# PRSSA Content Management System
A Brief Introduction

PRSSA operates multiple online resources, including:

1. The main national web site: www.prssa.org
2. JobCenter members website: www.prssa.org/jobcentermembersite
3. JobCenter employers website: www.prssa.org/jobcenteremployersite
4. PRSSA Blog: www.prssa.org/blog
5. PRSSA Regional Activities websites: www.prssa.org/regionaleventsite/[name_of_event]
6. National Conference website: www.prssa.org/conference
7. Forum: www.prssa.org/forum
8. Connecting With PRSSA: www.prssa.org/connecting
9. Multiple past event websites: www.prssa.org/events/past.aspx

Most of these websites are partially or completely managed through a content management system (CMS). Most of these web sites, and especially the CMS, will be changed significantly over this summer. However, until the new versions are launched, the current CMS will be used to maintain most of the web site content. This text is a brief description of how to access the CMS and use its functionality.

If you run into any problems with the system (which is quite possible, since the system is currently under revision), please feel free to contact Sergei at [redacted] or [redacted].

How to Access the CMS
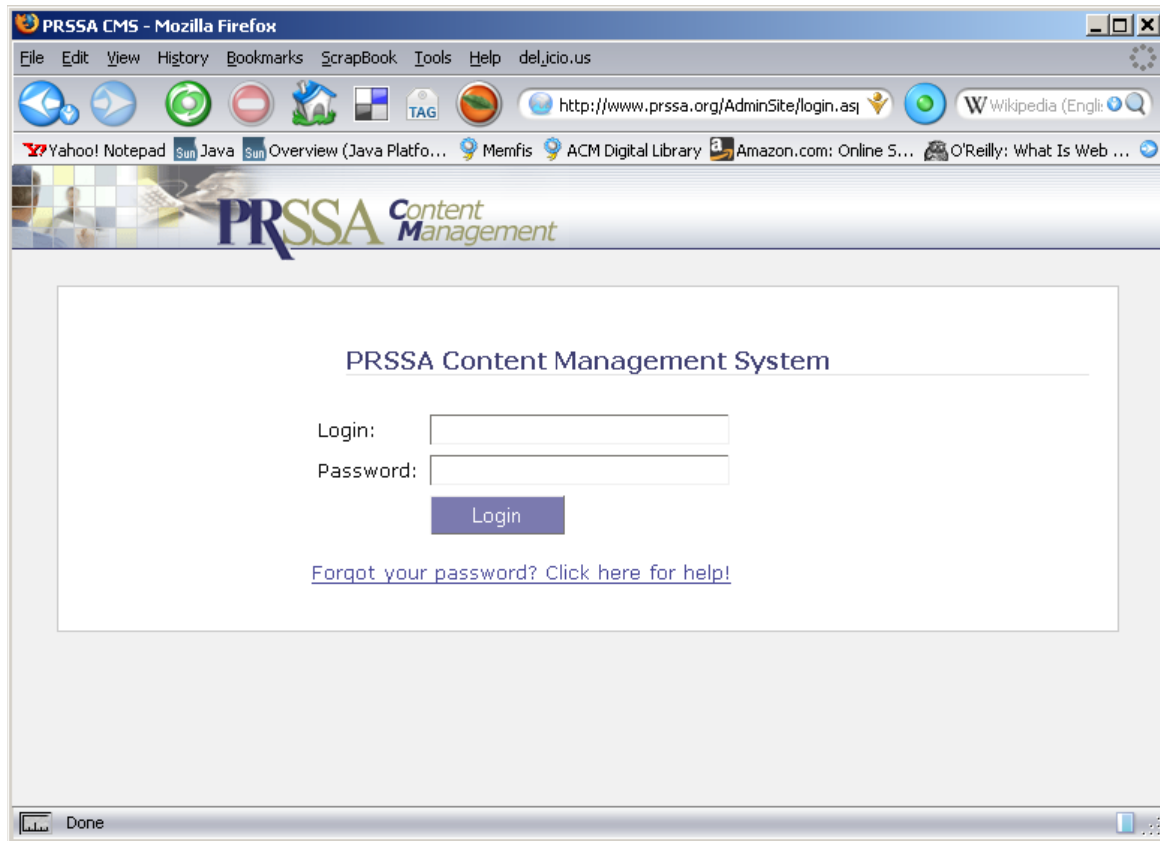
Your login is your email address. Your password is set to "password" – **please change it as soon as you login for the first time.** Type in your login and password and hit the "login" button. If you cannot login, make sure the CAPS LOCK is not on. If you have forgotten your password, simply follow the "forgot your password…" link: you will be asked to provide your email address, after which your password will be instantly emailed to this email address. Make sure you type in the email address you use to sign-in to the system – that's the address which is recorded in the system.

CMS Overview
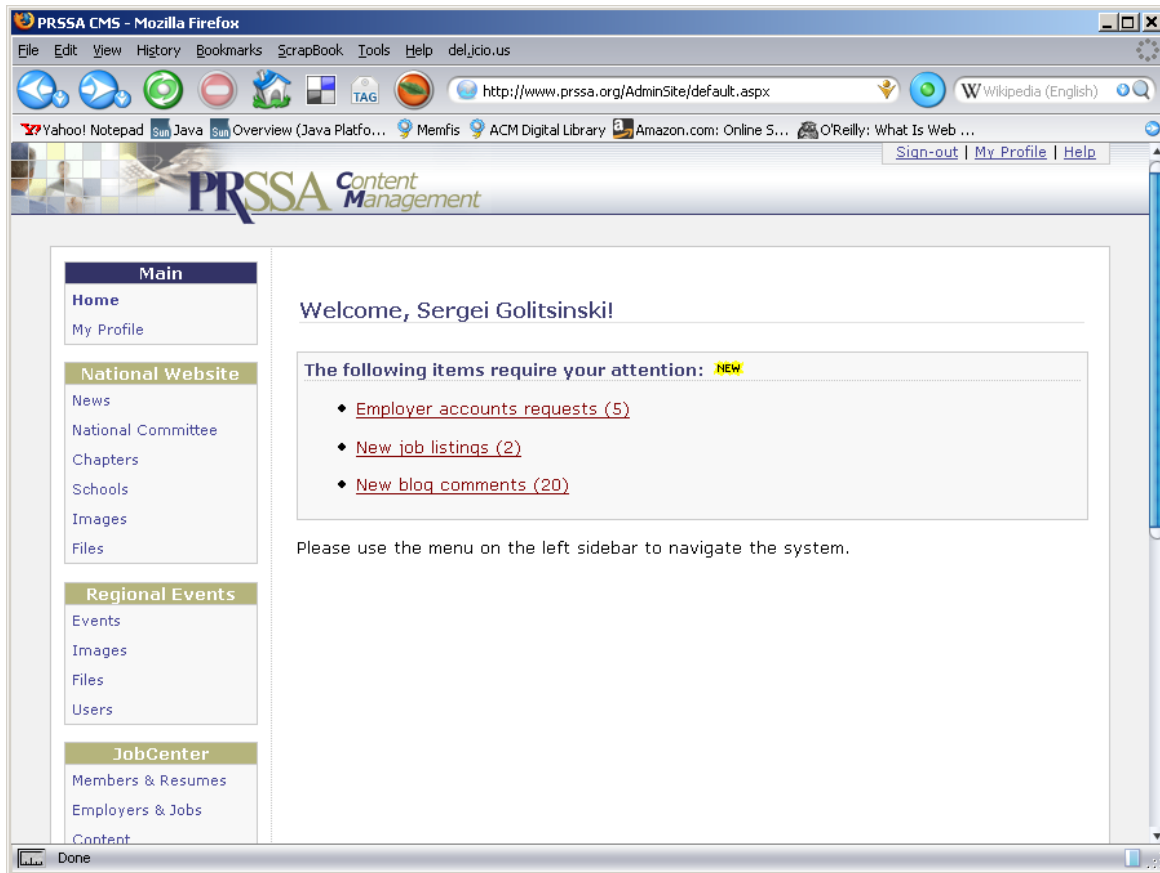
After logging in, you will be taken to the main page. All pages in the CMS have the same layout: there is a menu on the left, with the current area highlighted, and a content area on the right. The menu options will vary depending on your position on the committee. For example, the VP of Jobs/Internships will have access to the JobCenter area, while the VP of Regional Activities will have access to the regional events system.

You may sign-out of the system by clicking the "sign-out" link in the top left corner of the screen.

Creating, Updating and Deleting Content

Most content is organized in the following way. By clicking a link in the menu, in most cases, you will be taken to a page which will display a list of content items (news articles, events, job listings, etc…), formatted as a grid (or table).

Often, there will be a large number of these items, so only part of the entire collection will be displayed on the screen. To view the rest of the items, simply use the paging buttons and drop-down list located in the top right corner of the grid.

The grid will usually display some basic information about each item: it might be the items title, modification date, approval status, etc… You can sort the items by each of these columns in ascending and descending order – simply click the column title (click again to change the order to ascending or descending).

At the top of the grid, you will see several buttons. In most cases, they will be "new", "edit", "view" and "delete". Only the "new" button is activated. To view an item, as well as to edit or delete it, you must select it first (there are multiple items in the grid: you have to tell the system which item you are going to work with). Selecting an item is done by simply clicking on the item row – the row color will be changed to blue. Pay attention to the buttons at the top of the grid – now all of them are activated.

Clicking the "delete" button will change the selected row's color to red. You will see a pop-up dialog box which will ask you for confirmation. Please be careful with deleting items: at this time (with this version of the CMS) they cannot be restored.

Creating a new item is very simple: simply click the "new" button – and you will be taken to a blank form. All fields will be self-explanatory. Editing an item is very similar, except the form will be contain the selected item's data. If you find anything confusing about a form, please contact Sergei, he will be happy to assist you.

File   Edit   View   History   Bookmarks   ScrapBook   Tools   Help   del.icio.us

http://www.prssa.org/AdminSite/nationalsite/newsEdit.aspx?Id=389   Wikipedia (English)

Yahoo! Notepad   Java   Overview (Java Platfo...   Memfis   ACM Digital Library   Amazon.com: Online S...   O'Reilly: What Is Web ...   Beginners Guides: Ho...   SIGPLAN

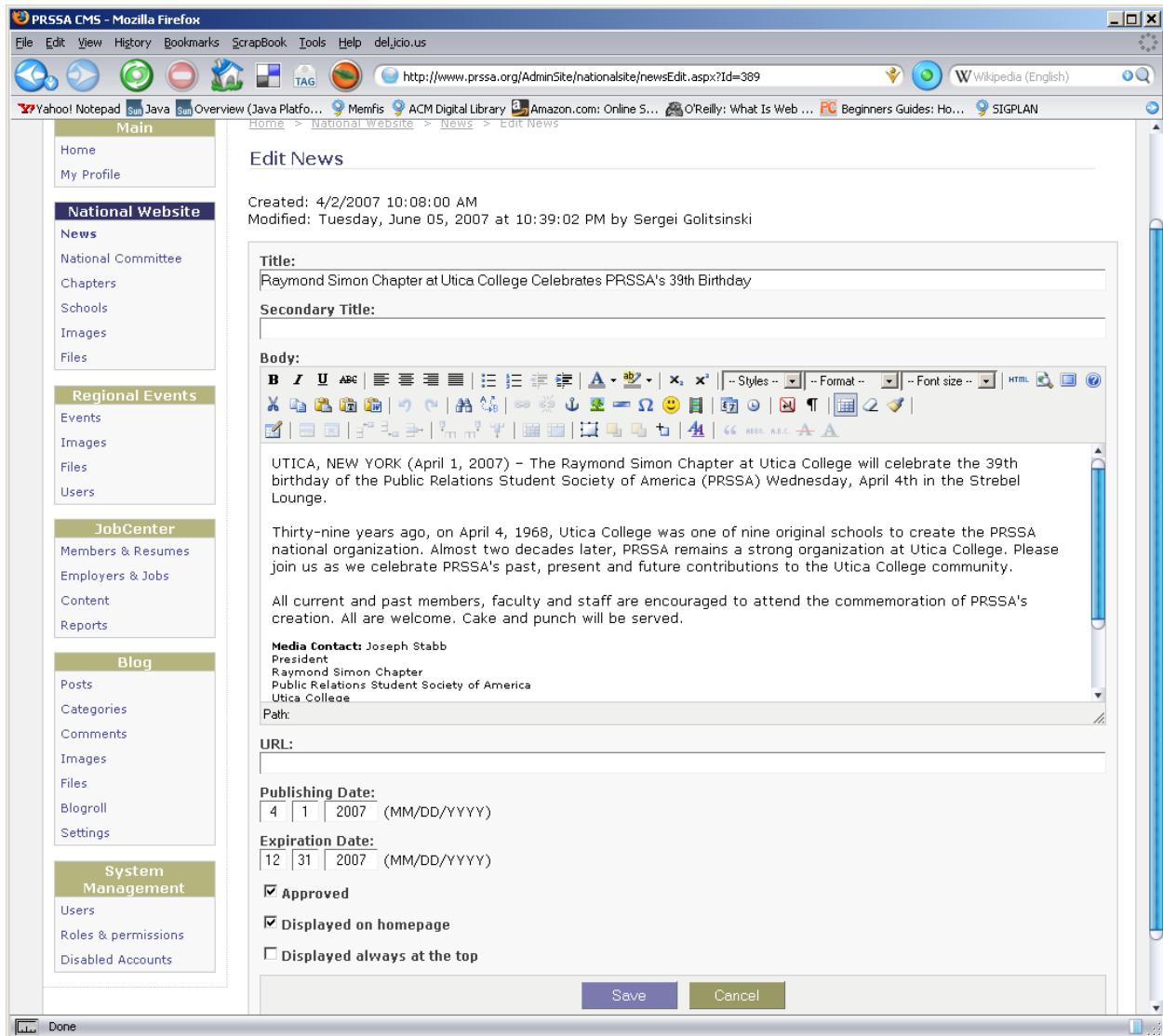**Main**
Home
My Profile

National Website
News
National Committee
Chapters
Schools
Images
Files

Regional Events
Events
Images
Files
Users

JobCenter
Members & Resumes
Employers & Jobs
Content
Reports

Blog
Posts
Categories
Comments
Images
Files
Blogroll
Settings

System Management
Users
Roles & permissions
Disabled Accounts

Home > National Website > News > Edit News

Edit News

Created: 4/2/2007 10:08:00 AM
Modified: Tuesday, June 05, 2007 at 10:39:02 PM by Sergei Golitsinski

Title:
Raymond Simon Chapter at Utica College Celebrates PRSSA's 39th Birthday

Secondary Title:

Body:

UTICA, NEW YORK (April 1, 2007) – The Raymond Simon Chapter at Utica College will celebrate the 39th birthday of the Public Relations Student Society of America (PRSSA) Wednesday, April 4th in the Strebel Lounge.

Thirty-nine years ago, on April 4, 1968, Utica College was one of nine original schools to create the PRSSA national organization. Almost two decades later, PRSSA remains a strong organization at Utica College. Please join us as we celebrate PRSSA's past, present and future contributions to the Utica College community.

All current and past members, faculty and staff are encouraged to attend the commemoration of PRSSA's creation. All are welcome. Cake and punch will be served.

Media Contact: Joseph Stabb
President
Raymond Simon Chapter
Public Relations Student Society of America
Utica College

Path:

URL:

Publishing Date:
4   1   2007   (MM/DD/YYYY)

Expiration Date:
12   31   2007   (MM/DD/YYYY)

☑ **Approved**

☑ **Displayed on homepage**

☐ **Displayed always at the top**
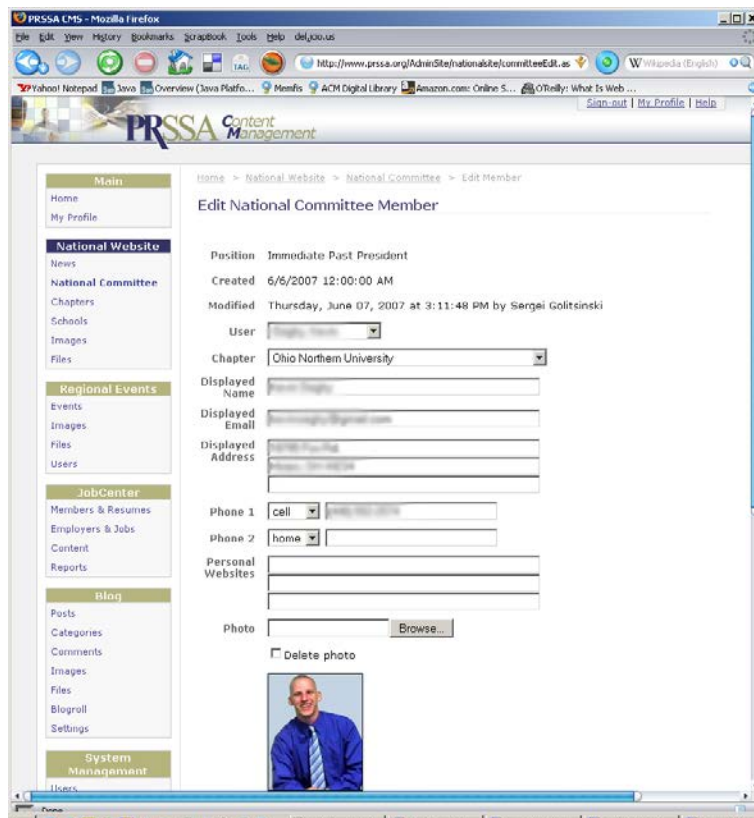
Save   Cancel

Done

Your Personal Information

There are two places in the CMS where you can change your personal information:

My Profile, which lets you change your name, login and password;
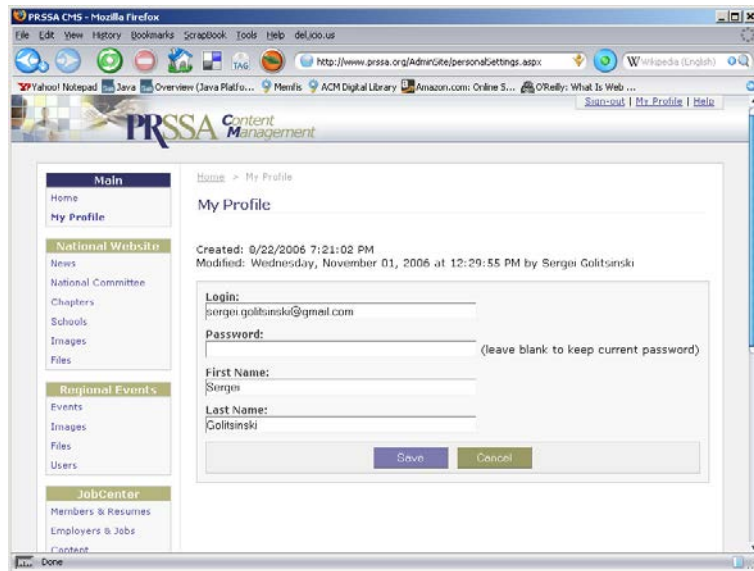
National Committee, where you can change your bio, contact info and photo

Managing Content

The CMS distinguishes three main types of content: text, images and downloadable files. There are several areas in the CMS where you can manage this content: News, Blog, Regional Events and JobCenter. All of these areas follow the same concept.
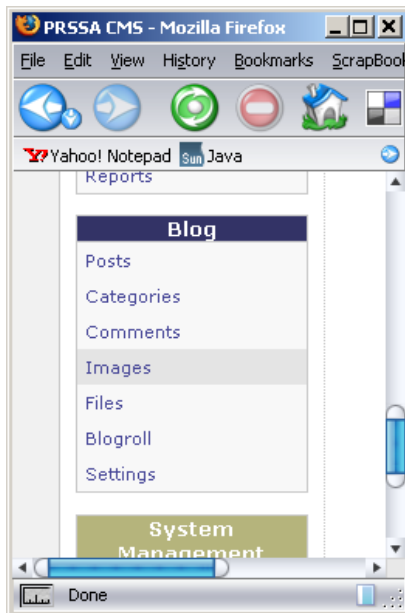
To create a blog post, a news article, or any other content item, you can simply go to the list of items (for example, for blog posts – simply click on "posts") and click the "new" button and fill out the available fields. However, if you need to add images and/or links to files which users may want to download (forms, newsletters, etc…), you need to **upload** these files before you can use them. You will see "images" and "files" in the menu – that's where you can check what images and files are currently available, delete old files and upload new ones. The system maintains two separate lists of non-image files and images for convenience: images can be previewed.

When uploading an image, keep in mind that if your image is too large, it will be scaled done by the system (images wider or taller than 800 pixels will be resized). This is done automatically, so you don't have to worry about it, however, if your file is very large, it may take a while for it to be processed.

After you have uploaded your files (and/or images), you can use them in your content items by inserting them into a multi-line text field. To do so, click the image icon in the text editor (it's the icon with a tree) – and select the image from the list of available images. The text editor is the set of icons which are displayed together with almost all multi-line text fields. It has a rather complex user interface and deserves its own manual. However, the icons are similar to those which appear in a standard word processor, like Microsoft Word; besides, there are pop-up comments for each icon. Feel free to experiment with all of them – it is a powerful editor which will help you create your content.

Blog, JobCenter, Regional Events

These areas are complex systems which require separate manuals. However, since the system is under revision and is about to be significantly modified, no manuals are available at this time. A detailed manual will be provided for each of these areas before the Fall semester.

Please feel free to contact Sergei if you have any questions, comments or would like to discuss any ideas regarding the CMS or the PRSSA websites.

Sergei Golitsinski
[contact info redacted]