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**CivicPlus Support:**

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[support@civicplus.com](mailto:support@civicplus.com)  
<http://www.civicplusuniversity.com> => Manuals/Videos

**Production Site:**

Public: <http://FL-cocoabeach.civicplus.com/>  
Admin: [http:// FL-cocoabeach.civicplus.com/Admin](http://FL-cocoabeach.civicplus.com/Admin)

**GoLive: XXX**

URL: XXX

**Piwick:**

<http://analytics.civicplus.com>  
Profile XX-XXXX  
Password XXX

**Organization:**

Front end = Public  
Back end = Administrative  
1) Module/Component  
2) Categories <==== Permissions  
3) Items

**4 Levels of Permissions:**

A: Author =====> Can Create, Can NOT Publish  
P: Publisher => Can Create, Publish, Approve, NO ACCESS to Properties  
O: Owner =====> Can Create, Publish, Approve, Properties  
V: View =====> Front-End, Can See, but not touch

**Image Size Suggestions:**

Calendar: 150px x 150px  
News Flash: 225px x 225px  
Facilities: 320px x 200px  
Content Area - 300 pixels wide maximum  
Info Advanced - 165 pixels wide maximum  
Photo Gallery - 420 x 280 minimum  
Resource / Business Directory - 160 x 120  
Right Contact with image - 200 x 150  
Staff Directory - 144 x 216 (using standard options) 150 x 200 (when using basic HTML)

**HTML101:**

Line Break = <br>  
Paragraph = <p>  
Horizontal Rule = <hr>  
<b>Bold</b> or <strong>Bold</strong>  
<i>Italics</i> or <em>Italics</em>

<http://www.w3schools.com>

**Example Sites:**

<http://tamarac.org/requesttracker.aspx> = RequestTracker  
<http://tompsc.com/CivicAlerts.aspx> = News Flash  
<http://www.ci.lewiston.me.us/Bids.aspx> = Bids  
<http://www.co.maui.hi.us/facilities.aspx> = Facilities