

## CONTENT MANAGEMENT STUDIO

The Content Management Studio (CMS) facilitates the creation and maintenance of the website content. All dynamic content is maintained using this facility. To access the CMS a user requires an Administration account profile. This account profile is issued by the system developers.

You will be issued with a username and pwd from developers. To request an Administration account profile contact [technical@kaj-isis.co.uk](mailto:technical@kaj-isis.co.uk)

The CMS is available at [www.yourdomain/login](http://www.yourdomain/login)

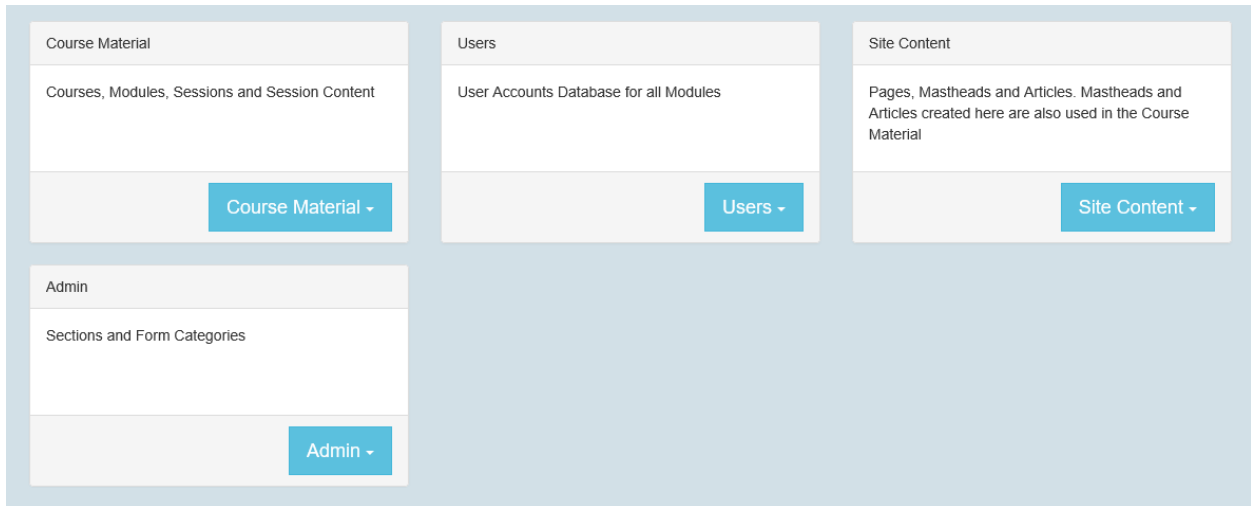
The Landing page for the CMS is shown below:

### CMS Log in Form

When Logged in the Navigation bar changes to enable the user to access areas of the CMS. Refer to the diagram below:

### Logged in to CMS

The Studio functions are organized into four areas:



CMS Areas (available after Log in)

### CMS AREAS

**Course Material** – all HOPE Programme content is created and maintained in this area. This content includes:

- Course
- Module
- Session
- Questionnaires

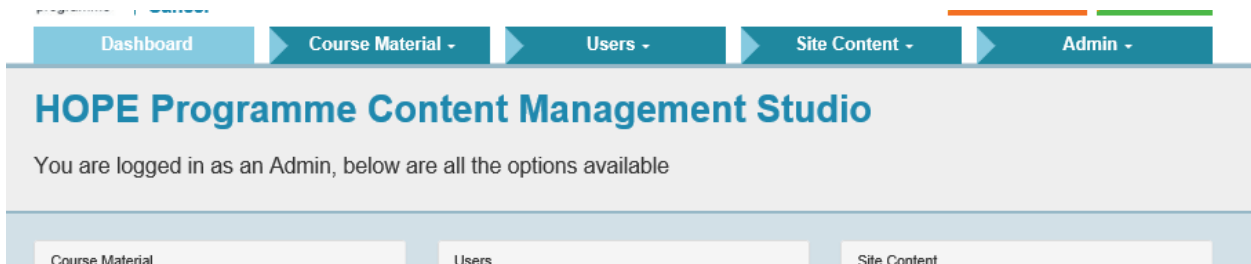
**Users** – create and maintain user accounts for Participants, Facilitators and Administrators

**Site Content** – all content (**Pages, Mastheads and Articles**) on web pages that are publically accessible (not Logged In. In addition, **Articles** can be created and used in any of the Course content.

**Admin** – a general function for creating and maintaining **Look Up** values (used in List Boxes) that are built into forms.

### CMS NAVIGATION

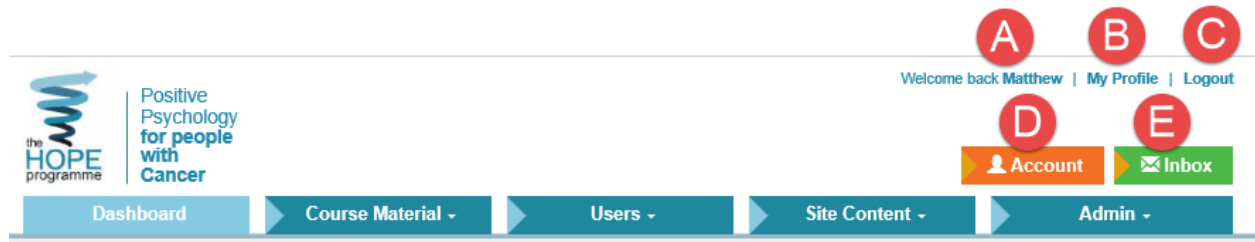
CMS Navigation Bar – when Logged In to the CMS the Navigation Bar changes to indicate links to CMS Areas rather than Public Areas.



CMS Navigation Bar (after Logging In)

## CMS USER NAVIGATION

Additional CMS Banner Navigation – as previously mentioned, when Logged into the CMS the Navigation Bar changes to reflect links to CMS Areas. Other Links appear on the banner as shown in diagram below:



## Additional CMS Navigation

- A. Welcome message – **Welcome back**, + **User Profile Account Name** – this is system generated.
- B. Link to Account Profile '**My Profile**' – facility for user to update their System Profile (used by **Administrators** who also use HOPE as a **Facilitator** and/or **Participant**)
- C. Link to **Log out** of the CMS
- D. Link to Access Account (used by **Administrators** who also use HOPE as a **Facilitator** and/or **Participant**)
- E. Link to Internal Messaging **Inbox** (used by **Administrators** who also use HOPE as a **Facilitator** and/or **Participant**)

See also **Definitions, Website Structure, Types of Web Content.**

ends.