

## Info Advanced Module

---

The Info Advanced module is used to make custom content that appears in the feature column of pages. The City of West Allis uses the Info Advanced module for two types of content: the Contact Us list and the Spotlight area.

Within the Info Advanced module, a category is created for each different contact type and then an item is created in the category that contains the content that is displayed in that area of the feature column.

### Contact Us

1. A category has been created for each list of contacts that departments have requested and an item has been added to the category with the contact information on the current City website.
2. To edit your item, select View List from the dropdown actions list next to your contact category to see a list of the published items.
3. From the item list, select Modify from dropdown actions list.
4. Edit your content, remembering to apply these site standards:
  - a. All text is left aligned
  - b. CSS style subhead 2 is applied to any header
  - c. Email links go to the email form for your department or that person. Do not enter email addresses directly.
5. A link to the facilities record for the building should be included in the contact information.
6. The minimum amount of information to include is your department name, building, street address, phone number, hours and a link to the facility record for your building. Which staff members you include on the list is up to you.
7. All published items in your contacts category will appear on the page. To make changes to your contact list, you can either edit the existing item or create a new one. After publishing the new one, you should unpublish the previous version.
8. To display a contact list on the page, you must choose the page layout type of Feature Column in the menu tab of the page.
9. Only the site administrator (Kathryn!) can associate an Info Advanced category with a page. Once you have your page layout with a feature column, let Kathryn know that you want the contact list on that page by email or an IT service request.

### Spotlight

1. Spotlight is generally used for either a slideshow or a photo to highlight some special news or project. If you wish to add a spotlight category for your department, contact Kathryn to set up the category.
2. When adding an image to a spotlight item, use the Web Photo Gallery that has been created by Cable Communications. If you have an image that you would like to add, please put it in the T:\Photos\Website Upload and email Cable that it is there. They will let you know when it is ready. Select images in the Calendar-News category for the spotlight area as they be sized correctly for use in the feature column.
3. See the document "Pages – Adding a Slideshow" in the Intranet IT Document Library > CivicPlus folder more information on how to add a slideshow to the spotlight area.

## Info Advanced



**May 22, 2010**  
Opening Day

**June 5, 2010**  
Open Weekly for the  
Summer

[Get 2010 Calendar](#)

[WET ZONE FAQS](#) [HAVE A QUESTION?](#)

### With the Info Advanced Module You Can:

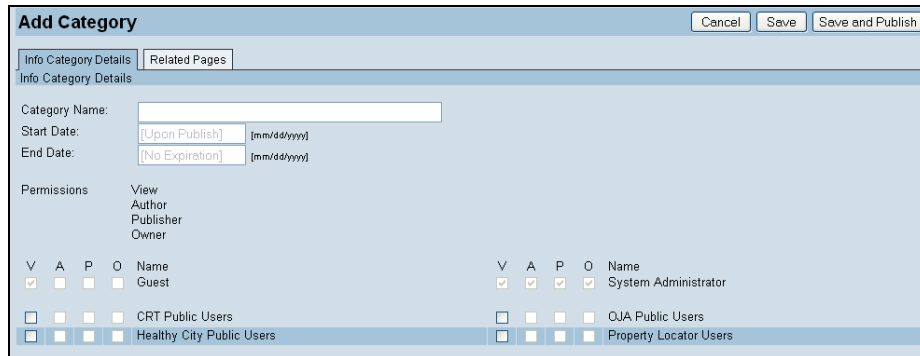
- Organize Info Advanced by category
- Provide important Info Advanced to users in a compact and easy-to-update module that provides detailed formatting
- Change the order and placement of Info Advanced on a page
- Set Info Advanced to auto-publish / unpublish
- Place the same Info Advanced on one or more related pages

## Section 1: Creating / Adding a Category

Note: Only System Administrators and Owners can add Info Advanced Categories.

### Access the Info Advanced Module

1. Log in to the admin side of the website.
2. Select **Modules > Info Advanced**.
3. Select **Add Category**. (Fig. 1-1)



**Fig. 1-1**

4. Category Name – This lets the user know what type of Info Advanced will be included.
5. Start Date – The default is blank and indicates the category will be available immediately upon publication. Enter a start date if you want the item to auto-publish at a later date.
6. End Date – The default is blank and indicates the category will remain published until you unpublish it manually. Enter an end date if you want the item to expire and auto-unpublish.
7. Permissions – Setting permissions at the category level is suggested to maintain security across the site.
8. Select the tab for Related Pages.
9. Select the double-icons to make subpages visible.
10. Mouseover the page that you want the Info Advanced to appear on (or right-click; whichever option you have set). Info Advanced Adv should appear in the blue option box.
11. Place a check in the placement box, maintaining consistency with your site's design. This option will only be available if the feature column has been turned on for the page.
  - Select Options to complete Adding / Creating a 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 owner / system administrator that it is ready for review (Viewable by Authors and publishers only)
  - Save & Publish – Will save the work and publish it for viewing

Note: A category must be published and have at least one published Info Advanced item before it will show on the live side. If it still doesn't show, check that it has been related to the proper page(s) and that the page(s) feature column is turned on.

## Section 2: Publishing a Category

### Access the Info Advanced Module

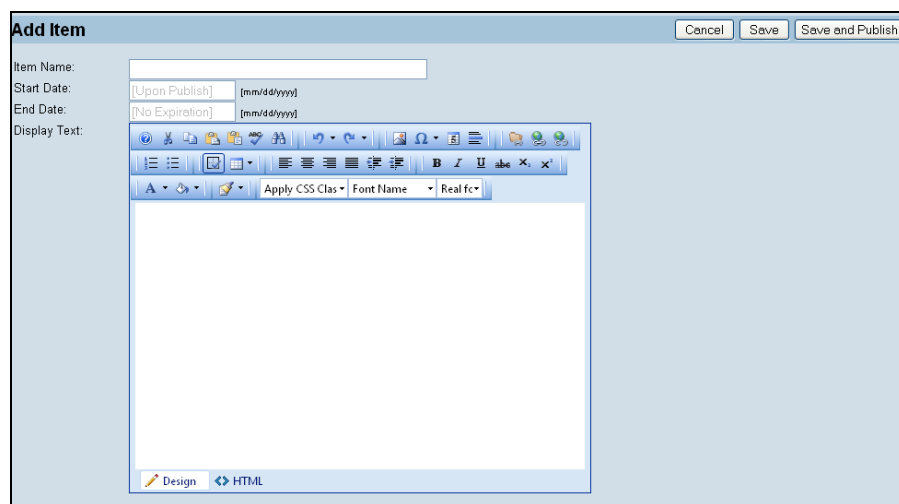
1. Log in to the admin side of the website.
2. Select **Admin Home > Modules > Info Advanced**.
3. Choose a category under Unpublished Categories.
4. Select **Choose an Action > Publish**.

Note: A category must be published and have at least one published Info Advanced item before it will show on the live side. If it still doesn't show, check that it has been related to the proper page(s) and that the page(s) feature column is turned on.

## Section 3: Publishing an Item

### Access the Info Advanced Module

1. Log in to the admin side of the website.
2. Select **Admin Home > Modules > Info Advanced**.
3. Select **Add Item**.



4. Create the item using the editor. For full editor instructions please see the [Editor manual](#)

Note: Remember to view how large the current info advanced item all sites have different sized info advanced based on their use. Creating one that is too large or small will effect the overall look and feel of your site.

5. Save the item.

## Section A5: Deleting an Info Advanced Item

### Access the Info Advanced Module

1. Log in to the admin side of the website.

2. Select **Admin Home > Modules > Info Advanced**.
3. Choose the category that contains the item you want to delete.
4. Select **Choose an Action > Unpublished** once unpublished select **Choose an Action > Delete**.

### **Section A6: Deleting a Category**

#### **Access the Info Advanced Module**

1. Log in to the admin side of the website.
2. Select **Admin Home > Modules > Info Advanced**.
3. Select the category.
4. Delete each item in the category.
5. Select the back button on the upper left when the items have been deleted.
6. Select **Choose an Action > Unpublish** to unpublish the category.
7. Select **Choose an Action > Delete**.
8. Select **"OK"** from the popup that will appear asking, "Are you sure you want to delete this category?"