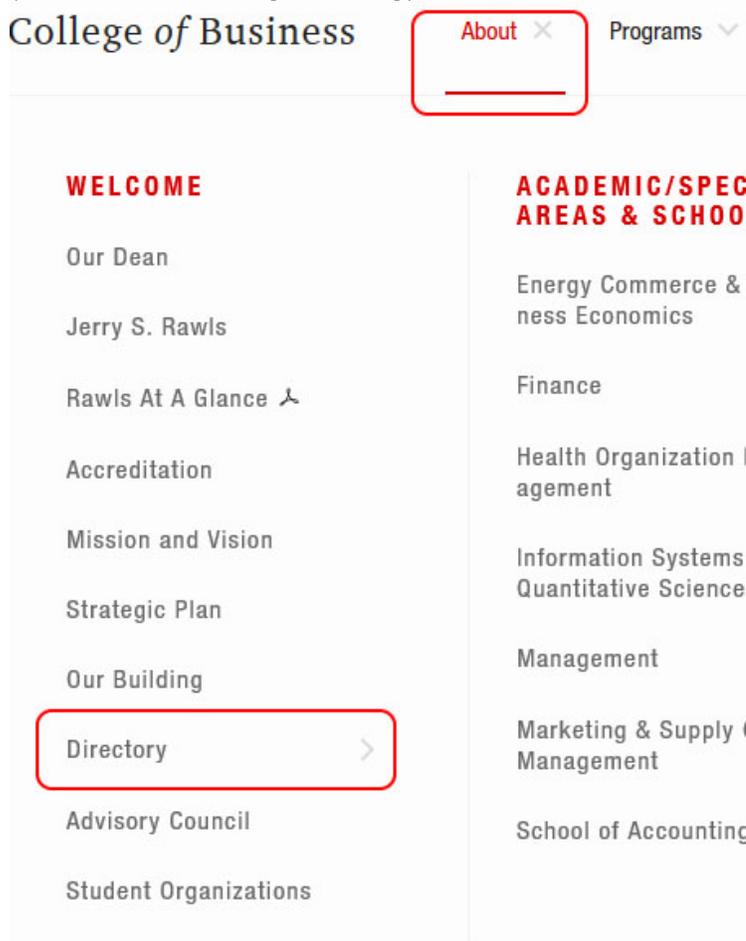


Guide to Directory Page Maintenance

Login

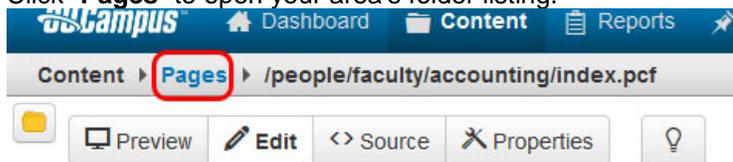
1. From the top menu of rawlsbusiness.ttu.edu, navigate to the appropriate directory listing page (i.e. **About > Directory > Faculty**).



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

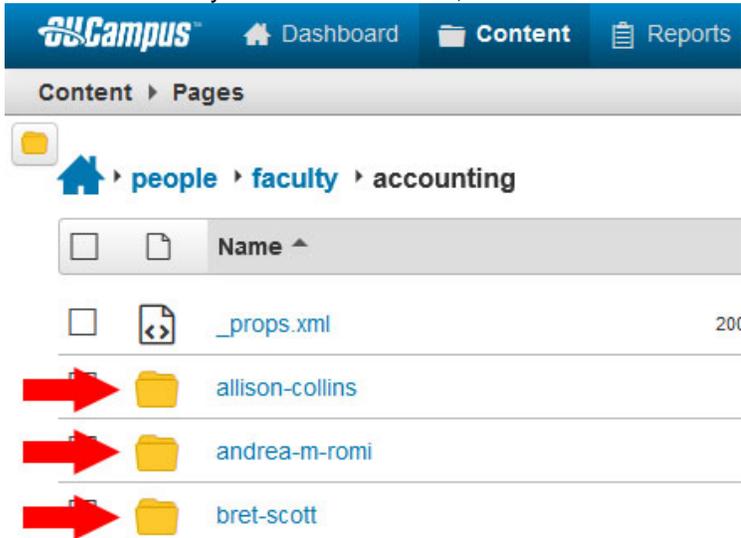


3. Login with eRaider when prompted.
4. Click "Pages" to open your area's folder listing.

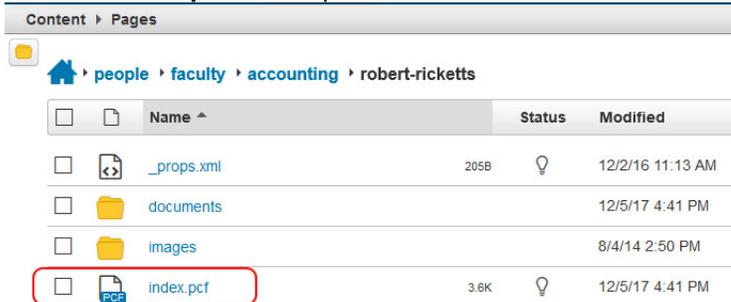


Edit a Page

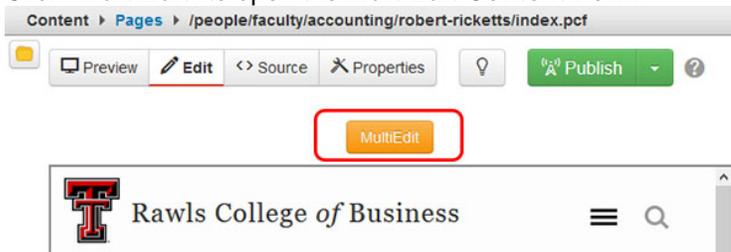
1. Locate the folder you would like to edit, then click the user's name to open.



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



3. Click **"MultiEdit"** to open the **MultiEdit Content Form**.



4. Enter information as appropriate and save the page.

Properties Versions [Checkmark] [Lightbulb] Publish [Down Arrow]

Title: Ph.D.

Department: Accounting

Job title: Frank M. Burke Chair in Taxation, Department Head

Email: robert.ricketts@tu.edu

Phone: 806.834.3180

Summary

Office Hours:
Room Number: E368
Education: Ph.D., University of North Texas (1988)
Area of Expertise:
Website:

Path: p » strong

Cancel Save

Upload and Assign a Photo

1. From the **MultiEdit Content Form**, click the “select image” icon.

Photo: {{f.2975084}} [select image icon] Clear

Path: /people/faculty/accounting/robert-ricketts/images/RobertRicketts1.jpg

2. Click “**Upload**” to open the file chooser.

Select Image

Sites > rawlsbusiness > people > faculty > accounting > robert-ricketts > images [Upload] Staging

Filter by tag

Filter by name

images

- gplus24.png
- linkedin24.png
- photo-unavailable-female.jpg
- photo-unavailable-male.jpg
- RobertRicketts1.jpg
- twitter24.png

Select a file to see its preview.

Cancel Insert

3. Click **"Add"** or drag and drop the image from your computer.
4. Click **"Start Upload"**.

Upload to /people/faculty/accounting/robert-ricketts/images

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	

Buttons: Cancel, Start Upload

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"**.

File list:

- placeholder300.jpg
- RobertRicketts1.jpg
- twitter24.png

File details for placeholder300.jpg:

- Name: placeholder300.jpg
- Path: /people/faculty/accounting/robert-ricketts/images/placeholder300.jpg
- Size: 300 x 300 (23.2K)
- Modified: Never
- Last Published: Never

Buttons: Cancel, **Insert**

Assign an Existing Photo

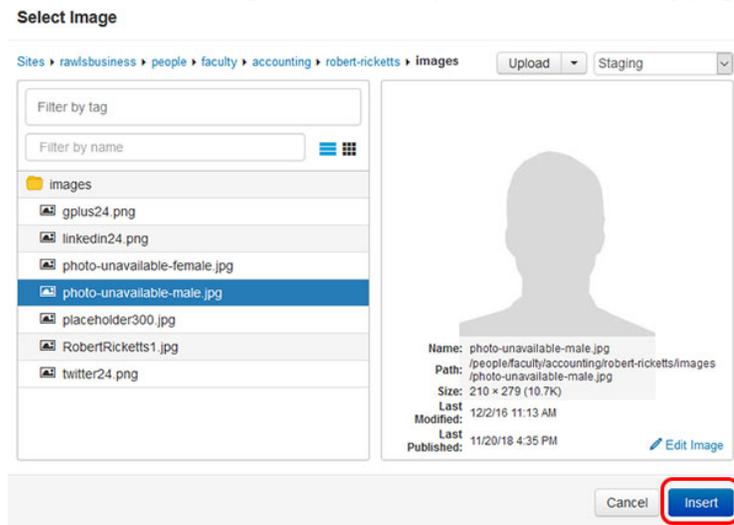
1. Click the **"Select image"** icon.

Photo:  Clear

Path: /people/faculty/accounting/robert-ricketts/images/RobertRicketts1.jpg

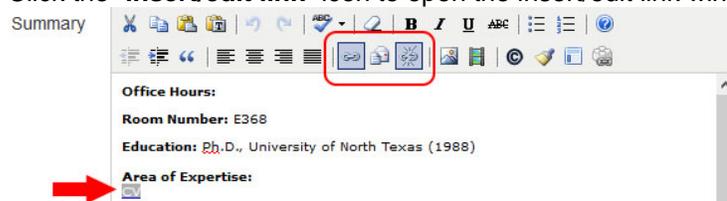
2. Choose an image from the **images folder**.

3. Click **“insert”** to assign the selected photo to the directory page.



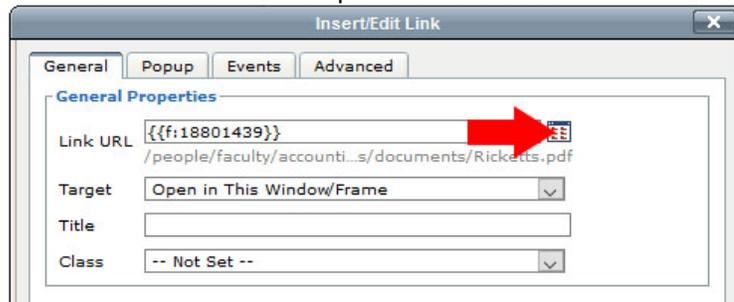
Upload and Link to a CV (required for faculty)

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.



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 URL

/people/faculty/accounti...s/documents/Ricketts.pdf

Target

Title

Class

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 URL

/people/faculty/accounti...s/documents/Ricketts.pdf

Target

Title

Class

Important

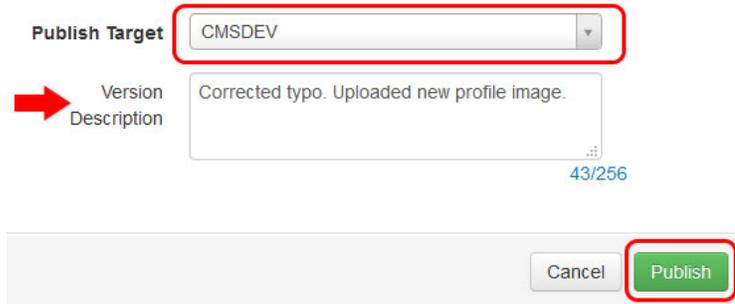
Due to a bug in the content management system, your uploaded resume and photo may not be visible in the preview window after upload. Resume files and profile photos will be visible in the preview window after your page is published.

Publish

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

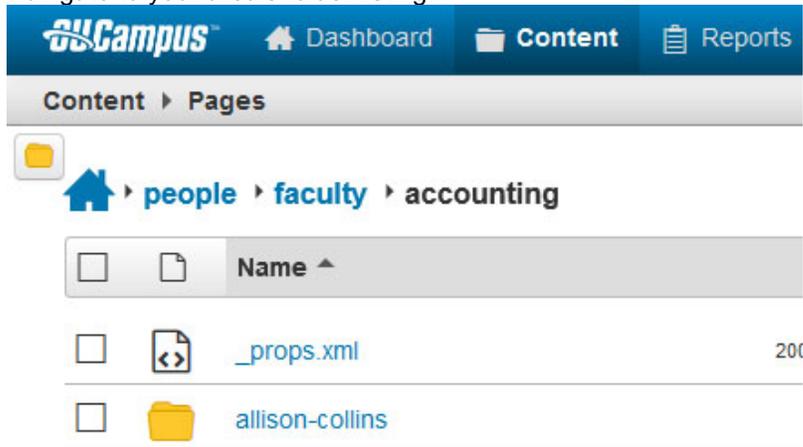


2. To preview the page as it will appear on the live (production) site, select **CMSDEV** as the **Publish Target**.
3. Select **PRODUCTION** as the **Publish Target** when you are ready to publish the page to the live site.
4. Add a short note to the **Version Description** (optional).
5. Click "**Publish**"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

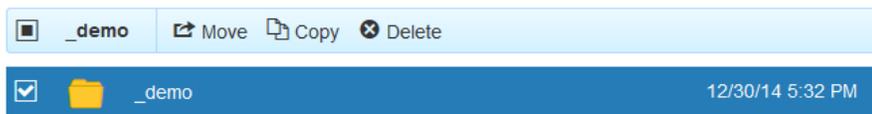


Create a New Directory Page

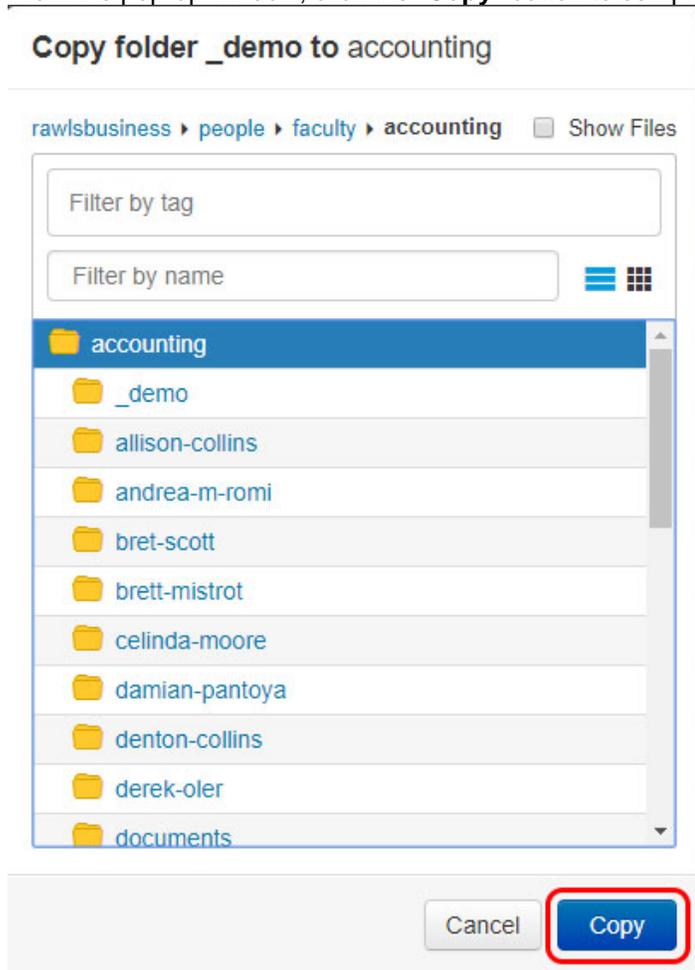
1. Navigate to your area's folder listing.



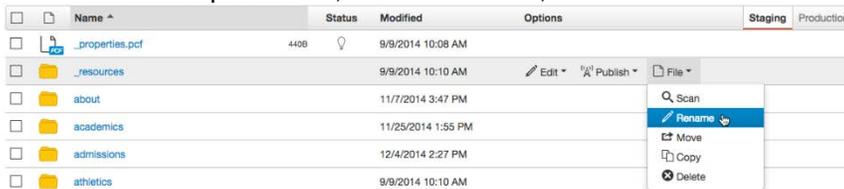
2. Tick the checkbox next to the folder icon to select a folder.
3. Click "**Copy**" from the options provided. A new window will pop-up.



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



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



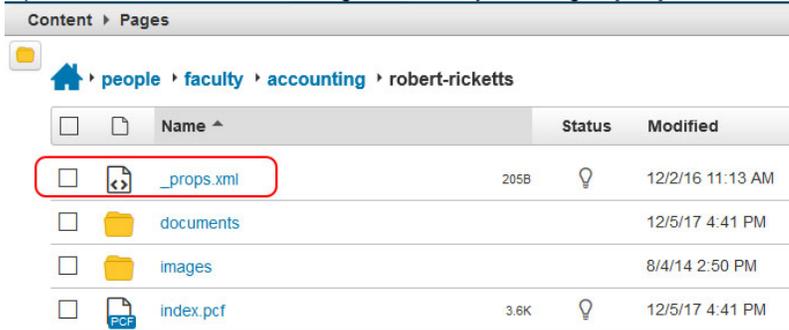
- Input the user's name.
- Press **Enter** to save your changes.



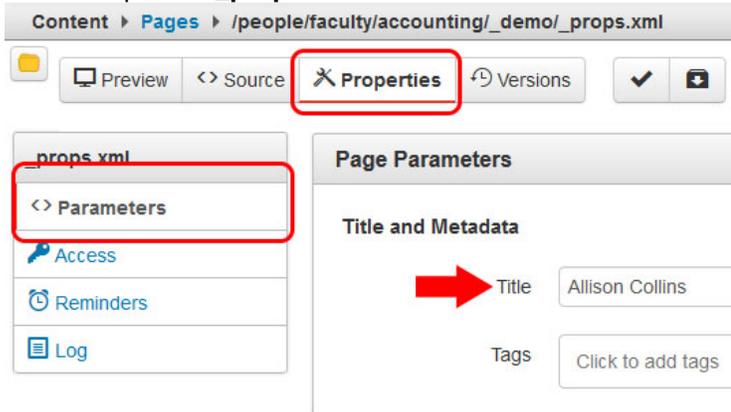
Please Note:

Folder names should be all lower case and contain no spaces. Use a dash (i.e. firstname-lastname) in place of spaces.

- Update the breadcrumb navigation file by clicking "**_props.xml**".

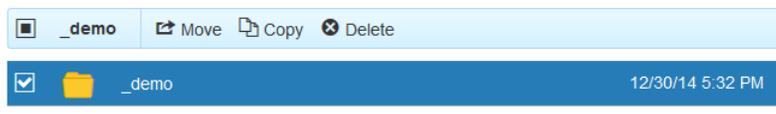


- Click **Properties > Page Parameters**.
- Enter the user's name in the **Title** field.
- Save and publish **_props.xml**.



Delete a Directory Page

- Tick the checkbox next to the folder icon to select a folder to delete.
- 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 help.ba.ttu.edu 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