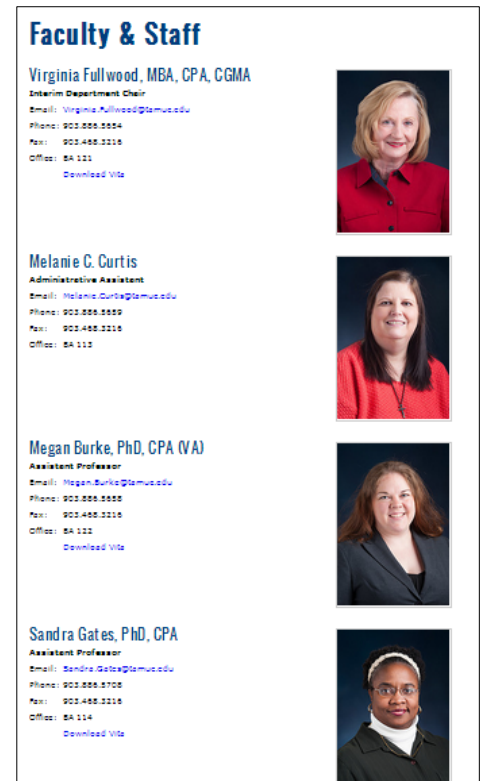


# How to Create a Faculty/Staff Page and Index in Cascade CMS

A **Faculty/Staff Page** is a snapshot of a single faculty or staff member. It includes their name, title, position, basic contact information, Professional vita, and a photo. All of this information is optional to add and the user can add as much or little as they want for each faculty or staff member. A **Faculty/Staff Page Index** is a collection of Faculty/Staff Pages that are all displayed on a single page (The Index). This tool is useful for creating a listing of faculty or staff members for a department page. Below is an example of each type of asset:



Faculty/Staff Page



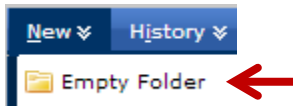
Faculty/Staff Page Index

## Creating a Faculty/Staff Page

### Creating a New Folder

If you intend to include photos in your Faculty/Staff page, it is a good idea to create a directory in Cascade to house these photos first. To do this,

- First navigate to the folder you'd like to build your Faculty/Staff pages in.
- Then, click on **"New > Empty Folder"**. Name your folder for example "faculty\_staff\_photos", or "images".



- Enter a **Display Name** which appears in breadcrumbs
- May duplicate Display Name in **Title**
- Select **Yes** or **No** to include the Folder in Left Navigation
- Check **Publish** and **Index**
- Select the **Submit** button

**New Folder**

**Create**

System Metadata

Parent Folder [MainSite/Training/Basic]

**Inline Metadata**

Display Name

Title

Include in Left Navigation  Yes  No

Hide All Pages Beneath This Folder from Search Engines?  Yes

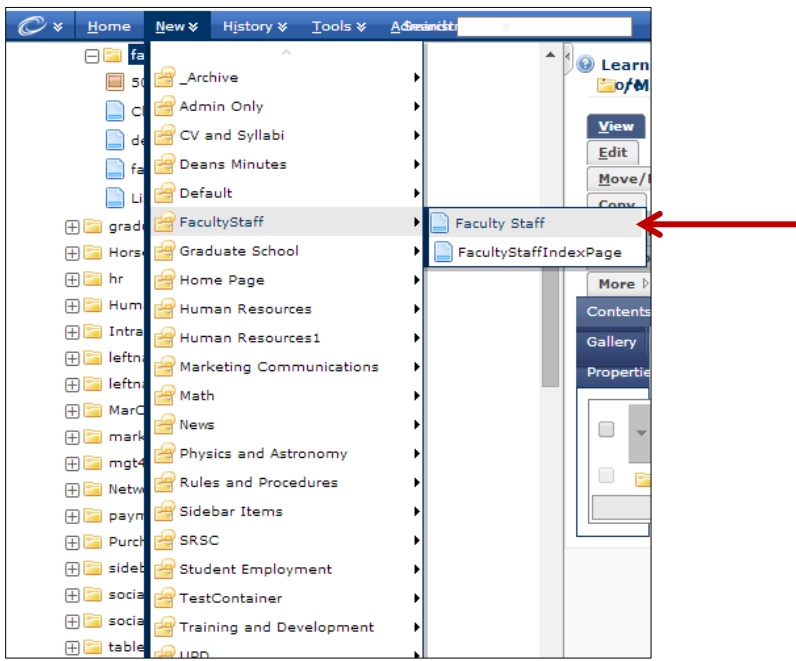
Metadata Set [Main Site/Folder]

Publish  Include when publishing

Index  Include when indexing

### Creating New Faculty/Staff Page

Now it's time to create your Faculty/Staff page! Select "New > FacultyStaff > Faculty Staff"



You will now be presented with a form where you can insert all the information for your particular Faculty or Staff member.

1. Enter the **System Name** (this will be the actual name of the page/faculty or staff member) ex. JonesDan
  - a. Naming conventions for System Name
    - i. Do not use spaces
    - ii. Underscores are acceptable
    - iii. Recommend capitalizing first letter of each word. Ex. MyPage
2. Enter the **Display Name** (this is the name of the page which will appear in menus). It is best to keep this short. Spaces are fine.
  - a. Suggest using system name but add spaces ex. Dan Jones
3. For the **Title** field is faculty or staff's role within the university. For example, Dan Jones title is President.
4. Leave **Include in Left Navigation** and **Hide from Search Engines?** unchecked.

The next section will be a form to insert faculty or staff information as shown below. Field names in bold and yellow star are mandatory fields.

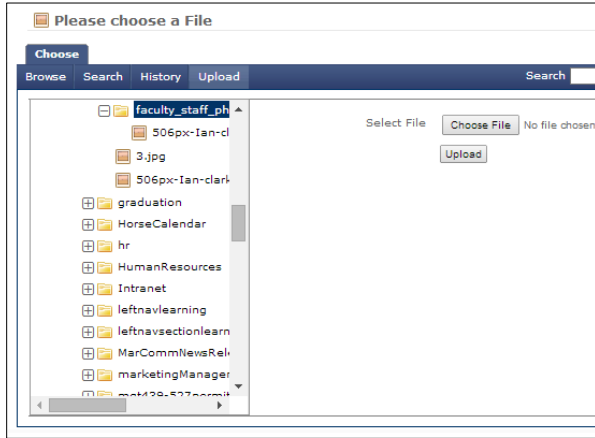
1. Enter **Prefix**
2. Enter faculty or staff's **First Name**
3. Enter faculty or staff's **Last Name**
4. **Prefix** is added for professional or academic qualification.
5. A **Job Title** that describes the position held by the faculty or staff.
6. Each faculty or staff member must have a **Telephone** contact number.
7. Enter **Fax** number
8. Provide **E-mail Address**
9. Enter **Office Location** faculty or staff member may be located. Note, this field is optional.

Adding an image/photo

1. To add a image/photo to the profile, click on the **“Search”** icon next to the **“image”** label or the paper with the magnify glass. Click on **“browse”** to navigate to the image stored and select it.

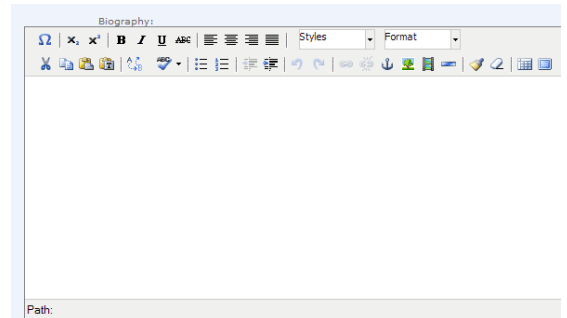


- a. Go to your faculty\_staff\_photo folder or Image folder to upload your picture. If you have not uploaded the photo yet, see instructions on **Upload and Editing a New Image.**

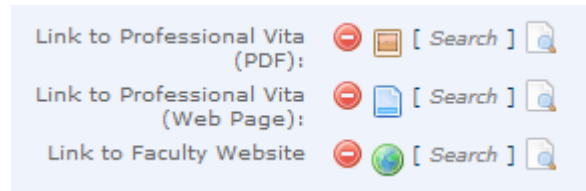


The next section you will notice a large text field at the bottom of the form. This is for entering any additional information not provided by the previous fields. This space can also be used for Faculty/Staff “bio”, etc.

For more information about the **text field** see ‘Basic Cascade’



In addition to uploading a photo of faculty or staff member, you can upload a Professional Vita in either PDF format or web page format. A link to a faculty Website can also be listed. When you are done, click “Submit” and you should now see a preview of the profile you created that looks something like the image below.

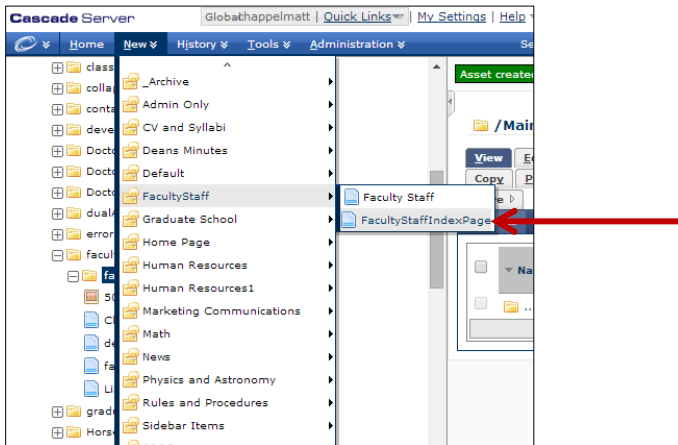


After you have reviewed your page, don't forget to publish.

## Creating a Faculty/Staff Page Index

Once you've created multiple Faculty/Staff Pages, you can now create a **Faculty/Staff Page Index**.

To do this, highlight the main folder **FaultyStaff**, select **"New > FacultyStaff > FacultyStaffIndexPage"** (See below)

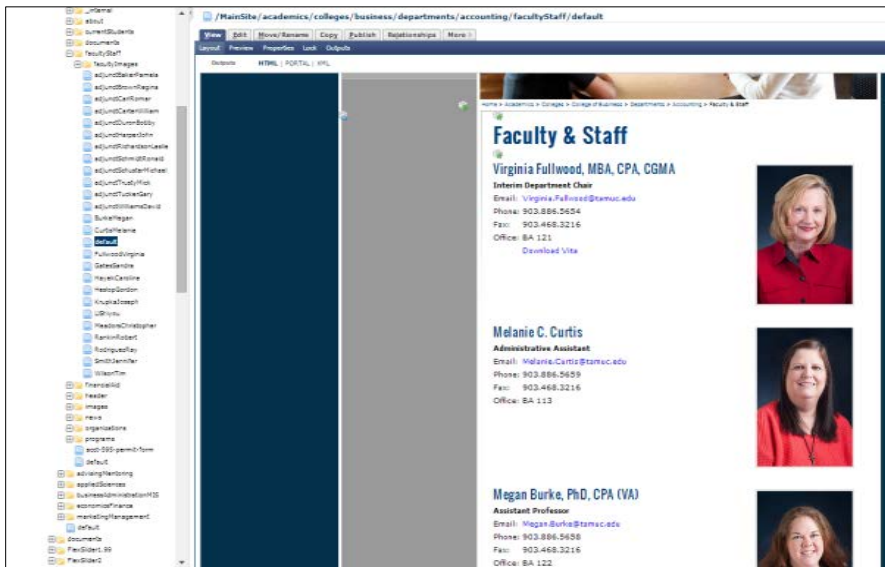


You'll notice that the **FacultyStaffIndexPage** asset allows you to add all of the same content a typical "Page" would, except that there is no option for a sidebar item. This is because the Faculty/Staff pages indexed here is stretch across the entire width of the page leaving no room for a sidebar. All other options are the same. Once you've finished editing this page to your satisfaction, click "Submit". This page should automatically create a listing any Faculty/Staff Pages in the same directory.

Begin by entering **Display Name** and **Title** that will display on the page. For example, we used "Faculty & Staff".

A screenshot of the 'Inline Metadata' form in the Cascade Server interface. The form has a title bar 'Inline Metadata'. Below it are two text input fields: 'Display Name' and 'Title', both containing the text 'Faculty & Staff'. Below these are two checkboxes: 'Include in Left Navigation' and 'Hide From Search Engines?'. Both checkboxes are checked, and the word 'Yes' is displayed next to each.

Now let's preview your Faculty/Staff Index Page that should include your page title, your text content (if you added any) and a listing of all Faculty/Staff pages (profiles) within that folder. It should look something as shown below:



In the above page preview, we can see our **Faculty/Staff Pages** indexed into a list. We can see the folder structure to the left which contains our “default” page (The Faculty/Staff Index Page), as well as all of our Faculty/Staff Pages (profiles). These are the pages you’re seeing listed in your index! Publish your Index Page (in this case, “default”), and you’re good to go!