

COUNCIL ON ENVIRONMENTAL QUALITY

USING TEMPLATES TO DEVELOP NOTICES FOR THE ENVIRONMENTAL MONITOR **SITECORE EDITION**

February 6, 2020

COUNCIL ON ENVIRONMENTAL QUALITY

Why Publish in the Environmental Monitor? CEPA + RCSA

- Sec. 22a-1a-5. (b) Adoption and amendment of agency-specific **environmental classification documents**.
- Sec. 22a-1a-6. (e) **Public scoping notice**, or (f) **Public scoping meeting**.
- Sec. 22a-1a-7. (a) **Post-scoping notice**:
- 1) the agency intends to prepare an environmental impact evaluation (EIE), or
 - 2) **Needs more time** (six months), or
 - 3) the agency will not prepare an EIE, or although not required the agency has cancelled the project/action.
- Sec. 22a-1a-9. (a) The sponsoring agency shall publish **notice of the availability** of an EIE.
- (c) A separate **notice of public hearing** regarding an EIE.
- Sec. 22a-1a-10. (d) The sponsoring agency shall provide a notice of the **record of decision**.
- (e) The Office of Policy and Management (OPM) shall publish its **determination of adequacy**.

List of Available Templates:

Scoping Notice

Scoping/Post Scoping - Need More Time

Post-Scoping Notice

EIE - Notice of NEW Public Hearing

EIE Notice

Agency's Record of Decision

(Just OPM) OPM Review of the Record of Decision

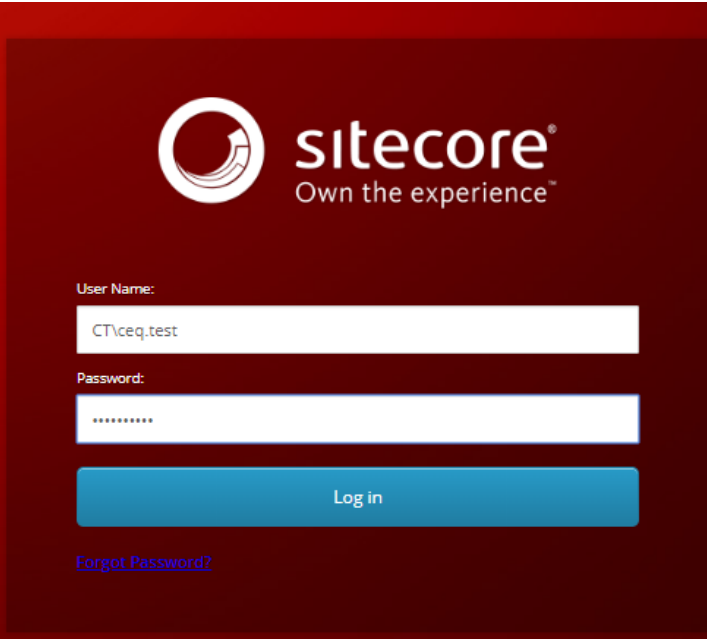
Land Transfer Notices (Steps I-V)

Same Process for Developing Notices:

- 1) Navigate to agency folder and notice subfolder;
- 2) Create a blank page;
- 3) Insert template text into new page;
- 4) Modify text from template and save changes;
- 5) Submit notice for publication;
- 6) CEQ will approve, approve with minor changes or reject;
- 7) Notice gets published!

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- Go to the SiteCore Authoring:
authoring.ct.gov/sitecore/
- Enter credentials:
User Name: CT\name
Password: xxxxxxxxxx.
- Log In

The image shows a SiteCore login interface. At the top, there is a SiteCore logo with the tagline "Own the experience™". Below the logo, there are two input fields: "User Name:" and "Password:". The "User Name:" field contains the text "CT\ceq.test". The "Password:" field contains a series of asterisks. Below the password field is a blue "Log in" button. At the bottom left of the login area, there is a link that says "Forgot Password?".

sitecore®
Own the experience™

User Name:
CT\ceq.test

Password:

Log in

[Forgot Password?](#)

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- Experience Editor – edit webpages
- Media Library – upload and store media files (PDF, images, word docs, etc)
- May be easier to upload media files (not webpages) that you will want to link to in the “notice”

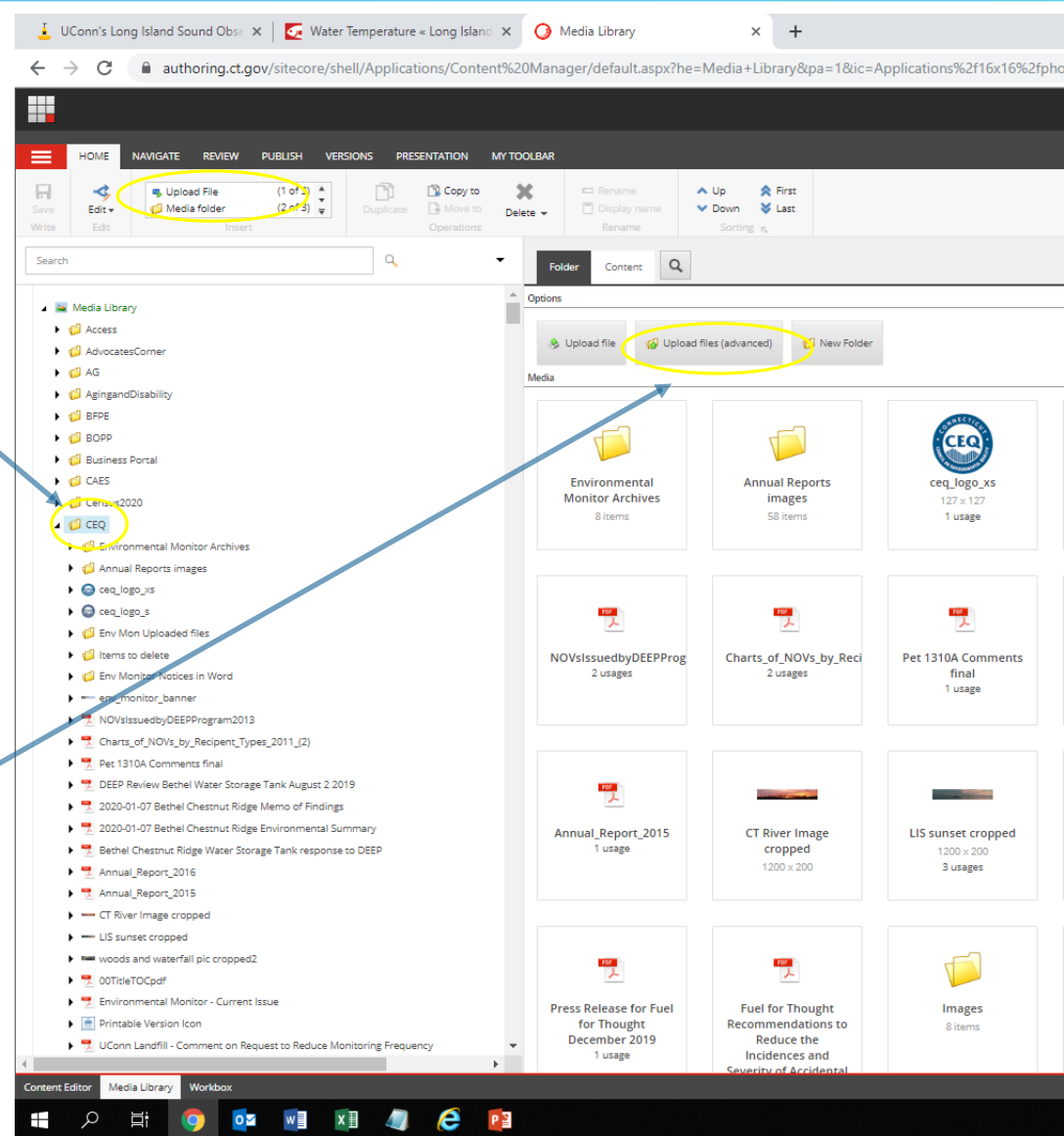
Clicking on the table icon will get you back to this screen from wherever you are in Sitecore

Interactions by visits and value per visits

| Date | Visits | Value per visit |
|------------|--------|-----------------|
| 3 Nov '19 | 400K | 0.11 |
| 17 Nov '19 | 650K | 0.23 |
| 1 Dec '19 | 650K | 0.34 |
| 15 Dec '19 | 650K | 0.45 |
| 29 Dec '19 | 650K | 0.57 |
| 12 Jan '20 | 750K | 0.68 |
| 26 Jan '20 | 800K | 0.79 |

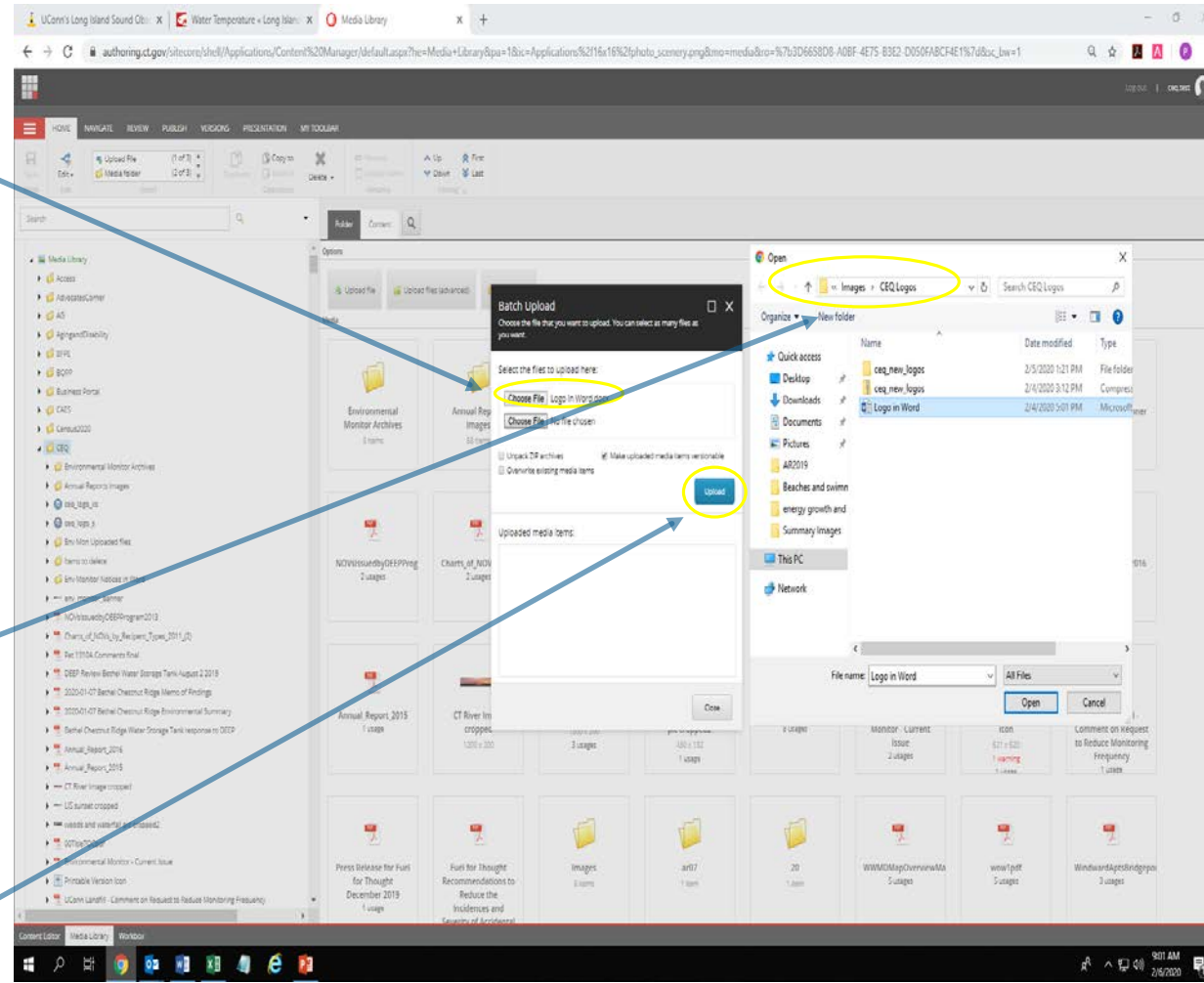
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- Navigate to your agency's folder in Media Library
- Select sub-folder that you want to hold the media files
- Select upload files



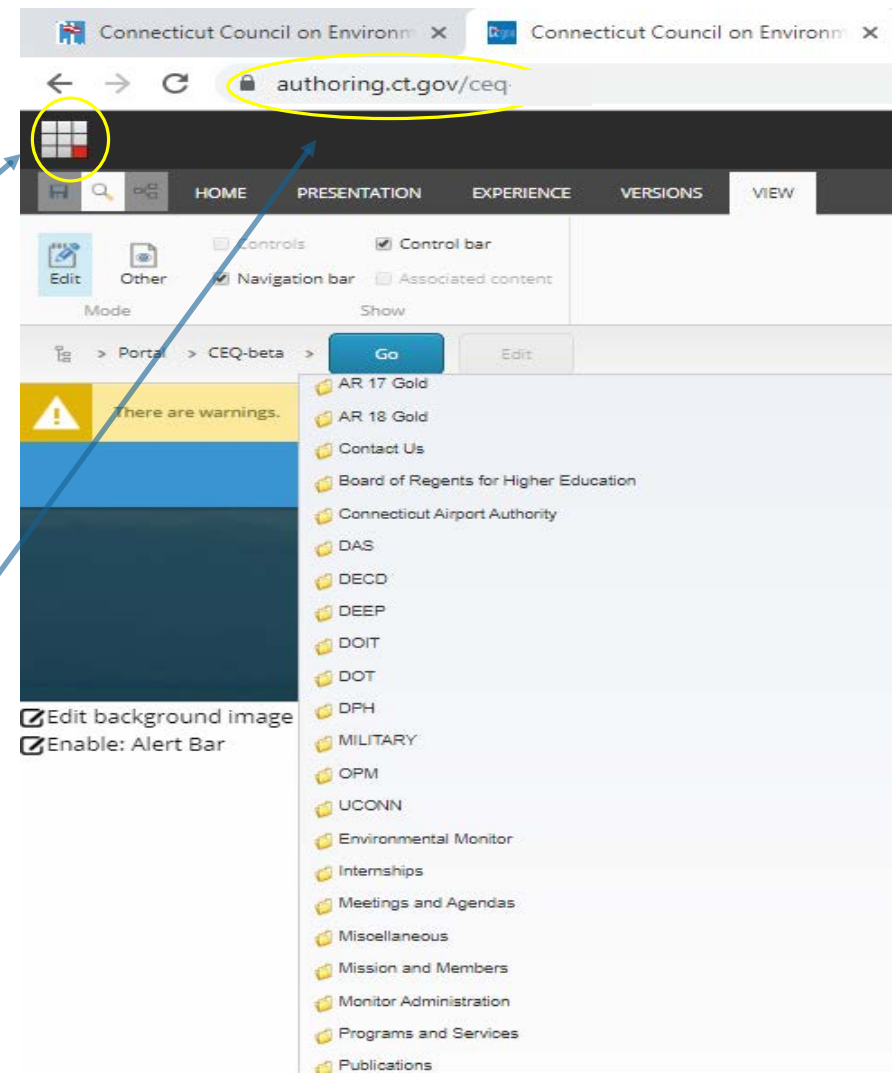
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- Select "Choose file"
- Select the files you want to upload from your computer or network drive
- Select "Upload"



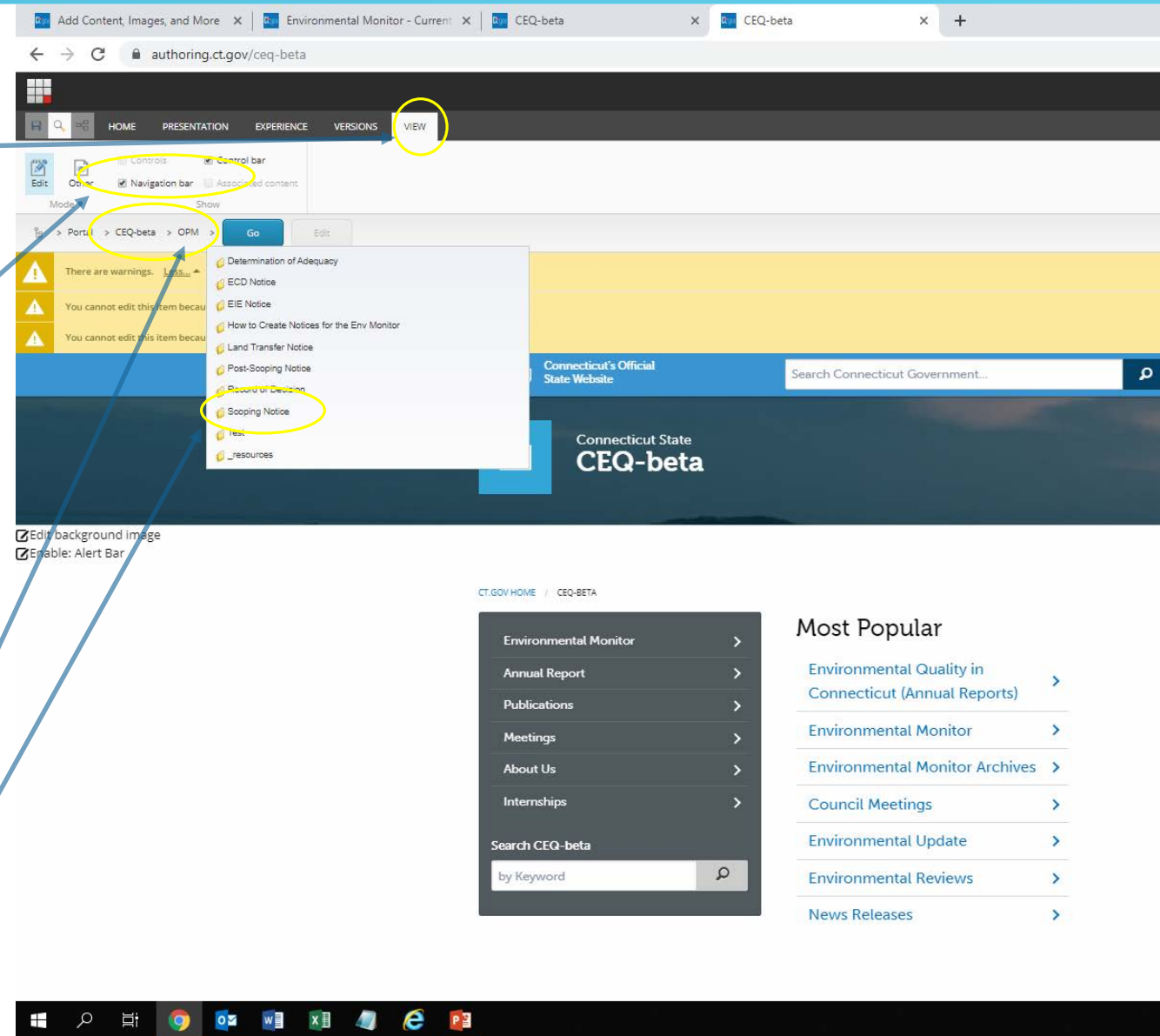
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- Once all files are uploaded, select the table icon to get back to the Experience Editor
- Navigate to "authoring.ct.gov/ceq"



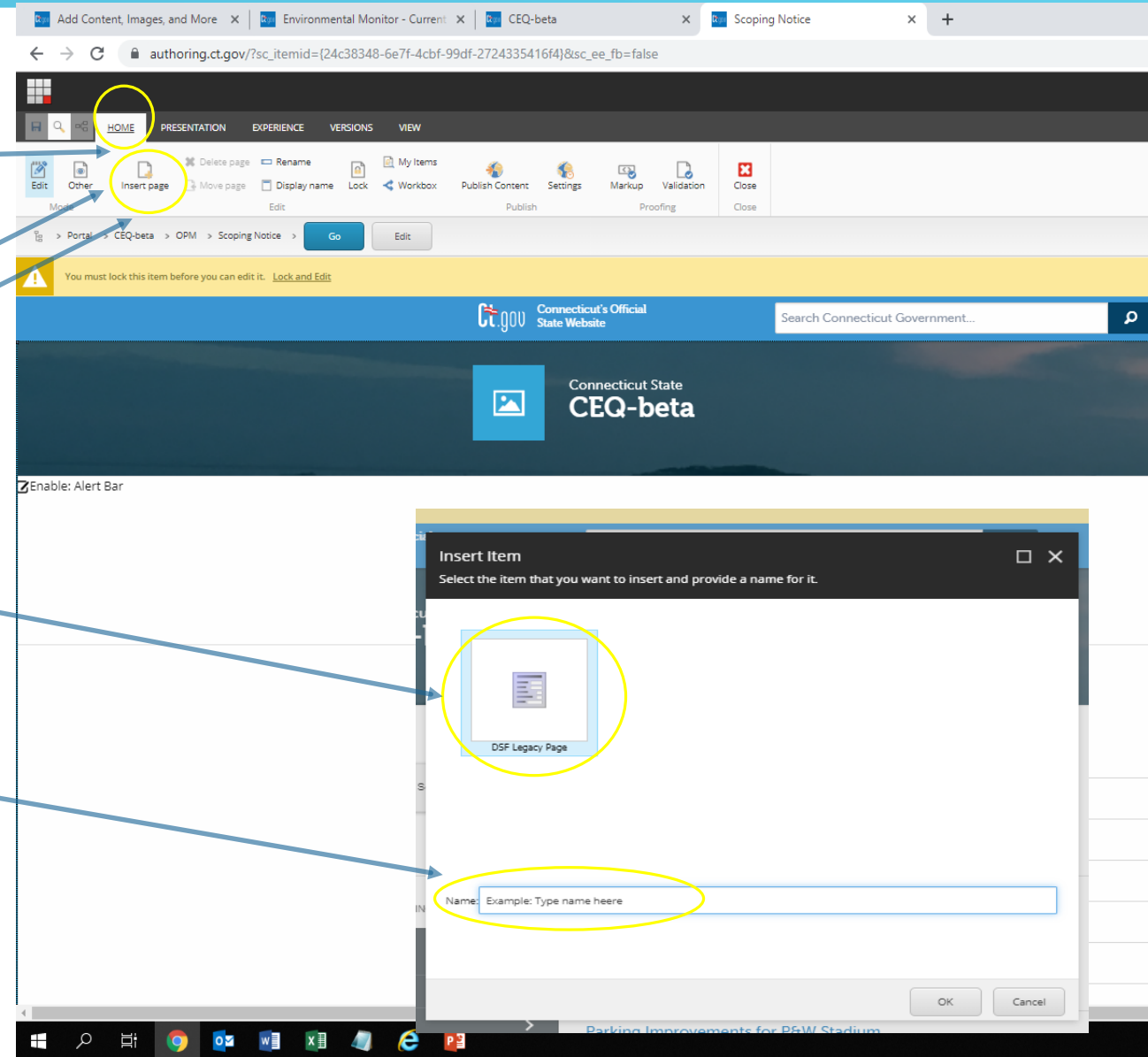
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- In the Experience Editor, select "VIEW".
- Check the "Navigation bar" button if not already visible
- Click on ">" to navigate to the state agency folder and the proper notice folder type
- Then select "Go"



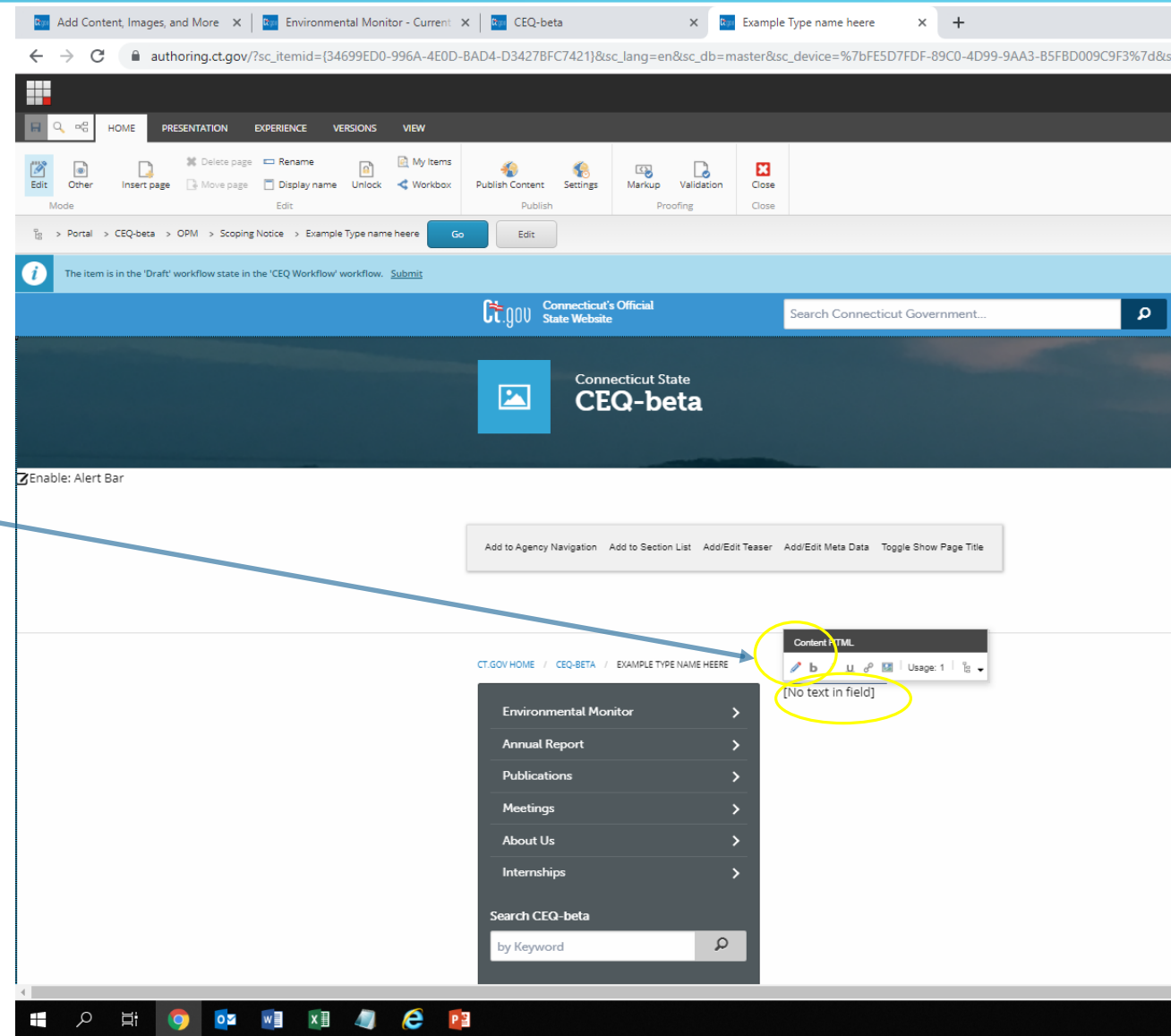
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- Click on the "HOME" tab
- Select "Insert page" from directly underneath the "HOME" tab
- Click on the "DSF Legacy Page" icon and enter the name of the file
- Click "OK"



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- Click on the “No text in field” box to open the basic editor toolbox
- Select the “edit the text” tool (pencil) to open the “Rich Text Editor” (RTE)
- Remember to save often (at least every 19 minutes!)



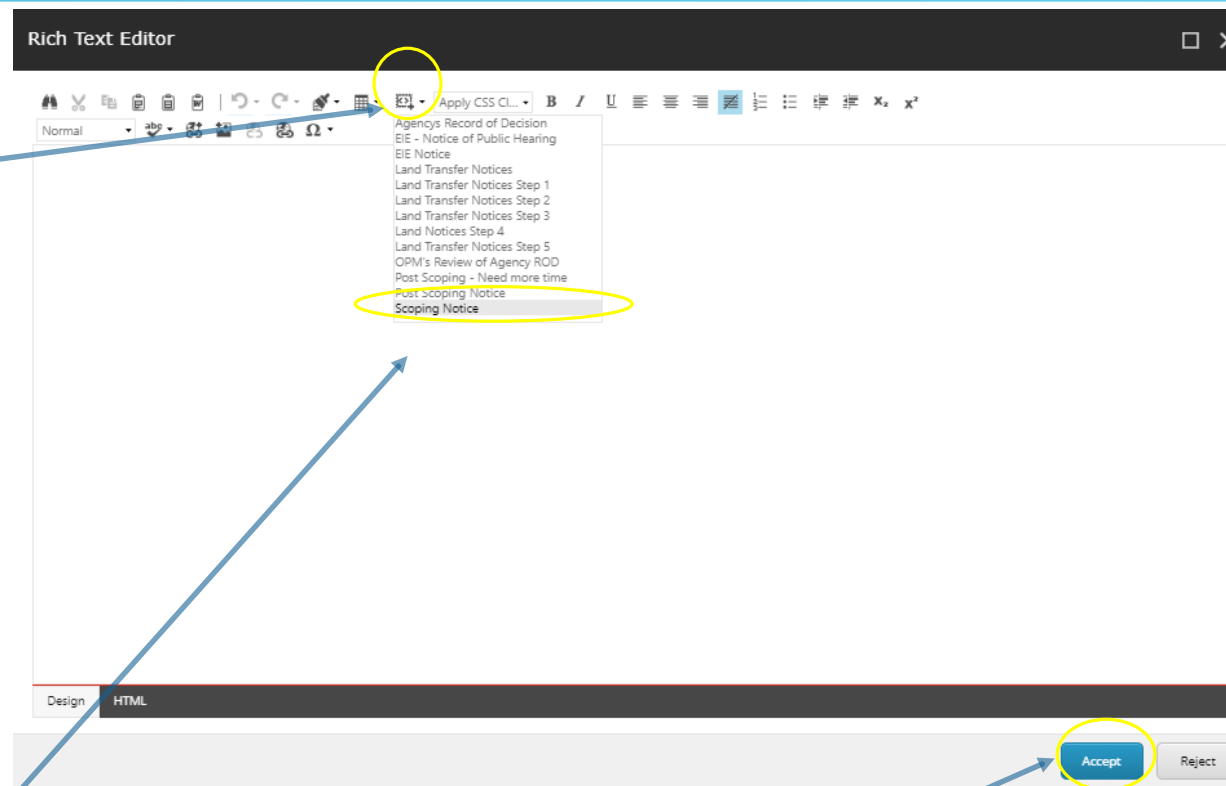
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- In the RTE window, select the “Insert code snippet” button to access the list of templates

- Select the template that you want to edit to create the notice

- In this example, we selected “Scoping Notice”. Once you click on the notice, it will insert the text into the RTE

- Click on “Accept”



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- Use the basic text editor to modify the text or use the “Edit the text” icon (pencil) to access the RTE
- To link some text to a webpage or file, select the text and then click on the “Insert a link...” icon.

The screenshot displays the CEQ Beta website editor interface. The top navigation bar includes links for HOME, PRESENTATION, EXPERIENCE, VERSIONS, and VIEW. Below this is a toolbar with icons for Edit, Other, Insert page, Move page, Display name, Unlock, My Items, Publish Content, Settings, Markup, Validation, and Close. The main content area shows a 'Notice of Scoping' form with various fields and instructions. A sidebar on the left contains a menu with links to Environmental Monitor, Annual Report, Publications, Meetings, About Us, and Internships, along with a search bar. An 'Insert Link' dialog is open on the right, showing a list of internal links and media items. The dialog has tabs for INTERNAL LINK, MEDIA ITEMS, and SEARCH. The list of internal links includes items like 404 Error Page, Access Denied, About, Access-Beta, AG, AgingandDisability, BFPE, BOPP, Business Portal, CAES, CEQ-beta, CFPC, CHRO-beta, CID, CJS, Connecticut Cybersecurity Resource Page, CTCDD-Beta, CTData, CTDS, CTPrepares, and CTTime. The 'Insert' button is highlighted at the bottom of the dialog.

CT.GOV HOME / CEQ-BETA / EXAMPLE TYPE NAME HERE

Content HTML

[NOTE - the instructions in the brackets are meant to assist agency staff complete the notice. Please follow the instructions and brackets prior to submitting for publication - including this note.]

Notice of Scoping for [name of project or action]

Project Title: [Include this line only if the sponsoring agency's title is different than the project above.]

Municipality [Use "ies" if multiple.] where proposed action might be located: [cities/town]

Address ["es" if multiple] of possible location: ["s" if multiple]:

Project Description:

Project Map ["s" if multiple]: [Click here](#) [Link] to view a map of the project area.

Written comments from the public are welcomed and will be accepted until the close of business on: [Insert Date in red bold type.]

There will be a Public Scoping Meeting for this proposed action: [Delete if no meeting is scheduled.]

DATE: [Insert Date in red bold type.]

TIME:

PLACE:

NOTES:

[Delete this paragraph if meeting is scheduled.] Any person may ask the sponsoring agency to schedule a Public Scoping Meeting by sending such a request to the address below. If a meeting is requested by 25 or more individuals, or by an association that represents 25 or more members, the sponsoring agency shall schedule a Public Scoping Meeting. Such request must be made by [Insert Date in red bold type].

Additional information about the project can be viewed in person at [Locations] and online at: [LINK]

INTERNAL LINK MEDIA ITEMS SEARCH

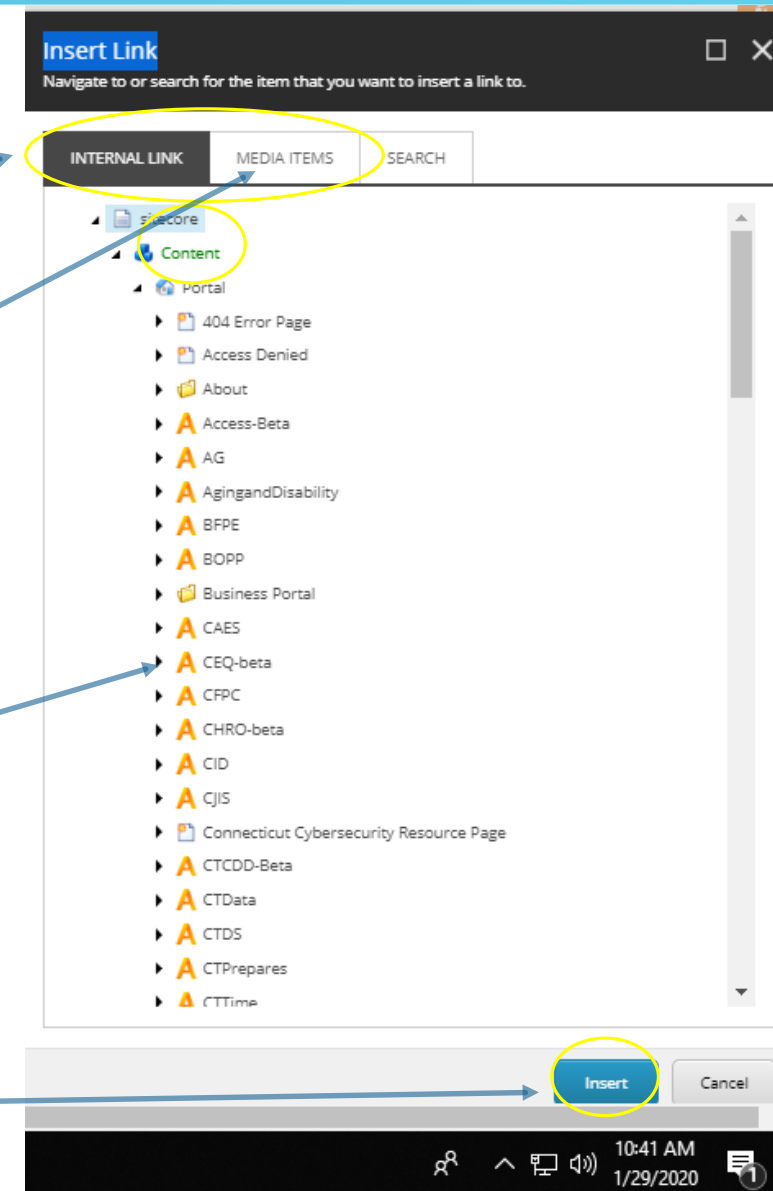
sitecore

- Content
 - Portal
 - 404 Error Page
 - Access Denied
 - About
 - Access-Beta
 - AG
 - AgingandDisability
 - BFPE
 - BOPP
 - Business Portal
 - CAES
 - CEQ-beta
 - CFPC
 - CHRO-beta
 - CID
 - CJS
 - Connecticut Cybersecurity Resource Page
 - CTCDD-Beta
 - CTData
 - CTDS
 - CTPrepares
 - CTTime

10:41 AM 1/29/2020

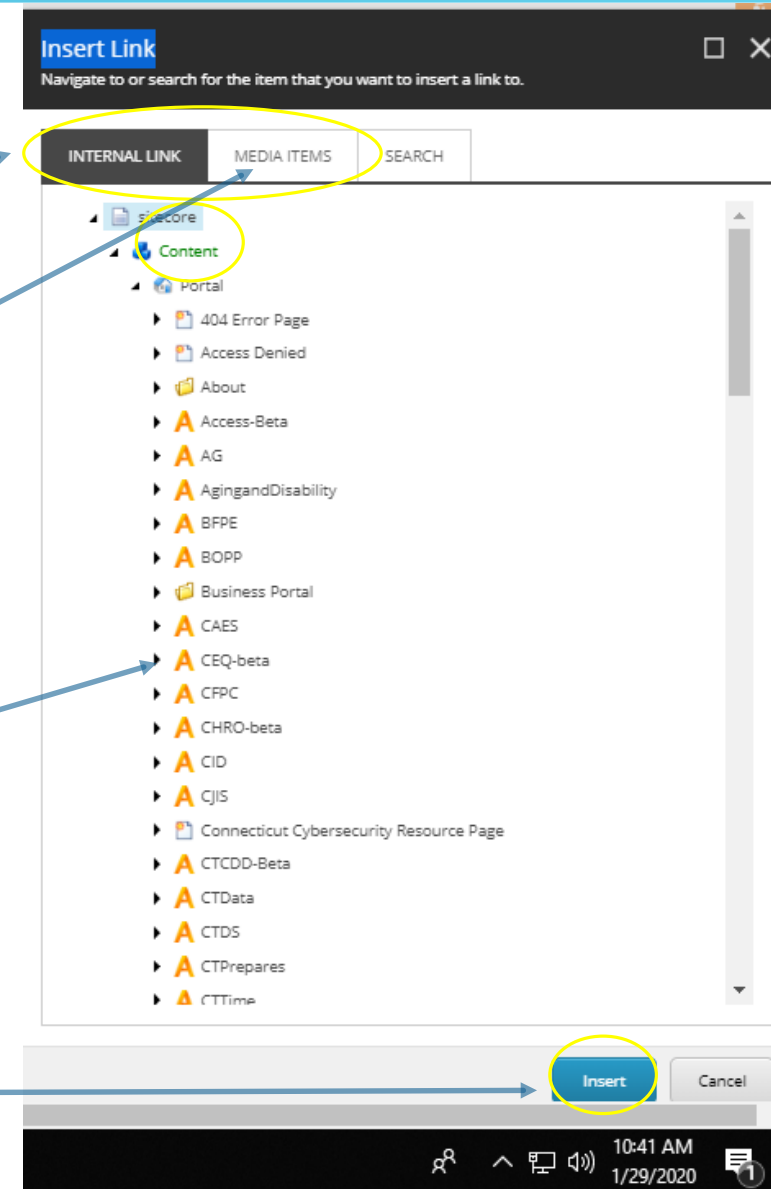
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- In the “Insert Link” dialog box, you can link to existing webpages in “Internal Link” “Content” **OR** other files (images, PDF, word docs, etc) in the “Media Items” tab
- Navigate to the appropriate folder and select the webpage or media item and select “Insert”



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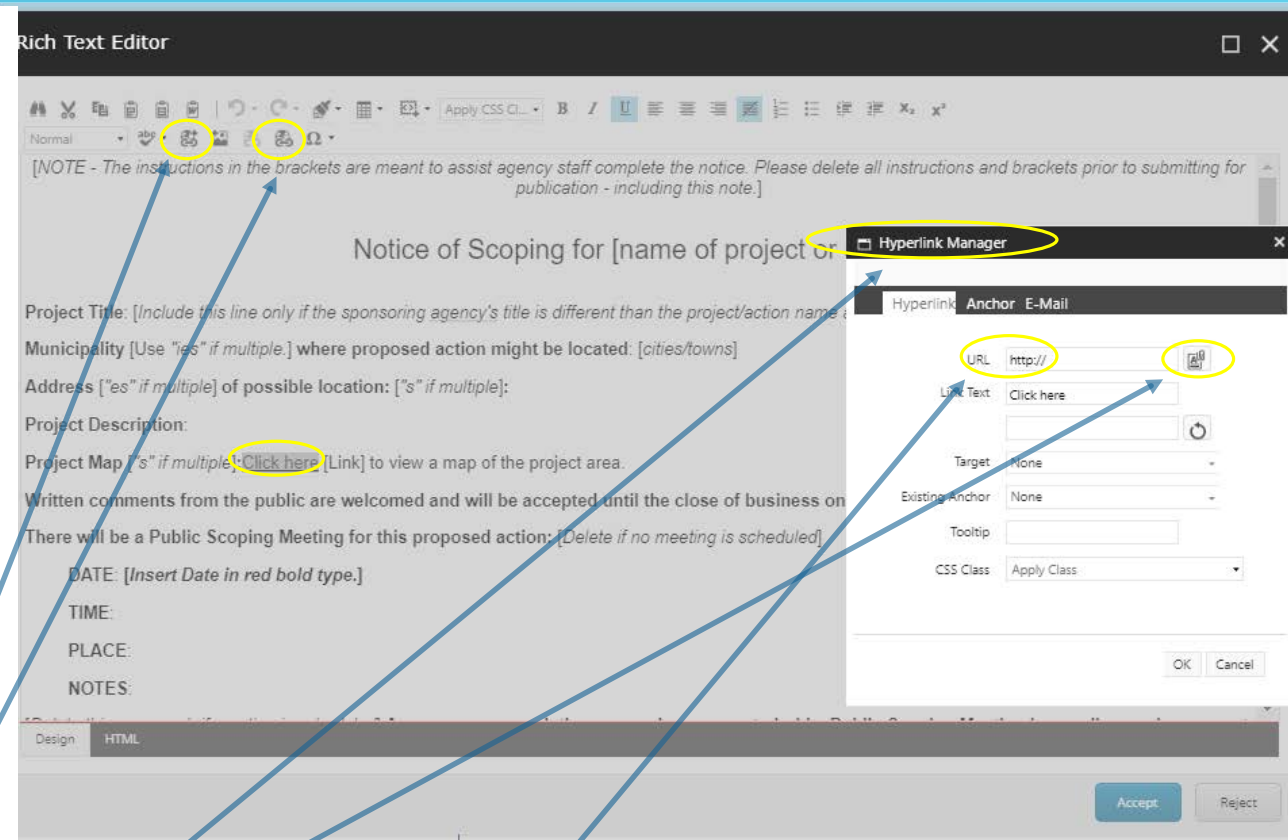
- In the “Insert Link” dialog box, you can link to existing webpages in “Internal Link” “Content” **OR** other files (images, PDF, word docs, etc) in the “Media Items” tab
- Navigate to the appropriate folder and select the webpage or media item and select “Insert”



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Alternative Link Method

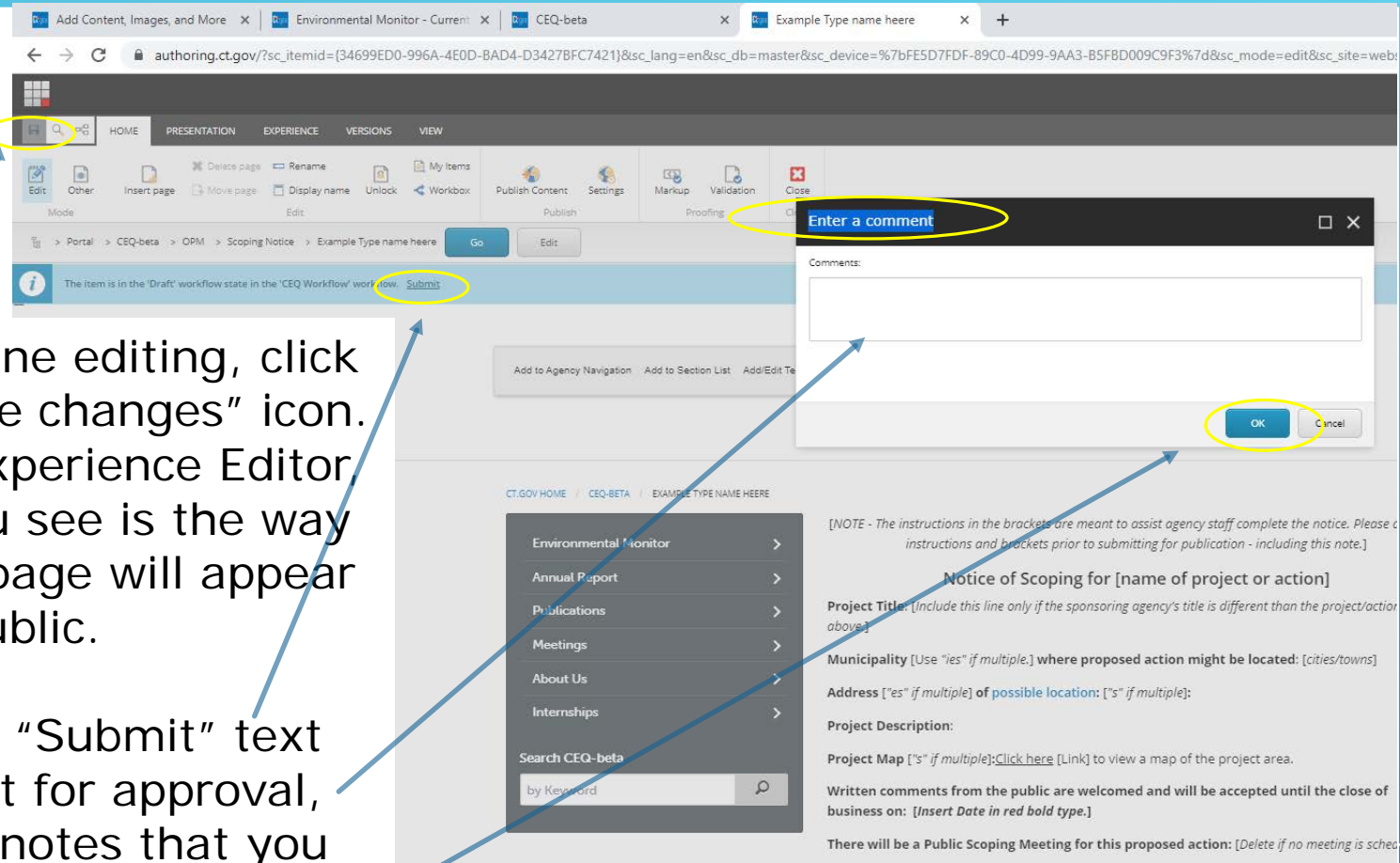
- Click on the “edit the text” icon (pencil) to open the RTE
- Select the text that will be linked and then select either the “Insert SiteCore link” icon for webpages or the “Hyperlink Manager” icon for media files, anchors, and email



- You can also paste a hyperlink into the URL Box

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- When done editing, click the “Save changes” icon. In the Experience Editor what you see is the way the webpage will appear to the public.
- Click the “Submit” text to submit for approval, add any notes that you want for the transmittal, click “OK”



Questions?

Sitecore tutorials: <https://portal.ct.gov/Training>

Access and Permissions:

ci-customerservice@egov.com



COUNCIL ON ENVIRONMENTAL QUALITY

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Thank You