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
CHOOSE THE WEBSITE
SITE DASHBOARD

- Cascade Main Menu
- Folder Structure
- Asset Menu
- Asset Preview
FOLDER STRUCTURE
FOLDERS & WEBPAGES

WEBPAGE

FOLDERS
THE PAGE/ASSET DASHBOARD MENU

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.
  I.e. ! @ # $ % ^ & * ( ) < > / ? ~ ` " , '
  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:
THE EDIT BUTTON

• To edit a page open it in the FOLDER STRUCTURE (slide 3)
* 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 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:
  
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
• 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.

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:
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
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.
QUESTIONS/COMMENTS?

• Contact Web Services with Questions
  phone ext. 6123
  email: joseph.zimmerman@smsu.edu or webmaster@smsu.edu
NOW ITS YOUR TURN 😊