

revize.
The Government Website Experts
Todd County, Minnesota

Part 1: Wednesday, March 12, 2025 @ 1:00pm-2:30 pm CST/ 2:00pm – 3:30pm EST

Part 2: Wednesday, March 19, 2025 @ 1:00pm-2:30pm CST/2:00pm – 3:30pm EST

Following Options Available to All Users

PART I:

Login / Adding Content & Links (Edit Center Data)

- Link to another webpage ... external site
- and one on your site... internal site
- Link to a Document ... file
- Link to Email (Prefix mailto:)
- Phone Number (Prefix tel:)
- Link to an Anchor
- Adding YouTube Video
- **Adding Images:** ADA Compliance
ADA Checker

Creating a calendar event.

Help Page / Revize Support / Admin Panel / Publishing & File Manager

PART II:

Editing the Banner Image

Editing Modules /Pages: Photo Gallery, freeform, fullwidth

Save / Save as Draft / Cancel / History

Left Navigations: Creating Pages/ Modules/ Templates (based on Sales Agreement)

Admin options

Editing Home Page

Using the Back End/Admin Page (hidden pages)

Creating Accounts (assigning users, roles & permissions)

Editing the Top Navigations

Note: Some options are not enabled until the site is LIVE such as “Facebook Integration”, “E-notify”, “save-as-draft”, “Search”