

DeKalb, NY
Friday, July 14th – 1:00 PM
Agenda for Training

Following Options Available to All Editors

- Login
- Admin Panel: Publishing
- Edit Meta Data
- Revize Support / Help button/ Revize FAQ page
- Edit Center Area
Copy and Paste Content – Plain Text, please.
Remove Formatting!

Links:

- Link to another page: Home
- Link to another site: Revize
- Link to a document: Agenda
- Link to an embedded page: Read More

Contact Links:

- Email: alec@revize.com
- Phone: (123) 123-1234

Media

- Insert YouTube video
- Insert/edit image

- Edit Banner
- Website Feedback
- Save/Save-As-draft (publishing)/Cancel/ History
- Left Nav and Fly-outs: adding, editing, rearranging, deleting
- Templates
- Calendar

note: Some options are not enabled until the site is LIVE such as “save-as-draft”, “Search”

Administrative Options:

- Emergency Alert
- Picture Slider
- Landing Page Content and Home Page Suggestion
- Quick Link Buttons/Admin (Hidden) and Pages: “Live”, “Work”, “Play”
 - Revize Support : Utilizing The Customer Portal to Report Issues