



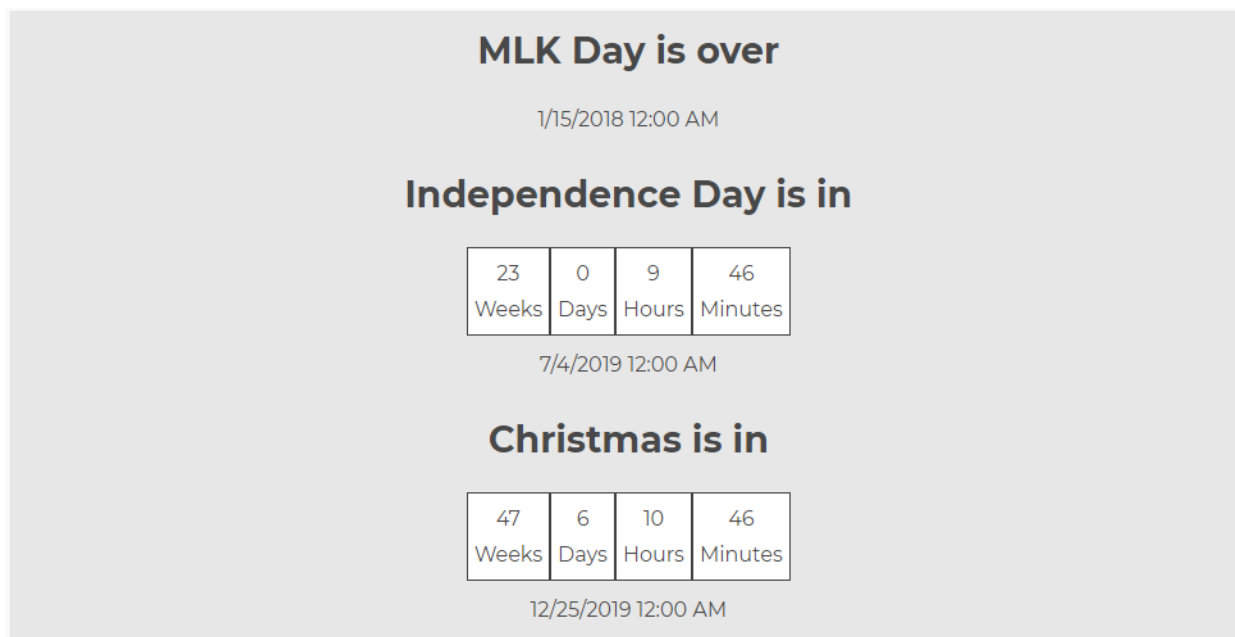
USER GUIDE

COUNTDOWN

1/23/2019

1. INTRODUCTION

The Countdown Timer allows for Agencies share a countdown to important dates and times.



2. ADDING THE COUNTDOWN TIMER

2.1. To add the Countdown Timer

- 2.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the **page** you would like to have the Countdown Timer
- 2.1.2. Edit the page
- 2.1.3. Click “Add a Web Part”
 - 2.1.3.1. Under Categories, click PAI Enterprise, select Countdown Timer
 - 2.1.3.2. Click Add
- 2.1.4. Click the checkbox in the upper right-hand corner of the Web Part

- 2.1.4.1. In the editing tool bar, click
 



- 2.1.4.2. Click Properties

- 2.1.4.2.1. Fill out the form under Countdown Timer

The screenshot shows a 'Countdown Timer' configuration window with a 'Properties' section. It contains three event entries, each with a date, time, title, and done message. The first event is 'Website Testing' on 11/30/2017 at 3 PM. The second event is 'Governor Review' on 12/26/2017 at 3 PM. The third event is 'Holiday Day Off' on 12/25/2017 at 12 AM.

Event Index	Event Date	Time	Event Title	Event Done Message
1	11/30/2017	3 PM	Website Testing	Website Testing Complete
2	12/26/2017	3 PM	Governor Review	Governor Review Complete
3	12/25/2017	12 AM	Holiday Day Off	Back to Work

2.1.4.2.2.

Click OK

2.1.4.2.3.

Check in or Publish page