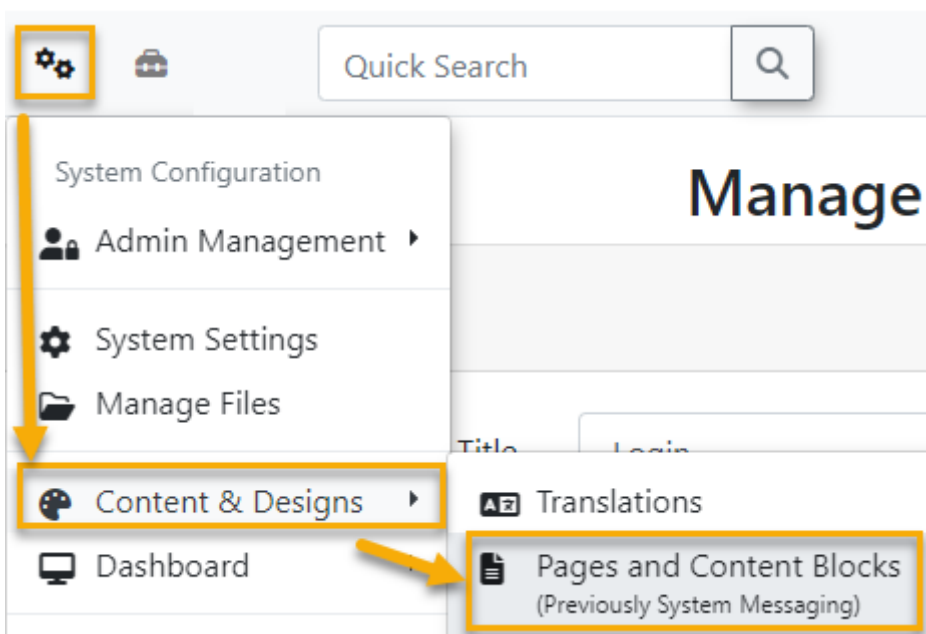


Pages and Content Blocks

Accessing System Messaging



To access and manage your **System Messaging** navigate to the gears icon and click on **Content & Designs -> Pages and Content Blocks**.



Creating Pages

We also provide a video to visually demonstrate how to use system messaging

https://drive.google.com/file/d/1DU3qorWnAp_2N9mcNGFYTtNHMeRpXsQ/view

Pages display the visual content found throughout your application. You can edit the contents of your page or post a **System Message** by using the Disclaimer Shortcode on the **Page** you want it to show up on. **Shortcodes** also make it convenient to add interactive content to your pages. For more information on **Shortcodes** scroll to the bottom of this page.

- To create a **Page** click the **Create Page/Message** button at the top right of the **Manage System Messaging** screen. It doesn't matter what tab you're on when you do this as you

will specify the **Page Type** when you go to create the page.

Manage System Messaging

Pages		Messages			Create Page/Message
Title		Type	URL / System Location	Notes	
Appeals Message	Edit	Page	violations/appeals		
Contact	Edit	Page	contact		
Lockers	Edit	Page	lockers		
Login	Edit	Page	login	User page for the login page.	
My Vehicles	Edit	Page	vehicles	Vehicles Page	
Outstanding Violations	Edit	Page	outstandingviolations	The page content for showing the user a message when they have violations that have been sent to collections and this is preventing them from paying for permits, etc.	
Permits	Edit	Page	permits	Permit Page Content	
Receipt	Edit	Page	receipt	The user's receipt page	
Reset Password	Edit	Page	password/reset	User page for resetting their password.	
TomahawkU Demo	Edit	Page	/	The main page after a user logs in	

- Once you click this button OPS-COM will take you to a different section where you can set the properties and content of the page. Below is a detailed description of the options available to you when creating new **Pages**.

Page Attributes	Short Description
Title	The Title of the page you wish to create, which will be the name displayed on the user navigation bar.
Path	The path after the domain. i.e. login/ → <i>This is the home page</i> Changing this to lockers/area/1 will display login/lockers/area/1 as the URL for that page.
Visibility	You can toggle the visibility of your pages which will make it so your users can't see the page anymore, but you can still edit it.
Language	Use this to select between two language options for a specific page. Tomahawk currently supports English and French .
Layout	You can select the layout of your page here. Usually, you will have the Default Layout selected.
Content	Your content will be the text on the page you are currently editing. You can also use Shortcodes here to display a body of material or feature. For example, a user login form could be displayed on your homepage.

- **Important:** Make sure you select **Page** under the drop-down menu next to **Page Type** and not **Message**. Below we will go into detail on how to create a **Page** field by field. The images below give you a good visual example of what field is being explained, if there is a certain field you are unsure about you can easily find the picture and read from there.
- Start by giving your page a **Title** and specify how you would like the **URL** at the top of your page to be displayed.

What is a URL?...

Manage System Messaging

[Return to Template List](#)

Title

Appeals Message

Path

violations/appeals

The path after the domain. i.e.
login
/ This is the home page
lockers/area/1

Visible

Language

English

Français

Layout

Default Layout

File

Edit

Insert

View

Format

Table

Tools

Undo

Redo

+

Formats

B

I

A

A

Align Left

Align Center

Align Right

Justify

Bulleted List

Numbered List

Decrease Indent

Increase Indent

Link



Image

Source

Help

[system_code]

- Adjust the visibility of your page by toggling the **Visible** button on/off. The **Page** will still be editable in the **System Messaging** section but it will not be visible to your users who are on your **Page** or **System Message**.


Toggle On(Visible Page)	Toggled Off(Invisible Page)
	

- Toggling the **Page** as invisible will show it under the **Messages** tab like seen in the image below to signify it cannot be seen by your users.

Pages

Messages

Create Page/Message

Title		Type	URL / System Location	Notes
Admin Dashboard	Edit	Message	dashboardMessage	
Queue for Deletion: Common Footer	Edit	Message	footer	System page footer on all user side pages.
Common Header	Edit	Message	header	System page header on all user side pages.
Locker Disclaimer	Edit	Message	lockersDisclaimer	The content for locker disclaimers
Permit Disclaimer	Edit	Message	permitDisclaimer	Permit disclaimer message
Temp Permit Text	Edit	Message	tempPermitText	Content that appears under the logos on temp permits.
 Your contacts for Tomahawk	Edit	Message	tomahawkContact	
Premium Support from Tomahawk	Edit	Message	tomahawkSupport	
Standard Plus Support from Tomahawk	Edit	Message	tomahawkSupport	

- Select the default **Language** and **Layout** of your page. If you are not sure which template to use you can leave it as the **Default Layout**.

Language

English

Français

Layout

Default Layout

- Provide the content of your page in the editor found under the page settings. This content will be the main content of your **Pages**; you can use **Templates & Design** to edit the other sections of your pages such as the **Header-Content** and **Footer-Content**.
- OPS-COM uses **Shortcodes** to display a section of interactive or static content like a user login, permits, etc.

Return to Template List

Title

Appeals Message

Path

violations/appeals

The path after the domain. i.e.
 login
 / This is the home page
 lockers/area/1

☒ Visible

Language

English

Français

Layout

Default Layout

File Edit Insert View Format Table Tools

Undo Redo Bold Italic Text Color Background Color Bulleted List Numbered List Indent Outdent Link Image Code Help

All persons receiving a parking violation have a right to appeal within 10 days of the date the violation was issued.

Before searching for your ticket or license plate please ensure that you have registered the vehicle the violation applies to. Click [here](#) to register your vehicle.

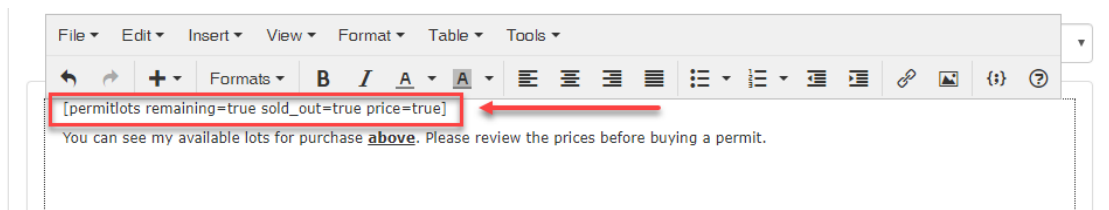
If you experience any problems using these forms or have any questions concerning the registration, please contact the [Appeals Officer](#).

Content Placement

Depending on where you place your content it can appear differently. OPS-COM's smart editor reads content top to bottom, left to right. Meaning that placing a user login **Shortcode** before your content will look dramatically different than if you placed the **Shortcode** last. You can see a few visual examples of how this works below.

By Example: **Shortcodes Before Content**

We are going to use the Lot Information Shortcode to display our available lots before our text content.



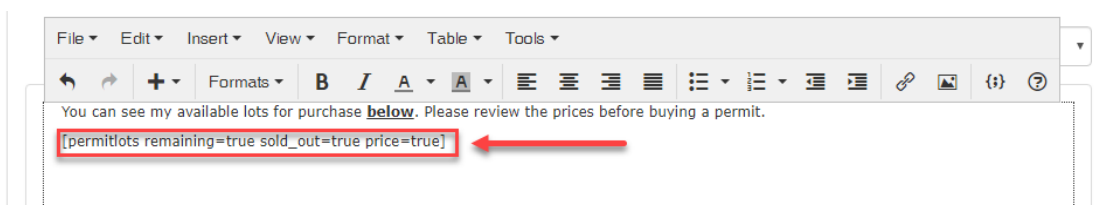
As you can see this displays our lot information **before** our content.

Lot Name	Lot Type	Price	Available
Teal - Complimentary	M	\$0.00	26
Lilac - Daily Reserved	M	\$250.00	26
Green Staff Lot East	M	\$100.00	37
After 4PM	Y	\$150.00	48
Red Student Lot West	Y	\$525.00	33
Red Staff Lot West	Y	\$350.00	7

You can see my available lots for purchase above. Please review the prices before buying a permit.

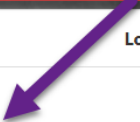
By Example: **Shortcodes After Content**

Once again we are going to use the Lot Information Shortcode to display our available lots **after** our **Content**.



As you can see this placed the **Shortcode after** the lot information

You can see my available lots for purchase **below**. Please review the prices before buying a permit.



Lot Name	Lot Type	Price	Available
Teal - Complimentary	M	\$0.00	26
Lilac - Daily Reserved	M	\$250.00	26
Green Staff Lot East	M	\$100.00	37
After 4PM	Y	\$150.00	48
Red Student Lot West	Y	\$525.00	33
Red Staff Lot West	Y	\$350.00	7

Editing Pages

Keep in mind that the **URL / System Location** next to the page is the area in OPS-COM that you are updating. Therefore, if you wished to update the permit screen, you want to edit the page with a **System Location** of /permits

You can edit your pages attributes such as the **Title, Path, Visibility, Language, Layout,** and **Content** after it has already been created.

1. To **Edit** a page, simply click on the **Edit** button next to the page **Title** you want to edit. As seen in the image below we are going to select and edit the **Appeals Message** page.

Manage System Messaging				
				Create Page/Message
Pages	Messages			
URL	Title	English	Français	Notes
--lots-detail	Lot Details	Edit	Create	
/	User Dashboard	Edit	Edit	The main page after a user logs in
lockers	Lockers	Edit	Create	
login	Login	Edit	Edit	User page for logging in.
lots	Lots	Edit	Edit	
permits	Permits	Edit	Create	
real-time	Real Time	Edit	Create	

- You can now make any changes to the **Pages** content or attributes that you like.
See **Creating Pages** near the top of the page if you are not sure what a specific field does. From here we can edit the format of the text such as the colour, background color, etc..

Return to Template List

Title

Path The path after the domain. i.e.
login
/ This is the home page
lockers/area/1

☒ Visible

Language

Layout

File Edit Insert View Format Table Tools

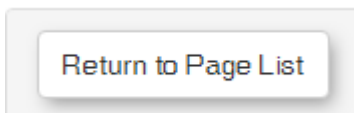
← → + Formats B I A A [List Icons]

All persons receiving a parking violation have a right to appeal within 10 days of the date the violation was issued.

Before searching for your ticket or license plate please ensure that you have registered the vehicle the violation applies to. Click [here](#) to register your vehicle.

If you experience any problems using these forms or have any questions concerning the registration, please contact the [Appeals Officer](#).

- If you have not made any changes to the page you are **Editing**, you may go back to the **Page List** by clicking **Return to Page List** at the top of the screen. Clicking this button will discard **all** changes recently made.



- Once you have finished editing the page, click **Save Messaging** for your changes to take effect.



Creating System Messages

Important

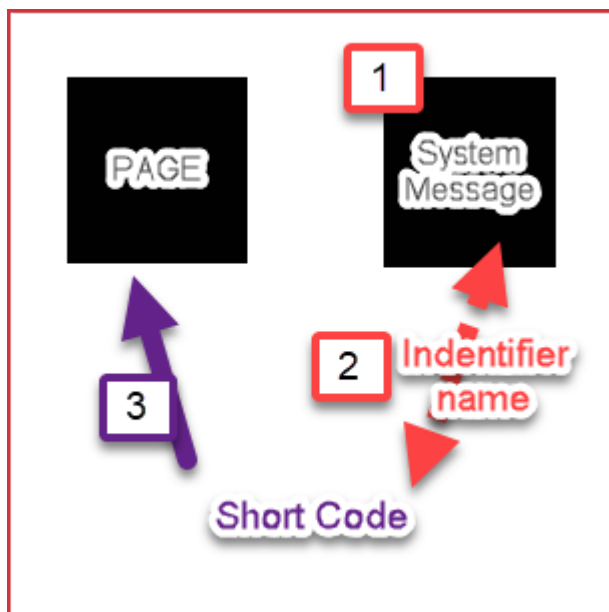
Users will be brought back to the **Users** page if users do not agree with a **System Message**. Meaning, we use **System Messaging** as a convenient way to offer agreements and disclaimers before users make purchases of permits or lockers.

System Messages and How they work with Pages

How do System Messages work?

System Messages and **Pages** work together using Disclaimer Shortcode's. When you create a **System Message**, you give that message a unique **Identifier**. System message identifiers may be used in junction with **Disclaimer Shortcodes** to display your **System Messages** onto **Pages**. The idea may be daunting at first, but once you get a better understanding of how these features work together, it will make more sense.

Visual Example



1. The **System Message** gets created.
2. The **System Message** is given an **Identifier** to be used with a specific **System Message** so we may access it on a **Page**.
3. We add the **Identifier** to the Disclaimer Shortcode on the **Page** that we want to display the message on.

1. **Shortcode Example- [disclaimer name=lockersDisclaimer dismiss=never]**
2. **Shortcode Example- [disclaimer name=vehicleDisclaimer dismiss=session show=".add-vehicle"]**
4. **Shortcodes** may also be used on **System Messages** to display useful content such as a detailed description of the current vehicles registered to the user. See below for a list of supported **Shortcodes**.

System Messages provide you with a convenient way to add alert messages to your pages that pop-up when a user clicks the page. You may create **System Messages** to be displayed on specific **Pages** using Disclaimer Shortcode's.

Message Attributes	Description
Title	The title that will be displayed across the top of the System Message when users navigate to that page.
Identifier	The identifier is used to know which page you want to display the message by using Shortcodes .
Visibility	This section toggles the visibility of your page which will make it so your users may not see the page, but you can still edit it.
Language	Select between two language options for a specific page. Tomahawk current supports English and French .
Content	Content is what will display on the actual page. You may use Shortcodes here to view predefined static or interactive content. For example, a user login form could be displayed on your homepage.

1. To create a **System Message** merely click the **Create Page / Message** button on the top right of the **Manage System Messaging** screen.

Manage System Messaging

Create Page/Message

Pages

Messages

URL	Title	English	Français	Notes
--lots-detail	Lot Details	<button>Edit</button>	<button>Create</button>	
/	User Dashboard	<button>Edit</button>	<button>Edit</button>	The main page after a user logs in
lockers	Lockers	<button>Edit</button>	<button>Create</button>	
login	Login	<button>Edit</button>	<button>Edit</button>	User page for logging in.
lots	Lots	<button>Edit</button>	<button>Edit</button>	
permits	Permits	<button>Edit</button>	<button>Create</button>	
real-time	Real Time	<button>Edit</button>	<button>Create</button>	

2. Make sure to select the **Page Type** from the drop-down menu and change this to **Message**. It is essential that you do not select **Page** when creating a **System Message**.

[Return to Template List](#)

Page Type

2

Page

Message

Pages define the template (header and footer), have their own url and content on the page.

Message is a small block of text that has no template and is used for various messages on pages.

Title

Path

The path after the domain. i.e.
login
/ This is the home page
lockers/area/1

✓ Visible

Language

English

Layout

Default Layout

File Edit Insert View Format Table Tools

Undo Redo Bold Italic Underline Background Color Bulleted List Numbered List Indent Outdent Link Image Source Help

is used for various messages on pages.

3 Title

4 Identifier The identifier for the message. i.e. lockersDisclaimer, vehicleDisclaimer, permitPrintableLabel3

6 ☒ Visible

8 Language

Layout

Layouts for messages are currently only used on permit printing pages such as permitPrintableSticker.

File Edit Insert View Format Table Tools


Welcome

Thanks you for taking the time to visit my blog. **9**

3. Create a **Title** for the message.
4. Give the message a unique **Identifier** so it can be accessed on your **Pages** using Disclaimer Shortcodes. **Shortcodes** are codes used to link our **Pages** and **System Messages** together.
5. Once an **Identifier** is created, It is essential to note that you may not use it anymore or you will get an error message.
6. You may modify the visibility of your **System Message** by toggling the **Visible** button on or off.

Toggle On(Visible)	Toggled Off(Invisible)
<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Visible

7. Toggling a **System Message** as invisible ensures your users won't see it. Although, you can still **edit** and **view** the **System Message** on the admin side, but it will be displayed as seen in the image below.

Temp Permit Text	Edit	Message	tempPermitText	Content that appears under the logos on temp permits.
 Your contacts for Tomahawk	Edit	Message	tomahawkContact	
Premium Support from Tomahawk	Edit	Message	tomahawkSupport	

8. Select which **Language** you would like your content to be in. OPS-COM currently supports two languages which are **English** and **French**.
9. Edit the contents of your **System Message** in the editor found below the messages fields. This is the content that your users will see and will allow you to edit and format the way the text looks.
Once finished, click **Save Messaging**.

Warning

Clicking **Return to Template List** before **Save Messaging** will discard all the changes you just made, meaning that the **System Message** will not get created or your changes will not occur.

Manage System Messaging

[Return to Template List](#)[Delete Page](#)

Title

Appeals Message

Path

violations/appeals

The path after the domain. i.e.
login
/ This is the home page
lockers/area/1

☒ Visible

Language

English

Français

Layout

Default Layout

File Edit Insert View Format Table Tools

Undo

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A

A

Text Left

Text Center

Text Right

Text Justify

List Bulleted

List Numbered

List Indented

List Nested

Link

Image

{ }

?

[disclaimer name=appealsDisclaimer dismiss=never]

All persons receiving a parking violation have a right to appeal within 10 days of the date the violation was issued.
Before searching for your ticket or license plate please ensure that you have registered the vehicle the violation applies to.
Click [here](#) to register your vehicle.
If you experience any problems using these forms or have any questions concerning the registration, please contact the [Appeals Officer](#)

Editing System Messages

You can manage your **System Messages Title, Identifier, Visibility, Language**, as well as modify the content to include text, images, or **Shortcodes**.

1. To **Edit** your **System Messages** click the **Messages** tab under the **Manage System Messaging** page.
2. Select the **Edit** button next to the **System Message** you wish to edit. For this example, we will be editing the **Admin Dashboard**.

Manage System Messaging

Pages		Messages		Create Page/Message	
Title	Type	URL / System Location	Notes		
Admin Dashboard	Message	dashboardMessage			
Queue for Deletion: Common Footer	Message	footer	System page footer on all user side pages.		
Common Header	Message	header	System page header on all user side pages.		
Locker Disclaimer	Message	lockersDisclaimer	The content for locker disclaimers		
Permit Disclaimer	Message	permitDisclaimer	Permit disclaimer message		
Temp Permit Text	Message	tempPermitText	Content that appears under the logos on temp permits.		

3. You will now be able to adjust the message your users will see using the **System Messaging** editor. Below are the fields in which you can use to edit the **System Message**.

Message Attributes	Description
Title	The title that will be displayed across the top of the System Message when users navigate to that page.
Identifier	The identifier is used to know which page you want to display the message by using Shortcodes .
Visibility	This section toggles the visibility of your page which will make it so your users may not see the page, but you can still edit it.
Language	Select between two language options for a specific page. OPS-COM currently supports English and French .
Content	Content is what will display on the actual page. You may use Shortcodes here to view predefined static or interactive content. For example, a user login form could be displayed on your homepage.

Title Admin Dashboard

Identifier dashboardMessage The identifier for the message. i.e. lockersDisclaimer, vehicleDisclaimer

✓ Visible

File Edit Insert View Format Table Tools

← → + Formats B I A A [List Icons]

Welcome to OPS-COMmm

This version of ParkAdmin is licenced to _____

Problems/Concerns

Report any problems or error messages immediately to _____. Maintenance windows are scheduled by Tomahawk Technologies from 0000h to 0200h. When required, these maintenance windows may involve a 15-20 min. service interruption while upgrades or patches are installed.

Current Parking/Locker Semester

Current semester is _____. Parking Permits for the _____ Semester are currently on sale.

Notice of Collection

All tickets not paid within 7 days of the date of the ticket will be transferred to the student account for payment through the business office.

4. You may use the **Title** field to change the **Title** of the **System Message**.
5. You may use the **Identifier** field to change text used to display a **System Message** to a **Page**, but this will require you to modify all **Disclaimer Shortcodes** using the old unique **Identifier** for the message you are replacing.
6. You may click **Save Messaging** when you are finished making your changes.

Events shown in time zone: Eastern Time - Toronto

+ Google Calendar

Save Messaging

Add System Messages to Pages using Shortcodes

Now that you know how to create your **Pages** and **System Messages** you can bring them together using a Disclaimer Shortcode. A **Shortcode** is a small body of code surrounded by [] used to display complex templates or features. Shortcodes limit the technicality of our system by offering a convenient way to add interactive content without having to know how to script or code.

Please review the Shortcodes for Use on the User Portal for a detailed description of how shortcodes work. You can also find a list of **Shortcodes** currently available to you by going to the OPS-COM Shortcode Documentation.

<https://www.youtube.com/embed/spoRyVUWfIE?wmode=opaque>

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