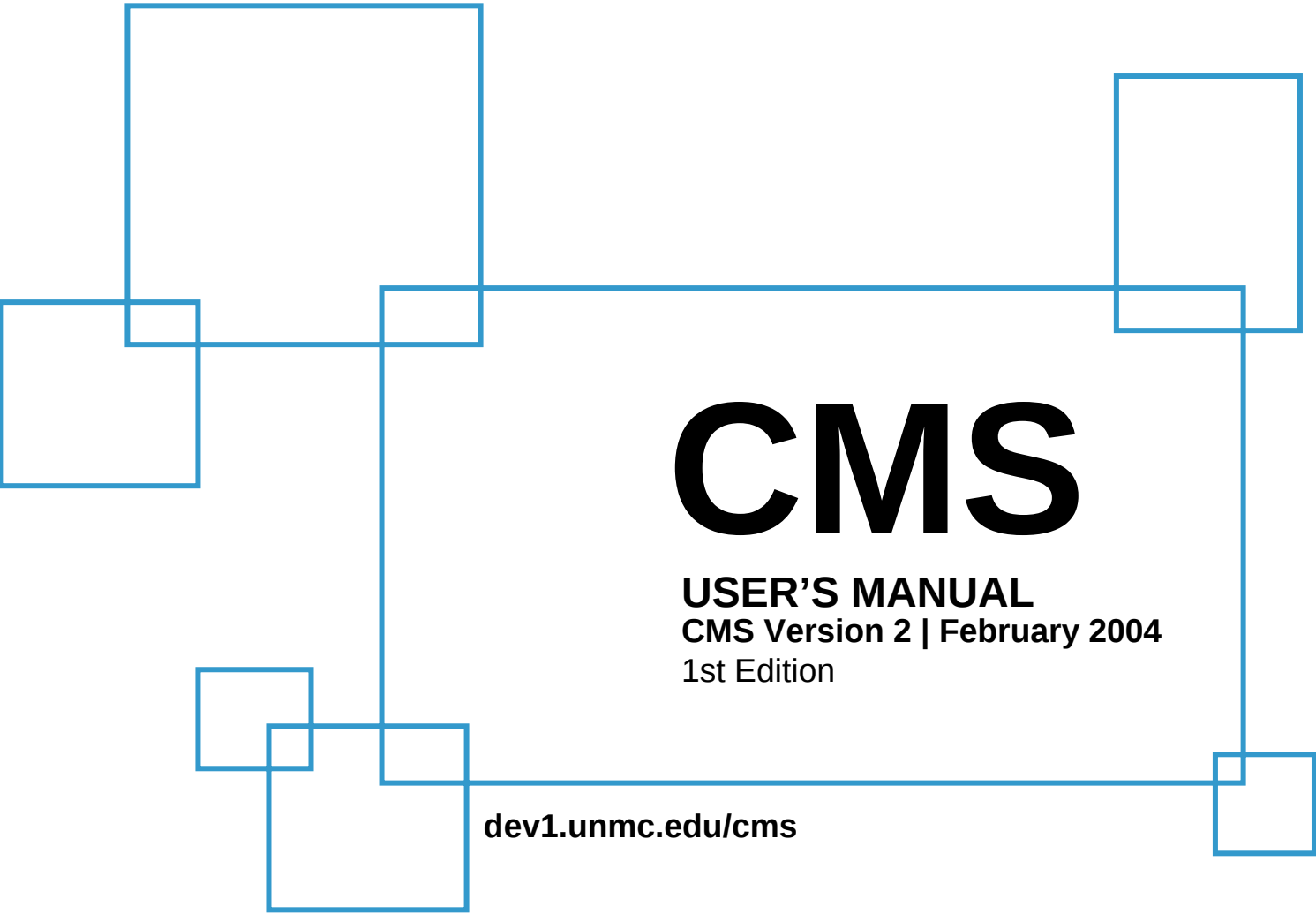




CMS

USER'S MANUAL

CMS Version 2 | February 2004

1st Edition

dev1.unmc.edu/cms

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CONTENTS

Table of Contents

PREFACE ?? Preface

?? Navigating This Document

?? Who Should Read This Manual

CHAPTER 1 ?? Interface Overview

?? CMS Overview

?? Logging Into CMS

?? The CMS Menu

?? Icons Used In CMS

?? Buttons

?? Other Interface Elements

CHAPTER 2 ?? Content Management

?? Content Management Overview

?? Content Editors

?? Changing Your Content Editor

?? Adding Content

?? Viewing Content Details

?? Editing Content

?? Deleting Content

?? Inserting Media into Content

?? Viewing Published & Unpublished Content

?? Searching for Content

CHAPTER 3 30 Menu Management

?? Menu Management Overview

?? Adding Menu Items

?? Viewing Menu Item Details

?? Editing Menu Items

?? Deleting Menu Items

?? Moving Existing Menu Items

?? Disabling Menu Items

?? Searching for Menu Items

CHAPTER 4 ?? Navigation Mode (Not Written Yet)

?? ??????????

CHAPTER 5 50 Web Management (Not Written Yet)

?? ??????????

CHAPTER 6 ?? Driver File Management (Not Written Yet)

?? ??????????

CHAPTER 7 ?? User Management (Not Written Yet)

?? ??????????

Welcome to CMS (Content Management System)!

This manual describes how to build and maintain websites using CMS.

This preface contains the following sections:

- *Navigating This Document, on page ??*
- *Who Should Read This Document, on page ??*

■ Navigating This Document

This manual contains the following chapters:

- Chapter 1, ***Interface Overview***, describes the various GUI (graphical user interface) elements used in CMS. This chapter also explains how to navigate CMS.
- Chapter 2, ***Content Management***, describes how to add, edit and delete content.
- Chapter 3, ***Menu Management***, describes how to add, edit and delete menu items.
- Chapter 4, ***Navigation Mode***, describes how to use Navigation Mode to edit a website.
- Chapter 5, ***Web Management***, describes how to set various properties of a website.
- Chapter 6, ***Driver File Management***, describes how to open and edit the CMS driver files.
- Chapter 7, ***User Management***, describes how to add, edit and delete users.

■ Who Should Read This Document

This manual is designed for CMS users and superusers. Superusers have access to pieces of the administrative features provided by CMS. The difference between user and superuser will be explained further in chapter 1 of this manual. For information on administering CMS, please obtain a copy of the administrator's manual.

Interface Overview

This chapter contains the following sections:

- *CMS Overview, on page ??*
- *Logging Into CMS, on page ??*
- *The CMS Menu, on page ??*
- *Icons Used in CMS, on page ??*
- *Buttons, on page ??*
- *Other Interface Elements, on page ??*

■ CMS Overview

- CMS is a web-based content management system that allows users to create and maintain websites via the web. CMS allows you to edit all four attributes of your website: the header, the footer, the menu and the content. Figure 1.0 shows each piece.



Figure 1.0 Website Attributes

- How to edit each attribute will be explained in this manual in subsequent chapters. If you're familiar with CMS please refer to the Table of Contents to jump to the chapter that explains how to edit the attribute you are looking for.

■ Logging Into CMS

- Open a web browser such as Internet Explorer 6 and type in the following web address: <http://dev1.unmc.edu/cms> and hit enter. You should see the login page show in Figure 1.1. **IMPORTANT:** CMS is not accessible from off-campus unless you obtain a secure id card. To get a secure id card, please contact the help desk, 402-559-7700. To obtain a CMS account please contact **Mitch McKenzie, 402-559-9306** or **Anne Faylor, 402-559-3043**.

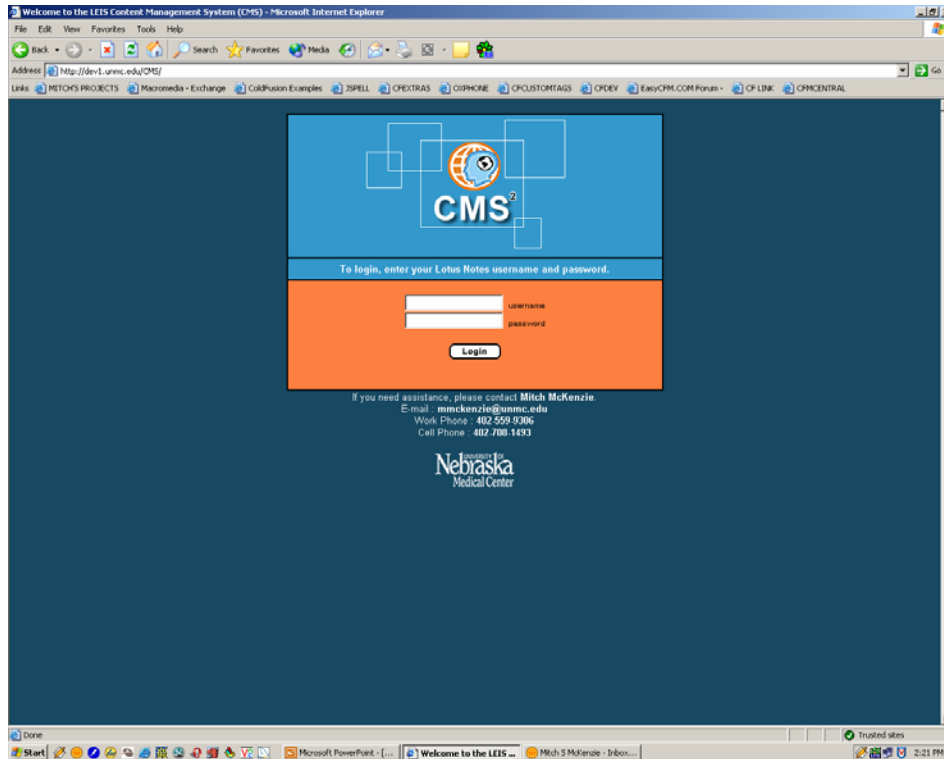


Figure 1.1 CMS Login Page

- To login, type in your **lotus notes username** and **password**. Your lotus notes account is the same account you use to access services such as blackboard and email. After entering your account information, click the **Login** button. See Figure 1.12

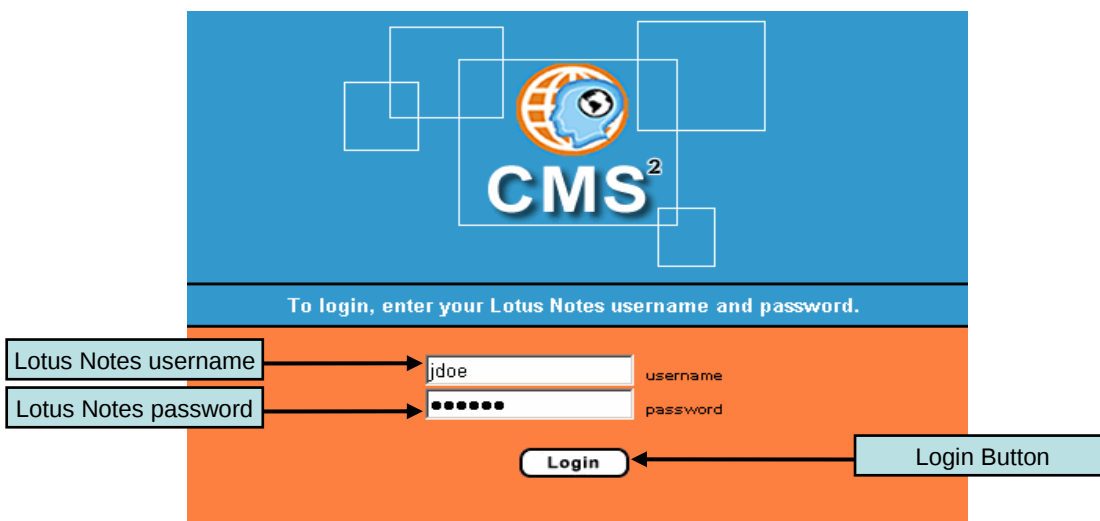


Figure 1.12 CMS Login Page Attributes

- If your login attempt was successful, you should see something similar to what is shown in Figure 1.13. If you are having problems logging into cms, please contact **Mitch McKenzie, 402-559-5306**. The contact information is located on the login page.

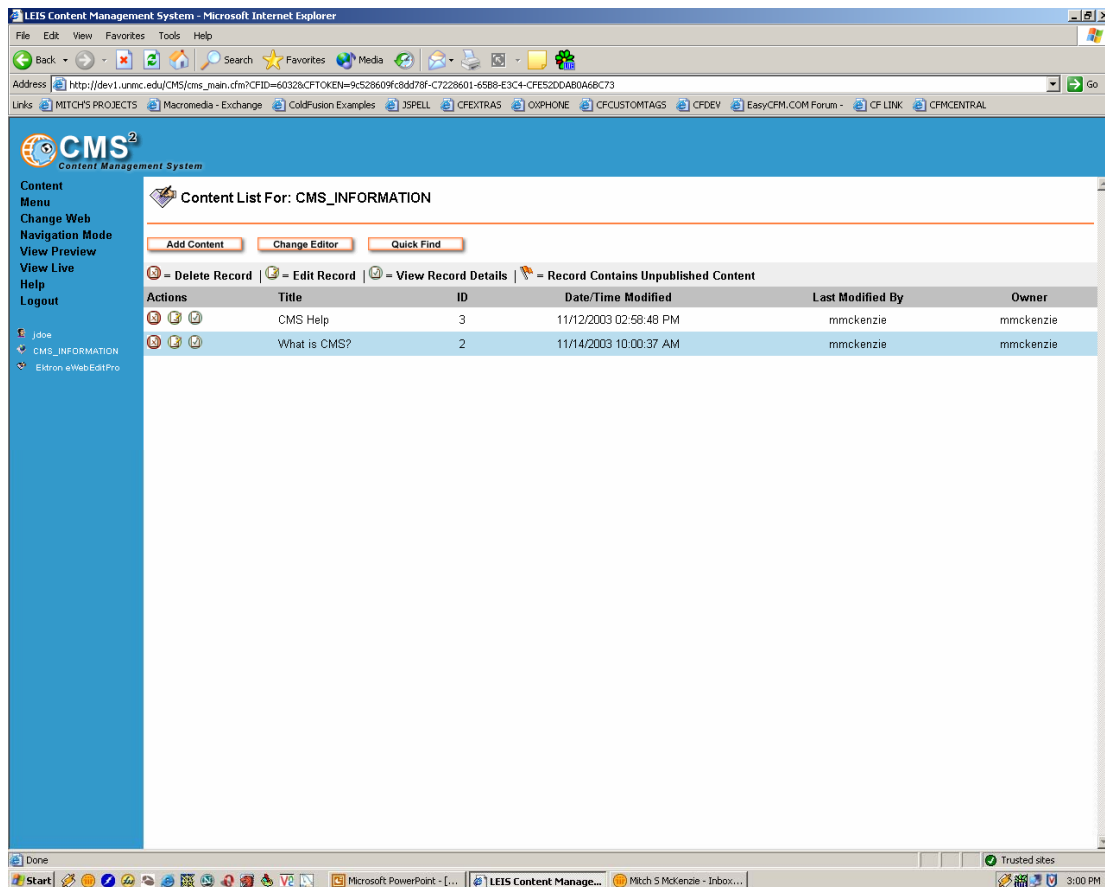


Figure 1.13 CMS Initial Page

■ The CMS Menu

- CMS has two types of users: regular users and superusers. Superusers have restricted access to some of the administrative features in CMS. A regular user will not have access to any of the administrative features. Most likely you will login as a regular user and be presented with the menu shown in Figure 1.14. Please read the description for each menu item.

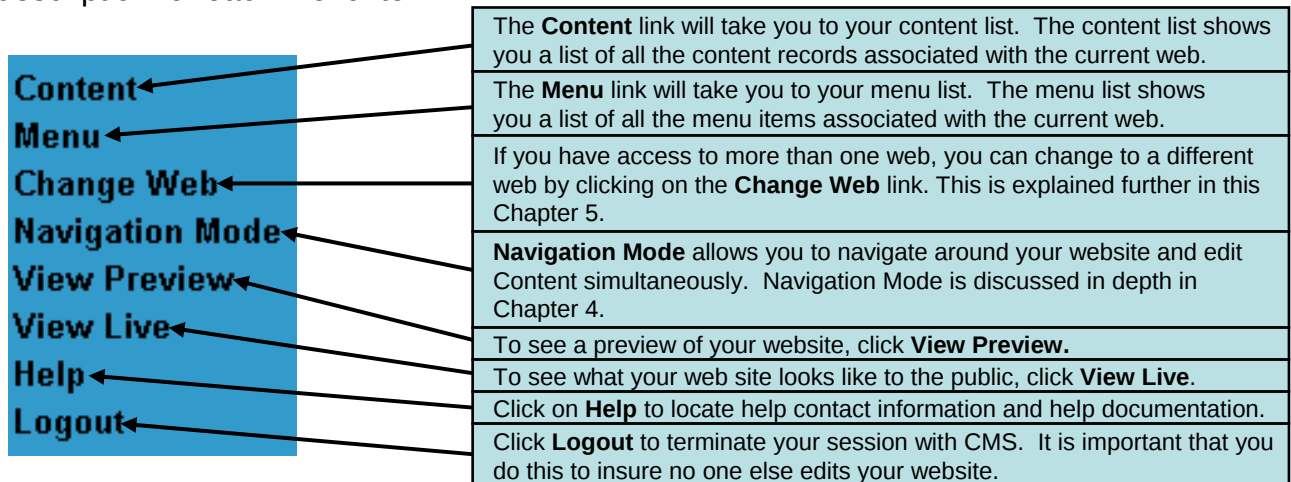


Figure 1.14 The CMS Menu for Regular Users

- If you logged in as a superuser, you will notice two additional menu items: Users and Webs. Please see figure 1.15 for a description of each.

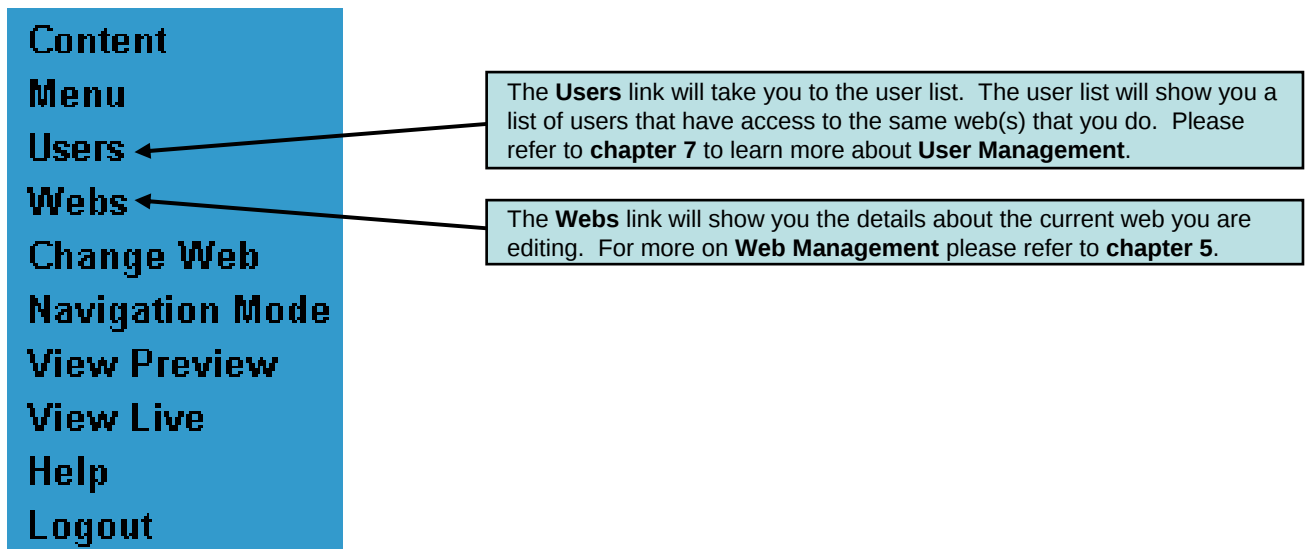


Figure 1.15 The CMS Menu for Superusers

■ Icons Used In CMS

- Figure 1.16 shows a list of icons used in CMS and a description for each.

Icon	Description
	Delete Icon – This icon is used to delete a record. The icon will appear in the content list, menu list and user list (only for superusers).
	Edit Icon – This icon is used to edit a record. The icon will appear in the content list, menu list and user list (only for superusers).
	Details Icon – This icon is used to view details about a record. The icon will appear in the content list, menu list and user list (only for superusers).
	Unpublished Content Icon – This icon will appear next to content records that contain unpublished content. This icon will only appear on the content list. Working with unpublished content will be covered in Chapter 2 .
	Disabled Menu Item Icon - This icon will appear next to menu item records that are disabled. This icon will only appear on the menu item list. Disabled menu items will be covered in Chapter 3 .

Figure 1.16 Icons and Descriptions

- There is a key at the top of each record list that shows you a short description of each icon. See figure 1.17

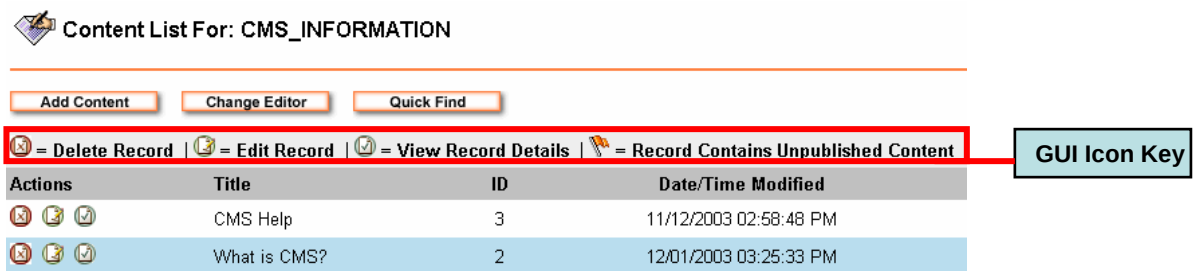


Figure 1.17 Icon Key

- In the upper left corner of the page you'll notice different type of icon. These icons are used to show the user what type of records are being viewed. See figure 1.19

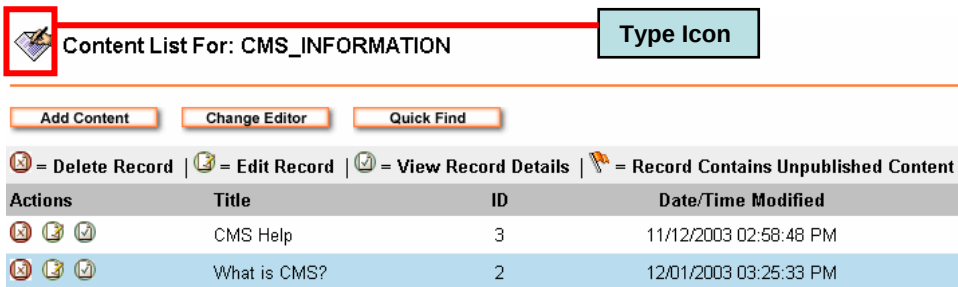


Figure 1.18 Type Icon

- Figure 1.19 shows a description for each icon.

Icon	Description
	Content Icon – The content icon symbolizes content records. The icon will appear on any page that relates to adding or modifying content.
	Menu Icon – The menu icon symbolizes menu records. The icon will appear on any page that relates to adding or modifying menu items.
	Web Icon – This web icon symbolizes web records. The icon will appear on any page that relates to modifying the properties of a web.
	User Icon – The user icon symbolizes user records. The icon will appear on any page that relates to adding or modifying users.
	Help Icon - The help icon will only appear on the help page.

Figure 1.19 Icons and Descriptions

■ Buttons

- Above the Icon Key, you will notice 3 buttons. Each button links to different piece of the CMS application. An explanation for each button will be provided in subsequent chapters. See figure 1.2

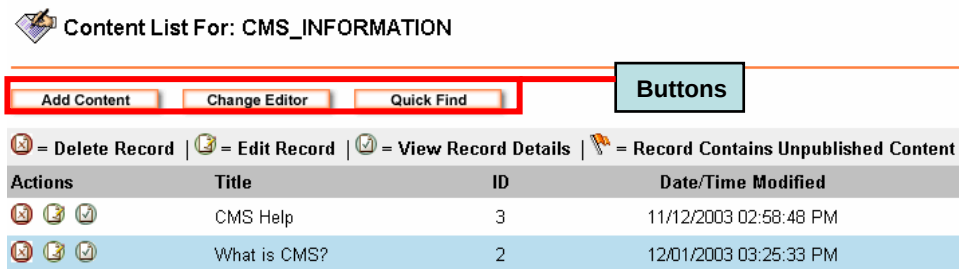
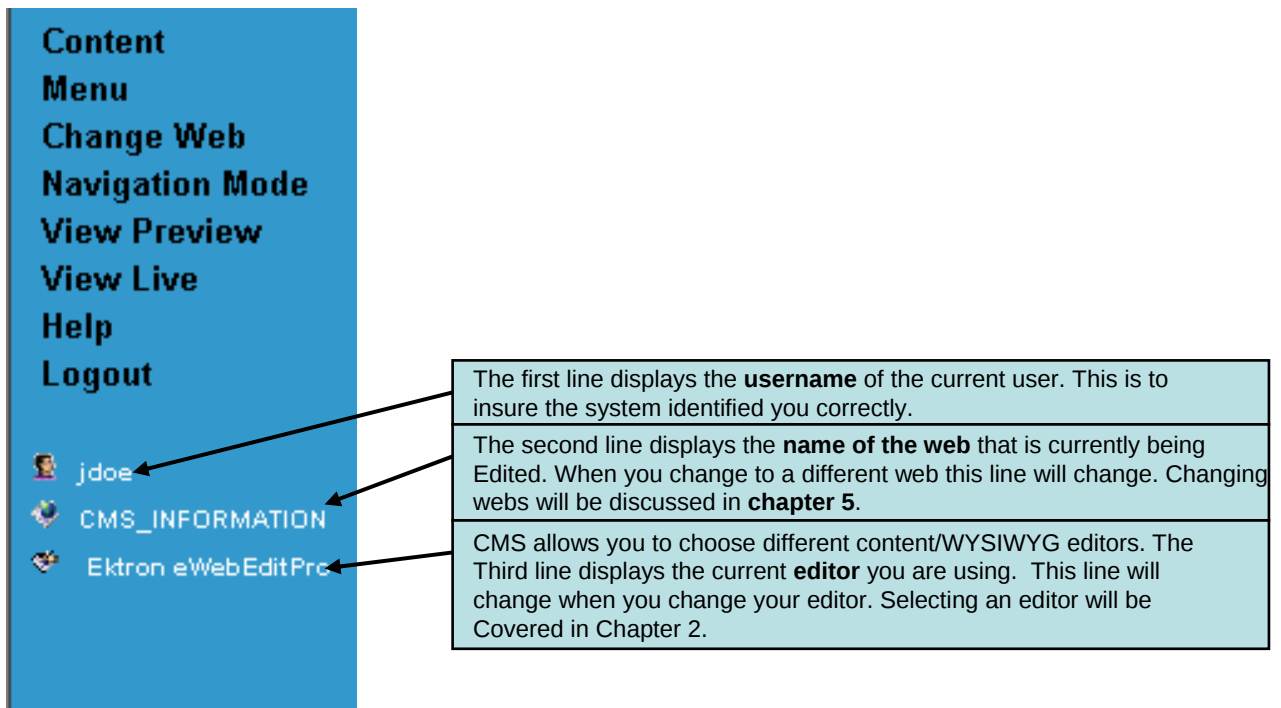


Figure 1.2 Buttons

■ Other Interface Elements

- Below the CMS menu are three pieces of system information. See figure 1.21 for a description of each.



Content Management

This chapter contains the following sections:

- *Content Management Overview, on page ??*
- *Content Editors, on page ??*
- *Changing your Content Editor, on page ??*
- *Adding Content, on page ??*
- *Viewing Content Details, on page ??*
- *Editing Content, on page ??*
- *Deleting Content, on page ??*
- *Inserting Media into Content, on page ??*
- *Viewing Published & Unpublished Content, on page ??*
- *Searching for Content, on page ??*

■ Content Management Overview

- This chapter covers how to edit the content attribute of your website. See Figure 2.0

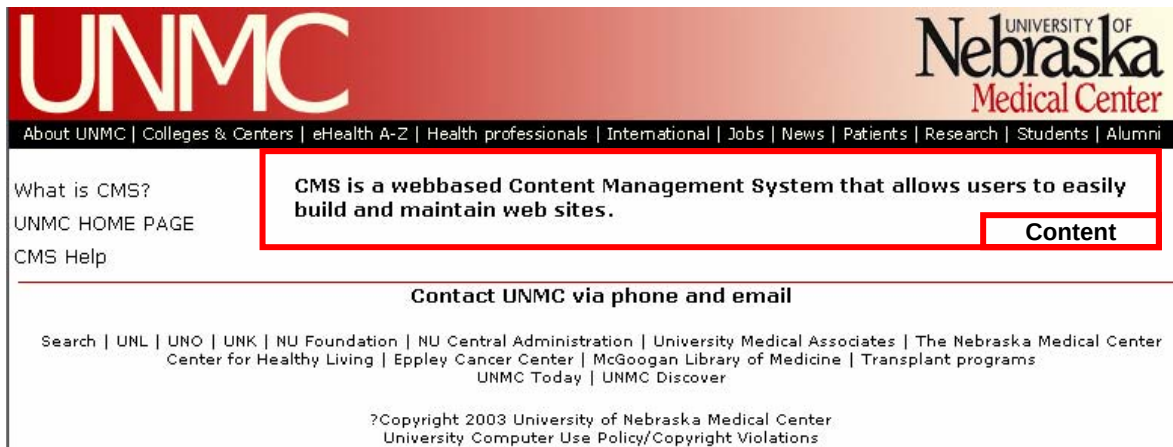


Figure 2.0 Content Attribute

■ Content Editors

- CMS provides three different content editors.

1. Ektron EWebEditPro

- This WYSIWYG (What You See Is What You Get) editor is the default and recommended editor. Ewebeditpro comes with a custom written application called the UNMC Media toolbar (Written by Steve Pera) , that allows users to insert media into content. Ewebeditpro also provides a good and reliable spell checker. Figure 2.10 shows a screen shot of EWebEditPro. How to use the UNMC Media Toolbar will be covered in the Inserting Media into Content section of this chapter. The user's guide for EWebEditPro can be opened by clicking the help button.

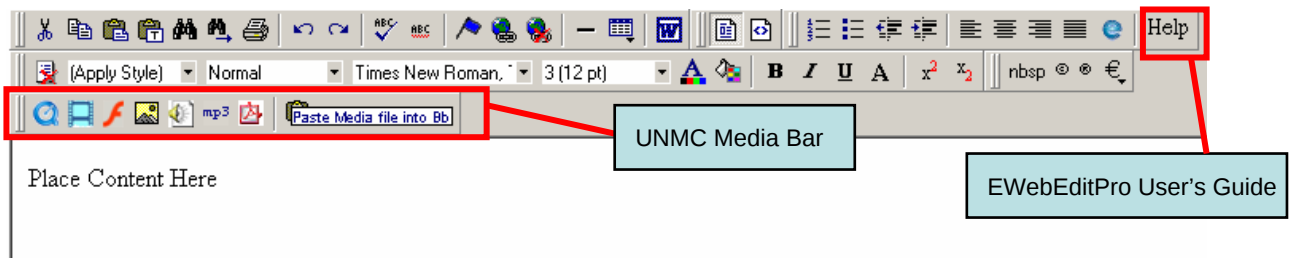


Figure 2.10 Ektron EWebEditPro

2. FCK Editor

▪ This WYSIWYG editor is experimental and may become the default editor for CMS in the future. Compared to EWebEditPro FCK is much faster in terms of load time (time it takes for the editor to be displayed). FCK editor lacks a spell checker and the UNMC Media Bar. Figure 2.11 shows a screen shot of the FCK editor.

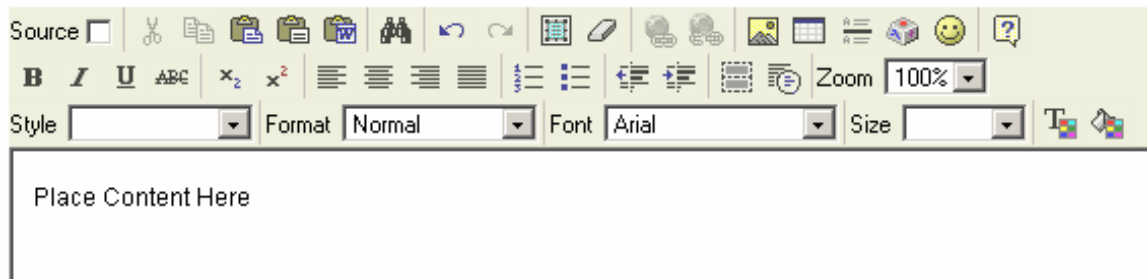


Figure 2.11 *FCK Editor*

3. Plain Text Editor

▪ This editor will let you edit the raw source code of your content page. This editor is only for users that know the Hyper Text Markup Language or other web-based languages (Javascript, Java). Figure 2.12 shows a screen shot of the Plain Text editor.

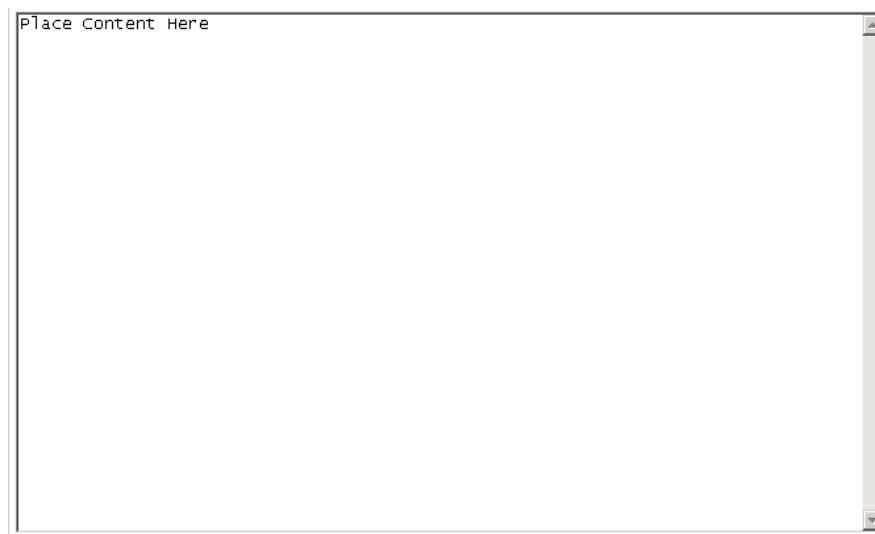


Figure 2.12 *Plain Text Editor*

■ Changing Your Content Editor

- To change your content editor click on the **Content** link from the CMS menu and then click the **Change Editor** button at the top of the **content list**. See Figures 2.13 & 2.14

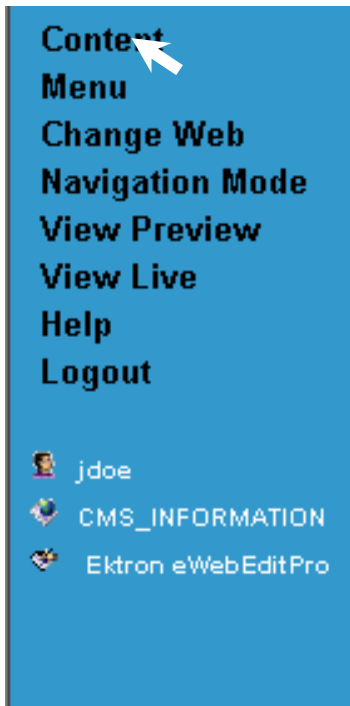


Figure 2.13 The CMS Menu

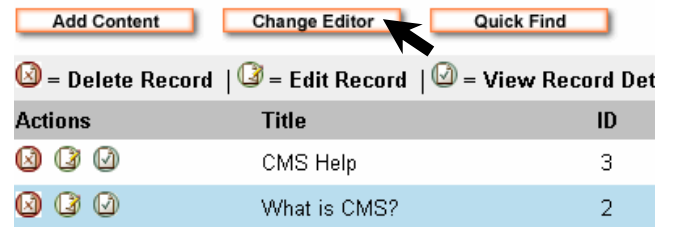


Figure 2.14 Content List

- The next page will display the current editor being used and a drop down list that allows you to change to a different editor. See Figure 2.15



Change Editor



Currently Using:

Change Editor To:

Plain Text Editor

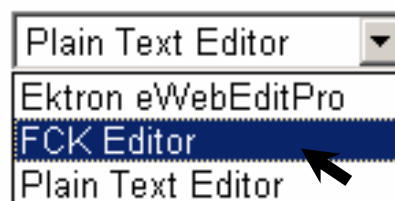


Figure 2.15 Change Editor Page

- **Step 1: Specify a Title For This Content** - Type in the title for the content in the input box shown in figure 2.17. This is what will appear in the title bar of the browser window. See Figures 2.22 & 2.23 on the next page.

1 Specify a Title For This Content

Title:

Figure 2.19 Adding Content Step 1

- **Step 2: Specify a Title For This Content** - Type in the content using the given editor shown in figure 2.2. This is what will appear below the header and to the right of the menu. See Figures 2.22 & 2.23 on the next page.

2 Type in your Content Using the Editor Below

Content:



Figure 2.2 Adding Content Step 2

- **Step 3: Submit Data** - Before submitting the content, you must select one of three Options.

Option 1: If you click on the **Save** button, the content will be saved but it will not be displayed on the live site.

Option 2: If you click on the **Publish** button, the content will be saved and made available on the live website.

Option 3: If you click the **Cancel** button, nothing will be saved and you will be taken back to the content list.

See Figure 2.21



Figure 2.21 Adding Content Step 3

- Figures 2.22 and 2.23 illustrates were each attribute will appear when you view your website in a web browser such as Internet Explorer.

 Add Content To: CMS_INFORMATION

1 Specify a Title For This Content

2 Type in your Content Using the Editor Below

Content:

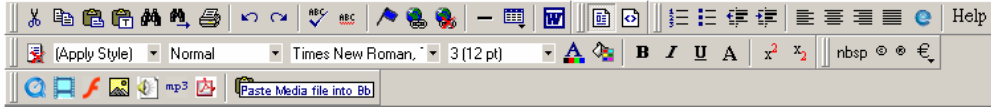


Figure 2.22 Add Content Page

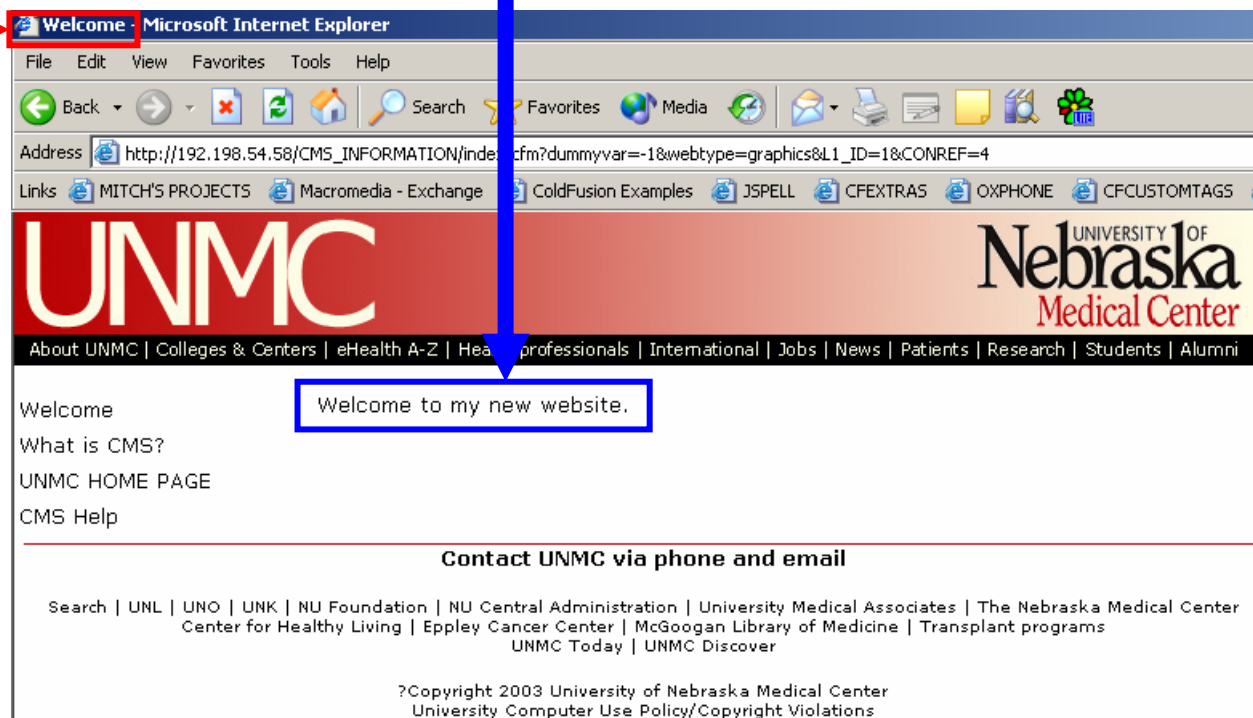


Figure 2.23 Sample Website

■ Viewing Content Details

- This section shows you how to view details about content records that are not displayed on the content list. You can get to the details page by clicking on the details icon for the record you wish to see details for. See Figures 2.24 & 2.25

 **Content List For: CMS_INFORMATION**

[Add Content](#) [Change Editor](#) [Quick Find](#)

 = Delete Record |  = Edit Record |  = View Record Details |  = Record Contains Unpublished Content

Actions	View Record Details Icon	ID	Date/Time Modified	
   		CMS Help	3	12/30/2003 01:40:49 PM
   		Welcome	4	12/24/2003 02:55:29 PM
   		What is CMS?	2	12/30/2003 10:13:16 AM

Figure 2.24 View Record Details



 **Content Detail: CMS Help**

[Edit Current](#) [Delete Current](#) [Back](#)

Database ID:	5353
Content ID:	3
Content Title:	CMS Help
Date Created:	11/05/2003 01:15:27 PM
Last Modified by:	mmckenzie
Last Modified:	12/30/2003 01:55:50 PM

Live / Published Content

If you need **help**, please contact **Mitch McKenzie**.
E-mail: mmckenzie@unmc.edu
Work Phone: **559-9306**
Cell Phone: **708-1493**

Saved / Unpublished Content

If you need **assistance**, please contact **Mitch McKenzie**.
E-mail: mmckenzie@unmc.edu
Work Phone: **559-9306**
Cell Phone: **708-1493**

Figure 2.25 Record Details Page

- Figures 2.26 provides an explanation for each piece of the content details page.



Content Detail: CMS Help

Edit Current

Delete Current

Back

Database ID:	5353	The Database ID and Content ID are used by CMS to uniquely identify the content record.
Content ID:	3	
Content Title:	CMS Help	The Content Title is the title you specified for the given content record.
Date Created:	11/05/2003 01:15:27 PM	Date Created shows the day and time the content record was created.
Last Modified by:	mmckenzie	Last Modified by shows the username of the user that last made modifications to the content record.
Last Modified:	12/30/2003 01:55:50 PM	Last Modified shows the day and time modification were last made to the given content record.

Live / Published Content

If you need **help**, please contact **Mitch McKenzie**.
E-mail: **mmckenzie@unmc.edu** ← The **green box** displays the live / published content stored for this content record.
Work Phone: **559-9306**
Cell Phone: **708-1493**

Saved / Unpublished Content

If you need **assistance**, please contact **Mitch McKenzie**.
E-mail: **mmckenzie@unmc.edu** ← The **red box** shows the saved / unpublished content stored for this content record.
Work Phone: **559-9306**
Cell Phone: **708-1493**

Figure 2.26

Content Details Page

■ Editing Content

- You can edit content by clicking on the edit record icon shown in figure 2.27.

Content List For: CMS_INFORMATION

Add Content Change Editor Quick Find			
ⓧ = Delete Record 📝 = Edit Record 👁 = View Record Details 🚩 = Record Contains Unpublished Content			
Actions	Edit Record Icon	ID	Date/Time Modified
ⓧ 📝 👁 🚩	CMS Help	3	12/30/2003 01:40:49 PM
ⓧ 📝 👁	Welcome	4	12/24/2003 02:55:29 PM
ⓧ 📝 👁	What is CMS?	2	12/30/2003 10:13:16 AM

Figure 2.27 *Edit Record Icon*

- You can also edit a record by clicking on the Edit Current button at the top of the content details page for that record. See figure 2.28

 **Content Detail: CMS Help**

Edit Button

Edit Current Delete Current Back

Database ID:	5353
Content ID:	3
Content Title:	CMS Help
Date Created:	11/05/2003 01:15:27 PM
Last Modified by:	mmckenzie
Last Modified:	12/30/2003 01:55:50 PM

Live / Published Content

If you need **help**, please contact **Mitch McKenzie**.
E-mail: **mmckenzie@unmc.edu**
Work Phone: **559-9306**
Cell Phone: **708-1493**

Saved / Unpublished Content

If you need **assistance**, please contact **Mitch McKenzie**.
E-mail: **mmckenzie@unmc.edu**
Work Phone: **559-9306**
Cell Phone: **708-1493**

Figure 2.28 *Content Details Page / Edit Button*

■ Deleting Content

- You can delete content by clicking on the delete record icon shown in figure 2.29.

Content List For: CMS_INFORMATION

Add Content Change Editor Quick Find			
 = Delete Record  = Edit Record  = View Record Details  = Record Contains Unpublished Content			
Actions	Delete Record Icon	ID	Date/Time Modified
   	CMS Help	3	12/30/2003 01:40:49 PM
  	Welcome	4	12/24/2003 02:55:29 PM
  	What is CMS?	2	12/30/2003 10:13:16 AM

Figure 2.29 Delete Record Icon

- You can also delete a record by clicking on the Delete Current button at the top of the content details page for that record. See figure 2.30

 **Content Detail: CMS Help**

Delete Button

Edit Current Delete Current Back

Database ID:	5353
Content ID:	3
Content Title:	CMS Help
Date Created:	11/05/2003 01:15:27 PM
Last Modified by:	mmckenzie
Last Modified:	12/30/2003 01:55:50 PM

Live / Published Content

If you need **help**, please contact **Mitch McKenzie**.
E-mail: mmckenzie@unmc.edu
Work Phone: 559-9306
Cell Phone: 708-1493

Saved / Unpublished Content

If you need **assistance**, please contact **Mitch McKenzie**.
E-mail: mmckenzie@unmc.edu
Work Phone: 559-9306
Cell Phone: 708-1493

Figure 2.30 Content Details Page / Delete Button

- Whenever you delete a record, CMS will confirm the deletion. See Figure 3.1

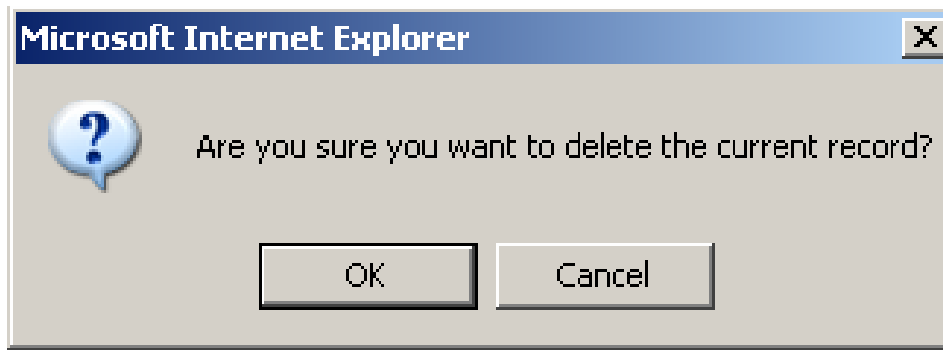


Figure 2.31 *Confirm Delete Request*

■ Inserting Media into Content

- To insert media into your content you must use Ektron EWebEditPro and the UNMC Media Toolbar. See Figure 2.32

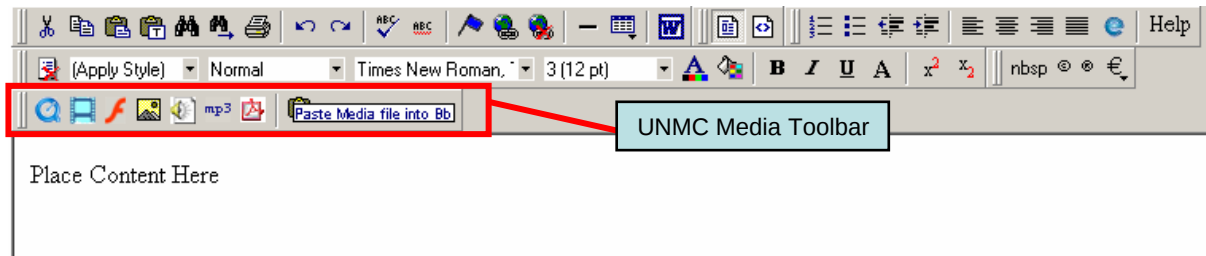


Figure 2.32 Ektron EWebEditPro & UNMC Media Toolbar

- If you mouse over each icon, a short description will be displayed. Figure 2.33 describes the type of media each icon will allow you to insert into your content.

Icon	Description
	Quicktime Icon – The quicktime icon will allow you to insert Quicktime movies. Valid Quicktime movies must have a '.mov' file extension.
	MPEG Icon – The mpeg icon will allow you to insert mpeg movies into your content. Valid mpeg movies must have a '.mpg' file extension.
	Flash Icon – The flash icon will allow you to insert flash movies. Valid flash movies must have a '.swf' file extension.
	Image Icon – This is probably the most frequently used icon the UNMC Media Toolbar provides. The image icon will allow you to insert any image with a '.jpg' or '.gif' extension.
	Wav Icon – Pronounced 'Wave', the Wave icon will allow you to insert Wav files with a '.wav' file extension. Wav files are sound files.
	MPEG 3 Icon – The MPEG 3 icon will allow you to insert mpeg 3 sound files. A valid mpeg 3 sound file will have the '.mp3' file extension.
	Adobe PDF Icon – The Adobe PDF icon will allow you to insert PDF files that have the '.pdf' file extension.

Figure 2. 33 UNMC Media Toolbar icons and Descriptions

▪ The following example will show you how to insert an image file into your content. Please follow the same steps when adding other types of media to your content.

1. Click on the image icon on the UNMC Media Toolbar. See figure 2.34

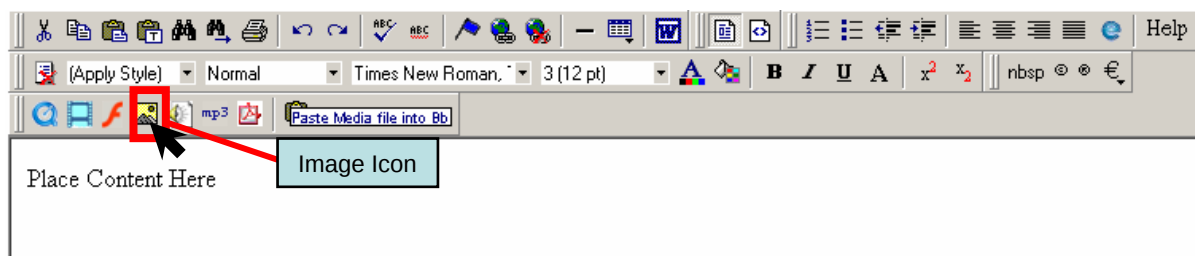


Figure 2.34 Image Icon

2. A new window will open and present you with two options. **Option 1** will let you select a file stored on your computer to upload to the Webmedia server. **Option 2** will let you select a file stored on the Webmedia server that you previously uploaded. Initially, you will probably want to use option 1. After selecting an option, click **Submit**. See figure 2.35

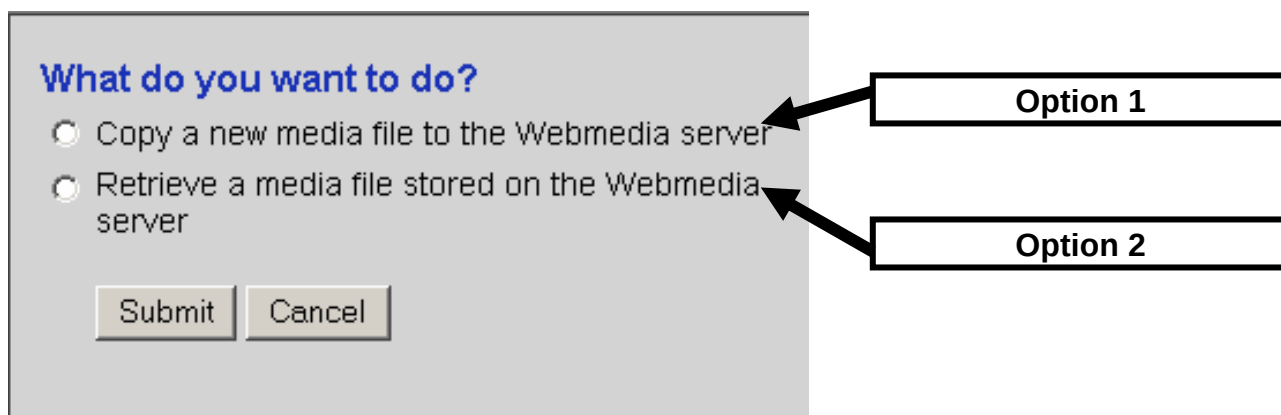


Figure 2.35 Option Window

3. If you selected **option one**, you will see the window shown in **Figure 2.36**. Please follow the steps listed in the window.

The screenshot shows a web interface for uploading a file. It contains four numbered steps with instructions and a list of bullet points for each. On the right side, there are input fields and buttons corresponding to each step: a 'Browse...' button for step 1, an empty text box for step 2, a dropdown menu showing '/leis/cms/' for step 3, and 'Submit' and 'Cancel' buttons for step 4.

- Select the .jpg and .gif file from your computer.**
 - The recommended picture size up to is approximately 320 pixels X 240 pixels (1/4 screen). If your .jpg or .gif picture size exceeds 320X240 contact LEIS @ (402) 559-7411 for assistance.
 - Do **NOT** use spaces in the file name.
 - The file name should **NOT** exceed 20 characters.
 - The controls will automatically be added.
- Type a description of the .jpg or .gif file. e.g.: "A picture of my dog" .**
 - The description is for future reference.
 - The description should **NOT** exceed more than 20 characters.
- Select the desired folder from the dropdown menu.**
 - The .jpg or .gif file will be copied to the folder shown to the right. Only the folders you have access to on Webmedia will be displayed.
- Click on the "Submit" button to copy the .jpg or .gif file.**
 - You will return to the WYSIWYG Editor in Blackboard. Click on the button to insert the picture.
 - Click on the "Submit" button located on the bottom of the page.

Figure 2.36 **Option 1**

4. If you selected **option two**, you will see the window shown in **Figure 2.37**. Please follow the steps listed in the window.

The screenshot shows a web interface for selecting a file from a list. It contains three numbered steps. Step 1 has a dropdown menu showing '/leis/cms/'. Step 2 shows a list of files with a description box and buttons for 'Delete' and 'Update Description'. Step 3 has instructions and 'Submit' and 'Cancel' buttons. There is also a separate instruction on the right side of the window.

- Select the desired folder from the dropdown menu.**
 - Only the folders you have access to on the Webmedia server will be displayed.
- Click on the .jpg or .gif file name below to preview the picture:**

Click on the filename from the list on the left to preview the picture:

datasitelog43.gif - CMS NEW LOGO SIMPLE -
redline.gif - redline - 1 x 773

Delete Update Description
- Click on the "Submit" button to copy the .jpg or .gif file.**
 - You will return to the WYSIWYG Editor in Blackboard. Click on the button to insert the picture.
 - Click on the "Submit" button located on the bottom of the page.

Figure 2.37 **Option 2**

5. After clicking the **submit button** on one of the two previous option pages, the window will close and you will notice that the image you selected is not appearing in your content. To insert the image you must click on the **Paste Media File into Bb** button. See **Figure 2.38**

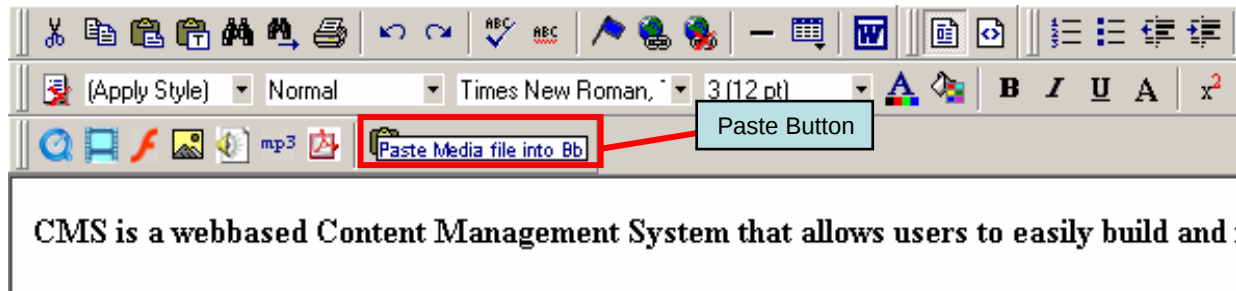


Figure 2.38 Paste Media into Content

■ Viewing Published & Unpublished Content

- Published Content is content on your website that is available to your audience. Unpublished content is content that only you, the web administrator can see. Any record displaying the flag icon contains unpublished content. See figure 2.39

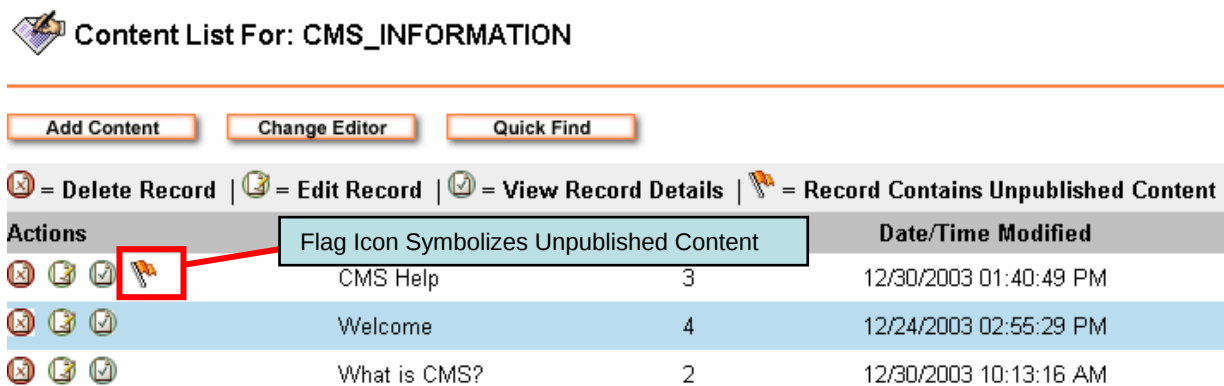


Figure 2.39 Unpublished Content Record

- To view published and unpublished content, click on the Record Details Icon. The record details page will show you the saved content with a red border and the published content with a green border. See Figure 2.4 & 2.41

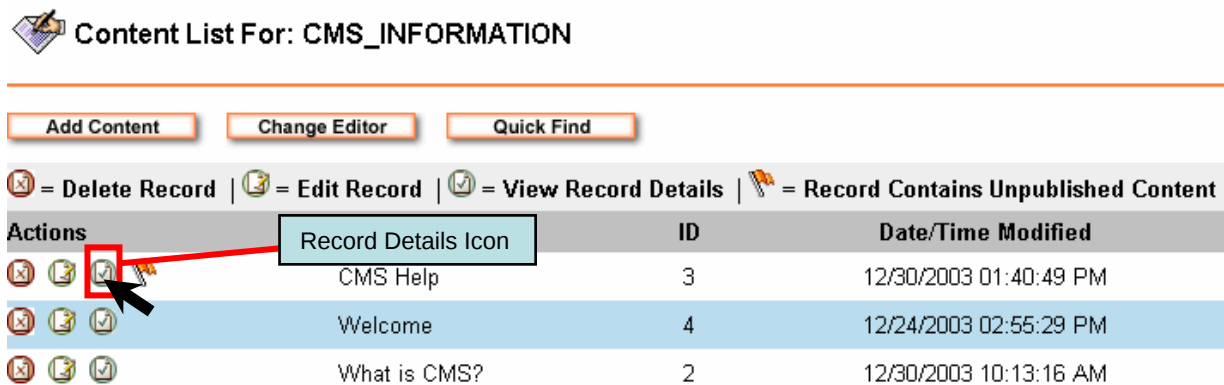


Figure 2.4 Record Detail Icon



Live / Published Content

If you need **help**, please contact **Mitch McKenzie**.

E-mail: mmckenzie@unmc.edu

Work Phone: 559-9306

Cell Phone: 708-1493

Saved / Unpublished Content

If you need **assistance**, please contact **Mitch McKenzie**.

E-mail: mmckenzie@unmc.edu

Work Phone: 559-9306

Cell Phone: 708-1493

Figure 2.41 Saved and Unpublished Content on Record Details Page

- You can also view published and unpublished content by clicking on View Live or View Preview from the CMS menu. Use View Live to view published content and View Preview for unpublished content. Using View Live and View Preview require you to navigate to the page you are trying to view. See figure 2.42

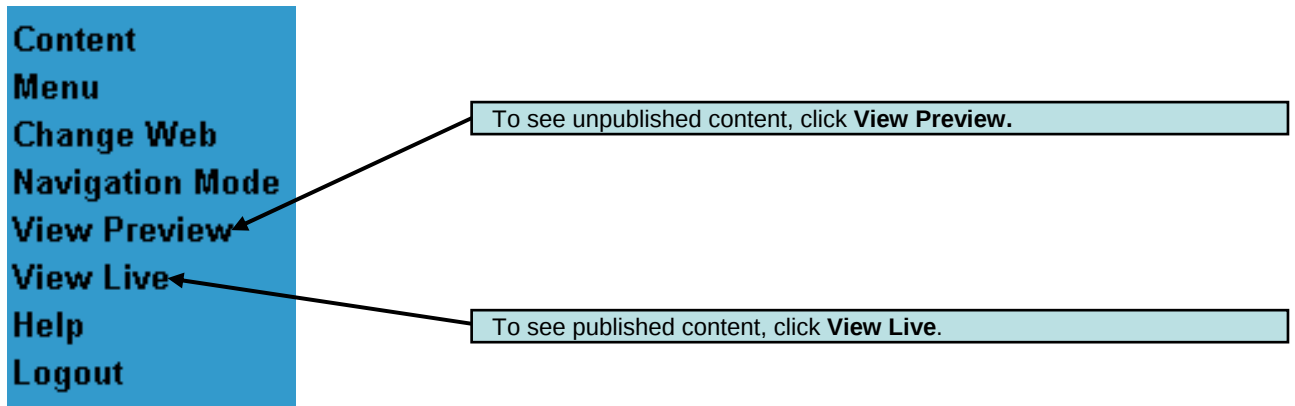


Figure 2.42

View Live / View Preview

■ Searching For Content

- Websites may accumulate many content records and scrolling through the records may become long and tedious. CMS provides a quick find utility to remedy the problem. The quick find button is located above your content list. The quick find button is show in figure 2.43.

Content List For: CMS_INFORMATION

Add Content Change Editor Quick Find			
= Delete Record = Edit Record = View Record Details = Record Contains Unpublished Content			
Actions	Title	ID	Date/Time Modified
	CMS Help	3	12/30/2003 01:40:49 PM
	Welcome	4	12/24/2003 02:55:29 PM
	What is CMS?	2	12/30/2003 10:13:16 AM

Figure 2.43 Quick Find Button

- In the search string box type in the word(s) you are looking for. In figure 2.44, the word “help” is used for the search. To execute the search, simply hit the enter key on your keyboard. Figure 2.45 shows the results of the search.

Add Content Change Editor Quick Find			
Search String: help			
= Delete Record = Edit Record = View Record Details = Record Contains Unpublished Content			
Actions	Title	ID	Date/Time Modified
	CMS Help	3	12/30/2003 01:55:50 PM
	Welcome	4	12/24/2003 02:55:29 PM
	What is CMS?	2	12/30/2003 10:13:16 AM

Figure 2.44 Quick Find Search String



Add Content Change Editor Quick Find			
= Delete Record = Edit Record = View Record Details = Record Contains Unpublished Content			
Actions	Title	ID	Date/Time Modified
	CMS Help	3	12/30/2003 01:55:50 PM

Figure 2.45 Quick Find Results

Menu Management

This chapter contains the following sections:

- *Menu Management Overview, on page ??*
- *Adding Menu Items, on page ??*
- *Viewing Menu Item Details, on page ??*
- *Editing Menu Items, on page ??*
- *Deleting Menu Items, on page ??*
- *Moving Existing Menu Items, on page ??*
- *Disabling Menu Items, on page ??*
- *Searching for Menu Items, on page ??*

■ Menu Management Overview

- This chapter covers how to edit the menu attribute of your website. See Figure 3.0

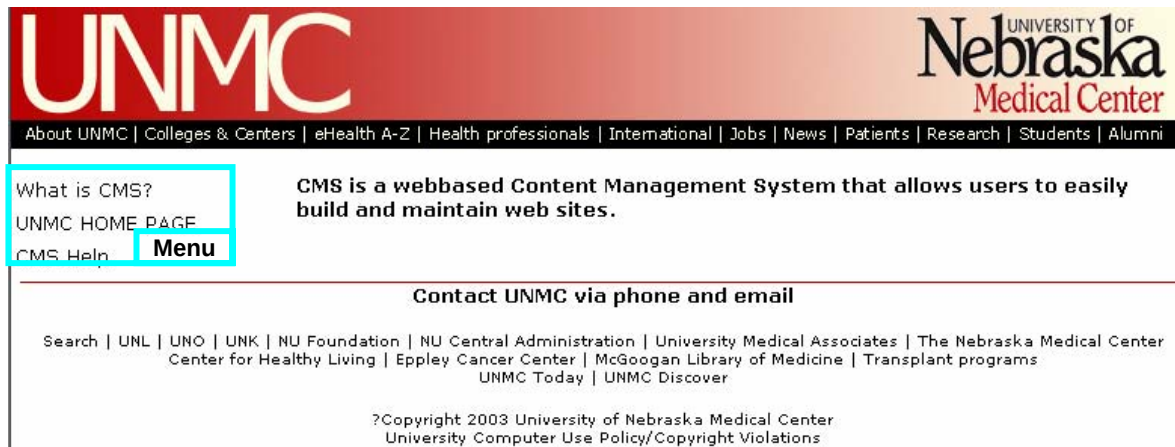


Figure 3.0 Menu Attribute

- A menu is made up of a series of menu items. See figure 3.1

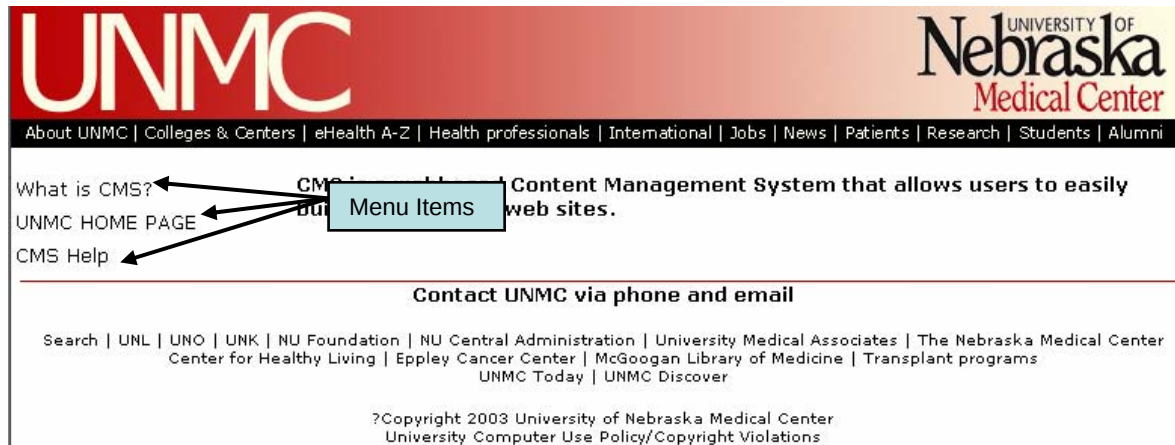


Figure 3.1 Menu Items

- CMS allows you to have up to 5 levels of menu items. See Figure 3.12

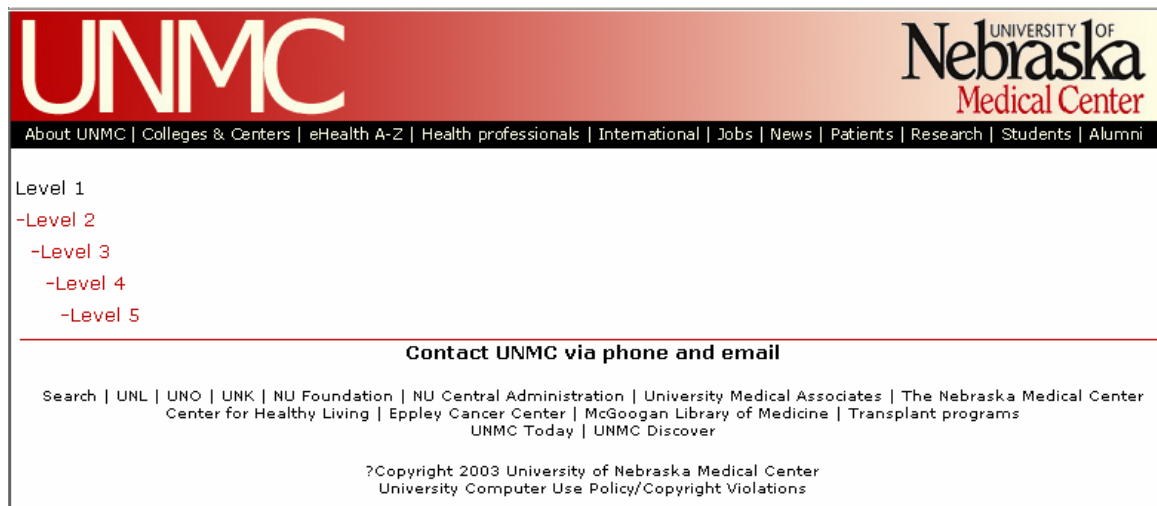


Figure 3.12 Menu Levels

■ Adding Menu Items

- To add a menu item click Menu from the CMS menu and then click the Add Menu Item Button. See Figures 3.13 & 3.14

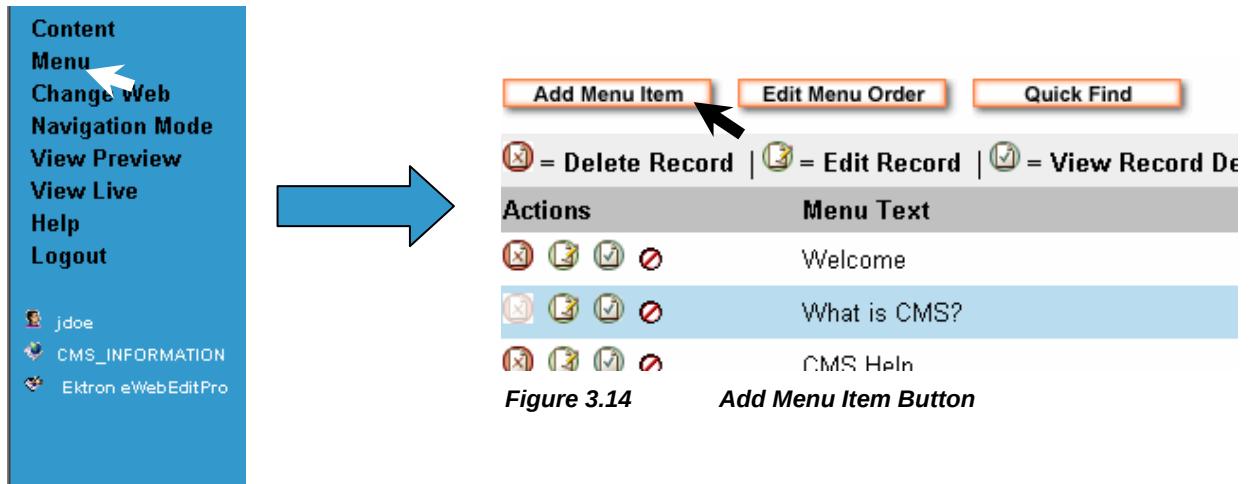


Figure 3.13 The CMS Menu

- Making an addition to your menu can be done in 5 easy steps. Figure 3.15 shows you the Add Menu Item form.

Publish **Cancel**

1 Specify Menu Text

Menu Text :

2 Choose where you want the menu item to appear:

Level 1
[-Level 2](#)
[-Level 3](#)
[-Level 4](#)
[-Level 5](#)
 ☐
 ☐
 ☐
 ☐
 ☒

3 Link Menu Item To a Web Page

You can link to content inside of CMS by making a selection from the following drop-down menu:

Assign CMS Content :

OR -- You can link to a site outside of CMS by typing in the URL for the site and specifying a target for the URL.

Assign an External URL :

Target for External URL :

4 Set Misc. Options

Disable this menu item? Yes ☐ No ☒

Make Available in Preview Mode? Yes ☒ No ☐

Figure 3.15 Add Menu Item Form

- **Step 1: Specify Menu Text** - Type in the Menu Text for the menu item. This is the text that will appear on your menu. See Figure 3.16

Figure 3.16 Add Menu Item Step 1

- **Step 2: Choose where you want the menu item to appear** - Select where you want your menu item to appear in relation to other menu items. For example, if you want your menu item to appear at Level 1, select the radio button next to the **New Level 1** box. Click on the underlined menu items to expand and constrict them. Expanding the menu item will show the submenus items for the menu item and the radio button for adding additional menu items under the given menu item. Constricting will hide the submenus and radio buttons. See Figure 3.17

Figure 3.17 Add Menu Item Step 2

- **Step 3: Link Menu Item To a Web Page** - This step allows you to link the given menu item to external content or CMS content. CMS content is content added inside cms. Adding content is discussed in chapter 2. Under step three, there are two options available to you. The first option is used to link the given menu item to a CMS record by selecting it from a dropdown menu. The second option will allow you to link to a website outside cms. For example, if I wanted to link to the google search engine, I would type in the following url: <http://www.google.com> and select New Window for the target. Selecting New Window will open the link in a separate window. The Same Window option will open the link in the same window as your web site. See Figure 3.18

Figure 3.18 Add Menu Item Step 3

- **Step 4: Set Misc. Options** - This step has two options. The first option will allow you to disable the menu item. Disabling the menu item will cause the menu item to disappear from your menu structure. This option is useful for menu items that you may want to reuse in the future. Disabling Menu Items is discussed further later in this chapter. The second option allows you to make the menu item available/unavailable in preview mode. When the option is set to yes the menu item will appear when you preview your website and disappear when the option is set to no.

4 Set Misc. Options		
Disable this menu item?	Yes ☐	No ☒
Make Available in Preview Mode?	Yes ☒	No ☐

Figure 3.19 Add Menu Item Step 4

- **Step 5: Click Publish** - Click the Publish button to submit the new menu item. The publish button is located at the top and bottom of the form. Click the Cancel Button to be taken back to the menu list without submitting the menu item. See Figure 3.20

Publish
Cancel

1 Specify Menu Text	
Menu Text :	Menu Text Goes Here
2 Choose where you want the menu item to appear:	
Level 1 -Level 2 -Level 3 -Level 4 -Level 5 ☐ New Level 5 ☐ New Level 4 ☐ New Level 3 ☐ New Level 2 ☒ New Level 1	
3 Link Menu Item To a Web Page	
You can link to content inside of CMS by making a selection from the following drop-down menu:	
Assign CMS Content :	Select One
OR -- You can link to a site outside of CMS by typing in the URL for the site and specifying a target for the URL.	
Assign an External URL :	
Target for External URL :	Select One
4 Set Misc. Options	
Disable this menu item?	Yes ☐ No ☒
Make Available in Preview Mode?	Yes ☒ No ☐

Figure 3.20 Add Menu Item Step 5

■ Viewing Menu Item Details

- This section shows you how to view details about content records that are not displayed on the content list. You can get to the details page by clicking on the details icon for the record you wish to see details for. See Figures 3.21 & 3.22

Menu List For: CMS_INFORMATION

Add Menu Item Edit Menu Order Quick Find					
ⓧ = Delete Record Ⓜ = Edit Record Ⓥ = View Record Details ⓧ = Menu Item is Disabled					
Actions	View Record Details Icon	Level	Menu ID	Date/Time N	
ⓧ Ⓜ Ⓥ ⓧ	Ⓥ	-1	1	12/31/2003 11:	
ⓧ Ⓜ Ⓥ ⓧ	Ⓥ	-1	2	12/31/2003 11:	
ⓧ Ⓜ Ⓥ ⓧ	Ⓥ	5	4	01/02/2004 04:	

Figure 3.21 View Record Details



Menu Item Details: Level 1

Edit Current Delete Current Back	
Database ID:	5574
Menu ID:	16
Menu Text:	Level 1
Level:	1
Has Submenus?:	Yes
Current Menu Status:	Active
Parent Reference:	-999
Date Created:	12/31/2003 11:16:36 AM
Last Modified by:	mmckenzie
Last Modified:	12/31/2003 02:46:00 PM

Level 1b

■ Level 1

Level 1a

Figure 3.22 Record Details Page

- Figures 3.23 provides an explanation for each piece of the menu item details page.



Menu Item Details: Level 1

Edit Current
Delete Current
Back

Database ID:	5574	The Database ID and Menu ID are used by CMS to uniquely identify the menu item record.
Menu ID:	16	
Menu Text:	Level 1	Menu Text shows the text that will be displayed in the menu attribute of the website.
Level:	1	Level shows the level the menu item will appear on. CMS supports up to 5 levels.
Has Submenus?:	Yes	Has Submenus can be either yes or no. Yes, means the current menu item has submenu Items and no means that it does not.
Current Menu Status:	Active	Current Menu Status can be either Active or Disabled. Active means that the menu item is being displayed on the live website and disabled means that it is not.
Parent Reference:	-999	Parent Reference shows the menu id of the menu item the current menu item is a submenu for. If the value of Parent Reference is -999, the menu item is a not a submenu item.
Date Created:	12/31/2003 11:16:36	Date Created shows the day and time the content record was created.
Last Modified by:	mmckenzie	Last Modified by shows the username of the user that last made modifications to the menu item record.
Last Modified:	12/31/2003 02:46:00	Last Modified shows the day and time modification were last made to the given menu item record.

Level 1b
 Level 1
 Level 1a

This shows where the current menu item fits into the menu structure.

Figure 3.23 Menu Item Details Page

■ Editing Menu Items

- You can edit menu items by clicking on the edit record icon shown in figure 3.24.

Menu List For: CMS_INFORMATION

Add Menu Item Edit Menu Order Quick Find					
 = Delete Record  = Edit Record  = View Record Details  = Menu Item is Disabled					
Actions	Menu Text	Level	Menu ID	Date/Time Modified	
   	Welcome	-1	1	12/31/2003 11:16:36 AM	
   	Edit Record Icon	-1	2	12/31/2003 11:16:36 AM	
   	CMS Help	-5	4	01/02/2004 04:00:00 PM	

Figure 3.24 Edit Record Icon

- You can also edit a menu item by clicking on the Edit Current button at the top of the Menu Item details page for that record. See figure 3.25

 Menu Item Details: Level 1

Edit Button

Edit Current Delete Current Back

Database ID:	5574
Menu ID:	16
Menu Text:	Level 1
Level:	1
Has Submenus?:	Yes
Current Menu Status:	Active
Parent Reference:	-999
Date Created:	12/31/2003 11:16:36 AM
Last Modified by:	mmckenzie
Last Modified:	12/31/2003 02:46:00 PM

Level 1b
 Level 1
Level 1a

Figure 3.25 Content Details Page / Edit Button

■ Deleting Menu Items

- You can delete menu items by clicking on the delete record icon shown in figure 3.26.

 **Menu List For: CMS_INFORMATION**

Add Menu Item **Edit Menu Order** **Quick Find**

 = Delete Record |  = Edit Record |  = View Record Details |  = Menu Item is Disabled

Actions	Delete Record Icon		Level	Menu ID	Date/Time Modified
   		Welcome	-1	1	12/31/2003 11:59 AM
   		What is CMS?	-1	2	12/31/2003 11:59 AM
   		CMS Help	-5	4	01/02/2004 04:00 AM

Figure 3.26 *Delete Record Icon*

- You can also delete a record by clicking on the Delete Current button at the top of the Menu Item details page for that record. See figure 3.27

 **Menu Item Details: Level 1a**

Edit Current **Delete Current** **Delete Button** **Back**

Database ID:	5970
Menu ID:	21
Menu Text:	Level 1a
Level:	1
Has Submenus?:	No
Current Menu Status:	Active
Parent Reference:	-999
Date Created:	01/12/2004 10:58:21 AM
Last Modified by:	mmckenzie
Last Modified:	01/14/2004 11:14:56 AM

Level 1b
Level 1
 Level 1a

Figure 3.27 *Content Details Page / Delete Button*

- Whenever you delete a record, CMS will confirm the deletion. See Figure 3.28

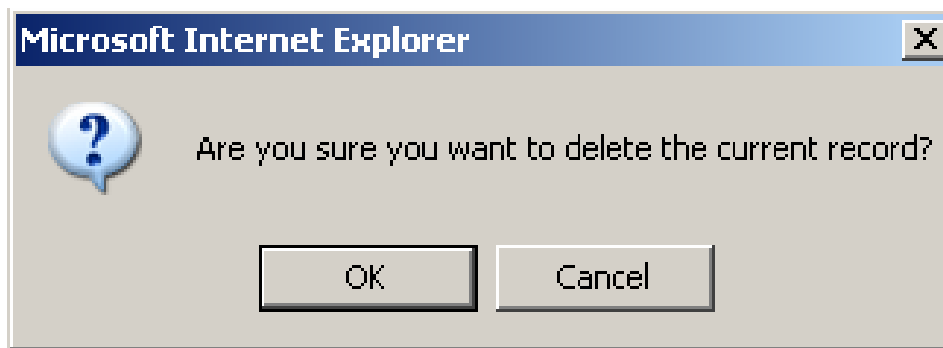


Figure 3.28 Confirm Delete Request

- CMS will not allow the deletion of menu items that have submenu items. For example, if Level 1 has submenus the delete button will be faded out. Likewise, if you view the menu item details the Delete Current Button will be faded out. See Figures 3.29 & 3.3

Actions	Menu Text
  	Level 1
  	Level 2

Figure 3.29 Faded Delete Icon

Menu Item Details: Level 1

Edit Current Delete Current Back	
Database ID:	5574
Menu ID:	16
Menu Text:	Level 1
Level:	1
Has Submenus?:	Yes
Current Menu Status:	Active
Parent Reference:	-999
Date Created:	12/31/2003 11:16:36 AM
Last Modified by:	mmckenzie
Last Modified:	12/31/2003 02:46:00 PM

Figure 3.3 Faded Delete Button

■ Moving Existing Menu Items

■ CMS provides two methods of moving existing menu items. The first method is changing the order of your menu items. The second method is to relocate a menu item to a different level or on the same level under a different menu item.

• **Method 1: Changing the Order** - To change the order of your menu click on Menu from the CMS menu. Next, click on the Edit Menu Order button at the top of your menu item list. See Figures 3.31 and 3.32

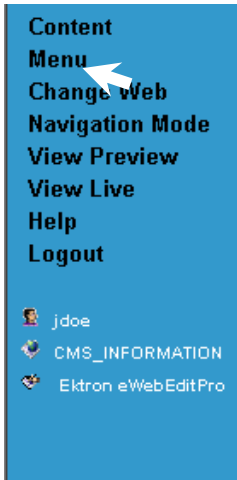


Figure 3.31 The CMS Menu

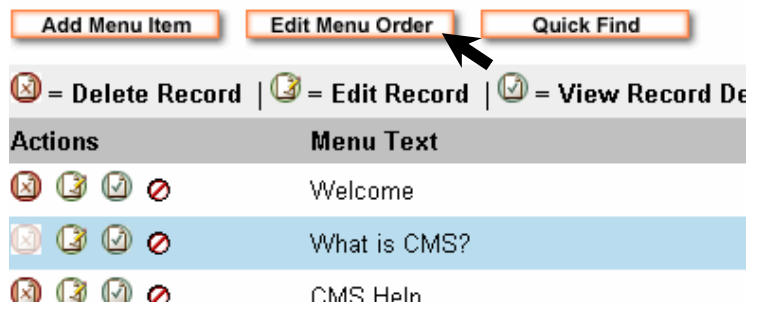


Figure 3.32 Edit Menu Order

• The Edit Menu Order form is shown in Figure 3.33.

Edit Menu Order For: CMS_INFORMATION

 = Menu Item is Disabled

1 ▾

Level 1

2 ▾

Level 1a

3 ▾

Level 1b

Figure 3.33 Edit Menu Order Form

- To change the order, select the number of the location you want to move the menu item to. For Example, If I wanted the Level 1b menu item to be the first menu item I would select the number 1 from the drop down menu next to the Level 1b menu item. Once you make a selection the drop down menus next to each menu item will become disabled and the order change will take place. Be sure to wait for the order change process to complete before making another selection in CMS. See Figures 3.34 & 3.35 & 3.36

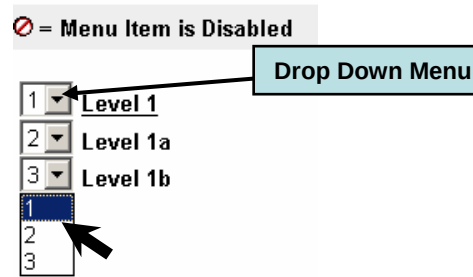


Figure 3.34 Make selection from dropdown menu

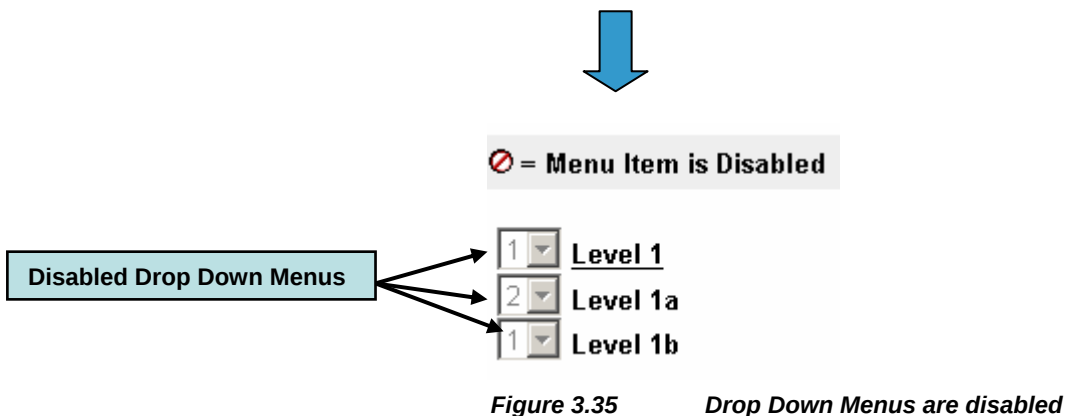


Figure 3.35 Drop Down Menus are disabled

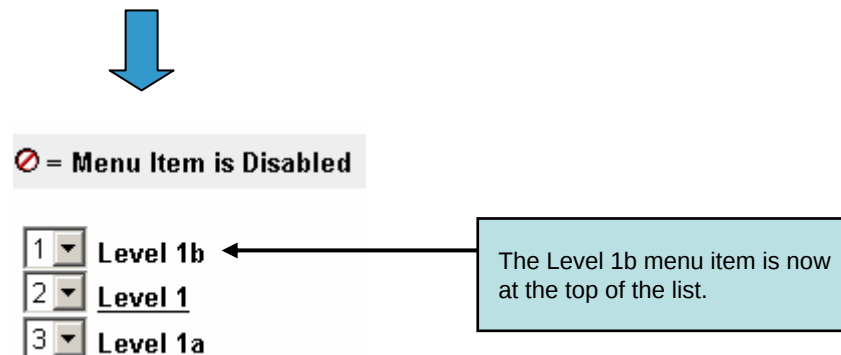


Figure 3.36 Changed Menu Order

- **Method 2: Relocate Menu Item** - To relocate a menu item click on the edit button for the menu item you wish to relocate. For example, if you wanted to relocate the menu item Level 1b, you would click on the edit button for the Level 1b menu item. See Figure 3.37



Figure 3.37 Edit Menu Item Button

- In this example, I will move the menu item Level 1b to level 3 under the Level 2 Menu Item. To move the menu item to a different level you must navigate to the desired sublevel by expanding the upper level menu items. See Figures 3.38, 3.39 and 3.4 for an illustration. After you make your selection please click the publish button.

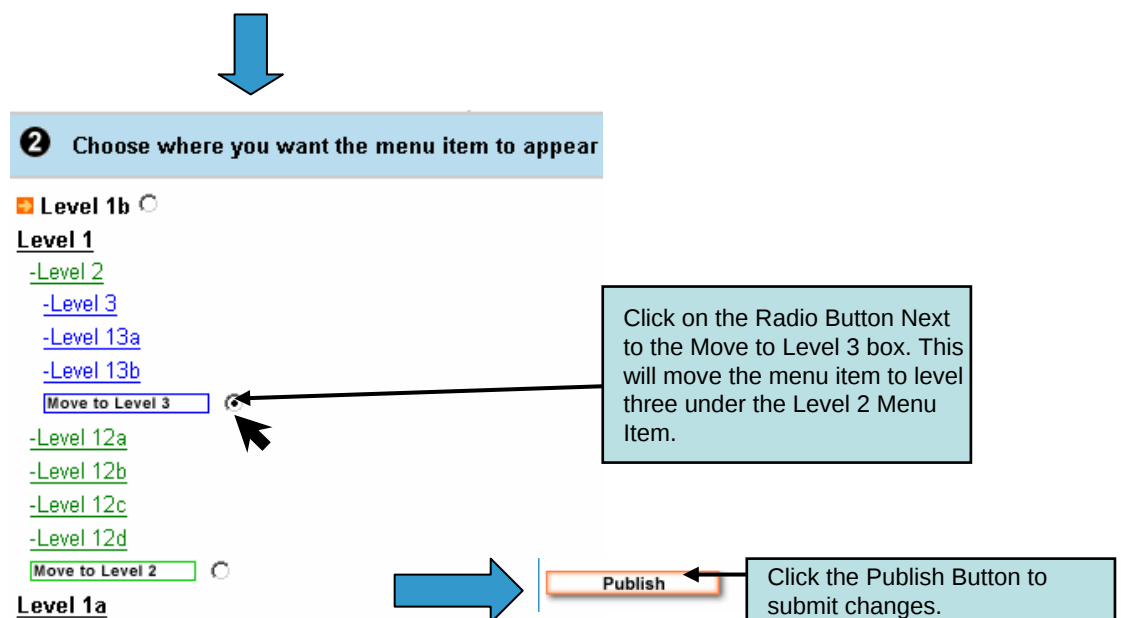
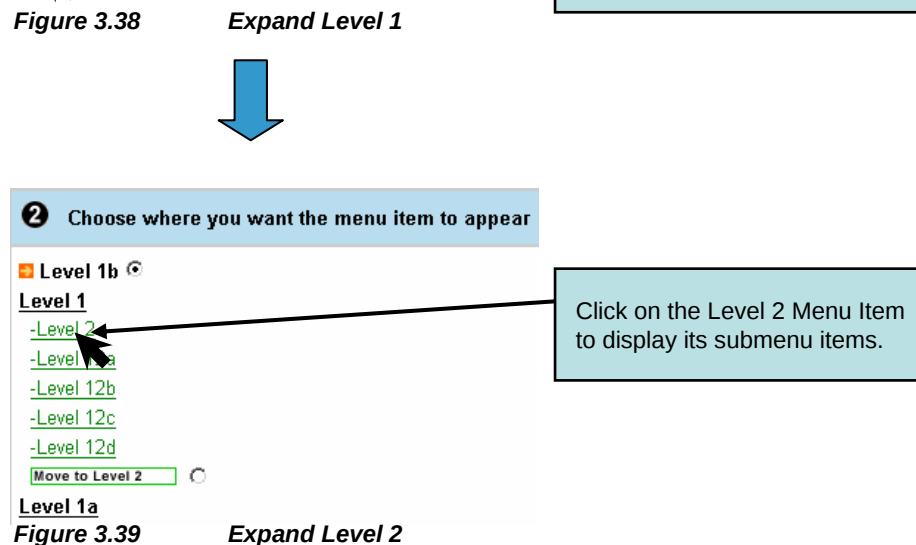
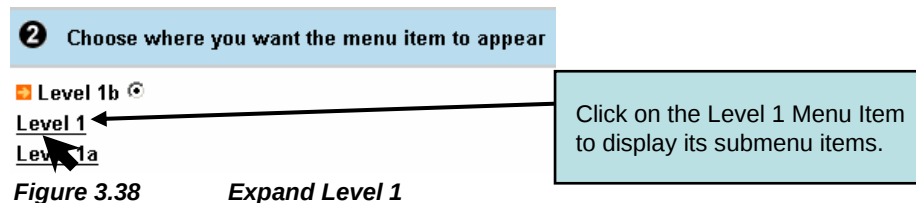


Figure 3.4 Select Move to Level 3

■ Disabling Menu Items

▪ Disabling menu items was discussed briefly in the adding menu items section of this chapter. If you wish to reuse a menu item at a later date you may want to disable the menu item rather than delete it. To disable a menu item click on the edit button for the menu item you wish to disable. See Figure 3.41



Figure 3.41 Edit Menu Item Button

• On the edit menu item page, select yes under step 4 and click publish. The menu item will no longer appear on your website. To re-enable the menu item follow the same procedure and select the No radio button. See Figure 3.42

4 Set Misc. Options

Disable this menu item?	Yes ☒ No ☐
Make Available in Preview Mode?	Yes ☒ No ☐

Publish

Cancel

Figure 3.42 Disable Menu Item

• Menu Items that are disabled will have the disabled menu item icon next to it. See Figure 3.43

Add Menu Item

Edit Menu Order

Quick Find

= Delete Record |
 = Edit Record |
 = View Record Details |
 = Menu Item is Disabled

Actions	Menu Text	Level	Menu ID	Date/Time Modified
	Welcome	-1	1	12/31/2003 11:16:01 AM
	What is CMS?	-1	2	12/31/2003 11:16:06 AM
	CMS Help	-5	4	01/02/2004 04:32:20 PM

Figure 3.43 Menu Item Disabled Icon

■ Searching For Menu Items

- Websites may accumulate many Menu Item records and scrolling through the records may become long and tedious. CMS provides a quick find utility to remedy the problem. The quick find button is located above your content list. The quick find button is show in figure 3.44.

Add Menu Item Edit Menu Order Quick Find				
= Delete Record = Edit Record = View Record Details = Menu Item is Disabled				
Actions	Menu Text	Level	Menu ID	Date/Ti
	Welcome	-1	1	12/31/200
	What is CMS?	-1	2	12/31/200
	CMS Help	5	4	01/02/200

Figure 3.44 Quick Find Button

- In the search string box type in the word(s) you are looking for. In figure 3.45, the word “help” is used for the search. To execute the search, simply hit the enter key on your keyboard. Figure 3.46 shows the results of the search.

Add Menu Item Edit Menu Order Quick Find				
Search String: Level 1a				
= Delete Record = Edit Record = View Record Details = Menu Item is Disabled				
Actions	Menu Text	Level	Menu ID	Date/Time Modified
	Level 1	1	16	12/31/2003 02:46:00 PM
	Level 1a	1	21	01/14/2004 11:14:56 AM
	Level 1b	1	22	

Figure 2.45 Quick Find Search String



Add Menu Item Edit Menu Order Quick Find				
= Delete Record = Edit Record = View Record Details = Menu Item is Disabled				
Actions	Menu Text	Level	Menu ID	Date/Time Modified
	Level 1a	1	21	01/14/2004 11:14:56 AM

Figure 2.46 Quick Find Results

