

General Log on Info:

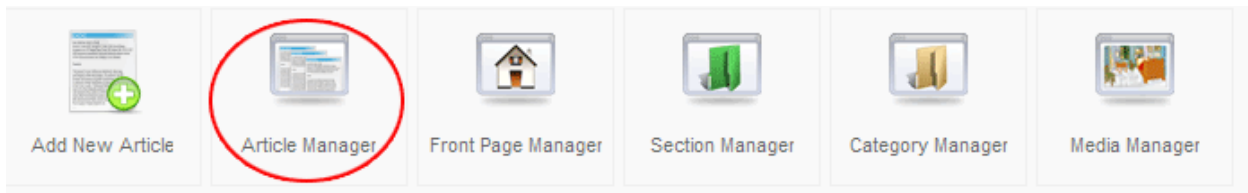
URL: www.lovelandoh.com/administrator

Username:

Password:

Basic Page Editing:

Log on using the credential above. You will see a series of buttons. Click the “Article Manager”



This will bring you to the list of “articles” or pages on the website:

The screenshot shows the 'Article Manager' interface. At the top, there are navigation tabs: Site, Menus, Content, Components, Help. Below that, there are icons for Unarchive, Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New, and Help. The main area contains a table with columns: #, Title, Published, Front Page, Order, Access Level, Section, Category, Author, and ID. There are also filter dropdowns for Section, Category, Author, and State. Arrows point from the filter dropdowns to the table headers and from the table titles to the explanatory text below.

#	Title	Published	Front Page	Order	Access Level	Section	Category	Author	ID
1	Utility Payments (Paypal)			1	Public			Amanda Stephany, Assistant to the City Manager	125
2	forrr			2	Public			Amanda Stephany, Assistant to the City Manager	102
3	Loveland Schools			3	Public			Amanda Stephany, Assistant to the City Manager	6
4	Welcome to The City of Loveland			4	Public			Amanda Stephany, Assistant to the City Manager	53
5	General Request			1	Public	Action Line	Citizens Comments and Concerns	Amanda Stephany, Assistant to the City Manager	79
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7	Street Improvements			2	Public	Action Line	Nuisance/Code Violations	Amanda Stephany, Assistant to the City Manager	12

“Filter” to quickly find your page

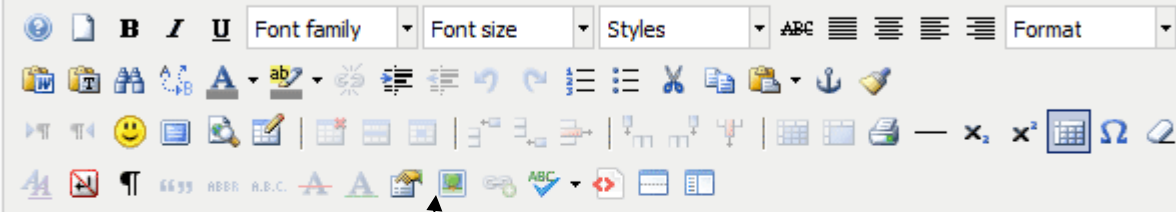
Click title to begin editing the page

Sort by Section/Category

To Edit:

Title	<input type="text" value="Tax Department"/>	Published	<input type="radio"/> No <input checked="" type="radio"/> Yes
Alias	<input type="text" value="tax-department"/>	Front Page	<input checked="" type="radio"/> No <input type="radio"/> Yes
Section	<input type="text" value="Departments"/>	Category	<input type="text" value="Taxes"/>

[show/hide]



Need 2009 Tax Forms? [Click here!](#)

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1st quarter – due April 30

Change text

Add Image

Create Link

Legacy: 1.0

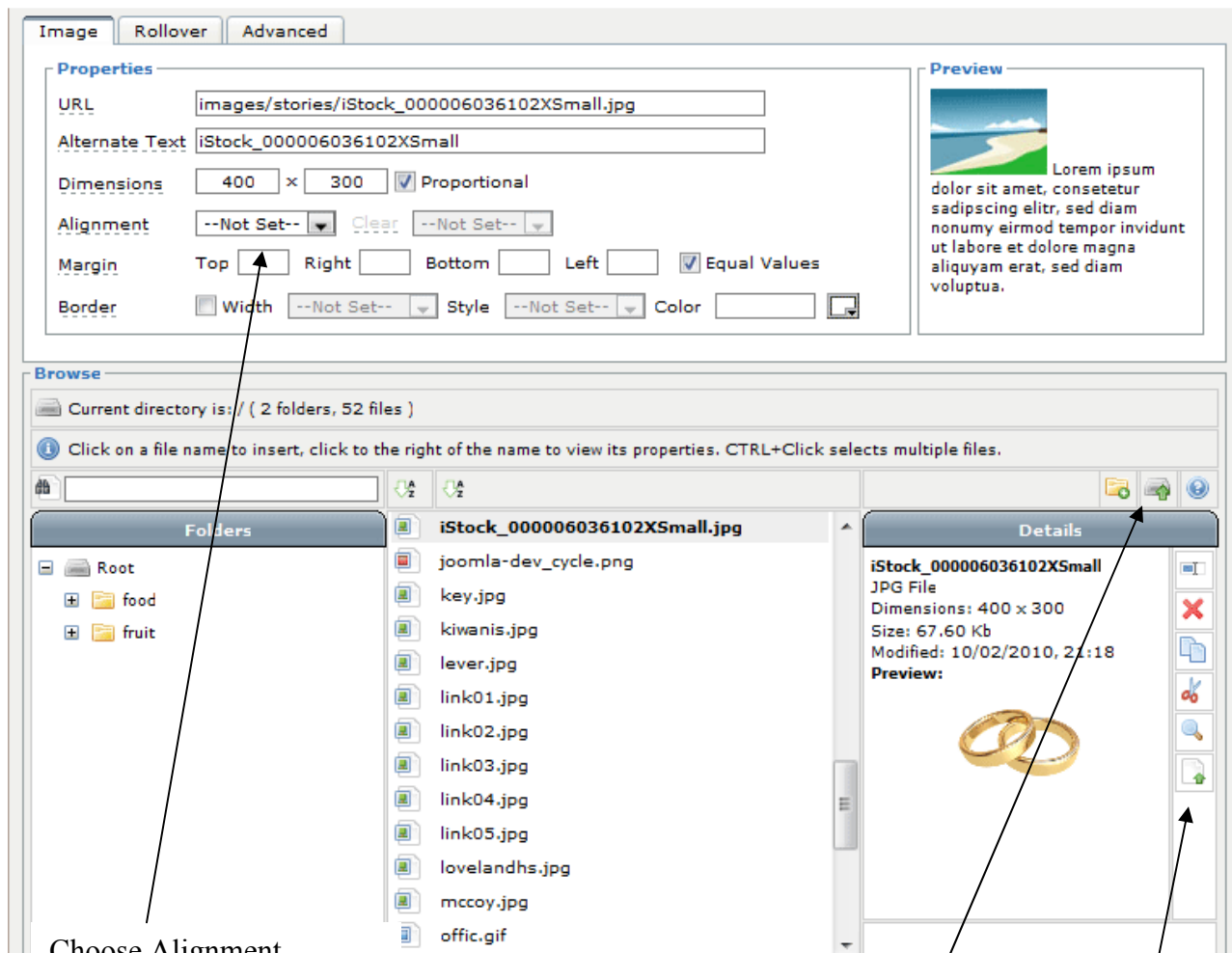
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First: it is important to make certain that any photo you upload is *already* web ready size. An optimal size for a photo embedded in a page would be 200-300 pixels wide:



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The screenshot shows a web editor interface with three main sections: Properties, Browse, and Details. The Properties section includes fields for URL, Alternate Text, Dimensions (400 x 300), Alignment (set to --Not Set--), Margin (Top, Right, Bottom, Left), and Border. The Browse section shows a file list with 'iStock_000006036102XSmall.jpg' selected. The Details section shows file information and a preview of the image. Arrows point from text labels to specific UI elements: 'Choose Alignment' points to the Alignment dropdown, 'Upload photo' points to the upload icon in the Details section, and 'Insert Photo' points to the insert icon in the Details section.

Choose Alignment

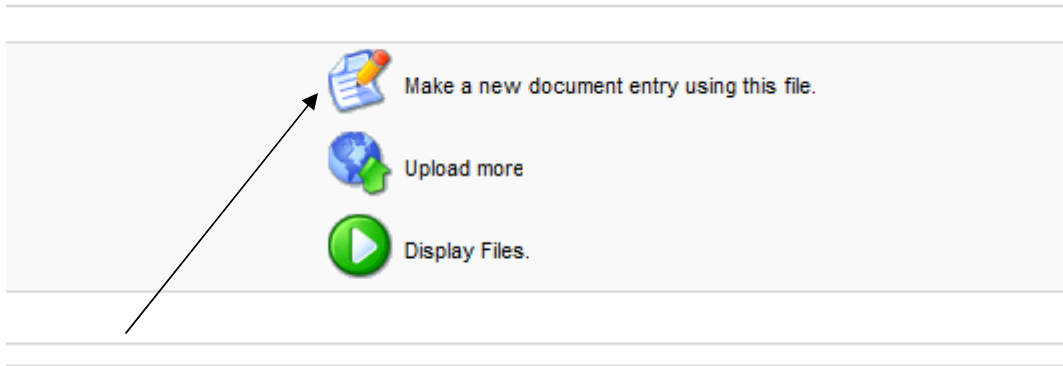
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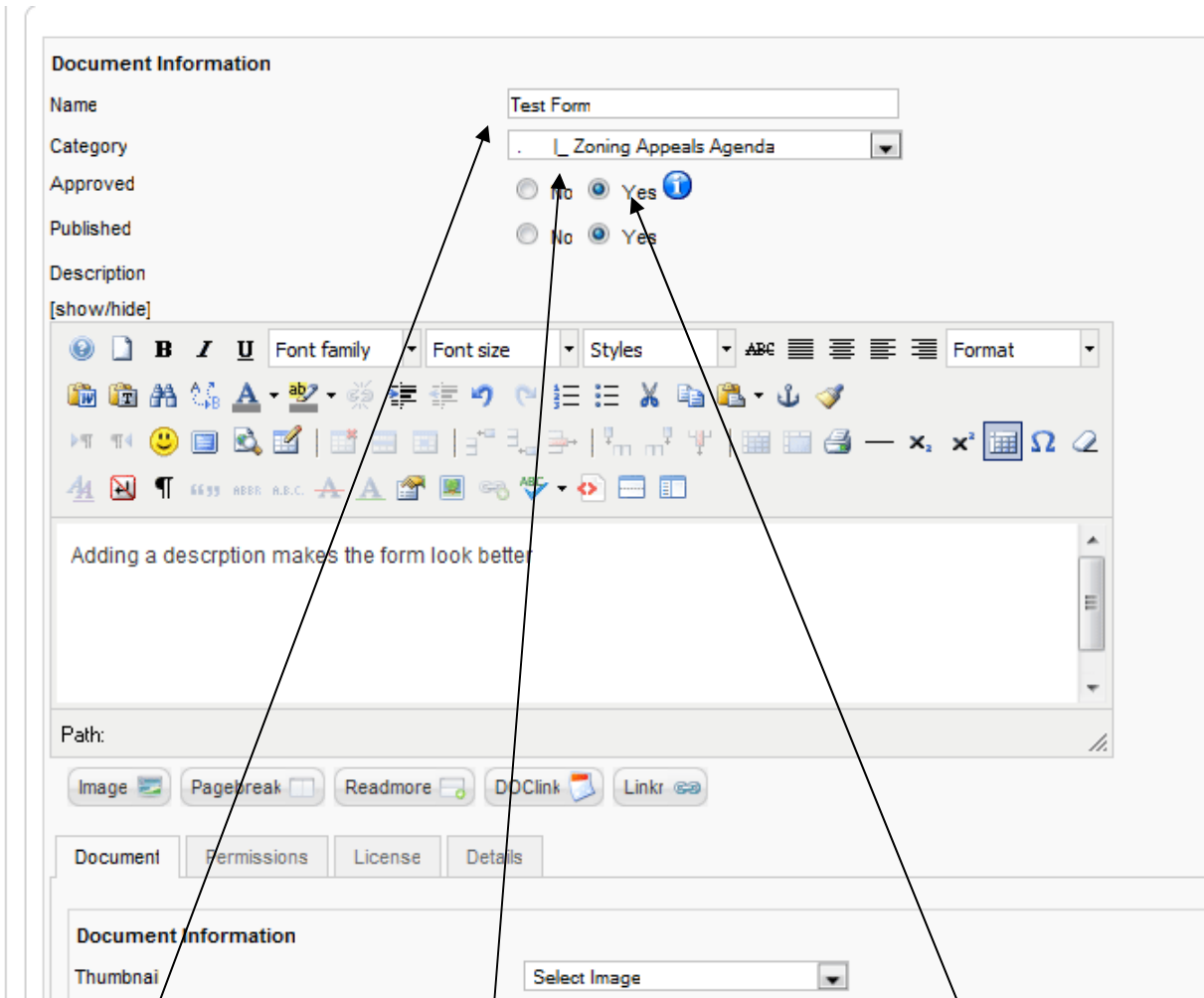
Insert Photo

Adding a PDF or Document to the Document System:

From the Menu at the top, roll over “Components” and scroll down to “Docman”

1. From the general menu, start with files. Click “New File”
2. “Upload from your computer” → Next
3. “Choose the file to upload”, Browse to file, “Submit”

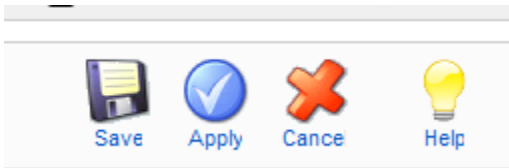




Add Document Name

Select Category

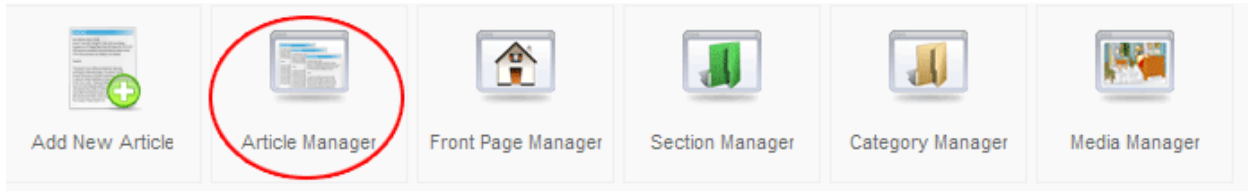
Change approved and published to "yes"



Save!

Posting News Items to News Headlines Box

Click the “Article Manager”



This will bring you to the list of “articles” or pages on the website:

The screenshot shows the 'Article Manager' interface. At the top, there is a navigation bar with 'Site', 'Menus', 'Content', 'Components', and 'Help'. Below this is a toolbar with icons for 'Unarchive', 'Archive', 'Publish', 'Unpublish', 'Move', 'Copy', 'Trash', 'Edit', 'New', and 'Help'. The 'New' icon, a green plus sign, is highlighted with a black arrow. Below the toolbar is a filter section with dropdown menus for 'Section', 'Category', 'Author', and 'State'. The main area contains a table of articles.

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Click “New”

Article: [New]

Add Title

Title

Published No Yes

Alias

Front Page No Yes

Section

Category

[show/hide]

Font family Font size Styles ABC Format

Section must be "News" – Category must be "Latest"

Add content, making sure that "section" is "news" and "category" is "latest" and then save. Story will automatically be sent to the news box.

General Log on Info:

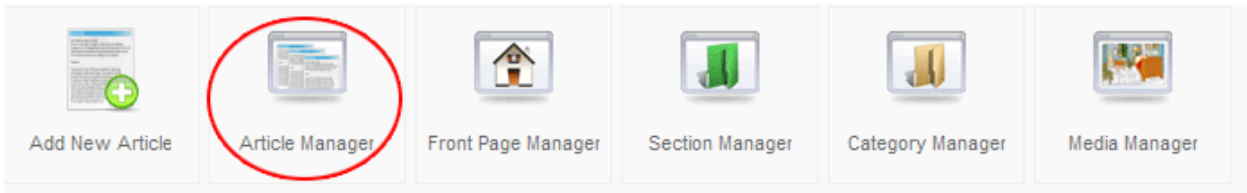
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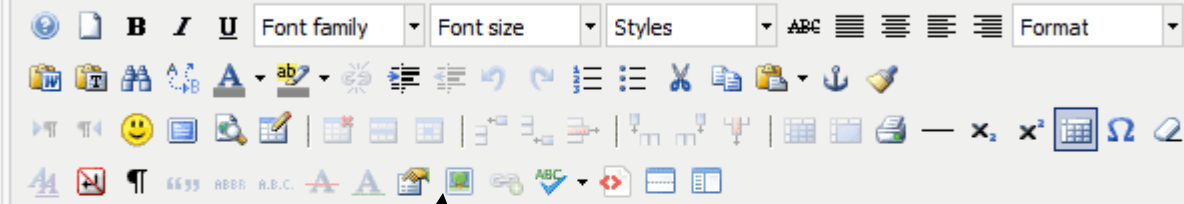
Click title to begin editing the page

Sort by Section/Category

To Edit:

Title	<input type="text" value="Tax Department"/>	Published	<input type="radio"/> No <input checked="" type="radio"/> Yes
Alias	<input type="text" value="tax-department"/>	Front Page	<input checked="" type="radio"/> No <input type="radio"/> Yes
Section	<input type="text" value="Departments"/>	Category	<input type="text" value="Taxes"/>

[show/hide]



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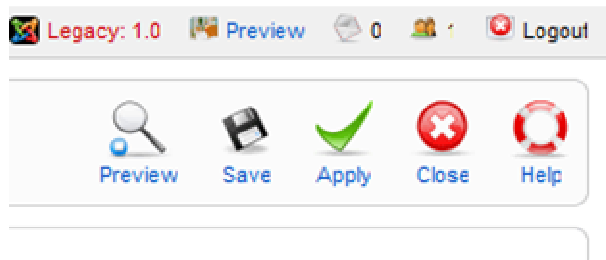
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Change text

Add Image

Create Link



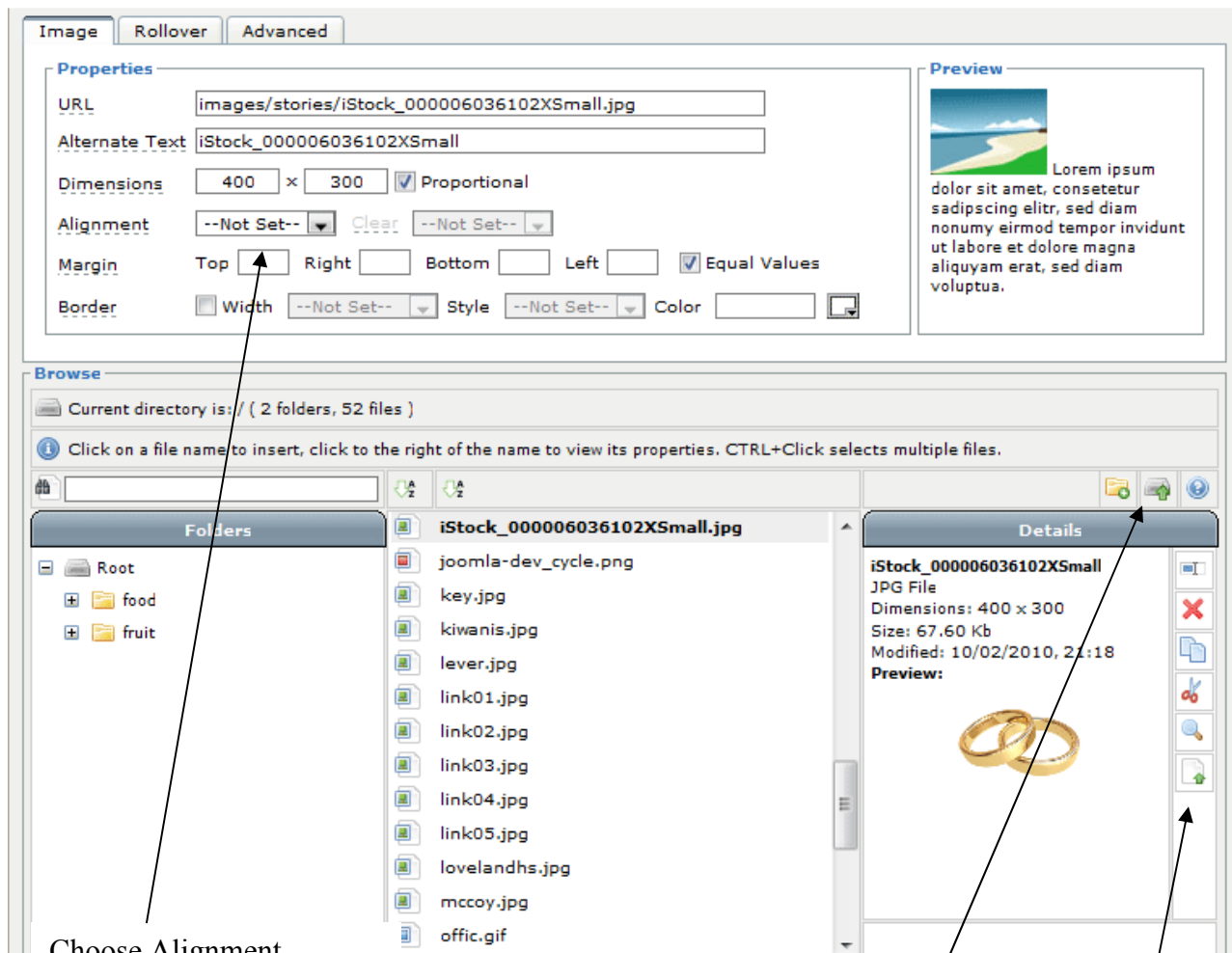
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This image is 300 px. wide. It can be found on the “schools” page. You can use a program like the built-in “Microsoft Picture Manager” to resize and crop photos.



The screenshot displays the 'Image' configuration window with the following details:

- Properties:**
 - URL: images/stories/iStock_000006036102XSmall.jpg
 - Alternate Text: iStock_000006036102XSmall
 - Dimensions: 400 x 300 (Proportional checked)
 - Alignment: --Not Set-- (Clear button), --Not Set--
 - Margin: Top (selected), Right, Bottom, Left (Equal Values checked)
 - Border: Width, --Not Set-- (Style, Color)
- Browse:** Current directory is: / (2 folders, 52 files). File list includes: iStock_000006036102XSmall.jpg, joomla-dev_cycle.png, key.jpg, kiwanis.jpg, lever.jpg, link01.jpg, link02.jpg, link03.jpg, link04.jpg, link05.jpg, lovelandhs.jpg, mccoy.jpg, offic.gif.
- Details:** iStock_000006036102XSmall, JPG File, Dimensions: 400 x 300, Size: 67.60 Kb, Modified: 10/02/2010, 21:18. Includes a preview of the image and icons for upload, insert, and delete.

Choose Alignment

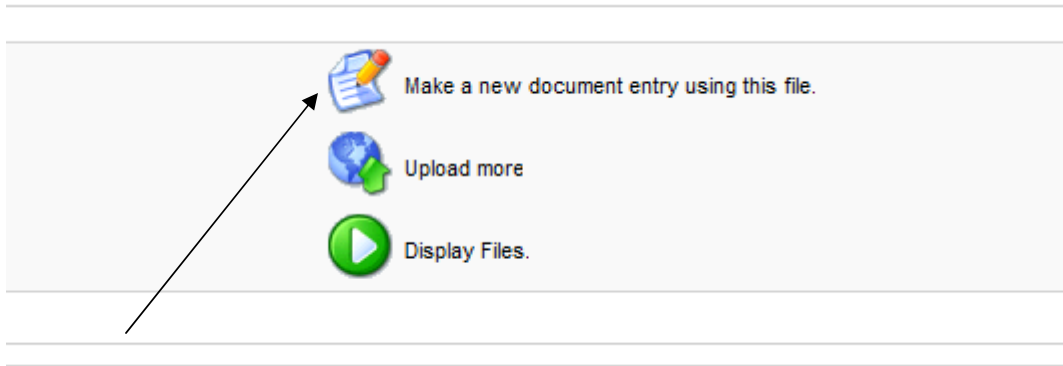
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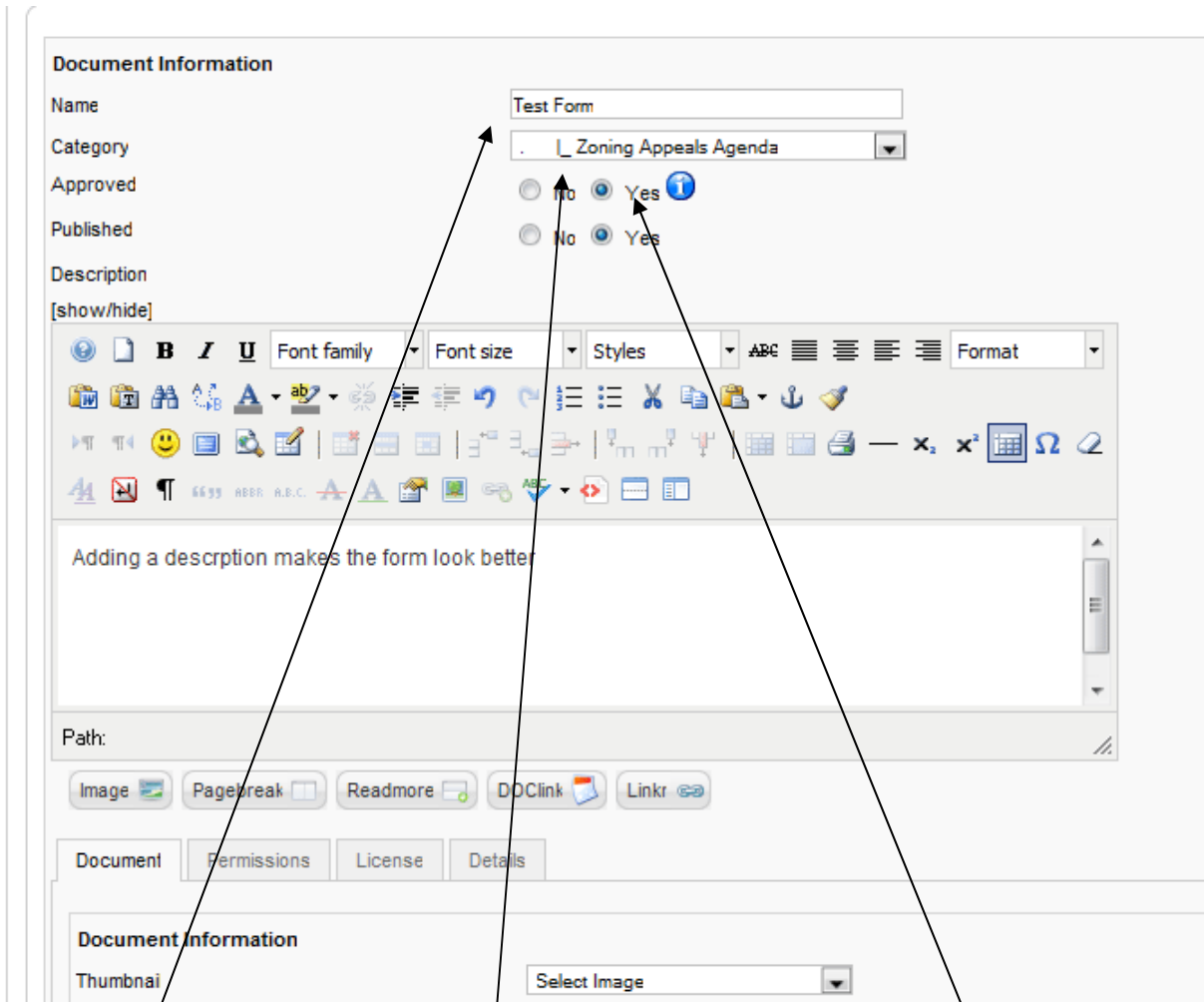
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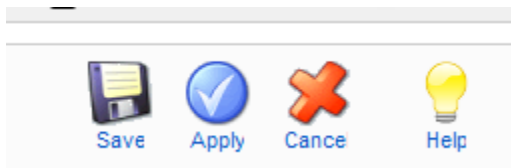




Add Document Name

Select Category

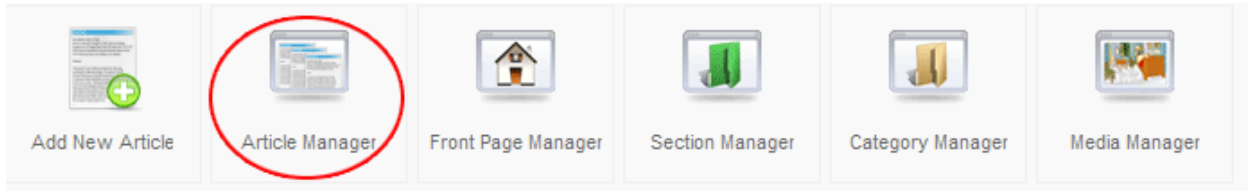
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Click “New”

 **Article: [New]**

Title

Alias

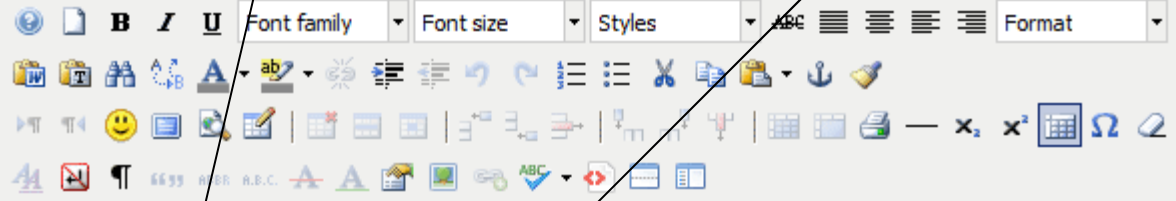
Section

Published No Yes

Front Page No Yes

Category

[show/hide]



Add Title

Section must be "News" – Category must be "Latest"

Add content, making sure that "section" is "news" and "category" is "latest" and then save. Story will automatically be sent to the news box.

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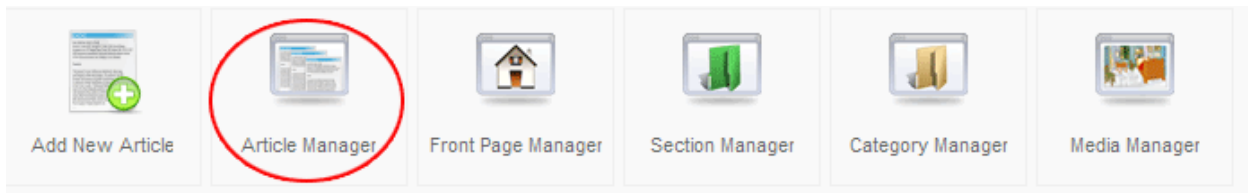
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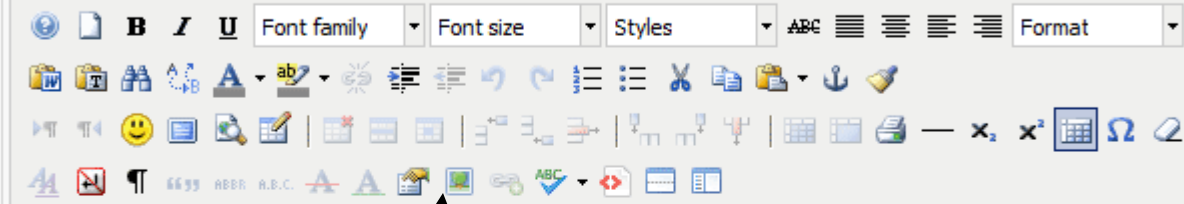
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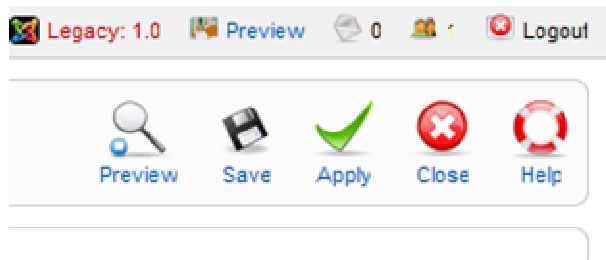
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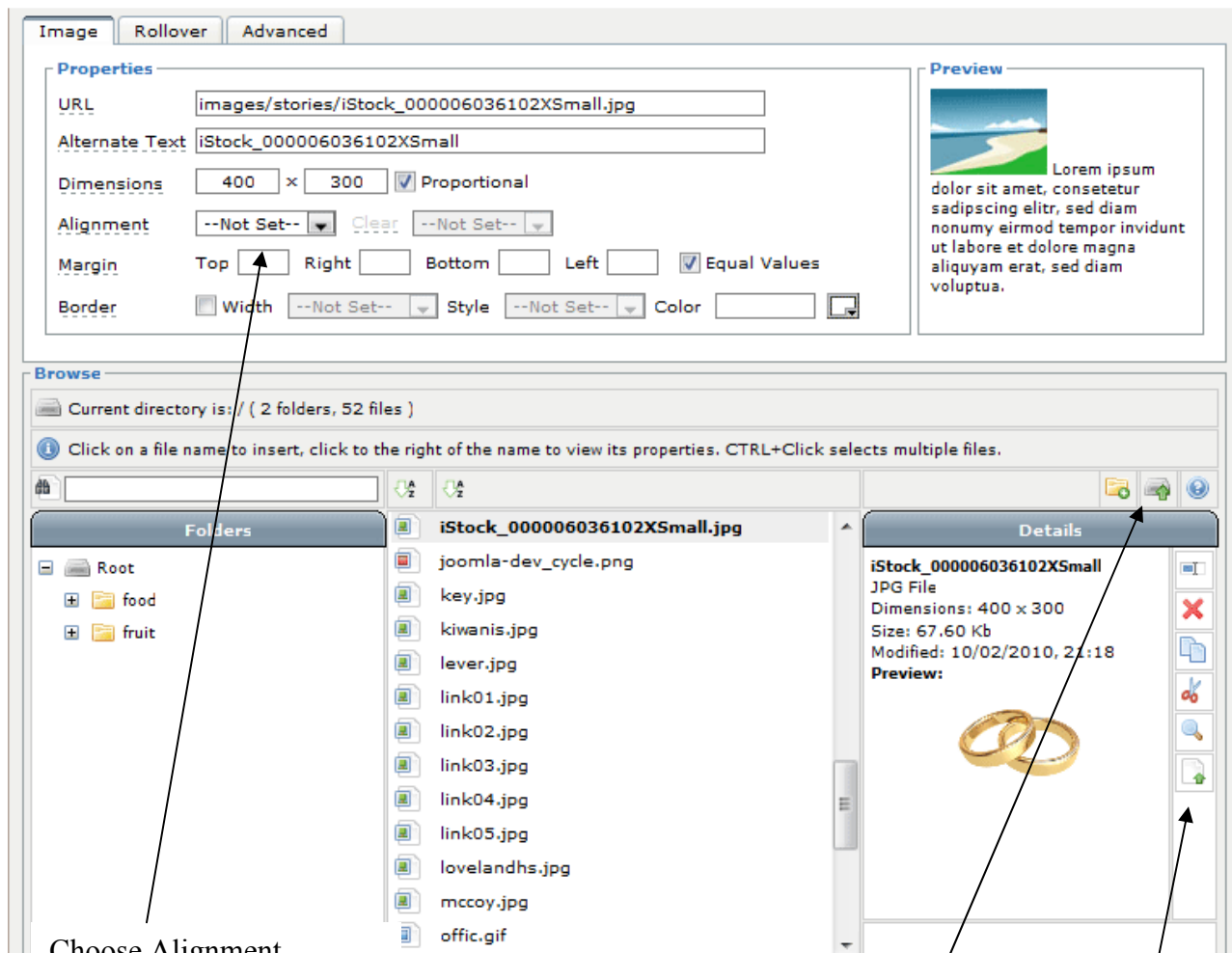
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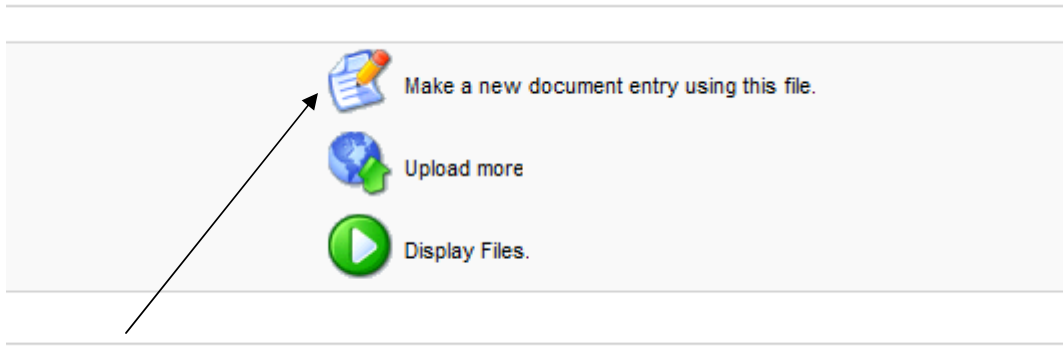
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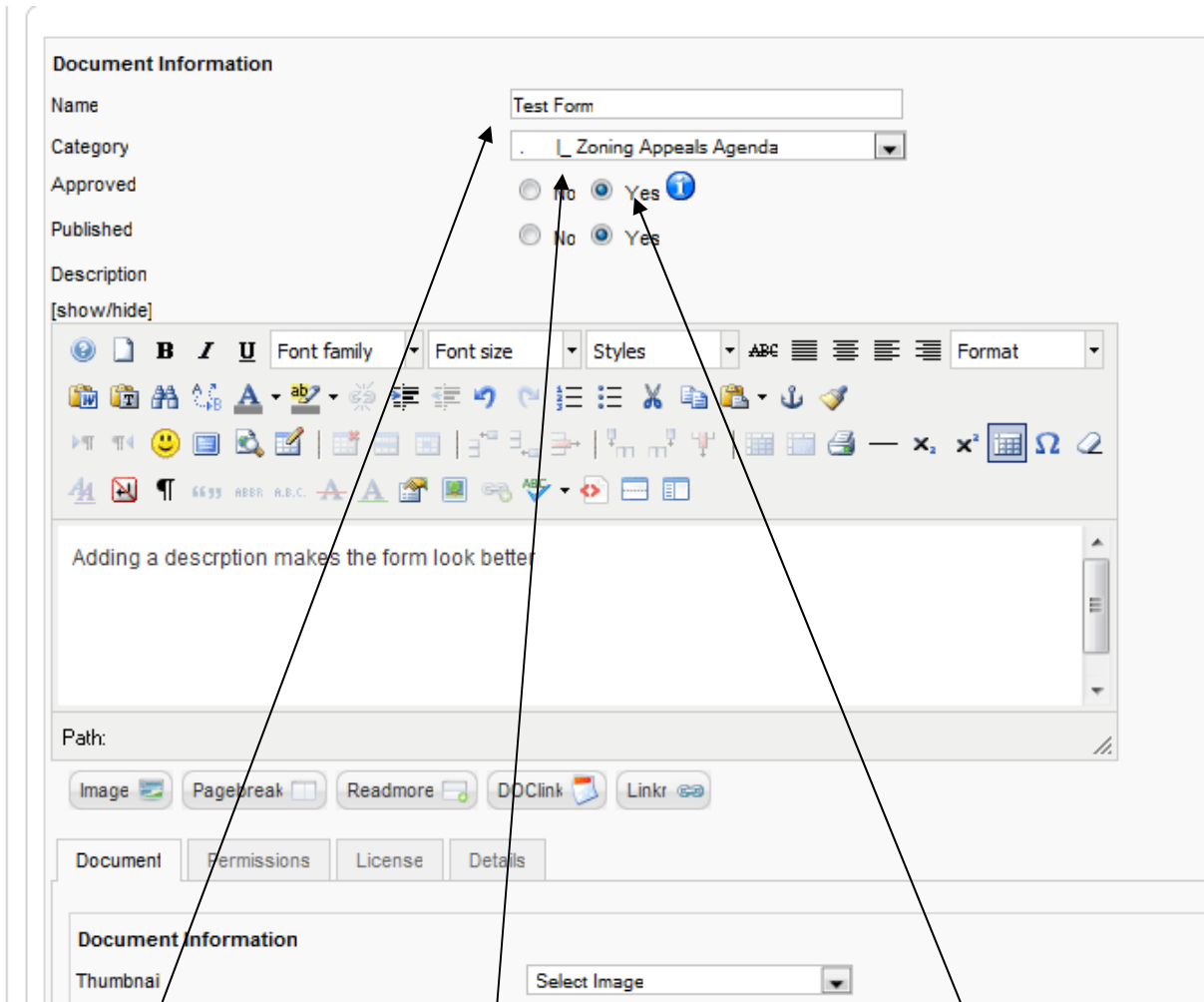
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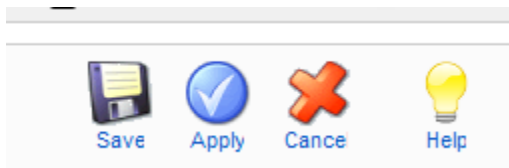




Add Document Name

Select Category

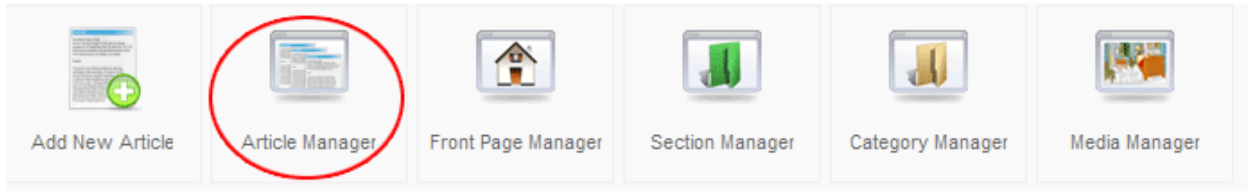
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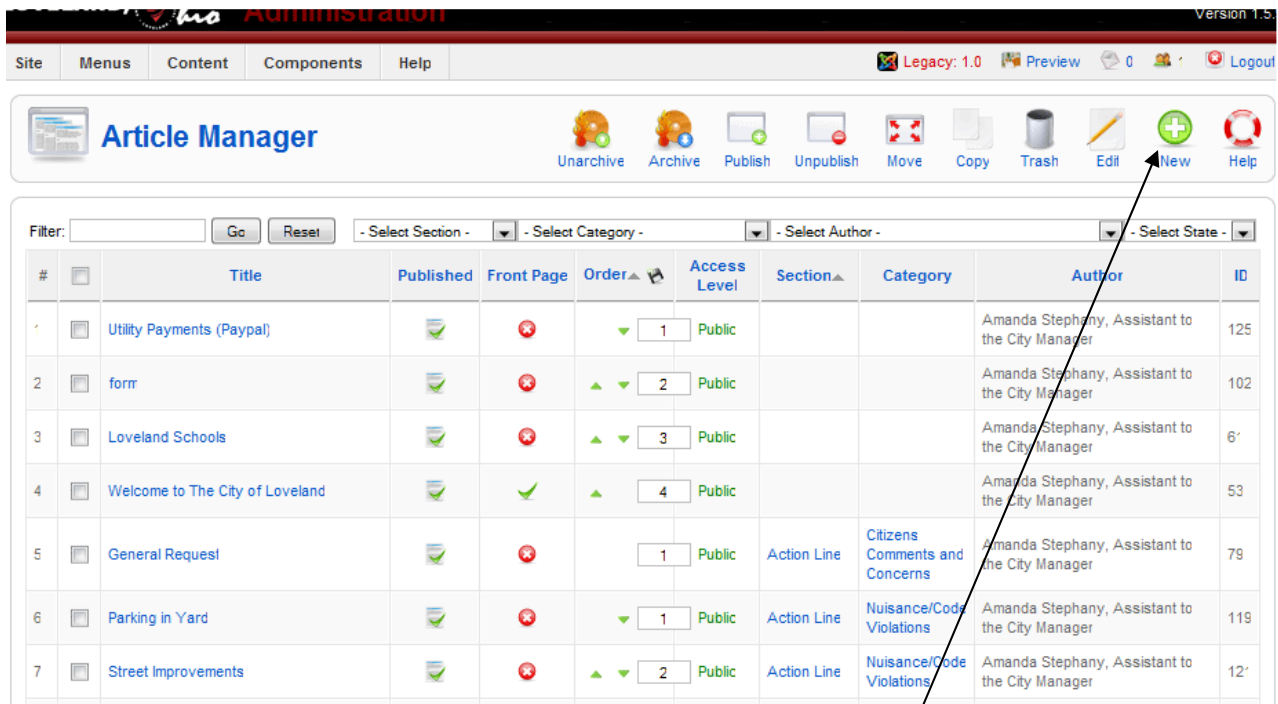
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Article Manager

Unarchive Archive Publish Unpublish Move Copy Trash Edit **New** Help

Filter: Go Reset - Select Section - - Select Category - - Select Author - - Select State -

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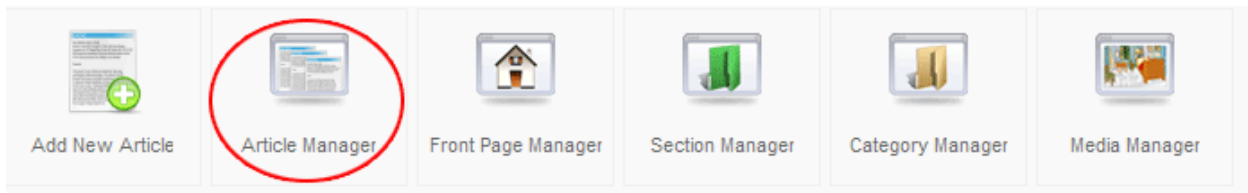
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2	forrr			2	Public			Amanda Stephany, Assistant to the City Manager	102
3	Loveland Schools			3	Public			Amanda Stephany, Assistant to the City Manager	6
4	Welcome to The City of Loveland			4	Public			Amanda Stephany, Assistant to the City Manager	53
5	General Request			1	Public	Action Line	Citizens Comments and Concerns	Amanda Stephany, Assistant to the City Manager	79
6	Parking in Yard			1	Public	Action Line	Nuisance/Code Violations	Amanda Stephany, Assistant to the City Manager	119
7	Street Improvements			2	Public	Action Line	Nuisance/Code Violations	Amanda Stephany, Assistant to the City Manager	12

“Filter” to quickly find your page

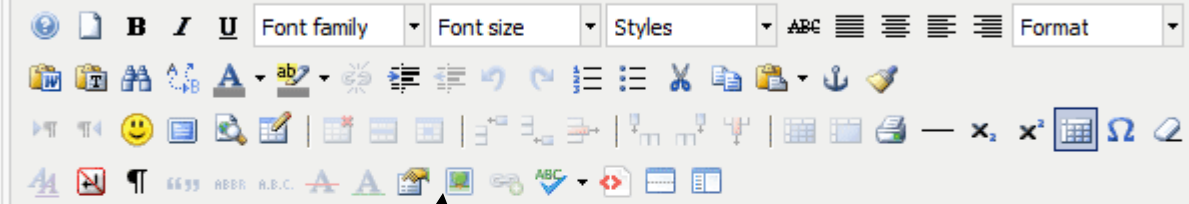
Click title to begin editing the page

Sort by Section/Category

To Edit:

Title	<input type="text" value="Tax Department"/>	Published	<input type="radio"/> No <input checked="" type="radio"/> Yes
Alias	<input type="text" value="tax-department"/>	Front Page	<input checked="" type="radio"/> No <input type="radio"/> Yes
Section	<input type="text" value="Departments"/>	Category	<input type="text" value="Taxes"/>

[show/hide]



Need 2009 Tax Forms? [Click here!](#)

The City of Loveland is now using the Regional Income tax Agency, R.I.T.A. to administer the Loveland City Income taxes. All of the forms and instructions for filing your City income tax are available [here](#) on our website.

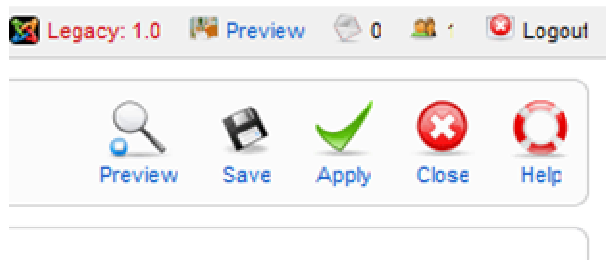
Loveland income tax code (Chapter 183, Section .07) requires individual taxpayers having estimated taxes due in excess of \$100.00 to pay on a quarterly billing schedule. Noncompliance results in a penalty equal to 10% of the tax remaining due over \$100.00 after the estimated payment deadline of January 31. To avoid assessment of such a penalty, the code provides three "safe harbor" options: 1) owe less than \$100 when you file the annual return, 2) pay at least 100% of your previous year's liability through employer withholding of Loveland tax or your work city tax (credit is limited to 1% of the wages taxed by such city), and/or direct payment of estimated taxes to Loveland or, 3) pay at least 90% of the current year's liability through the same means as #2. Each of these rules requires that necessary estimated payments are made timely. The quarterly due dates are as follows:

1st quarter – due April 30

Change text

Add Image

Create Link



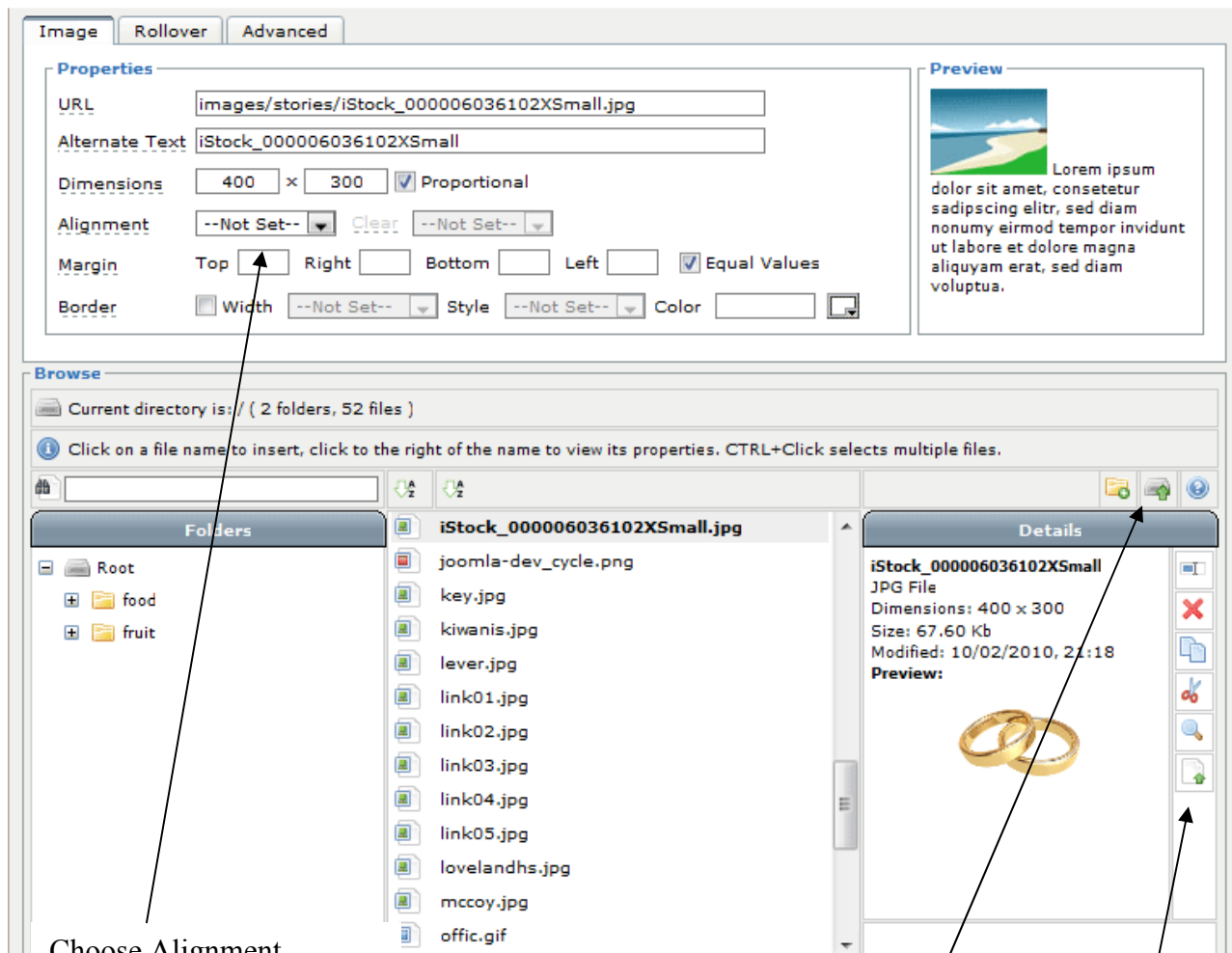
"Save" takes you back out to the menu
"Apply" saves changes and lets you continue to work.

Adding an Image to a Page:

First: it is important to make certain that any photo you upload is *already* web ready size. An optimal size for a photo embedded in a page would be 200-300 pixels wide:



This image is 300 px. wide. It can be found on the “schools” page. You can use a program like the built-in “Microsoft Picture Manager” to resize and crop photos.



The screenshot displays a web editor interface with three main sections: Properties, Browse, and Details. In the Properties section, the URL is 'images/stories/iStock_000006036102XSmall.jpg', the alternate text is 'iStock_000006036102XSmall', and dimensions are set to 400 x 300. The Alignment dropdown is set to '--Not Set--'. In the Browse section, the current directory is '/', and a file list shows 'iStock_000006036102XSmall.jpg' selected. In the Details section, the file name 'iStock_000006036102XSmall' is shown, along with its dimensions (400 x 300), size (67.60 Kb), and modified date (10/02/2010, 21:18). A preview of the image is shown in the Details section.

Choose Alignment

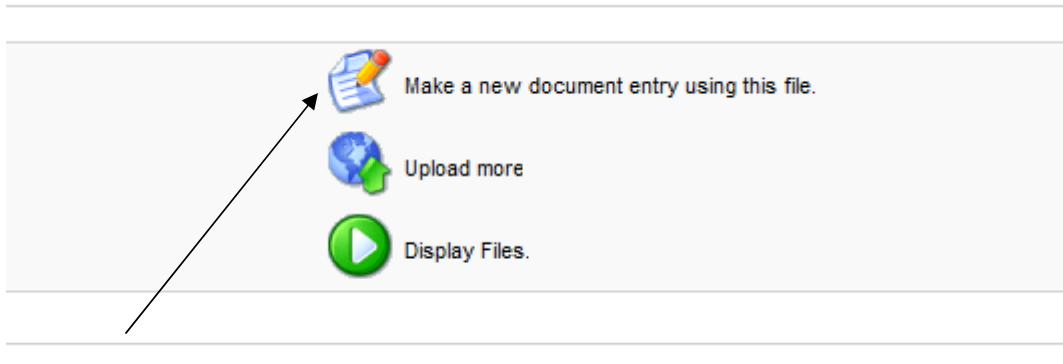
Upload photo

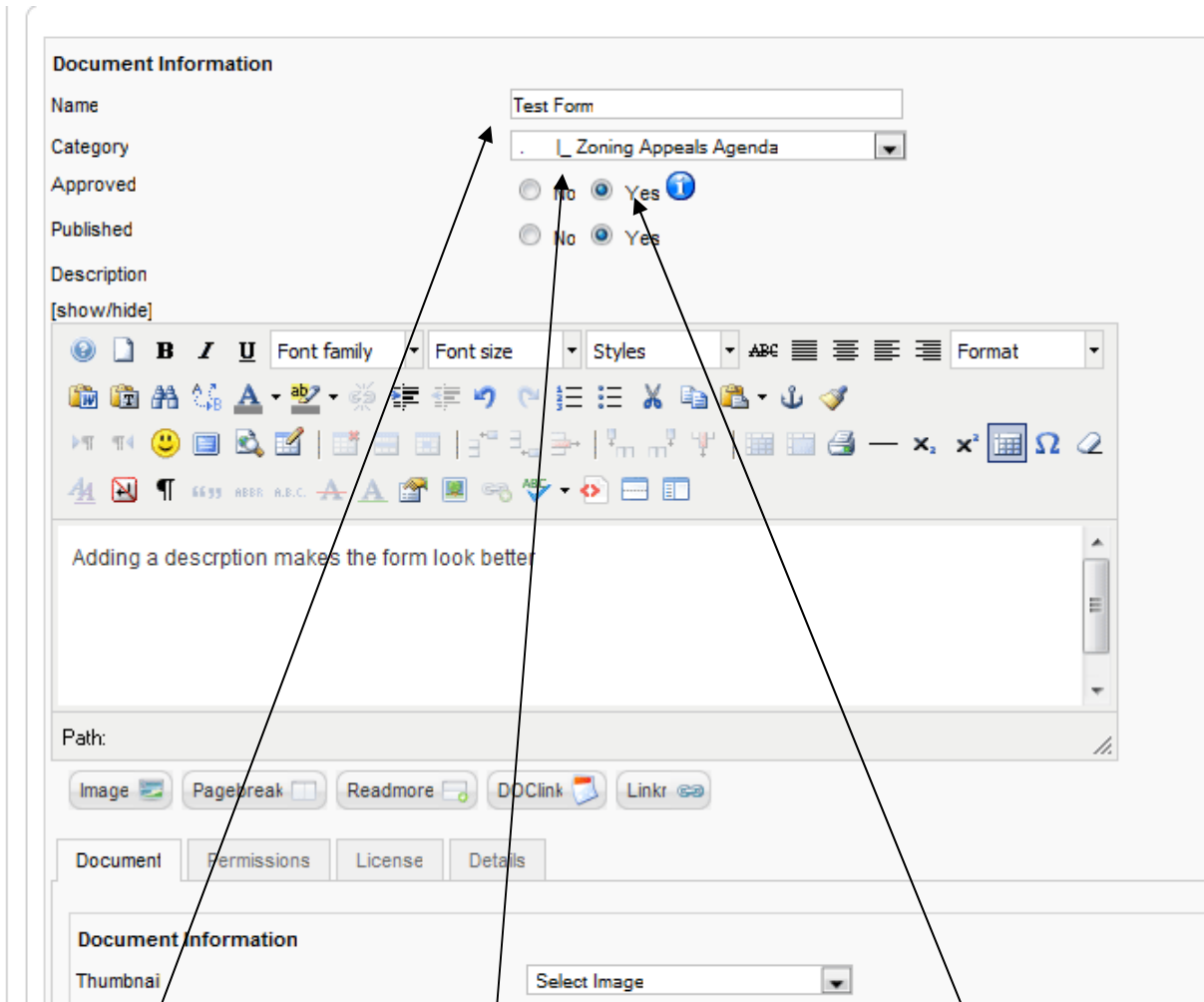
Insert Photo

Adding a PDF or Document to the Document System:

From the Menu at the top, roll over “Components” and scroll down to “Docman”

1. From the general menu, start with files. Click “New File”
2. “Upload from your computer” → Next
3. “Choose the file to upload”, Browse to file, “Submit”

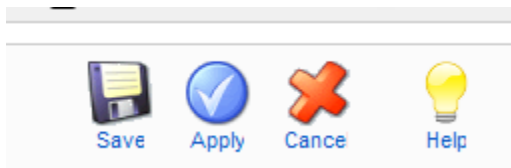




Add Document Name

Select Category

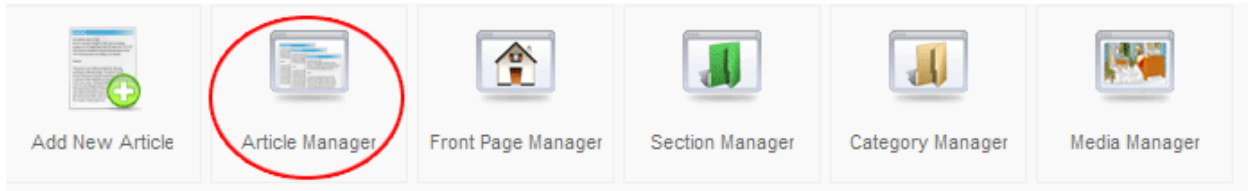
Change approved and published to "yes"



Save!

Posting News Items to News Headlines Box

Click the “Article Manager”



This will bring you to the list of “articles” or pages on the website:

The screenshot shows the 'Article Manager' interface. At the top, there is a navigation bar with 'Site', 'Menus', 'Content', 'Components', and 'Help'. Below this is a toolbar with icons for 'Unarchive', 'Archive', 'Publish', 'Unpublish', 'Move', 'Copy', 'Trash', 'Edit', 'New', and 'Help'. The 'New' icon is highlighted with a red circle and an arrow pointing to it from the text 'Click “New”' below. Below the toolbar is a filter section with 'Filter:' and buttons for 'Go' and 'Reset'. There are also dropdown menus for 'Select Section', 'Select Category', 'Select Author', and 'Select State'. The main area contains a table of articles.

#	Title	Published	Front Page	Order	Access Level	Section	Category	Author	ID
1	Utility Payments (Paypal)			1	Public			Amanda Stephany, Assistant to the City Manager	125
2	form			2	Public			Amanda Stephany, Assistant to the City Manager	102
3	Loveland Schools			3	Public			Amanda Stephany, Assistant to the City Manager	6
4	Welcome to The City of Loveland			4	Public			Amanda Stephany, Assistant to the City Manager	53
5	General Request			1	Public	Action Line	Citizens Comments and Concerns	Amanda Stephany, Assistant to the City Manager	79
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7	Street Improvements			2	Public	Action Line	Nuisance/Code Violations	Amanda Stephany, Assistant to the City Manager	12

Click “New”

Article: [New]

Add Title

Title

Published No Yes

Alias

Front Page No Yes

Section

Category

[show/hide]

Font family Font size Styles ABC Format

Section must be "News" – Category must be "Latest"

Add content, making sure that "section" is "news" and "category" is "latest" and then save. Story will automatically be sent to the news box.