

Content Management System Training Guide





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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



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:



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.

Categories are the topics within a site. Categories can have subcategories 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.

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 can 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:



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



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 l 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.

Information) Systems And Services	Welcome LAVELLE <u>My Apps</u> <u>Help</u> <u>Loqout</u>
Site Home Site A	dministration	
Application Administration	News Articles	
Site List	News Articles allows you to modify the news articles which appear on your main page.	Television International Inter
Site Statistics	Edit News Articles	A series of the
Site Maintenance		The second secon
Dashboard		The second secon
Rebuild Category Paths		
Recycle Bin		
Site Administration	News Sections	
Main Page	Edit News Sections	Mane Encode Mane Mane Base and the second seco
Categories		Instrumentation Conference on the section Conference o
Resources		With the second secon
Resource Security Groups		
Polls		

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.

Information Systems And Services			Welcome LAVELLE <u>Mv Apps</u> <u>Help</u> <u>Lopos</u>		
Site Ilome Site	Administration				
Application Administration	<u>Categories</u> - Categories (List	View)			
Site List	Category Listing				
Site Statistics	Category Listing			8	
	Title Searchu	P		Refresh List	
	Title +	Path	Sort	Actions	
Site Maintenance	Cell Phones & Wireless	Cell Phones & Wireless	999	064	
Dashboard	Data Security	Data Security	999		
Rebuild Category Rathe	Equipment	Equipment	999	📓 🛛 🖻 🔍	
Rebuild Category Patris	Example Category	Example Category	999		
Recycle Bin	Passwords	Pasaworda	999	20 8 4	
	Policies & Standards	Policies & Standards	999		
	Projects 2011	Projects 2011	999	20 8 4	
Site Administration	Safety Articles of Interest	Safety Articles of Interest	999		
Main Page					
Categories					
Resources	H d mut di b	21 21 10 10 Thereses	2	relation through 1 - 9 of 9	
Resource Security Groups	Add New Category	est inc. If in 120 means bei, byde	U	Ave An A right of A right	
Polls					

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

pplication Salescries -	Categories (List View)	
ite List Category L	Add Category	×
ite Statistics Category Li	Category Title:	
Tille Searchy	Description:	Refresh List
ite Maintenance Title - Cel Phones 6 Dashboard Data Securit ebuild Category Paths Example Cate	Publish: 🗹	5ort Actems 999 20 3 4 999 20 5 4 999 20 5 4 999 20 5 4
ecycle Din Pesswords Policies & Sia Projects 2011	Parent Category: * Top Level Category *	
Safety Article	Save Cancel	999 🔐 🖓 🔂 🔍
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sources		Paralament Research and a
esource Security	et- music to the Parliague bet bade	metraling come 1 - a or a

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.

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.

information Systems And Services			Welcome LAVELLE <u>Mv Apps</u> <u>Help</u> Los	
Site flome Site /	Administration			
Application Administration	<u>Categories</u> - Categories (List	View)		
Site List	Category Listing			
Site Statistics	Category Listing			2
	Title Search:	,p		Refresh List
	Title *	Path	Sort	Actions
Site Maintenance	Cell Phones & Wireless	Cell Phones & Wireless	999	0 6 4
Dashboard	Data Security	Data Security	999	2054
	Equipment	Equipment	999	2064
Rebuild Category Paths	Example Category	Example Category	999	0 8 9
Recycle Bin	Passwords	Pasaworda	999	20 8 4
	Policies & Standards	Policies & Standards	999	0 6 4
	Projects 2011	Projects 2011	999	20 8 4
Site Administration	Safety Articles of Interest	Safety Articles of Interest	999	
Main Page				
Categories				T
Resources	M d Prove at 1	21 21 10 10 Thereses	2	reference 1 - 8 of 8
Resource Security Groups	Add New Category	en la	U	And An Annual Tana (A) B
Polls				

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.*

	Category Listing		Edit Category		
Categories			Luic cutcyory		
Perources	Category Listing	0	Category Title:	Data Security	
	Title Search:	Q	Description:		
Resource Security	Title *	Path			
aroups	Cell Phones & Wireless	Cell Phones & Wireless			
Polls	Data Security	Data Security			
Site Administratore	Equipment	Equipment			
site Automistrators	Example Category	Example Category	Publish:		
Site Properties	News Article Resources	News Article Resources	Sort Order:		
Site Statistics	Passwords	Passwords	Parent Category:	' Top Level Category *	~
	Policies & Standards	Policies & Standards			
	Projects 2011	Projects 2011			
	Safety Articles of Interest	Safety Articles of Interest		Save Cancel	

- 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 subcategory.

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.

More Information Systems And Services			Welcome LAVELLE <u>Mv Apps</u> <u>Help</u> k	
Site Ilome Site /	Administration			
Application Administration	<u>Categories</u> - Categories (List	View)		
Site List	Category Listing			
Site Statistics	Category Listing			
	Title Search:	م م	Refresh List	
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Site Maintenance	Cell Phones & Wireless	Cell Phones & Wireless	999 📓 🕲 🛱 🔍	
Dashboard	Data Security	Data Security	999 🔛 🔂 🔍	
abuild Catagoog Bathy	Equipment	Equipment	999 📓 🚳 🗐 🔍	
Reputito Category Patris	Example Category	Example Category	999 🔛 😂 🔍	
Recycle Bin	Passwords	Pasaworda	999 🛛 🖉 🚱 🗐 🔍	
	Policies & Standards	Policies & Standards	999 🕢 😋 📢	
	Projects 2011	Projects 2011	999 🔡 🚳 🍕	
Site Administration	Safety Articles of Interest	Safety Articles of Interest	999 📓 😋 🗐 🔍	
Main Page				
Categories			–	
Resources	Mark Start A	21 21 10 10 more and	Constances times 1 - 2 of 2	
Resource Security Groups	Add New Category	et i in in interne per page	Usplaying tems 1 - 8 of 8	
Polls				

Edit category

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

Result: The Edit Category box appears.

Site Administration	Categories + Categories (Ust	Varia)			
Hain Pege	Category Listing		Edit Catanony		
Categories	Calmoney Listing		Current Corceporty	management	
Resources	Title Search	0	Category Title:	Data Security	-
			Description:		
lesource Security	Tee +	Path			
	Cel Phones & Wyreless	Cell Phones & Wireless			
clis	Deta Security	Data Security			
the Administration	Equipment	Equipment			
	Example Category	Example Category	Publish:		
Me Properties	News Article Resources	News Arture Resources	Sort Order:	3 *	
Site Statistics	Passwords	Pasaworda	Parent Category: * Top Level Category *	* Top Level Category *	Y
	Policies & Standards	Policies & Standarda			
	Projects 2011	Projects 2011			
	Safety Articles of Interest	Safety Articles of Interest		SaveCancel	
	14 4 Page T of 1 >	1 🦉 10. 🛩 Itema per pap		Doploying terms 1 - 9 of 5	
	Add New Category				

- 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.

Minimizer Information Systems And Services			Welcome LAVELLE <u>Mv Apps</u> <u>Help</u> Los	
Site Ilome Site A	dministration			
Application Administration	<u>Categories</u> - Categories (List	View)		
Site List	Category Listing			
Site Statistics	Category Listing			
	Title Searchu	P	Refresh List	
	Title +	Path	Sort Actions	
site Maintenance	Cell Phones & Wireless	Cell Phones & Wireless	999 📓 😋 🖏	
Dashboard	Data Security	Data Security	999 🔛 🔂 🔍	
and the second second	Equipment	Equipment	999 📓 🚳 层	
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Recycle Bin	Passwords	Pasaworda	999 📓 🕼 🗐 🔍	
	Policies & Standards	Policies & Standards	999 🔛 🥥 🔂 44	
	Projects 2011	Projects 2011	999 🔛 🕲 🖉	
Site Administration	Safety Articles of Interest	Safety Articles of Interest	999 🔛 😋 🔂	
Main Page				
Categories			T	
Resources		a a la		
Resource Security Groups	Add New Category	et ee 10 Mittems per page	Usplaying item 1 - 5 of 8	
Polls				

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.