

The Official City of Detroit Website

<http://www.detroitmi.gov>
Editor Training Manual

This is the TRAINING website. For current info please visit detroitmi.gov

Navigation: BUSES DEPARTMENTS GOVERNMENT JOBS PAY WATER | ENGLISH ESPAÑOL BENGALI العربية MORE

SEARCH [MENU]

Detroit for Life.
Learn about Detroit for Life and the opportunities that are offered to every city resident.

2025 STATE OF THE CITY ADDRESS
Watch the Mayor's address

Homeowners gain \$700M in home wealth

See the Latest
Fire Department hosts second Fire Leadership Roundtable
Latin American restaurant marks Motor City Match's 181st business
Detroit homeowners' \$700M wealth gains in '23 bring total to \$4.6B in past decade
Detroit yard waste collection begins March 31

\$1B investment in affordable housing

Roadmap to Recovery: Detroit's Journey
Chapter Two: Detroit holds the keys to affordable housing solutions

How the City is using American Rescue Plan funds

HELP WITH PROPERTY TAXES
HPTAP and PAYS help keep you in your home

CITY COUNCIL MEETINGS AND AGENDAS
Find past and upcoming City Council meetings and agendas

ONLINE PAYMENT CENTER
Pay bills, fees, and more without leaving your home.

OFFICE OF DISABILITY AFFAIRS
Ensuring inclusion, representation and equity for persons with disabilities

REWARDS TV
Cash Rewards For Tips To Get Detroiters Justice

REFUSE COLLECTION SERVICES
Find out when your recycling, trash & yard waste gets picked up

CITY CODE AND ORDINANCES
View City Code and Ordinances

DIRECTORY OF DEPARTMENTS
Department's contacts listing

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City of Detroit Web Site Home Page

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Requirements for Logging into the City of Detroit Website

1. You need Firefox or Chrome browser for editing.
2. If you do not have the Firefox or Chrome browser, you can contact the Department of Innovation and Technology liaison to have the browser installed.
3. You need a Username and Password.

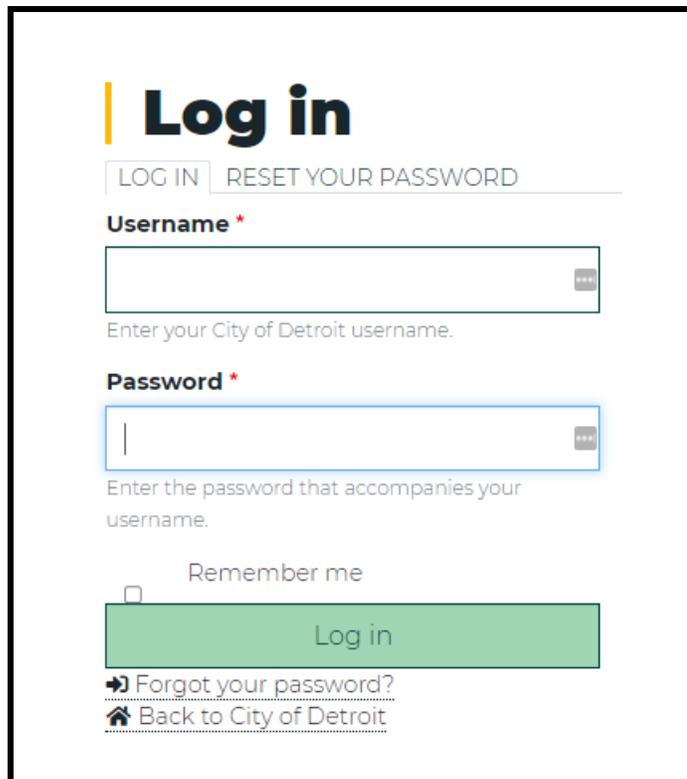
Logging into the City of Detroit Website Content Management System

Live Site

Navigate to <https://detroitmi.gov/user/login>

Training Site

Navigate to <https://training.detroitmi.gov/user/login>



The screenshot shows a login page with the following elements:

- Log in** header with a vertical bar to the left.
- Navigation links: [LOG IN](#) and [RESET YOUR PASSWORD](#).
- Username *** label above a text input field. Below the field is the instruction: "Enter your City of Detroit username."
- Password *** label above a password input field. Below the field is the instruction: "Enter the password that accompanies your username."
- Remember me** checkbox.
- Log in** button.
- [Forgot your password?](#) link with a right-pointing arrow icon.
- [Back to City of Detroit](#) link with a home icon.

1. In the window that appears, enter your Username and Password. Select “**Login**”.

Log in

LOG IN | RESET YOUR PASSWORD

Username *

Melyande

Enter your City of Detroit username.

Password *

.....

Enter the password that accompanies your username.

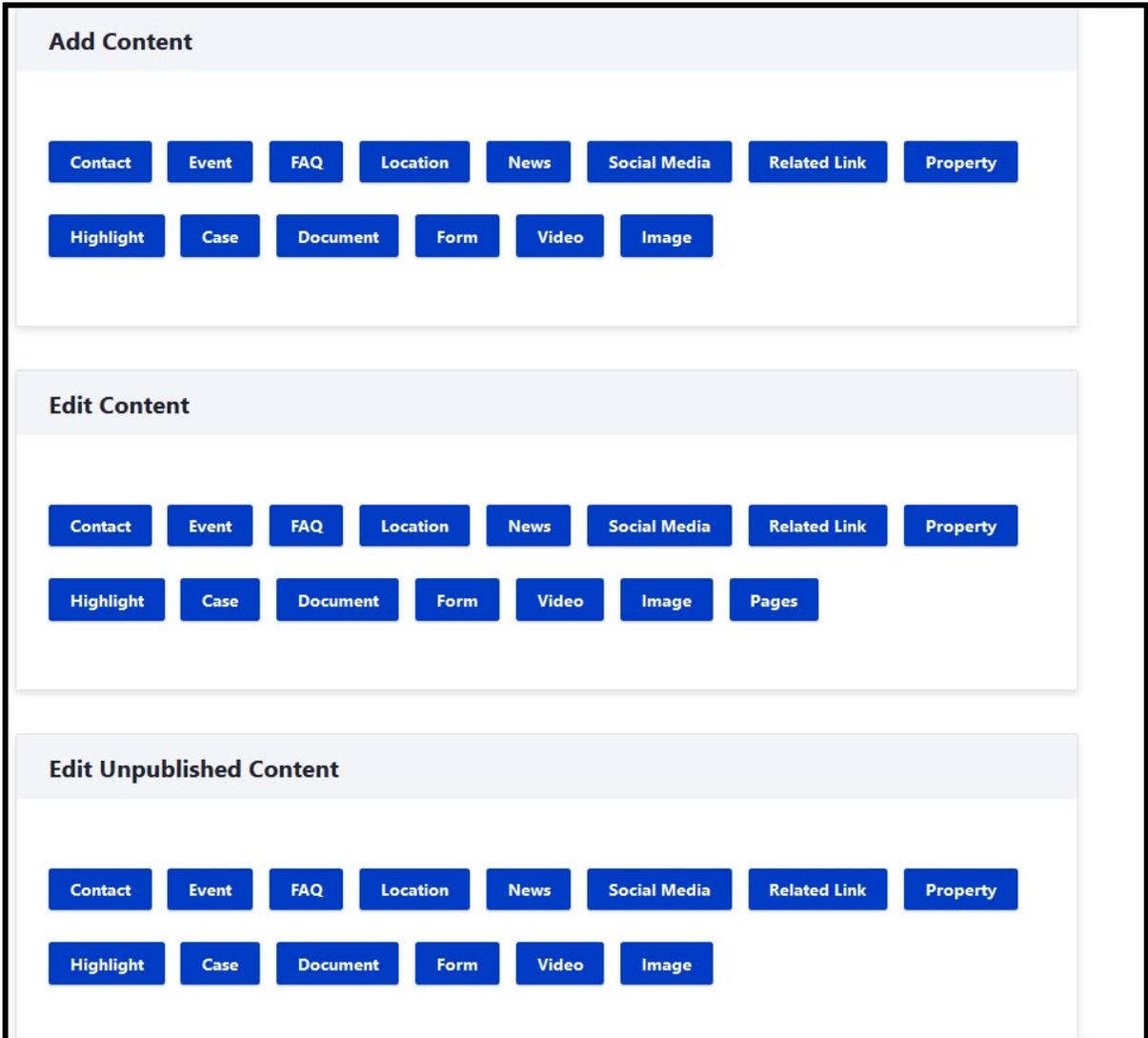
Remember me

Log in

[➔ Forgot your password?](#)

[🏠 Back to City of Detroit](#)

2. Once you are logged in, the content editor dashboard will appear. This is the area where you can add new content, edit content or view unpublished content.



Forgotten Password

1. If you have forgotten your password. To reset your password. Select either “**Reset Your Password**” or “**Forgot your password.**”

Log in

LOG IN **RESET YOUR PASSWORD**

Username *

Enter your City of Detroit username.

Password *

Enter the password that accompanies your username.

Remember me

Log in

[Forgot your password?](#)

[Back to City of Detroit](#)

2. Enter your “**username**” or “**email**”. Click “**Submit**”.

Reset your password

LOG IN **RESET YOUR PASSWORD**

Username or email address *

melyande

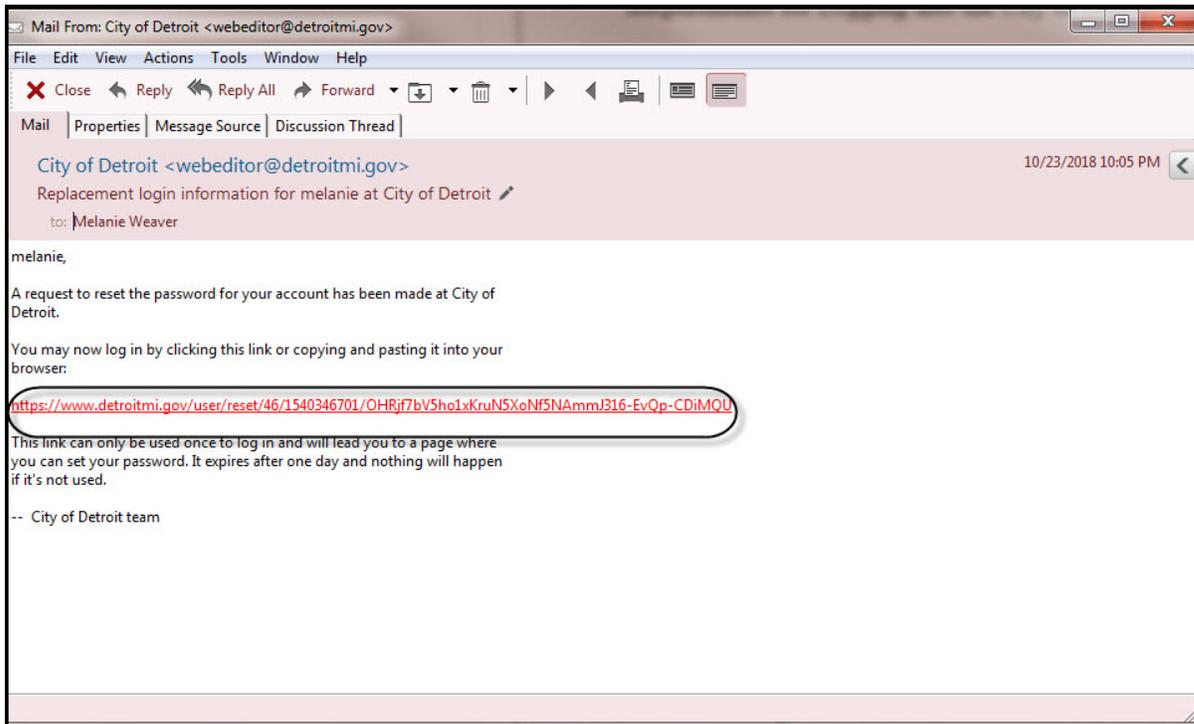
Password reset instructions will be sent to your registered email address.

Submit

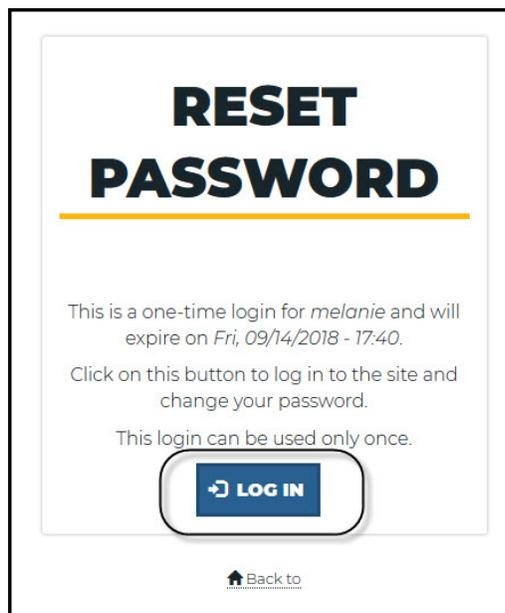
[Login](#)

[Back to City of Detroit](#)

3. You will receive an email from “Web editor” with the reset link. Click the link.



4. Click the “**Log In**” button to log in the site and change your password. It is a one-time link with an expiration date.



5. The reset password dialog box appears.

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

Roles

- Authenticated user
- Editor
- Translator
- Content Admin
- SEO Admin
- Site Admin
- Super Admin

Email address *

» A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive...

Username *

» Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password

Password strength:

Confirm password

Passwords match:

» To change the current user password, enter the new password in both fields.

6. Enter the new information in the password and confirm password. It will let you know your password strength and if both are a match. **New Password Format: Minimum 6 characters must include 1 capital letter, 1 number, 1 special character and cannot contain user’s name.**

Password

Password strength: Strong

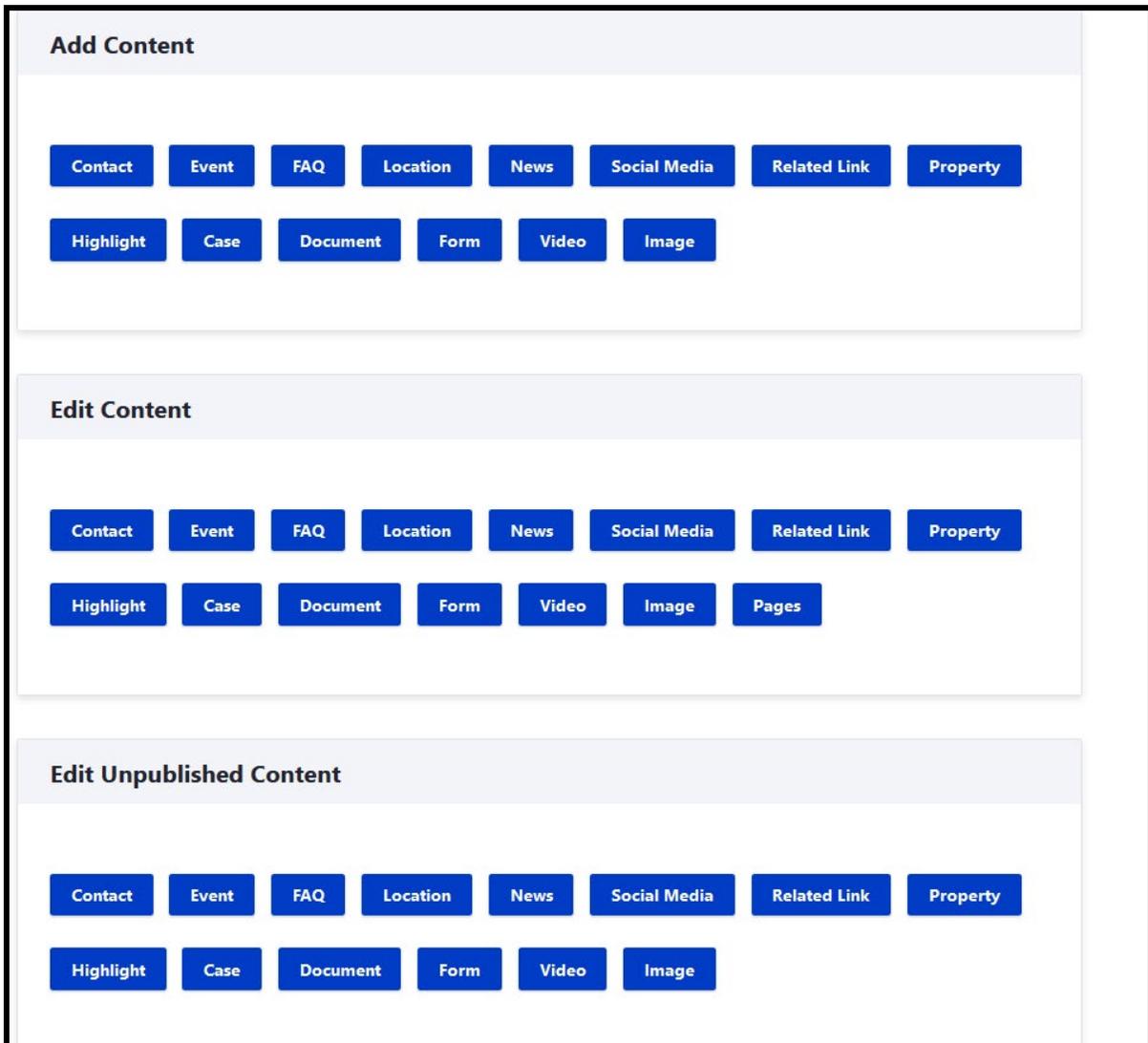
Confirm password

Passwords match: yes

7. Click the “Save” button to update the information.

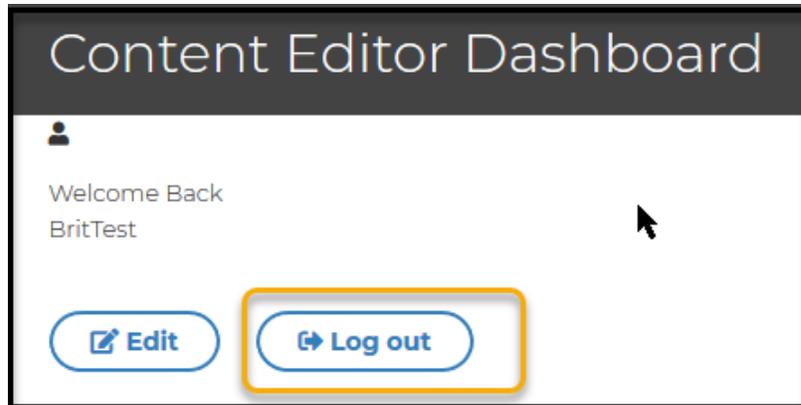


8. The editor dashboard will display.

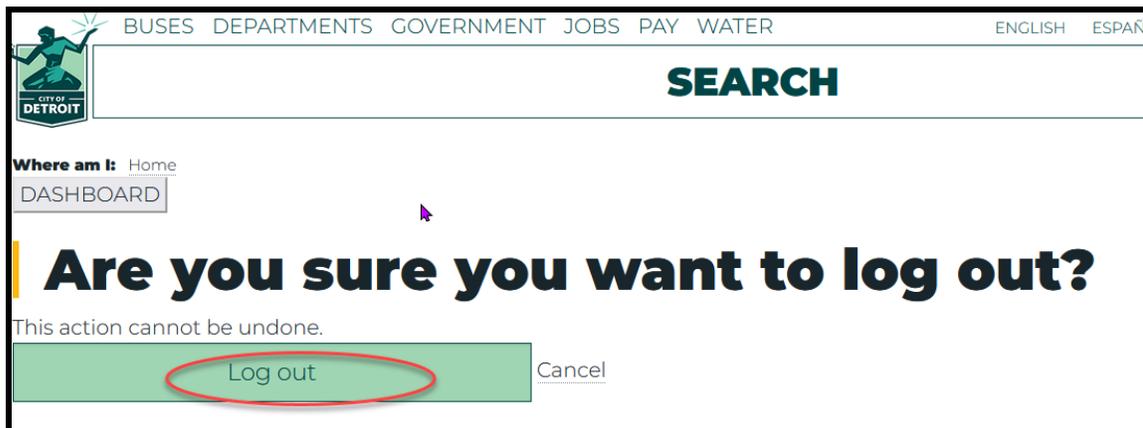


Logging Off the City of Detroit Website Content Management System

1. Navigate to a Content Editor Dashboard, select “Logout”.



2. Answer the question: “Are you sure you want to log out?” Click the “Log out” button.

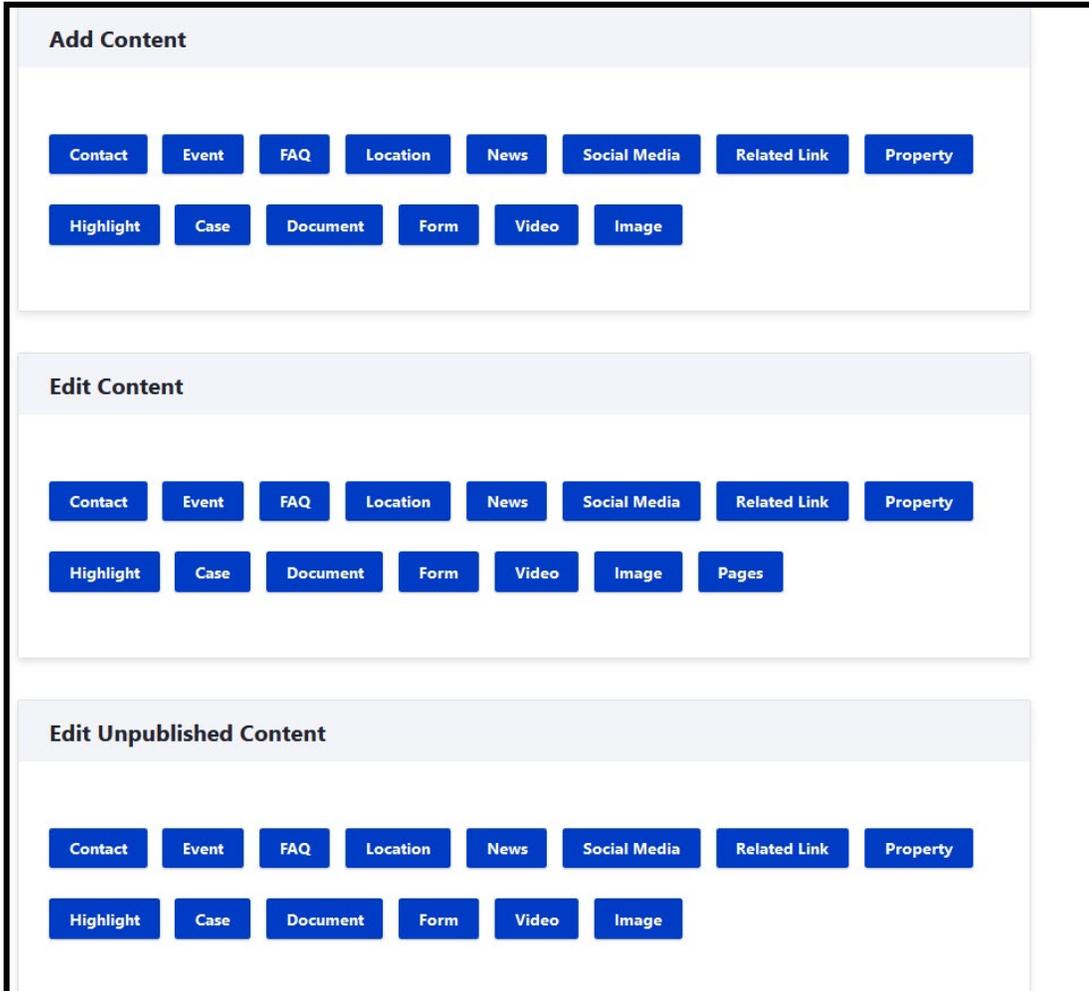


Important Information

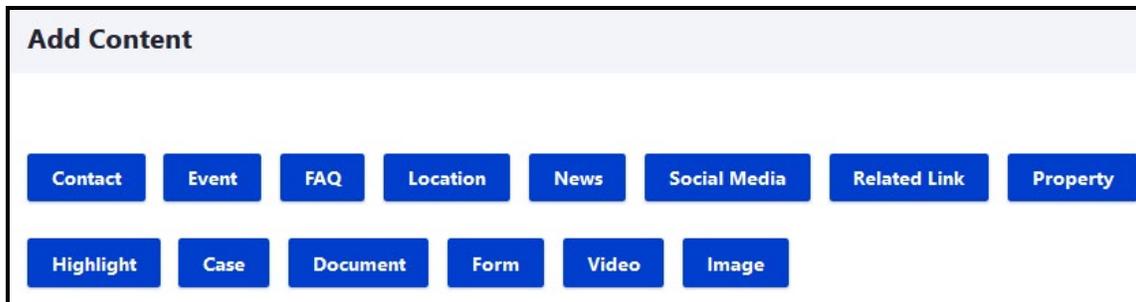
1. Access to the website will be suspended after 6 months or more of inactivity.
2. The username and password are not to be shared. Everyone must be trained to gain access to edit the website.
3. When creating Smartsheet forms, please include webeditor@detroitmi.gov as an admin Editor.
4. Images are not to be dragged and dropped into web pages; refer to the “Add Image” section.
5. Use Notepad to copy information from a document first before copying it into a webpage.

Content Editor Dashboard

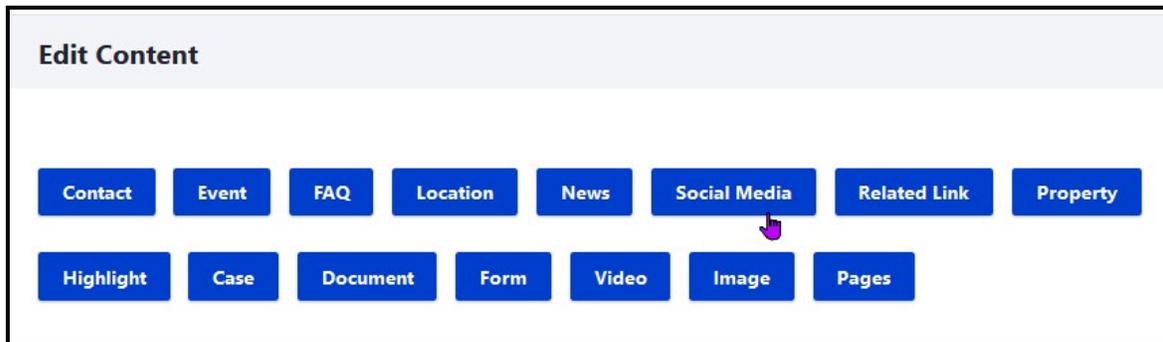
1. This dashboard is the main area to edit the content, add new content, or view unpublished content.



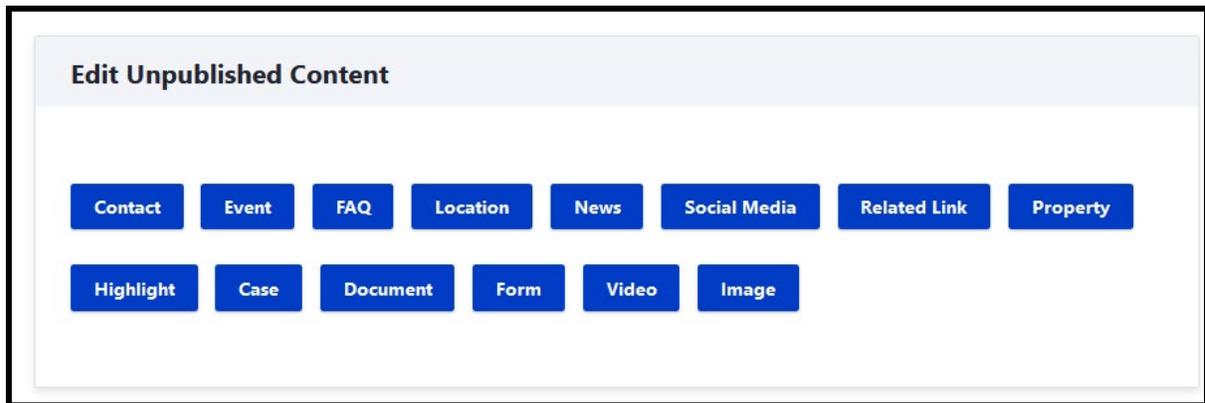
2. **Add Content Area.** This is the area to create content for your pages.



3. **Edit Content Area.** This is the area where you can edit the content on your pages.



4. **Edit Unpublished Content:** This area contains all unpublished content on your pages. You can republish any content.



5. **Google Analytics Area** to view Analytics for the City's website. You can submit a request for Google Analytics for your page. Please use the service desk portal.

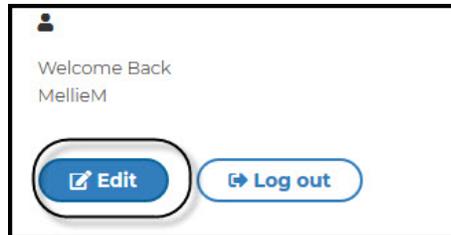
6. **New Content Area:** Lists new information added to the City's website.

NEW CONTENT

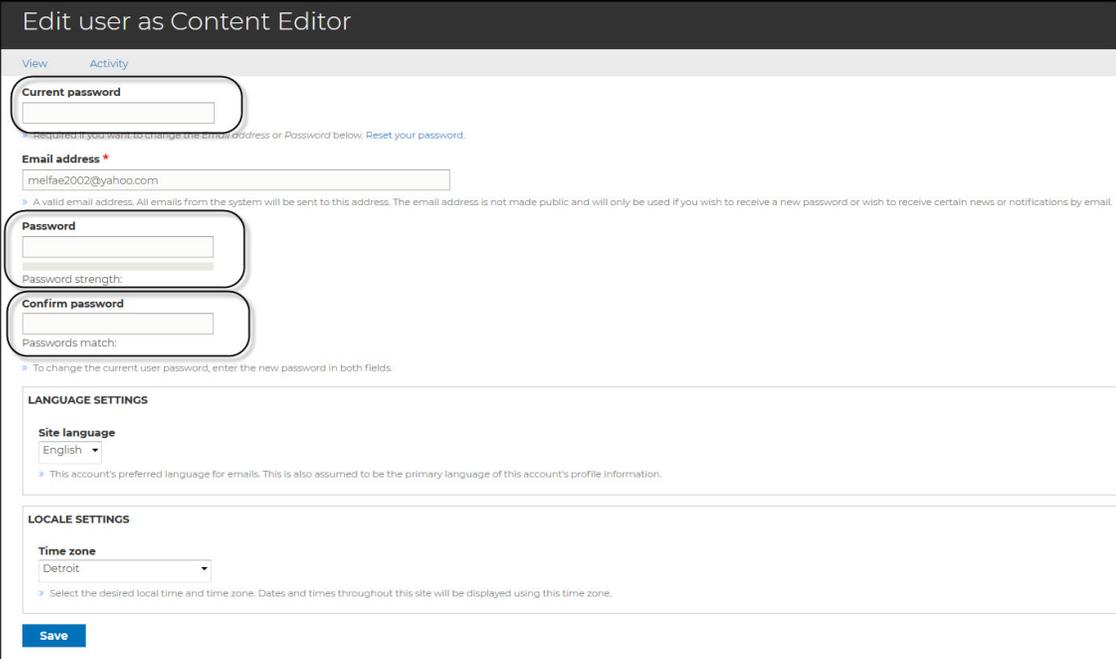
- [Michigan State Housing Development Authority](#)
Related Link by: [pearsont](#) on: Friday, November 8, 2019 - 13:19
- [United States Government](#)
Related Link by: [MellieM](#) on: Friday, November 8, 2019 - 13:19
- [Test FaceBook](#)
Related Link by: [lewisam](#) on: Friday, November 8, 2019 - 13:18
- [Adam Butzel](#)
Social Media by: [MellieM](#) on: Friday, November 8, 2019 - 13:14
- [City of Detroit Instagram](#)
Social Media by: [lewisam](#) on: Friday, November 8, 2019 - 13:14
- [HRD Twitter Page](#)
Social Media by: [pearsont](#) on: Friday, November 8, 2019 - 13:13
- [HRD Twitter Page](#)
Social Media by: [pearsont](#) on: Friday, November 8, 2019 - 13:13
- [New Adobe Class](#)
News by: [MellieM](#) on: Friday, November 8, 2019 - 13:05
- [City of Detroit Declares Nov. 12 Celia Keenan-Bolger Day, to celebrate with Hot Chocolate Toast at Spirit Plaza](#)
News by: [pearsont](#) on: Friday, November 8, 2019 - 13:05
- [City of Detroit Declares Nov. 12 Celia Keenan-Bolger Day, to celebrate with Hot Chocolate Toast at Spirit Plaza](#)
News by: [pearsont](#) on: Friday, November 8, 2019 - 13:04
- [City of Detroit Hires First Chief Content Officer](#)
News by: [lewisam](#) on: Friday, November 8, 2019 - 13:01
- [Town Square Mall](#)
Location by: [MellieM](#) on: Friday, November 8, 2019 - 12:58
- [Social Media Suite + Content Studios](#)
Location by: [lewisam](#) on: Friday, November 8, 2019 - 12:58
- [Sams House of Pancakes](#)
Location by: [pearsont](#) on: Friday, November 8, 2019 - 12:57

Changing Your Password

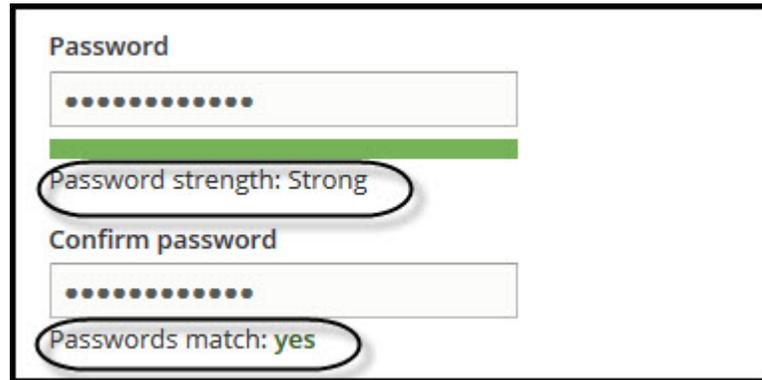
1. Area to change your or update your email address. Select the “**Edit**” button.



2. To change your password, enter the current password, enter a new password in both passwords and confirm the password. The New Password Format Must Be at Least 6 characters long and include 1 capital letter, 1 number, and 1 special character. It cannot contain the **user's name**.

A screenshot of the "Edit user as Content Editor" form. The form has a dark header with the title "Edit user as Content Editor" and two tabs: "View" and "Activity". The form contains several sections: "Current password" with a text input field and a note: "Required if you want to change the Email address or Password below. Reset your password."; "Email address" with a text input field containing "melfae2002@yahoo.com" and a note: "A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email."; "Password" with a text input field and a "Password strength:" indicator; "Confirm password" with a text input field and a "Passwords match:" indicator; "LANGUAGE SETTINGS" with a "Site language" dropdown menu set to "English" and a note: "This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information."; "LOCALE SETTINGS" with a "Time zone" dropdown menu set to "Detroit" and a note: "Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone." At the bottom left of the form is a blue "Save" button.

3. If both are the same, you will see these messages.

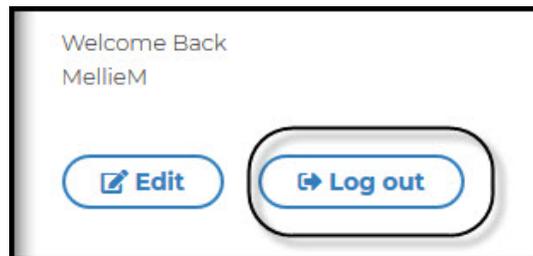


The screenshot shows a form with two password input fields. The first field is labeled 'Password' and contains a series of dots. Below it is a green progress bar and the text 'Password strength: Strong'. The second field is labeled 'Confirm password' and also contains a series of dots. Below it is the text 'Passwords match: yes'. Both 'Password strength: Strong' and 'Passwords match: yes' are circled in the image.

4. Click save to update changes.



5. Select “**Log out**” to exit the system after completing updates, changes or adding information.



Add Content – Contact

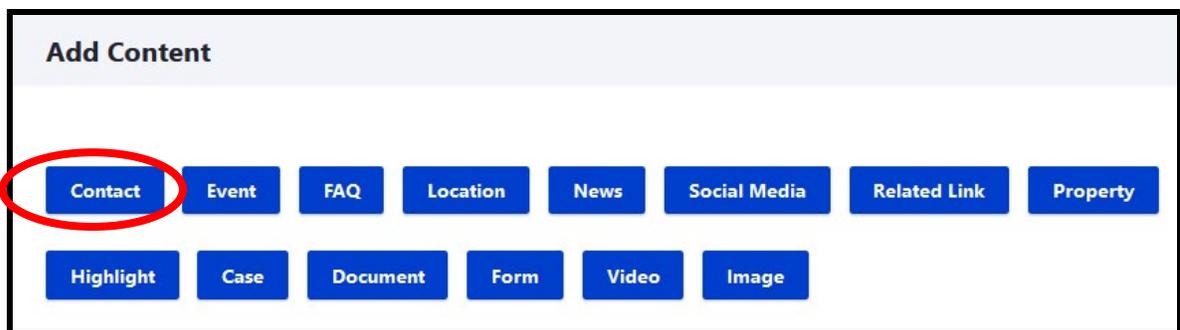
Overview

Types of Contacts:

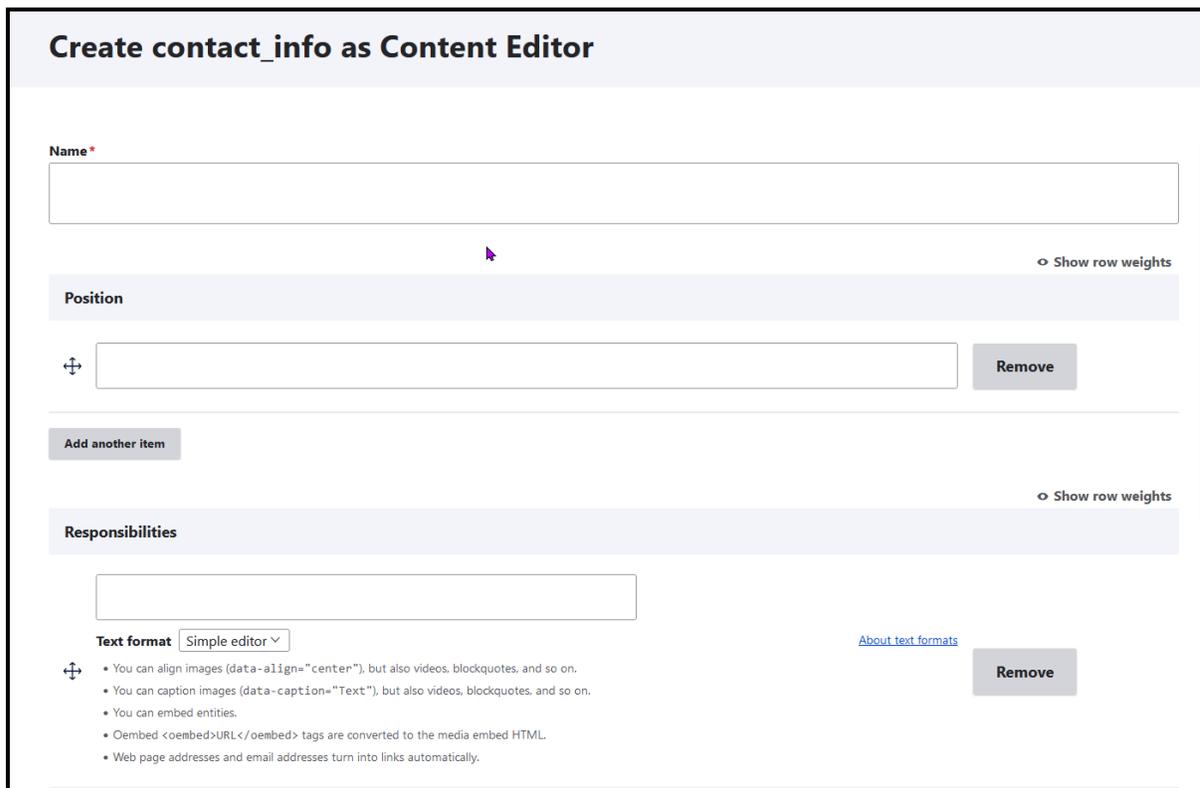
- Person: Actual person: Test Smith
- Phone: Phone Number Only Example: Hotline – (313) 123-4567
- Email: Only Email Address Example: wededitor@detroitmi.gov
- Website: Web Address Example: Michigan.gov

Add Content – Contact – Person

1. Select "**Contact**" from the dashboard under the "Add Content" Section.



2. The Contact Dialog box opens, and you can begin by adding information.

A screenshot of the 'Create contact_info as Content Editor' dialog box. The title 'Create contact_info as Content Editor' is at the top. Below it is a form with several sections. The first section is 'Name*' with a text input field. Below this is a 'Position' section with a text input field and a 'Remove' button. Below that is an 'Add another item' button. The next section is 'Responsibilities' with a text input field. Below this is a 'Text format' dropdown menu set to 'Simple editor' and a 'Remove' button. At the bottom, there is a list of help text: '• You can align images (data-align="center"), but also videos, blockquotes, and so on.', '• You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.', '• You can embed entities.', '• Oembed <oembed>URL</oembed> tags are converted to the media embed HTML.', and '• Web page addresses and email addresses turn into links automatically.'

3. Enter the name of the contact. ***Required information**

Name *

4. **Optional:** Position. Enter the position of the contact person.

Position

5. **Optional:** Email Address. Enter the email address associated with the person.

Email Address

6. **Optional:** Phone. Enter the telephone number associated with the person.

Phone

7. Check “**Person**” as the contact type. (***Required to show on the website**)

CONTACT TYPE

- Person
» Check if this contact is an actual person and not just a phone number.
- Phone Available
» If contact is has a phone number but is not a person. Ex. a hotline
- Email Available
» Check if contact is only an email
- Mail
» Mailing address
- Website only
» Type of contact like person, mailing address or only phone.

8. Enter the department or page where this contact will reside. (***Required**)

Department *

+ Department of Innovation and Technology (41) ○

9. Enter the position for the contact. Enter “**Main**” in the Relation Tag for the primary contact section

Relational Tag

+ Main (326) ○

10. Enter the position for the contact. Enter “**Extra**” in the Relation Tag for the lower contact section.

Relational Tag

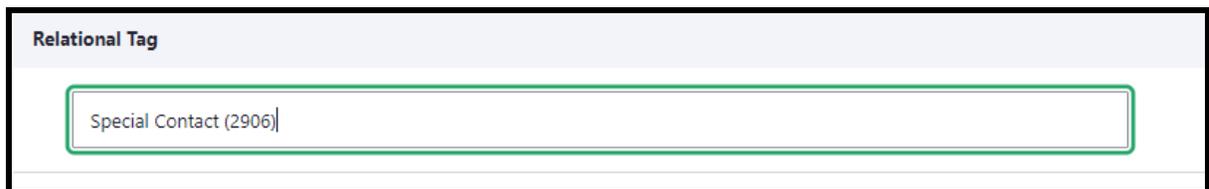
+ Extra (331) ○

11. Enter the position for the contact. Enter “**Office Directory**” in the Relational Tag for the Council Directory section.



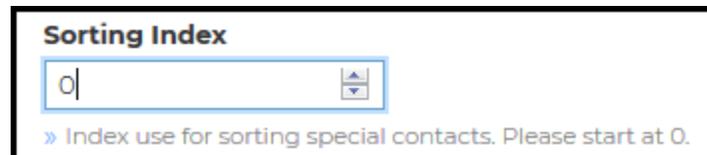
A screenshot of a web form. At the top, the text "Relational Tag" is displayed in a light blue header. Below this, a text input field contains the text "Office directory (1341)". The input field is highlighted with a green border.

12. Enter the position for the contact. Enter “**Special Contact**” for the Planning and Development Staff section. *Note: Images for contact must be submitted to the web team.*



A screenshot of a web form. At the top, the text "Relational Tag" is displayed in a light blue header. Below this, a text input field contains the text "Special Contact (2906)". The input field is highlighted with a green border.

13. **Optional:** Sorting Index. (Used to place contacts in a specific order) The index order starts with 0.

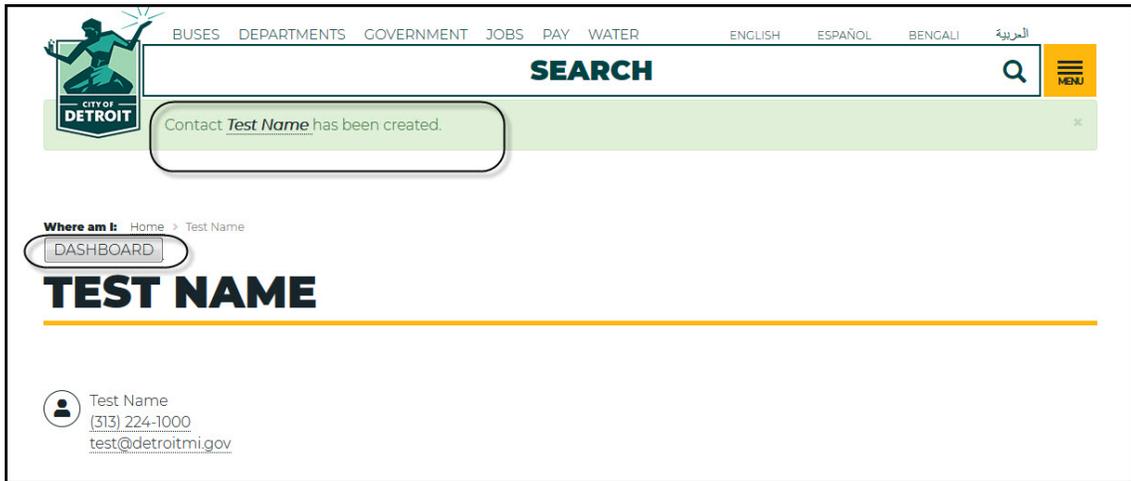


A screenshot of a web form. At the top, the text "Sorting Index" is displayed in a light blue header. Below this, a text input field contains the text "0". To the right of the input field is a small dropdown arrow icon. Below the input field, there is a blue note that reads: "» Index use for sorting special contacts. Please start at 0."

14. Click “**Save**” to create the contact.



15. You will receive a message “Contact ***Test Name*** has been created.” Click the “**Dashboard**” button to return and continue to edit or add new content.



16. If you selected “**Main,**” the contact will be in the upper right contacts section of the page.



17. If you selected “Extra,” the contact will be in the lower level of the page.

CONTACTS

 DoIT Computer Support (313)224-2900	 DoIT Hotline Support (313) 224-2900	 DoIT Service email webeditor@detroitmi.gov	 DoIT Services (313) 224-2900
 General DoIT Number (313) 224-2900	 Janice Thomas Administrative Assistant (313) 224-2900 thomasja@detroitmi.gov	 Tristian Center	 DoIT Service Request
 James Johnson Web Manager (313) 2234-2345 johnsonj@detroitmi.gov	 Kellie Jones Web Developer jonesk@detroitmi.gov	 Lisa Smith Administrative Assistant 313-224-5467 smithl@detroitmi.gov	 Sheila Smith Manager 1 (313) 342 -4938 shelia.smith@detroitmi.gov
 Tony Johnson Web Developer johnsonto@detroitmi.gov	 Jimmy Thomas Deputy Chief (313) 694-3920	 Tyler Jones Website Project Manager (313) 224 -2934 jonesty@detroitmi.gov	 Boyes Training Information

18. If you select “Office Directory,” the contact will be in the Office Directory for the City Council Members web page.

COUNCIL OFFICE DIRECTORY

Vibha Venkatesha Policy Analyst (313) 224-2087 venkateshav@detroitmi.gov	Lynore Foster Office Manager / Scheduler (313) 224-4248 fosterl@detroitmi.gov	Ricardo Silva Chief of Staff (313) 224-3702 silvarii@detroitmi.gov
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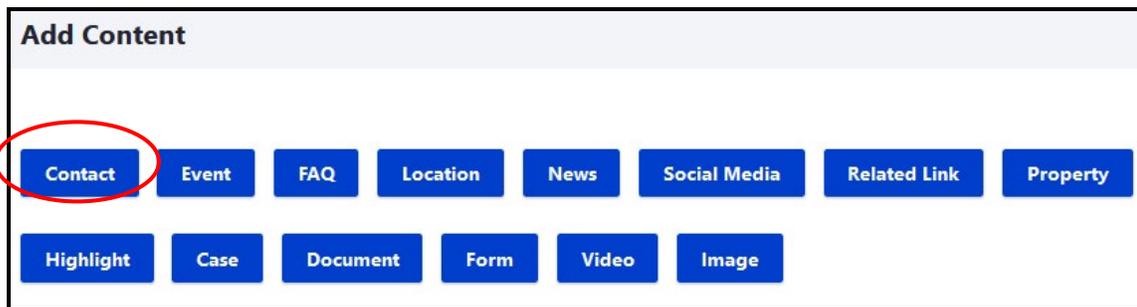
19. If you select “Special Contact” the contact information will be in the staff section on Planning & Development Pages.

STAFF

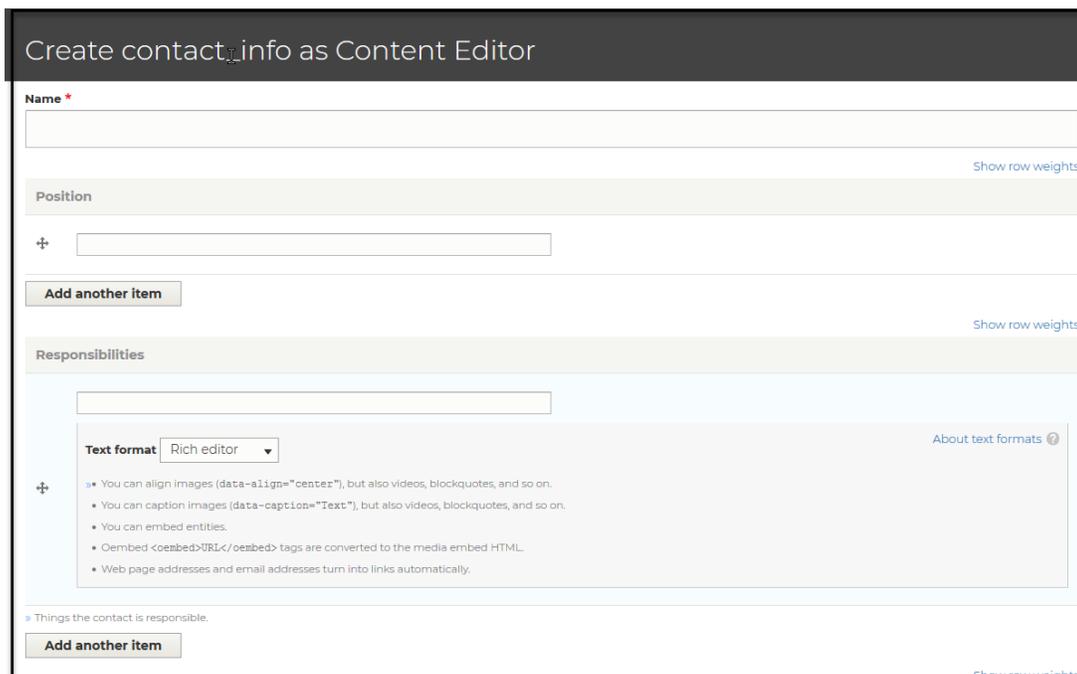
 Alexa Bush Urban Design Director Master of Landscape Architecture University of Virginia (313) 224-9119 bushal@detroitmi.gov	 Allen Penniman, AICP Planner III Master of City Planning University of Pennsylvania (313) 224-1332 pennimana@detroitmi.gov	 Shelby Howard Urban Planner II Master of Community Development University of Detroit-Mercy (313) 628-0093 howardshe@detroitmi.gov	 Khalil Ligon Lead Urban Planner and C7 Project Manager Master of Urban Planning, Wayne State University (313) 628-0108 ligonk@detroitmi.gov
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Add Content – Contact – Phone

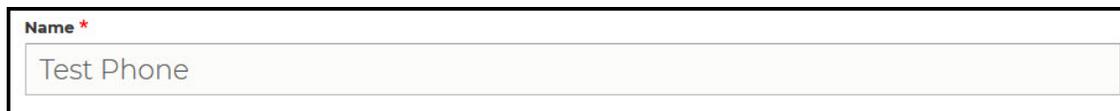
1. Select "**Contact**" on the dashboard under the Add Content Section.



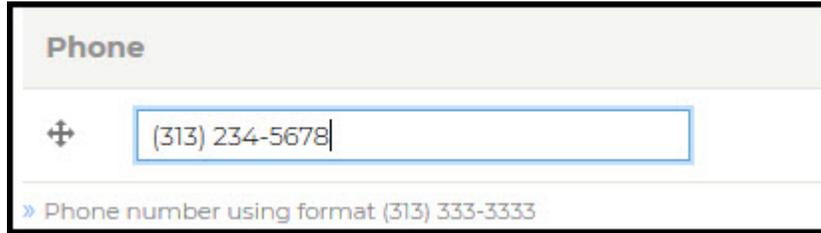
2. The Contact Dialog box opens, and you can begin by adding information.

A screenshot of the 'Create contact_info as Content Editor' dialog box. The title bar is dark grey with the text 'Create contact_info as Content Editor'. Below the title bar, there are three main sections: 'Name', 'Position', and 'Responsibilities'. Each section has a text input field and a 'Show row weights' link. The 'Name' section has a red asterisk next to the label. The 'Position' section has a plus icon to the left of the input field. Below the 'Position' section is a button labeled 'Add another item'. The 'Responsibilities' section has a plus icon to the left of the input field. Below the input field is a 'Text format' dropdown menu set to 'Rich editor' and a link 'About text formats ?'. Below the dropdown is a list of bullet points: 'You can align images (data-align="center"), but also videos, blockquotes, and so on.', 'You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.', 'You can embed entities.', 'Embed <embed>URL</embed> tags are converted to the media embed HTML.', and 'Web page addresses and email addresses turn into links automatically.' Below the list is a link 'Things the contact is responsible.' and a button labeled 'Add another item'. At the bottom right of the dialog box is a 'Show row weights' link.

3. Enter the contact's name. ***Required information**

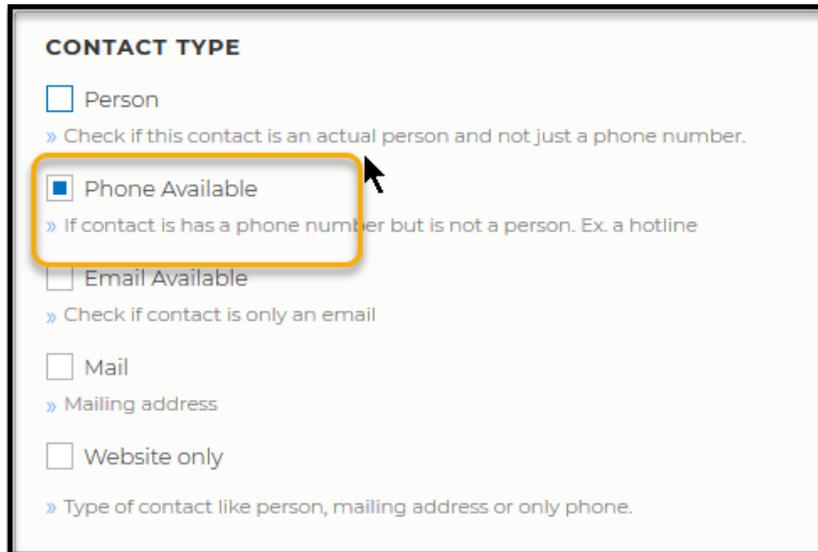
A screenshot of the 'Name' input field from the dialog box. The label 'Name' is followed by a red asterisk. The input field contains the text 'Test Phone'.

4. Enter the telephone number in the phone field.



The screenshot shows a form section titled "Phone". It contains a text input field with a plus sign icon on the left and the number "(313) 234-5678" inside. Below the input field is a small blue link that says "» Phone number using format (313) 333-3333".

5. Select "Phone" for the contact type. (***Required to show on the website**)



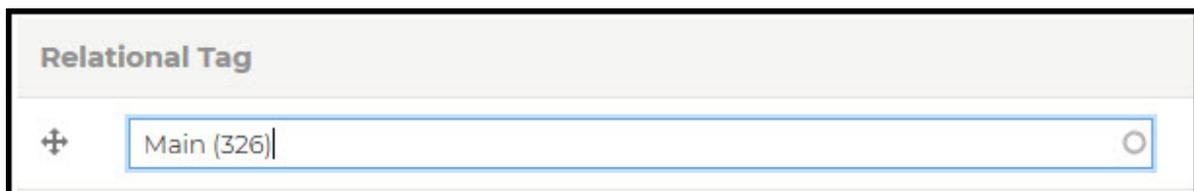
The screenshot shows a form section titled "CONTACT TYPE". It lists several options with checkboxes: "Person", "Phone Available", "Email Available", "Mail", and "Website only". Each option has a small blue link below it. The "Phone Available" option is selected, and its checkbox is highlighted with a yellow box. A mouse cursor is pointing at the "Phone Available" option.

6. Enter the department or page where this contact will reside. (***Required**)



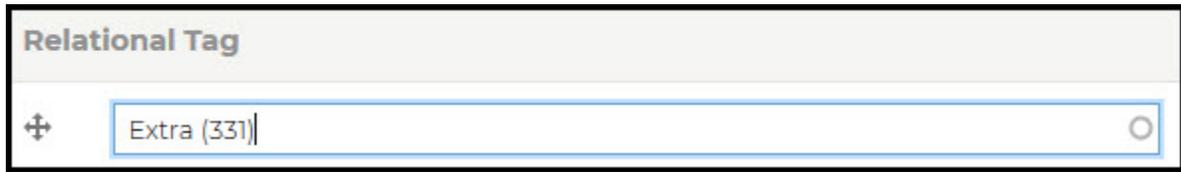
The screenshot shows a form section titled "Department *". It contains a dropdown menu with a plus sign icon on the left and a circular refresh icon on the right. The selected option is "Department of Innovation and Technology (41)".

7. Enter the position for the contact. Enter "Main" in Relational Tag for the main contact section.



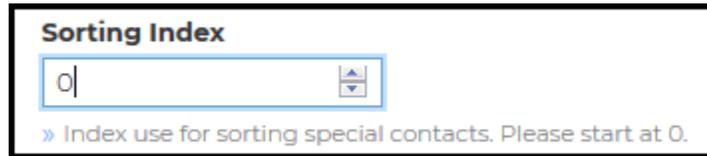
The screenshot shows a form section titled "Relational Tag". It contains a dropdown menu with a plus sign icon on the left and a circular refresh icon on the right. The selected option is "Main (326)".

- 8. Enter the position for the contact. Enter “**Extra**” in Relational Tag for the lower contact section.



The image shows a form field titled "Relational Tag". Inside the field, the text "Extra (331)" is entered. There is a plus sign icon on the left and a search icon on the right of the input area.

- 9. **Optional:** Sorting Index. (Use to place contacts in a certain order) The order starts with 0.



The image shows a form field titled "Sorting Index". Inside the field, the number "0" is entered. Below the field, there is a note: "» Index use for sorting special contacts. Please start at 0."

- 10. Click “**Save**” button to create the contact.



- 11. You will receive the message “**Contact *Test Phone* has been created**”. Click “**Dashboard**” button to return and continue to edit or add new content.



12. If you select “Main,” the contact will be in the upper right section of the page.

Where am I: [Home](#) > Department of Innovation and Technology

DEPARTMENT OF INNOVATION AND TECHNOLOGY

We connect you to city government.

Whether it's making sure city workers have the latest technology to do their jobs or that you can report that pothole through the Improve Detroit app on your smartphone, the Innovation and Technology (IT) Department provides tech support and comes up with fresh and creative outlets for residents to communicate with City departments and agencies such as the Improve Detroit app.

CONTACTS

- Test Name
(313) 224-1000
test@detroitmi.gov
- Test Phone
(313) 234-5678

DEPARTMENTS MENU

- [GIS Services](#)
- [Documents](#)

13. If you selected “Extra,” the contact will be in the lower level of the page.

Where am I: [Home](#) > Department of Innovation and Technology

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CONTACTS

DEPARTMENTS MENU

- [GIS Services](#)
- [Documents](#)

Test Email
test1@detroitmi.gov

Test Website
[Test Website](#)

Test Name
(313) 224-1000
test@detroitmi.gov

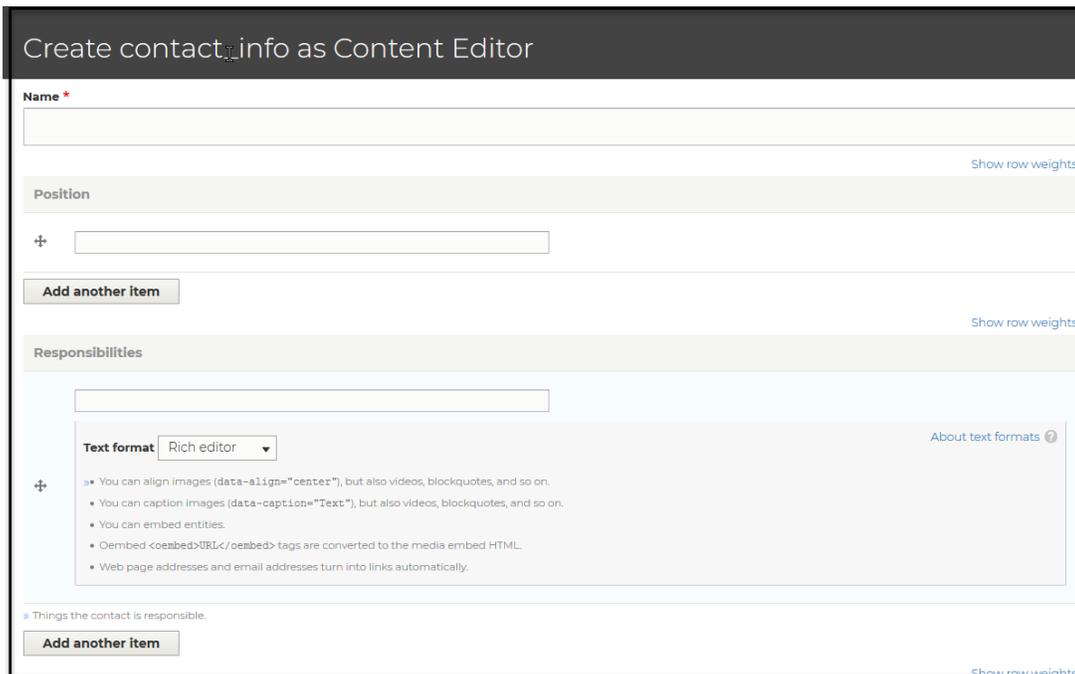
Test Phone
(313) 234-5678

Add Content – Contact – Email

1. Select "**Contact**" on the dashboard on the dashboard under Add Content Section.



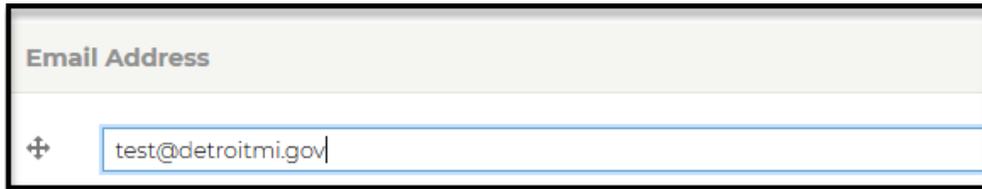
2. The Contact Dialog box opens, and you can begin adding information.

A screenshot of the 'Create contact_info as Content Editor' dialog box. The title bar is dark grey with the text 'Create contact_info as Content Editor'. Below the title bar is a form with several sections. The first section is 'Name *' with an empty text input field. To the right of the input field is a 'Show row weights' link. The second section is 'Position' with an empty text input field and a plus icon to its left. Below the input field is an 'Add another item' button. To the right of the input field is another 'Show row weights' link. The third section is 'Responsibilities' with an empty text input field and a plus icon to its left. Below the input field is a 'Text format' dropdown menu set to 'Rich editor'. To the right of the dropdown is an 'About text formats ?' link. Below the dropdown is a list of bullet points: 'You can align images (data-align="center"), but also videos, blockquotes, and so on.', 'You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.', 'You can embed entities.', 'Embed <embed>URL</embed> tags are converted to the media embed HTML.', and 'Web page addresses and email addresses turn into links automatically.' Below the list is a 'Things the contact is responsible.' section with an 'Add another item' button. To the right of the 'Add another item' button is a 'Show row weights' link.

3. Enter the Email contact name. (***Required**)

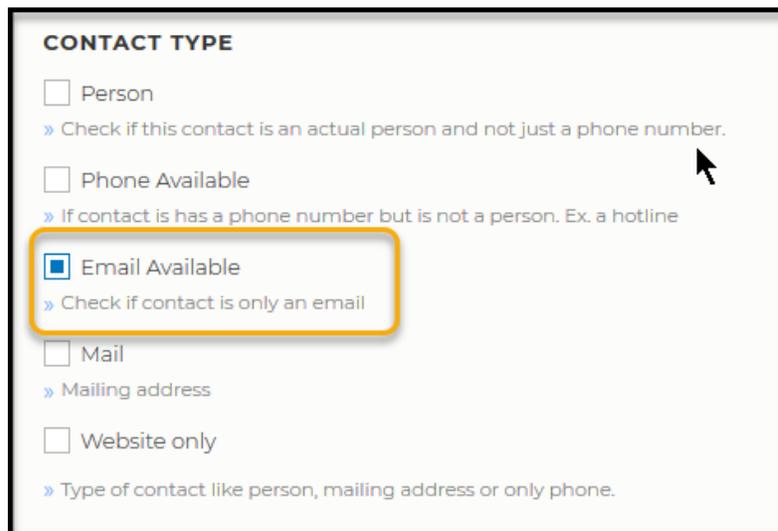
A screenshot of the 'Name *' input field from the dialog box. The text 'Test Email' is entered into the input field.

- 4. Enter the email address.



The screenshot shows a form field titled "Email Address". To the left of the input box is a plus sign icon. The text "test@detroitmi.gov" is entered into the box.

- 5. Select “Email” for the contact type. (***Required to show on the website**)



The screenshot shows a section titled "CONTACT TYPE" with several options, each with a checkbox and a description:

- Person
» Check if this contact is an actual person and not just a phone number.
- Phone Available
» If contact is has a phone number but is not a person. Ex. a hotline
- Email Available
» Check if contact is only an email
- Mail
» Mailing address
- Website only
» Type of contact like person, mailing address or only phone.

The "Email Available" option is highlighted with an orange border, and a mouse cursor is pointing at it.

- 6. Enter the department or page where this contact will reside. (***Required**)



The screenshot shows a form field titled "Department *". To the left of the dropdown is a plus sign icon. The dropdown menu is open, showing "Department of Innovation and Technology (41)" selected. A search icon is visible on the right side of the dropdown.

- 7. Enter the position for email contact. Enter “Main” for the primary contact section.



The screenshot shows a form field titled "Relational Tag". To the left of the dropdown is a plus sign icon. The dropdown menu is open, showing "Main (326)" selected. A search icon is visible on the right side of the dropdown.

8. Enter the position for email contact. Enter “**Extra**” for the lower contact section.

The screenshot shows a form field titled "Relational Tag". To the left of the input box is a plus sign icon. The input box contains the text "Extra (331)". To the right of the input box is a circular clear button icon.

9. **Optional:** Sorting Index. (This is used to arrange contacts in a specific order.) The order starts with 0.

The screenshot shows a form field titled "Sorting Index". The input box contains the number "0". Below the input box is a small help text: "» Index use for sorting special contacts. Please start at 0."

10. Click the “**Save**” button to create the contact.



11. You will receive the message “**Contact Test Email has been created.** Click the “**Dashboard**” button to return and continue to edit or add new content.

The screenshot shows the City of Detroit website dashboard. At the top, there is a navigation bar with links for BUSES, DEPARTMENTS, GOVERNMENT, JOBS, PAY, WATER, ENGLISH, ESPAÑOL, BENCALI, and العربية. A search bar with the word "SEARCH" and a magnifying glass icon is on the right. A green notification banner at the top says "Contact Test Email has been created." Below this, there is a breadcrumb trail: "Where am I: Home > Test Email". A button labeled "DASHBOARD" is highlighted. The main heading is "TEST EMAIL" in large, bold, black letters. Below the heading, there is a section for "Test Email" with an envelope icon and the email address "test1@detoitmi.gov".

12. If you select “**Main,**” the contact will be in the upper right section of the page.

Where am I: [Home](#)

DEPARTMENT OF INNOVATION AND TECHNOLOGY

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CONTACTS

- DoIT Administrative Office (313) 224-2900
- Internet Support WebEditor@detroitmi.gov
- Test Website
- Test Email test@detroitmi.gov**
- Test Facebook

13. If you selected “**Extra,**” the contact will be on the lower level of the page.

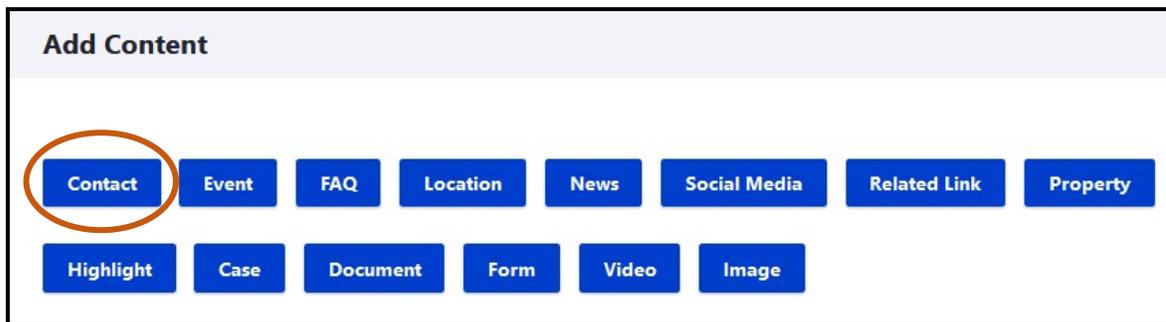
Test Email 1 test@detroitmi.gov

Test Email _1 test@detroitmi.gov

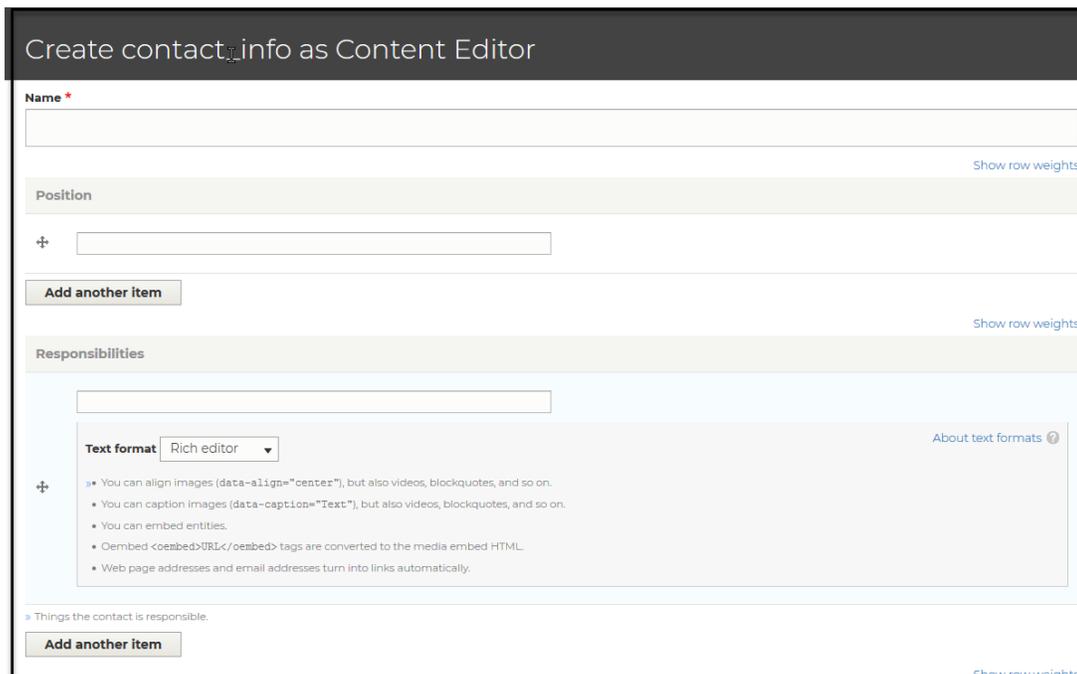
Test Website

Add Content – Contact – Website

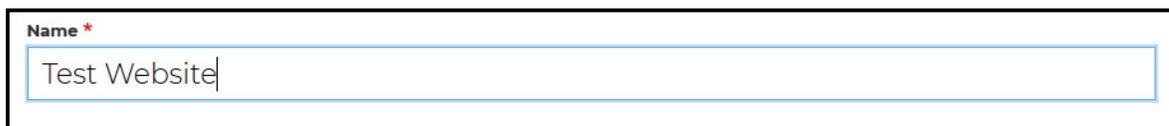
1. Select "**Contact**" on the dashboard on the dashboard under Add Content Section.



2. The Contact Dialog box opens, and you can begin adding information.

A screenshot of the 'Create contact_info as Content Editor' dialog box. The title bar says 'Create contact_info as Content Editor'. Below the title bar, there are several sections: 'Name *' with an empty text input field; 'Position' with a plus icon and an empty text input field, and a 'Show row weights' link; 'Responsibilities' with a plus icon, an empty text input field, a 'Text format' dropdown menu set to 'Rich editor', and a 'Show row weights' link. Below the 'Responsibilities' section, there is a list of bullet points: 'You can align images (data-align="center"), but also videos, blockquotes, and so on.', 'You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.', 'You can embed entities.', 'Oembed <oembed>URL</oembed> tags are converted to the media embed HTML.', and 'Web page addresses and email addresses turn into links automatically.' At the bottom, there is a 'Things the contact is responsible.' section with an 'Add another item' button and a 'Show row weights' link.

3. Enter the Website contact name. (***Required**)

A screenshot of the 'Name *' input field from the dialog box. The text 'Test Website' is entered into the field.

4. Enter the Website address.

WEBSITE

URL

» Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/6dd or an external URL such as http://example.com. Enter <front> to link to the front page.

Link text

5. Select “Website” for the contact type. (***Required to show on the website**)

CONTACT TYPE

Person
» Check if this contact is an actual person and not just a phone number.

Phone Available
» If contact is has a phone number but is not a person. Ex. a hotline

Email Available
» Check if contact is only an email

Mail
» Mailing address

Website only
» Type of contact like person, mailing address or only phone.

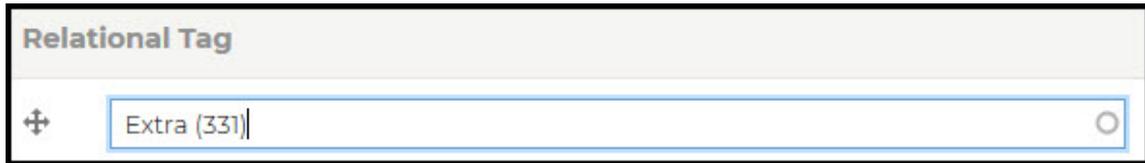
6. Enter the department or page where this contact will reside. (***Required**)

Department *

7. Enter the position for the contact. Enter “Main” for the main contact section

Relational Tag

8. Enter the position for the contact. Enter “**Extra**” for the lower contact section

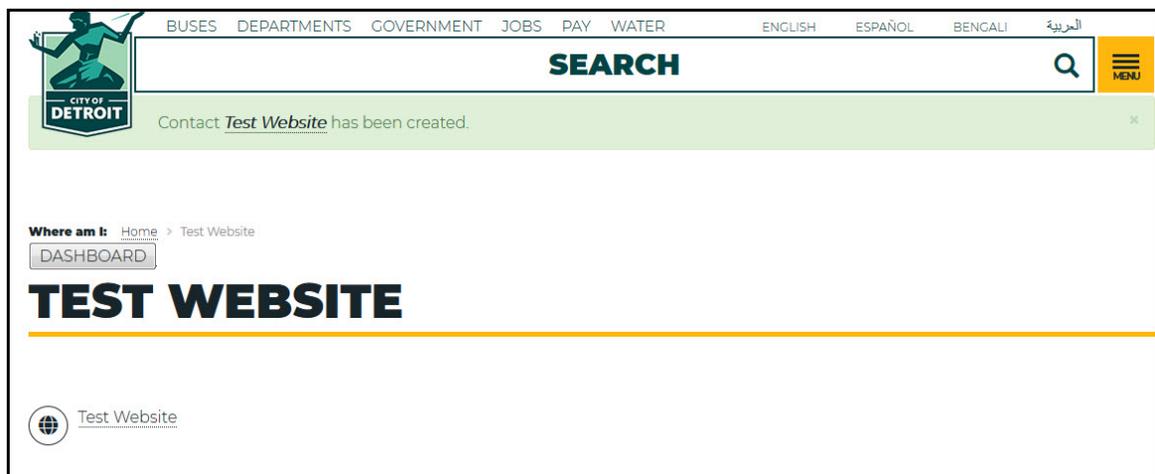


A screenshot of a web form titled "Relational Tag". Below the title is a text input field with a plus sign icon on the left and a clear icon on the right. The text "Extra (331)" is entered into the field.

9. Click “**Save**” button to create the contact.



10. You will receive the message “**Contact Test Website has been created.** Click “**Dashboard**” button to return and continue to edit or add new content.



11. If you select “Main,” the contact will be in the upper right section of the page.

Where am I: [Home](#) > Department of Innovation and Technology

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CONTACTS

- Test Email
test1@detroitmi.gov
- Test Name
(313) 224-1000
test@detroitmi.gov
- Test Phone
(313) 234-5678
- Test Website

12. If you selected “Extra” the contact will be in the lower level of the page.

Where am I: [Home](#) > Department of Innovation and Technology

DEPARTMENT OF INNOVATION AND TECHNOLOGY

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CONTACTS

DEPARTMENTS MENU

- [GIS Services](#)
- [Documents](#)

Test Email
test1@detroitmi.gov

Test Name
(313) 224-1000
test@detroitmi.gov

Test Phone
(313) 234-5678

Test Website

Add Content – Events

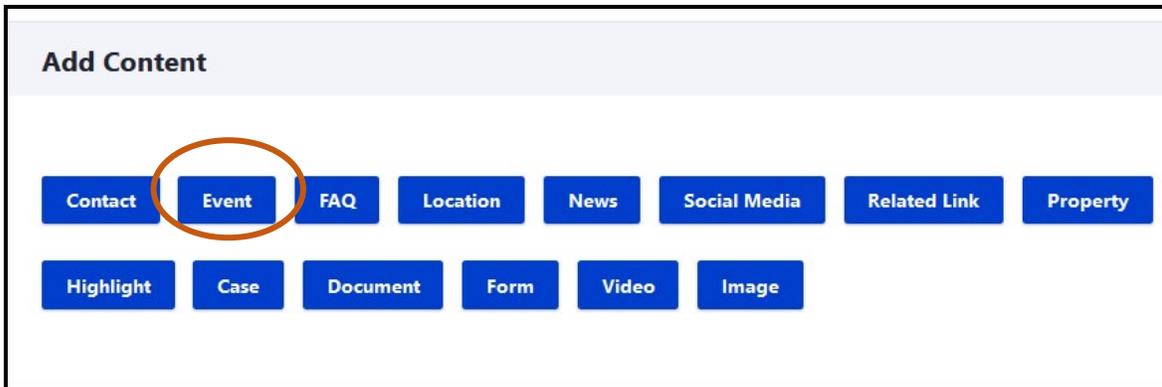
Overview

Types of Events:

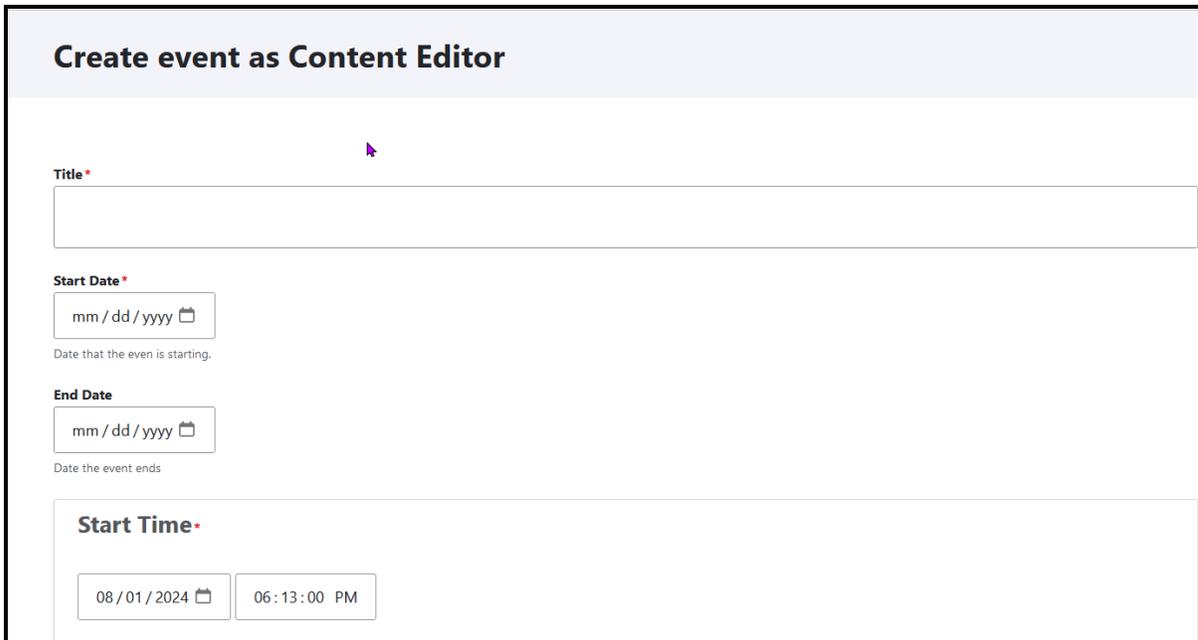
- **Events:** Departments, Council, Boards, Commissions, Communities, City Clerk, Or Mayor’s Office
- **Meetings:** Departments, Council, Boards, Commissions, Communities or Mayor’s Offices

Add Events - Event

1. Select "**Events**" on the dashboard.



2. The Event Dialog box opens, and you can begin adding information for the event.



3. Enter the Event Name. (***Required**)

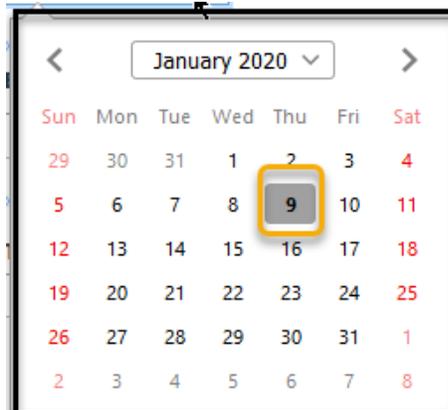
Title *
Test Event

Note: For events with the same event title, add the date at the end.

Title *
Board of Police Commissioners Meeting - January 5, 2023

Board of Police Commissioners Meeting - January 15, 2023

4. Select the Start Date from the Calendar. (***Required**)

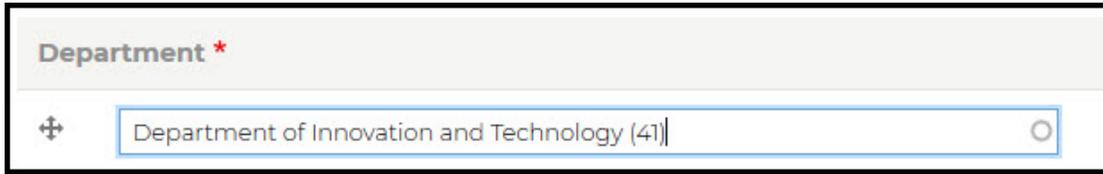


Start Date *
01/09/2020

5. Enter the time for the event/meeting. (***Required**)

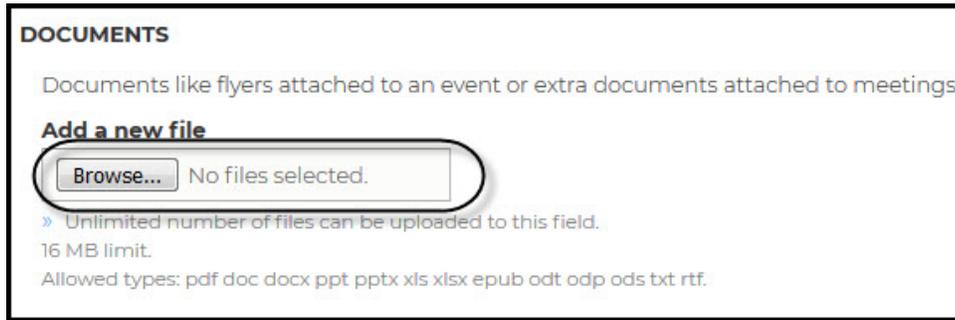
Time *
1:00 pm

10. Enter the department/page the information will resided. (***Required**)

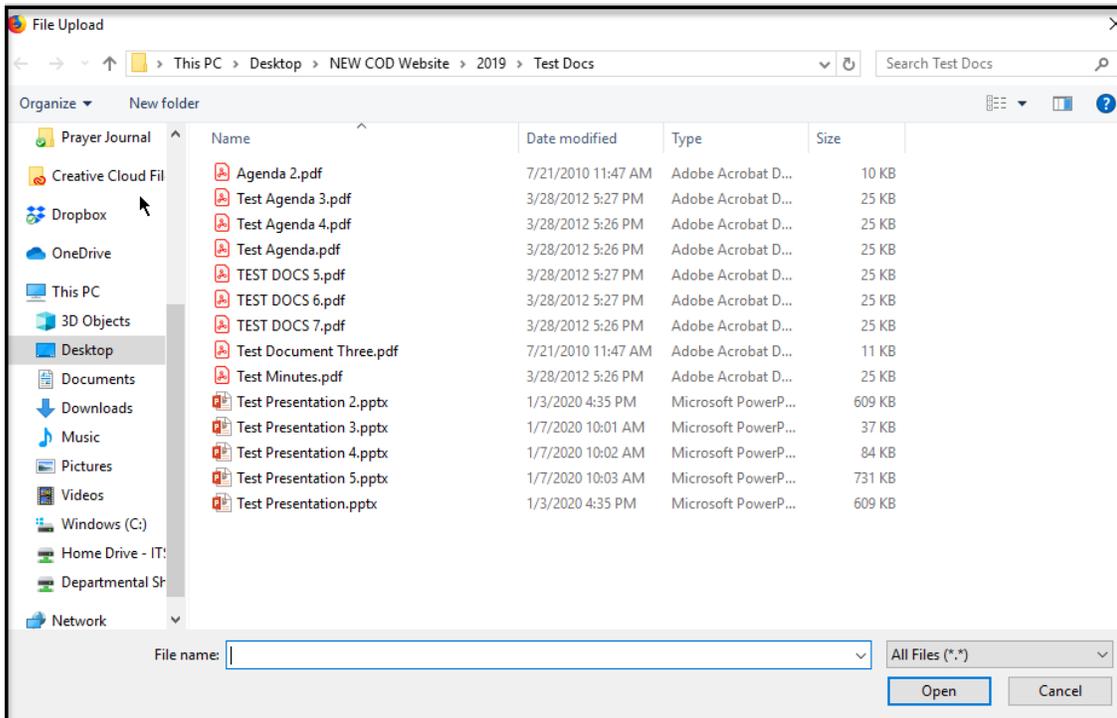


The screenshot shows a web form with a label "Department *" in red. Below the label is a dropdown menu with a plus icon on the left and a search icon on the right. The selected option is "Department of Innovation and Technology (41)".

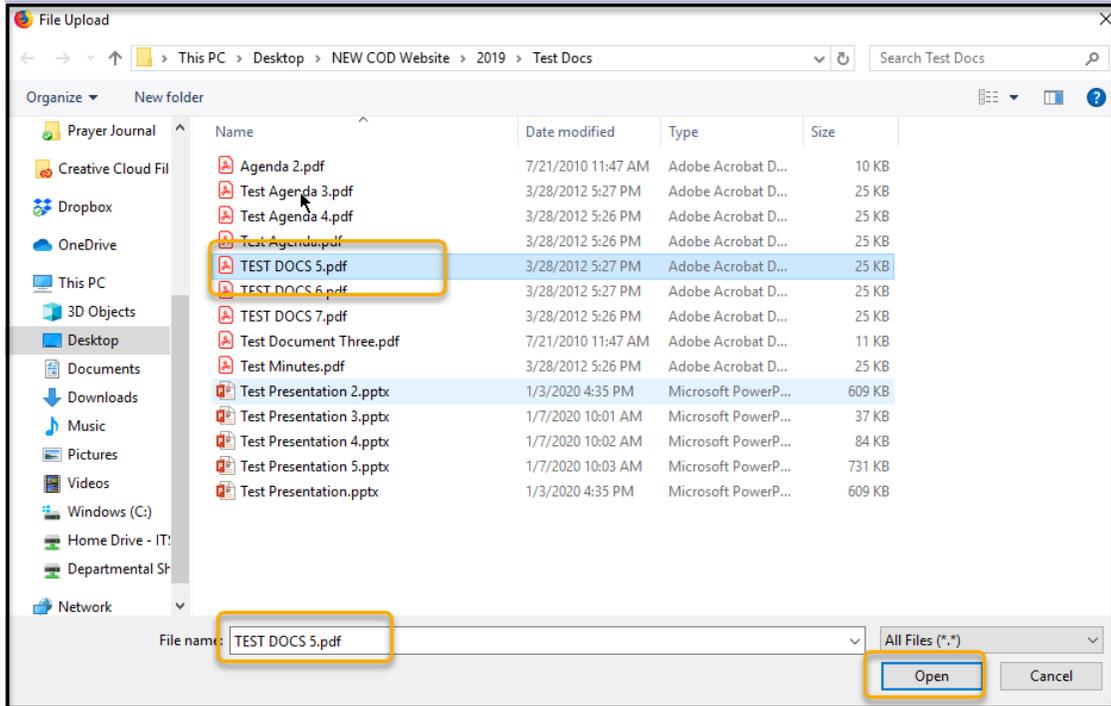
11. If a flyer or document is associated with the event. Select the browse button to navigate to the location of the flyer or document.



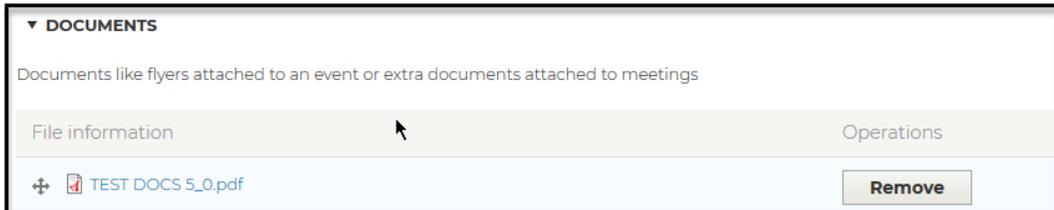
The screenshot shows a section titled "DOCUMENTS" with the text "Documents like flyers attached to an event or extra documents attached to meetings". Below this is a section "Add a new file" containing a "Browse..." button and the text "No files selected.". Below the button, there is a note: "» Unlimited number of files can be uploaded to this field. 16 MB limit. Allowed types: pdf doc docx ppt pptx xls xlsx epub odt odp ods txt rtf."



12. Select the file to be associated with this event. Click **“Open”**.



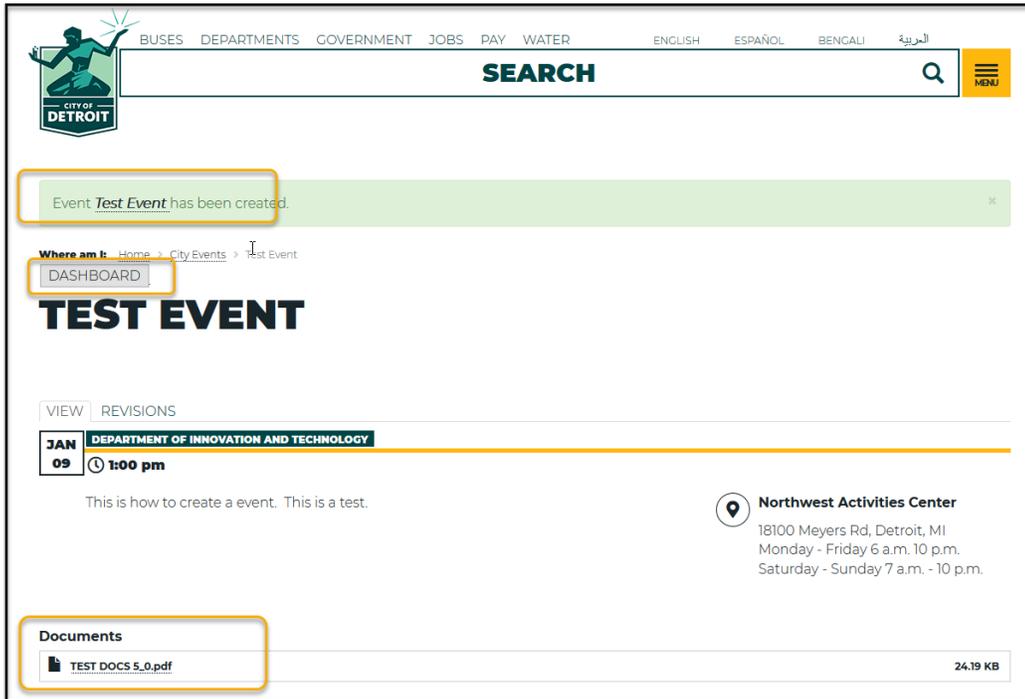
13. The document is attached to the event.



14. Click **“Save”** button to create the event/meeting.



15. You will receive the message “Event **Test Event** has been created. Click “**Dashboard**” button to return and continue to edit or add new content.

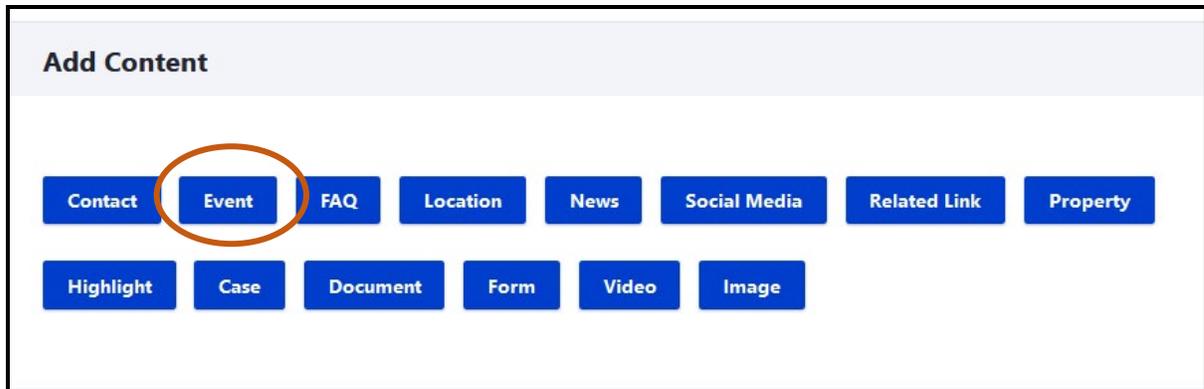


16. The Event will appear in the section for event on your page.

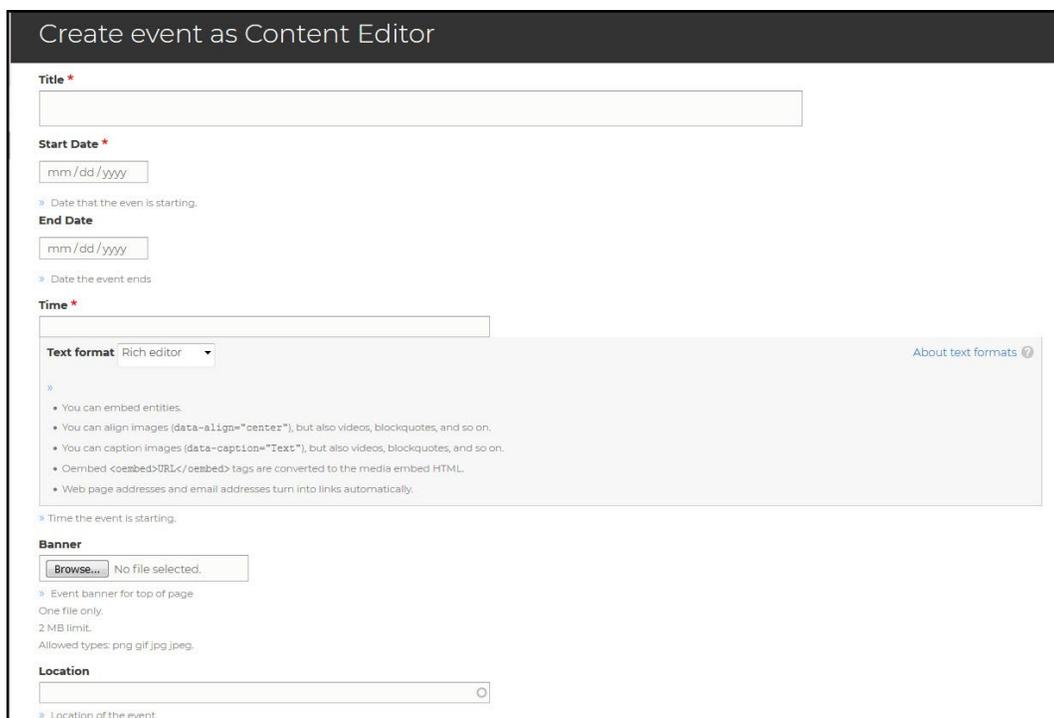


Add Events - Meetings

1. Select "**Events**" on the dashboard.



2. The Event Dialog box opens, and you can begin adding information for the event.

A screenshot of the 'Create event as Content Editor' dialog box. The dialog has a dark gray header with the text 'Create event as Content Editor'. Below the header, there are several fields and sections:

- Title ***: A text input field.
- Start Date ***: A date input field with the placeholder 'mm/dd/yyyy'. Below it is a help icon and the text 'Date that the even is starting.'
- End Date**: A date input field with the placeholder 'mm/dd/yyyy'. Below it is a help icon and the text 'Date the event ends'.
- Time ***: A time input field.
- Text format**: A dropdown menu set to 'Rich editor'. To the right is a link 'About text formats ?'. Below the dropdown is a list of bullet points:
 - You can embed entities.
 - You can align images (data-align="center"), but also videos, blockquotes, and so on.
 - You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
 - Oembed <code>URL</code> tags are converted to the media embed HTML.
 - Web page addresses and email addresses turn into links automatically.
- Banner**: A 'Browse...' button followed by the text 'No file selected.'. Below it is a help icon and the text 'Event banner for top of page. One file only. 2 MB limit. Allowed types: png gif jpg jpeg.'
- Location**: A text input field. Below it is a help icon and the text 'Location of the event.'

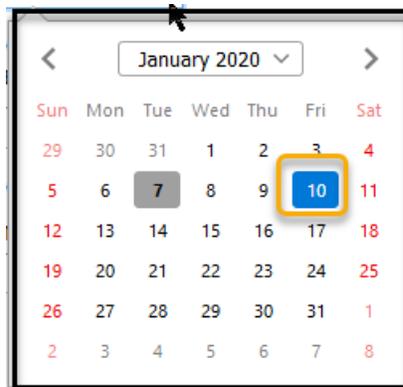
3. Enter the Meeting Name. (***Required**)

Note: For events with the same event title, add the date at the end.

TITLE *
Board of Police Commissioners Meeting - January 5, 2023

Board of Police Commissioners Meeting - January 15, 2023

4. Select the Start Date from the Calendar. (***Required**)



01/10/2020

5. Enter the time for the meeting. (***Required**)

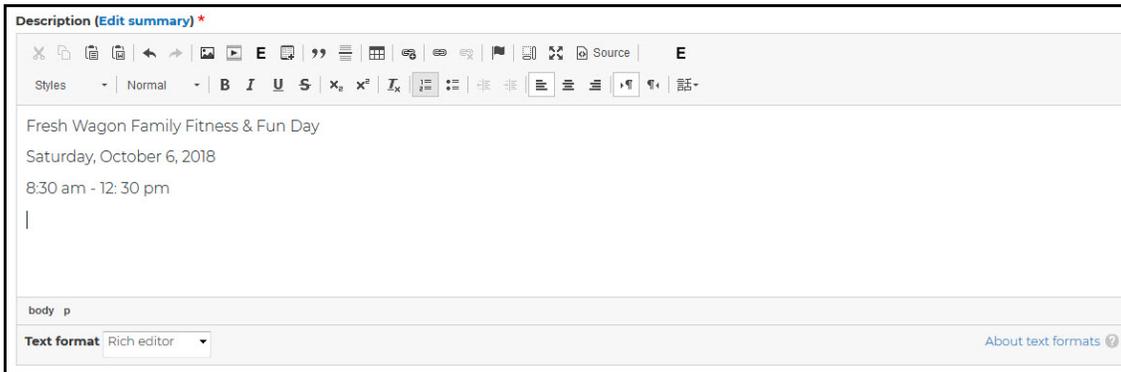
Time *
1:00 pm

6. Enter location by selecting from list. If the location is not in the list, you can add the location later. (Note: **Go to Add Content – Location Section**)

Location
Northwest Activities Center (2406)

[» Location of the event.](#)

- 7. Enter the meeting with detailed information. *(Note: If you copy information from a document, you must first copy it to Notepad. Copy from Notepad to website.)*



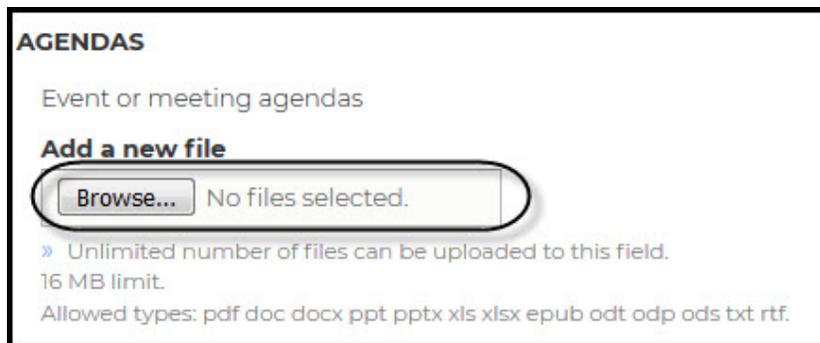
A screenshot of a rich text editor interface. The title bar reads "Description (Edit summary) *". The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and source. The text area contains the following information:
Fresh Wagon Family Fitness & Fun Day
Saturday, October 6, 2018
8:30 am - 12:30 pm
A vertical cursor is positioned at the end of the text. At the bottom, there is a "Text format" dropdown menu set to "Rich editor" and a link for "About text formats ?".

- 8. Enter the department/page where the information will reside. **(*Required)**

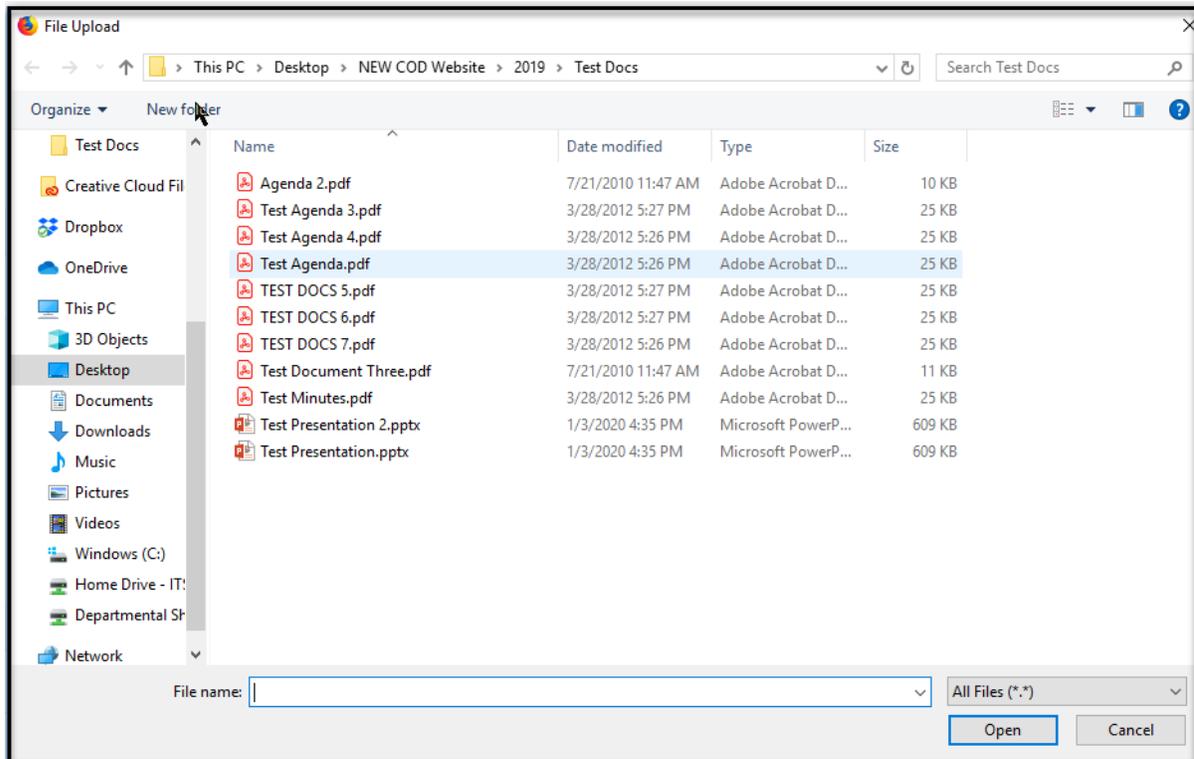


A screenshot of a dropdown menu labeled "Department *". The selected option is "Department of Innovation and Technology (41)". A plus sign icon is visible to the left of the dropdown.

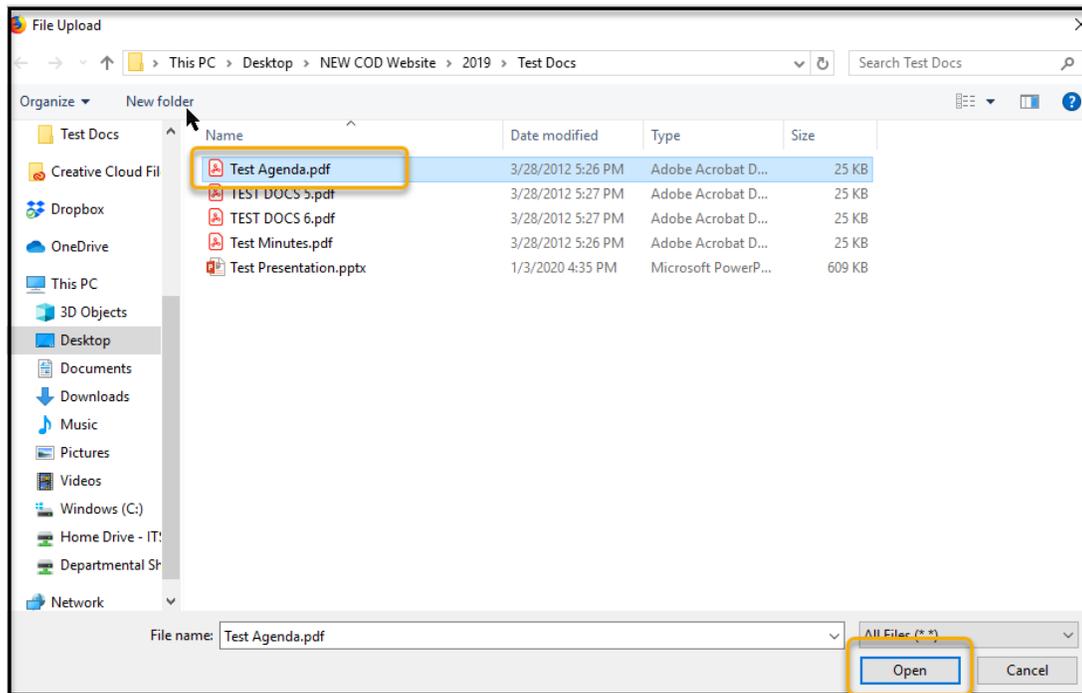
- 9. To add an agenda for a meeting, select the browse button to navigate to the location of the agenda.



A screenshot of an "AGENDAS" section. It contains the text "Event or meeting agendas" and "Add a new file". Below this is a file upload area with a "Browse..." button and the text "No files selected.". Below the upload area, there is a note: "» Unlimited number of files can be uploaded to this field. 16 MB limit. Allowed types: pdf doc docx ppt pptx xls xlsx epub odt odp ods txt rtf."



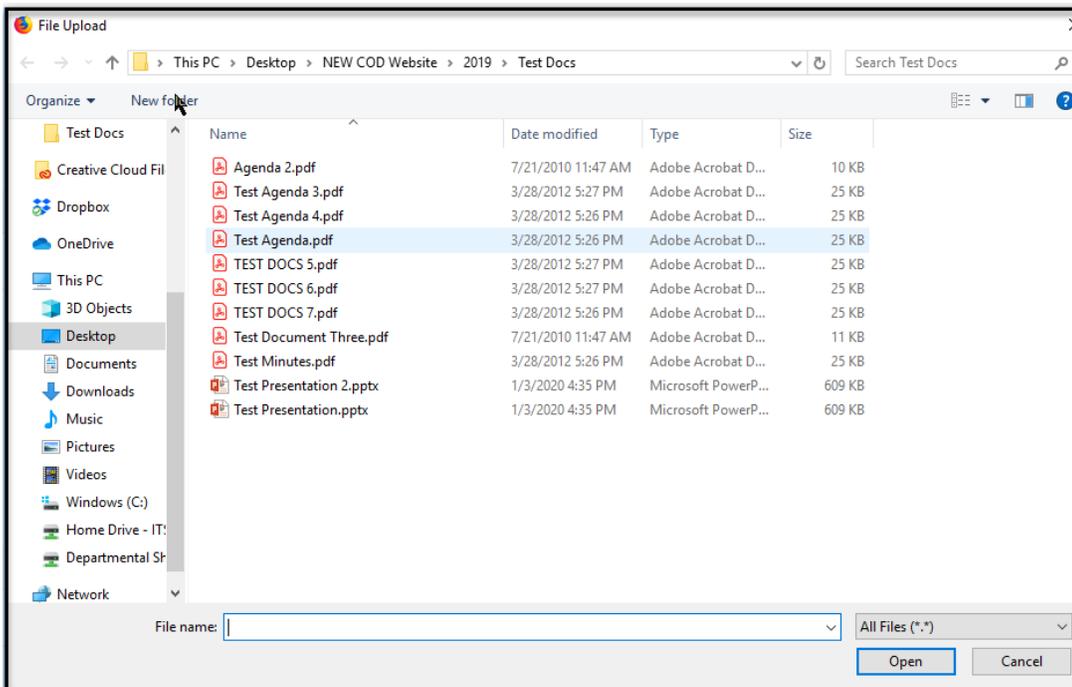
10. Select the meeting agenda and click “Open”.



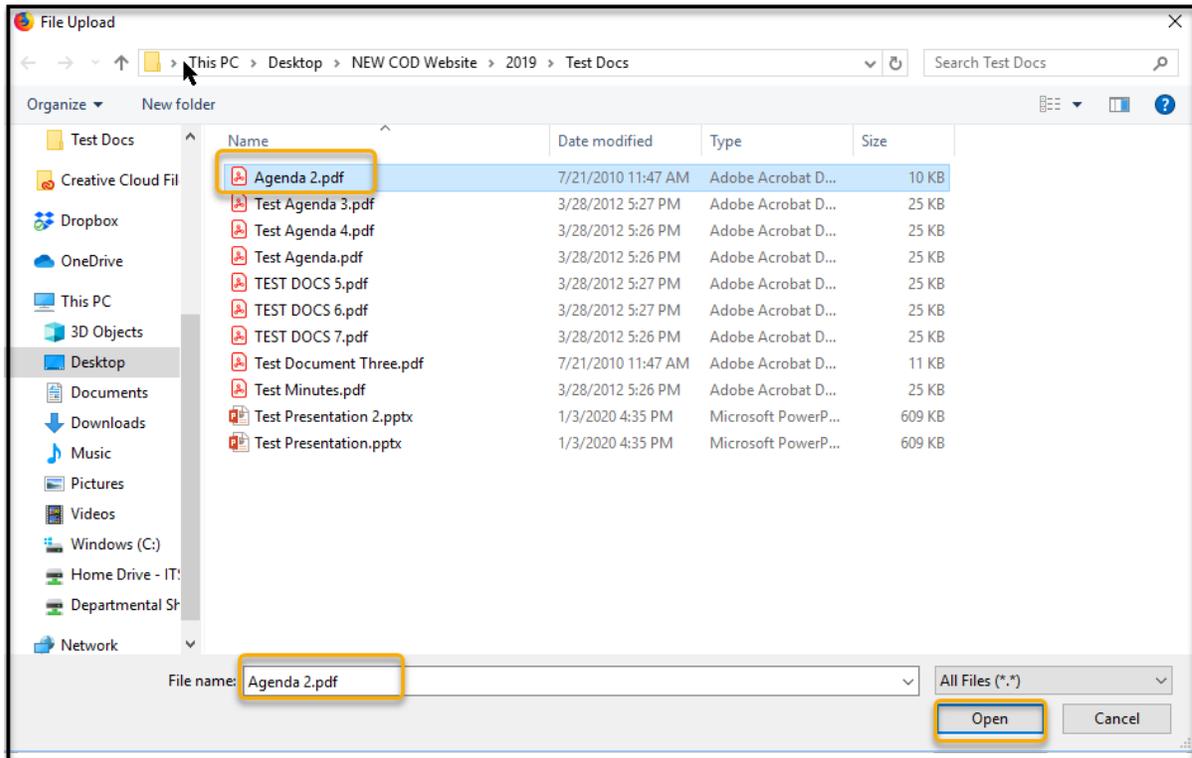
11. The meeting agenda is attached.



12. If there are additional agendas for the meeting, select the browse button and navigate to the file location.



13. Select the additional agenda and click “Open”.

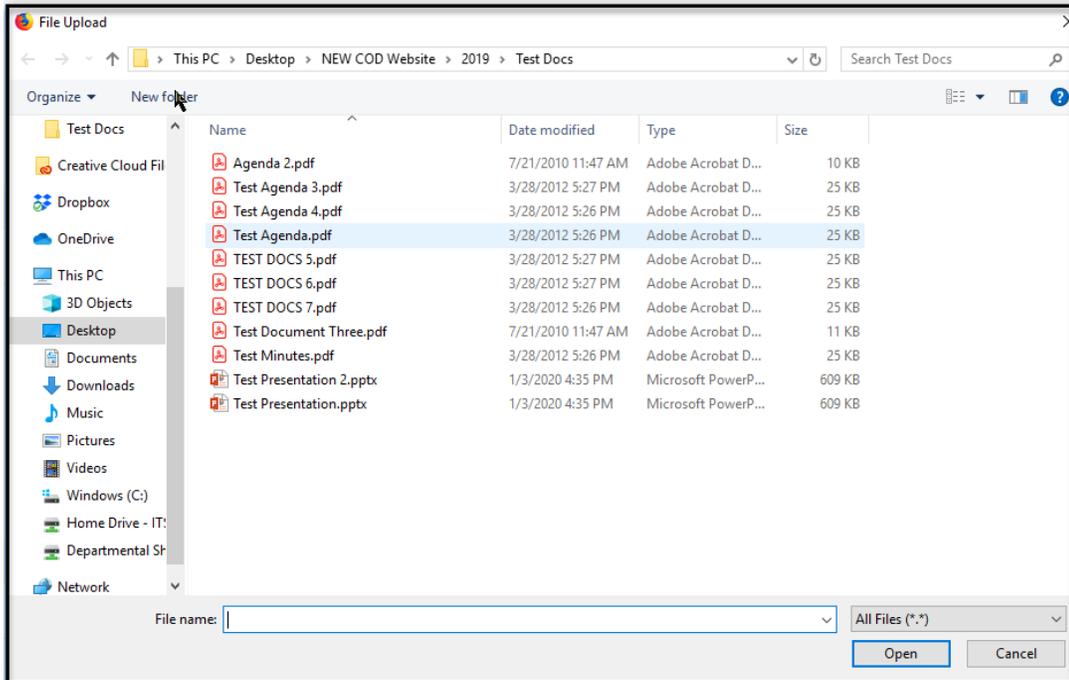
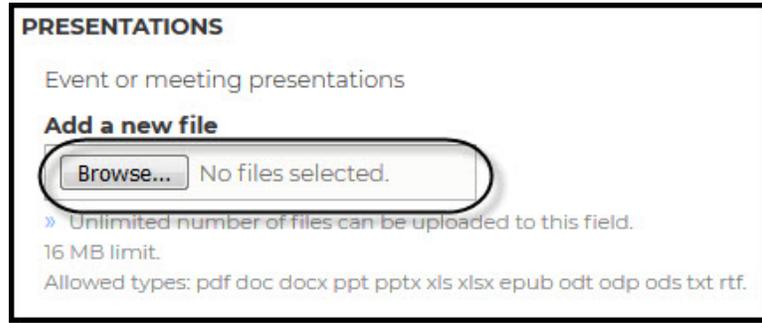


14. An additional agenda is attached.

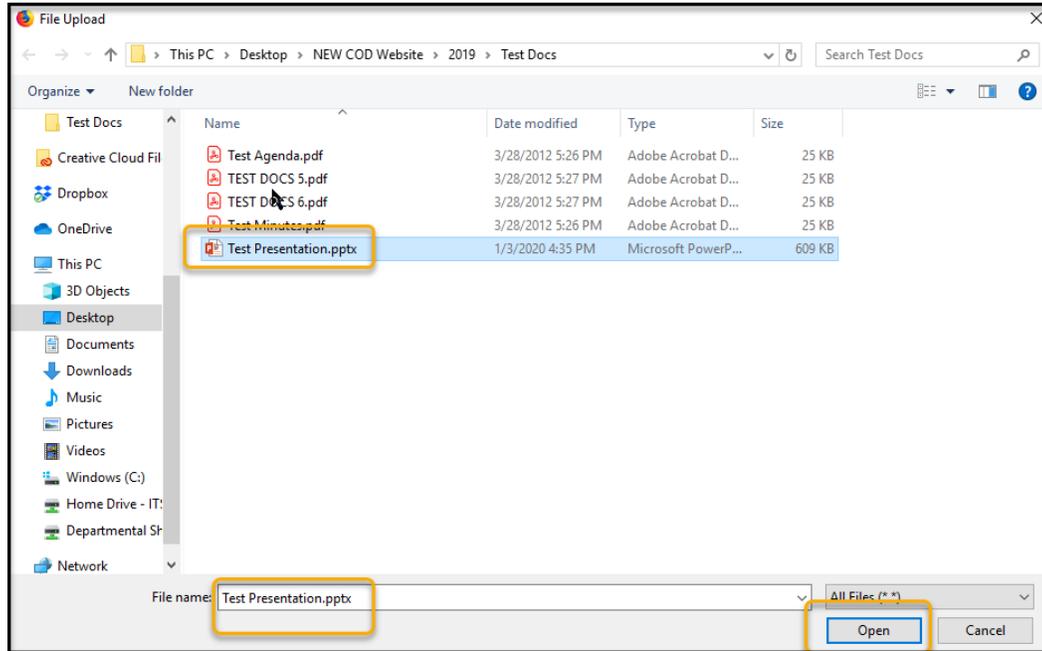


15. Note: Repeat steps 12 – 14 until all agenda’s items are added to the meeting.

16. (Optional) Presentations: Select the browse button to navigate the file location.



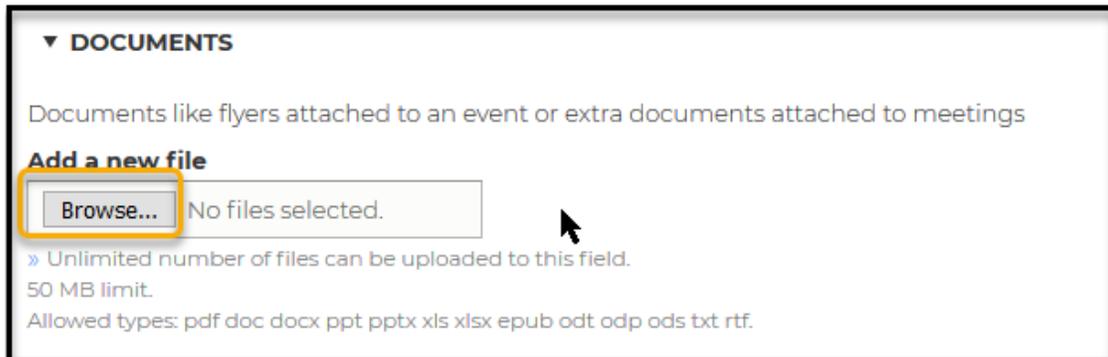
17. Select the presentation to attach to the meeting.

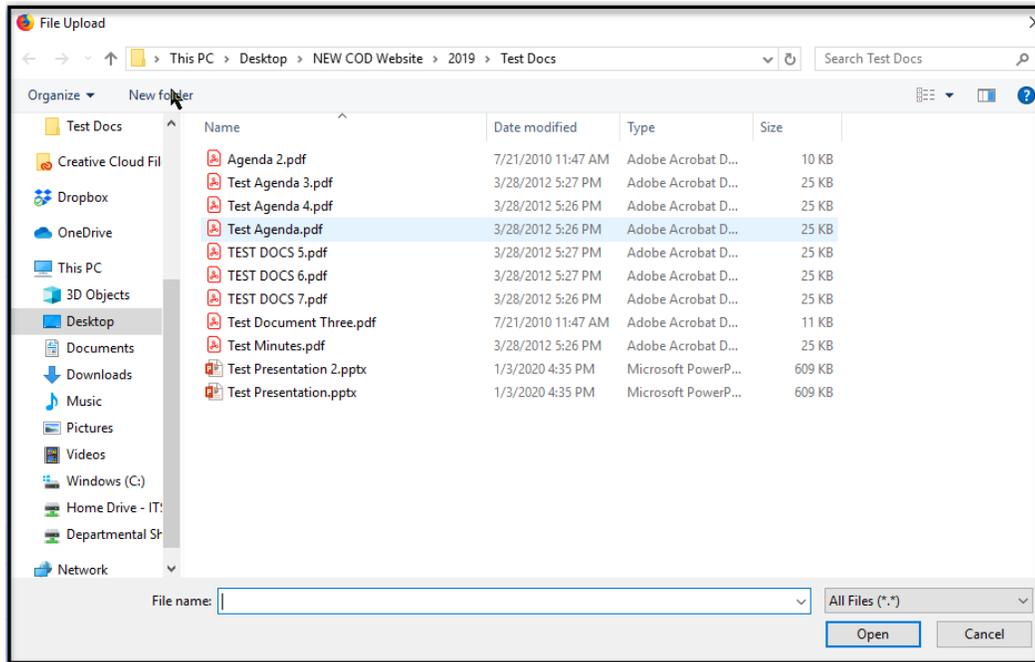


18. The presentation is attached to the meeting.

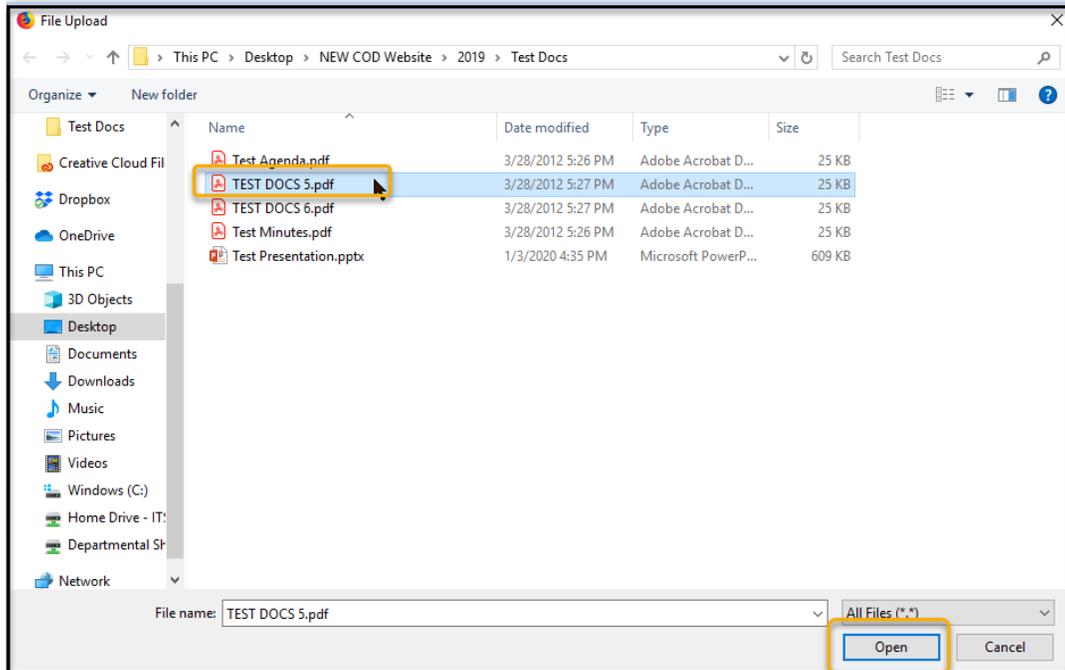


19. (Optional) Document: Select the browse button to navigate to the file location of the document. (Max size of document 50MB)

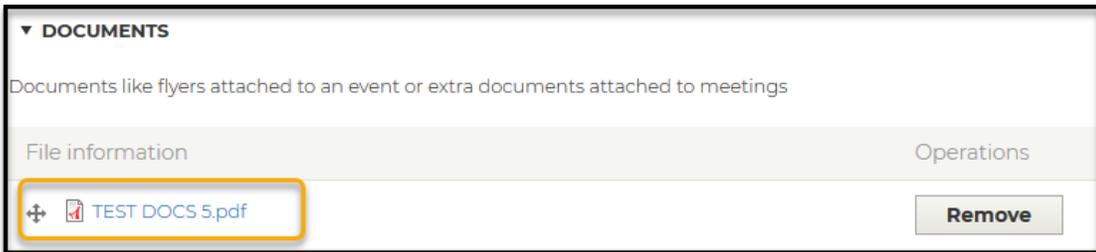




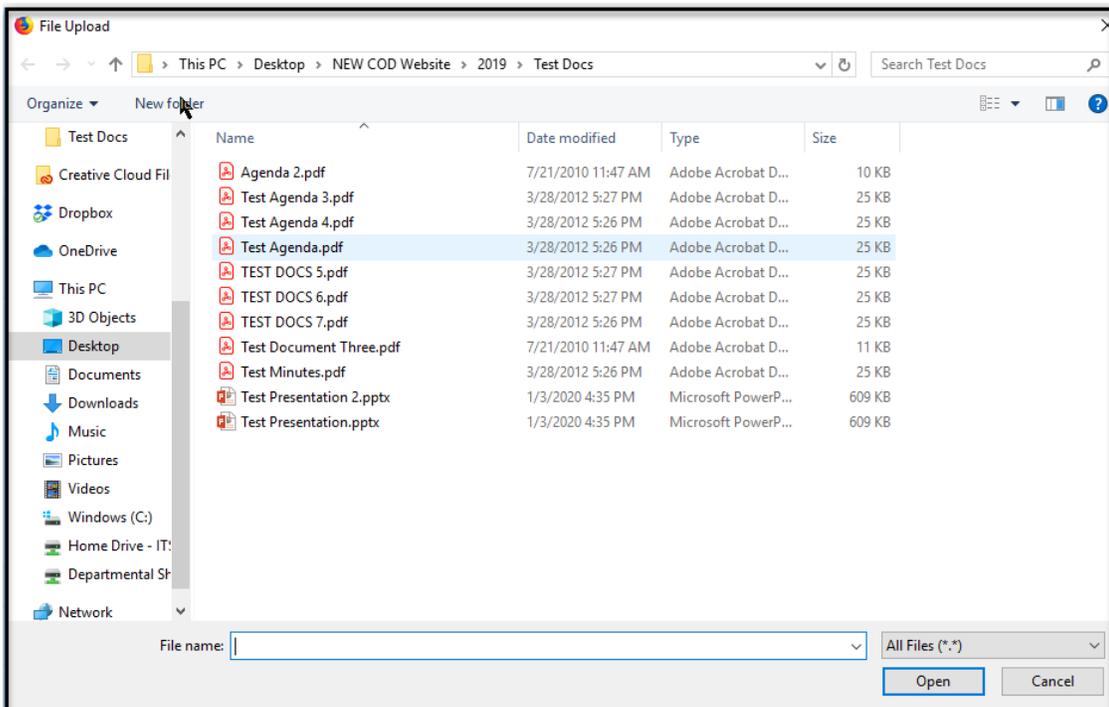
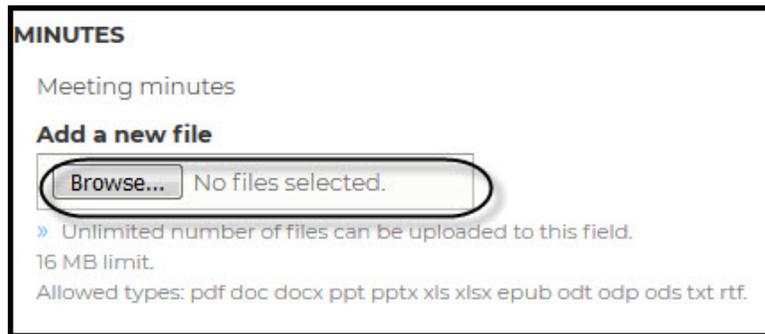
20. Select the document for the meeting.



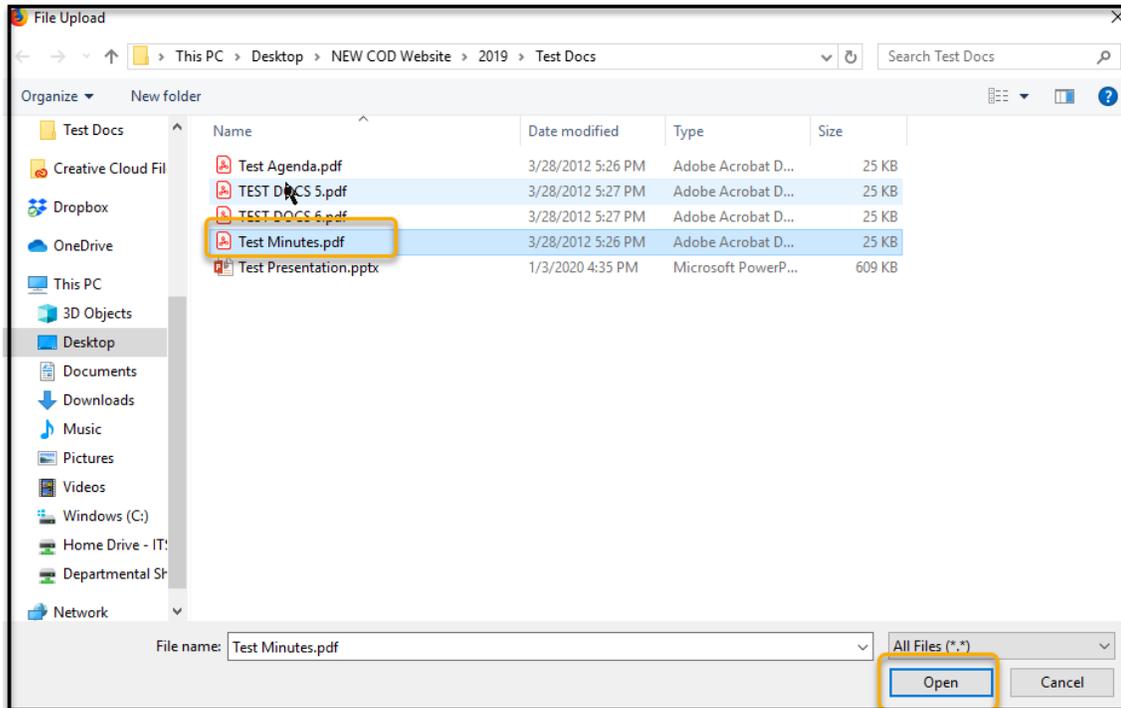
21. The document is attached to the meeting.



22. (Optional) Minutes: Select the browse button to navigate to file location. *(Minutes can be added to the meeting date after it is held.)*



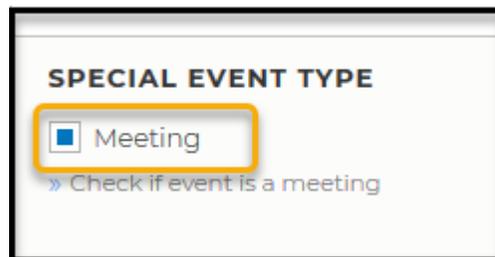
23. Select the minutes to attach to the meeting.



24. Minutes are attached to the meeting.



25. Check the “Meeting” option in Special Event Type.



26. Click the “Save” button to create the contact.



27. You will receive a message stating, “Event Test Meeting has been created.” Click the “Dashboard” button to return and continue to edit or add new content.

City of Detroit

Event *Test Meeting* has been created. ✕

Where are you? Home City Events > Test Meeting

DASHBOARD

TEST MEETING

VIEW REVISIONS

DEC 11 1:00 pm

DEPARTMENT OF INNOVATION AND TECHNOLOGY MEETING

The Department of Innovation is hosting a meeting. This meeting give information through the use of agendas, presentations, documents, and/or minutes.

Northwest Activities Center
18100 Meyers Rd, Detroit, MI
Monday - Friday 6 a.m. - 10 p.m.
Saturday - Sunday 7 a.m. - 10 p.m.

Agendas

Test Agenda_1.pdf	24.04 KB
Agenda 2_0.pdf	9.88 KB

Minutes

Test Minutes_3.pdf	24.12 KB
--------------------	----------

Presentations

Test Presentation_5.pptx	608.42 KB
--------------------------	-----------

Documents

TEST DOCS 5.pdf	24.19 KB
-----------------	----------

28. The Meeting will appear in the section for News & Events on your page.

NEWS & EVENTS

JAN
10
EVENT

Test Meeting
.....

The Department of Innovation is hosting a meeting.

MORE EVENTS >

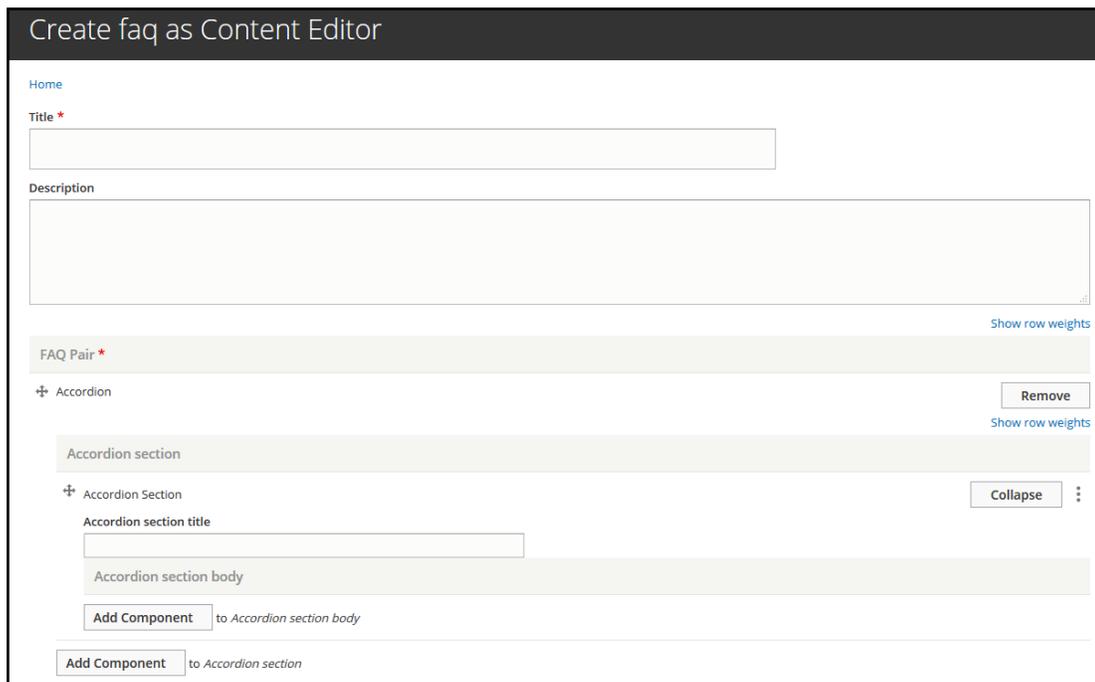
MORE NEWS >

Add Content – FAQ

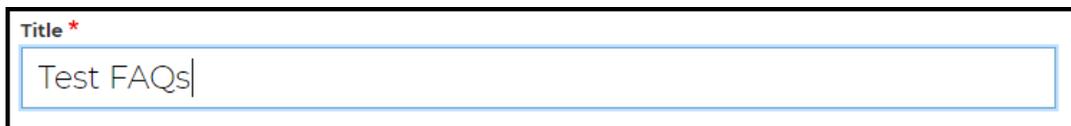
1. Select "FAQ" on the dashboard.



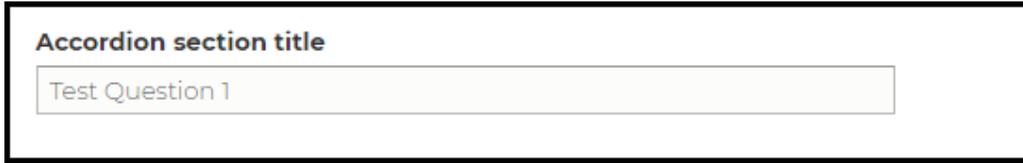
2. The FAQ Dialog box opens to add FAQ information.

A screenshot of the 'Create faq as Content Editor' dialog box. The dialog has a dark gray header with the text 'Create faq as Content Editor'. Below the header, there is a 'Home' link. The main content area has a 'Title *' label followed by a text input field. Below that is a 'Description' label followed by a larger text area. To the right of the description area is a 'Show row weights' link. Below the description area is an 'FAQ Pair *' label. Underneath, there is an 'Accordion' section with a plus icon, a 'Remove' button, and another 'Show row weights' link. Below the accordion section is an 'Accordion section' label. Underneath, there is an 'Accordion Section' label with a plus icon and a 'Collapse' button with a vertical ellipsis. Below the accordion section is an 'Accordion section title' label followed by a text input field. Below that is an 'Accordion section body' label followed by a text area. At the bottom, there are two 'Add Component' buttons. The first one is labeled 'Add Component' and has 'to Accordion section body' next to it. The second one is labeled 'Add Component' and has 'to Accordion section' next to it.

3. Enter the "Title" for the FAQ. (*Required)

A screenshot of the 'Title *' input field. The text 'Test FAQs' is entered into the field. The field is highlighted with a blue border.

4. Enter the FAQ Question in the accordion section title.

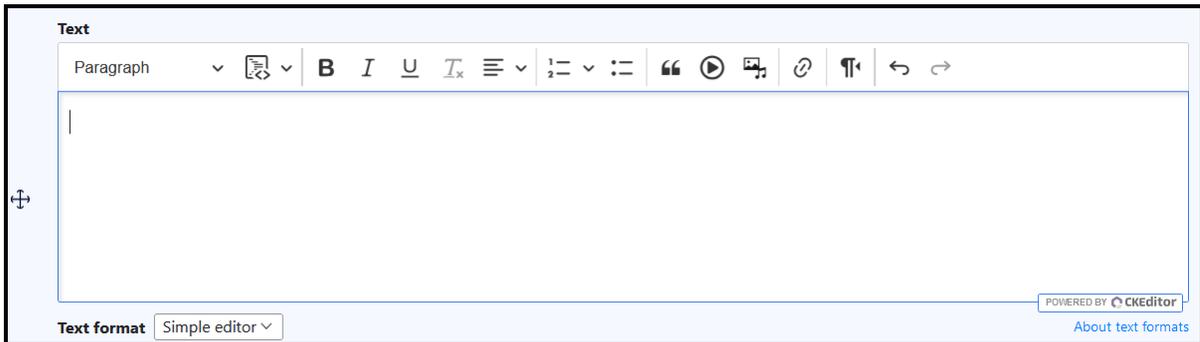
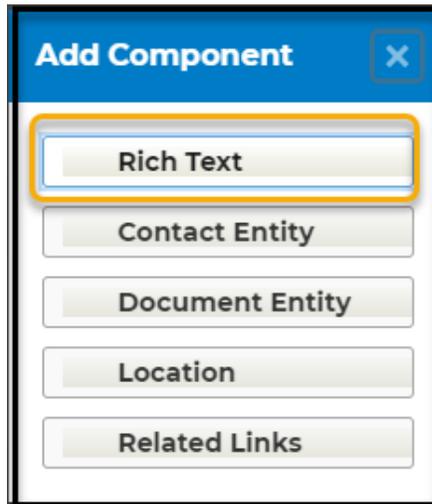


The screenshot shows a rectangular box with a black border. At the top left, the text "Accordion section title" is displayed in a bold, dark blue font. Below this text is a light gray rectangular input field containing the text "Test Question 1".

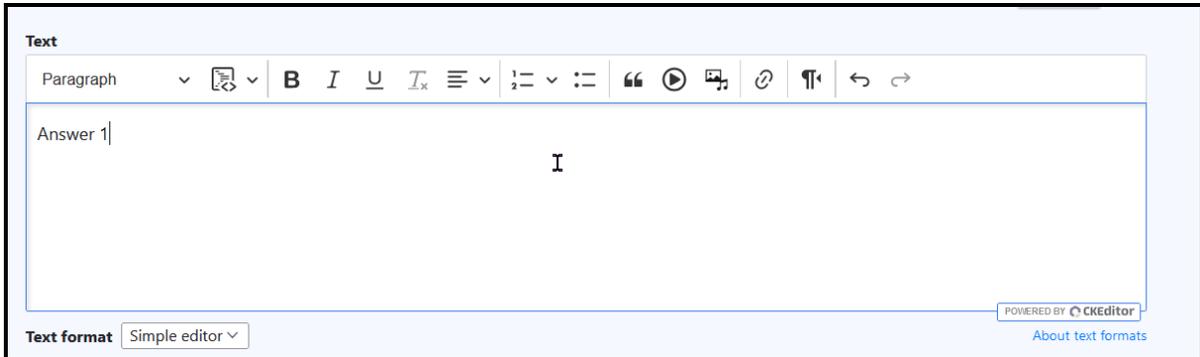
5. Select the “Add Component” button.



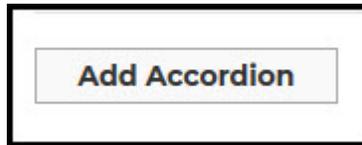
6. Select “Rich Text” to add the answer section.



7. Enter the FAQ answer to the FAQ. *(Note: If you are copying information from a document, you must first copy the information from the document to Notepad. Copy from Notepad to the FAQ answer section.)*



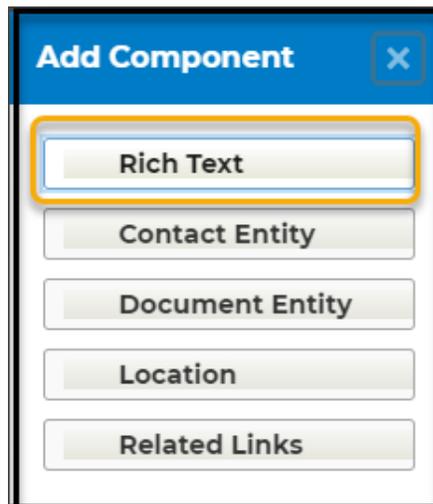
8. To create additional FAQ questions, select the “Add accordion” button and enter the next question.



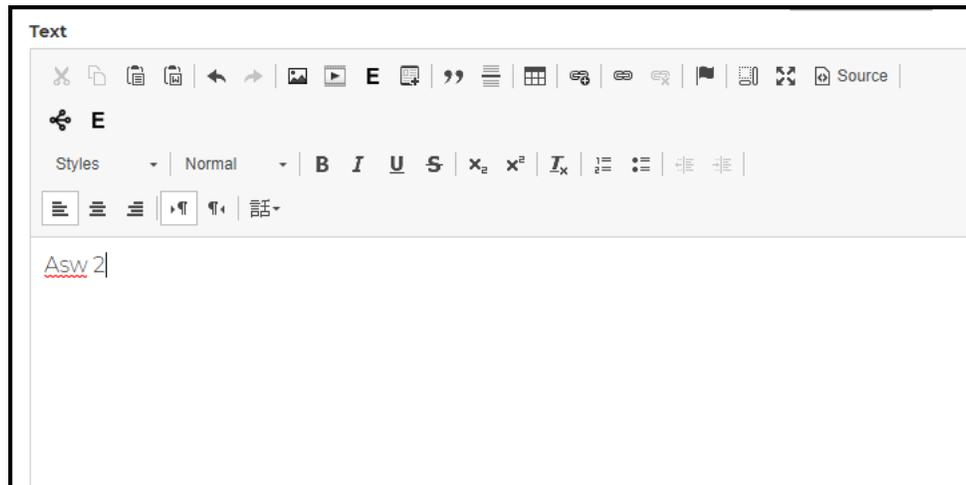
9. Select the “Add Component” button.



10. Select “**Rich Text**” to create an answer section.



11. Enter the FAQ answer. (Note: If you are copying information from a document, you must first copy the information into Notepad.) Copy from Notepad to the **FAQ answer section.**)

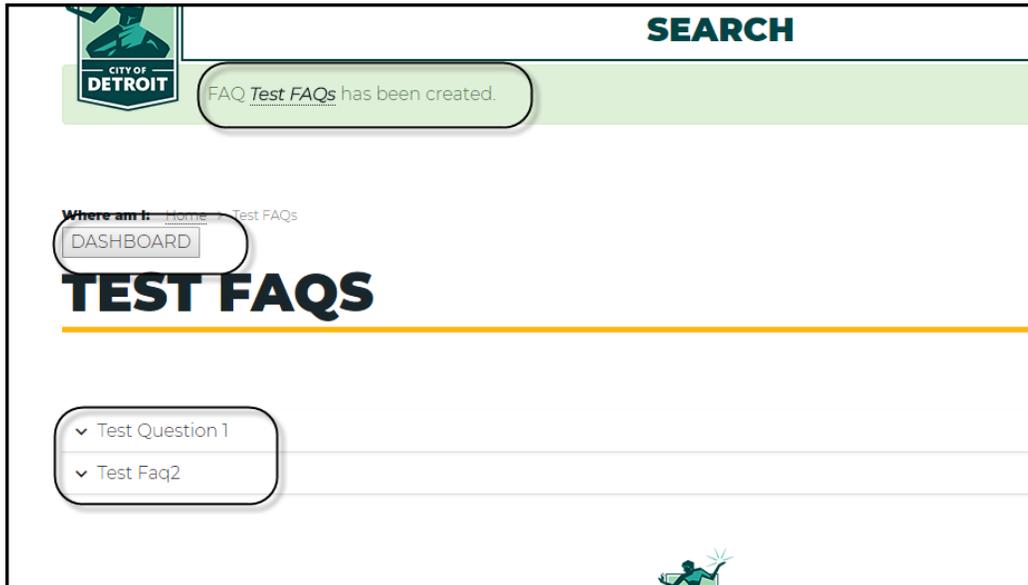


12. Repeat steps 7 through 11 until all FAQs are created.

13. Click the “**Save**” button to create FAQs.



14. You will receive the message “FAQ *Test FAQs* has been created. Click the “Dashboard” button to return and continue to add new content or edit.

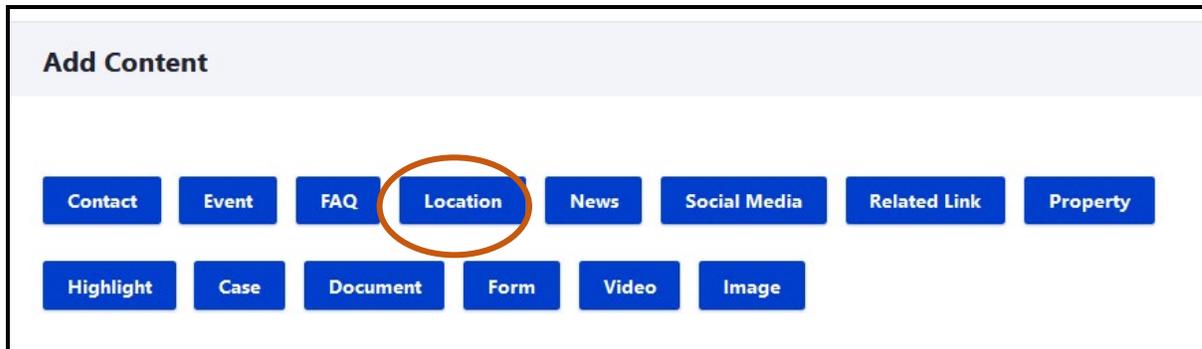


15. The FAQs will appear in the FAQs section on your page.

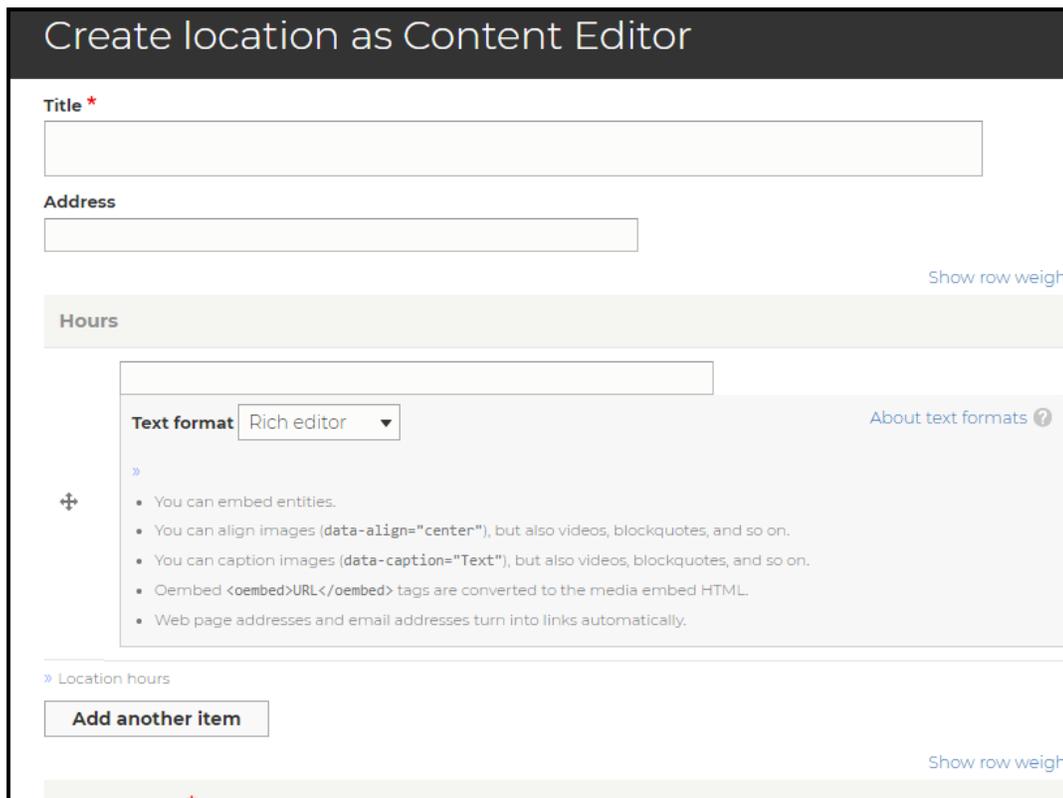


Add Content – Location

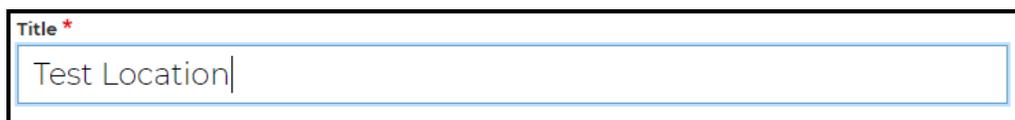
1. Select "Location" on the dashboard.



2. Location Dialog box opens to add information for the location.

A screenshot of the 'Create location as Content Editor' dialog box. The dialog has a dark gray header with the text 'Create location as Content Editor'. Below the header, there are several input fields and sections. The first section is 'Title *' with a text input field. The second section is 'Address' with a text input field. Below the address field, there is a 'Show row weigh' link. The third section is 'Hours' with a text input field. Below the hours field, there is a 'Text format' dropdown menu set to 'Rich editor' and a 'About text formats ?' link. Below the text format section, there is a plus icon and a list of bullet points: 'You can embed entities.', 'You can align images (data-align="center"), but also videos, blockquotes, and so on.', 'You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.', 'Oembed <oembed>URL</oembed> tags are converted to the media embed HTML.', and 'Web page addresses and email addresses turn into links automatically.' Below the list, there is a 'Location hours' link and an 'Add another item' button. At the bottom right, there is a 'Show row weigh' link.

3. Enter "Title" for the location. (*Required)

A screenshot of the 'Title *' input field. The field is a text input box with a light blue border. The text 'Test Location' is entered into the field, and the cursor is at the end of the text.

- 4. Enter “**Address**” for the location.

Address
1234 Test St. Test City , MI 48215

- 5. (Optional) Enter “**Hours**” if the location has hours of operation

Hours
Mon - Fri 8:00 am - 10:00 am

- 6. To add additional hours; select the “**Add another item**” button.

Add another item

Text format Simple editor v

- 7. Enter the additional hours for the location.

Saturday: 11:00 am - 5:00 pm
Text format Simple editor v

- 8. Enter the “**Department Name**” associated with the location. (*Required)

Department *
+ Department of Innovation and Technology (41)

9. (Optional) Enter "Phone" for the location

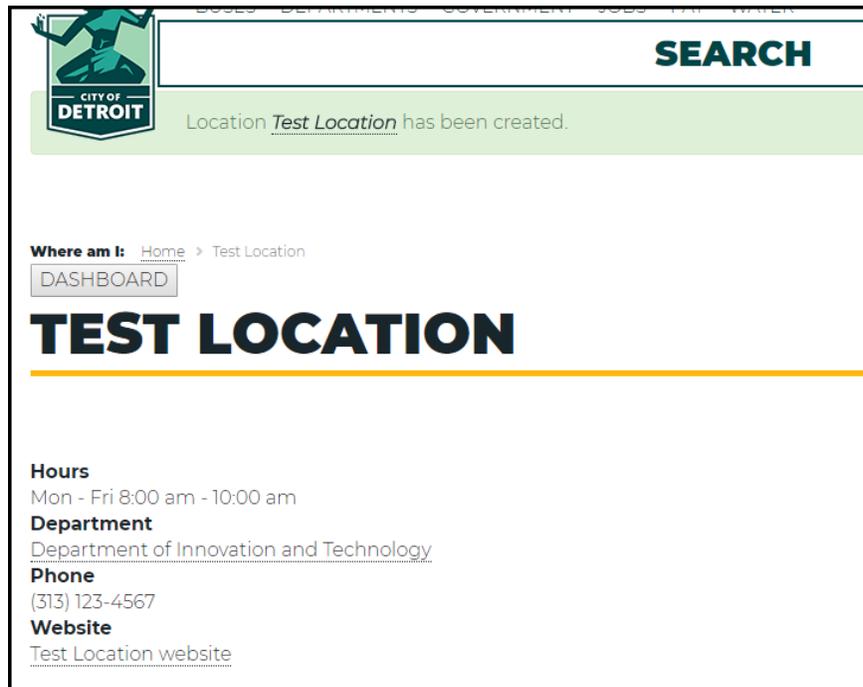


A screenshot of a web form with a header labeled "Phone". Below the header is a text input field containing the phone number "(313) 123-4567". To the left of the input field is a small icon of a plus sign inside a square.

10. Click the "Save" button to create the location.



11. You will receive the message "Location Test Location has been created. Click the "Dashboard" button to return and continue to edit or add new content.



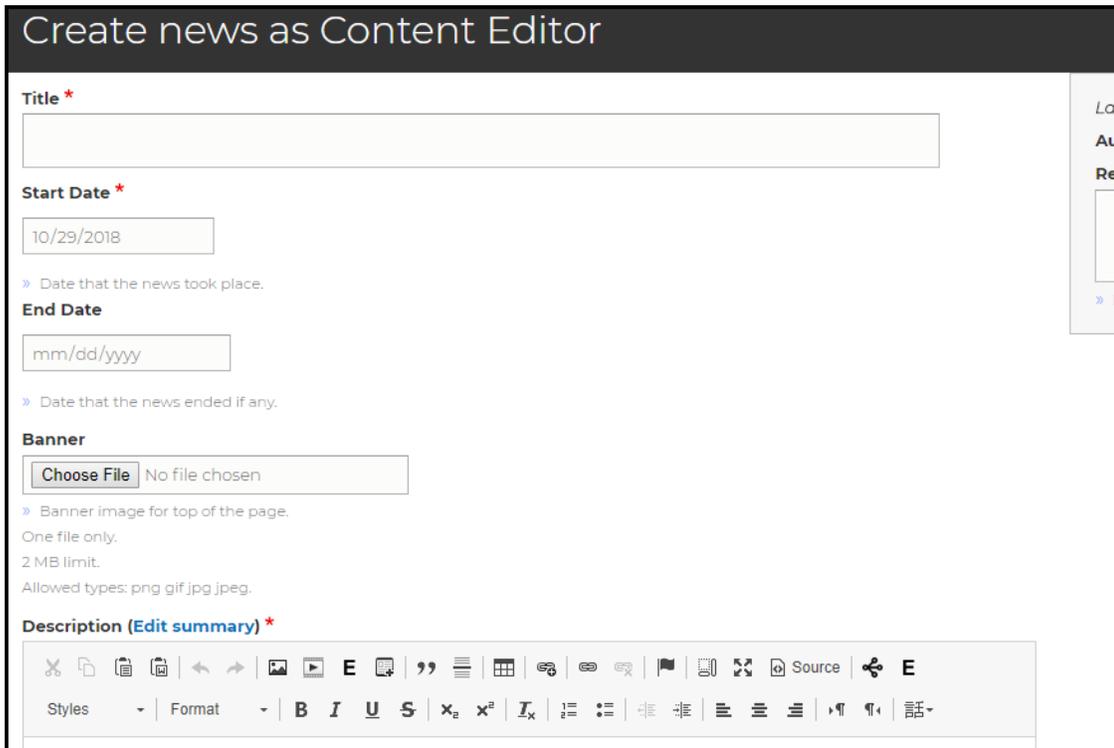
A screenshot of a web dashboard for the City of Detroit. At the top left is the City of Detroit logo. To the right is a search bar with the word "SEARCH" in blue. Below the search bar is a green notification banner that says "Location Test Location has been created." Below the banner is a breadcrumb trail: "Where am I: Home > Test Location". A button labeled "DASHBOARD" is visible. The main heading is "TEST LOCATION" in large, bold, black letters, underlined with a thick orange line. Below the heading are several sections: "Hours" (Mon - Fri 8:00 am - 10:00 am), "Department" (Department of Innovation and Technology), "Phone" ((313) 123-4567), and "Website" (Test Location website).

Add Content – News

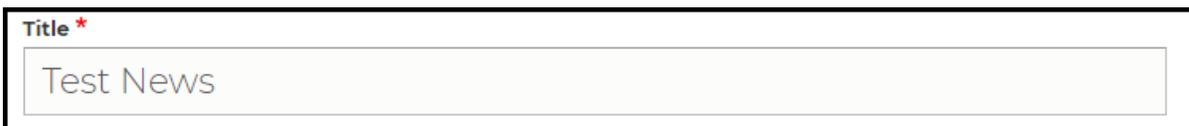
1. Select "News" on the dashboard under Add Content.



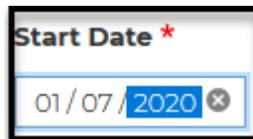
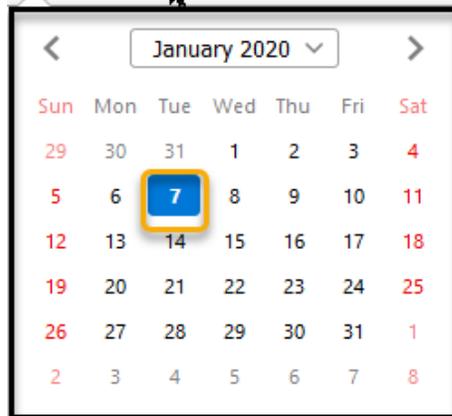
2. The News Dialog box opens to add information about the news.



3. Enter "Title" for the news. (*Required)



4. Select the start date from the calendar. (***Required**)



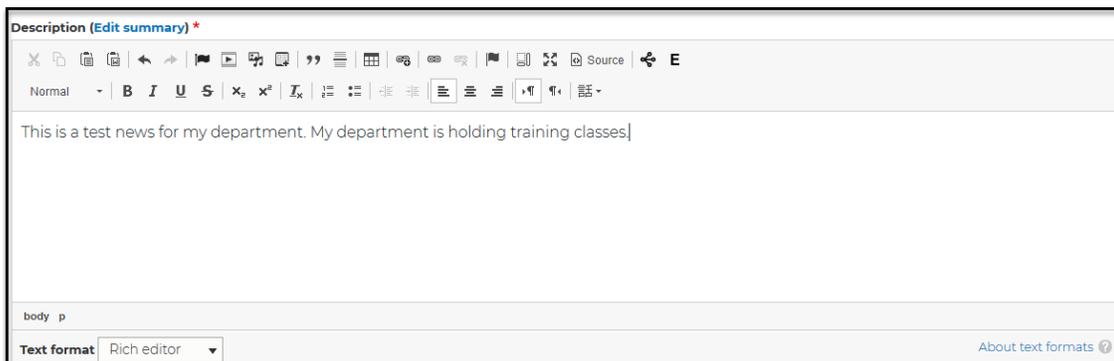
5. Click the “**Edit Summary**” button



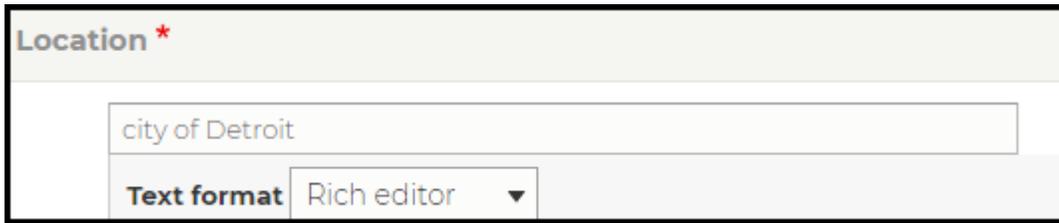
6. Enter the summary information for the news.



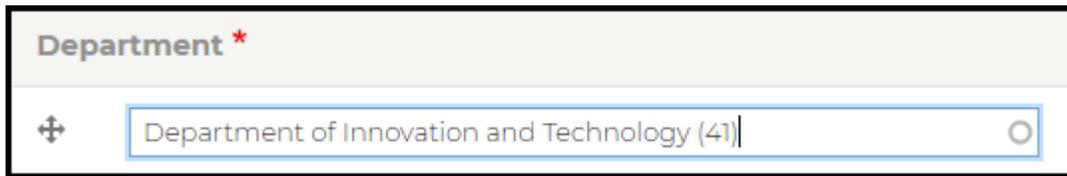
7. Enter the “**Description**” for the news. (***Required**) (*Note: If you are copying information from a document, you must first copy it into Notepad. Then, copy the information from Notepad to the News Description section.*)



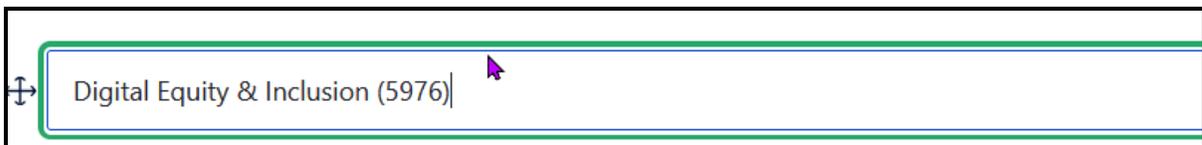
- 8. If citywide, enter “**City of Detroit**” in Location. Others enter the location for the news. (***Required**) In this area, you can type the information; there is no dropdown.



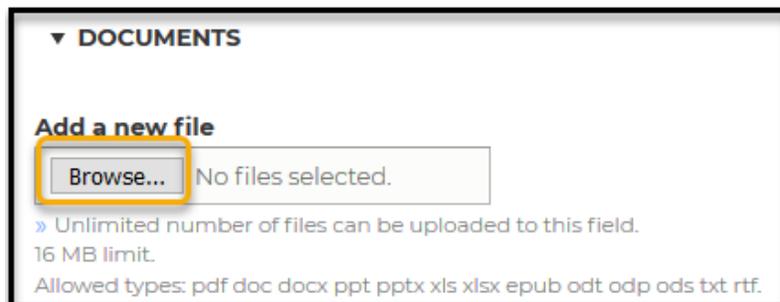
- 9. Enter the department or page name where the news will reside. (***Required**)

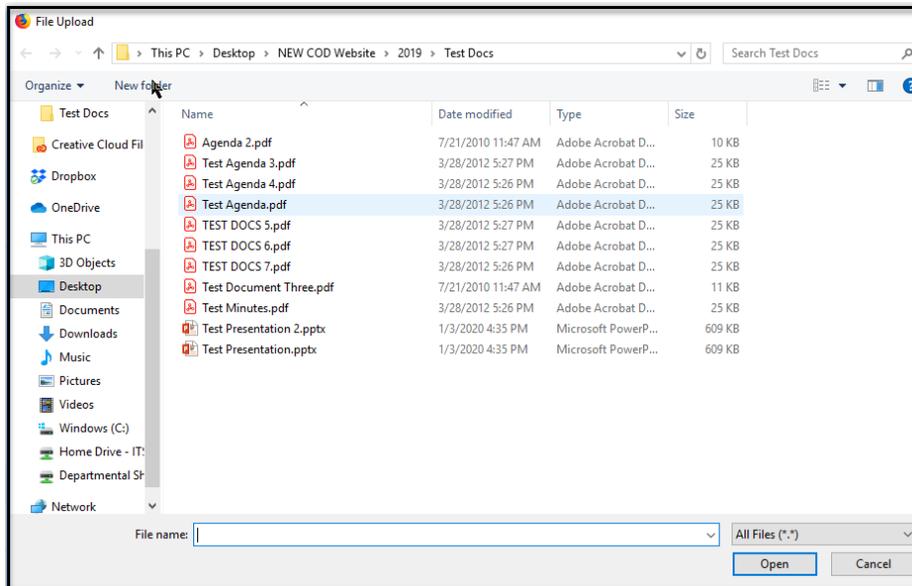


- 10. To add the news to additional pages, select the “Add **another item**” button and select the page.

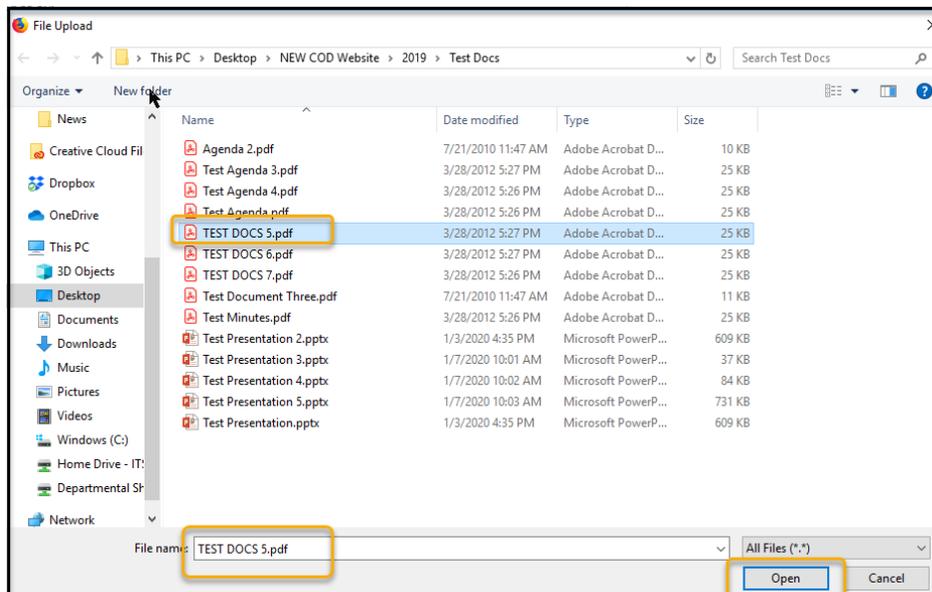


- 11. If documents are associated with the news, select the “**Browse**” button to navigate to the file's location. (*Note: File Size Limit 16 MB. Allow types: pdf, doc, docx, ppt, pptx, xls, xlsx*)





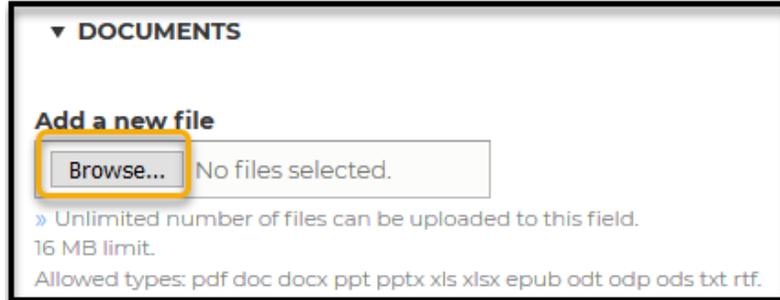
12. Select the file to attach to the news.



13. The file is attached. In the description, give a title for the document.



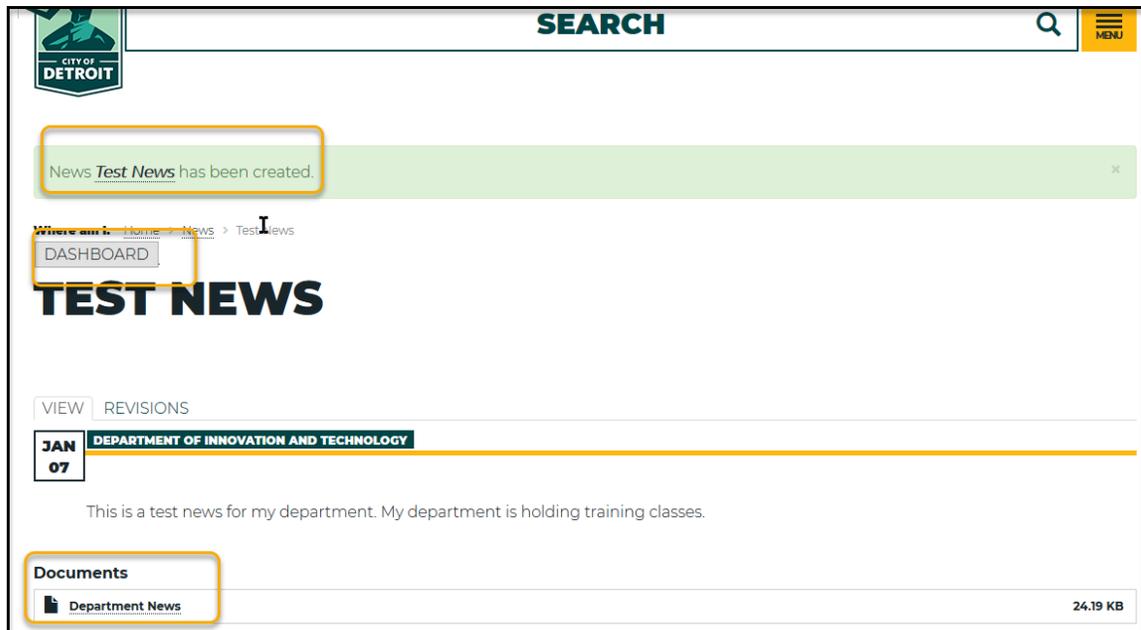
14. To add additional files, select the “**Browse**” button and repeat steps #12 and #13 until you have all the files you want associated with this news.



15. Click the “**Save**” button to create the news.



16. You will receive the message “News Test News has been created. Click the “**Dashboard**” button to return and continue to edit or add new content.



17. The News will appear in the News & Events section on your page.

NEWS & EVENTS

JAN 07
NEWS
Test News
This is a test news for my department. My department is holding training classes.

JAN 07
EVENT
Test Meeting
The Department of Innovation is hosting a meeting.

MORE EVENTS >

MORE NEWS >

Add Content – Related Link

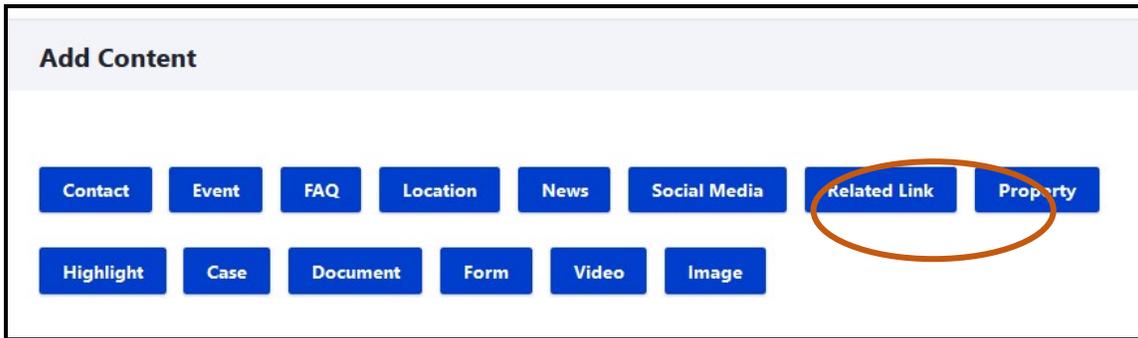
Overview

Types of Related Links:

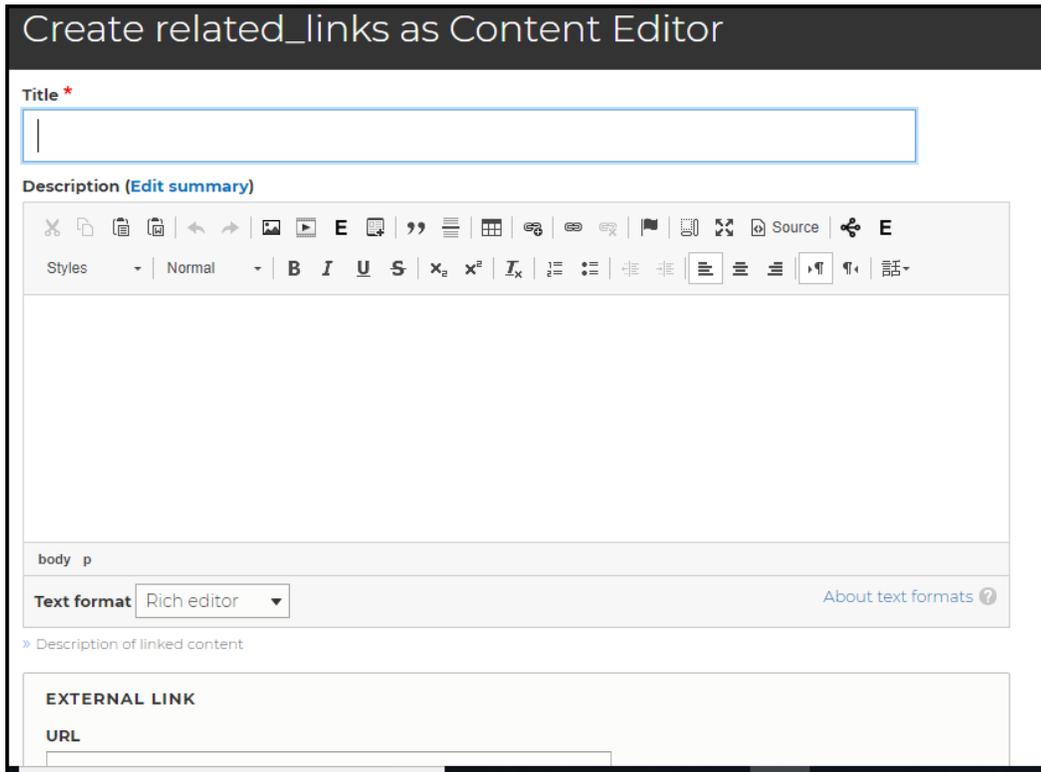
- External: Links to Agencies outside the City of Detroit
- Internal: Link to City Departments or Divisions

Add Content – Related Link - External

1. Select "**Related Link**" on the dashboard.



2. The Related Link Dialog box opens to add the information for the related link.



3. Enter the “**Title**” for related link. (***Required**)

Title *

4. If the related link is an external link, enter the URL and Link text.

EXTERNAL LINK

URL

» This must be an external URL such as <http://example.com>.

Link text

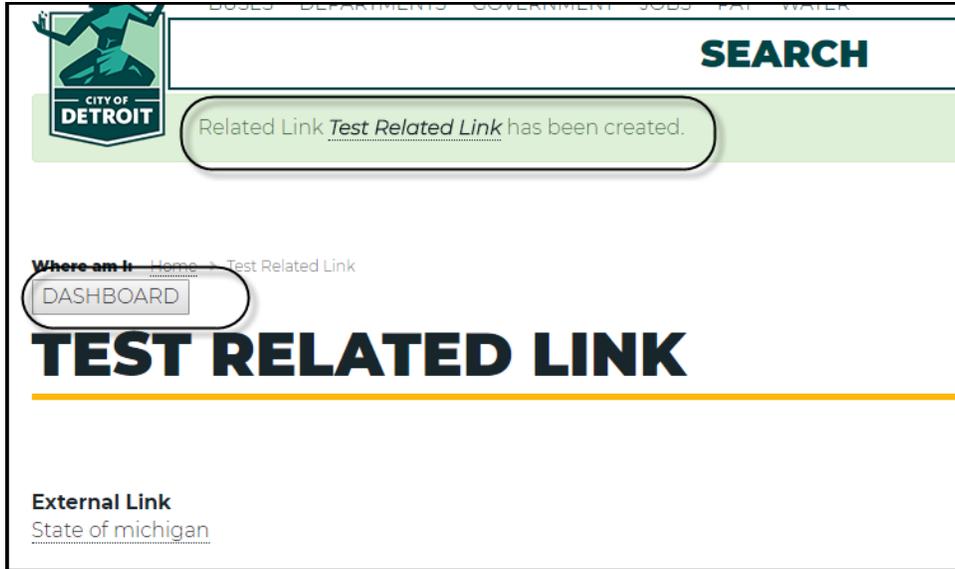
5. Enter the department page or page name where the external related link will reside.

Department *

6. Click the “**Save**” button to create the contact.



7. You will receive the message “**Related Link Test Internal Related Link has been created.** Click the “**Dashboard**” button to return and continue to edit or add new content.

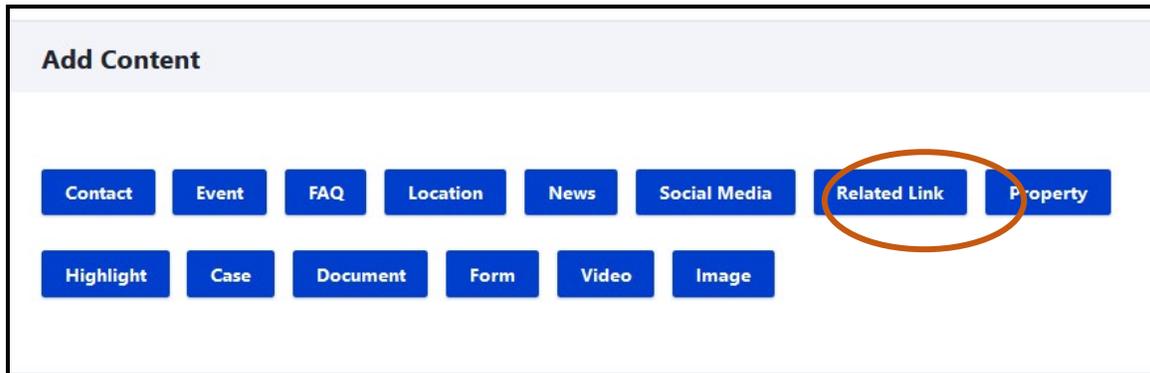


8. The Related links will appear in the Related Links section on your page.

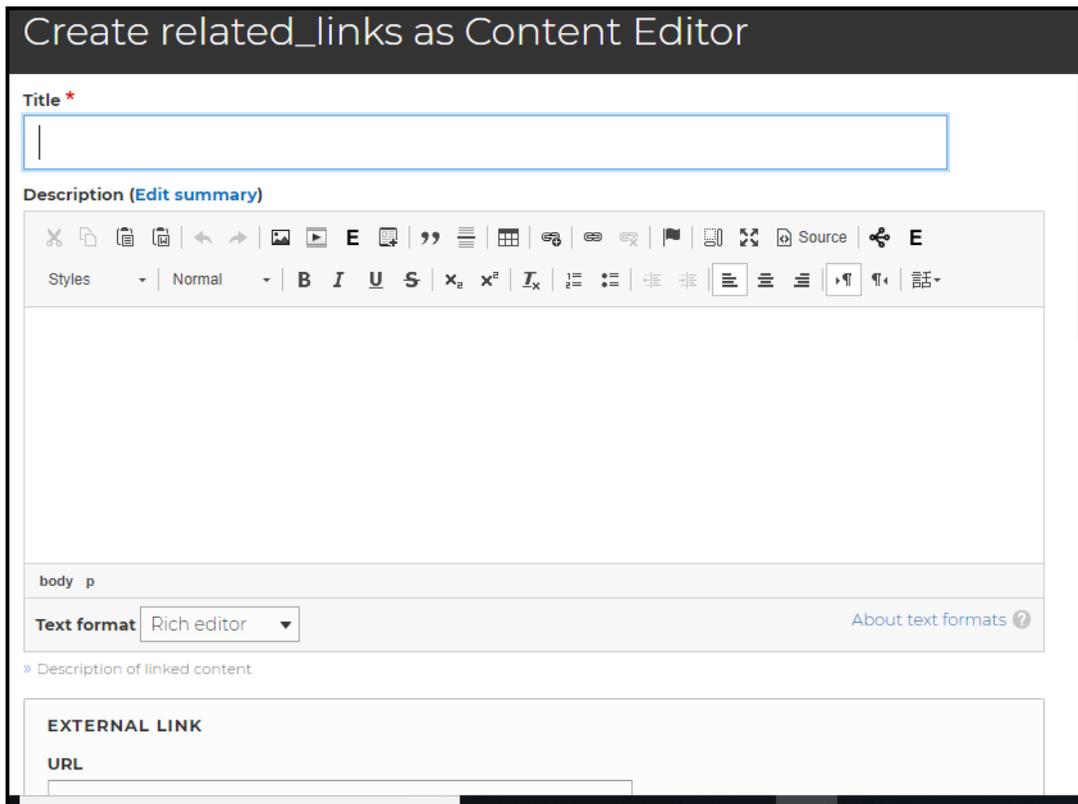


Add Content – Related Link - Internal

1. Select "**Related Link**" on the dashboard.



2. The Related Link Dialog box opens to add the information for the related link.

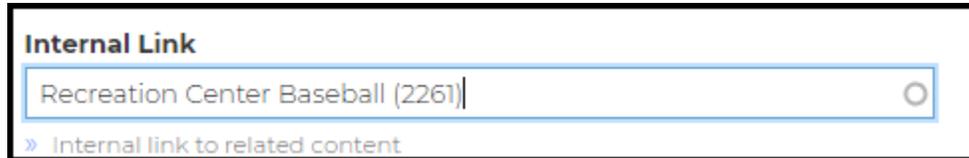


3. Enter the “**Title**” for the internal related link. (***Required**)



A screenshot of a form field with a light gray header containing the text "Title *". Below the header is a white input box with a thin border containing the text "Test Internal Related Link".

4. Select the page for the internal link.



A screenshot of a form field with a light gray header containing the text "Internal Link". Below the header is a dropdown menu with a blue border. The selected item is "Recreation Center Baseball (2261)". Below the dropdown is a small blue arrow icon and the text "Internal link to related content".

5. Select the department page or page name on which the related link will reside.

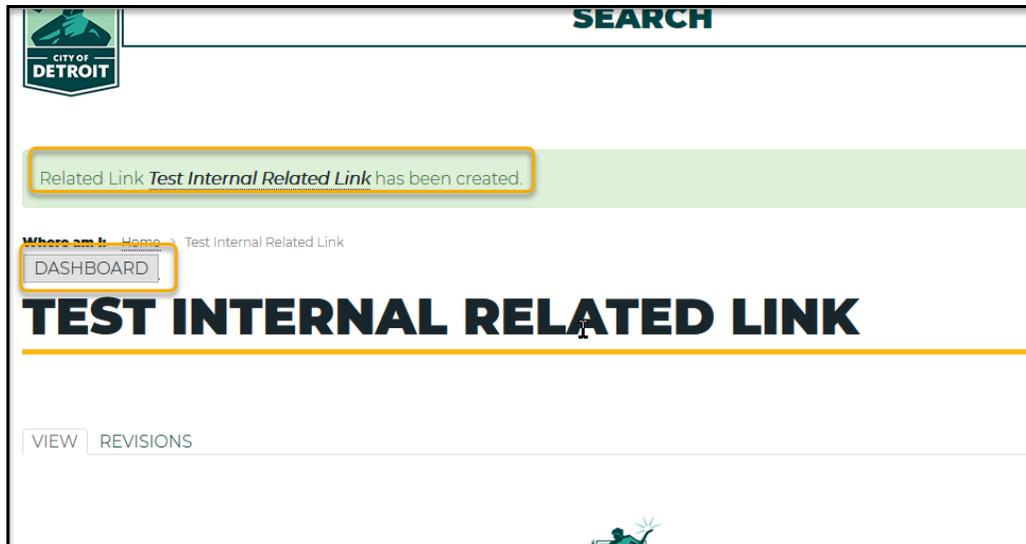


A screenshot of a form field with a light gray header containing the text "Department *". Below the header is a dropdown menu with a blue border. The selected item is "Department of Innovation and Technology (41)". To the left of the dropdown is a small blue plus icon.

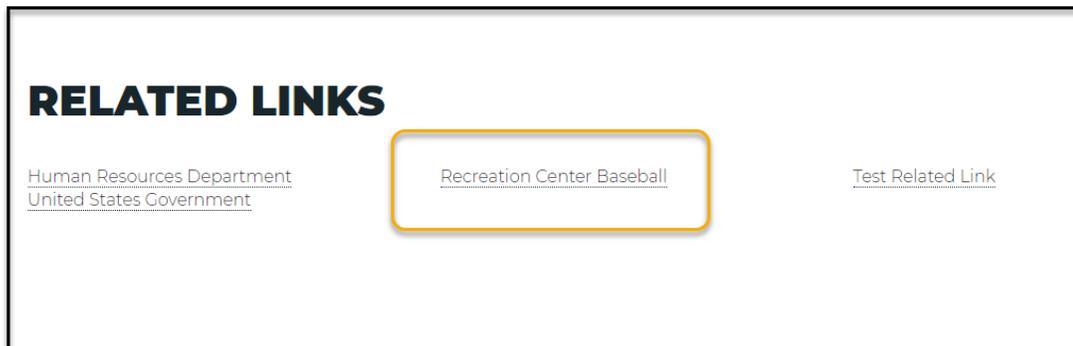
6. Click “**Save**” button to create the related link.



7. You will receive the message “**Related Link *Test Internal Related Link* has been created.** Click the “**Dashboard**” button to return and continue to edit or add new content.



8. The Related Links will appear in the Related Links section on your page.



Add Content – Document

Overview

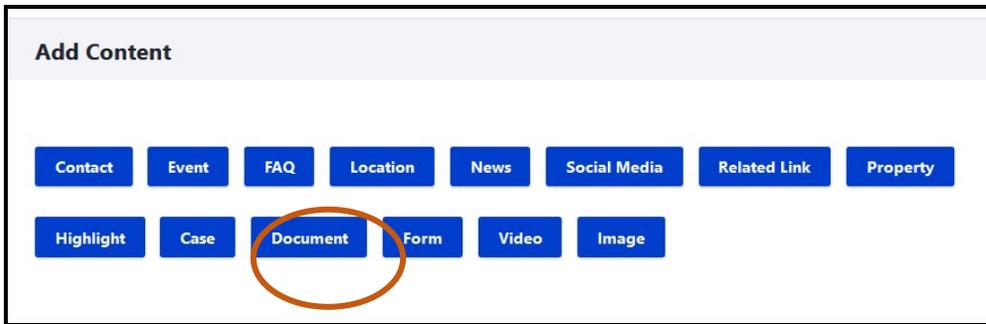
If the document is an informational page, it is under the “**Documents**” Section.

Types of Documents:

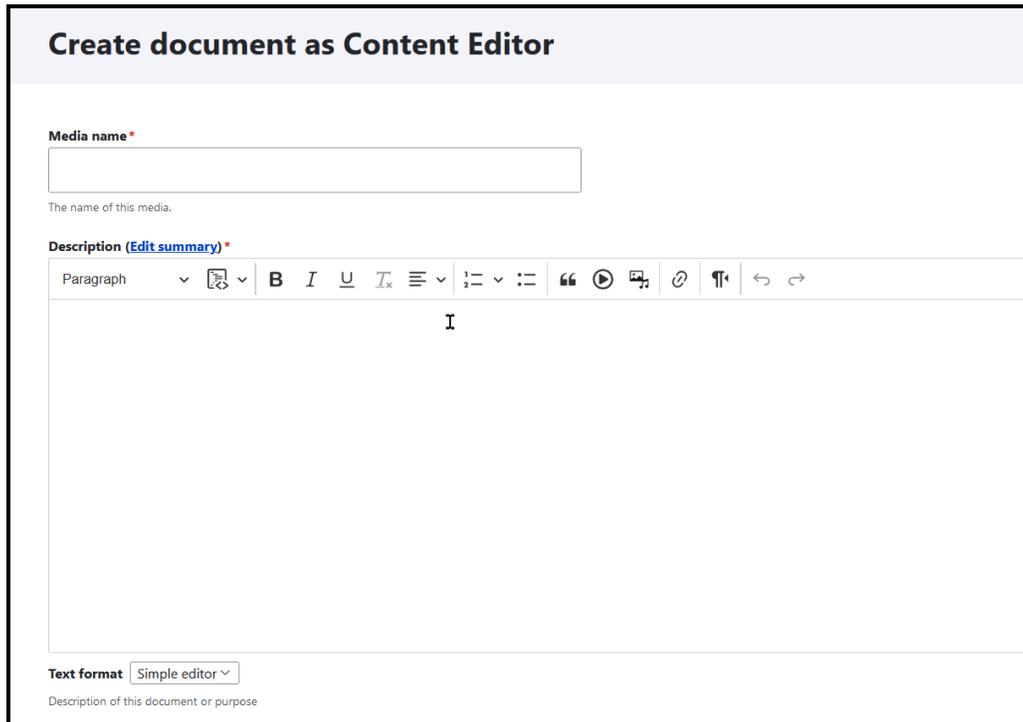
- Internal: Documents within the City of Detroit Departments or Divisions
- External: Documents on other agencies outside the City of Detroit

Add Content – Documents - Internal

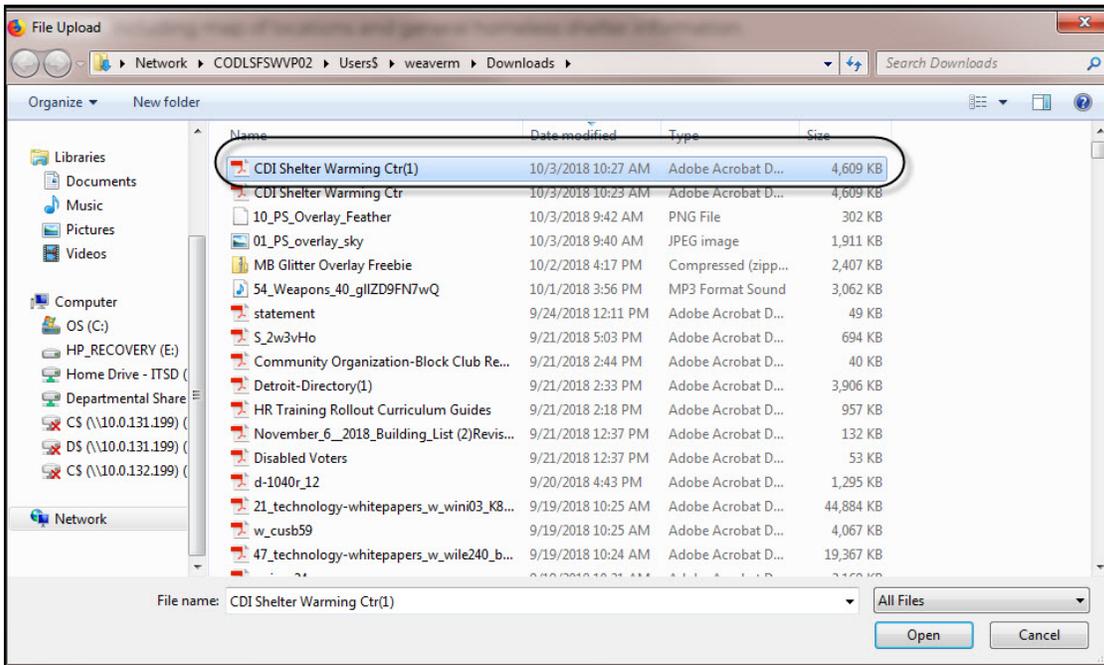
1. Select "**Document**" on the dashboard.



2. The Document Dialog box opens to add information about the document.



6. Select the new file.



7. Select “Open” to insert the document.



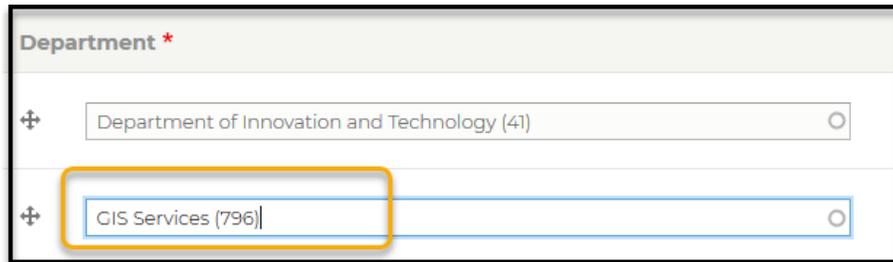
8. Select the Department or page name the document is assigned.



9. **Optional:** Select “Add another item” to attach document on another page.



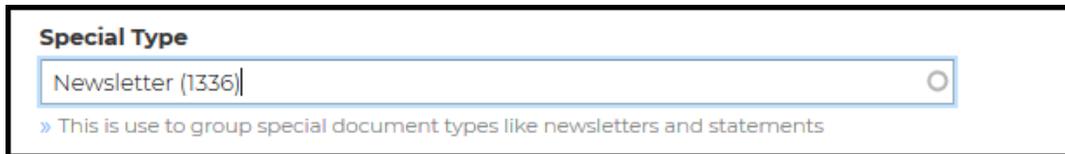
10. Select the page.



A screenshot of a web form titled "Department *". It features a dropdown menu with two visible options: "Department of Innovation and Technology (41)" and "CIS Services (796)". The "CIS Services (796)" option is highlighted with a blue border and a yellow rectangular callout box.

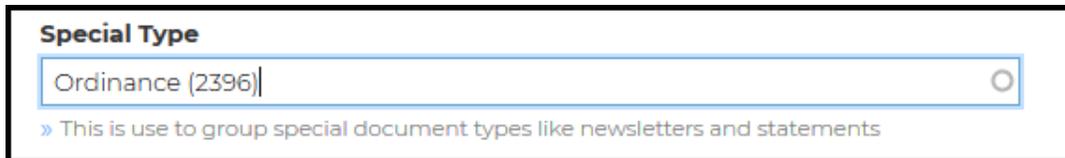
City Council Documents

11. If the document is newsletter, enter “**Newsletter**” Special Type.



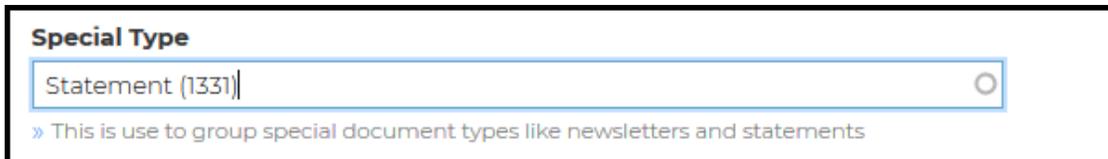
A screenshot of a web form titled "Special Type". The dropdown menu is set to "Newsletter (1336)". Below the dropdown, there is a small blue link that reads: "» This is use to group special document types like newsletters and statements".

12. If the document is an ordinance, enter “**Ordinance**” Special Type.



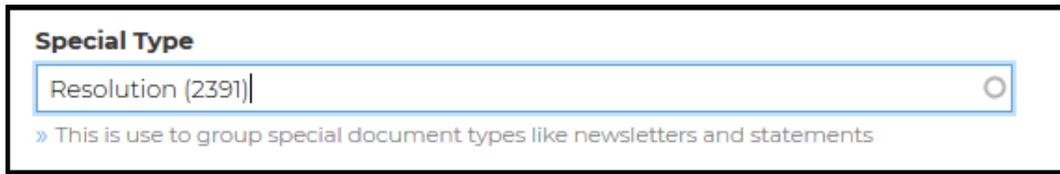
A screenshot of a web form titled "Special Type". The dropdown menu is set to "Ordinance (2396)". Below the dropdown, there is a small blue link that reads: "» This is use to group special document types like newsletters and statements".

13. If the document is a statement, enter “**Statement**” Special Type.



A screenshot of a web form titled "Special Type". The dropdown menu is set to "Statement (1331)". Below the dropdown, there is a small blue link that reads: "» This is use to group special document types like newsletters and statements".

14. If the document is a resolution, enter “**Resolution**” Special Type.



A screenshot of a web form. At the top, the text "Special Type" is displayed in bold. Below it is a dropdown menu with a light blue border. The selected option is "Resolution (2391)". To the right of the dropdown is a small circular icon. Below the dropdown, there is a small blue arrow pointing right followed by the text "» This is use to group special document types like newsletters and statements".

15. If the document is a memo, enter “**Memo**” in Special Type.

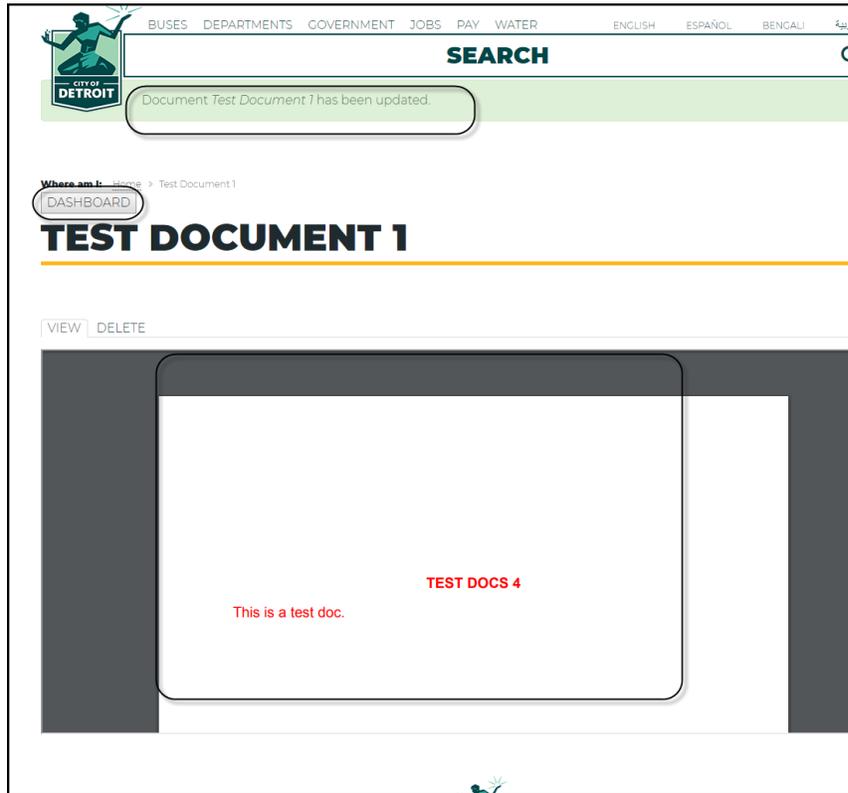


A screenshot of a web form. At the top, the text "Special Type" is displayed in bold. Below it is a dropdown menu with a green border. The selected option is "Memo (9606)". To the right of the dropdown is a magnifying glass icon. A mouse cursor is visible over the "Special Type" text.

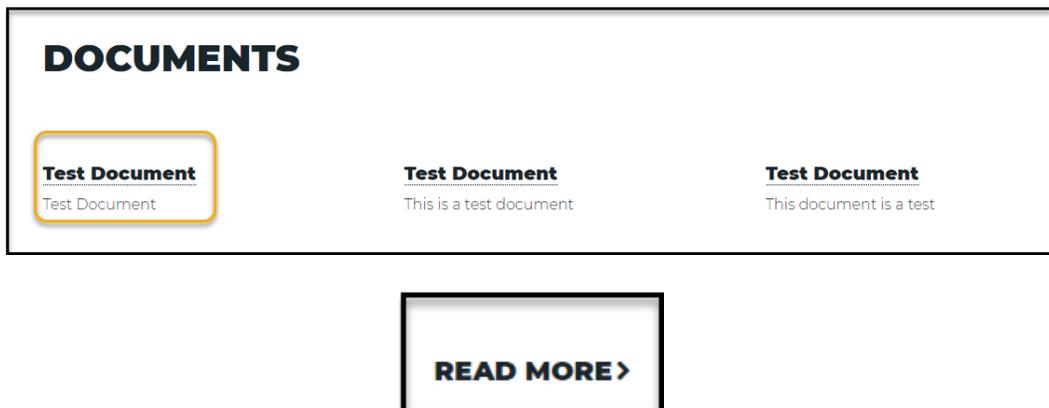
16. Click “**Save**” button to add the document to the website,



17. You will receive the message “Document *Test Document 1* has been created. Click the “Dashboard” button to return and continue to edit or add new content.



18. The document will be in the document section on the page. If there are more than six documents, click “Read More” to view list.



DOCUMENTS

NAME	DEPARTMENT	GOVERNMENT	
<input type="text"/>	<input a="" am="" and="" appointment="" been="" been!="" blessed="" can="" citizen="" city="" council="" day="" detroit.<="" each="" every="" express="" for="" given="" great="" hardly="" how="" i="" it's="" my="" of="" one="" our="" p="" s="" serve="" since="" to="" type="text" value='"Department of Innovation and Technology""/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">PURPOSE</td> </tr> <tr> <td><input type="text"/></td> <td colspan="2" style="text-align: right;"><input type="button" value="APPLY"/></td> </tr> </table>
 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>Test Document
Test Document</p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>Test Document
This is a test document</p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>Test Document
This document is a test</p> </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> <p>October 2014 Department of Innovation and Technology Restructuring
October 2014 Department of Innovation and Technology Restructuring</p> </td> <td style="vertical-align: top; padding: 5px;"> <p>November 2014 Report - Submitted December 15, 2014
November 2014 Report - Submitted December 15, 2014</p> </td> <td style="vertical-align: top; padding: 5px;"> <p>December 2014 Report - Submitted January 15, 2015
December 2014 Report - Submitted January 15, 2015</p> </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> <p>January 2015 Report - Submitted February 15, 2015
January 2015 Report - Submitted February 15, 2015</p> </td> <td style="vertical-align: top; padding: 5px;"> <p>February 2015 Report - Submitted March 15, 2015
February 2015 Report - Submitted March 15, 2015</p> </td> <td style="vertical-align: top; padding: 5px;"> <p>April 2015 Report - Submitted May 18, 2015
April 2015 Report - Submitted May 18, 2015</p> </td> </tr> </table> </div> </div> <div data-bbox="143 463 456 487" data-label="Section-Header"> <h2>City Council Documents</h2> </div> <div data-bbox="173 504 870 540" data-label="Text"> <p>19. If you enter “Newsletter” in the Special Type field, the document will appear in the Newsletter Section of the web page.</p> </div> <div data-bbox="168 555 853 743" data-label="Form"> <div style="border: 1px solid black; padding: 10px;"> <h2 style="margin: 0;">NEWSLETTERS</h2> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>July 2016 Newsletter
It' what="" within="" wonderful="" words="" year="" you="" your=""/>	<p>Seniors Newsletter It is my privilege to serve you and every Detroit resident as your Council Member At-Large. I know our seniors have worked hard their entire lives and continue to play active roles in our communities</p>	<p>October 2016 Newsletter As your City Council Member-at-Large, I want to ensure our citizens are informed and engaged with everything happening in our city. In this newsletter you will find information on issues important to Detroiters such as the new water and drainage rates, tax payment options, the City Wide Lead Hazard Reduction Program, my coffee hours, DDOT's Fresh Wagon program, and the Improve Detroit app.</p>

20. If you enter “**Ordinance**” in the Special Type field, the document will appear in the Ordinance Section of the web page.

ORDINANCES

<p><u>Fair Chance Access to Rental Housing Ordinance Amendment</u></p> <p>Proposed Amendment of Chapter 26 of the 1984 Detroit City Code, <i>Housing</i>, by adding Article V, <i>Fair Chance Access to Rental Housing Ordinance</i></p>	<p><u>Department of Administrative Hearings Ordinance</u></p> <p>That persons delinquent in payment of fines, fees or costs imposed by the Department of Administrative Hearings are not eligible to apply for a building permit, a certificate of use or occupancy or variance, with exceptions.</p>
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21. If you enter “**Statements**” in the Special Type field, the document will be in the Statement Section of the web page.

STATEMENTS

<p><u>Statement on My Position Regarding the Transfer of Cobo Hall to a Regional Authority</u></p> <p>On Tuesday, February 24, 2009, I voted against the resolution to reject the transfer of Cobo Hall to a Regional Authority. I do not believe this is the best deal for the City of Detroit and I certainly do not agree with the process of negotiations that took place in reaching this legislation.</p>	<p><u>Statement on vote on Resolutions passed by City Council</u></p> <p>On May 13, 2008, the Detroit City Council took unprecedented action in our city's history, voting to censure Mayor Kwame M. Kilpatrick and to initiate proceedings to remove the Mayor from public office.</p>	<p><u>Statement on the Wayne County Sheriffs and DDOT Buses</u></p> <p>Brenda Jones Statement on “No” Vote to Wayne County Sheriff Officers on DDOT Buses</p>
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22. If enter “**Resolution**” in Special Type field the document will be in the Resolution Section of the web page.

RESOLUTIONS

<p><u>Juneteenth Resolution</u></p> <p>Resolution for Commemoration of Juneteenth as an Annual Celebration of Black Economic Liberation</p>	<p><u>Secondary Street Name Resolution</u></p> <p>Resolution for the assignment of a secondary street name of Lafayette Street between St. Aubin Street and Beaubien Street to Carl Levin Street.</p>	<p><u>Contracts with Agencies Providing Sevices to Returning Citizens</u></p> <p>Legislative Policy Division (LPD) identified agencies providing services for returning citizens that may also have contracts with the City of Detroit.</p>
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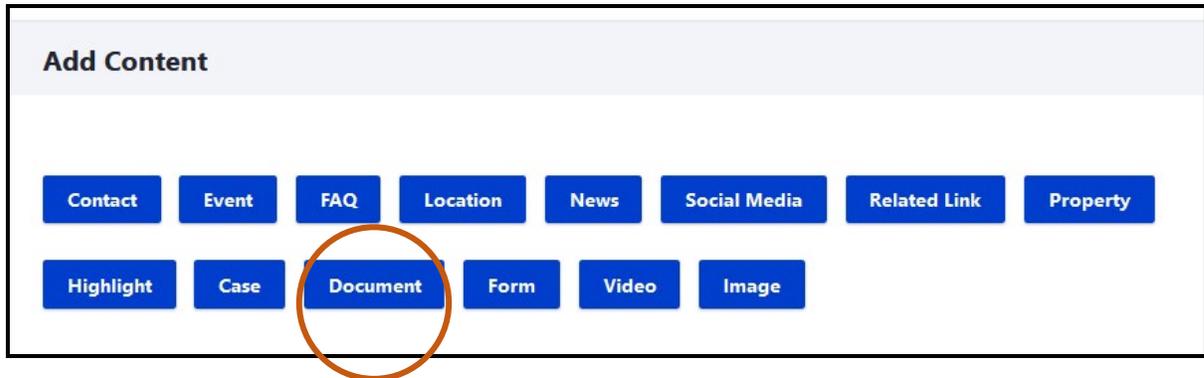
23. If you enter “**Memos**” in the Special Type field, the document will appear in the Memos Section of the web page.

MEMOS

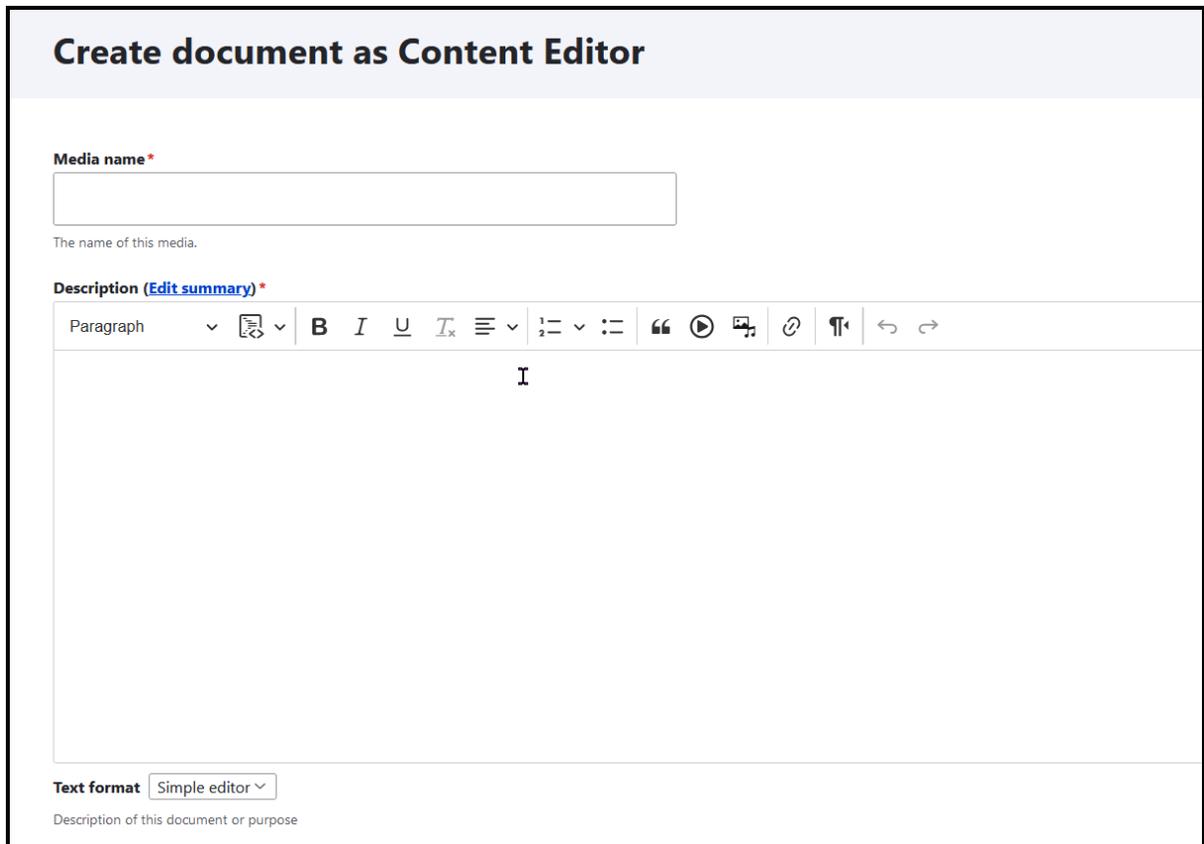
<p><u>Request to Draft Resolution urging the State of Michigan to Provide Funding for Right to Counsel</u></p> <p>Council President Sheffield submitted memo requesting the Legislative Policy Division (LPD) draft a resolution for the State of Michigan to locate a revenue stream to fund Right to Counsel in the City of Detroit</p>	<p><u>Requesting an Opinion on Right to Counsel Funding</u></p> <p>Council President Sheffield submitted memo requesting an opinion from the Legislative Policy Division (LDP) relative to the legality of using General Funds for Right to Counsel</p>	<p><u>Request for Fiscal Impact Report on Property Tax Reform Ordinance</u></p> <p>Council President Sheffield submitted memo requesting a fiscal impact report from the Office of the Chief Financial Officer (OCFO) relative to the Property Tax Reform Ordinance</p>
<p><u>Martin Luther King Jr. Homes Update</u></p> <p>Council President Sheffield submitted memo requesting an update on the affordability contract between HUD and MLK Homes expiring in 2023, including whether it has intentions to renew</p>	<p><u>Request for Resolution Urging State Action on Guns</u></p> <p>Council President Sheffield submitted memo requesting a Resolution be drafted urging the Michigan State Legislature to enact common sense gun laws in light of the recent mass shooting at Michigan State University</p>	<p><u>2% Ticket Surcharge for Events in the Arena District</u></p> <p>Council President Sheffield submitted memo relative to the process of establishing or implementing an Entertainment Surcharge and it's fiscal impact to revenue for the City of Detroit</p>

Add Content – Documents - External

1. Select "**Document**" on the dashboard.



2. The Document Dialog box opens to add information about the document.

A screenshot of the 'Create document as Content Editor' dialog box. The title 'Create document as Content Editor' is at the top. Below it is a form with the following fields:

- Media name ***: A text input field with a placeholder box below it. Below the placeholder is the text 'The name of this media.'
- Description (Edit summary) ***: A rich text editor with a toolbar containing icons for Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (I~~x~~), List (≡), Bulleted List (1/2), Numbered List (1/2), Quote, Video, Image, Link, Unlink, and Undo/Redo. The main text area contains the letter 'I'.
- Text format**: A dropdown menu set to 'Simple editor'.
- Below the dropdown is the text 'Description of this document or purpose'.

3. Enter document name. (*** Required**)

Media name *

Test Document External

» The name of this media.

4. Enter a description of the document. (***Required**)

Description (Edit summary) *

Paragraph

This is an external document

I

Text format Simple editor

5. Enter the “URL” Link and the Link text for the document.

LINK

URL

https://www.michigan.gov/sos/0,4670,7-127-1631_50301-123898--,00.html

» Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add

Link text

Repair Facility Manual

» A link to an external document or page. May include content from data.detroitmi.gov.

6. Enter the “department page” or the page this document will reside on.



A screenshot of a web form titled "Department *". Below the title is a dropdown menu with a plus sign icon on the left and a circle icon on the right. The selected option is "Department of Innovation and Technology (41)". Below the dropdown is a link that says "» Department(s), government entities or initiatives associated with this document."

7. To place this document on additional pages, select the “Add another item” button.



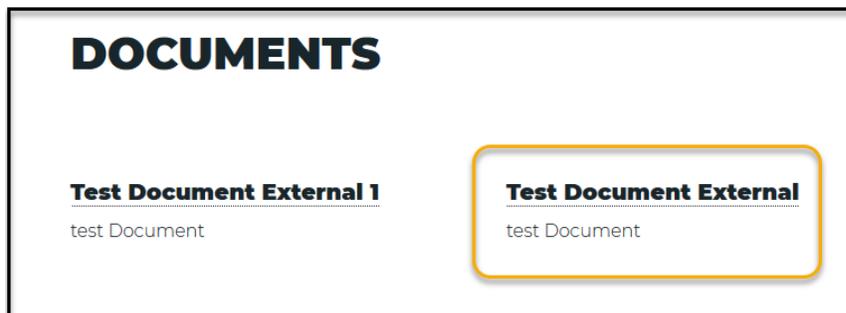
A screenshot of a dropdown menu with a black border and a light gray background. The selected option is "Digital Equity & Inclusion (5976)". The text is centered in a dark gray font.

8. Click “Save” to add the document.



9. You will receive the message “Test Document External” has been created. Click “Dashboard” button to return and continue to edit or add new content.

10. The document appears in the document section.



Add Content – Form

Overview

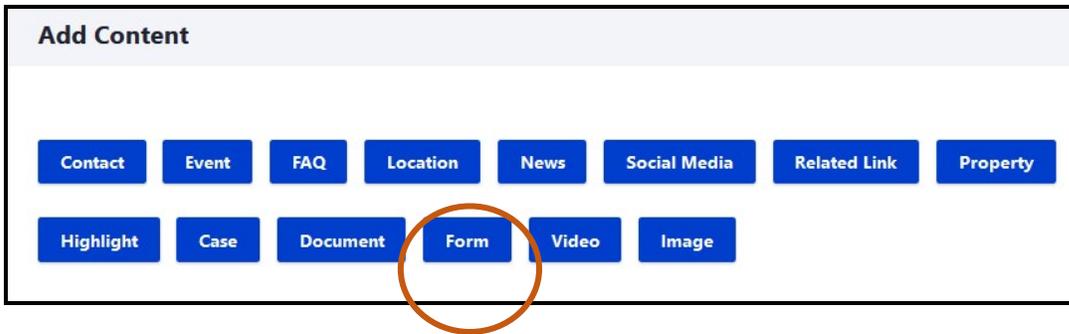
If the document information must be filled out and returned. Place the document in the “Forms” section.

Types of Forms

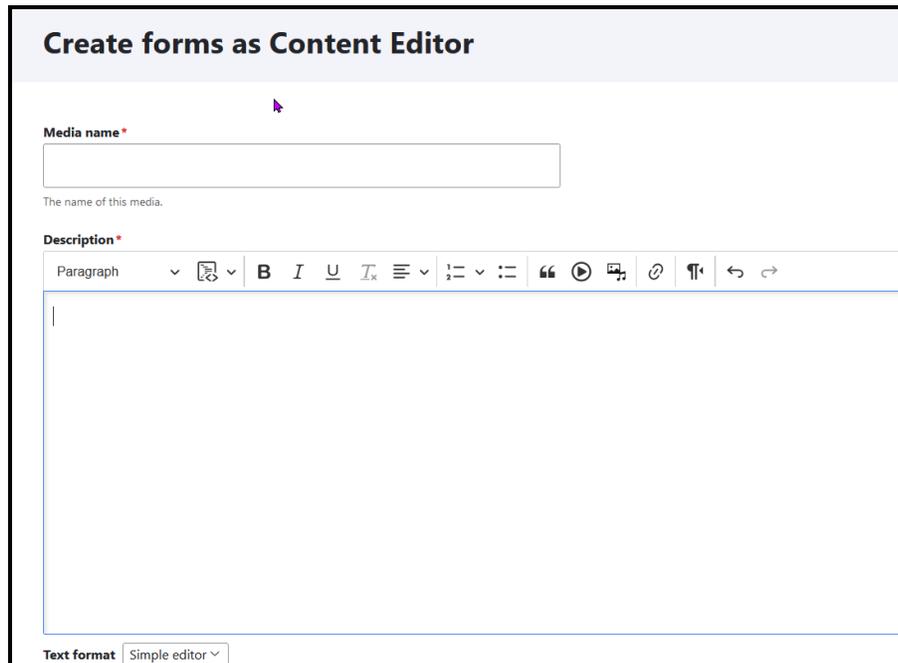
- Internal: Forms used with the City of Detroit Departments or Divisions
- External: Forms used by other agencies outside the City of Detroit.

Add Content – Forms - Internal

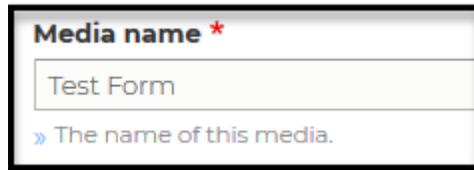
1. Select "**Form**" on the dashboard.



2. Form Dialog box opens to add information about the form.

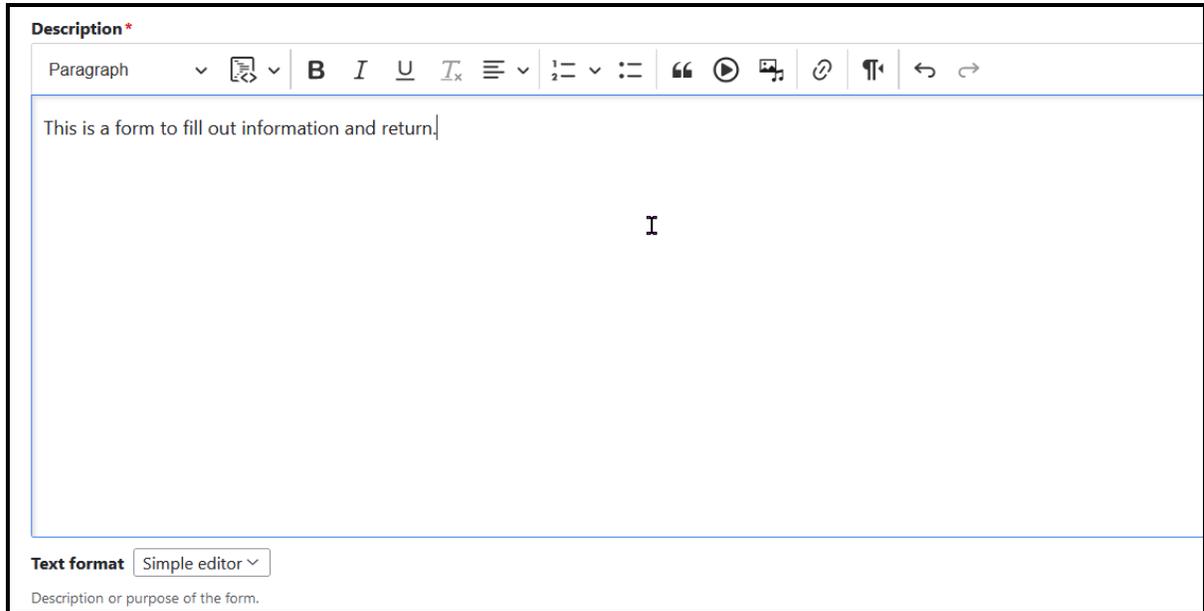


3. Enter “Title” for the form. (*Required)



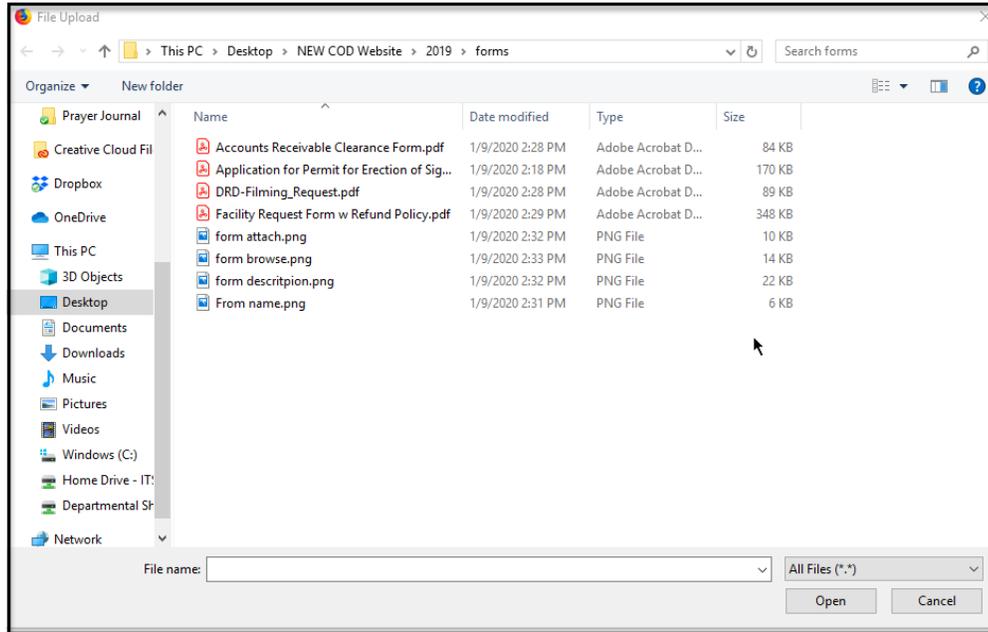
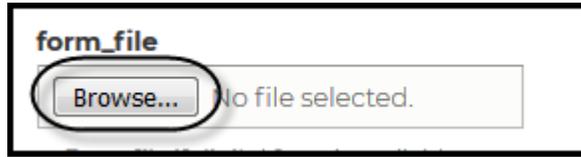
A screenshot of a form field titled "Media name *". The field contains the text "Test Form". Below the field, a tooltip displays the text "» The name of this media."

4. Enter a short “Description” information for the form.

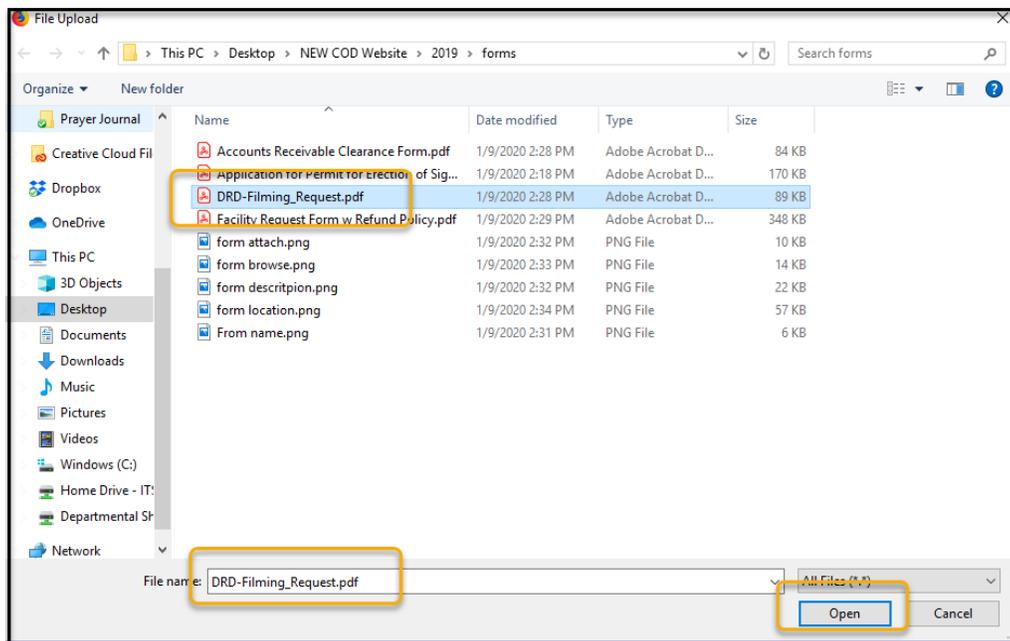


A screenshot of a rich text editor titled "Description *". The editor includes a toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Text color (T_x), List (≡), Bulleted list (•), Quote (”), Video (▶), Link (🔗), and Undo/Redo (↶↷). The main text area contains the text "This is a form to fill out information and return." with a cursor. At the bottom, there is a "Text format" dropdown set to "Simple editor" and a placeholder text "Description or purpose of the form."

- Navigate the location of the form using the browse button.



- Select the form and click “Open”.



7. The form is attached.



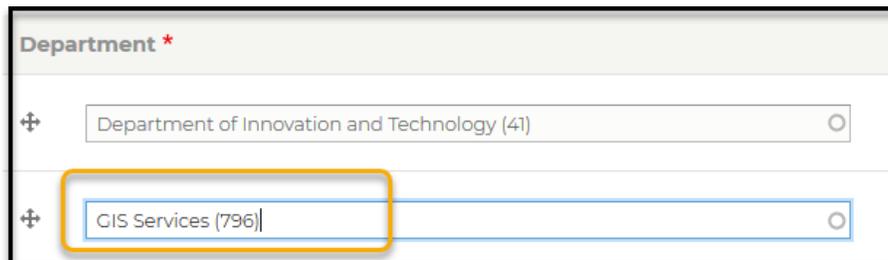
8. Enter the department for the form.



9. **Optional:** Select “Add another item” to attach form on another page.



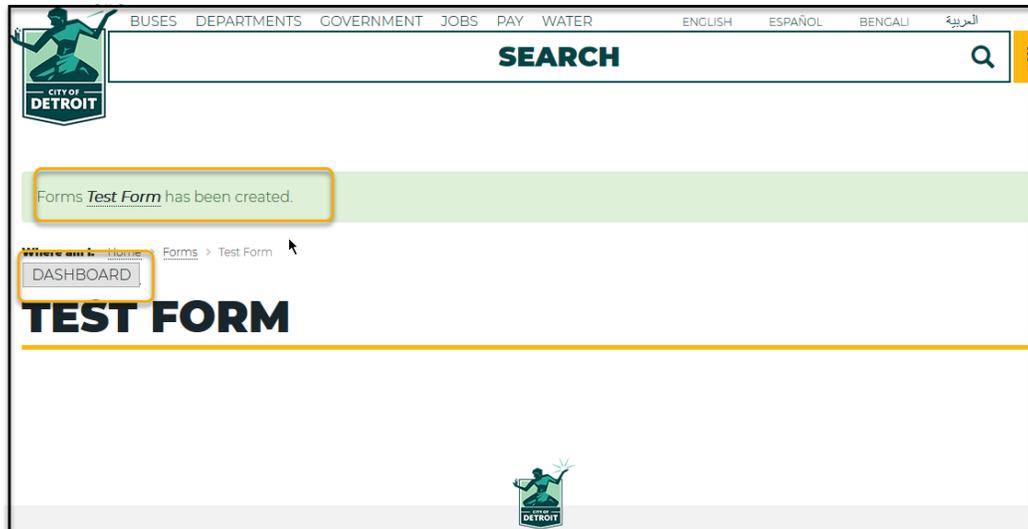
10. Select the page.



11. Click the “**Save**” button to add the form to the webpage.

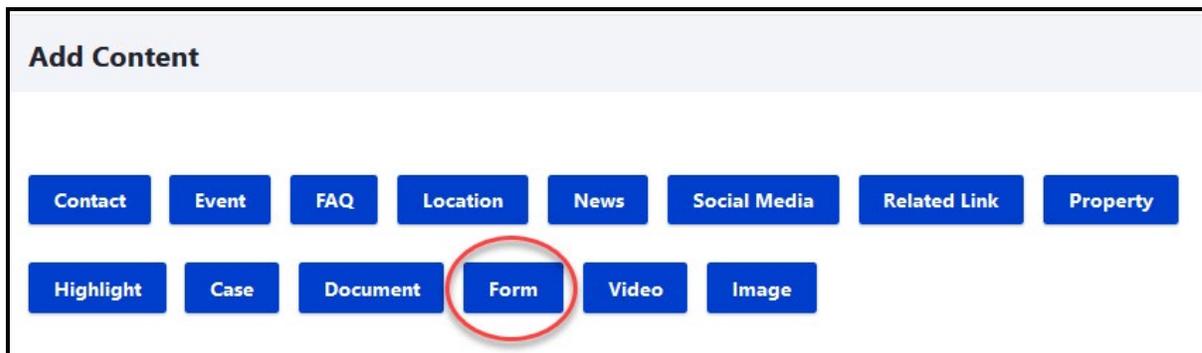


12. You will receive the message “**Form *Test Form* has been created.** Click the “**Dashboard**” button to return and continue to edit or add new content.

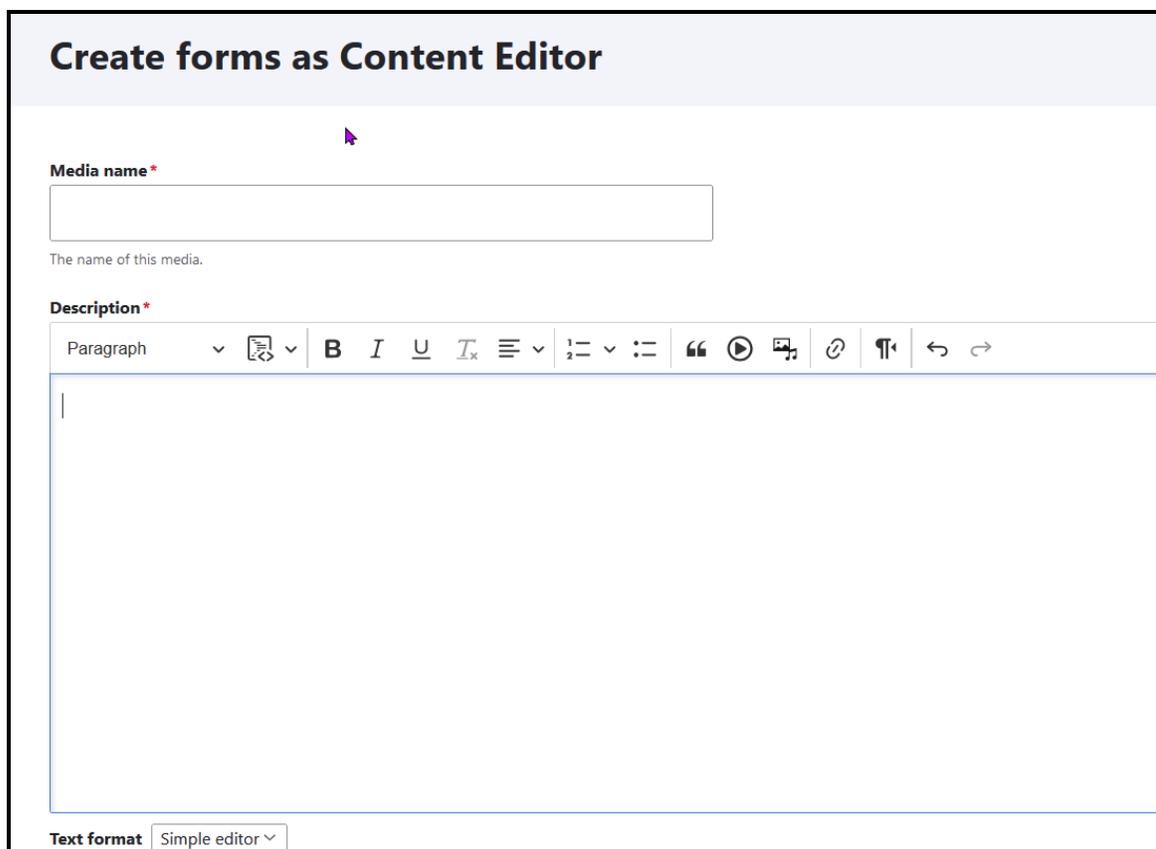


Add Content – Forms – Internal -Smartsheet

1. Select "**Form**" on the dashboard.



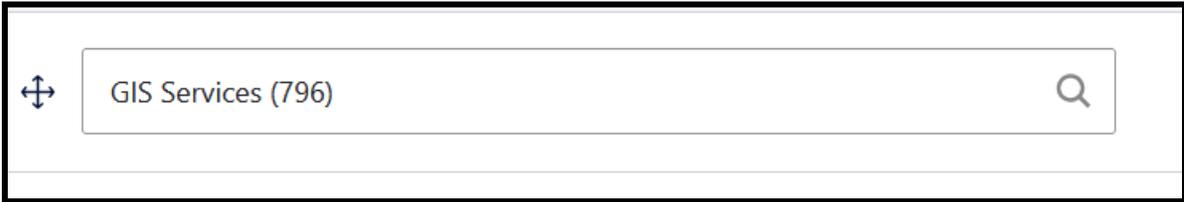
2. Form Dialog box opens to add information about the form.

A screenshot of the 'Create forms as Content Editor' dialog box. The title 'Create forms as Content Editor' is at the top. Below the title, there is a 'Media name*' field with a text input box. Below that, there is a 'Description*' field with a rich text editor. The rich text editor has a toolbar with various icons: Paragraph, a dropdown arrow, a list icon, Bold (B), Italic (I), Underline (U), Strikethrough (T_x), a list icon, a link icon, a quote icon, a play icon, a link icon, a list icon, a left arrow, and a right arrow. Below the rich text editor, there is a 'Text format' dropdown menu set to 'Simple editor'.

7. **Optional:** Select “Add another item” to attach the form on another page.

A rectangular button with a black border and a light gray background. The text "Add another item" is centered in a bold, black, sans-serif font.A horizontal dropdown menu with a black border. On the left side, there is a plus sign icon. The main area is a white text input field. On the right side, there is a small circular icon with a dot inside, representing a dropdown arrow.

8. Select the page.

A horizontal dropdown menu with a black border. On the left side, there is a plus sign icon. The main area is a white text input field containing the text "GIS Services (796)". On the right side, there is a magnifying glass icon representing a search or dropdown arrow.

9. Click “Save” button to add the form to webpage.

A rectangular button with a blue background and a black border. The text "Save" is centered in a white, bold, sans-serif font.

10. The form will be assigned to the form section of the webpage.

FORMS

Web Test Form

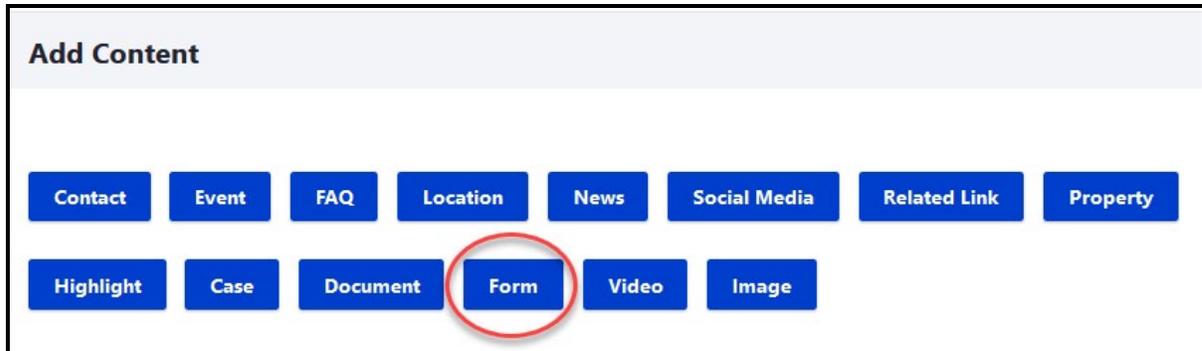
This is a test form for training

Internal Smartsheet Form

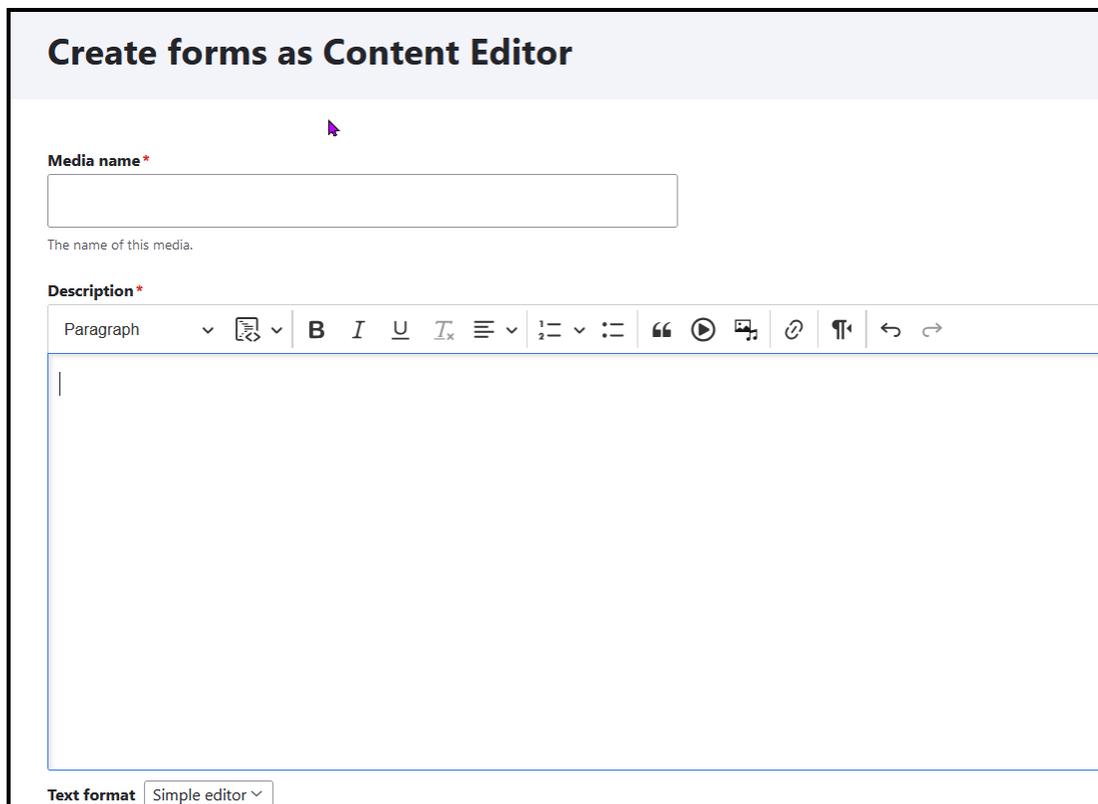
This a smartsheet form used for training.

Add Content – Forms – External

1. Select "**Form**" on the dashboard.

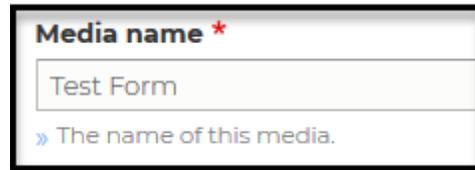


2. Form Dialog box opens to add information about the form.



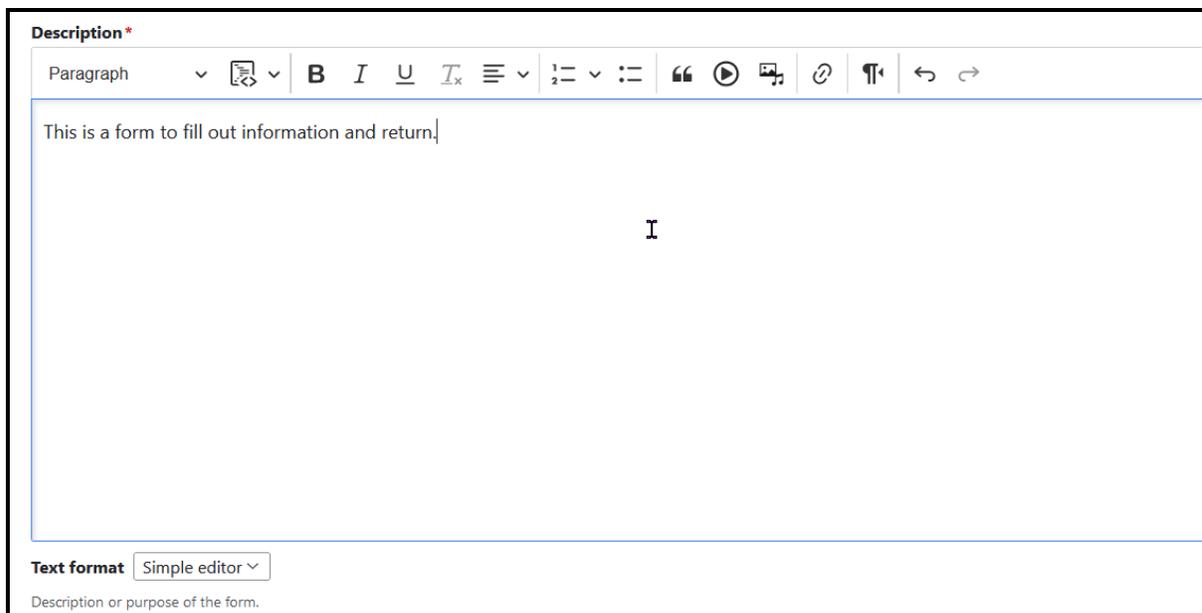
The screenshot shows the 'Create forms as Content Editor' dialog box. The title is 'Create forms as Content Editor'. Below the title, there is a 'Media name*' field with a text input box. Below the input box, there is a small text label 'The name of this media.'. Below that, there is a 'Description*' field with a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, link, unlink, and undo/redo. Below the rich text editor, there is a 'Text format' dropdown menu set to 'Simple editor'.

3. Enter “**Title**” for the form. (***Required**)



The screenshot shows a form field titled "Media name" with a red asterisk indicating it is required. The text "Test Form" is entered into the field. Below the field, there is a blue tooltip that reads "» The name of this media."

4. Enter a short “**Description**” for the form.



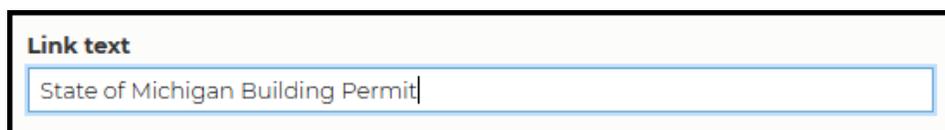
The screenshot shows a rich text editor for the "Description" field, which is marked as required with a red asterisk. The editor includes a toolbar with various formatting options like bold, italic, underline, and text color. The text "This is a form to fill out information and return," is entered into the editor. At the bottom, there is a "Text format" dropdown set to "Simple editor" and a label "Description or purpose of the form."

11. If the form is on an external website, enter the URL.



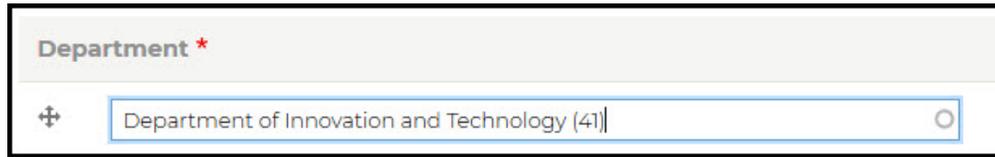
The screenshot shows a form field titled "URL". The text "documents/lara/bcc324_building_permit_application_0518-fillable_622957_7.pdf" is entered into the field.

12. Enter the link text.



The screenshot shows a form field titled "Link text". The text "State of Michigan Building Permit" is entered into the field.

13. Select the department or page name where the form will reside.

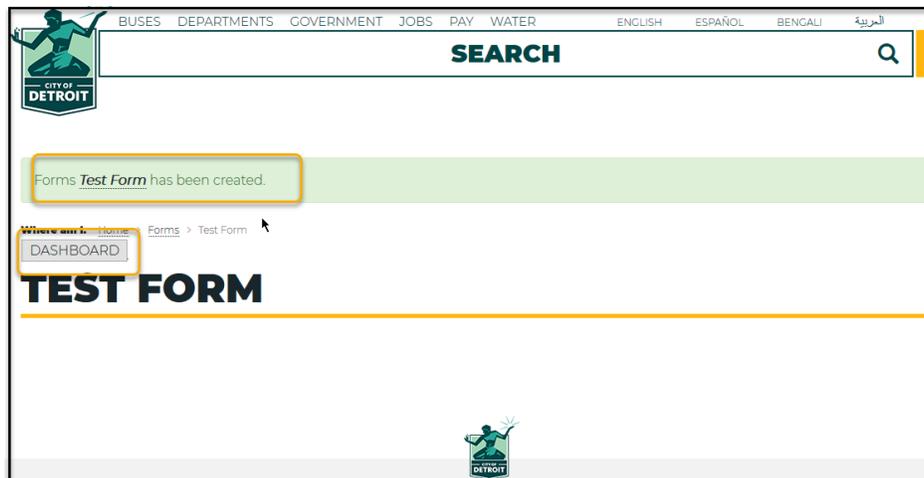


A screenshot of a web form showing a dropdown menu for selecting a department. The label "Department *" is at the top. The dropdown menu is open, showing a search icon on the left and a list of options. The selected option is "Department of Innovation and Technology (41)".

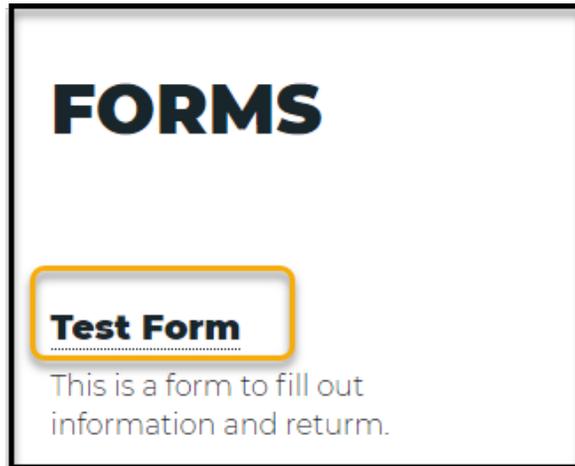
14. Click the “Save” button to add a form to the webpage.



15. You will receive the message “Document has been created. Click the “Dashboard” button to return and continue to edit or add new content.



16. The form will be added to the “**Forms**” section on your web page.



Add Content – Social Media

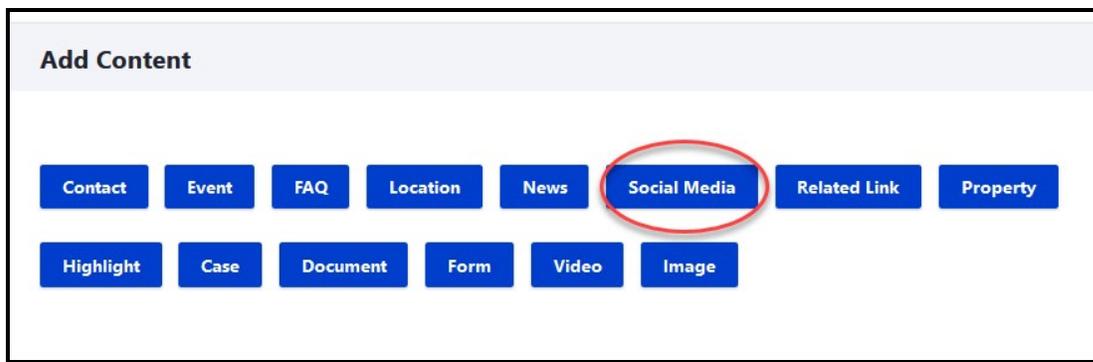
Overview

Types of Social Media:

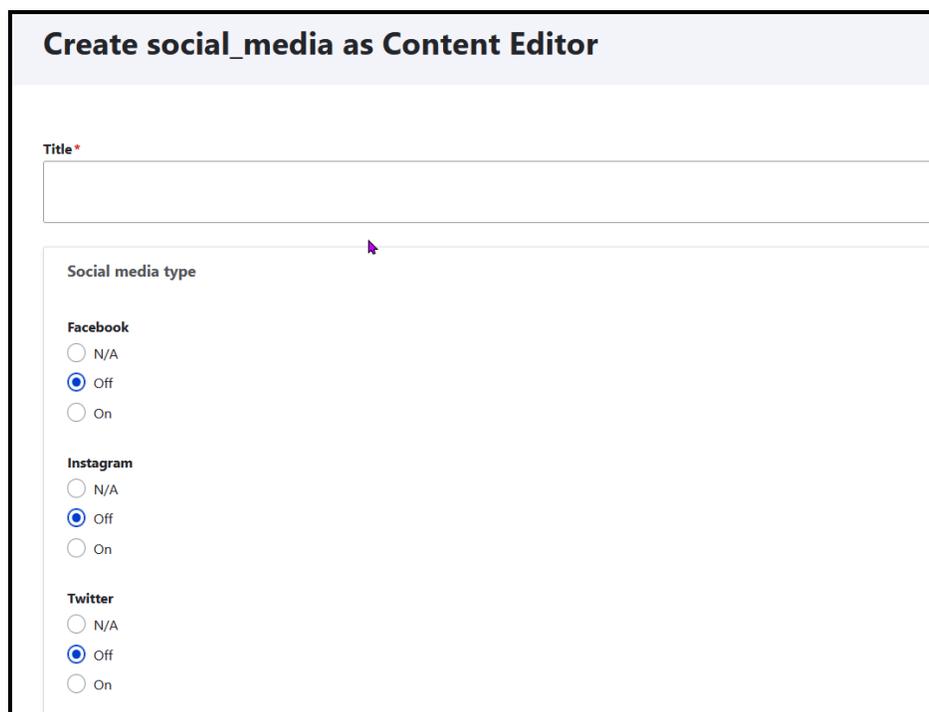
- Facebook
- Twitter
- Instagram

Add Social Media - Facebook

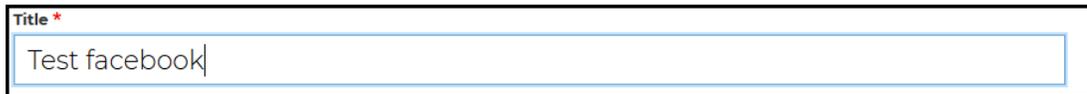
1. Select "Social Media" on the dashboard.



2. Social Media Dialog box opens to create social media information for Facebook, Twitter, and Instagram.

A screenshot of a dialog box titled "Create social_media as Content Editor". It contains a "Title*" field with a text input area. Below the title field is a section labeled "Social media type" which includes three groups of radio buttons: "Facebook", "Instagram", and "Twitter". Each group has three options: "N/A", "Off", and "On". The "Off" option is selected for all three platforms (Facebook, Instagram, and Twitter).

3. Enter the social media title



A screenshot of a web form showing a text input field labeled "Title *". The field contains the text "Test facebook".

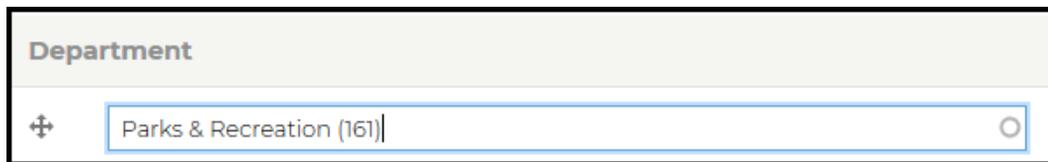
4. Click the “**On**” button for Facebook in the social media type. Both Instagram and Twitter buttons should be off.



A screenshot of a web form section titled "SOCIAL MEDIA TYPE". It contains three groups of radio buttons:

- Facebook:** N/A, Off, On
- Instagram:** N/A, Off, On
- Twitter:** N/A, Off, On

5. Enter the department.



A screenshot of a web form section titled "Department". It features a dropdown menu with a plus sign icon on the left and a search icon on the right. The selected option is "Parks & Recreation (161)".

6. Enter the position for Instagram. Enter “**Main**” for the main contact section.



A screenshot of a web form section titled "Relational Tag". It features a dropdown menu with a plus sign icon on the left and a search icon on the right. The selected option is "Main (326)".

7. Enter Facebook URL and link text.

LINK *

URL *

https://www.facebook.com/DetroitParksRec/

» Start typing the title of a piece of content to select it. You can also enter an internal path such as /nd

Link text

Detroit Parks and Recreation

» Link to social media content

8. Click the “**Save**” button to create the contact.



9. You will receive the message “social media has been created. Click the “**Dashboard**” button to return and continue to edit or add new content.

CITY OF DETROIT Social Media *Test facebook* has been created.

Where am I: Home Test facebook

DASHBOARD

TEST FACEBOOK

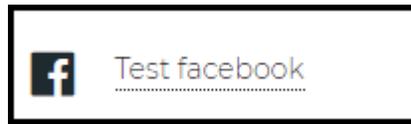
Facebook
On

Instagram
Off

Twitter
On

Link
Adams/ Butzel complex - DPRD

Department
Parks & Recreation



10. If you selected “Main” Facebook will be in the upper right section of the page.

Where am I: [Home](#) > [Parks & Recreation](#)

PARKS & RECREATION

We believe in nonstop fun.

The Detroit Parks & Recreation Department provides recreation and leisure activities for all who live, work and play in Metro Detroit. With 309 parks and 11 recreation centers, DPRD connects communities with parks, programs and facilities to positively impact their health and wellness. Whether it's a family picnic at one of our newly renovated neighborhood parks, taking one of the many classes offered at our recreation centers, or enjoying an outdoor concert at Hart Plaza or Chene Park, we're making it happen! With programs for youth,

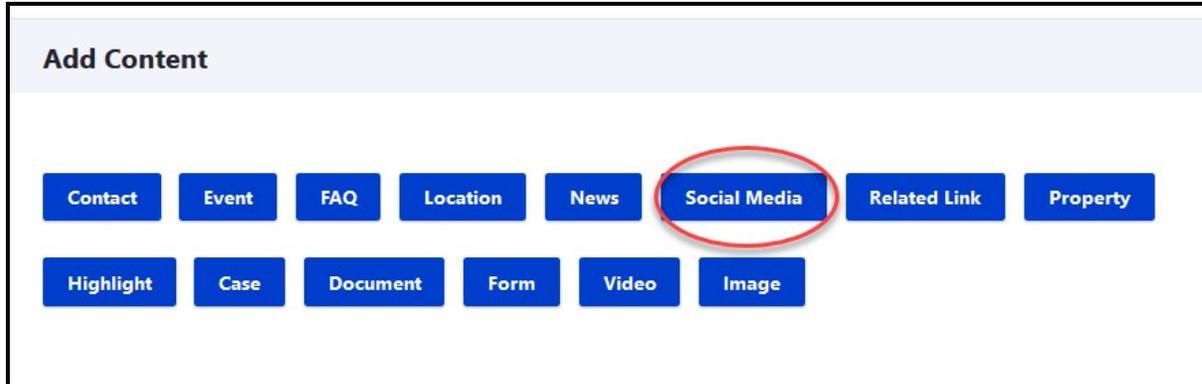
CONTACTS

-  Detroit Parks and Recreation
detroitrecreation@detroitmi.gov
-  Detroit Parks & Recreation
18100 Meyers, Detroit, MI
48235 313-224-1100,
Fax: 313-224-1860
• Monday - Friday, 9:00 am - 4:30 pm

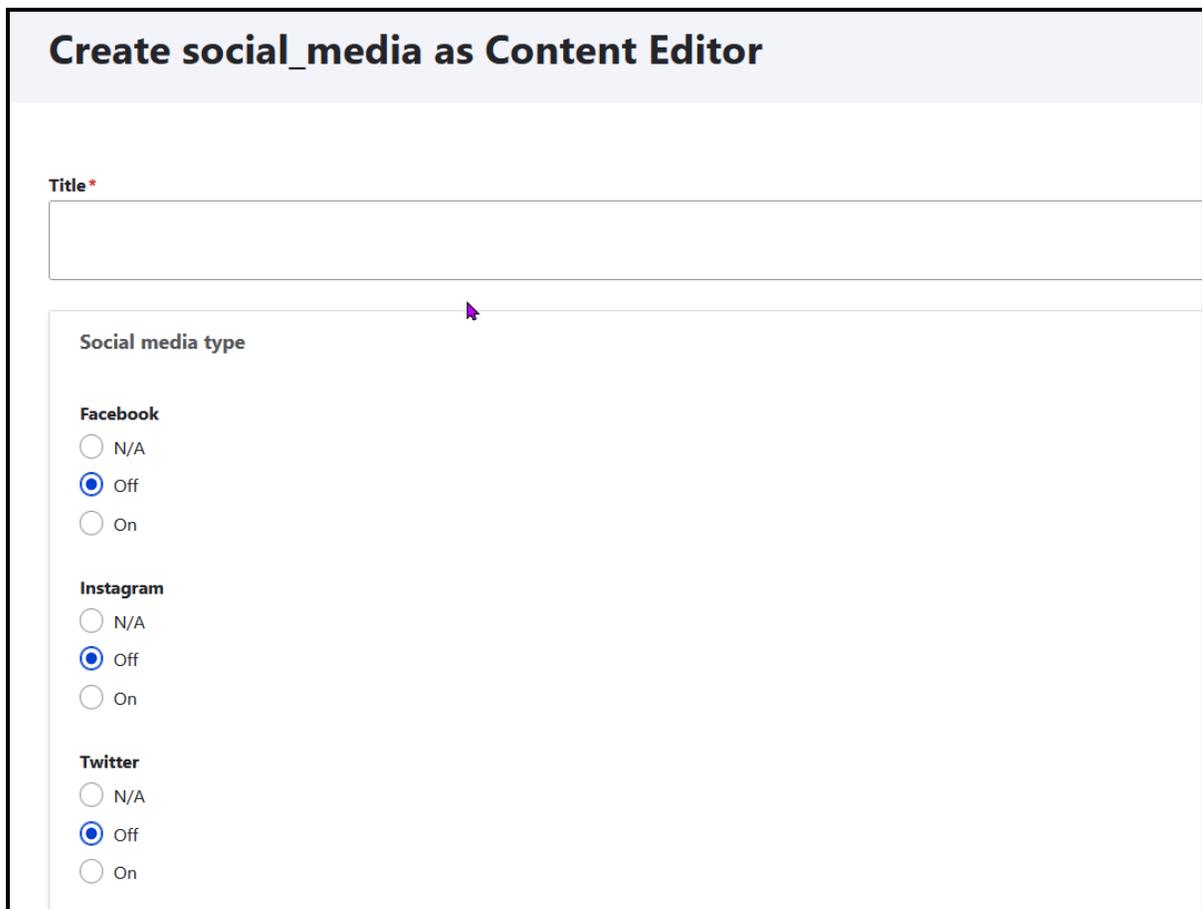
 Test facebook

Add Social Media – Twitter

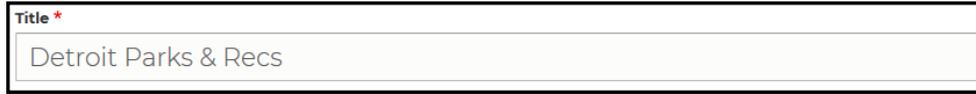
1. Select "**Social Media**" on the dashboard.



2. Social Media Dialog box opens to create social media information for Facebook, Twitter and Instagram

A screenshot of a dialog box titled 'Create social_media as Content Editor'. The dialog box has a light gray header with the title. Below the header, there is a 'Title*' label followed by a text input field. Below the input field, there is a 'Social media type' section. This section contains three sub-sections: 'Facebook', 'Instagram', and 'Twitter'. Each sub-section has three radio button options: 'N/A', 'Off', and 'On'. The 'Off' option is selected for all three platforms. A mouse cursor is visible over the 'Social media type' section.

3. Enter social media title.



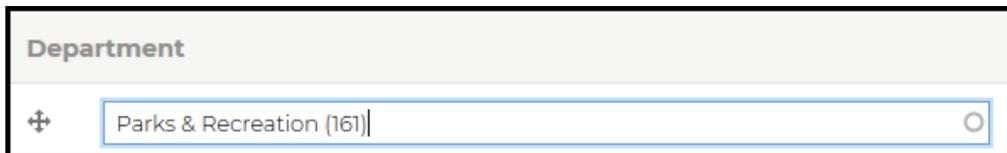
A screenshot of a form field with the label "Title *" in red. The field contains the text "Detroit Parks & Recs".

4. In the social media type, click the “On” button for Twitter. The Instagram and Facebook buttons should be off.



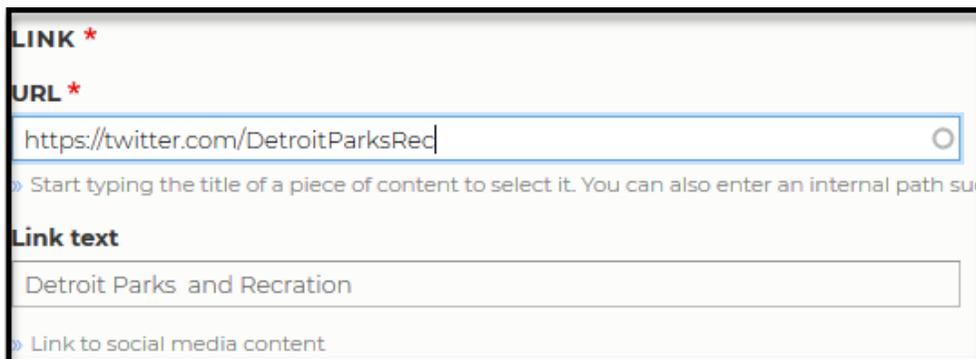
A screenshot of the "SOCIAL MEDIA TYPE" section. It contains three groups of radio buttons: Facebook, Instagram, and Twitter. Each group has three options: N/A, Off, and On. The "On" option for Twitter is selected and highlighted with a red rounded rectangle.

5. Enter the department for Twitter social media.



A screenshot of a "Department" dropdown menu. The selected option is "Parks & Recreation (161)".

6. Enter the Twitter URL and link text.

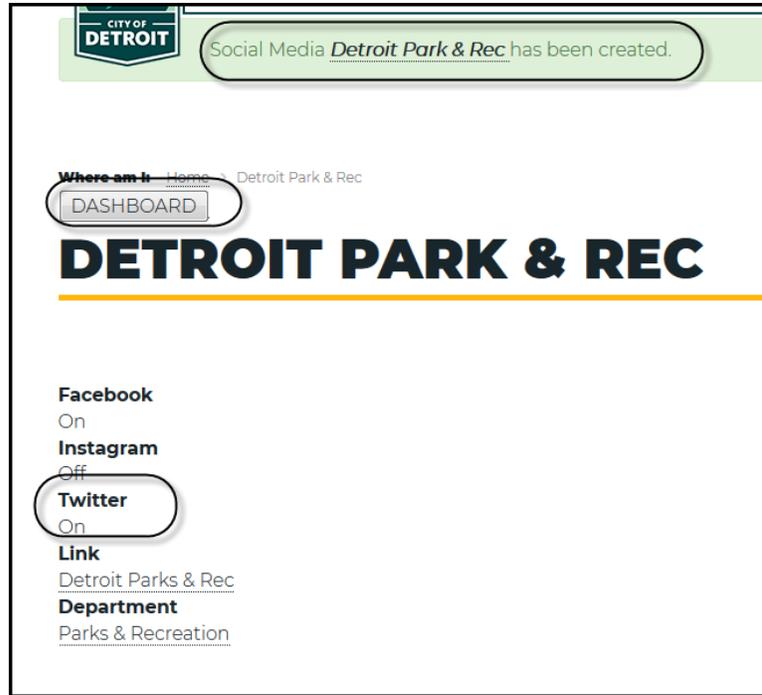


A screenshot of a form section for "LINK *". It includes a "URL *" field with the text "https://twitter.com/DetroitParksRec", a "Link text" field with the text "Detroit Parks and Recreation", and a "Link to social media content" checkbox.

- 7. Click the “Save” button to create the contact.



- 8. You will receive the message “Social Media has been created. Click the “Dashboard” button to return and continue to edit or add new content.

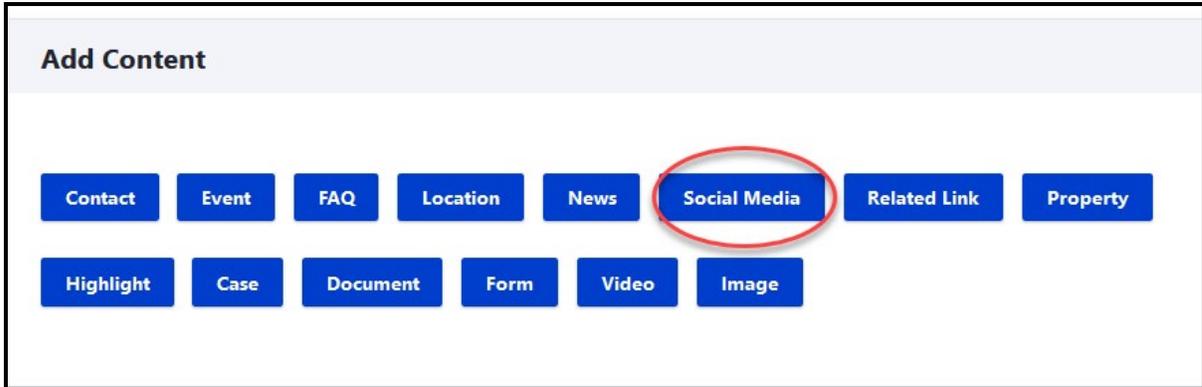


- 9. If you select “Main,” Twitter will be in the upper right section of the page.

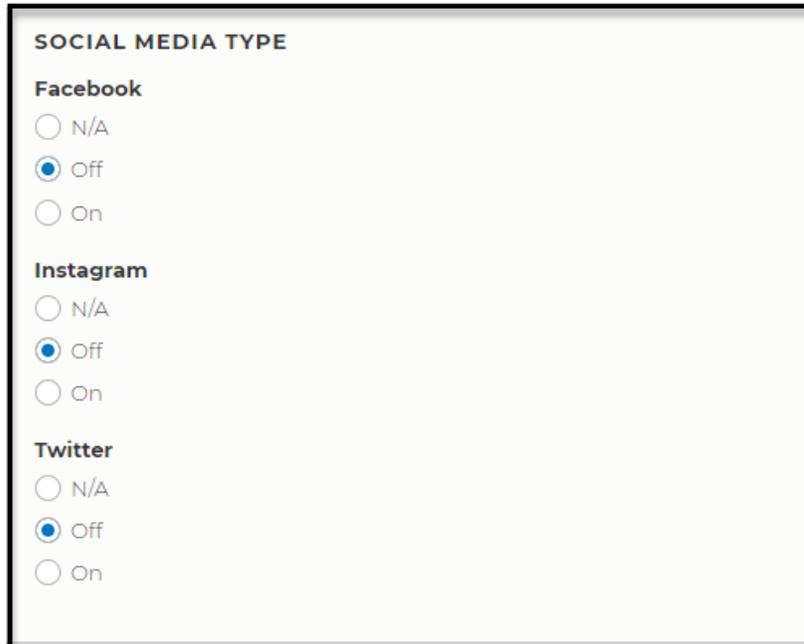


Add Social Media – Instagram

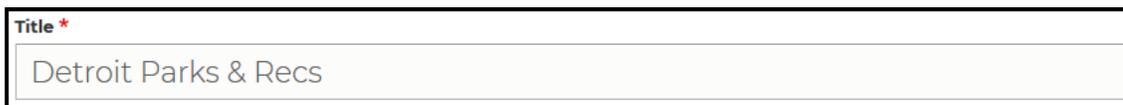
1. Select "Social Media" on the dashboard.



2. Social Media Dialog box opens to create social media information for Facebook, Twitter and Instagram

A screenshot of a dialog box titled "SOCIAL MEDIA TYPE". It contains three sections, each with radio button options: "Facebook" (N/A, Off, On), "Instagram" (N/A, Off, On), and "Twitter" (N/A, Off, On). The "Off" option is selected for all three platforms.

3. Enter the social media title. (* Required)

A screenshot of a text input field with the label "Title *". The field contains the text "Detroit Parks & Recs".

- Turn “On” Instagram button from the social media type. Facebook & Twitter are off.

SOCIAL MEDIA TYPE

Facebook

N/A

Off

On

Instagram

N/A

Off

On

Twitter

N/A

Off

On

- Enter the department.

Department

+

Parks & Recreation (161)

○

- Enter the Instagram URL and link text.

LINK *

URL *

https://www.instagram.com/detroitparksrec/

» Start typing the title of a piece of content to select it. You can also enter an internal path such as

Link text

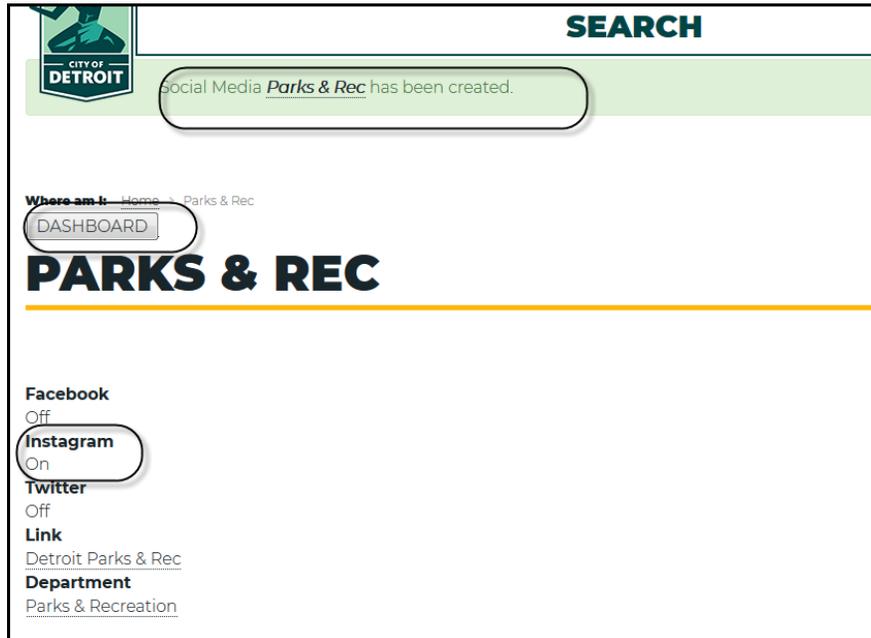
Detroit Parks and Recreation

» Link to social media content

- Click “Save” button to create the contact.



8. You will receive the message “social media has been created. Click “**Dashboard**” button to return and continue to edit or add new content.



9. Social Media will appear in “**Main,**” and Twitter will be in the upper right section of the page.

PARKS & RECREATION

We believe in nonstop fun.

The Detroit Parks & Recreation Department provides recreation and leisure activities for all who live, work and play in Metro Detroit. With 309 parks and 11 recreation centers, DPRD connects communities with parks, programs and facilities to positively impact their health and wellness. Whether it's a family picnic at one of our newly renovated neighborhood parks, taking one of the many classes offered at our recreation centers, or enjoying an outdoor concert at Hart Plaza or Chene Park, we're making it happen! With programs for youth,

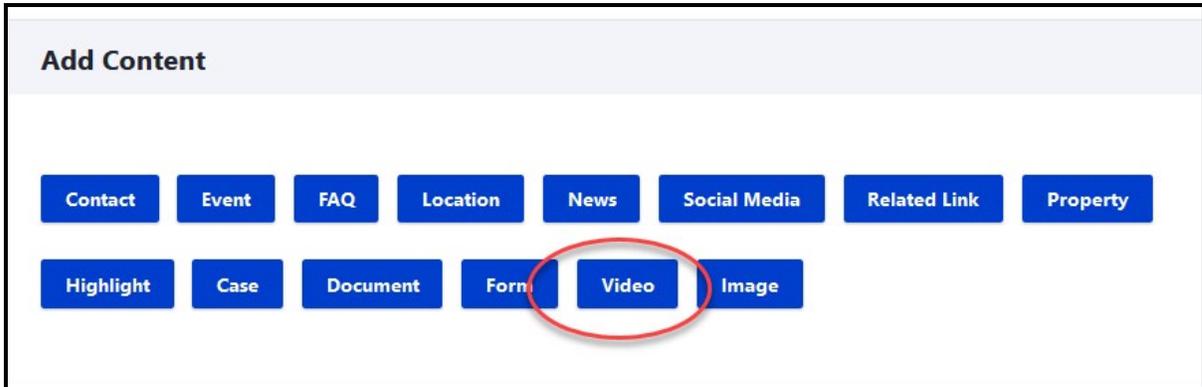
CONTACTS

-  Detroit Parks and Recreation
detroitrecreation@detroitmi.gov
-  Detroit Parks & Recreation
18100 Meyers, Detroit, MI
48235 313-224-1100
Fax: 313-224-1860
 - Monday - Friday, 9:00 am - 4:30 pm

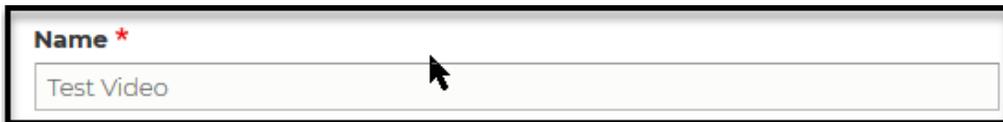
 [Parks & Rec](#)

Add Content – Videos

1. Select the video on the dashboard.



2. Enter the Video name.

A screenshot of a text input field. The label "Name *" is positioned above the field. The field contains the text "Test Video". A mouse cursor is visible over the field.

3. Enter Video URL. (Note: YouTube link or Vimeo Video link only)

A screenshot of a text input field. The label "Video URL *" is positioned above the field. The field contains the URL "https://youtu.be/rwbhoOCgEAE".

4. Select the Department page or page where this will reside.

A screenshot of a dropdown menu. The label "Department (Page) *" is positioned above the menu. The selected option is "Department of Innovation and Technology (4)". Below the menu, there is a small text label: "Department(s), government entities or initiatives associated with this video".

5. Click the "Save" button.



6. You will receive the message “**Video Test Video has been created.**” Click the “Dashboard” button to return and continue adding objects or editing content.



7. The video will appear on the video player, and all new videos added will be inserted into the video player.



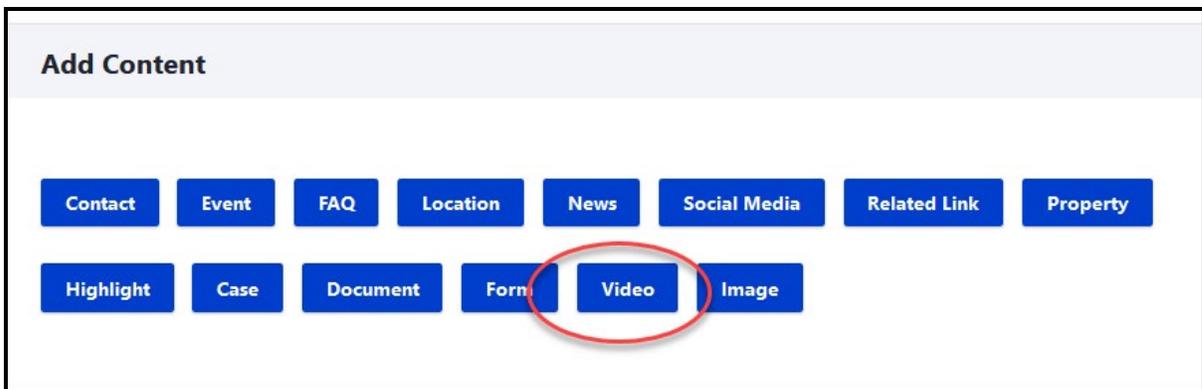
Add Content – Images

Overview

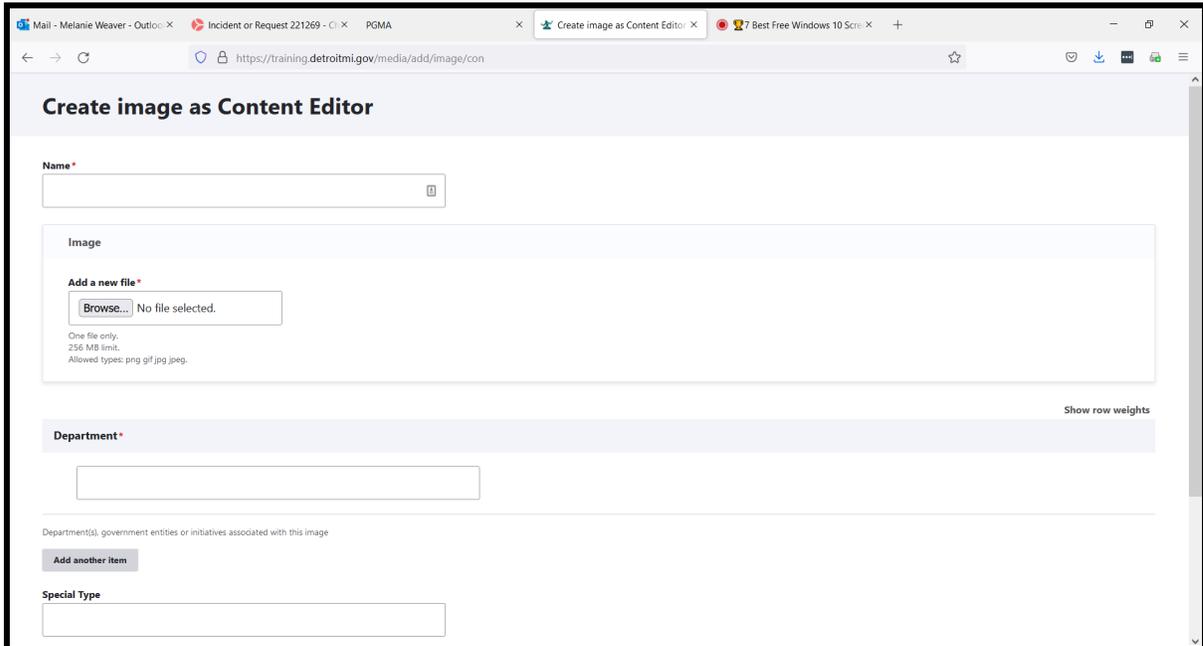
- ****Note: All images should be added to the Website System before being used. Please do not drag and drop images in the description areas, as this can cause errors on the pages.**
- Add image to System.
- Add image to Events.
- Add an image to the Web page.

Add Content – Images to System

1. The image size requirement is 1170 pixels wide and compressed. If you do not access the change image size and compress. You need to submit a request to Media Services using the following form. <https://detroitmi.gov/ccsdRequest> .
2. Once your image is the correct size, you can proceed.
3. Select "**Image**" on the dashboard on the dashboard under Add Content Section.



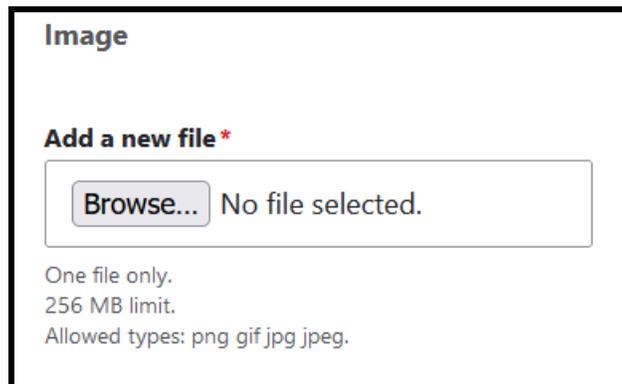
4. The Image Dialog box opens, and you can begin adding information.



5. Enter the name of the image. ***Required information**



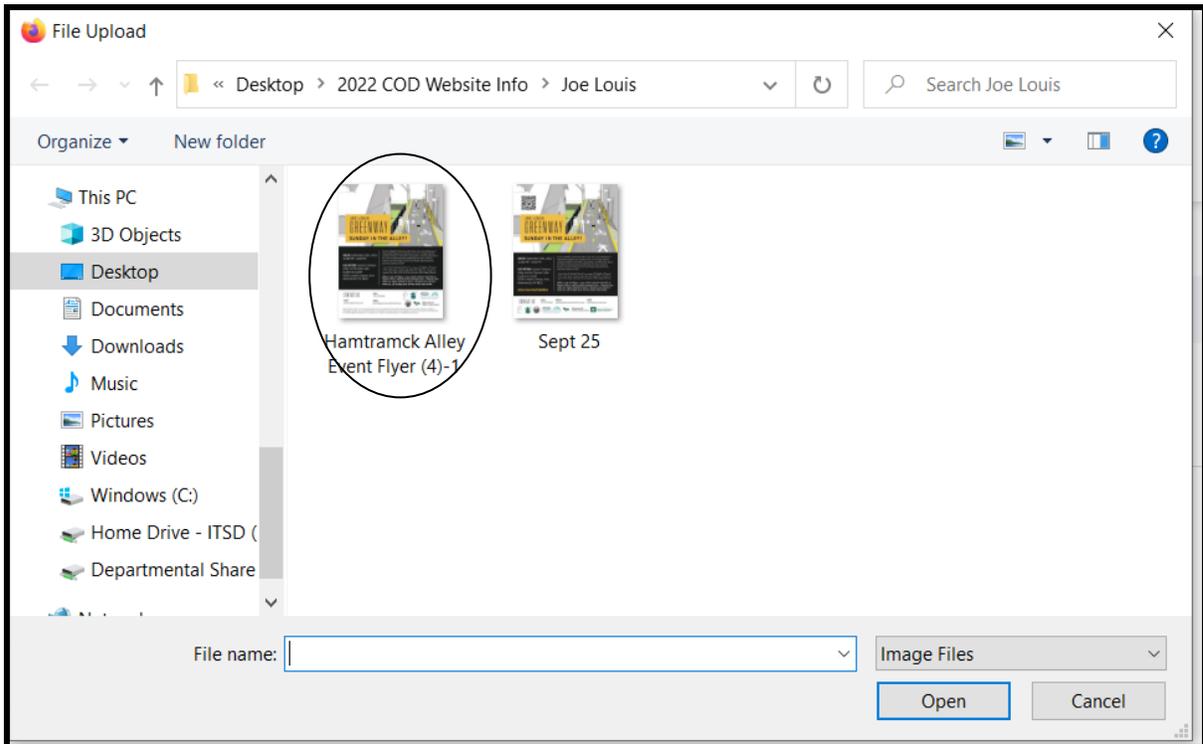
6. Add Image. Browse to the image location.



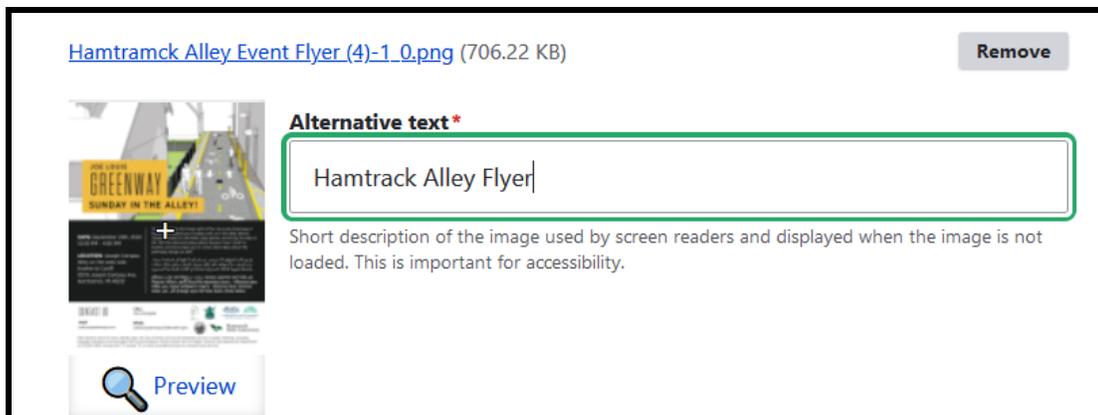
7. Click the “**Browse**” button.



8. Select the image from the file location. Click “**Open**” to add the image.



9. Image is insert into Image Dialog box. Enter the alternative text (***Required**)



10. Enter the Department (Page image assigned). (***Required**)

Department*

11. Click the “Save” button.



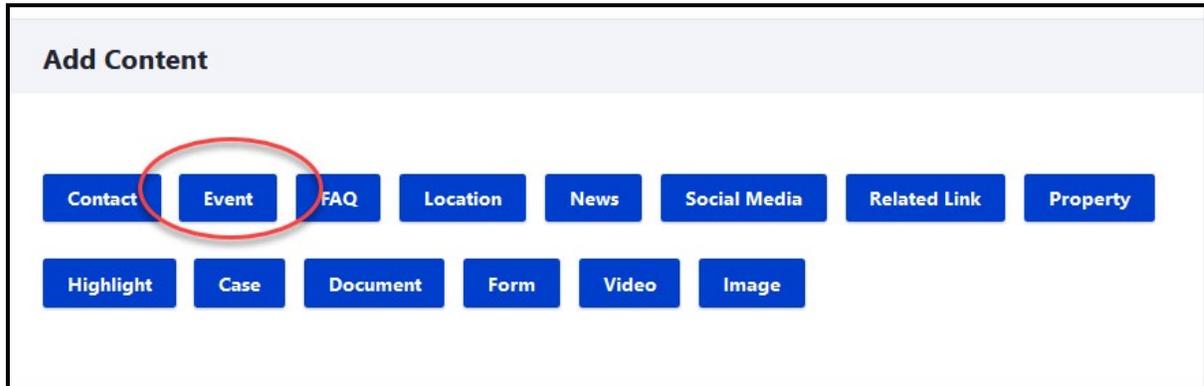
12. The image has been added to the system. You can now use the image.



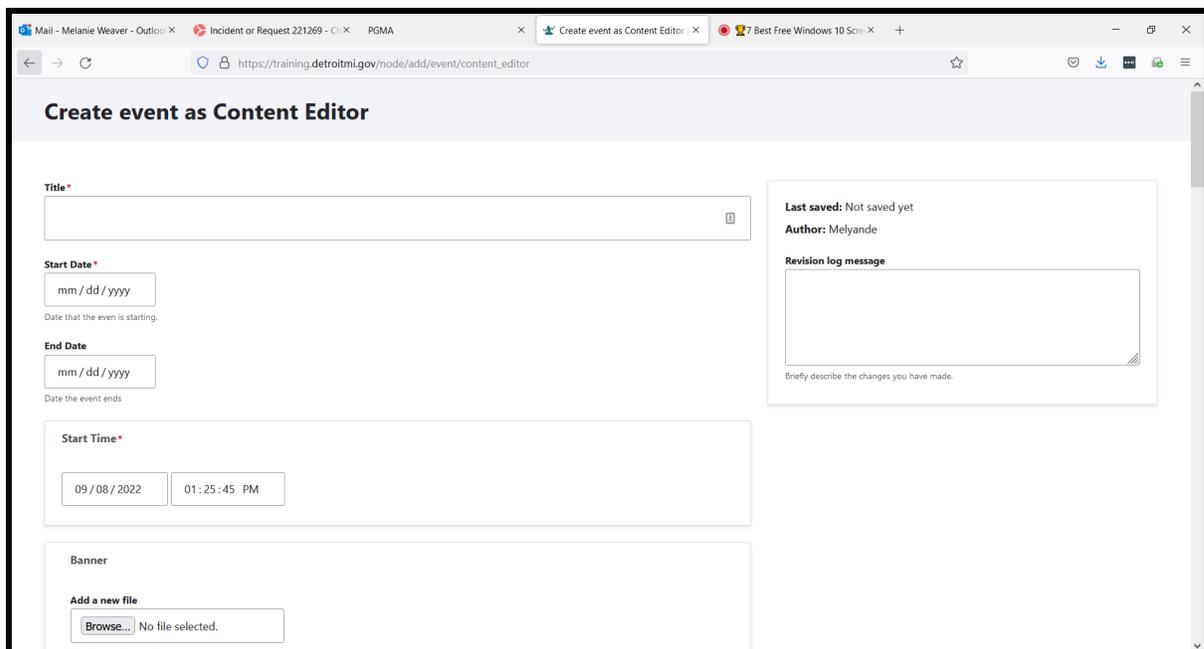
13. The image is ready to insert into an event or your page.

Add Content – Images to Events

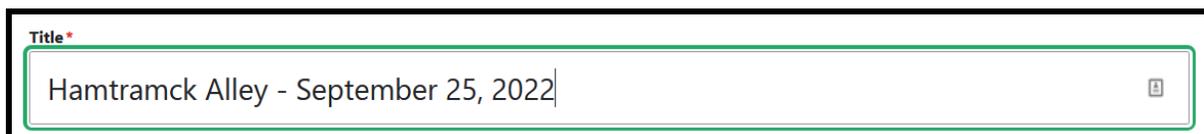
1. Select "**Event**" on the dashboard under the Add Content Section.



2. The Event Dialog box opens, and you can begin adding information.

A screenshot of a web browser showing the 'Create event as Content Editor' form. The browser's address bar shows the URL 'https://training.detroitmi.gov/node/add/event/content_editor'. The form has a light blue header with the text 'Create event as Content Editor'. The form contains several input fields: 'Title *' (a text box), 'Start Date *' (a date picker showing 'mm / dd / yyyy'), 'End Date' (a date picker showing 'mm / dd / yyyy'), 'Start Time *' (a time picker showing '09 / 08 / 2022' and '01 : 25 : 45 PM'), and 'Banner' (a file upload section with a 'Browse...' button and the text 'No file selected.'). On the right side of the form, there is a 'Last saved: Not saved yet' section, an 'Author: Melyande' section, and a 'Revision log message' section with a text area and the instruction 'Briefly describe the changes you have made.'.

3. Enter the event's title. ***Required information**

A close-up screenshot of the 'Title *' input field from the form. The text 'Hamtramck Alley - September 25, 2022' is entered into the text box. The text box is highlighted with a green border.

4. Enter the start date. *** Required Information**

Start Date *

09 / 25 / 2022

Date that the even is starting.

5. Enter "Time". ***Required Information**

Start Time *

09 / 25 / 2022 12 : 00 : 00 PM

6. *** Do not use the banner option. This option broke your pages in translation.**

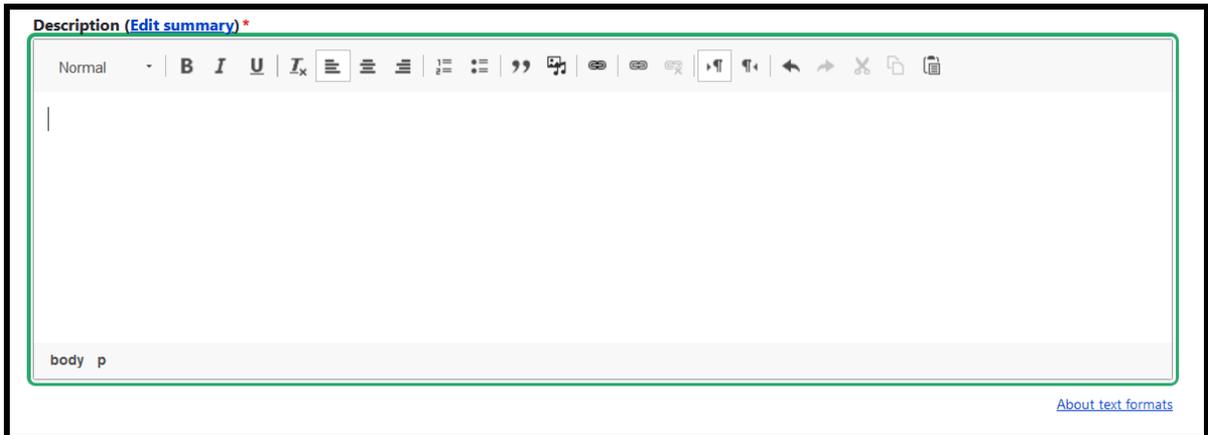
Banner

Add a new file

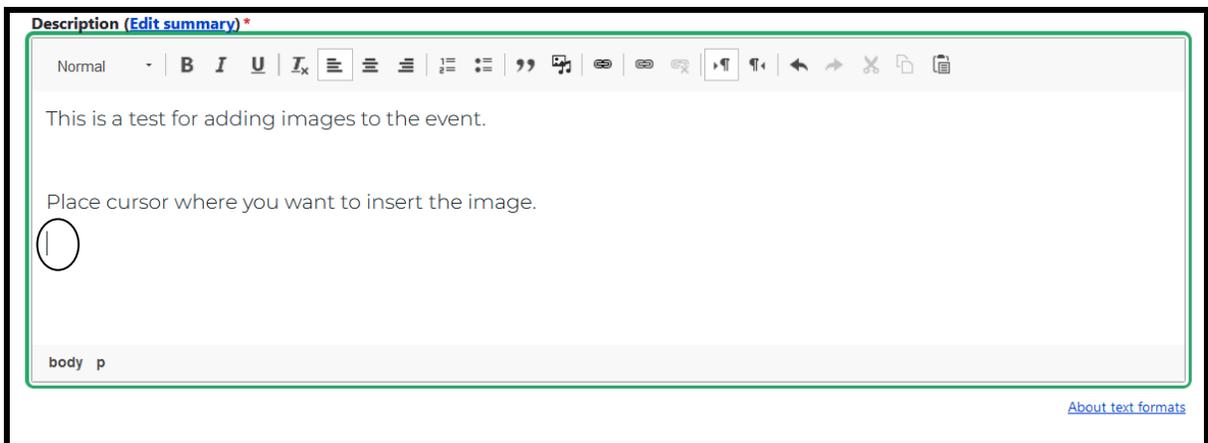
Choose File No file chosen

Event banner for top of page
One file only.
2 MB limit.
Allowed types: png gif jpg jpeg.

7. Enter the event information in the description. (***Required Information**)



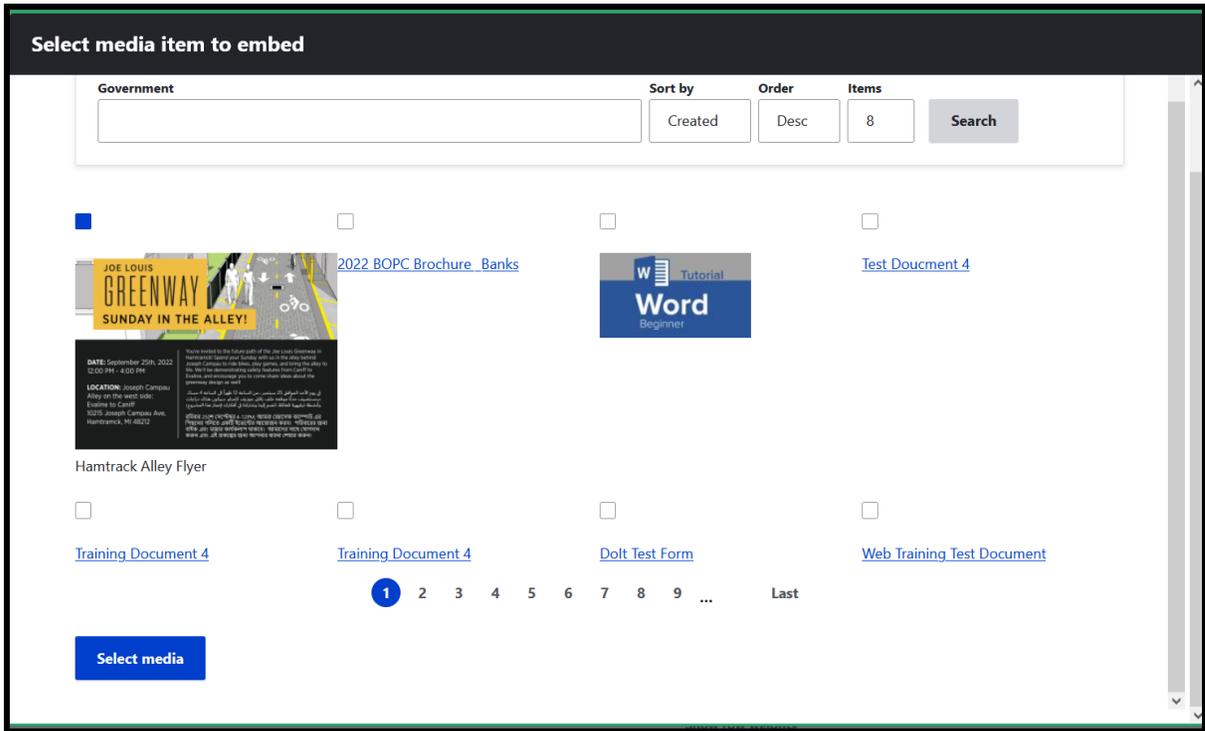
8. Place the cursor at the location to insert the image within the description.



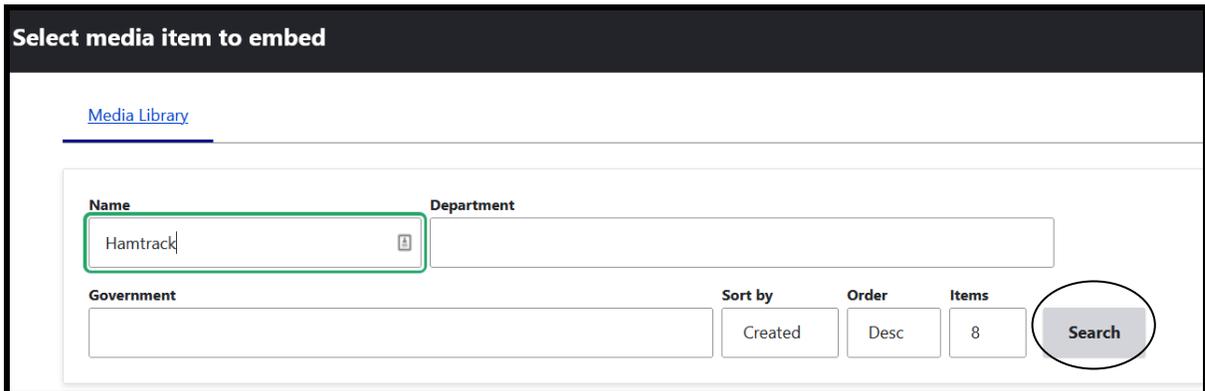
9. Select the media library button on the toolbar.



10. The media library dialog box opens.



11. If you do not see your image, enter the image name and click “Search” button.



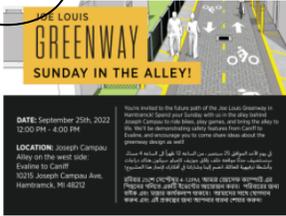
12. You will see the result of the search. Click the box above the image click “**Select Media**” button.

Select media item to embed

Name: Hamtrack Department: []

Government: [] Sort by: Created Order: Desc Items: 8

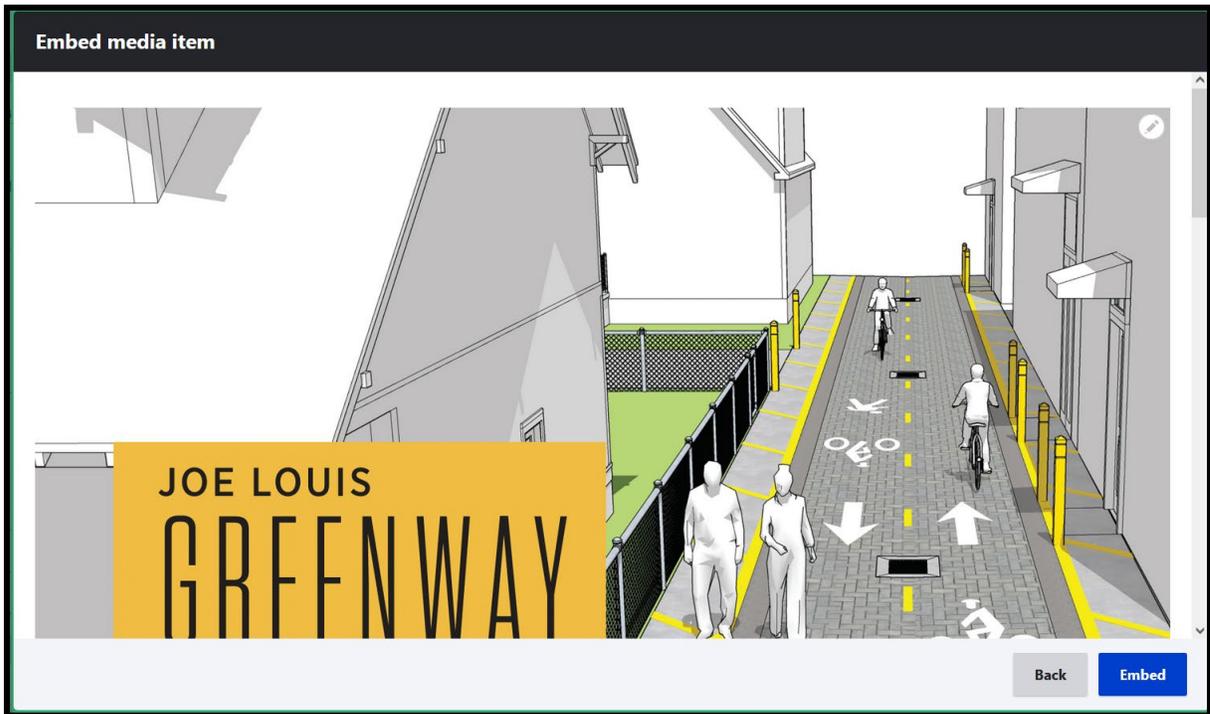
Search Reset



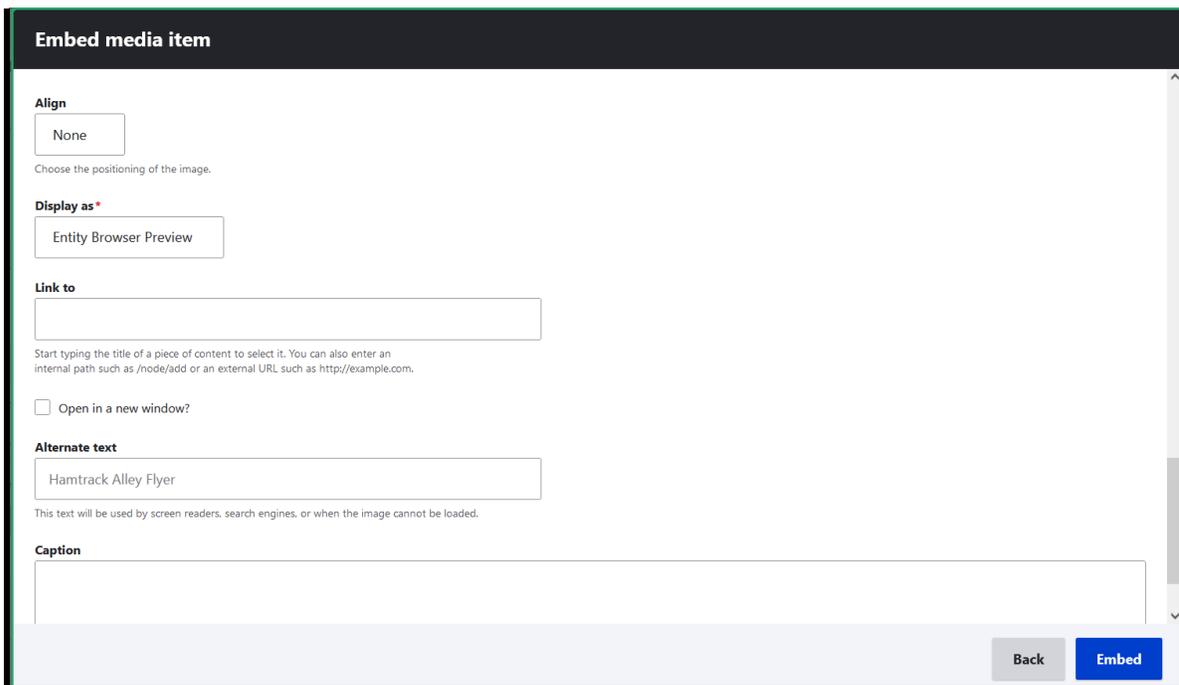
Hamtrack Alley Flyer

Select media

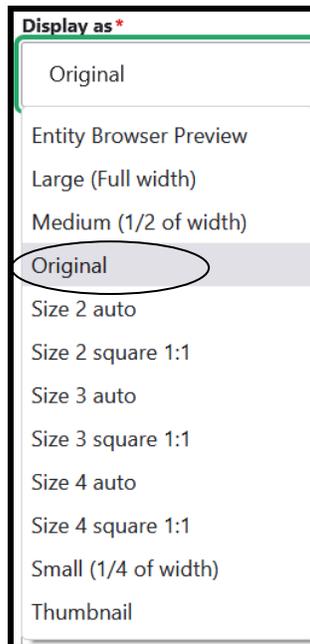
13. The Embed media item dialog box opens.



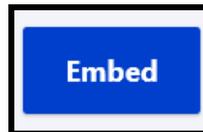
14. Scroll until you see the “Display As” option.’



15. Select “**Original Size**” for Display.



16. Click the “**Embed**” button.



17. Image is embedded in the event.



18. Enter “**Department**” page or pages the event will reside.

Department*

19. Click “**Save**” button if there are no documents to add to event.



20. The Event is complete, and you can view it with the image.

Hamtramck Alley - September 25, 2022

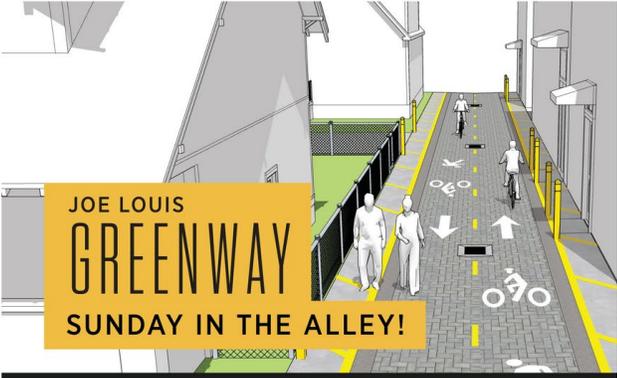
VIEW REVISIONS

SEP 25 2022 12:00 PM

JOE LOUIS GREENWAY

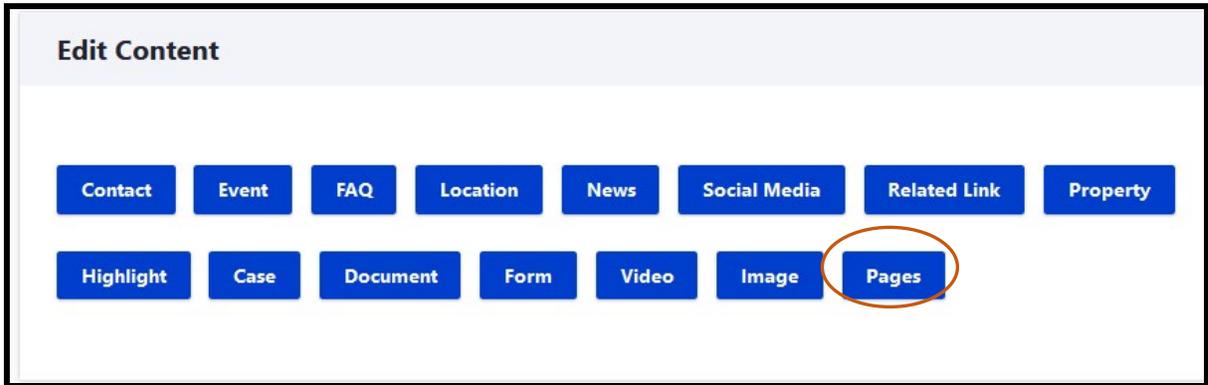
This is a test for adding images to the event.

Place cursor where you want to insert the image.

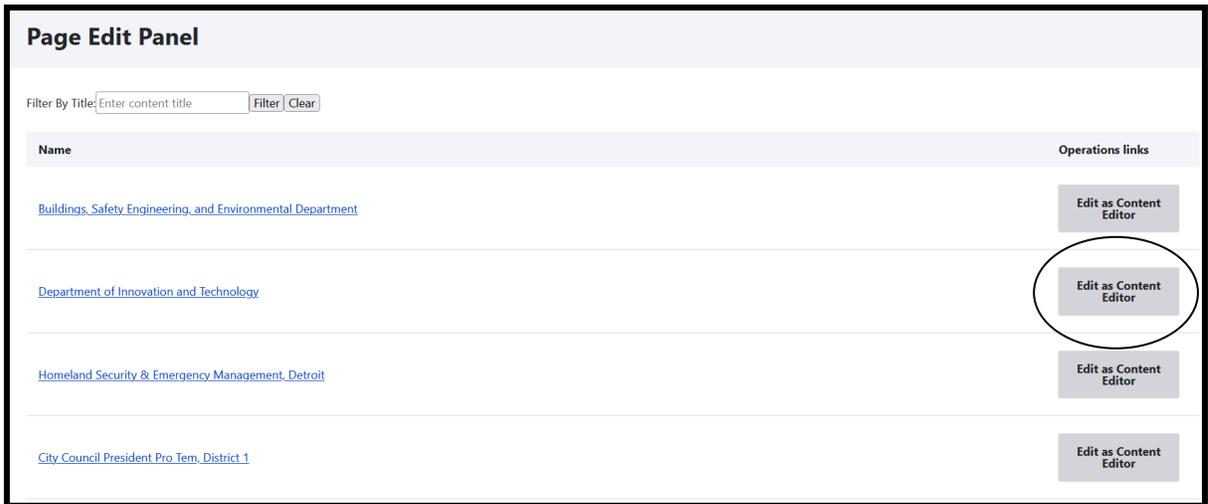


Add Content – Images Within Pages

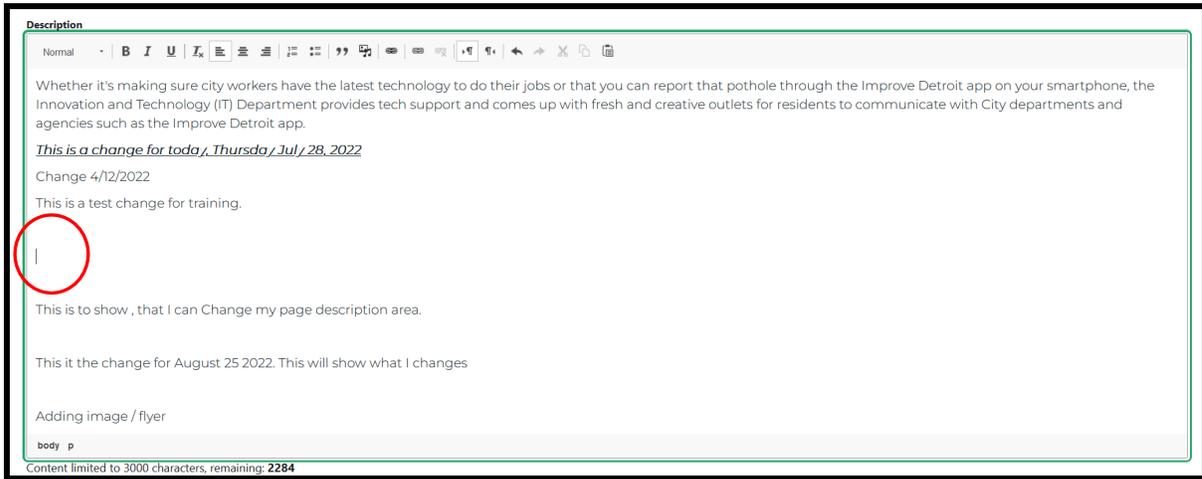
1. Select "**Pages**" on the dashboard on the dashboard under Edit Content Section.



2. The “**Edit Page Panel**” opens. This lists all the pages you have the right to edit. Select the page to insert the image.



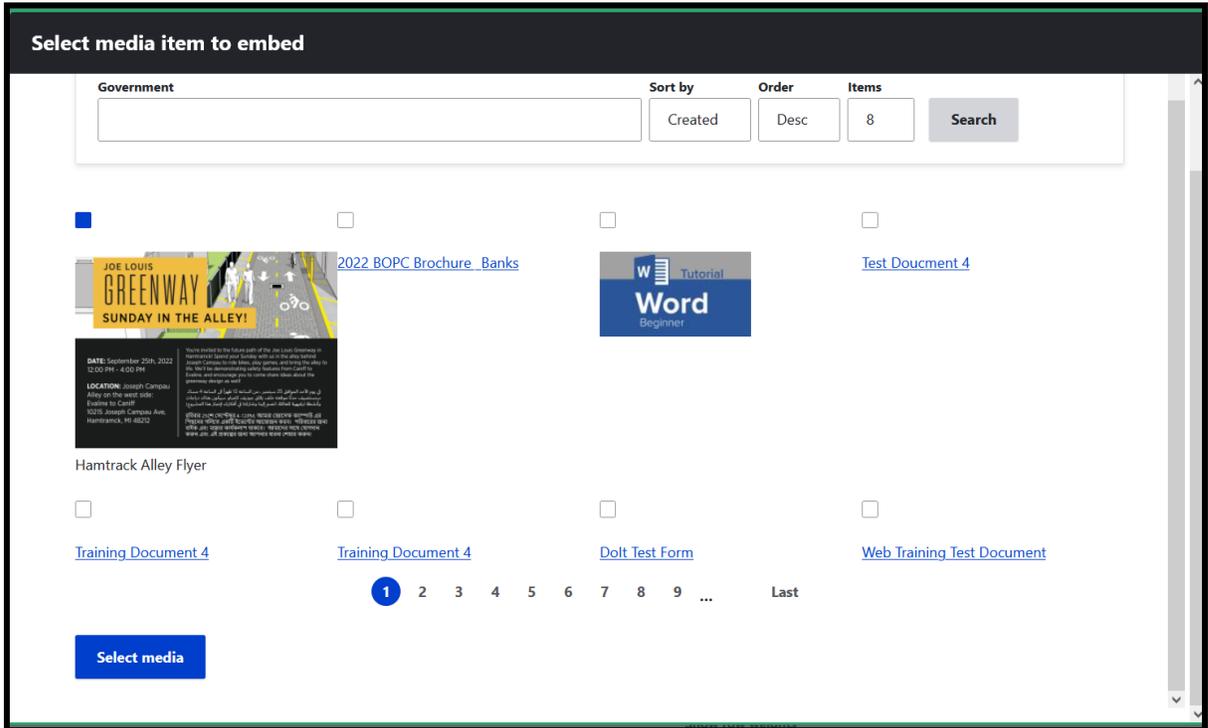
3. The Page selected will open. Scroll to the description area and place cursor where you want to insert the image.



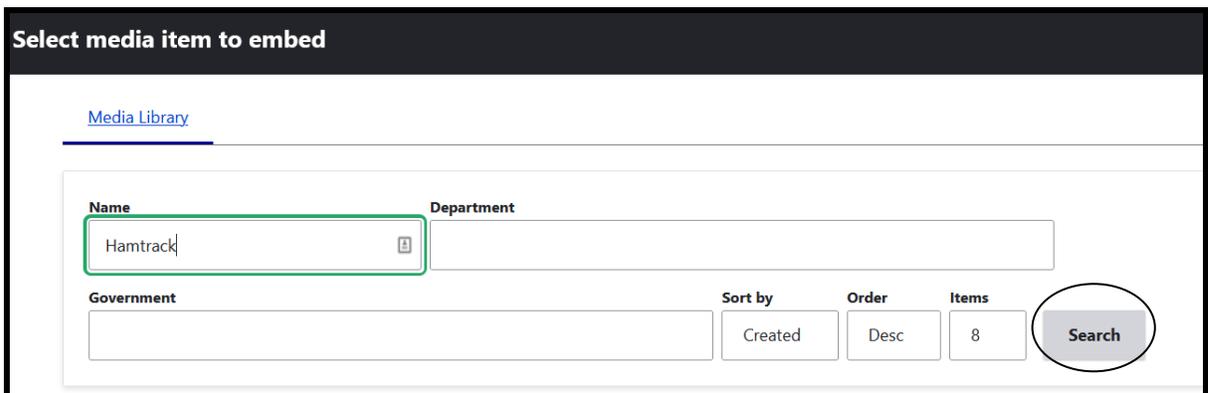
4. Select the media library button on the toolbar.



5. The media library dialog box opens.



6. If you do not see your image, enter the image name and click “Search” button.



7. You will see the result of the search. Click the box above the image click “**Select Media**” button.

Select media item to embed

Name: Hamtrack Department: []

Government: [] Sort by: Created Order: Desc Items: 8

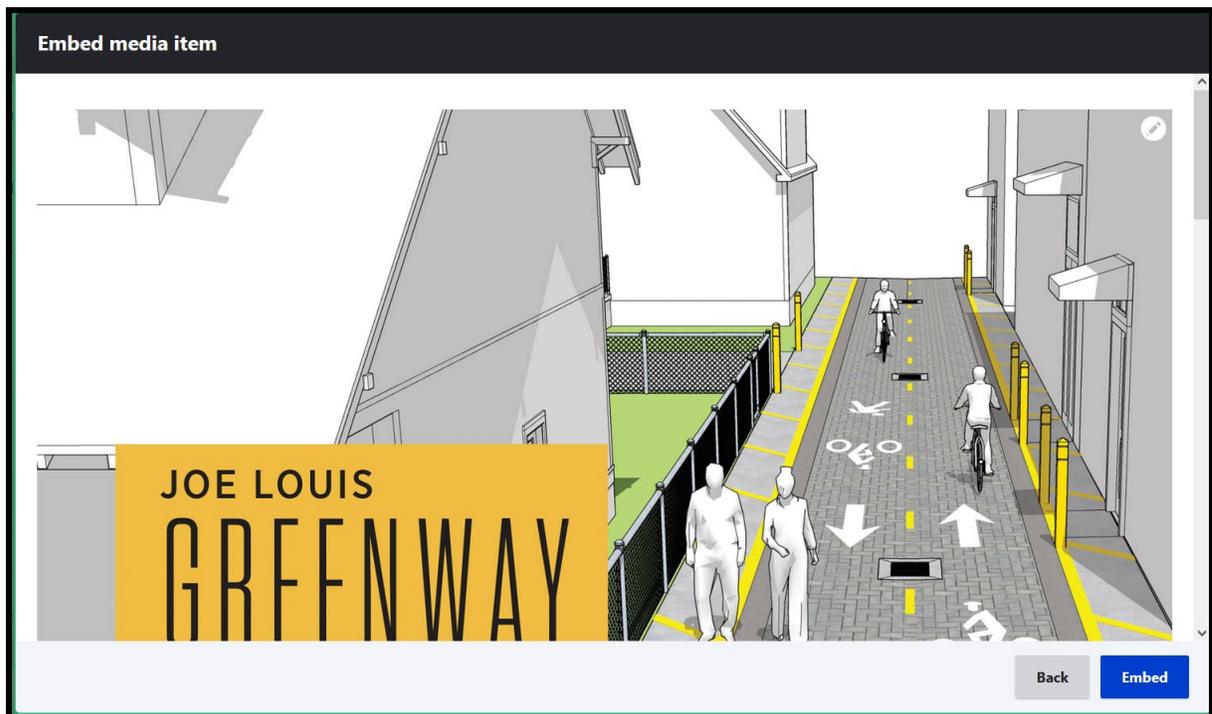
Search Reset



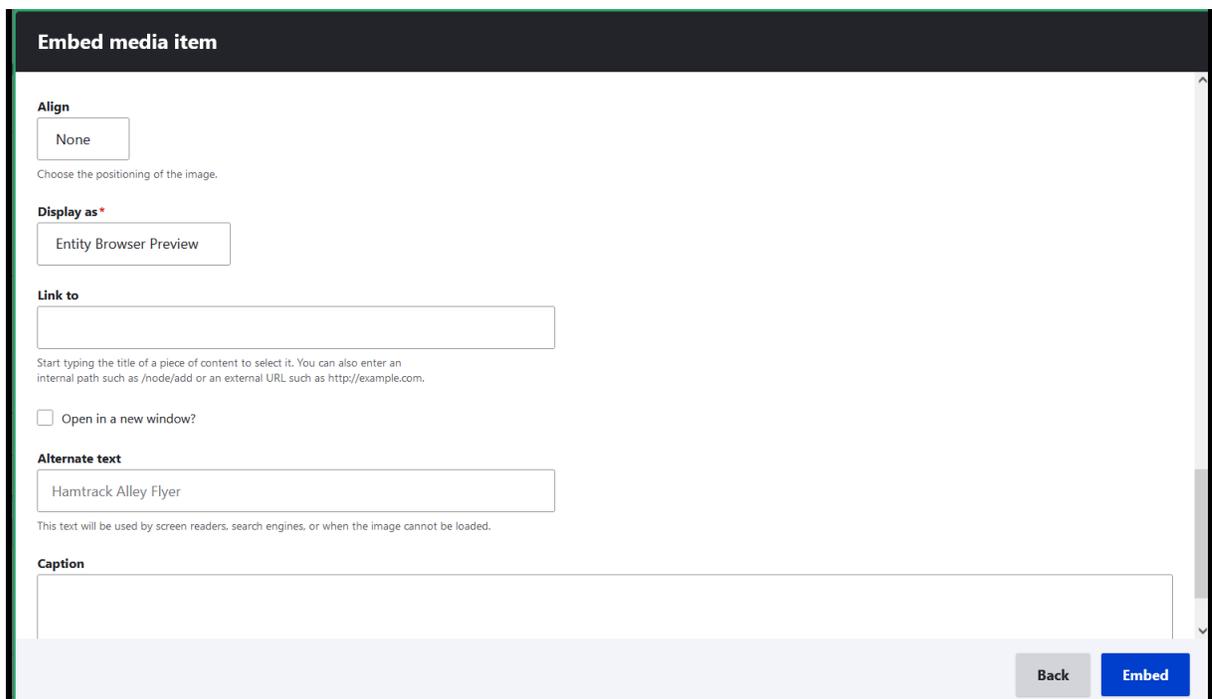
Hamtrack Alley Flyer

Select media

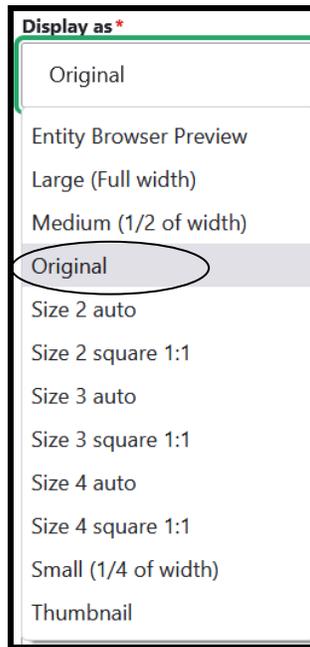
8. The Embed media item dialog box opens.



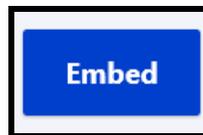
9. Scroll until you see the “Display As” option.



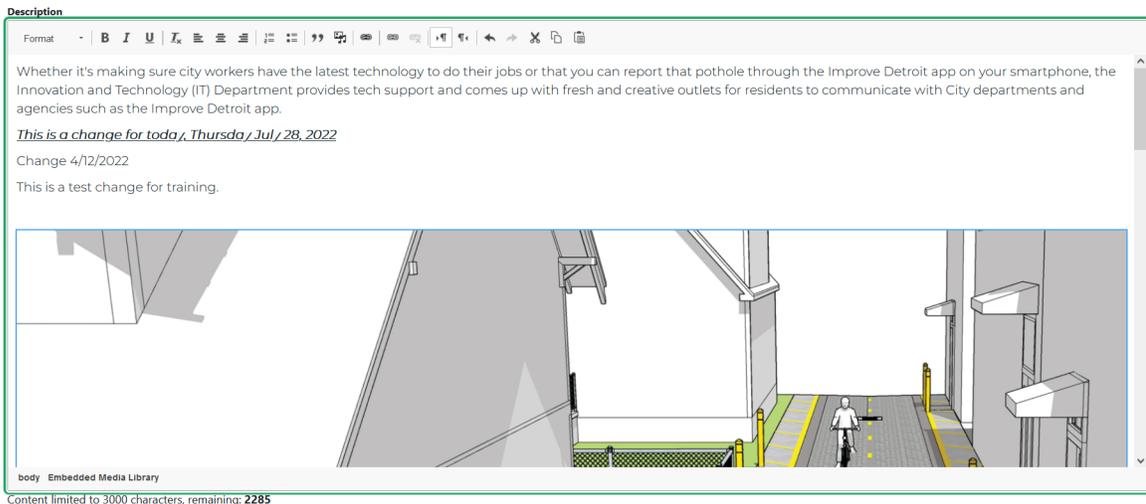
10. Select “Original Size” for Display.



11. Click the “Embed” button.



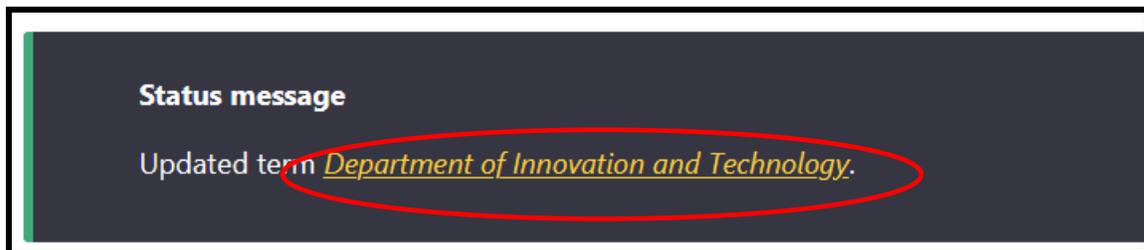
12. The image is embedded in the page description. (*Required)



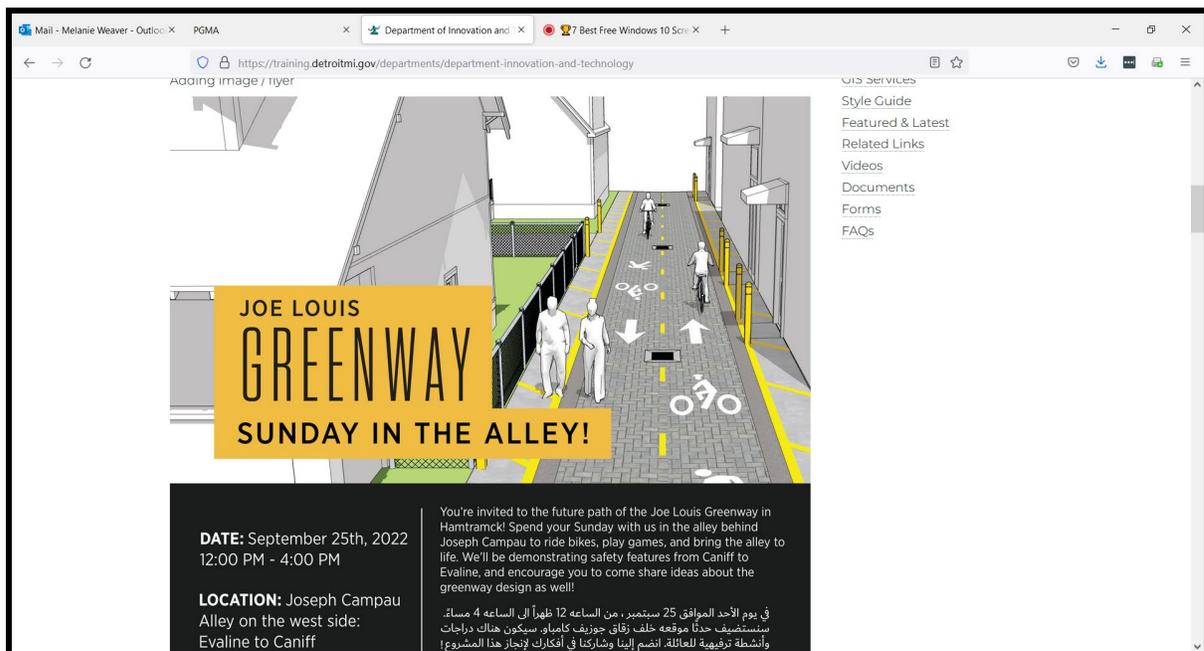
13. Click the “Save” button.



14. The page status message is revealed. Click on the page name to view the page.



15. Page with the image embedded.



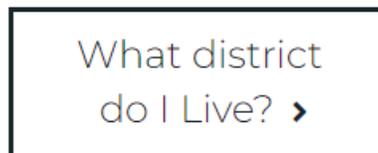
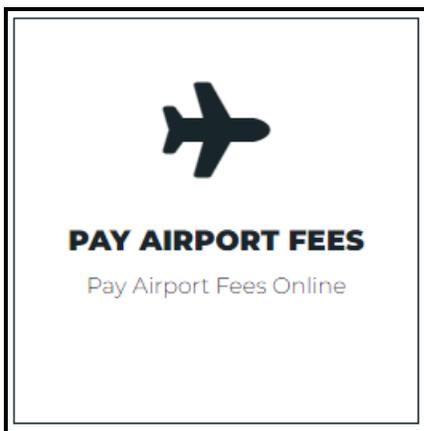
Add Content – New Pages, Action Buttons and Images

You will have to contact the Web Team for additional pages to your department or adding hero image to pages. **Make the request using [Http://servicedesk.detroitmi.gov](http://servicedesk.detroitmi.gov)**

Information needed for Action button request.

- Action button name
- Short synopsis for the button
- Where to link the button

Actions Buttons



Information needed for new page request.

- Name of Page
- Name of Parent Page
- Summary for the page

Page

Where am I: [Home](#) / [Homeland Security & Emergency Management, Detroit](#)

Severe Weather Warnings, Safety Tips, and Resources

[VIEW](#)

Southeastern Michigan experiences some extreme weather conditions. These conditions can impact the health and safety of Detroit residents throughout the year and can result in serious illness or even death--from hypothermia and frostbite in the winter, to floods in the spring, to heatstroke and the dangers of lightning and tornadoes in the summer.

CONTACTS

 Detroit Homeland Security & Emergency Management
[\(313\) 596-2590](tel:(313)596-2590)

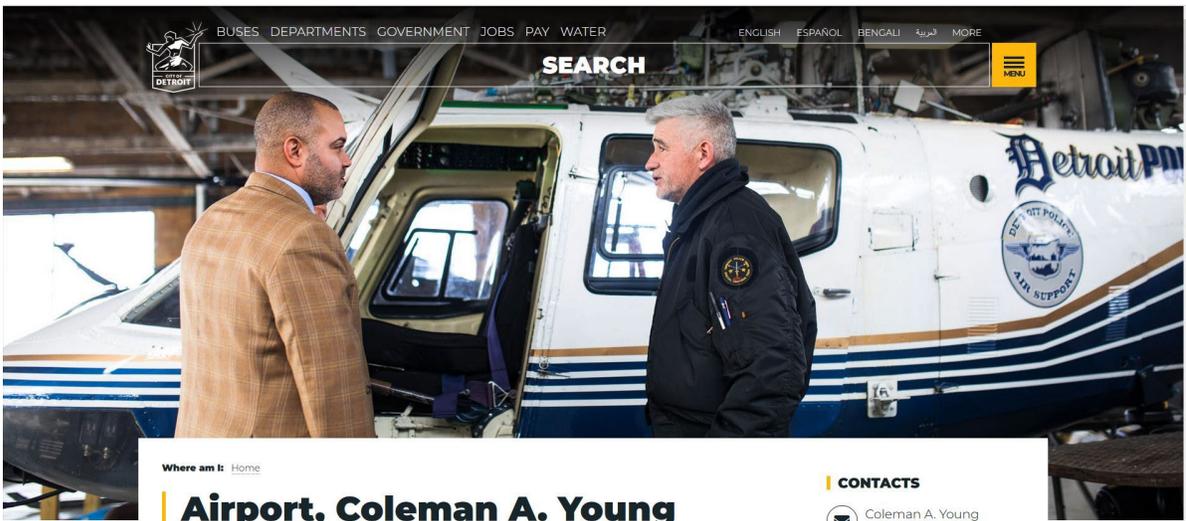
DEPARTMENTS MENU

[National Weather Service Advisories, Watches and Warnings](#)
[Severe Weather Hazards Safety Tips](#)

Hero Image - Image at the top of Department page. (Image size 1920 pixels x 835 pixels)

BUSES DEPARTMENTS GOVERNMENT JOBS PAY WATER ENGLISH ESPAÑOL BENGALI العربية MORE

SEARCH 



Where am I: [Home](#)

Airport, Coleman A. Young International

CONTACTS

 Coleman A. Young International Airport
detroitairport@detroitmi.gov

Media Service Requests

If your department needs assistance with the following, submit a request to the Media Services Department,

<http://detroitmi.gov/mediarequests>

- Resizing Images
- Creating flyers, graphics
- Converting Videos (mp4) to YouTube Videos
- Creating YouTube channels
- Adding Videos to City's YouTube Channel

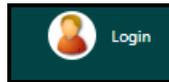
Service Desk Portal

These are the steps to make website requests for the Web Team

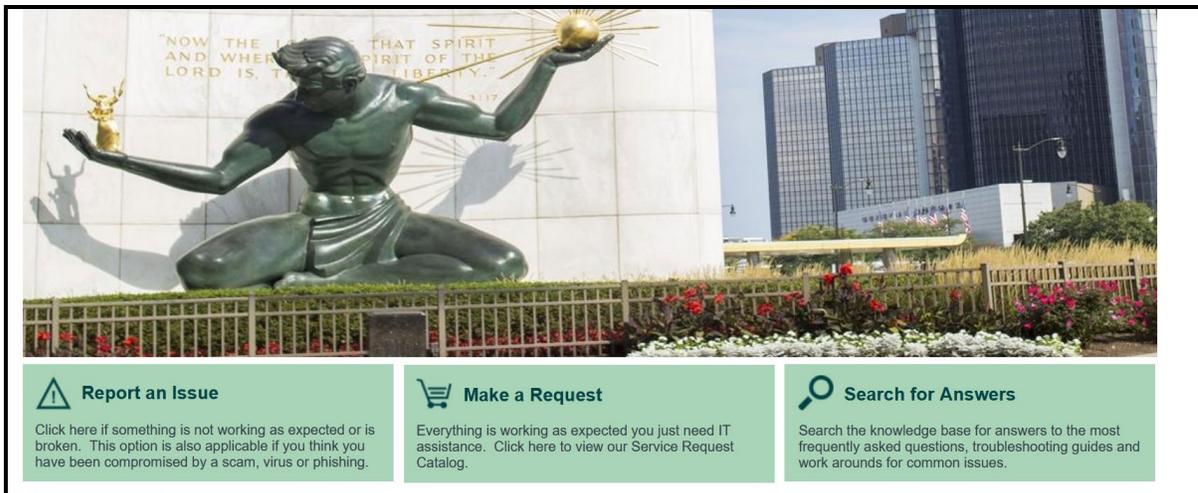
1. Enter <https://servicedesk.detroitmi.gov/> in browser,
2. The Service Desk Portal opens.



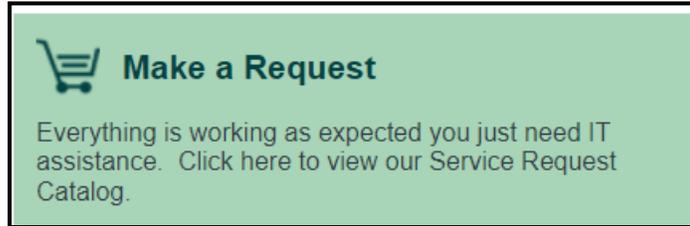
3. Login to the portal



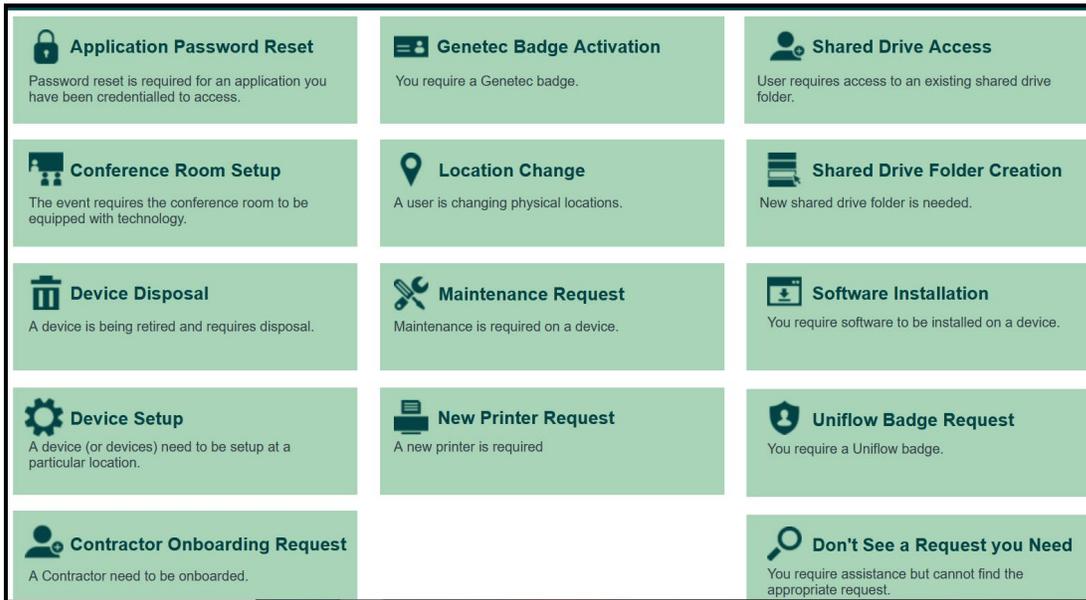
4. Portal Request Dialog opens.



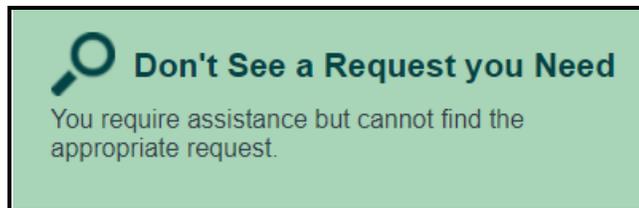
5. Select “**Make a Request**” Option



6. Select the type of request.



7. Select “**Don't See a Request you Need**” option for website requests.



8. The Request Ticket dialog box opens.

The screenshot shows a web form titled "Ticket | 188225 | New". At the top, there is a navigation bar with "Save", "Cancel", "Refresh", "Delete", "Attach File", and "Current Record" options. Below the title, there is a "Classification (Not Set)" field and two buttons: "Attach File" and "Submit". The form is divided into two main sections. The left section contains: "Request recipient *" with a text input field containing "Melanie Weaver" and a search icon; "(Customer) Working From:" with a dropdown menu showing "Home"; "Primary Contact" with a dropdown menu showing "Requester"; and "Preferred Phone" with a dropdown menu showing "Phone" and a text input field containing "(313) 6713678". The right section is titled "Detail your request *" and contains a large empty text area.

9. Enter the information for the request in “**Detail your request.**”

The image shows a close-up of the "Detail your request *" text area. The text inside the text area reads: "Please add these files to DoIT web pages".

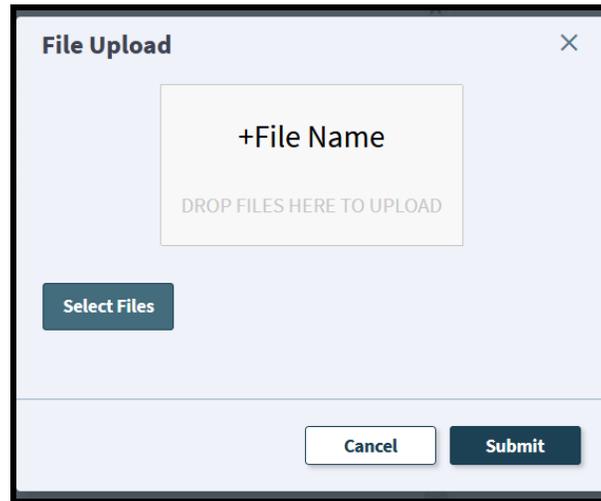
10. Select home, work or other in the “**Customer Working From**” option.

The image shows a close-up of the "(Customer) Working From:" dropdown menu. The selected option is "Home".

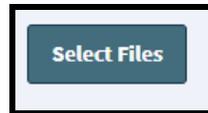
11. Select “**Attach File**” for documents or images.

The image shows a close-up of the "Attach File" button.

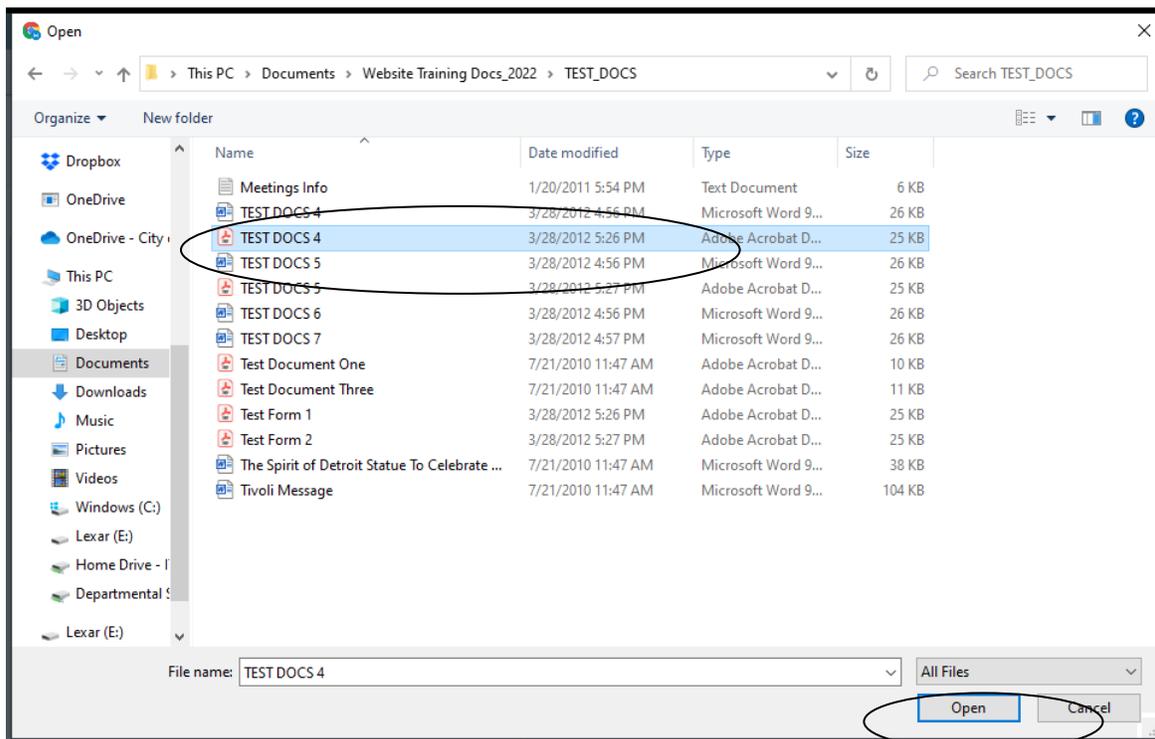
12. The file upload box opens.



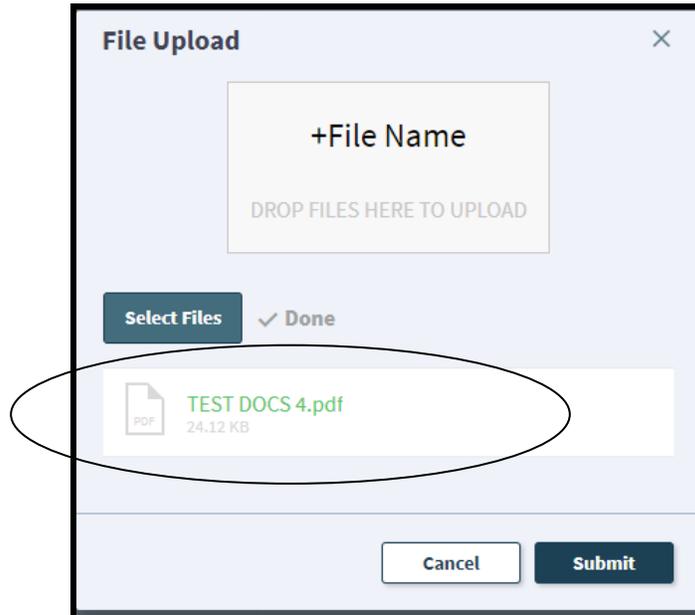
13. Select the “Select Files” button.



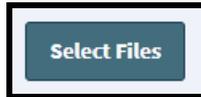
14. Navigate the file location, select the file, and click “Open”.



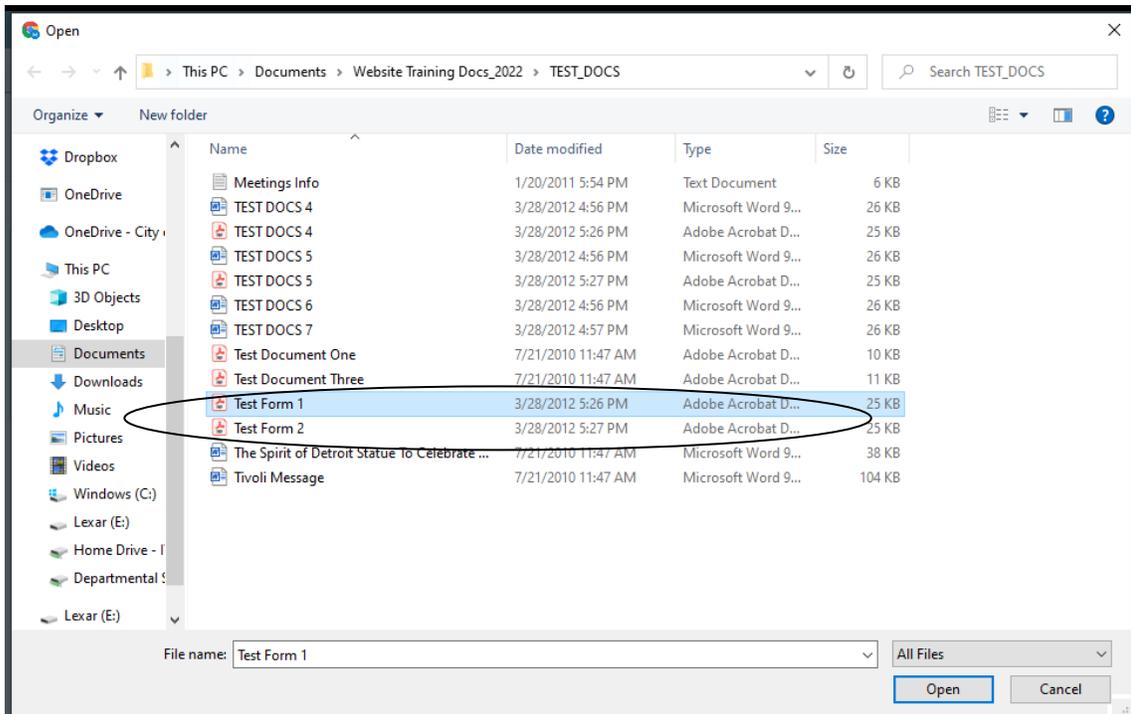
15. The file upload box shows the file attached.



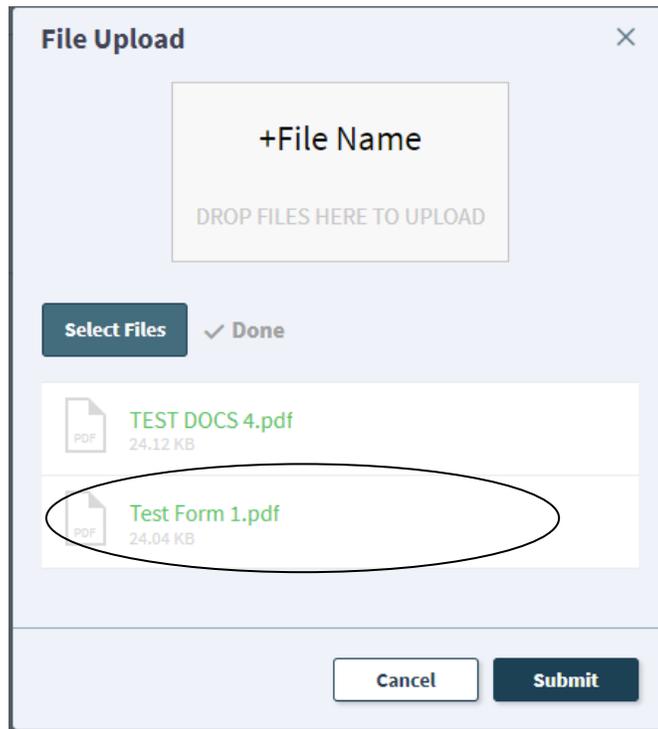
16. (Optional) Add additional Files. Click “Select Files”



17. Navigate to the file folder to add more files.



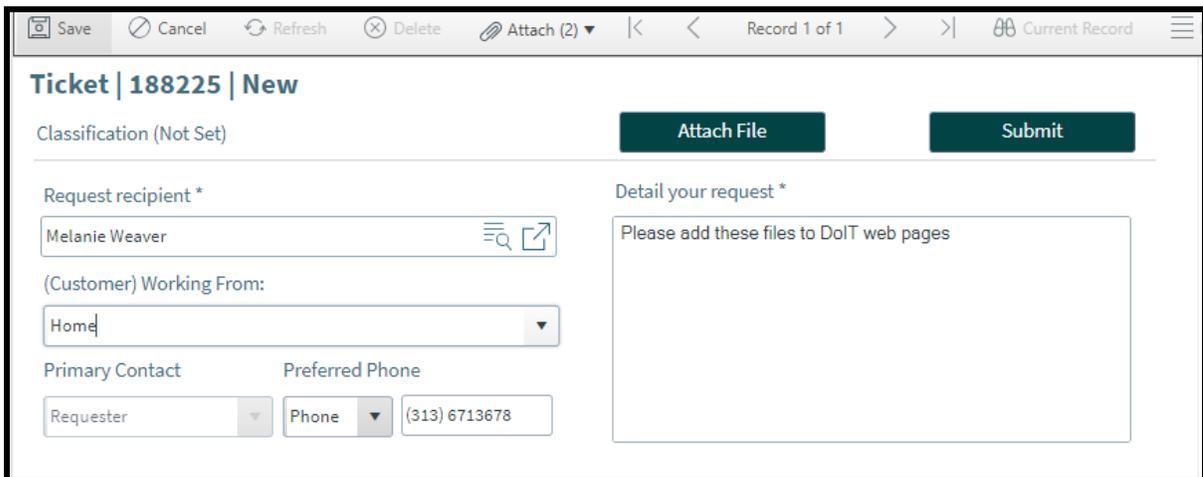
12. The file upload box shows the file(s) attached.



13. Click the “Submit” button.



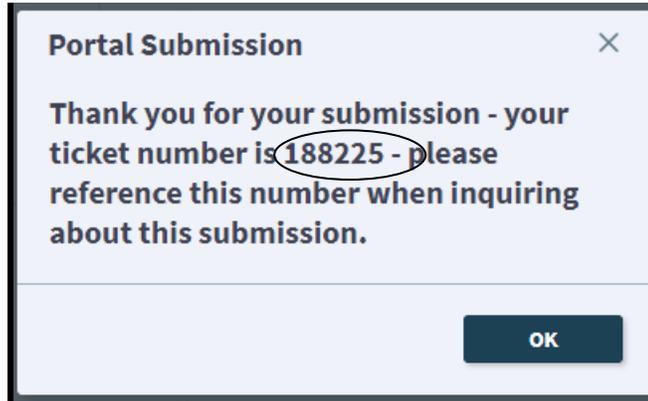
14. The request has the information and file attached.



15. Submit the ticket by selecting the “**Submit**” button.

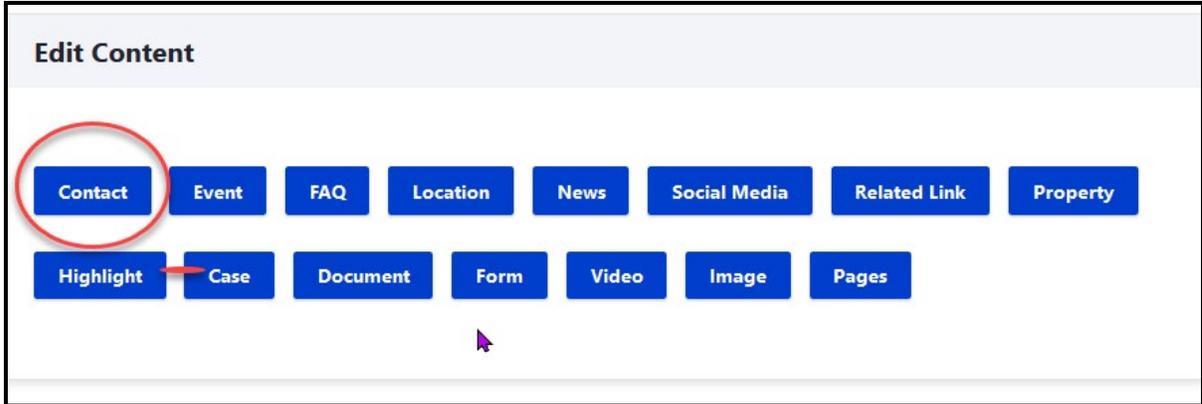
A dark teal rectangular button with the word "Submit" in white text.

16. Message request is submitted. Keep the ticket number as a reference for requests.

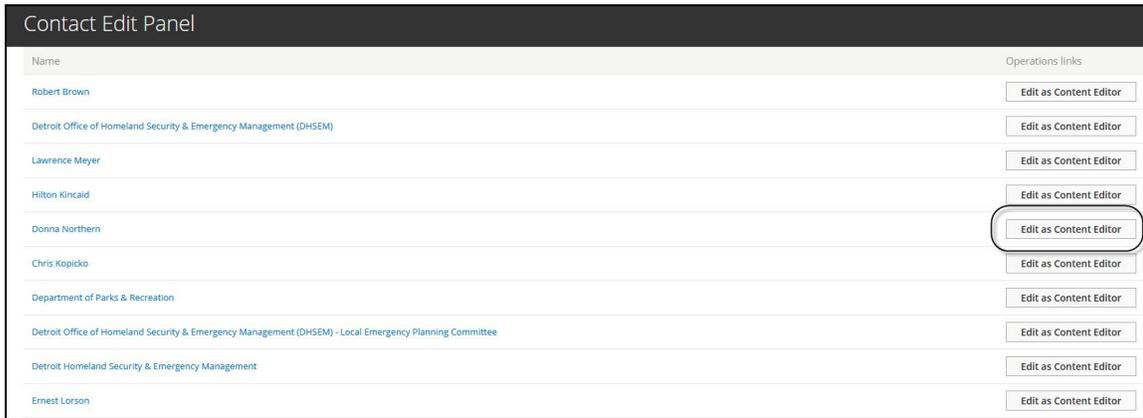


Editing Content - Contacts

1. Select "**Contacts**" on the dashboard under Edit Content Section.



2. The Contact Dialog box opens, listing all the contacts you have the right to edit. Select the "**Edit as Content Editor**" button to edit a contact.



- The information for that contact box will open to make changes or corrections.

Edit content as Content Editor

View Revisions

Name *
Donna Northern

Position Order

Emergency Management Coordinator 0

1

Add another item

Responsibilities Order

Text format: Rich editor About text formats ?

Rich editor

- You can embed entities.
- You can align images (`data-align="center"`), but also videos, blockquotes, and so on.
- You can caption images (`data-caption="Text"`), but also videos, blockquotes, and so on.
- Embed `<embed>URL</embed>` tags are converted to the media embed HTML.
- Web page addresses and email addresses turn into links automatically.

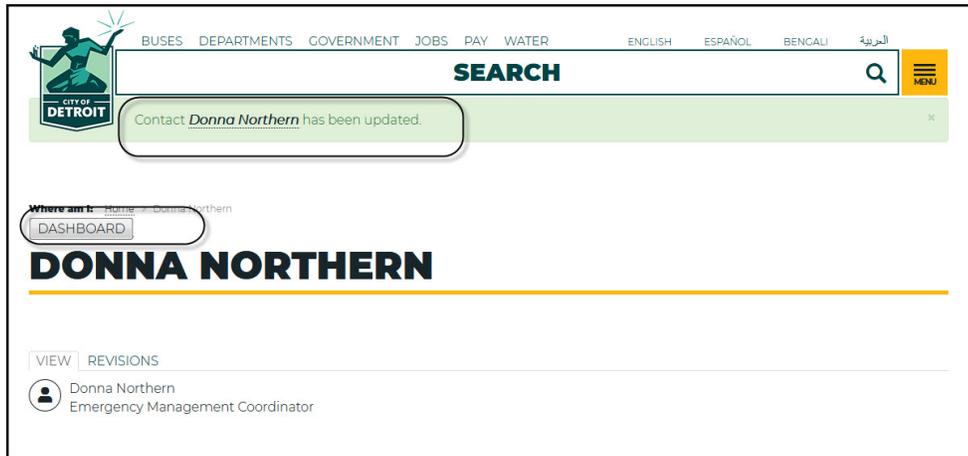
Simple editor

- Allowed HTML tags: `<a href hreflang href accesskey id rel target title>` `<blockquote cite>` `
` `<cite>` `<code>` `<dd>` `<dl>` `<dt>` `` `<h2 id>` `<h3 id>` `<h4 id>` `<h5 id>` `<h6 id>` `` `<ol start type>` `<p>` `` `` `<u>` `<ul type>` ``
- Web page addresses and email addresses turn into links automatically.

- Enter the changes for the contact.
- Click the “Save” button to update the information.

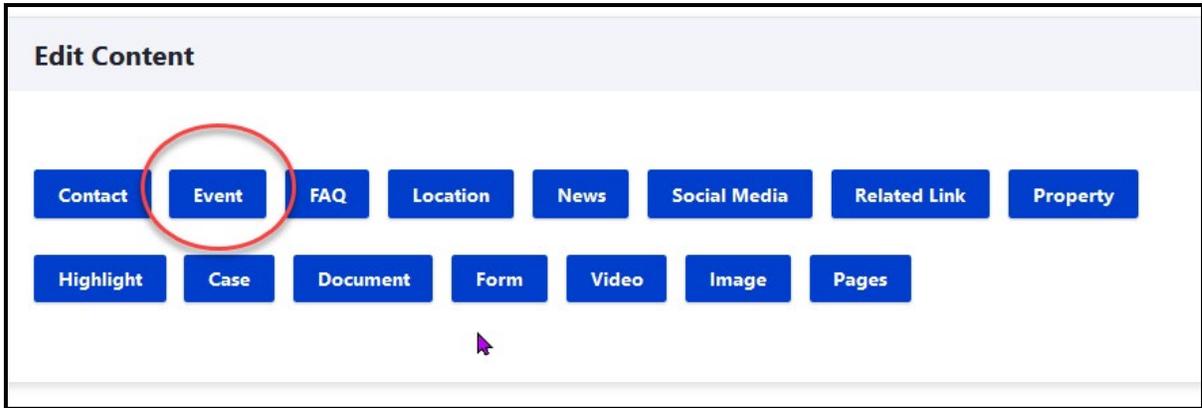


6. You will receive a message stating, “Contact Donna Northern has been updated.” Click the “Dashboard” button to return and continue editing or adding new content.



Editing Content – Events / Meeting

1. Select "**Events**" on the dashboard under Edit Content Section.



2. Events Dialog box opens listing all the events /meetings you have rights to edit. Select the "**Edit as Content Editor**" button to edit an event/meeting.



3. The information for that contact box will open.

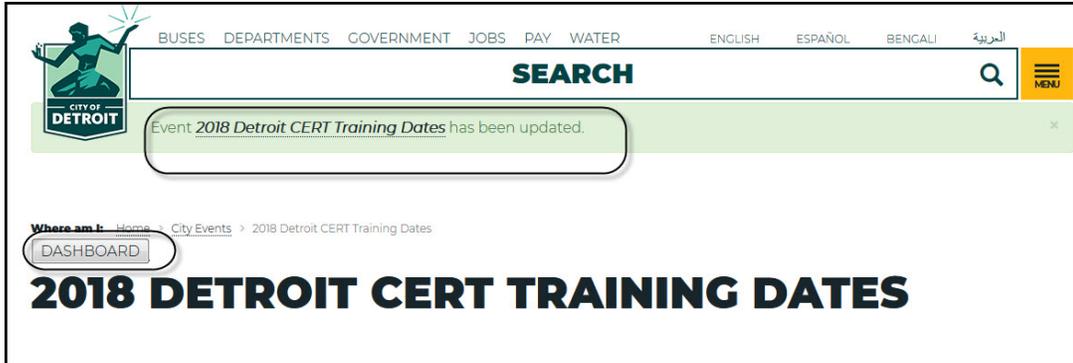
The screenshot shows a web interface for editing content. At the top, it says "Edit content as Content Editor". Below that, there are tabs for "View" and "Revisions". The main form has several sections:

- Title ***: A text input field containing "2018 Detroit CERT Training Dates".
- Start Date ***: A date picker showing "11/08/2018". Below it is a tooltip: "Date that the even is starting."
- End Date**: A date input field with the placeholder "mm/dd/yyyy". Below it is a tooltip: "Date the event ends".
- Time ***: A text input field containing "5:30 pm - 9:00 pm".
- Text format**: A dropdown menu set to "Rich editor". To its right is a link "About text formats ?". Below the dropdown is a list of tips:
 - You can embed entities.
 - You can align images (`data-align="center"`), but also videos, blockquotes, and so on.
 - You can caption images (`data-caption="Text"`), but also videos, blockquotes, and so on.
 - Embed `<embed>URL</embed>` tags are converted to the media embed HTML.
 - Web page addresses and email addresses turn into links automatically.
- Banner**: A "Browse..." button next to the text "No file selected.". Below it are instructions: "Event banner for top of page", "One file only.", "2 MB limit.", and "Allowed types: png gif jpeg".
- Location**: A dropdown menu showing "Greater Grace Temple (10311)". Below it is a tooltip: "Location of the event".

4. You can update the event title, date, time, and any other information about the event/meeting.
5. Click "Save" button to update the information.



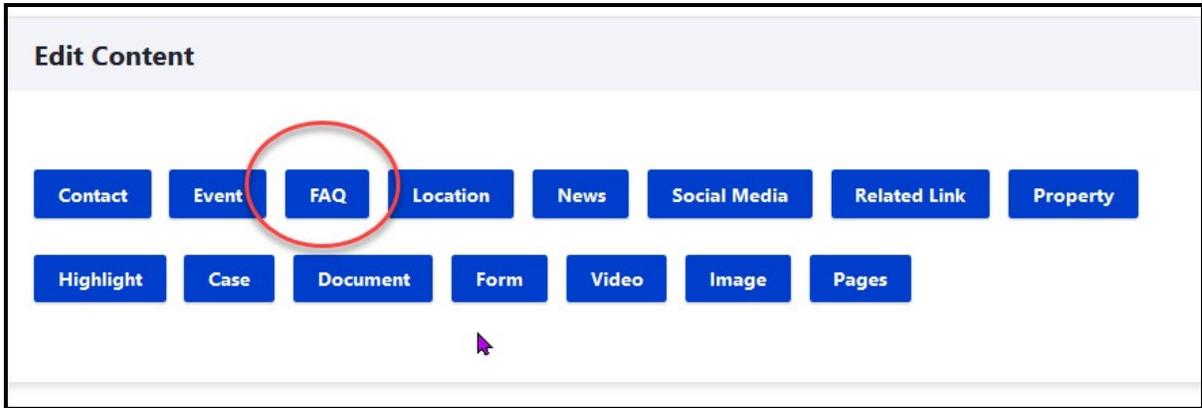
6. You will receive a message “Event **2018 Detroit CERT Training Dates** has been updated” Click “**Dashboard**” button to return and continue to edit or add new content.



The screenshot shows the top navigation bar of the City of Detroit website. It includes the City of Detroit logo, a search bar with the word "SEARCH" and a magnifying glass icon, and a menu icon. Below the navigation bar, a green notification box displays the message: "Event **2018 Detroit CERT Training Dates** has been updated." Below the notification, the breadcrumb trail reads: "Where am I: Home > City Events > 2018 Detroit CERT Training Dates". A button labeled "DASHBOARD" is highlighted with a red circle. Below the button, the text "2018 DETROIT CERT TRAINING DATES" is displayed in large, bold, black letters.

Editing Content - FAQs

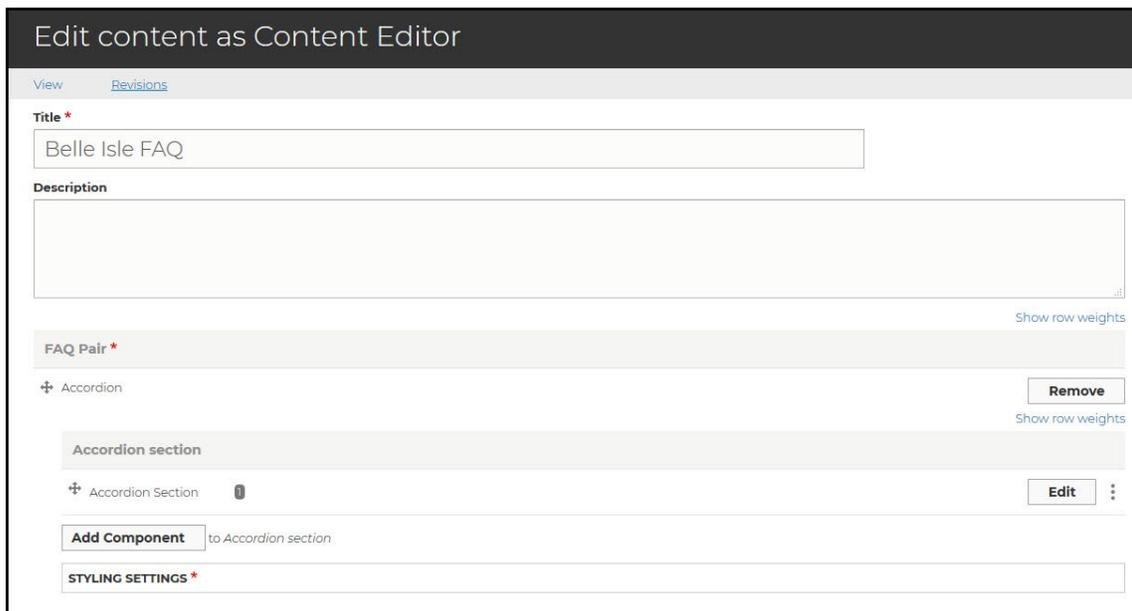
1. Select "FAQs" on the dashboard.



2. Events Dialog box opens listing all the events you have rights to edit. Select the “**Edit as Content Editor**” button to edit a FAQ.



3. The FAQ Edit dialog opens to show all the FAQs.



4. Select “**Edit**” by FAQ pair to edit.

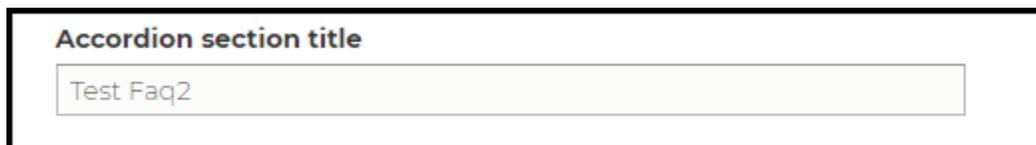


5. Select “**Edit**” by the answer to edit.



6. Repeat steps 4 & 5 until you are finished editing the FAQs.

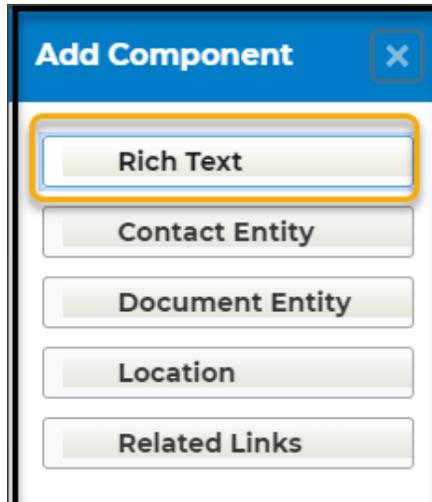
7. If you need to add a FAQ, select “**Add accordion.**”



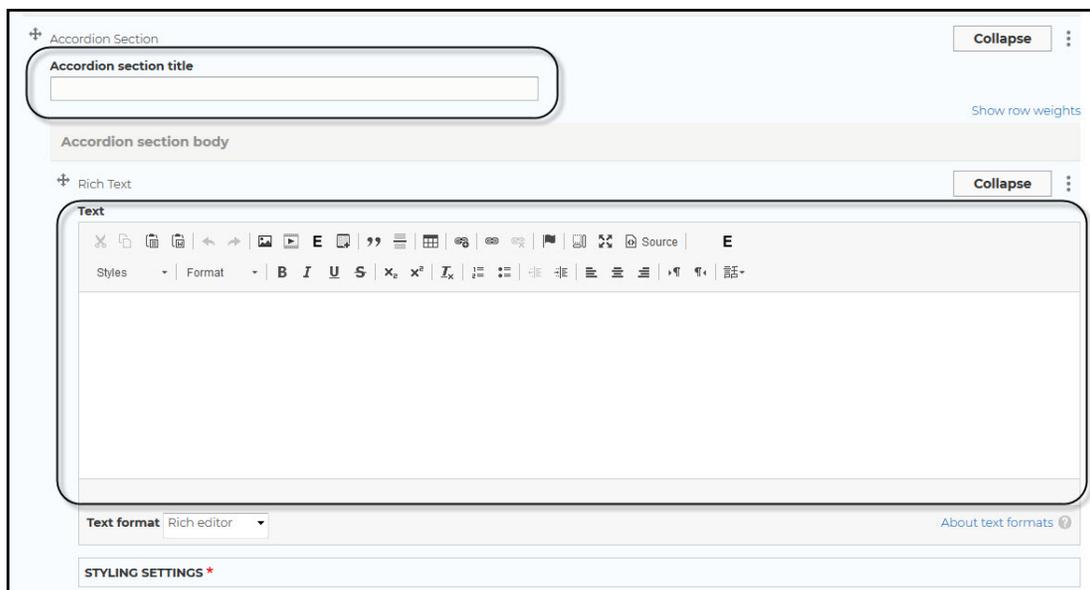
8. Select the “Add Component” button.



9. Select “Rich Text” to create an answer section.



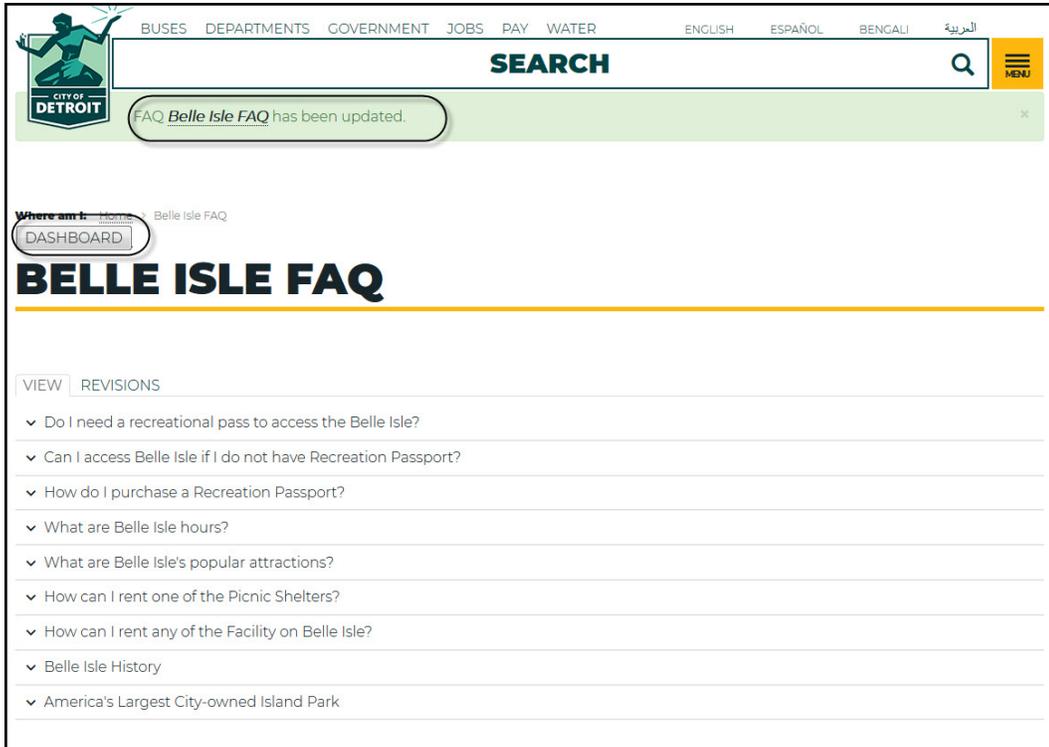
10. Add questions and answer to the new FAQ.



11. Click the **“Save”** button to update the information.

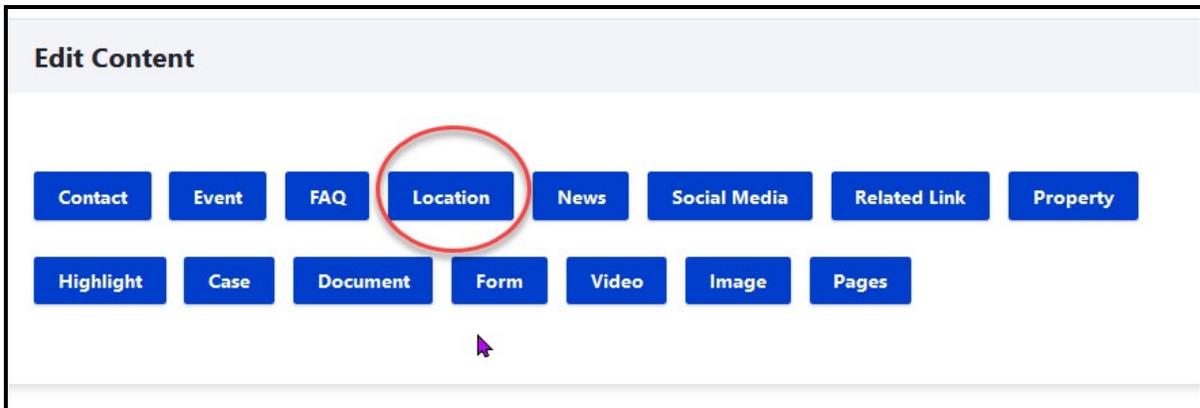


12. You will receive a message **“FAQs has been updated”** and a listing of the FAQs. Click the **“Dashboard”** button to return and continue to edit or add new content.



Editing Content - Location

1. Select "**Location**" on the dashboard under Edit Content Section.

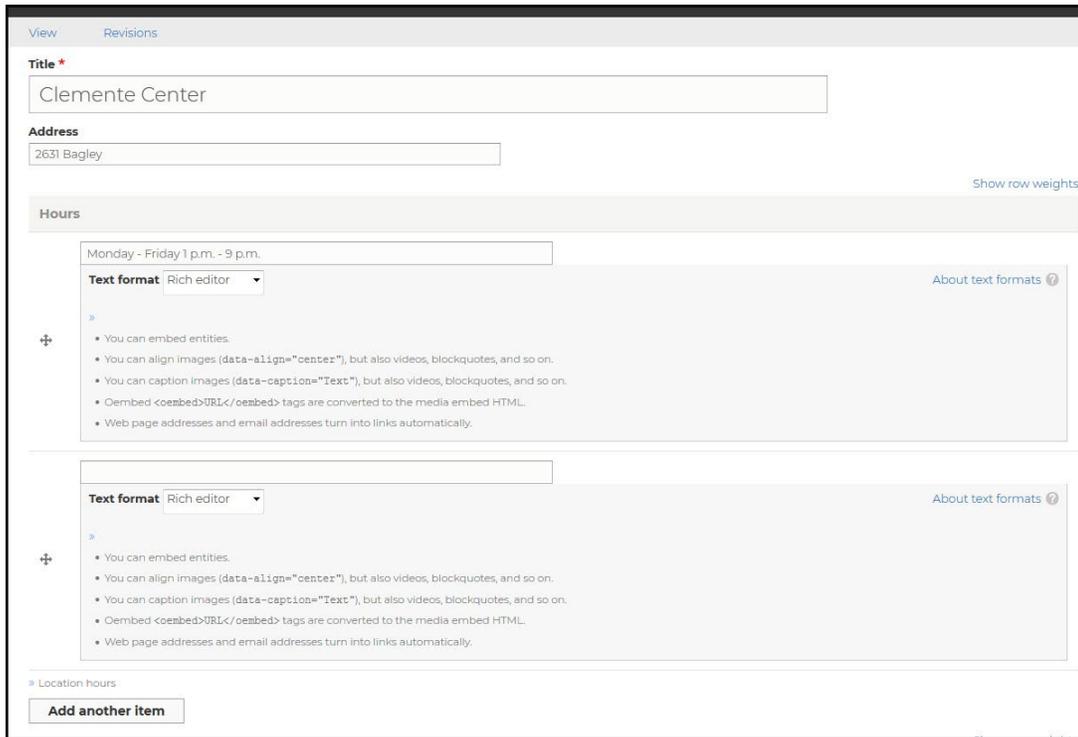


2. The Location Dialog box opens, listing all the locations you have the right to edit. Select the "**Edit as Content Editor**" button to edit an event.



Name	Operations links
Adam / Butzel Center	Edit as Content Editor
Clemente Center	Edit as Content Editor
Crowell Recreation Center	Edit as Content Editor
Farwell Recreation Center	Edit as Content Editor
Heilmann Center	Edit as Content Editor
Lasky Center	Edit as Content Editor
Northwest Activities Center	Edit as Content Editor

3. The information for that location will open.



The screenshot shows a web form for editing location information. At the top, there are tabs for "View" and "Revisions". The form has the following fields:

- Title ***: A text input field containing "Clemente Center".
- Address**: A text input field containing "2631 Bagley".
- Hours**: A section with a text input field containing "Monday - Friday 1 p.m. - 9 p.m.". Below this is a "Text format" dropdown menu set to "Rich editor". To the right of the dropdown is a link "About text formats ?". Below the dropdown is a plus sign icon and a list of text format instructions:
 - You can embed entities.
 - You can align images (data-align="center"), but also videos, blockquotes, and so on.
 - You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
 - Oembed <oembed>URL</oembed> tags are converted to the media embed HTML.
 - Web page addresses and email addresses turn into links automatically.

At the bottom of the form, there is a link "Location hours" and a button "Add another item".

4. You can update the information for the location e.g., address, hours.

5. Click the "Save" button to update the information.

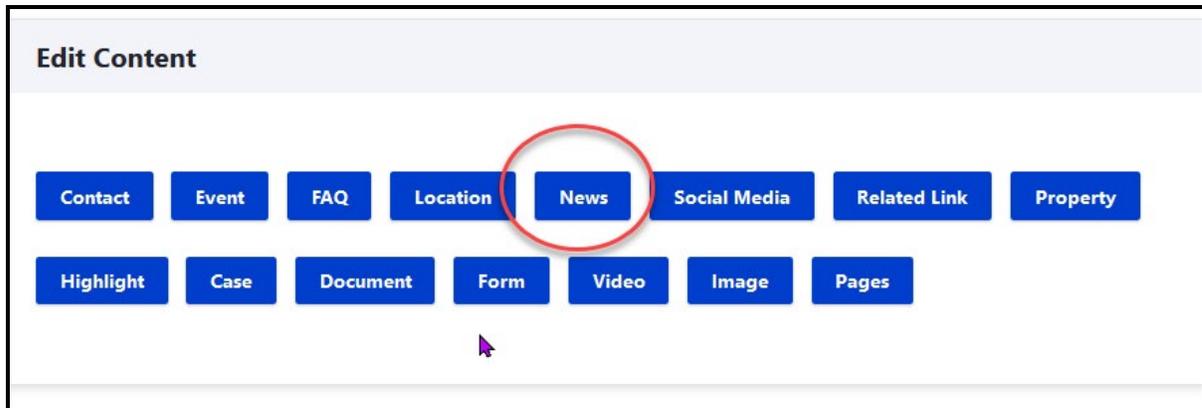


6. You will receive the message “Location has been updated.” Click the “**Dashboard**” button to return and continue to edit or add new content.

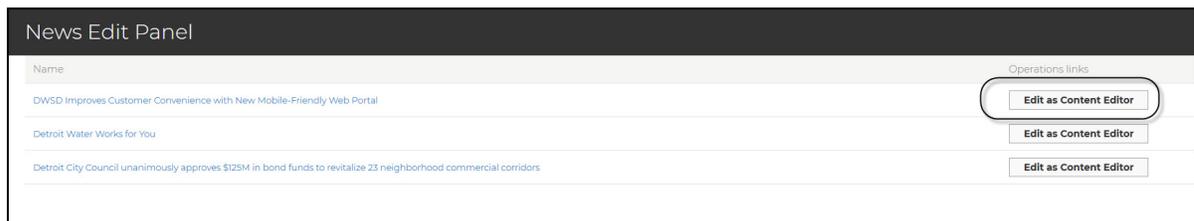
The screenshot shows the top navigation bar of the City of Detroit website with links for BUSES, DEPARTMENTS, GOVERNMENT, JOBS, PAY, WATER, ENGLISH, ESPAÑOL, BENGALI, and العربية. A search bar with the word "SEARCH" and a magnifying glass icon is present. A green notification banner states "Location Clemente Center has been updated." Below this, a "Where am I" breadcrumb trail shows "Home" and "Clemente Center". A "DASHBOARD" button is circled in red. The main heading "CLEMENTE CENTER" is displayed in large, bold letters. Below the heading, there are tabs for "VIEW" and "REVISIONS". The content area lists details for the center: **Address** (2631 Bagley, Detroit MI 48216), **Hours** (Monday - Friday 1 p.m. - 9 p.m.), and **Department** (Parks & Recreation, Cooling Centers, Warming Centers).

Editing Content - News

1. Select "News" under the Edit Content Section on the dashboard.



2. News Dialog box opens listing all the news you have rights to edit. Select the “**Edit as Content Editor**” button to edit a news.



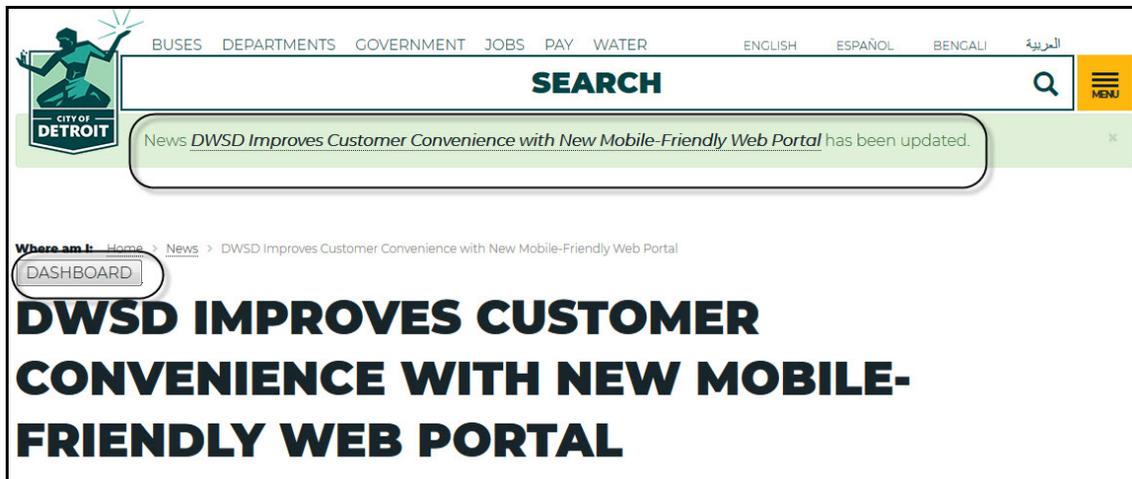
3. The information for that news will open.

The screenshot shows a news editing interface. At the top, there are tabs for 'View' and 'Revisions'. The 'Title' field contains 'DWSD Improves Customer Convenience with New Mobile-Friendly Web Portal'. The 'Start Date' is set to '08/30/2018'. Below it is a note: 'Date that the news took place.' The 'End Date' field is empty, with a note: 'Date that the news ended if any.' The 'Banner' section has a 'Browse...' button and the text 'No file selected.', with a note: 'Banner image for top of the page. One file only. 2 MB limit. Allowed types: png gif jpg jpeg.' The 'Summary' section has a 'Hide summary' link and contains the text: 'The Detroit Water and Sewerage Department (DWSD) has launched its new customer care web portal.' At the bottom, there is a note: 'Leave blank to use trimmed value of full text as the summary.'

- 4. Enter the changes for the news.
- 5. Once the changes are complete. Click the “Save” button to update the information.

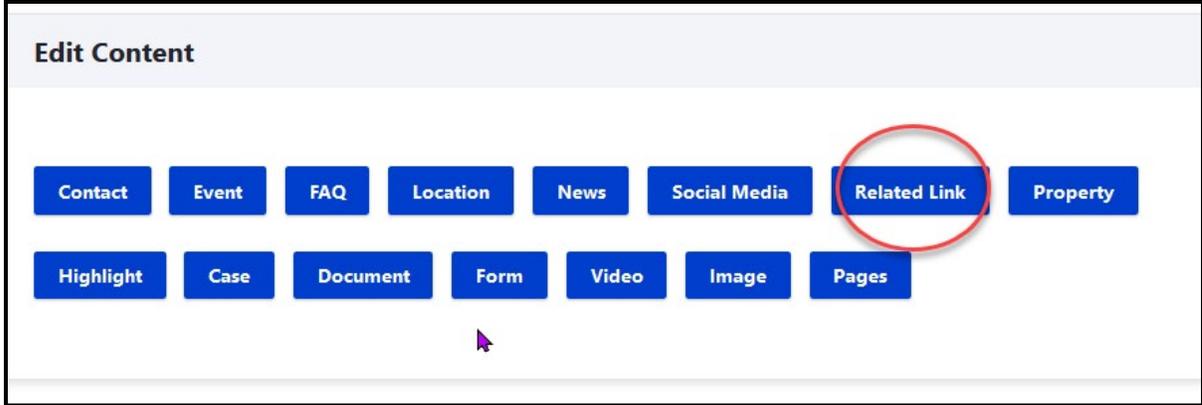


- 6. You will receive a message stating, “News DWSD Improves Customer Convenience with New Mobile Friendly Web Portal has been updated.” Click the “Dashboard” button to return and continue to edit or add new content.



Editing Content – Related Link

1. Select "**Related Link**" on the dashboard on the dashboard under Edit Content Section.



2. Related Link Dialog box opens listing all the events you have rights to edit. Select the "**Edit as Content Editor**" button to edit a related link.



3. The information for that related link box will open.

Edit content as Content Editor

View Revisions

Title *

Internal link test

Description (Edit summary)

Test of internal link

Text format: Rich editor

EXTERNAL LINK

URL

This must be an external URL such as <http://example.com>.

Link text

External link to related content.

4. Enter the changes for the related link.
5. Once the changes are complete. Click the “Save” button to update the information.

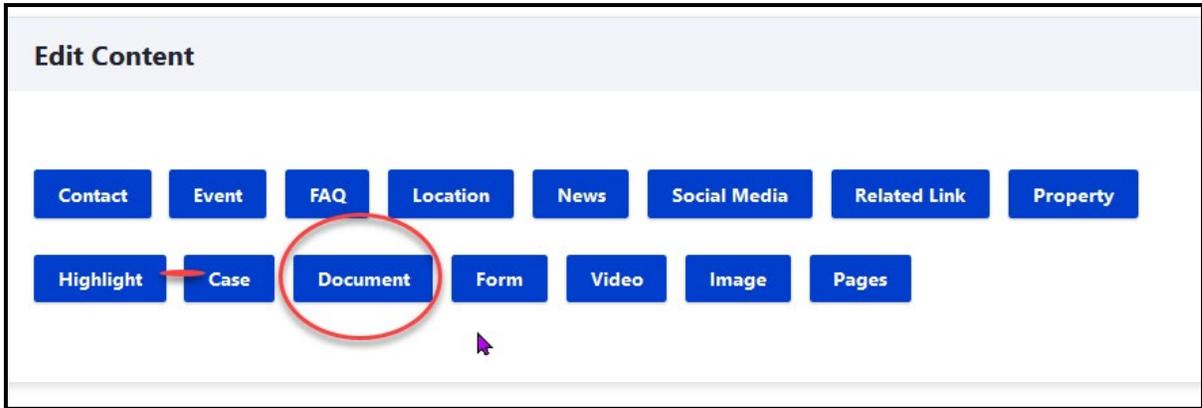


- You will receive a message “**Related Link Internal Link Test has been updated.**” Click “**Dashboard**” button to return and continue to edit or add new content

The screenshot displays the City of Detroit website interface. At the top, there is a navigation bar with links for BUSES, DEPARTMENTS, GOVERNMENT, JOBS, PAY, WATER, ENGLISH, ESPAÑOL, BENGALI, and العربية. A search bar with the word "SEARCH" and a magnifying glass icon is present. A green notification banner at the top reads: "Related Link *Internal link test* has been updated." Below the notification, a breadcrumb trail shows "Where am I" > Home > Internal link test. A "DASHBOARD" button is highlighted. The main heading is "INTERNAL LINK TEST" in large, bold, black letters. Below the heading, there are tabs for "VIEW" and "REVISIONS". The content area shows "Test of internal link" with sub-sections for "Internal Link", "Zoning", and "Department", with "Water and Sewerage Department" listed under the Department section.

Editing Content - Document

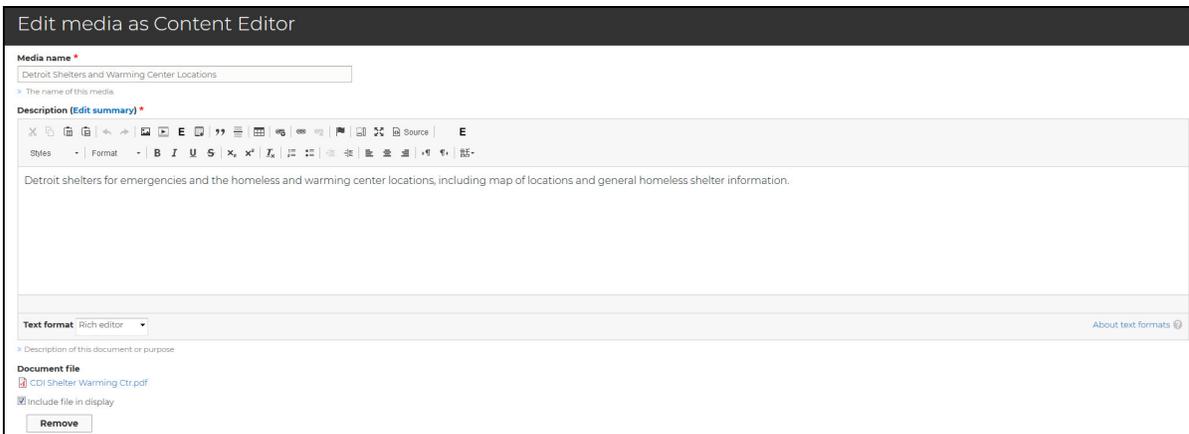
1. Select "**Document**" under Edit Content Section on the dashboard.



2. Document Dialog box opens listing all the documents you have rights to edit. Select the "**Edit as Content Editor**" button to edit a document.



3. The information for that contact box will open.



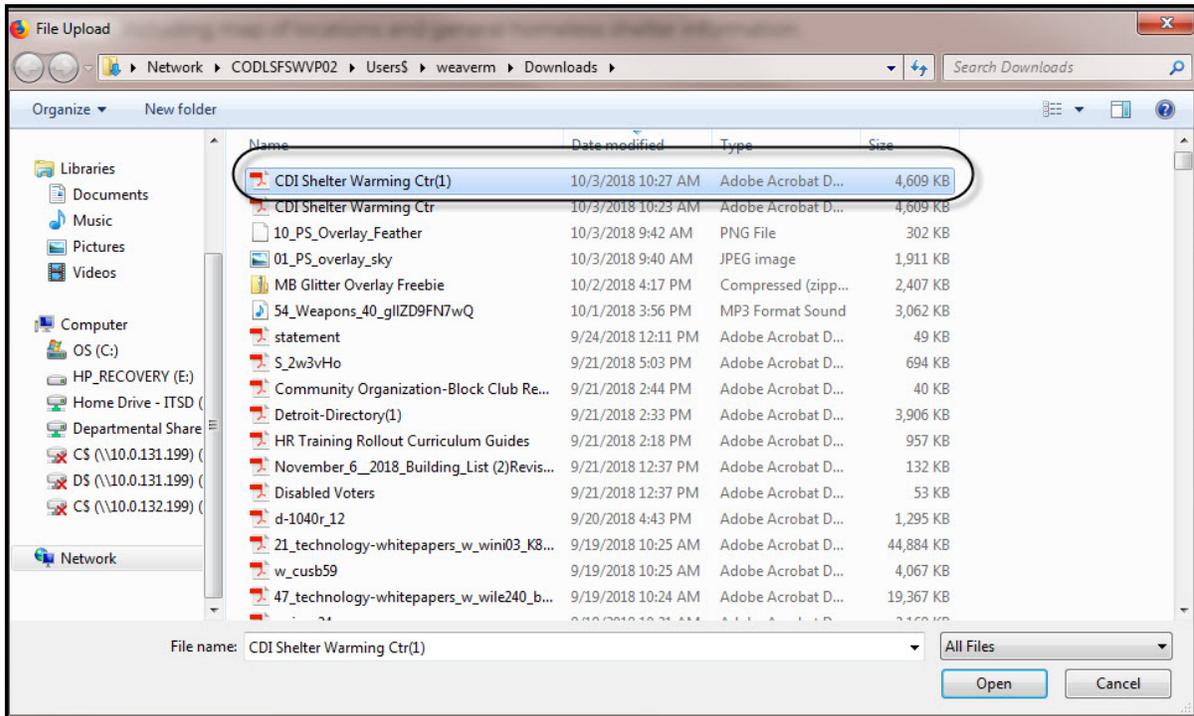
4. If the document change involves removing and replacing it, select the “**Remove**” button to remove the old document first.



5. Select the “**Browse**” button to navigate to the file location.



6. Select the updated file with the same name. If the file has a different name, use the add document process.



7. Select “Open” to insert the document.



8. Click the “Save” button to update the information.



- You will receive a message: “Document Detroit Shelters and Warming Center Locations has been updated.” Click the “**Dashboard**” button to return and continue to edit or add new content. You will see the document you updated.

The screenshot shows the top navigation bar with links for BUSES, DEPARTMENTS, GOVERNMENT, JOBS, PAY, WATER, and language options: ENGLISH, ESPAÑOL, BENGALI, العربية. A search bar is present with the word "SEARCH" and a magnifying glass icon. A notification banner reads "Document Detroit Shelters and Warming Center Locations has been updated." Below the navigation is a breadcrumb trail: "Where am I: Home > Detroit Shelters and Warming Center Locations". A "DASHBOARD" button is highlighted. The main heading is "DETROIT SHELTERS AND WARMING CENTER LOCATIONS".

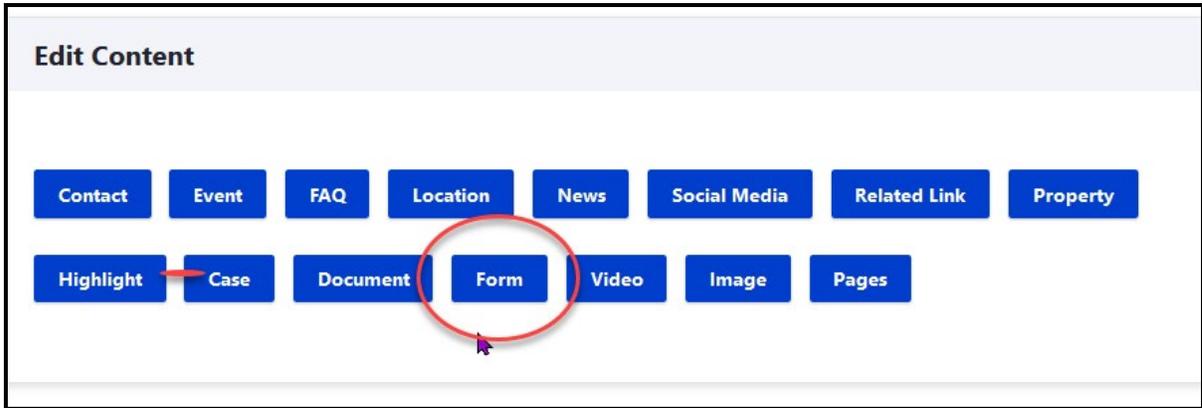
The content area is divided into three columns under the heading "DETROIT SHELTERS AND WARMING CENTER LOCATIONS".

- EAST**
 - Detroit Rescue Mission Ministries** (11)
3840 Fairview St., Detroit, MI 48214
313-993-6703
Warming center operates Nov. - March.
Population Served: Women and families
 - St. Johns Community Center** (12)
14320 Kercheval St. Detroit, MI 48215
313-823-8323
Population Served: Single adults
 - Operation Get Down** (13)
10100 Harper Detroit, MI 48213
313-921-9422
Operation Served: Single men
- SOUTHWEST**
 - New Day Multi-Purpose Center** (14)
511 S. Post Detroit, MI 48209
313-842-2420
Population Served: Single men
- SOUTHWEST Cont.**
 - The Noah Project** (15)
23 E. Adams Ave. Detroit, MI 48226
313-965-5422
Hours: 8:30 a.m. - 4 p.m.
Monday - Thursday
Program serves lunch between 10:30 a.m. and 2 p.m., assists with ID restoration, provides health services, computer training and a variety of other services.
 - Alternatives for Girls** (16)
903 W. Grand River Detroit, MI 48208-2365
313-361-4000
Crisis Line: 888-AFG-3919
Population Served: At-risk girls and young women
 - Covenant House Michigan** (17)
2959 Martin Luther King Jr. Blvd. Detroit, MI 48208
313-463-2000
Population Served: Youth aged 18-24
 - Salvation Army Harbor Light System** (18)

A map on the right side shows the locations of these shelters and warming centers across Detroit, with numbered markers corresponding to the list items.

Editing Content - Form

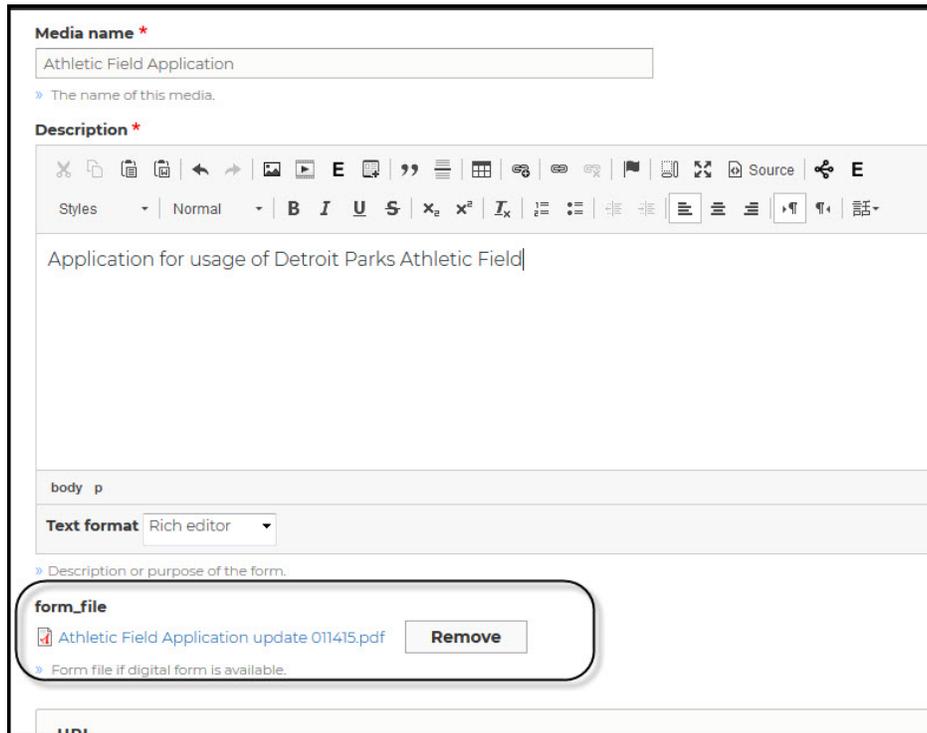
1. Select **"Form"** on the dashboard on the dashboard under Edit Content Section.



2. Form Dialog box opens listing all the events you have rights to edit. Select the **"Edit as Content Editor"** button to edit a form.

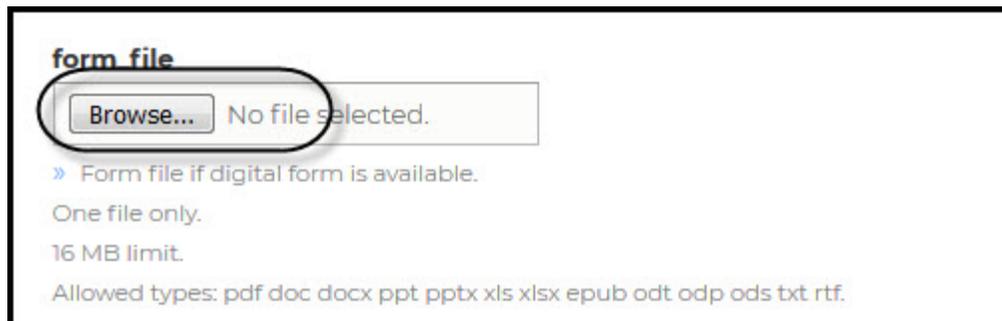


3. The information for that contact box will open. To remove the old form, select “**Remove**”.



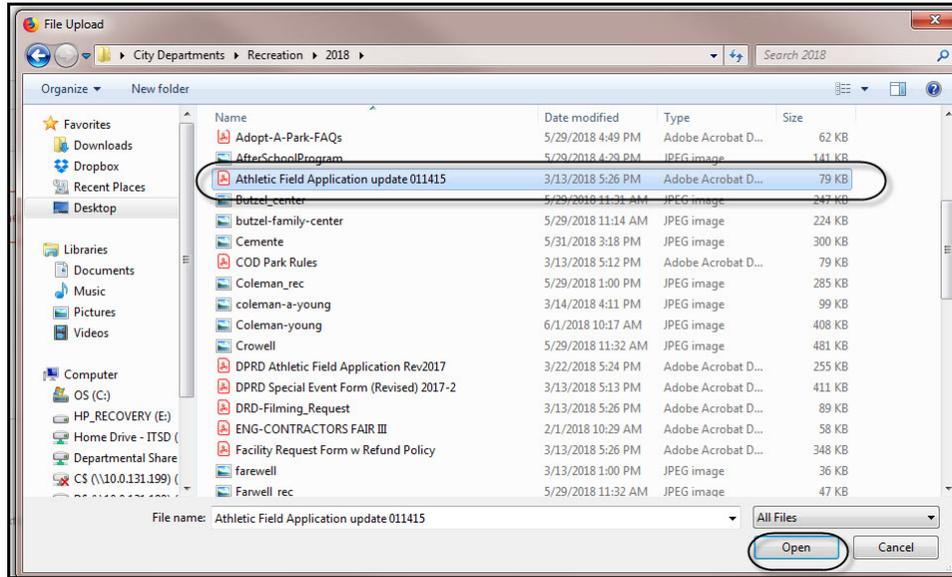
The screenshot shows a media management interface. At the top, there is a text input field labeled "Media name *" containing "Athletic Field Application". Below it is a small instruction: "» The name of this media." The next section is "Description *" with a rich text editor toolbar and a text area containing "Application for usage of Detroit Parks Athletic Field". Below the description is a "Text format" dropdown menu set to "Rich editor" and another instruction: "» Description or purpose of the form." At the bottom, there is a section labeled "form_file" containing a file entry: "Athletic Field Application update 011415.pdf" with a "Remove" button next to it. A small instruction below the file entry reads: "» Form file if digital form is available." The "Remove" button is highlighted with a rounded rectangle.

4. Navigate to the location of the form with the same name by selecting the “**Browse**” button.



The screenshot shows a file selection dialog box. At the top, it is labeled "form file". Below the label is a "Browse..." button and a text field containing "No file selected." Below this is a small instruction: "» Form file if digital form is available." Further down, there are three lines of text: "One file only.", "16 MB limit.", and "Allowed types: pdf doc docx ppt pptx xls xlsx epub odt odp ods txt rtf." The "Browse..." button is highlighted with a rounded rectangle.

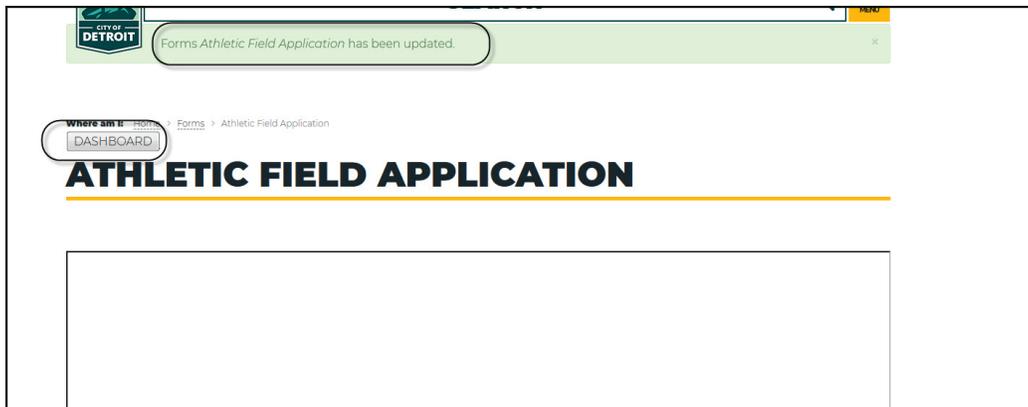
5. Select the form.



6. Click “Save” button to update the information.

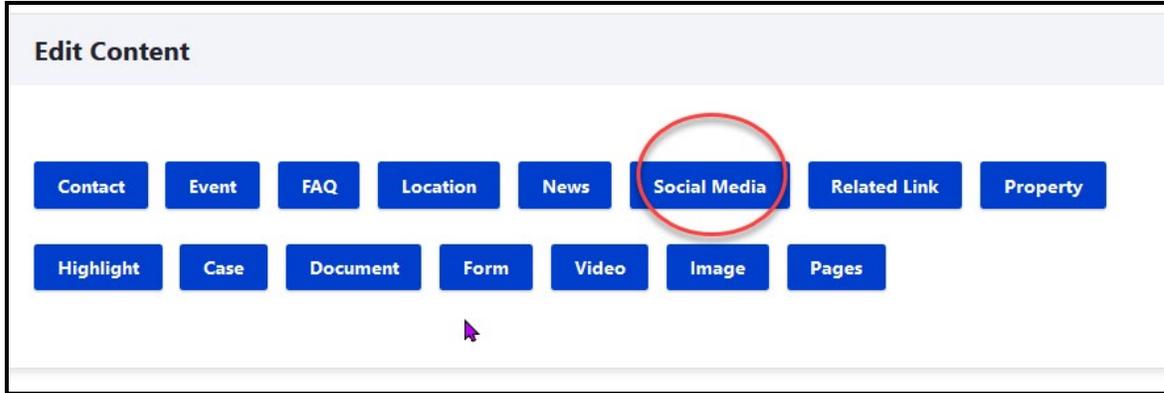


7. You will receive a message “**Form Athletic Field Application has been updated**”
Click “**Dashboard**” button to return and continue to edit or add new content



Editing Content – Social Media

1. Select "**Social Media**" on the dashboard on the dashboard under Edit Content Section.



2. Social Media Dialog box opens listing all social media you have rights to edit. Select the "**Edit as Content Editor**" button to edit an image.



3. The information for that image box will open with the type of social media link.

Title *
Adams/Butzel Complex Facebook

SOCIAL MEDIA TYPE

Facebook
 N/A
 Off
 On

Instagram
 N/A
 Off
 On

Twitter
 N/A
 Off
 On

Department

+ Adam Butzel Complex (2016)

+

Add another item

Relational Tag

+

» Tags use to connect content and placement.

Add another item

LINK *

URL *
https://www.facebook.com/DPRDAdamsButzel/

4. Enter the update to the Facebook link.

LINK *

URL *
https://www.facebook.com/DPRDAdamsButzel/

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page.

Link text
Adams/ Butzel complex - DPRD

» Link to social media content

5. Click the “Save” button to update the information.



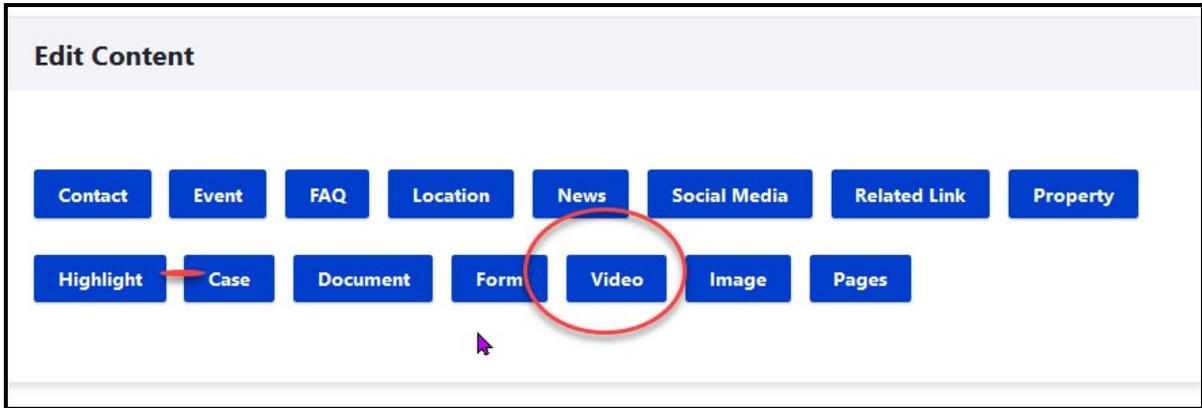
- You will receive a message “**Social Media Adams/Butzel Complex Facebook has been updated**” Click “**Dashboard**” button to return and continue to edit or add new content.

The screenshot shows the City of Detroit website interface. At the top, there is a navigation bar with links for BUSES, DEPARTMENTS, GOVERNMENT, JOBS, PAY, WATER, ENGLISH, ESPAÑOL, and BENGALI. A search bar is prominently displayed with the word "SEARCH" and a magnifying glass icon. Below the search bar, a green notification banner reads: "Social Media Adams/Butzel Complex Facebook has been updated." Below the notification, there is a "Where are you?" section with a "DASHBOARD" button highlighted. The main heading is "ADAMS/BUTZEL COMPLEX FACEBOOK" in large, bold, black letters. Below the heading, there is a "VIEW | REVISIONS" section. Underneath, there are several sections: "Facebook" (On), "Instagram" (Off), "Twitter" (Off), and "Link" (Adams/ Butzel complex - DPRD). The "Department" is listed as "Adam Butzel Complex".

- Repeat steps 1 through step 5 for changing Instagram and Twitter links.

Editing Content – Videos

1. Select “Video” on the dashboard under Edit Content Section.



2. Video dialog box opens listing all the videos you have the right to edit. Select “Edit as Content Editor” button to edit the video.



3. Video Information opens. Update video link or add to another page.

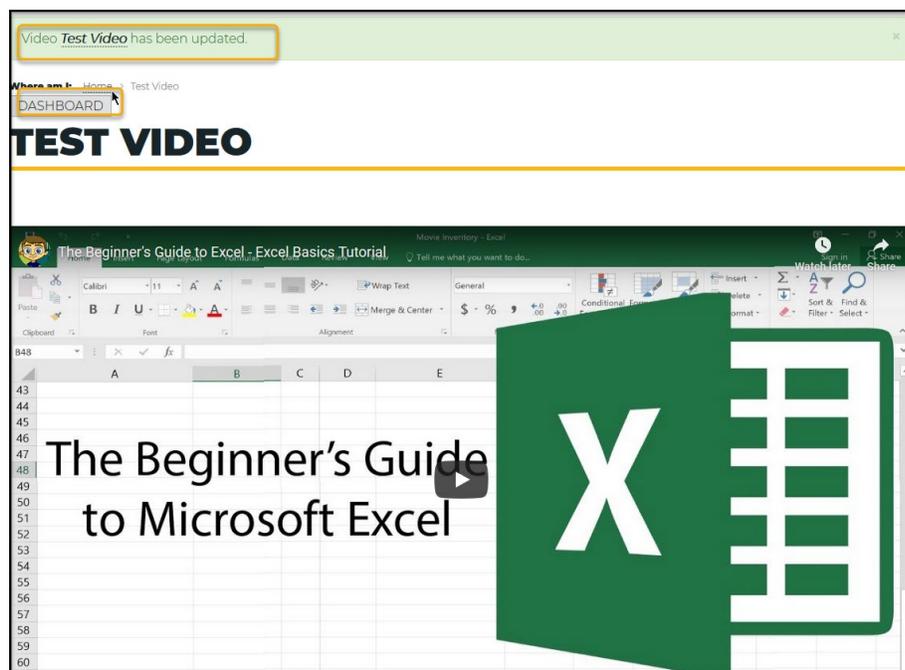
The screenshot shows the 'Edit media as Content Editor' form. It includes the following fields and options:

- Name ***: Text input field containing 'Test Video'.
- Video URL ***: Text input field containing 'https://youtu.be/rwbhoOCgEAE'.
- Events**: A section with a plus icon and a dropdown menu.
- Department (Page) ***: A section with a plus icon and a dropdown menu containing 'Department of Innovation and Technology (41)'. Below it is another empty dropdown menu.
- Published**: A checkbox that is checked.
- Buttons**: 'Add another item' buttons for both the Events and Department sections, and a 'Save' button at the bottom.

4. Click the “**Save**” button to update the information.



5. You will receive a message “**Video Test Video has been updated.**” Click the “**Dashboard**” button to return and continue to edit or add new content.



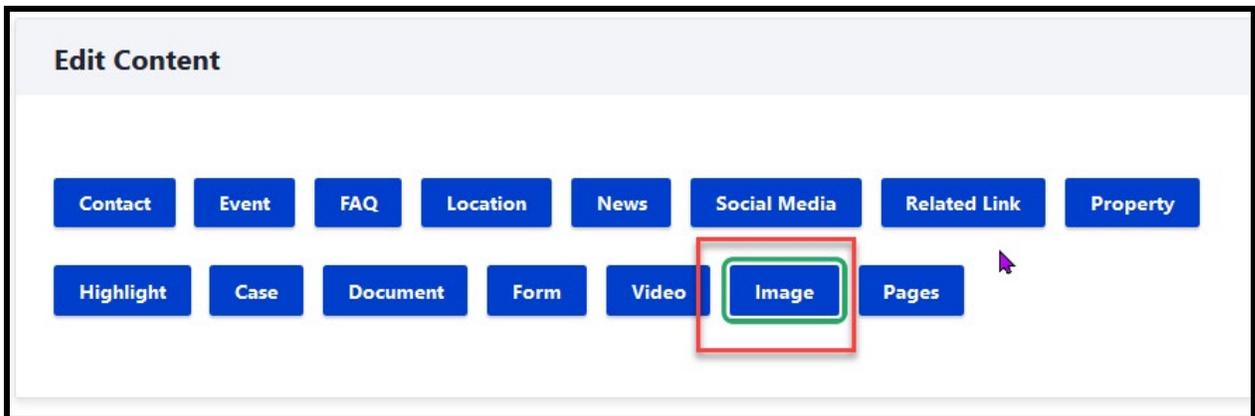
Editing Content – Images

Overview

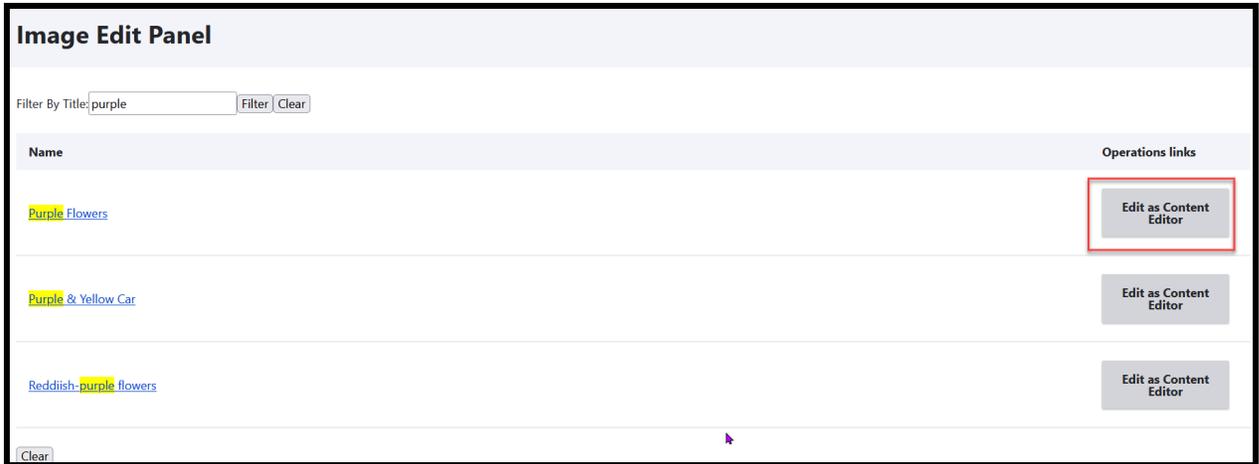
- ****Note: All images should be added to the Website System before use. Please do not drag and drop images in the description areas, which can cause page errors.**
- Edit image to System.
- Edit image to Events.
- Edit an image for the web page.

Edit Content – Images in the System

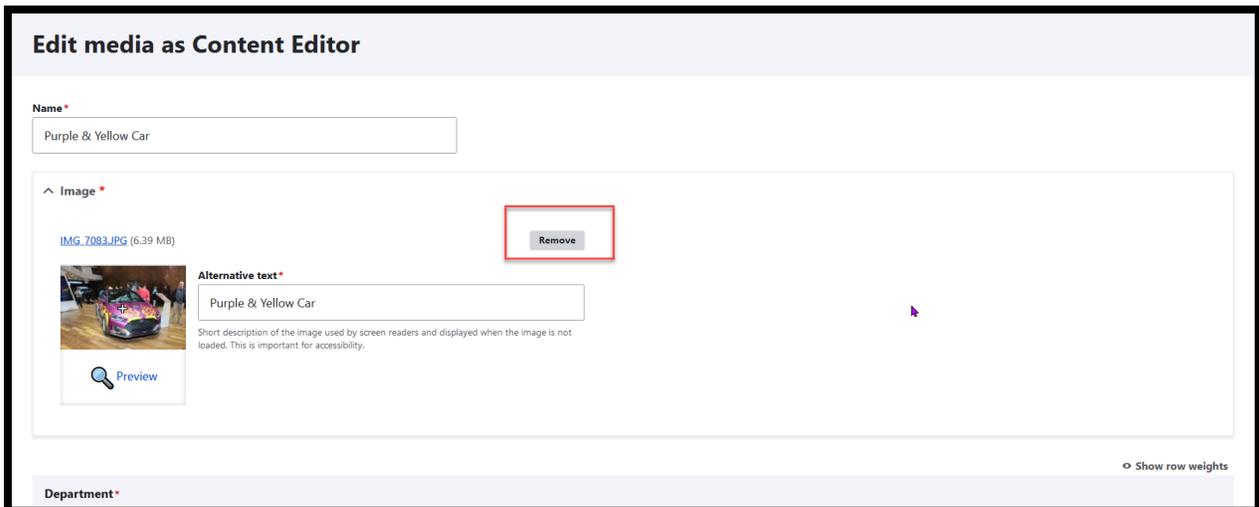
1. The image size requirement is 1170 pixels wide and compressed. If you cannot access it, change the image size and compress it. You need to submit a request to Media Services using the following form. <https://detroitmi.gov/ccsdRequest> .
2. Once your image is the correct size, you can proceed.
3. Select "**Image**" on the dashboard under Edit Content Section to update an existing image.



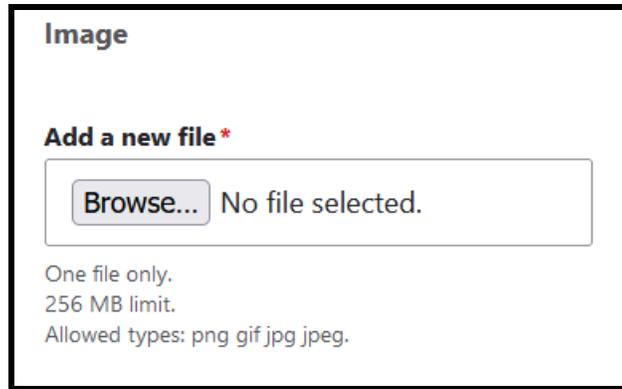
4. The Image Dialog box opens, listing all the images you have the right to edit. Select the "**Edit as Content Editor**" button to edit the image.



5. Image Information dialog opens. Remove the old image first.



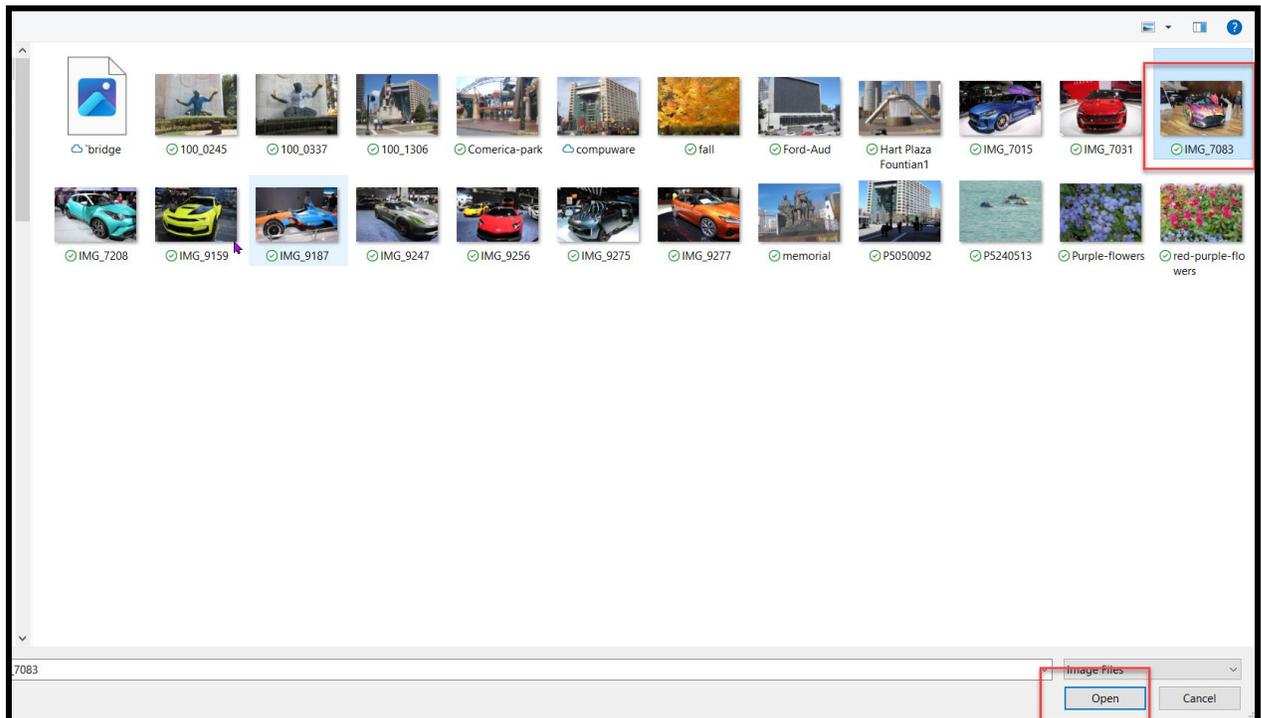
6. Browse to the location for the updated image.



7. Click the “**Browse**” button.



8. Select the image from the file location. Click “**Open**” to add the image.



9. The image is inserted into the Image Dialog box. Enter the alternative text
(***Required**)

Edit media as Content Editor

Name *

Purple & Yellow Car

^ Image *

[IMG_7083_0.JPG](#) (6.39 MB)

Remove



Alternative text *

Purple & Yellow Car

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.



Preview

10. Click the “**Save**” button.



11. The image has been added to the system. You can now use the image.

DASHBOARD

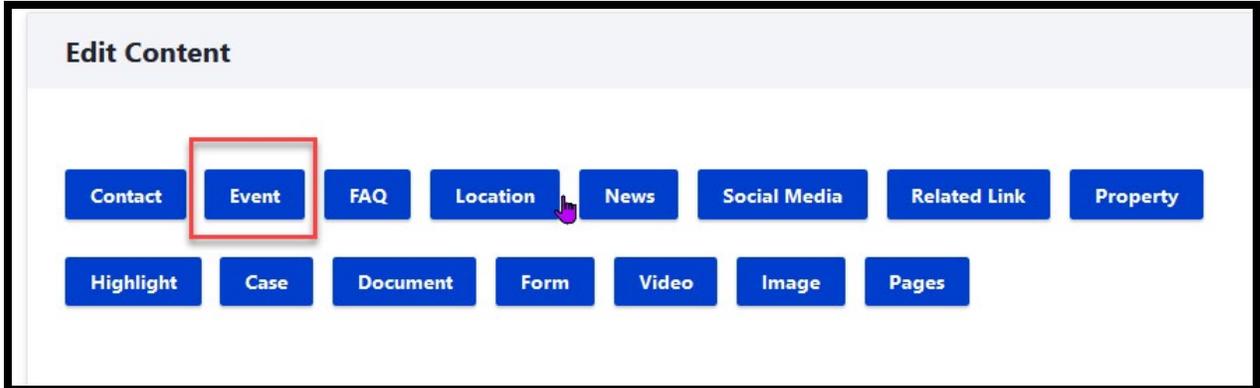
Purple & Yellow Car



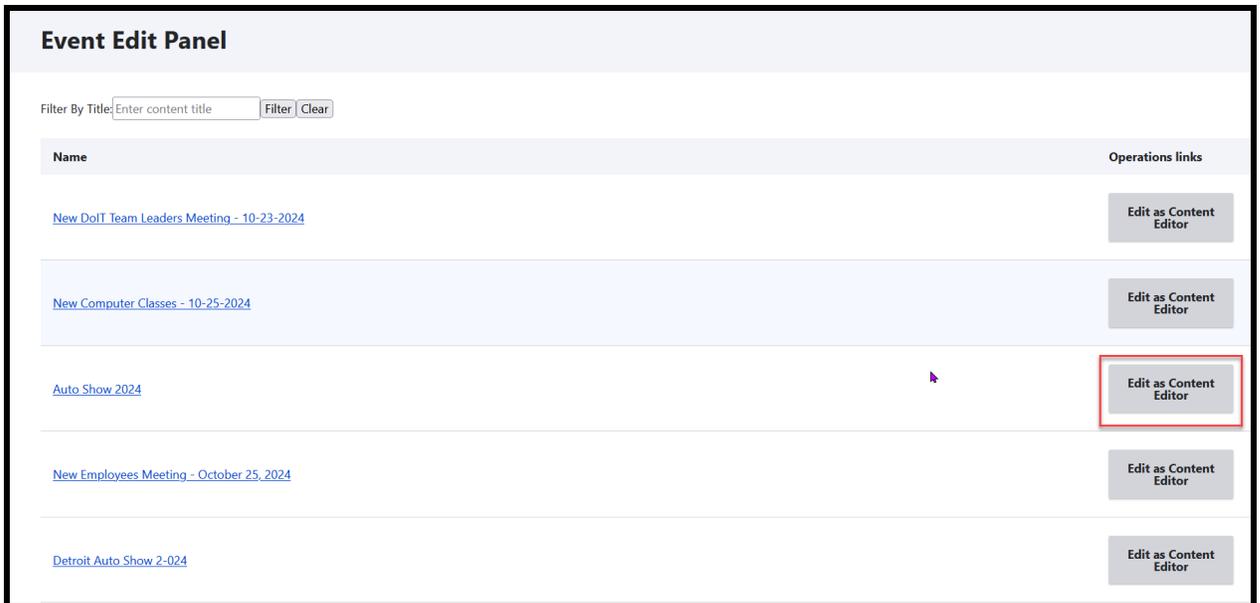
12. The update image is ready to insert into an event or your page.

Edit Content – Images to Events

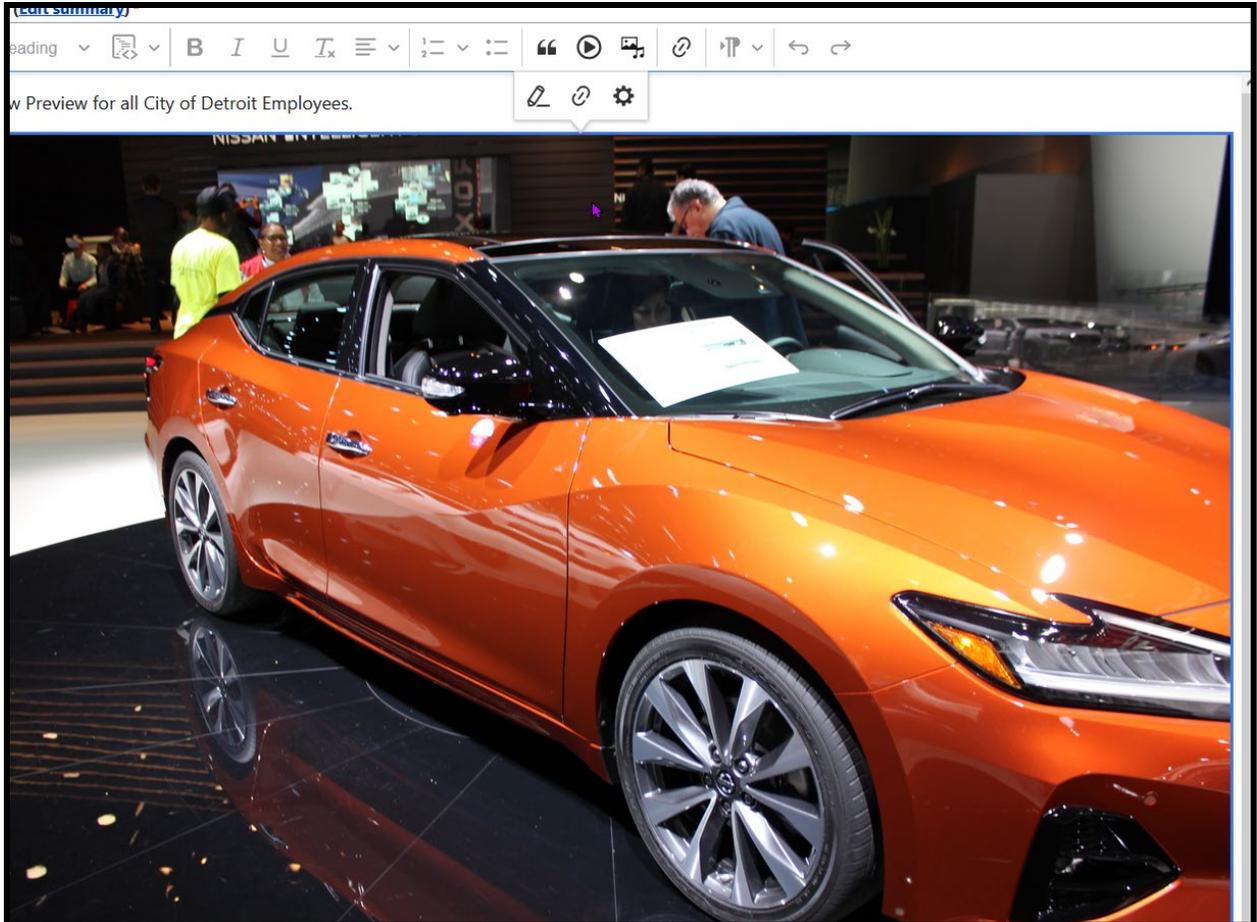
21. Select "**Event**" under the Edit Content Section on the dashboard.



22. The Event Dialog box opens, listing all events you can edit. Search for the event with the image you want to update. Select the “**Edit as Content Editor**” button to edit the event.



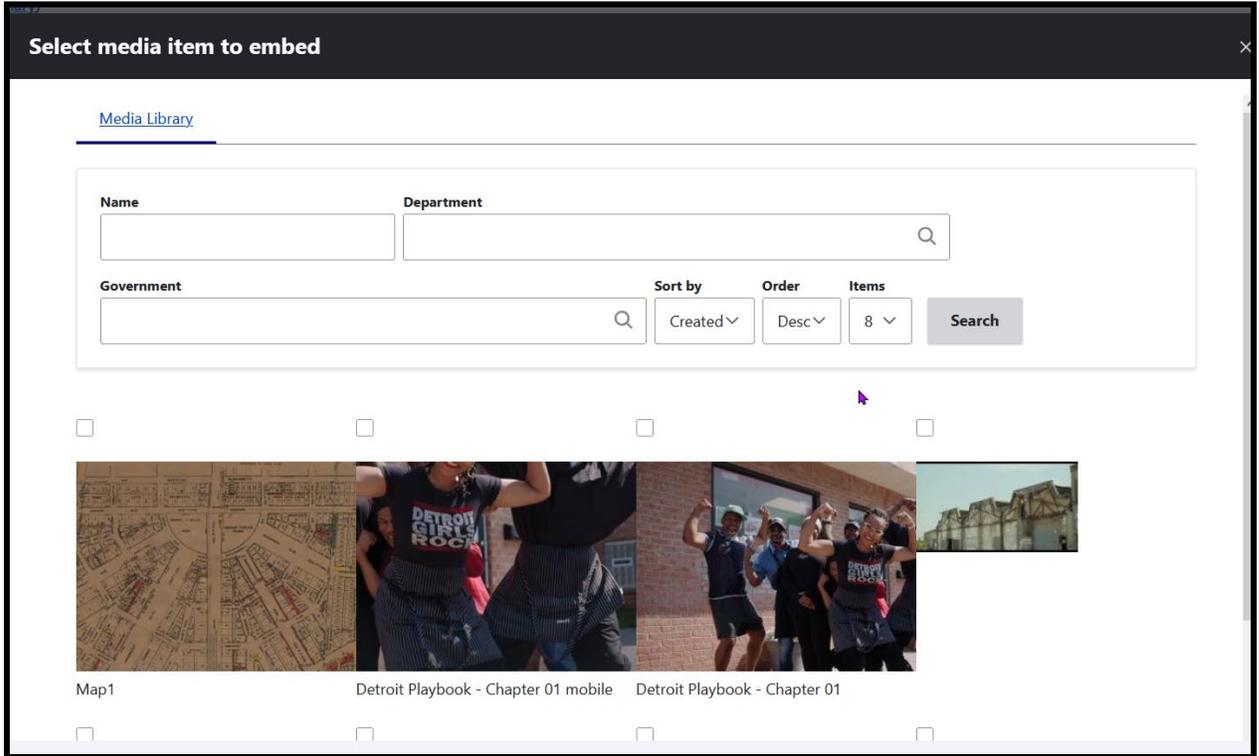
23. The event dialog box opens with the information. In the description of the event select the image to update.



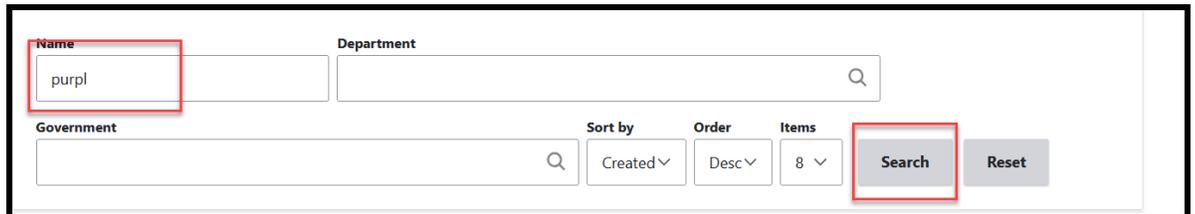
24. Select the edit button.



25. The “Select media item to embed” dialog opens.



26. If you do not see your image to select. Enter the name and click the “Search” button.



27. All media library images with your search criteria will be shown.

Name Department

Government Sort by Order Items



Reddish-purple flowers Purple & Yellow Car Purple Flowers

28. Select the image and click “Select Media” button.

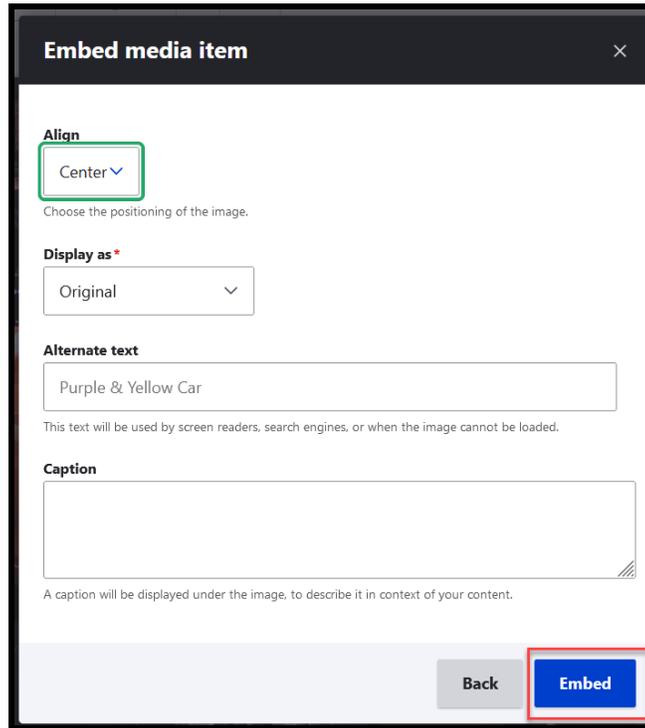
Name Department

Government Sort by Order Items



Reddish-purple flowers Purple & Yellow Car Purple Flowers

29. The Embed media item dialog box opens. Select the “**Embed**” button to add the updated image.



Embed media item ×

Align
Center ▾
Choose the positioning of the image.

Display as *
Original ▾

Alternate text
Purple & Yellow Car
This text will be used by screen readers, search engines, or when the image cannot be loaded.

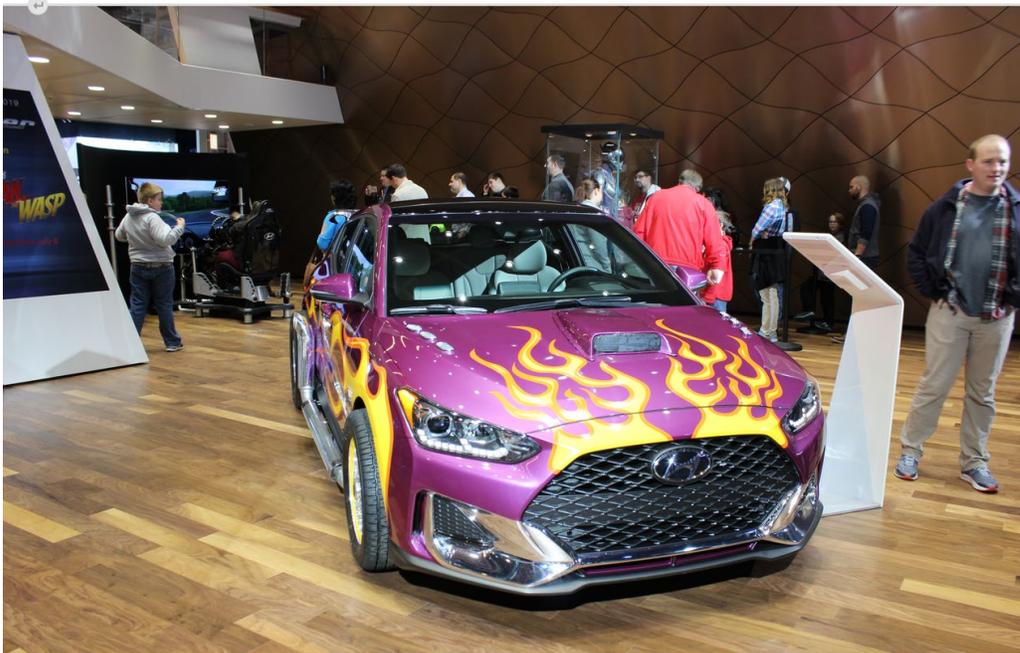
Caption

A caption will be displayed under the image, to describe it in context of your content.

Back Embed

30. The updated image is added to the event.

Auto Show Preview for all City of Detroit Employees.



31. Click the “Save” button to update the event.



32. The Event is complete; you can view the updated image.

Auto Show 2024

VIEW REVISIONS

OCT 25 DEPARTMENT OF INNOVATION AND TECHNOLOGY

2024 11:00 AM

Auto Show Preview for all City of Detroit Employees.



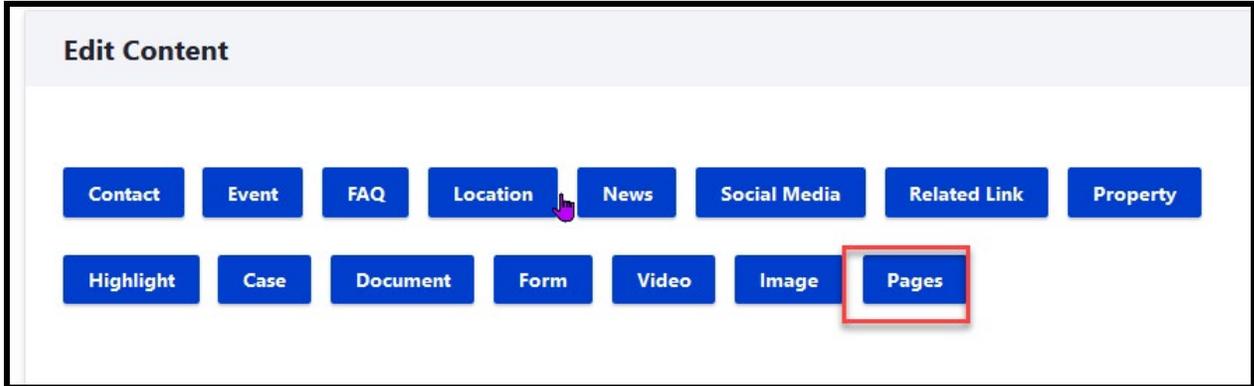


Hart Plaza

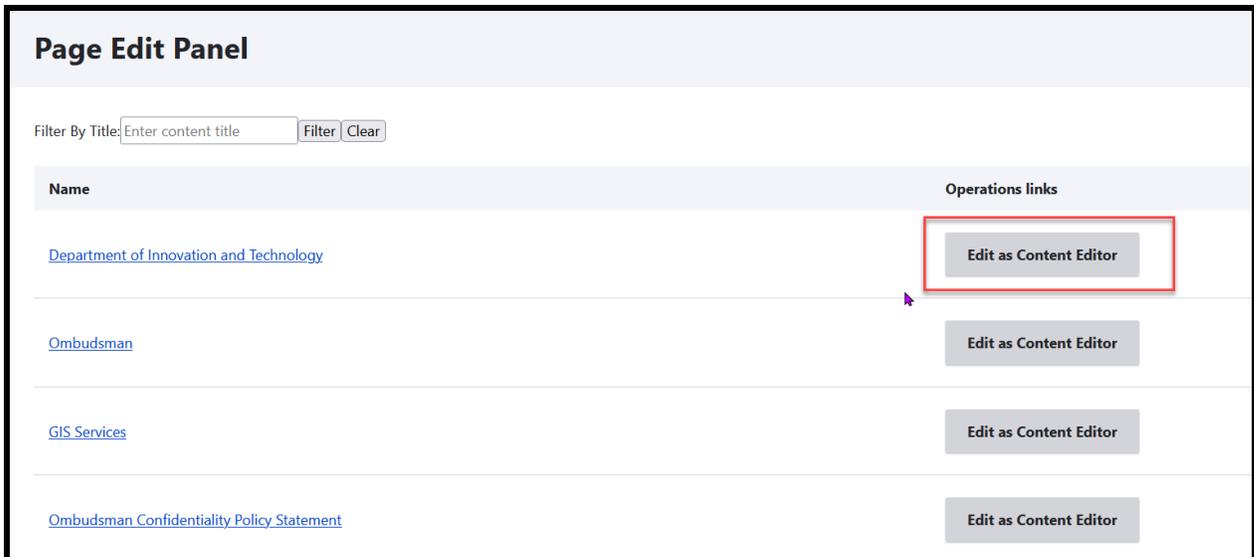
1 Hart Plaza, Detroit, MI 48226
313-877-8057
Open Year Round

Edit Content – Images Within Pages

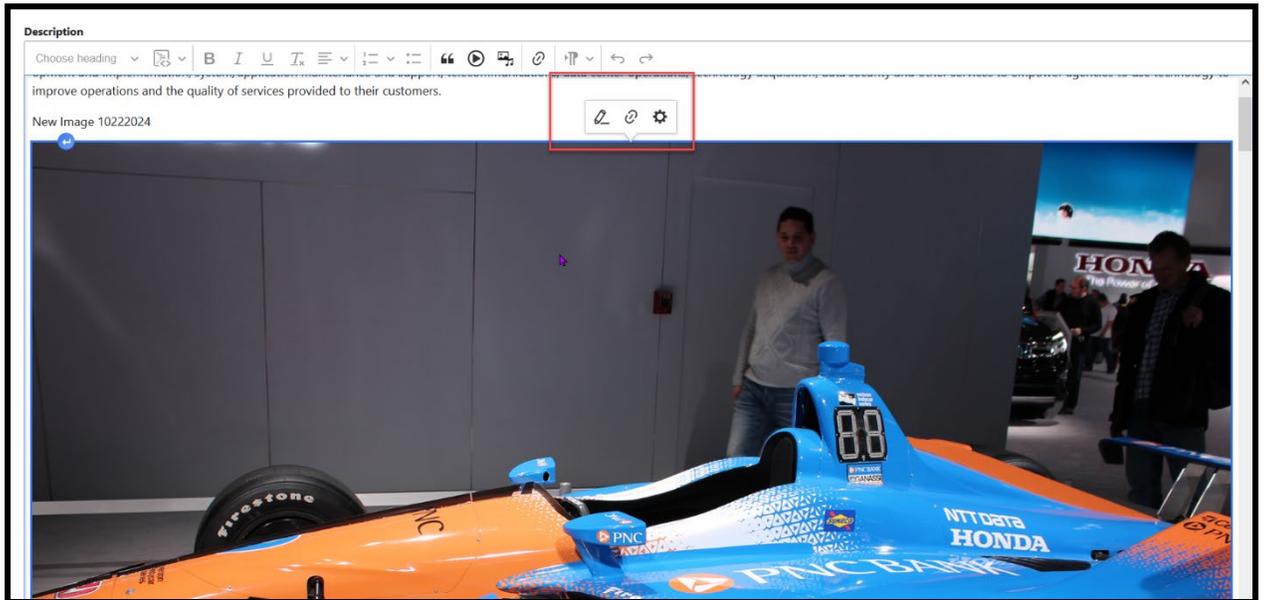
- 16. If you have an updated image in the system for the page, continue to step 2. If not, go to the section “Edit Image.”
- 17. Select **"Pages"** under the Edit Content Section on the dashboard.



- 18. The “**Edit Page Panel**” opens. This panel lists all the pages you have the right to edit. Select the “**Edit as Content Editor**” button beside the page with the image you want to update.



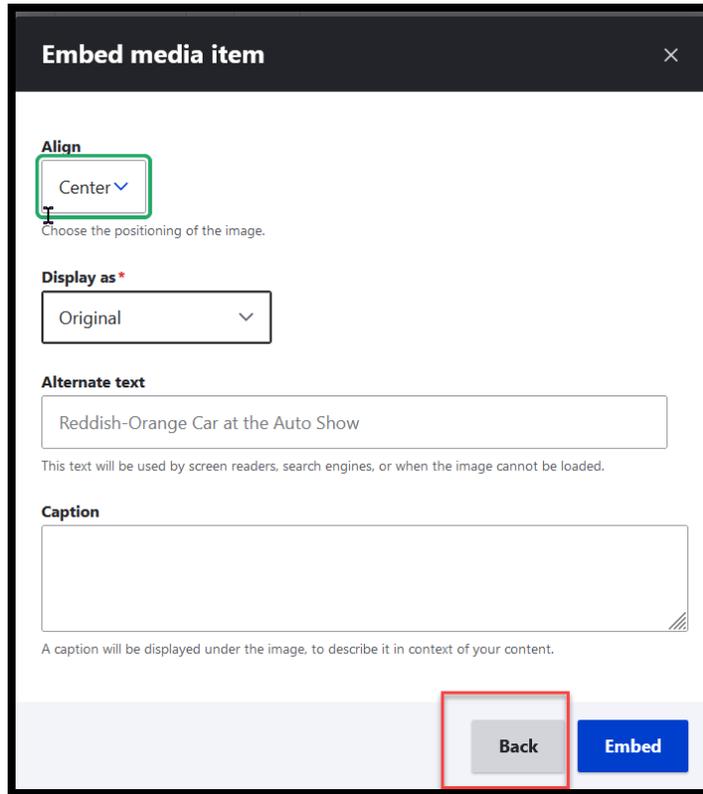
19. The Page selected will open. Scroll to the description area and place the cursor on the image you want to update.



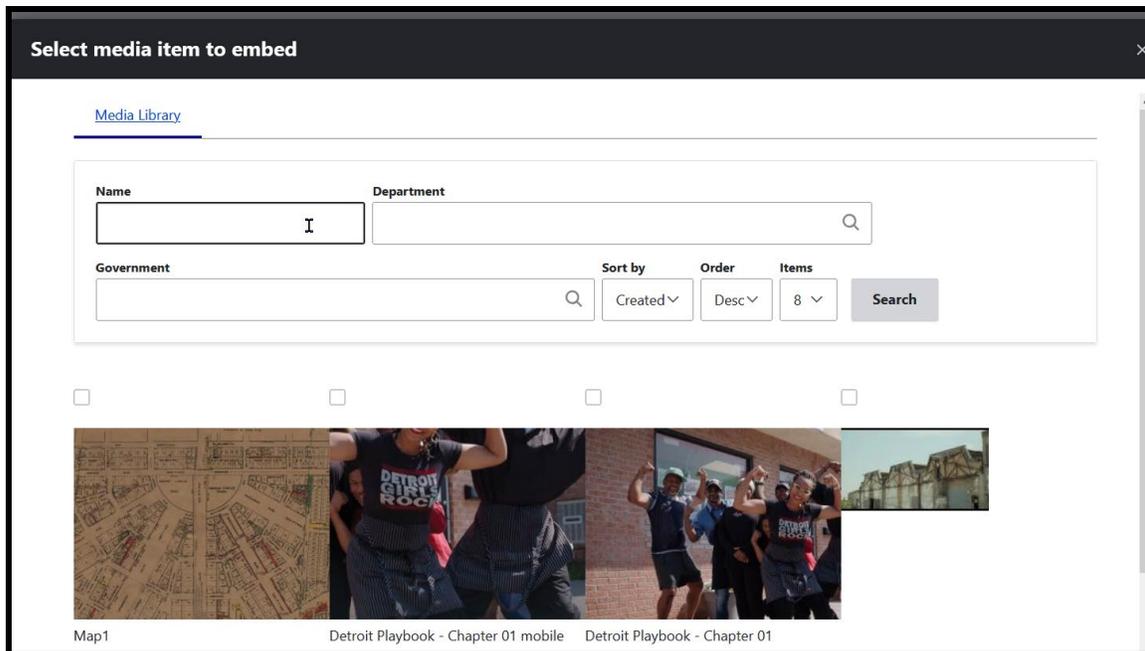
20. Click on the image and select the “Edit” button.



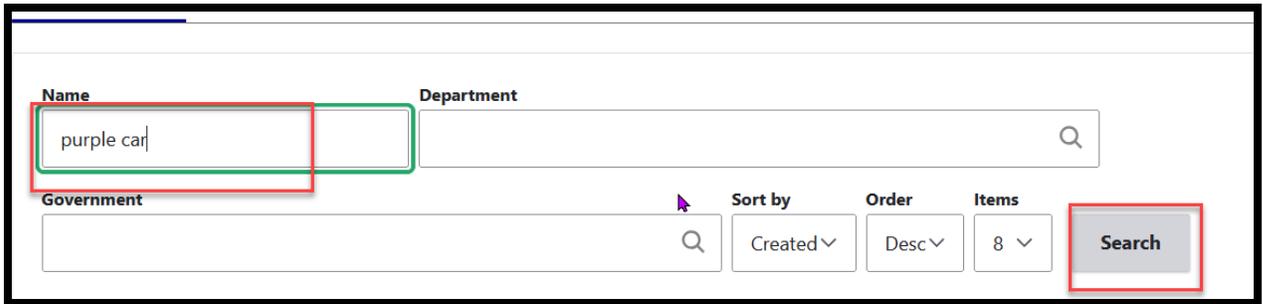
21. The Embed media item dialog opens. Select the “**Back**” button.



22. The media library dialog box opens.



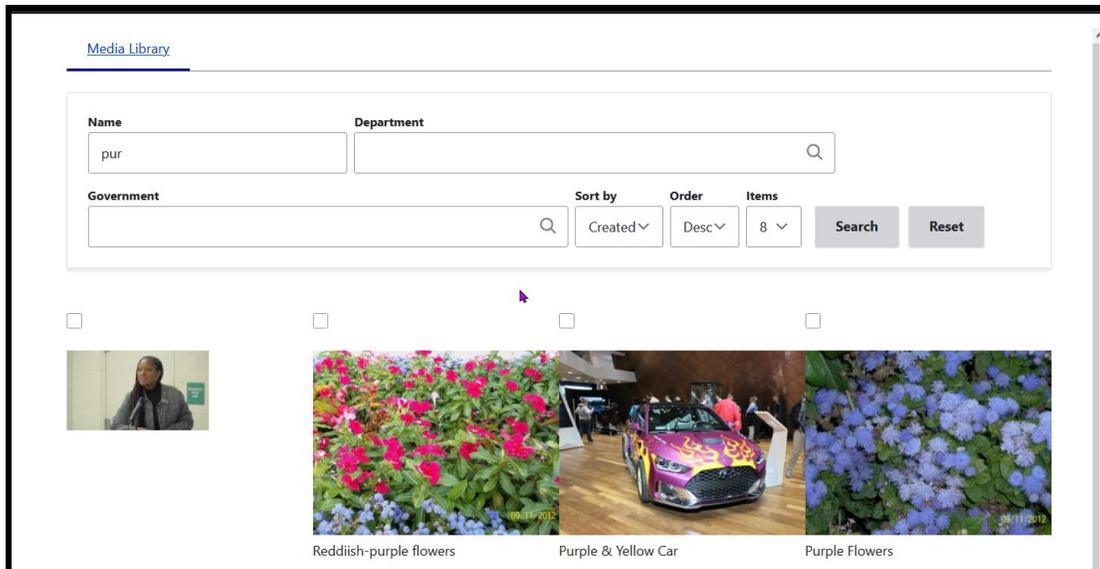
23. If you do not see your image, enter the image name and click the “Search” button.



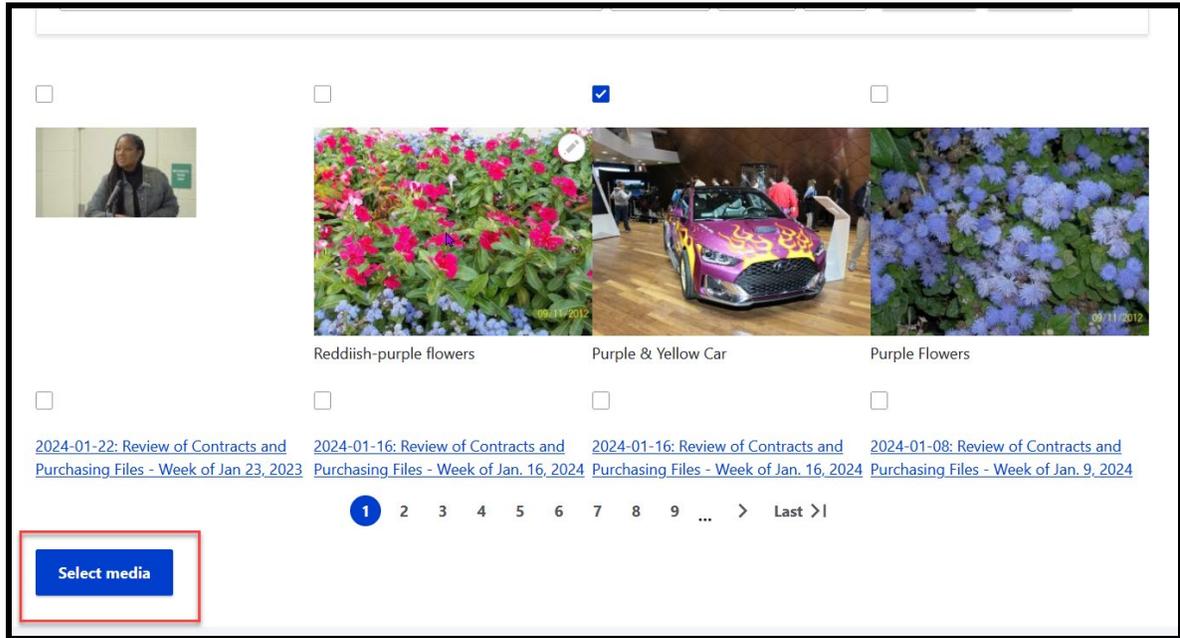
The screenshot shows a search interface with the following elements:

- Name** and **Department** input fields. The "Name" field contains the text "purple car".
- Government** input field.
- Sort by** dropdown menu set to "Created".
- Order** dropdown menu set to "Desc".
- Items** dropdown menu set to "8".
- A **Search** button.

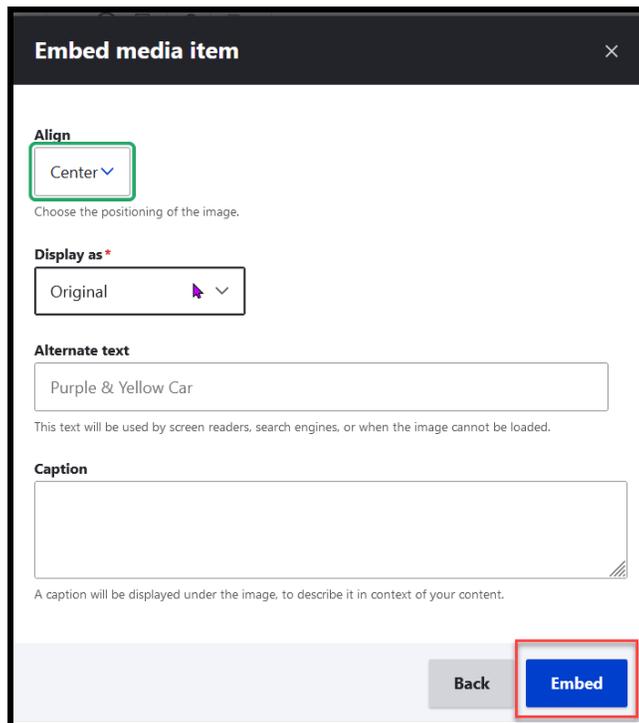
24. You will see the result of the search.



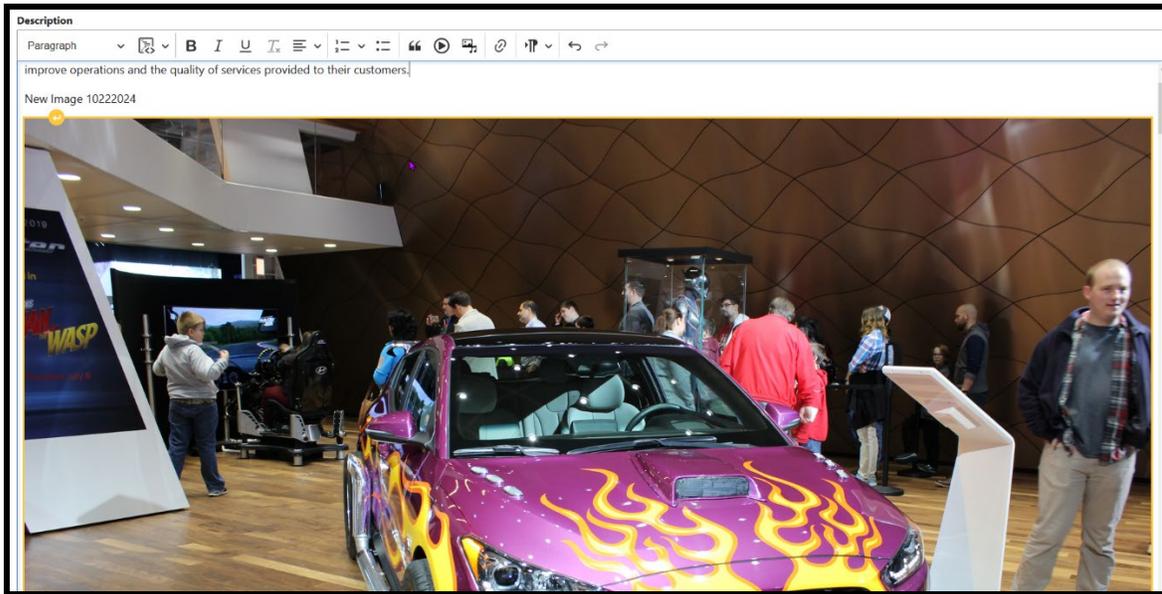
25. Click the box above the image and click the “**Select Media**” button.



26. The Embed media item dialog box opens with information for the image. Select the “**Embed**” button to add the image to the page.



27. The image is embedded in the page description.



28. Click the “Save” button.



29. Page with the image embedded.

The Department of Innovation and Technology also known as DoIT is a central staff agency responsible for developing and providing information technology and consulting services to City agencies that will innovate on how they deliver services and interact with citizens. The responsibilities of DoIT include: strategic technology planning, business needs solutions, information management, special project management application development and implementation, system/application maintenance and support, telecommunications, data center operations, technology acquisition, data security and other services to empower agencies to use technology to improve operations and the quality of services provided to their customers.

- Jill's Time Website
- Melly New Website
- IT Facebook
- DoIT Facebook
- New Yahoo 10172024
- New Facebook 10152024

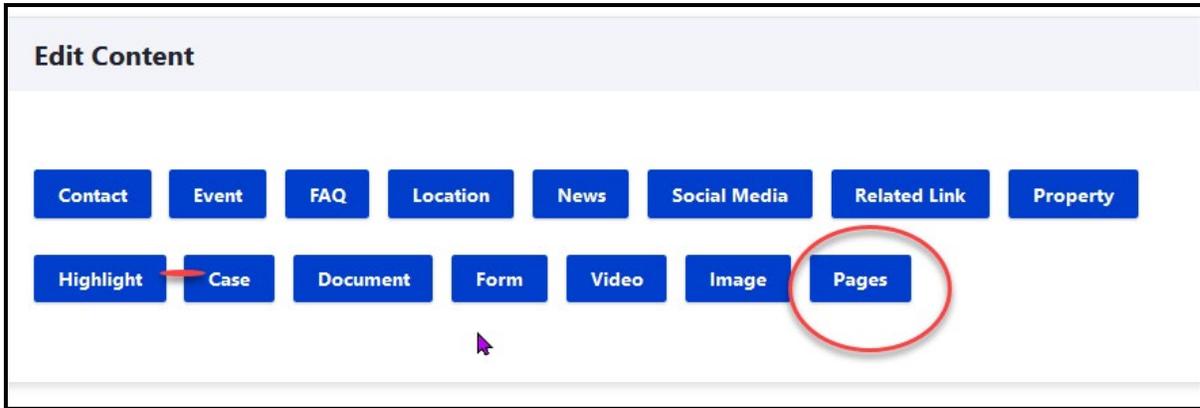
SECTIONS

- Web Apps
- Detroit Street View
- Federal Emergency Broadband Benefit (EBB) Program
- Digital Equity & Inclusion
- Style Guide
- Featured & Latest
- Related Links
- Videos
- Documents
- Forms
- FAQs

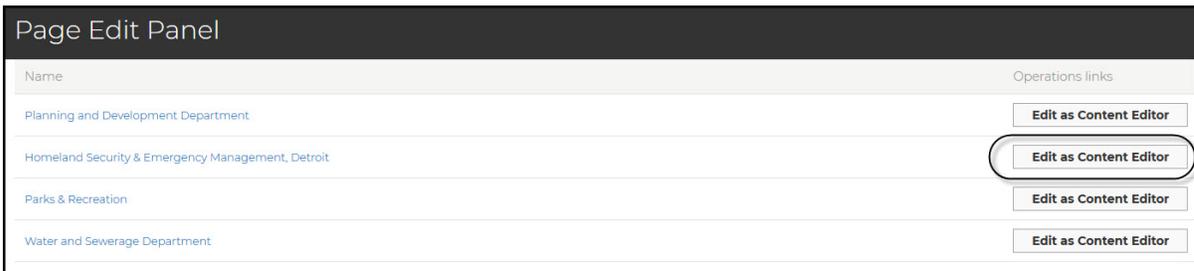
A screenshot of a website page. On the left, there is a text block describing the Department of Innovation and Technology (DoIT). To the right of the text is a list of social media links, each with a small icon. Below the text is a large image of the purple car with flame graphics, which is the same image shown in step 27. To the right of the image is a sidebar titled 'SECTIONS' containing a list of navigation links such as 'Web Apps', 'Detroit Street View', 'Federal Emergency Broadband Benefit (EBB) Program', etc.

Editing Content - Page

1. Select "Page" on the dashboard on the dashboard under Edit Content Section.



2. The Page Dialog box opens listing all the pages you have rights to edit. Select the "Edit as Content Editor" button to edit a page.



3. The information for that page box will open.



4. Enter the changes for the page.
5. Once the information is updated. Click the “**Save**” button to update the information.



6. You will receive a message “**Page has been updated**”



7. Select the page name in the update message to view the page to see the page with the changes.



8. Click the “**Dashboard**” button to return and continue to edit or add new content.



Deleting Content - Forms, Documents, Contacts or Page

You will contact the web team for any deletions on your web pages. Make the request using [Http://servicedesk.detroitmi.gov](http://servicedesk.detroitmi.gov)

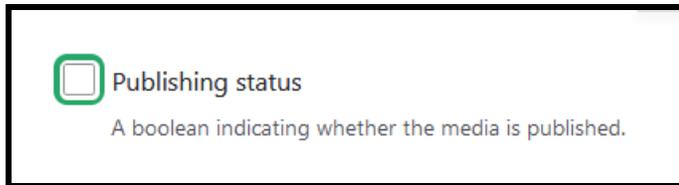
See the Service Desk Portal Instructions; see page 137.

Deletion Types:

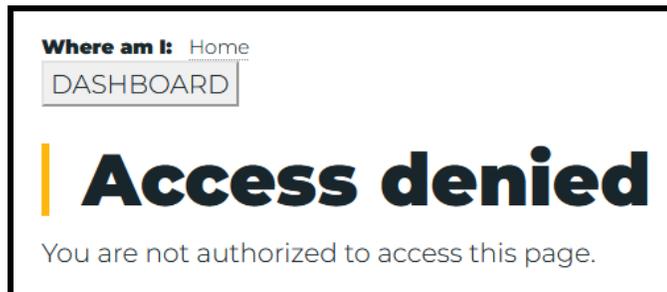
- **Documents**
- **Forms**
- **Contact**
- **Events**
- **FAQS**
- **Related Links**
- **Social Media**
- **News**
- **Action Buttons**
- **Pages**
- **Videos**
- **Images**

Unpublish – Any Content Item

1. You can unpublish any content, Uncheck the Publishing Status

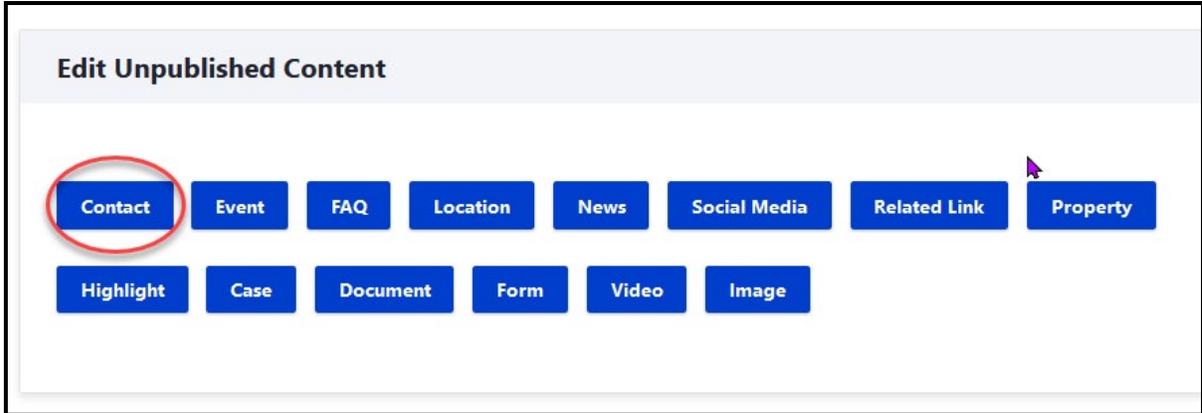


2. You received the message “Access denied”. The information is unpublished.

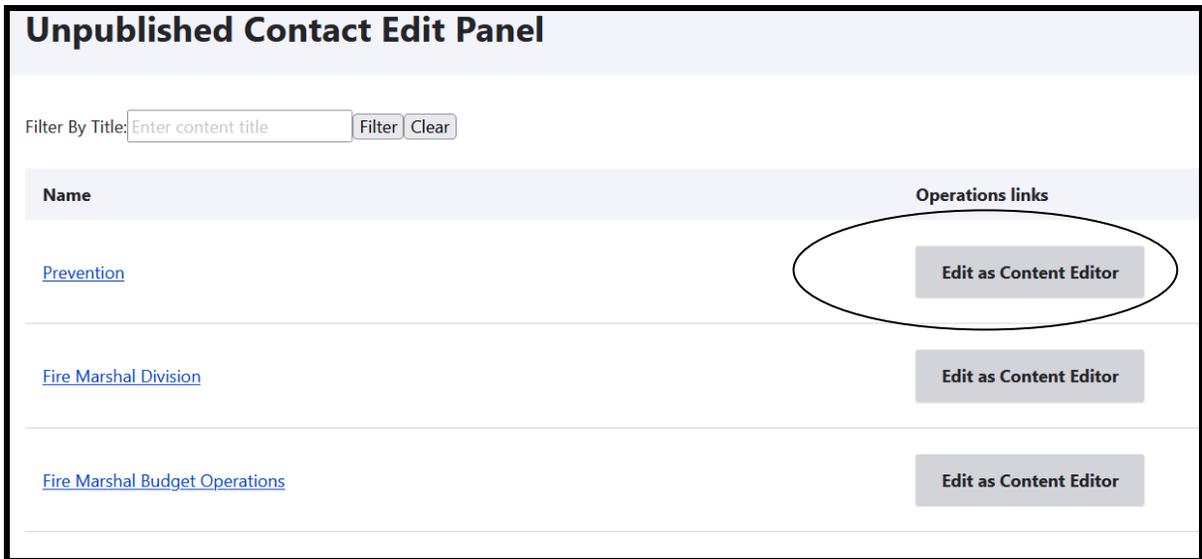


View Any Unpublish Content

1. Select the content type to view unpublish content on your pages.



2. Select the content from the list.



3. The selected information will open. Check and update any information. Go to the area above the "Save" button.
4. Check "**Publish Status**" to republish the information.

Published

Published

5. Click the “**Save**” button.



6. The information is republished on your page.
7. Repeat steps #1 - #6 for every content type you want to republish.

Archiving Content

Overview

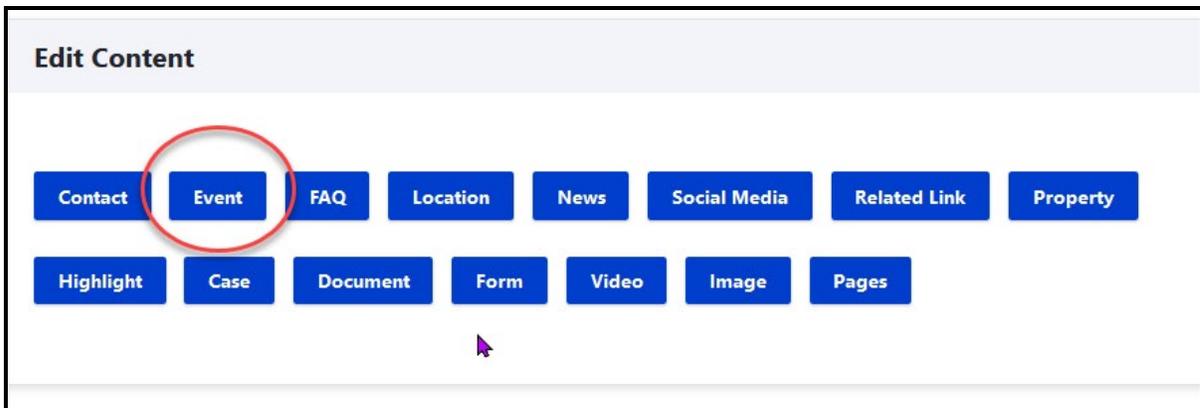
Archiving Content is use when the information is needed for historical purpose or requested by law for a period of time.

- Archive events
- Archive news articles
- Archive pages

All archiving is going to use the edit process to locate the event, news or page.

Archiving Events

1. Select "**Events**" on the dashboard under Edit Content Section.



2. Events Dialog box opens listing all the events /meetings you have rights to edit. Select the "**Edit as Content Editor**" button to edit an event/meeting you want to archive.



3. The information for that contact box will open.

The screenshot shows the 'Edit content as Content Editor' interface. At the top, there are tabs for 'View' and 'Revisions'. Below the tabs, the 'Title' field is populated with 'Introduction to Computer Basics'. The 'Archived' section has an unchecked checkbox labeled 'Archived' with the text 'Mark content as Archived' below it. The 'Start Date' field is set to '04 / 02 / 2025' with a calendar icon and the text 'Date that the even is starting.' below it. The 'End Date' field is set to 'mm / dd / yyyy' with a calendar icon and the text 'Date the event ends' below it.

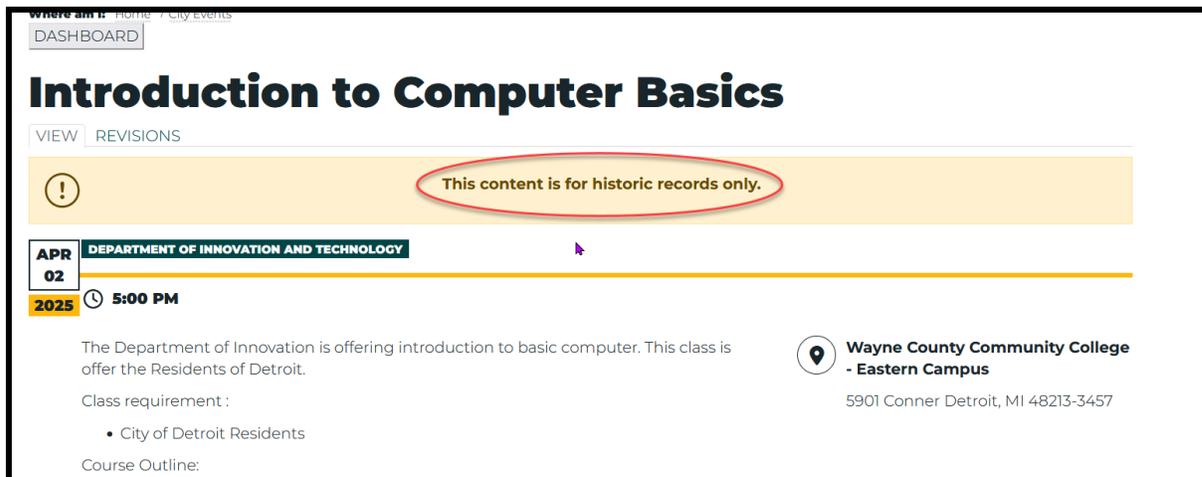
4. Check the “Archive” option for the event.

This screenshot is identical to the previous one, but the 'Archived' checkbox is now checked. A red circle is drawn around the 'Archived' checkbox and its label to highlight the change. The rest of the form, including the title, dates, and other options, remains the same.

- Click the **“Save”** button to archive the event.



- You will receive a message, **“This content is for historic records only.”** Click the **“Dashboard”** button to return and continue editing, adding new content, or archiving.



Where am I: Home > City Events

DASHBOARD

Introduction to Computer Basics

VIEW | REVISIONS

! This content is for historic records only.

APR 02 2025 5:00 PM

DEPARTMENT OF INNOVATION AND TECHNOLOGY

The Department of Innovation is offering introduction to basic computer. This class is offer the Residents of Detroit.

Class requirement :

- City of Detroit Residents

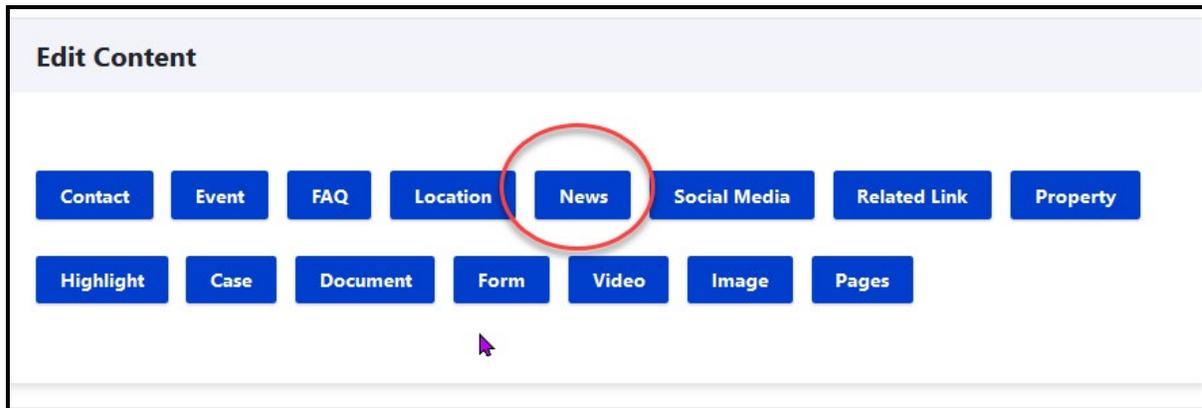
Course Outline:

Wayne County Community College - Eastern Campus
5901 Conner Detroit, MI 48213-3457

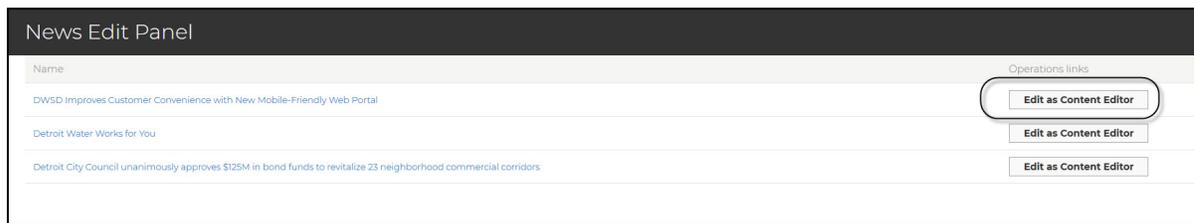
-

Archiving News

1. Select "News" under the Edit Content Section on the dashboard.



2. News Dialog box opens listing all the news you have rights to edit. Select the “**Edit as Content Editor**” button to edit a news.



3. The information for that news will open.

The screenshot shows the 'Edit content as Content Editor' interface. At the top, there are tabs for 'View' and 'Revisions'. Below this is a 'Title*' field containing the text 'Department of Innovation and Technology is announcing new computer classes'. Underneath the title is an 'Archived' section with an unchecked checkbox and the text 'Mark content as Archived'. Below that is a 'Start Date*' field with a date picker set to '04 / 02 / 2025' and the text 'Date that the news took place.'. Below the start date is an 'End Date' field with a date picker set to 'mm / dd / yyyy' and the text 'Date that the news ended if any.'. At the bottom, there is a 'Banner' section with an upward-pointing arrow.

4. Select the “Archive” option to archive the news.

This screenshot is identical to the one above, but the 'Archived' checkbox is now checked and is circled in red. The rest of the interface, including the title, start date, and end date fields, remains the same.

5. Click the **“Save”** button to archive the news.



6. You will receive a message, **“This content is for historic records only.”** Click the **“Dashboard”** button to return and continue editing, adding new content, or archiving.

Department of Innovation and Technology is announcing new computer classes

VIEW | REVISIONS

! This content is for historic records only.

APR 02 2025 DEPARTMENT OF INNOVATION AND TECHNOLOGY

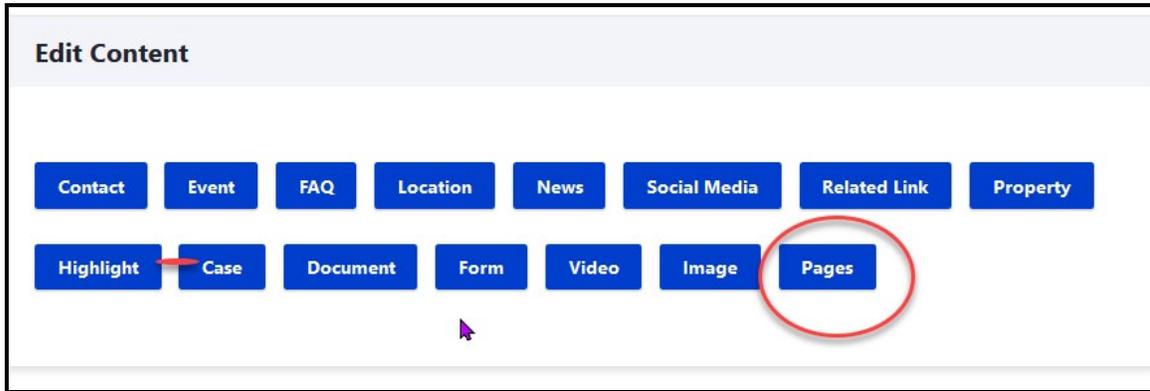
Department of Innovation and Technology is announcing new computer classes These classes are for all City of Detroit Residents.

Classes includes

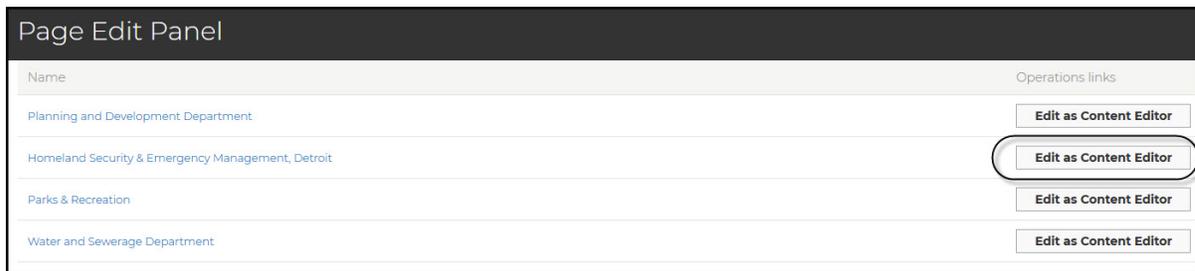
- Introduction to Computers
- Intro to Microsoft Word
- Intro to Microsoft Excel
- Creating an Email Account
- Understanding Photoshop

Archiving Pages

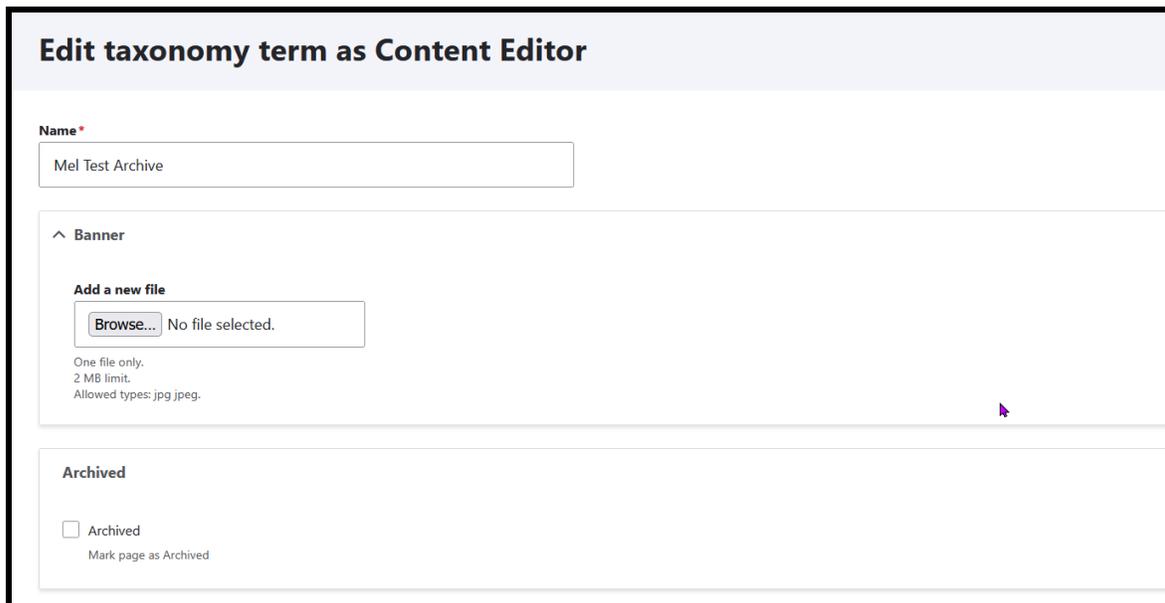
1. Select **"Page"** on the dashboard on the dashboard under Edit Content Section.



2. The Page Dialog box opens listing all the pages you have rights to edit. Select the **"Edit as Content Editor"** button to edit a page.



3. The page opens that you want archive.



4. Select the archive feature for the page.

Edit taxonomy term as Content Editor

Name *

^ Banner

Add a new file

 No file selected.

One file only.
2 MB limit.
Allowed types: .jpg .jpeg.

Archived

Archived
Mark page as Archived

5. Click the “**Save**” button.



6. You will receive a message, “**This content is for historic records only.**” Click the “**Dashboard**” button to return and continue editing, adding new content, or archiving.

