

Dashboard Tab

Work Flow- This tab is a basic email program, used to communicate between the page editor and the site manager. It allows them to inform one another that there are pages that need to be approved, published or changed.

If the approving party and the page editor are the same person then you will not need to use this tab.

Current Projects- Once you have selected this tab there will be a list of pages that you currently have checked out to you. If you have a page checked out then no one else can work on that page until it has been checked back in.

This Current projects button makes the files that are being worked on easily accessible.

Type- Allows you to go to the page and edit it.

File path-Will show the URL or path to where the file resides. (it is safe to assume that there will be www.uvu.edu at the beginning of every path.

Date checked out – This will show the date the page was checked out.

Edit- Allows access to the page for editing

RSS feed- If the page checked out has an RSS feed it will indicate it here

Properties- Allows the changing of the title and metadata for this page.

Preview- Will allow you to see the page as it looks in a browser

Lock – used to check in the page.

Html- Allows access to the full page of HTML; users will need a high level of access to view this.

Backup- allows the user to make a backup on the server; however the server gets backed up automatically, so this button will not need to be used very often.

Access- allows a user with enough security clearance to change who can access the page

Log- allows the user to view a log similar to the recent saves and recent publishes and performs the exact same function as that button

Compare- This new feature allows users to see older versions and compare them to the newest ones.

CompHTML- This new feature allows users to compare older html to newer html.

Revert- This will take users back to the last saved version.

Reminder- allows reminders to be set for certain dates, this is mostly used to remind users of due dates.

Expire- This will allow users to see and change dates for pages set with and expiration date.

Publish- waiting on new info to complete this one.

Settings/Preferences-Contains your user information, user name, password, name, email, phone; Set user restrictions, user level, approver, and toolbar; LDAP login information, authorization Type, Hostname, DN