How to Add a FAQ onto the City of Stamford Website.
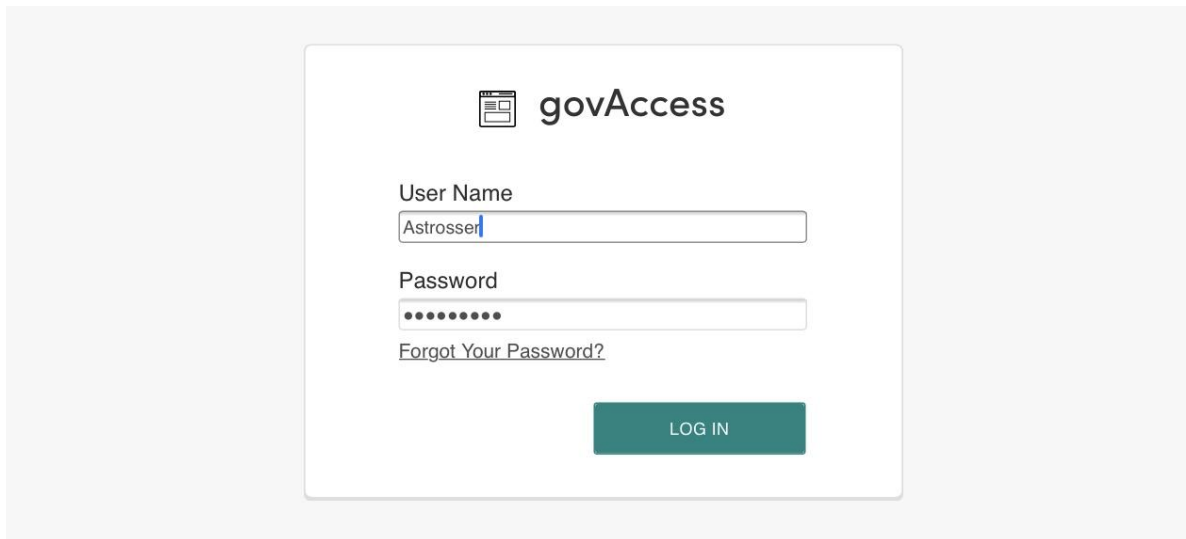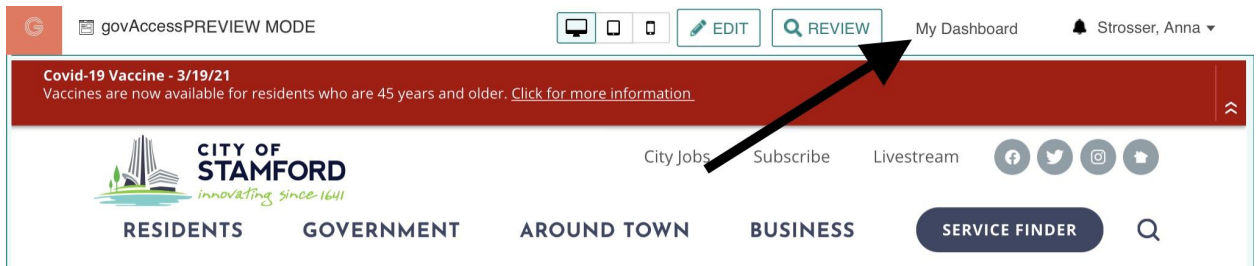
Please use this guide to learn how to publish a FAQ onto the city website.
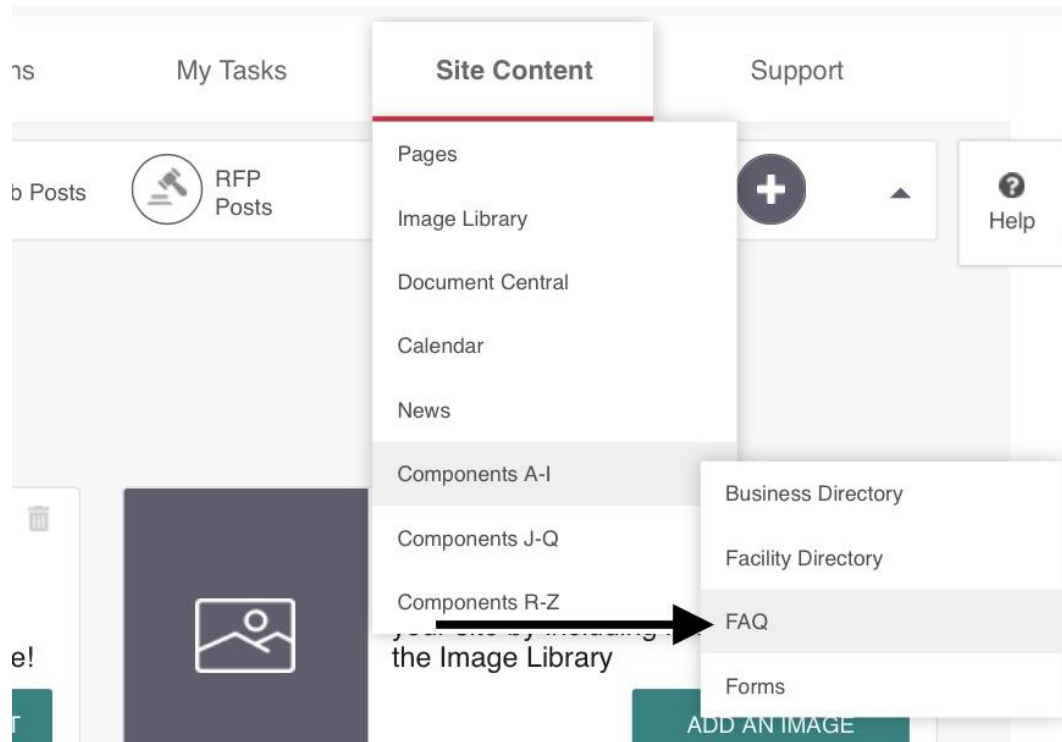
1) Reach out to the city.webmaster@stamfordct.gov to add a FAQs widget to your page.
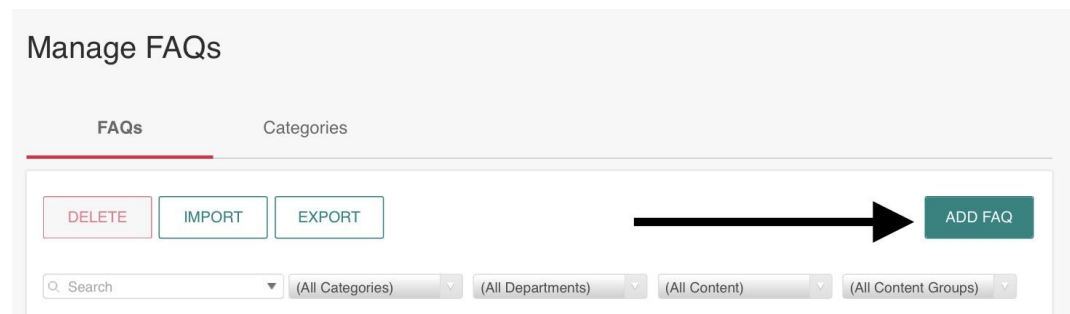
2) Log into the website.

3) Click "My Dashboard."

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

5) Click "Add FAQ"

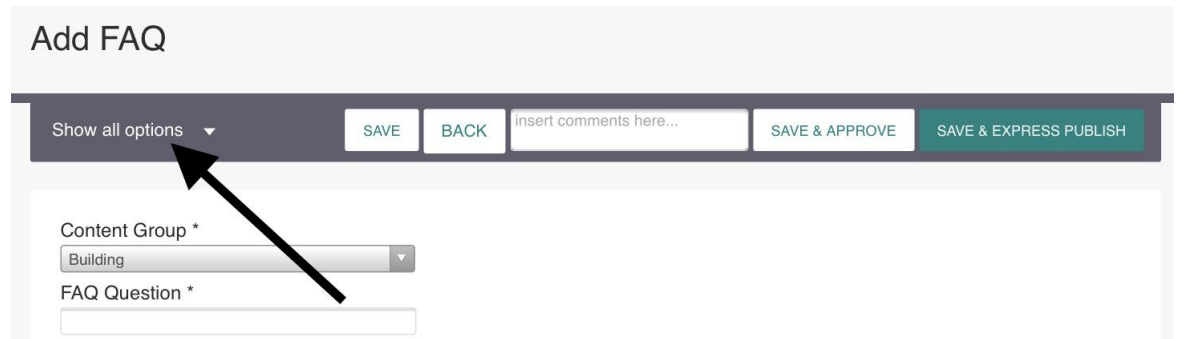6) Choose a content group. For this example, we will be using Building.

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

8) Click "Optional FAQ Settings"

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.

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

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

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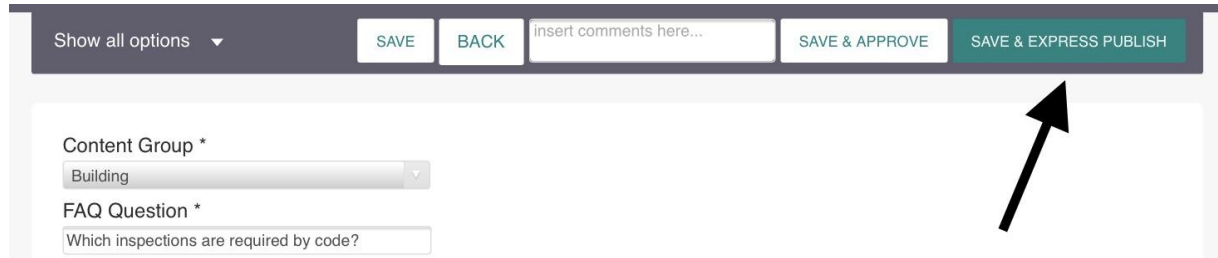
13) Click "Save & Express Publish" for the FAQ to be published to your page.

14) Your FAQ will appear on the desired page.