Pre-Launch Preparation

City Name, State

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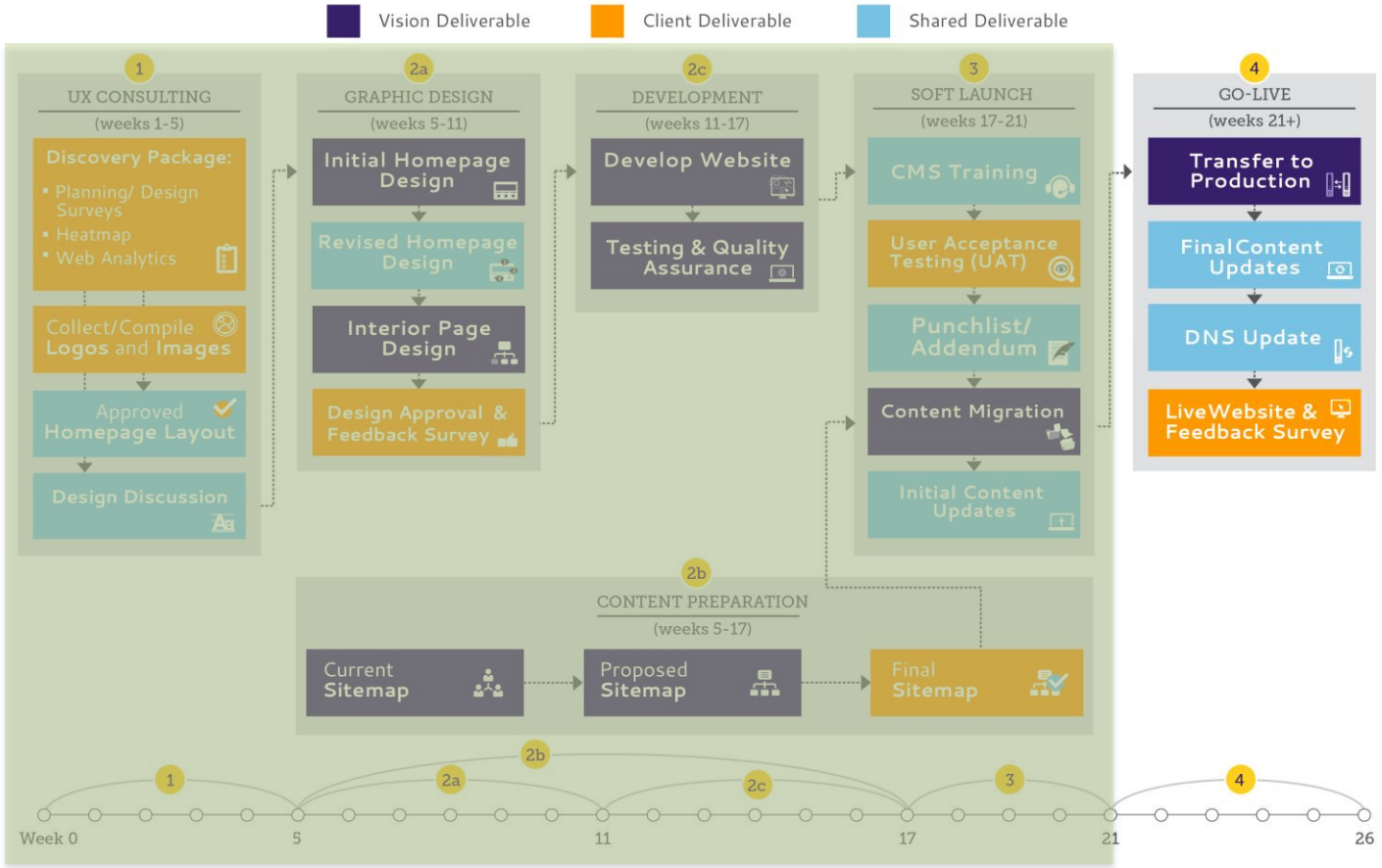
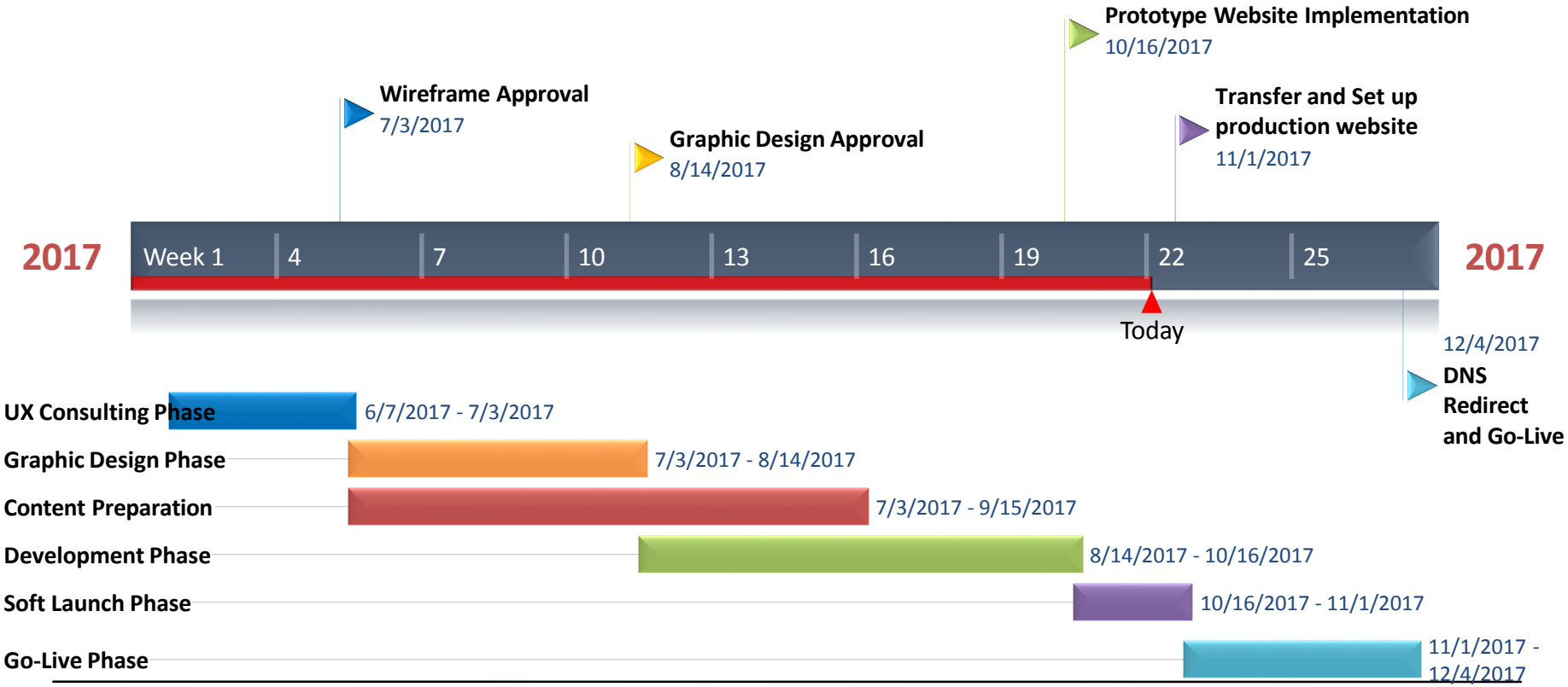
Today's Agenda

- Review Project Timeline
- Key Terms
- Site Configuration
- Mega Menu
- 3rd Party Integrations
- Search Expectations
- Action Items

Implementation Timeline Target for One Main Site Upgrade



Project Timeline



Key Terms

- Dev Site
- Staging Site
- Domains and Redirects
- DNS
- “Advanced Components” Pages
- Embed Code
- HTML Wrapper
- iFrame
- SSL

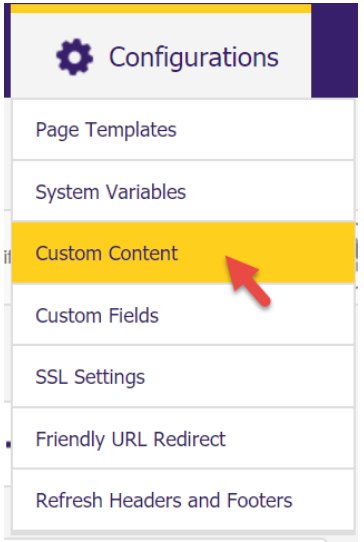
Site Configuration

- Homepage Widgets
- Header / Footer / Social Media (Custom Content)
- System Variables
- Department Landing Page Widgets

Header / Footer / Social Media (Custom Content)

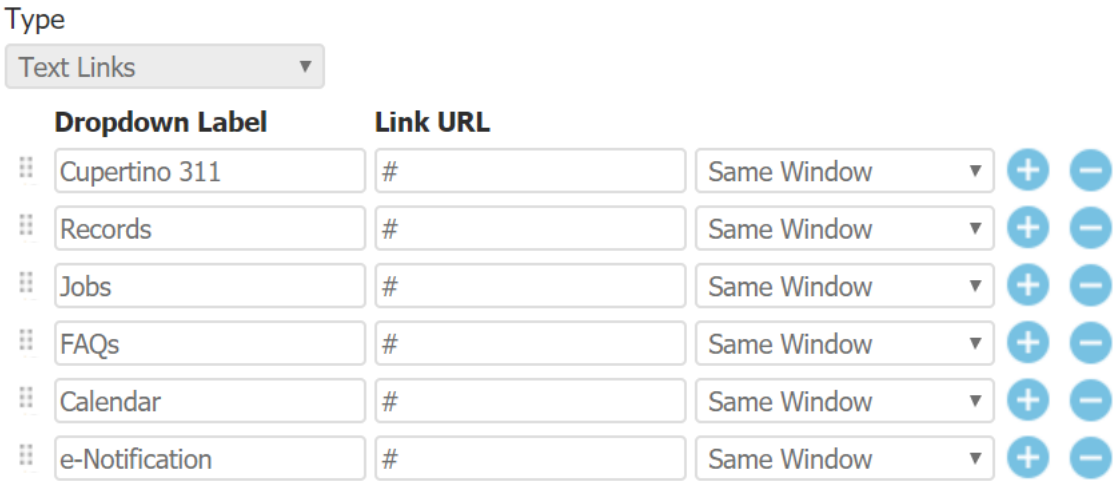
- Configuration > Custom Content

- Different Content Options:
  - Text Links (mostly used for Header and Footer Nav)
  - Image Links (mostly used for Social Media)
  - Content Area (mostly used for Address, Contact Info, etc.)



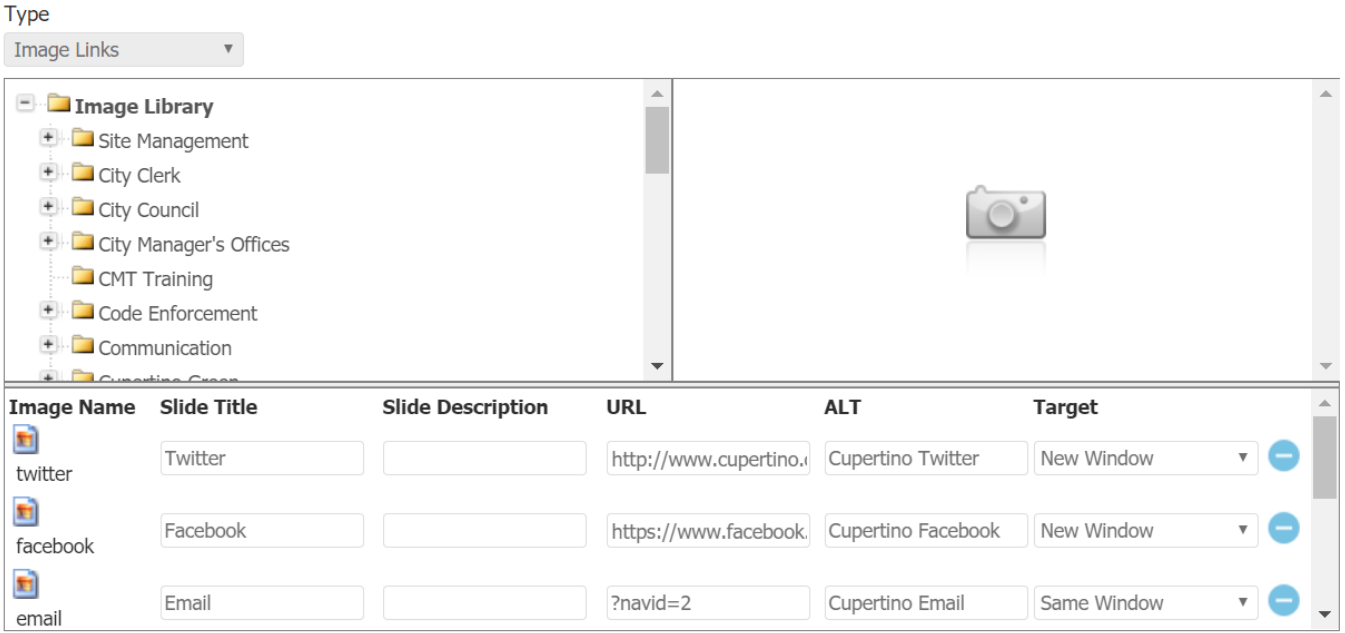
Header / Footer / Social Media (cont.)

- Text Link



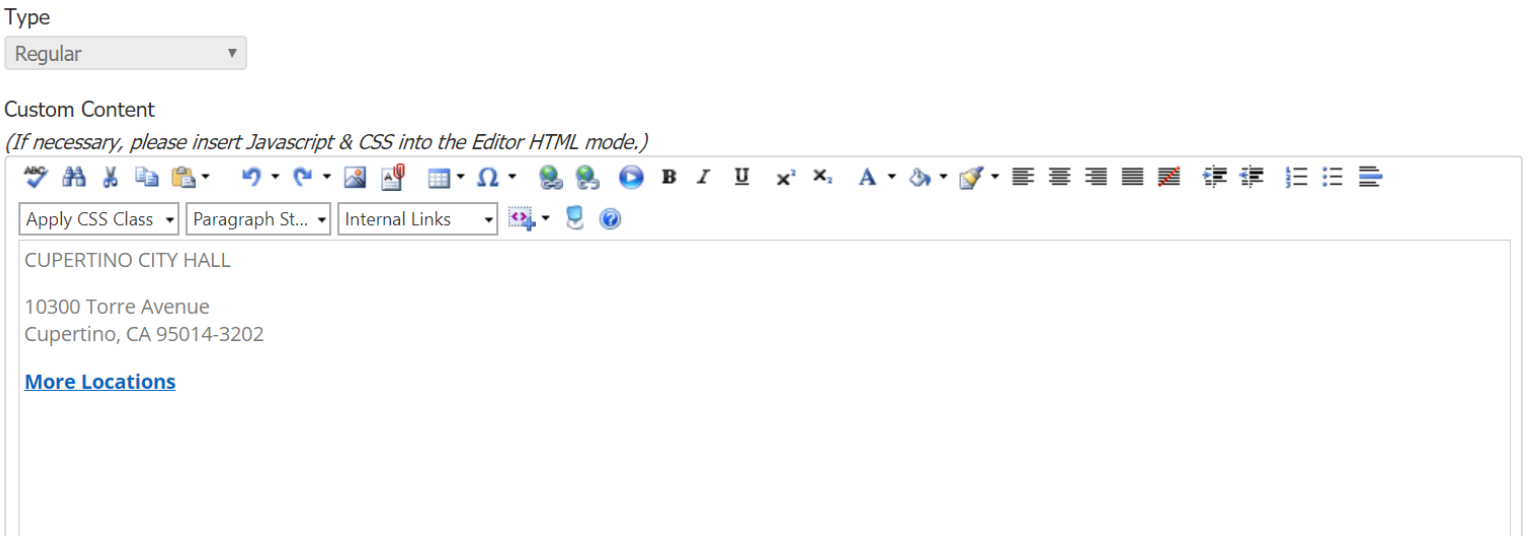
Header / Footer / Social Media (cont.)

- Image Links



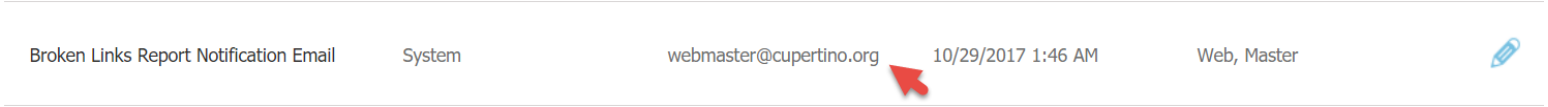
Header / Footer / Social Media (cont.)

- Content Area

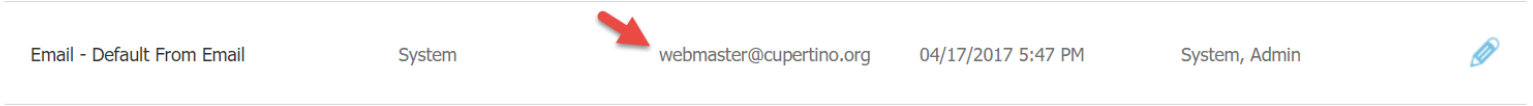


System Variables

- Configuration > System Variables
  - Broken link report notification email



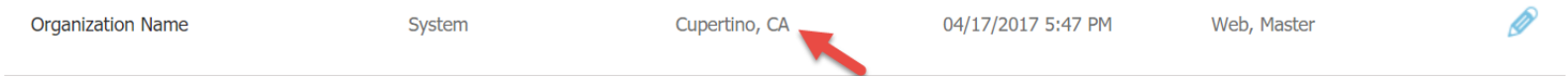
  - Default From Email



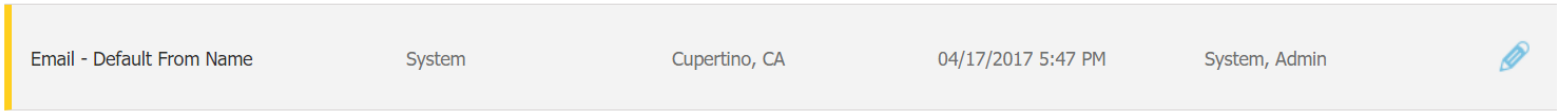
    - Note: To send email "from" your domain, your domain administrator needs to add an SPF record to authorize Vision as a sender; otherwise, enter YourAgencyName@enotify.visioninternet.com

System Variables (cont.)

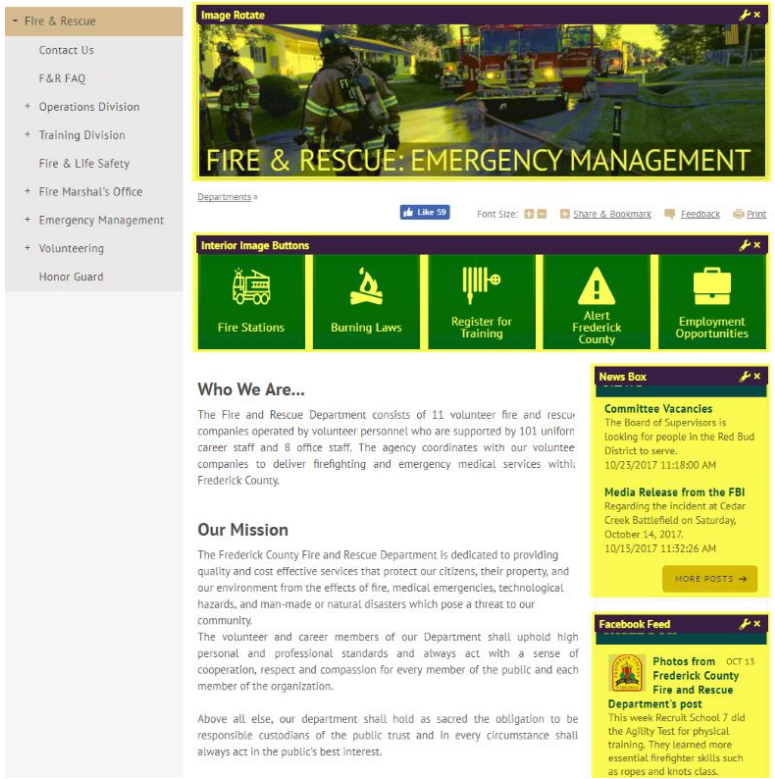
- Configuration > System Variables
  - Organization Name



  - Default From Name



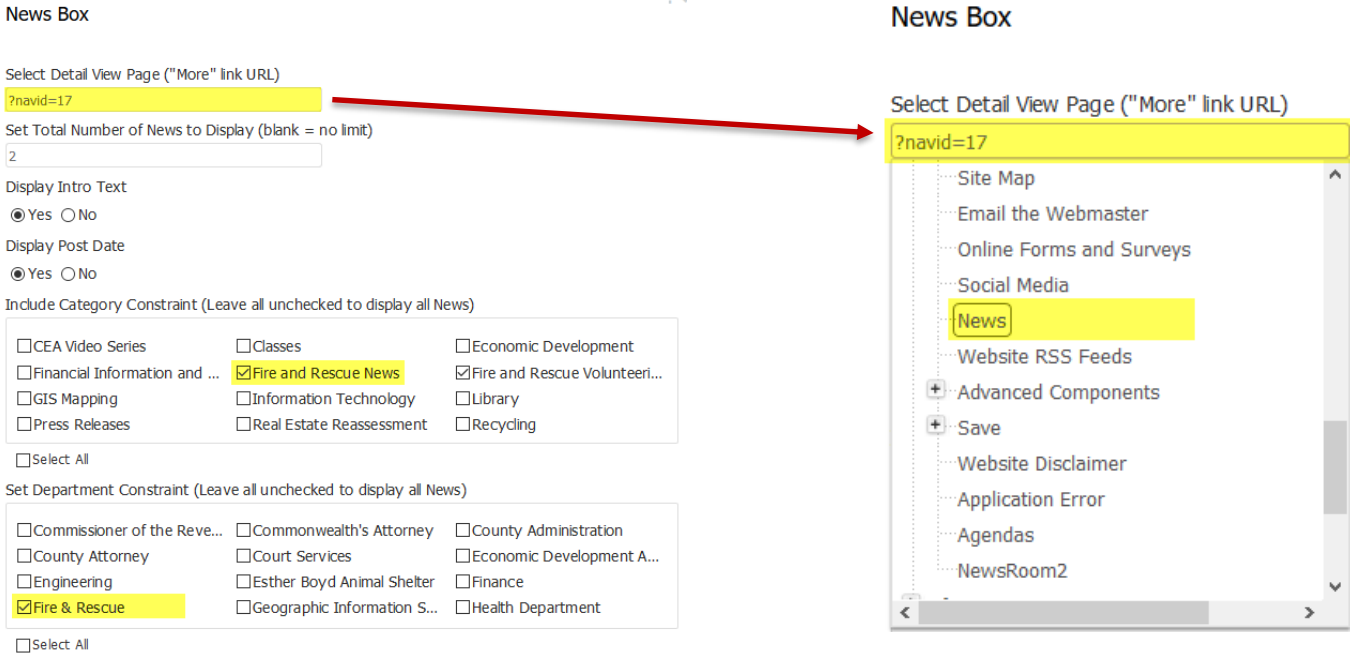
Department Landing Page Widgets



- Each department landing page's body widgets must be configured

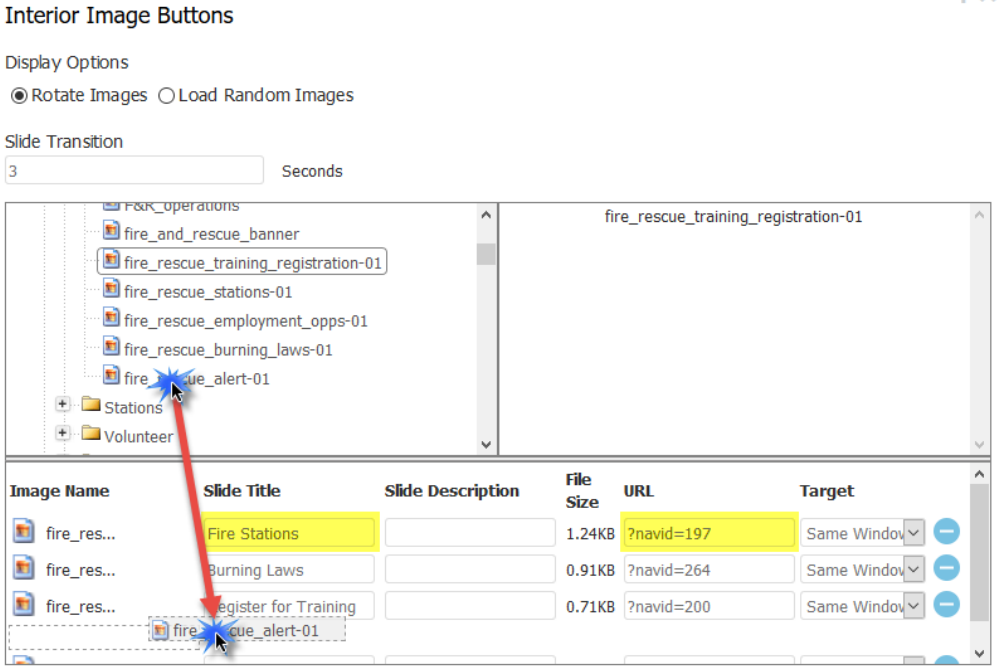
Department Landing Page Widgets (cont.)

- News Box, Event Box, Calendar Mini-Grid, Staff Directory Box, etc.



Department Landing Page Widgets (cont.)

- Department Image Banners and Interior Button Widgets



- Slide Title is only applicable for Interior Button Widget
- Slide Description is typically not usable for department landing page widgets

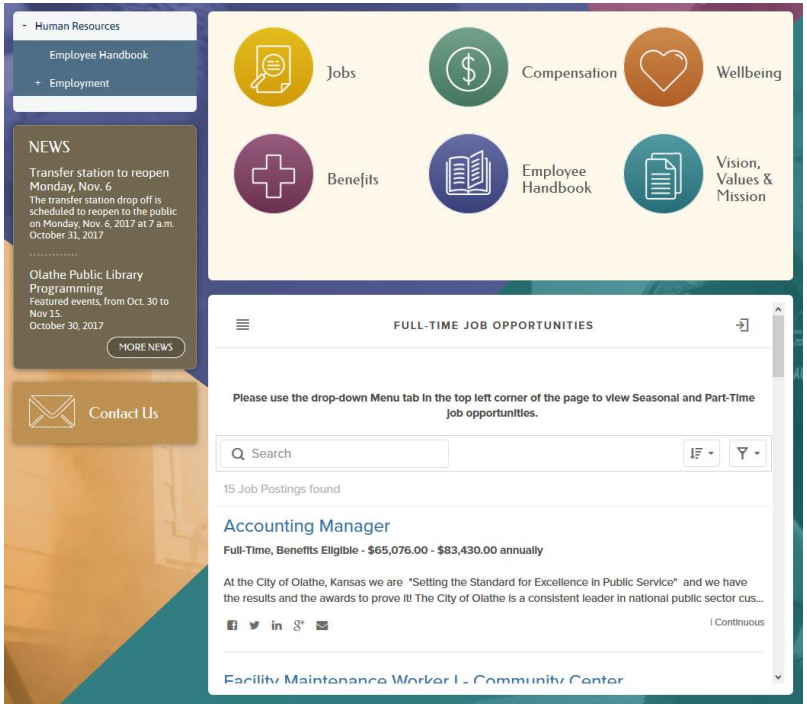
Mega Menu

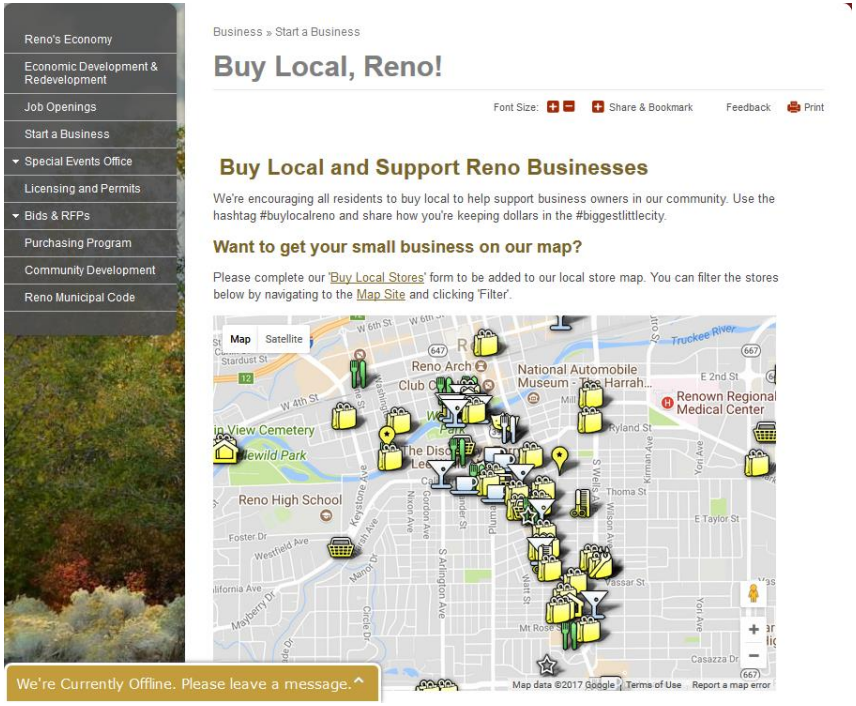
- "Advanced Components" Pages
  - Do not delete!
- Moving Pages
  - Update Friendly URLs
- Hiding Pages
- Setting Redirects
- How Do I… / I Want To…

3rd Party Integrations

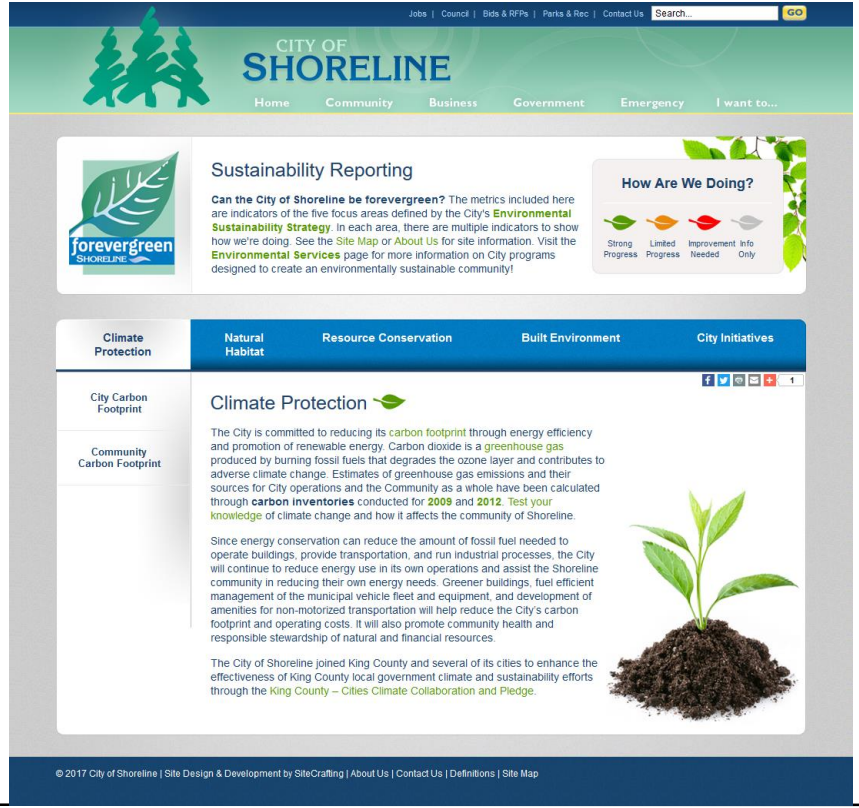
- In-Page (iFrame)
  - http://www.olatheks.org/government/human-resources
- In-Page (Embed Code)
  - http://www.cupertino.org/our-city/departments/innovation-and-technology/city-maps
  - http://www.reno.gov/business/start-a-business/buy-local-reno
    - By default your content areas disable entering Javascript, but we can enable it
- External Link (with your HTML wrapper)
  - http://forevergreen.shorelinewa.gov
- External Link (no HTML wrapper)
  - https://www.governmentjobs.com/careers/olathe

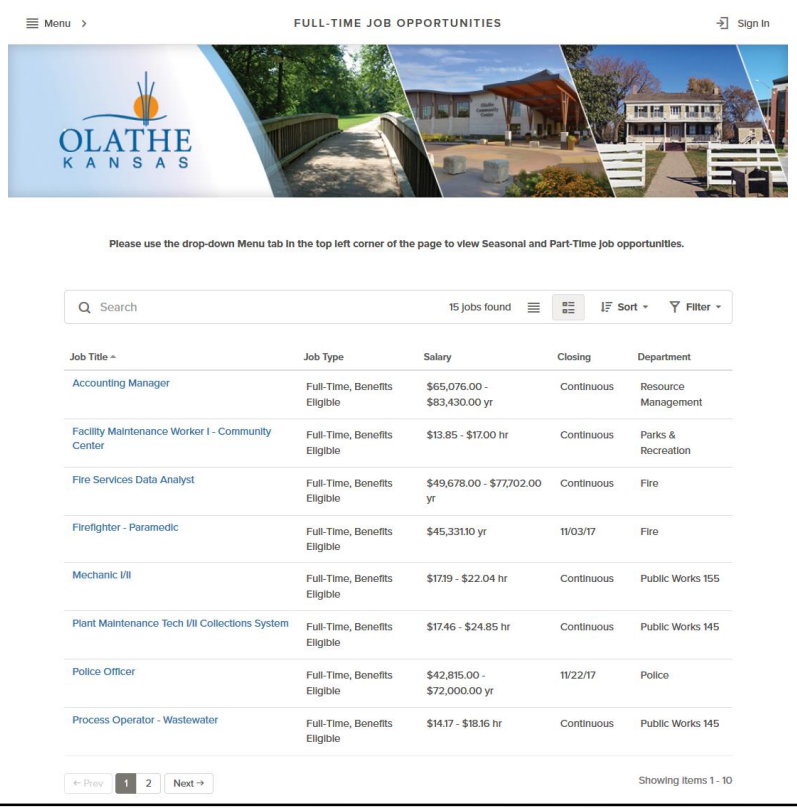
3rd Party Integrations – In-Page Examples





3rd Party Integrations – External Link Examples





Search Expectations

Site Search

- visionSearch behaves like Google, indexing all publicly linked pages
  - If a page is hidden from the navigation menu, and there are no direct links to the page, it will not show up in search results
- visionSearch will start crawling the staging site before launch

Google.com / Bing.com Results

- Google takes up to 3 weeks to fully reindex a newly launched site
  - We submit your new sitemap to Google immediately to expedite this process, but Google makes no guarantees on turnaround time

Action Items – Finalizing Content

Tasks	Completion Date
Configuration of Homepage	
❑ Configure Hero Images	_____
❑ Configure Call to Action buttons	_____
❑ Configure Home News / Events widgets	_____
❑ Configure Header, Footer and Social Media	_____
Configuration Landing Page	
❑ Set up the box widgets and apply Category / Department constraints	_____
Finalize the Mega Menu	_____
Review 3rd party integration items	_____

Action Items – DNS

Tasks	Completion Date
Domain Name System (DNS) Initialization	
❑ Identify primary domain	_____
❑ Identify and list all vanity domains	_____
❑ Send list of all domains to Vision Project Manager	_____
❑ Identify DNS provider and verify correct access	_____
❑ Update Time-to-Live to minimum allowed value	_____
❑ Update SPF record to add Vision email server	_____
❑ Provide SSL certificate (if applicable)	_____

Action items – Launch Day

Tasks	Completion Date
Launch Day	
❑ Change DNS "A" records to point to new IP	_____
❑ Test domain redirects	_____
❑ Schedule a specific launch date	_____