

USER GUIDE

COUNTDOWN 1/23/2019

1. INTRODUCTION

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

MLK	(Da	ny is	over			
1/	1/15/2018 12:00 AM					
Indeper	Independence Day					
23 Weeks	0 Days	9 Hours	46 Minutes			
7,	7/4/2019 12:00 AM					
Christmas is in						
47 Weeks	6 Days	10 Hours	46 Minutes			
12/	/25/201	19 12:00	AM			

2. ADDING THE COUNTDOWN TIMER

- 2.1. To add the Countdown Timer
 - 2.1.1. Login to your respected AUTH website (e.g.: <u>https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx</u>), 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

WEB PART



- 2.1.4.2. Click Properties
 - 2.1.4.2.1. Fill out the form under Countdown Timer

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2.1.4.2.2. Click OK2.1.4.2.3. Check in or Publish page