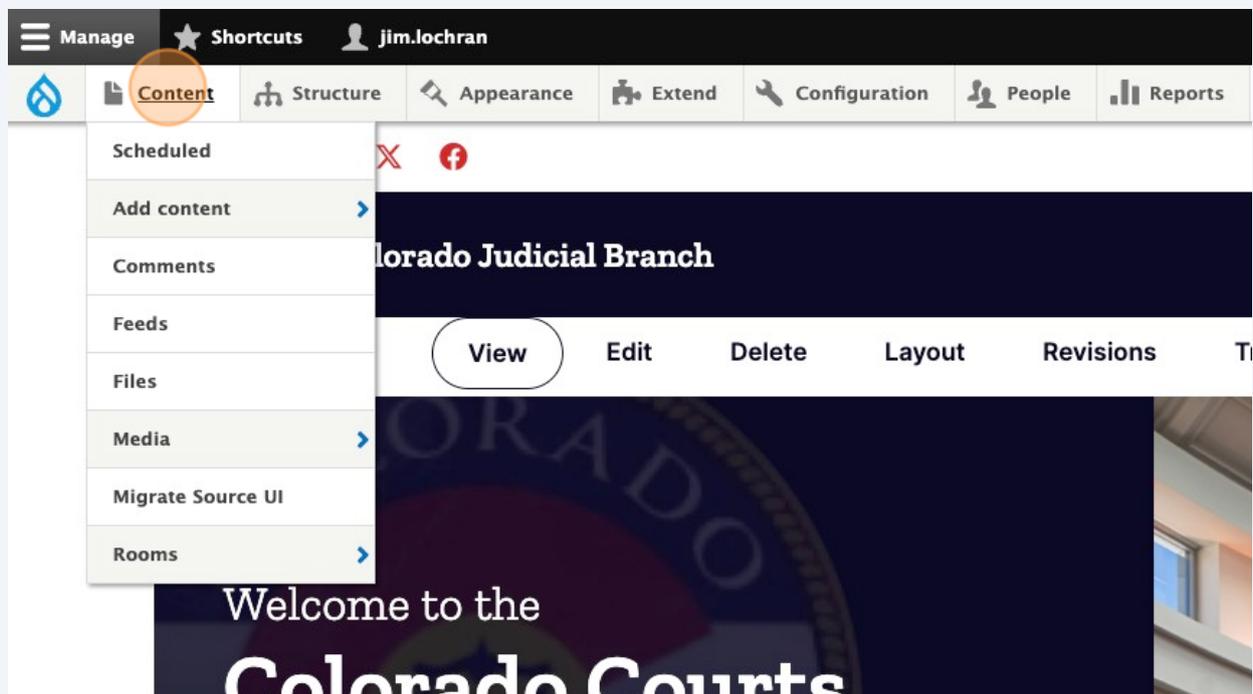


How to Add/Edit Chief Judge Orders and Directives

1 Navigate to <https://test-colorado-judicial-branch.pantheonsite.io/>

2 To add a new Chief Judge Order or Directive - 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
<input type="text"/>	- Any - 	- Any - 	<input type="text"/>
Language			
<input type="text" value="- Any -"/> 		<input type="button" value="Filter"/>	

4 Click "Chief Judge Orders And Directives"

> **Panel Initiative**

> **Bond Hearing Office**

> **Bond Hearing Schedule**

> **Case Announcement**

> **Case of Interest**

> **Chief Judge Orders And Directives**

> **Chief Justice Directive**

> **Contact**

> **Court Resource**

> **FAQ Item**

5 Complete the fields.

Home > Node > Add Content > Create Chief Judge Orders And Directives

Create Chief Judge Orders And Directives ☆

Title *

Order Number

Enter an order number with the format of xx-xx-xxx

Status

6 To edit a check Judge Order or Directive - Click "Content"

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', and a user profile 'jim.lochran'. Below this is a secondary navigation bar with icons and labels for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', and 'Reports'. The 'Content' icon is highlighted with an orange circle. A dropdown menu is open under 'Content', listing options: 'Scheduled', 'Add content', 'Comments', 'Feeds', 'Files', 'Media', 'Migrate Source UI', and 'Rooms'. The 'Media' and 'Rooms' options have blue chevrons to their right. In the background, the 'Create Chief Judge Orders And Directives' form is visible, showing the 'Title *', 'Order Number', and 'Status' fields.

7

Click this dropdown to filter by Chief Judge Order or Directive.

Overview **Moderated content**

[+ Add content](#)

Title	Content type	Published status	Author
<input type="text"/>	- Any -	- Any -	<input type="text"/>

Language

- Any -

[Filter](#)

<input type="checkbox"/>	Title	Con
<input type="checkbox"/>	Basic page	Pa

8

Click this button.

[+ Add content](#)

Title	Content type	Published status	Author
<input type="text"/>	Chief Judge Orders And Directives	- Any -	<input type="text"/>

Language

- Any -

[Filter](#)

<input type="checkbox"/>	Title	Con
<input type="checkbox"/>	Basic page	Pa
<input type="checkbox"/>	Home	Pa

9 Find the Order or Directive and select Edit.

	Content type	Author	Status	Updated	Operations
	Chief Judge Orders And Directives	sima.bakilana	Published	10/01/2023 - 22:20	Edit ▼
	Chief Judge Orders And Directives	braden.holschuh	Published	08/30/2023 - 15:00	Edit ▼
	Chief Judge Orders And Directives	braden.holschuh	Published	08/30/2023 - 14:57	Edit ▼
6	Chief Judge Orders And Directives	braden.holschuh	Published	08/30/2023 - 14:55	Edit ▼

10 Click the "Title" field to change to the title.

19 Restrictions (March 7, 2022)



View **Edit** Delete Revisions Entityqueue Translate

Title *

Administrative Order Regarding Face Coverings and Related COVID-19

Order Number

Enter an order number with the format of xx-xx-xxx

Status

Administrative Order ▼

11 Click the "Order Number" field to add or change the Order Number.

View **Edit** Delete Revisions Entityqueue Translate

Title *
Administrative Order Regarding Face Coverings and Related COVID-19

Order Number

Enter an order number with the format of xx-xx-xxx

Status
Administrative Order ▾

County

12 Click this dropdown to specify Order or Directive.

Administrative Order Regarding Face Coverings and Related COVID-19

Order Number

Enter an order number with the format of xx-xx-xxx

Status

County

↕ Clear Creek County (18) 🔍

13 Add the county or counties the order or directive covers.

Status

Administrative Order ▾

Show

County

⊕ Clear Creek County (18) 🔍

⊕ Eagle County (26) 🔍

⊕ Summit County (64) 🔍

14 Click the "Date" field to add or change the date.

⊕ 🔍

Add another item

Date*

03/07/2022 📅

Text

Paragraph ▾ **B** *I* @ - 🔗 Source 📄 ▾ Choose lang... ▾ 🎧 📅

15 Click here to add media (file) to the order. Only one file is allowed.

Text format Full HTML POWERED BY  [About te](#)

File


Admin Order Rescissio...

The maximum number of media items have been selected.

16 Click this button.


Admin Order Rescissio...

The maximum number of media items have been selected.

Published

Save Preview  Delete

