CONTENT MANAGER USER GUIDE

A light weight guide to manage EUR-IO Extranet content.

EUR Extranet - Updating Content

Contents

Overview

This document has been targeted to post personnel in charge of managing Content Manager User Guide content. This document outlines the process for updating content during the Pilot. At a later date, the method in which content managers will access this content for add or edit will change.

Important Notes

1. Topics must be created before any other content types may be associated to the Topic.
2. Site Pages, Site Assets and Headings content may not be changed.

Content Map

Landing Page

The landing page displays a local image, tips, welcome text, calendar and all the topics which post would like to share. The data lists a content manager will need to manage are called out below in Figure 1.

Figure 1: Post Landing Page
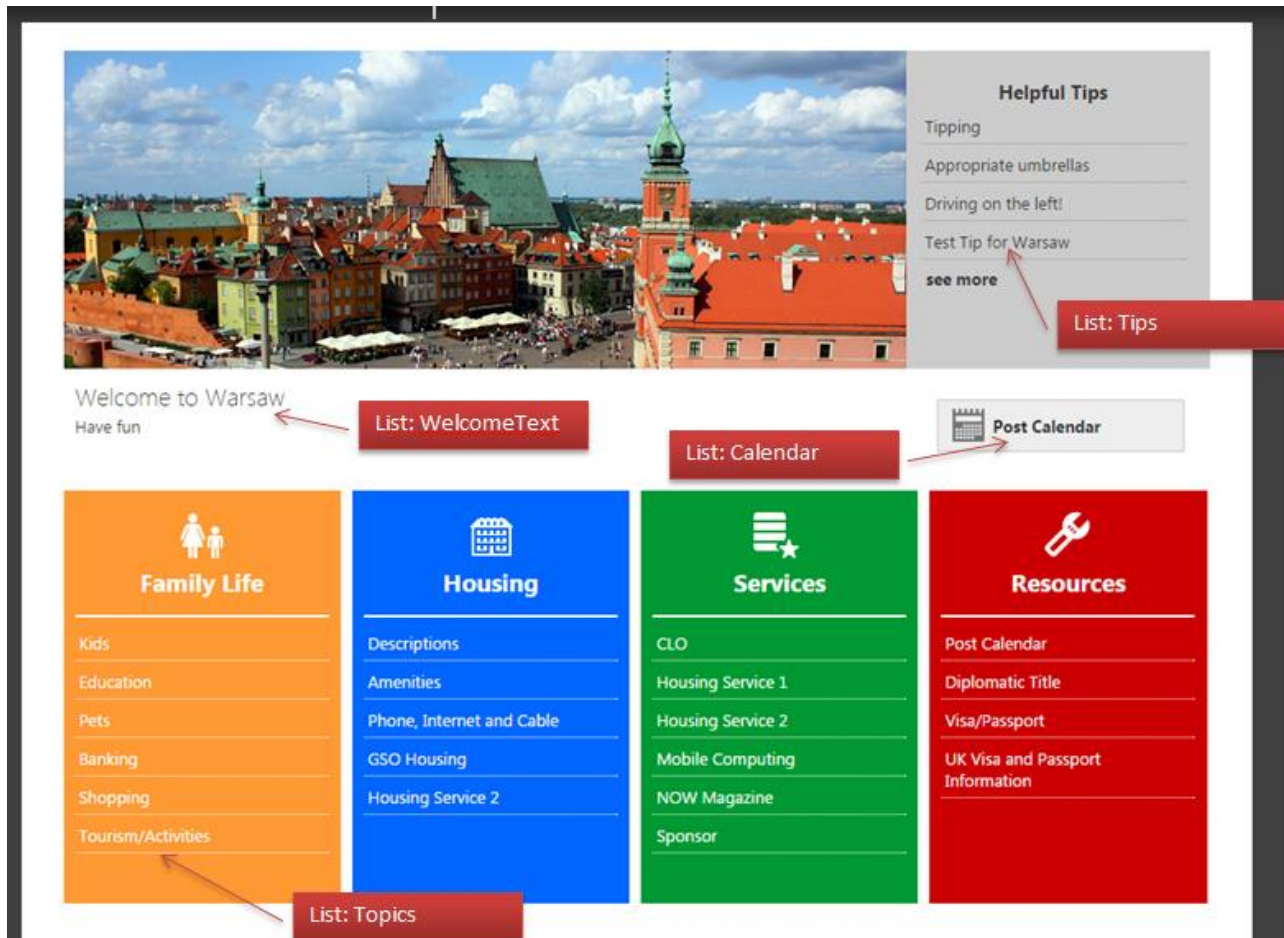
Topic Page

The topic page contains several areas that will hide if there is no associated content. These areas are topic description, contacts, photos/videos, frequently asked questions, related links, sibling topics, related items (topics) and documents. The data lists a content manager will need to manage are called out below in Figure 1.
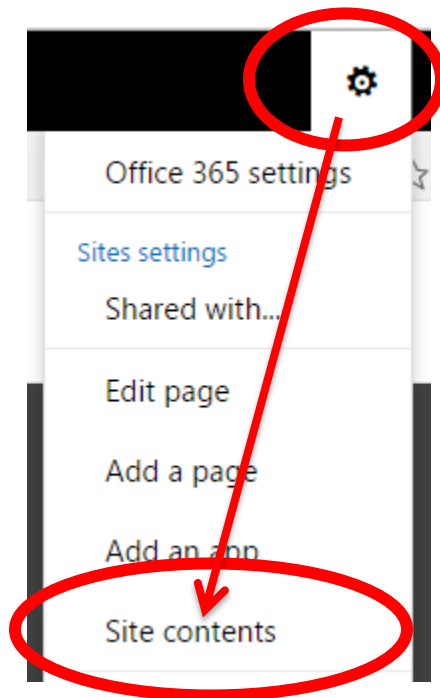
Figure 2: Topic Detail Page

How Do I get to the Content?

1. Click on the gear icon at the top right side of the page and choose **Site Contents**

2. You will be shown all the lists and libraries. The screen will look like this:
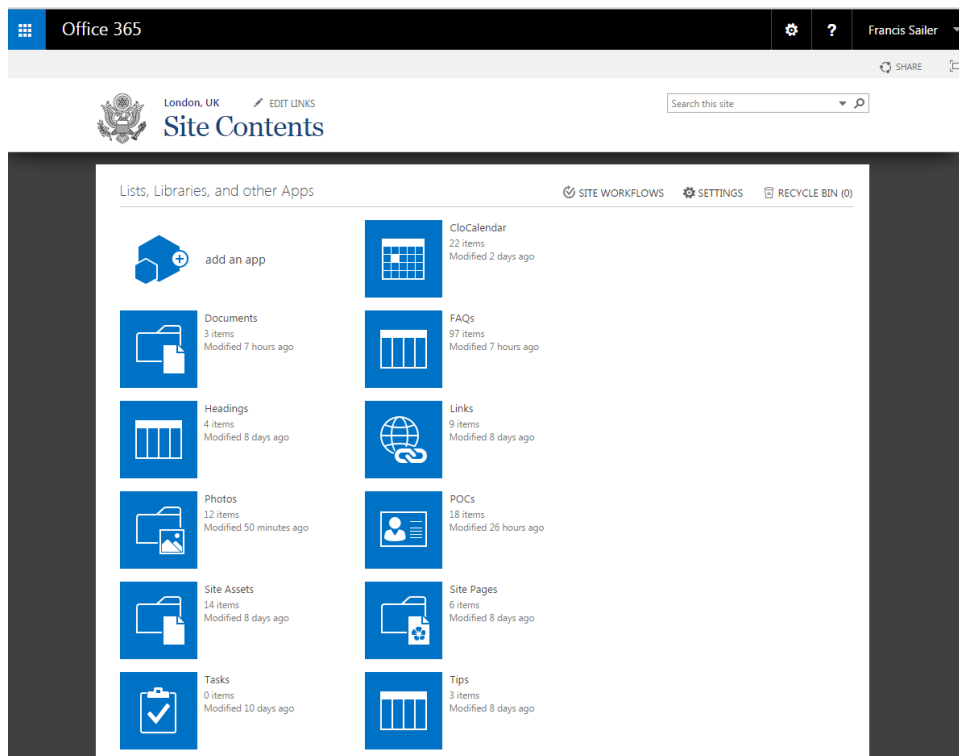
How to edit an item

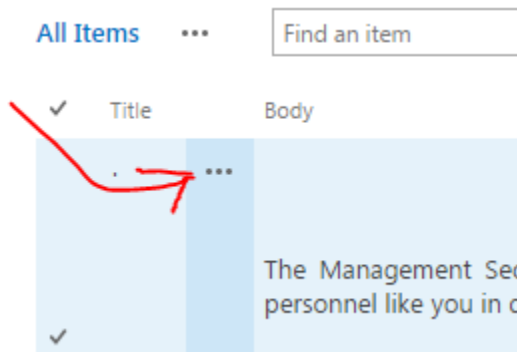1. Browse to the list that contains the item
2. Click on the **three dots icon**

3. Choose the **Edit Item** option
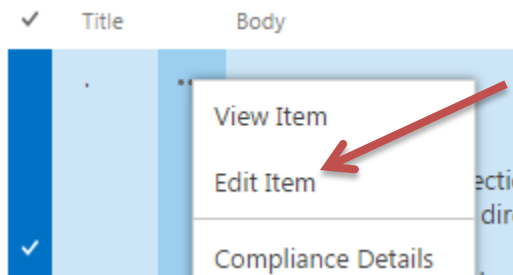
4. Make the changes you would like
5. Click the **Save** button

How do I update the Welcome Text on the home page?

To edit the welcome text that appears on the home page

1. Click on the **Welcome Text** list
2. For the existing record, open the context menu by clicking on the **three dots icon** and click the **Edit Item** menu option.
   NOTE: Adding additional items to the list can cause issues and they will not display
3. Edit the fields
   a. The **Title** field will appear as a heading above the other text
   b. The **Body** supports basic HTML formatting.
4. Click **Save**
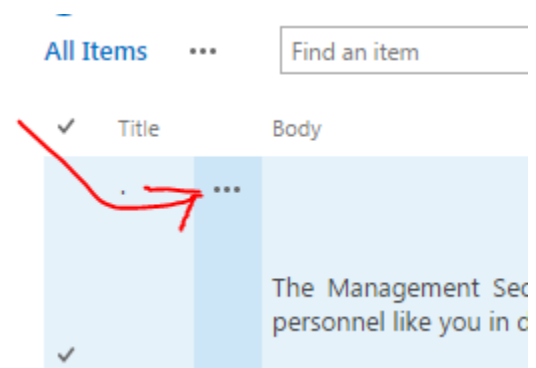
How do I Create a Topic?

To create a new topic
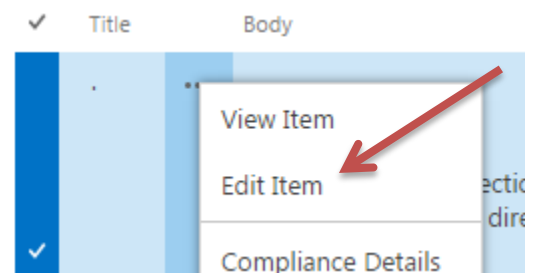
1. Click on the **Topic** list
2. Click on the **new item** link

    ⊕ new item

3. Complete the fields
    a. The **Heading** field determines where the item will display on the homepage
    b. **Title, Description** and **Heading** are required
    c. The **Related items** fields will only show items that already exist.
4. Click **Save**

How do I Create a FAQ?

To create a new FAQ entry

1. Click on the gear icon at the top right side of the page and choose **Site Contents**
2. Click on the **FAQs** list
3. Click on the **new item** link

    ⊕ new item

4. Complete the fields
    a. The **Answer** field supports the use of basic HTML (links, bold, underline, etc)
    b. The **Topics** field allows multiple selections so a FAQ can appear in multiple topics. *Note: All FAQs must be associated to at least one topic*
5. Click **Save**

How do I Create a Link?

To create a new link

1. Click on the gear icon at the top right side of the page and choose **Site Contents**
2. Click on the **Links** list
3. Click on the **new item** link

    ⊕ new item

4. Complete the fields
    a. The **Topics** field allows multiple selections so a Link can appear in multiple topics. *Note: All links must be associated to a topic*
5. Click **Save**

How do I Create a POC?

To create a new POC

1. Click on the gear icon at the top right side of the page and choose **Site Contents**

2. Click on the **POCs** list
3. Click on the **new item** link

(+) new item

4. Complete the fields
    a. The **Topics** field allows multiple selections so a POCs can appear in multiple topics. *Note: All POCs must be associated to at least one topic*
5. Click **Save**

How do I Create Tips?

To create a new tip

1. Click on the gear icon at the top right side of the page and choose **Site Contents**
2. Click on the **Tips** list
3. Click on the **new item** link

(+) new item

4. Complete the fields
    a. When checked the **Priority** check box show the tip on the homepage of the site. *NOTE: Only 5 items will fit the display on the homepage, if additional items are marked as priority they will not be show on the homepage.*
5. Click **Save**

How do I add Documents?

Adding a new document

1. Click on the gear icon at the top right side of the page and choose **Site Contents**
2. Click on the **Document** list
3. Click on the **upload** link

↑ upload

4. Select the file you would like to upload and click **OK**
5. Complete the fields
    a. Only the **Name, Description** and **Topic** fields are required
    b. The **Topics** field allows multiple selections so a Document can appear in multiple topics. *Note: All Documents must be associated to at least one topic*
6. Click **Check In**

How do I add a Photo?

Adding a new photo

1. Click on the gear icon at the top right side of the page and choose **Site Contents**
2. Click on the **Photos** list
3. Click on the **upload** link

⬆ upload

4. Select the file you would like to upload and click **OK**
5. Complete the fields
    a. Only the **Name** and **Topic** fields are required
    b. The **Topics** field allows multiple selections so a Photo can appear in multiple topics.
       Note: All Photos must be associated to at least one topic
6. Click **Check In**

How do I add a Video?

Adding a new photo

1. Click on the gear icon at the top right side of the page and choose **Site Contents**
2. Click on the **Videos** list
3. Click on the **upload** link

⬆ upload

4. Select the file you would like to upload and click **OK**
5. Complete the fields
    a. Only the **Name** and **Topic** fields are required
    b. The **Topics** field allows multiple selections so a Photo can appear in multiple topics.
       Note: All Videos must be associated to at least one topic
6. Click **Check In**