

HOW DO I USE THE WEBSITE?

On the Home Page there are two noticeable buttons: Community Living and Sign-In.

Clicking the Community Living button allows **anybody** to view select web pages. This includes the public such as realtors and people searching for Delaware condos. These web pages are called the 'Public View'.

Clicking the Sign-In button is for getting to the web pages for Fountainview Unit Owners only. These web pages are also called the 'Portal' or 'Owner View'. Important Fountainview documents are found here.

PUBLIC VIEW SITEMAP

You know if you are looking at the Public View web pages if the background to the web pages are beige.

You know if you are looking at the Public View web pages if there is a horizontal menu across the top of the web page that takes you to the other web pages you can view.

Public View Web Pages:

- Community Living
- Neighborhood Guide
- Photo Gallery
- Contact Us
- Location

OWNER VIEW (Portal) SITEMAP

You know if you are looking at the Owner View web pages (in the Portal) if the background to the web pages are gray.

You know if you are looking at the Owner View web pages if you had to go through a Password Page and Portal Welcome Page to get to a Dashboard Page to see the other web pages available on the Portal. The Dashboard replaces the horizontal menu found in the Public View.

Owner View Web Pages:

- Password
- Portal Welcome
- Portal Dashboard
- News
- Services
- Governing Documents
- R&R Reminders (on Governing Documents Page)
- Financial Documents
- Board Business
- Other Documents
- Archives

Locating Web Pages on the Dashboard:

There is no horizontal menu at the top of the pages on the Portal. You find the web pages by looking for the 'GO' buttons on the Portal Dashboard Page. There is also an Archives button only for that web page. The Dashboard Page is your menu. All web pages on the Portal have a 'Back' button that returns you to the Dashboard Page. Do not use the browser's Back arrow. The Back button on the Portal Dashboard Page takes you to the Home Page. (Unlike the prior website, you only sign-in once.)

WORKING YOUR WAY THRU THE WEBSITE (WEBSITE NAVIGATION)

Buttons and Links:

There are buttons and links on the website.

Big green buttons that say 'GO' or 'Archives' take you to a web page.

Big green buttons that say 'View' brings up a document in the browser. The document can be viewed, printed, or downloaded.

Big green buttons that say 'Download' brings up a form in the browser. The form can be viewed, printed, or downloaded.

(There is an exception to this rule. On the Home Page, the Read More link takes you to a web page.)

Anytime there is text that is underlined, it is a link. Clicking most links acts like the View button. It brings up a document in the browser. The document can be viewed, printed, or downloaded. Links are used to conserve space on a web page.

(There is an exception to this rule, there are some links (see 'Help With Viewing the Portal Documents' below that allow you to jump around a web page instead of scrolling.)

Going To An External Website:

Some web pages (such as Neighborhood Guide and Services) allow you to go to another website. Usually hovering over an image displays a title for the image. If the cursor changes to a hand, click the image and the website is opened in another window/tab.

Help With Viewing the Portal Documents:

The list of documents on the Portal documents web pages can get lengthy.

You can scroll through the web page to find the document you want to view.

Or you could find the document type (for example Code of Regulations on the Governing Documents Page) in the list at the top of the web page.

They are underlined. Click on the document type and it will take you to the section on the web page where you will find the document. You will 'jump' to that section.

The Archives button works the same way depending on which page it is found.

SYSTEM REQUIREMENTS FOR THE WEBSITE

The website supports desktop PC computers, laptops, tablets, and mobile cell phones.

It supports the current operating systems.

Because of the way different browsers render pages, there will be subtle differences when viewing the website on different devices, such as color and resolution.

The website has a set width length of 980 pixels. Looking at it on a smaller or larger screen may show subtle differences. One difference is the amount of page background that is shown on the Home Page. This is the image of the beige slate on the condo buildings.

For tablets, like the Kindle, it is recommended to turn the tablet to the horizontal position.

The mobile devices have the same content but the look-and-feel has been modified to fit the small screen.

You can also change your Zoom settings on your device to enhance the web pages and allow them to better fit the screen. This also increases the font size if you need it larger.