



Accessing & Navigating the CMS

Before you can edit a webpage (or content area on a webpage) you need to be able to know how to enter the site, understand what you see there, and be able to move comfortably through files and folders. In this document we will discuss:

- I. Access dotCMS
- II. Identify and navigate files and folders

I. Access dotCMS

- Open your web browser, enter this address and Enter (return): <u>http://www.wpunj.edu/c</u>
- b. This address will work whether you are on campus or off. On campus you can use this address: <u>http://cms/c</u>

Login		
	User ID :	
	Password :	
	Remember Me	
	🦀 Sign In	
		Forgot password

- c. Enter your WPUNJ username and password in the login interface.
- d. Select the Remember Me box the first time you access the site
- e. Click the Sign In button
- f. Select the Website tab to see the menu in the Browser area. Click on Website Browser to continue. (*Publishers can access the Workflow tab to edit and approve edited pages.)

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Home Workflow	Website Folders, Files & Pages	Content Search & Edit Content	Calendar Events Management	
🍚 Globa	🚰 Website Browser			
Workfl	HTML Pages			
Key	Files words:			

II. Identify and navigate files and folders

- **a.** The **browser menu** will feature one or more **folders**. The screen capture on the left depicts five folders.
- **b.** Click the **plus sign** to reveal **subfolders**, as in the screen capture to the right.
- **c.** When you double-click a folder the contents of that folder will appear in the window on the right, as illustrated below. The Map of Files and Folders identifies each of important elements in this interface (from left to right):



- Folders subsume files
- Files are appended with a .dot, the equivalent of .htm
- Both files and folders can be featured on the webpage menu
- Green balls indicate the file is published; yellow ball files are not
- Files can be locked by the editor
- File names, editor names and editing dates are listed on the right

elps		MAP- FILES & FOLDERS
elem Folders 1	Numbers indicate menu order	
i field 5 outlines smse Files: .dot 2 equals .htm 3	Green and yellow balls indicate publication status	File names, Editors, and Editing dates
📓 index.dot	Education - Deparments Index	Susan Burns 04/27/2012 12:42:27 AM
ac_staff_walshk.dot	COE Faculty and Staff: Kevin Walsh	10/18/2011 04:29:39 PM
📼 COE Home		Rochelle Kaplan 11/06/2010 06:07:30 AM
ac_staff_mongillog.dot	COE Faculty and Staff: Geraldine Mongillo	Brian Publik 10/22/2010 02:07:11 PM
fac_staff_honge.dot	COE Faculty an Yellow icons	Brian Publik 09/29/2010 10:39:08 AM
📓 fac_staff_wilderh.dot	• COE Faculty an, are locked files	Yuri Marder 09/17/2010 12:36:58 AM
📓 fac_staff_rimmerr.dot	COE Faculty and Staff: Robert Rimmer	Yuri Marder 09/17/2010 12:36:51 AM
fac_staff_kowalskym.dot	COE Faculty and Staff: Michelle Kowalsky	Yuri Marder 09/17/2010 12:36:43 AM
📄 fac_staff_kaplanr.dot	COE Faculty and Staff: Rochelle Kaplan	Yuri Marder 09/17/2010 12:36:14 AM
📕 fac_staff_alons.dot	COE Faculty and Staff: Sandra Alon	Yuri Marder 09/17/2010 12:35:50 AM

- **d.** Double-click to open files and folders. See the **Editing** document for details on how to manage files, and see the **Save/Assign Save/Publish** document to manage workflow.
- **e.** The system may pause to process commands while you are working with files and folders. At these times the **Loading** interface will appear for a few seconds.

Home Workflow	Website Folders, Files & Pages	Content Search & Edit Content	Calendar Events Management					
🞯 www.wpunj.edu Website Browser								Change Host 🔽
Sites	and Folders							🕂 Add New 🔻
± _	_ ccart	*	Name M	Menu Sta	atus	Description	Mod.User	Mod. Date
•	CloselyHeld							
• • •	centerss							
	cte							
	child-development							3 Show Archived
. E	ie cie	-				u		
• •	Cluster-Program	-						
•	cms		Loading					
•	coac							
E	cohss							
	coe							

f. It is important to leave editing areas gently – use the Close Edit mode in the upper left rather than using the browser buttons

When navigating dotCMS please avoid using the browser buttons to move backward and forward!

Edit Preview Live				
🕘 Publish Page				
Page Properties				
Page Statistics				
Edit Template				
Create New Page				
쑺 Admin Screen				

g. When you are ready to leave dotCMS please select the **Sign Out** button in the upper right, just below your name:

	Jaehyun Kim 🔺	
	Jaehyun Kim My Account	
	About Disclaimer	
Menu Status Description		-
 Preparing All Teachers to better Serve English Learners (PATSEL) I 	Logout	5