

EZview User Guide

Governor's Office for Regulatory Innovation and Assistance
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Introduction

An EZview website has been setup and is ready for you to start adding content. The template used to create your site includes the following pages:

Updates: a blog page which allows you to make dated entries on the latest status of your work/project.

Overview: a page used to describe your project for the benefit of those who are not familiar with the details. Pictures can be uploaded and added in the right margin of this page.

Contacts: a page which lists the contact information of the key project personnel.

Events: a page used to list upcoming meetings or other events.

Library: a page which contains the documents, photos and links related to your project.

Manage Contributors: a page to manage users of the webpage by assigning specific roles.



Project Portal URL

After receiving a request for an EZview website, ORIA staff will send you an e-mail containing your website (portal) URL and sign-in credentials. You can send this URL to others to view your portal or can post it on another website, such as your county or city website, as a link to your project portal.

Getting Started

1. Open your browser and type in your portal URL or go to the main EZview site at <https://EZview.wa.gov>.
2. Click the *Sign In* link located at the upper right corner of the page.



3. Type in your E-mail or SAW Account ID and Password and click the Sign-In button.



4. If you signed in by visiting the EZview main website instead of your portal, you will see a listing of all the portals (websites) you have access to. To access your portal, click the name of the portal located under the Project Name column.

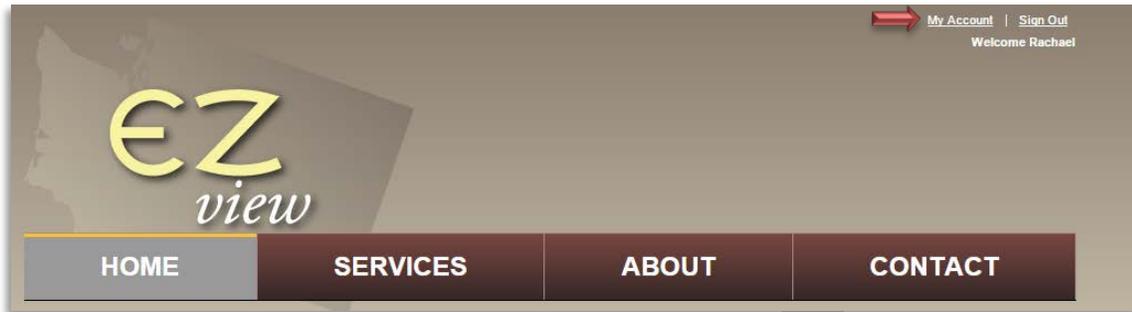
The screenshot shows the EZview website interface. At the top right, there are links for 'My Account' and 'Sign Out', with a welcome message 'Welcome Rachael'. Below the navigation bar (HOME, SERVICES, ABOUT, CONTACT), the 'My Portals' section is displayed. It includes a search bar and a table of project information. A red arrow points to the 'EZview Help' link in the 'Project Name' column.

Project Name	Project Started	Project Lead	UPI #	Milestone Complete	Status
EZview Help	12/18/2014	EZview Support	1901	Project Initiated	Active
Permit Timeliness (HB-2192)	7/14/2014	EZview Support	1850	Project Initiated	Active

5. To sign-out, click the Sign Out link in the upper right corner of the page.

This screenshot shows the same EZview website interface as the previous one, but with a red arrow pointing to the 'Sign Out' link in the upper right corner. The 'My Portals' section is not visible in this view.

My Account



My Account allows you to edit your name, e-mail and phone number as well as change your password; follow the steps below to access and update your information:

1. Sign into your portal,
2. Click the My Account link located in the upper right corner,
3. Add or update your information, and
4. Press Save Changes.

A screenshot of the 'MY ACCOUNT' form. The form is titled 'MY ACCOUNT' and has a 'Welcome Rachael' message. It contains three input fields for 'Name' (Rachael Lindstedt), 'E-Mail' (rachael.lindstedt@gov.wa.gov), and 'Phone' (360-725-0621). Below these is a 'Security' section with a note 'Change password only if you want to modify it' and two password input fields labeled 'Password' and 'Confirm password'. At the bottom are 'Save Changes' and 'Cancel' buttons.

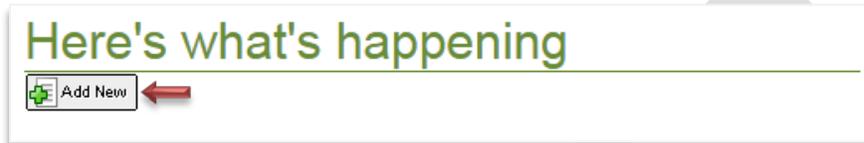
Adding and Modifying Content

After signing into your EZview website, you will see buttons (controls) only available to you as the site manager (i.e. Add New, Edit). In the sections that follow, we will describe how to use these controls to add and modify the content on your website.

Updates

The Updates page allows you to add dated blog entries to provide status updates on your project.

To add a new entry, click on the Add New button.



Complete each of the fields to describe the status of your project and press Apply Changes to post to your site.

A screenshot of the "Article Detail" form. The form has three main input areas: "Title" (a text box), "Subtitle" (a text box), and "Description" (a rich text editor with a toolbar). Below the description field is a checkbox labeled "Send Notifications" with a link to "Edit/Preview". At the bottom of the form, it says "Created by rachael.lindstedt@gov.wa.gov on 12/29/2014 9:03:23 AM". There are two buttons at the bottom: "Apply Changes" and "Cancel".

Title: Article name; shows up as link to open the full article on the Updates page

Subtitle: Additional article name; shows up in parenthesis on the Updates page

Description: Project status; a HTML text field; allows for formatting changes using HTML coding

Send Notification: sends an e-mail of article to other site managers and contributors listed on the Manage Contributors page. (Optional)

To edit an entry click the pencil icon; to delete an entry click on the trash can icon; both icons are located next to the entry date.

Here's what's happening

 Add New

  1/5/2015 - [EZ View Instruction Manual](#) (A Work In Progress) New

Using the framework of a previous instruction manual, we began working on an updated more comprehensive version mid-December 2014. We are making good progress and our goal of completing, approving and posting the new instruction manual by the end of January is looking very realistic. After the new manual is posted, we will meet discuss other options for guidance, such as: a training video, an interactive guide, or additional access to support staff. Stay tuned for further updates. For...

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Overview

The Overview page is used to describe your project. This page is split in two sections: Summary of the project and Pictures.

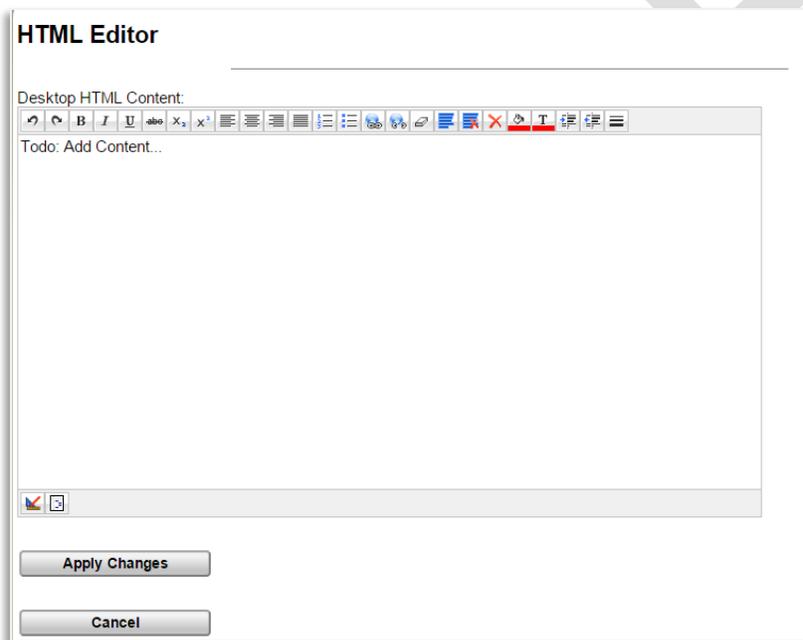
- Summary of the Project Section: allows you to add a narrative describing your project for the benefit of those who are not familiar with the details.
- Pictures section: allows you to upload pictures related to the project summary.

Summary of the Project

To create your project summary, click the edit button located under *Summary of the project*.



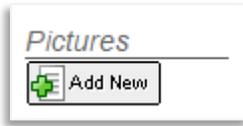
Complete the project summary field and press Apply changes when completed to post it to your site.



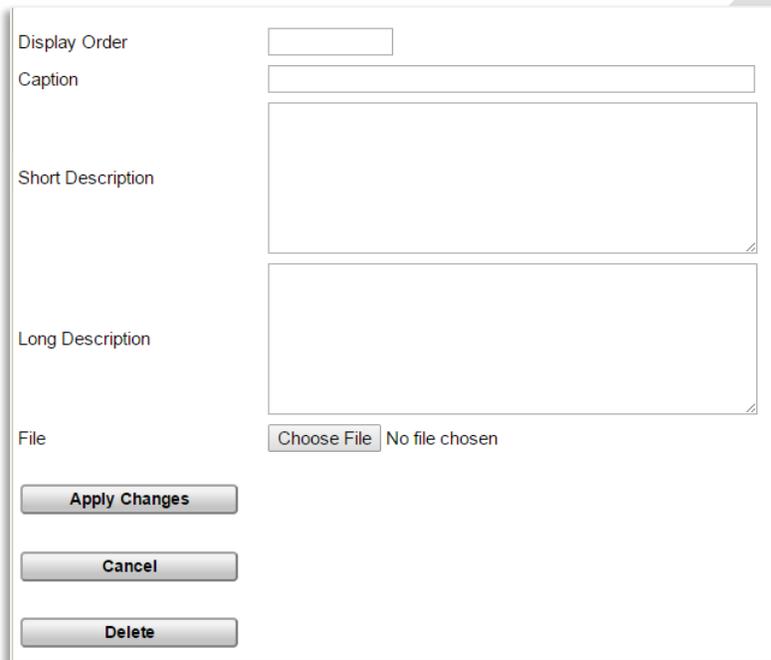
Desktop HTML Content: Project summary; a HTML text field; allows for formatting changes using HTML coding

Pictures

To add photos or other graphics to compliment your narrative, click the Add New button on the far right beneath *Pictures*.



Complete each of the fields, press Choose File to select the picture you wish to add and then press Apply Changes when completed to post it to your site.

A screenshot of the picture upload form. It contains several input fields: 'Display Order' (a small text box), 'Caption' (a text box), 'Short Description' (a larger text box), and 'Long Description' (a larger text box). Below these is a 'File' section with a 'Choose File' button and the text 'No file chosen'. At the bottom are three buttons: 'Apply Changes', 'Cancel', and 'Delete'.

Display Order: Used when multiple pictures are uploaded; which picture should show first, second, third, etc.

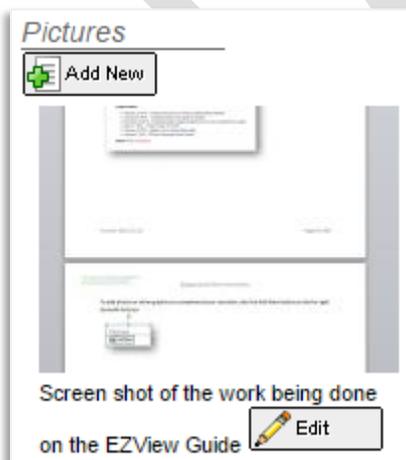
Caption: Name of the picture

Short Description: Picture details; text is added below the image on the Overview page

Long Description: Additional picture details; text is added below the full-sized picture

Choose File: Control used to upload the picture.

To Edit or Delete the picture click on the Edit button located under the picture.



Note: When image is clicked on a full-sized version of the picture opens up on a new page

Update each of the fields, press Choose File to select the picture you wish to add and press Apply Changes to post to your site or press the Delete button to remove picture from your site.

Display Order: 1

Caption: Work in Progress

Short Description: Screen shot of the work being done on the [EZView Guide](#)

Long Description:

File: Choose File Status of Guide.JPG

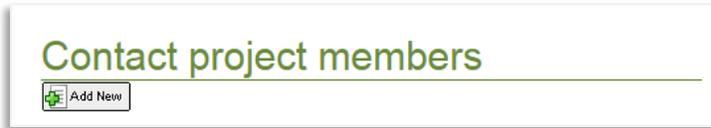
Buttons: Apply Changes, Cancel, Delete

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Contacts

The Contact page provides an address book style listing of key project personnel.

To add a new contact click Add New under *Contact project members*.



Complete each field as you see fit (there are no required fields) and press Apply changes when completed to post to your site.

Contact Details

Name:

Role:

Email:

Office:

Mobile:

Address:

Name: Contact Name

Role: Role in the Project (Project Lead, Member, etc.)

E-mail: Email address

Office: Agency or department name

Mobile: Phone number

Address: Office or home Address

To edit or delete a contact click on the Edit icon next to the contact name.

	Name	Role	Email	Office	Mobile	Address
	Rachael Lindstedt <small>New</small>	Project Lead	rachael.lindstedt@gov.wa.gov	Governor's Office for Regulatory Innovation and Assistance	360-725-0621	1011 Plum Street SE, Building 4
	Scott Hitchcock <small>New</small>	Project Manager	scott.hitchcock@gov.wa.gov	Office for Regulatory Innovation and Assistance		

Update each of the fields and press Apply Changes to post to your site or press the Delete button to remove the contact from your site.

Contact Details

Name:	Rachael Lindstedt
Role:	Project Lead
Email:	rachael.lindstedt@gov.wa.gov
Office:	Governor's Office for Regulatory Innovation and Assistance
Mobile:	360-725-0621
Address:	1011 Plum Street SE, Building 4

Created by rachael.lindstedt@gov.wa.gov on 1/6/2015

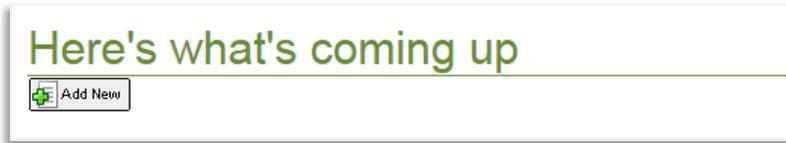
Note: Each contact must be added/edited and deleted separately.

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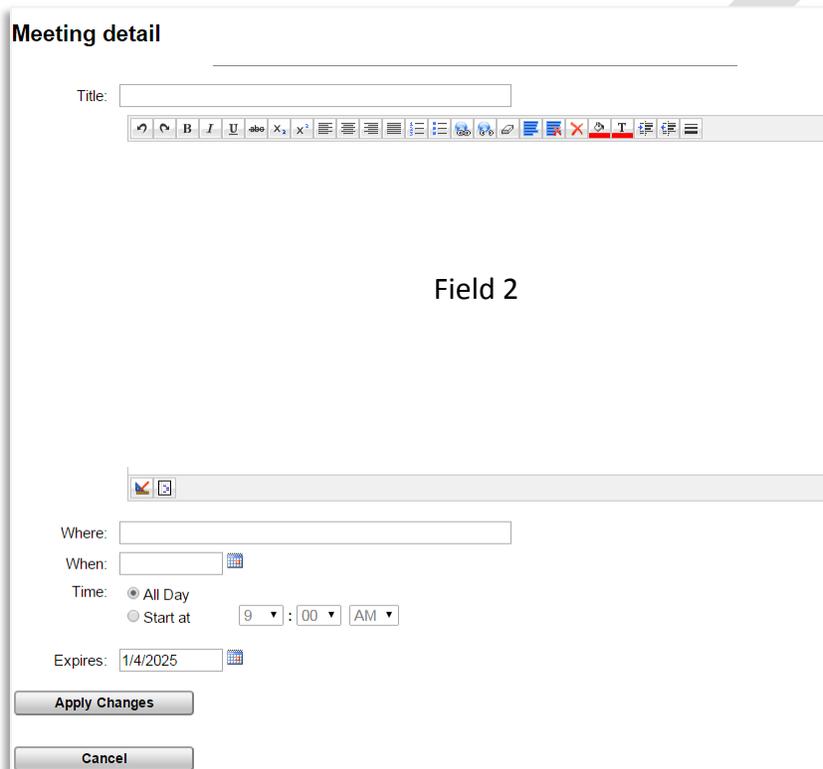
Events

The Events page provides a listing of upcoming meetings and events.

To add a new event click Add New under *Here's what's coming up*.



Complete each field with your meeting details and press Apply Changes to post it to your site.

A screenshot of the "Meeting detail" form. It includes a "Title:" text field, a rich text editor with a toolbar, a large "Field 2" text area, a "Where:" text field, a "When:" date field, a "Time:" section with radio buttons for "All Day" and "Start at" (with dropdowns for hour, minute, and AM/PM), and an "Expires:" date field. At the bottom are "Apply Changes" and "Cancel" buttons.

Title: Name of event or meeting

Field 2: Meeting details; a HTML text field; allows for formatting changes using HTML coding.

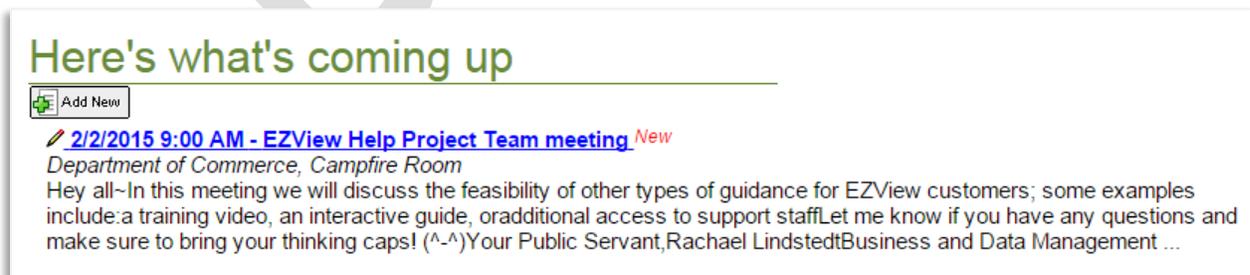
Where: Location where event or meeting will occur

When: Date of event or meeting; manually enter the date or use calendar icon to select the date

Time: Time the event starts (no end time – recommend adding that information in Field 2)

Expires: Date meeting entry is automatically removed from the Event's page

To edit or delete a meeting click on the pencil icon located next to the meeting/event name.



Update the applicable fields and press Apply Changes to post it to your site or press Delete to remove the meeting/event from your site.

Meeting detail

Title:

Hey all-

In this meeting we will discuss the feasibility of other types of guidance for EZView customers; some examples include:

- a training video,
- an interactive guide, or
- additional access to support staff

Let me know if you have any questions and make sure to bring your thinking caps! (^-^)

Your Public Servant,

Rachael Lindstedt
Business and Data Management Analyst
Office for Regulatory Innovation and Assistance
(360) 725-0621
Rachael.Lindstedt@gov.wa.gov

Where:

When:

Time: All Day
 Start at :

Expires:

Library

The Library page contains the uploaded documents and miscellaneous links related to your project. This page is split up in three sections: Documents, Photos and Links.

- Documents section: allows you to upload documents such as, meeting notes, contracts, or other documents deemed important.
- Photos section: allows you to upload pictures of your project (this is separate from the Overview page)
- Links section: allows you to add links to other websites.

Documents

To upload a new document click Upload a File located under *Documents*.



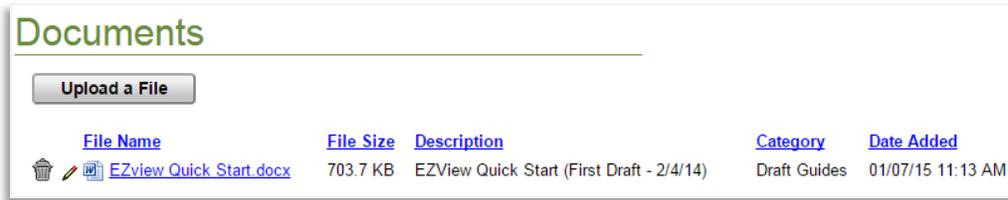
Press Choose File to select the document you wish to add, update the fields as desired, and press Add to post to your site.

Choose File: Control used to upload the document.

Category: Optional pull-down list; when selecting and adding a new category, press [save](#) before pressing the Add button

Optional description: Field used to briefly describe the document

To edit the Description or Category of the document, click on the pencil icon located next to the File Name.

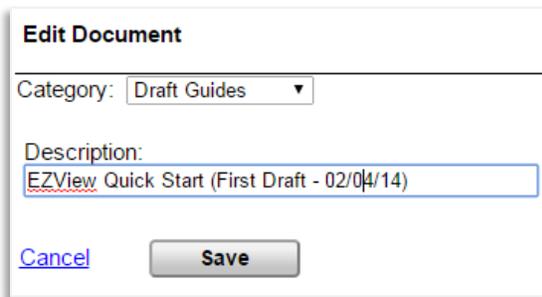


Documents

Upload a File

File Name	File Size	Description	Category	Date Added
  EZview Quick Start.docx	703.7 KB	EZView Quick Start (First Draft - 2/4/14)	Draft Guides	01/07/15 11:13 AM

Update the document information and press Save to post the changes to the site.



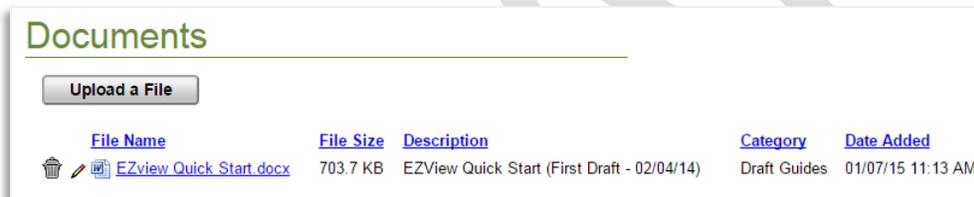
Edit Document

Category:

Description:

[Cancel](#)

To delete the document click on the trashcan icon located next to the File name.



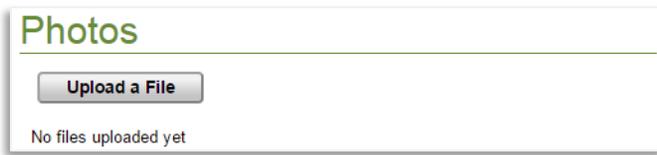
Documents

Upload a File

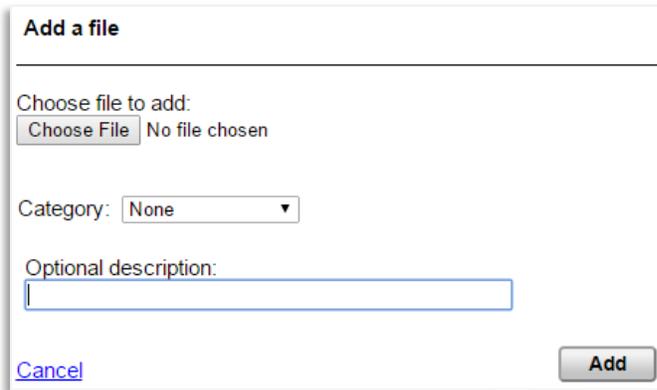
File Name	File Size	Description	Category	Date Added
  EZview Quick Start.docx	703.7 KB	EZView Quick Start (First Draft - 02/04/14)	Draft Guides	01/07/15 11:13 AM

Photos

To add a new Photo click on the Upload a File located under *Photos*.



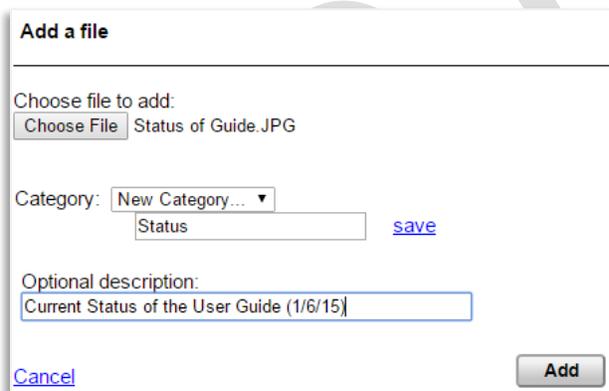
Press Choose File to select the document you wish to add, update the fields as desired, and press Add to post to your site.



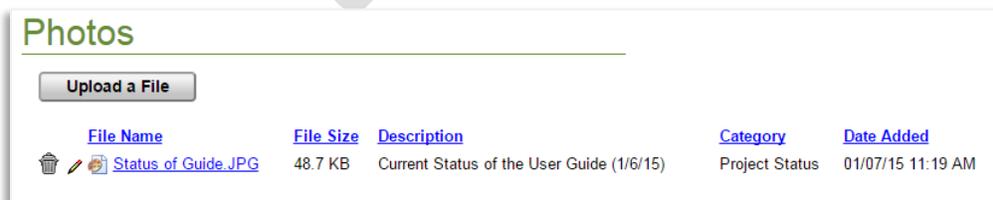
Choose File: Control used to upload the document.

Category: Optional pull-down list; when selecting and adding a new category, press [save](#) before pressing the Add button

Optional description: Field used to briefly describe the document



To edit the Description or Category of the photo, click on the pencil Icon located next to the File Name.



Update the photo information and press Save to post the changes to the site.

Edit Document

Category:

Description:

[Cancel](#)

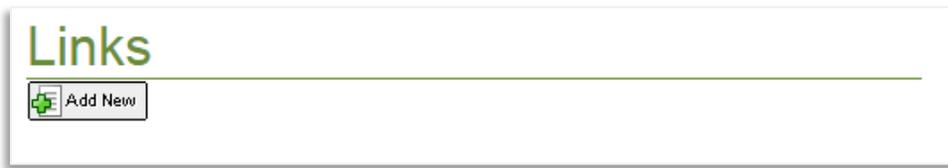
To delete the photo click on the trashcan icon located next to the File name.

Photos

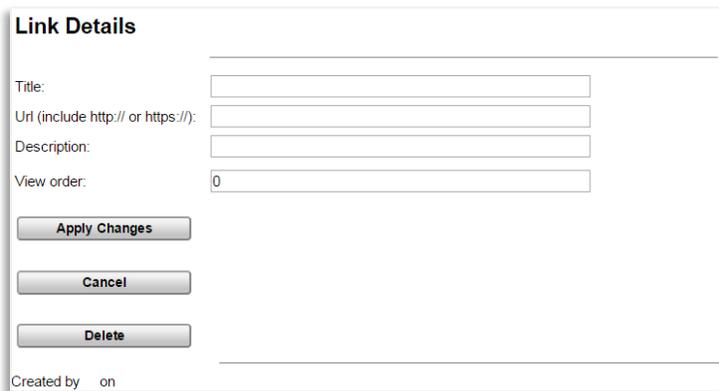
File Name	File Size	Description	Category	Date Added
  Status of Guide.JPG	48.7 KB	Current Status of the User Guide (01/06/15)	Project Status	01/07/15 11:19 AM

Links

To add a new link click on the Add New button located under *Links*.



Complete each field of the link details and press Apply changes when completed to post it to your site.

A screenshot of the 'Link Details' form. The form has a title 'Link Details' and a horizontal line above it. Below the line are four input fields: 'Title:', 'Url (include http:// or https://):', 'Description:', and 'View order:'. The 'View order' field contains the number '0'. Below the input fields are three buttons: 'Apply Changes', 'Cancel', and 'Delete'. At the bottom left, there is a label 'Created by' followed by a horizontal line and the text 'on'.

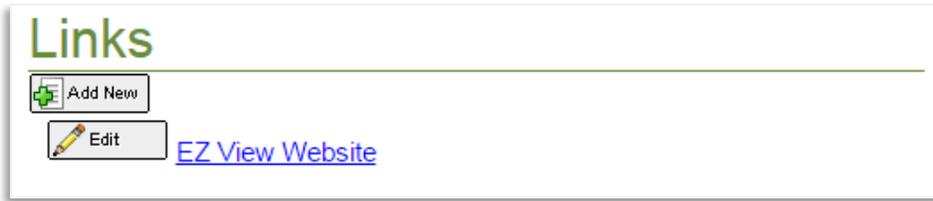
Title: Name of the hyperlink

URL: Hyperlink address (i.e. <http://www.ezview.wa.gov>)

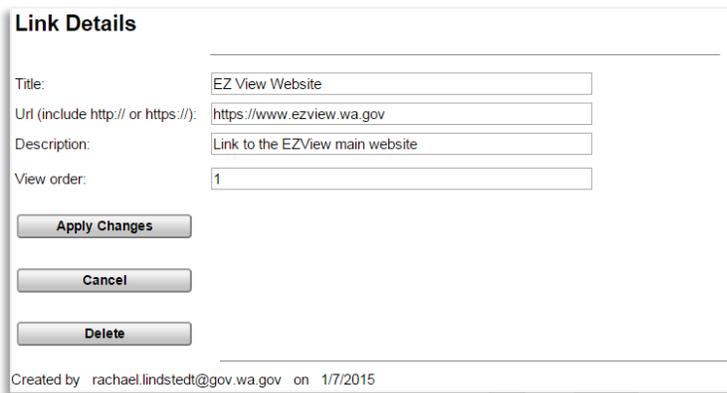
Description: A field used to briefly describe the link; pops-up when mouse hovers over the link

View Order: Used when multiple links are added; which link should show first, second, third, etc.

To Edit or Delete the link click on the Edit button located next to the link name.



Update each of the applicable fields and press Apply Changes to post to your site or press the Delete button to remove the link from your site.

A screenshot of a "Link Details" form. The form has four input fields: "Title" with the value "EZ View Website", "Url (include http:// or https://)" with the value "https://www.ezview.wa.gov", "Description" with the value "Link to the EZView main website", and "View order" with the value "1". Below the fields are three buttons: "Apply Changes", "Cancel", and "Delete". At the bottom of the form, it says "Created by rachael.lindstedt@gov.wa.gov on 1/7/2015".

Manage Contributors

The Manage Contributors page allows you to add new users and assign specific roles to assist in the management of the site.

To add a new user click the Add New button located under *Manage Users*.

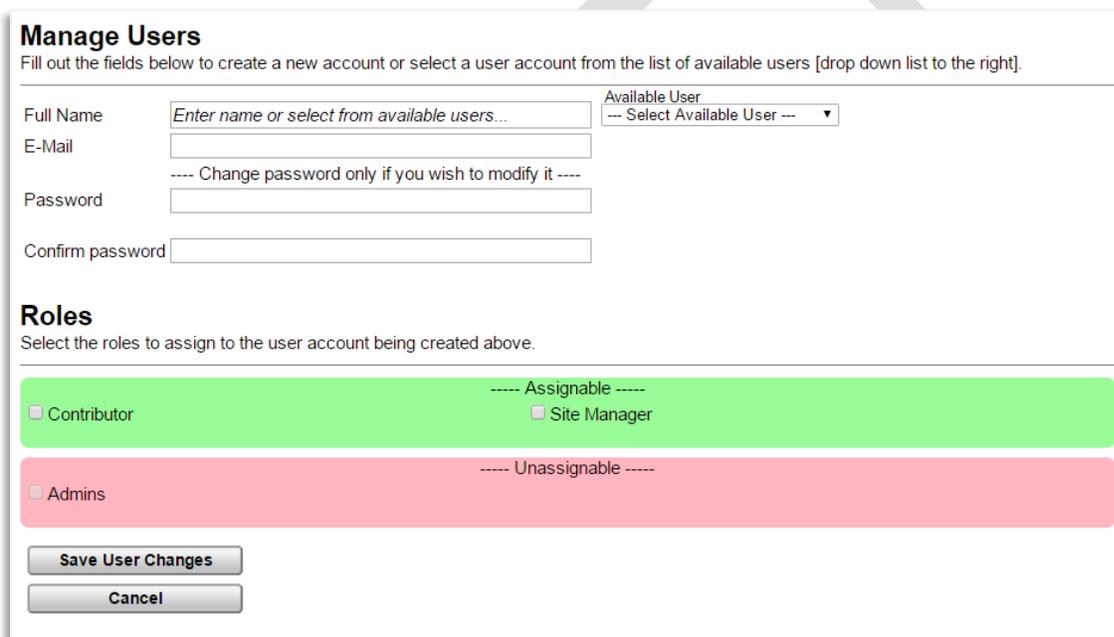


Manage Users

Operating in *Enhanced* mode. Using alternate portal (#1) as user base.

	Name	Email
 	Michael McNabb	michael.mcnabb@gov.wa.gov
 	Rachael Lindstedt	rachael.lindstedt@gov.wa.gov

Complete each field, select the role you wish to assign and press Save User Changes.



Manage Users

Fill out the fields below to create a new account or select a user account from the list of available users [drop down list to the right].

Full Name Available User

E-Mail

----- Change password only if you wish to modify it -----

Password

Confirm password

Roles

Select the roles to assign to the user account being created above.

Contributor Site Manager

Admins

Full Name: Manually enter user Name or select from the pull-down located under Available User

E-mail: Required for EZView sign-in

Password: Required for EZView sign-in; Assign an easy password for new users

Roles

Contributor: Minimal access; can add/edit information on the Updates and Library pages

Site Manager: Medium access; can add/edit information on all pages

Admins: Full Access; can fully edit all pages

To edit user click the pencil icon; to delete an entry click on the trash can icon; both icons are located next to each user's name.

Manage Users

 Add New

Operating in *Enhanced* mode. Using alternate portal (#1) as user base.

	<u>Name</u>	<u>Email</u>
 	Michael McNabb	michael.mcnabb@gov.wa.gov
 	Rachael Lindstedt	rachael.lindstedt@gov.wa.gov
 	Scott Hitchcock	scott.hitchcock@gov.wa.gov

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Appendix

Definitions

[A](#)•[B](#)•[C](#)•[D](#)•[E](#)•[F](#)•[G](#)•[H](#)•[I](#)•[J](#)•[K](#)•[L](#)•[M](#)•[N](#)•[O](#)•[P](#)•[Q](#)•[R](#)•[S](#)•[T](#)•[U](#)•[V](#)•[W](#)•[X](#)•[Y](#)•[Z](#)

A

Add – see [Apply Changes](#)

Add a File – the form used to upload a document or photo in the Library page

Add New – a control used to open a form for adding information on the website

Apply Changes – the control used to apply or post information on the website

Article Detail – the form used to create/edit a blog entry for the Updates page

C

Cancel – a control used to cancel and close form without saving or applying changes

Contact Details – the form used to create/edit contacts in the Contacts page

Contacts – pages used to provide the project member's contact information

D

Delete – the control used to remove information from the website

E

Edit – the control used to open a form to edit currently posted information on the website

Events – page used to provide upcoming events/meetings related to the project

H

HTML Editor – the form used to create/edit the narrative for the Overview page

L

Library – page used provide access to documents, photos and links to information related to the project

Link Details – the form used to create/edit link information in the Library Page

M

Manage Users – the form used to create/edit users in the Manage Contributors page

Manage Contributors – page used to manage users of the website by assigning specific roles: Contributor, Site Manager and Admins

Contributor – minimal access; this role allows users to add/edit entries in the Updates page and upload documents, photos or links on the Library page

Site Manager – medium access; this role allows users to add/edit entries on all the available pages

Admin – full access; this role allows users to add/edit entries and edit all pages

Meeting Detail – the form used to create a new meeting or event on the Events page

My Account – used to manage your account information on EZview

O

Overview – page used to provide a summary of the project

P

Pencil Icon – see [Edit](#)

S

Save – see [Apply Changes](#)

Save User Changes – see [Apply Changes](#)

Sign In / Sign Out – used to sign-in and sign-out of your EZview account

T

Trash Can Icon – see [Delete](#)

U

Upload a File – see [Add a file](#)

Updates – page use to provide updates on the status of the project

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