UTAH COUNTY WEBSITE ADMINISTRATION INSTRUCTIONS

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ACCESS TO ADMINISTRATIVE PROGRAMS

Access to the main Administrative Menu can be found at:

http://www.UtahCountyOnline.org/apps/WebAdminMenu.asp

This will provide access to the "generic" applications for all departments. If you have a department-specific application, that web address will be given to you separately.

WEB SITE VS. INTRANET CONTENT

The intended audience for the new web site is non-County employees. If you have information that is pertinent only to employees, save that information for the County Intranet, now under development. Examples of Intranet content might be: Personnel rules and regulations, Department Head meeting minutes, employee training classes, etc.

CREATING SHORTCUTS

Browse to the administrative address shown above, then:

In Internet Explorer: From the Menu, select Favorites>Add to Favorites. In the Add Favorite dialogue box, you can accept the existing name and location or you can change the name and categorize your favorites by creating favorites folders and placing it in one of the folders. Then click OK. After creating the Favorite, you can create a desktop shortcut. From the Menu, select Favorites. Then right-click on the Favorite you just created. From the menu presented, select Send To>Desktop.

In Netscape Navigator. From the Menu, select Communicator>Bookmarks>Add Bookmark (or press the Bookmark button, if it is visible). You can categorize your Bookmarks, as in IE, by selecting, from the Menu, Communitor>Bookmarks>Edit Bookmark. After creating the Bookmark, you can create a desktop shortcut. Click Bookmarks and choose Edit Bookmarks. Drag the bookmark you want to the desktop.

GENERAL INFORMATION

Login Pages. Once you have been given a username and password you can log in to one of the applications. Your access may vary by application, so you will need to log in for each application. Your access to various features within a given application may also vary by your access.

Login names and passwords are case sensitive. Enter your Username and Password in ALL CAPS. Then select your organization name from the dropdown list and press the Login button.

The login page captures valuable information which is used to identify you and your organization throughout the application for the duration of your web session. This information is needed to make the application function correctly. When you close the

browser or are not active on the site for a period of time, the session is terminated and the identifying information is lost. You will have to log back in to resume.
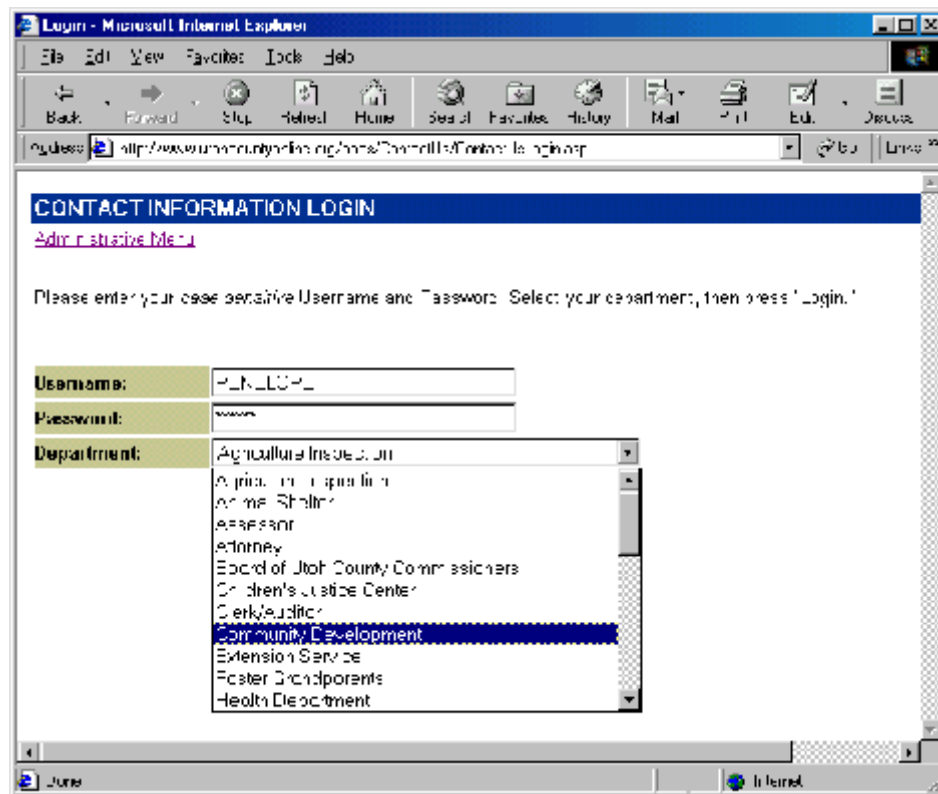
If you are unable to log in to an application, and you are an authorized user for that application, it may be that you have disabled cookies on your browser. To correct this, do the following:

> *Internet Explorer.* On the Tools menu, click Internet Options. Click the Security tab. Click the Internet Zone, then click Custom Level. Scroll down the list of options to reach Cookies and click the *Enable* radio button.

> *Netscape.* From the Edit menu, choose Preferences. Click the Advanced category. Check *Accept All Cookies*. If you want to be notified when Netscape accepts a cookie, check *Warn me before accepting a cookie*.

Categories. Almost all of the applications utilize user-defined categories. In fact, visitors to the web site will not be able to find your information unless you associate it with one of the categories you create. For most applications, you will be presented with an application-specific menu after logging in. Select the option to View/Add a Category. In the form which follows, create a category abbreviation and description. (The abbreviation is used only internally. It is the description that appears to the public throughout the site).

Abbreviations must be in *all caps with no spaces*. Descriptions should be entered in *mixed case* and must be as specific to the department as possible. (For example: If your department is *Computer* and the category is *Training Classes*, you should enter *Computer Training Classes*, not *Training Classes*.)


Your newly created category will now appear in lists and dropdown lists throughout the County site and in the administrative application you are currently in.

Most categories are not editable from the web. Because the category Abbreviation may be inserted into database records and used as a link to tie information together in the database, the category Abbreviation cannot be changed. However, the category Description can be edited. If you feel strongly that a Description change is needed, contact a web developer.

In some applications, you will select a *single* category with which to associate your record. The category dropdown list will appear in the Add or Update page for the record. (Note that the category Descriptions you created for your organization are displayed in the category dropdown list.)

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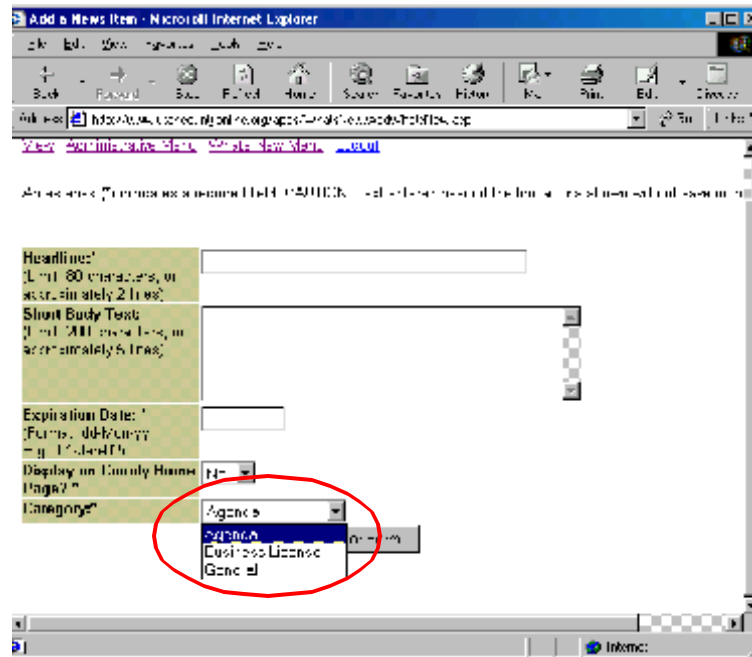
In other applications, the ability to associate your current record with *more than one* organizational category can be accessed via a Details button on the "View" page of each application.
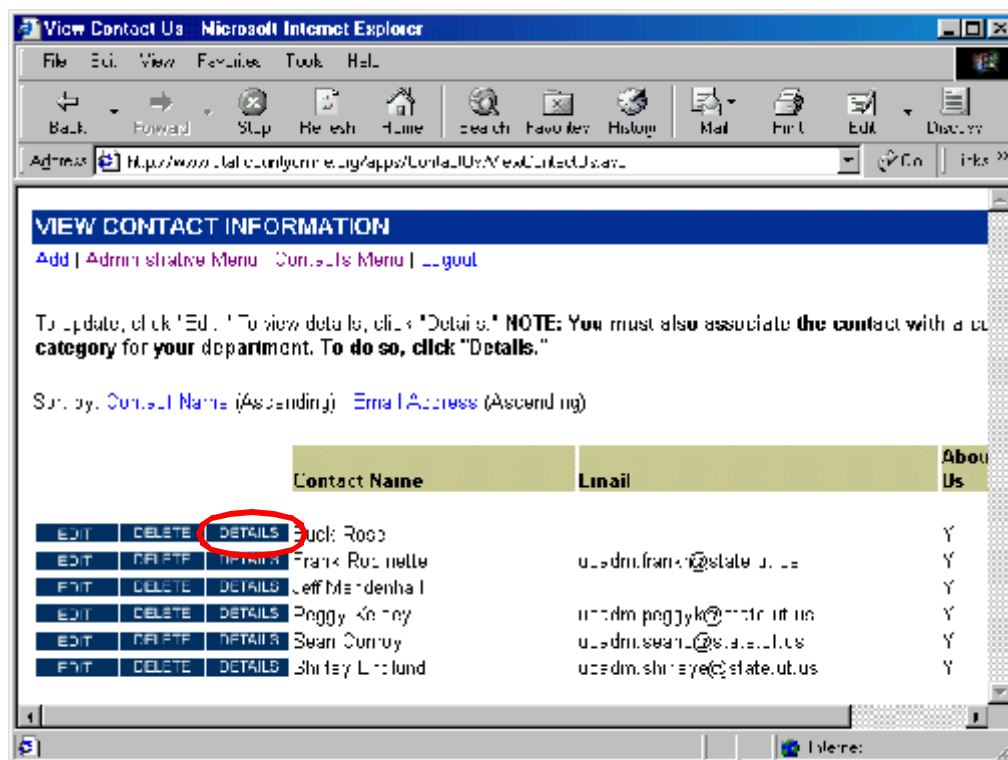
Click the Details button. On the Details page, click the Add button to associate a category with the record displayed on the Details page.
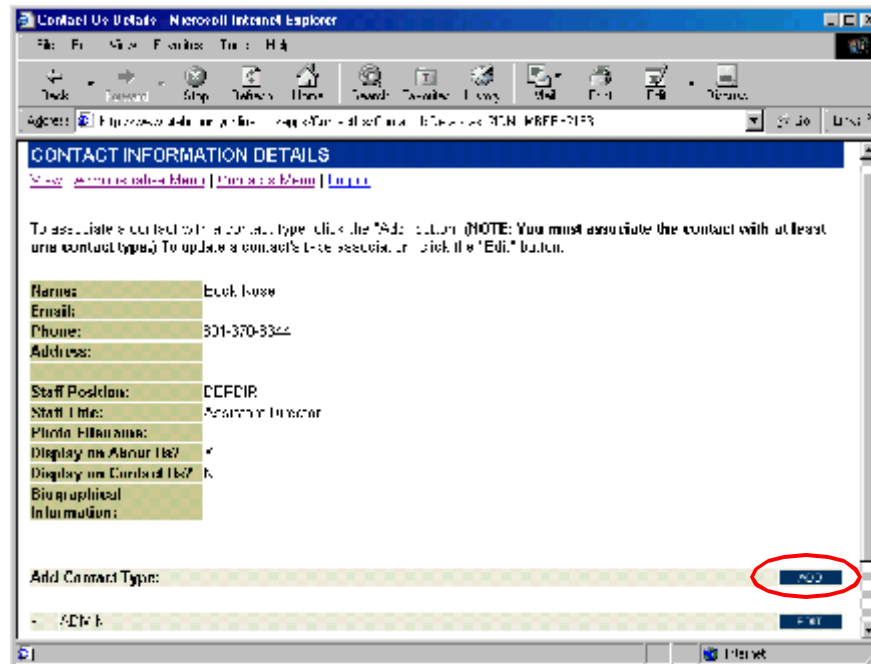
On the ensuing page, select a category from the dropdown list, and click the button. You can associate the record with as many categories as are appropriate, provided you first create the categories.
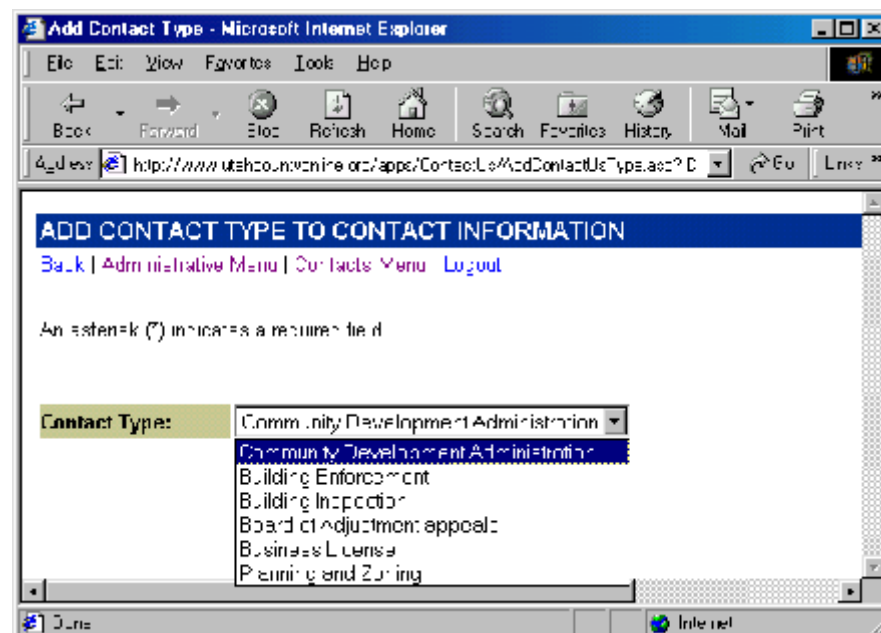
Data Entry Guidelines.

a. An asterisk (*) on a data entry form indicates a required field.
b. Dates and phone numbers should be entered according to the format specified on the form. Be sure to enter area codes for phone and fax numbers. (Remember, the site will be viewed by visitors from other states and countries).

Navigation. Always use the navigation buttons or links that are provided on the web pages rather than the browser's Back or Forward buttons. The navigation buttons/links pass valuable information from one page to another that is needed for the application to work correctly.

Files Uploads. In some cases, an application may enable you to upload a file to the web server and store information about it in the application's database. This allows you to give web site visitors access to files you would like to share. The following should be kept in mind when uploading files:
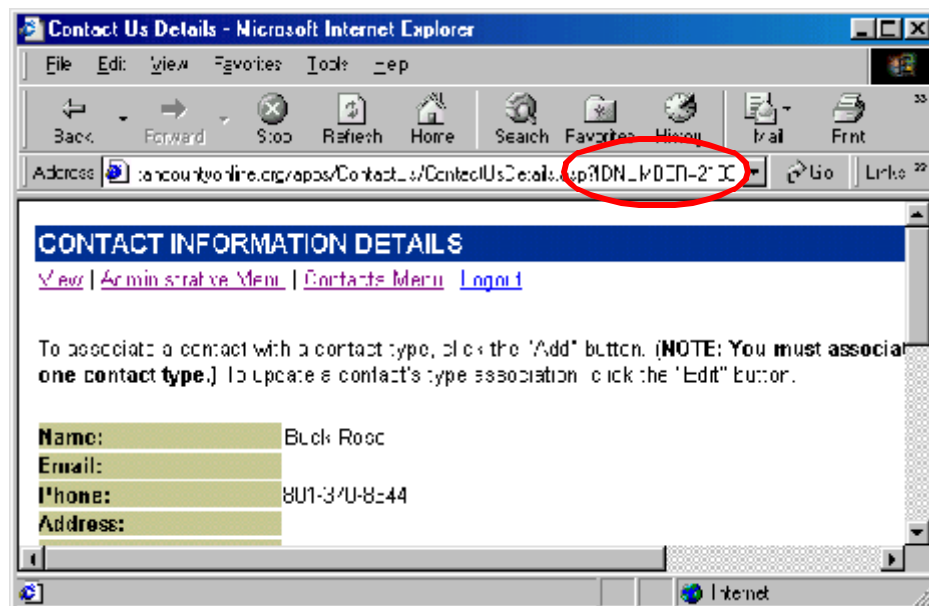
Add Pages. If you try to upload a file having a name identical to one already on the server, you will get an error message. If you wish to upload a file of the same name, rename the new file and then upload it.

Update Pages. If you upload a file having a name identical to one already on the server, the file you upload will replace the existing file. If you leave the upload file field blank, the existing file will remain unchanged.

Delete Pages. The existing file will be deleted from the web server and the database.

NOTE: In most cases, web visitors will be able to see images (.jpg, .jpeg, .gif, .png) and static web pages (.htm, .html) you upload without additional programs or browser plug-ins installed on their computers. If you upload a file of any other type, the web visitor will need to have the corresponding program installed in order to view it. Often, if it is installed, the program will launch after the user downloads the document. If not, the user is prompted for a folder location to which to download the file.

Converting Files to PDF's. In almost all instances, we recommend converting the document to an Adobe Acrobat File (.pdf). This is particularly beneficial for web information that changes frequently. Conversion has the added advantage of appearing identical to the original document. Most browsers now include the Adobe Acrobat Reader plug-in. If not, the Reader is a free download from Adobe at http://www.adobe.com . Pages in the web site which link the visitor to .pdf's also include a link to the Adobe site. To convert your document to .pdf, do the following:

> *WordPerfect.* Open the document in WordPerfect. From the File menu, select Publish to PDF. In the Publish to PDF dialogue box, select a location within your folders to store the .pdf file. You can also rename the file, if desired (we've had better luck when renaming). Click OK. The .pdf file is created (unseen) and you are immediately returned to the original WP document. It is wise to navigate to the location where you stored the new .pdf to check that is was created correctly. If the file size is 0 or 1 KB, it did not successfully create the .pdf. Try again, saving the file with a new name.

> *Microsoft Word 97 or Word 2000.* Open the document in Word. From the View menu, select Tools>PDF Maker. This will display the Adobe button on the toolbar. Click the button and in the ensuing dialogue box, click Create. MSWord will then create the .pdf file (it takes a few seconds) in the folder in which the original document is located. It will then launch Adobe Acrobat Reader so you can view the results.

> *Microsoft Excel.* Open the document in Excel. From the View menu, select Tools>PDF. This will display the Adobe button. Click the button and in the Save PDF File As dialogue box, select a name and location for the .pdf file. Check the View PDF File checkbox and click Save. The .pdf file will be created, after which Adobe Acrobat Reader will launch so you can view the results.

> *Adobe Acrobat Writer.* If you have trouble converting your files using the built-in tools, we recommend purchasing and installing Adobe Acrobat Writer (not the same tool as the Adobe Acrobat Reader). Contact the Information Systems department for acquisition and installation. Once installed, open the document in its original program. From the File Menu, select Print. In the Print dialogue box, select Acrobat PDFWriter from the list of printers and click OK. In the Save PDF File As dialogue box, select a name and location for the .pdf file. Check the View PDF File checkbox and click Save. The .pdf file will be created, after which Adobe Acrobat Reader will launch so you can view the results.

NOTE: PDF files are like a photo or snapshot of the original. They do not have the functionality of the original document. For example, if you convert a spreadsheet to .pdf, it will *look* like the original, but will not be editable. If you want to share a functioning spreadsheet, upload the original document.

CHANGE PASSWORD

- To change your password, enter your current username and password into the form on the login page, then press Login.

- The View User page displays your full name, username, password, and organization abbreviation. (If you are an authorized user for more than one organization, your name will appear more than once). Click the Edit Button.

- The update form shows your username and password and your access levels *for the organization you chose to edit.* Enter your new password and click the Update button.

- You are returned to the View User screen. Note that if you are authorized for more than one organization, your password has been updated for each of those organizations.

- To exit the Change Password program, click the Logout link.

CONTACT US
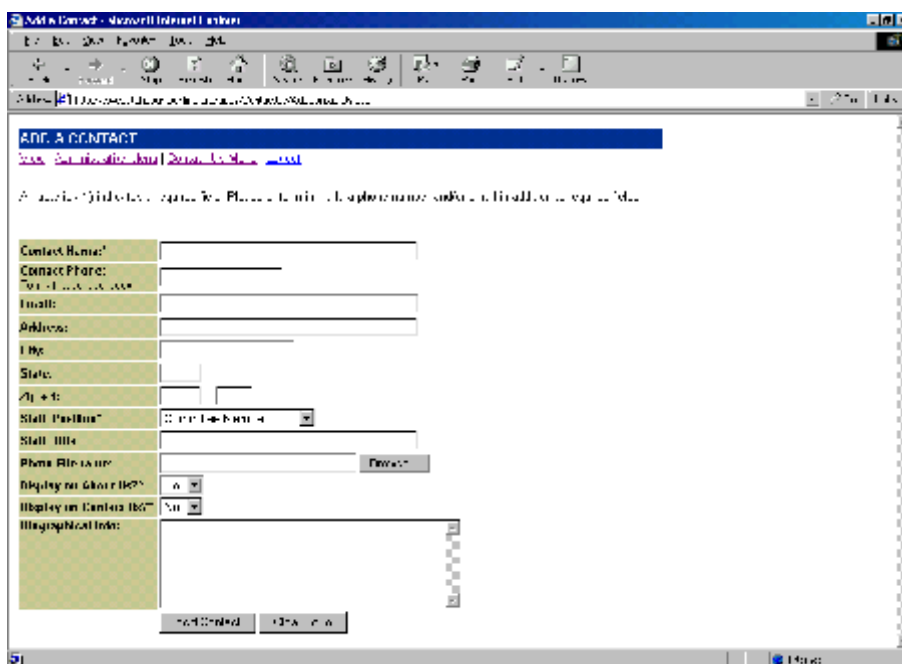
This application allows you to enter contact information for your department. Depending on your access level you will be able to enter either/both the contact types and/or contact information. The data you enter into this application displays on the Contact Us and About Us pages of each organization's home page.

> **View Contact Types**. This page displays all of the contact categories that have been created for your organization. To add a contact type, click the Add link.
>
> **Add Contact Type.** Add a category of contacts for your organization, following the guidelines established in the General Information section of this document.
>
> **View Contact Information.** This page displays all contacts for your organization. To Add, Edit, Delete, or view Details, press the corresponding link for that contact.
>
> **Add a Contact.** Enter minimally the name of the contact and the phone number and/or email address if this person is to be displayed on the Contact Us page of the web. (By definition, a "contact" must be able to be contacted!) The required Staff Position field is a generic position and determines that contact's physical position on the Contact Us and About Us pages. If your organization prefers not to display employee names, you can

> alternatively type a position name or function name into the Contact Name field. If you would like to display a photo of the staff person on the About Us page, click the browse button to locate a .jpg, .jpeg, .gif, or .png image from among your file folders to upload to the web server when you add the contact record. To display the contact on the About Us page, select "Yes" from the dropdown list. To display the contact on the Contact Us page, select "Yes" from that dropdown menu. Use the Biographical Info field to display this information on the About Us page.

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Contact Information Details. This page displays all the current information for the contact and provides access to add other details about the contact. The most important of these details is the Contact Type (Category). YOU MUST ASSOCIATE THE CONTACT WITH AT LEAST ONE CATEGORY. Click the Add button to associate the current contact with one or more categories. Once a category has been assigned to the contact, the Edit button for the contact category appears. Use the Edit button to change the associated category or delete the association altogether.

Edit a Contact. Use this page to make changes to a contact that has already been entered. If you leave the Photo Filename field blank, the existing photo for the contact will remain on the server. If you browse for a new photo, the old one will be replaced.

Delete a Contact. Use this page to delete a contact. Deleting a contact will also delete any associated categories. The photo will also be removed from the web server.

DEPARTMENT MISSION STATEMENT AND ADDRESSES (LOCATIONS)

This application allows you to enter the mission statement for your organization and the location(s) of your organization. Mission statement information you enter displays at the top of the About Us page for the organization. Location information appears at the bottom of the organization's home page and is displayed by clicking a Locations bookmark at the top of the home page. (The link appears only after a location has been entered.)

View Department Mission. After logging in, this page confirms your organization's name and abbreviation. To view your organization's details, click the Details button.

View Department Details. This page displays your organization's location(s) and individual mission statement paragraphs. To add a location or mission statement paragraph, click the appropriate Add button. Once a location or mission statement paragraph has been entered, the Edit button for the information appears. Use the Edit button to Update a location (or mission statement paragraph) or delete it altogether.

Add a Department Location. Use the Location Description field to identify the services or functions available (if applicable) at that location: i.e., "Environmental Services," "Administrative Offices," etc. Use the Building Name to identify the building: i.e., Utah County Administration Building, Utah County Public Works Building, etc.

Add a Mission Statement Paragraph. Enter the text for *one paragraph* of your mission statement and assign it a number for order of appearance. You can add as many mission statement paragraphs as needed.

EVENT CALENDAR

The Event Calendar allows you to display event information either on your organization's Calendar page, the What's New column of your organization's home page, and/or the main page of the County website.

NOTE: Please enter events only of interest to the general public. Save employee-specific events for the Intranet.

After logging in and before entering event information, check the following:

View Cities. Review the list of existing cities. If the city of the event you are entering is not in the list, add it using the link at the bottom of the page. Because a city's abbreviation may be tied to existing records, editing or deleting an existing city is not allowed.

View Event Facilities. Review the list of existing facilities. If the facility of the event you are entering is not in the list, add it using the link at the bottom of the page. When adding or editing facilities, do not enter specific rooms or areas within the facility. This is done elsewhere within the Event Calendar application on a event-by-event basis. Because a facility may be tied to existing records, deleting of an existing facility is not allowed.

View All Categories. Two lists are displayed: 1) Your organization's categories, and 2) All categories. Please review these lists. In order to eliminate the duplication of categories in dropdown lists displayed to the public, please select a category for your organization from the list of existing categories. If your event does not fit an existing category, then you may create a new one by clicking the "Add New Category" link at the bottom of the page. Follow naming guidelines established in the General Information section of this document.
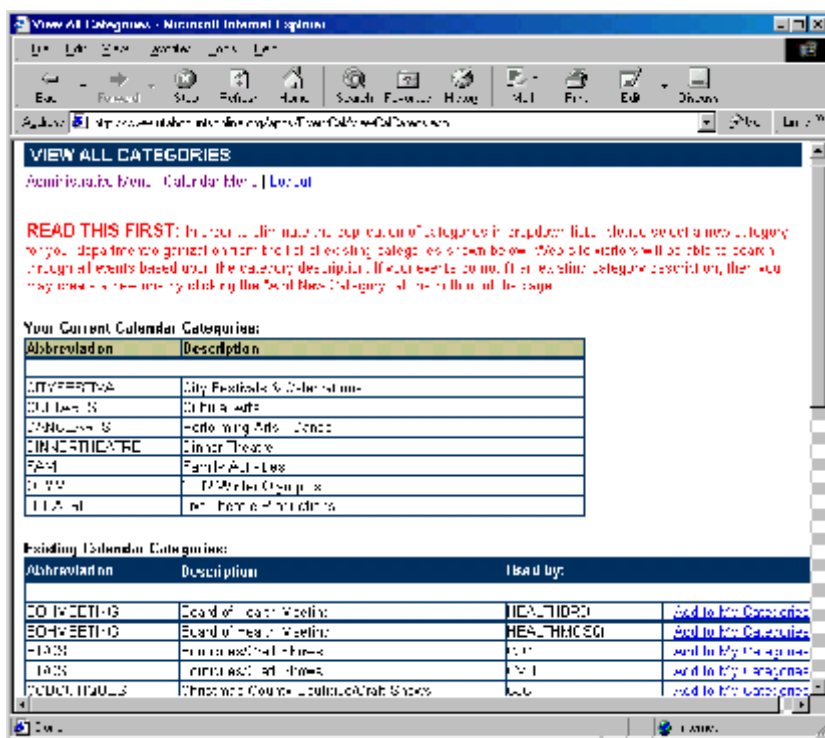
After checking cities, facilities, and categories, you are ready to enter an event.

View Calendared Events. This page displays all events for every organization. Use the sorting options and the navigation arrows to locate a specific event. To view event details, click the Details button. If your organization created the event, the Edit and Copy buttons also display. To Add, Edit (including Delete), Copy, or view Details, press the appropriate link for the event.
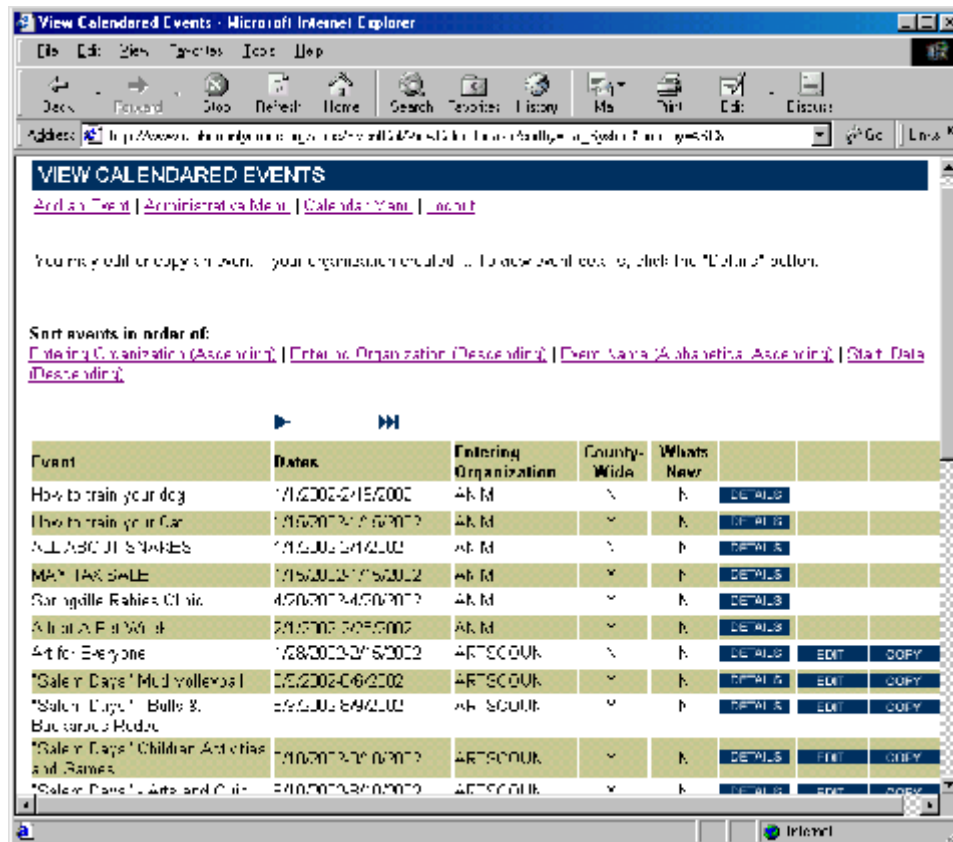
Add an Event. Enter the information for the event, using the date and phone formats shown. Sponsoring/Producing Organization information can be very helpful in determining whether or not to attend an event. For example, a production of the musical, *Les Miserables,* produced by the local high school will be far different from one produced by a Broadway touring company. Enter this information whenever possible. For the Public Information Phone field, enter a phone number where the inquirer can get detailed information about the event. Do not enter the phone number of the Event Facility, unless that facility also answers questions specific to your event and has agreed to do so.

If your event is of interest to a significant number of visitors to the entire County web site, then select "Yes" in the "Display County-Wide" field. To display the event in the What's New column of your home page, select "Yes" in the "Display in Departmental 'Whats New' Column." Your event will display there if it is in the top five events (in order of date) for your organization.

Event Details. This page displays all the details for the event. If this event record was created by your organization, Add and Edit buttons display, providing data entry and editing for the details displayed. Click an Add button to add an associated detail. Once a detail has been added, the Edit button for the detail appears. Use the Edit button to change the associated detail or delete the detail altogether.

Event Categories. The most important of the event's details is the Event Category. YOU MUST ASSOCIATE THE EVENT WITH AT LEAST ONE CATEGORY.

Date/Time/Rate Details. Use this form to enter rates and/or times which may vary by day of week, date, or time. You can enter as many Date/Time/Rate Detail records as you have variances in those details.

Event Contacts. Use this form to enter information about event contacts. Event contact information does not display anywhere on the web site. This feature is provided as a courtesy to enable you to get further information for this event now or in the future.

Update or Delete an Event. Use this page to make changes to an event that has already been entered. Deleting an event will also delete any associated details.

Copy a Calendared Event. Use the Copy feature to copy a past event. Then change the dates to create a new event. The copy feature does not copy any associated categories or details (on the assumption the category and/or details change from year to year).

FREQUENTLY ASKED QUESTIONS (FAQ)

This feature enables you to post questions(and their answers) that are asked on a frequent basis. The information entered into this appliction is displayed on your organization's FAQs page and can be accessed by clicking FAQs in the navigation bar.

View FAQ Categories. This page displays all of the FAQ categories that have been created for your organization. To add a contact type, click the Add link. To update the category, click the Edit button. (This is one instance wherein a category can be edited).

Add a FAQ Category. Enter a mixed case description for your FAQ category and select the order you want this category to appear on the FAQ page for your organization. Currently, the FAQ page for you organization is programmed to display a maximum of four (4) categories.

Update a FAQ Category. You may edit the description for the category or its order.   You may not edit the category number, nor delete the category, as it may be tied to records.

View Frequently Asked Questions. This page displays all the questions for your organization. To Add, Edit (including Delete), or view Details, press the corresponding link for that question.

Add a Frequently Asked Question. Enter the question (don't forget the question mark!) and select a category from the dropdown list of categories you created. Enter a number for the order in which you would like your question to appear within the category.

Question Details. This page displays all the details (answers) for the question. Click an Add button to add an associated answer. Once an answer has been added, the Edit and Delete buttons for the answer appears.
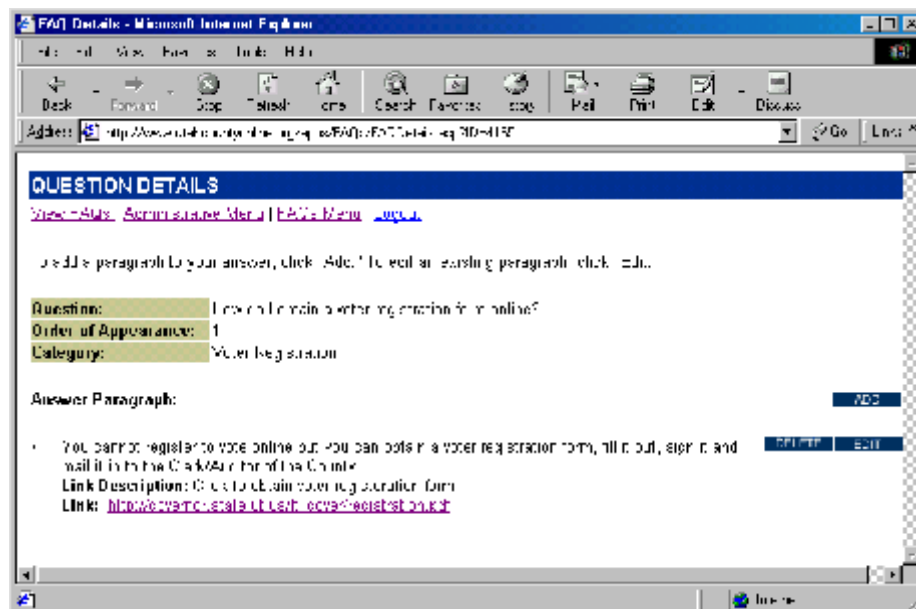
Add an Answer Paragraph. Use this form to enter an answer paragraph and its order within the question. You can also provide an additional information link for your web visitor by typing the link into the Link URL field. OR, you may upload a file and link to it by clicking the browse button for the Upload Link field and locating the file on your file system. Only one link per paragraph, please! Please do not enter both a link and an upload file or your FAQ page will become confused! *If you enter either a link or an upload file, you must enter a Link Description.* It is the Link Description that displays as a link on your organization's FAQ page.

Edit an Answer Paragraph. Use this form to edit an existing answer paragraph. Remember, only one link per paragraph, please! If you choose to upload a new file, it will replace the existing file on the web server.

Delete an Answer Paragraph. Use this form to delete an existing answer paragraph. An uploaded file, if there is one, will also be deleted from the web server.

Update or Delete a FAQ. Use this form to update a question or delete it altogether.

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WEB LINKS

The Web Links application is a multipurpose upload/link program that allows you to display links dynamically. These links can be designated to display on the Related Links page for your organization, the links page for the entire County, or can be displayed on a custom-built page for your organization.

View Web Link Categories. This page displays all of the link categories that have been created for your organization. To add a link category, click the Add link.

Add Contact Type. Use this form to add a category of links for your organization, following the guidelines established in the General Information section of this document.

View Web Links. Because two types of links can be created, this page displays two lists of links that have been created for your organization: one for uploaded files and one for traditional links. To Add, Edit, Delete or view Details, press the corresponding link or button.
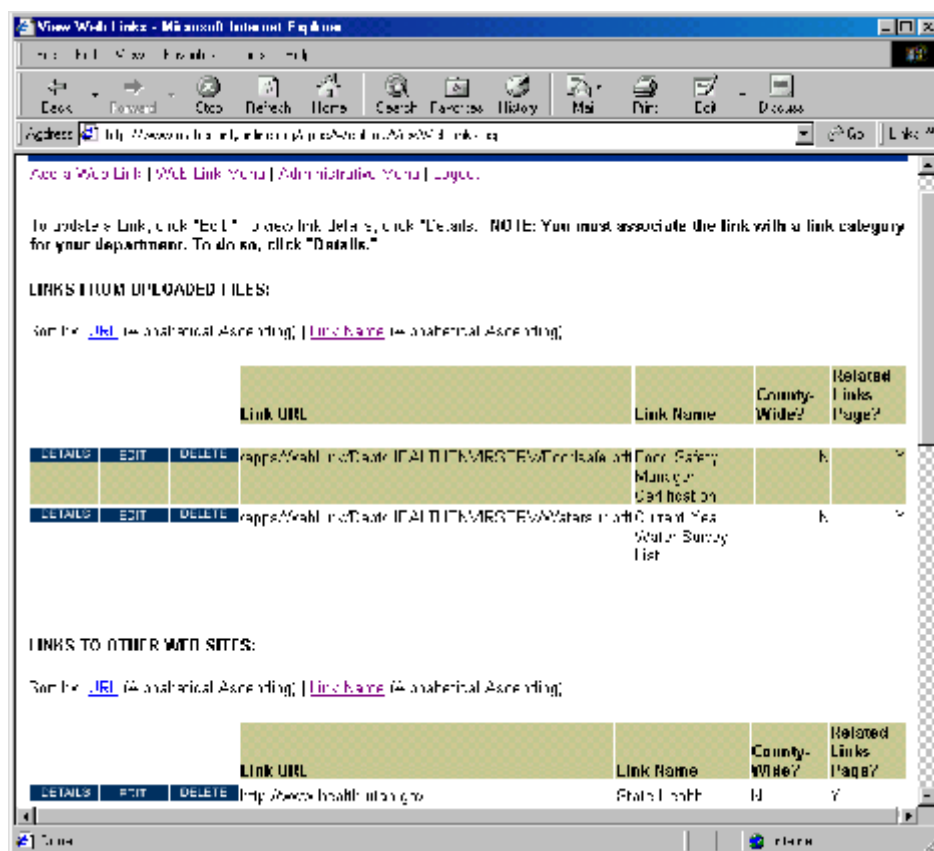
"Add Link" Menu. When you press the Add button from the View Web Links Page, you are given the option to upload a file and link to it, or to link to another web site.

Add an Upload Link. Use the browse button to locate a file for upload from among the files on your file system. Also, enter the required Link Name. It is the link name that displays the link on the Related Links page. To display the link on the County links page, select "Yes" from the "Display County Wide" dropdown list. Please do this only if your link is of interest to a large segment of visitors to the main county site. If you want the link to display on the Related Links page for your organization, select "Yes" from the "Display on Related Links Page" dropdown list. If this link is to be displayed on a custom page built by a web developer and you *do not* also want it displayed on the Related Links page, then select "No" from the "Display on Related Links Page" dropdown list.

Add a Web Link. Type in the full web address of the web page you wish to link to. This can be another site or a page on the County site. Be sure to precede your link with http:// . Also, enter the required Link Name. It is the link name that displays the link on the Related Links page. To display the link on the County links page, select "Yes" from the "Display County Wide" dropdown list. Please do this only if your link is of interest to a large segment of visitors to the main county site. If you want the link to display on the Related Links page for your organization, select "Yes" from the "Display on Related Links Page" dropdown list. If this link is to be displayed on a custom page built by a web developer and you *do not* also want it displayed on the Related Links page, then select "No" from the "Display on Related Links Page" dropdown list.

Web Link Details. This page displays all the current information for the link and displays one or more link categories that have been associated with the link. YOU MUST ASSOCIATE THE LINK WITH AT LEAST ONE CATEGORY. Click the Add button to associate the current link with one or more categories. Once a category has been assigned to the link, the Edit button for the contact category appears. Use the Edit button to change the associated category or delete the association altogether. If you are having a custom page built, it will be based upon a category of links.

Edit an Upload Link. Use this form to edit an uploaded link. If you choose to upload a new file, it will replace the existing file on the web server.

Delete an Uploaded Link. Use this form to delete an existing uploaded link. Any associated categories will also be deleted. The uploaded file will be deleted from the web server.

**Edit a Web Link.** Use this form to edit an existing web link.

Delete a Web Link. Use this form to delete a web link altogether. Any associated categories will also be deleted.

MINUTES

The minutes application allows you to upload minutes from department meetings, board meetings, etc. Like most of the other applications, minutes must be assigned to categories. A custom page will be built (based upon the minute category) for you organization if you choose to upload minutes.

View Minute Categories. This page displays all of the minute categories that have been created for your organization. To add a category, click the Add link.

Add a Category of Minutes. Use this form to add a category of minutes for your organization, following the guidelines established in the General Information section of this document.
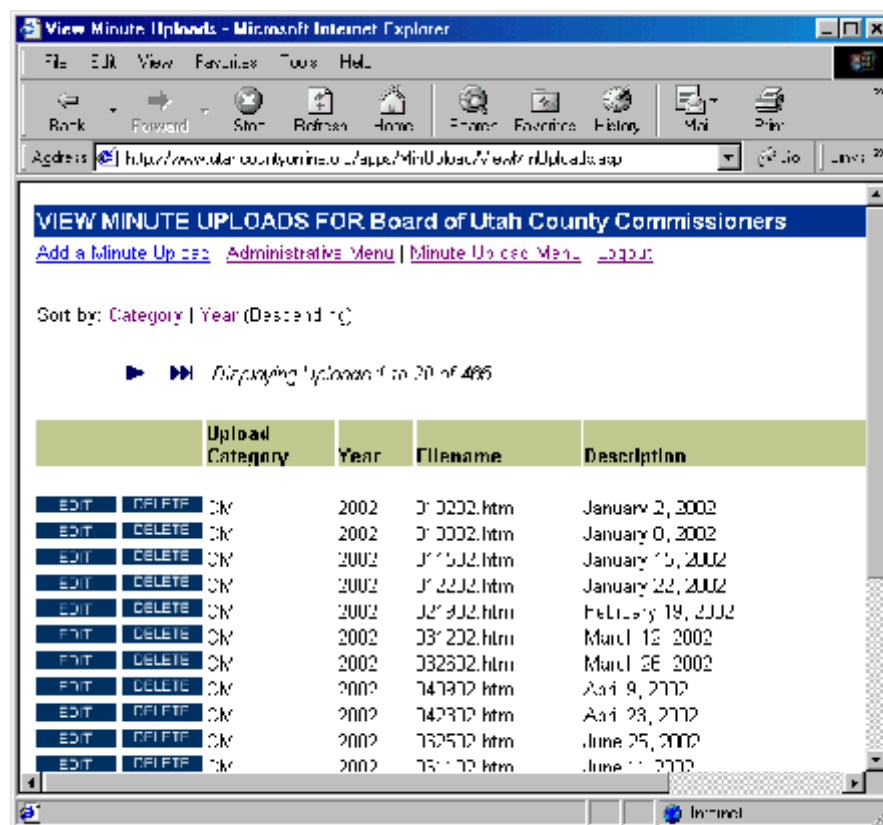
View Minute Uploads. This page displays all the minutes that have been uploaded for your organization. Use the sorting options and the navigation arrows to locate specific minutes. To Add, Edit or Delete minutes, press the appropriate link or button for the individual minutes.

Edit Minute Upload. Use this form to edit uploaded minutes. If you choose to upload a new file, it will replace the existing file on the web server.

Delete Minute Upload. Use this form to delete minutes altogether. Any associated categories will also be deleted.
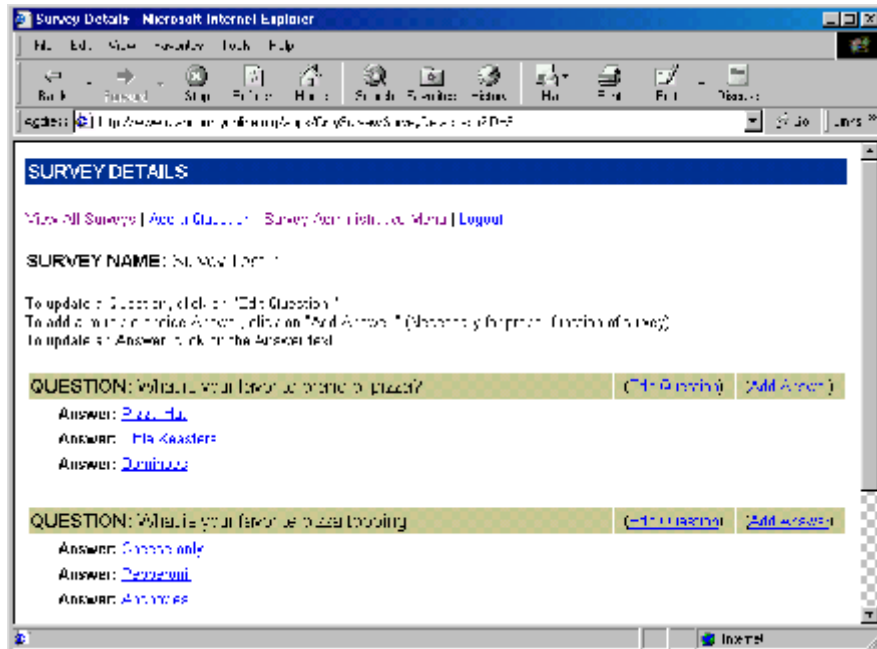
SURVEY

With this application, you can create a survey for the general public. Information entered into this application appears on the Survey page for each organization and optionally on the County home page. You can enter any number of questions with multiple-choice answers and view respondent data.

View Surveys. This page displays all the surveys that have been created for your organization. Use the sorting options to locate specific surveys.   To Add or Edit a survey, click the corresponding link. To view the Details (including the creation of survey questions and multiple-choice answers), click the Details link. The view current survey results, click the Results link.
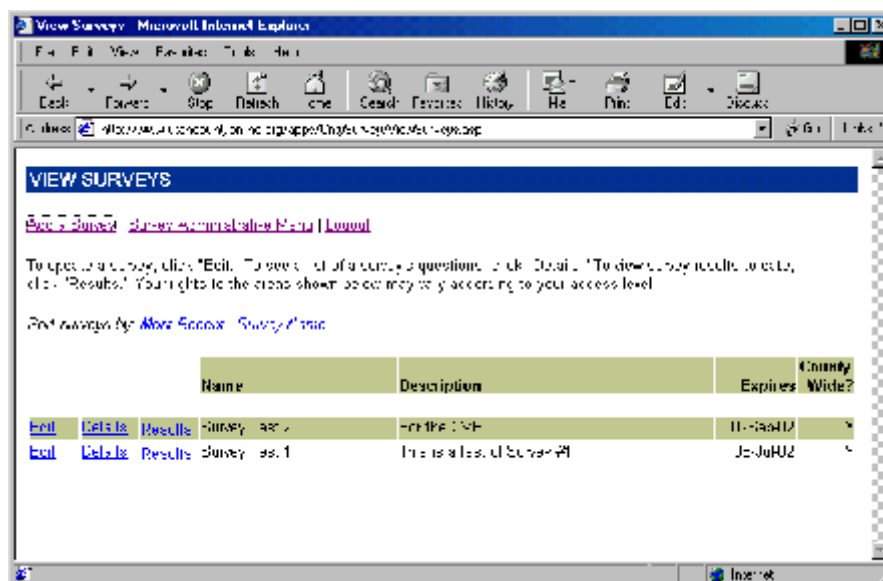
Add a Survey. Give the survey a name and a brief description. The survey name and description will be presented as a list of possible surveys for the web visitor to take. To display a link to the survey from the County's home page, select "Yes" from the "Display County-Wide" dropdown list. This form automatically inserts an expiration date that is prior to the current date. This is done to prevent the display of the survey until all the questions and multiple-choice answers have been created. To display a survey to the public, change the survey expiration date to a future date. This is done on the Edit Survey page.

Survey Details. This page displays the survey information and provides links to forms which create or edit survey questions and multiple-choice answers. To Add a survey question, click the Add link. To Edit a question, click the Edit Question link on the corresponding question row. To add a multiple-choice answer, click the Add Answer link on the corresponding question row. To Edit an answer, click the answer text.

*Add a Survey Question.* Use this form to enter a single survey question.

Edit a Survey Question. Use this form to edit an existing survey question. NOTE: A delete button is provided for your convenience to delete a question *before a survey starts.* DO NOT delete a question once the survey is underway, as there may be survey responses tied to the record number of the question. DO NOT edit a question once the survey is underway, as subsequent respondents will be answering a different question. This may skew the results of the survey.

Add a Survey Answer. Use this form to enter *one* of a set of multiple-choice responses. Make the answer as succinct (brief) as possible, since these multiple-choice answers display in a dropdown list when the survey is taken.

Edit a Survey Answer. Use this form to edit an existing survey answer. NOTE: A delete button is provided for your convenience to delete an answer *before a survey starts.* DO NOT delete an answer once the survey is underway, as there may be survey responses tied to the record number of the question. DO NOT edit an answer once the survey is underway, as subsequent respondents will be answering th question with a different set of answers. This may skew the results of the survey.

Edit Survey. Use this form to edit the survey name and/or description and to enter a new expiration date for the survey. To display a survey to the public, change the expiration date to a date in the future. It will not display beyond that date. To discontinue a survey prior to its expiration date, move the expiration date backward.

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Survey Results. This page displays the survey questions, answers, and the number of responses to each multiple-choice answer. To view even more details, click the Survey Name.
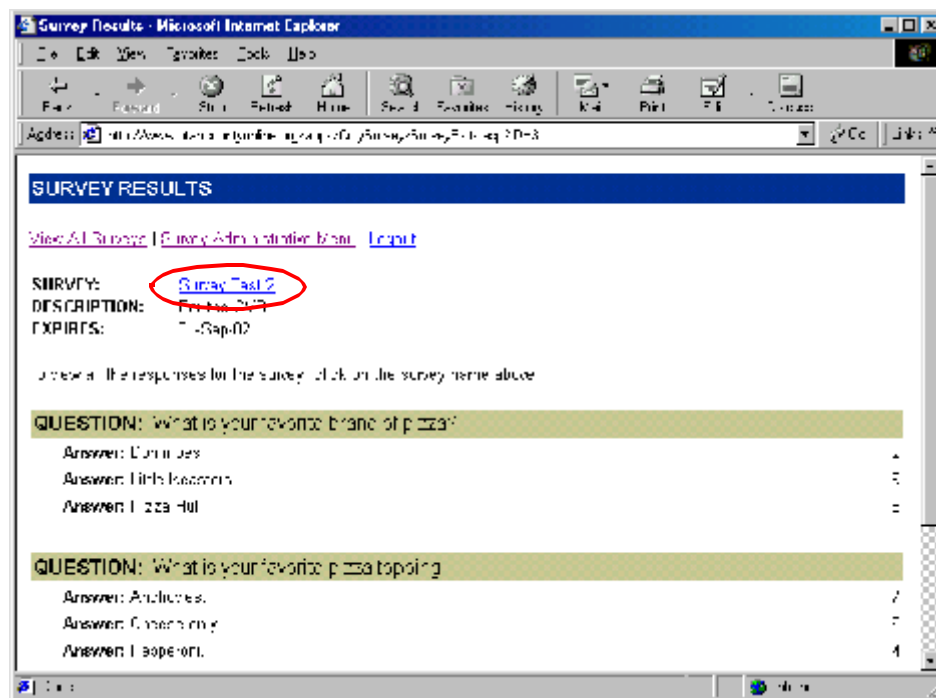
All Survey Results. This page displays all the responses to the survey. Use the navigation links provided to display more survey results. To view Respondent information, click the Respondent ID number.
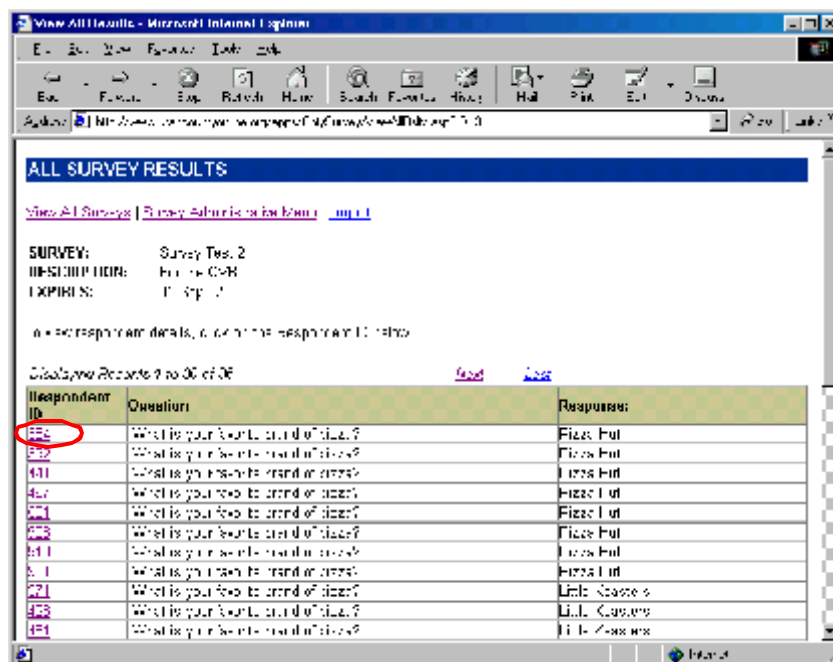
Respondent Details. This page displays personal information about the respondent, if he chose to provide that information when he took the survey.
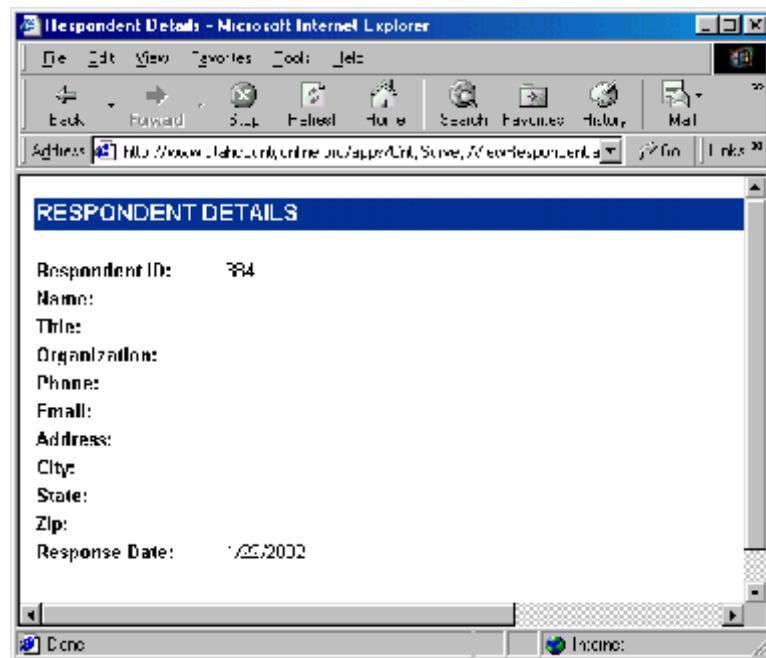
WHAT'S NEW (NEWS)

This application allows you to share news and updates about your organization. Information entered into this application is displayed in the What's New column of your organization's home page, on the News page for your organization, and optionally on the County home page.

View Whats New Categories. This page displays all of the What's New categories that have been created for your organization. To add a category, click the Add link.

Add a Whats New Category. Use this form to add a News category for your organization, following the guidelines established in the General Information section of this document.

View News Items. This page displays all the news items that have been entered for your organization. Use the sorting options to locate specific items. To Add, Edit or view Details for a News Item, press the corresponding link or button.

Add a News Item. Enter a Headline and Short Body Text. The headline and short body text both display on home page - the headline as a link and the short body text as "teaser" text designed to entice the reader to click on the link. Enter an expiration date (beyond which the item will not display on the web), using the format shown. Select a category from the Category dropdown list, the contents of which you created previously. Your news items will be sorted on the web page by category.

News Item Details. This page displays all the current information for the news item and provides access to add other details about the item. From this page, you can enter one or more detailed "long body" paragraphs, upload and link to related files, and provide the user with a link to another web page for more information. Click the Add button to associate the current news item with one or more of the details. Once a detail has been associated with the news item, the Edit and Delete (where applicable) buttons for the detail appear.

Add a What's New Paragraph. Use this form to enter a "long body" paragraph and assign it an order of appearance number. You can add as many paragraphs as needed to tell your story.

Update or Delete a What's New Paragraph. Use this form to update an existing paragraph or delete it altogether.

Add a What's New Upload. Use this form to upload additional information to the web server that you want to share with your readers. Describe the upload briefly, then browse through your file system to locate the appropriate file. If your file is a web image (.gif, .jpg, .jpeg, .png), you can optionally select it to display at the top of the story detail page when the web visitor clicks the What's New link. The image will be resized to fit the page. A link to all uploaded files will appear below the body of the Whats New story on the story detail page.

Edit What's New Upload. Use this form to make changes to your upload information. If you choose to upload a different file, it will replace the existing file on the web server.

Delete a What's New Upload. Use this form to delete the uploaded file entirely. It will be removed from the web server.

Add a What's New Related Link. Use this form to link to another web page. Be sure to precede the web page with: http:// . You can link to another site or to a page in the County site. Enter the URL, a Link Name, and an optional Description.

Edit a What's New Related Link. Use this form to edit the link or delete it entirely.

NOTE: Do not use the What's New application for events. Use the Event Calendar application instead.

If you have additional questions please email or call:

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