

Cascade

Manual - East Texas A&M University

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Key terms

Cascade CMS

Cascade is an application that runs in your web browser. It is a "Content Management System." We use it to organize and prepare documents to be published to the Internal resources server (inside.tamuc.edu/).

Internal resources server (inside.tamuc.edu/)

We publish our internal resources to a server with the web address of inside.tamuc.edu. This includes information for current students, faculty and staff. Forms, documents, meeting minutes and other resources shared by your department may be published here. Information for future students, parents, alumni and the general public, such as academic programs, contact information, faculty and staff profiles, news and upcoming events, should be published on the marketing website (www.tamuc.edu). Avoid publishing information on both domains. It is better to have just one document to keep information up to date.

Webpage

A document formatted to display content in a web browser. Published webpages on the Internal resources server (inside.tamuc.edu/) end with `.aspx`. In Cascade, they do not have a file extension.

Example: (<https://inside.tamuc.edu/aboutus/administrativeOffices/president/default.aspx>)

URL

The address of a webpage. At ETAMU, all webpages published with Cascade have a URL that begins with "<https://inside.tamuc.edu/>."

Example:(<https://inside.tamuc.edu/aboutus/administrativeOffices/president/default.aspx>)

Hyperlink

A link on a webpage to another webpage or document. The user activates the hyperlink by clicking on an underlined word and blue in the content area.

Link text

The visible text of a hyperlink. This text should always describe where the hyperlink will take the user by clicking on it.

Publish

In Cascade, when you "publish" an item, you export it to the internal resources server

(inside.tamuc.edu/), making it available to everyone on the internet. When you update a document in Cascade, that change only exists in Cascade until you publish it. Once you publish it, it is available to everyone on the internet.

Logging into Cascade

To log into Cascade, you must be connected to the university Network, either through your office's ethernet port or through the Paloalto VPN.

1. In your web browser, go to <https://cms.tamuc.edu/>
2. Log in using your university username and password (the same credentials you use to log into your computer and SSO).

Note: If the login page does not load, you are not connected to the university Network. You must connect your computer to an ethernet port in your office or use Paloalto VPN software to connect remotely. If you do not have the Paloalto VPN software on your computer, contact helpdesk@tamuc.edu for assistance installing it.

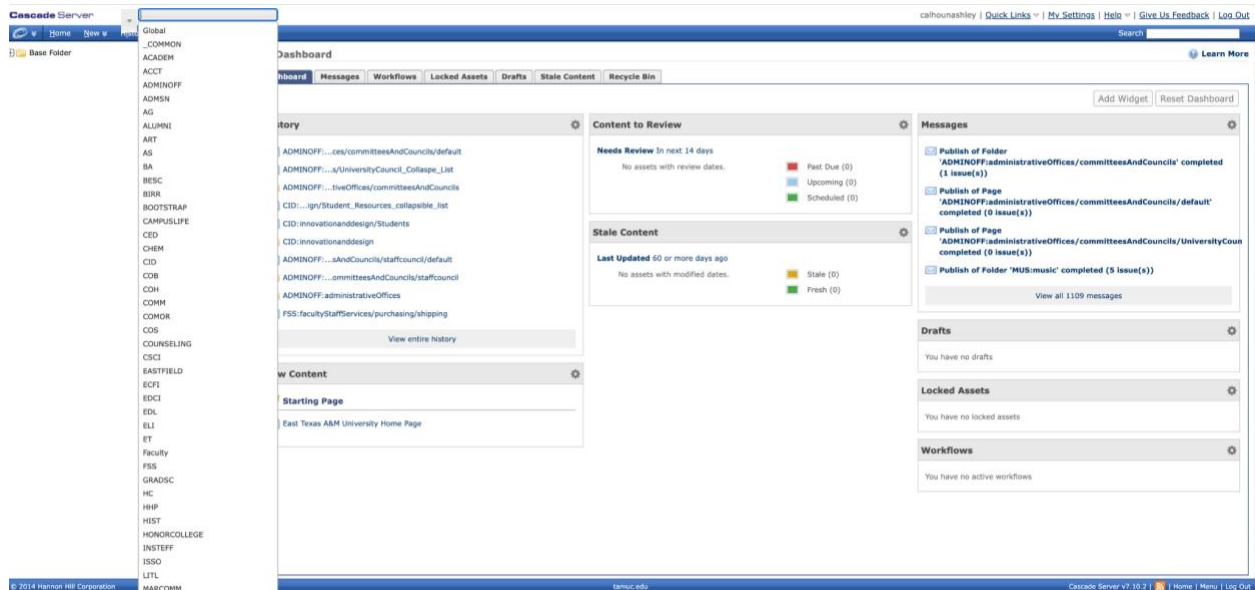
To make sure you are connected to the VPN:

1. Open the Paloalto VPN software and use ra-vlan28.tamuc.edu for the "portal setting." This should be located at the right corner of your screen
2. To log in, use the username and password that you use to log into your computer.
3. You will receive a notification from Duo Authentication.
4. Once you've verified using the Duo app or telephone, the Paloalto VPN software will log you into the University VPN.
5. Now, when you go to <https://cms.tamuc.edu/>, you should see the login page.

Application Tour - Navigating the Cascade Interface

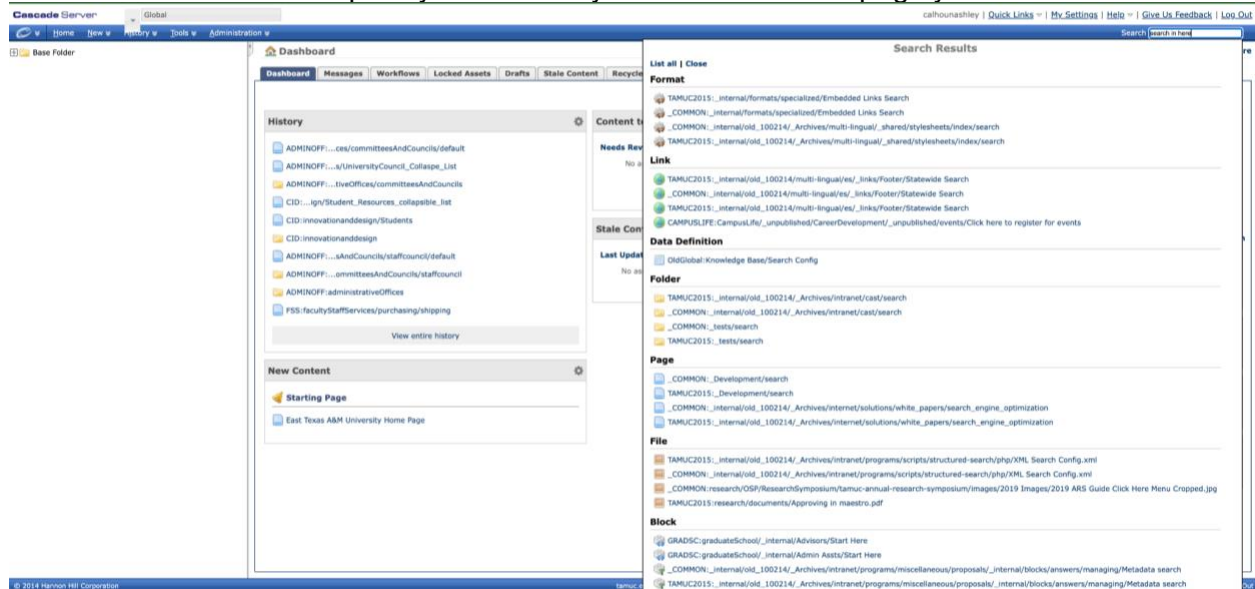
Site Selector

Use the site selector to switch to your specific site by clicking on the downward arrow. The Cascade content is organized into sites based on department.



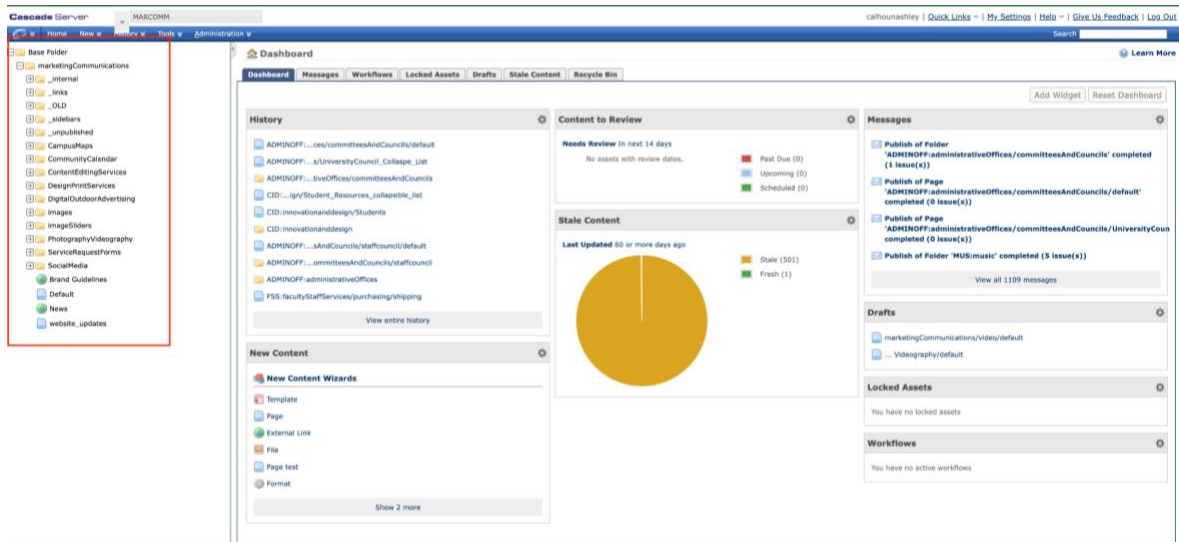
Search

The search function is frequently the best way to find a file or webpage you need to edit.

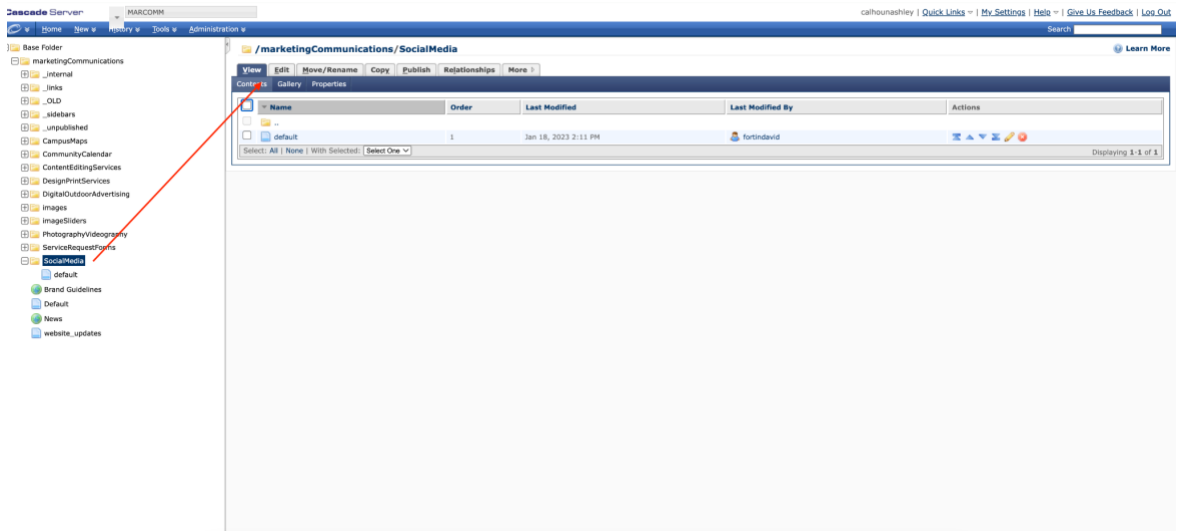


Sidebar Tree

- The sidebar tree, located on the left side of the screen, displays your site's folder structure. Documents and webpages are organized inside folders, just like on your computer. The order of these folders determines the navigation menu on the published webpage and the URL link for each webpage.

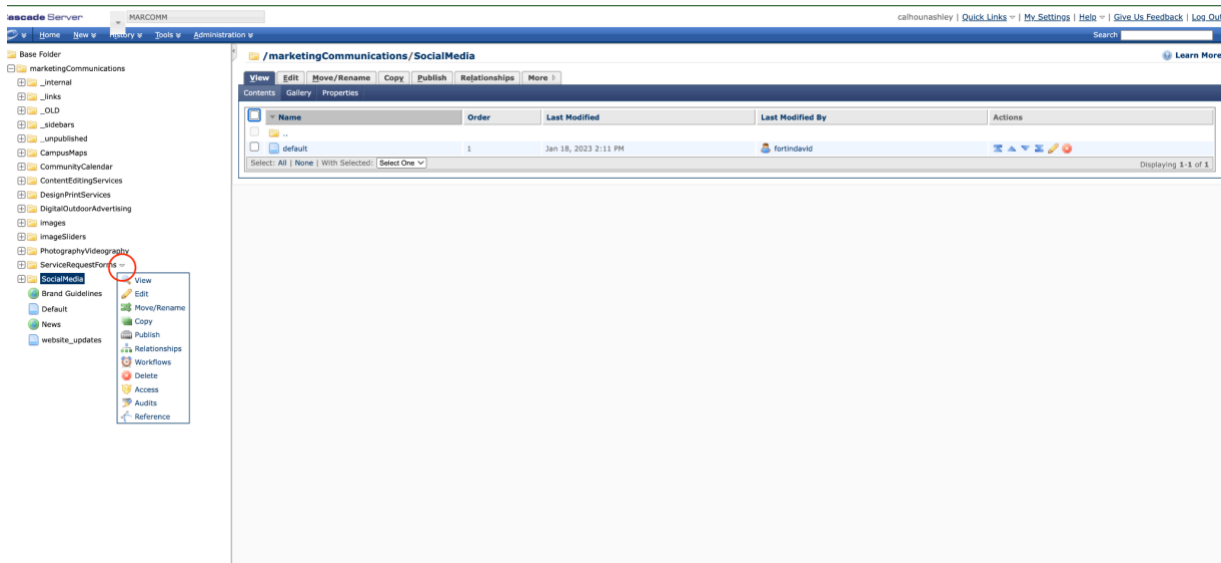


- Open and close folders by clicking the plus and minus buttons next to the folder icons.
- Click on a folder or document to display information about it in the Main Stage and make edits.



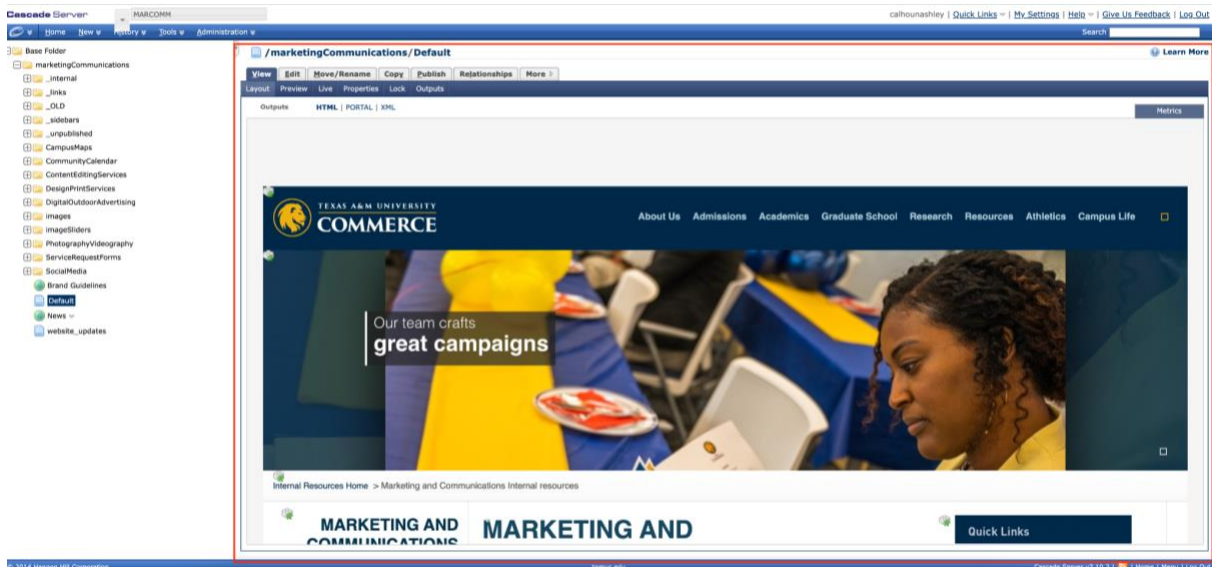
BONUS SHORTCUT

Hover the mouse over a folder or document and click on the "Context Dropdown Arrow." You can now quickly access one of the tabs in the Main Stage.



Main Stage

The largest area is called the "Main Stage." It displays information and options about the item selected on the left.



View Tab

Preview: Layout presents a preview of the document or webpage. The preview does not look exactly like the final published webpage.

Live: Gives you a URL link to see the published page.

Note: Properties, Lock and outputs are only used by Helpdesk or Marcomm.

The screenshot shows the Cascade Server interface for the Texas A&M University Commerce website. The interface is divided into several sections:

- Top Navigation:** Includes 'View', 'Edit', 'Move/Rename', 'Copy', 'Publish', 'Relationships', and 'More'. The 'View' tab is currently selected and highlighted with a red box.
- Left Panel:** A file explorer showing a hierarchy of folders under 'marketingCommunications', including 'internal', 'links', and various service folders like 'CampusMaps', 'CommunityCalendar', and 'SocialMedia'.
- Main Content Area:** Displays the website's content, including the Texas A&M University logo, navigation links (About Us, Admissions, Academics, Graduate School, Research, Resources, Athletics, Campus Life), and a banner image with the text 'Our team crafts great campaigns'.
- Bottom Section:** Features a 'MARKETING AND COMMUNICATIONS' logo and a 'Quick Links' section with a 'Community' link.

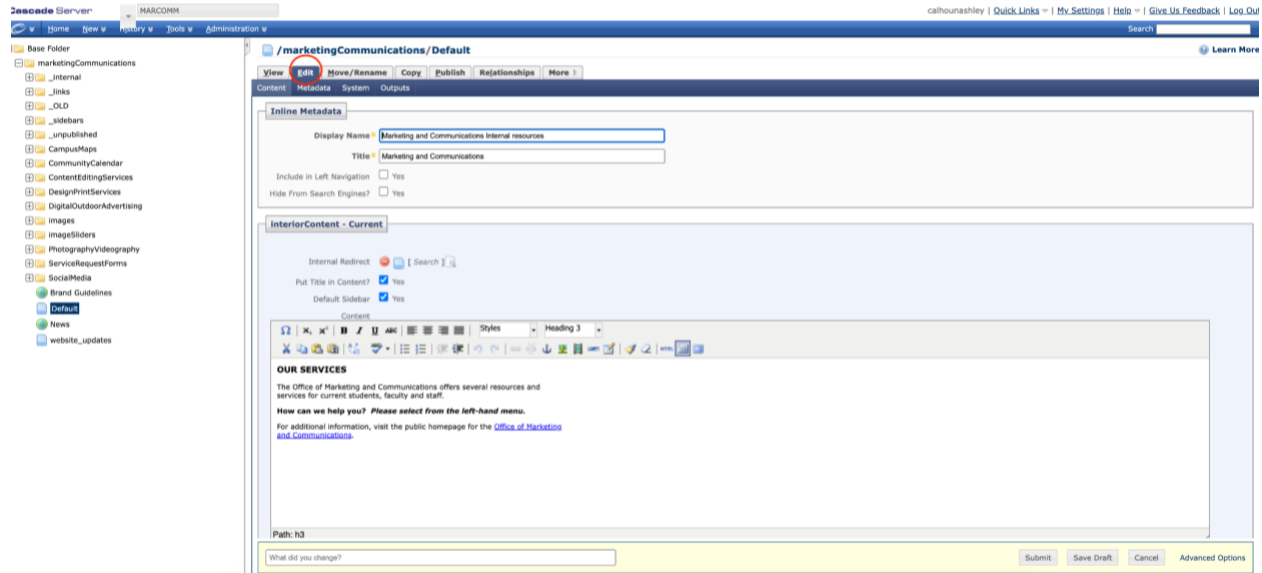
Edit Tab

Content: This is where you can edit the text and images appearing on the webpage when published.

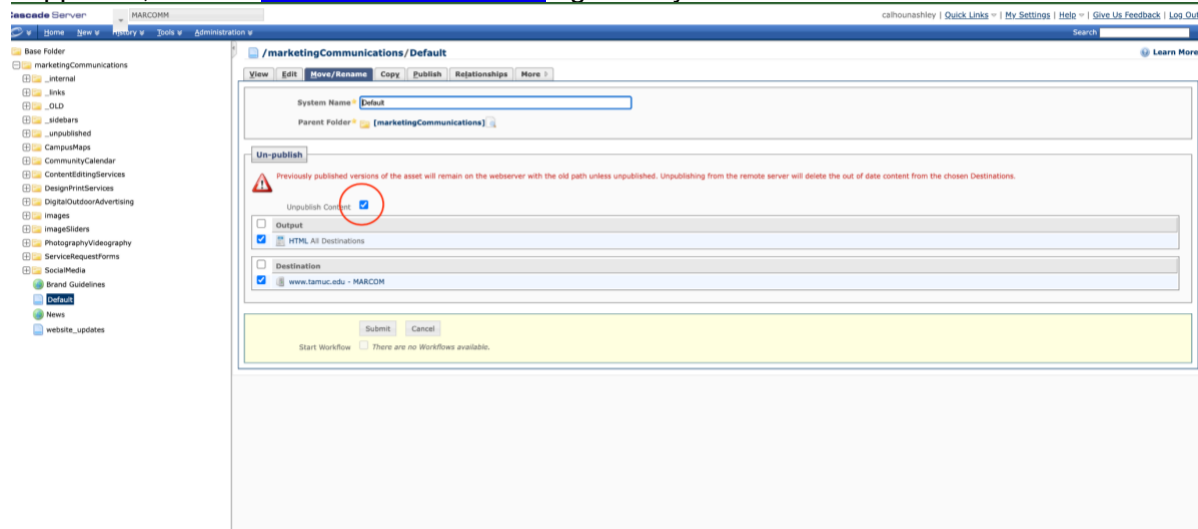
Move/Rename: This is where you can move and/or Rename a document.

Copy: This is frequently the fastest way to create a new page. When you copy a page, make sure you update all relevant fields, such as the Display Title, Title, Parent Folder, and System Name.

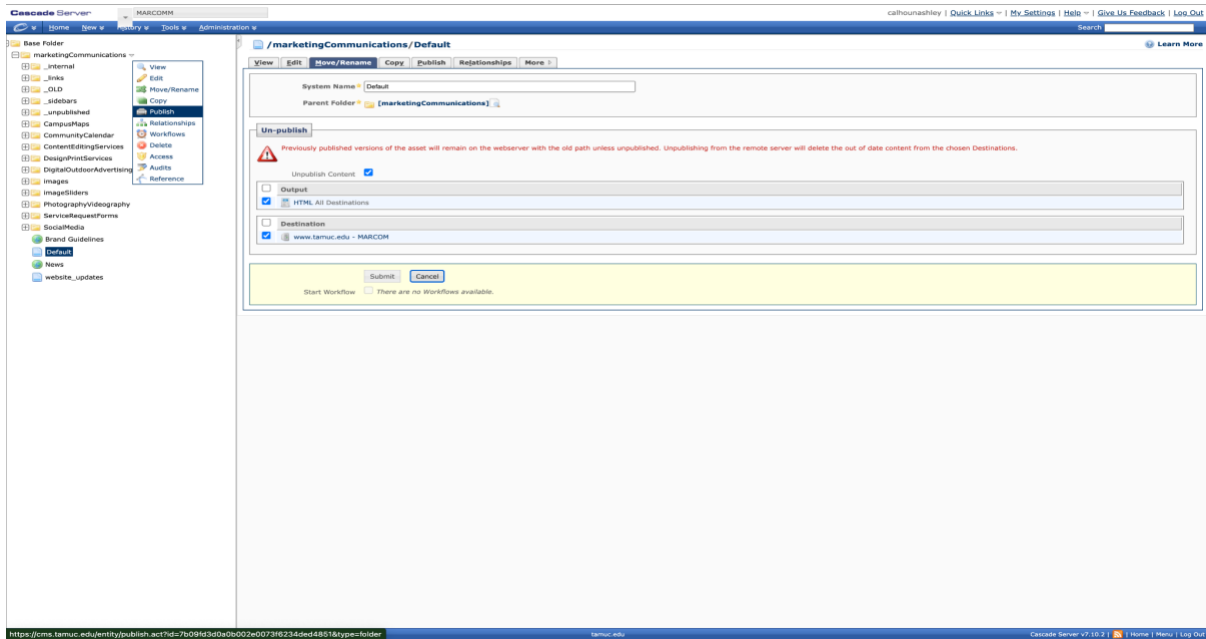
Publish: This lets you publish a webpage, document or folder to the internal server (inside.tamuc.edu/).



Note: When moving or renaming, always be sure to have the "Unpublish Content" option checked. If it is unchecked, the document will remain on the live site and be difficult to remove. It will continue to show up in Google search results with old information. If you think this has happened, contact helpdesk@tamuc.edu right away.



Note: You can also publish a folder to publish all the items inside it.



More Tab

Delete: This lets you remove a document from the Cascade content management system. You can not undo this command.

Versions: This lists a history of all of the versions of the webpage and who made the changes. Versions can be helpful when tracking down the stakeholders for a webpage.

Access, Audits and References are used by Helpdesk and Marcomm.



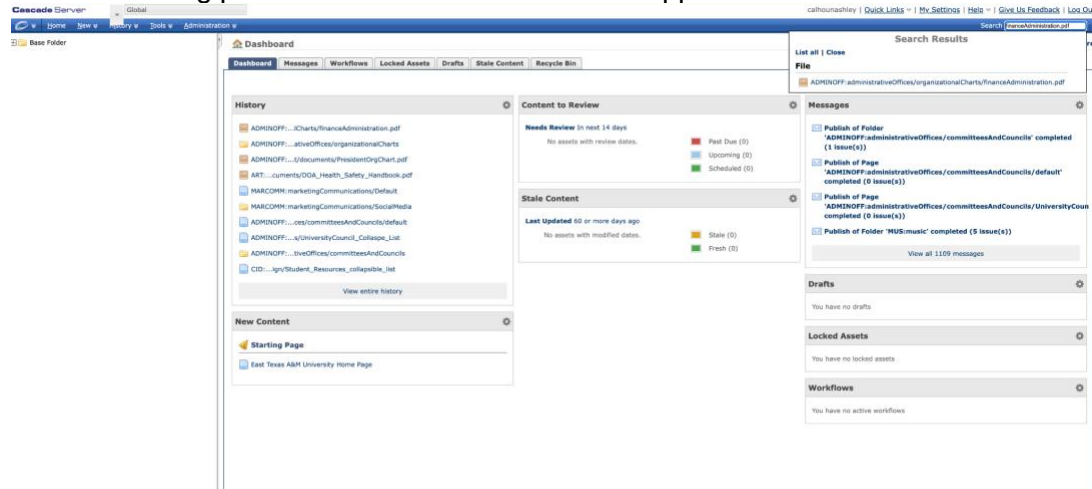
IMPORTANT NOTE: If you delete a document from Cascade, make sure "Un-publish Content" is checked. If it is not checked, the document will remain on the live site and be difficult to remove. It will continue to show up in Google search results with old information. If you think this has happened, contact helpdesk@tamuc.edu right away.

Quick How-Tos

Finding an item via Search

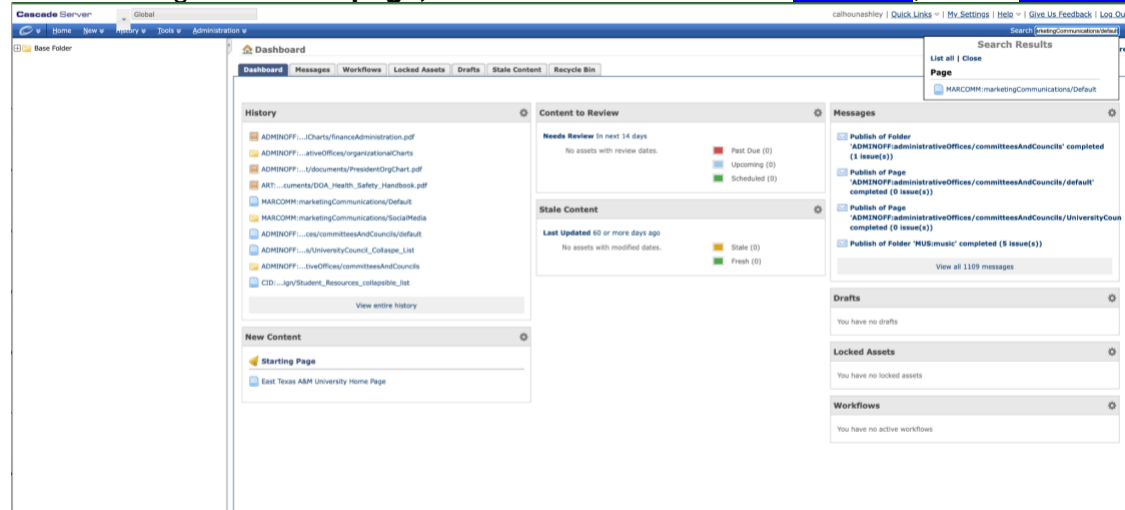
When searching for a **document**, *include* the extension (.pdf, .doc, .ppt)

Example PDF: <https://inside.tamuc.edu/facultystaffservices/documents/ProductPricing.pdf> If you were looking for this PDF **document** in Cascade, you will search for just the term "ProductPricing.pdf" because that is the text that appears after the last slash in the URL link.



When searching for a **webpage** with .aspx at the end of the URL, *exclude* the ".aspx" extension from your search term.

Example Webpage: <https://inside.tamuc.edu/facultyStaffServices/documents/OldPage.aspx>
When looking for this **webpage**, the search term should be "OldPage," NOT "OldPage.aspx"



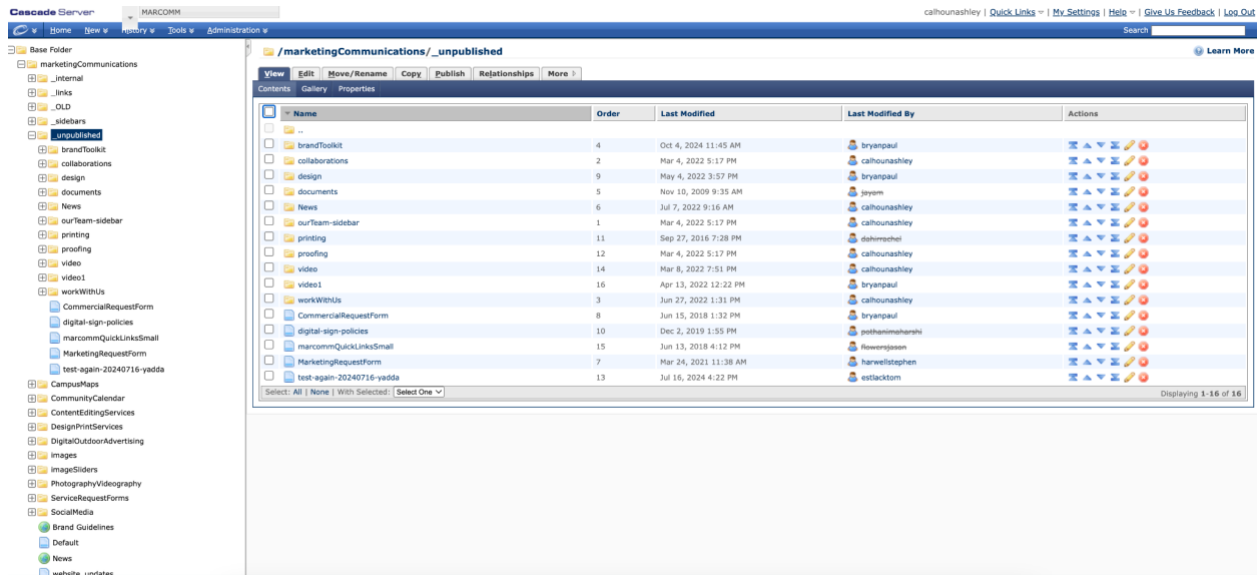
Steps to Search

1. Click inside the search box.

2. Paste or type the name of the document you are looking for
3. Press the enter key on your keyboard.
4. Clicking on the name in the search result will take you to the view tab for that document.

Unpublish an Item or Folder

Unpublishing things on Cascade will unpublish the item from the internal resources server (inside.tamuc.edu/), making it inaccessible to Google and removing it from the navigation menu on other Cascade pages. The best way to unpublish a webpage, document or folder is to simply move it to your site's "**_unpublished**" folder.



Quick and Easy Way - Using 'unpublished' folder

1. Drag and drop the item onto the "_unpublished" folder.
 - a. In the Sidebar Tree, Click and hold the item's icon.
 - b. Continuing to hold the mouse button down, drag the item over the folder titled "_unpublished."
 - c. The "_unpublished" folder will highlight
 - d. Release the mouse button.
2. Result: This will open that item's Move/Rename tab and preselect the "_unpublished" folder as the "parent folder."
3. Select "Unpublish" from the "Publish Mode" option.
4. Click "Submit."

Without using the "_unpublished" folder

1. Unpublish from the internal resources server (inside.tamuc.edu/)
 1. Select the item in the Sidebar Tree
 2. Select the "Publish" tab
 3. Select "Unpublish" from the "Publish Mode" option
 4. Click "Submit."
2. Rename the item in Cascade
 1. Select the "Move/Rename" tab

2. Add an underscore (_Example) to the beginning of the folder to indicate that it is unpublished
3. Click "Submit."
3. Set not to republish automatically
 1. Select the Edit Tab
 2. Uncheck "Include when publishing" and "Include when indexing"
 3. Click "Submit."

Important note: When you move, rename or delete a document from Cascade, ensure "Unpublish Content" is checked. If it is not checked, the document will remain on the live site and be difficult to remove. It will continue to show up in Google search results with old information. If you think this has happened, contact helpdesk@tamuc.edu right away. If you have unpublished or deleted a page or document, please remove hyperlinks pointing to the deleted URL of the page or document, or users will be sent to 404 pages. If there are issues with this process, ask Marcomm to help find dead links after removing a page or document.

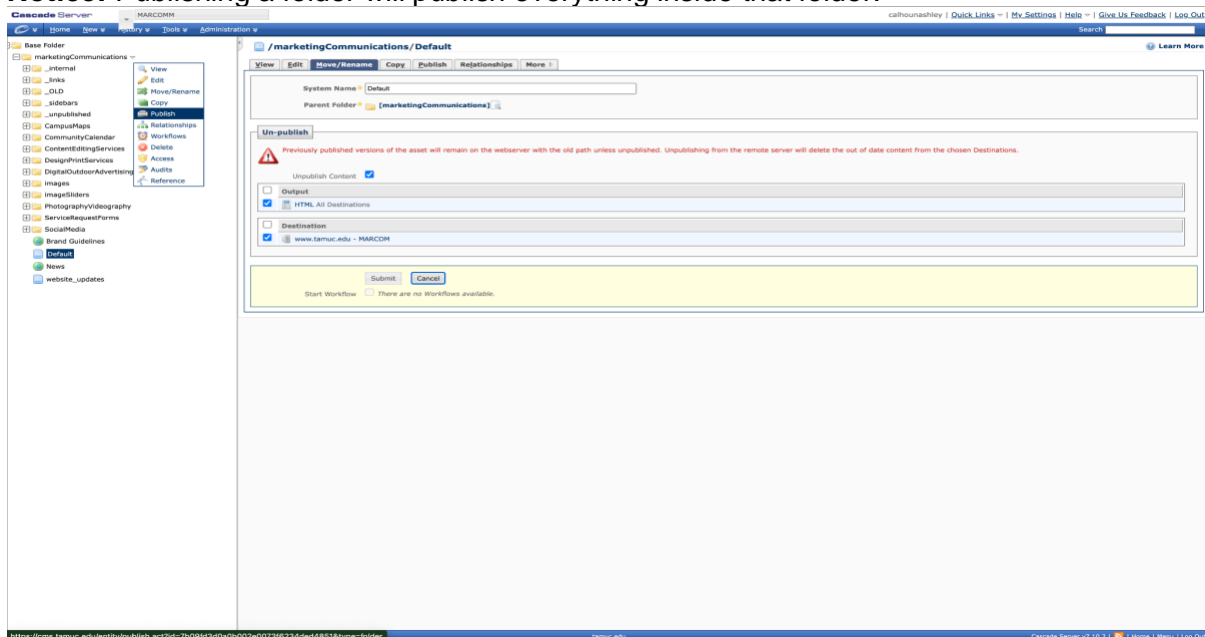
Publishing and Updating a folder, document or webpage.

In Cascade, when you "publish" an item, you export it to the internal resources server (inside.tamuc.edu/), making it available to everyone on the internet. When you change a document in Cascade, that change only exists in Cascade until you publish it.

Steps to Publish a folder

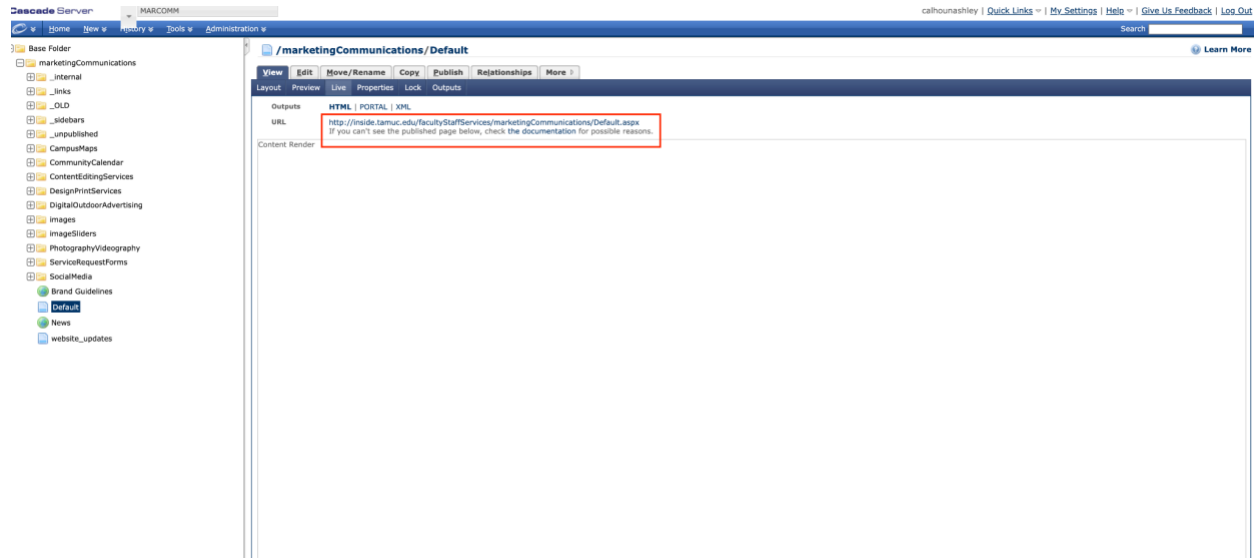
1. Hover over the item
2. Click the "context dropdown" menu
3. Select "Publish"
4. Click Submit

Notice: Publishing a folder will publish everything inside that folder.



Identify the URL of a page.

- Select the document in the Sidebar Tree.
- The View tab is selected by default.
- Select Live.
- The URL hyperlink to see the page published on the internal resources server (inside.tamuc.edu/) is listed at the top.



Update a document

1. Select the document in the Sidebar Tree.
2. Select the Edit tab.
3. To keep the URL of the document the same, do not change the name.
4. Click the "Choose File" button.
5. Navigate to the file on your computer and open it.
6. Click "Submit."
7. Now, Publish to replace the old document with the new one on the internal resources server (inside.tamuc.edu/).

Upload a new document

1. In the blue menu bar, select New > Default > File.
2. Click the "Choose File" button.
3. Navigate to the file on your computer and open it.
4. Click "Submit."
5. Now, Publish to make the file available on the internal resources server (inside.tamuc.edu/).

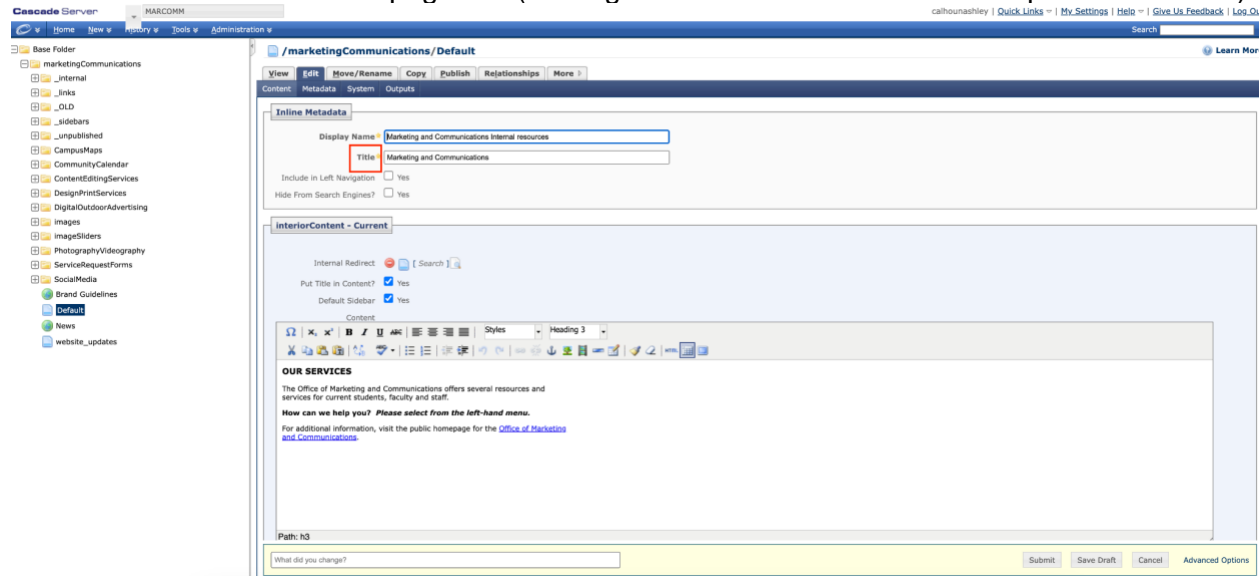
Common next steps:

Now that you have uploaded a new document, you probably want to [hyperlink](#) it on a page.

Updating Title and Content

Update the title of an existing webpage.

The "Title" field is located under the Edit, Content tab and determines the text in the navigation menu on the left and the webpage title (as long as the "Put Title in Content?" option is checked).



Edit Text on an Existing Webpage

Basic Steps Update a web page

1. Select a webpage in the Sidebar Tree.
2. Select the edit tab in the Main Stage.
3. Make the changes in the content area.
4. Click "Submit."
5. Review any spelling issues.
6. Review any link issues.
7. Click "Submit."

Create a hyperlink

Before you hyperlink, here are some guidelines for creating links on web pages.

- Link text should describe where the hyperlink takes you and be embedded in text around it.
- **Do not use** the URL as the link text.
- **Do not use** "Click here" and "Read more" for the link text. When screen readers hear these links, it is unclear where the link will take them.

Examples:

- Do: We have over [100 rich traditions](#).
- Don't: <https://inside.tamuc.edu/facultyStaffServices/documents/traditions.aspx>.
- Don't: For a list of our 100 rich traditions, click here.

Steps to Create a Hyperlink

1. Select the text you wish to make into a link in the content area.
2. Click the Link icon at the top of the text box.

3. Select link type
 - **Internal:** Select "internal" to Select another webpage in Cascade. This method is best practice because Cascade automatically updates the link if the webpage is renamed or moved.
 - **External:** Select External to add a full URL such as "<https://tamuc.edu/map>."
4. Click "Insert"
5. Click "Submit."

Steps to Change a Hyperlink

1. Select the full text of the link you want to change in the content area.
2. Click the Link icon at the top of the text box.
3. Select link type
 - **Internal:** Select "internal" to Select another webpage in Cascade. This method is best practice because Cascade automatically updates the link if the webpage is renamed or moved.
 - **External:** Select External to add a full URL such as "<https://tamuc.edu/map>."
4. Click "Insert"
5. Click "Submit."

Create an email link.

1. Type or select the text you wish to make into a link on the webpage.
2. Click the Link icon at the top of the text box
3. Select "External"
4. Type "**mailto:**" plus the email address with no spaces in the link field
 - Example: to make a link to webmaster@tamuc.edu, type "mailto:webmaster@tamuc.edu" in the link field
5. Click "Insert"
6. Click "Submit."

Convert a paragraph into a list.

1. Select the text that should be a list
2. Click the Unordered list link for bullet points or the ordered list link for a numbered list
3. Click "Submit"

Create a new list.

1. Place the cursor on a new line
2. Click the Unordered list link for bullet points or the ordered list link for a numbered list
3. Start typing your list
4. Use the return key to create a new list item
5. Click "Submit"

Move or Rename Items.

Important notice: When renaming or moving items in Cascade, you are also changing the published file name and/or moving that item on the internal resources server (inside.tamuc.edu/). That means you are changing the URL link of that webpage and potentially breaking any links to that webpage that are published anywhere outside of Cascade, such as in emails, PDFs, webpages on WordPress, printed documents, etc. If you change the name of a folder, you will need to change the URLs for every webpage and document under that folder as

well. The links in the left menu bar and internal links on Cascade webpages will be broken until those folders are republished.

Notes for Naming Items

Folders, documents and webpages should never contain spaces or special characters (example: !@#%\$^&*) in their filenames. Capitalize each word in the folder or name to make it easier to read.

1. Select the item
2. Select the "Move/Rename" tab
3. Make sure "Unpublish Content" is not selected
4. Click "Submit."

Example of an improper name: Marketing_andCommunication!@#%\$^*, while MarketingCommunications would be the proper choice.

Note: This change happens in Cascade and on the live site when you click "submit". However, after renaming a **folder**, you'll need to publish it for all of the web pages and documents inside it to be published. Those web pages will remain unpublished until the folder is published.

Copy, Move, Publish, or Delete multiple items in a folder.

1. Select a folder in the Sidebar Tree.
 1. A list of the contents of the folder appears in the Main Stage
2. Select the check boxes next to the items you wish to modify
3. Use the "with selected" dropdown menu to select an action
4. For copy or move, select the destination. Click "Browse..." to navigate to anywhere on the site.
5. Click "Submit."

Common Issues and Quick Solutions

Common Issue: You are trying to unpublish an item, and the item does not want to unpublish.

Solution: You'll need to go check certain settings in the System for the item. This can be found under the Edit tab. The "Include when publishing" option is here. Uncheck this to keep content in Cascade but prevent it from being published to the internal resources server (inside.tamuc.edu/). You may have to go here to check the item, unpublish the item and then go back here to uncheck "Include when publishing" again.

If unable to complete it, please contact Marcomm.

Gaining proper Permissions

As a staff or faculty member wanting to make updates on cascade, you need to understand what access or permissions you have. When logging in to Cascade for the first time, check the New on the blue bar. You should have the following options; Page, Image File, Empty Folder, and Message.

On the Main Stage, you should have access to 'View Tab', 'Edit Tab', 'Publish Tab' and 'More

Tab'.

If you notice you don't have the access mentioned above as a staff or faculty member, please contact the Helpdesk at Helpdesk@tamuc.edu to gain access.