

Site - Application Deployment

Prerequisites

Before deploying a new application, ensure the following:

- You are logged into your SeyGov account
 - Your user group has the **Deploy New** permission enabled. If you do not see the Deploy New option in the navigation menu, contact your administrator to update your group permissions
 - At least one department has been created under **Settings > My Departments**
 - If you plan to use email notifications, at least one email list has been configured under **Settings > Email Lists**
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Step 1 — Select an Application

From the main navigation menu, hover over or click **Deploy New**. You will see a list of available applications organized by category such as General Purpose, Police & Jail, Assessment, and Board of Elections.

Click the application you would like to deploy. This will bring you to the deployment configuration page for that application.

Step 2 — Application Name

In the **Application Name** field, enter a name for this deployment. This name will be displayed to users when they access the application and will appear in the administration panel.

The system will automatically generate a vanity URL from the name you enter. This vanity URL must be unique to your organization — if a deployment with the same name already exists you will be prompted to choose a different name.

Step 3 — Department

Select the department this application belongs to from the **Department** dropdown. The departments listed are pulled from your organization's department list which can be managed

under **Settings > My Departments**.

Assigning a department helps organize your applications and makes them easier to find on the department pages.

Step 4 — Application Settings

Depending on the application you selected, you may see one or more of the following settings:

Email Receipt

Choose whether the person submitting the form receives an email confirmation after their submission is received. Select **Yes** to enable or **No** to disable.

If Yes is selected, the submitter will receive an email to the address they provided in the form containing a PDF copy of their submission.

Email Distribution List

Select one or more distribution lists to receive an email notification each time a new submission is received. Distribution lists can be created and managed under **Settings > Email Lists**.

If no distribution lists have been configured, this option will not appear or will have no available selections.

Approval Process

Choose whether submissions require admin approval before being considered complete. Select **Yes** to enable an approval workflow where all new submissions will have a status of **Pending** until an administrator reviews and approves or denies them. Select **No** if submissions should be automatically marked as approved upon receipt.

Public Facing

Choose whether this application is accessible to users who are not logged in. Select **Yes** to allow anyone with the link to submit the form without requiring a login. Select **No** to restrict the application to logged in users only.

Step 5 — Notes

The **Notes** field is optional. Any text entered here will be displayed to the user when they are filling out the application form. Use this field to provide instructions, important information, deadlines, or any other context that would be helpful to the person submitting the form.

Step 6 — Deploy

Once all fields have been filled out and your settings have been configured, click the **Deploy** button at the bottom of the page.

You will be redirected to the administration panel for your newly deployed application where you can begin managing submissions, updating settings, and monitoring activity.

After Deployment

Once deployed your application will appear in the navigation menu under its assigned department. You can return to the application settings at any time from the administration panel by clicking **Settings** in the navigation to update any of the options configured during deployment.

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