



How do I...

Configuration of Homepage

VISIONTM

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Introduction

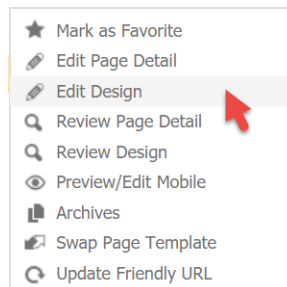
Now that the site is implemented and we progress to final steps of the implementation process, your staff is expected to create new pages, and add functionality to their sections of the content. This guide will give you specific instructions on sections which need to be configured.

How do I set up my Homepage?

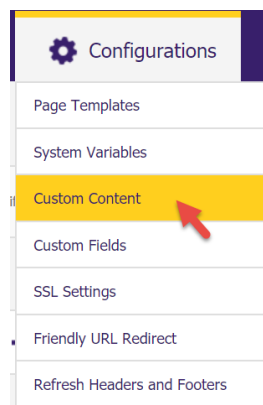
How to Edit Homepage

There are two ways to edit Homepage on the website:

- While you are in the Site Preview mode, click Edit Page in the Administrator's Toolbar at the top of the page.
- Under Site Content in the primary CMS menu, select the Pages link in the dropdown menu. Select Home and click to open the Edit Design action from the dropdown.



- Some items on Homepage are needed to modify via Custom Content. The Custom Content section provides access to modify Spotlight, Top Navigation Links, Footer links, Important Notice, Spotlight, & other content.
- To manage the custom content, click the Custom Content link under the Site Settings > Site Configuration navigation dropdown menu:



How do I set up my Homepage?

1. Hero Image/ Call to Action Button

- Simply hover your mouse around the hero image/ buttons to show the outlines for the widgets on the page.



- Click the wrench "settings" icon in the corner of that widget to edit it.

Home Collage

- Image Library
- Site Management
- City Clerk
- City Council
- City Manager's Offices
- CMT Training
- Code Enforcement
- Communication

Image Name	Slide Title	Slide Description	File Size	URL	Target
1	Welcome to Cupertino	A progressive hometown	187.96KB	?navid=2	Same Window
2	Cinema at Sundown	First movie: Sing, at the	144.95KB	?navid=6	Same Window
3	Test Slide 3	Test slides description 3.	189.86KB	?navid=6	Same Window
4	Test Slide 4	Test slides description 4.	143.59KB		Same Window
5	Test Slide 5	Test slides description 5.	165.93KB	?navid=5	Same Window
6	Test Slide 6	Test slides description 6.	189.55KB		Same Window

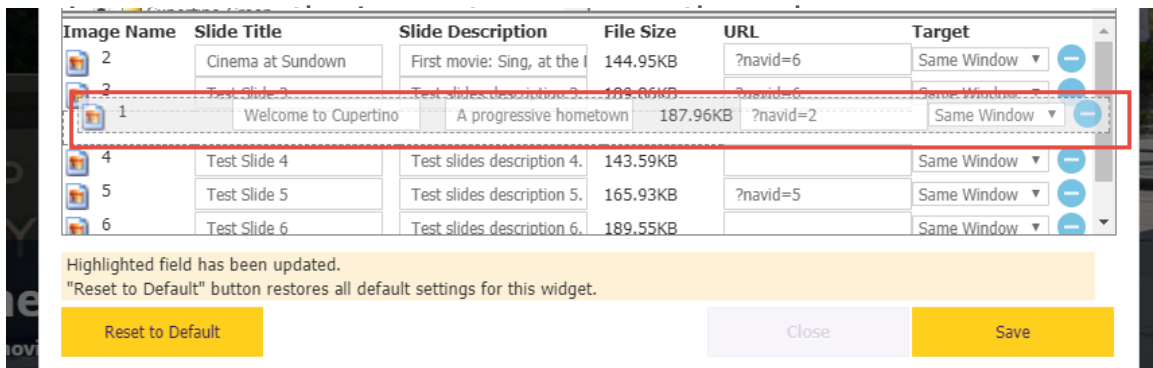
Highlighted field has been updated.
"Reset to Default" button restores all default settings for this widget.

Reset to Default
Close
Save

How do I set up my Homepage?

1. Hero Image/ Call to Action Button (cont.)

- Insert an image that is already uploaded and published into the Image Library by drag and drop it to the block of image list.
- If you want to order an image, select an image and click the move



- For Hero Image, you can insert caption in Slide Title and Slide Description text fields and set URL to redirect to specific page.
- For buttons, you can update the Slide Title for specific image to change the button title and update the URL in the URL text field.



Image Name	Slide Title	Slide Description	File Size	URL	Target
1	Welcome to Cupertino	A progressive hometown	187.96KB	?navid=2	Same Window
2	Cinema at Sundown	First movie: Sing, at the I	144.95KB	?navid=6	Same Window
3	Test Slide 3	Test slides description 3.	189.86KB	?navid=6	Same Window
4	Test Slide 4	Test slides description 4.	143.59KB		Same Window
5	Test Slide 5	Test slides description 5.	165.93KB	?navid=5	Same Window
6	Test Slide 6	Test slides description 6.	189.55KB		Same Window

- Then click Save to save the changes.
- When you are done configuring your Homepage, click the Publish button at the top of the page, or click Back to abort.

How do I set up my Homepage?



2. Configure Home Events/ News widget

- Simply hover your mouse around the Event/ News item to show the outlines for the widgets on the homepage.
- To configure widgets, click on the "wrench" icon in the upper-right-hand corner of the widget. You will be able to adjust the settings for the event widget.

Home Events  

OCT 24	Planning Commission Meeting 6:45 PM - 10:59 PM
NOV 01	TICC Meeting 7:00 PM - 9:00 PM
NOV 02	Parks & Recreation Commission 7:00 PM - 10:59 PM
NOV 02	C.A.R.E.S. 7:30 PM - 9:00 PM

[MORE >](#)

Home News  

Community Safety Forum to be Held on Monday, April 24 at the Quinlan Community Center

Citywide Parks & Recreation System Master Plan Update 1

Hackathon 2017 for Teens

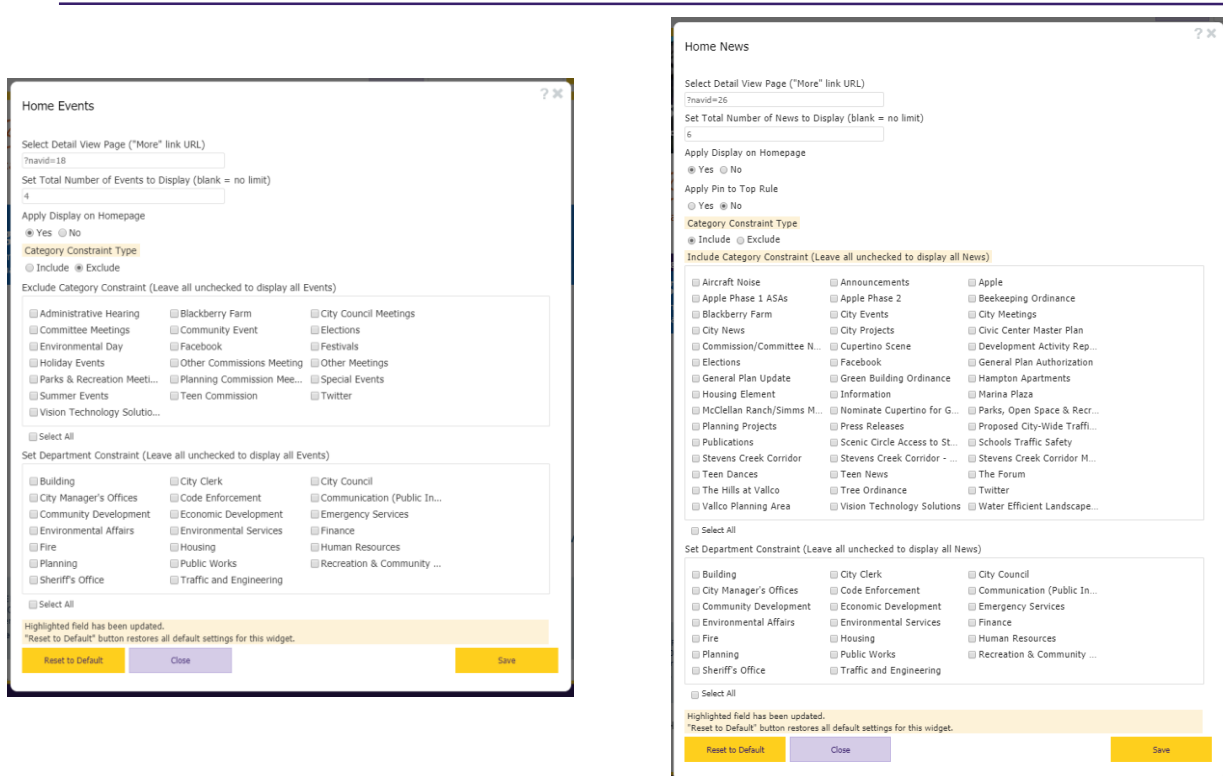
Cupertino Biennial Citywide Community Survey

Citywide Parks & Recreation System Master Plan Update

[MORE >](#)

How do I set up my Homepage?

2. Configure Home Events/ News widget (cont.)





Select Detail View Page (“More” Link URL)	Insert the URL here which the users will be redirected to when they click on the “More” button
Set Total Number of Events/ News to Display (blank = no limit)	This sets the number of events that the Events/ News will display on the Homepage. (Some sites are not applicable)
Apply Display on Homepage	If this is turned on, only those Events/ News item that have this checked will be displayed on Homepage
Apply Pin to Top Rule (Only applicable for News)	If this is turned on, only those News item that have this checked will be displayed on Homepage and will put this story at the top of the Home News widget. If more than one story is pinned to the top, they will be listed in order of publication date and time.
Category Constraint Type	Only events/news that associated with the selected categories will be displayed on the Homepage
Exclude Category Constraint	All the events/ news will be displayed on Homepage, except those items that associated with the selected categories
Set Department Constraint	Only events/news that associated with selected department will be displayed on Homepage

How do I set up my Homepage?

3. Spotlight

In order to update Spotlight, you need to navigate to Configurations > Custom Content > Spotlight.


Click the edit link over the Spotlight row to update the content on that page.

 Home Spotlight	Text Links	09/06/2017 2:31 PM	Web, Master	Menu 
--	------------	--------------------	-------------	--

Editing the spotlight, you will have access to:

1. Options Toolbar

- **Show all Options:** This will expand the options toolbar to review/update more information.
- **Save:** This will save the page without approving it.
- **Back:** This will take you back to the previous list view.
- **Comments:** This will insert a comment that will be saved into the history upon approval/publish of the content.
- **Approve/ Publish/ Express Publish:** These options (vary depending on permission) will move the content forward in the approval process.

Show all options 	SAVE	BACK	<input type="text" value="insert comments here..."/>	SAVE & PUBLISH
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How do I set up my Homepage?

3. Spotlight (cont.)

2. Content Options:

Content Group: Depending on the workflow settings it may be changed to a content group other than default.

Title: In most cases the Title used here will not affect the content seen by the front end user.

Display: The Display check box here will affect the content seen by the front end user. In some cases, this may turn the Spotlight content on (if checked) or off (if unchecked).

Custom Content: This is where you will add/update the content for what you want to currently display by using Content Editor.

Each website has a different design for the Spotlight area, therefore, there may be pre-set tables or styles in the editor to format in information correctly.



Once you have made all your changes, scroll up to the Options Toolbar and click a save action. You will need to publish this content either directly from the Options Toolbar when saving, or from the Awaiting My Approval section of the website before any changes are visible to the public.

How do I set up my Homepage?

4. Top Nav Links

In order to update Top Nav Links, you need to navigate to Configurations > Custom Content > Top Nav Links.

Click the edit link over the Top Nav Links row to update the content on that page.

 Header Top Nav	Text Links	09/14/2017 12:12 PM	System, Admin	Menu 
--	------------	---------------------	---------------	--

Editing the Top Nav Links, you will have access to:

1. Options Toolbar

- **Show all Options:** This will expand the options toolbar to review/update more information.
- **Save:** This will save the page without approving it.
- **Back:** This will take you back to the previous list view.
- **Comments:** This will insert a comment that will be saved into the history upon approval/publish of the content.
- **Approve/ Publish/ Express Publish:** These options (vary depending on permission) will move the content forward in the approval process.

Show all options 	SAVE	BACK	insert comments here...	SAVE & PUBLISH
--	------	------	-------------------------	----------------

How do I set up my Homepage?

4. Top Nav Links (cont.)



2. Content Options:

Content Group: Depending on the workflow settings it may be changed to a content group other than default.

Title: In most cases the Title used here will not affect the content seen by the front end user.

Display: In most cases the Display check box here will not affect the content seen by the front end user. In some cases, this may turn the Spotlight content on (if checked) or off (if unchecked).

Text links:

- **Dropdown Label:** This will be the label (title) for the quick link on this row.
- **Link URL:** This will be the URL that will open for the quick link on this row. You can either enter a link manually, or select a page from the menu that will pop up when you click into the field. If you select a link using the menu system, a shortened relative link URL with a Navigation ID will be placed into the field (?navid=). This is a normal behavior.
- **Link Target:** This will set the target window the URL will open in for the quick link on this row. Traditionally any internal URL should open in the Same Window, and external links should open in a New Window.
- **Add a Row:** To add a new row click the  symbol, new rows can be added at any location. With a new row added you can then add another quick link to the dropdown.
- **Delete a Row:** To remove a row click the  symbol on that row.

How do I set up my Homepage?

4. Top Nav Links (cont.)

Each website has a different design for the Top Navigation Links area, therefore, there may be pre-set tables or styles in the editor to format in information correctly.

Once you have made all your changes, scroll up to the Options Toolbar and click a save action. You will need to publish this content either directly from the Options Toolbar when saving, or from the Awaiting My Approval section of the website before any changes are visible to the public.

How do I set up my Homepage?

5. Footer

In order to update Footer, you need to navigate to Configurations > Custom Content. This area typically repeats the main navigation of the web site, along with the address, contact information, social media icons, site map, privacy policy disclaimer, and other content.

Click the edit link over the Footer row to update the content on that page.

 Footer Nav	Text Links	04/15/2017 5:47 PM	Web, Master
 Footer Social Icons	Image Links	04/17/2017 7:17 PM	System, Admin
 Footer Info	Regular	10/29/2017 12:49 AM	Web, Master
 Footer Phone	Regular	04/17/2017 7:22 PM	System, Admin
 Footer Location	Regular	04/17/2017 7:22 PM	System, Admin

Editing the Footer items, you will have access to:

1. Options Toolbar



- **Show all Options:** This will expand the options toolbar to review/update more information.
- **Save:** This will save the page without approving it.
- **Back:** This will take you back to the previous list view.

How do I set up my Homepage?

5. Footer (cont.)

- **Comments:** This will insert a comment that will be saved into the history upon approval/publish of the content.
- **Approve/ Publish/ Express Publish:** These options (vary depending on permission) will move the content forward in the approval process.

2. Content Options:

Content Group: Depending on the workflow settings it may be changed to a content group other than default.

Title: In most cases the Title used here will not affect the content seen by the front end user.



Display: In most cases the Display check box here will not affect the content seen by the front end user. In some cases, this may turn the Spotlight content on (if checked) or off (if unchecked).

Text links:

- **Dropdown Label:** This will be the label (title) for the quick link on this row.
- **Link URL:** This will be the URL that will open for the quick link on this row. You can either enter a link manually, or select a page from the menu that will pop up when you click into the field. If you select a link using the menu system, a shortened relative link URL with a Navigation ID will be placed into the field (?navid=). This is a normal behavior.
- **Link Target:** This will set the target window the URL will open in for the quick link on this row. Traditionally any internal URL should open in the Same Window, and external links should open in a New Window.

How do I set up my Homepage?

5. Footer (cont.)

- **Add a Row:** To add a new row click the  symbol, new rows can be added at any location. With a new row added you can then add another quick link to the dropdown.
- **Delete a Row:** To remove a row click the  symbol on that row.
- **Custom Content:** This is where you will add/update the content for what you want to currently display by using Content Editor.
- **Image Links:**
 - **Image Name:** Choose the image you want to add from the Image Library folder tree, and drag and drop the image you wish to add to this image list block
 - **Slide Title:** This will be the label (title) for the image on this row.
 - **Link URL:** This will be the URL that will open for the quick link on this row. You can either enter a link manually, or select a page from the menu that will pop up when you click into the field. If you select a link using the menu system, a shortened relative link URL with a Navigation ID will be placed into the field (?navid=). This is a normal behavior.
 - **ALT:** This will be the alt attribute which provides alternative information for an image if a user for some reason cannot view it.
 - **Link Target:** This will set the target window the URL will open in for the quick link on this row. Traditionally any internal URL should open in the Same Window, and external links should open in a New Window.

How do I set up my Homepage?

5. Footer (cont.)

Each website has a different design for the Footer area, therefore, there may be pre-set tables or styles in the editor to format in information correctly.

Once you have made all your changes, scroll up to the Options Toolbar and click a save action. You will need to publish this content either directly from the Options Toolbar when saving, or from the Awaiting My Approval section of the website before any changes are visible to the public.