



# eKohi CMS Backoffice School Reference Cards



# Content

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# School Footer (Create, Delete, Edit)

## *Create Content*

- ✚ Select Content>Schools >School Type->Appropriate School-> Home Elements
- ✚ Create School Footer using Create dropdown to top left in page
- ✚ Under School Footer Page-> Add content for Footer Logo, School Info
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

## *Delete Content*

- ✚ Select Content>Schools >School Type>Appropriate School> Navigate to the appropriate Page Content.
- ✚ To delete Footer Logo image, click on delete icon on the node.
- ✚ Click **Save / Request Publish** to publish and view the content on the site

## *Edit Content*

- ✚ Select Content>Schools >School Type>Appropriate School> Navigate to the appropriate Page Content.

- ✚ To edit Footer Logo image , Update node information  
Click **Save / Request Publish** to publish and view the content on the site

### **Tips:**

## **School Home Slider** (Create, Delete, Edit)

### **Create Content**

- ✚ Select Content>Schools >School Type">Appropriate School> Home Elements
- ✚ Create School Home Slider
- ✚ Under **School Home Slider**->Add content for School Home Slider, Slider Duration.
- ✚ Select **Include In page?**
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Delete Content**

- ✚ Select Content>Schools >School Type>Appropriate School> Navigate to the appropriate School Home Slider Content.
- ✚ To delete slider image from list, click on the delete icon

- ✚ Click **Save / Request Publish** to publish and view the content on the site

### ***Edit Content***

- ✚ Select Content>Schools >School Type>Appropriate School> Navigate to the appropriate School Home Slider Content.
- ✚ To edit slider image, choose image from list and update new link.  
Click **Save / Request Publish** to publish and view the content on the site

### ***Tips:***

- ✚ If stop showing content in page uncheck Include in page.

## **News Repository** (Create, Delete, Edit)

### ***Create Content***

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ Select Actions dropdown at top left & Select Create
- ✚ Select School News
- ✚ Fill in the Caption text, Title, and other mandatory fields
- ✚ Select "**Show on Home Page?**"

- ✚ Click **Save / Request Publish** to publish and view the content on the site

## **Delete Content**

- ✚ Select Content>Schools>School Type">Appropriate School> Navigate to the appropriate Campus News / Announcement Content.
- ✚ Select the desired element and delete.
- ✚ To delete entire News Content, select page > action at top right & click "**Delete**".
- ✚ Click **Save / Request Publish** to publish and view the content on the site

## **Edit Content**

- ✚ Select Content>Schools >School Type">Appropriate School> Navigate to the appropriate News Content.
- ✚ Select the desired element and update.
- ✚ Click **Save / Request Publish** to publish and view the content on the site

## **Tips:**

- ✚ "News" content can only be created under the "Featured News Repository".

# School Contact (Create, Delete, Edit)

## Create Content

- Select Content>Schools >School Type>Appropriate School> Home Elements
- Navigate to the School Contact Information.
- Under **School Contact Information** Tab and School Contact Information section fill out the school contact Information
- Add content in the School Name, Address, Phone, Fax, Official, Designation, Timings and other mandatory Information.
- Select **"Include In Page?"**
- Click **Save / Request Publish** to publish and view the content on the site.

## Delete Content

- Select Content>Schools >"School Type">"Appropriate School"> Home Elements
- Navigate to the School Contact Information.
- Select the desired element and delete.
- To delete entire Contact Information Content, select page > action at top right & click **"Delete"**.

- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Edit Content**

- ✚ Select Content>Schools >School Type>Appropriate School> Home Elements
- ✚ Under **School Contact Information** Tab and School Contact Information section edit the Info.
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Tips:**

## **School Links (Create, Delete, Edit)**

### **Create Content**

- ✚ Select Content>Schools >School Type>Appropriate School> Home Elements
- ✚ Navigate to School Links.
- ✚ Under **School Links** Tab and School Media Links section click + on any link to create a new Link.
- ✚ Based on type of Link use either
- ✚ Internal Page Link
- ✚ External Link
- ✚ Document Link
- ✚ Fill in the mandatory Information



- ✚ Select **"Include In Page?"**
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

## **Delete Content**

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Home Elements
- ✚ Navigate to either Programs / Quick Links.
- ✚ Select the desired link and click delete icon to delete.
- ✚ To delete entire Programs / Quick Links > action at top right & click **"Delete"**.
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

## **Edit Content**

- ✚ Select Content>Schools >School Type">Appropriate School> Home Elements
- ✚ Navigate to either Programs / Quick Links.
- ✚ Under **School Links** Tab and School Media Links section edit the following Info.
- ✚ Based on type of Link use either
- ✚ Internal Page Link
- ✚ External Link
- ✚ Document Link
- ✚ Edit any other Information
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Tips:**

- ✚ If there is only one link present and needs to be deleted, click Add Content to add a new link and then click X to delete current.

## **Calendar Events (Create, Delete, Edit)**

### **Create Content**

- ✚ Select Content>Schools >School Type>Appropriate School> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ Select Actions dropdown at top left & Select Create
- ✚ Select Events.
- ✚ Fill in Event Information.
- ✚ Select "**Show on Site?**"
- ✚ Select "**Include In Navigation**"
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Delete Content**

- ✚ Select Content>Schools>School Type">Appropriate School> Navigate to the appropriate upcoming calendar event
- ✚ Select the desired event and delete.
- ✚ To delete all the events, select page > action at top right & click "**Delete**".

### ***Edit Content***

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Navigate to the appropriate upcoming calendar events Content.
- ✚ Under **Content** Tab > Edit
- ✚ Event Name, Event Description, All Day Event,
- ✚ Event Start, Event End, Event Link, Event Color.
- ✚ Click **Save** / **Request Publish** to publish and view the content on the site.

### ***Tips:***

- ✚ "Calendar Events" content can only be created under "Calendar".

## **School Folder (Create, Delete, Edit)**

### ***Create Content***

- ✚ Select Content>Schools >School Type>Appropriate School> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ Select Actions dropdown at top right & Select Create
- ✚ Select School Folder.
- ✚ Add content in School Folder tab.
- ✚ Select "**IncludelnPage?**
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Delete Content**

- ✚ Select Content>Schools>School Type">Appropriate School> Navigate to the appropriate folder to be deleted
- ✚ Select the desired folder and delete.
- ✚ To delete all the folders, select page > action at top right & click "**Delete**".
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Edit Content**

- ✚ Select Content>Schools >School Type">Appropriate School> Navigate to the appropriate folder.
- ✚ Under School **Folders** Tab > Edit

- ✚ Select the desired folder and update.
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### *Tips:*

## Marquee Repository (Create, Delete, Edit)

### *Create Content*

- ✚ Select Content>Schools >School Type>Appropriate School> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ Select Actions dropdown at top left & Select Create
- ✚ Select Marquee Repository.
- ✚ Create Marquee and fill content for Marquee
- ✚ Select "**Show on Site?**"
- ✚ Select "**Show on Home Page?**"
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### *Delete Content*

- ✚ Select Content>Schools>School Type">Appropriate School> Navigate to the appropriate marquee element to be deleted
- ✚ Delete

- ✚ To delete all the marquee info, select page > action at top right & click "**Delete**".
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

## ***Edit Content***

- ✚ Select Content>Schools >School Type">Appropriate School> Navigate to the appropriate marquee element to be updated.
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### ***Tips:***

## **Graphics (Create, Delete, Edit)**

### ***Create Content***

- ✚ Select Content>Schools >School Type>Appropriate School> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ Select Actions dropdown at top right & Select Create
- ✚ Select Graphics
- ✚ Create Graphics and fill content for Graphics

- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Delete Content**

- ✚ Select Content>Schools>School Type">Appropriate School> Navigate to appropriate page
- ✚ Select the desired content and delete.
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Edit Content**

- ✚ Select Content>Schools>School Type">Appropriate School> Navigate to the appropriate content to be updated
- ✚ Select the desired content and update.
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Tips:**

## **School Staff (Create, Delete, Edit)**

### **Create Content**

- ✚ Select Content>Schools >School Type>Appropriate School
- ✚ Click the three dots ... next to the node
- ✚ Select Actions dropdown at top right & Select school staff and provide appropriate Name
- ✚ Add content for Staff Home
- ✚ Select "**Show on Site?**"
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Delete Content**

- ✚ Select Content>Schools >School Type>Appropriate School
- ✚ Select the desired content and delete.
- ✚ To delete all the events, select page > action at top right & click "**Delete**".

### **Edit Content**

- ✚ Select Content>Schools >School Type>Appropriate School
- ✚ Under Staff **Home** Tab > Edit
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

### **Tips:**

- ✚ "School Staff" content can be created under the School Home Node.



# School Internal Page (Create, Delete, Edit)

## Create Content

- Select Content>Schools >School Type>Appropriate School
- Click the three dots ... next to the node
- Select Actions dropdown at top right
- Select Create
- Select School Internal Page.
- Under **Page Info** Tab fill in the Name, Banner Image, Header Text, Page Text, Block Sets (*if any*), Quote (*if any*) and other mandatory Information.
- Under **Navigation Related** tab select "**Show on Site?**"
- Click **Save / Request Publish** to publish and view the content on the site.

## Delete Content

- Select Content>Schools >School Type>Appropriate School> Navigate to the appropriate Internal Page Content.
- Select the page element and delete, if blockset use delete icon on right.

- ✚ To delete entire internal page, select page > action at top right & click "**Delete**".
- ✚ Click **Save / Request Publish** to publish and view the content on the site.

## **Edit Content**

- ✚ Select Content>Schools >School Type>Appropriate School> Navigate to the appropriate Internal Page Content.
- ✚ Under **Page Info** Tab > Edit
- ✚ Name, Banner Image, Header Text, Page Text, Block Sets (*if any*), Quote (*if any*).  
Click **Save / Request Publish** to publish and view the content on the site.

### **Tips:**

- ✚ "School Internal Page" content can be created *almost* anywhere under the School Home Node.