

Updating website content using TerminalFOUR SiteManager

This short guide was written as a supplementary guide to the main training guide for someone in Human Resources to help them understand where to go in SiteManager to update pieces of content. Others have found this short guide useful so we're making it available for general circulation.

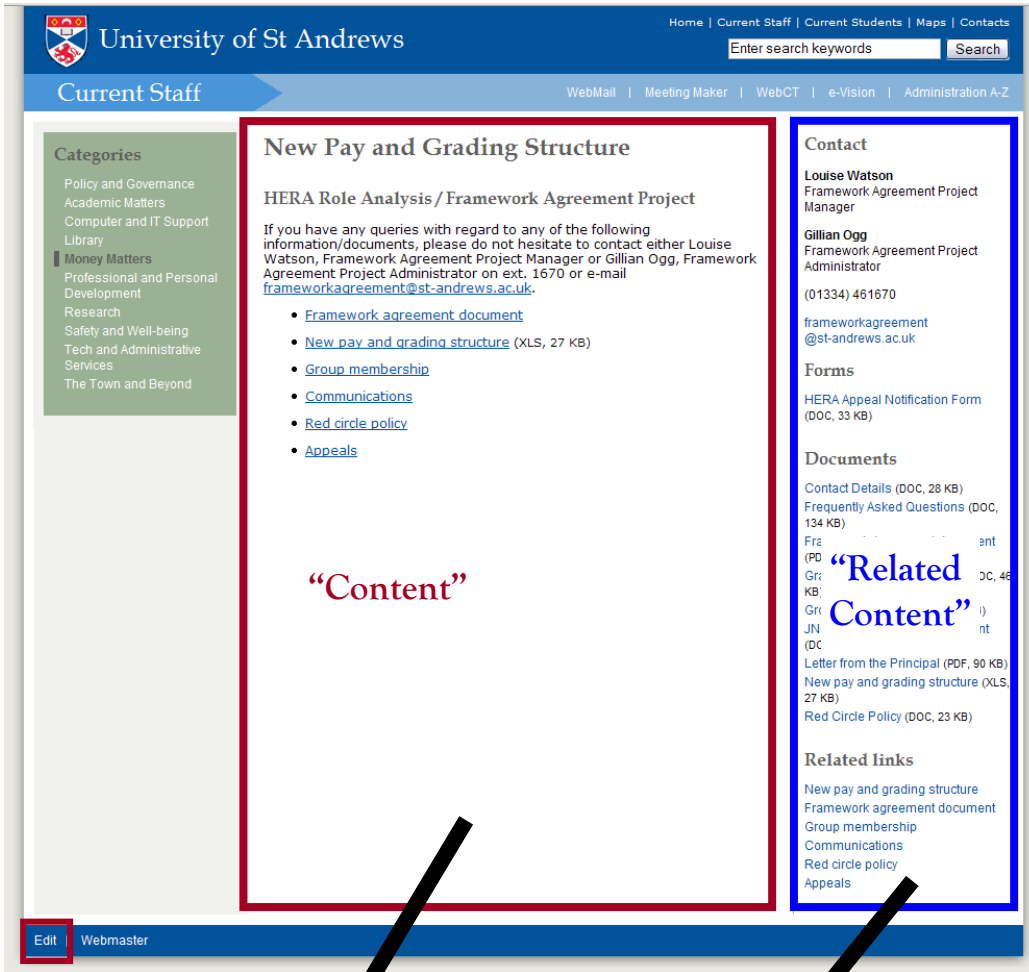
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Updating website content using TerminalFOUR SiteManager

Task #1. Understanding where to go to update information on the website.



Content

The middle section of the page is contained in an area which we call “Content”.

The main text on the page (which can include links, images, etc.) is always contained within “Content”.

You can edit this by:

1. Content > Modify
2. Click on the name of the page you wish to edit
3. Click on the name of the Existing Content item you wish to edit.

or click the Edit button on the footer of the page.

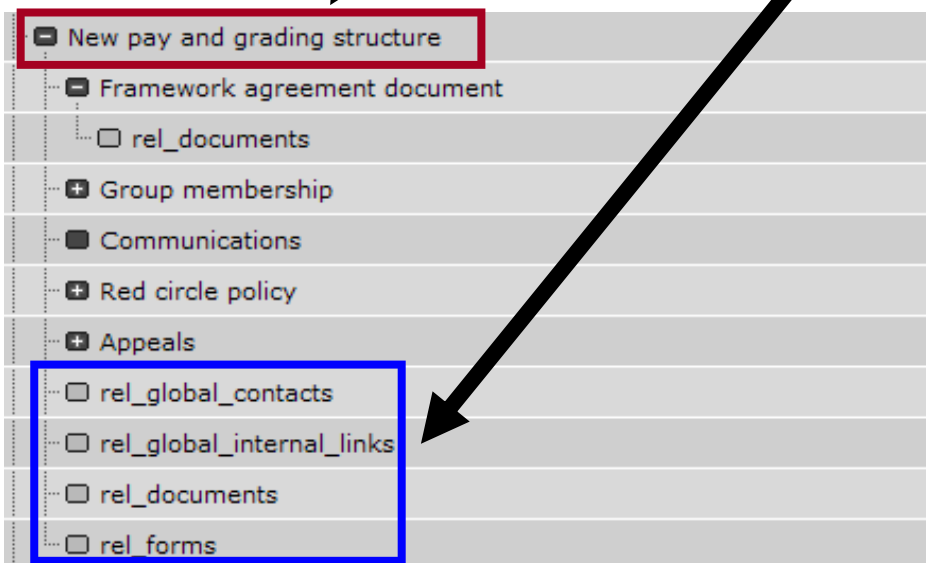
Related Content

The right-hand section of the page is contained in an area which we call “Related Content”.

“Related Content” usually contains contact information, and links to documents, forms, and both internal and external web pages.

Each section (e.g. Contact, Forms, Documents, etc.) is contained within its own sub-section of the section/page that it belongs to.

These sections have special names, e.g. rel_global_contacts, rel_documents, rel_forms, etc.



Content items

Task #2. Understanding the relationship between sections/pages and templates.

1 x content item, using the "General" template

9 x content items using the "File Upload" template

Content items are added to the "Content" or "Related Content" sections using **Templates**.

A template is simply a form that allows you to enter a particular type of information e.g. contact details ("Contact" and "Contact microformats" template), general content ("General" and "General no title" templates), a link to an item in the media library (File Upload template).

A webpage can be made up of more than one content item

Content > Site Structure in SiteManager shows you how many content items each section has.

There are three columns (from left to right):

- GREEN:** Approved content – approved content items that *will* go live at the next publish.
- AMBER:** Pending content – content items that have not yet been approved; this *will not* go live.
- RED:** Deleted content – content marked as "inactive" and *will not* go live.

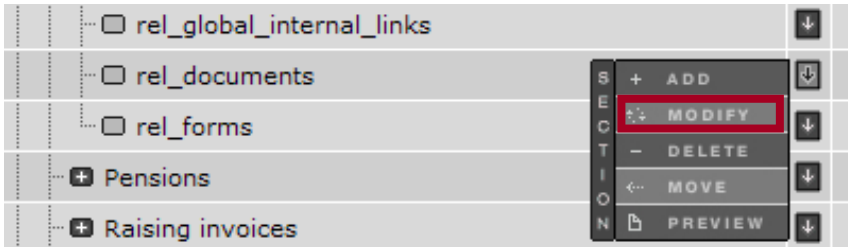
<input checked="" type="checkbox"/>	New pay and grading structure	↓	1	0	0
<input checked="" type="checkbox"/>	Framework agreement document	↓	1	0	0
<input checked="" type="checkbox"/>	Group membership	↓	1	0	0
<input checked="" type="checkbox"/>	Communications	↓	1	0	0
<input checked="" type="checkbox"/>	Red circle policy	↓	1	0	0
<input checked="" type="checkbox"/>	Appeals	↓	1	0	0
<input type="checkbox"/>	rel_global_contacts	↓	1	0	0
<input type="checkbox"/>	rel_global_internal_links	↓	1	0	0
<input type="checkbox"/>	rel_documents	↓	9	0	0
<input type="checkbox"/>	rel_forms	↓	1	0	0

Editing or adding content items

Task #3. How to edit or add new content items to a section.

1. **Select SECTION MODIFY**

Hover over the arrow to the right of the section name that you wish to edit and select MODIFY.

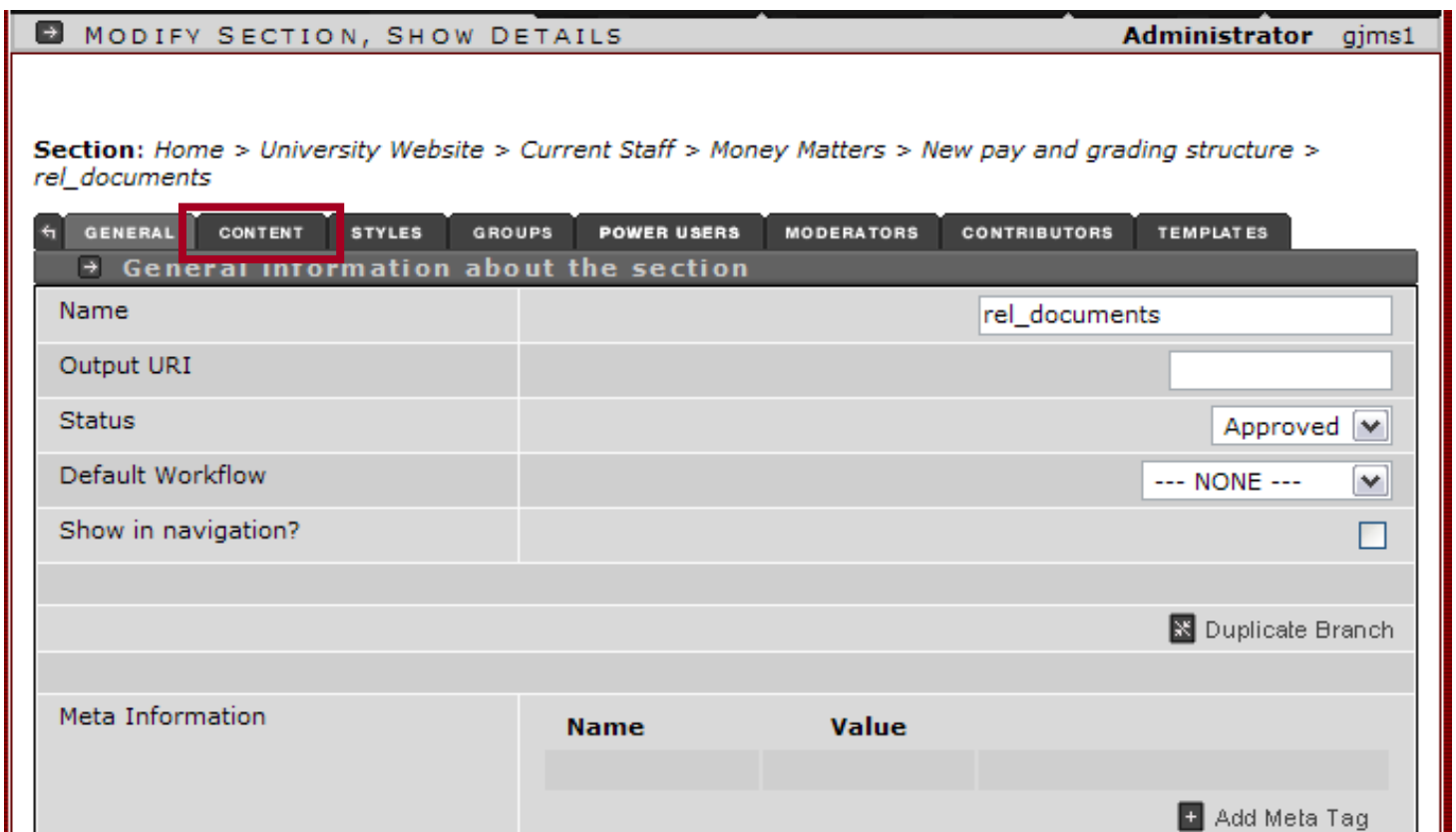


Notice that there is a title called SECTION on the fly-out menu. This shows that you are dealing with sections here, rather than content items.

2. **Click on the CONTENT tab**

Modifying a section takes you, by default, to the first tab on the MODIFY SECTION screen. This is the GENERAL tab. Click on the CONTENT tab to manage the content items within this section.

In this example we're looking at the rel_documents section, which you will remember contains 9 content items.



3. Select CONTENT MODIFY

Here you can now see the list of content items. If you hover over the arrows to the right of each content item you get a fly-out context-menu that gives you options for managing the CONTENT (rather than the section).

The screenshot shows a web interface for managing content. At the top, there's a navigation bar with 'MODIFY SECTION, SHOW DETAILS' and 'Administrator gjms1'. Below that, a breadcrumb trail reads 'Section: Home > University Website > Current Staff > Money Matters > New pay and grading structure > rel_documents'. A tabbed interface shows 'CONTENT' selected. The main area is titled 'Content currently in this section' and contains an 'Automatic Ordering' section with 'Enabled' checked and 'Method' set to 'Alphabetical (A-Z)'. Below is a table of 'Existing Content' with columns for Name, Version, Status, Last Modified, Move, and Lock. A context menu is open over the first row, showing options: MODIFY (highlighted with a red box and labeled '1'), MIRROR, DUPLICATE, MOVE, DELETE, and HISTORY. The 'Move' column in the table is also highlighted with a red box and labeled '2', and the 'Last Modified' column is labeled '3'. An '+ Add Content' button is visible in the top right of the table area.

Name	Version	Status	Last Modified	Move	Lock
Contact details		Approved	13 Dec '07 - 10:38:21	[Move icons]	[Lock icon]
FAQ Framework Agreement		Approved	18 Dec '07 - 10:59:45	[Move icons]	[Lock icon]
Framework agreement document		Approved	13 Dec '07 - 10:38:22	[Move icons]	[Lock icon]
Grading Appeals Procedure		Approved	13 Dec '07 - 10:38:21	[Move icons]	[Lock icon]
Group membership		Approved	13 Dec '07 - 10:38:21	[Move icons]	[Lock icon]
JNCHES Framework Agreement	1.0	Approved	13 Dec '07 - 10:38:22	[Move icons]	[Lock icon]
Letter from The Principal	1.0	Approved	13 Dec '07 - 10:38:21	[Move icons]	[Lock icon]
New pay and grading structure	1.0	Approved	17 Dec '07 - 10:20:58	[Move icons]	[Lock icon]
Red Circle Policy	1.0	Approved	13 Dec '07 - 10:38:21	[Move icons]	[Lock icon]

The most common tasks are:

1. **MODIFY CONTENT ITEM**
Make edits to existing content.
2. **ADD CONTENT**
Add new content items to the section. Click on the “Add Content” button and then select a template to use. Use this if you want to, for example, link to a new document from the Media Library.
3. **REORDER CONTENT ITEMS**
Use the arrows, or Automatic Ordering. Remembering to scroll down to the bottom to click the “Save changes” button once you’re done.

Uploading a revised document to the Media Library

Task #4. How to update an existing downloadable document.

Here we have a list of the downloadable documents on the “New pay and grading structure” page. The image on the left is from the list of content items in SiteManager (rel_documents section), the image on the right is taken from the resulting page.

You can see that the order in SiteManager determines the order of the documents on the resulting page.

Name
Contact details
FAQ Framework Agreement
Framework agreement document
Grading Appeals Procedure
Group membership
JNCHES Framework Agreement
Letter from The Principal
New pay and grading structure
Red Circle Policy

Documents

- Contact Details (DOC, 28 KB)
- Frequently Asked Questions (DOC, 134 KB)
- Framework Agreement document (PDF, 232 KB)**
- Grading Appeals Procedure (DOC, 46 KB)
- Group Membership (DOC, 20 KB)
- JNCHES Framework Agreement (DOC, 358 KB)
- Letter from the Principal (PDF, 90 KB)
- New pay and grading structure (XLS, 27 KB)
- Red Circle Policy (DOC, 23 KB)

one-to-one relationship

Now, imagine that you make a revision to the *Framework Agreement document*, for example. To upload the latest version you don't need to worry about this list in rel_documents, because that's simply a pointer to the actual document which is being managed in the Media Library.

CATEGORISED MEDIA

Categorised

- Styles (CSS, JS and Images)
- Staff training
- Admissions
- Athletic Union
- Business Improvements
- Careers Centre
- Chaplaincy
- Continuing Education
- Court Office
- Data Protection
- Development
- Divinity
- Economics
- English
- Environmental Health and Safety Services
- Estates
- Finance
- Freedom of Information
- History
- Human Resources**
 - Images
 - Annual leave
 - Childcare voucher scheme
 - Equal opportunities
 - Fixed term contracts
 - Forms
 - HERA**

Academic and Related Promotions

Assimilation to New Pay Scale

Clerical and Technical Regradings

Contact Details

Framework Agreement document

Frequently Asked Questions

General Framework Briefing Session Handout

Grading Appeals Procedure

Group Membership

HERA Appeal Notification Form

HERA Guidance for Verifiers

JNCHES Framework Agreement

Letter from David Corner

Letter from the Principal

Memorandum of Understanding between UCEA and AUT

Memorandum of Understanding Further Correspondence

New pay and grading structure

New Pay and Grading Structure Communication Statement 1

New Pay and Grading Structure Communication Statement 2

New Pay and Grading Structure Communication Statement 3

New Pay and Grading Structure Communication Statement 4

New Pay and Grading Structure Communication Statement 5

Pre-Appeal Check List for Role Holders

Red Circle Policy

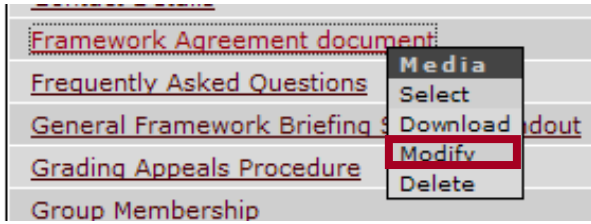
Staff Newsletter on Harmonisation of Working Hours

The History of HERA

The Media Library helpfully allows you to categorise media items (documents, etc.) so locate your document in the Media Library, under Human Resources > HERA.

There you can see the Framework Agreement document.

1. Right-click the Framework Agreement document and select Modify from the fly-out content-menu.



2. Now simply click “Browse” to upload the latest version of the document; making sure that the “Type” drop-down menu shows the right file-type.

A screenshot of a web form titled 'General Media Information'. The form has two tabs: 'GENERAL' and 'CATEGORIES'. The 'GENERAL' tab is active. The form fields are: 'Name' (Framework Agreement document), 'Description' (Framework Agreement document), 'Type' (PDF), 'Media' (with a 'Browse...' button highlighted in red), and 'Thumbnail' (with a 'Browse...' button). Below the 'Media' field is a 'Download' link. Below the 'Thumbnail' field is a 'Show Thumbnail' link. The 'Categorisation' section shows 'This Media has been categorised. See the "Categories" Tab to change assigned categories.' At the bottom of the form, there are 'UPDATE' and 'CANCEL' buttons, with the 'UPDATE' button highlighted in red.

3. Now click “UPDATE” to finish.

And that's all there is to it. Now, wherever that document has been linked to (either using the File Upload template or as a link to the Media Library within a “General” or “General no title” template) it will be updated the next time the site is published.