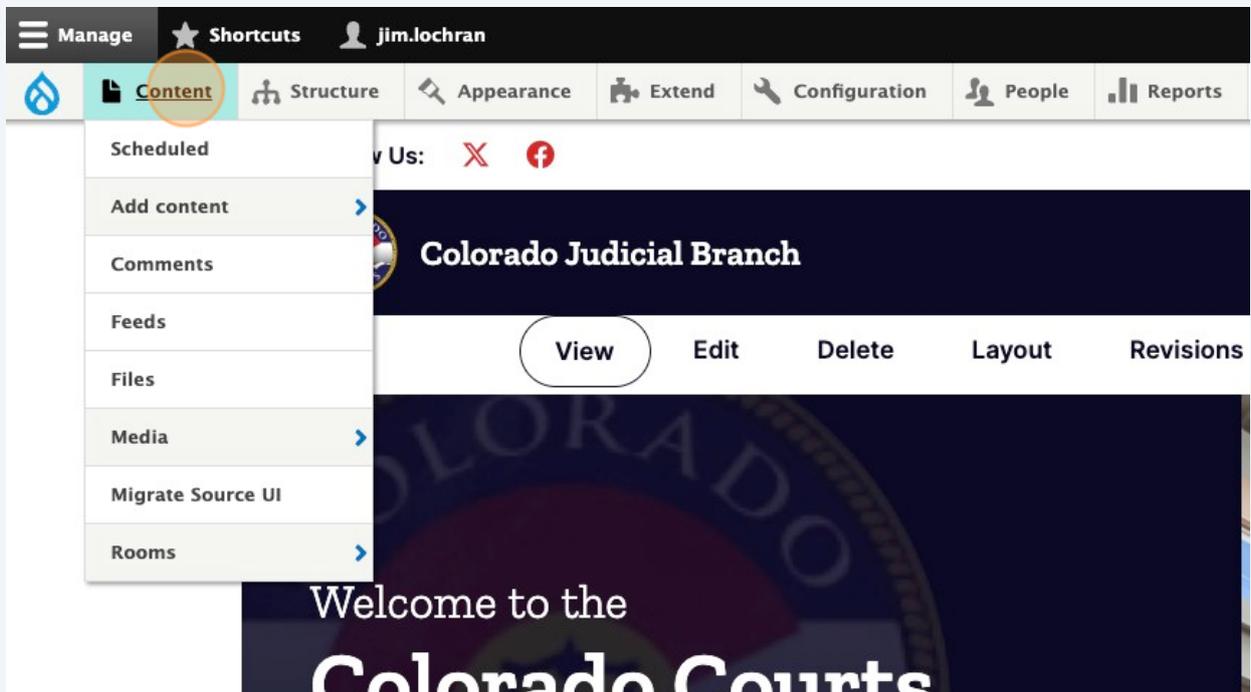


How to Add Content to Water Court in Colorado's Judicial Branch

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

2 To add a Water Court - 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"/> |

[Filter](#)

4 Click "Water Court"

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](#)

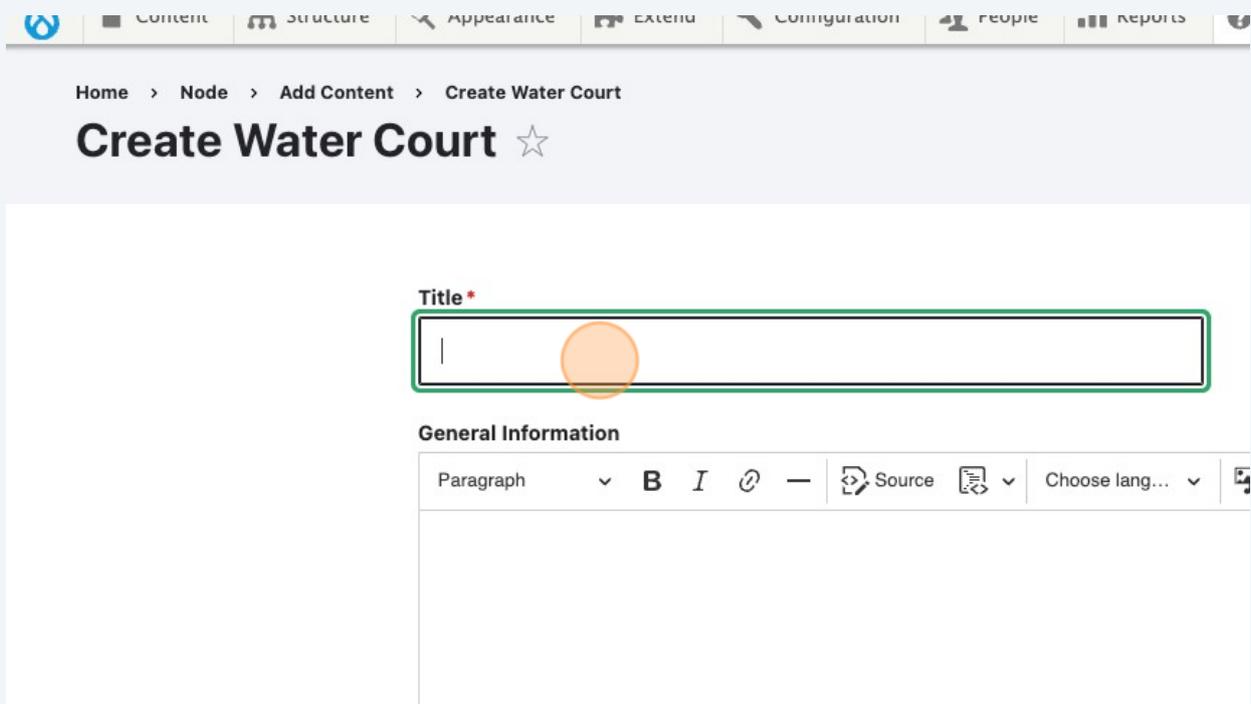
> [Water Court](#)

> [Water Court Ruling](#)

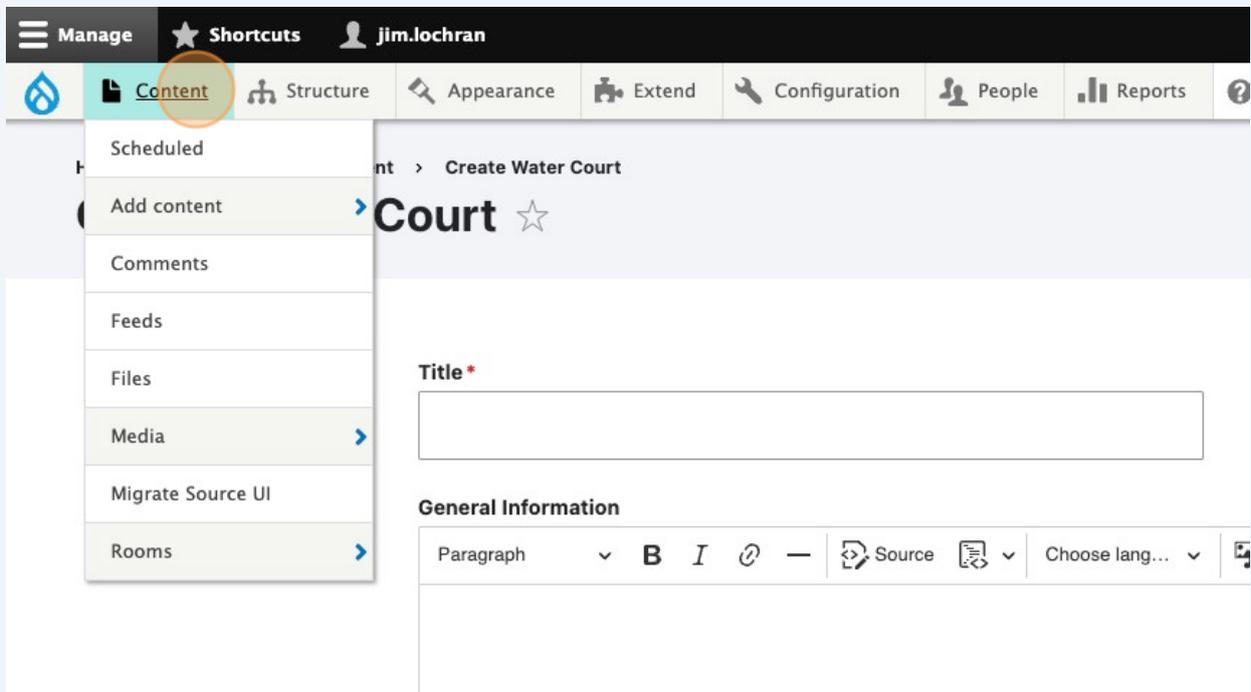
> [Webform County Contact](#)
Use for identifying email addresses that should be notified for a given county when a webform is submitted.



5 Complete the required fields.



6 To edit an existing Water Court - Click "Content"



7 Click this dropdown to filter by Water Court.

Moderated content

tent

| Content type | Published status | Authored by |
|--------------|------------------|-------------|
| - Any - | - Any - | |

- COVID-19 Important Announcements

Sitewide Alert

8 Click this button.

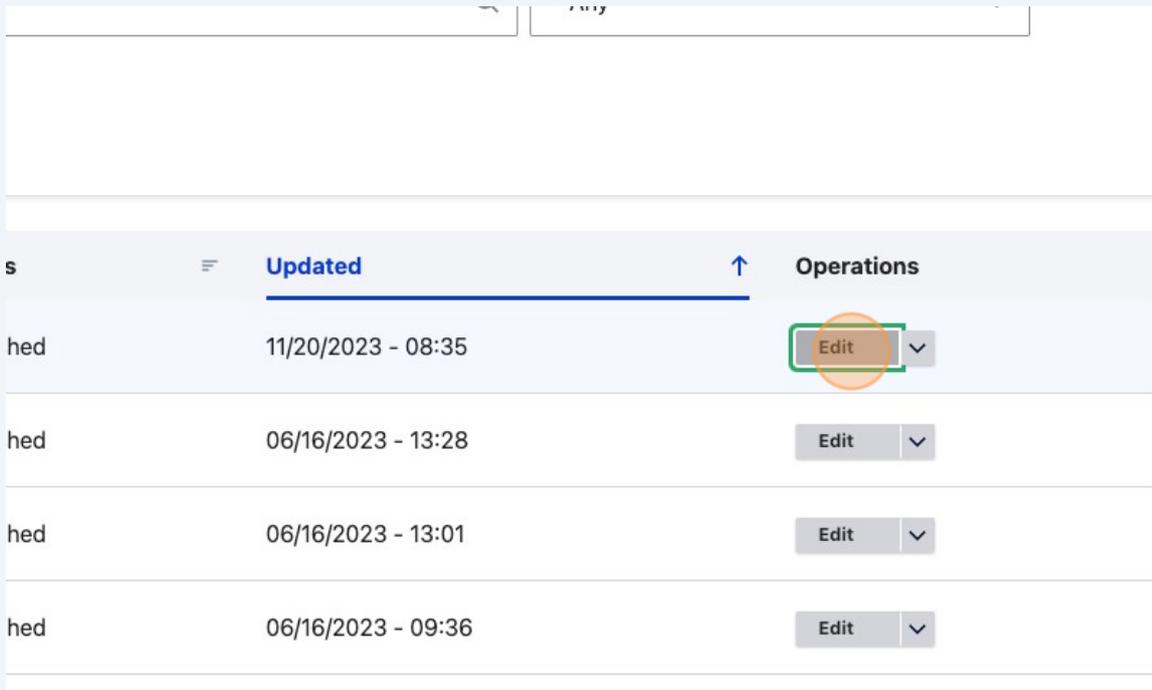
+ Add content

| Title | Content type | Published status | Auth |
|-------|--------------|------------------|------|
| | Water Court | - Any - | |

Filter

| <input type="checkbox"/> | Title | Content type |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Test - COVID-19 Important Announcements | Sitewide Alert |
| <input type="checkbox"/> | Rule 24 - Colorado Rules of Criminal Procedure | Rule Change |

9 Find the court you wish to edit and Click "Edit"



The screenshot shows a table with a header row containing a menu icon, the word "Updated", an upward arrow, and the word "Operations". Below the header are four rows of data. Each row has a "hed" value in the first column and a timestamp in the second column. The third column contains an "Edit" button with a dropdown arrow. The "Edit" button in the first row is highlighted with a green border and an orange circle.

| | Updated | Operations |
|-----|--------------------|------------|
| hed | 11/20/2023 - 08:35 | Edit |
| hed | 06/16/2023 - 13:28 | Edit |
| hed | 06/16/2023 - 13:01 | Edit |
| hed | 06/16/2023 - 09:36 | Edit |

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

Node > Division 5 > Division 5

Water Court Division 5 ☆

Edit Delete Revisions

Title *

Division 5

General Information

Paragraph **B** *I* @ “ <> :: ½ √ Source

Water Division Five - Colorado River Basin

11 Click here to edit the general information area.

Title *

General Information

Paragraph **B** *I* Source

Water Division Five - Colorado River Basin

12 Click to add one or more contacts. This is a autocomplete fields. If you start typing and the contact does not display, then you may need to add the contact to the system by creating a new contact.

Text format POWERED BY [About t](#)

Show row

Contacts

| | | |
|--|---|--|
| | <input type="text" value="Christopher Seldin (911)"/> | |
| | <input type="text" value="James Boyd (913)"/> | |
| | <input type="text" value="Katherine Powers (914)"/> | |

13

As with the contact field this is an auto complete - start typing and location will be displayed. If the location you are looking for is not displayed then you may need to create that location in the system.

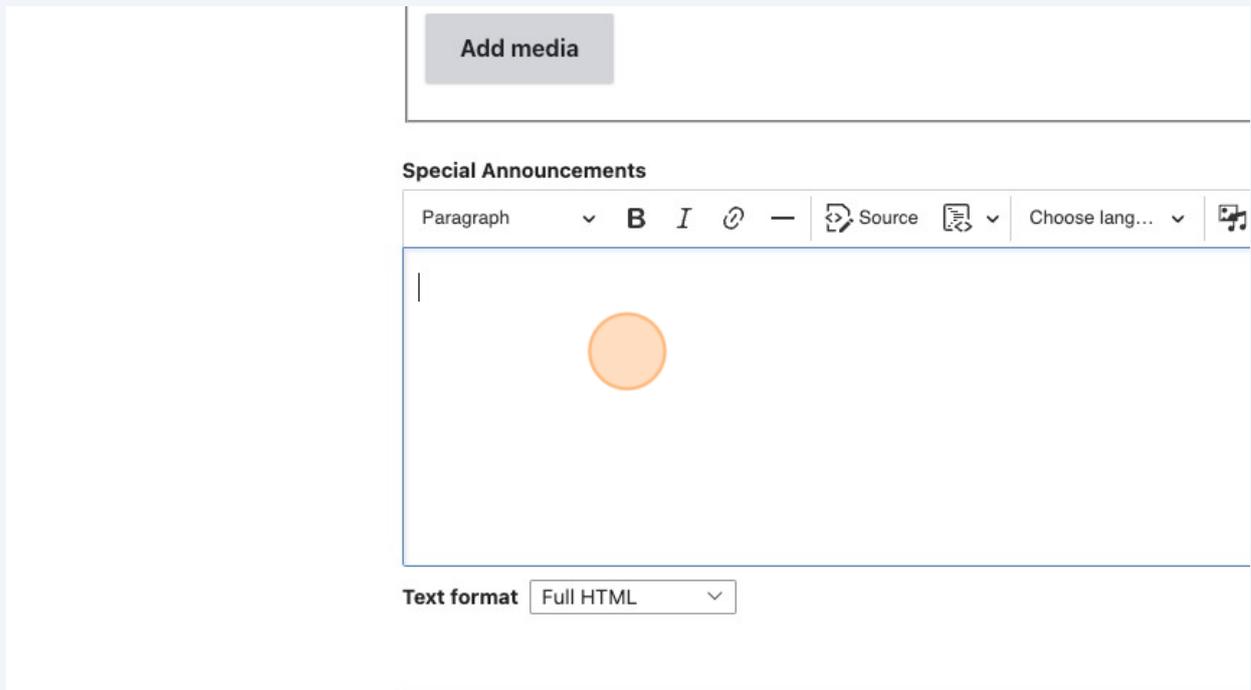
The screenshot shows a form with a search input field at the top, followed by an 'Add another item' button. Below this is a section titled 'Location(s)' which contains another search input field with a green border and an orange circle highlighting the cursor. Below the 'Location(s)' section is another 'Add another item' button. At the bottom, there is a section titled 'Water Resumes' containing three document icons, each with a close button (x).

14

Click here to add one or more Water Resume.

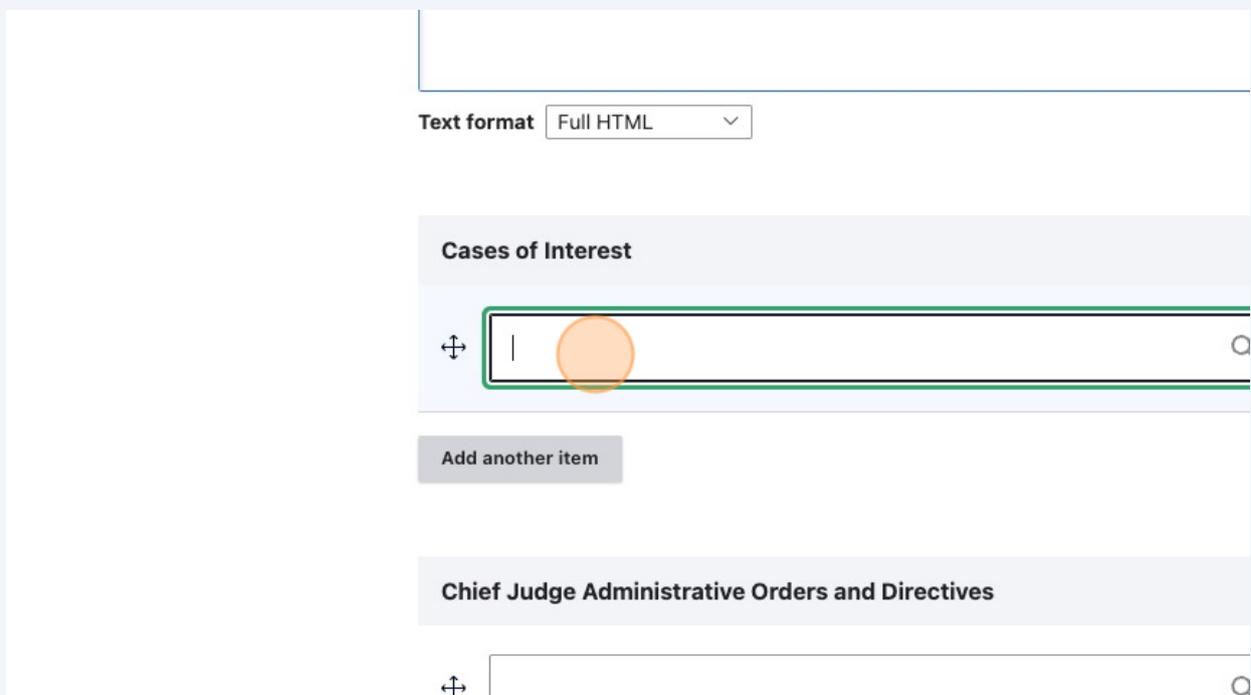
The screenshot shows a media gallery with five document thumbnails. The first four are titled 'July 2021 Resume - W...', 'August 2021 Resume-...', 'September 2021 - Web...', and 'October 2021 Website'. The fifth thumbnail is titled 'November 2021 Resum...' and has a close button (x) in its top right corner. Below the thumbnails is an 'Add media' button. An orange circle is positioned in the center of the gallery area.

15 Click here to add any special announcements.



The screenshot shows a user interface for adding special announcements. At the top right, there is a grey button labeled "Add media". Below this is a section titled "Special Announcements" which contains a rich text editor. The editor's toolbar includes a dropdown menu set to "Paragraph", and icons for bold (B), italic (I), link, and list. It also has buttons for "Source", a language selection dropdown labeled "Choose lang...", and a music icon. The main text area of the editor is empty, with a vertical cursor line on the left and a large orange circle in the center. Below the editor, there is a "Text format" dropdown menu currently set to "Full HTML".

16 Click here to add any cases of interest.



The screenshot displays a user interface for adding cases of interest. At the top, there is an empty text input field. Below it is a "Text format" dropdown menu set to "Full HTML". The main section is titled "Cases of Interest" and features a list of items. The first item is a text input field with a vertical cursor line and a large orange circle, which is highlighted with a green double-line border. To the left of this field is a plus sign in a square, and to the right is a minus sign in a square. Below the list item is a grey button labeled "Add another item". At the bottom of the interface, there is a section titled "Chief Judge Administrative Orders and Directives" with another empty text input field, also featuring a plus sign on the left and a minus sign on the right.

17 Click here to add any chief Judge Administrative orders and or Directives.

The screenshot shows a form with two identical sections. Each section starts with a search input field containing a plus icon on the left and a magnifying glass icon on the right. Below each search field is a grey button labeled "Add another item". The second section is titled "Chief Judge Administrative Orders and Directives" and features a search input field with a vertical cursor and a magnifying glass icon. This search field is highlighted with a green border and an orange circle. Below the search field is another "Add another item" button. At the bottom left of the form, there is a blue circular icon with a red center and a "Published" checkbox.

18 Click this button to save

The screenshot shows the same form as in step 17, but with the "Save" button highlighted by a green border and an orange circle. The "Save" button is blue with white text. To its right is a grey "Preview" button, and further right is a red "Delete" button with a trash icon. The "Published" checkbox is checked. The blue circular icon with a red center is visible in the bottom left corner.