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# Tables of Content

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>1</td>
</tr>
<tr>
<td>Dashboard</td>
<td>4</td>
</tr>
<tr>
<td>Global Navigation Bar</td>
<td>4</td>
</tr>
<tr>
<td>Global Navigation Menus</td>
<td>7</td>
</tr>
<tr>
<td>Hover Over Menus</td>
<td>8</td>
</tr>
<tr>
<td>Left File “Tree” Navigation</td>
<td>10</td>
</tr>
<tr>
<td>List Views</td>
<td>12</td>
</tr>
<tr>
<td>Editable Regions</td>
<td>13</td>
</tr>
<tr>
<td>Page Actions Toolbar</td>
<td>14</td>
</tr>
<tr>
<td>WYSIWYG Editor</td>
<td>15</td>
</tr>
<tr>
<td>Drag &amp; Drop function</td>
<td>16</td>
</tr>
<tr>
<td>How to link a document? (Refer to separate handout)</td>
<td>18</td>
</tr>
<tr>
<td>Snippets</td>
<td></td>
</tr>
<tr>
<td>How to insert an image? (Refer to separate handout)</td>
<td></td>
</tr>
<tr>
<td>Filter Views</td>
<td>23</td>
</tr>
<tr>
<td>Workflow</td>
<td>24</td>
</tr>
<tr>
<td>Calendars (Refer to separate handout)</td>
<td></td>
</tr>
</tbody>
</table>

*We will be working from the test site and NOT the live site where your actual pages reside. Any edits you make today will not be displayed on your actual pages.*
Login

1. From [http://www.uaex.edu/](http://www.uaex.edu/) navigate to the page you want to edit, not the **Home Page** but your page. From the bottom left of the screen, place your cursor on the © in Copyright © 2014 to select the login screen.

2. From the **Where are you from?** screen, select the **U of A** logo

Or

Select the **University of Arkansas Cooperativ...** link.
3. From the **Welcome/Login** screen, enter your username and password. Use your **Active Directory** password.
4. Select **Login**.
5. Or from the OU Campus v10 login screen, enter **username** and **password**. Use your **Active Directory** password.

6. The Site List screen is displayed. Select **Test**.
Dashboard

The new Dashboard will be opened. This screen displays which pages you are working on, which items you have checked out and any pages that may have been sent to you for approval in your box.

The OU Campus Dashboard provides a location within the CMS where each individual can access user-specific messaging and gadgets. The Dashboard can be customized by each individual user by choosing which gadgets to show or hide in the view. The user can also modify the appearance by dragging a gadget to reorder the view. A Level 10 administrator can add gadgets to the system, and then make them available with group assignment.

Global Navigation Bar

Main Navigation Menu Bar
The main navigation bar located at the top of the screen is global to all screens and includes drop-down menus that provide access to the additional functionality grouped categorically under the menus. The functionality includes access to creating, editing, uploading, reviewing, and managing content on a staging server so that it may be published on a production server as a public-facing web site or sites.

Depending upon the authority level and access settings, various menus and menu items are available. The main navigation consists of the following:
- **Dashboard**: Includes access to each individual user’s workflow, inbox, and Dashboard gadgets. The Dashboard is the default location when a user is not logging in via a DirectEdit link on a page.

- **Content**: The Content menu includes access to the main area for editing pages and assets.

- **Reports**: Provides access to administrative-level reporting and content management functionality.

- **User Avatar or Gravatar, and User Name**: The menu provides access for the currently logged-in user’s settings.

- **Help**: Help menu items include information about the system, Support Site, OCN, New Features and Feedback Forum, and about how to contact the OmniUpdate Support team.

1. Version 9 tabs are replaced by a Global navigation bar with drop-down menus.

![Version 9 navigation bar](image1)

2. Version 10 features a completely refreshed, modern interface.

![Version 10 navigation bar](image2)

3. The drop-down menus allow access to different areas of OU Campus. For example, hovering over the Content Menu and clicking "Pages" will provide users access to the file structure.
4. There is an expandable-collapsible "tree navigation" that is always available on the left hand side of the screen. It is accessible by clicking on the file folder icon.

5. To collapse the navigation, simply click the arrow for "Hide File Navigation".
6. The File Navigation can also be locked in place, so it will remain synced with the directory a user is currently working in, in the file structure.
Global Navigation Menus

Options available to a user in the top Global Navigation menu will vary based on user level. All user levels have access to the "Dashboard" and "Content" menus. One significant change in version 10 is that end user levels of 5 through 8 now have access to a limited Reports menu. Level 9 and 10 admin's will have access to the full Reports menu.

Navigation Bar Level 7

Only Level 10 Admins will be able to access the Setup menu, which is located on the right hand side of the Global Navigation bar. The Setup menu is divided into Account wide settings and Site specific settings. Hovering over the Setup menu will display the drop-down menu where both Account Level and Site Level settings are located.
Hover Over Menus

*Hover over cleans up the screen.*

1. In various locations throughout **OU Campus** version 10, there is hover over menus that provide additional navigation and feature options. To access a hover over menu simply move your cursor over the menu area and additional options will display.

2. Hovering over the menus in Global navigation bar will allow users to navigate the different areas available to them within **OU Campus**.

3. There is also hover over options available in the file list views. An example of this would be the file option menu visible when a user hovers over the File icon the list view located in **Content > Pages**.
When a page is checked out to a particular user, there will be more hover over options available than when a page is not currently checked out. A page is checked out when the light-bulb is illuminated, indicating the page is in that user’s possession. An unilluminated light-bulb in the list view signifies that a page is available to be checked out. To check out a page and access the additional hover options, first click on the light-bulb icon and move the cursor to the desired menu option.
Hover Over Options of a Checked Out Page

Left File "Tree" Navigation

1. The left navigation allows for a tree view of all the directories and sub directories within the file structure. Starting at the home (or root) directory, users can go several directories deep on the left navigation view without ever needing to navigate away from the current directory's files they have displayed in the main list view. This allows users the ability to view files located in separate directories from the current one. It also allows for quick navigation between different directories and pages.

2. Select the arrow to the left to expand the directory,

3. Select a directory, navigate to desired page. Select page, page is displayed.

4. Select Content, select Pages. The complete file list for that directory should be displayed to the right.
List View

The Pages list view provides access to functionality relating to creating new content, uploading, and editing new content. It provides a view of the pages, files, and directories, and the additional functionality that is available.

Version 9
Version 10

1. Hover over the row corresponding to the content for more options. Both PCF pages, as well as other editable file types such as TXT, HTML, and INC files can be edited. With the enablement of Binary Management, images can also be stored and accessed on the staging server, as well as edited.

Editable Regions

Pages in OU Campus can be edited as separate pieces. These separate pieces are known as editable regions, which correspond to the back end code for each page template. The amount of unique editable regions that a user will see may vary, depending on the particular template being used for a page. Each separate editable region is distinguished by a different edit button.

An example of editable region, common on many page templates, is the main content region. In the example image below, clicking on the green Edit Main Content Area button would allow the user to edit the main content for this page, separately from the left navigation or page footer. Each of those sections are also separate editable regions.
Page Actions Toolbar

1. When in edit or preview mode whether the page is checked out to the current user or not, or when editing a page within the WYSIWYG Editor, several utilities are available at the top of the screen in the form of the Page Actions toolbar. The available actions differ depending upon whether the page is checked out to the current user, checked out to another user, checked in, and whether in preview or edit mode.

The Page Actions toolbar includes the following elements:

- **Preview**: Displays the page in preview mode, which includes the selection of output type; for example, HTML or PDF, and makes available the server choice drop-down.
- **Edit**: Displays the page in edit mode, which includes editable regions. Checking out the page shows additional utilities.
- **Properties**: Properties provides access to editing various other page items. A page or file must be checked out to view or update parameters. Once clicked, the menu items under Properties include the functionality for Parameters, MultiEdit Content, RSS, Analytics, Access, and the Log, as applicable.
- **Versions**: Used to view the committed versions of the page; available when checked out to the current user.
- **Page Check**: If configured, clicking the Page Check icon displays the Page Check dialog with the ability to run any available page checks; available when the page is checked out to the current user.
• **Save Version:** Allows for the user to save a version of the current page, which is a useful action to perform before other actions such as a find and replace; available when the page is checked out to the current user.

• **Check Out/In:** Allows for a page to be checked out by the current user or, if checked out to the current user, the current user can check the page back in. If the page is checked out to another user, a lock is shown.

• **Publish:** After choosing an editable region and editing the page, the Publish button is available once the page is saved. The split button for publishing includes access to the Publish dialog and its functionality as well as the available actions associated with a publish. These include Schedule, Submit for Approval, and Expire.

### WYSIWYG Editor

1. **WYSIWYG** stands for "**what you see is what you get**" and it is the space inside of OU Campus where content on pages can be edited. Clicking on an edit button above one of the editable regions of a page will automatically bring a user into the WYSIWYG editor. The option looks different in version 9. The WYSIWYG can be customized per user.

![WYSIWYG Editor Screenshot](image)

2. **WYSIWG** Toolbar and Tools overview can be found at the following link:
3. The user can then begin editing content using the friendly, recognizable tools in the toolbar. Many of the icons in the WYSIWYG toolbar should be easily identifiable to users, particularly those transitioning over from OU Campus Version 9.

Drag and Drop Functionality

OU Campus Version 10 now accommodates drag and drop functionality. This is especially useful when moving files between different directories, or while uploading files from a desktop into OU Campus.

1. To drag a file from the desktop, first click the green upload button above the list view, then simply select the file, or files, and drag them over to the browser window which has the OU Campus session loaded.

2. Users also have the option to drag files from their desktop directly into the pages list view without needing to click the upload button.
3. It is important to check that you are uploading files to the appropriate folder destinations. For example, if all images are stored in dedicated folder called "images" then the user should first navigate to that images folder in OU Campus, before attempting to upload the images.
What are Snippets?

1. Snippets are reusable files that are available to be inserted on a page via the WYSIWYG Editor and become a part of the page.
2. To use snippets with the site, first the snippet file needs to be created and uploaded. The creation of the snippet file is generally done outside of OU Campus by OU Administrators.
3. More detailed information on Snippets will be covered in Amy’s Snippets class.
4. From the WYSIWYG toolbar, select the Snippet icon.
5. From the **Insert predefined snippet content** screen, select a **Category** from the dropdown.

![Insert predefined snippet content](image)

6. From the same screen, select the **Snippet** to be used.
7. Note the image is displayed in the **Preview** screen.
8. Select **Insert**
9. From the **WYSIWG** toolbar, select the **Save** icon.

10. From the **Navigation** toolbar, select **Publish** to publish the edits.
11. Select **Preview** to view the edits.

Refer to the Website & Digital Media Help Guide for additional information on Design and Layout. Go to the following link: [www.uaex.edu/websitehelp](http://www.uaex.edu/websitehelp)
Filter Views

1. Filter is a tool available in various parts of OU Campus. Some examples of where filter is available: Content > Pages screen, Content > Assets screen, the Recent Publishes report, and many others. The Filter tool allows the content listed on the screen to be sorted based on the keyword(s) typed into the Filter field.

2. Example of Filtering for PCF Files on the Production server in Content > Pages

In the Content > Assets screen, assets can be filtered based on Asset Type, asset tags or the site where an asset is located.
**Workflow**

1. In OU Campus a workflow can be defined simply as: who can publish a page directly, and who first submits a page to an approver for review, before the page is published. If a user submits his content for approval, that is considered being in a workflow. It is the process in which content is edited on staging inside OU Campus and then ultimately published out to the live website.

![Workflow screenshot]

2. If a user is in a workflow, it will be obvious when the user attempts to publish a page. Instead of a green "Publish" button in the Page Actions Toolbar, the user will commonly see a green "Submit" button.

3. Workflow is a component of Mailbox that facilitates the sending and tracking of content for review and approval. Workflow is specific to the currently logged in user and is content that the user has submitted to another user, or received from another user, is shown in this list view.

4. When access settings have been configured by an administrator, it may be required for a user to use the Submit button to send content to an approver in order for the content to be published. When this is the case, the Publish button is replaced by the Submit button. A message can be composed to accompany the content that is sent. Both a link to the content and a status icon that links to the message are shown in the Workflow list view.

General messages sent to the user's account are separated from Workflow files and are available in the Inbox. Workflow can be found from the dashboard, either by clicking the Workflow link on the Dashboard screen, or by clicking Workflow in the drop-down Dashboard menu. Level 9 and Level 10 administrators may view the Pending Approvals report to view all content currently in a workflow process.