36. Adding an Important Notice

Introduction

Important notices can be added to department homepages and other webpages in special circumstances. These should not be used routinely but only when there is a situation that requires special information to be given to users, such as during the coronavirus pandemic.

When used on a department homepage, the notice will appear under the image slider, or if there is no image slider it will appear under the main heading.
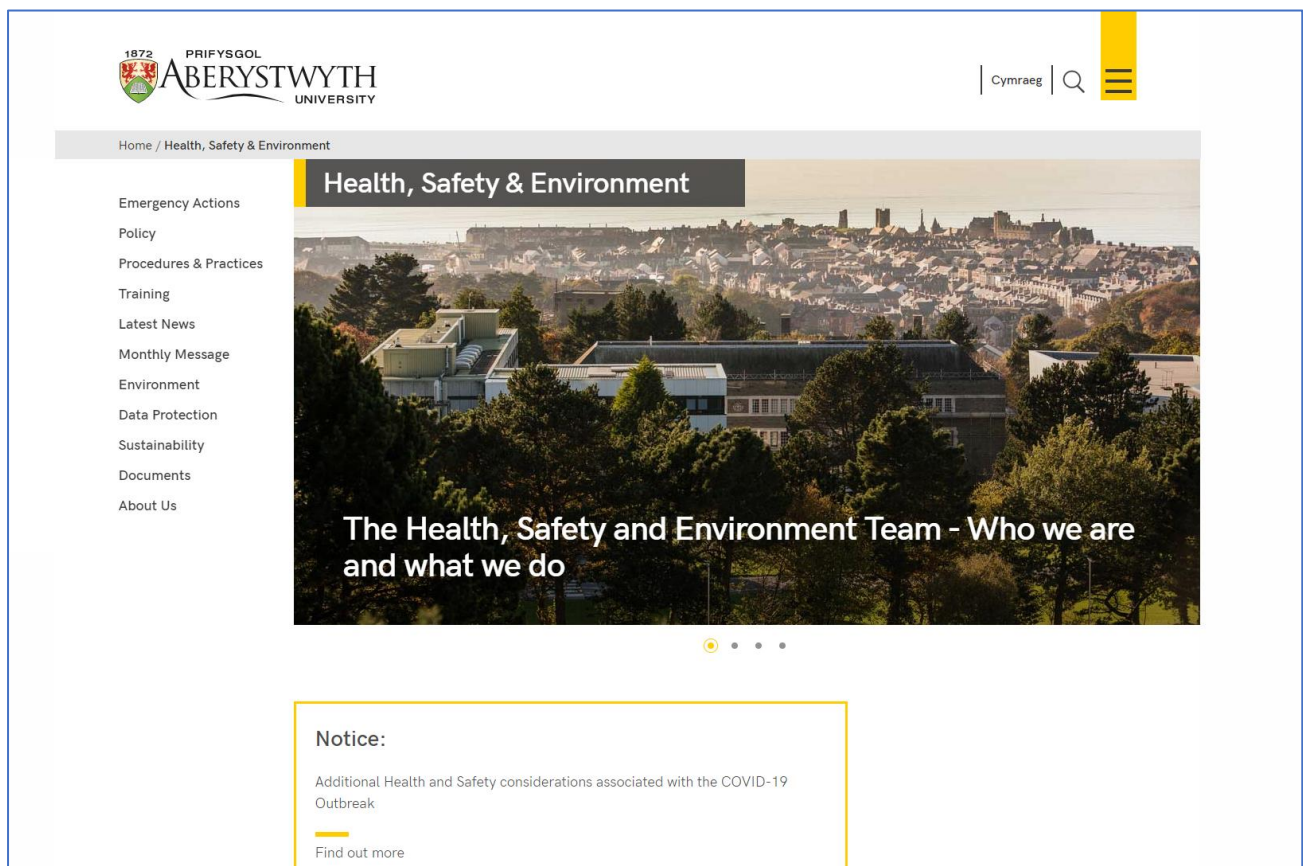

Figure 1: Example of a notice on a department homepage with an image slider
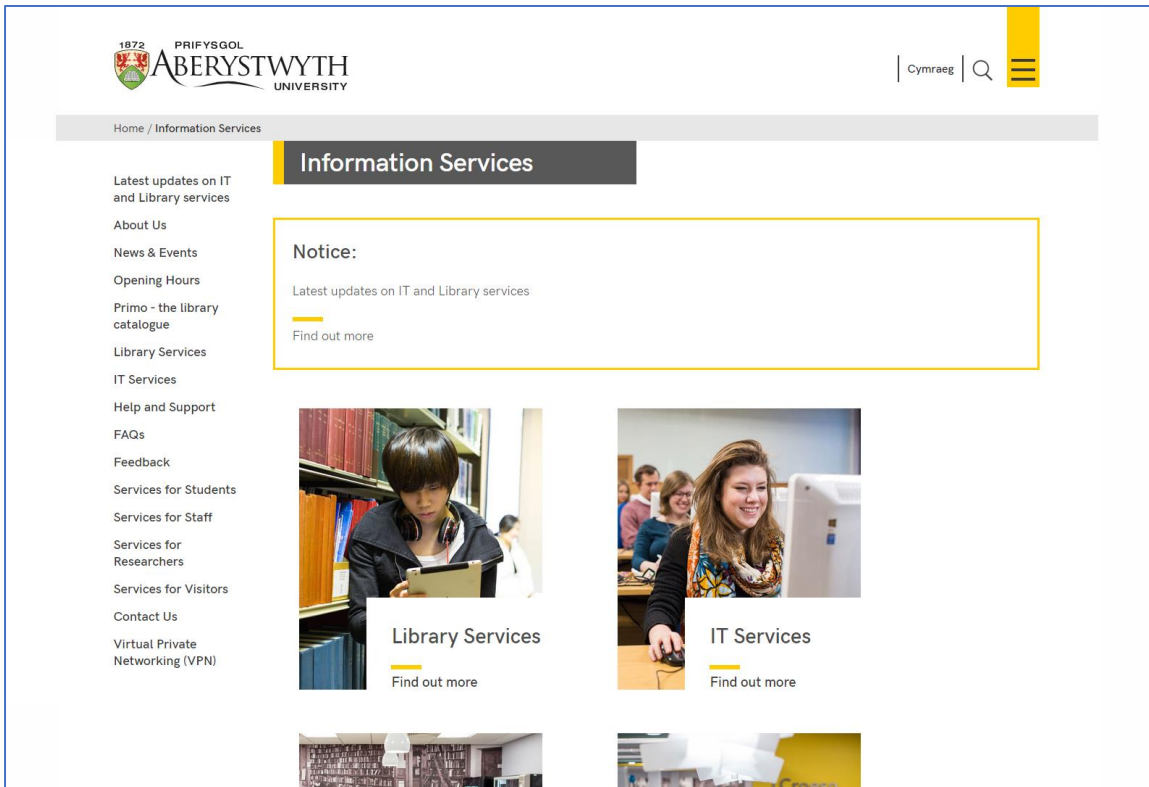
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Figure 2: Example of a notice on a department homepage which doesn't have an image slider

On a normal page, the notice will appear at the point within the page where it is placed.
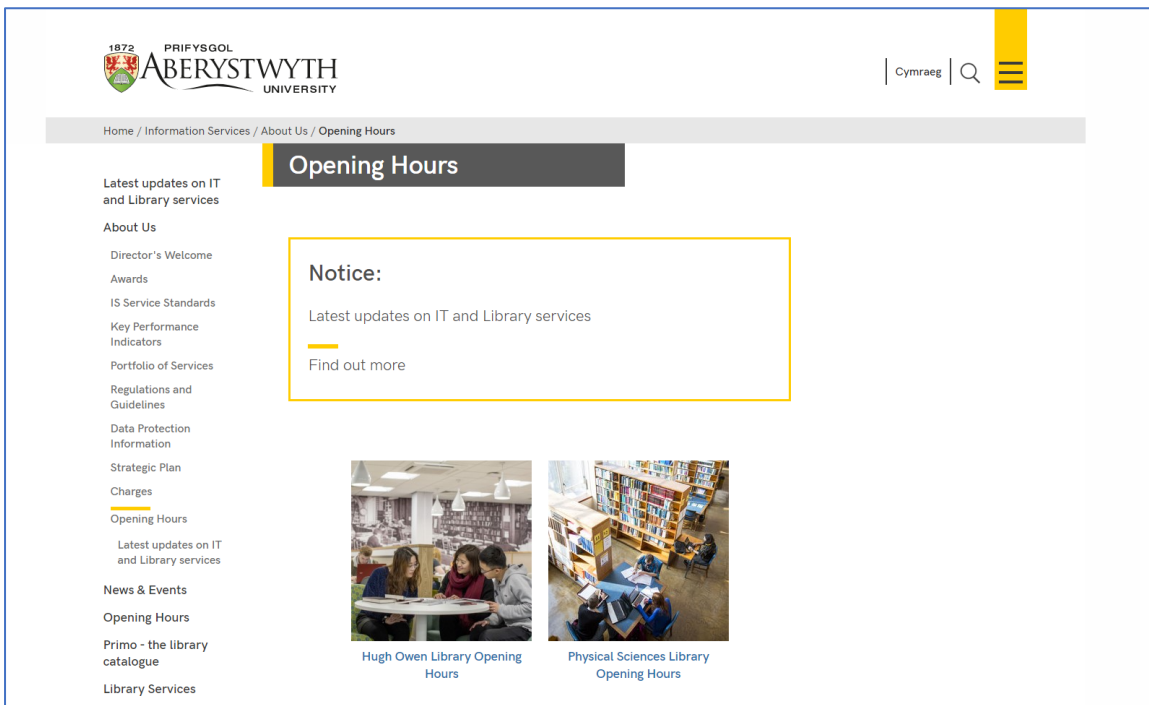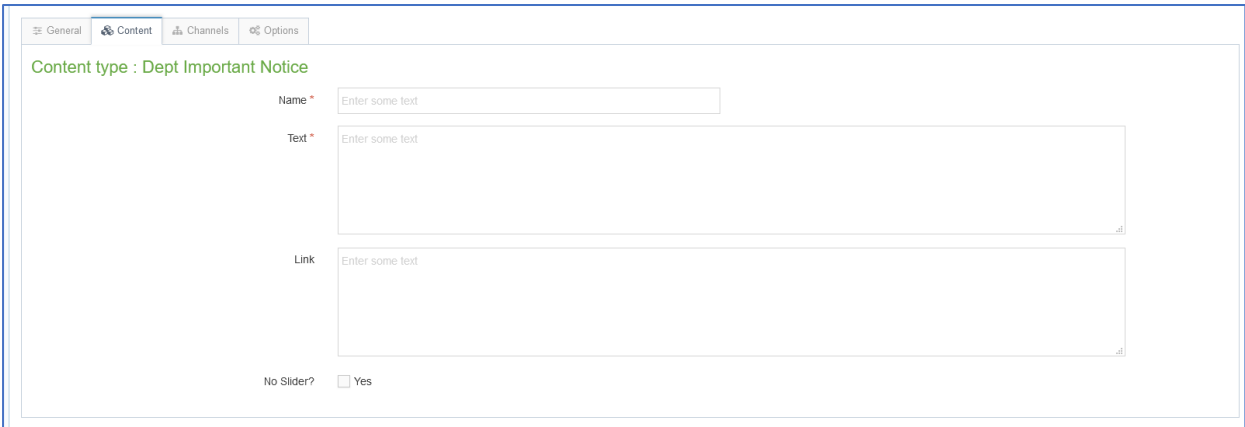

Figure 3: Example of a notice on a normal page

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Department Homepage

1. Open your department's 'top story' section in the CMS.

2. Click on the Content tab.

3. Click Add content and choose 'Dept Important Notice'.

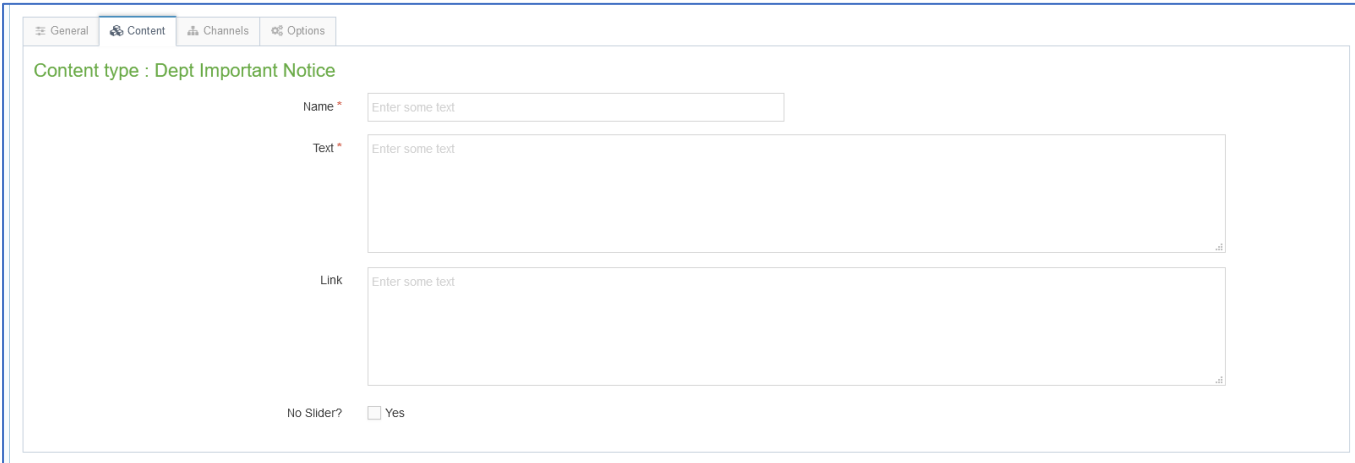4. The 'Dept Important Notice' template is displayed:

5. Give the piece of content a name.

6. Type or paste the text you want displayed on the notice into the 'Text' box.

7. If you want the notice to link to a page, type or paste the full web address into the Link box.

8. If your department homepage has a slider, leave the 'No Slider?' tick box empty.

9. If your department homepage does not have a slider, tick the 'No Slider?' box.

10. Click the 'Save changes' button to finish.

11. If required, you may need to order the content in your section so that your notice appears beneath your slider. See Information Sheet 8 for further information on reordering content.

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Normal page

1. Open the section in the CMS where you want the notice to appear.

2. Click on the Content tab.

3. Click Add content and choose 'Dept Important Notice'.

4. The 'Dept Important Notice' template is displayed:

5. Give the piece of content a name.

6. Type or paste the text you want displayed on the notice into the 'Text' box.

7. If you want the notice to link to a page, type or paste the full web address into the Link box.

8. Leave the 'No slider?' tick box empty.

9. Click the 'Save changes' button to finish.

10. If required, you may need to order the content in your section so that your notice appears in the correct point in the page. See Information Sheet 8 for further information on reordering content.

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Check how the notice looks

1. When you have finished adding your notice, return to the Site Structure.

2. Click on the Actions button for the location where the notice will be shown. Note that for a notice on a department homepage, this will be the main section of the department, rather than the 'top story' section.

3. Check that the notice appears as you would like it to.

4. Remember that you will need to approve the content that you have created in order for the notice to be displayed on the live webpage.

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