

Public Services Administration Web Site Maintenance Instructions

<http://publicservices.library.cornell.edu/>

Contributors to the Public Services Administration (PSA) site have three primary content administration duties:

- Maintaining pages that contain information about committee charges and policies
- Creating and updating archives of committee meeting agendas and minutes
- Updating the committee membership list

The steps to undertake each of these are detailed below. For assistance with the site please contact Jenn Colt-Demaree at jrc88 or 254-7286.

Note: CommonSpot will not function properly if you are running a pop-up blocker on your browser. You must tell your blocker to allow popups from publicservices.library.cornell.edu.

Login

1. Go to click the “Login” link on the bottom of any page.
2. Click on the “sidecar” link.
3. Wait for the system to log you in. Once the login is completed you should arrive at the front page of the PSA site.

Maintaining and Creating Committee Pages

(These directions do not cover creating pages for meetings. You must be logged in to create and edit pages.)

To create a new committee page

1. Scroll to the bottom of any page on the PSA site.
2. Click on the third small icon – it looks like a padlock and a piece of paper.
3. Click create new page.
4. Select the subsite that your new page should live in. Each subcommittee has its own subsite.
5. Select the template for your new page. To do so, click on Committee Templates and then “Committee Template”.
6. Complete the form that is presented. The “Description” that is requested will be presented in search results when a user performs a search on the page therefore it should be as descriptive as possible.
7. Click “Next”
8. Complete this form as well. Information about this form:
 - a. Select the committee that this page belongs to
 - b. If this page should appear in your committee pages’ subnavigation, then click “yes” next to “Left Navigation”.
 - c. Select the appropriate page type or “other” if your page is different from those provided.

- d. If this is a new page and you would like it to appear under “New” on the home page, click “Yes” next to “new”
 - e. If this page will be appearing in the subnavigation, give it a number for its position in the navigation list.
 - f. Click “finish”
9. CommonSpot will now create your page. When it is finished you should have a page with the appropriate site navigation and banner but the page will be labeled “inactive” and have a green stripe across the top.
 10. To enter content into the page, click on the light gray text. You will now be able to enter both the heading for the page and the main page content.
 11. When you’ve finished entering your content, click “Finish”.
 12. Your content should now appear on the page. You should also see a small yellow icon next to the heading. Click on the icon and then click on “Submit Entire Page for Publication.” Doing so will make the page and your new content live on the web site.

Editing Page Content

1. Navigate to the page that you wish to edit. Scroll down to the bottom and switch to author mode. To do this, click on the second icon and then click “Author”. When you are in Author mode you will see a piece of paper and a pencil as the second icon. When you are in Read mode, you will see a pair of eyeglasses.
2. Once you are in author mode, click on the page text that you wish to edit. You should be presented with the text editing form. When you have completed your changes click “finish.”
3. To publish your changes, click on the yellow icon next to your text and click “Submit Entire Page for Publication.” Your changes will not be viewable by the public until they are submitted for publication.

Creating and Editing Meeting Pages

To create a new meeting page

1. Login into the site.
2. Scroll down to the bottom of the page and click on the third CommonSpot icon. Select “Create New Page”.
3. Select your committee’s subsite.
4. Select the Meeting Template2 from the Committee Templates menu.
5. Complete the following two forms that are presented. Meeting pages should not be selected to appear in your site’s subnavigation or in the PSA site’s What’s New links.
6. When you have completed these steps, CommonSpot will generate and present a blank meeting page for you to complete.
7. To enter your meeting information click on the gray text that says “Click here to submit the events data”.
8. Complete the form with your meeting information.

9. If you are cutting and pasting information from a word document into the agenda or minutes fields, it is usually best to select the “Paste without formatting” option and then check the boxes under that option.
10. Click finish and your meeting information will be added to the page.
11. Click the yellow icon next to your text and then click “Submit Entire Page for Publication”. Your meeting page will not be available to the public until you submit it for publication.

Updating Committee Membership

1. Navigate to <http://publicservices.library.cornell.edu/psa/management/Committee-Members.cfm>
2. To edit an existing member, click the edit link next to their name.
3. To add a new member, complete the form at the bottom of the page and click submit.