Open Cities CMS Training Level 1

Provided by the Communications & Public Engagement Team
Your Assistance

THIS IS A LOT TO COVER, SO PLEASE HOLD YOUR QUESTIONS UNTIL THE END SO WE CAN GET THROUGH EVERYTHING.

- Please mute your microphone.
- Please disable your camera to help with any delays.
- Please write down your questions so we do not forget to address them later.
- Please write down the page number given during training for your own reference.
Broad Overview: Focus for Training

- Different roles that Department Web Representatives and CPE representatives will have on the site.
- What the approval process for updating content looks like.
- An introduction to the Open Cities dashboard, how to edit pages and some details about key templates/layouts.
- How to load files, documents, and images to Open Cities.
- Touch briefly on website calendar and entering events.

Learn By

- Auditory/Reading: Refer to the training guide.
- Tactile/hands on: Take notes, refer to the training guide to reproduce the process
- Visual: Watch carefully and take notes as you follow along
Roles

Each user is assigned a role

- Power Publishers or OC Editor
  - Refer to PAGE 5 in the training guide
- Approval Workflows go to CPE Representatives/Power Publishers
  - Starts after page is submitted by the Department Web Representatives/OC Editor
  - Email sent to the CPE Representative/Power Publisher
  - Refer to Page 8 in the training manual for CPE Representative guidance on how to approve or reject an edit.
Getting oriented
Getting oriented: Open Cities Dashboard

- **fortworth.admin.opencities.com**
- Refer to PAGE 12 in the training guide
- Navigation to content
- Templates - already determined
  - Refer to PAGE 16 and 17 in the training guide
- **Key Terms**
  - “WIP” = “Work in progress”, you will see a pencil icon
  - Save
  - Preview
  - Checking pages in and out
  - Submit
    - Starts the workflow
    - NO more edits till the CPE representative approves your edit
Templates

- Each page will be assigned a template that is determined by content purpose.
  - EX: Service, Event, Initiative, Department etc.
  - Refer to PAGE 17 and 18 in the training guide
- Each template will have fields that just need to be entered
- Each template will have a Setting Tab
- Each template will have a Links Tab
- Each template will have a History Tab
Edit Fields in Template

- Add/Edit/Remove and required fields
  - Fields
  - Image
  - Purpose/Summary
  - Contact
  - Location
  - Side Panels
  - Labels
  - Required fields
Files

- Location
  - JPG files
  - PDF files
  - image-name.jpg

- Assign content labels

- Assign a brief alt/description of the file
Writing for web

- Know your audience
  - Residents
  - Employees
  - Simple language
  - Short sentences
  - No acronyms
  - Read your content out loud
What we need you to do

- Following the training, you will receive an email with a link to a survey that will help us improve the training guide for future trainings.
- We want to make this information as easy for you to understand as possible, and are open to your suggestions for improvement.

What Now

- Explore your pages by starting with this link, https://beta.fortworthtexas.gov/Home.
- Refer to your audit of pages you did last year, determine the top accessed pages
  - Check links, images, documents
  - Try to navigate through your pages
  - Refer to HR pages which will be a go by
    - You can view HR but you cannot edit the pages, unless you are HR.
    - Keep in mind your department pages organizing may still be in progress.
- Finally discuss the organization of pages with your CPE representative
Be aware of the Schedule

Beta site testing will be conducted **September 28 - October 9** by a dedicated team of internal and external testers. To prepare for Beta testing, all Department Web Representatives will need to review their Department content and make necessary edits.

- Department Web Representatives will edit their Department page(s) using OpenCities. **Edits need to be completed by September 18 (We will be assisting):**
  - Once again
    - Review your Department page(s) on the beta site (test site) located at [https://beta.fortworthtexas.gov/Home](https://beta.fortworthtexas.gov/Home).
    - To make changes, access OpenCities at [https://fortworth.admin.opencities.com](https://fortworth.admin.opencities.com).
    - Follow the instructions in the Training Guide to locate your Department page(s) and edit as necessary. Check for spelling errors, formatting, and overall page appearance.
    - Publish the page(s) to start the approval workflow; double-check the current website for any edits since December, 2019 that need to be made to the new site.
    - Concentrate on most visited page in your department

During the Beta testing, the CPE Web team will forward any feedback related to your site so you can make adjustments by **October 14**.

- CFW’s new Internet site will launch **October 19, 2020**.
This completes the training!

Thank you for attending the Open Cities CMS Training Level 1.

I hope you all were able to follow and found it beneficial, be sure to refer to the training guide created by Andrea Duffie for more details on OC.