

# UNI Foundation Content Management System

Version 3.0

## System Manual

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## 1. General Concepts

### 1.1. Definitions

**CMS** – Web-based Content Management System.

**Public Website** – website, available to the public.

**Page** – any web page (i.e., new page, donor story page, standard page, etc...

**User** – any user of the public web site.

**Administrator** – any user of the CMS.

### 1.2. Managing Content

A web site can be described as a collection of web pages, containing text and multimedia, which are linked to each other through hyperlinks, and are organized according to an hierarchical structure. The hierarchy is represented by the website's menu.

The content management system you are using provides a way to manage these pages, the content they contain, the links between them and additional content, and their position within the website's hierarchy. You can create pages, add text and multimedia to their content, link them to other pages, and assign them to related items, such as website menus, content to be displayed on the right-side bar, categories, labels, etc. In addition to pages, you can manage the content which may be included in pages, such as files and images; manage additional content items, such as quotes, sidebar modules, header images, etc. The system helps you manage this content and protects you from breaking dependencies between content items, which lead to broken links and non-functioning websites.

To build your website, you may start with creating a menu structure, which can be used as a “skeleton” for the future website; you may also start with creating the actual pages and assign them to menus later; or you may start with building-up a content library, consisting of files, images, as well as public tags and content labels.

### 1.3. Dependencies

Any website is a collection of pages, or web pages, connected by links. A page is just a text file, containing the page content and information on how a browser should display this content. This file may include text (formatted in a variety of ways) and references to other files, such as:

- other pages, i.e., hyperlinks;
- images, which are displayed within the content of the page;
- files, which users may download, such as pdf forms and brochures, or anything else.

For example, if a page [home.html](#) contains a reference to page [contacts.html](#), that means you can click on a link on [home.html](#), which will take you to [contacts.html](#). Or, if [home.html](#) contains a reference to image [banner.jpg](#) and to the file [form.pdf](#), that means that the image [banner.jpg](#) is displayed on [home.html](#) as an image, and [form.pdf](#) - as a link to a file which may be downloaded.

In the described example, the page [home.html](#) depends on the other page, the file and the image: if any of them are not present, the page will contain broken links. Even a very small web site contains hundreds of such dependencies.

The CMS you are using, keeps track of all such dependencies and protects you from removing an item when other items depend on it. The system guards against the following situations:

- deleting images displayed on existing pages;
- deleting files linked to from existing pages;
- deleting pages linked to from other pages;
- deleting pages linked to from sidebar modules;
- deleting pages set as default pages for menus;
- deleting header images assigned to menus;
- deleting menus containing sub-menus;
- deleting menus, which have pages assigned to them (each page must belong to a menu);
- deleting menus assigned as default menus for page groups;
- deleting custom pages which are hard-coded into the system;
- changing a menu's parent to itself;
- changing a menu's parent to its sub-menu;
- changing a menu's parent which leads to creating more than three-levels in the menu.

To delete an item which has dependencies, you must first remove these dependencies (for example, remove all links pointing to this page). The system will provide the necessary information about existing dependencies.

### **Empty links issue**

The system has an issue which cannot be resolved other than occasionally manually editing the HTML of a page body.

When page X links to page Y, page X contains the following HTML code:

```
<a href="Y">link text</a>
```

“Y” is the address of page Y; “link text” is the actual text which is a link (it could be also an image). In this case, page X depends on page Y, so page Y can be deleted only after the link from X to Y is deleted. In most cases, deleting the words “link text” from the editor screen will take care of it. However, on rare occasions, the enclosing link tags will be left in the HTML code:

```
<a href="Y"></a>
```

This is problematic, for the page does not display anything, but a reference to ‘Y’ still exists in the page HTML. In this case, the dependency will not be removed, and, although page X will appear not to include a link to Y, you still won’t be able to delete page Y.

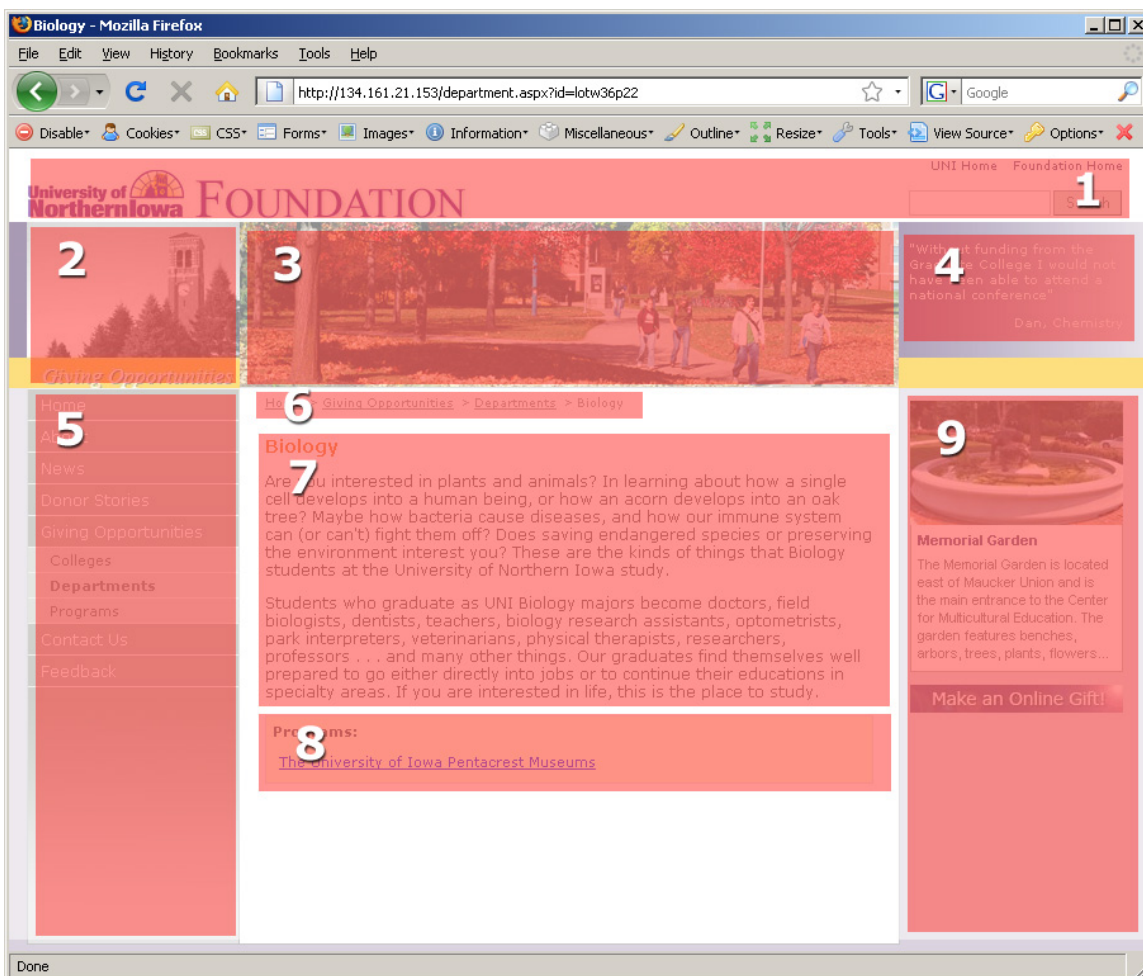
In such cases, the only solution is to click the HTML icon on the editor and check if the underlying HTML code of page X contains a link to page Y.

This issue is a very minor software bug in the editor and, unfortunately, cannot be resolved.

## 2. System Overview

### 2.1. Public Website Layout

The public website layout consists of several segments, displayed in the figure below:



These segments are displayed in the same order on all pages, although their content may vary from page to page.

1. Page header. Contains the UNI Foundation logo/link to the Foundation homepage on the left, and links to the UNI and the UNI Foundation homepages on the right. The right corner also includes a search box, which is a search function powered by Google site-search. The header is the same on all pages.

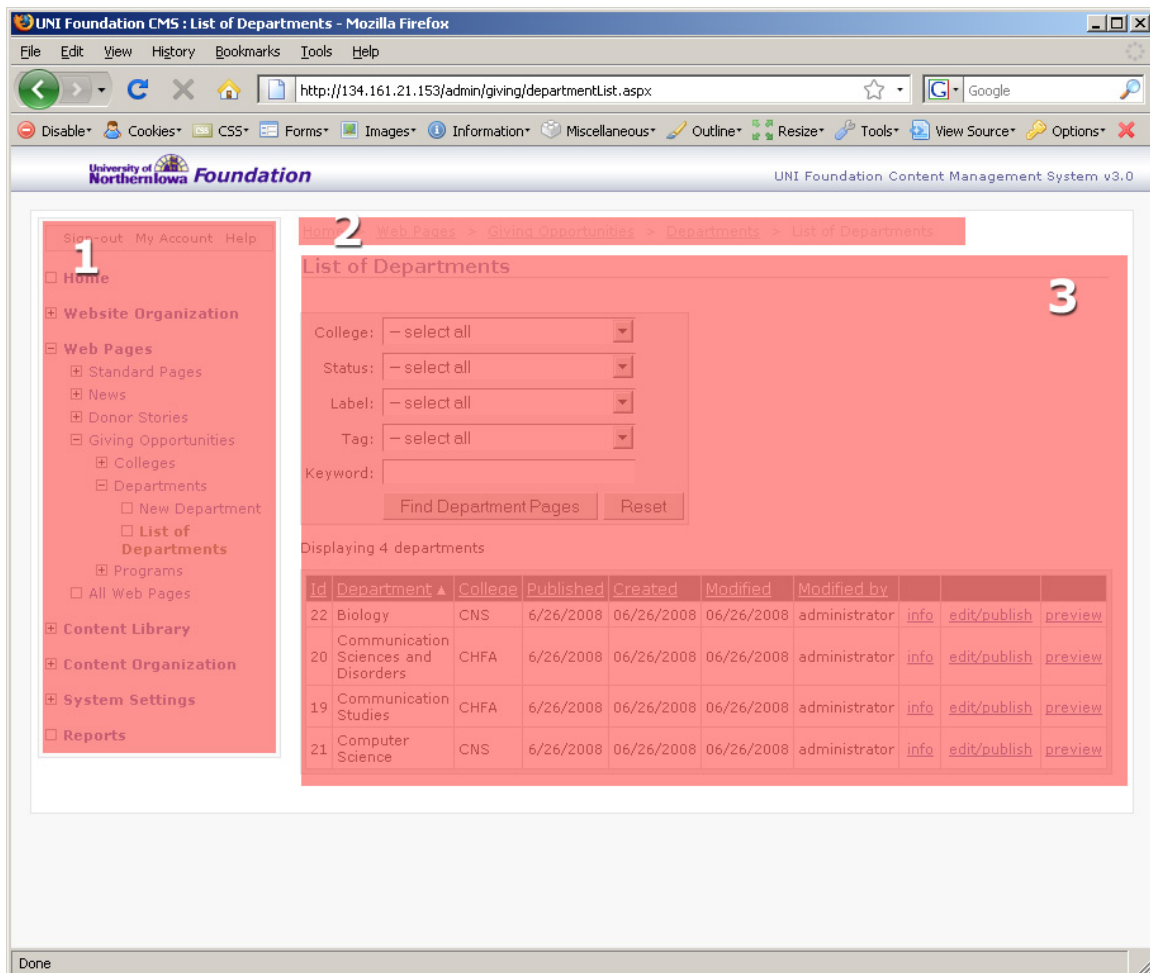
2. Left header image. The image consists of a black and white photo and a yellow ribbon with or without a title. This image may be attached to a specific menu and can be partially created through the CMS (i.e., the photo must be uploaded).

3. Right header image. This is a panoramic full-color photo and is selected from a collection of right header images, managed from the CMS. The image is selected randomly, so if the collection contains several images, users may see different website headers each time they view a page.
4. Random quote. A brief quote about UNI, selected from a collection of quotes, managed from the CMS. The quote is selected randomly.
5. Main menu. May be up to three levels deep; automatically highlights and expands the menu to which the page belongs.
6. Breadcrumb trail menu. Displays the approximate path from the homepage to the current page.
7. Main content. Contains the actual page content: page title and page body, including all text, images, links, etc. which build-up the page content. In most cases, maintained through the CMS.
8. Additional content. Some pages contain content generated automatically. For example, a page with a college description will include links to departments, which are part of this college and giving opportunity programs, which are related to this college. This content cannot be edited.
9. Right-side bar. Displays modules assigned to all pages or each page individually. Modules and their page assignment is operated from the CMS.



## 2.2. Content Management System Layout

The CMS layout consists of several segments, displayed in the figure below:



1. Main menu. Multi-level menu, provides access to all CMS functionality. The menu is based on the administrator's permissions (i.e. different users may see different menus).

2. Breadcrumb trail menu. Displays the exact path from the CMS homepage to the current page.

3. Main content.

### 2.3. Content Management System Organization

Most items in the CMS are organized according to the following scheme:

*Menu Group*  
     *XYZ Item Sub-menu*  
         *New XYZ Item*  
         *List of XYZ Items*

#### **Creating a new item**

To create a new item, click “new item,” fill out the form and hit the “save” button. If all fields were filled out correctly, a confirmation message will be displayed; otherwise, an error message will be displayed.

#### **Displaying a list of items**

To manage existing items, click “list of items.” You will see a list of items displayed as a table with multiple columns.

In most cases, clicking a column header will sort the list by that column in ascending or descending order. Click the same header a second time will reverse the sorting order. A little white arrow pointing up or down, located to the left from a column header, indicates the sorting column and order.

In some cases, there will be a search module above the table with one or more fields (including text fields and drop-down lists) by which you may search for specific items in the list. If the search module contains more than one field, the criteria you enter for multiple fields will be combined. For example, searching for pages by label and by keyword will return only those pages which have been assigned the selected label AND contain the keyword. Hitting the “reset” button resets the form and displays all the results.

#### **Editing an item**

To edit an item, click the “edit” or “edit/publish” link in the table. A form with the current item data will be displayed. Fill out the form and hit the “save” (or “publish”) button. If all fields were filled out correctly, a confirmation message will be displayed; otherwise, an error message will be displayed.

#### **Viewing item dependencies/deleting an item**

In some cases, deleting an item is as simple as clicking the “delete” link in the table displaying the list of items. However, deleting some items may break existing dependencies: for example, deleting a page to which other pages link, will create broken links. Therefore, in such cases, you need to click the “info/delete” link, which displays some basic item information and a list of its dependencies. If the item has no dependencies, a “delete” button will be displayed.

## 2.4. Content Management System Map

The content management system consists of the following six parts:

- 1. Website Organization:** define how the web site is structured: create, edit and publish menus, assign default pages and header images to menus.
- 2. Web Pages:** manage all types of web pages and their content: create new, edit and publish, assign to menus, assign sidebar modules, content labels and public tags, view page dependencies, delete pages, browse/search/sort current pages.
- 3. Content Library:** manage content which is either included in web pages (images, files) or displayed in other parts of the website layout (quotes, sidebar modules, header images).
- 4. Content Organization:** simplify content management and web site navigation through labels and public tags.
- 5. System Settings:** user accounts, roles and permissions, custom pages (developers only).
- 6. Reports:** user sign-in/sign-out logs, content modification logs.

The following figure displays a detailed map of the content management system:

### Home

#### Website Organization

Website Menus – create, edit, delete, publish menus

Page Groups – view a list of special page groups

#### Web Pages

##### Standard Pages

New Page - create new standard page

List of Pages - view, edit, delete standard pages

##### News

Post News - create new news page

List of News - view, edit, delete news pages

##### Donor Stories

New Story - create new donor story page

List of Stories - view, edit, delete donor story pages

(figure continued)

Giving OpportunitiesCollegesNew College - create new college description pageList of Colleges - view, edit, delete college description pagesDepartmentsNew Department - create new department description pageList of Departments - view, edit, delete department description

pages

ProgramsNew Program - create new program description pageList of Programs - view, edit, delete program description pagesAll Web Pages - view, edit, delete all pagesContent LibraryLeft Header ImagesNew Image – upload new left header imageList of Images – view and delete left header imagesRight Header ImagesNew Image – upload new right header imageList of Images – view and delete right header imagesQuotesNew Quote - create new quoteList of Quotes - view, edit, delete quotesSidebar ModulesNew Module - create new moduleList of Modules - view, edit, delete modulesFilesNew File – upload new fileList of Files - view, edit, delete filesImagesNew Image – upload new imageList of Images - view, edit, delete imagesContent OrganizationPublic TagsNew Tag - create new tagList of Tags - view, edit, delete tagsFile TypesList of File Types – view, edit file typesContent LabelsNew Label - create new labelList of Labels - view, edit, delete labels

(figure continued)

## System Settings

### Users

New User - create new user

List of Users - view, edit, remove (archive) current users

User Archive - view, activate archived users

### Roles & Permissions

New Role - create new role

List of Roles - view, edit, delete roles

### Custom Pages

New Page - create new custom page

List of Pages - view, edit, delete custom pages

Reports – view system usage reports

### 3. Website Organization

#### 3.1. Overview

A website is organized according to an hierarchical structure, which is usually displayed in the form of a menu. This system enables you to create a menu, at most three levels deep, and assign pages to the menu items. Each page must belong to a menu item. For example, consider the following menu:

- About UNI
  - Overview
  - Contacts
- Academics
  - Overview
  - Colleges
    - CNS
    - CHFA

This menu consists of two top-level items (About UNI and Academics), each of them containing two second-level items (Overview and Contacts + Overview and Colleges), with the last item containing two third-level items (CNS and CHFA).

#### **All pages assigned to menus**

Each of these menu items may correspond to multiple web pages: there may be pages like welcome statement, history overview, directions – all corresponding to the About UNI > Overview menu item. Each page must belong to a menu, for that indicates to the user, where they are currently on the web site. Besides, whenever a page is displayed, the corresponding menu item is highlighted and expanded, if it has sub-menus.

#### **Default pages**

The relationship between menus and pages goes both ways: whereas each page must belong to a menu item, each menu item must be assigned a default page, so that when a user clicks the menu item, the system knows what page to display.

### 3.2. Creating & Editing Menus

To edit menus, go to Website Organization > Website menus.

UNI Foundation CMS : Website Menus - Mozilla Firefox

http://134.161.21.153/admin/websiteorg/menus.aspx?id=1

UNI Foundation Content Management System v3.0

Home > Website Organization > Website Menus

Website Menus

Sign-out My Account Help

☐ Home

☒ Website Organization

☐ Website Menus

☐ Page Groups

☒ Web Pages

☒ Content Library

☒ Content Organization

☒ System Settings

☐ Reports

Staging Menu Editor

Top Level Menu

Add Item

Item Text	Position	Sub-menus	Web Pages	Default Page		
<a href="#">Home</a>	▼ ▲	0	2	yes	<a href="#">edit</a>	<a href="#">delete</a>
<a href="#">About Us</a>	▼ ▲	1	8	yes	<a href="#">edit</a>	<a href="#">delete</a>
<a href="#">Giving Opportunities</a>	▼ ▲	3	2	yes	<a href="#">edit</a>	<a href="#">delete</a>
<a href="#">Impact of Giving</a>	▼ ▲	0	1	yes	<a href="#">edit</a>	<a href="#">delete</a>
<a href="#">Donor Stories</a>	▼ ▲	0	5	yes	<a href="#">edit</a>	<a href="#">delete</a>
<a href="#">Publications</a>	▼ ▲	0	1	yes	<a href="#">edit</a>	<a href="#">delete</a>
<a href="#">News</a>	▼ ▲	0	3	yes	<a href="#">edit</a>	<a href="#">delete</a>
<a href="#">Contact Us</a>	▼ ▲	0	1	yes	<a href="#">edit</a>	<a href="#">delete</a>
<a href="#">Feedback</a>	▼ ▲	0	2	yes	<a href="#">edit</a>	<a href="#">delete</a>

\*A menu can be deleted if all of the following conditions are met:

- It has no sub-menus
- No web pages are assigned to it
- It is not set as the menu for a page group

In addition, if a menu is hard-coded into the system, it and cannot be edited or deleted.

Staging Menu Browser

☐ Home

☒ About Us

☒ Giving Opportunities

☐ Impact of Giving

☐ Donor Stories

☐ Publications

☐ News

☐ Contact Us

☐ Feedback

http://134.161.21.153/admin/websiteorg/menuEdit.aspx?id=17

#### Two menus: staging and production

A menu is the primary navigation tool of a website and a significant part of the website's layout. Therefore, a "draft" of a menu with not all default pages assigned should not be displayed until all of its parts have been finalized. However, constructing a website menu can take multiple steps. To solve this problem, the system maintains two menus: a production menu, which is the menu displayed on the public website, and the staging menu, which is a menu used for development. Once the staging menu is finalized, it can be published. When a staging menu is published, it overwrites the current production menu. This operation cannot be undone.

#### Navigating the menu

The menu may contain up to three levels. To move from level to level, simply click the menu item titles in the Staging Menu Editor or the Staging Menu Browser. The table will display the current menu. To move one level up, click the Show Parent Level link in the editor or the Browser. The menu browser is a convenience feature; it simplifies exploring a complex menu, although all the editing functionality is provided in the Menu Editor.

### **Creating a new menu item and**

To create a new menu item, navigate to the menu to which you want to add a new item, fill out the textbox and click the Add Item button at the top of the Staging Menu Editor. The new menu item will appear in the table below and in the menu browser on the right.

### **Deleting a menu item**

You can delete a menu item only if it satisfies the following conditions:

- It has no sub-menus;
- No web pages are assigned to it;
- It is not set as the menu for a page group.

In addition, if a menu item is hard-coded into the system, it cannot be edited or deleted.

### **Staging menu change log**

For your convenience, the system provides a change log. Each time you make a change to the current staging menu, it records that change in the log, which is displayed at the bottom of the page. Once a staging menu is published, the log is erased.

### **Menu ordering**

The ordering can be adjusted by clicking the position arrows in the menu table.

### **Publishing a menu**

Before publishing the menu, you will have to make sure that each menu item has a default page assigned to it. If there are menu items without default pages, the Publish button will be disabled.

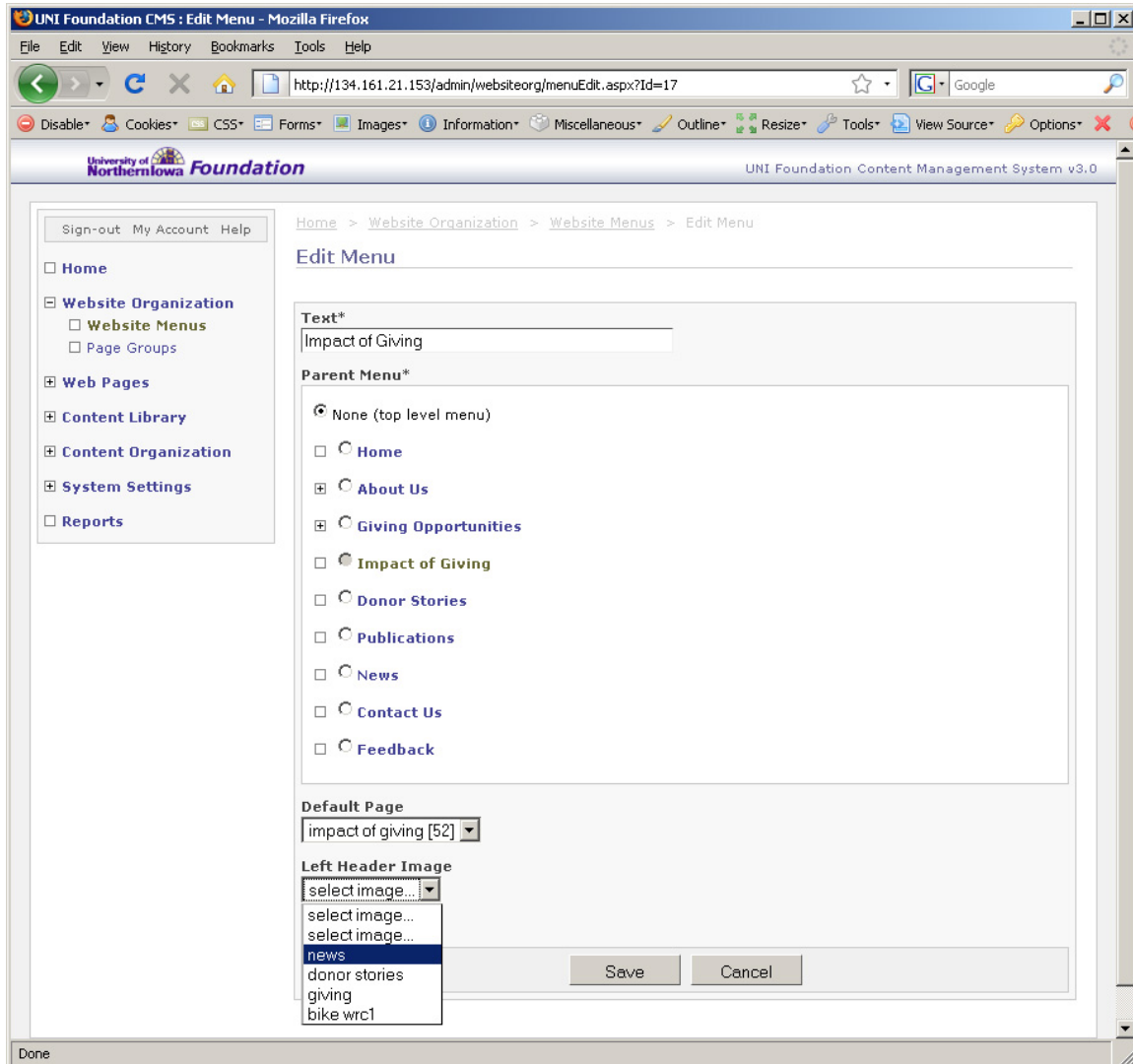
### **Adding a new menu item: an example**

Consider the following example. We want to add a new menu item “Publications” to our existing menu. To do that, we will follow these steps:

1. Navigate to the menu to which you want to add the new menu item.
2. Type “Publications” in the text box at the top of the Staging Menu Editor and click the Add Item button.
3. Adjust the position of the new menu item.
4. Create and publish a new page and assign it to the new menu, or edit an existing page and assign it to the new menu. (Working with pages is described on the next section.) Note that the page, which you have assigned to the new menu item, **MUST BE PUBLISHED**.
5. Return to the Website Menus page. Find your newly added menu item and click the Edit link. Select a page from the Default Page drop-down list and click Save.
6. Hit the Publish Menu button. If the button is not enabled, check that all menu (and sub-menu) items have a default page assigned to them.



## Editing a menu



**Text:** the text to be displayed on the menu item.

**Parent Menu:** the menu to which this menu item belongs. You may select a menu which will not create a cyclical dependency (i.e. assigning the menu item itself or its sub-menu item as its parent), as well as a menu which would be more than three levels deep.

**Default Page:** select the default page out of a list of published pages belonging to this menu item.

**Left Header Image:** select a left header image to be displayed with this menu.

## 4. Web Pages

### 4.1. Overview

A page is the basic building block of a web site. When creating or editing a page, you select its title, edit its body (adding to it files, images and links to other pages), assign sidebar modules to be displayed together with the page, assign public tags, content labels, add comments for administrators, choose whether to display social bookmarking links, revision date and a printable version.

Most of the pages are standard pages, with all editing options allowed. However, there are several types of pages, which differ from standard pages.

#### 4.1.1. Special Page Groups

There are several groups of special pages. Special pages include the following:

- news pages
- donor story pages
- college description pages
- department description pages
- program description pages

These pages can be edited and manipulated like standard pages with some limitations. The limitations for news, donor story, college, department and program pages are discussed in the following sections.

#### 4.1.2. Custom Pages

Custom pages are treated as standard pages, but have some editing limitations. A custom page is a page which includes some non-standard functionality. Custom pages may be added by developers, so below is a list of only the initial custom pages:

- news list page
- donor story list page
- college list page
- department list page
- program list page
- homepage
- feedback page
- list of pages by category

The first five pages are list pages. They display lists of links to other content grouped together. The homepage displays lists of selected news, featured donor stories and programs. The feedback page contains a feedback form, which is emailed to the site administrator. The list of pages by category automatically generates a listing of pages titles based on the selected public tag, or category.

These pages can be edited with a few limitations. However, please keep in mind that when you edit the body of these pages, the content they display automatically will still be displayed. So, if you add some content to the college list page, that new content will be displayed ABOVE the automatically generated list of colleges. Same goes for all the other custom pages which allow editing of the page body.

## 4.2. Standard Pages

### 4.2.1. Overview

Standard pages usually provide all the page editing options (with a few exceptions).

#### **Saving drafts and publishing a page**

When creating a page, you must first save a draft. After you have saved a draft, you may return to the Edit Page form and publish it. Only published pages can be linked to and displayed on the web site. This is a necessary safeguard, which prevents you from accidentally linking to pages which are incomplete. Another benefit of this feature is that when you save a draft of a page, the current page on the web site is not affected. So, you can edit a page without affecting the version displayed on the website. However, please remember that you may only save a draft of the PAGE BODY. All other fields and relationships are instantly updated.

### 4.2.2. Creating & Editing Standard Pages

**Unique Page Title:** select a unique page title. This title will be used to identify the page in the CMS. It will be also displayed in the <title> tag of the page (i.e., the text displayed at the very top of your browser window).

**Title:** this is the title displayed on the page.

**Body:** this is the most important area of the page and will be discussed separately.

**Redirect Link:** sometimes you want a page to redirect the user to another location. You may provide this location by filling out this textbox.

#### **Options:**

1. Display the revision date: displays the last publication date.
2. Display printable version link: displays a link which opens a pop-up window, which contains a printable version of the page.
3. Display social bookmarking tools: displays a panel with links to social bookmarking sites. Each link provides the functionality necessary to share the page content through social bookmarking.

**Comments:** any comments, to be displayed only in the CMS.

**Parent Menu:** you are required to select a parent menu – i.e., the menu under which this page is displayed. Click the expand icons (pluses) to navigate the menu. In some case, you will not be able to edit the menu: for example, you cannot change the menu of a page which is set as the default page for some menu.

**Sidebar Modules:** select modules to be displayed on the right-side bar.

**Public Tags:** assign public tags (or categories). A list of the categories you assign to this page will be displayed at the bottom of the page content. Each category will be a link, taking the user to a list of all pages which have been tagged with this category.

**Content Labels:** assign content labels. These labels are displayed only in the CMS.

### **Editing the page body**

The body editing part consists of two parts: a WYSIWYG editor (What You See Is What You Get) and a panel for additional content.

The wisely editor contains its own help files, available when you click the help icon, located in the top right corner. The icons are similar to those available in any word processor (for example, MS Word). You may also right-click the mouse while editing the body, which will display context menus, depending on where the mouse cursor is located.

To add text, you may type, or cut and paste from any other program. Please keep in mind, that pasting text which you selected from a web page or another document, will include all the selected text formatting – which, in most cases, you won't need. To avoid this, use the Past as Plain Text icon. You may also past the text into Notepad, which removes all formatting, then selected it from Notepad and paste into the editor.

The panel for additional content is provided for listing available pages, files and images, which may be included as links (or images) in the page content To include any of these items, you must first locate the item you want to include, for which you either copy and past the item's link, or use your mouse to drag and drop the item's link (or the image preview for an image) to the editor. Please keep in mind that the entire link must be copied: leaving out any character will render the link unusable.

When including an image, you must complete an additional step. After dragging and dropping the image into the editor, right-click the image and select Image Properties from the context menu. In the pop-up box, locate the Image URL text box. This text box contains the image link (or URL). You must remove the character "s" from the end of that link. For example:

`"/files/lotw36i6s.jpg"` must be changed to `"/files/lotw36i6.jpg"`

The character "s" stands for "small." Images with that character in their name are small versions of the actual images. Please remove that "s" character each time you add an image to the page body.

The editor contains numerous options for creating and arranging content – please, experiment with it.

Finally, although the editor provides all the features necessary for creating web page content, some basic knowledge of HTML could be very helpful: often you will want to fine-tune the layout of the text images, tables – and that can be done only by directly manipulating the HTML behind the content (which can be displayed by clicking the HTML icon).

### **4.3. News Pages**

#### **4.3.1. Overview**

The purpose of news pages is to display news, announcements, updates, news releases – i.e., information which can be described as “news.” Certainly, a standard page can be used for this purpose. However, the news pages feature offers the benefit of having all news automatically listed in one place (the news list page) in a way headlines would be listed. The news content is displayed on news pages in a consistent manner, which separates them from news posted to standard pages.

On the public website, these pages are located under the News menu, which can be edited, but cannot be deleted. Also, these pages cannot be assigned to a different menu. As a result, whenever you add a news page, you know it will be displayed under the same menu, together with all the other news pages.

A list of headlines, which are links to news pages, is displayed on the News List page. The headlines are displayed in chronological order, with the newest headlines at the top. Each headline includes a date, a title, a summary, and, optionally, an image.

News pages can be marked as “highlighted,” which may be useful if a headline needs to be marked as important. In this case, the headline will be displayed in a box, which will make it stand out from the rest of the headlines in the list.

Headlines can be also automatically listed on the homepage. To include a headline on the homepage, edit the news page and check the “display on homepage” checkbox.

### **4.3.2. Creating & Editing News Pages**

News pages are identical to standard pages with the following exceptions:

1. You have the option to add an image, which will be displayed with the headline in the list of news on the homepage (optional) and on the news list page. For best results, provide an image which is at most 75 pixels wide and exactly 75 pixels high.
2. You can check the Displayed on Homepage checkbox, which will display the news headline on the homepage.
3. You can check the Highlighted checkbox, which will highlight the headline, marking it as important.
4. You are required to provide a summary, which is displayed together with the page title in the list of headlines.
5. You cannot choose the page menu.
6. You cannot set the revision date to be displayed (the publication date is fixed).

All other fields, like with standard pages, must be edited manually.

## **4.4. Donor Story Pages**

### **4.4.1. Overview**

Like news pages, donor story pages provide a way to group similar content in one place and provide extra features. Like news, donor stories are displayed as a list of titles with summaries and photos on the donor list page and, optionally, on the homepage.

### **4.4.2. Creating & Editing Donor Story Pages**

Donor story pages are identical to standard pages with the following exceptions:

1. You are required to provide the displayed donor's name. Currently, this name is not displayed only on the CMS.
2. You have the option to add an image, which will be displayed with the story title in the list of donor stories on the homepage (optional) and on the news list page. For best results, provide an image which is exactly 75 pixels wide and exactly 75 pixels high.
7. You can check the Featured checkbox, which will display the news headline on the homepage.
8. You are required to provide a summary, which is displayed together with the page title in the list of headlines.
9. You cannot choose the page menu.

All other fields, like with standard pages, must be edited manually.

## **4.5. Giving Opportunity Pages**

### **4.5.1. Overview**

Giving opportunity pages provide a way to organize giving opportunities by college, department and program. The first step is to create pages for each college and each department. The next step is to create program pages (i.e. giving opportunities) and assign them to colleges and departments. As a result, the user will be able to browse or search for giving opportunities by college, department, or view a list of all giving programs.

A possible extension to the system would be provide a link on each program page, directing the user to the comprehensive giving form, with the program displayed on the page preselected as the giving target.

### **4.5.2. Creating & Editing College Description Pages**

College description pages are identical to standard pages with the following exceptions:

1. You cannot choose the page menu.

All other fields, like with standard pages, must be edited manually.

### **4.5.3. Creating & Editing Department Description Pages**

Department pages are identical to standard pages with the following exceptions:

1. You are required to select a college.
2. You cannot choose the page menu.

All other fields, like with standard pages, must be edited manually.

### **4.5.4. Creating & Editing Program Description Pages**

Program pages are identical to standard pages with the following exceptions:

1. You have the option to mark the program as featured, in which case it will be listed on the homepage under Featured Programs.
2. In the list of program pages, you can assign programs to colleges and departments by clicking the Set Colleges and Set Departments links.
3. You cannot choose the page menu.

All other fields, like with standard pages, must be edited manually.

## 5. Content Library

### 5.1. Header Images

#### 5.1.1. Overview

The header images are the two images displayed at the top of each web page. Both are maintained through the CMS.

The left header image consists of a black and white photo, a yellow panel and some text. These images can be uploaded through the CMS (the original must be exactly 168 x 106 pixels); the text is generated based on the provided input.

The right header image is uploaded through the CMS and contains only full color panoramic photos. The original must be exactly 520 x 130 pixels.

Exact dimensions are required due to the nature of both images: both of them define the way the public website appears on the screen; and achieving the desired image quality and composition is only possible through manual image editing.

#### 5.1.2. Creating Left Header Images

**File:** the file to upload. The file must be a black & white photo with the following dimensions: 168 x 106 pixels.

**Unique Description:** a description of the image

**Displayed Text:** text to be generated as part of the image.

#### 5.1.3. Creating Right Header Images

**File:** the file to upload. The file must be an image with the following dimensions: 520 x 130 pixels.

### 5.2. Quotes

#### 5.2.1. Overview

Quotes are randomly selected from the quotes collection and displayed at the top of each page. Adding, editing and deleting quotes is done through the CMS. There is a limit on the number of characters per quote due to the quote location on the website: only 100 characters can be displayed within the current design.



### 5.2.2. Creating & Editing Quotes

**Author:** name(s) of the author to be displayed under the quote.

**Quote:** text of the quote.

**Comments:** any comments (displayed in the CMS only).

## 5.3. Sidebar Modules

### 5.3.1. Overview

A sidebar module is a piece of content, displayed on the right-side bar of the website. Modules are links to other pages or external websites.

#### Possible combinations

A module can be any combination of a title, a body and an image, i.e., all of the following combinations could be a module:

- image
- image and title
- image and body
- image and title and body
- title
- title and body
- body

An image or a combination of all three work best. The module is constructed automatically based on the components you select.

#### The link

A module must be a link. Therefore, when adding or editing a module, you must either specify an external link (i.e., a link to an external resource), or select a page from the Link To Web Page panel on the left. If you are linking to a page within the website, please select that page from the list – that way the system will keep track of this dependency and will prevent you from accidentally deleting the page, to which this module points.

## Status Options

A module can be automatically displayed on all pages, assigned to each page individually (which is done through editing a page), or it can be archived. If a module is archived, it cannot be assigned to pages and is not displayed. Consider the following examples:

1. A Give Now banner: such a banner can be displayed on all pages.
2. A module containing information about a scholarship. This could be assigned to pages which contain information relevant to the scholarship, in which case the module would be treated as related information.
3. An advertising banner which is used on a regular basis, but should not be displayed at the moment. This module can be archived until it is needed next time.

## 5.3.2. Creating & Editing Modules

Sign-out My Account Help

Home > Content Library > Sidebar Modules > List of Sidebar Modules > Edit Sidebar Module

### Edit Sidebar Module

**Unique Title (displayed in CMS only)\***  
garden

[Display existing module titles](#)

**Image**  
   
 You may select the following file types: .gif .jpeg .jpg .png  
 For best results, provide an image which is exactly 168 pixels wide and at most 500 pixels high  
☐ Remove current image

**Title**  
Memorial Garden  
100 characters remaining

**Body**  
 The Memorial Garden is located east of Maucker Union and is the main entrance to the Center for Multicultural Education. The garden features benches, arbors, trees, plants, flowers...  
 250 characters remaining

**External Link**

**Status Options**  
☒ displayed on all pages  
☐ assigned to each page individually  
☐ archived

**Content Labels**

**Link to Web Page**  
 Page Type:   
 Label:   
 Menu:  
☐ Home  
☒ About Us  
☐ Gift Clubs  
☐ Giving Opportunities  
☐ Impact of Giving  
☐ Donor Stories  
☐ Publications  
☐ News  
☐ Contact Us  
☐ Feedback

☐ Give Now (redirect) [29]  
☐ Your Giving Options [30]  
☐ Named Endowments [31]  
☐ Frequently Asked Questions [35]  
☐ Alumni and Friends [36]  
☐ Faculty & Staff [37]  
☐ Business and Community [38]  
☐ About the UNI Foundation [39]

Done

**Unique Title:** a unique title displayed only in the CMS.

**Image:** upload an image to be displayed in the module. If you are editing an existing module which has an image, and you want to remove the image only, simply check the Remove checkbox.

**Title:** the title displayed in the module.

**Body:** the text displayed in the module.

**External Link:** that's where the user will be taken when they click the module. Please include a full URL, starting with "http://"

**Status Options:** select the status of the module (see description above).

**Content Labels:** assign these labels to easily locate this module.

**Link to Web Page:** select a page if you have not filled out the External Link text box. You can use the page search options to narrow down the list of displayed pages. If you are editing a module and want to remove the current selection, click the Clear Selection button.

## 5.4. Images & Non-Image Files

### 5.4.1. Overview

A web page may contain links to files, which users may download, as well as images, which are displayed on the web page. In both cases a page contains a reference, or points to some resource, which may be a pdf file, a Word document, an image, etc... Each file or image may be referenced from multiple pages.

The system you are using enables you to manage a library of files and images. New files and images can be added to the library (i.e., uploaded). Existing files can be edited or replaced with files of the same type.

### 5.4.2. Creating & Editing Images

**File:** select the file to upload.

**Maximum Width & Height:** if the dimensions of the image you are uploading exceed those indicated in these two text boxes, the system will resize your image to match these values. Keep in mind that if your image is wider than 480 pixels, you will have to resize it when adding it to a web page, which will result in some loss of quality. If you leave the text boxes blank, the system will not resize your image.

**Unique Description:** a unique description of your image, displayed only in the CMS.

**Comments:** any comments, displayed only in the CMS.

**Labels:** assign these labels to easily locate this image in your image library.

The screenshot shows the 'UNI Foundation CMS : Upload Image' page in Mozilla Firefox. The browser address bar shows the URL: `http://134.161.21.153/admin/contentlibrary/imageAdd.aspx`. The page header includes the 'University of Northern Iowa Foundation' logo and the text 'UNI Foundation Content Management System v3.0'.

**Left Sidebar:**

- Sign-out My Account Help
- Home
- Website Organization
- Web Pages
- Content Library
  - Left Header Images
  - Right Header Images
  - Quotes
  - Sidebar Modules
  - Files
  - Images
    - New Image
    - List of Images
- Content Organization
- System Settings
- Reports

**Main Content Area:**

Home > Content Library > Images > Upload Image

### Upload Image

**Select Image File**

File\*   You may select the following file types: .gif .jpeg .jpg .png

**Maximum Width**  
480 pixels

**Maximum Height**  
360 pixels

If you do not specify the image width and height (i.e., leave these fields BLANK), the system will not resize your image. If you plan to display this image within a web page, please make sure it is not wider than 480 pixels.

This sample rectangle is 480 pixels wide

**Image Information**

Unique Description\*

Comments

**Labels**

- ☐ Annual Fund
- ☐ Art
- ☐ Buildings
- ☐ CBA
- ☐ CHFA
- ☐ CNS
- ☐ COE
- ☐ CSBS
- ☐ Donors
- ☐ Graduate College

\*Required fields

Done

### 5.4.3. Creating & Editing Files

**File:** select the file to upload.

**Unique Description:** a unique description of your file, displayed only in the CMS.

**Comments:** any comments, displayed only in the CMS.

**Labels:** assign these labels to easily locate this file in your file library.

## 6. Content Organization

### 6.1. Public Tags and Content Labels

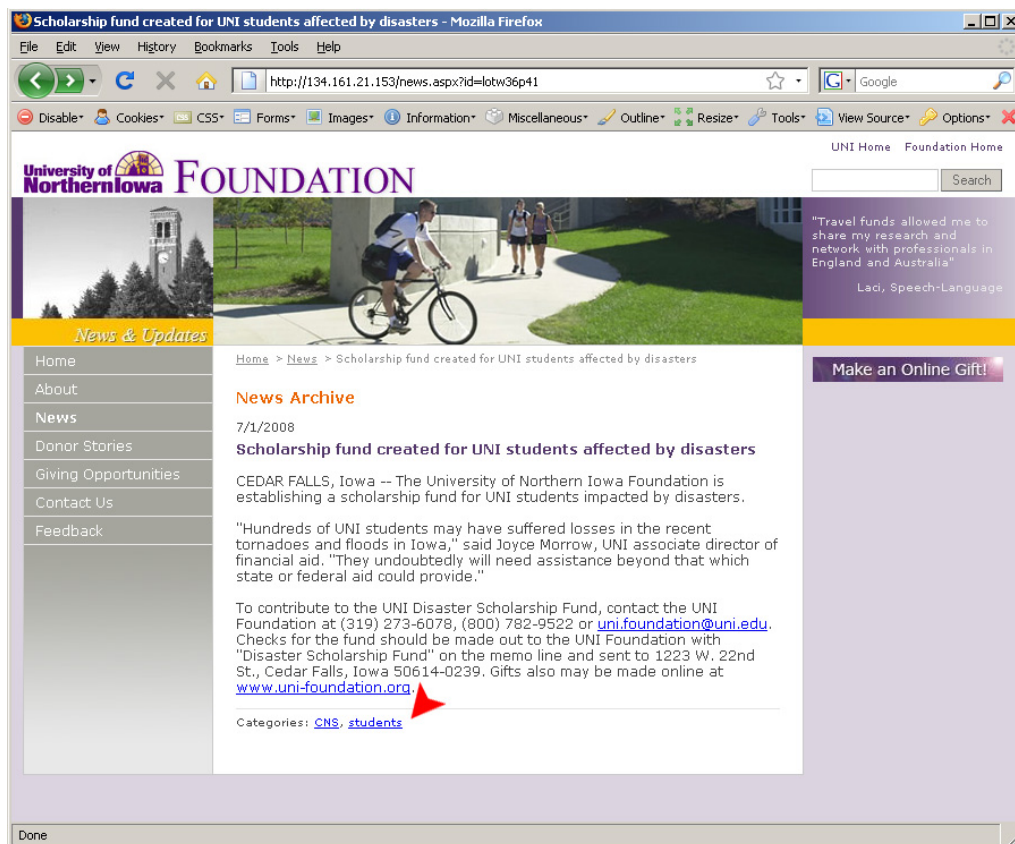
#### 6.1.1. Overview

##### About Public Tags

The purpose of public tags (or “categories” on the public site) is to help users navigate the website’s content. There are several ways users can look for content: using the search box at the top of the site, navigating the menu, following links from page to page, or clicking on the categories links displayed at the bottom of pages which have been tagged.

A public tag, or category, is a label which can be assigned to a page, describing its content. For example, a story describing a new scholarship can be assigned the “students” category. Categories are displayed at the bottom of pages; clicking a category name, which has been assigned to a page, will take the user to a list of all pages which have been assigned the same category. So, clicking the “students” category at the bottom of the scholarship story will display a list of all pages related to students.

Why isn’t the menu enough? Because the content of a page may be related to more than one concept, so assigning the page to a menu will cover only one aspect of the page content. Consider the example in the figure below:



The example in Figure 1 is a page displaying a story which has been tagged with two categories: “CNS” and “students.” That means that the story is related to both subjects: students and CNS. Assigning this page to a “students” or “CNS” menu would not describe the story’s content accurately. Besides, the story belongs under the “news” menu, which is a good way to organize the content, but doesn’t help the user search for information specifically on students or CNS. Assigning multiple categories to pages helps resolve this issue.

### **About Content Labels**

Content Labels are very similar to public tags, except they are made to help administrators navigate web content. Labels can be assigned in the same way as public tags: multiple labels per item. However, content labels ARE NOT DISPLAYED on the public web site. Also, they can be assigned not only to pages, but also to sidebar modules, images and files. In the list of labels, you will see the number of pages, modules, files and images, corresponding to each label. The number is a link which will take you to the actual list of content to which the label has been assigned.

In all other ways, content labels are identical to public tags.

### **6.1.2. Creating & Editing Labels & Tags**

**Tag Text/Label Text:** the text describing the tag or label.

## 6.2. File Types Overview

The file types page provides a list of the file types of the files currently available in the files and images library. Each time you upload a file with a new extension, a new file type is automatically created. You can edit the file type description for your convenience.

UNI Foundation CMS : List of File Types - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://134.161.21.153/admin/contentorg/filetypeList.aspx

UNI Foundation Content Management System v3.0

Home > Content Organization > File Types > List of File Types

### List of File Types

extension	description	
.doc	Microsoft Word Document	<a href="#">edit</a>
.gif	GIG Image	<a href="#">edit</a>
.jpeg	JPEG Image	<a href="#">edit</a>
.jpg	JPEG Image	<a href="#">edit</a>
.pdf	Adobe Acrobat Document	<a href="#">edit</a>
.png	PNG Image	<a href="#">edit</a>
.ppt	Microsoft PowerPoint Presentation	<a href="#">edit</a>
.psd	Adobe PhotoShop Document	<a href="#">edit</a>
.rtf	Rich Text Format	<a href="#">edit</a>
.txt	Plain Text Document	<a href="#">edit</a>
.xls	Microsoft Excel Worksheet	<a href="#">edit</a>

Done



## 7. System Settings

### 7.1. Users

#### 7.1.1. Overview

User accounts can be created, viewed, edited, but not deleted. Once a user is added to the system, each sign-in or modification that user performs is recorded and stored in the system permanently. Therefore, instead of deleting a user, a user account can be removed, after which it can be viewed and restored from the user Archive.

Each user must at least one role assigned, which can be done from the list of users by clicking the roles link.

#### 7.1.2. Creating & Editing Users

**Email:** email to be used as login name.

**First Name:** first name.

**Middle:** middle initial or name.

**Last Name:** last name.

### 7.2. Roles & Permissions

#### 7.2.1. Overview

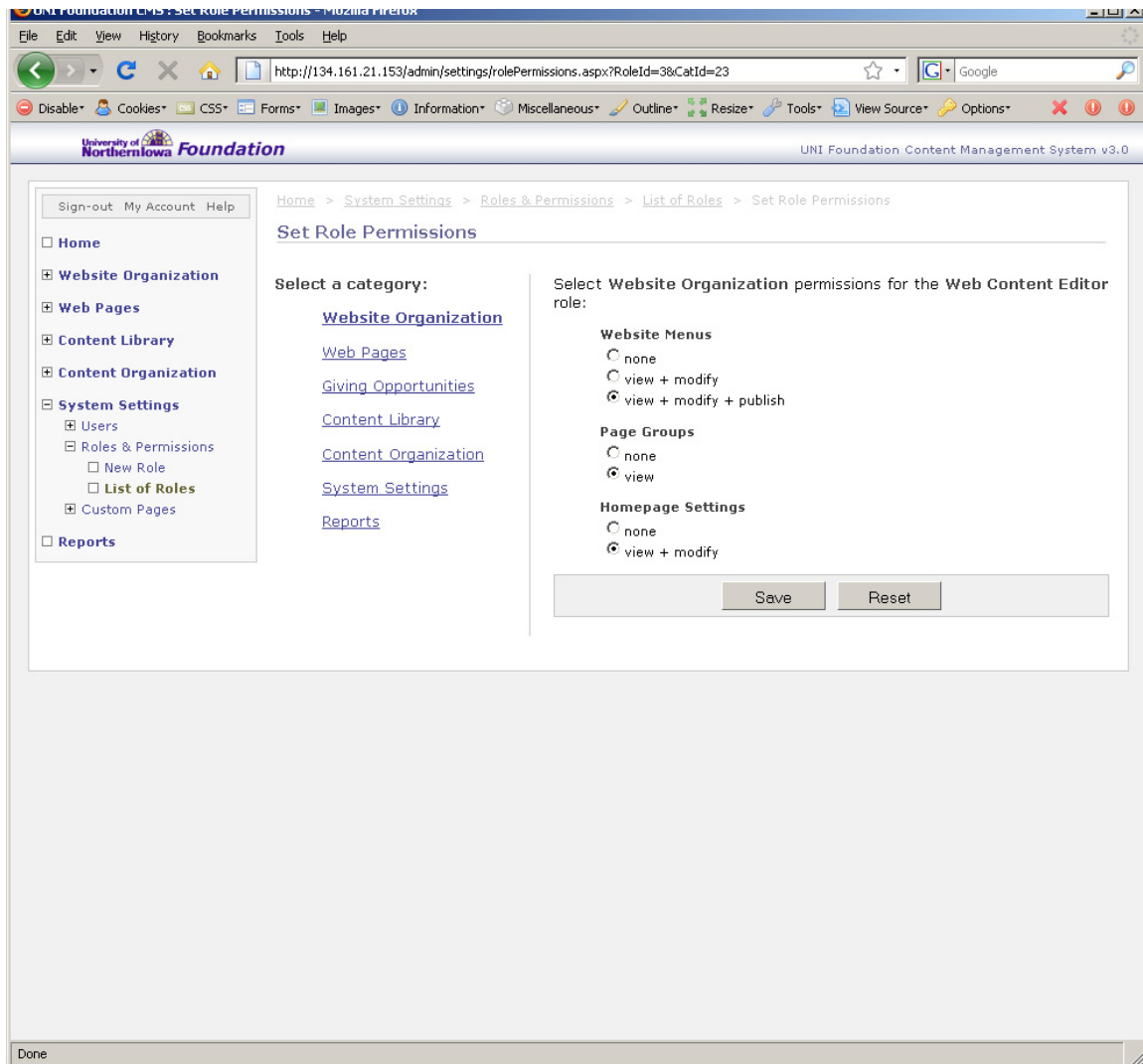
A role is a description of a set of permissions for different areas of the web site.

#### 7.2.2. Creating & Editing Roles

**Role:** the role description.

## Setting Role Permissions

Each role must contain at least one permission. Permissions are organized by categories and can be set by clicking the permissions link in the list of roles. The figure below displays the page for assigning permissions to a role.



## 7.3. Custom Pages

### 7.3.1. Overview

Custom pages is a feature which enables a developer to extend the system with new public pages. Once a new page is created, it must be added to the system – so that administrators can manipulate it the same way they manipulate other pages: assign labels and tags, change menus, etc...

### 7.3.2. Creating & Editing Custom Pages

Custom pages are created and edited in the same way as standard pages. There are a few exceptions though:

1. The developer must supply the physical file name.
2. The developer must indicate whether the page title and body are to be displayed and whether the administrators can edit its body and change its menu.

## 8. Reports

### 8.1. Overview

Reports is a utility which provides reports on system usage and content modifications.

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*Good Luck!*