



CAL POLY POMONA

## End User Guide – Faculty Folders

Hannon Hill Corporation

for

California State Polytechnic University, Pomona

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## Quick Glossary

**Assets** - An asset is any entity within the system that can be used to generate content. For ease of classification, assets are classified as one of the following:

1.  **Page** - This is a mutable asset built by the CMS from other assets to create the finished product of published documents such as web pages or XML documents.
2.  **File** - may be a jpeg image, CSS file, or any other static content.
3.  **Block** - a "pluggable " piece of content that can be easily substituted, with or without styling, into any page region. As the name suggests, these are the building blocks from which other blocks and pages are built.
4.  **Format**- used to transform and style data, such as an XML block
5.  **External Link** - a symbolic link to a specific URL
6.  **Folder** - a container within Cascade that acts a parent asset to other assets.
7.  **Template** - the basic building block for a page's layout.
8.  **Reference** - a special asset that is created to represent an existing asset in another location, allowing it to be indexed in multiple folders.

## Get Started

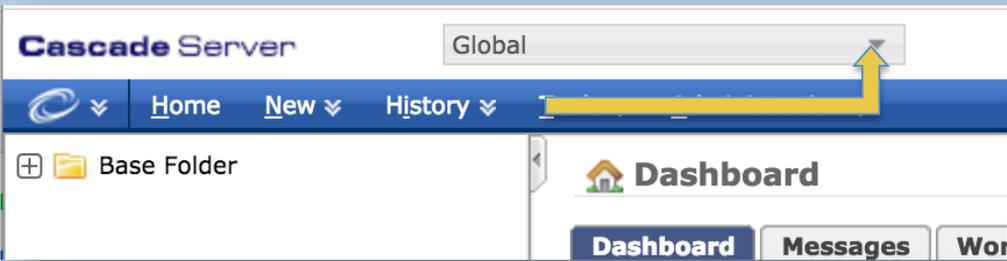
### Log In



Browse to your Cascade login link

Enter the username (Bronco name) and password you would normally use for your bronco, and then click "Log in to Cascade Server."

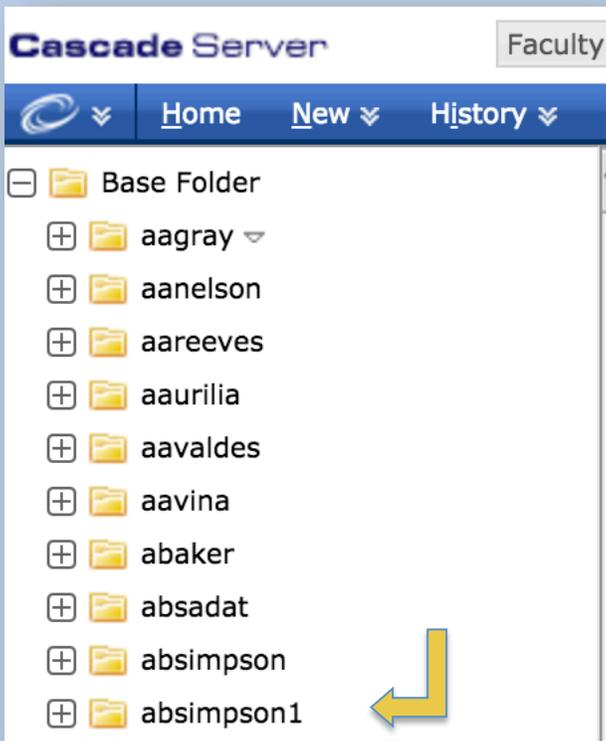
### Navigating to Faculty Site



The screenshot shows the Cascade Server interface. At the top left is the 'Cascade Server' logo. To its right is a dropdown menu currently set to 'Global'. Below the logo is a navigation bar with 'Home', 'New', and 'History' links. On the left side, there is a folder tree with a 'Base Folder'. On the right side, there is a 'Dashboard' section with buttons for 'Dashboard', 'Messages', and 'Work'. A yellow arrow points to the 'Global' dropdown menu.

When you first login, you will see the Cascade Server logo, and a dropdown menu that says "Global". Click on the dropdown and select the site named "Faculty".

### Navigating to your folder

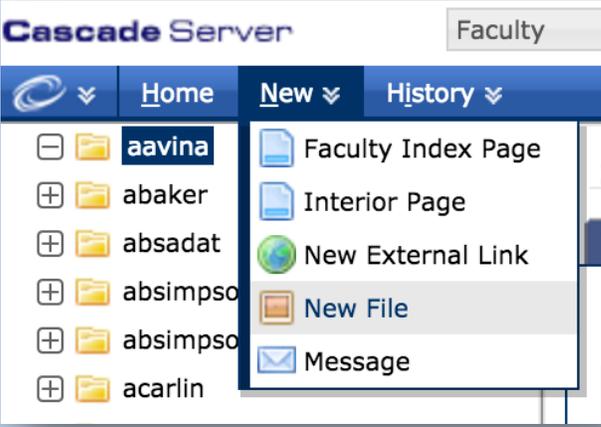


The screenshot shows the Cascade Server interface with the site set to 'Faculty'. The navigation bar now includes 'Home', 'New', and 'History'. The folder tree on the left is expanded, showing a list of folders: 'Base Folder', 'aagray', 'aanelson', 'aareeves', 'aurilia', 'aavalde', 'aavina', 'abaker', 'absadat', 'absimpson', and 'absimpson1'. A yellow arrow points to the 'absimpson1' folder.

On the Left hand side of the screen, you will see a list of folders with all faculty members' bronco names. The list is in alphabetical order. Scroll until you find the folder with your bronco name. **Click on that folder.**

**Note:** if you see two folders, one with your bronco name and one with your bronco name and a "1" appended at the end, ignore the second folder, it is a duplicate and your administrative team will delete it.

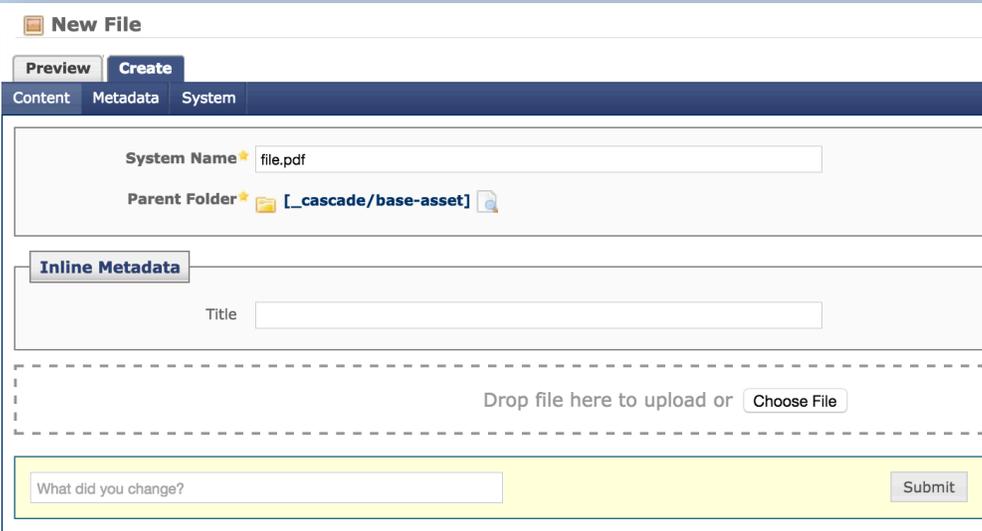
## Uploading a File



The screenshot shows the Cascade Server interface. At the top left is the 'Cascade Server' logo. Below it is a blue navigation bar with 'Home', 'New', and 'History' links. The 'New' link is expanded, showing a dropdown menu with options: 'Faculty Index Page', 'Interior Page', 'New External Link', 'New File' (highlighted), and 'Message'. On the left side of the interface, there is a list of folders: 'aavina', 'abaker', 'absadat', 'absimpso', 'absimpso', and 'acarlin'.

Click on the “New” link in the blue menu bar under the logo at the upper left side of the screen and click “New File.”

The screen shown below will appear. Use the following instructions to upload a profile picture to your folder.

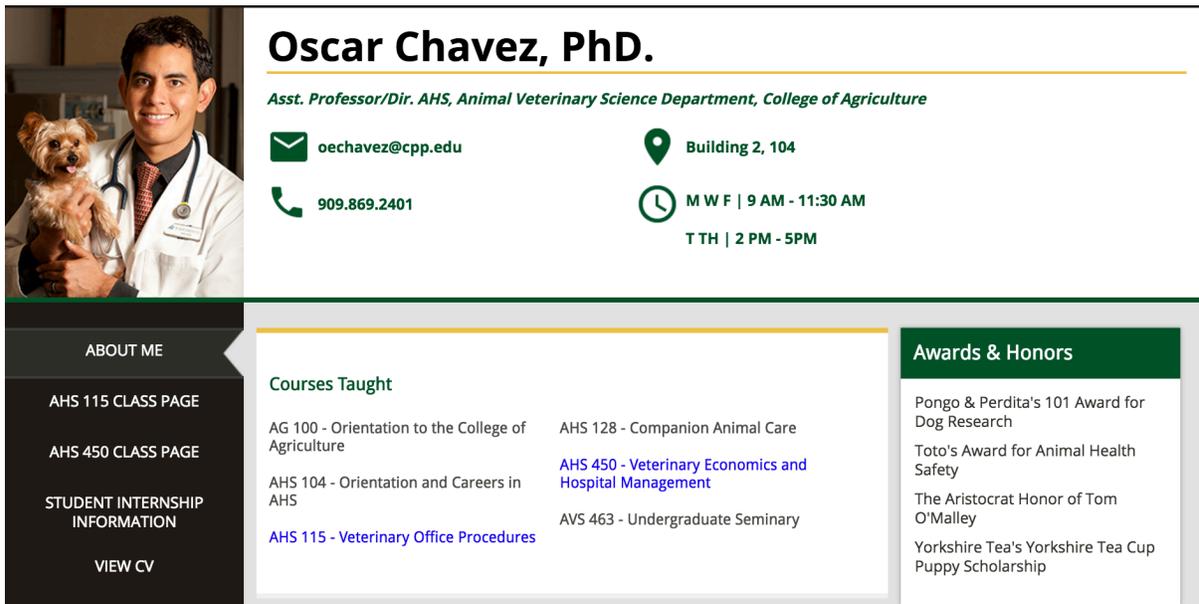


The screenshot shows the 'New File' form. At the top, there are tabs for 'Preview' and 'Create'. Below the tabs are three sections: 'Content', 'Metadata', and 'System'. The 'System' section contains two input fields: 'System Name' with the value 'file.pdf' and 'Parent Folder' with the value '[\_cascade/base-asset]'. Below these is an 'Inline Metadata' section with a 'Title' input field. A large dotted box represents the 'drop zone' for file uploads, with the text 'Drop file here to upload or Choose File'. At the bottom, there is a text area with the placeholder 'What did you change?' and a 'Submit' button.

Single files may be added to Cascade by dragging them into the dotted “drop zone” above the text editor window. They may also be manually added by clicking on Choose File. Cascade will display a progress bar for uploads, replaced by a message confirming the upload once the upload is complete. The System Name, if untouched, will take the name of the uploaded file. **Note: It is very important not to remove the extension from the system name.** The title field is not important for this file.

Proprietary files (MS Office, Adobe PDF) are not editable in Cascade. If an image is uploaded, it may be modified through the image editor (which loads immediately following upload).

## Create a new Faculty Index Page



**Oscar Chavez, PhD.**  
*Asst. Professor/Dir. AHS, Animal Veterinary Science Department, College of Agriculture*

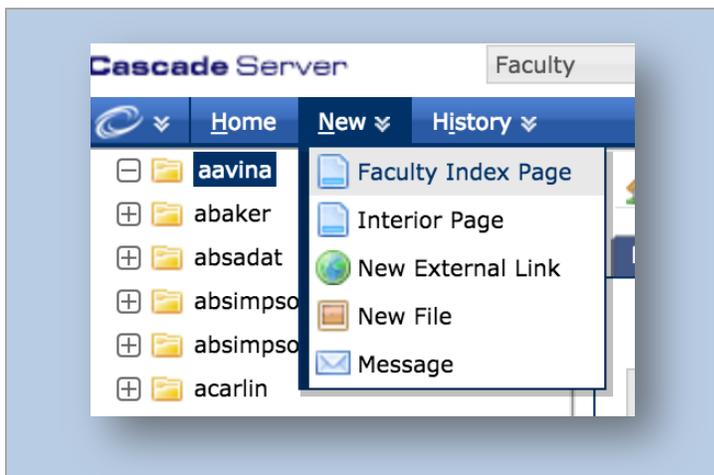
[oechavez@cpp.edu](mailto:oechavez@cpp.edu) | Building 2, 104  
909.869.2401 | M W F | 9 AM - 11:30 AM  
T T H | 2 PM - 5PM

**ABOUT ME**  
AHS 115 CLASS PAGE  
AHS 450 CLASS PAGE  
STUDENT INTERNSHIP INFORMATION  
VIEW CV

**Courses Taught**  
AG 100 - Orientation to the College of Agriculture | AHS 128 - Companion Animal Care  
AHS 104 - Orientation and Careers in AHS | [AHS 450 - Veterinary Economics and Hospital Management](#)  
[AHS 115 - Veterinary Office Procedures](#) | AVS 463 - Undergraduate Seminary

**Awards & Honors**  
Pongo & Perdita's 101 Award for Dog Research  
Toto's Award for Animal Health Safety  
The Aristocrat Honor of Tom O'Malley  
Yorkshire Tea's Yorkshire Tea Cup Puppy Scholarship

## New Menu



The screenshot shows the Cascade Server interface with the 'New' menu open. The menu options are: Faculty Index Page, Interior Page, New External Link, New File, and Message. The 'Faculty Index Page' option is highlighted in blue.

Click on the "New" link in the blue menu bar under the logo at the upper left side of the screen and click "Faculty Index Page."

The screen shown below will appear. Use the following step-by-step instructions to finish creating the page.

## Faculty Information Fields

**New Page**

Preview Create

Content Metadata System Outputs

System Name \* index

Parent Folder \* [aavina]

**Inline Metadata**

Title \* Page Title

Position Title \* Title

Email email@cpp.edu

Phone \* 909.111.1111

Department \* Academic Department

School/College

The system name is part of the url for the live version of the page, so don't edit that field. The Parent Folder is the folder the page will be created in. Make sure the folder selected is the folder with your Bronco name. If it is not, click on the folder and browse for the correct folder. The title will be the Page title, the Position title is your position title. There are also fields for your email, phone number (follow the xxx.xxx.xxxx format), academic department and School or College name. A bold field name and yellow star means the field is required and you must enter content.

When those fields are filled out, this is what will display on the live page:

***Asst. Professor/Dir. AHS, Animal Veterinary Science Department, College of Agriculture***

 **oehavez@cpp.edu**

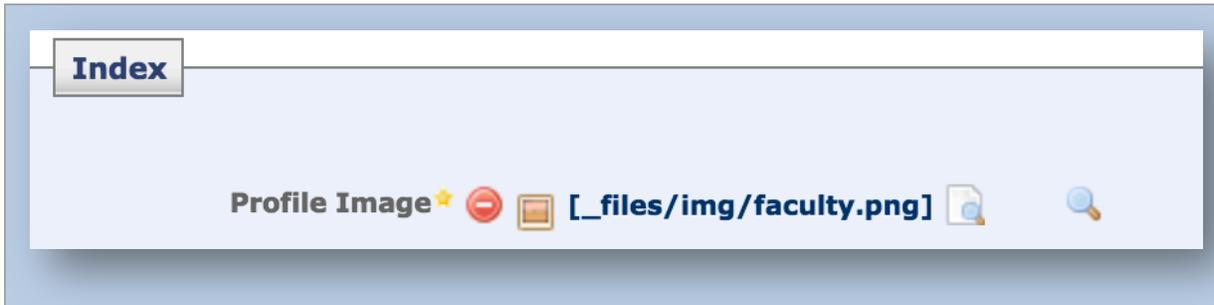
 **Building 2, 104**

 **909.869.2401**

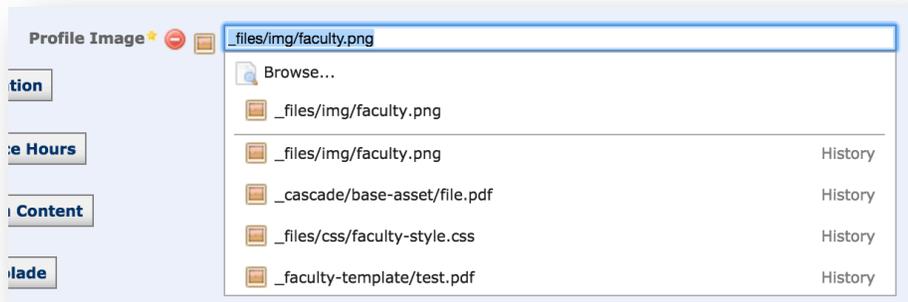
 **MTW | 9 AM - 11:30 AM**  
**TH F | 1:00 PM - 3:30 PM**

Fields in a different area populate the Building and Hours information. Those fields are shown below.

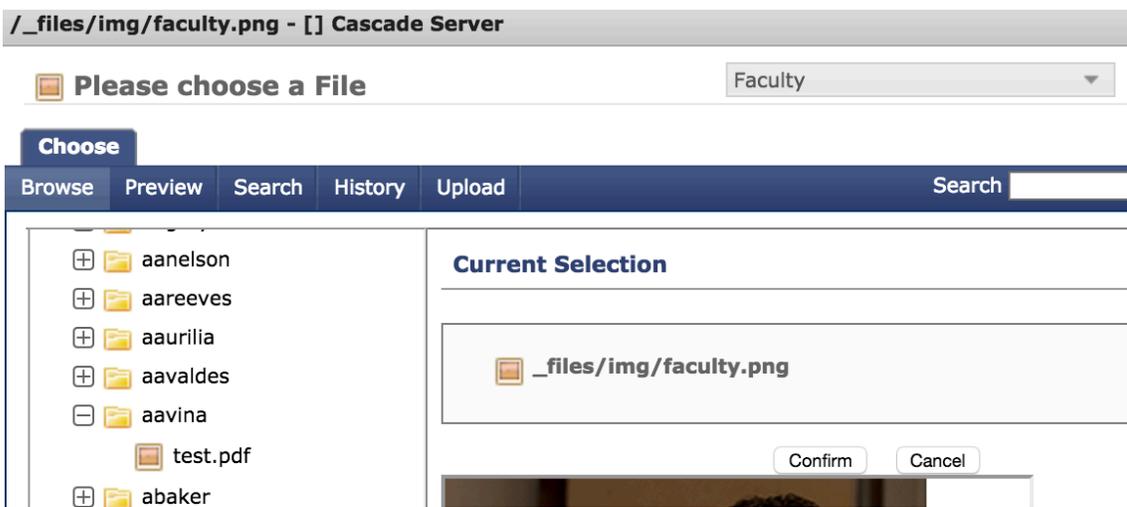
## Adding the Profile Image



There is a file chooser field that will allow you to select or upload an image. To select an image, click on the current selected image. A dropdown menu will appear.



The will populate with your recently added image, which you can select. Alternately you can click on the browse button and search the left hand menu for your folder and your image file.



## Location Fields

The Location area has two fields. The “Office Building/Room” field is required; you can enter your Building and room number. The “Link to Building on Map page” field is not required, but has been pre-filled to give you an idea of what the link should look like. You can delete the link or you can copy and paste that link into your browser and search for your building. Once you find your link, copy the URL from your browser and paste into this field.

## Office Hours

The Office Hours area has two fields, Days and Hours. In the Days field, you can select all of the days that have the same office hours. To select multiple days, click on a day, then scroll until you see the next day and click on the day while holding down the ‘ctrl’ button (‘command’ for Mac users).

For the Hours field, the field is pre-filled to show you the format for entering time. (ie **1:00 PM** would be entered as **1 PM**)

You can use the green plus sign to enter more than one set of office hours. You can use the minus sign to delete a set of Office Hours. At least one set of Office Hours is required. You can use the blue up and down arrows to reorder the hour groups.

## Main Content

The screenshot displays the 'Main Content' editor. At the top, there is a 'Main Content' tab and a green plus sign. Below this is a 'Section Title' field with the text 'Courses Taught'. Underneath are two 'Column Content' editor fields. The first field, labeled '(1/2)', contains a bulleted list of three course titles. The second field, labeled '(2/2)', contains a bulleted list of three course titles. Both editor fields feature a rich text toolbar and a path indicator at the bottom.

The Main Content section is composed of a Section Title text field and the option for 2 Column Content editor fields. You can add multiple sections to your page by using the green plus sign at the top of the Main Content Area.

If you only enter content into the first Column Content field, and delete the second one, the content will span the whole section. If you enter content into both columns, each section will take up half of the section. The top Column Content field will display on the left side, and the bottom Column Content field will display on the right.

Similar to the Office Hours field, you can use the red minus sign to remove the second column, or the up and down arrows to remove content. Tips for entering content into editor fields is found in the section: [Entering Content in the Editor](#).

**Live Page Examples:** The first section has 2 columns; the second section just has 1 column, which spans the full width of the section.

**Courses Taught**

AG 100 - Orientation to the College of Agriculture	AHS 128 - Companion Animal Care
AHS 104 - Orientation and Careers in AHS	AHS 450 - Veterinary Economics and Hospital Management
AHS 115 - Veterinary Office Procedures	AVS 463 - Undergraduate Seminary

**Education**

University of Southern California Animal Health Science Doctorate

University of California, Riverside Biological Science Bachelor of Science

National University of Ireland Animal Health Science Master of Science

## Accolades

▼ **Accolade**

+ - ▼ (1/2)

**Section Title** ★ Awards & Honors

**Content** ★

Ω | x<sub>2</sub> | x<sup>2</sup> | **B** | *I* | U | ABC | [List Icons] | Styles | Format

[Edit Icons] | [List Icons] | [Link Icons] | [HTML Icons]

- Animal Health Practices
- Dietary Restrictions for Animals
- Early Cancer Prevention in Animals

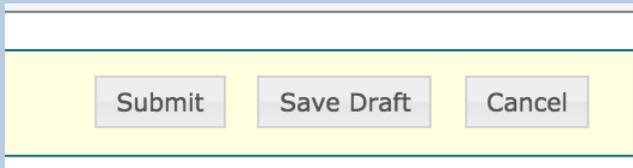
For the Accolades section, you have the Section Title and Content fields, similar to the main content section. You also have the ability to add, remove, and reorder Accolades.

### Example of an Accolade

#### Awards & Honors

- Animal Health Practices
- Dietary Restrictions for Animals
- Early Cancer Prevention in Animals

### Submit the Page



Submit Save Draft Cancel

After you finish entering Accolades, click Submit at the bottom of the Page. The page will be created and show as the index page of your folder.

### Create a new Interior Page



## Oscar Chavez, PhD.

*Asst. Professor/Dir. AHS, Animal Veterinary Science Department, College of Agriculture*

 oechavez@cpp.edu

 909.869.2401

 Building 2, 104

 M T W | 9 AM - 11:30 AM  
TH F | 1:00 PM - 3:30 PM

- ABOUT ME
- INTERIOR-PAGE
- CPP

#### Publications

ASPCA - American Society for the Prevention of Cruelty to Animals

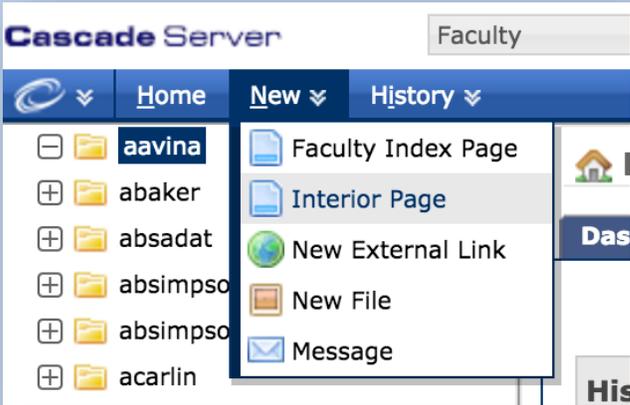
WWF - World Wildlife Fund

CAAT - Center for Alternatives to Animal Testing

IVHS - Inland Valley Health Center

ASPCA - American Society for the Prevention of Cruelty to Animals

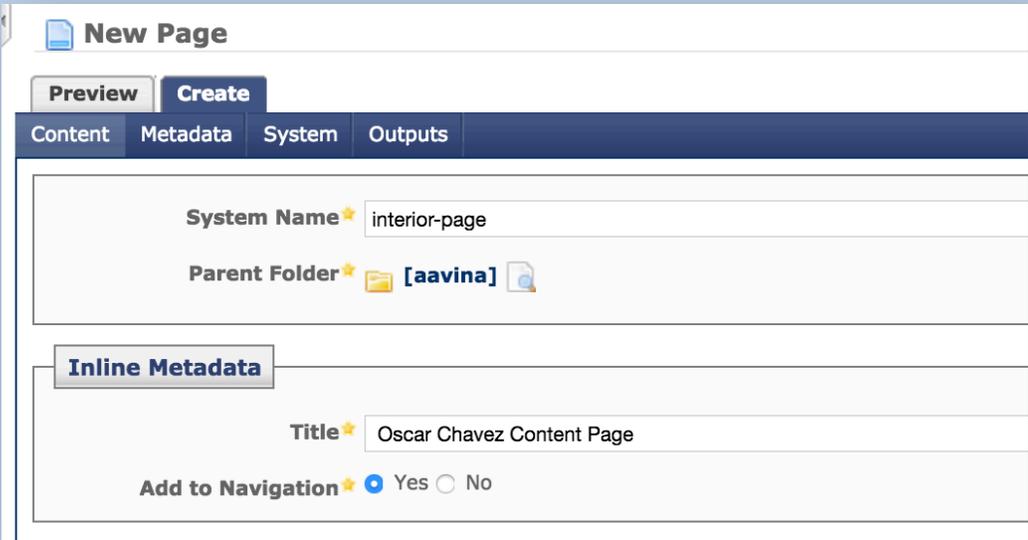
### New Menu



Click on the “New” link in the blue menu bar under the logo at the upper left side of the screen and click “Interior page.”

The screen shown below will appear. Use the following step-by-step instructions to finish creating the page.

### Page Title and Navigation Button



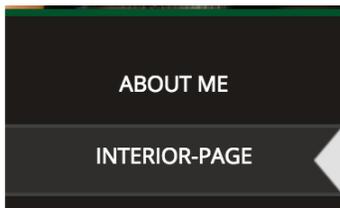
The system name is part of the url for the live version of the page, so enter a title **with no spaces and no special characters (no: “&”, “'”, .etc)**. The Parent Folder is the folder the page will be created in. Make sure the folder selected is the folder with your Bronco name. If it is not, click on the folder and browse for the correct folder.

The page url will be follow this pattern: <http://www.cpp.edu/faculty> + [/broncoNameFolder](#) + [/system-name](#). The url for the page as shown above would be <http://www.cpp.edu/faculty/aavina/interior-page>

The title field is the Page title, the tab/window title for the page. There is a radio option

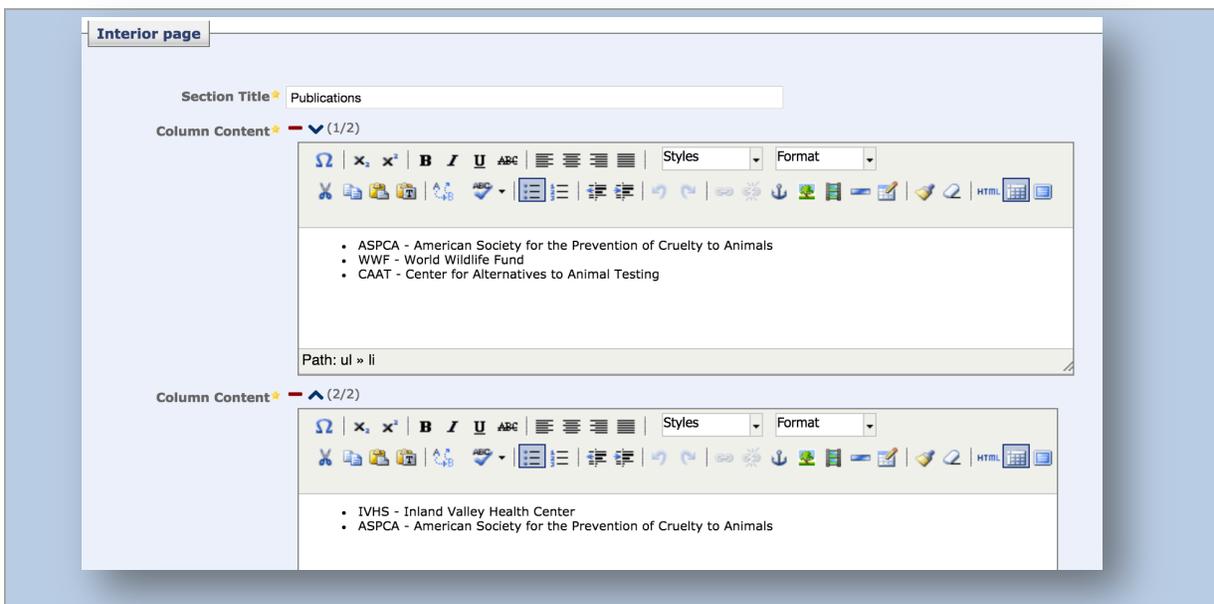
for you to choose whether to display this page in the left side navigation on your pages. It is set to “Yes” by default, but if you don’t want it to display on the left side navigation, you can click the “No” option.

**Example of Navigation:**



Additional Navigation details are in the [How the Navigation works](#) section.

**Main Content**



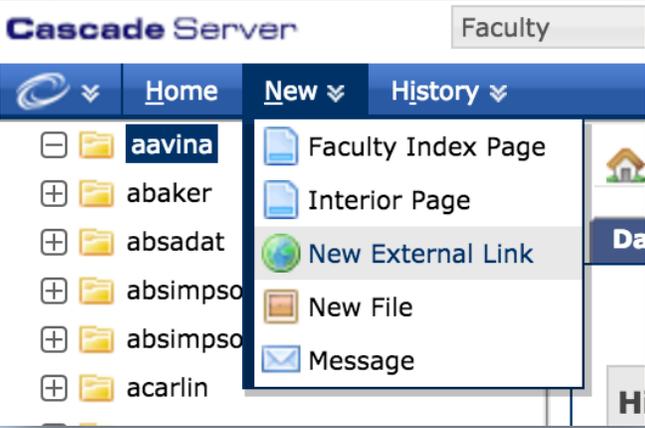
The Interior Page fields are composed of a Section Title text field and the option for 2 Column Content editor fields. Unlike the index page, there is only one section in the interior pages.

If you only enter content into the first Column Content field, and delete the second one, the content will span the whole section. If you enter content into both columns, each section will take up half of the width of the section. The top Column Content field will display on the left side, and the bottom Column Content field will display on the right. Tips for entering content into editor fields is found in: [Entering Content in the Editor](#).

## Additional Functionality

### How to Create External Links

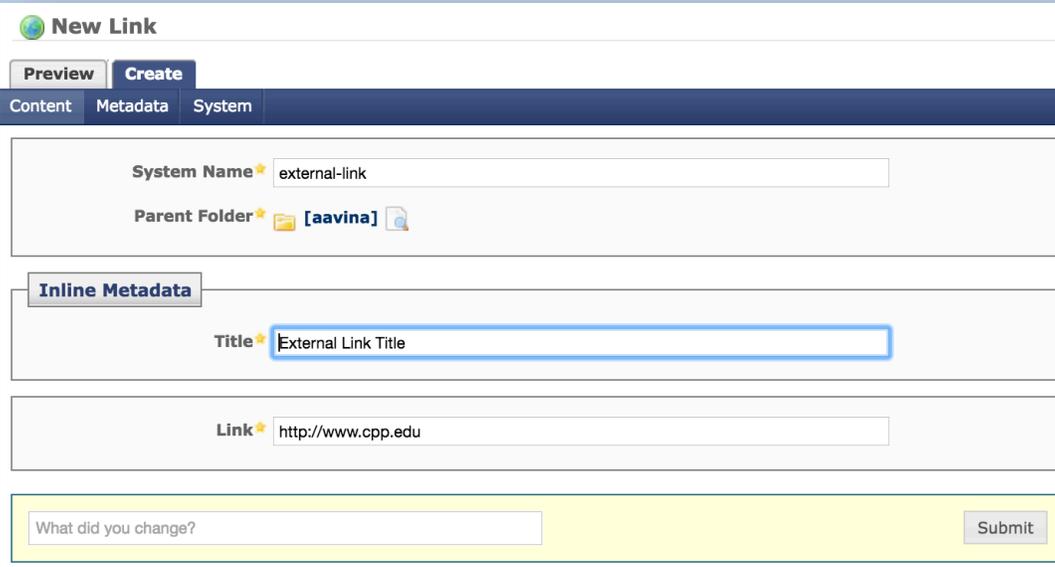
If you or your work is featured in another site and you would like to add that link to your pages' navigation, you can create an external link.



The screenshot shows the Cascade Server interface. At the top left, there is a logo and the text 'Cascade Server'. To the right of the logo is a dropdown menu with 'Faculty' selected. Below the logo is a blue navigation bar with 'Home', 'New', and 'History' tabs. The 'New' tab is active, and a dropdown menu is open showing options: 'Faculty Index Page', 'Interior Page', 'New External Link' (highlighted), 'New File', and 'Message'. On the left side, there is a folder structure with folders named 'aavina', 'abaker', 'absadat', 'absimpso', 'absimpso', and 'acarlin'.

Click on the “New” link in the blue menu bar under the logo at the upper left side of the screen and click “New External Link”.

The screen shown below will appear. Use the following instructions to finish creating the external link.



The screenshot shows the 'New Link' form. At the top, there is a title 'New Link' and two tabs: 'Preview' and 'Create'. Below the tabs are three sections: 'Content', 'Metadata', and 'System'. The 'System' section is active and contains the following fields:

- System Name**: external-link
- Parent Folder**: [aavina]

Below the 'System' section is the 'Inline Metadata' section, which contains the following fields:

- Title**: External Link Title
- Link**: http://www.cpp.edu

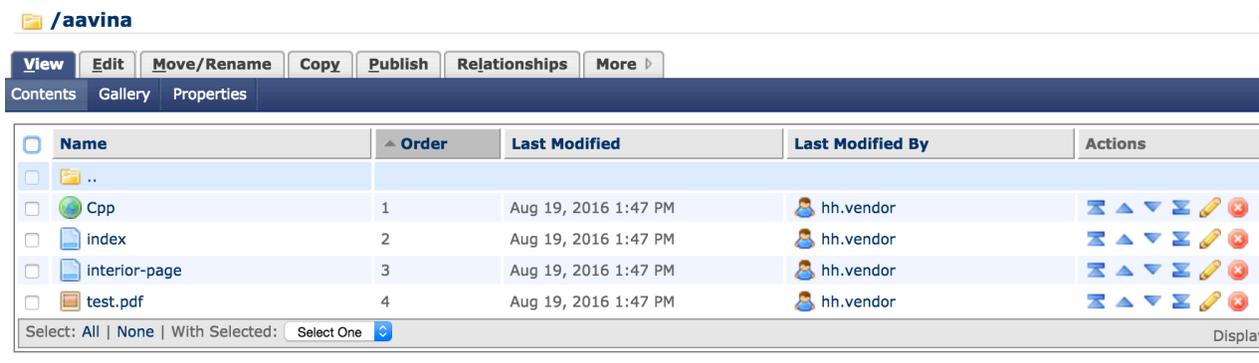
At the bottom of the form, there is a text area labeled 'What did you change?' and a 'Submit' button.

The system name for External links is the name that shows up in the left side folder structure. For External links, the names can contain spaces, but no special characters. The Title is the name that will show up in the Navigation, and the Link field is where you add the URL. The URL must start with http:// or https://

## How the Navigation Works

The navigation will be the same on all of your pages. The index page will always be first in the list, and its name is “About Me”. You cannot remove the index page from the navigation. The order of the other pages in the navigation is determined by the folder order.

To change the order of the Navigation, click on your folder. The Folder contents will display on the right side of the screen. Click on the order tab of the table. This will place all of the folder contents in ascending order. Next you can click to the right of an asset name and drag and drop to reorder the assets. Alternately, you can use the up and down arrows next to the assets under the Actions tab to change the order.



## Quick Menu

To access the Quick Menu, place your mouse next to any content in the site tree shown to the left and click on the arrow that appears.

This arrow will show next to every Cascade asset (file, page, folder, external link), and the list of actions displayed indicates what you can do to the selected asset.

## Move/Rename and Copy

**/aavina/interior-page**

**View** **Edit** **Move/Rename** **Copy** **Publish** **Relationships** **More**

**System Name**

**Parent Folder**

**Un-publish**

 **Previously published versions of the asset will remain on the webserver with the old path unless unpublsh date content from the chosen Destinations.**

Unpublish Content

**Output**

 HTML

 profile-dev

**Destination**

 profile-dev

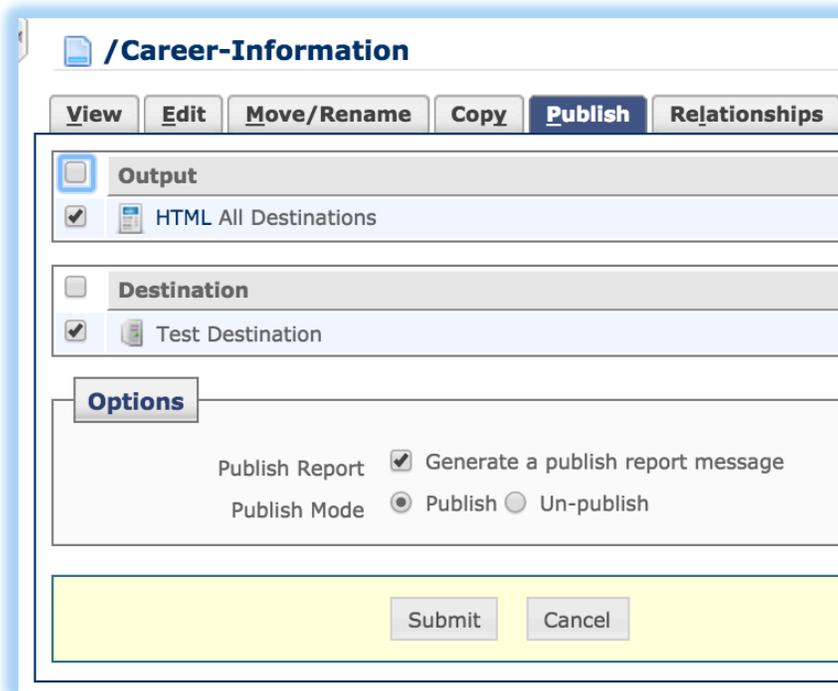
 profile-test

With the Move/Rename tab, you can rename an asset by changing the System Name field (1), move it to a new location designated by the Parent Folder (2), or perform both actions.

When *copying* an asset, the same concepts apply, except the asset is duplicated to its new location.

**Note: The Unpublish Content button is checked by default and should remain checked.**

## Publish a Page

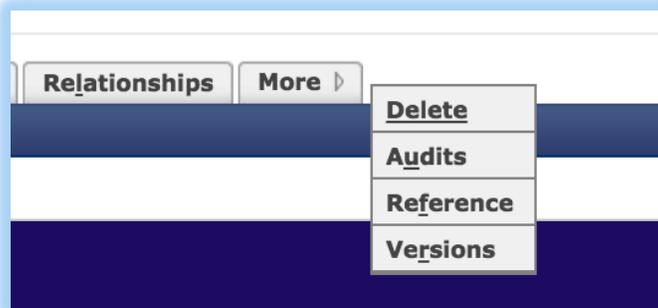


The screenshot shows a web interface for publishing a page. At the top, there is a tab bar with buttons for 'View', 'Edit', 'Move/Rename', 'Copy', 'Publish', and 'Relationships'. The 'Publish' button is highlighted. Below the tab bar, there are three main sections: 'Output', 'Destination', and 'Options'. The 'Output' section has a checkbox for 'HTML All Destinations' which is checked. The 'Destination' section has a checkbox for 'Test Destination' which is checked. The 'Options' section has a 'Publish Report' checkbox checked for 'Generate a publish report message' and a 'Publish Mode' section with radio buttons for 'Publish' (selected) and 'Un-publish'. At the bottom, there are 'Submit' and 'Cancel' buttons.

To publish a page, simply click on a page and then click publish from the tab bar. Or click on the dropdown arrow next to the page and select publish from the quick menu. Then click Submit.

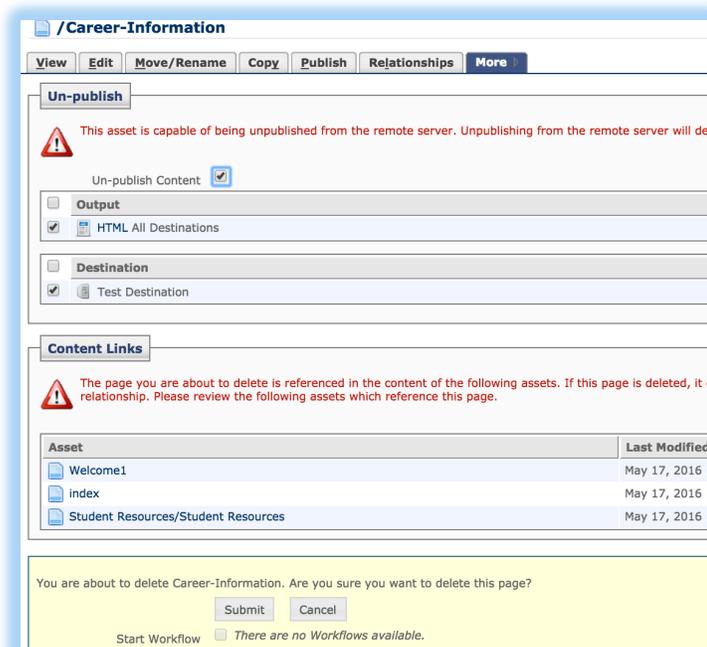
## Delete a Page

To delete a page, select 'Delete' from the quick menu (shown left) or from the More tab (shown right).



A warning will appear on top to let you know that you can un-publish the page from the live site when you delete it, **do not uncheck this box.\*\***

A second warning below will let you know if the page connected to (being used on) other pages. This page has 3 other pages referencing it, so it is not safe to delete, and we should enter 'Cancel'. If a page does not have any assets tied to it, it is safe to click 'Submit'.

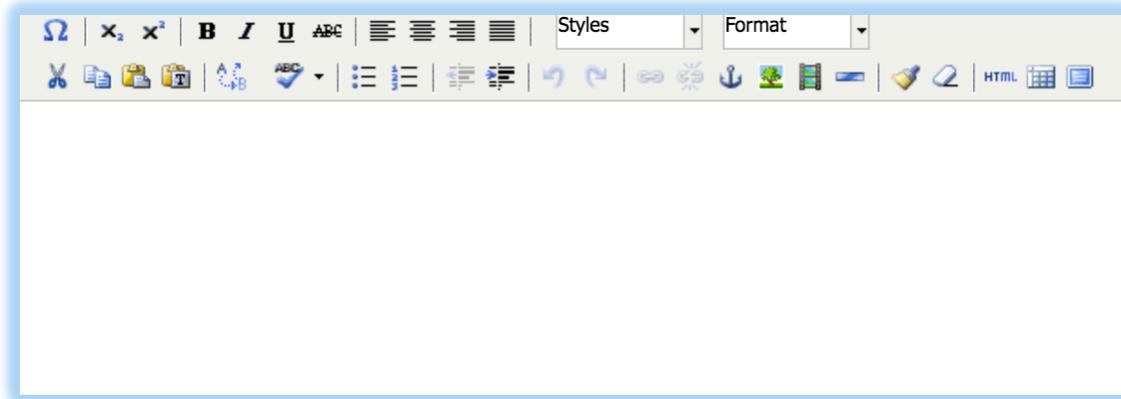


**\*\*If and only if you see this red bar below can you uncheck the 'Un-publish Content' box below deletion**



## Entering Content in the Editor

The WYSIWYG (“What You See Is What You Get”) editor is a core component of the Cascade Server CMS. The editor works similar to a word processor, as far as incorporating a “paste from Microsoft Word®” feature. The Cascade Server WYSIWYG editor’s feature set is similar to that of a word processor. The WYSIWYG editor also features the ability to modify HTML syntax.



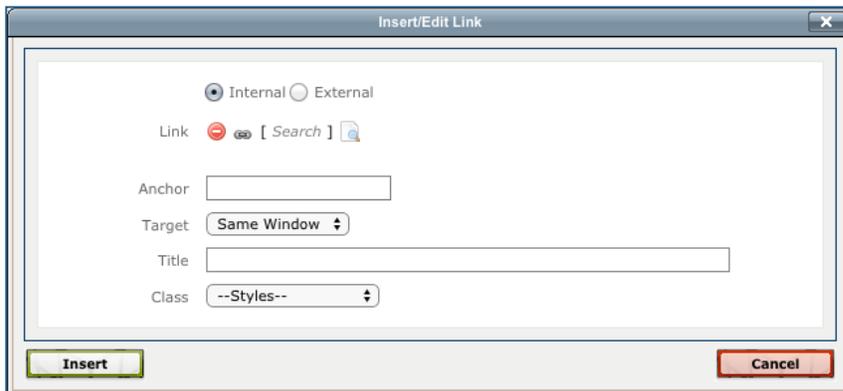
## Inserting a Link within Content

All WYSIWYG editors offer the option to insert, remove, and edit links within the text. To hyperlink certain aspects of the content, select the word(s) and click the

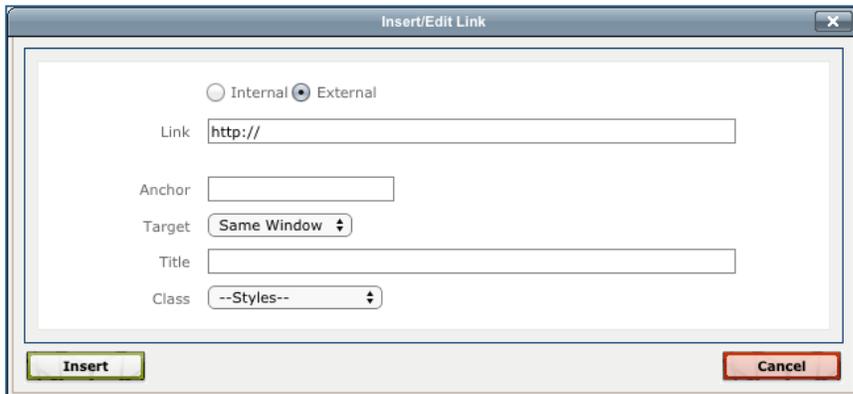


Insert/Edit link button:

This will load the Insert/Edit link window, which allows for adding links from within Cascade Server or for links to pages outside the Cascade Server environment:



To add an internal link, ensure that the button left of “Internal” is filled and then click on the “Search” blank to select a page within the CMS. The user may fill out the remaining fields if necessary.



To add an external link, click on the button next to “External” and enter the full link (where, for example, the Link field would show “http://www.hannonhill.com”). To un-link parts of the content, select the hyperlinked text and click the unlink

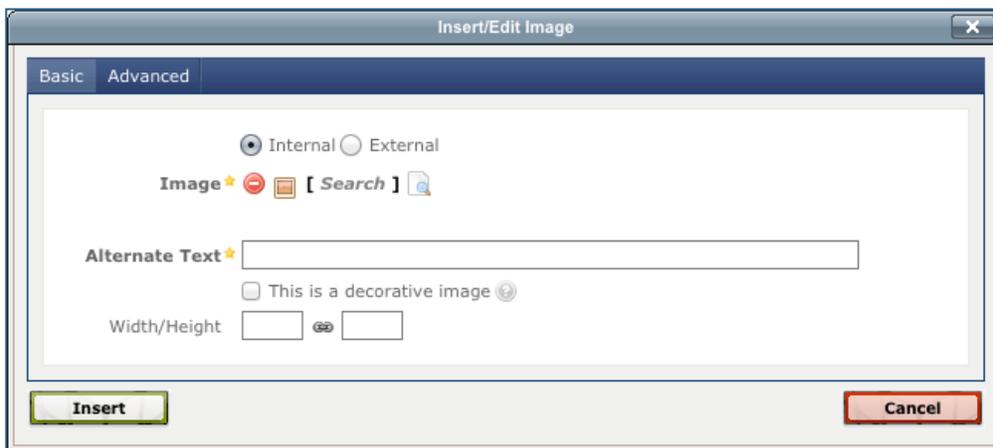
button: 

### Inserting an Image within Content

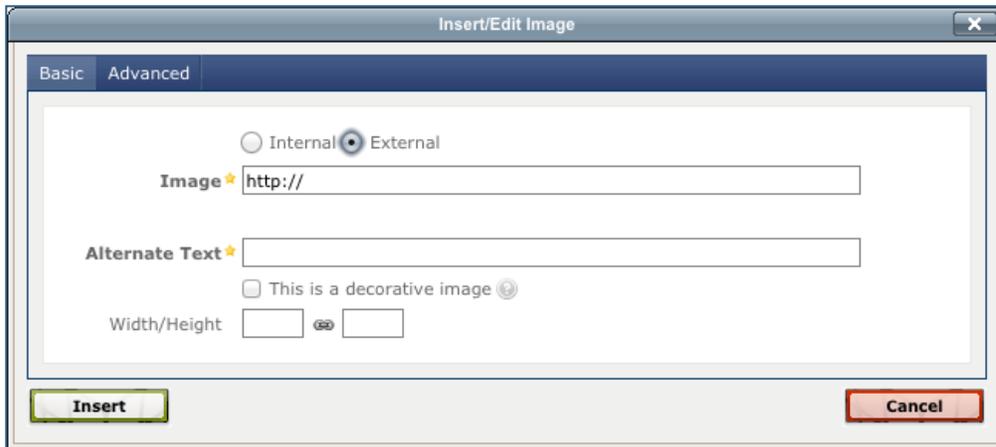
All WYSIWYG editors offer the option to insert and edit images within the text. To

insert an image into the editor, select the insert image button, . The button is located in the taskbar of the editor.

This will load the Insert/Edit image window, which allows for adding images from within and linking to images outside Cascade Server:



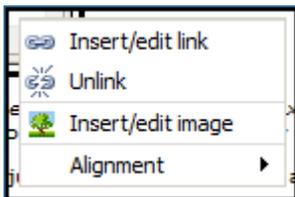
To add an image from within Cascade Server, click on the “Search” blank next to Image and select a file from the resulting pop-up window. Fill out the Alternate Text field to title the image within the editor. Note: internal, Cascade Server-based images should be stored within a designated images folder.



For external images, the user must type in the full web address of the file in the Image field. Fill out the Alternate Text field to title the image within the editor.

Click Insert. The image should now be displayed within the content of the page. Users can further adjust its size and position as they choose. Note: while internal image links in Cascade Server can be carefully monitored within the CMS, external images may be removed from the server hosting them over time.

To edit the image, simply right click and select the Insert/Edit Image option:

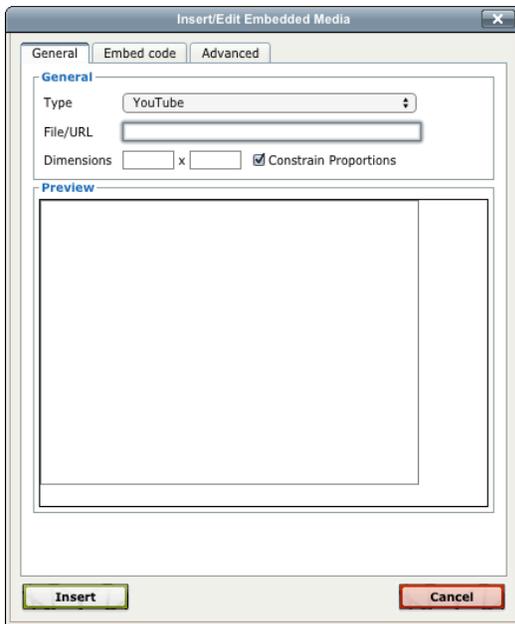


This will open the current internal or external option for the user to edit as they choose.

### Inserting Embedded Media into Content

All WYSIWYG editors offer the option to insert and edit embedded media within the text. To insert media into the editor, select the insert embedded media button, , located in the editor’s taskbar.

This will load the Insert/Edit embedded media window, allows for adding videos by providing a source URL, an embed code, and for customizing properties of a video frame:



The general tab allows users to easily add external videos by providing their corresponding URL links. Available file types include YouTube videos, generic HTML5 video and HTML5 audio, Flash, QuickTime, and generic iframes. To add a YouTube video, paste the YouTube video URL into the File/URL field. Users may also customize the visual dimensions of the video.

The advanced tab includes additional information for users, including YouTube ID information, alignment, and background color. To add a video from a service other than YouTube (e.g. Kaltura, Vimeo), click on the “Embed code” tab. Paste the embed code generated by the appropriate video service.

