

# How to add a calendar item, and upload advisory board documents.



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DISCOVER

# Flagler County

THE COUNTY THAT HAS EVERYTHING

 77°

Quick Links

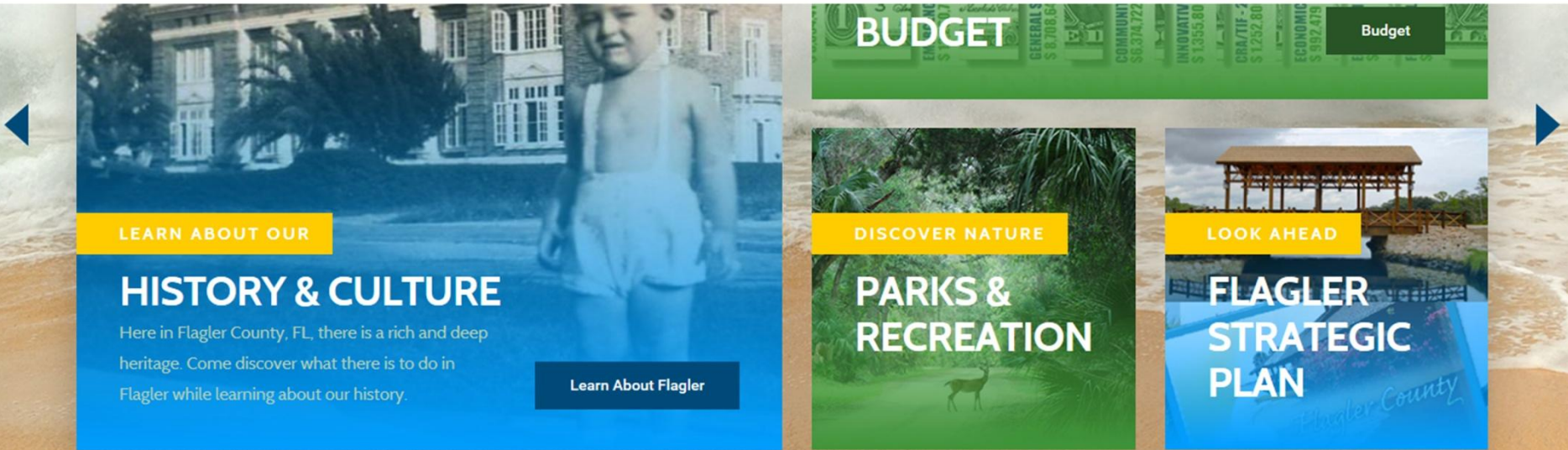
HADEED, O'BRIEN TO  
SPEAK TUESDAY AT  
HOUSE ONE

MARCH 2017

S M T W T F S

# Step 1: Login

## The login is located at the bottom of the home page.



1769 E. MOODY BLVD, BLDG. 2 | BUNNELL, FL 32110 | [\(386\) 313-4000](tel:3863134000)

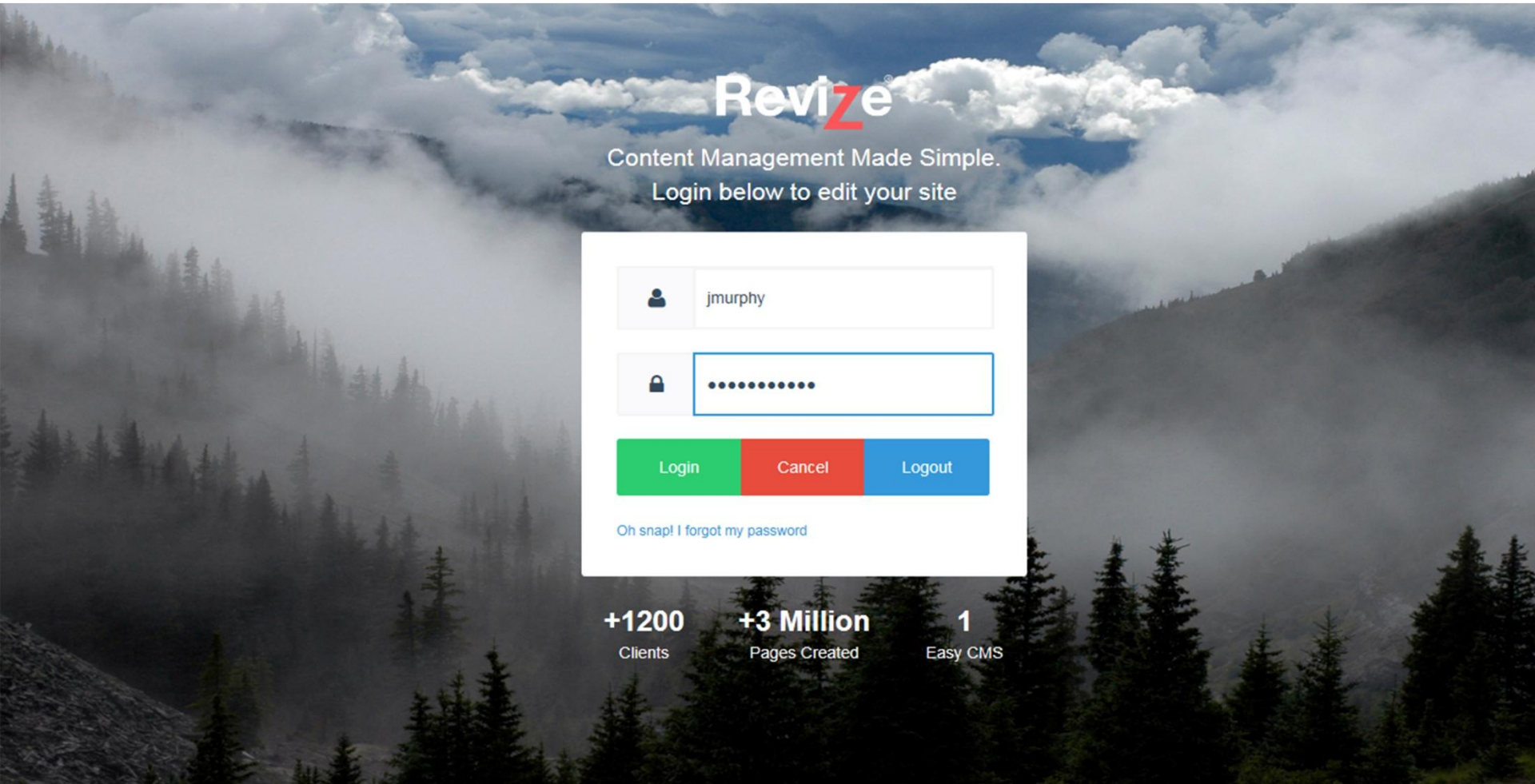
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POWERED BY REVIZE LOGIN

# This is the login page. Individual user names and passwords have been provided.



# Buttons will appear for editable pages. For the calendar page, click the update button.

- Spotlight Events and Notables
- Purchasing - Vendor Information/Bids
- Oceanfront Property Owners Meetings - March 9-10, 2017
- Job Postings
- Flagler County Code of Ordinances
- Beach Renourishment Feasibility Study - Army Corps
- 2017 Legislative Priorities
- MalaCompra Drainage Basin
- Plantation Bay Water Utilities
- Road Closures
- Short Term Vacation Rentals
- Manatee Protection Plan



## COMMITTEE ABOUT VACATION RENTAL

Flagler County Commissioner Donald O'Brien and Flagler County Attorney Al Hadeed on Tuesday will address a Florida House sub-committee about short-term vacation rentals in an effort to maintain hard-fought local control of the businesses that operate them.

"Residents are not in favor of state pre-emption," O'Brien said. "We are doing everything possible to keep in place what Flagler County fought for in 2014."

[Read More](#)

5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

28	CENTENNIAL COMMITTEE MEETING
29	FRIENDS OF A1A SCENIC & COASTAL BYWAY MEETING
1	2017 HOUSING FAIR - HOME-BUYER FAIR/FINANCIAL WELLNESS CLINIC

[Update](#)

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[VIEW ALL EVENTS](#) ▶

# The calendar will open. Click “new” to add event.

Permissions, Edit, Help, Currently Viewing: Master for Tuesday March 28, 2017 (Month View)

March 2017 MONTH WEEK DAY ICA L NEW CONFIG CLOSE Master

«Prior Month		March 2017					Next Month»	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
26	27	28	March, 1	2	3	4	F S	
							3 4	
							10 11	
							17 18	
							24 25	
							31 1	
5	6	7	8	9	10	11		
	9:00 am Board of County Commissioners Regular Meeting R	1:00 pm Flagler Resource Council Meeting	8:45 am Public Safety Coordinating Council R	4:00 pm Airport Advisory Board Meeting R				
	4:00 pm Veterans Advisory Council Meeting R							
12	13	14	15	16	17	18		
	9:30 am Emergency Medical Services Advisory Board R	8:30 am Affordable Housing Advisory Committee Meeting R	9:00 am Technical Review Committee R					
	1:00 pm Board of County Commissioners Workshop R	10:00 am Transportation Disadvantaged Local Coordinating Board R	10:00 am Tourist Development Council Meeting R					
	3:30 pm CANCELED Land Acquisition Committee R	6:00 pm Planning and Development Board R	5:00 pm Contractor Review Board R					

javascript:RZpopupEventDetail('03-13-2017','64','no') 100%

[VIEW ALL NEWS](#)

[VIEW ALL EVENTS](#)

# Create Event. Fill in all \* areas, as well as detailed information, location and address.

Event Calendar - Internet Explorer  
http://cms5.revize.com/revize/flaglercounty/calendar\_app/index.html#Master,3/28/2017

Event Form - Internet Explorer  
http://cms5.revize.com/revize/plugins/calendar/editpages/calendar\_events-editform.jsp?calendarid=1&xmlData=

**Calendar Name: Master**  
**New Event Form (\* Indicates Required Field)**

SAVE CANCEL HELP

\* Event Name:

\* Event Begin Date: 03-28-2017 Tuesday

Start Time: Hour: -- Minutes: --

Duration of Event:  Minutes  Hours  Days

Recurring Event:  None  Weekly  Monthly

Event Ending Date: 03-28-2017

Detailed Information About this Event:

Path:

This Information is Shown on Detailed Information Page

100%

VIEW ALL NEWS VIEW ALL EVENTS

COMMITTEE  
A SCENIC & DAY MEETING  
FAIR -  
WELLNESS

# Click the save button.

The screenshot shows a web browser window with the URL [http://cms5.revize.com/revize/flaglercounty/calendar\\_app/index.html#Master,3/28/2017](http://cms5.revize.com/revize/flaglercounty/calendar_app/index.html#Master,3/28/2017). The browser title is "Event Form - Internet Explorer". The page URL is [http://cms5.revize.com/revize/plugins/calendar/editpages/calendar\\_events-editform.jsp?calendarid=1&xmlData](http://cms5.revize.com/revize/plugins/calendar/editpages/calendar_events-editform.jsp?calendarid=1&xmlData). The form contains the following fields:

- Duration of Event:  Minutes  Hours  Days
- Recurring Event:  None  Weekly  Monthly
- Event Ending Date:
- Detailed Information About this Event: A rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert link, and undo. Below the editor is a "Path:" field with a red warning message: "This Information is Shown on Detailed Information Page".
- Is this a Notable Event?  Yes  No
- Event Contact Information:
  - Name:
  - Email:  (e.g admin@revize.com)
  - Phone:  10 or More Digits Plus: - ( ) or spaces
  - Signup Form:  Yes  No

At the bottom of the form, there are two buttons: a red "SAVE" button with a white checkmark and a red "CANCEL" button with a white 'X'. The "SAVE" button is highlighted with a yellow square. The browser's status bar at the bottom shows "100%" zoom and "0%" scroll.

VIEW ALL NEWS

VIEW ALL EVENTS

# Advisory Boards and Councils reside under the BOCC page.



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## 2016 - 2017 BOARD OF COUNTY COMMISSIONERS



**Charles Ericksen Jr.**  
Vice-Chair  
District 1



**Gregory Hansen**  
District 2



**David Sullivan**  
District 3



**Nate McLaughlin**  
Chair  
District 4



**Donald O'Brien Jr.**  
District 5



## GOVERNMENT

[District Map](#)

[Advisory Boards and Councils](#)

[Agendas/Backup/Notices](#)

[Agenda Request Form](#)

[HOME](#)

[GOVERNMENT](#)

[BOARD OF COUNTY COMMISSIONERS](#)

## BOARD OF COUNTY COMMISSIONERS

The Board of County Commissioners is the legislative and policy-making body of county government. The Board establishes policy and makes all budget decisions with regard to appropriation of funds to county departments and some constitutional officers.



# All advisory boards are listed in the left navigation panel.



## ADVISORY BOARDS AND COUNCILS

- Affordable Housing Advisory Committee
- Airport Advisory Board
- Centennial Committee +
- Contractor Review Board
- Economic Opportunity Advisory Council

## ADVISORY BOARDS AND COUNCILS

Citizen participation is one of the fundamental elements of a productive government. In Flagler County, the work of advisory boards and committees, along with public comment, plays an instrumental role in the Board of County Commissioners' decision-making process.

Information is available here about the advisory boards and councils, including meeting dates and times, as well as other information including, but not limited to, recent minutes. Questions should be directed to [Christie Mayer](#), at 386-313-4001.

Attached is the complete [schedule](#) of all Flagler County Boards and Councils.

# On the appropriate advisory page, scroll down for the document center. Buttons appear on editable pages.

http://cms5.revize.com/revize/flaglercounty/government/bocc\_boards\_and\_committees/a

The Flagler County Board o...

Convert Select

**ADD A NEW CATEGORY**

Categories always sorted by seq (sub-categories sorted within each category)  
Documents sorted by SEQ in Ascending Order within category **CHANGE SORT**

Please click on one of the categories below to see uploaded documents.

**Agendas** 4 documents

**NEW DOCUMENT** **NEW SUB-CATEGORY**

**Minutes** 4 documents

**NEW DOCUMENT** **NEW SUB-CATEGORY**

**Other Documents** 2 documents

**NEW DOCUMENT** **NEW SUB-CATEGORY**

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11:49 AM 3/28/2017

# Select where a document is to be uploaded and this window opens

Document Center Document Edit Form - Internet Explorer

http://cms5.revize.com/revize/plugins/document\_center/document\_center\_detail\_subcat-editform.jsp?workspace=flagl

**Document Edit Form** (\*required fields)

Document Category: Agendas

Display Sequence: order documents are uploaded (within each category) [Change Sort](#)

Document Name \*

Document Summary:

Link To External Page  http://

Upload a File  ---no file selected---

[Upload File](#)

Send Email Notifications:  Yes  No

[Save](#) [Save As Draft](#) [Cancel](#)

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# If the document to upload is NOT already PDF, click to auto-convert.

http://cms5.revize.com/revize/flaglercounty/government/bocc\_boards\_and\_committees/a The Flagler County Board o...

Select

File Manager - Internet Explorer

http://cms5.revize.com/revize/plugins/filemgr/filemgr.jsp?webSpaceName=flaglercounty&fileType=file&fileLocation=/&extensions=&disp

**CURRENT FILES BELOW ?**

- flaglercounty
  - bannerimage
  - calendar\_app
  - document\_center
  - homebannerimage
  - Julie's photos
  - quickimage
  - revize\_photo\_gallery
  - slidercaptionimage
  - sliderimage
  - 2016 06 14 Flagler LCB Minutes.pdf
  - 2017 01 25 EOAC agenda.pdf
  - 2017 02 06 VAC meeting minutes.pdf
  - 2017 02 14 AHAC minutes.pdf
  - Approved FY 16-17 Budget Reduced.pdf
  - Budget.pdf

**FILE DETAILS ?**

SELECTED LOCATION: /FLAGLERCOUNTY/

SELECTED FILE NAME: NO FILE IS SELECTED

AUTOMATICALLY CONVERT WORD DOCS TO PDF ?

Click here to upload

DESCRIPTION (ALT):

Save Select None Cancel

# Find the correct folder in the doc center and “click here to upload.”

The screenshot displays a web browser window with the URL <http://cms5.revize.com/revize/plugins/filemgr/filemgr.jsp?webSpaceName=flaglercounty&fileType=file&fileLocation=/&extensions=&disp>. The interface is divided into two main sections: "CURRENT FILES BELOW" and "FILE DETAILS".

**CURRENT FILES BELOW**

- flaglercounty
  - bannerimage
  - calendar\_app
  - document\_center
    - 2016 News Releases
    - 2017 News Releases
    - 4-H
    - Affordable Housing Advisory Committee
    - Airport
    - Airport Advisory Board**
    - BOCC administration
    - BOCC Agenda
    - Budget Summaries
    - Centennial Committee
    - Communications
    - Contractor Review Board

**FILE DETAILS**

SELECTED LOCATION: /FLAGLERCOUNTY/DOCUMENT\_CENTER/  
SELECTED FILE NAME: NO FILE IS SELECTED

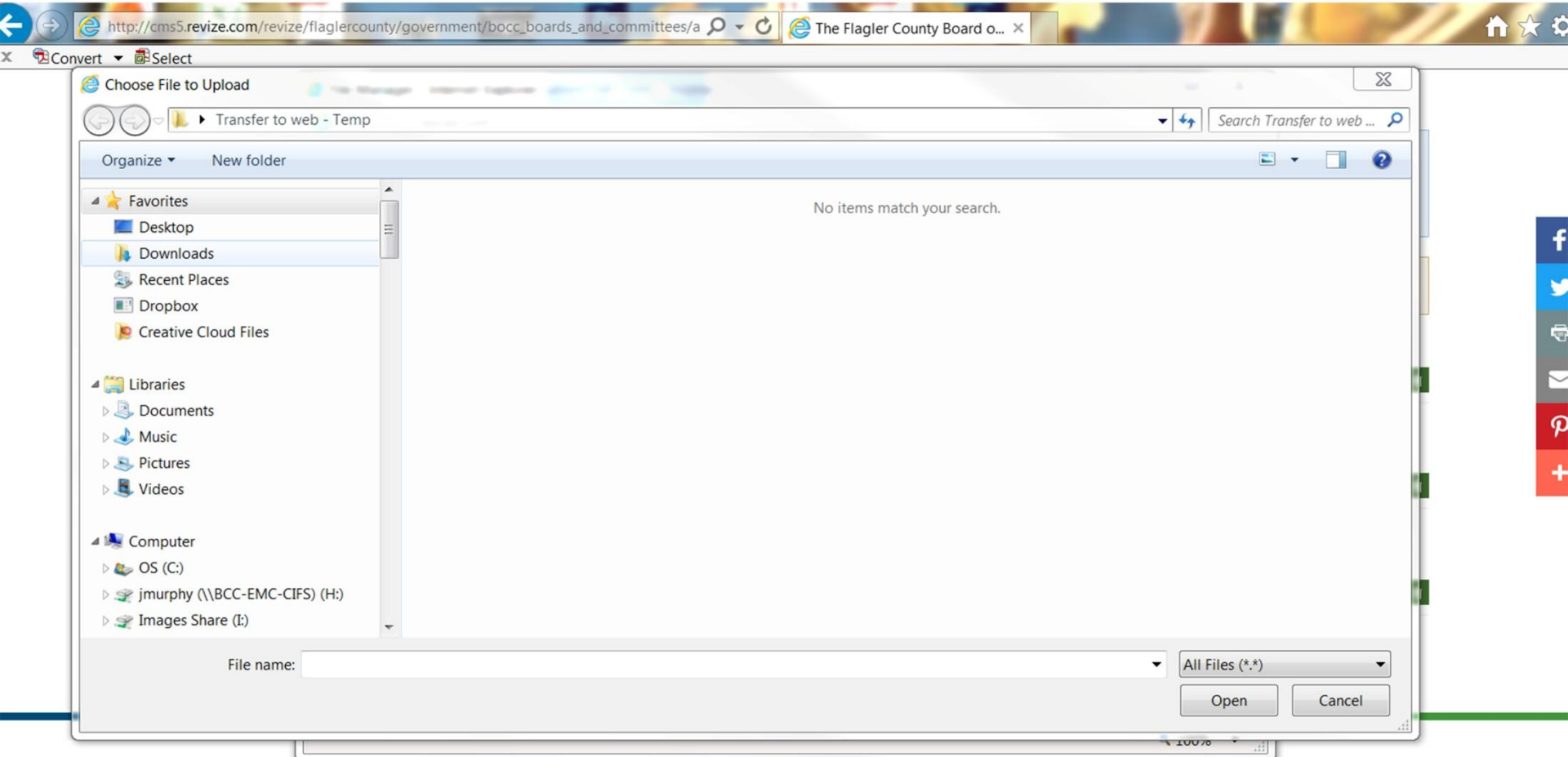
AUTOMATICALLY CONVERT WORD DOCS TO PDF

Click here to upload

DESCRIPTION (ALT):

Save Select None Cancel

# Standard upload prompt box. Select document and open.



# If the document listed is the correct one, click OK.

The screenshot shows a web browser window with the URL <http://cms5.revize.com/revize/plugins/filemgr/filemgr.jsp?webSpaceName=flaglercounty&fileType=file&fileLocation=/&extensions=&disp>. The interface is divided into several sections:

- CURRENT FILES BELOW**: A tree view showing a folder structure under 'flaglercounty'. The 'Airport Advisory Board' folder is selected, containing several PDF files from 2016.
- FILE DETAILS**: Shows 'SELECTED LOCATION: /FLAGLERCOUNTY/DOCUMENT\_CENTER/AIRPORT ADVISORY BOARD/' and 'SELECTED FILE NAME: NO FILE IS SELECTED'.
- Message from webpage**: A modal dialog box with a yellow warning icon. The text reads: '1 of 1 file(s) uploaded successfully 1.2017 March 28.doc: success'. The 'OK' button is circled in red.

# Double check that everything is as it should be and save.

The screenshot shows a web browser window with the address bar displaying [http://cms5.revize.com/revize/flaglercounty/government/bocc\\_boards\\_and\\_committees/a](http://cms5.revize.com/revize/flaglercounty/government/bocc_boards_and_committees/a). The browser tab is titled "The Flagler County Board o...".

The main content area displays a "File Manager - Internet Explorer" window. The left pane shows a file tree structure for "flaglercounty":

- flaglercounty
  - bannerimage
  - calendar\_app
  - document\_center
    - 2016 News Releases
    - 2017 News Releases
    - 4-H
    - Affordable Housing Advisory Committee
    - Airport
    - Airport Advisory Board
      - 2016 08 11 AAB Minutes.pdf
      - 2016 09 08 AAB Agenda.pdf
      - 2016 09 08 AAB Minutes.pdf
      - 2016 10 13 AAB Meeting CANCELED.pdf
      - 2016 11 10 AAB Agenda.pdf
      - 2016 11 10 AAB Minutes.pdf

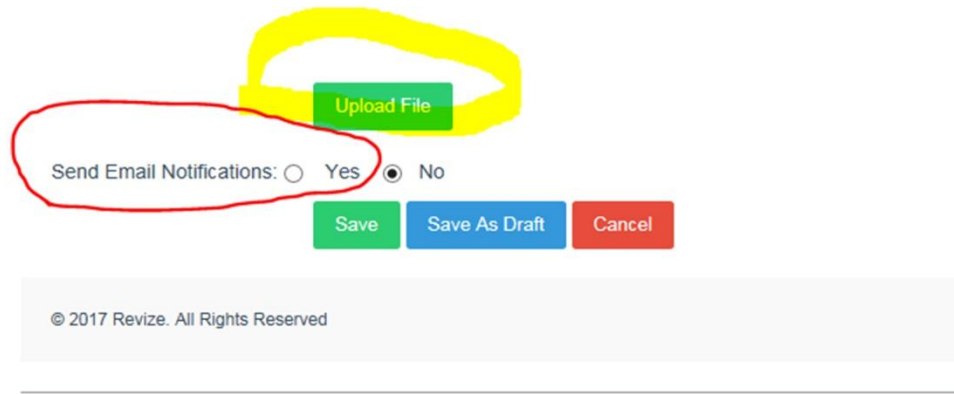
The right pane shows the upload configuration:

- SELECTED LOCATION:** /FLAGLERCOUNTY/DOCUMENT\_CENTER/AIRPORT ADVISORY BOARD/
- SELECTED FILE NAME:** 2017 MARCH 28.PDF
- AUTOMATICALLY CONVERT WORD DOCS TO PDF ?
- File Size:** 56.5 KB
- DESCRIPTION (ALT):** 2017 March 28
- Buttons:** Save (highlighted with a red circle), Select None, Cancel

At the bottom of the browser window, the footer contains the address "1769 E. MOODY BLVD, BLDG. 2 | BUNNELL, FL 32110 | (386) 313-4000" and social media links for FACEBOOK, TWITTER, and YOUTUBE. The copyright notice reads "COPYRIGHT 2016 © FLAGLER COUNTY, FL".



Click “yes” to send email notification as all boards are included in E Notify.



The screenshot shows a web form with several elements. A yellow highlight is drawn around the 'Upload File' button. A red oval highlights the 'Send Email Notifications' section, which contains two radio buttons: 'Yes' (unselected) and 'No' (selected). Below the radio buttons are three buttons: 'Save' (green), 'Save As Draft' (blue), and 'Cancel' (red). At the bottom of the form, there is a footer that reads '© 2017 Revize. All Rights Reserved'.

Revize will indicate that the page is publishing.