

Web Team

The Web Team, led by Drew Hill, Web Director, is a part of the Office of University Communication and Marketing's Creative Services Department. Our responsibility is to build, migrate, develop, and help maintain websites campus wide within the CMS. Over the next year, our goal is to help migrate and maintain content within the CMS, as well as design more templates and style variations. We also plan on integrating additional Flash content, including videos, into the site.

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Related Links: Template Guide

URL: <http://www2.binghamton.edu/documentation/templates/>

Content Management System (CMS): OmniUpdate (OU)

A content management system (CMS) is a computer application used to create, edit, manage, and publish content in a consistently organized fashion so that non-technical people can modify/delete/add to it. CMSs are frequently used for storing, controlling, versioning, and publishing industry-specific documentation such as news articles, operators' manuals, technical manuals, sales guides, and marketing brochures. The content managed may include computer files, image media, audio files, video files, electronic documents, and Web content.

Source: http://en.wikipedia.org/wiki/Content_management_system

Server Configuration: Staging & Production

There are two servers involved when working within the CMS: a staging server housed by OmniUpdate and a production server housed here on campus. All editable pages (.pcf file extension) within OU are on the staging server and all live pages (.html file extension) and binary files (jpg, png, gif, swf, pdf, doc, etc) are on the production server. Therefore, whenever creating links to other pages or binary files within OU, you are actually linking to files on the production server.

About This Site: <http://www2.binghamton.edu/>

URL: <http://www2.binghamton.edu/about-this-site/index.html>

What will be covered today?

OmniUpdate

- OU user permissions (level 3, 7, or 8)
- Logging into your pages
- OU interface (views, file structure, OU options, staging/production view, etc)
- Checking in/out OU pages
- Editable regions within OU
- Editing pages within the OU Editor
 - Text edits (optional formats)
 - Creating ordered/unordered lists
 - Creating links and email links
 - Creating anchors
- Questions?

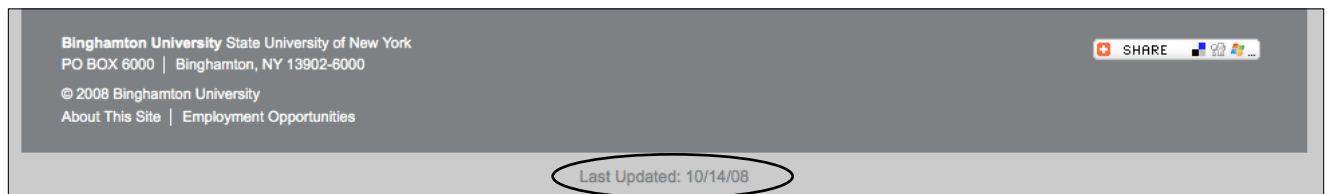
OmniUpdate Permission levels:

- 3 - Contributor: One who has basic editing permissions, but cannot delete or create files or directories.
- 7 - Editor: This person can edit like the contributor, plus upload files, create new pages and directories (folders)
- 8 - Designer: This person can edit like the editor, plus edit in HTML-only mode, delete files and assign editing rights.

Logging into your pages:

A user account is created once Drew Hill has received the CMS Account Information sheet from the office, department or organization head and the user has attended OmniUpdate training. Once these two steps have been completed, you will have access to your pages, based on the permissions that have been set for you.

To log into your pages within OU, navigate to your website and click on the date stamp at the bottom of the page (see screen shot below).



For training purposes, we will be using test accounts in OU. Please check the URL in your browser to see what account you will be logging into. For example, if the url is <http://www2.binghamton.edu/training/department-a/index.html>, then your user name and password will be “usera”.

Once your OU account has been set up, your user name will be your LDAP and your password will be your PODS ID.

OmniUpdate Interface:

- Dashboard
 - Workflow: Email client to discuss projects/workflow within OU (Inbox, Outbox, Compose)
 - Current Projects: creates a list of pages that are currently checked out to the user
- Content
 - Pages: a list of OmniUpdate files and directories
 - Recent Saves: recently saved pages within OU (all users)
 - Recent Publishes: recently published pages within OU (all users)
- Add-Ons
 - OmniUpdate documentation
- Current User: usera
 - OmniUpdate user information (*do not edit any of this information*)
- Change Site:
 - If an OU user has permissions to edit more than one site, other sites will be listed here.

OmniUpdate Interface (continued):

- Logout
 - Log out of OU
- Help
 - Support for OU including video tutorials and downloadable documentation.

“Content:” Closer look

Location: [top](#) / [department-a](#) /

Staging Production

[new](#) [upload](#)

[move](#) [delete](#)

Name	Edit	Review	Publish	Admin	File
Up a directory					
hnav.html 11/5/08 8:47 AM 702B					
index.pcf 12/24/08 12:25 PM 3.5K					
logo.html 11/5/08 8:47 AM 145B					
nav.html 11/5/08 8:47 AM 455B					

Remember: Pages which are checked-out to you are not editable by other contributors. Be sure to check your pages back in for others to edit when you're done with them. For further help with this screen, see [the pages documentation](#).

- “Location: top / department-a /”
 - Location of files and folders listed under “name”
- Staging
 - List of editable OU pages and folders in “department a” on the staging server
- Production
 - List of html pages (published .pcf files), folders and binary files (jpg, png, gif, swf, pdf, doc, etc)
- new
 - Used to create new pages and folders
- upload
 - Used to upload your own binary files
- move
 - When specific or all pages are checked, you can use the move option to relocate pages to another directory
- delete
 - When specific or all pages are checked, you can use the delete option to delete pages
- light bulb icon
 - Used to check in and out pages.

“Content:” Closer look (continued)

Location: [top](#) / [department-a](#) /

Staging Production

+ new ↑ upload

move delete

Name	Edit	Review	Publish	Admin	File
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nav.html 11/5/08 8:47 AM	455B				

Remember: Pages which are checked-out to you are not editable by other contributors. Be sure to check your pages back in for others to edit when you're done with them. For further help with this screen, see [the pages documentation](#).

Once a page is checked out, OU will give you more options for that page (see screen shot below).

[hnav.html](#) 1/5/09 8:47 AM 702B

- publish icon
 - Used to publish pages to the production server. Published pages are live to the internet.
- revert icon
 - Used to revert a page to a previously saved version of that page.

Editing Pages:

You can edit a page by clicking on the name (index.pcf) of the file (see detailed screen shot below).



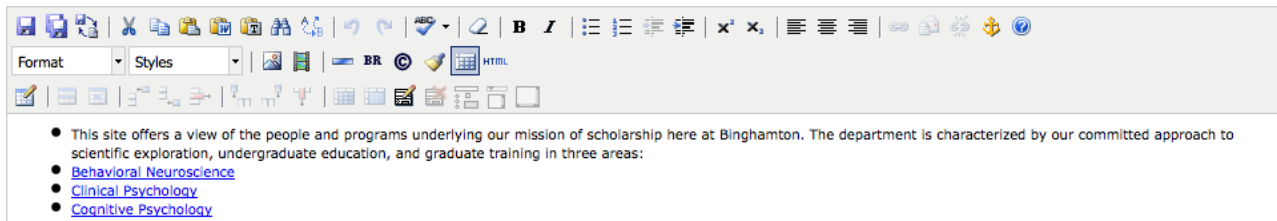
Clicking on any of the edit buttons will allow you to edit that region. Once you click on the edit button (blue navigation box), OU will bring up the Editor. (see detailed screen shot below)

Format Styles


This site offers a view of the people and programs underlying our mission of scholarship here at Binghamton. The department is characterized by our committed approach to scientific exploration, undergraduate education, and graduate training in three areas:

- [Behavioral Neuroscience](#)
- [Clinical Psychology](#)
- [Cognitive Psychology](#)

Editing Pages: (continued)



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- save icon 


– Used to save changes you have made to this region.

- pasting from Microsoft Word icon 

– If you are copying text from Word, this is the suggested method to use. This feature will remove any extra formatting issues such as font size and font color.

- unordered list icon 

– used to create a bulleted list

- ordered list icon 


– used to create a numbered list

- link icon 


– creates a link to the highlighted text.

- email link 

– creates an email link to the highlighted text.

- break a link icon 

– removes a link from the highlighted text

- anchor icon 

– creates a link within a page (ie: back to top)

- an anchor is created, then linked to using the link tool

Questions?