



# SitePublish User Guide

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## Introduction

This user guide has been designed to help everyday users navigate through Presence's system. The following chapters are divided into individual modules and contain important information in the form of *Reminders*, *Tips*, *Notes* and *Pitfalls*. Pay attention to these alerts as they can prevent you from making common mistakes.

Depending on the package your district/school purchased from Presence, some of these modules may not apply to you. Nonetheless, individual chapters in this guide can be taken as standalone units and will not affect the overall performance of the tools and your ability to learn about them.

## Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds. Primarily, this guide will be used by teachers and content authors who are responsible for managing or creating some or all pages of the organization's site.

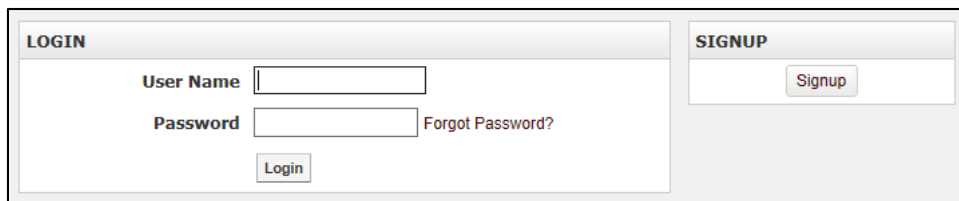
If you have been given a training site, it is a good idea to practice the steps covered in this guide before working on your real sites. This eliminates the risk of you accidentally deleting or ruining anything on your real site.

## About SitePublish

*SitePublish* is Presence's Content Management System (CMS). This system offers a typical, non-technical web user all the tools needed to create, edit and maintain content on websites. We will go into greater detail on these tools later in the manual.

## Accessing your Website

In order to use SitePublish, you must first log into your website. The login page to your school or district site will contain fields for username and password. The location of the login button will vary according to your website's design; however, login buttons are typically available on the upper right corner of your website.



The image shows a screenshot of a web form with two main sections: LOGIN and SIGNUP. The LOGIN section on the left contains a 'User Name' input field, a 'Password' input field, a 'Forgot Password?' link, and a 'Login' button. The SIGNUP section on the right contains a 'Signup' button.

## Vital Information

After logging into your website you will be taken back to the homepage. Before continuing there are a few things to keep in mind:



## The Administrative Toolbar

After logging into the website, you will notice an *Administrative Toolbar* floating on the top of your page. This bar contains the tools you will need to maintain your website; it is specific to your user permissions and the page you are viewing. i.e. if you only have limited rights to edit a page, the toolbar will display fewer options.

## Permissions

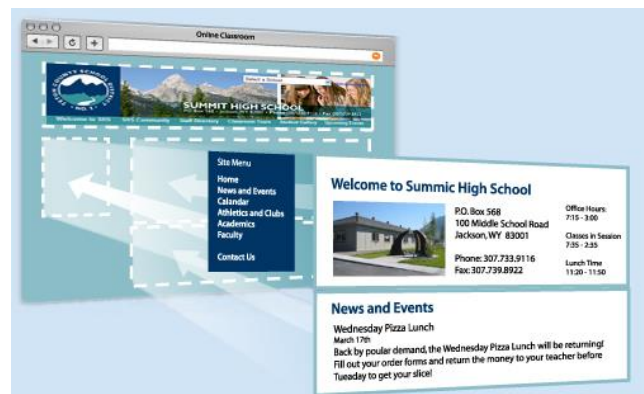
Some of the tools mentioned in this guide may not be available on your screen. This is due to the permission settings applied to the page you are viewing. If you are not an administrator, the Administrative Toolbar will only be visible to you on pages that you are authorized to work on.

## Understanding Page Types

Throughout this manual, we will keep returning to the concept of page types. A *Page Type* in *SitePublish* refers to a specific webpage with a specific module embedded in it, i.e. the Calendar Page Type will add a page with a calendar embedded in it to your website. We will go into greater detail on adding page types and modules in following chapters.

## Understanding Portlets

Portlets are another unique component of the system. A portlet is a web-part that divides a single webpage into unique areas of content. For instance, in the corresponding picture, each arrow refers to a specific portlet on the page. *SitePublish* users can create multiple portlets on a page to show different information. We will go into detail on defining and designing portlets later in this user guide.



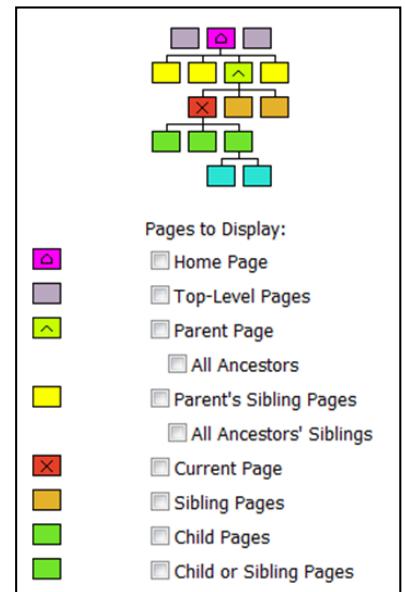
## Understanding Hierarchies: Parent, Sibling and Child Pages

Throughout this user guide you will come across terms such as **Parent Page**, **Sibling Page** and **Child Page**. Understanding these terms is an essential component when creating the subpage hierarchy of your site.

**Parent Page:** A page which precedes a particular subpage. For example, if all the teacher pages of a school were published under the Staff Directory page, the Parent Page for those teacher pages would be the Staff Directory page.

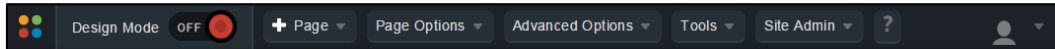
**Sibling Page:** A page that is available on the same hierarchical tier as your current page. Let's continue the example used in the Parent Page above. If all the teacher pages are listed under the Staff Directory, then those teacher pages will be referenced as Sibling Pages to one another.

**Child Page:** A subpage published under your current page. Therefore, in this scenario, all the teacher pages will be considered Child Pages in reference to the Staff Directory Page.



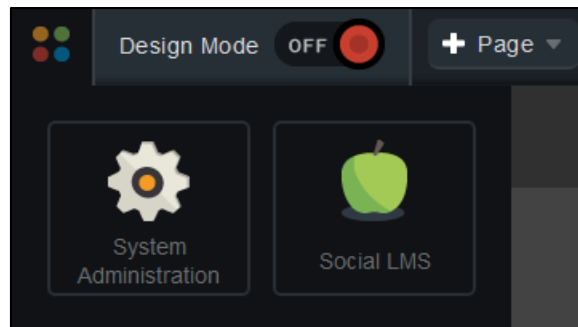
## The Administrative Toolbar

The *Administrative Toolbar* contains 8 different components. Some features highlighted in this section will not be available to all users or on all sites. Site configuration, user permissions and page permissions of the current page will determine the specific options you see when using the toolbar:



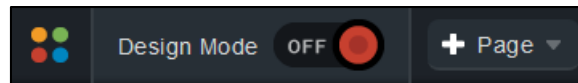
### Shortcuts

Some commonly used features are able to be accessed under our new **Shortcuts** interface. These include links to the **System Administration** and the **Social LMS**.



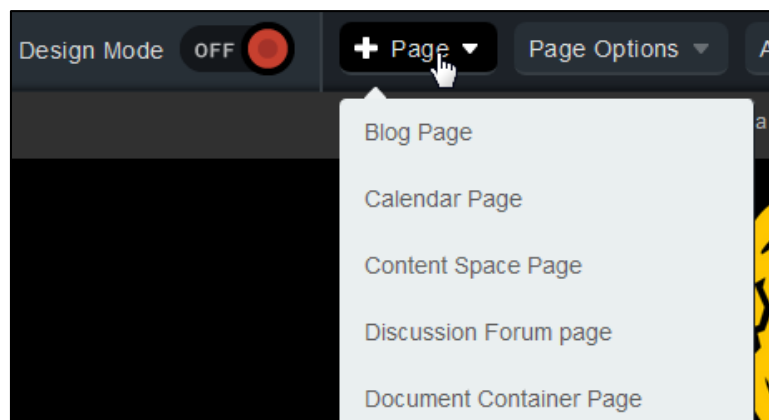
### Switching to Design Mode

You can toggle between **Design Mode** and **View Mode** by clicking the **On / Off** button to the right of **Design Mode**.



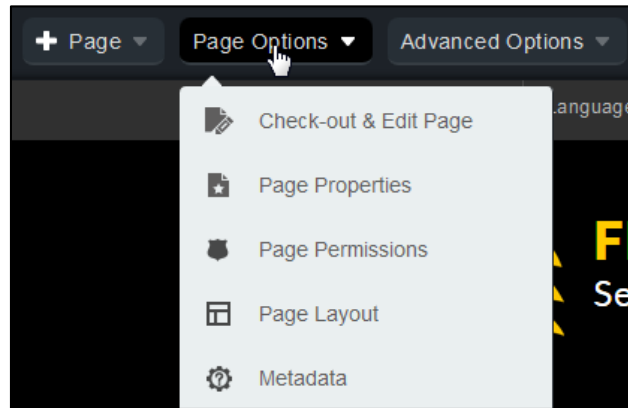
### Creating Pages

To create a new subpage under your current page, hover over **Page** and choose the type of page you wish to create.

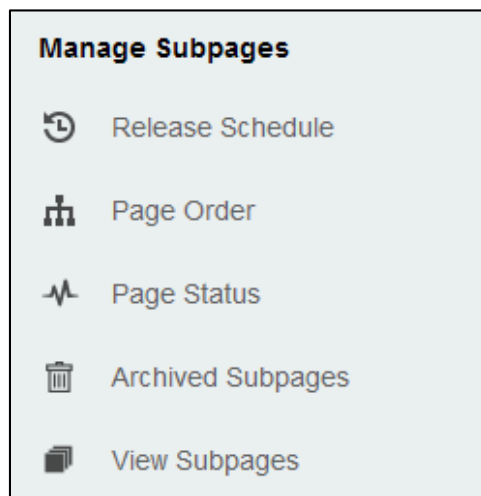


## Editing Page Settings and Managing Subpages

To access page settings, such as **Check-out & Edit Page**, **Page Layout** or **Page Permissions**, hover over **Page Options** and choose the option you wish to use.



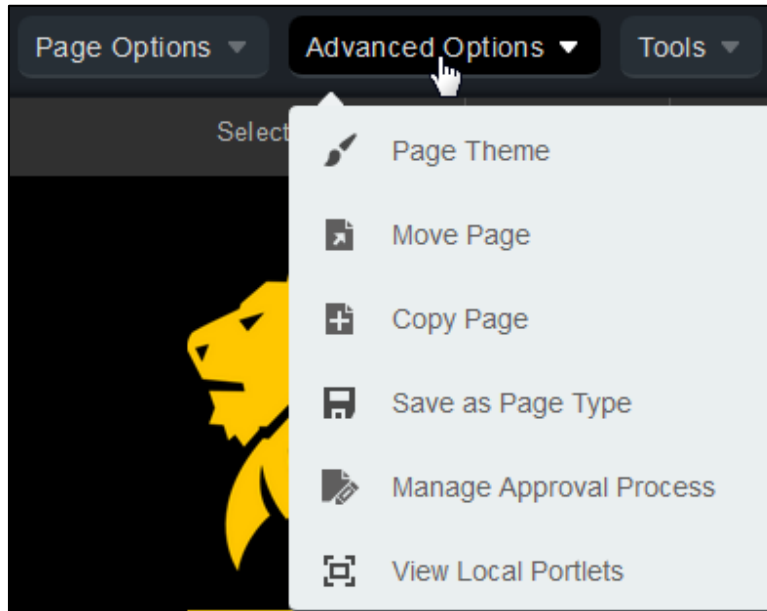
If you wish to make changes to subpages, such as changing the **Page Order** or changing the **Page Status**, hover over **Page Options** and choose the option you wish to use within the **Manage Subpages** section.





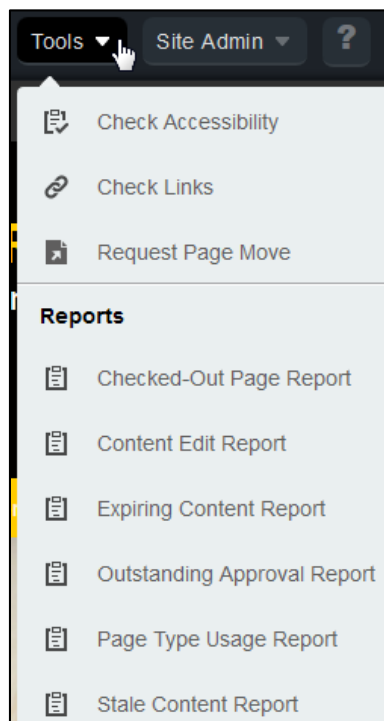
## Setting a Teacher Page Theme, Moving Pages and Other Advanced Options

To access more advanced options, such as setting a teacher **Page Theme**, moving pages or managing the approval process, hover over **Advanced Options** and select the option you wish to use.



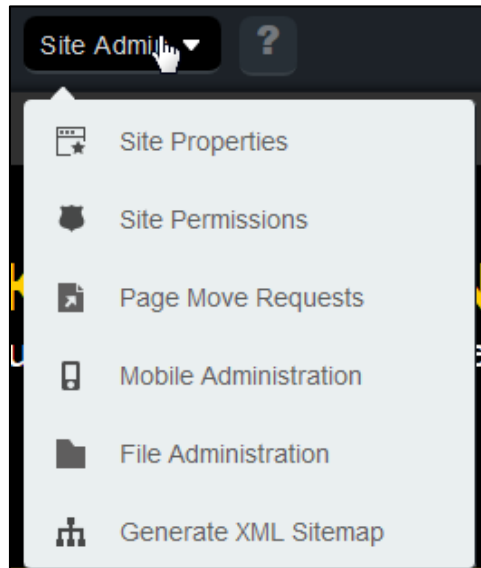
## Running Tasks and Viewing Reports

To access common tasks and reports such as **Check Links** and **Checked-Out Page Report**, hover over **Tools** and choose the report or task you wish to access.



## Accessing the Administrator Interface

In order to gain access to administrative options like **Site Properties** and **Mobile Administration**, hover over **Site Admin** and select the option you wish to access.



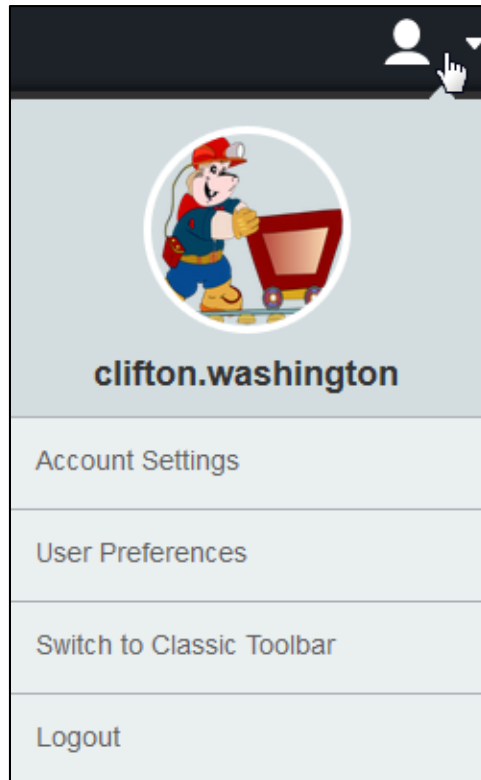
You can find a link to the **System Administration** page under the **Shortcuts**.

## Getting Help

If you click on in the menu, a new tab will open. Within this tab, you will find a list of user manuals as well as the option to contact support by phone or chat.

## Updating Profile Information

On the right side of the toolbar, if you hover over  you can change your **Account Settings** and **User Preferences**.

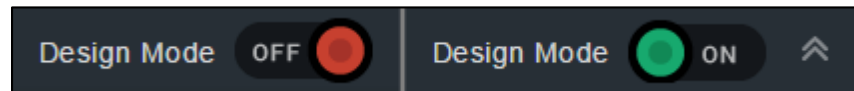


## Switching to Design Mode

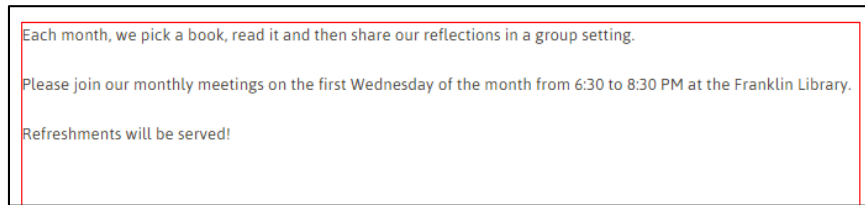
This option reveals the different portlets currently on your page. We briefly discussed portlets under the *Vital Information* section of this user manual. A portlet is a web-part that is used to divide an existing webpage into different content areas. It is important to remember that not all portlets are content (or text) portlets. We will describe the different portlet types later in this manual.

There are several different types of portlets available through the Presence system. We will detail some of the most commonly used portlets in this manual as many portlets apply mainly to technical IT personnel at organizations.

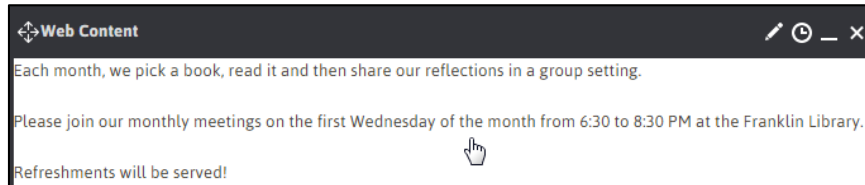
To edit portlets on an existing page, toggle on the **Design Mode** option.




When you switch to design mode, a pink box will surround the editable regions on the page.





If you hover over a portlet, you will see editing options for that portlet.




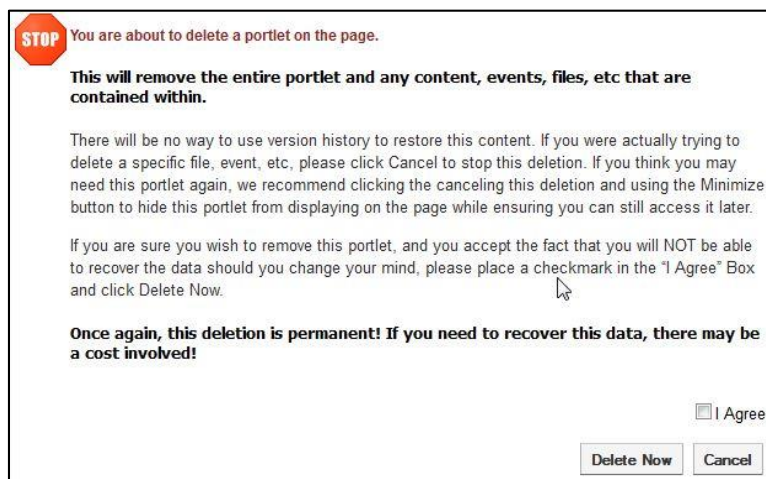
On the upper right corner of each portlet you are given a number of options:

**Edit:** By clicking on the  button of a content portlet, you have the ability to make any changes you could normally make by checking out and editing a page. You can also click **Edit** on most other types of portlets to change the configuration settings or the content of that portlet. You can also edit content portlets by left-clicking the text of the portlet while in design mode.

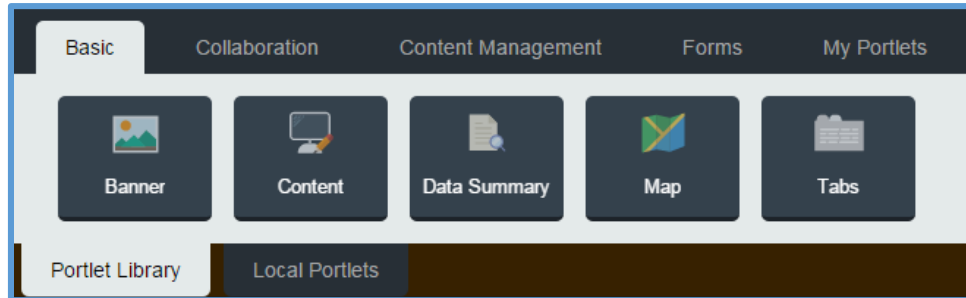
**History:** By clicking the  button of a portlet, you can change the version. This option is only available for portlets that have version control.

**Minimize:** Clicking the  button will minimize the portlet and hide it from view.


**Delete:** Clicking the  button will delete the portlet from your page. Note that this is a permanent and irreversible decision. As such, when you attempt to delete a portlet, you will be presented with a message informing you that once a portlet has been deleted it cannot be easily recovered. You must confirm acceptance of this statement prior to deleting the portlet.



When you switch to design mode you will be presented with a new toolbar. This toolbar will allow you to access both the **Portlet Library** and the **Local Portlets** by clicking between the two tabs. You can then choose the Portlet Category by selecting it along the top. Click and drag the type of portlet you want to use in to the desired region on the page below. The page will refresh and your new portlet will be in place.



 **Note:** While you can drag and drop portlets in to any region on your site, you cannot drag and drop portlets on to pageset (the area of the page where you generally see the side navigation). For pagesets, which can only be modified by Administrators, you will still use the **Add Portlet to Pageset** link and add portlets that way.

To move portlets within regions or between regions, simply hover your mouse over the  icon in the top left corner of the portlet. Then click and drag the portlet from its current location to wherever you would like to place it.

## Adding a New Page

The **Page** menu is perhaps one of the most important features in the Presence solution. This menu allows you to create a page based around many of the modules that are available within the system.

These pages and their associated modules are known as a **Page Type**.

### Definition: Page Types

The different page types are:

TITLE	DESCRIPTION
<b>Blog Page</b>	A <b>Blog Page</b> allows users to add blogs to their website. This can be used by teachers to enhance the overall effect of their teacher pages, or it can be used by the school administration to keep parents updated on the current events around the district.
<b>Calendar Page</b>	The <b>Calendar Page</b> adds Presence's calendar under a parent page.
<b>Content Space Page</b>	A <b>Content Space Page</b> is a blank webpage. This page type can be likened to a blank document in Microsoft Word®
<b>Discussion Forum Page</b>	This page type allows users to add a discussion forum to their websites. This can be used by administrators to encourage communication between students, parents and teachers, or even create private discussion forums that are solely catered to teacher communication.
<b>Document Container Page</b>	<b>A Document Container</b> is an online repository of files and folders that are available for external users to download.
<b>External Link Page</b>	An <b>External Link Page</b> is a page that routes users to an external website, another area of your own website or a document. Clicking on an <b>External Link Page</b> will open that link in another window.
<b>Form Page</b>	A <b>Form Page</b> contains customized forms for your site. Information from these forms is routed to specific individuals and the submissions are saved in specific folders on the Presence server.
<b>News Content Page</b>	A <b>News Content Page</b> offers users an intuitive form to create and publish online news items. The <b>News Content page</b> , along with the <b>News Section page</b> , form Presence's <b>News Engine</b> tool.

<b>News Section Page</b>	The <b>News Section Page</b> is the precursor to a <b>News Content Page</b> , and can be likened to the physical front page of a newspaper that contains news summaries. Users have the ability to publish multiple <b>News Content Pages</b> under a single <b>News Section Page</b> , which then renders the <b>News Content Page</b> summaries.
<b>Photo Gallery</b>	A <b>Photo Gallery Page</b> allows users to upload and publish pictures in a dynamic photo gallery.
<b>Teacher Page</b>	The <b>Teacher Page</b> is specifically designed for teachers and educators and features a variety of page types as part of the teacher page package.
<b>Wiki Page</b>	The <b>Wiki Page</b> allows users to create, manage and edit a wiki. This can be used by teachers to cover their class, a specific project, etc.

The listed page types will be explained in great detail in following chapters of the Presence manual. However, for the purpose of this chapter we will learn about the **Content Space Page**.

## Adding a New Webpage

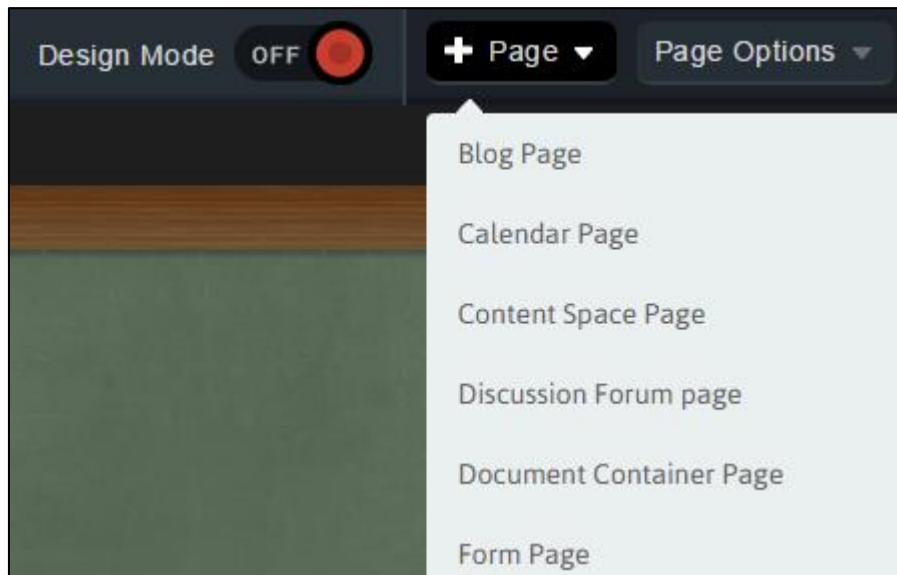
**Content Space Pages** are the most commonly used page type in the solution. As mentioned earlier, this page type is a blank webpage where users have the ability to add text, tables, pictures, videos, hyperlinks and more.

To add a new **Content Space Page** you will need to go through the following steps:

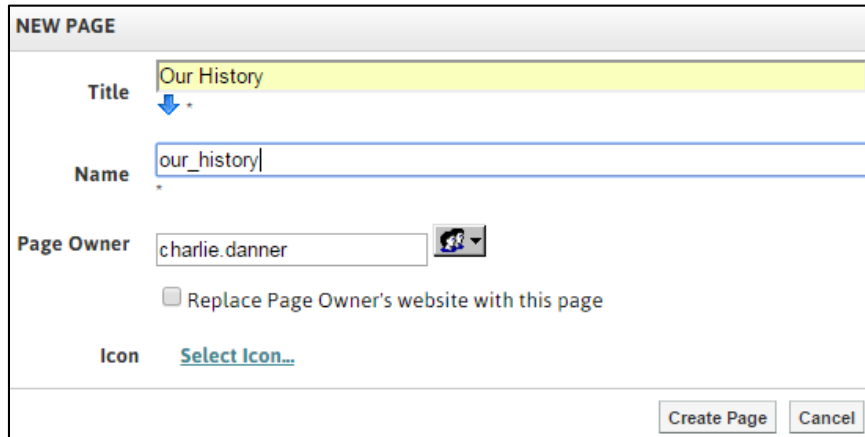
Select the parent page under which you wish you add a new **Content Space Page**.

Go to **Page**.

Click on **Content Space Page**. A new window will load.



Fill in the **Title** field for your new page.


 A screenshot of the 'NEW PAGE' form. The form has the following fields and options:
 

- Title:** A text input field containing 'Our History'.
- Name:** A text input field containing 'our\_history'.
- Page Owner:** A text input field containing 'charlie.danner' and a user profile icon.
- Replace Page Owner's website with this page
- Icon:** A button labeled 'Select Icon...'.

 At the bottom right of the form are two buttons: 'Create Page' and 'Cancel'.

Click **Create Page**.

You will then be routed to the WYSIWYG editor. For more information on how to save or publish your page, refer to *Editing a Page* section of this manual.

## Import New XML Page

Only administrators have the ability to Import New XML Pages. Therefore, a detailed description has been included in the *SitePublish Administrator Manual*.



## Page Options

The **Page Properties** menu contains a series of system specific tools. These tools are the core of the Presence system and it is essential that users learn how to navigate through them in order to use the solution:

### Editing a Page

In order to edit the content of existing pages on your website you can use **Design Mode** and click **Edit** on the content portlet. Alternatively, you can click on **Check-out & Edit Page** under **Page Options**. You will be routed to another page that is divided into three main headings:

#### Page Properties

The **Page Properties** section allows you to change the title of a page on the website. Simply type in the new name of your page in the **Title** field and the system will automatically update the **Name** on the page.

#### Page Content


The Page Content section contains Presence's WYSIWYG (What You See Is What You Get) Editor. The buttons in this editor are similar to the buttons in Microsoft Word®. A detailed overview of the editor has been included as an appendix to this user guide. Refer to *Appendix A* for more information.

#### Page Administration

The **Page Administration** section contains user specific information on the page. This section is divided into 6 main components:

##### Page Owner

In institutions, the task of maintaining and updating content on websites is often distributed between different resources. The **Page Owner** field states the ownership of a page.

Users and administrators also have the ability to change the ownership of a page to another user. To do so, simply click on  and select the user or group who you wish to grant ownership to.

##### Last Modified

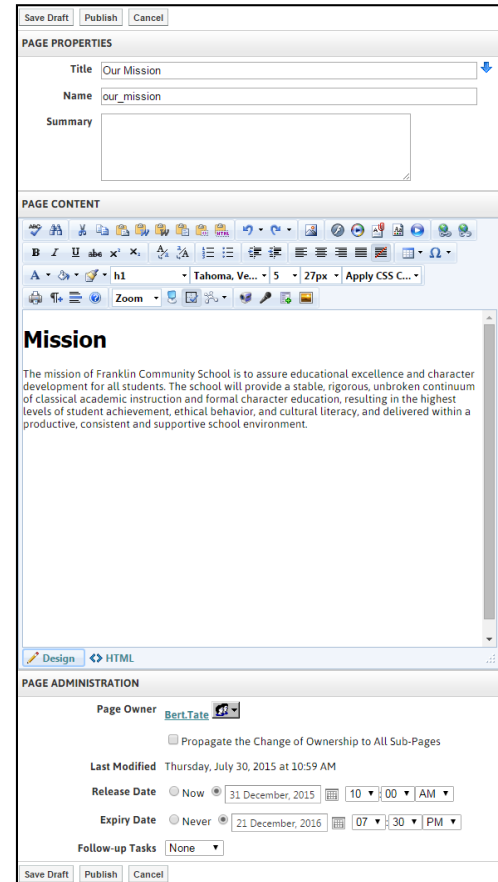
The **Last Modified** section displays when the page was last edited.

##### Release Schedule

The **Release Date** and **Expiry Date** fields allow you to schedule when the page will be visible to users. The Release Date determines when the page will be made public and the Expiry Date determines when the page will no longer be public. By default, the Release Date will be set to **Now** and the Expiry Date will be set to **Never**.

##### Follow-up Tasks

Page Owners can keep track of their pages by simply scheduling reminders for specific pages. By clicking on the **Review** option in the drop down menu and selecting a date from the embedded calendar, page owners can ensure that their pages are never out of date. On the scheduled date the system triggers an email to the page owner, reminding the owner of their scheduled task.



Similarly, by clicking on **Archive** in the drop down menu page owners can schedule specific pages to be archived on the site on a specific date.

The **Move** option allows Page Owners to move the page to a new location. You can select to move the current page and all the subpages or just the subpages. For the move date you can specify a date using the calendar to select or schedule the move for when the page is a certain number of days old.

### Approval Notes

Administrators at your organization may choose to apply approval workflows to the page you are editing. In such a scenario, changes made by the content author, or page owner, are not made live on the site unless it is approved by a designated individual or individuals. Under the **Approval Notes** section, you, the page owner, can include notes on the changes made which will then be routed to the approver.

### Publishing Your Page

After editing your page using the WYSIWYG editor, you will have three options available to you: **Save Draft**, **Publish** and **Cancel**.

<b>PUBLISHING YOUR PAGE</b>	
<b>Save</b>	Clicking the <b>Save Draft</b> button saves all the changes made to your webpage on Presence's system but the changes will not yet appear (or be made live) to visitors of the page. This allows you to keep working on the page over multiple sessions and reveal the changes only when you are ready.
<b>Publish</b>	Clicking on <b>Publish</b> will make your changes live immediately.
<b>Cancel</b>	Clicking on <b>Cancel</b> will discard all the changes.

### **Check-in Page**

Pages are automatically checked in when you **Publish** your page or **Cancel**. Pages that are checked out will be locked to other authors of the page. Only users with full control on the page have the ability to override a page lock and check-in a page that is currently checked-out by another user.

A page does not get checked in if you do not click **Publish** or **Cancel**, or if you navigate to a different page while still in the editor.

### **Check-out & Edit Page**

Pages that have been checked-in will be made available to other users through the **Check- out & Edit Page** option. When you see this option, simply click on it to access the WYSIWYG editor.




**Note:** *If you have not checked out the page already, you will see Check-Out & Edit Page as the menu option. If you have already checked out the page, you will see Edit Page as the menu option.*

## Page Properties

The **Page Properties** section under the **Page Options** menu contains key information about the page you are viewing. This section is divided into two main headings: **Page Properties** and **Page Administration**.

**PAGE PROPERTIES**

**Title**  

**Name**

**Page Type**


**Summary**

**Theme**

**Icon** [Select Icon...](#)

---

**PAGE ADMINISTRATION**

**Page Owner** [Bert.Tate](#) 

Propagate the Change of Ownership to All Sub-Pages

**Last Modified** Thursday, July 30, 2015 at 10:59 AM

**Release Date**  Now    01 : 00 AM

**Expiry Date**  Never    01 : 00 AM

**Follow-up Tasks**

### Page Properties

This section is divided into six main headings:

#### Title

You can change the title of your web page by simply typing the new title here.

#### Name

This appears at the end of the URL for the page you are on. For example, if you were on Mr. Smith's teacher page, the URL would end in mr\_smith. So your URL could be [http://demo.Presence.com/staff\\_directory/mr\\_smith](http://demo.Presence.com/staff_directory/mr_smith). This name will be in a format that is compatible with URLs as such special characters and spaces will be converted to underscores.

#### Page Type

Displays the page type of the current page.

#### Summary

A description of the website.

## Page Theme

This determines the appearance of the page. It is recommended not to change this setting as it is controlled and maintained by the administrators at your organization. The notable exception would be if teacher page themes have been enabled for your site and you wish to pick a teacher page theme. If you ever wish to revert back from a teacher page theme to theme used by the parent page of your page (in most cases, this will be the site theme) then you can change the theme to **Inherit**. More information on using teacher page themes will be provided when we talk about the *Page Theme* option.

## Icon

Click **Select Icon** to choose an icon to be associated with your page. In certain templates, this icon will appear beside the page in the menu. In many other templates, this icon will not be used.


## Page Administration

This component is similar to the *Page Administration* section we covered in the *Editing a Page* section of this manual.

The **Page Administration** section contains user specific information on the page. This section is divided into 4 main headings:

### Page Owner

The **Page Owner** field lists who is the owner of the page. That user has full control over the page. Here users and administrators also have the ability to change the ownership of a page to another user.

To do so, simply click on **Choose User/Group** , remove the current owner, select the user or group you wish to grant ownership to.

If you check the option **Propagate the Change of Ownership to All Sub-Pages** this will make the page owner of the current page, the page owner of all the subpages as well.

### Last Modified

The **Last Modified** section informs a page owner on when that page was last edited.

### Release Schedule

The **Release Date** and **Expiry Date** fields allow you to schedule when the page will be visible to users. The Release Date determines when the page will be made public and the Expiry Date determines when the page will no longer be public. By default, the Release Date will be set to **Now** and the Expiry Date will be set to **Never**.

### Follow-up Tasks

Page owners can keep track of their pages by simply scheduling reminders for specific pages. By clicking on the **Review** option in the drop down menu and selecting a date from the embedded calendar, page owners can ensure that their pages are never out of date. On the scheduled date the system triggers an email to the page owner, reminding him/her of the due task.

You may also choose to **Move** the page to another location. Once you select the Move task click **Browse** to select a **Target Location**. This target location will be the new parent page of the page you are moving. You can also choose to move the current page and all its subpages or move just the subpages of the current page (this

option can be useful if you would like to move all your news stories from recent news to an older news area at the end of the school year). You also have the option make the move happen on a specific date or when the page is a specific number of days old.

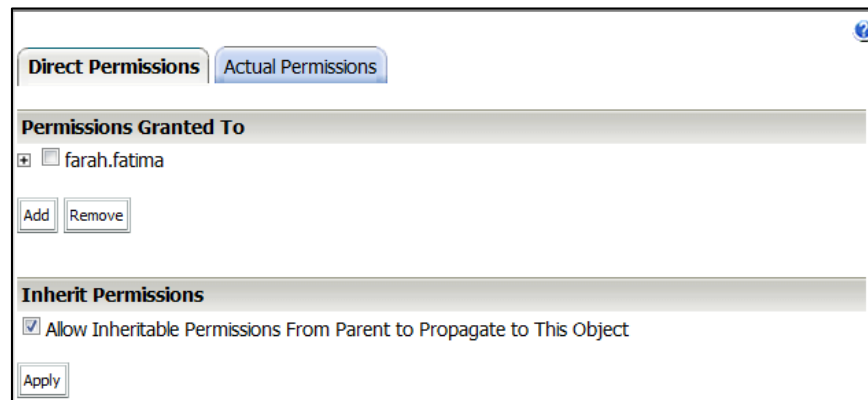
Similarly, by clicking on **Archive** in the drop down menu page owners can schedule specific pages to be archived on the site.

Once you have completed your configuration changes, click **Update Page** to save those changes.

## Page Permissions

Assigning the correct page permissions is often one of the most critical steps in ensuring consistency and accountability of content on websites. Using the **Page Permissions** console administrators have the ability to assign and remove permissions for groups and users, while individual users have the ability to see who else has access to their pages.

The **Page Permissions** component is broken into two main categories: **Direct Permissions** and **Actual Permissions**.



### Understanding Direct Permissions

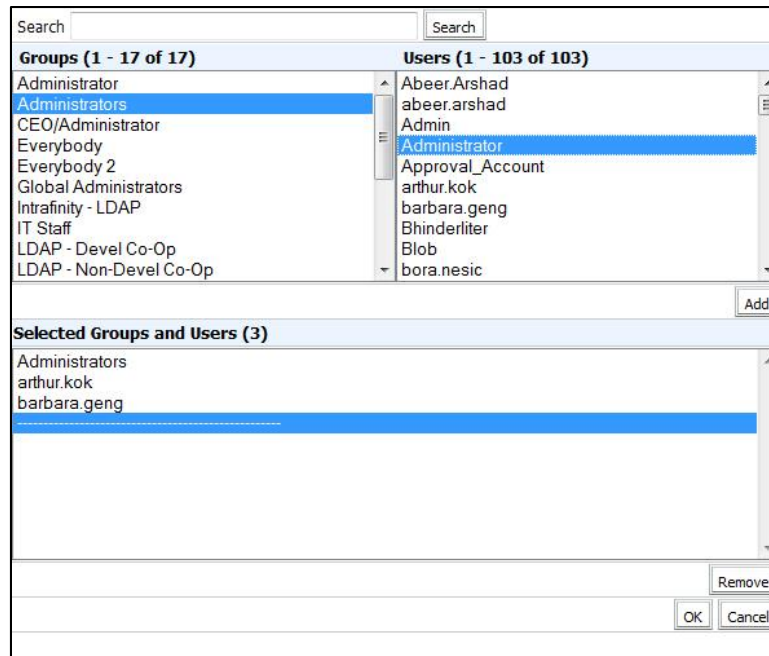
The **Direct Permissions** tab lists the groups and/or users who have been assigned permissions to the page you are currently viewing. Here, you have the ability to **Add** and **Remove** permissions, and also inherit permissions from parent pages as well.

## Add Permissions

In order to grant permissions to a group or individual user on a specific page, simply click on the **Add** button under the group/user list.

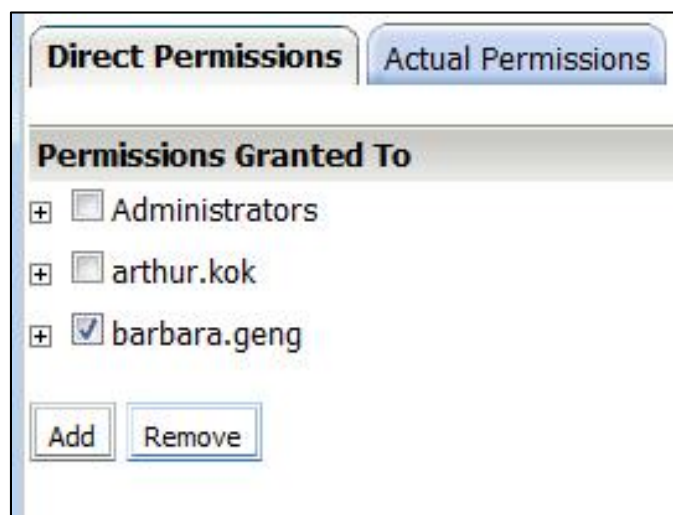
In the following window click on the groups and users and click **Add**.

Click **OK** to include permissions.



## Remove Permissions

To remove permissions from a group or user simply click on the checkbox next to the name and click on **Remove**.



## Define Permissions

When users are added into the permissions box, they are given **Read** permission by default. The definition of the permissions is included below:

PERMISSIONS	WHAT IT DOES
<b>Create</b>	Allows the user to create or add pages.
<b>Delete</b>	Allows users to delete pages.
<b>Read</b>	Allows users to simply view pages but not make any content changes to it.
<b>Write</b>	Allows users to edit content on the page.
<b>Full Control</b>	Allows the users to control all aspects of the page: Create, Delete, Read and Write, as well as the ability to assign permissions to others.

To configure a group or user's permissions click on the **+** icon next to the user or group's name. Check the appropriate permission boxes and click on **Apply** in the list to enable the permission.

## Understanding Inheritable Permissions

By checking the **Allow Inheritable Permissions From Parent to Propagate to This Object** box under the **Page Permissions** window individuals with access to the parent page will also have access to the page you are viewing. This will now be considered an **Actual Permission** of the child pages.

**Inherit Permissions**

Allow Inheritable Permissions From Parent to Propagate to This Object

## Understanding Actual Permissions

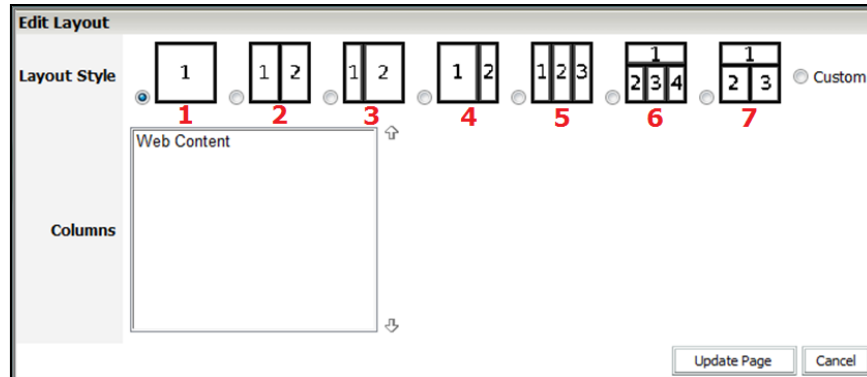
The **Actual Permissions** tab lists the individuals and groups who have inherited access to the page you are viewing. These are often administrators or users assigned to monitor all the child pages under a parent page.

## Page Layout

By default, the layout of a **Content Space Page** is single large area for you to enter text via a content portlet. If you to have other elements on the page such as a mini-calendar, or a news area, you may want to consider changing the page layout to one that allows for multiple regions.

The **Page Layout** option allows you to select from a range of standard layout themes in the system. Simply click on the corresponding radio button to select a particular template. You can also create a custom layout however

this requiring coding the layout yourself. For more information on custom layouts, please see *SitePublish Administrator Guide*.

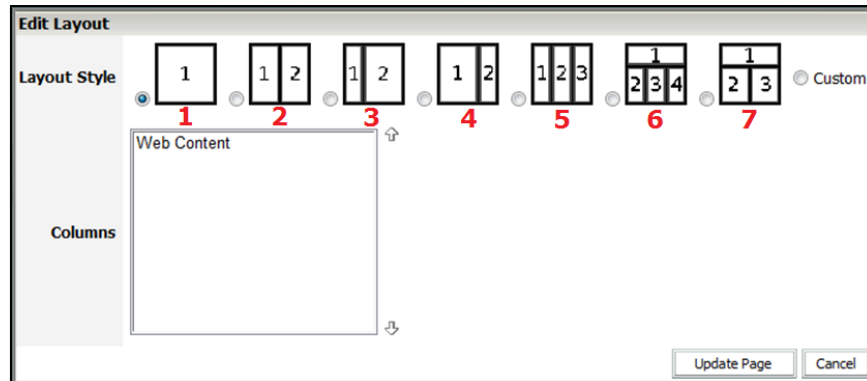


## Page Layout: A Scenario

There are many templates that you can select from, therefore we are going to select one template and apply it to a hypothetical scenario. In this scenario we will be introduced to a user, Jane Smith, who wants to use multiple portlets on her page.

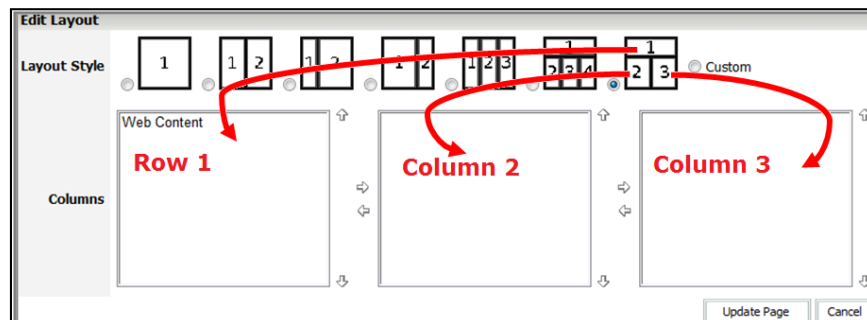
Jane has already added a **Content Space Page** under a specific parent page and is ready with an overall vision of her future page. But first, she must go to **Page Options** in the *Administrative Toolbar* and click on **Page Layout** to select the skeleton structure of her page.

At first, Jane's **Page Layout** window looks like this, with a single blank page layout.



She then selects layout 7 by clicking on the corresponding radio button.

Now there are 2 more boxes included in the columns region of the page layout window. Each number in the layout template corresponds to a region. The image below demonstrates how this is done:





So far Jane has established the skeletal structure of her page, but has yet to add any portlets. Only **Region 1** has a portlet in it because that is the original content area that was available with the **Content Space Page**. This portlet is called Web Content. Jane has to add portlets into **Region 2** and **Region 3** as they are still blank. At this point, she clicks **Update Page** to apply the layout changes to her webpage.

She is now routed back to her content space page where she **Switches to Design Mode** in order to add more portlets to her page. Her page will look something like this:

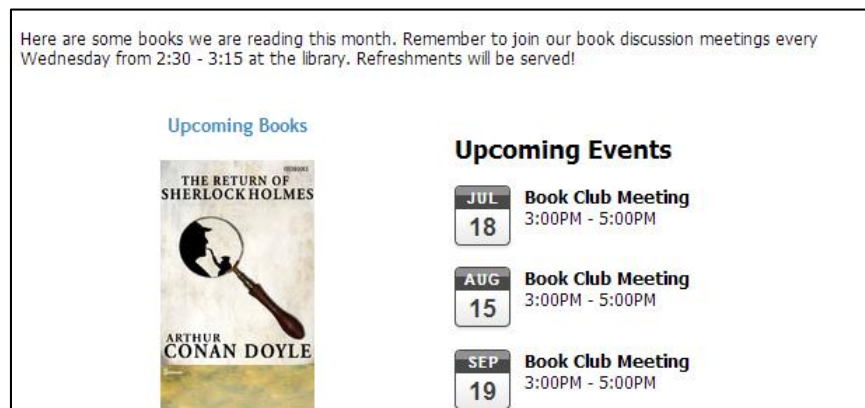
In the view above, the Web Content portlet is part of **Region 1** of the **Page Layout**. However, **Region 2** and **Region 3** are still empty, but now Jane has the ability to add portlets by dragging portlets from the Portlet Library in to the available regions.

She decides to add a portlet into **Region 2**. In this case she drags the portlet **Content** in to the region.

Jane is now brought back to her main page and the new portlet has been added to Region 2. To add content to this area, she clicks on the **Edit** button next to her new portlet. This will route her to the WYSIWYG editor.

After adding the text, Jane clicks **Publish** under the WYSIWYG editor and once again adds another portlet, this time under Region 3. For region 3 she decides to add an upcoming events portlet. She then configures the upcoming events portlet to point to her calendar.

Finally, Jane's page has 3 portlets on it and looks like this:



## Changing the Order of Portlets

Jane can still alter the layout of portlets on her page, or even change the overall layout of the page by going to the **Page Layout** option under the **Advanced** menu bar. Furthermore, she can change the order of portlets on the page by clicking on the portlet name and using the arrow keys to move them around.

**Vertical** navigation keys  $\downarrow \uparrow$  allow you to change the order of portlets in a region.

The **horizontal** navigation  $\leftarrow \rightarrow$  keys allow you to move portlets from one region to another.

You can also move portlets between regions using the drag and drop functionality. For more information on how that process works, please see the *Switching to Design Mode* section.

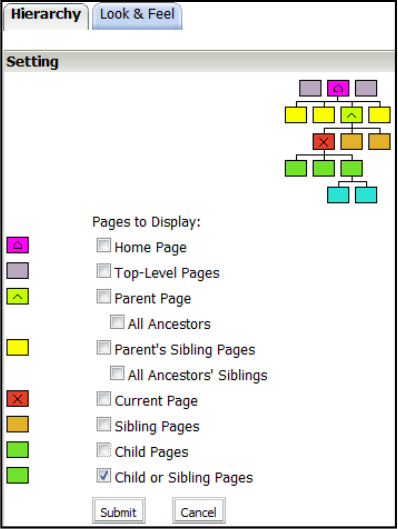
## Portlet Types

By default when a user wishes to add a portlet to a page, they are given access to a wide range of portlets via the Portlet Library. Most sites also have a large number of Local Portlets they can select as well. The exact portlets available and the categories they are placed under may vary depending on your site; this is particularly true for any portlets found within the Local Portlets area. If you do not see a portlet in the Portlet Library, check the Local Portlets area.

PORTLET TYPE	DESCRIPTION
<b>Basic Category</b>	
<b>Banner</b>	The banner portlet allows you to create a rotating slideshow of images to display on a page. You can determine how big the portlet appears on the page, how frequently it rotates and more.
<b>Content</b>	A text portlet, where users can add content, videos, pictures, hyperlinks etc. Editing this portlet will take you to the WYSIWYG editor.
<b>Data Summary</b>	This portlet is used to display news content pages on a page. Once you have added the portlet to a page, you can configure it to choose what news section to point to and what render template to use. For more information on this portlet, please see <i>Chapter 8: News Engine</i> .
<b>Tabs</b>	The tabs portlet works like a normal content portlet except you can add tabs. Each tab works as its own content area within the tabs portlet. You can also set the width of your tabs portlet to best suit its placement.
<b>Collaboration Category</b>	
<b>Advanced Data Display</b>	This portlet allows you to create a news story on the page. This is the same portlet that is created when you create a News Content Page. For more information on this portlet, please see the <i>News Engine</i> manual.
<b>Advanced Data Summary</b>	Despite the different name, this portlet is identical to the Data Summary portlet. This portlet is used to display summaries of news stories on a page. Once you have added the portlet to a page, you can configure it to choose what news section to point to and what render template to use. This is the same portlet that is created

	when you create a News Section page. For more information on this portlet, please see the <i>News Engine</i> manual.
<b>Calendar</b>	Users have the ability to add a new calendar to a page. Refer to the <i>Calendar</i> manual for more information on calendars.
<b>Discussion Forum</b>	Users have the ability to embed a <b>Discussion Forum</b> into a page. Refer to the <i>Discussion Forum</i> manual for more information.
<b>Document Container</b>	Users have the ability to embed a <b>Document Container</b> into a page. Refer to the <i>Document Container</i> manual for more information.
<b>Mini Calendar</b>	Users have the ability to embed a <b>Mini Calendar</b> into a page. This calendar can linked with any calendar on the site.
<b>Mini Upcoming Events</b>	You can link a <b>Mini Upcoming Events</b> portlet to any calendar on the site. This portlet publishes a listing of upcoming events on to the page.
<b>Photo Gallery</b>	Users have the ability to embed a <b>Photo Gallery</b> into a page. Refer to the <i>Photo Gallery</i> manual for more information.
<b>Wiki</b>	This portlet allows you to create a wiki on a page. Refer to the <i>Wiki</i> manual for more information.
<b>Workspace Calendar</b>	Despite the different name, this portlet is identical to the Calendar portlet. Users have the ability to add a new calendar to a page. Refer to the <i>Calendar</i> manual for more information on calendars.

**Content Management Category**

<p><b>Advanced Site Navigation</b></p>	<p>This portlet controls what pages are displayed in the left-hand navigation. You have the ability to define which pages display as well as change the look and feel of the text in the navigation bar. This portlet will be a part of your sidebar pageset on most sites.</p>	
<p><b>Class Directory</b></p>	<p>This portlet allows you to display a listing of classes within the LMS or My Classes area. You can configure which organizations the classes will be displayed for as well as what information is displayed and how it is sorted.</p>	
<p><b>Presentation</b></p>	<p>Allows you to display information from the workspaces or knowledge repository on a normal content page.</p>	
<p><b>Recommended Content</b></p>	<p>This portlet is intended for use specifically with the knowledge repository. It allows you to pick specific items or categories and display them on the page.</p>	
<p><b>RSS Aggregator</b></p>	<p>Allows you to display an RSS feed on the page. This can be a feed from one of your sites or from an RSS feed found online. Please note that this portlet is not compatible with Atom feeds.</p>	
<p><b>Site Map</b></p>	<p>This portlet displays a directory of pages from your site. You can show the top 3 or 4 levels of pages and whether or not to include hidden pages in the map.</p>	
<p><b>Site Navigation</b></p>	<p>Despite the difference in name, this portlet is exactly the same as the Advanced Site Navigation portlet. This portlet controls what pages are displayed in the left-hand navigation. You have the ability to define which pages display as well as change the look and feel of the text in the navigation bar. This portlet will be a part of your sidebar pageset on most sites.</p>	
<p><b>Staff Directory</b></p>	<p>This portlet allows you to display your staff. Be default, three tabs will be displayed for Administrative Staff, Staff and Teachers.</p>	

	However you can edit the portlet to choose other groups. You can also control what information is displayed.
<b>Web Content</b>	This portlet is exactly the same as a content portlet where you have the ability to add content, videos, pictures, hyperlinks etc. Editing this portlet will take you to the WYSIWYG editor.

### Forms Category

<b>Custom Form</b>	This portlet allows you to insert a form portlet on the page and link it to one of the form templates. For more information on forms, please see the <i>Forms Engine</i> manual.
<b>Poll</b>	This portlet allows you to place a question on the page and allow visitors to the page to vote on the answer. The results can be displayed on the page in bar or pie chart form.
<b>Survey</b>	This portlet allows you to create a series of questions for visitors to answer. Can include short answer, multiple choice, essay and other question types.

### My Portlets Category

**All portlets in this category are context sensitive and they will only display information based on your user account. This also means that for guest users the portlets will not be visible on the page.**

<b>My Alerts</b>	Allows you to view and manage any alerts you have created for calendars, blogs, discussion forums, etc.
<b>My Cases</b>	This portlet allows you to view any workflow cases that are associated with your account. For more information on workflow, please see the <i>Workflow</i> manuals.
<b>My Profile</b>	This portlet allows you to see your user profile. Can be a nice shortcut for users to make changes to their profiles.
<b>My Upcoming EREG Events</b>	This portlet shows any upcoming events you have registered for in Event Registration. For more information on event registration, please see the <i>Event Registration</i> manual.

## Metadata

Metadata holds specific attributes of a webpage. Search engine specific metadata is a collection of information about your webpage that is only visible to search engines. Thus, you will increase your search rating by including keywords in your **Search Description**, **Keywords** and **Rating** fields. This information is applied to the search feature on your website.

This component of the *SitePublish* tool is applicable to web experts; regular users will not be required to use this tool.

## Manage Subpages

**Manage Subpages** section within **Page Options** contains many of the most important tools in the *SitePublish* system. Through this section, you have the ability to perform a number of functions:

Schedule the release of subpages – Found under **Release Schedule**.

Change the order of pages – Found under **Page Order**.

Change the **Visibility** of pages – Found under **Page Status**.

**Archive** pages – Found under **Page Status**.

Restore archived pages – Found under **Archived Subpages**.

Change configuration of External Link pages – Found under **Edit External Link Subpages**.

View subpages of the current page – Found under **View Subpages**.


## Release Schedule

Specifically designed to ease the workload for users who are responsible for maintaining multiple pages, the **Release Schedule** allows you to schedule the live date of created subpages on the system. This feature ensures that you do not have to create and complete pages in a hurry, instead you can plan ahead and release pages only when you are ready to make them live. For instance, teachers have the ability to create their teacher pages during the summer break and schedule them to go live on the website at the beginning of the semester.

When using the **Release Schedule** it is important to remember that it is available in the *Administrative Toolbar* and therefore the subpages listed within it are specific to the page you are currently viewing. Once you have decided which subpages you wish to release, simply click on **Release Schedule** under **Page Properties** and select the **Release On** and **Release Until** time and date from the drop downs provided.

## Page Order

When you first create a new page, it will automatically be added to the bottom of the list of subpages for the page you are on. This is the case both for the horizontal menu across the top and the vertical sidebar menu.

<b>General</b>	
Context ID	766199
<b>Creation</b>	
Date	4/22/2008 7:54:13 PM
IP	70.52.200.109
User	501880
<b>Modification</b>	
Date	7/25/2008 4:32:50 PM
IP	70.52.200.109
User	962394
Object ID	766200
Object Type	ptl_page
Security Inherit	<input checked="" type="checkbox"/>
<b>Search</b>	
Description	
Rating	
<b>Taxonomy</b>	
Keywords	System.Collections.Gener 
<input type="button" value="Submit"/>	

To change the order that subpages appear, both in the horizontal and vertical menus, go to **Page Options -> Page Order**. Click and drag the pages to rearrange the pages to your liking.

PAGE ORDER	
Page Name	Created On
Arts	11/11/2011 11:49:06 AM
English	11/11/2011 11:47:40 AM
History	11/11/2011 11:48:35 AM
Technology	5/25/2012 6:21:17 AM
Math	11/11/2011 11:48:00 AM
Science	11/11/2011 11:48:16 AM
Technology	5/25/2012 6:21:17 AM

When you have finished, click **Update Page Order** to save your changes.

## Visibility

After creating pages you have the ability to **Hide Section**, **Hide Selection** or **Show** them on your site. Hidden pages are different than archived pages; users who have a direct URL will still be able to access a hidden page as it is still live on your website. As mentioned earlier, archived pages are essentially saved pages that you can make live at any time.

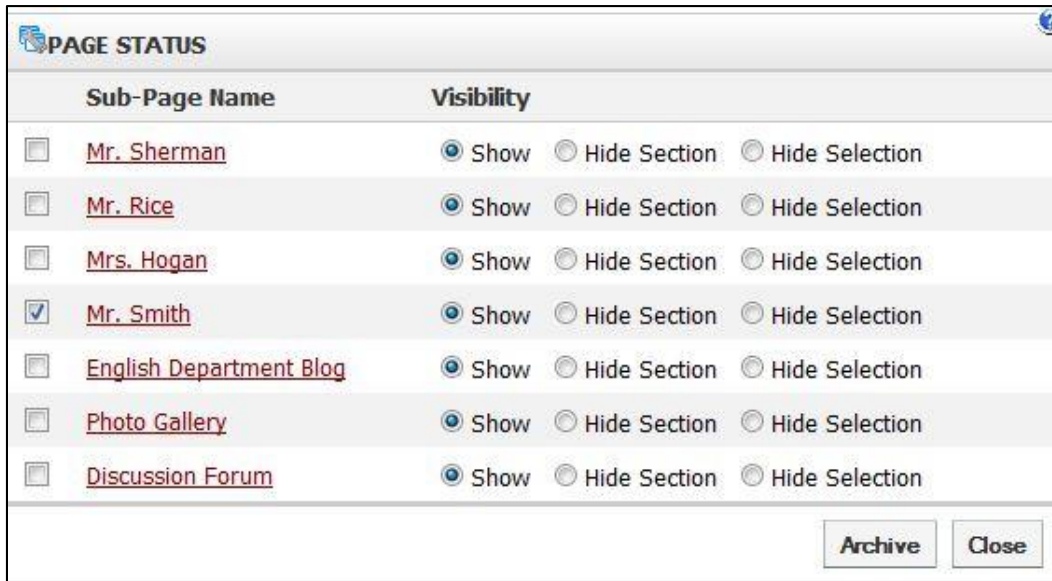
Hiding and showing pages is easy: simply click on the **Show**, **Hide Section** or **Hide Selection** option next to the title of the page. The key point, however, is to understand how the *Visibility* of a page can be used to enhance the impact of your website.

Often content authors make the mistake of adding too many subpages to their website. These pages negatively impact the readability of the site since users are confronted with an unwieldy menu. To avoid this common pitfall, content authors can create hidden subpages and simply hyperlink them on another area of the website.

**Hide Section** allows you to hide your subpages, as well as hide the page from top menu bar and the side menu bar. If there is a calendar within your hidden section, it will not be visible from other calendars on your site. You will not be able to see any subpages of the page from the side menu bar.

**Hide Selection** allows you to remove a page from the top menu bar and sidebar menu, without hiding the items that are contained within. The calendars under the hidden page will be visible to other calendars and the side menu bar will display any subpages of the current page.

**Archived pages** are those pages that are saved and cannot be accessed by anyone except page owners and administrators.



To archive a subpage select the checkbox next to the subpage name and click **Archive**.

## Archived Subpages

The **Archived Subpages** link under **Page Properties** tabulates the pages that were archived through the **Manage Subpages** link. Here you have the ability to delete pages as well as un-archive them.

**Delete Pages:** to delete pages from the system, simply click on the  icon corresponding to the page title.

**Un-Archive Pages:** if you wish to retrieve a page, that is, if you wish to make it live on your website again, simply click on the checkbox corresponding to the page title and click on **Un-Archive**.



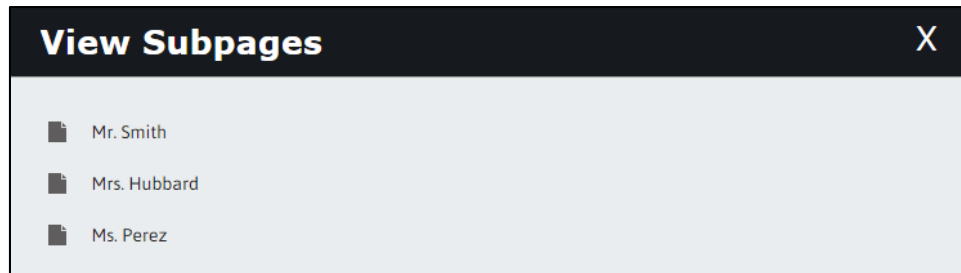
## Edit External Link Subpages

An **External Link Page** allows you to create links on your website that route to either an external website or a page within your current website or a document. Details on how to add and maintain an **External Link Page** have been included in the *External Link Page* manual.



## View Subpages

This menu lists all the subpages, including hidden and not yet released pages, currently under the parent page. This menu allows content authors to easily access and edit hidden or unreleased pages.



## Tools

The Tools menu comes fourth in the row of menus in the *Administrative Toolbar*. This menu is considered the housekeeping component of the solution and offers useful reminders and information on maintaining your pages.

### Check Accessibility

It is possible that your website will be modified several times. When this happens, certain pages or functions may not be accessible to reading aids for the blind or hearing impaired.

This section allows you to verify that accessibility is available to all. This will produce a list of all the content on the page that is inaccessible to the disabled. The standard used is that of "section 508" for equivalent access to electronic media by all.

### Check Links


Often, page owners on websites have no easy way of verifying when a hyperlink link is broken. The **Check Links** option allows users on the Presence system to check whether links on the site are working properly. This tool produces a table of all the links on a page and the corresponding status of each link (i.e. whether or not it is valid). Clicking on a link will take you to its target destination.

## Checked-Out Page Report



The Checked-Out Page report provides a list of pages that have been checked out and have not been checked in. You can search for pages Checked-out longer than a certain number of days, search for pages checked-out by a specific user, or you can search for all checked-out pages on the site. Once you have set your specifications, to see the report, click **View Report**. You can export the report by selecting Select a format from the drop down menu and then click **Export**. To view the page that is checked out, simply click on the **Page Name**. You will also see who the page is **Checked Out By** and the date and time the page has been **Checked Out Since**. **This report is only available to administrators.**

**REPORT PARAMETERS**

Checked-out Longer Than (days):

Checked Out By:  

---

1 of 1 Find | Next  

### Checked-Out Pages

Page Name	Checked Out By	Checked Out Since
<a href="#">Activities</a>	<a href="#">matthew.goody</a>	22 April, 2013 04:42 PM
<a href="#">Home</a>	<a href="#">trevor.mackay</a>	18 April, 2013 04:38 PM
<a href="#">Mr. Rice</a>	<a href="#">Brian.Rice</a>	05 April, 2013 12:48 PM
<a href="#">Test</a>	<a href="#">adrian.lo</a>	03 April, 2013 09:25 AM
<a href="#">Photo Gallery</a>	<a href="#">Delbert.Foster</a>	02 April, 2013 02:43 PM

## Expiring Content Report

The **Expiring Content** report provides a list of pages that are expiring. That is, pages that are or were visible and that have set to be hidden after a certain date (via the release schedule). You can search by pages **Expiring in** certain number of days, **Page Owner**, and to see the entire report click **View Report**. You can export the report by selecting Select a format from the drop down menu and then click **Export**. To view the page that is expiring, simply click on the **Page Name**. You will also see who the **Page Owner** is and the **Expiry Date**.

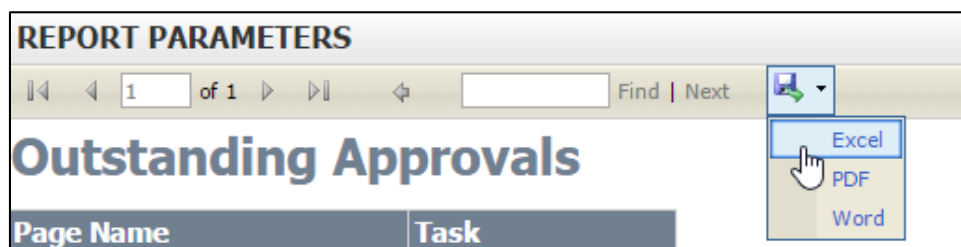
## Outstanding Approval Report

In the *Manage Approval Process* section earlier in this chapter, we learned how to apply approval workflows to pages on your site. The premise of approval workflows is to route changes made by a content author to designated individual(s) or groups who will then be responsible to approve or reject those changes.

Notifications of pages pending approval are sent to the approver via email. However, the **Outstanding Approval Report** serves as an extension to the emails and offers the approver a list of all the pages in one comprehensive location. Approvers have the ability to click on the title of the page directly from the report and approve or reject the changes. **This report is only available to administrators.**

### Export the Approval Report

Users have the ability to export the approval reports for their site. This tool is often used by administrators to keep track of how often pages are pending approval



To export information simply click on the drop down menu and select the format of the exported document (Excel, PDF or Word) and click on **Export**. This will open the exported document in the format you selected.

## Stale Content Report

The **Stale Content Report** ties into the **Follow-up Tasks** feature we covered under the **Page Properties** section. If you recall, this is where users have the ability to set up scheduled reminders on their pages. **This report is only available to administrators.**

In addition to sending an email reminder, the system also tabulates all pages that missed their review date under the **Stale Content Report**. This ensures that even if page owners are unable to update their pages on a specific date, administrators can still easily track which pages have been updated or reviewed and which have not.

## Using the Stale Content Report

This report contains a table with key information about pages on your system:

**Page Name:** This column lists the name of the specific page that missed its review date. These titles are clickable; therefore page owners can directly access the page and make content changes to it.

**Page Owner:** This column shows the page owner who missed the review date. For administrators, this column will show the review status of all the page owners on the system.

**Follow-up Task:** This column defines the task that was assigned to the specific page.

**Follow-up Date:** This column displays the date the follow-up task was scheduled to be completed.

**Publish Status:** This column displays the current publish status for the page.

## Export Information

Users have the ability to export the **Stale Content Reports** for their site. This tool is often used by administrators to keep track of how often pages on a site are updated.

To export information, click on the drop down to select the format of the exported document (Excel, PDF or Word) and click on **Export**. This will open the exported document in the format you selected.

## Advanced Options

The **Advanced Options** menu is the third row of menus found on the *Administrative Toolbar*. This menu features the more complex tools of the system. Although intuitive enough to learn on your own, it is recommended that users first become familiar with the **Page Options** menu before delving in to the **Advanced Options** menu.

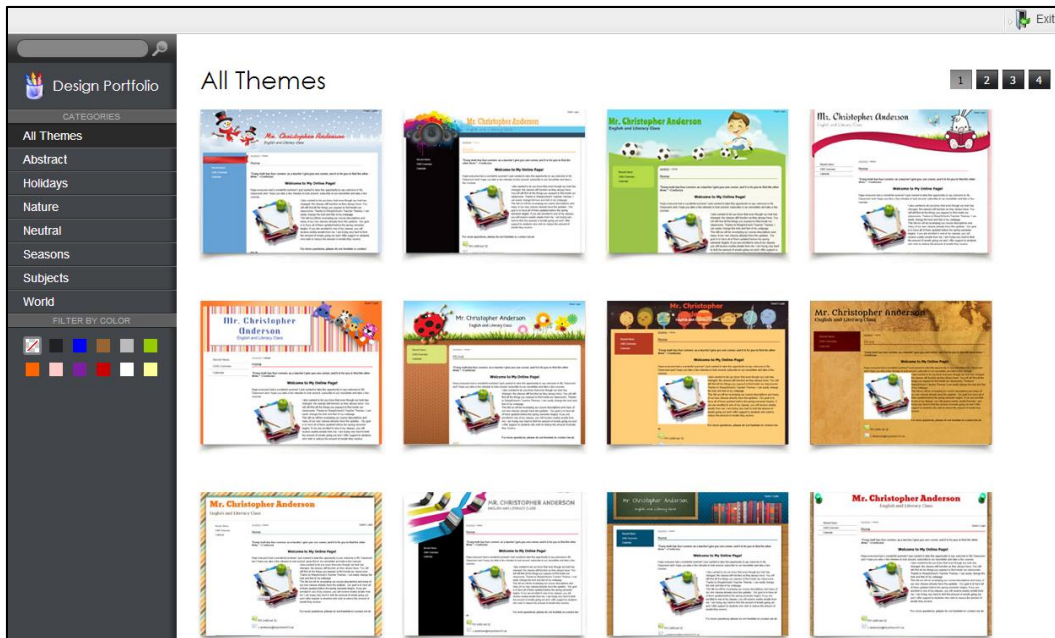
The options that are available in the **Advanced Options** menu vary according to your permissions on a site. Therefore, several features mentioned in this section will refer to the *Administrator Manual* and will not be detailed in this user guide.

## Page Theme

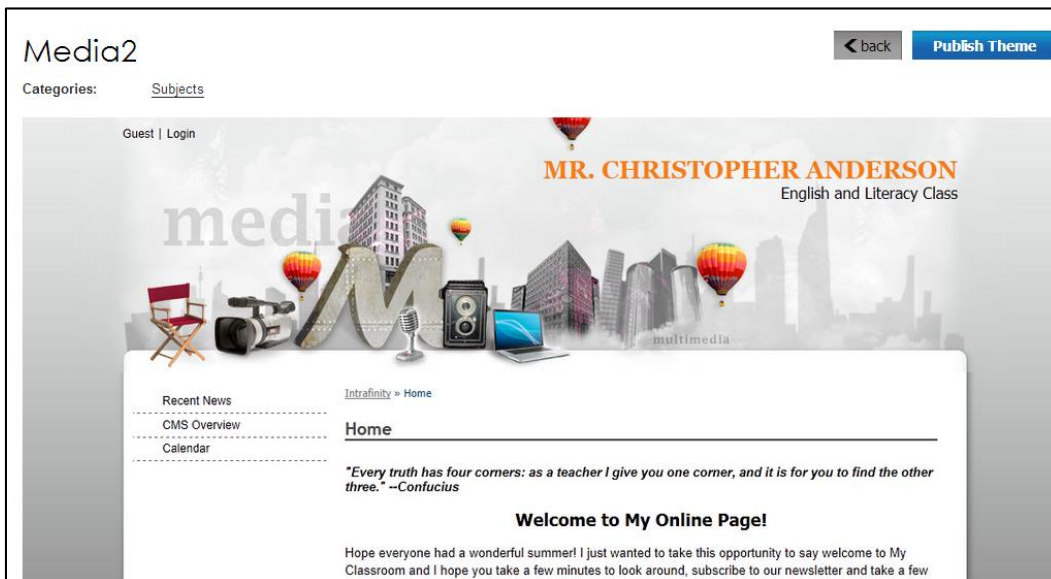
The Page Theme option can be a great way to give your page its own look and feel. **Note:** In order to set a page theme for a page, **you must be the page owner or a member of the Administrators group**.

To set a page theme, go to the page you want to set and then click on **Advanced Options -> Page Theme**. You will now be brought to the Design Portfolio.

From here you have the option to browse through all of the themes. On the left side of the page you can help to narrow your search. You can use the search bar to search for a specific theme. You also have the option to view pages for specific categories such as Nature or Holidays or you can view themes that match a specific color by using **Filter By Color**.



Once you have found a page theme that you like, you can hover your mouse over the theme and click the **Preview** button to get a better idea of how the theme will look. If you are happy with the theme, click on the theme (but outside of the **Preview** button).



Click **Publish Theme** to confirm your selection.

Because of the way inheritance works, by default all subpages of this page will also bear this new theme. If you do not wish that to be the case, you will need to set the theme(s) on the subpages as well.

Once you have set your new page theme, you can also set a header for the page. To do so, go to **Metadata** under the **Page Properties** tab and select **General Metadata**. At or near the bottom of the window that comes up you will see two fields, **Header Line 1** and **Header Line 2**. Any text you type in these two fields will be made part of the header.

Once you have completed your change, click **Submit**, close the Metadata window and refresh your page to see the change. Any subpages that are inherited this theme will also inherit your new header.



## Move Page

Only administrators have the ability to move pages. Therefore, a detailed description has been included in the *SitePublish Administrator Guide*.

## Copy Page

Only administrators have the ability to copy pages. Therefore, a detailed description has been included in the *SitePublish Administrator Guide*.

## Save as Page Type

After creating a page with a particular range of portlets, administrators have the ability to save it as a page type. This page type will then be available to all users on the system. This tool allows you to save the page you have open as a page type or template for use later on. Only administrators have the ability to create page types. Therefore, a detailed description on how to create and add custom page types has been included in the *Administrator Manual*.

## Manage Approval Process

Although the responsibility of maintaining pages may be distributed among different groups of users in an organization, pages of critical importance are often sent to an approver before being published on the website. Using the system's **Manage Approval Process**, changes made by a page owner are routed to a designated approver via email.


RULES								<a href="#">+ ADD RULE</a> <a href="#">- DELETE ALL RULES ON CURRENT PAGE</a>
The following is a list of the rules that must be completed on this item.								
Rule Name	Parties	Task	Logical Operation	Propagate To Children	Propagated From	Last Modified Time	Actions	
<a href="#">Test</a>	Bert.Tate	Approve	All	Yes		2013-01-24 09:57	<a href="#">✖</a>	

[Close](#)

You must perform the following steps in order to initiate an approval:

Click on **Add Rule**.

In the following window **Name** the rule and define the **Parties** (i.e. the approvers) who will be approving the page.

Select the approving **Parties** by clicking on the **Choose User/Group**  button.

Select the **Logical Operation** that will apply to your Rule.

**Require that ALL Party members approve current step to advance workflow** indicates that all Parties that you enter in the step above must approve the change(s) made to the page.

**Require that ANY single Party member approve current step to advance workflow** allows any one that you add in the Parties to approve any change(s) made to the page.

**Propagate rule to subpages:** Allows you to apply the Rule on your subpages

You have the option to include a **Description** of the approval workflow.

Click on **Create Rule**.

## Excluding Pages


The Manage Approval Rules allows you to exclude particular child pages from being included in a rule.

**Adding a Page to be excluded:**

Click on the name of the rule from the Rules page.

Click on the **Add Page** button.

From the list click on **Select** beside the name of the page.

If you want to delete a page from the **Excluded Pages** list simply click on the  button beside the name of the page.







## Multiple Approval Processes

You have the ability to create multiple approval rules on a page. This step allows changes to critical pages to be filtered through more than one user or group of users before being published on the website.

To add multiple approval processes simply create rules by clicking **Add Rule**.

Use the arrow keys   to move the order of rules.

To delete approval processes simply click on the  icon.

PAGE APPROVAL PROCESS							
RULES							
 <b>ADD RULE</b>  <b>DELETE ALL RULES ON CURRENT PAGE</b>							
The following is a list of the rules that must be completed on this item.							
Rule Name	Parties	Task	Logical Operation	Propagate To Children	Propagated From	Last Modified Time	Actions
<a href="#">Test</a>	Bert.Tate	Approve	All	Yes		2013-01-24 09:57	 
<a href="#">Design Approval</a>	Alfred.Salazar	Approve	All	Yes		2013-04-19 12:16	 

## Propagating Page Approvals to Subpages

Administrators have the ability to take a single rule and push it to all **subpages** underneath a page. To do so, simply check off the **Propagate rule to subpages** option. This will allow you to set up approval rules to cover a whole section.

## How to Approve or Reject Pages

There are several ways in which an approver can approve or reject pages.

When a page owner attempts to publish a page that already has a page approval rule applied to it, it will trigger an email to be sent to the approver(s). This email contains a link to the page that requires approval and here the approver can click on the link and approve the page online.

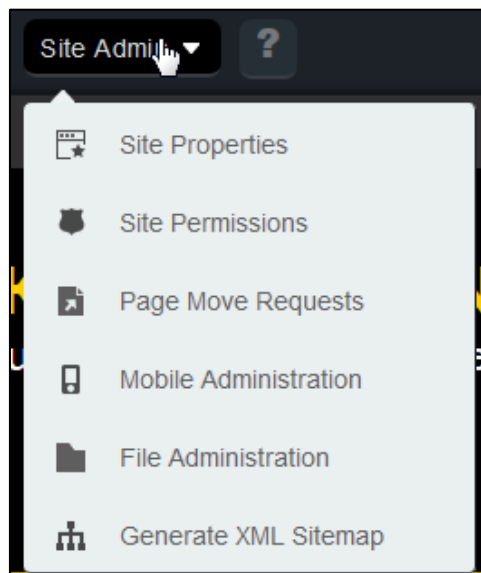
Approvers also have the ability to view all their outstanding approvals throughout the system. We will cover this feature in detail under the Tasks section of this user guide.

## View Local Portlets

Only administrators have the ability to *View Local Portlets*. Therefore, a detailed description has been included in the *SitePublish Administrator Manual*.


## Site Administration

The site administration tasks, such as **Site Properties** and **Mobile Administration**, can be found by hovering over **Site Admin** and choosing the option you wish to access.



These options are generally only available to administrators and will be detailed in the *SitePublish Administrator Guide*.

## Getting Help

If you click on  in the menu, a new tab will open. Within this tab, you will find a list of user manuals as well as the option to contact support by phone or chat.



## Updating Profile Information

On the right side of the toolbar, if you hover over  you can change your **Account Settings** and **User Preferences**.

