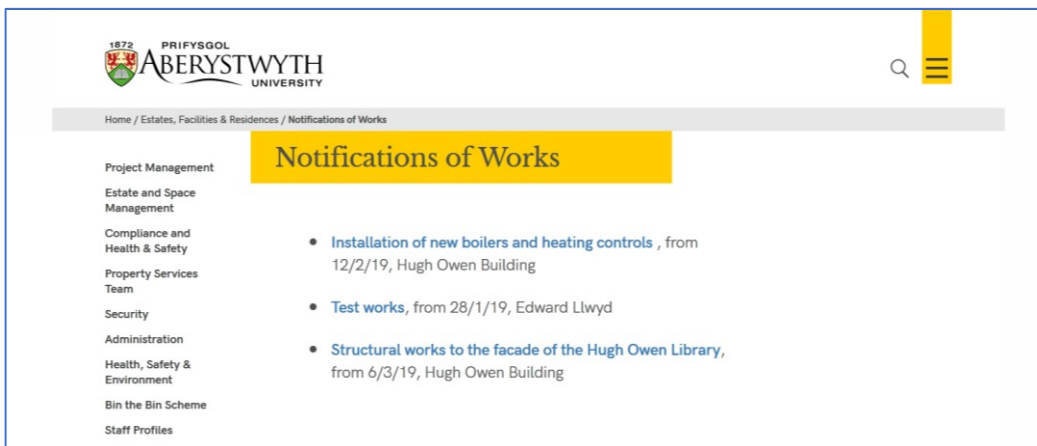


32. Creating a Notification of Works

Introduction

The Notifications of Works page automatically displays notifications that are added to a sub-section. The notifications can be set to automatically expire after the end date of the works.

Notifications of Works page (<https://www.aber.ac.uk/en/estates/notifications-of-works/>):



Home / Estates, Facilities & Residences / Notifications of Works

Notifications of Works

- **Installation of new boilers and heating controls**, from 12/2/19, Hugh Owen Building
- **Test works**, from 28/1/19, Edward Llwyd
- **Structural works to the facade of the Hugh Owen Library**, from 6/3/19, Hugh Owen Building

When a user clicks on a particular notification, they will be able to view the details of the works including the contact:



Home / Estates, Facilities & Residences / Notifications of Works / Notifications

Installation of new boilers and heating controls

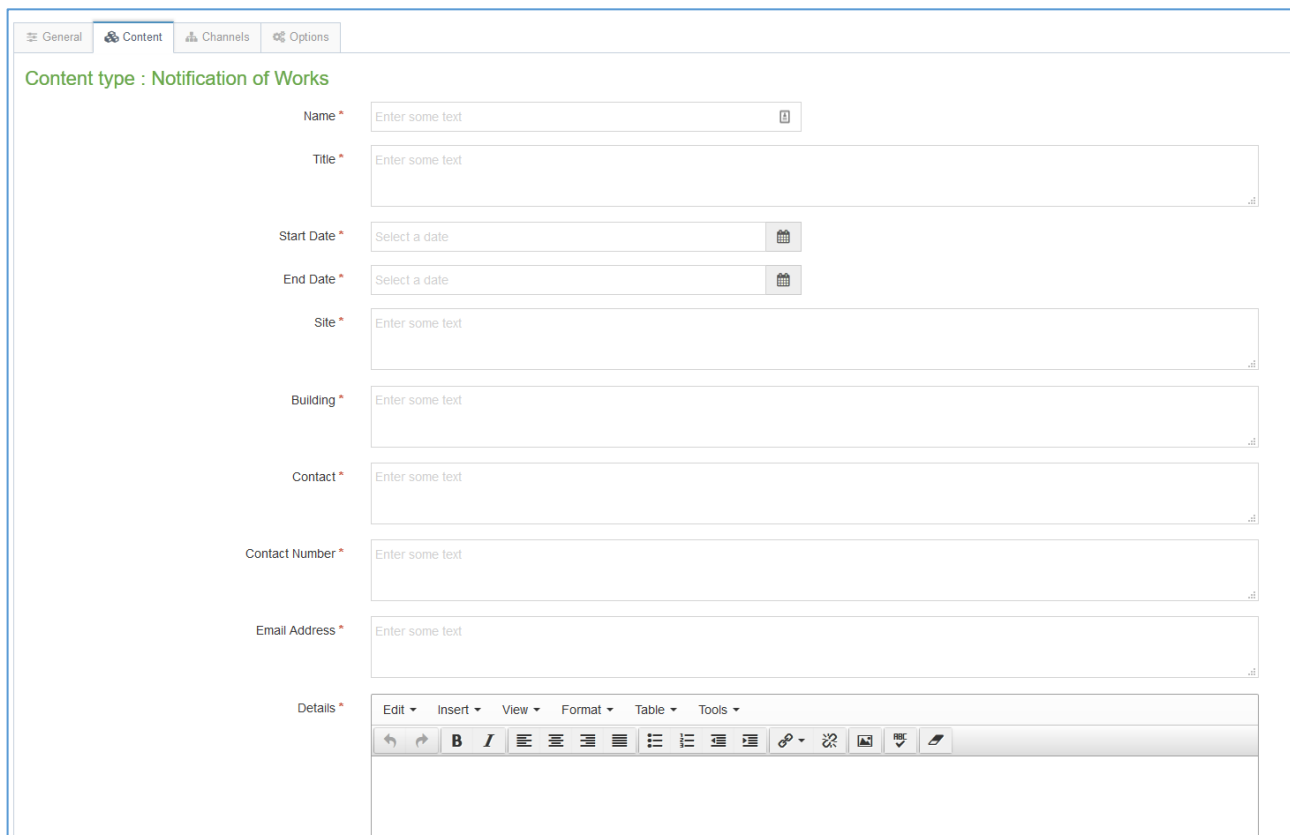
Start Date	Tuesday, February 12, 2019
End Date	Thursday, February 28, 2019
Site	Penglais Campus
Building	Hugh Owen Building
Contact	Mike Akehurst
Contact Number	01970 621804
Email Address	mat@aber.ac.uk

Details of Works and Notes

Please be advised that the installation of a new Boiler plant and heating control systems is due to commence on Monday 4th

Creating a New Notification of Works

1. In the CMS find the 'Notifications of Works' section and expand it to find the 'Notifications' sub-section that is inside it
2. Click on 'Notifications' to open the section
3. Click on the Content tab to view the content in the section
4. Click the green 'Create content' button
5. From the list of content types that is displayed, choose 'Notification of Works' by clicking on its name
6. The Notification of Works template will be displayed:



The screenshot shows a CMS interface with a top navigation bar containing 'General', 'Content', 'Channels', and 'Options'. The 'Content' tab is active. Below the navigation bar, the text 'Content type : Notification of Works' is displayed. The form contains several fields with red asterisks indicating they are required:

- Name * (text input)
- Title * (text input)
- Start Date * (date picker)
- End Date * (date picker)
- Site * (text input)
- Building * (text input)
- Contact * (text input)
- Contact Number * (text input)
- Email Address * (text input)


At the bottom, there is a 'Details' section with a rich text editor toolbar containing options for Edit, Insert, View, Format, Table, and Tools, along with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, and link icon.

7. Fill in the details of the Notification of Works:
 - a. Name - give the content a name, e.g. new boilers

- b. Title - enter the title of the works, e.g. Installation of new boilers and heating controls
 - c. Start Date - click into the box to make the date picker appear and choose the start date for the works
 - d. End Date - click into the box to make the date picker appear and choose the end date for the works
 - e. Site - enter the location of the works, e.g. Penglais Campus
 - f. Building - enter the name of the building (or buildings) where the work is located
 - g. Contact - enter the name of the person who should be contacted by anyone with queries about the works
 - h. Contact Number - enter the phone number of the contact
 - i. Email Address - enter the email address of the contact
 - j. Detail - enter the full information about the works that are going to be carried out
8. Before saving the notification you can add an expiry date - this will mean that the notification will stop showing on the website once the expiry date has passed:
- a. Click on the Options tab at the top of the template
 - b. Click into the Expiry date box to make the date picker appear - choose the date when the notification should be removed from the site
9. When you have finished, click the blue Save changes button at the bottom of the template

10. You will be able to see your new Notification of Works listed on the preview of the main Notifications of Work page
11. Remember that you will need to approve your new notification before it will go live

Reordering your Notifications of Works

1. Open the Notifications section in the CMS and click on the content tab to view the content
2. Click on the move arrows to the left of the item you want to move () and drag it to the correct position in the list
3. Let go of the mouse to complete the move