CASCADE BASICS

BASIC OPERATIONS IN THE CASCADE CONTENT MANAGEMENT SYSTEM.

CREATED BY: SMSU WEB SERVICES

ACCOUNT ACCESS

- Under no circumstances should a cascade account access be shared

- Each account will have read access to all site content

- Each account will have specific write access to their assigned areas

CASCADE MAIN DASHBOARD

- Dashboard button
- Site Select Menu
- My Content
- Search
- Cascade Account Menu
- System Menu
- Widgets

CHOOSE THE WEBSITE

SITE: Go to a Site

Type here to filter Sites list

SMSU

SMSU-shot

SMSU-textbook

My Content   Search

New Content
This widget must be configured with a Site before it can display content. Use the settings icon in the upper right-hand corner of this widget to configure it.

+ Add Widget   ⟲ Reset Dashboard

My Sites

SMSU

You have not visited any sites recently.

Only recently visited sites are shown. Use the Go to a Site dropdown above to explore all Sites you have access to.

My Content

Recent   Owned Content   Drafts   Workflows   Locks

- 404
- index
- index
- index
- index
- index
- detail_page
- default_page
- where-you-belong-gold.svg

View Entire History

My Upcoming Tasks   + Add a Task

Name   Due

You have no tasks.

Stale Content
This widget must be configured with a Site before it can display content. Use the settings icon in the upper right-hand corner of this widget to configure it.

Notifications

Publish of Page 'SMSU:familyfriends/index' completed (124 issue(s))
Publish of Page 'SMSU:facultystaff/index' completed (105 issue(s))
Publish of Page 'SMSU:currentstudents/index' completed (160 issue(s))
Publish of Page 'SMSU:familyfriends/index' completed (124 issue(s))
Publish of Page 'SMSU:currentstudents/index' completed (160 issue(s))
Publish of Page 'SMSU:currentstudents/index' completed (162 issue(s))
Publish of Page 'SMSU:currentstudents/index' completed (81 issue(s))
Publish of Page 'SMSU:currentstudents/index' completed (63 issue(s))
Unpublish of Folder 'SMSU:academics/programs/testProgram' complete...
Publish of Page 'SMSU:facultystaff/index' completed (55 issue(s))

View All Notifications

Content to Review
SMSU

No assets with review dates.

Link Checker
SMSU-textbook

26 / 17k Reported broken links (0.15%)

SITE DASHBOARD

- Cascade Main Menu
- Folder Structure
- Asset Menu
- Asset Preview

FOLDER STRUCTURE
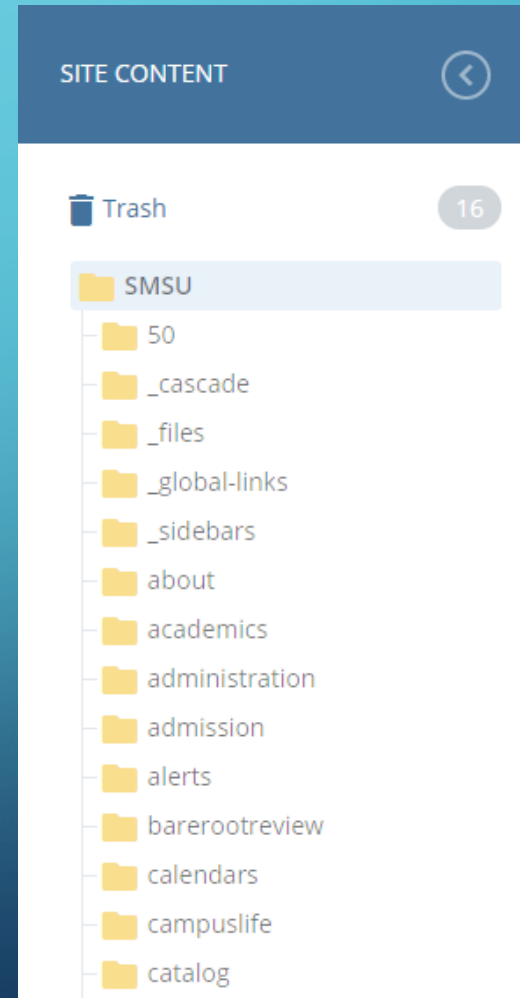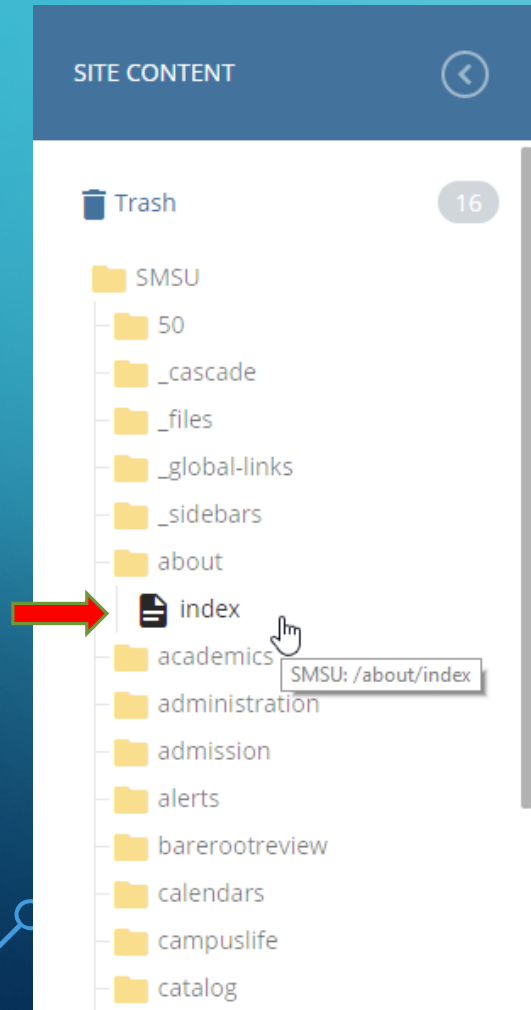
🗑 Trash   16

📁 SMSU

   📁 50

   📁 _cascade

   📁 _files

   📁 _global-links

   📁 _sidebars

   📁 about

   📁 academics

   📁 administration

   📁 admission

   📁 alerts

   📁 barerootreview

   📁 calendars

   📁 campuslife

   📁 catalog

   📁 cf

   📁 commencement

   📁 currentstudents

   📁 degreepath

   📁 directory

   📁 email

   📁 eventcenter

   📁 facultystaff

   📁 family

FOLDERS & WEBPAGES

WEBPAGE

FOLDERS

THE PAGE/ASSET DASHBOARD MENU

Folder: SMSU
SMSU /
Edit   Publish   Comments   Details   More

THESE OPTIONS CAN ALSO BE ACCESSED BY RIGHT CLICKING (ON A PC) OR CONTROL + CLICKING (ON A MAC) ON AN ASSET IN THE LEFT PANE'S FOLDER STRUCTURE

_sidebars
about
index

View
Edit
Publish
Move
Rename
Copy
Delete
Unpublish

Access
Check-out/Lock
Relationships
Audits
Versions
Reference
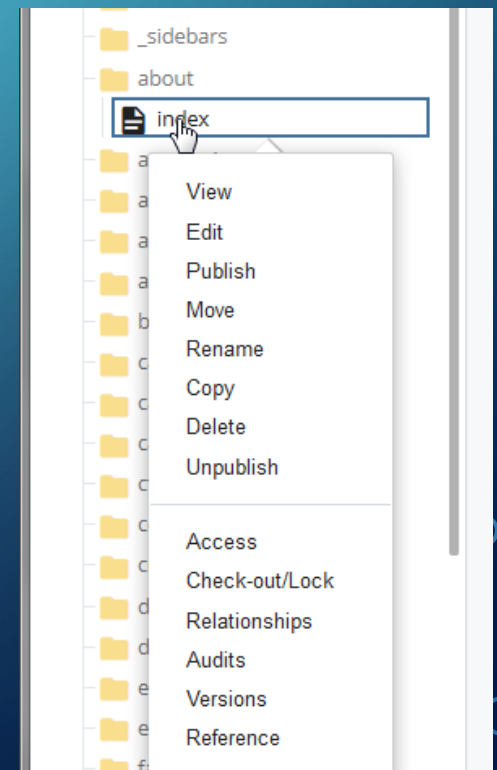
CREATING A NEW PAGE

- There are 2 ways
    1. By copying an existing page (2 ways to copy)
    2. By using the "Add Content" menu
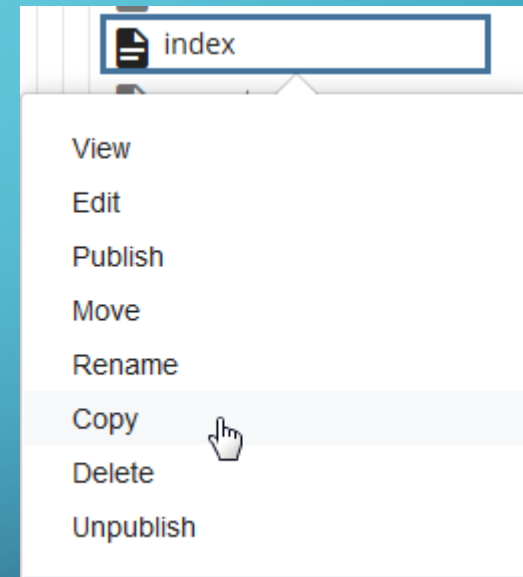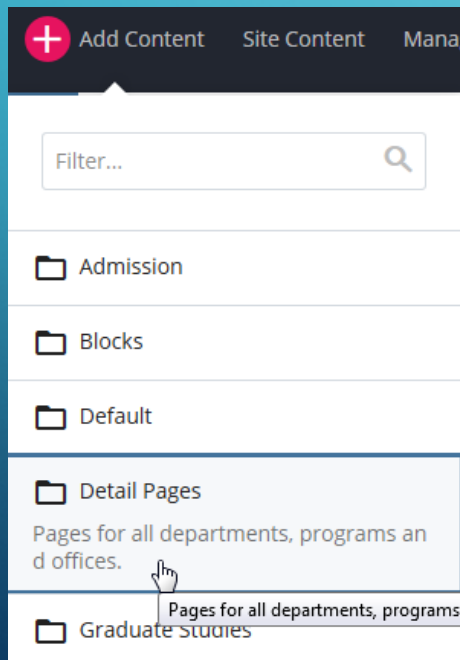
CREATING A NEW PAGE (CONT.)

- Give the page a name
  This should be all lowercase with no spaces. We suggest replacing spaces with hyphens. No duplicate names are allowed.

  Tips: Default pages within a folder should be named "index" (without quotes)
  Other pages can be named what you want without special characters.
  Ie. ! @ # $ % ^ & * ( ) < > / ? ~ ` " , '
  Hyphens and underscores are allowed.

- Click "Copy"

- Click "View Copied Asset" in the upper right corner to take you to the newly create page

- Click "Edit" to edit the page content
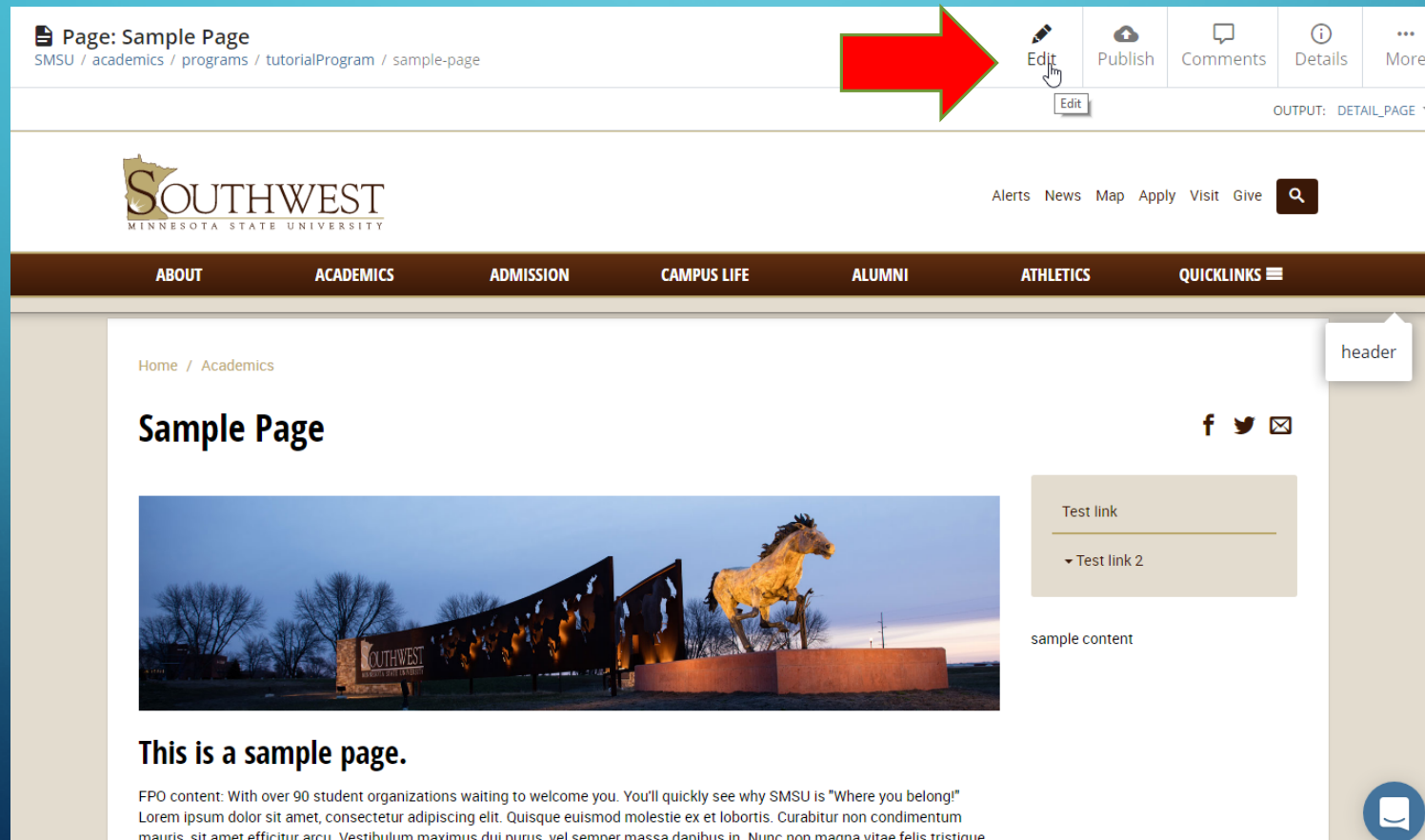
TUTORIAL VIDEO ON HOW TO CREATE A PAGE

- Direct link:
http://cdnapi.kaltura.com/html5/html5lib/v1.8.9/mwEmbedFrame.php/p/1136621/uiconf_id/19598412/entry_id/0_udrm7a0b?wid=_1136621&iframeembed=true&playerId=kaltura_player&entry_id=0_udrm7a0b&flashvars[mediaProtocol]=rtmp&flashvars[streamerType]=rtmp&flashvars[streamerUrl]=rtmp://www.kaltura.com:1935&flashvars[rtmpFlavors]=1&flashvars[localizationCode]=en&&wid=0_ui1objt6

THE EDIT BUTTON

- To edit a page open it in the FOLDER STRUCTURE (slide 3)

EDIT BUTTON (CONTD.)

- * Means it's a required field
- You must "Save & Preview" the page then click "Submit"
- Or click the 3 vertical dots and click "Submit" or "Check Content & Submit"

WYSIWYG EDITOR

TUTORIAL VIDEO ON HOW TO EDIT A PAGE

- Direct link:
http://cdnapi.kaltura.com/html5/html5lib/v1.8.9/mwEmbedFrame.php/p/1136621/uiconf_id/19598412/entry_id/0_t2wx5zes?wid=_1136621&iframeembed=true&playerId=kaltura_player&entry_id=0_t2wx5zes&flashvars[mediaProtocol]=rtmp&flashvars[streamerType]=rtmp&flashvars[streamerUrl]=rtmp://www.kaltura.com:1935&flashvars[rtmpFlavors]=1&flashvars[localizationCode]=en&&wid=0_fneo2nyq

HOW TO ADD AN IMAGE OR FILE

Things to note about images and files

- All images or files other than webpages need to be placed in their respective folder within the "resources/webspaces/" folder

- The webspaces folder structure generally mimics the main folder structure (folders outside the resources folder where the pages are located)

- Do NOT upload images or files outside of the resources folder. They will be cleaned out. This is so we keep our webserver clean and organized.
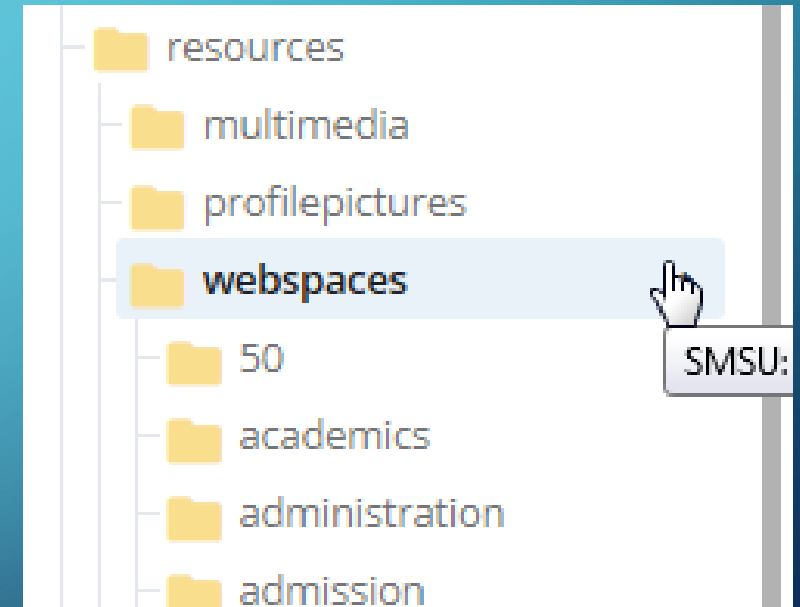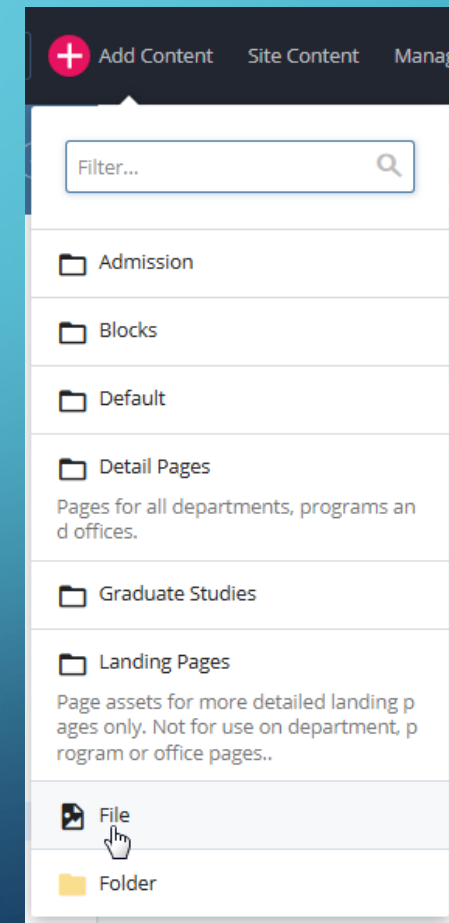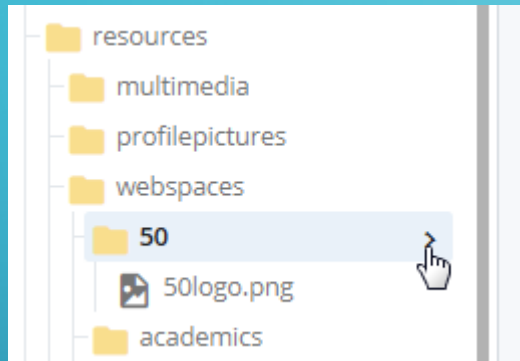
2 WAYS TO UPLOAD AN IMAGE OR FILE

- Through the folder structure

- While editing page content

1. THROUGH THE FOLDER STRUCTURE

- Navigate to the proper folder
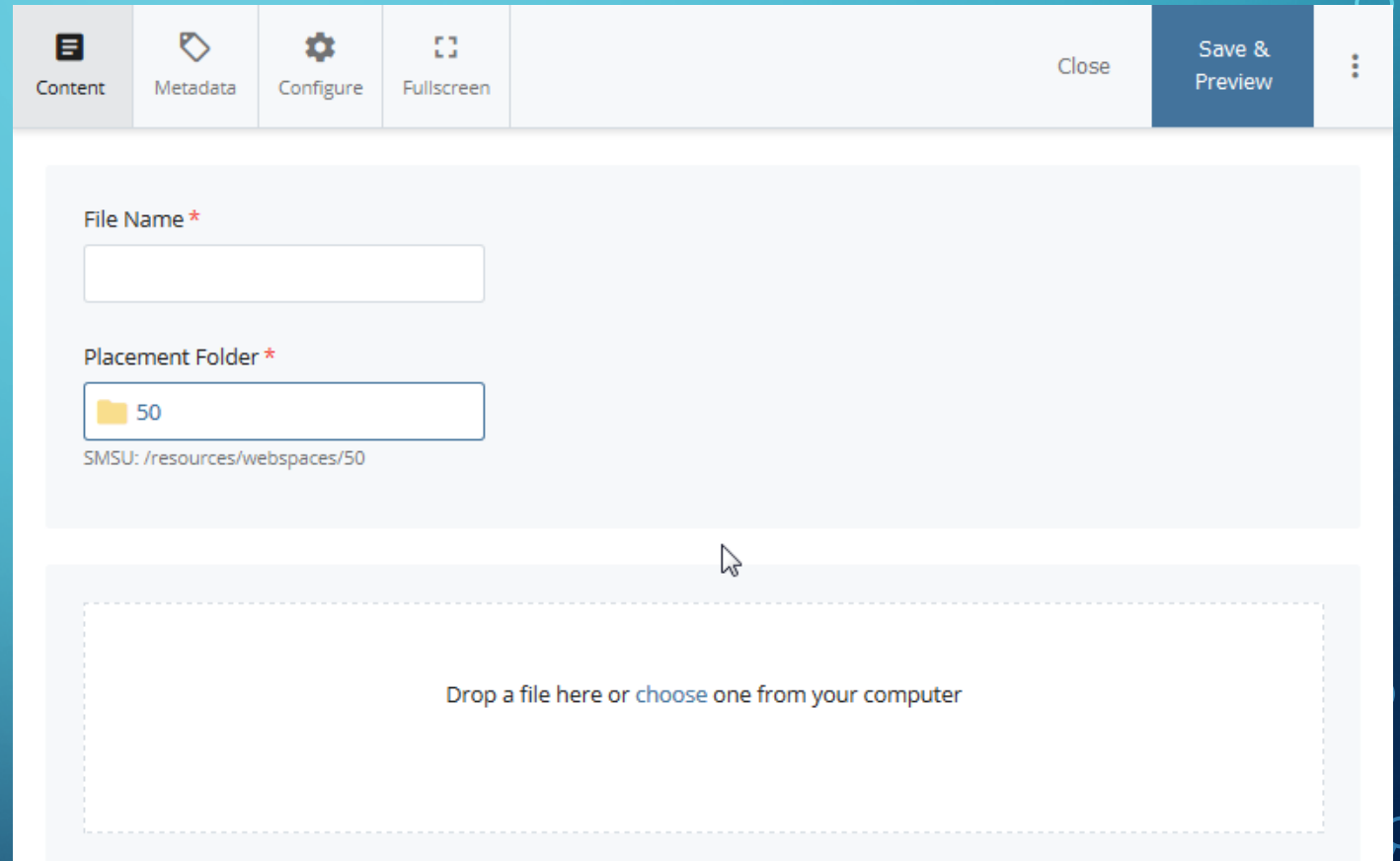
- Click the "Add Content" button

THROUGH THE FOLDER STRUCTURE (CONT.)

- Choose the file from your computer or drag and drop it into the specified area in the prompt

- Make sure your file has a file name

- Make sure the correct placement folder is specified

- **Note:** File names cannot include special characters

Allowed characters include numbers, letters, hyphens (minus sign) and underscores

Spaces are allowed but it's recommended not to have spaces. Use an underscore or a hyphen instead of a space. This helps keep the direct url to the file cleaner.
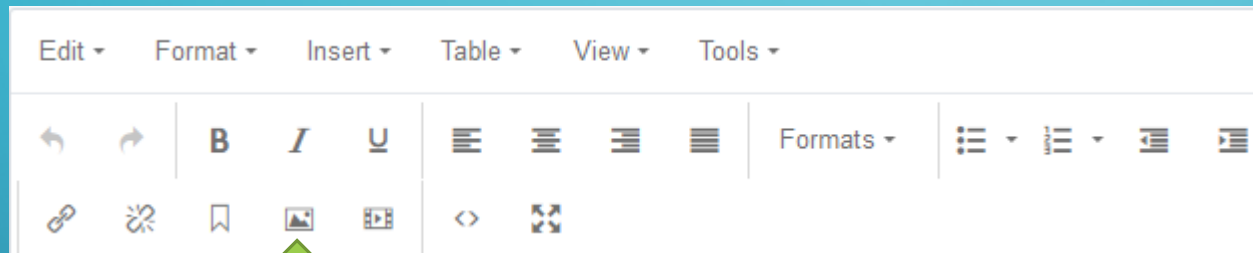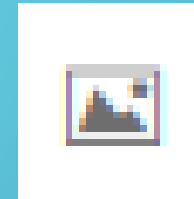

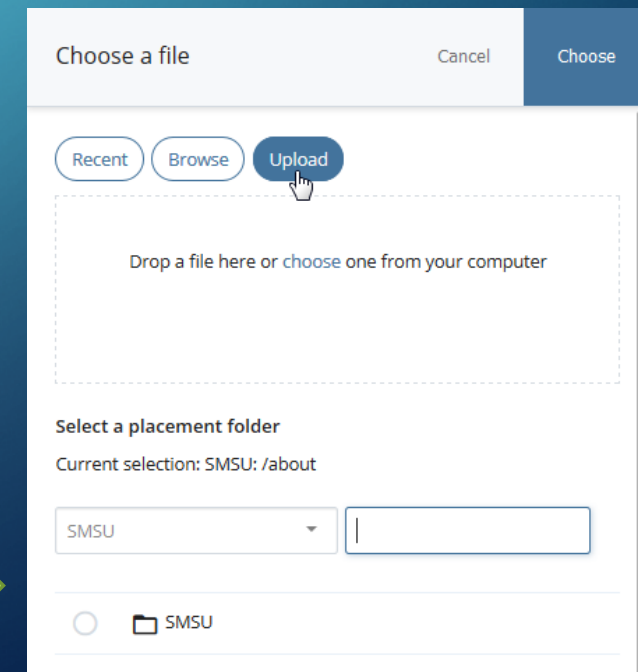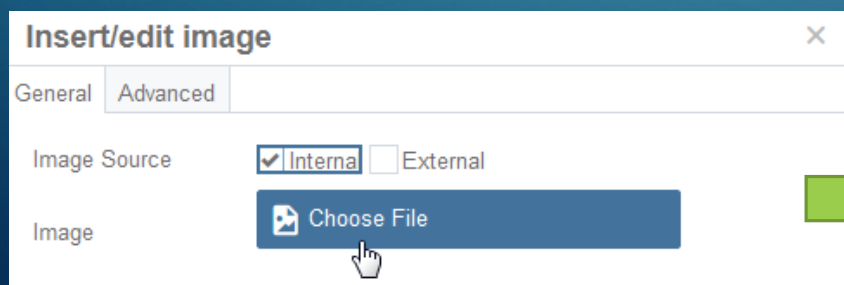General characters not allowed in filenames:
! @ # $ % ^ & * ( ) + = ' , " ~ ` /

2. WHILE EDITING CONTENT

- Navigate to a page and click edit

- In the WYSIWYG editor you will see an image icon

  Looks like 2 mountains and a sun or moon

- In the "insert/edit image" dialog box check Internal and select "Choose File"
- On the "Choose a file" pane click on "Upload"

2. WHILE EDITING CONTENT (CONT.)

- Choose a file or drag and drop a file onto the designated area in the pane

- Next you must choose a placement folder within the /resources/webspaces/ folder. **Don't forget this step!**

- Click "Choose"
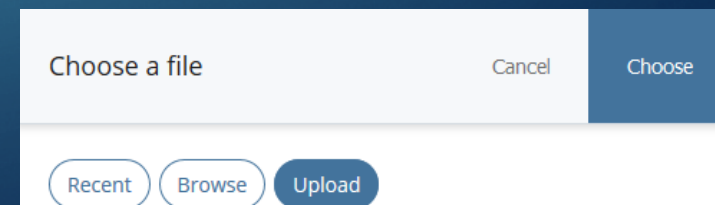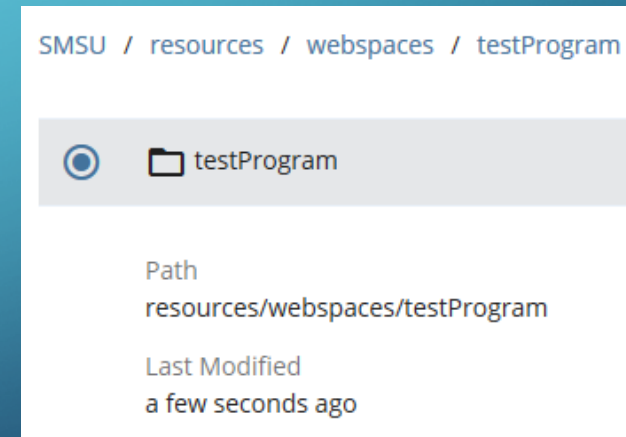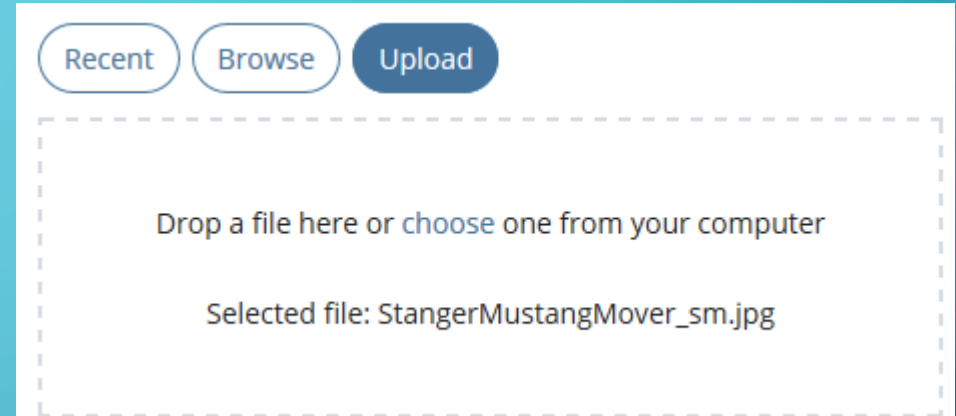
PUBLISH THE UPDATED PAGE

- Publishing the page with the new image will automatically publish the image file to the stage or dev webserver.

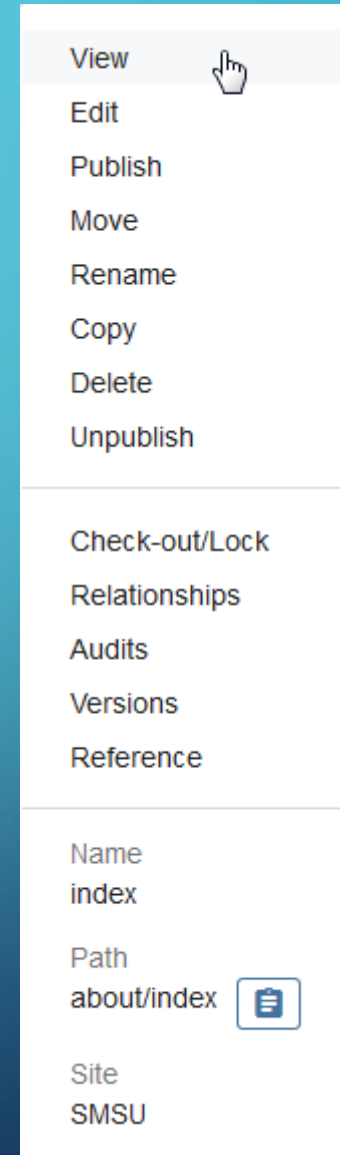- It is possible to publish the image/file without publishing a page.

TUTORIAL VIDEO ON HOW TO ADD IMAGES

- Direct Link:

http://cdnapi.kaltura.com/p/1136621/sp/113662100/embedIframeJs/uiconf_id/19598412/partner_id/1136621?iframeembed=true&playerId=kaltura_player&entry_id=0_9njacrql&flashvars[mediaProtocol]=rtmp&flashvars[streamerType]=rtmp&flashvars[streamerUrl]=rtmp://www.kaltura.com:1935&flashvars[rtmpFlavors]=1&flashvars[localizationCode]=en&&wid=0_n39ttxhd

OTHER PAGE OPTIONS

- Move

- Rename

- Copy

- Delete (moves asset to trash bin for 14 days then automatically deleted)

- Unpublish (removes from webserver)

- Versions (edits history)

View

Edit

Publish

Move

Rename

Copy

Delete

Unpublish

Check-out/Lock

Relationships

Audits

Versions

Reference

Name
index

Path
about/index

Site
SMSU

THE PUBLISH BUTTON

PUBLISH BUTTON (CONTD.)

After editing or adding a page or file, it needs to be published in order to transfer the updates to the stage or dev servers.

The updates will then automatically replicate to the live production website each night at approx. 2am.

QUESTIONS/COMMENTS?

- **Contact Web Services with Questions**

    phone ext. 6123

    email: joseph.zimmerman@smsu.edu or webmaster@smsu.edu

NOW ITS YOUR TURN ☺