

Intraview Content Manager

Version 3.3

User Manual

Shortened Version



VPI Technologies
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GETTING STARTED

1.1 LOGGING INTO CONTENT MANAGER

To start Content Manager, first direct your web browser (*must use Internet Explorer*) to **<http://www.usd383.org/contentmanager>**. You should see a web page containing the login box shown below. To login, use the User ID and password and click the **Login** button.

When working on your teacher link website

Content manager (where you go to personalize your website)
[http:// www.usd383.org/contentmanager](http://www.usd383.org/contentmanager)

To view web page (which is where you go to see your web page)
<http://www.usd383.org/teacherlink/username.aspx>

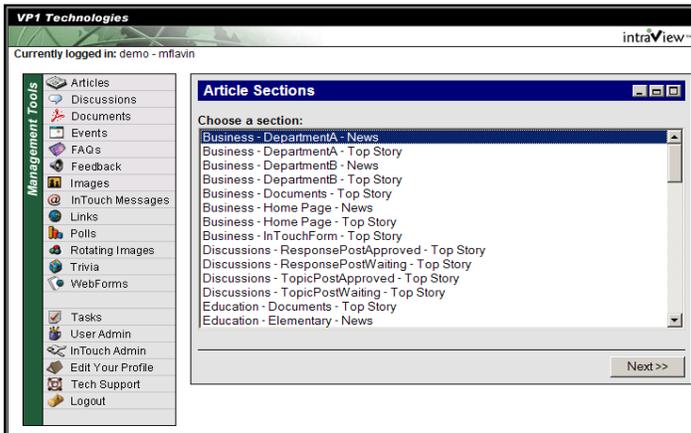
↑ *put your log in here*

Open a second tab in Internet Explorer and go to
<http://www.usd383.org/teacherlink/username.aspx>.

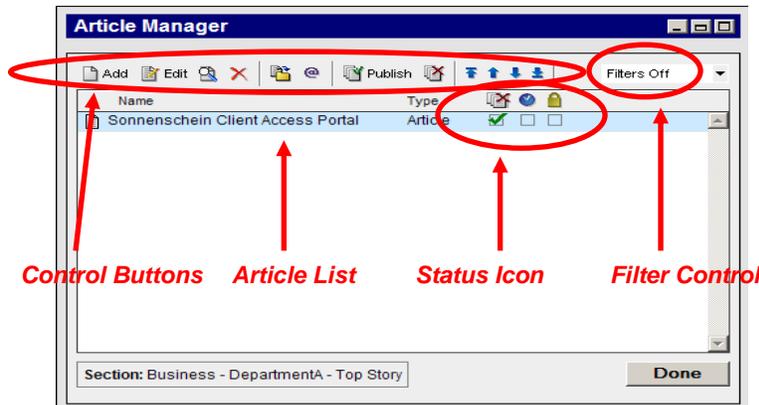
This will allow you to view your webpage as you build it. Your page is not live on the web until we have it published so this is a preview. You will need to refresh the page as you make changes.

ARTICLES

1.2 ARTICLE MANAGER



All articles on the website are organized into **Sections**, which contain articles with similar content. To view articles in a section, either double-click the section, or highlight the section by single-clicking on the section's name, and then click **Next**. The **Article Manager** page will be shown, which is discussed in the next section.



The **Article Manager** is used to determine what articles are shown on the website, and in what order they are displayed.

Status Icons: These icons represent the following statuses:

Table 1: Article Status Icon Descriptions

Icon	Name	Description
	Published	If the checkbox below this item is checked, the article is NOT currently published. This means that the article will not be visible to website visitors, regardless of its other statuses. TO BE PUBLISHED THE GREEN CHECK MUST BE GONE
	Expired	If the checkbox below this item is checked, the article's rundate has expired. This means that the article will not be visible to website visitors, regardless of its other statuses.
	Access Restricted	If the checkbox below this item is checked, the article has Access Restrictions. This means that only certain website visitors will be able to view the article.

1.2.1 Adding an New Article

To add a new article, click the **Add**  button. Clicking this button will bring up a screen asking for the enter title of the article. After clicking **Next**, the **Article Editor Page** will be shown, which is discussed in Section 1.3.

1.2.2 Editing an Existing Article

To edit an existing article, perform the following steps:

1. Highlight the article to edit. The article will be highlighted in blue as shown in the figure above.
2. Click the **Edit**  button. This will bring up the **Article Editor**.

1.2.3 Deleting an Article

PLEASE NOTE: An article that has been deleted cannot be recovered.

To delete an existing article perform the following steps:

1. Highlight the Article to delete by clicking on the article's title.
2. Click the **Delete**  button.

1.2.4 Moving an Article to another Section

Articles can also be moved to another section after they have already been created. When an article is moved to another section, it is deleted from the section it was initially in. Before attempting to move an article to another section please note following:

- **An article cannot be moved to another section unless it is already published.**
- **The person moving the article must have Create privileges to the section the article is being moved to.**
- **Once an article has been moved into another section, it becomes unpublished.**

To move an article, perform the following steps:

1. Select the article to be moved.
2. Click the **Move**  button, which will bring up a screen asking what section to move the article to.
3. After clicking the **Complete Move** button, the article will be moved into its new section.

1.2.5 Linking an Article to another Section

In addition to moving an article to another section, an article can also be linked to another section. Linking an article to another section means that the article can only be modified from its initial section, but it will be displayed on multiple portions of the website. Before linking an article to another section please note the following:

- **An article must be published before it can be linked to another section.**
- **The user must have Add privileges to the section the article is being linked to.**

To link an article to another section, perform the following steps:

1. Select the article to link to a new section.

2. Click the **Link**  button.
3. A screen asking for the section to link the article to will be displayed.. After selecting **Create Link** button, the article will be linked into its new section, while remaining in its original section as well.

1.2.6 Publishing and Unpublishing an Article

If an article has been created, but is not yet ready to be displayed on the website, its status is Unpublished (see Table 1 above). This means that even though the article appears in Content Manager, it will not be shown on the website. This is useful if, for instance, the article must undergo review before being displayed on the website. To change the published or unpublished status of an article, perform the following steps:

1. Highlight the article to publish or unpublish.
2. Click either the **Publish**  or **Unpublish**  button. After clicking the button, the checkbox under the **Published Status** icon will change accordingly.

1.2.7 Moving an Article within the Section

The order articles appear in the Section list reflects the order the articles will appear in on the website. Perform the following steps to change the order the articles will appear in.

1. Select the article to move
2. Click on one of the following buttons, located in the Control Bar, which corresponds to the action to perform:

	Move article to the top of the list
	Move the article up one position
	Move the article down on position
	Move the article to the bottom of the list

1.2.8 Display Filters

If the number of articles in the list becomes too large to manage, use the Filter Control to specify exactly what articles are displayed in the list.

- **Changing the Display Filter does not change what articles will appear on the website, or what articles are contained in the list. It is only a mechanism to temporarily hide articles from view in Content Manager.**

The articles can be filtered according to two criteria: **Published Status** and **Expiration Status**. To set what articles are shown, hover the mouse over the Filter Control, and select either **Hide** or **View** on the criterion to filter.

1.3 ARTICLE EDITOR PAGE

1.3.1 Run Date

An article **Run Date** specifies what time period an article will be visible on the website. The Run Date control is shown below.

The Run Date control consists of two rows of input fields. The first row is for the 'Start' date and time, with dropdown menus for month (July), day (14), and year (2005), and time dropdowns for hours (00) and minutes (00). The second row is for the 'Stop' date and time, with empty dropdown menus for month, day, and year, and time dropdowns for hours (00) and minutes (00). A checkbox labeled 'No expire' is checked. Small calendar icons are present next to the date dropdowns.

The **Start** line specifies what time and date the article will begin to appear on the website, while the **Stop** line indicates the time and date the article will cease to appear on the website. If an article is **Unpublished**, it will not be shown on the website, regardless of the Start and Stop dates.

1.3.2 Content Section

The Content section editor is a form with the following fields: 'Published' (Not published), 'Section' (Business - Home Page - News), 'Access' (Restrict to InTouch Users), 'Headline' (Welcome from the Founder and Medical Director), 'Sub-Headline' (empty), 'ByLine' (empty), and 'LeadIn' (As a laparoscopic surgeon treating the morbidly obese patient, it is my pleasure to welcome you to the National Lose to Live Foundation website.). A small profile picture of a man is shown next to the LeadIn text, with a 'Remove' link below it.

*The **Content Section** contains information regarding the contents of the article. Information in this section provides the user with a summary of each article on the website. The summary information includes the article's Headline, Sub-Headline, ByLine, and Leadin.*

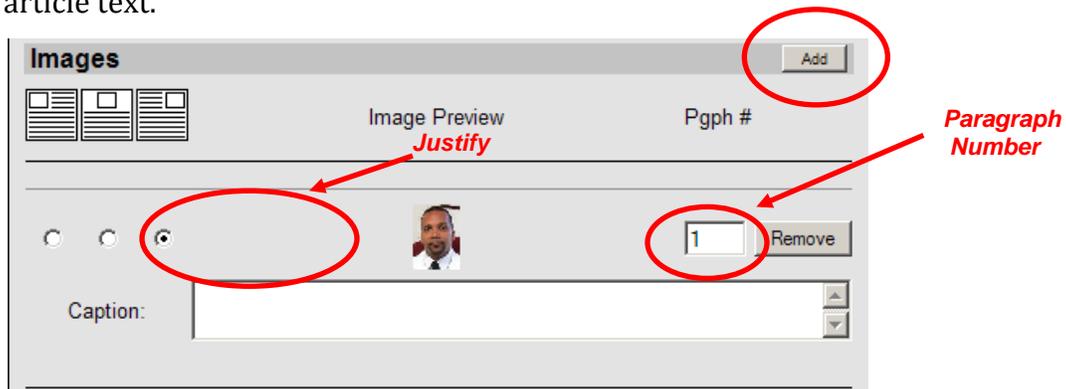
1.3.3 Story Editor

The Story Editor is a rich text editor with a toolbar at the top containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and table. Below the toolbar is a dropdown menu set to 'Normal' and a 'View source' checkbox. The main text area contains the following text: 'As a laparoscopic surgeon treating the morbidly obese patient, it is my pleasure to welcome you to the National Lose to Live Foundation website. Four years ago the Director of the Center for Disease Control (CDC) Jeffrey P. Kaplan in his landmark Journal of the American Medical Association (JAMA) article wrote, "Obesity is an epidemic and should be taken as seriously as any infectious disease epidemic."' 'Think of the latest infectious disease concerns: SARS and in the war on terrorism, anthrax. The public is routinely informed of the symptoms, dangers and preventative measures. Through the powerful partnership of government and media information is rapidly available and warnings to the public simultaneously mobilizing and fortifying the health care community is strategically planned and implemented.' 'No such mobilization has occurred around obesity, but progress is being made on several fronts. The CDC has launched a substantial information campaign'.

The Story Editor works like a word processing program: type in the text and use the buttons at the top of the Story Editor to format the text. The story editor also provides the ability to insert numbered and bulleted lists and hyperlinks.

1.3.4 Embedded Images

The **Images** Section of the Article Editor allows images to be embedded within the article text.



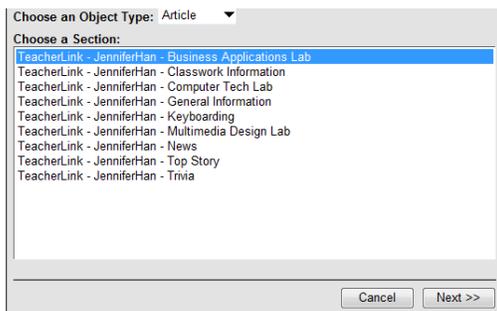
In the figure above, an image will be placed at **Paragraph Number 1**, and will be **Right-Justified**. A thumbnail of the image is displayed in the center of the row. To add an additional image to the article, click the **Add** button shown above. After clicking the Add button, the **Image Section** page will appear. After choosing the section the image to be embedded resides in, a list of images in that section will be shown.

1.3.5 Related Objects

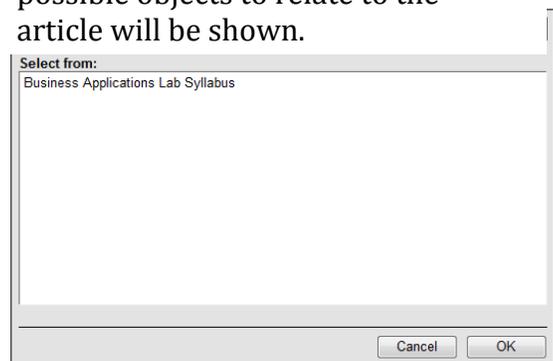
Related Objects provide a way to relate other content items to an article. For instance, an Article describing changes to a city ordinance may have an article containing City Commission meeting minutes related to it. The Related Items section is shown in the figure below. In this figure, there is one related object entitled “The Lost Boys”, which is a **Link** object.



After clicking the **Add** button, the **Related Items** page will be shown.



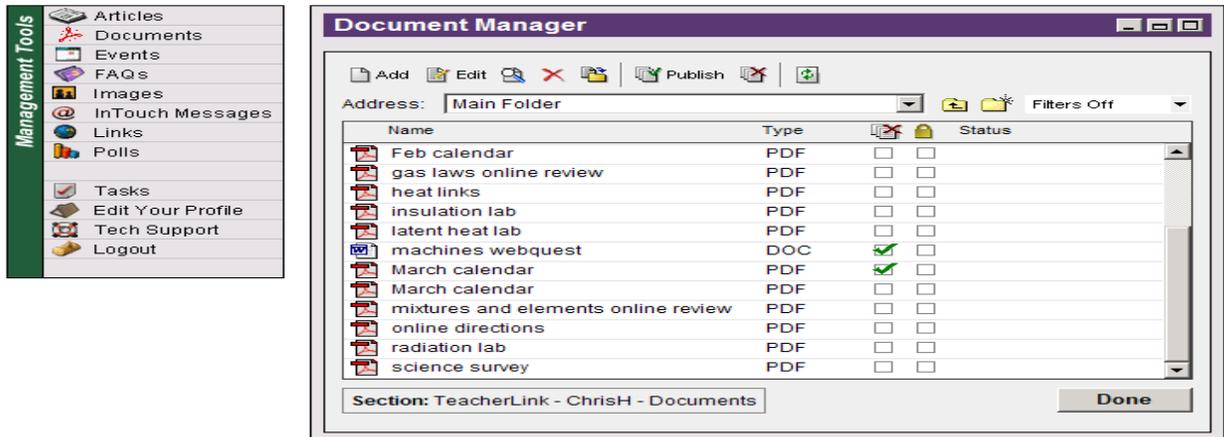
After the section the related object resides in has been chosen, a list of possible objects to relate to the article will be shown.



DOCUMENTS

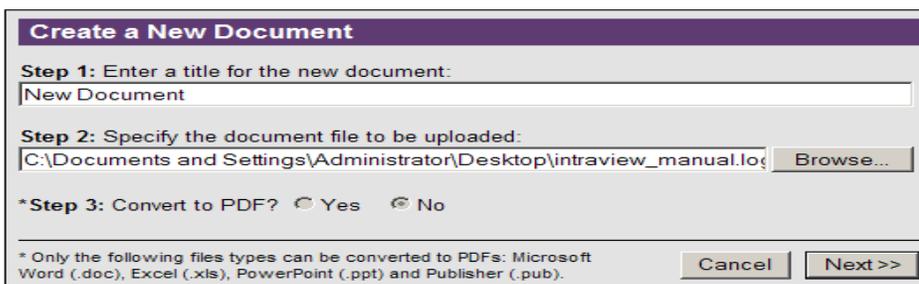
1.4 DOCUMENT MANAGER PAGE

The Document Manager Page, shown below contains controls for modifying what documents are displayed on the website.

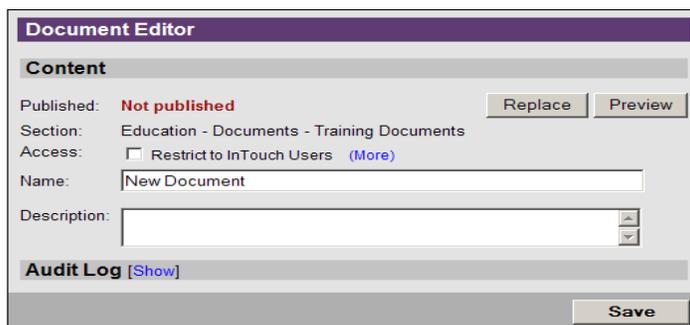


1.4.1 Adding a Document

To add a document, click the **Add** button on the **Document Manager Page**. After clicking the Add button, the following window will appear.



First, enter the title of the document. This is the name the document will appear under on the website. The title of the document does not have to be the same as the file being uploaded. Next, click the **Browse** button and specify the document to upload to the website. After uploading the document, the **Document Editor** page will appear (shown below).

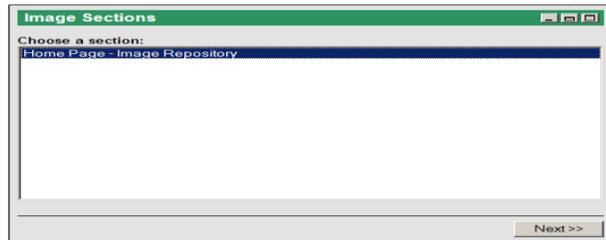
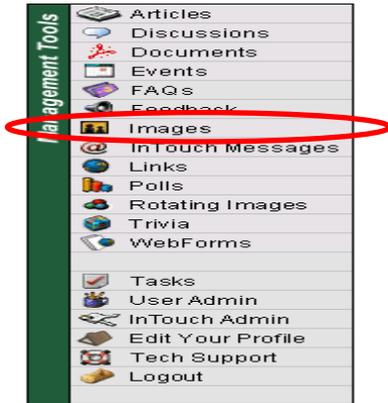


The **Document Editor** can be used to specify the document's Access Restrictions, Name, and Description. After editing the Document's properties, click the **Save** button to apply the changes.

IMAGES

1.5 IMAGE MANAGER PAGE

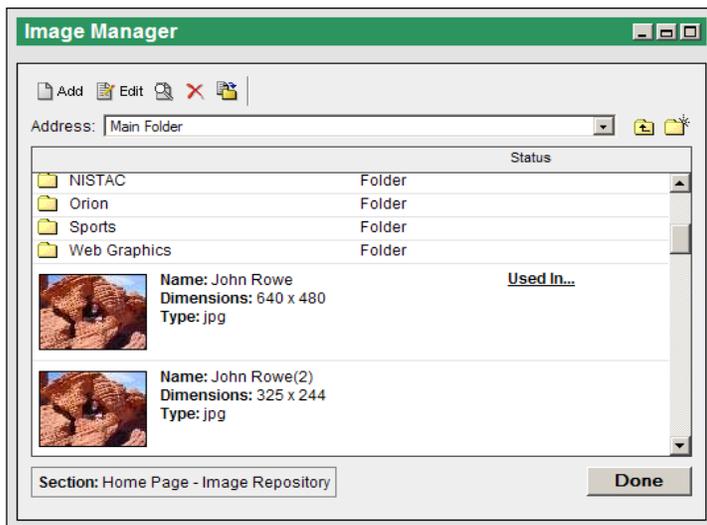
Content Manager's **Images** component provides a way to put graphical content on the website. Images created with this component can be used in a variety of ways, such as embedding them in articles and creating rotating image objects. To access the Images component, click the **Images** button on the **Content Manager** menu bar.



The **Image Sections** page contains all the Image Sections the current user has access to. To modify the images contained in a section, highlight the section to edit, and click **Next**.

*All Images in an Image Section are arranged into **Image Folders**. Each folder can contain any combination of subfolders and images, which allows images to be organized so they are easier to locate at a later time.*

The **Image Manager** page provides a way to create, delete, and edit both folders and images. The Image Manager page is shown below.



1.5.1 Image Folders

Image folders make organizing large numbers of images easy. The Folder Controls, shown in the figure above, allows folders to be Added, Edited, or Deleted.

1.5.2 Adding a Folder

To add a new folder, click the **Add Folder**  button. This will bring up a dialog box, asking for the new folder name. The new folder will be created as a subfolder of the current location, which is shown in the **Address** bar.

To navigate the image folders, double-click the folder to view. This will display a new set of subfolders and images.

To go up a folder level, click the **Up One Level**  button. Additionally, the Address Bar can be used to go up more than one folder at a time.

1.5.3 Editing a Folder

To edit the name of a folder, first highlight the folder to rename. Then click the **Edit**  button. A dialog box will appear which asking for the new folder name. After clicking **OK**, the Image folder will be renamed.

1.5.4 Deleting a Folder

To delete a folder, first highlight the folder to delete. Then click the **Delete**  button.

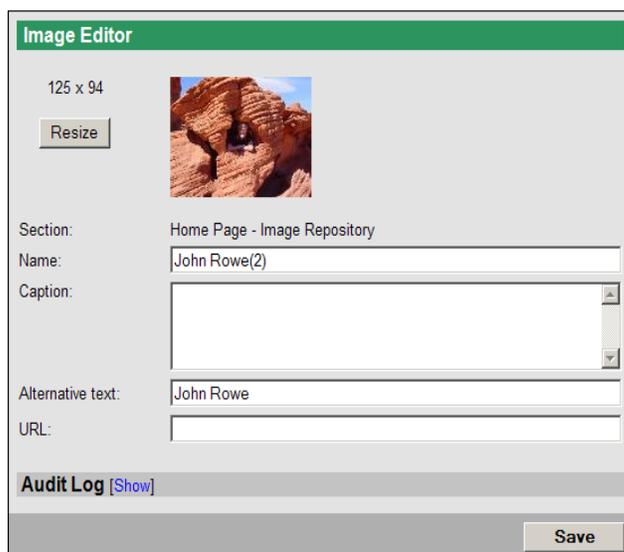
NOTE: All subfolders and images must be deleted from a folder before the folder can be deleted.

1.5.5 Adding, Editing, and Deleting an Image

- Adding an Image: To add a new Image, click the Add  button
- Editing a Image: To edit an image, highlight the image to edit and click the Edit  button.
- Deleting a Image: To delete an image, highlight the image to delete and click the Delete  button.

1.5.6 Image Editor Page

The **Image Editor** allows the properties of an Image to be modified. The Image Editor page is shown below.



While on the Image Editor Page, the Image's Name, Caption, Alternative Text, and URL can be modified. **Name:** Identifies file.

Caption: Will appear under image.

Alternative Text is shown to the website viewer when they hover their mouse over the image or displayed in browsers that cannot display images.

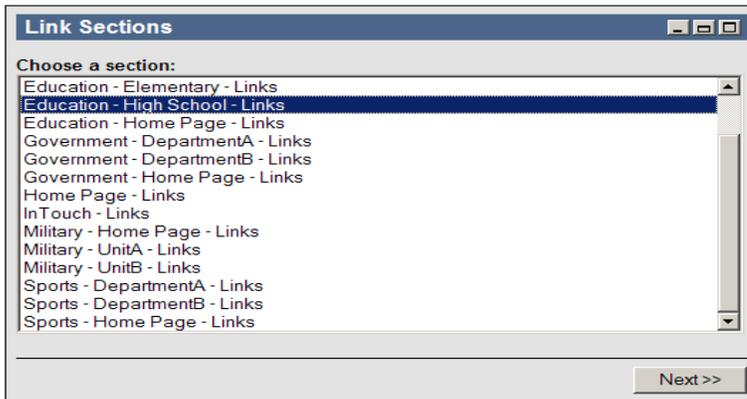
URL: If the URL field is not blank, when the website user clicks the image, they will be taken to the location specified in the URL field.

Image Editor Page can be used to resize the image. To do so, click the **Resize** button, located to the left of the image preview. This will bring up a dialog box asking the new image dimensions.

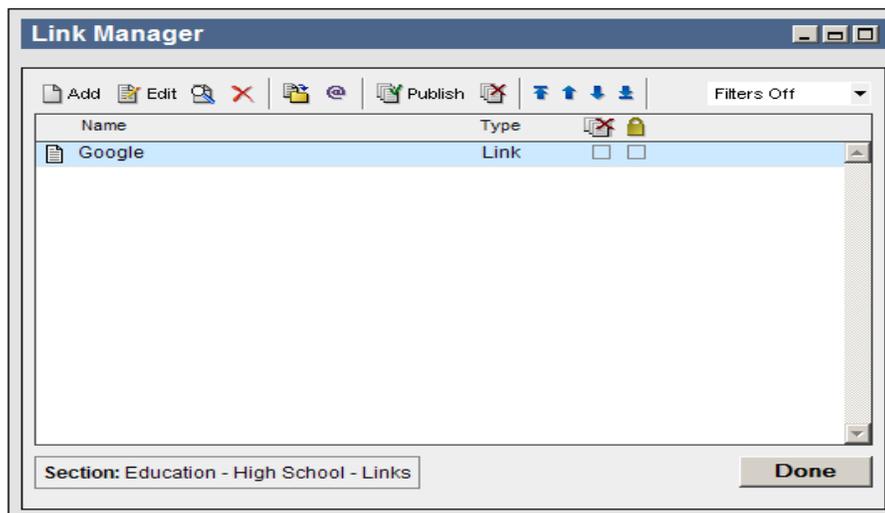
LINKS

1.6 LINK MANAGER PAGE

Links provide a way to link other content on the World Wide Web to the website, and are commonly referred to as Hyperlinks. Content Manager provides an easy way to incorporate links into a website.



Like other Content Manager components, links are divided into sections. To edit the links in a particular section, double-click the section to edit.



The **Link Manager** page allows link sections to be modified. This includes Adding, Edit, Deleting, and Publishing links.

1.6.1 Adding, Editing, and Deleting Links

- Adding a Link: To add a link, click the **Add** button.
- Editing a Link: To edit an existing link, highlight the link to edit, and click the **Edit** button.
- Deleting a Link: To delete an existing link, highlight the link to delete, and click the button.

1.6.2 Moving, Linking, and Publishing Links to a New Section

Like Articles, Links can be moved, linked, and published. For more information, see Sections 1.2.4 through 1.2.7.

1.6.3 Link Editor Page

Link Editor

Content

Published: **Yes**

Section: Education - High School - Links

Access: Restrict to InTouch Users [\(More\)](#)

Title:

URL:

Description:

Target Window

Open the linked page in a new browser window

Open the linked page in the same window that the current page is using

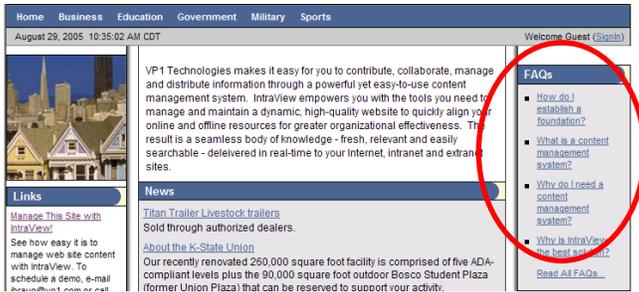
The **Link Editor** page contains many of the same features as the **Article Editor** page. The **Content** section displays the published status of the link, the section the link is located in. In addition to these controls, the **Link Editor Page** also contains the following fields:

- **TITLE:** This is the text that will be shown to the user when the link is displayed on the website.
- **URL:** This is the location the user will be taken to when he or she clicks the link on the website.
- **DESCRIPTION:** This field contains a detailed description of where the link will take the user. In addition, each link can have an image appear next to it.
- **TARGET WINDOW:** When the “**Open the linked page in a new browser**” radio button is checked, a new browser window will be opened when the user clicks the link. If the “**Open the linked page in the same window that the current page is using**” radio button is checked, the user will leave the website when they click on the link.

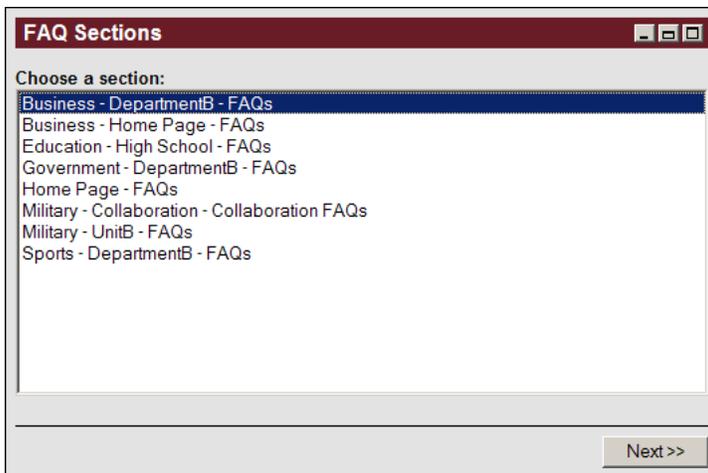
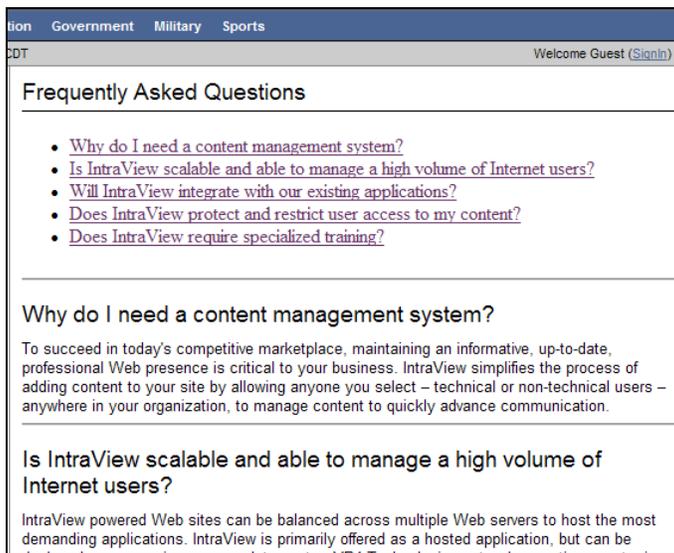
FAQS

1.7 FAQ SECTIONS PAGE

IntraView Frequently Asked Questions (FAQs) provide an efficient way answer commonly asked questions on a website. An example of how FAQs are displayed on an IntraView website is shown below.



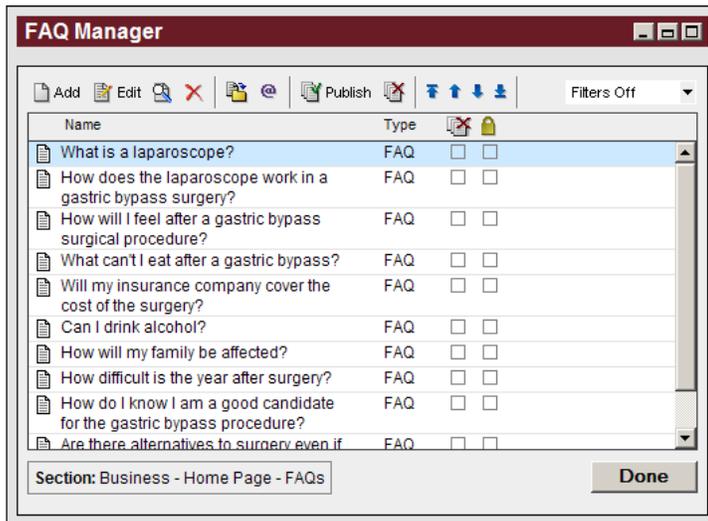
When the website user clicks one of the FAQs, he or she is taken to separate page, containing all FAQs and their answers. An example of a FAQ answer page is shown below.



The FAQ Section Manager contains FAQ sections used on the website.

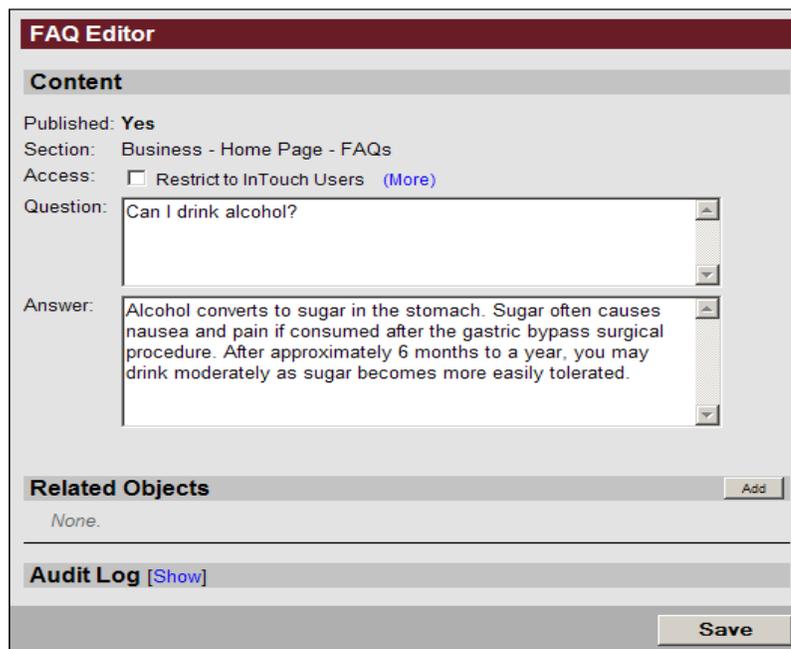
1.7.1 FAQ Manager Page

The **FAQ Manager Page**, shown below, is used to manage what FAQs appear on the website, and in what order.



1.7.2 FAQ Editor Page

The FAQ editor page is used to modify the properties of an individual FAQ. The FAQ Editor page is shown below.



The FAQ Editor Page contains only two unique fields, which are described below:

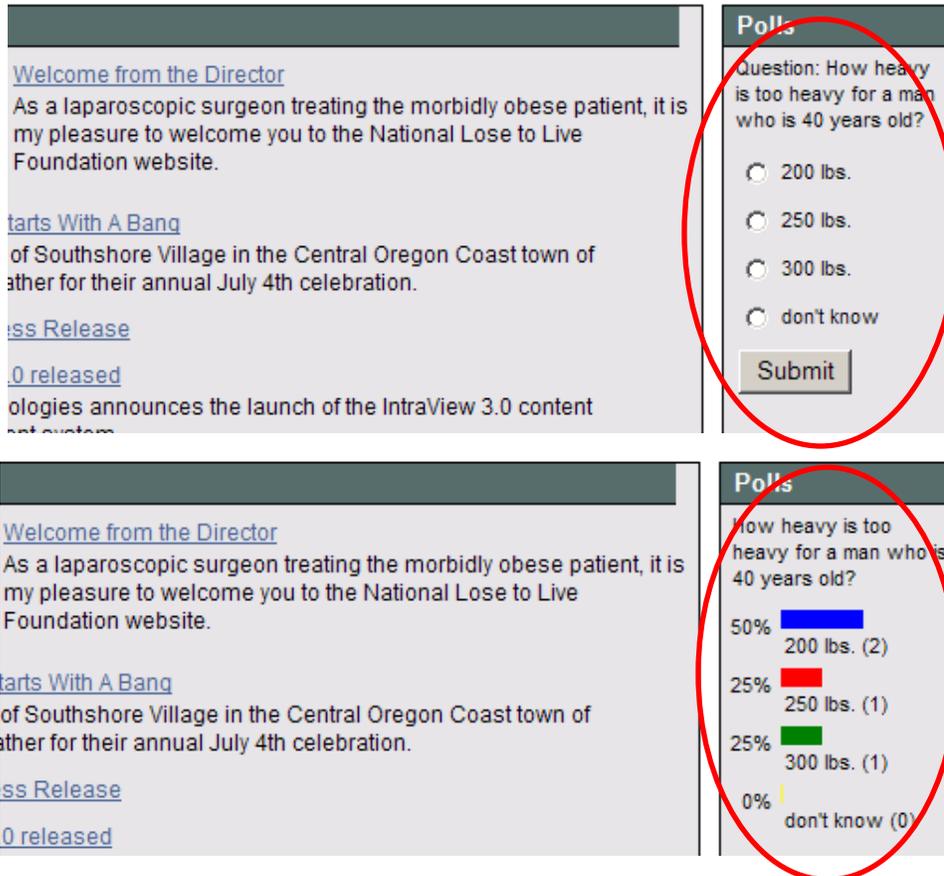
- **Question:** This field contains the question to be answered. This field will be displayed in all FAQ lists.
- **Answer:** This field contains the answer to the FAQ, and will only be visible on the FAQ view page.

POLLS

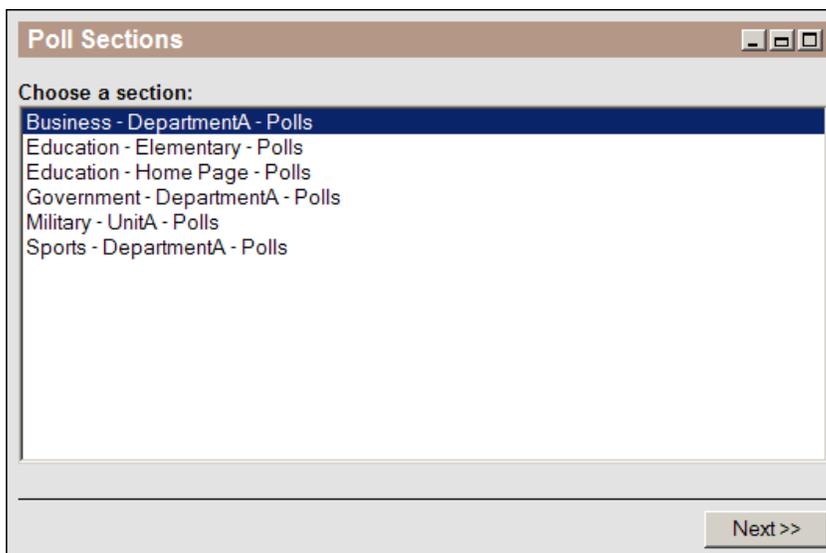
1.8 POLL SECTION MANAGER

IntraView **Polls** provide an additional way to gather feedback from website users. With polls, the website audience can choose answer to a question, and then view the results instantly. An example of how polls are displayed on an IntraView website is

shown below.



As can be seen from the figures above, as soon as the user chooses on of the available options, he or she is presented with the overall results from all users to the website.

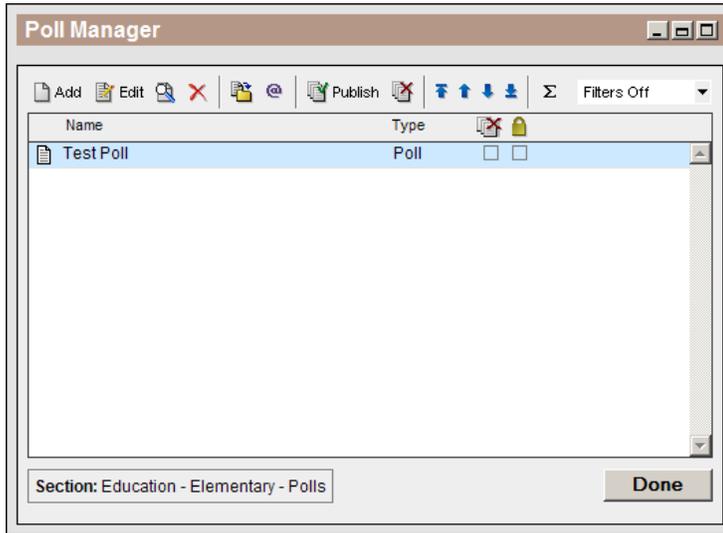


*The **Poll Section Manager** lists all Poll Sections on the website the current user has permissions to modify.*

*To edit a Poll Section, highlight the section to modify, and click **Next**.*

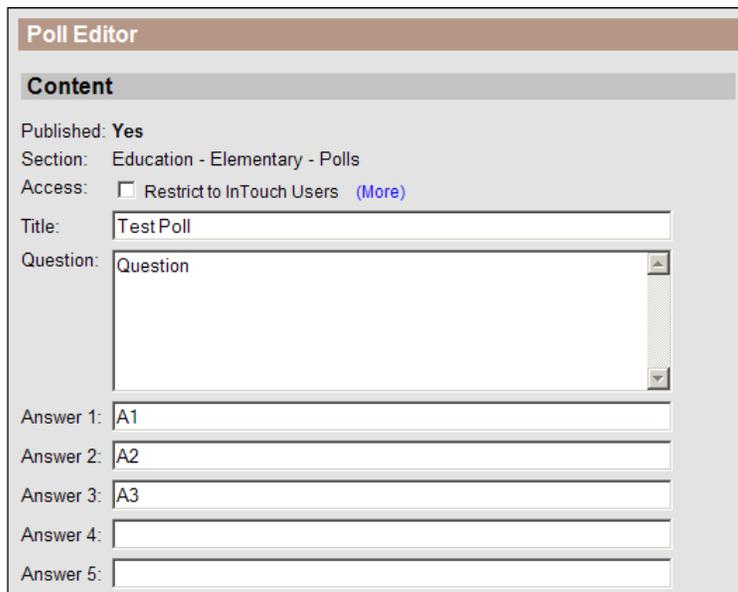
1.8.1 Poll Manager

The Poll Manager is used to manage what polls are displayed on the website. The Poll Manager contains the same functionality as all other Content Manager pages.



1.8.2 Poll Editor

The Poll Editor contains all the properties of an IntraView Poll object. These properties determine what information is displayed in the poll.



As can be seen from the figure above, there are three primary properties to a poll. They are the poll's title, questions, and answers.

- **Title:** This is used to identify the poll within ContentManager. This field is not normally displayed to the website users.
- **Question:** This contains the question that is displayed to the users on the website.
- **Answer 1-5** These are the possible answers to the question field. The user is only allowed to select one of these options.