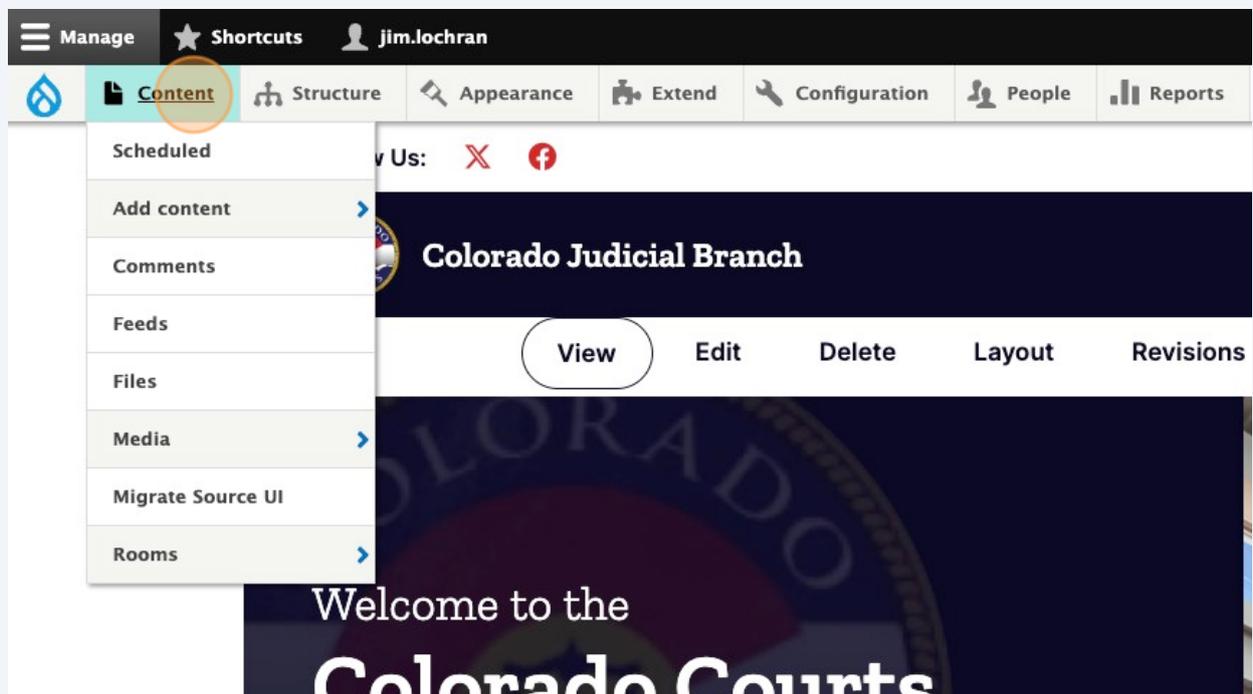


How to create or edit a Sitewide Alert on the website

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

2 To add a site wide alert 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 "Sitewide Alert"

> Press Release

> Probation Department

> Rule Change

> SCORM Package

A SCORM package consists of a set of HTML and related resource files such as images and videos.

> Self-Help Form

A content type for forms that are often printed & filled.

> Sitewide Alert

> Virtual Courtroom

> Water Court

> Water Court Ruling

5 Add the required fields and publish the alert.

Title*

Body

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



6 To edit an existing sitewide alert - Click "Content"

Manage ★ Shortcuts 👤 jim.lochran

 **Content**  Structure  Appearance  Extend  Configuration  People  Reports 

Scheduled

Add content ▶

Comments

Feeds

Files

Media ▶

Migrate Source UI

Rooms ▶

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

7 Click this dropdown to filter by Sitewide alert.

Content **Blocks** **Comments** **Feeds** **Contacts** **Files** **Rooms**

Overview **Moderated content**

+ Add content

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

Filter

Title **Content type**

8 Click this button.

+ Add content

Title	Content type	Published status	Auth
<input type="text"/>	Sitewide Alert	- Any -	<input type="text"/>

Filter

Title **Content type**

<input type="checkbox"/>	Rule 24 - Colorado Rules of Criminal Procedure	Rule Change
<input type="checkbox"/>	Hon. Erin Sokol appointed Chief Judge of 4th Judicial District	Press Releas

9 Find the alert and Click "Edit"

	Status	Updated	Operations
an	Unpublished	11/08/2023 - 15:27	Edit ▼

10 Click the "Title" field to edit the title

› Important Announcements > Test - COVID-19 Important Announcements

Alert Test - COVID-19 Important Announcements ☆

[delete](#) [Revisions](#) [Entityqueue](#)

Title*

Test - COVID-19 Important Announcements

Body

Paragraph **B** *I* [@](#) [“](#) [<>](#) [::](#) [½](#) [v](#) [Source](#)

Last updated April 26, 2023 at 8:08 AM

As the COVID-19 (Coronavirus) outbreak in Colorado develops, the Judicial Department is

11 Click here to edit the text.

COVID-19 Important Announcements

graph **B** *I* Source

updated April 26, 2023 at 8:08 AM

he COVID-19 (Coronavirus) outbreak in Colorado develops, the Judicial Department is continually working to balance legitimate public health considerations with the necessity to maintain and effective administration of justice for citizens and communities in our state.

n jurisdiction is posting materials on this website with important information for jurors, litigants, probationers about protocols for appearing in court. This information is in response to the COVID-19 (Coronavirus) outbreak, and outlines the decisions and procedures created by each court

12 Click this button.

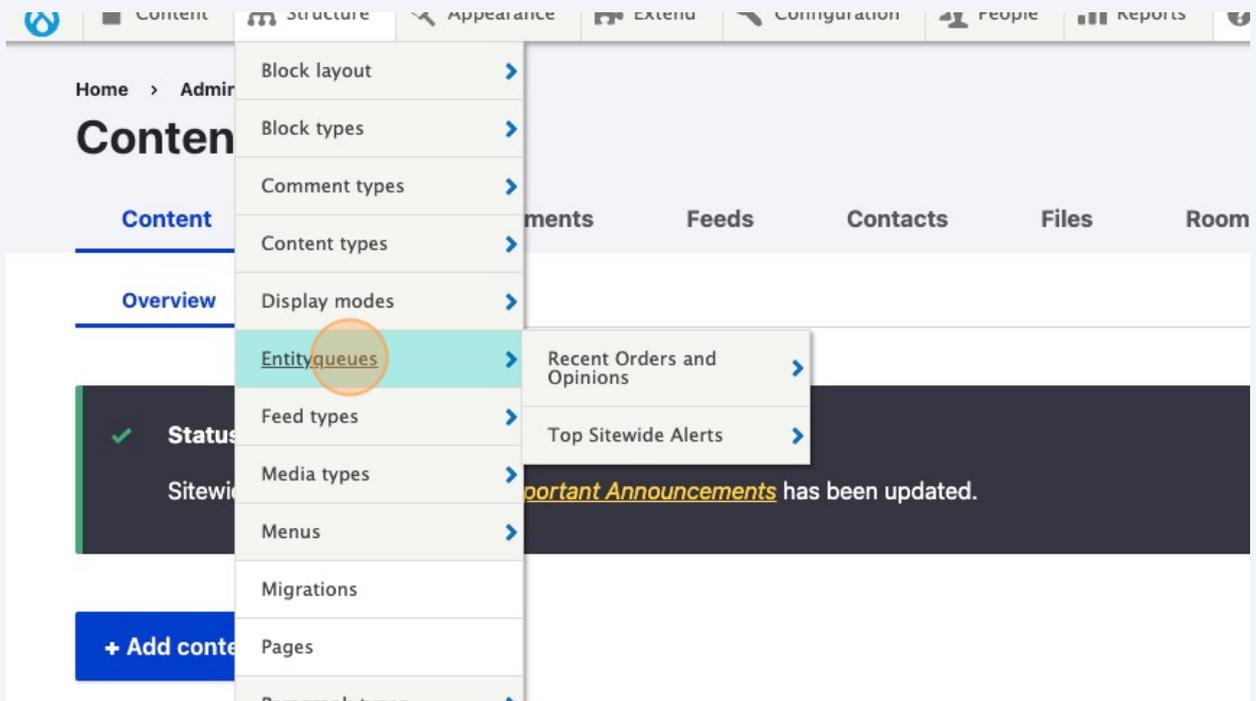
Este evento en el campo de la salud pública está cambiando a un ritmo las actualizaciones en cuanto a las instrucciones de cada tribunal con r medida que éstas estén disponibles. Si desea obtener información adic

Text format Basic HTML

Published

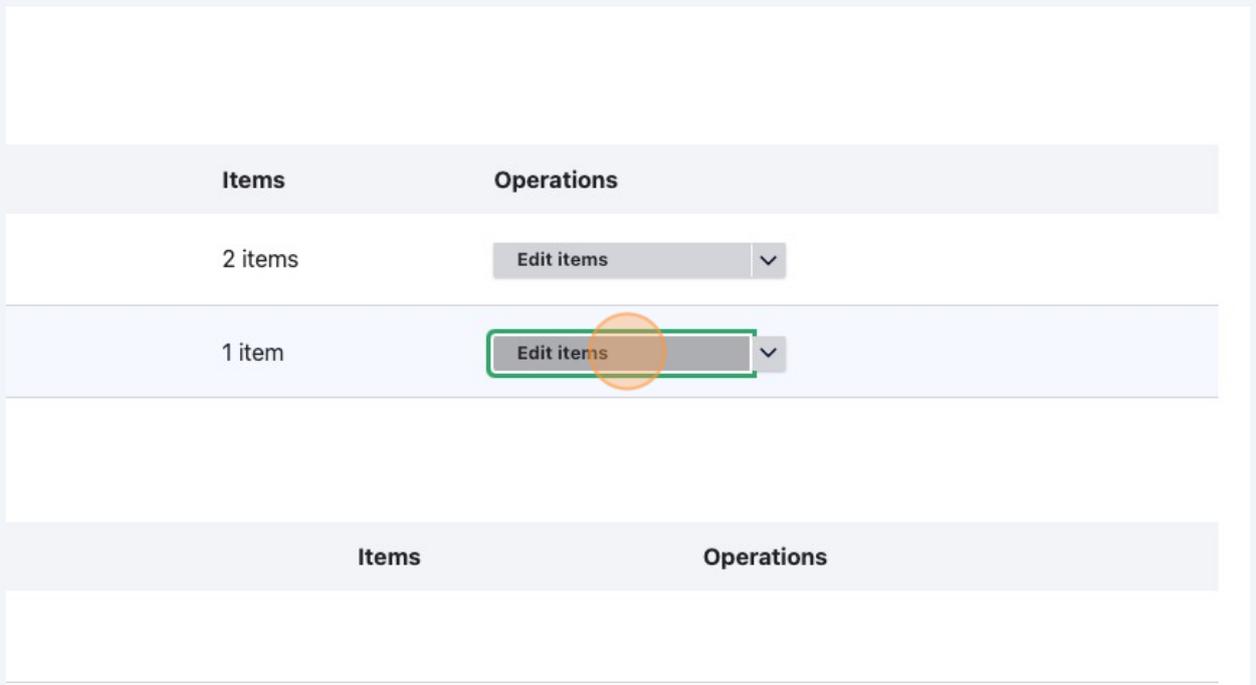
13

Once the alert is created it need to be added to the queue - Click Structure then Click "Entityqueues"



14

Click "Edit items" for the site wide alerts queue



15 Click this text field to Search for the alert that was created.

The screenshot displays a user interface for managing alerts. At the top, there is a header labeled "Items". Below this, a single alert is listed: "Test - COVID-19 Important Announcements" with an "Edit" link next to it. A plus sign icon is visible to the left of the alert text. Below the list is a search bar with a magnifying glass icon on the right. An orange circle highlights the search bar, and a green double-line border surrounds it. To the right of the search bar is a grey button labeled "Add item". At the bottom of the interface, there are four buttons: "Save" (blue), "Reverse" (grey), "Shuffle" (grey), and "Clear" (grey).

16 More than one alert can be active, if there are multiple you can re-order them by dragging them into the correct order.

17 Click this button to save your changes.

Add item

Save

Reverse

Shuffle

Clear