USER GUIDE

HOMEPAGE BANNER
12/18/2019

1. INTRODUCTION

The Homepage Banner solution was created to provide Agencies options with their homepage banner than just a static image.

2. ADDING IMAGES TO THE BANNER LIBRARY

2.1. To add images to the banner library

    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 homepage

    2.1.2.   Click ⚙

    2.1.3.   Click "Site contents"

    2.1.4.   Click Banners

    2.1.5.   Click ⊕ new document

    2.1.6.   Browse for your banner image, click OK

    2.1.7.   Click Check In

    2.1.8.   Repeat if you have multiple images to upload

3. SETTING UP THE HOMEPAGE BANNER

3.1. Click ⚙

3.2. Click "Site settings"

3.3. Under PA Agency Settings, click "Homepage Banner Image Settings"

    3.3.1.   **Default:** Has the static image showing from Site Themes Option on the Homepage

        3.3.1.1.   Follow step 3 from the Subsite Banner Image User Guide

        3.3.1.2.   Click Save, make sure you see a green "Options saved" at the top of the screen

        3.3.1.3.   You can add:

            3.3.1.3.1.   Header Text (y/n – checked=show)

            3.3.1.3.2.   Subtext (y/n – checked=show)

            3.3.1.3.3.   Button Text (y/n – checked=show)

            3.3.1.3.4.   Button Description

            3.3.1.3.5.   Button link

        3.3.1.4.   Click Save, make sure you see a green "Options saved" at the top of the screen

      3.3.2. **Carousel:** Images will rotate on a timed schedule

          3.3.2.1.   Select up to 6 images from the banner library

          3.3.2.2.   Click Save, make sure you see a green "Options saved" at the top of the screen

          3.3.2.3.   You can add per image:

              3.3.2.3.1.   Header Text (y/n – checked=show)

              3.3.2.3.2.   Subtext (y/n – checked=show)

              3.3.2.3.3.   Button Text (y/n – checked=show)

              3.3.2.3.4.   Button Description

              3.3.2.3.5.   Button link

          3.3.2.4.   Click Save, make sure you see a green "Options saved" at the top of the screen

      3.3.3. **Refresh:** Image will be chosen at random each visit

          3.3.3.1.   Select up to 6 images form the banner library

          3.3.3.2.   Click Save, make sure you see a green "Options saved" at the top of the screen

          3.3.3.3.   You can add per image:

              3.3.3.3.1.   Header Text (y/n – checked=show)

              3.3.3.3.2.   Subtext (y/n – checked=show)

              3.3.3.3.3.   Button Text (y/n – checked=show)

              3.3.3.3.4.   Button Description

              3.3.3.3.5.   Button link

          3.3.3.4.   Click Save, make sure you see a green "Options saved" at the top of the screen

      3.3.4. **Seasonal:** Image will change at the beginning of each season

          3.3.4.1.   Enter date for each season (month/day, ex: 03/22)

          3.3.4.2.   Select image for each season

          3.3.4.3.   You can add per image:

              3.3.4.3.1.   Header Text (y/n – checked=show)

              3.3.4.3.2.   Subtext (y/n – checked=show)

              3.3.4.3.3.   Button Text (y/n – checked=show)

              3.3.4.3.4.   Button Description

              3.3.4.3.5.   Button link

              3.3.4.3.6.   Click Save, make sure you see a green "Options saved" at the top of the screen

   3.4. Go to homepage

      3.4.1.   Edit the page

      3.4.2.   In the Web Part Zone called Landing Page Banner and Carousel Zone, click "Add a Web Part"

      3.4.3.   Under Categories, click PAI Enterprise

  3.4.3.1. Select Homepage Banner Image

  3.4.3.2. Click Add

  3.4.3.3. Check in or Publish the page

4. NOTES

4.1. Banner images need to be uploaded to the banner library under the homepage

  4.1.1. Default image size is: 1600 x 340px

  4.1.2. All other image sizes are: 1600 x 630px

4.2. **Header Text:** Accepts 30 characters maximum

4.3. **Subtext:** Accepts 40 characters maximum

4.4. **Button Text:** Accepts 10 characters maximum

4.5. **Button Description:** Alt-description for button must include or begin with the screen text language (button text field). Example: if screen text for link in banner reads as "Read More", then alt-description of link must read as "Read More about volunteering in your community" or similar.

4.6. If you do not see your changes, make sure the webpart is added to the homepage (directions in step 5)

5. ADDING THE WEBPART

5.1. Login to your respected AUTH website (e.g.: https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx), go to the homepage

5.2. Edit the homepage

5.3. Click Add a webpart in the top zone

5.4. Under PAI Enterprise, find Homepage Banner Image

  5.4.1. Click Add

5.5. Check in/Publish the page