



User Guide

V6.5 websites

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1 The Basics

On this chapter, we'll work from the top of the web page, detailing what the various components mean and how to use them.

In the picture to the right you can see a simple page set-up with a **site-header image** (this can only be changed by us) at the top and the **navigation bar** underneath. Then a **full text component** and **bricks component**. The site-header image and navigation bar are static, but other components can be moved and will nearly always have a title at the top and a line at the bottom.

The **editing cogs**, which you can see dotted around the page (and on the row of icons below), are what you click to edit or change a component. Each component has its own cog.

To the bottom left of each component are move/delete icons. The first icon is an **up or down arrow**, allowing you to move that whole component up or down the page. Next is a **bin icon** which will delete the entire component. Take care when deleting components as you cannot recover them yourself.

The last icon is a **double headed arrow** which will stretch a component across the screen when pressed once and then constrain it to the middle when pressed again.



SITE HEADER

NAVIGATION BAR

FULL TEXT BOX

BRICKS

This is an example website only. Vision ICT is not a real parish and therefore Vision ICT Parish Council is also fictitious. This site is for training purposes.

- Welcome to VisionICT Parish Council
- Edit title if needed

Social Media

1 The Basics cont...

So now we know how to move and delete components and have seen some examples, how do we add new components?

At the bottom of every page, just above your footer is an "**Add Component**" section with a drop down underneath it. Click on the drop down and select which component you would like to add then **click the thumbs up** and your new component will appear at the bottom of the page.

You can then use the icons next to the component to move it up and down the page, delete it or stretch it across the page as explained above.

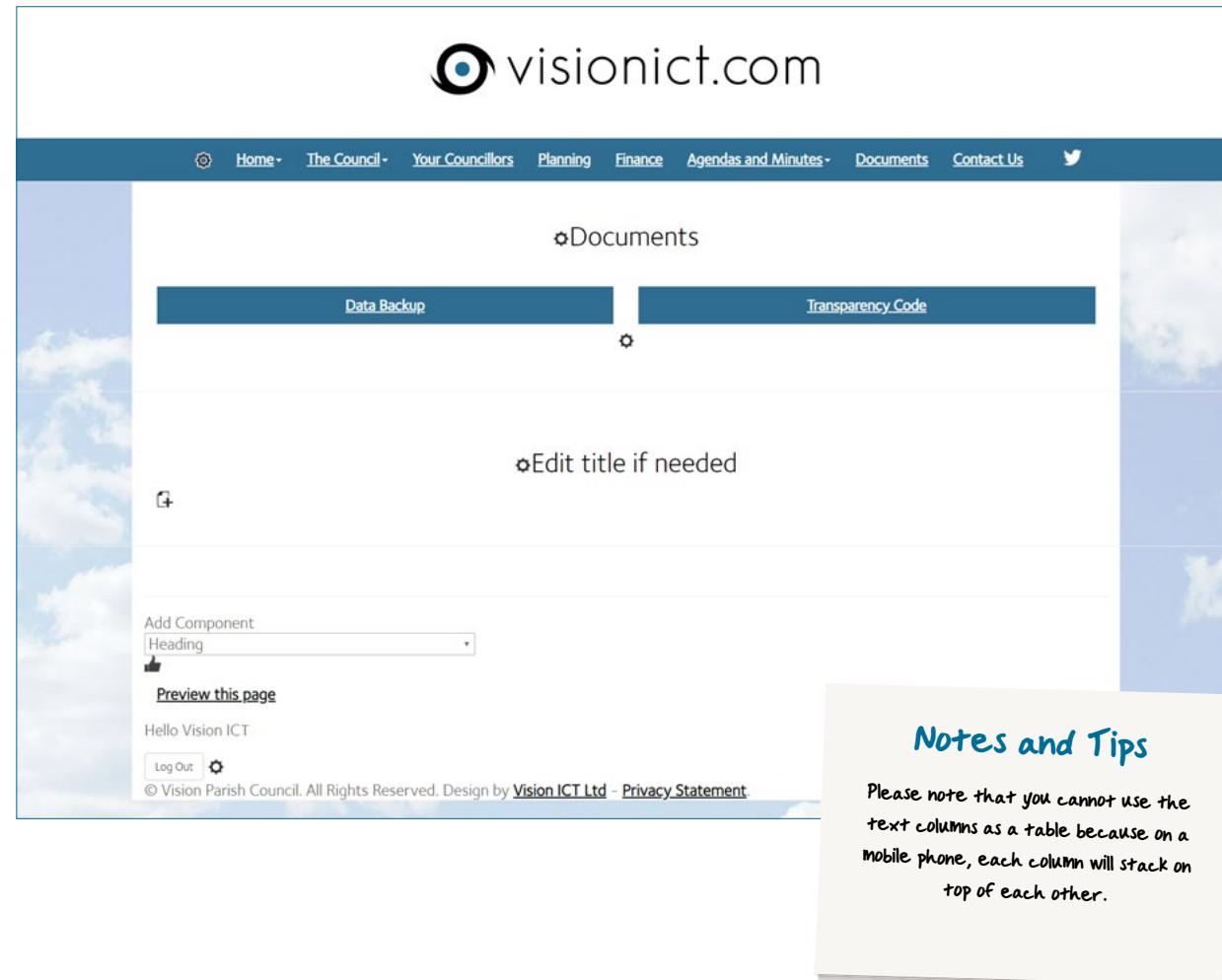
So what are some things you can add?

Heading - This can be used as a title on your page, though for most websites we use the first component title as the heading.

Heading Image - This is used when you want to add an image which stretches across the whole page. They are mostly decorative.

Text options - You have a few text box options here. The first is a full width text box, the second will give you two columns, the third gives you one smaller column and one bigger column (this is often used when you have an image and some accompanying text), the forth will give you three equal width columns, the fifth will give you two smaller columns either side of a larger column, the sixth gives you four equal width columns and the last will give you six equal width columns.

Use the text box that best fits the content you have to add, experiment with using different ones for better layouts.



The screenshot shows a website editor interface for visionict.com. At the top is a header with the visionict logo and a navigation bar with links: Home, The Council, Your Councillors, Planning, Finance, Agendas and Minutes, Documents, Contact Us, and a Twitter icon. Below the header is a sidebar with a blue background and white text, containing a 'Documents' section with 'Data Backup' and 'Transparency Code'. The main content area has a light blue background with white clouds. In the bottom left corner of the content area, there is an 'Add Component' dropdown menu with 'Heading' selected. To the right of the content area is a white box titled 'Notes and Tips' containing the following text:

Notes and Tips

Please note that you cannot use the text columns as a table because on a mobile phone, each column will stack on top of each other.



VIDEO



HOME

2 Page Management

This chapter will explain how to add, move and delete pages and sections on your site. If you click the cog to the left of your home page in the navigation bar, you will be taken to the **Page Management area**.

Adding Sections and Pages

The **add new icon** will add new pages and sections to your site. The very first one you see (just under the "key") will add a **section**.

These sections (e.g The Council, Documents etc) are displayed in your **navigation bar**. To the left of each section in the list is another add page icon. This one will add a **sub-page** to this section (for instance the "The Council" section has a sub-page of "Members Area").

When you add a new section it will appear at (or near) the bottom of the list. When you add a new sub-page it will appear at the bottom of the sub-pages in that section. For now this is a **draft page** and will be called, "New Page".

I will show you in a moment how to change the name of this page and get it to appear in your navigation bar.

Editing and moving pages

Next to each page and section are a series of icons. The first, as we have covered already, adds a sub-page. The second will give you the **properties** of that page. The third will **delete** the page (note you cannot delete a section until all its sub-pages have been deleted). Finally we have **up and down arrows**. These will move a sub-page up and down within a section or move a section up and down within your navigation bar.

The screenshot shows the visionict.com website's Page Management interface. At the top is a navigation bar with links: Home, The Council, Your Councillors, Planning, Finance, Agendas and Minutes, Documents, Contact Us, and a Twitter icon. Below the navigation bar is a sidebar titled "Page Management" with a "Key" icon. It lists sections and their sub-pages:

- Home
- Gallery
- Finance
- News
- The Council** (highlighted)
 - Members Area**
- Your Councillors
- Planning
- Finance
- Agendas and Minutes
 - Allotments
 - Full Council
- Planning
- Finance
- Events
- Finance
- Environment
- Documents
- Contact Us

Below this is a "Page Management" form with fields for Title*, Sub Title, Page Status, Access, and Permission, with "Save Changes" and "Key" buttons.

At the bottom are four circular icons with labels:

- Add New (plus sign)
- Properties (wrench and screwdriver)
- Delete (trash can)
- Up/Down (up and down arrows)

Notes and Tips

To move a page from one section to another or move a sub page onto the main navigation bar, you will need to email us. We also cannot delete the landing pages that appear to be duplicates of the pages in the navigation bar.



VIDEO



HOME

2 Page Management cont...

Page Properties

If we click on the **properties icon** next to a page, a menu will appear allowing you to edit the page **title**, **subtitle** (not often used unless your site is bilingual) and **page status**. If you have a members area, you may have some additional options. These will be covered on the [Members Area page of this user guide](#).

Page Status

- A live page will be able to be viewed normally by visitors to the site.**
- A draft page will not be visible to the public, this allows you to build and make changes to the page without the public seeing it until you are ready to set it as live.**
- A hidden page can be linked to but will not show up normally on your site. This can be used for example, if you want a separate page for each council service but want those pages to only be accessible via the Council Services page. You can access these pages anytime via the Page Management Area.**

Remember to press "Save Changes" when you're done!

visionict.com

Page Management

Key ~ Live Pages ~ Draft Pages ~ Hidden Pages

- Home
- Gallery
- Finance
- News
- The Council
- Members Area
- Your Councillors
- Planning
- Finance
- Agendas and Minutes
- Allotments
- Full Council
- Planning
- Finance
- Events
- Finance
- Environment
- Documents
- Contact Us

Add New Properties Delete Up/Down

Notes and Tips

Certain page names will cause an error message to show on the website (such as words with "na" in them). This is a technical error that we are trying to fix. Until then, if your page shows an error, please contact us and we will fix it.

3 Editing Text Boxes

For adding a text box and the differences between them please [see our components page](#). Once you have your component, you can click on the cog next to the words "Edit title if needed" to add a title or click on the cog under the text "content coming soon" to add text and images. When you click on the cog you will see the **editing mode** of the text box as can be seen on the image to the right. You can click into the box and start typing to add text.

Moving our attention to the top of the text box, there is a drop down. For body text, this will be set to "Normal". If you need to add a heading, you will need to click on this drop down and select "Heading 4". If your website has boxes around links and you want to do this too, highlight your text and select either "heading 5" or "heading 6" from the drop down.

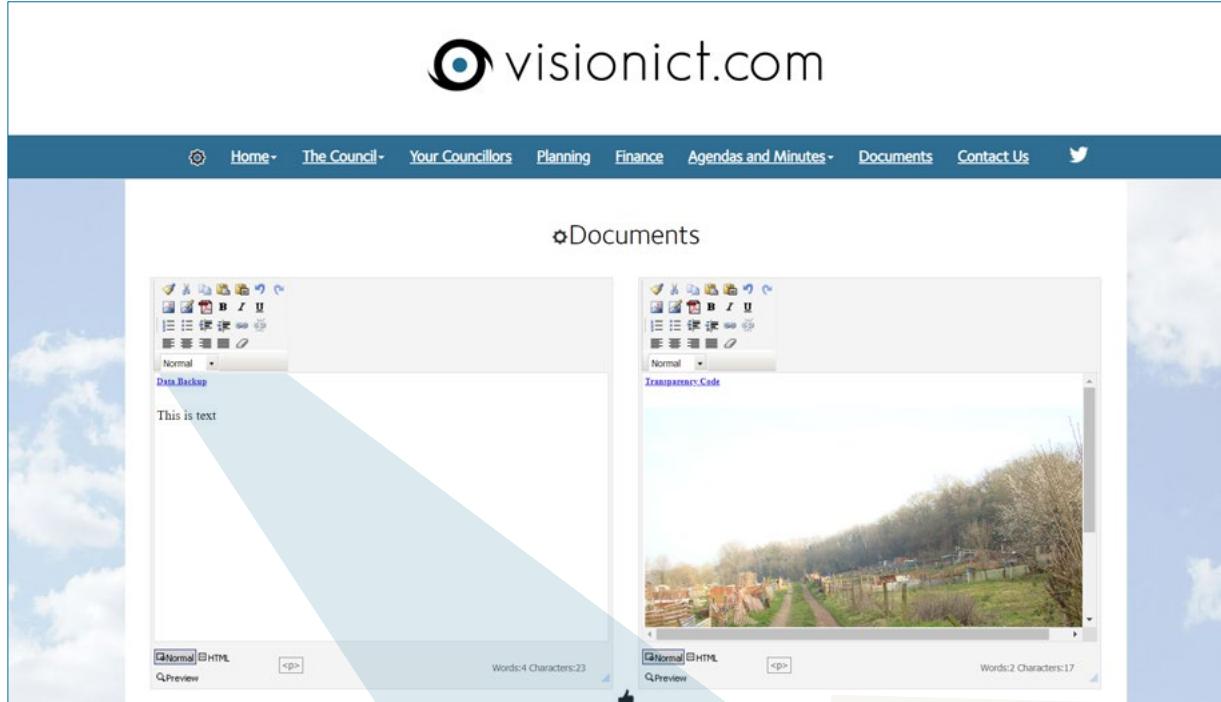
The first icon which looks like a broom can be used to remove formatting for example when pasting directly from Word, fonts and styling from text by clicking on it and then clicking "remove all word specific markup" and then "cancel" to dismiss the box (take care to never press "remove all HTML tags" as these are crucial for accessibility and website function).

The second and third icons tell you the keyboard shortcuts to cut and copy text.

The forth icon is redundant but the fifth allows you to paste text from word or another website, and will automatically convert it to plain text ready for this website. This is essentially another way to do what you can do with the first icon but this one will also remove all links and heading styles. These tools are used to keep your site professional and consistent but also removes any colours which may be inaccessible.

The icons for bullet points, text alignment, indents, bold, italics and underlining are the same as those on most word processing software. The other icons can be used to add images and documents which will be covered later in this guide. The arrows can be used to undo and redo an action you have made since clicking on the cog.

When you have finished editing the text box, click on the thumbs up directly under the text boxes to save your changes.



The screenshot shows a website interface for visionict.com. At the top is a navigation bar with links: Home, The Council, Your Councillors, Planning, Finance, Agendas and Minutes, Documents, Contact Us, and a Twitter icon. Below the navigation is a header with the visionict.com logo and a "Documents" section. The main content area contains two text boxes. The left text box has a toolbar above it with various icons for text formatting and file operations. It contains the text "This is text" and has "Normal" selected in the font dropdown. The right text box also has a similar toolbar and contains a photograph of a path through a forest. Both text boxes have "Normal" selected in their font dropdowns. A large blue diagonal arrow points from the top-left towards the text boxes. In the bottom right corner, there is a "Notes and Tips" box with the following text:

Notes and Tips

Text or images deleted while in this mode cannot be recovered once you have pressed the thumbs up. If you think you have made a mistake, click the back button on your browser or click to a different page.

DO NOT CLICK THE THUMBS UP

4 Uploading Documents

To add a document to your site, you first need to write the name of the document in the text box so you can link the file to it. (Please bear in mind that following the WCAG 2.1 regulations, it is no longer proper to link text or hyperlinks to the words "here" or "click here".)

Click and drag with the mouse to highlight the appropriate text or image and go to the "**downloadable files**" icon in the top left (it looks like the PDF icon). This will bring up the **Downloadable Files Box** (pictured).

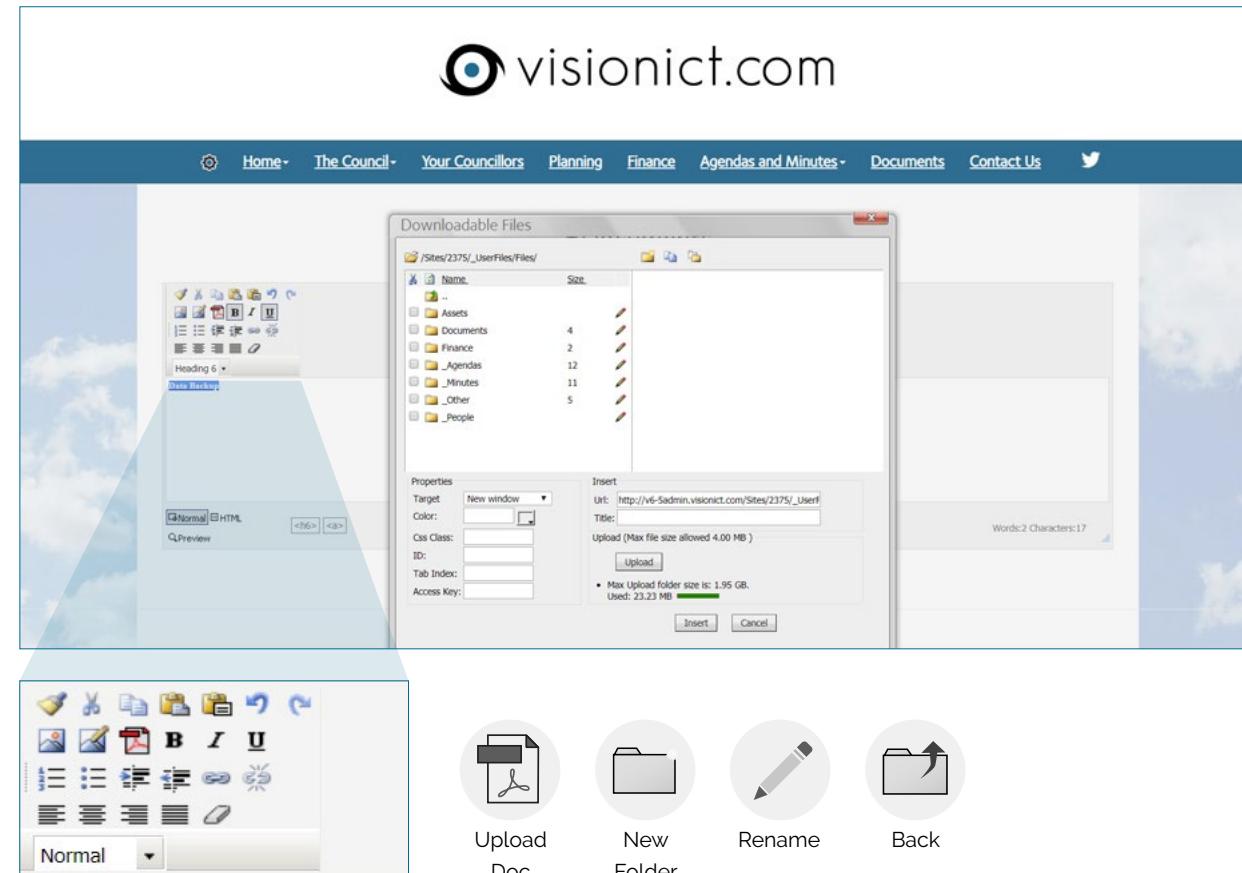
Folders

To keep files tidy, we recommend uploading into **folders** (this should be done at the beginning as files cannot be moved). To make a new folder, click the icon or button of the **folder with a star** in the top right. A box will pop up asking you to name the folder- ensure this is short and relevant. You can create as many folders as you like, but once a document has been uploaded, **it is impossible to move it without having to redo the links on the page.**

Click into your newly made folder or an existing folder. Now click on "**upload**" in the bottom right. This will take you to the files on your computer. Find the document you want to upload, click it and then click "**open**". **Pay attention to the box that pops up now.** If it says "File Uploaded Successfully", then great! You can click on okay to dismiss the box. If it says anything else then the file has not uploaded successfully.

There are a few reasons for this:

- **The document is too large or too close to the upload limit (4MB). Send the document into support@visionict.com and we will upload it for you.**
- **The file name has punctuation in (hyphens and underscores are the only accepted punctuation)**
- **The file is not a .doc .docx .pdf or .xls**



4

Uploading Documents cont...

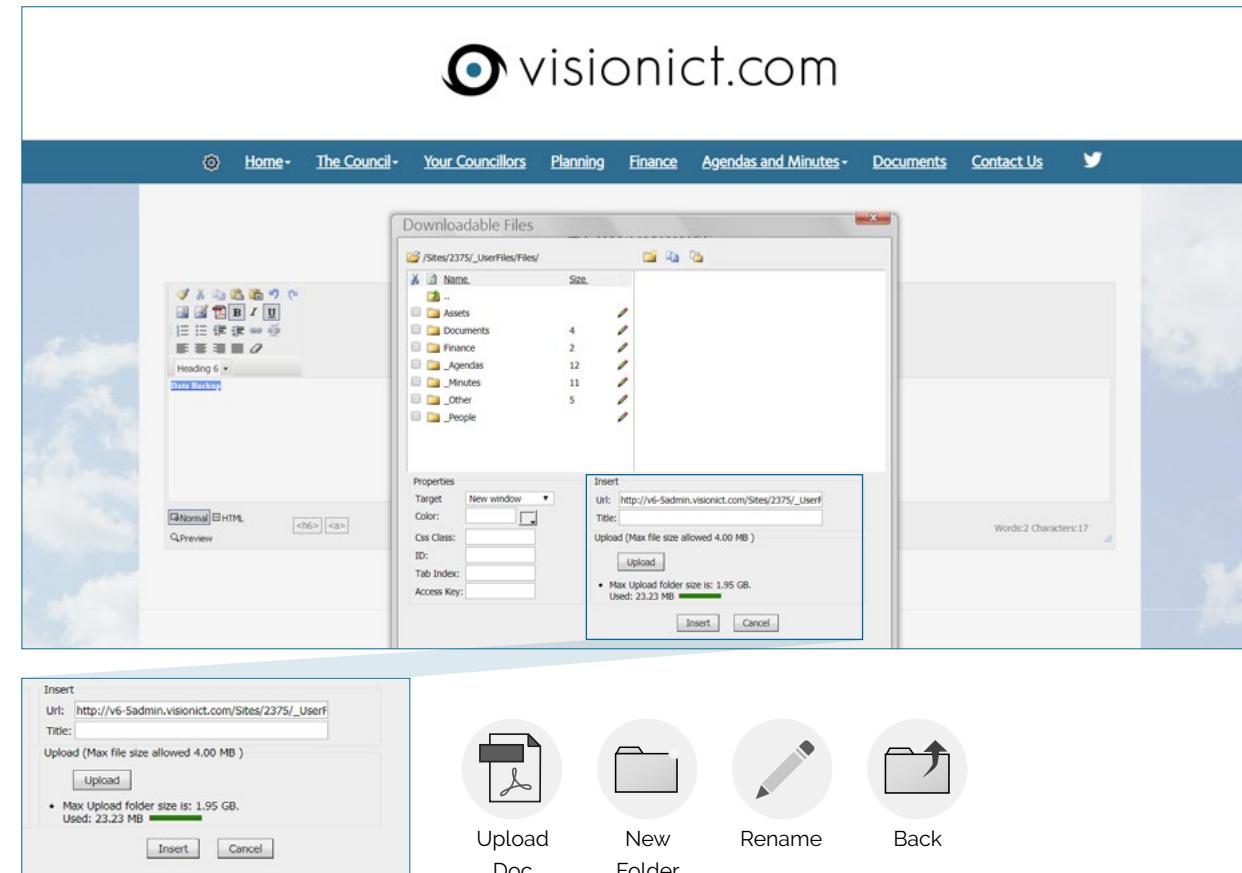
Now your document has been uploaded to the file store, you should see the document in your folder and the **URL box** should be full. To the left of the URL box is a drop down that says “**target: not set**”. You need to click on this drop down and select “**new window**” (this ensures that the document will open in a new tab, leaving the current screen unchanged BUT only do this for PDF files). Whether you chose to leave these unset so they open in the same window or set to new window, please be consistent so that users know whether to hit the back button or to close tabs. Please note that this is not necessary on Word or Excel Documents as they generally download to the users computer, rather than opening in a window.

Now, click “**insert**” in the bottom right of the box. If you have linked the document successfully then the text you had highlighted should now be blue and underlined. Click the thumbs up at the bottom of the text box to save your changes. You can now click on the link to check that it has worked.

Renaming files and folders

If you want to **rename the file** to something more descriptive, this should be done before you click “**insert**”. To do this, click on the box to the left of the document name so a tick appears. Now click on the **pencil icon** to the right of the document name. A box will pop up, type the new name of the document and click okay. The process is the same for renaming folders however, if you rename a folder after uploading documents into it, you will need to re-link all of those documents. Files beginning with “_” are important to certain components on your site and should **never be renamed or deleted**.

The last icon we'll look at is the **folder with a green arrow**. This takes you back to the previous folder. E.g. If you had clicked finance and then 2019-2020, you could click the back folder icon to be taken back to finance.



4 Uploading Documents cont...

Deleting Documents

To delete a document, you must first click and drag to highlight the text of the document you want to replace/remove. Then click on the broken chain icon to remove the link.

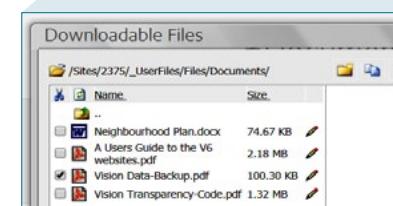
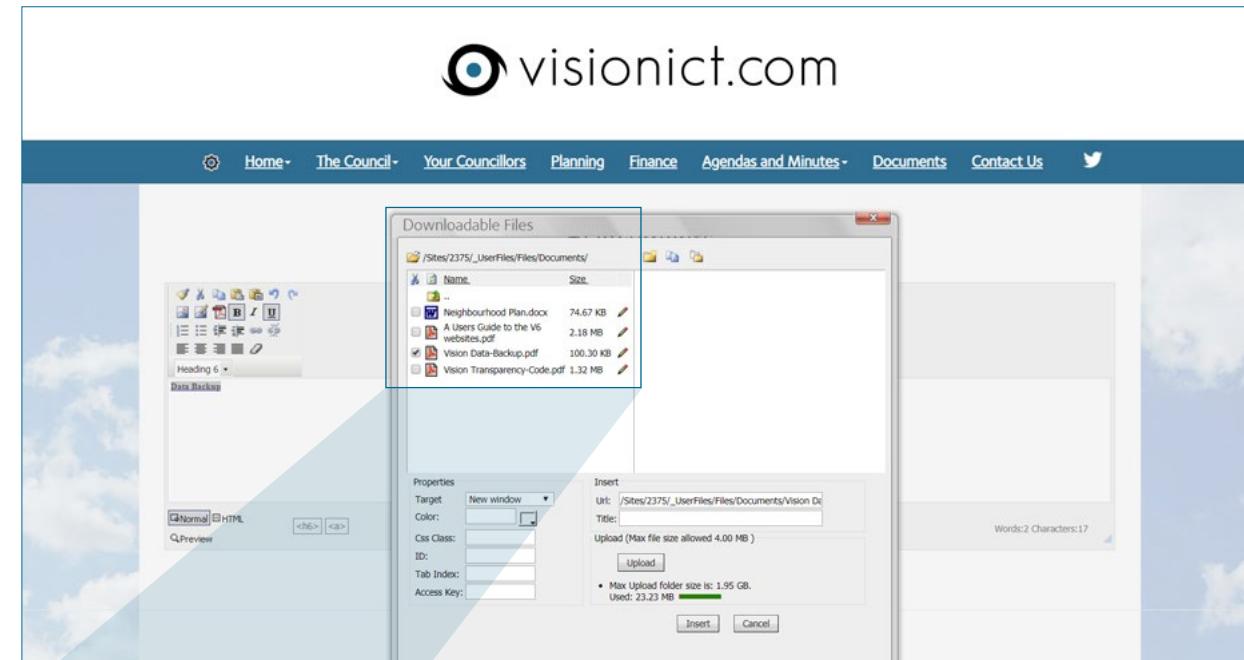
While the text is still highlighted, click on the downloadable files icon. Find the document you want to delete and click the white box to the left of the document name. Now click on the scissors in the top right of the box. A box will pop up asking if you are sure you want to delete the file. If you are, click OK.

Replacing Documents

Like deleting a document, to replace it you first need to unlink the document from the word(s) it is connected to. Do this by clicking and dragging to highlight the word(s) and clicking on the broken link icon. While the text is still highlighted, click on the downloadable files icon.

Now you can select another document from the file store to insert by finding it, clicking on it and pressing insert or follow the instructions above for uploading a new file.

Please note that if you are uploading a new version of a file, **the new one MUST have a different name than the original.**



Remove
Link



Upload
Doc



Delete

5 Uploading Images

To upload an image into a text box on your site, first click on the cog under the text box. Then click in the box so the cursor is where you want the image to go. Now click on the insert image icon in the top left corner.

An insert image box will appear. If you think you will be uploading multiple photos to this page you might want to create a folder to keep them organised. This is the same as making a [document folder \(instructions on page 7\)](#).

If you've made a folder, click into it, now press "upload" in the bottom right box. This will take you into the files on your computer. Find the picture you want and press "open/insert/select" (this will depend on your computer). A box should pop up, pay attention to this. If it says "**File uploaded successfully**" then great!

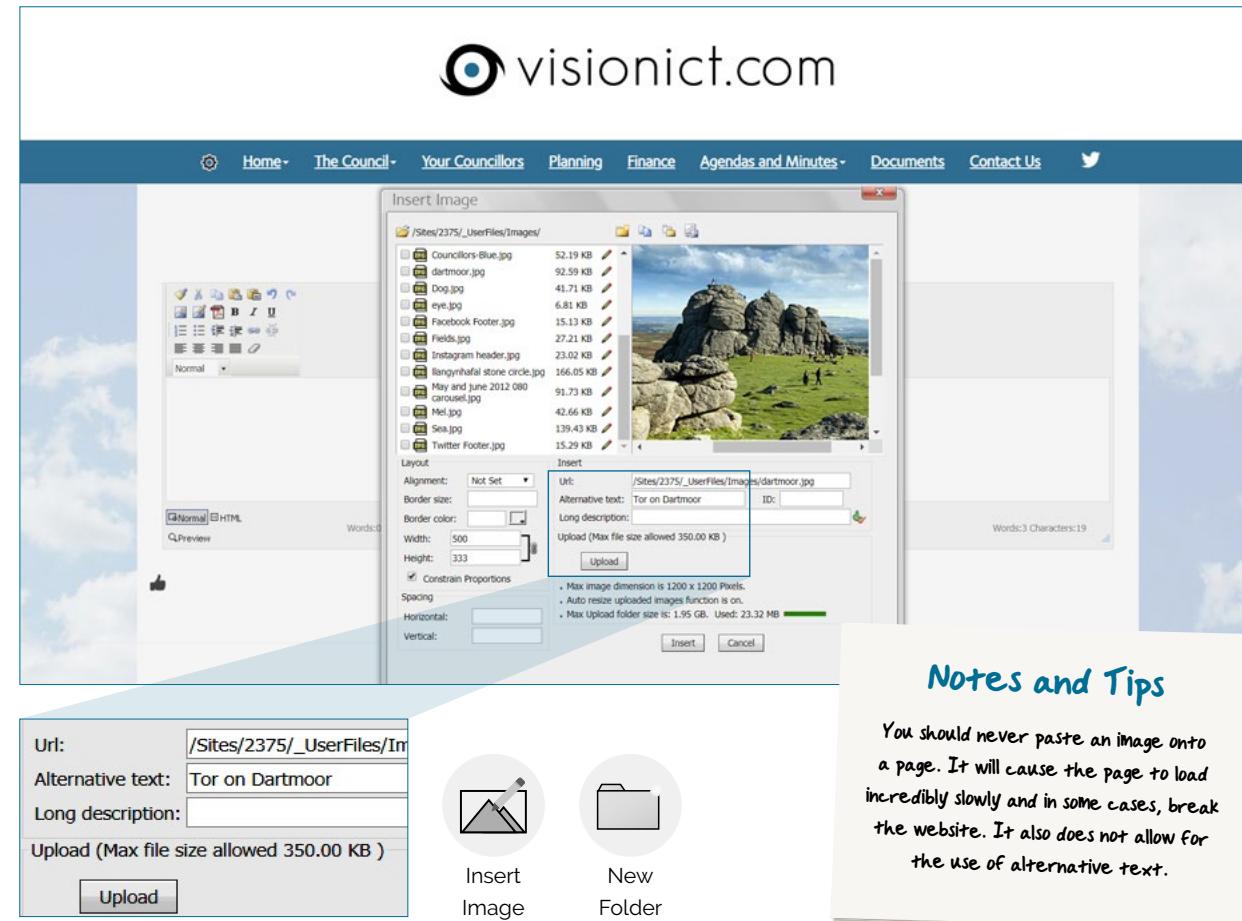
If not, it means the image has not uploaded correctly. There are a few reasons this may be:

- **The image is too large (the max size allowed is 350 KB)**
- **It is not a JPEG, JPG or PNG**
- **The file name has punctuation in (the only accepted punctuation are hyphens and underscores)**

If you need help making the image smaller please see our help and support website or give us a ring and we guide you through the process.

Click OK on the box to dismiss it. Now we need to add a brief description of the image into the Alternative Text box on the right (this is required by the Website Accessibility Guidelines to aid the visually impaired).

Now click "insert" on the bottom right of the box to see your image in the text box. We can edit the size and alignment of the image now.



The screenshot shows a web browser window for visionict.com. The main content area displays a landscape image of a rocky tor on Dartmoor. At the top, there's a navigation bar with links like Home, The Council, Your Councillors, Planning, Finance, Agendas and Minutes, Documents, Contact Us, and social media icons for Twitter and Facebook. Below the navigation is a text editor interface. On the left, there's a toolbar with icons for Normal, HTML, and Preview modes, along with a word count indicator (Words:0). In the center, there's a rich text editor with a bold button and a preview window showing the image. To the right of the editor is the 'Insert Image' dialog box. This dialog shows a file list with various image files and their details (e.g., Councilors.Blue.jpg, dartmoor.jpg, Dog.jpg, eye.jpg, etc.). It also includes fields for URL, Alternative text (set to 'Tor on Dartmoor'), Long description, and a file upload section. At the bottom of the dialog are 'Upload' and 'Insert' buttons. Below the dialog, there's a summary of upload limits: Max image dimension is 1200 x 1200 Pixels, Auto resize uploaded images function is on, and Max Upload folder size is: 1.95 GB. Used: 23.32 MB. To the right of the dialog, there are two circular icons: one for 'Insert Image' with a mountain icon and another for 'New Folder' with a folder icon. The overall theme of the website is blue and white.

Notes and Tips

You should never paste an image onto a page. It will cause the page to load incredibly slowly and in some cases, break the website. It also does not allow for the use of alternative text.

5 Uploading Images cont...

Editing images

If you want to edit or replace an image that's already been uploaded, you can double click on the image when in editing mode. This should bring up the IMG box as shown on the right.

If you want text to run around the image, you can set the **alignment** by pressing on the drop down which says "not set" next to the words "alignment". You can also add **borders** using the border size and colour boxes.

You can change the width and height of the image as well by typing in the appropriate boxes but it will decrease the quality of the image if you try to make it larger and won't change the proportions of it. If you need to change the proportions of a photo, you should do this in a [photo editing software](#) before uploading the photo. If you uncheck the **constrain proportions box** and then resize the image the image will be stretched and distorted.

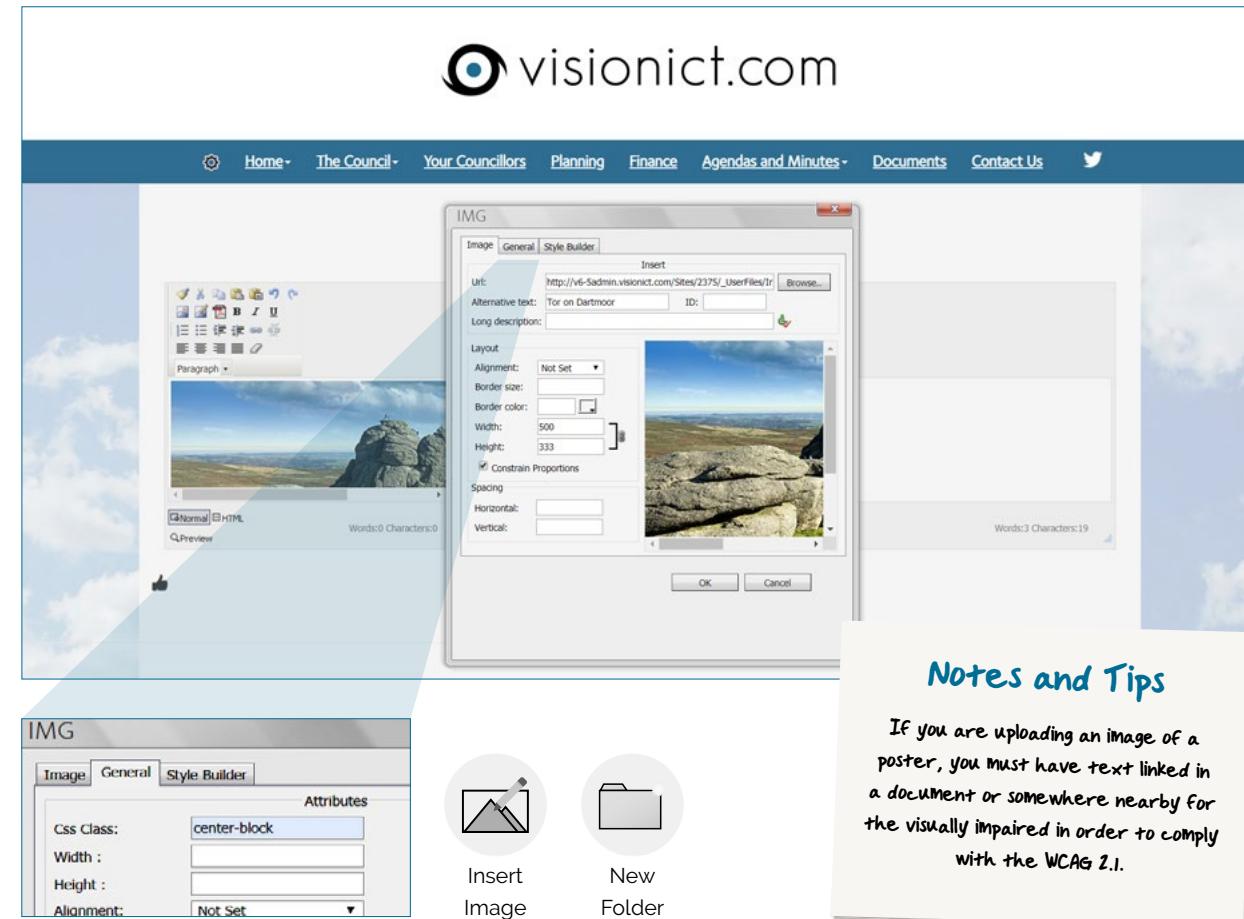
Spacing will add some space around the edges of your photo.

When you're done, click OK and then the thumbs up to save your changes.

If you want to **centre an image** and using the alignment drop down isn't working, you can double click on the image, select the "**General**" tab and in the "**Css Class**" box type "**center-block**" (please make sure to use the US spelling for Centre).

Replace a photo

Double click on the image when in editing mode to bring up the IMG box. Next to the URL box there is a button that says "browse", click on this to go to the image store for your website. You can either select a photo you have already uploaded or follow the [insert image instructions](#) to upload a new image.



Notes and Tips

If you are uploading an image of a poster, you must have text linked in a document or somewhere nearby for the visually impaired in order to comply with the WCAG 2.1.

6 Adding and Removing Links

You may want to add links on the website to external sites, internal website pages or email addresses. This chapter will help you learn how to add, edit and delete these links.

External Website Links

Click on the cog under a text box to enter edit mode then type in the name of the website. Click and drag over the text to highlight it, then click on the **insert link icon** in the top left of the text box. A box should appear like in the photo to the right.

Write or paste the web address in the box labelled **URL**. The address **must begin with either http:// or https://** or the link will not work. If done correctly, the "**Type**" drop down should change to "http://" or "https://". If it hasn't changed you can select http:// from the drop down yourself.

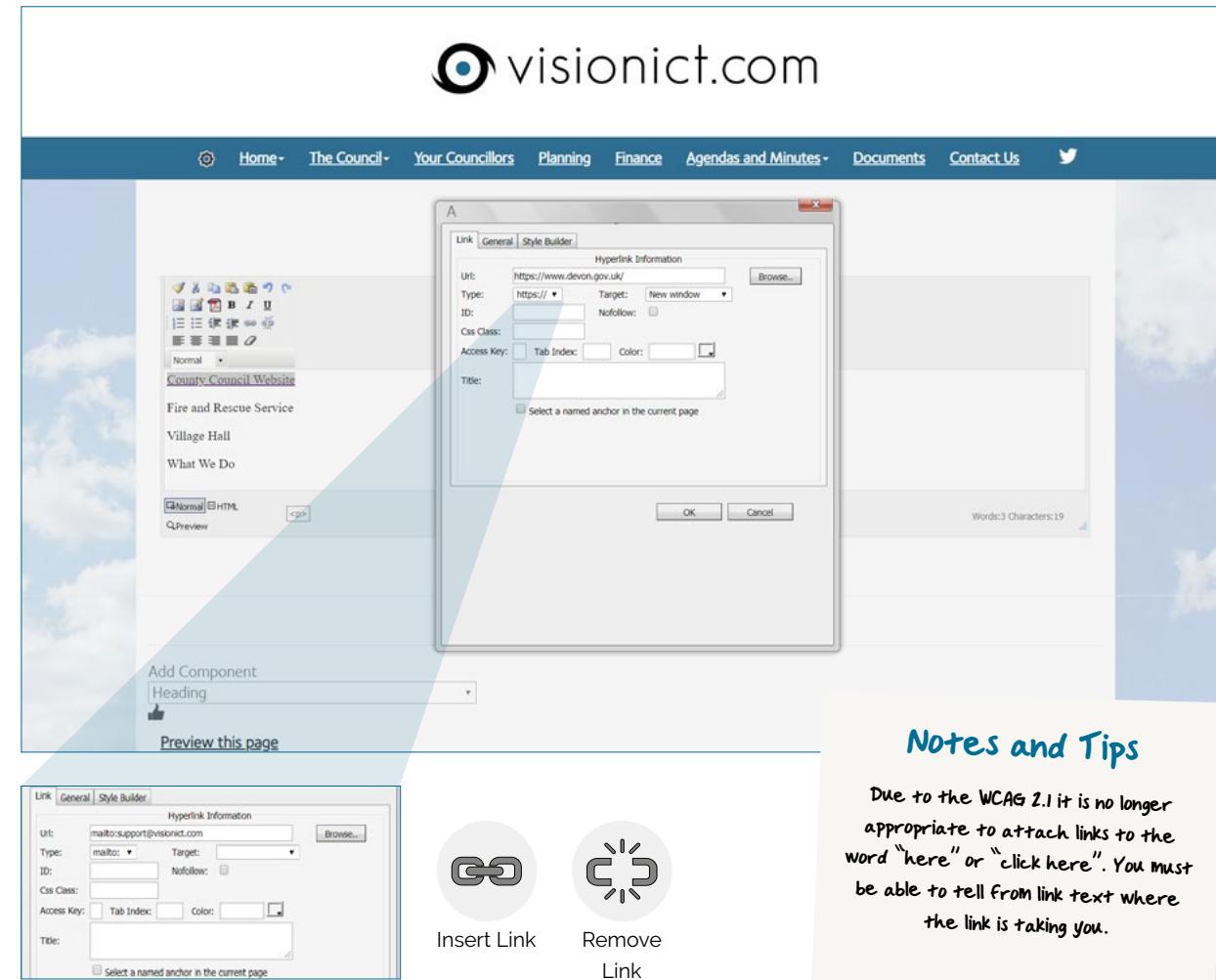
Click on the drop down next to "**Target**" and change this to "**New Window**". Then click **OK**. The highlighted text should now be blue and underlined. Click the thumbs up to save your changes.

Email Link

This is similar to external website links except when clicked on, it will open the users mail software and allow them to send an email right away.

Type the email address into the text box. Click and drag to highlight the email then press **Ctrl and C** on your keyboard to copy this text. While it is still highlighted, click on the **insert link icon**. This will bring up the link box. Paste by pressing **Ctrl and V** on **your keyboard** the email address into the URL box and then select "**mailto:**" from the Type drop down box. You will now see the word "mailto:" in the **URL box**.

Click **OK** at the bottom right of the box. Then click the thumbs up to save your changes.



6 Adding and Removing Links cont...

Internal page links

You can direct users to certain pages on your website (even hidden pages) using these instructions.

First, go to the page on your website that you want the link to take you to (e.g. for this planning application link I would go to the planning page). In the **URL box** at the top of the browser window, click and drag to highlight all of the link text after the "v6-5admin.visionict.com" part (it should start with **/Sites**). Copy this text using the mouse or by pressing **Ctrl and C** on your keyboard.

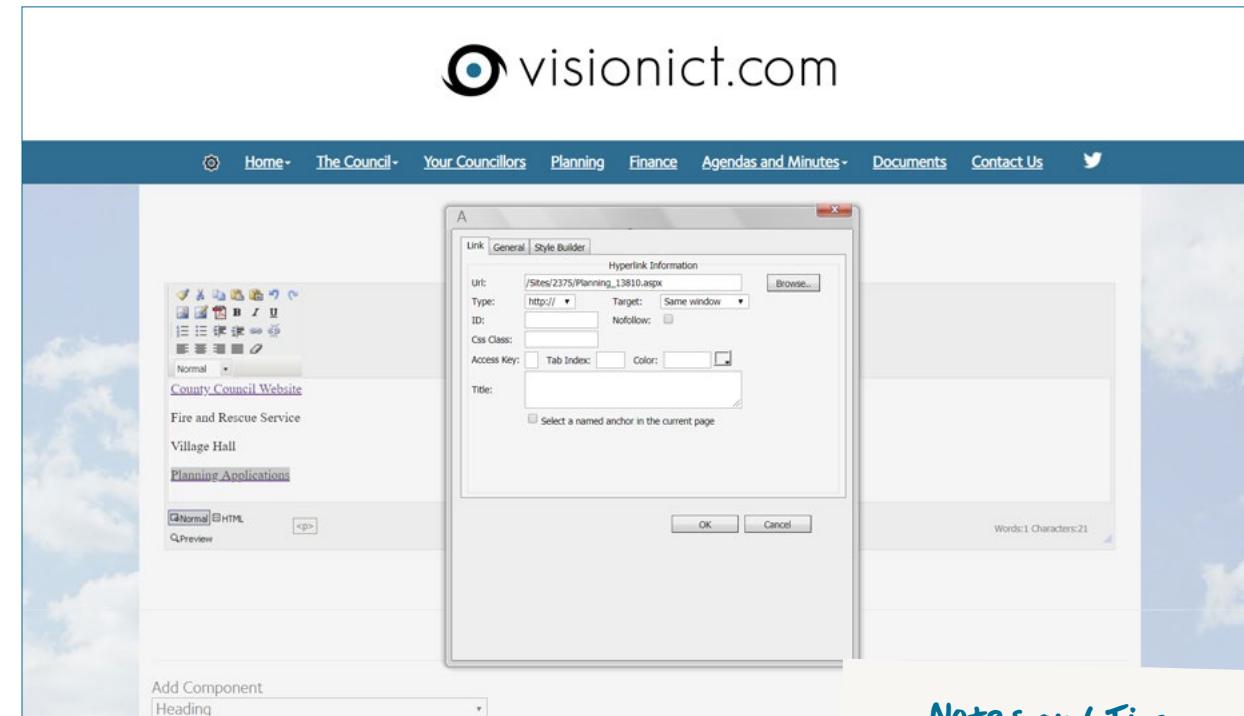
Now go to the page you want to make the link on (in this case our useful links page). Click the cog under a text box to go into **edit mode** and write your text. Click and drag to highlight where you want the link. Now click on the **insert link icon**.

A box will pop up as shown on the image to the right. Click into the **URL box** and paste the page URL you just copied using your mouse, or by pressing **Ctrl and V** on your keyboard.

You do not need to select anything from the "**target**" or "**type**" boxes as you want the page to open in the same window. Press **OK** (the link text should now be blue and underlined) and then click the thumbs up to save your changes.

Removing a link

If you want to get rid of a link, click and drag to highlight the link text, then click on the **remove link icon**.



Insert Link

Remove

Link

Notes and Tips

If this page is live on your site, you can just go to your website in a new tab and copy the full URL from there then insert it like an external site link.

7 Meetings

Some Councils may only have one committee, in which case they will only have one meetings page. Other Councils have **multiple committees** so they will have a committee landing page and then separate meetings pages for each committee.

Below each meeting you will find the familiar editing cog, delete and add new icon.

Add a new meeting

To add a new meeting click on the "**add new**" icon under any existing meeting or just below the "select year to view" box. You will then be taken to the "**add new meeting**" page (bottom right image).

In the box that says "date" you need to write in the date of this meeting (**the format must be YYYY-MM-DD with hyphens**). To add an Agenda, click the "upload file" button besides "Agenda" and select the appropriate document from your computer files. When the file is uploaded it will say "**File Uploaded**" followed by the file name next to "Agenda". Minutes can be added in the exact same way by pressing the "upload file" button next to "Minutes".

You can **remove an agenda or minutes** by pressing "remove file". You can then replace the file by pressing "change file". The "**other**" **file upload** is generally used for additional documents. As well as PDF, Excel and Word Documents, you can also upload Zip Files to your meetings.

If any of the files do not load successfully, this probably means the file is too large or has punctuation in the file name (only . - _ are allowed). You can send these files to support@visionict.com and we will upload them for you.

If you wish, you can type the **start and/or finish times** of the meetings by using a 24 hour clock in the format HH:MM. The **Misc Text field** can be used to denote an extraordinary, special or finance meeting; to display the venue of the meeting or to let residents know the meeting has been cancelled/postponed. When you are happy with your meeting, **click save changes** to be taken back to the meetings page.

1 Feb 20

[Agenda](#)



Edit



Delete



Add New

7 Meetings cont...

Editing an existing meeting

You can edit an existing meeting by clicking on the cog under it. This will take to the "Edit the meeting" page. The options here are the same as on the add new meeting page.

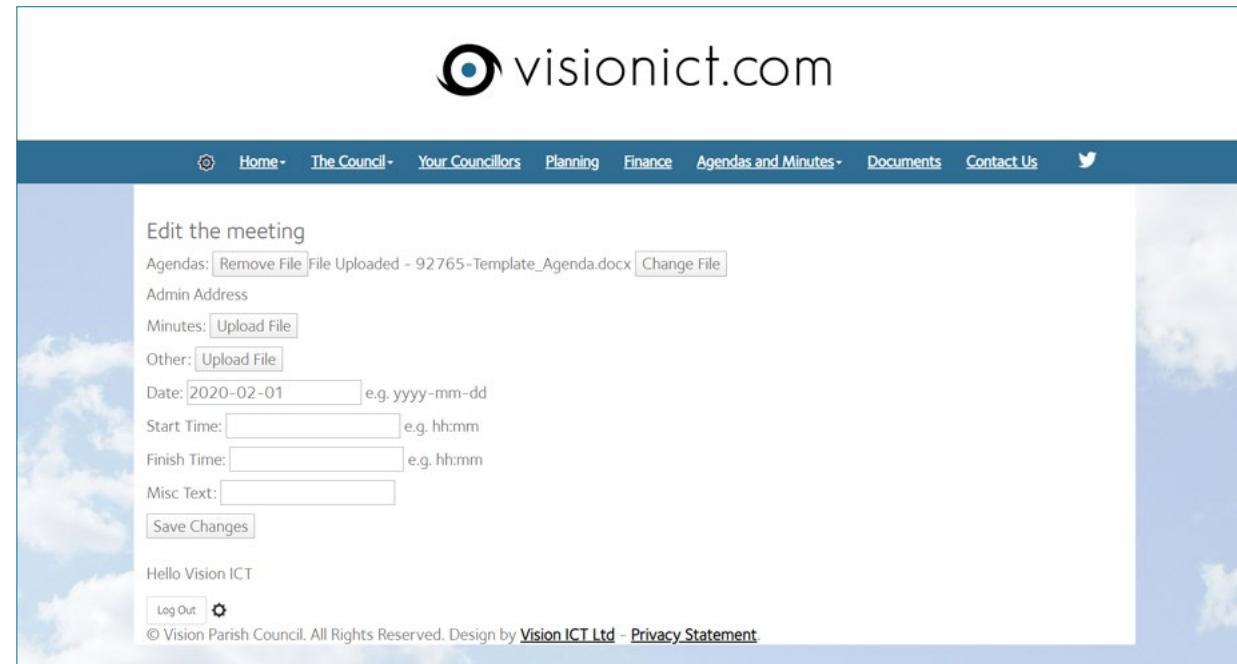
Delete a meeting

To delete a meeting click the "delete" icon underneath it. **Please note that we cannot bring back a deleted meeting** and it will need to be added again by you if deleted in error.

Adding future and past meetings

You add meetings for the future or past in the same way as explained above, you just need to **change the year in the "date" box**. For future dates, this will add a new tab to the "**please select a year you to view**" from the dropdown.

Please be aware that when adding meetings to a future or previous year, when you click save changes you will be taken to the minutes for the current year, **not the year that you have just entered**. You will need to select the appropriate year from the drop down box at the top of the page and press submit.



Remove the drop down list and display all years.

Please select a year to view:

 1 Jan 20 	 1 Feb 20 
--	--



Edit



Delete



Add New

8 Committees

If you are a larger council, you might have our **committees component** on your committee/meetings page. In this guide we will refer to the page with the committee component as the "**committee page**" and the individual meeting pages for the committees as the "**meetings page**".

Add Committee

To add a new committee, you need to click on the "add new" icon just under the page title. This will bring you to an "**add new committee**" page where there are a few fields to fill in:

The only field you **need** to fill in is the Name.. You can fill in the start and end times in a 24 hour format. In the short description box you can add details about the committee that you want to be displayed on the committees page under the committee name. The "description" box text will appear on the appropriate meeting page.

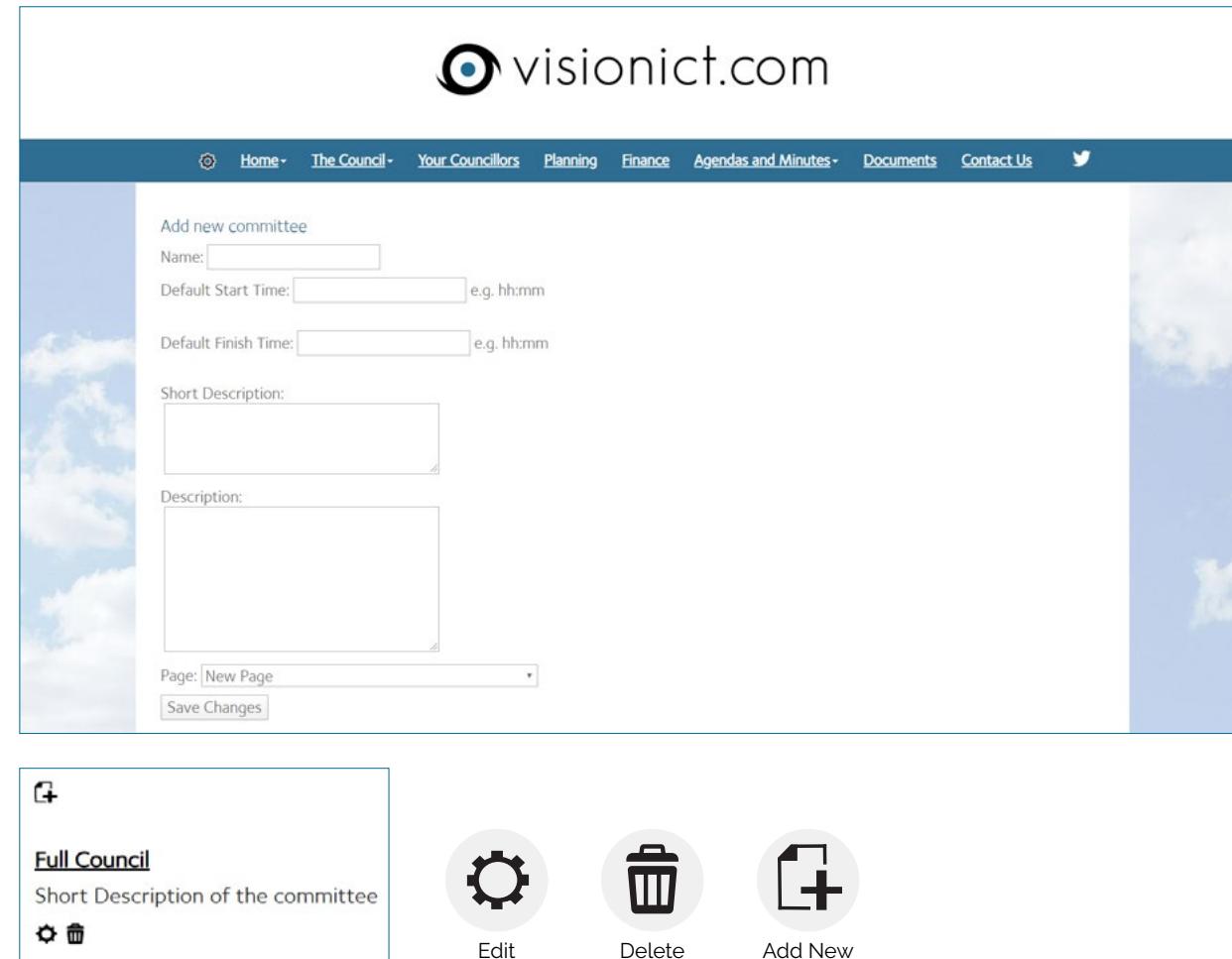
Leave the page set to "New Page" and click "Save Changes". This will add a meetings page for that committee **as a sub page to the committee section**. This meeting page can be edited normally [as explained on page 14](#).

Delete Committee

If you ever do need to delete a committee, there are three steps you need to take. First, you should **delete all meetings listed for the committee on the meetings page** (this will stop them showing up on the upcoming meetings component) Then you need to click the bin under the committee name on the committee page to delete the link to that meetings page. Finally, you will need to delete the meetings page [using the page management \(page 4\)](#).

Edit Committee

You can edit a committee at any time by clicking on the cog underneath the committee name on the committee page. This will allow you to add a short and long description and also **members of the committee**.



The screenshot shows two parts of the VisionICT website interface. The top part is a form titled 'Add new committee' with fields for Name, Default Start Time, Default Finish Time, Short Description, and Description. It includes a dropdown for 'Page' set to 'New Page' and a 'Save Changes' button. The bottom part shows a list item for 'Full Council' with a 'Short Description of the committee' field containing a cog and trash bin icon, and three buttons: 'Edit' (cog icon), 'Delete' (trash bin icon), and 'Add New' (plus sign icon).

8 Committees cont...

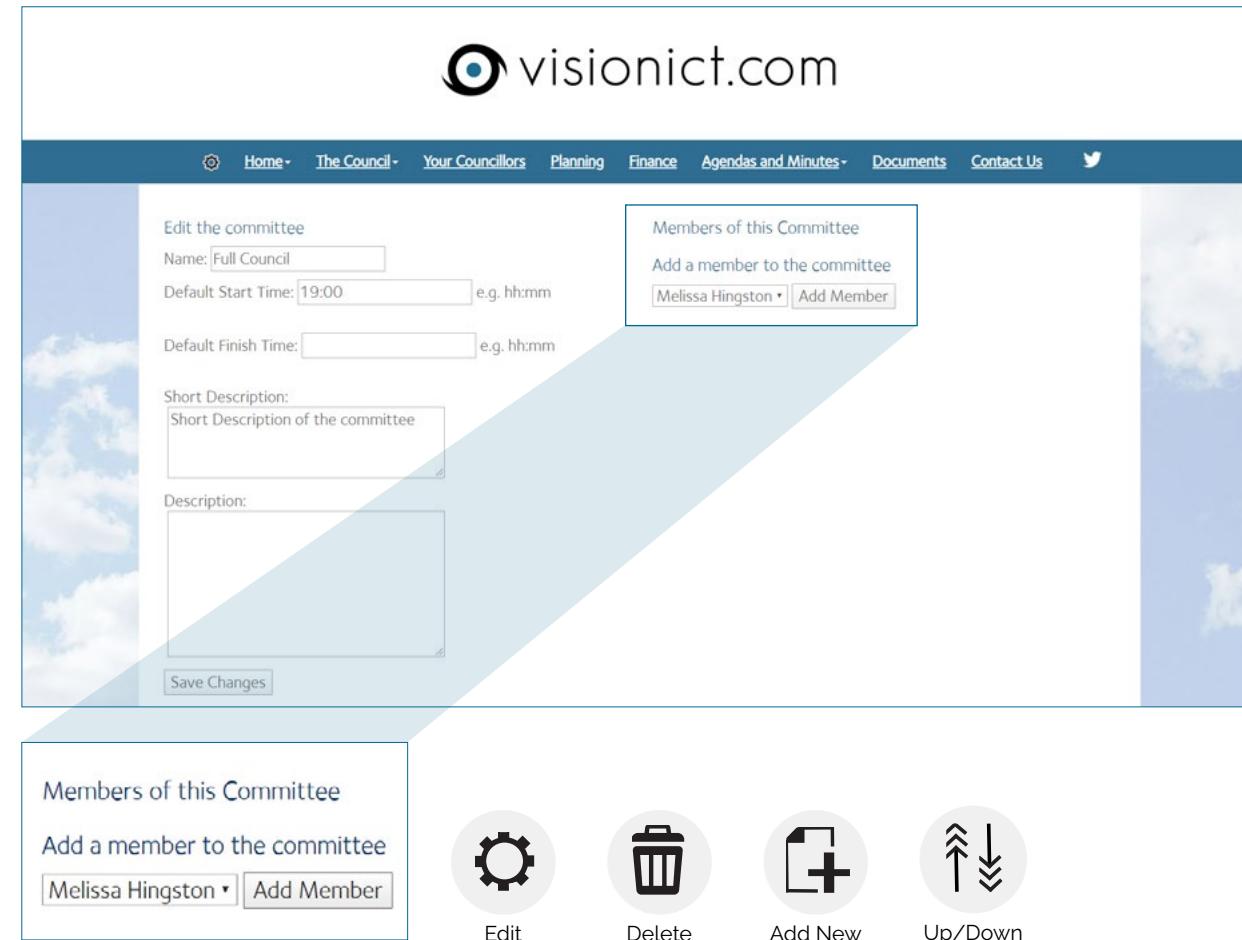
Committee Members

To change or add committee members, you will need to [go to the committee page](#) and click the cog under the committee name. On the right of the page there is a heading that says "**Members of this Committee**" with a drop down underneath it. This drop down has the names of any people you have added to the site.

Find the committee member from the drop down and click "**Add Member**" to add a new member. You can then use the icons to the left of each member to move them up and down or delete them from the committee. **Clicking the edit icon next to the member does nothing.**

Members added will display on the appropriate meetings page. In this case, my members would show on the "Full Council" page under the meetings. On this page, there is a drop down under the members which says "**change the component layout**".

Feel free to experiment with this until you find a layout you like by clicking on the drop down, selecting a layout and pressing "**Change Layout**". If you don't want any members to display then delete all members from the "**edit the committee**" page. This is better than deleting the whole component as you can change your mind in the future.



The screenshot shows a web application interface for managing committee members. At the top, there's a navigation bar with links: Home, The Council, Your Councillors, Planning, Finance, Agendas and Minutes, Documents, Contact Us, and a Twitter icon. The main content area has a blue header "Edit the committee". It contains fields for "Name" (set to "Full Council"), "Default Start Time" (set to "19:00"), and "Default Finish Time" (empty). Below these are "Short Description" (set to "Short Description of the committee") and "Description" (empty) fields. At the bottom of this section is a "Save Changes" button. To the right, there's a sidebar with a heading "Members of this Committee" and a dropdown menu showing "Melissa Hingston" with an "Add Member" button. Below this is another "Members of this Committee" section with the same dropdown and button. At the bottom right are four circular icons with labels: "Edit" (gear), "Delete" (trash), "Add New" (plus sign), and "Up/Down" (up and down arrows).

9 People

This chapter will teach you how to add, manage and delete people from your site.

Adding a person

To add someone new you can click on any “add New” icon on the page. This will take you to the “Add new person” page with some fields to fill in. You should try to keep each person consistent with the others by filling in the same fields where you can. Most of the fields are self explanatory, name, telephone and email for example. With the address field **you can separate lines by adding commas**.

For those of you with staff pages or councillors separated by Ward, you may have to **select the right ward/page from the “type” dropdown** under the councillor name. It is always best to check if this drops down or you will lose the person and have to add them again.

You can add a **councillor photo** by clicking on “upload file” to the right of the word “photo”. This will take you to the files in your computer, find the correct photo and click open. You can also **add a register of interests or declarations of interests** in the same way by clicking on the “upload file” button to the right of the word “attached file”.

The description box doesn't need to be filled but can be used for councillor bios or to **list committee/outside body membership**. When you are done, click save changes at the bottom of the page.

You may find that not all the information you put in is displaying. This is due to the **layout of the councillors**. To change this click on the drop down under the words “Change the component layout” near the bottom of the page. You can experiment with changing this layout until you find one you like.

Edit and Delete person

To edit a person you just need to click on the cog under their details. The “Edit the person” page is very similar to the “Add new person” page. To delete a person just click on the delete icon under their details. You will need to contact us if you need to reorder the list.

The screenshot shows the visionict.com website with a header navigation bar including Home, The Council, Your Councillors, Planning, Finance, Agendas and Minutes, Documents, Contact Us, and a Twitter icon. The main content area displays a list of councillors with their names, titles, addresses, phone numbers, and email addresses. Each entry includes a small profile picture and three icons for edit, delete, and attach. A blue box on the right side contains the heading "Notes and Tips" and the text: "Replacing and deleting photos and attached files is the same as replacing and deleting minutes and agendas." Below this are three circular buttons labeled "Edit", "Delete", and "Add New".

Name	Title	Address	Phone	Email
Nigel Hillier	Director	1 Southernhay West Exeter EX1 1JG	01392 669497	nhillier@visionict.com
Daniel Hillier	Director	1 Southernhay West Exeter EX1 1JG	01392 669497	nhillier@visionict.com
Maggie White	Sales and Training Director	1 Southernhay West Exeter EX1 1JG	01392 669497	mwhite@visionict.com
Paul Alleyway	Graphic Designer	1 Southernhay West Exeter EX1 1JG	01392 669497	palleyway@visionict.com
Morgan Gosling	Client Services Manager	1 Southernhay West Exeter EX1 1JG	01392 669497	mgosling@visionict.com
Anji Morrish	Acc...	Visi...	01...	...

10 Bricks

We use the word "Bricks" to describe the **images and text typically on a home page that link to sub pages**. These are used as a navigational tool to direct people quickly and easily to pages you consider **important**.

Bricks will look different from site to site. The ones described on this page are ones you can edit yourself if you have a **photo editing software** but others may not be as easily editable. Any bricks that are not easily editable by yourself can be changed by us if you email in to support@visionict.com.

Editing brick text and link

Easily editable bricks will have a **cog under the brick title**. Clicking on the cog will bring up the **"edit the brick" page**. Clicking on the drop down next to the words **"Link Address- Page"** will give you a list of pages on your website that you can link to. Select the one you need from here. If you want to **link to an external website** then you need to select **"Other"** from the dropdown and paste the URL (for example <https://www.bbc.co.uk/>) of the external page in the "Other" field.

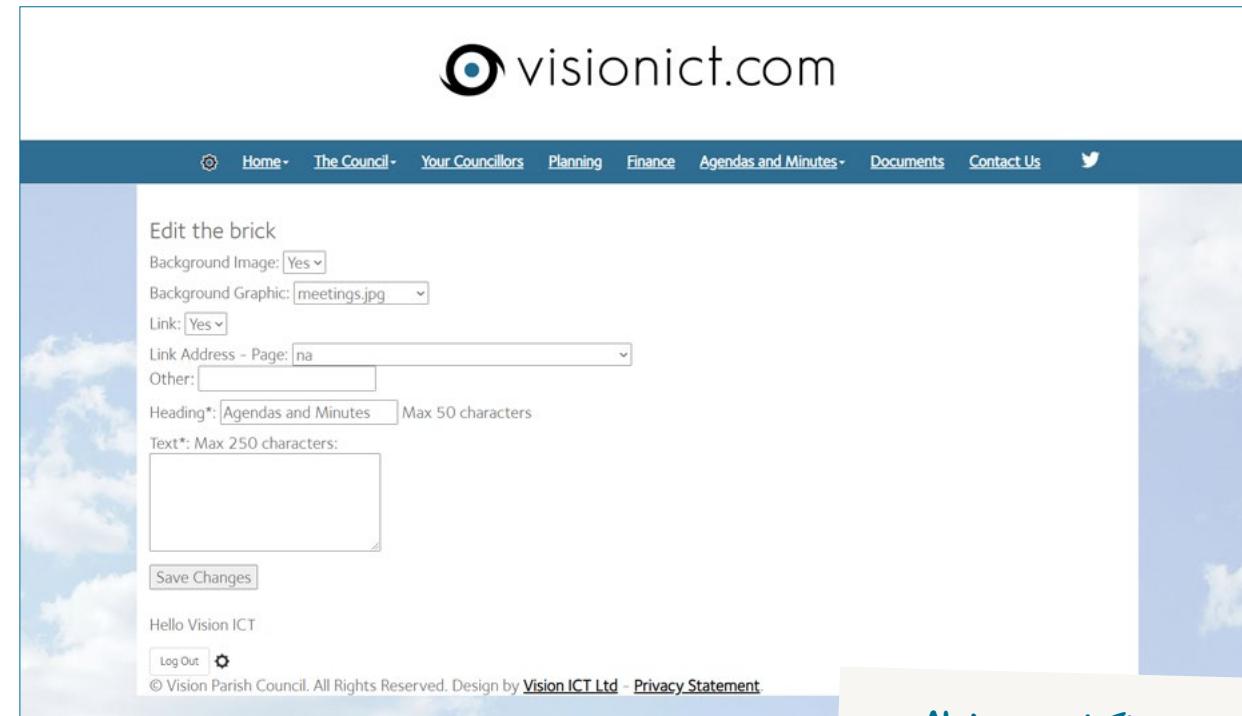
Change the words in the **"Heading" box** to change the main brick text. As always, when you are happy with your changes, click on the **"save changes" button**.

Changing Brick Photos

To upload a new photo, you will need to [edit a photo](#) to be around 270 x 230 pixels. Then, click on a cog under any text box on the website. Press on the upload image button making sure that the image file name does not have any spaces in it and then onto the folder titled **"_BricksBackground"**. Now [upload the image as you would normally](#) but **don't click insert**. When you are done, **click cancel on the insert image box** and the thumbs up on the text box.

Going back to the bricks, click on the cog under the title. When you click on the **"Background Graphic" drop down** you should see the name of the image you added. Press on this and click "Save Changes".

Changing the number of bricks on your website is something you will need to ask us to do for you.




Edit



Insert Image

Notes and Tips

The text box on the brick edit page adds **subtext to your brick**. This could be used to let people know you've made updates.

11 News Stories

Letting your residents know what's happening in their community and their council is integral to good transparency and our easy to read news stories helps you to do this.

Adding a news story

To add a news story, click on the “**add new**” icon under the page title. The title box is where you add in the title of the news story. If you have multiple news displays, you may need to **select a “type” from the type drop down** to ensure your story ends up on the correct page. If the only option is “na” then don’t worry, you only have **one news component** on the site.

The URL field can be left as “na” unless you would like the news story to open up **directly onto an external site**. If you would, then paste the **website URL** in this box and skip the instructions regarding the “Description” box.

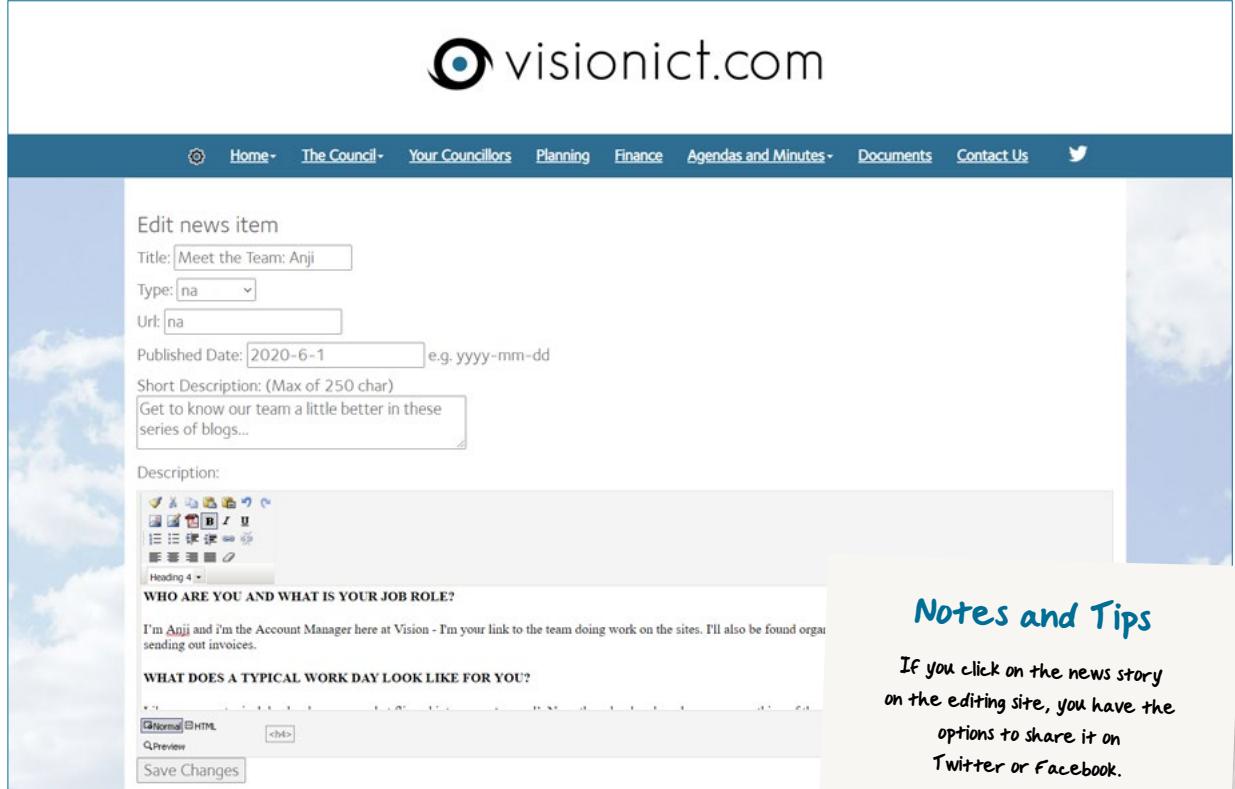
The published date **as a default will be the date that you are writing the news story on**. You can change this by typing in a new date following the format YYYY-MM-DD.

The short description box **should only be one sentence long**, enticing people to click on the full news story. The main bulk of the story should be placed in the “Description” box. **Text can be styled** as you normally would and **images can be added** here. When you are done, click “save changes”.

News story images

Once your story has been added, click on the “**add image**” icon under the short description. Adding and changing images here is the same as on the **people component**. You will need to **resize the image before adding it onto the site**, though large images will be shrunk automatically to fit. Please **avoid uploading any images that have important text on them** (including posters) as they will be too small to read and **inaccessible** to those with screen readers. Posters should be added to the “description” box and have a **text alternative** nearby.

You can edit a news story by clicking on the cog under the short description and delete it by clicking on the delete icon.



Edit  **Insert Image**  **Delete** 

Notes and Tips

If you click on the news story on the editing site, you have the options to share it on Twitter or Facebook.

12 Events

An events page is a good way to advertise to your community which events they can participate in.

Adding an Event

You can add an event by clicking on the “**add new**” icon under any event or above the “**search events**” box. This will take you to the “**Add new event**” page.

Fill in the title, start and finish times if appropriate, venue and date of the event.

You also have options to add in a **short description** (this should be **no longer than 10 words** and appears under the event details on the event page) and description boxes. The **description box** can be used to display a poster or give more details about speakers, stalls or cost of the event and can be [edited like a normal text box](#).

If you want to link the event **directly to an external website**, instead of filling in the description box, you will need to change the dropdown under “Link” to “yes”. You can then **link to a page on your website** by selecting one from the “link to page” drop down or select “**Other**” and then paste the website URL into the “**other**” **text box**.

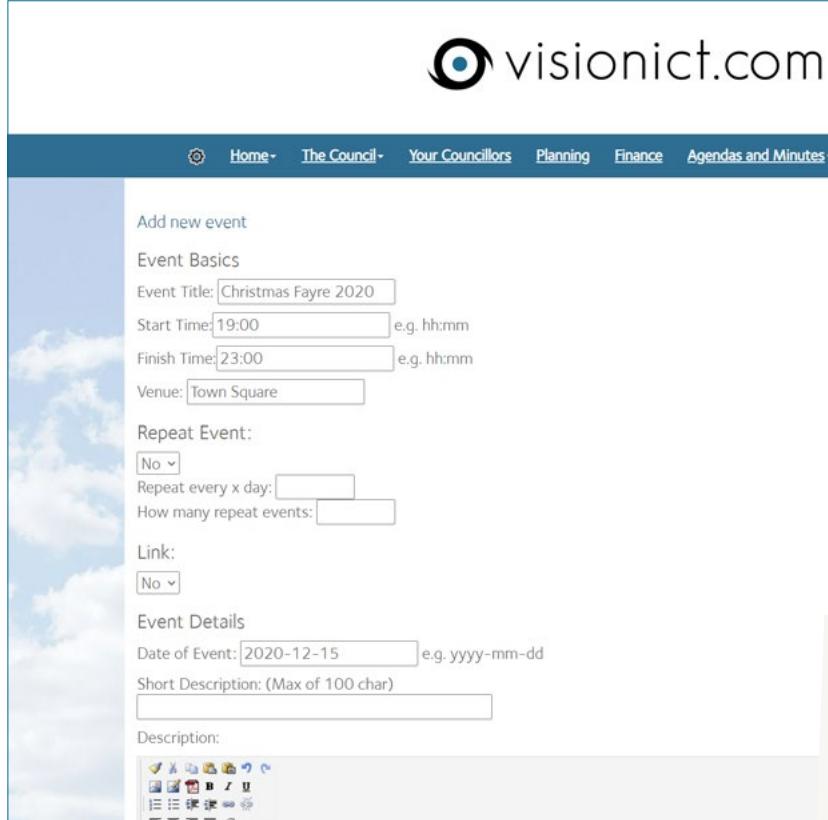
You can also set the event to **repeat every “X” number of days** by selecting “yes” from the “**Repeat Event**” **dropdown** and filling in the “Repeat every x day” and “How many repeat event” boxes. When you’re finished press the “save” button at the bottom of the page.

Editing and Deleting Events

You can edit an event by clicking the cog underneath it. You can delete it by selecting the delete icon underneath it.

Events Page Options

When you click on the **event title** (if you didn’t add a URL) it will take you to a page with text that you put in the **description box**. If you don’t want the event title to take you anywhere, you can use the “**change component layout**” **dropdown** under the events to change this. You can also change the number of items you want to display on the page by typing a number into the “**number of items**” **box** and pressing “change”.



 Edit

 Delete

 Add New

Notes and Tips

Only future events will show on your events page but you can use the search events function to find previously listed events.

13 Planning

Our planning component makes viewing planning applications easy. We can even **separate them by year** if you want.

Adding a planning application

To add a planning application, click the “**add new**” icon above the first application. On the “**Add Planning item**” page, fill in the address, reference number and description of the application. Then on your county/district council planning page, find the application by **searching with the reference number**. Go to the planning application summary and copy the URL then paste this into the URL box. Click “save changes” when you are done.

The reference will now **link to the application summary** and allow your residents to see more details and comment.

Editing and Deleting a Planning Application

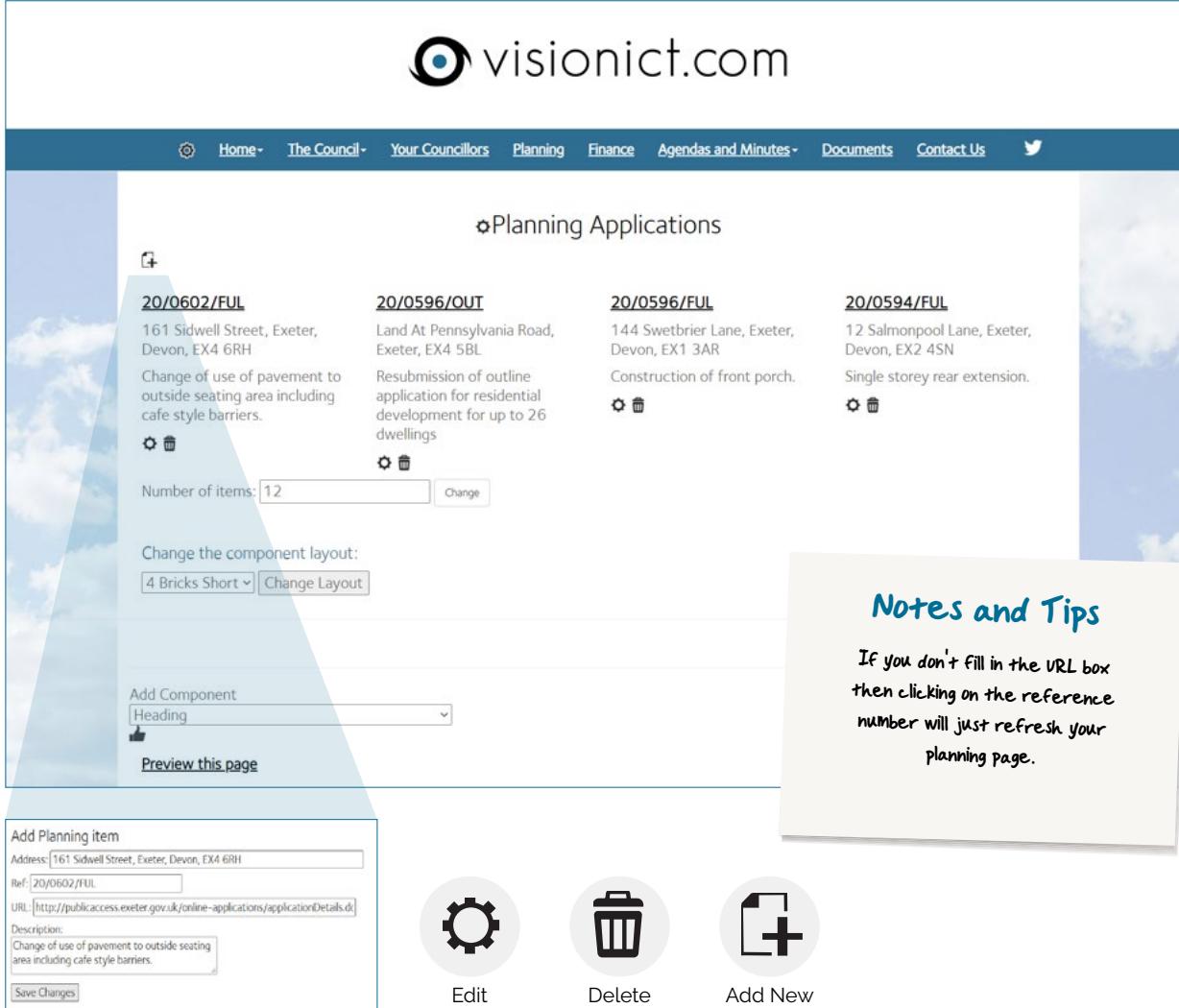
To edit an application, click on the cog under it. To delete the application, click on the bin icon.

Planning Page Options

You can change the number of applications shown on a page by typing a number in the “**Number of items**” box at the bottom of the list and pressing “change”.

You can change the layout by selecting an option from the “**Change the component layout**” drop down at the bottom of the list and pressing “change”. “**4 Bricks Short**” will display only the address and reference number whereas “**4 Bricks**” displays the description as well.

If your applications have the year at the start such as 20/XXXX/FUL then we can create archive pages for previous years. If you would like this on your website, [please contact our support team](#).



The screenshot shows a web-based application for managing planning applications. At the top right is the Visionict logo. The main navigation bar includes Home, The Council, Your Councillors, Planning, Finance, Agendas and Minutes, Documents, Contact Us, and a Twitter link. Below the navigation is a section titled “Planning Applications” showing three entries:

- 20/0602/FUL**: 161 Sidwell Street, Exeter, Devon, EX4 6RH. Description: Change of use of pavement to outside seating area including cafe style barriers. Includes edit and delete icons.
- 20/0596/OUT**: Land At Pennsylvania Road, Exeter, EX4 5BL. Description: Resubmission of outline application for residential development for up to 26 dwellings. Includes edit and delete icons.
- 20/0596/FUL**: 144 Swetbrier Lane, Exeter, Devon, EX1 3AR. Description: Construction of front porch. Includes edit and delete icons.

A sidebar on the left contains a “Number of items” input field set to 12, a “Change Layout” dropdown currently set to “4 Bricks Short”, and a “Preview this page” button. At the bottom left is an “Add Planning item” form with fields for Address (161 Sidwell Street, Exeter, Devon, EX4 6RH), Ref (20/0602/FUL), URL (<http://publicaccess.exeter.gov.uk/online-applications/applicationDetails.d>), and Description (Change of use of pavement to outside seating area including cafe style barriers). A “Save Changes” button is at the bottom of the form. At the bottom right are three large circular icons: a gear for Edit, a trash can for Delete, and a plus sign for Add New.

Notes and Tips

If you don't fill in the URL box then clicking on the reference number will just refresh your planning page.

14 Members Area

A members area is a page or section that **requires a username and password** to view. To set up a members area you need to first create users and permissions, then create pages and set the permissions for them.

Permissions

You can add **different permissions for different pages** or you can just have one permission such as "Member".

Firstly, you will need to locate the **User Management area**. This is normally in the footer but may be in the navigation bar, it is cog next to a **button which reads "Log Out"**. Click on the cog and you will be taken to the **User Management Settings page**. Click on "**Manage Permissions**".

You can see a list of permissions on this page. You can Delete a permission by clicking the "delete" button next to it or edit it by clicking "edit". To add a permission, type in the box to the left of the "Add Permission" button. **We'll use "Member" as an example in this guide**. Click "Add Permission" when you're done.

Click the back button in your browser or click the cog next to the "Log Out" button to return to the "**Manage Users**" page.

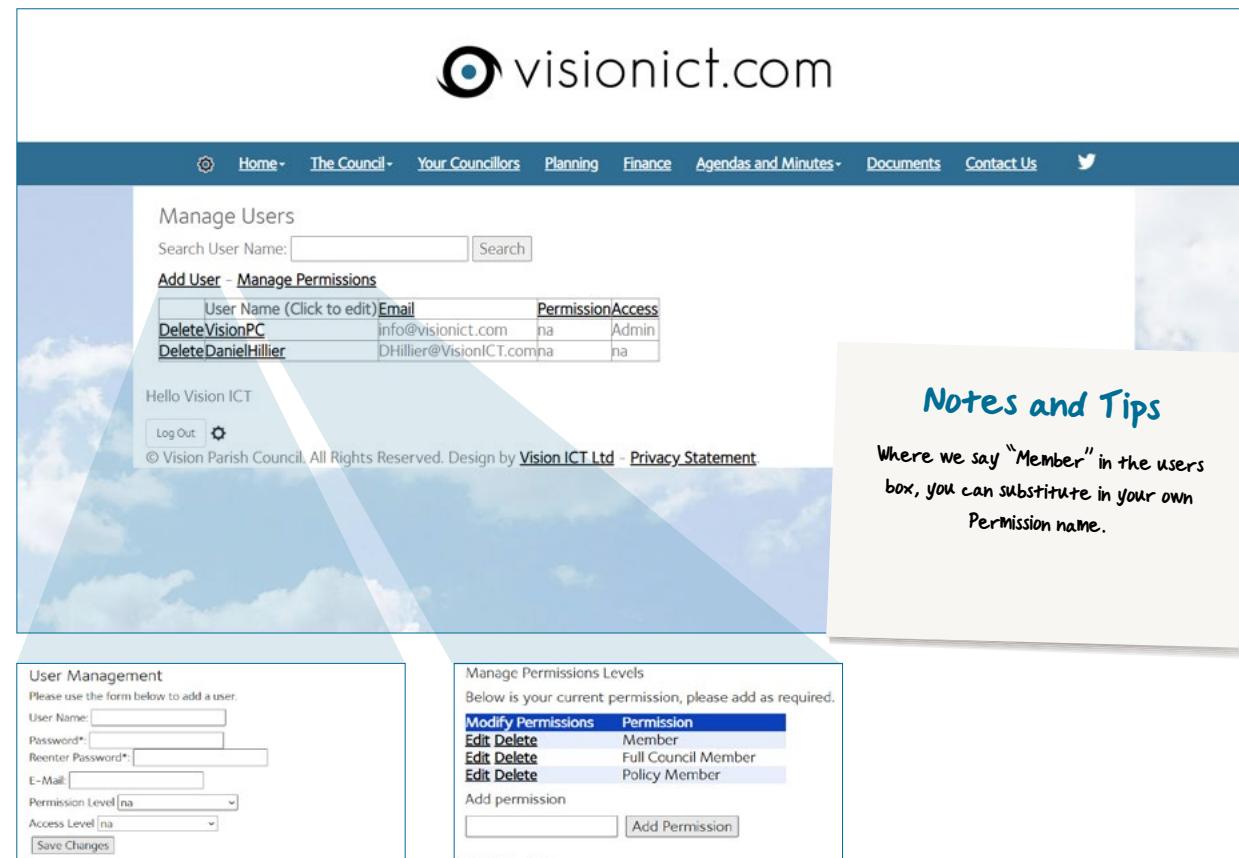
Users

On the "Manage Users" page, click the **"Add User"** text under "Search User Name".

You need to fill in a Username, Password (**with no spaces**) and Email Address.

For Permission Level and Access Level, please see below:

- Access and Permission set to "Member"** - Can log in to view and edit restricted pages
- Access set to "Member", Permission "NA"** - Can log in to view restricted pages but cannot edit it
- Access "NA", Permission set to "Member"** - Can log in to edit a page that is viewable to the public
- Access and Permission set to "NA"** - Like the public, no editing capabilities and can view only editable pages



User Name (Click to edit)	Email	Permission	Access
DeleteVisionPC	info@visionict.com	na	Admin
DeleteDanielHillier	DHillier@VisionICT.com	na	na

Modify Permissions	Permission
Edit	Member
Delete	Full Council Member
Edit	Policy Member

Notes and Tips

Where we say "**Member**" in the users box, you can substitute in your own Permission name.

14 Members Area cont...

When you have set the access and permissions, click "Save Changes". You can delete a user by clicking "Delete" to the left of their name on the "**Manage Users**" page or edit them by **clicking on their username**. You will need to inform the user of their User Name and Password.

If the User puts in the wrong password too many times and gets locked out of the account, they will need to ring us to have this unlocked. However, **resetting their password will be your responsibility**.

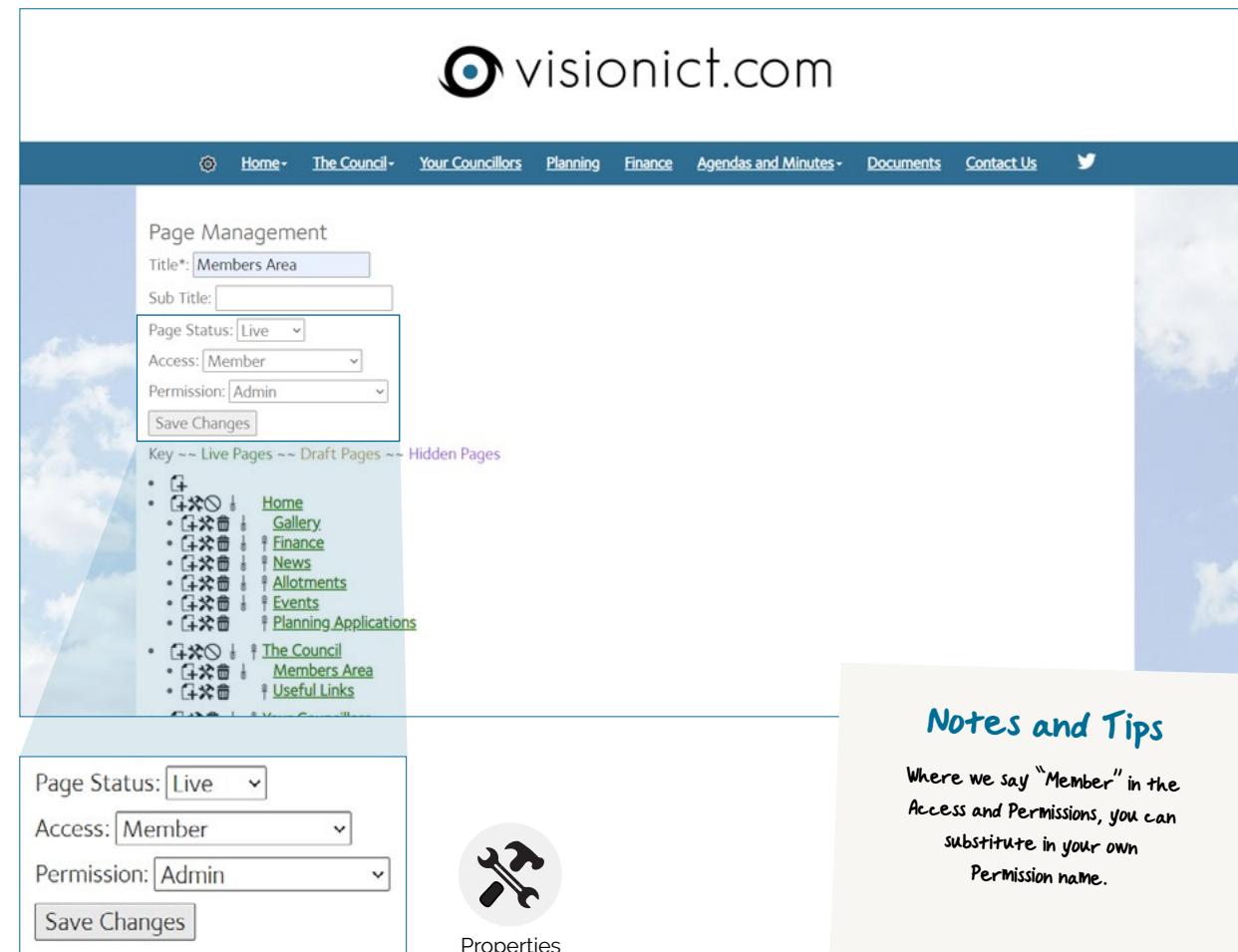
Page Set Up

Now you have your permissions and your users, you need to **set up your members area page**. Go to **page management** via the cog to the far left in the navigation bar. Either **add a new page** or click the properties icon to the left of an existing page. You now have the option to set the **Permission and Access Level** (as well as renaming the page and setting its status). Use the instructions below to set up the page:

- Access and Permission set to Member** - You have to log in with the correct permission to view or edit the page
- Access NA, Permission set to Member** - The page is visible to all but can only be edited by a user with the Member Permission
- Access set to Member, Permission set to Admin** - You have to log in with the correct permission to view the page but it can only be edited by the *Admin
- Access NA, Permission set to Admin** - This is how most pages are by default. They can be viewed by the public but can only be edited by the *Admin

When you are done, click on "Save Changes".

*Admin: The admin is normally the clerk, or whoever logs in to edit the website via the Vision log in page with the website username and password.



Notes and Tips

Where we say "Member" in the Access and Permissions, you can substitute in your own Permission name.



Properties

15 Carousel

Carousels are wonderful ways to add visual interest to your website. You may have a **custom carousel** which does not look like the one in this guide, in which case, you will need to send any photos for it to us at support@visionict.com and we will add them in for you.

Add a Carousel Image

Firstly, you will need to find out **how big the photos need to be**. To do this, go to any text box and click the editing cog. Now, click on the "insert image" icon. This will bring up the **Image storage box** which stores all of the photos on your website. Click on the **folder named "JCarousel"**. In here there will be a subfolder for each carousel on your website. Click into one of them and click on an image already uploaded. Looking in the bottom left corner of this box you will see the **width and height of the image** in pixels. Make a note of those numbers and click cancel and thumbs up to close the text box editor.

For this part you will need a **photo editing software**. Follow the instructions for your chosen software to edit the photo to the size that you jotted down before and save them somewhere **easy to locate**. The image name will need to be descriptive as this is where the alt text for the image (**needed for accessibility**) will be taken from.

You can delete carousel images by clicking the box to the left of their name and clicking the scissors in the top left.

You need to go back to the **JCarousel folder** (see instructions above). When you're in the correct sub folder (you can tell by looking at the images in them), **upload the image as you would normally**. Once all images have been uploaded, click cancel and thumbs up to exit the text box and refresh the page.

Image Order

The order the images show up in on the carousel is dictated by the name. **This is by numerical order then alphabetical order**. To change the order that images show up in, name them before uploading or change the file name by clicking on the pencil to the right of the image name.

The screenshot shows a web editor interface with a background image of a church. In the foreground, an 'Insert Image' dialog box is open. The dialog box contains a file browser showing three images: 'Aylesford-Kent.jpg', 'Canterbury-Kent.jpg', and 'Ide-Hill-Kent.jpg'. Below the browser are layout settings for width (2400) and height (400), and a checked 'Constrain Proportions' checkbox. To the right of the browser are 'Insert' and 'Cancel' buttons. A note in the dialog states: 'This is an example website only. Vision This site is for training purposes.' At the bottom of the dialog, it says 'Max image dimension is 1200 x 1200 Pixels.' Below the dialog, there are three circular icons with labels: 'Edit' (gear icon), 'Delete' (trash bin icon), and 'Insert Image' (image icon).

Notes and Tips

Keep in mind with naming your images that numbers 10-19 will show up after number 1 and before number 2 etc...

16 Heading Images

Heading images are functionally very similar to carousels except that they are static. You may find that this page is extremely similar to the previous one but **there are some key differences**.

You can change the heading image on a page to another already existing heading image by clicking the cog above it. This will take you to the "**Edit Heading Image Picture**" page where you can pick an existing image from the dropdown and press "save changes".

Adding a new heading image

Like for the carousel, to add a new image, you need to find out the image size first by clicking the cog under any text box and clicking insert image. Now click on the folder titled "**_HeadingImages**".

Here you can see all heading images that have been uploaded already. Click on an image and look to the bottom left for its **width and height in pixels**, make a note of these numbers. While you are here, you can **rename an image** (this should be descriptive for alt text) by using the pencil to the right of the image name. Now click cancel and then thumbs up to exit the text editing box.

For this part you will need to use [an image editing software](#). **Crop and resize an image** until its dimensions match the numbers you jotted down earlier. Now go back to the website and **click on the cog above the heading image**. To add a new image, press the "**change file**" button then find and open your new heading image. Press "save changes". The image has now been added to the dropdown but you will notice **the heading photo has not changed**.

Click on the cog above the heading image again and **select your new photo from the drop down**. Now press "save changes" and you will see your new image.

Deleting heading images

You can delete heading images by pressing on the cog above the heading image, selecting an image from the dropdown and **pressing "remove file"**.

Notes and Tips

Clicking the bin icon to the bottom left of a header image will delete the whole component, not just that one picture.

17 Organisation Display

For councils that want to make a directory, or with a large useful links page, we may have set up an **organisation display**. This makes adding new organisations, their contact details and important information easy.

Adding an organisation

To add an organisation, click on the cog above the first organisation name. This will bring you to the "**Add new organisation**" page. Adding an organisation can look overwhelming at first, but **you don't need to fill every box**, they are merely suggestions. You will most likely want to fill in the organisation name, address, phone number, email address, website and maybe the contact name.

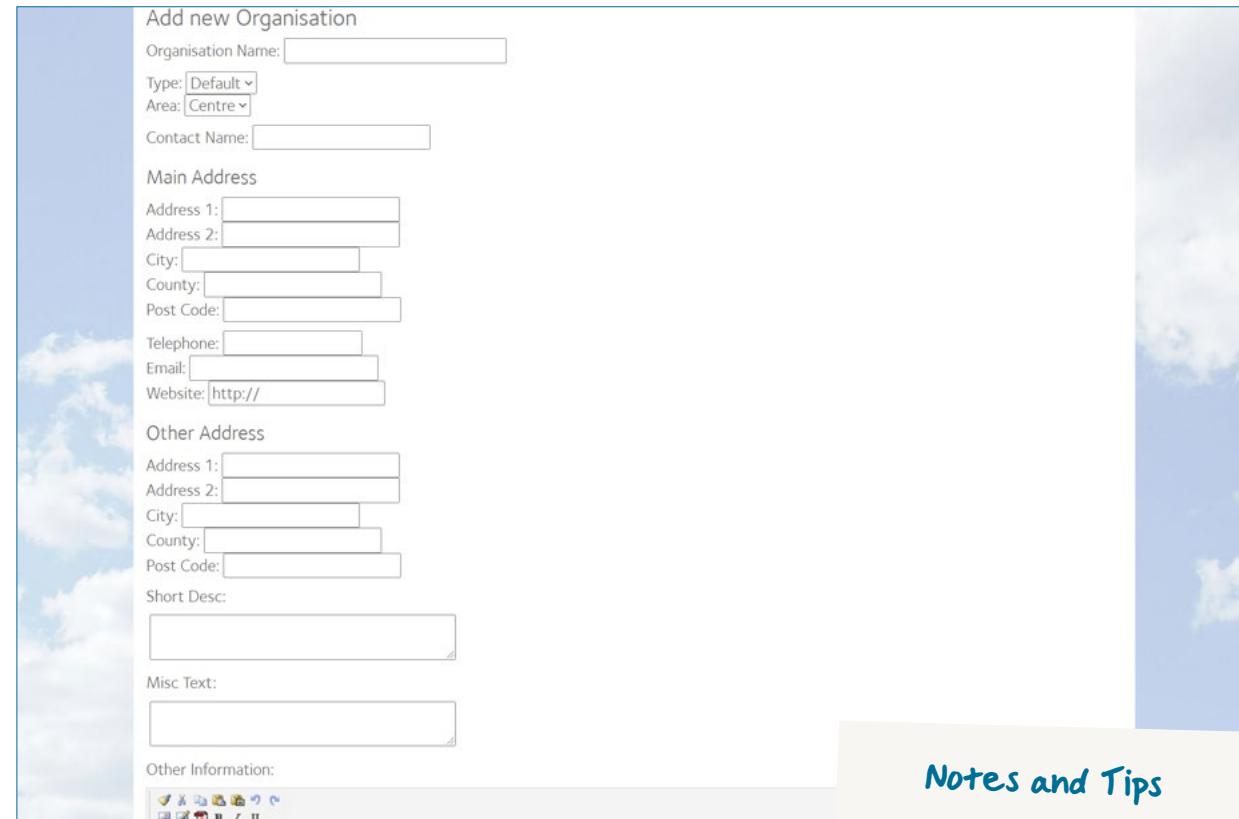
If you add a post code then the organisation page will display a **Google map** so that people can find the organisation easier.

The short description will display **underneath the organisation name** on the organisation page. Anything placed in the "Other information" box will show underneath the contact details on the organisations specific page and can be [edited like a normal text box](#).

If you have multiple organisation pages, **you may need to select a "type" from the "type" dropdown**. We rarely use the "area" dropdown but its a good idea to check this too just in case.

Editing and deleting an organisation

To edit an organisation, click the editing cog underneath its name. To delete an organisation, click on the bin icon underneath its name.




Edit



Delete



Add New

Notes and Tips

The website URL must have <http://> or <https://> at the beginning or the link wont work.

18 Gallery

Photo galleries are a useful component for any page where you have multiple photos that can't easily be peppered throughout text. These are especially helpful for **showcasing an event or project**.

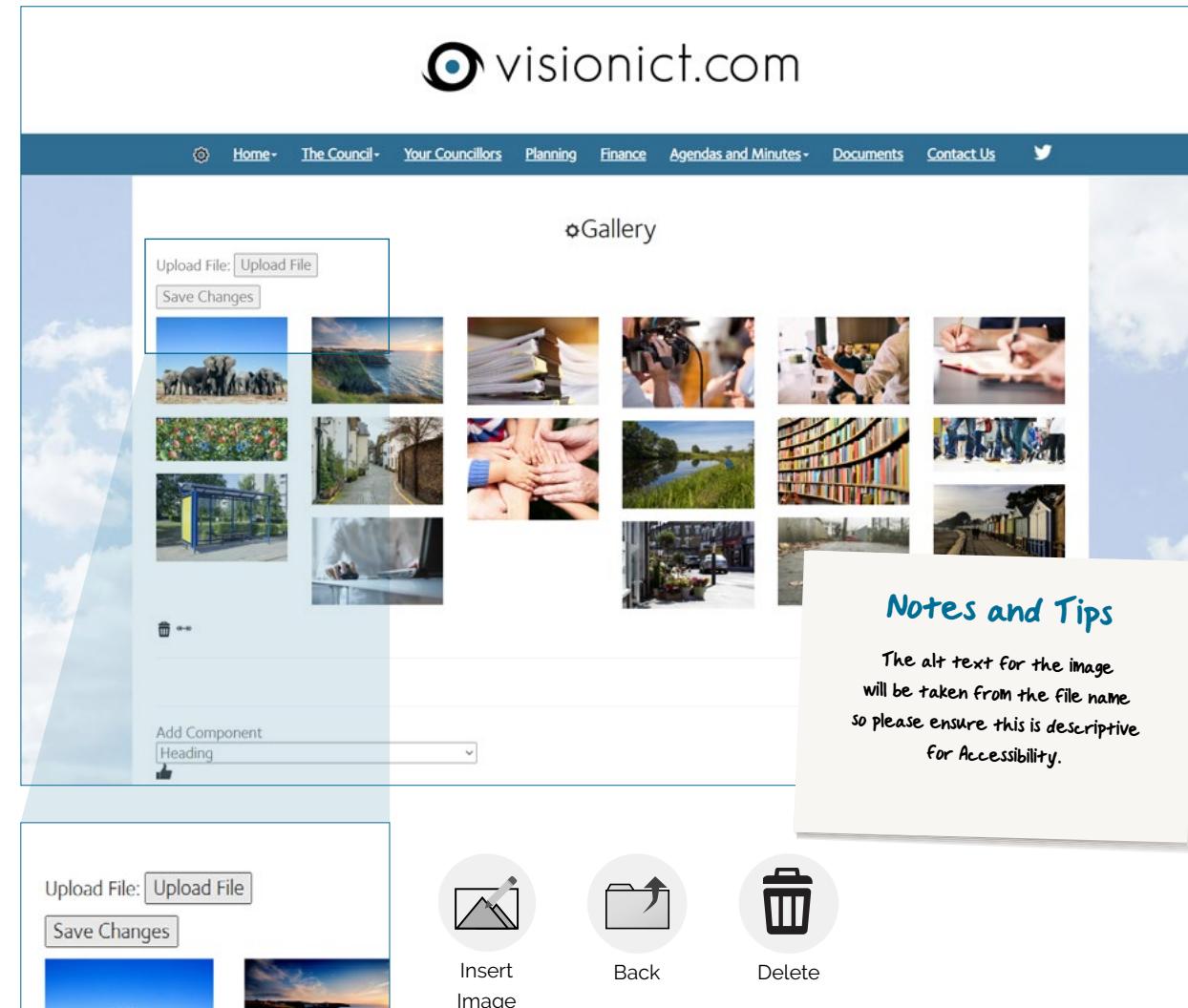
Depending on when your website was built, you will either have a **responsive gallery** or our regular gallery. The responsive one is newer and allows the photo to expand to its full size when clicked on. However, both work the same way in terms of editing in this chapter.

Adding Images

There are a couple of ways to add new images to a gallery. The first is by **clicking "upload file"**, finding the right image on your computer, clicking on it and clicking "open". You will then need to click save changes or **click "upload file" to upload another one**. The downside to this method is that you have to upload photos one at a time, but the advantage is that **you can upload larger images** this way than with the next method I'm going to show you.

Like with headers and carousels, we can add images and delete images using the **image store** on your site. To do this, go to any text box and click the cog underneath. Then click **"insert image"** and find the "**_gallery**" folder. Within this will be subfolders that are numbered, these are the **gallery id's**. You can find the correct file by clicking into it and viewing the images. If its incorrect, **click the back folder icon** in the top left, if its correct then you can click **"upload"**. Find the correct images in your computer. To upload multiple images you can **hold down the CTRL button and click on each image** you need or if the images are next to each other, **click the first image, hold down SHIFT and click the last image**. This will select all images between the two you clicked. When you are done click "open". Then click "cancel" and the thumbs up to exit the text box.

A few things to note is that images uploaded **cannot be larger than 350 KB** and must not have any punctuation in the names (exceptions are . _ -). Further to this, galleries will only display JPG or PNG files (**JPEG files will not show up**). If an image displays in the wrong orientation or as the wrong shape, you will need a **photo editing software** to fix it before re-uploading it under a different name.



The screenshot shows a web-based editor interface for managing a gallery. At the top, there's a navigation bar with links: Home, The Council, Your Councillors, Planning, Finance, Agendas and Minutes, Documents, Contact Us, and a Twitter icon. The main area has a header "visionict.com" with a logo. Below the header, a section titled "Gallery" contains a grid of thumbnail images. On the left, there's a sidebar with "Upload File" and "Save Changes" buttons, and a "Add Component" dropdown set to "Heading". At the bottom, there are three circular icons with labels: "Insert Image" (with a pencil and image icon), "Back" (with a folder icon), and "Delete" (with a trash bin icon).

Notes and Tips

The alt text for the image will be taken from the file name so please ensure this is descriptive for Accessibility.

18 Gallery cont...

Deleting Images

To delete images you will need to get back to the folder we used to upload multiple images. To do this go to a text box, click the cog underneath it, then click on the **"insert image" icon**. Click into the **"_gallery" folder** and select the correct subfolder (you can tell which one you need by clicking into the folder and viewing the images. Click the "back folder" to go back).

Click the white check box to the left of the image you want to delete then click on the **"delete" icon** to remove it. **You can tick multiple boxes to delete multiple images.** Please be sure you want to delete an image before you press the scissor icon as **we cannot reinstate them.**

Editing image file name

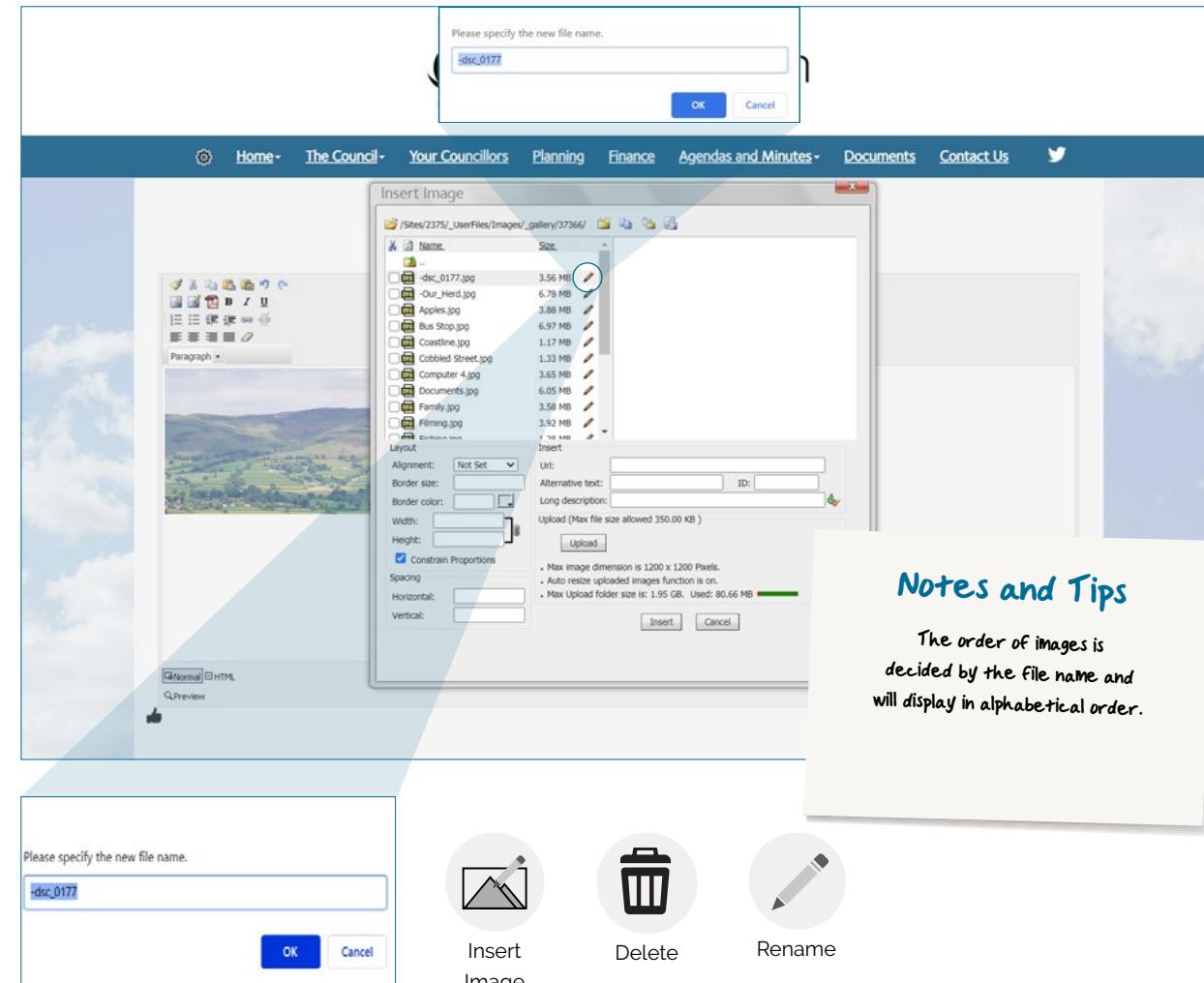
Not only is image order decided by the file name, it is also used by screen readers as the alt text for the image. Because of this you need to **ensure that the file name is descriptive**, names straight from a camera will not suffice. If you are unable to rename the photos before uploading the image, **you can edit them in the image store.**

Like in the first paragraph under "deleting images" above, you will need to go to the **correct gallery folder**. Once you get there, you can click on the **"rename" icon** to the right of an image to edit the file name. A box will appear asking you to specify the new file name. Please **type an appropriate name** and then click OK. Repeat until all images have descriptive file names.

When you are done, click cancel and the thumbs up icon to exit the text box.

Responsive Gallery

When images are clicked in the responsive gallery, you can see the full size of the image. That means if you have uploaded a large image the size will increase but **if the original image is small then it may appear not to change size at all.** Currently this gallery works best in Google Chrome, **other browsers may not display as intended.**



Notes and Tips

The order of images is decided by the file name and will display in alphabetical order.

19 Areas only Vision ICT can edit

This page can be used as a quick guide to know when you should contact us on [our support email](#) to ask for help editing an area. So which things can only Vision ICT edit?

- **Header** - the very top image of the site
- **Site colours and fonts** - it is best to keep this consistent so we need to change them across the whole site
- **Background image** - if applicable
- **Some carousels** - If your carousel doesn't look like the one [on the appropriate page of this guide](#) and you cannot find the carousel folder then it is likely specially coded and new images will need to be sent to support@visionict.com
- **Bricks** - Likewise if your bricks move, or you cannot see cogs under each one then these are either graphics which we have the Photoshop file for, or specially coded.
- **People order** - Currently councillor and staff order can only be changed by us
- **Social media icons** - If you want to add, remove or change the link in your navigation bar social media icons
- **Footer** - To amend anything in your footer, you will need to contact us
- **Adding new components** - As we charge extra for certain features, you will need to request any components you can see in this guide that aren't in the drop down of components.
- **Large files** - If you cannot upload a file due to its size, please send the file to our support email along with instructions for where to place it. If this is a common occurrence we may feel the need to set you up with an FTP account which allows you to bypass upload limits but has a cost
- **Forms** - We can add and edit forms on the website for bookings and enquiries as and when needed though this may incur a fee
- **Components** - Adding any component that isn't heading text, heading image or text box
- **Emails** - Changing the email your contact form is linked to



We are Vision ICT; a trusted design agency with over 20 years experience providing a range of graphic design, photographic and web-based services.

We offer inspirational graphic design for any media including 360° virtual tours and photography, drone footage and interactive websites.

We also design and manage customer or community surveys either online or on paper.

We are best known for producing effective websites and are recognised as the most experienced provider of Council and Local Authority websites in the UK. That same expertise of building individual, effective sites is, of course, also available to businesses of any type or size.

We provide bespoke websites for over 700 clients across the country and believe in clear pricing and on-going support. Our friendly team is proud of the reputation we have built and are guided by the four pillars of our company: collaboration, longevity and support, honest pricing and social responsibility.



20 I still need help, what can I do?

If you still have questions or think you may need some training, we have a few different options that may help.

Support Site

[Our support site](#) is an excellent source of information about emails, accessibility and your website. We regularly update it with new FAQ's, training videos and documents so that you always have access to the latest developments to our websites.

Telephone Training

Sometimes its easier to learn by doing rather than reading. We offer training on the phone and remotely so you can ask any questions you may still have about your site. Have one of our members show you on your own website how to do all the editing you need. For individuals or groups at a time convenient for you. Email support@visionict.com to arrange a time.

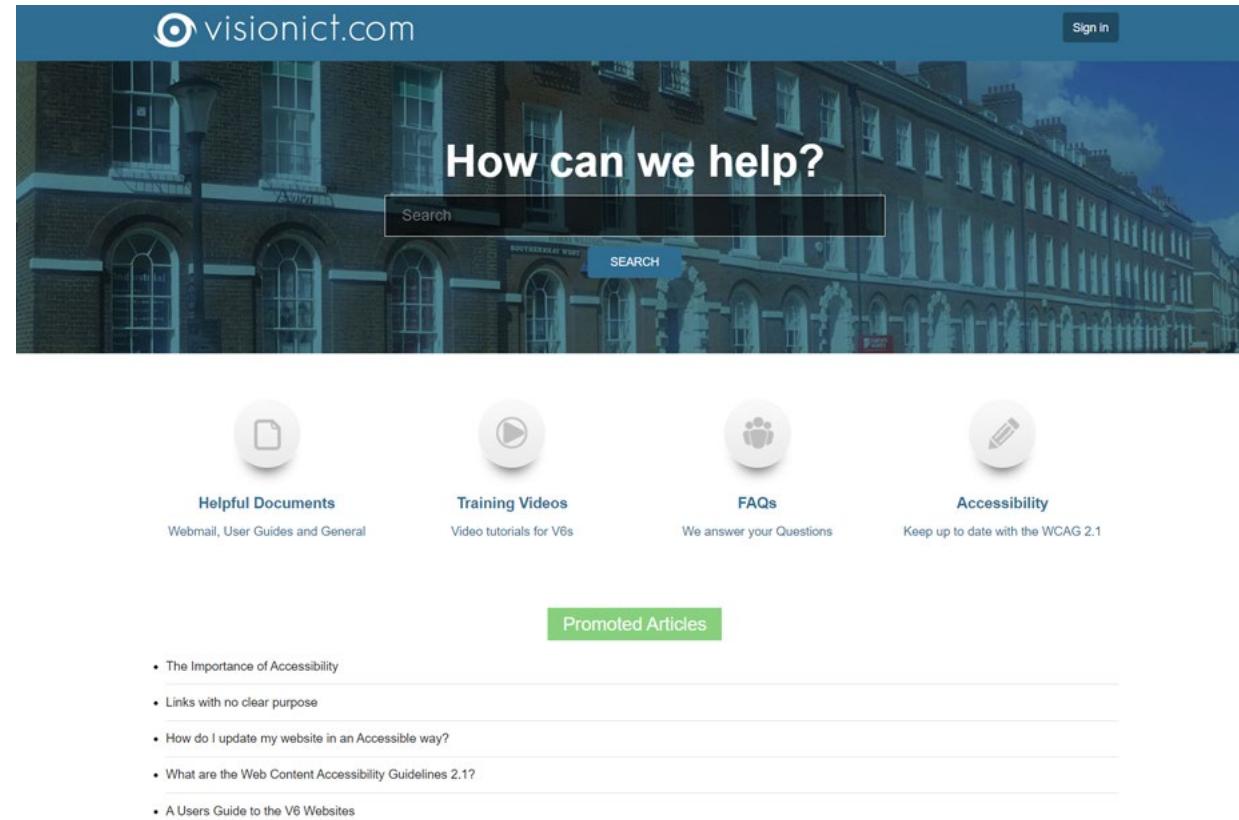
Extra Hands Packages

If you don't have the time to make updates to the site yourself or just can't get the hang of it, you may want to take out one of our extra hands support packages and pay us to update the site for you. Starting with minutes, agendas and 2 extra documents quarterly, all the way up to any content at any time, we have packages to suit councils of every size. Contact us for more information.

Contact Us

And last but not least, we are of course always happy to support you directly via email or phone on 01392 669497. Please use the details below to get in contact:

- **Support enquiries:** support@visionict.com
- **General enquiries:** info@visionict.com
- **Accessibility enquiries:** accessibility@visionict.com



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