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# Training Tuesday: Components: Inside & Out

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Presented by:

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# Agenda

- Components – What & Why
- Using Components
  - As Editor
- Building Components
  - As Level 10 Administrators
- Demonstration
  - Hero Banner with CTA Buttons
- Special Considerations
  - Managing Components
  - Handling Errors & Changes

# What Are Components?

- Reusable Content in Omni CMS
  - Managed in Content Tab -> Components (Level 10)
- Allows complex web designs, layouts, and patterns to be defined once and used in many places
- Many common and unique use cases
  - Blockquotes
  - Image with Caption
  - Banners
  - Styled Buttons
  - Testimonial Sections
  - Etc...

# Why Components?

- Alternative to Snippets
  - Form Fields vs. Snippet Table Transformations
- Updates to code base applied to every component already in use
- Single location for code base
- Clean interface for managing form elements and source code
- Level 10 access only (for creating/editing)
  - Editors can use components
- Optional - Can preview actual output while editing in WYSIWYG (unlike snippets/assets)

# Using Components

- Editors can insert instances of any existing component from toolbar
- In toolbar, look for component 'atomic' symbol
- Insert Component Menu
  - Lists all available components
  - Can filter by tag or name
  - Launched/Saved Date

The screenshot displays a content editor interface. At the top, a toolbar contains various formatting and editing tools, including an 'Insert Component' button. Below the toolbar, the text 'My Component:' is visible. A 'Choose Component' dialog box is open, showing a list of components with filters for tag and name. The 'Training Welcome Banner' component is selected. The dialog also displays a preview of the selected component and its launch/saved history.

My Component:

Choose Component

Filter by tag

Filter by name

Another Banner Test

Sample Simple Component

Training Welcome Banner

Training Welcome Banner

Launched  
1/28/22, 3:23 PM by jzeier

Saved  
1/28/22, 3:23 PM by jzeier

CANCEL INSERT

# Using Components

**Choose Component**

Filter by tag

Filter by name

Another Banner

Sample Simple

Training Welcome

**Edit Component - Training Welcome Banner**

**Banner Heading**

Heading

*Enter a heading for this banner.*

**CTA Button Text**

*Enter a text for the CTA button.*

**URL**

*Select a file to link the CTA button to.*

**Banner Image**

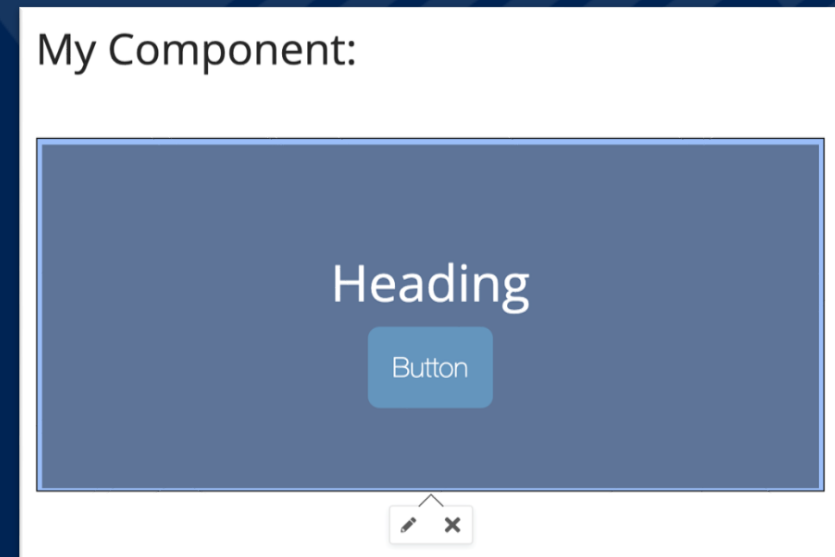
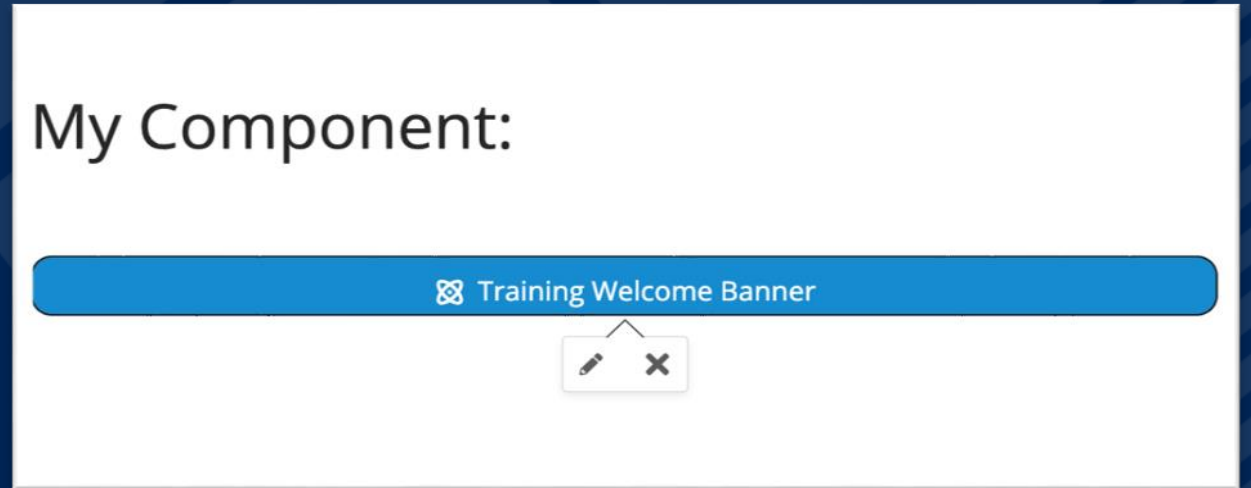
*Select an image for the background.*

CANCEL SAVE INSERT

- You will be prompted via form fields to insert values into component elements.
- Optional vs. Required Fields
  - Some fields will say (required)
  - Component can only be inserted with a value filled in to required fields
- Different Form Elements
  - Elements can be as simple as short/long text or as complex as image/file choosers to select a file from Omni CMS

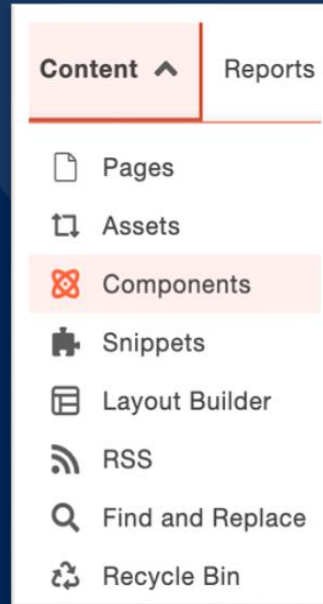
# Using Components

- Once inserted, it will appear as a 'blue pill' or preview (if preview is turned on)
- Click component pill/preview to edit (pencil icon) or delete (x icon) while in WYSIWYG



# Creating Components

- Level 10 Admin
  - Select Content -> Components
- Press + New
- Provide name of new component
- Copying Components
  - More Actions (...) -> FILE -> Copy
  - Give Unique Name



A screenshot of the 'New Component' form. The title is 'New Component'. There is a text input field for 'Name' containing 'My New Component'. Below the field is a placeholder text: 'Please provide a name for the component.' At the bottom right, there are two buttons: 'CANCEL' and 'CREATE'.

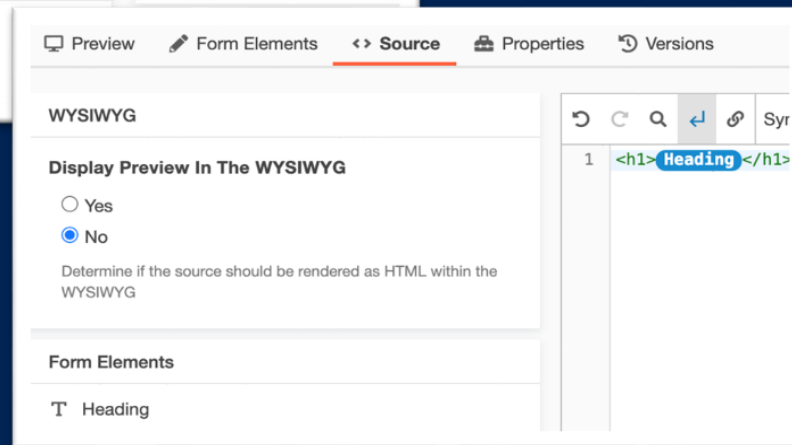
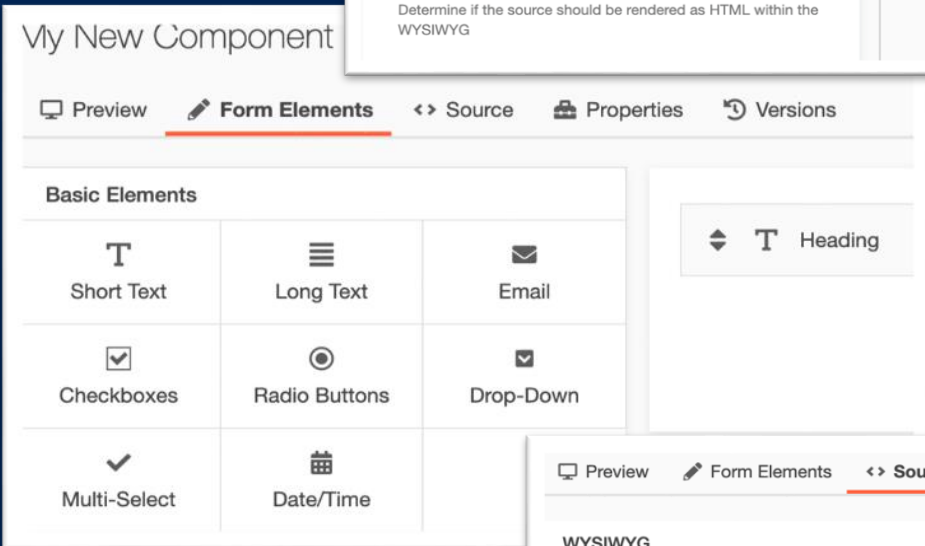
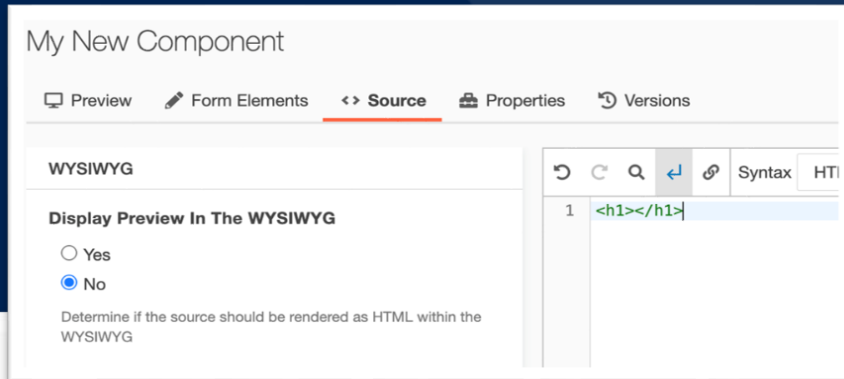
A screenshot of the 'Components (3)' list view. It shows a table with columns for Name, Status, Saved, and Launched. There are three components listed: 'Another Banner Test', 'Sample Simple Component', and 'Training Welcome Banner'. Each row has a checkbox, a status icon, and timestamps for 'Saved' and 'Launched'. A '+ NEW' button is in the top right corner.

<input type="checkbox"/>	Name ▲	Status	Saved	Launched	
<input type="checkbox"/>	Another Banner Test	🔒	2/24/22, 7:12 AM	2/24/22, 7:12 AM	...
<input type="checkbox"/>	Sample Simple Component	🔒	1/28/22, 3:03 PM	1/28/22, 3:03 PM	...
<input type="checkbox"/>	Training Welcome Banner	🔒	3/1/22, 2:17 PM	3/1/22, 2:17 PM	...



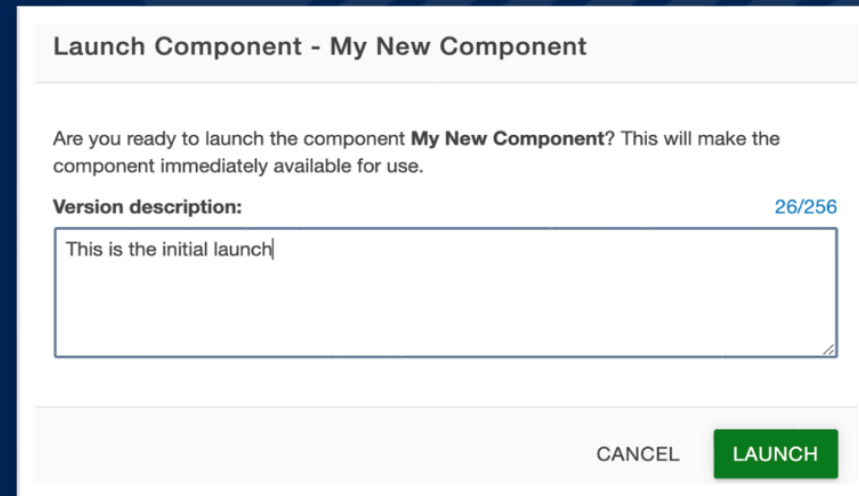
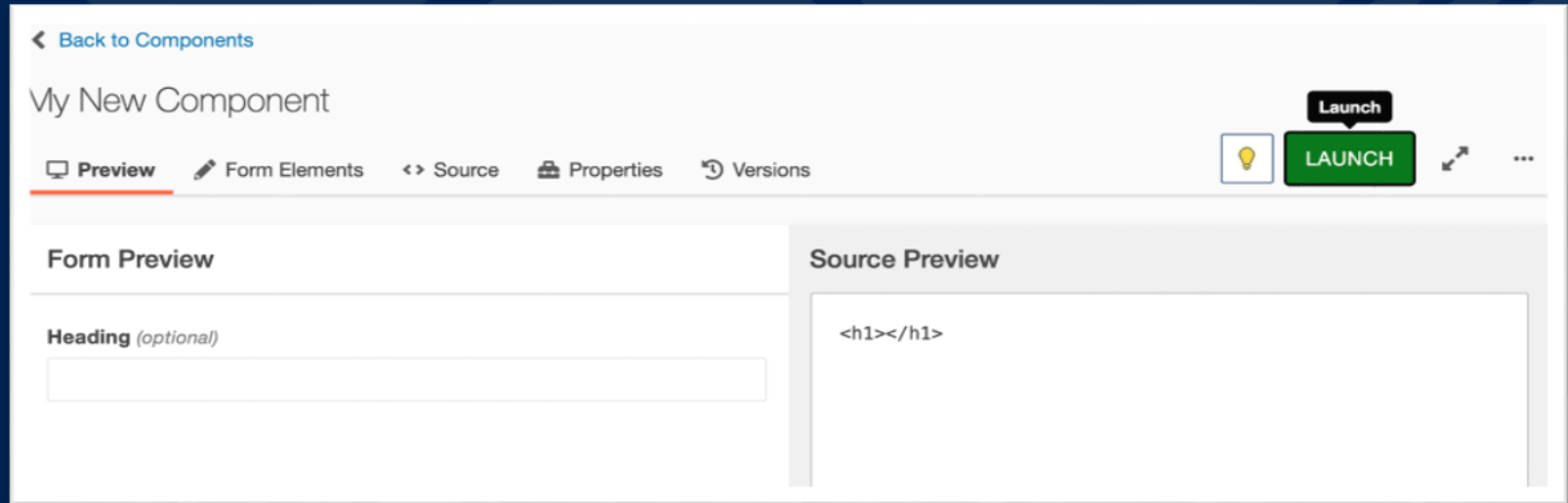
# Creating Components

- Page Actions Toolbar
  - Similar structure to pcf pages
- Source Tab
  - Paste code for web content
  - This serves as the component 'skeleton'
  - Remove parts of code we want customizable by the user
- Form Elements Tab
  - Select element types
  - Used to collect user input
  - 'Plugged into' source code



# Creating Components

- Once you are finished, save your work.
- To make component available to editors, click LAUNCH.
- Write a version description for versions tab.



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LET'S SEE IT!

*Hero Banner with CTA Buttons*



# Special Considerations

- Components and Find & Replace
  - Finds user input, not source code
- Deleting Components
  - Cannot be undone
  - Instances of component will be replaced with **\*\*\* Broken component \*\*\***
  - Page will appear in Broken Pages Report
- Disabling (Or Re-Enabling) Components
  - Components -> More Actions (...) -> FILE -> Disable/Enable
  - Disabling keeps on current pages, but prevents using it any more
- Broken/Changed Components (3 Examples)
  - Page cannot be rendered in Preview or Edit tab? (May be caused by broken XML rules)
  - Source Code – Can remove broken component
  - Components -> More Actions (...) -> FILE -> View Dependents (Find all instances of this component)

# Omni CMS Support

- Full Training Tuesday Archive:  
<https://support.moderncampus.com/learn-omni-cms/webcasts/training-tuesday.html>
- How-To Training Support:  
[Training@moderncampus.com](mailto:Training@moderncampus.com)
- Developer Workshop:  
<https://support.moderncampus.com/dev-workshop/index.html>
- Omni CMS Monthly Workshop:  
<https://moderncampus.zoom.us/meeting/register/tZUrc-mgpj4jH9RKMXfjgrxywvPJBuhBrwmc>

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**Next Training Tuesday**

**Topic TBD**

April 26th, 2022

11:00 am PST

