

CONTENT MANAGEMENT SYSTEM

The Content Management System, or CMS, is a database that contains the news and events items that are displayed on your departmental homepages. This is a Web-based application accessed at the following location: <http://www.sandiego.edu/cms/>. You can log into the system using your assigned username and password.

The main menu of your account allows you to access three parts of the system: Contacts, Events, and News.

ADDING CONTACTS

USD's CMS allows you to make a contact page for listing your department's faculty and staff and their contact information. Click on Contacts to begin. This will bring you to a list of everyone in the system.

Add · Modify · Delete						
Results 1 - 10 of 222				[Previous] 1 2 3 4 5 6 7 8 9 10 [Next]		
Set Max Number of Items to Display (currently 10)						
Contacts - select a record						
	<u>First Name</u> ▲	<u>Last Name</u>	<u>Title</u>	<u>Extension</u>	<u>Email</u>	<u>Department</u>
<input type="radio"/>	Adalberto	Ruiz	Custodian 1	4536		General Services
<input type="radio"/>	Adelaida	Rangel	Custodian 2	4536		General Services
<input type="radio"/>	Agnes	Ostrowska	Internal Auditor	2157	ao1@sandiego.edu	Accounting
<input type="radio"/>	Alba	Gloria	Housekeeper 1	4536		General Services
<input type="radio"/>	Alejandro	Galindo	Payroll Assistant	4310	galindo@sandiego.edu	Human Resources
<input type="radio"/>	Alejandro	Lailson	Door & Hardware Mechanic	4599		Building Maintenance
<input type="radio"/>	Allison	Timpe	Senior Accountant	4398	timpe@sandiego.edu	Accounting

You can add, modify, or delete entries using the controls in the upper right corner of the screen.

Add · Modify · Delete

Click on Add to add a new person to the system for your department. Enter the person's name, title, e-mail address, phone (xxx-xxx-xxxx), extension (xxxx), fax (xxx-xxx-xxxx), office location, and select the name of your department. This department selection is what allows your entries to be displayed on your Web site's contact list as opposed to other departmental pages. Select if this individual is a manager and if you want him/her to be displayed in the contact list. If there's any piece of information which you don't want displayed (for example, an e-mail address), simply leave that field blank. Click Add to enter this person into the system.

Add Contact	
* First Name:	Joy
* Last Name:	Brunetti
Title:	Web Publications Editor
Email:	brunetti@sandiego.edu
Phone:	
Extension:	8772
Fax:	619-260-4669
* Department:	Journalism
Office:	Serra 188A
Is a manager:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Display in contact list:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Add Reset	

You'll be brought back to the main Contacts listing and your new entry will be included in the list. You can now go to the Web and see this person and any others you add on your contact page. This is accessible at <http://www.sandiego.edu/sitename/contact.php>.

FACULTY & STAFF	ACADEMIC PROGRAMS	COURSE SCHEDULES	RESEARCH & INTERNSHIPS	CONTACT US
				Contact Us
Physics Home	Contact Us			
Faculty & Staff				
Academic Programs	Journalism			
Course Schedules	First Name	Last Name	Title	Extension Email
Research & Internships	Joy	Brunetti	Web Publications Editor	8772 brunetti@sandiego.edu
Contact Us				

You can modify or delete any entries by clicking on the radio button next to the name you wish to modify or delete and then click on Modify or Delete in the upper right-hand corner.

ADDING EVENTS

If the template you have chosen for your homepage allows you to display Events items, then you would input those items via the CMS for display on your homepage. Any content for the Events box is handled strictly through the CMS and does not require any page editing via Contribute. To begin, make sure you are in the Main Menu of the CMS and click on Events. This will lead you to a page of all events in the CMS.

Add · Modify · Delete								
Results 1 - 10 of 19								[Previous] 1 2 [Next]
Set Max Number of Items to Display (currently 10)								
Events - select a record								
	Start Date ▲	Title	Featured on Homepage	Show on Homepage	Date Modified	Work Flow Step	Department	Related Links
<input type="radio"/>	01/01/2005	This Week at USD	No	Yes	01/05/2005 1:04 pm	Live	---	Related Links
<input type="radio"/>	02/22/2005	The Disasters and Miseries of War	No	No	03/07/2005 11:47 am	Live	---	Related Links
<input type="radio"/>	03/11/2005	Habermas Lecture Transcript	No	No	03/23/2005 2:39 pm	Live	---	Related Links

To add an event, click on Add in the upper right corner.

Add · Modify · Delete

You will now be able to input your new event. Fields marked with an asterisk are mandatory.

*	Title:	Title of your event which is displayed as such in your Events box.
*	Start Date:	Date that your event begins and must be in format yyyy-mm-dd.
	Start Time:	Time that your event begins and must in 24-hour format such as hh:mm or hh:mm:ss.
	End Date:	Date that your event ends and must be in format yyyy-mm-dd. Leave this blank if your event ends the same day that it begins. The system will automatically remove your event from the display once it has passed.
*	Location:	Location where your event will be held.
	Summary:	Summary for your information. This is not displayed when the event is live.
*	Body:	Text that will be displayed on the Events page when your item is being viewed on the Web.
	Contact Name:	Person that is handling the event.
	Contact Email:	Contact's e-mail address.
	Contact Phone:	Contact's phone number.
	Web Address:	Web address for the event if there is one and must be in the form http://www.sandiego.edu , for example.
*	Categories:	Groups of people that your item applies to.
*	Department:	Your department. This allows the system to know which items should be displayed on your Web site's homepage.

Show on Homepage:	Select “yes” if you would like your event displayed on the USD homepage . Select “no” if the item is for your department’s homepage only.
Feature Event on Homepage:	Select “yes” if you would like your event featured on the USD homepage . Select “no” if the item is for your department’s homepage only.
Image:	Browse for an image if you would like to display an image alongside your event. Image sizing should be 103x70.
PDF:	Browse for a PDF if you have one to include with your event.
Publish Options:	You will want to “publish document” if the event is being submitted for your own homepage. If the item is for the USD homepage, then “do not publish.”
Send To:	If you did not publish in the previous step, then send the item to “Schools Drafters – Events.” Your item will be reviewed by the manager of the Events system, approved, and posted. If you elected to publish in the previous step, then you do not need to take any action here.
Notes:	Notes are not displayed on the live event page so this is for your own use.

Click on Add when you’ve completed the form and you will then return to the main Events listing where your item will now be included. Go to your department’s homepage to see the newly populated Events box. Click on the link to be taken to the full Events page for more information about your event, which you’ve supplied to site visitors through the CMS.



If you have requested that your item appear on the USD homepage or within the list of USD events (as opposed to your own), then you can check where it is in the approval process through the CMS. In the Work Flow Step column of the main Events page, check back to see if your item reads “Schools Events – Drafters” (meaning it is still being reviewed) or “Live” (meaning it has been approved and is live on the USD site). Items for your own departmental homepage only will always be “live” as long as you have published them.

ADDING NEWS

If your departmental homepage has a News box, then you can post news that you wish to publicize about your area. These items are also added through USD’s CMS and require no edits in Contribute to display. Click on the News category from the Main Menu of the CMS to begin. This will take you to a page of News already in the system.

Add · Modify · Delete						
Results 1 - 10 of 70				[Previous] 1 2 3 4 5 6 7 [Next]		
Set Max Number of Items to Display (currently 10)						
News - select a record						
	Release Date ▼	Headline	Show on Homepage	Date Modified	Work Flow Step	Department
<input type="radio"/>	05/16/2005	Biobytes: David Wyman, University of San Diego	Yes	05/16/2005 9:26 am	Live	---
<input type="radio"/>	05/15/2005	Teens Fret, Often Needlessly, About Making Career Choice	Yes	05/16/2005 9:40 am	Live	---

To add a news item, click on Add in the upper right corner.

[Add](#) · [Modify](#) · [Delete](#)

You will now be able to input a news item. Fields marked with an asterisk are mandatory.

*	Headline:	Headline will appear as the main title of your news item.
	SubHeadline:	Subheadline can contain information about an author or reference of your news item.
*	Release Date:	Date that you want your news item to appear on your site, and must be in format yyyy-mm-dd. You can input items in the system well ahead of time and have them displayed when it's appropriate.
	Contact:	Person that is handling the event.
	Contact Email:	Contact's e-mail address.
*	Body:	Text that will be displayed on the News page when your item is being viewed on the Web.
	Topics:	Groups of people or areas that your item applies to.
*	Department:	Your department. This allows the system to know which items should be displayed on your Web site's homepage.
	Show on Homepage:	Select "yes" if you would like your news item displayed on the USD homepage . Select "no" if the item is for your department's homepage only.
	Image:	Browse for an image if you would like to display an image alongside your event. Image sizing should be 103x70.
	Publish Options:	You will want to "publish document" if the news item is being submitted for your own homepage. If the item is for the USD homepage, then "do not publish."
	Send To:	If you did not publish in the previous step, then send the item to "Schools Drafters – Events." Your item will be reviewed by the manager of the News system, approved, and posted. If you elected to publish in the previous step, then you do not need to take any action here.
	Notes:	Notes are not displayed on the live event page so this is for your own use.

Click on Add when you've completed the form and you will return to the main News listing, where your item will now be included. Go to your department's homepage to see the newly populated News box. Click on the link to verify that the information you've supplied is displaying.



If you have requested that your item appear on the USD homepage or within the list of USD news items (as opposed to your own), then you can check where it is in the approval process through the CMS. In the Work Flow Step column of the main News page, check back to see if your item reads “Schools Events – Drafters” (meaning it is still being reviewed) or “Live” (meaning it has been approved and is live on the USD site). Items for your own departmental homepage only will always be “live” as long as you have published them.