



eKohi CMS Backoffice Reference Cards



Content

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Featured News	School Featured News Repository
Marquee Repository	School Featured News
Marquee	School Contact
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Hexagon Landing (Create, Delete, Edit)

Create Content

- ✚ Select SFDR District Home
- ✚ Click the three dots ... next to SFDR
- ✚ (Alternate) Select Actions dropdown at top right
- ✚ (Alternate) Select Create
- ✚ Select Hexagon Landing
- ✚ Fill in the name and other mandatory Information.
- ✚ Select **"Include In Navigation"**
- ✚ Click **Save** at Bottom to Save and create the content.
- ✚ Click **Send to Publish / Publish** to publish and view the content on the site.

Delete Content

- ✚ Navigate to the appropriate Hexagon Landing Content.
- ✚ To delete row, under Hex Home section click "X" next to it.
- ✚ To delete Hexagon, under Hexagon Info section click "X" next to it.
- ✚ To delete entire Page, select action at top right & click **"Delete"**.

Edit Content

- ✚ Navigate to the appropriate Hexagon Landing Content.
- ✚ Under the Hex Home Section, expand Media Row if not already.
- ✚ Click Delete/edit Row background image to pick new Image.
- ✚ Type or use up down arrows to change # hexagons per row.
- ✚ Under Hexagon Info Section, expand Media Link if not already.
- ✚ Enter Media Name, Select Background Image
- ✚ Based on type of Link use either
- ✚ Internal / Page Link
- ✚ External Link
- ✚ Document Link
- ✚ Fill in the mandatory Information
- ✚ Select Link Position and the Color of the Text to be displayed.
- ✚ Click **Save** at Bottom to Save and create the content.
- ✚ Click **Send to Publish / Publish** to publish and view the content on the site.

Tips:

- ✚ "Hexagon Landing" content can only be created in the first level under the district.

Internal Page (Create, Delete, Edit)

Create Content

- ✚ Select any node under SFDR District Home
- ✚ Click the three dots ... next to the node
- ✚ (Alternate) Select Actions dropdown at top right
- ✚ (Alternate) Select Create
- ✚ Select Internal Page
- ✚ Fill in the name and other mandatory Information.
- ✚ Select "**Include In Navigation**" on Left Wing
- ✚ Click **Save** at Bottom to Save and create the content.
- ✚ Click **Send to Publish / Publish** to publish and view the content on the site.

Delete Content

- ✚ Navigate to the appropriate Internal Page Content.
- ✚ To delete any element, click "X" next to it.
- ✚ If "X" is not present / only one element is present, add another and then delete current.
- ✚ To delete entire Page, select action at top right & click "**Delete**".

Edit Content

- ✚ Content > Navigate to the appropriate Internal Page.
- ✚ Under **Left Wing** Tab > Edit
- ✚ Leftwing Header, Left Wing Links, Contact Info, Founding Members, Sponsor Logo Slider.
- ✚ Under **Body** Tab > Edit
- ✚ Banner Image, Header, Slider, Main Body Content, Message Board Items.
- ✚ Under **Right Wing** Tab > Edit
- ✚ Redirect Links, Right Wing Header, Outer Links, Folders, Folder Links, Upcoming Events.
- ✚ Under **Special Right Wing** Tab > Edit
- ✚ Special Right Wing Header, Board Meetings, Regular Meetings, Special Called Meetings.
- ✚ Based on the Circumstance appropriate content needs to be chosen.
- ✚ Click **Save /Send to Publish / Publish**.

Tips:

- ✚ "Internal Page" content can be created *almost* anywhere under the district.
- ✚ Special Right Wing is only for Board Meeting Minutes.

Page (Create, Delete, Edit)

Create Content

- ✚ Select any node under Content
- ✚ Click the three dots ... next to the node
- ✚ (Alternate) Select Actions dropdown at top right
- ✚ (Alternate) Select Create
- ✚ Select Page
- ✚ Fill in the Name and other mandatory Information.
- ✚ Page is a Freestyle Design which offers a few layouts and styles that can be coupled with custom CSS.
- ✚ Hence, this needs to be designed with at least an understanding of stylesheets and page design.
- ✚ Select "**Include In Navigation**" on Metadata Tab
- ✚ Click **Save /Send to Publish / Publish**.

Delete Content

- ✚ Content > Navigate to the appropriate Page Content.
- ✚ To delete any element, click "X" next to it.
- ✚ If "X" is not present / only one element is present, add another and then delete current.
- ✚ To delete entire Page, select action at top right & click "**Delete**".

Edit Content

- ✚ Content > Navigate to the appropriate Page.
- ✚ Under **Content** Tab > Edit
- ✚ Name, Layout, any internal structures present.
- ✚ Under **Designer** Tab > Edit
- ✚ Themes.
- ✚ Under **Metadata** Tab > Edit
- ✚ Page Header, Navigational Header, Navigational Icon, Meta Description, Include In Navigation.
- ✚ Based on the Circumstance appropriate content needs to be edited.
- ✚ Click **Save /Send to Publish / Publish**.

Tips:

- ✚ "Page" content just like "Internal Page" can be created *almost* anywhere under the district.
- ✚ Some aspects of this "Page" are under construction as to be made available based on the need.
- ✚ Page requires basic HTML page design skillset.

Featured News (Create, Delete, Edit)

Create Content

- ✚ Select Content>SFDR> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ Select Existing Featured News Repository.
- ✚ (Alternate) Select Actions dropdown at top right
- ✚ (Alternate) Select Create
- ✚ (Alternate) Select Featured News Repository.
- ✚ Inside Featured News Repository Click Create > Featured News.
- ✚ Fill in the Name, Teaser Text and other mandatory Information.
- ✚ If necessary create article on next tab.
- ✚ Select "**Show on Home Page?**"
- ✚ Click **Save /Send to Publish / Publish**.

Delete Content

- ✚ Content > Navigate to the appropriate Featured News Content.
- ✚ Select the article and click delete on top right or from actions menu at top.
- ✚ To delete entire repository, select repository > action at top right & click "**Delete**".

Edit Content

- ✚ Content > Navigate to the appropriate Featured News Content.
- ✚ Under **Introduction** Tab > Edit Header, Teaser Text, External Link.
- ✚ Under **News Article** Tab > Edit
- ✚ The News Article is a freestyle page and as such requires a basic knowledge of CSS.
- ✚ Click **Save /Send to Publish / Publish**.

Tips:

- ✚ “Featured News” content can only be created under the “Featured News Repository”.
- ✚ Having an External Link on the Introduction Tab redirects to the selected page instead of the content from the News Article tab.

Marquee (Create, Delete, Edit)

Create Content

- ✚ Select Content>SFDR> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ Select Existing Marquee Repository.
- ✚ (Alternate) Select Actions dropdown at top right
- ✚ (Alternate) Select Create
- ✚ (Alternate) Select Marquee Repository.
- ✚ Inside Marquee Repository Click Create > Marquee.
- ✚ Fill in the Name, Marquee Text, Scroll Speed, Scroll Direction and other mandatory Information.
- ✚ If necessary create article on next tab.
- ✚ Select "**Show on Home Page?**"
- ✚ Click **Save /Send to Publish / Publish**.

Delete Content

- ✚ Content > Navigate to the appropriate Marquee Content.
- ✚ Select the marquee and click delete on top right or from actions menu at top.
- ✚ To delete entire repository, select repository > action at top right & click "**Delete**".

Edit Content

- ✚ Content > Navigate to the appropriate Marquee Content.
- ✚ Under **Design** Tab > Edit
- ✚ Marquee Text, Scroll Speed, Scroll Direction.
- ✚ Click **Save /Send to Publish / Publish**.

Tips:

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



Upcoming Events (Create, Delete, Edit)

Create Content

- ✚ Select Content>SFDR > Home Elements
- ✚ Click the three dots ... next to the node
- ✚ (Alternate) Select Actions dropdown at top right
- ✚ (Alternate) Select Create
- ✚ Select Upcoming Events.
- ✚ Under Upcoming Events List > Create > Upcoming Event.
- ✚ Fill in the Event Name, Event Description, Date and Time, Color and other mandatory Information.
- ✚ Select "**Include in Navigation?**"
- ✚ Click **Save /Send to Publish / Publish**.

Delete Content

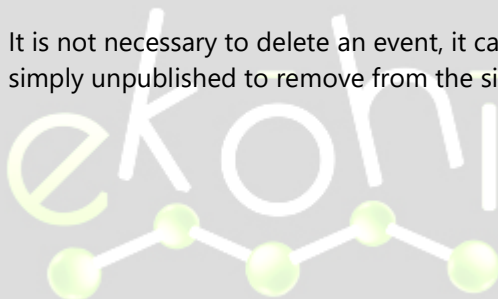
- ✚ Content > Navigate to the appropriate Upcoming Events Content.
- ✚ Under Design Tab >Upcoming Events List > Upcoming Event click "X" next to the event that you wish to delete.
- ✚ To delete entire Events List, select Upcoming Events > action at top right & click "**Delete**".

Edit Content

- ✚ Content > Navigate to the appropriate Upcoming Events Content.
- ✚ Under Design Tab > Upcoming Events List > Upcoming Event > Edit
- ✚ Event Name, Description, Date Time and Color.
- ✚ Click **Save /Send to Publish / Publish**.

Tips:

- ✚ It is not necessary to delete an event, it can be simply unpublished to remove from the site.



School Internal Page (Create, Delete, Edit)

Create Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"
- ✚ Click the three dots ... next to the node
- ✚ (Alternate) Select Actions dropdown at top right
- ✚ (Alternate) Select Create
- ✚ Select School Internal Page.
- ✚ Under **Page Info** Tab fill in the Name, Banner Image, Header Text, Page Text, Block Sets (*if any*), Quote (*if any*) and other mandatory Information.
- ✚ Under **Metadata** tab select "**Include in Navigation?**"
- ✚ Click **Save /Send to Publish / Publish.**

Delete Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Navigate to the appropriate Internal Page Content.
- ✚ Select the page element and delete, if blockset use "X" on right.
- ✚ To delete entire internal page, select page > action at top right & click "**Delete**".

Edit Content

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

Tips:

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

School Staff (Create, Delete, Edit)

Create Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"
- ✚ Click the three dots ... next to the node
- ✚ (Alternate) Select Actions dropdown at top right
- ✚ (Alternate) Select Create
- ✚ Select School Staff Page.
- ✚ Under **Staff Home** Tab fill in the Name, Banner Image, Header Text, Page Text, Block Sets (*if any*), Quote (*if any*) and other mandatory Information.
- ✚ Under **Metadata** tab select "**Include in Navigation?**"
- ✚ Click **Save /Send to Publish / Publish.**

Delete Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Navigate to the appropriate School Staff Content.
- ✚ Select the desired element and delete, if Staff Info or Supporting Staff use "X" on right.
- ✚ To delete entire School Staff page, select page > action at top right & click "**Delete**".

Edit Content

- Select Content>Schools > "School Type">"Appropriate School"> Navigate to the appropriate School Staff Content.
- Under **Staff Home** Tab > Edit
- Name, Banner Image, Header, Description, Staff Info (*if any*), Supporting Staff (*if any*).
- Click **Save /Send to Publish / Publish**.

Tips:

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

Campus News/Announcements

(Create, Delete, Edit)

Create Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ (Alternate) Select Actions dropdown at top right & Create / (Alternate) Select Create
- ✚ Select Featured News Repository>Featured News and under **Introduction** Tab, default is Campus News, select for Announcements.
- ✚ Fill in the Name, Teaser Text and other mandatory Information.
- ✚ If necessary create article on next tab.
- ✚ Select "**Show on Home Page?**"
- ✚ Click **Save /Send to Publish / Publish.**

Delete Content

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

Edit Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Navigate to the appropriate News Content.
- ✚ Under **Introduction** Tab > Edit Header, Teaser Text, External Link.
- ✚ Under **News Article** Tab > Edit
- ✚ The News Article is a freestyle page and as such requires a basic knowledge of CSS.
- ✚ Click **Save /Send to Publish / Publish**.

Tips:

- ✚ "News" content can only be created under the "Featured News Repository".
- ✚ Having an External Link on the Introduction Tab redirects to the selected page instead of the content from the News Article tab.

School Contact (Create, Delete, Edit)

Create Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Home Elements
- ✚ Navigate to the School Contact Information.
- ✚ Under **School Contact Information** Tab and School Contact Information section fill out the school contact Information or edit existing.
- ✚ Fill in the Name, School Name, Address, Phone, Fax, Official, Designation, Timings and other mandatory Information.
- ✚ Select "**Include In Page?**"
- ✚ Click **Save /Send to Publish / Publish**.

Delete Content

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

Edit Content

- Select Content>Schools > "School Type">"Appropriate School"> Home Elements
- Under **School Contact Information** Tab and School Contact Information section edit the following Info.
- Update the Name, School Name, Address, Phone, Fax, Official, Designation, Timings and other mandatory Information.
- Navigate to the School Contact Information.
- Click **Save /Send to Publish / Publish**.

Tips:

- State can be picked either from the list or from the map view.

Programs / Quick Links (Create, Delete, Edit)

Create Content

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

Delete Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Home Elements
- ✚ Navigate to either Programs / Quick Links.
- ✚ Select the desired link and click "X" to delete.
- ✚ To delete entire Programs / Quick Links > action at top right & click "**Delete**".

Edit Content

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

Tips:

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

Calendar Events (Create, Delete, Edit)

Create Content

- ✚ Select Content>Schools >"School Type">"Appropriate School"> Home Elements
- ✚ Click the three dots ... next to the node
- ✚ (Alternate) Select Actions dropdown at top right & Create / (Alternate) Select Create
- ✚ Select Calendar.
- ✚ Fill in Event Information.
- ✚ Select "**Show on Site?**"
- ✚ Select "**Include In Navigation**"
- ✚ Click **Save / Send to Publish / Publish**.

Delete Content

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

Edit Content

- Select Content>Schools >"School Type">"Appropriate School"> Navigate to the appropriate upcoming calendar events Content.
- Under **Design** Tab > Edit
- Event Name, Event Description, All Day Event,
- Event Start, Event End, Event Link, Event Color.
- Click **Save /Send to Publish / Publish**.

Tips:

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

Other Important Concepts

Publishing

- ✚ Publishing enables the content push onto the site
- ✚ The ability to publish is determined the user types.
- ✚ The approval workflow determines the publishing methodology.
- ✚ **Send to Publish** / **Publish** is configured as per the user role.

Un-Publishing

- ✚ The Content that should be removed from the site need not be deleted from the eKohi CMS completely, it simply can be un-published.
- ✚ Un-publishing content allows to save work and eliminate rework.
- ✚ The Un-Publishing rights are also configured as per the user role and normally tied together with the Publishing rights.

Restrict Access

- ✚ The Restrict Access allows the implementation of membership on the site, with varied content access based on their login state.

Media

- ✚ The Media is organized in the same way as the site structure as in Content, however it constantly needs to be reorganized as per the logical partitioning created per each page.

Analytics

- ✚ The analytics provide performance monitoring parameters for the site, this greatly enhances the ability to customize and cater to the specific needs of the site users.
- ✚ The analytics access is restricted only to a few specialized users.

Forms

- ✚ The forms provide a way for the website user feedback and can be customized as per the specific modes of feedback required.
- ✚ This is also restricted only to a few specific users and can be configured as per the user roles.