Monthly Orientation; Administrators



Presented by: Maria Magouirk Senior Software Trainer Zoom Event ID: 818 8699 2874

modern camp<u>us</u>

Audio will be heard on your computer speakers.

If you do not have working computer speakers, call 1-408-638-0968. Enter event number and attendee ID or press # if no attendee ID.

Webcast will start at the top of the hour.



A BIT OF "HOUSEKEEPING"







This webinar is being **recorded** and will be available on our support site

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Use the **Q&A** for questions

I am working in a sandbox, but you can **follow along** in your own instance Please complete our **survey** after the webinar

Agenda

- What is an Administrator?
- Level 9 Tasks
 - Access Settings
 - Inheritance and Precedence
 - Rename, Move, Copy
 - Effect to Navigation
 - Directory Variables
- Reports Menu
- Level 10 Tasks
 - Setup: Account and Site
 - Find and Replace
- Q & A



WHAT IS AN ADMINISTRATOR?

- Level 9 and 10 users in the CMS are "Administrators"
- Level 9: Assistant Admin
 - Responsible for continuing site setup and maintenance
- Level 10: "Full" Admin

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• Responsible for initial site/account setup and level 9 tasks

Note: Changes made by the Admin could alter the working environment of the content editors of your site and change how they interact with the CMS. So, be mindful before making changes.



ACCESS – KEY TERMS

• User Permissions

- Who can do what in your site (e.g. upload/delete files)
- Determined by User Level and Custom (per-user) Permissions
- Access

- Who can go where in your site (e.g. the /academics section)
- Determined by assigning Groups of Users to content



SETTING ACCESS SETTINGS

If it exists inside the CMS, we can apply Access Settings to it! (sites, sections, pages, assets, binary content)

ive Modification		Recursive Modification	
ly All Settings to This Fo	older Only	Apply All Settings to This Formatter	older Only
	This Folder and All Enclosed Files and Folders apply to directory variables; directory variables are always inherited.		This Folder and All Enclosed Files and Folders apply to directory variables; directory variables are always inherited.
Access Group	Athletics	Access Group	Athletics - News
	The group with rights to edit this folder.		The group with rights to edit this folder.
Approver	(Inherit from Parent)	Approver	(Inherit from Parent)
	Setting an approver overrides all users' approvers for this folder.		Setting an approver overrides all users' approvers for this folder.
Enforce Approver	○ Yes ● No	Enforce Approver	O Yes 🖲 No
Bypass Approval	(Level 10 Administrators Only)	Bypass Approval	(Level 10 Administrators Only)
	The selected group can bypass the approval process and publish this folder immediately.		The selected group can bypass the approval process and publish this folder immediately.
Template Group	(Inherit from Parent)	Template Group	News
	Templates allowed in this folder.		Templates allowed in this folder.
Extensions		Extensions	
	Allow Only These Extensions O Disallow These Extensions		Allow Only These Extensions O Disallow These Extensions
	Restrict file extensions for this folder. (Comma separated; no dots.)		Restrict file extensions for this folder. (Comma separated; no dots.)
Image Size Set	(None) *	Image Size Set	(None) *
	The selected image size set will be applied to all images uploaded to this folder.		The selected image size set will be applied to all images uploaded to this folder.
Toolbar	(Inherit from Parent)	Toolbar	(Inherit from Parent)

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CREATING GROUPS (LEVEL 10)

	Setup 🔨	Groups (8)		- 1	Name	ATH Department	
	AccountSites				Groups	Available Users	
	Lusers	Name 🔺	Members	- 1		▼ Filter	
7	😩 Groups	ATH Department	6			Hide 6 selected	All None
		ATH Football	3			Alex	^
		ATH Gophers	2			Billy Woody G jennifer	
		ATH Images	6			olivia	
		ATH Media	2			🖌 📵 rebecca	
		ATH PDFs	6			✓ 6 samantha	
		Everyone	14			Barbara McQuillan	



ASSIGNING ACCESS (LEVELS 9 & 10)

🗥 🕨 athletics 🛛 🔎 🗲 🖿					
□ □ Name ▲					
images	Access Settings (athlatics				
sidenav.inc	Access Settings - /athletics				
	Recursive Modification				
	O Apply All Settings to This Folder Only				
	Apply Selected Settings to This Folder and All Enclosed Files and Folders				
	Recursive modification does not apply to directory variables; directory variables are always inherited.				
	Use the checkboxes below to select settings to apply to this folder and all enclosed files and folders.				
	Access Group 🗹 ATH Department				
	The group with rights to edit this folder.				

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INHERITANCE AND PRECEDENCE

- Access settings are inherited from higher level settings
- Access settings closer to the content take precedence over those set at higher levels
- Section settings inherit from Site
- Page settings inherit from Section
- Editable Region settings inherit from Pages
- Settings closer to the content will overwrite settings set at a higher level



SETUP MENU

- Setup Menu Only available to level 10 admins
- Contains two main areas:
 - Account Level: settings will populate across all sites in an account
 - Site Level: settings will differ depending on the site you're viewing
- Key administrative functions live here
 - Adjust general account/site settings
 - Add users to the system and put them in groups
 - Manage gadget access
 - Manage template access, make template groups
 - Link YouTube and Google Analytics to the CMS





LET'S SEE IT!





Our Next Monthly Orientation (Content Editor) will be held on

Friday, April 11th

10:00 AM – Noon PST



ADDITIONAL SUPPORT - FEEDBACK FORUM

- cms-roadmap.moderncampus.com
- Customers can post ideas for improvements and new features
 - +Submit idea button
- See what new features/improvements are:
 - Under Consideration
 - Planned

- In Progress
- Released

leb Content Management (CMS)					+ Submit
UNDER CONSIDERATION PLANNED	IN PROGRESS	RELEASED			
Group Approvals	A, 6	Roles and ACLs		d Manager	Д. :
As an administrator, I want the ability to assig a group so that all users in the group are not needs to be approved and any user in the gr	ified when a pages	As an administrator, I want to have mo controls by defining my own roles and setting up custom permissions for ther	access control lists and cont n. to fe	n administrator, if di ke a feed system thu tent editors to use, allows one to many r reds, enables me to create custom categ di tems in a database to ease aggregatin	elationships of ite pories, and storie
Portal - Password protected personalized content	, с, б	LDP Forms Enhancements	, аз Е-со	ommerce and Payments	Д, 1
As an administrator, I would like to have a sp requires visitor authentication to see.	ace for content that	As a marketer/web admin, I want to be advanced forms with complex condition		vide the ecommerce functionality so that t tickets to events, or enable other paym site	-

Thank You!

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support.moderncampus.com

Other Upcoming Trainings:

Tuesday, March 25th

Content Editor Best Practices

In this Training Tuesday, we will cover a host of best practices across a wide range of end-user topics, including many tools, tips, and tricks that you can utilize to make your job easier while in the CMS. Thursday, April 3rd

Monthly Workshop

An open forum to discuss any topic related to the entire CMS product line.