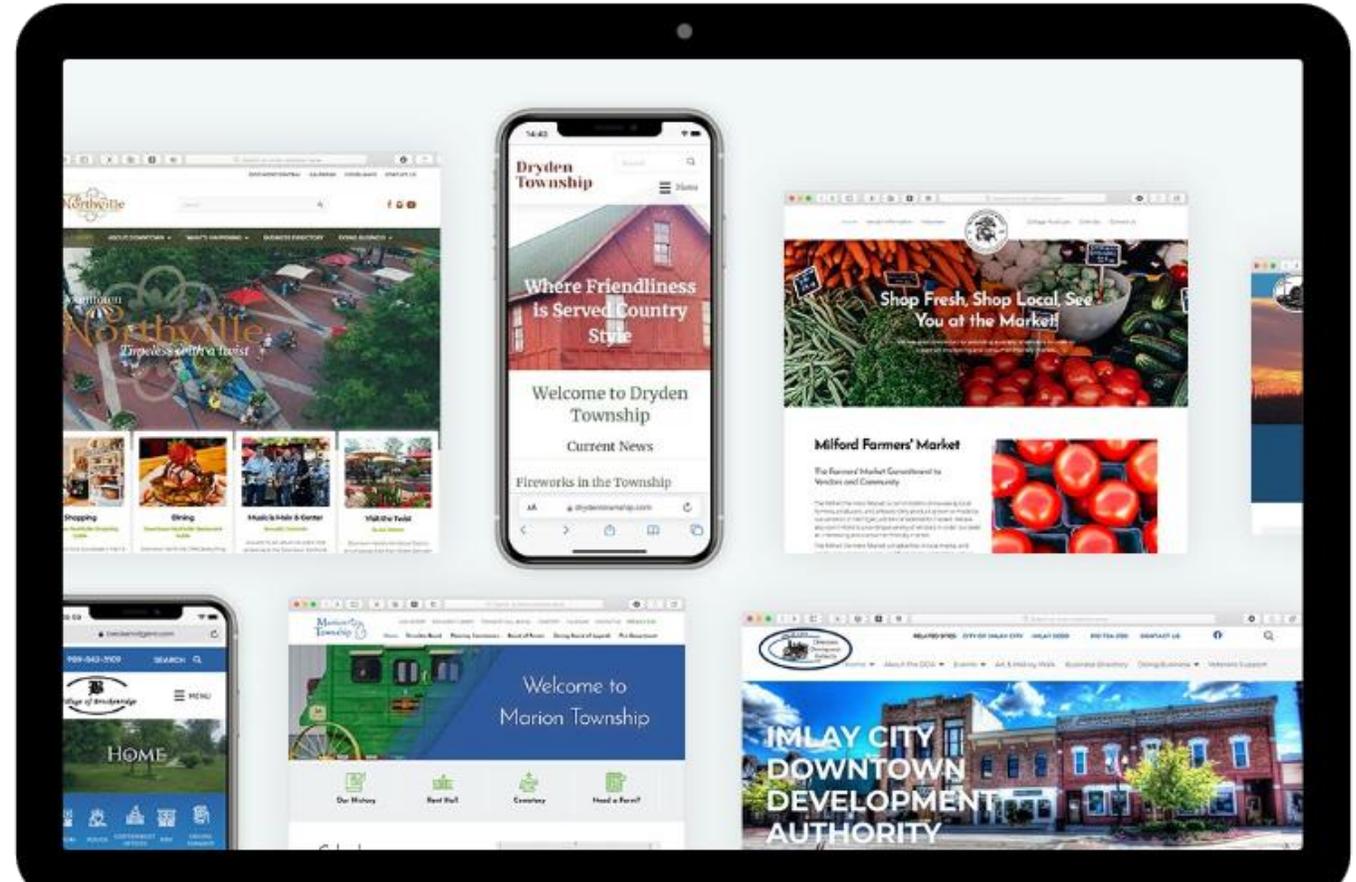


A Peek Inside

- ➔ On Page Editing
- ➔ Document Library
- ➔ Calendar

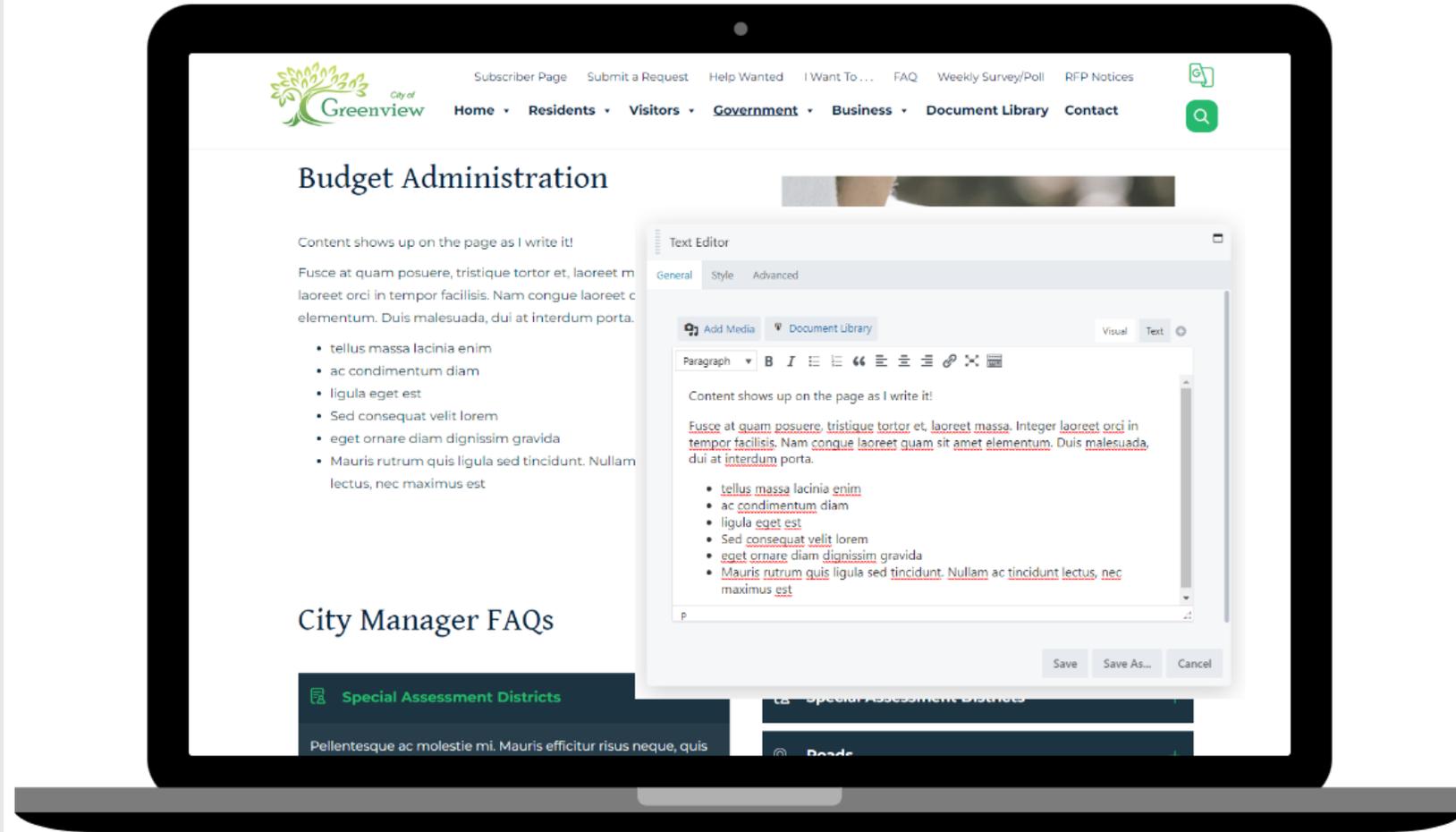
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On Page Editing

Website editors love to edit on page because they can see their edits as they make them.

No going back and forth between front and back end with Civic Clarity.



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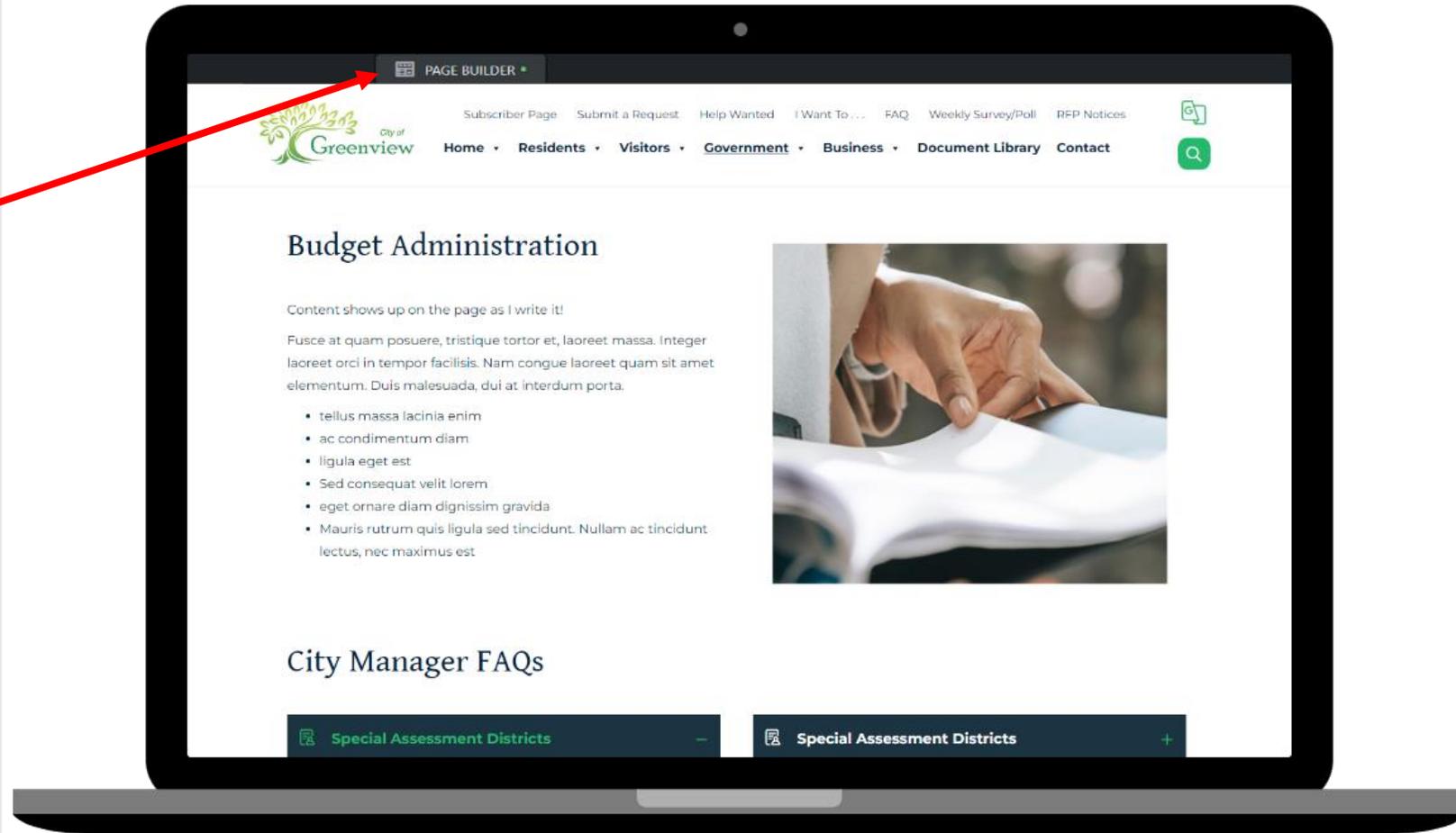
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On Page Editing

The Editing Process is as simple as....

Click on PAGE BUILDER.



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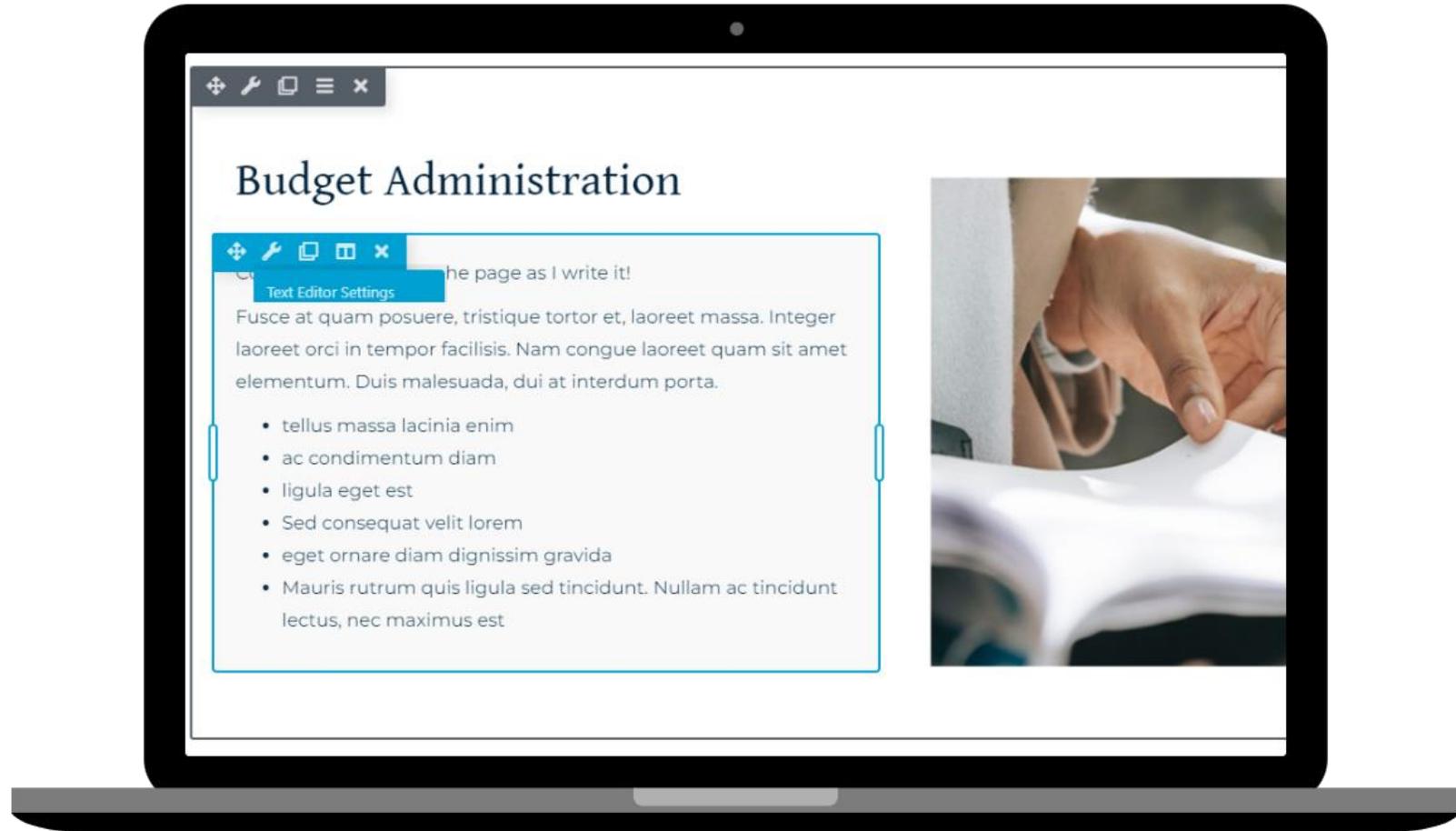
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On Page Editing

The Editing Process is as simple as....

Click on PAGE BUILDER

Hover over area to edit,
Choose the wrench. 



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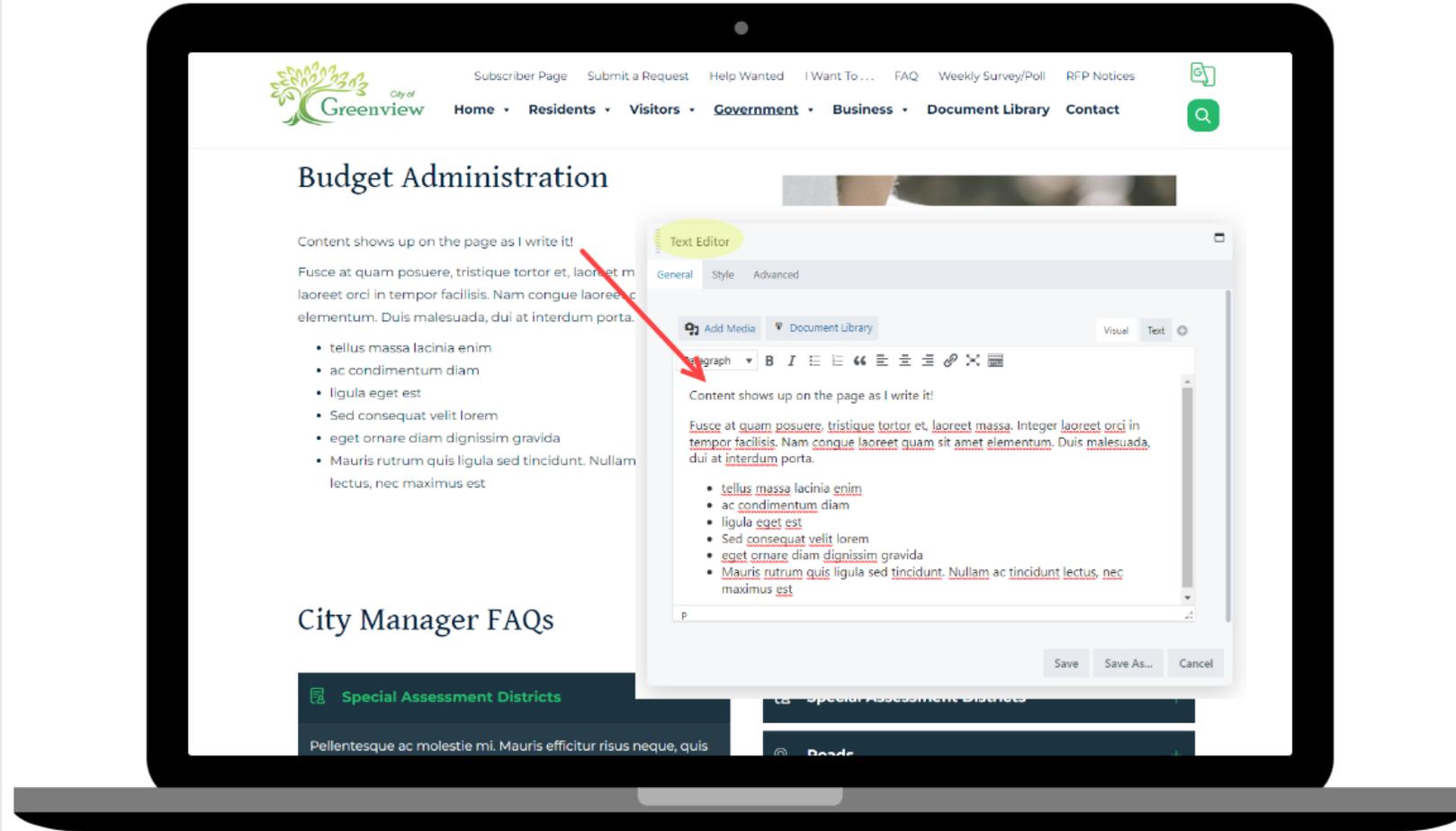
On Page Editing

The Editing Process is as simple as....

Click on PAGE BUILDER.

Hover over area to edit, Choose the wrench.

Text Editor Module pops up for you to edit.



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On Page Editing

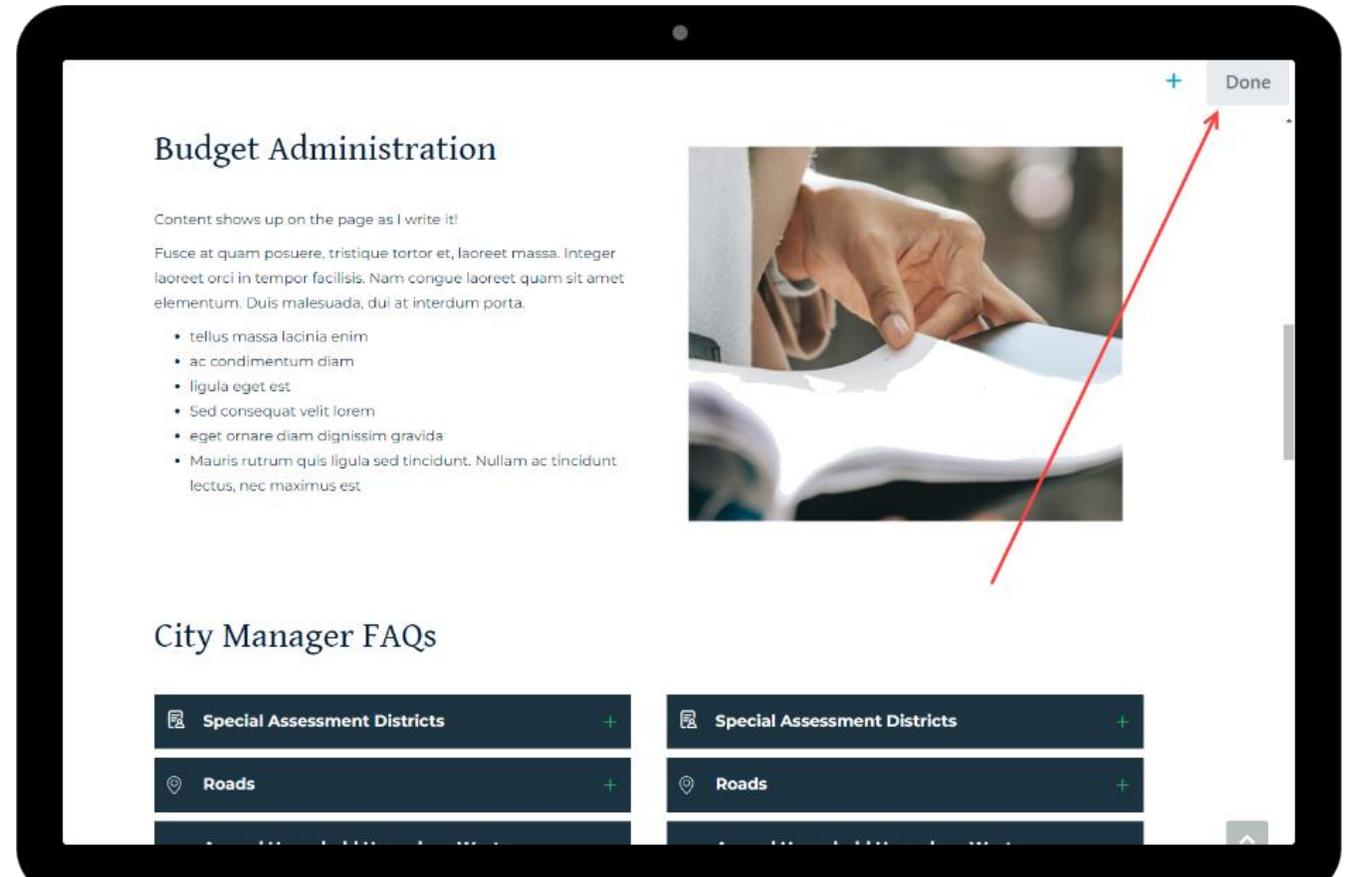
The Editing Process is as simple as....

Click on PAGE BUILDER.

Hover over area to edit, Choose the wrench. 

Text Editor Module pops up for you to edit.

Edits complete, Choose Done to publish page.



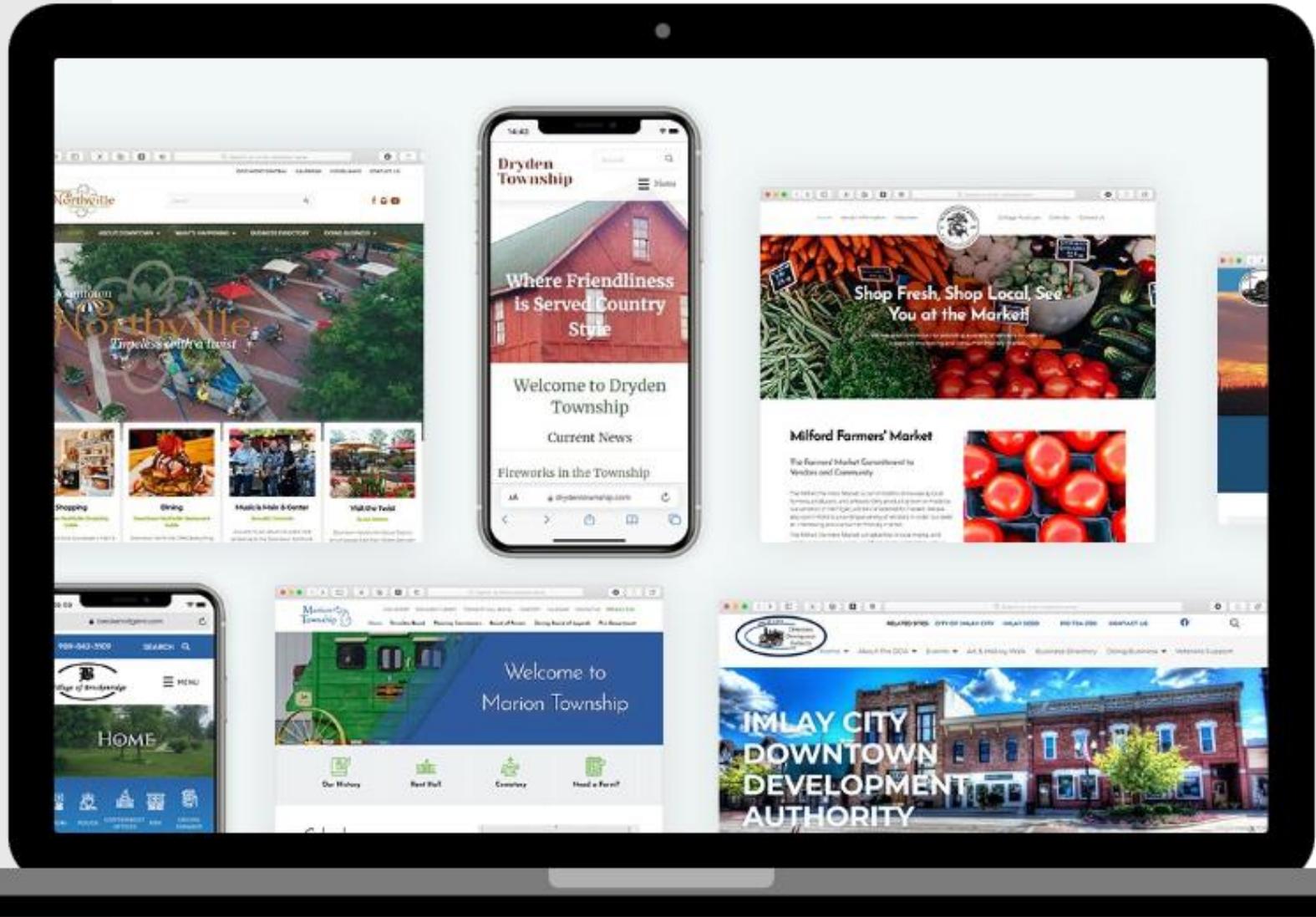
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Next Up: Document Library

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Document Library

Document Library is a STANDARD FEATURE for every Civic Clarity website.

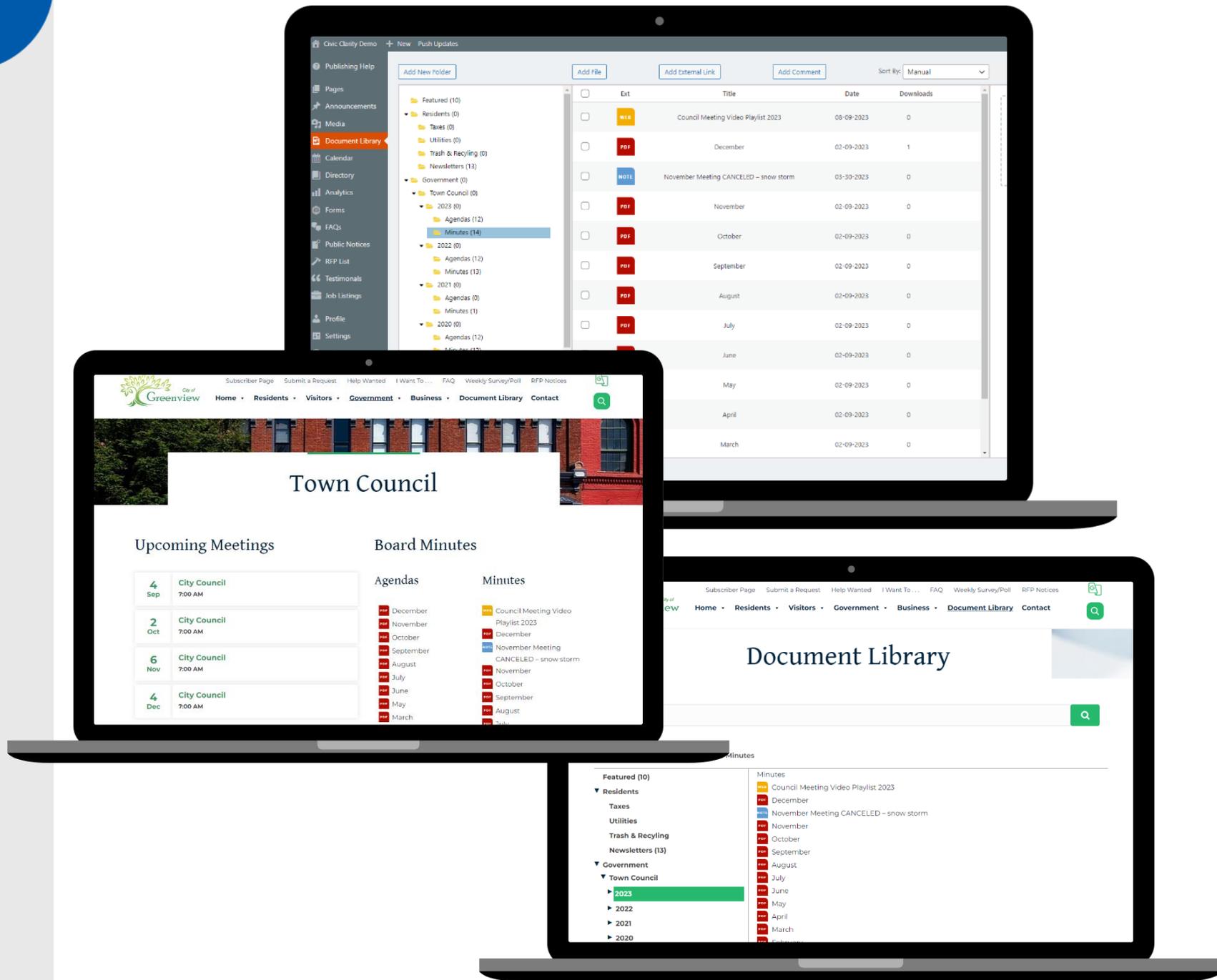
Website Editors love how easy it is to upload and manage documents.

Residents love the ease in searching for information within documents.

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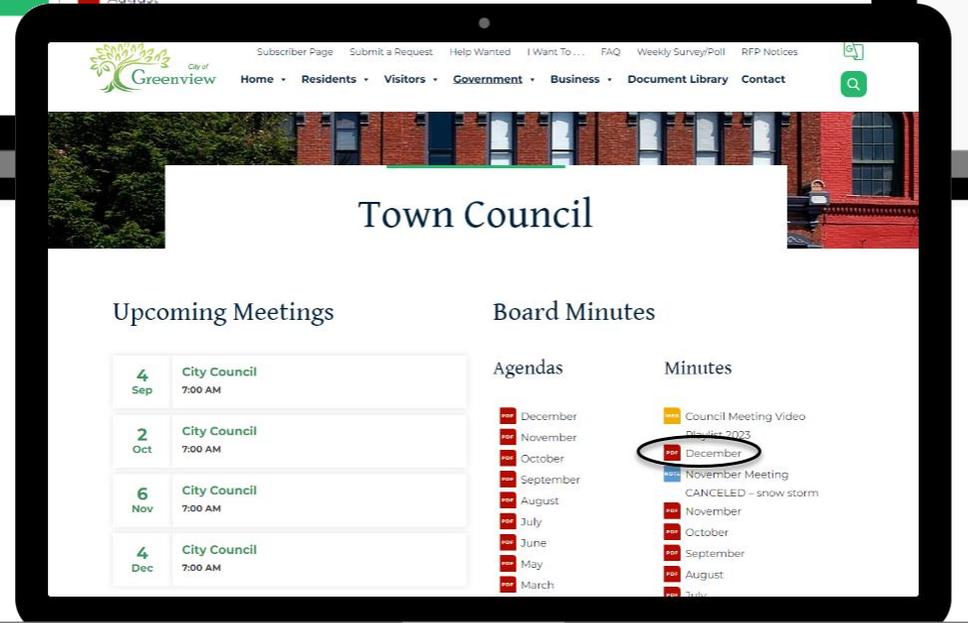
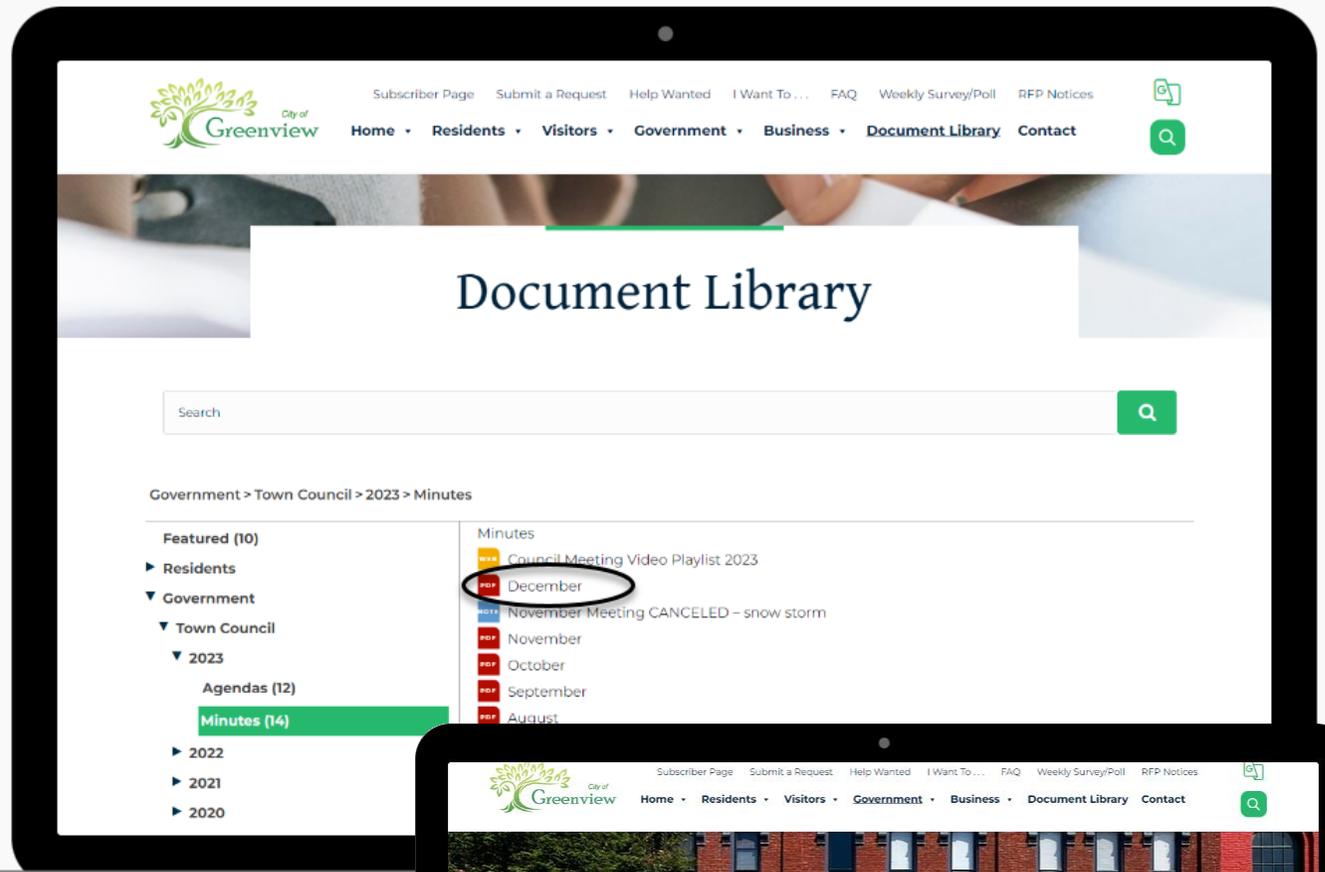


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Document Library

A document is uploaded once and listed throughout website



Same document

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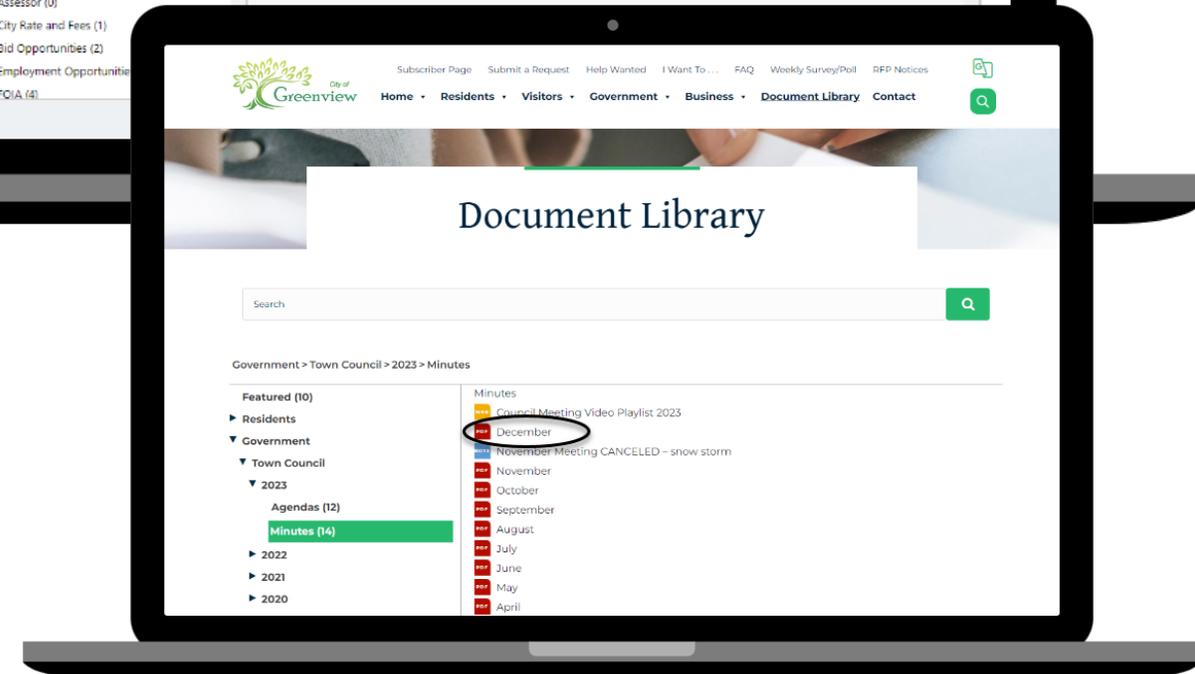
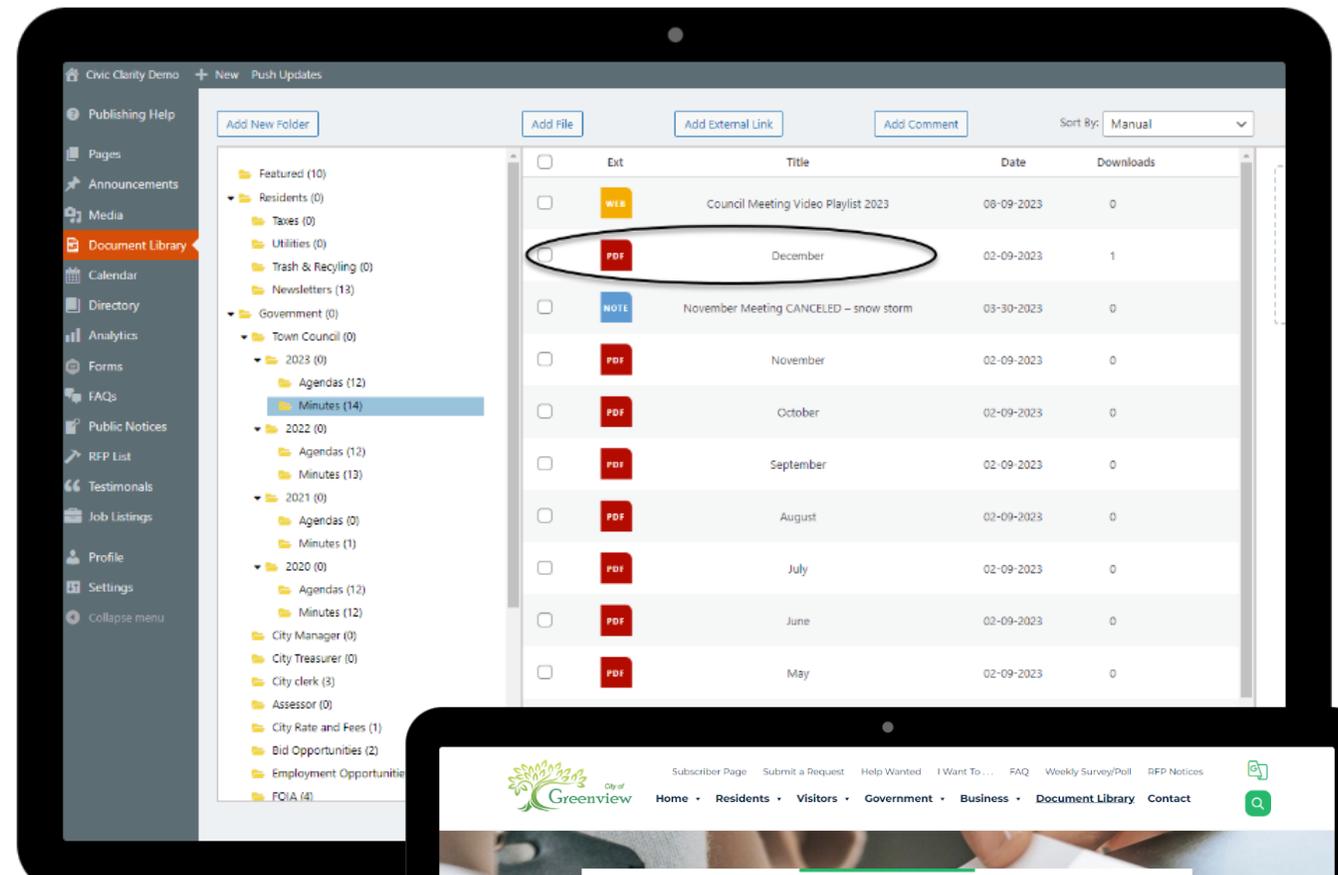
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Document Library

A document is uploaded once and listed throughout website

Documents are placed in folders in the backend library which mirrors the website.



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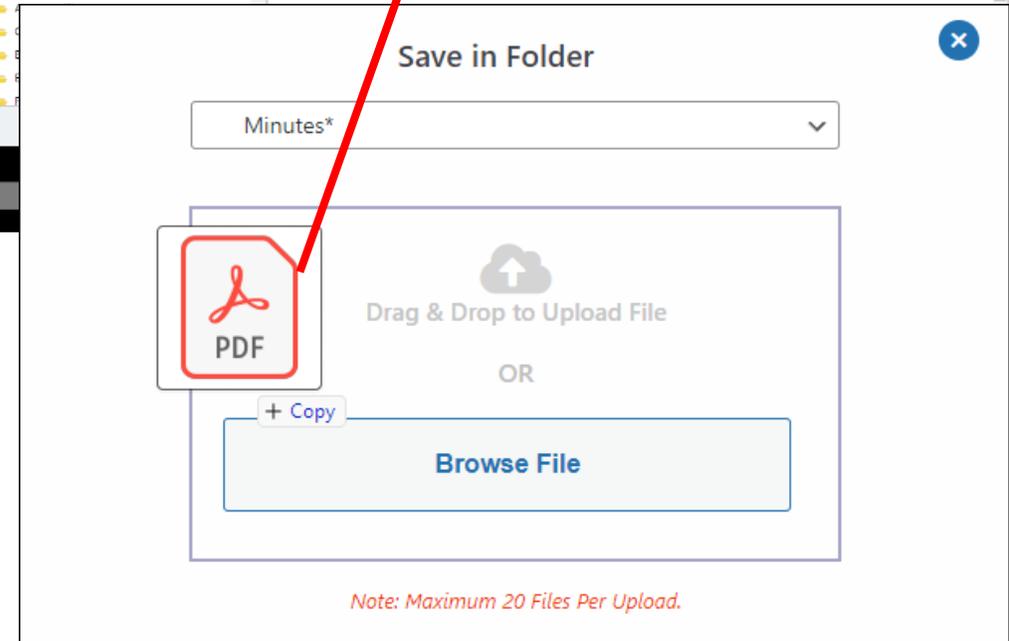
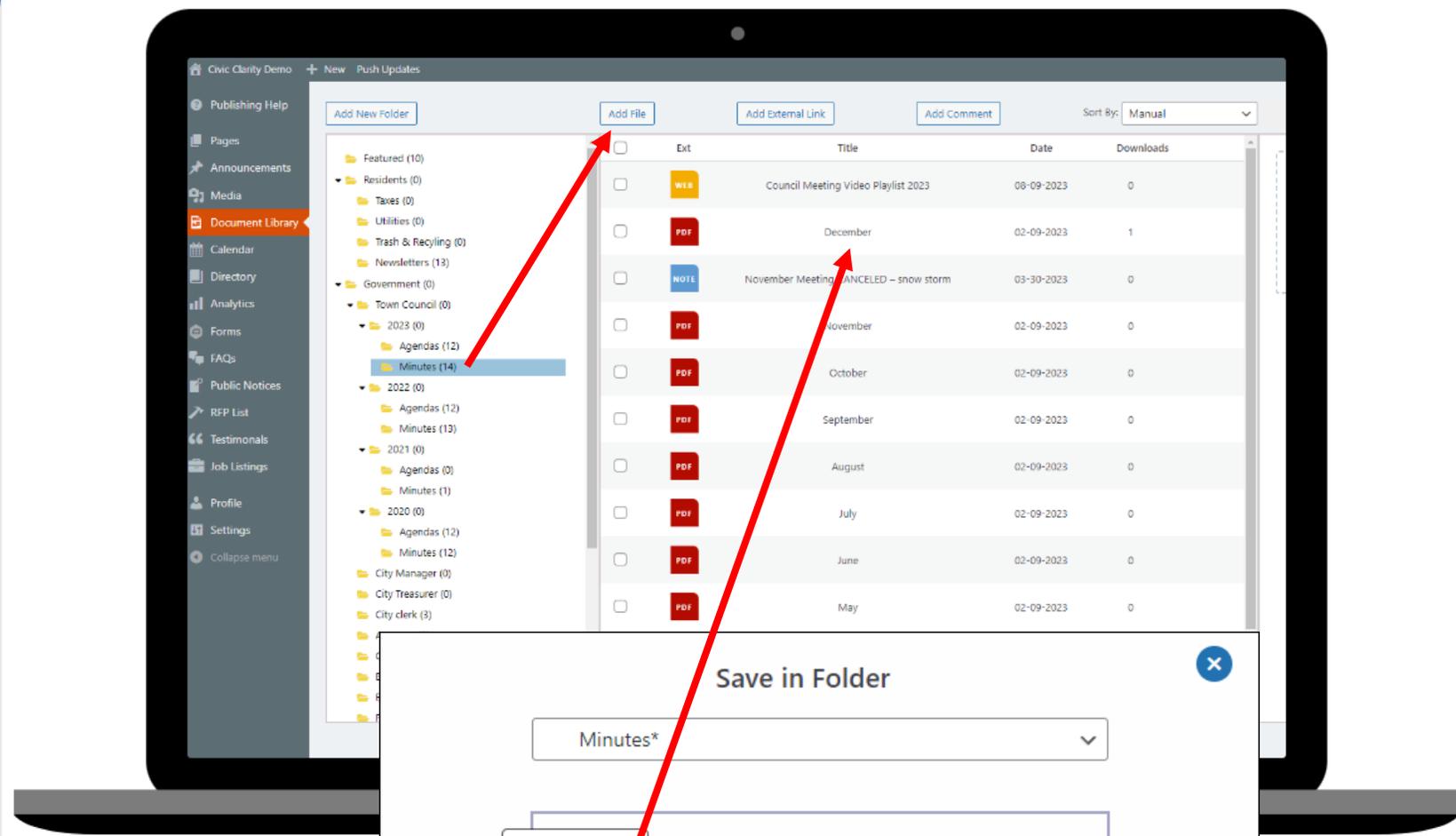
Document Library

A document is uploaded once and listed throughout website

Documents are placed in folders in the backend library which mirrors the website.

3 Types of Uploads

1) Add File button



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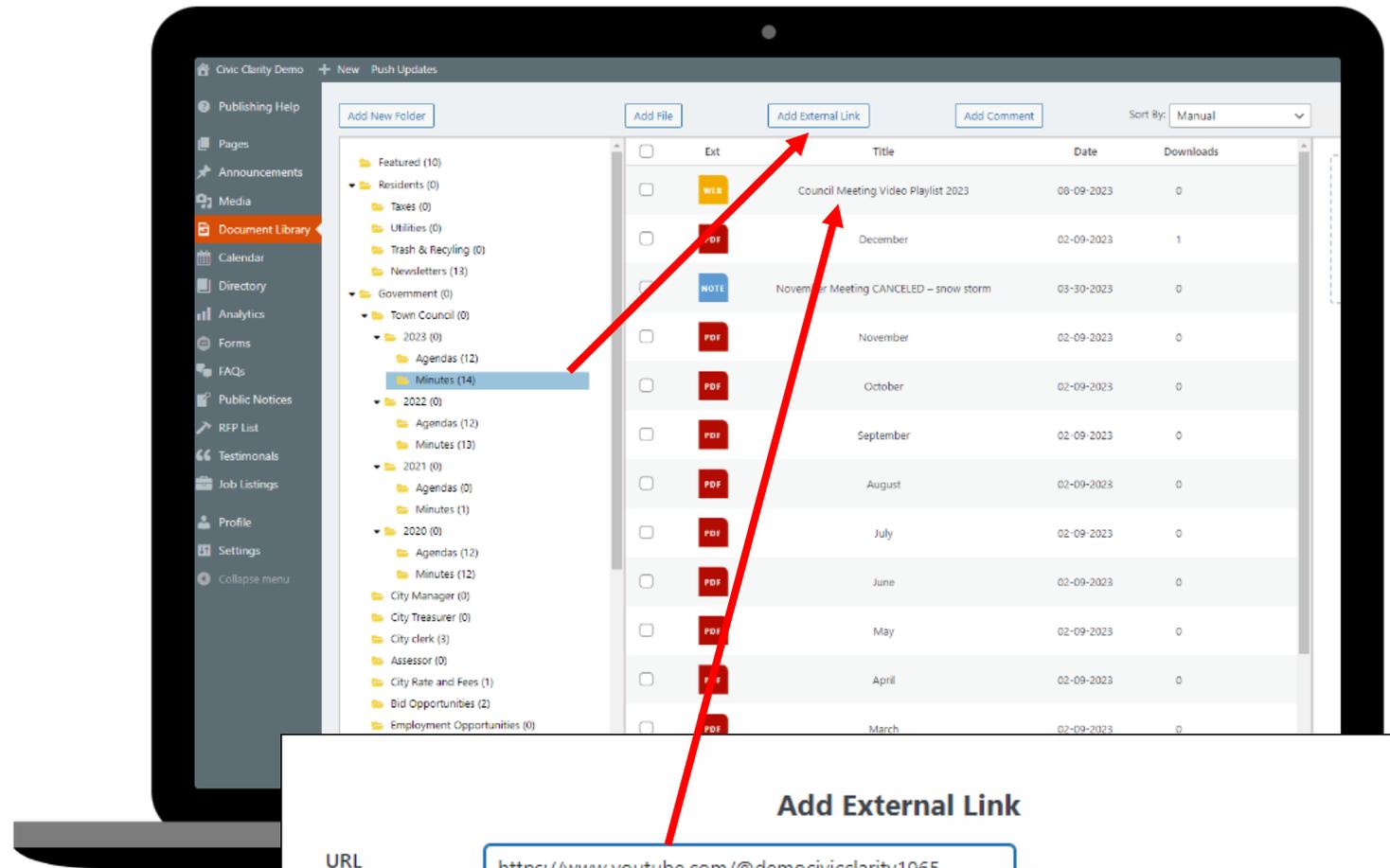
Document Library

A document is uploaded once and listed throughout website

Documents are placed in folders in the backend library which mirrors the website.

3 Types of Uploads

- 1) Add File button
- 2) Add External Link button



Add External Link

URL:

Title:

Type (ext):

Save in Folder:

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Document Library

A document is uploaded once and listed throughout website

Documents are placed in folders in the backend library which mirrors the website.

3 Types of Uploads

- 1) Add File button
- 2) Add External Link button
- 3) Add Comment button

The screenshot displays the CiviClarity Document Library interface. On the left is a sidebar menu with categories like Pages, Announcements, Media, Document Library (highlighted), Calendar, Directory, Analytics, Forms, FAQs, Public Notices, RFP List, Testimonials, Job Listings, Profile, Settings, and Collapse menu. The main area shows a tree view of folders on the left and a table of documents on the right. The table has columns for checkboxes, file types (WEB, PDF, NOTE), titles, dates, and download counts. A red arrow points from the 'Add Comment' button in the top toolbar to the 'Add New Comment' modal. Another red arrow points from the 'Minutes (14)' folder in the tree view to the 'Save in Folder' dropdown in the modal.

	Ext	Title	Date	Downloads
<input type="checkbox"/>	WEB	Council Meeting Video Playlist 2023	08-09-2023	0
<input type="checkbox"/>	PDF	December	02-09-2023	1
<input type="checkbox"/>	NOTE	November Meeting CANCELED – snow storm	03-30-2023	0
<input type="checkbox"/>	PDF	November	02-09-2023	0
<input type="checkbox"/>	PDF	October	02-09-2023	0
<input type="checkbox"/>	PDF	September	02-09-2023	0
<input type="checkbox"/>	PDF	August	02-09-2023	0
<input type="checkbox"/>	PDF	July	02-09-2023	0
<input type="checkbox"/>	PDF	June	02-09-2023	0
<input type="checkbox"/>	PDF	May	02-09-2023	0
<input type="checkbox"/>	PDF	April	02-09-2023	0
<input type="checkbox"/>	PDF	March	02-09-2023	0

Add New Comment

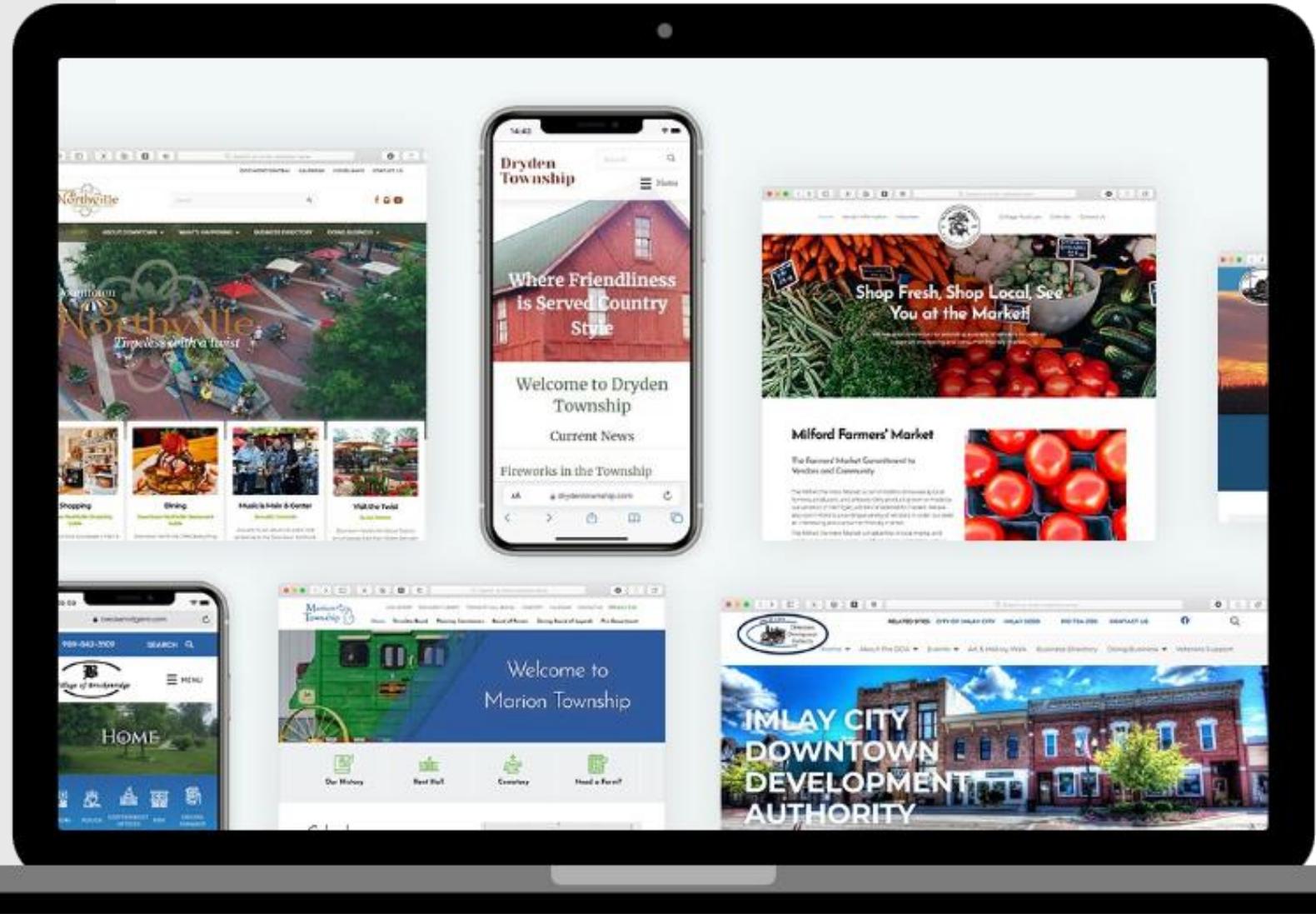
Title:

Save in Folder:

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Next Up: Calendar

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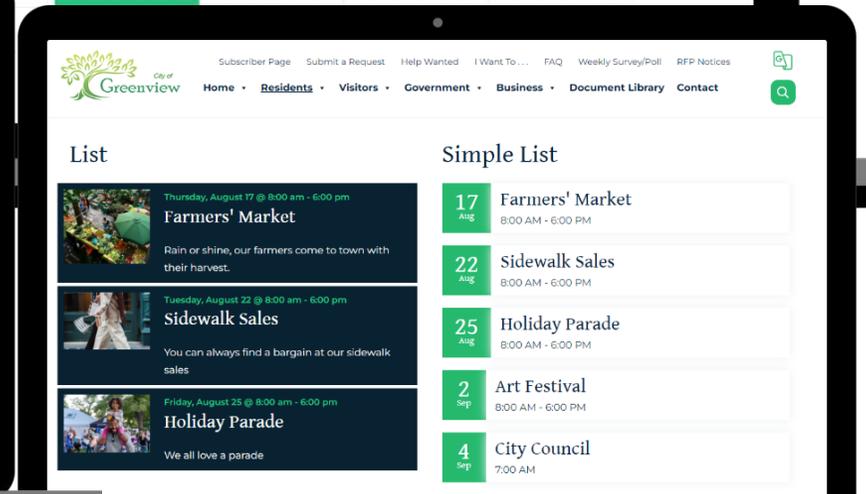
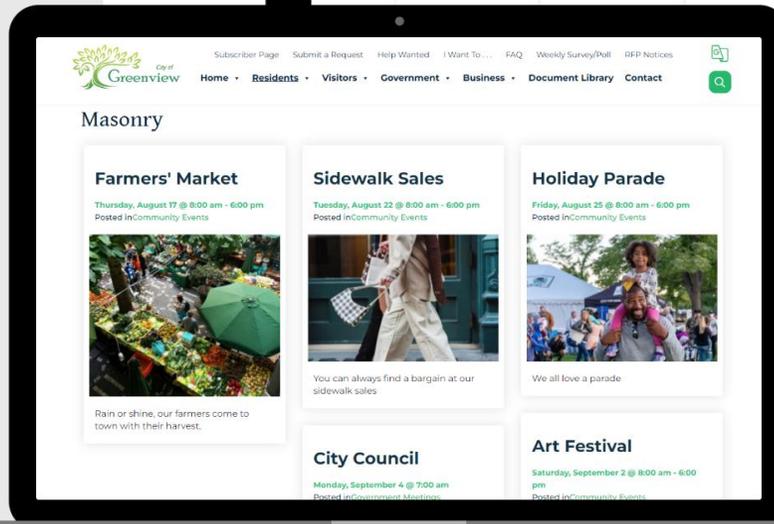
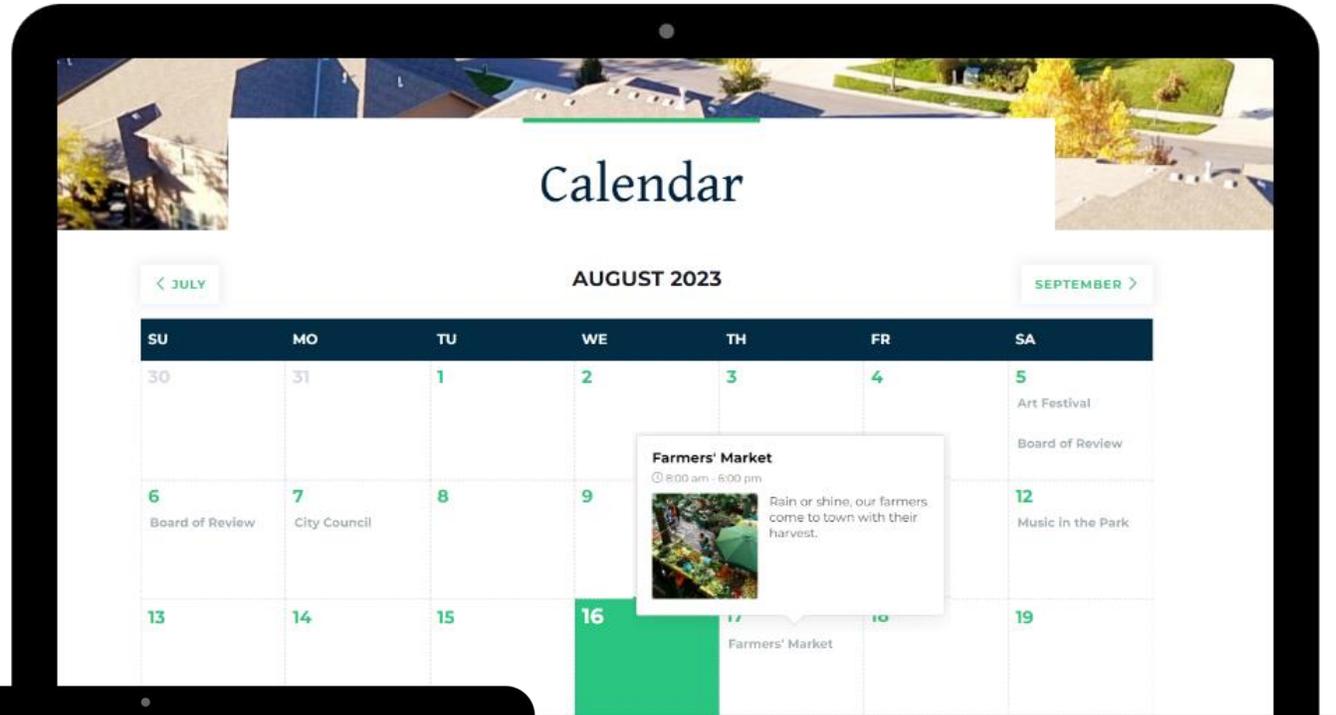
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Calendar

Visually appealing calendar in a multitude of formats.

Add an event and it is displayed as you need it on any page.

Able to assign categories so only certain events are shown.

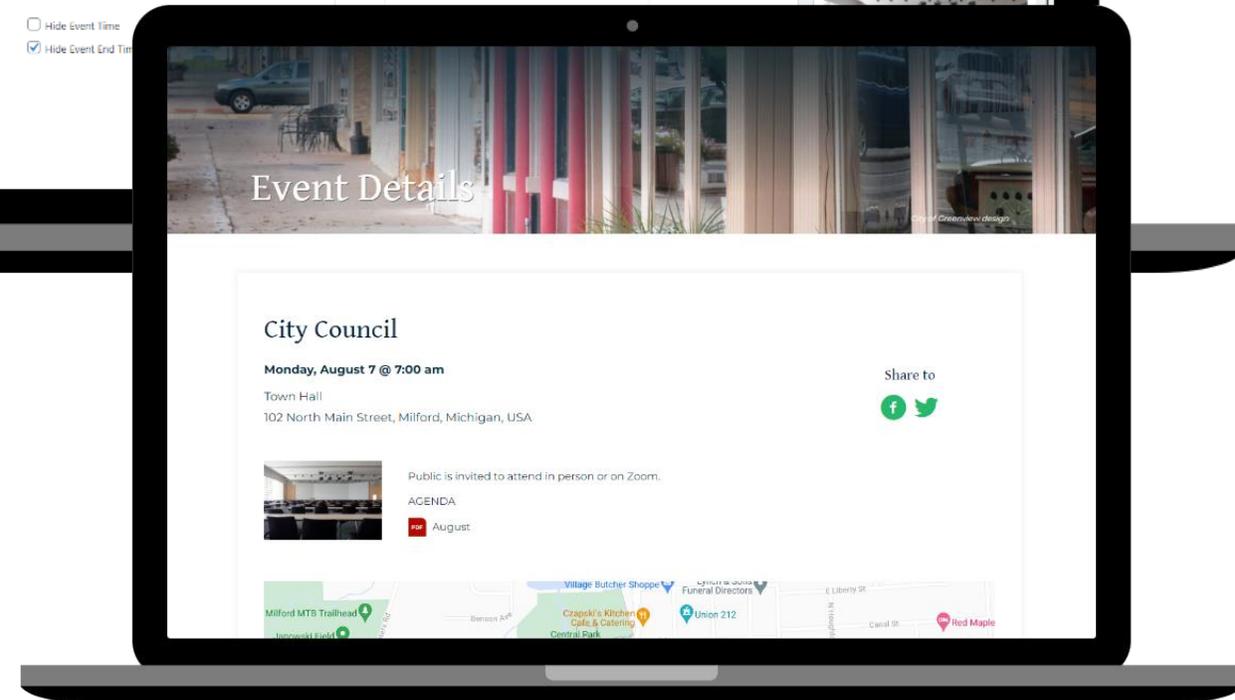
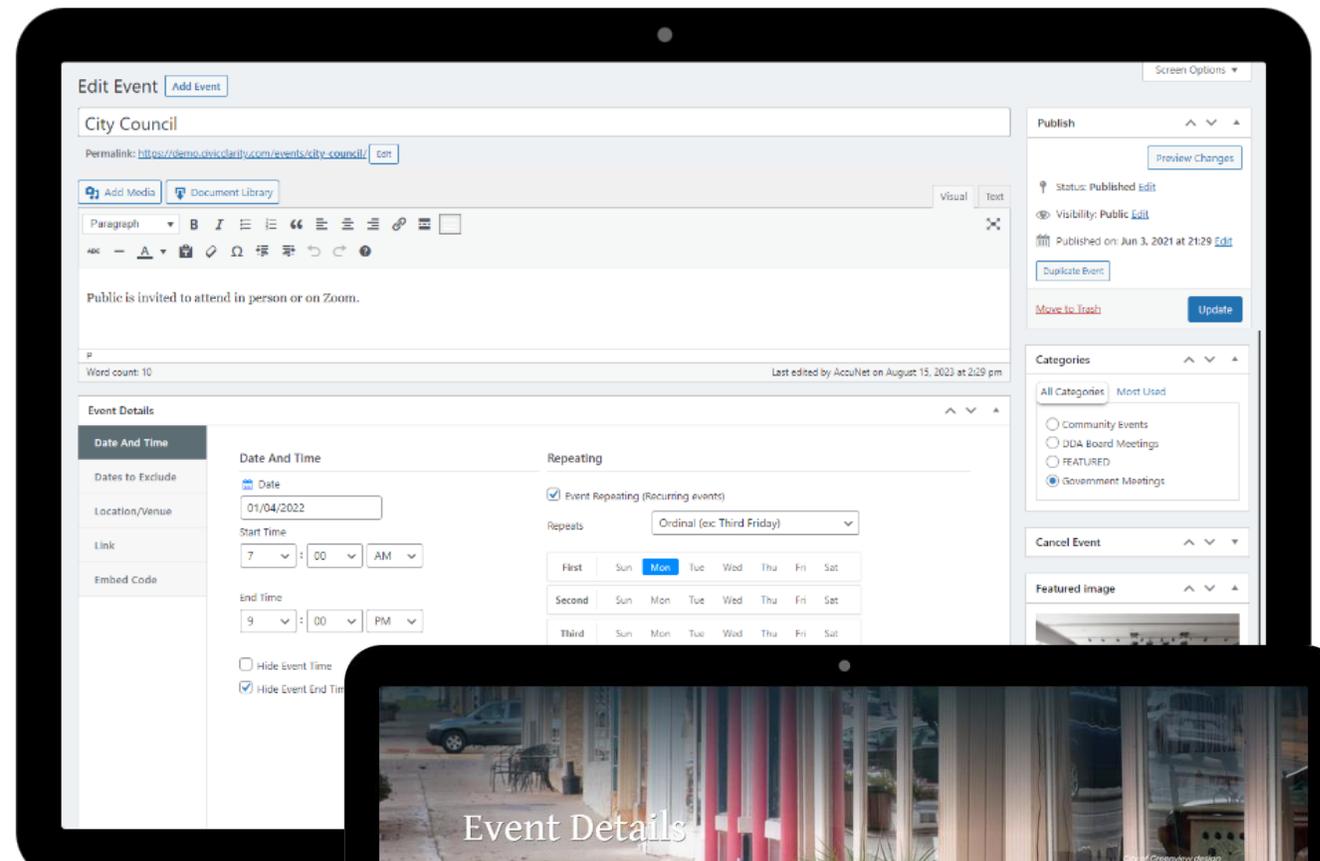


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Calendar

Visually appealing calendars in a multitude of formats

Fill out the fields for each event, including if it is a recurring event. A page for each event automatically is created.



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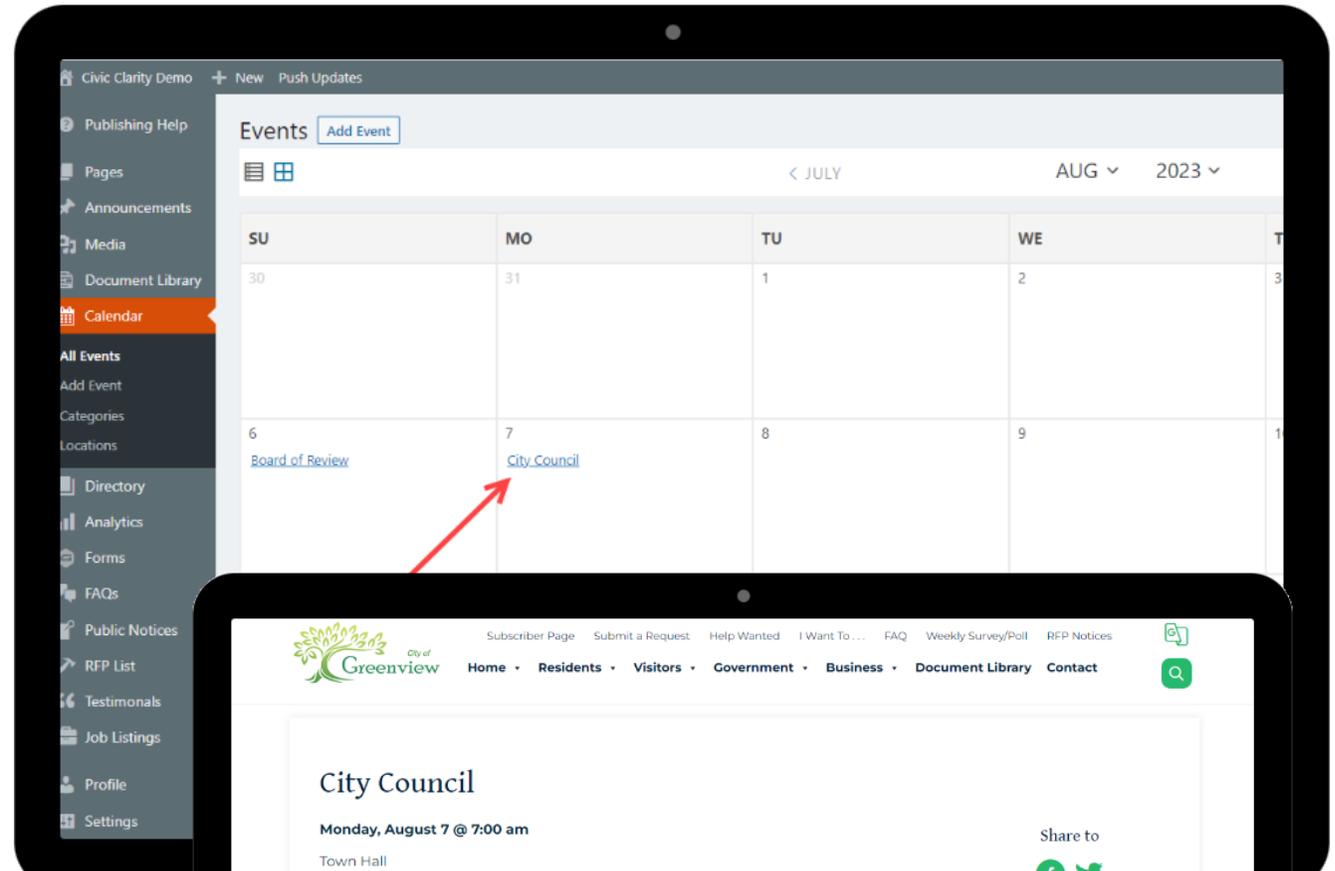
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Calendar

Visually appealing calendars in a multitude of formats

Fill out the fields for each event, including if it is a recurring event. A page for each event automatically is created.

Able to customize recurring events with further description and documents.



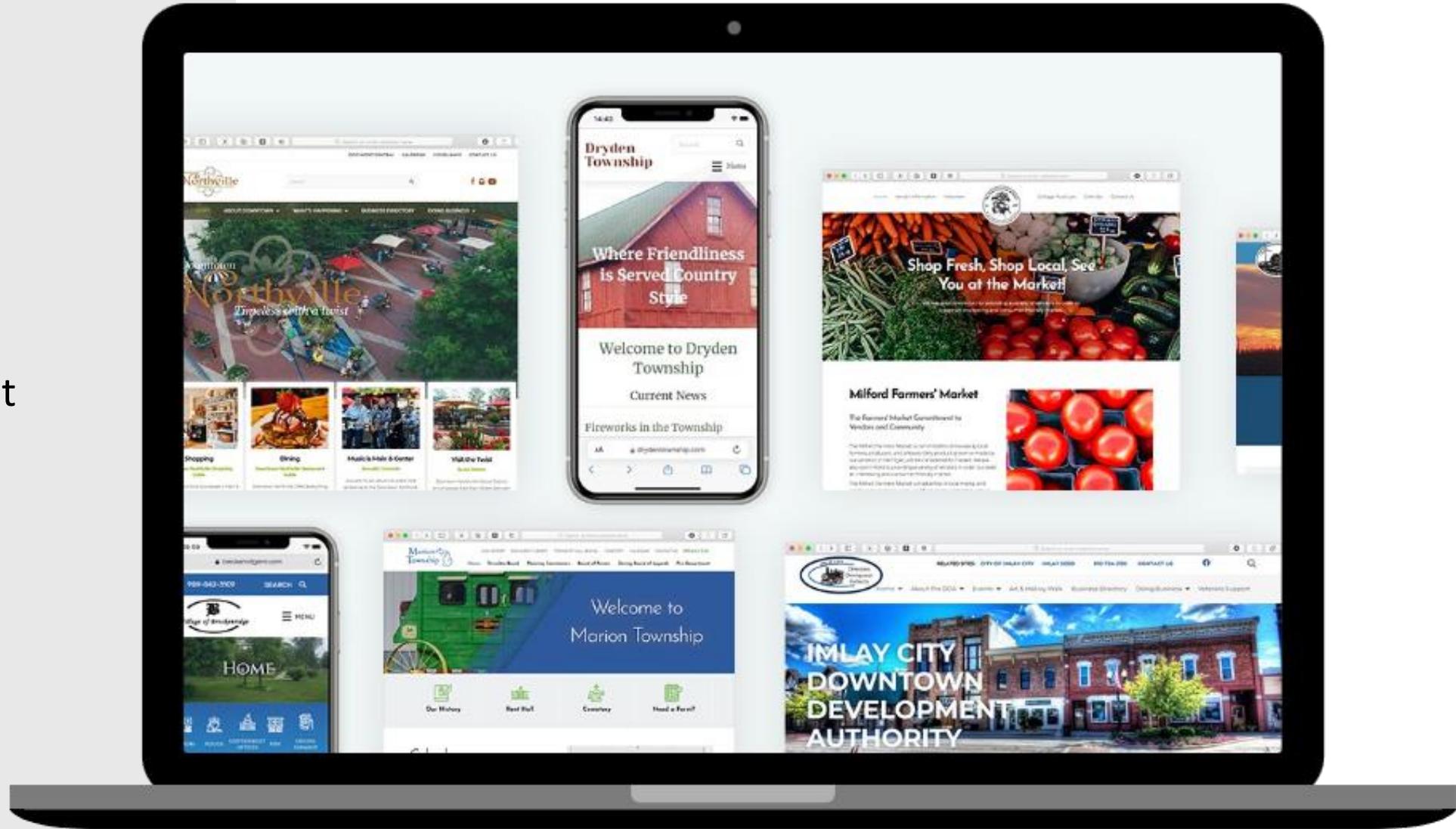
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