



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

The screenshot displays the Cascade Main Dashboard with the following components:

- Header:** Includes a 'SITE: Go to a Site' dropdown menu, 'My Content' text, a search icon, and a user profile icon with the letter 'Z'.
- Welcome Card:** Shows 'Welcome back Joseph Zimmerman' with a user icon, a large green circle containing '15' and 'MON MAY', and a '9+' notification badge. It includes 'Add Widget' and 'Reset Dashboard' buttons.
- Stale Content Widget:** Features a large circular gauge showing '31357 TOTAL'. Below the gauge, it displays 'Fresh 31286' and 'Stale 71'. A note at the bottom states 'Showing total assets last updated 180 or more days ago'.
- My Content Widget:** Has tabs for 'Recent', 'Owned Content', 'Drafts', 'Workflows', and 'Locks'. It lists various content items like 'Content Types', 'detail_page', 'SMSU', and tutorial videos, with a 'View Entire History' link at the bottom.
- New Content Widget:** Shows 'New Content' for 'SMSU' with two buttons: 'File' and 'Folder'.
- Notifications Widget:** Lists several system messages such as 'Publish of Page 'SMSU:informationtechnologyservices/...' and 'Publish of Folder 'SMSU:/' completed (41090 issue(s))'. It includes a 'View All Notifications' link.
- My Sites Widget:** Displays 'SMSU' and 'SMSU-shot' with a note: 'Only recently visited sites are shown. Use the Go to a Site dropdown above to explore all Sites you have access to.'

CHOOSE THE WEBSITE



SITE: Go to a Site

Type here to filter Sites list

- SMSU
- SMSU-shot
- SMSU-textbook

+ 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 Upcoming Tasks

+ Add a Task

Name	Due
You have no tasks.	

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.

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

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

The screenshot displays the Site Dashboard interface for the 'SMSU' site. The top navigation bar includes a site selector, 'Add Content', 'Site Content', and 'Manage Site' buttons. The main content area shows a folder structure for 'SMSU' with a list of folders and their details.

Folder Structure:

- Trash (4)
- SMSU
 - 50
 - _cascade
 - _files
 - _global-links
 - _sidebars
 - about
 - academics
 - administration
 - admission
 - alerts
 - barerootreview
 - calendars
 - campuslife
 - catalog

Folder Details Table:

Name	Order	Type	Last Modified
50	7	Folder	a month ago
_cascade	44	Folder	6 months ago
_files	45	Folder	6 months ago
_global-links	26	Folder	2 months ago
_sidebars	33	Folder	4 months ago
about	42	Folder	6 months ago
academics	41	Folder	5 months ago
administration	40	Folder	6 months ago

<https://mnsu.cascadeserver.com/entity/open.act?type=folder&siteId=e71b4c2c7f000017c036e0917ab3347>

FOLDER STRUCTURE

SITE CONTENT



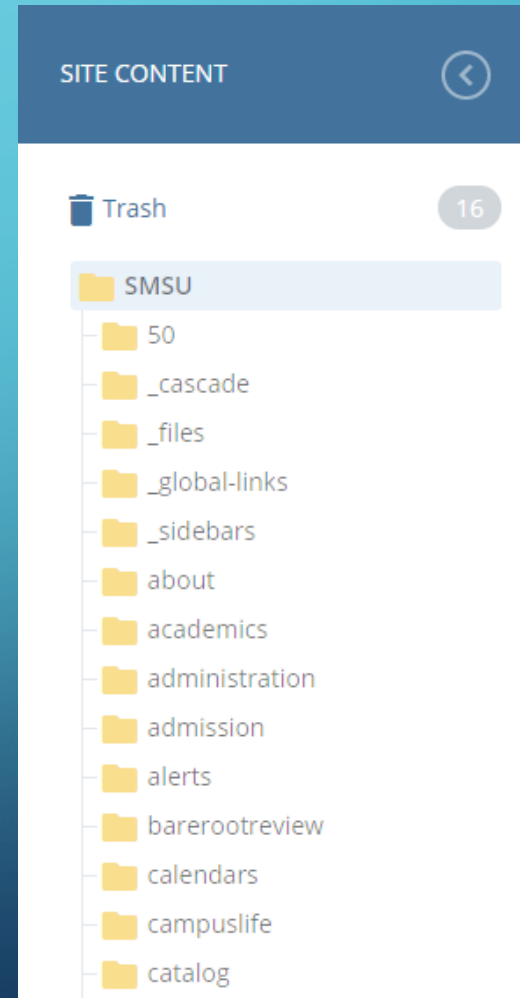
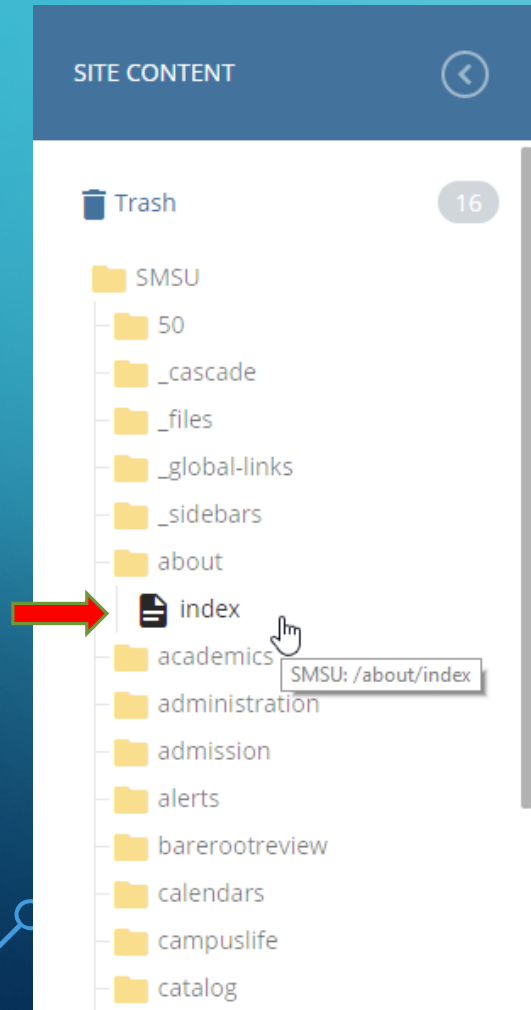
Trash

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

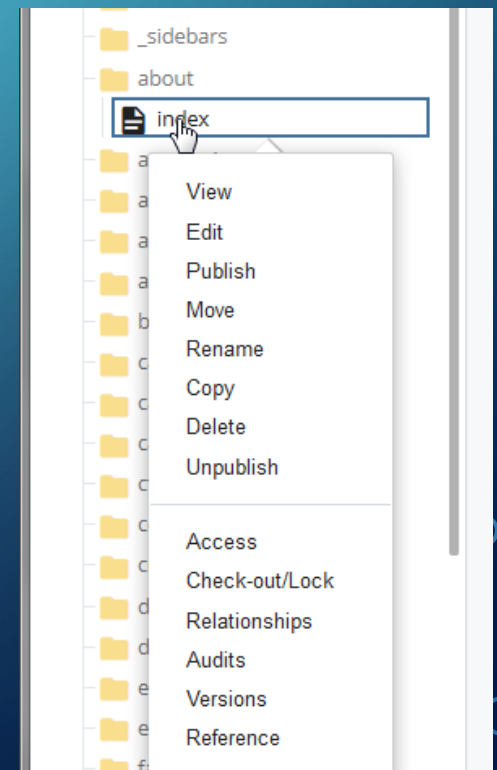
Publish

Comments

Details

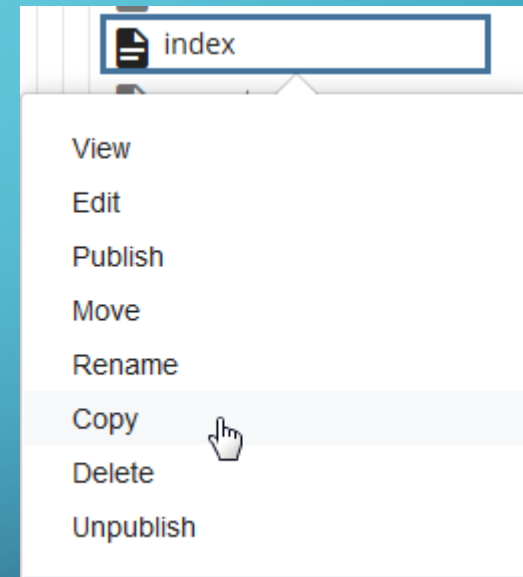
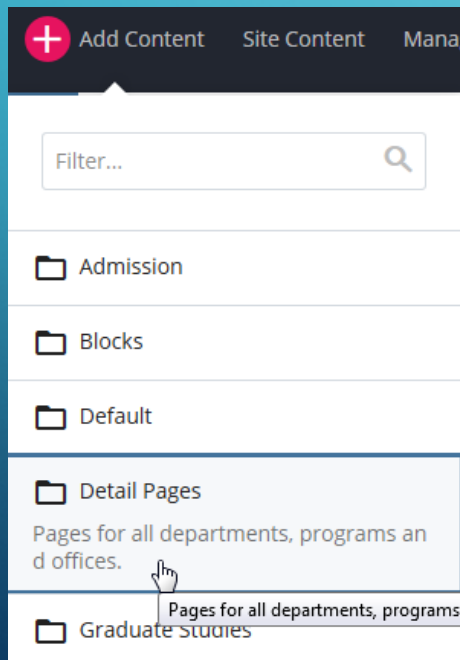
More

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



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

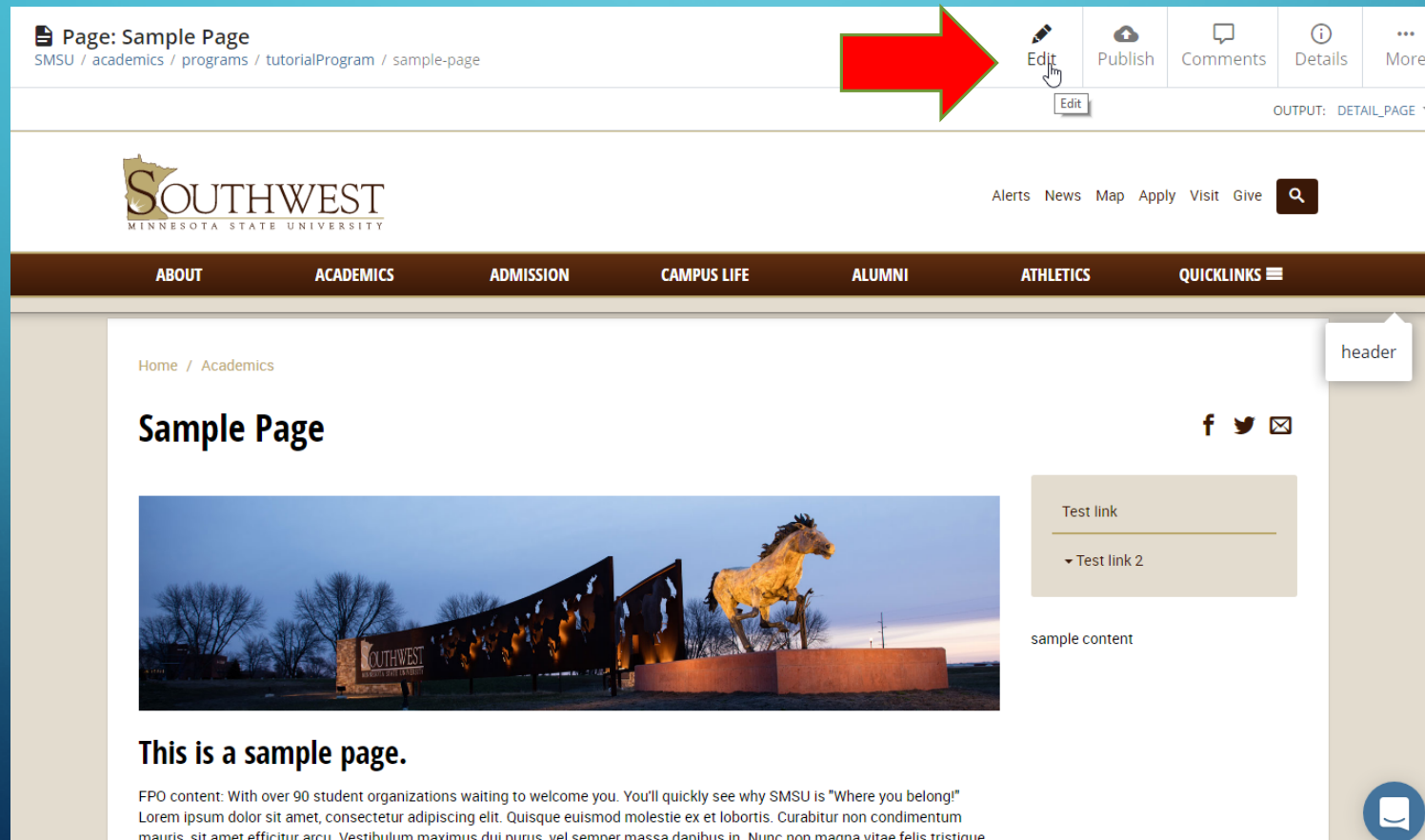
TUTORIAL VIDEO ON HOW TO CREATE A PAGE

- 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](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)



The screenshot displays a CMS interface for a page titled "Sample Page". At the top, a breadcrumb trail reads "SMSU / academics / programs / tutorialProgram / sample-page". A red arrow points to the "Edit" button, which is accompanied by a pencil icon. Other buttons in the top right include "Publish", "Comments", "Details", and "More". Below the breadcrumb is the "Edit" button with a tooltip. The main content area shows the "Southwest Minnesota State University" logo, navigation links (Alerts, News, Map, Apply, Visit, Give), and a search icon. A dark navigation bar contains links for "ABOUT", "ACADEMICS", "ADMISSION", "CAMPUS LIFE", "ALUMNI", "ATHLETICS", and "QUICKLINKS". The page content includes a header, a title "Sample Page", social media icons, a large image of a horse sculpture, and a section titled "This is a sample page." with placeholder text.

Page: Sample Page
SMSU / academics / programs / tutorialProgram / sample-page

Edit Publish Comments Details More

OUTPUT: DETAIL_PAGE

SOUTHWEST MINNESOTA STATE UNIVERSITY

Alerts News Map Apply Visit Give

ABOUT ACADEMICS ADMISSION CAMPUS LIFE ALUMNI ATHLETICS QUICKLINKS

Home / Academics

Sample Page

Test link

Test link 2

sample content

This is a sample page.

FPO content: With over 90 student organizations waiting to welcome you. You'll quickly see why SMSU is "Where you belong!"
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque euismod molestie ex et lobortis. Curabitur non condimentum mauris, sit amet efficitur arcu. Vestibulum maximus dui purus, vel semper massa danihus in. Nunc non magna vitae felis tristique

EDIT BUTTON (CONTRD.)

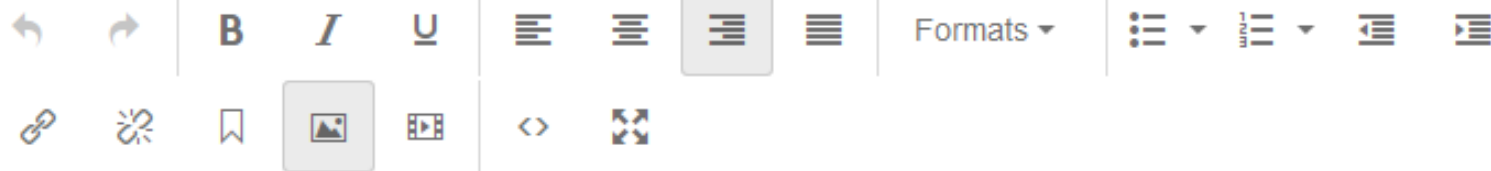
- * Means it's a required field
- You must "Save & Preview" the page then click "Submit"
- Or click the 3 vertical dots and click "Submit" or "Check Content & Submit"

The screenshot shows a web page editor interface. At the top, there is a navigation bar with tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen'. To the right of these tabs are buttons for 'Draft saved', 'Close', and 'Save & Preview'. Below the navigation bar, the main content area is divided into two sections. The first section contains form fields for 'Display Name *' (with 'Sample Page' entered), 'Title *' (with 'Sample Page' entered), 'Keywords' (empty), and 'Description *' (with 'This is a sample' entered). The second section is titled 'detail_page' and contains a radio button for 'Add a sidebar?' (set to 'Yes'), a dropdown menu for 'Sidebar *' (set to 'default'), and a 'Main Content' editor with a menu bar for 'Edit', 'Format', 'Insert', 'Table', 'View', and 'Tools'.

WYSIWYG EDITOR

Main Content

Edit ▾ Format ▾ Insert ▾ Table ▾ View ▾ Tools ▾



The primary objective of the Accounting Program is to fully prepare students for the full range of responsibilities which professional accountants are expected to assume. A high level of technical knowledge and a profound awareness of the context and consequences of professional decision-making is required to fulfill this objective. After completing the required academic courses, the accounting major will have satisfied the requirements to sit for the following examinations:

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)
- Certified Internal Auditor (CIA)



TUTORIAL VIDEO ON HOW TO EDIT A PAGE

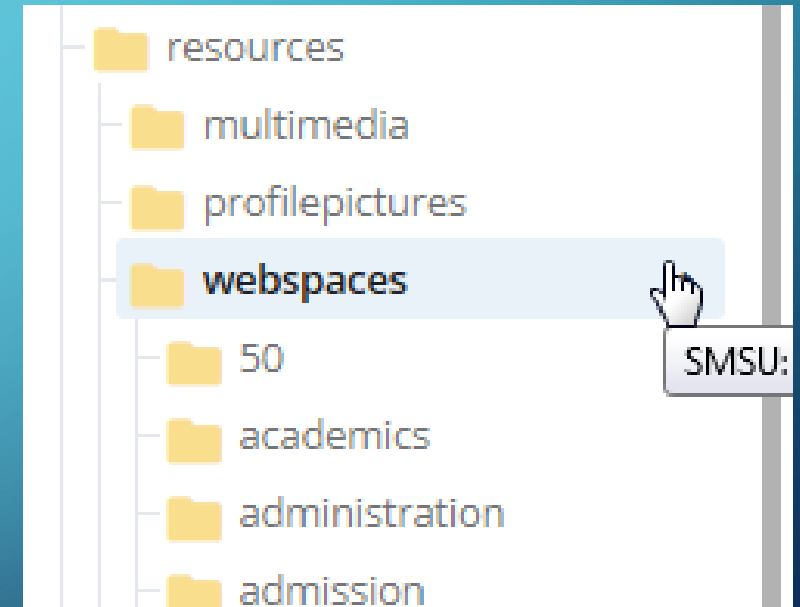
- Direct link:

[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](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.

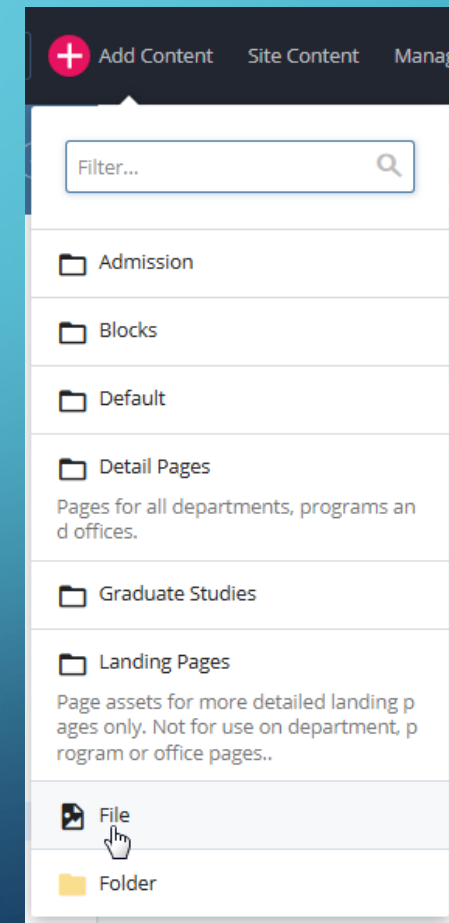
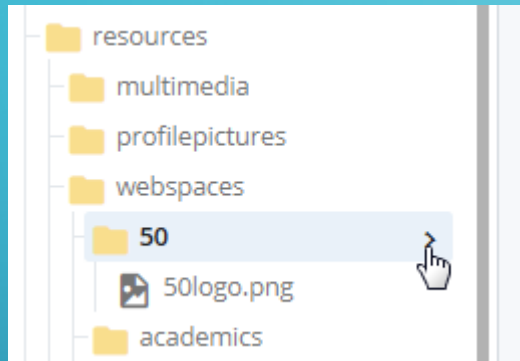


2 WAYS TO UPLOAD AN IMAGE OR FILE

- Through the folder structure
- While editing page content

1. THROUGH THE FOLDER STRUCTURE

- Navigate to the proper folder
- Click the “Add Content” button

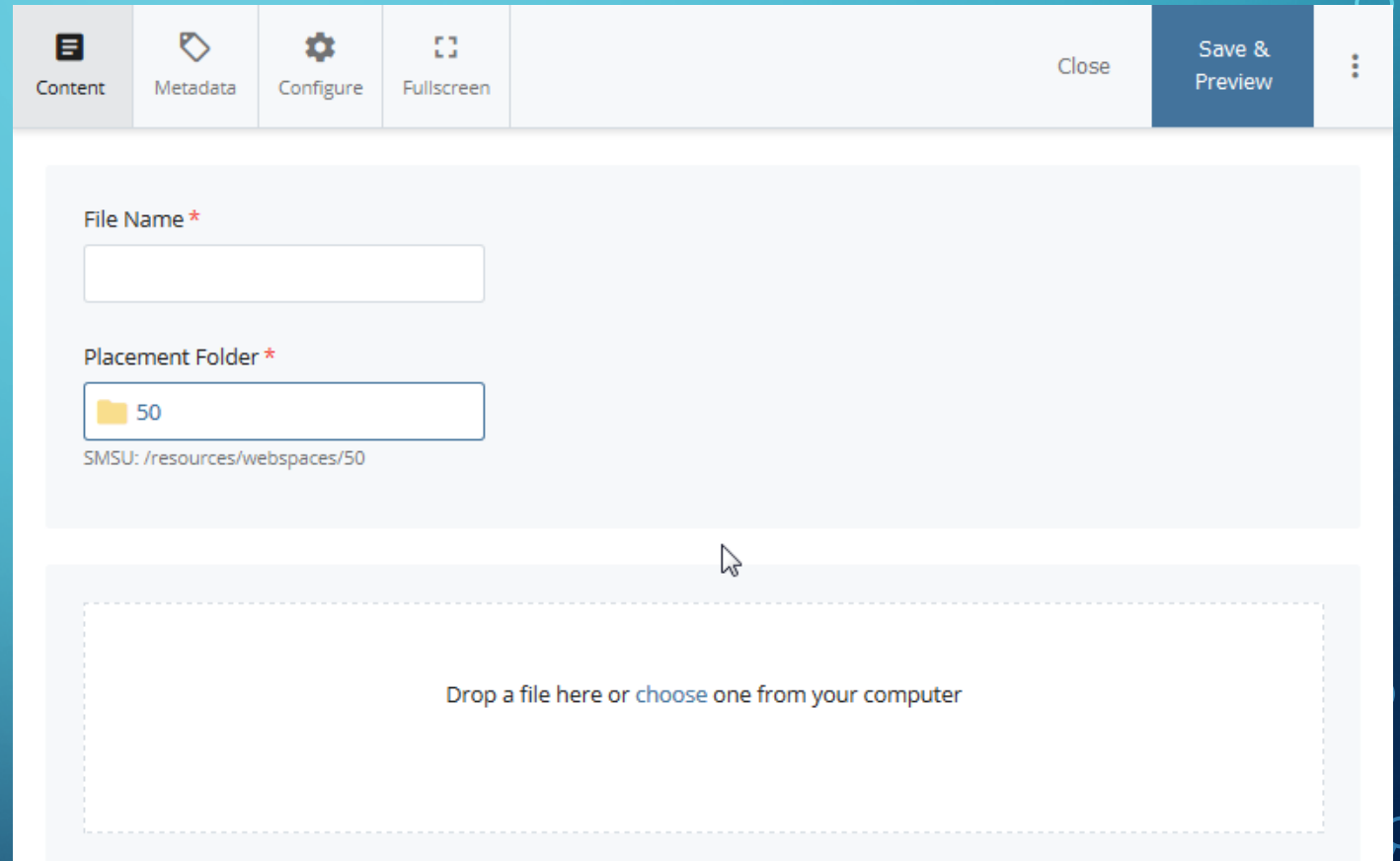


THROUGH THE FOLDER STRUCTURE (CONT.)

- 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.



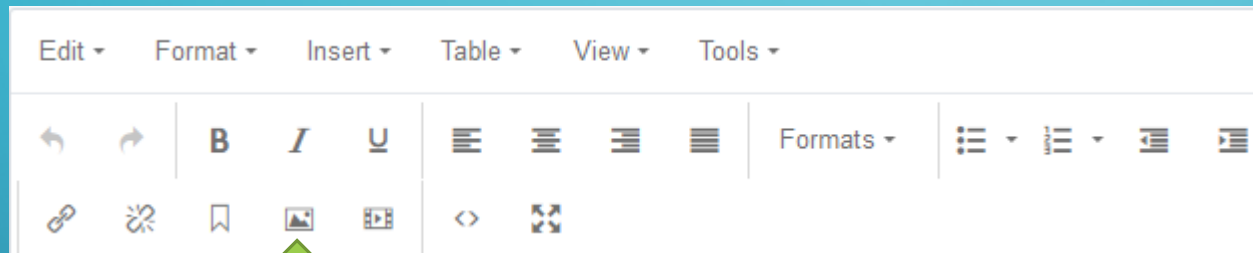
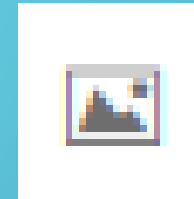
The screenshot shows a user interface for file upload. At the top, there is a navigation bar with icons for 'Content', 'Metadata', 'Configure', and 'Fullscreen', along with 'Close', 'Save & Preview', and a menu icon. Below this, there are two main input sections. The first section is labeled 'File Name *' and contains an empty text input field. The second section is labeled 'Placement Folder *' and contains a dropdown menu showing a folder icon and the name '50'. Below the dropdown, the path 'SMSU: /resources/webspaces/50' is displayed. At the bottom of the interface, there is a large dashed rectangular area with the text 'Drop a file here or choose one from your computer'.

General characters not allowed in filenames:

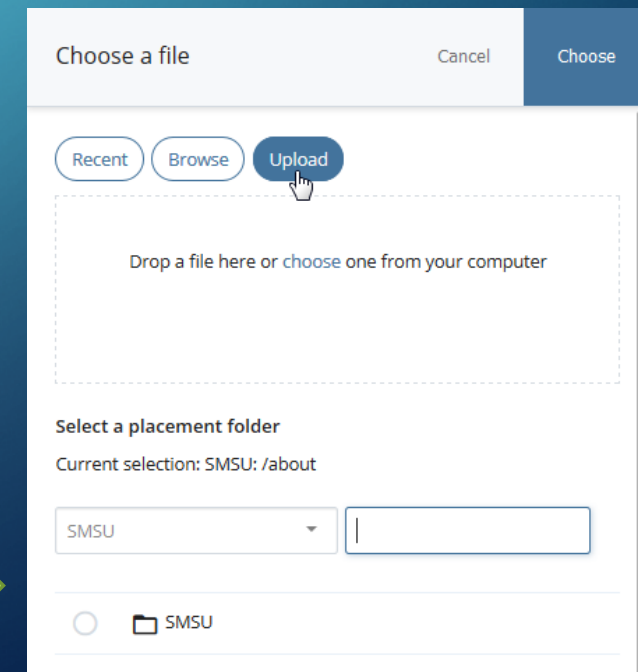
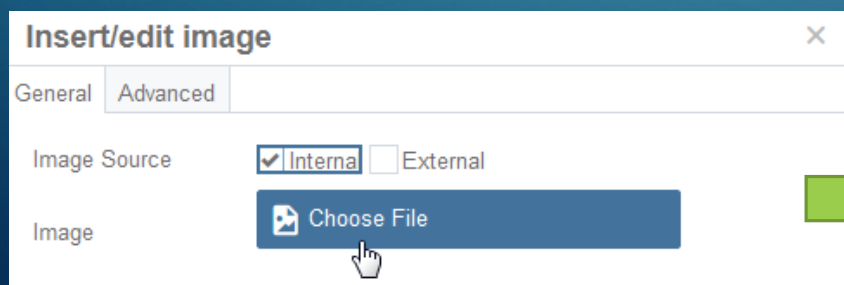
! @ # \$ % ^ & * () + = ' , " ~ ` /

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

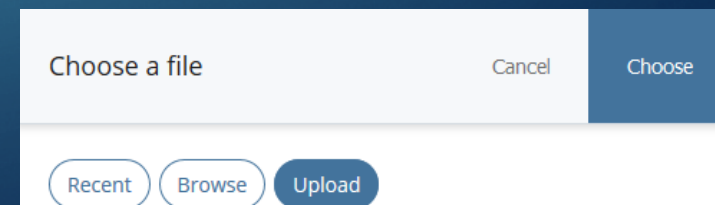
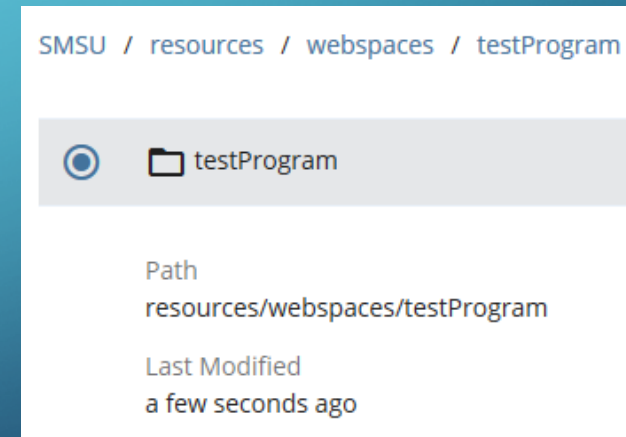
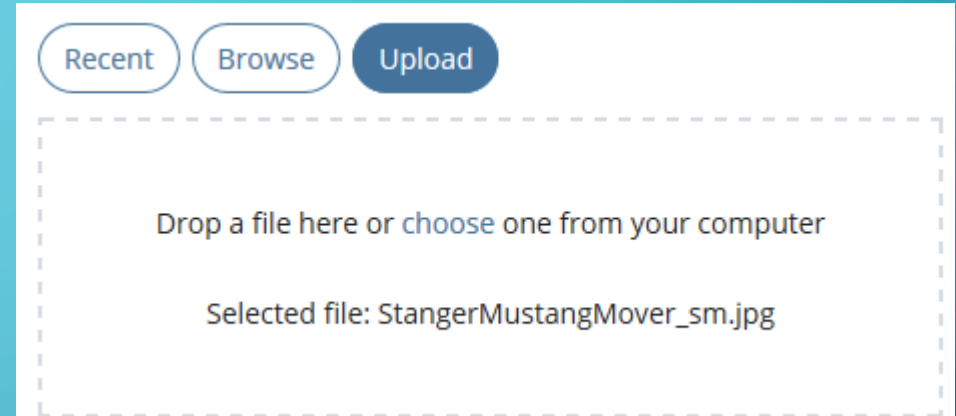


- In the “insert/edit image” dialog box check Internal and select “Choose File”
- On the “Choose a file” pane click on “Upload”



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.

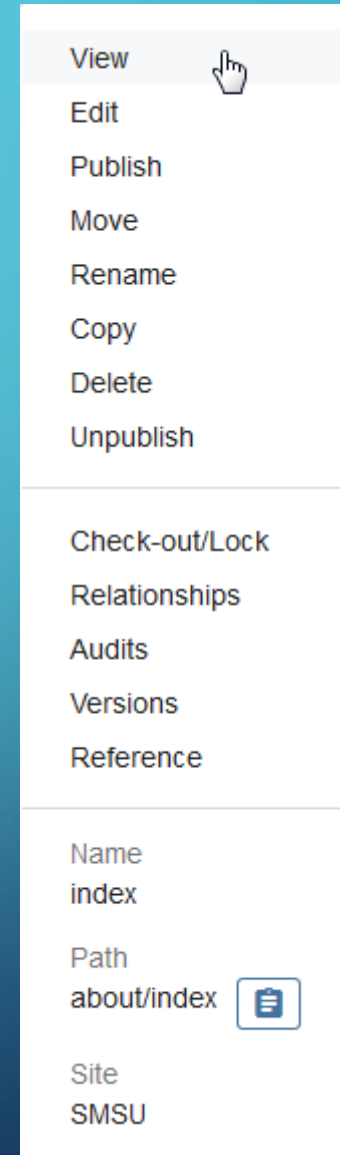
TUTORIAL VIDEO ON HOW TO ADD IMAGES

- 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&wide=0_n39ttxhd](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&wide=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)



THE PUBLISH BUTTON

Page: Sample Page
SMSU / academics / programs / tutorialProgram / sample-page

Publish Comments Details More

OUTPUT: DETAIL_PAGE VIEWING: CURRENT

SOUTHWEST
MINNESOTA STATE UNIVERSITY


Alerts News Map Apply Visit Give

ABOUT ACADEMICS ADMISSION CAMPUS LIFE ALUMNI ATHLETICS QUICKLINKS

Home / Academics

Sample Page

f t e



Test link

Test link 2

sample content

This is a sample page.

FPO content: With over 90 student organizations waiting to welcome you. You'll quickly see why SMSU is "Where you belong!"
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque euismod molestie ex et lobortis. Curabitur non condimentum mauris, sit amet efficitur arcu. Vestibulum maximus dui purus, vel semper massa dapibus in. Nunc non magna vitae felis tristique

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.



Publish page Cancel Submit

SMSU: /academics/programs/tutorialProgram/sample-page

Generate a publish report

Select one or more of the outputs to publish to the destinations selected below:

Output	Publish
<input checked="" type="checkbox"/>  detail_page	All Destinations

Destination
<input checked="" type="checkbox"/>  smsu-dev
<input checked="" type="checkbox"/>  smsu-stage

Publish Summary

You will be publishing output(s) **detail_page** to destination(s) **smsu-dev, smsu-stage**.

QUESTIONS/COMMENTS?

- **Contact Web Services with Questions**

phone ext. 6123

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

NOW ITS YOUR TURN 😊