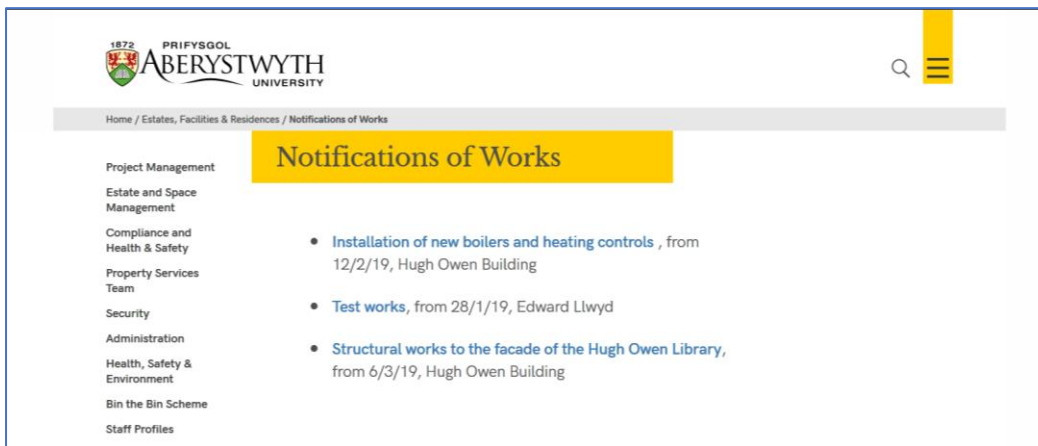


32. Creating a Notification of Works

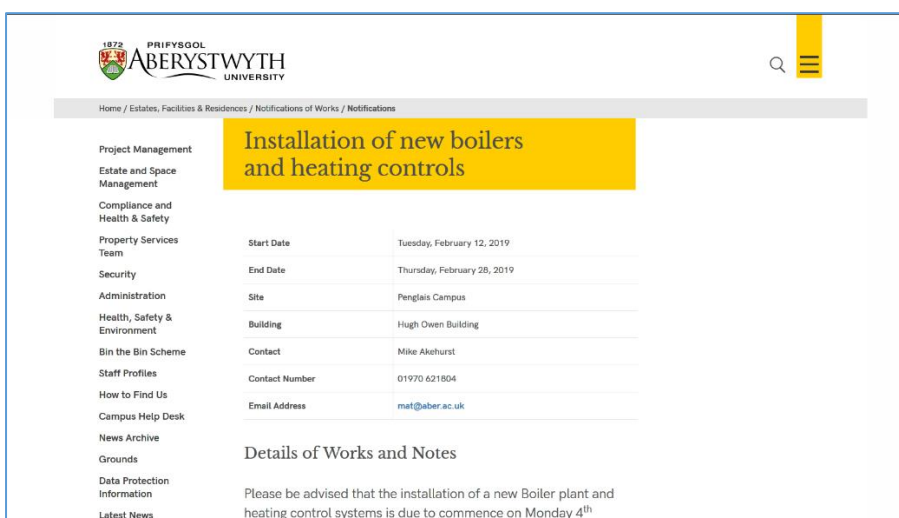
Introduction

The Notifications of Works page automatically displays notifications that are added to a sub-section. The notifications can be set to automatically expire after the end date of the works.

Notifications of Works page (<https://www.aber.ac.uk/en/estates/notifications-of-works/>):

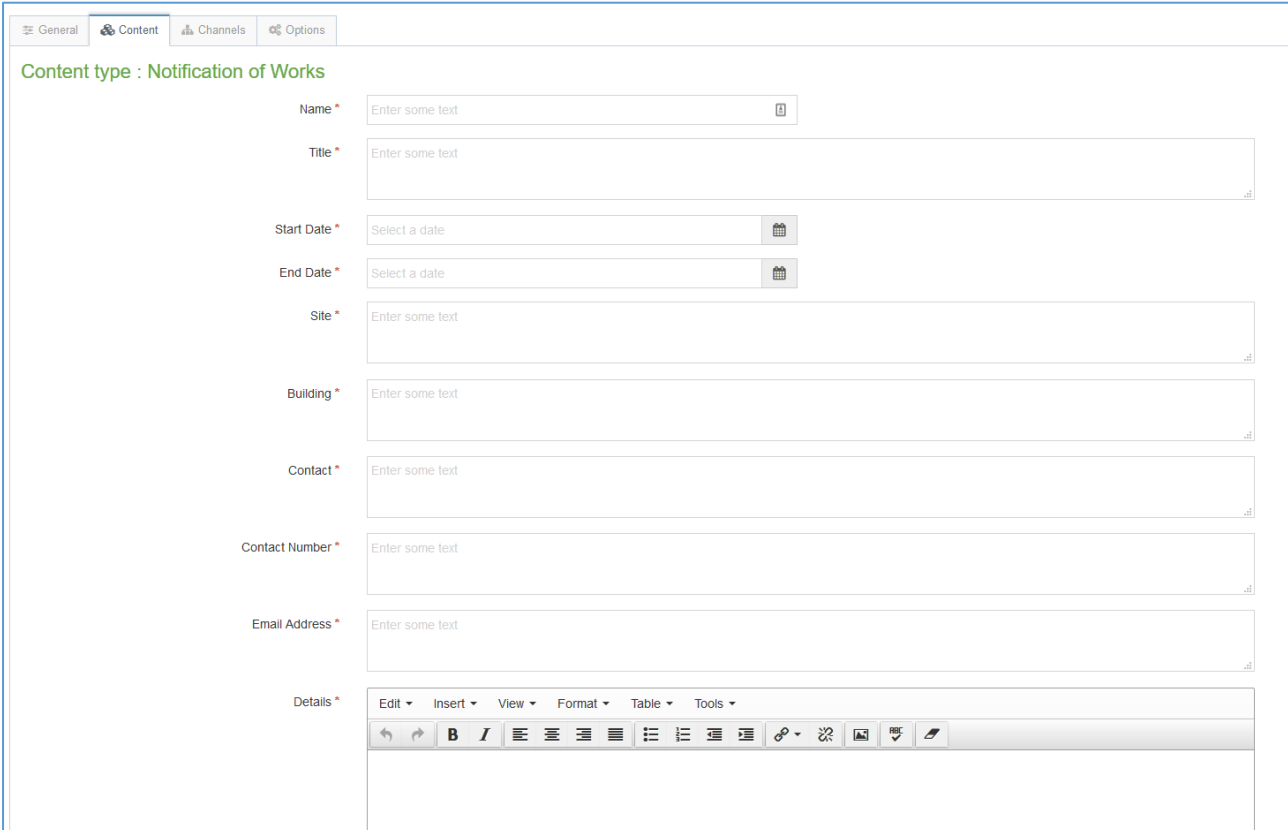


When a user clicks on a particular notification, they will be able to view the details of the works including the contact:



Creating a New Notification of Works

1. In the CMS find the 'Notifications of Works' section and expand it to find the 'Notifications' sub-section that is inside it
2. Click on 'Notifications' to open the section
3. Click on the Content tab to view the content in the section
4. Click the green 'Create content' button
5. From the list of content types that is displayed, choose 'Notification of Works' by clicking on its name
6. The Notification of Works template will be displayed:




The screenshot shows a CMS interface with a top navigation bar containing 'General', 'Content', 'Channels', and 'Options' tabs. The 'Content' tab is active. Below the navigation bar, the text 'Content type : Notification of Works' is displayed. The form contains several input fields, each with a red asterisk indicating a required field: 'Name', 'Title', 'Start Date', 'End Date', 'Site', 'Building', 'Contact', 'Contact Number', and 'Email Address'. The 'Start Date' and 'End Date' fields have calendar icons. At the bottom of the form is a 'Details' section with a rich text editor toolbar containing options for 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools', along with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, and help.

7. Fill in the details of the Notification of Works:

- a. Name - give the content a name, e.g. new boilers
- b. Title - enter the title of the works, e.g. Installation of new boilers and heating controls

- c. Start Date - click into the box to make the date picker appear and choose the start date for the works
 - d. End Date - click into the box to make the date picker appear and choose the end date for the works
 - e. Site - enter the location of the works, e.g. Penglais Campus
 - f. Building - enter the name of the building (or buildings) where the work is located
 - g. Contact - enter the name of the person who should be contacted by anyone with queries about the works
 - h. Contact Number - enter the phone number of the contact
 - i. Email Address - enter the email address of the contact
 - j. Detail - enter the full information about the works that are going to be carried out
8. Before saving the notification, you can add an expiry date - this will mean that the notification will stop showing on the website once the expiry date has passed:
- a. Click on the Options tab at the top of the template
 - b. Click into the Expiry date box to make the date picker appear - choose the date when the notification should be removed from the site
9. When you have finished, click the blue Save changes button at the bottom of the template
10. You will be able to see your new Notification of Works listed on the preview of the main Notifications of Work page
11. Remember that you will need to approve your new notification before it will go live

Reordering your Notifications of Works

1. Open the Notifications section in the CMS and click on the content tab to view the content
2. Click on the move arrows to the left of the item you want to move () and drag it to the correct position in the list
3. Let go of the mouse to complete the move
4. Click on the Save changes button to save your reordering