

Spark Cheat Sheet: **Start Here**

Introduction

Spark is the Content Management System (CMS) for the City of Albany website. It is used to add/edit/remove content from the website; www.albany.wa.gov.au.

To Login to Spark

For City of Albany website; <https://www.albany.wa.gov.au/admin>



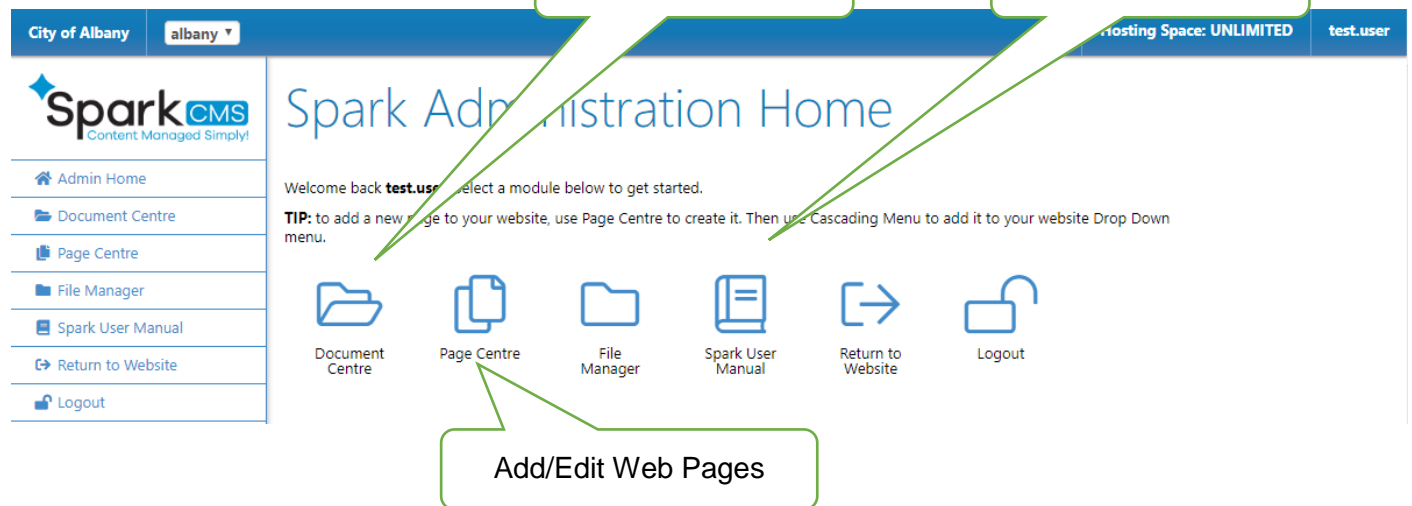
Username

Same as your windows username; e.g. adam.catterall, natr etc

Password

For 1st time users this will be your surname & 1; e.g. Catterall1, Ross1

Spark Administration Home Page



Audit Log

Please be aware that all actions by users on the Spark CMS are recorded in an audit log;

IP ADDRESS	LOGGED	MODULE	OBJECT TYPE	ACTION TYPE	USERNAME	AUDIT LOG REFERENCE
202.90.246.48	11/07/2019 2:10:40 PM	Council Meetings	CouncilMeetingItem	Content Update Successful	adam.catterall	Committee Meeting - Commercial Community and Corporate Services - 09 July 2019

Spark User Manual

Spark includes an online User Manual that you may find useful.

To Open the Spark User Manual, Click on the icon

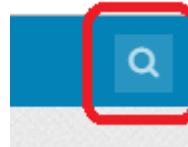


Then Double-Click on the Manual Cover so that the page fills the screen

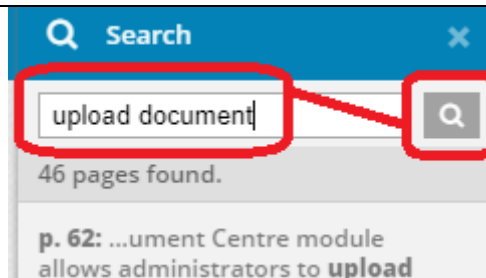
Use the chevrons to page forward and back



To use the Search function, Click on the icon on the top right hand corner of the screen



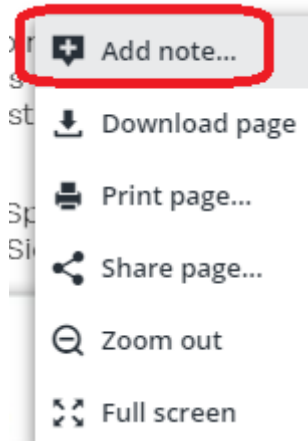
Type in what you're searching for...



...and Click on the grey search icon.

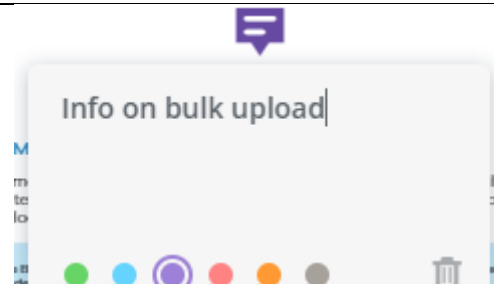
Click on the Search results on the right hand side of the screen to go directly to the page

To Adding a Note/Bookmarks) find the page you want to add the Note/Bookmark, Right-Click on the text and Select Add Note



Note/Bookmarks are saved against your user accounts so that will be available every time you login.

Type in the Note/Bookmark...



...and Click outside the box to save the Note/Bookmark

Notes/Bookmark

Zoom

Full Screen

Index in List or Thumbnail format

Zoom Out

