



eKohi CMS Backoffice School Reference Cards



Content

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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

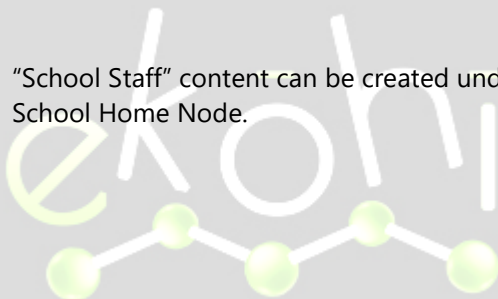
- ✚ Select Content>Schools >"School Type">"Appropriate School"> Navigate to the appropriate School Staff Content.
- ✚ Select the desired element and delete, if Staff Info or Supporting Staff use "X" on right.
- ✚ To delete entire School Staff page, select page > action at top right & click "**Delete**".

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.