

Template 3 User Guide

Note: Access to certain features may be restricted by access level. If you find that some of these options are unavailable, please partner with your site administrator for assistance.

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Tips

- Switch to “Preview” mode while editing a page to view it before publishing.
- Certain files, folders, and features may be off-limits due to your access level. If you find that you are unable to accomplish a specific task, such as deleting, copying, or renaming files, speak with your site administrator about changing your settings.
- It is recommend to always visit published pages to verify that they appear as desired.
- It can occasionally take several minutes for published changes to appear on the live site. Please exercise patience before contacting your site administrators.
- If you find that the navigation for a section is missing on a published page, verify that the `_nav.inc` or `_nav.pcf` file for that section has been published.
- The title of a section can be edited by updating the `_props.pcf` file. See the “Working with Navigation Menus” section for more information.
- All navigation menus throughout your site can be published at once by using the Auto Publish Asset. See the “Working with the Auto Publish Asset” section for more information.
- Uploading Images and Documents and publishing them *before* inserting them on a page can reduce possible errors on published pages.
- Always link to the Production version of pages, files, and images.
- If you link to the Staging version of a file, it will not appear on your live website. If you see the option to “Include Unpublished Dependencies” when publishing a page, this means some element (linked pages, files, or images) has not been publish to Production. Checking this box will ensure those elements are published and the page will appear as expected.
- If you have the ability to edit source code on pages, please remember that XML data must be “well formed”. If you find that the text has turned red, it’s likely that you have forgotten to properly close a tag at some point before the red text. Something as simple as failing to include a trailing slash in an `` tag will result in errors and a failure to render the page.

Basic Procedures

Uploading Images and Documents

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Click on the **_resources** folder.
 1. If you are uploading a new image, click on the **images** folder.
 2. If you are uploading a new document, click on the **documents** folder.
 3. Depending on the organization of your site, you may need to navigate to a sub-folder within images or documents. Uploading photos and documents to the appropriate directory will help to keep your site organized.
3. Click the white **Upload** button at the top of the page (next to the green + New button).
4. Click the green **+ Add** button and select the file from your computer or simply drag the file from your desktop.
5. Click the blue **Start Upload** button.
6. When the file upload has successfully completed, click the green **Close** button.
 1. *Note: Uploading an image to the OmniUpdate "Staging" environment does not make it available for use on your site. The image must be published to the live "Production" environment to appear on your site when it is inserted into a page.*
7. Hover your mouse over the new file. From the options that appear, click on **Publish** and then **Publish** again in the drop down menu.

Creating New Pages

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Navigate to the Section or Sub-Section in which you would like to create a New Page.
3. Click on the green **+ New** button at the top of the page and choose "New Page" from the dropdown.

4. Enter the Page Breadcrumb. This will become your page title and be displayed in the web browser tab and when people search for your website.
5. Give your page a **Filename**. This will be used to calculate the URL for your page. The filename should use only lowercase letters, underscores, or dashes.
6. In the **Add to Navigation?** field, select whether you would like to have the new page be automatically listed in the _nav.inc file for the corresponding Section or Sub-Section. *This file will need to be published separately for the change to be made live on the site.*
7. In the Page Setup category, choose whether you would like the **Page Layout** to be Two Column (with a navigation sidebar) or Full Width.
8. Choose the type of **Gallery** you would like to be displayed on the page if you were to insert a Gallery Asset. The available options are Flex Slider, Pretty Photo, and Bootstrap. Each option will give a different look to any Gallery Assets you may insert. This value can be changed later. If you don't anticipate that your page will include a Gallery Asset, you can leave this option set at its default value.
9. Choose whether there should be **Page Protection** for the new page. If you select All MyIDs, users will have to enter their UGA MyID into the Central Authentication Service (CAS) portal in order to access the page. *Note: In order for this setting to work, your website will need to be authorized for CAS access. Selecting this option without first authorizing the site for CAS access will result in an error for the user. In order to submit your site for CAS access, please partner with the EITS web team.*
10. In the **Page Options** category, you can leave the settings as they are.
11. Click the blue **Create** button.
12. Next, you will be taken to your new page. Click on the green **Main Content** button in the window to begin typing your new page content. You can also directly edit the sidebar by clicking on the **Navigation** button on the left side of the page. *Any changes will need to be made live on the site by separately publishing the _nav.inc file for the section or sub-section.*
13. When you are finished creating your new page, click on the **Save and Exit** icon on the far left of the editing toolbar. This icon looks like a floppy disk.
14. If you would like to make any further changes, click on the **Properties** button at the top of the page. Select the **Parameters** option from the left side.
 1. In the Title and Metadata section, **Tags** are not used in this page template and can be ignored.

2. In the Custom Settings section, you can change the **Page Breadcrumb**, **Page Layout**, **Gallery Type**, and **Page Protection** level.
3. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.
15. When you are ready to make your changes live on the website, click the green **Publish** or **Submit** button at the top of the page. This text will vary based on your access level.
 1. If the option to *Publish* appears, your content will immediately be available on the site.
 2. If the option to *Submit* appears, your content will be delivered to your designated content approver for any possible revisions.
 3. *Don't forget to publish the _nav.inc file if you selected Yes in Step 6!*
 4. Navigate to the **_resources** folder and then **includes**.
 5. Publish the file **_site-nav.pcf** for the new page to appear in the navigation menu at the top of every page. You can automatically publish all changes to the automatically generated navigations on the site. See more on this in the "Working with the Auto Publish Asset" section.
16. Visit your site to verify that the new page appears as desired.

Creating New Sections

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Navigate to the Section or Sub-Section in which you would like to create a New Section.
3. Click on the green **+ New** button at the top of the page and choose "New Section" from the dropdown.
4. Give a **Directory Name** that should correspond with the section on the website.
5. Enter the **Section Breadcrumb**. This will appear in the navigation on your site.
6. You do *not* need to select a **Section Image** as this field is not used in this template unless you plan to insert a "3x3 Section Grid" snippet on your site. See the section on "Uploading Images and Documents" and "Using Snippets" for more information.
7. In the **Add to Navigation?** field, choose whether you would like the new section to be added to the _nav.inc file that is used to generate the navigation that runs

down the left side of the page. *This is not used if you select "Auto-Generated Tree Nav" in the next step.*

8. In the **Sidenav to use** field, select the type of navigation you would like to use for this section.
 1. Default or Tree Nav - A manually generated section navigation. You will need to manually edit and publish the `_nav.inc` file in the section to use this navigation.
 2. Simple Nav - A manually generated section navigation. You will need to manually edit and publish the `_nav.inc` file in the section to use this navigation.
 3. Auto-Generated Tree Nav - An automatically generated section navigation. You will need to copy the file `_nav.pcf` from the root directory to your section for this to work. Please see the section on "Opting for Automatically Generated Section Navigation Menus" for more information.
9. In the Page Setup category, choose whether you would like the **Page Layout** for the home page (index) of this section to be Two Column (with a navigation sidebar) or Full Width.
10. Choose the type of **Gallery** you would like to be displayed on the page if you were to insert a Gallery Asset. The available options are Flex Slider, Pretty Photo, and Bootstrap. Each option will give a different look to any Gallery Assets you may insert. This value can be changed later. If you don't anticipate that your page will include a Gallery Asset, you can leave this option set at its default value.
11. Choose whether there should be **Page Protection** for the new page. If you select All MyIDs, users will have to enter their UGA MyID into the Central Authentication Service (CAS) portal in order to access the page. *Note: In order for this setting to work, your website will need to be authorized for CAS access. Selecting this option without first authorizing the site for CAS access will result in an error for the user. In order to register your site for CAS access, please partner with the EITS web team.*
12. In the **Page Options** category, you can leave the settings as they are.
13. Click the blue **Create** button.
14. Next, you will be taken to the create the index page for your new section. Click on the green **Main Content** button in the window to begin typing your new page content. You can also directly edit the sidebar by clicking on the **Navigation** button on the left side of the page.
15. When you are finished creating your new page, click on the **Save and Exit** icon on the far left of the editing toolbar. This icon looks like a floppy disk.

16. If you would like to make any further changes, click on the **Properties** button at the top of the page. Select the **Parameters** option from the left side.
 1. In the Title and Metadata section, **Tags** are not used in this page template and can be ignored.
 2. In the Custom Settings section, you can change the **Page Layout** and **Gallery Type**.
 3. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.
17. When you are ready to make your changes live on the website, click the green **Publish** or **Submit** button at the top of the page. This text will vary based on your access level.
 1. If the option to *Publish* appears, your content will immediately be available on the site.
 2. If the option to *Submit* appears, your content will be delivered to your designated content approver for any possible revisions.
 3. *Don't forget to publish the `_props.pcf` file in your new section. You will also want to publish the `_nav.inc` file if you selected Yes in Step 6!*
 4. Navigate to the **_resources** folder and then **includes**.
 5. Publish the file **_site-nav.pcf** for the new section to appear in the navigation menu at the top of every page. You can automatically publish all changes to the automatically generated navigations on the site. See more on this in the "Working with the Auto Publish Asset" section.
18. Visit your site to verify that the new section appears as desired.

Working with the Home Page Section Layouts

The home page of Template 1 contains a few custom elements that are unique to the page. Follow these steps to initiate changes of these elements.

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Click on **index.pcf**.
3. Click on the orange **MultiEdit** button at the top middle of the page.
4. Edit the following properties:

1. **Slide Title** - This text will appear on top of or next to the image on the homepage, depending on the configuration of your site.
2. **Feature Description** - This text will be displayed below the Slide Title.
3. **Feature Link** - Provide a link to a page that users can access by clicking on content within the Image Header.
4. **Feature Image** - Link to the image you would like to appear in the Image Header. Follow the instructions in the "Uploading Images and Documents" section to make the image available for use.
5. **Image Description** - Give your image a description. This field is necessary for website accessibility.
5. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.
6. You can also configure the layout of the home page.
 1. Click on the **lightbulb icon** at the top of the page to check it out. The lightbulb icon should be yellow after doing this.
 2. Click on **Properties** in the grey toolbar at the top of the page.
 3. Click on **Parameters** from the list of available options on the left hand side of the page.
 4. Toggle on or off the various layout options by checking the options.
 1. **Show Jumbotron** - Jumbotron describes the layout of the large image and heading that appears at the top of the home page.
 2. **Show Main Content** - Main Content describes the editable text area that appears at the bottom of the page.
 3. **Show Welcome** - Welcome describes the three columns that appear in the middle of the page.
 4. In the Two Large Images section and Three Large Images section, check the box to include the **Show Two Large Images with Links** option or Show Three Large Images with Links option to include up to 5 large boxes with a background image, text, and a link on the home page.
 1. Select the background image, type the text you would like to appear, and add a link to the page users should be directed to when clicking on the images.
 5. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.

7. When you are ready to make your changes live on the website, click the green **Publish** or **Submit** button at the top of the page. This text will vary based on your access level.
 1. If the option to *Publish* appears, your content will immediately be available on the site.
 2. If the option to *Submit* appears, your content will be delivered to your designated content approver for any possible revisions.
8. Visit your site to verify that the home page appears as desired.

Working with Navigation Menus

Working with the Automatic Site Navigation Menu

This template includes an automatically generated navigation menu. New sections and pages will automatically be included in it. The navigation menu must be re-published to the live site every time a new page or section is created for the new content to appear in the site navigation. You can automatically publish all changes to the navigations on the site. See more on this in the “Working with the Auto Publish Asset” section.

These instructions will help you to organize items in the navigation menu to your specifications.

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Navigate to the **_resources** folder, and then the **includes** folder.
3. Click on the name of the file **_site-nav.pcf**.
4. Check out the file by clicking on the **lightbulb icon** at the top of the page.
5. If you would like to make any further changes, click on the **Properties** button at the top of the page. Select the **Parameters** option from the left side.
 1. In the Title and Metadata section, **Tags** are not used in this page template and can be ignored.
 2. In the Custom Settings section, you can change the **Files to ignore field**.
These are files that should not be included in the navigation menu. You may find that this field is pre-populated with files used in the construction of your

site. To add a new file, simply add the name of the file with a comma separating it from the last entry.

3. You can also alter the **Directories to ignore field**. This field behaves just like the Files to ignore field. It is also pre-populated with directories used in the construction of the website.
4. The **File prefixes to ignore** field allows you to exclude all file types that begin with a certain character. By default, all files that begin with an underscore or period are excluded from appearing in the navigation menu.
5. The Root Directory order field allows you to set the order that sections on your navigation menu should appear in. Simply typing the names of the sections, separated by a comma, will be enough to set the order of preference. *Note: Sections/directories will always be listed in order before any files in the root directory. If you have a section called 'Zebra', it will automatically be placed before a page titled 'Apple' because sections take priority.*
6. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.
6. When you are ready to make your changes live on the website, click the green **Publish** or **Submit** button at the top of the page. This text will vary based on your access level.
 1. If the option to *Publish* appears, your content will immediately be available on the site.
 2. If the option to *Submit* appears, your content will be delivered to your designated content approver for any possible revisions.
7. Visit your site to verify that the navigation menu appears as desired.

Opting for Automatically Generated Section Navigation Menus

This template includes optional automatically generated section menus. New pages added to the section will automatically be included in it. Automatically generated section navigation menus present sub-sections and pages in alphabetical order. You can set sections to use the automatically generated section navigation on a case-by-case basis following these steps.

Both the automatically generated site and section navigation menus must be re-published to the live site every time a new page is added for it to appear. You can automatically publish all changes to the navigations on the site. See more on this in the “Working with the Auto Publish Asset” section.

These instructions will help you to both organize items in the section menu to your specifications.

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Hover your mouse over the **_nav.pcf** file in the directory. From the options that appear, select **File** and then **Copy**.
3. In the new window that appears, use the options to navigate to the section you would like the new automatically generated navigation to appear.
4. Click the blue **Copy** button in the bottom right corner of the window.
5. Use the OmniUpdate interface to navigate to the folder you just copied _nav.pcf to.
6. Hover your mouse over the _nav.pcf file and click **Publish** from the list of options that are presented.
7. Click the green **Publish** button in the new window that opens.
8. Repeat steps 7 and 8 for any .pcf files that appear in the same section or sub-section as the _nav.pcf file. This will update the navigation menu on these pages to recognize and use the automatically generated navigation menu.
9. Visit your live site to verify that the automatically generated navigation menus appear as desired.

Changing the Title and Navigation Type for a Section

These instructions can assist you in changing the name or type of navigation used in a given section. Please note, if you are opting to use an automatically generated section navigation, follow the steps outlined in the “Opting for Automatically Generated Section Navigation Menus” portion of the document.

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.

2. Navigate to the section you would like to edit.
3. Click on the **_props.pcf** file in the section.
4. Click on the **lightbulb icon** at the top of the page to allow changes to be made.
5. Select the **Properties** button from the white toolbar at the top of the page.
6. Click on **Parameters** from the list of options on the left side navigation menu.
7. In the **Custom Settings** section, change the **Section Title** and **Sidenav to use** fields to your preference.
8. When you are finished making changes, click on the blue **Save** button in the bottom right corner of the page.
9. Click the green **Publish** button in the new window that opens.
10. Publish any .pcf files that appear in the same section or sub-section as the _props.pcf file. This will update the section title and navigation menu on these pages to include your changes.
11. Visit your live site to verify that the section title and navigation menus appear as desired.

Working with the Auto Publish Asset

If you opted for the Automatically Generated Section Navigation from the section above, you typically would need to publish both the Site Navigation and the Section Navigation for the new page to appear in those menus.

To make this process simpler, all automatically generated navigation menus on the site contain a reference to an "Auto Publish" Asset. You only need to publish the "Auto Publish" asset to automatically update all of the automatically generated navigation files on the site at once.

Your ability to publish the "Auto Publish" asset may be restricted by your access level. If you find you do not have the capability of completing this task, please partner with your site administrator.

1. Login to OmniUpdate and hover your mouse over the **Content** option in the blue toolbar at the top of the page.
2. From the list of options that appear, click on **Assets**.

3. Find the asset named "Auto Publish" that has your site name listed in the Site/Options field.
4. Hover your mouse over the asset and click on **Publish** from the new options that appear.
5. In the new window that opens, click on the green **Publish** button.
6. OmniUpdate will notify you that the asset and any subscribing pages have been published. Visit your live site to verify that the changes appear as desired.

Using Assets & Snippets

Using Assets

Template 1 includes several reusable assets that can be inserted on any page in your site. Every page you insert an asset on is considered a "subscribing" page. When you edit and publish an asset, every subscribing page is also automatically updated and published with the changes to that asset.

Assets can be inserted on any page by clicking on the Assets button in the bottom row of the WYSIWYG toolbar

These include:

- **Contact Form** - A generic contact form that can be used to send an e-mail directly from a page on your site. Partner with your site administrator to customize the e-mail address this contact form is sent to.
- **News** - Insert this Asset to display a list of the most recent news items.
- **News with Images** - Insert this Asset to display a list of the most recent news items along side their respective thumbnail images.
- **Faculty News** - Insert this Asset to display a list of news items that have been tagged 'Faculty'.
- **Google Map** - Edit and insert this Asset to display a custom location on your site.
- **Calendar** - See section on "Inserting Calendar/Events in a Page" for more information.
- **Calendar (calendar only)** - See section on "Inserting Calendar/Events in a Page" for more information.

- **Calendar Events** - See section on “Inserting Calendar/Events in a Page” for more information.
- **Calendar Events (events only)** - See section on “Inserting Calendar/Events in a Page for more information.
- **Auto Publish** - See section on “Working with the Auto Publish Asset” for more information.

Using Snippets

Template 1 includes several types of reusable piece of content referred to as “Snippets”. Unlike Assets, a Snippet can be inserted on a page and directly edited on the page. Editing a Snippet on one page has no impact on the same Snippet inserted on any other pages.

These include:

- **3x3 Section Grid** - Typically used to display sections on the home page of a website. Link to the _props.pcf file in a section to have the corresponding section image displayed.
- **Accordion Menu** - A table that appears as a standard table on editing but will collapse like an accordion on publish.
- **Accordion Item** - Adds an additional row to the accordion menu
- **Arrow Tabs** - Similar to the Accordion Menu, the Arrow Tabs table appear as a regular table while editing but transform on publishing to include a large red arrow that allows users to toggle through the table contents.
- **Image with caption** - Inserts a 350 x 150 placeholder image with a caption below. This can be replaced with any size image. The caption can be changed by editing the Description text.
- **Jumbotron** - Inserts a Bootstrap jumbotron. This element is typically used to call attention to featured content or information. More information on the jumbotron can be found here: <http://getbootstrap.com/components/#jumbotron>

Optional Features

These features may be included in your implementation of the Template depending on the needs of your website. If you are uncertain whether these elements are in place on your site, please partner with your site administrator.

Adding a News Item

This section assumes your site has been configured to incorporate a feed of News Items. This feature would have been added when your site was initially configured inside OmniUpdate. If the “News Item” page template is not available, you may disregard these instructions.

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Navigate to the **news** folder.
3. To add a news item, click on the green **+ New** button at the top of the page and choose “News Item” from the dropdown.
4. In the RSS Setup category, enter a **Breadcrumb/Heading** for the news item. This will appear in the list of news items as the title of the news article.
5. Enter a **Description** for the news item. This brief synopsis will also appear in the list of news items displayed around the site.
6. You can optionally add an **Author**. This will be displayed in the article itself.
7. In the File Setup category, give your news item a **Filename**. This should only use lowercase letters, underscores, or dashes.
8. In the **Add to Navigation?** field, select whether you would like to have the new page be automatically listed in the _nav.inc file for the news section. This file will need to be published separately for the change to be made live on the site.
9. In the Page Setup category, choose whether you would like the **Page Layout** to be Two Column (with a navigation sidebar) or Full Width.
10. Choose the type of **Gallery** you would like to be displayed on the page if you were to insert a Gallery Asset. The available options are Flex Slider, Pretty Photo, and Bootstrap. Each option will give a different look to any Gallery Assets you may insert. This value can be changed later. If you don’t anticipate that your page will include a Gallery Asset, you can leave this option set at its default value.
11. Choose whether there should be **Page Protection** for the new page. If you select All MyIDs, users will have to enter their UGA MyID into the Central Authentication Service (CAS) portal in order to access the page. *Note: In order for this setting to work, your website will need to be authorized for CAS access. Selecting this option*

without first authorizing the site for CAS access will result in an error for the user. In order to register your site for CAS access, please partner with the EITS web team.

12. In the **Page Options** category, you can leave the settings as they are.
13. Click the blue **Create** button.
14. Next, you will be taken to your new page. Click on the green **Main Content** button in the window to begin typing your new page content. You can also directly edit the sidebar by clicking on the **Navigation** button on the left side of the page.
15. When you are finished creating your new page, click on the **Save and Exit** icon on the far left of the editing toolbar. This icon looks like a floppy disk.
16. If you would like to make any further changes, click on the **Properties** button at the top of the page. Select the **Parameters** option from the left side.
 1. In the Title and Metadata section, **Tags** are used to reference a faculty or staff member on the appropriate page. For example, let's say the article mentions a faculty member named "Sam Example". If you were to give the news article the tag *Sam Example*, it would automatically appear on Sam's faculty profile as an article he was mentioned in.
 2. In the Custom Settings section, you can change the **Breadcrumb/Heading, Date, Page Layout, Gallery Type, and Page Protection** level.
 3. The **Date** can be manipulated to alter the order in which news items appear, with newer items appearing before older items.
 4. If you change the Breadcrumb/Heading field, you will also want to update the title in the RSS feed by clicking the **RSS** option from the left side.
 1. Hover your mouse over the name of the RSS item and click on **Edit** from the options that appear.
 2. Alter the **Title, Description, Author, Publish Date, or Publish Time**.
 3. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.
 4. To make your RSS changes live on the site, click the **Rebuild Feed** button at the top of the page.
 5. In the new window that appears, leave the Publish Target set to "Production" and click the blue **Publish** button.
 5. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.

17. When you are ready to make your changes live on the website, click the green **Publish** or **Submit** button at the top of the page. This text will vary based on your access level.
1. If the option to *Publish* appears, your content will immediately be available on the site.
 2. If the option to *Submit* appears, your content will be delivered to your designated content approver for any possible revisions.
 3. *Don't forget to publish the _nav.inc file if you selected Yes in Step 8!*
18. Visit your site to verify that the news article appears as desired.

Adding a Staff or Faculty Member to your Directory

This section assumes your site has been configured to incorporate a feed of News Items. This feature would have been configured when your site was initially configured inside OmniUpdate. If the "Profile" page template is not available, you may disregard these instructions.

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Navigate to the **directory** folder, then into the folder you would like to add a new employee profile to. This will typically be one of the following options: Adjunct Faculty, Administration, Faculty, Part Time Faculty, Staff, or Student.
3. To add a news item, click on the green **+ New** button at the top of the page and choose "Profile" from the dropdown.
4. In the File Setup category, enter a **Page Breadcrumb** for the profile. This will typically include the persons name and possibly any accreditations.
5. Enter a **Filename**. This will typically be the employees first and last name, separated by a dash. Filenames can use only lowercase letters, underscores, or dashes.
6. In the Profile Setup section, enter the persons name in the **Faculty/Staff Name** field.
7. Enter their **Job Title**, and any **Phone** and **Email** addresses. Multiple phone numbers and e-mail addresses should be separated with a semicolon.

8. From the **Listing Category** dropdown, choose the category for the person you are adding. This field will be used to automatically display the person on the appropriate directory page.
9. Leave the **Add to Navigation?** field set to Cancel as this field is not used in this template type.
10. In the Page Setup category, choose whether you would like the **Page Layout** to be Two Column (with a navigation sidebar) or Full Width.
11. Choose the type of **Gallery** you would like to be displayed on the page if you were to insert a Gallery Asset. The available options are Flex Slider, Pretty Photo, and Bootstrap. Each option will give a different look to any Gallery Assets you may insert. This value can be changed later. If you don't anticipate that your page will include a Gallery Asset, you can leave this option set at its default value.
12. Choose whether there should be **Page Protection** for the new page. If you select All MyIDs, users will have to enter their UGA MyID into the Central Authentication Service (CAS) portal in order to access the page. *Note: In order for this setting to work, your website will need to be authorized for CAS access. Selecting this option without first authorizing the site for CAS access will result in an error for the user. In order to register your site for CAS access, please partner with the EITS web team.*
13. In the **Page Options** category, you can leave the settings as they are.
14. Click the blue **Create** button.
15. Next, you will be taken to your new page. Click on the green **Main Content** button in the window to begin typing your new profile.
16. When you are finished creating your new page, click on the **Save and Exit** icon on the far left of the editing toolbar. This icon looks like a floppy disk.
17. You can also add necessary information to the profile by clicking on the orange **MultiEdit** button in the top-middle of the page.
 1. Here you can edit the persons **Full Name** and **Job Title**.
 2. In the Profile Photo field, you can select a photo that represents the person by clicking on the **picture icon button** on the right side of the field.
 1. In the window that opens, be sure to select "Production" from the dropdown menu in the top right corner of the window, then select the persons profile photo from the appropriate directory. Profile images will typically be stored in the **/_resources/images/directory/** folder. Once you've selected the appropriate image, click on the blue **Insert** button.


2. *If you require assistance uploading a profile photo to OmniUpdate, please see the [Uploading Images and Documents](#) section. It is recommend that profile photos be uploaded to their appropriate directory (faculty, staff, student, etc.) for ease of organization.*
3. Enter an **Image Description**. This text is necessary for accessibility.
4. Enter the persons **Biography** and any **Degrees Held**, each separated by a semi-colon.
5. In the Upload CV field, you can provide a link to the person curriculum vitae.
 1. *If you require assistance uploading a CV to OmniUpdate, please the [Uploading Images and Documents](#) section.*
6. Edit the persons **Phone**, **Email**, **Street** address, or **Room Number**.
7. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.
18. If you would like to make any further changes, click on the **Properties** button at the top of the page. Select the **Parameters** option from the left side.
 1. In the Title and Metadata section, **Tags** are used to reference a faculty or staff member on the appropriate page. For example, let's say the article mentions a faculty member named "Sam Example". If you were to give the news article the tag *Sam Example*, it would automatically appear on Sam's faculty profile as an article he was mentioned in. A tag with the persons name was automatically created when you created the profile along with a tag to designate what Listing Category the person belongs to.
 2. In the Custom Settings section, you can change the **Page Breacrumb**.
 3. You can edit the **Page Layout**, **Gallery** type, and **Page Protection** from the options available in the Configuration category.
 4. When you are finished making changes, click the blue **Save** button in the bottom right corner of the page.
19. When you are ready to make your changes live on the website, click the green **Publish** or **Submit** button at the top of the page. This text will vary based on your access level.
 1. If the option to *Publish* appears, your content will immediately be available on the site.
 2. If the option to *Submit* appears, your content will be delivered to your designated content approver for any possible revisions.
 3. *Don't forget to publish the _nav.inc file if you selected Yes in Step 8!*

20. Visit your site to verify that the persons profile appears as desired.

Adding an Event to the Calendar

1. Login to OmniUpdate and click on Content and then Pages in the blue toolbar at the top of the page.
2. Navigate to the section where events are stored on your site. This is likely the "events" folder.
3. To add a news item, click on the green **+ New** button at the top of the page and choose "Event" from the dropdown.
4. Give your event a **Filename**. This will be used to generate the final website address for the event. The filename can contain only lowercase letters, underscores, or dashes.
5. In the **RSS Feed Path** field, you can change the location of the RSS feed that will be populated by the content you are creating. By default, this value should be set to /rss/events.xml. We recommend to not alter this path unless you have been specifically notified to do so by your site administrator.
6. In the RSS Setup category, give your article a **Breadcrumb/Heading**. This will appear as the name of your event in various event listings throughout the site.
7. Give your event a **Description**. This will serve as the synopsis of the event that appears in the event listings.
8. Enter an **Author** of the event. This field is optional.
9. Enter the Event Start Date and Event End Date.
10. Tags are not typically used in this template. Consult with your site administrator to find out if they have been implemented on your site.
11. In the Page Setup category, choose whether you would like the **Page Layout** to be Two Column (with a navigation sidebar) or Full Width.
12. Choose the type of **Gallery** you would like to be displayed on the page if you were to insert a Gallery Asset. The available options are Flex Slider, Pretty Photo, and Bootstrap. Each option will give a different look to any Gallery Assets you may insert. This value can be changed later. If you don't anticipate that your page will include a Gallery Asset, you can leave this option set at its default value.
13. **Add to Navigation?** and settings found in the **Page Options** section can be left at their default values.
14. Click the blue **Create** button.

Inserting Calendar/Events in a Page

1. Login to OmniUpdate and click on **Content** and then **Pages** in the blue toolbar at the top of the page.
2. Navigate to the page in which you would like to include the calendar, events, or both.
3. Click on the green button that represents the editing area in which you would like to place the calendar. Place your cursor in the specific location you would like to insert the Calendar or Events.
4. Select the **Assets** button from the right side of the editing toolbar. It looks like two arrows in a circle.
5. The Select  Asset window appears. Select one of the following Assets:
 1. Calendar - This asset is designed to be used only on pages that will also include the Calendar Events asset (#3 on this list) on the same page.
 2. Calendar (calendar only) - This asset is designed for pages that will only include the traditional calendar view.
 3. Calendar Events - This asset is designed to be used only on pages that will also include the Calendar asset (#1 on this list) on the same page.
 4. Calendar Events (events only) - This asset is designed for pages that will only include a list of events.
6. Click the blue **Insert** button in the bottom right corner of the Asset window.
 1. Repeat steps 5 and 6 if you are inserting multiple Calendar assets.
7. When you are finished creating your new page, click on the **Save and Exit** icon on the far left of the editing toolbar. This icon looks like a floppy disk.
8. When you are ready to make your changes live on the website, click the green **Publish** or **Submit** button at the top of the page. This text will vary based on your access level.
 1. If the option to *Publish* appears, your content will immediately be available on the site.
 2. If the option to *Submit* appears, your content will be delivered to your designated content approver for any possible revisions.
9. Visit your site to verify that the calendar appears as desired.

Calendar Notes for Developers

The output of the calendar assets and can be manipulated by editing the calendar assets themselves. A document on manipulating the output of these assets can be found on the site in /_resources/js/calendar/ReadMe.html.

Administrators can edit existing Assets by following these steps:

1. Login to OmniUpdate and hover your mouse over **Content** in the blue toolbar at the top of the page.
2. Select **Assets** from the dropdown menu.
3. Hover your mouse over the Asset you would like to update and click **Edit**.
4. To make changes to the Asset, click on the **lightbulb icon** at the top of the page.
5. Select the **Edit** button from the white toolbar at the top of the page.
6. Modify the output for the calendar by editing the text for the Asset.
7. When you are finished making changes, click on the blue **Save** button in the bottom right corner of the page.
8. To make the Asset change live on the site, click on the green **Publish** button at the top of the page. The updated Asset and any pages that the Asset appears on will be published.
9. Visit the live version of your site to verify that the Asset changes appear as intended.