
Activating CMS Pages

Activation allows a CMS page to display in the public CCSF website.

This handout explains how to activate a page step-by-step

Author: Wendy Fong

This handout explains step-by-step how to activate a page in the CMS. Activation will allow a CMS page to display in the public CCSF preview website. The process involves users who are in the category “Author” and “Admin.”

User Categories and Permissions

Author: anyone who edits content in the CMS; by default all users are *Authors* and are a part of the **permission group** “CCSF_Editors.”

Admin: an approved representative who has authority to publish a page; i.e.: Department Chair. Admins are a part of the permission group “CCSF_Staff.” There can be multiple Admin representatives in the same department.

Permission groups: are established during initial User Account set-up. If an Author needs to become an Admin, they have to contact the CMS account administrator.

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Author Section

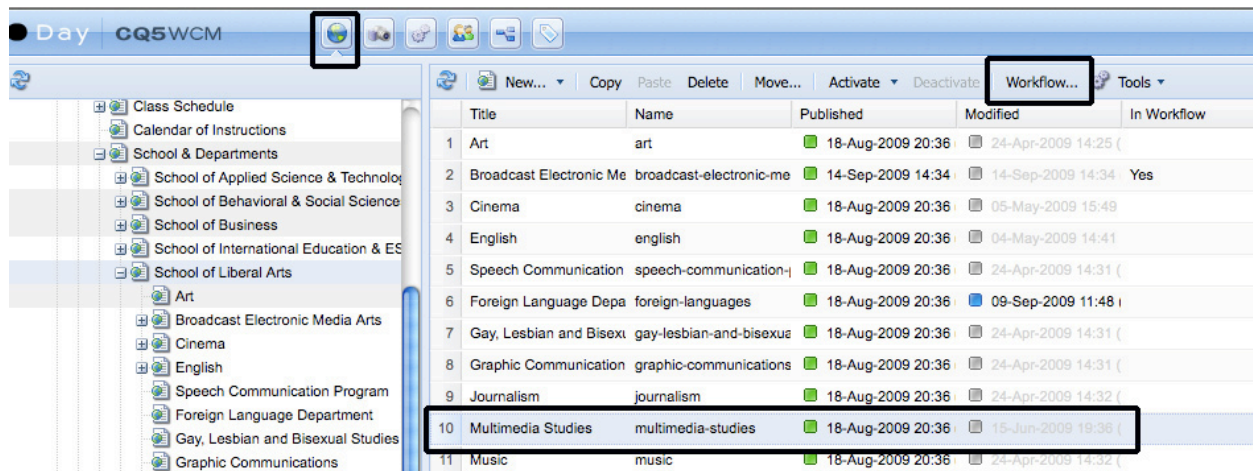
This section applies to most people working on the CMS. Authors can add, change and delete pages and page content.

How to Activate a Page: Requesting to be Published

When you are ready to publish your webpage in the CMS, you must request activation. The initial request places the page in a general Workflow queue.

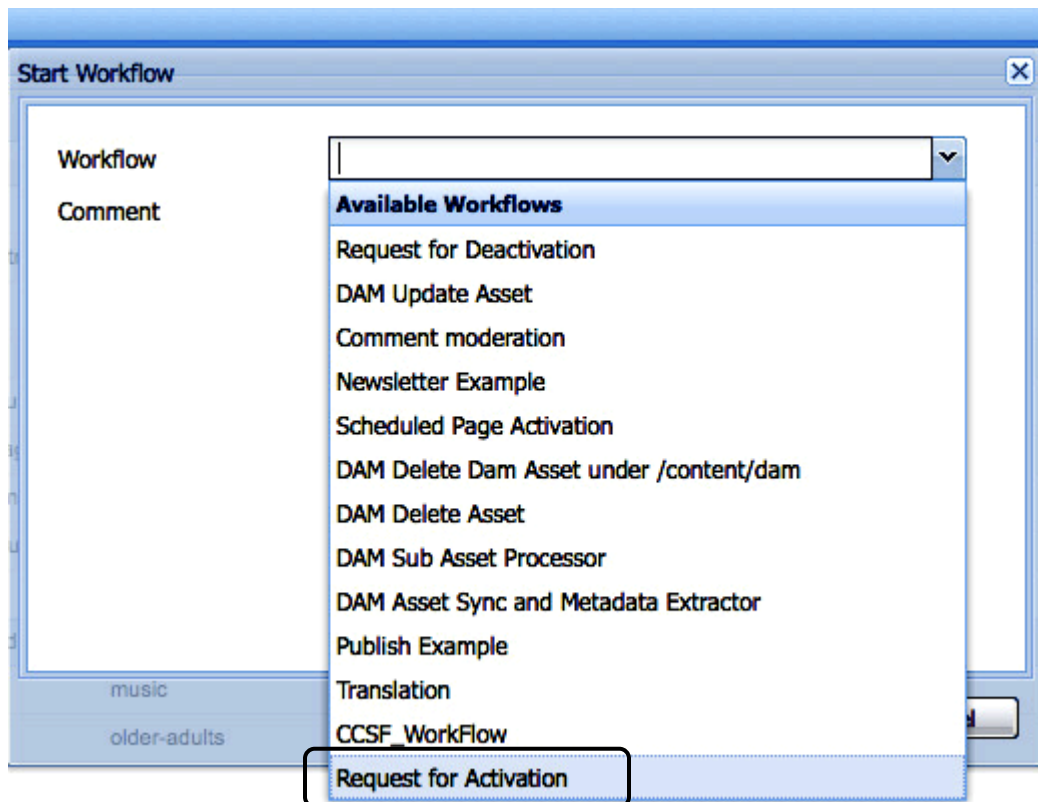
The author should then separately email her authorized Admin person to alert them of the request. Pages in the Workflow queue are reviewed and authorized by the Admin. Once authorized, the page is automatically placed in the Publish queue. The updated page will appear on the public CCSF preview website, usually in a few hours. Check the CCSF preview website for the results.

1. Log in to the CMS: <http://147.144.1.223:7502> — From the site tree, locate the page you would like to publish.



2. Highlight the file in the main window.
3. In the illustration, "Multimedia Studies" is the page I wish to publish.
4. Click the Workflow button towards the top of the main window area.
The **Start Workflow** pop-up menu appears:

5. From the drop-down menu located next to the **Workflow** box, select **Request for Activation**.



6. Very important! In the **Comment** box, enter the full name of your authorized Admin person.

This is the person responsible for the final sign off of your page.

7. Click the **Start** button when done.



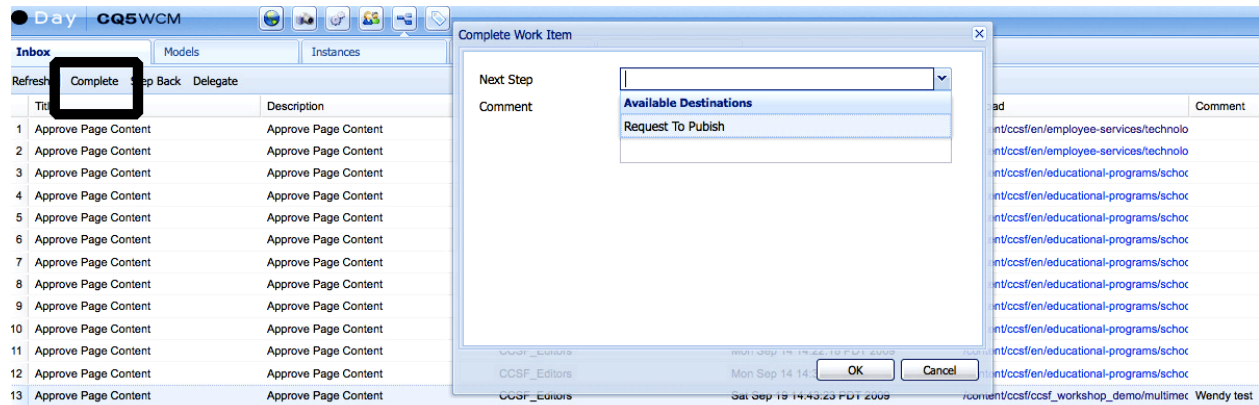
In the main window area, a **Yes** appears in the **In Workflow** column. The page has now been placed in the Workflow queue:

	Title	Name	Published	Modified	In Workflow
1	Art	art	18-Aug-2009 20:36	24-Apr-2009 14:25	
2	Broadcast Electronic Me	broadcast-electronic-me	14-Sep-2009 14:34	14-Sep-2009 14:34	
3	Cinema	cinema	18-Aug-2009 20:36	05-May-2009 15:49	
4	English	english	18-Aug-2009 20:36	04-May-2009 14:41	
5	Speech Communication	speech-communication-	18-Aug-2009 20:36	24-Apr-2009 14:31	
6	Foreign Language Depa	foreign-languages	18-Aug-2009 20:36	09-Sep-2009 11:48	
7	Gay, Lesbian and Bisexi	gay-lesbian-and-bisexual	18-Aug-2009 20:36	24-Apr-2009 14:31	
8	Graphic Communication	graphic-communications	18-Aug-2009 20:36	24-Apr-2009 14:31	
9	Journalism	journalism	18-Aug-2009 20:36	24-Apr-2009 14:32	
10	Multimedia Studies	multimedia-studies	18-Aug-2009 20:36	15-Jun-2009 19:36	Yes
11	Music	music	18-Aug-2009 20:36	24-Apr-2009 14:32	

8. Contact your authorized Admin person by email to alert them of the page activation request. As of now, there is no "automatic alert" for the Admin to check the Workflow queue.

The next step of activation is now passed to your Admin.

8. Click on the **Complete** button, located on the upper left side of the tool bar.



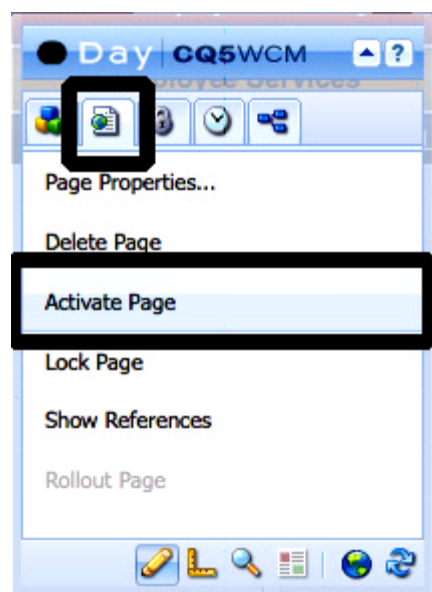
9. The **Complete Work Item** pop-up menu appears. From the drop-down menu located next to the **Next Step** box, select **Request to Publish**.

10. Click on **OK**. The updated page will appear on the public CCSF preview website, usually in a few of hours. Check the CCSF preview website for the results.

Publishing a Page to the Web bypassing the Workflow Queue

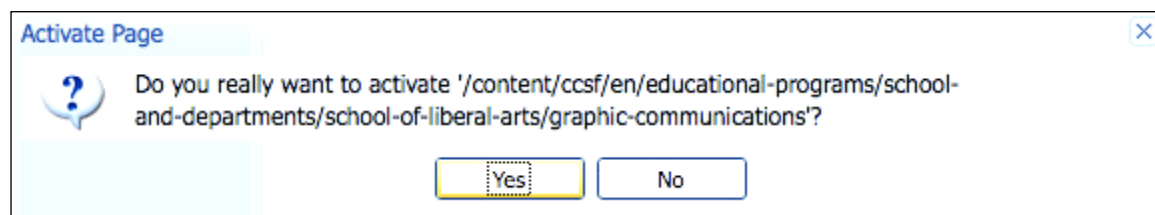
Activation to publish a page can be done directly by an Admin with sufficient privileges. This process is completed in the page preview area and bypasses the Workflow queue. The updated page will appear on the public CCSF preview website, usually in a few of hours. Check the CCSF preview website for the results.

1. Log in to the CMS: <http://147.144.1.223:7502>
2. From the Site tree, locate the page you would like to publish.
3. Double-click on the page to open it in the preview window. This is the same page view in which you edit components with the Sidekick.



4. When you are ready to publish the page, select the **Page** tab in the Sidekick (one over from the normal Sidekick **Components** edit tab that is activated for editing).
5. Click on the **Activate Page** button.

6. A prompt appears "Do you really want to activate "the name of your page url?" Click **Yes**.



The updated page will appear on the public CCSF preview website, usually in a few hours. Check the CCSF preview website for the results.