ARTICLES - MAINTAINING

The purpose of this section is to provide guidance for creating a Person Profile Article.

PREAMBLE

An **Article** is designed to augment pages with related information. In the example below, the About page has an Article to left (LATEST COURSE) this Article contains information that relates to another Page namely, Courses.



About Page with Article

The Article (LATEST COURSE) has a link associated with Read More button which in turn will link to related page as illustrated below:



Article link to related page

The rationale applied to '**Page** to **Article**' association is ... when I create a **Page** I want to consider if I should create an **Article** so that it can be placed on another **Page** on the website. Applying this rationale to the Example used in respect to the Home page. A website visitor when on the Home **Page** is made aware of the Latest Course by the **Article**. Clicking More Information, routes the visitor to the Courses Page - therefore the LATEST COURSE **Article** relates to Courses.

This is **dynamic content** and <u>can</u> be updated by the administrator using the CMS.

TYPES OF ARTICLES

There are several formats of Article that are defined individually below:

Article_Text_Box - an example of this format is shown below:

Privacy	Privacy
Copyright	Introduction
Disclaimer	The terms "HOPEProgramme" or "to" or "to" contraction to Convertly University who is the owner of the Mean website (website)" Curr office is the Applied Research Contractions for Health and United/Interformation. Convertly University, Converty CVI interface "you" refers to the user of our website. The term "terms" is includes conditions. Our website is housed by KAJ ISIS LM.
ATEST COURSE	If you use or enfer our website
ATEST COURSE	1. These ferms apply to the entire content of our website. If you do not accept these terms, please do not use our website. We may
0	update these terms from time to time and any changes will be effective immediately on being set out here. Please ensure you are av
Session 2	of the current terms. Your continued use of our website indicates your agreement to such revised terms.
Managomont	Our Content and Copyright
Week commencing: 27th June 2016	 Unless we full you otherwise, our website and its contents are our property or licenced to us. The copyright in the content contains on our website beiongs to us or our licensors. The trademarks, including our Logo, appearing on our website are protected by the last England and by international trademark. Inav: You may not delatibude or expressione the content of our website website.
Read More	agreement. For requests to use or reproduce any of the contents of our website please contact: info@hopeprogramme.co.uk
	Users
	3. Pleased do not use this site if you are in any country that prohibits the use of such sites.
	Cookies

This is **dynamic content** and <u>can</u> be updated by the administrator using the CMS.

Article_Thumbnail - an example of this format is shown below:



This is **dynamic content** and <u>can</u> be updated by the administrator using the CMS.

Article_Large_Image_Link - an example of this format is shown below:

Privacy	Privacy
Copyright	Introduction
Disclaimer	The terms "HOPEProgramme" or "us" or "we" or "our" refers to Coventry University who is the owner of the Hope websile ("websile"). Our office is the Applied Research Centre for Health and Lifestyle Interventions, Coventry University, Coventry CV1 5FB, UK. The term "you" refers to the user of our websile. The term "terms" is includes conditions. Our website is hosted by KAJ ISIS Ltd.
	If you use or enter our website
C PATIENT	 These terms apply to the entire content of our website. If you do not accept these terms, please do not use our website. We may update these terms from time to time and any changes will be effective immediately on being set out here. Please ensure you are aware of the current terms. Your continued use of our website indicates your agreement to such revised terms.
. In the com	Our Content and Copyright
CARERS OF	2. Unless we tell you otherwise, our website and its contents are our property or licenced to us. The copyright in the content contained on our website belongs to us or our licensors. The trademarks, including our Logo, appearing on our website are protected by the laws of England and by international trademark laws. You may not distribute or reproduce the content of our website without our prior written agreement. For requests to use or reproduce any of the contents of our website please contact. Info@hopeprogramme.co.uk
PEOPLE LIVING	Users
	3. Pleased do not use this site if you are in any country that prohibits the use of such sites.
DEMENITIA	Cookies
DEMENTIA	4. You agree to our use of cookies, as set down in our Privacy Policy.
	Chat Rooms
	5. If you submit content other than our material and information to our website you are solely responsible for that content and for any claims relating to that content, whether made against us or otherwise. Whilst we do not monitor or generally exercise editorial control over any content posted to our website by you or other users, we reserve the right at or sole discretion to remove an content which we be used to be apprecised to our website by you or other users. We reserve the right at or sole discretion to remove an content which we be used to be apprecised to our website by you or other users. We reserve the right at or sole discretion to remove an content which we be used to be apprecised.

This is dynamic content and can be updated by the administrator using the CMS.

Article_Icon_Link - an example of this format is shown below:

Privacy	Privacy
Copyright	Introduction
Disclaimer	The terms "HOPEProgramme" or "us" or "we" or "our" refers to Coventry University who is the owner of the Hope website ("website"). Our office is the Applied Research Centre for Health and Lifestyle Interventions, Coventry University, Coventry CV1 5FB, UK. The term "you" refers to the user of our website. The term "terms" is includes conditions. Our website is hosted by KAJ ISIS Ltd.
	If you use or enter our website
\mathbf{Q}	 These terms apply to the entire content of our website. If you do not accept these terms, please do not use our website. We may update these terms from time to time and any changes will be effective immediately on being set out here. Please ensure you are awar of the current terms. Your continued use of our website indicates your agreement to such revised terms.
	Our Content and Copyright
Coast to Coast	2. Unless we tell you otherwise, our website and its contents are our property or licenced to us. The copyright in the content contained on our website belongs to us or our licensors. The trademarks, including our Logo, appearing on our website are protected by the laws England and by international trademark laws You may not distribute or reproduce the content of our website without our prior written agreement. For requests to use or reproduce any of the contents of our website please contact: info@hopeprogramme.co.uk
	Users
	3. Pleased do not use this site if you are in any country that prohibits the use of such sites.
	Cookies

This is **dynamic content** and <u>can</u> be updated by the administrator using the CMS.

Article_Person_Profile - an example of this format is shown below:

Privacy	Privacy
opyright	Introduction
isclaimer	The terms "HOPEProgramme" or "us" or "ve" or "our" refers to Coventry University who is the owner of the Hope website ("website"). Our office is the Applied Research Centre for Health and Lifestyle Interventions, Coventry University, Coventry CV1 5FB, UK. The term "you" refers to the user of our website. The term "terms" is includes conditions. Our website is hosted by KAJ ISIS Ltd.
	If you use or enter our website
	 These terms apply to the entire content of our website. If you do not accept these terms, please do not use our website. We may update these terms from time to time and any changes will be effective immediately on being set out here. Please ensure you are awar of the current terms. Your continued use of our website indicates your agreement to such revised terms.
	Our Content and Copyright
	2. Unless we tell you otherwise, our website and its contents are our property or licenced to us. The copyright in the content contained on our website belongs to us or our licensors. The trademarks, including our Logo, appearing on our website are protected by the laws England and by international trademark laws. You may not distribute or reproduce the content of our website without our prior written agreement. For requests to use or reproduce any of the contents of our website please contact: Inte@hopeprogramme.co.uk
	Users
of Andy Turner	3. Pleased do not use this site if you are in any country that prohibits the use of such sites.
17973 726283	Cookies
hsx116@coventry.ac.uk	4. You agree to our use of cookies, as set down in our Privacy Policy.
	Chat Rooms
	5. If you submit content other than our material and information to our website you are solely responsible for that content and for any claims relating to that content, whether mage against us or otherwise. Whilst we do not monitor or generally exercise editorial control

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TUTORIAL OBJECTIVE

To create a Person Profile Article.

TUTORIAL GUIDANCE

- A. Log in to CMS (Administrators Only)
- B. Select Articles option from the Navigation Bar or Site Content panel as shown below:

	Positive		Welcone back Matthew My Pr	ofile Logout
HO	Psychology for people with Cancer	L Account States		
	Dashboard Course M	aterial - Users -	Site Content - Ad	lmin -
LI/	DE Programmo Co	ntent Management	lages	
The second se	OFE Flogramme CO	ment management	usclea	
You	are logged in as an Admin, below a	re all the options available	lasthead images	
Cau	ine Material	Users	Site Content	
Cou	raes, Modules, Sessions and Session Content	User Accounts Database for all Modules	Pages, Mastheads and Articles. Masthe Articles created here are also used in th Material	eds and e Course
	Course Material -	Users -	Site	Content -
Adm	sin .		Pages	
Sec	tions and Form Categories		Wasthea	f images

CMS Landing Page – Select Articles Option from Site Content

C. This action will produce a list of Articles - refer to diagram below:

	HOPE	Cancer					👂 👤 Ad	count	Minbox
	Das	shboard	Course Mater	rial -	Users -	Site Conten	t -	Adı	min •
	Articl Below are	e all the articles	created so far. Cli	ck View to view t	ne record or click	New Article to	create a	new one	
	Title Search by	1 Title	Article Type Search by Art	2 ticle Type	Record Type Search by Record 1	3 Iype v			
		Title		Article Type	Record Type	Record Id	Group	Occurrence	View
	1	Latest Course		Text Bax	Custom	15	1	1	View
	11	DIV HOPE		Icon Link	Home	8	1	1	View
	12	The Team		loon Link	Home	9	1	2	View
	13	HOPE Courses		lcon Link	Home	15	1	3	View
6	14	WOW Stories		loon Link	Home	18	1	4	View
ew Article -									

Content Article Listing

FORM CONTROLS

The form controls are defined as follows:

- 1. Title (search by) every Article has a Title
- 2. Article Type (search by) Type of Articles are listed above
- 3. Record Type (search by) Pages where an Article can be included (defined below)
- 4. To View an Article and its properties
- 5. Close the Function when Finished
- 6. To Create a New Article

RECORD TYPES

Articles can be applied to 3 specific Page Types:

- a. Page any Page on the website
- b. Home only on the Home Page
- c. Custom specially customized Page

CREATE NEW PERSON PROFILE ARTICLE

D. Click on New Article button (6) (see diagram above). The resultant action is the Create Article Form:

Article Details				
Record Deta	ails		Offer Details (if applicable)	Preview Window
Article Title			£ Excluding VAT?*	
		2	Routing Details	
Select Article F	ormat		5	
Article Da	te [dd/mm/yyyy]		Select Parent Page	~
Advanced			Enter the URL	
Parent Type*	Record ID*	Group ID*	Include http:// for external links (e.g. http://www.bbc.co.uk). or start with / for internal links	(e.g.
Page 🗸	0	0	/Contact)	
Occurrence*	Publish Article?*		Enter Route Value	
¹ 4	Publish this Art	icle?	Load Article into Preview W	0
Search Keyword	5			

Create Article Form

Create Article Form Details

- 1. Article Title
- 2. Format of Article
- 3. Page Type
- 4. Occurrence (Order in any listing)
- 5. Parent Page
- 6. Load Article into Preview Window Button
- 7. Preview Window
- 8. Create Article Button

E. Complete Create Article Form and Load to Preview Window (7) – Observe that the Article Title is the on the image, The Article Format is Image Link and the Routing Details becomes destination page when Clicked. Also the Title and default Icon can be changed in the Preview Window.



Create Article Form – Completed & Loaded into Preview Window

- F. Click Create Article.
- G. Click View button to View Article. To Edit Click Edit Article.



Refer to <u>HOPE PROGRAMME Support Materials</u> content list for further tutorials on creating, maintaining and applying Articles.

ends.