

# [ F ] FUSIONCORP DESIGN CONTENT MANAGEMENT SYSTEM

## FAYETTE COUNTY PVA CMS USER MANUAL

**FAYETTE COUNTY, KENTUCKY**  
Property Valuation Administrator  
David O'Neill, PVA

**HOME ABOUT NEWS & INFO TYPES OF PROPERTY PVA EXPENSES ASSESSMENTS & APPEALS EXEMPTIONS LINKS**

**Property Records**  
Fayette County Property Records

**Forms**  
Forms including Homestead Exemption Application

**Tax Districts | Calculator**  
Fayette County Tax Districts and Property Tax Calculator

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**WELCOME**

Thank you for accessing the online services of the Office of Property Valuation Administrator, Fayette County, Kentucky.

We are pleased to make important information and data from the PVA office available online, and we are constantly working to make [www.FayettePVA.com](http://www.FayettePVA.com) as user-friendly as possible with easily accessible, comprehensive and accurate data. We are particularly pleased to make much of the tax roll information available free of charge. Click on the [Property Records](#) tab above to access certified tax roll information.

We are dedicated to serving and assisting you in obtaining the information you need as quickly and easily as possible and to provide fair, equitable and timely assessments of real property. The collective staff has over 200 years of service in the PVA office and regularly attends continuing education courses sponsored by the Finance and Administration Cabinet (FAC) and the International Association of Assessing Officers, so we are constantly improving our ability to serve you.

If you have any comments or questions about our services, please do not hesitate to call me or a member of my staff at 246-2722. For further contact information, please visit [our directory page](#).

- David O'Neill PVA

**LATEST NEWS**

**CAMPBELL HOUSE 2**  
this is the new post for the home page.

**BLUEGRASS TRUST**  
June 27, 2011 – New buildings in downtown Lexington have been honored by the Blue Grass Trust for Historic Preservation.

**CONTACT THE PVA**  
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## REFERENCE GUIDE AND OVERVIEW

[www.fusioncorpdesign.com](http://www.fusioncorpdesign.com)

Email: [support@fusioncorpdesign.com](mailto:support@fusioncorpdesign.com)

# TABLE OF CONTENTS

| SECTION           | INSTRUCTION SECTION                    | PAGE NUMBER |
|-------------------|----------------------------------------|-------------|
| CMS INTRODUCTION  |                                        | PAGE 1      |
| TABLE OF CONTENTS |                                        | PAGE 2      |
| LOGIN & PASSWORD  |                                        | PAGE 3      |
|                   | LOGIN AND PASSWORD RETRIEVAL           | PAGE 3      |
| DASHBOARD         |                                        | PAGE 4      |
| FILE MANAGER      |                                        | PAGE 6      |
|                   | UPLOAD FILES AND UPLOAD MULTIPLE FILES | PAGE 7      |
|                   | DELETING FILES                         | PAGE 7      |
|                   | CREATING FILE SETS                     | PAGE 8      |
|                   | ADDING META TAGS ON IMAGES             | PAGE 9      |
|                   | UPLOADED FILE TYPES ALLOWED            | PAGE 10     |
| SITE MAP          |                                        | PAGE 10     |
|                   | MOVING PAGES                           | PAGE 10     |
|                   | DUPLICATING PAGES                      | PAGE 11     |
|                   | CREATING NEW PAGES                     | PAGE 11     |
|                   | DELETING PAGES                         | PAGE 12     |
| PAGE CONTENT      |                                        | PAGE 12     |
|                   | WYSIWYG EDITOR                         | PAGE 12     |
|                   | ADDING BLOCKS                          | PAGE 14     |
|                   | CREATING PAGE LINKS                    | PAGE 15     |
|                   | SCRAPBOOK                              | PAGE 15     |

## LOGGING INTO THE CMS

Simply go to your website and look to the bottom of the site for **SIGN IN TO EDIT THE SITE** link. Once clicked you will be directed to the main CMS login window where it will ask for your Username and Password.

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Type in your username and password. Click **Remember Me** if you wish for your computer to automatically remember your login user name and password. Click **SIGN IN**.

(Users can also access the login screen by going to <http://www.fayette-pva.com/index.php/login>)

## FORGOTTEN PASSWORDS

If you have forgotten your password you can type in your email address in the field below the username and password fields and a temporary password will be sent to the address you provided automatically.

### Sign in to Fayette County PVA

**Username**

**Password**

☐ **Remember Me**

**Sign In**

**Forgot Your Password?**

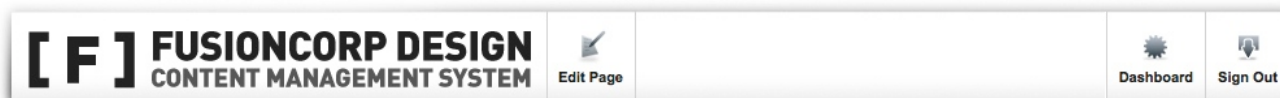
If you've forgotten your password, enter your email address below. We will reset it to a new password, and send the new one to you.

**Email Address**

**Reset and Email Password**

## THE DASHBOARD

Once logged in you will notice pages have a toolbar at the top that has links to **EDIT PAGE**, **DASHBOARD** and **SIGN OUT**. This is the main navigation of the backend of the CMS.



## EDITING PAGE CONTENT

The edit page link will allow you to click and edit page content for each page. Simply go to the page that you would like to edit and click **EDIT PAGE**. Once you click on the link the site page will go into edit mode. It will look like this:



The page will reveal editable content block that can be update. This example shows the **ASSESSMENTS AND APPEALS PAGE**. Notice the site has adjusted and each content block has a perforated **red block** around each section. These are the regions of the page that can be edited. We will explain how to edit and add block later in the **Page Content** section of this overview.

## ADDING PAGES

It is recommended that if a page addition is desired, use the **SITEMAP** to create pages. We will review **SITEMAP** later in this overview.

## DASHBOARD

The dashboard section will give the admin the backend functionality of the site. Users will be able to access the backend of the CMS including the **Sitemap**, **File Management**, **ScrapBook**, **MailChimp®** and **Data Analysis**. The Dashboard looks like this:

**[F] FUSIONCORP DESIGN**  
CONTENT MANAGEMENT SYSTEM

[Return to Website](#) [Request Support?](#) [Sign Out](#)

**Sitemap**  
Site pages. Structured.

**File Management**  
Site files and documents.

**Data Analysis**  
Advanced data extraction.

**ScrapBook**  
Cross-site sharing.

**MailChimp®**  
CMS MailChimp integration.

**Google Analytics**  
Integrated site analytics.

**Fusioncorp Design CMS Dashboard**

**SITE USER MANUAL**  
View or download your CMS User manual here.

**SUPPORT TICKET**  
Having some problems? No worries we can help. Click here.

**VIDEO PRODUCTION**  
So now that you have an awesome website, have you thought about doing a commercial? Fusioncorp can help! We create online film production for networks.

**Google Analytics**  
Visitor Overview Jul 31, 2011 - Aug 15, 2011

Line graph showing visitor counts over time. Key data points: Jul 31 (148), Aug 3 (293), Aug 5 (72), Aug 9 (252), Aug 12 (75), Aug 15 (6).

**Fusioncorp on Twitter**

**Fusioncorp**

Elijah giving me pudding face. #fusioncorp #design http://t.co/p5RMUyk 14 hours ago · reply · retweet · favorite

Lily giving me the pudding face #fusioncorp #design http://t.co/TphsNR8 14 hours ago · reply · retweet · favorite

#BobaFett late for work. http://instagr.am/p/J-hl... 3 days ago · reply · retweet · favorite

#fusioncorp Our Urban Garden is yielding some goodies! @ Fusioncorp Design Mediahouse http://instagr.am/p/J81E... 3 days ago · reply · retweet · favorite

**Fusioncorp on Instagram**

**Visit Fusioncorp Instagram Photostream**

**Personal Design Notes**  
Write notes to yourself using the text area below so you will not forget anything.

**SAVE**

From the **DASHBOARD** you'll see a permanent link to this **USER MANUAL** and link to **FUSIONCORP SUPPORT**. You'll also see **GOOGLE ANALYTICS, FUSIONCORP'S INSTAGRAM AND TWITTER FEEDS**, too!

## SIGNING OUT

This ends user editing and signs a user out of the CMS. This will bring you to the homepage of the site automatically.

## THE FILE MANAGER

**FILE MANAGEMENT** is a large part of the CMS. This allows users to upload images and documents to the site so they can be displayed on the website that visitors would see. The File Management System looks like this:

The screenshot shows the FusionCorp Design Content Management System (CMS) interface. The top navigation bar includes links for "Return to Website", "Request Support?", and "Sign Out". The left sidebar contains a "File Management" section with a search bar and a "Sets" section with checkboxes for "Documents", "homepage-slideshow", and "Display files in no sets". The main content area is titled "File Manager" and displays a table of files. The table has columns for "Type", "Title", "Added", "Active", and "Size". The files listed are:

| Type | Title                  | Added                | Active               | Size   |
|------|------------------------|----------------------|----------------------|--------|
| JPEG | certification.jpg      | 8/3/2011 at 9:02 AM  | 8/3/2011 at 9:02 AM  | 548KB  |
| PDF  | 2011_Annual_Report.pdf | 8/3/2011 at 9:02 AM  | 8/3/2011 at 9:02 AM  | 1632KB |
| JPEG | header.jpg             | 7/25/2011 at 2:53 PM | 7/25/2011 at 2:53 PM | 33KB   |
| JPEG | Tbreedheadinglogo.jpg  | 6/1/2011 at 11:10 AM | 6/1/2011 at 11:11 AM | 34KB   |
| PDF  | October_2010.pdf       | 5/31/2011 at 3:44 PM | 5/31/2011 at 3:44 PM | 572KB  |
| PDF  | October_2009.pdf       | 5/31/2011 at 3:44 PM | 5/31/2011 at 3:44 PM | 1029KB |
| PDF  | July_2010.pdf          | 5/31/2011 at 3:44 PM | 5/31/2011 at 3:44 PM | 1088KB |
| PDF  | January_2010.pdf       | 5/31/2011 at 3:44 PM | 5/31/2011 at 3:44 PM | 1340KB |
| PDF  | February_2011.pdf      | 5/31/2011 at 3:44 PM | 5/31/2011 at 3:44 PM | 1255KB |

## UPLOADING SINGLE FILES IN FILE MANAGER

Uploading files is extremely easy! Once you click **FILE MANAGEMENT** in the **DASHBOARD** click on **BROWSE** in the upper right of the File Management window. A new window will become visible asking you to choose the file you wish to upload. Click on the file you want to upload and hit the **CHOOSE** button in the lower right. This window will disappear.

Click the **UPLOAD FILE** button and the file will start uploading. Once uploaded a screen will appear informing you that your file has been uploaded successfully.

## UPLOADING MULTIPLE FILES IN FILE MANAGER

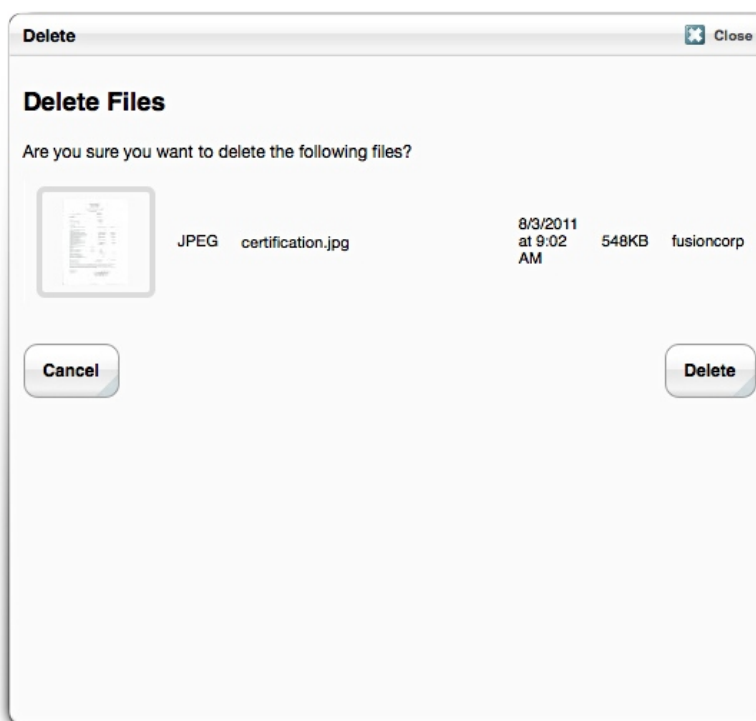
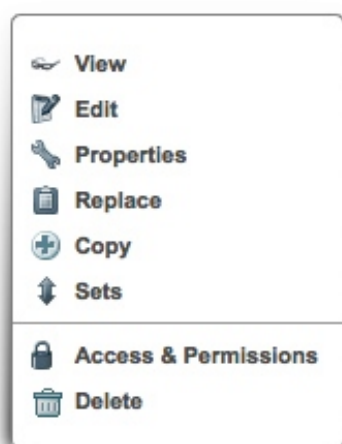
Once inside **FILE MANAGEMENT** in the **DASHBOARD** click on **UPLOAD MULTIPLE** in the upper right of the File Management window. A new window will become visible asking you to choose the files you wish to upload. Click on the files you want to upload and hit the **CHOOSE** button in the lower right. This window will disappear.

Click the **START UPLOADS** button and the files will start uploading. Once uploaded a screen will appear informing you that your files have been uploaded successfully. They are now visible in the File Manager.

## DELETING FILES

Deleting file is very easy, as well. Inside **FILE MANAGEMENT** click on the file you wish to delete and a popup box will appear. The selection at the bottom is the “**DELETE**” option. Click this option. You will be asked if you really want to delete the file. Click “**DELETE FILE**” and the file will be deleted from File Management System.

**Note:** If this file is used elsewhere on the site it will also delete that instance of the file and will not be visible on the site any longer. **Make sure the file isn’t needed prior to its deletion.**



## FILE SETS

**FILE SETS** are images or documents (or both) that are organized into groupings like folders inside the CMS. These can be used for slideshows, galleries, page-specific imagery or simply for personal organization within File Management.

To create a File Set inside File Management select the files you wish to place into a set by clicking on the checkboxes to the left of the file(s). Click on the drop down menu with the two small asterisks in the top left and you will see a selection called “**SETS**”. Select **SETS** and a new window will open. It looks like this:

**Sets** [Close]

**Set** [Search Icon] [Text Input]

☐ Documents

☐ homepage-slideshow

If a file set does not appear above, you either have no access to add files to it, or it does not accept the file types jpg, pdf.

**Add to New Set**

☐ [Text Input] ☒ Make set public

**Update**

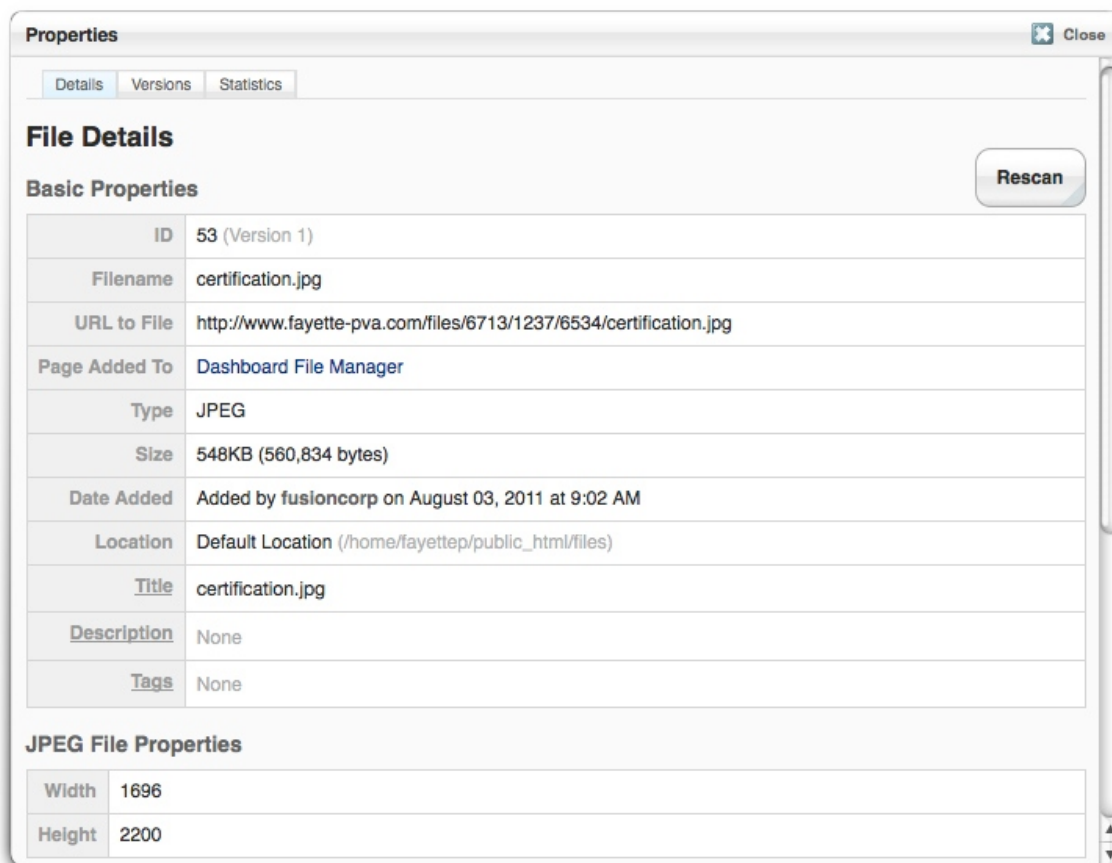
Here you have two options:

**A:** Add to an existing File Set by checking an existing File Set at the top of the window and hitting the “**UPDATE**” button at the bottom. That file or files will be added to that **FILE SET** and can be filtered through File Management for easy locating.

**B:** Add the file or files to a new File Set. This can be achieved by checking the box for a new File Set, naming it what you want and clicking “**UPDATE**”. Simple, huh!?

## CREATING TITLE AND DESCRIPTION TAGS ON IMAGES

Image tags can be created by going into **FILE MANAGEMENT** and clicking on an image. A popup will appear and you want to select the “**PROPERTIES**” option in it. A new window will appear and it looks like this:



The screenshot shows a 'Properties' window with tabs for 'Details', 'Versions', and 'Statistics'. The 'Details' tab is active, displaying 'File Details' and 'Basic Properties'. A 'Rescan' button is located in the top right corner of the details section. The 'Basic Properties' section contains a table with the following data:

|                    |                                                                   |
|--------------------|-------------------------------------------------------------------|
| ID                 | 53 (Version 1)                                                    |
| Filename           | certification.jpg                                                 |
| URL to File        | http://www.fayette-pva.com/files/6713/1237/6534/certification.jpg |
| Page Added To      | Dashboard File Manager                                            |
| Type               | JPEG                                                              |
| Size               | 548KB (560,834 bytes)                                             |
| Date Added         | Added by fusioncorp on August 03, 2011 at 9:02 AM                 |
| Location           | Default Location (/home/fayettep/public_html/files)               |
| <u>Title</u>       | certification.jpg                                                 |
| <u>Description</u> | None                                                              |
| <u>Tags</u>        | None                                                              |

Below the 'Basic Properties' section is the 'JPEG File Properties' section, which contains a table with the following data:

|        |      |
|--------|------|
| Width  | 1696 |
| Height | 2200 |

You will find the “**TITLE, DESCRIPTION AND TAGS**” fields here. Click on the underlined word for either tags, title or description and a text field will appear to the right of that word. Add the text tags you wish and click on the **pencil and notepad** to the right and it will be saved in the CMS.

**NOTE:** If you don't click the pencil or notepad at the far right of the text field where you type in the description data, tag data or title data it will **NOT** be saved.

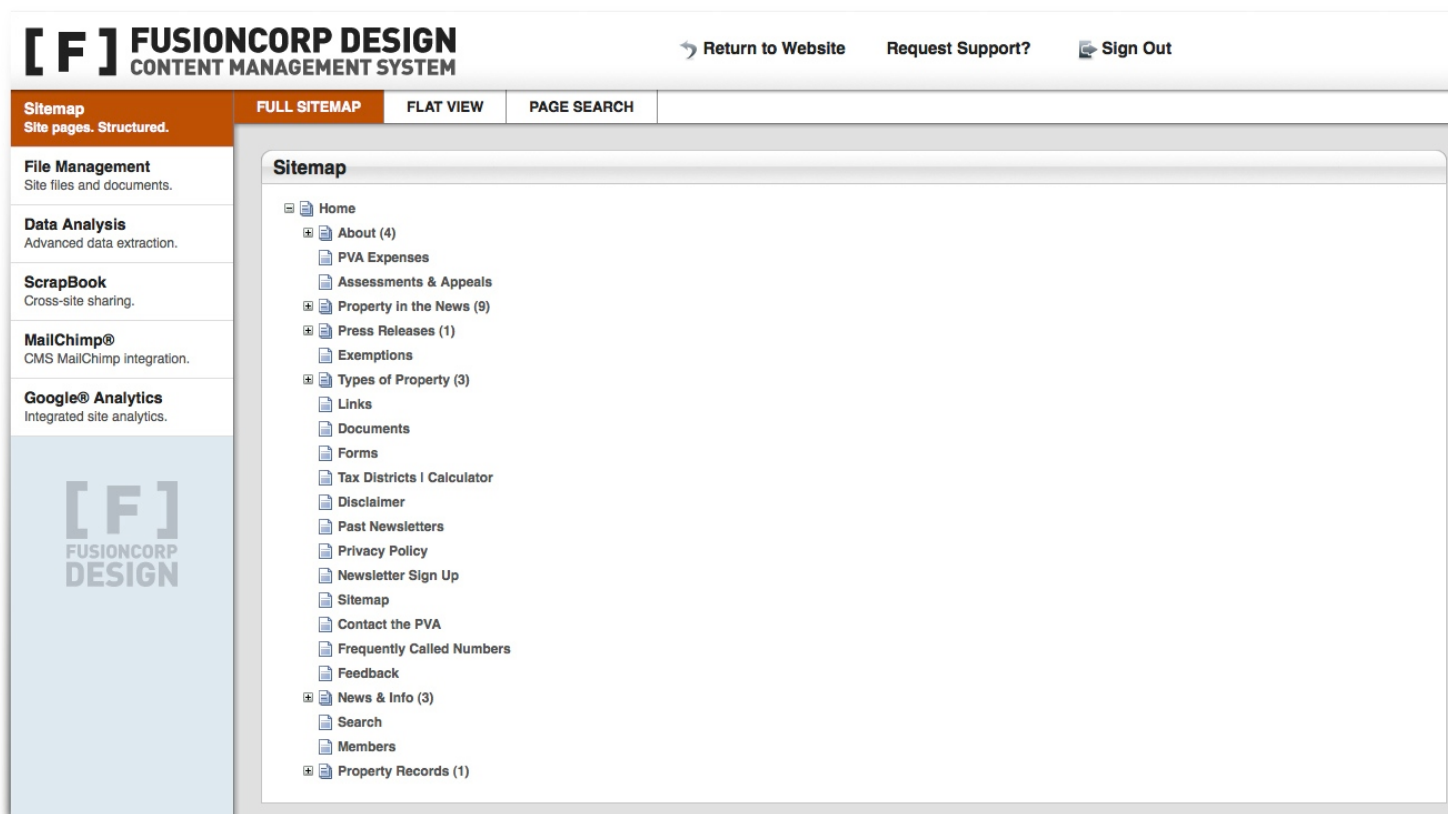
## FILE TYPES ALLOWED FOR UPLOADING

The following is a list of the file types we allow users to upload through **FILE MANAGEMENT**.

flv, jpg, gif, jpeg, ico, docx, xla, png, psd, swf, doc, txt, xls, csv, pdf, tiff, rtf, m4a, mov, wmv, mpeg, mpg, wav, avi, mp4, mp3, qt, ppt, kml, xml

## THE SITEMAP

The **SITEMAP** is great for not only creating pages, but also removing them from the site, changing their names and copying groups of pages, as well. The **SITEMAP** looks like this:



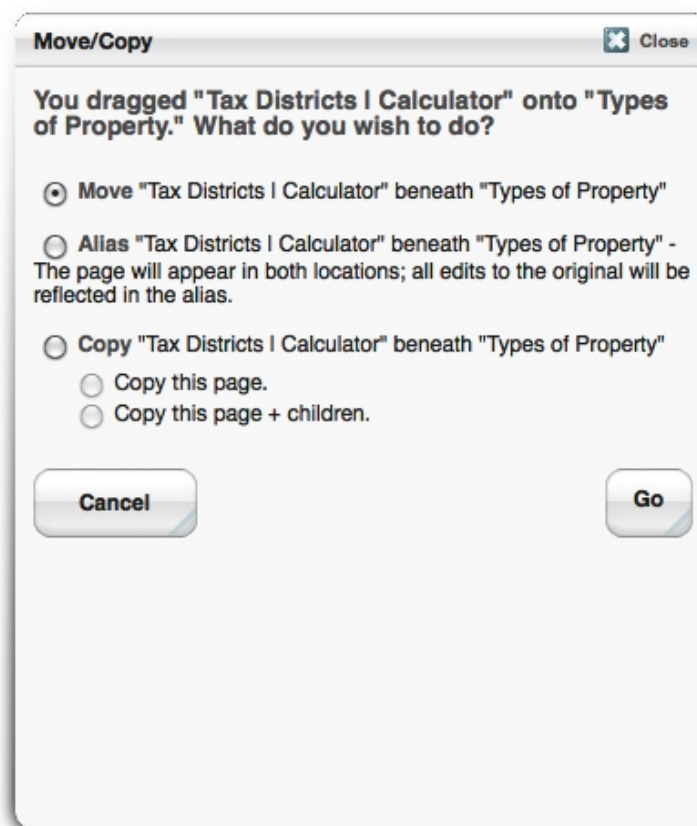
## MOVING PAGES AND GROUPS OF PAGES

Find the page you wish to move, place your mouse pointer on top of the notebook icon to the left of that page and **DRAG** it up and down throughout the **SITEMAP**. You'll notice a thin dotted line while dragging the page. When you find the place you want the page to go simply drop it there by releasing the button on your mouse and the page will be moved.

Moving a group of pages requires the same procedure. Find the group and **DRAG** it throughout the **SITEMAP** accordingly.

## CREATING NEW PAGES AND DUPLICATING PAGES

Moving pages and copying pages requires the same procedure. While moving a page or a group of pages at the same time you'll notice a **GREY BAR INSTEAD OF A THIN DOTTED LINE**. This means that the pages or pages you're copying will be placed under that specific page within the **SITEMAP**. Drag and drop to the desired page and release the mouse. The window below will appear asking what you want to do with the pages you have decided to copy. It looks like this:



You can either decide to move the page under another page which will simply move the page from its previous location to the new location.

You can “**Alias**” the page which means that the page will appear in both its original location and the new location you have just chosen.

**NOTE:** If you edit the original aliased version the edits will also appear on the copied page.

You can “**Copy**” the page or pages. **Copying the page** simply creates a carbon copy of that page to the location of your choice. **Copying a page and it's children** will copy that page and all pages beneath it to the location of your choice. Very helpful when making lots of pages with the same blocks and formatting on them.

## DELETING PAGES

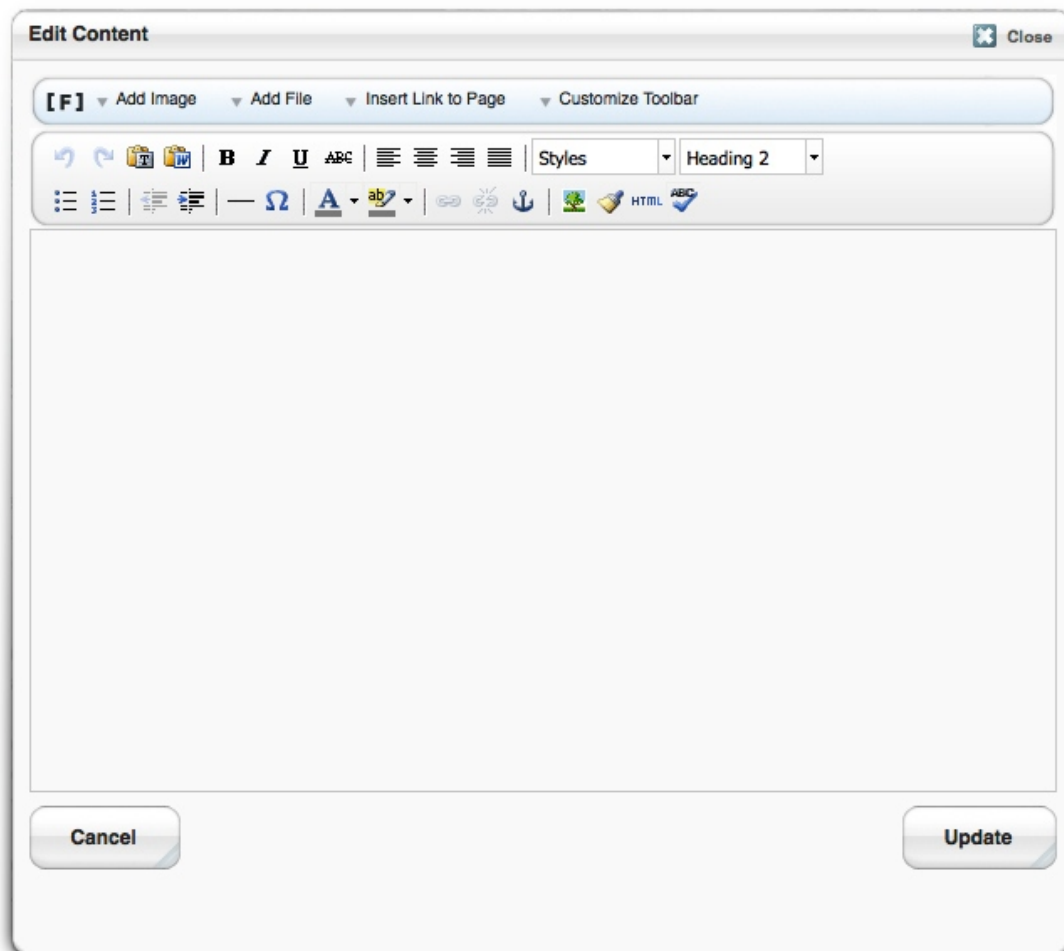
Deleting pages and groups of pages can be done with 3 mouse clicks. Go to the **SITEMAP** and click on the page you wish to delete and you will see this window below pop up in the screen. Click **“DELETE”** and your computer will ask, “Are you sure?”. Click **“Yes”** and the page will be removed from the site immediately.

## EDITING PAGE CONTENT

Content editing is extremely easy. If you’ve used Microsoft Word or Apple Pages you can use this editor with ease.

### THE WYSIWYG EDITOR

**WYSIWYG** is an acronym for **“What You See Is What You Get”**. It does just that! Whatever you are typing into the editor is what will display on the page when your edits are saved. The **WYSIWYG** looks like this:



Many of the standard **Microsoft Word®** and **Apple Pages®** keyboard shortcuts will work inside the editor too!

**CMD + C (CTRL + C on a PC) = Copy**  
**CMD + V (CTRL + V on a PC) = Paste**  
**CMD + B (CTRL + B on a PC) = Bold a Selection**  
**CMD + I (CTRL + I on a PC) = Italicize a Selection**  
**CMD + U (CTRL + U on a PC) = Underline a Selection**

To edit content or add images, click **EDIT PAGE** at the top of the page and click on a Content area you wish to edit. A drop down menu will appear. Click on **EDIT**.

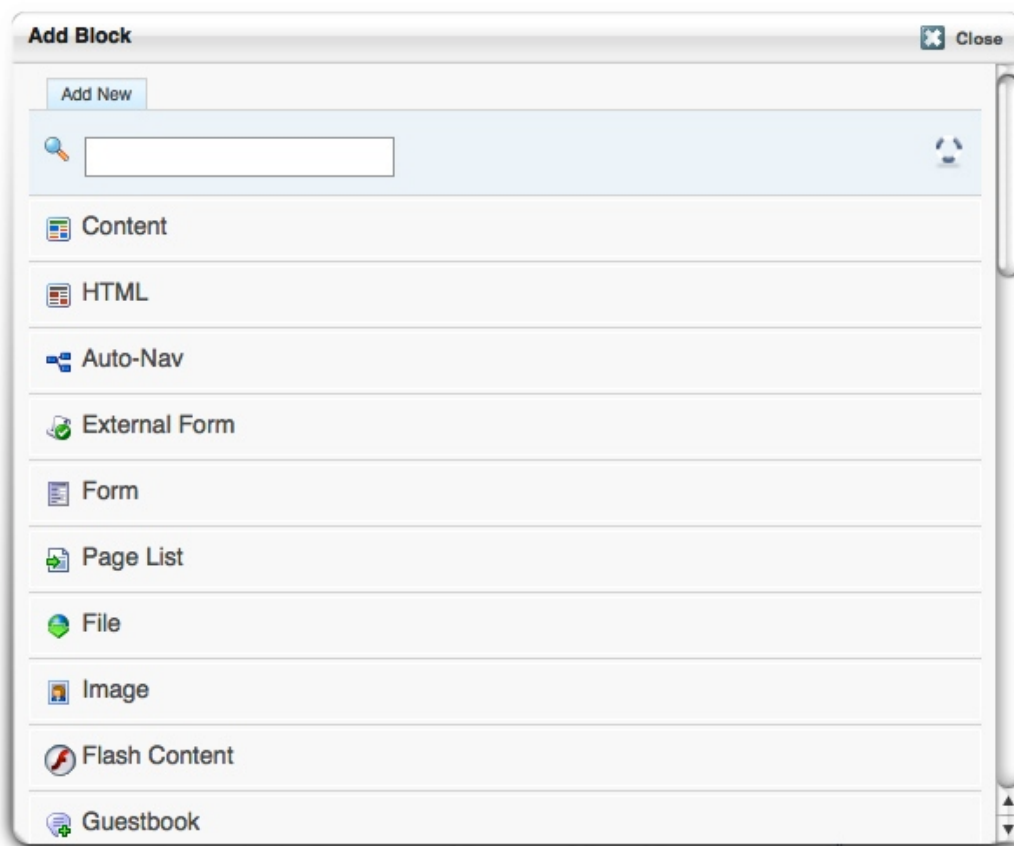
A box like this will appear on your screen. In this box, you can edit content, switch out or add images and more. The content displayed in this box is **EXACTLY** how it will appear after you click the **UPDATE** button in the lower right of that window.

After making your changes and submitting them, they will appear on screen just as they appeared in the box. **PUBLISH** your changes, **PREVIEW** them or **DISCARD** them.

## ADDING BLOCKS

Blocks are individual page elements that are added through the CMS. The first step to adding a block is (if you are adding to the main content of the page) Click **EDIT PAGE**, scroll to the bottom of the page where you will see a box that says **ADD TO MAIN**, click on this box and go to **ADD BLOCK**. The same works for the **SIDEBAR** except instead of saying **ADD TO MAIN** it will say **ADD TO SIDEBAR**.

After clicking **ADD BLOCK**, a box will pop up. Depending on what type of content you are wanting to add, will determine which of these options you choose. If you want to add content, click **CONTENT**. If you want to add an image, click **IMAGE**, **FORM**, etc. This window looks like this:



## CREATING PAGE LINKS IN THE EDITOR

This is how navigation throughout the site is created. If you want to link **a word or image** to another page of the site, you would first go to **EDIT PAGE** and highlight the word or image. After highlighting click the **“INSERT LINK TO PAGE”** button at the top of the window. The **SITEMAP** window will pop up showing all of the site's pages. From here just select the page you want to link the highlighted object to and click it once. Done! Simple, huh!?

## THE SCRAPBOOK

The **SCRAPBOOK** is a means of sharing content and information throughout the site easily. We can copy one thing to the ScrapBook and use it throughout any site by pasting it from the ScrapBook. Copying blocks to the ScrapBook will save carbon copies of them in the ScrapBook for use later.

**NOTE:** If you copy a block to the ScrapBook as a **“GLOBAL”** item then all other items that were pasted from that copy will be changed globally when one is changed. It saves time but make sure you want to change all instances of that block at once before changing it. You will be notified when you try to edit a block that this will occur.

## CONTACT FUSIONCORP FOR SUPPORT

Contact Fusioncorp Design about anything you feel you need help with!

### Fusioncorp Design's Contact Information:

**Main Line:** 859.309.FUSE (3873)

**Daniel Boone** - 859.227.6595 - [daniel@fusioncorpdesign.com](mailto:daniel@fusioncorpdesign.com)

**Tim Raymer** - 859.893.5744 - [timr@fusioncorpdesign.com](mailto:timr@fusioncorpdesign.com)

### General Support Contact:

[support@fusioncorpdesign.com](mailto:support@fusioncorpdesign.com)