revize.
The Government Website Experts

# ROBERTSON COUNTY, TN

Part 1: Monday, July 27· 1:00pm-2:30pm /2:00pm – 3:30pm EST
Part 2: Tuesday, July 28, 2026 @ 1:00pm-2:30pm /2:00pm – 3:30pm EST
Note: Some options are not enabled until the site is LIVE such as*, "e-notify", "save-as-draft'", "Search*

## Part 1 - The Basic Features - (90 minutes)

**Following Options Available to All Users except were identified**

Homepage Overview
- Introducing the Homepage
- Reviewing the Policy Statements

Revize Content Editing Toolbar
- Modifying the editing environment using the Revize toolbar
- Viewing the website in different formats: desktop, tablet, and phone view
- Using the administrative tools

Creating Pages
- Introducing the freeform page: (slider, left navigation, and area for content)
- Building the Left Navigation Sub Menu Module

Adding Content to Pages
- Using the Link Manager

ADA Compliance
- Review ADA guidelines for images in the Rich Text Editor
- Publishing Pages: Publish/ Save as Draft /Return to Website/ History

E-notify
- Subscribing to a page
- Sending a generic/custom message on a subscribed page

Review Website Permissions **Admins Only**

## Part 2 - Advanced Features and Q&A (90+ minutes)

Q&A: Have you been editing the site? Any concerns? Questions?

***Following Options Available to All Users***

Page Builder
- Builder View vs Simple View
- Page Settings
- Adding/Deleting modules
- Building modules side by side or stacked

Review of various Modules
- Review function of various modules
- Review style options for various modules

Review Home Page Modules
- Review popular style options for several modules

Back End/Admin Page **Admins Only**
- Support Portal Link
- Friendly Links
- Site Statistics
- Hidden Pages