

# **Web Content Management System (CMS) Documentation**

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## Getting Started Guide

### Welcome to the CMS

Welcome to the Claremont McKenna College web content management system (CMS)! This will serve as a guide for you to consult as you see how easy it is to manage your website. You will see how to create and update your content quickly and easily without having to learn an array of new skills.

The CMS will allow you to maintain your department's website without sending the information off to be put online by a different department. The CMS is easy to use and you can access it from any standard web browser, letting you focus on what's really important—actually creating and managing the content.

So let's begin!

## Users and Roles

All operations done on the CMS are done as a certain user acting in a certain role(s). Individual departments decide who should have access to maintain their website as well as the access level for each person.

### Users

The user is one who uses the content management system. The CMS requires individuals using the system to authenticate upon login for security, logging, and resource management purposes.

Every user is identified by the system with his or her User ID. A password is then used for authentication and, the full name and e-mail serve as contact information for the user. The role membership helps to determine the privileges a user has in the system and helps to establish his or her access to the various system resources.

### Roles

Roles outline the access rights for individual users. Roles also determine the order in which the workflow process occurs. The roles include Overseer, Editor, Publisher, and Approver.

#### Overseer

An overseer reviews the live site content to make sure that it is up-to-date. He or she suggests new content and changes to the site. The overseer does not log into the CMS and does not make any changes to the site themselves

#### Editor

An editor reviews the site content to make sure that it is up-to-date and suggests new content and changes to the site. The editor has access to the CMS to edit existing pages. He or she can not publish pages to the live site. This is a common role for a student worker.

#### Publisher

Publishers review the site content to make sure that it is up-to-date and suggest new content and changes to the site. The publisher has access to the CMS to edit existing pages and create new pages. He or she can publish pages to the live site.

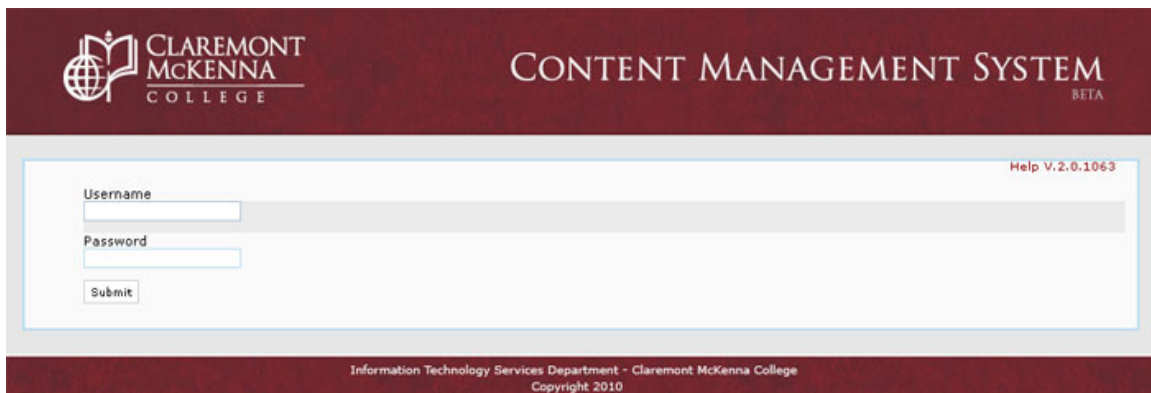
#### Approver

The approver reviews the site content to make sure that it is up-to-date. He or she has access to the CMS to edit existing pages and create new pages. The approver reviews the site content that has been edited and is waiting to be published to the live site. He or she can publish pages that they have added or edited and those that they have approved.

# Using the CMS

## Accessing the Content Management System (CMS)

Access to the Content Management System (CMS) requires an Internet connection. You will receive a Remote Desktop connection file that you can save to your desktop. Double click on it to access the CMS. You may be prompted to trust the connection at which point you can safely continue. You will be prompted to enter your CMC username and password. If that information is provided successfully, your session will load and you will see the web browser Firefox open to the CMS login page.



**Please note:** Some older versions of Windows do not automatically include the MCKENNA domain in the initial log in process. In order to remedy this situation, please enter your username in this format:

mckenna\username  
(replace username with your CMC username)

## Accessing the Content Management System (CMS) from Off Campus

The Remote Desktop connection file can only be used on campus. If you require access to the CMS from off campus, please establish a VPN and then use the Remote Desktop connection file.

# Dashboard

The screenshot displays the dashboard interface for the Claremont McKenna College Content Management System (CMS). At the top left is the college's logo, and the title "CONTENT MANAGEMENT SYSTEM BETA" is centered at the top. A navigation bar contains links for "DASHBOARD", "USERS", "CONTENT", and "SITES". The main content area features a "Dashboard" heading, a user greeting, and several functional modules: "Navigation" with icons for adding, editing, and deleting pages; "System Messages" with a notification about two messages; and "Private Messages". The footer identifies the Information Technology Services Department and the year 2010.

**CLAREMONT MCKENNA COLLEGE** **CONTENT MANAGEMENT SYSTEM** BETA

DASHBOARD USERS CONTENT SITES

*Dashboard* Logout Help V.2.0.1063 Show/Hide Instruction

Welcome to CNC CMS, **Your Name** ! You're in the **Your Group** group  
Appears Here Permission

**Navigation**

- Add Page
- Edit Page
- Recent Page
- Deleted Page
- Saved Page

**System Messages**

You have 2 messages in your message box. [Click here](#) to view.

**Private Messages**

Information Technology Services Department - Claremont McKenna College  
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## Dashboard

Once you have logged into the CMS you will be presented with the Dashboard. The Dashboard is your home screen and has links to the parts of the CMS that you are authorized to use.



Dashboard Screen

## Parts of the Dashboard

### Module Navigation Bar

The Module Navigation Bar allows you to access the different modules in the CMS.



Module Navigation Bar

### Dashboard

This is your home screen. From this module you have shortcuts to add pages, edit pages, see recent edited pages, deleted pages and saved pages. Retrieve system and private messages.

### Users

This module allows you to leave and update messages to other CMS users.

### Content

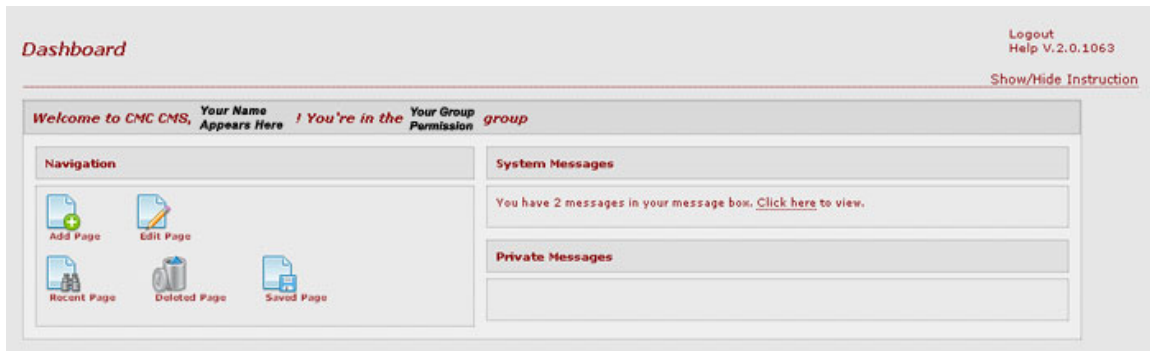
This module depending on your role, allows you to updated and add pages. See recent edited pages, deleted pages and saved pages.

## Sites

This module depending on your role, allows you to add site files (i.e. PDF, Word, Excel, images). Also, you can add site directories.

## Dashboard Screen

The Dashboard Screen has shortcut icons for adding pages, editing pages, seeing recently edited pages, deleted pages and saved pages. Also, you can retrieve system and private messages from this screen.



Dashboard Screen

## Welcome to CMC CMS (Your Name)! You're in (Your Group Permission) group

This welcomes you to the CMC CMS by showing your name and your group role permission.

## Navigation Content Block



Selecting this icon allows you to add pages to your site. Depending on your role this icon may be grayed out.



Selecting this icon allows you to edit/update pages to your site.



Selecting this icon allows you to view your recently edited pages. You can also use this icon to edit/update a recently edited page.



Selecting this icon allows you to view and/or retrieve a recently deleted page.



Selecting this icon allows you to view and/or continue to edit a page.

## System Messages

See and retrieve system messages that have been posted by an Administrator

## Private Messages

See and retrieve private messages that have been posted by other CMS users.

## Dashboard Show/Hide Instruction

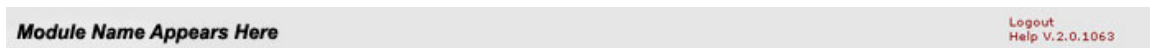
By clicking on the Show/Hide Instruction link, the screen will expand with pertinent information that relates to you on the Dashboard. This will show you what you have permission to do on the CMS. By clicking on the Show/Hide Instruction link again, this screen will close.



Dashboard Screen – Show/Hide Instruction

## Standard Items That Appear On Modules

You will see the following items on all of the modules.



Dashboard Screen – Standard Items on Modules

## Module Name

The name of the module that you are in will be displayed in the top left corner of the gray bar that is located below the Module Navigation Bar.

## Logout

By clicking the Logout link that is located in the top right corner of the gray bar that is located below the Module Navigation Bar, you will be logged out of the CMS.

## Help

By clicking the Help link that is located on the top right corner of the gray bar that is located below the Module Navigation Bar, you will be taken to Help Docs.

# Users Module

The screenshot shows the 'Users Module' interface within the 'CONTENT MANAGEMENT SYSTEM BETA'. The header includes the Claremont McKenna College logo and a navigation menu with 'DASHBOARD', 'USERS', 'CONTENT', and 'SITES'. The main content area is titled 'User Manager' and contains a link for 'Leave and Update Messages' and a 'Help' link. The footer identifies the 'Information Technology Services Department - Claremont McKenna College' and includes a 'Copyright 2010' notice. Utility links for 'Logout' and 'Help v.2.0.1064' are also present.

**CLAREMONT MCKENNA COLLEGE** CONTENT MANAGEMENT SYSTEM BETA

DASHBOARD USERS CONTENT SITES

*User Manager* Logout Help v.2.0.1064

[Leave and Update Messages](#) [Help](#)

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## User Manager

The User Manager module is where you will go to send messages to other CMS users or update existing messages.



User Manager Screen

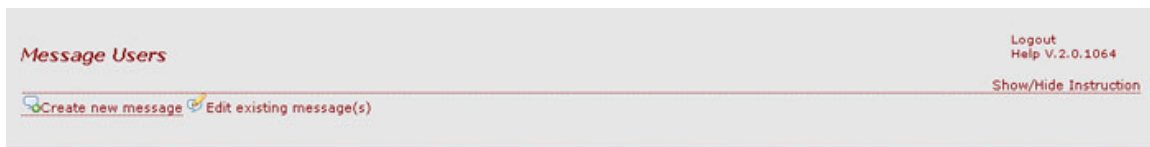
The following information is displayed:

### Leave and Update Messages

Allows you to leave and update messages with other CMS users.

### Message Users

You can create a new message or edit an existing message(s).



Message Users Screen

The following information is displayed:

### Create new message

This allows you to create new messages to other CMS users.

### Edit existing message(s)

This allows you to edit existing message(s).

### Create New Message

This screen allows you to select another CMS user or multiple CMS users to send a message to.

Create New Message Screen

The following information is displayed:

### CMS Users

Select other CMS users to send a message to by scrolling through the list. To send a message to multiple CMS users make sure to hold down the CTRL key while selecting names from the list.

### Message Text

This area is for your message.

### Submit

Once you have selected the CMS user(s) from the list and typed in your message, click on the Submit button to send your message.

### Edit Existing Message(s)

This screen allows you edit an existing message.

Edit Existing Message(s) Screen

The following information is displayed:

### Show Entries

Here is where you can select the number of messages to view. By selecting the dropdown arrow you can change the view to 25, 50 or 100 entries to show.

**To**

This field shows the name of the person the message was sent to.

**Message**

This field shows the body of the message that you sent.

**Edit**

By selecting the edit icon, you can edit the message. This will open up a new screen that allows you to put in an additional message in the message text field and submit.

**Delete**

By selecting the delete icon, you can delete the message. When clicking on the delete icon, you will get a pop up message asking you if you are sure you want to delete this item. You can click "OK" and the message will be deleted or you can click on the "Cancel" button if you do not want to delete the message.

# Content Module

The screenshot displays the Claremont McKenna College Content Management System (CMS) interface. At the top left is the college's logo, and to its right is the text "CLAREMONT MCKENNA COLLEGE". The main header area contains the text "CONTENT MANAGEMENT SYSTEM" with "BETA" underneath. Below the header is a navigation menu with tabs for "DASHBOARD", "USERS", "CONTENT", and "SITES". The "CONTENT" tab is currently selected. The main content area is titled "Content Manager" and features a list of actions: "Add Page", "Update Page", "Recent Page", "Deleted Page", and "Saved Pages". Each action has a corresponding icon and a "Help" link. In the top right corner of the content area, there are links for "Logout" and "Help V.2.0.1064". At the bottom of the page, a footer contains the text "Information Technology Services Department - Claremont McKenna College" and "Copyright 2010".

CLAREMONT MCKENNA COLLEGE

CONTENT MANAGEMENT SYSTEM  
BETA

DASHBOARD USERS CONTENT SITES

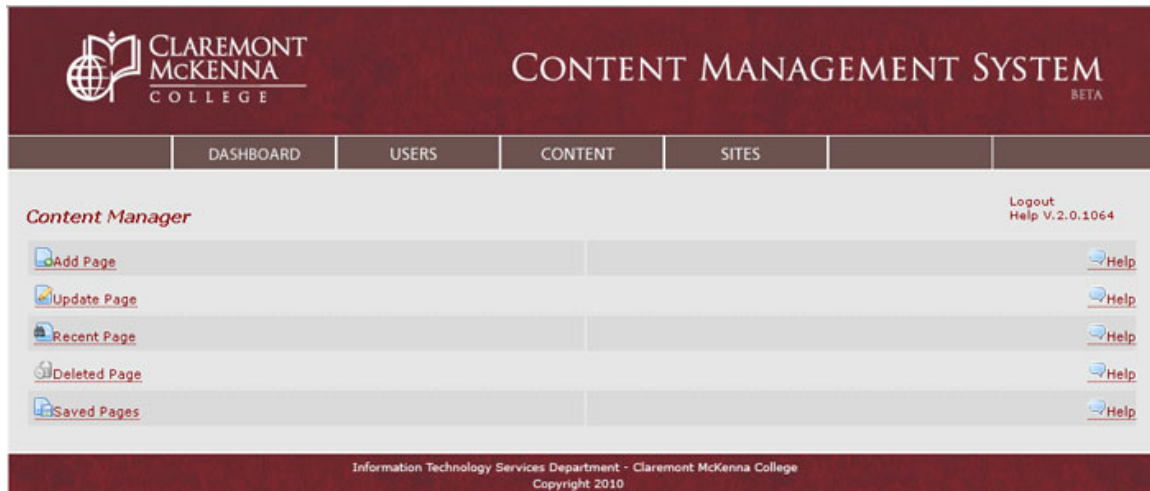
Content Manager Logout  
Help V.2.0.1064

Add Page	<a href="#">Help</a>
Update Page	<a href="#">Help</a>
Recent Page	<a href="#">Help</a>
Deleted Page	<a href="#">Help</a>
Saved Pages	<a href="#">Help</a>

Information Technology Services Department - Claremont McKenna College  
Copyright 2010

## Content Manager

The Content Manager module is where you would go to add a page, update/edit a page, view a recently edited page, see deleted pages and see saved pages.



Content Manager Screen

The following information is displayed:



### **Add Page**

Selecting this icon allows you to add pages to your site. Depending on your role you may not see this icon.



### **Update Page**

Selecting this icon allows you to edit/update pages to your site.



### **Recent Page**

Selecting this icon allows you to view your recently edited pages. You can also use this icon to edit/update a recently edited page.



### **Deleted Page**

Selecting this icon allows you to view and/or retrieve a recently deleted page.



### **Saved Pages**

Selecting this icon allows you to view and/or continue to edit a page.

## Add Page

To add a new page to your site, click on the Add Page icon.

### Step One

The screenshot shows a web interface for adding a new page. The page title is "Add Page". In the top right corner, there are links for "Logout" and "Help V.2.0.1064", and a "Show/Hide Instruction" link. The main content area contains a form with the following fields:

- Your available sites:** A dropdown menu labeled "Option List".
- Page folder:** A dropdown menu labeled "Option List".
- New folder:** A text input field.
- Activation:** A date input field containing "06/18/2011".
- Expiration:** A date input field containing "12/31/2020".
- Keywords:** A text input field.
- Description:** A text input field.
- Next Step:** A button.

Step One

The following information is displayed:

#### Your available sites

Use the dropdown box to select the site in which your new page will reside.

#### Page folder

Use the dropdown box to select the folder in which your new page will reside.

#### New folder

You can create a new folder. You **do not** have to fill in this field to continue the process.

#### Activation

When you would like the page you are creating to become active. You **do not** have to fill in this field if you do not have a specific date for your page to become active.

#### Expiration

When you would like the page to expire and become inactive. You **do not** have to fill in this field if you do not have a specific date for your page to become inactive.

## Keywords

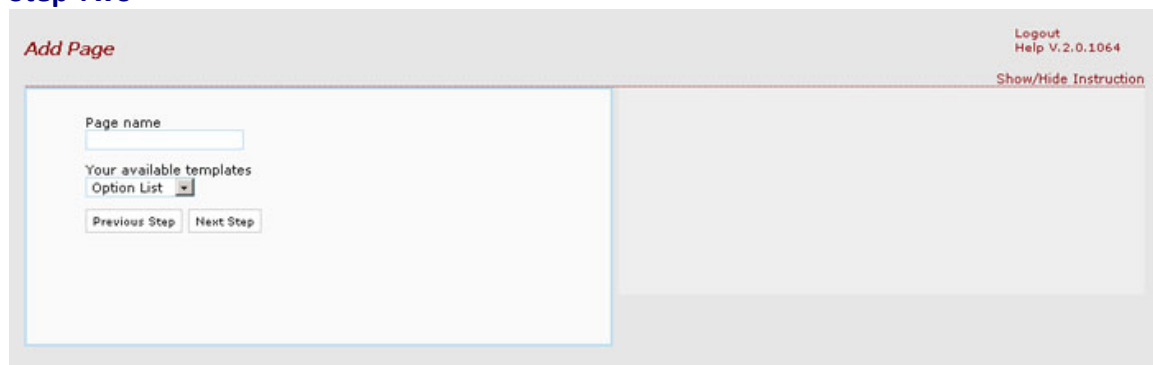
Relative words that describe your page content. This is helpful for Search Engine Optimization (SEO).

## Description

A relative sentence that describes your page. This is helpful for Search Engine Optimization (SEO).

Once you have completed this step, click the **Next Step** button.

## Step Two



The screenshot shows a web interface for adding a page. At the top left, it says "Add Page". At the top right, there are links for "Logout" and "Help V.2.0.1064", and a "Show/Hide Instruction" link. The main form area is divided into two columns. The left column contains a "Page name" text input field, a "Your available templates" section with a dropdown menu labeled "Option List", and two buttons: "Previous Step" and "Next Step". The right column is currently empty, showing a placeholder for a template preview.

Step Two

The following information is displayed:

### Page name

Name of your new page. Do not put in spaces in your page name.

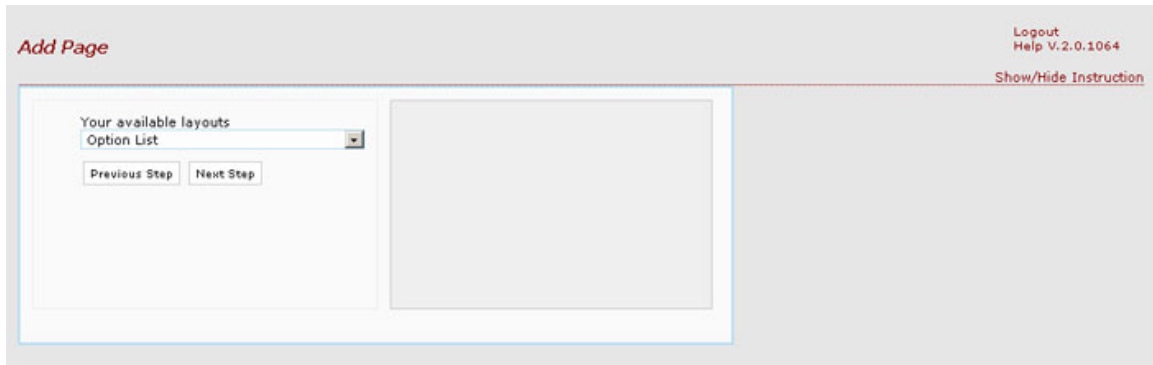
### Your available templates

Use the dropdown box to select a predefined template for your page. A small image of the template will appear on the right side of the screen.

Once you have completed this step, click the **Next Step** button.

If you need to return to the previous screen, click on the **Previous Step** button. (*See Step One*).

## Step Three



Step Three

The following information is displayed:


### **Your available layouts**

Use the dropdown box to select a predefined layout for your page. A small image of the layout will appear on the right side of the screen.



Once you have completed this step, click the **Next Step** button.

If you need to return to the previous screen, click on the **Previous Step** button. (*See Step Two*).

### **Step Four**



GATEWAYS
LIFE @ CMC
ADMISSION
ACADEMICS
ATHLETICS
DIRECTORIES
COMMUNICATIONS
GIVING

Department Navigation

- Mission & Motto
- History
- Construction at CMC
- The Claremont Colleges
- Campus Map
- CMC Fact Sheet
- Online Tour
- Visiting Campus
- Directions
- Area Maps & Guides
- Children's School
- Board of Trustees
- About Home

Add new content
Paste

Edit
Cut
Delete

### Lorem ipsum dolor sit amet

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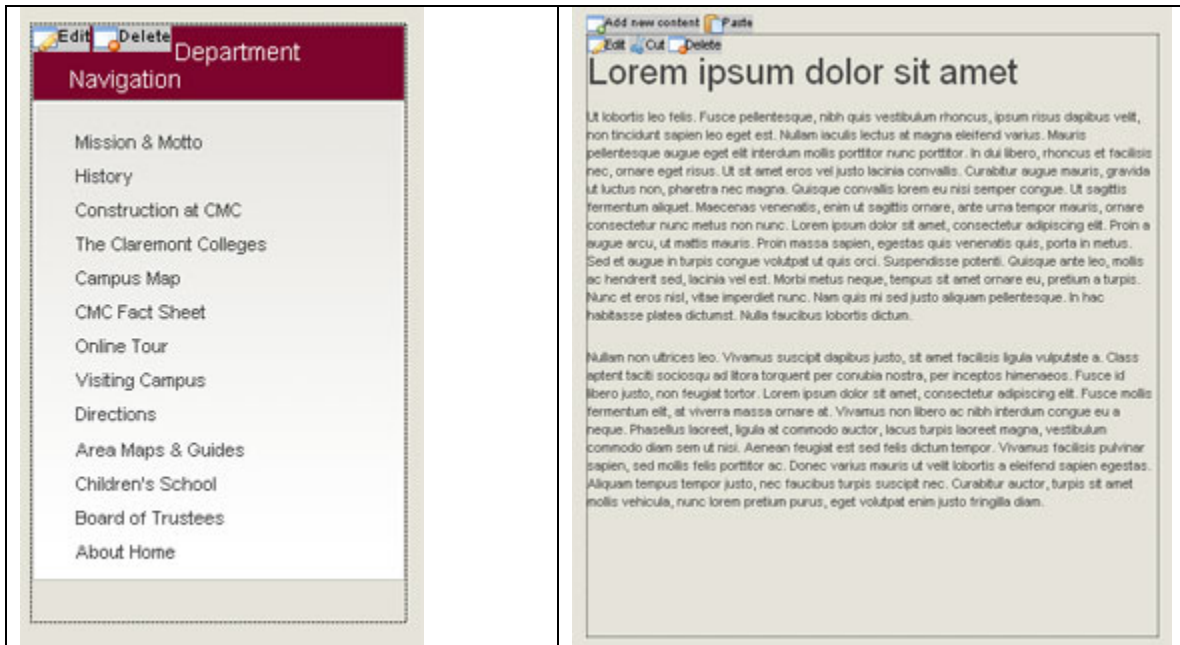
Nullam non ultrices leo. Vivamus suscipit dapibus justo, sit amet facilisis ligula vulputate a. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Fusce id libero justo, non feugiat tortor. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce mollis fermentum elit, at viverra massa ornare at. Vivamus non libero ac nibh interdum congue eu a neque. Phasellus laoreet, ligula at commodo auctor, lacus turpis laoreet magna, vestibulum commodo diam sem ut nisi. Aenean feugiat est sed felis dictum tempor. Vivamus facilisis pulvinar sapien, sed mollis felis porttitor ac. Donec varius mauris ut velit lobortis a eleifend sapien egestas. Aliquam tempus tempor justo, nec faucibus turpis suscipit nec. Curabitur auctor, turpis sit amet mollis vehicula, nunc lorem pretium purus, eget volutpat enim justo fringilla diam.

Add Page – Pre-edit Window

The following information is displayed:

### Content Blocks

Content blocks are individual blocks that are designated by dotted line boxes. Inside the dotted line content blocks you will see Edit, Cut and Delete icons along with the filler text. Each content block will have its set of icons. Each content block is edited independently.



Content Block Examples

### Add New Content and Paste Icons

The add new content and paste icons appear above the dotted line boxes of the content block. Using the Add new content icon allows you to add a new content block on the page. The new content block will be placed on the bottom of the page. If you need that new content block moved to the top of the page. Use the cut icon located in the top content block. You will see that the new content block has moved to the top of the page. Now use the paste icon and the content block that you cut has been pasted at the bottom of the page.

### Preview, Save, Submit and Cancel Buttons

The preview, save, submit and cancel buttons are located in the top header.



Preview, Save, Submit and Cancel Buttons

### Preview Button

This button allows you to preview your page without the dotted line boxes and icons.

### Save Button

This button allows you to save your page so that you do not lose your work and can return to it at a later time.

### Submit Button

This button allows you to submit your page to the server. Depending upon your role, by clicking this button it will alert the approver that a page has been submitted and is waiting for their approval.

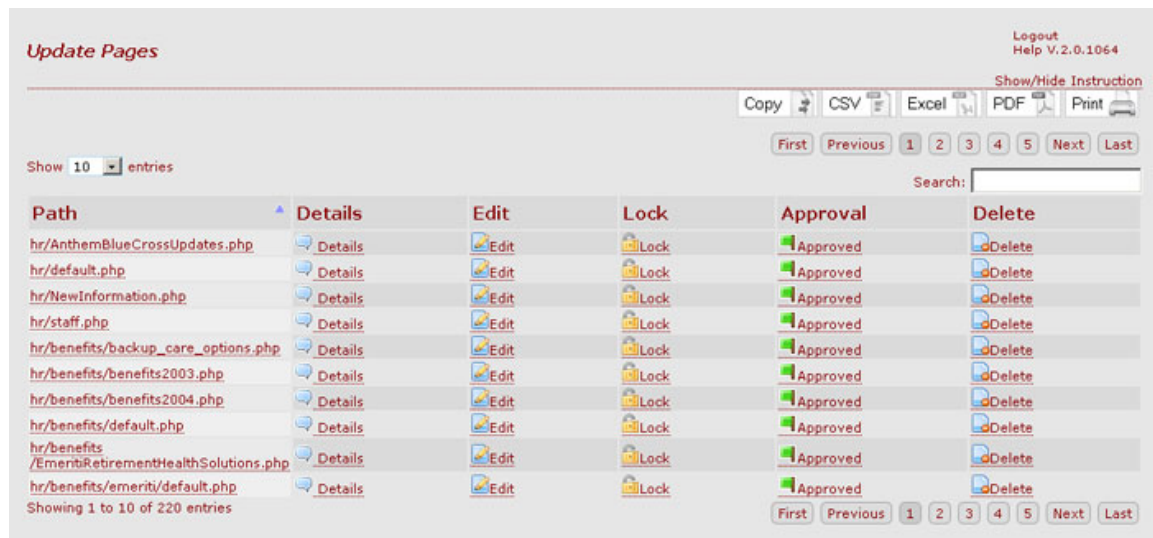
**Cancel Button**

This button cancels the page and any changes that you might have made to the page. If this was a new page, you will have to go through all the steps to create this page again.

For information on adding content to your page, please see the section on Editors.

## Update Page

To edit/update a page on your site, click on the Update Page icon.



The screenshot shows the 'Update Pages' interface. At the top right, there is a 'Logout' link and 'Help V.2.0.1064'. Below that is a 'Show/Hide Instruction' link. A toolbar contains 'Copy', 'CSV', 'Excel', 'PDF', and 'Print' icons. A 'Show 10 entries' dropdown is on the left, and a search box is on the right. The table below has columns: Path, Details, Edit, Lock, Approval, and Delete. The first row shows a path 'hr/AnthemBlueCrossUpdates.php' with a 'Details' icon, an 'Edit' icon, a 'Lock' icon, an 'Approved' status, and a 'Delete' icon. The table shows 10 entries, with a 'Showing 1 to 10 of 220 entries' message at the bottom left. A second set of navigation buttons (First, Previous, 1-5, Next, Last) is at the bottom right.

Path	Details	Edit	Lock	Approval	Delete
<a href="#">hr/AnthemBlueCrossUpdates.php</a>				Approved	
<a href="#">hr/default.php</a>				Approved	
<a href="#">hr/NewInformation.php</a>				Approved	
<a href="#">hr/staff.php</a>				Approved	
<a href="#">hr/benefits/backup_care_options.php</a>				Approved	
<a href="#">hr/benefits/benefits2003.php</a>				Approved	
<a href="#">hr/benefits/benefits2004.php</a>				Approved	
<a href="#">hr/benefits/default.php</a>				Approved	
<a href="#">hr/benefits/EmeritRetirementHealthSolutions.php</a>				Approved	
<a href="#">hr/benefits/emeriti/default.php</a>				Approved	

Update Pages Screen

The following information is displayed:

### Path

The path shows you the site, directory and file name. By clicking on the path it will open the page in a browser for you to view.

### Details

The details display information on author, last editor, edit date, active date, expire date and location.

### Edit

Takes you to the edit page.

### Lock

Shows if a page is locked or unlocked. When editing a page, the page will automatically lock. Depending on your role will determine if you see this field.

### Approval

Shows if page is approved or disapproved. Depending on your role will determine if you see this field.

### Delete

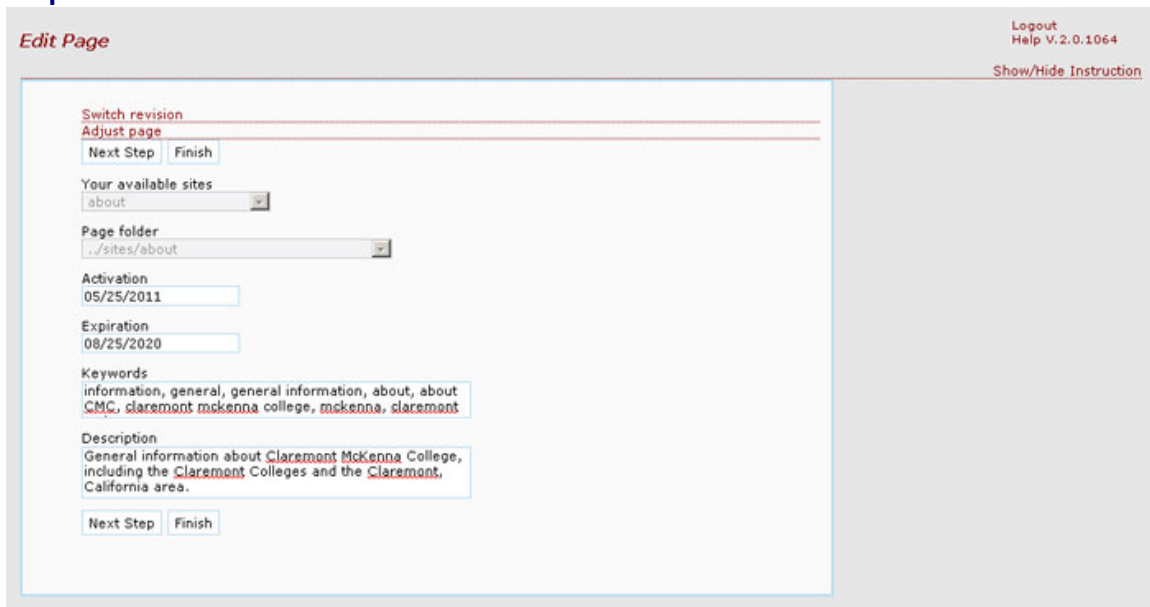
Delete allows you to delete a page. Depending on your role will determine if you see this field.

## Show entries

The dropdown field allows you to control how many entries display at a time.

From this screen, find the file you want to edit and click on the edit icon.

## Step One



The screenshot shows the 'Edit Page' interface. At the top left, it says 'Edit Page'. At the top right, there are links for 'Logout', 'Help V.2.0.1064', and 'Show/Hide Instruction'. The main content area is divided into several sections:

- Switch revision**: A link to switch to a different revision.
- Adjust page**: A link to adjust the page.
- Next Step** and **Finish**: Buttons for navigation.
- Your available sites**: A dropdown menu showing 'about'.
- Page folder**: A dropdown menu showing './sites/about'.
- Activation**: A text field containing '05/25/2011'.
- Expiration**: A text field containing '08/25/2020'.
- Keywords**: A text field containing 'information, general, general information, about, about CMC, claremont mckenna college, mckenna, claremont'.
- Description**: A text field containing 'General information about Claremont McKenna College, including the Claremont Colleges and the Claremont, California area.'
- Next Step** and **Finish**: Buttons for navigation.

Step One

The following information is displayed:

### Your available sites

The available sites dropdown box shows the site in which your page resides. You will notice that this field is grayed out and does not allow you to make any changes.

### Page folder

The page folder dropdown box shows the directory in which your page resides. You will notice that this field is grayed out and does not allow you to make any changes.

### Activation

The activation field shows the date the page became active.

### Expiration

The expiration field shows the date the page will expire.

### Keywords

Relative words that describe your page content. This is helpful for Search Engine Optimization (SEO).

## Description

A relative sentence that describes your page. This is helpful for Search Engine Optimization (SEO).

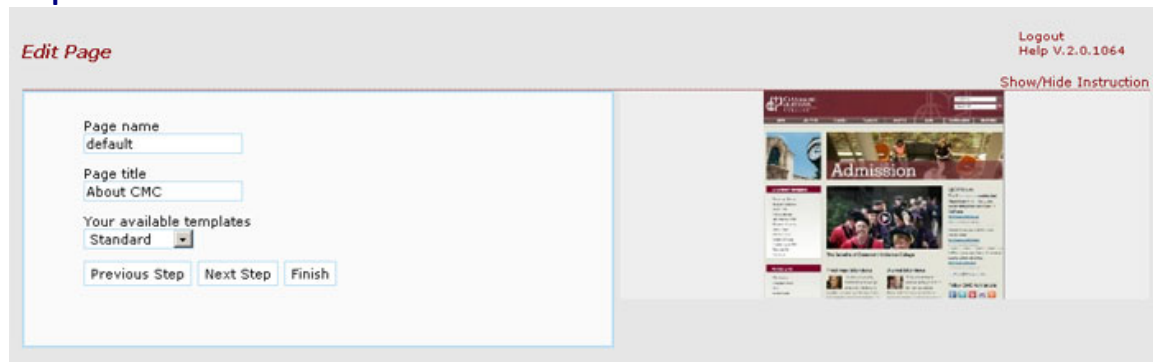
### **Important Note**

*If you have changed any information on this screen or plan to change the page to a new template or layout, click on the **Next Step** button. If you did not change any information on this screen and are not changing the template or layout, click on the **Finish** button.*

If you click on the **Next Step** button, continue on to Step Two.

If you click on the **Finish** button, continue on to Step Four.

## Step Two



The screenshot shows the 'Edit Page' interface. On the left, there is a form with the following fields: 'Page name' with the value 'default', 'Page title' with the value 'About CMC', and 'Your available templates' with a dropdown menu set to 'Standard'. Below these fields are three buttons: 'Previous Step', 'Next Step', and 'Finish'. On the right, there is a preview of the page layout, which includes a header with 'Logout' and 'Help V.2.0.1064', a main content area with a large image and the word 'Admission', and a footer with social media icons. A 'Show/Hide Instruction' link is located above the preview.

Step Two

The following information is displayed:

### **Page name**

Shows the name of your page.

### **Page title**

Shows the name of your page title.

### **Your available templates**

If you are changing the template of your existing page, use the dropdown box to select a predefined template. A small image of the template will appear on the right side of the screen.

### **Important Note**

*If you have changed any information on this screen or plan to change the page to a new layout, click on the **Next Step** button. If you did not change any information on this screen and are not changing the layout, click on the **Finish** button.*

If you click on the **Next Step** button, continue on to Step Three.

If you need to return to the previous screen, click on the **Previous Step** button. (*See Step One*).

If you click on the **Finish** button, continue on to Step Four.

### Step Three



Step Three

The following information is displayed:

#### Your available layouts

If you are changing the layout of your existing page, use the dropdown box to select a predefined layout. A small image of the layout will appear on the right side of the screen.

When changing your page layout, please keep in mind that it will erase your existing page. That means any content or images existing on that page will be erased. You will be prompted by the following pop-up window.



Page Layout Change Pop-up

If you need to return to the previous screen, click on the **Previous Step** button. (*See Step Two*).

If you click on the **Finish** button, continue on to Step Four.

## Step Four

The screenshot displays the Claremont McKenna College website editor. At the top, the college logo is on the left, and navigation buttons for 'Preview', 'Save', 'Submit', and 'Cancel' are in the center. On the right, there are 'Quick Links' and 'Search CMC' fields. Below this is a horizontal menu with categories: GATEWAYS, LIFE @ CMC, ADMISSION, ACADEMICS, ATHLETICS, DIRECTORIES, COMMUNICATIONS, and GIVING.

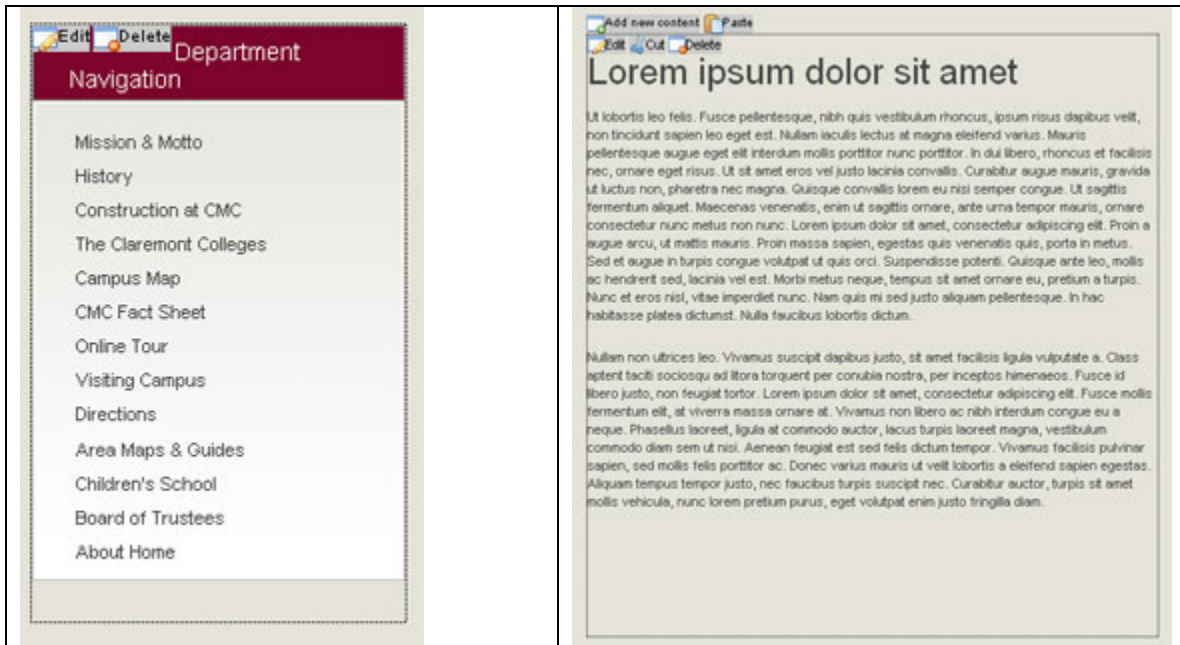
The main content area features a large banner image with the text 'About CMC' overlaid. Below the banner is a 'Department Navigation' sidebar with a list of links: Mission & Motto, History, Construction at CMC, The Claremont Colleges, Campus Map, CMC Fact Sheet, Online Tour, Visiting Campus, Directions, Area Maps & Guides, Children's School, Board of Trustees, and About Home.

The central editing area contains a content block with a title 'Lorem ipsum dolor sit amet' and several paragraphs of placeholder text. Above the text are icons for 'Add new content', 'Paste', 'Edit', 'Cut', and 'Delete', indicating that the content is in a state ready for editing.

Edit Page – Pre-edit Window

### Content Blocks

Content blocks are individual blocks that are designated by dotted line boxes. Inside the dotted line content blocks you will see Edit, Cut and Delete icons along with your text. Each content block will have its set of icons. Each content block is edited independently.



Content Block Examples

### Add New Content and Paste Icons

The add new content and paste icons appear above the dotted line boxes of the content block. Using the Add new content icon allows you to add a new content block on the page. The new content block will be placed on the bottom of the page. If you need that new content block moved to the top of the page. Use the cut icon located in the top content block. You will see that the new content block has moved to the top of the page. Now use the paste icon and the content block that you cut has been pasted at the bottom of the page.

### Preview, Save, Submit and Cancel Buttons

The preview, save, submit and cancel buttons are located in the top header.



Preview, Save, Submit and Cancel Buttons

### Preview Button

This button allows you to preview your page without the dotted line boxes and icons.

### Save Button

This button allows you to save your page so that you do not lose your work and can return to it at a later time.

### Submit Button

This button allows you to submit your page to the server. Depending upon your role, by clicking this button it will alert the approver that a page has been submitted and is waiting for their approval.

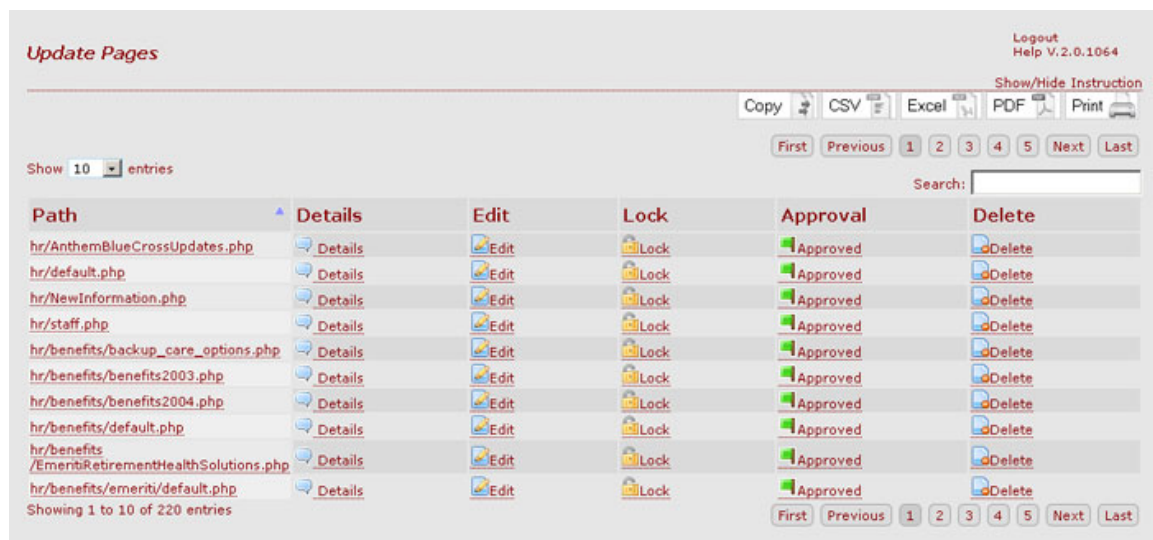
**Cancel Button**

This button cancels the page and any changes that you might have made to the page. If this was a new page, you will have to go through all the steps to create this page again.

For information on how to edit content to your page, please see the section on Editors.

## Recent Page

To edit/update a recently updated page on your site, click on the Recent Page icon.



The screenshot shows the 'Update Pages' interface. At the top right, there is a 'Logout Help V.2.0.1064' link. Below that is a 'Show/Hide Instruction' button. A toolbar contains 'Copy', 'CSV', 'Excel', 'PDF', and 'Print' buttons. A pagination bar shows 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'. A search box is labeled 'Search:'. The table below has columns: Path, Details, Edit, Lock, Approval, and Delete. The first row shows a path 'hr/AnthemBlueCrossUpdates.php' with a 'Details' icon, an 'Edit' icon, a 'Lock' icon, an 'Approved' status, and a 'Delete' icon. The table lists 10 entries, with a note 'Showing 1 to 10 of 220 entries' at the bottom left. A second pagination bar is at the bottom right.

Path	Details	Edit	Lock	Approval	Delete
<a href="#">hr/AnthemBlueCrossUpdates.php</a>				Approved	
<a href="#">hr/default.php</a>				Approved	
<a href="#">hr/NewInformation.php</a>				Approved	
<a href="#">hr/staff.php</a>				Approved	
<a href="#">hr/benefits/backup_care_options.php</a>				Approved	
<a href="#">hr/benefits/benefits2003.php</a>				Approved	
<a href="#">hr/benefits/benefits2004.php</a>				Approved	
<a href="#">hr/benefits/default.php</a>				Approved	
<a href="#">hr/benefits/EmeritRetirementHealthSolutions.php</a>				Approved	
<a href="#">hr/benefits/emeriti/default.php</a>				Approved	

Update Pages Screen

The following information is displayed:

### Path

The path shows you the site, directory and file name. By clicking on the path it will open up the page in a browser for you to view.

### Details

The details display information on author, last editor, edit date, active date, expire date and location.

### Edit

Takes you to the edit page.

### Lock

Shows if a page is locked or unlocked. When editing a page, the page will automatically lock. Depending on your role will determine if you see this field.

### Approval

Shows if page is approved or disapproved. Depending on your role will determine if you see this field.

### Delete

Delete allows you to delete a page. Depending on your role will determine if you see this field.

**Show entries**

The dropdown field allows you to control how many entries display at a time.

From this screen, find the file you want to edit and click on the edit icon.

For information on how to go through the steps on editing/updating a page, please see the section on Update Page.

For information on how to edit content to your page, please see the section on Editors.

## Deleted Page

To view deleted pages, click on the Deleted Page icon.

Path	Details	Edit	Lock	Approval	Delete
<a href="#">dos/activities.php</a>				Approved	
<a href="#">dos/clubs.php</a>				Approved	
<a href="#">dos/grievances.php</a>				Approved	
<a href="#">dos/studenterv.php</a>				Approved	
<a href="#">dos/APAM/default.php</a>				Approved	
<a href="#">dos/APAM/history.php</a>				Approved	
<a href="#">dos/APAM/links.php</a>				Approved	
<a href="#">dos/APAM/mission.php</a>				Approved	
<a href="#">dos/basicrule/default.php</a>				Approved	
<a href="#">dos/cmguide/default.php</a>				Approved	

Deleted Pages Screen

The following information is displayed:

### Path

The path shows you the site, directory and file name. By clicking on the path it will open up the page in a browser for you to view.

### Details

The details display information on author, last editor, edit date, active date, expire date and location.

### Edit

Takes you to the edit page.

### Lock

Shows if a page is locked or unlocked. When editing a page, the page will automatically lock. Depending on your role will determine if you see this field.

### Approval

Shows if page is approved or disapproved. Depending on your role will determine if you see this field.

### Delete

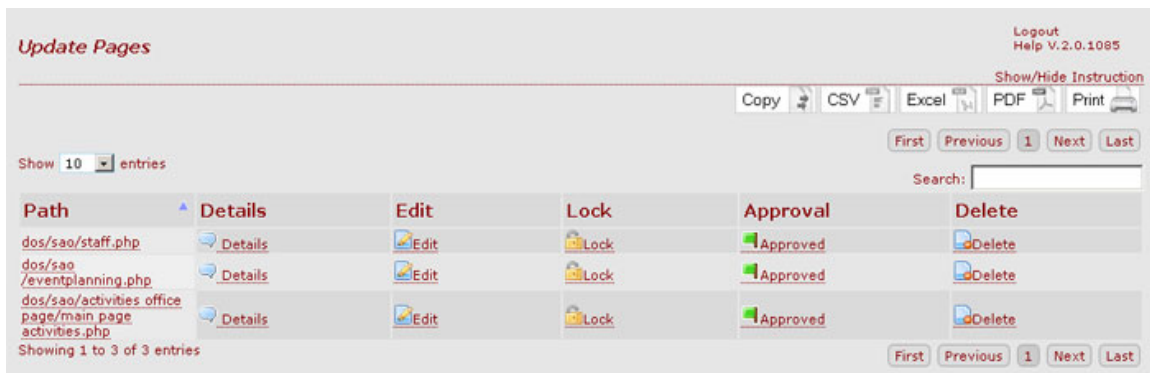
Delete allows you to recover a page that you may have deleted in error.

### Show entries

The dropdown field allows you to control how many entries display at a time.

## Saved Pages

To view saved pages, click on the Saved Pages icon.



Deleted Pages Screen

The following information is displayed:

### Path

The path shows you the site, directory and file name. By clicking on the path it will open up the page in a browser for you to view.

### Details

The details display information on author, last editor, edit date, active date, expire date and location.

### Edit

Takes you to the edit page.

### Lock

Shows if a page is locked or unlocked. When editing a page, the page will automatically lock. Depending on your role will determine if you see this field.

### Approval

Shows if page is approved or disapproved. Depending on your role will determine if you see this field.

### Delete

Delete allows you to recover a page that you may have deleted in error.

### Show entries

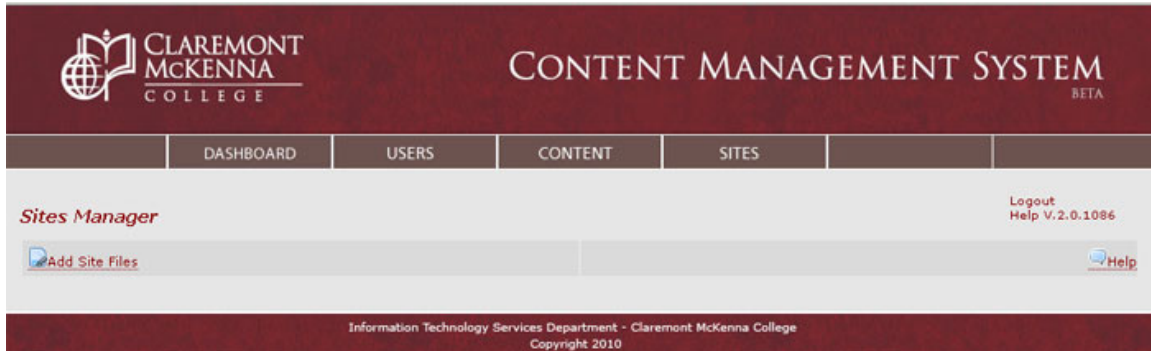
The dropdown field allows you to control how many entries display at a time.

# Sites Module

The screenshot displays the user interface for the Sites Module within the Content Management System. At the top left is the Claremont McKenna College logo. The main header area contains the text "CONTENT MANAGEMENT SYSTEM" and "BETA". Below this is a navigation menu with tabs for "DASHBOARD", "USERS", "CONTENT", and "SITES". The "SITES" tab is currently selected. The main content area is titled "Sites Manager" and includes a "Logout" link and "Help V.2.0.1086" text. A prominent "Add Site Files" button is visible on the left side of the main area, and a "Help" icon is on the right. The footer contains the text "Information Technology Services Department - Claremont McKenna College" and "Copyright 2010".

## Sites Manager

The Sites Manager module is where you will go to add site files. Depending on your role, you may see the Sites tab but when selecting the tab it will open up a blank Sites Manager.



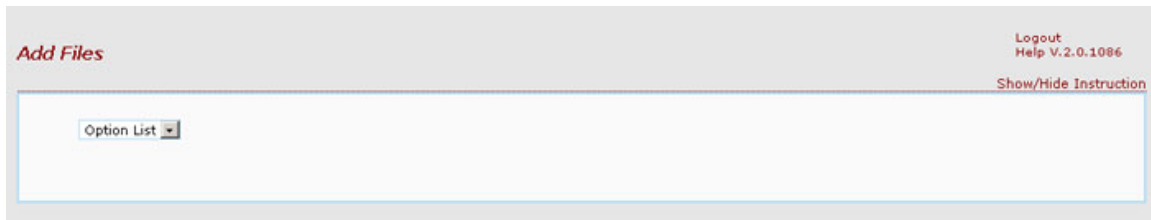
Sites Manager Screen

The following information is displayed:

### Add Site Files

This allows you to add Word docs, PDFs, Excel files and images. Also, you can create a directory for you site.

### Add Site Files



Add Site Files – Site Option List

The following information is displayed:

### Option List

Use the dropdown box to select the site where the file will be added.

**Add Files** Logout  
Help V.2.0.1086  
[Show/Hide Instruction](#)

Hr ▾

Make Directory

Upload File

Add Site Files – Make Directory or Upload File

The following information is displayed:

### **Make Directory**

Select this radio button to create a new directory.

### **Upload File**

Select this radio button to upload a file.

### **Make Directory**

When selecting the radio button for Make Directory, the screen will expand to the following:

**Add Files** Logout  
Help V.2.0.1086  
[Show/Hide Instruction](#)

Hr ▾

Make Directory

Upload File

Option List ▾

Directory Name

Submit

Add Site Files – Make Directory

The following information is displayed:

### **Option List**

Use the dropdown box to select the path where the new directory will reside.

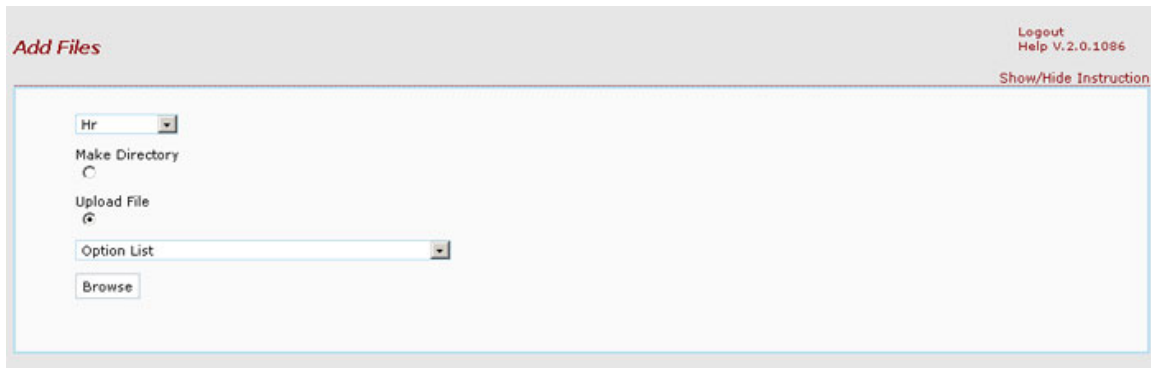
### **Directory Name**

Create your new directory name. Do not put spaces in the name of the directory.

Click on the Submit button and the new directory has been created.

## Upload File

When selecting the radio button for Upload File, the screen will expand to the following:



The screenshot shows a web interface titled "Add Files". In the top right corner, there are links for "Logout" and "Help V.2.0.1086", and a "Show/Hide Instruction" link. The main content area contains a dropdown menu with "Hr" selected, a "Make Directory" radio button (unselected), and an "Upload File" radio button (selected). Below these is an "Option List" dropdown menu and a "Browse" button.

Add Site Files – Upload File

The following information is displayed:

### Option List

Use the dropdown box to select the path where the uploaded file will reside.

Click on the Browse button to locate the file that will be uploaded. This will open up a pop-up window to locate the file. Select the file that will be uploaded. The File Name field of the pop-up window will be populated with the filename that was selected. Click on the Open button on the pop-up window and a copy of the file will be uploaded to the path that was selected.

# Editors

Text Editor

Video Editor

Audio Editor

RSS Editor

Gallery Editor

Form Editor

Reusable Editor

Navigation Editor

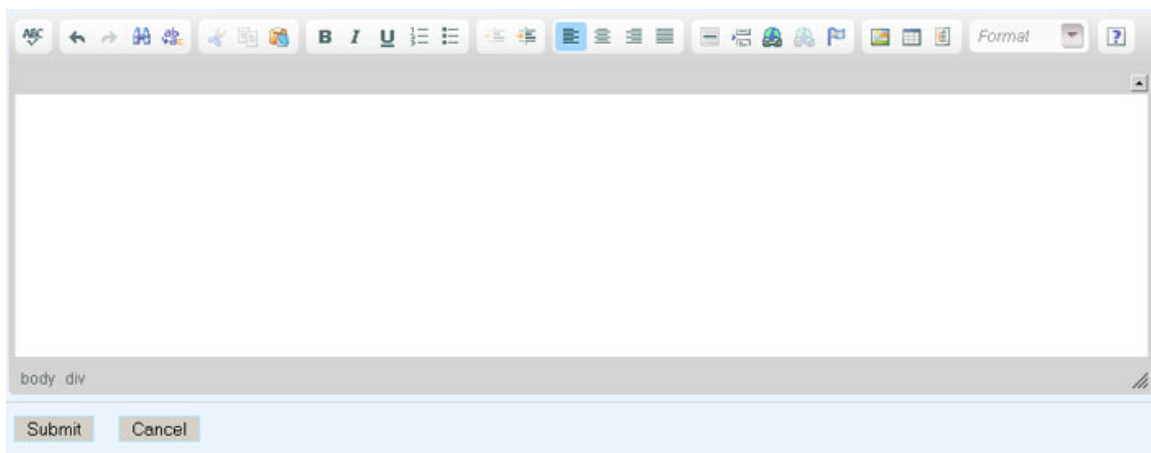
## Editors

The Editor section describes the eight different editors that are used in the CMS. The editors consist of the Text Editor, Video Editor, Audio Editor, RSS Editor, Gallery Editor, Form Editor, Reusable Editor and Navigation Editor.

Whether updating an existing page or adding a new page, adding a video or gallery or updating your navigation, the CMS will determine which editor needs to be used depending on the content type.

### Text Editor

The text editor is used to update text portions of your pages.

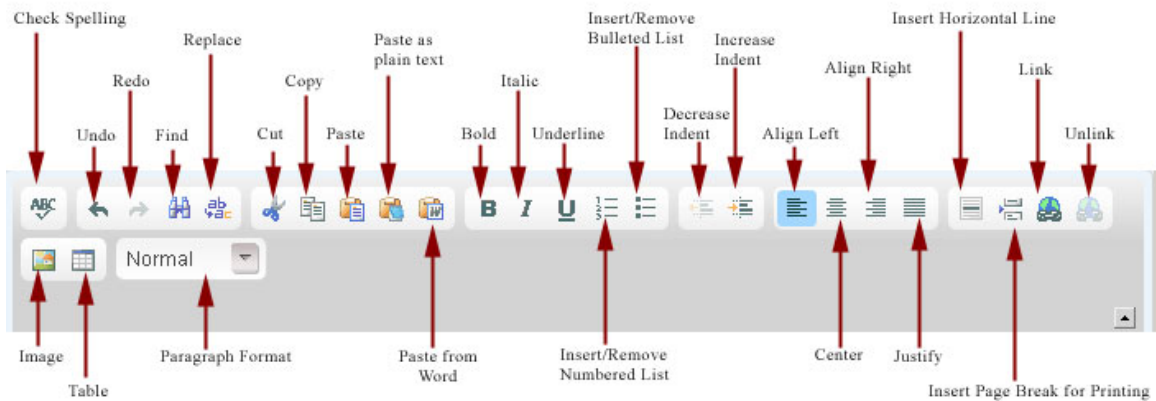


Text Editor

## Parts of the Text Editor

### The Toolbar

The icons below are shown with a description of their duties. These icons are seen and used in various other programs.



### The Text Body

In this window you will see the text that will appear on the web page. In the gray bar at the bottom, shows the HTML tags that are being used when you are creating your page.



### Save or Cancel

Clicking on the **Submit** button, the text that you have created or updated will be placed within the web page. Clicking on the **Cancel** button, the text will be cancelled and return you back to your page.



## Video Editor

The Video Editor is used to add videos to your page or to update existing videos.



The screenshot shows the Video Editor interface. On the left is the 'Properties' panel, and on the right is a 'Preview' window. The 'Properties' panel contains the following elements:

- Video libraries:** A dropdown menu currently set to 'Vimeo'. A blue 'Help' icon is to its right.
- Your main video:** A dropdown menu with 'Select option' displayed. A blue 'Help' icon is to its right.
- Carousel:** A checkbox that is currently unchecked. A blue 'Help' icon is to its right.
- Size selection:** Three radio buttons labeled 'Small', 'Medium', and 'Large'. The 'Large' radio button is selected. A blue 'Help' icon is to the right of the 'Large' option.
- Buttons:** At the bottom of the panel are three buttons: 'Preview', 'Submit', and 'Cancel'.

The following information is displayed:

**Video libraries**      Select the CMC approved video sources.

**Your main video**      Select main video to display.

**Carousel**      Checkbox for displaying related videos in scroll below main video.

**Small, Medium, Large**      Select video size to fit content area.

Clicking **Preview** button allows you to preview on the right side of screen.

Clicking **Submit** button, submits your changes to page.

Clicking **Cancel button**, cancels your changes to page.

## Audio Editor

The Audio Editor adds audio files to your page.



The screenshot shows a 'Properties' dialog box for an audio editor. It contains several fields and buttons:

- Type:** A dropdown menu with the text 'A single item that does not change.' and a 'Help' link.
- Template:** A dropdown menu with the text 'Standard' and a 'Help' link.
- Limit to display:** A dropdown menu with the text 'unlimited' and a 'Help' link.
- Select audio source:** A section with the text 'mRSS 2.X, Podcast or Atom Feed Url' and a text input field. Below the input field is a 'Get Feed' button and a 'Help' link.
- Submit** and **Cancel** buttons at the bottom.

The following information is displayed:

**Type** Describes the type of audio item.

**Template** Describes the visual layout of the item.

**Limit to display** Limit the number of results displayed.

**Select audio source** URL to return a properly formatted XML document.

Clicking **Submit** button, submits your changes to the page.

Clicking **Cancel** button, cancels your changes to the page.

## RSS Editor

The RSS Editor adds RSS feeds to your web pages.



The screenshot shows the RSS Editor interface. On the left is the 'Properties' panel, and on the right is the 'Preview' area. The 'Properties' panel contains the following fields and controls:

- RSS Feed URL:** A text input field with a 'Help' icon to its right.
- Number to show:** A dropdown menu currently set to 'No Limit' with a 'Help' icon to its right.
- Add a title:** A text input field with a 'Help' icon to its right.
- Add a subscribe footer:** A checkbox that is checked, with a 'Help' icon to its right.
- At the bottom of the panel are three buttons: 'Preview', 'Submit', and 'Cancel'.

The 'Preview' area on the right is currently empty and greyed out.

The following information is displayed:

***RSS Feed URL***            URL to return a properly formatted XML document.

***Number to show***            Limit the number of results displayed.

***Add a title***                Appears as the title above the RSS feed.

***Add a subscribe footer***    Allows viewers to subscribe to the RSS feed.

Clicking **Preview** button allows you to preview on the right side of screen.

Clicking **Submit** button, submits your changes to page.

Clicking **Cancel** button, cancels your changes to page.

## Gallery Editor

The Gallery Editor will add slideshows and photo galleries to your webpages.

The screenshot shows the 'Gallery Editor' interface. On the left, the 'Properties' panel includes a 'Gallery Type' dropdown (set to 'Category/Gallery'), a 'Gallery Name' text input, an 'Auto Start' checkbox, a 'Select Flickr User' dropdown, and a 'Select Gallery' dropdown. Below these are 'Add', 'Submit', and 'Cancel' buttons. The right side of the interface is a large grey area titled 'Gallery Name' at the top left, with '(0 GALLERIES)' and navigation arrows in the top right corner.

The following information is displayed:

**Gallery Type**            Display a slideshow, single gallery or series of galleries.

**Gallery Name**            Name to describe the gallery.

**Auto Start**                Slideshow or gallery would automatically play.

**Select Flickr User**        Username of Flickr account.

**Select Gallery**            List of public photosets.

Clicking **Submit** button, submits your changes to page.

Clicking **Cancel** button, cancels your changes to page.

## Form Editor

The Form Editor is used to update forms that exist in your website.



The following information is displayed:

**Form list** List of forms on site.

Clicking **Preview** button allows you to preview on the right side of screen.

Clicking **Save** button, saves your changes to page.

Clicking **Exit** button, exits the editor.

## Reusable Editor

The Reusable Editor is used to place reusable content items on your website or to create new reusable content.



The following information is displayed:

**Reusable library** List of reusable content.

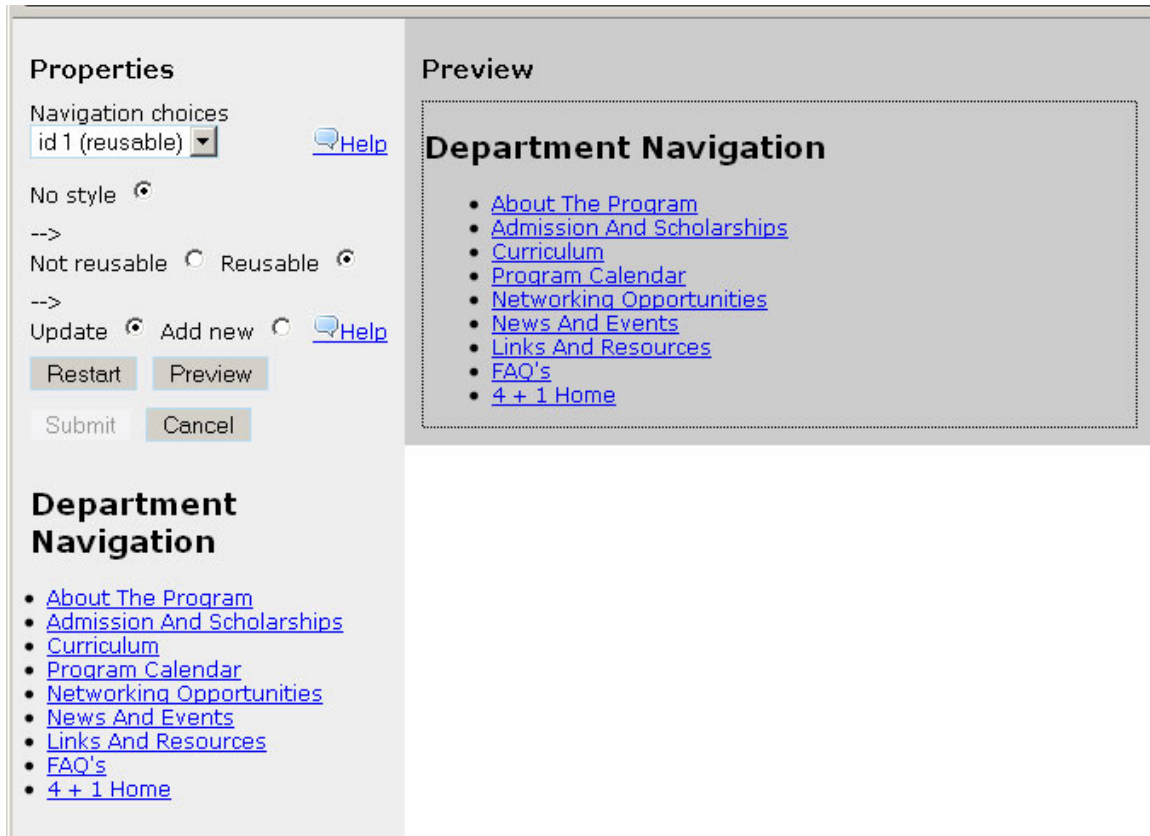
Clicking **Preview** button allows you to preview on the right side of screen.

Clicking **Submit** button, submits your changes to page.

Clicking **Cancel** button, cancels your changes to page.

## Navigation Editor

The Navigation Editor is used to update your local navigation or to create new local navigation.



The screenshot displays the Navigation Editor interface, which is divided into two main sections: Properties and Preview.

**Properties Panel:**

- Navigation choices:** A dropdown menu showing "id 1 (reusable)" with a [Help](#) link.
- No style:** A radio button that is currently selected.
- Not reusable/Reusable:** Two radio buttons, with "Not reusable" selected.
- Update/Add new:** Two radio buttons, with "Update" selected, and a [Help](#) link.
- Buttons:** "Restart", "Preview", "Submit", and "Cancel".

**Preview Panel:**

- Department Navigation:** A list of links:
  - [About The Program](#)
  - [Admission And Scholarships](#)
  - [Curriculum](#)
  - [Program Calendar](#)
  - [Networking Opportunities](#)
  - [News And Events](#)
  - [Links And Resources](#)
  - [FAQ's](#)
  - [4 + 1 Home](#)

**Bottom Panel:**

- Department Navigation:** A list of links (identical to the preview panel):
  - [About The Program](#)
  - [Admission And Scholarships](#)
  - [Curriculum](#)
  - [Program Calendar](#)
  - [Networking Opportunities](#)
  - [News And Events](#)
  - [Links And Resources](#)
  - [FAQ's](#)
  - [4 + 1 Home](#)

The following information is displayed:

**Navigation choices** List of applicable navigation choices.

**Not reusable/Reusable** Choose if not reusable or reusable.

**Update/Add new** Edit current navigation or create a new navigation

Clicking **Preview** button allows you to preview on the right side of screen.

Clicking **Submit** button, submits your changes to page.

Clicking **Cancel** button, cancels your changes to page.