

## Case Number: HTML Content for Citizen Access via the Agency's Web Portal

**Use this information to set up content on your department portal for citizens to reach the web page for non-emergency incident submissions**

### 1. What is included in the .zip file:

1. HTML file "index.html"
2. Resource folders: "img" "Images" "css"

### 2. How to use:

1. Prepare the page content:
  - a. Open this "index.html" in a HTML or text editor (i.e., Notepad)
  - b. Add, delete, or edit text content as desired for your agency
  - c. Check the "href=" for the blue button (shown below) to ensure it is directed to the agency branded URL for Case Number. This subdomain specific URL is listed in the "Agency Settings | Branding" screen in Case Service. (i.e., "https://lbpd.casenumber.com")
2. Locate the source page for the agency portal that you wish to embed this content into
3. Copy and paste HTML into the page
  - a. As provided, this will render in a web browser stand alone
  - b. You may copy HTML from this and add it to the target page (all content between "<html> ... </html>")
4. Copy resource files into your portal's folders
5. View your target page and verify content
6. Contact us at <https://lesupport.ten8tech.com> for assistance

### 3. Page display sample:

The page content will look as shown given the files provided:

