

# Projects

Dashboard: [www.cityofmadison.com/user](http://www.cityofmadison.com/user)

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*Projects* allow you to automatically post to main Projects portal and your agency projects page. The Projects system allows you to add text, upload images and pdfs, embed videos, and GEO locate projects.

## Creating a Project

Select “**Create**” next to “Projects.”

Enter the following:

1. **Title:** Enter title that should display.
2. **Body:** Add content for the project.
  - a. You can add lists, headings, images, links to documents, and more. See the Pages Tip Sheet for more information on the editing toolbar.  
<https://www.cityofmadison.com/sites/default/files/tipsheets/TipSheet-Pages.pdf>
  - b. **Edit Summary:** You can enter a short summary of the project.
3. **Location:** Specify the location of your project. The Projects map will display a pin at this location.
  - a. If you need to remove the location, select the “Delete” checkbox.
  - b. You can add multiple location points if the project spans several locations (maximum 5).
4. **Area:** Is this project in a specific area of the City? If not, leave this field blank. If you select one or more values, the Project will display when a user filters projects based on an area.
5. **Aldermanic District(s):** Is this project in a specific Aldermanic District? If not, leave this field blank. If you select one or more values, the Project will display when a user filters projects based on an aldermanic district.
6. **Contract Number:**
  - a. **Title:** Enter the contract number.
  - b. **URL:** URL of contract in the Public Works Contracts look-up, or an external URL.
7. **Impact:** N/A, Major, Minor
8. **Project Start and End Date:** These are estimated dates.
9. **Project Status:** Select a project status. You will need to update this status as the project progresses.
10. **Project Contacts:** Whom should viewers contact with questions about the project? You may enter up to three contacts.
  - a. In the **Contact Name** field, you can enter a name and professional title(s), if desired.
  - b. In the **Contact Phone** field, you can label the type of phone number, if desired.
11. **Category:** Select where the project will be listed in the City Core site.
12. **Public Comments** (Do you want to allow public comments?): If you allow public commenting, any public website user may submit a comment on this project. This public commenting process is moderated.

When the project status is changed to "Completed" or "Withdrawn," the public will no longer be able to submit additional comments. Once a comment is submitted and approved by the moderator, it will remain on the project page, even if the public commenting is subsequently closed on that project.

- a. **Public Comment Email Contact:** This address will receive an email when users submit new public comments for this project.

13. **Feature on Homepage** (Do you want to feature this project on your agency's homepage?): Applicable only if your agency has a "Featured Projects" section on the homepage.
  - a. **Priority:** Determines the sort order on the agency homepage.
14. **Project Type:** Select the appropriate category for the project.  
*This field will only appear if your agency has a list of project types.*
  - a. **Send to Email List:** Select all Email Lists that should receive an email about this project (if any).

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click "**Save**". This will publish the project.

### **Editing a Project**

1. Click "**Manage**" next to "Projects."
2. Find the Project that you would like to edit, and click the "**Edit**" link.
3. Make desired changes, and click "**Save**."

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#### **Contact:**

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