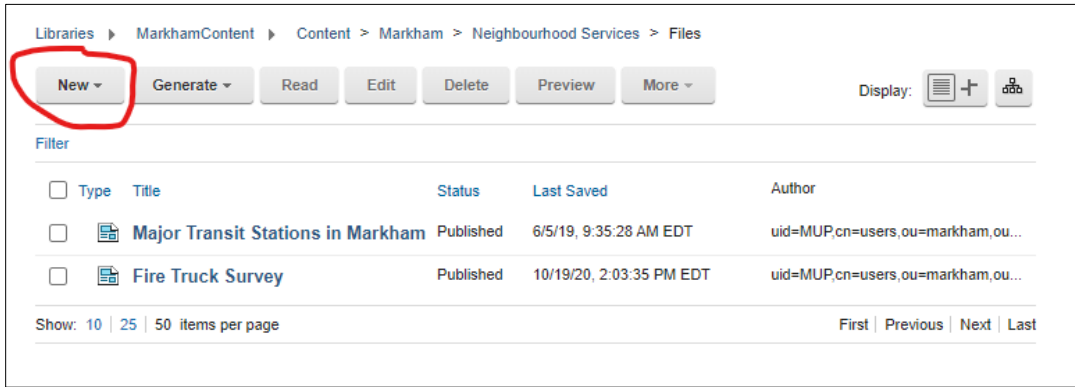


Good Neighbour

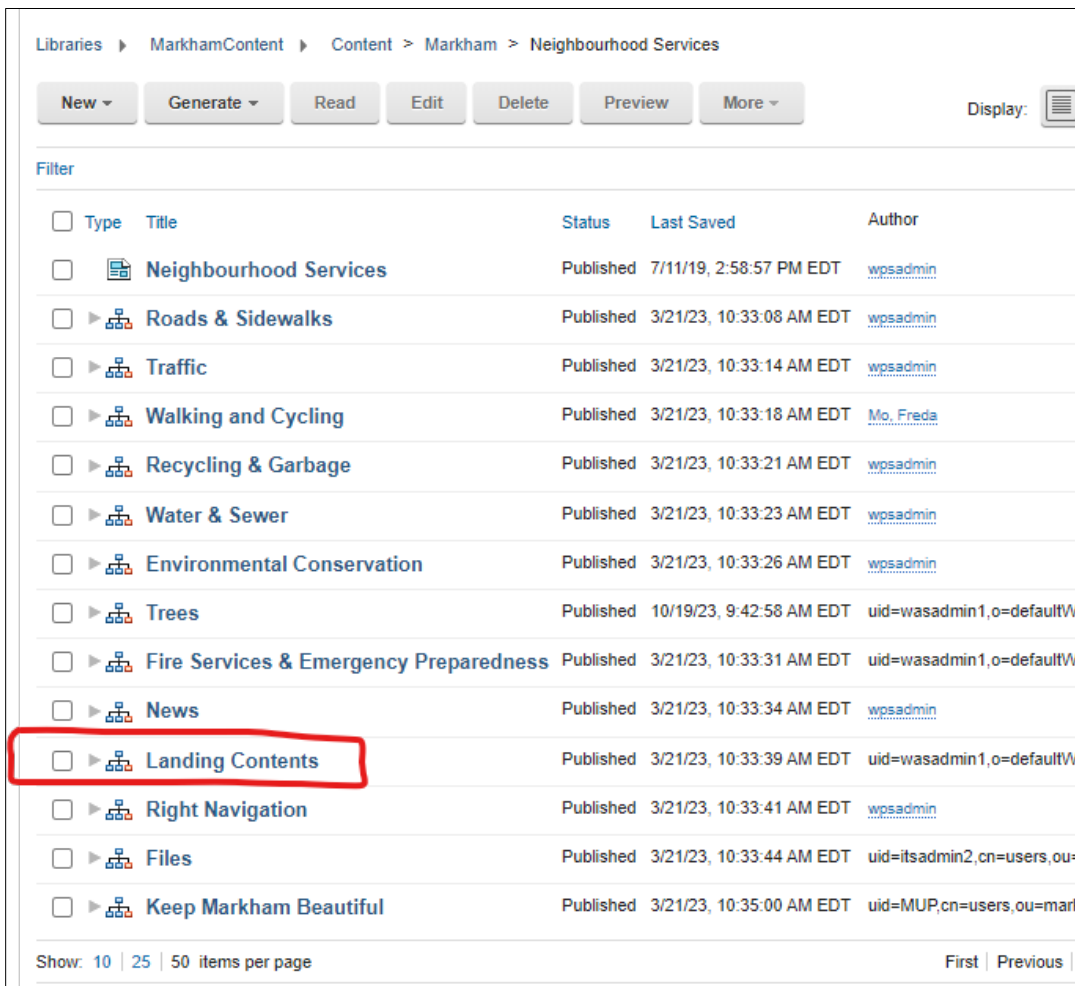
When the handbook is ready, follow the steps below.

1. Upload the “Good Neighbour Handbook” in the **File** site area.



The screenshot shows a file management interface with a breadcrumb trail: Libraries > MarkhamContent > Content > Markham > Neighbourhood Services > Files. A toolbar contains buttons for 'New', 'Generate', 'Read', 'Edit', 'Delete', 'Preview', and 'More'. The 'New' button is circled in red. Below the toolbar is a 'Filter' section and a table of files. The table has columns for 'Type', 'Title', 'Status', 'Last Saved', and 'Author'. Two files are listed: 'Major Transit Stations in Markham' and 'Fire Truck Survey'. At the bottom, there is a 'Show: 10 | 25 | 50 items per page' and navigation links for 'First', 'Previous', 'Next', and 'Last'.

2. Click on “Landing Contents”.



The screenshot shows a file management interface with a breadcrumb trail: Libraries > MarkhamContent > Content > Markham > Neighbourhood Services. A toolbar contains buttons for 'New', 'Generate', 'Read', 'Edit', 'Delete', 'Preview', and 'More'. Below the toolbar is a 'Filter' section and a table of content items. The table has columns for 'Type', 'Title', 'Status', 'Last Saved', and 'Author'. The 'Landing Contents' item is circled in red. Other items include 'Neighbourhood Services', 'Roads & Sidewalks', 'Traffic', 'Walking and Cycling', 'Recycling & Garbage', 'Water & Sewer', 'Environmental Conservation', 'Trees', 'Fire Services & Emergency Preparedness', 'News', 'Right Navigation', 'Files', and 'Keep Markham Beautiful'. At the bottom, there is a 'Show: 10 | 25 | 50 items per page' and navigation links for 'First' and 'Previous'.

3. Select "Good Neighbour" in **Edit** mode.

Libraries ▶ MarkhamContent ▶ Content > Markham > Neighbourhood Services > Landing Contents

New ▾ Generate ▾ Read Edit Delete Preview More ▾ Display:

Filter

<input type="checkbox"/>	Type	Title	Status	Last Saved	Author
<input type="checkbox"/>		Recycling & Garbage	Published	7/2/19, 3:30:01 PM EDT	wpsadmin
<input type="checkbox"/>		Water & Sewer	Published	9/21/18, 3:21:53 PM EDT	wpsadmin
<input checked="" type="checkbox"/>		Good Neighbour	Published	Today 10:31:01 AM EDT	Mo, Freda

Show: 10 | 25 | 50 items per page First | Prev

4. Scroll down to "Call to Action - Title" section. Click the "Browse" button and navigate to the file that you uploaded in Step 1. Repeat Step 4 for the "Call to Action - Link Button".

Call to Action - Title

Link:
 External URL
 Web Content

*Select an item:
 MarkhamContent / Markham / Neighbourhood Services / Water & Sewer / Water, Wastewater & Stormwater X

Display link as:
 Text
 Image component

Link text:

 Use title of linked item

▶ Link Attributes

Call to Action - Link Button

Link:
 External URL
 Web Content

*Select an item:
 MarkhamContent / Markham / Neighbourhood Services / Water & Sewer / Water, Wastewater & Stormwater X

Display link as:
 Text
 Image component

Link text:

 Use title of linked item

5. Click "Save and Close".

6. Select "Water & Sewer" in **Edit** mode.

Libraries ▶ MarkhamContent ▶ Content > Markham > Neighbourhood Services > Landing Contents

New ▾ Generate ▾ Read Edit Delete Preview More ▾ Disp

Filter

<input type="checkbox"/>	Type	Title	Status	Last Saved	Author
<input type="checkbox"/>		Recycling & Garbage	Published	7/2/19, 3:30:01 PM EDT	wpsadmin
<input checked="" type="checkbox"/>		Water & Sewer	Published	9/21/18, 3:21:53 PM EDT	wpsadmin
<input type="checkbox"/>		Good Neighbour	Published	Today 10:31:01 AM EDT	Mo, Freda

Show: 10 | 25 | 50 items per page First

7. Scroll down to "Expiry Date" section and enter today's day.

Publish Date:
11/1/2017 ▾ 05:42:08 AM ▾

Expiry Date:
▾ ▾

8. Click "Save and Close", the "Water & Sewer" should be in "Expired" stage.

9. Go to <https://proauthportal.markham.ca/wps/myportal/home/neighbourhood-services>, you should see the new landing circle on the right side of the page.