CMA Content Entry - Intermediate

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This class will cover some of the newer & more advanced items available through the CMA. The basics of content entry are covered in the introductory class.

Getting Started

Enter the CMA

Prepare Training Web Site

- Click on **PREVIEW SITES** and **/TRAINING**
- Click on the **About Us** button
- Click on the link for **Intermediate Content Entry**
- You will be given a **Group** assignment by the instructor. That will be the category you will be using during the class.

Complete Overview through the bottom of page 3

Overview

This section will provide an overview of creating Content, adding Assets and displaying Assets. It will provide an opportunity to review the very basics of content entry.

Create HTML content

- Select **CONTENT/Add Content** (from left navigation of CMA)
- Select **Category Group (Pre-Select)** of primary category:
  TRAINING-ABOUT_US
- Select **Primary Category** - Make sure you select the whole category:
  TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP (1, 2, 3, 4, or 5)
- **Content Type** = **HTML**
- Enter **Title**: **"Your Name HTML Content"**
- Enter **Priority** & **Expiration Date** (Tomorrow's date)
- Enter **Agency Contact** & **Phone** if desired
- Enter **Description (Short Text)** (Limit of 4000 characters)
- Enter **Body -** enter a simple one or two sentence paragraph
- Enter **Keywords** if desired
- Click **ADD**

Add Asset

Assets are stored in the **Vignette CMA Training\Student Files** folder on the Desktop of the PCs. We will be using a **PDF** file for this exercise.

- Select **ASSETS/Add Asset,** from the left menu
- Select **Training** from the menu, if needed
- Click the **Browse** button and navigate to the **Student Files** folder. Select a **PDF file**.
- Select the **Permission**: **TRAINING-ABOUT_US-ASSETS**
- Enter the **Description/Title**: Place your **name** and **date** in the **Asset Description**.
- Enter **Short text (document)**. This is used for ADA compliance for a document tag when you hover over the file link.
- Click **Add**
- Copy the **File ID** number into the notepad for later use

Associate Asset

Edit the **HTML Content** created earlier.

- Select **Content** and **List/Search Content**, from the left menu
- Enter Your Name (exactly as you entered it in the title field earlier) in the Text field
- Click **Search**
- Click **ID(edit)** next to the appropriate piece of content
- Scroll to the bottom of the screen until you find **Associated Assets**
- Enter the **File ID number** and click **Associate**

Link To Asset

- From the left menu, select **CONTENT/Add Content**
- Select **Category Group (Pre-Select)** of primary category**:** **TRAINING-ABOUT_US**
- Select **Primary Category -** Make sure you select the whole category: **TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP** (1, 2, 3, 4, or 5)
- Select **Content Type: LINK**
- Enter the **Title**
  - This will not display
  - This is used when searching for a piece of content on the **List Content** screen
  - For the title enter **Your Name - Link Content**
- Leave **Priority**
- Leave the **Release Date** as today's date
- Enter **Expiration Date** (tomorrow)
- Enter **Description (Short Text)** (Limit of 4000 characters) (optional)
- Enter **Keywords** if desired
- Select **Link Type = External**
- Enter **URL**
  - Since this is to be a link to an **Asset**, simply enter the **ID number** for the **Asset** (saved from above) and select the **Asset** radio button
- Enter **Link Text** (Click in field, the CMA will auto-copy the **Title** field to the **Link Text** field)
  - This is what is displayed for the text of the link on the page
  - Should **ALWAYS** be the same as the **Title**
- Click **ADD**
- Look at your content on the Training Site

Stop Here - Wait For The Rest Of The Class!

Shortcuts

Adding Asset to HTML Content

In the overview assignment, above, instead of following the directions as written and adding an **asset** using **Add Asset** in the left navigation in the CMA, then finding the **Content** using **List Content** and associating the asset to the content:

B. Add Asset

Assets are stored in the **Vignette CMA Training\Student Files** folder on the Desktop of the PCs. We will be using a **PDF** file for this exercise.

1. Select **ASSETS/Add Asset,** from the left menu
2. Select **Training** from the menu, if needed
3. Click the **Browse** button and navigate to the **Student Files** folder. Select a **PDF file**.
4. Select the **Permission**: **TRAINING-ABOUT_US-ASSETS**
5. Enter the **Description/Title**: Place your **name** and **date** in the **Asset Description**.
6. Enter **Short text (document)**. This is used for ADA compliance for a document tag when you hover over the file link.
7. Click **Add**
8. Copy the **File ID** number into the notepad for later use

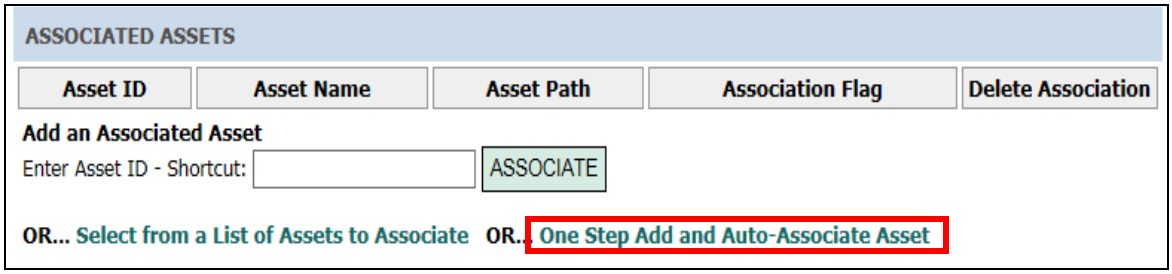
C. Associate Asset

Edit the **HTML Content** created earlier.

1. Select **Content** and **List/Search Content**, from the left menu
2. Enter Your Name (exactly as you entered it in the title field earlier) in the Text field
3. Click **Search**
4. Click **ID(edit)** next to the appropriate piece of content
5. Scroll to the bottom of the screen until you find **Associated Assets**
6. Enter the **File ID number** and click **Associate**

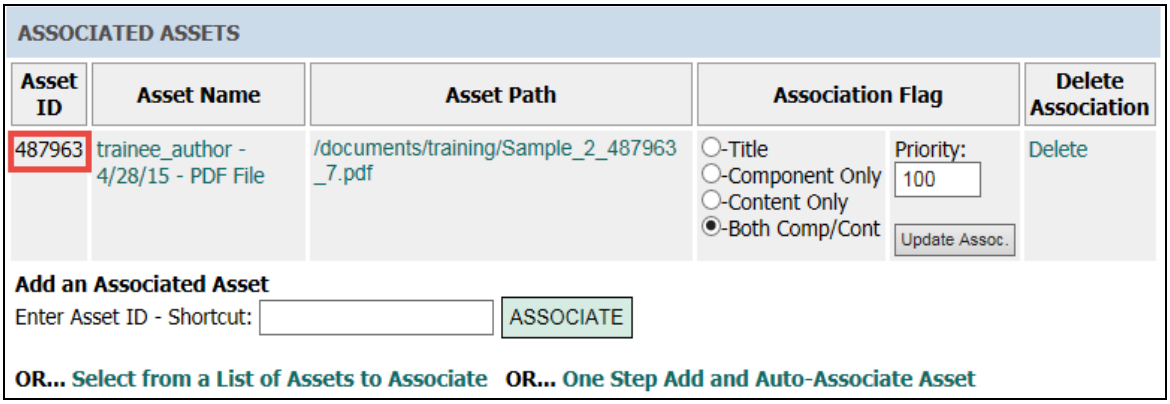
We can do all of that in one step after we have added the content using the **One Step Add and Auto-Associate Asset** feature.

- After adding the HTML piece of content, scroll to the bottom to view the **Associated Assets** area. Click **One Step Add and Auto-Associate Asset**.



- Complete the steps necessary to add an asset

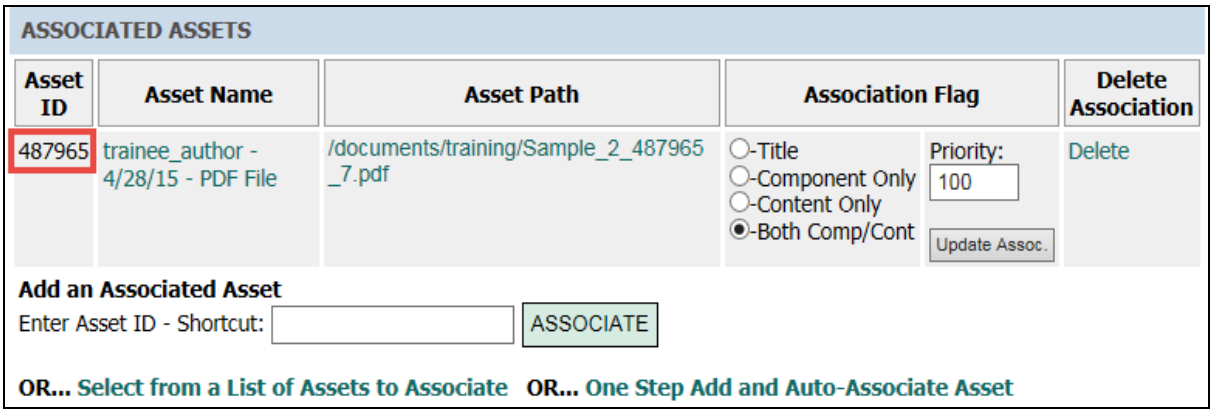
You will be left at the **Edit Content Item** screen.



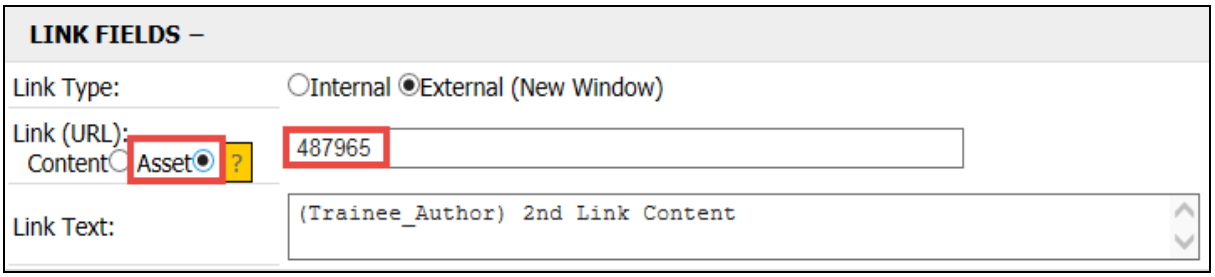
Creating Link Content to an Asset

In a similar fashion, we are able to use the **One Step Add and Auto-Associate Asset** feature to expedite creating link content to an asset.

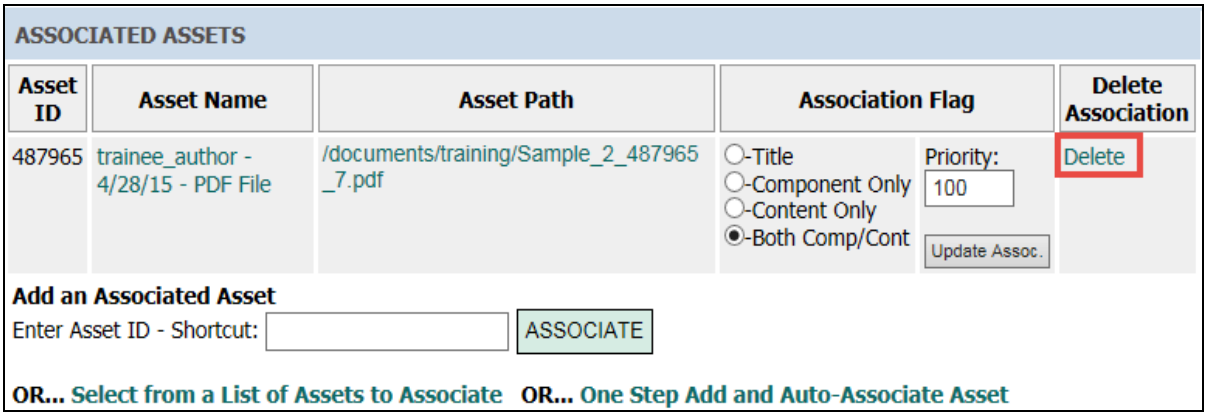
- Add Link Content in the normal fashion, except don't add the **URL**
- Use **One Step Add and Auto-Associate Asset** to add asset to database
- Then get **Asset ID** number from the asset listing at bottom of **Edit Content** screen



- Put the **Asset ID** in **Link URL** field, check **Asset** radio button



- Click **Update**
- Click **Delete Association** to delete the asset association



Locate Content

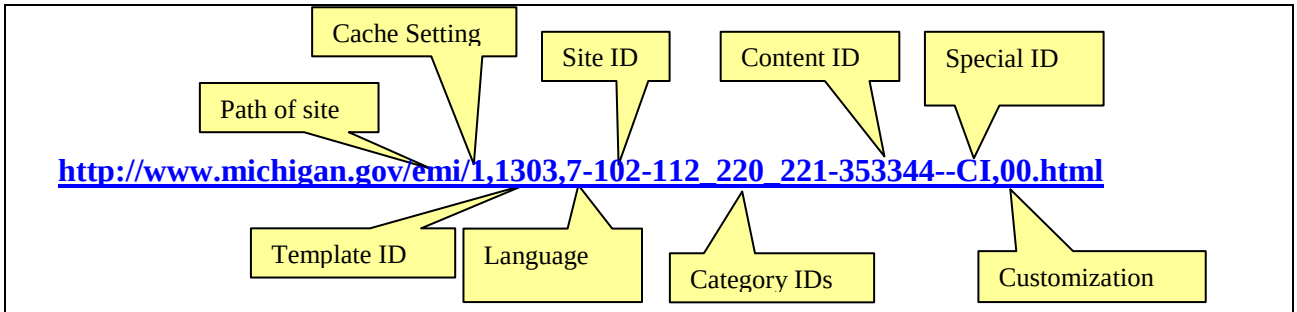
Locating existing content is an important part of using the CMA. There will be many times that you have to edit existing content. Even if you can see it on the web, locating it in the CMA can sometimes be a challenge.

Search by ID

- Locate **Content ID** in **URL**

  Since the portal dynamically generates content from a database using templates and components, the URLs it generates can be quite a challenge to decipher.
  This is a link from a piece of content from the Family Services theme (http://www.michigan.gov/emi/1,1303,7-102-112_220_221-353344--CI,00.html). By looking at the URL it is difficult to determine where the page came from other than it was generated from the Michigan.gov web site. We need to break the URL into sections in order to understand it. See the table below.

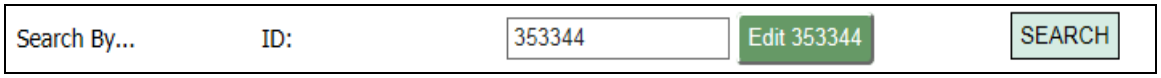
  Break Down of the Michigan.gov URL:



Path/directory: This is the path of the site.	**emi**/1,1303,7-102-112_220_221-353344--CI,00.html
Content ID: This is the ID of the piece of content that is being displayed within the body of the page. The Content ID can be used in the CMA to find a particular piece of content.	emi/1,1303,7-102-112_220_221-**353344**--CI,00.html

NOTE: There are always two dashes after the **Content ID** number. If there are three dashes after the last number, then it is **NOT** a **Content ID** number, but a **Category ID** number.

- Select **CONTENT** and **LIST/SEARCH CONTENT**, from the left menu, then enter the **Content ID** number for one of the pieces of content you have entered



- Click **Edit**

  OR

- Click **Search**

- Click on the **ID** link to view the **Edit Content** screen again

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
353344	Locate Content Sample	How can I locate my content?	100	04/28/2015	04/29/2015	Delete

Matching Rows 1-1 of 1 BEGINNING PREV NEXT END No More

Search by text

- Select **CONTENT** and **List/Search Content**, from the left menu
- Enter part of the title of the piece of content you wish to search for and click **Search**

Text: sample

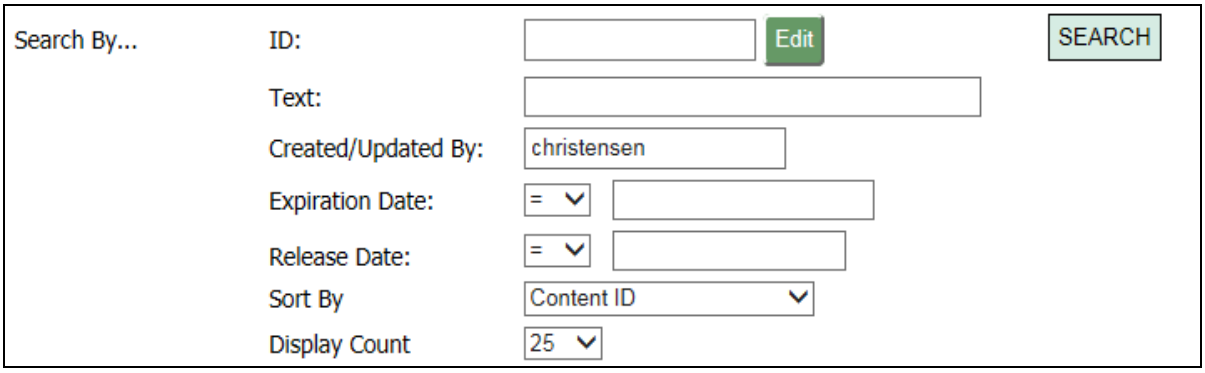
- If more than one item appears in the list, determine which is the one you need and click **ID(edit)**. (If you are unable to edit the content item, you do not have permissions to the content. This means that it is not your content, but someone else's with a similar title.)

Matching Rows 1-25 of 526 BEGINNING PREV NEXT END

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
353344	Locate Content Sample	How can I locate my content?	100	04/28/2015	04/29/2015	Delete
18328	Sample Outline for a Business Plan		100	03/09/2002		{Delete}
350657	Sample Online Schedules	http://mymassp.com/content/scheduling_mstep	100	03/24/2013		{Delete}
350553	Sample Performance Task and Classroom Activities Grades 3 - 8 and 11		100	03/23/2015		{Delete}
171026	Guidelines for Plan Preparation, Road Sample Plans		5	04/13/2002		{Delete}
84670	Sample Permit Application for Transportation Related Projects(7.8 MB)	/documents/deq/lwm-tfhu-samplepermit_196547_7.pdf	100	01/16/2004		{Delete}
8658	Animal Disease Analytical Testing Services	An informative resource for veterinarian practitioners detailing how, when, and where to submit serum samples for bovine & other ruminants, equine, swine, goat, and sheep testing. Obtaining test results is also detailed on this webpage.	100	02/11/2002		{Delete}
350086	Paper/Pencil Sample Item Sets		100	03/18/2015		{Delete}

Search by Author/Editor

- Enter all or part of a User ID in the **Created/Updated By** field



- Click **Search**

A list of all the content by that author will be listed.

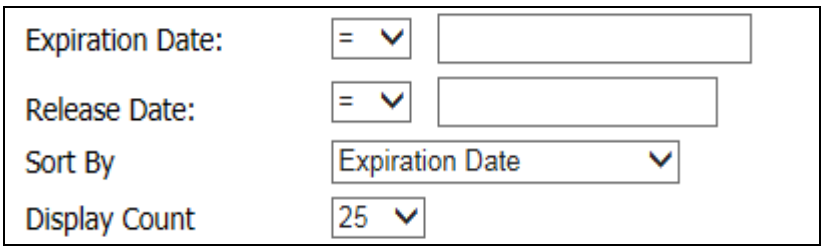
Matching Rows 1-25 of 2060 BEGINNING PREV NEXT END

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
15554	Government Address and Phone Directory		300	01/01/2001		{Delete}
74476	Report Technical Issues or Error Messages		100	09/03/2003		{Delete}
74779	ADA Issues	Where to get information about ADA: reference materials, training and other resources.	100	08/07/2004		{Delete}
174693	Monthly Index/Press Release	The Monthly Index or Press Release page layout is ordered entirely by the Release Date. The content is entered into the Left Navigation category and the page layout takes care of everything else. There are no content categories involved. There is an automatically generated archive of Press Releases created. Samples: SOS News Center DNR Press Releases Lottery Press Releases	100	08/22/2007		Delete
174781	FAQ Page Layout	The FAQ Page Layout is only available from the Top Navigation. It allows for Categories of FAQs. Each Question is a seperate piece of content. Each piece of content must be entered into the appropriate FAQ sub-category.	100	08/23/2007		Delete
174782	Content Archive	Content Archive Page Layouts take a large amount of information and order them according to the method determined by the Site Administrator. This can be done a number of different ways as demonstrated in the examples. Content is added to the Left Navigation category and the Page Layout takes care of sorting it out.	100	08/23/2007		Delete
174770	Monthly Calendar of Events	The Monthly Calendar of Events page layout is ordered entirely by the Event Date. The content is entered into the Left Navigation category and the page layout takes care of everything else. There are no content categories involved. There is an automatically generated index of past and future events created.	100	08/22/2007		Delete
18704	How to Use the Guide	The Administrative Guide to State Government presents, in either printed form or in an electronically accessible standard format, what an informed person should know about the major processes through which State government operates.	1	01/01/2002		{Delete}
47516	Training and Workshops	eMichigan offers different methods to become proficient in the use of the CMA. Training, Handouts, Listsesrve messages and now Workshops are all methods to learn more about the CMA and its use.	100	08/16/2011	03/12/2015	{Delete}
90702	Virtual Mackinac	http://vm.mackinacparks.com/	100	10/01/2014	03/05/2015	{Delete}
38519	Help for the CMA - Process	If a user has a question about the use of the CMA or if an issue arises, the first person to call is the Site Administrator for the site. If the Site Administrator cannot answer the question or resolve the issue, the Site Administrator will contact the site's CMA Expert.	1	06/05/2002		{Delete}
86443	PDF TIP: Creating User Friendly PDF Documents	May 27, 2004, 9:00 am in the Michigan Library and Historical Center Forum Room at 702 West Kalamazoo Street, Lansing. Tips and techniques for creating PDF documents for optimal use within Michigan.gov.	100	05/17/2004	03/05/2015	{Delete}
11755	Ombudsman Reference List	A list of Ombudsman's sites in other states and countries.	4	02/01/2002		{Delete}

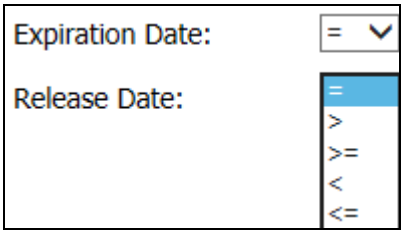
Search by Expiration/Release Date

Searching by Expiration and/or Release date allows you to locate content that was either released or expired within a certain timeframe. You can specify a number of different operands, such as equal to (=) a certain date, Greater Than (>) a date, Less Than or Equal to (<=) a date, etc.

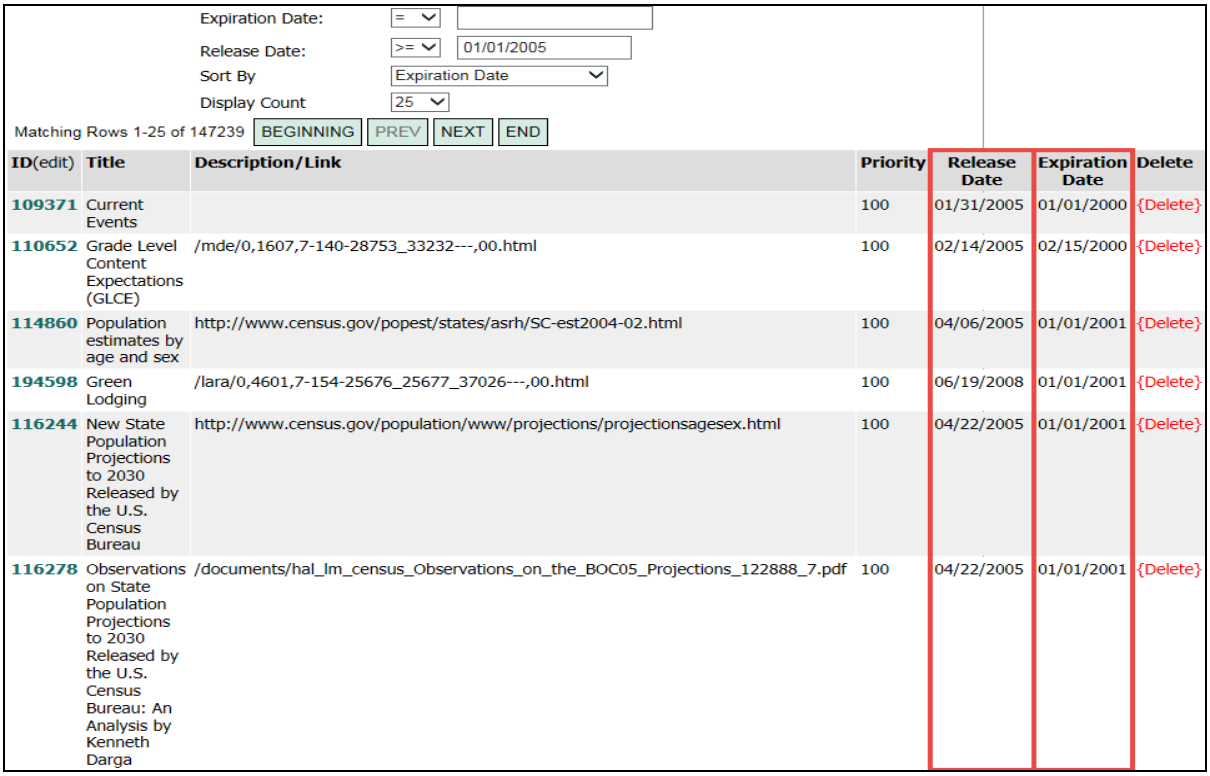
- Enter the desired information



- Select the appropriate operand for the **Expiration** and/or **Release Date**



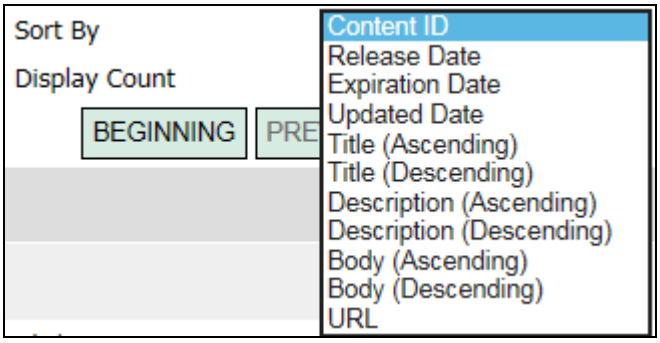
- Click **Search**



ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
109371	Current Events		100	01/31/2005	01/01/2000	{Delete}
110652	Grade Level Content Expectations (GLCE)	/mde/0,1607,7-140-28753_33232---,00.html	100	02/14/2005	02/15/2000	{Delete}
114860	Population estimates by age and sex	http://www.census.gov/popest/states/asrh/SC-est2004-02.html	100	04/06/2005	01/01/2001	{Delete}
194598	Green Lodging	/lara/0,4601,7-154-25676_25677_37026---,00.html	100	06/19/2008	01/01/2001	{Delete}
116244	New State Population Projections to 2030 Released by the U.S. Census Bureau	http://www.census.gov/population/www/projections/projectionsagesex.html	100	04/22/2005	01/01/2001	{Delete}
116278	Observations on State Population Projections to 2030 Released by the U.S. Census Bureau: An Analysis by Kenneth Darga	/documents/hal_lm_census_Observations_on_the_BOC05_Projections_122888_7.pdf	100	04/22/2005	01/01/2001	{Delete}

Sort by

- Click on the **Sort By** drop down box



- Select one of the following methods and click **Search**. Note the differences in the display.

  - Content **ID**

  - **Release Date**

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
113715	Distance Learning Resources from the Michigan eLibrary	http://web.mel.org/dobasicsearch.jsp?searchText=distance+learning&searchTopic=0&searchMethod=2	100	01/01/2005	04/25/2005	{Delete}
136432	December 13, 2005		1200	01/01/2005		{Delete}
63828	Michigan Works!	http://www.michiganworks.org/	4	01/01/2005		{Delete}
82417	Reporting and Notification of Hazardous Material Incidents		5	01/01/2005		{Delete}

  - **Expiration Date**

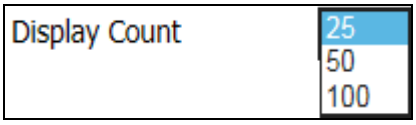
  - **Title** (ascending or descending)

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
291808	MDOT seeks public comment on proposed changes to hazardous materials routing designations in Detroit	December 21, 2012 -- The Michigan Department of Transportation (MDOT) is seeking public comment on proposed changes to the non-radioactive hazardous materials (NHRM) routing designations for four routes located in Wayne County.	100	12/21/2012		{Delete}
291137	MDOT seeks public comment on draft 2013-2017 transportation program	December 10, 2012 -- The Michigan Department of Transportation (MDOT) is seeking public comment on its draft 2013-2017 Five-Year Transportation Program.	100	12/10/2012		{Delete}
143210	Demolition work will close ramps and lanes at night on I-94 at US-23 this weekend	May 11, 2006-- Demolition work will close ramps and lanes at night on I-94 at US-23 this weekend	100	05/11/2006	01/23/2014	{Delete}

  - **Description** (ascending or descending)

  - **URL**

- You may also choose to list a different number of items by changing the display count



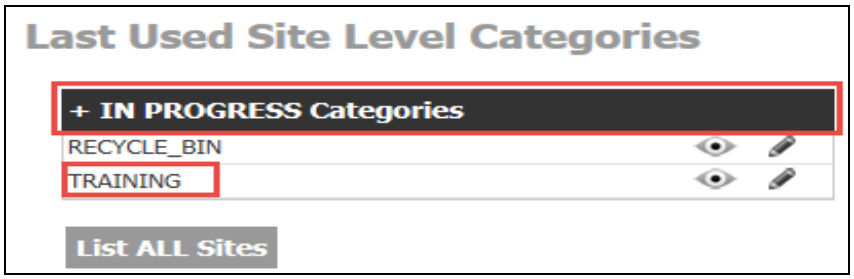
Browse Category

You can get a look at the structure of the site by using the **Browse Category** feature. The **Browse Category** feature also allows you to locate and edit content.

- From the left menu, select **CATEGORIES/ Browse Category**

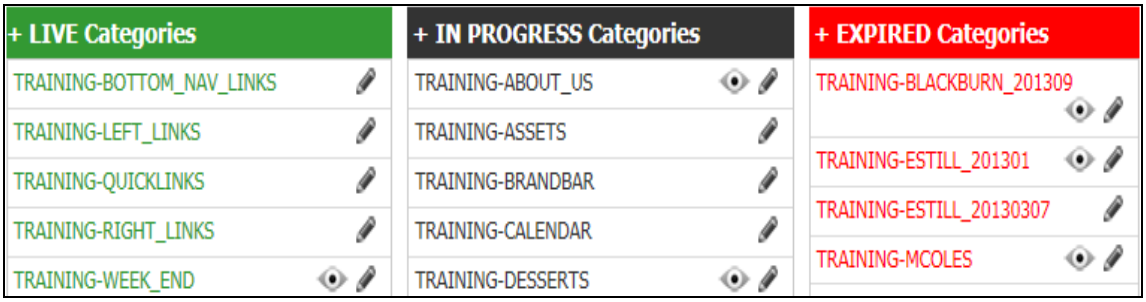
- Expand **IN PROGRESS Categories** and click the site **Training** to enter the **Browse Category** feature

  (**Note**: Selecting **List ALL Sites** will display a view of all SOM sites)



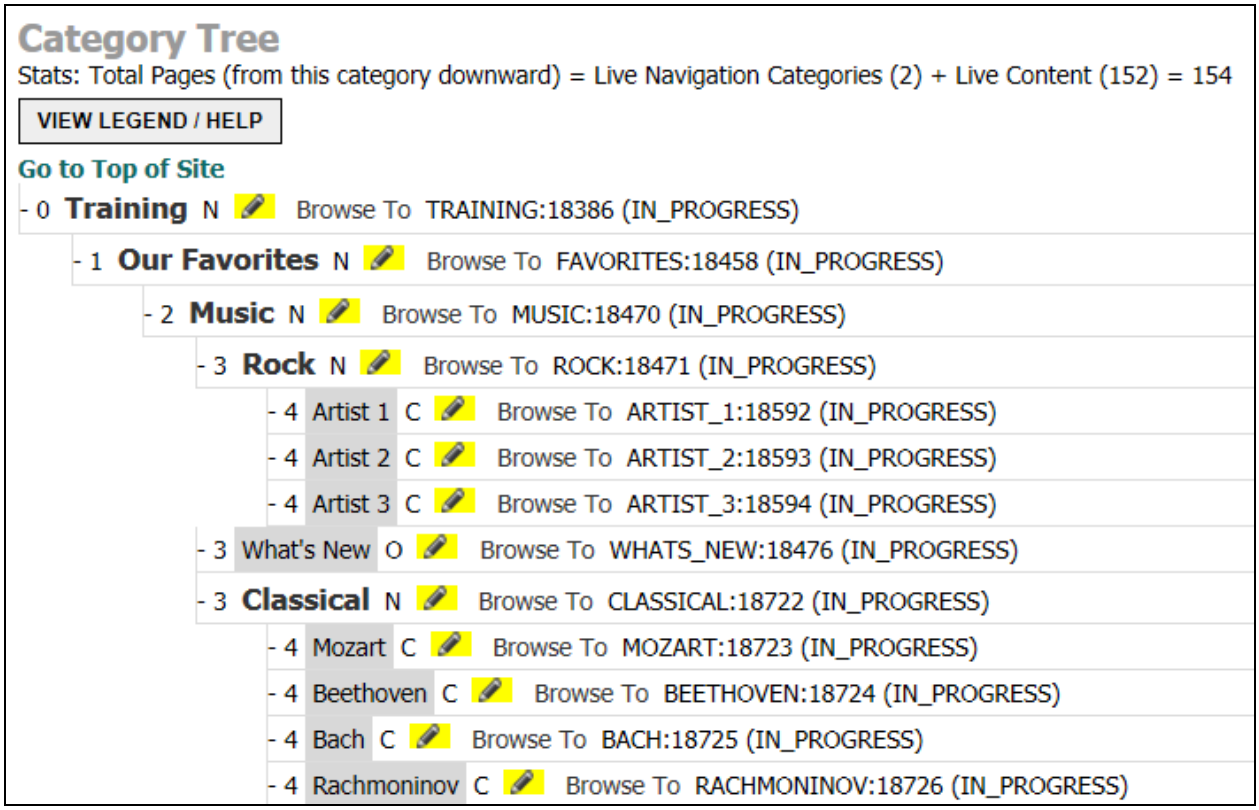
The categories are expandable and are displayed as:

- **LIVE** = **Green**
- **IN PROGRESS** = **Black**
- **EXPIRED** = **Red**

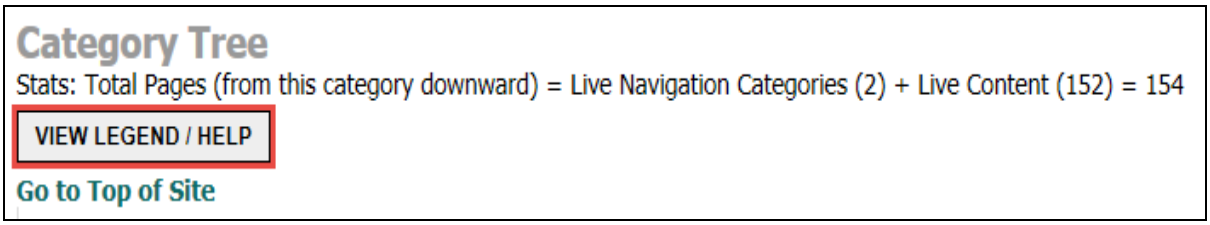


➢ Click **VIEW CATEGORY TREE**

You will see **Stats** and all the **Categories** listed in a hierarchical fashion.



➢ Click **VIEW LEGEND / HELP**



Displays a list that explains **Categories** (Type/Status), **Content** (any type), and the **List Content Button**:

Categories: (N = Navigation; C = Content; O = Other)

Category Type/Status	Example
N / IN_PROGRESS:	Current Openings N Browse To CURRENTJOBS:1508 (IN_PROGRESS)
N / LIVE:	Budget & Operations N Browse To OPERATIONS:1438 (LIVE)
N / EXPIRED:	Parole Board N Browse To PAROLE_BOARD:58680 (EXPIRED)
C or O / IN_PROGRESS:	Careers in Corrections assets O Browse To ASSETS:1439 (IN_PROGRESS)
C or O / LIVE:	Alphabetical List of Prisons C Browse To LIST:1789 (LIVE)
C or O / EXPIRED:	Region1 C Browse To REGION1:1422 (EXPIRED)

Content: (any type)

Content Status	Example
IN_PROGRESS:	*Attorney General Charges Former Head of Oakland ISD* / *ID: 89700 IN_PROGRESS*
LIVE:	*Parole Board units rally for St. Vincent's Home* / *ID: 66248 LIVE*
LIVE and EXPIRED:	~~*Emergency Railroad Telephone Numbers*~~ / ~~*ID: 59863 LIVE Expired*~~
DELETED:	~~*TRV Program 2001 Annual Report*~~ / ~~*ID: 23737 DELETED*~~
DELETED and EXPIRED:	~~*Buckle up or pay up!*~~ / ~~*ID: 68315 DELETED Expired*~~

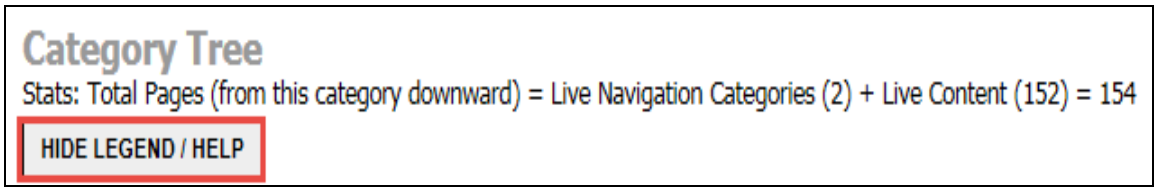
List Content Button:

NOTE: At the site (top) level, only site administrators have access to the list content button. For all others, the button will appear after selecting a category from the tree.

SITE ADMINS: Listing content at the site (top) level may take a long time, depending upon the size of your site. You may choose to select a category from the tree first (to load a smaller section of the tree), then list the content.

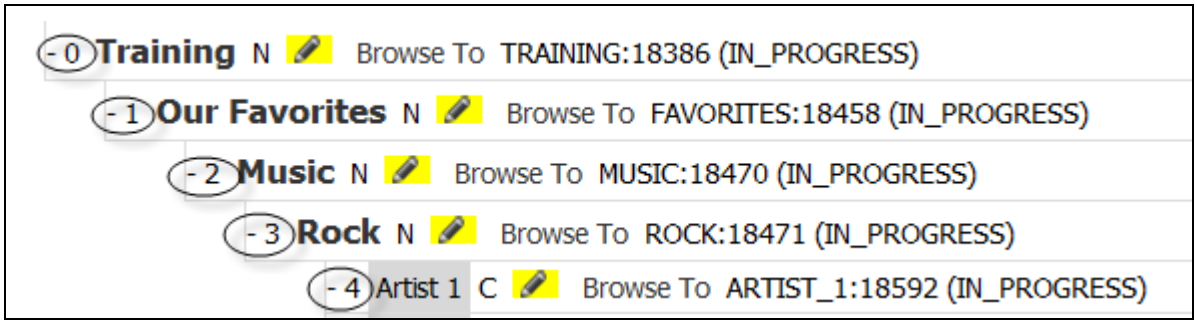
- **Example** of the LIST CONTENT button
- **Example** of the HIDE CONTENT button

➢ Click **HIDE LEGEND / HELP**

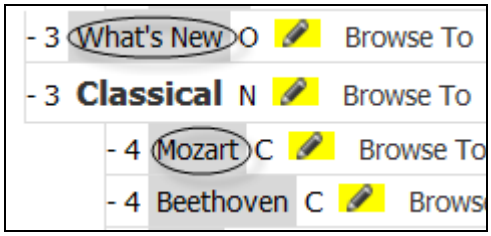


Returns you back to the original **Category Tree** view.

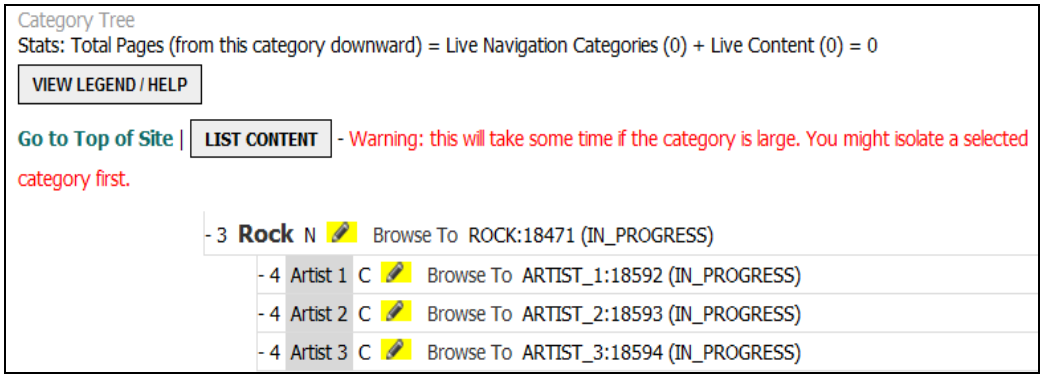
The different levels of the categories are numbered accordingly.



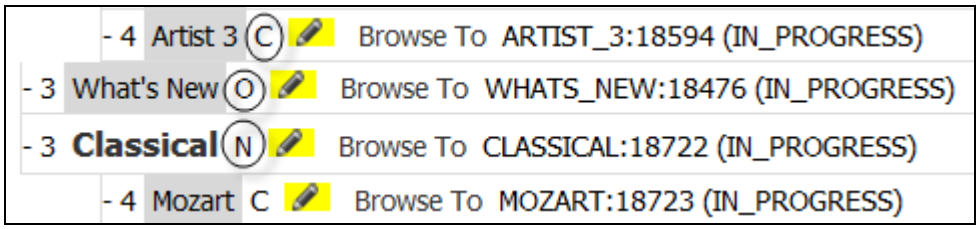
The **Category Display Text** is linked.



Clicking on one of the links will isolate that section of the navigation tree.

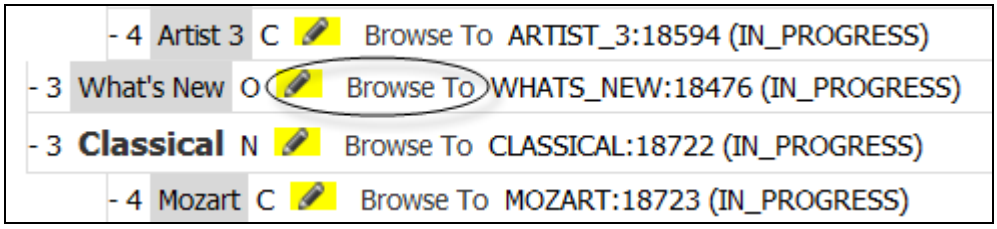


Each category has its **type** displayed in parentheses.



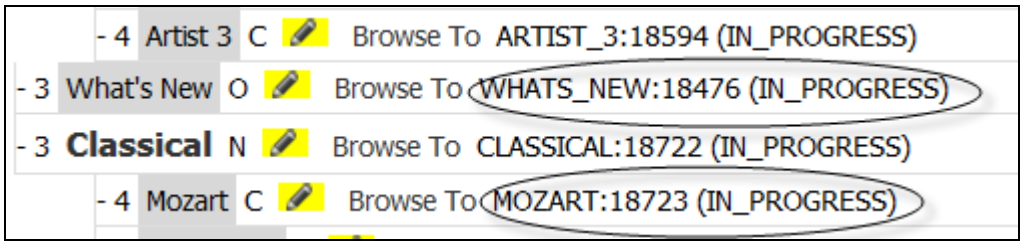
- **N** = **Navigation Category** which is used only for left navigation
- **C** = **Content Category** which is used for components
- **O** = **Other** which is used for Asset categories and some components

There is an **Edit** button and a **Browse To** link for the Categories.

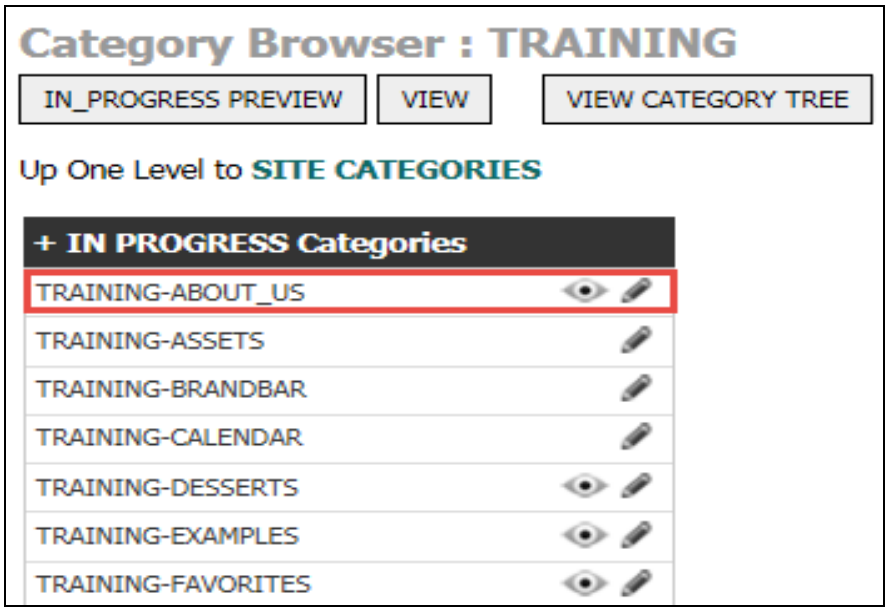


- **Edit** will allow you to view the **Edit Category** screen for that category
- **Browse To** will take you to the **Category Browser** screen for that particular category

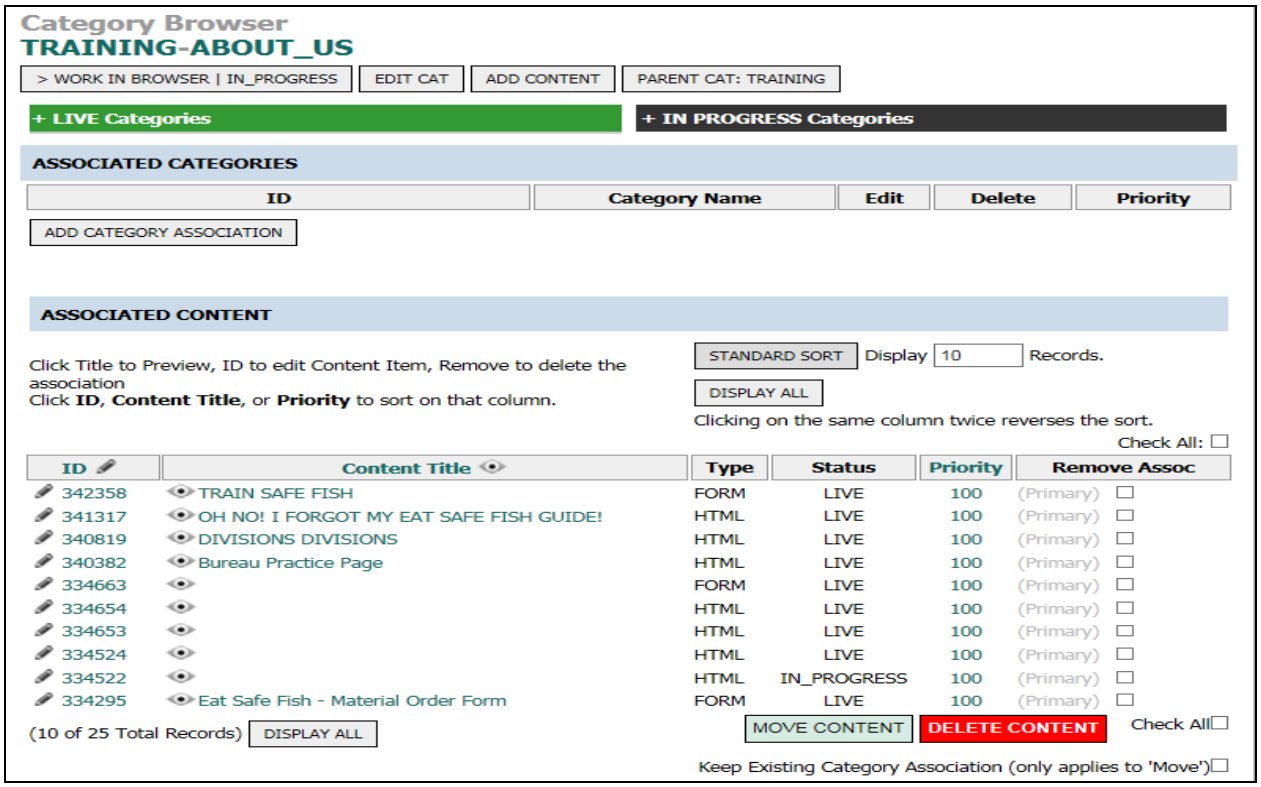
The actual **Category Name**, **ID** and **Status** is at the end of each entry.



From the **Category Browser** screen you can see a list of subcategories one level below the one you are looking at. You can navigate to one of the sub-categories by clicking on the name.

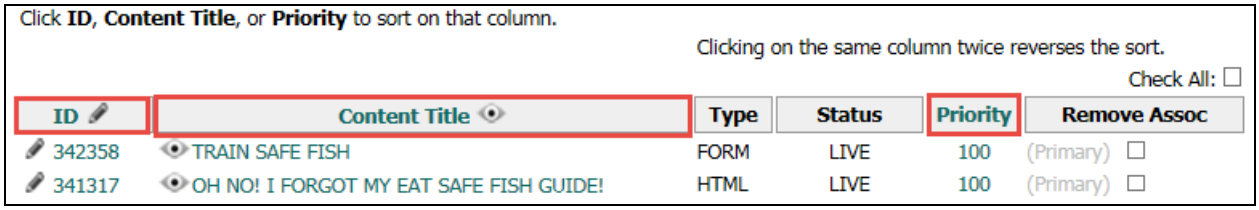


When you look at a **ASSOCIATED CONTENT** you will see a list of the content that is in that category.

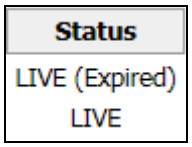


Initially 10 items are displayed. You can change the **Number of Items** displayed by typing the desired number in the box. Clicking **DISPLAY ALL** will allow you to see all records.

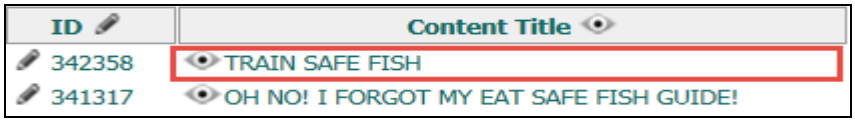
Initially the content is displayed in the order in which the component is set to display content. You can change the order by clicking on one of the sort column headings.



Expired Content is indicated as follows:



Clicking on the **Content Title** will take you to a **Preview** of the content.



Clicking on the **ID** will take you to the **Edit Content Item** screen.

You can add a new piece of content to the category by clicking **ADD CONTENT** at the top of the screen.

You can navigate up the category structure by clicking on the **PARENT CAT:** button. The category name will change based upon what level you are viewing.

When you are looking at a navigation category, you can see the **RD PAGE LAYOUT** template that is being used, the categories that are associated with each component and position.

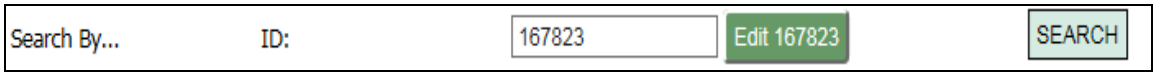
Edit Content

You may locate content to edit it later using many different methods, as outlined above.

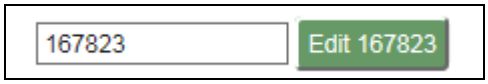
From List /Search Content

- Select **CONTENT** and **List/Search Content**, from the left menu

- Enter the Content ID in the **ID** field



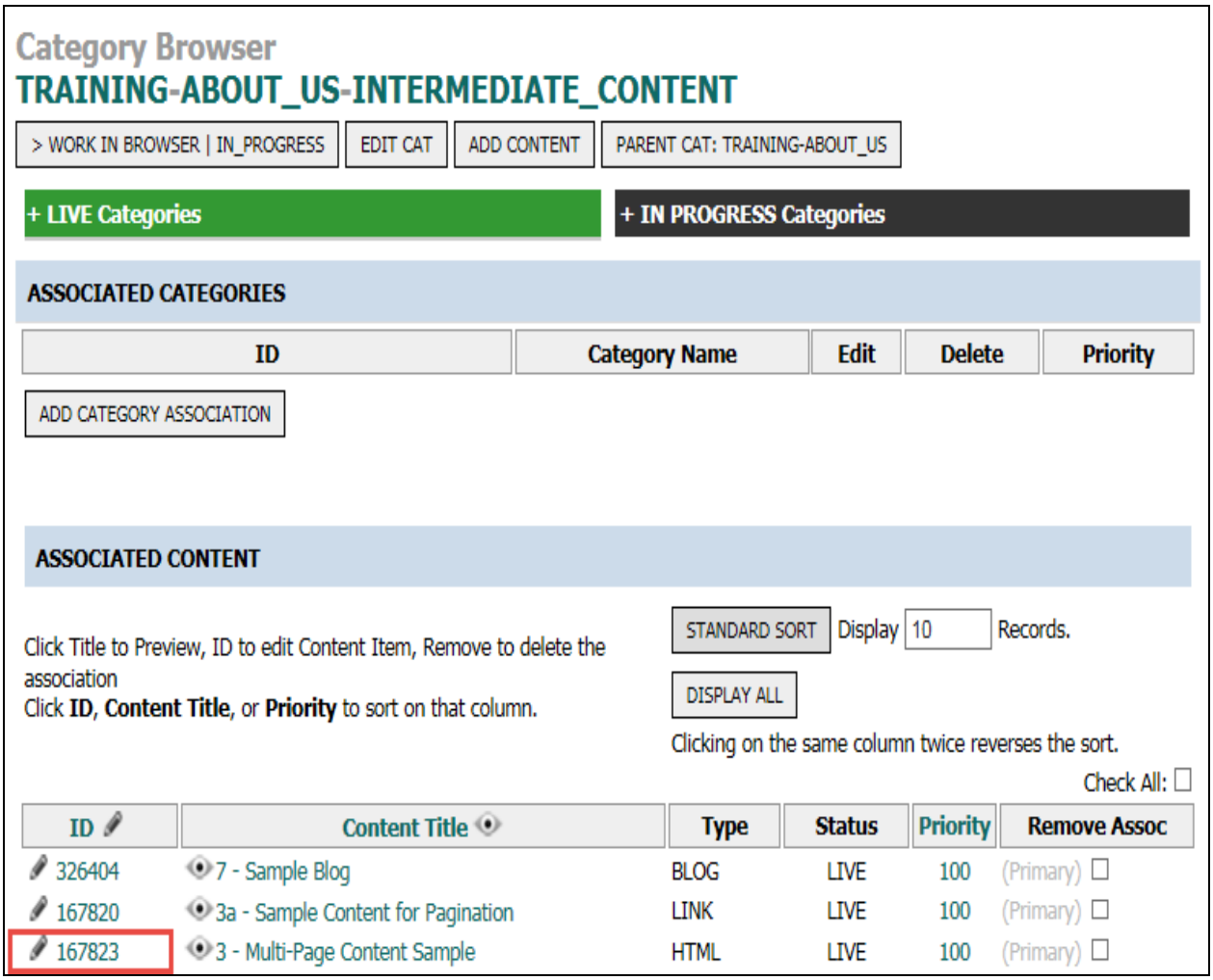
- Click **Edit** (displays Content ID entered)



You can also find content by searching on the **Text (Content Title)** field as discussed in ***Introduction to Content Entry*** as well as the methods discussed above.

From Browse Category

While browsing categories, you can see the content listed in each category. Simply find the category you wish to edit and click on the **ID** link next to Content Title. You will then be taken to the **Edit Content Item** screen.



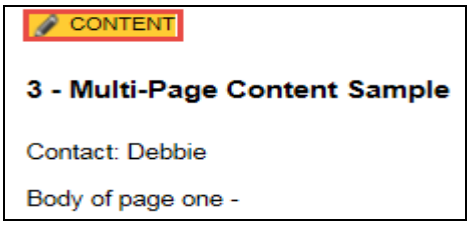
From Preview Sites

From the **PREVIEW SITES** menu, you can both **Preview** your content in and enter the **Edit Content Item** screen as your site will be in W3 mode.

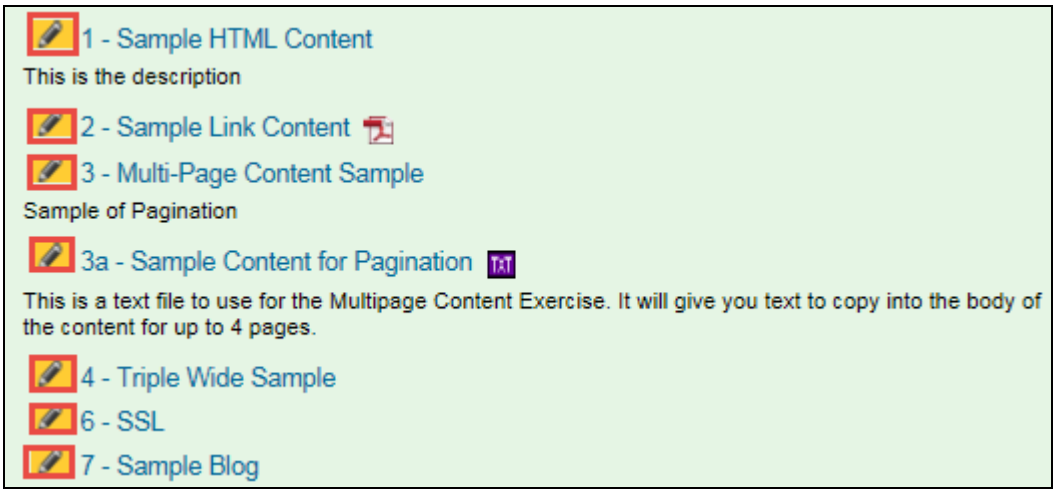
- You must be logged on to the **CMA**. From there, click **PREVIEW SITES** and select **/TRAINING**.

- Browse to the desired piece of content and open it to view the full content page.

- There will be a **CONTENT** (Edit Content) button at the top which will allow you to edit this piece of content. A new browser window will open when you click the button and you will be in the **Edit Content Item** screen.



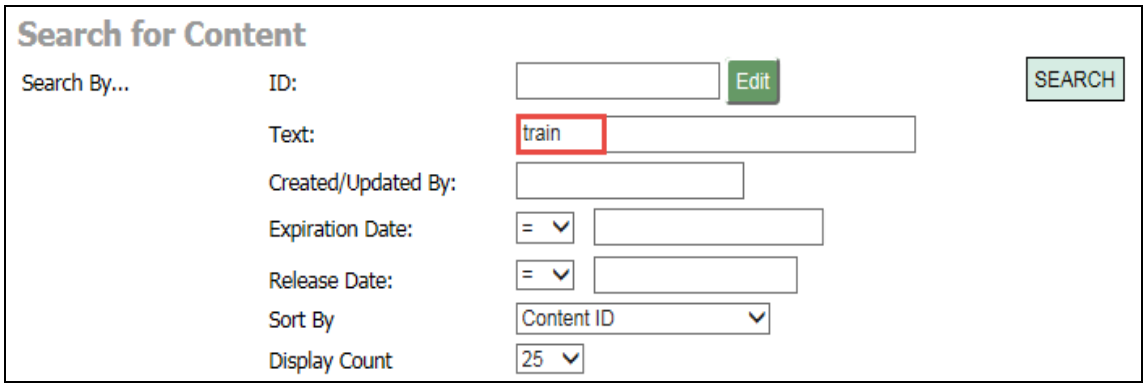
- From the **Page Layout/Template** screen you will also find an **Edit this Content** button next to the **Content Title** or **Link Text** of the content.



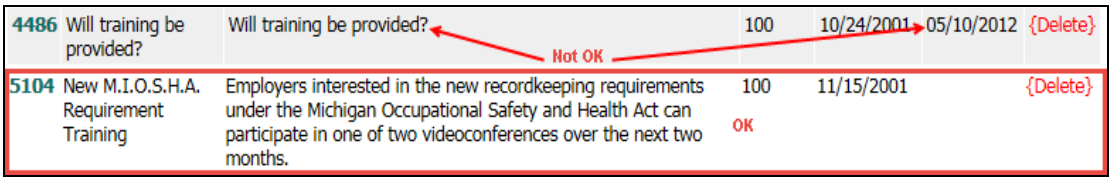
View Content

We can use content that we do not have permission to edit in our own site. Click on **ID**(edit) link to view and include it in our own categories.

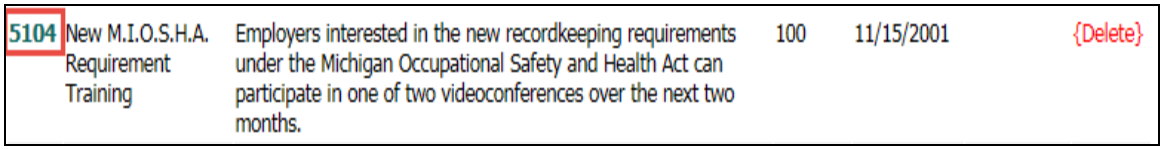
- Select **CONTENT** and **List/Search Content**, from the left menu. Enter the word "**train**" in the Text field.



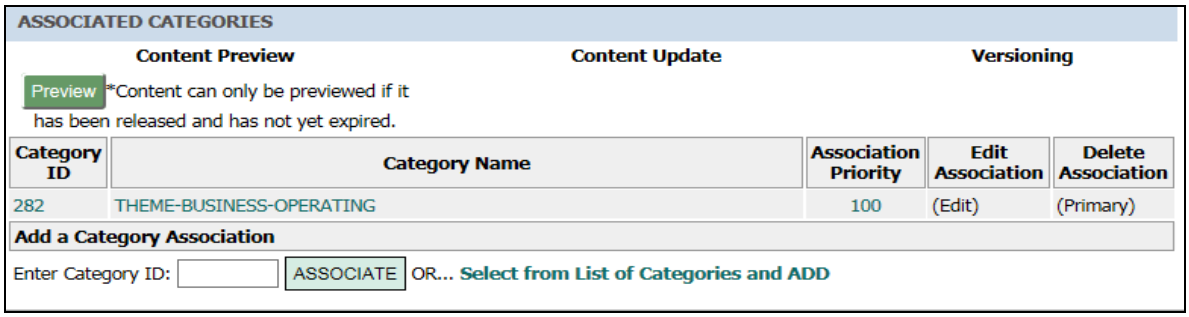
- Select a piece of content that is:
  - Not expired
  - **ID** link is teal



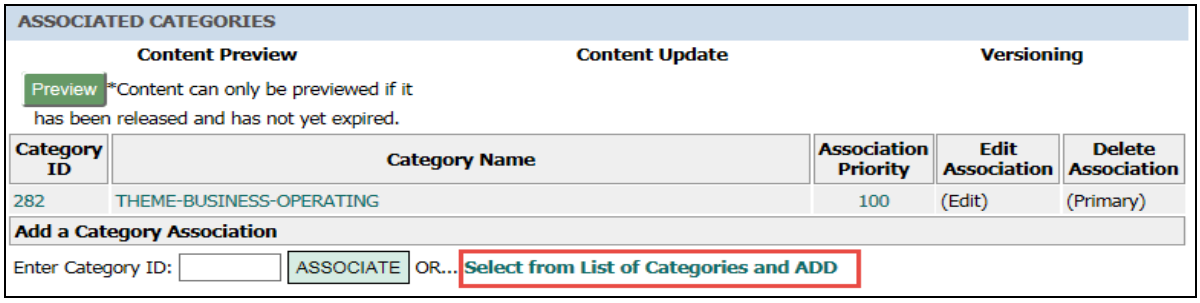
- Click on the **ID** link to view the content



- Scroll to **ASSOCIATED CATEGORIES**

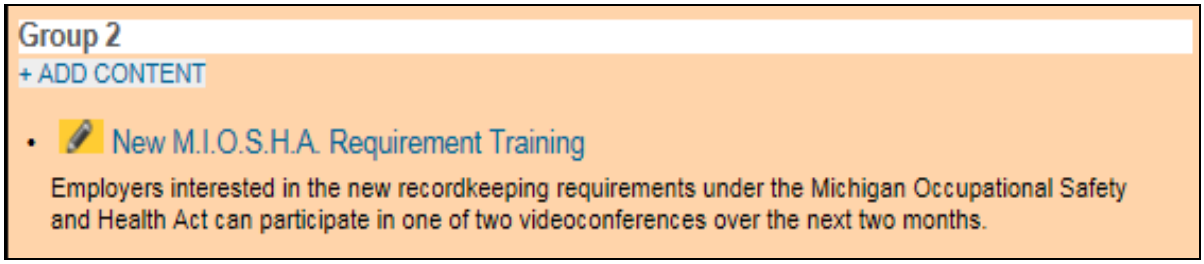


- Click on **Select from List of Categories and ADD**



- Select your **Associated Category**

- Click **Add**
- Go to the Training Site
- Navigate to your page and refresh - view your content in your category group



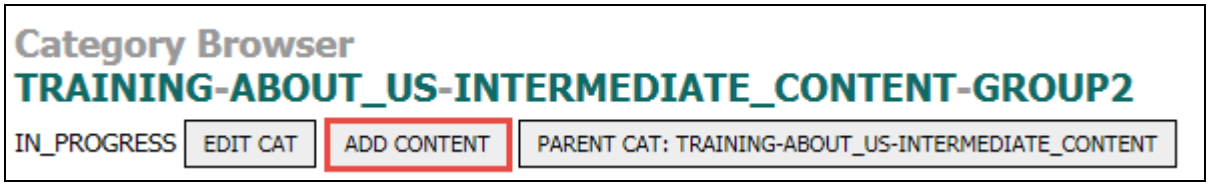
Add Content

In addition to the multiple ways to edit content, there are multiple ways to create new content as well.

CMA Left Navigation – CONTENT/Add Content

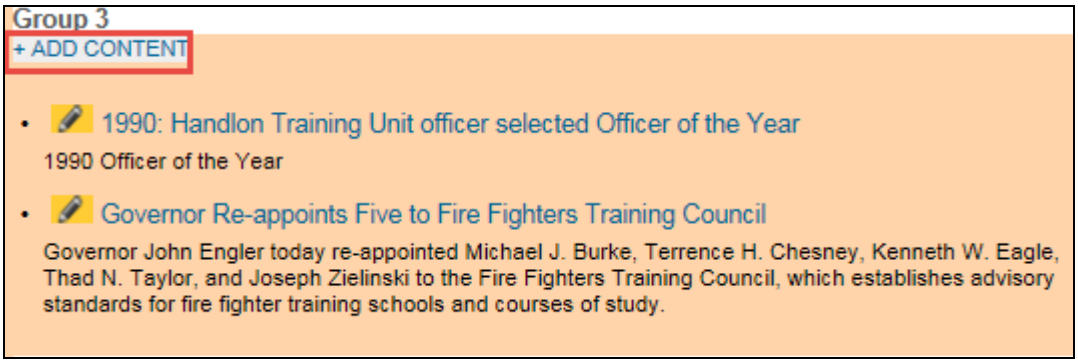
The most common way to create a new piece of content is to use the **ADD CONTENT** item from the left navigation in the CMA. This is the first thing taught in the first CMA class.

Browse to Category & Add Content



You can browse to your desired category first and then click on **ADD CONTENT** to add a piece of content directly to that category. Make sure you are in the category where you want the content to appear.

Preview Sites & Add Content



While in **PREVIEW SITE**, you can browse to the desired page. If the page is a **Component Page Layout**, you will be able to click on an **+ADD CONTENT** link at the top of the box to add additional content to the category for that box. If the Page Layout is not a Component type of layout, **this will NOT work** - for example:

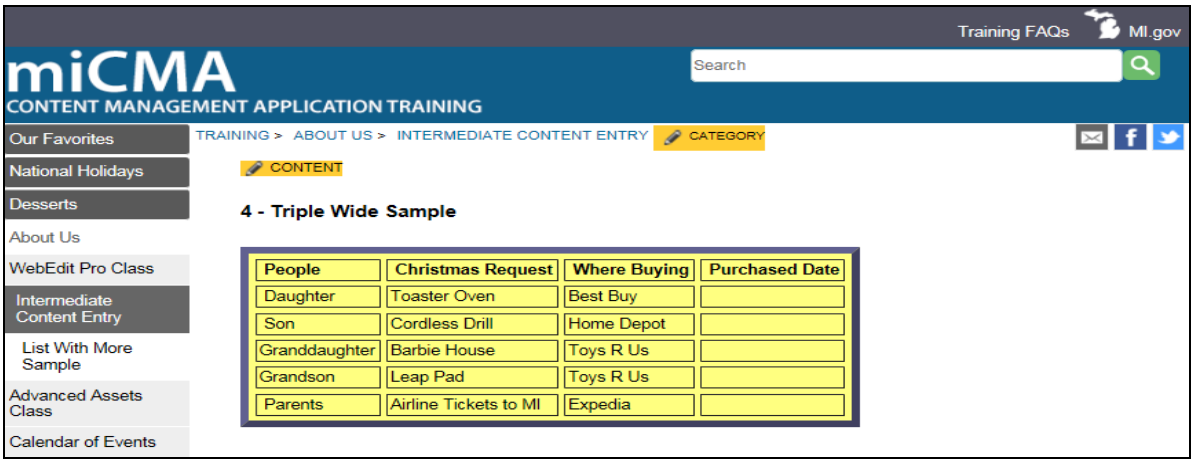
- **Calendar of Events**
- **Full Content**
- **Content Archive**
- **Categorized Call**

Some variations on this occur when the page layout includes a component box in addition to the other aspects of the page. You will find this on **ALL** the following page layouts:

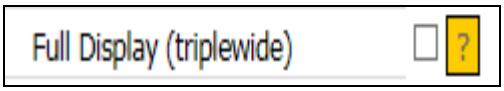
- **All Component Page Layouts**
- **Press Release - While there is no Component box on this page, the functionality has been added to this template!**
- **Categorized Call with Intro** - the **Intro** box will have **+ADD CONTENT** at the bottom, but the Categorized Call boxes will not
- **Theme** page - the Intro box at the top will have **+ADD CONTENT** at the bottom of the box

Triplewide

Triplewide content eliminates the right navigation and allows the author to utilize more room. Normal content only allows for 640 pixels in width. **Triplewide** content allows for 790 pixels. This will allow for wider images and tables.



To make a piece of content Triplewide, simply click the box in the **Full Display (triplewide)** field of the **New/Edit Content Item** screens. It is located directly below the Priority field.



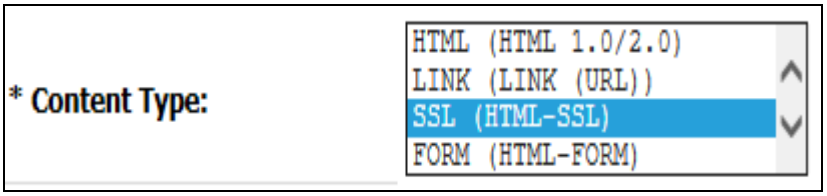
Content Types

In Introduction to Content Entry, we covered HTML and Link content. There are other types of content that can be used. We will look at one of them here.

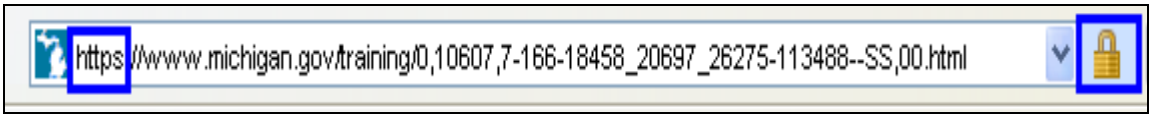
SSL

Secured Socket Layer (SSL) content type is used whenever you need the page you are creating to be secured or encrypted. You can create a form that will be encrypted when it is submitted. Be aware, however, that while the submission of the form is, indeed encrypted and is secure, the mailing of that form from the server to the recipient within the State of Michigan is not secure.

- Click **CONTENT/Add Content**
- Select **Category Group**
- Select **Primary Category**
- Select **SSL (HTML-SSL)** as the **Content Type**



- Enter the **Content Title** - Use **Your name - SSL**
- Enter the remainder of the content as you would any other **HTML** content. For information on creating forms, please see the **Guide to Creating Forms in the CMA** found on **http://www.michigan.gov/e-michigan** on the Reference Center button.
- Click **ADD**
- View your content on the Training Site. Note the **Padlock** icon in the **status bar** and the https:// in the **Address** field.

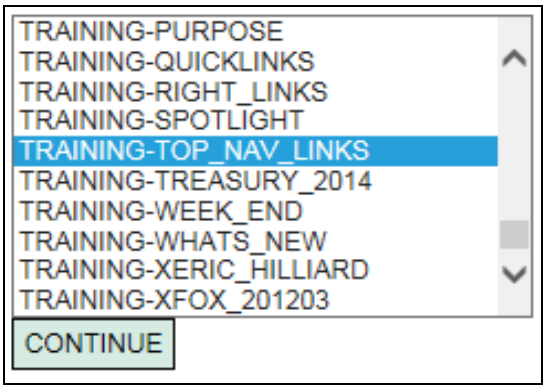


Special Content

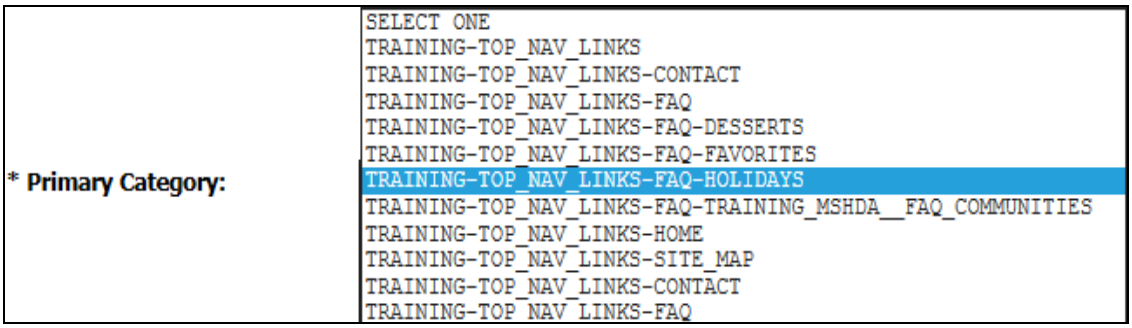
FAQ

FAQs are presented in a template specifically designed for FAQs. In order to have the questions and answers displayed properly, the fields must be completed in a specific fashion.

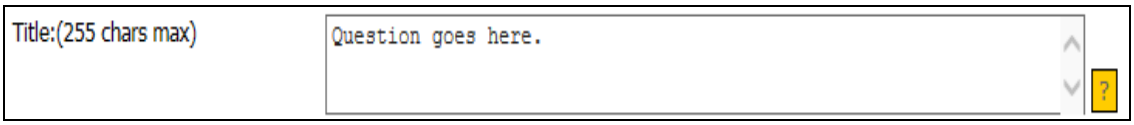
- Click **CONTENT/ Add Content**
- Select the **Category Group** (*Sitename*-TOP_NAV_LINKS)



- Select the **Primary Category** (*Sitename*-TOP_NAV_LINKS-FAQ-**CATEGORY**)



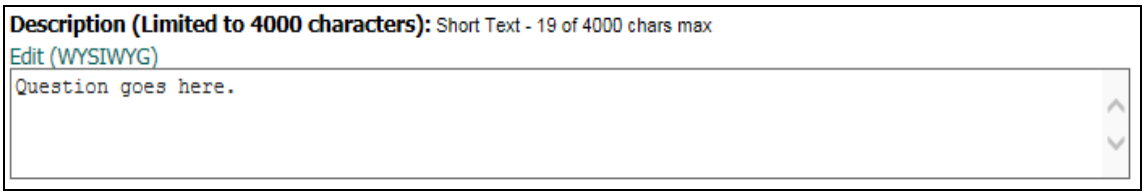
- The **Content Type** is **HTML**
- In the **Title** field, enter the **question** as you want it to appear on the list of questions



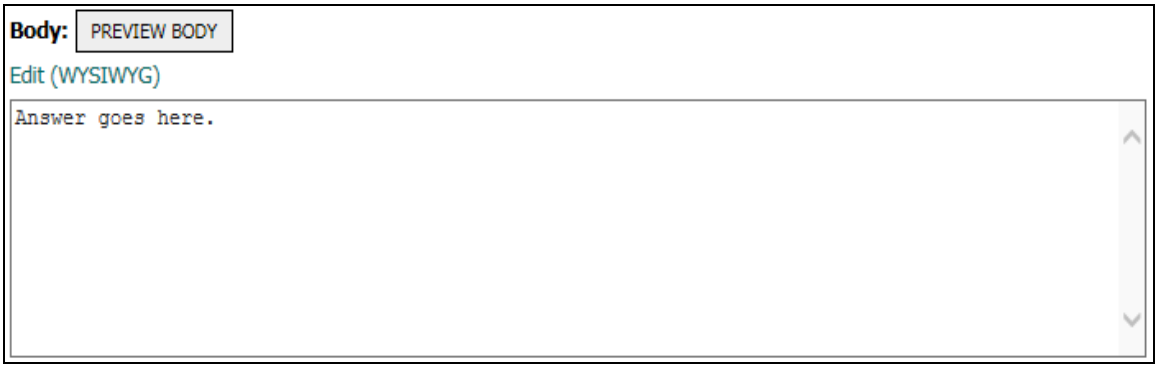
- Complete the other fields as appropriate

Questions are ordered by reverse release date (oldest first) then Priority when release date is the same. Set the release date and priority to order the questions as you want them to appear.

- In the **Description** field, enter the **question** as you want it to appear on the page that also contains the answer. This will usually be the same as what was entered in the Title field and will display as the content title in the component section.



- In the **Body** field, enter the answer to the question. If there is more than one paragraph, you will need to use **HTML** tags or **WYSIWYG**.



- Click **ADD**

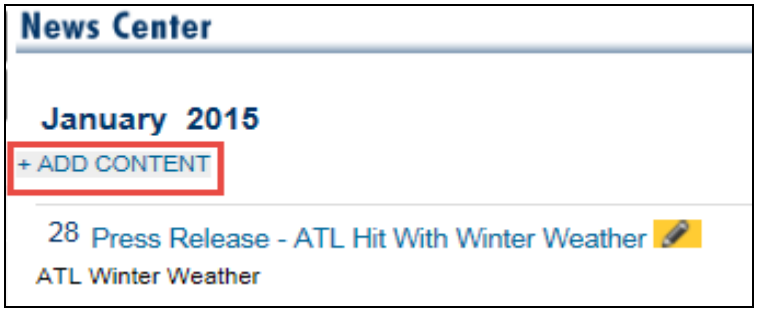
- View your FAQ on the Training Site

FAQs are not updated automatically. The cache clear schedule does not apply to the top navigation. **FAQs** need to be manually cleared. When you update or add a new **FAQ**, please contact your site administrator to have the **Top Navigation** cleared.

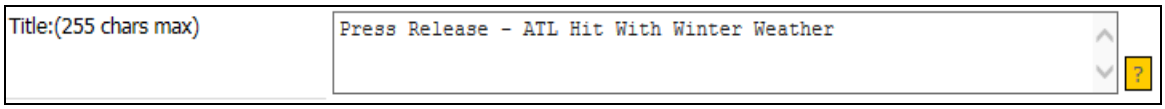
Press Releases

The following are the standards for press releases on the web. All agencies are required to adhere to these standards.

- Select **Press Releases** from Left Navigation Menu on the Training Site
- Click +**ADD CONTENT**

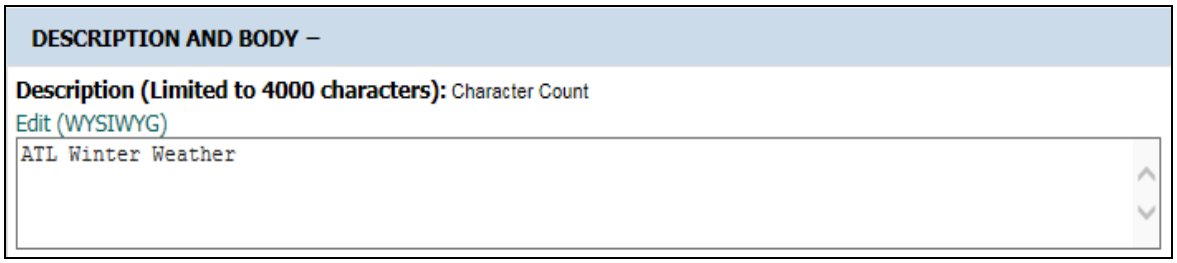


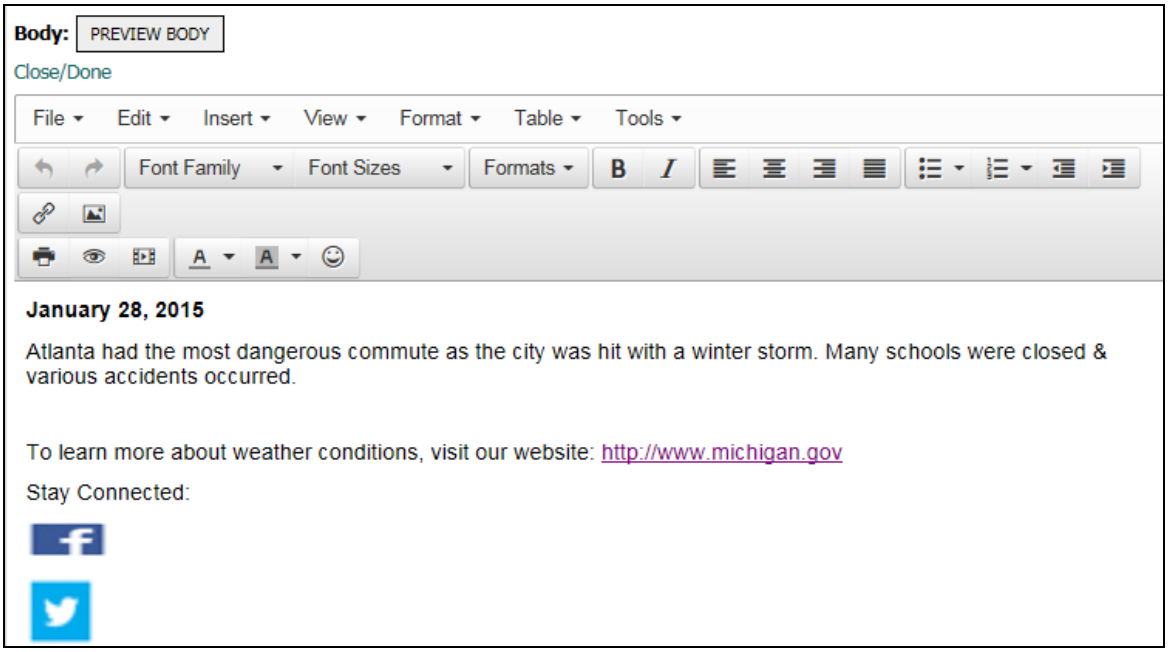
- **Title** field: There should not be a subhead in the body. Simply put a semicolon after the title and put the subhead there.



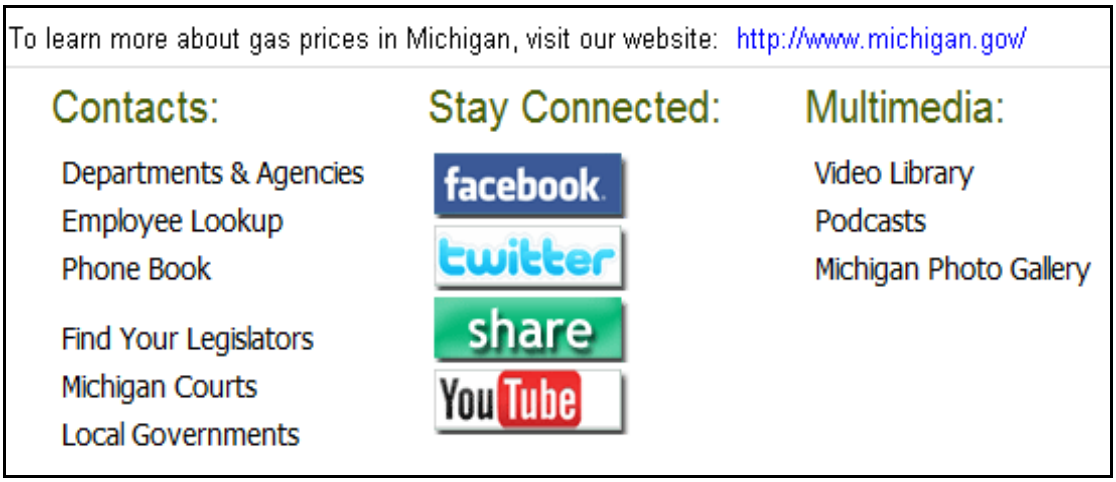
- **Agency Information**: **ALWAYS** include the **Contact Name, Phone Number** and **Agency**

- **Description:** Enter a short **description** about the press release





- **Body**: (Note: This view is in WYSIWYG)
  - The first item in the body should **ALWAYS** be the date, in bold (See above)
  - **Do not** use a dateline, unless it is somewhere other than Lansing
  - Do not use **FOR IMMEDIATE RELEASE**. It is not necessary.
  - The default font set in Vignette is Arial, Helvetica 10 point. Please, use this font and size for the body text.
  - All press releases should be left justified and single-spaced with no paragraph indentation and one line between paragraphs
  - At the bottom of every release, include a link to the press release page of your department. For example (the exact wording is up to each agency):



Releases do **NOT NEED ANY KIND OF END DEMARCATION** (### or -30-).

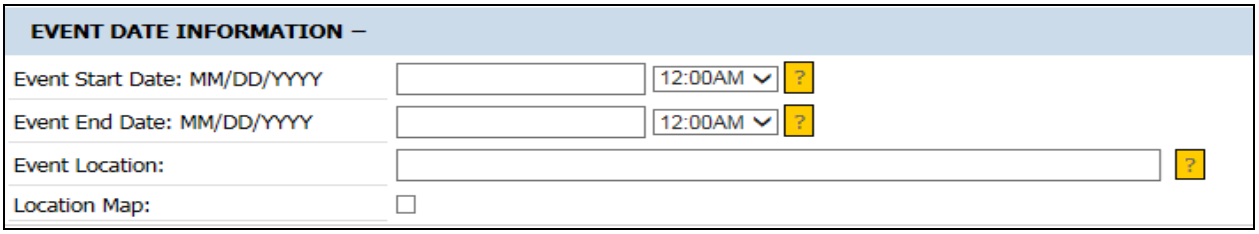
Attachments (letters, charts, etc.) should be converted to **PDFs** and included as associated assets.

- Click **Close/Done**
- Enter **Keywords**
- Click **ADD**
- View your Press Release on the Training Site

(View Press Release samples at***: http://www.michigan.gov/minewswire***)

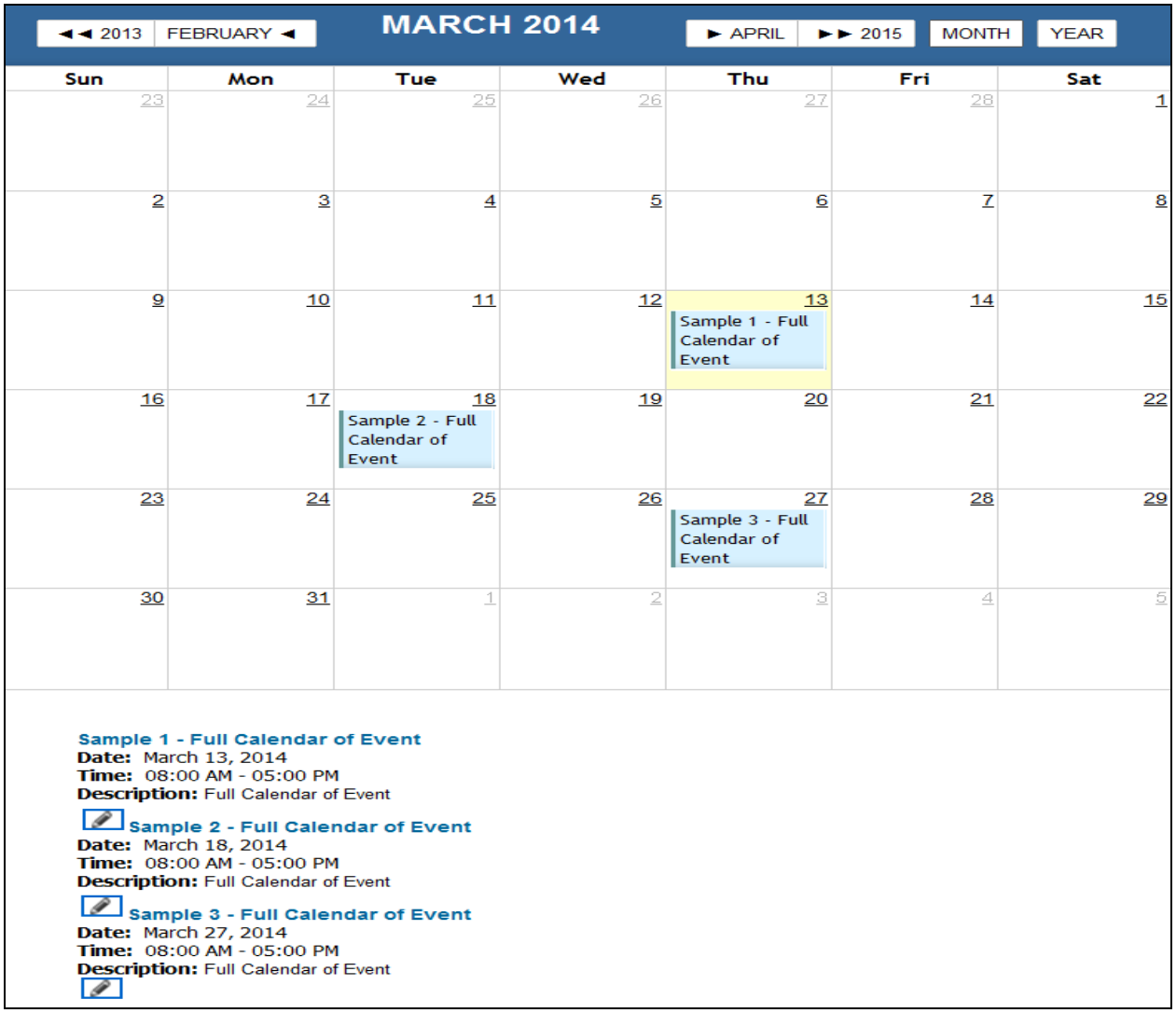
Calendar of Events

Content for **Calendar of Events** is created in the same fashion as any other piece of content. The only difference for content entry is specifying the **Event Start Date/Time, Event End Date/Time, Event Location (Optional)** and **Location Map (Optional)**.

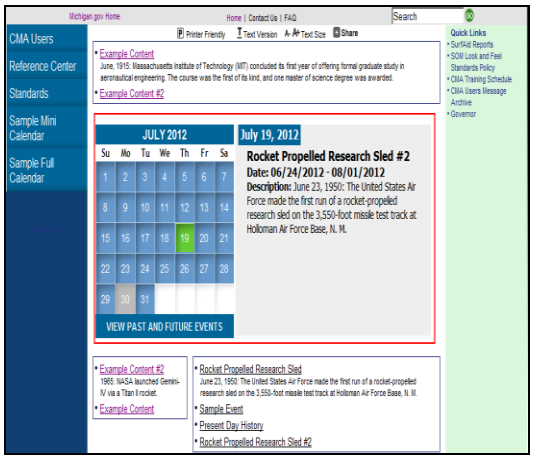


Your Site Administrator will determine if content will be entered on a **Full** or **Mini Calendar** template. Events are added to the left navigation category for the Calendar of Events template.

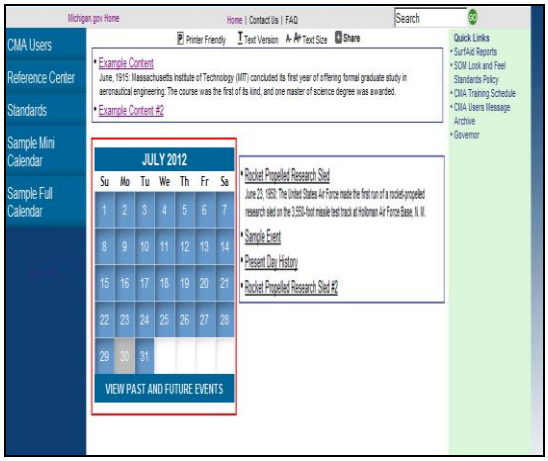
Sample Full Calendar (Displays list of all the months' events below the calendar)



Sample Mini Calendar in Double Wide

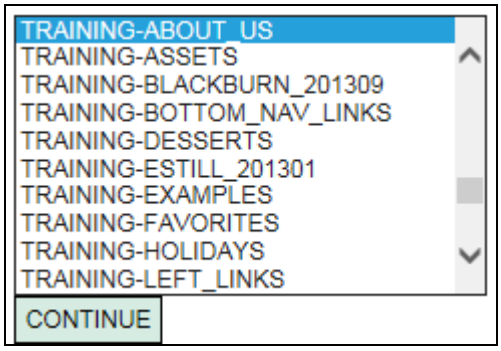


Sample Mini Calendar in Single Wide

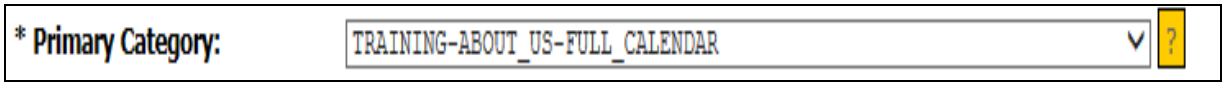


Create an **Event** that will be added to the left navigation category for the **Full Calendar** template.

- Click **CONTENT/Add Content**
- Select: **TRAINING-ABOUT_US**

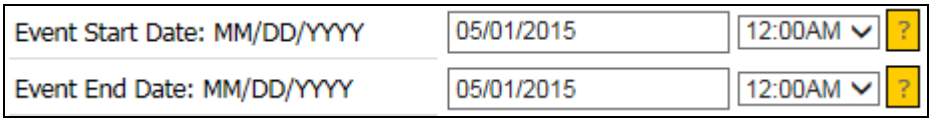


- Click **Continue**
- Primary Category: select **TRAINING-ABOUT US-FULL_CALENDAR**



- **Content Type** leave **HTML**
- Add your **Title**
- Complete necessary fields with asterisks (*)
- Expand **EVENT DATE INFORMATION** and enter the **Event Start Date/**time and **Event End Date/**time. These are not required fields. But if you use one, you have to use the other. If this is to be a one-day event, enter the same date in both fields.

NOTE: If the time fields are both left on the default of 12:00AM, then the server considers the event an "All Day Event" and will render the content as such.



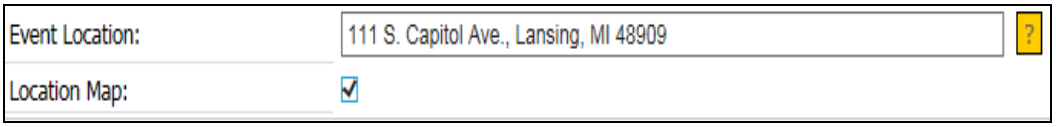
- Enter an **Event Location** and check the **Location Map** box (not required fields). These fields are for any content. Type in the text for the Event Location and it will show on the content page with these special characteristics:

  a. Type in a specific street address and it will show a hyperlink to a Bing map. <u>Example</u>: 111 S. Capitol Ave., Lansing, MI 48909 (no comma between state & zip)

  b. Type in HTML code (hyperlink) and it will show that hyperlink

  c. Type in text and it will be only text. The server won't do anything special.

  The **Location Map** check box is used in conjunction with characteristic a. If you type a specific street address, it will create a Bing map in the content.



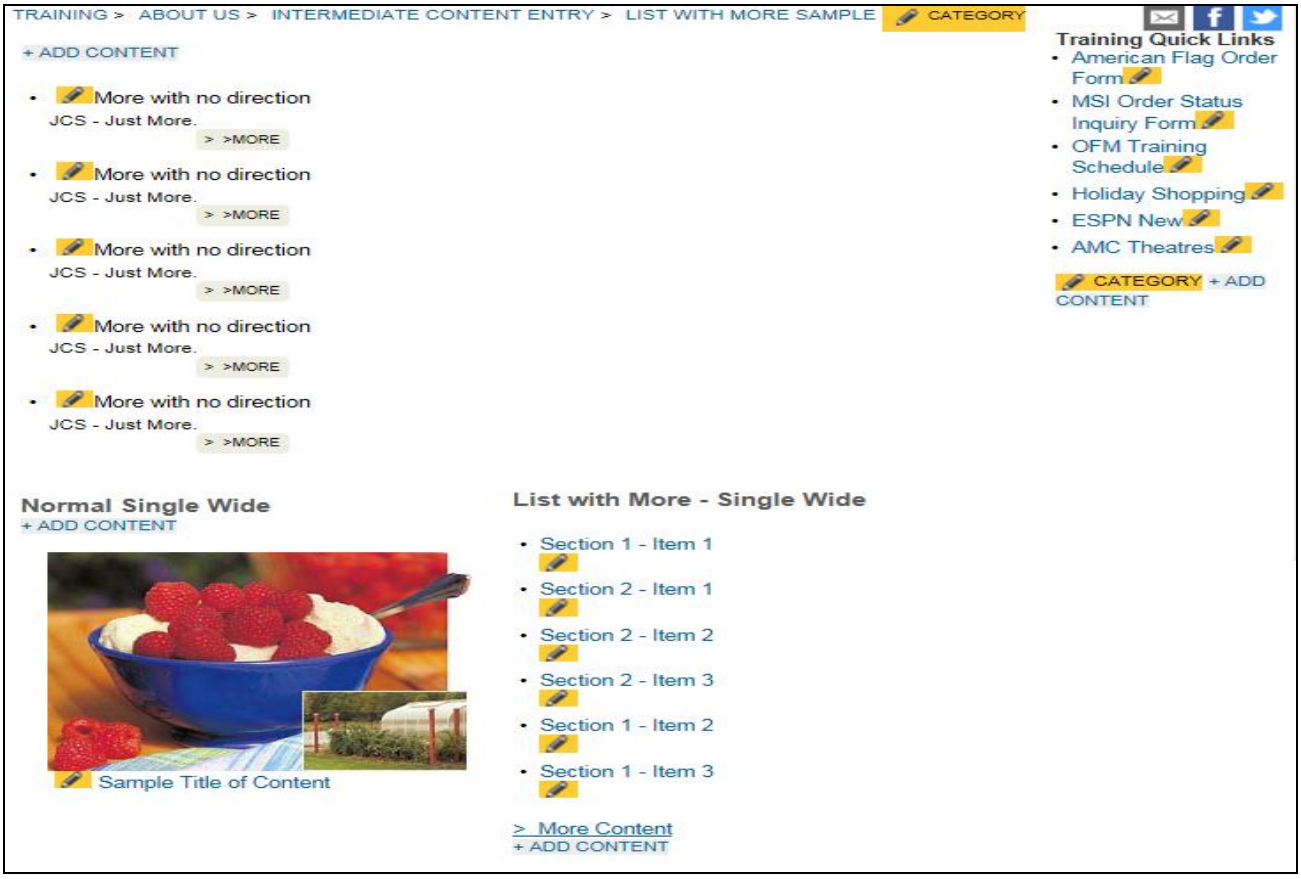
- Enter the **Description** and the **Body** fields

- Click **ADD**

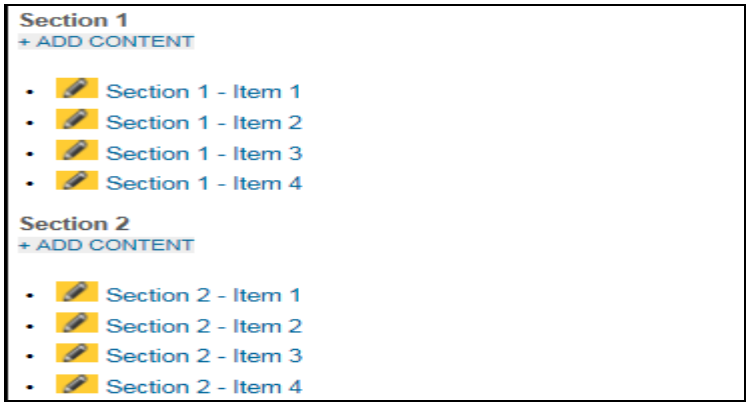
- View your Calendar of Event on the Training Site

List with More Component

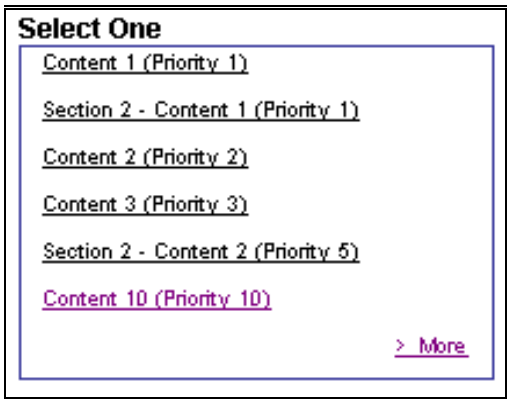
The List with More Component offers unique capabilities. When a Site Administrator employs this component type, the first few items are displayed in the component and a link to the full list is at the bottom of the component.



When the **> More** link is clicked, the user is taken to a page like the one below. It will always be some sort of Categorized Call and may have one or many boxes on the page.

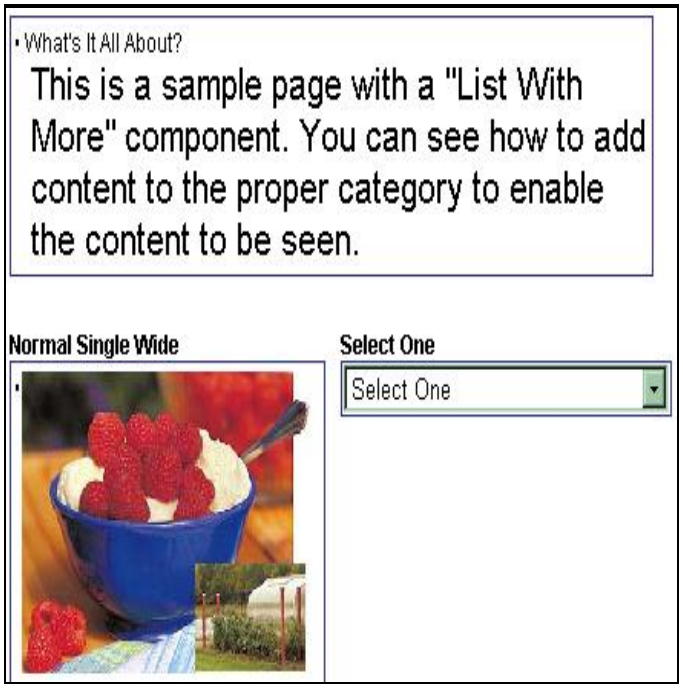


The component can be customized in a variety of ways. One is a simple list. The number of items on the list is determined by the Site Administrator. The order in which the items are displayed is by priority. It disregards subcategories in compiling the list for the component.

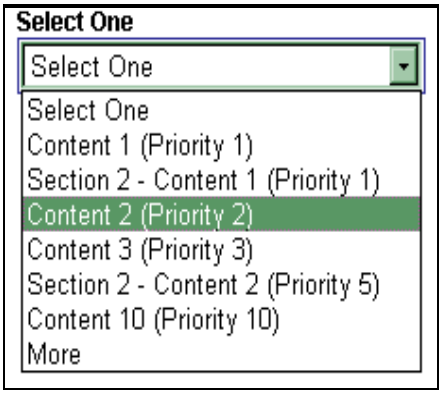


Note: Items are displayed in order based on priority and not on sub-category.

The component can also be customized to be a drop-down **Select Box**. Again the Site Administrator will determine how many items are displayed when the box is expanded. **More** will always be the last choice to access the full list.



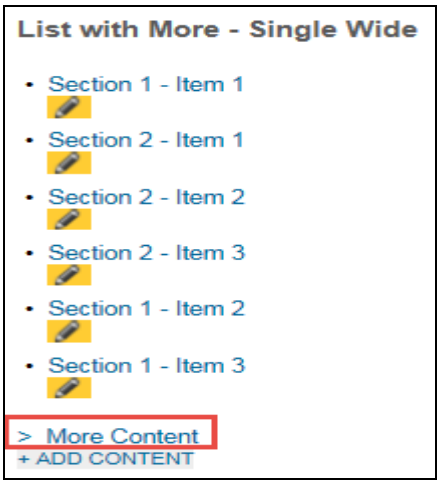
Select Box instead of standard component



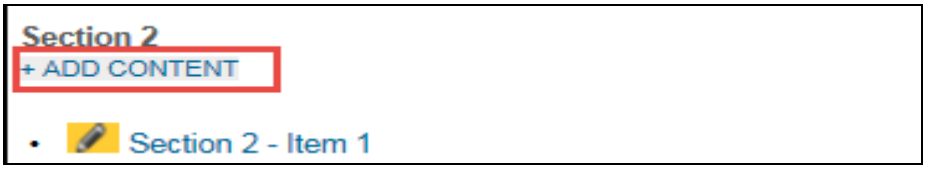
Select Box expanded

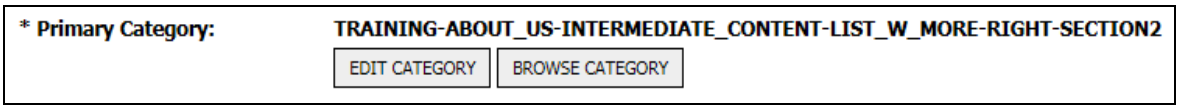
Create content to add to a **List with More Component**.

- Click **> More Content** to see the full List with More content on the Training Site



- Click **+ADD CONTENT**



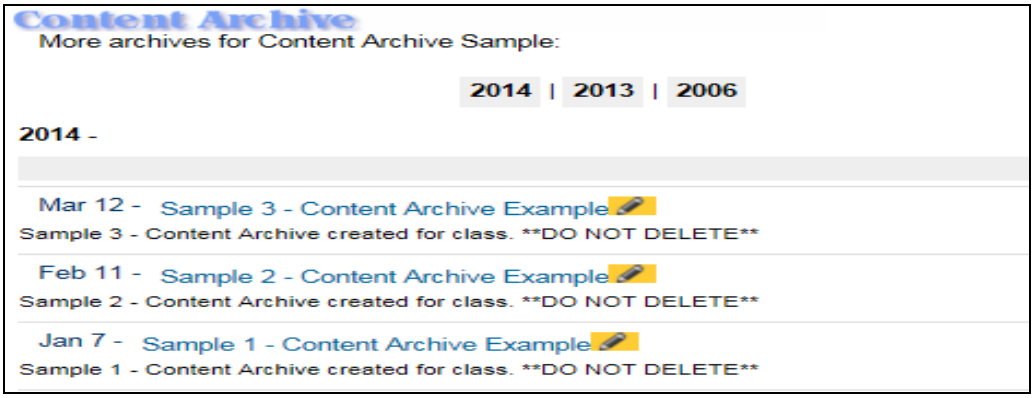


Note: The Primary Category and sub-category defaults (since you navigated from the Training Site using ADD CONTENT. Otherwise, you must select a **sub-category** of the component when creating new content from CMA. That is, a category from the page that is seen when **> More Content** is selected, rather than the component category itself. These categories are sub-categories of the **List with More Component**.

- **Content Type** select **HTML**
- Add **Content Title**
- Complete all necessary fields marked with an asterisk (*)
- Enter **Body** text
- Click **ADD**
- View your List with More Component on the Training Site

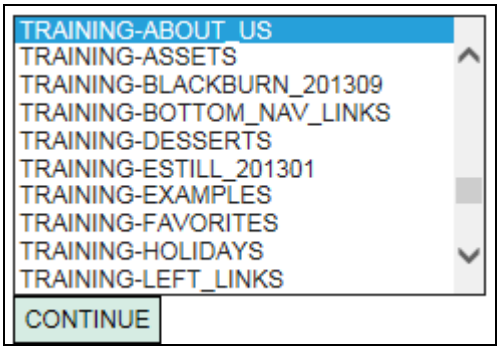
Content Archive

Content for a **Content Archive** is created in the same fashion as any other piece of content. The **Primary Category** will be the left navigation category. **Content** will be ordered by **Release Date** or **Alphabetically**, according to the parameters set by the Site Administrator.



Create content to add to a **Content Archive** category.

- Click **CONTENT/Add Content**
- Select: **TRAINING-ABOUT_US**



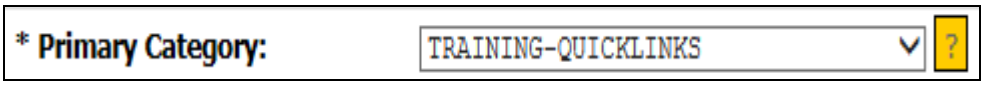
- Click **Continue**
- Select: **TRAINING-ABOUT US-CONTENT ARCHIVE**

- Select the desired **Content Type**
- Add your **Content Title**
- Enter the appropriate fields for the content type selected
- Click **ADD**
- View your Content Archive on the Training Site

Quicklinks

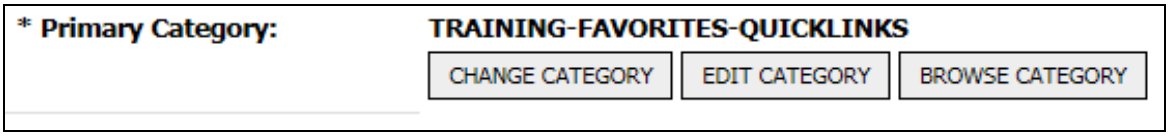
Content for **Quick Links** is created in the same fashion as any other piece of content. The only difference is specifying the correct **Primary Category**. **Quick Links** may be added at a variety of category levels.

- **Global Quick Links**:
  - The **Primary Category** for **Global Quick links** is **sitename- QUICKLINKS**
    Example: **TRAINING-QUICKLINKS**



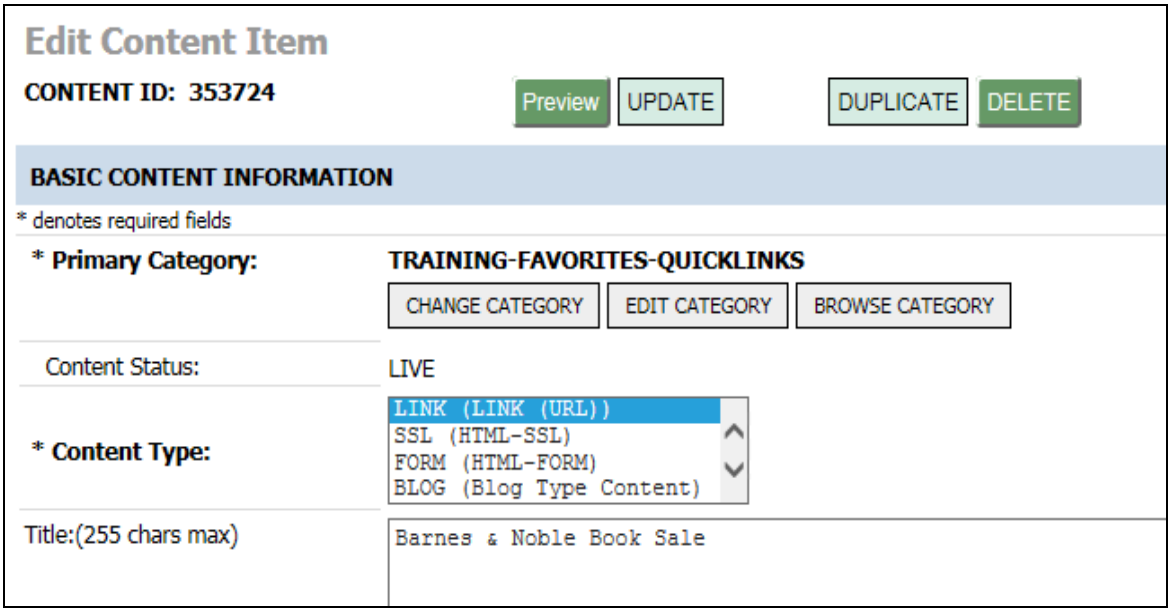
  - **Global Quick Links** appear on all the navigational pages, except when specified otherwise by the Site Administrator

- **Local Quick Links**:
  - The **Primary Category** for **Local Quick** links is **sitename-category-QUICKLINKS**. This will always be a navigational category.
    Example: **TRAINING-FAVORITES-QUICKLINKS**

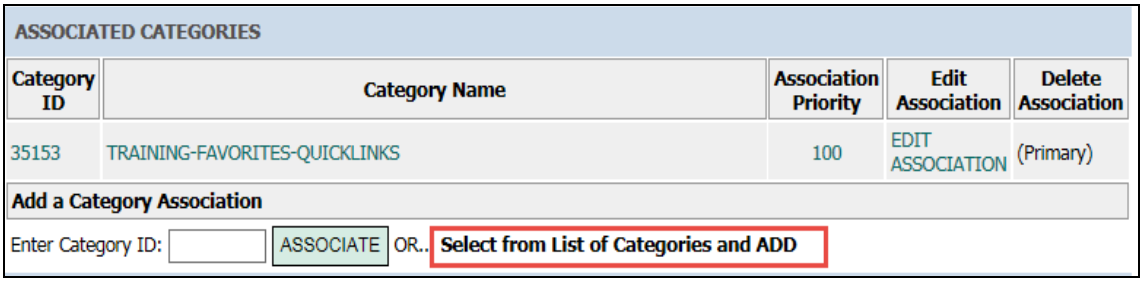


Make **Local Quick Links** appear on more than one page. You may reuse **Quick Links** on several categories by associating the new category to that content item.

➢ **Edit** the **Quick Link** content item



- Scroll to bottom and locate **ASSOCIATED CATEGORIES** section



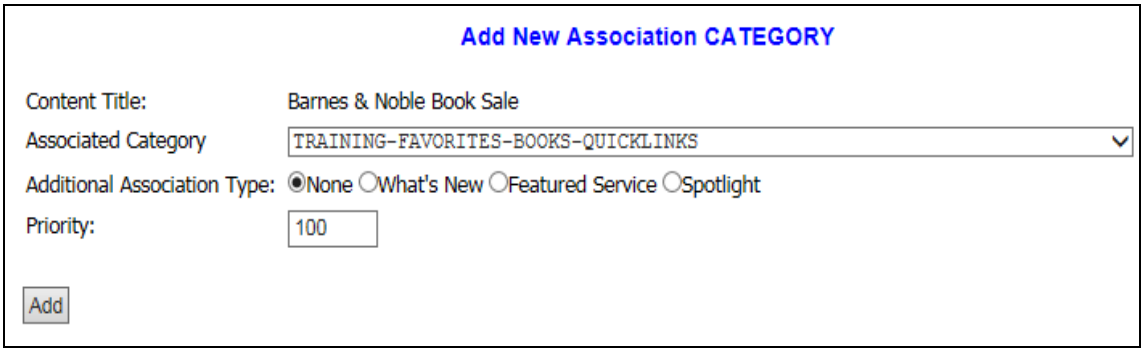
ASSOCIATED CATEGORIES

Category ID	Category Name	Association Priority	Edit Association	Delete Association
35153	TRAINING-FAVORITES-QUICKLINKS	100	EDIT ASSOCIATION	(Primary)

Add a Category Association

Enter Category ID: ASSOCIATE OR... **Select from List of Categories and ADD**

- Click **Select from List of Categories and ADD**
- Select the **Associated Category** for your desired Quick Link category, click **Add**



Add New Association CATEGORY

Content Title: Barnes & Noble Book Sale

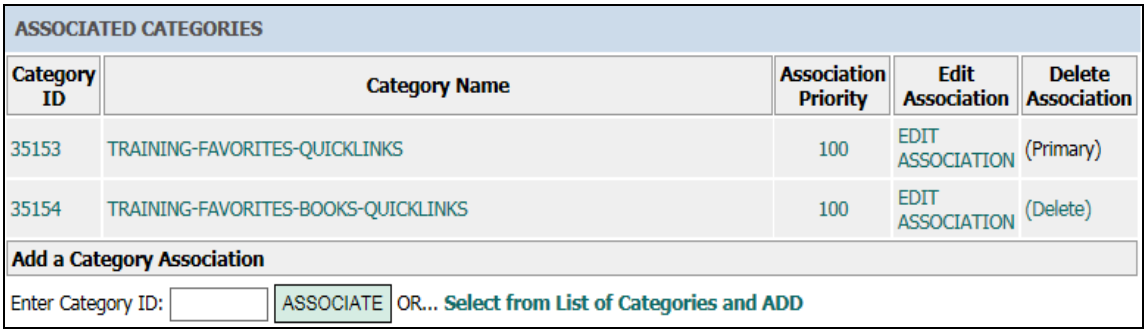
Associated Category: TRAINING-FAVORITES-BOOKS-QUICKLINKS

Additional Association Type: ◉None ○What's New ○Featured Service ○Spotlight

Priority: 100

Add

The new category will be added to the list:



ASSOCIATED CATEGORIES

Category ID	Category Name	Association Priority	Edit Association	Delete Association
35153	TRAINING-FAVORITES-QUICKLINKS	100	EDIT ASSOCIATION	(Primary)
35154	TRAINING-FAVORITES-BOOKS-QUICKLINKS	100	EDIT ASSOCIATION	(Delete)

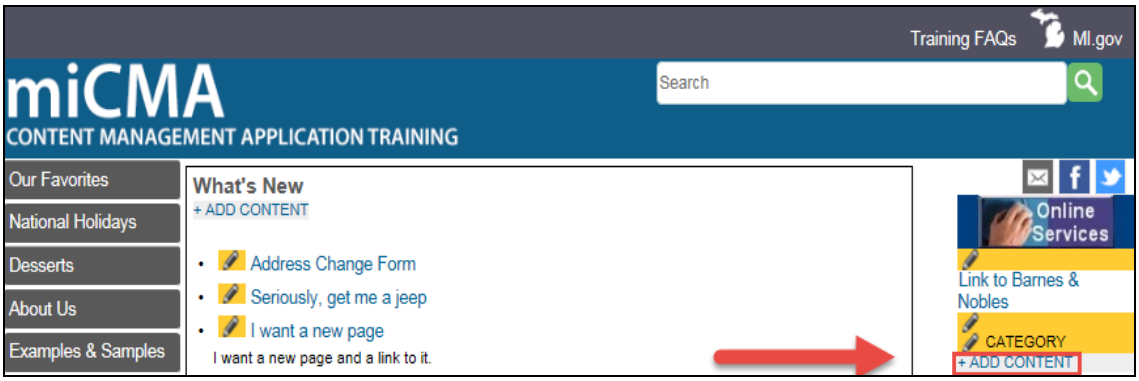
Add a Category Association

Enter Category ID: ASSOCIATE OR... **Select from List of Categories and ADD**

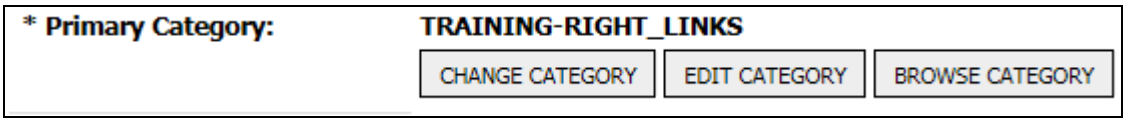
Left/Right Links Content

There is a limit of **6 Left Links**. The number of **Right Links** is determined by the Site Administrator. The default number is **6 Right Links** that can be added to a site. Creating **Left Links** and **Right Links** is essentially the same.

- Click +**ADD CONTENT**, from the Right Navigation Menu of the Training Site

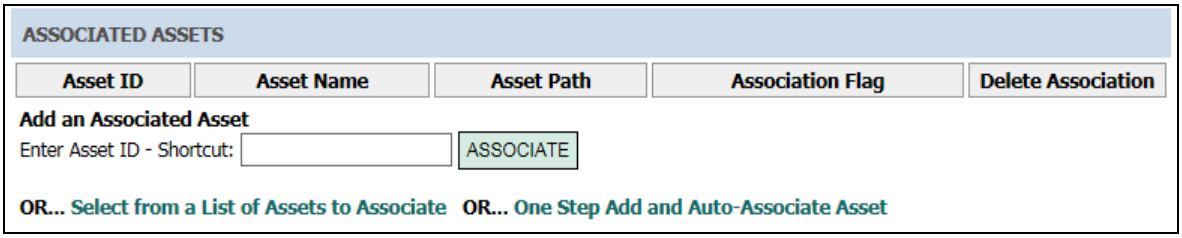


- The Primary Category defaults to appropriate link category: **SITE-LEFT_LINKS** or **SITE-RIGHT_LINKS**



- **Content Type** select **Link**
- Add your **Title**
- Enter the appropriate fields for the content type selected
- Select **Link Type** (Internal, or External)
- Add **Link (URL)**
- Click in **Link Text** field
- Click **ADD**
- Scroll down to the bottom of the page to **ASSOCIATED ASSETS**

- **Associate** the **Asset** for the link to the piece of content

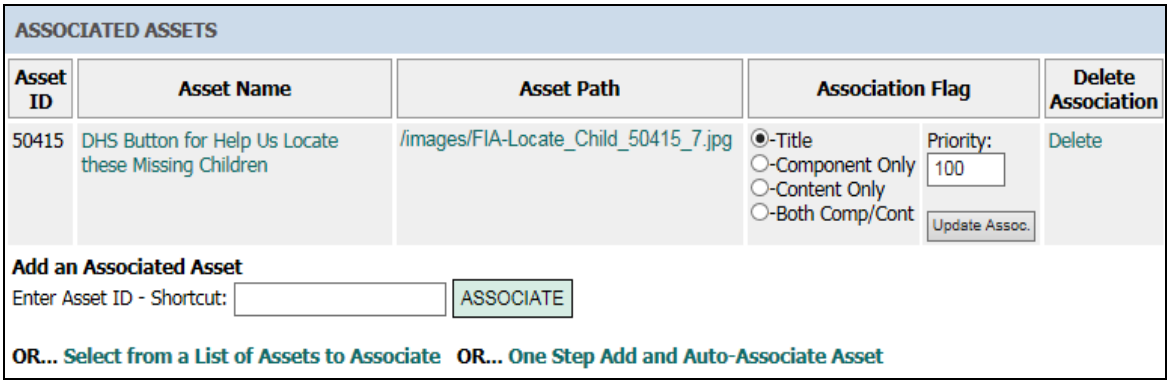


- Enter the Asset ID number in the **Enter Asset ID - Shortcut** field

  Assets that can be used for **Left** or **Right** Links can be any height, but must be no more than 150 pixels in width.

21828	174159
35255	131578
38704	156310
50415	172975
53792	106222
59048	139448
150992	115130
131789	

- Click the **Associate** button
- View your link on the Training Site
- Make the image become the clickable link. Select the **Title** radio button.



- Click on **Update Assoc.**
- View your Right Link on the Training Site

Roles & Responsibilities

Site Admin

The **Site Administrator** is responsible for:

- The upkeep of the **categories**, to include the **navigation categories** and the **component categories**
- The **templates** and the customization of the templates
- The look and feel of the site to the extent that the templates are customized with title images, background colors, etc.
- Supporting the **Content Entry** staff
- Communication with **e-Michigan**

Content Entry

Content Entry staff is responsible for:

- Creating new **Content**
- Adding and managing **Assets**
- Editing **Content** and **Assets**
- Assuring the accuracy of the **Content**
- Processing **Workflow**

Workflow Roles

- **Author** - Create or enter content into the CMA, including the assignment of attributes such as publish date, agency owner, etc.; **Approve** content that should be forwarded to the **Editor**
- **Editor** - Review content and attributes; **Edit** content and attributes; **Approve** content that should be forwarded to the **Publisher**; **Reject** content that should be sent back to the **Author**
- **Publisher** - Ensure quality and accuracy of content **HTML** and publish content to the Portal

Do evaluation online: Favorites/Training Evaluation