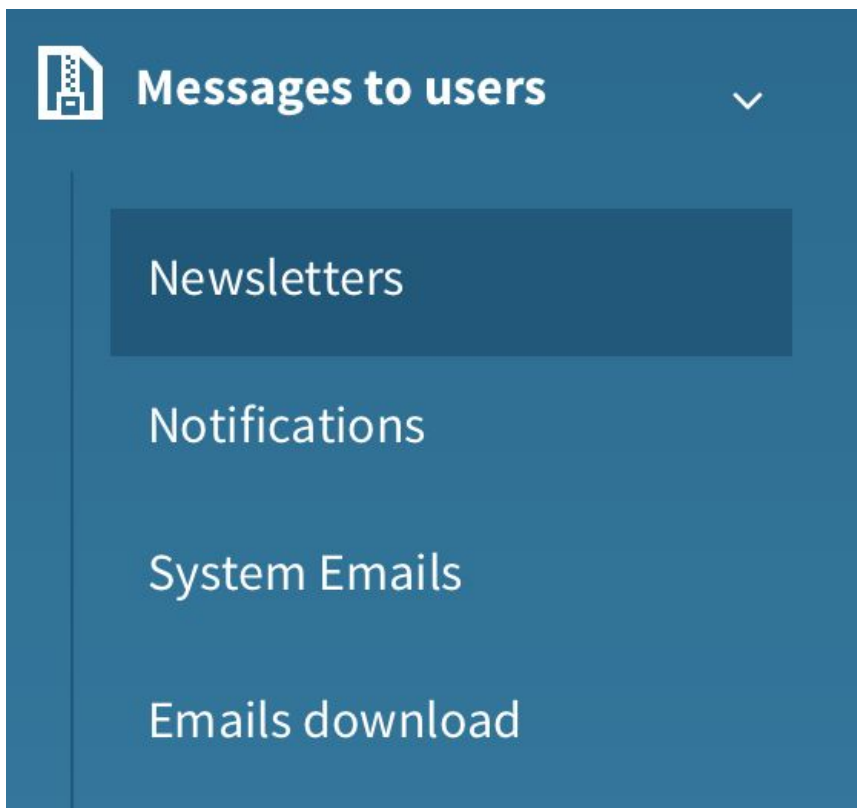
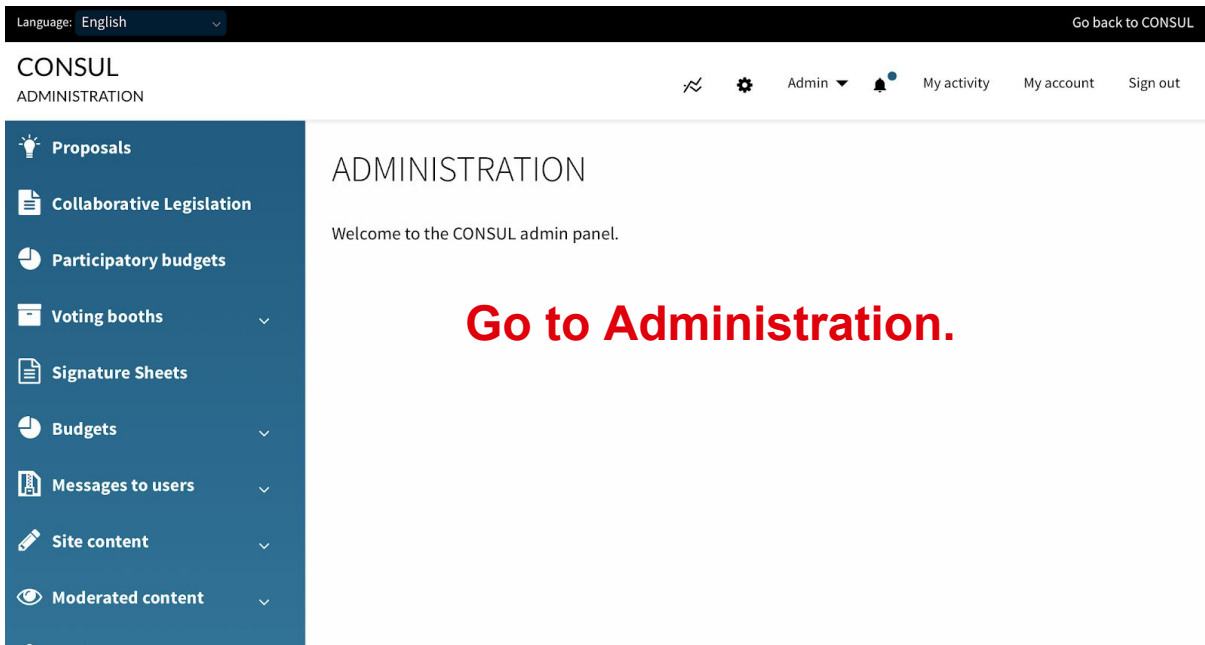




General administration & management of Consul



Scroll down to message to users and click in Newsletters.



New newsletter

Recipients

All users

Subject

E-mail address that will appear as sending the newsletter

Email content

Format | **B** *I* U **S**

You can create a new newsletter that will send out to users. This is a good way to communicate with people who have registered on your site, particularly if you have a vote or an event coming up, or you would like to share the outcomes.

You can chose to send it to which recipients you want; there are some groups already created to make it easier.

- Participatory budgets
- Voting booths
- Signature Sheets
- Budgets
- Messages to users
 - Newsletters
 - Notifications**
 - System Emails
 - Emails download
- Site content
- Moderated content

[Remove](#)

English

Add language

Recipients

- All users
- Administrators
- Proposal authors
- Investment authors in the current budget
- Authors of some investment in the current budget that does not comply with: [valuation finished unfeasible]
- Authors of selected investments in the current budget
- Authors of winner investments in the current budget
- Users that haven't supported investments on current budget

Text

Create notification



In system emails you can see some general email/ notification templates that are already created, you can view and edit these.

System Emails

Title	Description	Actions
Proposal notification digest	Gathers all proposal notifications for an user in a single message, to avoid too much emails.	<input type="button" value="View"/> <input type="button" value="Preview Pending"/> <input type="button" value="Send pending"/>
Budget investment created	Sent when a user creates a budget investment.	<input type="button" value="View"/> <i>You can edit this email in</i> <code>app/views/mailler/budget_investment_created.html.erb</code>
Budget investment selected	Sent to the author when its budget investment has been selected.	<input type="button" value="View"/> <i>You can edit this email in</i> <code>app/views/mailler/budget_investment_selected.html.erb</code>
Budget investment unfeasible	Sent to the author when its budget investment has been marked as unfeasible.	<input type="button" value="View"/> <i>You can edit this email in</i> <code>app/views/mailler/budget_investment_unfeasible.html.erb</code>
Budget investment	Sent to the author when its budget investment hasn't been	<input type="button" value="View"/> <i>You can edit this email in</i> <code>app/views/mailler/budget_investment</code>

Site content ▼

Homepage

Custom pages

Manage banners

Custom information texts

Scroll to site content.



Here is what you see on the main page. You can edit, delete or create new headers here.

What is Participatory Budgeting?

Participatory budgeting (PB) is a way for communities to have a direct say in how local money is spent. Since 2014 the majority of PB activity in Scotland has taken the form of small grants PB. This diagram outlines the process involved in small grants PB. Mainstream PB activity involves the engagement of local communities in use of public authority budgets. In 2017 all 32 local councils agreed to allocate at least 1% of their budgets through mainstream PB activity. Click the link to learn more about mainstream PB activity.

Moving Towards Mainstream PB
<https://vimeo.com/263838318>

[Show image](#) [Edit](#) [Delete](#)

Small_Grants.jpg

Edit header

[Remove language](#)

English

Add language ▼

Label (optional)

Title

What is Participatory Budgeting?

Description

Since 2014 the majority of PB activity in Scotland has taken the form of small grants PB. This diagram outlines the process involved in small grants PB.

Mainstream PB activity involves the engagement of local communities in use of public authority budgets. In 2017 all 32 local councils agreed to allocate at least 1% of their budgets through mainstream PB activity. Click the link to learn



You can see this is the image that's on the main site but it can be removed or edited.

Link URL

https://vimeo.com/263838318

Descriptive image

You can upload one image of following content types: jpeg, jpg, up to 1 MB.

Title

Small_Grants.jpg



[Remove image](#)

fcf67d5e0999a32ec6befca1f994e43bb92bbd3b.jpg

You can also edit and create new cards with new information by clicking create card.

Cards

Create card

Title	Description	Link text / Link URL
PB Charter for Scotland	By clicking the link you will be directed to the PB Charter which outlines key design principles.	https://static1.squarespace.com/static/558172f0e4b077ee5306aa83/t/5d68ff06b3bdc500
Learn more about PB in Scotland	The PB Scotland website is a useful site to learn more about what is happening across the	https://pbscotland.scot/



Title

Description

You can add text, images and links to other websites/direct information. It could be worth testing this to make sure you have the hang of it.

Link text

Link URL

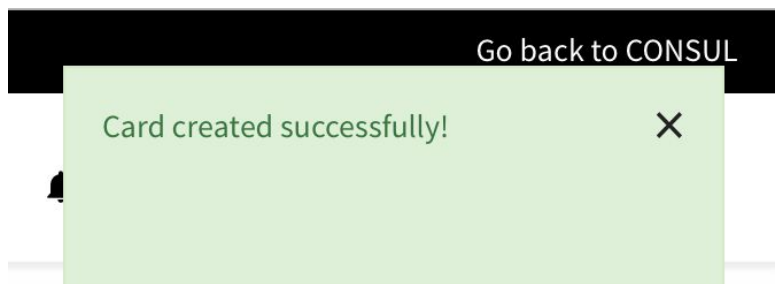
Number of columns

Width of the card in number of columns. On mobile screens it's always a width of 100%.

Descriptive image

You can upload one image of following content types: jpeg, jpg, up to 1 MB.

Once you've created a card you should get a notification at the top of the page.





On the main site you can see our new card test is now live and you can play about and work out where cards you create will appear.

Featured



PB CHARTER FOR SCOTLAND

By clicking the link you will be directed to the PB Charter which outlines key design principles.

LEARN MORE ABOUT PB IN SCOTLAND

The PB Scotland website is a useful site to learn more about what is happening across the country.

NEW CARD TEST

New card test
more info

Custom Pages

Create new page

In custom pages you can see there are already some created for you but you can go into these, edit or delete.

There are 8 custom pages

Title	Slug	Cards	Created at	Updated at	Status	Actions
Accessibility	accessibility	See Cards	04 Apr 10:55	04 Apr 10:55	Published	See page Delete page
Terms and conditions of use	conditions	See Cards	04 Apr 10:55	04 Apr 10:55	Published	See page Delete page
Frequently Asked Questions	faq	See Cards	04 Apr 10:55	04 Apr 10:55	Published	See page Delete page
NewPage	NewPage	See Cards	14 Aug 14:59	14 Aug 14:59	Published	See page Delete page



If you decide to create a new custom page, make sure you click 'published' and type in all fields including the slug button (which is just another description field) for it to appear on the main site.

[< Go back](#)

Create new custom page

[Remove language](#)

English

Add language ▼

Options

- Show in help page
- Print content button

Status

- Draft
- Published

Slug

Title

Subtitle

Create new custom page

[Remove language](#)

English

Add language ▼

Options

- Show in help page
- Print content button

Status

- Draft
- Published

Slug

Title

Test guidelines

Subtitle

Test guidelines subtitle



Content

Rich text editor interface showing a toolbar with icons for list, link, unlink, normal, bold, italic, and underline. The text area contains "some information |". Below the editor, a code block shows "body p".

Create Custom page

You can see below that the test guidelines are now a new custom page.

Test guidelines	slug	See Cards	04 Feb 15:07	04 Feb 15:07	Published	See page	Delete page
Participate	welcome_level_three_verified	See Cards	04 Apr 10:55	04 Apr 10:55	Published	See page	Delete page
Participate	welcome_level_two_verified	See Cards	04 Apr 10:55	04 Apr 10:55	Published	See page	Delete page
Participate	welcome_not_verified	See Cards	04 Apr 10:55	04 Apr 10:55	Published	See page	Delete page



Language: English



Admin



My activity

My account

Sign out

Debates Proposals Collaborative legislation Spending Proposals Participatory budgeting Help

Test guidelines

Test guidelines subtitle

some information

Open government

This portal uses the [CONSUL application](#) which is [open-source software](#). For technical assistance visit

Participation

Decide how to shape the city you want to live in.

[CONSUL, 2020](#) | [Privacy Policy](#) | [Terms and conditions of use](#) | [Accessibility](#)

Other information of interest

- [Use CONSUL in your city](#)
- [Test guidelines](#)

Here you can see it on the main site under 'other information of interest'.

Open government

This portal uses the [CONSUL application](#) which is [open-source software](#). For technical assistance visit

Participation

Decide how to shape the city you want to live in.

[CONSUL, 2020](#) | [Privacy Policy](#) | [Terms and conditions of use](#) | [Accessibility](#)

Debates Proposals Collaborative legislation Spending Proposals Participatory budgeting [Help](#)

Go to page of Hel

CONSUL is a platform for citizen participation

This guide explains what each of the CONSUL sections are for and how they work.

Debates

Proposals

Participatory budgets

Processes

Other information of interest



You can also create custom banners and information texts around each of the headings or topics on your site.

Banners

Create banner

All Active Inactive

There is 1 banner

Post started at	Post ended at	Actions
2019-11-15	2019-11-29	<div>Edit banner</div> <div>Delete banner</div>
<p><i>Preview</i></p> <p>Tell us what you think about your town</p> <p>We'd really like to hear your thoughts on what is important to you about the place in which you live</p>		

Custom information texts

Debates Community Proposals Polls Layouts Emails Management Welcome

[Remove language](#)

English

Add language

debates.create.form.submit_button

Start a debate

debates.debate.comments.one

1 comment

Here you can see some of the options that you can edit but keep in mind these have been created already and so might not require much editing.



proposals.create.form.submit_button

Create proposal

proposals.edit.editing

Edit proposal

There is a list under each category or information text of what text will pop up on the main site. If you plan on changing any of this it is worth playing about with the site to work out exactly where each section of information/text is popping up on the main site.

proposals.edit.form.submit_button

Save changes

proposals.edit.show_link



Moderated content ▼

- Hidden proposals**
- Hidden debates
- Hidden budget investments
- Hidden comments
- Hidden proposal
- notifications
- Hidden users
- Moderator activity

In Admin you can also see what is being moderated in this drop-down menu here.

[Go back](#)

Moderator activity

[All](#) [Users](#) [Proposals](#) [Debates](#) [Comments](#) [System emails](#)

There are 4 activities

Type	Action	Content	Moderated by
Investment <small>2020-01-23</small>	Valuate <small>2020-02-04</small>	Funds for Bus Funds to help us buy a accessible bus for travel around the Glenview areas.	admin (admin@consul.dev)
Investment <small>2020-01-27</small>	Valuate <small>2020-02-04</small>	Funds to improve paths and roads Help to flatten the roads and paths. Fill in potholes and make kerbs lower or sloped.	admin (admin@consul.dev)
Investment <small>2020-01-27</small>	Valuate <small>2020-02-04</small>	Develop an app for digital inclusion Equipment like Magic Carnet gives people with	admin (admin@consul.dev)

If you click into moderator activity you can see who has moderated what.



Admin ▼



My

Administration

Moderation

Valuation

Management

at

em emails



Admin ▼



Administration

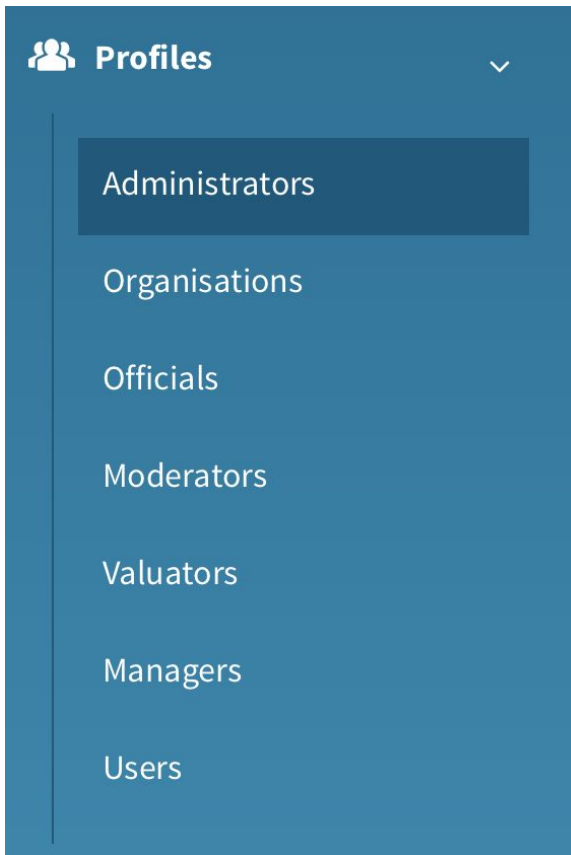
Moderation

Valuation

Management

as vie

osal



If you click into profiles this is each of the roles that are optional to use when running a process through consul. Administrators have the most rights, moderators are there to help facilitate and manage online engagement activity, valuators or evaluators are there to check any proposals to see if they are feasible and to provide feedback to users. Officials could also be elected representatives but this is designed to be optional, to help delegate the work amongst an organisation and to help you manage your process.

If you click in user you can also search for a name and you will find their email or other information.

User

There are 6 users

Name	Email	Document number	Roles	Verification level
demo4	demo4@cosla.gov.uk			level_3_user
demo5	demo5@cosla.gov.uk			level_3_user
admin	admin@consul.dev		admin	level_3_user
demo1	demo1@cosla.gov.uk			level_3_user
demo3	demo3@cosla.gov.uk			level_3_user
demo2	demo2@cosla.gov.uk			level_3_user



Settings ▼

- Global settings**
- Proposals topics
- Manage geozones
- Custom images
- Custom content

Click into Global settings and go to Map configuration. Here you can set co-ordinates for your locality and a map to be uploaded onto the main site.

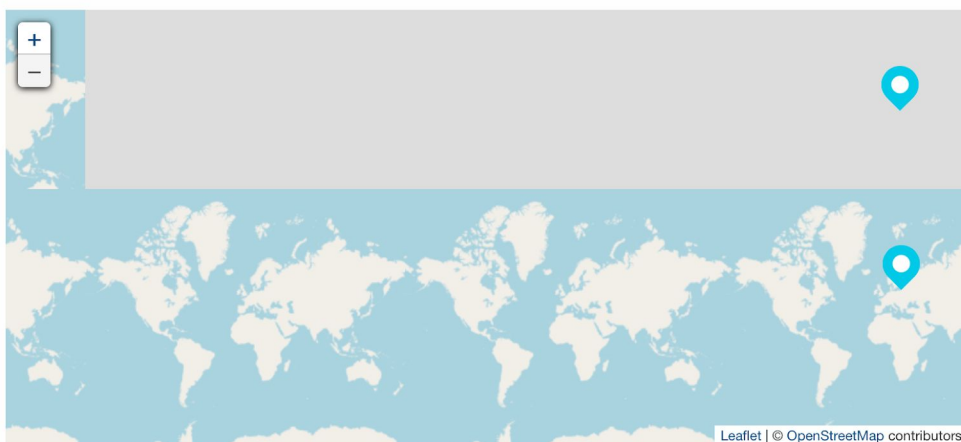
Settings

Configuration settings Participation processes Features **Map configuration**

Map configuration

Setting	Value	
Latitude Latitude to show the map position	<input type="text" value="51.38701882149786"/>	<input type="button" value="Update"/>
Longitude Longitude to show the position of the map	<input type="text" value="21.530761979520328"/>	<input type="button" value="Update"/>
Zoom Zoom to show the map position	<input type="text" value="7"/>	<input type="button" value="Update"/>

Here you can customize the way the map is displayed to users. Drag map marker or click anywhere over the map, set desired zoom and click button "Update".







In Global settings there is also a Custom images function, which lets you upload your own social media or map images.

Custom images

Image	Actions
logo_header (260x80)	<input type="button" value="Choose File"/> no file selected <input type="button" value="Update"/>
social_media_icon (470x246)	<input type="button" value="Choose File"/> no file selected <input type="button" value="Update"/>
social_media_icon_twitter (246x246)	<input type="button" value="Choose File"/> no file selected <input type="button" value="Update"/>
apple-touch-icon-200 (200x200)	<input type="button" value="Choose File"/> no file selected <input type="button" value="Update"/>
budget_execution_no_image (800x600)	<input type="button" value="Choose File"/> no file selected <input type="button" value="Update"/>
map (420x500)	<input type="button" value="Choose File"/> no file selected <input type="button" value="Update"/>



 **Voting booths** 

Poll officers

Booths Assignments

Manage shifts

You might decide to do an offline/online voting process. You can create a list of locations of where and when to go to vote in person, which can be displayed on the site. This is particularly useful for those who are voting online to spread the word to friends and family who might prefer voting in person.

List of active booths

Add booth

There are no active booths for any upcoming poll.

[< Go back](#)

New booth

Name

Name

Location

Location

Create booth



- Users management**
 - Select user
 - Reset password via email
 - Reset password manually
 - Create proposal
 - Support proposals
 - Create budget investment
 - Support budget investments
 - Print budget investments
 - Print proposals
 - Send invitations

Management

Here you can manage users through all actions listed in the left menu.

In Management, there is the option to manually create or upload proposals. This is useful if you are already collecting proposals via email/paper version and need to upload them onto the site.

- Users management**
 - Select user
 - Reset password via email
 - Reset password manually
 - Create proposal**
 - Support proposals
 - Create budget investment
 - Support budget investments
 - Print budget investments
 - Print proposals
 - Send invitations

Create proposal

Proposal title

Proposal question

Must be summarised in one question with a Yes or No answer

Proposal summary

(maximum 200 characters)

Proposal text

Rich text editor with icons for list, link, unlink, and a Format dropdown menu with Bold, Italic, Underline, and Strikethrough options.

Send invitations

Emails

Enter the emails separated by commas (',')

There is also a send invitations function here which is another way of contacting users or people to encourage them to come to the platform.