



MAGIC SQUARE SYSTEMS LIMITED

BTV - CMS v12.2 Guidance Sheet

Updating Details – Person Profile (Articles)

2



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

**Magic Square Systems Limited**

Company Number: 3680737

**MARCH 2018**



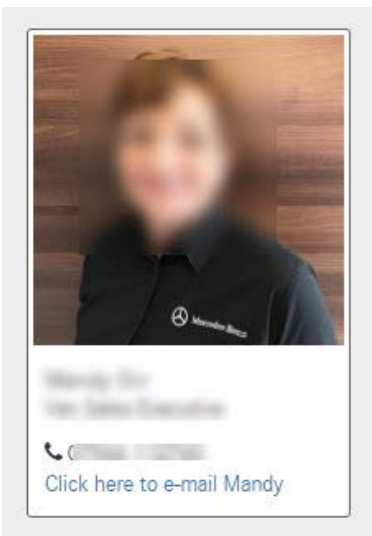
## INTRODUCTION

The purpose of this document is to provide guidance to CMS Administrators of how to **Modify** an **Image** on a **Person Profile Article**.

## INTRODUCTION

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

## PERSON PROFILE

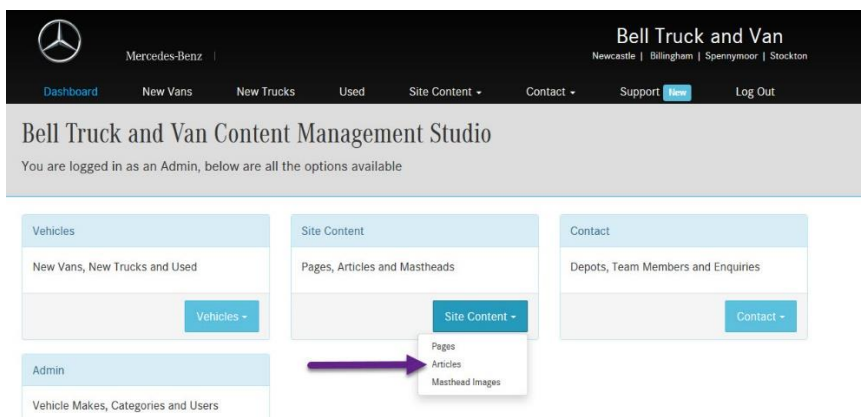


**NOTE: Optimum Image Size = 370px X 370px**

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

## GUIDANCE

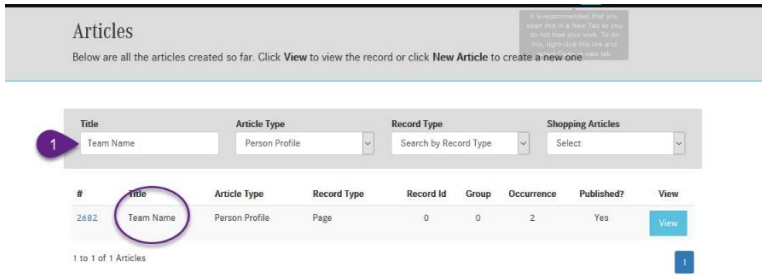
1. Log in to CMS
2. Using Site Content option listing > Select **Articles**





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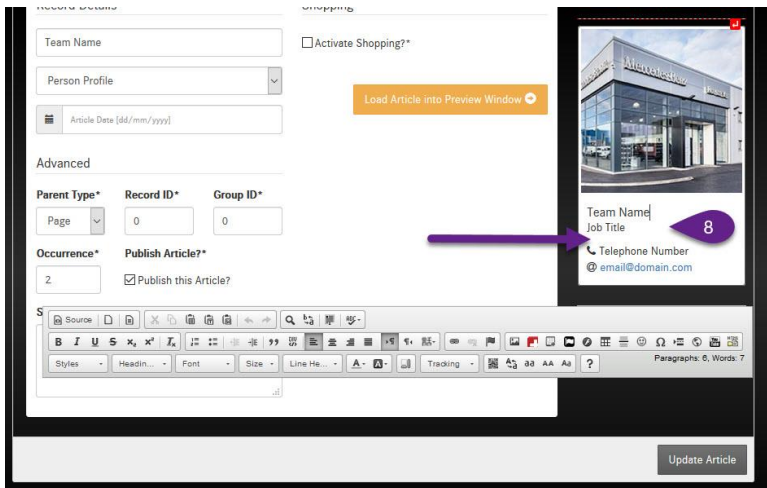
3. Search Article Listing for Team Name (for this example!) Click on View (Blue button)



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

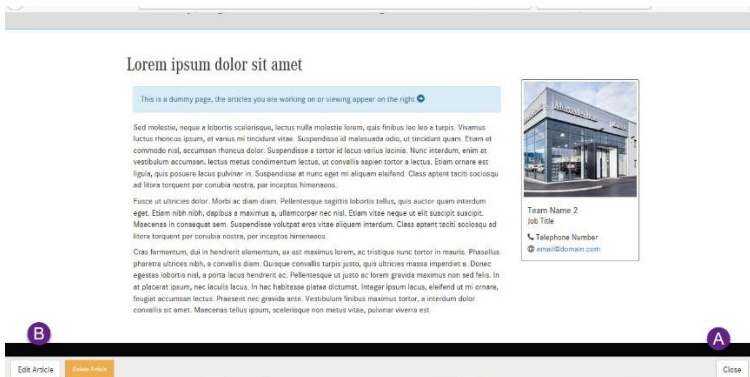
Update Contact Details

5. Edit Team Name (for this example!) details in the area as shown below:



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

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



ends.