

People’s Focused Website – Content Editor Guide

This guide is intended as reference tool for Web Content Editors on the People’s Focused Website (www.caloes.ca.gov).

Contents

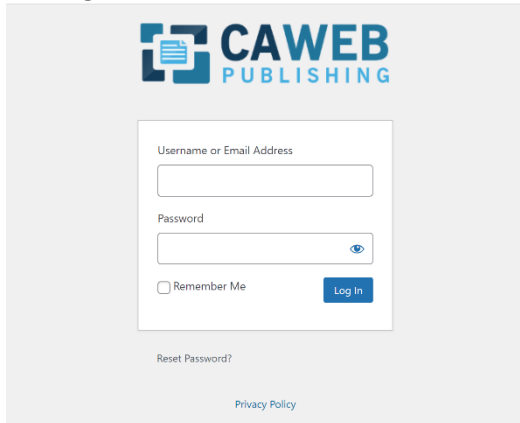
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Logging into the Website

The admin area of the PFW website is IP-restricted. You can only access the login page if you are at the Cal OES Office at Mather, or via Citrix. If you are teleworking, you *must* access the website via Citrix or the VPN. Otherwise, you will be re-directed to the homepage when trying to go to the login page.

To Login:

- Navigate to <https://www.caloes.ca.gov/wp-login.php>



- Enter your username or email address
 - Username format: lastnamefirstinitial
 - Email Address format: firstname.lastname@caloes.ca.gov
- Enter your password and select 'Log In'
- You will prompted to enter your two factor authentication code (2FA)
-

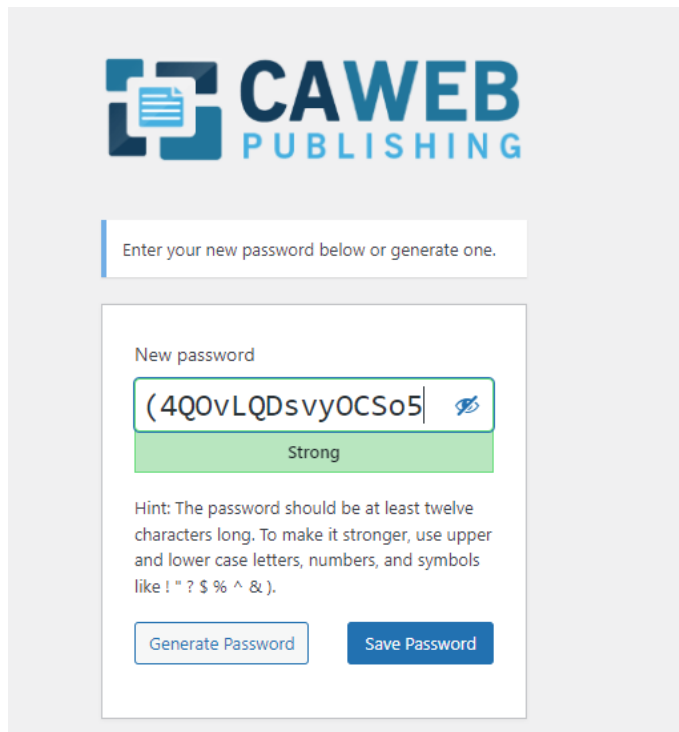
- Open the authenticator app on your phone and enter the 6 digit code



Resetting Your Password

If you have forgotten your password, do not attempt to enter a password more than 4 times, or your account will be locked. Instead, select the 'Reset Password?' link at the bottom of the login page.

An email from 'People Focused Website' with the webmaster@caloes.ca.gov address will be sent to your inbox with a password reset link. Clicking on the link will take you to a page to reset your password. You will need to enter a 'strong' password to save and update your account password.



If you need help logging in, please contact webmaster@caloes.ca.gov for assistance. If your account is locked, contact webmaster ASAP to have the lock removed.

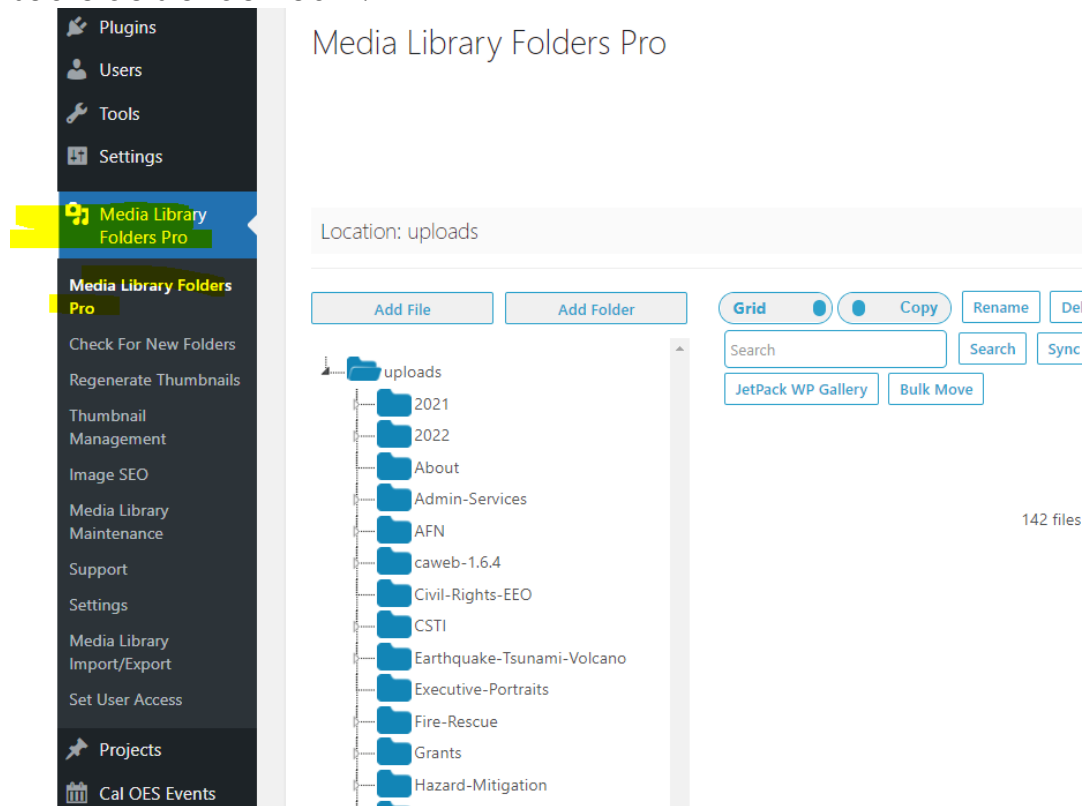
Resetting Your 2FA Authentication

If you do not have your mobile device with the authenticator app, you can use the recovery codes downloaded when you first setup your account. You can use each line on the recovery code file once, entering it instead of the 6 digit code.

If you have lost your mobile device or have a new one, contact webmaster@caloes.ca.gov so we can move your 2FA to your new device.

Working with Website Files (Documents and Images)

All files uploaded to the website are stored in the *Media Library Folders Pro* tab in the WordPress dashboard. Files are stored by Unit/Division name, with subfolders underneath:



Adding New Files

To add a new file, select the folder that corresponds to your section of the website you will be updating. For example, if you are adding a document to the *Fire & Rescue* section of the website, select *Fire-Rescue* → *Documents*.

Then select *Add File*:

Location: uploads/Fire-Rescue/Documents

Location: uploads/Fire-Rescue/Documents

Grid Copy Rename Delete Select/Unselect All Categories Sort by Title

Search Search Sync Regenerate Thumbnails Filter Files Embed Shortcode Playlist

JetPack WP Gallery Bulk Move

536 files were found. Choose to display the images or just the file names?

Display images Display image file names only

Or you can turn on pagination in Settings.

This will open up an area of the page where you can drag and drop the files. You can also select *Choose File* and it select a file via the Windows Explorer.

Grid Copy Rename Delete Select/Unselect All Categories Sort by Title

Search Search Sync Regenerate Thumbnails Filter Files Embed Shortcode Playlist Shortcode Replace File

JetPack WP Gallery Bulk Move

Drag & Drop Files Here

or select a file or image to upload: Choose File No file chosen Upload Image

536 files were found. Choose to display the images or just the file names?

Display images Display image file names only





Or you can turn on pagination in Settings.

Once you have picked a file, select *Upload Image* and the file. The file will be uploaded into the folder you selected. To view your uploaded file, select *Display images*. A list of your files will be shown with the following information from left to right:

- **Icon** - the file type (pdf, xls, docx,)
- **Title** - friendly title that will be display when a document is added to the webpage
- **Filename** - the way the file will appear in the website link/URL
- **Author** - the person who uploaded the file
- **Date** - the date the file was uploaded or last modified

Drag & Drop Files Here

or select a file or image to upload: No file chosen

<input type="checkbox"/>		2021 Elected Officials Guide	2021-Elected-Officials-Guide.pdf	reillyd	2022-08-24
<input type="checkbox"/>		2022 - HazMat Spill Reports	2022-HazMat-Spill-Reports.xlsx	reillyd	2022-07-28
<input type="checkbox"/>		304 - Written Report Form	304-Written-Report-Form-3.pdf	reillyd	2022-07-28
<input type="checkbox"/>		CPT Meeting 3 Summary	CPT-Meeting-3-Summary.pdf	reillyd	2022-07-28

Editing Files

To update the file's Title, select the file icon, which will open a new page where you can update the Title:




Thank you for Updating! Please visit the [Upgrade Network](#) page to update all your sites.

Edit Media

2021 Elected Officials Guide

Permalink: <https://pfmt.caloes.ca.gov/2021-elected-officials-guide/>



Caption

Description

b **i** **link** **b-quote** **del** **ins** **img** **ul** **ol** **li** **code** **close tags** **raw** **one half** **one half last** **one third** **one third last** **one fourth** **one fourth last** **two third** **two third last** **three fourth** **three fourth last** **three fourth last** **box** **tooltip** **learn_more** **slider** **slide** **button** **digg** **stumble** **facebook** **twitter** **retweet** **feedburner** **protected**

Save

Uploaded on: Aug 24, 2022 at 11:22

Uploaded by: [reillyd](#)

File URL:
<https://pfmt.caloes.ca.gov/wp-content/>

File name: 2021-Elected-Officials-Guide.pdf
 File type: PDF
 File size: 3 MB

[Delete permanently](#)

Media Categories

All Media Categories Most Used


- Academic Research and Papers
- ADA Compliance
- Continuity Planning Guidance 2019
- PDF Doc
- Graphics

[+ Add New Media Category](#)

Enter in the new Title under the *Edit Media* field and select *Update* to save.

To update the Filename, return to the Media Library Folders Pro area and select the checkbox next to the file. Then select *Rename* and type in the new Filename and select *Rename*. File names cannot contain spaces or special characters:

File Name:

<input checked="" type="checkbox"/>		2021 Elected Officials Guide	2021-Elected-Officials-Guide.pdf	reillyd	2022-08-24
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Note: this will also set the Title to the new Filename, so it is better to change the Filename *before* changing the Title.

Replacing/Updating Current Files

To update the website with a new version of a file, select the checkmark next to the file and select *Replace File*. This will open up an area where you can upload a new version of the file.

Select *Only Replace the file* and *Update the date*.

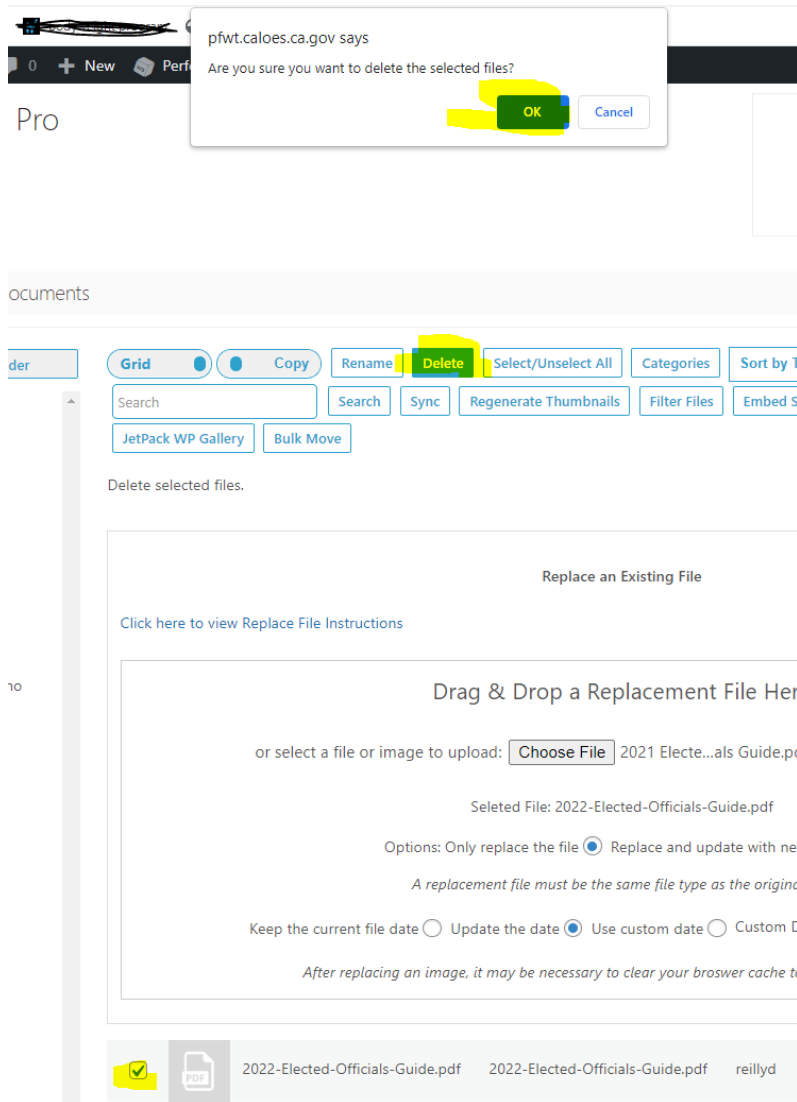
These options will ensure the file will inherit the current Filename where the file is linked on the website (the link will not need to be manually changed).

Then drag the file into the rectangular area or select *Choose File* to pick a file with Window Explorer. Then select *Upload Replacement*:

The screenshot shows a file management interface with a toolbar at the top containing buttons for Search, Sync, Regenerate Thumbnails, Filter Files, Embed Shortcode, Playlist Shortcode, and Replace File (highlighted in yellow). Below the toolbar are buttons for JetPack WP Gallery and Bulk Move. The main content area is titled 'Replace an Existing File' and includes a link to view instructions. A large rectangular area is labeled 'Drag & Drop a Replacement File Here'. Below this area, there is a text prompt 'or select a file or image to upload:' followed by a 'Choose File' button (highlighted in yellow) and a file name '2021 Electe...als Guide.pdf'. To the right is an 'Upload Replacement' button (highlighted in yellow). Below the file name, it says 'Seleted File: 2022-Elected-Officials-Guide.pdf'. There are two radio button options: 'Only replace the file' (highlighted in yellow) and 'Replace and update with new file'. A note states 'A replacement file must be the same file type as the original file.' Below the options, there are radio buttons for 'Keep the current file date' and 'Update the date' (highlighted in yellow), followed by 'Use custom date' and a 'Custom Date' input field with the placeholder 'mm/dd/yyyy'. A footer note reads 'After replacing an image, it may be necessary to clear your browser cache to view the new image.' At the bottom, a table lists the file '2022-Elected-Officials-Guide.pdf' with a checkmark icon, the filename, the user 'reillyd', and the date '2022-08-24'.

Deleting Files

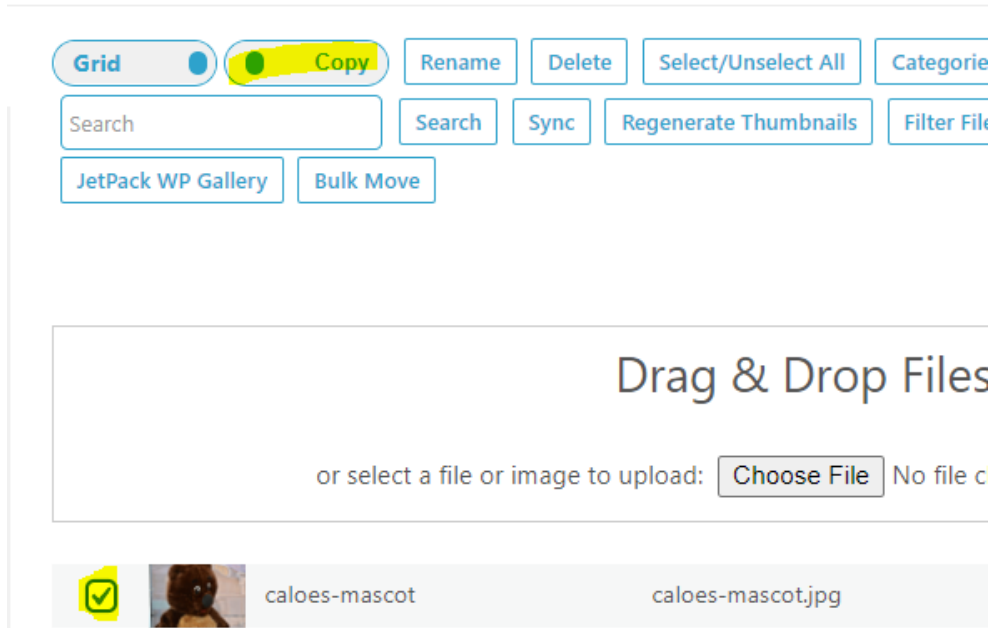
To delete a file, select the checkmark next to the file and choose Delete. Confirm the deletion by selecting OK in the dialog box:



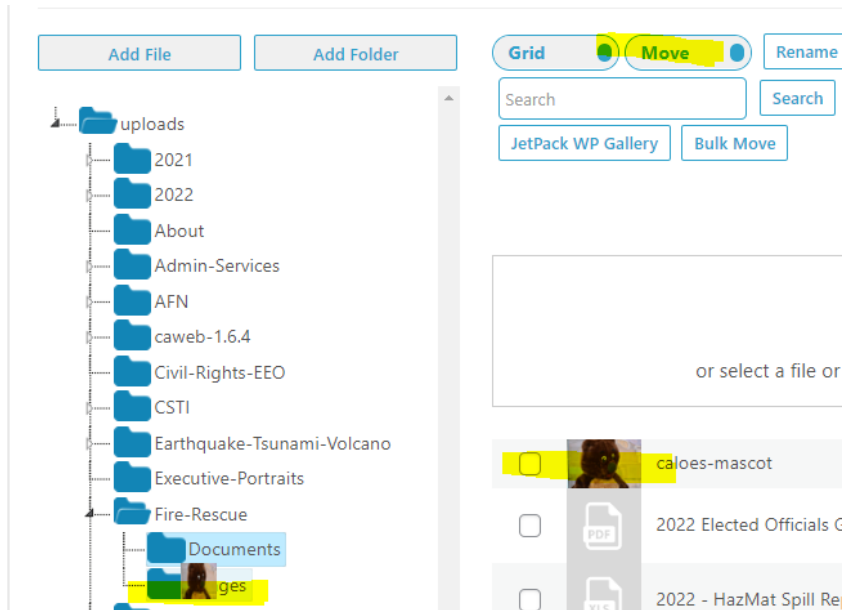
The file will be removed from the website. Make sure to remove any references to the file on all webpages to prevent broken links.

Moving Files

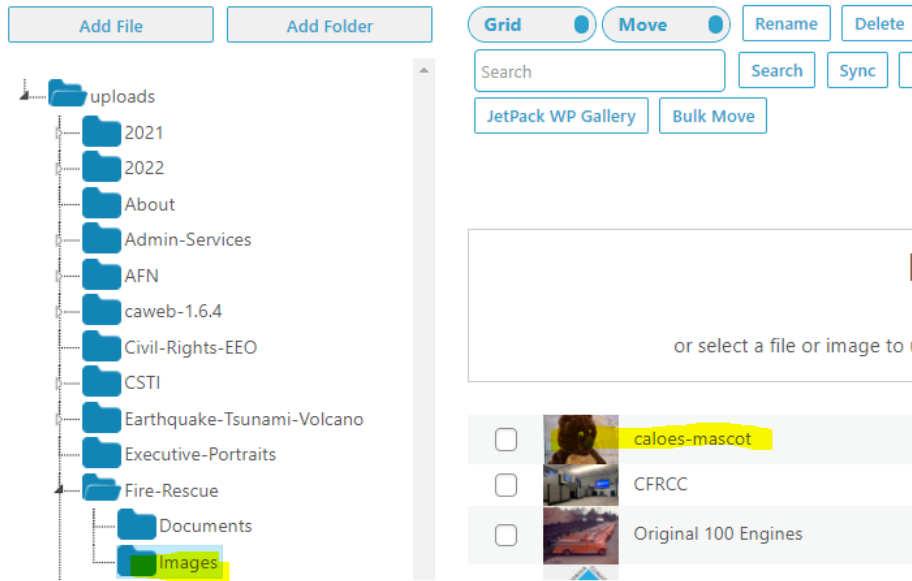
If you have uploaded a file to the wrong folder, such as adding an image to a *Documents* folder, you can move the file to the correct location by selecting the checkmark next to the file and switching the *Copy* toggle to *Move*:



Then click on the file icon and drag to the appropriate folder and release the mouse:



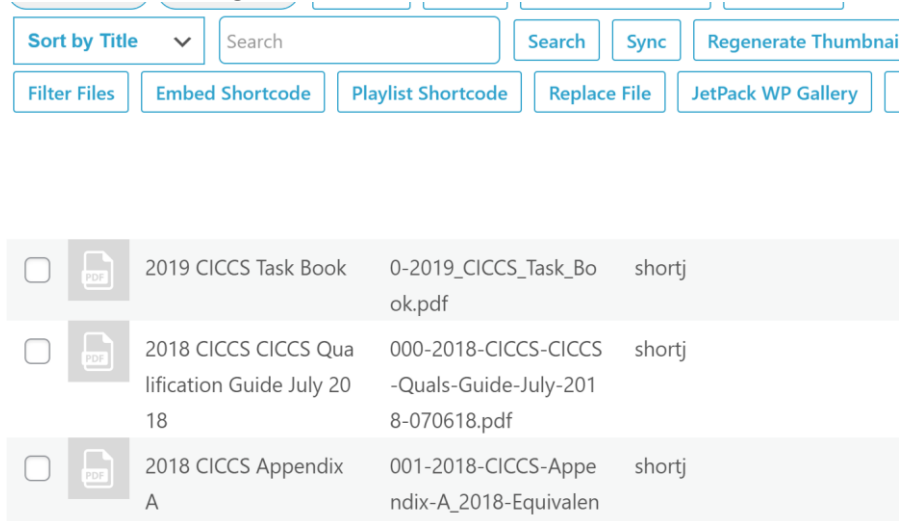
The file will now appear in the folder you moved it to:



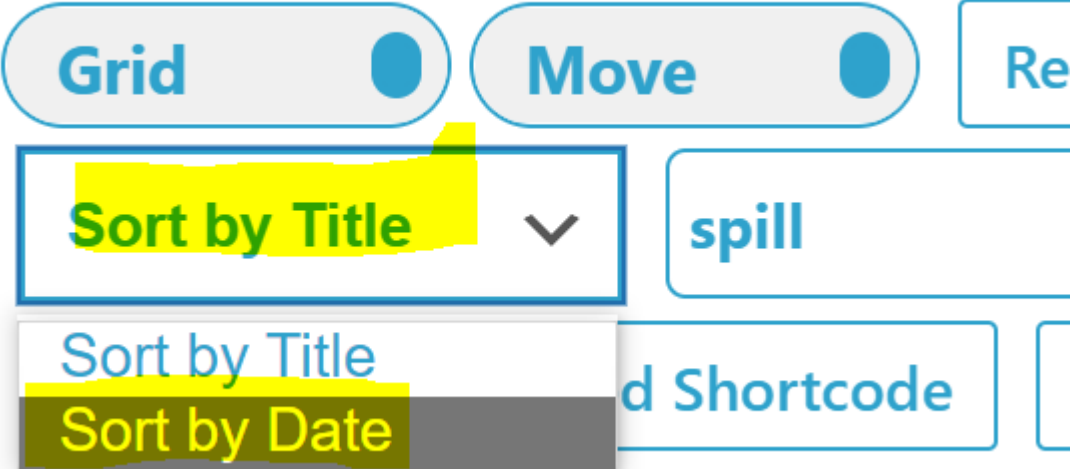
Note: If you do not change the toggle to Move, then when you drag the file to another folder, it will copy the file to the new location, creating duplicate files that create a maintenance problem.

Searching and Sorting Files

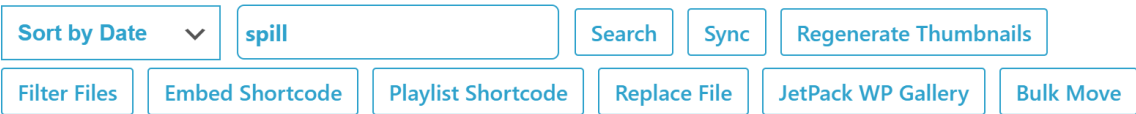
By default, files will appear in the folder based on their Title. This will display all of the documents in that folder alphabetically A-Z, with titles that start with numbers coming first:



Files can also be sorted by *Date*, which will show the most recently added or modified file at the top. Select the *Sort by Title* dropdown and choose *Sort by Date* to display files by last added/modified date:



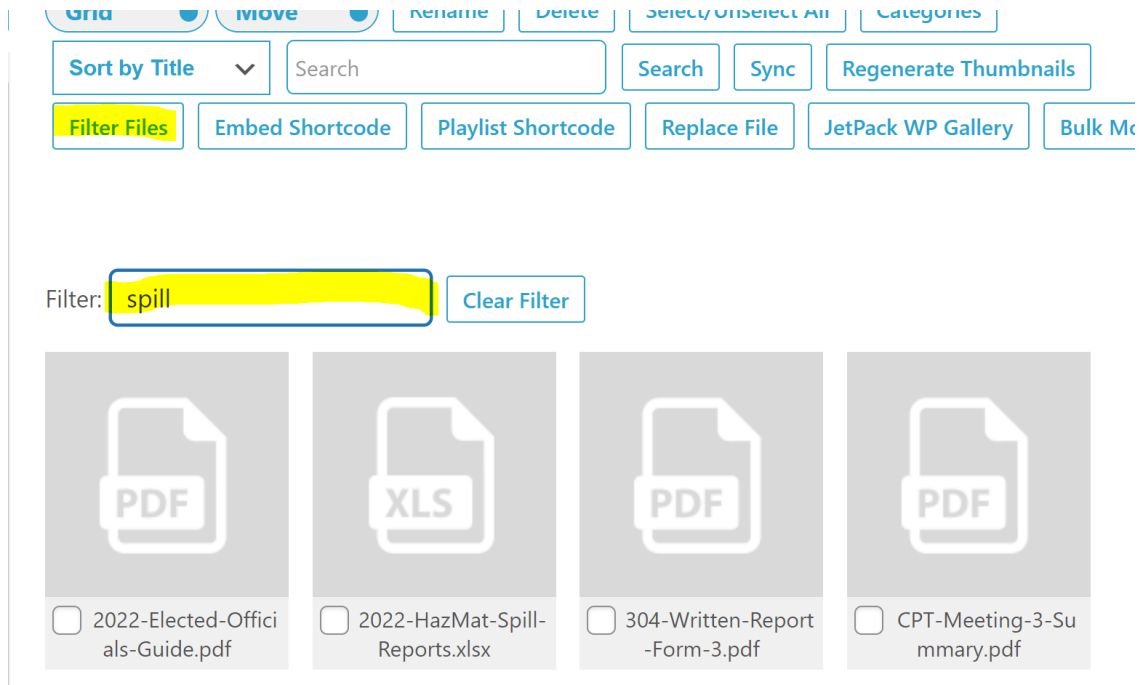
The files will now appear with the mostly recently added or modified at the top:



<input type="checkbox"/>		caloes-mascot	caloes-mascot.jpg	reillyd	2022-08-24
<input type="checkbox"/>		CFRCC	CFRCC..png	torrezs	2022-07-15
<input type="checkbox"/>		Original 100 Engines	Original_100_Engines-1.jpg	torrezs	2022-07-15

Searching/Filtering Files

Documents can also be filtered by *Filename*. Select *Filter Files* and enter a keyword into the filter form:



The screenshot shows a file management interface with a toolbar at the top containing buttons for Grid, Move, Rename, Delete, Select/Unselect All, and Categories. Below the toolbar is a search bar with a 'Search' button and a 'Sync' button. A 'Filter Files' button is highlighted in yellow. Below the search bar is a filter input field containing the text 'spill' and a 'Clear Filter' button. Below the filter input field are four file thumbnails, each with a document icon and a filename:

- 2022-Elected-Officials-Guide.pdf
- 2022-HazMat-Spill-Reports.xlsx
- 304-Written-Report-Form-3.pdf
- CPT-Meeting-3-Summary.pdf

The filter will return any filename that contains that keyword.

Adding Files to Webpages

Please see the [Common Tasks Walkthrough](#) section for a walkthrough on how to insert a new file into a page.

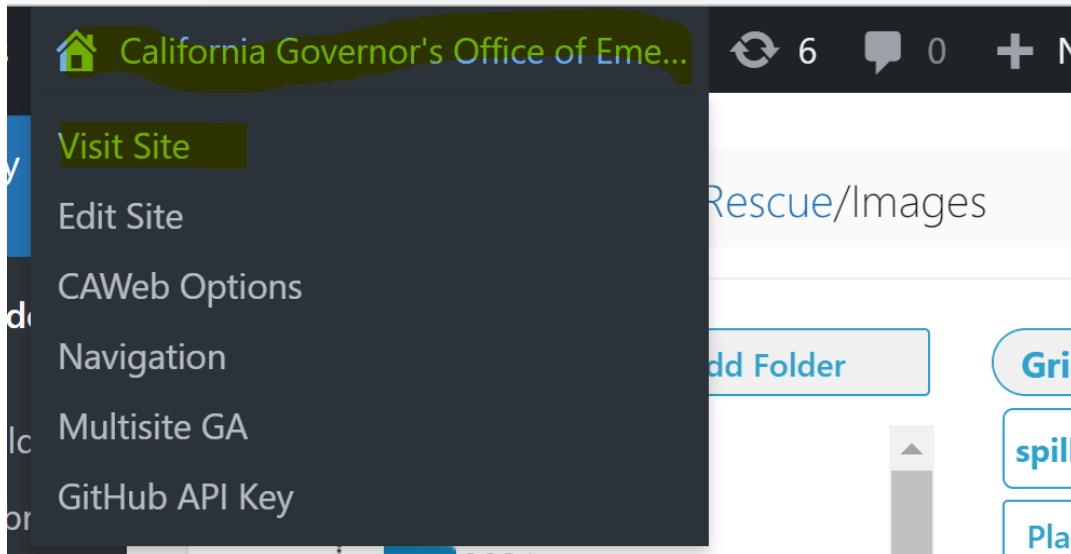
Managing Pages

The Cal OES public website contains hundreds of webpages that display the website content. Editors will need to edit those pages change content or add new content.

Frontend Page Navigation

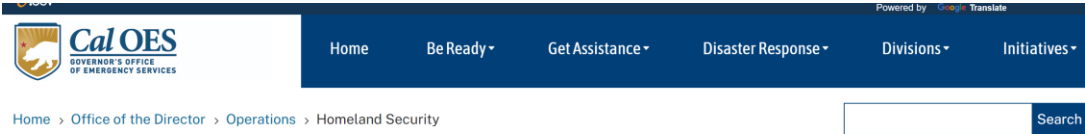
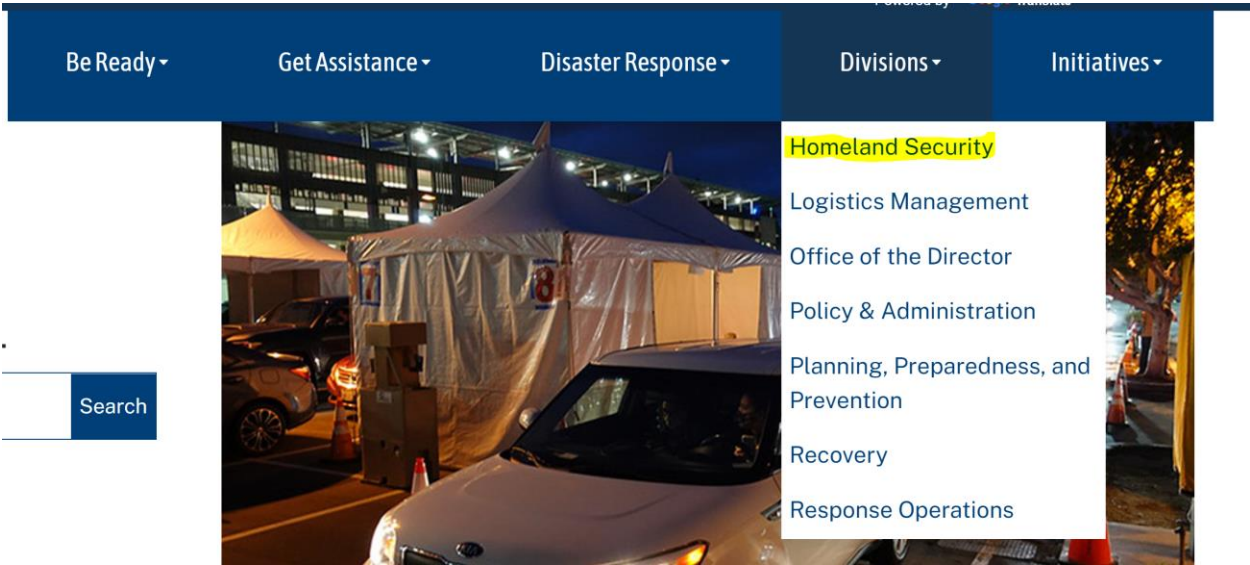
There are a few different ways to find pages on the website. The first method is to use the menu and navigation boxes on the front end of the website (just as site visitors do):

Once logged in, select the *California Governor's Office* at the top of the dashboard bar and then *Visit Site*:



This will take you to the homepage of www.caloes.ca.gov. From there, you can use the main menu, which is the blue and white menu at the top of every page, to navigate through the website. The *Be Ready*, *Get Assistance*, *Disaster Response*, and *Initiatives* tab contain links to highlighted programs and resources and to external websites.

The *Divisions* tab contains links to our directorates. Selecting a Directorate page will take you to a landing page where you can further drill down into the branches and division pages under that directorate:



Homeland Security

Our Homeland Security Mission

We protect California by leveraging partnerships, bolstering capabilities, illuminating threats, sharing intelligence and advancing the Homeland Security Strategy.

Explore this Section

<p>See Something, Say Something</p> <p>Report suspicious activities</p>	<p>State Threat Assessment Center</p> <p>Providing information and</p>	<p>California Cybersecurity Integration Center</p> <p>Preventing cyber</p>	<p>Homeland Security Policy</p> <p>Building programs and strengthening partnerships</p>	<p>Homeland Security Grants</p> <p>Funding security improvements across California</p>
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On each page that contains subpages, there will be navigation boxes under *Explore this Section*. These navigation boxes list all of the subpages for that directorate/branch/division/unit. The navigation boxes have a clickable blue link with the title of that subpage as well as a short description about that page's content.

All pages, except the homepage, have breadcrumbs located under the page header. These breadcrumbs reflect the page/child relationship of the pages.

In WordPress, pages can be assigned a parent or child page, which sets the page's order in the breadcrumbs. You can use the breadcrumb to navigate back up to a parent (or grandparent) page.

In this example, the *State Threat Assessment Center* page is a child of the *Homeland Security* page, which itself is a child of the *Operations* page.

[Home](#) > [Office of the Director](#) > [Operations](#) > [Homeland Security](#) > [State Threat Assessment Center](#)

State Threat Assessment Center



The State Threat Assessment Center (STAC) serves as California's inform threat analysis and situational awareness reporting to statewide leaders support of efforts to prevent, prepare for, mitigate and respond to all cri citizens and critical infrastructure, while preserving civil liberties, indivic

[About](#) [Organization](#) [STAS](#) [Critical Infrastructure Protection](#)

The State Threat Assessment Center (STAC) is California's state primary fusion center, as designated by the Governor of California, and is operated by the California Highway Patrol (CHP), the California Governor's Office of Emergency Services (Cal OES), and the California Department of Justice (Cal DOJ).

So to find pages on the frontend of the website, use:

- The **Main menu** to find **highlighted pages**
- The **Divisions submenu** to find **Directorate-level pages**
- The **Navigation boxes** to go to **subpages**
- The **Breadcrumbs** to go to **parent pages**

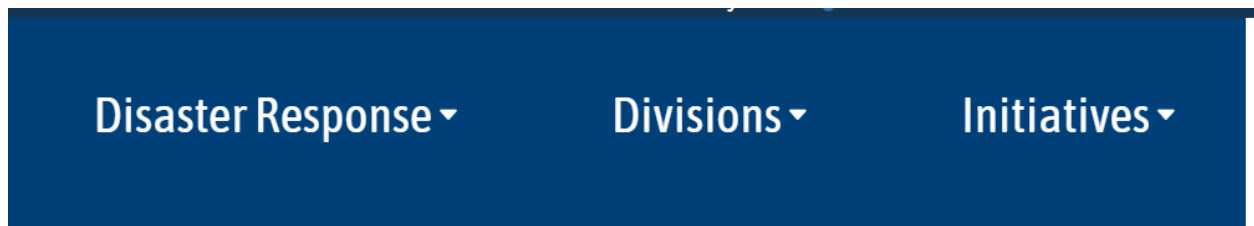
The site search can also be used to locate pages. The search is powered by Google Search, and will return results that match a page title, page content, and even document content.

On the homepage, the search is located at the top right:



I'm looking for...

On secondary pages, the search is located underneath the *Divisions* and *Initiatives* menu items:



Entering a search term and selecting Search will take you to a Search Results page where you can select a page or document that matches the search.

Google will highlight where it finds the search term in the results:

About 5,070 results (0.29 seconds)

Sort by: **Relevance** ▾

[Planning & Preparedness | California Governor's Office of...](#)

[www.caloes.ca.gov](#) > ... > Operations > Office of the Director

Plans are needed for responding to the impacts of **disasters** and to ... Standards, Assessment, and Accreditation Process for **Disaster** Preparedness Programs ...

[Recovery Analytics, Engineers, and Specialists | California...](#)

[www.caloes.ca.gov](#) > ... > Operations > Office of the Director



Equipping architects, engineers, and building inspectors with the knowledge to provide evaluations of facilities and buildings after a **disaster** ...

[Safety Assessment Program | California Governor's Office of...](#)

[www.caloes.ca.gov](#) > ... > Operations > Office of the Director



... evaluation of their built environment in the aftermath of a **disaster**. The program is managed by Cal OES, in cooperation with professional organizations.

[California Governor's Office of Emergency Management...](#)

[www.caloes.ca.gov](#)



1.6 Billion. Pieces of PPE distributed ; 11. Open Federal **Disasters** ; 90% Complete. 2021 Debris Removal ; 1.1 Billion · Administered ...

[Federal Disaster Assistance | California Governor's Office of...](#)

[www.caloes.ca.gov](#) > ... > Operations > Office of the Director



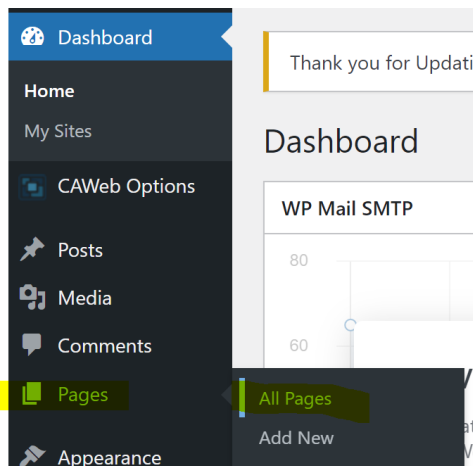
In a catastrophic **disaster**, and if the state's governor requests, federal resources may be mobilized through the U.S. Department of Homeland Security's ...

[Access & Functional Needs | California Governor's Office of...](#)

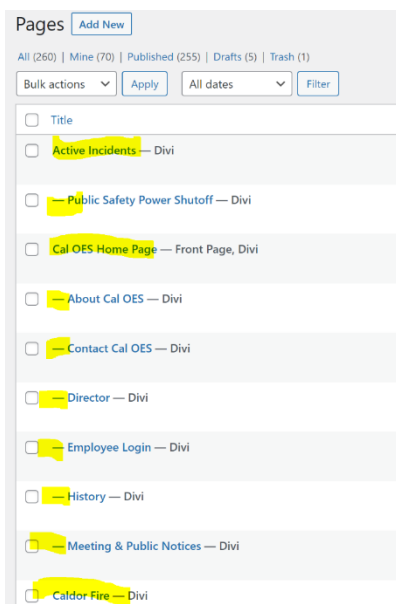
[www.caloes.ca.gov](#) > Policy & Administration > Office of the Director

Backend Page Navigation

Web Content Editors can also find pages by selecting the Pages → All Pages in the WordPress dashboard:



This *All Pages* area will display a list of all the website pages, organized alphabetically and by their location in the page hierarchy. Top-level pages do not have a parent page. You can identify top level pages because they do not have a dash (-) in front of them.



Child pages do have a dash before them, and appear directly under their parent page, in A-Z order. After displaying all subpages of a top level page, the next top level page will be shown:

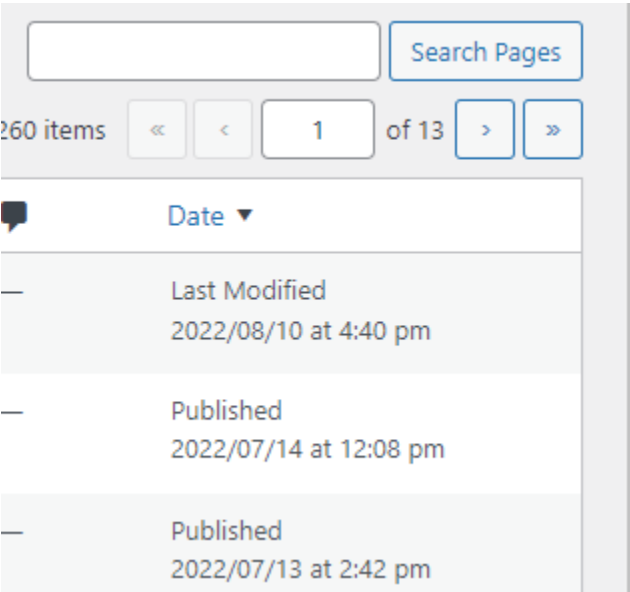
In this example, the *Active Incidents* page is the first page to display because it first top level page in A-Z order. Then its child page, *Public Safety Power Shutoff*, is displayed directly beneath it.

After that, the next top level page, *Cal OES Home Page*, is displayed, along with its child pages.

Additional subpage levels are indicated by additional dashes. The *California Cybersecurity Integration Center* page has three dashes because it is a 4th level child page.

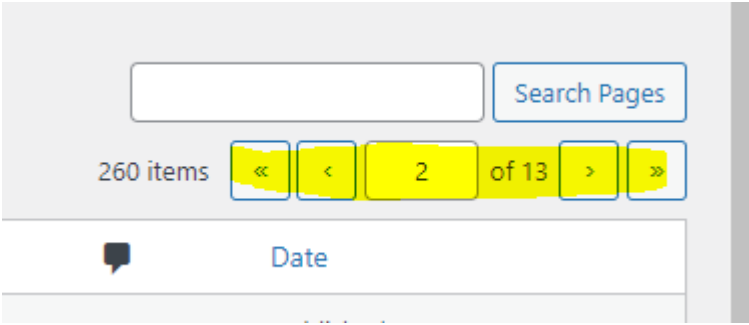


Pages can be sorted by date by hovering over the selecting the *Date* column on the far right:

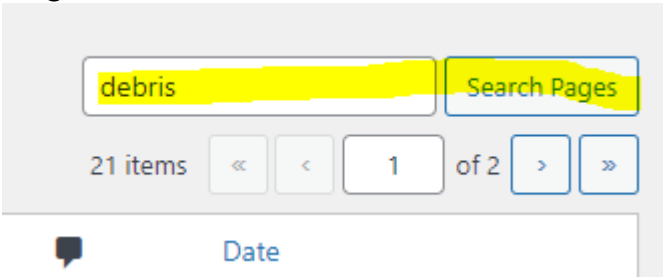


This will sort the pages by *Last Modified* or *Last Published*, instead of alphabetically.

You can navigate through the page list by selecting the arrows at the top right, or by entering a number to go to a specific page in the page list:



You can also search for pages by entering a search term and selecting *Search Pages*:

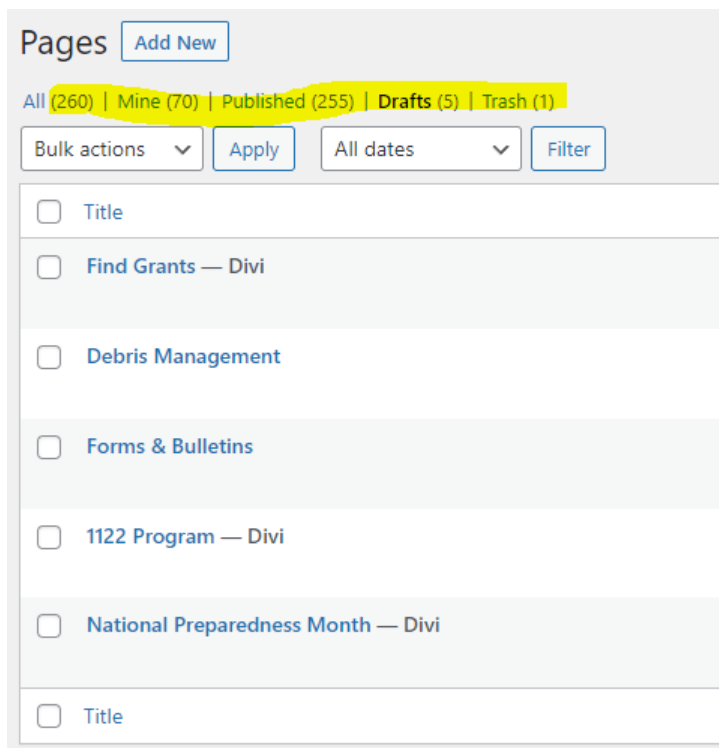
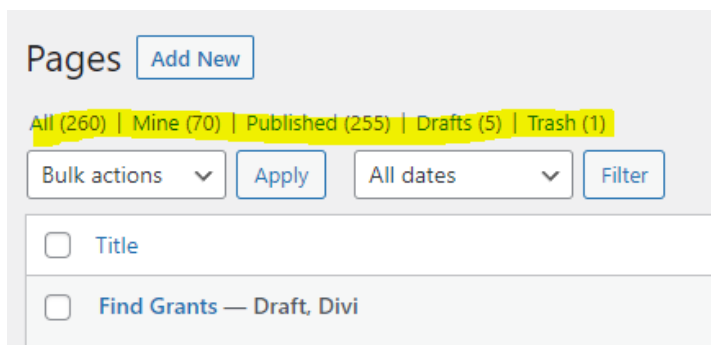


This will return a list of pages that have the keyword in the page Title or in the content:

- Title
- Cal OES Home Page — Front Page, Divi
- Caldor Fire — Divi
- Debris Management — Draft
- — — — Debris Management — Divi | Parent Page: Recovery Operations
- — — — Debris Removal — Divi | Parent Page: Recovery Operations
- — — — Earthquake Preparedness — Divi | Parent Page: Seismic Hazards
- — — — Federal Disaster Assistance — Divi | Parent Page: Public Assistar
- — — — Fire Operations — Divi | Parent Page: Fire & Rescue

There are five filtered views that can be applied to the Pages List:

- **All** – lists all pages on the website
- **Mine** – list pages created or assigned to you
- **Published** – lists all pages that are publically viewable to site visitors
- **Drafts** – lists all pages that not public yet
- **Trash** – lists deleted pages. WordPress will automatically remove deleted pages after 30 days



Select a filter to view the filtered list of pages. The filter will turn black and become unselectable to indicate you are currently looking at that view. For example, this is the *Drafts* view:

Creating Pages

Please submit new page requests to webmaster@caloes.ca.gov so the Web Services Team can correctly set the page properties and templates, and page navigation.

Deleting Pages

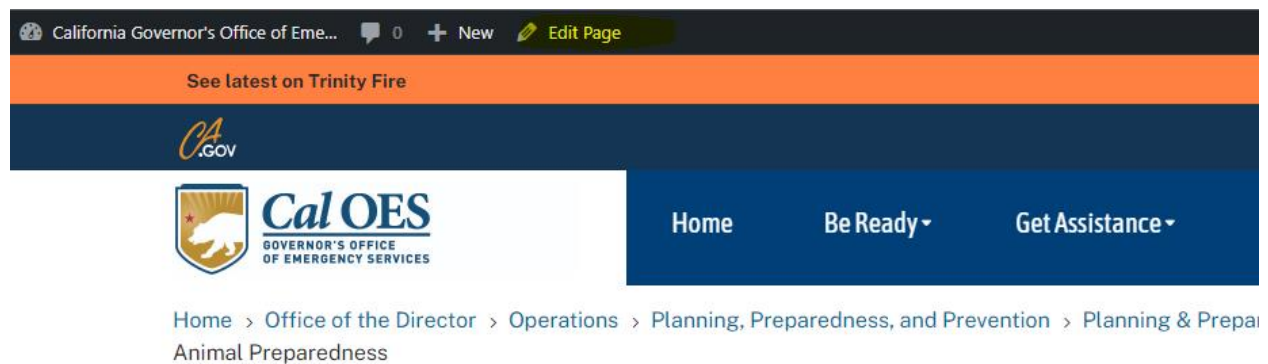
Please submit page deletion requests to webmaster@caloes.ca.gov so the Web Services Team can ensure that the page is removed from the navigation without creating broken links.

Editing Pages

Editors can edit any page that is part of their unit or their manager has assigned to them.

NOTE: Editors are not allowed to edit the [Cal OES Homepage](#). All requests for changes to the homepage or main navigation must be submitted to webmaster@caloes.ca.gov and will require approval from the Office of Public Information.

There are two ways to edit a webpage. To edit a page using Frontend Navigation, navigate to the page and select *Edit Page* from the top black Dashboard bar:

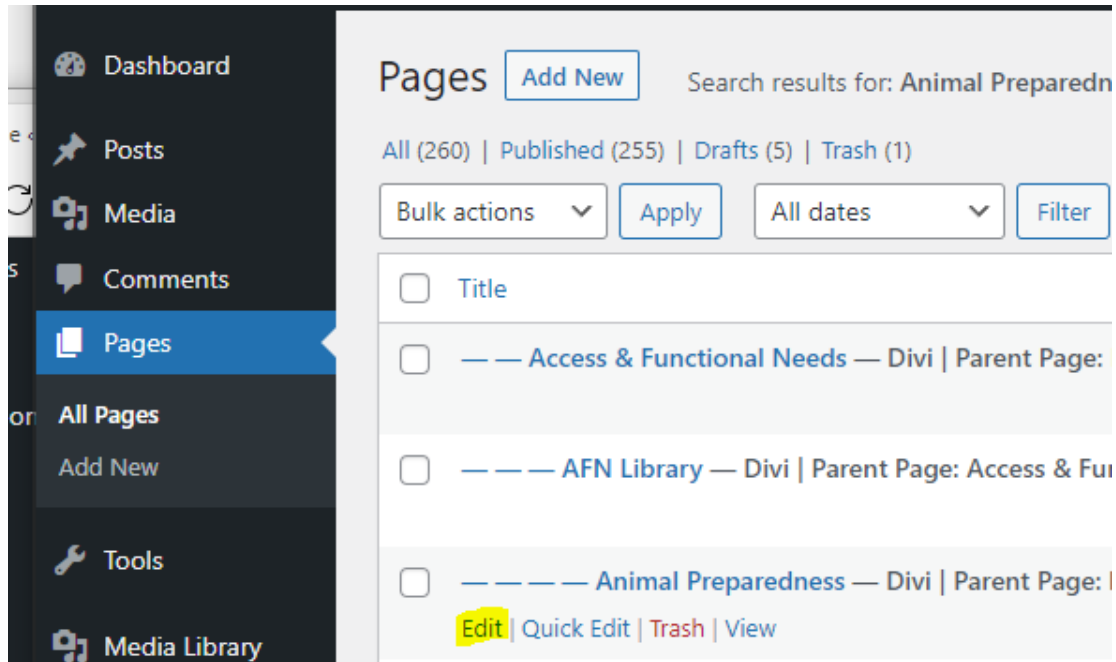


The screenshot shows the top portion of the Cal OES website. At the top, a black navigation bar contains the text "California Governor's Office of Eme...", a speech bubble icon with "0", a "+ New" button, and a green "Edit Page" button with a pencil icon. Below this is an orange banner with the text "See latest on Trinity Fire". The main header area is dark blue and features the "CA.GOV" logo on the left, the "Cal OES" logo (a shield with a bear) and "GOVERNOR'S OFFICE OF EMERGENCY SERVICES" in the center, and a navigation menu on the right with "Home", "Be Ready", and "Get Assistance" (all with dropdown arrows). Below the header is a breadcrumb trail: "Home > Office of the Director > Operations > Planning, Preparedness, and Prevention > Planning & Prepar Animal Preparedness".

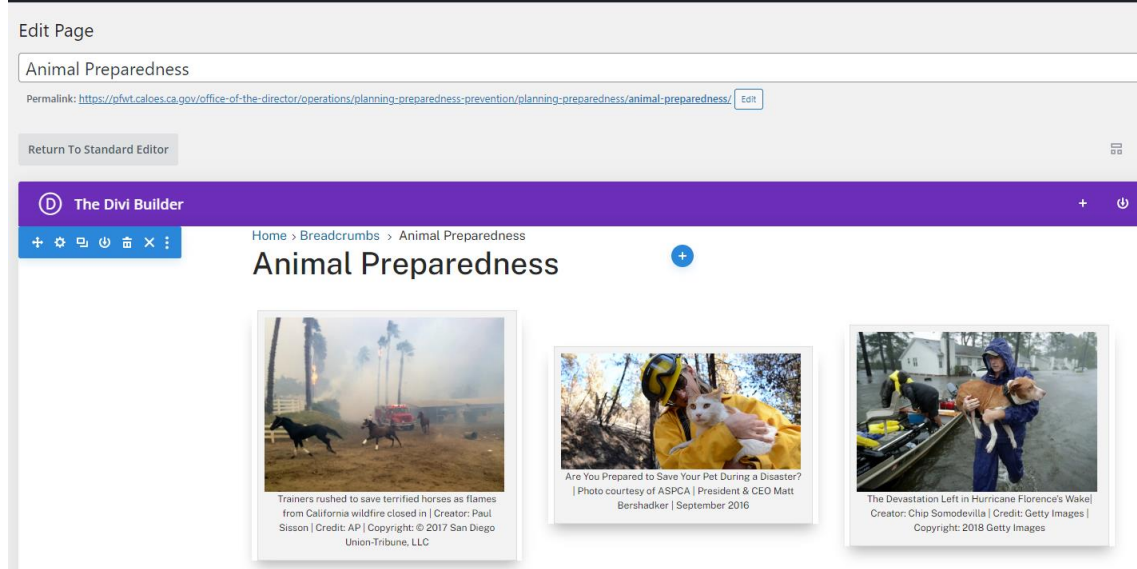
Animal Preparedness



Alternatively, you can use the Backend Navigation by going to the Pages → All Pages. After navigating or searching for the page, hover over the page Title and select *Edit*:



Both Frontend and Backend options will take you to the Edit Page for that page:



The Edit Page are will show the **Page Title**, which is the title of the page used in the Navigation Boxes and in the Breadcrumbs, and the page **Permalink**, which is the URL to that webpage.

Please submit a service request to webmaster@caloes.ca.gov to change the the *Page Title* or *Permalink* so the Web Services Team can properly update the links to the page.

Below the Title and Permalink will be the Divi Builder. You will use the Divi Builder to edit the page content. How to edit content with the Divi Builder is covered in the [next section](#).

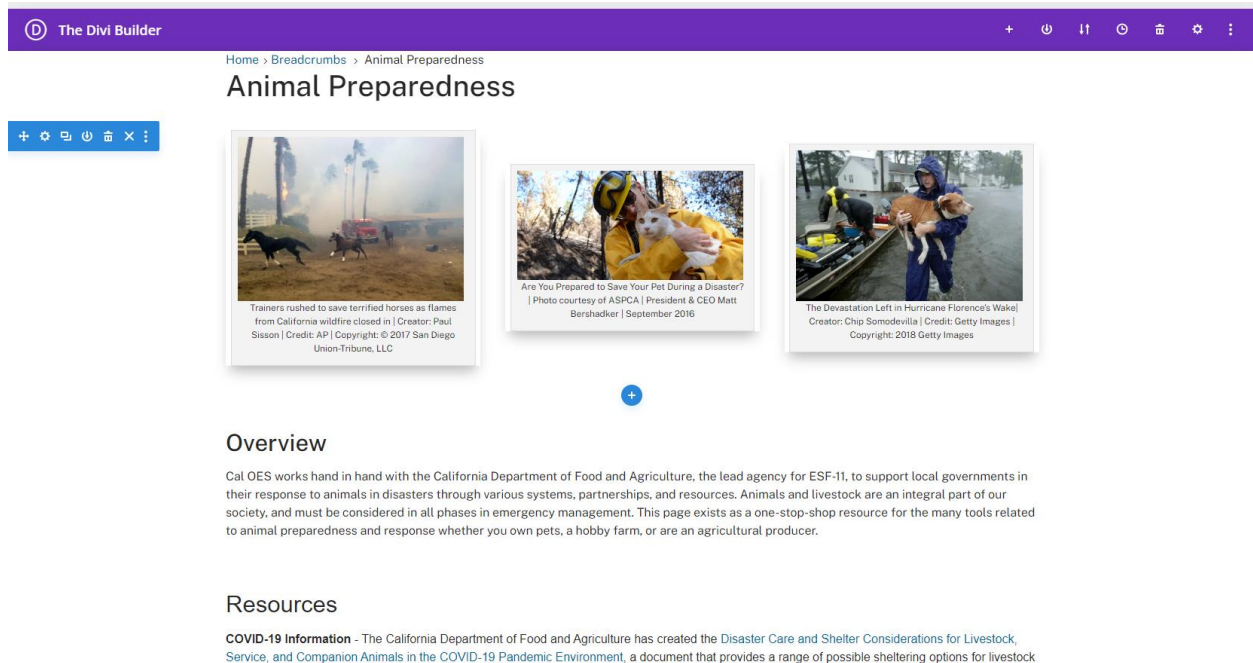
Using the Divi Builder

All pages created on the Cal OES website use the Divi Builder, which is a webpage builder tool that replaces the default WordPress editor. The Divi Builder has four different View Modes for Editing content:

- Desktop View
- Wireframe View
- Tablet View
- Phone View

Desktop View

By default, the page will load the Desktop View, which shows the page content similar to how it will look like on the frontend, but without the page header and footer:



The screenshot shows the Divi Builder interface in Desktop View. At the top, a purple header bar contains the text 'The Divi Builder' on the left and several icons on the right. Below the header, a breadcrumb trail reads 'Home > Breadcrumbs > Animal Preparedness'. The main content area is titled 'Animal Preparedness' and features three image modules. The first module shows a wildfire scene with horses and a caption: 'Trainers rushed to save terrified horses as flames from California wildfire closed in | Creator: Paul Sisson | Credit: AP | Copyright: © 2017 San Diego Union-Tribune, LLC'. The second module shows a person in a yellow jacket holding a white dog, with a caption: 'Are You Prepared to Save Your Pet During a Disaster? | Photo courtesy of ASPCA | President & CEO Matt Bershadker | September 2016'. The third module shows a person in a blue jacket holding a brown dog, with a caption: 'The Devastation Left in Hurricane Florence's Wake | Creator: Chip Somodevilla | Credit: Getty Images | Copyright: 2018 Getty Images'. Below the image modules is a blue plus sign icon. The page content continues with an 'Overview' section, a paragraph of text, and a 'Resources' section with a link to a COVID-19 information document.

The Divi Builder has the same components in each view, but they display differently in each view. This section will go over the components as they appear in the *Desktop View*:

The **Purple** Page Settings bar:



The purple Page Settings bar at the top of the builder contains settings for the whole page.

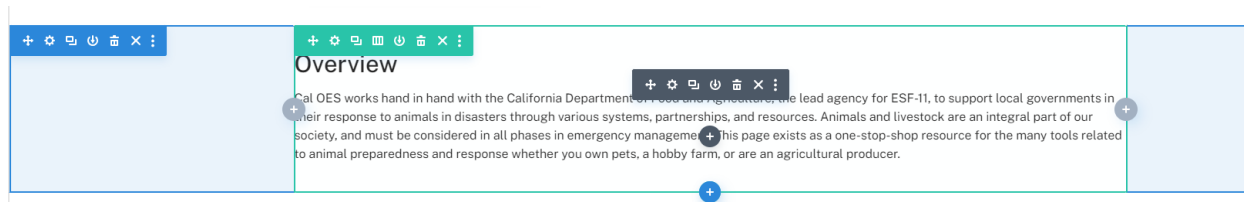
From left to right:

- 'Plus' icon (+) - loads a page layout
- 'Down Arrow' icon - saves a page layout to the Divi Library
- 'Up and Down Arrows' icon - exports or imports a layout from another website.
- 'Clock' icon - reverts changes made during an editing session but before saving the page.
- 'Trash' icon - clears the current content for the page.
- 'Gear' icon - changes the view of the page.

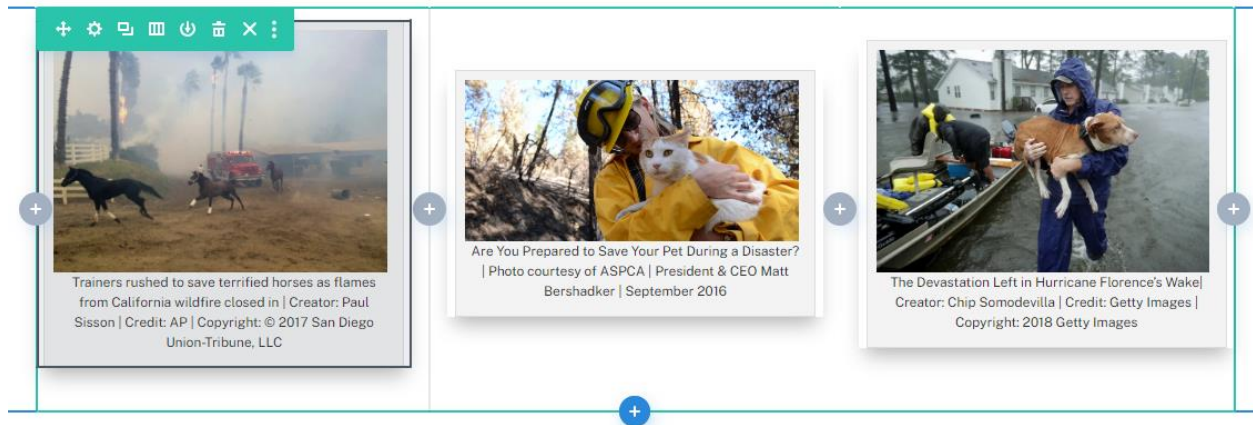
Sections, Rows, and Modules

Beneath the Setting bar, the content is divided in *Sections*, *Rows* and *Columns*, and *Modules*. Clicking into an area of the Divi Builder will highlight the components in that area of the page:

Blue sections contain **green rows** and rows contain **grey modules**. Sections have a blue toolbar on the top left of each section as well as a blue outline to mark their boundaries.



Rows have a green toolbar and outline. Rows can be made of single columns like in the example above, or multiple columns, like three columns row below. In this example, each column contains one Image module:

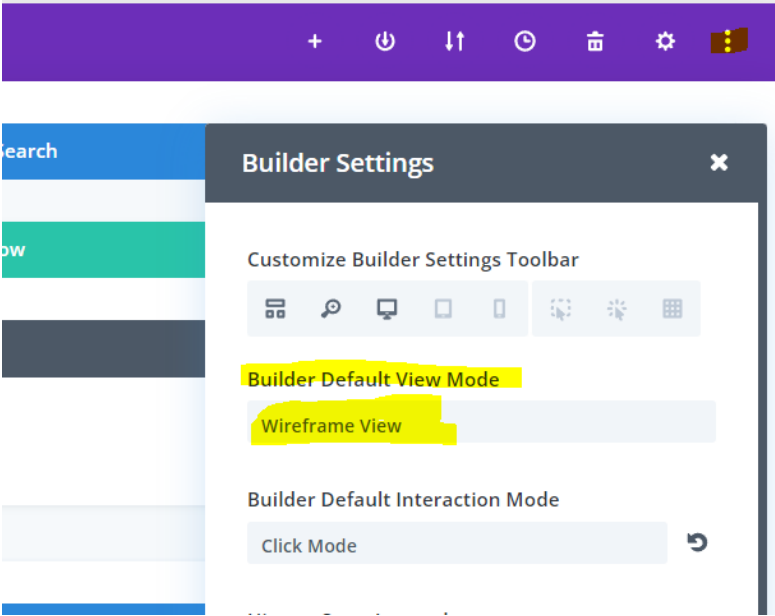


Inside the columns are modules. Modules contain the actual page content visible to the site visitor. There are many different types of modules: Text, image, Gallery, Panel, Accordion, etc. Each module has a different set of options that for displaying content.

Modules have a grey tooltip at the top middle and grey outline denoting their boundaries, like the square boundary around the Image module.

Wireframe View

The Wireframe View of the Divi Builder shows an abstract overview of the page structure. This view can be useful for making major changes to the layout of the page, such as moving sections and changing rows and columns.



Select the three vertical dots on the Page Settings bar and then Builder Default View Mode → Wireframe View:

The Edit Screen will change to show the sections, rows, and modules as rectangular boxes enclosed within each other:



In the example above, the *Breadcrumbs* module is contained inside of the *Breadcrumbs* row, which is inside of the *Breadcrumbs and Search* section.

By default, the label will show the name of the module type, such as *Text*.

By opening a component's settings (Gear Icon) and going to the *Admin Label* on the bottom of the *Content* tab, the label can be changed to a meaningful term that is only viewable on the Edit Page:

Text Settings
Preset: Default ▾

Content Design Advanced

Search Options

Text

Link

Background

Admin Label

Admin Label

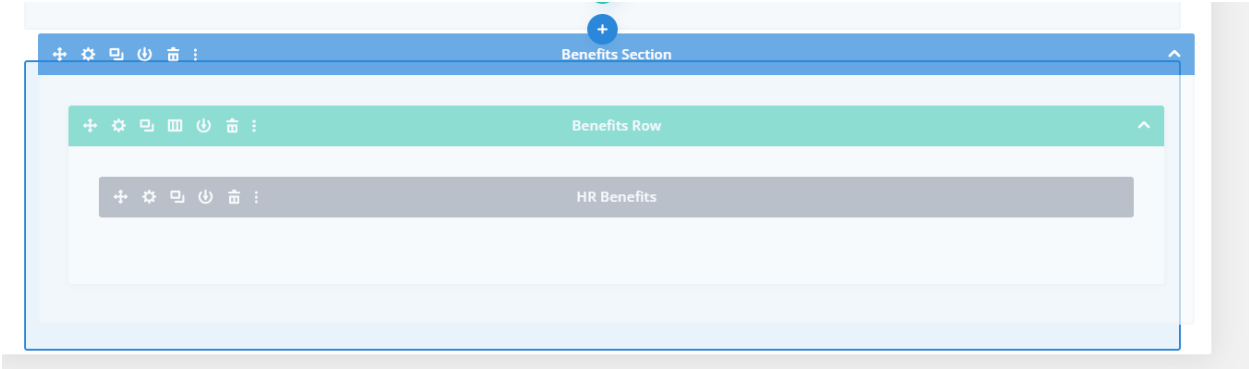
HR Benefits

It can be useful to set an Admin Label to differentiate modules of the same type.

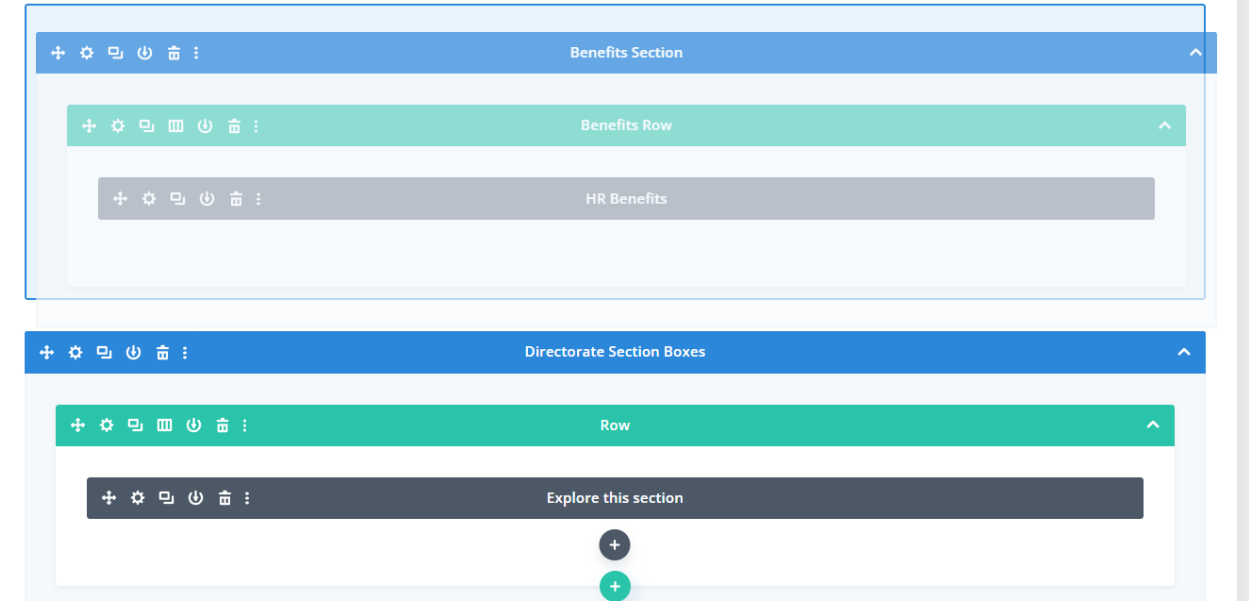
Moving Components

Selecting and holding down the mouse button when on a section, row, or module makes that component moveable. Below the *Benefits Section* is dragged above the *Directorate Section Boxes*.

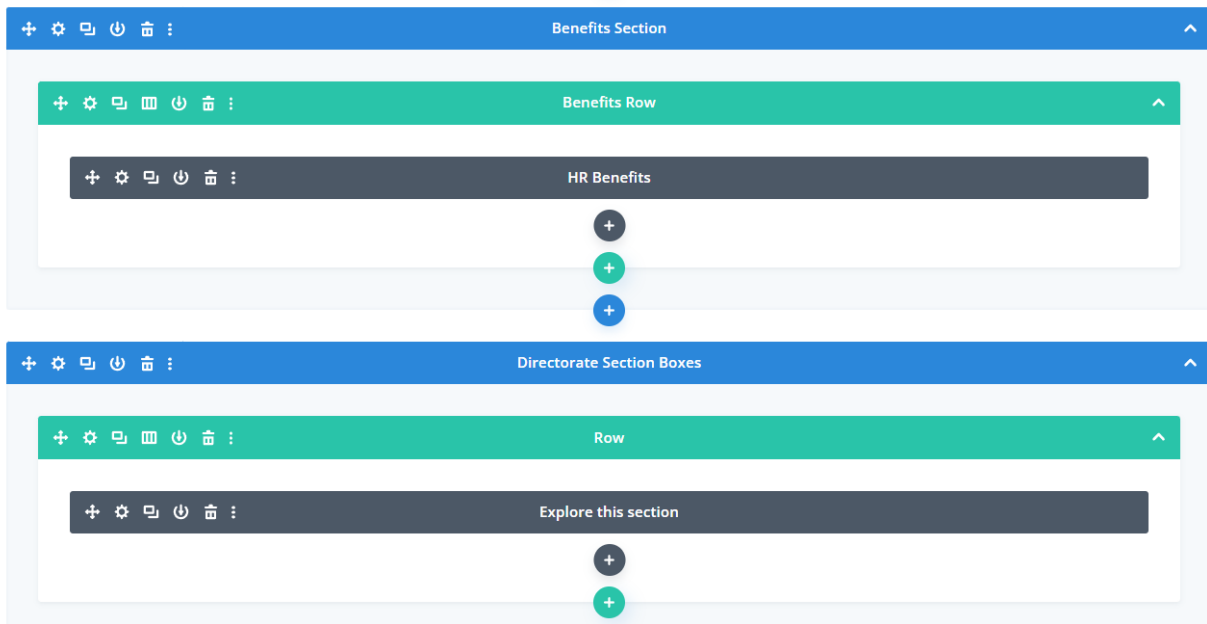
Select and hold the section to make it moveable:



Move the section to the new area of the page:



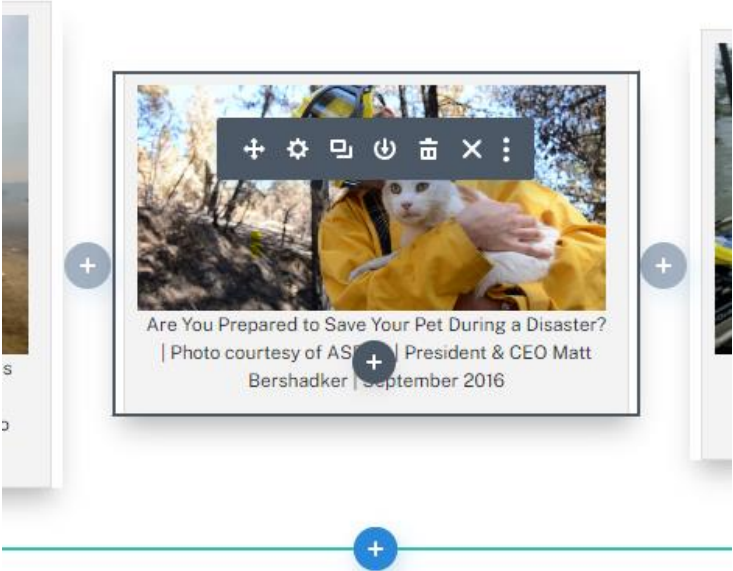
Release the mouse button to paste the section to the new location:



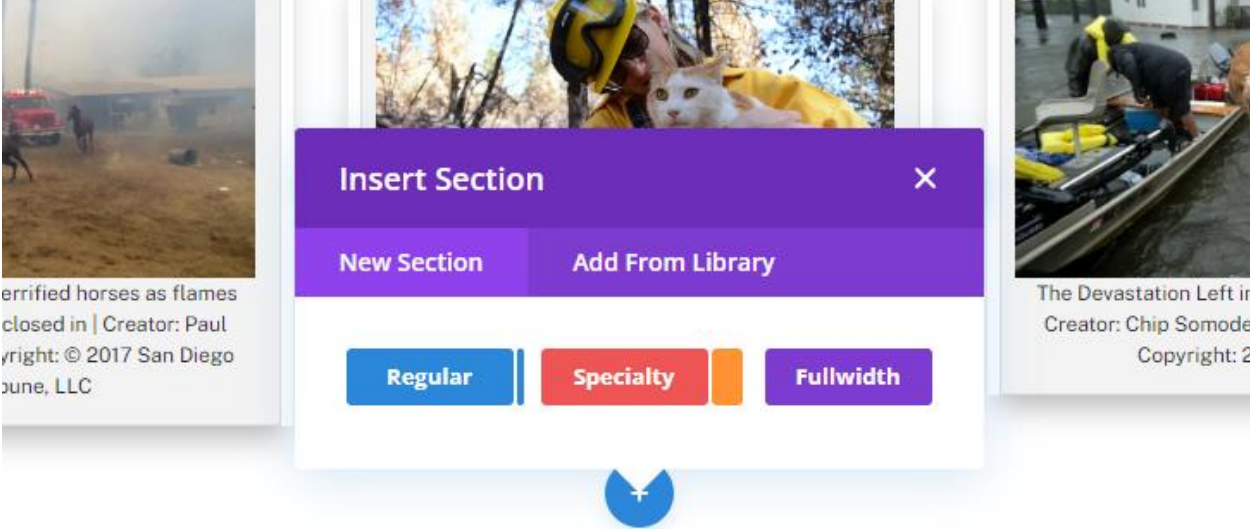
The steps are the same for moving rows and modules.

Adding New Content

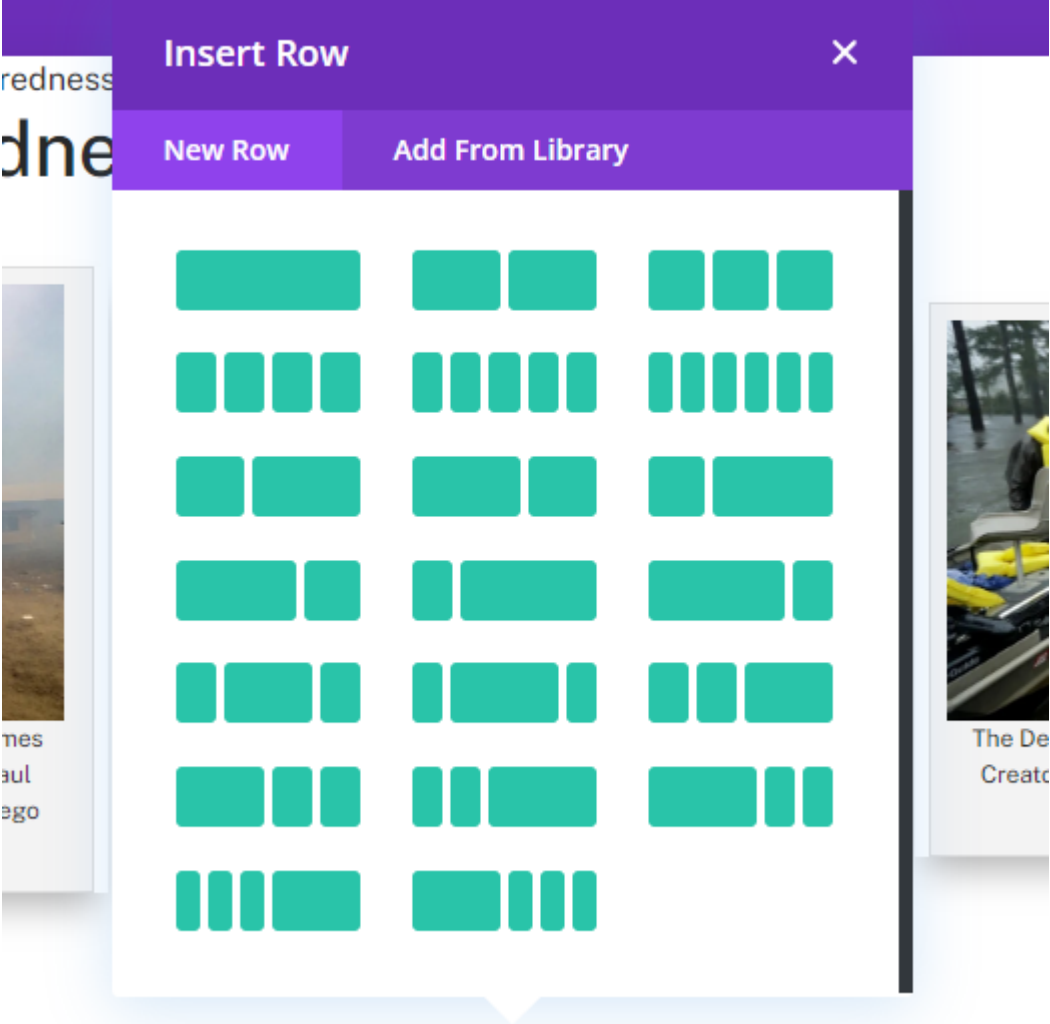
The light grey, dark grey and blue plus buttons (+) allow you to add new columns, modules, and sections, respectively.



When you select the blue Plus icon, you can add a new section the page. The Divi Builder will prompt you to select a section type. *Regular* sections are the most appropriate unless you are adding a full-width image or banner to the page:

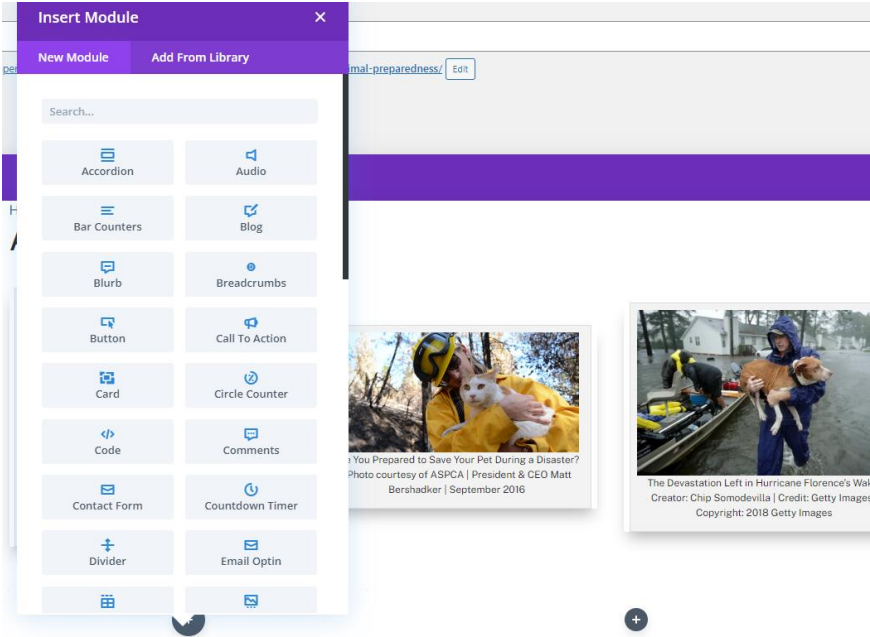


After selecting a section type, you will choose a row and column layout. The default is a single column layout takes up the entire section, minus page padding, and is the solid green rectangle at the top left. Multiple column layouts have multiple green columns with their relative sizes showing how much room they will take up in the row:

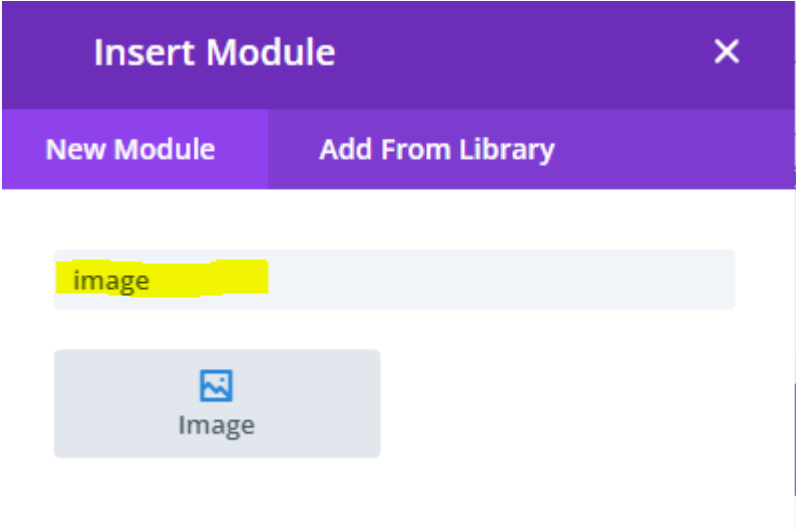


There are options to choose two equal columns (the middle top), three equal columns (right top) and many other combinations

After setting the column layout for the row, the Divi Builder will prompt you to insert a module to start creating content:

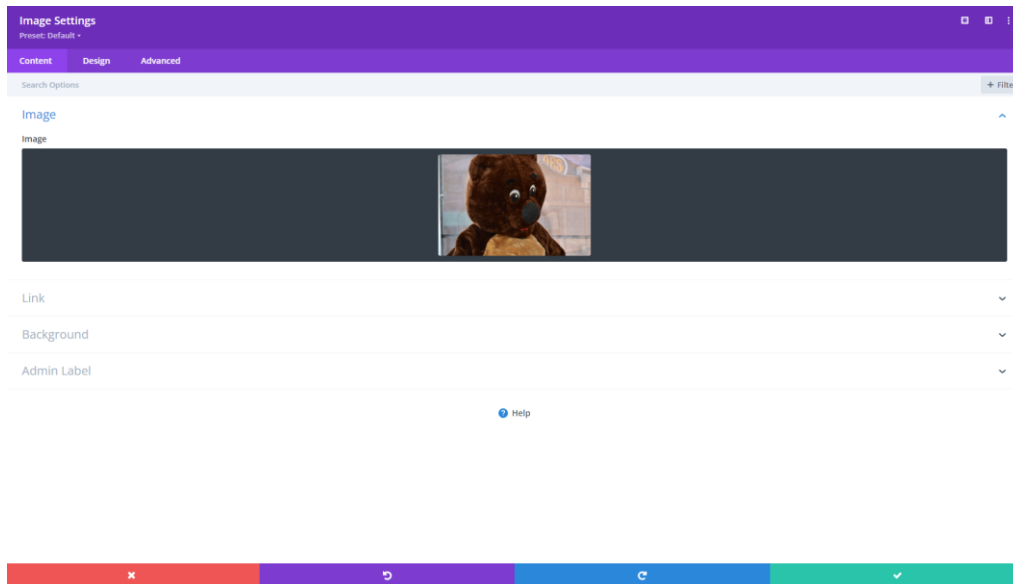


The modules are listed in alphabetical order. You can scroll to view all the modules, or search for a module by name in the search field:

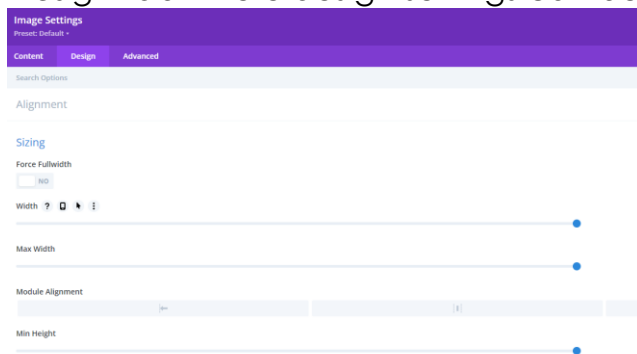


You can also add custom modules from the Divi library, such as a [custom data table module](#).

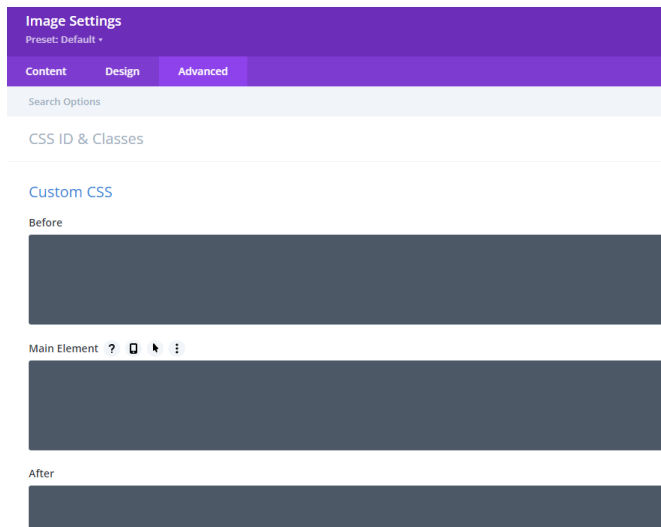
Once you select a module, the module settings will open up, allowing you add content:



Each module has a *Content* tab, where the main module content is stored, a *Design* tab where design settings can be modified:



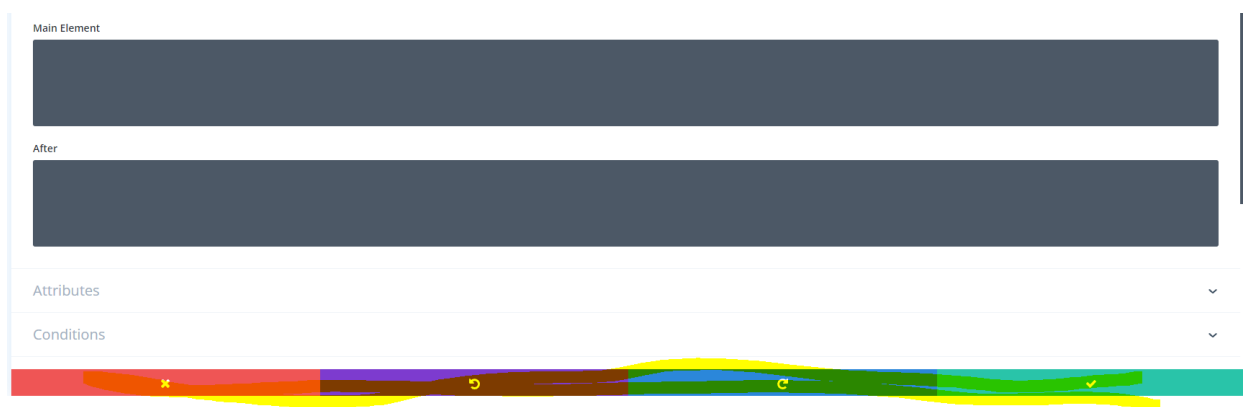
And an *Advanced* tab, used for adding Cascading Styles (CSS):



Editors will be mostly working with the Content tab and occasionally with the Design tab.

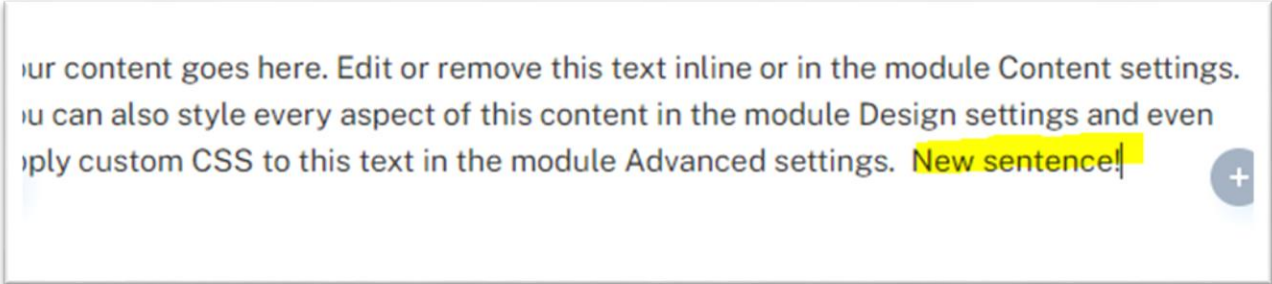
After adding the Module settings, you can save changes by selecting the green 'Checkmark' icon. Selecting the red 'X' icon will close the module without saving any changes.

The purple 'Rewind' button can undo a change, and the blue 'Fast-Forward' icon can redo a change. Those two buttons only apply to changes made while the module settings are open:

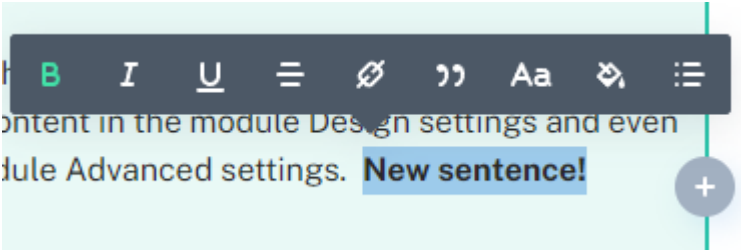
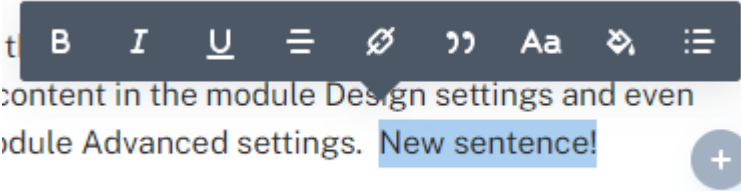


Editing Existing Content

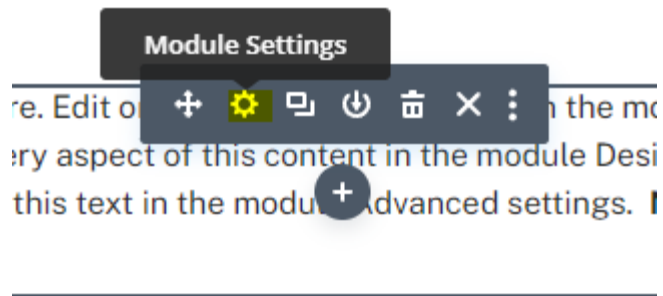
To change existing content in the Desktop View, you have a few different options. If the content is stored in a Text module, you can directly click into the module and make edits such as deleting and adding new text:



You can also apply a limited number of style changes by selecting a block of text. A grey toolbox will appear with options such as bold (B), italics (I), underline (U), and many more:



To edit non-text modules and to have access to more advanced functions in text modules, you can select the module settings (Gear icon), which is the second from the left on the Module Toolbar:



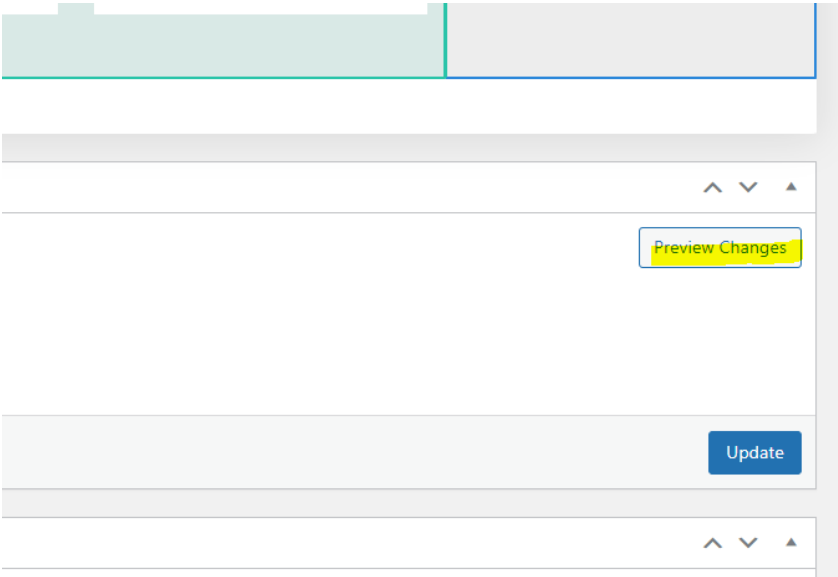
This opens the *Module Settings* area, showing the *Content* tab by default. For the Text module and many other modules, the main section of the Content Tab is the *Body*, where you can add content while having access to the complete editing toolbar:

A screenshot of the "Text Settings" interface. The top bar is purple and contains the text "Text Settings" and "Preset: Default". Below this is a tabbed interface with "Content", "Design", and "Advanced" tabs. The "Content" tab is selected. Below the tabs is a "Search Options" section. The main content area is titled "Text" and "Body". There is an "ADD MEDIA" button. Below this is a rich text editor toolbar with various icons for text formatting, alignment, and linking. The toolbar is highlighted in yellow. Below the toolbar is a text input field with the placeholder text "Your content goes here. Edit or remove this text inline or in the module Content settings. You can also style every aspect of this content in the module Design settings and even apply custom CSS to this". Below the input field are sections for "Link", "Background", and "Admin Label".

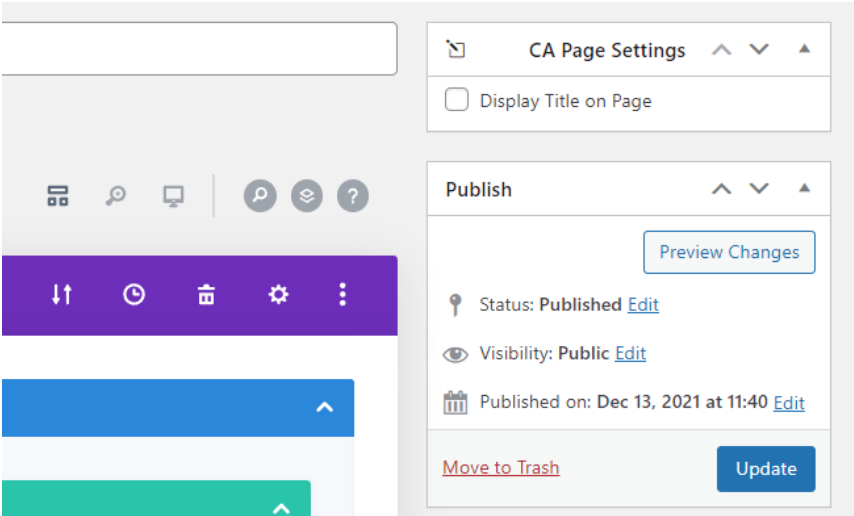
Previewing, Saving and Publishing Changes

Once you have you added new page content or made changes to existing content, you can preview the changes before saving by selecting *Preview Changes*:

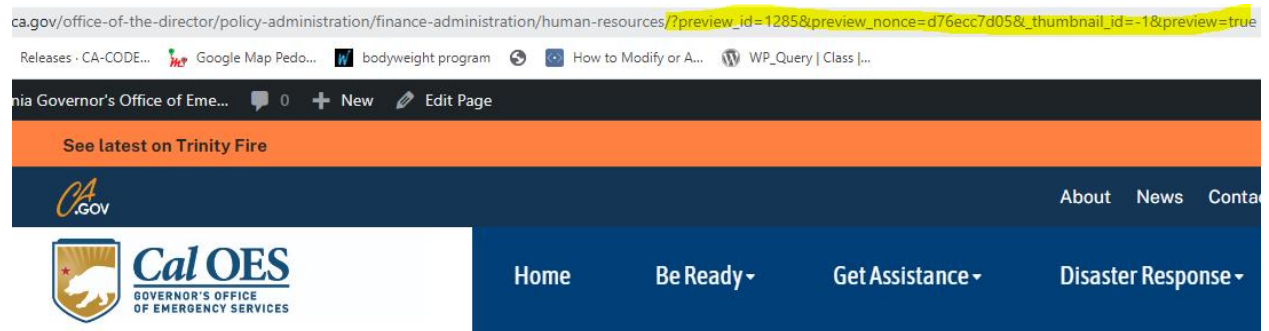
In the Desktop View, the Preview Changes button appears under the Divi Builder:



In the Wireframe View, the Preview Changes button appears to the right of the Divi Builder:



Selecting *Preview Changes* will open the page in a new tab, where you can see the page as the site visitor will see it:



Home > Office of the Director > Policy & Administration > Finance & Administration > Human Resources

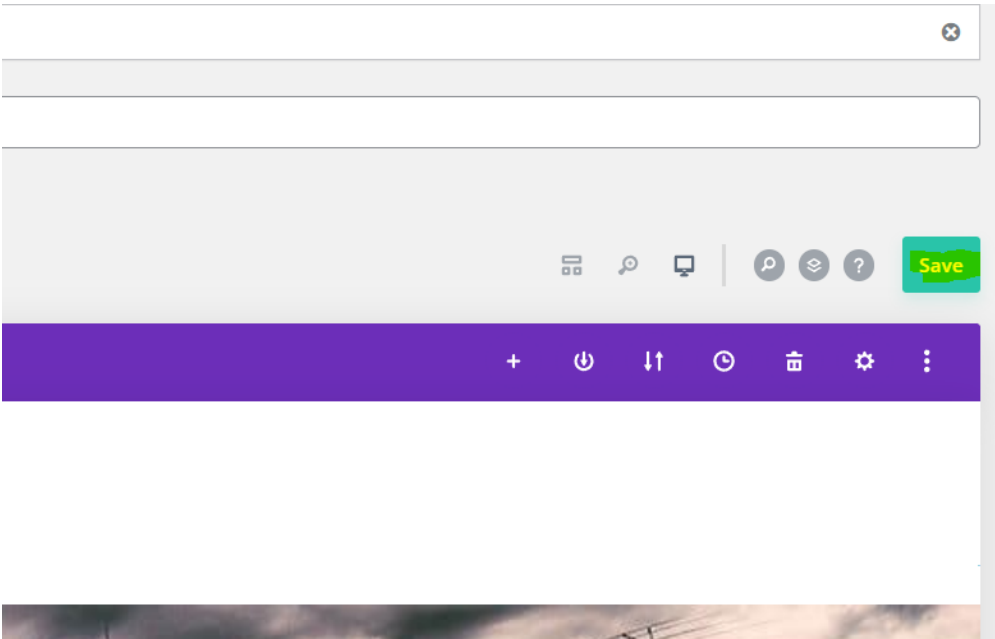
Human Resources



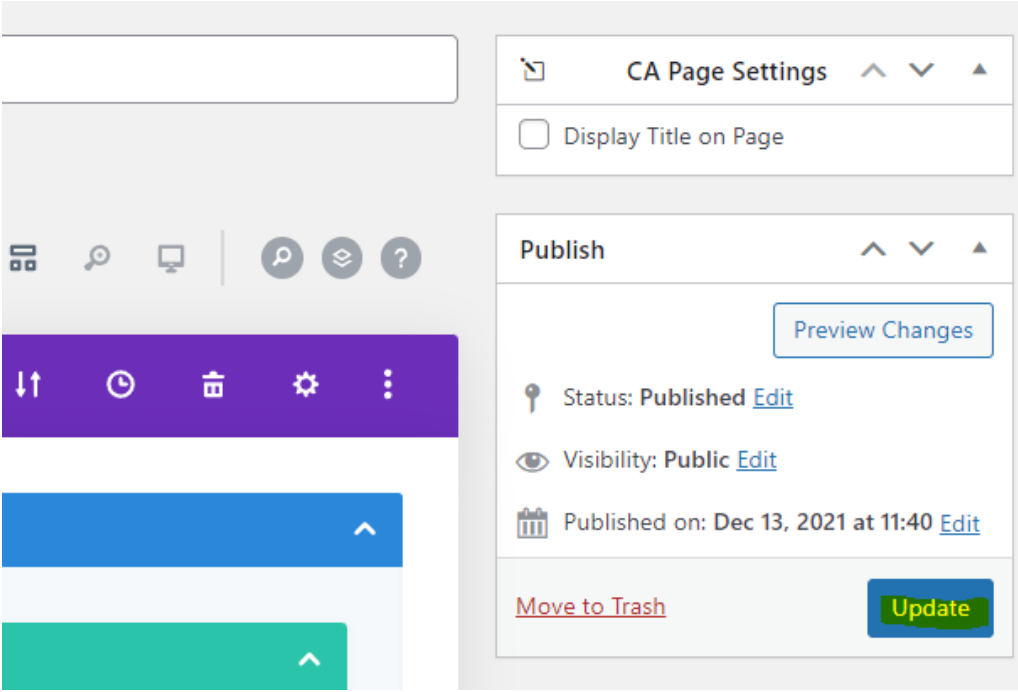
The Human Resources Branch (HR) is comprised of the following units: Employee Wellness, Pay, & Benefit Services; HR Liaison; Employment, Hiring, & Recruitment; Labor Relations; and Organizational and Professional Development.

NOTE: the URL changes to show this is a preview.

If the page is published and you are ready to commit those changes, you can select Save in the Desktop View:



Or Update in the Wireframe View:



The changes will then be viewable to non-logged in site visitors. You will see a notification that the page is updated in the top left of the Edit Page:


Edit Page

Page updated. [View page](#)

Human Resources

Permalink: <https://pfmt.ca.gov/office-of-the-director/policy-administratio>

[Return To Standard Editor](#)


 **The Divi Builder**


[Home](#) > [Breadcrumbs](#) > [Hu](#)


If you are working a draft page, you can save changes without publishing them by selecting *Save Draft*:


Publish

[Save Draft](#)

 Status: **Draft** [Edit](#)

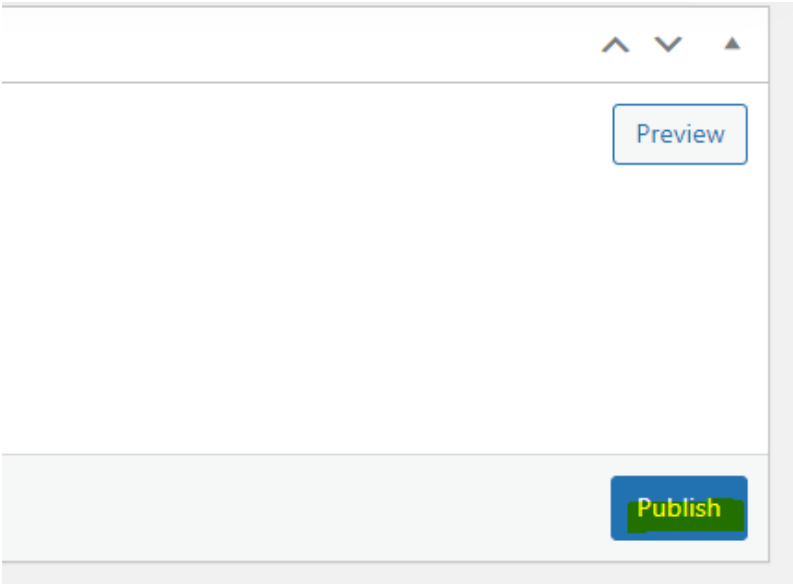
 Visibility: **Public** [Edit](#)

 Revisions: **2** [Browse](#)

 Publish on: **Dec 13, 2021 at 11:40** [Edit](#)

[Move to Trash](#)

When you are ready to publish the page, select *Publish*:



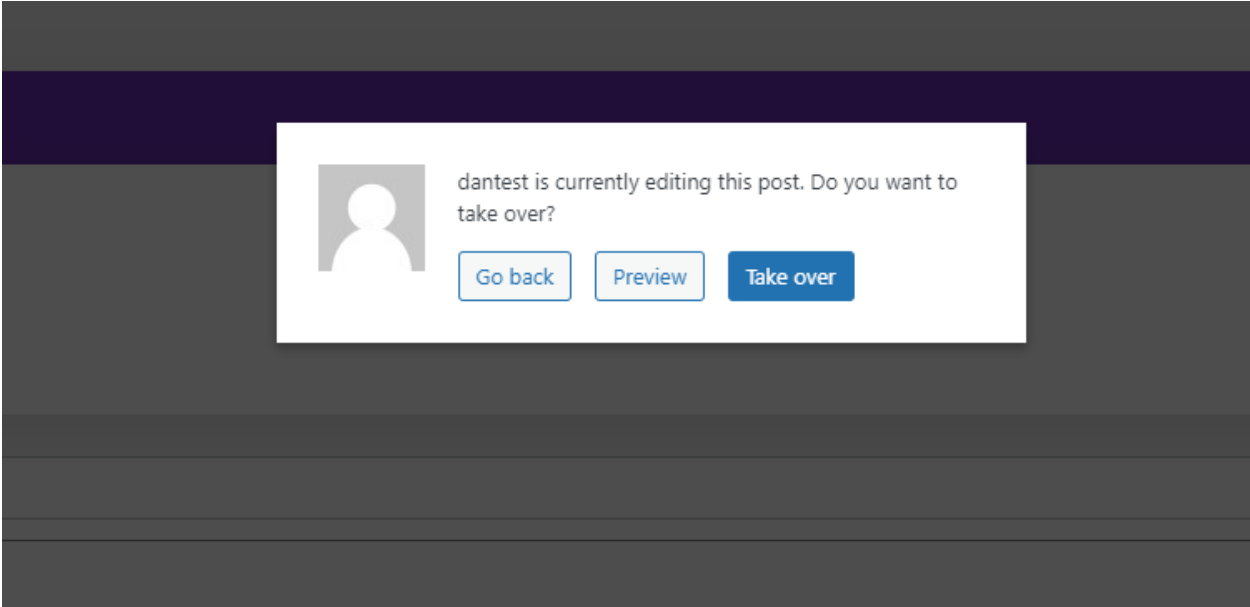
When publishing draft pages, please coordinate with the Web Services team to ensure the page is correctly linked in the navigation before publishing.

Only one Editor can work on a page at any time. If you go to the page using the Backend Navigation, you will see a Lock icon and a notice above the page title that a user is currently editing the page:



If you attempt to edit a page someone is currently editing, you will see a notification that the user is currently editing a page.

Please select *Go Back* and communicate with that user via email, phone, or Teams to coordinate editing so you do not undo the work they might have done, which will happen if you select *Take Over*:

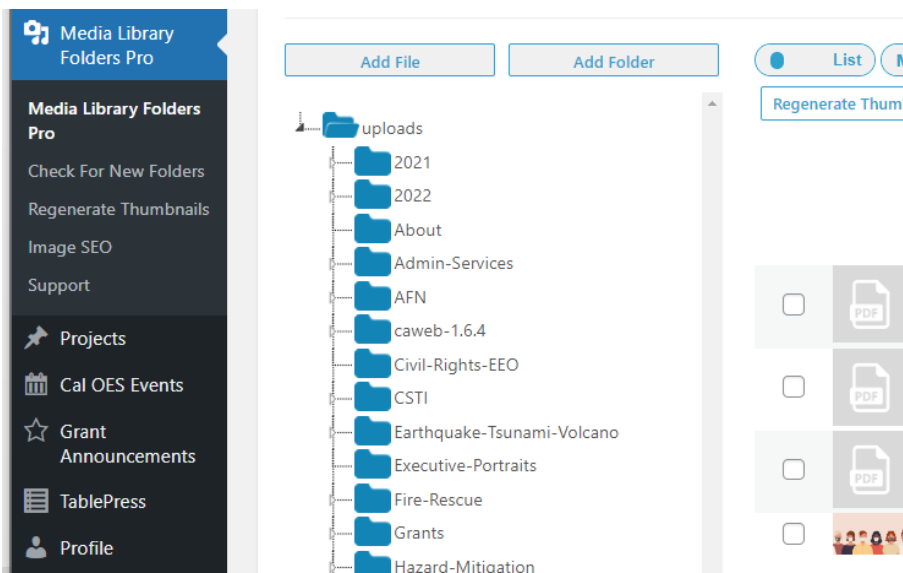


Specific Task Walkthroughs

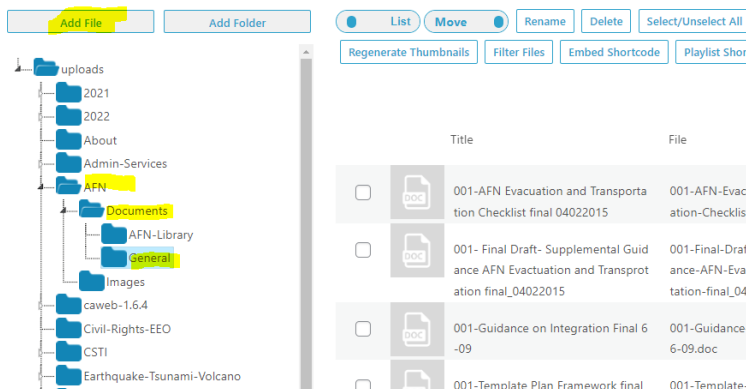
Below is a step-by-step guide for specific tasks on website. More tasks may be added in future versions of this guide.

Adding a new document to a webpage

Login to the website and navigate to the Media Library Folders Pro tab.

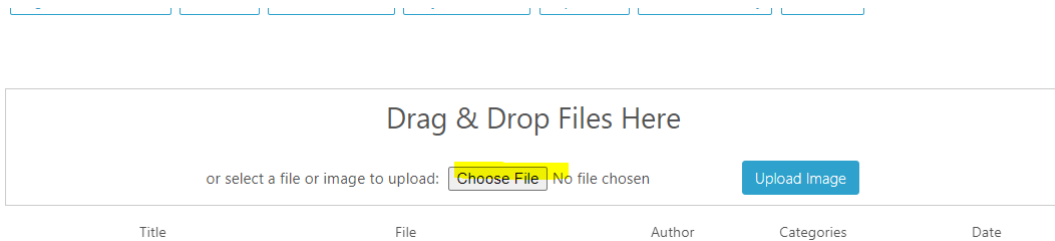


Select the subfolder that corresponds to the page you want to edit. For example, if adding a document to the Access and Function Needs (AFN) page, select the AFN→Documents→General folder:



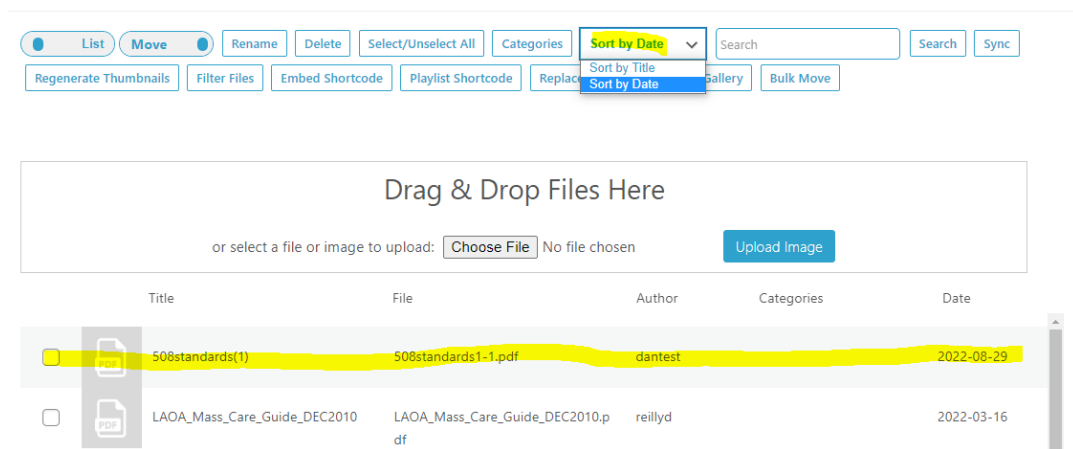
Select *Add File* and then drag your file into the highlighted area, and the file will automatically upload.

You can also select *Choose File* to bring up the Windows Explorer to select the file from one of your Windows folders:

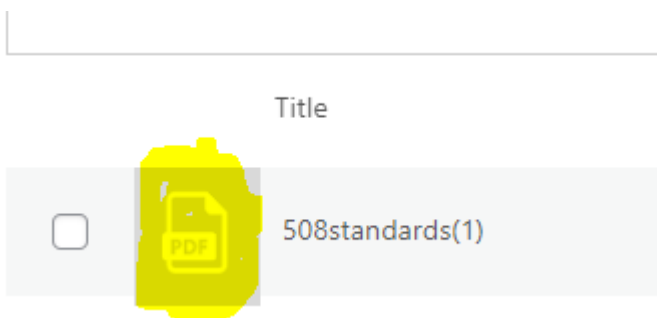


If you selected *Choose File*, then you will need to select *Upload Image* to upload the file.

The file display will refresh. If you do not see your new file, you can change the *Sort By Title* dropdown to *Sort By Date* so the system will show the most recently added (or modified) file at the top:



If you need to change the file Title, select the file icon to go the *Edit Media* page where you can update the Title:




Edit Media Page:

Edit Media

508standards(1)

Permalink: <https://pfmt.caloes.ca.gov/508standards1-2/>




Caption

Enter the new Title and select *Update*:

Edit Media

508 Standards

Permalink: <https://pfmt.caloes.ca.gov/508standards1-2/>



Caption

Description

Save

Uploaded on: Aug 29, 2022 at 16:12

Uploaded by: dantest

File URL: <https://pfmt.caloes.ca.gov/wp-content/>

Copy URL to clipboard

File name: 508standards1-1.pdf

File type: PDF

File size: 564 KB

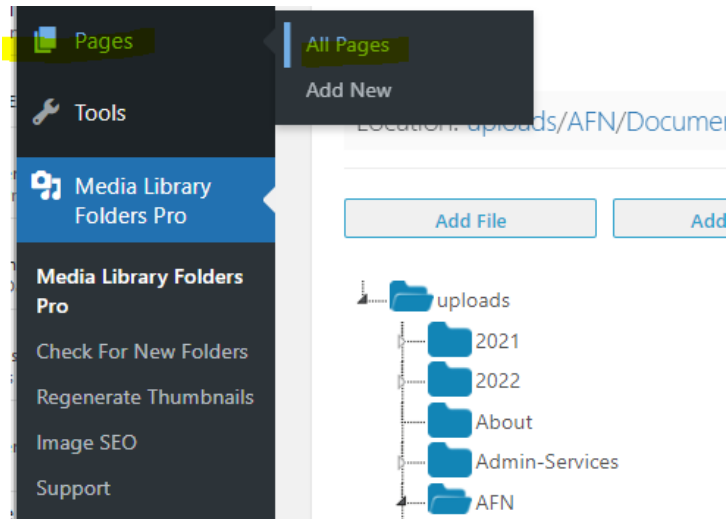
Delete permanently

You can then safely return to the *Media Library Folders Pro* page to view the updated title. You will need to select the folder the file belongs to in order to see the updated title:

or select a file or image to upload: |

	Title	File	Author	Categories	Date
<input type="checkbox"/>	508 Standards	508standards1-1.pdf	dantest		2022-08-29
<input type="checkbox"/>	1401 M. C. C. 11. 050310	1401 M. C. C. 11. 050310	W. J.		2022-03-10

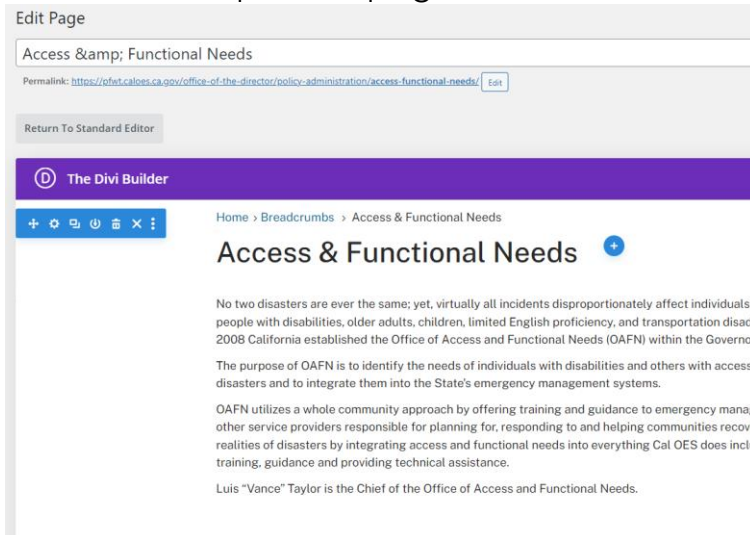
Once the document Title looks correct, navigate to the page by selecting Pages→All Pages:



Tab through the Page List or use the page search to locate the page by its Title:



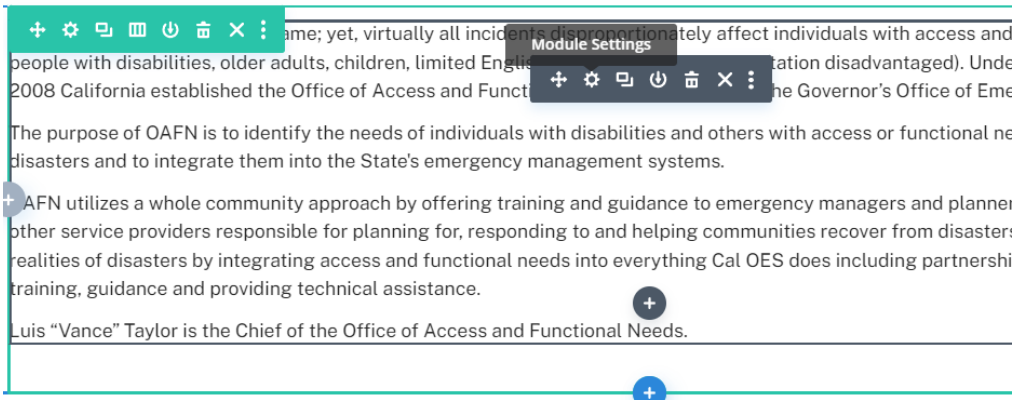
Select Edit to open the page and load the Divi builder:



Click into the page content where you want to add the document link. The Module Settings (Gear icon) will appear in the toolbox. Open the module settings:

[Home](#) > [Breadcrumbs](#) > [Access & Functional Needs](#)

Access & Functional Needs

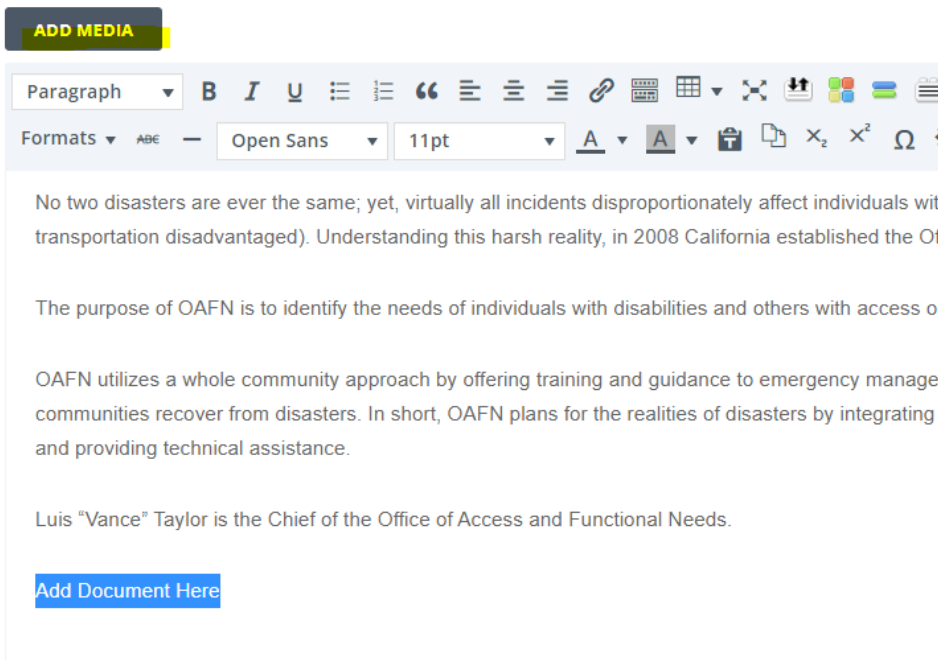


The screenshot shows a document editor interface. At the top, there is a green toolbar with various icons. A tooltip labeled "Module Settings" is positioned over a gear icon. Below the toolbar, the document content is visible, featuring several paragraphs of text. A blue plus sign icon is located at the bottom center of the document area.

If you are using the Wireframe View, the module settings will appear by default.

Once you open the module settings, click into the area you want to add the document or highlight the text to be changed into a document link, and select Add Media:

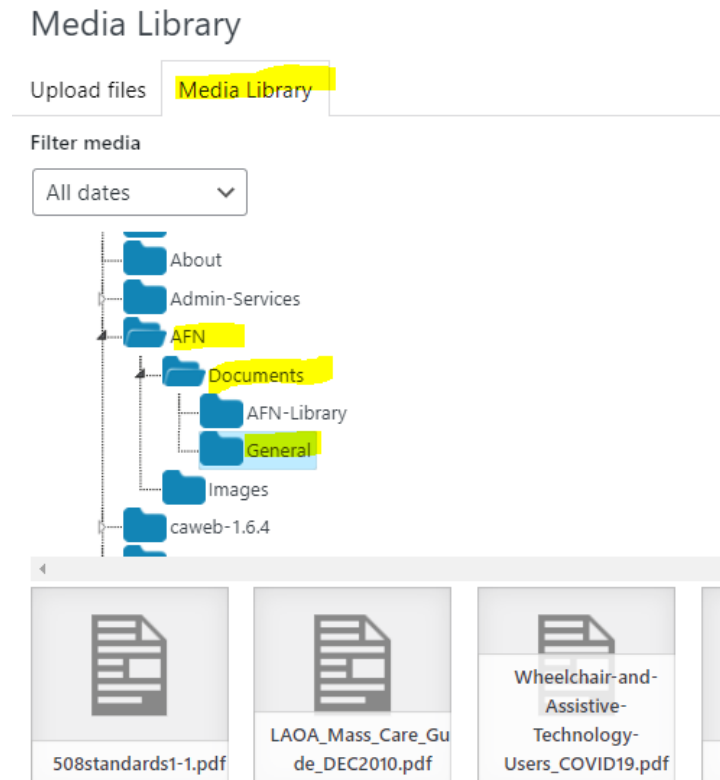
Body



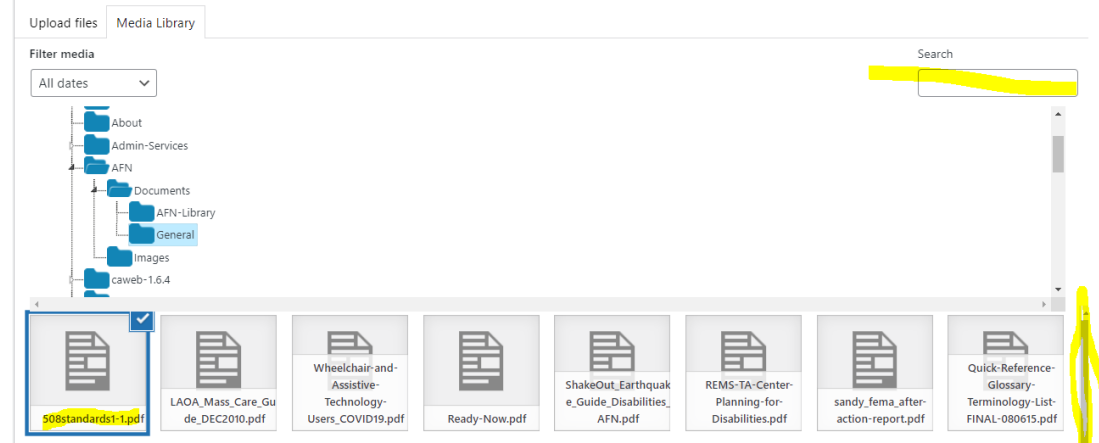
The screenshot displays the "Add Media" button in a yellow box at the top left. Below it is a rich text toolbar with various formatting options. The document content below the toolbar includes several paragraphs of text. At the bottom, a blue button labeled "Add Document Here" is highlighted.

Select *Add Media* and then in the Media Library screen, select the appropriate folder. In this example, it is the AFN→Documents→General Folder.

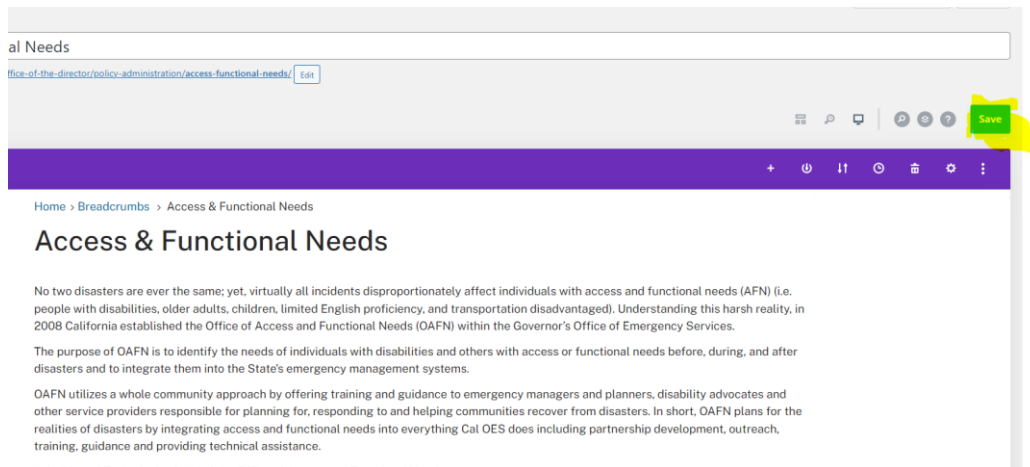
The documents will load in thumbnail view, showing the document Filename:



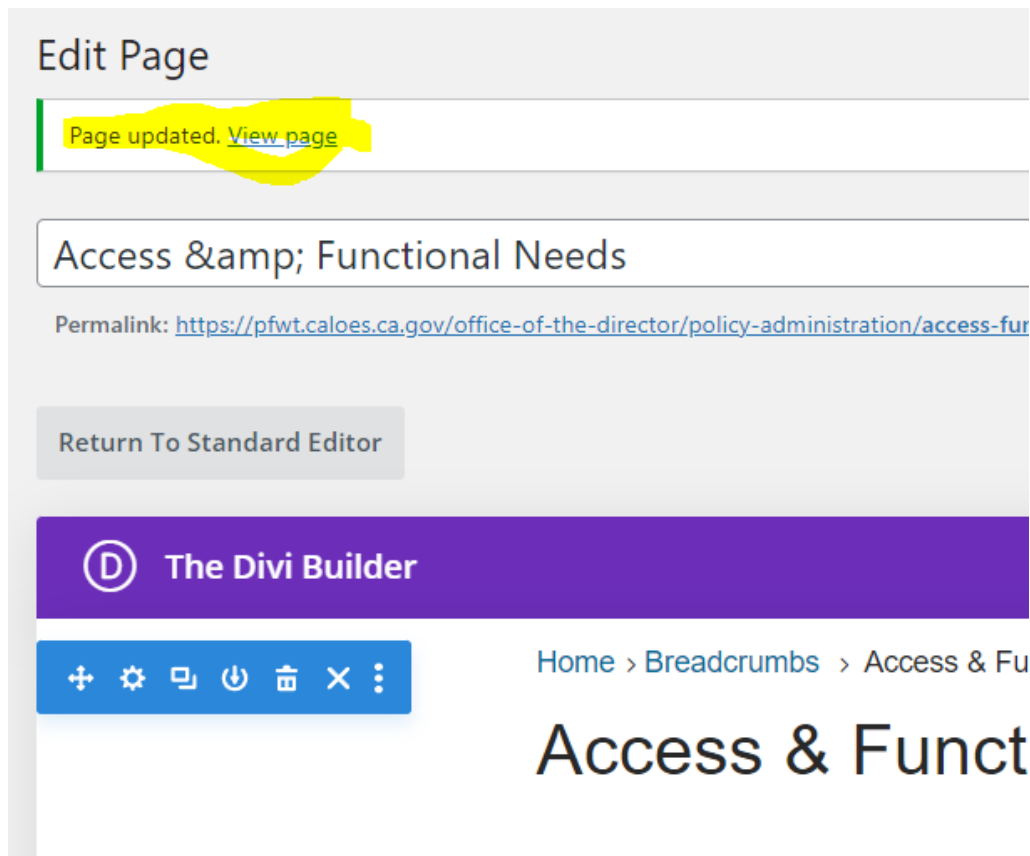
Select the document by scrolling through the thumbnails or using the search. Once you have selected a document, a blue border will appear around it:



Ensure the Title is meaningful and then choose *Select* in add the document to the module:



The page will re-load and you will see a notification at the top of the page that it is updated:



You can select *View Page* to view the document link on the updated page.

Access & Functional Needs

No two disasters are ever the same; yet, virtually all incidents disproportionately affect older adults, children, limited English proficiency, and transportation disadvantaged). U Access and Functional Needs (OAFN) within the Governor's Office of Emergency Services

The purpose of OAFN is to identify the needs of individuals with disabilities and others, and integrate them into the State's emergency management systems.

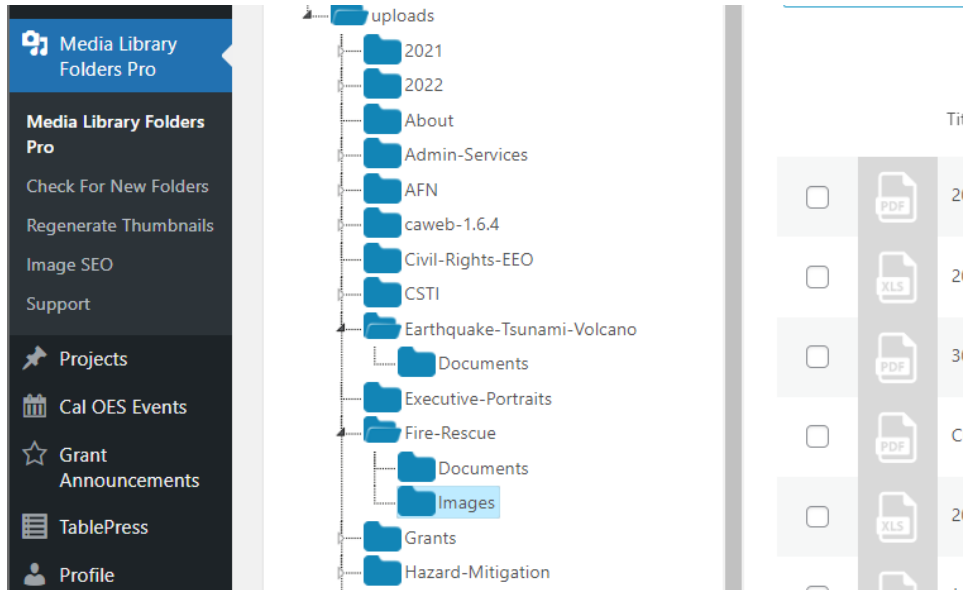
OAFN utilizes a whole community approach by offering training and guidance to emergency management agencies responsible for planning for, responding to and helping communities recover from disasters. We integrate functional needs into everything Cal OES does including partnership development, outreach, and public information.

Luis "Vance" Taylor is the Chief of the Office of Access and Functional Needs.

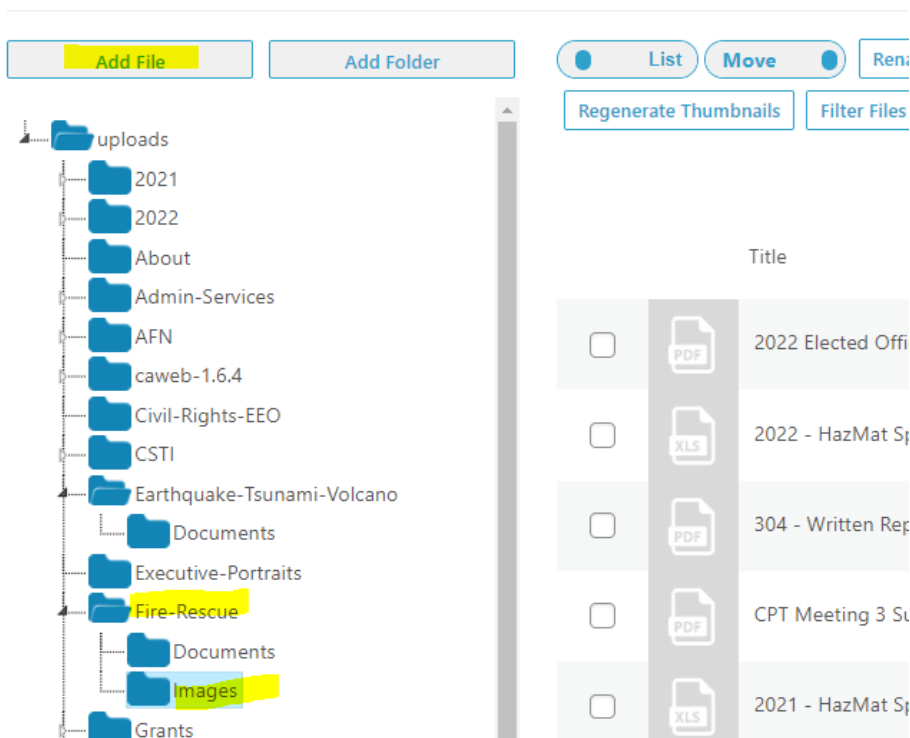
508 Standards

Adding an image to a webpage

Login to the website and navigate to the *Media Library Folders Pro* tab:

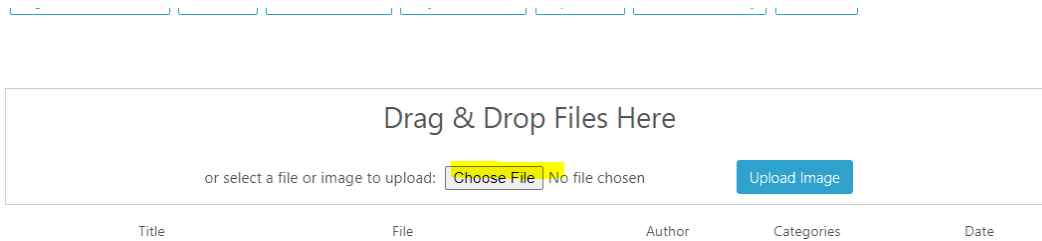


Select the subfolder that corresponds to the page you want to edit. For example, if adding a document to the *Fire & Rescue* page, select the *Fire-Rescue*→*Images* folder:



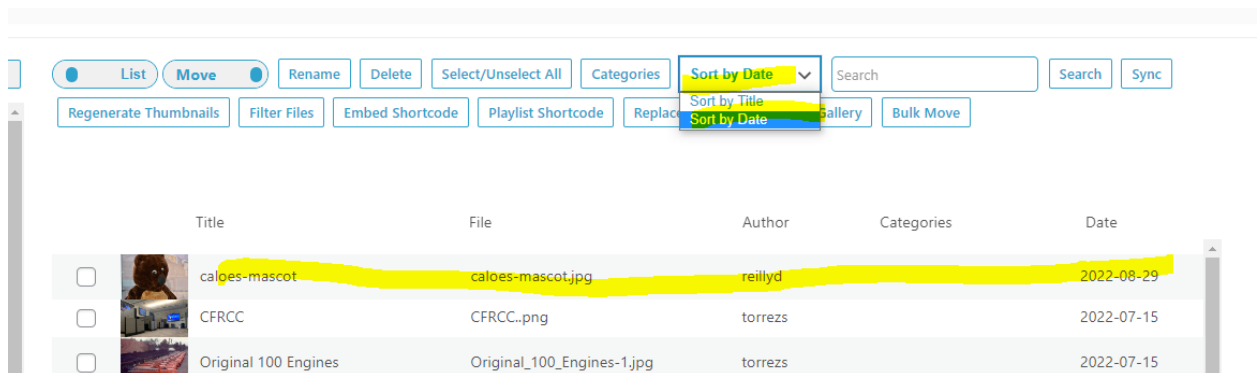
Select *Add File* and then drag your file into the highlighted area, and the file will automatically upload

You can also select *Choose File* to bring up the Windows Explorer to select the file from one of your Windows folders:

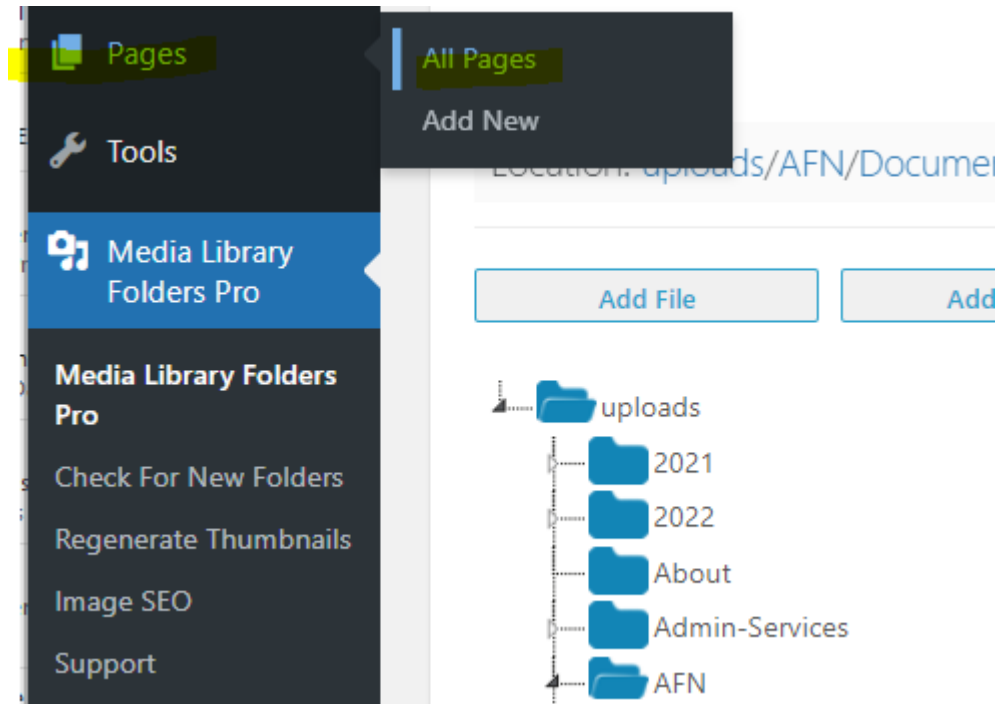


If you selected *Choose File*, then you will need to select *Upload Image* and the file will be uploaded.

The file display will refresh. If you do not see your new file, you can change the *Sort By Title* dropdown to *Sort By Date* so the system will show the most recently added (or modified) file at the top:



Once the document Title looks correct, navigate to the page by selecting Pages→All Pages:

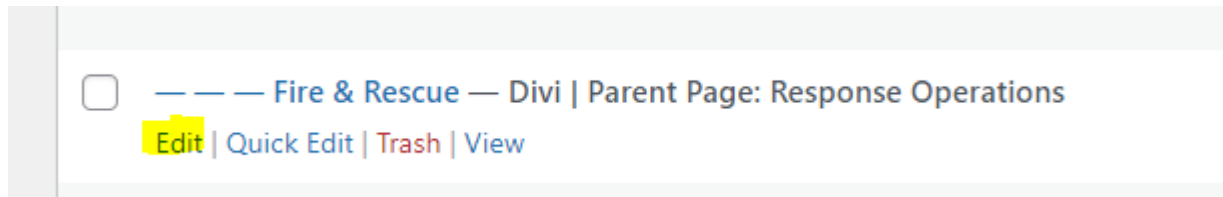


Tab through the Page List or use the page search to locate the Page by its Title:

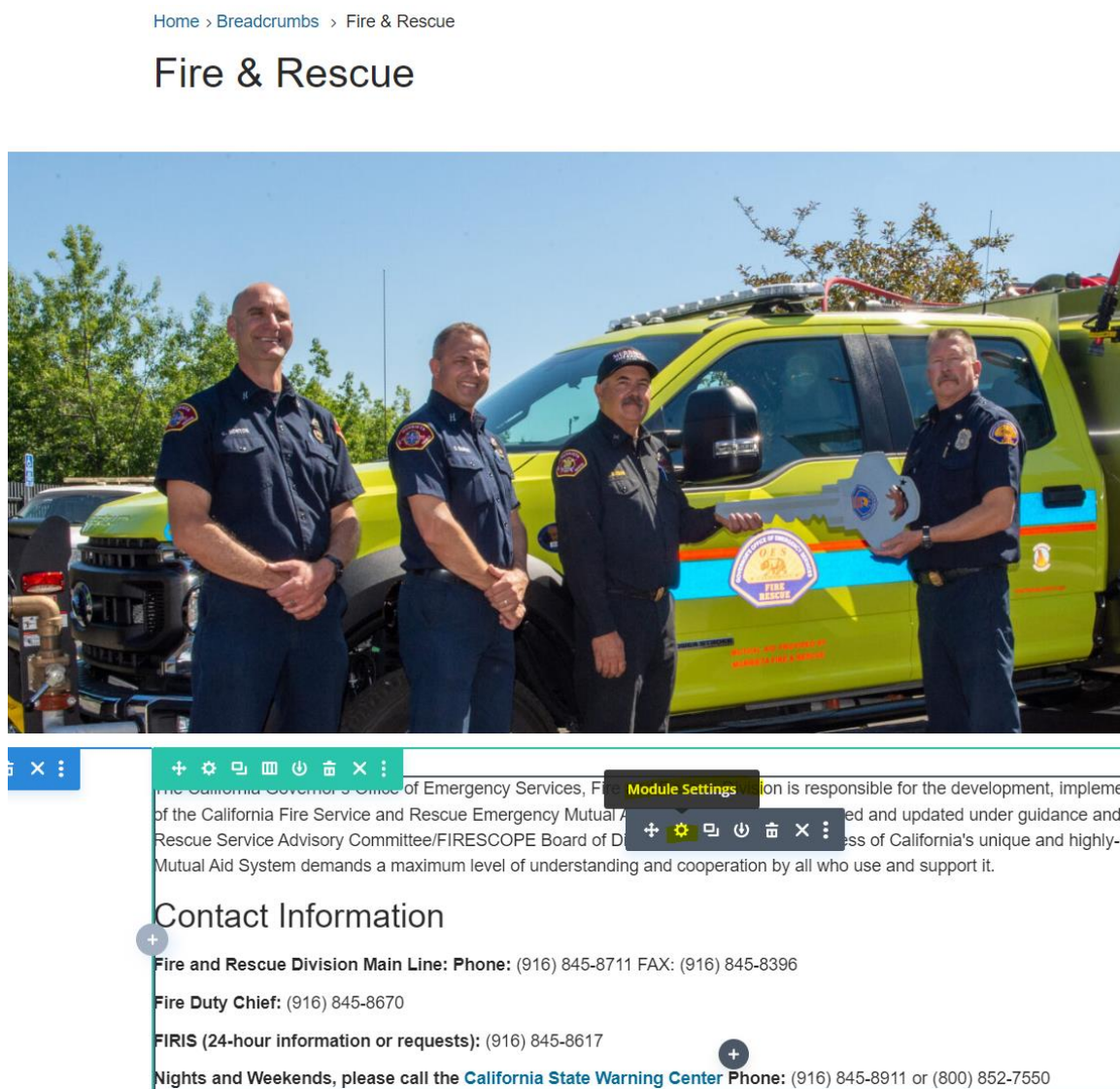
A screenshot of the WordPress 'Pages' list table. The search results are for 'Fire and Rescue'. The table has columns for Title, Author, and Date. The row for 'Fire & Rescue' is highlighted in yellow.

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	----- Administration/Reimbursement --- Divi Parent Page: Fire & Rescue	reillyd	Published 2022/02/10 at 2:
<input type="checkbox"/>	----- Animal Preparedness --- Divi Parent Page: Planning & Preparedness	shortj	Published 2022/02/10 at 2:
<input type="checkbox"/>	----- Cal OES Type II Haz Mat Vehicle Program --- Divi Parent Page: Regional Hazardous Materials Response (RHMR) Program	reillyd	Published 2022/02/10 at 3:
<input type="checkbox"/>	----- California Fire & Rescue Coordination Center --- Divi Parent Page: Fire & Rescue	reillyd	Published 2022/07/14 at 12
<input type="checkbox"/>	----- California Regional Urban Search & Rescue Task Forces --- Divi Parent Page: Special Operations	reillyd	Published 2022/02/14 at 3:
<input type="checkbox"/>	----- Community Emergency Response Team --- Divi Parent Page: Planning, Preparedness, and Prevention	murrayn	Published 2022/03/07 at 12
<input type="checkbox"/>	--- Director --- Divi Parent Page: Cal OES Home Page	shortj	Published 2022/05/06 at 11
<input type="checkbox"/>	----- Documents & Publications --- Divi Parent Page: Fire & Rescue	reillyd	Published 2022/02/14 at 3:
<input type="checkbox"/>	--- Executive Team --- Divi Parent Page: Office of the Director	shortj	Published 2021/10/28 at 10
<input type="checkbox"/>	----- Fire & Rescue --- Divi Parent Page: Response Operations	shortj	Published 2021/12/13 at 9:

Select *Edit* to edit the page and load the Divi Builder:



Click into the area where you want to add the picture to show the Module Settings for that component. Open the Module Settings (Gear Icon):



If using the Wireframe View, the module settings will appear by default.

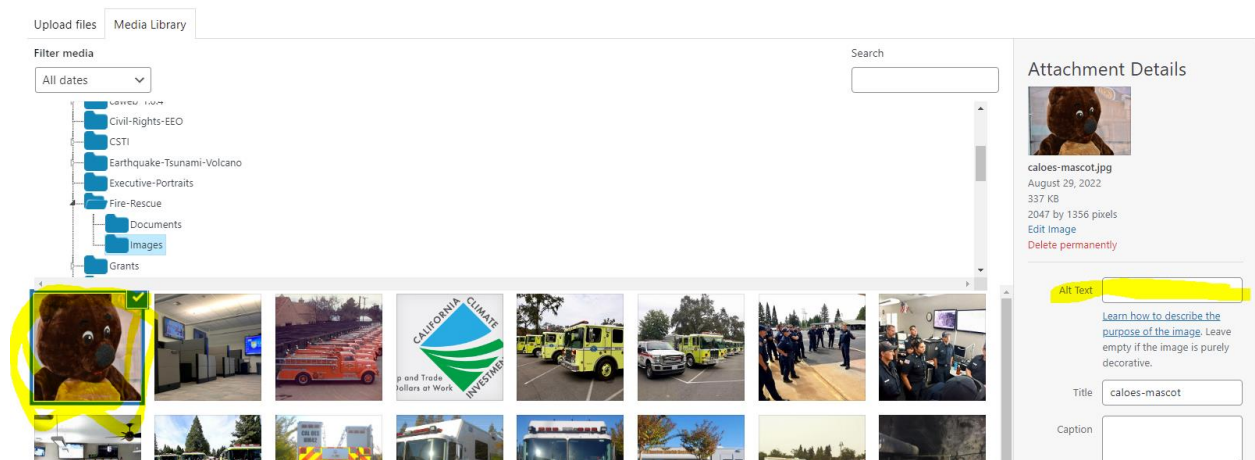
Once you open the module settings, click into the area you want to add the image and select *Add Media*:

The screenshot shows the 'Text Settings' interface with a purple header. Below the header are tabs for 'Content', 'Design', and 'Advanced'. A search bar is located below the tabs. The main content area is titled 'Text' and contains a 'Body' section. A yellow highlight is placed over the 'ADD MEDIA' button in the 'Body' section. Below the button is a rich text editor toolbar with various icons for text formatting and alignment. The main text area contains a paragraph of text about the California Governor's Office of Emergency Services, Fire and Rescue Division. Below the text is a section titled 'Contact Information' with several lines of contact details.

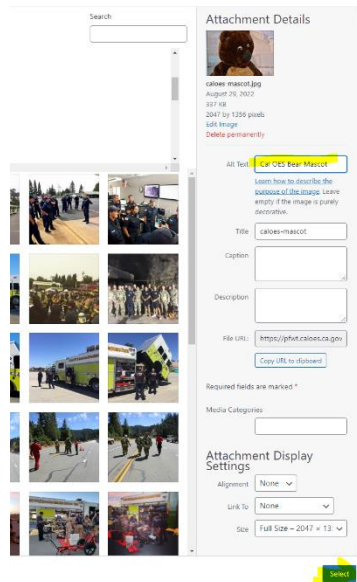
Select *Media Library* and then scroll to find the folder where you uploaded the image. The images will appear as thumbnails with square previews:

The screenshot shows the 'Media Library' interface. At the top, there is a search bar and a 'Filter media' dropdown menu set to 'All dates'. Below the filter is a list of folders: 'Civil-Rights-EEO', 'CSTI', 'Earthquake-Tsunami-Volcano', 'Executive-Portraits', 'Fire-Rescue', 'Documents', 'Images', and 'Grants'. The 'Images' folder is highlighted in yellow. Below the folder list is a grid of image thumbnails. The thumbnails include a brown bear, a fire station, a fire truck, a California Climate Investor logo, a fire truck, a fire truck, a group of people, and a group of people.

Once you have selected an image, a blue border with a checkmark will appear around it, as well as an image properties area on the right:

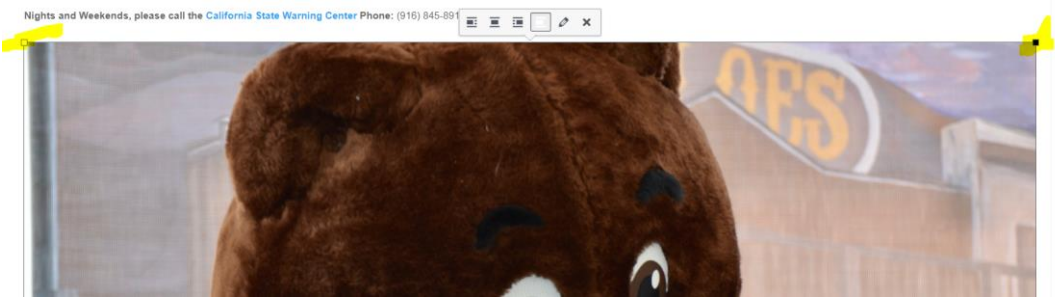


Enter a three to seven word description of the picture in the *Alt Text* field. You do not need to add 'picture of' or 'image of' before the description.



Once you have added alternative text, choose **Select** to embed the picture into the module:

You can adjust the picture size by clicking on the image and selecting any of the corners:



Then hold the mouse button down and drag to shrink or growth the picture:

The California Governor's Office of Emergency Services, Fire and Rescue Division is responsible for the development, implementation and update of the Fire and Rescue Service Plan. The Plan is developed and updated under guidance and approval of the Fire and Rescue Service Advisory Committee/FIRESCOPE. The Fire and Rescue Mutual Aid System demands a maximum level of understanding and cooperation by all who use and support it.

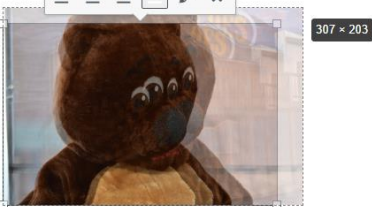
Contact Information

Fire and Rescue Division Main Line: Phone: (916) 845-8711 FAX: (916) 845-8396

Fire Duty Chief: (916) 845-8670

FIRIS (24-hour information or requests): (916) 845-8617

Nights and Weekends, please call the California State Warning Center Phone: (916) 845-8911 or (800) 852-7550



Release the mouse to set the new size:

Contact Information

Fire and Rescue Division Main Line: Phone: (916) 845-8711 FAX: (916) 845-8396

Fire Duty Chief: (916) 845-8670

FIRIS (24-hour information or requests): (916) 845-8617

Nights and Weekends, please call the California State Warning Center Phone: (916) 845-8911 or (800) 852-7550



Select the green Checkmark to save the changes to the module:

Content Design Advanced

Plan is developed and updated under guidance and approval of the Fire and Rescue Service Advisory Committee/FIREScope Board of Directors. The continued success of California's unique and highly-effective Fire and Rescue Mutual Aid System demands a maximum level of understanding and cooperation by all who use and support it.


Contact Information

Fire and Rescue Division Main Line: Phone: (916) 845-8711 FAX: (916) 845-8396

Fire Duty Chief: (916) 845-8670

FIRIS (24-hour information or requests): (916) 845-8617


Nights and Weekends, please call the [California State Warning Center](#) Phone: (916) 845-8911 or (800) 852-7550



Link

Background

Admin Label



The select Save to update the published page:

Fire & Rescue


Permalink: <https://info.ca.gov/office-of-the-director/operations/response-operations/fire-rescue/> fire

Return To Standard Editor

The Divi Builder

Home > Breadcrumbs > Fire & Rescue

Fire & Rescue



The page will re-load and you will see a notification at the top of the page indicating that the page is updated.

Edit Page

Page updated. [View page](#)

Fire & Rescue

Permalink: <https://pfmt.cafoes.ca.gov/office-of-the-director/operations/response-operations/fire-rescue/> [Edit](#)

[Return To Standard Editor](#)

 The Divi Builder





[Home](#) > [Breadcrumbs](#) > [Fire & Rescue](#)

Fire & Rescue



You can select View Page to see the new image on the page:

Home Be Ready - Get Assistance - Disaster Response - Divisions - Initiatives -



The California Governor's Office of Emergency Services, Fire and Rescue Division is responsible for the development, implementation and coordination of the California Fire Service and Rescue Emergency Mutual Aid Plan. The Plan is developed and updated under guidance and approval of the Fire and Rescue Service Advisory Committee/FIRESCOPE Board of Directors. The continued success of California's unique and highly-effective Fire and Rescue Mutual Aid System demands a maximum level of understanding and cooperation by all who use and support it.


Contact Information

Fire and Rescue Division Main Line: Phone: (916) 845-8711 **FAX:** (916) 845-8396

Fire Duty Chief: (916) 845-8670

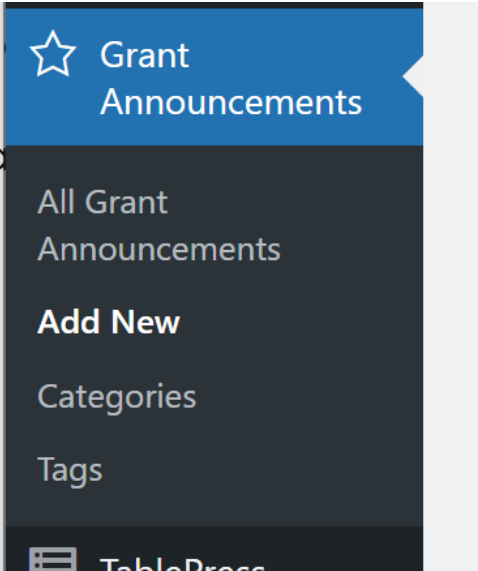
FIRIS (24-hour information or requests): (916) 845-8617

Nights and Weekends, please call the [California State Warning Center](#) Phone: (916) 845-8911 or (800) 852-7550



Adding a Grant Announcement

Note: Only staff from the Grants Management Division are authorized to create New Grant Announcements



From the dashboard, navigate to the *Grants Announcements* tab and select *Add New*.

Fill out the following fields:

Add New Grant Announcement

Add title

Excerpt

More Fields

Due Date
Grant submission deadline

Amount
Amount of funding available


Purpose
Grant Description

Fiscal Year
Grant Fiscal Year

- **Title** – this will link to the Grant Details page
- **Due Date** – formats automatically
- **Amount** – formats automatically
- **Purpose** – Enter the purpose of the grant
- **Fiscal Year** – enter in MM/YY format

If you have any documents associated with the Grant, they should be uploaded to the Grants RFA or RFP folders beforehand. Adding documents is optional.

ATTACHMENT DETAILS



VV22-Funding-Chart-Attachment-A-revised.pdf
May 31, 2022
57 KB
[Delete permanently](#)

Title:

Caption:

Description:

File URL:

Once you have added the documents to the media library, you can add them to the Grant Announcement by selecting *Add File* and ensure the *Title* field has a meaningful title.

The title is used as the document link on the Grants Details page:

You can also add a document description that will appear below the document:

Documents

Document 1: VV22 Funding Chart - Atta

Associated Grant Documents


Document 1 Description:


Document 2:


Document 2 Description:

Publish ^ v ▲

[Save Draft](#) [Preview](#)

 Status: **Draft** [Edit](#)

 Visibility: **Public** [Edit](#)

 Publish immediately [Edit](#)

[Purge from cache](#) [Publish](#)

Categories ^ v ▲

All Categories [Most Used](#)

- Profiles
- Publications
- Grant Announcements
- Children's Programs
- Criminal Justice Programs
- Domestic Violence Programs
- Emergency Management Programs

[+ Add New Category](#)

Tags ^ v ▲

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Select the appropriate category from the *Categories* sidebar.

Then type in a tag in the *Tags* field.

When ready, select 'Publish' to publish the Grant Announcement.

If you need to edit a Grant Announcement that is already published, navigate to the main Grant Announcements page from the dashboard and update the appropriate fields.

The Grant will appear on the [Search for Grants page](#) by *Publish Date*, with the recently published appearing at the top. It will also appear on the *Type* and *Category* pages based on the type and category selected:

Home > Office of the Director > Policy & Administration > Finance & Administration > Grants Management > Search for Grants

Search for Grants

Email Notifications: Want to be notified immediately via email when a new Victim Service Grant RFP funding opportunity is released? [Join our mailing list.](#)

[Get funding for Hazard Mitigation projects here.](#)

[2022-23 Campus Sexual Assault \(CT\) Program RFA](#)

Monday, August 15, 2022 | Sexual Assault Programs

Due Date: 09/16/2022
Amount: \$1,431,500.00

[2022-23 California Advancing the Prison Rape Elimination Act \(AP\) Program RFA](#)

Monday, August 15, 2022 | Sexual Assault Programs

Due Date: 09/19/2022
Amount: \$586,684.00

[2022-23 Unserved/Underserved Victim Advocacy and Outreach \(UV\) Program RFP](#)

Friday, August 12, 2022 | Unserved/Underserved Victims Programs

Due Date: 09/30/2022

Grant Announcements By Type

[REALREP](#)

Grant Announcements By Category

[Children's Programs](#)

[Criminal Justice Programs](#)

[Domestic Violence Programs](#)

[Emergency Management Programs](#)

[Homeland Security](#)

[Human Trafficking Programs](#)

Selecting the Grant Title will take you to a Grant Details page with more information about the Grant, including any associated documents you added:

Search for Grants

Email Notifications: Want to RFP funding opportunity is re

[Get funding for Hazard M](#)

[2022-23 Campus Sexual Assault \(CT\) Program RFA](#)

Monday, August 15, 2022 | [Sexual Assault Programs](#)

Due Date: 09/16/2022

Amount: \$1,431,500.00

Grant Details page:

2022-23 Campus Sexual Assault (CT) Program RFA

Due Date: 09/16/2022

Category: Sexual Assault Programs

Amount: \$1,431,500.00

Purpose:

The purpose of the CT Program is to maintain a comprehensive, coordinated, community response that is victim-centered, enhances victim safety, provides confidential service to sexual assault victims, holds offenders accountable, and includes comprehensive outreach activities at institutions of higher education.

Type: RFA

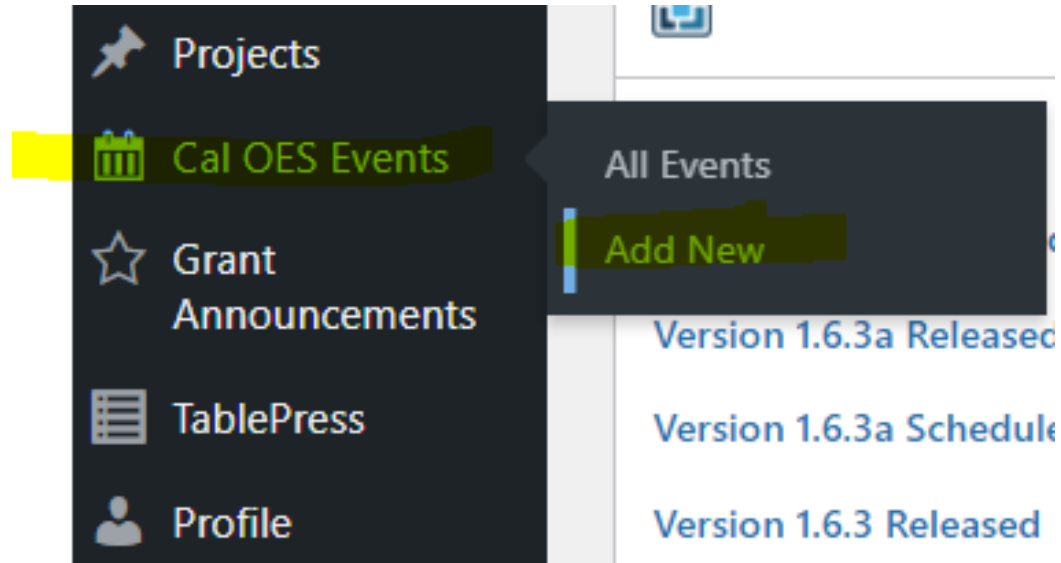
[Grant Rules & Regulations](#)

Documents

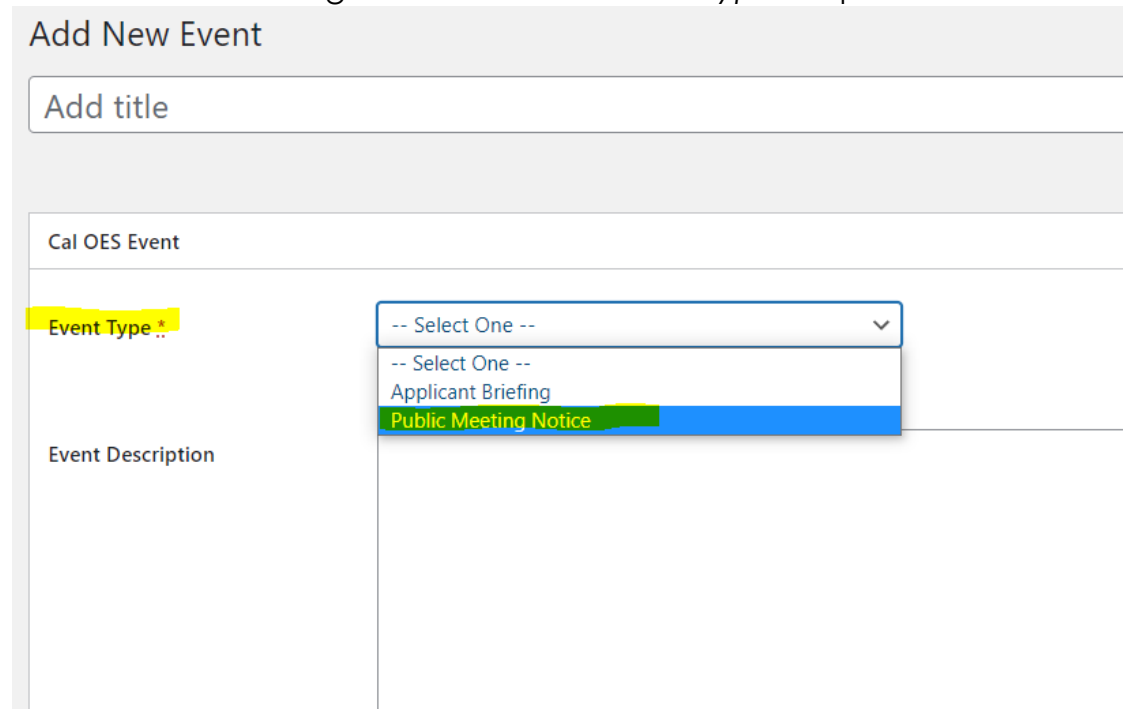
[2022-23 Campus Sexual Assault \(CT\) Program RFA](#)

Adding a Public Meeting Notice

From the dashboard, navigate to the Cal OES Events tab and select *Add New*.



Select *Public Meeting Notice* from the *Event Type* dropdown:



A screenshot of the 'Add New Event' form. The form has a title 'Add New Event' and a text input field for 'Add title'. Below this is a section titled 'Cal OES Event'. The 'Event Type *' dropdown menu is open, showing three options: '-- Select One --', 'Applicant Briefing', and 'Public Meeting Notice' (highlighted in yellow). The 'Event Description' field is visible below the dropdown.

Fill out the following fields:

- **Title** – this will link to Meeting Notice document
- **Event Description** – Provide a short description that will appear under the title
- **Event Location** – Enter the physical address of the event or the weblink with Friendly link formatting
- **Cal OES Division** – Choose the Division/Branch/Unit hosting the event
- **Issue Date** – Select the Date the Notice is issued from the Date Picker
- **Meeting Date** – Select the Meeting Date from the Date Picker
- **Notice Document** – Select the document from the Media Library

Once you have filled out all required fields, indicated by the red asterisk, you can select *Publish* to publish the Public Meeting Notice:

The image shows a 'Publish' panel with the following elements:

- Save Draft** button
- Preview** button
- Status: Draft** with an [Edit](#) link
- Visibility: Public** with an [Edit](#) link
- Publish immediately** with an [Edit](#) link
- Publish** button (highlighted in green)

If you need to edit a Public Meeting Announcement that is published, select it from the Cal OES Events page and select *Edit*. Then you can update the appropriate fields:

Title	Date
<input type="checkbox"/> December 2021 Storms (CDAA 2022-03) Edit Quick Edit Trash View	Published 2022/07/27 at 11:02 am
<input type="checkbox"/> Allisal Fire (CDAA 2022-04) Applicants' Briefing	Published 2022/07/26 at 3:17 pm
<input type="checkbox"/> Domestic Violence Advisory Council (DVAC) Notice of Meeting - July 29, 2022	Published 2022/07/19 at 4:26 pm
<input type="checkbox"/> Canceled - SAC Public Agenda June 17, 2022	Published 2022/06/21 at 2:58 pm
<input type="checkbox"/> State Advisory Committee on Sexual Assault Victim Services (SAC) - Public Agenda - June 17 2022	Published 2022/06/21 at 2:56 pm
<input type="checkbox"/> California Wildfire Mitigation Program JPA Board Meeting June 24 2022 Agenda	Published

The Public Meeting Announcement will appear on the [Meeting & Public Notices page](#) in order of *Meeting Date*, with the latest chronological date at the top:

[Home](#) > [Cal OES Home Page](#) > [Meeting & Public Notices](#)

Meeting & Public Notices

[Domestic Violence Advisory Council \(DVAC\) Notice of Meeting - August 12, 2022](#)

Meeting Date:

August 12, 2022 10:00 AM

Meeting Location:

<https://us02web.zoom.us/j/89805676329>

Webinar ID: 898 0567 6329

[Domestic Violence Advisory Council \(DVAC\) Notice of Meeting - July 29, 2022](#)

Meeting Date:

July 29, 2022 9:30 AM

Meeting Location:

Zoom Meeting

Meeting ID: 712 701 3413

[Canceled - SAC Public Agenda June 17, 2022](#)

The June 17th, 2022 meeting has been canceled.

Meeting Date:

June 17, 2022 9:30 AM

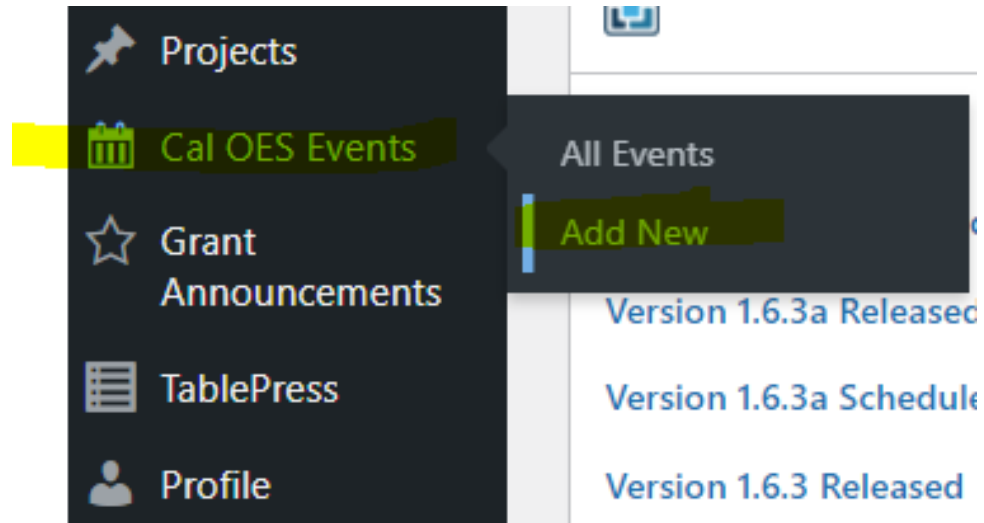
Meeting Location:

The June 17th, 2022 meeting has been canceled.

Adding an Applicants' Briefing

Note: Only select staff from the Recovery Directorate are authorized to create new Applicants' Briefings.

From the dashboard, navigate to the Cal OES Events tab and select *Add New*.



Select Applicant Briefing from the *Event Type* dropdown:

A screenshot of the 'Add New Event' form. The form has a light grey header with the text 'Add New Event'. Below the header is a text input field with the placeholder 'Add title'. Underneath is a section titled 'Cal OES Event'. In this section, there is a dropdown menu labeled 'Event Type' (highlighted in yellow). The dropdown menu is open, showing three options: '-- Select One --', 'Applicant Briefing' (highlighted in yellow), and 'Public Meeting Notice'. Below the dropdown menu is a text input field labeled 'Event Description'.

Fill out the following fields:

- **Title** – this will link to Applicant Briefing Detail page
- **Event Description** – Provide a short description that will appear under the title
- **Event Location** – Enter the physical address of the briefing or the weblink with Friendly link formatting
- **Cal OES Division** – Choose the Division/Branch/Unit hosting the event
- **Start Date** – Select the day and time that the briefing will start from the Date Picker
- **End Time** – Select the time the briefing will end from the Date Picker
- **Applicants Briefing Event Type** – Select the AB Event Type from the dropdown. This allows the end user to filter briefings
- **Application Deadline Date** – Select the deadline date from the Date Picker
- **Counties** – Search or select the county or counties this Briefing applies to
- **Briefing Document** – Select the document(s) from the Media Library to display on the Briefing Detail page
- **Briefing Description** – Enter the description(s) for the document, which will appear under each document

Once all required fields are filled out, indicted by the red asterisk, you can select publish the Public Meeting Notice:

The screenshot shows a 'Publish' panel with the following elements:

- Save Draft** button
- Preview** button
- Status: Draft** with an [Edit](#) link
- Visibility: Public** with an [Edit](#) link
- Publish immediately** with an [Edit](#) link
- Publish** button (highlighted in green)

If you need to edit an Applicants Briefing that is published, select it from the Cal OES Events page and select *Edit*. Then you can update the appropriate fields:



The Applicants Briefing will appear on the [Applicants' Briefing page](#) under the *Upcoming* and *Past* tabs. Briefings under the Upcoming tab have a deadline after today's date. Briefings under the Past tab have a deadline before today's date:

Applicants' Briefings

Applicants' Briefings provide potential applicants with basic information to assist them in their efforts to understand the requirements associated with applying for Public Assistance due to a Fire Management Assistance Grant (FMAG) declaration, under the California Disaster Assistance Act (CDAA) or under a Presidential Emergency Declaration.

Please email RSVP for Applicants' Briefings to DisasterRecovery@caloers.ca.gov. Reasonable accommodations for people with disabilities are available upon request. Make your request as early as possible as last minute requests will be accepted, but cannot be guaranteed.

This page includes briefings currently scheduled due to one of the mentioned declarations.

Public Assistance Forms, Documents, and Reference Materials

All materials mentioned in the Applicants' Briefings presentations and meeting materials can be found [here](#).

Schedule of Applicants' Briefings

Upcoming **Past**

-- Applicants Briefing Event Type --

Search

Alisal Fire (CDAA 2022-04) Applicants' Briefing

Meeting Date	Type	Deadline
August 3, 2022 2:00 PM - 4:00 PM	California Disaster Assistance Act (CDAA)	09/02/2022

Location
Santa Barbara County EOC
 4408 Cathedral Oaks Rd.
 Santa Barbara, CA 93110

Affected Counties
 Santa Barbara

Selecting the Briefing Title will take you to the Applicants' Briefing Detail page, which contains more information about the briefing, including any documents you added:

Schedule of Applicants' Briefings

Upcoming Past

-- Applicants Briefing Event Type --

Search

Alisal Fire (CDAA 2022-04) Applicants' Briefing

Meeting Date	Type	Deadline
August 3, 2022 2:00 PM - 4:00 PM	California Disaster Assistance Act (CDAA)	09/02/2022

Location
Santa Barbara County EOC
4408 Cathedral Oaks Rd.
Santa Barbara, CA 93110

Affected Counties
Santa Barbara

Alisal Fire (CDAA 2022-04) Applicants' Briefing

August 3, 2022 2:00 PM - 4:00 PM

Affected Counties: Santa Barbara

Applications are due 09/02/2022

Location:

Santa Barbara County EOC
4408 Cathedral Oaks Rd.
Santa Barbara, CA 93110

About this Briefing:

California Disaster Assistance Act

Related Documents

Documents open in a new window

[Cal.QES.126.Fillable](#)

CDAA Project Application

[Cal.QES.130.Fillable \(Rev. 3-9-22\)](#)

Required if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

[Cal.EMA.95.List.Of.Projects](#)

List of Projects

[Alisal.Fire.\(CDAA.2022.04\).Fact.Sheet](#)

Adding Tables to a Webpage

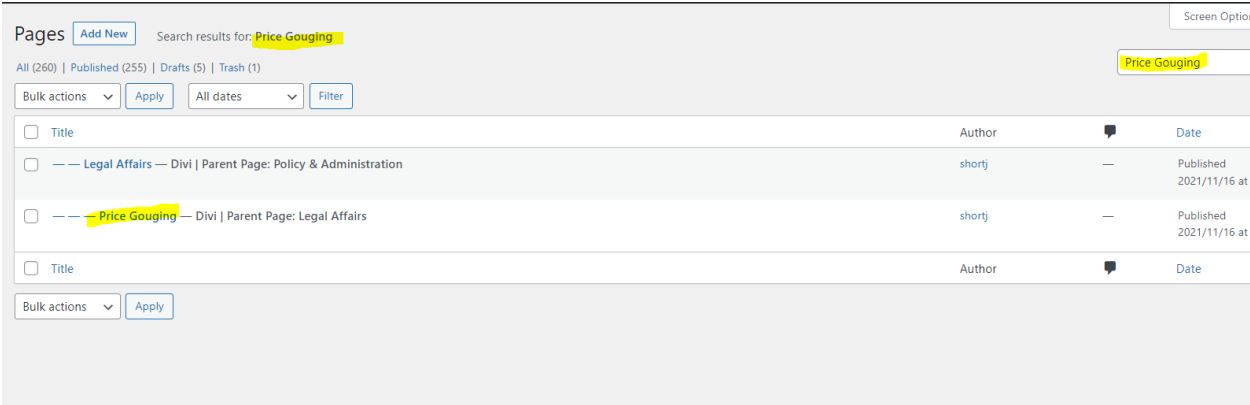
WordPress only supports simple data tables that do not contain formulas or calculated fields. For complex data tables, please use Excel and upload to the Media Library.

There are two methods to add Data Tables to a webpage- using the Divi Library module and using TablePress

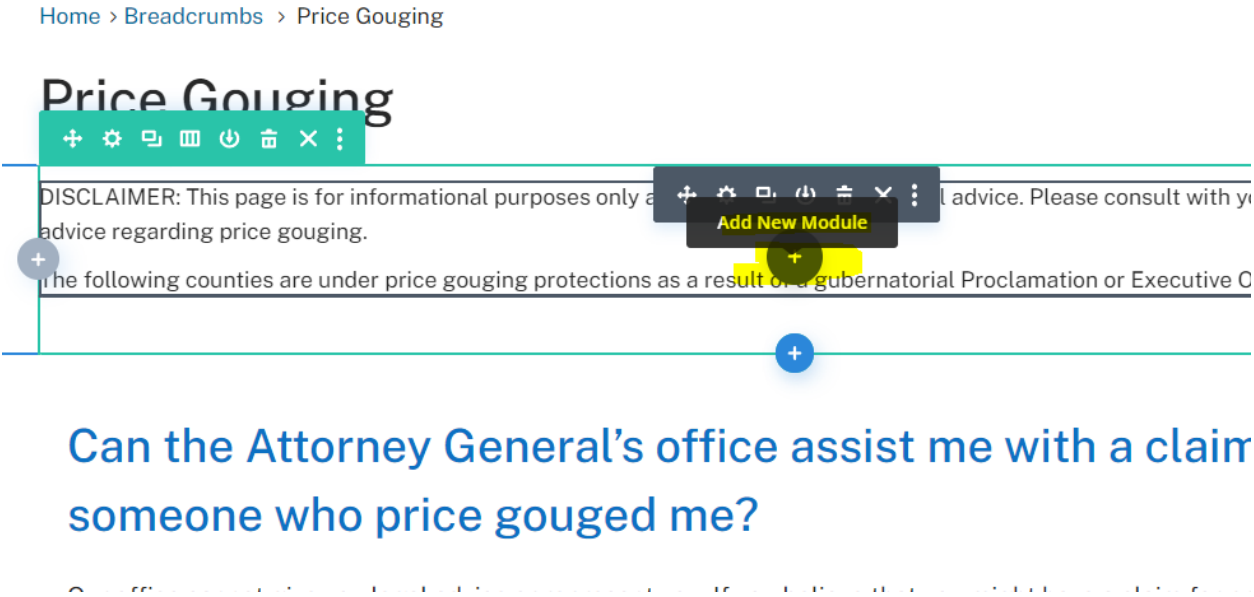
Adding a Simple Table

The *Table With Header Row* module provides a table with zebra stripes, header, and caption formatted to comply with our style guide and accessibility. The table module is appropriate for small tables that do not require sorting/filtering.

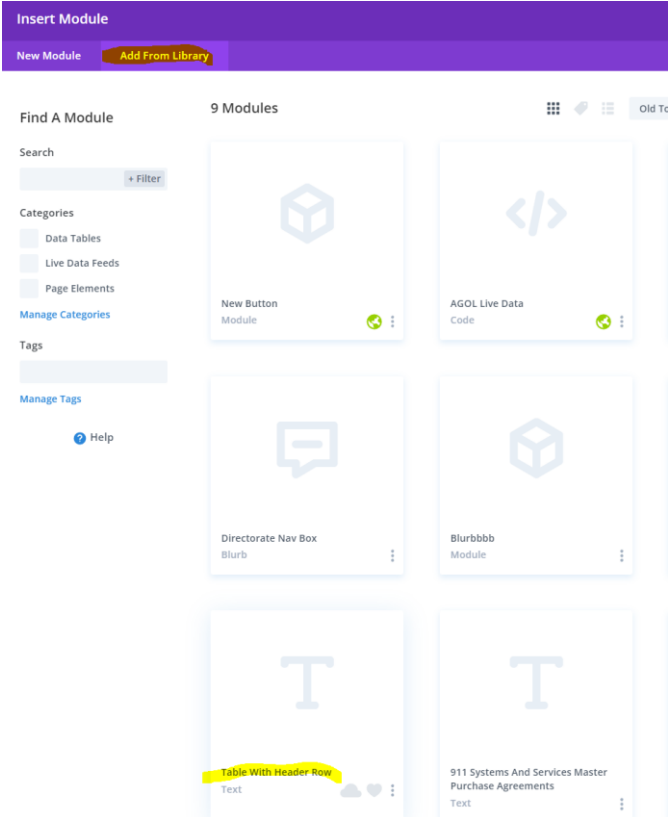
Navigate to the page by selecting Pages → All Pages. Tab through the Page List or use the page search to locate the page by its Title:



Select *Edit* to edit the page and load the Divi Builder. Select the grey Plus (+) Icon to insert a new Module:



Select Add From Library → Table With Header Row:



← Layout Details

New Module Add From Library

Data Tables

Table Witl

♥ ☁

Edit With D

View Live Demo Use This Module

Then select Use this Module to load it into the page:

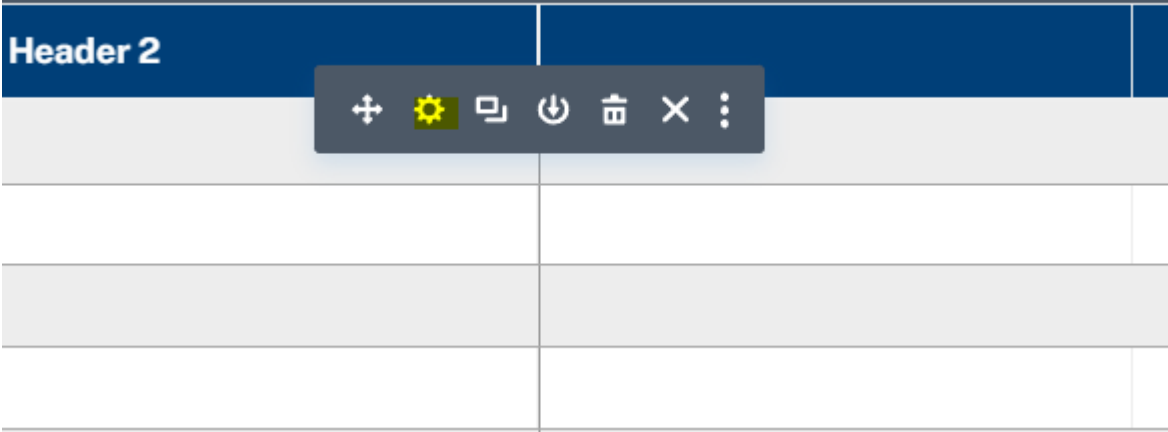
This will load the custom module, which contains a header, 4 columns, 5 regular rows and a caption area:

The following counties are under price gouging protections as a result of a gubernatorial Proclamation or Executive Order:

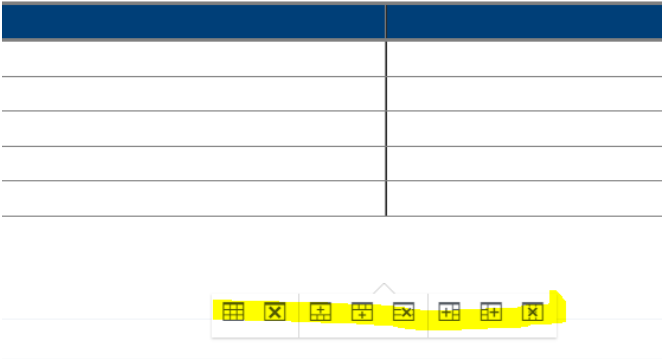
Header Row	Header 2		
Data Row			

Add Table Caption Here

You can click into the individual cells to start adding content. If you need a table with a different number of columns/rows, select the module settings (Gear icon):

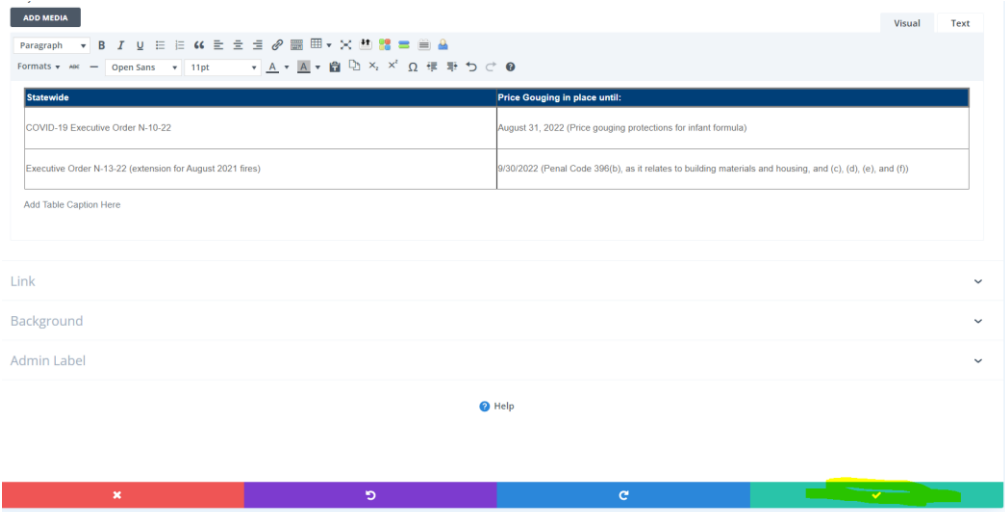


This will open the Content tab of the module, where you can manipulate the table. Clicking into the table will display the table toolbar, which has the following options (left to right):

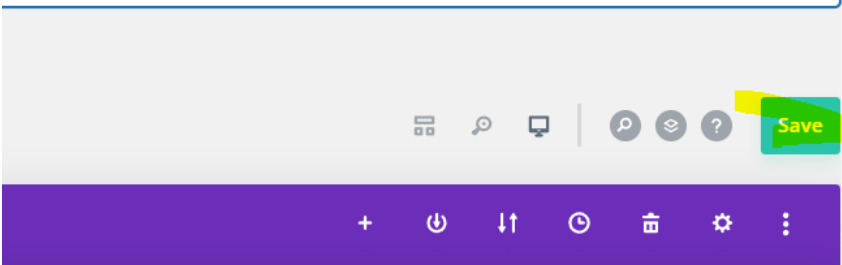


- **Table properties** –Set table width, height, alignment, border, etc
- **Delete table** – deletes the table
- **Insert row before** – in relation to the cell you are currently in
- **Insert row after** – in relation to the cell you are currently in
- **Delete row** – deletes the row you are currently in
- **Insert column before** – in relation to the cell you are currently in
- **Insert column after** – in relation to the cell you are currently in
- **Delete Column** - deletes the column you are currently in

Once you have adjusted the table to your needs, you can begin adding content by clicking into a cell and tabbing to the next cells. Once finished, select the green Checkmark to save the module:



Then select Save to update the page with the new table:



sult with your legal counsel for specific

Executive Order:

Statewide	Price Gouging in place until:
COVID-19 Executive Order N-10-22	August 31, 2022 (Price gouging protections for infant formula)
Executive Order N-13-22 (extension for August 2021 fires)	9/30/2022 (Penal Code 396(b), as it relates to building materials and housing, and (c), (d), (e), and (f))

The table will then be live for site visitors:

 Search

Price Gouging

DISCLAIMER: This page is for informational purposes only and does not constitute legal advice. Please consult with your legal counsel for specific advice regarding price gouging.

The following counties are under price gouging protections as a result of a gubernatorial Proclamation or Executive Order:

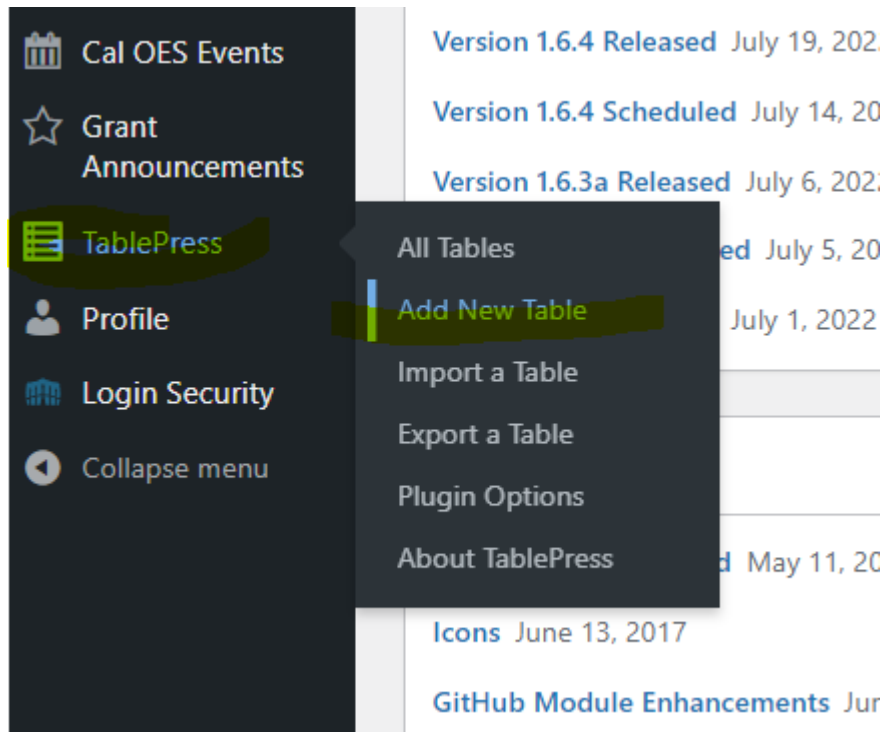
Statewide	Price Gouging in place until:
COVID-19 Executive Order N-10-22	August 31, 2022 (Price gouging protections for infant formula)
Executive Order N-13-22 (extension for August 2021 fires)	9/30/2022 (Penal Code 396(b), as it relates to building materials and housing, and (c), (d), (e), and (f))

Example table

Adding a TablePress Data Table

TablePress is a plugin that allows Editors to create or import data tables and supports advanced functions like filtering by keyword or sorting by a header column.

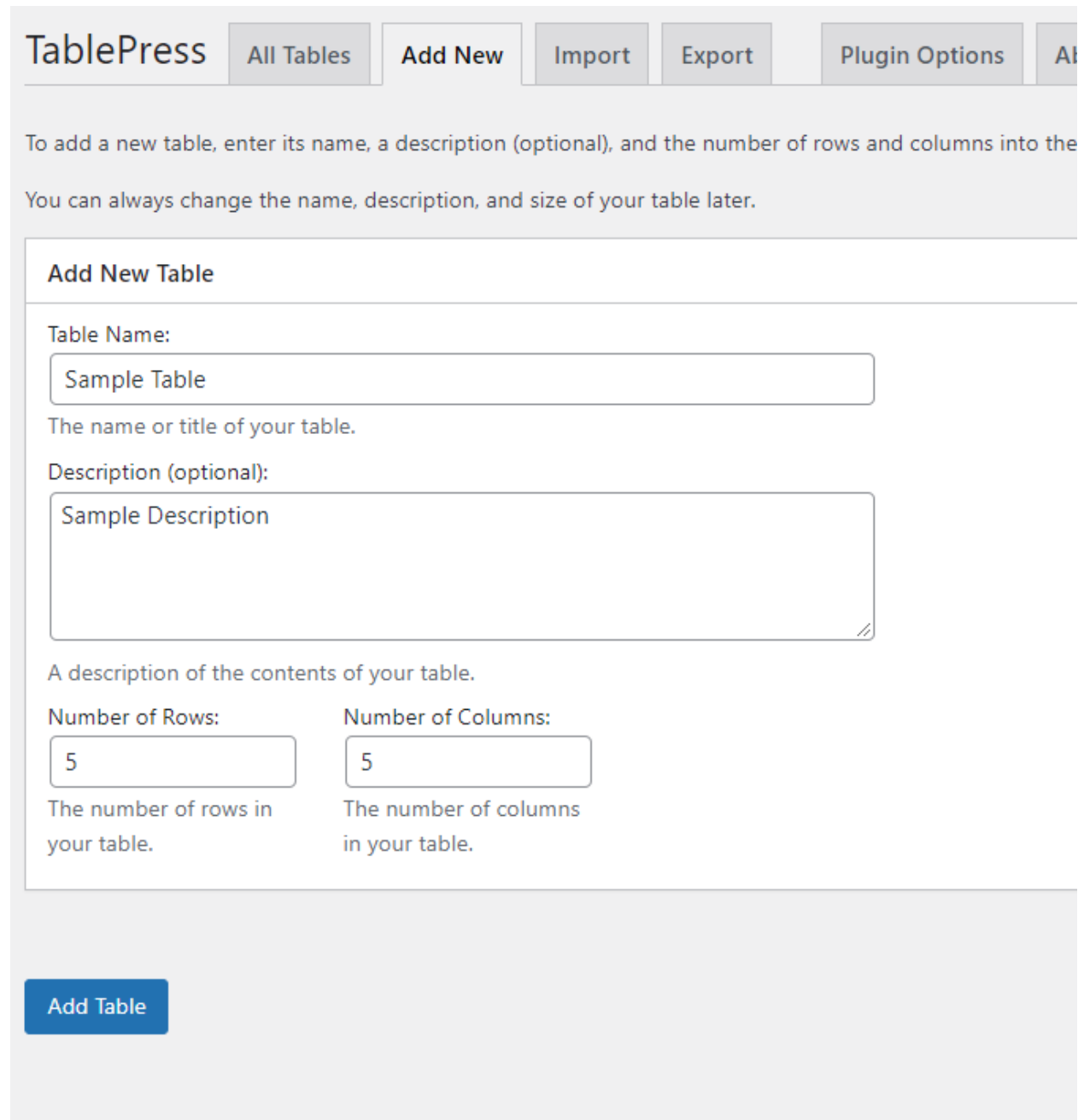
To create a TablePress table, select TablePress → Add New Table from the Dashboard:



Enter the following information:

- Table Name
- Description
- Number of Rows (including the header row)
- Number of Columns

Then select *Add Table*:



The screenshot shows the 'TablePress' interface with a navigation bar containing buttons for 'All Tables', 'Add New', 'Import', 'Export', 'Plugin Options', and 'At'. Below the navigation bar, there is a text area with instructions: 'To add a new table, enter its name, a description (optional), and the number of rows and columns into the' and 'You can always change the name, description, and size of your table later.' The main form is titled 'Add New Table' and contains the following fields:

- Table Name:** A text input field containing 'Sample Table'. Below it is the instruction: 'The name or title of your table.'
- Description (optional):** A larger text area containing 'Sample Description'. Below it is the instruction: 'A description of the contents of your table.'
- Number of Rows:** A numeric input field containing '5'. Below it is the instruction: 'The number of rows in your table.'
- Number of Columns:** A numeric input field containing '5'. Below it is the instruction: 'The number of columns in your table.'

At the bottom left of the form, there is a blue button labeled 'Add Table'.

The new table Edit screen will load and display several different areas:

Table Information

Table Title, Description, shortcode to embed on the webpage, and last modified date:

Table Information			
Table ID:	<input type="text" value="17"/>	Shortcode:	<input type="text" value="[table id=17 /]"/>
Table Name:	<input type="text" value="Sample Table"/>		
Description:	<input type="text" value="Sample Description"/>		
Last Modified:	August 30, 2022 3:47 pm by dantest		

Table Content

The cells where the table content can be added:

	A	B	C	D	E	
1	<input type="checkbox"/>					1
2	<input type="checkbox"/>					2
3	<input type="checkbox"/>					3
4	<input type="checkbox"/>					4
5	<input type="checkbox"/>					5

Table Manipulation

Table Manipulation

Buttons to add links and images from the Media Library, open the Advanced Editor, and change the number of rows and columns

Table Manipulation							
<input type="button" value="Insert Link"/>	<input type="button" value="Insert Image"/>	<input type="button" value="Advanced Editor"/>	Combine cells:	<input type="text" value="in a column (rowspan)"/>	<input type="text" value="in a row (colspan)"/>	<input type="button" value="?"/>	
Selected rows:	<input type="button" value="Hide"/>	<input type="button" value="Show"/>	Selected columns:	<input type="button" value="Hide"/>	<input type="button" value="Show"/>		
Selected rows:	<input type="button" value="Duplicate"/>	<input type="button" value="Insert"/>	<input type="button" value="Delete"/>	Selected columns:	<input type="button" value="Duplicate"/>	<input type="button" value="Insert"/>	<input type="button" value="Delete"/>
Add	<input type="text" value="1"/>	row(s)	<input type="button" value="Add"/>	Add	<input type="text" value="1"/>	column(s)	<input type="button" value="Add"/>

Table Options

Options to set the table header row, add alternating colors (zebra stripes) and show the table Title and Description when embedding the table on the page

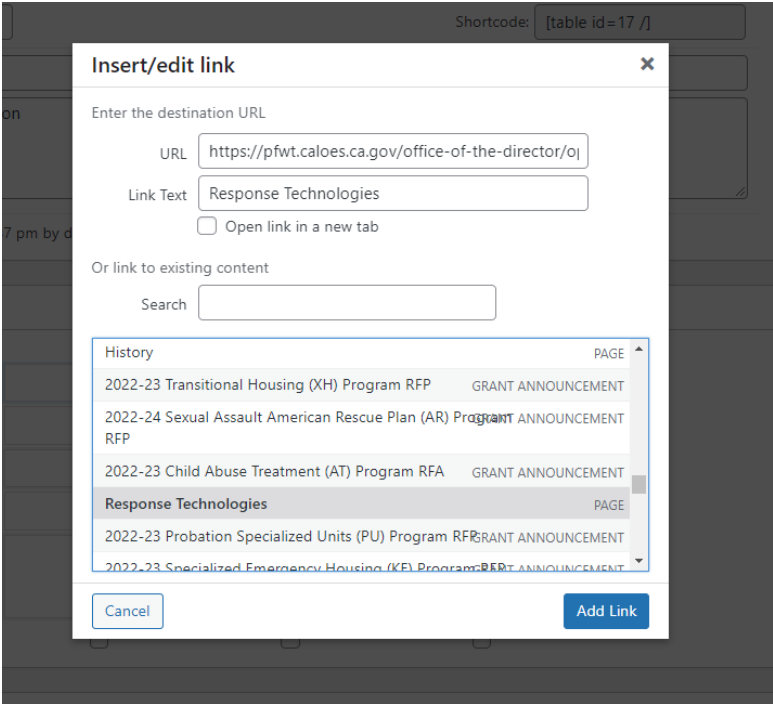
Table Options	
Table Head Row:	<input checked="" type="checkbox"/> The first row of the table is the table header.
Table Foot Row:	<input type="checkbox"/> The last row of the table is the table footer.
Alternating Row Colors:	<input checked="" type="checkbox"/> The background colors of consecutive rows shall alternate.
Row Hover Highlighting:	<input checked="" type="checkbox"/> Highlight a row while the mouse cursor hovers above it by changing its background color.
Print Table Name:	<input type="checkbox"/> Show the table name <input type="text" value="above"/> the table.
Print Table Description:	<input type="checkbox"/> Show the table description <input type="text" value="below"/> the table.
Extra CSS Classes:	<input type="text"/> Additional CSS classes for styling purposes can be entered here. This is NOT the place to enter C

Features of the DataTables Javascript Library

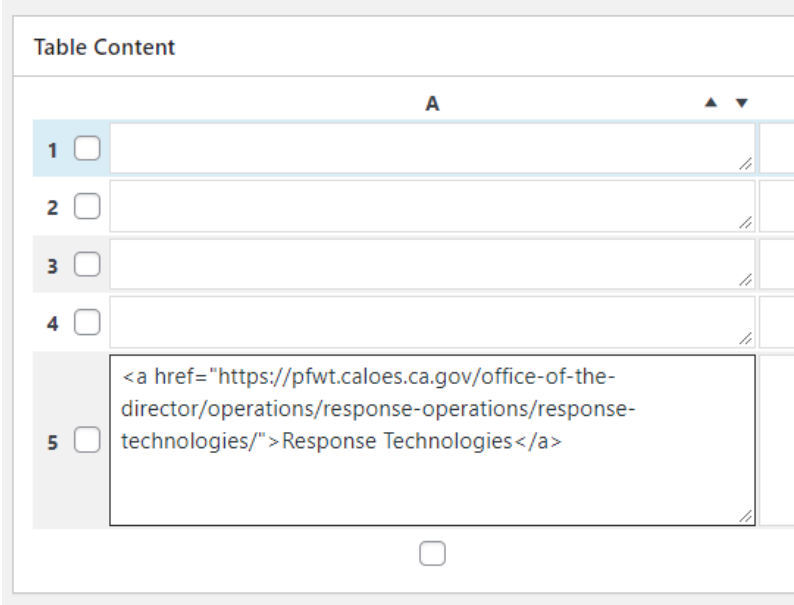
Options to enable/disable table sorting, filtering, and pagination

Features of the DataTables JavaScript library	
Use DataTables:	<input checked="" type="checkbox"/> Use the following features of the DataTables JavaScript library with this table:
Sorting:	<input checked="" type="checkbox"/> Enable sorting of the table by the visitor.
Search/Filtering:	<input checked="" type="checkbox"/> Enable the visitor to filter or search the table. Only rows with the search word in them are shown.
Pagination:	<input checked="" type="checkbox"/> Enable pagination of the table (viewing only a certain number of rows at a time) by the visitor. Show <input type="text" value="10"/> rows per page.
Pagination Length Change:	<input checked="" type="checkbox"/> Allow the visitor to change the number of rows shown when using pagination.
Info:	<input checked="" type="checkbox"/> Enable the table information display, with information about the currently visible data, like the number of rows.
Horizontal Scrolling:	<input type="checkbox"/> Enable horizontal scrolling, to make viewing tables with many columns easier.

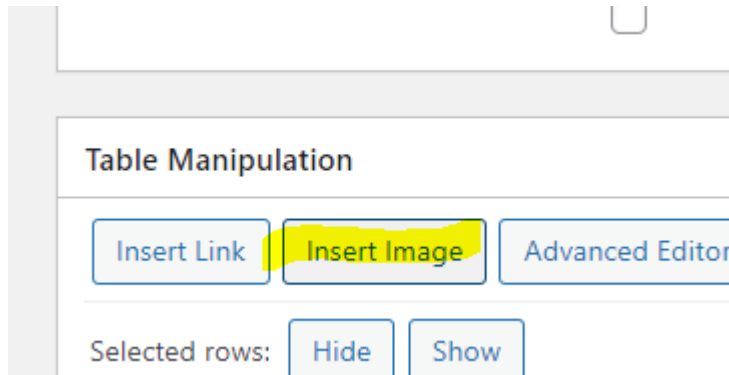
To add content, click into any of the cells in the *Table Content* area. You can paste or type in text. To add a link or image, click the *Insert Link* button. Then click into the cell where you want the link added. Then you can add a link to an existing page or to an external website:



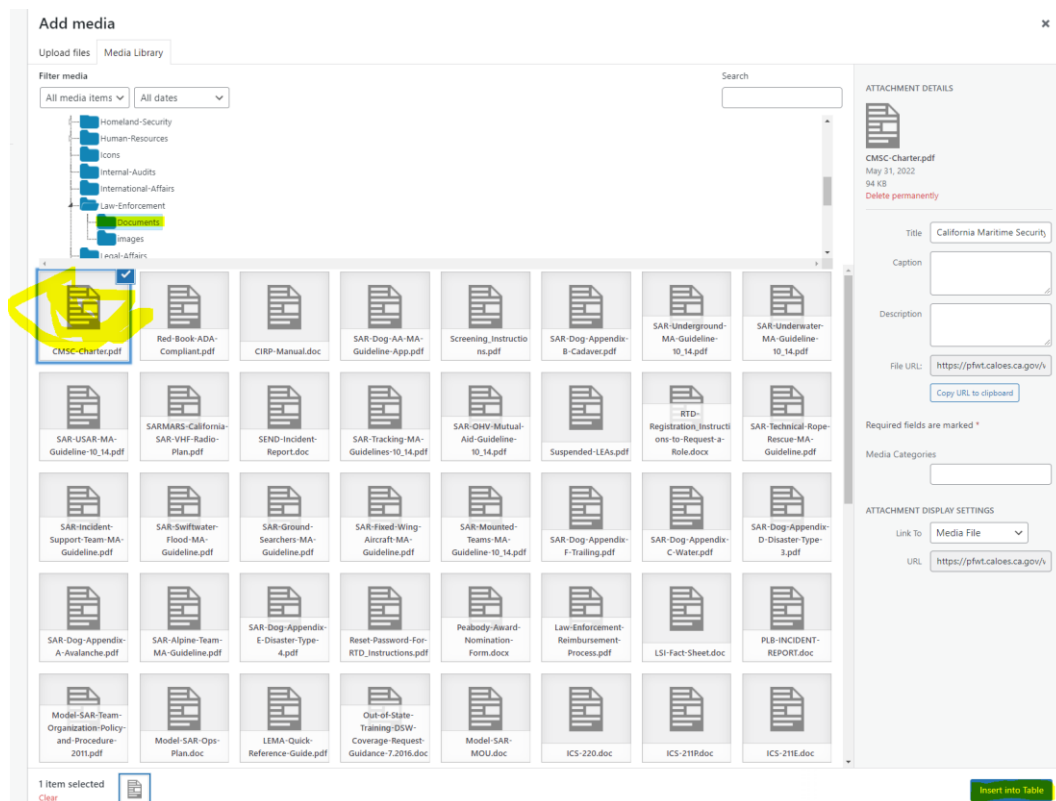
The link will then populate in the cell. Note that TablePress will only show the HTML code in the Edit Screen:



To insert an image or document, select *Insert Image* and click into the cell where you want it added:



You can then select the document or image by selecting the appropriate folder where you uploaded the file and then selecting Insert into Table:



Note that the table will only show the HTML code on the Edit Screen:

	A	
1 <input type="checkbox"/>		
2 <input type="checkbox"/>		
3 <input type="checkbox"/>		
4 <input type="checkbox"/>	<code>California Maritime Security Council Charter</code>	
5 <input type="checkbox"/>	<code>Response Technologies</code>	

To delete rows or columns, select the check mark to the left or bottom of the respective row or column. Then select *Delete* under Selected Rows or Columns:

Table Content

	A	B
1 <input type="checkbox"/>	My Files	Description
2 <input checked="" type="checkbox"/>		
3 <input checked="" type="checkbox"/>		
4 <input type="checkbox"/>	<code>California Maritime Security Council Charter</code>	
5 <input type="checkbox"/>	<code>Response Technologies</code>	

Table Manipulation

Insert Link Insert Image Advanced Editor Combine cells:

Selected rows:

Selected rows:

Selected columns:

Selected columns:

Add row(s)

Add column(s)

Deleting Columns:


The screenshot shows a table editor interface. At the top, there is a 'Table Content' section displaying a table with 3 rows and 5 columns. The first row has a header 'My Files' in column A and 'Description' in column B. The second row contains a link to a California Maritime Security Council Charter. The third row contains a link to Response Technologies. Below the table is a 'Table Manipulation' section with various controls. The 'Delete' button in the 'Selected columns' group is highlighted in yellow.


You can add additional formatting to your cell data by selecting the *Advanced Editor* and then clicking into the cell:

This screenshot shows a close-up of a table cell. The cell contains HTML code for a link: `Response Technologies`. To the right of the cell, the text 'This website lists Response Technologies' is visible. Below the table, the 'Table Manipulation' section is shown, with the 'Advanced Editor' button highlighted in yellow.

The Advanced Editor allows you to insert links and documents, as well as add styling such as bold and italics to the cell. Once you have finished, select OK:

Advanced Editor ✕

 Add Media

b *i* link ~~del~~ ins  `code` `close tags`

This website lists `Response Technologies`

[Cancel](#) OK

NOTE: HTML code will display on the Edit screen:

	A	B	
1 <input type="checkbox"/>	My Files	Description	1
2 <input type="checkbox"/>	<code>California Maritime Security Council Charter</code>	This document contains the Maritime charter	2
3 <input type="checkbox"/>	<code>Response Technologies</code>	This website lists <code>Response Technologies</code>	3

To Preview what the table will look like, scroll to the top of the page and select *Preview*:

The table was added successfully.

To edit the content or modify the structure of this table, use the input fields and buttons below. To insert the table into a page, post, or text widget, copy the Shortcode `[table id=17 /]` and paste it into the editor.

Table Information

Table ID:	<input type="text" value="17"/>
Table Name:	<input type="text" value="Sample Table"/>
Description:	<input type="text" value="Sample Description"/>
Last Modified:	August 30, 2022 3:47 pm by dantest

The preview will show the table as it will look when embedded on a webpage. To save your changes, select *Save Changes* (next to the *Preview* button).

Preview

This is a preview of your table. Because of CSS styling in your theme, the table might look different on your page! The features of the DataTables JavaScript library : To insert the table into a page, post, or text widget, copy the Shortcode `[table id=17 /]` and paste it into the editor.

My Files	Description
California Maritime Security Council Charter	This document contains the Maritime charter
Response Technologies	This website lists Response Technologies

Once the table is saved, you can add the table to the webpage by copying the *Table Shortcode*:

Table Information

Table ID: 17 Shortcode: [table id=17 /]

Table Name: Sample Table

Description: Sample Description

Last Modified: August 30, 2022 3:47 pm by dantest

Table Content

TablePress shortcode is a placeholder for the actual table that WordPress will use to load the table when added to a page. In this example the shortcode for this table is :

`[table id=17 /]`

Copy the shortcode to Notepad or Word, and then go to Pages→All Pages, find the appropriate page, and select Edit.

Insert Module

New Module Add From Library

Text

Text

cal-oes/ Edit

Home > Breadcrumbs > Contact Cal OES

Contact Information

California Governor's Office of Emergency Services
limited English-speaking skills. If you are not
our [Feedback page](#) to electronically submit

OES Main Office (Bldg A, B, & C)
) 845-8510
0 Schriever Avenue, Mather, California 95655

OES Main Office (Bldg D)
90 Peter A McCuen Boulevard Mather, Calif

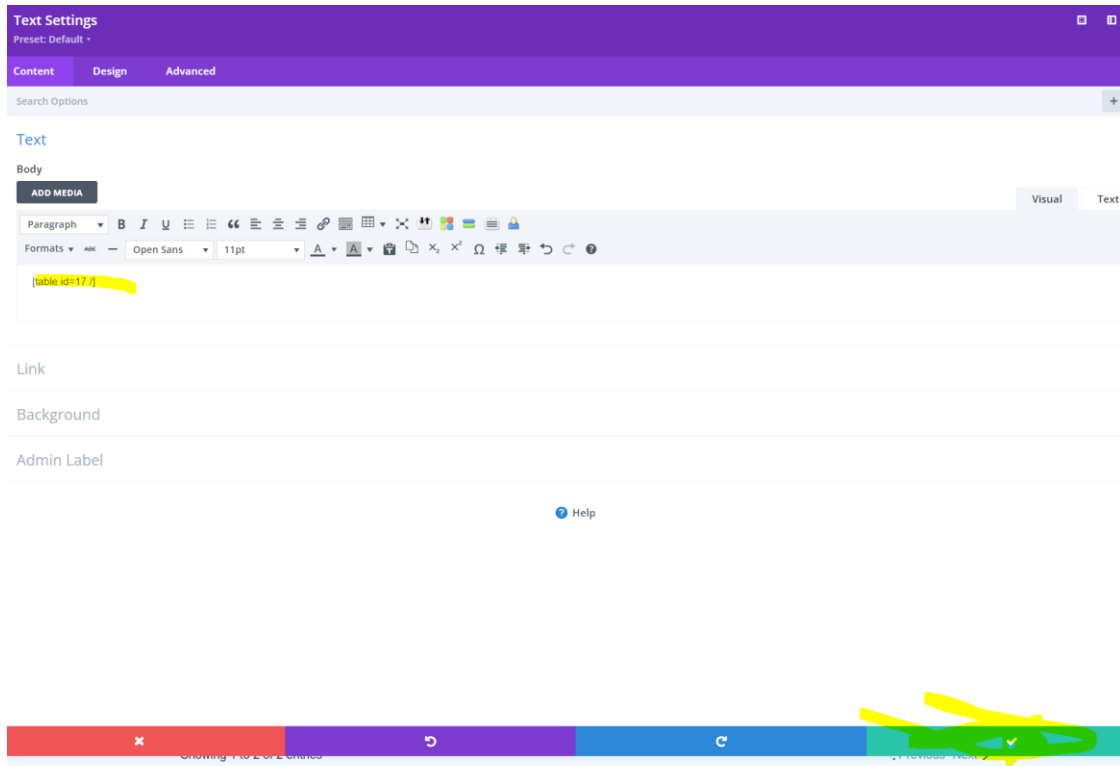
OES Main Office (Bldg E)
70 Peter A. McCuen Blvd. Mather CA 95655

Public Safety Communications Main Office
) 657-9494
& 630 Sequoia Pacific Boulevard Sacramen

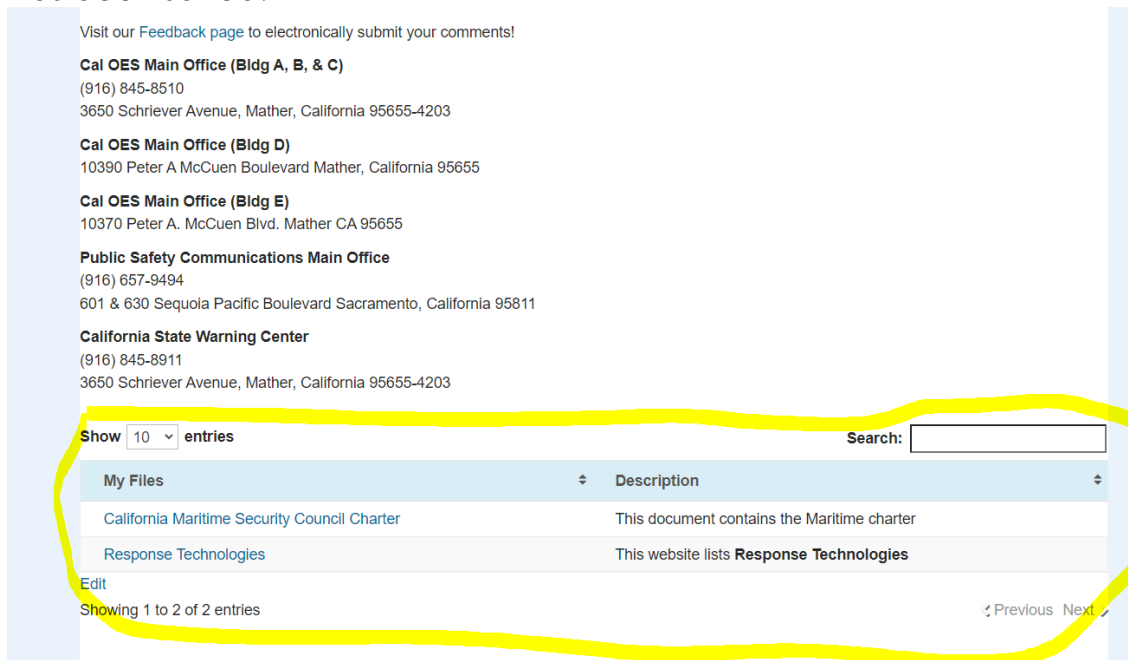
California State Warning Center
) 845-8911
0 Schriever Avenue, Mather, California 95655-4203

You can add shortcode to an existing Text module, or you can create a new module to add the shortcode and separate the table from the rest of the content:

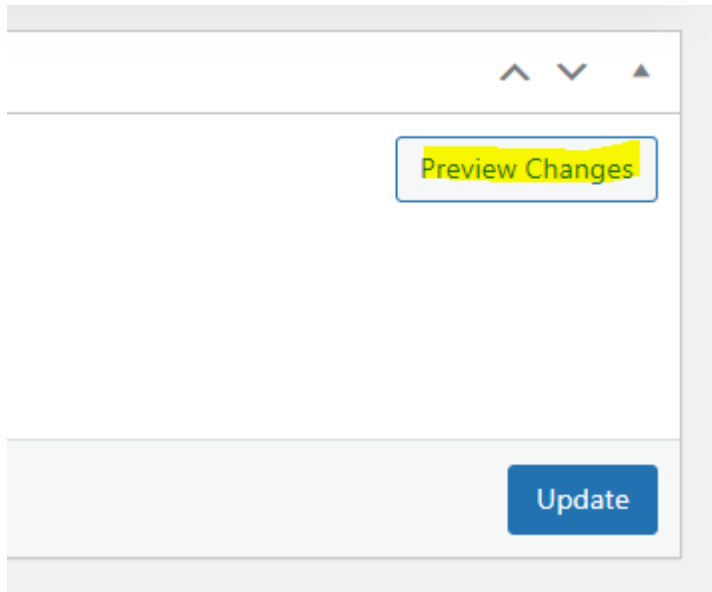
In the *Content* tab, add the shortcode you copied from TablePress. Then select the green Checkmark to save your changes:



When using the Desktop view, the TablePress table will appear once the module has been saved:



In the Wireframe view, you will need to select *Preview Changes* to view the table:



The table will appear on the Preview page:

10370 Peter A. McCuen Blvd. Mather CA 95655

Public Safety Communications Main Office

(916) 657-9494

601 & 630 Sequoia Pacific Boulevard Sacramento, California 95811

California State Warning Center

(916) 845-8911

3650 Schriever Avenue, Mather, California 95655-4203

Show 10 entries

Search:

My Files	Description
California.Maritime.Security.Council.Charter	This document contains the Maritime charter
Response.Technologies	This website lists Response Technologies

[Edit](#)

Showing 1 to 2 of 2 entries

[Previous](#) [Next](#)

Save the page to make the TablePress table viewable on the page.

By default, pagination, sorting and searching are enabled for all TablePress tables. Site visitors can use the controls to search for content by keyword, set the number of table entries to view, alphabetically sort the columns, and view more entries using the Previous and Next buttons (if there are enough to paginate).

Those options can be turned off by unchecking them in the Datatables section:

Features of the DataTables JavaScript library	
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Sorting:	<input checked="" type="checkbox"/> Enable sorting of the table by the visitor.
Search/Filtering:	<input checked="" type="checkbox"/> Enable the visitor to filter or search the table. Only rows with the search word in them are shown.
Pagination:	<input checked="" type="checkbox"/> Enable pagination of the table (viewing only a certain number of rows at a time) by the visitor. Show <input type="text" value="10"/> rows per page.
Pagination Length Change:	<input checked="" type="checkbox"/> Allow the visitor to change the number of rows shown when using pagination.
Info:	<input checked="" type="checkbox"/> Enable the table information display, with information about the currently visible data, like the number of rows.
Horizontal Scrolling:	<input type="checkbox"/> Enable horizontal scrolling, to make viewing tables with many columns easier.