

All State E-governance Board Change Requests By Category and Date

Updated October 4, 2010

Status Color Key:	
Yellow:	Completed
Blue:	In Progress
Pink:	Denied
Green:	Resolved
Orange:	Deferred
Lavender:	Board Approved
Dk Green:	Cancelled
White:	Pending Board Approval

DESIGN

Date Rec'd	Reference # & Category	Request Description	Requestor	Status	Priority	Date Completed
5-01-04	Design (EGOV01)	KUT Menu Bar: Increase number of KUTS to seven	Tom Fuller, Emp. and Dan Postrel, Forestry	Completed 04-08-05	N/A	04-08-05
5-06-04	(01) Design	Place indicators on the 2nd level KUT items to indicate when there is a 3rd level menu to indicate which items on the 2nd level have 3rd level menus	Jessy Toews, ODOT	Completed	N/A	05-06-04
5-10-04	(02) Design	KUT Menu Bar: Change the background color and color of font of the search area to match the KUT area.	Susan Westin, State Library	Completed 04-08-05	N/A	04-08-05
5-13-04	(03) Design	On the Agency Tree Place a "+" or a "-" sign next to or on the white dots, to signal to users that the tree expands.	Steve Corson, DCBS	Completed 7-20-04	N/A	07-20-04
6-02-04	(04) Design (EGOV01)	KUT Menu Bar: Eliminate using two colors of brown (maroon / muddy coffee) or align the color shift with the left edge of the maroon "What's inside Oregon.gov?" section directly below it.	Maureen Kirschner, ODOT/DMV	Part of a redesign of the header. See (EGOV01)	N/A	06-02-04
6-02-04	(05) Design	KUT Menu Bar: Eliminate the whitish ghosting effect around the top KUT navigation text	Maureen Kirschner, ODOT/DMV	Completed. Part of a redesign of the header. See (EGOV01)	N/A	06-02-04
6-02-04	(06) Design (EGOV01)	KUT Menu Bar: Re-save the search-related images to make them whiter/sharper	Maureen Kirschner, ODOT/DMV	Completed. Part of a redesign of the header. See (EGOV01)	N/A	06-02-04
6-02-04	(07) Design	Make the text in the "what's inside	Maureen Kirschner,	Completed 7-20-04	N/A	07-20-04

		Oregon.gov?" section, not just those white dots, in to links (the text s/b the link, not the white dots)	ODOT/DMV			
6-28-04	(08) Design	GNB Menu Bar: Reverse the rollover colors. Start with the dark blue and roll over to gray and make the main menu lists dark blue with white instead of gray with white.	Kathy Munsel, DAS	Completed 9-21-04 Modification Notice	N/A	09-21-04
6-28-04	(09) Design	In the KUT: Change the KUT colors from white on gray to black on white.	Kathy Munsel, DAS	Completed 10-12-04 Modification Notice	N/A	10-12-04
7-17-04	(10) Design	Some sort of highlight on the left nav to show users where they are (this is from our public health people, who I believe also would settle for some sort of "bread crumb," which I understand is possible).	Dan Postrel, Human Services	Completed 8-17-04 - Implemented first for DHS and, at a later date, will roll back into the templates.	N/A	08-17-04
8-11-04	(11) Design	Need option to have own rotating pictures in Feature story box on a specific mini site. We have a facility page which we would like to add pictures of the new facility construction as they unfold.	Marsha Morin, DPSST	Completed 8-17-04 – This is currently possible and is addressed agency by agency.	N/A	08-17-04
8-11-04	(12) Design	Need to be able to assign different color schemes for ministries to help differentiate them from one another.	Marsha Morin, DPSST	Denied 8-17-04 – Maintaining the agency color scheme throughout its mini-sites was a Brand Oregon decision to differentiate from one Oregon.gov site to the other.	N/A	08-11-04
8-11-04	(13) Design	This number was skipped			N/A	08-11-04
8-12-04	(14) Design (EGOV01)	KUT Menu Bar: The cut menu has not way to find natural resource agencies, including regulatory agencies such as DEQ, DLCD, and Agriculture	Julie Curtis, Brand Oregon	Part of a larger redesign. See (EGOV01)	N/A	08-12-04
1-24-05	(15) Design	Search Box Text: Underneath the Search Box on Oregon.gov, there are two buttons, Advanced and Site Map. These buttons are graphics, and the font is different than the font on all the pages. The font family on the web pages is Verdana, but these buttons were made with Times New Roman. I request that these buttons be remade with the Verdana font family so the pages look more uniform.	Drew Barnard E-Gov/ IRMD	2-16-05 - From the developers: This item is no longer a graphic. 3-03-05 - This will be considered in the new header design.	N/A	01-24-05
4-08-05	(16) Design	Top Menu Bar: "The newly-painted green area has a Go button and a Search button with a noisy, unnecessary exclamation point that both perform the same action. The Advanced and help buttons have additional clutter with unnecessary green graphic arrows pointing to the right side of the page. An arrow to the right implies "next page" or something sequential to left-to-right."	Oregon Taxpayer, Outside Customer	6-28-05 – Completed Modification Notice	N/A	06-28-05

NAVIGATION

Date Rec'd	Reference # & Category	Request Description	Requestor	Status	Priority	Date Completed
3-31-04	Navigation	Allow for 15 custom menus in the left nav	Tom Fuller, Employment	Live with launch	N/A	03-31-04
3-31-04	Navigation	Update State Agency Taxonomy		Completed 3-31-04	N/A	03-31-04
3-31-04	Navigation	Move Vet. Affairs into the taxonomy in a separate listing		Completed	N/A	03-31-04
3-31-04	Navigation	Move the A-Z link from the footer to the taxonomy list		Completed	N/A	03-31-04
4-02-04	(01) Navigation	Add to A-Z listing: PEBB	Ingrid Norberg, DAS/PEBB	Completed 7-14-04	N/A	07-14-04
4-16-04	(02) Navigation	Agency Taxonomy: Add Oregon Film and Video Office under "Economic Development http://oregonfilm.org/	Sue Tong, Film & Video Office/Geoff Severson, EGOV	Completed 7-14-04	N/A	07-14-04
4-23-04	(03) Navigation	Add Brand Oregon to the A-Z Agency Listing	Julie Curtis, Brand Oregon	Completed 7-14-04	N/A	07-14-04
4-23-04	Navigation	In the agency tree move "Oregon Lottery" under Economic Development	Kathy Munsel, DAS/DO	Completed	N/A	04-23-04
5-13-04	(04) Navigation	On the A-Z listing, include major divisions that have a recognized public identity independent of their parent agency.	Steve Corson, DCBS	Denied – the A-Z listing is for agencies only	N/A	05-13-04
6-02-04	Navigation	Make the text in the "What's inside Oregon.gov?" section, not just those white dots, in to links (the text s/b the link, not the white dots) (Also see Steve Corson's request above)	Maureen Kirschner, ODOT/DMV	Completed 7-20-04	N/A	07-20-04
6-7-04	(05) Navigation	In the Agency Tree, The "Human Services and Health" category does not include a link for the Health Licensing Office.	Steve Corson, DCBS	Denied. The Agency Tree is for Agencies only.	N/A	06-07-04
6-07-04	Navigation	Add to KUTs: Human Services and Health" category does not include a link for the Health Licensing Office.	Steve Corson, DCBS	Completed 6-9-04	N/A	06-09-04
6-11-04	Navigation	KUT: Add Training and certification categories to the Public Safety Drop Down	Marsha Morin, DPSST	Completed 7-15-04	N/A	07-15-04
7-13-04	(06) Navigation	I would like to add a Browsers Supported link to the bottom navigation bar. This page would explain what browsers oregon.gov supports and would link to known issues with browser platforms and the Web site.	Susan Wensel, DAS/E-government	Completed 7-25-04	N/A	07-25-04
7-29-04	(08) Navigation	Changes to the KUT: Right now, under EDUCATION there is a node for Libraries. Need to change that label to State Libraries / Archives	Geoff Severson, DAS/IRMD/Egov	Completed 8-4-04	N/A	08-04-04

			<p>The nodes under State Libraries / Archives need to be (in any order):</p> <ol style="list-style-type: none"> 1. Oregon State Library (same) 2. State of Oregon Law Library (http://egov.oregon.gov/SOLL/) 3. Local Libraries (same) 4. Archives (http://arcweb.sos.state.or.us/) <p>Request to remove Academic and Library Services. Those are links on the Oregon State Library webpage, and therefore are not equal-level nodes.</p> <p>KUT: Under Public Safety there's a link to "Fire", change that to State Fire Marshal.</p> <p>Agency Tree: 1. Under Public Safety - Police, Oregon State - Fire Marshal to State Fire Marshal. 2. Remove the Budget Director, Operations Central Command, Staff Services.</p> <p>GNB: Remove the "others" button on (GNB) the OSP top nav bar.</p>			
7-30-04	(09) Navigation	Steve Ollis, State Police	Completed 8-4-04	N/A	08-04-04	
8-16-04	(10) Navigation	Cliff Voliva, DLCD	Completed 8-04	N/A	08-04-04	
9-01-04	(11) Navigation	Julee Syverson, DHS	Denied 9-21-04 – The GNB categories are fixed globally and can not be changed. An agency may add any committee, board or office it chooses under the fixed categories.	N/A	09-01-04	
1-01-05	(12) Navigation	Kara Goldhamer, DEQ (Submitted by Jade Wolf)	Completed 3-17-05 Modification Notice	N/A	03-17-05	
2-26-05	(13) Navigation	Donna Yamaguchi, EDS	2-23-04 - from the developers: This involves modifications to the java	4		

		and the intranet agency tree (and gnb). Every time you add a node to the agency taxonomy, this new node is reflected in both the internet and intranet. I believe that the original thought was that there was going to be a one-to-one correlation. Based on actual implementation, I don't think is true. My thought was that you would only enter a url if it was applicable to the internet and/or the intranet. If there was no url, the process that builds the agency tree and gnb would not create the link. For instance, if the mini-site /ODOT/DMV only existed for the internet, you would enter the url for the internet and leave the intranet url blank. The end result would be that you would just see the label and link to /ODOT/DMV in the internet agency tree and not in the intranet agency tree.		program that parses the taxonomy and creates the various include members for the GNB and Agency listings. Estimate 32 hours for development and 8 hours for testing. 05-10-05 - <u>0% complete</u> (not started)		
4-08-05	(14) Navigation	About Oregon.gov link: "What is the Purpose of the link to the About Oregon.gov page? This has at least four paragraphs devoted to descriptions of the various methods of navigation. It looks more like a How to Use this website? page." Addition to (14) Navigation: "... does About Oregon.gov really need prime page real estate?"	Oregon Taxpayer, Outside Customer	Completed 7-01-05 <u>Modification Notice</u> 4-12-05	N/A	07-01-05
4-12-05	(14) Navigation	Addition to (14) Navigation: "... does About Oregon.gov really need prime page real estate?"	Adam Togerson, Outside Customer	Completed 7-01-05 <u>Modification Notice</u> 4-12-05	N/A	07-01-05
6-20-05	(15) Navigation	I am recommending that the menu topic attribute be removed from metatag and the "more on this topic" be removed from the menu topic pages on the KUT. Since the KUT was designed to be high level public pages having a indepth search defeats the purpose. Also the menu topic in metatag causes confusion. Add a second-level menu to the drop-down menu produced by the GNB	Susan Westin, OSL	8-01-05 Complete <u>Modification Notice</u>	N/A	08-01-05
7-25-05	(07) Navigation	Visual button to take user to the agency's home: Can you add another button to the Government Navigation Bar reading "Home" that takes the user back to the DSL Home Page? Many people don't figure out	Chris Havel, Parks and Rec.	Denied	N/A	07-25-05
10-04-05	(16) Navigation		Monte Turner, DSL	To customize button to let agencies name it themselves: Estimate: 48-60 hours	1	05-20-10

	<p>that clicking on "Department" will take them to the Home Page.</p> <p>Probably the best generic text for such a button would be "Agency Home"?</p> <p>Chane Griggs suggested that we allow an agency to modify the GNB for their agency's index page.</p>	<p>For v.3 users only</p> <p>Work on this C/R with (18) Navigation</p> <p>01-11-10 Board agreed to have the developers work on (16) Navigation and decided to replace "Department" in the GNB with the words "Agency Home."</p> <p>02-01-10 Board was shown 4 options. Chose option 4 with caveat to "keep it simple."</p> <p>04-01-10 In testing.</p> <p>71%-90% completed (Adjustments)</p> <p>Option #1 HP to manually edit the GNBs ("gnb.html") on an as-needed basis for the agencies that require this. HP would need to maintain a list of these "custom" GNBs so that we don't overwrite them with the ones that are auto-generated from MetaTagger Studio's taxonomy code.</p> <p><i>Rough estimate:</i> 0 hours development (but additional ongoing maintenance tasks are required)</p> <p>Option #2 Modify the existing "Agency Left Navigation" template by adding a new (optional) menu item at the top. The text for the menu item would be "free-form", but the link would always go to the top-level agency.</p> <p><i>Rough estimate:</i> 16 to 24 hours</p> <p>Option #3 (Original proposal) Change the wording of "Department" to "Agency Home" and make it link to the top-level agency. This involves changing the code that automatically processes the</p>	
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10-04-05	(16) Navigation *ADDITIONAL*	Bread Crumb Feature	Dan Pike, EDS	<p>taxonomy from MetaTagger.</p> <p><i>Rough estimate: 24 - 28 hours</i></p> <p>Option #4 Disassociate the GNB from MetaTagger Studio. Create a new TeamSite template that allows agencies to create and maintain their own GNB fly-out menu. The template could be a combination of "free-form" text fields and pre-determined words/phrases one or more of the GNB levels.</p> <p>Estimate: 40-48 hours</p> <p><u>Modification Notice (100% Complete)</u> 10-13-05 From the Developers: Suggest creating a "bread crumb" feature instead.</p> <p>The GNB was designed to provide navigation through agency structure and should not be changed.</p> <p>Estimate 60 hours or less plus design time for a bread crumb feature.</p> <p>10-17-05 Accepted by the Board.</p> <p>02-09-06 - <u>10% complete</u> (planning)</p> <p>03-02-06 – may be able to create a template so that the agency could seed their own bread crumb.</p> <p><i>HOLD for SitePublisher rollout.</i></p> <p>02-01-10 - Board agreed to move this to bottom of Priority 1 list.</p>	1	
2-7-06	(17) Navigation	Agency Left Navigation Bar: (intranet) Remove the requirement of using People and Services. We have no need of using "Services" and we already have a much better way of finding agency staff. This would not preclude someone from using them if they wanted – but remove them as	Tom Fuller, Employment	<p>2-09-06 - from the developers: A fairly simple change. Estimate: 4 hours</p> <p>3-18-06 – Approved by the board</p> <p>Completed 4/20/06</p>	N/A	04-20-06

3-2-06	(18) Navigation	<p>required.</p> <p>Agency Left Nav changes – 2 separate templates:</p> <ol style="list-style-type: none"> 1) add title attribute (to show up on mouseover) that allows a longer title tag than the link allows. (Alt Tag on a link) 2) add option for horizontal 'spacer' or 'rule/line' between any two menu items 3) add option for users to select an alternate menu on free form template pages 4) add ability to nest menu items (5-10 pixels) 	<p>Roche Klockner, DHS/Public Health</p> <p>DHS # WM14</p>	<p><u>Modification notice</u></p> <p>Estimates: ~ 24 hrs</p> <p>item #1 - 8 hours (Add a new field for every menu item called "Title")</p> <p>item #2 - 8 hours (Add a checkbox for every menu item called "Spacer".</p> <p>Selecting this will remove the "required" flags for that menu item)</p> <p>item #3 - 40 hours (has the potential for being somewhat complex depending on the approach/requirements, which has to circumvent the foundational architecture)</p> <p>item #4 - 8 hours (Add a checkbox to indent (i.e., "Nest") any given menu item)</p> <p>4-17-06 – approved by the board with the exception of item #3. This can be achieved by using the right hand menu in the Freeform Pictures Text Banner Template.</p> <p>5-15-06 - <u>0% complete</u> (not started)</p> <p>04-01-10 - in testing</p> <p>04-01-10 - <u>71%-90% completed</u> (<u>Adjustments</u>)</p> <p>For v.3 users only.</p> <p>Work on this C/R with (16) Navigation</p> <p><i>HOLD for SitePublisher rollout.</i></p> <p>02-01-10 Board agreed to keep this as priority 1. Start the work with only 1 level of nesting. And add 10 more fields. (Add Alt tag, nesting, horizontal rule spacer)</p> <p><u>Modification Notice: 100% complete</u></p>	1	07-14-10
10-11-06	(19) Navigation	<p>Give agency control over the Government Navigation Bar in similar fashion as the new Key User Tasks menu. Unhook the GNB from the A-Z menu and the Site Map,</p>	<p>Tom Fuller, Employment</p>	<p>1-22-07 – Board approved</p> <p>Estimate: 30-40 hours</p>	2	04-01-10

12-12-06	(20) Navigation	allowing them to continue, but giving agencies more control over how their organization is presented to the public. Create a new link, under the State Services section of the Oregon.gov left nav, to the Predatory Sex Offender Web site at: http://sexoffenders.oregon.gov/	Marti Peterson, Oregon State Police	Requires new template – editable form. Nesting? (no more than 3 flyouts) 04-01-10 - Deferred to (18) Navigation Resolved 1-22-07: This link will reside within the Current Topics pop box on the home page of Oregon.gov through the month of June	N/A	12-12-06
2-16-07	(21) Navigation	Receiving requests for additions to Agency A-Z list by sections of state government that do not fall into the “Agency” category. Web Trends reports that the A-Z listing ranked 9 th in pages reviewed, the “How do I” page 37 th . Change A-Z list to include additional pages for Divisions, Offices, Boards and Commissions or combine all sections of state government within one list, and further separate the alphabetical linked section: Aa – Ap Aq – Az Ba – Bl etc.	Kathy Munsel, DAS, Director’s Office	For September 2010 board meeting 05-03-10: Board agreed to have Linda clean up the A-Z list first. Then open for discussion again, if needed. 04-01-10: Met with developers. Linda in process of cleaning up the A-Z list. Board approved (11/19/07) Needs estimate: _____ MT Studio (the software that is used to create the GNB and A-Z list) can be altered to automatically drop links onto the appropriate page or into the appropriate spot. 2-26-07: Reviewed but not yet approved by the board, leaning toward the one list option but concerned about the list length. Suggest link from this page to the How Do I list. See the Bluebook list: http://bluebook.state.or.us/state/executive/executive3.htm The State Library (Crystal Knapp) added search engine “Quick Links” for agencies, boards, and commissions. We added over 150 new quick links in addition to the 50 or so we already had for agencies. However, there are 22 boards or commissions we haven’t added to Quick Links because the entity either no longer exists or doesn’t have an official website	2	

3-19-08	(22) Navigation	<p>(From Crystal Search Feature): Improve the site search results page for users searching within the results. Work in conjunction with the EDS developers to come up with a more intuitive interface.</p> <p>Currently on the search results page, the user sees a text field above the results. This text field includes their search URL (set by the TeamSite template) followed by the pipe symbol and the search term(s).</p> <p>When the URL is long, the search terms are usually not visible in the text field.</p> <p>Even if they are visible, most users do not know to leave the search string URL in the text field and then modify the terms that appear after the pipe symbol. I have watched people use this interface and every one of them just removes what is in the text field and types in a new term. Of course, this generates a search of ALL of Oregon.gov and its many-spidered places.</p> <p>If the user selects Start New Search or Advanced, they lose their search URL context and are searching all of Oregon.gov again.</p> <p>Again, we would like a modification of this results page so that it's more user-friendly for people that want to modify their searches.</p> <p>A possible solution: rather than having the site or mini-site domain display in the search box, have just their search terms display in that box. Then have a few radio buttons below the search box where the user can select which domain to search (e.g. oregon.gov/dhs, oregon.gov/dhs/ph, all</p>	Crystal Knapp (OSL) and Johanna Swenson (DHS)	NP	01-11-10
of its own (some obscure; some defunct). Okay with letting these slide? Per board (11/19/07) – Yes.		<p>For Jan. '10 Board Meeting</p> <p>Estimate:</p> <p>Priority:</p> <p>04-24-08 – Developers will research.</p> <p>01-11-10 - Brian McGuirk and the board agreed to cancel this change request.</p>			

			<p>oregon.gov). The default would be set to whichever domain or mini-site they just searched, with Oregon.gov and their broader agency domain (if applicable) showing up as additional search options.</p> <p>(From Johanna) In addition, I would like to see a separate search field where the search URL is one text box (labeled as "Your Search Area" or something like that). And another text field where the terms are displayed (labeled "Your Search Terms").</p> <p>Or, hide the search URL and present ONLY a text field for users to revise their terms. And then pass the search terms to that same search URL.</p> <p>Agency Right Nav - would like the ability to display site-wide right nav include files on interior (tier 3) pages when needed.</p>	<p>Sarah Danforth (DOR)</p>	
09-13-10	(23) Navigation	2	<p>From Developers:</p> <ol style="list-style-type: none"> 1. Use existing template 2. Make it optional toggle on/off 3. Restrict to free form templates only <p>Board Comments 09-13-10 Add more drop down fields in main section of right nav.</p> <p>Estimates:</p> <p>Option 1 - 88 hrs (Browse Button - easier) Add a new "browse" button to all eight free form templates that allows the user to navigate to any right nav file. The selected file will appear on that page when it is published.</p> <p>Option 2 - 112 hrs (Checkbox - harder) Add a new checkbox to all eight free form templates. When it is "checked", then that page will inherit the right nav that appears on that agency's home page.</p> <p>Sarah says Option 1 will work.</p>		

Date Rec'd	Reference # & Category	Request Description	Requestor	Status	Priority	Date Completed
3-01-04	(01) Technical	Document Obsolescence: CR002 - A system to notify a contributor that a document termination date is near	Tom Fuller, Employment	Completed 02-02-05 Modification Notice	N/A	02-02-05
3-01-04	(02) Technical	Allow for creation of HTML pages in subfolders to the root	Tom Fuller, Employment	Completed 7-22-04 Creating Subdirectories	N/A	07-22-04
3-01-04	(03) Technical	Folder Structure – DCR (same as above)	Tom Fuller, Employment	Completed 7-22-04	N/A	07-22-04
03-01-04	Technical	Create a printable page option	Loree Fogleman, DAS/Risk	Live with launch	N/A	03-01-04
03-01-04	Technical	Modifications to Teamsite Structure		Completed	N/A	03-01-04
4-27-04	(04) Technical	Search: Policies section for all divisions to be more interactive. (Type in key words to find a specific policy.) Search: Add a “help” link to search box area. (Susan has provided text)	Merrilyn Nixon	Sent to E-Gov for Development 9-09-05 - <u>0% complete</u> (not started)	5	
5-10-04	(05) Technical	Intranet login page: warn when password is to expire and direct to “change password” page	Susan Westin, State Library	Completed 04-08-05	N/A	04-08-05
5-25-04	Technical		Rocke Klockner	Completed	N/A	05-25-04
6-02-04	Technical	The “submit” button on the survey should take a user to a State of Oregon thank you page; instead it takes you to www.surveymonkey.com	Maureen Kirschner, ODOT/DMV	Completed 8-23-04	N/A	08-23-04
6-09-04	(06) Technical	Workflow Proliferation Issue: Site 1 - We assign editors a, b, and c Site 2 - We assign editors a, but because editors a, b and c are in site 1, then editors b and c will show up in site 2.	Jessy Toews, ODOT	Completed 8-17-04 – Implemented for ODOT & DHS only. Security is an issue. Further implementation by agency request.	N/A	08-17-04
6-09-04	(07) Technical	404 Error Page Customization (Not Found 404 Error Page) - Following migration, many citizens will receive page not found errors when accessing OregonDMV.com's content.	Jessy Toews, ODOT	Completed 7-19-04	N/A	07-19-04

			Since search engines spiders (like Google's) have catalogued content, it will be quite some time before the search engines' links to specific content on our site is updated to the new system. Is there a way that we (DMV or even ODOT) can have a customized 404 error page if someone links to a missing www.oregondmv.com page?					
6-10-04	(08) Technical		Add a button (?) that enables the user to delete a file in one step	Kathy Munsel, DAS/DO	Completed 9-19-04 Modification Notice	N/A	09-19-04	
6-11-04	Technical		In FindOR: Add Certification and Training categories under Public Safety.	Marsha Morin, DPSST	Completed 6-20-04	N/A	06-20-04	
6-16-04	(09) Technical		Don't have Metatag fill in FindOr, Originator 1 and 2 or Menu Topic. I have found myself removing more items than just adding the ones I want.	Marsha Morin, DPSST	Completed 8-23-04 Modification Notice	N/A	08-23-04	
6-16-04	(10) Technical		Visual Format Editor – Add the align buttons to the VFE (center, right, left, justify)	Marsha Morin, DPSST	Completed 7-28-04	N/A	07-28-04	
6-16-04	(11) Technical (EGOV02)		Change Request Form: Redesign the (change) request form to be more user friendly: Upon clicking submit a summary report of our requests should be presented so we can print that to track our requests.	Marsha Morin, DPSST	See (EGOV02)	N/A	06-16-04	
6-24-04	(12) Technical		The import box only shows so many folders and/or files. It should show all folders/files.	Marsha Morin, DPSST	Resolved with software upgrade 4-18-05	N/A	06-24-04	
07-04-04	Technical		Training to allow users to build their own templates	Tom Fuller, Employment	Completed 7-04	N/A	07-04-04	
07-04-04	Technical		Move internet content over to intranet	Jan Klukis, DAS/SCD	Completed	N/A	07-04-04	
7-19-04	(13) Technical		(intranet) Is it technically possible for the agency tab page to appear after log-on	Bruce Johnson, Board of Medical Examiners	Completed 8-10-04 - Affects all intranet portals. Agency tabs show first, State tab follows. If an agency does not have a portal page, the State tab will appear as the first tab.	N/A	08-10-04	

			rather than state portal page? I think employees could more easily focus on the business of the agency they are working for if they saw their own agency's intranet tab first.					
7-19-04	(14) Technical		Workflow: System should default to current folder that user is in when saving a DCR. Having to renavigate to their folder under /WORKAREA /WORKAREA/FOLDER ... is confusing. Staff are saving dcr's in strange places. This should only be when user saves a new dcr. VFE: In the Visual Format Editor there is no way to browse for a hyperlink. You cannot cut and paste a hyperlink using Webdesk - so you have to type it in or use Explorer and cut and paste - but if the document you are linking to has not been published yet - you cannot. Change to VFE - may not be possible. I'm thinking of the context menu HYPERLINK while using VFE.	Tom Fuller, Employment	Resolved with software upgrade 4-18-05	N/A	04-18-05	
7-19-04	(15) Technical		VFE: In the Visual Format Editor there is no way to browse for a hyperlink. You cannot cut and paste a hyperlink using Webdesk - so you have to type it in or use Explorer and cut and paste - but if the document you are linking to has not been published yet - you cannot. Change to VFE - may not be possible. I'm thinking of the context menu HYPERLINK while using VFE.	Tom Fuller, Employment	Resolved with software upgrade 4-18-05	N/A	04-18-05	
7-20-04	(16) Technical		Intranet: [Now that the change has been made so that the agency tab comes up upon log-on first] if there is important content on the state page then perhaps there is a way to flag the employee by either changing the color of the state tab temporarily or push an "alert" to the agency page or something like that.	Tom Fuller, Employment Original Reference No. Technical (16)	Completed 10-8-04 – this portlet is now available. It has been permissioned to allow all agencies the ability to upload it on to their agency portal page. Portlet name: "New State Information".	N/A	10-08-04	
8-03-04	Technical		Add the image button to the VFE	Kathy Munsel, DAS/DO	Completed 8-18-04	N/A	08-18-04	
8-04-04	Technical		Remove the following tags in the clean-up in the VFE: <small> </small>	Kathy Munsel, DAS/DO	Completed 8-18-04	N/A	08-18-04	

8-06-04	(17) Technical	<p>Metatagger: Allow agencies to select defaults (or cookies) which would autofill certain areas in Metatagger. I want all files to have specific items then users can add more if they like.</p> <p>Example of defaults for DPSST: Findor: Public Safety Certification and Training; Menu Topic: Public Safety, Certification & Training; Originator Level 1: Public Safety/Std/Trainings; gov type: State Language: English Pre-populate several fields in MetaTagger as follows:</p> <ul style="list-style-type: none"> • Originator Level 1: The software should figure out what WorkArea the user is in and apply that. • Originator Level 2 (if applicable): The software should figure out what WorkArea the user is in, as well as if they are in a mini-sites directory and apply that. • Retention Period Date: Default to 1 year from the date of creation. • Date: Date of document creation. • Date of Last Modification (if applicable) 	Marsha Morin, DPSST Drew Barnard E-Gov/ IRMD An addition to (17) Technical submitted 1-24-05	Completed 8-18-05 Modification Notice	N/A	08-18-05
8-17-04	(18) Technical	<p>Auto mini-site (or child site) creator: Agency publisher could create a mini-site, with</p>	Tom Fuller, Employment		9-21-04 - Sent to EDS for Development 05-10-05 – 40% complete (coding)	4

08-31-04	(19) Technical	<p>all folders and give it a name by this automated tool. Details of what's required needs to be filled in by DAS IRMD.</p> <p>Workflow: Can metatagge# [the work flow] be modified to only pull changed documents through when submitting a form. Problem: For the templates that attach to files (forms, publications, reports, left nav) when you make one change to that template it submits all attached forms through workflow and Metatagger for no reason.</p> <p>Unmodified Files: Place logic in the workflow so that it will figure out if a file is unmodified that it will not be attached.</p> <p>Example: If you edit a file that has links to other files that are within TeamSite, workflow will automatically attach those files.</p>	<p>Marsha Morin, DPSST Drew Barnard E-Gov/ IRMD</p> <p>An addition to (19) Technical submitted 1-24-05</p>	<p>Completed 6-01-05 Modification Notice</p>	N/A	06-01-05
11-15-04	(20) Technical	<p>Workflow change (temporary) In an attempt to ease the continued performance issues experienced by users, we would like to request that the email portion of the workflow be temporarily disabled (until the 6.1 upgrade is complete and the system-based performance issues are resolved). Many users report that they are not even using the email messages (or further, bothered by them) and they require additional system resources to generate and manage. Auto-generated</p>	<p>Jade Wolf, DAS/IRMD/ EGOV</p>	<p>Completed 11-17-04 Modification Notice</p>	N/A	11-17-04

		<p>emails, when they back up against the email server (which regularly occurs when message load is high), hold up user workflows and hog system memory.</p> <p>If complete suspension of the emails is not acceptable, we would like to propose a streamlined version of the email message that would require fewer system resources than the current message setup. A draft of this streamlined email message is available from Dan Pike. Implementation of the email suspension would only require a few developer hours.</p>				
11-17-04	(21) Technical	<p>Create a site index tool that automatically creates a site index of all pages within a site - not just what appears on the GNB (as current site index). If possible, have the system create a mini-site level site index that would be an automatic link on each mini-site index page or alternately on the footer within each mini-site.</p> <p>An alternate: have one site index for the whole enterprise that you could drill down through each agency - but that would not be as usable.</p> <p>Phase II - Link Change Tool (Internet/intranet): Search and replace HREF code (urls).</p>	Tom Fuller, Employment	<p>11-23-04 – Developers estimate about 70 hours development time (including testing).</p> <p>3-03-05 – Board moved priority level up to one.</p> <p>05-10-05 - <u>10% complete</u> (planning)</p> <p>01-22-07 – In Testing</p> <p>10/07 – <u>100% complete</u></p> <p>Modification Notice</p>	N/A	10-31-07
12-22-04	(22) Technical		Tom Fuller, Employment	<p>2-16-05 - From the developers: limited to specific directories. Estimate: 80 hours</p> <p>02-13-06 – To DHS for Testing.</p> <p>3-13-05 - “Find” tool released 3/27/06</p> <p>Modification Notice</p>	N/A	05-15-06

1-24-05	(23) Technical	<p>Workflow. Have logic placed into workflow so that if a user selects them self as all 3 roles (contributor, approver, publisher), that the approver step is skipped. Therefore, if someone is their own publisher, they will only have to complete 2 steps (contributor & publisher) rather than the 3 that are in place now.</p> <p>This has been requested by numerous people throughout the TeamSite training classes. It has several benefits; speeding up the process for users who are all 3 roles, as well as decreasing the load on the TeamSite server (since it will be sending less emails).</p>	Drew Barnard E-Gov/ IRMD	<p>“Replace” tool released as phase II</p> <p>3-13-06 – see notes above</p> <p>Estimate: 40 hours</p> <p>Completed 2/24/06 (phase 1)</p> <p>Modification Notice</p> <p>3/13/06 – see notes above (phase 2)</p> <p>Estimate: 40 hours</p> <p>5-15-06 – 100% complete (verification)</p> <p>Phase 3 – not pursuing for user’s own protection.</p> <p>6-09-05 – Created a system wide workflow Modification Notice</p> <p>6-28-05 – functionality was added back in to automatically unlock files when sending to a contributor. Modification Notice</p> <p>6-28-05 – The “delete workflow was addressed separately to add a pop up window for confirmation. Modification Notice</p> <p>01-18-06 – this will also be part of the new work flow as described in (28) technical Modification Notice</p>	N/A	01-18-06
1-24-05	(24) Technical	<p>Workflow E-mail. Develop a system where users can unsubscribe from TeamSite’s auto-generated emails (i.e. workflow emails). Many users do not use emails to manage</p>	Drew Barnard E-Gov/ IRMD	<p>5-10-05 - From the developers: Add a radio button to the workflow to allow users to choose to send an e-mail. Recommend the default set to “off”. Requires turning e-mail back on. Will also expire the Parallel and Serial workflows (as they are not in use) to eliminate a workflow step. (turned off on 5-31-05) Estimate: 80 hrs</p>	N/A	02-13-06

1-24-05	(25) Technical	<p>their workflows.</p> <p>This will also increase system performance since fewer emails will have to be generated.</p> <p>Hide the Data Record (DCR) from the workflow Task Files window and also from MetaTagger. When a user starts a workflow on a file, TeamSite automatically associates all files, which includes the DCR and the generated page (SHTML/JSP). This is confusing to users, since they are thinking that they are only submitting 1 file (usually the generated page). Also, when a user goes through the MetaTagger part of workflow, the associated DCR also appears, even though they do not have to tag that file.</p>	Drew Barnard E-Gov/ IRMD	01-18-06 – this will be part of the new work flow as described in (28) technical Completed with configurable workflows. 3-10-06 – Modification Notice Denied 2-16-05 - This is not technically possible.	N/A	02-16-05
2-22-05	(26) Technical	<p>Automatic Link Update. As instructed initially, many of us simply moved all files into TeamSite without ordering them through a directory structure. Now (at least for my mini-site), I have a long list of files that should be stored in directories. Should someone else unfamiliar with the site structure need to work on it, he or she would probably be at a loss on navigation. However, to move them to directories to make navigation logical, I run the risk of engendering 404s because of incorrect links.</p> <p>Is it possible to program the program to allow for</p>	Ingrid Norberg, PEBB	Denied 2-16-05 - This was previously denied, but revisited due to the upgrade. Unfortunately, this option will still not be available with the upgrade.	N/A	02-16-05

3-15-05	(27) Technical	<p>automatic link updating in conjunction with moving files into directories after the files have been published?</p> <p>Metadata/workflow change: populate all .html pages metadata fields (in the page code) with the extended attributes provided by TeamSite users through the MetaTagger. This change will allow the metatagger information, currently used only by the Verity search engine, to be used by all external search engines (google, MSN, etc) when searching for pages on the oregon.gov site.</p> <p>This change improves the searchability of Oregon.gov sites, providing better search results for State content regardless of which search engine a visitor prefers. This change also provides equivalent functionality for Web managers who were able to access and affect the metadata embedded in their pages BEFORE migrating to TeamSite; this solution offers developers comparable functionality while maintaining code standards.</p>	Jade Wolf, EDS	Completed 9-27-05 Modification Notice	N/A	09-27-05
3-28-05	(28) Technical	<p>MetaTagger: Make meta tagging optional for pages that have already been tagged. The system should automatically adjust the date in meta-tagging but not make users sit through the process.</p>	Tom Fuller, Employment	Completed 2-13-06 Modification Notice	N/A	02-13-06
5-09-05	(29) Technical	<p>To unlock a file, with the upgrade, users now need to manually unlock both the</p>	Kathy Munsel, Director's Office	Completed 7-27-05 Modification Notice	N/A	07-27-05

		DCR and shtml files for someone else to edit. To fix this the developers will need to develop a custom unlock menu-item that handles both files.		Theresa Norman, DHS	Completed 12-01-05 Development Estimate: 24 hours Modification Notice			
6-1-05	(30) Technical	Modify the Metatagger user input screen so that the entry fields for Description and Keywords uses a text box instead of a text field. This will enable the users to review their entries easier.		Theresa Norman, DHS			N/A	12-01-05
6-1-05	(31) Technical	Create Subfolder Utility. Add a custom menu item to create subfolders that creates the directories in both the workarea and the required templatedata directories. Current manual process is too cumbersome and should be automated.		Theresa Norman, DHS	Completed 7-27-05 Modification Notice		N/A	07-27-05
6-1-05	(32) Technical	Workflow Error Email. Revise the text within the workflow job error emails to provide possible resolutions to common issues.		Theresa Norman, DHS	6-1-06 From the developers: estimate 20 hours 6-20-05 Approved by the board 5-15-06 – 0% complete (not started)		4	
6-1-05	(33) Technical	Performance Improvement. The initial load time for the agency homepage is too long, needs to be improved.		Theresa Norman, DHS	10-15-06 – Resolved in the site design update.		N/A	10-15-06
6-1-05	(34) Technical	Web Broken Link Report. The current Broken Links report is setup for the entire Oregon.gov site. The report is too extensive to easily identify Agency specific results. Would like to have an agency specific report version.		Theresa Norman, DHS	09-08-05 – Completed. The report now splits out the DHS site in order to shorten the list and make it more manageable for all agencies.		N/A	09-08-05
8-16-05	(35) Technical	We are requesting to program the presentation template in such a way that the left navigation bar will not appear when a GovNet Intranet page is printed, mimicking the functionality currently		Jade Wolf, EDS	[this C/R was missing from this report. Added to report when this report was consolidated in Jan. 08. No status available.] From the C/R Accepted report (11/20/07): Estimate: 8 hours		3	

		<p>available on the Internet. Background: Currently, when a GovNet Intranet page is printed, the left navigation bar appears on the printout, often pushing the page content off of the right side of the printed page. The Internet page used to do this, before it was altered to not print the left navigation bar.</p> <p>Possible Issues: This change will require the republishing of all left navigation bars on the Intranet. This can be done automatically during rollout, with provisions to prevent the premature rollout of left navigation pages that have pending changes. This type of re-rollout has been done before with success.</p>		<p>5-15-06 – <u>0% complete</u> (not started)</p>	
11-30-05	(36) Technical	<p>Custom Move/Rename/Copy: Automatically handle content when a user performs a move, rename, or copy on a generated (.html) page.</p> <p>Currently, if a user performs one of these operations on a generated web page, it can cause various undesirable anomalies (duplication, orphaned pages, etc.). As a result, users contact helpdesk in order to "undo" their mistake. This has been a long-standing issue within our TeamSite environment.</p> <p>The proposed solution is to replace the out-of-the-box menu items of "Move", "Rename", and "Copy" with</p>	Dan Pike, EDS	<p>Estimate: 60 to 80 hours Approved by the board 12/06/05 03-02-06 - The date will be set 4-6-06 – <u>10% complete</u> (planning) ----- 02-04-08 – e-Gov board meeting:</p> <p>Instead of linking the DCR to the .html file, why not make this a training issue?</p> <p>Ideas:</p> <ol style="list-style-type: none"> 1. Write an intranet page with examples and screenshots and link to it from the tip of the day at the TeamSite log in page. 2. Add instruction to the current TeamSite trainings. 3. Send an e-mail to the TeamSite User Group and attach instructions. 4. Include how to "clean out orphans" in the instructions. <p>Board agrees to make this a training issue with the stipulation that if it's not fixed with Site Publisher, the developers will eventually complete this request.</p>	1 04-01-10

		custom versions that automatically handle the DCRs based on a set of business rules. For example, a custom "Rename" menu function will account for users who rename a pages that have already been published (i.e., pages in production will also be renamed).			02-29-08 – Draft of instructions due 3/5/08. As of 01-11-10, training document is 95% completed. 02-01-10 - Board agreed that the training doc should be completed and distributed as a workaroud. Michelle will complete the testing by next board meeting. (03/01/10) 04-01-10 - Instructions completed. <u>100% complete</u> Completed 7/17/06 <u>Modification Notice</u>			07-17-06
1-18-06	(38) Technical	In addition to email notification of password expiration, 10 days before it expires, have the login page go to a screen that indicates that the users password will expire in 10 days and offer a link to change it now or change it later. Continue taking them to that screen upon successful login until their password expires, then take them to the "can't logon" screen.	Tom Fuller, Employment				N/A	
1-24-06	(37) Technical	job announcement: Search of job text does not include searching the class title or working title fields, only searches the actual job text. The search function needs to search both the class title and working title, as many times people will do a text search for a specific class title and the system will not pull up anything because very rarely is the class title mentioned in the body of the announcement. Metatagger Link Change Tool (Internet/intranet): to Search and Replace Content in Metatagger.	Sheri Nees, DAS/ HRSD		2-09-06 - from the developers: Requires an update to the database query program to search the additional fields. Est. 40 hrs 3-18-06 – Approved by the board 5-15-06 – <u>0% complete</u> 01-28-08 – <u>100% complete</u> <u>Modification Notice</u>		N/A	01-28-08
2-28-06	(41) Technical		Rocky Klockner, DHS/Public Health		Estimate: 30-40 hours. 5-15-06 – <u>0% complete</u> (not started) 04-01-10 - Deferred to (53) Technical 05-03-10 - Board decided to cancel this c/r based on Roche's		2	04-01-10
3-14-06	(39) Technical	File Comparison Report (Internet): Would like the	Rocke Klockner, DHS/Public Health				2	05-03-10

		<p>option of getting a report that compares the production server with the Web server.</p>	<p>[Category/Number Report stated this as Roche's C/R. On this report it was listed as Allan Bates, Energy]</p>	<p>response below) 04-01-10 - Developers asked Linda to e-mail Locke and find out what problem this would solve for him. Ask if it's for the purpose of "clean-up" and is it still needed? Locke said to "cancel." From the Developers: Create a "Comparison Deploy" OpenDeploy script that compares staging to production. The resulting log will have to be parsed and presented to the user in a meaningful way. Estimate: 48 hours 4-17-06 – Approved by the board. 5-15-06 – <u>10% complete</u></p>		
<p>4-05-06</p>	<p>(40) Technical</p>	<p>On the job_ announcement template when agencies approve and schedule the deployment of this template the date that is showing up under the Posted/Updated column is the date the template was sent through workflow. This date needs to reflect the actual open date and match what shows up in the announcement. This has the potential to be quite a big issue if not resolved soon because of bargaining agreements, etc.</p>	<p>Sheri Nees, DAS/ HRSD</p>	<p>From the Developers: Create a "Comparison Deploy" OpenDeploy script that compares staging to production. The resulting log will have to be parsed and presented to the user in a meaningful way. Estimate: 48 hours 4-17-06 – Approved by the board. 5-15-06 – <u>95% complete</u> 2-22-08 – <u>100% complete</u></p>	<p>N/A</p>	
<p>5-10-06</p>	<p>(42) Technical</p>	<p>Agency TeamSite Users Report: Finding inconsistencies in how their contributors were able to choose an Approver or Publisher, ODA requested a report listing all ODA TeamSite users, their roles, and mini-site areas. This Excel spreadsheet allowed ODA to review their agency structure and permissions. Create an automated report to assist all agencies. It may be best to load it onto the intranet</p>	<p>Kathy Kennedy LeaMaster, ODA</p>	<p>[this C/R was missing from this report. Added to report when this report was consolidated in Jan. 08. No status available.] 7-10-06 Approved by the board. Estimate: 40-60 hours 02-01-08 – Currently, there is a manual workaround in place for this request. 02-01-09 – <u>0% completed</u> (not started)</p>	<p>4</p>	

6-6-06	(43) Technical	and link it from the SPOC site. Provide an orphaned page tool so I can delete and clean up pages that have been replaced or are no longer needed.	Suzanne Hein, PERS	7-10-06 – Approved by the Board Estimate 48-56 hours	4	
7-10-06	(44) Technical	Search Template on the intranet.	Tom Fuller, Employment	Estimate: 8 hours Modification Notice (internet portion)	3	
8-21-06	(46) Technical	The Oregon.gov search results page currently displays a search box and "Quick Links," if appropriate, before displaying the search results. As a result, the search results aren't showing up until further down on the screen. The State Library proposes to make better use of screen real estate by combining the search box and Quick Links into the same horizontal area of the page. The search box would take up a narrower amount of space on the left side of the screen, and the Quick Links, when appropriate, would display to the right of the search box. The above change could have the disadvantage of making the Quick Links less visible. So, in order to counteract this effect, the look of the Quick Links should change slightly as well. The size of the link should be increased so as to be of equal or greater size as the search results links on the same page. Additionally, the wording "Quick Links" should change to "Recommended	Crystal Knapp, OSL	9-18-06 - Approved by the Board If possible, the board would like this change to be done at the same time as the design update release. It is a Varsity change which would be done by Mike, of EDS. Cancelled by originator.		

9/19/06	(45) Technical	Links." Oregon.gov E-mail Auto Response: Just an idea, you might want to send an automatic reply as these (e-mails to Oregon.gov) are submitted. Citizens as well as agencies may respond to any of our internet web sites with comments. There is no response to them until someone replies after TSC or Kathy sends an email to the right person for the site they are referring to. My suggestion is could an automatic response be added such as: "Thank you for your comments. They will be routed to the appropriate web site coordinator for review. You should hear back from someone in a few days." or something similar? Just another way to improve customer service.	Jan Klukis, DAS/SCD	9-18-06 - Approved by the Board Wording Approved: "Thank you for your comments. They have been routed to the appropriate website coordinator for review." Estimate: 16 hrs (Commerce developers say this is a "quick hit.") New Estimate: 45 hrs (as of 9/13/10) Note: e-mail is a required field. 02-05-08 – Developers suggest creating a "thank you" page that the user will see once the "Submit" button is pushed. They will not receive an e-mail due to problems with spam. 02-05-08 - <u>10% completed</u> 04-07-08 – <u>80% completed</u> (currently in QA, then to Prod) 04-24-08 - <i>Michelle Brady checking with commerce developers on status.</i> 01-11-10 - Board agreed to make this a "quick hit." 02-24-10 - Assigned to new developer. Starting over. 0% completed. 05-03-10 – Take to June 2010 board meeting. No longer a quick hit. Michelle Brady to report back at next meeting. 08-23-10 - Per developers, this is no longer a "quick hit". Need the board to re-prioritize. 09-13-10 - Board approved to move it from a "quick hit" to the priority 1 queue. 09-13-10 - Developers are looking into rewriting this to work within TeamSite instead of being dependent on IBM Websphere Portal. Possibly use C/R 66 Templates' "submit" button code. From the developers: Using a UNIX shell script, copy the content (via FTP or SCP) to the Coffee Creek secured server. This copy will be done on an hourly basis. Estimate: 28 hours	1	
October 2006	(47) Technical	When ODOT hosted the DMV web site, we were able to take a copy of the public internet site and load it onto a server designed specifically for the	ODOT (through Scott Smith)		N/A	10-31-07

		<p>Coffee Creek Correctional facility. In order to have the inmates take customer phone calls, the information regarding DMV office hours, directions, etc. was placed on a secure server. Every hour a batch job would run and took the appropriate subset of DMV information from the public site and would load it onto the Coffee Creek server, refreshing whatever information was changed regarding our offices. This way, the inmates have access to only the appropriate, current information and would be prevented from being out on the internet, surfing other public sites.”</p> <p>Now that DMV has migrated over to the DAS hosted site, we can no longer copy this information. This has resulted in duplicate workload for our web people as they must now make changes to the public site on the DAS site and then turn around and make the same change to the server that runs the copy to the Coffee Creek site. There must be a better way to do this and allow us to copy our DAS hosted information over.</p>		<p>11-9-06 - Approved by the Board</p> <p>10-31-07 – 100% completed</p> <p>02-05-08 – No Modification Notice since the C/R was a special project just for DMV.</p>		
11-29-06	(48) Technical	<p>The State Library would like to make the "copytostatelibrary" metatag mandatory for pdf files, if possible. We want people to HAVE to fill this one out, so it should default to a null value but force them to choose "yes" or "no." At this time, we don't want to make this tag</p>	Jey Wann, Oregon State Library	<p>From the Developers: I'm pretty sure that this is just a configuration setting. If that's the case, then it's only two or three hours worth of work and verification.</p> <p>To be reviewed in the January 2007 TSUG.</p> <p>07-16-07 – will be included in the rollout (October '07).</p> <p>08-16-07 – 100% Complete</p>	N/A	08-16-07

3-26-07	(49) Technical	mandatory for shtml or any other files but pdfs. Have the modification date automatically stamped at the bottom of every page. Will display the "last time updated" date on every page.	Robert Haddan, Revenue	<p>Modification Notice</p> <p>Board approved – 11/19/07</p> <p>Estimate: Approximately 40 hours</p> <p>From the developers: Some research needed in keeping with ADA and 508 compliance.</p> <p>As of 6/11/07, E-Governance Board meeting, Dan Pike to discuss with Robert Haddan.</p> <p>As of 6/21/07, Dan and Robert discussed. Will implement after the October '07 upgrade.</p> <p>02/08: Robert and Dan discussed. Can fix with code at bottom of every template; affects every page created afterward (will not affect past pages). Estimate would be a "quick hit" instead of 40 hours. Will be fixed in TeamSite but won't affect Site Publisher.</p> <p>03-07-08 – 100% Complete</p> <p>Modification Notice</p>	N/A	03-07-08
4-04-07	(50) Technical	<p>We have come across some things that you may be able to resolve for us. We create our templates as a Word document (on a windows PC) and then copy and paste the final version to the teamsite job text box. When we do this, we occasionally have a few issues.</p> <ul style="list-style-type: none"> • when track chages were used, occasionally they come back with strike through for deleted text. • occasionally text is underlined in teamsite that is not underlined in word...you often cannot undo this underlining with ctrl+u, but have to retype the entire section. • on a rare occasion when 	Gibson, Wendy, Department of Human Services	<p>Modification Notice</p> <p>For the February Board Review</p> <p>From the developers: It would most likely involve enhancing the VFE to "clean" additional tags. Need concrete examples from the user.</p> <p>The workaround is to paste content into NotePad first (to eliminate formatting), and then copy-n-paste it from NotePad into the VFE.</p> <p>Estimate: _____</p> <p>Per E-Gov Board meeting on 6/11/07, no changes will be made to the VFE until after the October '07 upgrade.</p> <p>Per November board review, Wendy Gibson (or her representative) to prepare screenshots showing the artifacts (Windows baggage) and e-mail them to Dan Pike.</p> <p>02-06-08 – Pam Rouske will contact Michelle Brady to discuss.</p> <p>03-25-08 - Cancelled by originator.</p>	N/A	03-25-08

		<p>I have copied and pasted text to teamsite...when I clean the source code, it omits some of the text that was in the original template.</p> <p>I am not sure if you have the answers, but any help would be nice. I assume it is something with the way the template is in Word.</p>				
4-17-07	(51) Technical	<p>Search Page: Add an option to "search current page." <i>Was originally (81) Templates. Renamed (51) Technical.</i></p>	Raelynn Henson, DAS/DO	<p>From the Developers: We are researching what Verity, our search engine, is capable of.</p>	N/A	04-17-07
8-27-07	(52) Technical	<p>Update the content expiration date (automatically) upon submitting an update through workflow. The date could be in the same year, but when they submit an update, too.</p> <p>(Regarding the "Retention Period" date in the metatag tab – automatically modify this date when the page goes through the workflow. Currently, it tags it with a date on year from the day it's published. Wants the updated page to get a date maybe 3 months, maybe 6 months from the date it's published. But this would be different per each agency due to their specific requirements. Developers suggest we can customize the date so that each agency can enter their own default.metadata information at the folder level. Will be radio button driven)</p>	Jessy Toews, ODOT	<p>Board approved (11/19/07)</p> <p>Priority 1 (at the folder level, not the document level)</p> <p>Estimate: 16 hours</p> <p>One-time fix; no duplication effort needed for Site Publisher.</p> <p>01-11-10 – Per Jessy, "If TeamSite is going to be around for another year, then this C/R is still needed."</p> <p>02-01-10 – Board agreed to move this to the bottom of the priority 1 list.</p> <p>05-03-10 – <u>0% completed</u> (not started)</p>	1	

4-10-08	(53) Technical	Remove Metatags: The State Library is requesting the elimination of seven metatags from the TeamSite workflow. If possible, have these changes take effect in conjunction with Site Publisher, if not sooner. Eliminate: Originator level 3 Originator level 4 Originator jurisdiction Govtype Language Retention period textual Retention period date Date (creation date) Keep all other tags (title, description, keywords, FindOR subject, copytostateLibrary, retention period date, originator level 1, originator level 2, date of last modification). Mac Editor Only: Images do not display in the Mac editor when previewing work.	Crystal Knapp, OSL	Board approved (4/07/08) Estimate: ~ 16 hours Priority: 1 (first in list) <i>04-24-08 – Will be implemented with Site Publisher.</i> 01-11-10 - Linda e-mailed Brian McGuirk about this change request. Brian's response: "only interested in keeping 'copy to State Library' and that's negotiable. Delete all others." 02-24-10 - Notes from developer meeting 1. Chris at OS� says they rely on "Title" for archiving sites. 2. Keep Expiration Date - agencies use a report for clean up 03-01-10 - Board approved for "top of P1 list". 05-03-10 - <u>0% Complete</u> (not started) 9/24/10 - 100% complete Modification Notice	1	9/24/10
03-23-10	(54) Technical	Mac Editor Only: Images do not display in the Mac editor when previewing work.	Kathy LeaMaster, Ag	Estimate: ~ 8-16 hrs (research required) 05-03-10 - Board asked Kathy to double-check if this is still a problem and report back at the next meeting. Kathy will forward info to Linda prior to meeting. 08-23-10 - Kathy cancelled this change request.		08-23-10
03-23-10	(55) Technical	Mac Editor Only: no working spellcheck feature in the Mac editor.	Kathy LeaMaster, Ag	Estimate: ~ 8 hrs (research required) 05-03-10 - Board agreed to make this a priority 1. GoogleSpell *might* be an appropriate plug-in. Dan would insert the http://wiki.moxiecode.com/index.php/TinyMCD/Plugins/spellchecker 08-18-10 - Per Grant Smith (HP), "In a recent status meeting, the technical team discussed how we had looked into Google Spell as an option and found that it required a "PHP-Enabled" setting. We cannot implement this setting for security risk reasons (per Christy and HP AOPS). The only viable option identified to date is for the state to purchase a Commercial off-the-shelf product."	1	08-23-10

09-13-10	(56) Technical	Google Translator - needs java enabled to display. Add a "noscript" tag to the translator include with some kind of alert to the missing functionality. Suggested language: "To translate this website, please enable java script in your browser."	Sarah Danforth (DOR)	08-23-10 - Kathy cancelled this change request.		1 (quick hit)	
				Estimate: 19.5 hours 9/13/10 - Board agreed to make this a quick hit. From Developers: Run text by the board (done). Board Comments: Approved as a quick hit.			

TEMPLATES

Date Rec'd	Reference # & Category	Request Description	Requestor	Status	Priority	Date Completed
3-01-04	(01) Templates	Topic Menu (internet): modified to work as an agency free form template	Tom Fuller, Employment	Completed 12/09/04 New template name: Related Links Modification Notice	N/A	03-01-04
3-01-04	(02) Templates	About us — modify to have a required field for Benchmark reports.	Rita Conrad, DAS/OPB	Completed 7-19-04 Modification Notice	N/A	07-19-04
3-03-04	(03) Templates	Agency Home Page (Internet): Allow for logo placement in the same location on all index pages, if the agency chooses to use a logo.	Chane Griggs, DAS/DO	12-04 State E-governance Board resolved to replace the graphic on the top right with the agency logo when desired. No changes to the template.	N/A	12-31-04
3-05-04	(04) Templates	Contact US — At least two phone numbers, if not four	Cy Smith	Completed 7-21-04	N/A	07-21-04
3-16-04	(05) Templates	New Intranet portlet — allow more than 3 menu items on a portlet. 10 would be ideal.	Tom Fuller, Employment	Completed 9-07-04 Modification Notice	N/A	09-07-04
4-23-04	(06) Templates	Current Topics Pop Box (internet): The option to change the headline	Kathy Munsel, DAS/DO	Completed 9-07-04 Modification Notice	N/A	09-07-04
4-27-04	(07) Templates	Left Nav — Allow 24 characters in links. Currently it allows 21	Dan Postrel	Completed 7/21/04 Modification Notice	N/A	07-21-04
6-07-04	(08) Templates	Freeform Select — appears to have a limitation of 18 links per section. Is there any way to expand the number of possible links per section?	Kathy Kennedy, ODA	Completed 7-21-04 Modification Notice	N/A	07-21-04
6-07-04	(09) Templates	Contact Us Directory 1 — Currently provides links for name, phone, and email. Another useful link would be URL (at least in the services section).	Kathy Kennedy, ODA	Completed 7-21-04 Modification Notice	N/A	07-21-04
6-10-04	(10) Templates	New Freeform template (internet & intranet) — similar to the Linked Sections template that allows for longer section	Kathy Munsel, DAS/DO	Completed 9-13-04 Modification Notice	N/A	09-13-04

6-10-04	(11) Templates (TAC08)	headers. Instead of listing the links at the top in columns, this template would list the links in rows, allowing the link to wrap if necessary. New Template - Alternative Mini Site Home Page (Internet): Add a second Agency Home page that replaces the large graphic with a space for 2 popularity boxes. Popularity Box - Link List and Header Increase the current max char limit on the link text from 25 to 35 in the Link List Popularity Box template. I'm guessing their original intent was to prevent link text from wrapping to a 2nd line, but 35 is reasonably safe (as Oregon.gov's current home page demonstrates with the 35 char text "Why Has Oregon's Web Site Changed?") remaining on one line -- using the Link with Text Popularity Box).	Jessy Toews, ODOT	Approved by the Board. See (TACO8)	4	
6-15-04	Originally denied. Later completed in a request from Kara - # (46) Templates		Jessy Toews, ODOT	Completed 3-17-05 Modification Notice	N/A	03-17-05
6-16-04	(12) Templates	Board Meeting – 1. Add Day (Monday, Tuesday, Wednesday, etc) 2. Add Time 3. Add Location 4. Make agenda URL link optional. 5. Make all of the above choices optional.	Marsha Morin, DPSST	Completed 7-21-04 Modification Notice	N/A	07-21-04
6-16-04	(13) Templates (TAC02)	New Template (internet) - Board/Committee Roster: Need a roster format which lists members of various boards and committees. The format of the Contact Us Dir 2 would work, with the following additions: 1. Address fields (address 1, address 2, city, state, zip) 2. Fax number field 3. Optional number field (make caption user defined)	Marsha Morin, DPSST	Completed 3-03-05 Modification Notice See (TAC02)	N/A	03-03-05
6-16-04	(14) Templates	Contact Us (internet) – Create two optional url links with user defined captions under the contact shading.	Marsha Morin, DPSST	Completed 7-21-04 Modification Notice	N/A	07-21-04
6-29-04	(15) Templates	Photo Gallery (internet and intranet): more than 12 images. We would like to be able to display all of the Missing Children on a single page. We currently have 35 missing in Oregon, although this number may	Steve Ollis, State Police	Completed 9-15-04 Modification Notice	N/A	09-15-04

7-08-04	(16) Templates	change either up or down. With the current templates we would need to break up the images into multiple pages. Contact Us — We are forced to use parentheses around the area codes in our telephone numbers. The standard is moving away from the use of the parentheses in telephone numbers. The use of the parentheses implies that the information inside the parentheses amplifies, explains, or digresses. So the material inside the parens is not required for things to make sense. But, especially in Oregon, the area code is a required element of the telephone number.	Deni Cooperider, Revenue	Completed 7-21-04 Modification Notice	N/A	07-21-04
7-14-04	(17) Templates	New Template: Free Form Pictures & Text — Change the template so that if there is no text entered in the "Section Header" field of the dct, there is no horizontal blue bar in the resulting HTML page. (This is a critical change from DMV's perspective.)	Jessy Toews, ODOT	Completed 9-13-04 Modification Notice	N/A	09-13-04
7-19-04	(20) Templates	All Templates: the ability to change the font size to 14 or 16 point on a number of templates. We have clients and staff with low vision. The larger font type will allow them to read the screen.	Susan Westin, Oregon State	10-15-06 – Resolved in the site design update.	N/A	10-15-06
7-21-04	(18) Templates (TAC01)	New Template – Newsletter (Intranet & Internet): We should be able to have a user-defined identifying header, a list of links to stories (TOC), a photo with each section (story), and the ability to link to sources or other documents. I would suggest that it be another type of news file that would appear on the News page.	Kathy Kennedy, ODA	Completed 8-03-05 Modification Notice	N/A	08-03-05
7-26-04	(21) Templates	News Template (intranet & internet): Add an Alt Tag to the image.	Kathy Munsel, DAS DO	Resolved	N/A	07-26-04
7-27-04	(22) Templates (EGOV06)	Free Form Pictures and Text (Intranet & Internet): Increase the max character limit in the "Page Title" field from 40 to 50 and increase the max character limit in the "Section Header" fields from 30 to 55.	Maureen Kirchner, ODOT	Completed Phase 1 Phase 2 will increase the character counts to maximum without wrapping in all templates as they come up for changes. See (EGOV06)	N/A	07-27-04
7-27-04	(23) Templates (EGOV06)	Free Form Linked Sections (Intranet & Internet): Increase the max character limit in the "Page Title" field from 40 to 50 and	7-27-05 - Maureen Kirchner, ODOT		N/A	07-27-04

7-29-04	(24) Templates (TAC02)	increase the max character limit in the "Section Header" fields from 30 to 55. Agency Contact Us Directory 2 (Internet): Remove the "mandatory address" field so that we are not advertising home addresses of our field staff or repeating the office address down the entire page.	Wendi DeYoung, ODA	Denied	N/A	07-29-04
7-30-04	(19) Templates (TAC03)	Regional Contact Us (Internet): Remove the parens from around the area code of the phone number. See Contact Us template as an example.	Deni Cooperrider, Revenue	Completed 3-03-05 Modification Notice See (TAC03)	N/A	03-03-05
8-02-04	(25) Templates (TAC03)	Regional Contact Us (Internet): Need 2 email contacts? Three of our reg'l offices have 2 ppl.	Cliff Voliva, DLCD	Completed 3-03-05 Modification Notice -- See (TAC03)	N/A	03-03-05
8-02-04	(26) Templates (TAC04)	Contact Us (Internet): Could we have room for the name of the person above the email address? Although the name is part of the email address we currently have there, we are considering changing that address.	Cliff Voliva, DLCD	Completed 3-03-05 Modification Notice	N/A	03-03-05
8-02-04	(27) Templates	Free Form Photo Gallery (Intranet and Internet): Expand the character limit in the captions field	Jodi Sherwood, Governor's Office	8-17-04 - Allow for the maximum characters without wrapping. 10-26-04 – Completed on the Internet page (from 35 to 70 characters). Change still needs to be applied to the Intranet page. Sent to E-Gov for Development	5 phase 2	
8-05-04	(28) Templates (TAC05)	New Template - Meeting Minutes (intranet & internet): 1. hyperlinks to jump to different sections for different meetings. 2. Under the sections would like hyperlink options to multiple meeting minutes. This link shows what I currently use http://www.dpsst.state.or.us/bd/minutes.htm . 3. an archive feature where we click a checkbox on any of the hyperlinks and it moves those links to a separate page linked from the main minutes page.	8-05-04	05-15-06 – <u>0% complete</u> (not started) See (TAC05)	4	
8-06-04	(29) Templates	Forms (Internet): Provide more space in	8-06-04	See (TAC06)	3	

(TAC06)	column Text 1 so when viewed it doesn't wrap text after two words. Example: http://www.oregon.gov/DPSST/PS/forms.shtml . Options for two or more hyperlinks so different form formats can be given. (i.e. acrobat, word, word perfect, etc) Example: Personnel Action, F-4, Acrobat, Word (where Acrobat and Word are hyperlinked).				
8-18-04	(30) Templates Employment Template: In the Bar area you can see "Employment Opportunities" in bold which is easy to read! Next to that word is "More..." which is hard to read or notice. Is it possible to make this stand out more? All Templates: The ability to italicize text in the headings and subheads. We often have to provide information about plants and diseases using Latin terms. These should be italicized, if possible. Also would require special characters in headlines.	Sandra Moser	1-1-06 - This Template has been discontinued	N/A	08-18-04
8-18-04	(33) Templates (TAC 07)	Kathy Kennedy, ODA	See (TAC07)	5	
8-18-04	(34) Templates	Susan Wensel,	Completed 11-10-04 Modification Notice	N/A	11-10-04
8-18-04	(35) Templates Contact Us Directory 1: Make the email address field optional. We have several seasonal workers who use their home email addresses and we don't want those listed online. I currently have my email address listed for all of those instances but we really need people to just call the number listed rather than email anyone. Example at http://racing.oregon.gov/RACING/contact_us_directory.shtml	Linda Womack, OR Racing Commission	Denied 9-21-04 – We are trying to provide several methods of contact for our customers. The common expectation is that customers can e-mail for contact information. One solution might be to work with Jim Hill to set up an e-mail account that could serve that purpose.	N/A	08-18-04
8-18-04	(36) Templates (TAC08) New Template - Alternative Mini Site Home Page (Internet): Five (80x80) small picture\text links that are all 'above the fold' & the ability to modify the picture, text & link in the Feature Story' box so we can highlight the next \$.5M airplane we need to sell.	Nole Bullock, DAS/Surplus	See (TAC08)	4	
8-23-04	(31) Templates Employment Template: When there are no	Sandra Moser	1-1-06 - This Template has been	N/A	01-01-06

8-23-04	(32) Templates	open positions, can the Employment page be programmed to automatically display "No positions are open at this time.?" Employment_Details: If a job listed closes on September 7, meaning interested parties have until 5 p.m. on September 7 to submit their applications. The system currently expires job details information too early, midnight, prior to work the morning of the closing date. This present a problem. To "fix" the expiring time, we were told to set the date to one day later, September 8 in this example. However, then the job details page lists right next to the job a false closing date of September 8. Could the expiration be changed to 5 p.m. or so the day of closing?	Sandra Moser	discontinued	N/A	10-23-04
8-24-04	(37) Templates (EGOV05)	Left Nav Bar (Internet): Why does the left nav mix the predetermined links with the one's we can create? From the way it looks, there isn't a predetermined order of links. I have no problem with the About us and Contact us being the first two links, my problem lies within the rest of the links. The links that we choose that have templates i.e. Publications, Forms, Administrative Rules, State Statutes, etc, are not in any order and the links I create (and place in alphabetical order) get mixed in with no rhyme or reason. In my left nav bar for Facilities, 3 of the links that the system created (Publications, Administrative Rules, and Forms) are placed before the one's that I created and one (State Statutes) that the system created is below the one's that I created. Why isn't "State Statutes" at the top and why can't the links that we can select be placed in alphabetical order?	Kelly Hays, DAS/ Facilities	9-22-04 – This template will be discontinued when the HR Jobs page is completed. However, this change has been made to the template to accommodate users until the new templates are available. Completed 10-23-04 Modification Notice	5	
8-27-04	(38) Templates (EGOV04)	Left Nav Bar (Internet): Why does the left nav mix the predetermined links with the one's we can create? From the way it looks, there isn't a predetermined order of links. I have no problem with the About us and Contact us being the first two links, my problem lies within the rest of the links. The links that we choose that have templates i.e. Publications, Forms, Administrative Rules, State Statutes, etc, are not in any order and the links I create (and place in alphabetical order) get mixed in with no rhyme or reason. In my left nav bar for Facilities, 3 of the links that the system created (Publications, Administrative Rules, and Forms) are placed before the one's that I created and one (State Statutes) that the system created is below the one's that I created. Why isn't "State Statutes" at the top and why can't the links that we can select be placed in alphabetical order?	Julee Syverson, DHS	Phase 1 completed 11-11-04 Modification Notice See (EGOV04)	N/A	11-11-04
8-31-04	(39) Templates	New Popularity Box (Internet): One that has text (as many characters as we can get)	Marsha Morin, DPSST	10-15-06 – Resolved in the site design update.	N/A	10-15-06

			then an e-mail link with at text header so we don't take up a lot of space for the e-mail address. When we put notices on the system I would like text and contact information readily available. This link shows an example of the pop box I used but says "more" instead of an e-mail address. http://www.oregon.gov/DPSST/MF/index.shtml . I would rate this as a high priority so when we go live with the system our customers will have easy access to provide feedback on the new site.				
8-31-04	(40) Templates (EGOV05)		Left Nav Bar (Internet): I agree with Kelly's request ((37) Templates), but suggest that agencies decide sort order instead of defaulting to alpha.	Marsha Morin, DPSST	9-21-04 - Sent to E-Gov for Development See (EGOV05)	5	
11-29-04	(41) Templates		News - Can we make the date optional? When using the template for an event, it posts the date created above any information about the event and thus causes confusion about the date of the event. It is also confusing on a quarterly newsletter (although I know we'll have something new for this).	Kathy Kennedy, Agriculture	From the developers: This date is used by the dynamically built news index page (the query that retrieves the news items uses this date as part of the query). Any modifications to this date will have an impact on the news index page as well. Resolved 2-28-05.	N/A	02-28-05
12-03-04	(42) Templates		Contact Us Directory 1 - Don't display EITHER of the page anchor links when there's only one section on the contact_us_directory page. For instance, see http://www.oregon.gov/OPRD/HCD/ARCH/contact_us_directory.shtml . Since there's no info in the SERVICES area, both page anchor links basically do nothing, and are confusing to visitors to that page.	Chris Havel, Parks & Rec.	3-03-05 – State E-governance Board's decision: All Departments have services. Keep the Services head mandatory and add a mandatory minimum of one replicant. 3-17-05 – Also add a mandatory replicant for the People section. 6-28-05 – Completed Modification Notice	N/A	06-28-05
12-07-04	(43) Templates		News - Please allow the news template to be available in created folders. In other terms, allow news template to be used in folder other than "news".	Peg Cook, Corrections	2-22-05 – From the developers: Directories outside of the "news" directory is not possible. Could allow sub-directories underneath the "news" directory Est. 20 hours. 3-21-05 – This will meet Peg's needs.	3	

12-21-04	(44) Templates	<p>News and Newsletter templates - When a user enters Events, those releases should sort ascending from the closest to today's date, but not after the expiration. So if an event happens today, it would be at the top of the list, with tomorrow's event underneath, etc. Right now they are all sorted descending.</p> <p>For an example see: http://www.oregon.gov/EMPLOY/ES/_news/821287298.shtml</p>	Tom Fuller, Employment	3-28-05 – Approved by the Board 01-17-06 - <u>10% complete</u> (planning) For Sept '10 board meeting Estimate: 16 hours 05-03-10 - Board agreed to keep as a priority 2 and put into queue. Add two choices: sort ascending and sort descending 3-02-05 – Approved by Board 05-10-05 - <u>0% complete</u> (not started) Wants the dates to be like this: Earliest ones at top and they drop off as they expire. Then "today's" event is listed. Then tomorrow's event is listed. For example, if today's 4/5/10: 4/5/10 4/6/10 (4/4/10 would drop off only if the expiration date in the dcr was set to a 4/5/10 date.)	2	
1-18-05	(45) Templates	<p>Agency Home Page - DHS has requested, as part of their migration requirements, the ability to change the "Webmaster Feedback" link for each mini-site. The E-Government developers have come up with a solution that makes this functionality available for all agencies AND does not require a change to the look and feel of the site (or the confusion created from multiple feedback links). Their solution requires changes to be made to the Agency Homepage Template (the addition of an optional field) and to the existing Webmaster Feedback page (backend code to parse the new value from the Agency Homepage template). Existing Agency Homepage DCRs will not break with this solution, and this solution does not require any regeneration of any pages for any existing sites. This solution will allow all</p>	Jade Wolf, IRMD	Completed 2-02-05 <u>Modification Notice</u>	N/A	02-02-05

1-20-05	(46) Templates	<p>agencies to do the following for each mini-site: a) optionally specify an alternate URL for the Webmaster Feedback link to go to; or b) optionally specify a single email address which will be used in the existing webmaster feedback form rather than the default email addresses.</p> <p>Popularity_link_list - DEQ needs the link text on popularity boxes (particularly the popularity_link_list template) extended by a few characters.</p> <p>BACKGROUND: As part of their migration effort, DEQ has a number of popularity box links that are longer than the current Link Text limit of 25 characters. These links, when shortened to fit this restriction, are unidentifiable to users or violate legal requirements related to phrasing.</p>	Kara Goldhamer, DEQ (Submitted by Jade Wolf)	3-17-05 Completed Modification Notice	N/A	03-17-05
1-20-05	(47) Templates	<p>New popularity box - As part of their migration efforts, DEQ requires a popularity box that can contain 6 links on their agency home pages rather than the 3 links that are currently available. This single 6-link box would take the place of the two custom popularity box fields on the left side of the agency homepage, essentially combining the popularity boxes in the #3 and #5 positions (if you count the pop boxes from top left to bottom right, starting with the feature story box)</p> <p>CONCERNS: This change would require a new popularity box that can contain 6 links AND changes to the geometry of agency homepage itself. As with the other DEQ popularity box request, this is no small undertaking, especially in concept. Because of the conceptual changes to the agency homepage geometry, we will need to involve Geoff Severson and the developers on finding a final solution to this request, if approved.</p>	Kara Goldhamer, DEQ (Submitted by Jade Wolf)	Denied 1-24-05 - Resources needed and complications to be had in completing this request were not balanced by the value added to the state as a whole.	N/A	01-20-05
1-24-05	(48) Templates	<p>Contact Us: Add an optional VFE field to the bottom of the template. Background: Many agencies have viable contact page</p>	Jade Wolf, E-Gov/ IRMD	6-28-05 – Completed Modification Notice	N/A	06-28-05

	<p>information that is most appropriately added to the contact us page, but the page is so rigid they cannot. Some agencies have used contact us forms on their previous site and have requested the ability to embed a form at the bottom of the contact us page, which is currently not possible. One of the most frequent requests relates to using a form on the contact us page, which would be made possible by adding a VFE field to the bottom of the page (in conjunction with the upgrade to 6.1).</p> <p>The current template's rigidity forces agencies to:</p> <ol style="list-style-type: none"> 1) omit information that is helpful and familiar to their customers, or 2) circumvent the current contact us page altogether through technically-possible but unsupported means. I am putting in this request because E-Government is being asked by agencies how they can get the information they need on this page and this is the only officially viable option we can recommend. <p>Implications: By making some customization available at the bottom of the current page, we ensure consistency in the basic contact content (they are still required to enter the address, phone number, etc. for their agency) but allow them the flexibility they need to best serve their customers. By not integrating some flexibility into this template, agencies are more likely to bypass the page altogether; in this situation, there is NO consistency and agencies can easily leave off vital contact information.</p>	
		<p>10-15-06 – Resolved in the site design update.</p>
2-17-05	(49) Templates	<p>Popularity Boxes: I am proposing that we add logic to all the popularity box templates. What I would like is that if a user enters an external link (outside of oregon.gov) that it will spawn a new window when someone clicks on the link.</p> <p>Drew Barnard E-Gov/ IRMD</p>
		N/A
		10-15-06

4-08-05	(50) Templates	<p>Feature Story Popularity Box Would like to see the text moved from the middle of the box to the bottom. We generally have pictures of people and the text appears directly over their faces.</p> <p>Feature Story Pop Box: "I can't read the tiny white text that is placed on the dark and dominating image on the home page. I can barely get my cursor properly located on the tiny link text (more) in order to get to the information.</p>	Theresa Norman Oregon Taxpayer, Outside Customer	<p>5-16-05 – Approved by the Board. Allow user to choose the positioning of the text and the color of the text (black or white).</p> <p>5-17-05 From the developers - Six positions will be available: upper left, middle left (default), lower left, upper right, middle right, and lower right. The user will have the option to select black or white text. Estimate 34 hrs.</p> <p>7-25-05 – Completed Modification Notice</p>	N/A	07-25-05
4-08-05	(51) Templates	<p>Make intranet News template like internet except add: News if not already category</p>	Tom Fuller, Employment	<p>Estimate: 24 hours</p> <p>5-10-05 from the developers: 24 hrs</p> <p>5-16-05 – Approved by the Board</p> <p>06-15-05 - <u>0% complete</u> (not started)</p>	4	
4-14-05	(52) Templates	<p>Create new template called "NewsHeader" to add functionality to the dynamic News template. In Agency Pages create a new template called: NewsHeader. This would be a simple optional vfe with a Section Header field. Once published the dynamic generation of the news page would include this shml above the other content. So when someone clicked on News they would see the section header and information or links placed in that NewsHead.shtml page (wrapped or included perhaps into the dynamic page) followed by the other sections and links to releases based on date with the ...more link. This would provide agencies with a way to provide links to static content and information and at the same time utilize the functionality of having press releases appear and disappear according to the date. If no NewsHead.shtml page exists, then the page would not be included and the dynamic news page would appear as it now does.</p> <p>Good example of current template from</p>	Tom Fuller, Employment	<p>5-10-05 from the developers: 32 hrs</p> <p>5-16-05 – Approved by the Board</p> <p>06-15-05 - <u>0% complete</u> (not started)</p> <p>02-09-06 – <u>10% complete</u> (planning)</p> <p>02-29-08 – <u>30% complete</u> (coding)</p> <p>02-29-08 – Will have to be re-done in Site Publisher (one of the last to do because of the database function).</p> <p>04-07-08 – <u>95% complete</u> (will implement on Monday, 4/14, if not before. Just needs to be moved to Production.)</p> <p>04-24-08 – <u>100% complete</u> Modification Notice</p>	N/A	04-24-08 <i>(will have to be re-done in Site Publisher because of database function)</i>

5-05-05	(53) Templates	<p>ODA: http://www.oregon.gov/ODA/news_961121456.shtml</p> <p>Free Form Select and Statutes templates: Allow users to select a target frame (new browser window) for links within these pages.</p>	Kathy Munsel, Director's Office	<p>5-16-05 – Approved by the Board</p> <p>6-15-05 from the developers: estimate 7 hours</p> <p>06-15-05 – <u>0% complete</u> (not started)</p>	3	
5-05-05	(54) Templates	<p>Popularity Box Link and Picture.</p> <p>Phase 1: Reduce the size of the text to match the body text of the other popularity boxes.</p> <p>Phase 2: Create an option for adding a caption for the photograph.</p> <p>5-16-05 From the Board: Create a new popularity box that has all of the features of the "Link with Text" pop box but allows for an image on the right hand side like the "Link and Picture" pop box.</p>	Ingrid Norberg, PEBB	<p>5-10-05 from the developers: text size reduction – 4 hrs.</p> <p>Not room for a caption under the photo. May be able to place one under the text.</p> <p>Estimate 12 hrs for caption addition.</p> <p>10-30-06 – Phase 1 complete with the design update.</p>	3	
5-11-05	(55) Templates	<p>New Freeform Template. Use Free Form Select as base form - create ability for links to be listed as a drop down box then increase the number of possible links to 15 or 20 per drop down.</p>	Tom Fuller, Employment	<p>6-20-05 Approved by the board</p> <p>9-08-05 Update: Mock up has been provided by Tom Fuller. See http://oregon.gov/DAS/dropdown1.html for mockup.</p> <p>5-15-06 – <u>0% complete</u> (not started)</p> <p>9-18-06 – Needs to be revisited with the design update.</p>	3	
5-27-05	(56) Templates	<p>New Popularity Box: A new popularity box that would link to a file (to do a file include). We want to feature 10 My Oregon Stories on the Brand Oregon home page. Where there currently is a graphic/link pop box that links to the My Oregon Story web site, I want to insert a file that loads up 10 graphic images and links to the individual story. It rotates just like the home page images do when an agency isn't using a feature story. The rotation batch will change every 1-2 months in order to highlight all the stories we have.</p>	Carmen Spuhler, OECD	<p>6-15-05 Developers recommend enhancing the current pop box to include 10 replicants (with URL, image & alt tag) and javascript to rotate.</p> <p>Estimate 20 hours.</p> <p>6-20-05 Approved by the board: Create a new popularity that allows for a photo title and text (similar to (39) Templates) that would allow a rotating feature as described above. The rotation will be random, rotating upon the refresh of the screen, the same way the current feature</p>	2	04-05-10

			story photo does currently. 5-15-06 – <u>0% complete</u> (not started) 04-05-10 - Deferred to (92) Templates.											
6-1-05	(57) Templates		Theresa Norman, DHS	Completed 9-13-04 Modification Notice	N/A	09-13-04								
6-7-05	(58) Templates	<p>Agency Home Page Templates. Sort the drop-down lists of "Owners" & "Popularity Boxes to Load" alphabetically. Currently these are not sorted. This should apply to the Feature Story, Current Topics, and Popularity Box sections. Having these lists sorted will aid in the selection of choices, especially for agencies with multiple mini-sites and pop box articles. This functionality currently exists on the State Index template.</p> <p>Alternative Mini Site Home Pages. Provide a list of all available Free Form templates to choose from to use as the home page of a mini site, including the current template which has the photo box and other pop boxes.</p> <p>Allow us to choose if the Division Name links to the division home page or back to the department home page. (Eliminates the need to use one spot in the left nav to get back to dept. home.)</p> <p>Here is what we're trying to accomplish:</p> <ul style="list-style-type: none"> • an agency home page (has left nav and gnb) • 6 mini sites - 1 for each division and each division would have a unique left nav • the same gnb as the home page • the department name in the banner linking to the department home page not the division name linking to the division home page • each home page to contain content in the form of any of the "free form" templates - not the main site home page template which utilizes either a feature story or rotating photos and pop boxes 	Carmen Spuhler, OECD	6-15-05 – From the Developers: recommend creating several specific Mini Site Home Page options rather than the choice of all free form templates. 6-20-05 From the Board: Approved above recommendation. Suggest using the following templates functionality: <ul style="list-style-type: none"> • Freeform Picture and Text • Freeform Linked Sections 2 • Related Links Review of TAC 08 in conjunction with these additions. 07-14-05 - <u>10% complete</u> (planning) 04-01-10 - Completed with (16) Navigation.	2	04-01-10								
6-20-05	(59) Templates		Tom Fuller, Employment	Feature Story Popularity Box: Add the	3									

		same functionality to the Feature Story Popularity box (as shown in (56) Templates above) to enhancing the current pop box to include 10 replicants (with URL, image & alt tag) and javascript to rotate.			5-15-06 – <u>0% complete</u> (not started)	
7-15-05	(60) Templates	Employment Template - Modify the existing employment template to pull open jobs for the agency from the new Jobs page. This reduces duplicate data.	Marsha Morin, TPSST		7-18-05 Approved by the board 9-21-05 Resolved	N/A 09-21-05
8-11-05	(61) Templates	News Index Template - Looks like the news index page sorts by date, but not by time of publishing. We published four press releases yesterday, but the most recently published (and most important) release does not appear on the auto-generated news page. People have to click on "more" to get to the most recent release. Perhaps this can be tweaked in the next revision of the news template.	Katherine Kennedy LeaMaster, ODA		05-03-10 - Cancel per Board. (44 Templates will cover this one) 04-01-10 - Deferred to (44) templates. 8-25-05 From the Developers: This is a change to the java program that generates the article lists. Currently it sorts by Article date in descending order. The Modified Date could be added as a secondary sort key (this is a time stamp field that contains the date & time). Estimate: 20 hr (development & testing)	2 05-03-10
8-31-05	(62) Templates	Contact Us - Change the field on the Contact Us template to allow a url instead of an email address at the user choice. The template currently adds a mailto: in front of whatever the user puts in- as an addition, create a button or another field for url to email and just take the url that the person puts in that field.	Tom Fuller, Employment		8-31-05 Completed <u>Modification Notice</u>	N/A 08-31-05
9-09-05	(63) Templates	Feature Story - Modify the Feature Story template to be a container for a Flash content. It would have no words put on top, simply the 353x257 size with a url for a Flash presentation .swf file.	Tom Fuller, Employment		9-26-05 - Denied. Further research required.	N/A 09-26-05
9-21-05	(64) Templates	job announcement template - On the job announcement template for the State Jobs Page there is a field called Working Title and many agencies have gotten into the habit of copying and pasting from a word document into this field. If the text being copied and pasted into this field has a symbol (, ; &, etc.) that is not taken out it	Sheri Nees, DAS/HR		9-20-05 From the developers: estimate 4 hours for development and testing. Completed 10-11-04 <u>Modification Notice</u>	N/A 10-11-04

		<p>will shut down the Most Recent Jobs Page and the specific post code the job is posted under. There needs to be some kind of text/coding cleaner put into this field (like the one that is already in place in the Visual Format Editor) that will take the coding out and allow these symbols to go through. The jobs page has gone down twice in 1 month due to a hyphen and an apostrophe. If this were to happen late in the day on a Friday the Most Recent Jobs and the post code associated with that job would be down the entire weekend.</p>			
9-21-05	(65) Templates	<p>Job Announcement Search - In the jobs Search field, when a person types in an announcement number, job title, or any other text within a job announcement, the search will pull up all jobs specific to that set of key words. This includes jobs that are currently open and those that have closed.</p> <p>There needs to be some kind of feature within TeamSite that will allow agencies to essentially deactivate the content of jobs that have closed so that they are not searchable.</p> <p>Agencies are wondering if they should just go in and delete the templates when the job closes, but I don't feel that is a viable option as users copy regularly from these files to form new job announcements.</p> <p>Without knowing a whole lot about the search feature is there a way to program it so that when the job expires and is pulled from the State Jobs Page that the search feature will not access the information? Or is there a way to create a button that will deactivate the content?</p> <p>This could potentially be a huge issue if someone sees one of these jobs, applies for it and we reject them because of a close date. We essentially have expired, searchable, information out on our website.</p>	Sheri Nees, DAS/HR	<p>9-26-05 From the Board: Would it be possible to create a Workflow that deletes the file from the preview and Web server but leaves it in TeamSite?</p> <p>10-13-05 – From the developers: It would be possible to create an “unpublish” workflow. Estimate 40 hrs.</p> <p>9-26-05 Accepted by the Board: maybe a workflow that would delete any file from the preview and Web servers and leave the file in TeamSite?</p> <p><u>80% complete</u> (coding)</p> <p>Completed June 7, 2006</p> <p>Modification Notice</p>	06-07-06

9-28-05	(66) Templates	<p>Form Creation Template. Create either a web form for emailing or, even better, a "form wizard" that agencies can use either to get feedback without exposing an email to spam, or that they can customize fields to get targeted information. A form not as in a TeamSite page, but rather like this form that is used to send in this change request.</p>	Steve Giannini, DAS/SSD/SPO	<p>10-13-05 From the Developers: A TeamSite Template can be created to allow users to create a form. Estimate 45 hours.</p> <p>10-17-05 Accepted by the Board: add options for contact information and an automatic reply if possible.</p> <p><u>10% complete</u> (planning) <i>HOLD for SitePublisher</i></p> <p>02-01-10 - Board agreed to move this change request to the top and start the work.</p> <p>05-03-10 - <u>0% Complete</u> (not started)</p> <p>09-13-10 - Board Comments: 1. Liked the highlighted fields 2. E-mail only 3. No credit cards (published info only) 4. Like the mandatory fields 5. Like that we can define thank you pg.</p>	1	
9-28-05	(66) Templates	<p>Form Creation Template addition: In the form template design will you please allow for a vfe and a photo so that I could use it to create a form as shown in this example: http://www.oregon.gov/DAS/HR/LO/docs/2009LOApplication.doc.</p>	Sheri Nees, HRSD	<p>See above</p> <p>05-03-10 - <u>0% Complete</u> (not started)</p>	1	
10-13-05	(67) Templates	<p>Employment_details (old) and job_announcement (new) and agency_left_nav templates. Now that a solution has been found to provide agency specific jobs to the user, I would suggest removing the old job announcements page. The left navigation bar will also need to be adjusted so that it links to the new url.</p> <p>Current Topics Popularity Box: At 800 x 600, at the current font size, there appears to be enough room in the 'current' box for another 12 characters.</p>	Kathy Munsel, DAS DO	<p>1-1-06 – Completed <u>Modification Notice</u></p>	N/A	01-01-06
1-18-06	(68) Templates		Julie Curtis Department of State Lands	<p>Completed <u>Modification Notice</u></p>	N/A	01-18-06

1-24-06	(69) Templates	Sheri Nees, DAS/ HRSD	Consider allowing 2 lines per link constrained by the number of total lines that would fit, so you could have 2 links that are 2 lines and 3 or 4 links that are single lines. Same font size.	2-09-06 – from the developers: The template can be updated to perform validation on the field for the allowable characters (i.e. ALL UPPER) Est. 20 hrs 3-18-06 – Approved by the board 5-15-06 – <u>0% complete</u> 07-16-07 – Scott Smith to discuss status of iMatch with Sheri Nees. Based on their discussion, it might be included in the rollout (October '07). 10-31-07 - <u>100% completed</u> with upgrade to TeamSite 6.7.1.	N/A	10-31-07
1-24-06	(70) Templates	Sheri Nees, DAS/ HRSD	job_ announcement: Display screens scroll at 800 x 600 resolution, printing of right edge of some screens (not actual announcements) gets cut off. Is there any way to get the entire screen to print and not get cut off?	2-09-06 Estimate: 40 hours 3-13-06 – Board asked if a “print page” might be a solution. Developers say that it would not be any more time effective and would only affect these pages as other internet pages print without the left nav. bar. Approved by the board 4-17-06 5-15-06 – <u>0% complete</u> (not started) 02-06-08 – LM is waiting for response from originator as to whether this C/R needs to remain open. Printing of the Search Results page and the Most Recent Jobs page can currently be done as long as the user chooses “landscape” and adjusts the margins before printing. Also asked originator when will “migration” to iMatch take place? (e-mailed 2/6, 2/25)	3	03-07-08

1-31-06	(71) Templates	<p>New Calendar Template: (Internet and intranet): Use the News template as a starting point. User would create an event using a modified news template - entering the date and time and place and contact or other information into the form which would also include a vfe. User would then publish these events and choose the Calendar option from the left navigation template. User could choose to publish events from the entire site, or just this level. This functionality would also be available on a mini-site level. If entire site is chosen from a minisite then events would be published from that site down in the tree. The word "Calendar" would be able to be changed by using a text field (like news can be changed) When published, a customer would click on Calendar and the system would query events, generating a calendar for that month with clickable links to the events in that month - plus the customer could jump to the next or previous month or year. Another possibility is to use the existing news template - and when a user selects "Event" in that template - then the system would generate a calendar based on that field (so we wouldn't have to create a new template, only create the calendar dynamically based on the existing template choices).</p>	Tom Fuller, Employment	03-07-08 – cancelled per originators	N/A	07-10-06
2-8-06	(72) Templates	<p>Projects like Template (Change to Freeform List): (internet) create a "Projects" template for the Internet that is like the current one available for the Intranet</p>	Linda Ellis/Jeri Chase, Forestry	<p>For September 2010 board meeting</p> <p>2-09-06 - from the developers: This would be similar to the freeform list. The freeform list could be adjusted to allow one or two columns.</p> <p>Estimate: 20 hours</p> <p>3-18-06 – Approved by the board</p> <p>5-15-06 – <u>0% complete</u> (not started)</p>	2	

2-28-06	(73) Templates	<p>Page Redirect Template (Internet/intranet): At this time the only way we can create a re-direct is to add coding to the body of the page using the VFE. This is not a standard practice and may cause confusion for some browsers. We need a template that will allow us to insert the redirect within the header of the html.</p>	Rocke Klockner, DHS/Public Health DHS# WM11	<p>For September 2010 board meeting</p> <p>2/16/06 – From the developers: New template to be created called “Page Redirect”. The template would capture:</p> <ul style="list-style-type: none"> • Redirect URL • Delay time (in seconds) • Comments to display on page <p>Estimate 24 hours</p> <p>3-18-06 – Approved by the board</p> <p>5-15-06 – <u>0% complete</u> (not started)</p>	2	
3-6-06	(74) Templates	<p>The Free Form Pictures Text: The Free Form Pictures Text only allows for 30 characters in the Section Header. Can this be increased as in the Free Form Pictures Text Banner template (this allows up to 80 characters).</p>	Allan Bates, Energy	<p>Estimate: 2 hours</p> <p>4-17-05 – approved by the Board.</p> <p>5-15-06 – <u>0% complete</u> (not started)</p> <p>07-16-07 – To be completed with October '07 rollout.</p> <p>10-31-07 - <u>100% completed</u> with upgrade to TeamSite 6.7.1.</p> <p><u>Modification Notice</u></p>	N/A	10-31-07
4-26-06	(75) Templates	<p>Newsletter Template: On the newsletter template there is a field for issue number. I would like to see that field displayed on the news page. As an example look at ODA/news/pub_0601aq.shtml. I've entered Issue 360, Winter 2005-2006 in the issue number field. It would be helpful if that information appeared in the newsletter section of the news page so that people can recognize which edition of the Ag Quarterly they need to access.</p>	Kathy Kennedy LeaMaster, ODA	<p>Approved by the board. Estimate 16 hours. Modify the presentation template to insert the “issue number” into the “Article Source” field in the Oracle database (since it's not being used anyway for the newsletter template).</p> <p>02-06-08 – <u>100% completed</u></p> <p><u>Modification Notice</u></p>	N/A	02-06-08
5-15-06	(76) Templates	<p>E-letter: The Governor's Office needs a quick and easy way to send “media-rich” mass mailings to a list of users who have subscribed to the Governor's newsletter. The contributor will create newsletters (dubbed “e-letters”) using a TeamSite template. Upon publication, TeamSite will</p>	Jodi Sherwood, Governor's Office	<p>Phase one complete</p> <p>Phase two in progress</p> <p>Estimate: Listservs are not in the Plano environment and the technology between</p>	4	

		send these e-letters to the list administrator(s) as well as deploy them to Oregon.gov. Phase-1: the email list administrator will distribute the e-letters to the newsletter subscribers. Phase-2: introduces automatic emailing directly to subscribers. Want a drop down box of list serve addresses from OSL.		the systems is mis-matched making it hard to estimate how long it will take to complete phase 2. 2-22-07 – E-letter completed for Employment review. 02-29-08 – Phase 2 – EDS to find out how many people are using the e-letter. If just a few, should we still continue with this change request? (Yes, just a few.) 04-07-08 –Kennedy-LeaMaster submitted a new change request to make the e-letter accessible through the news index page so that it can be used and archived like the news and newsletter templates. (See (86) Templates.) 04-24-08 - Changed from priority 1 to priority 4.		
5-24-06	(77) Templates	Allow Feature Story popularity box to have more than one link added to the picture. For instance, we want to give the user a choice between two links. Currently, the template only allows for one link.	Suzanne Hein, PERS	For September 2010 board meeting 7-10-06 Approved by Board Estimate 4-8 hours if the positioning of the second link is consistent with the first link.	2	
6-7-06	(78) Templates	Contact us – in addition to the anchor mailto link, add an href link that would allow a link to a form. A significant amount of users use a web-based email (in my opinion), and so it would make it easier for those people to send an email to the agency. Freeform Templates: Add a “clipboard/notepad” field to save text/code that will be reused later. We have a lot of seasonal information and have to save text/code separate from the system. It’d be convenient to have a clipboard/notepad in the DCR that we can store the text/code in to retrieve at a later time.	Tim Anderson, OR Board of Examiners for SLP and AUD	This has been resolved. The template already allows for an href link.	N/A	06-07-06
1-19-07	(79) Templates		Robert Haddan, Revenue	For v.3 users only (internet / intranet) 1-22-06 –create a VFE designed to hold content for future use. This VFE would be attached to only the Freeform template in which it was created. Estimate: 15 minutes per template; about 12 templates (~ 3 hours)	1	2-18-10

		<p>2-27-07 – approved by the board for internet Freeform templates that include a VFE only.</p> <p>02-06-08 – Developers says this is a “quick hit”.</p> <p>01-11-10 - Board agreed to make this a “quick hit.”</p> <p>02-22-10 – <u>100% completed</u></p>				
2-15-07	(80) Templates	<p>Left Navigation Bar, Contact Us & About Us Pages: Requesting a translation in Spanish for the left nav bar template for our DCBS Spanish home page. The words needing changes are: About Us, Contact Us</p>	<p><u>Modification Notice</u></p> <p>Change "About Us" and "Contact Us" items in the Left Navigation Bar to allow for custom labels. (16 hrs).</p> <p>Add a new field to the "About Us" and "Contact Us" templates to allow for custom page titles. (8 - 16 hrs)</p> <p>2-27-07 – approved by the board. <i>Adjust policy to require “About us” & “Contact us” within these locations, if not offered in second language.</i></p> <p>02-29-08 – If this change request is just “in Spanish”, it will only take about 16 hours (or less), not 32. Waiting on board’s response.</p> <p>Board’s Response: “Yes, Spanish only.”</p> <p>04-24-08 – Site Publisher will fix this. A component is being made. <i>IS THE BOARD OKAY TO WAIT FOR SP?</i></p> <p>01-11-10 - With addition of translation drop-down to oregon.gov, the board asked Linda M. to find out if DCBS (Lisa Morawski) still needs this change request completed. Lisa responded, “Yes, it’s still needed for their Spanish web site.”</p> <p>02-01-10 - Board agreed to move this to the bottom of the priority 1 list.</p>	Diane Childs - DCBS	1	

4-17-07	(81) Templates	Search Page: Add an option to "search current page" **MOVED to (51) Technical**	Raelynn Henson, DAS/DO	05-03-10 - <u>0% completed</u> (not started)	N/A	04-17-07
4-17-07	(82) Templates	Agency Home Page: 1. We would like the ability to have larger photos in the feature story. (NOT APPROVED) 2. An expanding standard pop box - that way if you choose to only use one, you aren't left with a big empty white space next to it. (APPROVED) 3. In the right nav - the ability to choose whether to use the drop down menus and/or the sub-headed section instead of being forced to use both. (APPROVED) 4. The ability to leave out the right nav. For some pages it just isn't necessary and looks really dumb if you let it default to the state's right nav. (NOT APPROVED)	Michael Topik, ODOT	For September 2010 board meeting Board (partly) Approved (11/19/07) – See numbered items to the left. Estimate: Approximately 52 hours #3 is “easy to do” per Dan Pike. Board approved. #1, #2 and #4, per E-Governance Board meeting on 6/11/07, need to be discussed with Michael Topik.	2	
07-16-07	(83) Templates	Popularity Box: Expand functionality of popularity box text to allow embedded URLs.	Robert Haddan, DOR	E-Gov Board approved to Priority 1 list. Estimate: 1 day (if we leave the VFE as it is in other templates) or 1 week max (if we make change to the VFE as suggested). Per developers, “tag URL in link text – no VFE.” Begin work when the latest T/S update is completed in October '07. 01-15-08 – <u>100% completed.</u> Modification Notice	N/A	01-15-08
7-17-07	(84) Templates	Job Announcement Page 1. Add a field to the job announcement template to select	Bwalya McCormick, DAS (HRSD)	Board approved (11/19/07) *Priority 1 as long as the other change	N/A	01-28-08

9-24-07	(85) Templates	<p>full time, part time, or both.</p> <ol style="list-style-type: none"> 2. Make "full time" and "part time" searchable fields in the search function. 3. Add a "full time/part time" column to every job category table. 	Linda Morrell, DAS	<p>requests for jobs pages are done at the same time. If not, then this will be changed to priority 2.</p> <p>Estimate: 37 hours</p> <p>01-28-08 – <u>100% completed</u></p> <p><u>Modification Notice</u></p>	1	02-24-10
3-19-08	(86) Templates	<p>Hide/Unhide a section in the template: Popularity_Standard</p> <p>(Currently, you can hide/unhide a section in this template but when you publish the template, it still publishes the hidden section. Would like to have the sections in this template actually be hidden when you publish. With this feature, two versions of one template would not have to be created nor would the same information have to be re-typed each time the event occurs (i.e. – flag at half mast).</p> <p>E-letter. Please make the e-letter accessible through the news index page so that it can be used and archived like the news and newsletter templates. Offshoot of (76) Templates.</p> <p>Current Users: (17 have e-letter content on the Web server as of 3/01/10) 11 no, 4 yes (15 out of 17 responded)</p> <p>ODOT "not likely to need" EMPLOY "not likely to need" OPRD "don't need" DAS/HR "no" (2) OBDD "no" EGOV "no" DHS "no" DAS/PEBB "no" GOV "no" DAS "no"</p>	Katherine Kennedy-LeaMaster (ODA)	<p>Estimate: "quick hit"</p> <p>Priority: 1</p> <p>Board denied (11/19/07) because it will be fixed with the rollout of SitePublisher.</p> <p>Estimate: 16-24 hours</p> <p>Since SitePublisher is off the table for now, board approved (02-01-10)</p> <p>Developers agree it's an easy implementation. They can add a "hide" checkbox in the sections.</p> <p>02-22-10 – <u>100% completed.</u></p> <p><u>Modification Notice</u></p>	2	<p>For September 2010 board meeting</p> <p>Estimate: ~ 16 hours PLUS</p> <p>05-03-10 - Due to responses, board decided to make this a priority 2.</p> <p>02-24-10 Notes from developer meeting:</p> <ol style="list-style-type: none"> 1. Currently in e-letter folder (not news folder) 2. Wants it part of the news index 3. Not in Oracle database yet <p>03-01-10 Board asked developers to find out who's using the e-letter. (see list to the left)</p>

3-19-08	(87) Templates	<p>----- OHLA "yes" ODA "yes, cd. use" DAS/FAC/SUST "yes, cd. use" DAS/SCD "could use"</p> <p>Site Map. Is it possible to enhance the SiteMap configuration tool so that the user can determine the order that the folders are presented on the .shtml page? Not just 'sorted', but actually independently re-ordered based on presentation strategies.</p> <p>Auto-generated nightly Alpha only Comes from metadata file</p> <p>List of current users as of 03-01-10: (17 sites, 4 agencies) http://oregon.gov: /DHS/pb/epht/ /DHS/pb/ophp/ /DOC /DOC/GENSVC/CONTRC/ /DOC/HR/ /DOC/INSPEC/ /DOC/OPS/ /DOC/OPS/HESVC/ /DOC/OPS/PRISON/ /DOC/PUBAFF /DOC/PUBSER/ /DOC/RESRCH/ /DOC/TRANS/ /DOC/TRANS/PROGMS/ ODOT/CS/HR/ ODOT/HWY/ROW/ /OMD/AGPA</p> <p>Sent e-mail on 3/2/10. As of 3/22/10, only one response received. From ODOT saying "okay as is." At 5-3-10 board meeting, Peg Cook of DOC agreed, they are "okay as is" too.</p>	Johanna Swenson (DHS)	<p>Estimate: ~ 90 hours</p> <p>Priority: 1 (bottom of list)</p> <p>05-03-10 - Board decided, based on responses from site owners, to cancel this change request.</p> <p>03-01-10 Board asked Linda and developers to find out from the sites using the SM tool, if they wanted users to determine the order of the SM folders.</p> <p>02-24-10 Notes from developers: Donna googled "orsite_map.shtml" and found 17 sites using the site Map tool (see list to the left).</p> <p>05-23-08: Linda e-mailed Johanna requesting the logic behind not sorting alphabetically.</p> <p>From the developers:</p> <ol style="list-style-type: none"> 1. Create a "new" text area box on the Site Map Preference page. 2. In the "new" text area box, the user will enter the absolute path of the folders they want sorted outside of how the current process sorts (this estimate does not include sorting for customized folders). 3. the way the user enters the folders is the way the folders will be sorted. All remaining folders not listed will be sorted after the listed folders by how the current process sorts. 4. If a user leaves this new text area box empty, the process will sort as it currently does. <p>In order to make this happen, we need to modify the following scripts:</p>	1	05-03-10
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			<ul style="list-style-type: none"> ORcmsCustMenu_SM_pref.cgi = This script will need to be modified to create the “new” text area box and include “help” instructions. This script will need to be updated to write to the current orsite_map_config.txt file that is read in by another process. <p>Estimate to modify this script: 15 hours</p> <ul style="list-style-type: none"> ORcmsMap.pm = this script will need to be modified to do the following: <ol style="list-style-type: none"> Read in the new configuration settings from what the user entered for the folders to be sorted. Modify the “heart” of the program to determine what type of sorting needs to be done. Add necessary logic to sort the folders from what the user entered. <p>Estimate to modify this script: 50 hours</p> <p>Additional time needed: Testing: 20 hours Rework: 5 hours</p> <p>Total Estimate: 90 hours</p>		
				<p>Johanna Swenson and Michael Day (DHS)</p>	<p>03-01-10 - Board denied this request.</p> <p>Estimate: 26-34 hours</p> <p>04-24-08 - Developers say, “No, too much time involved. SitePublisher will allow.”</p> <p>Priority:</p>
	(88) Templates				
3-19-08				<p>Modification Date. (from Johanna) The new “page last updated” detail in the footer is not accurate for home pages. If a popbox gets updated, the date does not change.</p> <p>How is this detail monitored? If the user makes a spelling correction on the page, does the footer detail change automatically to show the date of that correction?</p>	

		<p>I would like to see this footer detail have more user control where the page author determines if the 'last updated' detail should be updated with the date of the change.</p> <p>(from Michael) I would like the "Page Updated" field in the footer of the mini-site home page to automatically update when a pop box loaded on that page is updated. Currently, the page update field does not change unless you republish the index.shtml file, which should be unnecessary when you are making changes in the pop boxes.</p>		<p>05-23-08: Linda e-mailed Johanna to see if the modification to the index page solved this issue for her. Also, explained that SP will solve this issue.</p> <p>Develop a new .cgi program that contains the following logic (16-20 hrs):</p> <ul style="list-style-type: none"> • Determines whether this time stamp is for an index page or just a standard page. • If it's an index page, then interrogate the page in order to grab all of the pop boxes that it's comprised of. • Grab the pop box with the newest timestamp. • If it's not an index pg, then obtain the timestamp of the current page. • Display the timestamp on the page. <p>Modify the footer v3.html file (4 hr) Replace existing timestamp SSI with a new SSI directive that calls the new CGI created above.</p> <p>Testing (4-8 hours) Rollout (2 hours)</p>	<p>NP</p>	<p>1/11/10</p>
		<p>Popularity Standard Template. Add character spaces to the "Link Text" under "Marquee" in the popularity standard template. Right now it's limited to 65 characters. I have to enter text provided by the Governor's Office on their press releases and I'm finding more often than not, I'm running out of space and having to abbreviate words. Request the limit expanded to at least 100 characters.</p> <p>Sample press release title: <i>Governor Underscores Importance of Transportation to Economy and Quality of Life</i> (80 characters, including spaces)</p>	<p>Linda Morrell (DAS)</p>	<p>Estimate: Priority: ~ 16 hours</p> <p>1/11/10: Linda cancelled this request -- decided that adding any more characters would increase the length of the scrolling item and make it too long for the space.</p>		
<p>3-25-08</p>	<p>(89) Templates</p>	<p>Newsletter and News Template (internet and intranet). I would suggest changing the default expiration date to the current date plus one year. Currently, the default expiration date is the same as the date created. If you neglect to go to that field and change it, the published newsletter is already expired and will not display on the news index page.</p>	<p>Katherine LeaMaster</p>	<p>Approved by the board (03-01 - 10) Estimate: 7.5 hours Priority: 1 (Quick Hit)</p> <p>03-23-10 Work's completed on this c/r. HP to create instructions, run them by Linda, announce to the SPOCs.</p>	<p>1</p>	<p>03-24-10</p>

White: Pending Board Approval

Date Rec'd	Date Deferred	Reference # & Category	Request Description	Requestor	Status	Priority	Date Completed
8-17-04	5 (Phase 3)	(EGOV 01)	<p>Phase 1: redesign the header region and add a bottom banner.</p> <p>Phase 2: rework the “What’s Inside Oregon.gov” menu on the right of the page.</p> <p>Phase 3: (optional) may involve the restructuring of the KUT menu and the removal of “More on this Topic”</p>		<p>4-18-05 - Phase 1 complete</p> <p>5-05-05 - Phase 2 complete Modification Notice</p>	N/A	
6-16-04	8-17-04	(EGOV 02)	<p>Change Request Form: Redesign the (change) request form to be more user friendly: Upon clicking submit a summary report of our requests should be presented so we can print that to track our requests.</p>	Marsha Morin, DPSST Original Reference No: (11) Technical	<p>Deferred to the E-Governance Board</p> <p>9-21-04 – A team has been selected to review the form and suggest changes. Once approved E-government will create and post the new form.</p> <p>Add a selection to choose “intranet” or “internet” for new templates.</p> <p>10-26-04 – Contact Kathy Munsel</p> <p>2-28-06 – this form will be updated upon the completion of (66) Templates.</p>	5	
		(EGOV 03)	[Now that the change has been made so that the agency tab comes up upon log-on first] if there is important content on the state page then perhaps there is a way to flag the employee by either changing the color of the state tab temporarily or push an "alert" to the agency page or something like that.	Tom Fuller, Employment Original Reference No. Technical (16)	<p>Completed 10-8-04 – this portlet is now available. It has been permissioned to allow all agencies the ability to upload it on to their agency portal page. Portlet name: “New State Information”.</p> <p>1-18-06 – No longer available with portal software upgrade.</p>	N/A	10-08-04

09-21-04	(EGOV 04)	<p>News Template:</p> <p>Phase 1 – Add 7 items to the list of article options. Change “In the Press” article type to “In the News” and “Press Release” to “News Release.” Reverse retention/expiration dates.</p> <p>Phase 2 – Display a “State-Level” index of press releases. Time Estimate: 70 hours.</p> <p>Phase 3 – Allow the contributor to select how many jobs are displayed under each category header.</p>	Original Reference Numbers: (34) Templates (38) Templates	<p>Phase 1 completed 11-11-04 Modification Notice</p> <p>Phase 2 Time Estimate: 70 hours - Coding (21%-50%)</p> <p>Phase 3 Time Estimate: 50 hours.</p>	3	
9-21-04	(EGOV 05)	<p>Left Nav Bar (Internet): Why does the left nav mix the predetermined links with the one's we can create? From the way it looks, there isn't a predetermined order of links. I have no problem with the About us and Contact us being the first two links, my problem lies within the rest of the links.</p> <p>The links that we choose that have templates i.e. Publications, Forms, Administrative Rules, State Statutes, etc, are not in any order and the links I create (and place in alphabetical order) get mixed in with no rhyme or reason. In my left nav bar for Facilities, 3 of the links that the system created (Publications, Administrative Rules, and Forms) are placed before the one's that I created and one (State Statutes) that the system</p>	8-24-04 - Kelly Hays, DAS/ Facilities Original Reference No. (37) Templates	<p>9-21-04 – The board would like the option to manually sort the order of the links in the Left Navigational bar. Understanding that this is a very complex process for developers, they have given it a 3 in the priority listing.</p> <p>9-21-04 - Sent to EDS for Development</p> <p>Moved to a number 5 priority</p> <p>5-15-06 – 0% complete (not started)</p>	5	

			created is below the one's that I created. Why isn't "State Statutes" at the top and why can't the links that we can select be placed in alphabetical order?					
			Left Nav Bar (Internet): I agree with Kelly's request (above), but suggest that agencies decide sort order instead of defaulting to alpha.	8-31-04 - Marsha Morin, DPSST (40) Templates				
	(EGOV 06)		Increase Character count in templates: Phase 2 - In all remaining (internet & intranet) when the template come up for changes, character counts will be expanded to the maximum without wrapping in the following fields: Page Title, Section Header and Subsection Header.	7-27-04 – Maureen Kirchner, ODOT/DMV Original Reference No.s: (22) & (23) Templates		5		
					Phase 1 – completed 9-15-04 – Phase 2 sent to E-Gov for Development 5-15-06 – <u>0% complete</u> (not started)			

TAC (Template Advisory Committee)

Status Color Key:	
Yellow:	Completed
Blue:	In Progress
Pink:	Denied
Green:	Resolved
Orange:	Deferred
Lavender:	Board Approved
Dk Green:	Cancelled
White:	Pending Board Approval

Date Rec'd	Date Deferred	Reference # &	Request Description	Requestor	Status	Priority	Date Completed

7-21-04	8-17-04	Category (TAC01)	<p>New Template – Newsletter (Intranet & Internet): We should be able to have a user-defined identifying header, a list of links to stories (TOC), a photo with each section (story), and the ability to link to sources or other documents.</p> <p>I would suggest that it be another type of news file that would appear on the News page.</p> <p>Agency Contact Us Directory 2 (Internet): Remove the "mandatory address" field so that we are not advertising home addresses of our field staff or repeating the office address down the entire page.</p> <p>New Template (Internet) – Board/Committee Roster: Need a roster format which lists members of various boards and committees. The format of the Contact Us Dir 2 would work, with the following additions: 4. Address fields (address 1, address 2, city, state, zip) 5. Fax number field 6. Optional number field (make caption user defined)</p> <p>Regional Contact Us (Internet): Remove the parens from around the area code of the phone number. See Contact Us template as an example.</p> <p>Regional Contact Us (Internet): Could we have room for two</p>	7-21-04 - Kathy Kennedy, ODA Original Reference No. (18) Templates	Completed 8-03-05 Modification Notice	N/A	08-03-05
7-29-04	8-17-04	(TAC02)	<p>7-29-04 - Wendi DeYoung, ODA Original Reference No. Templates (24)</p> <p>6-16-04 Marsha Morin, DPSST Original Reference No. Templates (13)</p>	Completed 3-03-05 Modification Notice	N/A	03-03-05	
7-30-04	8-17-04	(TAC03)	<p>Regional Contact Us (Internet): Remove the parens from around the area code of the phone number. See Contact Us template as an example.</p> <p>Regional Contact Us (Internet): Could we have room for two</p>	Demi Cooperrider, Revenue Original Reference No. Templates (19) Cliff Voliva, DLCD	Completed 3-03-05 Modification Notice	N/A	03-03-05
8-02-04							

			email contacts? Three of our regional offices have two people.	Original Reference No. Templates (25)		
8-17-04	(TAC04)		Contact Us (Internet): Could we have room for the name of the person above the email address? Although the name is part of the email address we currently have there, we are considering changing that address.	Cliff Voliva, DLCD Original Reference No. Templates (26)	N/A	03-03-05
8-17-04	(TAC05)		New Template - Meeting Minutes (intranet & internet): 1. hyperlinks to jump to different sections for different meetings. 2. Under the sections would like hyperlink options to multiple meeting minutes. This link shows what I currently use http://www.dpsst.state.or.us/bd/minutes.htm . 3. an archive feature where we click a checkbox on any of the hyperlinks and it moves those links to a separate page linked from the main minutes page.	8-05-04 - Marsha Morin, DPSST Original Reference No. (28) Templates	4	
8-17-04	(TAC06)		Forms (Internet): Provide more space in column Text 1 so when viewed it doesn't wrap text after two words. Example: http://www.oregon.gov/DPSST/PS/forms.shtml . Options for two or more hyperlinks so different form formats can be given. (i.e. acrobat, word, word perfect, etc)	8-05-04 - Marsha Morin, DPSST Original Reference No. (29) Templates	3	
				Completed 3-03-05 Modification Notice		
				Deferred to the Template Advisory Committee 8-20-04 – This template will mimic the functionality of the News template. 12-09-04 – Approved by TAC 1-04-05 – Categories approved by TAC. Sent to E-Gov for Development 5-15-06 – 0% complete (not started)		
				Deferred to the Template Advisory Committee to assess functionality and the possibility of adding automated file format information. 9-20-4 – Approved by TAC. May add these changes to the Publications and Reports templates as well. 9-29-04 – Sent to E-Gov for Development Proof required for State E-governance before publishing.		

			Example: Personnel Action, F-4, Acrobat, Word (where Acrobat and Word are hyperlinked).			05-10-05 – From the developers: Estimate 56 hours 06-15-05 - 10% complete (planning)	
	9-21-04	(TAC07)	<p>All Templates: Would like the ability to italicize text in the headings and subheads. We often have to provide information about plants and diseases using Latin terms. These should be italicized, if possible.</p> <p>Also would require special characters in headlines.</p>	8-18-04 - Kathy Kennedy, ODA Original Reference No. (33) Templates	<p>Deferred to the Template Advisory Committee</p> <p>Consider the option of a new “Technical Terms” Template</p> <p>9-29-04 – Sent to E-Gov for Development</p> <p>5-15-06 – 0% complete (not started)</p>	5	
	9-21-04	(TAC08)	<p>New Template - Alternative Mini Site Home Page (Internet): Add a second Agency Home page that replaces the large graphic with a space for 2 popularity boxes.</p> <p>New Template - Alternative Mini Site Home Page (Internet): Five (80x80) small picture/text links that are all 'above the fold' & the ability to modify the picture, text & link in the Feature Story' box so we can highlight the next \$.5M airplane we need to sell.</p>	6-10-04 - Jessie Toews, ODOT Original Reference No. (11) Templates 8-18-04 - Nole Bullock, DAS/Surplus Original Reference No. (36) Templates	<p>6-21-04 - Approved by Brand Oregon for <i>mini-site homepage use only.</i></p> <p>8-17-04 – E-Governance approve template design for Jessy’s alternative mini site home page.</p> <p>9-21-04 – Deferred to the Template Advisory Committee: Combine these two requests?</p> <p>12-09-04 – Jessy’s design approved by TAC</p> <p>12-09-04 Sent to E-Gov for Development</p> <p>06-15-05 - 10% complete (planning)</p>	4	

Current, completed and denied Change requests can be found on the intranet: https://intranet.egov.oregon.gov/sites/DAS/state_e-governance_changerequest.jsp.

Also of interest under the Content Management tab is a listing of the recent modifications:
https://intranet.egov.oregon.gov/sites/DAS/IRMD/EGOV/CLASS/CM_ModNotices.jsp

Lifecycle Template Explanations: https://intranet.egov.oregon.gov/sites/DAS/IRMD/EGOV/CLASS/CM_TemplateCycle.jsp