



CMA Content Entry – Intermediate

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This class will cover some of the newer & more advanced items available through the CMA. The basics of content entry are covered in the introductory class.

Getting Started

Enter the CMA

Prepare Training Web Site

- Click on **PREVIEW SITES** and **/TRAINING**
- Click on the **About Us** button
- Click on the link for **Intermediate Content Entry**
- You will be given a **Group** assignment by the instructor. That will be the category you will be using during the class.

Complete Overview through the bottom of page 3

Overview

This section will provide an overview of creating Content, adding Assets and displaying Assets. It will provide an opportunity to review the very basics of content entry.

Create HTML content

- Select **CONTENT/Add Content** (from left navigation of CMA)
- Select **Category Group (Pre-Select)** of primary category: **TRAINING-ABOUT_US**
- Select **Primary Category** - Make sure you select the whole category: **TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP (1, 2, 3, 4, or 5)**
- Content Type = **HTML**
- Enter **Title**: “**Your Name – SOM Web Training**”
- Do not change **Priority** and **Release Date**
- Enter **Expiration Date** (Tomorrow’s date)
- Enter **Agency Contact & Phone** if desired
- Enter **Description (Short Text)** (Limit of 4000 characters)
- Enter **Body** - enter a simple one or two sentence paragraph
- Click **ADD**

Add Asset

Assets are stored in the Vignette CMA Training\Student Files folder on the Desktop of the PCs. We will be using a PDF file for this exercise.

- Select **ASSETS/Add Asset**, from the left menu
- Select **Training** from the menu, if needed
- Click the **Browse** button and navigate to the **Student Files** folder. Select **Sample_1 PDF file**.
- Select the **Permission: TRAINING-ABOUT_US-ASSETS**
- Enter the **Description/Title: “Web Training PDF”**
- Enter **Short text** (document): **“Web Training PDF”**. This is used for ADA compliance for a document tag when you hover over the file link.
- Click **Add**
- Copy the **File ID** number into the notepad for later use

Associate Asset

Edit the **HTML Content** created earlier.

- Select **Content** and **List/Search Content**, from the left menu
- Locate your recently created content in the list (**Your most recent 10 content items are listed below**)
- Click **ID(edit)** next to the appropriate piece of content
- Scroll to the bottom of the screen until you find **Associated Assets**
- Enter the **File ID number** and click **Associate**

Link To Asset

- From the left menu, select **CONTENT/Add Content**
- **Select** Category Group (Pre-Select) **of primary category:**
TRAINING-ABOUT_US
- **Select** Primary Category - **Make sure you select the whole category:**
TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP (1, 2, 3, 4, or 5)
- Select **Content Type: LINK**
- Enter the **Title**
 - This will not display
 - This is used when searching for a piece of content on the **List Content** screen
 - For the title enter “**Your Name - Link to SOM Web Training**”
- Do not change **Priority** and **Release Date**
- Enter **Expiration Date** (tomorrow)
- Enter **Description (Short Text)** (Limit of 4000 characters) (optional)
- Enter **Keywords** if desired
- Select **Link Type = External**
- Enter **URL**
 - Since this is to be a link to an **Asset**, simply enter the **ID number** for the **Asset** (saved from above) and select the **Asset** radio button
- Enter **Link Text** (Click in field, the CMA will auto-copy the **Title** field to the **Link Text** field)
 - This is what is displayed for the text of the link on the page
 - Should **ALWAYS** be the same as the **Title**
- Click **ADD**
- Look at your content on the Training Site

Stop Here - Wait For The Rest Of The Class!

Shortcuts

Adding Asset to HTML Content

In the overview assignment, above, instead of following the directions as written and adding an **asset** using **Add Asset** in the left navigation in the CMA, then finding the **Content** using **List Content** and associating the asset to the content:

B. Add Asset

Assets are stored in the **Vignette CMA Training\Student Files** folder on the Desktop of the PCs. We will be using a **PDF** file for this exercise.

1. Select **ASSETS/Add Asset**, from the left menu
2. Select **Training** from the menu, if needed
3. Click the **Browse** button and navigate to the **Student Files** folder. Select a **PDF file**.
4. Select the **Permission: TRAINING-ABOUT_US-ASSETS**
5. Enter the **Description/Title:** Place your name and date in the **Asset Description**.
6. Enter **Short text (document)**. This is used for ADA compliance for a document tag when you hover over the file link.
7. Click **Add**
8. Copy the **File ID** number into the notepad for later use

C. Associate Asset

Edit the **HTML Content** created earlier.

1. Select **Content** and **List/Search Content**, from the left menu
2. Enter Your Name (exactly as you entered it in the title field earlier) in the **Text** field
3. Click **Search**
4. Click **ID(edit)** next to the appropriate piece of content
5. Scroll to the bottom of the screen until you find **Associated Assets**
6. Enter the **File ID number** and click **Associate**

We can do all of that in one step after we have added the content using the **One Step Add and Auto-Associate Asset** feature.

- After adding the HTML piece of content, scroll to the bottom to view the **Associated Assets** area. Click **One Step Add and Auto-Associate Asset**.

| ASSOCIATED ASSETS | | | | |
|--|------------|----------------------|--|--------------------|
| Asset ID | Asset Name | Asset Path | Association Flag | Delete Association |
| Add an Associated Asset | | | | |
| Enter Asset ID - Shortcut: | | <input type="text"/> | <input type="button" value="ASSOCIATE"/> | |
| OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset | | | | |

- Complete the steps necessary to add an asset

You will be left at the **Edit Content Item** screen.

| ASSOCIATED ASSETS | | | | | |
|-------------------|---------------------|---|--|--|------------------------|
| Asset ID | Asset Name | Asset Path | Association Flag | Priority: | Delete Association |
| 521303 | Travel Michigan PDF | /documents/training/Sample_2_521303_7.pdf | <input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont | <input type="text" value="100"/> <input type="button" value="Update Assoc."/> | Delete |

Add an Associated Asset
 Enter Asset ID - Shortcut:

OR... [Select from a List of Assets to Associate](#) OR... [One Step Add and Auto-Associate Asset](#)

Creating Link Content to an Asset

In a similar fashion, we are able to use the **One Step Add and Auto-Associate Asset** feature to expedite creating link content to an asset.

- Add Link Content in the normal fashion, except don't add the URL
- Use **One Step Add and Auto-Associate Asset** to add asset to database
- Then get **Asset ID** number from the asset listing at bottom of **Edit Content** screen

| ASSOCIATED ASSETS | | | | | |
|-------------------|---------------------|---|--|--|------------------------|
| Asset ID | Asset Name | Asset Path | Association Flag | Priority: | Delete Association |
| 521305 | Travel Michigan PDF | /documents/training/Sample_2_521305_7.pdf | <input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont | <input type="text" value="100"/> <input type="button" value="Update Assoc."/> | Delete |

Add an Associated Asset
 Enter Asset ID - Shortcut:

OR... [Select from a List of Assets to Associate](#) OR... [One Step Add and Auto-Associate Asset](#)

- Put the **Asset ID** in **Link URL** field, check **Asset** radio button
- Click **Update**

| LINK FIELDS - | |
|---------------|---|
| Link Type: | <input type="radio"/> Internal <input checked="" type="radio"/> External (New Window) |
| Link (URL): | <input type="text" value="521305"/>  |
| Content | <input type="radio"/> Asset <input checked="" type="radio"/> |
| Link Text: | <input type="text" value="(Trainee_Author) - Link to Travel In Michigan PDF"/> |

- Click **Delete Association** to delete the asset association

| ASSOCIATED ASSETS | | | | |
|-------------------|---------------------|---|--|---|
| Asset ID | Asset Name | Asset Path | Association Flag | Delete Association |
| 521305 | Travel Michigan PDF | /documents/training/Sample_2_521305_7.pdf | <input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont | Priority: 100 Update Assoc. Delete |

Add an Associated Asset
Enter Asset ID - Shortcut:

OR... [Select from a List of Assets to Associate](#) OR... [One Step Add and Auto-Associate Asset](#)

Locate Content

Locating existing content is an important part of using the CMA. There will be many times that you have to edit existing content. Even if you can see it on the web, locating it in the CMA can sometimes be a challenge.

Search by ID

➤ Locate **Content ID** in URL

Since the portal dynamically generates content from a database using templates and components, the URLs it generates can be quite a challenge to decipher.

This is a link for content from the Training Regular Class Schedule & Handouts page.

http://www.michigan.gov/emichigan/0,4575,7-112-15476_11091-151084--,00.html

By looking at the URL it is difficult to determine where the page came from other than it was generated from the Michigan.gov web site. We need to break the URL into sections in order to understand it. See the table below.

Break Down of the Michigan.gov URL:

Path/directory: This is the path of the site.
[emichigan/0,4575,7-112-15476_11091-151084--,00.html](http://www.michigan.gov/emichigan/0,4575,7-112-15476_11091-151084--,00.html)

Content ID: This is the ID of the piece of content that is being displayed within the body of the page. The Content ID can be used in the CMA to find a particular piece of content.
[emichigan/0,4575,7-112-15476_11091-151084--,00.html](http://www.michigan.gov/emichigan/0,4575,7-112-15476_11091-151084--,00.html)

NOTE: There are always two dashes after the **Content ID** number. If there are three dashes after the last number, then it is **NOT** a **Content ID** number, but a **Category ID** number.

- Select **CONTENT** and **LIST/SEARCH CONTENT**, from the left menu, then enter the Content ID number for one of the pieces of content you have entered

Search By... Enter your search criteria.
ID: 353344 Edit 353344

- Click **Edit**

OR

- Click **Search**

- Click on the ID link to view the Edit Content screen again

| Matching Rows 1-1 of 1 | | | | | | |
|---|-----------------------|------------------------------|----------|--------------|-----------------|------------------------|
| BEGINNING PREV NEXT END No More | | | | | | |
| Edit ID | Title | Description/Link | Priority | Release Date | Expiration Date | Delete |
| 353344 | Locate Content Sample | How can I locate my content? | 100 | 08/12/2015 | 08/13/2015 | Delete |

Search by text

- Select CONTENT and List/Search Content, from the left menu
- Enter part of the title of the piece of content you wish to search for and click Search

| | |
|-------|-------------------------------------|
| Text: | <input type="text" value="Sample"/> |
|-------|-------------------------------------|

- If more than one item appears in the list, determine which is the one you need and click **ID(edit)**. (If you are unable to edit the content item, you do not have permissions to the content. This means that it is not your content, but someone else's with a similar title.)

| Matching Rows 1-25 of 545 | | | | | | |
|---|--|--|----------|--------------|-----------------|--------------------------|
| BEGINNING PREV NEXT END | | | | | | |
| Edit ID | Title | Description/Link | Priority | Release Date | Expiration Date | Delete |
| 353344 | Locate Content Sample | How can I locate my content? | 100 | 08/12/2015 | 08/13/2015 | Delete |
| 239355 | Top-to-Bottom Resources for School Use (Diagnostic Worksheet and Sample Communication) | | 100 | 08/15/2010 | | (Delete) |
| 94654 | Sample Plans and Special Programs | | 100 | 05/01/2004 | | (Delete) |
| 381219 | Sentinel Samples Above Action Level (posted April 2, 2016) | /documents/flintwater/Sentinel_Samples_Above_Action_Level_520071_7.pdf | 100 | 02/03/2016 | | (Delete) |
| 350553 | Sample Performance Task for Classroom Instruction and Rubrics | | 100 | 03/23/2015 | | (Delete) |
| 380402 | Use the Michigan Voter Information Center to find your polling place, view your sample ballot, learn about your voting equipment and more. | | 100 | 03/25/2016 | | (Delete) |
| 263116 | Sample FTE/Primary Educational Setting Possibilities (September 2011) | /documents/mde/Sample_FTE_Ed_Setting_364784_7.pdf | 100 | 09/26/2011 | 03/22/2016 | (Delete) |
| 350657 | Sample Online Schedules | http://mymassp.com/content/scheduling_mstep | 100 | 03/24/2013 | | (Delete) |

Search by Author/Editor

- Enter all or part of a User ID in the **Created/Updated By** field

Search for Content

Search By... Enter your search criteria.

| | | | |
|---------------------------------------|--|-------------------------------------|----------------------|
| ID: | <input type="text"/> | <input type="button" value="Edit"/> | |
| Text: | <input type="text"/> | | |
| Created/Updated By: | <input type="text" value="christensen"/> | | |
| Expiration Date is: | <input type="text" value="="/> <input type="text" value="v"/> | Expiration Date: | <input type="text"/> |
| Release Date is: | <input type="text" value="="/> <input type="text" value="v"/> | Release Date: | <input type="text"/> |
| Sort By: | <input type="text" value="Content ID"/> <input type="text" value="v"/> | | |
| Display Count | <input type="text" value="25"/> <input type="text" value="v"/> | | |
| <input type="button" value="SEARCH"/> | | | |

- Click Search

A list of all the content by that author will be listed.

| Edit ID | Title | Description/Link | Priority | Release Date | Expiration Date | Delete |
|--|---|--|----------|--------------|-----------------|----------|
| Matching Rows 1-25 of 1969 <input type="button" value="BEGINNING"/> <input type="button" value="PREV"/> <input type="button" value="NEXT"/> <input type="button" value="END"/> | | | | | | |
| 11534 | Related Links | These links have valuable information that can help you to help Michigan's children. | 30 | 05/05/2005 | | {Delete} |
| 42077 | Consumer Complaint/Inquiry Filing Information | The Consumer Protection Division of the Attorney General's office helps consumers each year by mediating complaints that fall within our jurisdiction. (Please refer to the Complaint Directory before submitting a complaint to avoid unnecessary delays in processing.) In many cases our assistance will help you obtain an acceptable resolution to your problem. However, if our mediation is not successful, the Attorney General cannot act as a private attorney on your behalf. | 1 | 08/09/2002 | | {Delete} |
| 15554 | Government Address and Phone Directory | | 300 | 01/01/2001 | | {Delete} |
| 41234 | Site Administrator Training | This class is for new Site Administrators and those needing a refresher. | 100 | 01/01/2012 | | {Delete} |
| 111125 | Intermediate Content Entry | This class is for those who are comfortable entering content, or who have taken the Introductory class, and wish to go a bit further. | 100 | 02/23/2005 | | {Delete} |
| 41231 | Website Analytics Using IBM Digital Analytics | Learn about accessing your website statistics. This class is offered the first business Monday of the month. (typically) | 100 | 01/01/2002 | | {Delete} |

Search by Expiration/Release Date

Searching by Expiration and/or Release date allows you to locate content that was either released or expired within a certain timeframe. You can specify a number of different operands, such as equal to (=) a certain date, Greater Than (>) a date, Less Than or Equal to (<=) a date, etc.

- Enter the desired information

| | | | |
|---------------------|------------|------------------|----------------------|
| Expiration Date is: | = | Expiration Date: | <input type="text"/> |
| Release Date is: | = | Release Date: | <input type="text"/> |
| Sort By: | Content ID | | |
| Display Count | 25 | | |

- Select the appropriate operand for the **Expiration** and/or **Release Date**

| | | | |
|---------------------|---|------------------|----------------------|
| Expiration Date is: | = | Expiration Date: | <input type="text"/> |
| Release Date is: | <div style="border: 1px solid black; padding: 2px;"> = > <= >= <> </div> | Release Date: | <input type="text"/> |

- Click **Search**

| Expiration Date is: | = | Expiration Date: | <input type="text"/> | | | |
|--|---|---|----------------------|--------------|-----------------|--------------------------|
| Release Date is: | >= | Release Date: | 01/01/2005 | | | |
| Sort By: | Expiration Date | | | | | |
| Display Count | 25 | | | | | |
| <input type="button" value="SEARCH"/> | | | | | | |
| Matching Rows 1-25 of 157152 <input type="button" value="BEGINNING"/> <input type="button" value="PREV"/> <input type="button" value="NEXT"/> <input type="button" value="END"/> | | | | | | |
| Edit ID | Title | Description/Link | Priority | Release Date | Expiration Date | Delete |
| 109371 | Current Events | | 100 | 01/31/2005 | 01/01/2000 | (Delete) |
| 110652 | Grade Level Content Expectations (GLCE) | /mde/0,1607,7-140-28753_33232---,00.html | 100 | 02/14/2005 | 02/15/2000 | (Delete) |
| 114860 | Population estimates by age and sex | http://www.census.gov/popest/states/asrh/SC-est2004-02.html | 100 | 04/06/2005 | 01/01/2001 | (Delete) |
| 116278 | Observations on State Population Projections to 2030 Released by the U.S. Census Bureau: An Analysis by Kenneth Darga | /documents/ha1_lm_census_Observations_on_the_BOC05_Projections_122888_7.pdf | 100 | 04/22/2005 | 01/01/2001 | (Delete) |
| 116244 | New State Population Projections to 2030 Released by the U.S. Census Bureau | http://www.census.gov/population/www/projections/projectionsagesex.html | 100 | 04/22/2005 | 01/01/2001 | (Delete) |

Sort by

- Click on the **Sort By** drop down box

| | |
|---------------|--------------------------|
| Sort By: | Content ID |
| Display Count | Release Date |
| | Expiration Date |
| | Updated Date |
| | Title (Ascending) |
| | Title (Descending) |
| | Description (Ascending) |
| | Description (Descending) |
| | Body (Ascending) |
| | Body (Descending) |
| | URL |

- Select one of the following methods and click Search. Note the differences in the display.

- Content ID
- Release Date

| Edit ID | Title | Description/Link | Priority | Release Date | Expiration Date | Delete |
|---------|--|---|----------|--------------|-----------------|----------|
| 113715 | Distance Learning Resources from the Michigan eLibrary | http://web.mel.org/dobasicsearch.jsp?searchText=distance+learning&searchTopic=0&searchMethod=2 | 100 | 01/01/2005 | 04/25/2005 | {Delete} |
| 133194 | | Select a Department name from the drop down box below and click on "Go" to view a story from that Department. | 100 | 01/01/2005 | | {Delete} |
| 107398 | e-Bulletin 01/01/05 | | 100 | 01/01/2005 | 11/17/2014 | {Delete} |
| 63828 | Michigan Works! | http://www.michiganworks.org/ | 4 | 01/01/2005 | | {Delete} |

- Expiration Date
- Title (ascending or descending)

| Edit ID | Title | Description/Link | Priority | Release Date | Expiration Date | Delete |
|---------|--|---|----------|--------------|-----------------|----------|
| 291808 | MDOT seeks public comment on proposed changes to hazardous materials routing designations in Detroit | December 21, 2012 -- The Michigan Department of Transportation (MDOT) is seeking public comment on proposed changes to the non-radioactive hazardous materials (NHRM) routing designations for four routes located in Wayne County. | 100 | 12/21/2012 | | {Delete} |
| 291137 | MDOT seeks public comment on draft 2013-2017 transportation program | December 10, 2012 -- The Michigan Department of Transportation (MDOT) is seeking public comment on its draft 2013-2017 Five-Year Transportation Program. | 100 | 12/10/2012 | | {Delete} |
| 143210 | Demolition work will close ramps and lanes at night on I-94 at US-23 this weekend | May 11, 2006-- Demolition work will close ramps and lanes at night on I-94 at US-23 this weekend | 100 | 05/11/2006 | 01/23/2014 | {Delete} |

- Description (ascending or descending)
 - URL
- You may also choose to list a different number of items by changing the display count

| | |
|---------------|-----|
| Display Count | 25 |
| | 50 |
| | 100 |

Browse Category

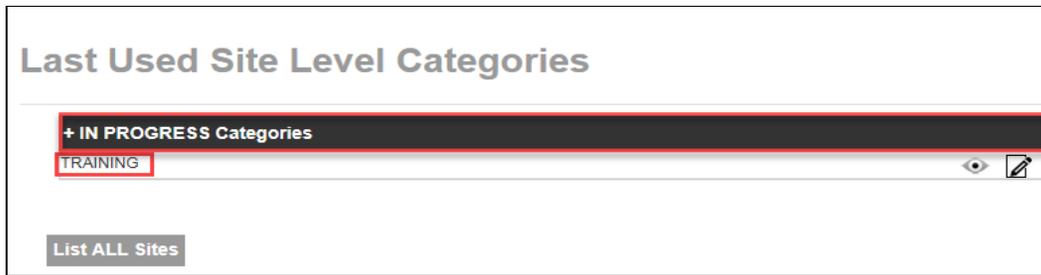
You can get a look at the structure of the site by using the **Browse Category** feature in CMA. The **Browse Category** feature also allows you to locate, edit, move and delete content.

- From the left menu in CMA, select **CATEGORIES/ Browse Category**



- Expand **IN PROGRESS Categories** and click the site **Training** to enter the **Browse Category** feature

(**Note:** Selecting **List ALL Sites** will display a view of all SOM sites)

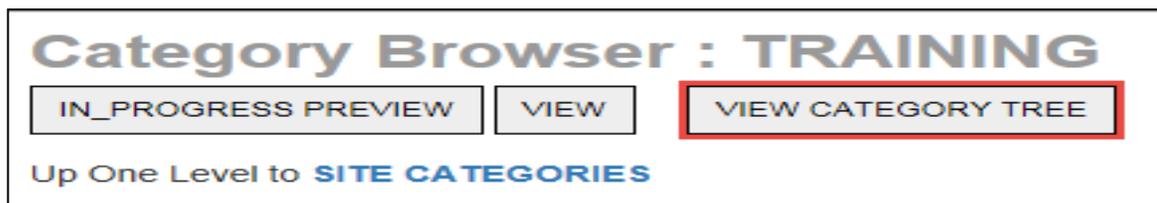


The categories are expandable and are displayed as:

- **LIVE = Green**
- **IN PROGRESS = Black**
- **EXPIRED = Red**

| + LIVE Categories | + IN PROGRESS Categories | + EXPIRED Categories |
|---------------------------|---------------------------|---------------------------|
| TRAINING-BOTTOM_NAV_LINKS | TRAINING-ABOUT_US | TRAINING-BIBBS_201511 |
| TRAINING-DEVEREAUX_201507 | TRAINING-ADLER_201509 | TRAINING-BLACKBURN_201309 |
| TRAINING-DOLL | TRAINING-ALEXANDER_201509 | TRAINING-BRADISH_201509 |
| TRAINING-ESTILL | TRAINING-ASSETS | |
| TRAINING-LEFT_LINKS | TRAINING-BRADISH | |

- Click **VIEW CATEGORY TREE**



You will see **Stats** and all the **Categories** listed in a hierarchical fashion.

Category Tree

Stats: Total Pages (from this category downward) = Live Navigation Categories (22) + Live Content (266) = 288

[VIEW LEGEND / HELP](#)

[Go to Top of Site](#)

- 0 **Training** N Browse To TRAINING:18386 (IN_PROGRESS)
- 1 **Our Favorites** N Browse To FAVORITES:18458 (IN_PROGRESS)
- 2 **Music** N Browse To MUSIC:18470 (IN_PROGRESS)
 - 3 **Rock** N Browse To ROCK:18471 (IN_PROGRESS)
 - 4 Artist 1 C Browse To ARTIST_1:18592 (IN_PROGRESS)
 - 4 Artist 2 C Browse To ARTIST_2:18593 (IN_PROGRESS)
 - 4 Artist 3 C Browse To ARTIST_3:18594 (IN_PROGRESS)
 - 3 **What's New** O Browse To WHATS_NEW:18476 (IN_PROGRESS)
 - 3 **Classical** N Browse To CLASSICAL:18722 (IN_PROGRESS)
 - 4 Mozart C Browse To MOZART:18723 (IN_PROGRESS)
 - 4 Beethoven C Browse To BEETHOVEN:18724 (IN_PROGRESS)
 - 4 Bach C Browse To BACH:18725 (IN_PROGRESS)

➤ Click **VIEW LEGEND / HELP**

Category Tree

Stats: Total Pages (from this category downward) = Live Navigation Categories (22) + Live Content (266) = 288

[VIEW LEGEND / HELP](#)

[Go to Top of Site](#)

Displays a list that explains **Categories** (Type/Status), **Content** (any type), and the List Content Button:

Categories: (N = Navigation; C = Content; O = Other)

| Category Type/Status | Example |
|-----------------------|---|
| N / IN_PROGRESS: | Current Openings N Browse To CURRENTJOBS:1508 (IN_PROGRESS) |
| N / LIVE: | Budget & Operations N Browse To OPERATIONS:1438 (LIVE) |
| N / EXPIRED: | Parole Board N Browse To PAROLE_BOARD:58680 (EXPIRED) |
| C or O / IN_PROGRESS: | Careers in Corrections assets O Browse To ASSETS:1439 (IN_PROGRESS) |
| C or O / LIVE: | Alphabetical List of Prisons C Browse To LIST:1789 (LIVE) |
| C or O / EXPIRED: | Region1 C Browse To REGION1:1422 (EXPIRED) |

Content: (any type)

| Content Status | Example |
|----------------------|--|
| IN_PROGRESS: | <i>Attorney General Charges Former Head of Oakland ISD</i> ID: 89700 IN_PROGRESS |
| LIVE: | <i>Parole Board units rally for St. Vincent's Home</i> ID: 66248 LIVE |
| LIVE and EXPIRED: | <i>Emergency Railroad Telephone Numbers</i> ID: 59863 LIVE-Expired |
| DELETED: | <i>IRV Program 2001 Annual Report</i> ID: 23737-DELETED |
| DELETED and EXPIRED: | <i>Buckle up or pay up!</i> ID: 68315-DELETED-Expired |

List Content Button:

NOTE: At the site (top) level, only site administrators have access to the list content button. For all others, the button will appear after selecting a category from the tree.

SITE ADMINS: Listing content at the site (top) level may take a long time, depending upon the size of your site. You may choose to select a category from the tree first (to load a smaller section of the tree), then list the content.

- Example of the button
- Example of the button

➤ Click **HIDE LEGEND / HELP**

Category Tree

Stats: Total Pages (from this category downward) = Live Navigation Categories (22) + Live Content (266) = 288

HIDE LEGEND / HELP

Returns you back to the original **Category Tree** view.

The different levels of the categories are numbered accordingly.

- 0 **Training** N Browse To TRAINING:18386 (IN_PROGRESS)
- 1 **Our Favorites** N Browse To FAVORITES:18458 (IN_PROGRESS)
- 2 **Music** N Browse To MUSIC:18470 (IN_PROGRESS)
- 3 **Rock** N Browse To ROCK:18471 (IN_PROGRESS)
- 4 **Artist 1** C Browse To ARTIST_1:18592 (IN_PROGRESS)

The **Category Display Text** is linked.

- 3 **What's New** O Browse To
- 3 **Classical** N Browse To
- 4 **Mozart** C Browse To
- 4 **Beethoven** C Browse To

Clicking on one of the links will isolate that section of the navigation tree.

Category Tree

Stats: Total Pages (from this category downward) = Live Navigation Categories (0) + Live Content (0) = 0

VIEW LEGEND / HELP

[Go to Top of Site](#) | **LIST CONTENT** - Warning: this will take some time if the category is large. You might isolate a selected category first.

- 3 **Rock** N Browse To ROCK:18471 (IN_PROGRESS)
 - 4 **Artist 1** C Browse To ARTIST_1:18592 (IN_PROGRESS)
 - 4 **Artist 2** C Browse To ARTIST_2:18593 (IN_PROGRESS)
 - 4 **Artist 3** C Browse To ARTIST_3:18594 (IN_PROGRESS)

Each category has its type displayed in parentheses.



- **N = Navigation Category** which is used only for left navigation
- **C = Content Category** which is used for components
- **O = Other** which is used for Asset categories and some components

There is an **Edit** button and a **Browse To** link for the Categories.



- **Edit** will allow you to view the **Edit Category** screen for that category
- **Browse To** will take you to the **Category Browser** screen for that particular category

The actual **Category Name**, **ID** and **Status** is at the end of each entry.



From the **Category Browser** screen you can see a list of subcategories one level below the one you are looking at. You can navigate to one of the sub-categories by clicking on the name.



When you look at **ASSOCIATED CONTENT** you will see a list of the content that is in that category.

Category Browser : TRAINING-ABOUT_US

> WORK IN BROWSER | IN_PROGRESS | EDIT CAT | ADD CONTENT | PARENT CAT: TRAINING

+ LIVE Categories | + IN PROGRESS Categories | + EXPIRED Categories

ASSOCIATED CATEGORIES

| ID | Category Name | Edit | Delete | Priority |
|----|---------------|------|--------|----------|
|----|---------------|------|--------|----------|

ADD CATEGORY ASSOCIATION

ASSOCIATED CONTENT

Click Title to Preview, ID to edit Content Item, Remove to delete the association
Click ID, Content Title, or Priority to sort on that column.

STANDARD SORT Display 10 Records. DISPLAY ALL

Clicking on the same column twice reverses the sort. Check All:

| ID | Content Title | Type | Status | Priority | Remove Assoc | Move/Delete |
|--------|---|------|----------------|----------|--------------|--------------------------|
| 380454 | Medicaid Medication Formulary | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 376145 | Accessible Page | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 378605 | (DRR) - OK2SAY | HTML | LIVE (Expired) | 100 | (Primary) | <input type="checkbox"/> |
| 342358 | TRAIN SAFE FISH | FORM | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 341317 | OH NOI I FORGOT MY EAT SAFE FISH GUIDE! | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 340819 | DIVISIONS DIVISIONS | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 340382 | Bureau Practice Page | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 339128 | test | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 334653 | Eat Safe Fish - Healthcare Providers | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 334654 | Eat Safe Fish - Order, Save, Print | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |

(10 of 30 Total Records) DISPLAY ALL MOVE CONTENT DELETE CONTENT Check All

Keep Existing Category Association (only applies to 'Move')

Initially 10 items are displayed. You can change the **Number of Items** displayed by typing the desired number in the box. Clicking **DISPLAY ALL** will allow you to see all records.

STANDARD SORT Display 10 Records. DISPLAY ALL

Clicking on the same column twice reverses the sort.

Initially the content is displayed in the order in which the component is set to display content. You can change the order by clicking on one of the sort column headings.

Click ID, Content Title, or Priority to sort on that column. Clicking on the same column twice reverses the sort. Check All:

| ID | Content Title | Type | Status | Priority | Remove Assoc | Move/Delete |
|--------|-------------------------------|------|--------|----------|--------------|--------------------------|
| 380454 | Medicaid Medication Formulary | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 376145 | Accessible Page | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |

Expired Content is indicated as follows:

| Status |
|----------------|
| LIVE |
| LIVE (Expired) |

Clicking on the **Content Title** will take you to a **Preview** of the content.

| ID  | Content Title  |
|--|---|
|  380454 |  Medicaid Medication Formulary |
|  376145 |  Accessible Page |

Clicking on the **ID** will take you to the **Edit Content Item** screen.

| ID  | Content Title  |
|--|---|
|  380454 |  Medicaid Medication Formulary |
|  376145 |  Accessible Page |

You can add a new piece of content to the category by clicking **ADD CONTENT** at the top of the screen.

Category Browser : TRAINING-ABOUT_US

> WORK IN BROWSER | IN_PROGRESS EDIT CAT **ADD CONTENT** PARENT CAT: TRAINING

You can navigate up the category structure by clicking on the **PARENT CAT:** button. The category name will change based upon what level you are viewing.

Category Browser : TRAINING-ABOUT_US

> WORK IN BROWSER | IN_PROGRESS EDIT CAT ADD CONTENT **PARENT CAT: TRAINING**

When you are looking at a navigation category, you can see the **RD PAGE LAYOUT** template that is being used, the categories that are associated with each component and position.

RD PAGE LAYOUT

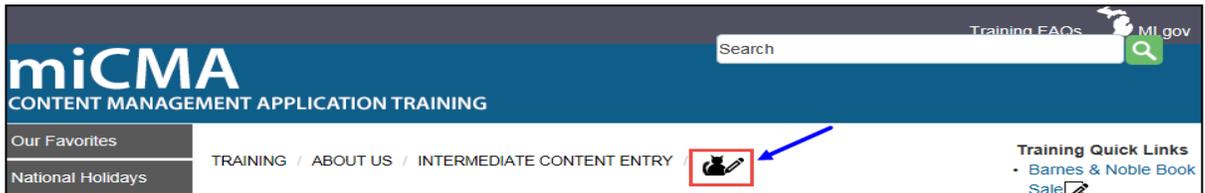
90405 | DW RD
Cat ID: TRAINING-ABOUT_US
Position: Columns:

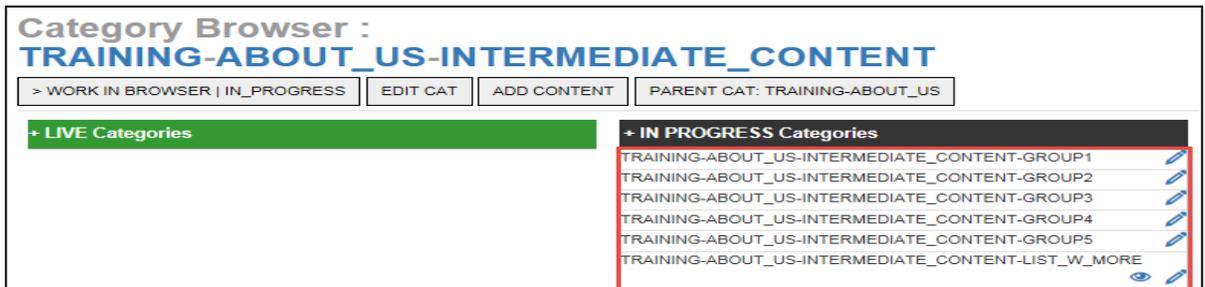
Edit This Category

Another way to look at the structure of the current category you are working in, is by using the Edit This Category button in W3 Production Preview. The Edit This Category button also allows you to locate, edit, move and delete content.

- Click on the **Edit This Category** button next to the site path, which will navigate you to the Category Browser window



- Select (from IN PROGRESS Categories) **TRAINING-ABOUT_US\ INTERMEDIATE_CONTENT\ Group 1, 2, 3, 4, or 5)**



- Scroll down to the ASSOCIATED CONTENT section and select Content items you created earlier, that you want to delete, by using the check box under Remove Assoc

| ASSOCIATED CONTENT | | | | | | | |
|---|--|------|----------------|--|--------------|-------------------------------------|--|
| Click Title to Preview, ID to edit Content Item, Remove to delete the association Click ID, Content Title, or Priority to sort on that column. | | | | STANDARD SORT Display 10 Records DISPLAY ALL Clicking on the same column twice reverses the sort. | | | |
| Check All: <input type="checkbox"/> | | | | | | | |
| ID | Content Title | Type | Status | Priority | Remove Assoc | Move/Delete | |
| 381826 | (Trainee_Author) - Travel In Michigan | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> | |
| 381827 | (Trainee_Author) - Link to Travel In Michigan PDF | LINK | LIVE | 100 | (Primary) | <input type="checkbox"/> | |
| 353341 | (Trainee_Author) 2nd Link Content | LINK | LIVE | 100 | (Primary) | <input checked="" type="checkbox"/> | |
| 353344 | Locate Content Sample | HTML | LIVE (Expired) | 100 | (Primary) | <input type="checkbox"/> | |
| 353338 | (Trainee_Author) 2nd HTML Content | HTML | LIVE (Expired) | 100 | (Primary) | <input checked="" type="checkbox"/> | |
| 5142 | 1990: Handlon Training Unit officer selected Officer of the Year | HTML | LIVE (Expired) | 100 | {Remove} | <input type="checkbox"/> | |
| 1731 | Governor Re-appoints Five to Fire Fighters Training Council | HTML | LIVE | 100 | {Remove} | <input type="checkbox"/> | |
| (7 of 7 Total Records) DISPLAY ALL | | | | MOVE CONTENT | | DELETE CONTENT | |
| Check All <input type="checkbox"/> | | | | | | | |

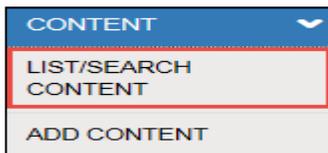
- Click the **DELETE CONTENT** button
- Click **Delete** again when the **Delete Content** screen appears and close the browser window after you return to the Last Used Site Level Categories screen

Edit Content

You may locate content to edit it later using many different methods, as outlined above.

From List /Search Content

- Select **CONTENT** and **List/Search Content**, from the left menu



- Enter the Content ID in the **ID** field



A search form with a yellow header that says 'Search By... Enter your search criteria.'. Below the header is a form with an 'ID:' label, a text input field containing '167823', and an 'Edit 167823' button.

- Click **Edit** (displays Content ID entered)

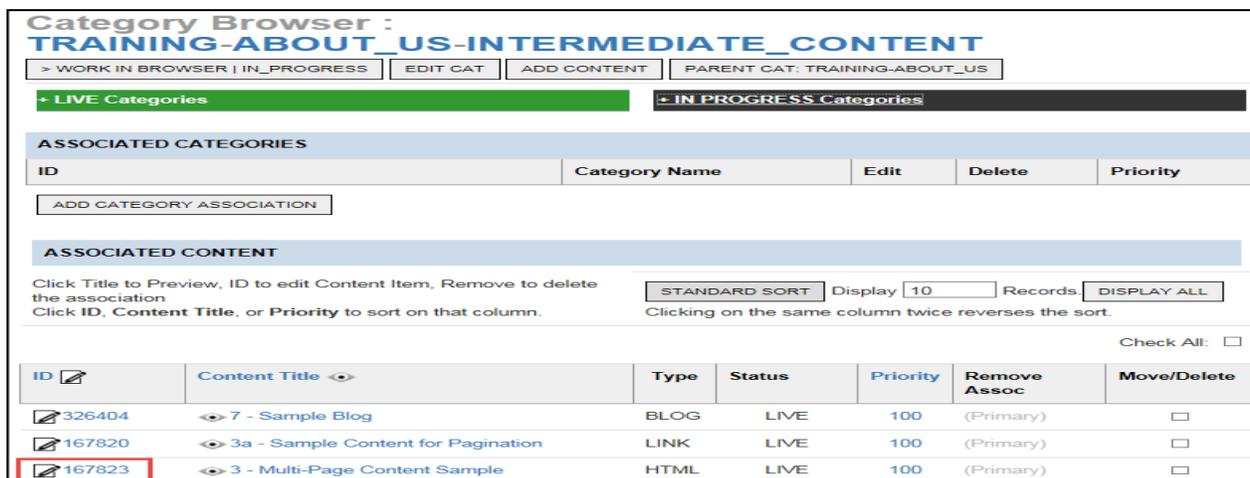


The same search form as above, but the 'Edit 167823' button is highlighted in orange.

You can also find content by searching on the Text (Content Title) field as discussed in *Introduction to Content Entry* as well as the methods discussed above.

From Browse Category

While browsing categories, you can see the content listed in each category. Simply find the category you wish to edit and click on the **ID** link next to Content Title. You will then be taken to the **Edit Content Item** screen.



A screenshot of the 'Category Browser' interface. The title is 'TRAINING-ABOUT_US-INTERMEDIATE_CONTENT'. Below the title are several buttons: '> WORK IN BROWSER | IN_PROGRESS', 'EDIT CAT', 'ADD CONTENT', and 'PARENT CAT: TRAINING-ABOUT_US'. There are two category tabs: '+ LIVE Categories' (green) and '- IN PROGRESS Categories' (black). Below these are sections for 'ASSOCIATED CATEGORIES' and 'ASSOCIATED CONTENT'. The 'ASSOCIATED CONTENT' section includes a table with columns: ID, Content Title, Type, Status, Priority, Remove Assoc, and Move/Delete. The row for ID 167823 is highlighted with a red box.

| ID | Content Title | Type | Status | Priority | Remove Assoc | Move/Delete |
|--------|------------------------------------|------|--------|----------|--------------|--------------------------|
| 326404 | 7 - Sample Blog | BLOG | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 167820 | 3a - Sample Content for Pagination | LINK | LIVE | 100 | (Primary) | <input type="checkbox"/> |
| 167823 | 3 - Multi-Page Content Sample | HTML | LIVE | 100 | (Primary) | <input type="checkbox"/> |

From Preview Sites

From the **PREVIEW SITES** menu, you can both **Preview** your content in and enter the **Edit Content Item** screen as your site will be in W3 mode.

- You must be logged on to the **CMA**. From there, click **PREVIEW SITES** and select **/TRAINING**.



- Browse to the desired piece of content and open it to view the full content page.
- There will be an **Edit This Content** button at the top which will allow you to edit this piece of content. A new browser window will open when you click the button and you will be in the **Edit Content Item** screen.



- From the **Page Layout/Template** screen you will also find an **Edit this Content** button next to the **Content Title** or **Link Text** of the content.



- If you want to hide the edit link buttons, use the **SHOW/HIDE EDIT LINKS** button located at the top of the web page



View Content

We can use content that we do not have permission to edit in our own site. Click on **ID**(edit) link to view and include it in our own categories.

- Select **CONTENT** and **List/Search Content**, from the left menu. Enter the word “**train**” in the Text field.

CONTENT
▼

LIST/SEARCH CONTENT

ADD CONTENT

Search for Content

Search By... Enter your search criteria.

| | | |
|---------------------------------------|---|---------------------------------------|
| ID: | <input type="text"/> | <input type="button" value="Edit"/> |
| Text: | <input style="border: 1px solid red;" type="text" value="train"/> | |
| Created/Updated By: | <input type="text"/> | |
| Expiration Date is: | <input type="text" value="="/> <input type="text"/> | Expiration Date: <input type="text"/> |
| Release Date is: | <input type="text" value="="/> <input type="text"/> | Release Date: <input type="text"/> |
| Sort By: | <input type="text" value="Content ID"/> ▼ | |
| Display Count | <input type="text" value="25"/> ▼ | |
| <input type="button" value="SEARCH"/> | | |

- Select a piece of content that is:

- Not expired
- **ID** link is blue

| | | | | | |
|--------|--|---|-----|------------|---------------------|
| 5104 | New M.I.O.S.H.A. Requirement Training | Employers interested in the new recordkeeping requirements under the Michigan Occupational Safety and Health Act can participate in one of two videoconferences over the next two months. | 100 | 11/15/2001 | {Delete} |
| OK | | | | | |
| 5142 | 1990: Handlon Training Unit officer selected Officer of the Year | 1990 Officer of the Year | 15 | 11/26/2001 | 05/07/2015 {Delete} |
| Not OK | | | | | |

- Click on the **ID** link to view the content

| | | | | | |
|------|---------------------------------------|---|-----|------------|----------|
| 5104 | New M.I.O.S.H.A. Requirement Training | Employers interested in the new recordkeeping requirements under the Michigan Occupational Safety and Health Act can participate in one of two videoconferences over the next two months. | 100 | 11/15/2001 | {Delete} |
|------|---------------------------------------|---|-----|------------|----------|

➤ Scroll to **ASSOCIATED CATEGORIES**

| ASSOCIATED CATEGORIES | | | | |
|---|--------------------------|----------------------|------------------|--------------------|
| Content Preview | | Content Update | | Versioning |
| <p>Preview *Content can only be previewed if it has been released and has not yet expired.</p> | | | | |
| Category ID | Category Name | Association Priority | Edit Association | Delete Association |
| 282 | THEME-BUSINESS-OPERATING | 100 | (Edit) | (Primary) |
| Add a Category Association | | | | |
| Enter Category ID: <input type="text"/> <input type="button" value="ASSOCIATE"/> OR... Select from List of Categories and ADD | | | | |

➤ Click on **Select from List of Categories and ADD**

| ASSOCIATED CATEGORIES | | | | |
|---|--------------------------|----------------------|------------------|--------------------|
| Content Preview | | Content Update | | Versioning |
| <p>Preview *Content can only be previewed if it has been released and has not yet expired.</p> | | | | |
| Category ID | Category Name | Association Priority | Edit Association | Delete Association |
| 282 | THEME-BUSINESS-OPERATING | 100 | (Edit) | (Primary) |
| Add a Category Association | | | | |
| Enter Category ID: <input type="text"/> <input type="button" value="ASSOCIATE"/> OR... Select from List of Categories and ADD | | | | |

➤ Select your **Associated Category**

| Add New Association CATEGORY | |
|------------------------------------|--|
| Content Title: | New M.I.O.S.H.A. Requirement Training |
| Associated Category | <div style="border: 1px solid gray; padding: 2px;"> <p>TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP1</p> <p style="background-color: #e0e0e0;">TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP2</p> <p>TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP3</p> <p>TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP4</p> <p>TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP5</p> </div> |
| Additional Association Type: | <input checked="" type="radio"/> None <input type="radio"/> What's New <input type="radio"/> Featured Service <input type="radio"/> Spotlight |
| Priority: | <input type="text" value="100"/> |
| <input type="button" value="Add"/> | |

➤ Click **Add**

➤ Go to the Training Site

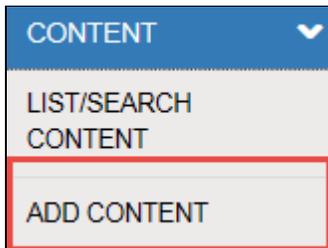
➤ Navigate to your page and refresh - view your content in your category group

| Group 2 | |
|---|---|
|  | <ul style="list-style-type: none">  New M.I.O.S.H.A. Requirement Training Employers interested in the new recordkeeping requirements under the Michigan Occupational Safety and Health Act can participate in one of two videoconferences over the next two months. |

Add Content

In addition to the multiple ways to edit content, there are multiple ways to create new content as well.

CMA Left Navigation – CONTENT/Add Content



The most common way to create a new piece of content is to use the **ADD CONTENT** item from the left navigation in the CMA. This is the first thing taught in the first CMA class.

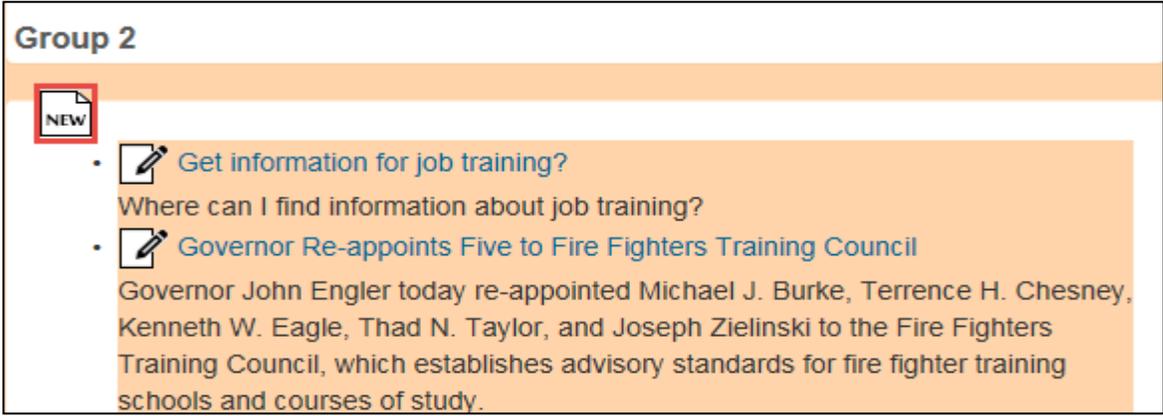
Browse to Category & Add Content



You can browse to your desired category first and then click on **ADD CONTENT** to add a piece of content directly to that category. Make sure you are in the category where you want the content to appear.

Preview Sites & Add Content to this Component Category

Group 2



-  [Get information for job training?](#)
Where can I find information about job training?
-  [Governor Re-appoints Five to Fire Fighters Training Council](#)
Governor John Engler today re-appointed Michael J. Burke, Terrence H. Chesney, Kenneth W. Eagle, Thad N. Taylor, and Joseph Zielinski to the Fire Fighters Training Council, which establishes advisory standards for fire fighter training schools and courses of study.

While in **PREVIEW SITE**, you can browse to the desired page. If the page is a **Component Page Layout**, you will be able to click on the **Add Content to this Component Category** button at the top of the box to add additional content to the category for that box. If the Page Layout is not a Component type of layout, **this will NOT work** - for example:

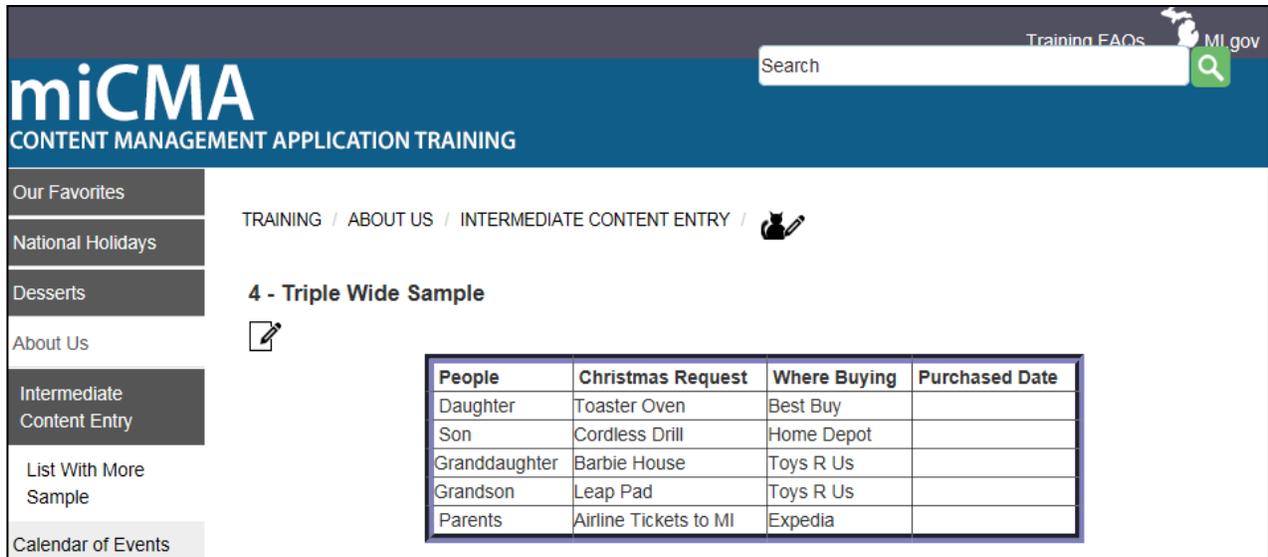
- **Calendar of Events**
- **Full Content**
- **Content Archive**
- **Categorized Call**

Some variations on this occur when the page layout includes a component box in addition to the other aspects of the page. You will find this on **ALL** the following page layouts:

- **All Component Page Layouts**
- **Press Release - While there is no Component box on this page, the functionality has been added to this template!**
- **Categorized Call with Intro** - the **Intro** box will have **Add Content to this Component Category** button at the top, but the Categorized Call boxes will not
- **Theme page** - the Intro box at the top will have **Add Content to this Component Category** button at the top of the box

Triplewide

Triplewide content eliminates the right navigation and allows the author to utilize more room. Normal content only allows for 640 pixels in width. **Triplewide** content allows for 790 pixels. This will allow for wider images and tables.



The screenshot shows the miCMA Content Management Application Training interface. The header includes the miCMA logo, a search bar, and navigation links for Training FAQs and MI.gov. The left sidebar contains a menu with items like 'Our Favorites', 'National Holidays', 'Desserts', 'About Us', 'Intermediate Content Entry', 'List With More Sample', and 'Calendar of Events'. The main content area displays a breadcrumb trail: TRAINING / ABOUT US / INTERMEDIATE CONTENT ENTRY / . Below this is the title '4 - Triple Wide Sample' with a pencil icon. A table is displayed with the following data:

| People | Christmas Request | Where Buying | Purchased Date |
|---------------|-----------------------|--------------|----------------|
| Daughter | Toaster Oven | Best Buy | |
| Son | Cordless Drill | Home Depot | |
| Granddaughter | Barbie House | Toys R Us | |
| Grandson | Leap Pad | Toys R Us | |
| Parents | Airline Tickets to MI | Expedia | |

To make a piece of content Triplewide, simply click the box in the **Full Display (triplewide)** field of the **New/Edit Content Item** screens. It is located directly below the Priority field.

| |
|--|
| Full Display (triplewide) <input type="checkbox"/>  |
|--|

Content Types

In Introduction to Content Entry, we covered HTML and Link content. There are other types of content that can be used. We will look at one of them here.

SSL (HTML-SSL)

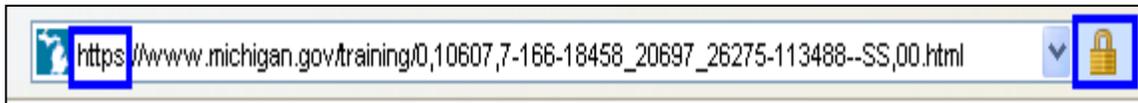
Secured Socket Layer (SSL) content type is used whenever you need the page you are creating to be secured or encrypted. You can create a form that will be encrypted when it is submitted. Be aware, however, that while the submission of the form is, indeed encrypted and is secure, the mailing of that form from the server to the recipient within the State of Michigan is not secure.

- Click **CONTENT/Add Content**
- Select **Category Group**
- Select **Primary Category**
- Select **SSL (HTML-SSL)** as the **Content Type**



A screenshot of a web form showing a dropdown menu for selecting a content type. The label is '* Content Type:'. The dropdown list contains four options: 'HTML (HTML 1.0/2.0)', 'LINK (LINK (URL))', 'SSL (HTML-SSL)', and 'FORM (HTML-FORM)'. The 'SSL (HTML-SSL)' option is highlighted with a blue background.

- Enter the **Content Title - Use Your name - SSL**
- Enter the remainder of the content as you would any other **HTML** content. For information on creating forms, please see the **Guide to Creating Forms in the CMA found on <http://www.michigan.gov/e-michigan>** on the Reference Center button.
- Click **ADD**
- View your content on the Training Site. Note the **Padlock** icon in the **status bar** and the **https://** in the **Address** field.

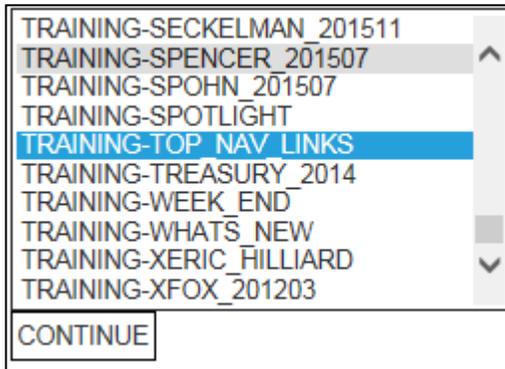


Special Content

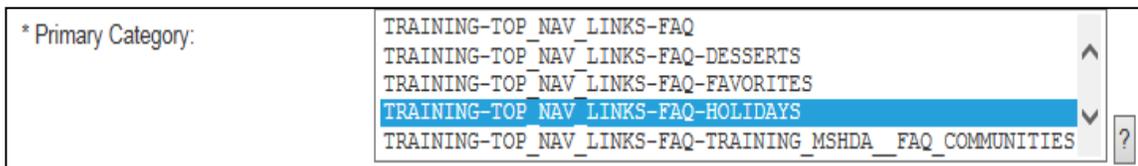
FAQ

FAQs are presented in a template specifically designed for FAQs. In order to have the questions and answers displayed properly, the fields must be completed in a specific fashion.

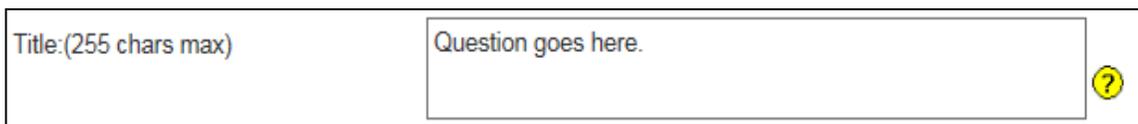
- Click **CONTENT/ Add Content**
- Select the **Category Group (Pre-Select)** (*Sitename-TOP_NAV_LINKS*)



- Select the **Primary Category** (*Sitename-TOP_NAV_LINKS-FAQ-CATEGORY*)



- The **Content Type** is **HTML**
- In the **Title** field, enter the **question** as you want it to appear on the list of questions



- Complete the other fields as appropriate

Questions are ordered by reverse release date (oldest first) then Priority when release date is the same. Set the release date and priority to order the questions as you want them to appear.

- In the **Description** field, enter the **question** as you want it to appear on the page that also contains the answer. This will usually be the same as what was entered in the Title field and will display as the content title in the component section.

DESCRIPTION AND BODY -

[OPEN WYSIWYG USER GUIDE](#) Description (Limited to 4000 characters): Toolbar button size: ▲ ▼

Question goes here.

- In the **Body** field, enter the answer to the question. If there is more than one paragraph, you will need to use **HTML** tags or **CKEditor**.

Body: Toolbar button size: ▲ ▼

[OPEN WYSIWYG USER GUIDE](#)

Answer goes here.

- Click **ADD**
- View your FAQ on the Training Site

FAQs are not updated automatically. The cache clear schedule does not apply to the top navigation. **FAQs** need to be manually cleared. When you update or add a new **FAQ**, please contact your site administrator to have the **Top Navigation** cleared.

Press Releases

The following are the standards for press releases on the web. All agencies are required to adhere to these standards.

- Select **Press Releases** from Left Navigation Menu on the Training Site
- Click the **Add Content to this Component Category** button



- **Title** field: There should not be a subhead in the body. Simply put a semicolon after the title and put the subhead there.

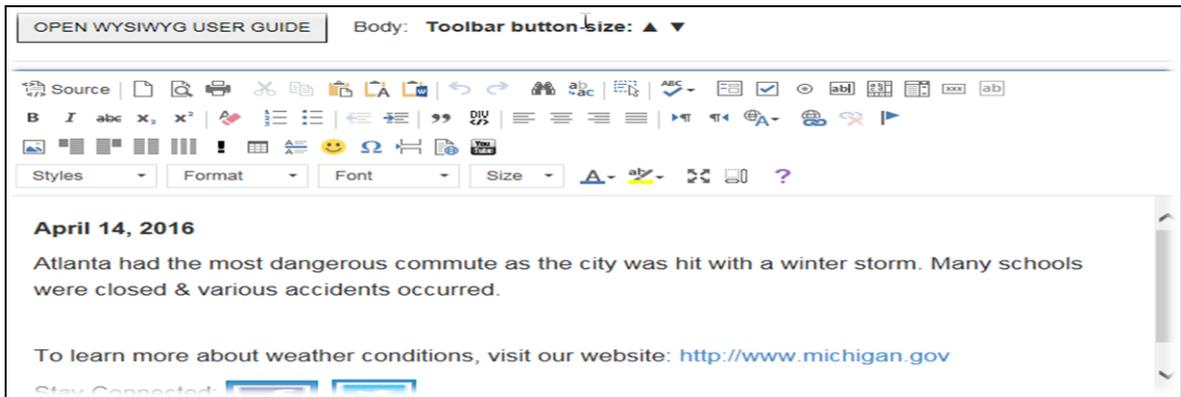
| | | |
|-----------------------|---|---|
| Title:(255 chars max) | Press Release - ATL Hit With Winter Weather | ? |
|-----------------------|---|---|

- **Agency Information:** **ALWAYS** include the **Contact Name, Phone Number** and **Agency**

| AGENCY INFORMATION - | |
|----------------------|-----------------------------------|
| Agency Owner: | NONE ? |
| Contact Name: | Dana Morgan ? |
| Contact Phone: | 517-555-1727 ? |
| Contact Agency: | Technology, Management & Budget ? |

- **Description:** Enter a short **description** about the press release

| DESCRIPTION AND BODY - | |
|-------------------------|--|
| OPEN WYSIWYG USER GUIDE | Description (Limited to 4000 characters): Toolbar button size: ▲ ▼ |
| | |
| ATL Winter Weather | |



➤ **Body:** (Note: This view is in CKEditor)

- The first item in the body should **ALWAYS** be the date, in bold (See above)
- **Do not** use a dateline, unless it is somewhere other than Lansing
- Do not use **FOR IMMEDIATE RELEASE**. It is not necessary.
- The default font set in Vignette is Arial, Helvetica 10 point. Please, use this font and size for the body text.
- All press releases should be left justified and single-spaced with no paragraph indentation and one line between paragraphs
- At the bottom of every release, include a link to the press release page of your department. For example (the exact wording is up to each agency):



Releases do **NOT NEED ANY KIND OF END DEMARCATION** (### or -30-).

Attachments (letters, charts, etc.) should be converted to **PDFs** and included as associated assets.

- Click **ADD**
- View your Press Release on the Training Site

View Press Release samples at: <http://www.michigan.gov/minewswire>

Calendar of Events

Content for Calendar of Events is created in the same fashion as any other piece of content. The only difference for content entry is specifying the **Event Start Date/Time, Event End Date/Time, Event Location (Optional)** and **Location Map (Optional)**.

| EVENT DATE INFORMATION - | |
|------------------------------|--|
| Event Start Date: MM/DD/YYYY | <input type="text"/> 12:00AM  |
| Event End Date: MM/DD/YYYY | <input type="text"/> 12:00AM  |
| Event Location: | <input type="text"/>  |
| Location Map: | <input type="checkbox"/> |

Your Site Administrator will determine if content will be entered on a **Full** or **Mini Calendar** template. Events are added to the left navigation category for the Calendar of Events template.

Sample Full Calendar (Displays list of all the months' events below the calendar. A link will display at the bottom of the screen to view past and future events, if no events are listed.)

TRAINING / ABOUT US / FULL CALENDAR / 

training - Full Calendar

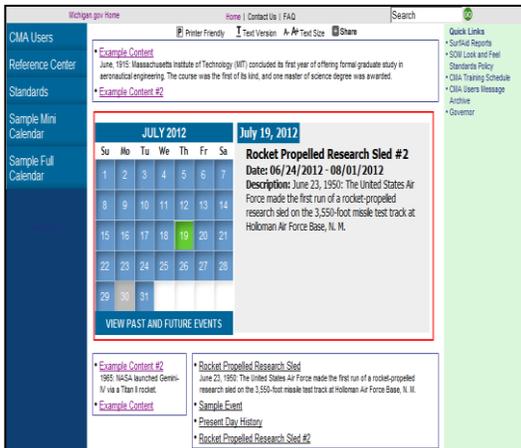
| ◀ 2015 | MARCH | APRIL 2016 | | | MAY | ▶ 2017 | MONTH | YEAR |
|--------|-------|---|---|---|-----|--------|-------|------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 10 | 11 | 12 Sample 1 - Full Calendar of Event | 13 Sample 2 - Full Calendar of Event | 14 Sample 3 - Full Calendar of Event | 15 | 16 | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | |

 **Sample 1 - Full Calendar of Event**
Date: April 12, 2016
Time: 08:00 AM - 05:00 PM
Description:
 Full Calendar of Event

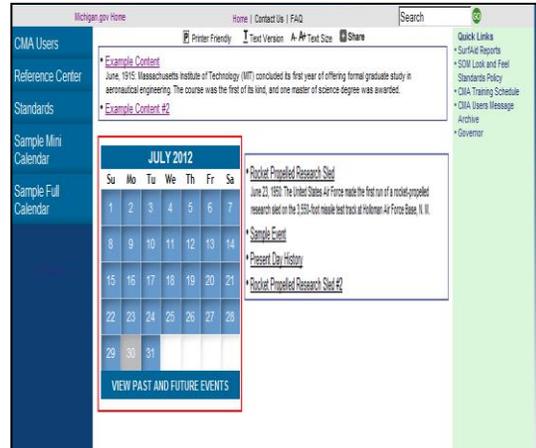
 **Sample 2 - Full Calendar of Event**
Date: April 13, 2016
Time: 08:00 AM - 05:00 PM
Description:
 Full Calendar of Event

 **Sample 3 - Full Calendar of Event**
Date: April 14, 2016
Time: 08:00 AM - 05:00 PM
Description:
 Full Calendar of Event

Sample Mini Calendar in Double Wide

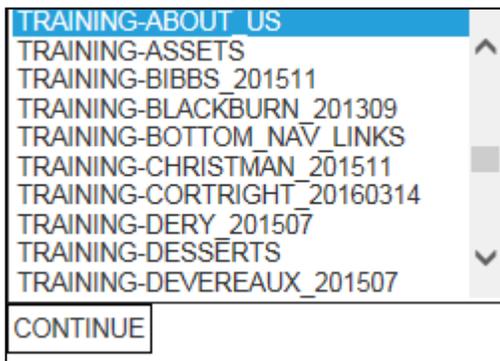


Sample Mini Calendar in Single Wide



Create an Event that will be added to the left navigation category for the Full Calendar template.

- Click **CONTENT/Add Content**
- Select: **TRAINING-ABOUT_US**



- Click **Continue**
- Primary Category: select **TRAINING-ABOUT_US-FULL_CALENDAR**



- **Content Type** leave **HTML**
- Add your **Title**
- Complete necessary fields with asterisks (*)

- Expand **EVENT DATE INFORMATION** and enter the **Event Start Date/time** and **Event End Date/time**. These are not required fields. But if you use one, you have to use the other. If this is to be a one-day event, enter the same date in both fields.

NOTE: If the time fields are both left on the default of 12:00AM, then the server considers the event an “All Day Event” and will render the content as such.

| | | | |
|------------------------------|---|--|---|
| Event Start Date: MM/DD/YYYY | <input type="text" value="04/12/2016"/> | <input type="text" value="08:00AM"/> ▼ | ? |
| Event End Date: MM/DD/YYYY | <input type="text" value="04/12/2016"/> | <input type="text" value="05:00PM"/> ▼ | ? |

- Enter an **Event Location** and check the **Location Map** box (not required fields). These fields are for any content. Type in the text for the Event Location and it will show on the content page with these special characteristics:
 - Type in a specific street address and it will show a hyperlink to a Bing map. Example: 111 S. Capitol Ave., Lansing, MI 48909 (no comma between state & zip)
 - Type in HTML code (hyperlink) and it will show that hyperlink
 - Type in text and it will be only text. The server won't do anything special.

The Location Map check box is used in conjunction with characteristic a. If you type a specific street address, it will create a Bing map in the content.

| | | |
|-----------------|---|---|
| Event Location: | <input type="text" value="111 S. Capitol Ave., Lansing, MI 48933"/> | ? |
| Location Map: | <input checked="" type="checkbox"/> | |

- Enter the **Description** and the **Body** fields
- Click **ADD**
- View your Calendar of Event on the Training Site

List with More Component

The List with More Component offers unique capabilities. When a Site Administrator employs this component type, the first few items are displayed in the component and a link to the full list is at the bottom of the component.

TRAINING / ABOUT US / INTERMEDIATE CONTENT ENTRY / LIST WITH MORE SAMPLE / 

  [More with no direction](#)
JCS - Just More

[> >MORE →](#)

 [More with no direction](#)
JCS - Just More

[> >MORE →](#)

 [More with no direction](#)
JCS - Just More

[> >MORE →](#)

Training Quick Links

-  [Barnes & Noble Book Sale](#)
-  [Holiday Shopping](#)
-  [ESPN New](#)
-  [AMC Theatres](#)

  
Your Environmental News Flash

Normal Single Wide





 [Sample Title of Content](#)

List with More - Single Wide



-  [Section 2 - Item 2](#)
-  [Section 2 - Item 3](#)
-  [Section 1 - Item 3](#)
-  [Section 2 - Item 4](#)
-  [Section 1 - Item 4](#)
-  [List with more](#)

[MORE CONTENT →](#)

When the **MORE CONTENT ->** link is clicked, the user is taken to a page like the one below. It will always be some sort of Categorized Call and may have one or many boxes on the page.

Section 1



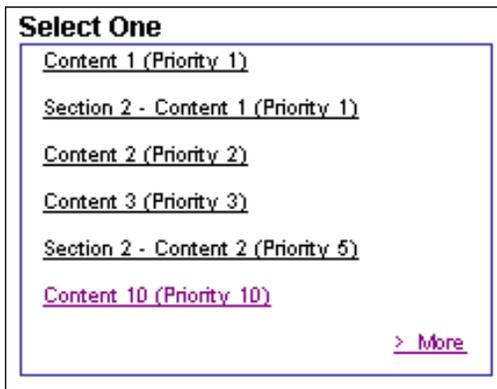
-  [Section 1 - Item 3](#)
-  [Section 1 - Item 4](#)

Section 2



-  [Section 2 - Item 2](#)
-  [Section 2 - Item 3](#)
-  [Section 2 - Item 4](#)

The component can be customized in a variety of ways. One is a simple list. The number of items on the list is determined by the Site Administrator. The order in which the items are displayed is by priority. It disregards subcategories in compiling the list for the component.

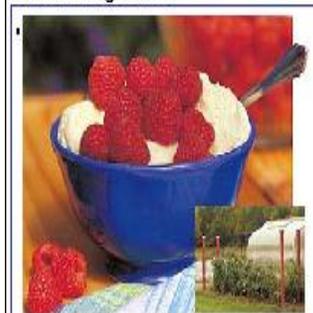


Note: Items are displayed in order based on priority and not on sub-category.

The component can also be customized to be a drop-down **Select Box**. Again the Site Administrator will determine how many items are displayed when the box is expanded. **More** will always be the last choice to access the full list.

• What's It All About?
 This is a sample page with a "List With More" component. You can see how to add content to the proper category to enable the content to be seen.

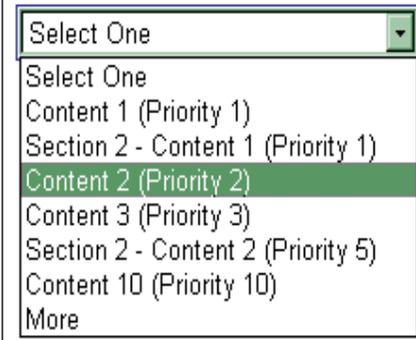
Normal Single Wide



Select One



Select One



Select Box instead of standard component

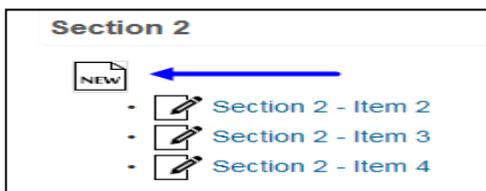
Select Box expanded

Create content to add to a **List with More Component**.

- Click **MORE CONTENT** -> to see the full List with More content on the Training Site



- Click the **Add Content to this Category Component** button

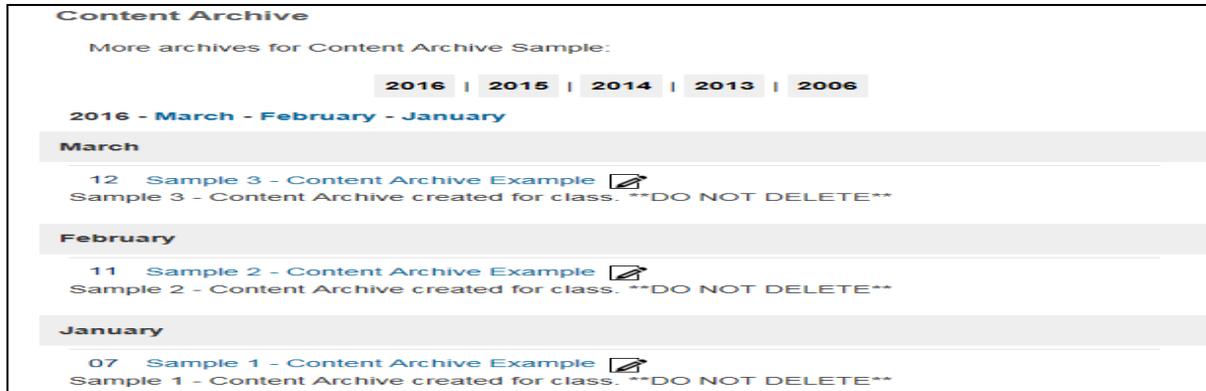


Note: The Primary Category and sub-category defaults (since you navigated from the Training Site using the Add Content to this Category Component button. Otherwise, you must select a **sub-category** of the component when creating new content from CMA. That is, a category from the page that is seen when **> More Content** is selected, rather than the component category itself. These categories are sub-categories of the **List with More Component**.

- **Content Type** select **HTML**
- Add **Content Title**
- Complete all necessary fields marked with an asterisk (*)
- Enter **Body** text
- Click **ADD**
- View your List with More Component on the Training Site

Content Archive

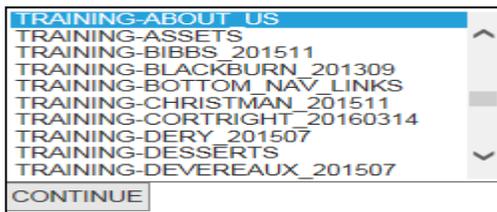
Content for a **Content Archive** is created in the same fashion as any other piece of content. The **Primary Category** will be the left navigation category. **Content** will be ordered by **Release Date** or **Alphabetically**, according to the parameters set by the Site Administrator.



The screenshot shows a 'Content Archive' page. At the top, it says 'More archives for Content Archive Sample:' followed by a navigation bar with years 2016, 2015, 2014, 2013, and 2006. Below this, there are three sections: '2016 - March - February - January', 'March', 'February', and 'January'. Each section contains a list of content items with a title, a link icon, and a note: 'Sample 3 - Content Archive created for class. **DO NOT DELETE**' for March, 'Sample 2 - Content Archive created for class. **DO NOT DELETE**' for February, and 'Sample 1 - Content Archive created for class. **DO NOT DELETE**' for January.

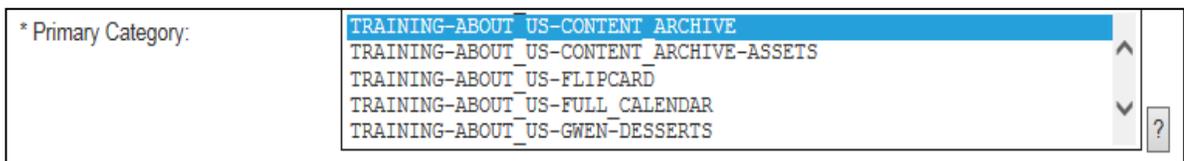
Create content to add to a Content Archive category.

- Click **CONTENT/Add Content**
- Select: **TRAINING-ABOUT_US**



The screenshot shows a dropdown menu with the following options: TRAINING-ABOUT_US (highlighted), TRAINING-ASSETS, TRAINING-BIBBS_201511, TRAINING-BLACKBURN_201309, TRAINING-BOTTOM_NAV_LINKS, TRAINING-CHRISTMAN_201511, TRAINING-CORTRIGHT_20160314, TRAINING-DERY_201507, TRAINING-DESSERTS, and TRAINING-DEVEREAUX_201507. A 'CONTINUE' button is located at the bottom of the menu.

- Click **Continue**
- Select: **TRAINING-ABOUT US-CONTENT ARCHIVE**



The screenshot shows a dropdown menu with the following options: TRAINING-ABOUT US-CONTENT ARCHIVE (highlighted), TRAINING-ABOUT_US-CONTENT_ARCHIVE-ASSETS, TRAINING-ABOUT_US-FLIPCARD, TRAINING-ABOUT_US-FULL CALENDAR, and TRAINING-ABOUT_US-GWEN-DESSERTS. A question mark icon is visible in the bottom right corner of the menu.

- Select the desired **Content Type**
- Add your **Content Title**
- Enter the appropriate fields for the content type selected
- Click **ADD**
- View your Content Archive on the Training Site

Quicklinks

Content for **Quick Links** is created in the same fashion as any other piece of content. The only difference is specifying the correct **Primary Category**. **Quick Links** may be added at a variety of category levels.

- **Global Quick Links:**

- The **Primary Category** for **Global Quick links** is **sitename- QUICKLINKS**
Example: **TRAINING-QUICKLINKS**

| | | |
|---------------------|-----------------------------------|---|
| * Primary Category: | SELECT ONE TRAINING-QUICKLINKS | ? |
|---------------------|-----------------------------------|---|

- **Global Quick Links** appear on all the navigational pages, except when specified otherwise by the Site Administrator

- **Local Quick Links:**

- The **Primary Category** for **Local Quick links** is **sitename-category-QUICKLINKS**. This will always be a navigational category.
Example: **TRAINING-FAVORITES-QUICKLINKS**

| | |
|---------------------|--|
| * Primary Category: | TRAINING-FAVORITES-QUICKLINKS |
| | <input type="button" value="CHANGE CATEGORY"/> <input type="button" value="EDIT CATEGORY"/> <input type="button" value="BROWSE CATEGORY"/> |

Make Local Quick Links appear on more than one page. You may reuse Quick Links on several categories by associating the new category to that content item.

➤ **Edit the Quick Link** content item

| | |
|----------------------------------|---|
| Edit Content Item | |
| CONTENT ID: 353724 | <input type="button" value="Preview"/> <input type="button" value="UPDATE"/> <input type="button" value="DUPLICATE"/> <input type="button" value="DELETE"/> |
| BASIC CONTENT INFORMATION | |
| * denotes required fields | |
| * Primary Category: | TRAINING-FAVORITES-QUICKLINKS <input type="button" value="CHANGE CATEGORY"/> <input type="button" value="EDIT CATEGORY"/> <input type="button" value="BROWSE CATEGORY"/> |
| Content Status: | LIVE |
| * Content Type: | LINK (LINK (URL)) SSL (HTML-SSL) FORM (HTML-FORM) BLOG (Blog Type Content) |
| Title:(255 chars max) | Barnes & Noble Book Sale <input type="button" value="?"/> |

- Scroll to bottom and locate **ASSOCIATED CATEGORIES** section

| ASSOCIATED CATEGORIES | | | | |
|--|-------------------------------|----------------------|------------------|--------------------|
| Category ID | Category Name | Association Priority | Edit Association | Delete Association |
| 35153 | TRAINING-FAVORITES-QUICKLINKS | 100 | EDIT ASSOCIATION | (Primary) |
| Add a Category Association | | | | |
| Enter Category ID: <input type="text"/> ASSOCIATE OR... Select from List of Categories and ADD | | | | |

- Click **Select from List of Categories and ADD**
- Select the **Associated Category** for your desired Quick Link category, click **Add**

Add New Association CATEGORY

Content Title: Barnes & Noble Book Sale

Associated Category:

TRAINING-FAVORITES-BOOKS-NONFICTION-REFERENCE
 TRAINING-FAVORITES-BOOKS-NONFICTION-SELFH
TRAINING-FAVORITES-BOOKS-QUICKLINKS
 TRAINING-FAVORITES-BOOKS-ROMANCE
 TRAINING-FAVORITES-BOOKS-ROMANCE-HARLEQUIN

Additional Association Type: None What's New Featured Service Spotlight

Priority:

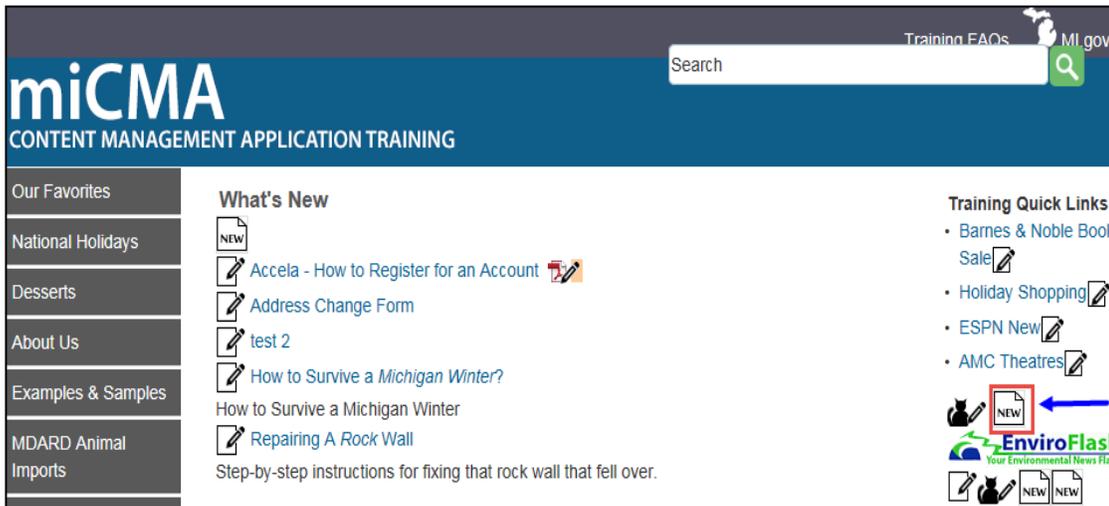
- The new category will be added to the list:

| ASSOCIATED CATEGORIES | | | | |
|--|-------------------------------------|----------------------|------------------|--------------------|
| Category ID | Category Name | Association Priority | Edit Association | Delete Association |
| 35153 | TRAINING-FAVORITES-QUICKLINKS | 100 | EDIT ASSOCIATION | (Primary) |
| 35154 | TRAINING-FAVORITES-BOOKS-QUICKLINKS | 100 | EDIT ASSOCIATION | (Delete) |
| Add a Category Association | | | | |
| Enter Category ID: <input type="text"/> ASSOCIATE OR... Select from List of Categories and ADD | | | | |

Left/Right Links Content

There is a limit of **6 Left Links**. The number of **Right Links** is determined by the Site Administrator. The default number is **6 Right Links** that can be added to a site. Creating **Left Links** and **Right Links** is essentially the same.

- Click the **Add Content to this Component Category** button, from the Right Navigation Menu of the Training Site



- The Primary Category defaults to appropriate link category: **SITE-LEFT_LINKS** or **SITE-RIGHT_LINKS**

| | | | |
|---------------------|--|--|--|
| * Primary Category: | TRAINING-RIGHT_LINKS | | |
| | <input type="button" value="CHANGE CATEGORY"/> | <input type="button" value="EDIT CATEGORY"/> | <input type="button" value="BROWSE CATEGORY"/> |

- **Content Type** select **Link**
- Add your **Title**
- Enter the appropriate fields for the content type selected
- Select **Link Type** (Internal, or External)
- Add **Link (URL)**
- Click in **Link Text** field
- Click **ADD**
- Scroll down to the bottom of the page to **ASSOCIATED ASSETS**

- **Associate** the **Asset** for the link to the piece of content

| ASSOCIATED ASSETS | | | | |
|---|------------|----------------------|--|--------------------|
| Asset ID | Asset Name | Asset Path | Association Flag | Delete Association |
| Add an Associated Asset | | | | |
| Enter Asset ID - Shortcut: | | <input type="text"/> | <input type="button" value="ASSOCIATE"/> | |
| OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset | | | | |

- Enter the Asset ID number in the **Enter Asset ID - Shortcut** field

Assets that can be used for Left or Right Links can be any height, but must be no more than 150 pixels in width.

| | |
|--------|--------|
| 21828 | 174159 |
| 35255 | 131578 |
| 38704 | 156310 |
| 50415 | 172975 |
| 59048 | 106222 |
| 150992 | 139448 |
| 131789 | 115130 |

- Click the **Associate** button
- View your link on the Training Site
- Make the image become the clickable link. Select the Title radio button.

| ASSOCIATED ASSETS | | | | |
|---|-----------------------|--|--|---|
| Asset ID | Asset Name | Asset Path | Association Flag | Delete Association |
| 38704 | SOS-IMAGE-OnlineSvcAD | <input type="text" value="/images/onlinesvc_38704_7.jpg"/> | <input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont | Priority: <input type="text" value="100"/> <input type="button" value="Update Assoc."/> Delete |
| Add an Associated Asset | | | | |
| Enter Asset ID - Shortcut: | | <input type="text"/> | <input type="button" value="ASSOCIATE"/> | |
| OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset | | | | |

- Click on Update Assoc.
- View your Right Link on the Training Site

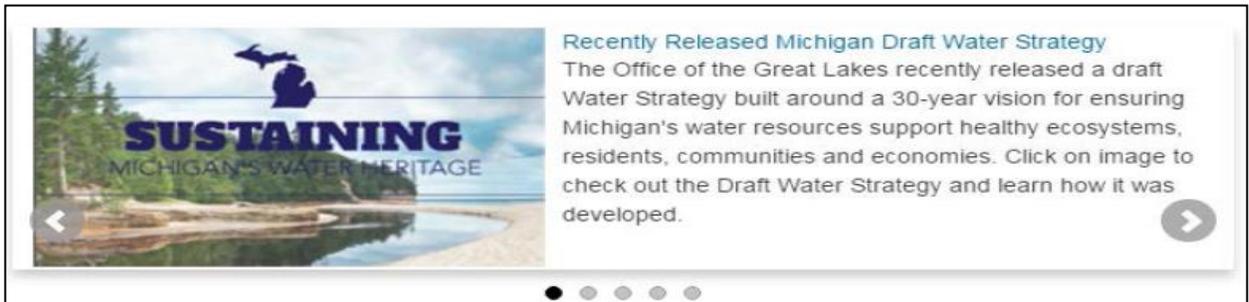
Slider Styles

The sliders are designed to display a number of content items all with associated thumbnails. All images need to be associated to the content items with the Thumbnail box checked as you add the assets. There are three preset sliders available and one custom slider. The preset sliders are as follows:

- **BX Thumb** which displays images as thumbnails in a sliding row. The settings are defined to slide one at a time. The title text and description are hidden.



- **BX Article** displays one content item per panel. The associated thumbnail is either left or right of the title and short description and is set to be no more than 50% of the space available. The title and short text display next to the image.



- **BX Billboard** displays one large image per panel. The images fade into each other. This style is great to show off some high profile features of the agency.



Create content to add to the Billboard category.

- Select **Billboard** from the Left Navigation Menu on the Training Site
- Click the **Add Content to this Component Category (New)** button
- **Content Type** select **LINK**
- Add your **Title**
- Enter the appropriate fields for the content type selected
- Select **Link Type (Internal or External)**
- Add **Link (URL)**
- Click in the **Link Text** field
- Click **ADD**
- Scroll down to the bottom of the page to ASSOCIATED ASSETS
- Associate the Asset for the link to the piece of content

| ASSOCIATED ASSETS | | | | |
|---|------------|----------------------|--|--------------------|
| Asset ID | Asset Name | Asset Path | Association Flag | Delete Association |
| Add an Associated Asset | | | | |
| Enter Asset ID - Shortcut: | | <input type="text"/> | <input type="button" value="ASSOCIATE"/> | |
| OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset | | | | |

- Enter the Asset ID number in the **Enter Asset ID - Shortcut** field

Assets that can be used for Billboards in Training. Standard pixel height and width should be about 600 x 300 for quality images.

523321
523323
523325
523326

- Click the **Associate** button
- View your billboard on the Training Site

Roles & Responsibilities

Site Admin

The **Site Administrator** is responsible for:

- The upkeep of the **categories**, to include the **navigation categories** and the **component categories**
- The **templates** and the customization of the templates
- The look and feel of the site to the extent that the templates are customized with title images, background colors, etc.
- Supporting the **Content Entry** staff
- Communication with **e-Michigan**

Content Entry

Content Entry staff is responsible for:

- Creating new **Content**
- Adding and managing **Assets**
- Editing **Content** and **Assets**
- Assuring the accuracy of the **Content**
- Processing **Workflow**

Workflow Roles

- **Author** - Create or enter content into the CMA, including the assignment of attributes such as publish date, agency owner, etc.; **Approve** content that should be forwarded to the **Editor**
- **Editor** - Review content and attributes; **Edit** content and attributes; **Approve** content that should be forwarded to the **Publisher**; **Reject** content that should be sent back to the **Author**
- **Publisher** - Ensure quality and accuracy of content **HTML** and publish content to the Portal

Do evaluation online: Favorites/Training Evaluation