

How to approve a web page change in the CMS

Step One: Log in

You will log into the website administration portal at:

<http://www.amadorgov.org/Admin>

At the login page, you will be asked for your username and password.



The screenshot shows the login page for the Amador County VISION INTERNET CONTENT MANAGEMENT SYSTEM. The page has a blue header with the text "Amador County" and "VISION INTERNET CONTENT MANAGEMENT SYSTEM". Below the header is a green bar with the word "Login" in white. The main content area has a white background with a "User Name" field containing "level2test" and a "Password" field with four asterisks. A yellow "Log In" button is positioned below the password field. A link for "Forgot Your Password?" is located at the bottom left of the login area.

Your username is the same as your network or Google Mail username: first initial and last name (dburrows or jwhite, for example). Your password is set to *changeme* and needs to be changed once you log into the Content Management System (CMS).

Step Two: Awaiting My Approval

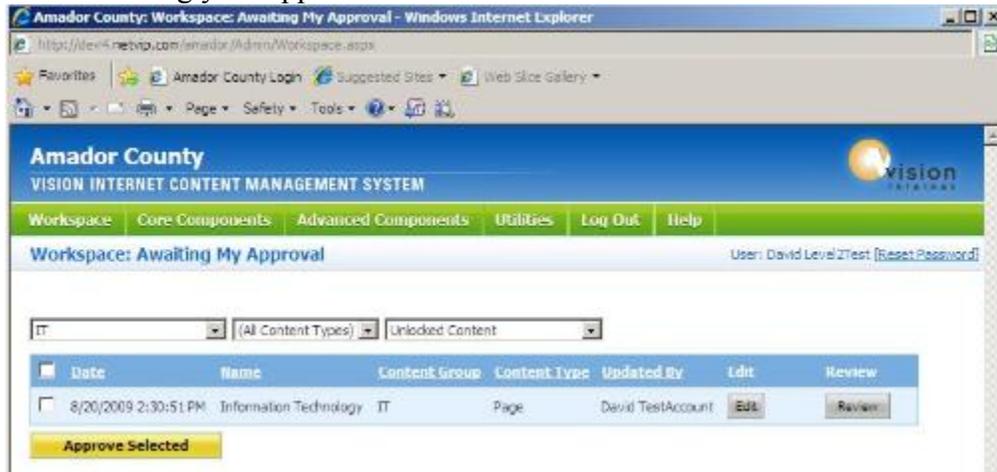
The CMS **Window** will open on top of the window displaying the website.



In the CMS Window, you will see a green menu bar. Mouse over the **Workspace** and select **Awaiting My Approval**.

Step Three: Items awaiting Approval

Items awaiting your approval will be listed in this window.



You can click the **Review** button to open the item in the browser window currently displaying the website (it should be located behind the CMS Window.)

Step Four: Approve or Reject

To the right of the item awaiting approval you will see a box entitled **Administrator's Toolbox**.



If the page or item is satisfactory in its content, you can click the **Approve** button to send the item on for its final technical approval. If you spot an omission, or an item requiring correction or editing, you can **Reject** the item and it will be sent back to the Content Manager. An entry field is provided for typing comments prior to rejecting or approving the item.

Note: As a Level 2 user in the CMS, you do not have the rights to edit and/or create content within the site. If you have an interest in learning how to edit or create content, please speak with your department Content Manager, or the IT Department.