



TRAINING GUIDE

Rebranding Lucity Web



Rebranding Lucy Web Applications

In this booklet, we'll show how to make the Lucy web applications your own by matching your agency's style.

Table of Contents

- Web Citizen..... 2
 - Section 1.01 Customize the Look..... 2
 - Sample Master Page 2
 - How To..... 2
 - Section 1.02 Custom "Email me a copy" Email 3
 - Properties 3
 - System Settings 3
 - How To..... 4
- Lucy Web..... 5
 - Section 1.03 Customize the Logo..... 5
 - Section 1.04 Background Image 5
 - Section 1.05 Changing the default color scheme 6

Web Citizen

The Web citizen application can be customized to match the look of your website. You can also update the email sent to the client.

Customize the Look

The Web Citizen form is stylized using a custom Master File. Here you can provide a custom html page to wrap your request forms.

Sample Master Page

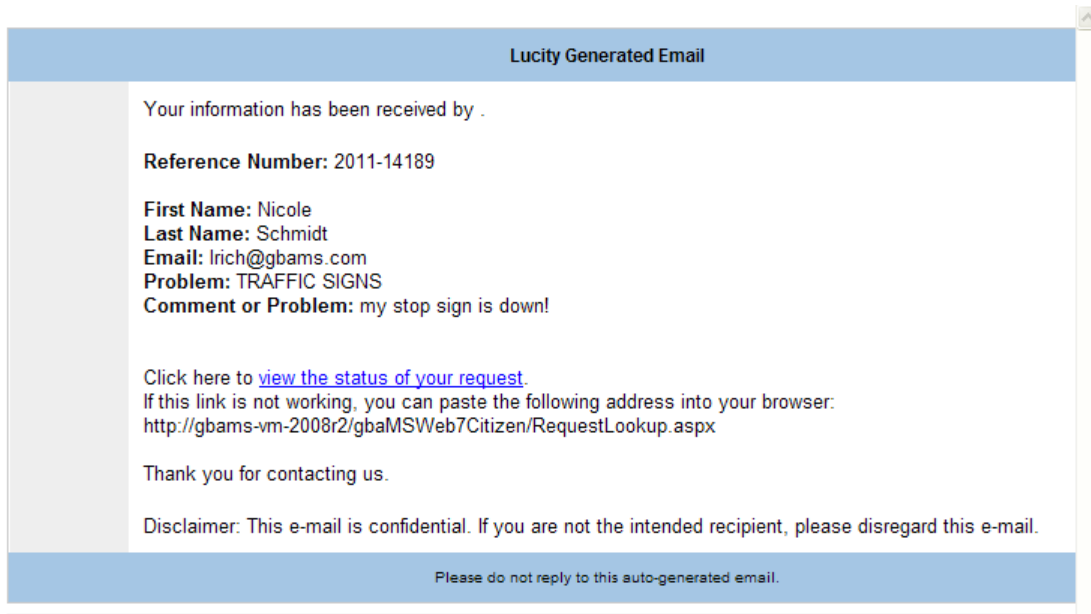
```
<%@ Master Language="C#" AutoEventWireup="true" CodeFile="StateOfNE.master.cs"
Inherits="MasterPage" %>
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
  <head runat="server">
    <title>State of Nebraska</title>
    <meta http-equiv="X-UA-Compatible" content="IE=EmulateIE7" />
    <link href="..\StyleSheet.css" rel="stylesheet" type="text/css" />
    <asp:ContentPlaceholder ID="HeadContentPlaceholder" runat="server" />
  </head>
  <body bgcolor="#3BBDC2" text="#0B251F">
    <form id="form1" runat="server">
      <div>
        <asp:ContentPlaceholder id="phContent" runat="server" >
        </asp:ContentPlaceholder>
      </div>
    </form>
  </body>
</html>
```

How To

- Create your master file using notepad or another text editor.
 - a. You can copy master.master, found in the room of you Citizen app, as a starting place.
 - b. Make the desired html changes to the master page, then save it.
 - Save the master file and place it in the root directory of your Citizen App.
 - Remember the file name.
 - Open appsettings.config and add an entry for MasterPage
 - Example: <add key="MasterPage" value="example.master" />

Custom “Email me a copy” Email

When citizens enter a request they can opt to email themselves a copy of the request. An example of this email appears below.



Properties

The email that goes out is based on the `citizenmail.html` file that is stored in the Web Citizen directory. The email can be modified by adding the following properties to the template.

- `%CitizenRequestEmailHeader%` - This uses data from **The first line of the body of the email sent to citizens** setting found at Lucity Administration Tool > System > Settings > Email tab.
- `%number%` - This adds a line with the Lucity Request Number
- `%properties%` - This adds a hardcoded section that includes fields from the request submittal form. These include the Requester name, email, problem reported, comment, and date reported.
- `%CitizenRequestEmailFooter%` - This uses data from **The last line of the body of the email sent to citizens** setting found at Lucity Administration Tool > System > Settings > Email tab.

System Settings

In the Lucity Administration Tool there are several settings that effect how the citizen email works.

System > Settings > Email

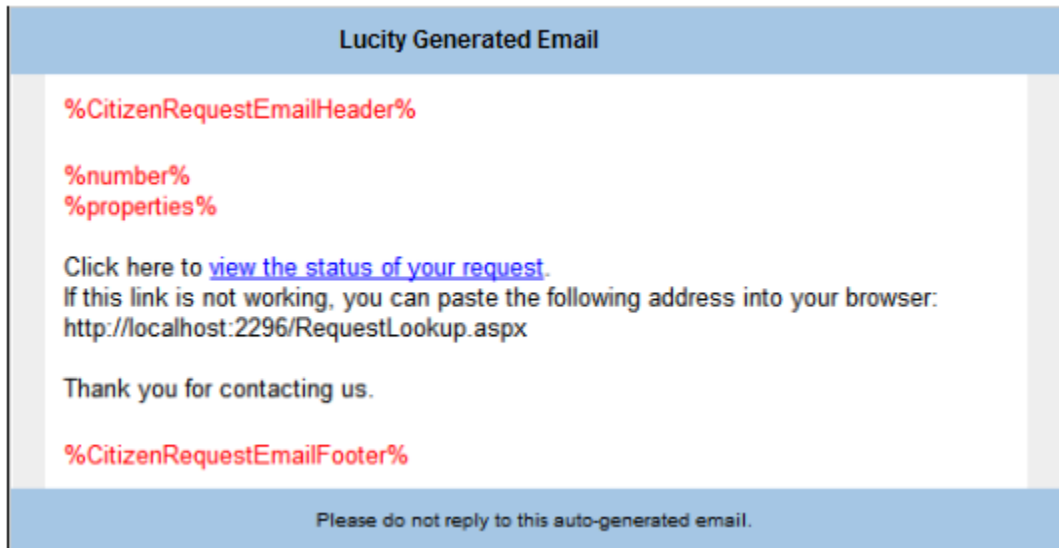
- **The first line of the body of the email sent to citizens** - Enter an opening for the email here. This is added to the email template by using the `%CitizenRequestEmailHeader%` property.
- **The last line of the body of the email sent to citizens** - Enter a closing for the email here. This is added to the email template by using the `%CitizenRequestEmailFooter%` property.

System > Settings > Website

1. Citizen Email - Include link to request lookup - Enabling this automatically includes a link to the email that the citizen can use to find out status information for their request.

How To

1. In the Lucy Administration Tool fill out the related settings.
2. Locate the citizenmail.html.
3. Open the html file in notepad or other text editor.
4. Enter the desired properties (header, number, properties, footer).



5. Save the citizenmail.html.

Note: This modification is for the html version of the email that is sent out. A text version of the email is sent out too (for older email programs). The text version is hardcoded and cannot be changed. However, it does honor the Citizen Email - Include link to request lookup setting.

Note: _____

Lucity Web

Customize the Logo

The Lucity Logo for Lucity Web is stored on the webserver in the \LucityWeb\ClientBin\images directory.



It has dimensions of 153 x 58 pixels.

How To

1. Create a new image with 1000 x 1000 dimensions and save it as **MenuLogo.png**.
2. Open up the \LucityWeb\ClientBin\images directory.
3. Rename the original **MenuLogo.png** as **MenuLogo_old.png**.
4. Place your new **MenuLogo.png** in the \LucityWeb\ClientBin\images directory.
5. To see the change immediately you may need to go into your web browsers options and clear the local internet files.

Background Image

The background image for Lucity Web is stored on the webserver in the \LucityWeb\ClientBin\images directory. It has dimensions of 1000 x 1000 pixels.

How To

1. Create a new image with 1000 x 1000 dimensions and save it as **background.png**.
2. Open up the \LucityWeb\ClientBin\images directory.
3. Rename the original **background.png** as **background_old.png**.
4. Place your new **background.png** in the \LucityWeb\ClientBin\images directory.
5. To see the change immediately you may need to go into your web browsers options and clear the local internet files.

Note: _____

Changing the default color scheme

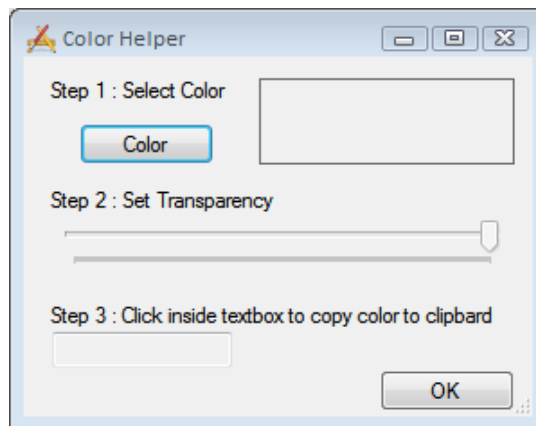
Lucy Web gives users control over all the colors that appear in the application. However, administrators have the ability to change the default colors for everybody. This is done in the Lucy Administration tool under System > Settings > Appearance tab.

How To

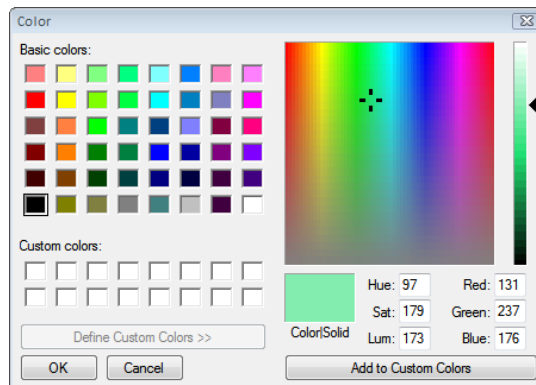
1. Open the Lucy Administration Tool > System > Settings > Appearance tab.
2. Find a setting that needs to be changed.
 - o Click in the field and enter a color value. It is formatted *Alpha, Red, Green, Blue*.

OR

- o Click the **Color Helper** button in the bottom left for the following popup.



- Step 1: Click the **Color** button for a color picker.



- Select a color and click **OK**.
- Step 2: Use the slider to select a Transparency.
- Step 3: The color value will appear in the box under this step. Click in the box to automatically copy the color value.
- Click **OK**.

- o Back on the Appearance tab click in the field to change and paste the copied color value.

3. Launch Lucy web to see the new default color.