Monthly Orientation; Administrators



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Audio will be heard on your computer speakers.

If you do not have working computer speakers, call 1-408-638-0968. Enter event number and attendee ID or press # if no attendee ID.

Webcast will start at the top of the hour.

Agenda

- What is an Administrator?
- Level 9 Tasks
 - Access Settings
 - Inheritance and Precedence
 - Rename, Move, Copy
 - Effect to Navigation
 - Directory Variables
- Reports Menu
- Level 10 Tasks
 - Setup: Account and Site
 - Find and Replace
- Q & A



WHAT IS AN ADMINISTRATOR?

- Level 9 and 10 users in the CMS are "Administrators"
- Level 9: Assistant Admin
 - Responsible for continuing site setup and maintenance
- Level 10: "Full" Admin

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• Responsible for initial site/account setup and level 9 tasks

Note: Changes made by the Admin could alter the working environment of the content editors of your site and change how they interact with the CMS. So, be mindful before making changes.



ACCESS – KEY TERMS

• User Permissions

- Who can do what in your site (e.g. upload/delete files)
- Determined by User Level and Custom (per-user) Permissions
- Access

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- Who can go where in your site (e.g. the /academics section)
- Determined by assigning Groups of Users to content



SETTING ACCESS SETTINGS

If it exists inside the CMS, we can apply Access Settings to it! (sites, sections, pages, assets, binary content)

ive Modification		Recursive Modification			
ly All Settings to This Fe	older Only	Apply All Settings to This Formatting	older Only		
	This Folder and All Enclosed Files and Folders		This Folder and All Enclosed Files and Folders		
ve modification does not	apply to directory variables; directory variables are always inherited.	Recursive modification does not a	apply to directory variables; directory variables are always inherited.		
Access Group	Athletics	Access Group	Athletics - News		
	The group with rights to edit this folder.		The group with rights to edit this folder.		
Approver	(Inherit from Parent)	Approver	(Inherit from Parent)		
	Setting an approver overrides all users' approvers for this folder.		Setting an approver overrides all users' approvers for this folder.		
Enforce Approver	O Yes 🖲 No	Enforce Approver	O Yes 🖲 No		
Bypass Approval	(Level 10 Administrators Only)	Bypass Approval	(Level 10 Administrators Only)		
	The selected group can bypass the approval process and publish this folder immediately.		The selected group can bypass the approval process and publish this folder immediately.		
Template Group	(Inherit from Parent) *	Template Group	News		
	Templates allowed in this folder.		Templates allowed in this folder.		
Extensions		Extensions			
	Allow Only These Extensions O Disallow These Extensions		Allow Only These Extensions O Disallow These Extensions		
	Restrict file extensions for this folder. (Comma separated; no dots.)		Restrict file extensions for this folder. (Comma separated; no dots.)		
Image Size Set	(None) *	Image Size Set	(None) *		
	The selected image size set will be applied to all images uploaded to this folder.		The selected image size set will be applied to all images uploaded to this folder.		
Toolbar	(Inherit from Parent)	Toolbar	(Inherit from Parent)		

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CREATING GROUPS (LEVEL 10)

	Setup 🔨	Groups (8)		- 1	Name	ATH Department	
	AccountSites				Groups	Available Users	
	Lusers	Name 🔺	Members	- 1		▼ Filter	
6	🐣 Groups	ATH Department	6			Hide 6 selected	All None
		ATH Football	3			Alex	
		ATH Gophers	2			Billy Woody G jennifer	- 11
		ATH Images	6			✓ Ivia	
		ATH Media	2			✓ 8 rebecca	
		ATH PDFs	6			🗹 🌀 samantha	
			14			Barbara McQuillan	
				_	-		



ASSIGNING ACCESS (LEVELS 9 & 10)

🖍 🕨 athletics 🏼 🔎 🗲 🖿	
□ □ Name ▲	
images	Access Settings - /athletics
sidenav.inc	
	Recursive Modification
	O Apply All Settings to This Folder Only
	Apply Selected Settings to This Folder and All Enclosed Files and Folders
	Recursive modification does not apply to directory variables; directory variables are always inherited.
	Use the checkboxes below to select settings to apply to this folder and all enclosed files and folders.
	Access Group 🗹 ATH Department 🚽
	The group with rights to edit this folder.

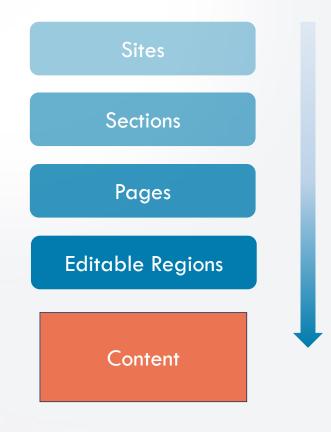
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INHERITANCE AND PRECEDENCE

- Access settings are inherited from higher level settings
- Access settings closer to the content take precedence over those set at higher levels
- Section settings inherit from Site
- Page settings inherit from Section
- Editable Region settings inherit from Pages
- Settings closer to the content will overwrite settings set at a higher level



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LET'S SEE IT!

Our Next Monthly Orientation (Content Editor) will be held on

Friday, April 12th

10:00 AM – Noon PST



ADDITIONAL SUPPORT - FEEDBACK FORUM

- <u>https://omniroadmap.moderncampus.com</u>
 - Customers can post ideas for improvements and new features
 - +Submit idea button
- See what new features/improvements are:
 - Under Consideration
 - Planned

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- In Progress
- Released

Veb Content Management (CMS)	,			+ Submit
UNDER CONSIDERATION PLANNE	D IN PROGRESS	RELEASED		
Group Approvals	,A, 6	Roles and ACLs	A 6 Feed Mar	nager A 2
As an administrator, I want the ability to a group so that all users in the group are needs to be approved and any user in th	e notified when a pages	As an administrator, I want to have n controls by defining my own roles a setting up custom permissions for th	nd access control lists and content economic content econ	inistrator, I'd like a feed system that is easier for my ditors to use, allows one to many relationships of it enables me to create custom categories, and storie is in a database to ease aggregating, filtering, etc.
Portal - Password protected personal content	lized A, 6	LDP Forms Enhancements	A 3 E-comme	erce and Payments A. 1
As an administrator, I would like to have requires visitor authentication to see.	a space for content that	As a marketer/web admin, I want to advanced forms with complex condi		e ecommerce functionality so that I can easily sell its to events, or enable other payments from my

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