Tutorial: Engage!

1. Home Screen
   a. Welcome to Engage! A public involvement resource toolkit.

   b. At the **top left** of the application is a toolbar to aid the user in navigating the application.


   1. **Home**- enables a user to return to the home screen.
   2. **Search**- a user can choose to do a basic or advanced search.
   3. **About**- provides additional narrative on what public engagement is.
   4. **Tutorials**- contains documentation on the user guide and a video.
   5. **Contact**- email staff at the NJTPA with feedback or questions.

   c. A user can click either the **Search or Advanced Search button** to begin the search functionality or use the toolbar at the top left of the application to begin a search.
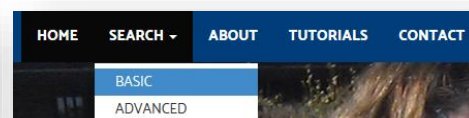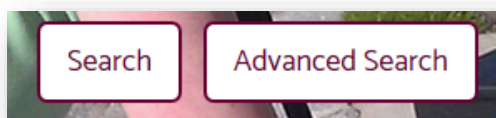
d. Scrolling down the page using the **scroll bar on the right or the mouse wheel** provides additional information for the user. A user can click to learn more about the tool, find additional resources or start a search.
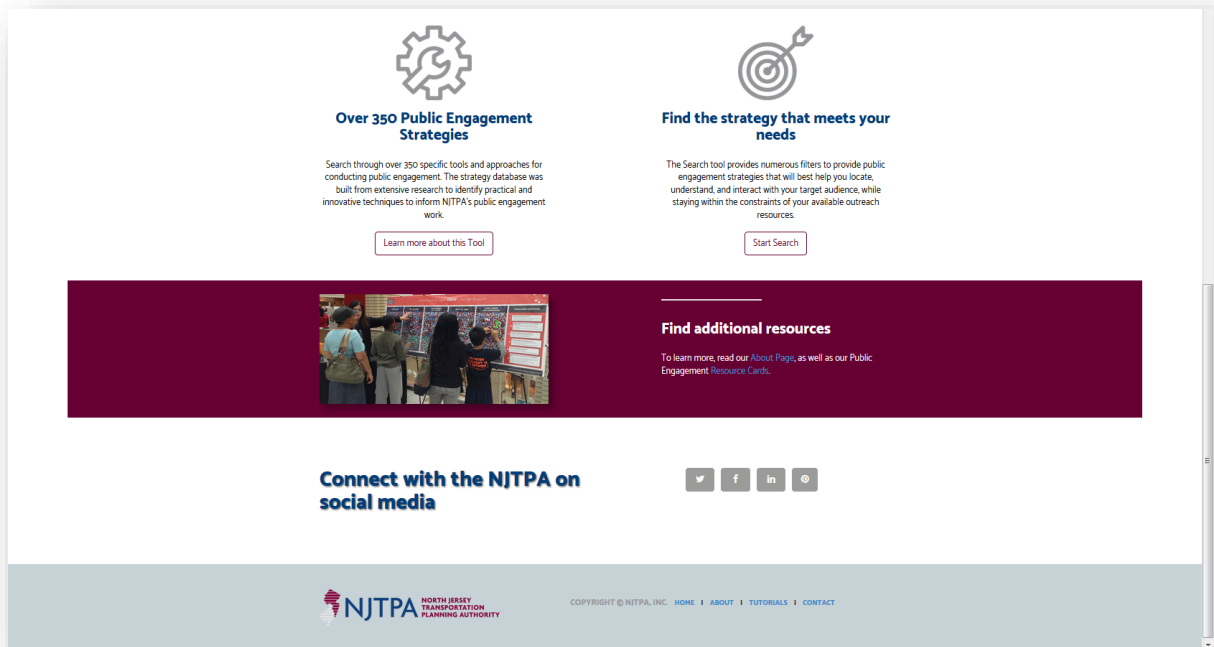
2. **How to perform a Basic Search**

    a. To begin a basic search in the application, click the **Search button or select "Basic" under the Search text in the top toolbar.**
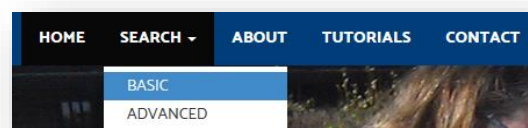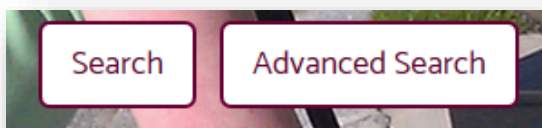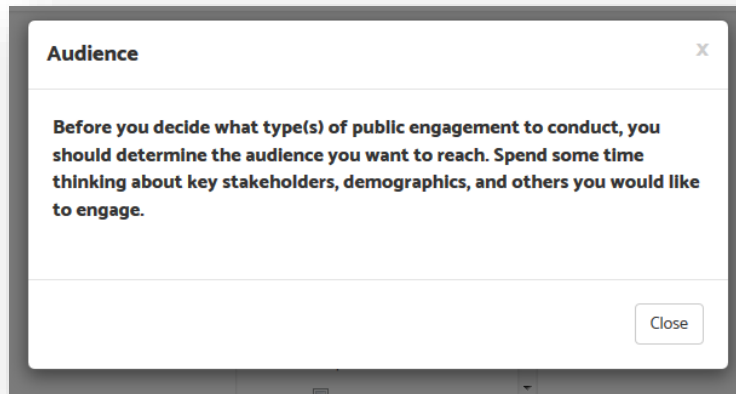
b. The first step in the search process appears. The user will be able to track their progress by looking at the **progress bar located underneath the picture**.

c. On the screen, there are topics that correspond to a question and list of criteria for the user to choose from. A user can select multiple items within the list by c**licking the corresponding box** next to the text**.**

d. To get additional information on each step **click** [?]. A pop-up box will appear with a brief description of the topic.

Audience   ×

Before you decide what type(s) of public engagement to conduct, you should determine the audience you want to reach. Spend some time thinking about key stakeholders, demographics, and others you would like to engage.

Close

e. After selecting your criteria, **click the "Continue" button** to move to the next topic.

Continue

f. A new set of questions will be presented to the users based on what topic (*Audience, Scope, Geography, Cost or Time*) is selected. Users may select from the list provided under the specified topic and **click "Continue" to proceed** through the application or a user can choose to skip one of the topics by **clicking** the topic heading located below the picture.

Audience   **Scope**   **Geography**   **Tool Type**   **Time**

g. To go back to any topic **click** the topic heading.

Audience   **Scope**   **Geography**   **Tool Type**   **Time**

h. Once a user had completed his or her selections and reached the last topic, **"Time," click the "Get Results" button** to view the strategies.
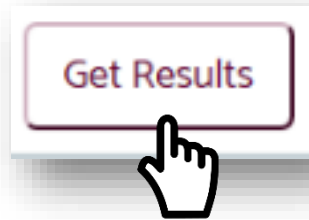
i. The results will be provided in tabular format. On the **left-hand side** are the criteria the user selected. A user can change their criteria by clicking on the boxes beside the text. The table will update automatically. Scroll through the results by **clicking the numbers** located at the **bottom of the table**.

Filter Strategies

Audience [?]

☐ General   ☐ Senior Citizens
☐ Low-Income   ☐ Special Needs
☐ Minorities   ☐ Practicioners
☐ Immigrants & LEP ☐ Business Owners
☐ Children and teens ☐ Local Officials
☐ Millennials

Scope [?]

☐ State   ☐ Municipality
☐ Regional ☐ Neighborhood
☐ County

Geography [?]

☐ Rural
☐ Suburban
☐ Urban

You selected:

Audience: Scale: Geography: Budget: Timeframe:
96 strategies matched your search criteria.

	Name of Tool
Select	Piggybanks
Select	"Planner speak" glossary
Select	Activity books
Select	Advertise with radio reading services for the blind
Select	Billboards and variable message signs
Select	Briefings
Select	Celebrate project completions
Select	Celebrate Project Launches
Select	Charrette
Select	Citizen Budget
Select	Citizen juries
Select	Citizens' Panels
Select	Citizens Planning Institute
Select	CityVoice
Select	Cityzen

1 2 3 4 5 6 7

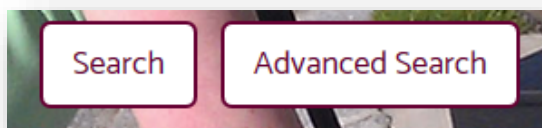j. Click "**Select**" to view additional information on the selected strategies.

k. **Click the "Go Back" button** to return to the results table.

3. How to perform an **Advanced Search**
    a. To begin an advance search in the application, click the **Advance Search button or select "Advanced" under the Search text in the top toolbar.**

b. A table containing the strategies is shown. On the **left-hand side of the application**, a user can select certain criteria found under the **Filter Strategies text** to narrow the results.

c. Click "**Select**" to view additional information on the selected strategies.

d. **Click the "Go Back" button** to return to the results table.