

How to Create Cookie Consent Notice Modal

The State of Montana has approved agency use of Google Analytics 4 (GA); follow the steps below to complete the process.

1. Download the code package
2. Install GA on your website
3. Create the Cookie Consent page
4. Install the cookie consent notice modal
5. Add Cookie Consent URL in Modal pop-up
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1) Download the code package

SITSD has created the code you will need to update your website. Please download the code package to get started. The package includes the cookie consent page (HTML) language and cookie modal (JS). You will need to update some of the references in your files, which will be noted throughout this documentation.

- [Download the package](#)

2) Install Google Analytics and a Google Tag Manager

If you have not already, you must create a profile on GA for your organization. Follow the steps outlined in the Google Analytics Install Directions to complete this step.

- [Google Analytics and Google Tag Manager Install](#)

3) Create the Cookie Consent page and link to it

To deploy the cookie modal, you need to [create a new page](#). The Use of Cookies page explains state policies and how we will use GA to improve the user experience on our websites. We have created approved language which you can use.

- a) Use the **cookieNotice.html** file from the zipped file and **update your agency name/abbreviation** in the provided spaces.

Use of Cookies and Google Analytics

The {insert your agency name} website uses cookies.

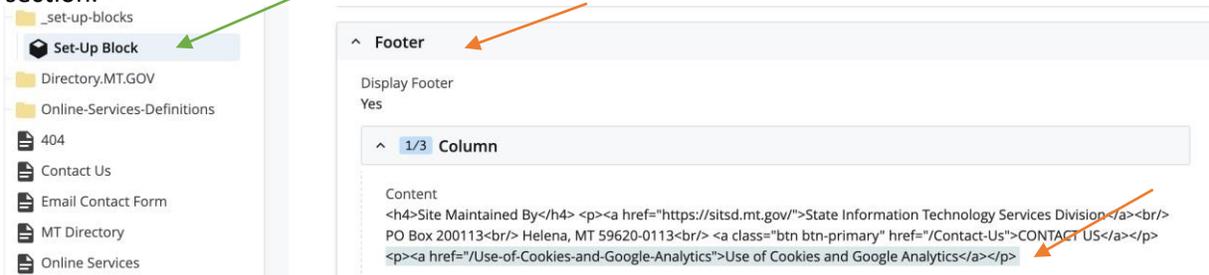
We want to make our website more user-friendly and continuously improve it. We use cookies to collect anonymous information. For example, cookies collect information on what pages were visited and how long each visitor stayed on a page. This anonymous information is used to improve our website content, design, and the services we offer. If you continue to use our website, you agree to the use of cookies.

This website specifically uses Google Analytics to analyze web traffic. Google uses cookies to collect anonymous web traffic data, which {your agency} uses to improve our online services, information, and user experience. Through our use of the Google Analytics application, neither {your agency} nor Google collect personally identifiable information.

After creating this page

- b) Add the cookie/analytics link to your folder in the **_set-up-blocks>Set-Up Block** file in the **footer**.

section.



- c) Click "Edit" in the menu at the top.
- d) Select which column you want to add the notice to; we recommend the first.
- e) Click the column and add the link to your Cookie Notice Page as illustrated above.
- f) Submit your change.

4) Install the Cookie Consent Modal

You need to add two links to your site files for the modal to work.

- g) Select **_cascade>blocks>static>css** links and click "Edit" in the menu at the top.
- h) Add at the end of the script, right above `</system-xml>`, place this JavaScript CDN CSS snippet:

```
<link href="https://cdn.jsdelivr.net/gh/orestbida/cookieconsent@v2.9.1/dist/cookieconsent.css" rel="stylesheet"/>
```



- i) Submit your change.
- j) To add the JavaScript CDN, select **_cascade>blocks>static>scripts** and click “Edit”.
- k) Add at the end of the script, right above **</system-xml>**, place this JavaScript CDN snippet below:

<script data-cookiecategory="analytics" src="https://cdn.jsdelivr.net/gh/orestbida/cookieconsent@v2.9.1/dist/cookieconsent.js"></script>



- l) Submit your change.

5) Add the link to your Cookie Consent Page in your CookieModal.js file

- a) Open the **CookieModal.js** file you downloaded in Step 1.
- b) **Update the current URL** with the cookie consent page URL created in **Step 2**. Update the link below to your cookie page's new URL at ~line 29/30. This will change the “Read more” link in your modal pop-up.



6) Add the Cookie Consent JavaScript

- c) In **Cascade CMS admin**, navigate to your site using the “Go to Site” search bar.
- d) Open the `scripts.js` file under `_files > js > scripts.js` and click edit.

The screenshot shows the Cascade CMS admin interface. At the top, there's a navigation bar with a search bar containing 'SITE: Directory', a '+ Add Content' button, and links for 'Site Content' and 'Manage Site'. Below this is a 'SITE CONTENT' sidebar with a 'Trash' icon and a '19' notification badge. The main area shows a 'Folder: Directory' view with a table of folders:

Name	Order	Type
<input type="checkbox"/> _cascade	6	Folder
<input type="checkbox"/> _docs	7	Folder
<input type="checkbox"/> _files	8	Folder
<input type="checkbox"/> _images	9	Folder

Arrows in the original image point to the 'SITE CONTENT' sidebar and the 'scripts.js' file in the file tree.

At the end of the file, paste the edited **CookieModal.js** script.

```
155 //cookie consent modal
156
157 window.addEventListener('load', function () {
158     // obtain cookieconsent plugin
159     const cc = initCookieConsent();
160
161     // run plugin with config object
162     cc.run({
163         autorun: true,
164         current_lang: 'en',
165         autoclear_cookies: true,
166         page_scripts: true,
167
168         // onFirstAction: function(user_preferences, cookie){
169         //     // callback triggered only once
170         // },
171
172         // onAccept: function (cookie) {
173         //     // ... cookieconsent accepted
174         // },
175
176         // onChange: function (cookie, changed_preferences) {
177         //     // ... cookieconsent preferences were changed
178         // },
179
180         languages: {
181             en: {
182                 consent_modal: {
183                     title: 'The state of Montana uses Google Analytics',
184                     description: 'We use cookies to improve your browsing experience and analyze
185
```

- a) Click the  icon to open the submit dialog.

b) **Submit** your Update.

Version Comments

Comments left here will be saved in the assets version history.

Submit now or perform guided content checks.

SubmitCheck Content & Submit

7) Publish your site

Once you have completed these steps, you must publish the whole site. Publish to test first and make sure all is well.

- a) In the site content menu, right-click on your site name, and click **“Publish.”**
- b) In the dialog box, click **“View Publish Settings”** to select where you would like to publish your site.
- c) Select your **Test destination.**

The screenshot shows the 'SITE CONTENT' interface. A context menu is open over a 'Directory' folder, with the 'Publish' option highlighted by an orange arrow. To the right, the 'View Publish Settings' dialog box is open, with a green arrow pointing to the 'View Publish Settings' header and a blue arrow pointing to the 'test-directory.mt.gov' destination option.

SITE CONTENT

Directory

Name
Path
Directory: /

View on the live website

Edit

Publish

More

Asbestos-Accreditation...

Asbestos-Proiect-Permi...

View Publish Settings

Select one or more destinations to publish to:

Destination	
<input type="checkbox"/>	directory.mt.gov
<input type="checkbox"/>	test-directory.mt.gov

- d) Click Submit. The site publish may take a few minutes; you can watch your publish time by clicking on “**View publish queue.**” at the bottom of the screen.

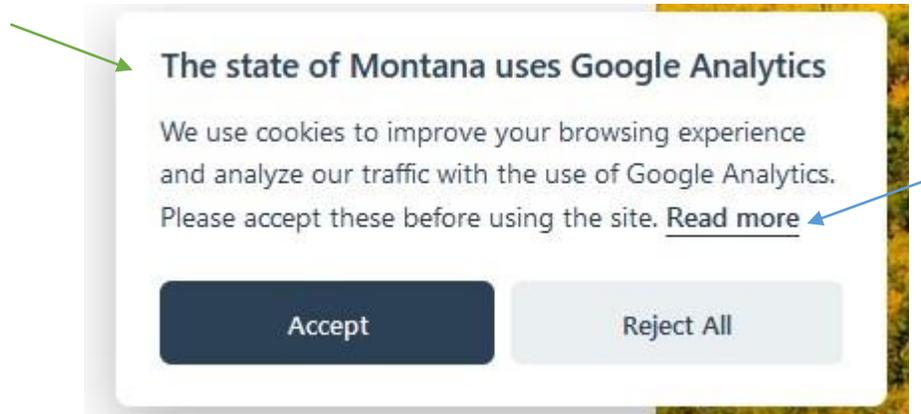


The screenshot shows a table of content items with a notification modal overlaid. The table has columns for checkboxes, item names, counts, types, and dates. The notification modal says "Folder queued for publish. View publish queue." with a close button.

Item Name	Count	Type	Date	User
Directory.MT.GOV	13	Folder	Apr 19, 2021 1:55 F	cma980
Online-Services-Definitions	1	Folder	Apr 20, 2021 3:43 F	cma980
404	10	Page	May 10 10:55 AM t	Kops, Hannaf
[Redacted]	11	[Redacted]	May 10 10:56 AM t	Kops, Hannaf

8) Test Your Modal

- Visit your home page at test-YourSite.mt.gov or test.YourSite.mt.gov
- Check that the modal** launches on your home page and any additional pages you visit.
 - If you click “Accept” you will have to clear cookies and site browser data to see the modal on your other pages.
- Check that the “Google Analytics” link takes you to your [Google Analytics](#) Cookie page.



d) Make sure that the “**Use of Cookies and Google Analytics**” link shows up in your footer



Once you have tested your modal, publish your website to production to see if Google Analytics are displaying (or not in case of rejected cookies) on your website. The Analytics may take a few moments to display; we recommend watching the “Real Time” tracking to watch your current site traffic.

9) Test Your Analytics

To test rejection

- a) Reset your cookies.
- b) Click reject (or don't interact with modal).
- c) Navigate your site to see if corresponding page clicks appear in GA.

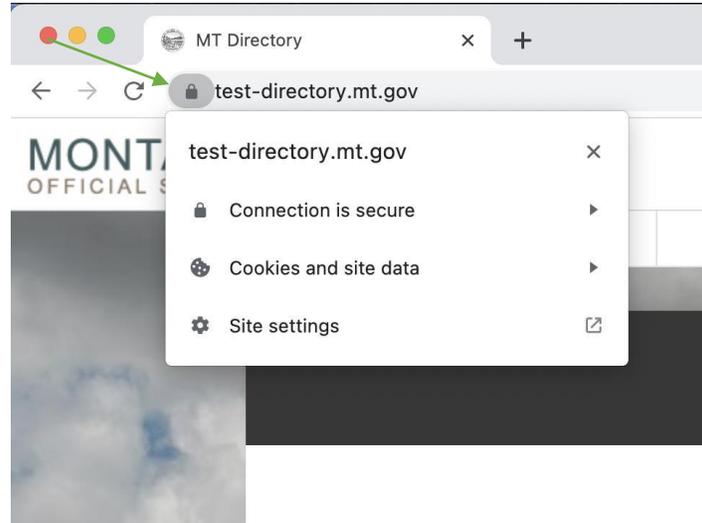
To test acceptance

- a) Reset your cookies.
- b) Click consent.
- c) Navigate through your site and watch for your traffic.

10) Troubleshooting the Cookies

At the top of your browser, where the search bar is, **click the lock symbol** to open the menu to clear cookies and site data. Depending on your browser or operating system, your language may vary.

- a. Click **“Cookies and site data.”**



- a) Click **“Manage cookies and site data”**
- b) Click on the **Trash icon** to delete **template.mt.gov** and your **(Site Name)** which would be **test-directory.mt.gov** for this example. This will reset your cookies and have the modal popup again.

