USER GUIDE

AGENCY BLOG

03/25/2021

1. INTRODUCTION

The Agency Blog was created to provide Agency Digital Directors with the capability of adding blog articles directly to their own website.

1.1 Accessing the Blog Subsite

1.1.1 Login to your respected AUTH website (e.g.: https://auth-agency.pa.egov.com/sites/pda/Pages/default.aspx)

1.1.2 Click 

1.1.3 Click “Site contents”

1.1.4 Under Subsites, click your Blog Title

1.1.5 Click 

1.1.6 Click “Site contents”

-You will see four lists:

- Blog About Section
- Blog Authors
- Blog Tags
- Blog Posts

2. BLOG ABOUT SECTION

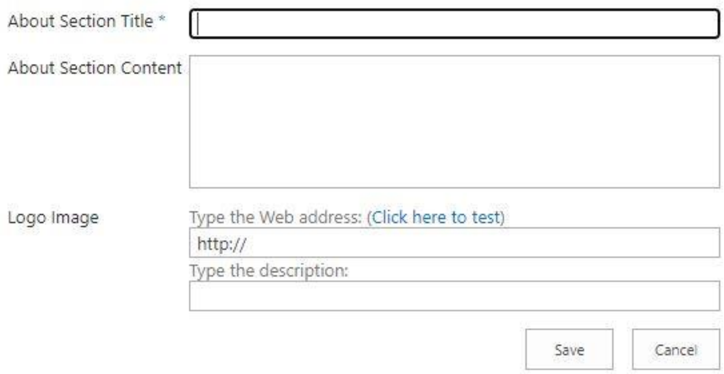
This List gives you the ability to give a description section on your blog. It will be located on the top of the right-hand column.

2.1 Click the list called “Blog About Section”

2.2 Click 

2.3 Fill out the title of the section and what description you would like to show
Please Note: There can only be one item in the list

2.3.1 **To add a logo:** Fill in the Logo Image field with the production URL. The description of the image will be the alt text. The image will have an image rendition for the size of 635 width and 300 height
Please Note: If an image isn’t added the title of the blog will show in its place



2.3.2 Click Save

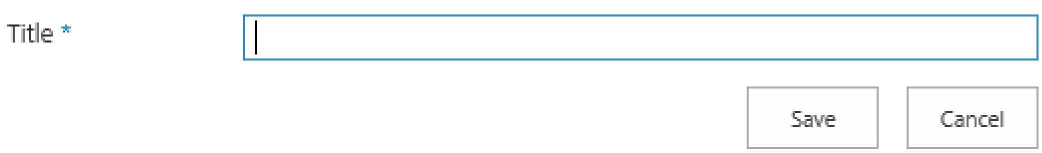
3. BLOG TAGS

This list gives you the ability to add different tags to be used with each article post. You do have the capability to add more than one tag to a post. Tags will show up in the right hand column and you are able to select a tag to see all articles related to that specified tag.

3.1 Click the list called "Blog Tags"

3.2 Click 

3.3 Fill out the tag name, click Save.



3.4 Repeat steps 3.2 and 3.3 to add more tags

4. BLOG AUTHORS

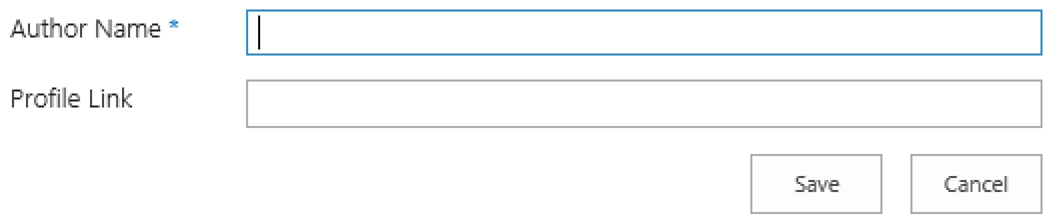
This list is where you will add authors and links to their bios.

4.1 Click the List called "Blog Authors"

4.2 Click 

4.3 Add Author Name and Profile Link (if one)

<u>Please Note:</u> For the Profile Link you must have the entire URL including the http(s)



4.4 Click Save

4.5 Repeat steps 4.2 and 4.3 to add more authors

5. BLOG POSTS

This list is where you will be uploading content for each blog article.

5.1 Click the List called "Blog Posts"

5.2 Click New Item under Items in the Editing Tool Bar 

5.3 Fill out the following columns:

5.3.1 **Title:** The name of the article

5.3.2 **Tags:** Select all tags that are related to your article, click Add>

5.3.3 **Publication Date and Time:** Date and Time you want shown for when the article is published.

Please Note: Items will show in Auth immediately. However, in Production, an item will show based on the following examples…

<u>Example Future Posting:</u> Date selected for tomorrow at 11:15AM, the post should show by tomorrow at 11:25AM

<u>Example Immediate Posting:</u> You post now at 11:20AM, the post should show after a deployment window occurs (top and bottom of the hour) and cache resets, ie, 11:30AM to 11:45AM

5.3.4 **Author:** Select the author for the article
Please Note: You must be clicked out of the Post Content Zone to be able to use the drop down for the author.

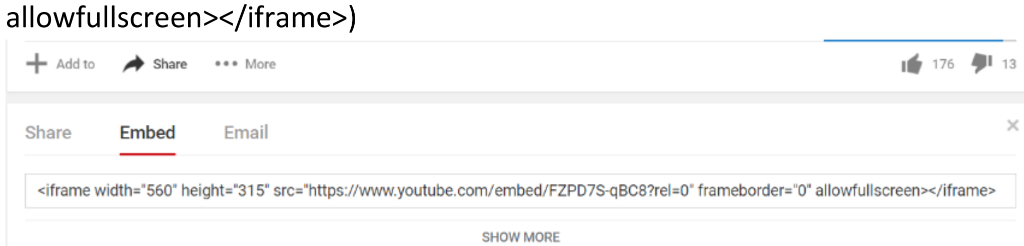
5.3.5 **Post Summary:** Summary description in feeds (Max of 140 characters)

5.3.6 **Post Content:** Paste content here, use the editing tools to add links and format

- **To add images into the content zone**: Click insert under the Editing Tools
- Click Picture, select From Computer (this will also upload your photo to SharePoint)
    - Browse for the image
    - Upload to Images
    - Click Ok
- Click Save
- Use the Picture Tools to change the size and position
    - **To wrap text around an image:** Click in the Post Content area
    - In the right hand side of the tool bar click Edit Source

    - Find the **height: __px;**
    - Add the text **float: right;**
        - This is if you would like the image to the right of the text
    - Add the text **float: left;**
        - This is if you would like the image to the left of the text
        - The image will have an image rendition for the size of 635 width and 300 height

5.3.7 **YouTube Embed Code:** If you have a YouTube video you would like to use, use the embed code (ex: <iframe width="560" height="315" src="https://www.youtube.com/embed/FZPD7S-qBC8?rel=0" frameborder="0" allowfullscreen></iframe>)



5.3.8 **YouTube Video Placement:** These are your options of where the video will appear
Please Note: You must be clicked out of the Post Content Zone to be able to use the drop down for the video placement.

- Replace Header Image (The uploaded image will still remain in the feeds, just not on the article page)

- Below Header Image
- Below Post Content

5.3.9 **Embed Code:** This should be an open option to allow any embed code (flicker, facebook, twitter, etc.)

5.3.10 **Header Image Link:** Add the production URL to the header image box. The description will the be the alt text for the image. The image will have an image rendition for the size of 240 width and 120 height for the image in the list of articles. The image will also have an image rendition for the size of 635 width and 300 height for the actual article image.
Please Note: If an image isn't added the Pennsylvania Coat of Arms will be the default

5.3.11 Please Note: Content deployment will not work with attachments. You must use the production image URL in order to update the blog image

5.4 Click Save, this will mark you post as pending.

6. BLOG APPROVAL/PENDING

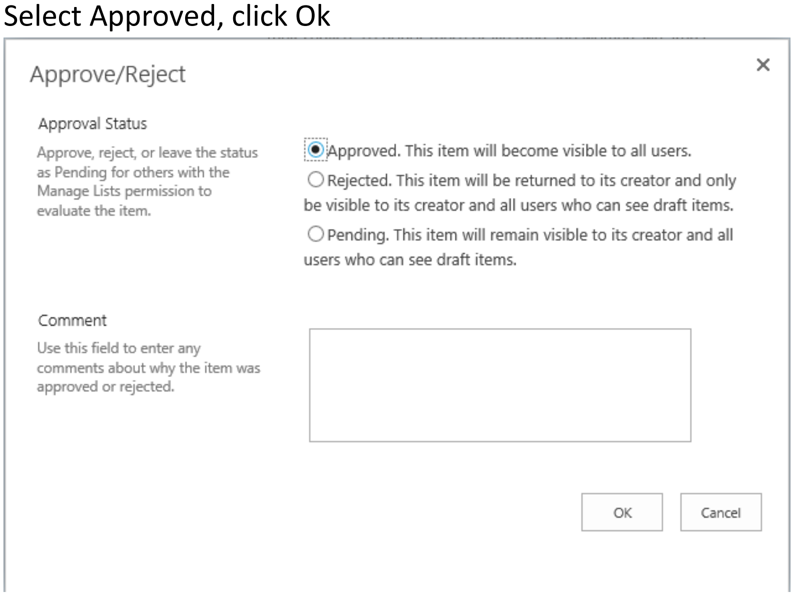
Blog posts are automatically marked as pending. You will need to mark your item post as approved to have it publish before your selected date and time.

6.1 Click the List called "Blog Posts"

6.2 Click the checkbox next to your list item you would like approve.

6.3 Under Items, select Approve/Reject

6.4 Select Approved, click Ok



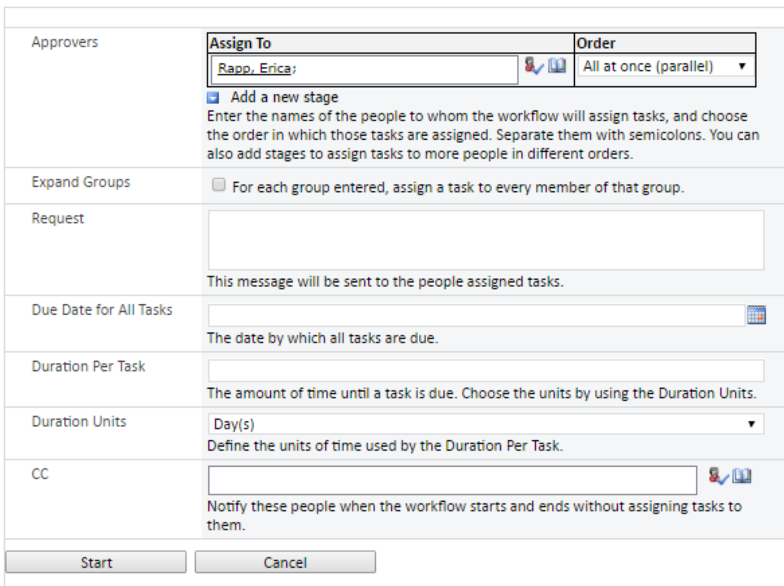
6.5 Validate the item is now approved in the Approval Status column

7. RUNNING WORKFLOW

If your agency has opted for a workflow, you will need to run the workflow after each blog post is added.

7.1 Click the checkbox next to your list item you would like approve.
7.2 Under List Tools, Items, select Workflows

7.3 Under Start a New Workflow, select the workflow name listed
7.4 You will see a screen like below, click Start



7.5 You will receive an email that looks like:

Approval has started on Testing Post.

Participants are Rapp, Erica
Due by None

Each person will receive a task to approve Testing Post. The tasks will be assigned one at a time for participants shown above.

View the status of this workflow.

7.6 Once the workflow is approved you will receive an email that looks like:

Approval has completed on Testing Post.

Approval on Testing Post has successfully completed. All participants have completed their tasks.

Approval started by Rapp, Erica on 11/10/2016 11:19 AM
Comment:

Approved by Rapp, Erica on 11/10/2016 11:28 AM
Comment:

View the workflow history.

7.7 If the workflow is rejected you will receive an email that looks like:

Approval has completed on Testing Post.

Approval on Testing Post has ended because Rapp, Erica rejected the document.

Approval started by Rapp, Erica on 11/10/2016 11:30 AM
Comment:

Rejected by Rapp, Erica on 11/10/2016 11:30 AM
Comment:

View the workflow history.

8. APPROVING WORKFLOWS

If you are part of a workflow you will receive the following emails:

8.1 The first email will look like:

Task assigned by Rapp, Erica on 11/10/2016.

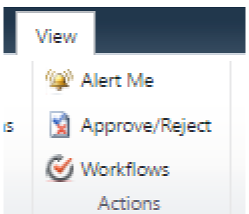
Due by None

Approval started by Rapp, Erica on 11/10/2016 11:19 AM
Comment:

To complete this task:
1. Review Testing Post.
2. Perform the specific activities required for this task.
3. Use the **Open this task** button to mark the task as completed. (If you cannot update this task, you might not have access to it.)

8.1.1 Click on the link in Step 1 in the email

8.2 You will be taken to a new screen, under View click Workflows



8.3 Under Running Workflows, Status, click In Progress

Workflows

Select a workflow for more details on the current status or history. Show my workflows only.

Name	Started	Ended	Status
Running Workflows			
workflow	11/10/2016 11:19 AM		In Progress
Completed Workflows			

8.4 Find the Tasks with your name, click the Title of the task

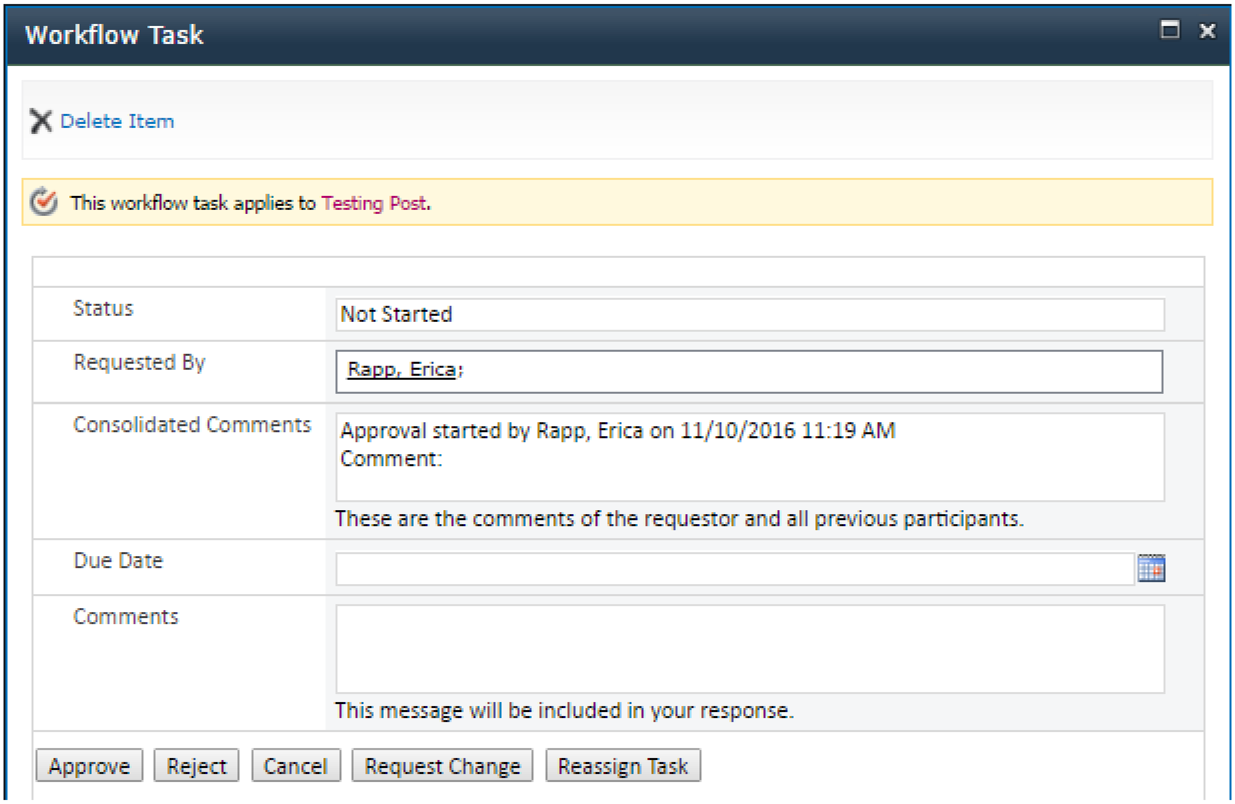
Tasks

The following tasks have been assigned to the participants in this workflow. Click a task to edit it. You can also view these tasks in the list Workflow Tasks.

Assigned To	Title	Due Date	Status	Related Content	Outcome
Rapp, Erica	Please approve Testing Post NEW		Not Started	Testing Post	

8.5 Click Approve or Reject

Please Note: It is recommended to not use Request Change or Reassign Task



8.6 An email will be sent to the submitter with your decision

9. BLOG HOMEPAGE FEED

9.1 Login to your respected AUTH website (e.g.: https://auth-agency.pa.egov.com/sites/pda/Pages/default.aspx)

9.2 Edit the homepage, select the column you would like the feed to be on (we suggest the far right)

9.2.1 Click Add a Web Part

9.2.2 Find PAI Enterprise under Categories, select Blog Homepage Feed under Parts

9.2.3 Click Add

9.2.4 Select the Web Part with the feed, click Web Part Properties

9.2.5 Under Top Recent Posts

- Select the blog you would like to display

9.2.6 At the bottom, expand Blogging WebParts Options

- Select how many you would like to display, we suggest 3-5
- Click OK

9.3 Check in / Publish the page