COUNCIL ON ENVIRONMENTAL QUALITY

USING TEMPLATES TO DEVELOP NOTICES FOR THE ENVIRONMENTAL MONITOR
SITECORE EDITION

February 6, 2020

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 <u>the agency has cancelled the project/action</u>.
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**.

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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

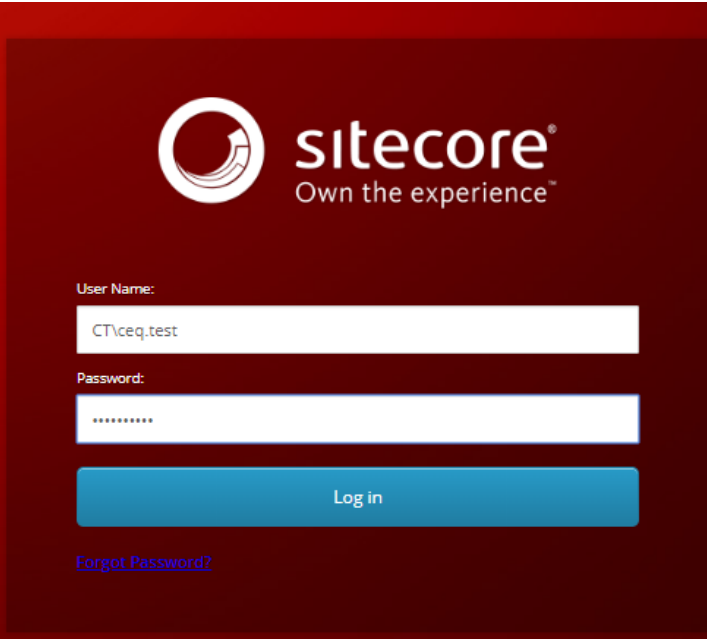(Just OPM) OPM Review of the Record of Decision

Land Transfer Notices (Steps I-V)

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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: xxxxxxxxx.

- Log In

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- Experience Editor – edit webpages

- Media Library – upload and store media files (PDF, images, word docs, etc)

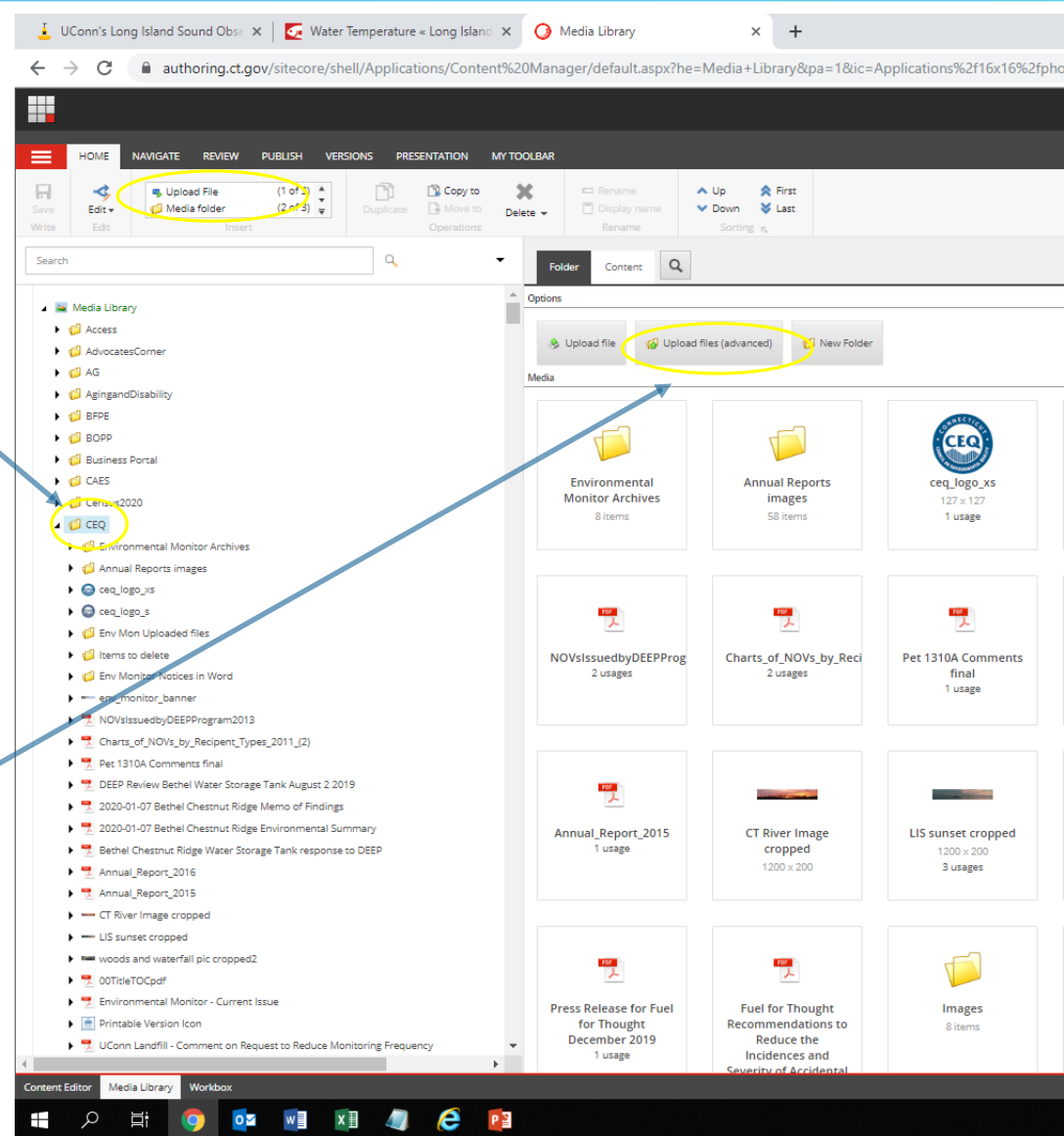- May be easier to upload media files (not webpages) that you will want to link to in the "notice"

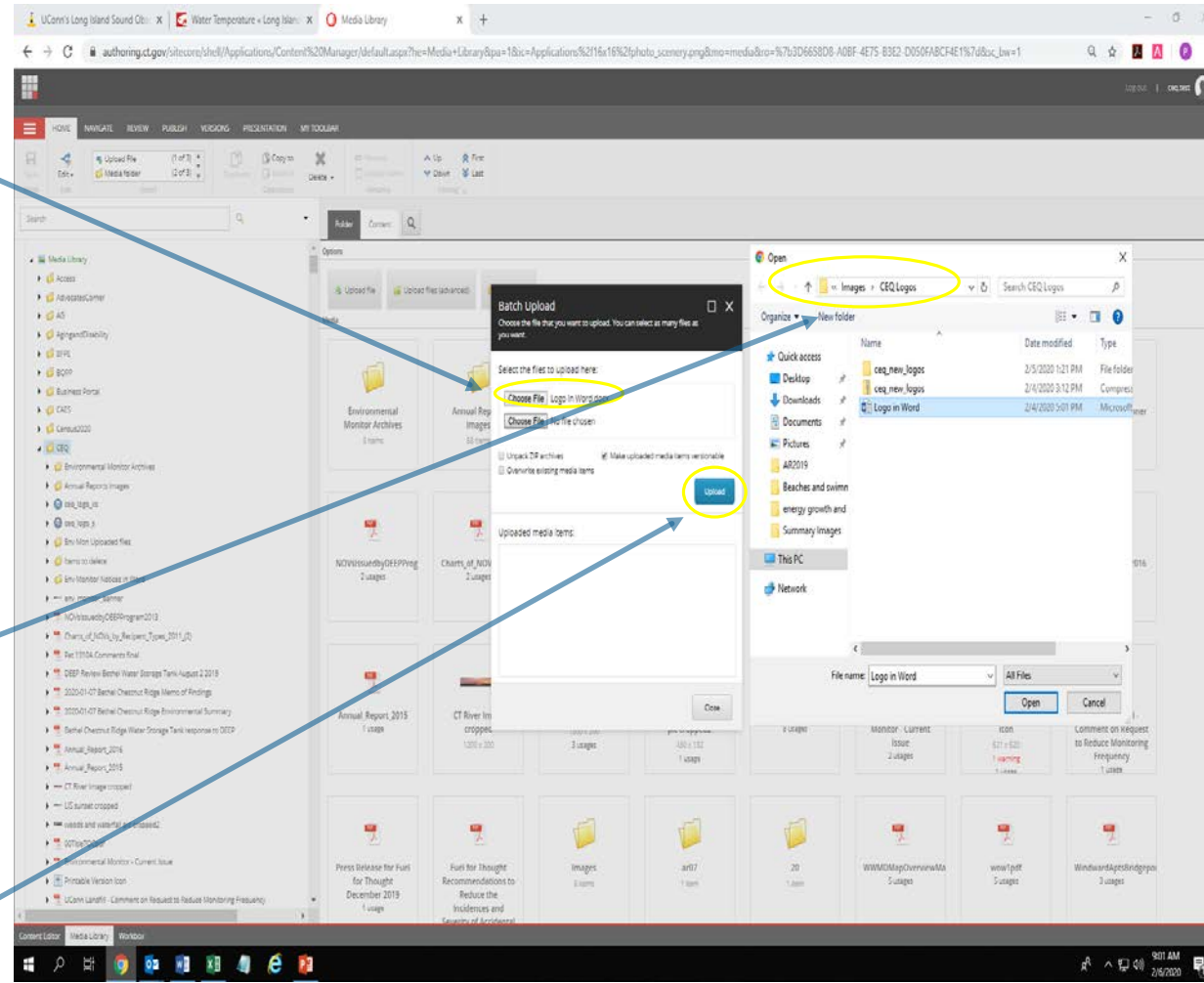Clicking on the table icon will get you back to this screen from wherever you are in Sitecore

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- Navigate to your agency's folder in Media Library

- Select sub-folder that you want to hold the media files
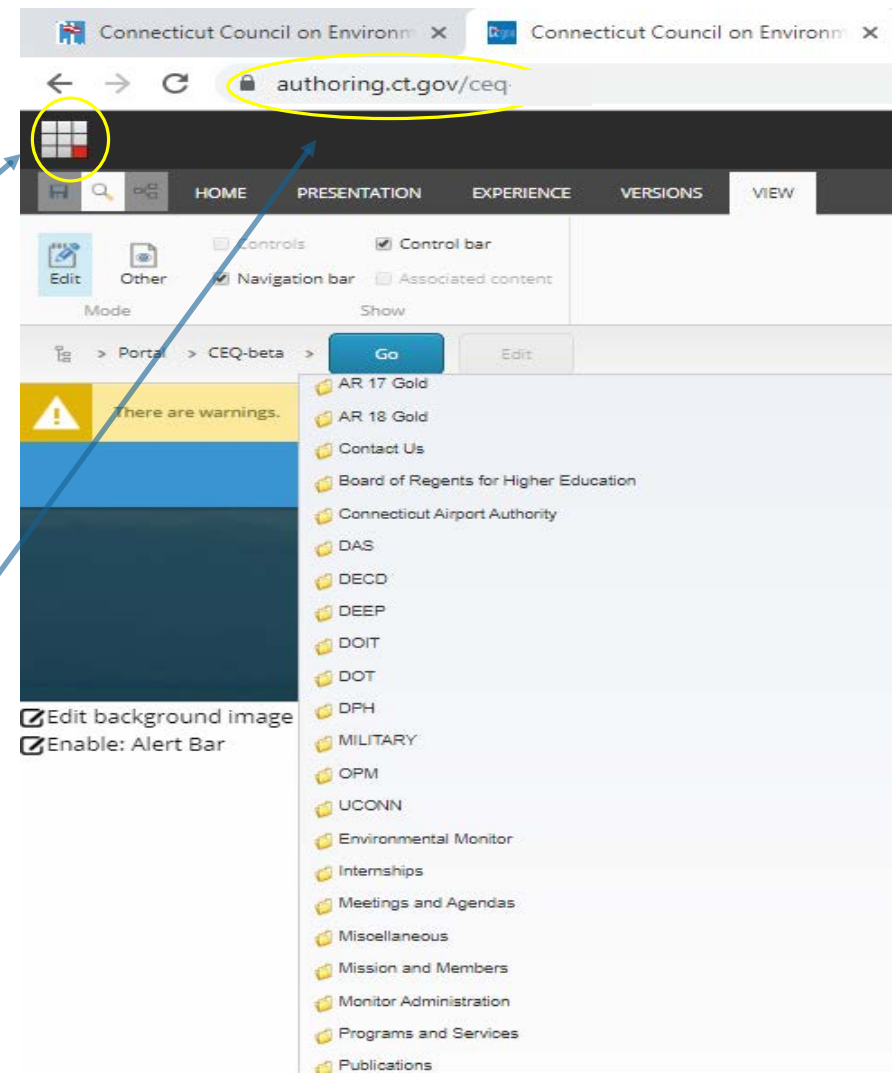
- Select upload files

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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"
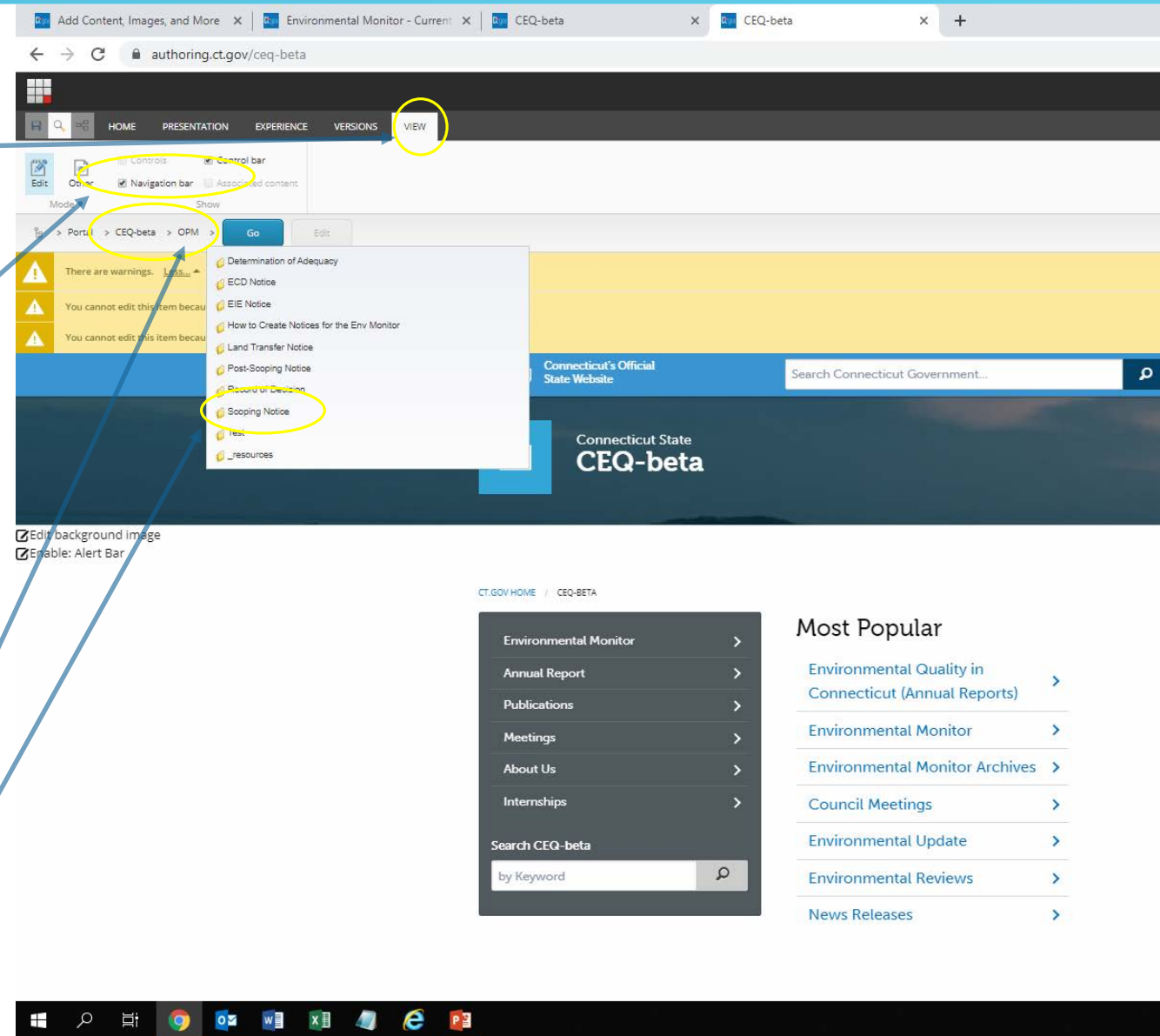
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- Click on the "HOME" tab

- 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"
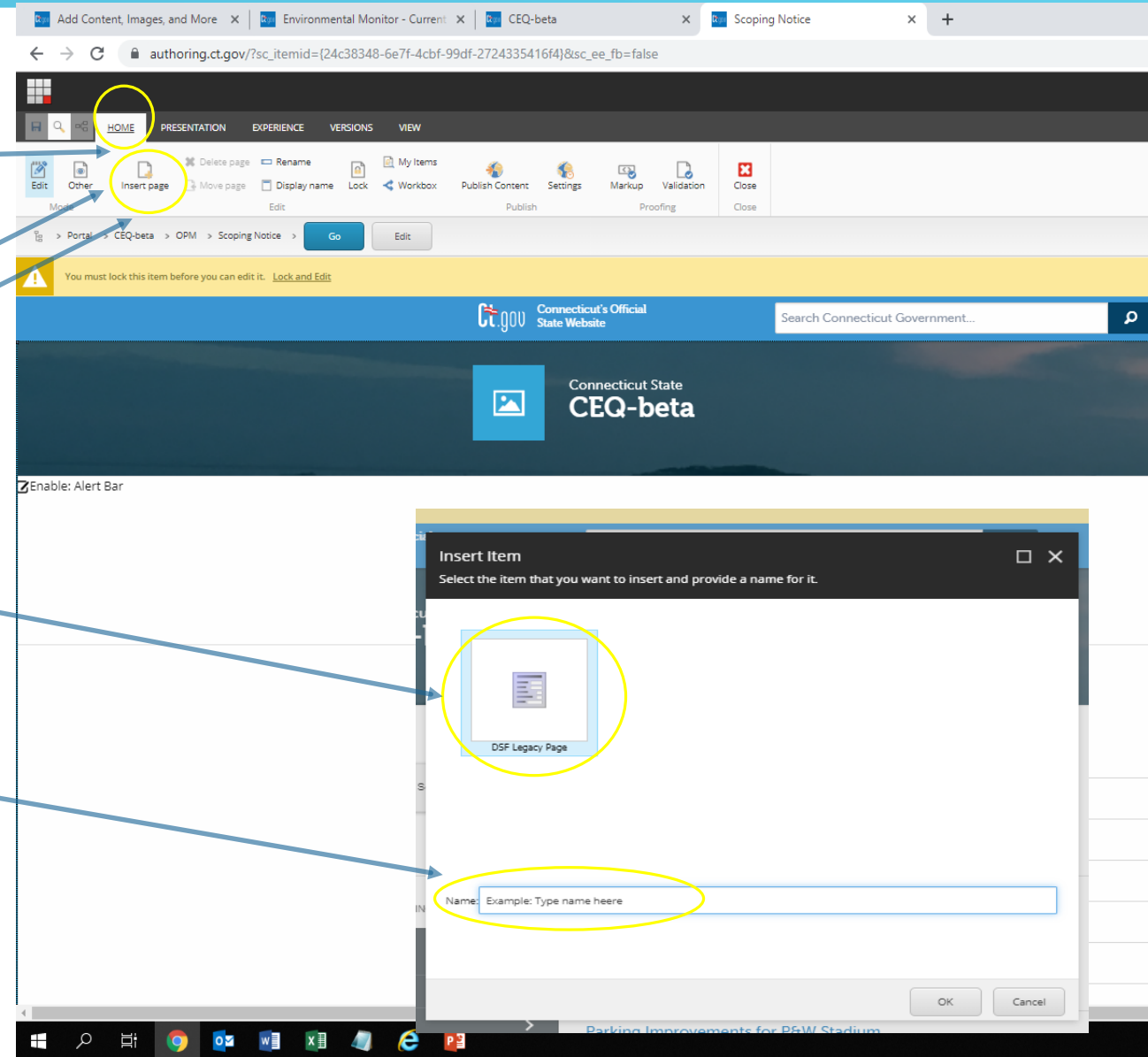
COUNCIL ON ENVIRONMENTAL QUALITY

- 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)
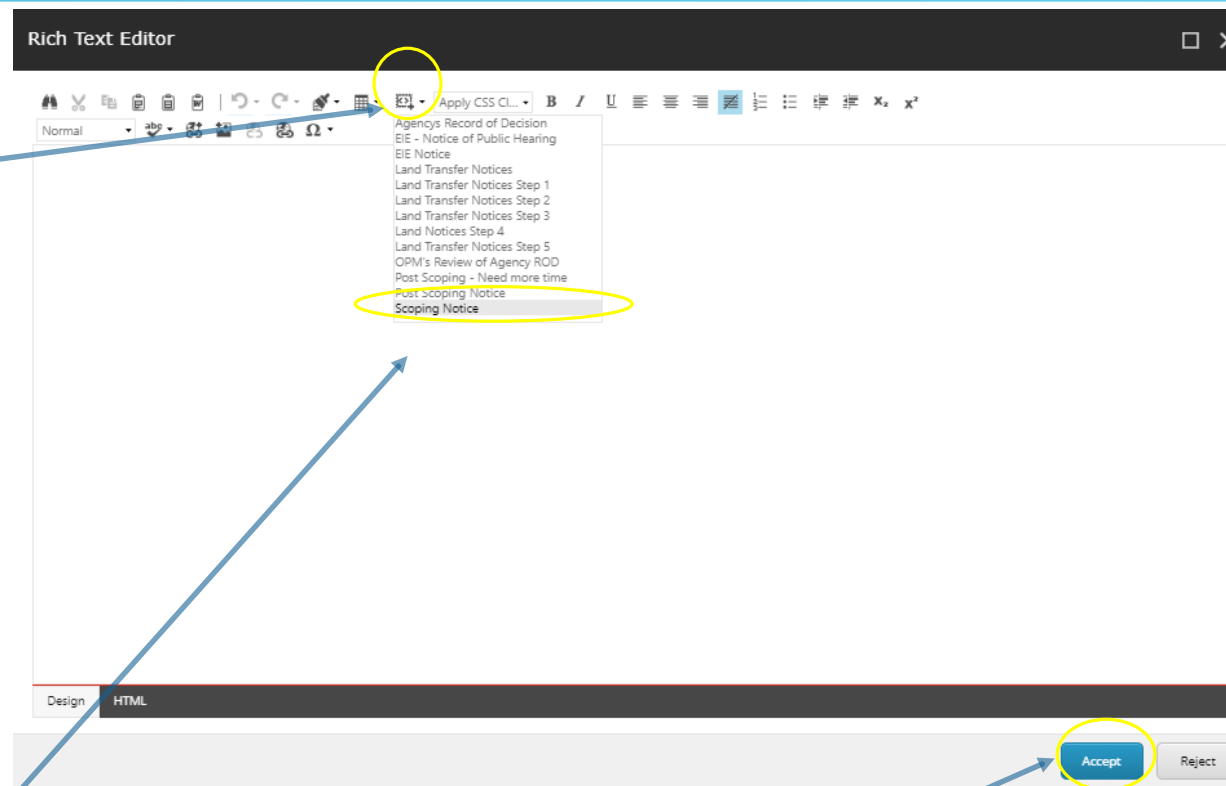
- Remember to save often (at least every 19 minutes!)
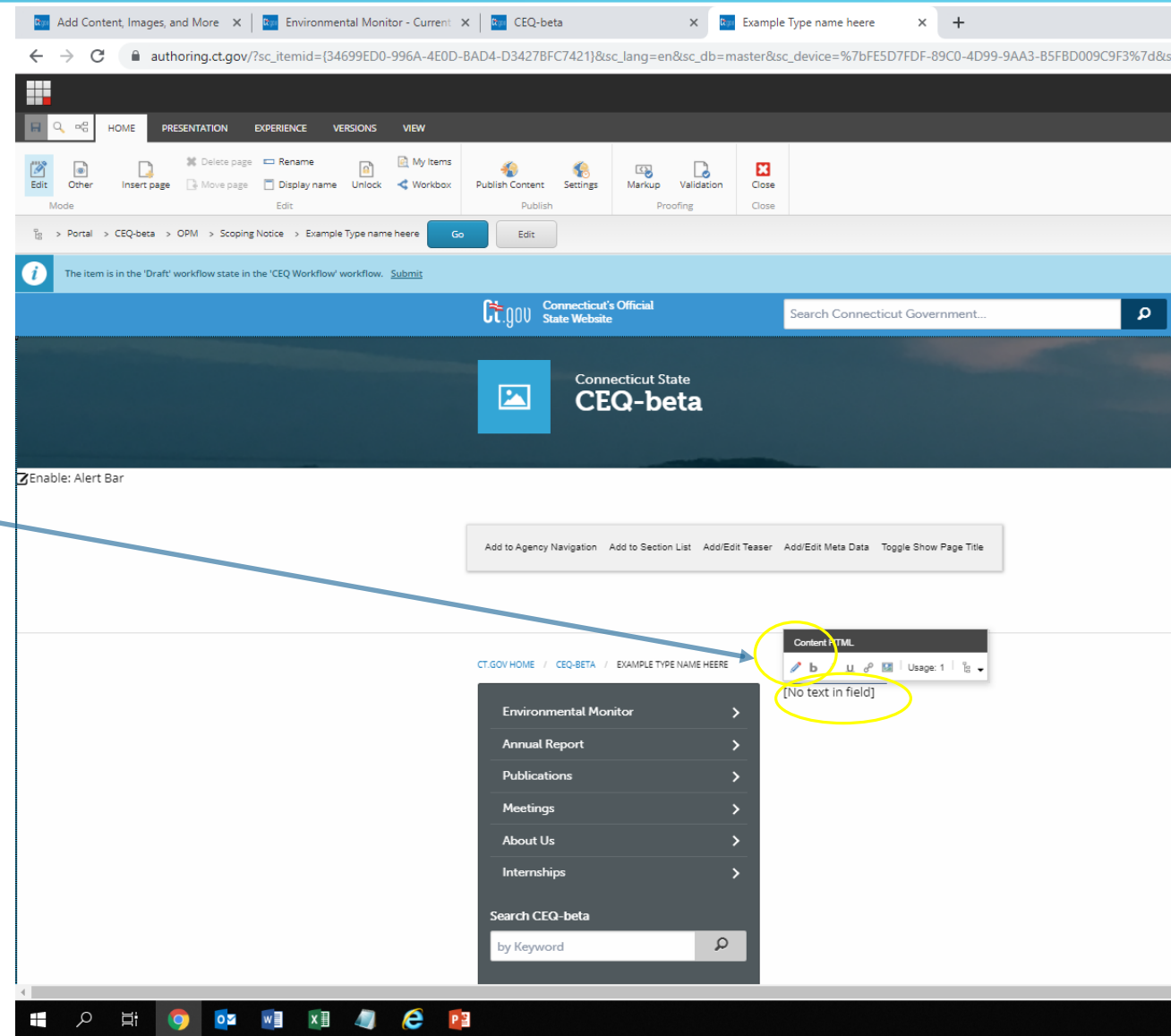
- In the RTE window, select the "Insert code snippet" button to access the list of templates

- 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.

- 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"

Insert Link

Navigate to or search for the item that you want to insert a link to.

INTERNAL LINK   MEDIA ITEMS   SEARCH

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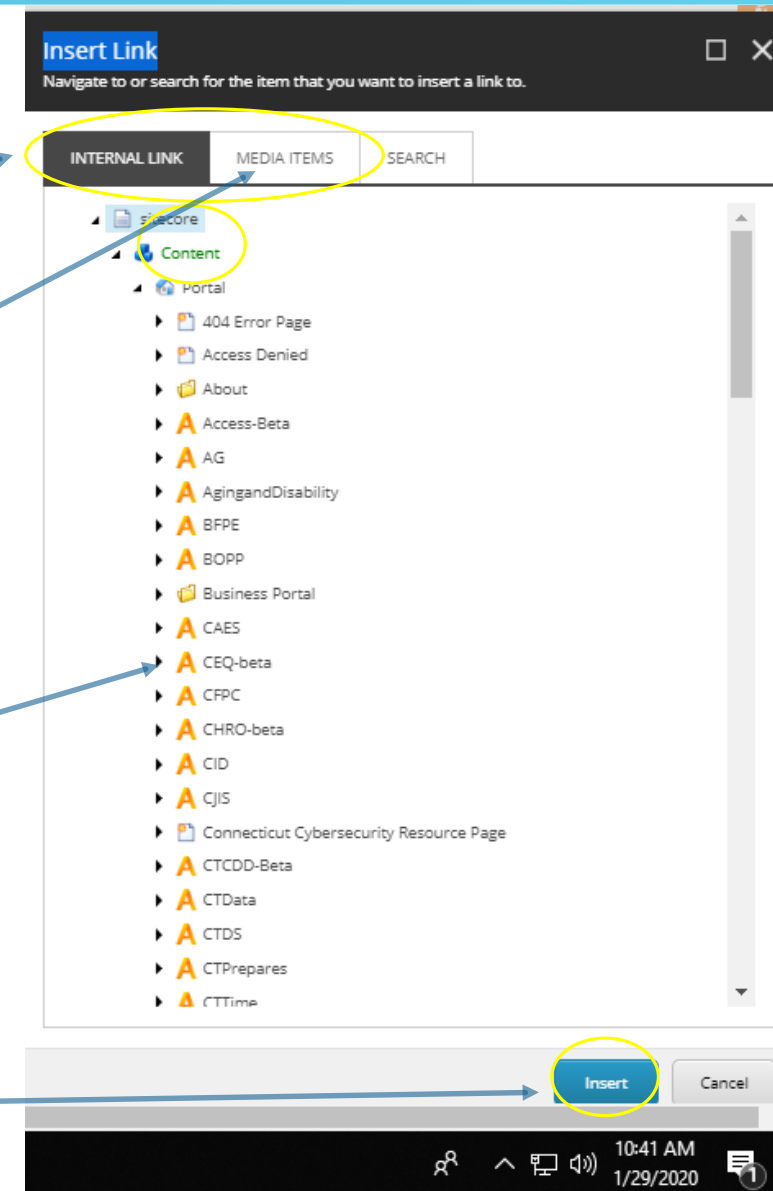 - Content
    - Portal
      - 404 Error Page
      - Access Denied
      - About
      - Access-Beta
      - AG
      - AgingandDisability
      - BFPE
      - BOPP
      - Business Portal
      - CAES
      - CEQ-beta
      - CFPC
      - CHRO-beta
      - CID
      - CJIS
      - Connecticut Cybersecurity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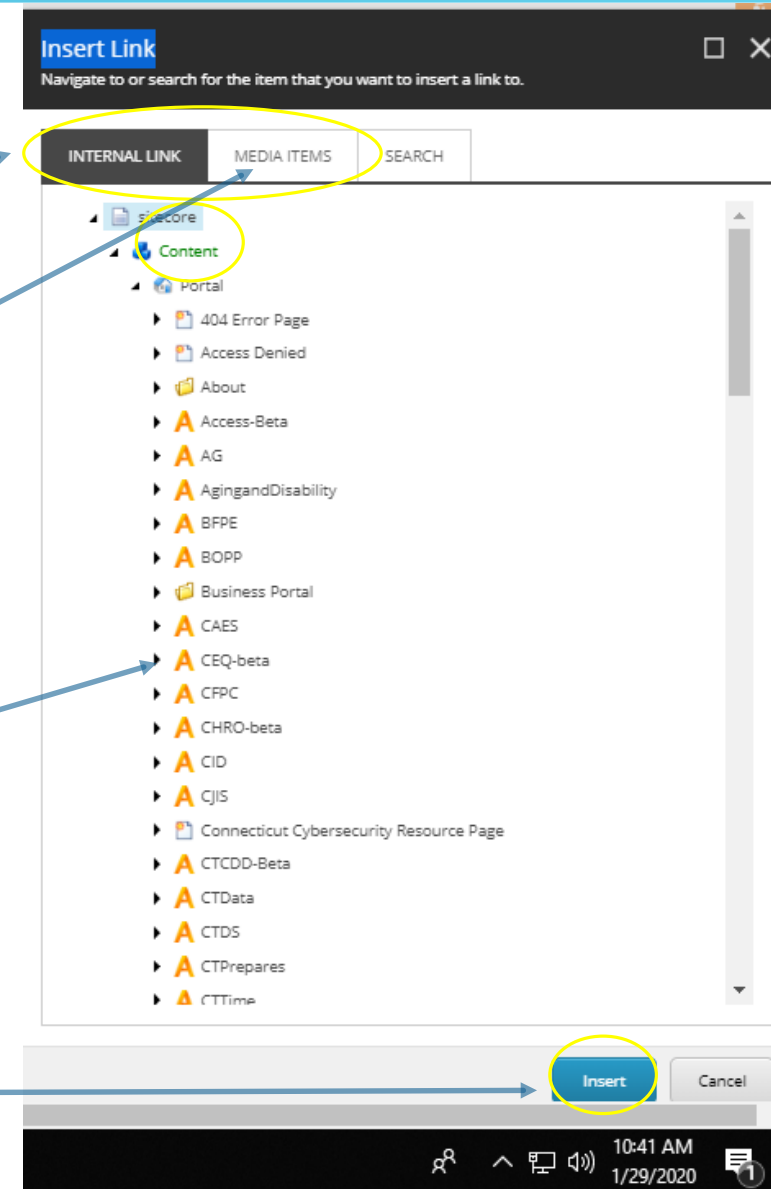   - CTData
      - CTDS
      - CTPrepares
      - CTTime

Insert   Cancel

10:41 AM
1/29/2020

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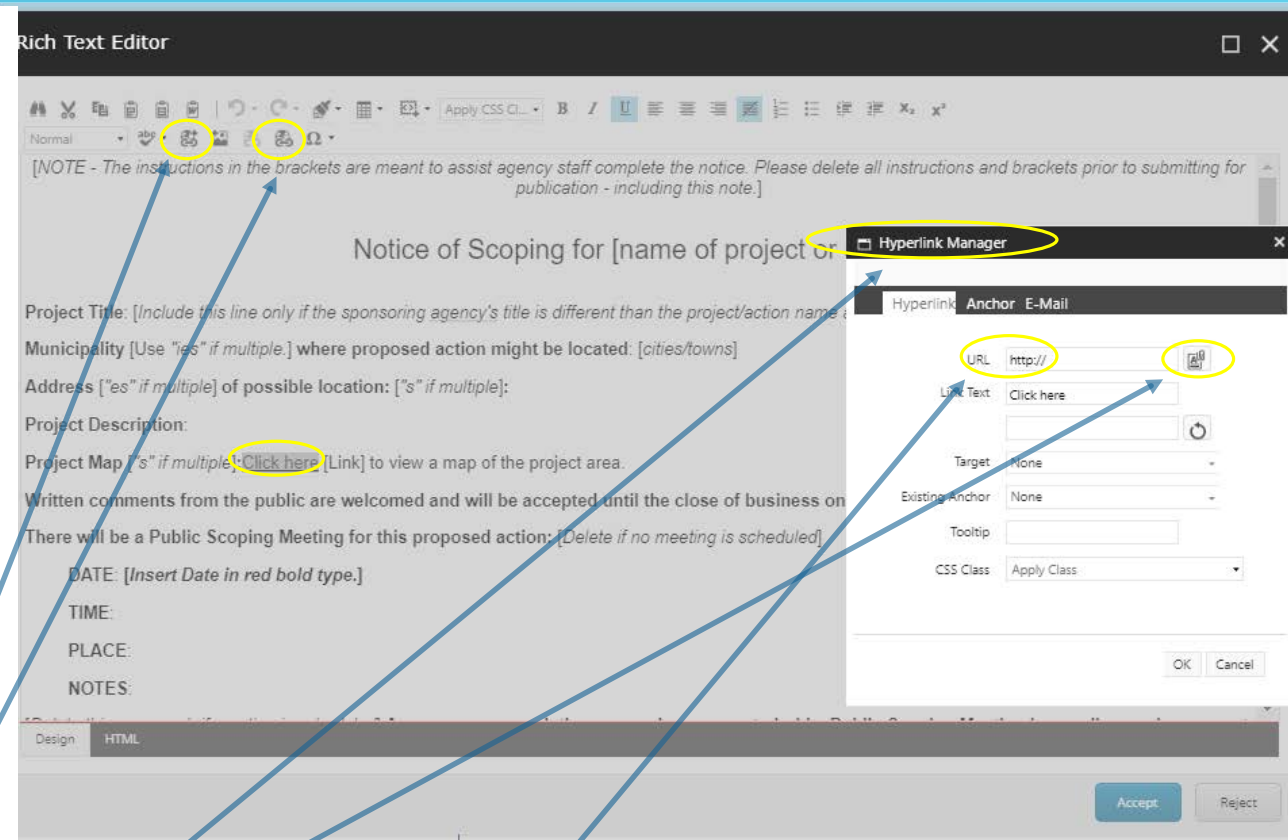# COUNCIL ON ENVIRONMENTAL QUALITY

- 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"

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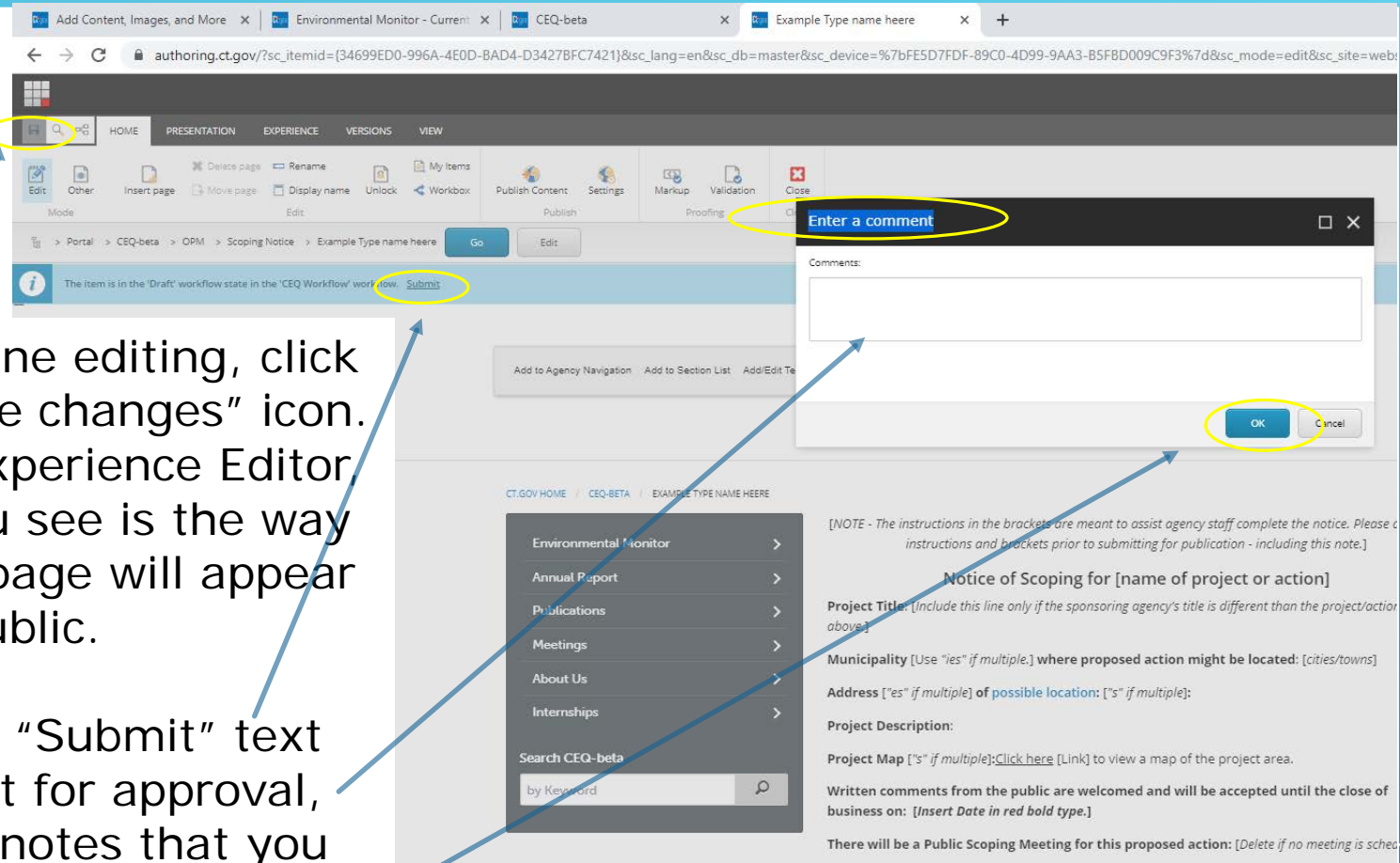
Questions?

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

Access and Permissions:

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Connecticut Interactive
An NIC Company

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Thank You