

Highlights

Dashboard: www.cityofmadison.com/user

The *Highlights* system allows you to submit content to the *Highlights* section of the City homepage or your agency homepage. Content should be no more than two sentences. It gives you the ability to set the dates for when a highlight should be published and when it will expire.

City of Madison homepage highlight submissions include an approval process; you will be notified if your highlight is approved or disapproved (with an explanation). *Please plan to enter your highlight(s) a week in advance of the posting to ensure that it gets published.*

Creating a Highlight

Click “**Create**” next to “Highlights.”

Enter the following:

1. **Title:** Enter title that should display. (Example: Health Insurance Marketplace)
2. **Link:** Enter full URL. (Example: <http://www.publichealthmdc.com/marketplace.cfm>)
3. **Content:** Add content of Highlight. Content should be no more than two sentences.
4. **Image:** You can upload one image. The image will automatically resize to the correct size. This is not used on the City homepage, but may be used on some agency sites.
5. **Publish Dates:** Enter when the Highlight should be published and when it will expire.
6. **City Highlight or Agency Highlight:** Select whether you would like the Highlight to display on the City homepage or on your agency homepage.
7. **Is this a featured highlight?** If you identified this as an agency highlight, you can indicate whether this is a featured highlight that is displayed with a large image on a different section of your agency’s homepage. Not all agencies use featured highlights. You will want to make sure that you uploaded an image if you are indicating this is a featured highlight.
8. **Priority:** Determines the order of the highlights on your agency site. Priority sorts in ascending order, so a priority of 1 will be listed before a priority 2.

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click “**Save**”.

If this is a City of Madison homepage highlight, it will be submitted for review. If this is an agency highlight, it will be published on your agency homepage on the publish start date entered.

Editing a Highlight

1. Click “**Manage**” next to “Highlights.”
2. Find the Highlight that you would like to edit, and click the “**Edit**” link.
3. Make desired changes, and click “**Save**.”

Contact:

Requests: Eric Olson, eeolson@cityofmadison.com

Technical issues: HelpDesk, helpdesk@cityofmadison.com