



STAFF TASK GUIDE

Your content. A clearer workflow.

Explore the interactive staff publishing prototype at the proposal's Staff experience link. It demonstrates focused editing, preview, sample publishing, and revision restore. Changes stay in this page session and reset on reload. Nothing is published to a live website. Use sample content only.

01 / Update an event

1. Choose An event. Change its title, useful summary, and event date.
2. Enter a complete HTTP or HTTPS destination for the event.
3. Choose Preview to see how the current draft appears to a visitor.
4. Choose Publish sample. Your sample revision is now recorded in this page session.

02 / Share a resource

1. Choose A resource. Give it a clear title and short, useful summary.
2. Enter a topic and the full address of the resource.
3. Choose Preview and check the title, summary, and destination.
4. Publish sample to record your changes. Switching tasks preserves each draft until this page is reloaded.



REPORTS & REVISIONS

Make a change. Keep a way back.

03 / Update a report

1. Choose A report and edit the title and useful summary.
2. Enter the publication year and a full HTTP or HTTPS document or source address.
3. Choose Preview to review the information a visitor will see.
4. Publish sample to record a new revision in this session.

04 / Restore earlier content

1. Make another change to the title or summary and choose Publish sample.
2. Open Revision history below the editor.
3. Find an earlier version and choose Restore.
4. The earlier content becomes a new sample revision. Preview it to confirm the result.

The production commitment

A custom React website will connect to a separate staff CMS, selected with First 5 during discovery. Production delivery includes First 5-owned hosting and accounts, persistent content, agreed permissions, document uploads, backups, recovery instructions, and two staff training sessions. The live website's templates will apply the supplied new brand standards.

What the prototype demonstrates

This is a purpose-built interface demonstration, not the final CMS. It shows how structured fields, consistent previews, and revision controls can support everyday staff tasks. Reloading resets all sample changes. Authentication, uploads, integrations, and production acceptance testing are delivery work.