

CivicPlus Modules
 NewsFlash Categories

Name	Description	Publishers	Authors	Notify Me Email	Notify Me SMS
City of West Allis News	news items posted to the City of West Allis home page	City Admin editors, Clerk editors, DPW editors, IT Publishers	all departments	yes	yes
Note:	Only Publishers can create and send the associated NotifyMe messages; authors can create an NewsFlash item to be published. When the publisher publishes the item, he/she will be prompted to send the NotifyMe messages.				

News Flash Module specifications

1. Review the CivicPlus Module Details document in the Intranet IT Document Library to see News Flash categories and permissions and associated NotifyMe groups.
2. To view the items in a News Flash category, click on the category name in the Administrative console for the News Flash module, or select View List from the Actions drop down list.
3. To view a News Flash item from the News Flash list, click on the title or select Modify from the Actions drop down list.
4. To add a new News Flash item, from the News Flash category list, select Add Item from the Actions drop down list for the category. From the News Flash items list, click on the Add Item button.
5. News Flash standards:
 - a. Display start and end dates must be entered.
 - b. Title should be in title case.
 - c. Lead in: the “Lead in” field is displayed on the home page news listing. Text must be entered in the “Lead in” field on the form.
 - i. The “Lead in” field is limited to 255 characters.
 - ii. The lead in text must be in full sentences.
 - iii. Text is displayed as a single paragraph, so do not insert any returns/line break characters.
 - d. Full text: The “Full text” field is displayed on the news item page.
 - i. If your news item is more than 255 characters, write the **entire** news item in the “Full text” field on the form.
 - ii. If the “Full text” field is left blank, the “Lead in” text is displayed on the news listing page.
 - iii. Do not start your news item in the “Lead in” field and continue it in the “Full text” field. The “Lead in” and “Full text” are **never** displayed together on the site. They are two completely separate fields.
 - e. Full text must in full sentences.
 - i. Full text is displayed in paragraph format, so do not insert any returns/line break characters.
 - f. Read on: If you use the full text field, the Read on text is [more >>].
 - g. If you add a link in the form field, it will display below the news item. Make sure to follow the website link standards in selecting if the link is to open in a new window. Most links will open in a new window.
 - i. Note: If you wish to link to a document, that document must be uploaded to the Document Center News Attachments folder before you can make the link to it. Select Copy Link from the Actions menu in the Document Center for your linked item, then paste the link in the News item. If you need to leave the News Flash module to upload a document, make sure to save your work before leaving.
 - b. News Flash images are prepared for you in the Web Photo Gallery. Please select images from the Page-News folders in each category as they are correctly sized. If you see a folder named Calendar-News, do not use those images – they are too small for news items!
 - i. Image Alt text should be added when a photo is added to a News Flash item. Alt text is an accessibility requirement.
 - ii. Photos in news flash items are left aligned.
 - h. Include in Archives = No
6. To edit a news item, select Modify from the Actions list in the News Flash items listing.

7. To delete a news item, select Unpublish from the Actions list in the News Flash items listing. After the news item is unpublished, it can be deleted.
8. Notify Me messages should be sent for all News Flash items. The original publisher of the news item is responsible for the Notify Me messages for that news item.
 - a. If you are a publisher, when you choose “Save and Publish” or “Save and Send”, you will be able to specify when to send the associated NotifyMe message.
 - b. If you an author and not able to publish the News Flash item, please send an email with your preferred text message to Kathryn Perrone. Text message have a maximum of 160 characters. You may find it easiest to compose your text message in Microsoft Word, which has a Word Count button on the Review Ribbon. See item 9b below for more details about creating a text message.
 - c. If you are editing a published News Flash item that you did not create, please check with the item creator about sending a new Notify Me message.
9. Creating a NotifyMe message:
 - a. Each time you click “Save and Publish” or “Save and Send” a message, you will be prompted to create a NotifyMe message. Publishers should send a message immediately when an item is created. It is up to you if you want to resend a message when you make changes to an news item or if your news item is about an event, again closer to date if you have added the event far in advance. My advice would be to only resend if are making significant changes to the news item. If the site visitor has signed up for Notify Me calendar lists, then another message will come through that channel.
 - b. **Email message:** Default email messages are set up/will be set up before the site goes live. The comments box is to add additional comments to the text of the message.
 - c. **Text message:** You **must** edit the text message section. The default text message is the title of the news item only, but that is not enough information to be useful to the recipient. All messages are sent from the number 467-86 with no indication to the recipient that it is coming from the City of West Allis. A text message can be up to 160 characters, so use them to make an informative message about your news item and make sure to include “West Allis in your message. If your item is about an event, make sure to include date, time and location information.
10. NotifyMe messages are not stored for News Flash categories. If you want to see email or SMS messages sent from a News Flash category, you will have to subscribe to the list. Although publishers may see the View Email Lists button when viewing the Administrative console for an Alert category, no items will be listed as NotifyMe messages are not stored for News Flash categories.
11. Category publishers can view NotifyMe subscribers and add subscribers to the list. To view the subscribers (or add new subscribers who don't want to sign up on the website) to a News Flash category, select Subscribers from the Actions drop down list in the Administrative console for the News Flash categories. If you don't see that item on the list, you do not have permission to manage subscribers in that category.

News Flash

Government	Departments	Residents	Visitors	Business	Training
------------	-------------	-----------	----------	----------	----------

[SHARE](#)
[Email](#)
[Print](#)

[Blackberry Test](#)
[Agendas & Minutes](#)
[Jobs](#)
[E-Services](#)
[How Do I?](#)
[Site Standards](#)

[Locate A Facility](#)
[Community Alerts](#)
[Notify Me Sign Up](#)
Civic City Listens

- Request Services
- Ask Questions
- Share Concerns
- Get Involved

You are here: [Home](#) > News Flash



▼ Cemetery

April 22, 2009

[New Cemetery Land Soon to be Purchased](#)

Civic City is currently under negotiations to purchase an additional 40 acres for the Civic City Cemetery for future development.

▼ Home

April 22, 2009

[New Cemetery Land Soon to be Purchased](#)

Civic City is currently under negotiations to purchase an additional 40 acres for the Civic City Cemetery for future development.

May 1, 2009

[Westminister Road Closing](#)

Due to repairs, Westminister Road is closed until May, 2010.

▼ Road Closings

May 1, 2009

[Westminister Road Closing](#)

Due to repairs, Westminister Road is closed until May, 2010.

Search

All categories ▾

Search

Tools

[RSS](#)

[Notify Me](#)

[View Archived](#)

Categories

- All Categories
- Cemetery
- Dustin Brinkma teaches class with Booming voice!!!
- Home
- Parks and Rec
- Road Closings

With the News Flash Module You Can:

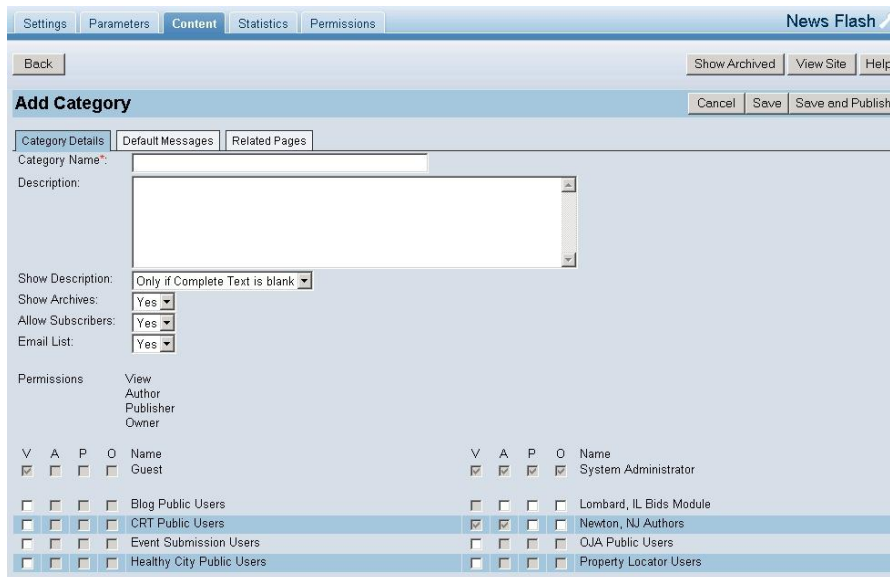
- Inform citizens and users of what is happening in and around your city, town, county or school district
- Provide press releases and emergency notices in a format that is quickly noticed and easy to read
- Link to documents that are relevant to the News Flash such as applications, forms and flyers/brochures

Section 1: Creating/Adding a Category

Note: Only System Administrators and Owners can add Info Categories

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Select the **Add Category** button. The next screen will be similar to Fig. 1-1.



The screenshot shows the 'Add Category' form with the following elements:

- Navigation: Back, Show Archived, View Site, Help
- Form Actions: Cancel, Save, Save and Publish
- Tabs: Category Details (selected), Default Messages, Related Pages
- Fields:
 - Category Name*:
 - Description:
 - Show Description: Only if Complete Text is blank (dropdown)
 - Show Archives: Yes (dropdown)
 - Allow Subscribers: Yes (dropdown)
 - Email List: Yes (dropdown)
- Permissions Table:

Permissions				View	Author	Publisher	Owner				
V	A	P	O	Name	V	A	P	O	Name		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	System Administrator		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blog Public Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lombard, IL Bids Module		
<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"/>	Newton, NJ Authors		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event Submission Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OJA Public Users		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Healthy City Public Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Locator Users		

Fig. 1-1

4. You will automatically be on the **Category Details** tab.
5. Use the following information to complete the data fields. Mandatory fields are noted with a red asterisk.
 - Category Name – A red asterisk indicates this is a mandatory field.
 - Description – This is a short description that will display on the Notify Me Module page for people to subscribe to receive email notifications of the newsflash.
 - Show Description – Choose from the following options:
 - Only if Complete Text is Blank – The description field will display if the full text is empty.
 - Never – Never display the description field.
 - Always – Always display the description field.
 - Show Archives – The default will show as Yes or No. If the default is set at the module level, it cannot be changed here.
 - Allow Subscribers – Allows users to subscribe to this category via Notify Me.
 - Email List – This is so you can send out emails to a list-serv.
 - 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/delete published items and accept/reject submitted items

Owner – Publish new items, modify/delete unpublished items, modify/delete published items, accept/reject submitted items, create/modify categories and assign category permissions

System Administrator – Automatically has rights to all of the above

Note: You may choose to save your work at this point; however, the News Flash category will not be visible on the live side until steps 6-10 are completed.

6. Select the **Related Pages** tab (Fig. 1-2). Related Pages refers to the specific pages News Flash was related to. To relate to a page is to choose the page(s) which News Flash will appear on.



Fig. 1-2

Note: To the left of the word Home appears to be two pieces of paper; it is referred to as a double-icon. Double-icons indicate additional subpages exist, which also create additional sublevels of navigation. These icons represent a page title on the live/admin side. The immediate subpages under home are the first level of navigation (Global Navigation) on the website.

7. Select double icons  if necessary to make sub-pages visible.

8. Mouse over the page you want to relate the News Flash category to until the dialog box appears.

9. Check the dialog box option that places News Flash in a location consistent with your site's design.

Note: This option will only be available if the page's feature column has been turned on.

10. 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 publisher that it is ready for review (option is for Authors only)
- Save & Publish – Will save the work and publish it for viewing

Section 2: Publishing a Category

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find which unpublished category to publish.
4. Select **Choose an Action > Publish** (Fig. 2-1).



The screenshot shows the News Flash admin interface. At the top, there are tabs for Settings, Parameters, Content, Statistics, and Permissions. Below these are buttons for Add Category, Message Defaults, View Email Lists, Show Archived, View Site, and Help. The main table has columns for Category Name, Items, Status, Subscriber Count, and Actions. Under 'Unpublished Categories', the 'Cemetery' category is listed with 1 item and a status of 'Draft'. The 'Actions' dropdown menu is open, and 'Publish' is highlighted. Other categories listed include 'Home', 'Parks and Rec', and 'Road Closings' under 'Published Categories'.

Category Name	Items	Status	Subscriber Count	Actions
Unpublished Categories				
Cemetery	1	Draft	0	Choose an Action
Published Categories				
Home	2	Active	0	Choose an Action
Parks and Rec	0	Active	0	Choose an Action
Road Closings	1	Active	0	Choose an Action

* Indicates a category has submitted items.

Fig. 2-1

Note: A category must be published and have at least one published News Flash item in it 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).

Section 3: Unpublishing a Category

Access the News Flash Module

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find which published category to unpublish.
4. Select **Choose an Action > Unpublish** (Fig. 3-1)



The screenshot shows the News Flash admin interface. At the top, there are tabs for Settings, Parameters, Content, Statistics, and Permissions. Below these are buttons for Add Category, Message Defaults, View Email Lists, Show Archived, View Site, and Help. The main table has columns for Category Name, Items, Status, Subscriber Count, and Actions. Under 'Published Categories', the 'Home' category is listed with 2 items and a status of 'Active'. The 'Actions' dropdown menu is open, and 'Unpublish' is highlighted. Other categories listed include 'Parks and Rec' and 'Road Closings'.

Category Name	Items	Status	Subscriber Count	Actions
Unpublished Categories				
Cemetery	1	Draft	0	Choose an Action
Published Categories				
Home	2	Active	0	Choose an Action
Parks and Rec	0	Active	0	Choose an Action
Road Closings	1	Active	0	Choose an Action

* Indicates a category has submitted items.

Fig. 3-1

Section 4: Modifying a News Flash Category

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find which unpublished category to modify.
4. Select **Choose an Action > Properties**.
5. Refer to Section 1, steps 4-10 to complete modifying a category.

Section 5: Deleting a News Flash Category

Note: All items in a category must be unpublished and deleted before you can delete the category.

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find which category to delete.
4. Select **Choose an Action > Unpublish**.
5. Select **Choose an Action > Delete** (Fig. 5-1).



The screenshot shows the 'News Flash' admin interface. At the top, there are tabs for 'Settings', 'Parameters', 'Content', 'Statistics', and 'Permissions'. Below these are buttons for 'Add Category', 'Message Defaults', 'View Email Lists', 'Show Archived', 'View Site', and 'Help'. The main area contains a table with the following data:

Category Name	Items	Status	Subscriber Count	Actions
Unpublished Categories				
Cemetery	1	Draft	0	Choose an Action
Published Categories				
Home	2	Active	0	
Parks and Rec	0	Active	0	
Road Closings	1	Active	0	

The 'Actions' dropdown menu for the 'Cemetery' category is open, showing the following options: Choose an Action, Add Item, View List, Copy Link, Subscribers, Properties, Publish, and Delete. A note at the bottom left states: '* Indicates a category has submitted items.'

Fig. 5-1

6. Select **OK** from the popup that will appear with the question, "Are you sure you want to delete this topic?"

Section 6: Creating a Link to a News Flash Category

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find the News Flash Category to create a link to.
4. Select **Choose an Action > Copy Link**. A popup will inform you the link has been copied to your clipboard.
5. Paste the link wherever it may be used as a hyperlink or an alternate URL.

Section 7: Adding a News Flash Item

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find which category to add a News Flash item to.
4. Select **Choose an Action > Add Item** (Fig. 7-1).



The screenshot shows the 'News Flash' admin interface. At the top, there are tabs for 'Settings', 'Parameters', 'Content', 'Statistics', and 'Permissions'. Below these are buttons for 'Add Category', 'Message Defaults', 'View Email Lists', 'Show Archived', 'View Site', and 'Help'. The main area contains a table with the following columns: 'Category Name', 'Items', 'Status', 'Subscriber Count', and 'Actions'. The table is divided into 'Unpublished Categories' and 'Published Categories'. The 'Published Categories' section includes 'Home', 'Parks and Rec', and 'Road Closings'. The 'Actions' column for 'Road Closings' has a dropdown menu open, showing options: 'Choose an Action', 'Add Item', 'View List', 'Copy Link', 'Subscribers', 'Properties', 'Unpublish', 'Archive Public', and 'Archive Hidden'. A note at the bottom left states: '* Indicates a category has submitted items.'

Category Name	Items	Status	Subscriber Count	Actions
Unpublished Categories				
Cemetery	1	Draft	0	Choose an Action
Published Categories				
Home	2	Active	0	Choose an Action
Parks and Rec	0	Active	0	Choose an Action
Road Closings	1	Active	0	Choose an Action Add Item View List Copy Link Subscribers Properties Unpublish Archive Public Archive Hidden

Fig. 7-1

5. Use the following information to complete the data fields.
 - Display – Choose a Start Date and End Date from the date picker.
 - Title – Enter the News Flash headline here.
 - Lead In – A one or two sentence synopsis describing the News Flash item
 - Full Text – The entire text of the News Flash may be placed here.
 - Show Additional Details – Shows the rest of your options

- “Read On...” Text – You can change what the Full Text link says.
- Link – Put the actual link in the Web Address box and Change Display Text box.
- Select the check box if you want the link to open in a new window.
 - If the link will open a page or document within your website, enter the relevant link. The forward slash must be included.
Example: <http://www.civicplus.com/index.asp?NID=602>
 - If the link will open a new site, enter the entire web address.
Example: <http://www.yahoo.com>
- Show Archives – If you would like to show previous news items select, Yes.

6. Select Options to complete Adding/Creating an item.

- Spell Check – Click to spell check the page.
- 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 for Authors only)
- Save & Publish – Will save the work and publish it for viewing

Section 8: Publishing an Item

Note: A red asterisk will appear beside a category name if there are submitted, unpublished items in it.

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find the category the News Flash item to be published is in.
4. Select **Choose an Action > View List**.
5. Find the News Flash item to be published.
6. Choose from one of the following options:
 - Select **Choose an Action > Publish**.
 - Place a check mark in the box to the right of the Choose an Action dropdown list, then select **Publish** on the bottom.

Note: A category must be published and have at least one published News Flash 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).

Section 9: Unpublishing an Item

Access News Flash

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

2. Go to **Modules > News Flash**.
3. Find the category the News Flash item to be unpublished is in.
4. Select **Choose an Action > View List**.
5. Find the News Flash item to be unpublished.
6. Select **Choose an Action > Unpublish**.

Section 10: Modifying an Item

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find the category the News Flash item to be modified is in.
4. Select **Choose an Action > View List**.
5. Find the News Flash item to be modified.
6. Select **Choose an Action > Modify**.
7. Refer to Section 7, steps 5-6 to complete modification.

Section 11: Copying an Item from One Category to Another

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find which category to add a News Flash item to.
4. Select **Choose an Action > Copy**.
5. An identical copy of the News Flash item will be displayed. Choose from the following options:
 - New Category – Select another News Flash category from the dropdown list to place the item in.
 - Leave the item in the same category and modify the content.

Note: Modifications may be made to any of the data fields before choosing a Save option.

6. Select Save options to complete the item.

Section 12: Creating a Link to an Item

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.

3. Find the category the News Flash item to be linked to is in.
4. Select **Choose an Action > View List**.
5. Find the News Flash item to create a link to.
6. Select **Choose an Action > Copy Link**. A popup will inform you the link has been copied to your clipboard.
7. Paste the link anywhere there is a link field (inside other modules) or it may be used as a hyperlink within a page.

Section 13: Changing the Order of Items

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find the category the News Flash items are in.
4. Select **Choose an Action > View List**.
5. Find the News Flash item to move up or down in the list.
6. Select the up or down arrow to the left of the item's name as many times as necessary to move it to the desired position.

Section 14: Deleting a News Flash Item

Note: A News Flash item must be unpublished before it can be deleted.

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Find the category the News Flash item to be deleted is in.
4. Select **Choose an Action > View List**.
5. Select **Choose an Action > Delete**.
6. Select **OK** from the popup that will appear with the question, "Are you sure you want to delete this News Flash item?"
7. Select the back button on the upper left to return to News Flash categories.

Section 15: Adding a Item Using Live Edit

Note: You cannot add categories using Live Edit. To add categories, see Section 1.

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Instead of clicking into the News Flash, click on the Blue Kam Icon to the right of the name. (Fig. 15-1)



Fig. 15-1

4. On the Live Edit Screen, hover over the name of the category you wish to add an item to, and click on the KAM icon and select Add Item. (Fig. 15.1-2)



Fig. 15-2

5. After you click, Add Item fill-in the information according to Section 7, Steps 5-6.

Section 16: Publishing an Item Using Live Edit

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Instead of clicking into the News Flash, click on the Blue Kam Icon to the right of the name. (Fig. 16-1)



Fig. 16-1

4. Once on the Live Edit screen, click the Live Edit Mode button at the top of the page and click on the Show All Items checkbox. (Fig. 16-2)



Fig. 16-2

5. Choose the item you wish to publish. All unpublished items will say [DRAFT] in front of it. (Fig. 16-3)

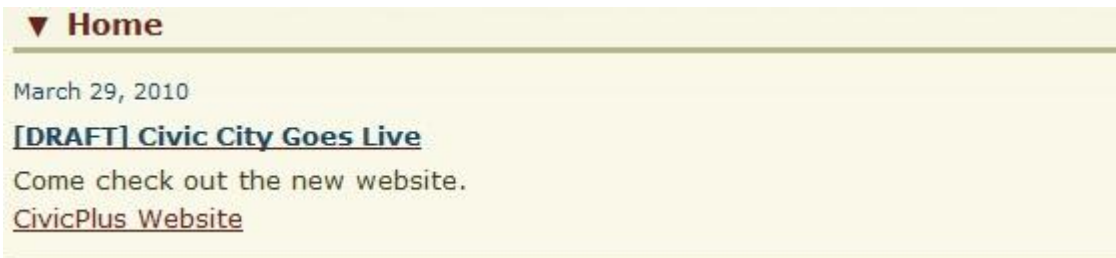


Fig. 16-3

6. Hover over the item you wish to publish and click the blue KAM icon and select the Publish button.
(Fig. 16-4)

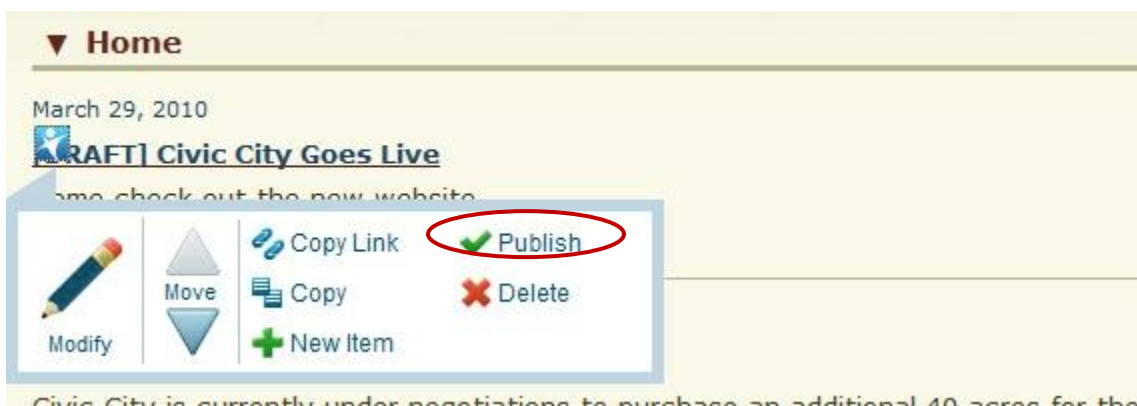


Fig. 16-4

Section 17: Modify and Item Using Live Edit

Access News Flash

1. Log in to the admin side of your website.
2. Go to **Modules > News Flash**.
3. Instead of clicking into the News Flash, click on the Blue Kam Icon to the right of the name.
4. Hover over the item you wish to publish and click the blue KAM icon and select the Modify button.
(Fig. 17-1)



Fig. 17-1

5. Make all necessary changes you need to make to the item and select Save, Save & Submit, or Save & Publish.