



# The basics

## Contensis CMS

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### Browser

The preferred browser for use with Contensis is Google Chrome, but any up to date browser should work well.

Make sure you have pop-ups enabled in your browser.



## Logging in

A login will not be issued until you have completed the one-day CMS training course. Once training is complete, your unit web coordinator needs to request access for you.

Once you have access, you can login at <https://cms-uon.cloud.contensis.com> using your usual university credentials.

## Logging out

It is not essential to log out after each Contensis session. However, if you wish to do so, click your name at the top right of the screen and click Log Out. If you have work checked out you will be asked whether you want to check it back in or not.

## Checking in pages

It is good practice to check in any content you no longer need to edit. Checking content in will allow others to edit the page.

If your page is checked out and you go on holiday for two weeks (for example) other editors won't be able to access the page until you return. However, unit web coordinators/admin have permission to check in content on behalf of someone else.

## Contensis interface

There are four main areas within the Contensis interface:

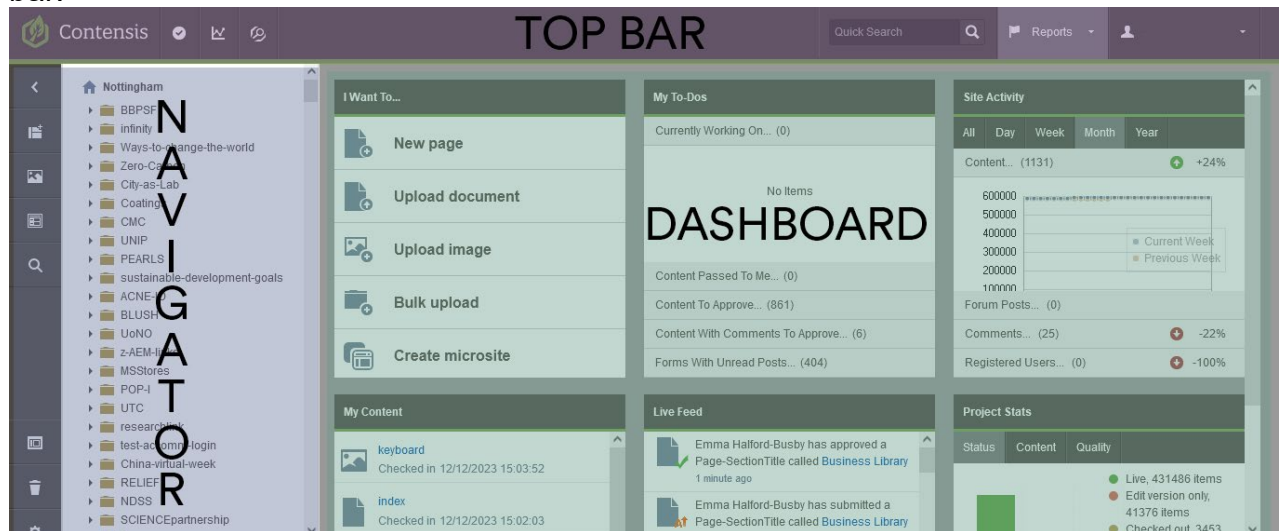
- Dashboard
- Top bar
- Navigator
- Content area/content toolbar (When in edit mode of a page, the dashboard becomes the content area)

### **Dashboard**

When you first login, you will be presented with the Contensis dashboard. This is a summary of actions carried out under your profile. It allows you to create new content, shows files you have recently worked on and content awaiting your approval (if applicable). It also shows a live feed of what others are doing in Contensis.



Users can access the dashboard at any time by clicking on the home button on the top bar.



## Navigator

The navigator on the left-hand side of the window allows you to:

- view site structure (folders/pages etc)
- create and edit content
- manage menu (if permissions allow)
- set a folder homepage
- access content information
- access content properties
- archive content (if permissions allow)
- rename content (if permissions allow)
- access shared resources
- switch between Nottingham, China and Malaysia projects (if permissions allow)

The above options (and more depending on permissions) are available by clicking on a folder, content type or page.

You will only see folders you have view permissions for.

## Content area/content toolbar

When editing content, this is what you will see. This area includes the content toolbar:



The content toolbar allows you to change various properties, add keywords, submit for approval, approve (if permissions allow), set a publishing schedule and revert to a previous version.

### **Save**

Saving a page will not publish the page to the live web. It will however create a test version of the page which can be previewed.

### **Workflow**

| <b>Workflow function</b>           | <b>Description</b>   |
|------------------------------------|--|
| Check-In                           | This takes the page out of edit mode so others can make changes. If you want to save changes, you must save the page before checking it in. This will not publish or submit your page for approval.                        |
| Pass To Another User               | If you would like another user to add to your work, select this option and select which user to pass it to and add a message. Only users within the relevant groups will be listed (along with all system administrators). |
| Submit                             | Notifies approvers within your site's group that work is awaiting authorisation.   |
| Submit With Message (for approval) | The same as above but it allows you to send a message too. This can be helpful for you to explain to your approver what you've changed.  |
| Submit and Approve                 | Only approvers, admin and system administrators will see this option. Once selected, the page will go into the publishing queue to go live (publishing times vary depending on the number of items in the queue).          |
| Revoke and Edit                    | This will only work if the next user hasn't already started to work on it or approved it. It allows an approver to edit the page or for you to revoke your page from your approval request.                                |

### **Content tab**

This is where the WYSIWYG tool bar appears and the main editable area of your page. Within the editable area you add your content, imagery, apply layouts and much more.



### **Metadata tab**

Metadata identifies the content of a web page. In Contensis, we apply keywords and descriptions to our pages.

### **Properties tab**

This gives general information about the content including its filename, what stylesheet it uses, when it was created etc.

It also allows you to set whether the content appears in the menu, search etc. You can set your content to publish on a specific date and time.

### **Version History tab**

When content is submitted (not saved), a version is created. This function allows you to preview and revert back to previous versions.

### **Comments**

Leave useful comments for other users.

### **Title**

Some pages have their title (heading 1) automatically pulled in from this setting. This also appears in the title bar in your browser. The title should be relevant to the content.

## **User profile**

Every CMS user should complete their personal profile within Contensis:

- Access your user profile from the top bar on the right
- Complete as much information as possible (an email address is essential)
- Save

## **Shared Resources**

All users of Contensis have view only access to the **SharedResources** folder and it can be accessed via the navigator. Here you will find various:

- mini templates/layouts
- HTML snippets
- images
- hyperlinks
- documents