MCPS Content Management System (Episerver) Training

How to Add and Remove Alert Messages

How to Add an Alert Message

1. Navigate to your school’s folder in the Navigation Pane and select the alert-index page.

2. Click the menu button on alert-index page and then select New Page.

3. Enter a name for the alert in the Name field when the Please Note box opens. NOTE: This will only show in the editor.
4. If you are in ‘On-Page Editing’ view, switch to ‘All Properties’ view.

5. The Content tab should be selected.

6. Check the Is Enabled check box to enable the alert.
   Note: The alert will not show unless this is checked.
7. Choose the Alert Type from the dropdown menu. Information alerts will appear at the top of every page in a green background. Emergency alerts will appear in a light red background.

8. Click on the dropdown menu to set the start date and time.

9. Click on the dropdown menu to set the end date and time.

10. Enter the Heading text. This will be displayed on the alert message above the body. Example: School Closing Early Due to Gas Leak

11. Enter the Body text. This will be displayed on the alert message below the heading. You can stylize this text and add a link.

   **SCHOOL CLOSING EARLY DUE TO GAS LEAK**
   
   School will close at 2 pm today due to a gas leak.

12. When you are finished editing the alert, click Publish.
How to Remove or Delete an Alert

1. If you want to stop an alert from showing on your website but keep it in the content editor for future use, simply follow steps 1 – 5 above and then uncheck the Enabled box.

2. To delete an alert, navigate to your school’s folder in the Navigation Pane and select the plus (+) sign next to the alert-index page to expand the alerts folder.

3. Select the Alert Page for the alert message you want to delete and click Move to Trash.

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