

Creating Alerts

This guide is for users managing alert and incident related content on the website CMS.

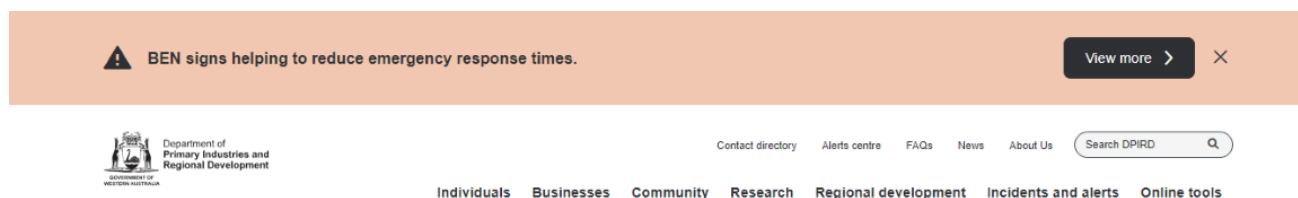
See instructions for:

1. Header Alerts
2. Alert Cards
 - a. Alert Card
 - b. Alert Card List

1. Header Alert

Header Alerts are a global element which display in the header section of a webpage.

If activated it will appear on the screen irrespective of the user's navigation through the site unless closed.



Create a Header Alert

1. Click the Edit button to enter the edit view.
2. Click the navigation pane button to open the content tree panel.
3. Enter Pages tab.
4. Find **Alerts** in the page tree structure. [Location: Root > DPIRD website > Alerts]
5. Press  button and select **New Page** from the context menu.

Alternatively, select an existing page (which will be the 'parent page'). Once on the parent page, press the Create Content button and select New Page.
6. New Page options will appear in the window. **Name the page** (the title of the page) and select the **Alert** type.

7. You will be taken to the editing interface of the new page. Ensure you are in the All Properties editing mode by toggling the All-Properties button . This view provides users access to edit all properties of the page.
8. Navigate to the Content tab to edit content in the Main Content area.
9. Input text in the Text field.
10. Add a **Call to Action link**.
11. Name the link in the **Link Name/text** field. This configures the text which appears in the Header Alert button.
12. Select an **Open in** option.
13. There are several linking options including to other pages or media items in the CMS or content on external sites.

Page

Email

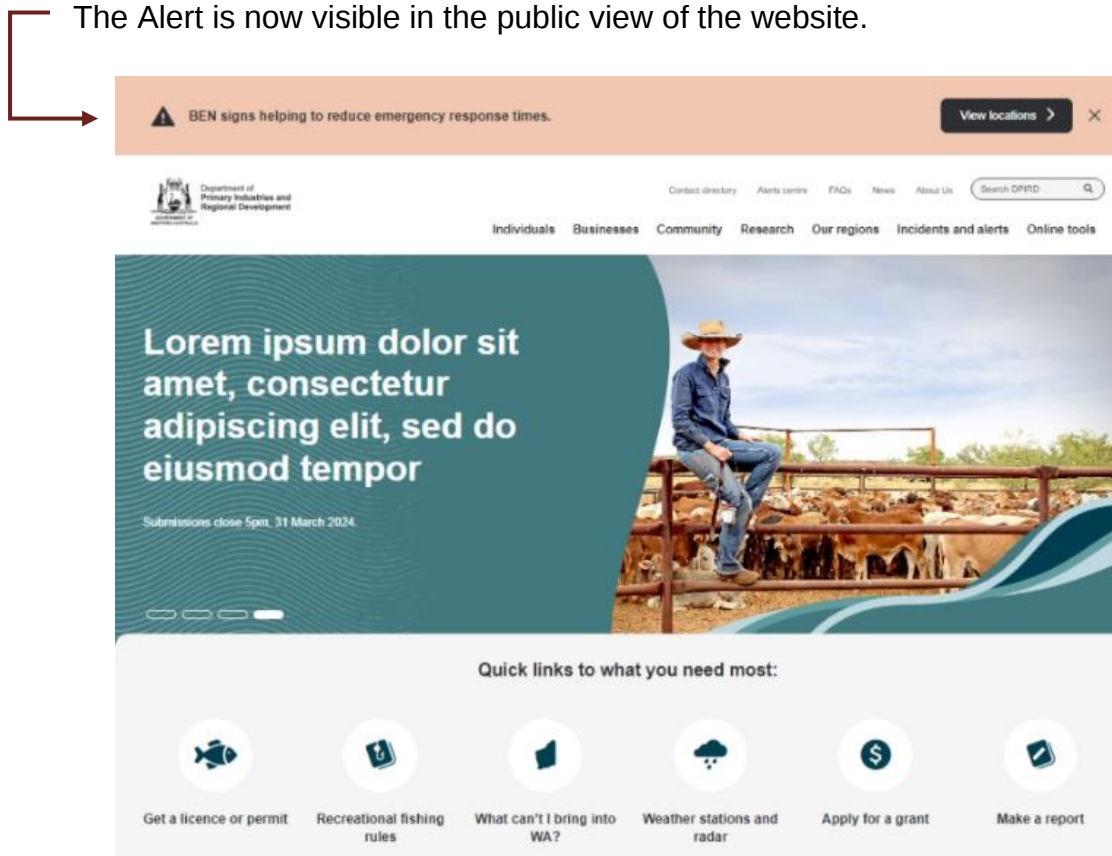
Categories

External link

Media

Remaining URL

14. Once Alert content is configured, press the Publish? ▾ button to publish. The Alert is now visible in the public view of the website.



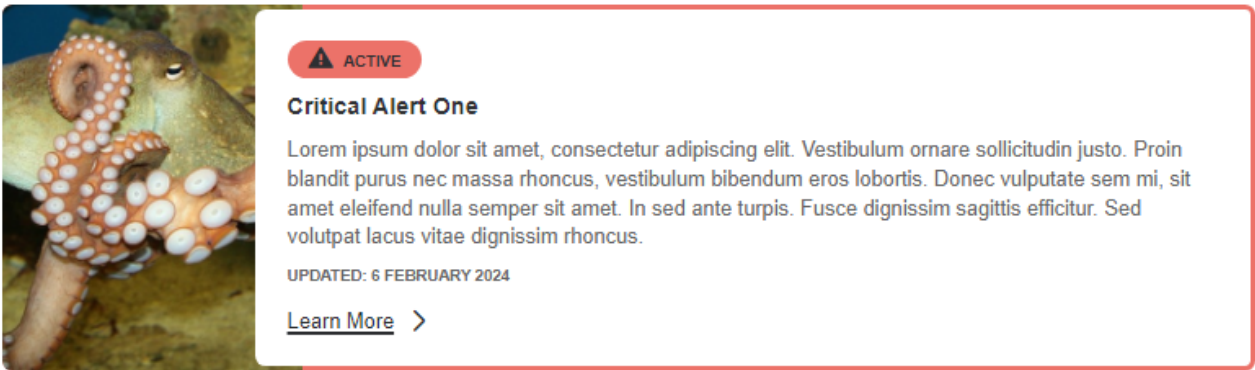
2. Alert Cards

Alert cards are an on-page component, the same as other content blocks available to content editors. There are designated areas on the website Alert Cards to be used.

- Homepage
- Alert Centre

Specified users will have permission to edit alerts according to business requirements.

Alert Card

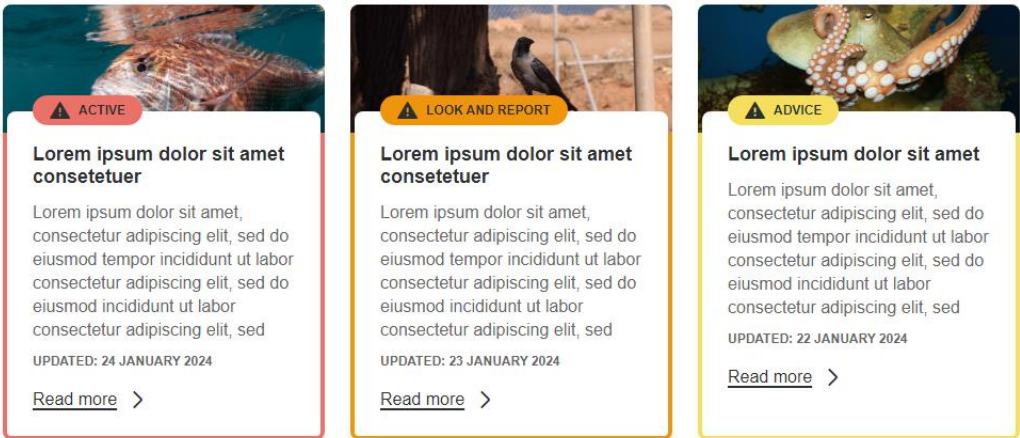


Alert Cards in an Alert Card List (container)

Block with multiple Alert Cards rendered. Used on the DPIRD Homepage and Alert centre.

Keep up to date with alerts

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a. Create an Alert Card

1. Navigate to the content area where the Alert Card needs to appear i.e. the Homepage Alert List, Alert Centre or related informative page.
2. Press the Select Content button and select Create a new Block from the menu.

Creating a new block **from an Alert List** will automatically present the editable fields for a new Alert Card. Users can name, configure and create the block, then publish after creation.

Creating a new block **on a page** will present the editor with all page options. Name the block and Select Alert Card.

3. Navigate to the Content tab to edit content in the Main Content area.
 - Select the **Severity** of the Alert.
 - In the first Text box, type the title of the Alert Card.
 - In the second text box, input alert summary text.
 - Drag and drop or select an image from the Asset folder.
 - Update the Updated Date field by selecting the appropriate date in the calendar widget.
 - Add a Call to Action link, as in Step 8. of Add a Header Alert.
4. Once Alert content is configured, press the  button to publish.

Remember to publish the block for each row to ensure the content is added to the page.



b. Create an Alert Card List

1. Navigate to the content area where the Alert Card needs to appear i.e. the Alert Centre or related informative page.
2. Press the Select Content button and select Create a new Block from the menu. Name and create a new Alert Card List.
3. Configure Alert Cards as in Steps 2 – 9 in **Create an Alert Card**.

Remember to publish the block for each row to ensure the content is added to the page.

4. Once Alert content is configured, press the  button to publish.