



EKOHI CMS USER DOCUMENTATION



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Revision Information

The following information summarizes the version update information

Version Id	Date	Change Description	Author
1.0	03/18/2017	Initial Revision	Manasa Arukala
2.0	04/28/2017	Second Revision	Kiranmayi Thota, Manasa Arukala



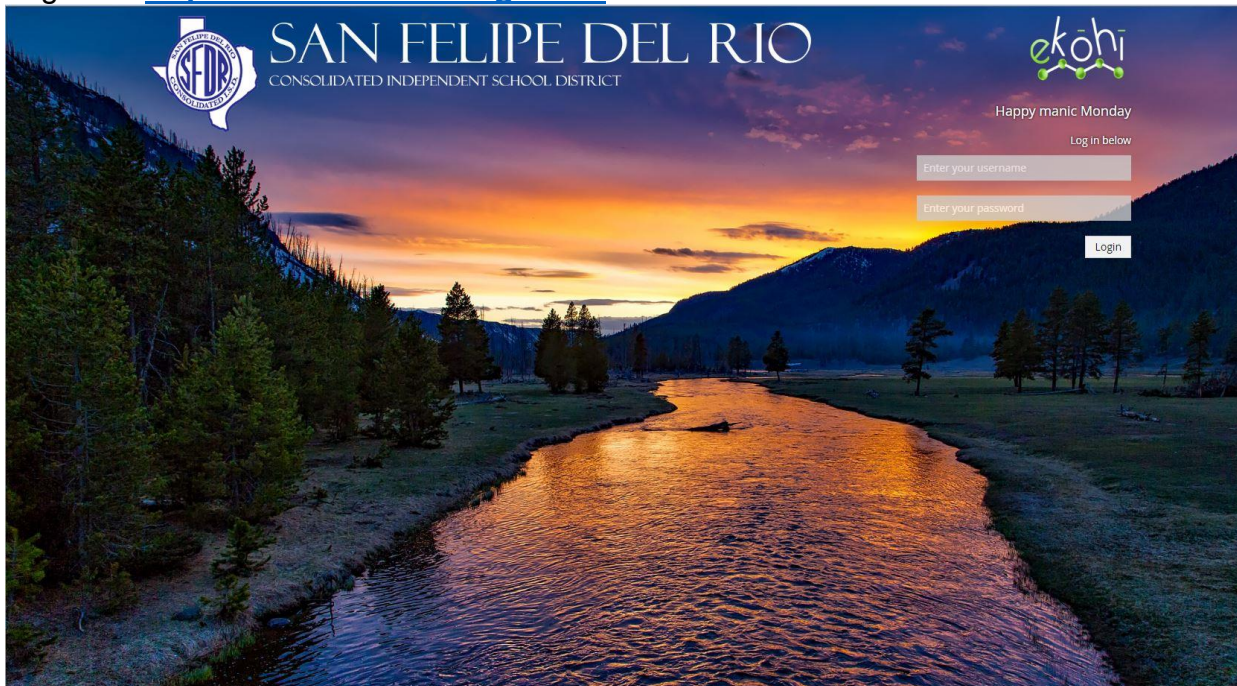
Ekohi CMS BackOffice overview

Details of all the common terms and concepts that are used throughout the Ekohi CMS BackOffice.

Login Screen

When we go to the BackOffice for the first time, we are presented with the login screen.

Login url: <http://www.sfdr-cisd.org/ekohi>



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Section

The **Section menu (Sidebar)** is the vertical menu located on the left side of the BackOffice.

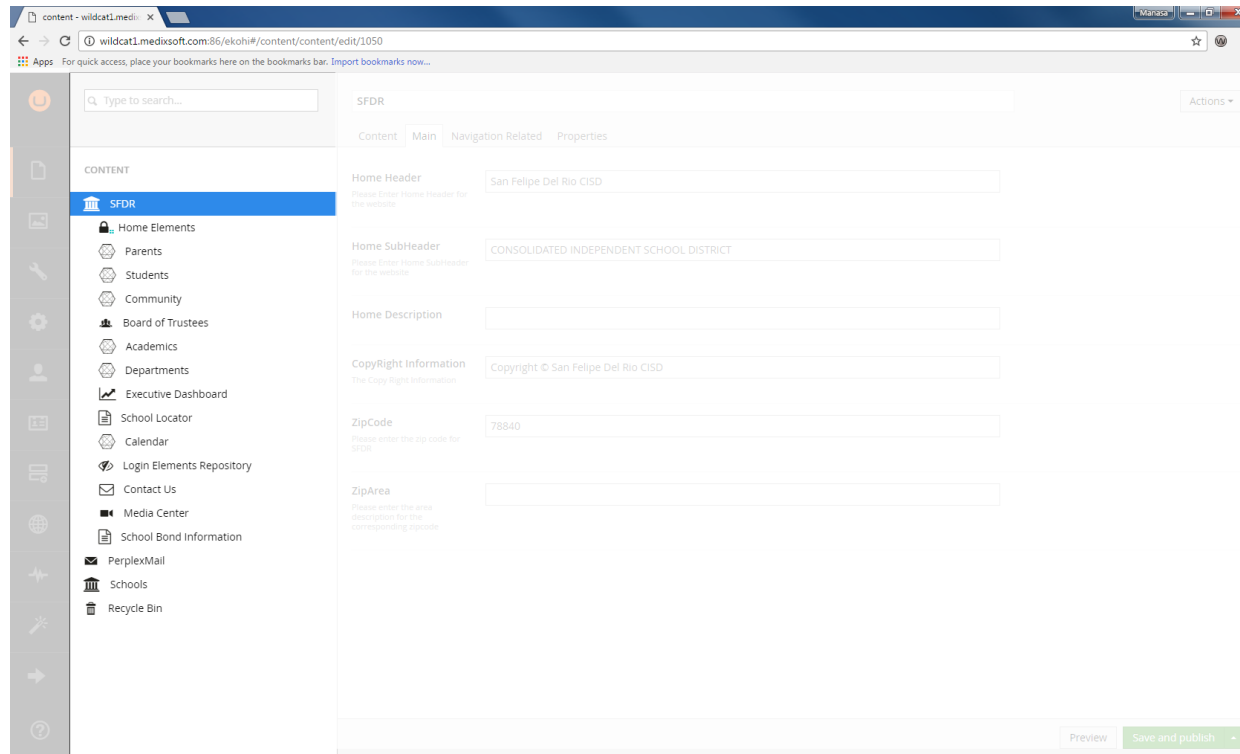
A section in Ekohi CMS is where one can do specific tasks related to that section. For example content, settings, media. We can navigate between different sections of the BackOffice by clicking the corresponding icon in the section menu.

The screenshot displays the Ekohi CMS BackOffice interface. On the left is a vertical sidebar menu with icons for various sections: Content, Media, Settings, Developer, Users, Members, Forms, Translation, Analytics, and Approve It. The main content area is titled 'Content' and includes a search bar, a 'Welcome | uShare' header, and three primary sections: 'Recent activities', 'Unpublished content', and a summary of site statistics. The 'Recent activities' section lists several entries where an administrator saved and published Citizens Committee Representatives. The 'Unpublished content' section lists several entries where programs or quick links were saved but not published or scheduled. The statistics section shows 428 published content nodes, 38 nodes in the recycle bin, 4 members on the website, and 2 new members last week.



Trees

A tree is an hierarchical list of items related (and usually restricted) to a specific concept, which could be something like a content tree or a media tree. We can expand trees by clicking the down arrow ▼ to the left of the node.



The Content Tree

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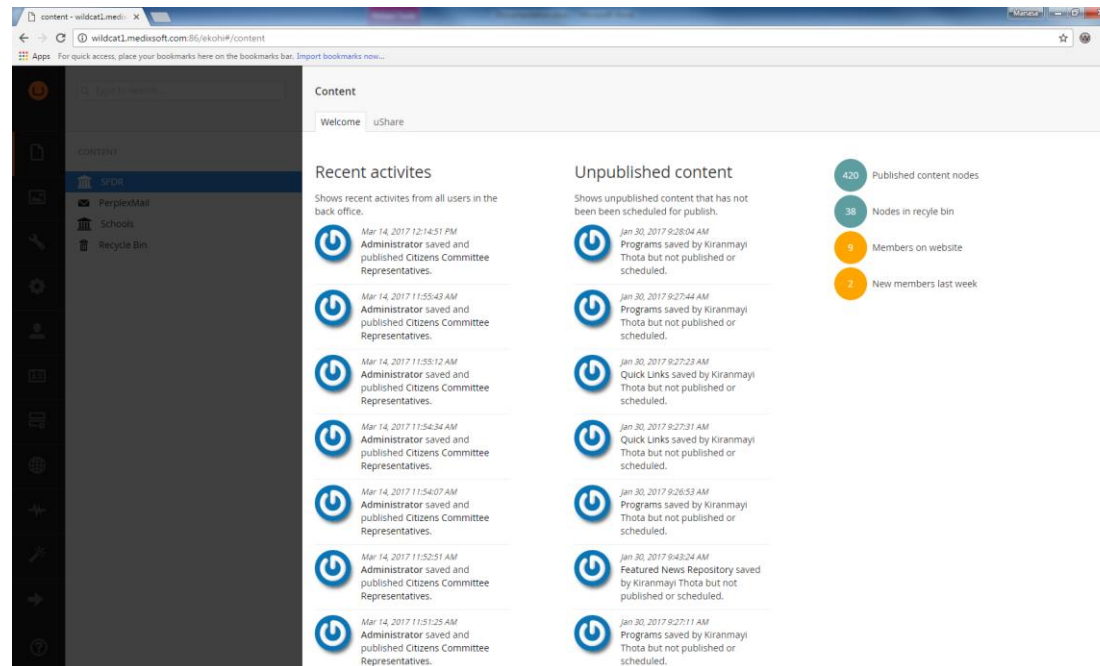


Node

A node is an item in a tree. The images and folders in the Media section are shown as nodes in the Media tree, page and content in the Content tree and so forth.

Dashboards

A dashboard is the main view we are presented with when entering a section within the backoffice, and can be used to show valuable information to the users of the system.



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Content

Content are the pages and content in the Content section. Each item in the tree is called a Node. Each node in the content tree exists out of different fields. Every content item (or Node) is defined by a Document Type.

Before a piece of content can be created it needs to be defined. That is why, when opening a blank installation of Ekohi CMS, it is not possible to create content in the **Content** section. All content needs a blueprint that holds information about what kind of data can be stored on the content node, which editors are used, how it is organized, where in the structure it is allowed and so forth. This blueprint or definition is called a Document Type.

Document Type

Document types define the types of pages/nodes that backoffice users can create in the content tree. Each document type contains different properties or fields. Each field has a specific data type e.g. text, number.

Properties

Every document type has properties. These are the fields that the content editor is allowed to edit for the node.

Data Type

A Data Type defines the type of input for a property. Each document type property has a data type which defines the type of input of that property. Data types reference a Property Editor and are configured in the Ekohi backoffice in the developer section. A Data Type can be something very simple (textstring, number, true/false,...) or more complex (multi node tree picker, image cropper, Grid Layout).

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The Data type references a Property Editor and if the Property Editor has settings these are configured on the Data Type. This means we can have multiple Data Types referencing the same Property Editor.

An example of this could be to have two dropdown Data Types both referencing the same dropdown Property Editor. One configured to show a list of cities, the other a list of countries.

Property Editors

A property editor is a way to insert content into Ekohi CMS. An example of a property editor is the Rich Text Editor. It may be confused with Data Types. It's possible to have many Rich Text Editor Data Types with different settings that all use the Rich Text Editor property editor.

Some important property editors to know

Archetype:

An Archetype Property editor wraps other installed property editors. By wrapping the other properties, Archetype allows for custom and repeatable fieldset mashups.

Ekohi CMS allows users to create archetype inside another archetype called **nested archetype**.

Rich Text Editor:

The tiny editing control provides the user with a very familiar and standardized set of tools for managing content.



Media

Media items are used to store assets like images and video within the Media section and can be referenced from content.

Introduction

Layout

The screenshot displays the SFDR application interface. On the left is a vertical sidebar with navigation icons for Content, SFDR, PerplexMail, Schools, Recycle Bin, Settings, Developer, Users, Members, Forms, Translation, Analytics, and Approve It. The main area is titled 'Content' and includes a search bar and a 'Welcome uShare' message. Below this, there are two columns: 'Recent activities' showing a list of administrator actions, and 'Unpublished content' showing a list of programs and quick links that have not been published or scheduled. To the right of these columns is a statistics panel with four items: '420 Published content nodes', '38 Nodes in recycle bin', '9 Members on website', and '2 New members last week'. Red numbers 1, 2, and 3 are overlaid on the interface: '1' is near the 'Approve It' icon in the sidebar, '2' is near the 'Recycle Bin' icon, and '3' is near the 'Unpublished content' section.

Layout

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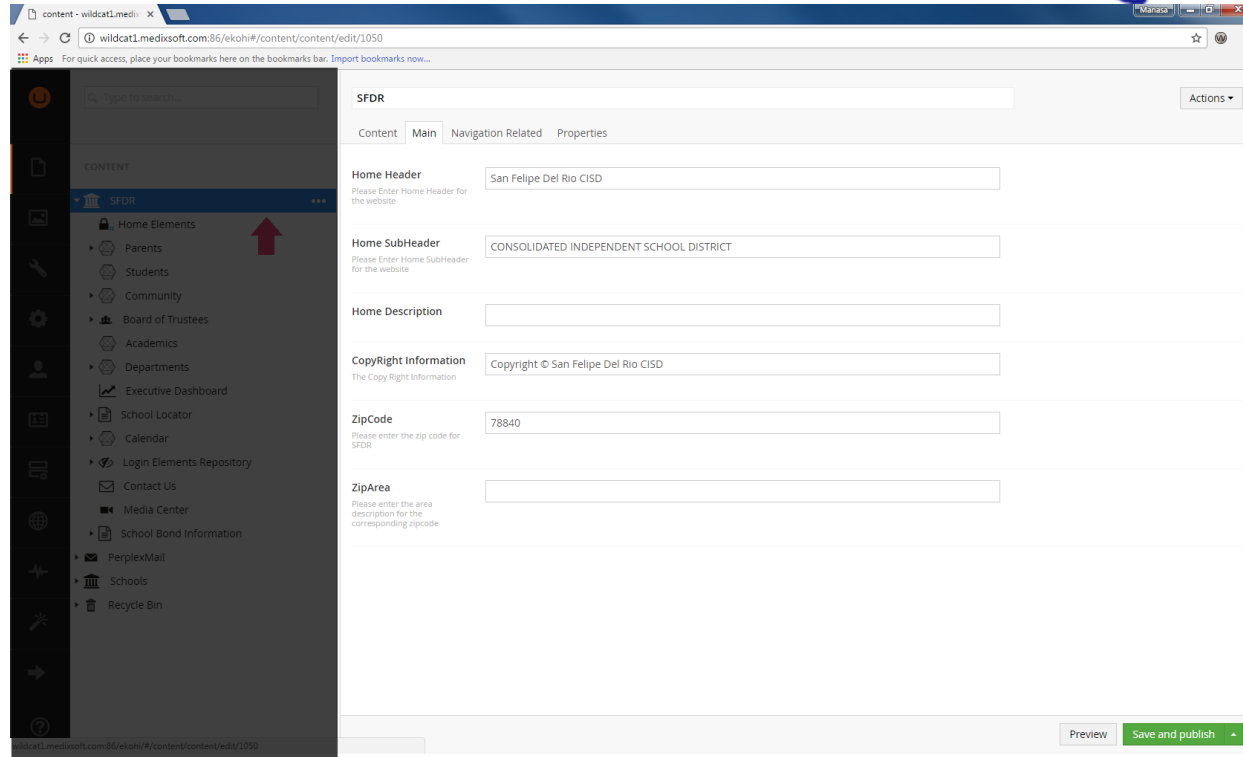
As soon as we logged into the Ekohi CMS backoffice, we can see the above screen. As we can see it is divided into three sections 1) **Sidebar** 2) A **Corresponding menu** depending on which section of the sidebar we are in 3) and finally an **Editing section**

- **Sidebar** : We will see different options that we can choose from. Keep in mind that everybody will see different options, depending on what permissions they have been given. On my screen I have 10 options from Content to Approve it, these are basic sections that come with Ekohi CMS.so let's go through them
 - The content section will be where we edit the content that is displayed on the website, so this will be where we spend most of our time.
 - The Media section allows us to upload images and video
 - The Settings section is aimed towards web designers that will work with things like style sheets and templates to change the appearance of the site. As a content editor we will not spend a lot of time in this section
 - The Members section allows us to see the accounts that people have made at our website.
 - The next sections we will not cover because they are meant for developers and administrators.

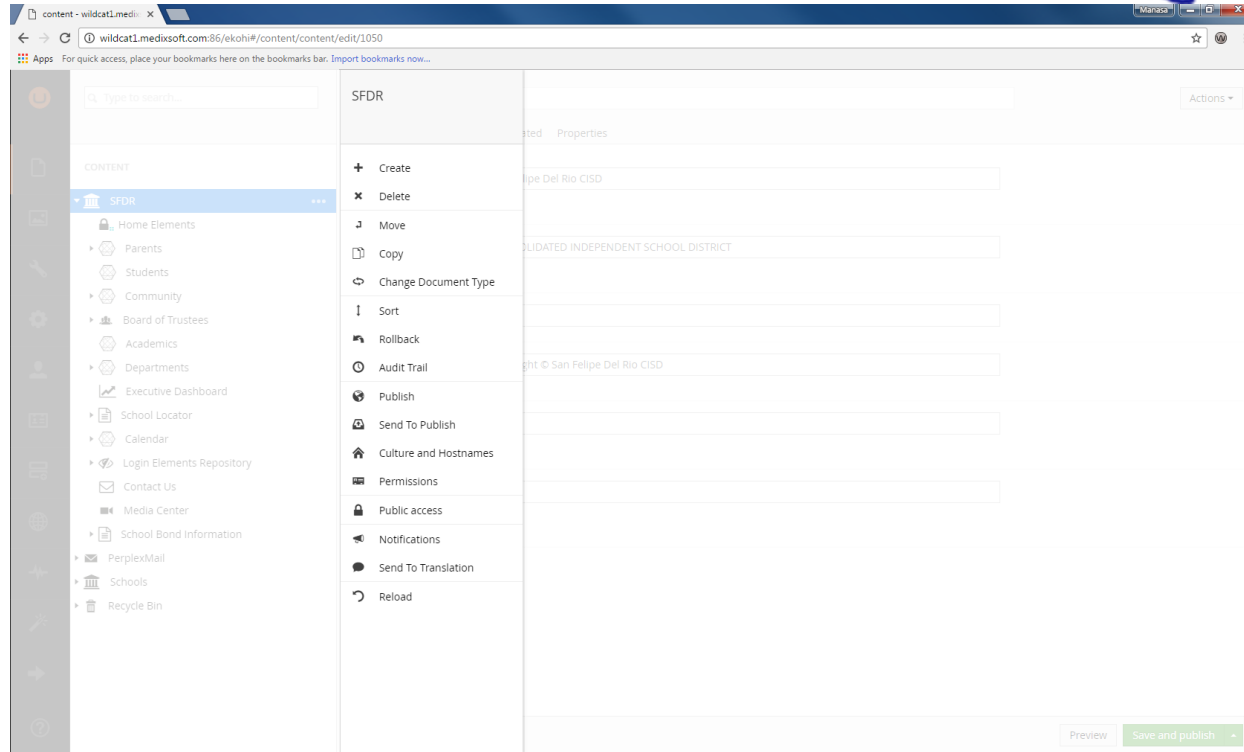
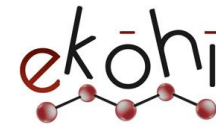


Sidebar

- **Content Menu:** As we can see on screen there's SFDR home button and if we click on the arrow we get a drop-down list. This drop down list is called the *content tree*. In the content tree we can either click on the page to display the editing section or we can click the three dots to get a list of options. If I click on home we can see that an editing section appears,



... but if I click the three dots an options list appears. It will automatically assume that we want to create another page but if we hit the “do something else” button we can see the full list of options.



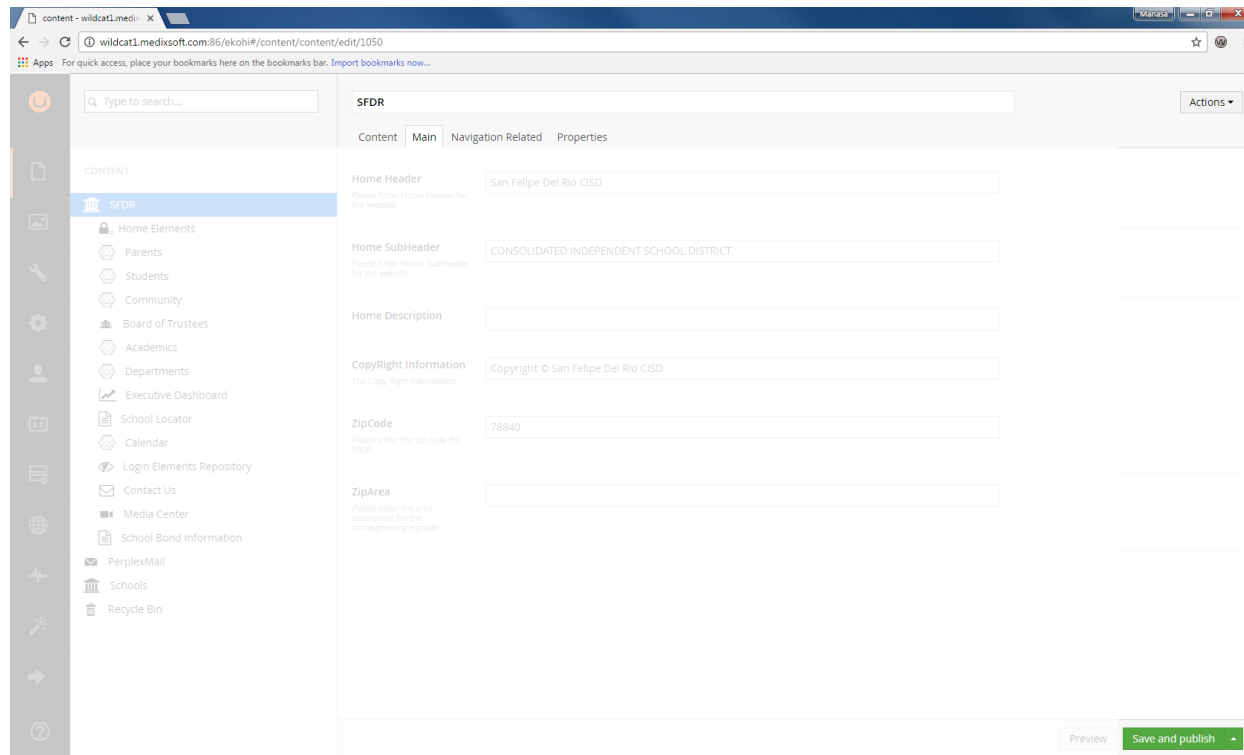
- **Editing Section:** The editing section filled with different properties that all have different data types. There are different options to click on at the top of the editing section. These are called tabs, the same way a browser such as Google chrome, or Firefox can have different tabs.

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This is the section that one will find content we will be changing. Important parts of the Editing Section are the *preview* and *save and publish* buttons at the bottom of the screen.

- Preview allows us to see changes before they are published to the live site.
- While save and publish will save the website and publish it to a live site.





Creating Media

Media is handled same way as content. Instead of defining Document Types one can define Media Types that act as the base for media items. Unlike with normal content there are a three default Media Types:

- Folder
- Image
- File

The **Folder** Media Type is a container for organizing media items in the media tree. The **Image** Media Type is used for uploading and storing images and the **File** Media Type is used to upload and store other files in the Media section. This means we don't have to define our own Media Types to start using the section. we've already got the tools for organizing and uploading media.

Creating a folder

It is always a good idea to start by creating a folder for Media items. Make sure to name folders in a way that makes it easy for editors to upload files and images in the right place.

To create a media folder go to the **Media section** and click the menu icon to the right of **Media**, alternatively one can right click the **Media** node and choose create. This will bring up the create dialogue. Pick the **Folder**, enter a name and press **save**.

Uploading images and files

There are a couple different ways to do this. We can use the context menu as when creating a folder. Click the menu icon next to the folder and choose **Image** or **File**, enter a name for media item and click the **Choose File** button.

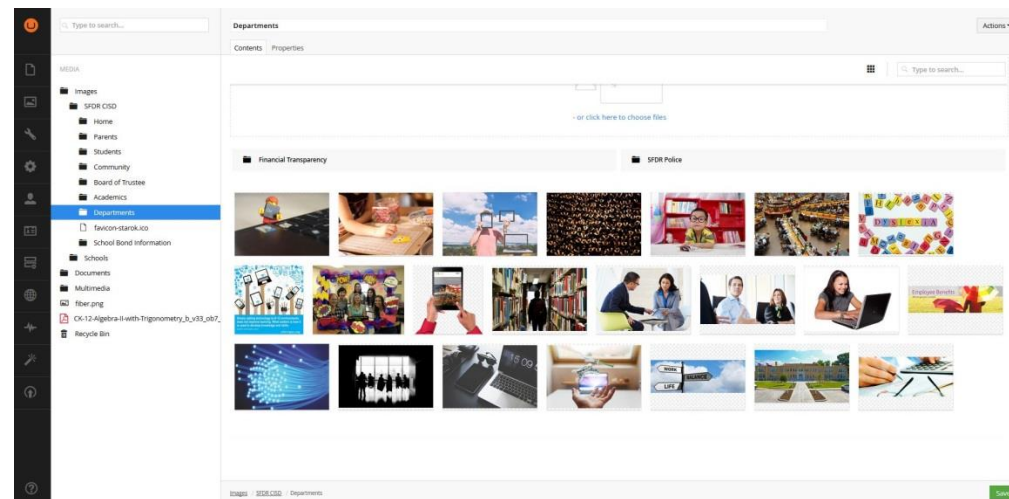


An easier way to do it is to simply drag and drop the file to the upload area. Ekohi will automatically detect if it is an image or a file and create a media item in the folder. We can even drop entire folders (with subfolders) and the folder and file structure will be recreated. Alternatively we can click - **or click here to choose files** and get a standard OS file picker dialog.

The default **Image** Media Type has 5 properties that will be populated once the image is uploaded. These are **Upload Image, Width, Height, Size** and **Type** and can be viewed in the **Media** section and accessed in our templates.

Organizing and editing media items

The default view for the media section is a card view that lets preview the images and files.



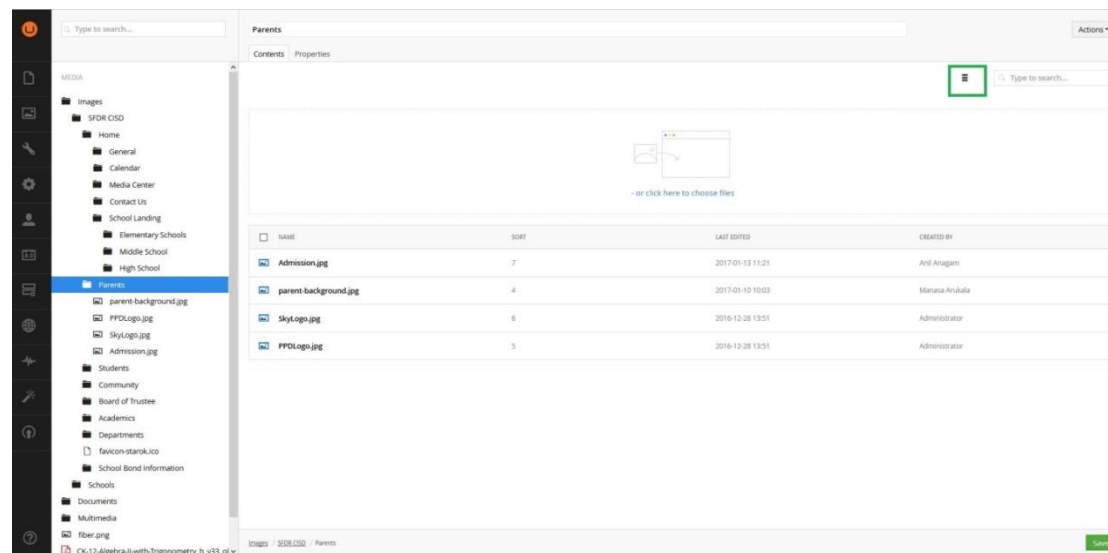
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We can select multiple media items and do bulk operations (delete/move) by clicking the image. To edit properties on a media item simply click the blue bar at the bottom of the item.



We can switch to a list view by clicking the view toggle next to the search field and selecting the list view.



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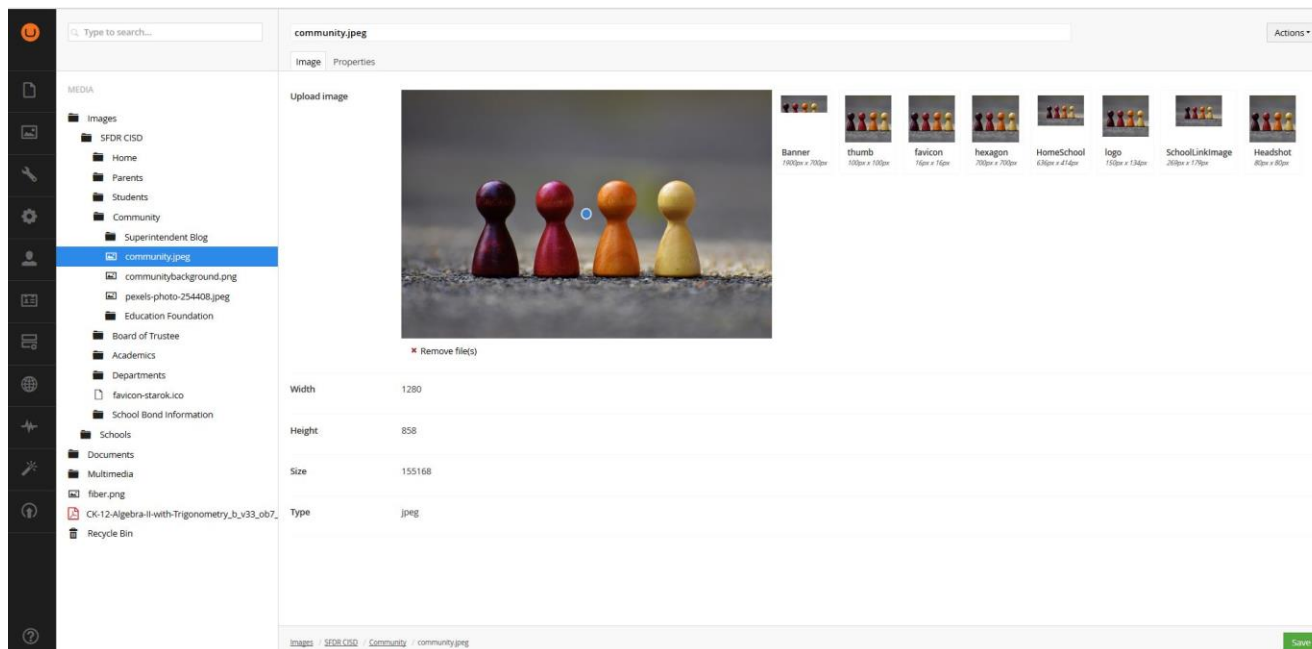


Cropping the Images

If we select an image that has been uploaded to the folder we'll see the full image and the crops we have defined.

Moving the blue focal point on the image will update the crops to focus accordingly.

We can also edit the individual crops by selecting them and moving the image or adjust the slider to zoom.



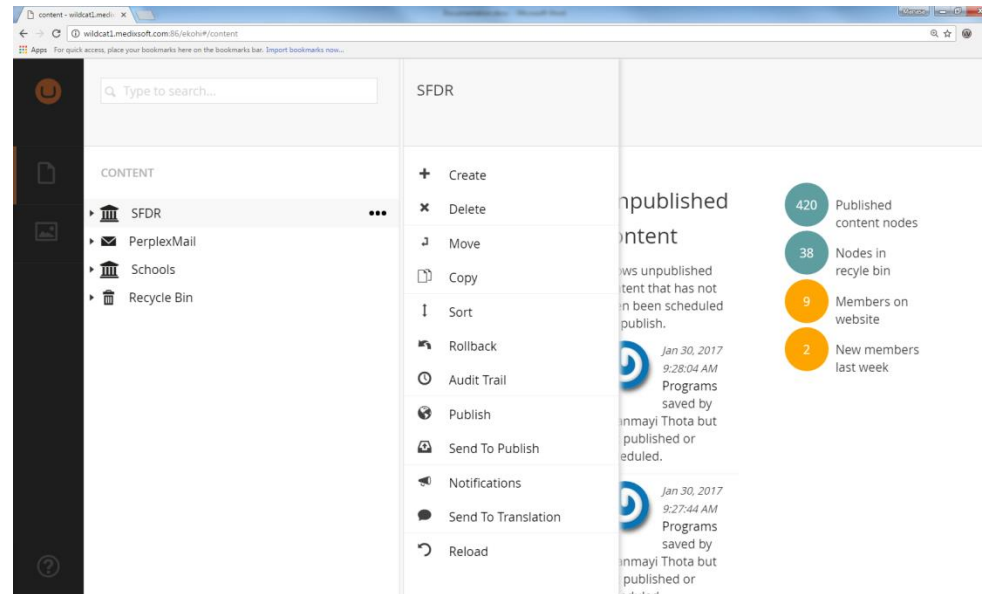


Create Content

Options in Content Tree

We have various options in the Content Tree such as Create, Delete, move, rollback, reload, and audit trail...etc.

Usually a content editor has access to Content and Media sections. **To get the options menu to appear we go to our content tree and click the three dots then "do something else"** as we can see that we have a limited list of options because of the permissions in this editor account the same way we only have the content option in the sidebar.



Options in content tree



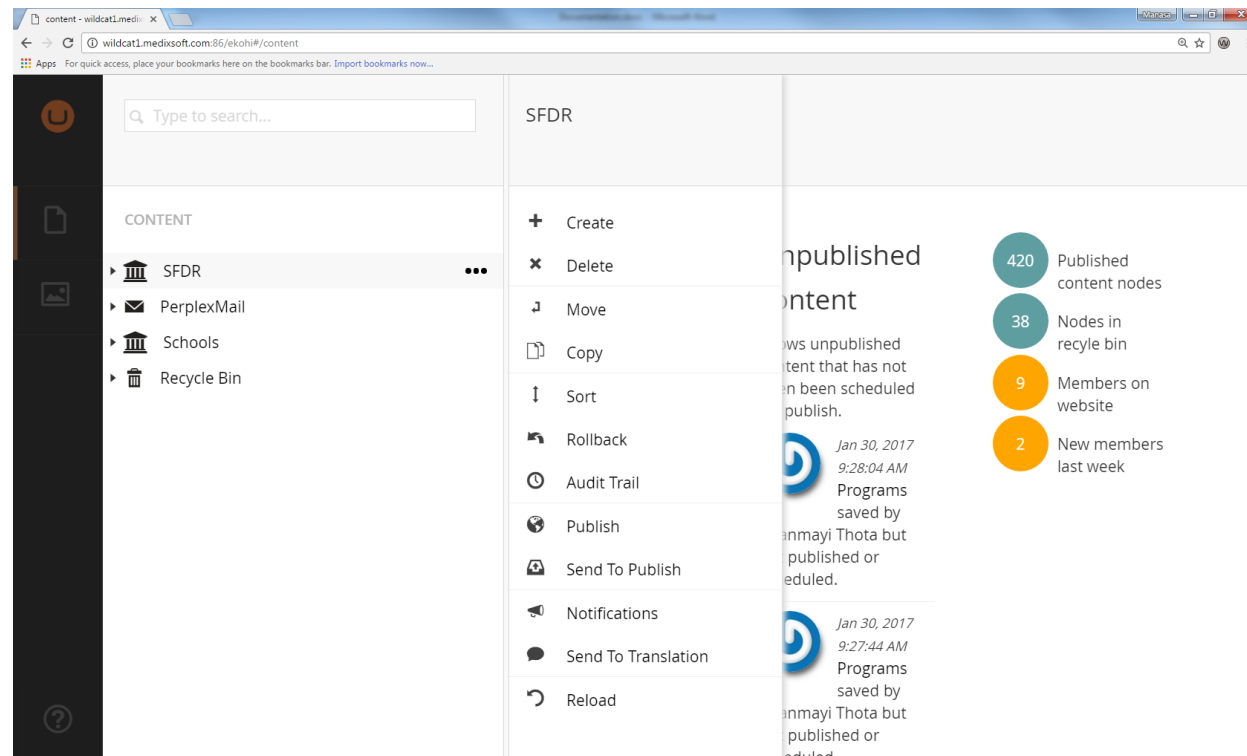
Let's go through the options in this list, they are pretty self-explanatory but can be confusing:

- **Create** makes new pages
- **Delete** removes a page
- **Move** changes the level of a page
- **Copy** will duplicate a page
- **Sort** changes the order of the pages
- **Rollback** reverts back to a previous save point
- **Audit Trail** shows us what changes have been made on each page
- **Publish** displays the content on website.
- **Send To Publish** sends content to a publisher/admin
- **Notification** allows us to be notified when something changes
- **Send to Translation** sends new content to a translator if we have a multi-lingual site
- **Reload Nodes** allows us to essentially refresh the page.



Creating (or) Editing a page/new item

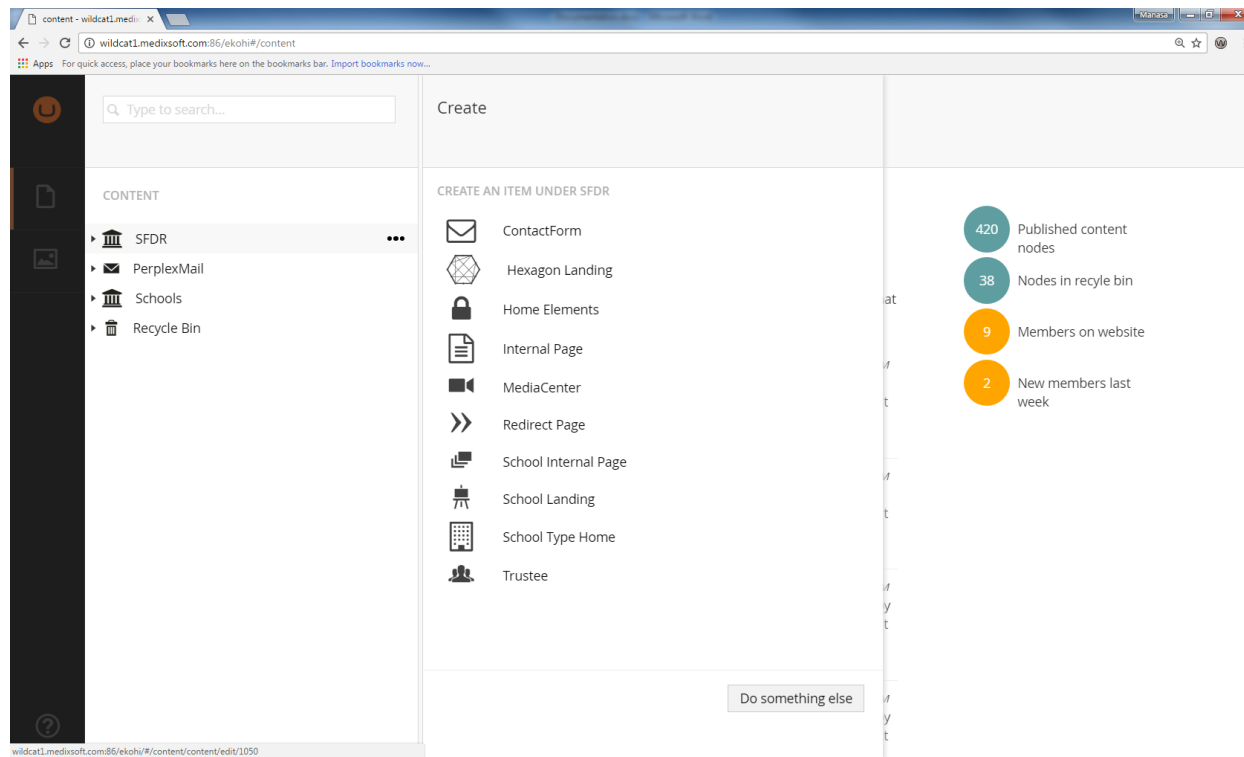
Let's start off by creating a new page. The first thing to think about is where we want this new page to reside. If we want to create a level two page then I can right-click on the level 1/Home page and hit create, or hit the three dots.



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Next we will be given a list of available document types to use. One can think of these document types as a template of pre-selected properties and data types.



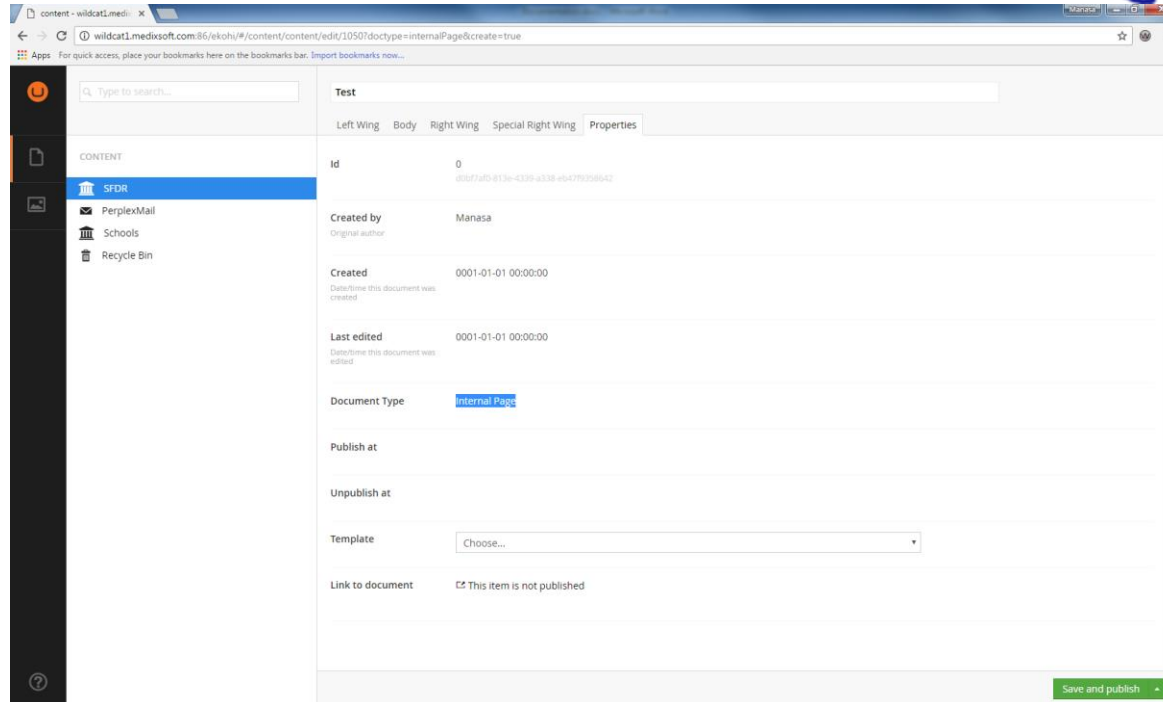
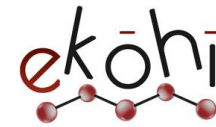
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Internal page

Creating/Editing internal page

- Go to SFDR Home
- Choose the document type Internal Page.
- If we look at the properties tab we can see that the document type is specified.
- If we are unsure what document type to use look at other pages in the properties tab to see what was previously used.
- Now we can enter test information and hit save.
- If we preview our website, we can see that the new test page has been created.

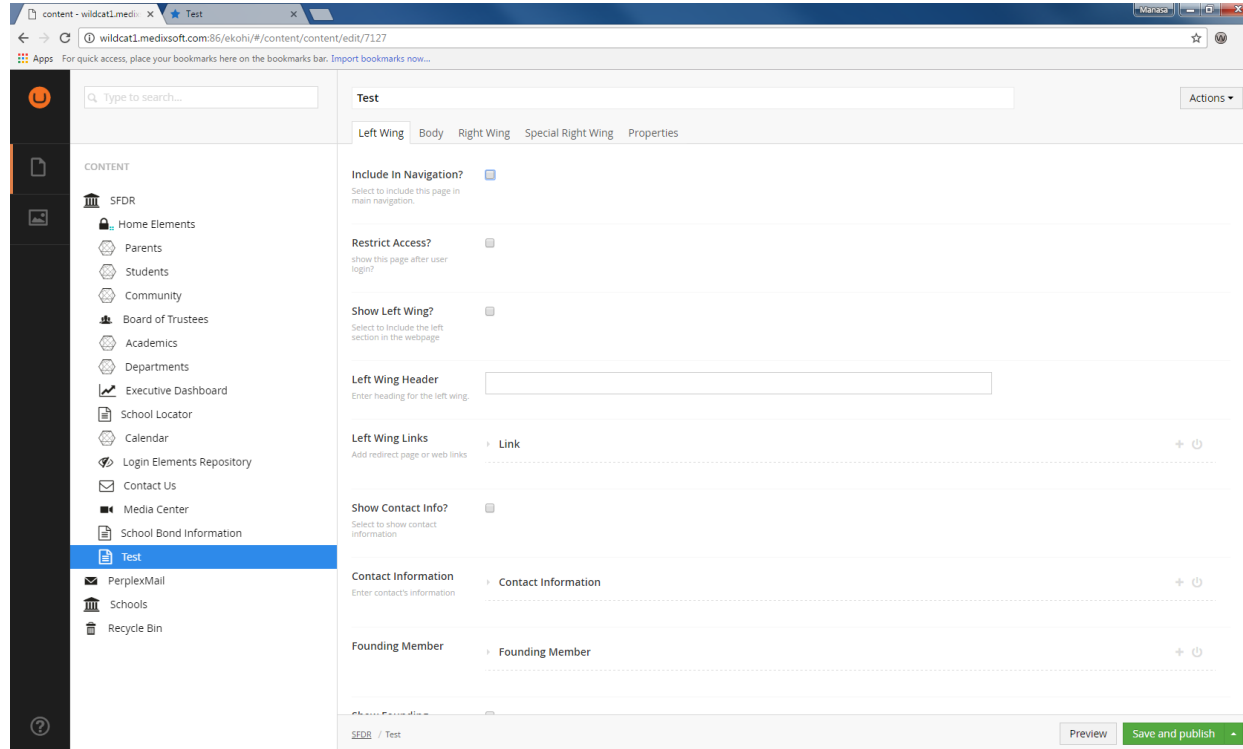


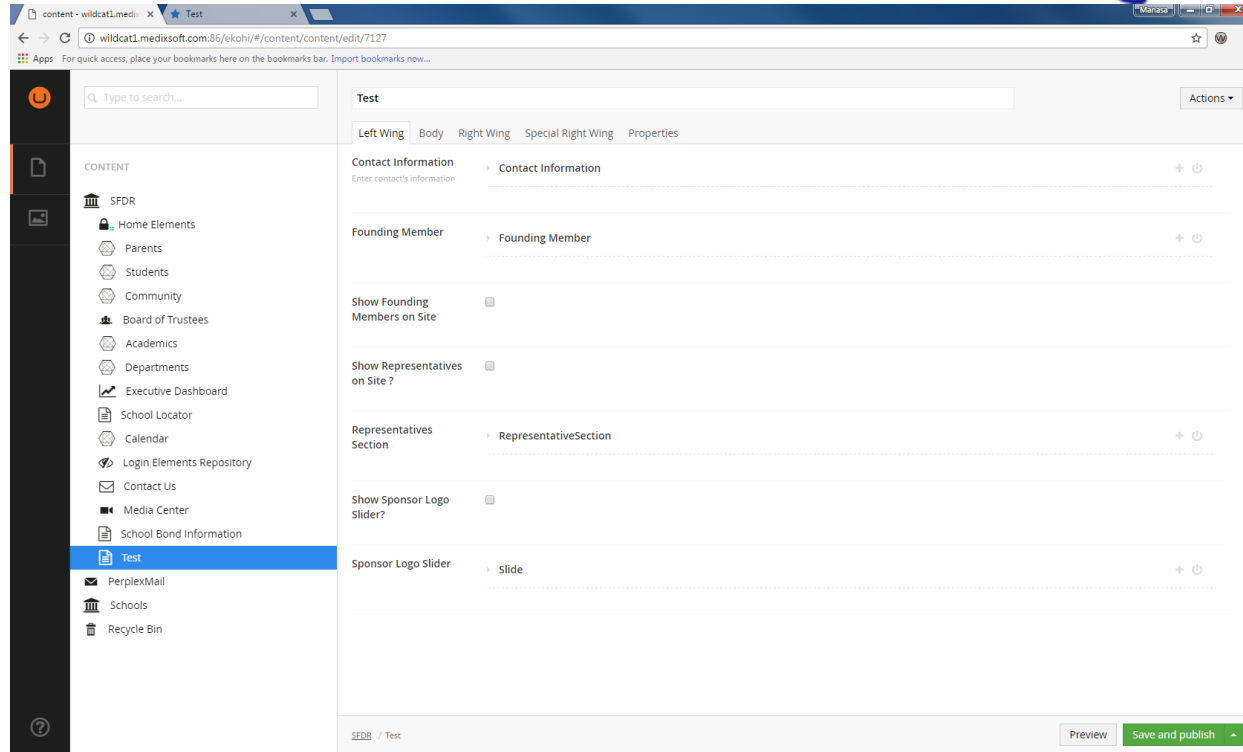
We have 4 tabs in the internal page document type. Left Wing, Body, Right Wing and Special Right Wing. Let's discuss in detail about each and every tab.

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➤ **Left Wing:** The left section of the webpage.



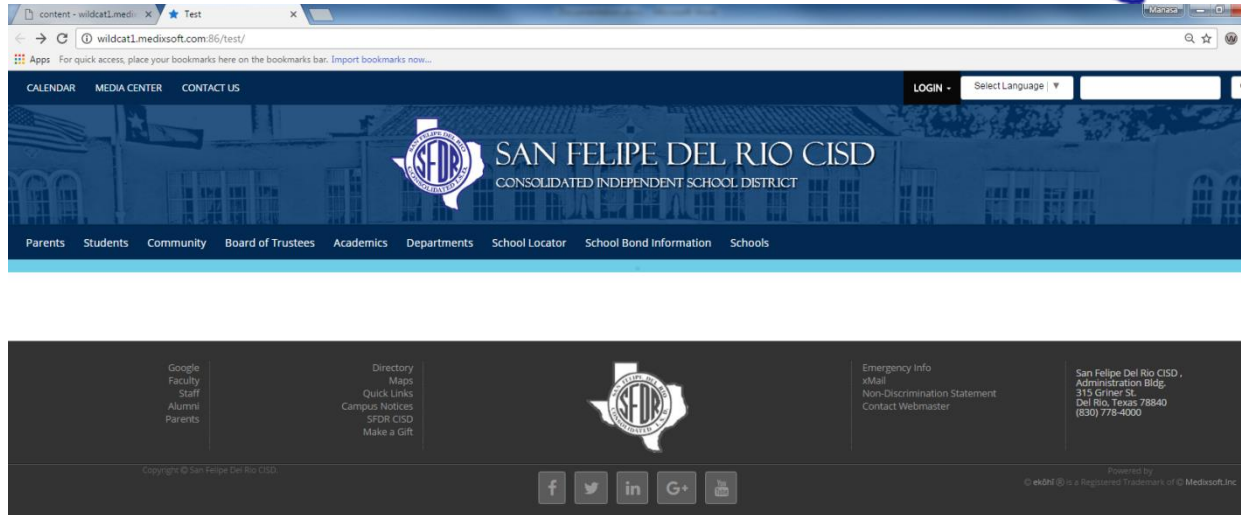


We have several property editors in the Left wing section, let's go through each and every property editor.

Include In Navigation: One can't see the page in Main navigation unless check the checkbox.

Example:

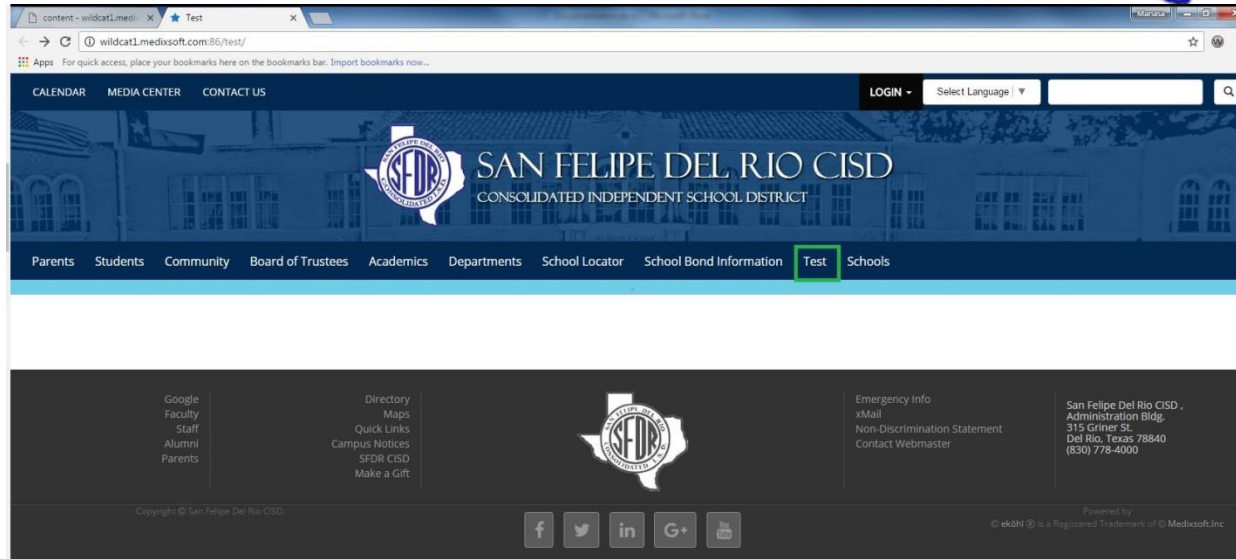




Include In Navigation?



Select to include this page in main navigation.



Restrict Access: if we enable this, the respective page will be showed only when user logged into the website.

Show Left wing: Check the show left wing check box to see the left wing section on the webpage.

Left Wing Header: Header for Left wing section

Left Wing Links: Link is an Archetype Property editor. It wraps other installed property editors. By wrapping the other properties, Archetype allows for custom and repeatable fieldset mashups.



Test Actions ▾

Left Wing | Body | Right Wing | Special Right Wing | Properties

Show Left Wing?
Select to include the left section in the webpage.

Left Wing Header
Enter heading for the left wing.

Left Wing Links + ⌵
Add redirect page or web links

▼ Link

PageLinkName
Please enter the link name to be displayed for internal page link.

InternalPageLink + Add
Please select the internal page link.

External Link Name
Please enter the external link name to be displayed.

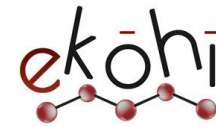
ExternalLink
Please enter the URL.

Restrict Access?
show the links after user login.

In the above screen **Link** Archetype Property editor has 5 other Property editors,

Page Link Name: To specify the name to be displayed on Internal page link.

Internal Page Link: This is a content picker property editor where user can select the internal page from the content tree.





If we click on the Add button we will get the list of internal pages from the content tree, we can choose either one of the page. Here I would like to select Departments Page for test purpose.

Left Wing Links ▼ Link + ⌵

Add redirect page or web links

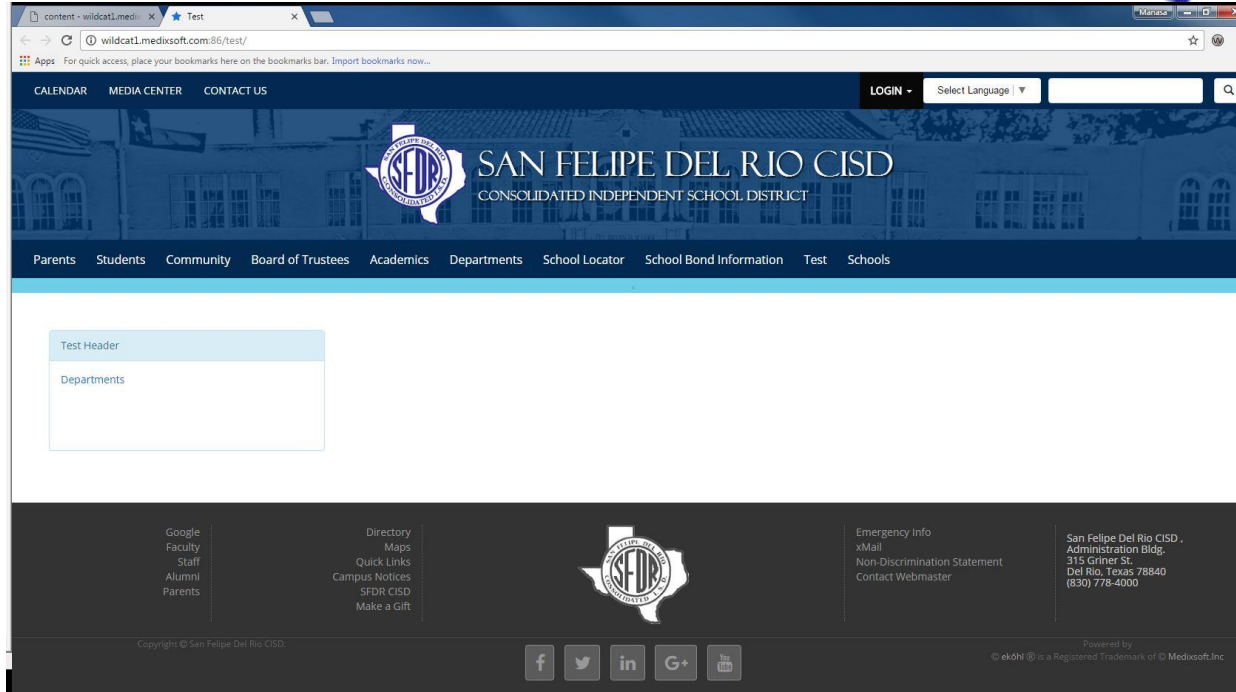
Page Link Name
Please enter the link name to be displayed for Internal page link

Internal Page Link
Please select the internal page link

External Link Name
Please enter the external link name to be displayed.

ExternalLink
Please enter the URL

Restrict Access?
show the links after user login



External Link Name: To specify the name to be displayed on External link.

External Link: This is a text string property editor where one can enter the url of a website.

Note: Do not forget to include `http://` or `https://` before website url, otherwise it will throw an error.



Left Wing Links

Add redirect page or web links

▼ Link

+ ⌵

Page Link Name

Please enter the link name to be displayed for Internal page link.

Departments

Internal Page Link

Please select the internal page link.

+ Departments

External Link Name

Please enter the external link name to be displayed.

SFDR

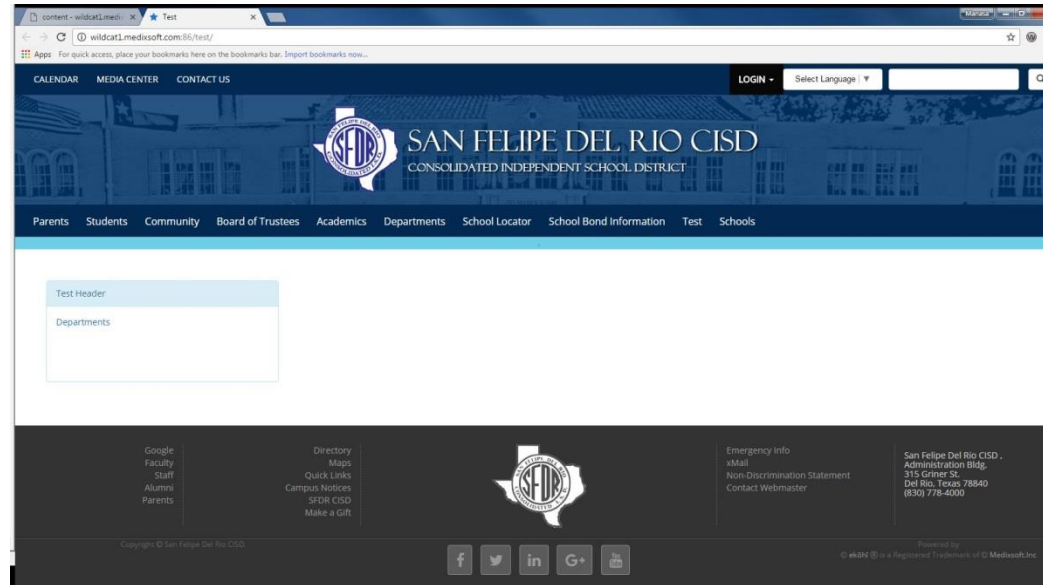
ExternalLink

Please enter the URL.

http://www.sfd-r-cisd.org

Restrict Access?

show the links after user login



If we give both internal and external link then internal page link will be populated on the webpage. Always internal page link has priority. If we want to see the external link on webpage, remove the internal link and page link name(if specified so).



Left Wing Header

Enter heading for the left wing.

Test Header

Left Wing Links

Add redirect page or web links

▼ Link



Page Link Name

Please enter the link name to be displayed for Internal page link

Internal Page Link

Please select the internal page link

+ Add

External Link Name

Please enter the external link name to be displayed.

SFDR

ExternalLink

Please enter the URL

http://www.sfd-r-cisd.org

Restrict Access?

show the links after user login



Restrict Access: if one check the restrict access check box then link will be showed only when member login into the website.

Left Wing Links +

Add redirect page or web links Link

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As we can see Link archetype has two buttons initially, plus and power buttons. If we want to create more than one link we can click on plus(+) button.

Left Wing Links > Link +

Add redirect page or web links

Left Wing Links > Link + + x

Add redirect page or web links

▼ Link + + x

Page Link Name

Please enter the link name to be displayed for Internal page link.

Internal Page Link + Add

Please select the internal page link.

External Link Name

Please enter the external link name to be displayed.

ExternalLink

Please enter the URL.

Restrict Access?

show the links after user login

Now we got another Link archetype, like this, we can create as many as we want to.

- will un publish the link .
- sorts the links.
- deletes the link.

Contact Information: Here we can enter person/office contact information and office hours. We can create multiple contacts by clicking + button.



Make sure to check the " Show contact info" check box to see the contact information on webpage. Similarly check the "show office hours on site?".



Show Contact Info?
 Select to show contact information

Contact Information
 Enter contact's information

▼ Contact Information

Contact Name
Enter name of the contact

Designation
Enter designation

Email Id
Enter Email ID of the contact

Address Line1
Enter Address - Line 1

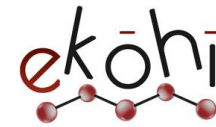
Address Line2
Enter Address - line 2

City
Enter city

State
Select state

List Map

AL	AK	AR	AZ	CA	CO
CT	DE	DC	FL	GA	HI
ID	IL	IN	IA	KS	KY
LA	ME	MD	MA	MI	MN
MS	MO	MT	NE	NV	NH
NJ	NM	NY	NC	ND	OH
OK	OR	PA	RI	SC	SD
TN	TX	UT	VA	VT	WA
WV	WI	WY			



ZipCode
Enter zip code of the contact

Phone:
Enter Phone Number

Phone 2:

Fax:

Office Hours ▼ Office Hours ⏻

Monday	<input type="text" value="8.00 am - 5.00 pm"/>
Tuesday	<input type="text" value="8.00 am - 5.00 pm"/>
Wednesday	<input type="text" value="8.00 am - 5.00 pm"/>
Thursday	<input type="text" value="8.00 am - 5.00 pm"/>
Friday	<input type="text" value="8.00 am - 5.00 pm"/>
Saturday	<input type="text" value="8.00 am - 5.00 pm"/>
Sunday	<input type="text"/>

Show Office Hours On Site




content - wildcat1.medi... x Test x

wildcat1.medixsoft.com:86/test/

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

CALENDAR MEDIA CENTER CONTACT US LOGIN Select Language

 **SAN FELIPE DEL RIO CISD**
CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Parents Students Community Board of Trustees Academics Departments School Locator School Bond Information Test Schools

Test Header

SFDR

Test Name

Financial Officer
Test@test.com

San Felipe Del Rio CISD , Administration Bldg.
315 Griner St.
Del Rio , TX 78840

Phone: (830) 778-4000

Office Hours:
Monday: 8.00 am - 5.00 pm
Tuesday: 8.00 am - 5.00 pm
Wednesday: 8.00 am - 5.00 pm
Thursday: 8.00 am - 5.00 pm
Friday: 8.00 am - 5.00 pm
Saturday: 8.00 am - 5.00 pm



Founding Member: Here we can enter Founding member details, it is an archetype property editor and it has two property editors called designation and Founder Name, again Founder Name is an archetype property editor.

We can create multiple Founding members and one founding member can have multiple founder names since founder name is also an archetype property editor. And make sure to select “show founding members on site?” to display their information.

Founding Member

Founding Member + + ⏻ ×

Designation
Enter designation

Founder Name
Enter Founder Name

Founder Name + ⏻

Founder Name

Founding Member + + ⏻ ×

Show Founding Members on Site



Founding Member

- ▶ Founding Member ++ ⏻ ×

- ▼ Founding Member ++ ⏻ ×

 - Designation
Enter designation
 - Founder Name ▶ Founder Name ++ ⏻ ×

 - Founder Name ▶ Founder Name ++ ⏻ ×

Show Founding Members on Site

I have created two founding members, first founding member is CEO and he has one founder name called Test Founder 1. The second founding member is CFO and he has two founder names called Test Founder2 , Test Founder 3



Test Header

SFDR

Test Name

Financial Officer
Test@test.com

San Felipe Del Rio CISD , Administration Bldg.
315 Griner St.
Del Rio , TX 78840

Phone: (830) 778-4000

Office Hours:
Monday: 8.00 am - 5.00 pm
Tuesday: 8.00 am - 5.00 pm
Wednesday: 8.00 am - 5.00 pm
Thursday: 8.00 am - 5.00 pm
Friday: 8.00 am - 5.00 pm
Saturday: 8.00 am - 5.00 pm

Founding Members

CEO
Test Founder 1

CFO
Test Founder 2
Test Founder 3



Representatives Section: Here we can enter representative's information. It has two property editors called Representative section header and Representative list. Representative list has header ,sub header and Representative Property editors. Representative section can contain more than one representative list and a representative list can contain more than one Representatives. Make sure to check "Show representatives on site " to see representatives information.



Show Representatives on Site?

Representatives Section

- RepresentativeSection + ⏻
 - Representative Section Header
 - Representative List + ⏻
 - RepresentativeList + + ⏻ x
 - Header
 - Sub Header
 - Representative + + ⏻ x
 - Representative Name
 - Designation
 - Representative + + ⏻ x



content - wildcat1.medi... x Test x

wildcat1.medi...:86/test/

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

SAN FELIPE DEL RIO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Parents Students Community Board of Trustees Academics Departments School Locator School Bond Information Test Schools

Test Header

SFDR

Campus Representatives

2013-14 Citizens Committee
Membership Nominated by the Board of Trustees
Hector Trevino
Community Representative
David Martinez
Community Representative

Google Faculty Staff Alumni Parents

Directory Maps Quick Links Campus Notices SFDR CISD Make a Gift

Emergency Info xMail Non-Discrimination Statement Contact Webmaster

San Felipe Del Rio CISD . Administration Bldg. 315 Griner St. Del Rio, Texas 78840 (830) 778-4000

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f t in G+ You Tube

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Sponsor Logo Slider: Here we can specify Sponsor's information, it has various property editors.

- o Slide Image: it is a media picker property editor , we can choose logo/image of the sponsor form the media.

- o Slide Header Text: it is a rich text editor property editor , we can give header text for Logo/Image.

- o Slide Description: it is a rich text editor property editor , we can write description of the Logo/Image.

- o Display Order: To specify the order of image.

Make sure to enable "Show sponsor logo slider?" to see slider on website.



Show Sponsor Logo Slider?

Sponsor Logo Slider

▼ Slide



Show on site?

Slide Image



Slide Header Text



Test



Slide Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and font settings. The text area contains the text "test description".


Display Order



content - wildcat1.medi... x Test x

wildcat1.medixsoft.com:86/test/

CALENDAR MEDIA CENTER CONTACT US LOGIN Select Language



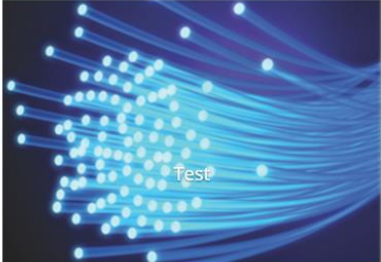
SAN FELIPE DEL RIO CISD

CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Parents Students Community Board of Trustees Academics Departments School Locator School Bond Information Test Schools

Test Header

SFDR





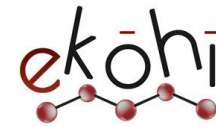
➤ **Body:** The Middle section of the webpage.

The screenshot shows a web browser window displaying a content management system (CMS) interface. The browser address bar shows the URL: `wildcat1.medixsoft.com:86/ekohi/#/content/content/edit/7127`. The CMS interface includes a left sidebar with a search bar and a navigation menu. The main content area is titled "Test" and has tabs for "Left Wing", "Body", "Right Wing", "Special Right Wing", and "Properties". The "Body" tab is active, showing a form with several sections: "Image" (with an "Upload a image" button and a dashed box), "Header Text" (with a text input field and a "headerText" label), "Enable Slider?" (with a checkbox), "Slider" (with a "Slide" button and a plus icon), and "Content Description" (with a rich text editor). The rich text editor has a toolbar with various formatting options. At the bottom right of the interface, there are "Preview" and "Save and publish" buttons.

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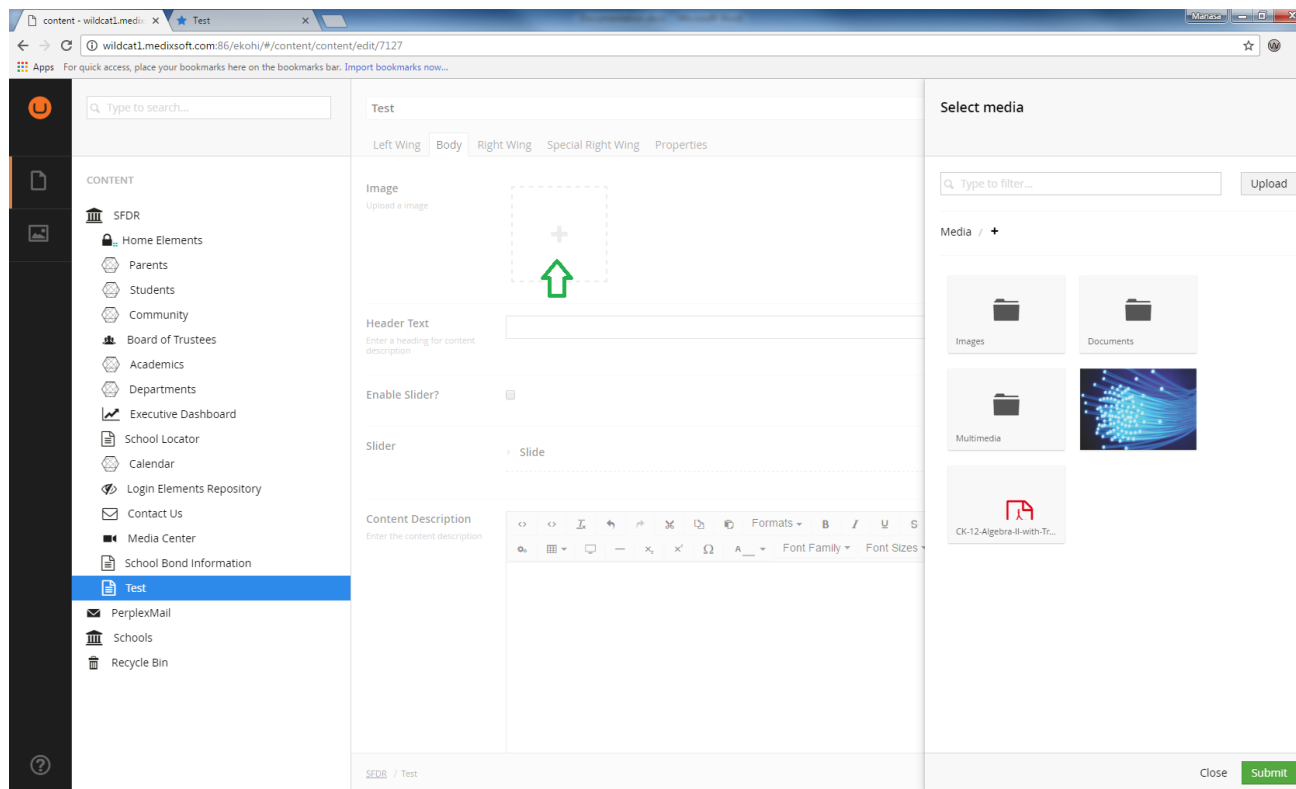


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We have several property editors in the Body section; let's go through each and every property editor.

Image: It is a Media picker property editor, we can choose images from the media. The selected image will be banner of the page.



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Header Text: Header for the banner.

Enable Slider: Check **'Enable slider'** to see slider on website

Slider Duration: The time duration between slides

Slider:

Slider

MediaCenter + ⏻

Media Name

Is Media type Internal?

Internal Media Link
Upload Internal Video

External Media Link
externalMediaLink

Include in site?

Restrict Access?



Media Name: Name of Image/video

Is Media type Internal?: Check if the media type is internal

Internal Media Link: To upload image or video

External Media Link: To specify the url of media

Include in site? : check to show the media on website

Restrict Access?: check to show media after user login

How to create slider?

Adding Internal Images

- Specify the image name/description in the Media Name field
- Check 'is Media type internal?'
- Select the image by clicking internal media link field
- Check 'include in site?'
- Hit save and publish



Slider

MediaCenter



Media Name

Test

Is Media type Internal?

Internal Media Link

Upload Internal Video

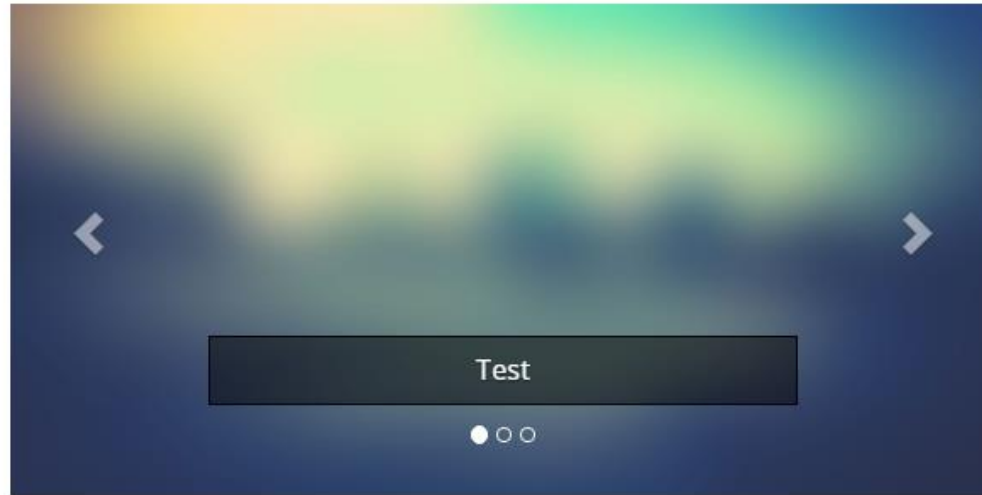


External Media Link

externalMediaLink

Include in site?

Restrict Access?



Adding Internal Videos

- Specify the video name/description in the Media Name field
- Check 'is Media type internal?'
- Select the video by clicking ' internal media link 'field
- Check ' include in site?'
- Hit save and publish



Slider

MediaCenter



Media Name

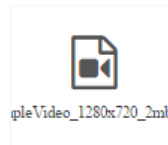
Test

Is Media type Internal?



Internal Media Link

Upload Internal Video



pleVideo_1280x720_2mb:

External Media Link

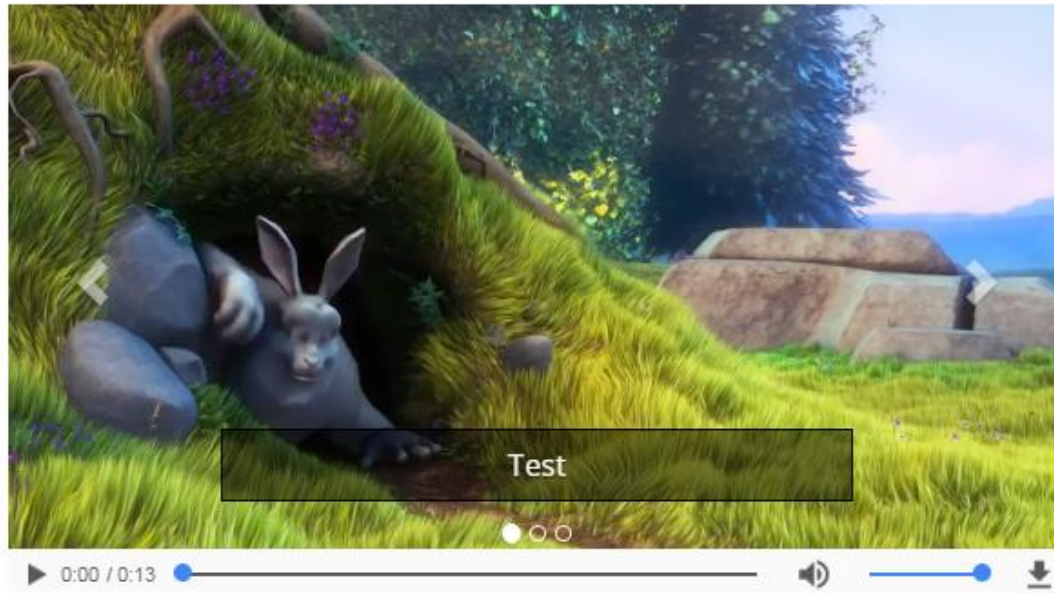
externalMediaLink

Include in site?



Restrict Access?





Adding External Images

- specify the image name/description in the Media Name field
- give image url in external media link field
- check 'include in site?'
- Hit save and publish

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Slider

MediaCenter

+ ⏻

Media Name

Test

Is Media type Internal?

Internal Media Link

Upload Internal Video



External Media Link

externalMediaLink

[https://static.pexels.com/photos/17735/pexels-photo.j](https://static.pexels.com/photos/17735/pexels-photo.jpg)

Include in site?

Restrict Access?



Adding External Videos

- specify the video name/description in the Media Name field
- give video url in external media link field
- check 'include in site?'
- Hit save and publish



Slider

MediaCenter



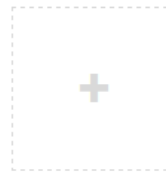
Media Name

Test

Is Media type Internal?

Internal Media Link

Upload Internal Video



External Media Link

externalMediaLink

<https://www.youtube.com/watch?v=MPyVFb3eIh0>

Include in site?

Restrict Access?



Creating Multiple slides

To create multiple slides simply click on the + button in 'MediaCenter' property editor.

Slider

MediaCenter

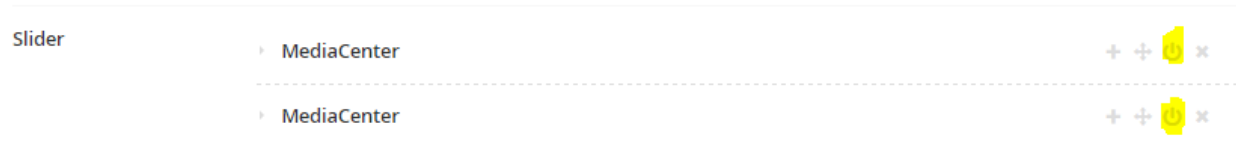


Un publishing slides

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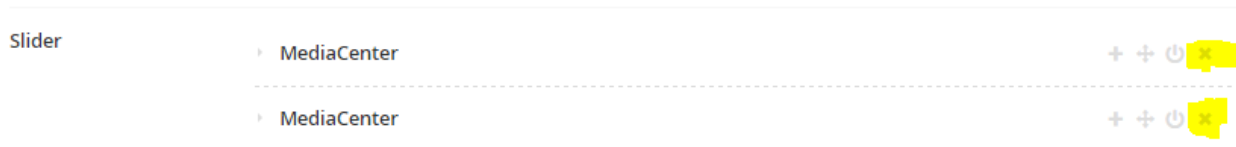
- If we don't want to see a slide on website ,we can un publish it by clicking on power button.



- We can republish it by doing the same thing(click on power button)
- Hit save and publish

Deleting slides

- If we want to remove a slide, simply click on the **X** button.



- Hit save and publish



Content Description: this is a rich text property editor, we can enter the Content of page here.

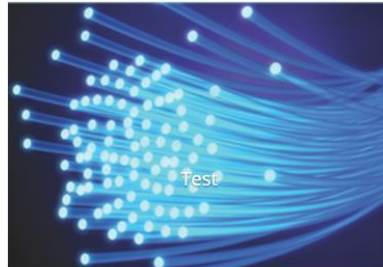
Content Description

Enter the content description

The screenshot shows a rich text editor interface. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and other text formatting options. Below the toolbar, the text area contains the following text:

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Show Message Board? : Message board will get displayed if we enable this check box.

Is Police Message Board? : enable this if it is a police message board.

Message Board Items: It is to create Message boards; we can create more than one message boards.

- Message Title: Title of the message board.
- Message Sub Title: Subtitle of the message board.
- Post Time: it is a date picker property editor, we can select a date here.

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- Message Detail: Description of the message board.
- Message Priority: it has 3 distinct colors(Red, Green and White), we can choose either one based on priority.
- Police Message Priority: it has 2 distinct colors(Red and Green), we can choose either one based on priority.

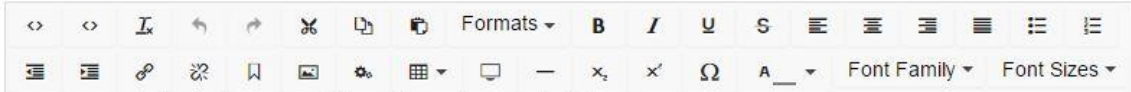
Message Board Items




Message Item



Message Title: Test Message

Message Sub Title: Test Subtitle

Post Time: 2017-03-17 15:55:43

Message Detail: **Message Detail** 
Lorem Ipsum is simply dummy text of the printing and typesetting industry.

Message Priority:   

Police Message Priority:  



Message Board

Test Message

Test Subtitle

17 Mar 17
03:55:43 PM

[View Detail...](#)

If we click on the View details link, we can see the message description.

Message Board

Test Message

Test Subtitle

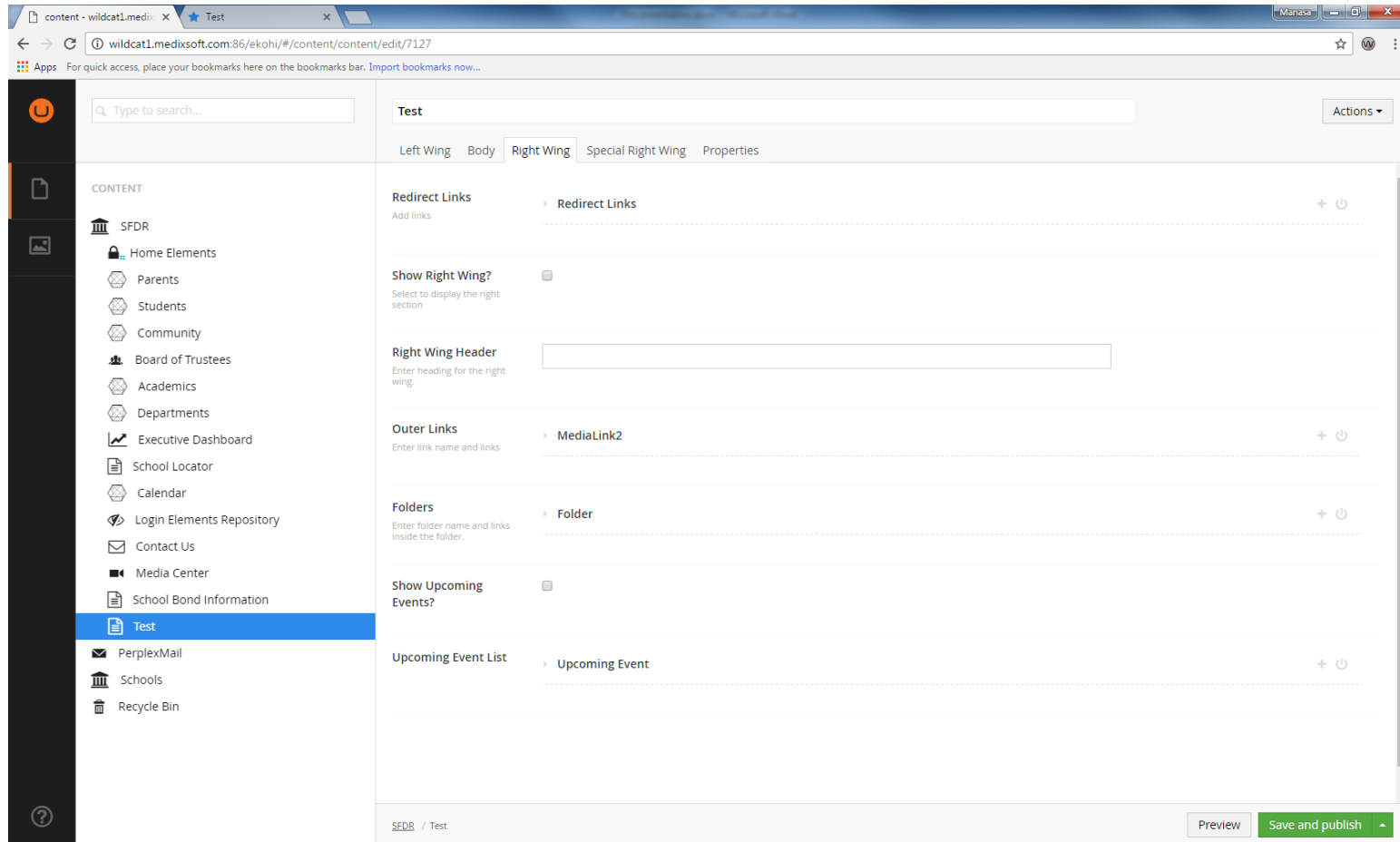
This is test message description.

17 Mar 17
03:55:43 PM

[View Detail...](#)



➤ **Right Wing:** Right section of webpage.



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We have several property editors in the Right Wing section; let's go through each and every property editor.


Redirect Links: it will navigate to document/ internal page link/ external link. Since it is an archetype property editor We can create multiple redirect links.

Redirect Links
Add links

▼ Redirect Links + ⏻

Display Icon
Select icon to display

Document Link Name
Please enter the document name

Document Link
Select the Document 

Page Link Name
Enter name for Page Link

Page Link [+ Add](#)

External Link Name
Enter name for external link

External Link
Enter URL

Restrict Access ?
show this after user login?



Redirect link has various property editors, lets discuss them.

- Display icon: it has list of icons, we can select the appropriate icon to our link.

Redirect Links
Add links

▼ Redirect Links

+ ⏻

Display Icon

Select icon to display

Document Link Name

Please enter the document name

Document Link

Select the Document

Page Link Name

Enter name for Page Link

Page Link

External Link Name

Enter name for external link

External Link

Enter URL

Dropdown menu showing a list of icons:

- adjust
- adn
- align-center
- align-justify
- align-left
- align-right
- ambulance
- anchor
- android
- angellist
- angle-double-down
- angle-double-left
- angle-double-right
- angle-double-up
- angle-down
- angle-left
- angle-right
- angle-up
- apple



- Document link name: Name of the document to be displayed on document
- Document Link: we can pick the document from the media.

The screenshot shows a software interface with two main panels. The left panel is titled 'Redirect Links' and has a sub-section 'Redirect Links' with a dropdown arrow. It contains several form fields: 'Display Icon' (a dropdown menu), 'Document Link Name' (a text box containing 'Test'), 'Document Link' (a dashed box with a green arrow pointing up), 'Page Link Name' (a text box), 'Page Link' (a text box with a '+ Add' button), 'External Link Name' (a text box), and 'External Link' (a text box). The right panel is titled 'Select media' and features a search bar with the placeholder 'Type to filter...' and an 'Upload' button. Below the search bar, there is a 'Media / +' section with a grid of media categories: 'Images', 'Documents', 'Multimedia', and a selected document titled 'CK-12-Algebra-II-with-Tr...' which has a blue checkmark in the top right corner.

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Page Link Name: To specify the name to be displayed on Internal page link.

Internal Page Link: This is a content picker property editor where user can select the internal page from the content tree.

External Link Name: To specify the name to be displayed on External link.

External Link: This is a text string property editor where one can enter the url of a website.

Note: Do not forget to include http:// or https:// before website url, otherwise it will throw an error.

We have already discussed Page link name, page link, external link name, external link and restrict access in the left wing section.(please refer left wing tab)

Note: if we specify all the links(document, internal and external links) ,only one link will be populated on the website.

Document links has highest priority, page link has second priority and then external link.



Test Actions ▾

Left Wing Body **Right Wing** Special Right Wing Properties

Redirect Links

Add links

▼ Redirect Links + ⏻

Display Icon

Select Icon to display

adjust ▾


Document Link Name

Please enter the document name

Test

Document Link

Select the Document


CK-12-Algebra-II-with-
ometry_b_v33_ob7_s1

Page Link Name

Enter name for Page Link

Test Page

Page Link

+  Parents

External Link Name

Enter name for external link

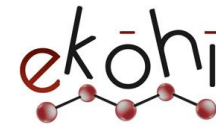
SFDR

External Link

Enter URL

<http://www.sfdrcisd.org/>


Restrict Access ?



content - wildcatLmedi x Test x

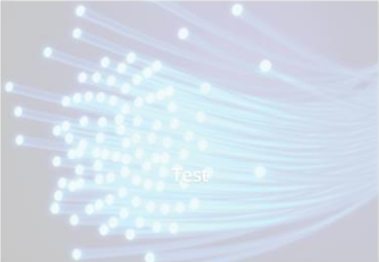
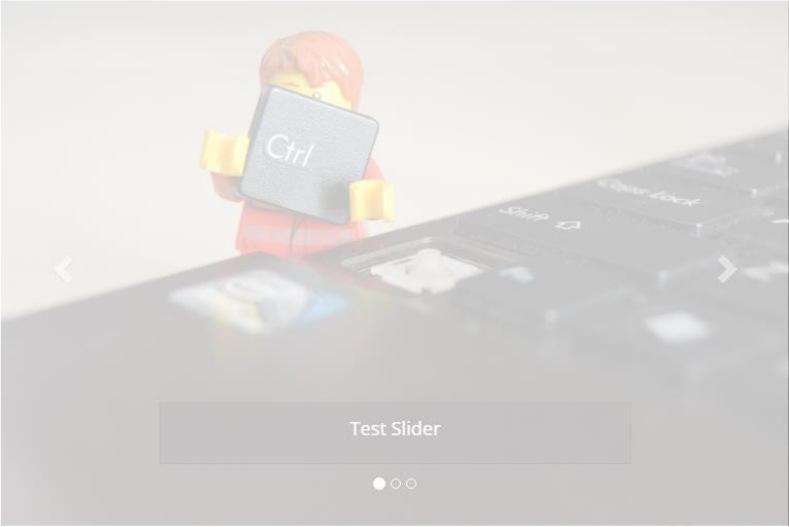
wildcatLmedixsoft.com:86/test/#

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...



Test Header

SFDR

Test Slider

Test

79

wildcatLmedixsoft.com:86/media/7752/ck-12-algebra-ii-with-trigonometry_b_v33_ob7_s1.pdf /text ever since the 1500s. when an unknown printer took a galley of type and scrambled it to make



Show Right Wing: Right wing section will get displayed if we enable this check box.

Right Wing Header: Header for right wing section

Outer Links: These links will get displayed under the redirect links. An outer link can be document ,internal page or external link. We can create more than one outer link.

Test Actions ▾

Left Wing Body **Right Wing** Special Right Wing Properties


Show Right Wing?
Select to display the right section

Right Wing Header
Enter heading for the right wing.
Test Header

Outer Links
Enter link name and links + ⌵

MediaLink2

Document Link Name
Please enter the document name.
Test Outer link

Document Link
Select the Document

CK-12-Algebra-II-with-Geometry_b_v33_ob7_s1

Page Link Name
Enter name to be displayed for page link

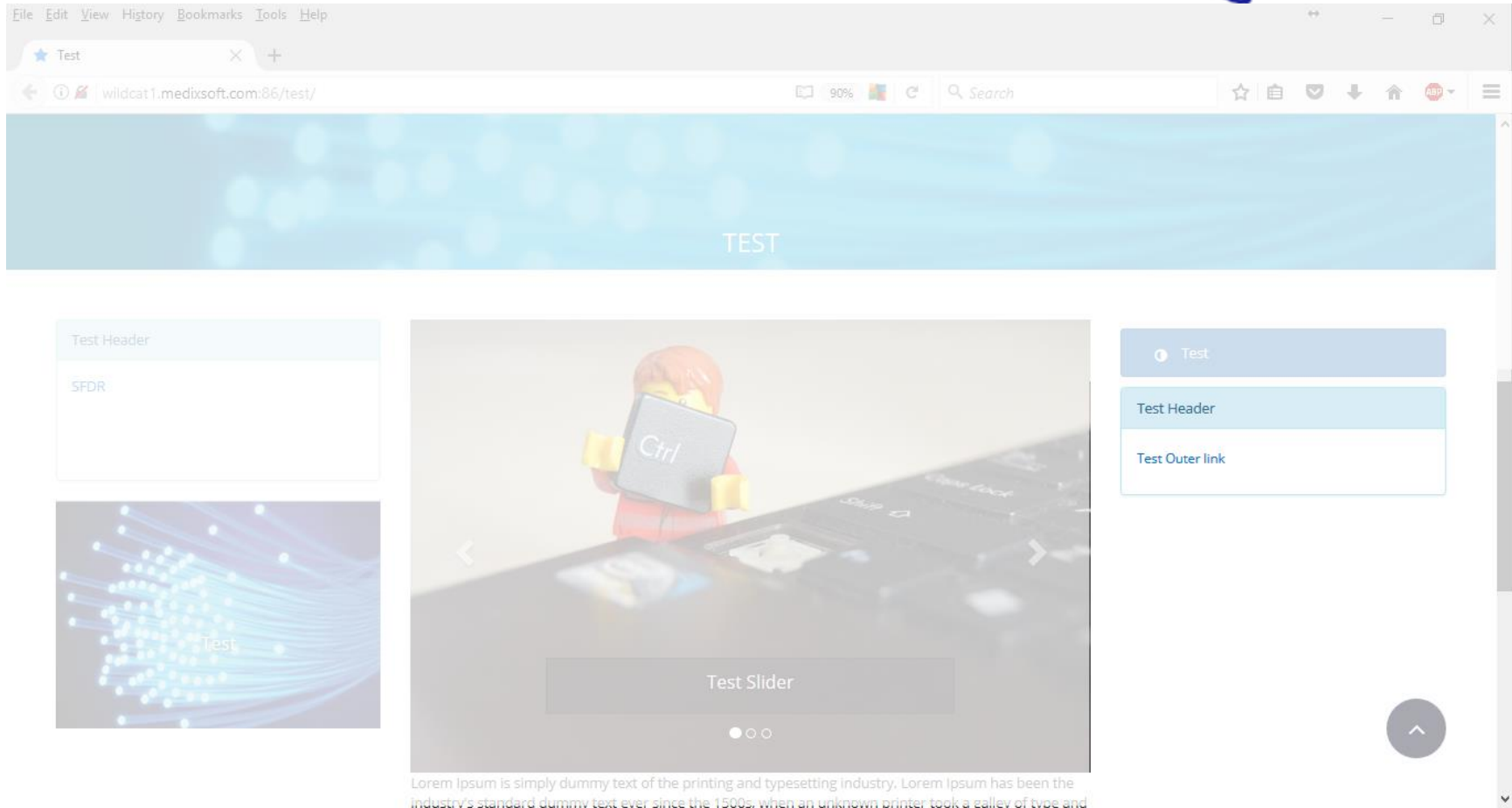
Internal Page Link + Add
Enter URL of internal page

External Link Name
Enter name to be displayed for External Page Link

External Link
Select External Page Link

Link Description
Enter description for the link.

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Outer links has same property editors like redirect links except link description, where we can write about links.

Folders: Folder links are same as outer links but here we can place the links in a folder and restrict individual folder.

Test Actions ▾

Left Wing Body **Right Wing** Special Right Wing Properties

Folders + ⏻

Enter folder name and links inside the folder.

Folder + ⏻

Folder Name
Enter folder name

Folder Links

MediaLink2 + ⏻

Document Link Name
Please enter the document name

Document Link
Select the Document

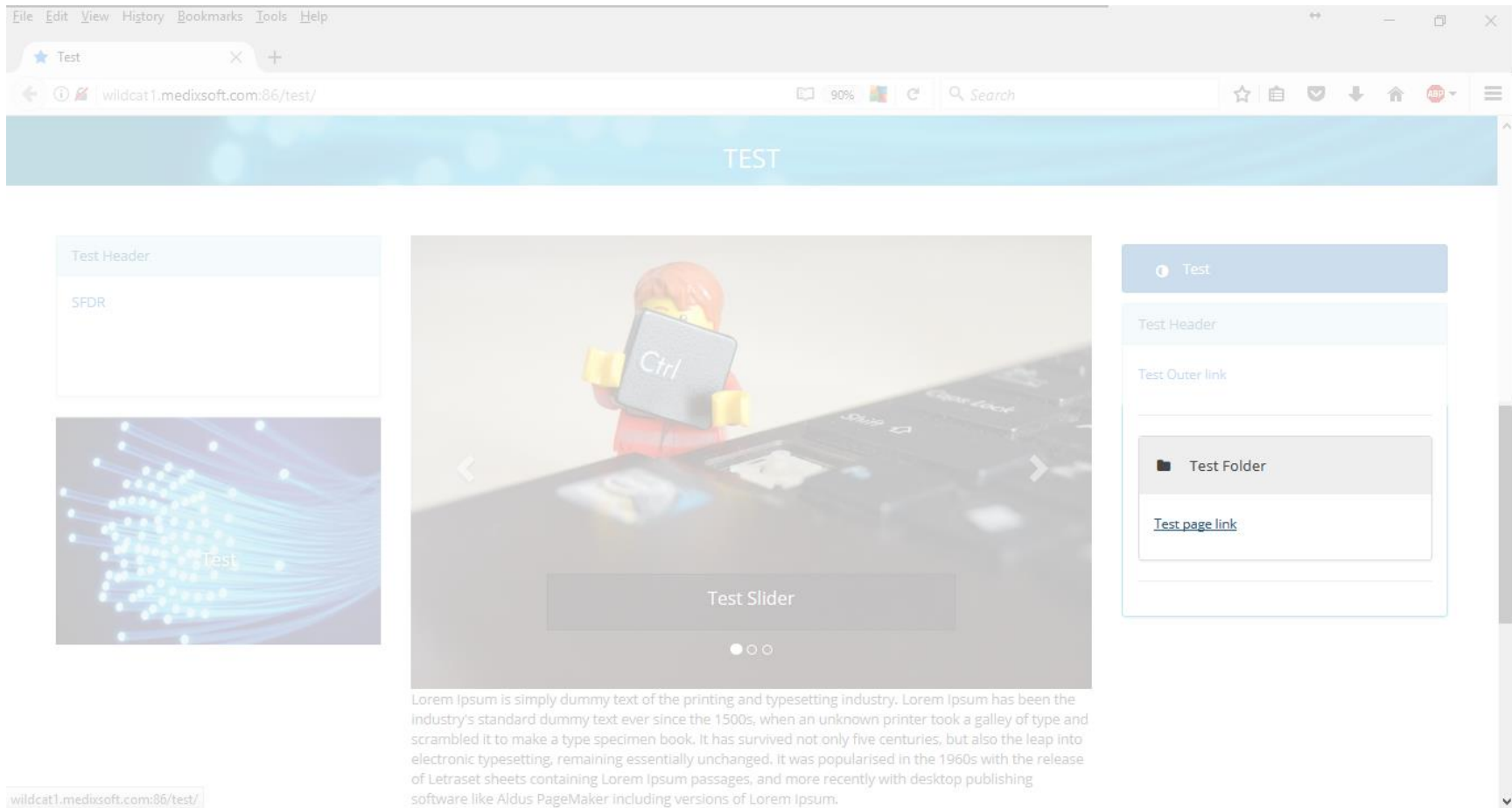
Page Link Name
Enter name to be displayed for page link

Internal Page Link
Enter URL of internal page

External Link Name
Enter name to be displayed for External Page Link

External Link
Select External Page Link

Link Description
Enter description for the link.



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Show Upcoming events: Enable this option to show the events on website.

Upcoming Event List: Here we can create events. It has several property editors where we can give Event name, description, date and color.

Show Upcoming Events?

Upcoming Event List + ⌵

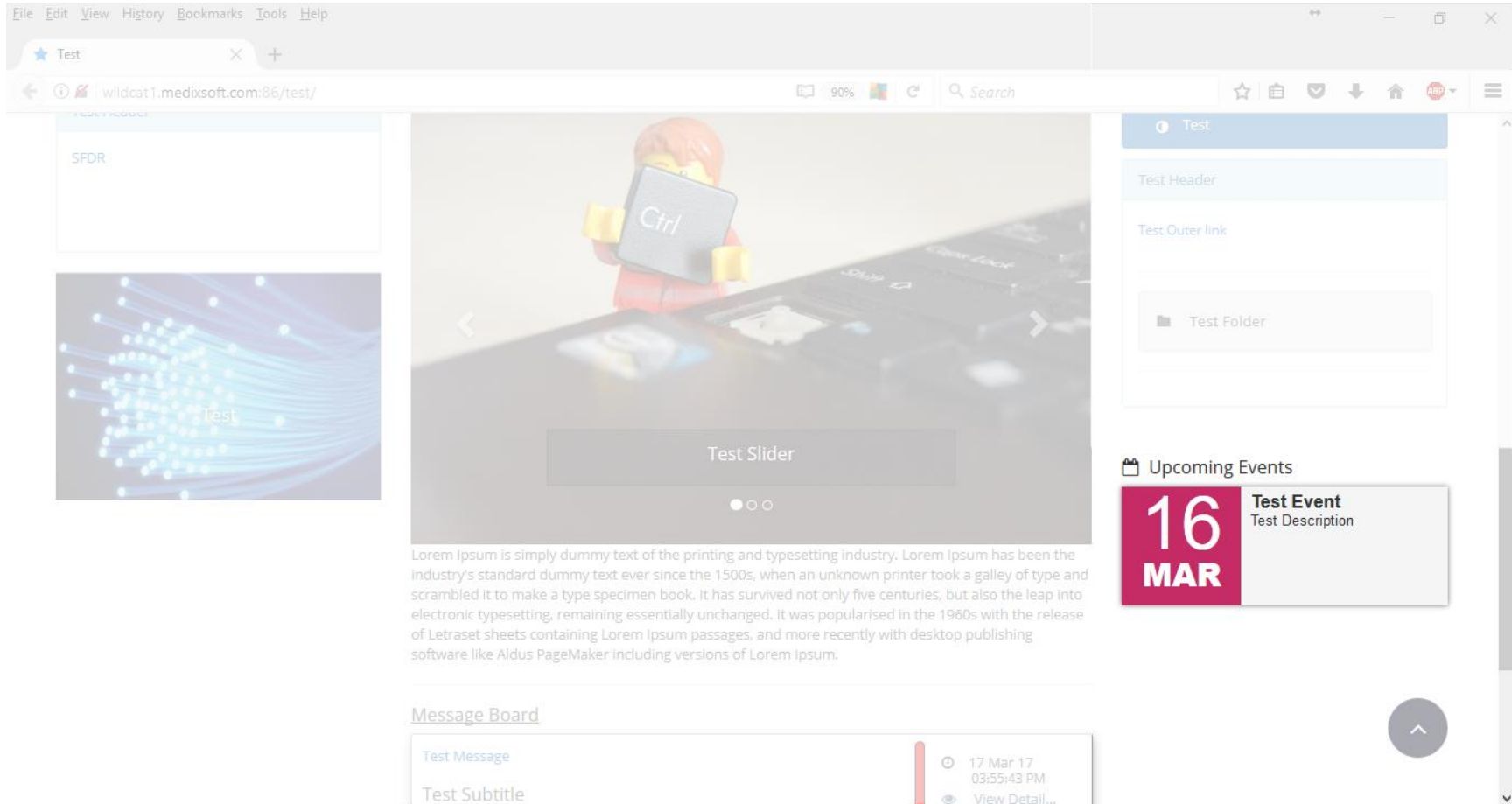
Upcoming Event

Event name

Event Description

Date and Time 
Please enter the date and time of event.

Date Color



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- **Special Right Wing:** We will use this tab only in special cases (mostly for board meetings data). For example, if we want our data to be displayed in the following manner we can use this tab.

Test Actions ▾

Left Wing Body Right Wing **Special Right Wing** Properties

Show Special Right Wing?

Special Right Wing Header

Board Meetings

- Board Meetings + ⏻
 - Folder Name
 - Regular Meetings + ⏻
 - MediaLink2
 - Special Called Meetings + ⏻
 - MediaLink2



The screenshot shows a web browser window with the address bar displaying "wildcat1.medixsoft.com/86/test/". The page content includes:

- A light blue header bar with the word "TEST" centered.
- A left sidebar with a "Test Header" containing "SFDR" and a large image of fiber optic cables.
- A central content area featuring a slider image of a red LEGO minifigure holding a grey "Ctrl" key, with a "Test Slider" caption below it.
- Below the slider is a paragraph of Lorem Ipsum text.
- A "Message Board" section at the bottom left with a "Test Message" and "Test Subtitle", and a timestamp of "17 Mar 17 03:55:43 PM".
- A right sidebar containing:
 - A "Test" section with a "Test Header", "Test Outer link", and "Test Folder".
 - An "Upcoming Events" section with a date "16 MAR" and a "Test Event" with a "Test Description".
 - A "Test Special right wing Header" section with a "Board Meeting minutes 2017" title and two columns: "Regular Meetings" with a "Test Link" and "Special Called Meetings" with a "Test Link1".

Note: Make sure to enable **show special right wing** to see the special right wing content.

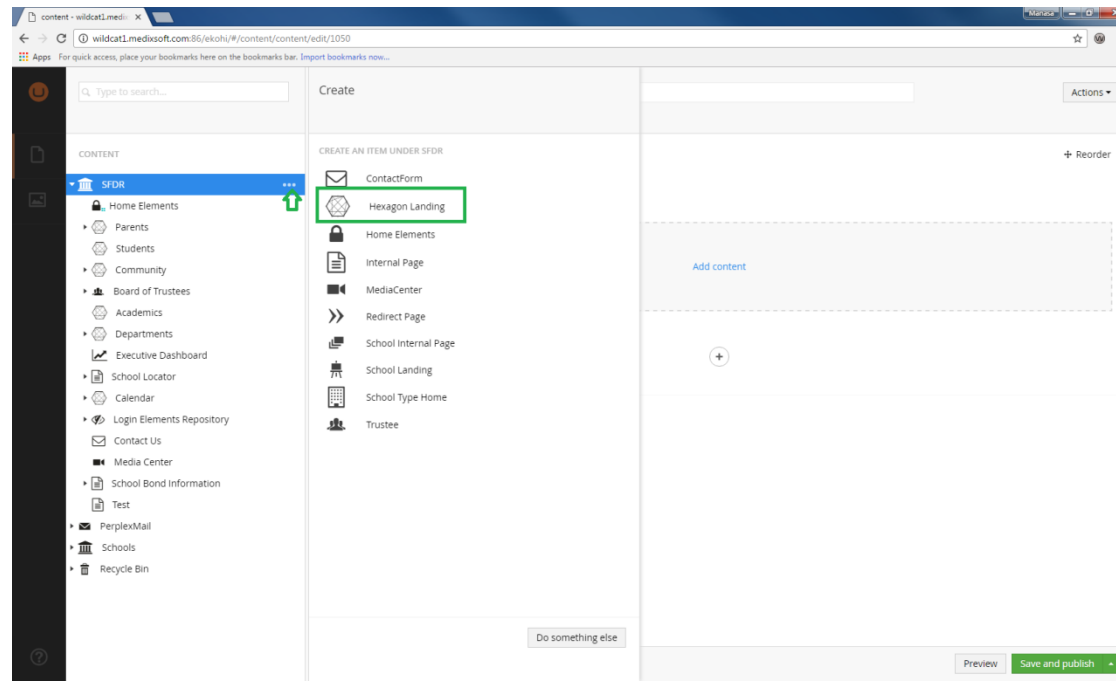
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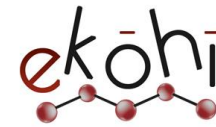
Hexagon Landing

Creating/ Editing Hexagon Landing

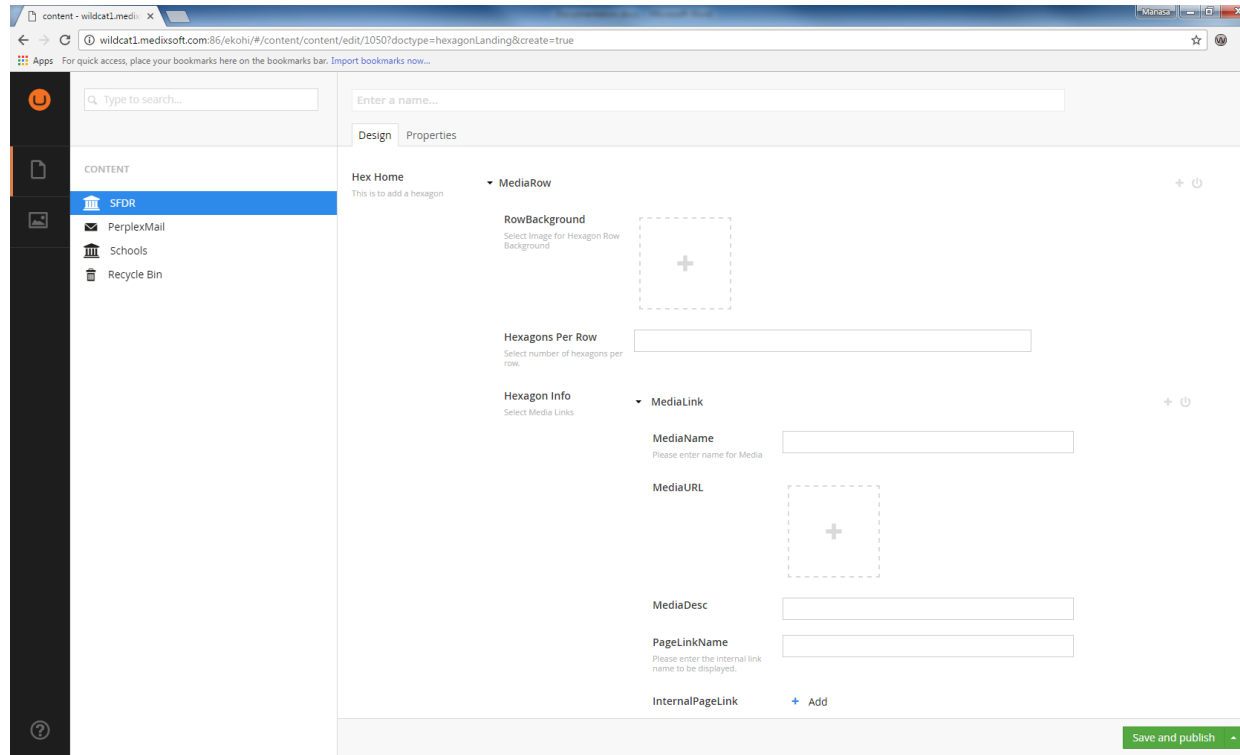
- Go to the **SFDR Home** in the content tree
- Click on 3 dots then we will be able to see the available document types.
- Select Hexagon landing document type.



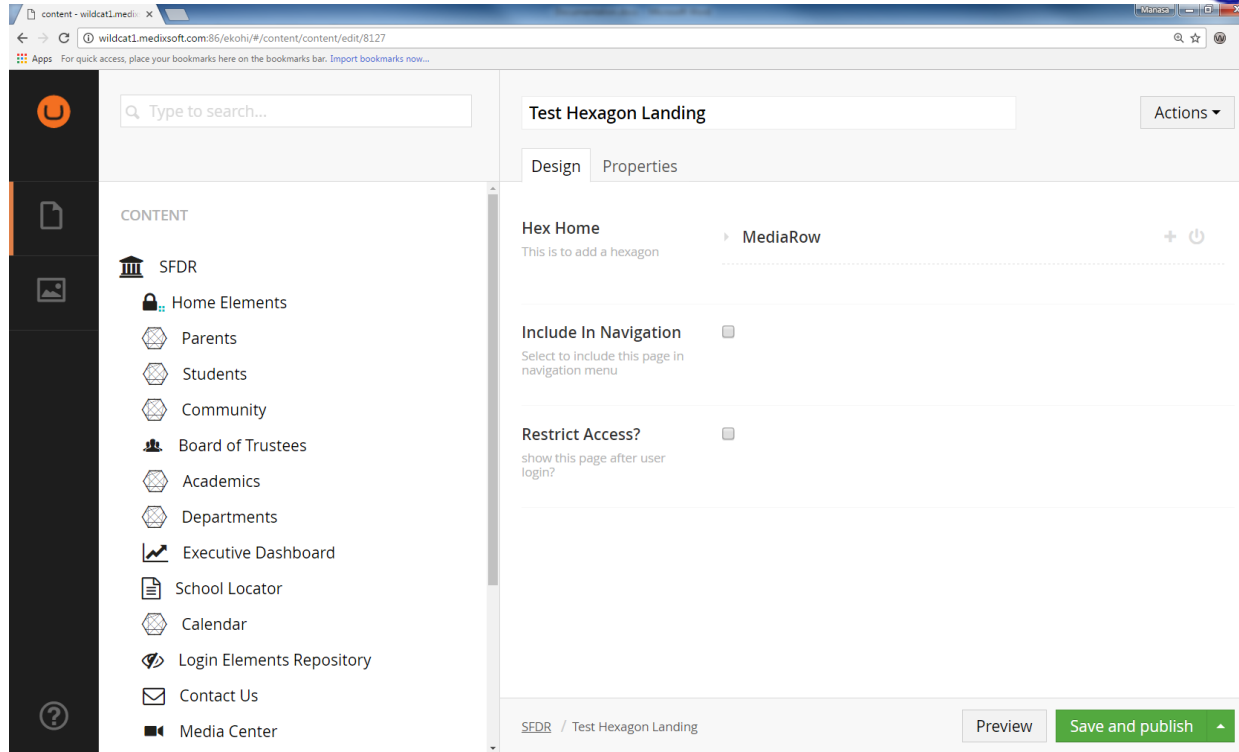
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- we will get the following screen



- Give a name to Hexagon landing page
- Here i am giving **Test Hexagon Landing** for test purpose.



We have two tabs in the **Test Hexagon Landing** page.

- Design: Where one can design the page.
- Properties: It contains page information like Id, created by, creation date etc.



The screenshot shows a web browser window with the URL `wildcat1.medixsoft.com:86/ekohi/#/content/content/edit/8127`. The interface is for editing a document titled "Test Hexagon Landing". The left sidebar has a search bar and a navigation menu under "CONTENT" with various categories. The main area has tabs for "Design" and "Properties". The "Properties" tab is active, showing a table of document metadata:

Id	8127
Created by	Manasa
Created	2017-03-17 11:17:43
Last edited	2017-03-17 11:27:05
Document Type	Hexagon Landing
Template	HexagonLanding
Link to document	/test-hexagon-landing/

Let's create test content in the Design tab

As we can see design tab has various property editors like Hex Home, Include in navigation and restrict access.

Hex Home :

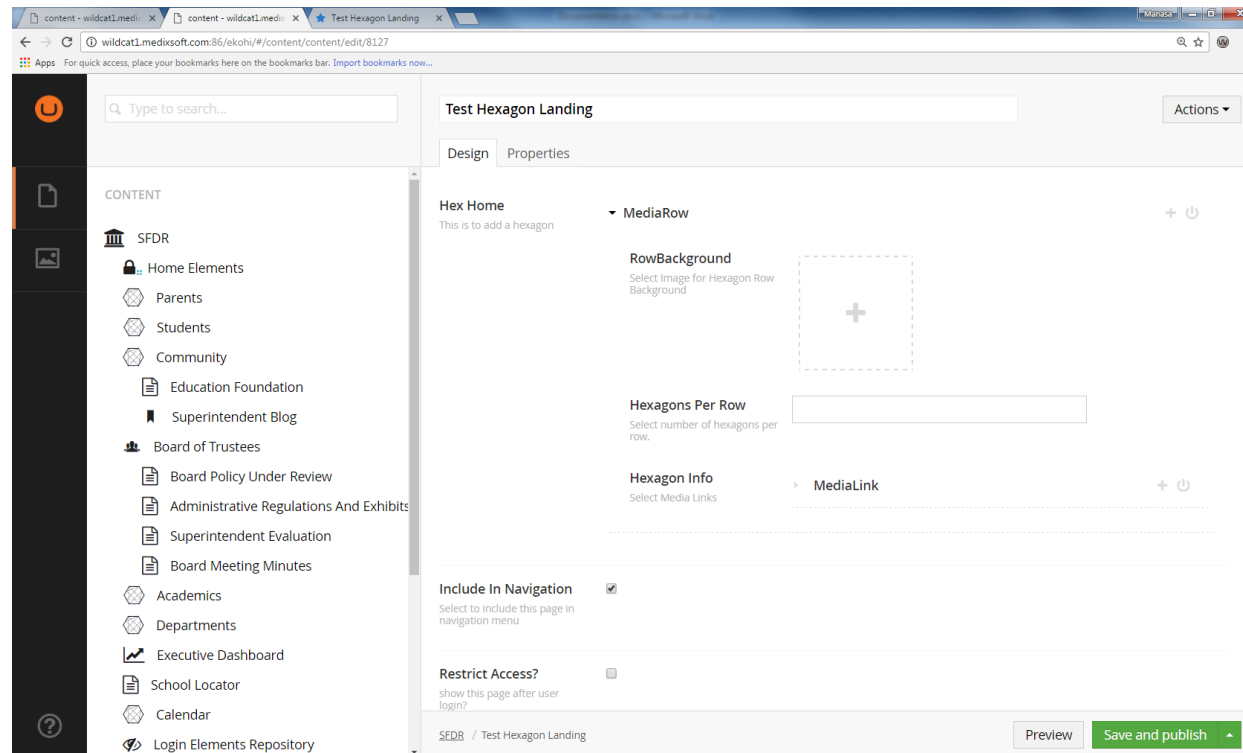
- Here we can create multiple Media rows
- a media row can have multiple hexagons

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Include in navigation: Displays hexagons on website if enabled.

Restrict access: Only authorized members can login and see this page if enabled.



In the media row property editor

- We can select an image for media row background from the media.



- We can specify how many hexagons we want to have in each row by clicking up/down arrow or by typing the numeric value.(note: maximum number of hexagons per row is 4)
- We can create hexagons using media link property editor in Hexagon info.

Media link has various property editors:

- Media Name: The name which should be displayed on hexagon link
- Media URL: Background image for hexagon
- Media Desc: Description of the media
- Page Link Name: Name of the page link
- Internal page link: we can pick the internal page from the content editor where we want to navigate the link.
- External link name: name of the website
- External link: website url
- Document Link: Here we can pick the document from media
- Link Position: The position of the link on hexagon, we have three options here, top, center and bottom.
- Link color: we can choose the color of the link from the defined list



The screenshot shows a web browser window with the URL `wildcat1.medixsoft.com:86/ekohi/#/content/content/edit/8127`. The page is titled "Test Hexagon Landing" and is in "Design" mode. On the left is a "CONTENT" sidebar with a search bar and a list of menu items including "SFDR", "Home Elements", "Parents", "Students", "Community", "Education Foundation", "Superintendent Blog", "Board of Trustees", "Academics", "Departments", "Executive Dashboard", "School Locator", "Calendar", "Login Elements Repository", "Contact Us", "Media Center", and "School Bond Information".

The main editing area contains a "Hex Home" section with the instruction "This is to add a hexagon". Below it is a "MediaRow" section with the following fields:

- RowBackground:** "Select Image for Hexagon Row Background" with an image selection button.
- Hexagons Per Row:** "Select number of hexagons per row." with a text input field containing the value "3".
- Hexagon Info:** "Select Media Links" with a "MediaLink" sub-section containing:
 - MediaName:** "Please enter name for Media" with a text input field containing "Hexagon1".
 - MediaURL:** "Please enter the internal link name to be displayed." with an image selection button.
 - MediaDesc:** "Please enter the internal link name to be displayed." with a text input field.
 - PageLinkName:** "Please enter the internal link name to be displayed." with a text input field.

At the bottom right of the editing area are "Preview" and "Save and publish" buttons.



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I have created one hexagon, if we want to create more we can click on + button on media link property editor.

The screenshot shows a design editor interface for a landing page titled "Test Hexagon Landing". The interface includes a "Design" tab and a "Properties" tab. Under the "Design" tab, there is a "Hex Home" section with a sub-section "MediaRow". The "MediaRow" section contains three properties: "RowBackground" (with a blue fiber optic image), "Hexagons Per Row" (set to 2), and "Hexagon Info" (with a "MediaLink" sub-section). A green "+ button" is visible in the bottom right corner of the "Hexagon Info" section, indicating the option to add more hexagons.

If we click on the + button we will have option to create another hexagon.



Hexagon Info
Select Media Links

MediaLink + + ⏻ ×

MediaLink + + ⏻ ×

MediaName
Please enter name for Media

MediaURL


MediaDesc

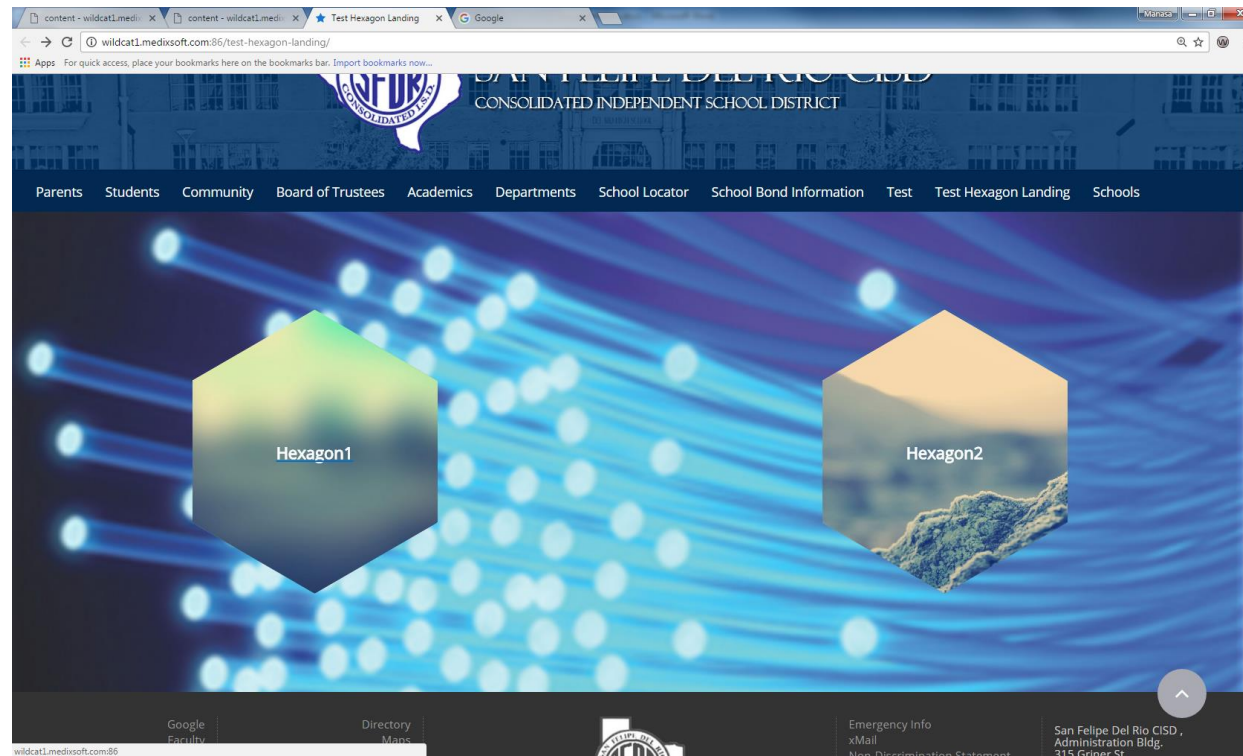
PageLinkName
Please enter the internal link name to be displayed.

InternalPageLink +  Test

External Link Name
Please enter the external link name to be displayed.

ExternalLink
Please enter the URL

Document Link



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Creating multiple media rows:

Initially we will have option to create one media row, if we want to create multiple media rows, click on + button in Media row property editor.

The screenshot shows a design editor for a landing page titled "Test Hexagon Landing". The interface includes a "Design" tab and a "Properties" tab. The "MediaRow" section is expanded, showing a "Hex Home" section with a description "This is to add a hexagon". The "MediaRow" section has a green "+ " button in the top right corner. Below this, there are three main sections: "RowBackground" with a description "Select Image for Hexagon Row Background" and a preview image of fiber optics; "Hexagons Per Row" with a description "Select number of hexagons per row." and a text input field containing the number "2"; and "Hexagon Info" with a description "Select Media Links". Under "Hexagon Info", there are two "MediaLink" entries, each with a set of control icons: a plus sign, a double plus sign, a power icon, and an 'x' icon.



Hex Home

This is to add a hexagon

MediaRow

+ + ⏻ ×

MediaRow

+ + ⏻ ×

RowBackground

Select Image for Hexagon Row Background



Hexagons Per Row

Select number of hexagons per row.

Hexagon Info

Select Media Links

MediaLink

+ ⏻

MediaName

Please enter name for Media

MediaURL



MediaDesc

PageLinkName

Please enter the internal link name to be displayed.

InternalPageLink

+ Add



External Link Name

Please enter the external link name to be displayed.

Hexagon3

ExternalLink

Please enter the URL

http://www.sfdr-cisd.org

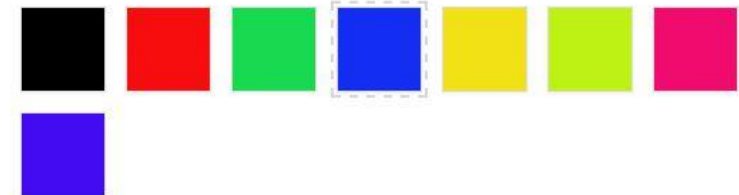
Document Link



Link Position

Bottom

Link Color

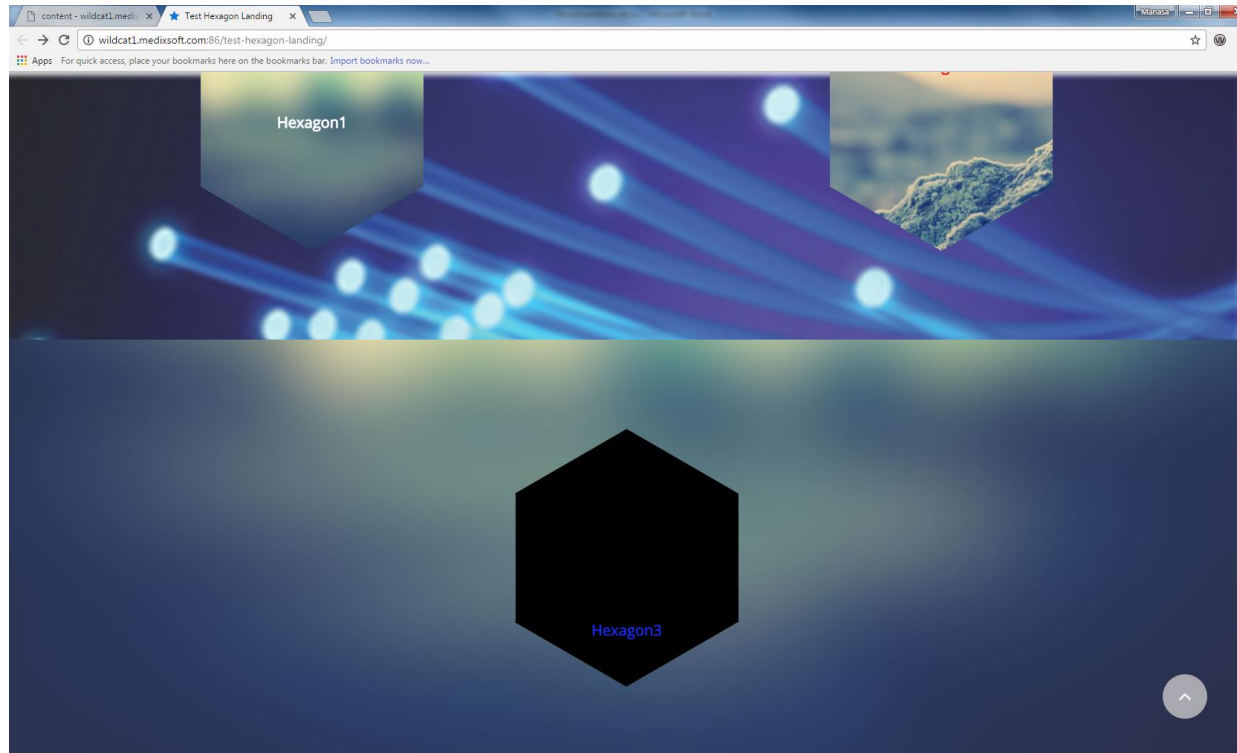


Restrict Access?



In the above example, I have given hexagons per row is 1, so I can create only one hexagon.

And I have given external link for hexagon and chose the link position to bottom and link color is blue.





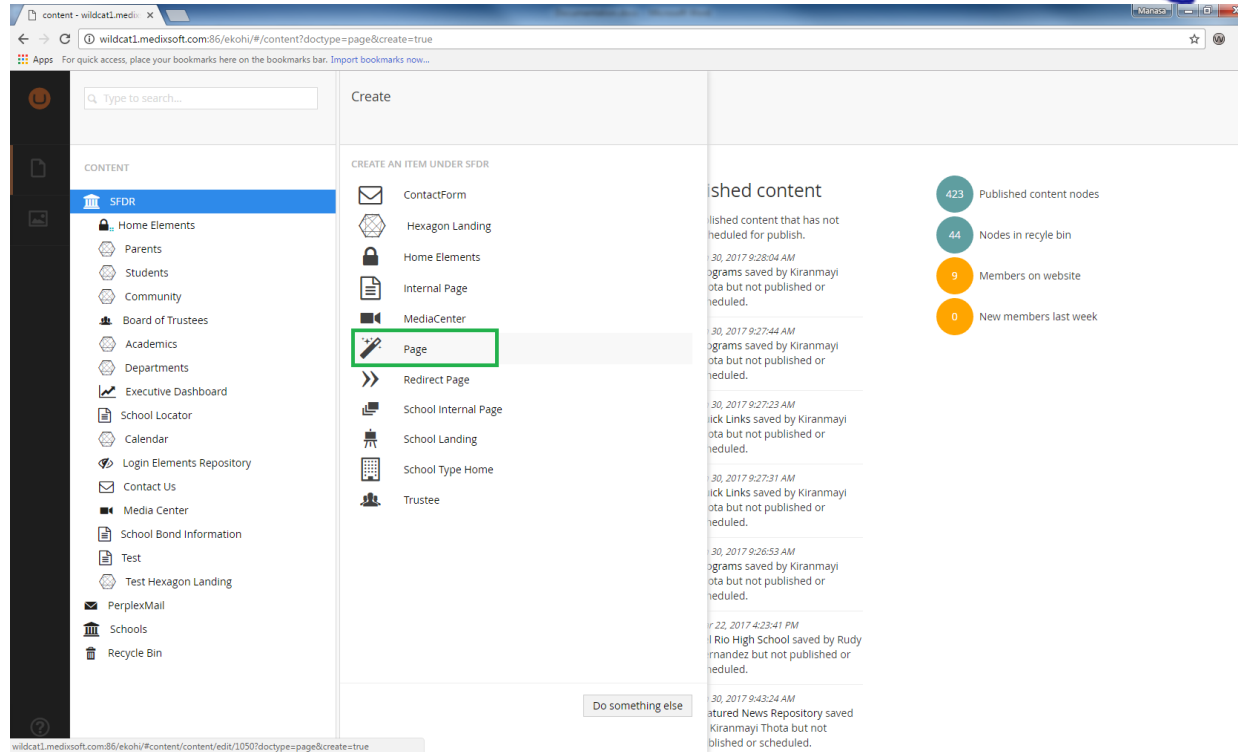
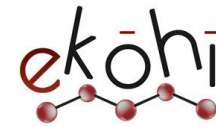
Page

Creating/Editing Page

Ekohi CMS allows users to create completely custom page layouts using any desired amount of rows and columns.

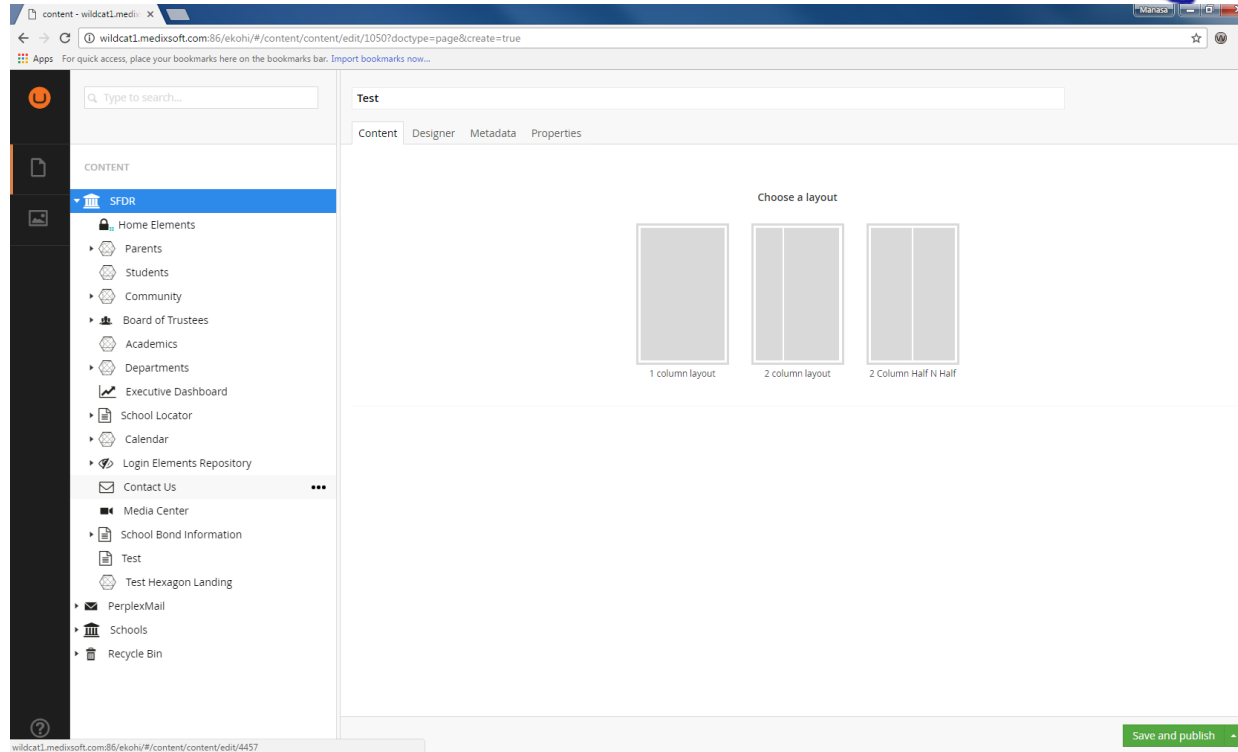
Here's how one can get started creating custom page templates:

- Go to SFDR Home in the content tree
- Click on three dots (or) Right click-->Create
- Select **Page** Document type



- Give a name for page

Here I am naming my page as Test



Layouts

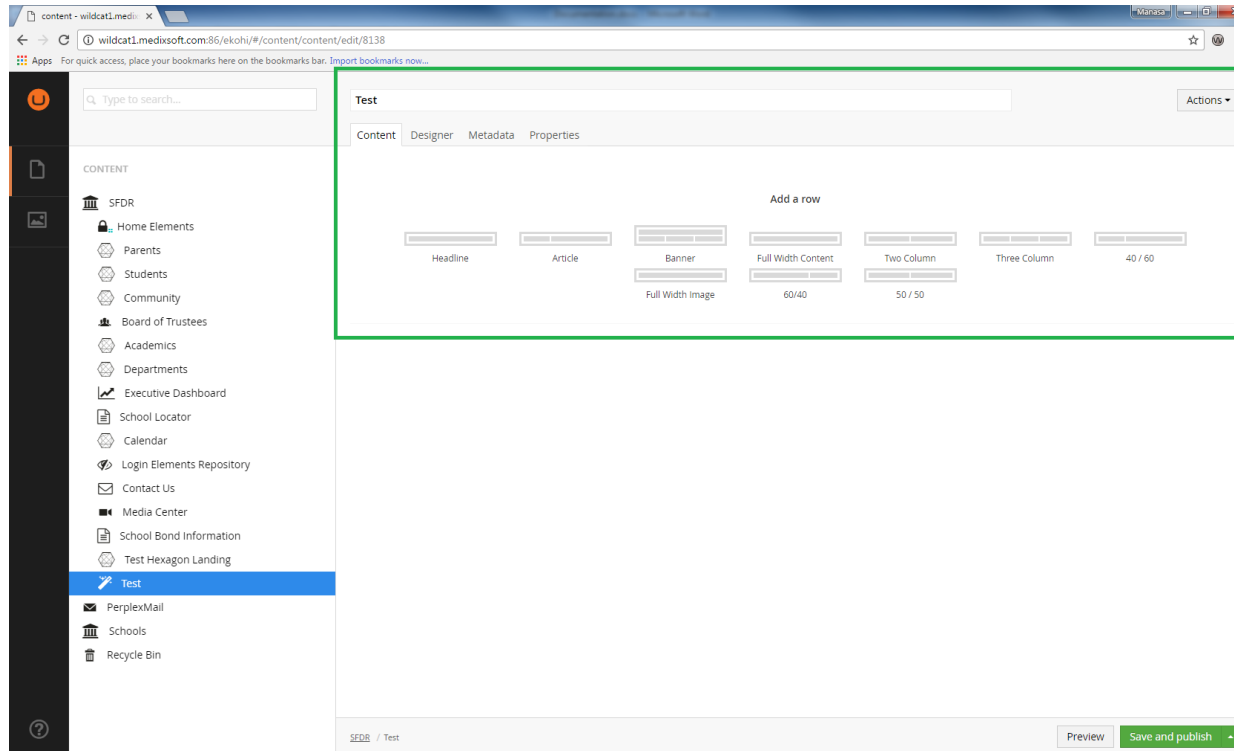
A layout is the general grid "container", it contains one or more sections which content editors can use to insert pre-configured **rows**. There are 3 main usage scenarios of layouts:

1. a single column layout which to the content editor will act like a full page canvas to insert elements on
2. a two column layout with a main content body, and one or more sidebar columns to insert lists or other sidebar widgets on.
3. Two column Half n Half is same as two column layout , but , it splits the web page into two equal sections.

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- Choose a layout
- Here I am selecting 1 column layout

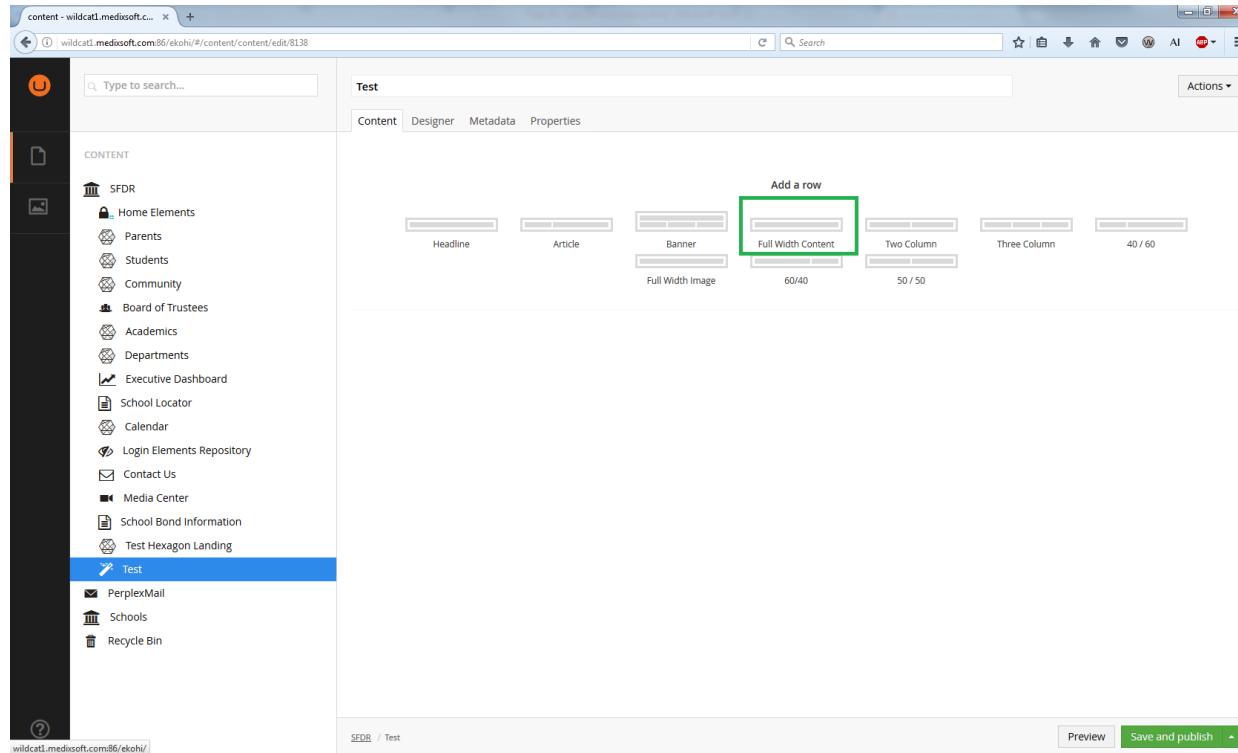


- This is how a 1 column grid will look like when editing. Here we can add different content elements that will build out page such as headers, articles, pictures etc., and we can add as many rows as we wish.

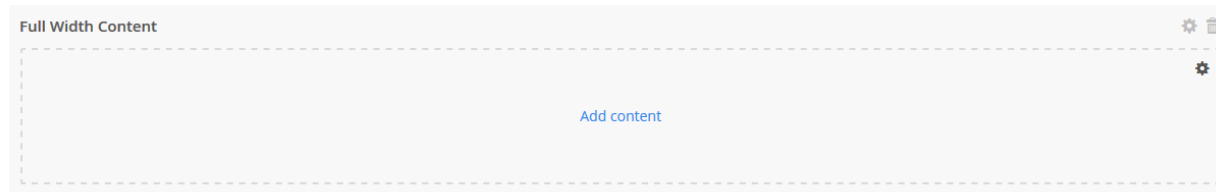


Creating content in the layouts

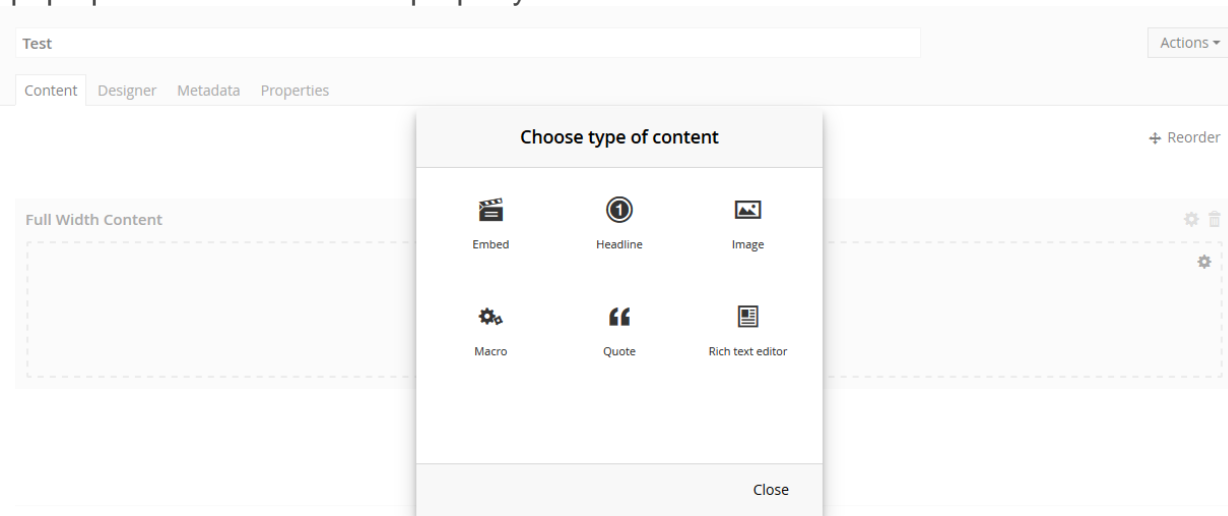
Here I would like to take an example of **Full width Content Element**



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- Click on add content
- One will get a pop up window with various property editors.



- Choose desired content type/property editor

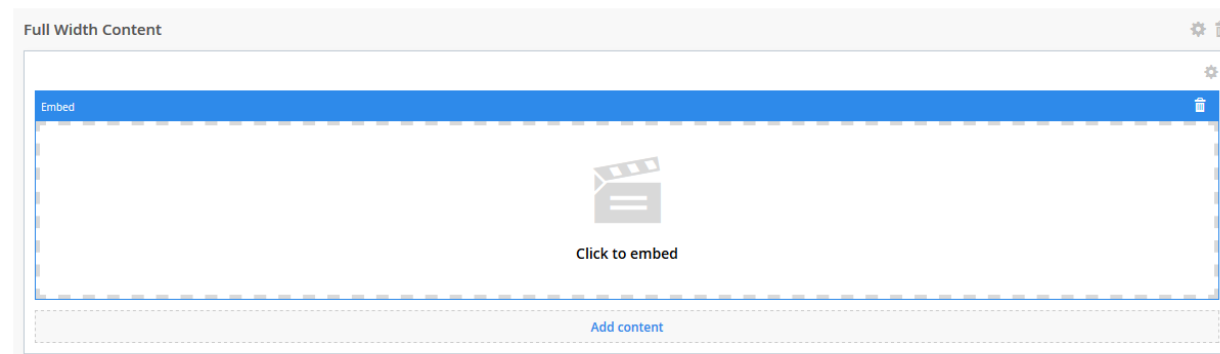
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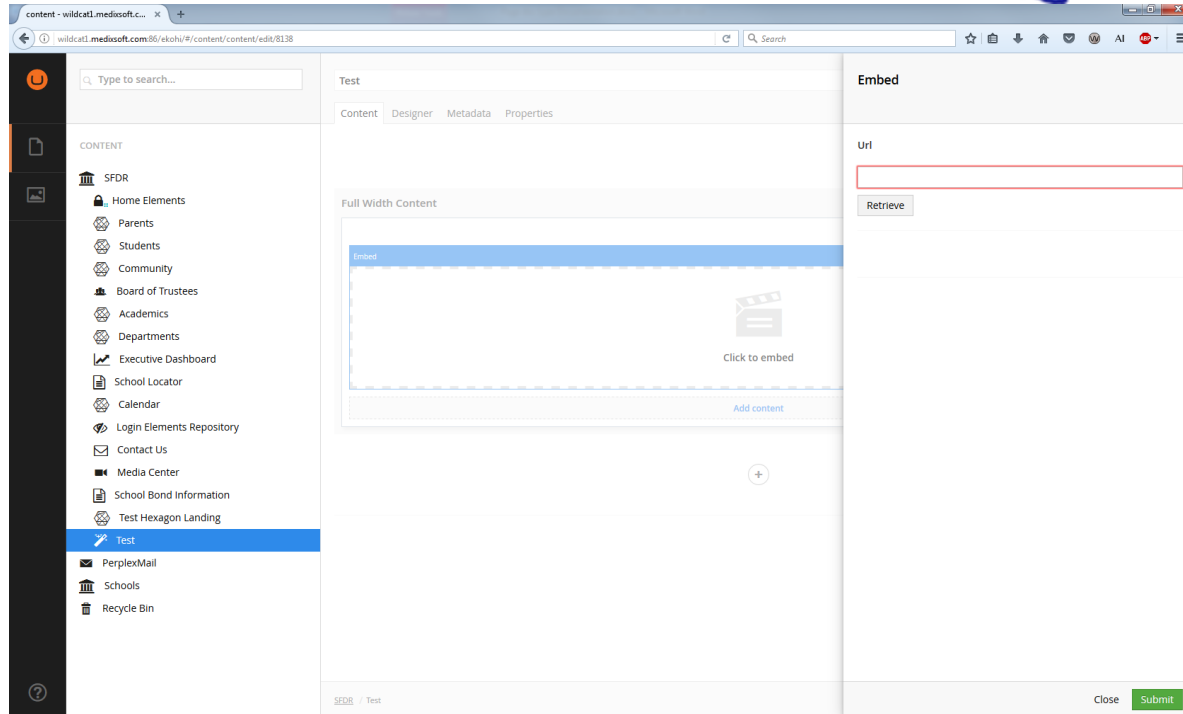
Every element has same property editors which include Embed, Headline1, Image, Macro, Quote and Rich text editor.

- **Embed:** It allows embedding third party media like YouTube, Vimeo.., outside of the rich text editor.

Example:



- Click on click to Embed
- Then we will get the following screen



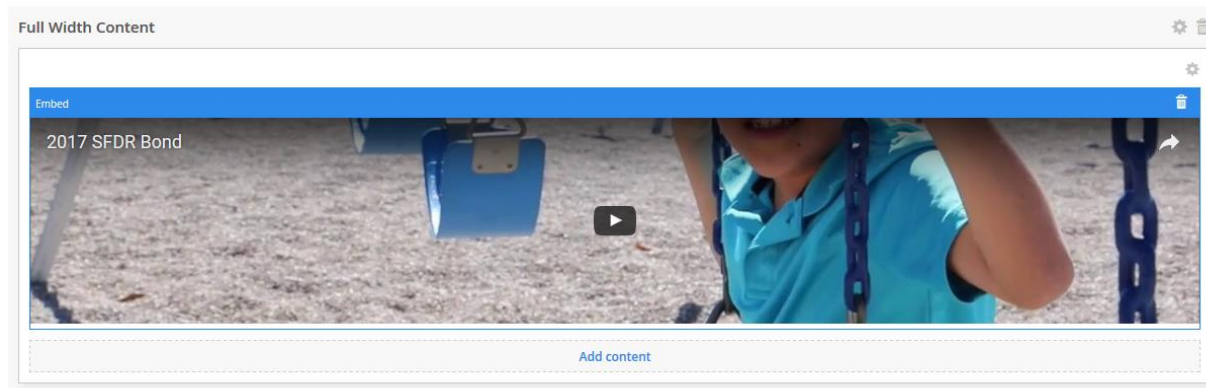
- Enter the Media url in the URL field and click on Retrieve



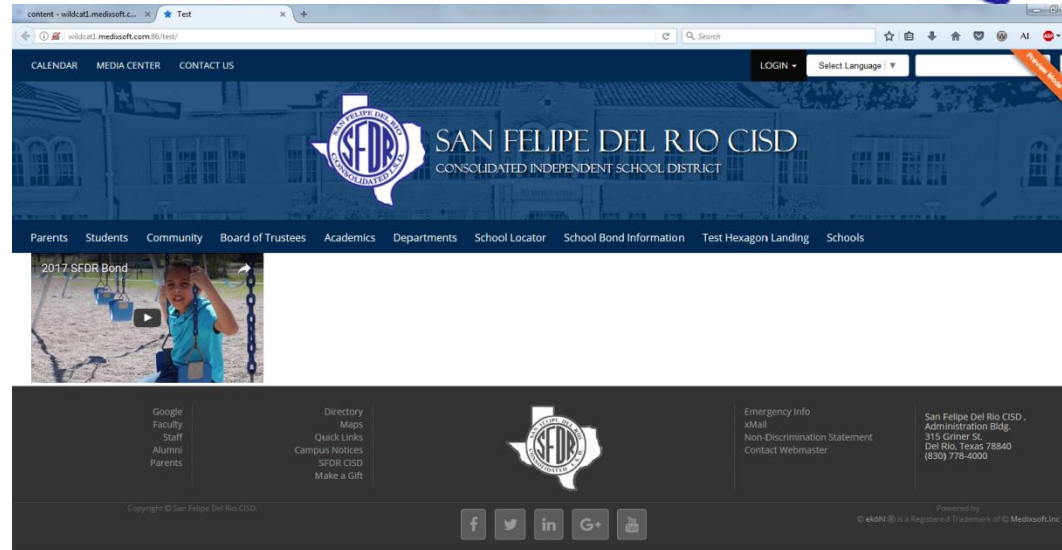
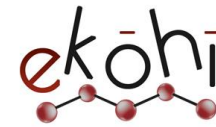
The screenshot shows a web browser window with the URL `wildcat1.medixsoft.com/ekohi/#/content/content/edit/8138`. The interface includes a search bar, a left-hand navigation menu with categories like SFDR, Home Elements, Parents, Students, Community, Board of Trustees, Academics, Departments, Executive Dashboard, School Locator, Calendar, Login Elements Repository, Contact Us, Media Center, School Bond Information, Test Hexagon Landing, Test, PerplexMail, Schools, and Recycle Bin. The main content area is titled 'Test' and has tabs for 'Content', 'Designer', 'Metadata', and 'Properties'. The 'Embed' tab is active, showing a 'Full Width Content' area with an 'Embed' placeholder and a 'Click to embed' button. To the right, the 'Embed' panel contains a 'Url' field with the value `https://www.youtube.com/watch?v=MPyVfB3elH0`, a 'Retrieve' button, a video thumbnail titled '2017 SFDR Bond', 'Width' and 'Height' input fields (set to 360 and 240), and a 'Constrain' checkbox which is checked. At the bottom right of the panel are 'Close' and 'Submit' buttons.

- we will get the video as soon as we click on retrieve button
- we can also specify the height and width of the video
- click on submit
- Go to Metadata tab
- Check “Include in navigation” to see video on website.
- Click on Save/Save and Publish

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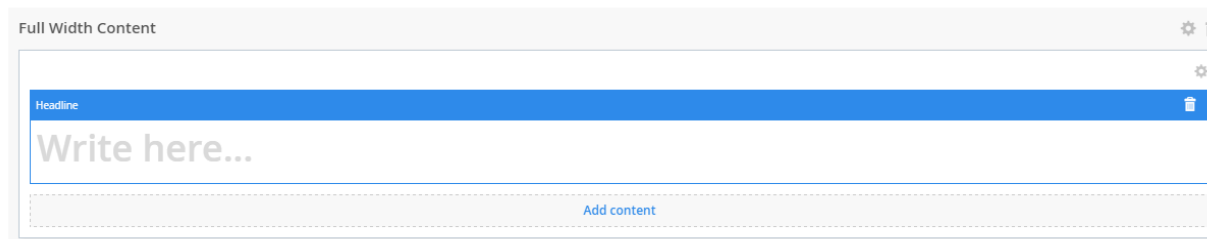


- video has been embedded successfully.



- **Headline:** It allows us to write the headers.

Example:





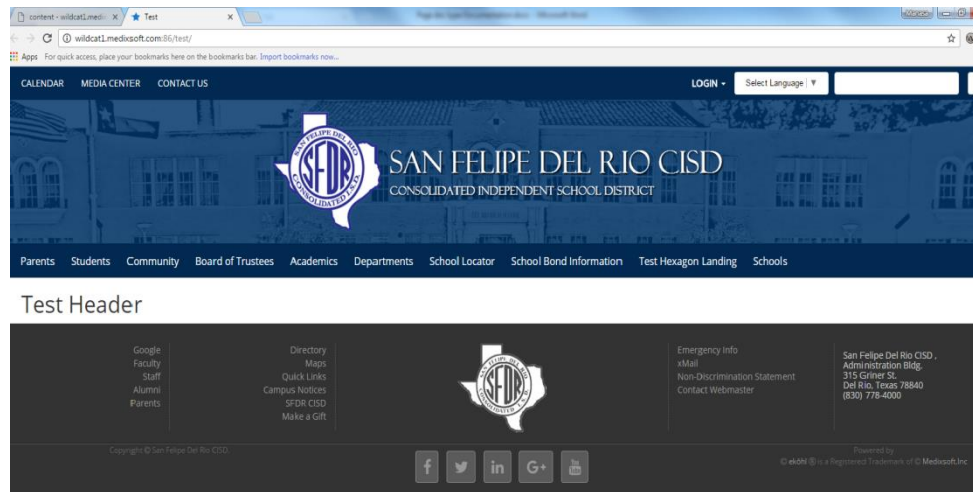
- Write the header in Header Property editor

Full Width Content

Test Header

[Add content](#)

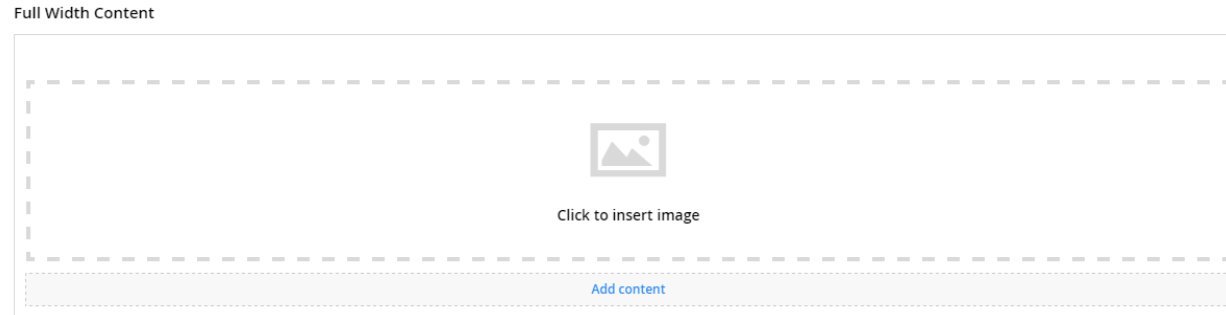
- Go to Metadata tab
- Check “Include in navigation”, to see Header on website.
- Click on Save/Save and Publish
- Header has been created successfully.



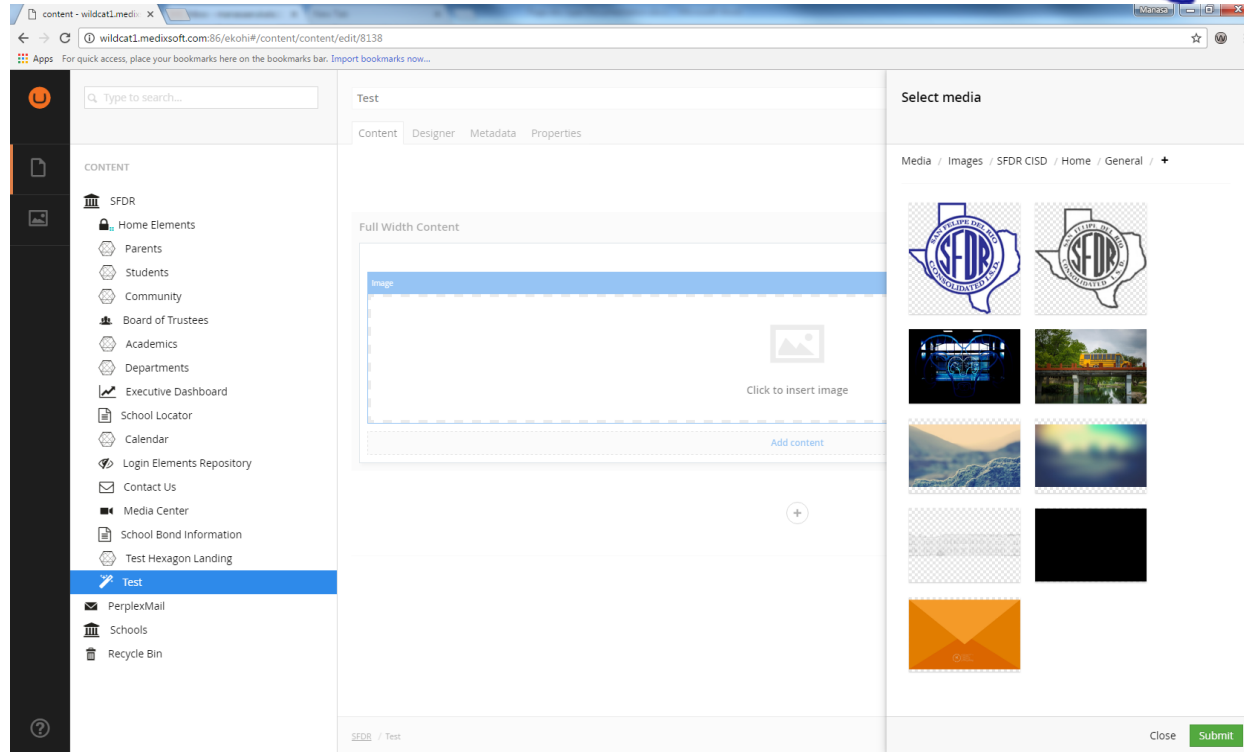


- **Image:** This Property editor is used to insert the images in the content.

Example:

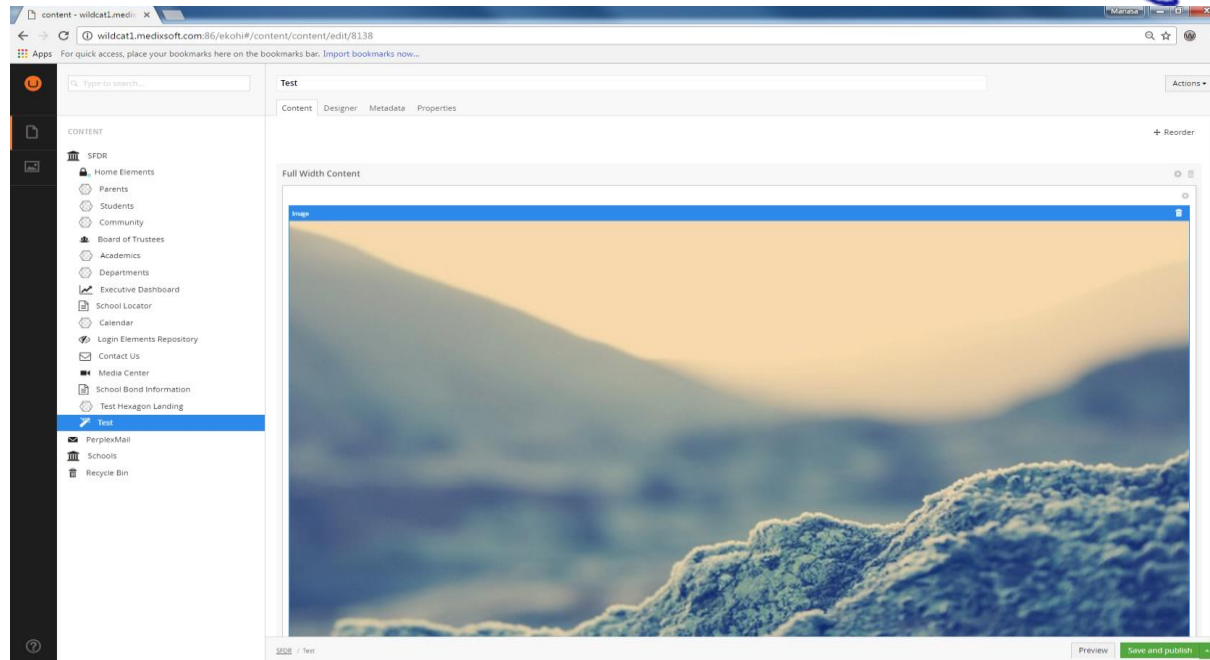


- Click on “Click to Insert Image”



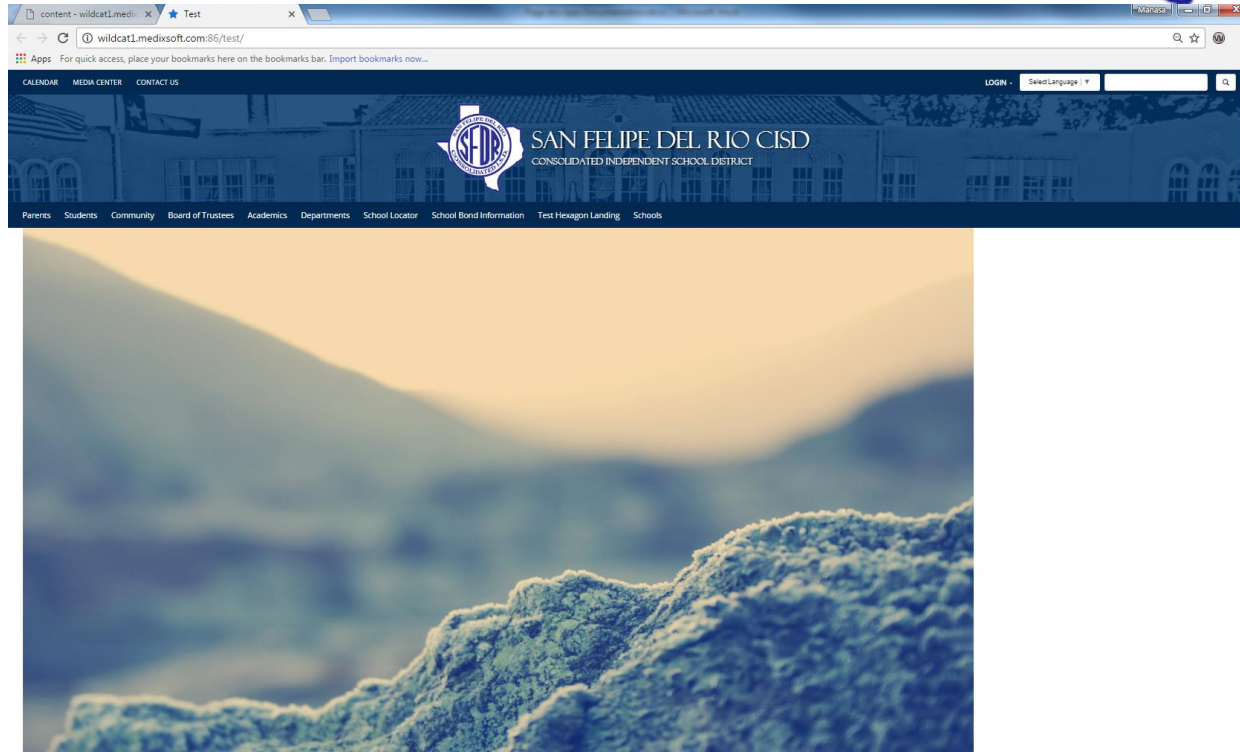
- Select the Image

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- Go to Metadata tab
- Check “Include in navigation”, to see Image on website.
- Click on Save/Save and Publish
- Image has been inserted successfully.

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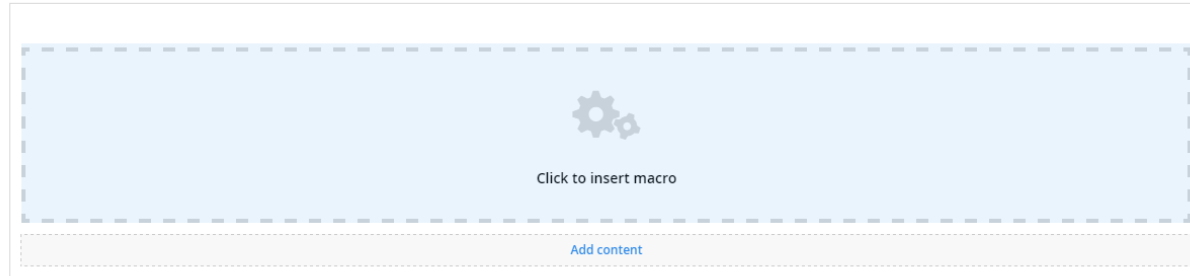
- **Macro:** A macro is a reusable piece of functionality that one can re-use throughout the site.

Example:

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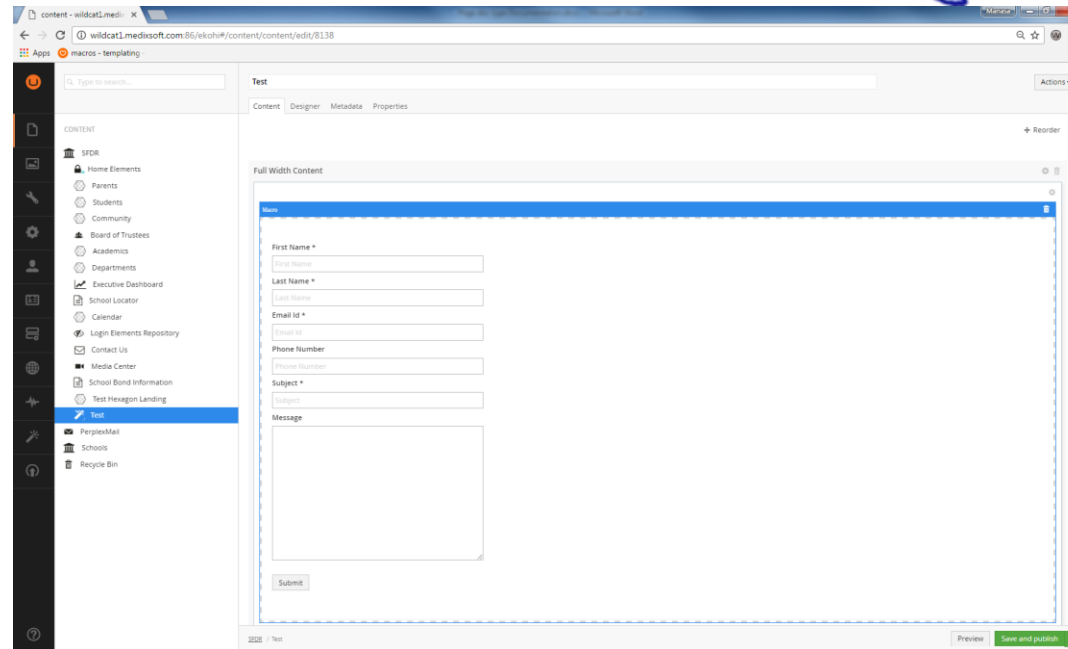
Full Width Content



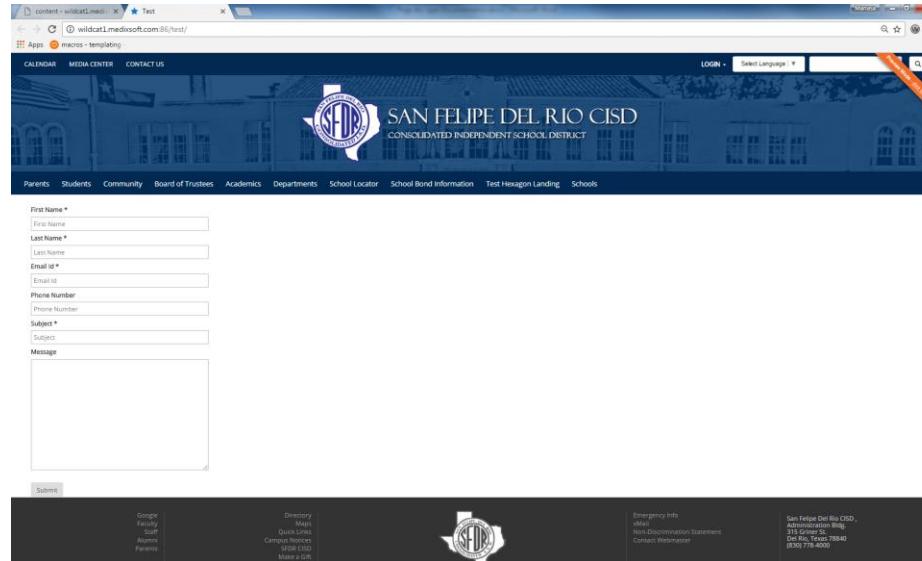
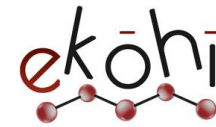
- Click in click to insert macro



- Choose a macro from the dropdown list
- Here I have only one macro called insert form, so I am going to choose that.
- Click on submit

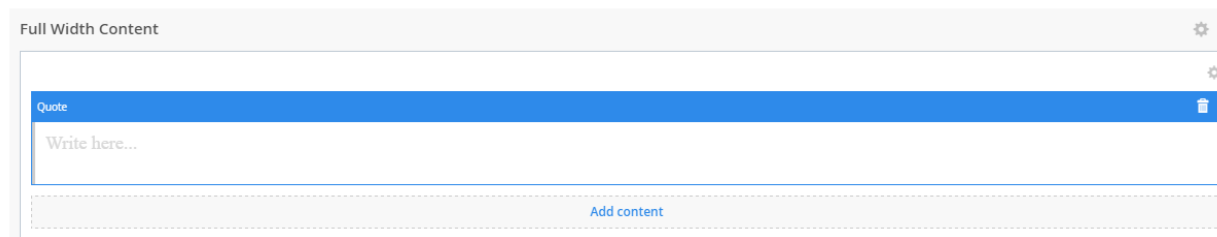


- Macro has inserted successfully
- Go to metadata tab
- Check “Include In Navigation?” to see macro on website.
- Click on Save/ Save and Publish
- macro has been rendered on website.



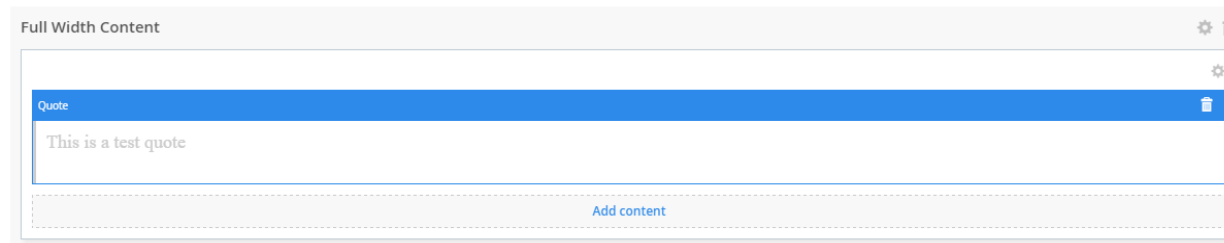
- **Quote:** A punctuation mark used to attribute the enclosed text to someone else.

Example:

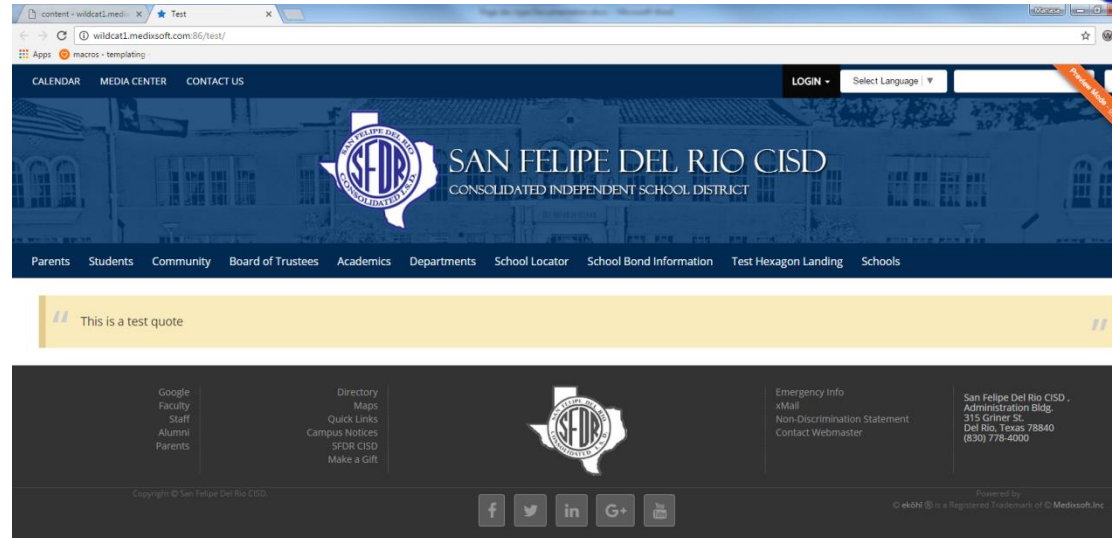




- Write a quote in “Quote” property editor












- Go to metadata tab
- Check “Include In Navigation?” to see quote on website.
- Click on Save/ Save and Publish
- Quote has been rendered on website.












- **Rich Text Editor:** The tiny editing control provides the user with a very familiar and standardized set of tools for managing content.

Some of the standard tools with which Ekohi CMS ships are shown below



	Undo	Undoes changes.
	Redo	Redo changes.
	Cut	Cuts selected text and elements within the RTE.
	Copy	Copies selected text and element within the RTE.
	Paste	Pastes content from external programs such as Notepad or Word.
	Bold	Makes selected text bold.
	Italic	Makes selected text italic.
	Unordered List	Creates a bulleted list.
	Ordered List	Creates a numbered list.

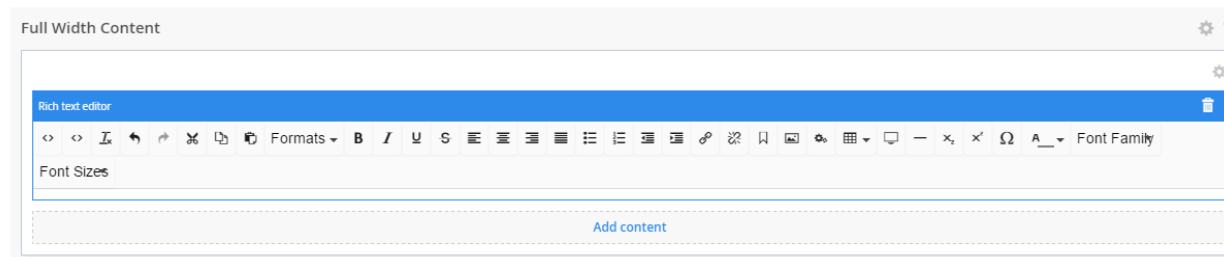


	Outdent	If a block of text or other elements has been indented, this button is active for you to remove indentation.
	Indent	Indents blocks of content by 30 <i>pixels</i> .
	Insert/Edit Link	Links selected text or elements to internal or external pages, or to media items (such as files).
	Unlink	Removes the link from the selected text or elements.
	Insert/Edit Anchor	Inserts “jump-to” points within a long page. You use this in conjunction with Insert/edit link to enable a user to jump to a section by clicking a link in the page.
	Insert/Edit Image	Insert an image from the media library or upload a new one. Figure 8-11 shows the associated dialog box for this feature.
	Insert Macro	Inserts custom-coded functionality in your RTE. The particular macro needs to have the Use in editor feature selected in order for it to appear in this list.
	Insert Table	Inserts an HTML <code><table /></code> for formatting or tabular data. Figure 8-12 shows the associated dialog box for this feature.
	Insert Custom Character	Inserts non-standard characters from a character table.

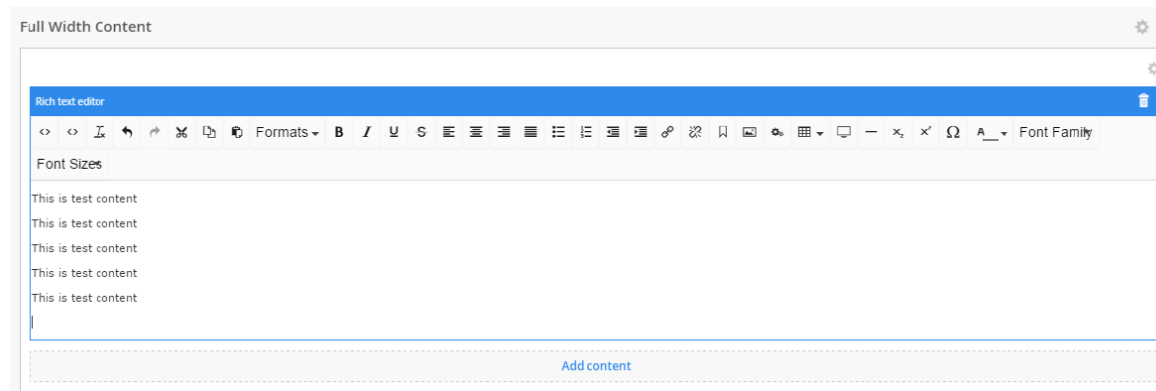
Any content that we need to publish on website that has formatting (bold, italicize, bulleted lists, images, paragraphs, etc.), should be entered using the Ekohi CMS RTE data type.



Example:

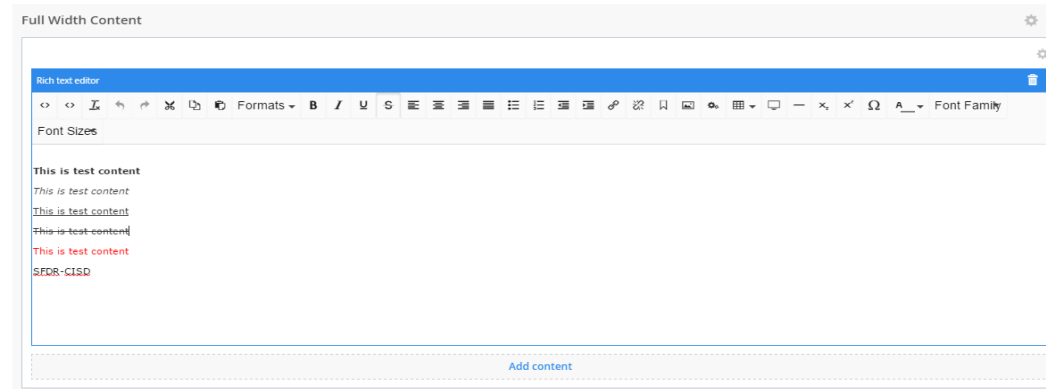
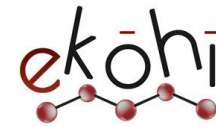


- Write the content in Rich text editor



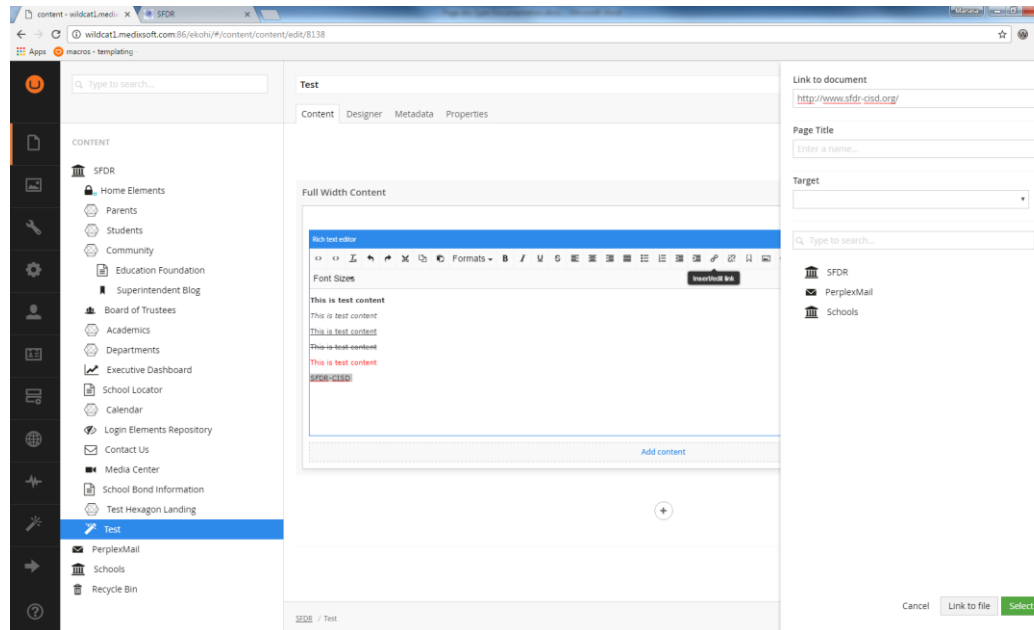
As I mentioned we can **control the basics such as styling and alignment**. When we hover over the menu it tells us what the options are. Most are self-explanatory such as **alignment, bullets, indentation** but there are a few options that require more info. The **Formats dropdown** will be filled with pre-set styles that the web-designers have set up.

- Apply the styles and formatting



The **insert/edit link** is very useful and links to other websites or files.

- If I select SFDR-CISD and press insert link I will get a side menu.
- I now add www.sfdr-cisd.org to the URL box,
- Make sure to include the http:// or https:// ,otherwise it will think it is a level two page under root page.
- I will leave page title blank and choose my target to open the page in a new window or tab.



- Click on select
- website url has linked to SFDR-CISD Text
- Go to metadata tab
- check “Include in navigation” to display the content on website
- click on Save/Save and Publish



content - wildcat1.medi... Test

wildcat1.medi.../test/

Apps macros - templating

CALENDAR MEDIA CENTER CONTACT US LOGIN Select Language

SAN FELIPE DEL RIO
SFDR
CONSOLIDATED

SAN FELIPE DEL RIO CISD
CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Parents Students Community Board of Trustees Academics Departments School Locator School Bond Information Test Hexagon Landing Schools

This is test content
This is test content
This is test content
This is test content
This is test content
SFDR-CISD

Google Faculty Staff Alumni Parents
Directory Maps Quick Links Campus Notices SFDR CISD Make a Gift

Emergency info
xMail
Non-Discrimination Statement
Contact Webmaster

San Felipe Del Rio CISD
Administration Bldg.
315 Girner St.
Del Rio, Texas 78840
(830) 778-4000

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Marquee

Creating/Editing Marquee

In order to create marquee in Ekohi CMS, we need to first create a Marquee repository.

Marquee Repository contains collection of marquees.

How to create Marquee Repository?

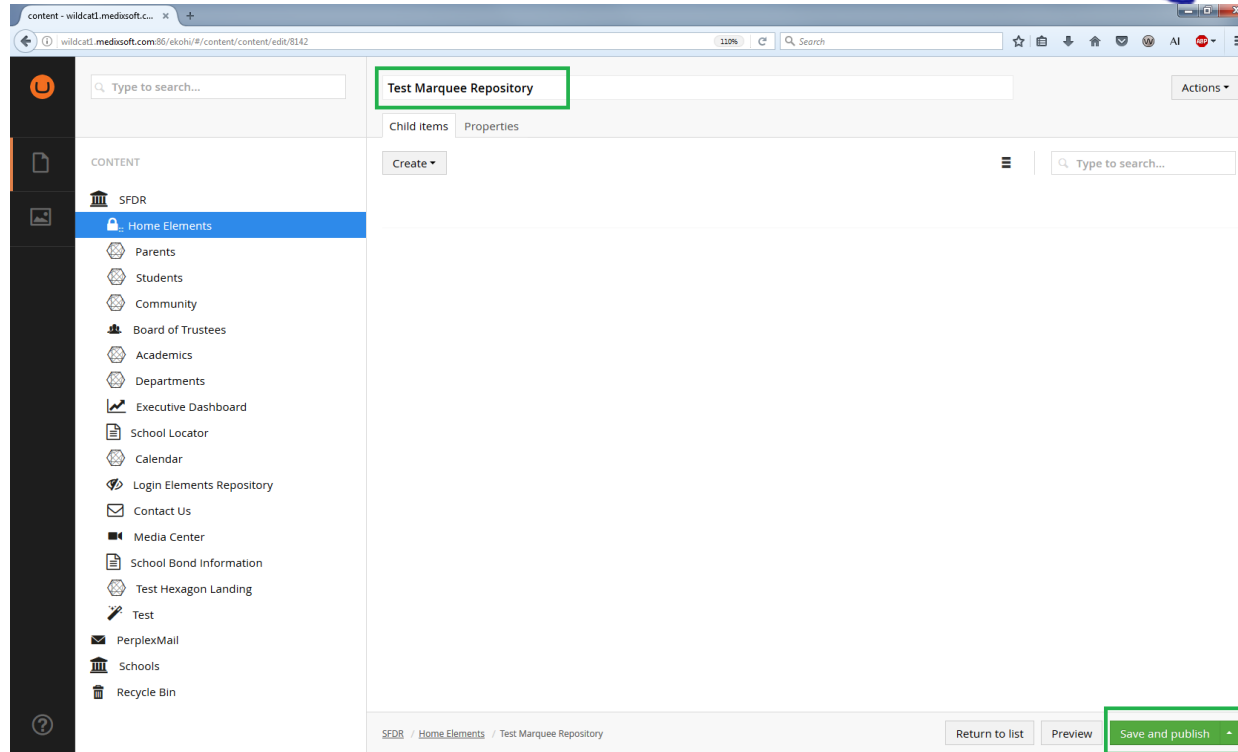
- Go to Content tree
- Select Home Elements → click on 3 dots and select **Marquee Repository** Document type. (or) Right click on 3 dots → select create and then choose **Marquee Repository** Document type.



The screenshot shows a web application interface for creating content. The 'Create' menu is open, and 'Marquee Repository' is highlighted with a green box. A table of existing repositories is visible on the right.

LAST EDITED	CREATED BY
2017-02-22 14:24	Venkata Wunnava
2017-02-22 10:59	Manasa Arukala
2016-12-02 14:34	Venkata Wunnava
2016-12-02 14:32	Manasa Arukala
2016-12-02 14:34	Manasa Arukala
2017-01-04 14:05	Administrator
2017-02-21 15:17	Kiranmayi Thota
2017-02-21 15:12	Kiranmayi Thota
2017-02-21 15:23	Kiranmayi Thota
2017-02-21 15:21	Kiranmayi Thota

- Give a name to Marquee Repository



- Click on Save / Save and Publish

The Marquee Repository has been created successfully.

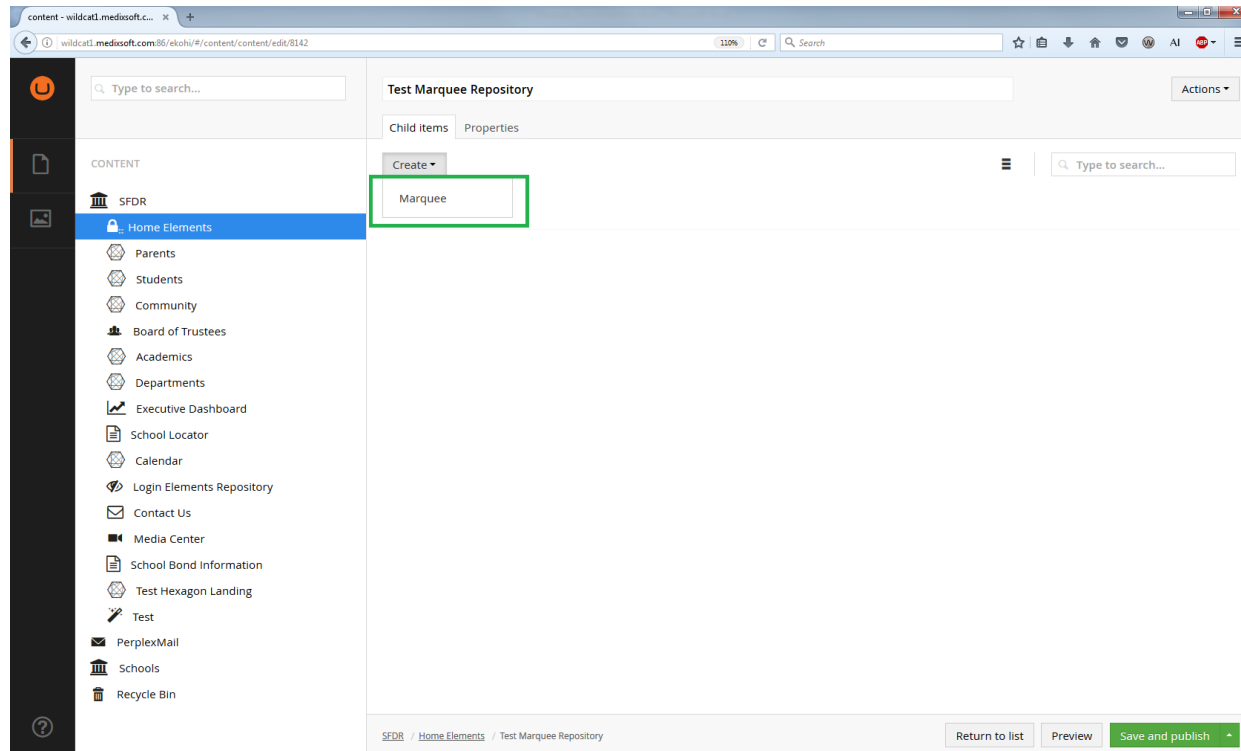
Now we have to create Marquee(s) in the Marquee Repository.

How to create Marquee?

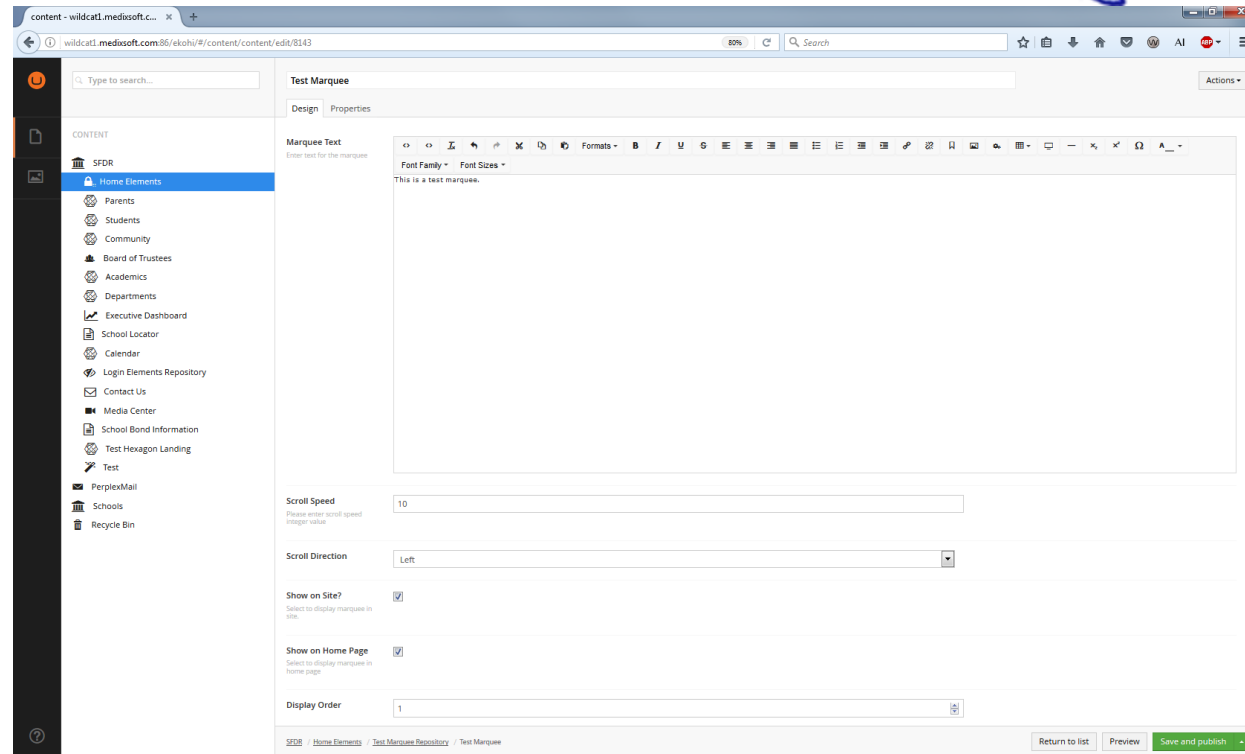
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- Go to Content tree
- Select Home Elements → navigate to Marquee Repository (Test Marquee Repository)
- Click on Create button → select Marquee



- Enter a name for marquee

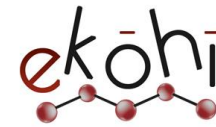


- In the Design tab we have various properties to fill in.
 - Marquee Text: This is where marquee text to be defined. It is a rich text editor property, we can apply different styles to our marquee text like color, font , size etc.
 - Scroll speed: The Scrolling speed of the marquee text, it is a numeric value(ex:10).



- Scroll Direction: In which direction marquee text should go, here we have two options in the dropdown box, right and left.
 - Show on site?: check to display marquee on site.
 - Show on Home Page?: check to display marquee on Home page.
 - Display order: If we have multiple marquees in our Marquee repository then we can choose the display order of marquees.
-
- Click on Save / Save and Publish

The Marquee has been created successfully.



The screenshot shows the website for San Felipe del Rio Consolidated Independent School District. At the top, there is a navigation bar with links for 'CALENDAR', 'MEDIA CENTER', and 'CONTACT US'. A search bar and a 'LOGIN' button are also present. The main header features the SFDR logo and the text 'SAN FELIPE DEL RIO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT'. Below this is a secondary navigation menu with links for 'Parents', 'Students', 'Community', 'Board of Trustees', 'Academics', 'Departments', 'School Locator', 'School Bond Information', 'Test Hexagon Landing', and 'Schools'. The main content area is divided into three sections: 'ELEMENTARY SCHOOL' with an image of young children, 'HIGH SCHOOL' with an image of a group of students and staff, and 'MIDDLE SCHOOL' with an image of students working on a project. A green box highlights the text 'This is a Test Marquee' below the elementary school section. Below these sections are two columns: 'Featured News' with two articles titled 'WACO' and 'WATCH D.O.G.S. duties', and 'Upcoming Events' which includes a calendar for April 2017.

April 2017							Events
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
25	26	27	28	29	30	1	

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Featured News Repository

In this section we will know how to create, edit, delete, sort ,un publish and re publish Featured news .

Creating/Editing Featured News Repository

A featured news repository comprises of Campus News and Announcements Links which are displayed in the home tab screen of the school website.

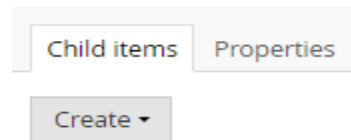
We use a featured news repository to add new content under campus news or announcements. If there is no Campus news or Announcements created earlier, we need to create new campus news/ Announcements.

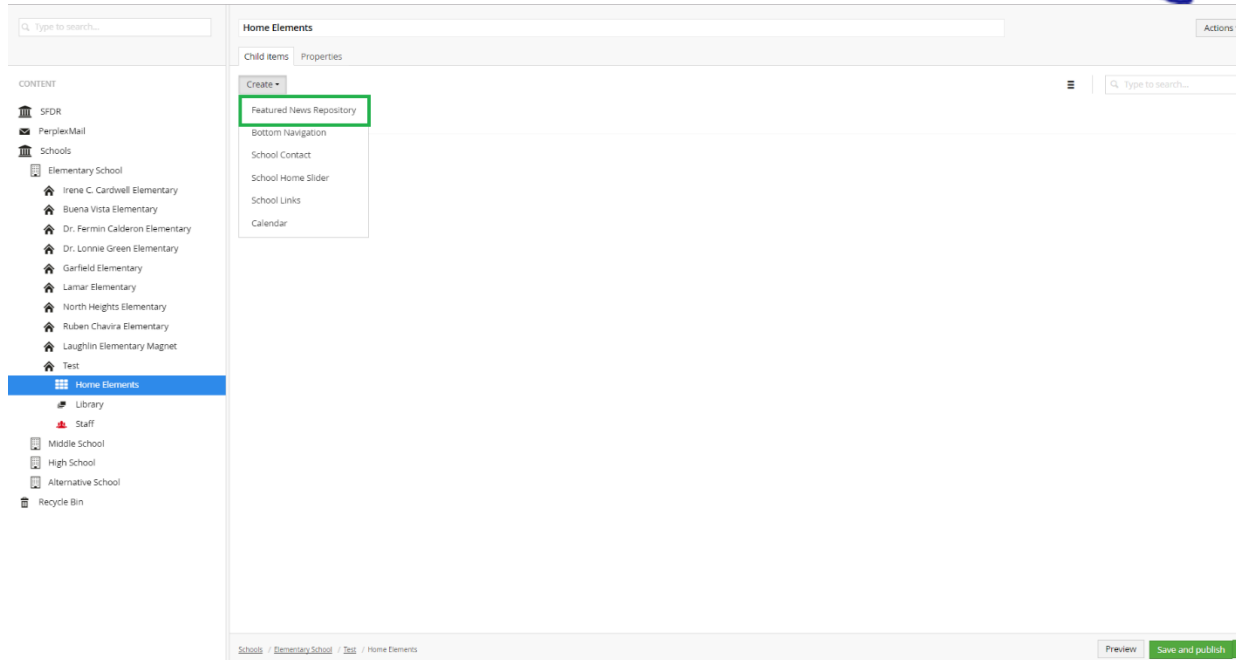
To create Campus news/ Announcements under featured news repository,

Follow these steps-

Method 1-

- Click on the three dots next to the Home elements link in the content section under the school name.
- A screen is shown in the right with 'create' drop down button under 'Child items' tab.
- Click on Featured News Repository as highlighted.





Method 2 –

- Click on the 3 dots beside Home elements.
- A window is expanded with few options shown in the below image.
- Select School links as highlighted in the below image.
- A new screen is shown with fields to enter content regarding Campus news/ Announcements.



SORT	LAST EDITED	CREATED BY
0	2017-04-19 14:12	Kiranmayi Thota
1	2017-04-19 14:12	Kiranmayi Thota
2	2017-04-19 14:12	Kiranmayi Thota

Method 3-

- Right click on the three dots beside home elements under the school name in the content section.
- Few options are expanded like create, delete, move etc. Click on 'Create'.
- A window is expanded same as above image.
- Click on featured news repository.



	Sort	Last Edited	Created By
0		2017-04-19 14:12	Kiranmayi Thota
1		2017-04-19 14:12	Kiranmayi Thota
2		2017-04-19 14:12	Kiranmayi Thota

Method 4-

- Click on the Home elements link in the content section under the school name.
- We can find Actions drop down button on the top right corner of the screen.



The screenshot shows a web application interface for 'Home Elements'. On the left is a 'CONTENT' sidebar with a tree view including 'SFDR', 'PerplexMail', 'Schools', 'Elementary School', and various elementary schools. The main area is titled 'Home Elements' and contains a table with columns for NAME, SORT, LAST EDITED, and CREATED BY. The table lists 'School Upcoming Events', 'Programs', and 'Quick Links'. An 'Actions' menu is open on the right, with 'Create' highlighted. At the bottom, there are 'Preview' and 'Save and publish' buttons.

NAME	SORT	LAST EDITED	CREATED BY
School Upcoming Events	0	2017-04-19 14:12	Kiranmayi Thota
Programs	1	2017-04-19 14:12	Kiranmayi Thota
Quick Links	2	2017-04-19 14:12	Kiranmayi Thota

- Click 'create' to view extended screen. Refer below image.
- Select Featured News Repository as highlighted in below image.
- A new screen is displayed which allows us to enter content.



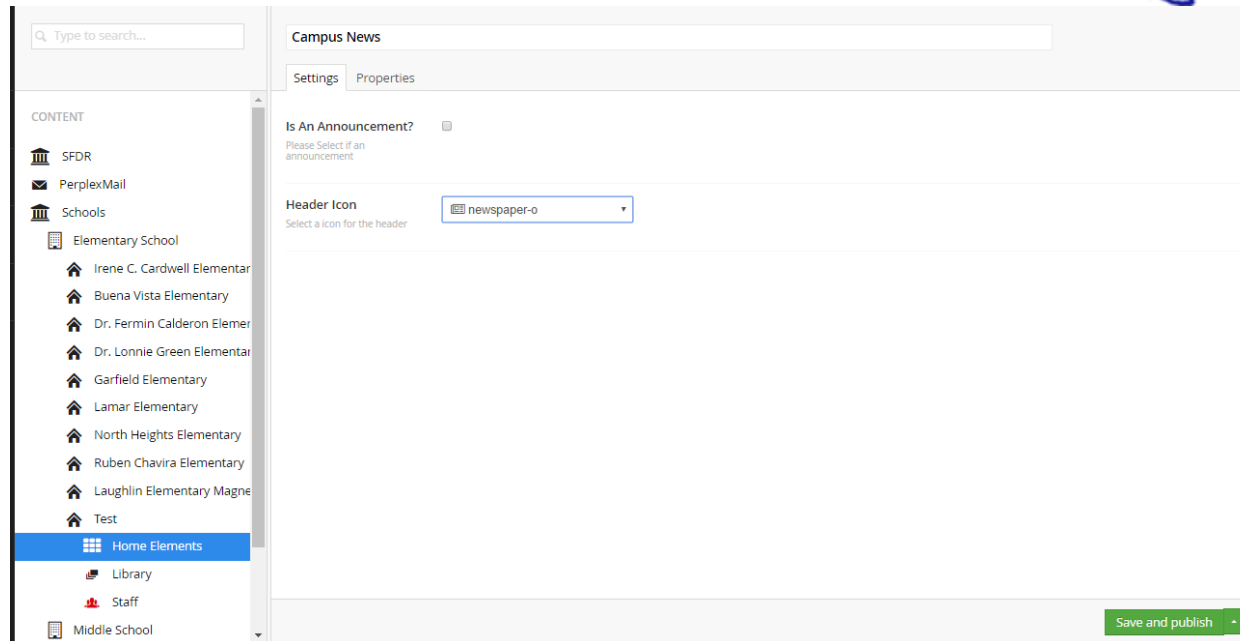
SORT	LAST EDITED	CREATED BY
0	2017-04-19 14:12	Kiranmayi Thota
1	2017-04-19 14:12	Kiranmayi Thota
2	2017-04-19 14:12	Kiranmayi Thota

Note* - Follow the above methods if there is no Featured News Repository created prior.

With the Featured News Repository selection, a new screen is displayed with two tabs- Settings and Properties.

In this selection we could either create content regarding Campus News or Announcements.

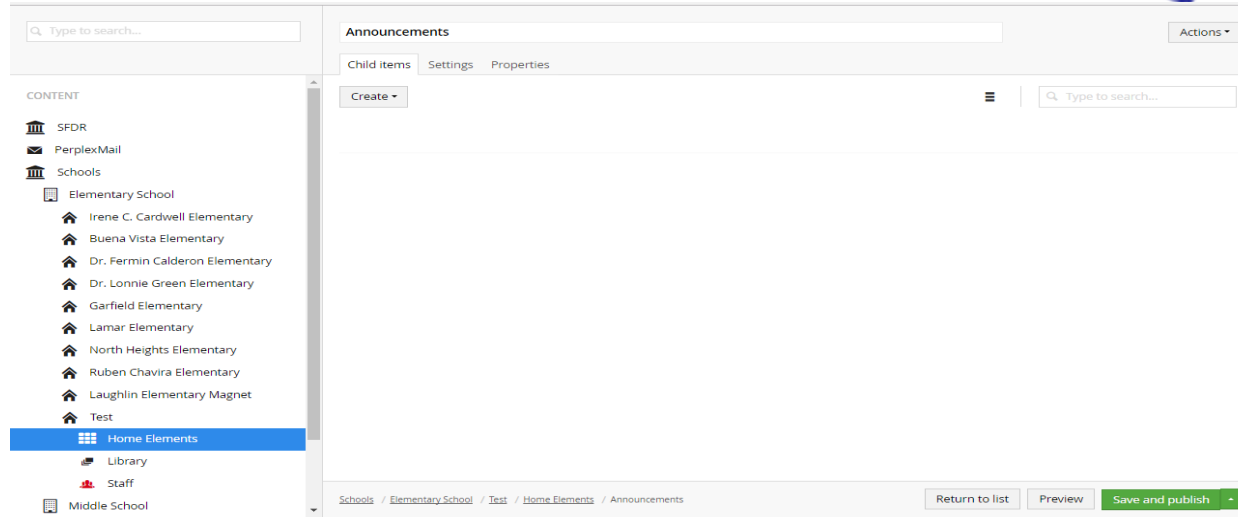
- **Settings-** This tab has two fields.
 - **Is An Announcement?-** Check this box if it is an announcement.
 - **Header Icon-** Select an icon related to Campus News/Announcements from the drop down list to display beside the heading.



Click 'Save and Publish'. This will ensure that the campus news/ announcements section is created.

The properties tab has properties related to the page. We usually do not change anything here.

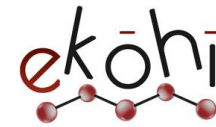
After creating the campus News or announcements, the screen will look like this below image. The current screen will still allow us to create a new featured news repository.



Now, to view the newly/existing created announcements/campus news, click on the Home elements located under the school name to the left.

The below steps are the same for pre created Announcements/Campus news or the newly created Announcements/Campus news.

Steps to follow if the Featured News Repository is already created-



The screenshot shows a content management system interface. On the left is a navigation menu with categories like SFDR, PerplexMail, Schools, and Middle School. The 'Home Elements' section is selected. The main area displays a table of content items:

NAME	SORT	LAST EDITED	CREATED BY
Campus News	0	2017-04-04 15:30	Kiranmayi Thota
Announcements	1	2017-04-05 10:55	Kiranmayi Thota

At the bottom right, there are 'Preview' and 'Save and publish' buttons. The breadcrumb trail at the bottom reads: Schools / Elementary School / Test / Home Elements.

Adding Content-

If we want to add content to Campus News, click on Campus news. And create a featured news under 'create' tab.

Similarly if we want to add content to Announcements, click on Announcements shown in the below image. Create a featured news under 'create' tab.



Campus News Actions ▾

Child items Settings Properties

Create ▾ ☰

Featured News

[Schools](#) / [Elementary School](#) / [Test](#) / [Home Elements](#) / [Campus News](#) Return to list Preview Save and publish ▾

The new screen after the click of create, looks like the image below.



There are three main tabs under this section. They are Introduction, News article, Properties.

Introduction tab-

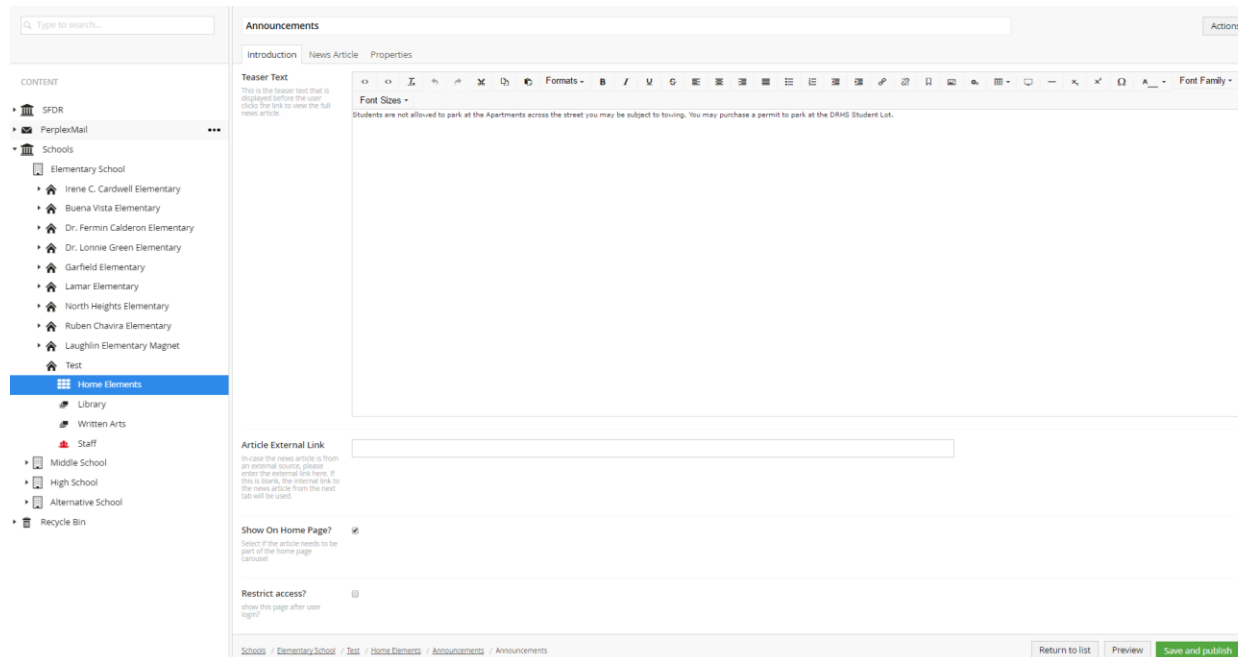
Let us consider the introduction tab to fill the fields. This tab shows the content as the teaser text. To view the content, user can click on the links displayed on the website. For the user to view those links and teaser text, we should add content under this introduction tab.

- **Is an Announcement?** – Check this if the content is an announcement.
- **Header Icon-** select a icon from the drop down box related to the news or announcements if any.
- **Header Text-** Give the heading related to the news/announcements.
- **Header Image-** Give an image related to the content.

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- **Teaser Text-** Give few lines of the main content as teaser text.
- **Article External Link-** Give a URL link if this article is related to other website.
- **Show on Home Page-** Check this to show this article on main home screen.
- **Restrict Access?-** Check to show the link after member login.



Tab 2- News Article-

News article follows a grid layout. With the grid layout, we could add content in

- 1 column layout
- 2 column layout (can divide screen into 40/60 part of screen width or 60/40 part of screen width)
- 2 column half n half (divides the content in the screen equally -50/50)

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Click 'Save and Publish' to publish the filled in details in the website.

Tab 3- Properties-

The properties tab has properties related to the page. We usually do not change anything here.

Website View-

Once all the content in the featured news repository is created and published, the website looks something like this.

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Note*- Only the fields filled in are displayed in the Website.

Search SFDR CISD HOME SCHOOL SITES +

Test

Home Library Written Arts Staff

School Calendar

April 2017 month week day < > list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29 school events	30	31	1
2	3	4	5 school events	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Programs

- Bilingual Academics
- Fine Arts
- Gifted and Talented
- Leader In Me
- Power Hour

Quick Links

- Attendance
- PE/Art/Music Schedule
- Library Schedule
- Lunch Schedule
- Power Hour Schedule

Upcoming Events

05
APR

school events
test event

14
MAR

Spring Break Begins!
Spring Break Begins - Classes return to session on March 20th.

Announcements

Students and Parents

Students are not allowed to park at the Apartments across the street you may be subject to towing. You may purchase a permit to park at the DRHS Student Lot.

[Test Announcement Heading](#)

This is a test

Campus News

Improving School Readiness

teachers visit various kindergarten classrooms to observe teaching strategies and student engagement with the content. They also meet with district kindergarten teachers to discuss revision of school readiness goals to improve student achievement through curriculum vertical alignment.



Deleting Featured news Repository-

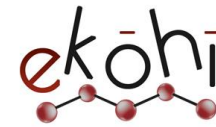
Deleting featured news repository can be anything like deleting the Campus news/ Announcements completely or deleting few of the news articles inside campus news/ announcements.

Deleting a Campus News/Announcement/ few articles-

To delete few articles under campus news/ announcements, click on any one of the child item (campus news/ announcements) under home elements section.

For example, considering announcements.



- After clicking on the announcements (Hover over announcements to get underlined text), all the announcement articles under announcements are visible. Refer below image.



Announcements Actions ▾

Child items Settings Properties

Create ▾ ☰

<input type="checkbox"/>	NAME	SORT ▲	LAST EDITED	CREATED BY	HOME PAGE?
<input type="checkbox"/>	 Announcements	0	2017-04-19 15:18	Kiranmayi Thota	1
<input type="checkbox"/>	 Announcement 2	1	2017-04-19 15:23	Kiranmayi Thota	1

Schools / [Elementary School](#) / [Test](#) / [Home Elements](#) / Announcements

[Return to list](#) [Preview](#) [Save and publish](#) ▾

- Select any announcement article link by clicking on the image beside the name.
- Once clicked on any of the announcements, a tick mark appears beside the name replacing the logo- image.



Announcements

Child Items Settings Properties

Clear selection 1 of 2 selected Publish Unpublish Copy Move Delete

NAME	SORT	LAST EDITED	CREATED BY	HOME PAGE?
Announcements	0	2017-04-19 15:18	Kiranmayi Thota	1
Announcement 2	1	2017-04-19 15:23	Kiranmayi Thota	1

Schools / Elementary School / Test / Home Elements / Announcements

Return to list Preview Save and publish

- Along the tick mark, few other options are also displayed- Publish, Unpublish, Copy, Move and Delete.
- Select delete option. A confirmation dialog box appears.
- Click 'ok' to delete.
- Click on save and publish to apply changes.

Deleting all Campus News/ Announcements under Featured news Repository-

- Click on Home elements in the content section
- Select either announcements/ campus news by clicking on the logo-image beside the name.



Home Elements

Child items Properties

Clear selection 1 of 5 selected Publish Unpublish Copy Move Delete

NAME	SORT	LAST EDITED	CREATED BY
Programs	0	2017-04-19 14:13	Kiranmayi Thota
Quick Links	1	2017-04-19 15:07	Kiranmayi Thota
School Upcoming Events	2	2017-04-19 15:07	Kiranmayi Thota
Announcements	3	2017-04-19 15:09	Kiranmayi Thota
Campus News	4	2017-04-19 15:13	Kiranmayi Thota

Schools / Elementary School / Test / Home Elements Preview Save and publish

- Once clicked on campus news/announcements a tick mark appears beside the name replacing the logo image.
- Along the tick mark, few other options are also displayed- Publish, Unpublish, Copy, Move and Delete.
- Select delete option. A confirmation dialog box appears.
- Click 'ok' to delete.
- Click on save and publish to apply changes.

Unpublishing a Featured News Repository-

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Unpublishing is always safe rather than deleting as, the content is always present in the Ekohi CMS but it would not be displayed in the website.

Unpublishing featured news repository can be anything like unpublishing the announcements/campus news completely or unpublishing few of the links inside program or quick links.

Unpublishing Announcements/Campus News-

- Click on Home elements in the content section
- Select either announcements/campus news by clicking on the logo-image beside the name.

The screenshot shows the 'Home Elements' management interface. On the left is a 'CONTENT' sidebar with a search bar and a tree view of categories: SFDR, PerplexMail, Schools, Elementary School, Home Elements (selected), Library, Written Arts, and Staff. The main area displays a table of items with columns for NAME, SORT, LAST EDITED, and CREATED BY. The 'Campus News' item is selected, indicated by a green checkmark in a circle next to its name. Above the table, the 'Unpublish' button is highlighted with a green box. Other buttons include 'Publish', 'Copy', 'Move', and 'Delete'. At the bottom, there are 'Preview' and 'Save and publish' buttons.

NAME	SORT	LAST EDITED	CREATED BY
Programs	0	2017-04-19 14:13	Kiranmayi Thota
Quick Links	1	2017-04-19 15:07	Kiranmayi Thota
School Upcoming Events	2	2017-04-19 15:07	Kiranmayi Thota
Announcements	3	2017-04-19 15:09	Kiranmayi Thota
Campus News	4	2017-04-19 15:13	Kiranmayi Thota

- Once clicked on any of the featured news, a tick mark appears beside the name replacing the logo- image.
- Along the tick mark, few other options are also displayed- Publish, Unpublish, Copy, Move and Delete.

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- Select Unpublish option. The news link is faded representing its unpublished.
- Click on save and publish to apply changes.

To republish the featured news links, click on the logo - image and select publish option. Click on save and publish to apply changes.

Unpublishing few news articles inside announcements/campus new sections-

To unpublish few articles under announcements/campus new, click on any one of the child item (announcements/campus news) under home elements section.

For example, considering announcements.

- Click on announcements. A new screen is displayed with all the announcements list.
- Select any announcement article by clicking on the logo-image beside the name.
- Once clicked, a tick mark appears beside the name replacing the logo- image.
- Along the tick mark, few other options are also displayed- Publish, Unpublish, Copy, Move and Delete.
- Select Unpublish option. The news link is faded representing its unpublished.
- Click on save and publish to apply changes.

To republish the articles back, click on the logo- image and select publish option. Click on save and publish to apply changes.

Sorting the Order of campus news/announcements displayed in website-

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To sort the order of campus news and announcements locations,

Method 1-

- Select Home elements. A new screen is displayed with the home elements list.
- Click on the actions drop down button located at top right corner.

NAME	SORT	LAST EDITED
Programs	0	2017-04-19 14:13
Quick Links	1	2017-04-19 15:07
School Upcoming Events	2	2017-04-19 15:07
Campus News	3	2017-04-19 16:27
Announcements	4	2017-04-19 16:27

- Select 'Sort'. This expands a screen as shown below.
- In this screen click and drag the announcements or campus news to the targeted position.
- Click 'save' and then save and publish to apply changes.



CONTENT

- SFDR
- PerplexMail
- Schools
 - Elementary School
 - Irene C. Cardwell Elementary
 - Buena Vista Elementary
 - Dr. Fermin Calderon Elementary
 - Dr. Lonnie Green Elementary
 - Garfield Elementary
 - Lamar Elementary
 - North Heights Elementary
 - Ruben Chavira Elementary
 - Laughlin Elementary Magnet
 - Test
 - Home Elements**
 - Library
 - Written Arts
 - Staff

Sort

Drag the different items up or down below to set how they should be arranged. Or click the column headers to sort the entire collection of items

Name	Creation date	Sort order
Programs	4/18/2017 10:27 AM	0
Quick Links	4/18/2017 11:44 AM	1
School Upcoming Events	4/18/2017 4:09 PM	2
Announcements	4/19/2017 3:09 PM	3
Campus News	4/19/2017 3:13 PM	4

Cancel Save

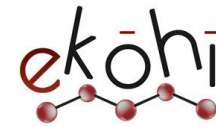
LAST EDITED CREATED BY

2017-04-19 14:13	Kiranmayi Thota
2017-04-19 15:07	Kiranmayi Thota
2017-04-19 15:07	Kiranmayi Thota
2017-04-19 16:27	Kiranmayi Thota
2017-04-19 16:27	Kiranmayi Thota

Preview Save and publish

Method 2-

- Right click on the three dots beside Home Elements located under the school name in the content section.
- This click expands a screen with options like create, delete, sort.
- Select Sort as shown in the below image.
- A new window is popped as shown in above image.
- In this screen click and drag the announcements or campus news to the targeted position.
- Click 'save' and then save and publish to apply changes.

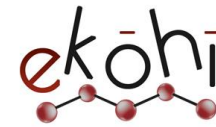


The screenshot shows a content management system interface. On the left is a 'CONTENT' sidebar with a tree view including 'SFDR', 'PerplexMail', 'Schools', and 'Elementary School'. Under 'Elementary School', several schools are listed, with 'Home Elements' selected. The main area is titled 'Home Elements' and contains a table with columns 'SORT', 'LAST EDITED', and 'CREATED BY'. The 'Sort' button in the left-hand menu is highlighted with a green box. The table contains five rows of data.

SORT	LAST EDITED	CREATED BY
0	2017-04-19 14:13	Kiranmayi Thota
1	2017-04-19 15:07	Kiranmayi Thota
2	2017-04-19 15:07	Kiranmayi Thota
3	2017-04-19 16:27	Kiranmayi Thota
4	2017-04-19 16:27	Kiranmayi Thota

Note*- While sorting campus news and announcements, they both can interchange their position in the website. Featured news repository is designed to be displayed below calander only.

Though, the sorting allows us to move any of the featured news to any target location, the result is not displayed in the website.



Website view before sorting-

Search [] SFDR CISD HOME SCHOOL SITES ▾

Test

Home Library Written Arts Staff

School Calendar

April 2017 month week day < > list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5 school events	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Announcements

Students and Parents

Students are not allowed to park at the Apartments across the street you may be subject to towing. You may purchase a permit to park at the DRHS Student Lot.

[Test Announcement Heading](#)

This is a test

Campus News

Improving School Readiness

teachers visit various kindergarten classrooms to observe teaching strategies and student engagement with the content. They also meet with district kindergarten teachers to discuss revision of school readiness goals to improve student achievement through curriculum vertical alignment.

Upcoming Events

05 APR
school events
test event

14 MAR
Spring Break Begins!

Programs

- Bilingual Academics
- Fine Arts
- Gifted and Talented
- Leader In Me
- Power Hour

Quick Links

- Attendance
- PE/Art/Music Schedule
- Library Schedule
- Lunch Schedule
- Power Hour Schedule



Website view after sorting-

Search SFDR CISD HOME SCHOOL SITES +

Test

Home Library Written Arts Staff

School Calendar

April 2017 month week day < > list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29 school events	30	31	1
2	3	4	5 school events	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Campus News

Improving School Readiness

teachers visit various kindergarten classrooms to observe teaching strategies and student engagement with the content. They also meet with district kindergarten teachers to discuss revision of school readiness goals to improve student achievement through curriculum vertical alignment.

Announcements

Students and Parents

Students are not allowed to park at the Apartments across the street you may be subject to towing. You may purchase a permit to park at the DRHS Student Lot.

Test Announcement Heading

This is a test

Programs

- Bilingual Academics
- Fine Arts
- Gifted and Talented
- Leader In Me
- Power Hour

Quick Links

- Attendance
- PE/Art/Music Schedule
- Library Schedule
- Lunch Schedule
- Power Hour Schedule

Upcoming Events

05
APR

school events
test event

14
MAR

Spring Break Begins!

Spring Break Begins! Classes return to session on March 20th.



Upcoming Events

In this section we will know how to create, edit , delete, sort ,un publish and re publish Upcoming Events.

Creating/Editing Upcoming Events

To add new events under upcoming events, we use upcoming events document type.

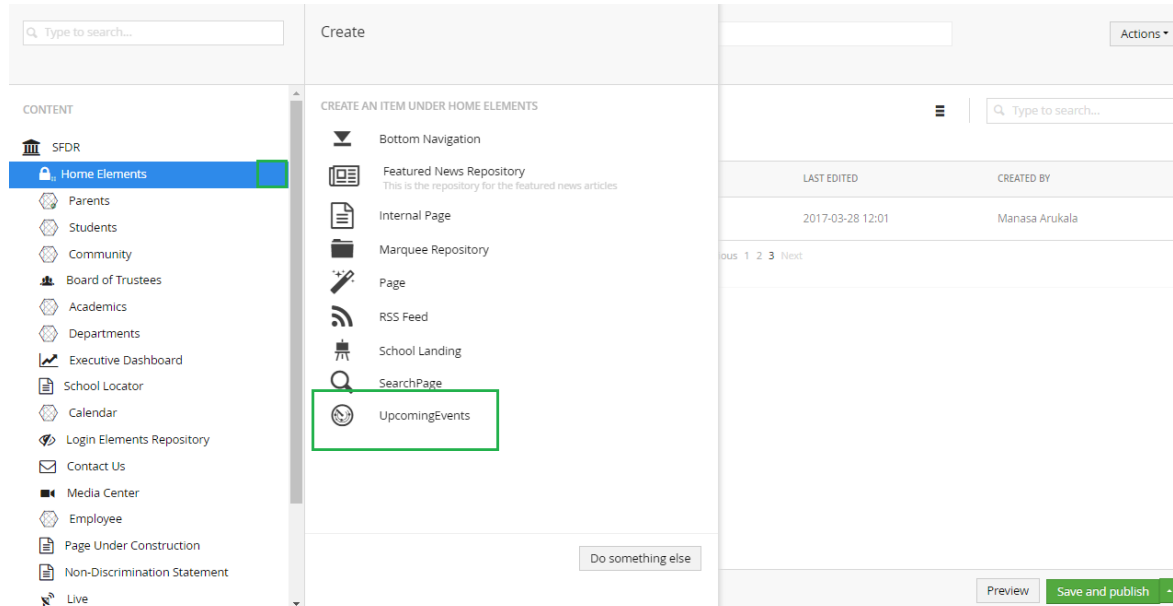
We can add upcoming events only to the district but not to schools.

Most of the times, we can find upcoming events already created under home elements.

If the upcoming events section is not created, follow these steps-

To create new upcoming events, there are four possible ways.

Method 1-



- Click on the three dots next to the Home elements link in the content section under SFDR.
- A screen is extended to view options shown in above image.
- Select Upcoming Events document type as highlighted.
- A new screen is displayed which allows us to enter content.

Method 2-

- Right click on the three dots next to the Home elements link in the content section under SFDR.
- A screen is extended to the right with options like create, delete, move etc.
- Select create option as shown in image below.
- The same window as in above method is displayed. (Refer above image)
- Select Upcoming Events document type as highlighted.
- A new screen is displayed which allows us to enter content.

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The screenshot shows a web application interface. On the left is a navigation menu under the heading 'CONTENT'. The menu items include: SFDR, Home Elements (highlighted in blue), Parents, Students, Community, Board of Trustees, Academics, Departments, Executive Dashboard, School Locator, Calendar, Login Elements Repository, Contact Us, Media Center, Employee, Page Under Construction, Non-Discrimination Statement, and Live. The main content area is titled 'Home Elements' and contains a search bar, a '+ Create' button (highlighted with a green box), and a list of items. The list has columns for 'SORT', 'LAST EDITED', and 'CREATED BY'. One item is visible: 'chnical Ed...' with a value of '40' in the SORT column, '2017-03-28 12:01' in the LAST EDITED column, and 'Manasa Arukala' in the CREATED BY column. At the bottom of the main area are 'Preview' and 'Save and publish' buttons.

Method 3-

- Click on the Home elements link in the content section under SFDR.
- A new screen is displayed with two tabs – child items, Properties.
- Click on 'create' drop down button under 'Child items' tab.
- This drop down expands with few document types.
- Select Upcoming Events as highlighted in below image.
- A new screen is displayed which allows us to enter content.



	SORT ^	LAST EDITED	CREATED BY
Technical Ed...	40	2017-03-28 12:01	Manasa Arukala

Method 4-

- Click on the Home elements link in the content section under SFDR.
- We can find Actions drop down button on the top right corner of the screen.
- Click 'create' to view extended screen. Refer below image.
- Select Upcoming Events as highlighted in below image.
- A new screen is displayed which allows us to enter content.



The screenshot shows a web application interface for 'Home Elements'. On the left is a navigation menu with items like 'Parents', 'Students', 'Community', etc. The main area has a search bar and a 'Create' button. Below is a table with columns 'NAME', 'SORT', and 'LAST EDITED'. One row is visible: 'Middle School Career & Technical Ed...' with a sort value of '40' and a last edited date of '2017-03-28 12:01'. An 'Actions' dropdown menu is open, listing options like 'Create', 'Delete', 'Move', 'Copy', 'Change Document Type', 'Sort', 'Rollback', 'Audit Trail', 'Publish', 'Send To Publish', 'Culture and Hostnames', 'Permissions', 'Public access', 'Notifications', 'Send To Translation', and 'Reload'. At the bottom right are 'Preview' and 'Save and publish' buttons.

NAME	SORT	LAST EDITED
Middle School Career & Technical Ed...	40	2017-03-28 12:01

If Upcoming events is created prior to this, we can add new events using the Upcoming event archetype property editor.

To do so, click on the upcoming events under the child items. The created upcoming events section can be seen in the below image.



Home Elements

Child items | Properties

Create +

NAME	SORT	LAST EDITED	CREATED BY
Schools	18	2017-03-29 17:05	Venkata Wunnava
Bottom Navigation	19	2017-03-04 19:46	Manasa Anukala
Featured News	21	2017-02-27 15:10	Venkata Wunnava
Marquee	23	2016-12-02 14:32	Manasa Anukala
Search Results	24	2016-12-02 14:34	Manasa Anukala
Upcoming Events	25	2017-03-15 12:04	Administrator
Leader In Me	26	2017-02-28 15:21	Kiranmayi Thota
Bilingual Academics	27	2017-02-28 15:22	Kiranmayi Thota
Gifted & Talented	28	2017-02-22 14:08	Kiranmayi Thota
Power Hour/Power Block	29	2017-02-22 14:09	Kiranmayi Thota

Previous 1 2 3 Next

Preview Save and publish

In the new screen, Enter the heading Upcoming events (If not given/created earlier) Also, there are two tabs - Design, Properties.



Adding Content

- **Upcoming Events List-** It is a archetype property editor. i.e, any number of calendar events could be created using this editor.
- **Event Name-** Enter a name for the event.
- **Event Description-** Give a description of what the event is about.
- **Date and Time-** Select the event's time and date.
- **Date Color-** We can pick a color to the corresponding event. It is something like color coded to that event.
- **Include in Navigation-** Check this to show all the events on the website. (Checking this is mandatory.)
- **Restrict Access?-** Check to show upcoming events after member login.



Property Tab-

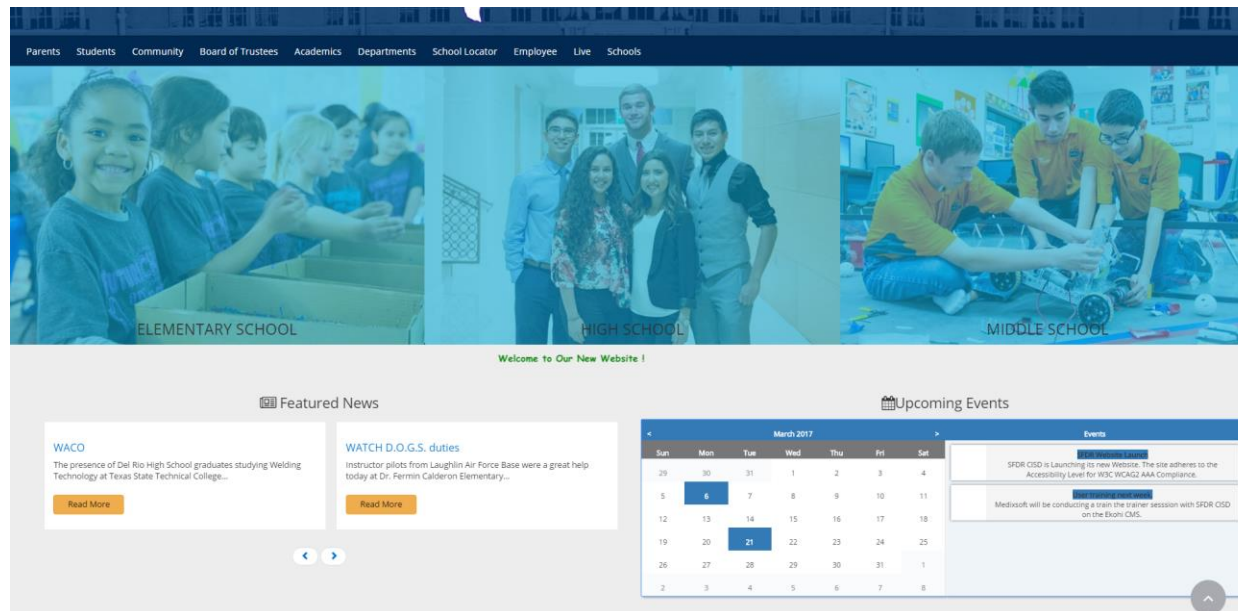
- The properties tab has properties related to the page. We usually do not change anything here.

Click 'Save and Publish' to publish the filled in details in the website.

Website View-

Once all the content in the calendar is created and published, the website looks something like this.

Note*- Only the fields filled in are displayed in the Website.





Deleting event –

- To delete any event inside the upcoming events, there is a **X** symbol beside the upcoming event list archetype property editor.
- Click on **X** sign beside the event link to delete.
- A confirmation dialogue box appears. Click 'Ok'.
- Click on save and publish to apply changes.

Upcoming Events Actions ▾

Design Properties

Upcoming Event List

- Upcoming Event + + ⏻ X
- Upcoming Event + + ⏻ X

Include In Navigation?
Please select this to include in navigation

Restrict access?
show this page after user login?



Deleting district Upcoming events from Home elements-

Deleting the upcoming events from home elements is restricted. Hence, it is not possible to delete upcoming events section.


Unpublishing an event-

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- To unpublish few events under upcoming events, click on home elements under content section in SFDR.
- Select upcoming events (hover on the words school upcoming events and click on it) under child items to view all the events listed.
- There is an  power button beside the Upcoming event list archetype property editor.
- Click on the  button related to the link to unpublish and the link is faded indicating that the link is unpublished.
- Click on save and publish to apply changes.

Publishing back the unpublished events-

- To republish the events, click on the  power button beside the Calendar event archetype property editors again.
- This will republish the event back.

Unpublishing All Upcoming Events-

Un-publishing the upcoming events from home elements is restricted. Hence, it is not possible to Un-publish upcoming events section.

Website view after deleting/un-publishing events-


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The screenshot shows the San Felipe del Rio Consolidated Independent School District website. At the top, there is a navigation menu with links for Parents, Students, Community, Board of Trustees, Academics, Departments, School Locator, Employee, Live, and Schools. Below the navigation is a banner with three images representing Elementary School, High School, and Middle School. A message reads "Welcome to Our New Website!". Below the banner are two sections: "Featured News" and "Upcoming Events". The "Featured News" section has two articles: "WACO" and "WATCH D.O.G.S. duties". The "Upcoming Events" section shows a calendar for March 2017 and an event titled "SFDR CISD is Launching a new Website. The site adheres to the Accessibility Level for W3C WCAG2 AAA Compliance."

How to Sort the events?

Change the order of the events displayed in the website-

- Select upcoming events to view the upcoming event list.
- If there are multiple events visible, we can reorder/sort the positions of the events displayed in the website.
- We can find  symbol beside the upcoming event list archetype properties.
- Click on this symbol along side of the event to move.
- Click, hold and drag to a position we want to change it.
- This will reorder/sort the events visible on the website.

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Website view after sorting-

CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Parents Students Community Board of Trustees Academics Departments School Locator Employee Live Schools

ELEMENTARY SCHOOL HIGH SCHOOL MIDDLE SCHOOL

Welcome to Our New Website!

Featured News

- WACO**
The presence of Del Rio High School graduates studying Welding Technology at Texas State Technical College...
[Read More](#)
- WATCH D.O.G.S. duties**
Instructor pilots from Laughlin Air Force Base were a great help today at Dr. Fermin Calderon Elementary...
[Read More](#)

Upcoming Events

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Events

- Medixsoft will be conducting a train the trainer session with SFDR CISD on the Ebusi CMS.**
- SFDR CISD is Launching its new Website. This site adheres to the Accessibility Level for W3C WCAG2 AAA Compliance.**



School Internal Page

In this section we will know how to create, edit , delete, sort ,un publish and re publish School Internal page.

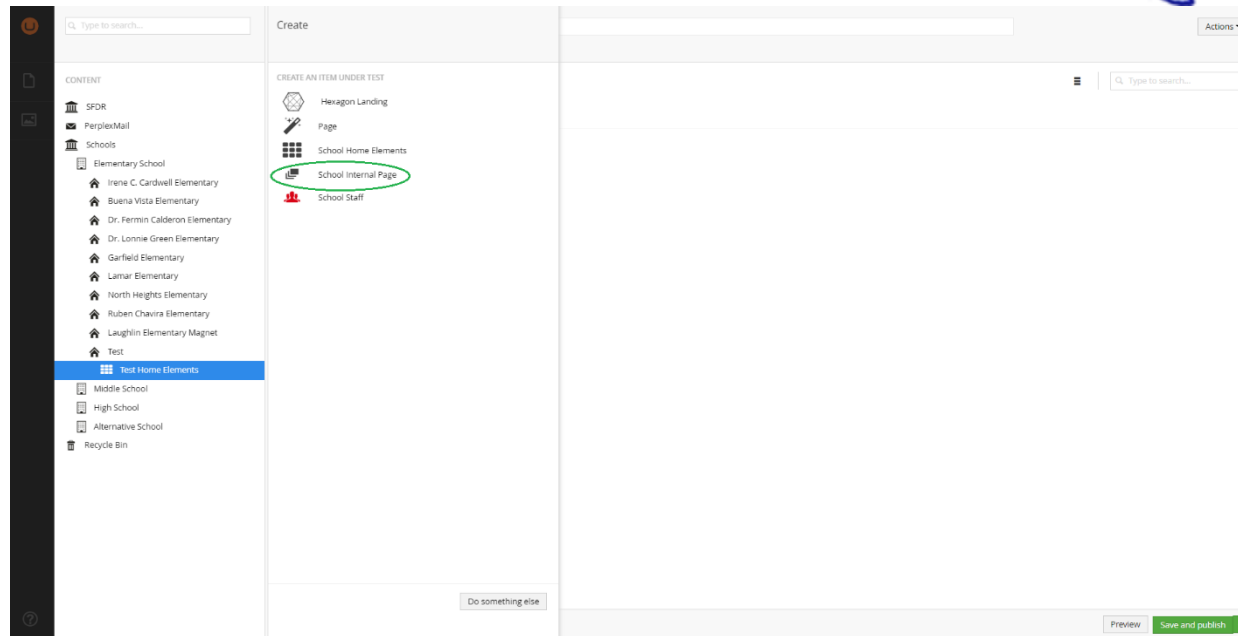
Creating/Editing School Internal Page

To add a school internal page we need to create a new page and add content to the newly created page.

To select 'create' option, there are three different possible ways.

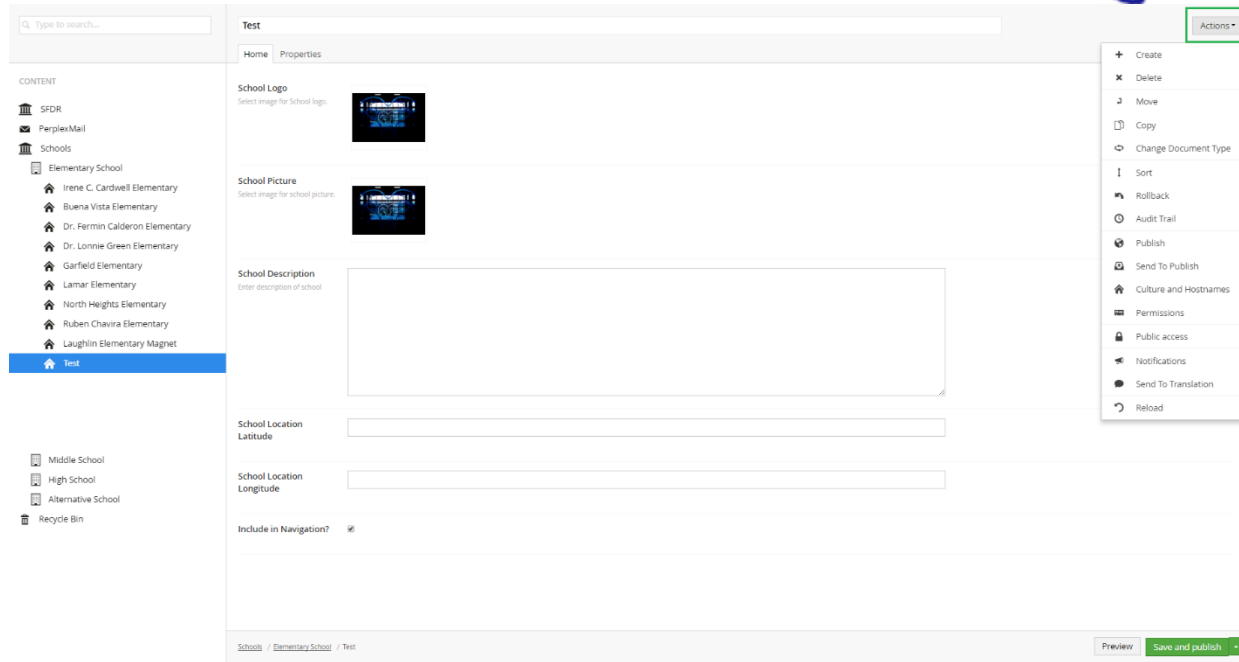
Method 1- Follow these steps-

- Click on the three dots next to the school name in the content section. A new window pops up, it is shown in the below image. (Fig: create school internal page)
- Click on the School internal page as highlighted.



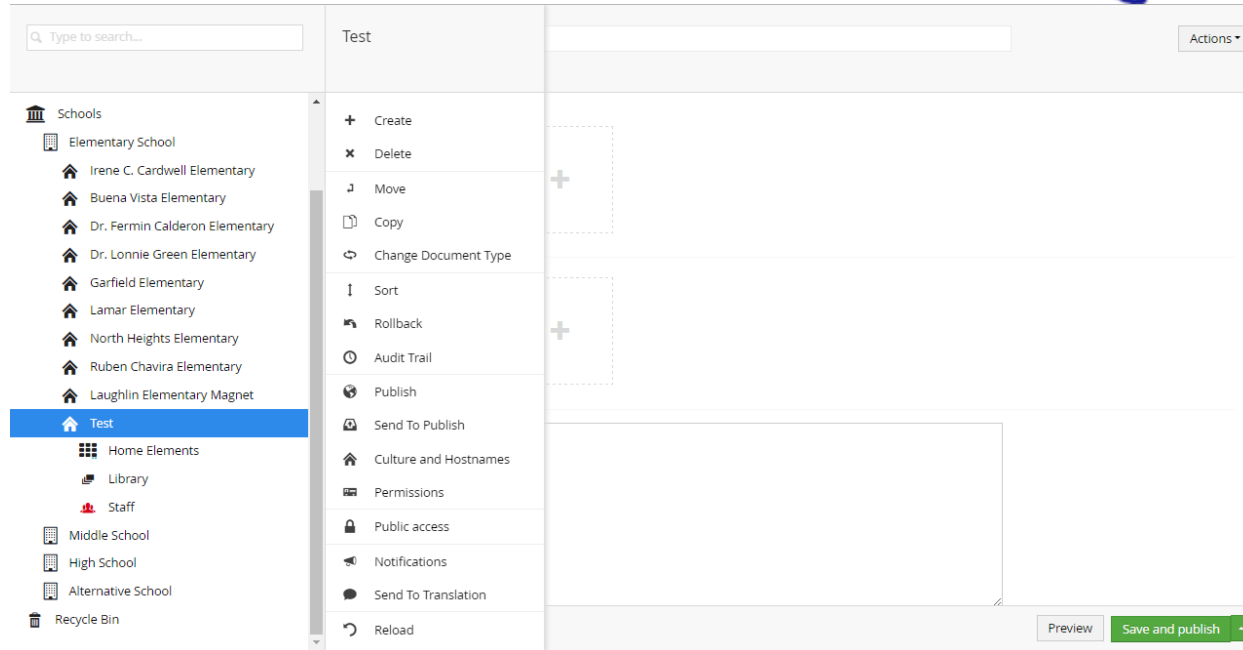
Method 2–

- Click on the Actions drop down button which is located at the top right corner of the screen (can be viewed in the image below). (Fig: create school internal page)
- This will expand few options like create, delete, edit. Select 'create' to pop up the same window as shown above.
- Click on the School internal page as highlighted.



Method 3-

- Right click on the three dots next to the school name in the content section. A new window pops up, it is shown in the below image.
- Select create and a new window pops up same as in the above 2 methods. (Can be viewed in the above image - Fig: create school internal page)
- Click on the School internal page as highlighted in the 'create school internal page' image.



With the school internal page selection, a new screen is displayed.

It has three tabs- Page Info, Metadata and properties. 1st we need to fill the details in 'Page Info' tab. This tab allows the user to enter the content appropriately in given fields. It can be viewed in the image given below.

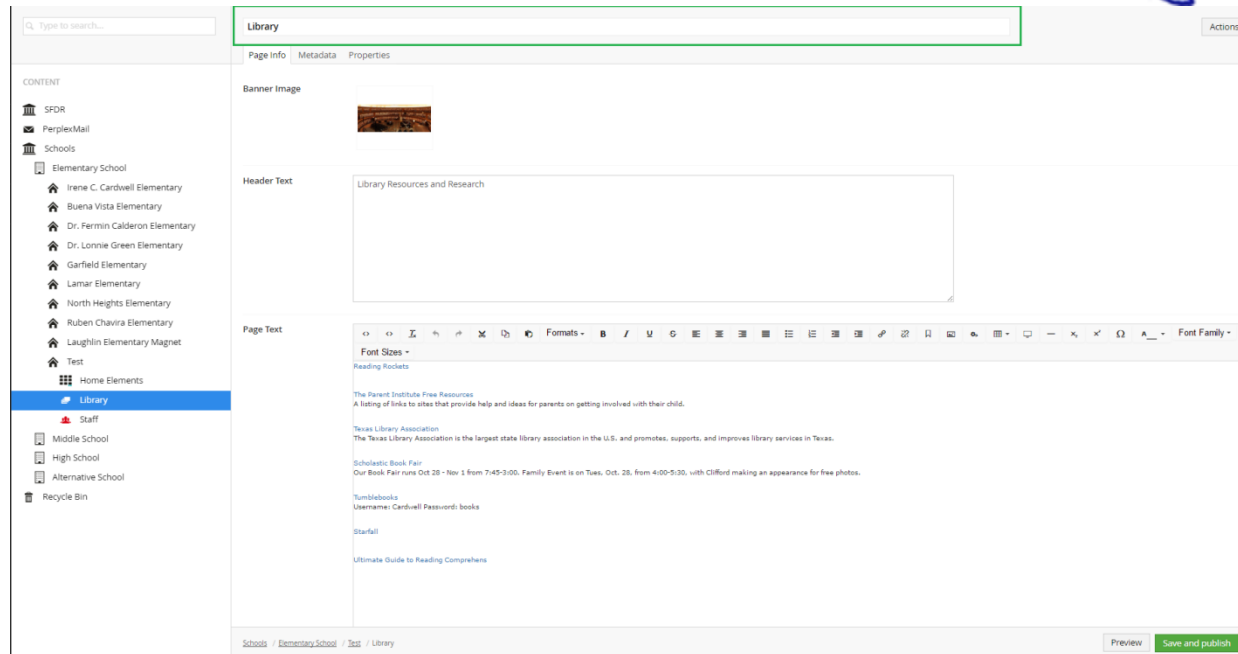


Fig: School Internal Page – Page Info tab (1)

Page Info Tab-

Filling the content-

There are fields which guide us how to fill content in this screen.

Step by step guidance is described below on how to fill the fields.

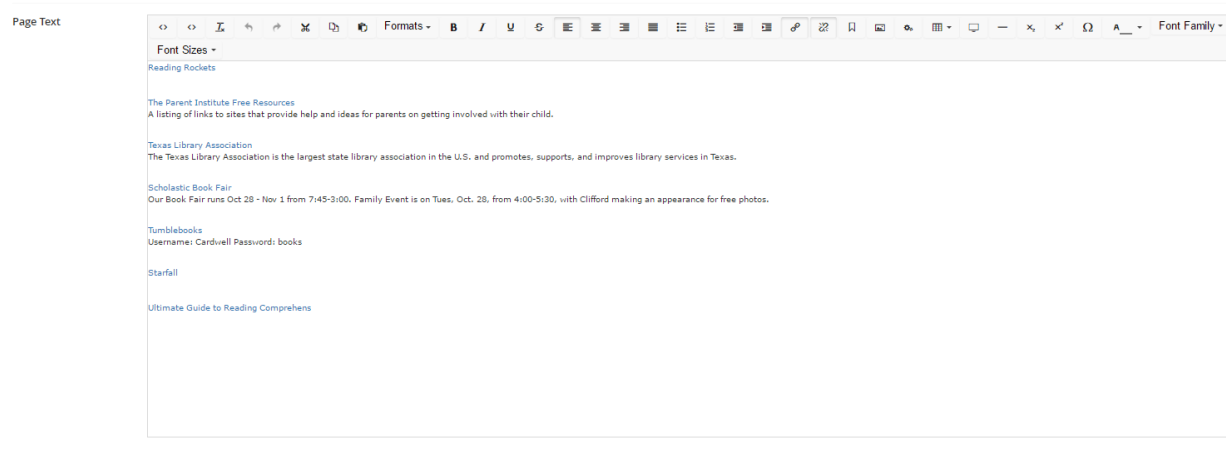
Heading for page- Enter a name for the internal page. (In the image -School Internal Page – Page Info tab(1) image, we can see it as 'library')

1) Banner Image- Give a image to display behind the heading for page.

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- 2) **Header Text**- It is the heading for content.
- 3) **Page Text** - This field allows us to enter content description.



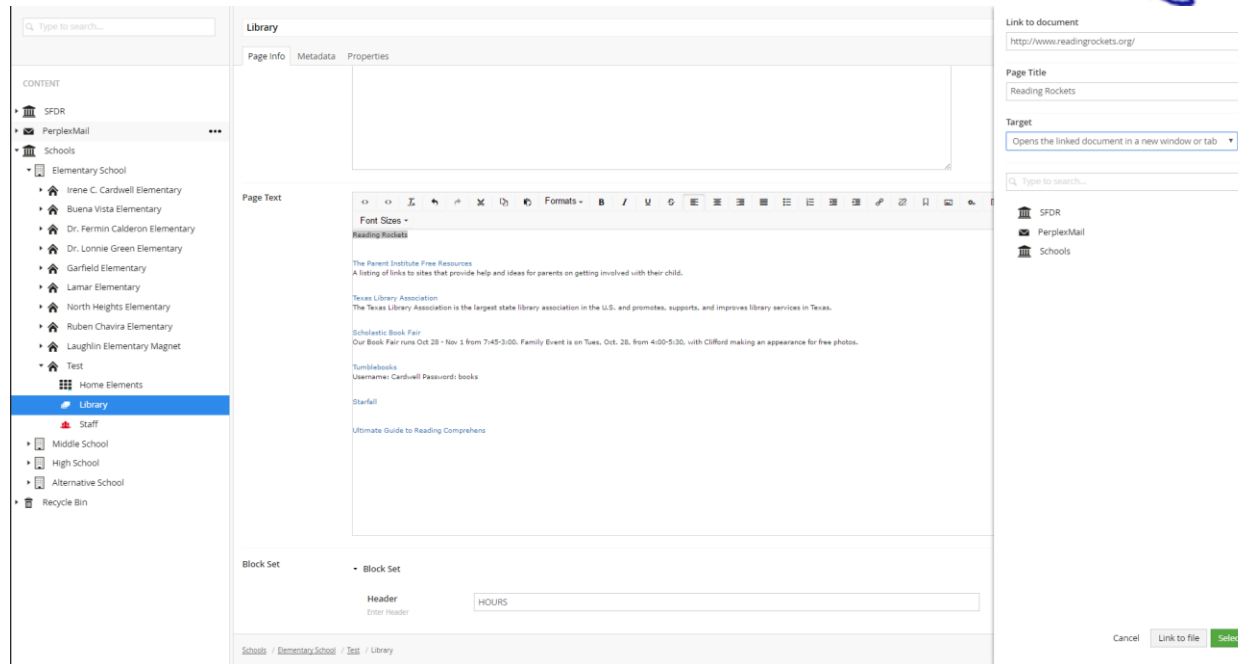
The page text field is a Rich Text Editor(RTE). It is a control where we can add large content. Its interface is similar to Microsoft word or Google docs. There are few useful features in the RTE where we could add URL web links, insert 'media' using 'media picker'. Align and give styles to the content.

- **Insert/Edit URL Link**- It links a word or sentence to other websites, internal website pages or files.



As shown in the above pic, select the highlighted link symbol to add a URL link.

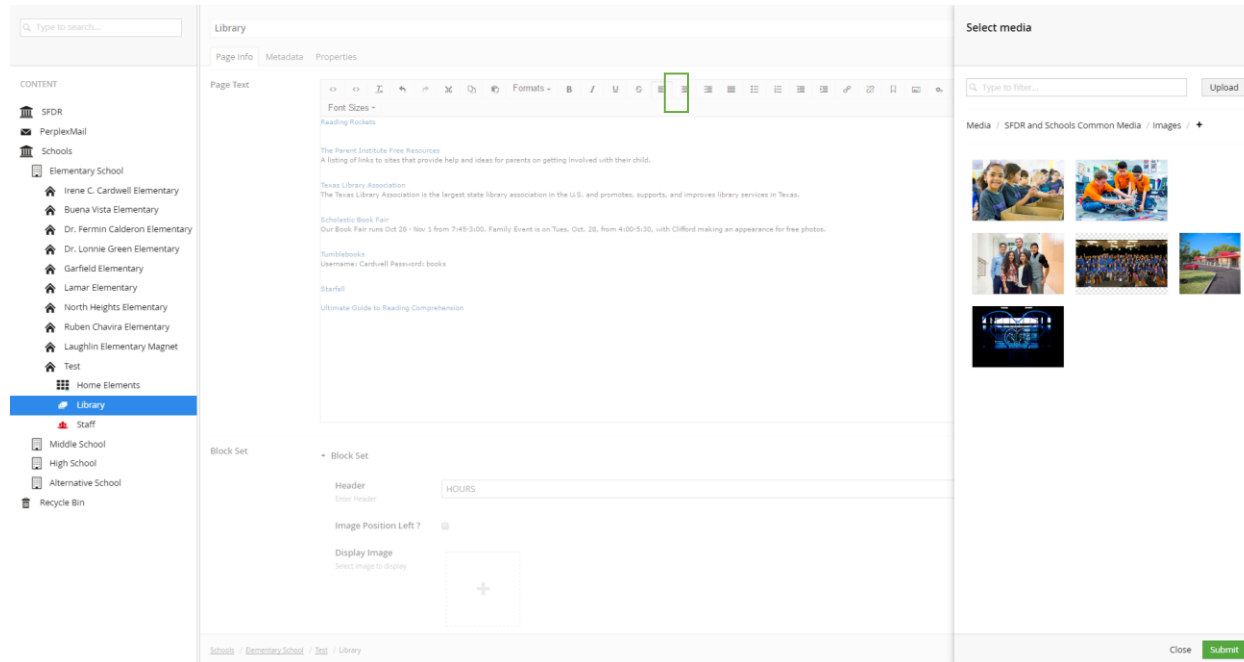
A new window pops up to the right side of the screen as shown below.



- Fill the field 'link to document' with the URL link. Make sure to include the https:// otherwise it will think it is a level two page under root page.
- The field 'Page Title' displays the name for the link as a title if hovered over the word or sentence which is linked.
- Choose 'Target' location from the three given options to open the link in that window or a new window.
- Click 'Select' after filling the fields. This will ensure to implement the changes made
- **Media Picker-** This works the same way as our media picker data type.
 - Set the cursor to a desired position where we want to add the image in the content section.
 - Click the Media picker button (highlighted in the below image).



- A new window is displayed on the right. Select the media (can be image or document) we want from our media folder and click submit.
- We can also re-size the image and apply other style elements such as alignment, and even add hyperlinks to the image.



For more detail description about the media picker, follow the topic media picker property editor in the documentation

4) Block Set- It is an archetype property editor. (Refer the image -School Internal Page – Page Info tab(2))

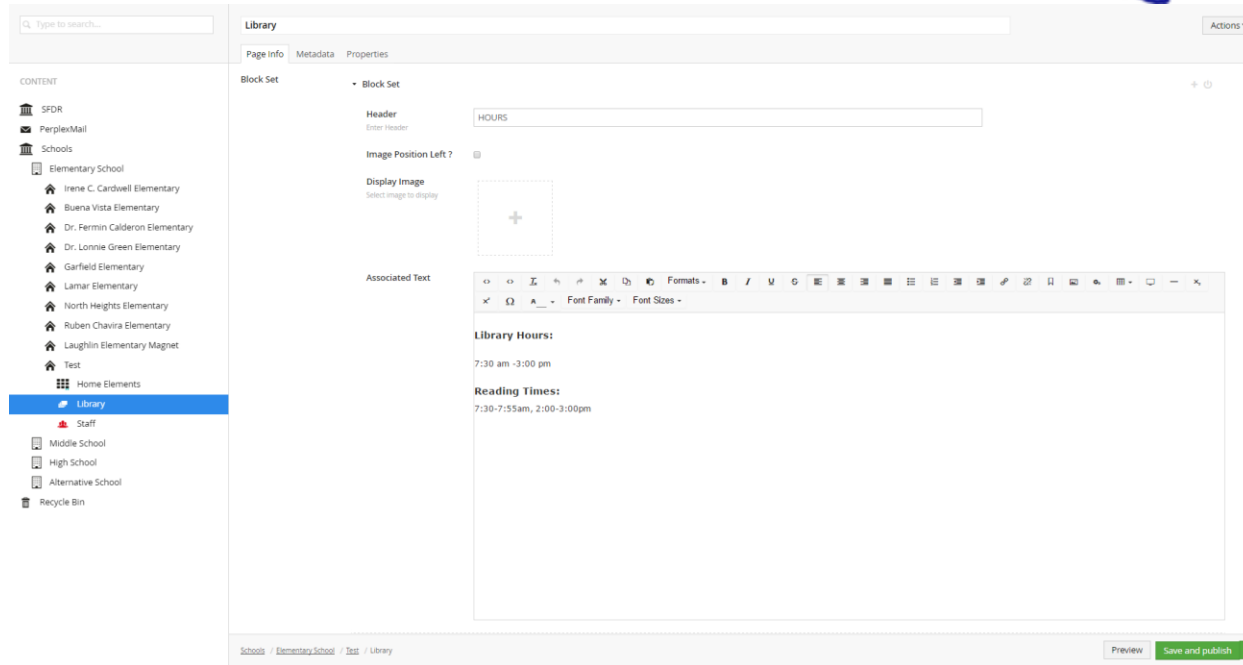


Fig: School Internal Page – Page Info tab (2)

“Archetype is an Ekohi CMS property editor that wraps other installed property editors. By wrapping the other properties, Archetype allows for custom and repeatable field set mashups.


As seen in below image, Block Set archetype has two buttons initially, plus and power buttons. If we want to create more than one Block Set we can click on plus (+) button.





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Now, another Block Set archetype is expanded which allows us to fill details. This way, we can create as many as we want.

 Click on this button to un publish the Block Set.

 Sorts the Block Set.

 deletes the Block Set.

5) Block Set Fields-

- **Header-** Give a heading for the content. Or a sub heading can be given to the content related to the page text field.
- **Image position Left?** - Check the box to display the 'display image' to be on left and the associated content related to the right.
- **Display Image** – Select an image related to the associated content to display.
- **Associated Text-** Add a descriptive text supporting image.

6) **Quote-** In this field we can add a Quote.(Refer the image -School Internal Page – Page Info tab(3))

7) **Quote By-** Give the name of the person or entity to whom the quote is ascribed to.

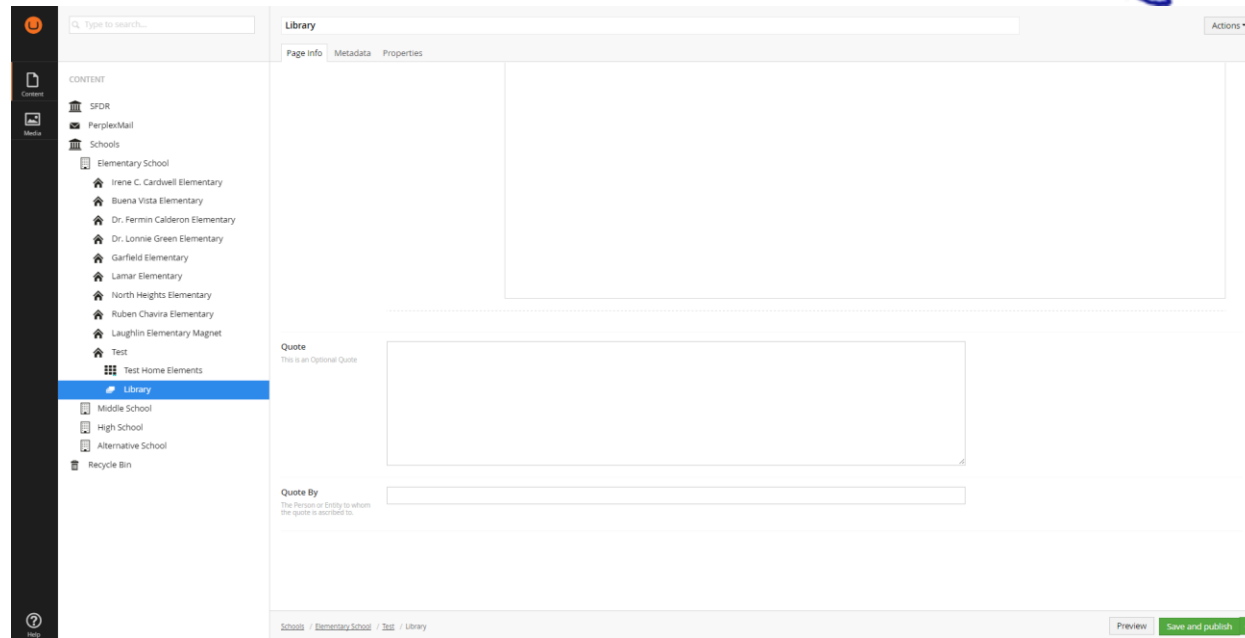


Fig: School Internal Page – Page Info tab (3)

After filling the above fields, Click on ‘save and publish’, which is located at the bottom right corner. By doing so, this will publish the filled content.

Metadata Tab-

Now, Click on the Metadata tab.

Include in Navigation- check the checkbox to create a tab for this school internal page in the main navigation.

Note*- The content is displayed only if ‘include in navigation’ is checked.

Click on ‘save and Publish’.

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Library

Staff Home Metadata Properties

Include In Navigation?

Property Tab-

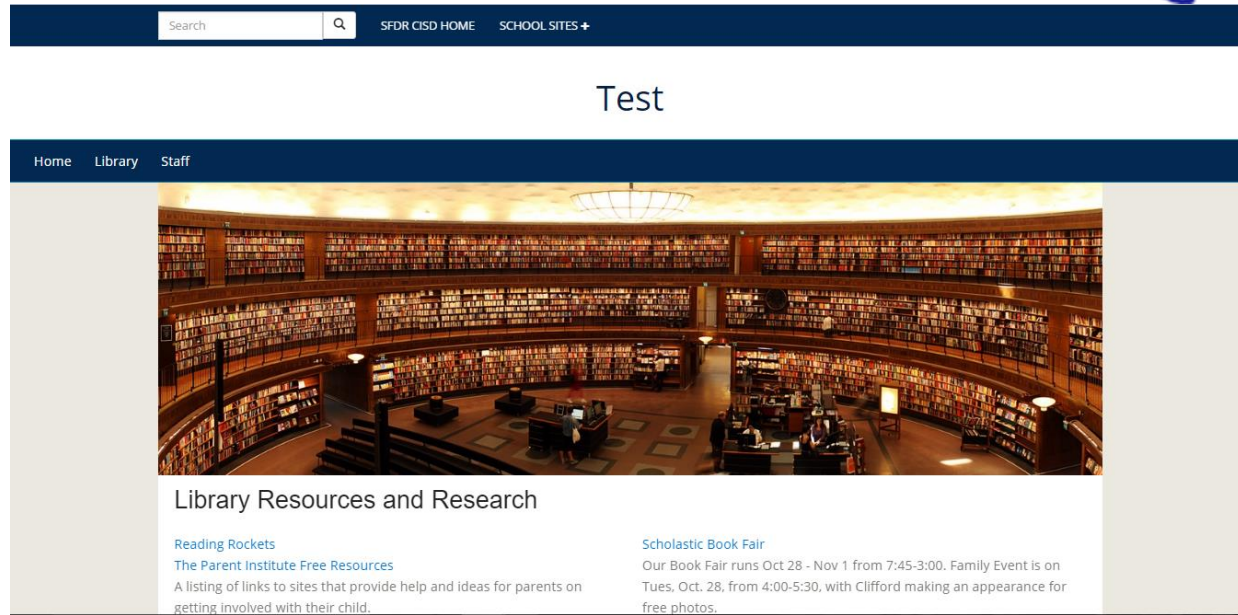
The properties tab has properties related to the page. We usually do not change anything here.

Few examples of a school internal page are library page, written art, language arts etc.

Website View-

Once all the content in the school internal page is created and published, the website looks something like this.

Note*- Only the fields filled in are displayed in the Website.



In the above picture, we could see that Library (Main Navigation) is included in the navigation as we checked the Include in Navigation check box.

Also, though the content under Library Resources and Research was added in RTE, it is displayed in 2 column due to the design structure.

Timings were added into block set.



Library Resources and Research

[Reading Rockets](#)
[The Parent Institute Free Resources](#)
A listing of links to sites that provide help and ideas for parents on getting involved with their child.

[Texas Library Association](#)
The Texas Library Association is the largest state library association in the U.S. and promotes, supports, and improves library services in Texas.

HOURS
Library Hours:
7:30 am -3:00 pm

Reading Times:
7:30-7:55am, 2:00-3:00pm

[Scholastic Book Fair](#)
Our Book Fair runs Oct 28 - Nov 1 from 7:45-3:00. Family Event is on Tues, Oct. 28, from 4:00-5:30, with Clifford making an appearance for free photos.

[Tumblebooks](#)
Username: Cardwell Password: books

[Starfall](#)
[Ultimate Guide to Reading Comprehens](#)

Deleting School Internal Page--

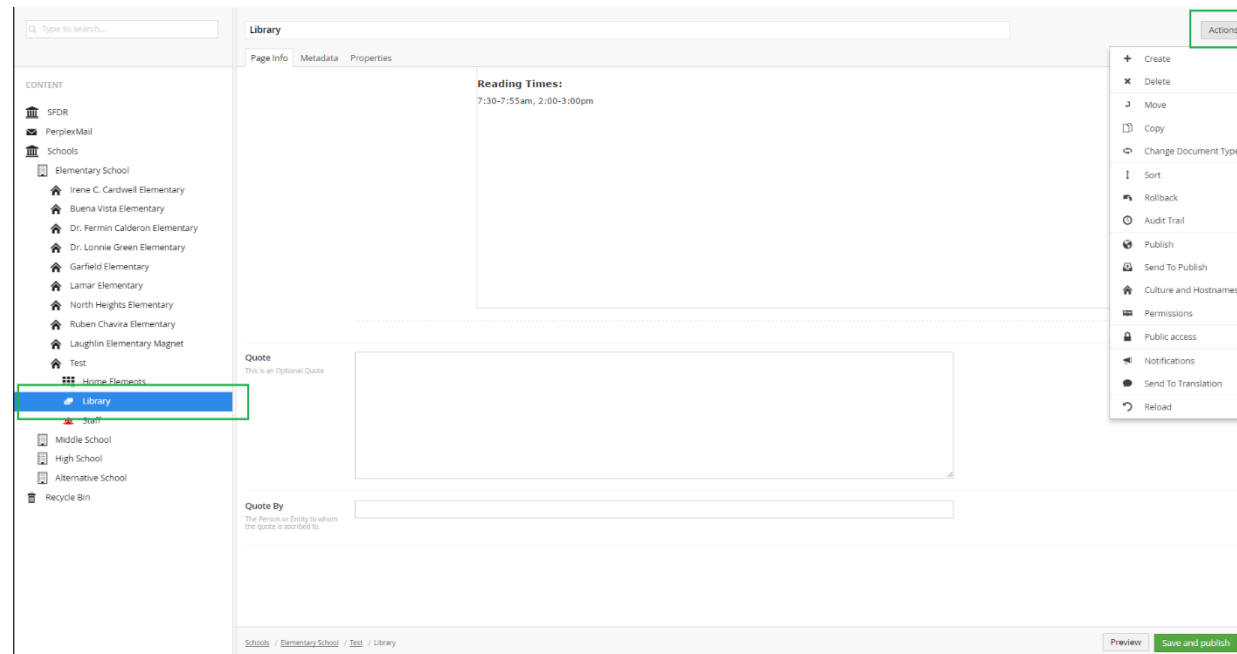
We can delete an existing school internal page. Once deleted, the page cant be viewed anymore.

For example, let us consider deleting the Library Internal page.

To delete a page, there are two possible ways.



Method 1-



- Click on the internal page that we want to delete. (Here in the above image, library is selected.)
- Click on the Actions drop down button which is located at the top right corner of the screen (can be viewed in the image above).
- This will expand few options like create, delete, edit. Select 'delete' to pop up a new window shown below.



- Click on 'ok' and the page is deleted.

Method 2-

- Right click on the three dots next to the school internal page we want to delete in the content section. A new window pops up with options like create, delete, edit. Select 'delete' to pop up a new window same as in above image.
- Click on 'ok' and the page is deleted.

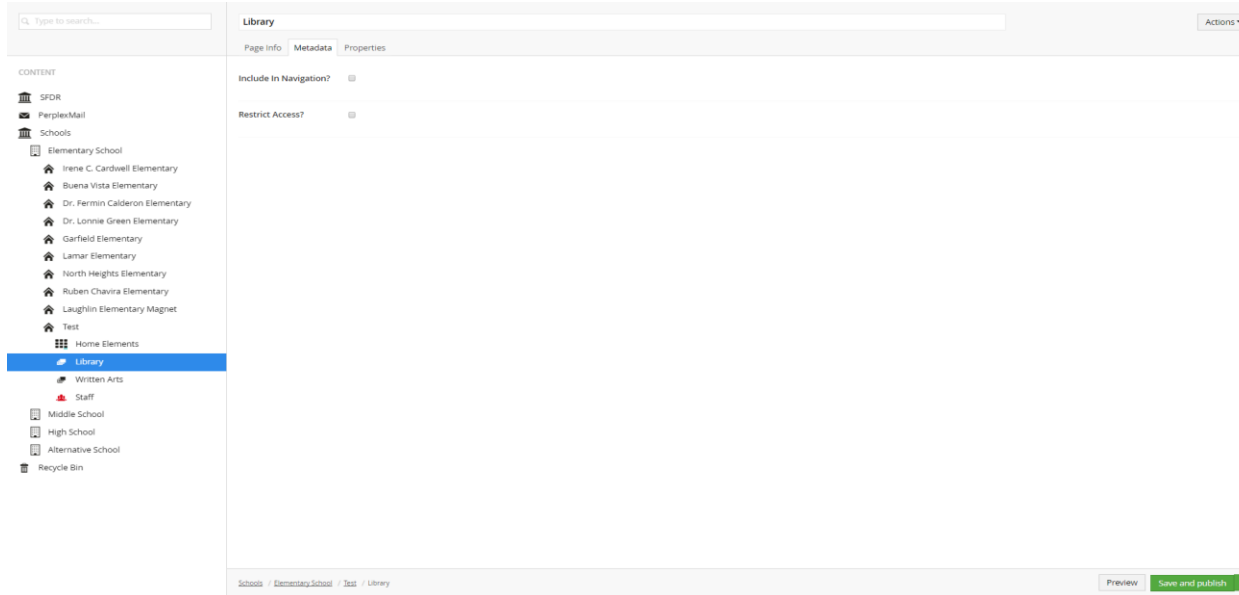


The screenshot shows a web content management system interface. On the left, there is a 'CONTENT' sidebar with a tree view. The 'Library' item is selected and highlighted in blue. The main content area displays a page titled 'Resources and Research' with a rich text editor. The 'Delete' button in the actions menu is highlighted with a green box. The interface includes a search bar at the top, a navigation menu on the left, and a rich text editor with various formatting options on the right.

Unpublishing a School Internal Page –

- Unpublish option is a safe option when compared to delete. Also, with more advantages.
- With delete option, the changes cannot be reverted back. But with unpublish, all the content is intact except that it is not visible in the website.

We cannot unpublish the school internal page directly with a button selection. But to restrict the view of this page, we could uncheck the 'Include In Navigation' check box in the Metadata tab.



By this step, the school internal page tab is removed. The content would still be present in the website as well as in Ekohi CMS.

Change the order of the School Internal Pages displayed in the website-

To arrange the order of the school internal page tabs in the website, we need to select 'sort' option in the ekohi CMS.

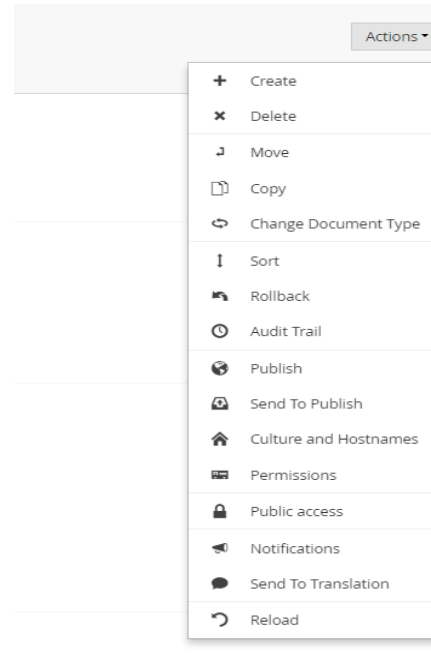
Note*- Sorting can be done between School Internal pages, Page and School Staff. We shall discuss this sorting later in the documentation.

We can find sort in two different locations.



Method 1-

- Select the school name in the content section.
- Click on the Actions drop down button which is located at the top right corner of the screen (can be viewed in the image below).



- This will expand few options like create, delete, edit, sort, etc. Select 'sort' to pop up a new window shown below.



Sort

Drag the different items up or down below to set how they should be arranged. Or click the column headers to sort the entire collection of items

Name	Creation date	Sort order
Home Elements	3/31/2017 3:21 PM	0
Library	3/31/2017 4:19 PM	1
Written Arts	4/12/2017 3:01 PM	2
Staff	3/31/2017 4:19 PM	3

Cancel Save

Preview Save and publish

Method 2-

- Right click on the three dots next to the school name in the content section. A new window pops up with options like create, delete, edit, sort.
- Select 'sort' to pop up a new window same as in above image.

With this new window appearance, all the internal pages are shown with a sort order.

For example, in the above image, we can see two internal pages – Library (sorting order 2) and Written art (sorting order 3).

Let us rearrange these two internal pages.

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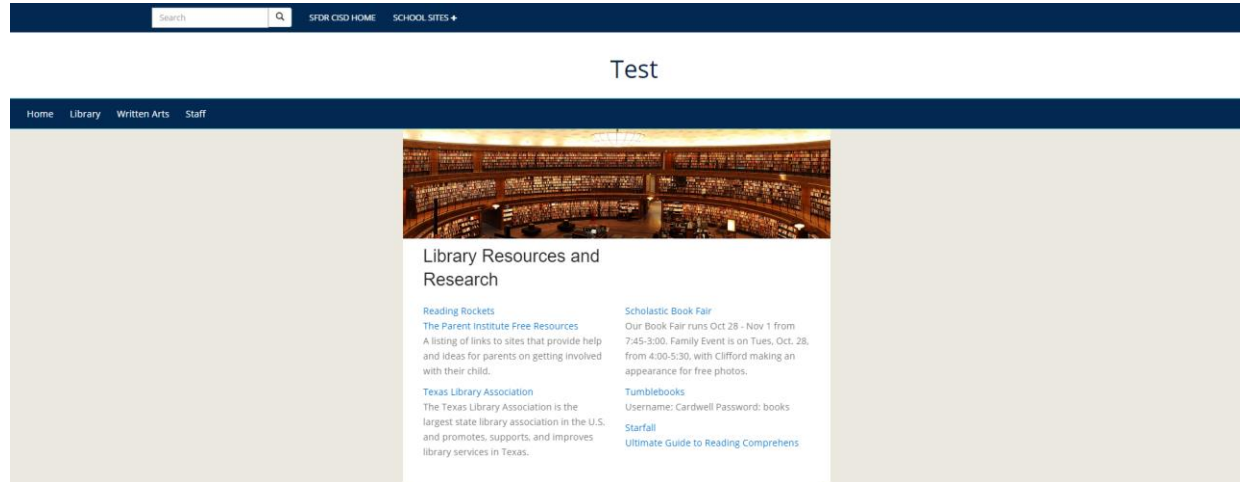


- Select and drag library in between written arts and staff.
- Click 'save' button at the bottom.
- This it self rearranges the sorting order.

Website View-

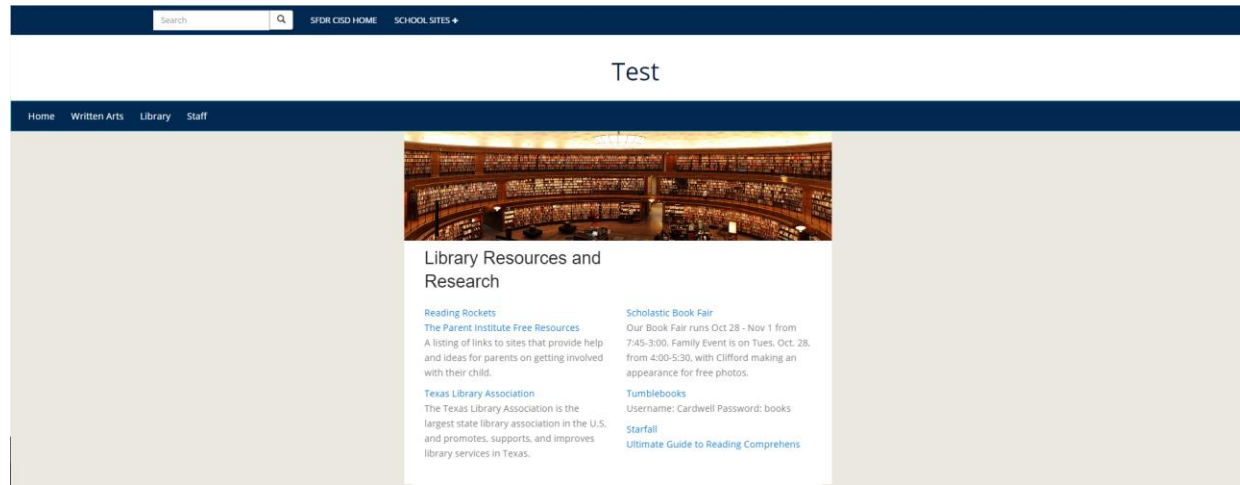
To view the above changes in the website, refresh the website after sorting is complete.

Befor sorting website view-






After sorting website view-



Changing the content order inside the school internal pages-

The content is displayed in the website resembles the content exactly as we fill in the Ekohi CMS. We cannot reorder regular fields but, only content present in the Archetype property editors can be reordered.

To re-order the content present in the Archetype property editors, we can

select  beside the archetype property editors.



School Staff

In this section we will know how to create, edit , delete, sort ,un publish and re publish School Staff.

Creating/Editing School Staff Page

To add a school staff page we need to create a new page and add content to the newly created page.

To select 'create' option, there are three different possible ways.

Method 1- Follow these steps-

- Click on the three dots next to the school name in the content section. A new window pops up, it is shown in the below image. (Fig: create school staff page)
- Click on the School staff page as highlighted.

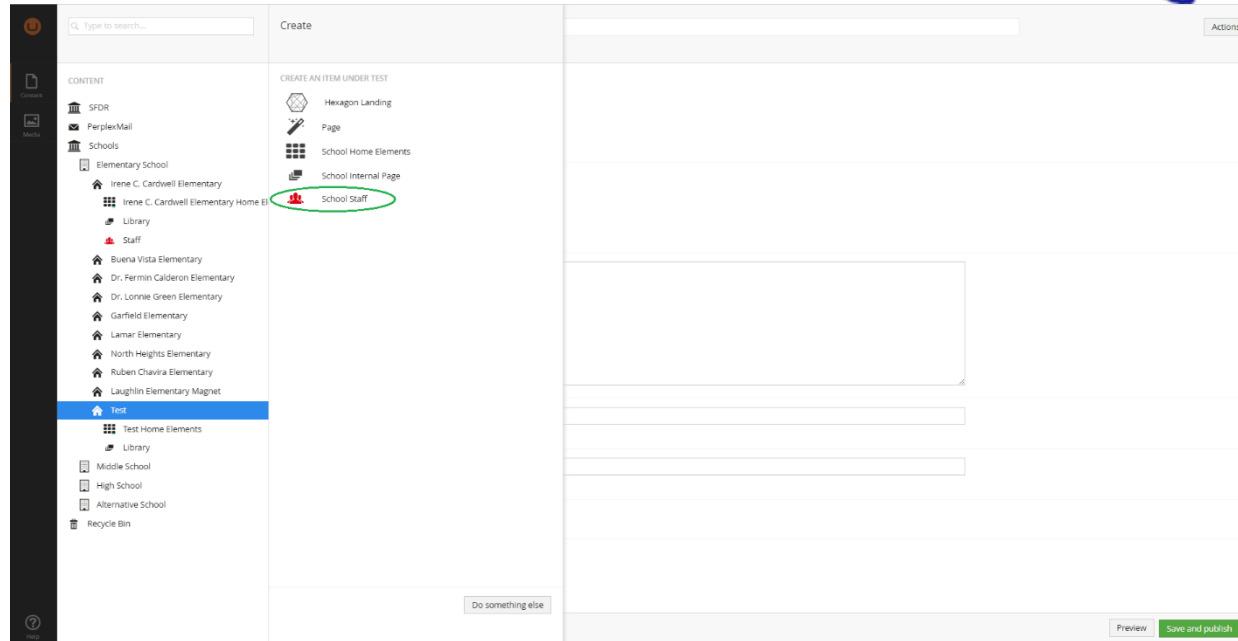
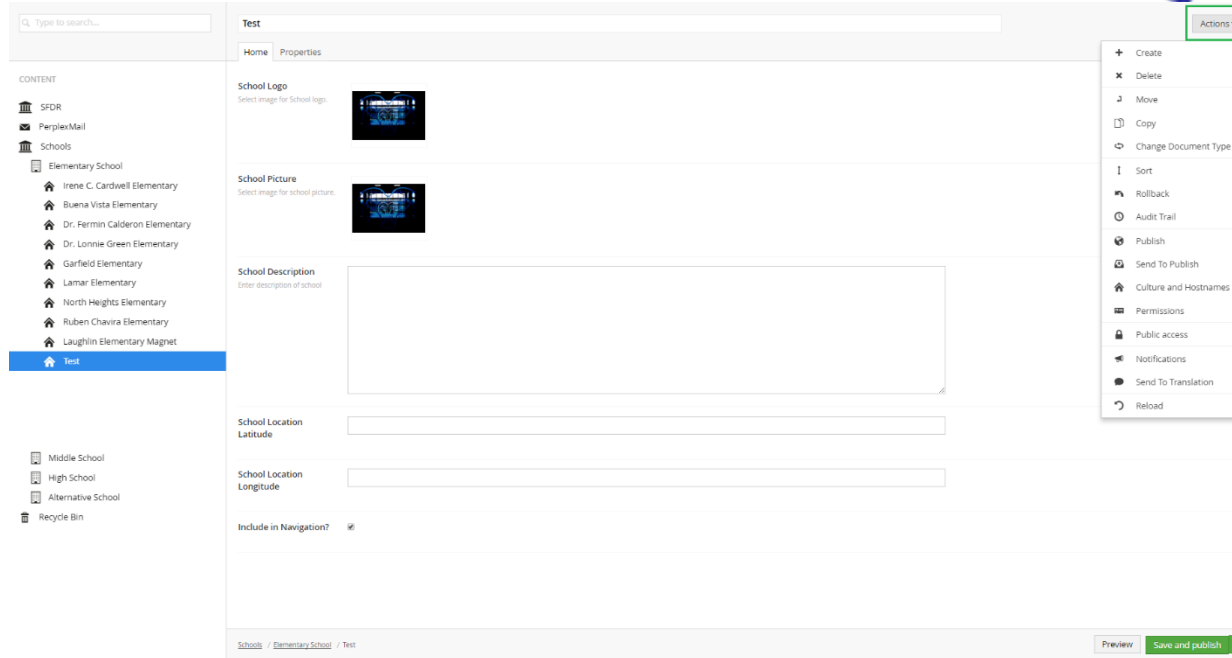


Fig: create school staff page

Method 2 –

- Click on the Actions drop down button which is located at the top right corner of the screen (can be viewed in the image below). (Fig: create school staff page)
- This will expand few options like create, delete, edit. Select 'create' to pop up the same window as shown below.
- Click on the School staff page as highlighted.



Method 3-

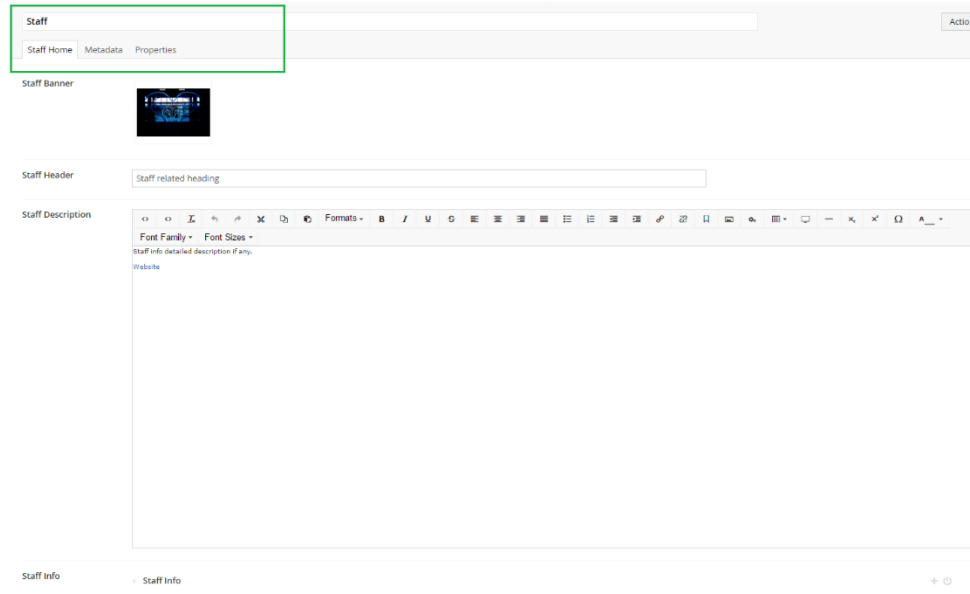
- Right click on the three dots next to the school name in the content section. A new window pops up, it is shown in the below image.
- Select create and a new window pops up same as in the above 2 methods. (Can be viewed in the above image - Fig: create school staff page)
- Click on the School staff page as highlighted in the 'create school staff page' image.



With the school staff page selection, a new screen is displayed.



It has three tabs- Page Info, Metadata and properties. 1st we need to fill the details in 'Page Info' tab. This tab allows the user to enter the content appropriately in given fields. It can be viewed in the image given below



Filling the content- Page Info Tab:

There are fields on the left side in the CMS which guide us how to fill the content in this screen.

Step by step guidance is described below on how to fill the fields.

Heading for page- Enter a name for the internal page. (In the above image we can see it as 'staff')

- 1) **Staff Banner** - Give a image for to display behind the header of the page.
- 2) **Staff Header-** It is the heading for staff content.
- 3) **Staff Description** – This rich text editor field allows us to enter content description.

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4) Staff Info- It is a archetype inside a archetype property editor.

“Archetype is an Ekohi CMS property editor that wraps other installed property editors. By wrapping the other properties, Archetype allows for custom and repeatable field set mashups.

As seen in below image, Staff Info archetype has two buttons initially, plus and power buttons. If we want to create more than one Staff Info we can click on plus (+) button.




Now, another Staff Info archetype is expanded which allows us to fill details. This way, we can create as many staff members as we want.

-  Click on this button to un publish the Staff Info. (This will un publish that particular staff info only.)
-  Sorts the Staff Info.
-  deletes the Staff Info.




Staff Info Fields-

- **Staff List Header-**
- **Staff List – Staff Member-** Staff Member is an archetype property editor. This means that now, we have archetype property editor inside the archetype property editor – nested archetype. (Staff Member inside Staff Info)
 - Because of the nested archetype we can add ‘n’ number of Staff members into Staff Info. Also, there could be any number of staff Info.
 - To unpublish just a staff member, click on the power button  beside staff member archetype.

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-  Sorts the Staff members.
- X deletes the Staff members.

Staff Member Fields-

- **Name-** Enter the name of the staff member
- **Designation** – Select appropriate designation of the staff.
- **Head Shot** – Pick an image of the staff personal from the media folder.
- **Display Image** – Pick an image of the staff personal to display from the media folder
- **Gender** – Select the gender of the staff (male/female)
- **Image Position-** Select front or back
- **Person description-** Give the personal description info if any.

Person description is a Rich Text Editor (RTE) property type. Its interface is similar to Microsoft word or Google docs. There are few useful features in the RTE where we could add URL web links, insert 'media' using 'media picker'. Align and give styles to the content.

- **Phone-** Add contact number
- **Email Address-** Give the email address.
- **Facebook Profile-** Give the URL of Facebook profile
- **Twitter Profile-** Give the URL of Twitter profile
- **LinkedIn Profile-** Give the URL of the LinkedIn profile

Supporting Staff

Supporting Staff



5) Supporting Staff- Supporting Staff is an archetype property editor.

We can add any number of supporting staff members with the help of archetype property editor.



- **Supporting Staff Fields-**

- **Designation-** Select a designation appropriate for the staff
- **Supporting Staff Info-** It is an archetype property editor.

This means that now we have archetype inside the archetype – nested archetype. (Supporting Staff Info inside Supporting Staff)

Because of the nested archetype we can add ‘n’ number of Staff Info into ‘n’ number of Staff members.

For example – All the assistant principals can be under one archetype. Similarly, all the secretaries can be clustered into other archetype.

This way, we can add each supporting staff into their respective designation archetype.

- **Supporting Staff Info fields-**

- **Name-** Enter the name of the supporting staff
- **Email-** Give the email address of the staff.
- **Phone-** Enter the phone number
- **Description-** Give detailed description of the supporting staff if any.
- **Facebook Profile-** Give the URL of the Facebook profile
- **Twitter Profile-** Give the URL of the Twitter profile



Staff Actions ▾

Staff Home Metadata Properties

Supporting Staff + + + ×

Designation Strategist ▾

Supporting Staff Info + +

Supporting Staff

Name Maria Hudgins

Email maria.hudgins@sfdrcisd.org

Phone (830) 778-4300

Description

Facebook Profile www.facebook.com/nersord

Schools / Elementary School / Test / Staff Preview Save and publish

Filling the content- Metadata-

Click on the Metadata tab.

Include in Navigation- check the checkbox to create a tab for this page in the main navigation.

Note*- The content is displayed only if 'include in navigation' is checked.

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Click on save and Publish.

Staff

Staff Home Metadata Properties

Include In Navigation?

The properties tab has properties related to the page. We usually do not change anything here.

Website View-

Below 3 images show how the content is displayed on the website after publishing.

Note*- Only the fields filled in are displayed in the Website.

In the below image, we could see that Staff (Main Navigation) is included in the navigation as we checked the Include in Navigation check box.


Only the fields filled in are displayed in the Website.




Search SFDR CISD HOME SCHOOL SITES +

Test

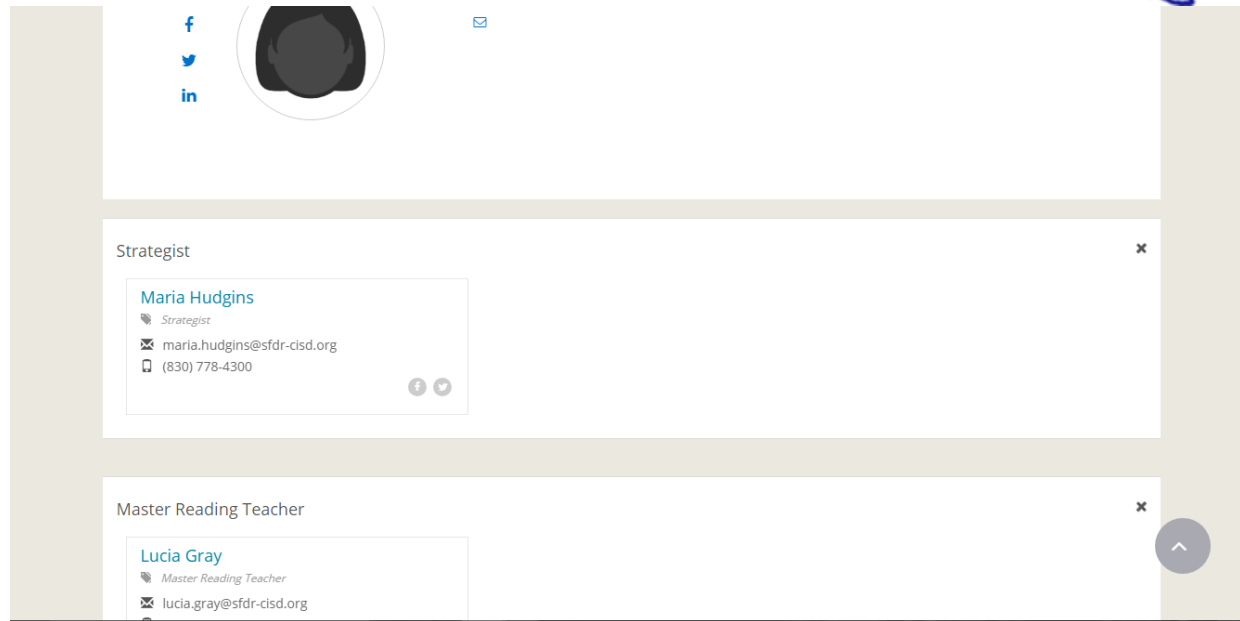
Home Library Staff



Staff info detailed description if any.
[Website](#)



Dr. Jose F Perez
Principal



Deleting School Staff Page–

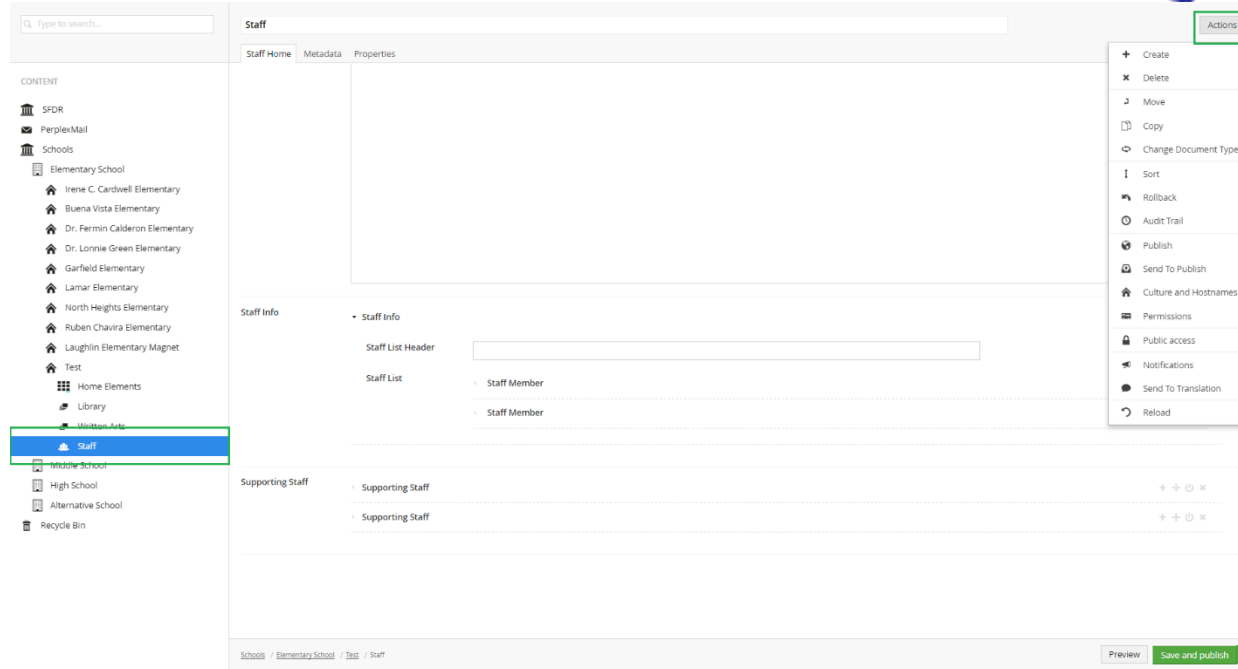
We can delete an existing school staff page. This option cannot be reverted back. Once deleted, the page cant be viewed anymore.

For example, let us consider deleting the staff page.

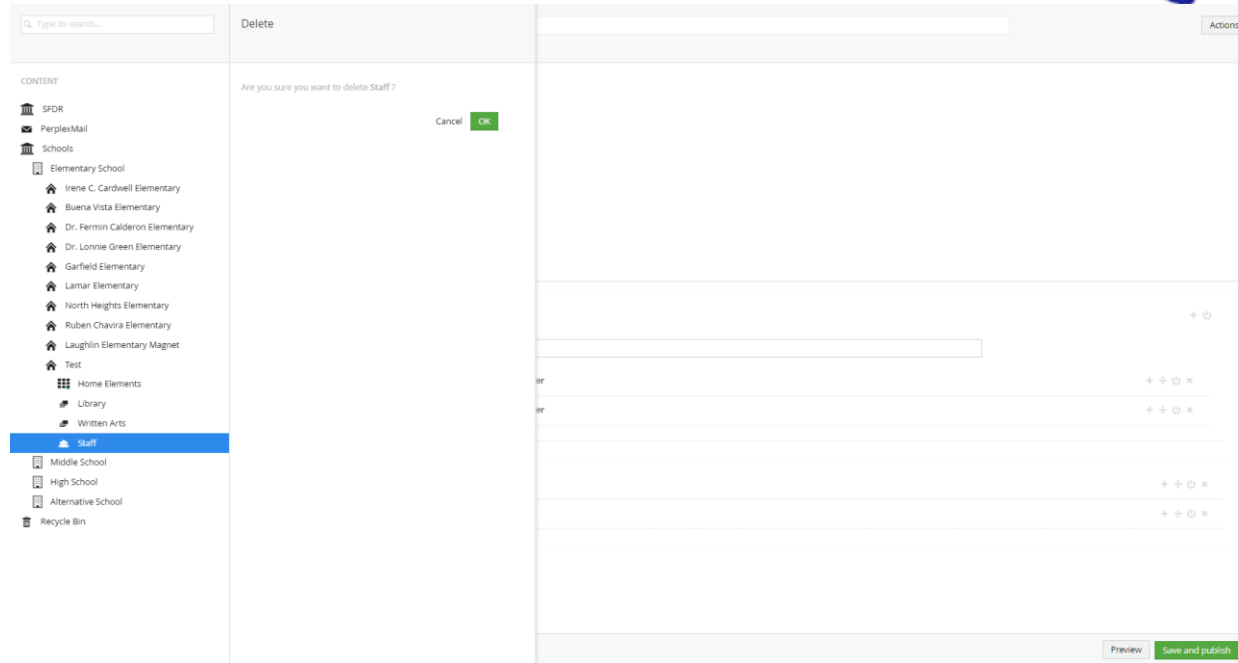
To do so, there are two possible ways.

Method 1-

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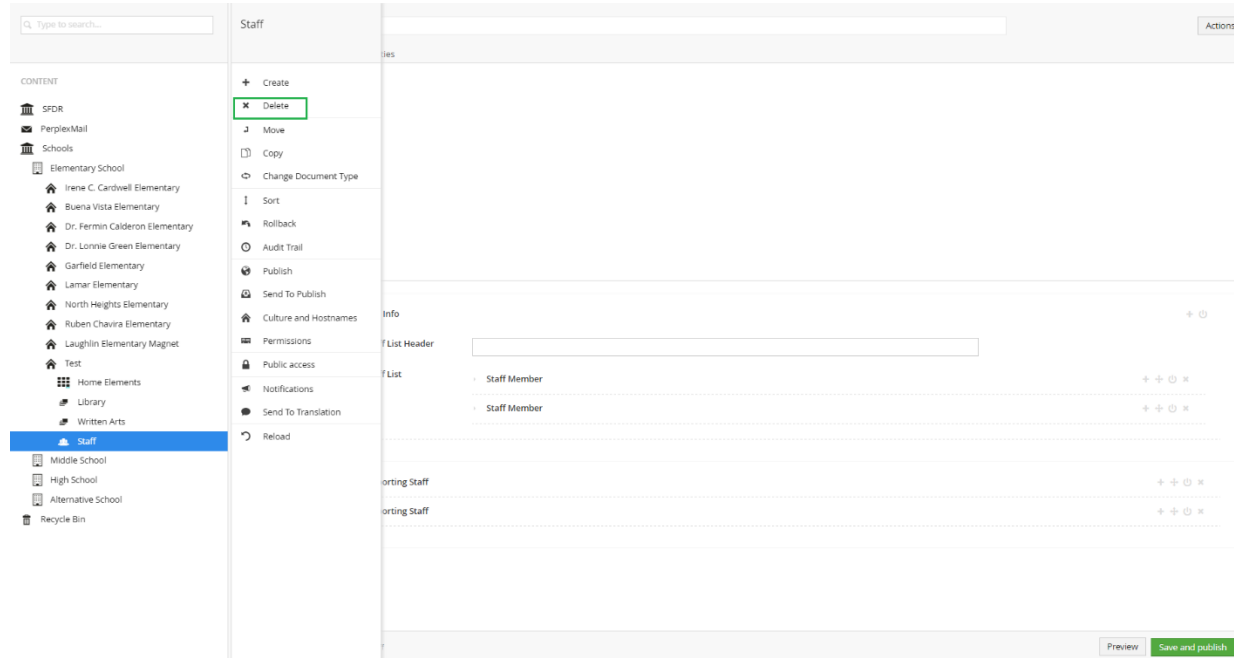
- Click on the staff page that we want to delete.
- Click on the Actions drop down button which is located at the top right corner of the screen (can be viewed in the image above).
- This will expand few options like create, delete, edit. Select 'delete' to pop up a new window shown below.



- Click on 'ok' and the page is deleted.



Method 2-



- Right click on the three dots next to the school staff page we want to delete in the content section. A new window pops up with options like create, delete, edit. Select 'delete' to pop up a new window same as shown in method 1 image.
- Click on 'ok' and the page is deleted.

Unpublishing a School Staff Page –

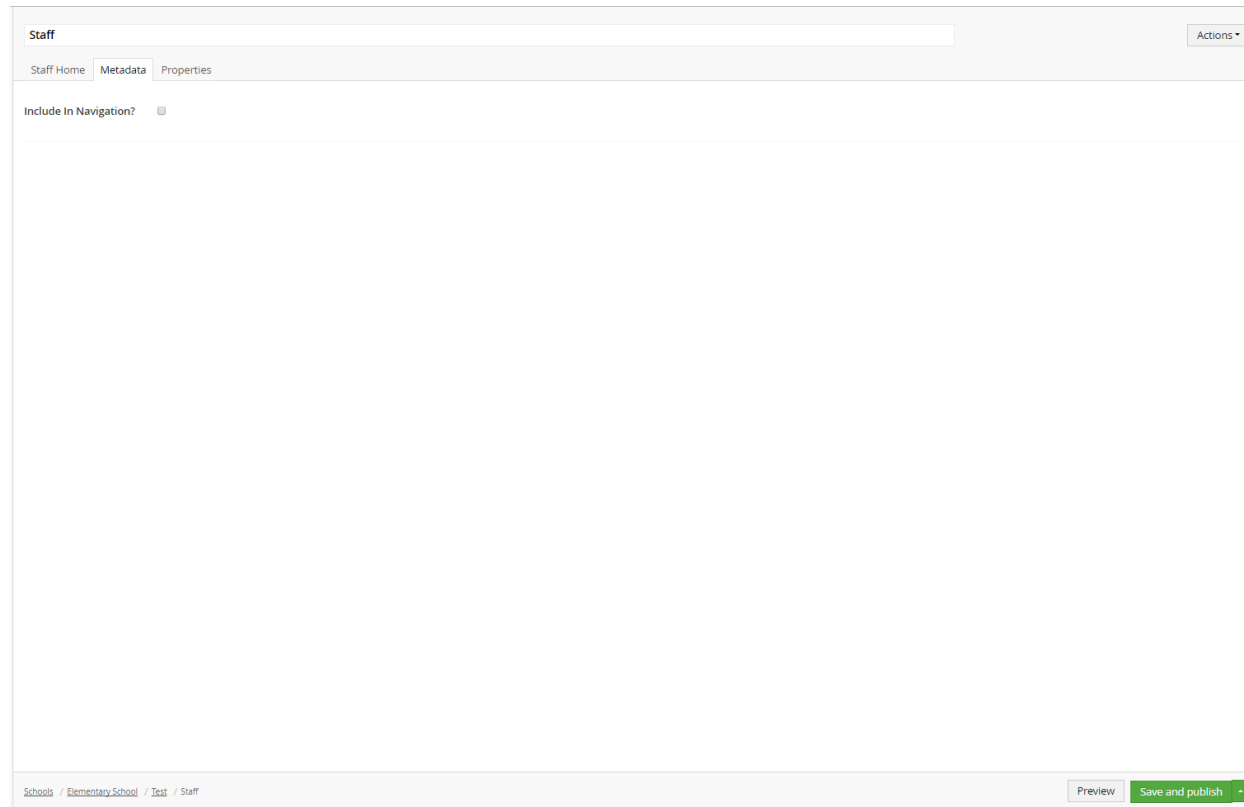
- Unpublish option is a safe option when compared to delete. Also, with more advantages.

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- With delete option, the changes cannot be reverted back. But with unpublish, all the content is intact except that it is not visible in the website.

We cannot unpublish the school staff page directly with a button selection. But to restrict the view of this page, we could uncheck the 'Include In Navigation' check box in the Metadata tab.

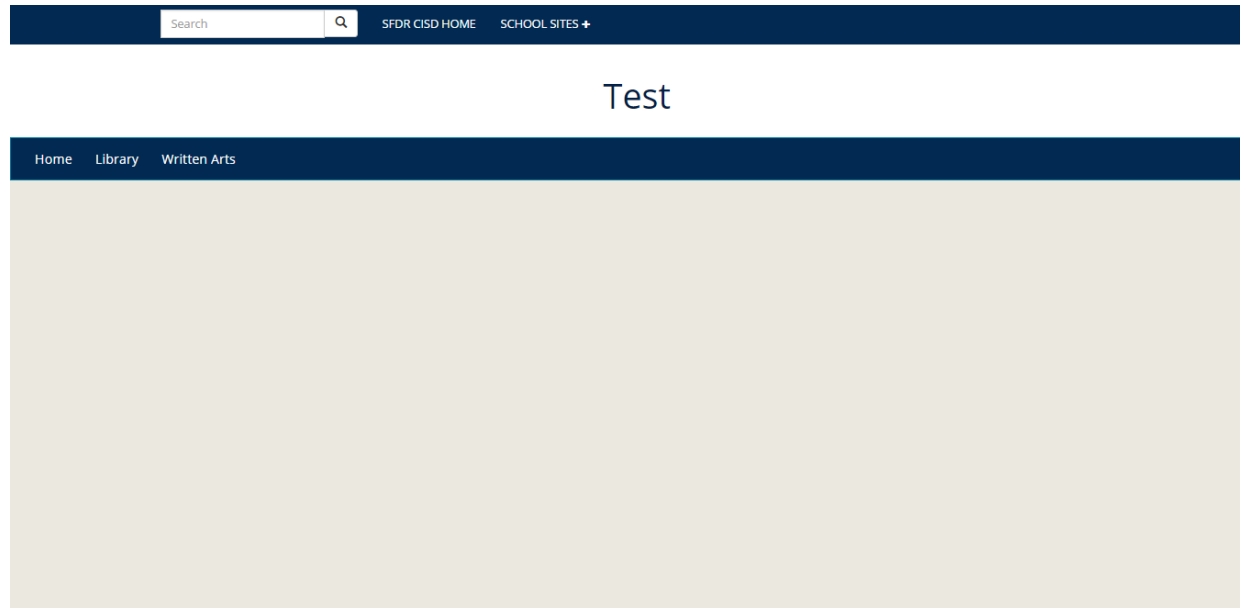


By this step, the school staff page tab is removed. The content would still be present in the website as well as in Ekohi CMS.

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Website view after unpublishing/ Deleting School Staff Page-



As we can see, there is no staff tab visible in the main navigation.


Currently, the website looks empty because we did not add any content in the Home tab. But, we could see the internal pages visible as we have filled the content in those pages. Going further we will see how to add the content to the Home tab.

Change the content order inside School Staff page displayed inside the website-

The content is displayed in the website resembles the content exactly as we fill in the Ekohi CMS. We cannot reorder regular fields but, only content present in the Archetype property editors can be reordered.

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To re-order the content present in the Archetype property editors, we can select  beside the archetype property editors.

Sorting-

In the actions drop down menu, there is an option called 'sort'. This option can be implemented only for the main navigation items displayed on the website.

Note*- It is advisable to have just 1 staff page any given school, rather than having 2 or more staff pages.

Hence, sorting cannot be implemented alone on a staff page.

We shall discuss the sorting under main navigation further in the document.



School Links

In this section we will know how to create, edit , delete, sort ,un publish and re publish School Links.

Creating / Editing School Links

School Links comprises of Programs and Quick Links which are displayed in the home tab screen of the school website.

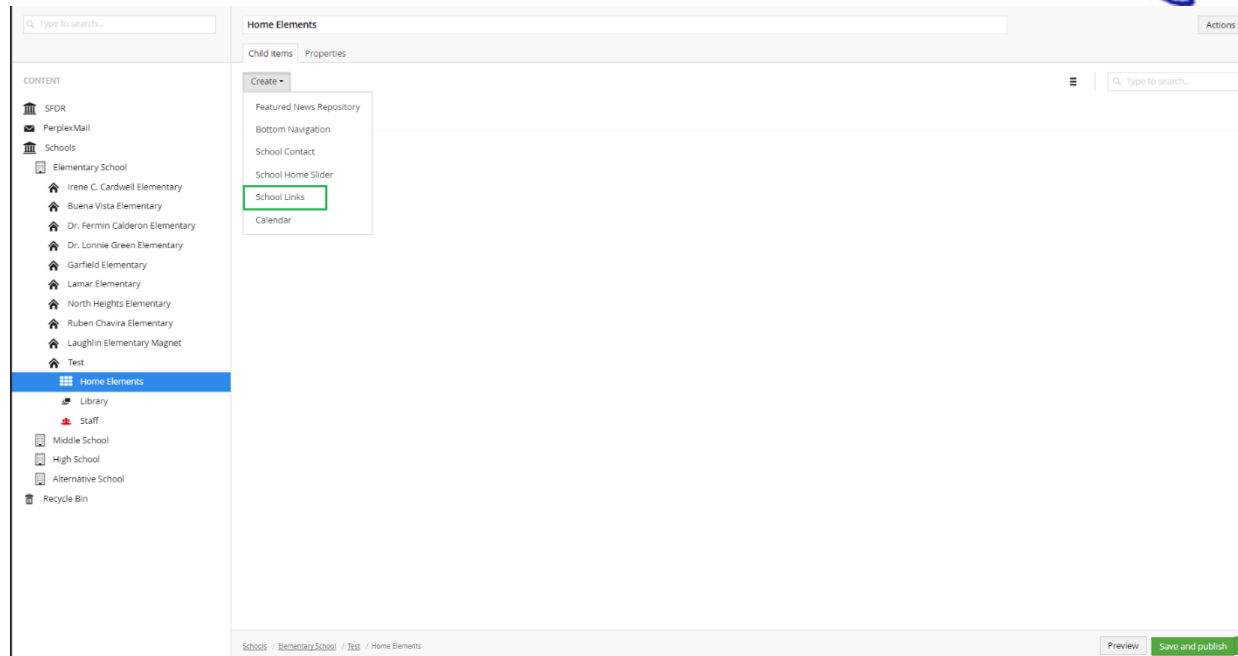
To add new school links, we need to create Programs/Quick links with the help of 'School links' document type under Home elements and add content to the newly created Links.

To create Programs/ quick links under school links,

Follow these steps-

Method 1-

- Click on the three dots next to the Home elements link under the school name in the content section.
- A screen is shown in the right with 'create' drop down button under 'Child items' tab.
- Click on the School links as highlighted.



Method 2-

- Click on the 3 dots beside Home elements
- A window is expanded with few options shown in the below image.
- Select School links as highlighted in the below image.
- A new screen is shown with fields to enter content regarding Programs/Quick Links.



The screenshot shows a web application interface. On the left, a 'CONTENT' sidebar lists various categories: SFDR, PerplexMail, Schools, Elementary School, Irene C. Cardwell Elementary, Buena Vista Elementary, Dr. Fermin Calderon Elementary, Dr. Lonnie Green Elementary, Garfield Elementary, Lamar Elementary, North Heights Elementary, Ruben Chavira Elementary, Laughlin Elementary Magnet, Test, Home Elements (highlighted), Library, Written Arts, and Staff. The 'Home Elements' category is expanded, showing a 'Create' menu with options: Bottom Navigation, Calendar, Featured News Repository (with a sub-note: 'This is the repository for the featured news articles'), School Contact, School Folders, School Home Slider, and School Links (highlighted with a green box). At the bottom of the 'Create' menu is a 'Do something else' button. On the right, a table shows 'LAST EDITED' and 'CREATED BY' information. The table has one row with the date '2017-04-18 10:29' and the name 'Kiranmayi Thota'. Below the table are 'Preview' and 'Save and publish' buttons.

LAST EDITED	CREATED BY
2017-04-18 10:29	Kiranmayi Thota

Method 3-

- Right click on the three dots beside home elements under the school name in the content section.
- Few options are expanded like create, delete, move etc. Click on 'Create'.
- A window is expanded same as above image.
- Click on featured news repository.

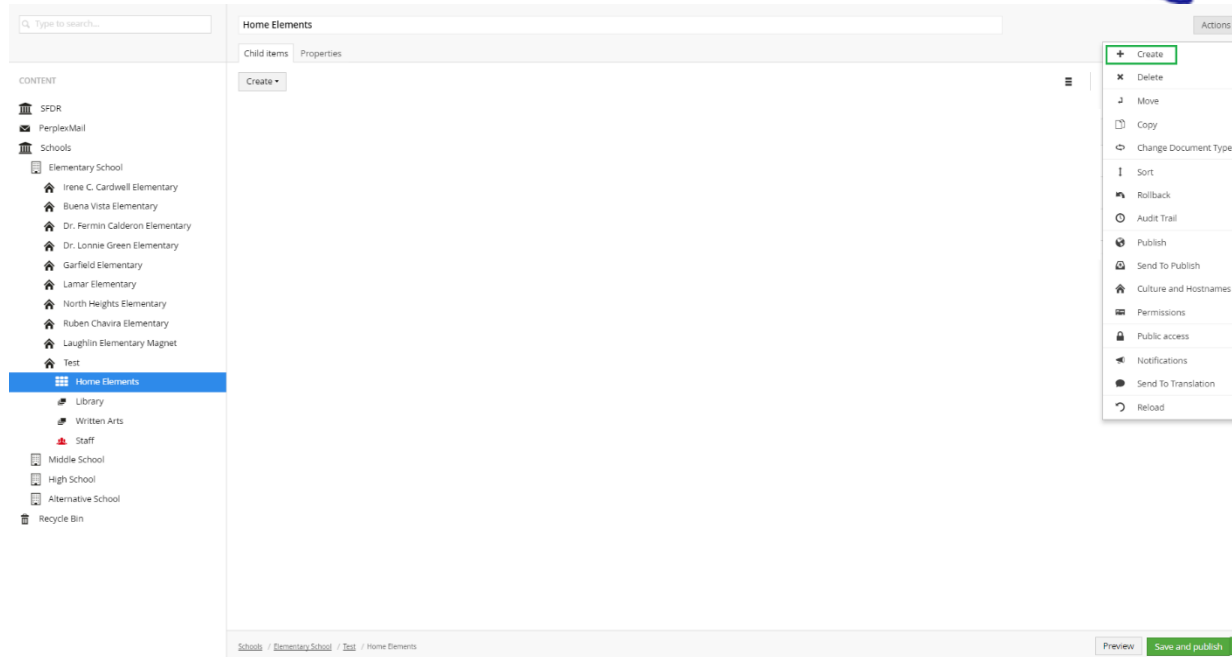


The screenshot displays a web application interface for content management. On the left, a sidebar lists various content types under the heading 'CONTENT'. The 'Home Elements' link is highlighted in blue. The main content area shows a table with one row of data. The 'Create' button is highlighted with a green box.

SORT	LAST EDITED	CREATED BY
0	2017-04-18 10:29	Kiranmayi Thota

Method 4-

- Click on the Home elements link in the content section under the school name.
- We can find Actions drop down button on the top right corner of the screen.



- Click 'create' to view extended screen. Refer below image.
- Select School Links as highlighted in below image.
- A new screen is displayed which allows us to enter content.



The screenshot shows a web application interface. On the left is a 'CONTENT' sidebar with a tree view. The 'Home Elements' folder is selected. The main area is titled 'Create' and shows options to 'CREATE AN ITEM UNDER HOME ELEMENTS'. The 'School Links' option is selected. Below this is a table with three columns: 'SORT', 'LAST EDITED', and 'CREATED BY'. The table contains three rows of data.

SORT	LAST EDITED	CREATED BY
0	2017-04-19 14:12	Kiranmayi Thota
1	2017-04-19 14:12	Kiranmayi Thota
2	2017-04-19 14:12	Kiranmayi Thota

Note* - Follow the above methods if there are no programs/ quick links created prior to this.

With the School Links selection, a new screen is displayed to enter details in the fields for folders and school media links section. Follow the below steps to continue.

Steps to follow if the programs/ quick links are already created/ newly created-

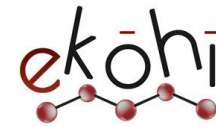
- Click on the programs or Quick Links (Where ever the content needs to be added).



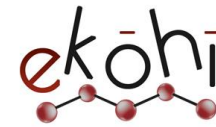
- With the programs or quick links selection, a new screen is displayed to enter details in the fields for folders and school media links section.
- To add new links, Click on the (+) button at the end of the archetype where we wish to add the links.

NAME	SORT	LAST EDITED	CREATED BY
Programs	0	2017-04-03 11:25	Kiranmayi Thota
Quick Links	1	2017-04-03 11:27	Kiranmayi Thota

Step By Step reference to fill the fields.



1. **School Media Links**- Unlike the folders, these links are displayed upfront. It is also a archetype property editor.
 - **Media Link2**- Each Media link comprises any of internal link, document or an external link.



- **Document Link Name-** Enter a document name only if the link is a document.
- **Document Link-** Select a document from media only if the link is a document
- **Page Link Name-** Enter a Internal page name only if the link is internal page. (Here in the above images as we can see, the page link names and page links are given.)
- **Internal Page Link-** select an Internal page link only if the link is internal page.
- **External Link Name-** Enter a external page name only if the link is external page.
- **External Link-** Enter a external page URL only if the link is external page.
- **Link Description-** Give the description for the link if any.
- **Restrict Access-** Check to show this link only after member login.

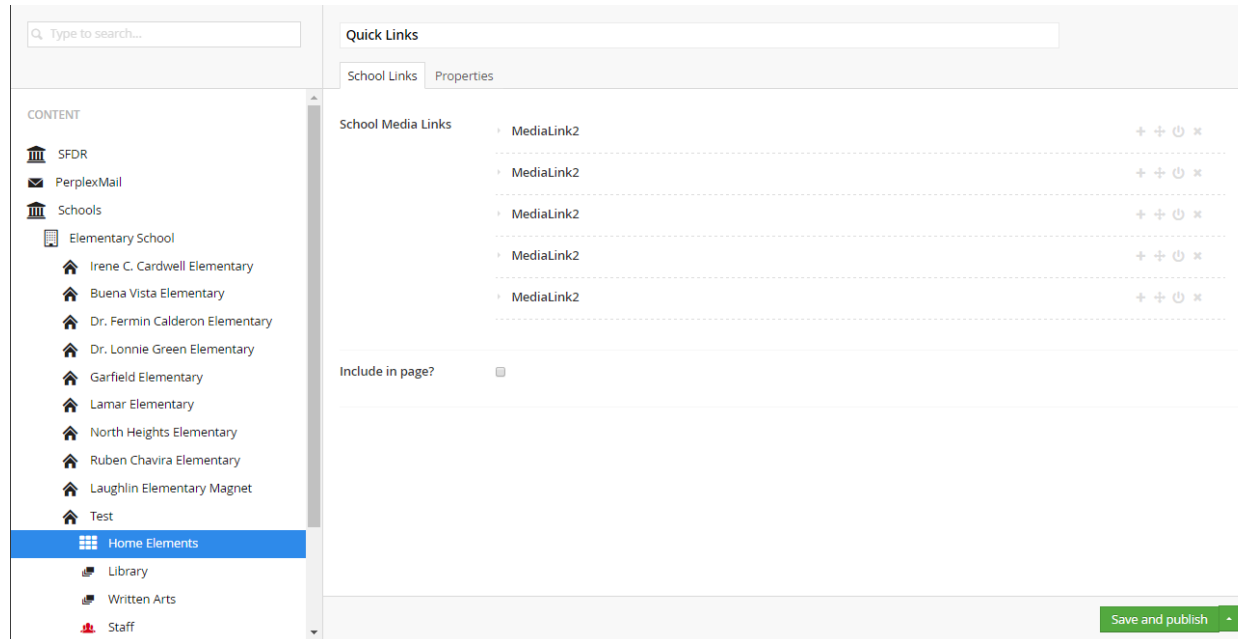


2. Include In Page- Check this to display the content in the website.

Click 'Save and Publish' to publish the filled in details in the website.

Note*- Each link is displayed only if the name for the link is entered in the appropriate field.

If we enter all the three fields values(document, internal page, external page) in one medial link2, then document alone is displayed since it is given in the 1st field.





Deleting School Links-

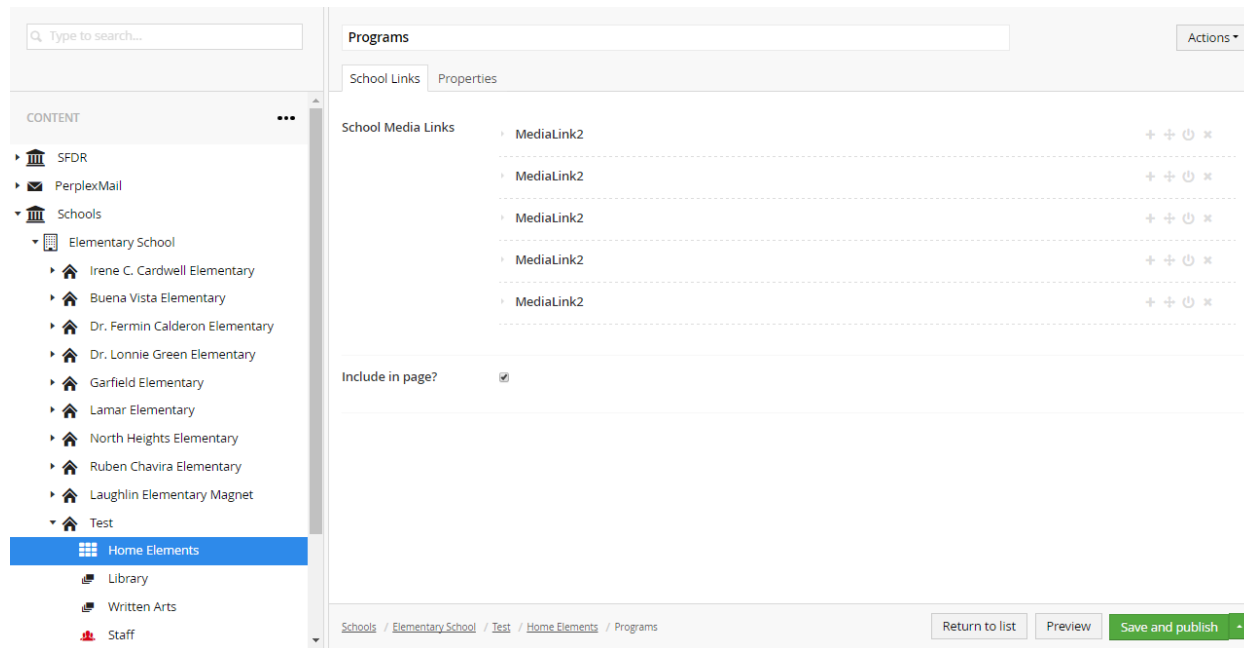
Deleting schools links can be anything like deleting the programs/Quick links completely or deleting few of the links inside program or quick links.

Deleting Few links in the programs/quick links sections-

To delete few links under programs/Quick links, click on any one of the child item (programs/quick links) under home elements section.

For example, considering programs.

- After clicking on the programs, all the links under programs are visible. Refer below image.





- There is an X mark beside the medialink2 archetype property editors.
- Click on 'X' and a dialog box pops up asking for confirmation.
- Select 'OK' to delete the media link.
- Click on save and publish to apply changes.

Note*- Once deleted, this cannot be reverted back.

Deleting Programs/ Quick Links-

- Click on Home elements in the content section
- Select either programs/ Quick links by clicking on the image beside the name or on the horizontal row.

The screenshot shows a content management system interface. On the left is a sidebar with a search bar and a 'CONTENT' section containing a tree view of categories: SFDR, PerplexMail, Schools, Elementary School, and Home Elements (highlighted). The main area is titled 'Home Elements' and contains a table with the following data:

NAME	SORT	LAST EDITED	CREATED BY
Programs	0	2017-04-18 10:29	Kiranmayi Thota
Quick Links	1	2017-04-18 11:44	Kiranmayi Thota

At the bottom of the interface, there is a breadcrumb trail: 'Schools / Elementary School / Test / Home Elements' and two buttons: 'Preview' and 'Save and publish'.



- Once clicked on any of the links, a tick mark appears beside the name replacing the 'link' image.
- Along the tick mark, few other options are also displayed- Publish, Unpublish, Copy, Move and Delete.
- Select delete option. A confirmation dialog box appears.
- Click 'ok' to delete.
- Click on save and publish to apply changes.

Unpublishing a School Link –

Unpublishing school links can be anything like unpublishing the programs/Quick links completely or unpublishing few of the links inside program or quick links.

Unpublishing Few links in the programs/quick links sections-



To unpublish few links under programs/Quick links, click on any one of the child item (programs/quick links) under home elements section.

For example, considering programs.

- After clicking on the programs, all the links under programs are visible. Refer below image.



The screenshot shows a web application interface. On the left is a sidebar titled 'CONTENT' with a search bar and a tree view. The tree view includes 'SFDR', 'PerplexMail', 'Schools', 'Elementary School' (with sub-items like 'Irene C. Cardwell Elementary', 'Buena Vista Elementary', etc.), 'Home Elements' (highlighted), 'Library', 'Written Arts', and 'Staff'. The main area is titled 'Programs' and has tabs for 'School Links' and 'Properties'. Below the tabs is a table of 'School Media Links' with five rows, each containing a 'MediaLink2' entry and a power button icon. Below the table is a checkbox labeled 'Include in page?' which is checked. At the bottom right are buttons for 'Return to list', 'Preview', and 'Save and publish'.

- There is an  power button beside the medialink2 archetype property editors.
- Click on the  button and the link is faded indicating the link is unpublished.
- Click on save and publish to apply changes.

To publish these links back, click on the power button again. The link is highlighted again. This will republish the links.

Unpublishing Programs/ Quick Links-

- Click on Home elements in the content section
- Select either programs/ Quick links by clicking on the icon image beside the name or on the horizontal row.

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The screenshot shows a web application interface for managing 'Home Elements'. On the left is a navigation menu with categories like SFDR, PerplexMail, Schools, and Home Elements. The main area displays a table of items:

NAME	SORT	LAST EDITED	CREATED BY
Programs	0	2017-04-18 10:29	Kiranmayi Thota
Quick Links	1	2017-04-18 11:44	Kiranmayi Thota

At the bottom right, there are 'Preview' and 'Save and publish' buttons. The breadcrumb trail at the bottom reads: Schools / Elementary School / Test / Home Elements.

- Once clicked on any of the links, a tick mark appears beside the name replacing the 'link' image.
- Along the tick mark, few other options are also displayed- Publish, Unpublish, Copy, Move and Delete.
- Select Unpublish option. The link is faded representing its unpublished.
- Click on save and publish to apply changes.

To republish the schools links, click on the 'link' image and select publish option. Click on save and publish to apply changes.



Sorting the order School Links under home elements-

NAME	SORT	LAST EDITED
Programs	0	2017-04-18 12:24
Quick Links	1	2017-04-18 11:44

- Click on the Home elements under content section.
- Select Actions drop down button to expand few options like create, delete, move, sort etc.
- Click on sort. A new window is expanded which allows us to sort.
- Click on the programs. Drag and drop it below quick links. This itself will sort the school links.
- Click Save. Now click save and publish.



Type to search...

CONTENT

- SFDR
- PerplexMail
- Schools
 - Elementary School
 - Irene C. Cardwell Elementary
 - Buena Vista Elementary
 - Dr. Fermin Calderon Elementary
 - Dr. Lonnie Green Elementary
 - Garfield Elementary
 - Lamar Elementary
 - North Heights Elementary
 - Ruben Chavira Elementary
 - Laughlin Elementary Magnet
 - Test
 - Home Elements**
 - Library
 - Written Arts
 - Staff

Sort

Drag the different items up or down below to set how they should be arranged. Or click the column headers to sort the entire collection of items

Name	Creation date	Sort order
Programs	4/18/2017 10:27 AM	0
Quick Links	4/18/2017 11:44 AM	1

Cancel Save

Actions

Type to search...

LAST EDITED	CREATED BY
2017-04-18 12:24	Kiranmayi Thota
2017-04-18 11:44	Kiranmayi Thota

Preview Save and publish



Website view before and after sorting-

Before sorting-

The screenshot shows a website header with a dark blue background. On the left, there is a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar are two links: "SFDR CISD HOME" and "SCHOOL SITES +". Below the header, the word "Test" is centered in a large, light blue font. Underneath "Test" is a dark blue navigation bar with four links: "Home", "Library", "Written Arts", and "Staff". To the right of the navigation bar is a light beige sidebar containing two menu sections. The first section is titled "Programs" and lists five items: "Bilingual Academics", "Fine Arts", "Gifted and Talented", "Leader In Me", and "Power Hour". The second section is titled "Quick Links" and lists five items: "Attendance", "PE/Art/Music Schedule", "Library Schedule", "Lunch Schedule", and "Power Hour Schedule".



After sorting-

Search Q SFDR CISD HOME SCHOOL SITES +

Test

Home Library Written Arts Staff

- Quick Links
 - Attendance
 - PE/Art/Music Schedule
 - Library Schedule
 - Lunch Schedule
 - Power Hour Schedule
- Programs
 - Bilingual Academics
 - Fine Arts
 - Gifted and Talented
 - Leader In Me
 - Power Hour



Calendar Events

In this section we will know how to create, edit , delete, sort ,un publish and re publish **Calendar Events**.

Creating/Editing Calendar Events

To add new events under calendar, we use calendar document type.

To create, there are four possible ways.

Follow these steps to create calendar events/upcoming events-

Method 1-

The screenshot shows a content management system interface. On the left is a 'CONTENT' sidebar with a search bar and a list of categories including SFDR, PerplexMail, Schools, Elementary School, Home Elements, Library, Written Arts, and Staff. The 'Create' menu is open, showing options like Bottom Navigation, Calendar (highlighted with a green box), Featured News Repository, School Contact, School Folders, School Home Slider, and School Links. The main area displays a table with columns for 'LAST EDITED' and 'CREATED BY', containing two rows of data. At the bottom right, there are 'Preview' and 'Save and publish' buttons.

LAST EDITED	CREATED BY
2017-04-18 12:32	Kiranmayi Thota
2017-04-18 12:30	Kiranmayi Thota



- Click on the three dots next to the Home elements link in the content section under the school name.
- A screen is extended to view options shown in above image.
- Select Calendar document type as highlighted.
- A new screen is displayed which allows us to enter content.

Method 2-

- Right click on the three dots next to the Home elements link in the content section under the school name.
- A screen is extended to the right with options like create, delete, move etc.
- Select create option.
- The same window as in above method is displayed. (Refer above image)

The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu is titled 'CONTENT' and lists various categories and schools. The 'Home Elements' link is highlighted in blue. A context menu is open over the 'Home Elements' link, with the 'Create' option highlighted in green. The main content area shows a table of content items with columns for 'SORT', 'LAST EDITED', and 'CREATED BY'. The table contains two rows of data.

SORT	LAST EDITED	CREATED BY
0	2017-04-18 12:33	Kiranmayi Thota
1	2017-04-18 12:33	Kiranmayi Thota

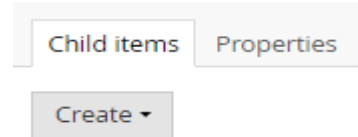
- Select Calendar document type as highlighted.



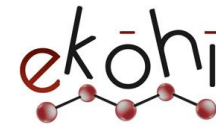
- A new screen is displayed which allows us to enter content.

Method 3-

- Click on the Home elements link in the content section under the school name.
- A new screen is displayed with two tabs – child items, Properties.
- Click on ‘create’ drop down button under ‘Child items’ tab.



- This drop down expands with few document types.
- Select calendar as highlighted in below image.
- A new screen is displayed which allows us to enter content.



Search: Type to search...

Home Elements

Child items | Properties

Create ▾

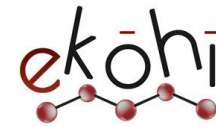
- Featured News Repository
- Bottom Navigation
- School Contact
- School Home Slider
- School Links
- Calendar**
- School Folders

CONTENT

- SFDR
- PerplexMail
- Schools
 - Elementary School
 - Irene C. Cardwell Elementary
 - Buena Vista Elementary
 - Dr. Fermin Calderon Elementary
 - Dr. Lonnie Green Elementary
 - Garfield Elementary
 - Lamar Elementary
 - North Heights Elementary
 - Ruben Chavira Elementary
 - Laughlin Elementary Magnet
 - Test
 - Home Elements**
 - Library
 - Staff
 - Middle School
 - High School
 - Alternative School
- Recycle Bin

Schools / Elementary School / Test / Home Elements

Preview Save and publish ▾



Method 4-

- Click on the Home elements link in the content section under the school name.
- We can find Actions drop down button on the top right corner of the screen.

The screenshot displays the 'Home Elements' management interface. On the left, a 'CONTENT' sidebar lists various school-related items, with 'Home Elements' selected. The main content area features a table with the following data:

NAME	SORT	LAST EDITED
Programs	0	2017-04-18 12:33
Quick Links	1	2017-04-18 12:33

An 'Actions' dropdown menu is visible on the right side of the table, with the 'Create' option highlighted. The bottom of the interface includes a breadcrumb trail: 'Schools / Elementary School / Test / Home Elements' and a 'Save and publish' button.

- Click 'create' to view extended screen. Refer below image.
- Select calendar as highlighted in below image.
- A new screen is displayed which allows us to enter content.



Q Type to search...

CONTENT

- SFDR
- PerplexMail
- Schools
 - Elementary School
 - Irene C. Cardwell Elementary
 - Buena Vista Elementary
 - Dr. Fermin Calderon Elementary
 - Dr. Lonnie Green Elementary
 - Garfield Elementary
 - Lamar Elementary
 - North Heights Elementary
 - Ruben Chavira Elementary
 - Laughlin Elementary Magnet
 - Test
 - Home Elements
 - Library
 - Written Arts
 - Staff

CREATE AN ITEM UNDER HOME ELEMENTS

- Bottom Navigation
- Calendar**
- Featured News Repository
This is the repository for the featured news articles
- School Contact
- School Folders
- School Home Slider
- School Links

Do something else

Actions ▾

Q Type to search...

LAST EDITED	CREATED BY
2017-04-18 12:32	Kiranmayi Thota
2017-04-18 12:30	Kiranmayi Thota

Preview Save and publish ▾

Note* - Follow all the above methods only if there is no calendar created prior to this.

Follow these steps after creating calendar under home elements or a calendar pre- exists.

If a Calendar is created prior to this, we can add new events under the calendar section using the archetype property editor.

To do so, click on the school upcoming events under the child items. The created school upcoming events section can be seen in the below image.



Q Type to search...

Home Elements Actions ▾

Child items Properties

Create ▾ ☰ Q Type to search...

<input type="checkbox"/>	NAME	SORT ▲	LAST EDITED	CREATED BY
	Programs	0	2017-04-18 12:33	Kiranmayi Thota
	Quick Links	1	2017-04-18 12:33	Kiranmayi Thota
	School Upcoming Events	2	2017-04-18 16:09	Kiranmayi Thota

Schools / Elementary School / Test / Home Elements

Preview Save and publish ▾



Now click on the school upcoming events to view the below image.

The screenshot shows a web application interface for editing 'School Upcoming Events'. On the left is a 'CONTENT' sidebar with a search bar and a tree view including 'Elementary School', 'Home Elements', 'Library', 'Written Arts', 'Staff', 'Middle School', 'High School', 'Alternative School', and 'Recycle Bin'. The main area has two tabs: 'Design' (active) and 'Properties'. Under 'Design', there's an 'Upcoming Events List' section with a 'Calendar Event' form. The form includes: 'Event name' (Spring Break Begins!), 'Event Description' (Spring Break Begins - Classes return to session on March 20th.), 'All Day Event?' (checked), 'Event Start' (2017-03-14 10:20:02), 'Event End' (2017-03-19 10:38:45), 'Event Link' (Add an item), 'Event Color' (a row of color swatches), 'ShowOnSite' (checked), and 'Restrict Access?' (unchecked). At the bottom, there are 'IncludeInNavigation' and 'RestrictAccess?' checkboxes, and a breadcrumb trail: 'Schools / Elementary School / Test / Home Elements / School Upcoming Events'. Action buttons at the bottom right are 'Return to list', 'Preview', and 'Save and publish'.

There are two tabs in this screen- Design, Properties.

Adding Content in Design Tab–

Upcoming Events List- It is a archetype property editor. i.e, any number of calendar events could be created using this editor.

- **Event Name-** Enter a name for the event.
- **Event Description-** Give a description of what the event is about.
- **All Day Event?-** Check this if the event lasts all day.

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- **Event Start-** Select a event start time and date.
- **Event End-** Select a event end time and date.
- **Event Link-** We could add a link corresponding to the event. This link could be a document, internal page or an external page. Each link should be given with its respective link name.

Event Link

Event Link + x

Document Link Name

Document Link 

Page Link Name

Internal Page Link + Add

External Link Name

External Link

- **Event Color-** We can pick a color to the corresponding event. It is something like color coded to that event.
- **Show on site-** Check this to show this calendar event on the website.
- **Restrict Access?-** Check to show event only after member login.
- **Include in Navigation-** Check this to show all the events on the website. (Checking this is mandatory.)
- **Restrict Access?-** Check to show upcoming events after member login.



Property Tab-

The properties tab has properties related to the page. We usually do not change anything here.

Click 'Save and Publish' to publish the filled in details in the website.

Website View-

Once all the content in the calendar is created and published, the website looks something like this.

Note*- Only the fields filled in are displayed in the Website.

Search [] SFSR CISD HOME SCHOOL SITES +

Test

Home Library Written Arts Staff

School Calendar

April 2017 month week day < > list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Programs

- Bilingual Academics
- Fine Arts
- Gifted and Talented
- Leader In Me
- Power Hour

Quick Links

- Attendance
- PE/Art/Music Schedule
- Library Schedule
- Lunch Schedule
- Power Hour Schedule

Upcoming Events

14 MAR

Spring Break Begins 1

Spring Break Begins - Classes return to session on March 20th.

How to Delete an event ?

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- To delete any event inside the upcoming events/ calendar, there is a X symbol beside the Calendar event archetype property editor.
- Click on the **X** beside the event link to delete.
- A confirmation dialogue box appears. Click 'OK'.
- Click on save and publish to apply changes.



Note*- Once deleted, this cannot be reverted back.

Deleting School Upcoming events from Home elements-



- Click on Home elements in the content section.
- Select School Upcoming events under child items by clicking on the icon- image beside the name or on the horizontal row.
- Once clicked on School Upcoming Events, a tick mark appears beside the name replacing the icon image.
- Along the tick mark, few other options are also displayed- Publish, Unpublish, Copy, Move and Delete on top.
- Select delete option. A confirmation dialog box appears.
- Click 'ok' to delete.
- Click on save and publish to apply changes.



The screenshot shows a content management system interface. On the left is a navigation menu with 'Home Elements' selected. The main area is titled 'Home Elements' and shows a table of items. The 'Delete' button in the top right of the table area is highlighted with a green box. The 'School Upcoming Events' row in the table is also highlighted with a green circle.

NAME	SORT	LAST EDITED	CREATED BY
Programs	0	2017-04-18 12:33	Kiranmayi Thota
Quick Links	1	2017-04-18 12:33	Kiranmayi Thota
School Upcoming Events	2	2017-04-19 11:59	Kiranmayi Thota

How to Unpublish an event?

- To unpublish few events under school upcoming events, click on home elements under content section.
- Select School upcoming events (hover on the words school upcoming events and click on it) under child items to view all the events listed.
- There is an  power button beside the Calendar event archetype property editors.
- Click on the  button and the link is faded indicating the link is unpublished.
- Click on save and publish to apply changes.

Publishing back the unpublished events-

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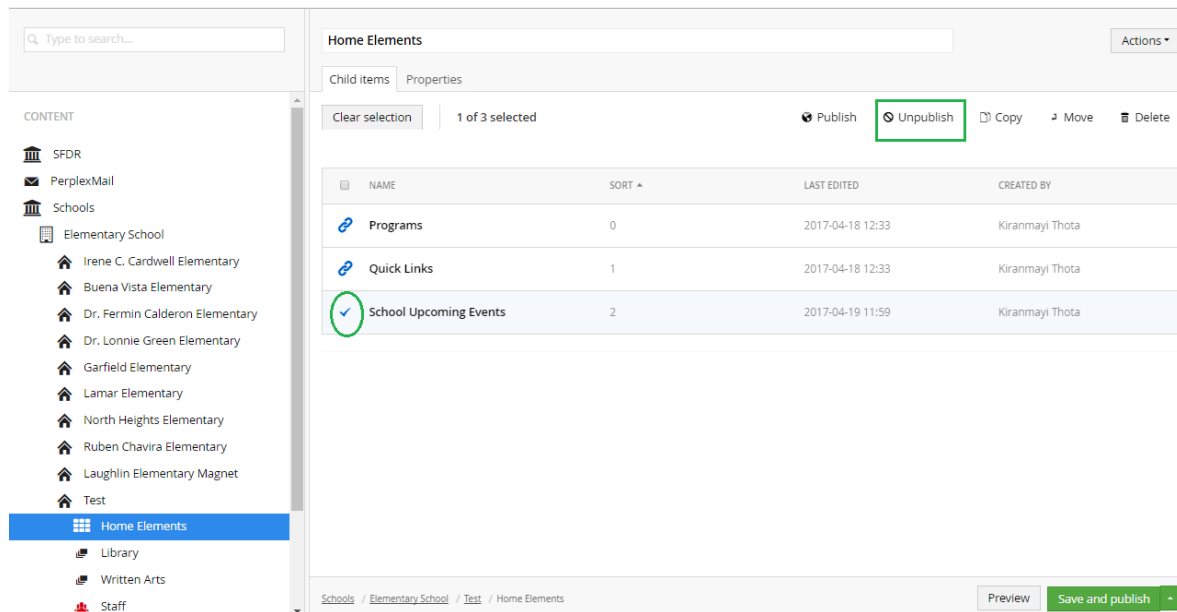


To republish the events, click on the  power button beside the Calendar event archetype property editors again.




This will republish the event back.

Unpublishing Calendar/ All School upcoming events-

- Click on Home elements in the content section
- Select either school upcoming events by clicking on the logo-image beside the name. (Refer below image)
- Once clicked on any of the links, a tick mark appears beside the name replacing the logo- image.
- Along the tick mark, few other options are also displayed- Publish, Unpublish, Copy, Move and Delete.
- Select Unpublish option. The link is faded representing its unpublished.
- Click on save and publish to apply changes.




The screenshot shows a content management system interface. On the left is a sidebar with a search bar and a 'CONTENT' section containing a tree view of items: SFDR, PerplexMail, Schools, Elementary School, and Home Elements (highlighted). The main area is titled 'Home Elements' and shows a table of items. The 'School Upcoming Events' row is selected, indicated by a green checkmark in a circle next to its name. Above the table, there are action buttons: 'Publish', 'Unpublish' (highlighted with a green box), 'Copy', 'Move', and 'Delete'. At the bottom right, there are 'Preview' and 'Save and publish' buttons.

NAME	SORT	LAST EDITED	CREATED BY
 Programs	0	2017-04-18 12:33	Kiranmayi Thota
 Quick Links	1	2017-04-18 12:33	Kiranmayi Thota
 School Upcoming Events	2	2017-04-19 11:59	Kiranmayi Thota



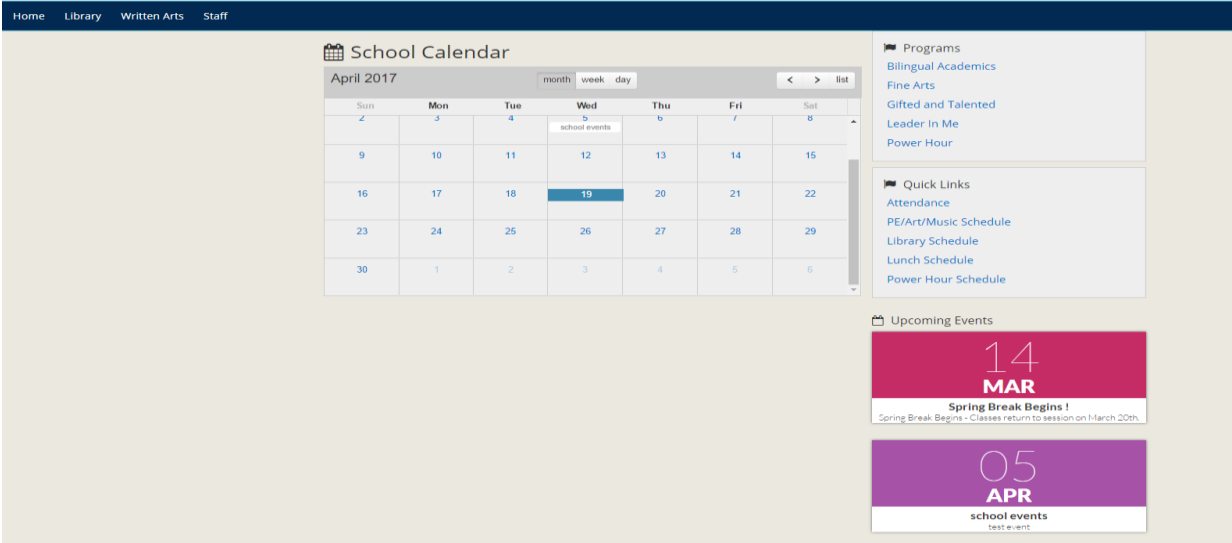
How to sort the Calendar events?

Change the order of the events displayed in the website-

- Select school upcoming links to view the calendar events.
- If there are multiple events visible, we can reorder/sort the positions of the events displayed in the website.
- We can find  symbol beside the calendar events archetype properties.
- Click on this symbol along side the event to move.
- Click, hold and drag to a position that we want to change it.

Website view before sorting the calendar events-

Test



The screenshot shows a school website interface. At the top, there is a navigation bar with links for Home, Library, Written Arts, and Staff. Below this is a 'School Calendar' section for April 2017, displayed in a month view. The calendar shows dates from 4 to 6, with a 'school events' label on the 5th. To the right of the calendar are two panels: 'Programs' with links for Bilingual Academics, Fine Arts, Gifted and Talented, Leader In Me, and Power Hour; and 'Quick Links' with links for Attendance, PE/Art/Music Schedule, Library Schedule, Lunch Schedule, and Power Hour Schedule. Below these panels is an 'Upcoming Events' section with two event cards: one for March 14th titled 'Spring Break Begins!' and another for April 05th titled 'school events'.



Website view after sorting the calendar events-

Test

The screenshot shows a school website interface. At the top, there is a navigation bar with links for Home, Library, Written Arts, and Staff. Below this is a 'School Calendar' section for April 2017. The calendar is displayed in a grid format with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date 5th is highlighted with a blue background and labeled 'school events'. To the right of the calendar, there are two sections: 'Programs' and 'Quick Links'. The 'Programs' section lists: Bilingual Academics, Fine Arts, Gifted and Talented, Leader In Me, and Power Hour. The 'Quick Links' section lists: Attendance, PE/Art/Music Schedule, Library Schedule, Lunch Schedule, and Power Hour Schedule. Below these sections is an 'Upcoming Events' section. It features two event cards: one for April 5th (APR) labeled 'school events' and 'test event', and another for March 14th (MAR) labeled 'Spring Break Begins!' with a sub-note 'Spring Break Begins - Classes return to session on March 20th'.

Sorting School Upcoming events in Home elements-

The result of sorting the events inside upcoming events is visible in the website as we have seen in above situation.

But the result of sorting the School links with school upcoming events is not possible. Having said that, sorting can still be done in Ekohi CMS.

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The school upcoming events are designed to be placed under the programs/quick links.

To sort the Home elements follow the same steps as sorting school links. That way we can sort the position of the school links and calendar events.

School Folders

In this section we will know how to **create**,(add multiple items in a folder, create multiple school folders) **edit** , **delete** ,**un publish** and **republish**

School Folders content.

Creating/Editing School folders

To create School folders, there are three different possible ways.

- Go to **Schools** in the content tree
- Select a school
- Select school home elements

Method 1:

- Click on the three dots next to the school home elements in the content section. A new window pops up, it is shown in the below image.
- Click on the School Folders as highlighted.



content - wildcat1.medixsoft.com

wildcat1.medixsoft.com:88/ekohi#/content/content/edit/7532

Apps macros - templating -

Q Type to search...

CONTENT

- SFDR
- PerplexMail
- Schools
 - Elementary School
 - Irene C. Cardwell Elementary
 - Irene C. Cardwell Elementary Home Elements
 - Library
 - Staff
 - Buena Vista Elementary
 - Dr. Fermin Calderon Elementary
 - Dr. Lonnie Green Elementary
 - Garfield Elementary
 - Lamar Elementary
 - North Heights Elementary
 - Ruben Chavira Elementary
 - Laughlin Elementary Magnet
 - Test
 - Home Elements**
 - Library
 - Written Arts
 - Staff
 - Middle School
 - High School
 - Alternative School
 - Recycle Bin

CREATE AN ITEM UNDER HOME ELEMENTS

- Bottom Navigation
- Calendar
- Featured News Repository
This is the repository for the featured news articles
- School Contact
- School Folders**
- School Home Slider
- School Links

Do something else

LAST EDITED	CREATED BY
2017-04-19 14:13	Kiranmayi Thota
2017-04-19 15:07	Kiranmayi Thota
2017-04-19 15:07	Kiranmayi Thota
2017-04-19 16:49	Kiranmayi Thota
2017-04-19 16:49	Kiranmayi Thota

Preview Save and publish

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Method 2:

- Click on the Actions drop down button which is located at the top right corner of the screen (can be viewed in the image below).
- This will expand few options like create, delete, edit. Select 'create' to pop up the same window as shown above.
- Click on the School Folders page as highlighted.



CONTENT

- SFDR
- PerplexMail
- Schools
 - Elementary School
 - Irene C. Cardwell Elementary
 - Irene C. Cardwell Elementary Home El
 - Library
 - Staff
 - Buena Vista Elementary
 - Dr. Fermin Calderon Elementary
 - Dr. Lonnie Green Elementary
 - Garfield Elementary
 - Lamar Elementary
 - North Heights Elementary
 - Ruben Chavira Elementary
 - Laughlin Elementary Magnet
 - Test
 - Home Elements**
 - Library
 - Written Arts
 - Staff
 - Middle School
 - High School
 - Alternative School
- Recycle Bin

Home Elements

Child items Properties

Create -

NAME	SORT	LAST EDITED
Programs	0	2017-04-19 14:13
Quick Links	1	2017-04-19 15:07
School Upcoming Events	2	2017-04-19 15:07
Announcements	3	2017-04-19 16:49
Campus News	4	2017-04-19 16:49

Actions

- + Create
- x Delete
- ↶ Move
- 📄 Copy
- ↶ Change Document Type
- ⌵ Sort
- ↶ Rollback
- 🕒 Audit Trail
- 📄 Publish
- 📄 Send To Publish
- 🏠 Culture and Hostnames
- 🔒 Permissions
- 🔒 Public access
- 📄 Notifications
- 📄 Send To Translation
- ↶ Reload

Schools / Elementary School / Test / Home Elements

Preview Save and publish

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content - wildcat1.medi... X

wildcat1.medi...:88/ekohi#/content/content/edit/7532

Apps macros - templating -

Q Type to search...

CONTENT

- SFDR
- PerplexMail
- Schools
 - Elementary School
 - Irene C. Cardwell Elementary
 - Irene C. Cardwell Elementary Home El
 - Library
 - Staff
 - Buena Vista Elementary
 - Dr. Fermin Calderon Elementary
 - Dr. Lonnie Green Elementary
 - Garfield Elementary
 - Lamar Elementary
 - North Heights Elementary
 - Ruben Chavira Elementary
 - Laughlin Elementary Magnet
 - Test
 - Home Elements
 - Library
 - Written Arts
 - Staff
 - Middle School
 - High School
 - Alternative School
 - Recycle Bin

Create

CREATE AN ITEM UNDER HOME ELEMENTS

- Bottom Navigation
- Calendar
- Featured News Repository
This is the repository for the featured news articles
- School Contact
- School Folders
- School Home Slider
- School Links

Do something else

LAST EDITED CREATED BY

2017-04-19 14:13	Kiranmayi Thota
2017-04-19 15:07	Kiranmayi Thota
2017-04-19 15:07	Kiranmayi Thota
2017-04-19 16:49	Kiranmayi Thota
2017-04-19 16:49	Kiranmayi Thota

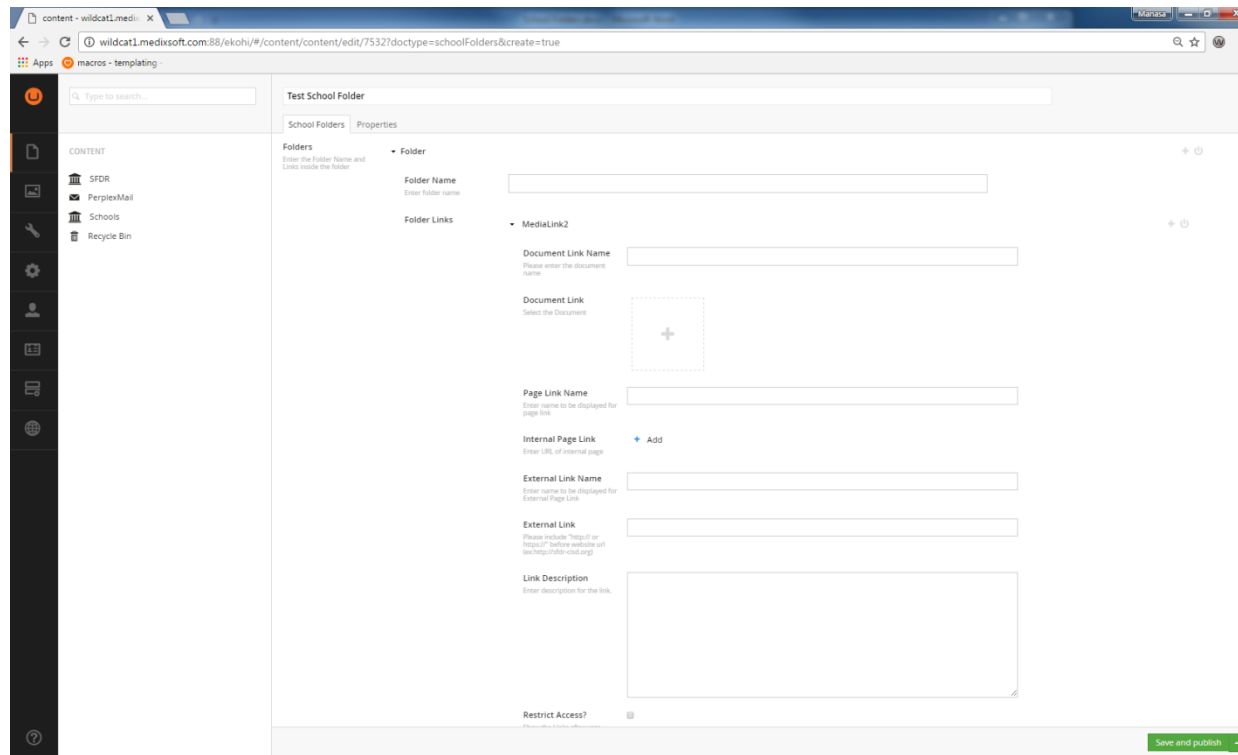
Preview Save and publish

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Method 3:

- Right click on the three dots next to the school home elements in the content section. A new window pops up, it is shown in the below image.
- Select create and a new window pops up same as in the above 2 methods.
- Click on the School Folders as highlighted in the 'create school folders' image.





Document link name: Name of the document to be displayed on document

Document Link: we can pick the document from the media.

Page Link Name: To specify the name to be displayed on Internal page link.

Internal Page Link: This is a content picker property editor where user can select the internal page from the content tree.

External Link Name: To specify the name to be displayed on External link.

External Link: This is a text string property editor where we can enter the url of a website.

Note: Do not forget to include http:// or https:// before website url, otherwise it will throw an error.

Note: if we specify all the links(document, internal and external links) ,only one link will be populated on the website.

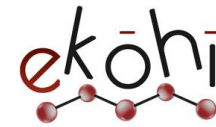
Document links has highest priority, page link has second priority and then external link.

Link Description: Information of the link

How to add content to School folders?

Adding document:

- Give the document name in 'Document Link Name' property editor
- Select the document by clicking 'Document Link '



- Click on 'include in page' to show on website
- Hit save and publish

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content - wildcat1.medi... x Test x

wildcat1.medi...:88/elementary-school/test/

2	3	4	5 school events	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Quick Links

- Attendance
- PE/Art/Music Schedule
- Library Schedule
- Lunch Schedule
- Power Hour Schedule

School Folders

- Test Folder
 - Test document

Announcements

Students and Parents

Students are not allowed to park at the Apartments across the street you may be subject to towing. You may purchase a permit to park at the DRHS Student Lot.

[Test Announcement Heading](#)

This is a test

Campus News

Improving School Readiness

teachers visit various kindergarten classrooms to observe teaching strategies and student engagement with the content. They also meet with district kindergarten teachers to discuss revision of school readiness goals to improve student achievement through curriculum vertical alignment.

Upcoming Events

05 APR
school events
test event

14 MAR
Spring Break Begins!
Spring Break Begins - Classes return to session on March 14th



Adding internal page

- Give the page name in 'Page Link Name' property editor
- Select the internal page by clicking 'Internal Page Link'

The screenshot shows the 'Test School Folder' properties editor in the Medixsoft CMS. The left sidebar displays a tree view of the content structure, with 'Home Elements' selected. The main area shows the 'Properties' tab for the 'Test School Folder'. The 'Internal Page Link' field is active, and the 'Test' page is selected from the dropdown menu. The 'Page Link Name' field contains 'Test Page'. Other fields include 'Document Link Name', 'Document Link', 'External Link Name', 'External Link', and 'Link Description'. The bottom of the interface shows navigation buttons: 'Return to list', 'Preview', and 'Save and publish'.

- Click on 'include in page' to show on website

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- Hit save and publish

The screenshot shows a web application interface with a calendar at the top. The calendar has a grid with dates from 26 to 29. The date 25 is highlighted in blue. Below the calendar are two columns of content: 'Announcements' and 'Campus News'. To the right of these columns is a 'School Folders' section, which is highlighted with a green border. It contains a 'Test Folder' and a 'Test Page' link. Below the 'School Folders' section are 'Upcoming Events' cards for '05 APR school events' and '14 MAR Spring Break Begins!'. The browser address bar shows 'wildcat1.medixsoft.com:88/elementary-school/test/'.



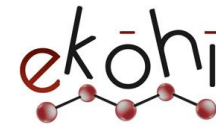
Adding external link

- Give the url name in 'External Link Name' property editor
- Give the url in 'External Link' property editor

The screenshot shows the 'Test School Folder' properties editor in the Medixsoft CMS. The left sidebar contains a navigation menu with categories like 'CONTENT', 'Schools', and 'Home Elements'. The main area displays the 'Properties' tab for the 'Test School Folder'. The 'External Link Name' field is filled with 'Test URL', and the 'External Link' field is filled with 'http://www.sfdrcisd.org/'. The 'Restrict Access?' checkbox is checked. At the bottom, there are buttons for 'Return to list', 'Preview', and 'Save and publish'.

- Click on 'include in page' to show on website
- Hit save and publish

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26	27	28	29	30	31	1
2	3	4	5 school events	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

How to create multiple items under one folder?

we can create as many links as we wish in a folder

Click on + sign in the 'MediaLink2' property editor



Folders

Enter the Folder Name and Links inside the folder

▼ Folder

Folder Name

Enter folder name

Test Folder

Folder Links

▶ MediaLink2



Restrict Access ?

show this after user login?



new link will be added under test folder

Folders

Enter the Folder Name and Links inside the folder

▼ Folder

Folder Name

Enter folder name

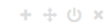
Test Folder

Folder Links

▶ MediaLink2



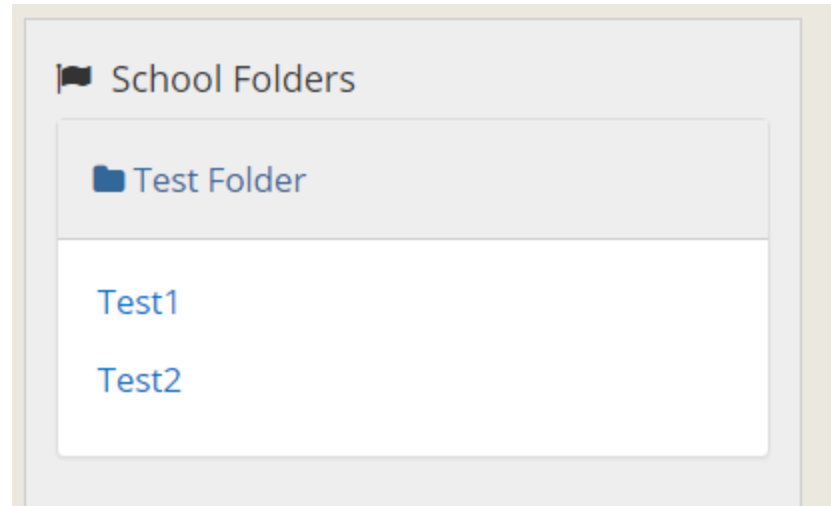
MediaLink2



Restrict Access ?

show this after user login?

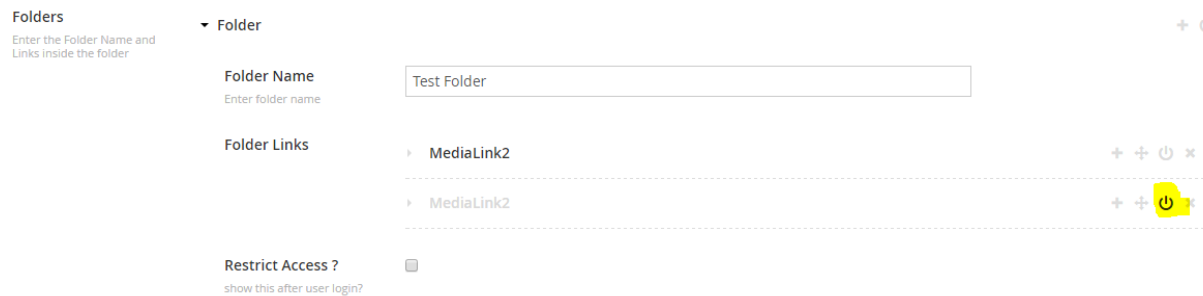




How to un publish a link?

If we don't want to see a link on website we can hide it by un publishing

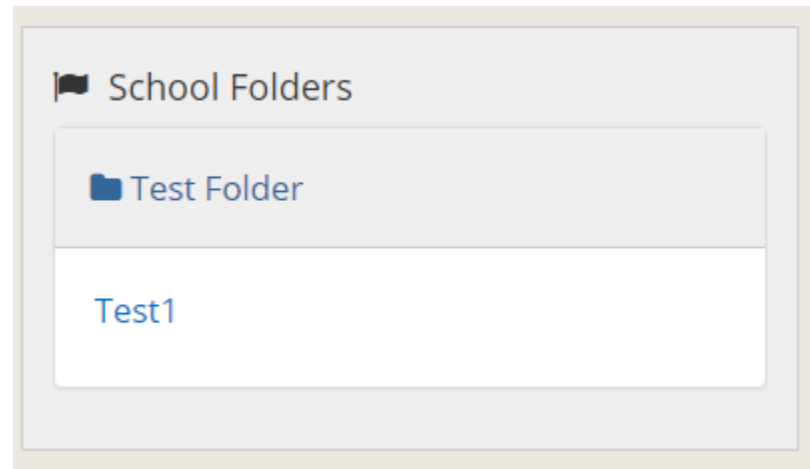
Click on the power button in the 'MediaLink2' property editor





Hit save and publish

MediaLink2 (Test2) will be disappear from the website



we can **re publish** content by clicking on same power button.

How to delete a link from folder?

If we don't want to have a link in the folder , we can remove it by clicking on **X** sign.



Folders
Enter the Folder Name and Links inside the folder

▼ Folder + ⏻

Folder Name
Enter folder name

Folder Links

- ▶ MediaLink2 + + ⏻ 🗑️
- ▶ MediaLink2 + + ⏻ 🗑️

Restrict Access ?
show this after user login?

Hit save and publish

How to add multiple folders?

We can create as many folders as we wish in the school folders document type

To do so, simply click on **+** sign in the **folders** property editor.

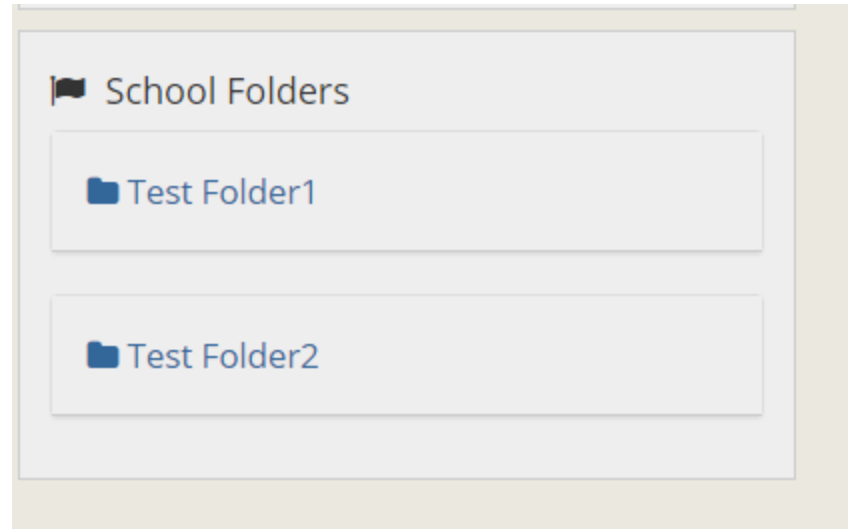
Folders
Enter the Folder Name and Links inside the folder

▶ Folder 🗑️ ⏻



Hit save and publish

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How to un publish a folder ?

Click on the power button in 'folder' property editor

It will un publish the folder

Folders

Enter the Folder Name and
Links inside the folder

› Folder

+ +  *

› Folder

+ +  *



Hit save and publish

How to delete a folder ?

We can remove a folder by clicking on **X** sign.



Hit save and publish

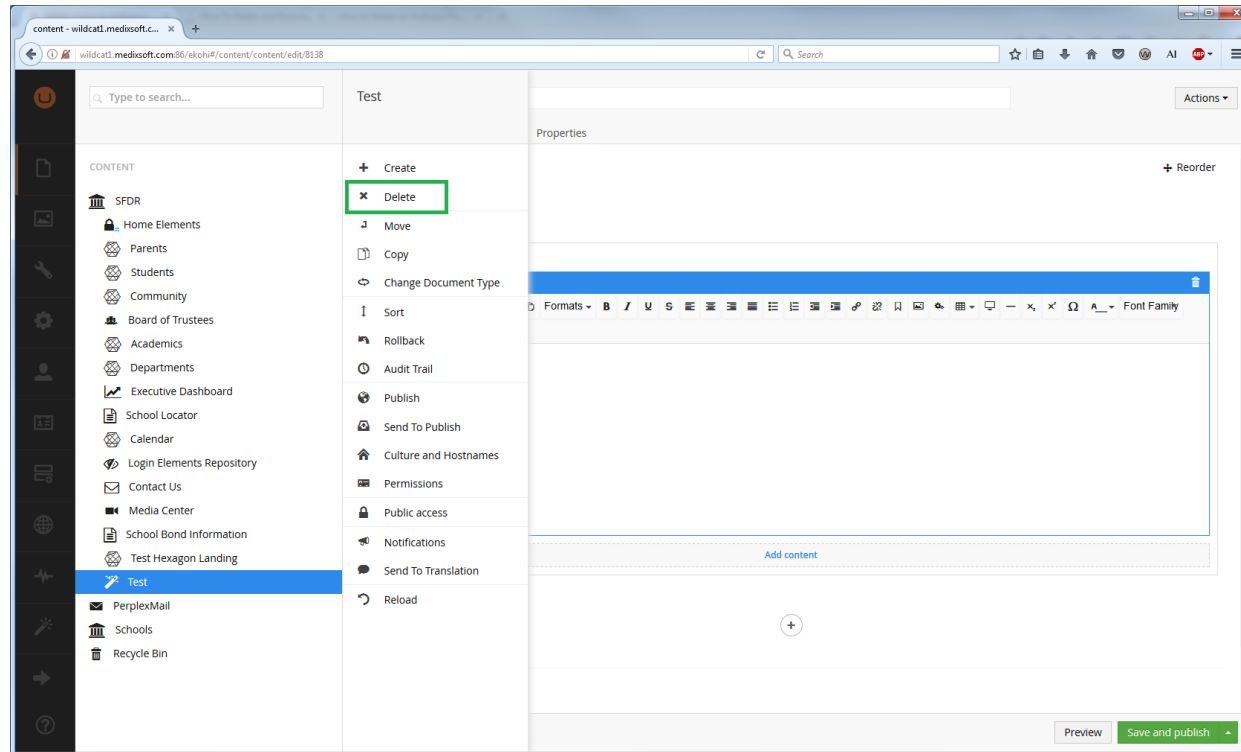


Delete Content

How to delete a page / item?

Method 1:

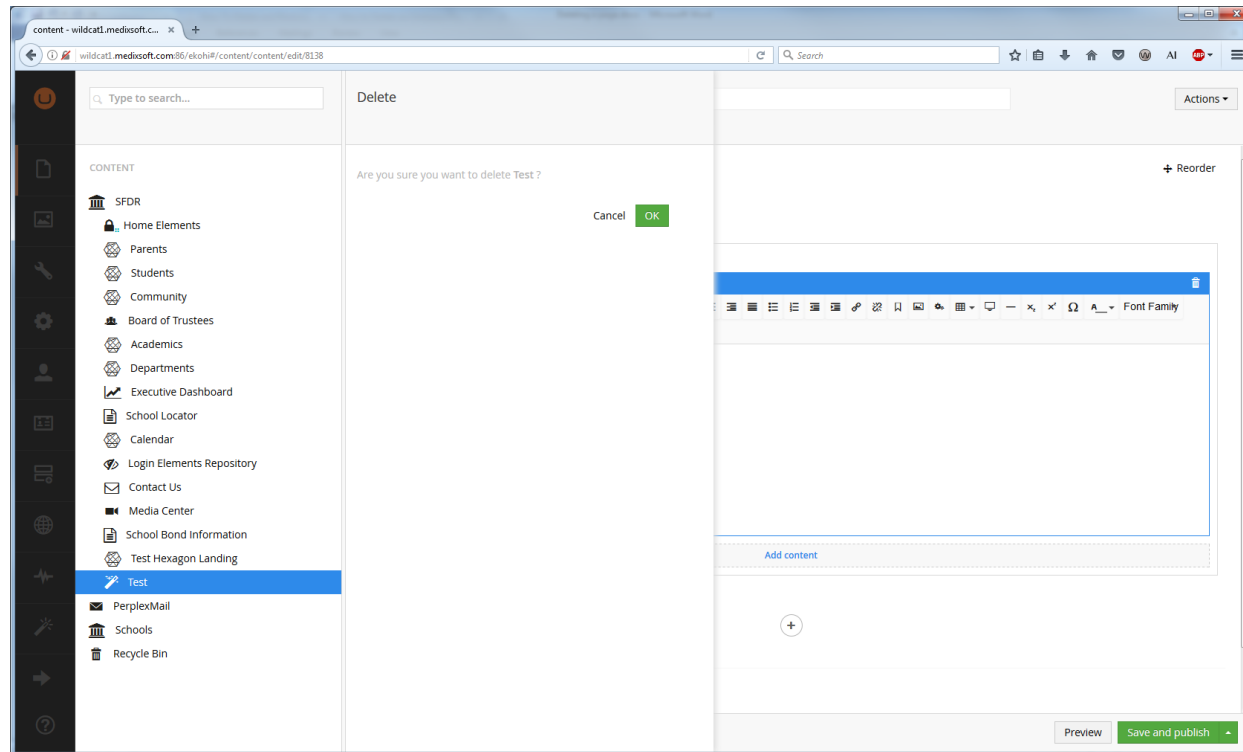
- Right click on the page we wish to delete
- Select 'delete' option



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- Then confirm that we want to delete the page in the dialog that gets shown and the page will be deleted.



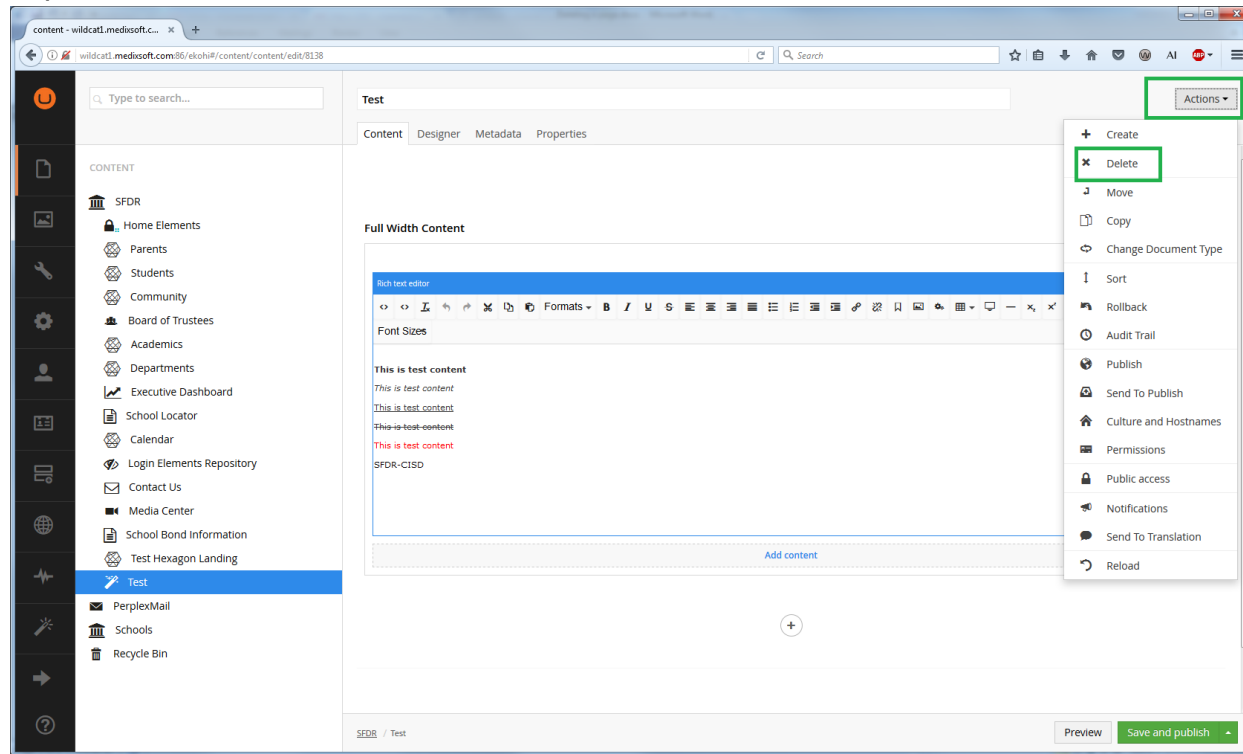
Method 2:

- Go to a page we wish to delete
- on the top right part of the page we can find Actions dropdown

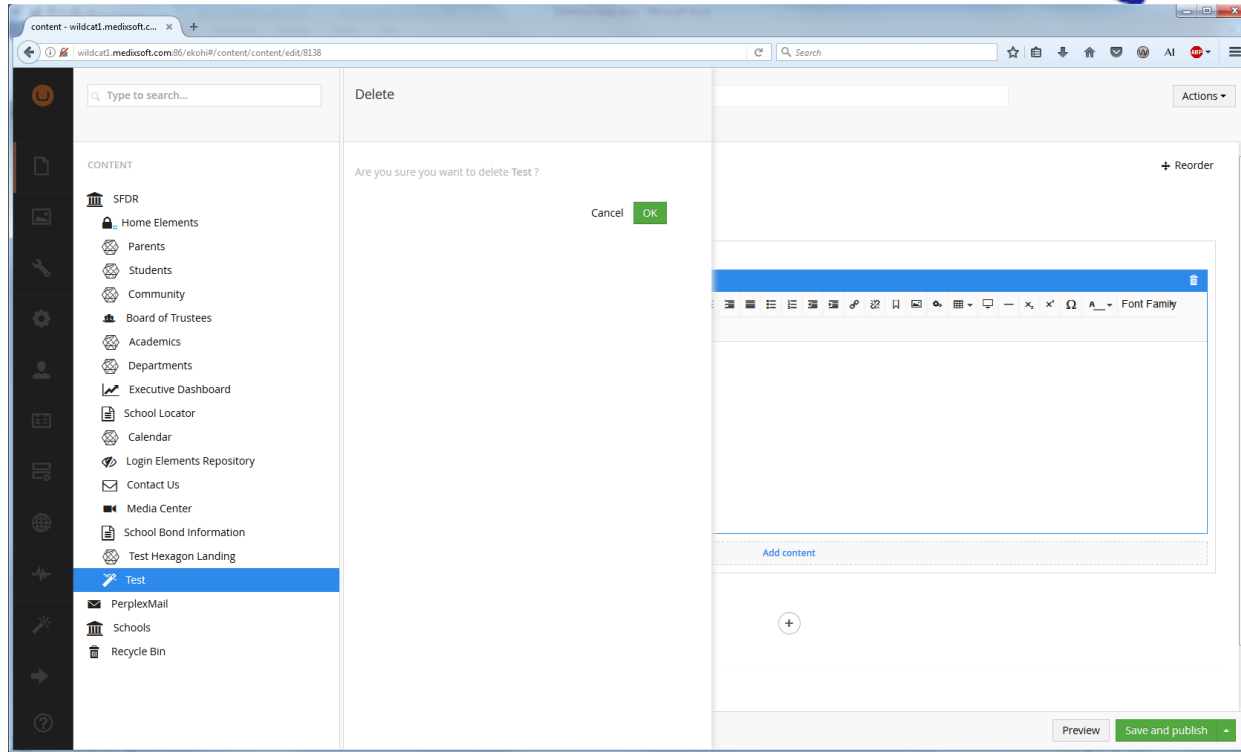
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- Select 'delete' option



- Then confirm that we want to delete the page in the dialog that gets shown and the page will be deleted.

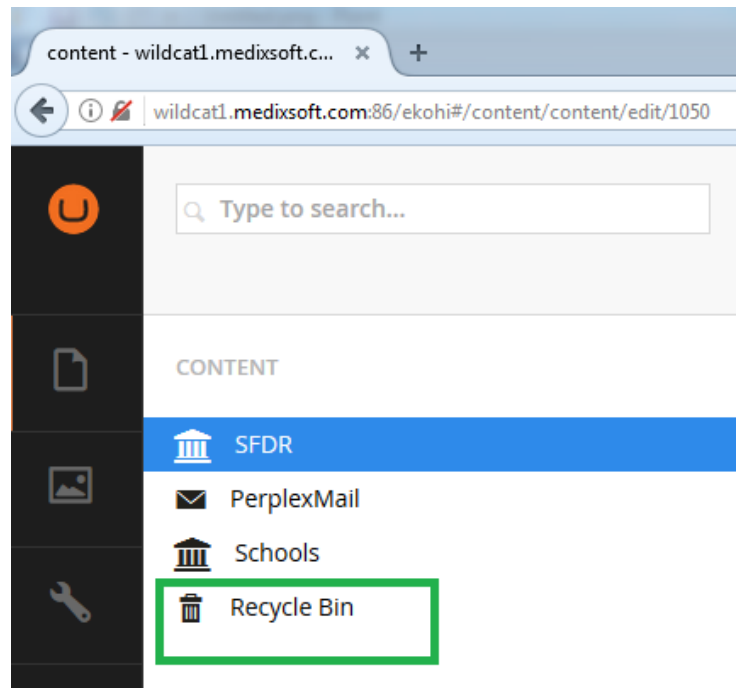


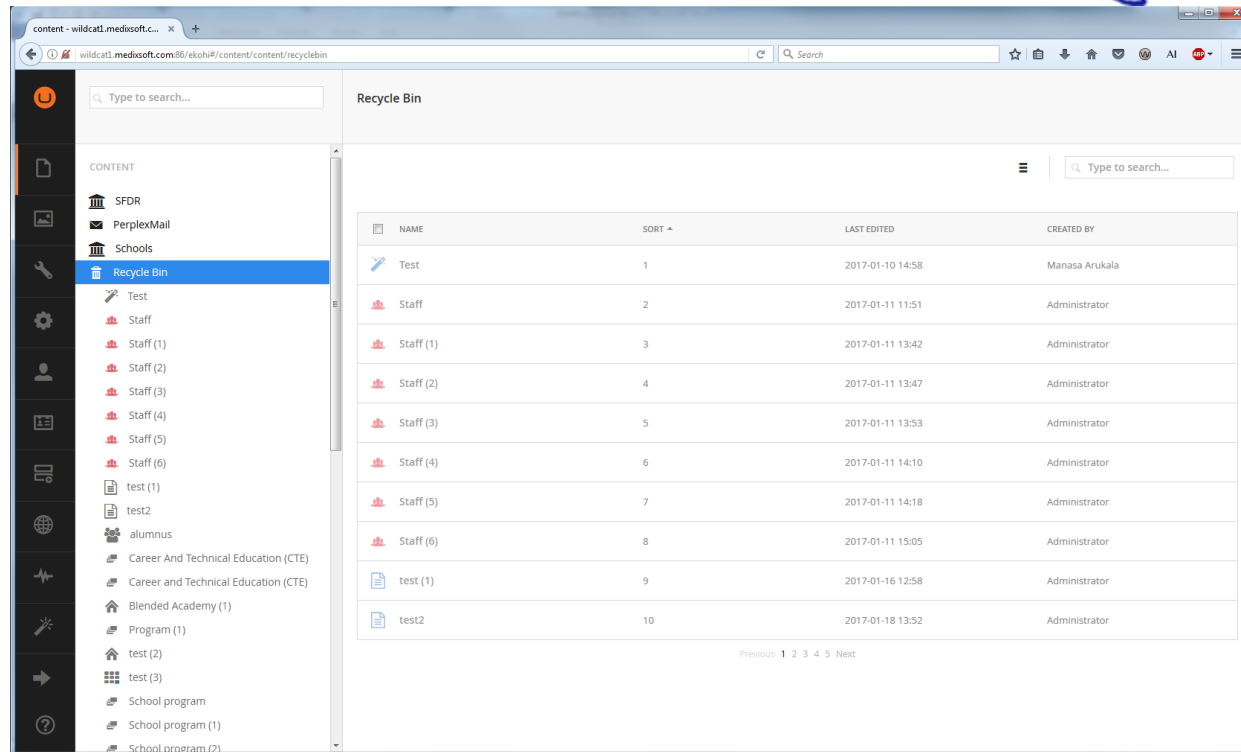


Restore Content

How to restore a page?

If we decide that deleting a page was a massive mistake, then we still have hope. Like Windows, the pages we delete get sent to the Recycle Bin. Until we clear the bin, our deleted pages can still be restored. We can access the recycle bin from the navigation explorer



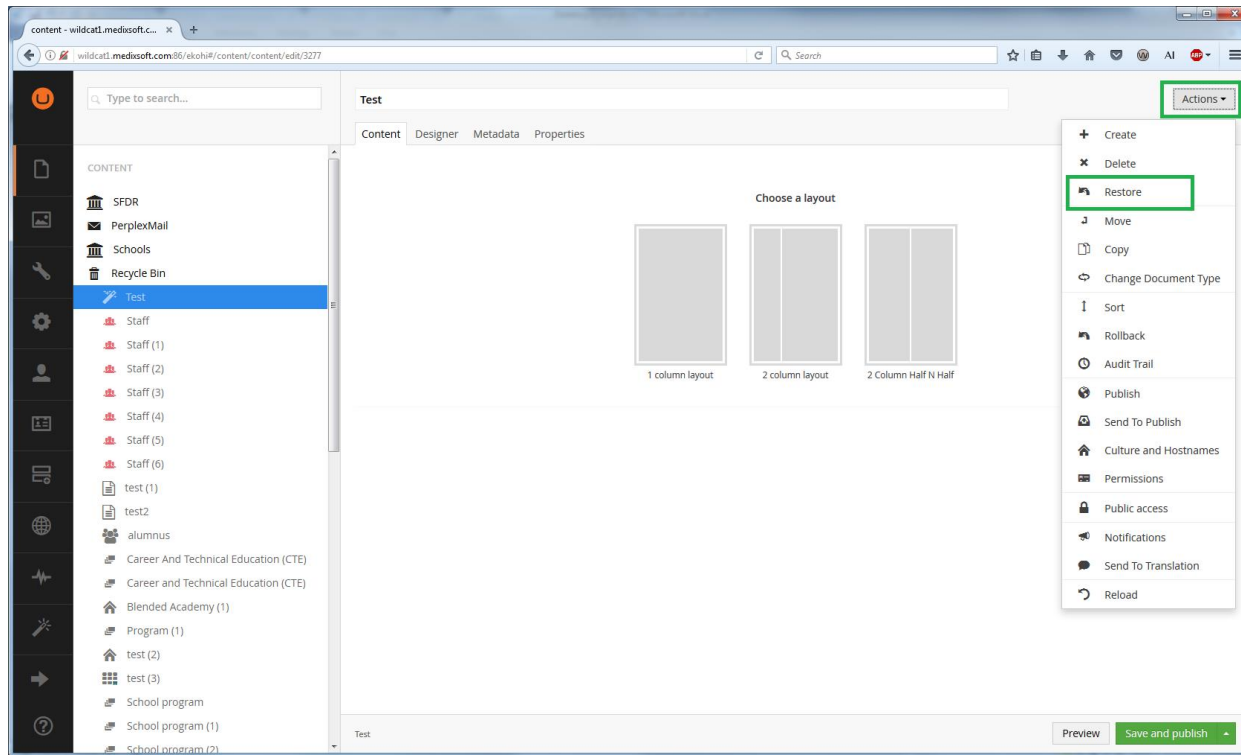


- In the recycle bin we can see a list of all the pages we have deleted.
- To restore a page, find the page we wish to restore in the Trash
- we can either do this manually or by using the search feature and click on it.



Method1:

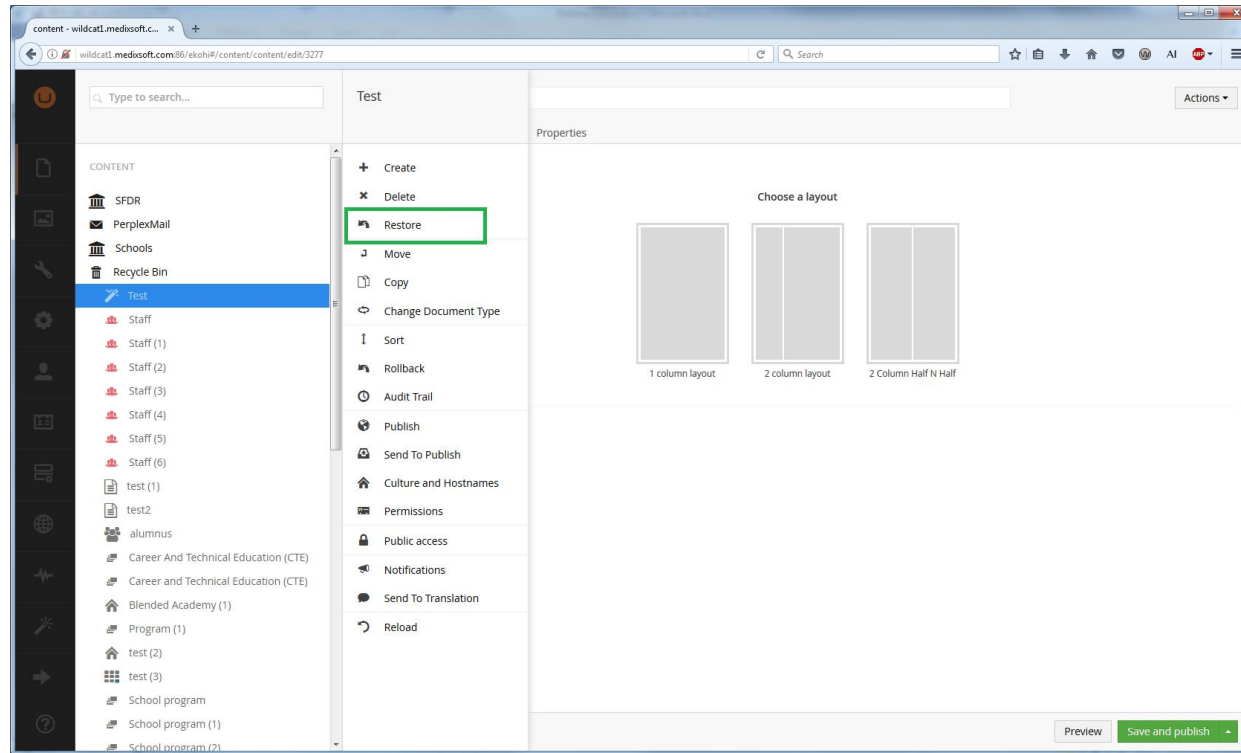
- In the 'Actions' dialog, in the top right-hand side of the page. Select the 'Restore' button and our web page will now be restored into Ekohi CMS.



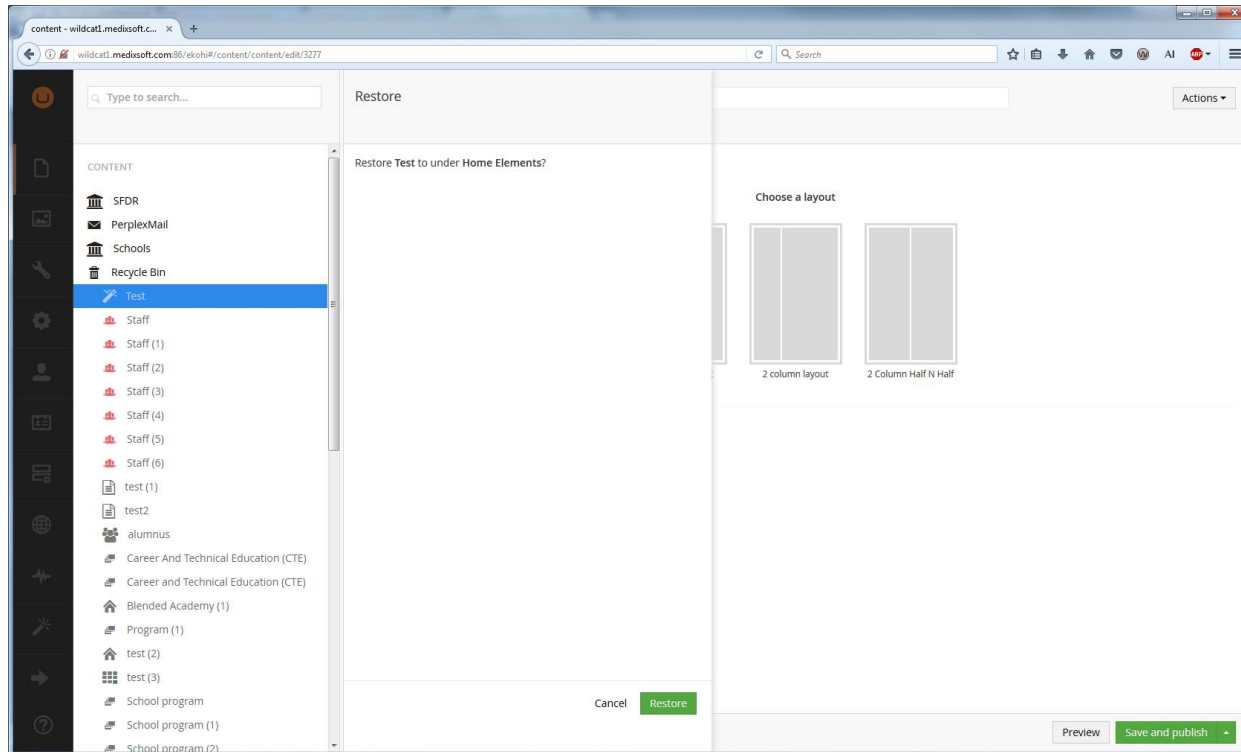


Method2:

- Right click on the page we wish to restore
- Click on restore button



On the left-hand properties panel, we will see a confirmation 'Restore' button, click it and our page will be back in our Ekohi CMS navigation explorer.



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Undo Content

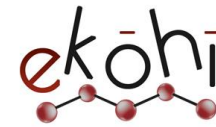
How to undo page changes?

Ekohi CMS will save a version of our page every time we make a change and save it. This version management is useful for several reasons:

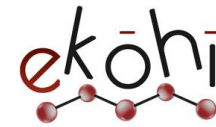
- If we need to legally prove what content was displayed on our websites and on what dates
- If we made a mistake and need to revert the information to a previous version

Having version management means that we never have to worry about losing any of our changes, as all old versions of the page are saved to the history.

- Go to a page we wish to rollback
- Right click on the page and select rollback option (or) go to 'actions' in the top right corner of the page and select rollback



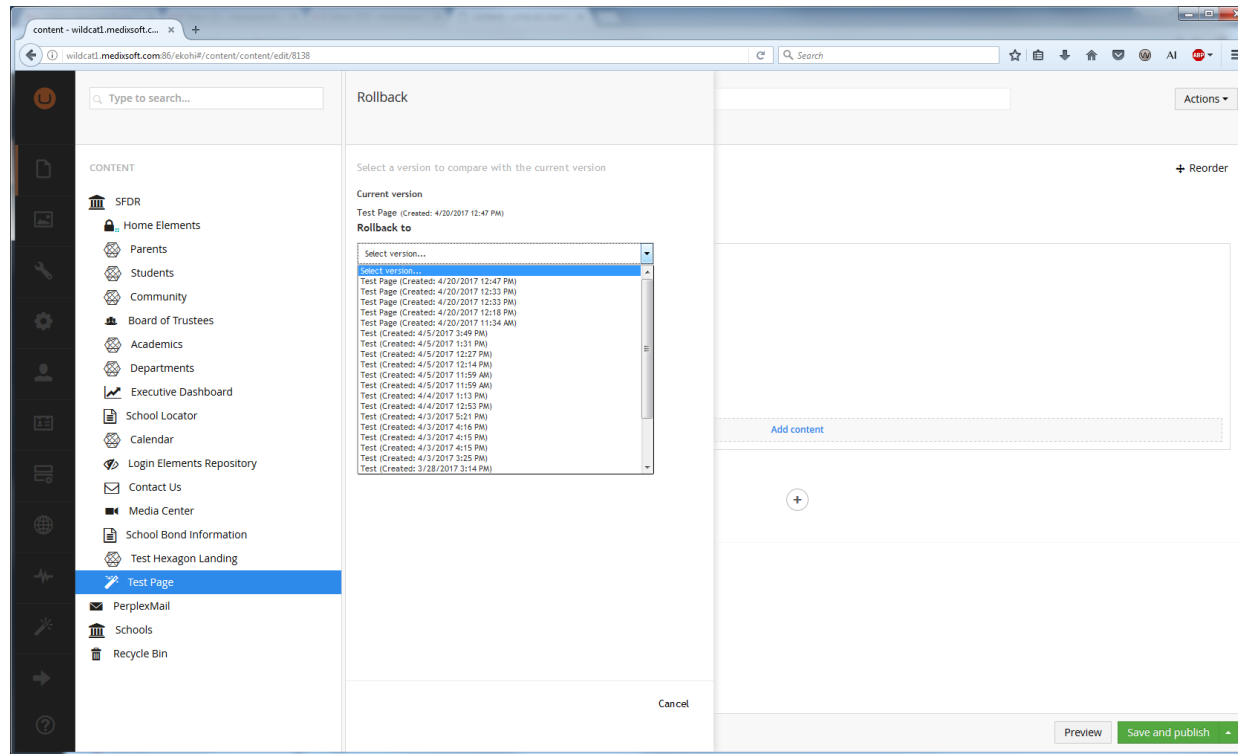
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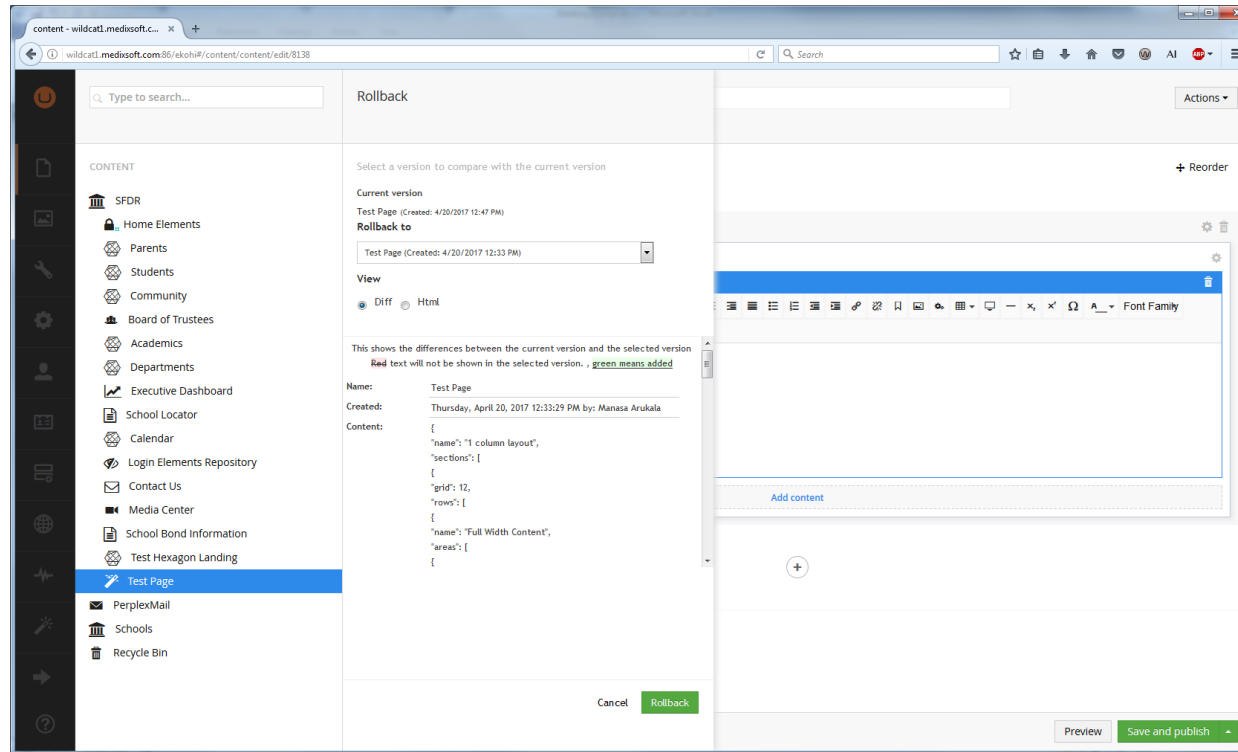


- Then we will get the list of version information like below





- Choose the desired version



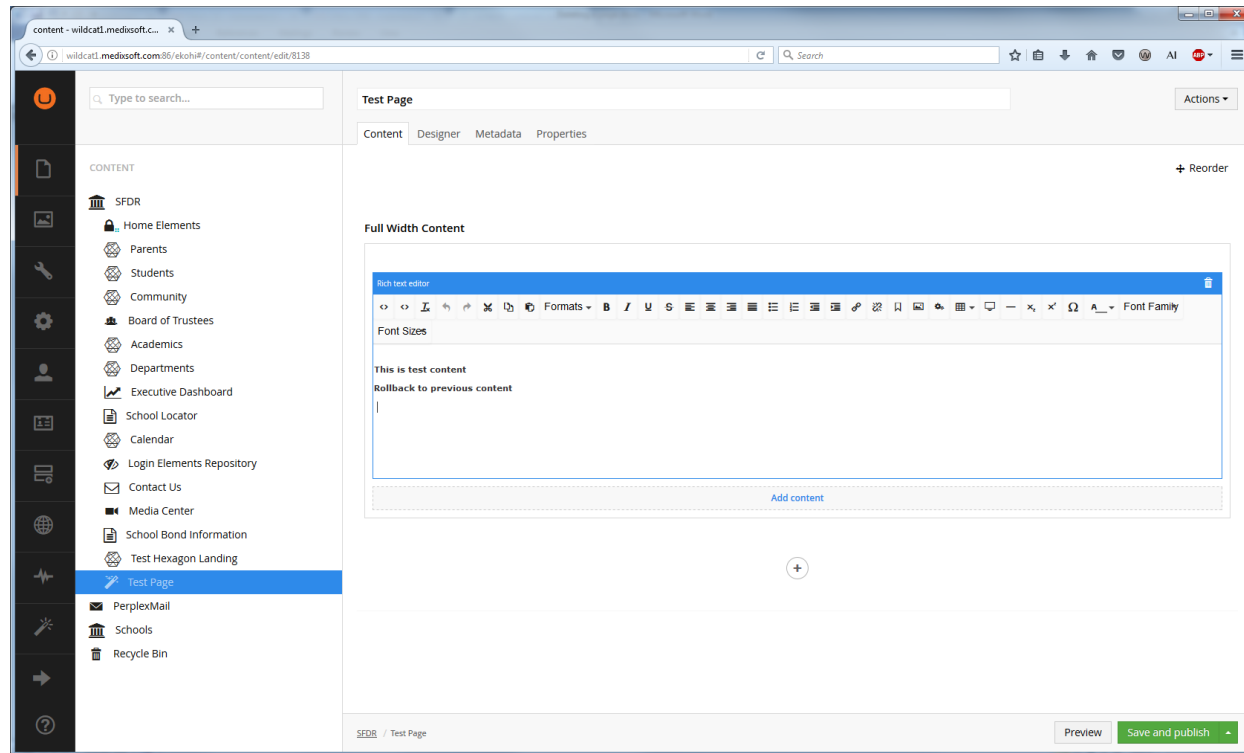
- Click on rollback

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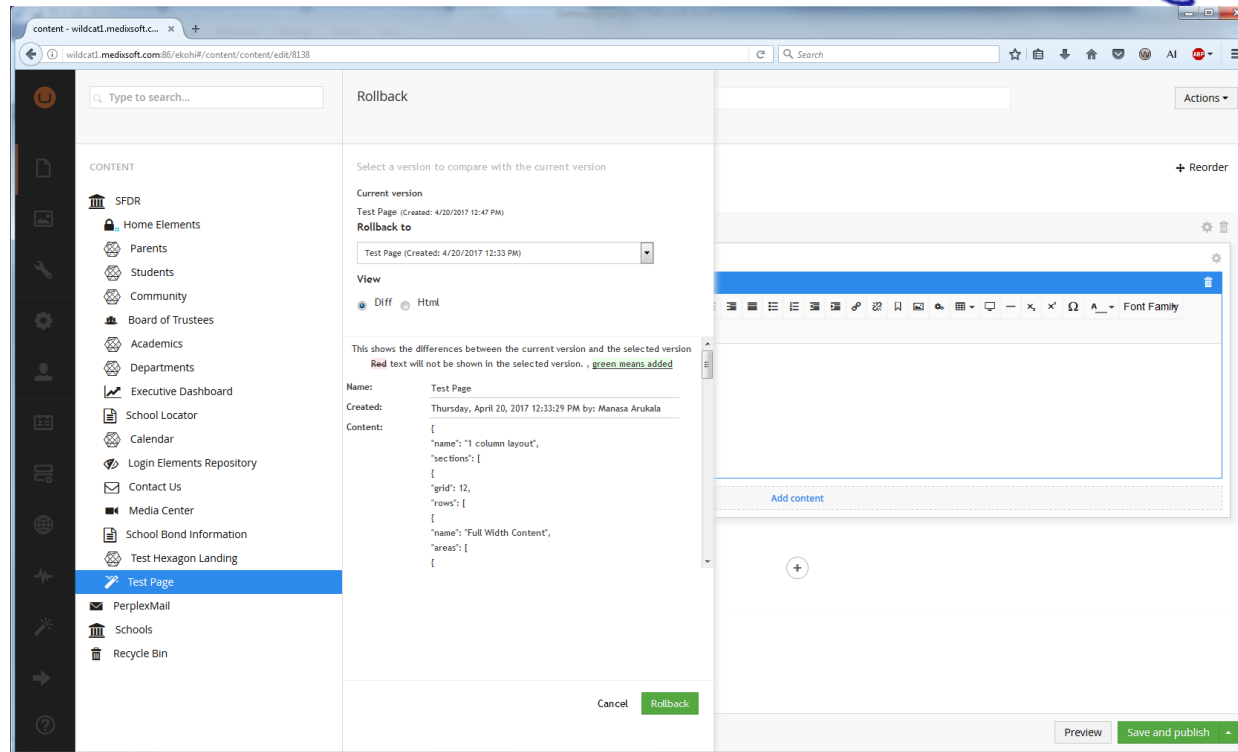


Ex:

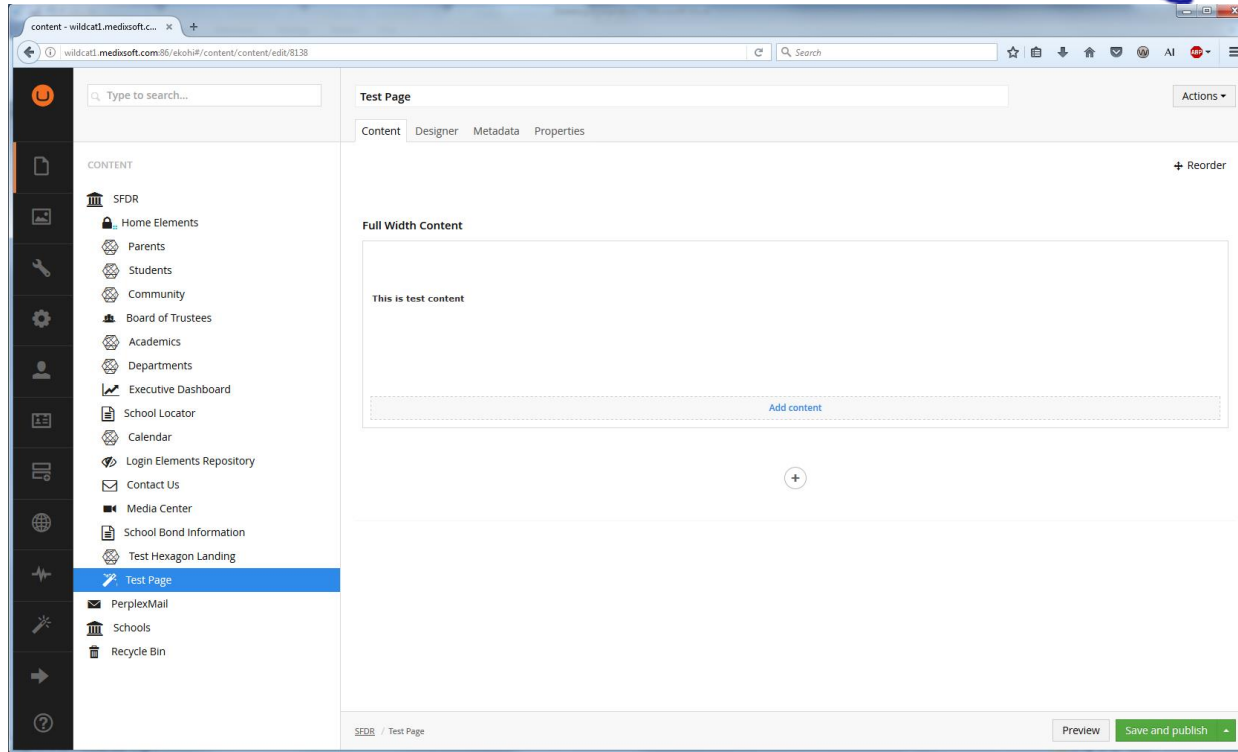
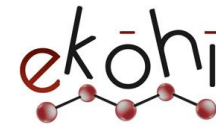
Below is my Test page , I want to rollback to a previous version



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- I chose the version I wanted to rollback
- Click on rollback button
- click on close this window link
- reload the page
- Content has been successfully got rollback.



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References

Internal References

Medixsoft Ekohi CMS Application Architectural Framework document – *Mo Lahlou*

SFDR Ekohi CMS Technical Design Document – *Anil Anagam*

Medixsoft Ekohi Knowledge Base – *Aravind Thatipamula*

External References

Umbraco Developers Reference Documentation - <https://our.umbraco.org/documentation/reference/>

Documentation for Umbraco 7 - <https://our.umbraco.org/documentation/>

Extending Umbraco - <https://our.umbraco.org/documentation/Extending/>

Umbraco Tutorials - <https://our.umbraco.org/documentation/tutorials/>

Umbraco TV – <https://umbraco.tv>

Umbraco Forums – <https://our.umbraco.org>