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Introduction***Osceola County Positive Forward Website Starter Guide***

Welcome to the Osceola County Positive Forward Starter Guide. Osceola County Positive forward was formed in part to focus on the enhancement of cooperation between rural and urban citizens of this county. This internet venue was established so the six units of local government would have the opportunity to place their council/board meeting agendas, minutes and other specific information in a public and easily accessible location.

At the time of writing the website is still under construction so this guide will be added to or modified without notice.

Web address:

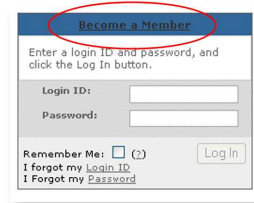
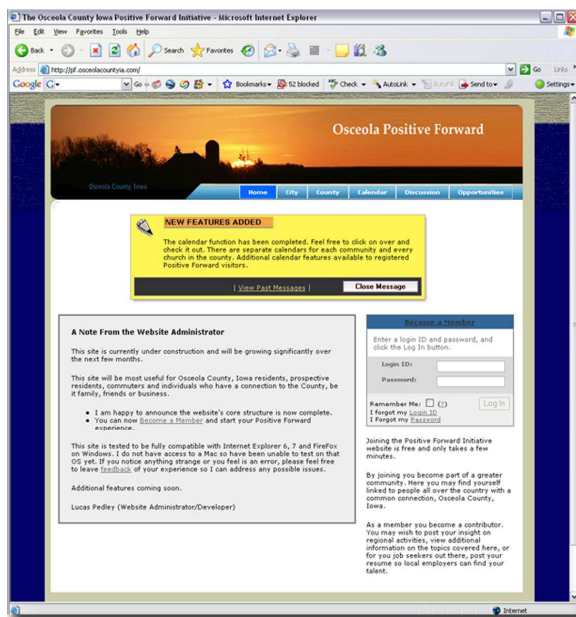
<http://www.osceolapositiveforward.com>

Registration

Upon first visiting the site you will be greeted with a screen similar to the below image. In the blue horizontal menu you will see options for: Home, City, County, Discussion, and Opportunities.

- Home – The default start page.
- City – Contains links to the city council information for the various communities within the county.
- County – Contains links to contact information, the county’s website, and miscellaneous other county information.
- Calendar – Shows a list of community calendars, church calendars, and school calendars.
- Discussion – Not yet available, will eventually link to a discussion forum where community members can discuss many topics.
- Opportunities – Not yet available, will eventually link to job postings, real estate and miscellaneous other opportunities.

Registered users have access to more detailed information in all these categories. You also have to be a registered user before you are allowed to contribute to the site.



The Osceola County Iowa: Positive Forward Initiative Website.

- <http://www.osceolapostiveforward.com>

Registration

To become a Positive Forward member:

1. Click “Become a Member”
2. You will be presented with registration agreement terms. Please read over this and click the I agree link at the bottom. As with any website, users under 13 years of age are not allowed to register.
3. Next you will be asked to create a profile. This information can be modified at any time while logged in. The security question is used if you forget your password. The conformation code you are asked to enter is a randomly generated set of numbers and letters. This helps prevent automated registrations.



Confirmation code: (required) [Code Tip](#)

Confirmation code
ac1fbc

Once registered you will be brought back to the main Positive Forward screen. In the future registered users will be able to fully customize this page with various elements.

Currently you can customize which local news you would like displayed. Several TV stations are currently available to choose from. You are also presented with a message board that will look similar to the following image.

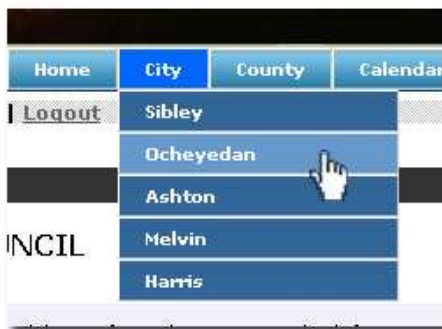


If you would like to contribute to the message board click the “Edit Request” link. You will be presented with a form where, upon submission, will be sent to the webmaster. If your request is approved you will be notified via email. The new security settings will take effect the next time you login to the site.

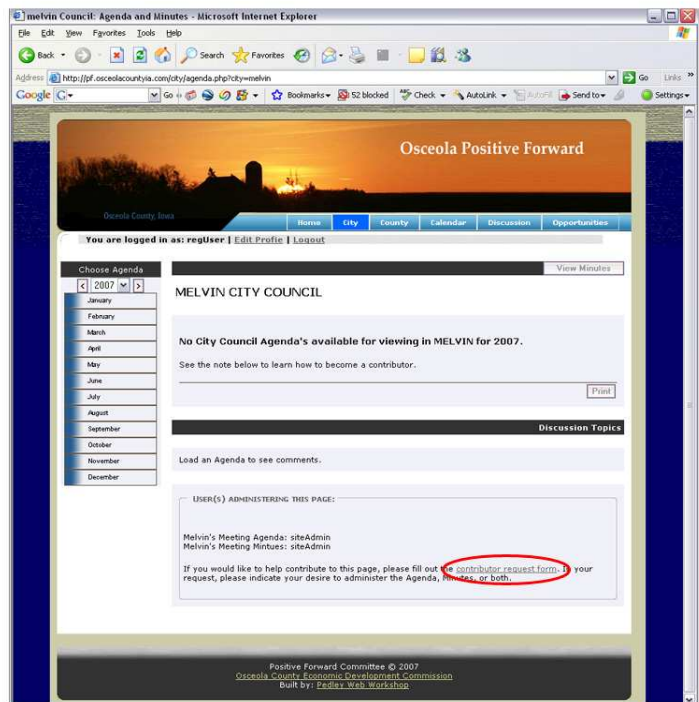
Administration: City Council Information

After creating a profile you're now ready to visit the other areas of the site. Although you do not have to be logged in or have an account to view these other sections of the Positive Forward site, it is recommended as you will have access to more information and features.

Logged in users will be able to see the user id of the individual(s) administering the page. These users will also be able to comment on selected city council agenda items.

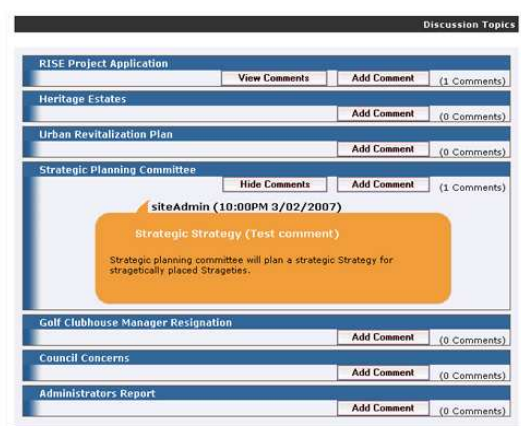


If you would like to contribute to the city council page click the "Contribute Request Form" link at the bottom of the page. You will be presented with a form. If your request is approved you will be notified via email. The new security settings will take effect the next time you login to the site.



To navigate, pick a month to view from the menu on the left of the screen. If the month contains agendas it will have a '>.' Clicking the month will expand the menu revealing the agendas. Click an agenda to load it.

If meeting minutes are available for viewing the "View Minutes" button will become active. Options may also appear on the "Discussion Topics" section.



Once additional security is given to your profile you will see additional options when viewing an agenda. Administrative options are indicated by the orange color.



We'll now go through the process of adding an agenda, user comments and meeting minutes.

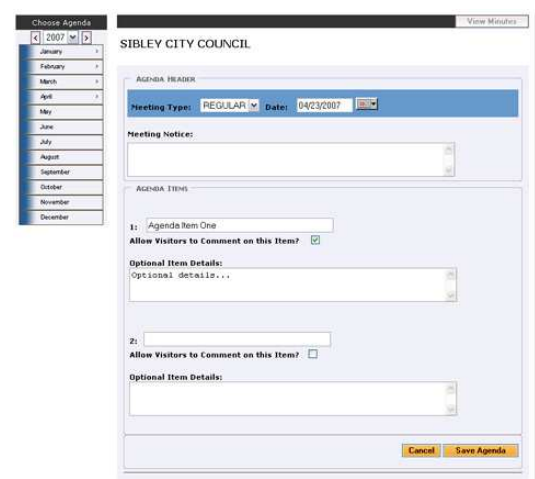
1. Start out by clicking the “Create New Agenda” button.

A form will load with two sections. An “Agenda Header” section and an “Agenda Items” section.

2. Select the meeting type (Regular, Special or Other).
3. Choose a date the meeting is to occur.
4. Type a header for the meeting.
5. Type an agenda item.

You'll notice that it appears there is only room for one agenda item. This is only an illusion however. The form will grow as needed. Once data is entered into any of the “Agenda Item” fields and you tab or click on another field, the form will automatically grow to accommodate additional items. This way the form will only be as long as needed for a given agenda.

6. If you would like users to be able to comment on the current agenda item, click the checkbox.
7. If you have extended details for the agenda item, that information can be entered in the “Optional Item Details” text box.
8. If you are done entering agenda items, click “Save Agenda”



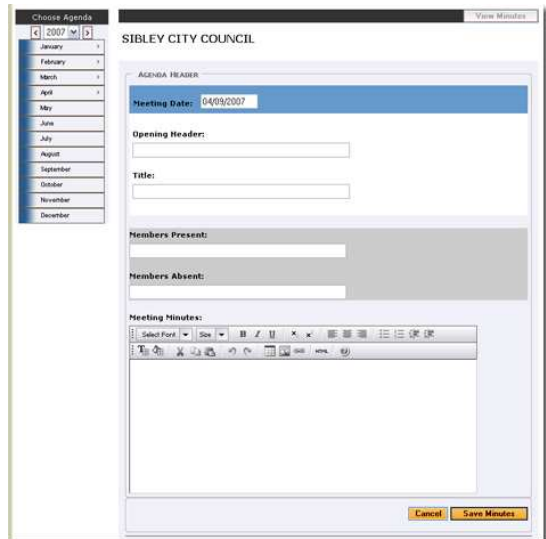
Ok, now that we have an agenda saved lets go ahead and create meeting minutes for this agenda.

1. Select and load an agenda from the menu on the left.
2. Click the “Create Minutes for Current Meeting” button.

If you do not see the “Create Minutes for Current Meeting” button, minutes may have already been created for the selected meeting.

After clicking the button you will be presented with a new form. The date will be provided for you.

3. Type a header for the minutes.
4. Type a title for the minutes.
5. Type the last name of any individuals who where present at the meeting.
6. Type the last name of any individuals who where absent from the meeting.
7. Type or paste in the details of the meeting.



Note the additional editing options provided. They will allow limited “word processor” type functionality for text alignment, bulleted lists and numbering. Several advanced editing options are disabled.

8. Once you have completed entering the minutes click, “Save Minutes”

You may edit an existing set of minutes by clicking “View Minutes” then clicking, “Edit Minutes.” You may also edit agendas by clicking the Edit Agenda button that becomes visible after loading an agenda.

Administration: Calendar Information

To access the calendars, click the “Calendar” button on the main navigation menu.



There are many calendars available for viewing on the Osceola County Positive Forward Site. They are all accessible from a select list. Some organizations have their own website with their calendar. In these cases you will be provided with a link to that organization’s website instead of a calendar.

Site visitors will likely only be interested in certain calendars so for convenience, all registered users will be allowed to set a calendar of their choosing. This calendar will display by default on each subsequent visit to the site. Also, logged in users will be able to see who is currently administering the current calendar they are viewing.

If you would like to contribute to a particular calendar click the “Contribute Request Form” link at the bottom of the page. You will be presented with a form. If your request is approved you will be notified via email. The new security settings will take effect the next time you login to the site.

Once administrative access is given you will notice ‘+’ signs on each day of the current month. Clicking the plus sign will load a form where you can enter new event information.



The abbreviated event will display on the calendar on the specified day. Clicking on the event will bring up a detailed view. The calendar administrator can edit an event by clicking on the event and choosing “edit.”

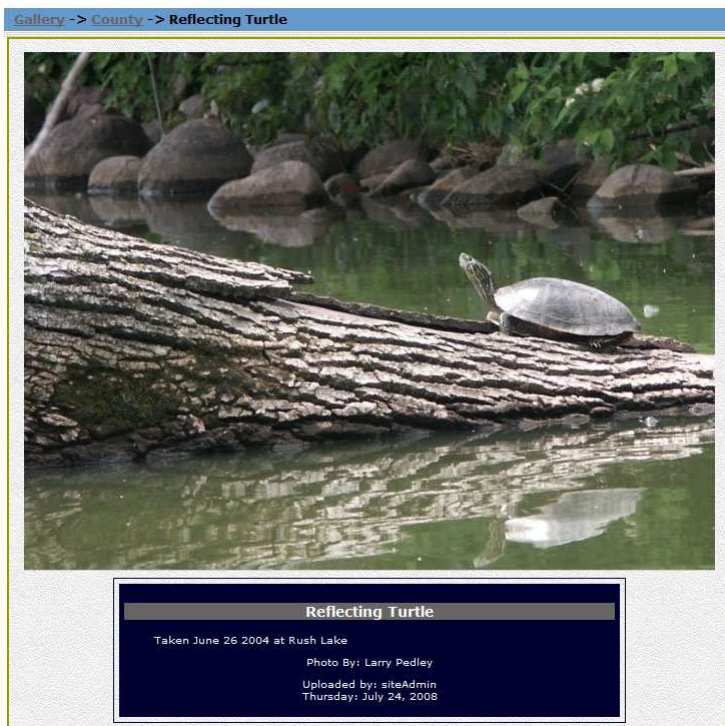
Administration: Photo Gallery

By becoming a member of Positive Forward you gain the ability to upload photos to the website for others to view. The photos are organized into albums and within each album you'll find photos relating to that category.

A couple rules to follow when uploading a photo:

- 1) The photo must have been taken in Osceola County, Iowa.
- 2) The photo should portray Osceola County, Iowa in a positive light.
- 3) Anything deemed offensive will be removed by the site administrator. Depending on the severity, your account may be terminated.

To access the photo gallery, click the "County" button on the main navigation menu, then click the "Gallery" sub menu option.



Clicking on an image in an album will bring up the image at its full size. If provided, the photographer will be named and a description will be shown of the image. Clicking on a full sized image will bring you back to the list of images in the album.

Several options are available on each image. Clicking "Edit" will load the image information into the Edit Photo form. From there you can edit the image information. Click "Edit Photo" to save your changes or click "Delete" to delete the image from the Gallery.

When new albums are created they are given a default basic cover. "Set as Cover" allows you to set the current photo as the album cover. Each album can be given a cover photo. This photo is typically an image from within that album that best portrays the contents of the album.



Administration: Osceola Economic Development

In addition to the new Positive Forward site, Osceola County continues to operate the Osceola Economic Development website. These two sites have a different intended audience so they remain separated with a distinct look and feel. You can, however now easily edit the Osceola Economic Development site using your Positive Forward account profile.

Logging into Osceola Economic Development

1. Go to the Osceola Positive Forward website (www.osceolapositiveforward.com) and login with the credentials you created while completing the registration section of this tutorial.
2. Click on County -> Economic Development, on the main navigation menu. (see adjacent screenshot)

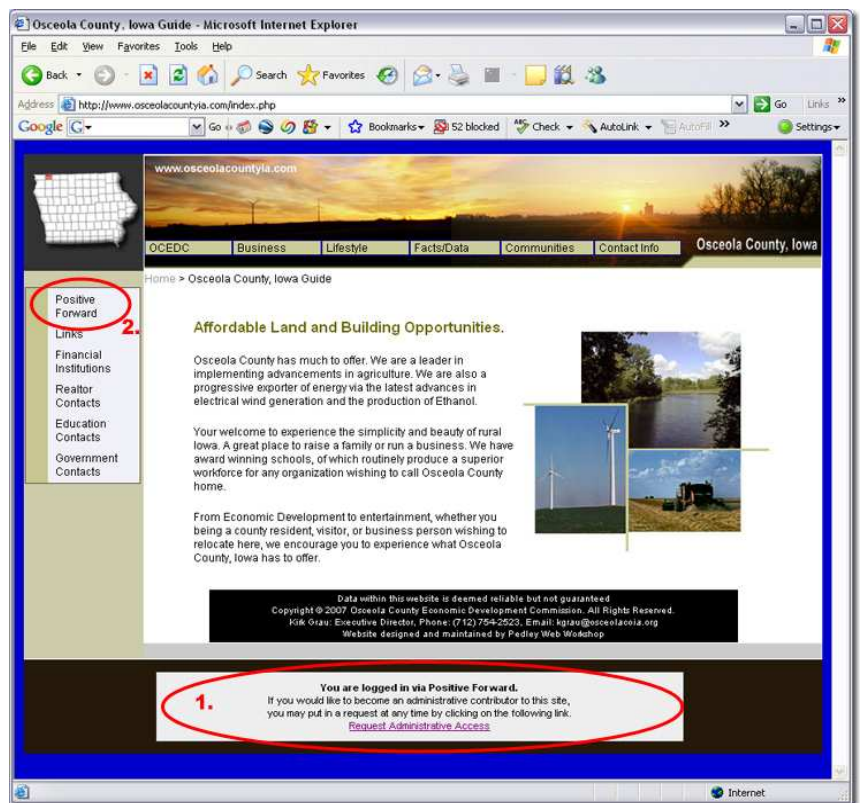


Note: If you access the Osceola Economic Development site directly (www.osceolacountyia.com) you will not be logged in. You must follow the above steps to be successfully logged in.

At this point you will be brought to the county economic development website. Circled and marked as item 1 in the adjacent screen shot you will see a note indicating you are logged in via Positive Forward followed by instructions on how you can go about gaining administrative access to this site.

If you click on the “Request Administrative Access” link, you will be presented with a form. If you submit the form and your request is approved, you will be notified via email. The new security settings will take effect the next time you login to the Positive Forward site.

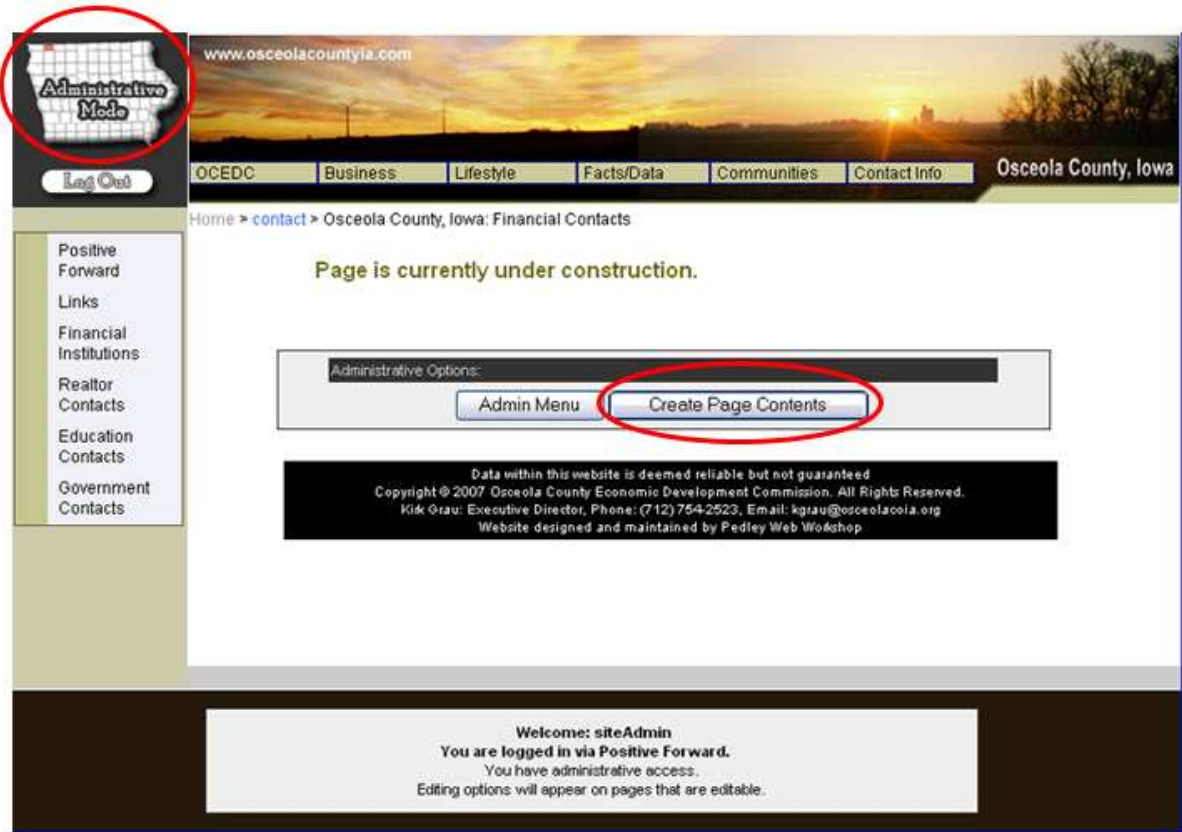
If at any time you want to return to the Positive Forward website, just click the link reading “Positive Forward” (circled item 2 on screen shot)



After gaining administrative access you will see new options available to you.

Not all pages on the Osceola Economic Development site are editable. Pages that are will be clearly indicated by the “Administrative Mode” note in the upper left corner of the webpage.

In addition you may see a button labeled “Create Page Contents” or “Edit Page Contents”



There are many pages on Osceola Economic Development stating they are “under construction.” If you feel like you could contribute to one of those pages, please do so by clicking on the “Create Page Contents” button.

Depending on the page you are editing you will be presented with one of several different user friendly forms. Each is appropriate to the type of content you will be entering.

Documentation will grow when additional features are added.

If anything is unclear or if you have any questions please feel free to email me at:
webmaster@osceolapositiveforward.com

Thank you and enjoy the web presence!