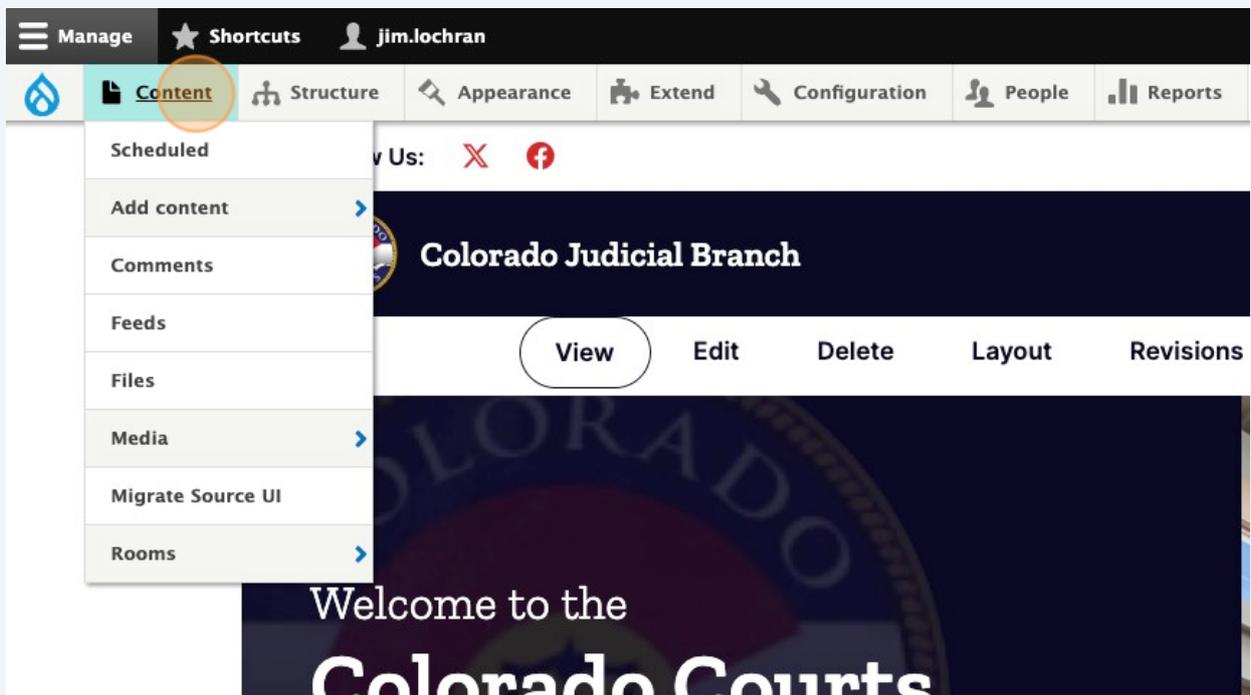


How to Edit and Add a Water Court Ruling

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

2 To Add a Water Court Ruling - 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 "Water Court Ruling"

> **Self-Help Form**

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

> **Sitewide Alert**

> **Virtual Courtroom**

> **Water Court**

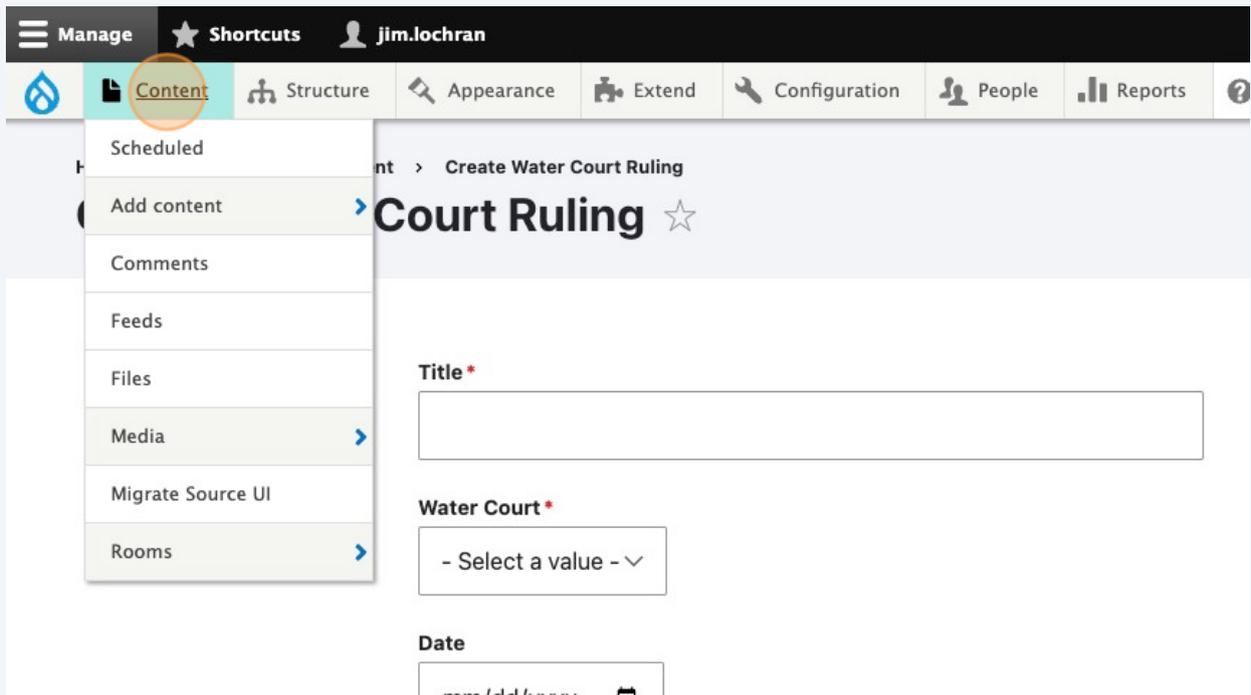
> **Water Court Ruling**

> **Webform County Contact**

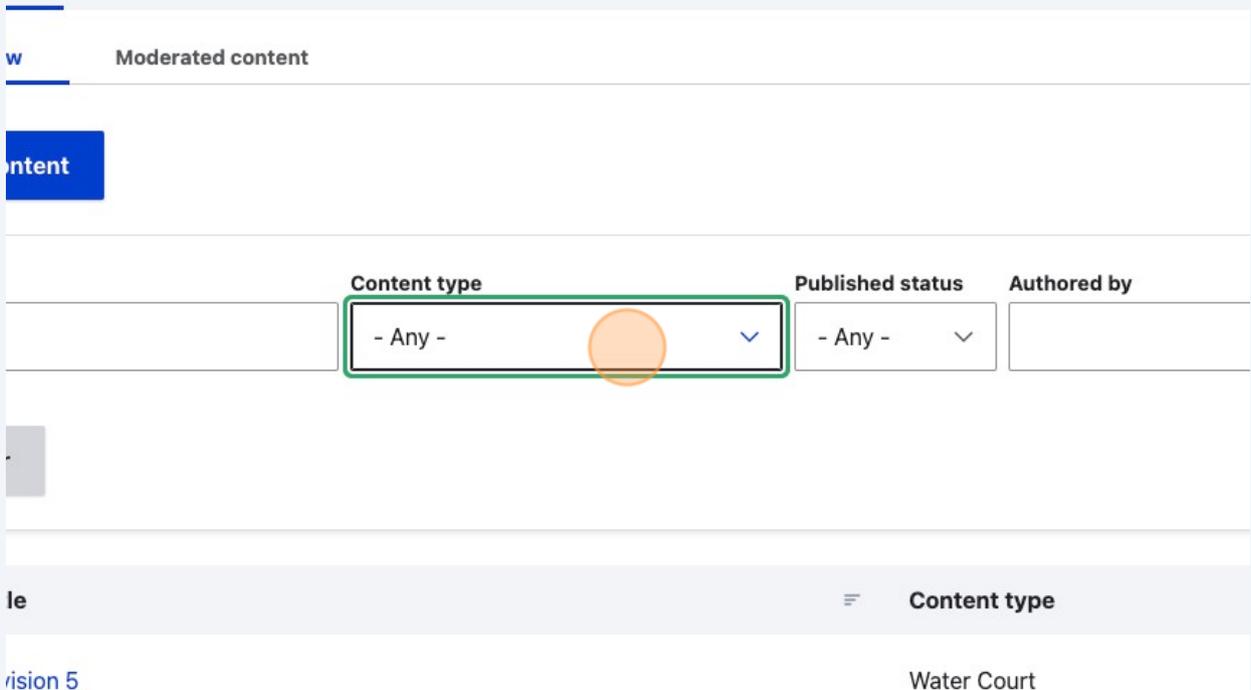
Use for identifying email addresses that should be notified for a given county when a webform is submitte



5 Add the required fields.



6 To Edit a Water Court Ruling, Click Content and Filter by Content Type Water Court



7 Click this button.

+ Add content

Title	Content type	Published status	Auth
<input type="text"/>	Water Court Ruling	- Any -	<input type="text"/>

Filter

<input type="checkbox"/>	Title	☰	Content type
<input type="checkbox"/>	Division 5		Water Court
<input type="checkbox"/>	Test - COVID-19 Important Announcements		Sitewide Alert

8 Find the ruling in question and Click "Edit"

☰	Content type	☰	Author	☰	Status	☰	Updated	↑	Operations
	Water Court Ruling		dawn.handeland		Published		06/16/2023 - 13:11		Edit ▼
	Water Court Ruling		dawn.handeland		Published		06/16/2023 - 13:09		Edit ▼
	Water Court Ruling		dawn.handeland		Published		06/16/2023 - 09:49		Edit ▼
	Water Court Ruling		dawn.handeland		Published		06/16/2023 - 09:48		Edit ▼

9

Click title to edit the title and select the appropriate court from the water court dropdown.

View

Edit

Delete

Revisions

Title *

6th Judicial District, State of Colorado Order and Notice Regarding Mai

Water Court *

Division 6 ▾

Date

mm/dd/yyyy 📅

Order Number

08-10

10

Click the "Date" field to set the date.

Title *

6th Judicial District, State of Colorado Order and Notice Regarding Mai

Water Court *

Division 6 ▾

Date

mm/dd/yyyy 📅

Order Number

08-10

File *

✕

11 Click the order number field to set the order number

Title *
6th Judicial District, State of Colorado Order and Notice Regarding Ma

Water Court *
Division 6 ▾

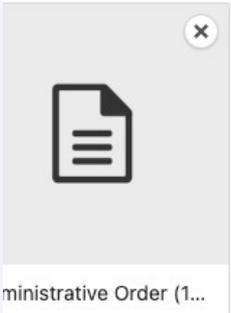
Date
mm/dd/yyyy 📅

Order Number
08-10

File *



12 Click here to add a file



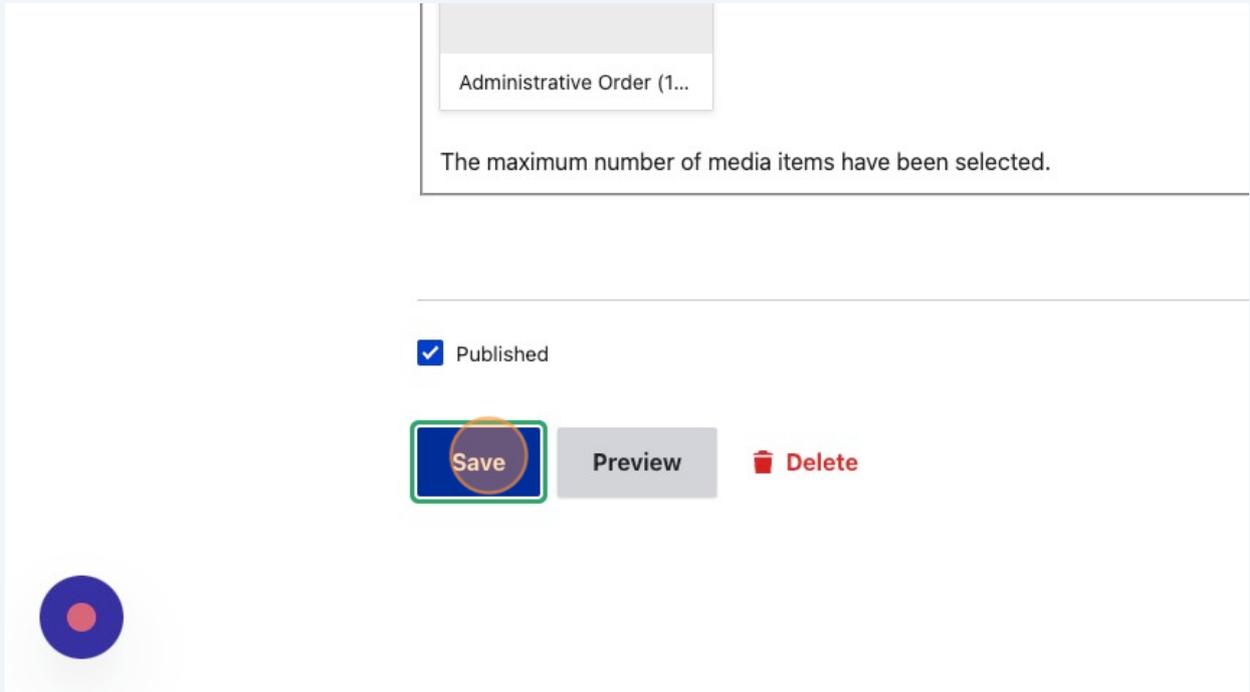
ministrative Order (1...

maximum number of media items have been selected.

lished



13 Click this button to save.



The screenshot shows a web form with a dropdown menu at the top containing the text "Administrative Order (1...". Below the dropdown is a message: "The maximum number of media items have been selected." A horizontal line separates this from the rest of the form. Below the line is a checked checkbox labeled "Published". At the bottom of the form are three buttons: "Save" (highlighted with a green and blue border), "Preview" (grey), and "Delete" (red with a trash icon). In the bottom-left corner of the form area is a blue circular icon with a red center.