Prep for Go Live: Step-by-Step

Hiding Blank Pages

In the event you have pages that are still blank before you take your website live, you will want to hide them. Hiding the page prevents your users from stumbling upon a page that is blank. It is important that you hide the page as opposed to unpublish the page. If you unpublish the page, this will cause broken link errors for your users.

How to Hide Blank Pages
1. On the Admin side of your website, locate the page that you need to hide within the navigation.
2. Hover over the page until the menu box appears.
3. From the menu, select "Rename / Publish."
4. Next to the page title is a drop-down list displaying the words "Display in Menu." Select "Don't Display in Menu" from the drop-down menu.
5. Click "Save."
6. The page is now hidden and will remain hidden until you go back to this drop-down and select "Display in Menu."

Removing Guest Rights from Your Intranet

The intranet section of your website can be an invaluable tool for you and the rest of the staff members using your website. However, you do not want to allow your regular website visitors to access this section of your website. To prevent your users from entering your intranet, you will need to remove guest rights to that section. Please note that this will not limit your ability to access this section. Anyone that has permission to work on the back end of your website will still be able to view and edit this section.

How to Remove Guest Rights
1. On the Admin side of your website, locate the Intranet page under the "Feature Links" heading.
2. Hover over the Intranet page until the menu box appears.
3. From the menu, select "View Content List."
4. At the top of the "View Content List" page, there are several tabs. You will need to select the "Permissions" tab.
5. The first item in the permissions list is labeled "Guest" and the checkbox under "V" to the left of the item is checked. This is the "view" rights for your page. Uncheck that box.
6. Click "Save and Push Down." A warning box will appear. This warning box is letting you know that you will be applying this setting to all of the pages beneath this page. Please click "OK."
7. Your intranet page and all of its subpages are now accessible to only those who have the rights to work on your website and cannot be accessed by your general users.

Removing Training Entries from Modules

Your new CivicPlus website came with some default training entries in your modules to assist during training. Before going live, you will need to unpublish these items to hide them from your general users. (Note: Do not delete these training items as you may want them for future reference.)

How to Unpublish the CP-Training Folder from the Document Center
1. Navigate to the Document Center via the Modules drop-down menu and the Modules tab.
2. Click the folder named "CP-Training."

3. To unpublish all documents at one time, click the top checkbox to select all documents in the folder. Select dark blue button "Bulk Actions" under the top menu on the upper, left-hand side of the screen, and select "Unpublish."
4. Next, select the light blue button "Unpublish Folder" under the CP-Training heading.
5. The folder has now been unpublished.

How to Unpublish the CP-Training Categories from All Other Modules
1. Navigate to a module listed below with a CP-Training category via the Modules drop-down menu and the Modules tab.
2. Go to the Training category in that module.
3. From the "Choose an Action" drop-down list to the right of the CP-Training category, select "Unpublish."
4. The category has now been unpublished.

Listing of Modules with CP-Training Categories
- Agenda Center
- Alert Center
- Archive Center
- Bids Module
- Calendar
- Document Center
- Facilities

- FAQs
- Form Center
- Forms
- Graphic Links
- Job Postings
- News Flash
- Notify Me

- Opinion Polls
- Photo Gallery
- Quick Links
- Request Tracker
- Staff Directory

It does take some time to go through and do this for each of your modules, but this is an essential step in making sure that your users see a clean, well-prepared website when it goes live.