Quick Reference Guide to www.PortlandOregon.gov

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Purpose

This is a quick reference guide to changes and new features available for configuration on your bureau website. Not covered are the new automatic features that require no setup or configuration, such as the Most Popular and Most Recent widgets.

New URL for Testing

Your website is accessible on our test server at http://test.portlandoregon.gov/{bureau} where {bureau} is the typical abbreviated name for your bureau.
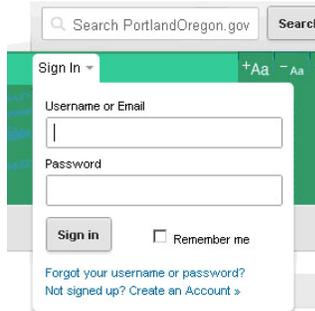

The test server reflects all currently developed design elements and serves as your working location for all content updates.

Sign-in

The sign-in link is now underneath the search box in the upper right corner. Clicking on it reveals the sign-in box.

Note your permissions are retained from the existing website.

Featured Content

Featured content is content that you wish to highlight throughout your website, including your home page. This is done via the *content add / edit* screen. You can feature content at any time, it does not have to be new. Featured content will appear on your home page next to the slideshow (ordered top-to-bottom from most-to-least recent) as well as in the left sidebar throughout your website.

Content can be featured for 7, 14, 30, or 60 days.
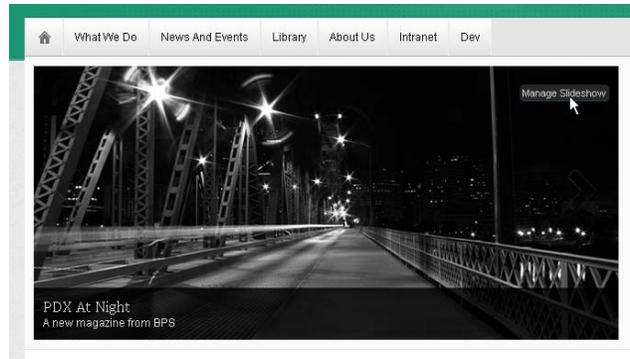
Content can be re-featured at anytime.

Updated CMS Menu

The look of the CMS Menu has been updated, though the menu options are the same as the old template.
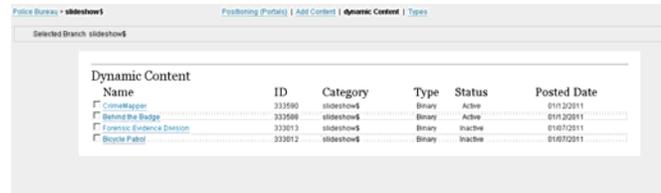

Slideshow Management

Home pages can have slideshows like the old template, but we've added a handy button that makes adding them and managing them easy. Slideshows are also available on category landing pages. Just click the *Add Slideshow* or *Manage Slideshow* buttons to edit.

After clicking *Manage Slideshow*, a menu will appear that works the same as the dynamic content menu. Slideshow images are ordered in the display from most recently posted to the least recently posted. It's recommended to have no more than 3-5 slides at a time.
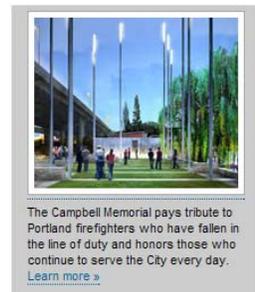

To return a slide to the top of the stack, click the checkbox next to the slide name, then select *Set Publish Date/Time to Now* from the *Bulk Action* menu (it will not appear until you click a checkbox).

Promoted Content

Promoted content is another way to showcase particular sections of your website or programs within your bureau.

Promoted content can be a linked image, linked text, or combination of the two.

The Campbell Memorial pays tribute to Portland firefighters who have fallen in the line of duty and honors those who continue to serve the City every day.
Learn more »

Promoted content requires BTS to configure, so please contact us for more information.

I Want To…

The *I Want To* menu is an extremely popular feature with users and scored well in our usability testing. This feature is now prominently placed on the home page.

Managing the I Want To menu has never been easier, simply click on the *Manage I Want To Links* button to display the content menu. I Want To items are ordered by their *Importance* level (higher importance, puts the link higher). You can set *Importance* level under the content edit menu under the *Advanced* option.

Twitter Feed, Blog, Calendar, and more…

Flickr/Photos, Social Media Buttons, Leadership Photos & Links are all features that can be configured by BTS on your home page or elsewhere.

Please coordinate with BTS by supplying account names and URLs to the information source for these features.

Table of Configurable Features:

The following table serves to provide features at-a-glance.

Feature	Purpose & Best Practice	Completed By:
Blog widget	• Display multiple blog entries within a widget • Support for pulling one or more blogs into a single widget • Bureaus to arrange each separate blog URL with BTS for configuration	BTS
Connect widget	• Display contact information for leadership and social media accounts • Display contact information for projects, programs, initiatives, etc. • Bureaus supply contacts, accounts names/URLs to BTS for configuration	BTS
Event Calendar	• Display calendar events on any landing page • Support for pulling one or more calendars into a single widget • Bureaus to arrange each separate calendar URL with BTS for configuration	BTS
Featured Content	• Feature content on home page and elsewhere • Old and new content can be featured • Expiration settings for 7, 14, 30 or 60 days • Content can be re-featured anytime	Bureaus
Flickr/Photo Gallery	• Display one or more collections of photos with thumbnails • Bureaus to arrange each separate photo URL with BTS for configuration	BTS
I Want To (links)	• Display links to most frequent accessed services • Best practice is to use verb / noun pairs for naming of links	Bureaus
Promoted Content	• Showcase particular programs or initiatives via standalone sidebar widget • Support for image, text, or combination of the two • Bureaus to arrange design and configuration with BTS	BTS
Slideshows	• Display imagery for themes, branding, programs, projects, etc. • Display 3-5 images on any landing page • Minimum size: 640 pixels X 295 pixels (width X height) • Automatic resizing for larger images; preservation of aspect ratio • Best practice is to use text overlays via *Name* and *Description* to image • Control display ordering via *last post date* or *Importance* weighting	Bureaus
Twitter feed widget	• Display tweet timeline (history) • Support for combining one or more Twitter accounts • Bureaus to arrange each separate account names or #hastags with BTS	BTS
Video widget	• Highlight a particular video and/or link to others • Bureaus to supply each separate video URL to BTS for configuration	BTS