

## MCPS Content Management System (Episerver) Training

## How to Add and Remove Alert Messages

## How to Add an Alert Message

- 1. Navigate to your school's folder in the Navigation Pane and select the **alert-index** page.
- 2. Click the menu button on alert-index page and then select New Page.



3. Enter a name for the alert in the **Name** field when the *Please Note* box opens. NOTE: This will only show in the editor.

Please Note	×
Consider renaming the content to something more descriptive than default. Name I Closing Due to Gas Leak	
OK Cancel	

4. If you are in 'On-Page Editing' view, switch to 'All Properties' view.



- 5. The **Content** tab should be selected.
- 6. Check the **Is Enabled** check box to enable the alert. Note: The alert will not show unless this is checked.

Content	Settings
	✓ IsEnabled
Alert Type	Information *
Start Date	6/4/2019, 12:00 PM 🔹
End Date	6/5/2019, 12:00 AM 🔹
Heading	School Closing Early Due to Gas Leak
Body	
	<b>B</b> <i>I</i> × <sup>2</sup> × <sub>2</sub> ⋮ ⋮ ⋮ Formats - → → <u>I</u> <sub>×</sub> ⊞ - E Ξ Ξ

- 7. Choose the **Alert Type** from the dropdown menu. Information alerts will appear at the top of every page in a green background. Emergency alerts will appear in a light red background.
- 8. Click on the dropdown menu to set the **start** date and time.
- 9. Click on the dropdown menu to set the **end** date and time.
- 10. Enter the **Heading** text. This will be displayed on the alert message above the body. Example: School Closing Early Due to Gas Leak
- 11. Enter the **Body** text. This will be displayed on the alert message below the heading. You can stylize this text and add a link.



12. When you are finished editing the alert, click Publish.

## How to Remove or Delete an Alert

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- 1. If you want to stop an alert from showing on your website but keep it in the content editor for future use, simply follow steps 1-5 above and then uncheck the **Enabled** box.
- To delete an alert, navigate to your school's folder in the Navigation Pane and select the plus (+) sign next to the alert-index page to expand the alerts folder.
- 3. Select the Alert Page for the alert message you want to delete and click Move to Trash.

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🖬 🗋 about	
alert-index	S
School Clos 🗏	
🗋 ANdrew Tes 🙎	<b>X</b> Cut
🖬 🕒 classroom	Сору
🕒 counseling	Paste
🗋 event	Move to Trash
🗋 gallery	Uiew Approval Sequence