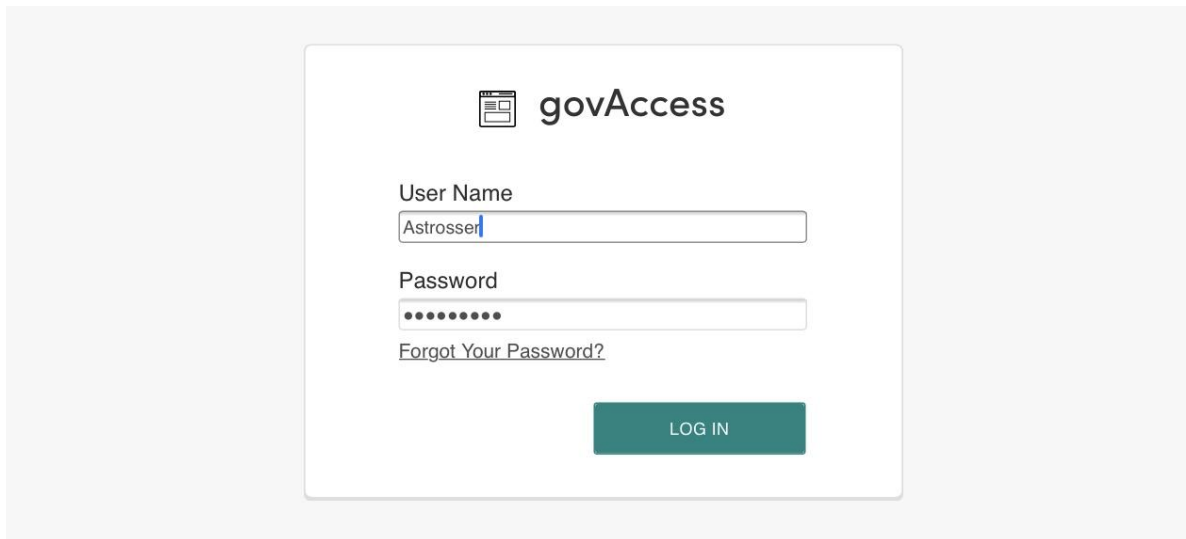


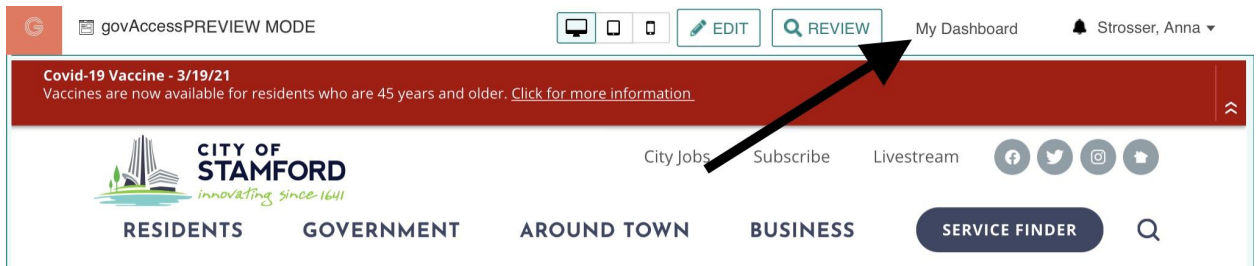
How to Add a FAQ onto the City of Stamford Website.

Please use this guide to learn how to publish a FAQ onto the city website.

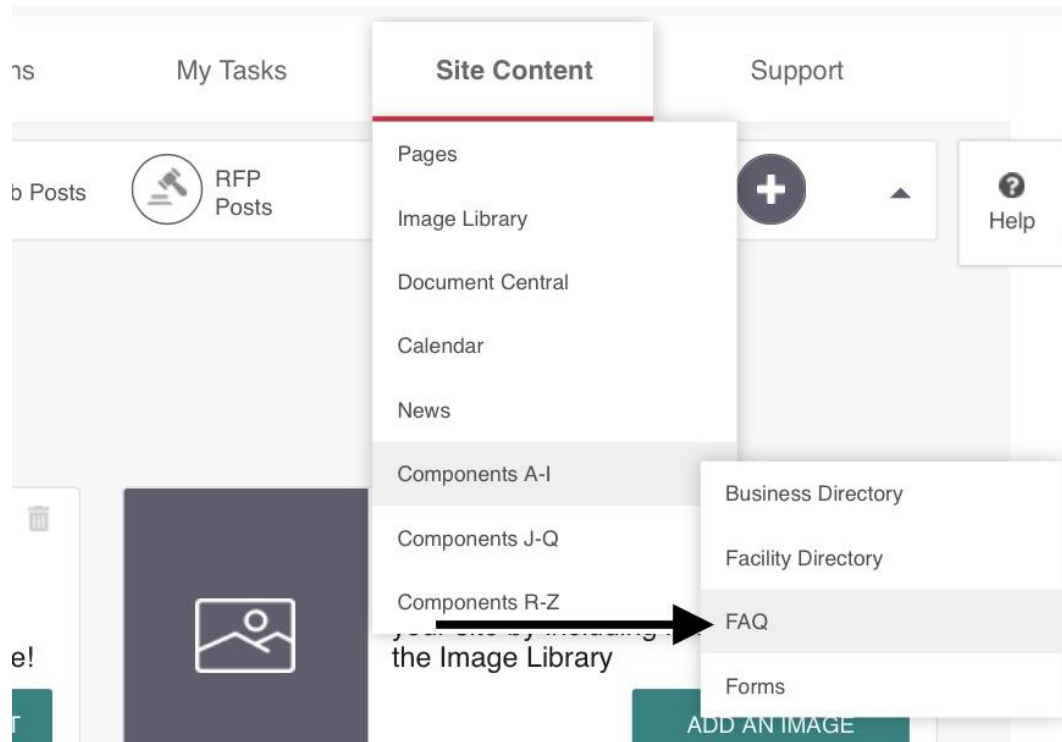
- 1) Reach out to the city.webmaster@stamfordct.gov to add a FAQs widget to your page.
- 2) Log into the website.



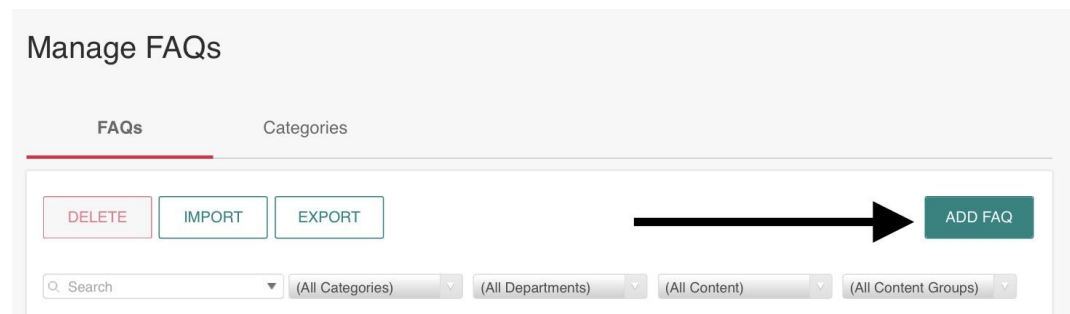
- 3) Click "My Dashboard."



4) Highlight Site Content > Components A-I > FAQ



5) Click "Add FAQ"



6) Choose a content group. For this example, we will be using Building.



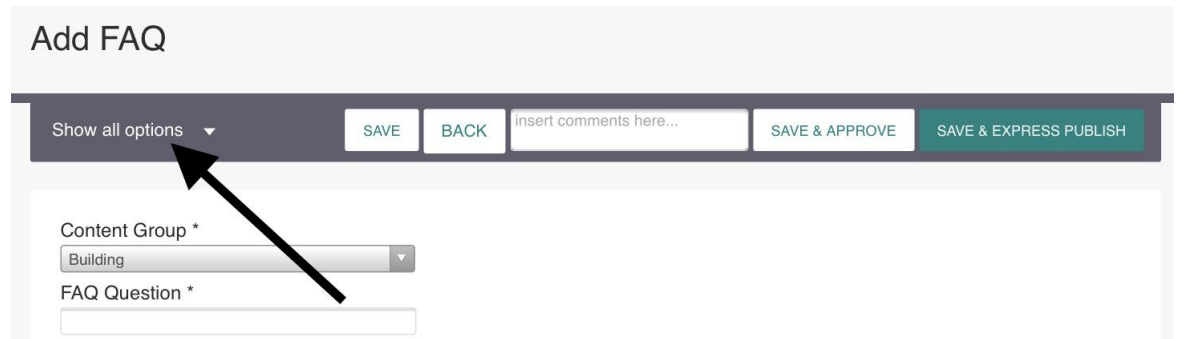
7) Click "Show all options" to expand the menu.

Add FAQ

Show all options ▾ SAVE BACK insert comments here... SAVE & APPROVE SAVE & EXPRESS PUBLISH

Content Group *
Building ▾

FAQ Question *
[text input]

A screenshot of a web form titled "Add FAQ". At the top, there is a dark grey bar containing a dropdown menu labeled "Show all options" with a downward arrow, and several buttons: "SAVE", "BACK", "insert comments here...", "SAVE & APPROVE", and "SAVE & EXPRESS PUBLISH". Below this bar, the form has two main sections. The first is "Content Group *" with a dropdown menu showing "Building". The second is "FAQ Question *" with a text input field. A black arrow points from the "Show all options" dropdown to the "Content Group" dropdown.

8) Click "Optional FAQ Settings"

Add FAQ

FAQ Details Optional FAQ Settings Workflow & History

Content Group *
Building

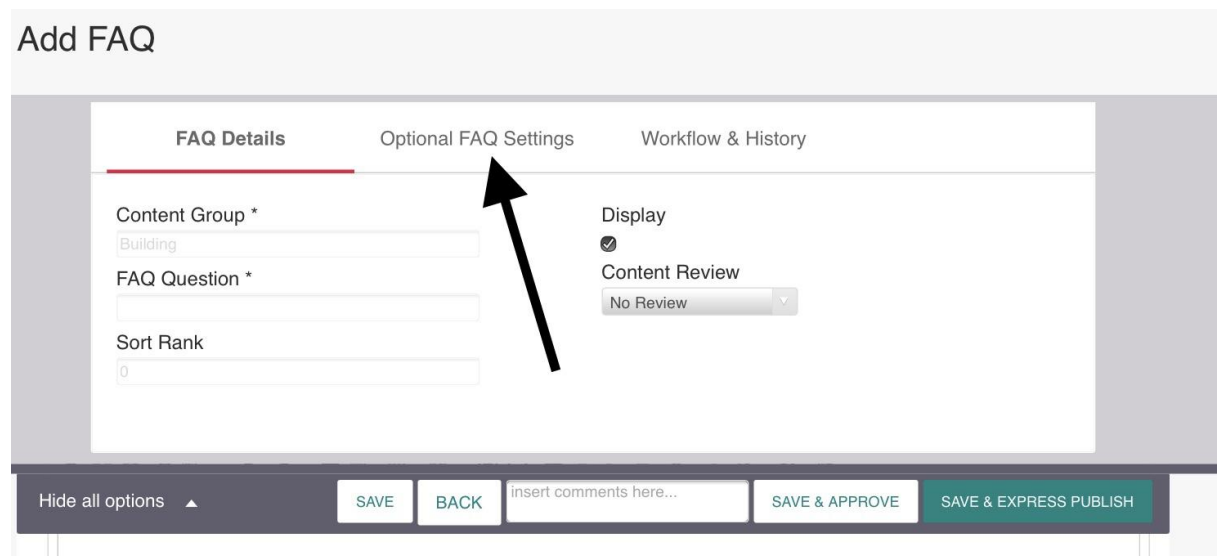
FAQ Question *
[text input]

Sort Rank
0

Display

Content Review
No Review ▾

Hide all options ▲ SAVE BACK insert comments here... SAVE & APPROVE SAVE & EXPRESS PUBLISH

A screenshot of the "Add FAQ" form showing a tabbed interface. The tabs are "FAQ Details", "Optional FAQ Settings", and "Workflow & History". The "Optional FAQ Settings" tab is selected and highlighted with a red underline. An arrow points to this tab. The form content is split into two columns. The left column contains "Content Group *" (Building), "FAQ Question *" (text input), and "Sort Rank" (0). The right column contains "Display" (checked checkbox) and "Content Review" (No Review dropdown). At the bottom, there is a dark grey bar with a "Hide all options" button (upward arrow) and the same set of action buttons as in the previous screenshot: "SAVE", "BACK", "insert comments here...", "SAVE & APPROVE", and "SAVE & EXPRESS PUBLISH".

- 9) Select the appropriate department for the FAQ. This is always necessary. If you want to add a FAQ to a specific subpage, contact city.webmaster@stamfordct.gov to add a FAQ category. For this example, we will be inputting a FAQ regarding building inspections.

FAQ Details **Optional FAQ Settings** Workflow & History

FAQ Categories ←

- Building Code and Enforcement
- Building Inspections
- Building License Requirements
- Building Permit Applications
- Certificate of Occupancy
- Construction Documents
- Permit Fees

Select All

Departments ←

- Access for All (A4A) Stamford
- Administration
- Animal Control
- Arts & Culture Commission
- Blight Hearing Committee
- Board of Assessment Appeals
- Board of Ethics
- Board of Finance
- Board of Representatives
- Building
- Camera Review Committee

Topic
No Topic

Membership Groups
There are no Member Groups.

- 10) Click “Hide all options” to close the drop-down menu.

Zoning Board of Appeals

Select All

Hide all options ▲

SAVE BACK insert comments here... SAVE & APPROVE SAVE & EXPRESS PUBLISH

11) Type the FAQ question under “FAQ Question” and type the answer into the space under “FAQ Answer”

Show all options ▾

SAVE BACK insert comments here... SAVE & APPROVE SAVE & EXPRESS PUBLISH

Content Group *

Building ▾

FAQ Question *

Which inspections are required by code?

Sort Rank

0

FAQ Answer

DESIGN HTML

12) You may input a number under “sort rank” to prioritize more important FAQs. If you want a FAQ to display above another, insert a number of higher value under sort rank.

Content Group *

Building ▾

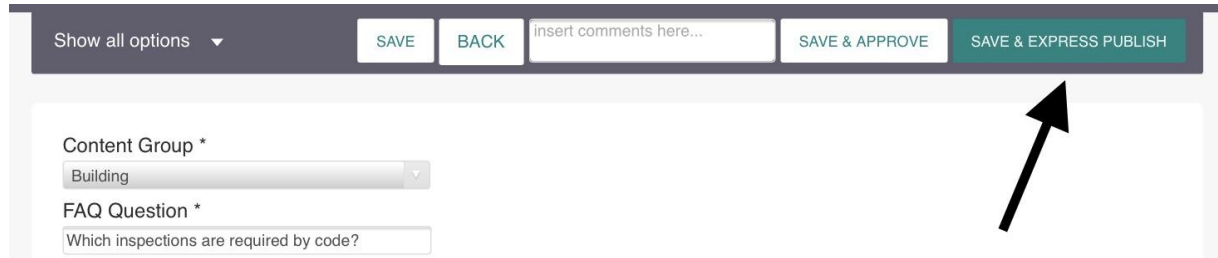
FAQ Question *

Which inspections are required by code?

Sort Rank

0

13) Click “Save & Express Publish” for the FAQ to be published to your page.



Form interface showing the "SAVE & EXPRESS PUBLISH" button highlighted with an arrow. The form includes fields for "Content Group" (set to "Building") and "FAQ Question" (set to "Which inspections are required by code?").

14) Your FAQ will appear on the desired page.

[Government](#) » [Operations](#) » [Building Department](#) »

Building FAQs

Font Size: [+](#) [-](#) [+](#) [Share & Bookmark](#) [Feedback](#) [Print](#)

(All Categories) ▾

Building Code and Enforcement

- [Can I convert my basement for habitable use?](#)
- [Can I make minor alterations to an existing non-conforming structure?](#)
- [Is a CRS number required for electrical service?](#)
- [My structure was built in 1928. What building code was it built under?](#)
- [What are the building code requirements for maintaining construction safety?](#)
- [What are the regulations related to light pollution caused by excessive exterior lighting](#)
- [What happens if I continue to work after a Stop Work order has been issued?](#)
- [What is the statute of limitations for a non-conforming structure?](#)
- [Where can I find Interpretations by the State Building Inspector?](#)

Building Inspections

- [Which inspections are required by code?](#)