ADDING RESOURCES AND EVENTS TRANSCRIPT
0:00
In all of the videos so far, you have seen the website as it
would look to any regular user. This time however, we will be
using one of the login forms to access some of the 'behind the
scenes' parts. This is adding new resources and events. So we'll
be demonstrating the MnDOT base user today. This should be most
of you who are logged who are going to be logging into the site.
If you're a MnDOT admin user, we will have some additional
videos describing your extra responsibilities.

0:30
There are several places where you can log in on the site. The
one that I like best is just the one on the homepage right down
here, but you can also access it at the bottom of every single
page in the footer there. I'm going to log myself in. Once
you've logged in, you get to the portal page. And you can see
that there's now this black bar at the top where it says you've
logged in. You can go to your profile in your profile, you can
change your password, and change your display name if you'd
like, but there's not really too much going on there, so no real
need to explore that part.

1:06
The exciting things though, once you're logged in, are that you
can add a resource or add an event to the schedule. We'll start
off by adding a new resource. You click there and you get taken
to a form that looks like this. Now it has a couple of different
options, you can add a document, you can add a training, you can
add a video. The only two required fields on this form are the
document title at the top, and then the publication date as
well. The rest of them, we just suggest that you fill them in to
the best of your ability, and especially with the the taxonomy
fields down here, just add what you think is right. Now, as far
as the document, external link and the document upload. We're
expecting that most resources will probably be uploaded to the
site, but if you have an external link, then you can add that as
well. Documents can have both, but it's typical that they would
only have one or the other. Once you've finished selecting
everything that you want to select, you just press submit, and
then your resource will be sent to an admin user for approval to
the site.

2:23
The process is basically the same thing for adding a new event
also the same such that when you press submit, someone will have
to authorize it before it can be visible on the site. Now a

couple specific things to the events, the first important thing is that you must select a step from one of these stages. If you don't select a step, then the event is not going to show up in the schedule, so please make sure that you do that. Then the other required fields are as the same the event title and the event date. With the events here, you can click on the just the generic messenger and audience groups, but you can also specify a bit further. So if it's a specific district staff member or a specific manager, then you can add their names or add more information about the group below. And that will appear in the information that's displayed for the schedule.

3:21
Now, once you've added in these events, you can go to the schedule, and you'll see that you'll have a couple of extra buttons here when I open these panels up. You can you can add another event. The thing we're going to look at is when you view the detail, so you look in at the specific event, you'll now have the option to add a resource to this event and that resource opens up a little form like this. All you have to do to add a resource is just start typing in the things that you like or just scroll through the things that are available, select the document, and then press Submit. And that's it. The resource will now be added to that event so that everyone else can see that you have connected that resource (this one is the new one), that you use that resource in your communication event.

4:20
That's pretty much it. When you are logged in as a base user, you can do one of three things you know, you can you can add a resource, you can add an event, and then you can add resources to the events. This concludes our mini series explaining the basic site concepts. Additional videos, as I said, will be available for users with admin access, so look out for those as well, if they pertain to you. And thank you very much for listening.