

End User Reference Guide

Louisiana State University

OU Campus Version 10

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About OmniUpdate, Inc.

OmniUpdate[®] is the leading web content management system (CMS) provider for higher education. The company focuses on providing an exceptional product and customer experience to its OU Campus[™] CMS users who manage more than 700 web and mobile sites in the U.S. and around the world. OU Campus is secure and scalable, server and platform independent, and seamlessly integrates with other enterprise campus systems. It provides college and university web developers, administrators, and marketers with the user-friendly tools and deployment flexibility they need to achieve excellence. For more information, visit <http://www.omniupdate.com>.

About This Guide

The OmniUpdate End User Guide is a reference document that provides an overview of end user functionality and features within OU Campus Version 10. An end user is considered a non-administrative user in the system. The end user functionality covers general tasks and information for a content contributor or content reviewer type role. This includes topics such as: interface and general navigation, editing content, content creation, reusable content, the workflow process, and an introduction to administrative user roles and features.

OU Campus Support

The Support site is available to everyone and users are encouraged to visit and browse the site for information. An institution's administrators are also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Administrators may contact the OmniUpdate Support Team. Ways to access the OU Campus support documentation include:

- Support site: <http://support.omniupdate.com/>
- The help link in the main interface of OU Campus
- The WYSIWYG Help link
- Help links embedded in the system
- Text instructions are provide onscreen for specific fields and functionality
- OmniUpdate Community Network (OCN): <http://ocn.omniupdate.com/>

Conventions

Shorthand for navigation through the OU Campus CMS is indicated with a greater-than sign and bolded: > For example, Setup > Sites. Code snippets use Courier New and a shaded background.

Table of Contents

End User Overview

OU Campus Support
Filter and Quick Search

Accessing Content

Logging in to OU Campus with DirectEdit Links
Save and publish the page (or send to an approver)
Editable Regions
Checking Out and Checking In Pages
Change User Settings

Creating Content

Creating a New Page
Creating a New Asset

Editing Navigation Files

Editing Side Navigation in a Directory
Adding New Pages to Side Navigation File

Uploading Content

Uploading from the Pages List View
Uploading from the WYSIWYG Editor

Editing Content

Editing Content Using Editable Regions and the WYSIWYG Editor
Editing Content Using the Source Editor
Editing Page Properties

Publishing Content

Publish Now
Schedule a Publish
Submit for Approval
Publish/Approving Content from Other Users
Declining Approval of Content from Other Users
Reassigning Approval of Content from Other Users
Schedule an Expiration

Setting Reminders

Schedule a Reminder
Schedule a Stale Reminder

Gadgets

Sidebar Gadgets
Dashboard Gadgets

User Tools

Using Page Check
Using Assets
Using Snippets

Using Gadgets

Using the Image Editor

Versions

Comparing Versions
Reverting to a Previous Version

Dashboard

Workflow
Inbox
Configure Dashboard

Inbox

Inbox Overview
Inbox
 Example of Inbox Screen
 Message Status

Workflow

Workflow Overview
Workflow
 Workflow in Dashboard Menu
 File Status
 Viewing a Workflow Message
 Replying to a Workflow Message
 Workflow Progress

End User Overview

OU Campus™ provides users an easy way to manage web pages. With the ability to login directly from the institution's website, it is easy to navigate to the page to be edited. Once logged in, users can simply click on the area to edit, and they are placed in a user-friendly What-You-See-Is-What-You-Get (WYSIWYG) Editor.

The system allows an approval process to be put into place, which results in users either having the ability to publish pages once they have finished editing them, or they can send the completed pages to other users as defined by the workflow to gain approval prior to publication. The system has a built-in intelligence that allows the workflow process to be defined prior to page creation. Users do not have to understand which pages need approval prior to publication because the system tells them.

Pages are checked out to only one user at a time to prevent users from overwriting each other's work, but as the pages move through the workflow system, the system automatically changes to whom the page is checked out based on its placement in the workflow system. In addition, users can only access content to which they have permissions to edit. When creating new pages, preconfigured templates are made available to provide consistency in web page design. Users may also have the ability to upload new images, add words to the OU Campus dictionary, access full page source, and much more.

OU Campus Support

Online support is available through the OmniUpdate Support site at:

<http://support.omniupdate.com/oucampus10/>

The Support site, which is accessible by everyone in its entirety, includes user support on all the features in OU Campus, as well as video and text tutorials, archived Training Tuesdays, which are the free monthly webinars offered the last Tuesday of every month unless otherwise announced at 11:00 AM PST, and access to the Permissions Chart.



The Support site can be accessed through the Help link in the upper, right-hand corner of OU Campus. Additionally, support can be gained using the contextual help links found within OU Campus. Throughout the site the in-context help links are available and are specific to the area or task at hand. These links open the relevant page at the Support site.

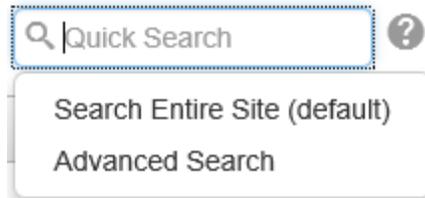


Finally, contextual help may also be found within the CMS as instructions relating to particular fields.

The Support site is available to everyone. Users are encouraged to visit and search the Support site. The institution's administrators are also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Administrators may contact the OmniUpdate Support Team.

Filter and Quick Search

The Filter tool is available on the Pages list view and many views within the content management system. The Filter tool allows the content listed on the screen to be delimited by the string typed into the Filter field. The filter applies to specific columns that are available on the the screen and usually the filter does not apply to the date column.



If the Quick Search functionality is turned on, it is possible to search the entire site for content. This search allows the user to find content in order to easily navigate to a desired page.

On the Pages list view the Quick Search is also the Filter tool. Content in the current view is filter; pressing Enter uses the Quick Search functionality to search the entire site.

Advanced Search allows for additional search criteria to be applied. The search can be narrowed by:

- Content (the search term)
- Path
- Title
- Description
- Keywords
- Other Meta
- Limited in scope to current folder and below
- Limited in scope to only pages to which the user has access

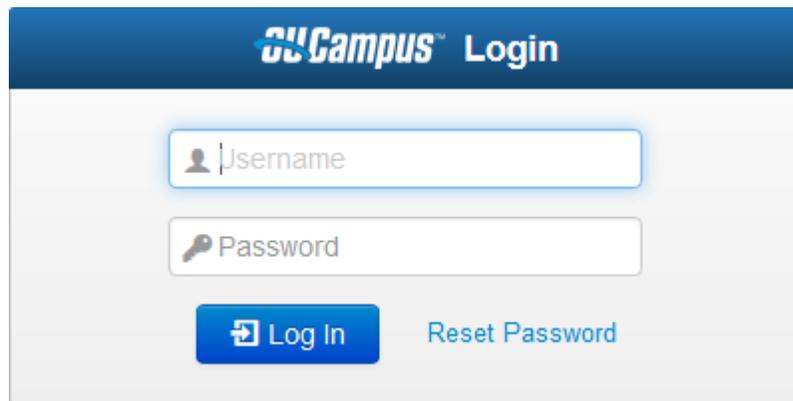
Accessing Content

Logging in to OU Campus with DirectEdit Links

1. Navigate to the desire page to be edited from the “live” website.
2. Click the DirectEdit link on the published page.
3. For LSU’s website, the DirectEdit link is the “Copy right symbol” in the pages footer.



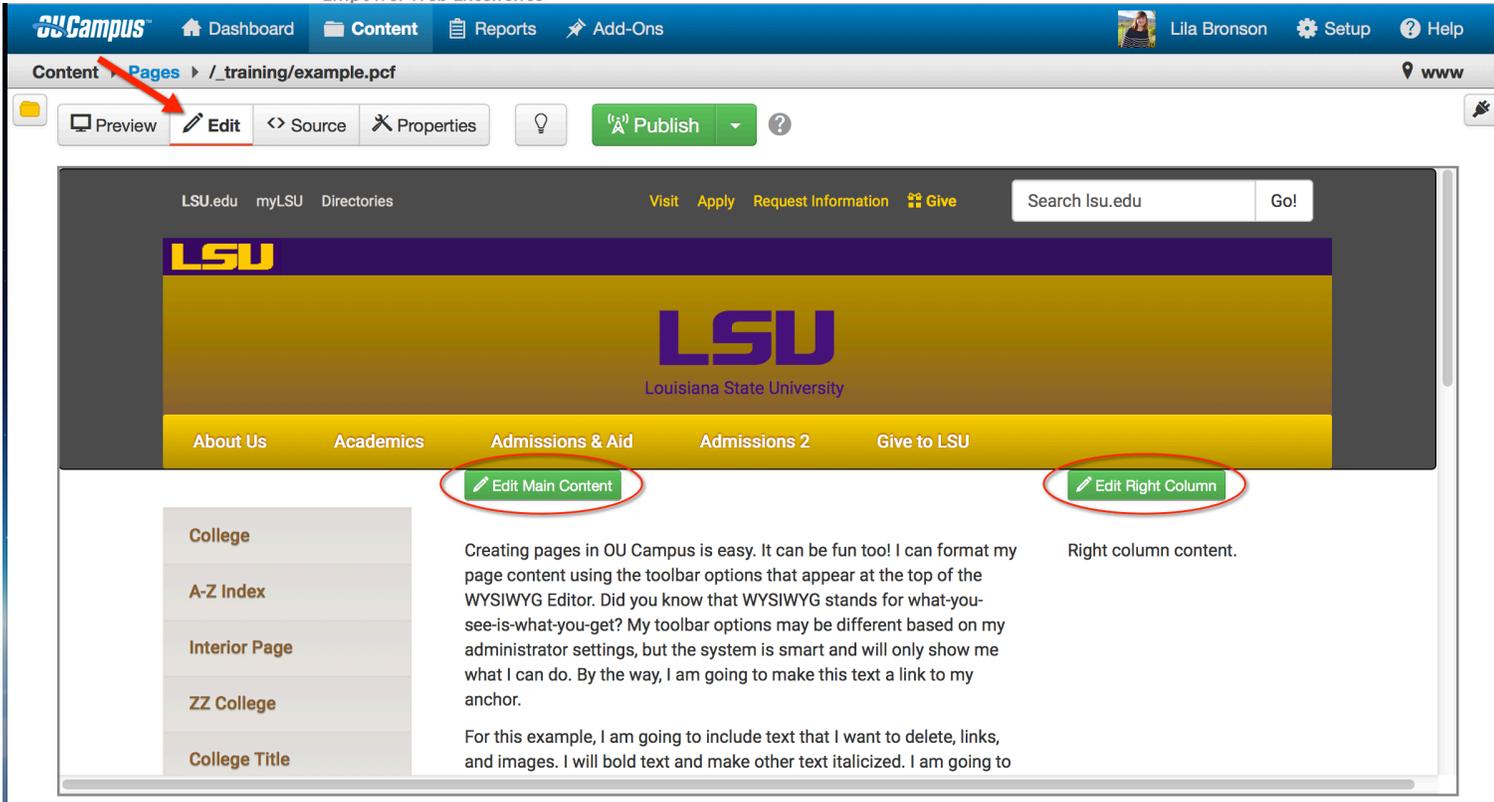
4. Log in using the credentials that have been provided by the administrator. This might be a user name and password that is specific to OU Campus, or it may be another authentication method such as your LSU paws ID and password.

A screenshot of the OU Campus Login form. The form has a blue header with the OU Campus logo and the word "Login". Below the header, there are two input fields: "Username" with a person icon and "Password" with a key icon. Below the input fields, there is a blue "Log In" button with a right arrow icon and a "Reset Password" link.

5. Select an editable region and click the green button to begin editing using the WYSIWYG toolbar.
6. Edit the page then save changes. Preview and Publish changes as desired.

Editable Regions

The page may include many editable regions, just one editable region, or may provide an Image Gallery or Banner Image Chooser by which only a specific content type can be selected. For example, the following image shows two editable regions, each of which the content is edited separately from the other regions. Editable regions are available in Edit mode for a particular page. Note: DirectEdit login will automatically bring you to Edit mode for a page and display the available editable regions.

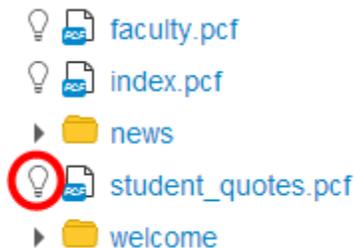


Checking Out and Checking In Pages

1. Click the Lightbulb icon in the Page Actions toolbar while editing any page to check out a file. This will lock the file to you, so other users will not be able to edit the content until the file is checked back in or published.



1. Alternatively, you can check out files from the Side File Navigation or the Content > Pages menu pages list view. Click the Light bulb icon for any page to check the file out. You have multiple files out checked out simultaneously.



2. Clicking the Lightbulb again will check the file back in. Neither action can be performed if the Lightbulb icon has been replaced by a Lock icon, indicating the file is already checked out to another user.

<input type="checkbox"/>		Name ^		Status
<input type="checkbox"/>		_nav.inc	134B	
<input type="checkbox"/>		_props.pcf	5.7K	
<input type="checkbox"/>		index.pcf	3.4K	

3. Keep track of checked out content in the “My Checked Out Content” Gadget either from the Gadget Sidebar or in Dashboard.

My Checked-Out Content

 [/_training/example.pcf](#)
Locked: 1:37 PM
Saved: 3/17/15

 [/_training/lilas-page.pcf](#)
Locked: 1:37 PM
Saved: 3/16/15

Change User Settings or Log Out

1. Navigate to the User Settings view by selecting (Your User Name Here) > Settings from the global navigation bar.



2. Change any information desired and then click Save.
3. Create or update a custom user icon by setting up a Gravatar profile at <http://www.gravatar.com>
4. To Logout, hover over your Username and click Logout from the Drop-down menu

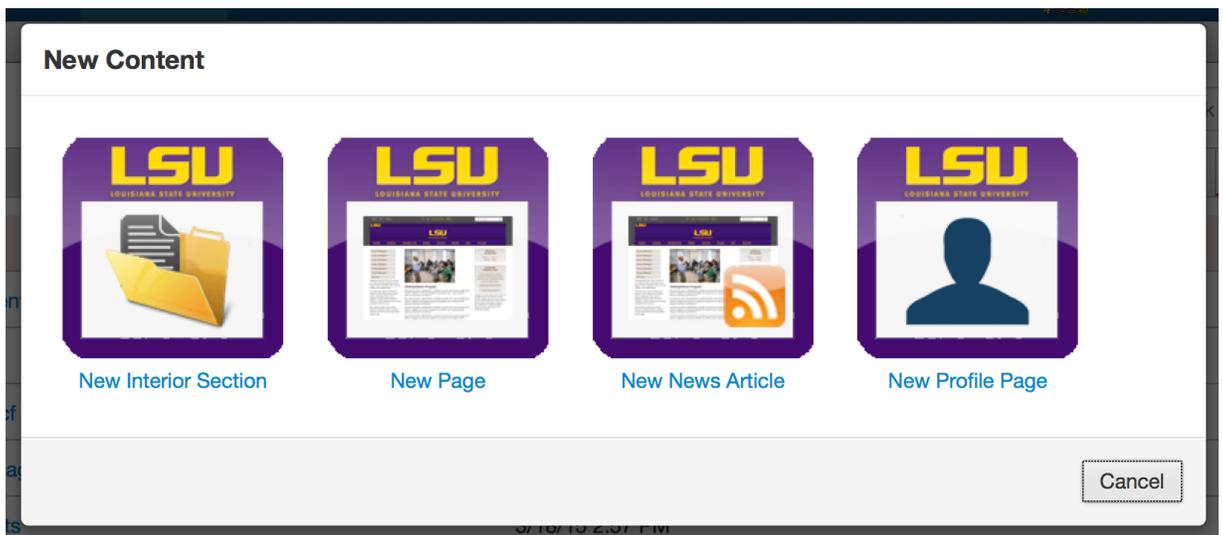
Creating Content

Creating a New Page

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar.
2. Click New.



3. From the New Content view, select an available template by clicking on the corresponding thumbnail icon.



4. In the New Page Form, fill out or modify all fields displayed and click Create. This will create an entirely new page on the staging server in OU Campus, which can then be edited and published to add new web pages to live site.

New Interior Page

General Page Setup

Page Title
Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.

Description
Important. Enter a short description of the page, to be displayed by search engines.

Page Layout

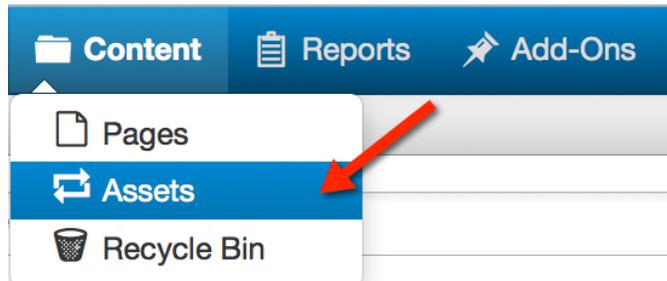
Left Column Enable
Check box to enable the left column for this page.

Right Column Enable
Check box to enable the right column for this page.

Side Navigation Display
Check box to display the side navigation on this page.

Creating a New Asset

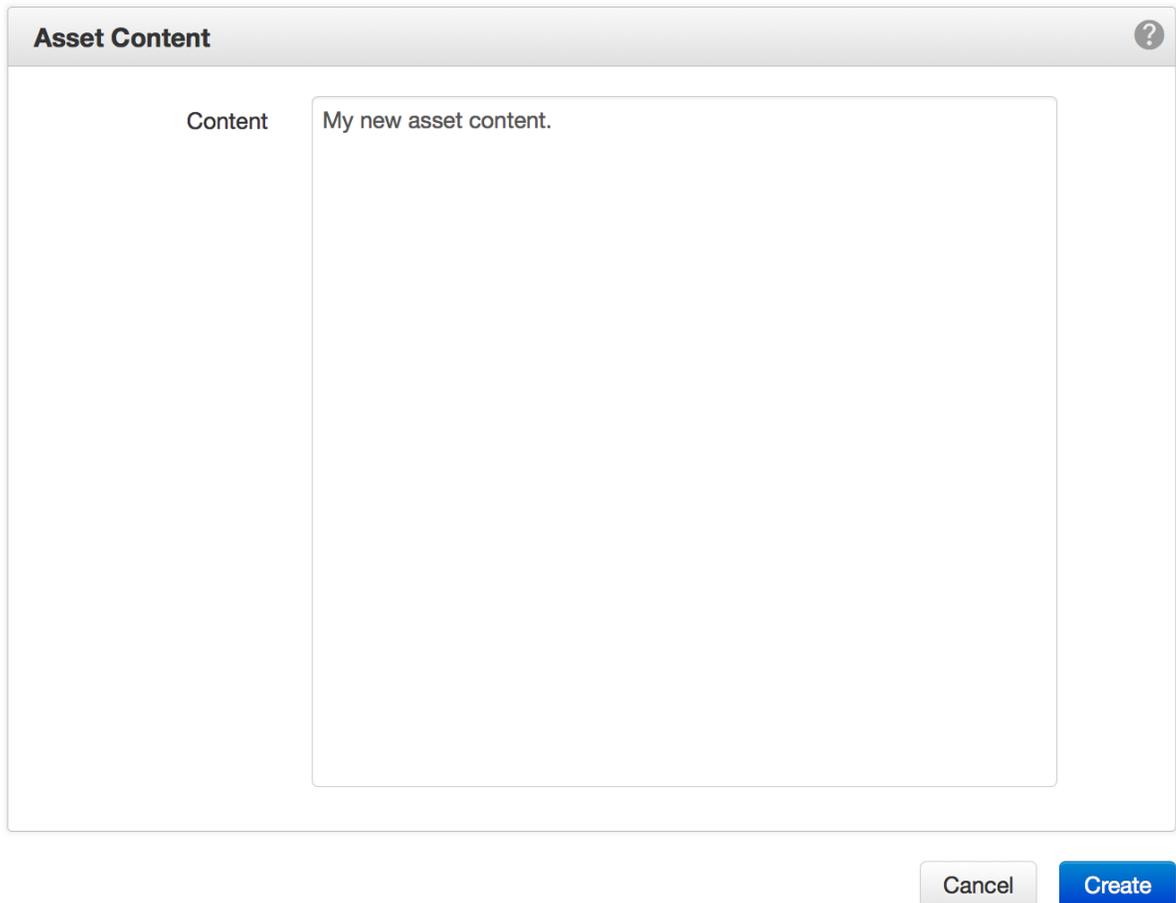
1. Navigate to the Assets list view by selecting **Content > Assets** from the global navigation bar.



2. Click New and select a type of asset to create from the New Asset screen.

New Asset

3. Fill out all necessary text fields and set permission levels using the drop-down menus in the Access Settings panel.
4. For Plain text or Web Content assets, create the content using the Content field. For Image Gallery assets, edit the Gallery Options before adding images. For Managed Form assets, add form Elements, an Email Message, and edit the Form Settings.



The screenshot shows a dialog box titled "Asset Content". The dialog has a header bar with the title "Asset Content" and a help icon (question mark) on the right. The main area of the dialog contains a label "Content" on the left and a large text input field on the right. The text input field contains the text "My new asset content.". At the bottom right of the dialog, there are two buttons: "Cancel" and "Create".

5. The newly created will be added to the Assets list view. The new asset will also be available for other users to add directly to their pages using the Insert Asset icon in the WYSIWYG toolbar. **Note:** Changes to the asset cannot be made from directly in the WYSIWYG editor. If changes are desired edit the original asset in **Content > Assets**. Any changes made to the asset will update universally to all subscribing pages once the changes are republished.

Editing Navigation Files

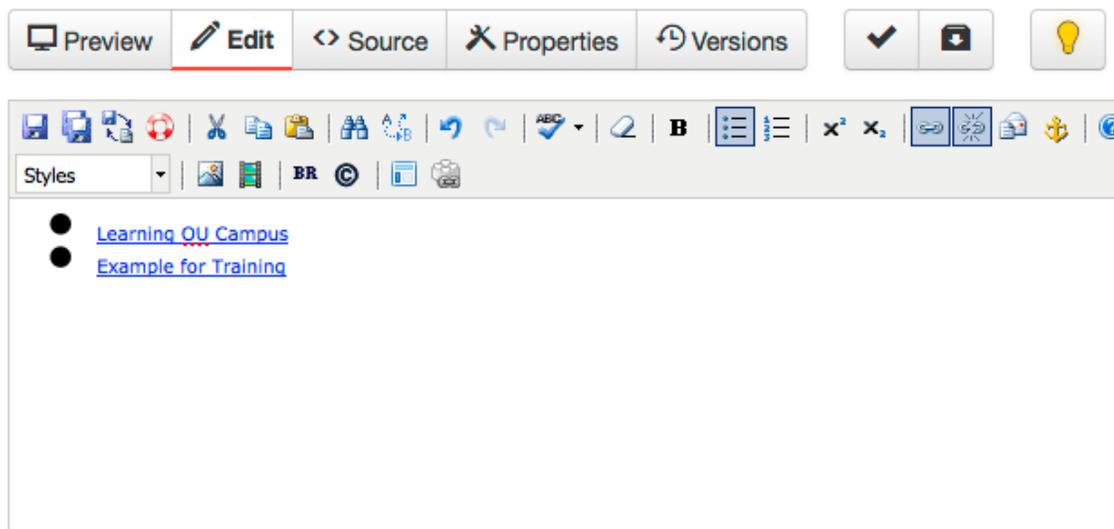
Editing Side Navigation in a Directory

1. Navigate to the `_nav.inc` navigation file for the directory. This file will be located inside each section of the website.
2. Check out the file and navigate to the edit menu OR click on the link and go directly to the page and then check out the file to begin editing.

 **about**

<input type="checkbox"/>		Name ^	Status	Modified
<input type="checkbox"/>		<code>_nav.inc</code>	1.0K 	1/19/2015 2:05 PM
<input type="checkbox"/>		<code>_props.pcf</code>	1.1K 	1/5/2015 12:59 PM
<input type="checkbox"/>		<code>accreditation</code>		1/5/2015 1:02 PM
<input type="checkbox"/>		<code>board-member-listings</code>		1/5/2015 1:02 PM
<input type="checkbox"/>		<code>board-of-trustees</code>		1/5/2015 1:02 PM
<input type="checkbox"/>		<code>campus-safety</code>		1/19/2015 2:03 PM
<input type="checkbox"/>		<code>college-history</code>		1/5/2015 1:02 PM

3. From the Edit view, use the WYSIWYG to edit link text or update the links within the navigation list.



Preview Edit Source Properties Versions

Styles

- [Learning OU Campus](#)
- [Example for Training](#)

4. The `_nav.inc` file must be published or submitted for approval, similar standard pages in the directory, in order for the changes to be reflected on the live site.

Adding New Pages to Side Navigation File

1. New pages can be added to the `_nav.inc` file during new page creation automatically from the new page form. This option is available under File Configuration and Yes is the default option set. If the page should not be added to the side navigation file automatically, then change the option in the drop down menu to No.

New Two Column Page

Page Title
Give your page a title.

Enter in a Site Name for your page, optional.
Site Name

Meta Description
A brief description of the page content.

Meta Keywords
Words that categorize your new page for search engines.

File Configuration

Add Navigation Item 
Specify if this page should be added to the navigation file automatically. Note that both files need to be published after creation.

Existing Page Options

Filename
Provide a filename for this new page. Use only letters, numbers and underscores.

Overwrite Existing
If selected, this file will overwrite any existing file of the same name in the same location.

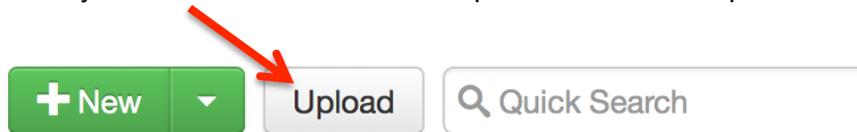
Note: Both the new page AND the `_sidenav.inc` files will both need to be published before the new content appears on the live website. Users in a workflow would submit the `_sidenav.inc` file for

approval, with the same steps used for sending a page for approval.

Uploading Content

Uploading from the Pages List View

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar.
2. Navigate to the directory in which the content will be uploaded and click Upload to open the Upload dialog.



3. Select one of the radio buttons in the Upload Type parameter to define what type of upload is being executed.
4. Click Add Files to open the file browser, or drag and drop the files directly into the Upload dialog from any external source including the user's desktop.
5. Click Start Upload.

Upload to /

Access Group

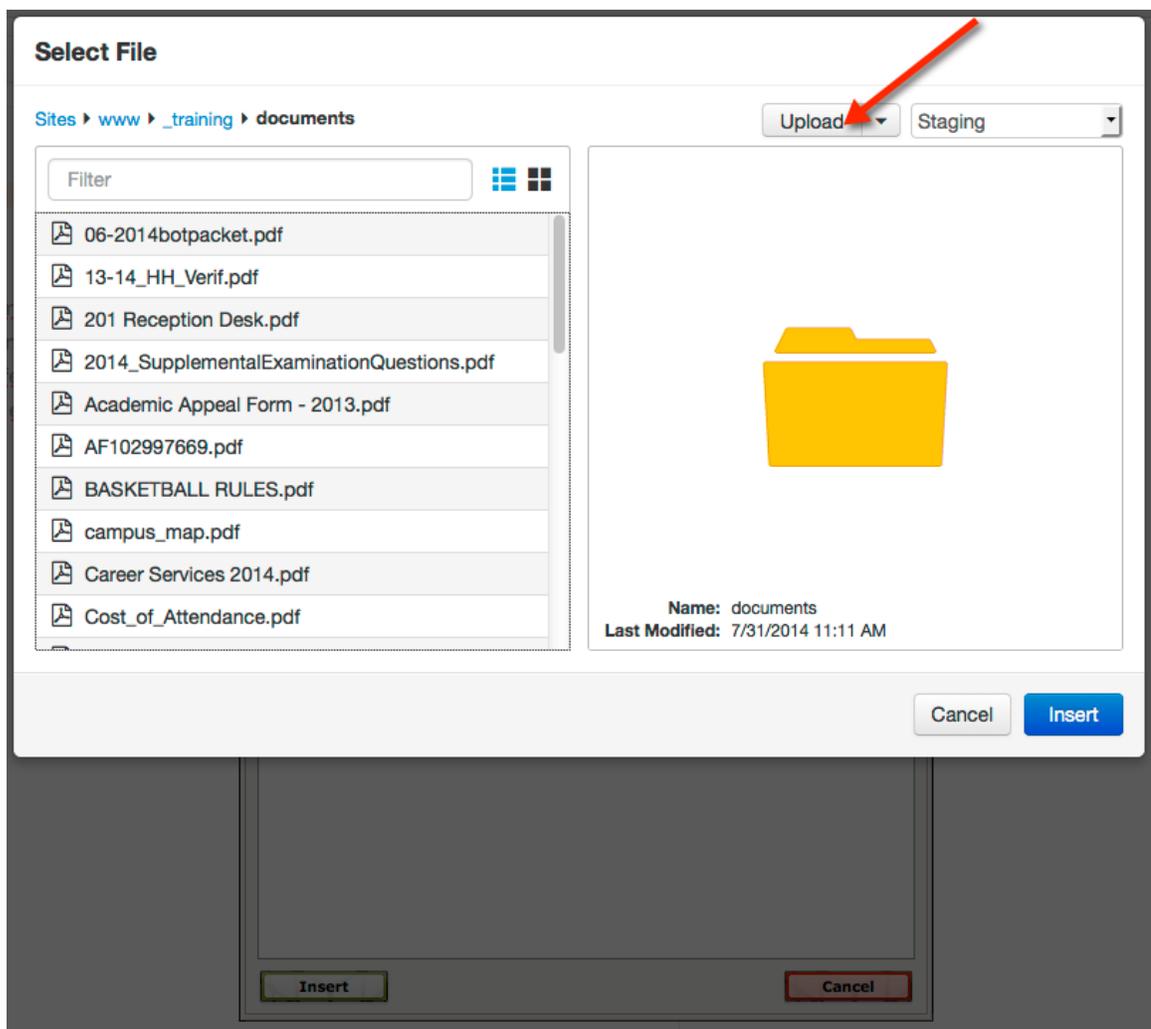
Upload Type Standard Upload and Edit Image Zip Import

Overwrite Existing

(or drag and drop files from the desktop)

Uploading a Document from the WYSIWYG Editor

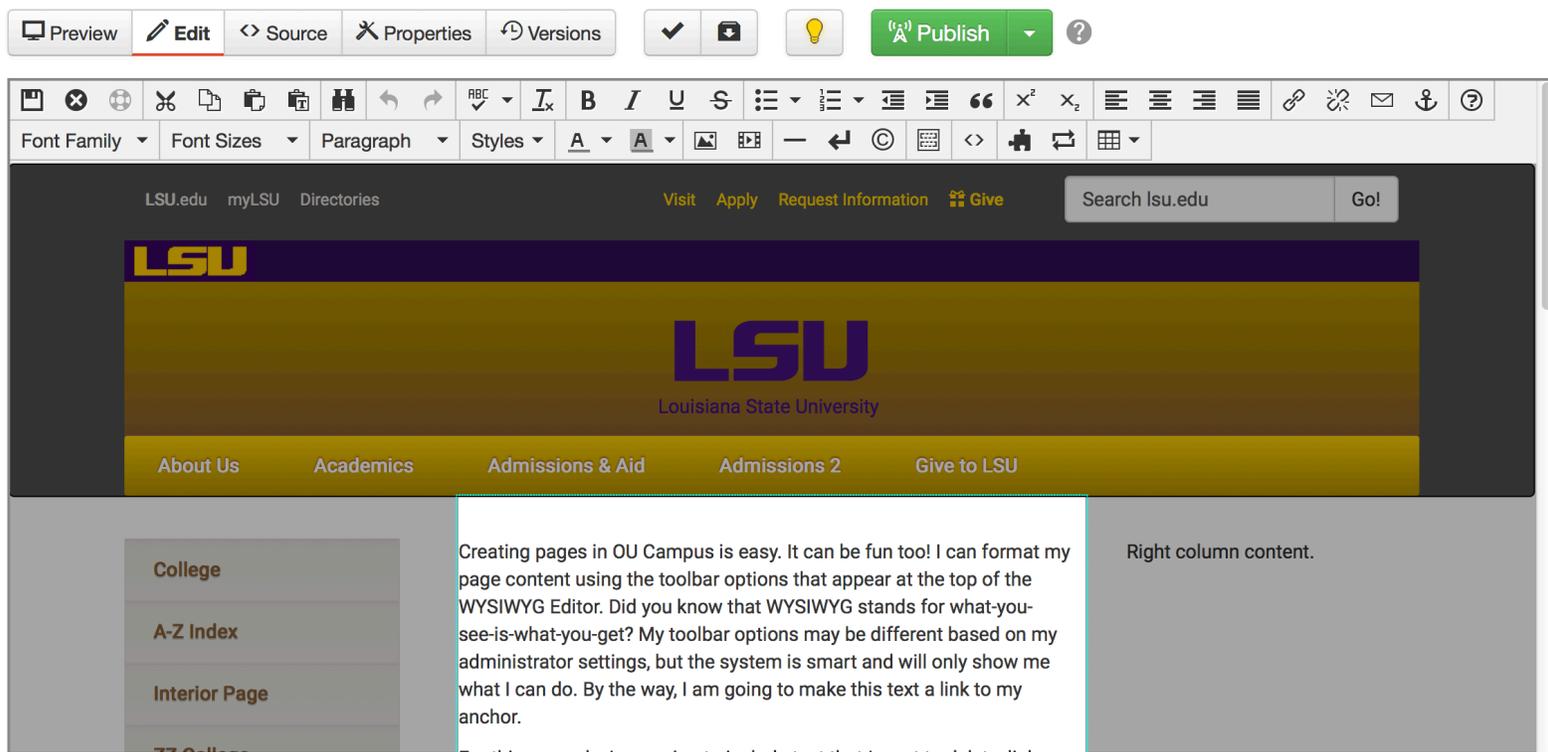
1. Click Insert/Edit link to upload a document while creating a link
2. Click the Browse icon to open the file chooser dialog.
3. Click Upload
4. Select one of the radio buttons in the Upload Type parameter to define the type of upload.
5. Click Add Files to open the file browser, or drag and drop the files directly into the Upload dialog from any external source including the user's desktop.
6. Click Start Upload.



Editing Content

Editing Content Using Editable Regions and the WYSIWYG Editor

1. Navigate to the page to be edited and log in using your provided credentials.
2. Select an editable region by clicking one of the displayed Edit buttons. This opens the WYSIWYG Editor.

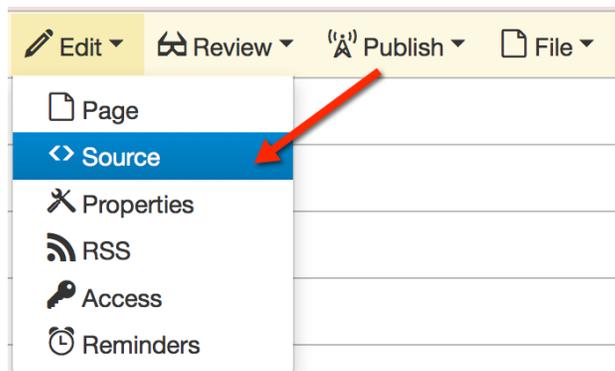


The screenshot shows the WYSIWYG editor interface. At the top, there is a navigation bar with buttons for 'Preview', 'Edit', 'Source', 'Properties', 'Versions', a checkmark, a save icon, a lightbulb icon, and a 'Publish' button. Below this is a rich text toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, and other editing functions. The main content area displays the LSU website header and a central text block. The text block contains the following content: 'Creating pages in OU Campus is easy. It can be fun too! I can format my page content using the toolbar options that appear at the top of the WYSIWYG Editor. Did you know that WYSIWYG stands for what-you-see-is-what-you-get? My toolbar options may be different based on my administrator settings, but the system is smart and will only show me what I can do. By the way, I am going to make this text a link to my anchor.' To the right of the text block is a greyed-out area labeled 'Right column content.' The left sidebar shows navigation links for 'College', 'A-Z Index', and 'Interior Page'.

3. Make any necessary changes using the toolbar and click Save and exit when done.

Editing Content Using the Source Editor

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar. Hover over the target content's row and select Source from the Edit menu.



2. Additionally selecting Source from the Page Actions toolbar will take users to the Source view.



3. Make any necessary changes and click Save or Publish.

```
Save Save As Syntax XML Theme Default
1 <?xml version="1.0" encoding="UTF-8"?>
2 <?pcf-styleSheet path="/_resources/xsl/interior.xsl" title="Interior Page" extension="php"?>
3 <?pcf-styleSheet path="/_resources/xsl/debug.xsl" title="Variable Debug" extension=".debug.html" publish="no"
  alternate="yes"?>
4
5 <!DOCTYPE document SYSTEM "http://commons.omniupdate.com/dtd/standard.dtd">
6
7 <document xmlns:ouc="http://omniupdate.com/XSL/Variables">
8
9   <headcode></headcode> <!-- before closing head tag -->
10  <bodycode></bodycode> <!-- after opening body tag -->
11  <footcode></footcode> <!-- before closing body tag -->
12
13  <parameter name="pagetype">interior</parameter>
14
15  <ouc:properties label="config">
16    <parameter name="left-col-toggle" type="checkbox" group="Everyone" prompt="Left Column" alt="Check box to enable the
17    left column for this page," section="Page Layout">
18    <option value="true" selected="true">Enable</option>
19  </parameter>
20    <parameter name="right-col-toggle" type="checkbox" group="Everyone" prompt="Right Column" alt="Check box to enable
21    the right column for this page.">
22    <option value="true" selected="true">Enable</option>
23  </parameter>
24    <parameter name="showSidenav" type="checkbox" group="Everyone" prompt="Side Navigation" alt="Check box to display the
25    side navigation.">
26    <option value="true" selected="true">Display</option>
27  </parameter>
28    <parameter name="sidenavLocation" type="select" group="Everyone" prompt="Side Navigation Location" alt="Choose the
29    location for the side navigation.">
30    <option value="left" selected="true">Left Column</option>
31    <option value="right" selected="false">Right Column</option>
32  </parameter>
33    <parameter name="banner-toggle" type="checkbox" group="Everyone" prompt="Top Banner" alt="Check box to enable the top
34    banner for this page," section="Top Banner">
```

Page Properties

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the Pages content's row and select Properties from the Edit menu.
2. Additionally, selecting Properties from the Page Actions toolbar will take users to the Properties view.



3. Make any necessary changes to Page parameters and click Save.

Page Parameters

Title and Meta Tags

Title

author

description

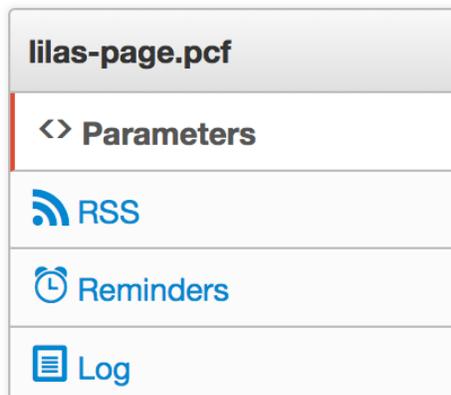
Custom Settings

Page Layout

Left Column Enable
Check box to enable the left column for this page.

Right Column Enable
Check box to enable the right column for this page.

4. Page Properties will also contain screens for editing RSS items (on News Article Pages), Reminders and Log.



Publishing Content

Publish Now

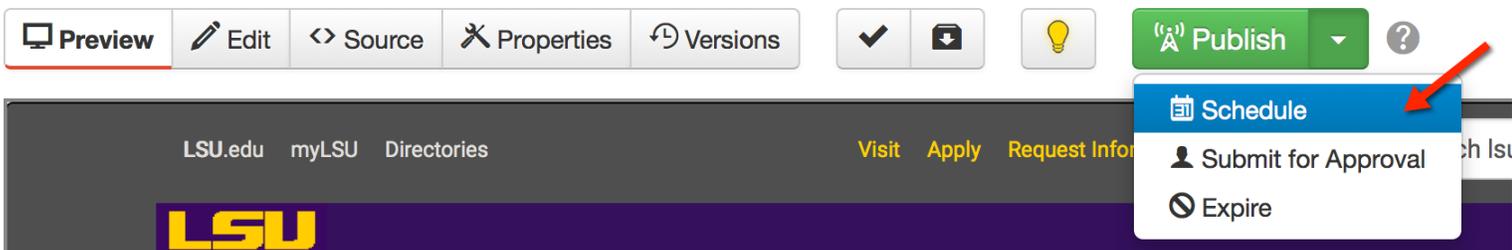
1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar. Additionally, expanding the File Navigation sidebar will also display a list view of all pages.
2. Hover over the target content's row and select Publish from the Publish menu. Additionally, clicking Edit in the Edit menu will open a view containing the Page Actions toolbar. From here the user can also click Publish.



3. If the Final Check or Page Check dialog appears, optionally run any of the available tests and click Publish Now.

Schedule a Publish

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar. Hover over the page content's row and select Schedule from the Publish menu.
2. Additionally, this action is available from the Page Actions toolbar. From here the user can also click Schedule, which is an option in the drop-down menu attached to the Publish button. The Schedule dialog will open.



3. From the Schedule dialog, select a Date and Time that the content will be published on. Optionally, users can repeat publish by inputting a number in the available text field, and selecting a measurement of time from the corresponding drop down menu.

Publish - example.pcf ?

Final Check **Schedule**

Date: 3/20/2015 

Time: 

Repeat every: 

March 2015 »

Su	Mo	Tu	We	Th	Fr	Sa
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Notification

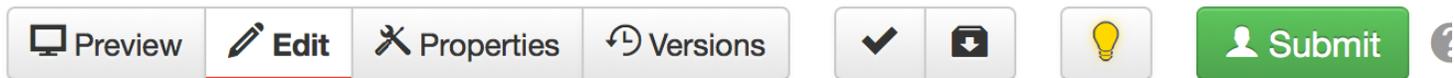
Subject:

Message:

Send Copy to Email
Send external email in addition to internal OU Campus message

Submit for Approval

1. Users in a workflow will only have the option to submit pages for Approval before they are published. To submit a page, navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the page content's row and select Submit from the Publish menu.
2. Additionally, this option can be selected from the Page Actions toolbar. From here the user can also click Submit.



3. The Submit dialog will open with an approver selected in the To drop down menu. Enter a text in the Subject and Message fields then hit submit. This will send the current page to the designated approver. **Note:** The page will be locked to the approver until changes are either declined or published.

Submit for Approval - lilas-page.pcf ?

To  Lila Bronson (zz-lbronson) ▼

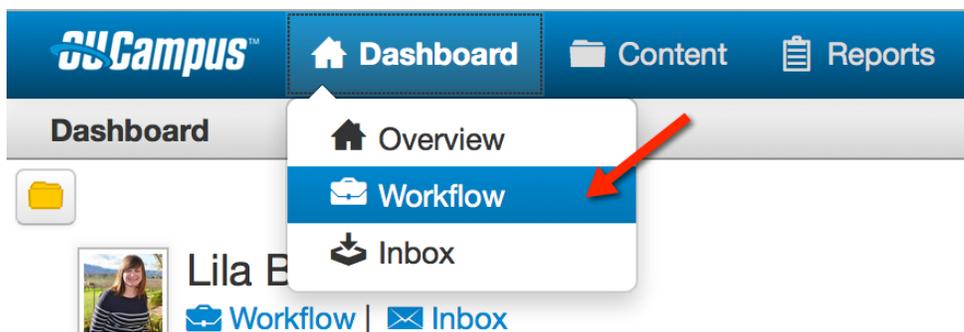
Subject

Message

Send Copy to Email
Send external email in addition to internal OU Campus message

Approve and Publish or Decline Content from Other Users

1. Navigate to the Workflow view by selecting **Dashboard > Workflow**.



2. Hover over the Page awaiting approval and select View.

Workflow (5)

<input type="checkbox"/> From	Approver	File	Status	Date / Options
<input type="checkbox"/> Lila Bronson	Lila Bronson	/_training/example.pcf		View
<input type="checkbox"/> Lila Bronson	lila enduser	/_training/example.pcf		3/20/15 2:56 PM
<input type="checkbox"/> lila enduser	lila enduser	/_training/index.pcf		3/16/15 10:55 AM
<input type="checkbox"/> Lila Bronson	Alex Zimmerman	/_training/example1.pcf		2/5/15 9:51 AM
<input type="checkbox"/> lila enduser	lila enduser	/_training/example.pcf		2/2/15 10:34 AM

3. Review the content, and if the content meets the requirements to be published click Publish. If the content does not meet the requirements to be published, click Decline.

4. Fill out all necessary fields in the Decline or Approval dialog window. Click publish or decline to complete the action.

Publish - example.pcf ?

Final Check | Schedule | **Approval**

Notify Submitter
Optionally notify the user who submitted this file for approval.

Subject

Message
 The following page in site "www" has been approved and published:

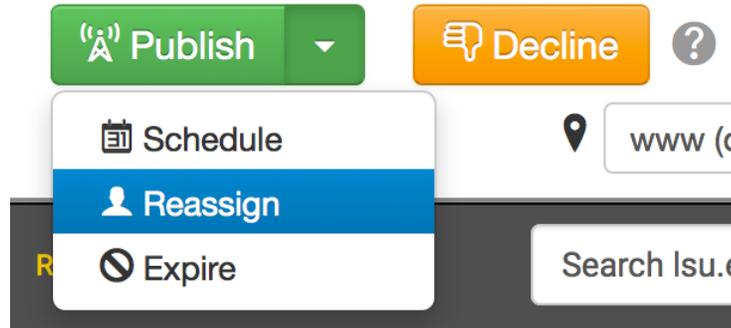
 Looks great! Here's a link to the published page.

[/_training/example.pcf](#)

Send Copy to Email
Send external email in addition to internal OU Campus message

Reassigning Approval of Content from Users

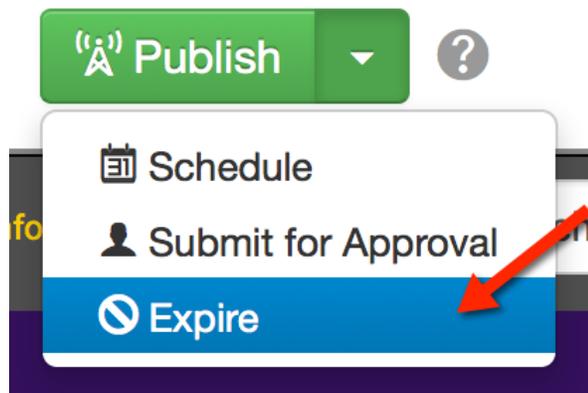
1. Navigate to the Workflow view by selecting Dashboard > Workflow. Hover over the page awaiting approval and select View.
2. Click the drop- down arrow on the Publish button and select Reassign.



3. Select a user to send the file to from the drop-down menu labeled To.
4. Fill out all necessary fields and click Submit.

Schedule an Expiration

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Additionally, expanding the File Navigation sidebar will also display a list view of all pages. Hover over the pages content's row and select Expire from the Publish menu.
2. Additionally, this option is available from the Page Actions toolbar. From here the user can also click Expire, which is an option in the drop-down menu attached to the Publish button. The Submit for Approval dialog will open.



3. From the Schedule Expiration dialog, choose an Expire Type either redirect to a new page or recycle the page.
4. Select a Date and Time for the file to expire.
5. Click Schedule when finished.

Setting Reminders

Schedule a Reminder

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar. Hover over the pages content's row and select Reminders from the Edit menu. This option is also available in Page Properties in the Reminders screen.
2. In the Reminders dialog, select the checkbox for the tab labeled Schedule Reminder. Select a Stale Reminder if that option is preferred. A scheduled reminder will trigger on a specific date and time. A Stale reminder will only trigger if the page has not been edited within a specific time period. For both reminders, the time periods are custom.
3. Fill out all necessary fields including the Date and Time. Optionally, select the checkbox labeled Also Email Me to send an external email to the designated email address.
4. Click Save.

Reminders

Scheduled Reminder Stale Reminder

Date

Time

Repeat every Days

Send To

Subject

Message

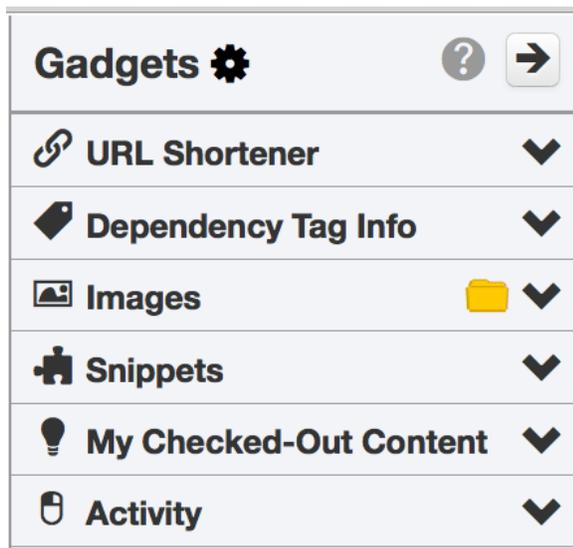
Also Email Me
Send email in addition to internal OU Campus message

Gadgets

Gadgets are additional tools provided in OU Campus. Gadgets are available in both the Gadgets Sidebar and the Dashboard. Gadgets are context aware meaning that certain gadgets will be available in one location but not the other. Certain gadgets, like snippets and images, will also only be available in the WYSIWYG editor while users are editing content.

Sidebar Gadgets

1. From any view in OU Campus, select the Show Gadgets icon in the top right corner of the screen to expand the Gadgets sidebar.



2. To enable or disable specific gadgets. Select configure Sidebar Gadgets icon, click on any number of the available gadgets to enable or disable them. Enabled gadgets are highlighted green. Click Save when done.

Dashboard Gadgets

1. Navigate to the Dashboard view by selecting Dashboard from the global navigation bar. Available Gadgets will show up in the main Dashboard screen.

Dashboard www

Lila Bronson Configure Dashboard

Workflow | Inbox

My Checked-Out Content

- [/_training/example.pcf](#)
Locked: 2:57 PM
Saved: 3/17/15
- [/_training/five/example.pcf](#)
Locked: 3/18/15
Saved: 3/18/15
- [/_training/four/example.pcf](#)
Locked: 3/17/15
Saved: 3/17/15
- [/_training/lilas-page.pcf](#)
Locked: 3:13 PM
Saved: 3/16/15

Asset: News Display

Inbox 2

Lila Bronson 3/2/15
Scheduled Page Reminder
This is the scheduled reminder for page, /_training/example...

Lila Bronson 2/5/15
Stale Reminder
This is the scheduled reminder for page, /_training/example...

Activity

- [/_training/documents.pcf](#)
Page created by Shanna Rutland
1:38 PM
- [/_training/five/ippage1/ippage3.pcf](#)
Page created by Shanna Rutland
9:35 AM
- [/_training/five/ippage1/index.pcf](#)
Page created by Shanna Rutland
9:32 AM
- [/_training/five/ippage1/_props.pcf](#)
Page created by Shanna Rutland
9:32 AM

- To enable or disable gadgets, select the configure Dashboard Gadgets icon, click on any number of the available gadgets to enable or disable them. Enabled gadgets are highlighted green. Click Save when done.

Dashboard Configuration ?

Gadgets (5)

<input type="checkbox"/>	Image	Name ^	Description
<input checked="" type="checkbox"/>		Inbox	Lists your most recent Inbox messages, with brief excerpts.
<input checked="" type="checkbox"/>		My Checked-Out Content	Lists all your checked-out files. Click one to go straight to its editing preview.
<input type="checkbox"/>		Site Analytics	Displays graphs of analytics data about this site.
<input type="checkbox"/>		Workflow	The Workflow gadget is a dashboard and sidebar gadget that shows all items in a user's workflow, from items sent to another user for approval to items awaiting the current user's

Using Tools

Using Page Check

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar. Hover over the pages row and select Page Check from the Review menu.
2. Additionally, selecting Page Check from the Page Actions toolbar will take users to the Page Check dialog.



3. Click on one of the tests (Spelling, Links, W3C Valid, and Accessibility) to run them individually, or select Run All to run all available test.
4. Click Done when finished.

Using Assets

1. Select a page for editing and open the WYSIWYG Editor by editing an editable region.
2. In the WYSIWYG Editor, click place cursor where the asset is to be inserted and click the Insert Asset icon from the toolbar.



3. Select an asset to include from the Asset Browser dialog and click Select Asset to include the asset in the page.
-

Select Asset

Filter by name, tag, type, and/or site

- Emergency Alert
- Emergency Warning
- Events Display
- LDP Comments
- My Form
- News Display
- office of diversity
- Sample Carousel Slider
- Sample Image Gallery
- Social Media - Facebook

Asset ID: {{a:50555}}

Number of elements: 4

Success Message: Yay

Fail Message: Aww Schucks!

Save results in database: yes

EMAIL MESSAGE

To: lbronson@omniupdate.com
From: {{email}}
Subject: Re: Form

Name: My Form
Type: Managed Form Asset

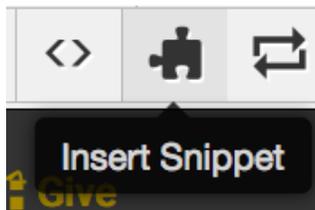
Description:
ID: {{a:50555}}
Last Modified: 3/17/15 2:08 PM
Last Published: Never

Cancel Insert

Note: Assets cannot be edited or rendered in the WYSIWYG. To view an asset Save and Exit the WYSIWYG editor. Assets can be viewed in either Edit or Preview.

Using Snippets

1. Select a page for editing and open the WYSIWYG Editor by editing an editable region.
2. In the WYSIWYG Editor, place cursor where the snippet is to be inserted and click the icon Insert Predefined Snippet Content. Alternately, expand the Gadgets Sidebar and use the Snippets Gadget.



3. In the Snippets dialog, select a Category. Click Insert when the desired snippet has been selected.

Choose Snippet

Specialty Widgets

- (All Categories)
- Specialty Widgets
- News & Events
- Layout
- Buttons
- Training

Choose Snippet

Specialty Widgets ▾

Filter

A-Z Listing
Accordion Menu
Emergency Alert
Emergency Alert (Grayback)
Emergency Warning
Emergency Warning (Home)
Footer - Social Media
Meganav
Twitter Widget

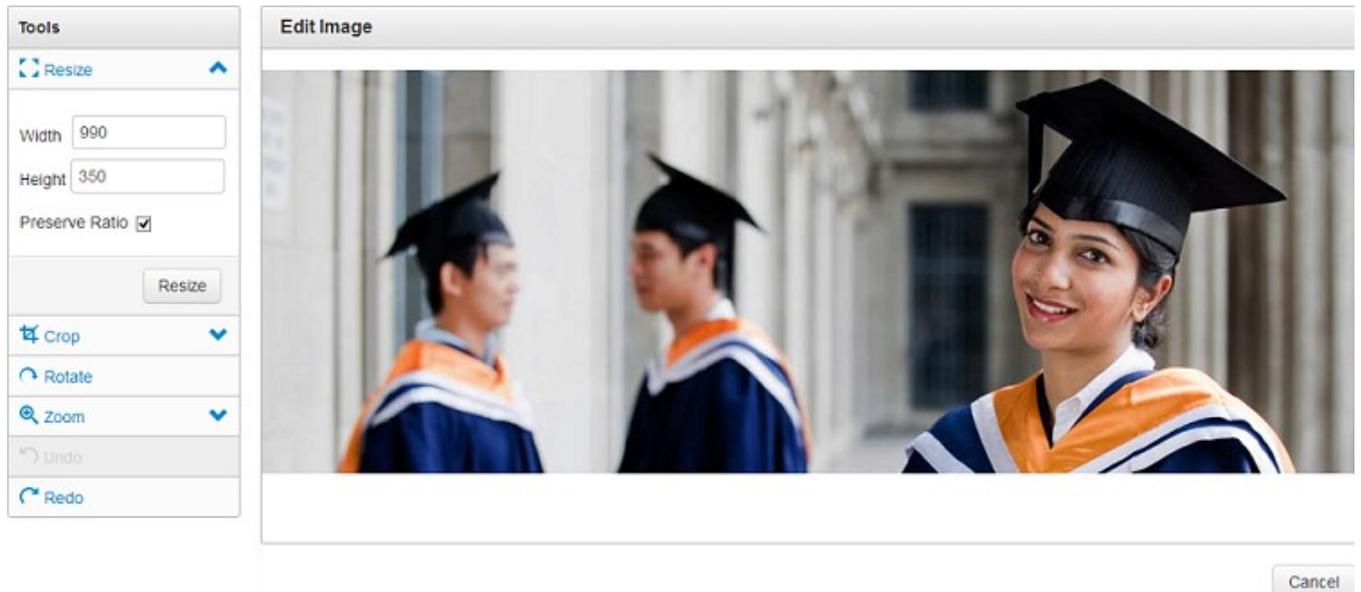
Accordion Menu	Content
Course Offerings	• Link 1
	• Link 2
	• Link 3
	• Link 1
	• Link 1

Cancel **Insert**

4. Once the Snippet is inserted on the page, edit the content as desired. Click Save and Exit to view the snippet on the page. **Note:** Certain snippets will display in a table format in the WYSIWYG editor to make it easier to format content within them, but will transform into another element once in preview. For example, the accordion snippet.

Using the Image Editor

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar. Hover over an image file and select Edit from the Edit menu. Additionally, clicking on the image's hyperlinked name and selecting Edit from the Page Actions toolbar on the resulting screen also opens the Image Editor.
2. Using the tools available in the Tools menu, modify the image as desired.

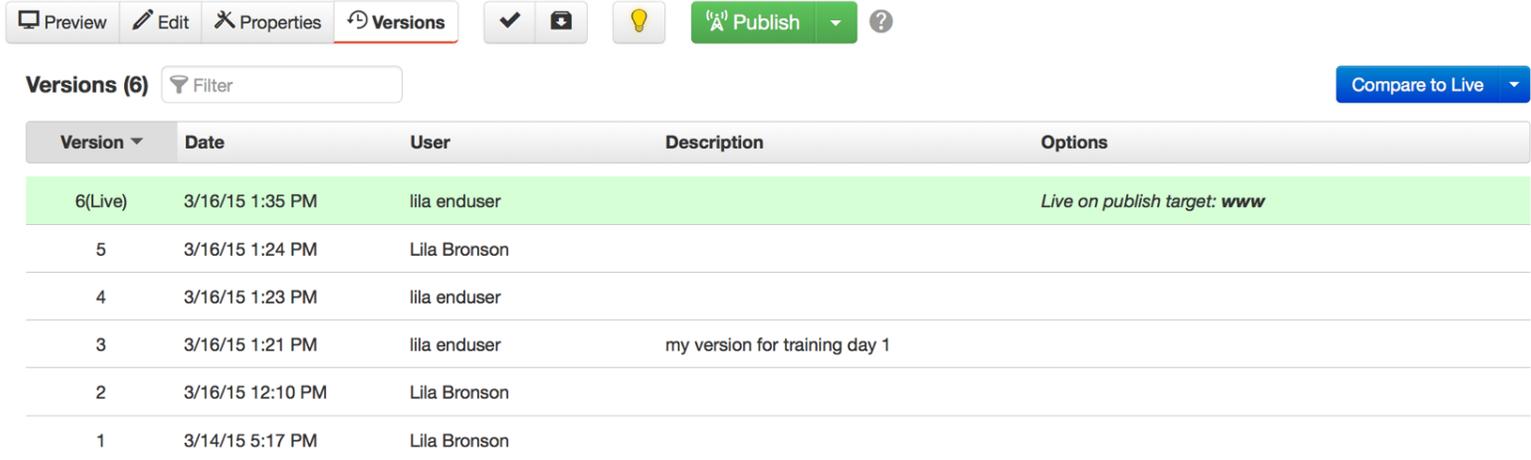


3. Click Save to overwrite the original image, or click Save As to save the modified version as a new file.
Note: Changes to images will need to be published before they will appear on the live production server.

Versions

Comparing Versions

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar. Hover over the page's row and select Versions from the Review menu. Additionally, clicking on the content's hyperlinked name to display the Page Actions toolbar and selecting Versions from the Page actions toolbar.



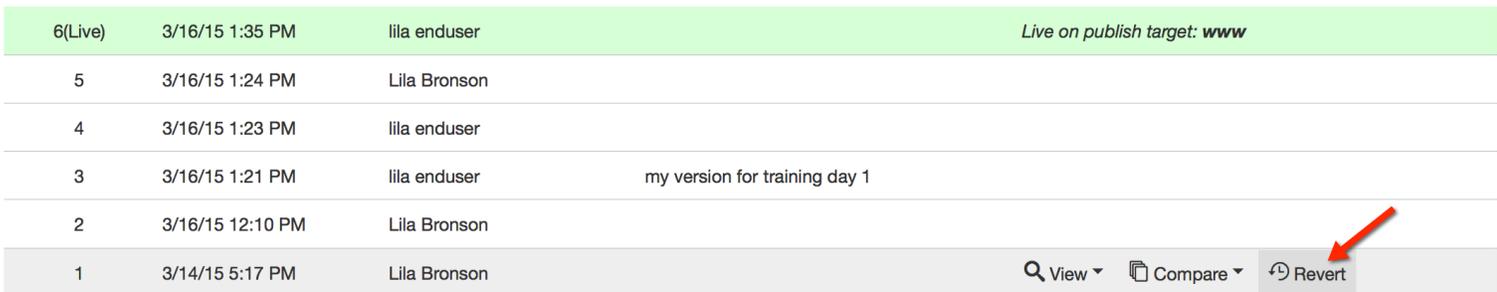
The screenshot shows a toolbar with buttons for Preview, Edit, Properties, Versions, a checkmark, a document icon, a lightbulb, and a Publish button. Below the toolbar is a 'Versions (6)' section with a filter input and a 'Compare to Live' button. The table below lists six versions with columns for Version, Date, User, Description, and Options.

Version	Date	User	Description	Options
6(Live)	3/16/15 1:35 PM	lila enduser		Live on publish target: www
5	3/16/15 1:24 PM	Lila Bronson		
4	3/16/15 1:23 PM	lila enduser		
3	3/16/15 1:21 PM	lila enduser	my version for training day 1	
2	3/16/15 12:10 PM	Lila Bronson		
1	3/14/15 5:17 PM	Lila Bronson		

2. In the Versions view, hover over the target version's row and select Compare. Additionally, the file can be compared to the newest version on the production server by clicking Compare Current to Live and selecting a target site from the corresponding drop-down menu.

Reverting to a Previous Version

1. In the Versions view, hover over the version's row and select Revert from the menu.

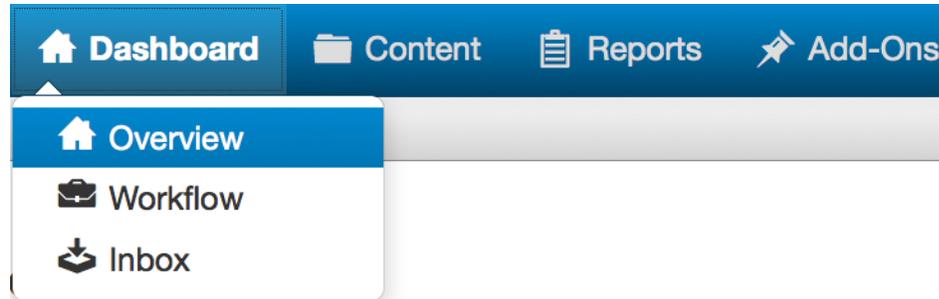


The screenshot shows the same table as above, but with a 'Revert' button highlighted in the bottom right corner of the table area. A red arrow points to the 'Revert' button.

Version	Date	User	Description	Options
6(Live)	3/16/15 1:35 PM	lila enduser		Live on publish target: www
5	3/16/15 1:24 PM	Lila Bronson		
4	3/16/15 1:23 PM	lila enduser		
3	3/16/15 1:21 PM	lila enduser	my version for training day 1	
2	3/16/15 12:10 PM	Lila Bronson		
1	3/14/15 5:17 PM	Lila Bronson		View Compare Revert

Dashboard

The OU Campus Dashboard provides a location within the CMS where each individual can access user-specific messaging and gadgets. The Dashboard is the default log in location from the standard OU Campus Login screen when not utilizing DirectEdit. Quick links are provided to the Workflow and Inbox screens of Mailbox, which are also accessible from the Dashboard menu. 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.



Example Dashboard with Gadgets



Lila Bronson

[Workflow](#) | [Inbox](#)

[Configure Dashboard](#)

My Checked-Out Content

- [/_training/example.pcf](#)
Locked: 3:51 PM
Saved: 3:51 PM
- [/_training/five/example.pcf](#)
Locked: 3/18/15
Saved: 3/18/15
- [/_training/four/example.pcf](#)
Locked: 3/17/15
Saved: 3/17/15
- [/_training/lilas-page.pcf](#)
Locked: 3:13 PM
Saved: 3/16/15
- [Asset: News Display](#)

Inbox 2

Lila Bronson 3/2/15
Scheduled Page Reminder
This is the scheduled reminder for page, /_training/example...

Lila Bronson 2/5/15
Stale Reminder
This is the scheduled reminder for page, /_training/example...

Activity

- [/_training/example.pcf](#)
Page reverted by Lila Bronson
3:51 PM
- [/_training/documents.pcf](#)
Page created by Shanna Rutland
1:38 PM
- [/_training/five/ippage1/ippage3.pcf](#)
Page created by Shanna Rutland
9:35 AM
- [/_training/five/ippage1/index.pcf](#)
Page created by Shanna Rutland
9:32 AM

Workflow

- [/_training/example.pcf](#)
Declined on 3/20/15 at 3:51 PM
- [/_training/index.pcf](#)
Approved on 3/16/15 at 10:56 AM
- [/_training/example1.pcf](#)
Cancelled on 3/14/15 at 3:26 PM
- [/_training/example.pcf](#)
Approved on 2/2/15 at 10:37 AM

The available features and functionality of the Dashboard are as follows:

Workflow

The Workflow list view shows content that a user has been sent for approval or content that a user has sent for approval and are separate from other messages, which can be viewed in the Inbox and Sent. Content within an approvals process can be tracked using this screen.

Inbox

Inbox displays messages from other users as well as automated messages associated with scheduled actions, such as a notification of scheduled publish or notification of page expiration. The Inbox includes a linked list of messages and the functionality to compose a message.

Configure Dashboard

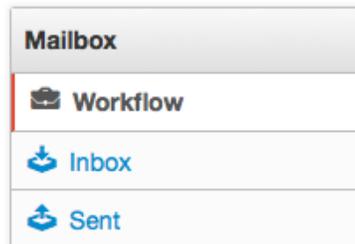
Once specific Dashboard gadgets have been configured to be available for a group of users, members of the group can choose which gadgets to show on the main content area. The Configure Dashboard feature can be used by each individual user to choose which gadgets to show in the main content area.

Frequently displayed gadgets include an activity feed of recent site activity, the system inbox for messaging and notifications, a list of pages that are currently checked out by the user, and site analytics. Dashboard gadget can be reordered by clicking the gray title bar and dragging to the new location.

Inbox

Inbox Overview

The Mailbox within the OU Campus CMS includes an inbox, sent box, the ability to compose a message, and the system workflow. The messaging system is internal to OU Campus and allows users of the system to attach messages to pages being sent through workflow, such as to an approver. Additionally, users can send a message directly without associating it with a page, review messages previously sent to them, forward messages, and review message they have sent to others. Some messages may also have a copy sent from the CMS to an external email.

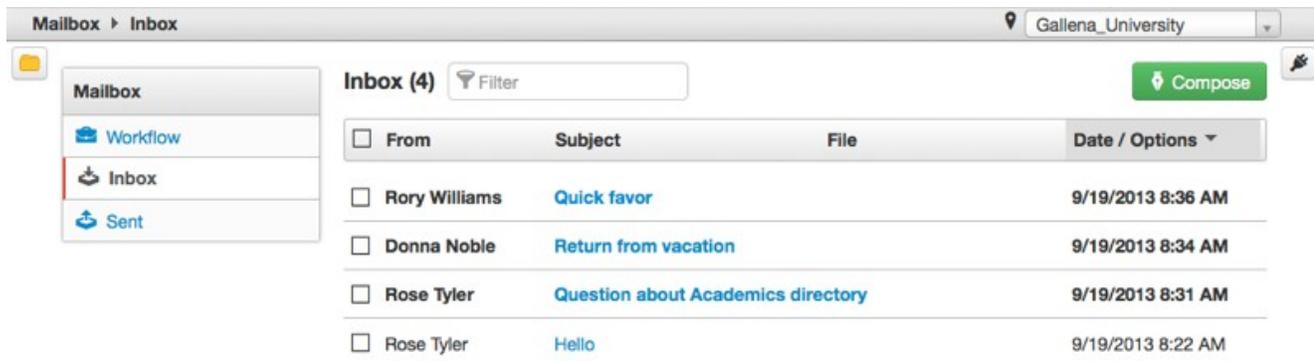


Inbox

The Inbox is similar to a standard email inbox. General messages sent to a user's account can be read, replied to, and forwarded. New messages can be composed.

The Inbox can be viewed from the Dashboard by using the Inbox gadget. The Inbox may also be viewed and messages composed by entering the Inbox from the Dashboard menu or the link to the Inbox from the Dashboard itself.

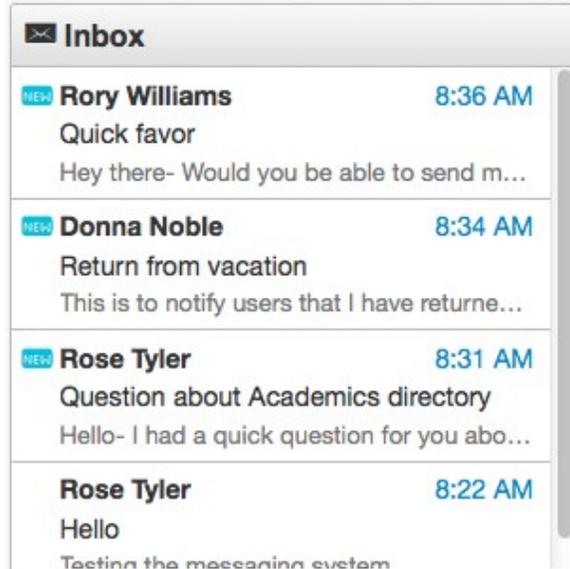
Example of Inbox Screen



The screenshot shows the "Mailbox > Inbox" interface. At the top right, there is a location dropdown set to "Gallena_University". On the left is a navigation menu with "Workflow", "Inbox", and "Sent". The main area is titled "Inbox (4)" and includes a "Filter" input field and a "Compose" button. Below is a table of messages:

<input type="checkbox"/>	From	Subject	File	Date / Options
<input type="checkbox"/>	Rory Williams	Quick favor		9/19/2013 8:36 AM
<input type="checkbox"/>	Donna Noble	Return from vacation		9/19/2013 8:34 AM
<input type="checkbox"/>	Rose Tyler	Question about Academics directory		9/19/2013 8:31 AM
<input type="checkbox"/>	Rose Tyler	Hello		9/19/2013 8:22 AM

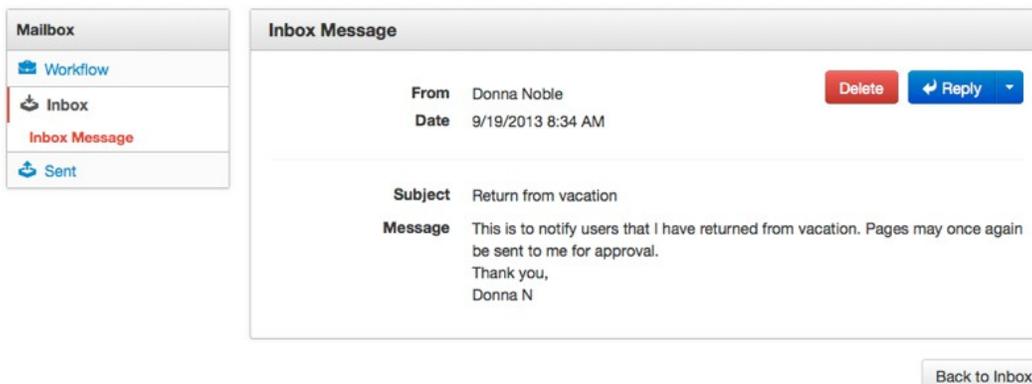
Example of Inbox Gadget on the Dashboard



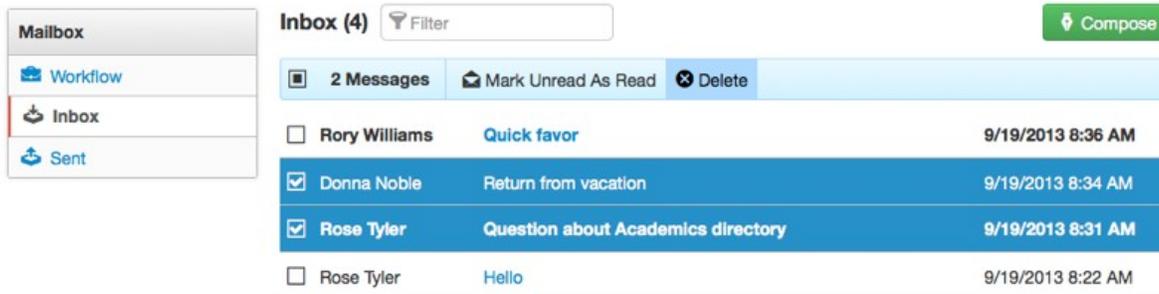
Viewing, Replying to, and Deleting Messages

The Inbox is used to list all internal messages. To view a message within the Inbox screen, hover over the message row and click View, or click the hyperlinked message subject. From the Gadget, click anywhere on the desired message to enter the message view in the Inbox screen.

Use the blue Reply button to reply to the message, or use the drop-down indicator next to the Reply button to forward the message to another user. A user can return to the Inbox without responding to or deleting the message by clicking the Back to Inbox button.



A message may be deleted by using the red Delete button inside of the message, or by hovering over the message row in the Inbox list view and clicking Delete. Multiple messages may be deleted by selecting the checkbox next to each message and clicking the Delete icon that appears in the top row. Messages may also be selected in this way to mark unread messages as read messages by clicking Mark Unread As Read.



The screenshot shows an email inbox interface. On the left is a 'Mailbox' sidebar with 'Inbox' selected. The main area shows 'Inbox (4)' with a 'Filter' dropdown and a 'Compose' button. Below this is a toolbar with '2 Messages', 'Mark Unread As Read', and 'Delete' options. The message list contains four entries:

Message Status	Sender	Subject	Timestamp
<input type="checkbox"/>	Rory Williams	Quick favor	9/19/2013 8:36 AM
<input checked="" type="checkbox"/>	Donna Noble	Return from vacation	9/19/2013 8:34 AM
<input checked="" type="checkbox"/>	Rose Tyler	Question about Academics directory	9/19/2013 8:31 AM
<input type="checkbox"/>	Rose Tyler	Hello	9/19/2013 8:22 AM

Message Status

A message viewed in the Inbox gadget will have a blue New notification next to it, indicating that the message is new and is unread. Messages that are new in the inbox screen will appear in bold.

Messages that have been read will not have the notification next to it in the Inbox Gadget, and will no longer appear in bold in the inbox screen.

Workflow

Workflow Overview

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 — content that the user has submitted to another user, or received from another user, is shown in this list view.

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.

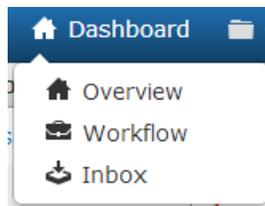
General messages sent to the user's account are separated from Workflow files and are available in the Inbox.

Level 9 and Level 10 administrators may view the Pending Approvals report to view all content in workflow.

Workflow

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.

Workflow in Dashboard Menu



Workflow on Dashboard

A screenshot of the Mailbox dashboard. The top navigation bar is blue and contains the following items: 'Campus' logo, 'Dashboard' (with a home icon), 'Content' (with a folder icon), 'Reports' (with a document icon), and 'Add-Ons' (with a star icon). On the right side of the navigation bar, there is a user profile for 'Janaye Culton', a 'Setup' gear icon, and a 'Help' question mark icon. Below the navigation bar, the main dashboard area is white. On the left, there is a 'My Current Pages' section with a list of pages and their check-out times. In the center, there is an 'Activity' section with a list of recent actions. On the right, there is an 'Inbox' section with a list of messages. In the top right corner of the dashboard area, there is a navigation bar with three items: 'Workflow' (with an envelope icon and a red box around it), 'Inbox' (with an envelope icon), and 'Configure Dashboard' (with a gear icon). The 'Workflow' link is highlighted with a red box.

Workflow can be sorted by clicking on the column headers. Categories to sort by include:

- From
- Approver
- File
- Status
- Date

As well, the Filter contained within Workflow can be used to filter by the above columns with the exception of Status.

File Status

A status icon is shown in the Status column for each file. Files sent to the current user can be viewed. Files sent to another user may not be viewed. Click the Status icon to view the workflow message. Status options include:

- Pending Approval (by another user)



- Pending Approval (by the current user)



- Approved



- Approved & Published



- Declined



Mailbox
Workflow
Inbox
Sent

Workflow (3)

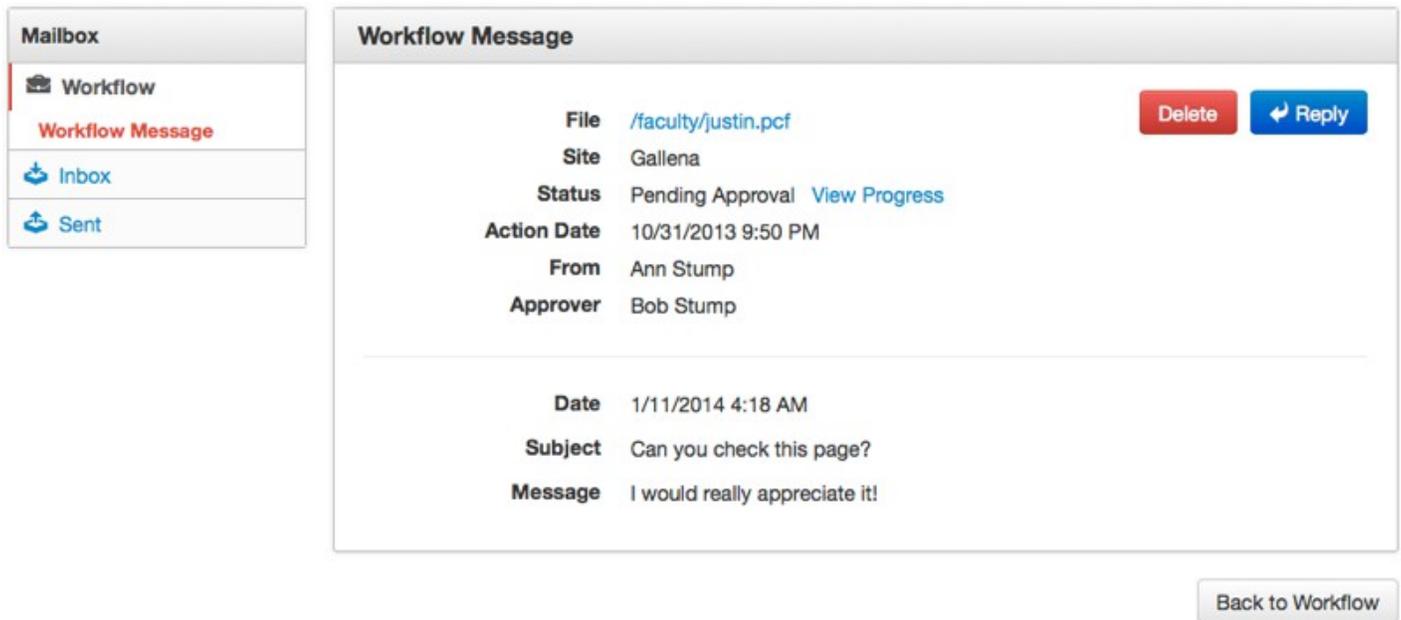
<input type="checkbox"/>	From	Approver	File	Status	Date / Options ▾
<input type="checkbox"/>	koyukon	level0	/examples/newpage.pcf		12/5/2013 3:10 PM
<input type="checkbox"/>	koyukon	level7	/examples/tested.pcf		12/5/2013 2:39 PM
<input type="checkbox"/>	koyukon	putnam	/blog-content-left.html		12/5/2013 2:39 PM

Viewing a Workflow Message

A file may be previewed by clicking on the file link, either from the Workflow message or from the Workflow list view. Click on the file link to navigate to the page to be approved, declined, or edited. Please note that Level 0 Reviewers cannot edit files.

If a message has been attached to a page sent through the workflow, the user can view the message by hovering over the file row and clicking on the View option. Alternately, a user can click the Status icon to view the message. From within the message, actions can be taken, such as:

- Viewing the content
- Deleting the message
- Replying to the message
- Navigate back to Workflow



The screenshot shows a web interface for viewing a workflow message. On the left is a 'Mailbox' sidebar with links for 'Workflow', 'Workflow Message' (highlighted), 'Inbox', and 'Sent'. The main area is titled 'Workflow Message' and contains the following details:

File	/faculty/justin.pcf	Delete	Reply
Site	Gallena		
Status	Pending Approval	View Progress	
Action Date	10/31/2013 9:50 PM		
From	Ann Stump		
Approver	Bob Stump		

Date	1/11/2014 4:18 AM
Subject	Can you check this page?
Message	I would really appreciate it!

At the bottom right, there is a 'Back to Workflow' button.

Replying to a Workflow Message

When replying to a message from Workflow by clicking the Reply button in the message, a dialog will appear. Additional users or groups can be added to the message, the subject can be changed, and a message can be added. Optionally, a copy of the message can be sent by email in addition to the internal OU Campus message.

Reply

To

Subject

Message

Send a copy by email
Send email in addition to internal OU Campus message

Clicking Send will send the message to the selected users or groups and the user will be returned to the original Workflow message. Clicking Cancel returns the user to the original Workflow message. The message is sent to each user's inbox.

Workflow Progress

A user can view the Workflow Progress by clicking on the View Progress text link found next to the Status when viewing a message. The progress modal includes information including:

- From
- To
- Date of Action
- Status of the file

The status of the file can be one of many:

- Submitted for Approval
- Reassigned
- Approved and Published
- Declined
- Workflow Canceled

This page is left intentionally blank

