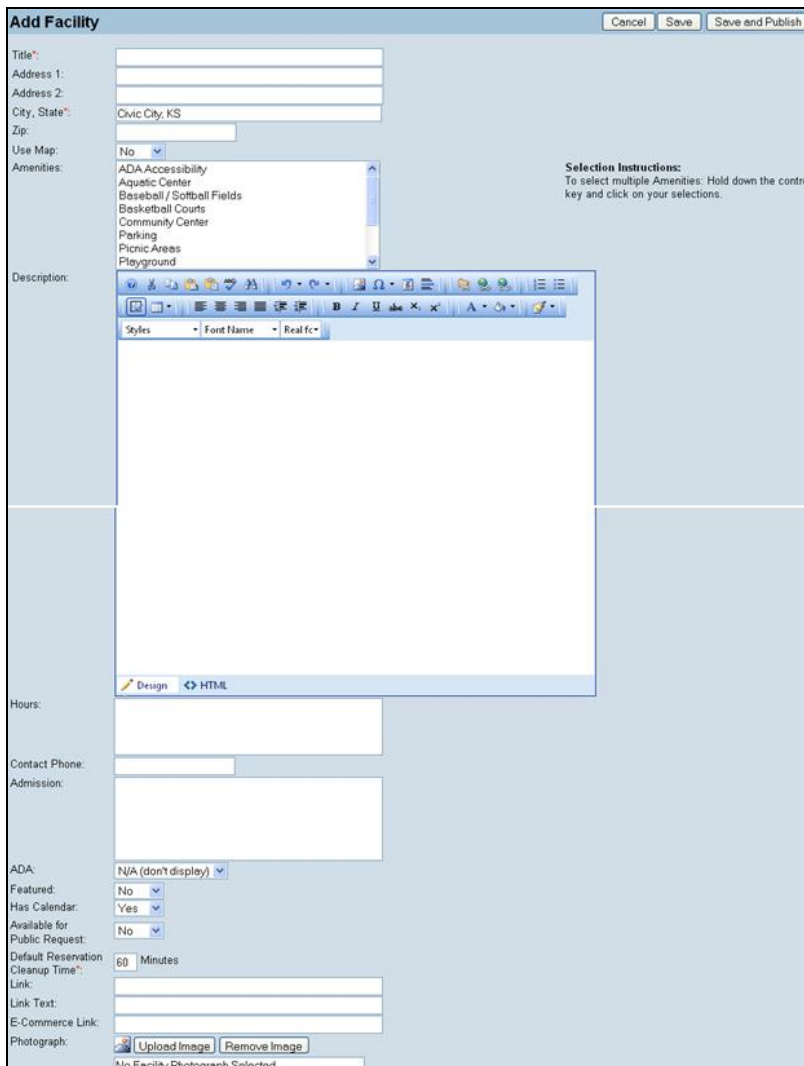


Fig. 5-1

5. Fill in the appropriate information. The following screen will look like Fig. 5-2.



Add Facility [Cancel] [Save] [Save and Publish]

Title*:

Address 1:

Address 2:

City, State*: Civic City, KS

Zip:

Use Map: No

Amenities:

- ADA Accessibility
- Aquatic Center
- Baseball / Softball Fields
- Basketball Courts
- Community Center
- Parking
- Picnic Areas
- Playground

Description:

[Rich Text Editor: Design / HTML]

Hours:

Contact Phone:

Admission:

ADA: N/A (don't display)

Featured: No

Has Calendar: Yes

Available for Public Request: No

Default Reservation Cleanup Time*: 60 Minutes

Link:

Link Text:

E-Commerce Link:

Photograph:

No Facility Photograph Selected

Selection Instructions:
To select multiple Amenities: Hold down the control key and click on your selections.

Fig. 5-2

6. Title – The name of the Facility that the viewers will see on the public side of the website
7. Address 1 – This field should house the physical or street address of the Facility.
8. Address 2 – This field should house secondary addresses such as Room # or Field #.
9. City, State – Select the correct city and state from the list.
10. Zip – Enter the appropriate zip code.
11. Use Map – Yes or No; If Yes, links will be automatically provided for the viewer to use to see a map of the facility through Google Maps, Yahoo, Map Quest or MSN.
12. Amenities – Select the included Amenities from the list; you can choose multiple Amenities by holding the CTRL key and clicking on your selections.
13. Description – Provide a description of the Facility if needed.
14. Hours – List hours the Facility is open for use.

15. Contact Phone – List a contact phone number for inquiries on the Facility.
16. Admission – List admission cost if applicable.
17. ADA – Provide accessibility notice.
18. Featured – Yes or No; If Yes, the Facility will show as a Featured Facility in the Facilities Module (Fig. A5-5).
19. Has Calendar – Yes or No; If Yes, a calendar will be created that will be named after the Facility and allow viewers to see reservations that have been approved.
20. Available for Public Request – Yes or No; If Yes, a link will be created that will allow the viewer to request a reservation through a form provided on the website.
 - Request Form – When this form is submitted it will send an email to the Owner and publisher of the Facility Category and it will also send a confirmation email to the person requesting the reservation using the email they provide on the form.
21. Default Reservation Cleanup Time – Time allowed between reservations for the Facility to be cleaned up. The default is 60 minutes but can be changed if needed.
22. Link – Provide a link to an interior page, document, photo or exterior website.
23. Link Text – How the link will appear on the public side of the website
24. E-Commerce Link – If applicable, you can provide a link to an e-commerce site for payment of Facility rental.
25. Photograph – Upload a photo to show when a viewer chooses to look at the details of the Facility.
26. Select Options to complete Adding a Facility:
 - 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 / owner / system admin that it is ready for review (Viewable by Authors only)
 - Save & Publish – Will save the work and publish it for viewing

Section 6: Modifying (Changing) a Category

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Mouse over the category you wish to modify.
4. Select **Modify** from the blue option box for your chosen category (Fig. 6-1).

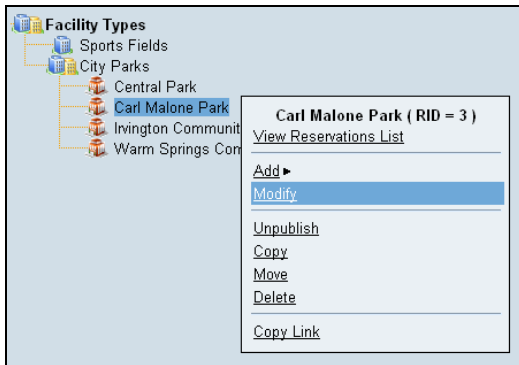


Fig. 6-1

5. Refer to Section 3, steps 5-9 to complete modifying a category.

Section 7: Deleting a Facility

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Choose the Facility that you wish to delete.
4. Mouse over the Facility.
5. Select **Delete** from the blue option box (Fig. 7-1).

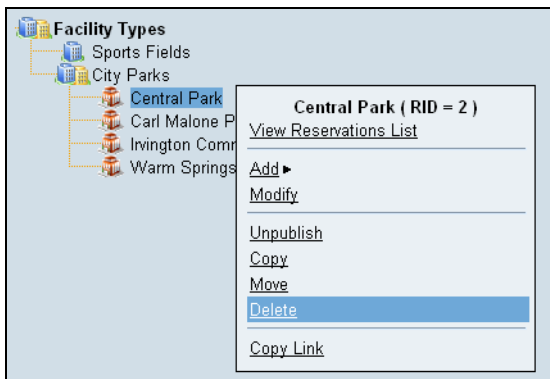


Fig. 7-1

Section 8: Delete a City

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Select the Cities tab.
4. Select **Choose an Action > Delete** for the City you wish to delete **OR**

5. Place a check mark in the box to the right of every City you wish to delete.
6. Select the **Delete Marked** button below .

Section 9: Deleting an Amenity

Access the Facilities Module

1. Log in to the admin side of the website.
2. Select **Modules > Facilities**.
3. Select the Amenities tab.
4. Select **Choose an Action > Delete** for the amenity you wish to delete **OR**
5. Place a check mark in the box to the right of every Amenity you wish to delete.
6. Select the **Delete Marked** button below .