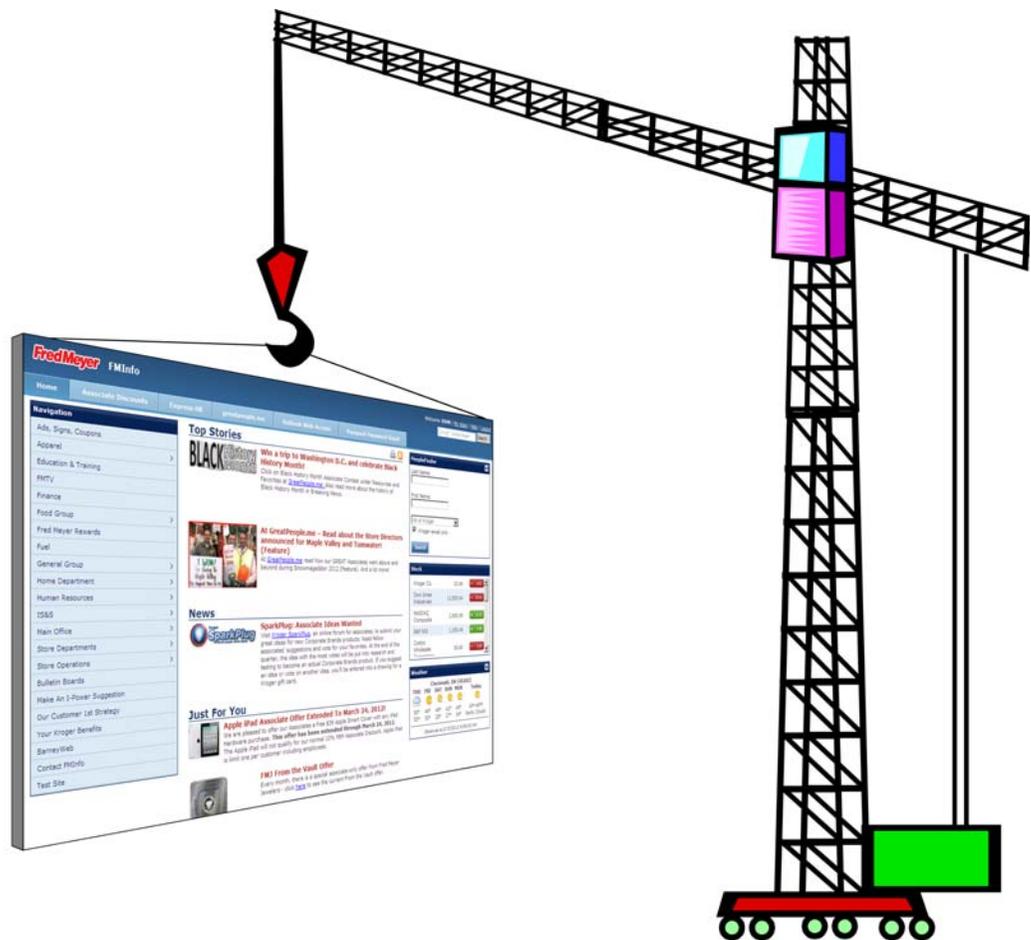


# Content Management System Training Guide



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## Document History

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# Introduction

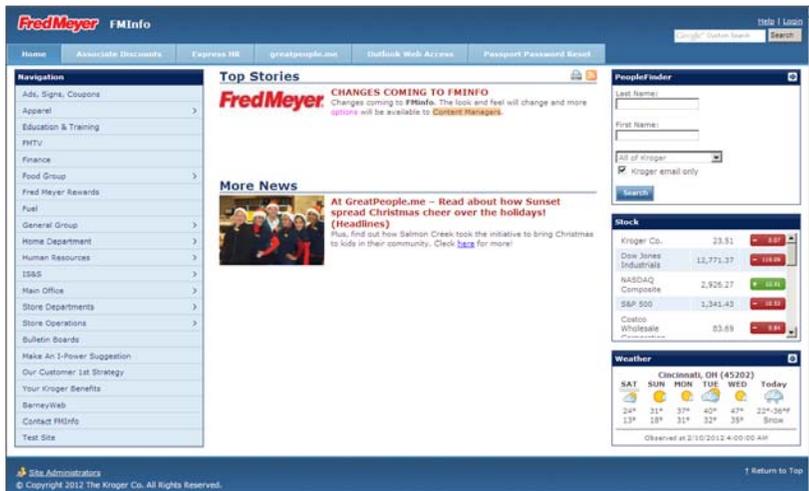
CMS (Content Management System) is a web browser based tool for updating Fred Meyer's company intranet resource, FMInfo. FMInfo is database driven, which means that all pages of the site have the same consistent general appearance and structure.

## FMInfo

See the example FMInfo home page screen shot below:

Links are direct links to frequently used web pages or sites.

Navigation is the "gateway" to the many sites that make up FMInfo



Login  
Click here to enter CMS

Pods can be additional resources such as the Kroger People-Finder, polls, stock information, local weather, BarneyWeb news, CEO blog, etc.

News Articles appear in the center of the FMInfo home page, with each article having a title, description and (optionally) a link to a file or web page.

An FMInfo site has a similar, but different, structure as shown in the example home page screen below:

Categories are the topics within a site. Categories can have sub-categories nested within them.

Quick Links are to frequently used sites.

Related Sites will always have a link to FMInfo. By clicking here you can go back to the FMInfo home page.



News Articles appear in the center of a home page, with each article having a title, description and (optionally) a link to a file or web page.

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# CMS Terms

CMS has its own terminology for the various parts of FMInfo. Here are the terms to be familiar with:

## **Tree** (also called a *Site*)

FMInfo is comprised of various sections called “trees,” with each one about a specific part of Fred Meyer such as Store Operations, HR, various departments, Main Office, Education and Training, Finance, and so on. These are listed under Navigation on the left side of the FMInfo home page.

## **Category/Sub-Category**

Similar in concept to file folders in Windows, categories and sub-categories are used to organize posted files and links. Just as file folders can be nested within other file folders, sub-categories can be nested within other categories or sub-categories.

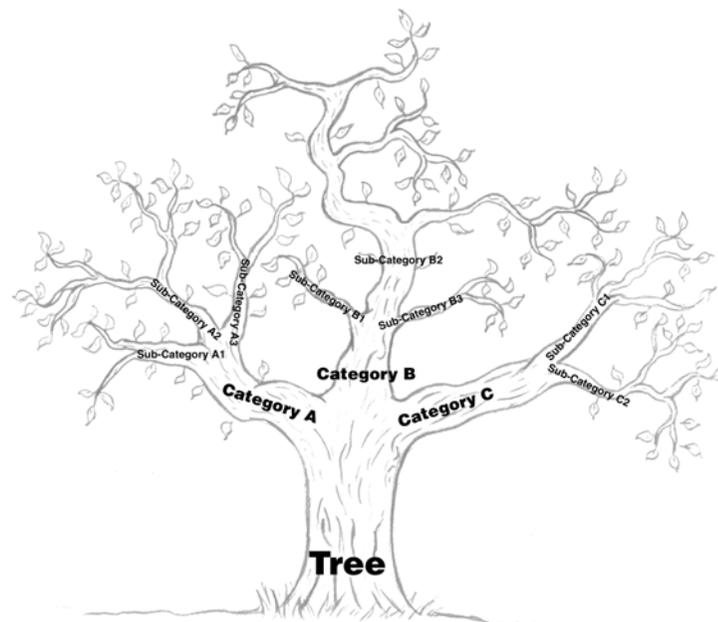
Categories appear on the left side of each FMInfo web page under the title “Categories” and sub-categories branch from this first level.

## **Resource**

A “resource” is similar to files in Windows. Resources can be either a file (such as a PDF, Word, or Excel document), a link to a web page (either to a page in FMInfo or to an external Internet site), or a page created with CMS. Each resource has a title and (optionally) descriptive text. A small icon that is based on the type of resource posted (link or file format type) appears next to the link to the resource.

Posted resources are assigned to a category or sub-category within the site.

For a more graphic representation of the tree, category, sub-category, and resource concepts, see the illustration below:



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To carry the “tree” analogy further, FMInfo is a “forest” of many trees of differing sizes, but all of similar structure. The largest branches from each tree’s trunk are the *categories*. Each smaller branch and succeeding smaller branches are *sub-categories*. Leaves are *resources* (files or links), and are on the category or sub-category branches.

**News Article**

Each “tree” has a home page displaying “News Articles” that show the latest posted files or links. Each News Article has an icon, title, descriptive text, and, optionally, a link to an uploaded file or web page (usually an FMInfo page). News articles can also be grouped together in News Sections.

# Getting Started



**Good Idea!** **Note:** Before logging in to CMS, open a second browser window (CTRL+N, or File > New Window) or tab (CTRL-T or File > New Tab). With two browser windows or tabs open you can work in CMS in one window or tab and review changes in the other window or tab.

## Logging In

1. From any FMInfo page, click the **Login** link in the upper right hand corner as shown below.



*Result: The login page appears.*

2. Enter your Enterprise User ID and password and click the **I agree** button.

*Result: The FMInfo web page appears but the upper right corner has changed to My Apps and Logout.*

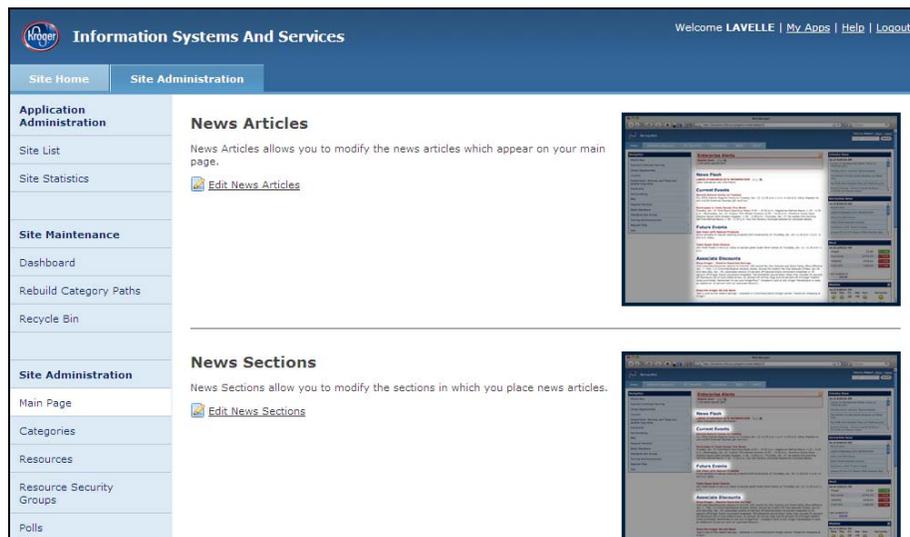
*Continued on the next page...*

3. Under Navigation on the left side, click the site you want to edit.
4. Two tabs (Site Home, Site Administration) appear at the top of the web page.



**Note:** *If the Site Administration tab does not appear, then you do not have permission to edit the site. Contact your IS department to submit a request for admin rights to the site.*

5. Click the Site Administration tab.



**Result:** *The Site Administration page appears, with links to various site administration resources and tools along the left side of the screen.*

# Categories

## Creating a Category

Follow the steps below to add a category to the Categories list.

1. From the CMS Site Administration page, click the **Categories** tab on the left side of the screen.

*Result: The CMS Categories page appears.*

2. Click either...

- **Edit Categories (Tree View)**

Displays the site's categories in lists that be collapsed (click the - icon) or expanded (click the + icon).

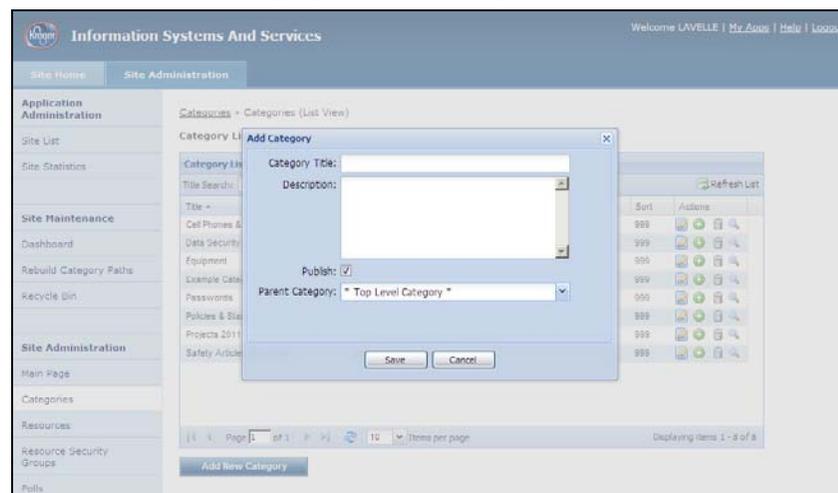
- **Edit Categories (List View)**

Displays the site's categories in simple list format.

*Result: , The site Categories List page appears.*



3. To create a new category, click the large **Add New Category** button.



*Result: The Add Category box appears.*

*Continued on the next page...*

- 
4. In the *Title* field, enter the name of the new category.
5. (optional) In the *Description* field, enter a description of the category.  
**Note:** *The description for a top-level category will not appear, but sub-categories will display their description text.*
6. *Publish* should be checked (if it is not already checked).  
**Note:** *If Publish is unchecked, then the category cannot be seen by others, but you can still post a resource (file or link) to the category.*
7. Set *Parent Category* to either Top Level Category or to an existing category.
8. Click the **Save** button to add the new category.  
*Result: The Add Category box closes and the Categories List page shows the new category added.*

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## Creating a Sub-Category

A category which is inside another category is called a sub-category. Follow the steps to create a sub-category.

Follow the steps below to edit an existing category.

1. From the CMS Site Administration page, click the **Categories** tab on the left side of the screen.

*Result: The CMS Categories page appears.*

2. Click either...

- **Edit Categories (Tree View)**

Displays the site's categories in lists that be collapsed (click the - icon) or expanded (click the + icon).

- **Edit Categories (List View)**

Displays the site's categories in simple list format.

*Result: , The site Categories List page appears.*

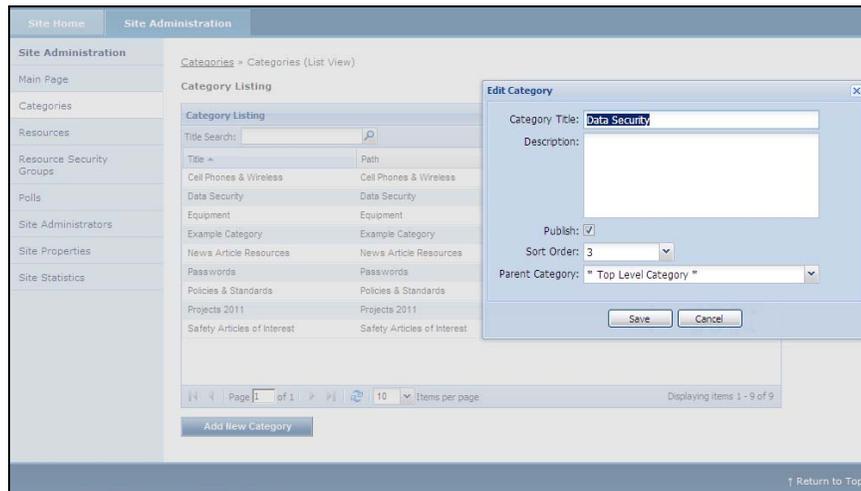


Add sub-category

*Continued on the next page...*

3. Click the category's **Add Sub-Category** icon (green circle with + sign).

*Result: The Add Sub-Category box appears.*



4. In the *Category Title* field, enter the name of the new sub-category.
5. (optional) In the *Description* field, enter a description of the sub-category.

**Note:** *The description for a top-level category will not appear, but sub-categories will display their description text.*

6. *Publish* should be checked (if it is not already checked).

**Note:** *If Publish is unchecked, the sub-category cannot be seen by others.*

7. Set the *Sort Order* value.

**Note:** *Resources sharing the same Sort Order number appear in alphabetical order.*

8. Click the **Save** button to finalize the changes.

*Result: The Add Sub-Category box closes and the Categories List page reappears.*

## Editing a Category

Follow the steps below to edit an existing category.

1. From the CMS Site Administration page, click the **Categories** tab on the left side of the screen.

*Result: The CMS Categories page appears.*

2. Click either...

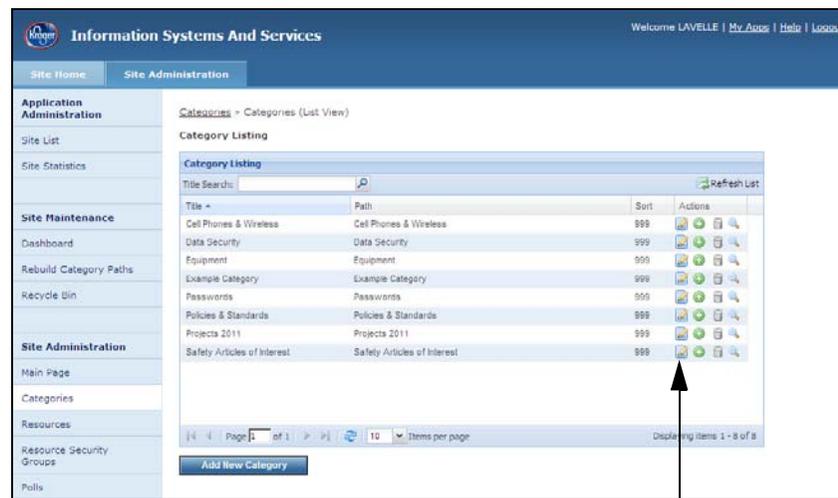
- **Edit Categories (Tree View)**

Displays the site's categories in lists that be collapsed (click the - icon) or expanded (click the + icon).

- **Edit Categories (List View)**

Displays the site's categories in simple list format.

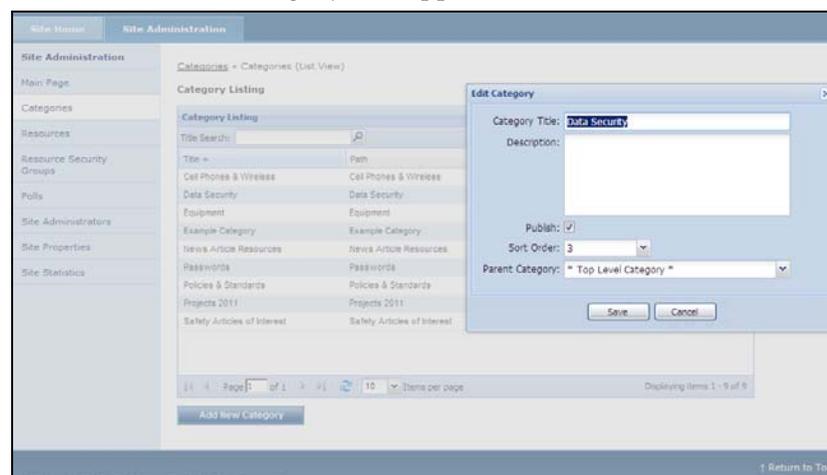
*Result: , The site Categories List page appears.*



Edit category

3. Click the category's **Edit** icon.

*Result: The Edit Category box appears.*



4. Make the changes to the appropriate fields.
5. Click the **Save** button to finalize the changes.

*Result: The Edit Category box closes.*

## Removing a Category

Follow the steps below to edit an existing category.

1. From the CMS Site Administration page, click the **Categories** tab on the left side of the screen.

*Result: The CMS Categories page appears.*

2. Click either...

- **Edit Categories (Tree View)**

Displays the site's categories in lists that be collapsed (click the - icon) or expanded (click the + icon).

- **Edit Categories (List View)**

Displays the site's categories in simple list format.

*Result: , The site Categories List page appears.*



Delete category

3. Click the category's **Delete** icon (trash can icon).

*Result: An "Are you sure you want to delete the item(s)?" prompt appears.*

4. Click the **Yes** button.

*Result: The category no longer appears on the Category List page.*