

COMMONWEALTH OF PENNSYLVANIA NEW AGENCY TEMPLATE CHECKLIST



1. Homepage Dashboard	
Check	Task
	Select topic-relevant icons for three content areas. Learn how.
	Upload topic-relevant images for three content areas. Learn how.
	List top pages in one of the three content areas and label the area “Trending Pages” or “Top Pages.” You will need to manually list the top 10-15 services manually using your Google Analytics data (choose the longest time range you can). In the future, this section will be dynamic -- meaning it will automatically update. The Department of Agriculture provides a good example, as well as the Department of Environmental Protection .

2. Social Bar and Footer

Add agency's social networks to social bar (if applicable). [Learn how.](#)

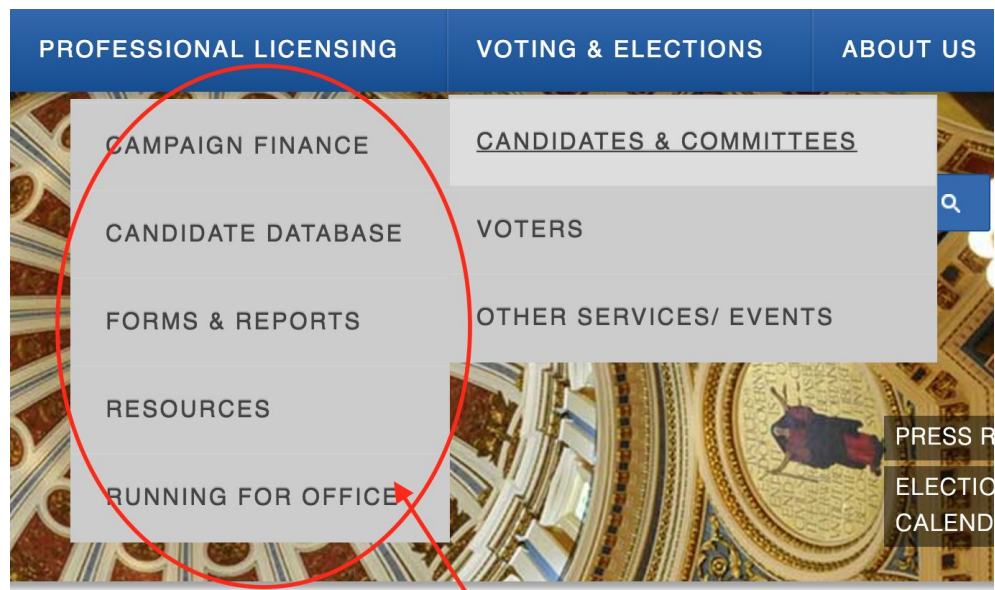
Add links to new agency footer. The required content in the agency-specific footer includes: Contact (automatically added by PAI), Social Media (if application), About (should link to a page on your site with information about the agency's main mission), and Pressroom (should link to your page on media.pa.gov, if applicable). [Learn how.](#)

3. Navigation and Flyouts

Evaluate the option for employing more than four navigation items. We no longer limit the top nav to four items. The only limit is the space on the bar. You should consider whether your site would benefit from additional top-level navigation.

Evaluate the option to change the color of the navigation bar. To give agencies some more flexibility, you will now be able to customize the navigation bar on your websites. Previously, the navigation bar was always blue. You can select from any of the commonwealth colors (blue, red, gold, green, light blue). To change the color, submit a ticket to the service desk at pahelp@egov.com.

Remove horizontal flyouts and add tiled layouts. When you eliminate the horizontal flyout, you will have to add tiled navigation to the landing page for the subsite.



Horizontal flyouts



Example of horizontal flyouts

In the example above, the horizontal flyouts direct users to the subpages Campaign Finance, Candidate Database, Forms & Reports, Resources, and Running for Office. Once the horizontal flyout is eliminated, a tiled layout will need to be added to the Candidates & Committees page to direct users to the subpages. [Learn how.](#)

4. Documents

Label links to documents. If a link on your website is a PDF, DOC, XLS, or other document, the link should be labeled by putting the document type in parentheses at the end of the link. E.g. "View the tax form (PDF)." See examples on the [Department of Environmental Protection's page about newsletters](#).

