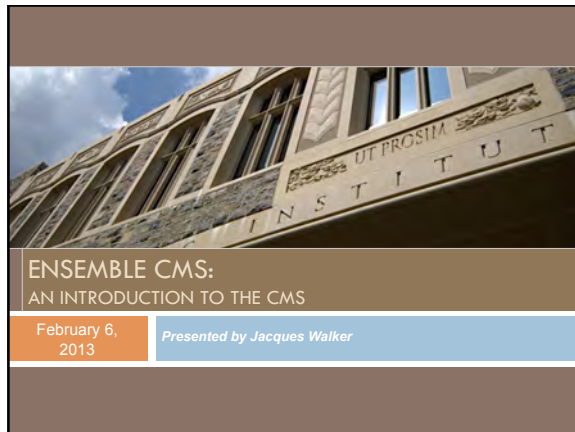
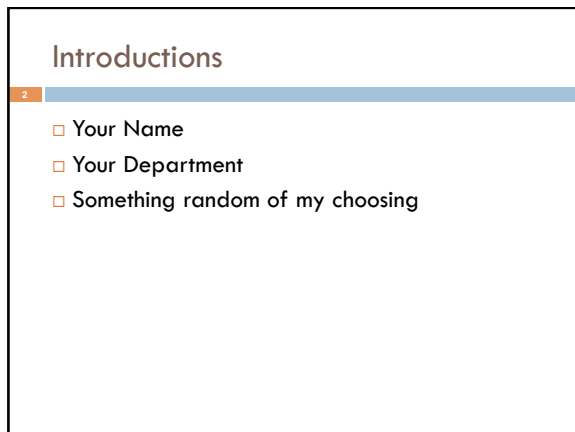
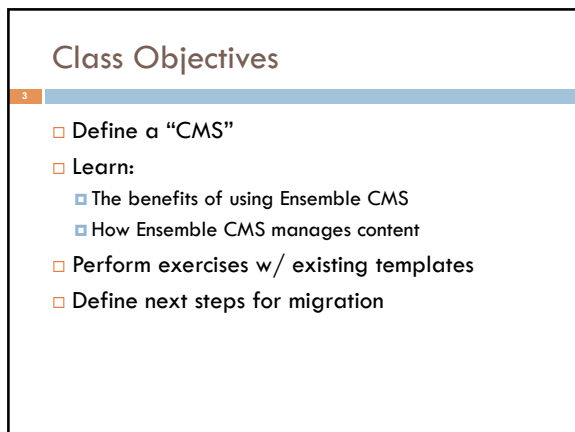


Intro to the Ensemble CMS







What are we talking about?

□ CMS

A content management system facilitates the creation, organization, and display of Web content from multiple creators.

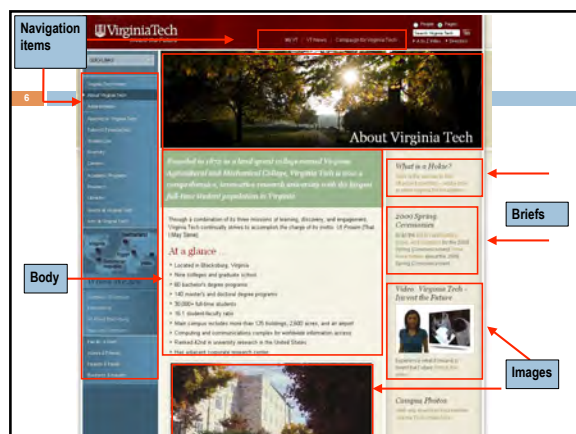
□ Content

The information we want to share with the world: news articles, press releases, papers, photos, graphics, music, video, presentations, etc.

Key Benefits

- Shared content
- Few broken links
- Auto expiration and publishing
- Revision history and promotion
- Automagic coding and styling updates
- Content delegation
- Built-in mobile templates
- Horizontal and Vertical Navigation themes





How content is managed:

7

Creation

New content is created by entering data into a web form.

Display

The CMS displays content using templates. The same content can be paired with different templates to create multiple output formats.

Permissions

The web-admin(s) for your group can determine who has access to your site's content, who can create or edit content, and who can put content online on your actual site.

Key Ensemble CMS concepts

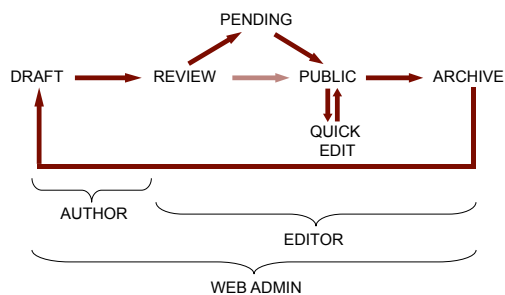
8

- Your **Community** is your work group within Ensemble that is given access to a common set of sites, templates, content types, etc.
- People in your Community are assigned the **Role** of Author, Editor, and/or Web Admin, which grants them access to various CMS functions.
- Pages are "assembled" from **Content Items**.
- Assembling content creates an association between content items called a **Relationship**.
- Each content item progresses through a set of states called the **Workflow**.

Workflow

The lifecycle of a Content Item and associated Roles:

9



Check-In/Check-Out System

10

- Check out a content item to work on it
- Check in a content item when you're done

- Only the user who has checked out a content item can edit it or move it along the workflow
 - ▣ Web Admins have a "Force Check-In" override

Publishing

11

- Incremental
 - Publishes all items in a community that have been created or updated since the last publish cycle. Items must be in the pending or public state
 - Web Admins can trigger a Publish Now on an item, folder, or site
 - Does not publish navigation
- Full publish
 - Occurs every other day from 7 a.m. to 7 p.m.
 - Publish all items in a site, including navigation
- Schedules posted at <http://www.ensemble.cms.vt.edu>

Before we take a look ...

12

- Ensemble is web-based, so it works on both PCs and Macs
- The following browsers are supported:
 - ▣ Internet Explorer V7.0+ (Windows platforms)
 - ▣ Firefox 2.0+ (Windows, Linux, OSX)
 - ▣ Safari 1.02 (OS X)
 - ▣ Chrome (Windows and Linux)
- Java JRE is 1.5.0_08 or later
- JavaScript must be enabled
- Pop-ups must be allowed
- Cookies must be accepted
- Security Certificate must be accepted

Let's go for it!

13

- Go to:
<https://ensemble.vt.edu/>
- Log in with your PID/password
- Navigate to CMS_Sandbox community
- Look in training-[semesterYR]/[today's date]-intro

User Interface Concepts

14

- Content Explorer
 - ▢ The interface through which you create, modify, and process content items
- Content Explorer elements
 - ▢ **Sites:** Displays websites in your community
 - ▢ **Folders:** Organize content items
 - ▢ **Views:** Specialized content listings
 - ▢ **Searches:** Use default searches, or customize and save your own personalized searches

Content Types, Defined

15

- Full listing:
https://www.ensemble.cms.vt.edu/user-manual/ct_listing/index.html
- General Content
Main content type. Most pages are general content.
- Brief
Content to be shared/featured on pages and in slots. Not standalone.
- Image/Image-Non Standard
Two ways to upload images. Standard requires two versions saved at 490 px or 240 px (medium), and 185 pixels (small). Non Standard requires just one version.
- Biography
Displays info about faculty, staff, administrators, students. Can list info based on PID.

Content Types, Defined (Cont'd)

16

Covered in the Advanced Class

- Image Gallery
Displays standard images in a gallery format.
- Multimedia/External Multimedia
For podcasts, video, Flash files. Multimedia lets you upload directly. External Multimedia links to file.
- Auto Indexer
Indexes other content types; produces RSS feeds.
- Article
Ideal for news publications
 - ▢ Automatically creates PDFs
 - ▢ Sharing with Social Media Sites
- Tags

Folder and Permissions Exercise

□ Create a new folder:

- ▢ Right-click the [today's]-intro Folder
 - Select New Folder
 - Folder Name: Your PID
- ▢ Explore Security and Display Formats
 - Security Permissions
 - Allows owner and Admins to hide content from other communities
 - Display Formats (right click after creation)
 - Changes default content explorer view to include or hide additional content item properties

Exercise 1 – General Content

18

□ Create a general content type

- Include your initials in filename, last name in keyword field
- Page title: {Last name} CMS page
- Enter a few lines of text in the body and brief fields
- Save the content item

19

Images in the CMS

Image Content Type

Requires at least two sized images

Small: 185px wide by any height

Medium: 240px or 490px by any height

Automatic Image Resizer

Upload a single image, populate the required fields

Large sized populates the small, medium and thumbnail

Medium sized populates the small and thumbnail fields

Small sized populates the medium and thumbnail fields

Thumbnail does not resize it will only populate its own field

Image-Non Standard

Requires one image with no size constraints

Recommended

20

Exercise 2 - Images

Create an image content type

Download cropped image from Shared Drive on your Desktop

Create image content item

Include your initials in filename, type in a caption

Upload your image

Fill out both the caption and ALT text field with something applicable

Save, close and leave checked out to you

Automatic image resizer will populate the small, medium and thumbnail image fields

Open your general content type and insert your image

Insert >> CMS Image Medium

Navigate to the image >> Select/Open

Insert as Image with caption (Left)

21

Exercise 3 – Creating Links

Two Types

CMS Links

Links to pages within the CMS

Automatically Update and Expire

Hyperlinks

Links to pages outside the CMS

Create a hyperlink

Select some text in the body field

Insert>Insert Hyperlink>OK

Address: <http://www.vt.edu>

7

Intro to the Ensemble CMS

Exercise 3 Cont'd – CMS Link

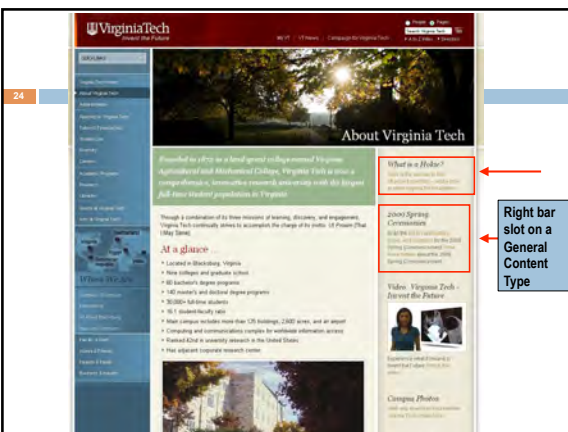
22

- Create a CMS Link
 - ▣ Select some text in the body
 - Insert>Insert CMS Inline Link
 - Using the Content Browser, select someone else's page
 - **Note:** Only check include site and folder in the link if the item is outside of your site.
 - Click the Select/Open Button>Select once more
 - ▣ Changing the target
 - Highlight your link, Insert>Insert Hyperlink
 - Change target to New Window
 - ▣ Save >> Preview

Assembly concepts

23

- Templates
 - ▣ **Slots:** a section on a Web page
 - ▣ **Snippets:** content Items placed into Slots
- Active Assembly Table Editor
 - ▣ Enables you to assemble related Content Items together into Web pages
 - ▣ Depends on content type



Assembly Exercise

25

- Right click >> Edit the general content item you've created
 - Scroll down to the Edit All button
 - Choose right bar content slot
 - Navigate to training-[semester-year] directory
 - Choose campus-guide, visitus-brief brief items
 - Click Link to slot
 - Close the table editor
 - Click save
 - Right-click item, choose Preview >> P-Full page

Biography Exercise

26

- In the folder, right-click New Item >> Biography
 - Include initials in filename
 - Page title: Your name
 - Keywords: yourlastname, biography, training
 - Category: Choose >> Staff
 - PID: Enter Your PID
 - First name: {First name}
 - Last name: {Last name}
 - Write a few lines of text in the body field
 - Save
 - Right-click >> Preview >> P-Bio

Biography (Step 2)

27

- After previewing, right-click Active Assembly Table Editor
 - Click Biography Image slot
 - Search for your image in CMS_Sandbox community
 - Choose image in check box
 - Click link to slot
 - Close
 - Right-click >> Preview >> P-Bio

Inserting Brief Versions of Pages

28

- Right Click General Content>>Active Assembly Table Editor
 - ▣ Click Right Bar Content
 - ▣ Select Biography
 - ▣ Select S-Bio, Click Open/Select
 - ▣ Using Arrows in AATE, move the item to the very top
 - ▣ Click Close
 - ▣ Right-click >> Preview >> P-Page

Moving Items in the Workflow

29

- Select the items you've created and right-click on them
- Choose Workflow >> Send to Review
- Once in Review, right-click, select Workflow >> Direct to Pending
- System Actions
 - ▣ Move the item to public
 - ▣ Copy it to the delivery server at the published time

Versioning

30

- Audit Trail
 - Roll Back to Previous Versions
- Accountability
 - Compare Versions

Revisions	State	Transmitted	History	Rev	To State	Published	Who	Comment
Mar 3, 2009 3:04:00 AM	Created			1	Draft (1)	no	composer27	
Mar 3, 2009 3:04:00 AM	Checked out by composer27			1	Draft (1)	no	composer27	
Mar 3, 2009 3:05:00 AM	Checked in			1	Draft (1)	no	composer27	
Mar 3, 2009 3:06:00 AM	Checked out by composer27			1	Draft (1)	no	composer27	
Mar 3, 2009 3:07:00 AM	Checked in			1	Draft (1)	no	composer27	
Mar 3, 2009 3:08:00 AM	Checked out by composer27			1	Draft (1)	no	composer27	
Mar 3, 2009 3:09:00 AM	Checked in			1	Draft (1)	no	composer27	
Mar 3, 2009 3:10:00 AM	Checked out by jph05			1	Draft (1)	no	jph05	
Mar 3, 2009 3:11:00 AM	Checked in			1	Draft (1)	no	jph05	
Mar 3, 2009 3:12:00 AM	Created to Pending(2)			1	Pending (4)	no	jph05	
Mar 3, 2009 3:13:00 AM	Checked out by jph05			1	Pending (4)	no	jph05	
Mar 3, 2009 3:14:00 AM	Checked in			1	Pending (4)	no	jph05	
Mar 3, 2009 3:15:00 AM	Approved to Public(5)			1	Public (5)	yes	composer27	
Mar 3, 2009 3:16:00 AM	Quick Edit (6)			1	Quick Edit (6)	no	jph05	
Mar 3, 2009 3:17:00 AM	Checked out by jph05			1	Quick Edit (6)	no	jph05	
Mar 3, 2009 3:18:00 AM	Checked in			1	Quick Edit (6)	no	jph05	
Mar 3, 2009 3:19:00 AM	Rollback to Public(3)			2	Public (5)	yes	jph05	

Next Steps for Migration

31

- Site request form at <http://ensemble.cms.vt.edu/join>
- Content
 - Determine what can be purged or kept for migration to CMS
 - Batch import option
 - Simple Content Items
 - Images
 - Files
 - Discussed during consultation

Migration (Cont'd)

32

- Does your current site contain:
 - A database search function?
 - Dynamic Content?
- If so, consider hosting option outside of CMS for those sections
 - CMS Template
- Want traffic stats?
 - Google Analytics and Awstats are available

Resources

33

- Reference site: www.ensemble.cms.vt.edu
 - User manual
 - Video tutorials
 - Updates
- Problems?
 - Call 4-HELP
 - Send an e-mail to ensemble@vt.edu

Questions?
