

Publications Portal how to guide

How the portal works

The portal is essentially a directory of unique links. These links all point to a single page (sentencingcouncil.qld.gov.au/publications/publication). When a user clicks on a link, the page reads the properties in the link and displays the content pertaining to the respective publication. Here's of a breakdown of a link url:


`sentencingcouncil.qld.gov.au/publications/publication?id=735274&Publication-id=650839&Publication-name=Sentencing%20Spotlight:%20Stalking&Publication-Year=2020`

Parameter	Value	Description
<code>?id=735274</code>	735274	The page ID publication relates to
<code>&Publication-id=650839</code>	650839	Publication ID
<code>&Publication-name=Sentencing%20Spotlight:%20Stalking</code>	Sentencing Spotlight: Stalking	Publication name
<code>&Publication-Year=2020</code>	2020	Publication year

Adding a publication to the portal

In order for the publication to be able to added to the portal, it needs to be uploaded to Squiz matrix and must be on a page on QSAC's website. Find out [how to add an asset](#).

Once the publication is uploaded, take note of the **publication ID** and its **related page ID**. These can be found next to each asset in Squiz matrix.

>  About sentencing 735014 (12)

 Queensland Sentencing Guide 572161 (0)

Next, go to: sentencingcouncil.qld.gov.au/publications/publication-link-generator and enter the publication details. Click generate links.

Publication link generator

Generate links

Publication link generator

735014

572161

Queensland%20Sentencing%20Guide

2023

Sentencing

About Sentencing

Generate link

Publication link:

https://www.sentencingcouncil.qld.gov.au/publications/pub

Copy to clipboard

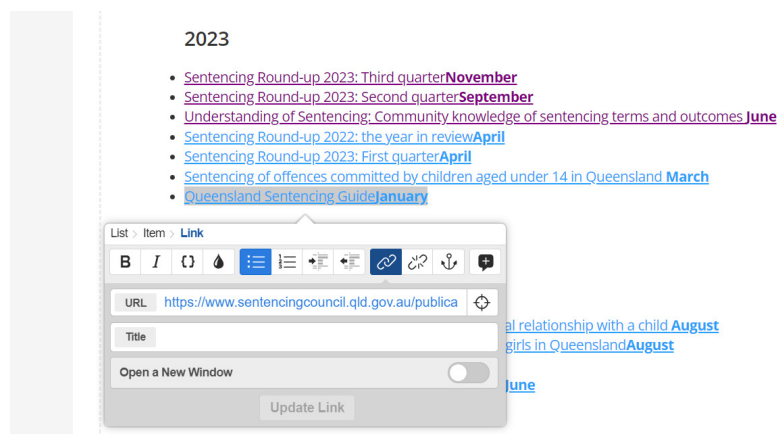
Once the link is generated, the publication portal pages are ready to be updated. Each publication sorting category has its own page and needs to be updated individually.

By date: [sentencingcouncil.qld.gov.au/publications/publications-by-date](https://www.sentencingcouncil.qld.gov.au/publications/publications-by-date)

By subject: [sentencingcouncil.qld.gov.au/publications/publications-by-subject](https://www.sentencingcouncil.qld.gov.au/publications/publications-by-subject)

By type: [sentencingcouncil.qld.gov.au/publications/publications-by-date](https://www.sentencingcouncil.qld.gov.au/publications/publications-by-date)

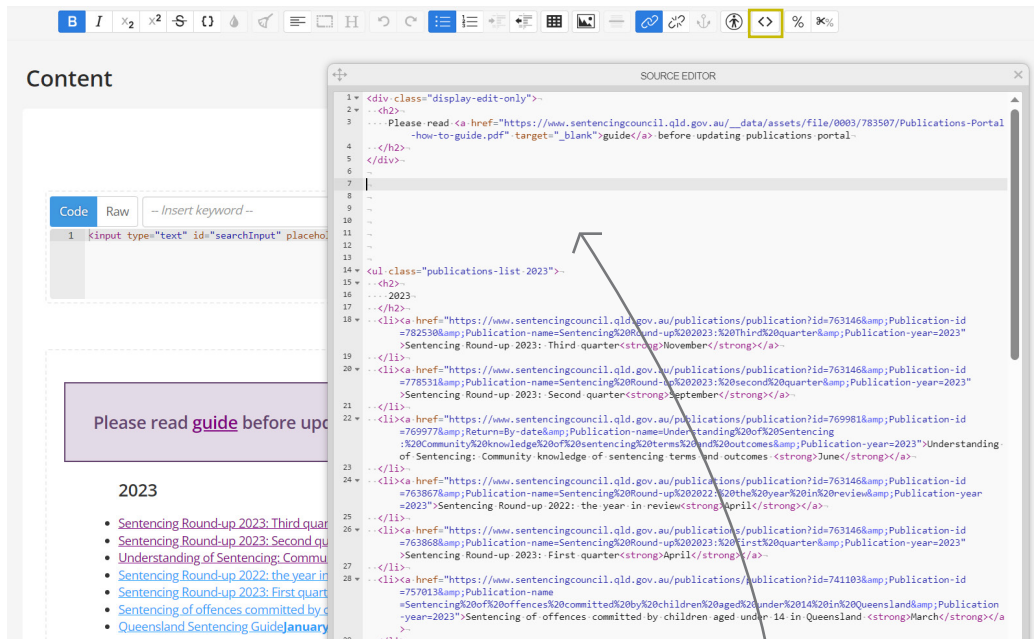
In matrix, on safe edit mode, go to the content screen of the page you want to update and click edit. Add a list item in the section the publication belongs to and toggle link options. Copy and paste the respective link.



It's a good idea to preview the page and check that the link works before making the page live.

Adding new publication section (Basic HTML knowledge recommended)

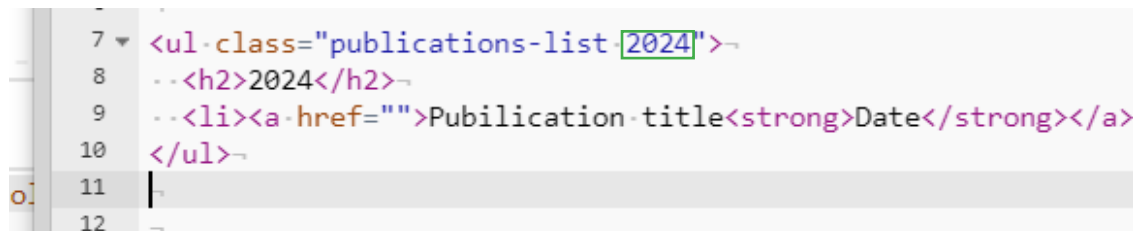
In matrix, go to the page you want to update, on safe edit mode, navigate to the content screen and click edit. Within the content section, click the **source editor**.



Copy and paste the following into the source editor.

```
<ul class="publications-list add-new-class-here">
  <h2>Section heading</h2>
  <li><a href="">Publication title<strong>Date</strong></a></li>
</ul>
```

Enter section details. Make sure the **section-class** is unique. Once details are entered, apply the changes and save.



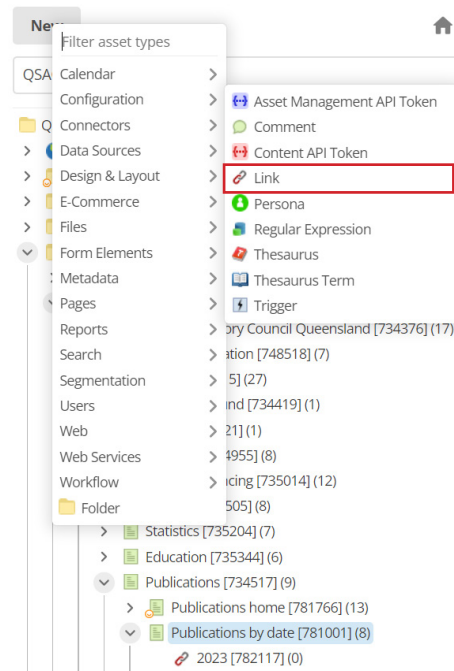
Side note. The class name should reflect the section as named in the side menu. (case sensitive and separated with dash).

E.g. Menu title = About Sentencing | Class name = About-Sentencing

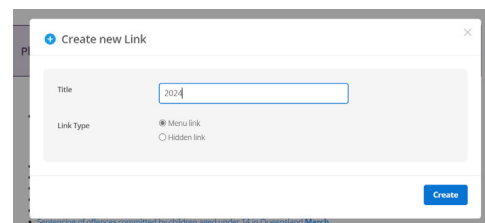
After the section has been added to the content page, a corresponding menu link needs to be created.

In Matrix,

- Select new,
- configuration,
- **link**.

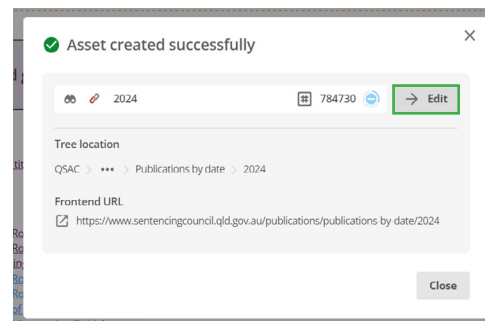


Make sure the link is created under the correct page (in this example, 'Publications by date') and press **create**.



If the section is ready to make live, click **edit**, approve and make live. Make sure that the section on the page is also made live.

There is no need to add a url as this is generated from the link title.



However if you do need to make changes to the link, navigate to the URLs panel and edit the Path.

