Guide to Directory Page Maintenance

Login

1. From the top menu of <u>rawlsbusiness.ttu.edu</u>, navigate to the appropriate directory listing page (i.e. About > Directory > Faculty).

College <i>of</i> Business	About × Programs ∨
WELCOME	ACADEMIC/SPEC Areas & Schoo
Our Dean	5
Jerry S. Rawls	Energy Commerce & ness Economics
Rawls At A Glance ふ	Finance
Accreditation	Health Organization agement
Mission and Vision	Information Systems
Strategic Plan	Quantitative Science
Our Building	Management
Directory >	Marketing & Supply Management
Advisory Council	School of Accounting
Student Organizations	
Click the data at the bettern of your	

2. Click the date at the bottom of your area's directory listing page

© 2018 Texas Tech University Nov 2	20, 2018 10:31 AM	
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- 3. Login with eRaider when prompted.
- 4. Click "Pages" to open your area's folder listing. Reports Content ▶ Pages /people/faculty/accounting/index.pcf C Edit Preview ↔ Source × Properties Q

Edit a Page

1. Locate the folder you would like to edit, then click the user's name to open.



2. Click the index.pfc file to open it.

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//	peop	le ▸ faculty	• accounting → robert-ricketts			
	D	Name 🔺			Status	Modified
	<>	_props.xml	20	5B	Ŷ	12/2/16 11:13 AM
		documents				12/5/17 4:41 PM
		images				8/4/14 2:50 PM
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3. Click "MultiEdit" to open the MultiEdit Content Form.



4. Enter information as appropriate and save the page.

Title	Ph.D.	
Department	Accounting	
Job title	Frank M. Burke Chair in Taxation, Department Head	
Email	robert.ricketts@ttu.edu	
Phone	806.834.3180	
Summary	X & & & () = ? () () () () () () () () () () () () ()	
	Office Hours: Room Number: E368 Education: <u>Ph</u> .D., University of North Texas (1988) Area of Expertise:	^
	Website:	~
	Path: p » strong	1.

Upload and Assign a Photo

1. From the MultiEdit Content Form, click the "select image" icon.



2. Click "Upload" to open the file chooser.

ites + rawisbusiness + people + faculty + accou	inting + robert-ricketts + I	Upload - Staging	1
Filter by tag			
Filter by name	= ==		
📄 images			
Splus24.png			
linkedin24.png			
photo-unavailable-female.jpg		Select a file to see its preview.	
photo-unavailable-male.jpg			
RobertRicketts1.jpg			
twitter24.png			

3. Click "Add" or drag and drop the image from your computer.

4. Click "Start Upload".

Access Group	(Inherit Existing)	¥	
Overwrite Existing			
Files	+ Add or drag files from desktop		
	Filename	Size	Status / Options
	20140127_172457.jpg	2.2M	Exceeds upload size limit (1000K)
	Demo Image.jpg	49.6K	Invalid filename
	placeholder300.jpg	23.2K	

Errors

If you receive an error about the upload file size limit, this means your file is larger than 1MB.

If you receive a file name error, hover over the error text (Invalid filename) to activate the **FILE RENAME** function. Change the file name according to onscreen guidelines provided.

5. Once the file has been uploaded, click "Insert".

RobertRicketts1.jpg	Name:	placeholder300.jp	g
twitter24.png	Path: Size: Last	/people/faculty/acc /placeholder300.jp 300 × 300 (23.2K)	ounting/robert-ricketts/imagi g
	Modified: Last Published:	Never	/ Edit Ima

Assign an Existing Photo

1. Click the "Select image" icon.

Photo	{{f:2975084}}		Clear
	Path: /people/faculty/accounting/robert-ricketts/images/RobertRickett	s1.jpg	

2. Choose an image from the **images folder**.

3. Click "insert" to assign the selected photo to the directory page. Select Image

Filter by tag				
Filter by name	= =			
images				
gplus24.png				
Iinkedin24.png				
photo-unavailable-female.jpg				
photo-unavailable-male.jpg				
placeholder300.jpg				
RobertRicketts1.jpg		Name:	photo-unavailable-male.	pg
twitter24.png		Path:	/people/faculty/accountin /photo-unavailable-male	g/robert-ricketts/images jpg
		Size: Last	210 × 279 (10.7K)	
		Modified:	12/2/16 11:13 AM	
		Published:	11/20/18 4:35 PM	C Edit Imag

Upload and Link to a CV (required for faculty)

- 1. Navigate to the **Summary** section of the directory page.
- 2. Highlight the letters "CV".
- 3. Click the "insert/edit link" icon to open the insert/edit link window.



Don't see the letters CV? You can add them to the Summary section.

4. Click the "**Browse**" icon to open the file chooser.

eneral	Popup	Events	Advanced	
General P	ropertie	5		
Link URI	{{f:188	01439}}		33
LIIK OKL	/people	/faculty/ac	countis/documents/Ricketts	s.pdf
Target	Open i	n This Win	dow/Frame	~
Title				

5. Choose an existing file from the **documents** folder or upload a new one.

6. Click "**Update**" to continue.

	_		Insert/Edit	Link		×
General	Popup	Events	Advanced			
General	Properties					_
Link URI	{{f:1880	01439}}	counti s/docur	nants/Rickatts		
Target	Open in	New Wind	dow (_blank)	nents, nicketts	V	
Title	CV					
Class	pdf				~	

Please Note: The upload and selection process is the same for profile images and documents. Simply select the appropriate folder.

7. Click "update" to finish.

	Insert/Edit Link	×
General	Popup Events Advanced	^
General	Properties	
Link UR	/{f:18801439}} /people/faculty/accountis/documents/Ricketts.pdf	
Target	Open in New Window (_blank)	
Title	CV	
Class	pdf 🗸 🗸	

Important

Due to a bug in the content management system, your uploaded resume and photo may not be visible in the preview window after upload. Resume files and profile photos will be visible in the preview window after your page is published.

Publish

1. From the top of the page, locate and click "**Publish**" to begin the publish process.



- 2. To preview the page as it will appear on the live (production) site, select **CMSDEV** as the **Publish Target**.
- 3. Select **PRODUCTION** as the **Publish Target** when you are ready to publish the page to the live site.
- 4. Add a short note to the Version Description (optional).
- 5. Click "Publish" in the lower right corner of the window.

Publish Target	CMSDEV	*
Version Description	Corrected typo. Uploaded new profile image.	
	4	3/256
	Can	cel Publish

Create a New Directory Page

1. Navigate to your area's folder listing.



- 2. Tick the checkbox next to the folder icon to select a folder.
- 3. Click "Copy" from the options provided. A new window will pop-up.

_demo	🖆 Move	Сору	8 Delete
<u> </u>	lemo		12/30/14 5:32 PM
_			

4. From the pop-up window, click the "Copy" button to complete the process.

wlsbusiness > people >	faculty • a	ccounting	Shov	/ Files
Filter by tag				
Filter by name				
accounting				^
🦲 _demo				
🛑 allison-collins				
🛑 andrea-m-romi				
🛑 bret-scott				
🛑 brett-mistrot				
🛑 celinda-moore				
🛑 damian-pantoya	i.			
🛑 denton-collins				
🛑 derek-oler				
documents				-

5. To rename the copied folder, hover over **FILE**, then click **RENAME**.

	Name *	Status	Modified Options		Staging	Production
L	_properties.pcf 440B	\bigcirc	9/9/2014 10:08 AM			
	_resources		9/9/2014 10:10 AM definition of the second s	🗋 File 👻		
	about		11/7/2014 3:47 PM	Q Scan		
	academics		11/25/2014 1:55 PM	/ Rename 🎂		
	admissions		12/4/2014 2:27 PM	Copy		
	athietics		9/9/2014 10:10 AM	Ocean Delete		

- 6. Input the user's name.
- 7. Press Enter to save your changes.

	_resources	9/9/2014 10:10 AM	/ Edit -	^{('} Å ^{')} Publish ▼	🗋 File 🔻

Please Note:

Folder names should be all lower case and contain no spaces. Use a dash (i.e. firstnamelastname) in place of spaces. 8. Update the breadcrumb navigation file by clicking "_props.xml".

CO	ntent	Page	jes			
	# ,	peop	le → faculty	Accounting → robert-ricketts		
			Name 📤		Status	Modified
(•	_props.xml	205B	Q	12/2/16 11:13 AM
			documents			12/5/17 4:41 PM
			images			8/4/14 2:50 PM
		PCF	index.pcf	3.6K	Q	12/5/17 4:41 PM

9. Click Properties > Page Parameters.

- 10. Enter the user's name in the Title field.
- 11. Save and publish _props.xml.

Preview Source	X Properties	sions 🗸 🖬
props xml	Page Parameters	
<> Parameters	Title and Metadata	
Access		
C Reminders	Title	Allison Collins
E Log	Tags	Click to add tags

Delete a Directory Page

- 1. Tick the checkbox next to the folder icon to select a folder to delete.
- 2. Click "Delete".



WARNING

This process cannot be undone.

Resources

Directory Photo Storage

High resolution directory photos are to be stored in a shared network drive called **directory_photos**. You may add images to the appropriate folder for your area as needed. Contacting **BA Computing Services** (**BACS**) at <u>help.ba.ttu.edu</u> to request access to the drive.

OmniUpdate

- OmniUpdate training website available at http://itts.ttu.edu/web/ou/;
- Designing accessible web pages available at http://itts.ttu.edu/web/; and
- TTU OmniUpdate Wiki (http://wikis.ttu.edu/display/ou/).

On these sites you will find online and instructor-led training information, a printable reference guide, an archive of IT TeamWeb communications, advanced features (some only available on request), a list of known technical issues, TTU web identity guidelines, web accessibility information, and a place to provide your own feedback and feature requests.

Technical Support

Contact the TTU IT TeamWeb at itteamweb@ttu.edu