

Modifying Tabular Data with a Date and One or More Links

Note: This is used for DA Press Releases, LAFCo News/Hearing Notices and Other Items

Adding a Row in the Table:

1. If you are not already signed in, sign in to the CMS <https://www.kerncounty.com/Admin/>.
2. Go to Pages from the Content Shortcuts or the Site Content dropdown menu.
3. Find the page you are updating and click on it for its dropdown menu to appear; select Edit Design from that menu.
4. Click on the white wrench at the top of the Content Area or Accordion Widget containing the table. If the table is in a Content Area, skip to step 7 after clicking on the white wrench.

District Attorney Press Releases

Font Size:   Share & Bookmark  Print



Accordion Widget	
2020	
DATE	PRESS RELEASE
07/24/20	20-26 7.24.20 Felony Case Filed Against Local CHP Officer: BF 181810 A: Brian Pardue (PDF)
07/17/20	20-25 7.17.20 SVU Jury Trial Convictions Delgadillo and Grayson (PDF)
07/10/20	20-24 7.10.20 CDCR Early Inmate Releases (PDF)
07/09/20	20-23 7.9.20 Jury Trial Conviction Hiram Salcedo BF173870A (PDF)
06/29/20	20-22 6.29.20 Governor Commutes Sentence of Another Kern County Murderer, Dwayne Allen (PDF)
06/22/20	20-21 6.22.20 Jury Trial Conviction James Henderson BF 178576A (PDF)
06/19/20	20-20 6.19.20 Isaiah Marshall Jury Trial Conviction (PDF)
06/15/20	20-19 6.15.20 Carmax Settlement Agreement (PDF)
05/27/20	20-18 5.27.20 Murder Charges filed in 'Bakersfield 3' case (PDF)
04/20/20	20-16 Crime Victims' Rights Week (PDF)
04/16/20	20-15 4.6.20 Zero-Bail Mandate (PDF)

5. **(Accordion Widget Only)** When you click the wrench, the following popup window will appear:

Accordion Widget

Widget Title
DA Press Releases

Accordion Section Icons
☒ Yes ☐ No

Maximum Accordion Sections
12

Items

Section Title	Section Icon (optional)	Description	Default State	
2020	Browse...	Date ...	Open	  
2019	Browse...	Date ...	Closed	  
2018	Browse...	Date ...	Closed	  

Highlighted field has been updated.
"Reset to Default" button restores all default settings for this widget.

Reset to Default Close Save

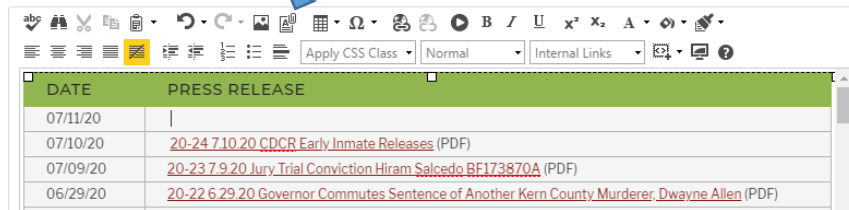
6. **(Accordion Widget Only)** Click on the pencil icon for the section that contains the table you would like to update.
7. In the table that displays, right-click on the first row underneath the table header and select "Insert Row Above". This will add a blank row to the top of the table.
8. Enter the date that you want into the table.

Accordion Widget > 2020

DATE	PRESS RELEASE
08/12/20	
07/24/20	20-26 7.24.20 Felony Case Filed Against Local CHP Officer: BF 181810 A: Brian Pardue (PDF)
07/17/20	20-25 7.17.20 SVU Jury Trial Convictions Delgadillo and Grayson (PDF)
07/10/20	20-24 7.10.20 CDCR Early Inmate Releases (PDF)
07/09/20	20-23 7.9.20 Jury Trial Conviction Hiram Salcedo BF173870A (PDF)
06/29/20	20-22 6.29.20 Governor Commutes Sentence of Another Kern County Murderer, Dwayne Allen (PDF)
06/22/20	20-21 6.22.20 Jury Trial Conviction James Henderson BF 178576A (PDF)
06/19/20	20-20 6.19.20 Isaiah Marshall Jury Trial Conviction (PDF)
06/15/20	20-19 6.15.20 Carmax Settlement Agreement (PDF)
05/27/20	20-18 5.27.20 Murder Charges filed in 'Bakersfield 3' case (PDF)
04/20/20	20-16 Crime Victims' Rights Week (PDF)

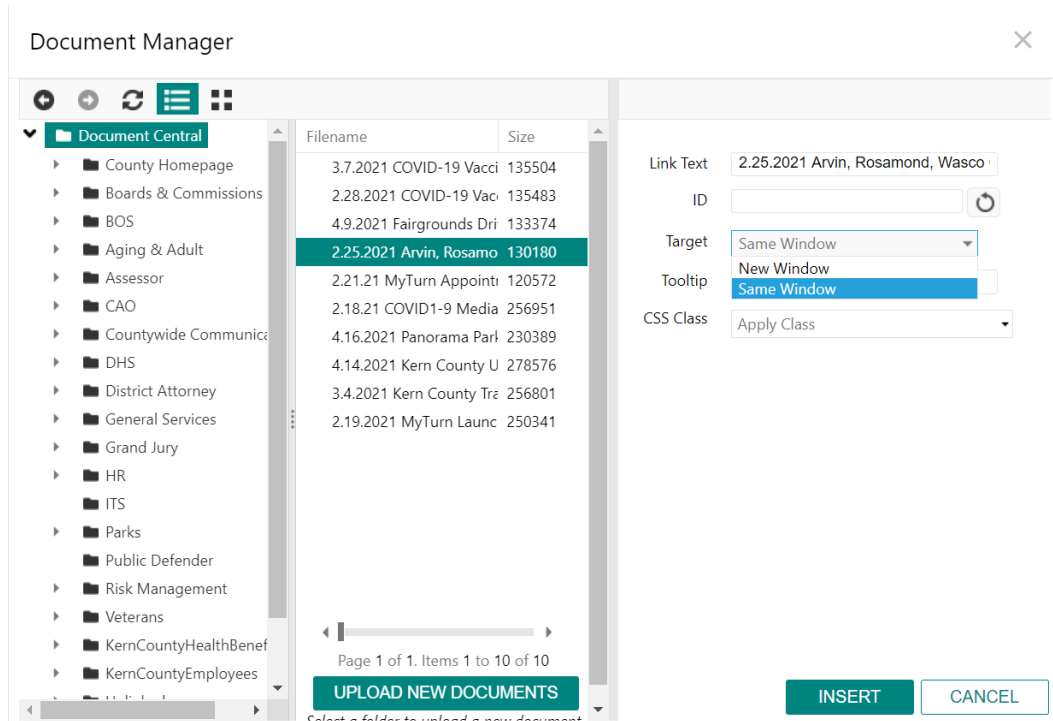
9. To add a link to a document, click on the “Document Central” button (📁) in the menu bar at the top of the window.

Content Area



DATE	PRESS RELEASE
07/11/20	
07/10/20	20-24 7.10.20 CDCR Early Inmate Releases (PDF)
07/09/20	20-23 7.9.20 Jury Trial Conviction Hiram Salcedo BF173870A (PDF)
06/29/20	20-22 6.29.20 Governor Commutes Sentence of Another Kern County Murderer, Dwayne Allen (PDF)

10. Find and select the document in the Document Central structure.
- Change the text that will appear in the table for that document by changing the “Link Text” field.
 - Click on the dropdown for the “Target” field and select “Same Window”.
 - Click “Insert” to add the document.



Document Manager

Filename	Size
3.7.2021 COVID-19 Vacci	135504
2.28.2021 COVID-19 Vac	135483
4.9.2021 Fairgrounds Dri	133374
2.25.2021 Arvin, Rosamo	130180
2.21.21 MyTurn Appointi	120572
2.18.21 COVID1-9 Media	256951
4.16.2021 Panorama Parl	230389
4.14.2021 Kern County U	278576
3.4.2021 Kern County Tre	256801
2.19.2021 MyTurn Launc	250341

Page 1 of 1. Items 1 to 10 of 10

UPLOAD NEW DOCUMENTS

Link Text: 2.25.2021 Arvin, Rosamond, Wasco

ID: []

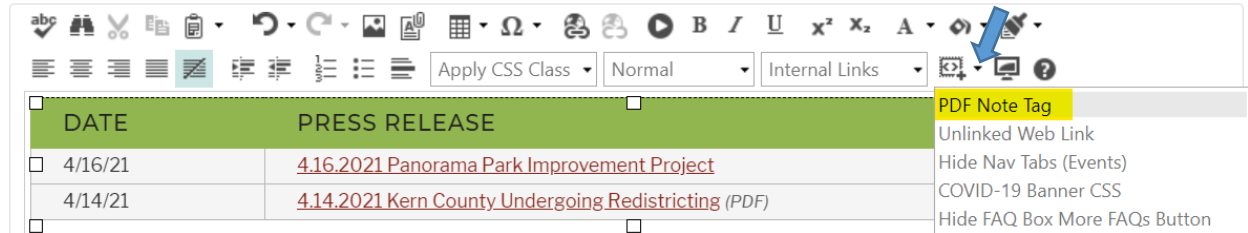
Target: Same Window

Tooltip: Same Window

CSS Class: Apply Class

INSERT CANCEL

11. Click at the end of the new document name in the table. Add a space, and then click on the dropdown arrow to the right of the “Code Snippet” button (🔗).
12. Click on PDF Note Tag.



13. Click Save. If you are editing a table that is in an Accordion Widget, you will need to click Save a second time.
14. Click Publish at the top of the page.
15. When you view the page you were modifying, you should see your new document(s) in the table. Be sure to test the links to be certain that everything is working as expected.

Updating a Row in the Table:

1. Repeat steps 1–6 from above to get to the table that you are modifying.
2. In the table that displays, click inside the row you would like to update.
3. Make the changes.
4. Click Save. If you are editing a table that is in an Accordion Widget, you will need to click Save a second time.

Deleting a Row in the Table:

1. Repeat steps 1–6 from above to get to the table that you are modifying.
2. In the table that displays, right-click in a blank spot inside the row you would like to delete and select to Delete Row.
3. Click Save. If you are editing a table that is in an Accordion Widget, you will need to click Save a second time.

If you have any questions, please contact ITSHelpDesk at (661) 868-2200.