

# CONTENT MANAGER USER GUIDE

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

*Content  
Management Guide*

# EUR Extranet - Updating Content

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## 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

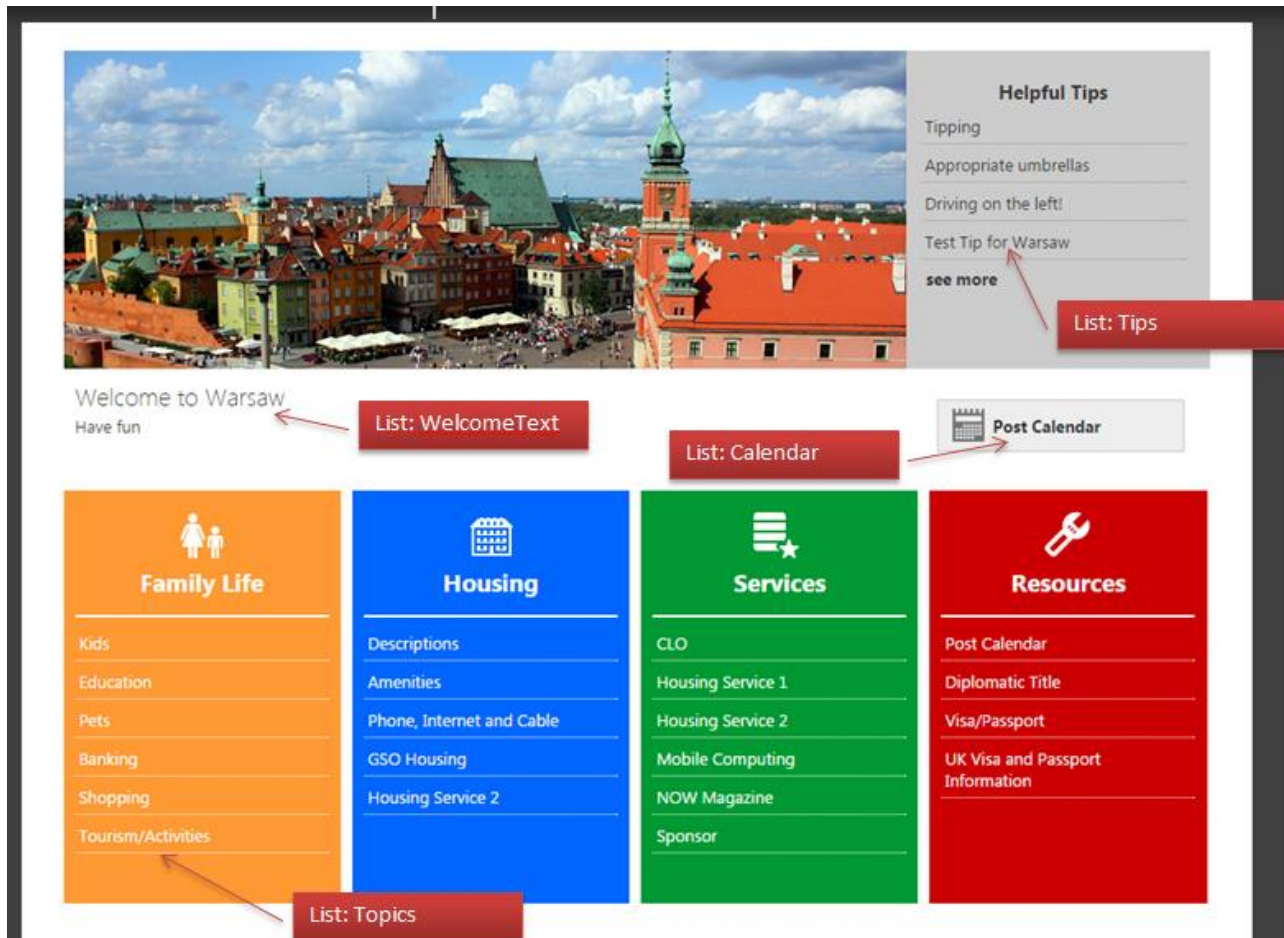
1. Topics must be created before any other content types may be associated to the Topic.
2. Site Pages, Site Assets and Headings content may not be changed.

## 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.

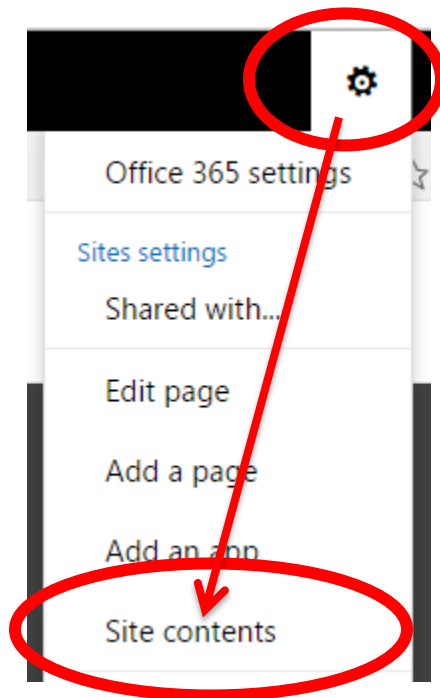
Figure 2: Topic Detail Page

The screenshot shows a topic page for 'Services' with the following sections and callouts:

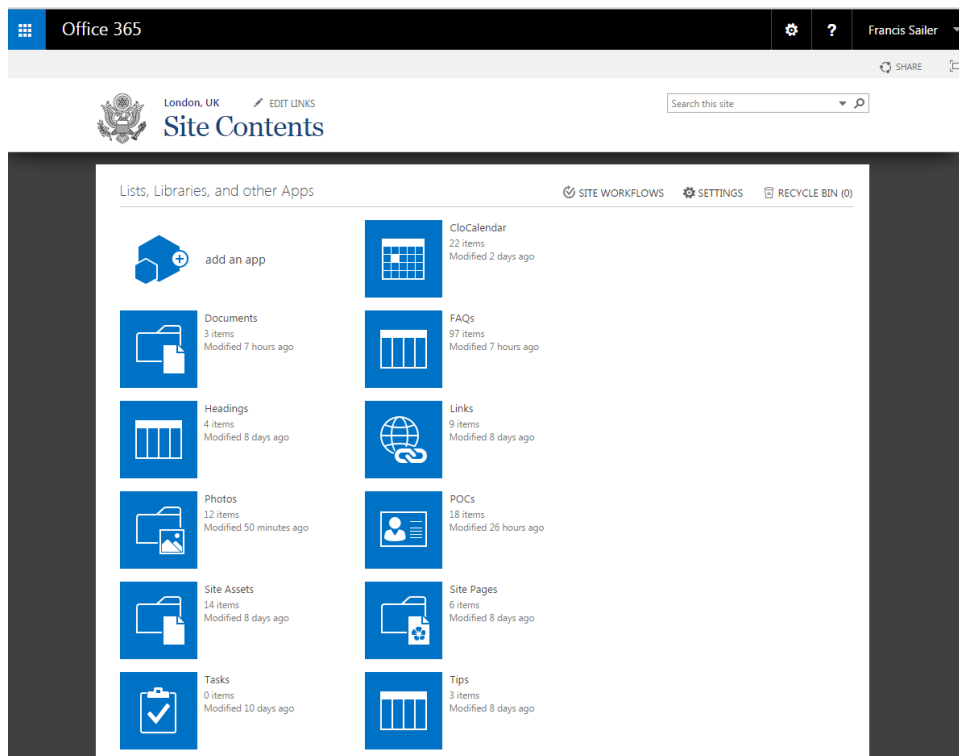
- COMMUNITY LIAISON OFFICE**: Callout: List: Topics, Field: Description
- Contacts**:
  - Patti Boerner** (CLOver, BoernerPM@state.gov, 2684)
  - Lisa Fischer** (Other Person, FischerLM@state.gov, 2686): Callout: List: POCs
  - CLO** (Manager, CLOLondon@state.gov)
- Photos/Videos**: Callout: List: Photos
- FAQs**:
  - Helpful Tips: Callout: List: FAQs
  - Opening times and contact CLO
  - What does the community liaison office do?
- Related Links**:
  - 2015 Post Calendar: Callout: List: Links
- Related Items** (Sidebar):
  - Mobile Computing
  - CLO Sponsor
  - Kids, Education, Pets: Callout: List: Topics, Field: Related Items 1, 2, 3
- Documents** (Sidebar):
  - Calendar Assistant
  - Document 2: Callout: List: Documents, Field: Title

## 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**

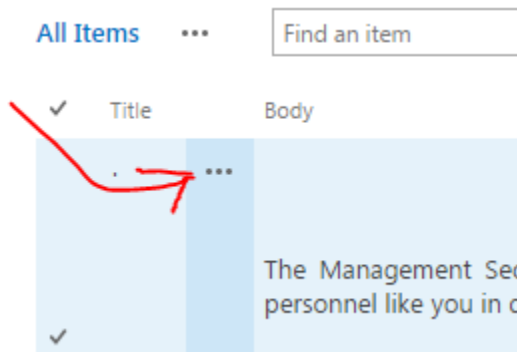


2. You will be shown all the lists and libraries. The screen will look like this:

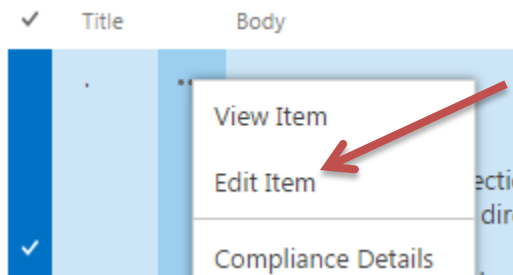


## How to edit an item

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



3. Choose the **Edit Item** option

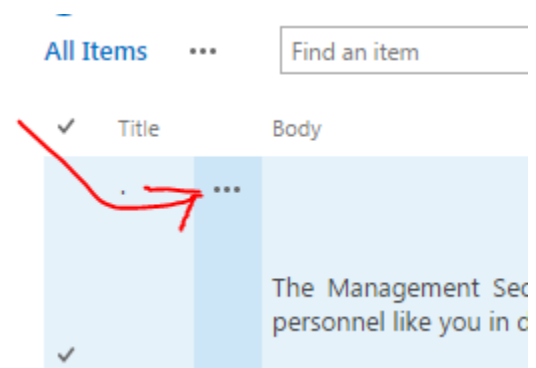


4. Make the changes you would like
5. Click the **Save** button

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

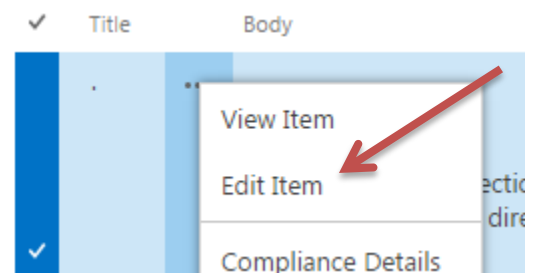
To edit the welcome text that appears on the home page


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  

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  

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  

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



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



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



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



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



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**