

# How to Post (and “un-Post”) River Closure Notices

This document will walk you through the steps of posting River Closure Notices so that they appear on the Closures page on the DNR website (<http://www.dnr.illinois.gov/closures>), as shown in Image 1:



Image 1: DNR Closures Webpage

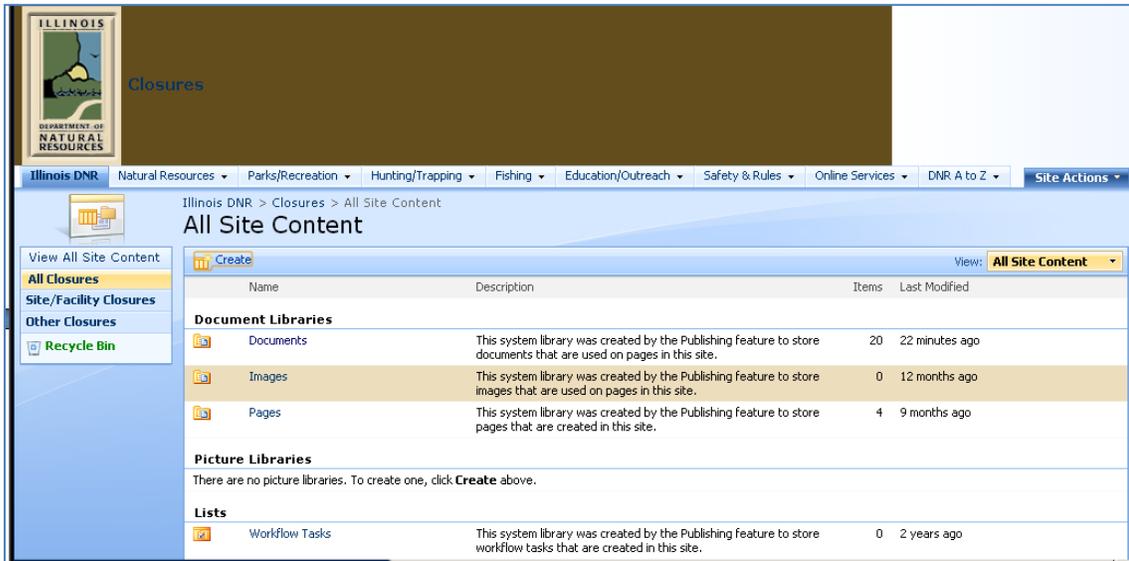
The Closures page automatically lists all “active” River Closure Notices (“RCNs”) in the site’s Documents folder that match certain criteria. The process of uploading a new RCN to the Documents folder and providing the required metadata ensures that a new RCN will be listed on the Closures page. Similarly, changing the document’s metadata when the closure has been lifted will ensure that the notice is no longer listed. Here’s how it’s done:

1. Each “RCN” must be a separate PDF document. The recommended naming convention for RCN PDFs is **[Name of River]River[Date in MMDDYY format].pdf**, for example **KishwaukeeRiver041913.pdf**. Avoid using spaces.
2. To upload a new RCN PDF, use your web browser to go to the Documents folder on the Closures website.
  - a. If the **Site Actions** button is visible, as shown in Image 2, click that dropdown, then click **View All Site Content**. If not visible, skip to step c.



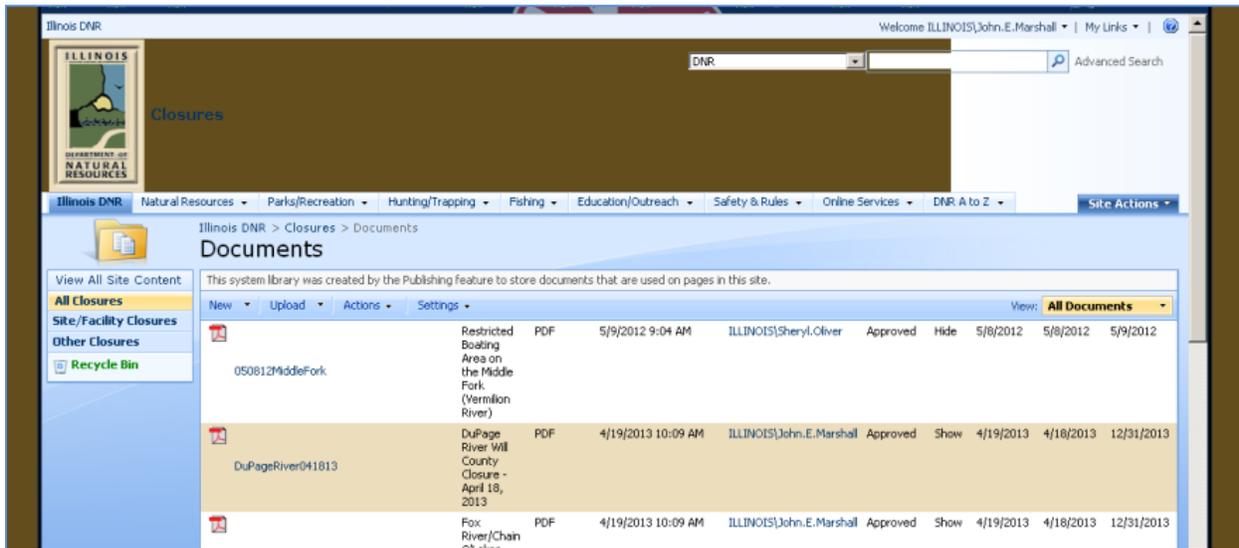
Image 2: Using Site Actions button

- b. On the All Site Content page, click the link to the Documents folder, as shown in Image 3. Proceed to step 3.



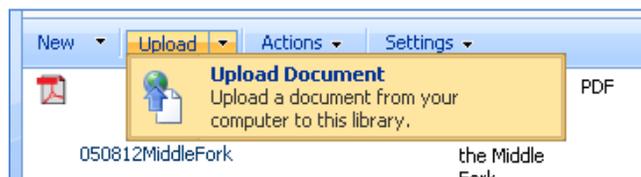
**Image 3: All Site Content**

- c. If the Site Actions button is not visible, use (bookmark) this link: <http://www.dnr.illinois.gov/closures/Documents/Forms/AllItems.aspx> (you must have appropriate SharePoint permissions to access that folder). See Image 4.



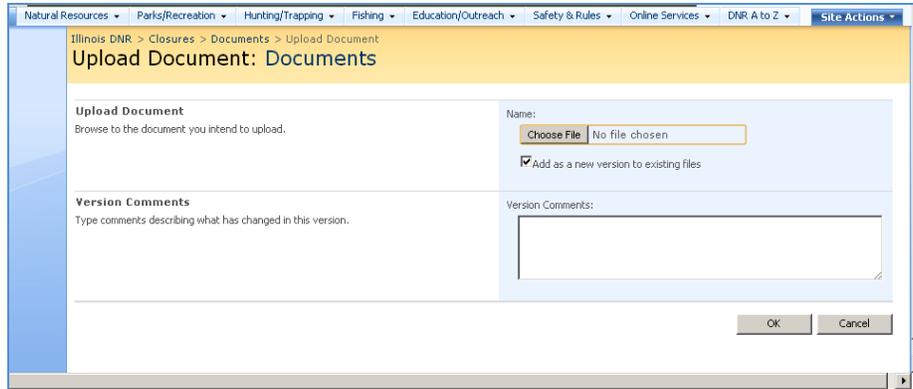
**Image 4: Documents folder on Closures website**

3. To upload a closure notice PDF, click the Upload button in the button bar immediately above the listing of documents, choose Upload Document (Image 5):

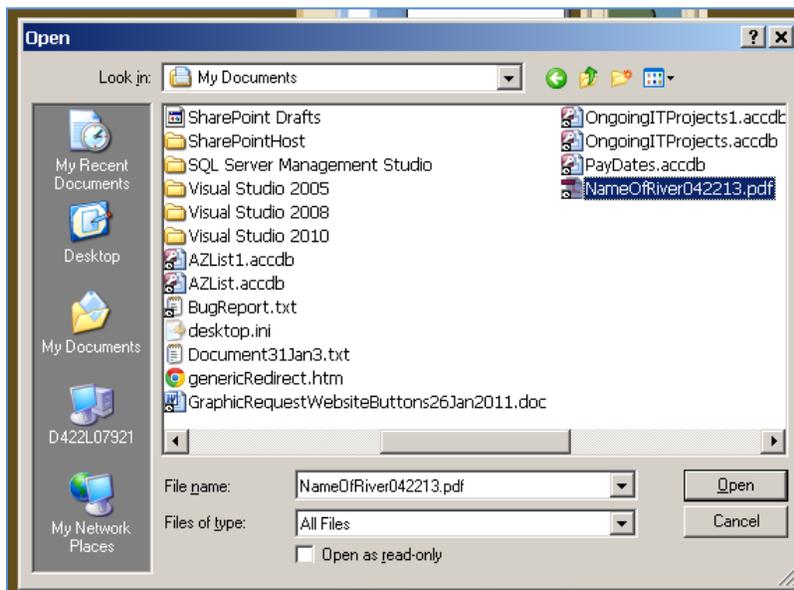


**Image 5: Upload button in Documents Library**

- Using the Choose File button, navigate to the location on your computer where you saved the PDF (Image 6), select the file, click the Open button (Image 7).



**Image 6: Upload Document window**



**Image 7: Select File, click Open**

- Back in the Upload Document window (Image 6), with the file name listed in place of “No file chosen”, click the OK button.
- Once the document has been uploaded successfully, you will need to provide the requested metadata that will allow the closure notice to be listed on the Closures page. First, you will need to change the Content Type from “Document” to “PDF” (Image 8).

Resources Parks/Recreation Hunting/Trapping Fishing Education/Outreach Safety & Rules Online Services DNR A to Z Site Actions

Illinois DNR > Closures > Documents > NameOfRiver042213 > Edit Item

**Documents: NameOfRiver042213**

The document was uploaded successfully and is checked out to you. You must fill out any required properties and check it in before other users will be able to access it.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval.

Check In Cancel

Delete Item Spelling... \* indicates a required field

Content Type: Document (dropdown menu open showing PDF, Document, Content Type)

Name \*: NameOfRiver042213.pdf

Title: [Empty]

Scheduling Start Date:  Immediately  
 On the following date: [ ] [12 AM] [00]

Scheduling End Date:  Never  
 On the following date: [ ] [12 AM] [00]

Show/Hide:  Show  
 Hide  
 Should this item be shown?

Publication Date: 4/22/2013  
 Date this item was published/released.

Short Title: [Empty]  
 Short title (where an abbreviated version is needed) (40 character limit)

Version: 0.1  
 Created at 4/22/2013 8:53 AM by ILLINOIS\John.E.Marshall  
 Last modified at 4/22/2013 8:53 AM by ILLINOIS\John.E.Marshall

Check In Cancel

**Image 8: Change Content Type**

7. At this point, the appearance of the metadata form will change, as shown in Image 9:

Resources Parks/Recreation Hunting/Trapping Fishing Education/Outreach Safety & Rules Online Services DNR A to Z Site Actions

Illinois DNR > Closures > Documents > NameOfRiver042213 > Edit Item

**Documents: NameOfRiver042213**

The document was uploaded successfully and is checked out to you. You must fill out any required properties and check it in before other users will be able to access it.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval.

Check In Cancel

Delete Item Spelling... \* indicates a required field

Content Type: PDF  
 Content type for PDF documents

Name \*: NameOfRiver042213.pdf

Title: [Empty]

Publication Date: 4/22/2013  
 Date this item was published/released.

Month: 4  
 Month (numeric) that an item was published/released.

Year: 2010  
 Year that an item was published/released.

BulletPlaceholder: [Empty]

Show/Hide:  Show  
 Hide  
 Should this item be shown?

Start Date: 4/22/2013

End Date: 4/22/2013

Short Title: [Empty]  
 Short title (where an abbreviated version is needed) (40 character limit)

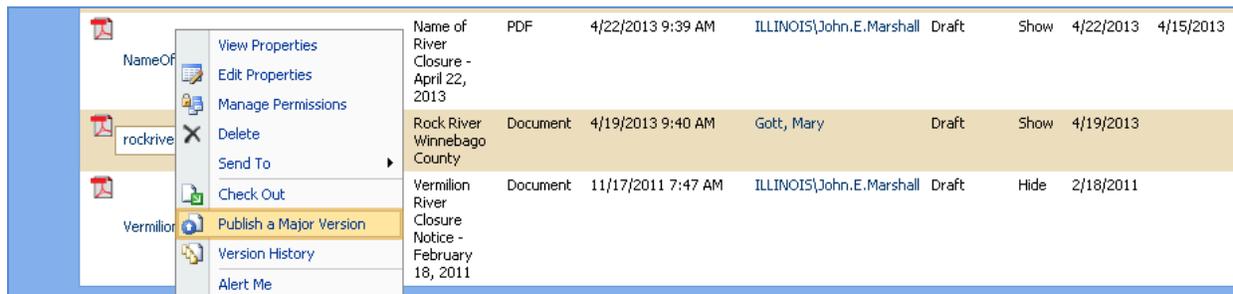
Version: 0.1  
 Created at 4/22/2013 8:53 AM by ILLINOIS\John.E.Marshall  
 Last modified at 4/22/2013 8:53 AM by ILLINOIS\John.E.Marshall

Check In Cancel

**Image 9: Form requesting PDF metadata**

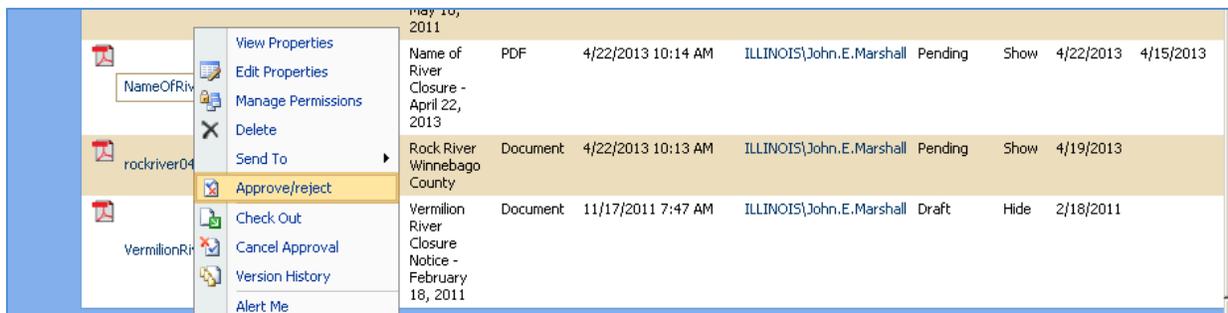
8. You will need to provide (or change) the following information requested on the form:
  - a. **Title:** This is what will appear on the Closure page. Recommended format is: **[Name of river] River [optional section of river e.g. county name(s) or river mile marks] Closure – [Date in Mmmm D, YYYY format]** e.g. **Mazon River Grundy County Closure - April 18, 2013** (no period at end).
  - b. **Publication Date:** defaults to today's date, change to official action date if appropriate.

- c. **Month:** Numeric value of publication month – defaults to current month e.g. January = 1, February = 2, etc.
  - d. **Year:** Year of publication – defaults to current year.
  - e. **ShowOrHide:** This must be set to “Show” to be visible. When the closure is lifted, change it to “Hide”.
  - f. **Start Date:** This should be the official date of the closure notice.
  - g. **End Date:** This field **MUST BE FILLED IN**, otherwise the notice will not be listed. Recommendation: enter a date way in the future e.g. 12/31/YYYY unless it’s close to the end of the year. Once the closure is lifted, change this field to the official date the closure was lifted.
  - h. You should leave the **BulletPlaceHolder** and **Short Title** fields blank.
9. Click the **Check In** button.
10. Locate the document you just uploaded in the Documents library listing (alphabetical by file name). Hover your mouse pointer over the file name, click the dropdown arrow, click **Publish a Major Version**, as shown in Image 10. On the next screen, click the **OK** button. That will change the document’s status from Draft to Pending.

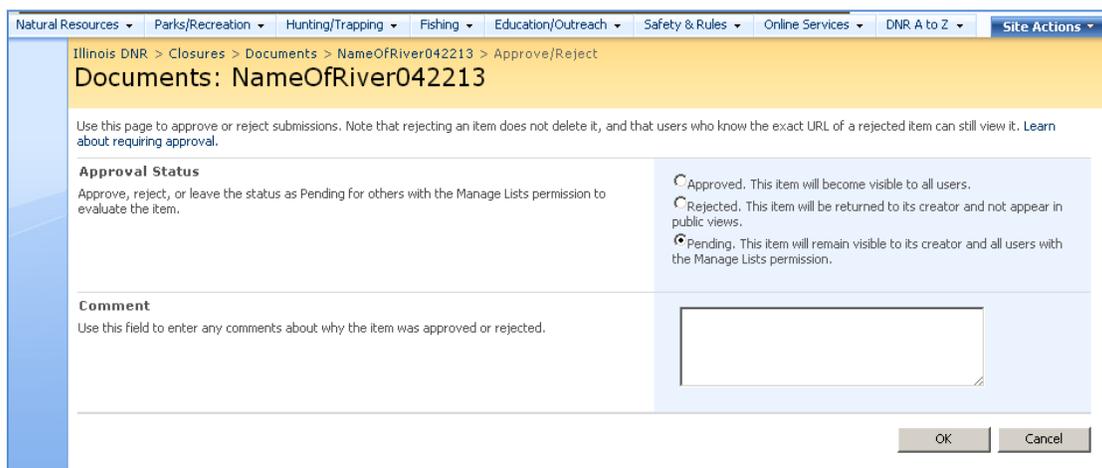


**Image 10: Publish a Major Version**

11. Again, locate the document, hover over the file name, click the dropdown arrow, click **Approve/reject**, as shown in Image 11. On the next screen, click the **Approved** radio button, then click the **OK** button (Image 12).



**Image 11: Approve/reject**



**Image 12: Final step, Approved, OK**

12. Un-posting a River Closure Notice requires changing some of the document's metadata, as noted in step 8. Specifically, the **End Date** will need to be changed to the actual end date, and **ShowOrHide** will need to be changed to **Hide**. From the Document library view, hover over the file name, click the dropdown arrow, click **Edit Properties** (you'll be prompted to check out the document, which you must confirm (OK)). For these (or any) changes to become effective, the document will again have to be **Published** and **Approved**, as in steps 10 and 11.

That's it!