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Introduction:

Welcome to the Statewide E-Government Project Online Content Collection Form. This Online Content Collection Form was designed to make it easier to collect, organize, and submit your content for your County and Municipality(s) websites.

Logging on to the System:

The Online Content Collection Form is a secure system. In order to access you must have an approved "User Name" and "Password".

Create New Account (Your Project Coordinator should have provided you with a Login Name and Password):

If you **DO NOT** have a "User Name" or Password" you can request one by doing the following:

- Go to the following "Login Page" located at:
- Click "New Account"
- Fill in **ALL** of the requested fields
- Select the County that your high school is located in.
- Click "Request New Login Account"

If you have forgotten to fill in a designated field it will be marked by a red asterisk "*". Once you have submitted your request for a "User Name" and "Password" the system will tell you that a Project Coordinator will contact you by email letting you know whether your request has been accepted and what your "User Name" and "Password" will be.

Accessing System (Logging On):

If you **ALREADY** have a "User Name" and "Password" you can login to the system by doing the following:

- Go to the following "Login Page" located at:
- Under "User Name" type your user name
- Under "Password" type your password
- Click "Login"

If you forgot to put in your "User Name" or "Password" the system will display "Login Error Please try again". If you put in the wrong "User Name" or "Password" the system will display "Login Error Please try again".

Logging out of the System:

When you are logged on to the system you will notice a Tree View (Left Hand Navigation) section (See Diagram A:1) on the default page you are sent. To logout of the system do the following:

- Click on the “Log Off” hyper-link in the Tree View (Left Hand Navigation) section
- This will log you off the system and re-direct you to the “Login Page”.

Overview of Tree View (Left Hand Navigation):

The Tree View (Left Hand Navigation) section allows you to navigate the system. There are ten (10) links in the Tree View. Below is a description of what each hyper-link is and what it does (Reference Diagram A: 1)

- “Home”
 - This is just a sub-heading. Clicking on this will do nothing. If you click on the “-“ or “+“ it will hide or show all the sub-headings underneath it.
- “Forms”
 - This is just a sub-heading. Clicking on this will do nothing. If you click on the “-“ or “+“ it will hide or show all the sub-headings underneath it.
- “County Forms”
 - This is where you access your County(s) form. Clicking on this will default you to the first page of the County Content Collection Form (You can tell what County the form is referencing by the drop-down box at the top of the page. See “Overview of Forms (Navigation)” for more details).
- “Municipality Forms”
 - This is where you access your Municipality(s) form. Clicking on this will default you to the first page of the first Municipality Content Collection form listed for the designated County. (You can tell what Municipality the form is referencing by the drop-down box at the top of the page. See “Overview of Forms (Navigation)” for more details).
- “Upload Pictures”
 - This is where you go to upload pictures or documents to the Online Content Collection Form. Clicking on this will take you to the “Upload Pictures Section” of the system. See “Uploading Photos/Documents” for more details.
- “Reports”
 - This is just a sub-heading. Clicking on this will do nothing. If you click on the “-“ or “+“ it will hide or show all the sub-headings underneath it.
- “County Report”
 - This is where you access the PDF version of the County Content Collection Form. You can view and print the saved data in the form depending on your selection from the

drop-down menu. See “View and Printing Forms (County and Municipality)” for more details.

- “Municipality Report”
 - This is where you access the PDF version of the Municipality Content Collection Form. You can view and print the saved data in the form depending on your selection from the drop-down menu. See “View and Printing Forms (County and Municipality)” for more details.
- “Log Off”
 - This is where you log off from. Clicking on this will log you off the system and re-direct you to the “Login Page”.

Overview of Forms (Navigation)

This section will provide you with an overview on how to navigate the system as well as explain the structure of the Online Content Collection Forms. (Reference Diagram A)

The screenshot shows a Mozilla Firefox browser window displaying a web form. The browser's address bar shows the URL: http://www.wvdotnet.org/Info/Questions/Muni/Muni_Page2.aspx. The form is titled "Community Connect" and "Foundation". It features a left-hand navigation menu (1) with options like Home, County Forms, Municipality Forms, Upload Pictures, View Key Codes, Reports, County Report, Municipality Support, and Log Off. The main content area includes dropdown menus for "County" (2) and "Municipality" (3), a "Completed" status (3) with a link to "Complete and Submit Form", and a "Homepage" section (4). The homepage section contains a text area (6) for providing a welcome message, a text area (7) for historical information, and a "Multi-Media Requirements for the Homepage" section (8) with bullet points. At the bottom of the form are three buttons: "Save and Continue" (9), "Save and Exit" (10), and "Exit" (11).

Diagram A

- 1) **Tree View (Left Hand Navigation):** See “Overview of Tree View (Left Hand Navigation)” for more information

- 2) **County/Municipality Drop-Down Menus:** These drop-down menus give you the ability to select what form that you want to work with. Each Municipality is associated with a County. If you inputting data on a County Content Collection Form you will **NOT** have the Municipality option. If you change the Municipality or the County it will automatically take you to the first page of the Online Content Collection Form for that selected Municipality or County.
- 3) **“Complete and Submit Form” Link:** Only click this link if the complete Online Content Collection Form for a given Municipality or County is finished. See “Completing and Submitting Form (County and Municipality)” for more details.
- 4) **Webpage Header:** This header tells you what page of the Online Content Collection Form you are working on.
- 5) **Webpage Location:** This section tells you where on the eventual website this information will be located and what information will be in this section already (if applicable).
- 6) **Webpage Description:** This section tells you what kind of data is expected to be provided.
- 7) **Data Entry Box(s):** This section is where you enter the collected content. There may be different configurations of text boxes depending on where you are at in the Online Content Collection Form.
- 8) **Multimedia Requirements:** This section tells you what Multi-Media (pictures, video, etc) are required for this portion of the Online Content Collection Form. The Multi-Media can be uploaded at the end of the form or by clicking “Upload Pictures” in the Tree View (Left Hand Navigation). See “Uploading Photos/Documents” for more details.
- 9) **“Save and Continue” Button:** This button will save all the data on the current page of the Online Content Collection Form and take you to the next page of the Online Content Collection Form.
- 10) **“Save and Exit” Button:** This button will save all the data on the current page and exit the current form. It will then prompt you to select a link from the Tree View (Left Hand Navigation).
- 11) **“Exit” Button:** This button will **NOT** save all the data on the current form and exit the current form. It will then prompt you to select a link from the Tree View (Left Hand Navigation).

County Form

Here is a quick overview of the pages in the County Content Collection Form. This will be very brief because each page should be self explanatory. Also, you may notice that some information has already been put into the system. This information was obtained from the latest edition of the West Virginia Blue Book which is published bi-annually by the WV State Legislature. This information should be used as a guide only and should be verified by the local County contact before being used in your completed Online Content Collection Form. However, it should provide you a starting point of what kind of information is being sought.

Contact Information:

This is general information so that CCF can setup your website and contact you if there is a problem or concern. Please fill out in its entirety.

Home Page:

First page of the Online Content Collection Form for the County. Make it informative and appealing. You must have this information.

Did You Know Facts:

Be creative!! This is probably one of the things that will attract people back to your website, try to have 10. You MUST have at least 4.

Contact Us:

This is the main contact information for the County. You must have this information.

About Us:

There is a difference between the "Home Page" and the "About Us" page. Make sure you have informative information. You must have this information.

County Commission:

This information will be under the sub-heading "County Government Agencies". There will already be a generic description of what the County Commission duties are on the website. You must have this information.

County Commission (continued):

You must provide the name of every County Commissioner. The additional information is SPECIFIC to each commissioner and is optional. Do not replicate the contact information for the County Commission (as a whole) on this page.

County Clerk:

This information will be under the sub-heading "County Government Agencies". There will already be a generic description of what the County Clerk duties are on the website. You must have this information.

County Assessor:

This information will be under the sub-heading "County Government Agencies". There will already be a generic description of what the County Assessor duties are on the website. You must have this information.

County Sheriff:

This information will be under the sub-heading "County Government Agencies". There will already be a generic description of what the County Sheriff duties are on the website. You must have this information.

County Magistrates:

This information will be under the sub-heading “County Government Agencies”. There will already be a generic description of what the County Magistrates duties are on the website. You must have this information.

County Magistrates (continued):

You must provide the name of every County Magistrate. The additional information is SPECIFIC to each magistrate and is optional. Do not replicate the contact information for the County Magistrates (as a whole) on this page.

County Circuit Clerk:

This information will be under the sub-heading “County Government Agencies”. There will already be a generic description of what the County Circuit Clerk duties are on the website. You must have this information.

County Prosecuting Attorney:

This information will be under the sub-heading “County Government Agencies”. There will already be a generic description of what the County Prosecuting Attorney duties are on the website. You must have this information.

County Board of Education/Public Schools:

This information will be under the sub-heading “County Government Agencies”. There will already be a generic description of what the County Board of Education duties are on the website. You must have this information.

County Board of Education/Public Schools (continued):

You must provide the name of everyone who is elected to the County Board of Education. The additional information is SPECIFIC to each elected member and is optional. Do not replicate the contact information for the County Board of Education (as a whole) on this page.

Other County Government Agencies:

This information will be under the sub-heading “County Government Agencies”. Since agencies differ between counties it is important to try to list as many as you can. Try to make the data as uniform as possible. If you have more than five (5) Other County Government Agencies then list the remainder of them in the Additional Information Section.

Links and Resources:

This information should be other websites or resources that are available and useful to your County. You are required to have five (5). Try to make the data as uniform as possible. If you have more the five (5) Links and Resources then list the remainder of them in the Additional Information Section.

County FAQ:

This information should be the most frequently asked questions to the County. Be sure that this information is reflective of what the County tells you. This will probably be the most time saving section of the website for the end user.

Additional Information:

This is where you put any additional information that you feel needs to be included on the website that you couldn't fit in the previous forms. It is important to understand that the website is being compiled and published by your local RESA. Therefore, it is important to specify how you want this information to look. Put any notes to the RESA within brackets "<" or ">" and try to keep the information uniform. If you have any questions contact your Project Coordinator.

Municipality Form

Here is a quick overview of the pages in the Municipality Content Collection Form. This will be very brief because each page should be self explanatory. Also, you may notice that some information has already been put into the system. This information was obtained from the latest edition of the West Virginia Blue Book which is published bi-annually by the WV State Legislature. This information should be used as a guide only and should be verified by the local Municipality contact before being used in your completed content collection form. However, it should provide you a starting point of what kind of information is being sought. Be sure to complete a content collection form for each Municipality in your County!

Contact Information

This is general information so that CCF can setup your website and contact you if there is a problem or concern. Please fill out in its entirety.

Home Page:

First page of the Online Content Collection Form for the Municipality. Make it informative and appealing. You must have this information.

Did You Know Facts:

Be creative!! This is probably one of the things that will attract people back to your website, try to have 10. You MUST have at least 4.

Contact Us:

This is the main contact information for the Municipality. You must have this information.

About Us:

There is a difference between the "Home Page" and the "About Us" page. Make sure you have informative information. You must have this information.

City Council:

This information will be under the sub-heading “Municipality Government Agencies”. You must have this information.

City Council (continued):

You must provide the name of every City Council member. The additional information is SPECIFIC to each council member and is optional. Do not replicate the contact information for the City Council (as a whole) on this page.

Mayor:

This information will be under the sub-heading “Municipality Government Agencies”. You must have this information.

Emergency Services:

This information will be under the sub-heading “Municipality Government Agencies”. Since emergency services differ between municipalities it is important to try to list as many as you can. Try to make the data as uniform as possible. If you have more than five (5) Emergency Services then list the remainder of them in the Additional Information Section.

Other Municipality Government Agencies:

This information will be under the sub-heading “Municipality Government Agencies”. Since agencies differ between municipalities it is important to try to list as many as you can. Try to make the data as uniform as possible. If you have more than five (5) Other Municipality Government Agencies then list the remainder of them in the Additional Information Section.

Links and Resources:

This information should be other websites or resources that are available and useful to your Municipality. You are required to have five (5). Try to make the data as uniform as possible. If you have more the five (5) Links and Resources then list the remainder of them in the Additional Information Section.

Municipality FAQ:

This information should be the most frequently asked questions to the Municipality. Be sure that this information is reflective of what the Municipality tells you. This will probably be the most time saving section of the website for the end user.

Additional Information:

This is where you put any additional information that you feel needs to be included on the website that you couldn't fit in the previous forms. It is important to understand that the website is being compiled and published by your local RESA. Therefore, it is important to specify how you want this information to look. Put any notes to the RESA within brackets “<” or “>” and try to keep the information uniform. If you have any questions contact your Project Coordinator.

Uploading Photos/Documents

This page can be accessed either at the end of the County or Municipality Content Collection Form or from the Tree View (Left Hand Navigation).

To upload a picture or document, do the following:

Determine what County/Municipality and what page of the Online Content Collection form you want to upload a picture/document for:

- Select whether you want to upload a picture/document for a “County” or “Municipality” from the first drop-down menu
- If you select “County”, then select which County from the second drop-down menu
- If you select “Municipality” then select which County the Municipality is in from the second drop-down menu, then what Municipality from the third drop-down menu.
- All pictures/documents must be associated with a page in the Online Content Collection form. Select what page you want to associate your picture/document with from the far left drop-down menu.

Select what picture/document you want to upload. (You can upload more than one):

- Click the “Select” button. This will open a Windows Explorer window which will allow you to find your picture/document on your computer.
- Once you locate your picture/document, highlight it and click the “Open” button. You should see the name of your picture/document in the text box next to the “Select” button.
- To add more than one picture/document click the “Add” button. This will open up another field for you to select additional items.
- Repeat this process to add more than one picture/document.

Upload picture/document:

- Once you have selected all your pictures/documents click on the “Upload Pictures” link. You will get a confirmation pop up telling you that you successfully uploaded.
- NOTE: BE SURE THAT THE PICTURES/DOCUMENTS ARE ASSOCIATED WITH THE PAGE YOU WANT THEM TO BE VIEWED ON BEFORE UPLOADING! (FAR LEFT DROP DOWN MENU)

Delete or Remove picture/document (Note: You can only remove the picture/document before you click the Upload Pictures link):

- To remove a single item, click the “X Remove” link next to the desired picture/document.
- To remove multiple items at once, check the box next to all the desired items you want to remove and click the “Delete” button.

Viewing Uploaded Photos/Documents

Once you have uploaded photos/documents, you can view what you have uploaded through the file viewing system. (Note: When you seek approval from the County/Municipality please provide them the

unique viewing code so that they can approve uploaded pictures and documents. **DO NOT PROVIDE YOUR LOGIN NAME OR PASSWORD TO ANY COUNTY OR MUNICIPALITY!** (See “Completing and Submitting Form (County and Municipality)” for more details).

Obtain unique viewing code for your County and Municipalities:

- While logged into the system, click the “View Key Codes” link in the Tree View (Left Hand Navigation)
- Record these codes so that they are readily available.

View uploaded pictures/documents

- Logout of the Online Content Collection system (See “Logging Out of the System” for more details)
- Click the “View Images” hyperlink located on the “Login Page”. (This will take you to a page that will prompt you for your unique Image Key.
- Type in your Image Key for your designated County or Municipality in the text box (THIS IMAGE KEY IS CASE SENSITIVE)
- Click the “View Images” link. This will open up a page that will have hyperlinked sections showing you what pictures/documents have been uploaded and what section of the Online Content Collection form they are associated with.
- Click on the Hyperlinks to view what you have uploaded.
- Use the web browser’s navigation buttons to go between uploaded items and the list of uploaded items. (Note: once you have uploaded an item you cannot delete it. In order to delete an item contact your Project Coordinator).

Viewing and Printing Forms (County and Municipality)

At any time during the process of inputting data into the County and Municipality Contact Collection Forms you can view what data has been saved. This information is displayed in PDF format. This format requires Adobe Acrobat Reader to properly display and print. If you do not have this application, it is available as a free download from www.adobe.com (get adobe reader button).

Viewing and Printing your County or Municipality Content Collection Form:

- While logged into the system, click either the “County Report” link or “Municipality Report” link under the “Reports” sub-heading in the Tree View (Left Hand Navigation).
- Depending on what link you click, you will be taken to a page which will request that you select the County or the County/Municipality you want to generate a report for. (drop-down menus)
- Select what report you want to generate and then click the “Generate Report” link.
- A PDF version of the selected Content Collection Form will be generated in a separate tab of your web browser.
- From here you can view or print the form. (Note: at the end of the report there is the “Letter of Acceptance” that must be signed off on by the County or Municipality before the Content Collection Form can be transferred to a website under the WV.Gov web portal).

Completing and Submitting Form (County and Municipality)

On every page of the County and Municipality Content Collection Forms you have the option to click the “Complete and Submit” link (Diagram A:3) when you feel that all the data is inputted and correct. DO NOT CLICK THIS LINK UNTIL YOU HAVE FULLY COMPLETED THE CONTENT COLLECTION FORM FOR THE DESIGNATED COUNTY OR MUNICIPALITY **AND** THE LETTER OF ACCEPTANCE HAS BEEN OBTAINED FROM THE DESIGNATED COUNTY OR MUNICIPALITY. YOU **WILL NOT** BE ABLE TO EDIT THE MUNICIPALITY OR COUNTY ANYMORE ONCE YOU COMPLETE AND SUBMIT THE FORM)

Completing and Submitting the County or Municipality Content Collection Form:

- Before completing and submitting the Online Content Collection Form for a County or Municipality make sure that the designated County or Municipality has approved all of the written **and** multimedia content. (See “Letter of Acceptance” found at the end of the PDF version of the County or Municipality form (See “Viewing and Printing Form (County and Municipality” for more details)).
- Click on the “Complete and Submit Form” link.
- You will be double prompted before you submit the form. Click “Submit Form” link if you have met all the requirements. Click “Return to Forms” link if you have not and make sure all the data is filled out and approved.
- If you submit the form then an automatic email will be sent to your Project Coordinator, informing them that your information is ready for publishing.
- Once the email is received, your Project Coordinator will contact your school to let you know if any information is missing. If everything checks out, the information will be passed on to your local RESA for publishing.

Problems and Errors

If for any reason you encounter a problem with the system, an error page, or something that is not in line with the Online Content Collection Form User Manual then contact your Project Coordinator immediately. Also, if you have any questions about the operation or use of this system, please contact your Project Coordinator.