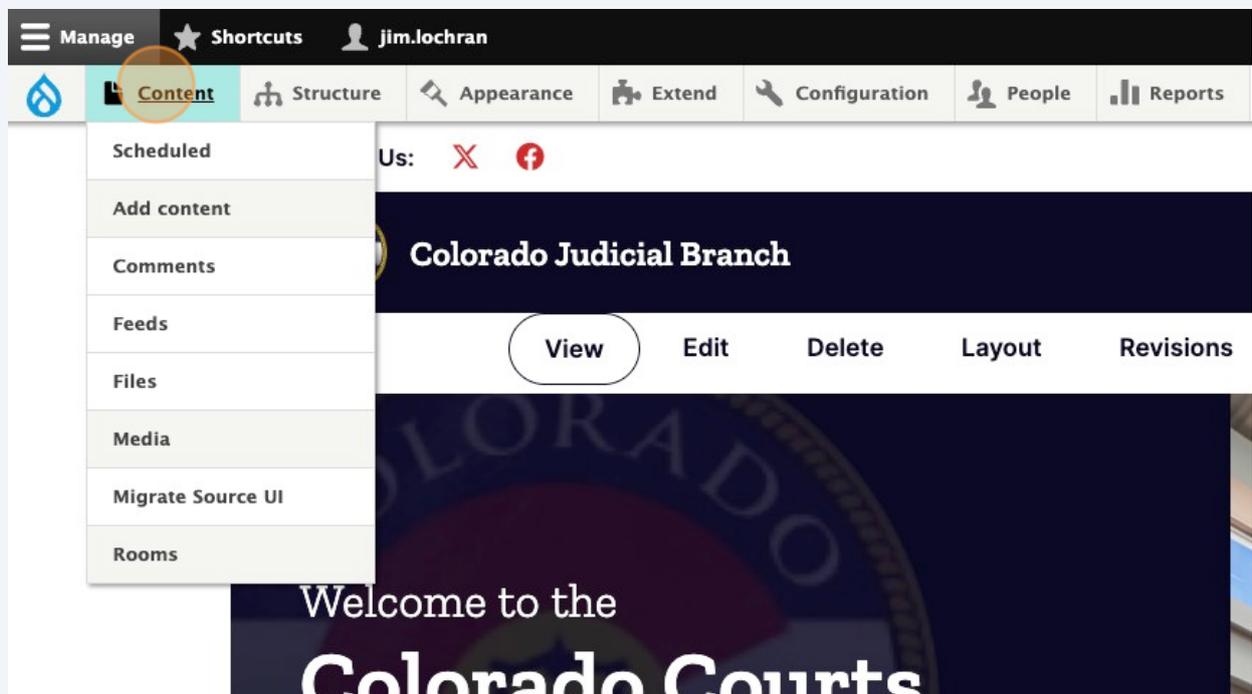


How to Add Adams County Bond Hearing Schedule and Bond hearing Office

1 Navigate to the site and login

2 Click "Content"



3 Click "Add content"

Home > Administration > Content

Content

Content

Blocks

Comments

Feeds

Contacts

Files

Room

Overview

Moderated content

+ Add content

Title

Content type

Published status

Auth

- Any -



- Any -



Filter

4 Click "Bond Hearing Schedule"

Home > Node > Add Content

Add content

> **Ballot Initiative**

> **Bond Hearing Office**

> **Bond Hearing Schedule**

> **Case Announcement**

> **Case of Interest**

> **Chief Judge Orders And Directives**

> **Chief Justice Directive**

5 Click the "Title" field.

Home > Node > Add Content > Create Bond Hearing Schedule

Create Bond Hearing Schedule ☆

Title*

Bond Hearing Office*

- Select a value - ▾

County*

Schedule*

6 Click this dropdown to select a bond hearing office. If the county is not part of bond hearing office 1,2, or 3, then select the appropriate district. If the district bond hearing office is not present then scroll down in this document for instructions on creating a bond hearing office.

Create Bond Hearing Schedule ☆

Title*

Bond Hearing Office*

- Select a value - ▾

County*

Schedule*

Paragraph ▾ **B** *I* @ - Source [] Choose lang... ▾ []

7 Click the "County" field.

Title*

Bond Hearing Office*

 ▼

County*

 🔍

Schedule*

Paragraph ▼ **B** *I* Source ▼ Choose lang... ▼

8 Click "Adams County"

Bond Hearing Office*

 ▼

County*

 🔍

Adams County

Paragraph ▼ **B** *I* Source ▼ Choose lang... ▼

9 Click here.

17th Judicial District

County*

Adams County (9)

Schedule*

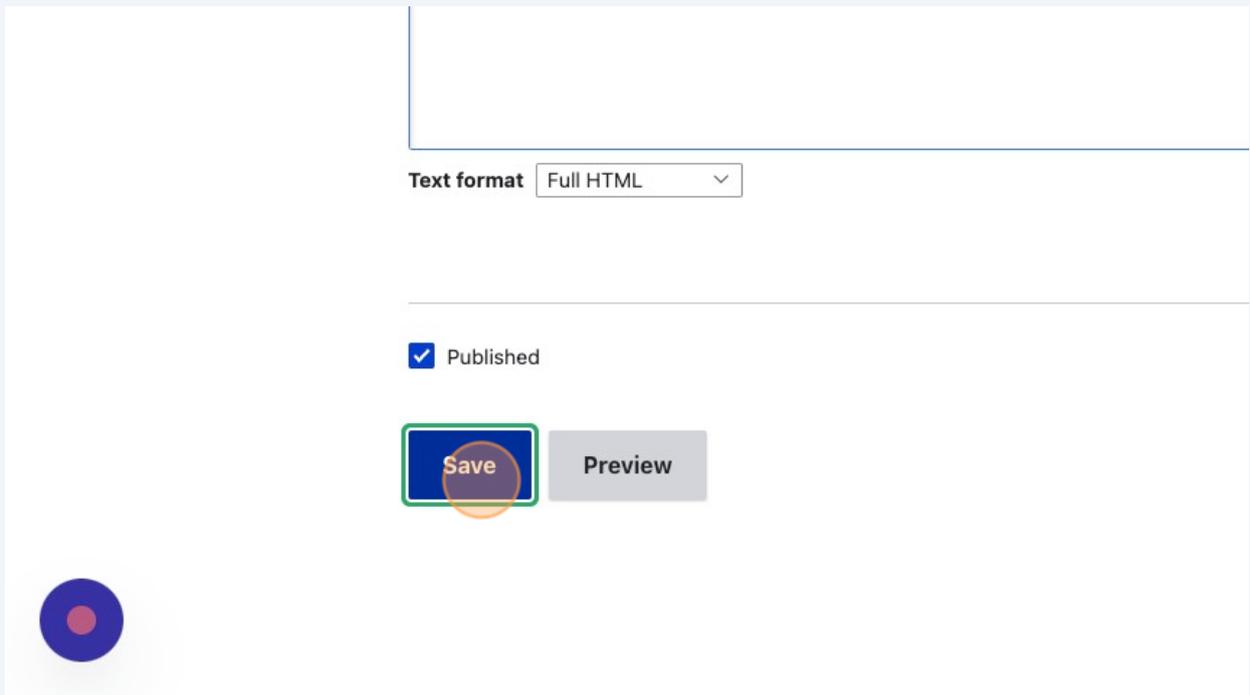
Paragraph **B** *I*    Source  Choose lang... 



Text format Full HTML

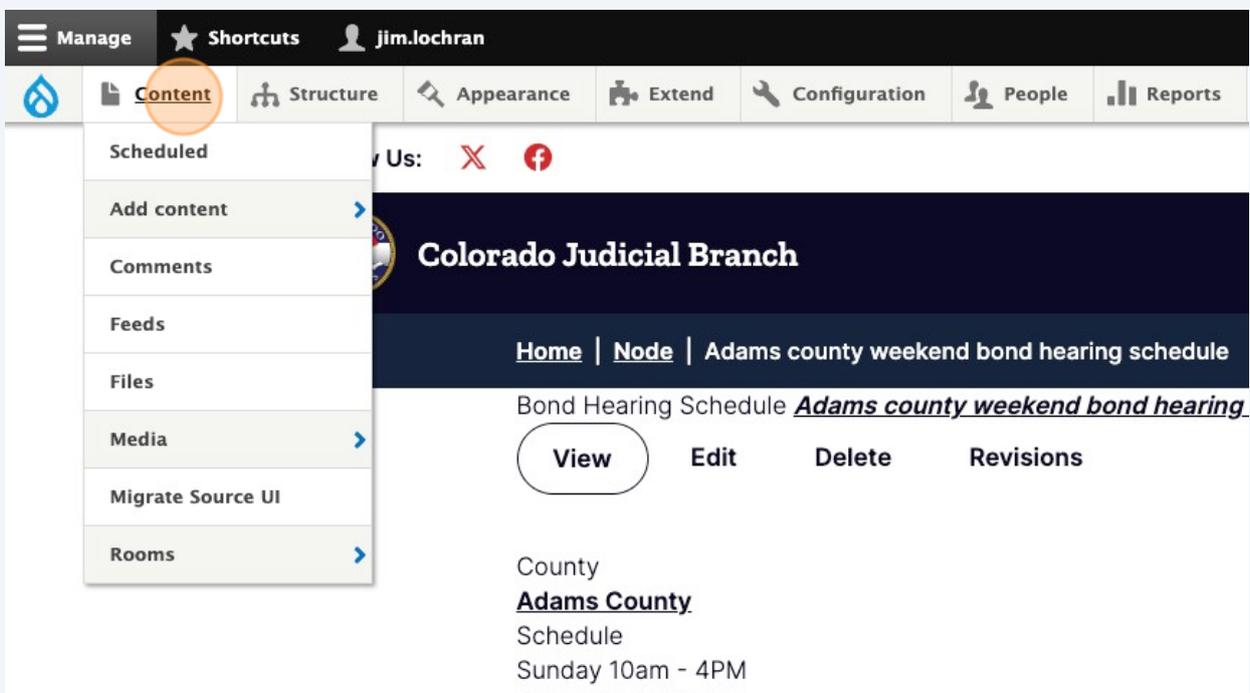
10 Type "Sunday 10am - 4PM"

11 Click this button.



The screenshot shows a content management system interface. At the top, there is a text area. Below it, a 'Text format' dropdown menu is set to 'Full HTML'. Further down, there is a 'Published' checkbox which is checked. At the bottom, there are two buttons: 'Save' and 'Preview'. The 'Save' button is highlighted with a red circle. In the bottom left corner, there is a blue circular icon with a white center.

12 How to create a bond hearing office?



The screenshot shows a content management system interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', and 'jim.lochran'. Below the navigation bar, there is a menu with 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', and 'Reports'. The 'Content' menu is open, showing options: 'Scheduled', 'Add content', 'Comments', 'Feeds', 'Files', 'Media', 'Migrate Source UI', and 'Rooms'. The 'Add content' option is highlighted with a red circle. Below the menu, there is a page titled 'Colorado Judicial Branch'. The page has a dark blue header with 'Colorado Judicial Branch' and a navigation bar with 'Home | Node | Adams county weekend bond hearing schedule'. Below the header, there is a section titled 'Bond Hearing Schedule' with a link to 'Adams county weekend bond hearing'. Below this, there are buttons for 'View', 'Edit', 'Delete', and 'Revisions'. Below the buttons, there is a section titled 'County' with 'Adams County' and 'Schedule' with 'Sunday 10am - 4PM'.

13 Click "Add content"

Home > Administration > Content

Content

Content

Blocks

Comments

Feeds

Contacts

Files

Room

Overview

Moderated content

+ Add content

Title

Content type

Published status

Auth

- Any -

- Any -

Filter

14 Click "Bond Hearing Office"

  Content  Structure  Appearance  Extend  Configuration  People  Reports 

Home > Node > Add Content

Add content

> **Ballot Initiative**

> **Bond Hearing Office**

> **Bond Hearing Schedule**

> **Case Announcement**

> **Case of Interest**

> **Chief Judge Orders And Directives**

15 Click the "Title" field.



Home > Node > Add Content > Create Bond Hearing Office

Create Bond Hearing Office ☆

Title*

Intro



16 Click here.

Title*

Intro



|

17 Type "Add information about the bond hearing office"

18 Add the counties within the district via the autocomplete fields. Click add another to add another county.

The screenshot shows a form editor interface. At the top, there is a text area and a 'Text format' dropdown menu set to 'Full HTML'. Below this is a section titled 'County'. Inside the 'County' section, there is a search bar with a magnifying glass icon on the right and a plus-minus icon on the left. An orange circle highlights the search bar. Below the search bar is a button labeled 'Add another item'. Below the 'County' section is another section titled 'Virtual Courtroom', which contains a 'URL' label and an empty text input field.

19 Click "Adams County"

Text format

County

⊕

Adams County

Add another item

Virtual Courtroom

URL

Start typing the title of a piece of content to select it. You can also enter an internal path s

20 Add webex information if available.

Virtual Courtroom

URL

⊕ Start typing the title of a piece of content to select it. You can also enter an internal path s such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nofollow>* to disp display keyboard-accessible link text only.

Link text

21 Type "Add webex information"

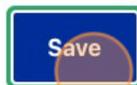
22 Save

 such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display keyboard-accessible link text only.

Link text

Add webex information

Published



Preview

