



MAGIC SQUARE SYSTEMS LIMITED

# BTV - CMS v12.2 Guidance Sheet

## Create – Person Profile [Articles]



[www.magicsquaresystems.com](http://www.magicsquaresystems.com)

**Magic Square Systems Limited**

Company Number: 3680737

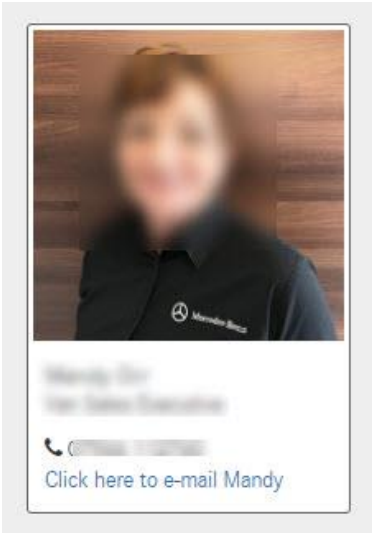
**APRIL 2018**



## INTRODUCTION

The purpose of this document is to provide guidance to CMS Administrators of how to **Create Person Profile Article**.

## PERSON PROFILE

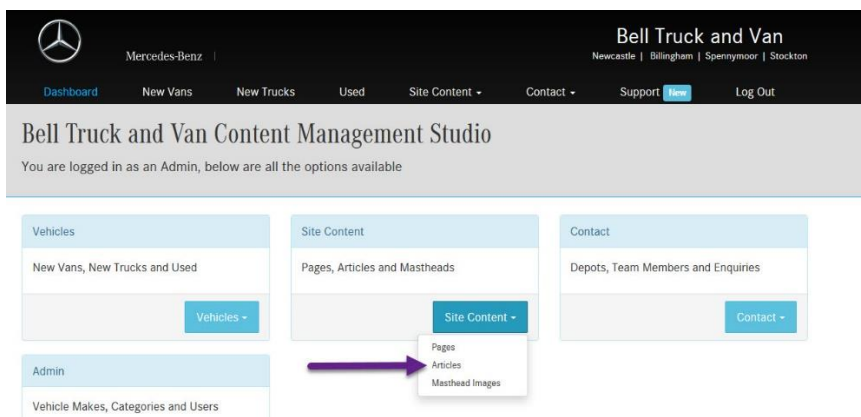


**NOTE: Optimum Image Size = 370px X 370px**

**DEFINITION:** Article Format used in **Meet the Team** comprises of image, and text (contact details) and hyperlink (Email).

## GUIDANCE

1. Log in to CMS
2. Using Site Content option listing > Select **Articles**





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3. Select **New Article** (Blue Button bottom left)
4. Select Menu Item Article option (from option listing)
5. Observe the Article Details Form Complete the following steps:
  - A. Enter the Team Member's Name
  - B. Select Person Profile Format from the option listing
  - C. Click on Load Article into Preview Window (Orange Button)
  - D. Observe Article in Preview Window
  - E. Click on Create Article (Grey Button)

The screenshot shows the 'Record Detail' form for 'Shopping'. It has several sections:
 

- Form Fields:** Team Name (A), Person Profile (B), Article Date [dd/mm/yyyy], Parent Type\* (Page), Record ID\* (0), Group ID\* (0), Occurrence\* (1), and Search Keywords (Enter Keywords [separate using commas]).
- Buttons:** 'Load Article into Preview Window' (C) in orange and 'Create Article' (E) in grey.
- Preview Window (D):** Shows a storefront image and fields for Team Name, Job Title, Telephone Number, and Email (email@domain.com).

6. Search Article Listing for Team Name (for this example!) Click on View (Blue button)

The screenshot shows the 'Articles' listing page. At the top, there's a search bar with 'Team Name' entered. Below it is a table of articles. The first article is highlighted with a purple circle around the 'View' button.

#	Title	Article Type	Record Type	Record Id	Group	Occurrence	Published?	View
2682	Team Name	Person Profile	Page	0	0	2	Yes	<a href="#">View</a>

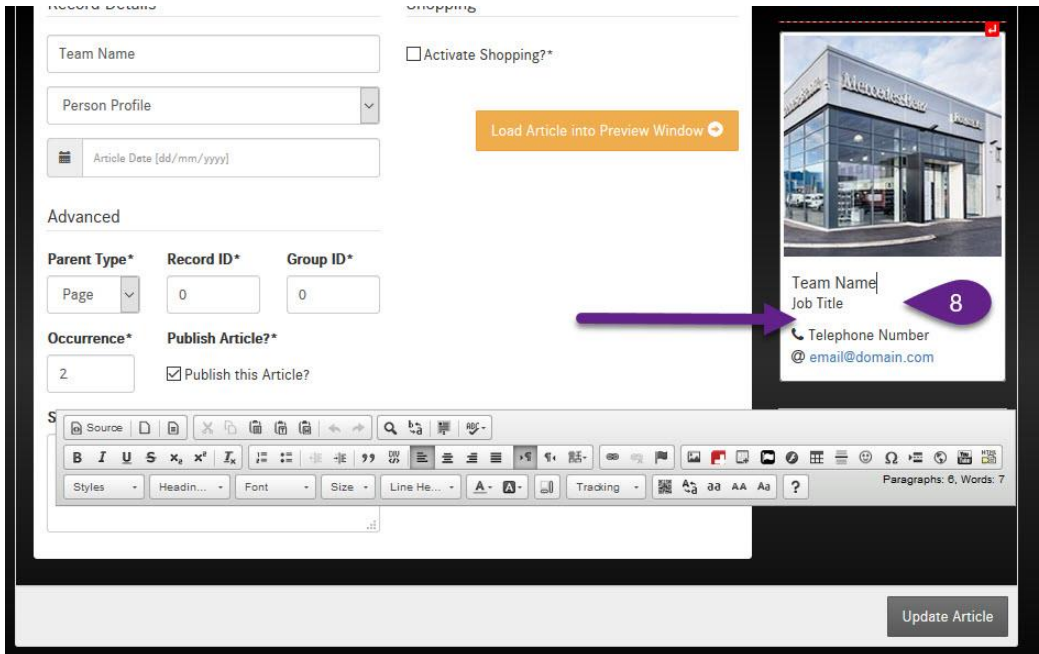
1 to 1 of 1 Articles

7. Observe View Article Page - Click on Edit Article (Button – bottom left hand corner)



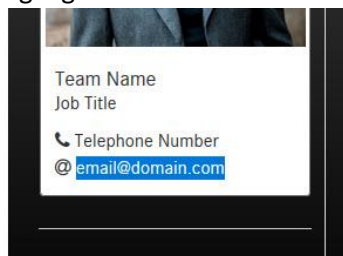
## Update Contact Details

8. Edit **Team Name**, **Job Title** and/or **Telephone Number** by Clicking on the end of the record row using Back Space and Entering in the Preview Window as shown below:

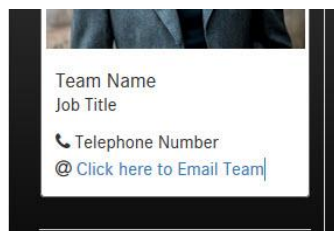


## To Update the **Email address**:

- a. Highlight the **Email Link** as shown below:



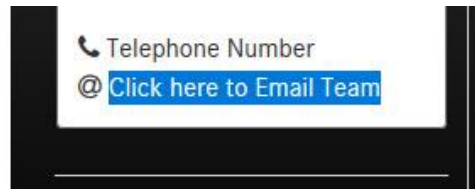
- b. Enter the text you require i.e. **Click here to Email Team**



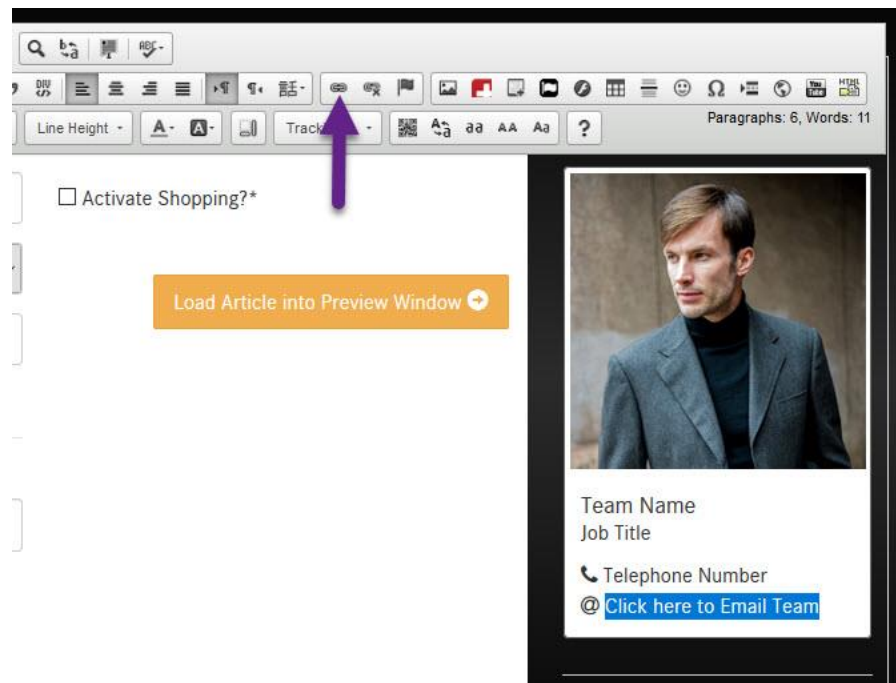


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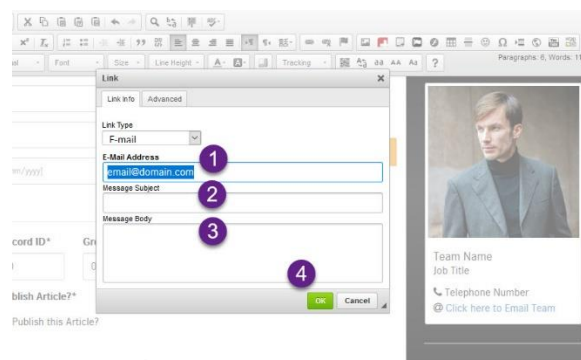
c. Highlight the text entered in b.



d. Click on the Link Icon on the Edit Bar



e. Update the Email address (1), Enter Subject (2) [this is optional] and/or Message (3) [this is optional] and Click OK (4) – see below:

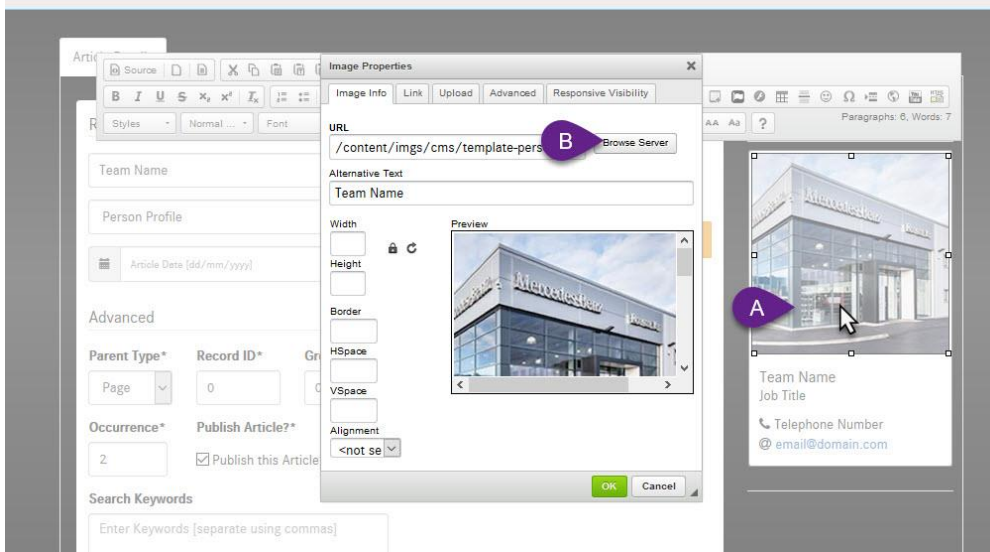


Click Update Article (Button bottom right hand side of form).

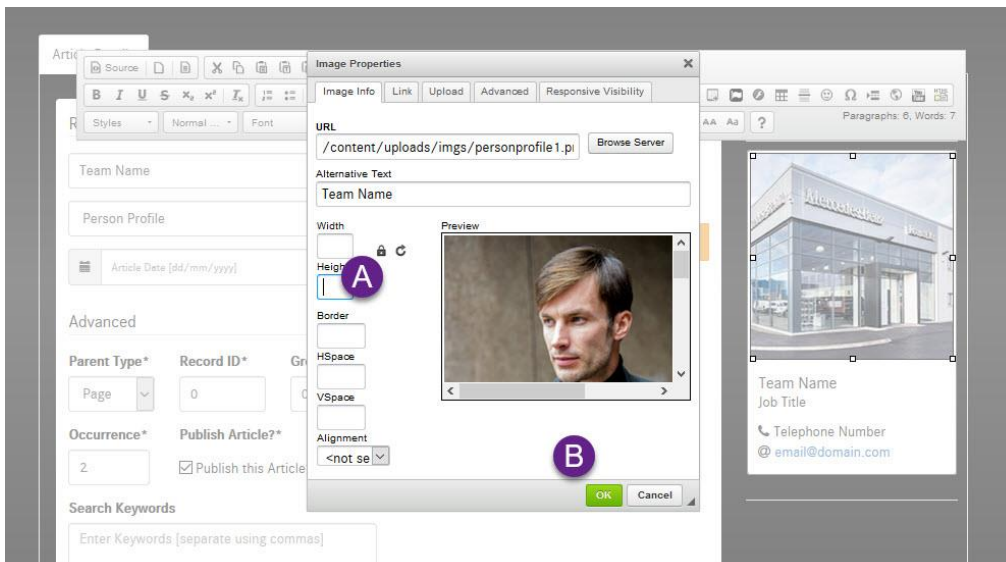


## Update Image

9. Observe View Article Page - Click on Edit Article (Button – bottom left hand corner) Click on Image (A) and Click on Browse Server (B)



10. If the Image has already been uploaded - Select the Image from Library listing or Click **Browse Button** from Upload a document form and Select the Image (NOTE: 370px X 370px) from local PC. After the Image has been Uploaded > Select from Library Listing this action will return to the Window as shown below with the Selected image:



**IMPORTANT NOTE:** remove the Width and Height sizes as shown at (A) and Click OK (B)

11. Click Update Article (Grey Button – bottom left hand corner of Form)
12. Observe View Article Page



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- A. Click Close to complete Update process > return to Article Listing
- B. Click Edit Article to Modify (if required) > return to 8.

## View Article - Team Name

You are currently viewing a Article. Click **Edit Article** to make changes or **Delete Article** to delete it.


### Lorem ipsum dolor sit amet

This is a dummy page, the articles you are working on or viewing appear on the right

Sed molestie, neque a lobortis scelerisque, lectus nulla molestie lorem, quis finibus leo leo a turpis. Vivamus luctus rhoncus ipsum, et varius mi tincidunt vitae. Suspendisse id malesuada odio, ut tincidunt quam. Etiam et commodo nisi, accumsan rhoncus dolor. Suspendisse a tortor id lacus varius lacinia. Nunc interdum, enim at vestibulum accumsan, lectus metus condimentum lectus, ut convallis sapien tortor a lectus. Etiam ornare est ligula, quis posuere lacus pulvinar in. Suspendisse at nunc eget mi aliquam eleifend. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

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Team Name  
Job Title  
Telephone Number  
email@domain.com

**B** **A**

Edit Article Delete Article Close

ends.