# UCLA ANDERSON INGENIUX 6.0

## content management system

A GUIDE TO MANAGING AND UPDATING *the* UCLA ANDERSON WEB SITE



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## WHAT IS A CMS?

A Content Management System (CMS) is a software program that helps users create a Web page. The CMS used at UCLA Anderson is called Ingeniux. New in Version 6.0, Ingeniux allows users to update the content of their Web sites using a Web-based interface that is accessible from any browser on any computer.

The CMS helps the UCLA Anderson community maintain its Web site with a consistent look and feel which allows users to focus on the content and messaging of their areas, programs and departments. With the Ingeniux CMS, a user can update text on specific Web pages without having to know a lot about Web design or authoring.

#### **Useful Terminology:**

**Check In/Check Out** — When a page is checked in, the page cannot be edited. To edit a page, a user must first check out the page to edit and then check in the page to submit the changes to the CMS

Child Page — Refers to page(s) existing one level below the currently selected page in the Site Tree

Component — Contains content that can be reused in multiple pages

**Dependencies** — Dependencies include components or files linked to the Asset Manager such as images, PDFs and Word documents included on the page and any other pages that may include that page in navigation

Incremental Publish — Publishes selected pages and its dependencies to the publishing target

**Mark for Publish/Unmark for Publish** — Changes will not be reflected during a publish unless the page is first checked in and marked for publish. *Note: Pages marked for publish may possibly be published at any given time, especially when a full publish occurs. If a page is unmarked for publish, changes you make to the page will not be published.* 

Page Type or Rule or Schema — A template with a preset page design

Parent Page — Refers to page(s) existing one level above the currently selected page in the site tree

Publish — When a page is published, changes to a saved page and all of its dependencies go live

Sibling Page — Refers to page(s) existing on the same level as the currently selected page in the Site Tree

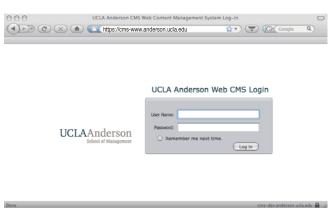
**Site Tree** — The Site Tree appears on the left-hand side of the screen while you are in Ingeniux. This is an outline of the Web site and allows you to navigate to all pages

WYSIWYG Editor (Main Content Area) — An acronym for What You See Is What You Get, the WYSIWYG editor is where all of your editing takes place. The content displayed in this area during editing appears very similar to the final output

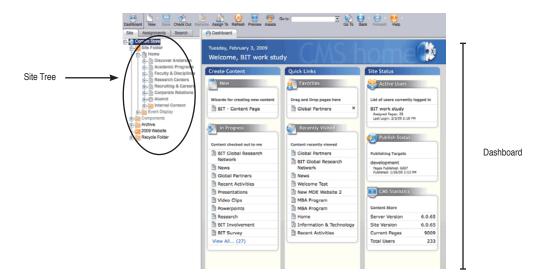
xID or page ID — Refers to the unique page number given to each page created within Ingeniux

## **SECTION 1: Logging In**

1. Open any Web browser (i.e., Mozilla Firefox, Internet Explorer, Safari, etc.) and go to https://cms-www.anderson.ucla.edu



2. At the login page, type in your UCLA Anderson login ID and password. Click 'Sign In'. After logging in, you will see the 'Dashboard' (also referred to as the 'Content Store') on the right of the screen and tabs for the 'Site Tree', 'Assignments List' and 'Search Engine' in the left column.



At-a-glance, the Dashboard gives you access to:

- · 'New Page Wizards,' which show all the types of pages available for you to create
- Pages assigned to you, or pages on which you are actively working
- A customized list of your "favorite" pages (recommended for pages on which you have to frequently make updates, for example)
- · Pages you have recently visited, or on which you have worked
- A list of users currently logged on to the CMS
- Statistical data about the system

#### Section 1-2 Overview of the Interface

The Ingeniux CMS workspace is made up of three main areas:

• Toolbar (top) — A series of icons with text labels underneath that allow you to interact with pages in the CMS.

In addition to clicking on pages from the Dashboard or the Site Tree, you can navigate directly to a page by typing in the 'Page Name' or 'xID' of the page in the 'Go To' field of the Toolbar and then clicking the Go To icon to its right (or pressing the Enter key).

• Navigation Panel (left) — The Site tab, Assignments tab and Search tab are accessible in this panel. Click on pages assigned to you under the 'Assignments' tab or search for items under the 'Search' tab to go directly to those pages.

In the Site Tree, you can drill down to the page you wish to edit using the +/- signs to expand and collapse sections in this view. The Site Tree enables you to navigate to any page within the UCLA Anderson public Web site. However you will not be able to access or edit pages that are grayed out. Items in the Site Tree correspond to the navigational structure of the UCLA Anderson Web site and are in the same general location in the CMS as they are on the public Web site.

• Main work area (right) — Where you will create, edit and preview content for your pages.

ion Panel

Main Work Area

## **SECTION 3: The Editing Process**

The basic process for editing pages is as follows:

Step 1: Create a new page or Check Out an existing page Step 2: Edit Step 3: Preview Step 4: Check In the page Step 5: Publish

#### 2-1 Creating A New Page

1. There are several ways to create a new page.

(a) From the Toolbar, click 'New' and select 'Page' from the drop-down menu.



#### (b) ... or use the 'New' page Wizard on the Dashboard



(c) ... or right-click a page in the Site Tree and select 'New' > 'Page'



2. Enter a name for your page and select a 'Page Type' (template). Some areas may have more than one customized Page Type or 'Rule' but the most commonly-used page is the 'Content Page'.

**NOTE:** Carefully consider the name of your page, as it will appear as the title of the page. If the page is not inside a folder in the Site Tree, it will also become the navigation hyperlink in the Local Navigation of your site. You can rename the page at any time but please limit the page name to 15 characters.



#### Section 2-3 Check Out An Existing Page

1. To edit an existing page, you will need to 'Check Out' the page to make it editable. A page can only be checked out by one person at a time. This prevents multiple users from overwriting each other's work.

To Check Out a page, right-click the page in the Site Tree and select Check Out, or highlight the page in the Site Tree and then click the Check Out button in the Toolbar



2. Once the page is checked out, the Main Work Area of the interface will change to the 'Edit' pane and the fields will no longer be grayed out.

Page Properties are displayed at the top of the page including (A) the page name, (B) the page ID or xID, (C) the page type or schema, and (D) who the page is currently assigned to.

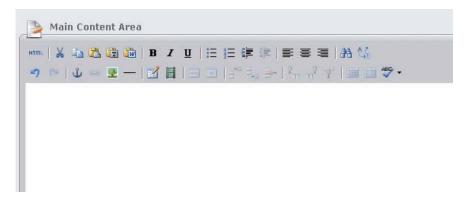
Edit Preview	V 💽 History			
Page Properties		751		
Page Name	Global Partners		Content Page	
ID:	<u>x1237</u>	Assigned To:	BIT work study	-

## **SECTION 3: Making Edits**

To begin editing a page, make sure the page is selected and checked out.

Below the Page Properties of the editing pane is the 'Main Content Area' also referred to as the WYSIWYG Editor (pronounced whiz-ee-wig). Text can be entered directly into the WYSIWYG Editor and will make up the content of your Web page.

Most of the tools in the WYSIWYG toolbar will already be familiar to anyone who has used Microsoft Word. Functions such as bold, italics, and bulleted lists all work the same way in the editor as they would in Word.



#### Section 2-1 Copying and Pasting with Smart Paste

Some of the invisible codes that are embedded in a Word document are incompatible with the HTML code used to build Web pages. Using them can cause unpredictable and often undesirable results when pasted directly into the WYSIWYG Editor. A new feature in Ingeniux 6.0 is 'Smart Paste'. Smart Paste allows you to paste copy from different sources such as Microsoft Word while stripping much of the unwanted HTML.

When copying and pasting text into Ingeniux, the 'Smart Paste' dialogue box automatically opens. Paste your text into this window, select the appropriate Paste Option and select 'Insert'.

You may also select the Smart Paste feature from the WYSIWYG Toolbar. Some options include:

#### Using 'Paste from Word' or 'Smart Paste'

Limited testing has shown that Smart Paste does strip out much of the undesirable formatting from a Word document.

#### Using 'Paste as Plain Text'

This button opens the Smart Paste dialogue box and completely eliminates all formatting including paragraph breaks and line breaks.

#### Using 'Paste'

This option is the most flexible of the two listed above and is the default paste method when you paste directly into the WYSIWYG Editor. It opens the Smart Paste dialogue box and offers three options for you to select from:

- Keep Source Formatting
- Use Destination Formatting (Paste from Word)
- Paste Text Only

### Using 'HTML'

If copying from a Web Editor (such as Dreamweaver), copy the source code from the Web Editor, click on the HTML button at the top of the WYSIWYG Toolbar and paste the source code in the 'HTML Source Editor'. Click 'Update' for your changes to take effect.

#### **Section 2-2 Hyperlinks**

Highlight the text you want to make a hyperlink. With the text selected, right-click and select 'Insert Link' or click the 'Insert Link' icon in the WYSIWYG Toolbar.

Main Content Area	n Ferenda Santa An Panatar Indean Santar	highlight text and click this icon
A questionnaire-based surver acciduated associated	ring in 2003, targeted at senior information and public sectors) that make independent gy systems. The survey addresses business mal forms and technology adoption.	Or, highlight text and right-click
Sector Studies conducted a services, healthcare) to und technologies (RFID) or cert	tors (entertainment-media, retail, financial oloy in the sector or to look at specific as continuity).	
The three components together present a complete picture. on longitudinal and global trends; sector studies provide in- business issues.	a maniferration and the same as a	

Either of the two methods above will bring up the 'Insert/edit Link' dialogue box.

Insert/edit link X
Insert/odit link
Insert

*Target: Select 'Open in New Window (\_blank) if you want the link to open in a new window* 

Title: Text that is typed in this field will appear when the cursor hovers over the link. Typically, this field provides a short description of what clicking on this link would do.

#### Internal

Select this option and type in the first three letters of the existing page's name in the 'Name' field. This action will cause a list of matching page titles to appear. Select the appropriate page. Or, type in the xID number directly into that field (e.g., x1234.xml). Click 'Insert.'

*Tip: To determine the xID number of a page without navigating to the page, hold down the Ctrl key (or Command key on Mac) and hover the cursor over the page from within the SiteTree to reveal its xID number.* 

#### External

Select this option and type in the full Web address (e.g., http://www.cnn.com), or click the browse button to the right of the URL field to browse for the Web site. Click 'Insert.'

#### Document

Select this option and click the browse button. This will give you access to your 'Assets Manager' where you can select a file that has already been uploaded to the Ingeniux server. Click 'Insert'.

#### Anchor

Select this option and enter the name of the bookmark in the 'Anchor' field. Note: Please refer to page 9 for more information on how to create an anchor.

To link to an anchor on another page, type in the URL of the page, followed by the # symbol and the anchor name (e.g., http://www.cnn.com#feature. Click 'Insert'.

#### E-Mail

Select this option and type in the e-mail address in the format firstname.lastname@anderson.ucla.edu.

#### **Section 2-3 Anchors**

Anchors are used within a page to quickly move your audience from one part of your Web page to another. This is especially useful for a page with a lot of text.

1. Place your cursor where you want the anchor to be inserted. Select the Anchor icon in the WYSIWYG Editor Toolbox.



- 2. The 'Insert/edit anchor' dialogue box will open. Type in the name of the anchor and click 'Insert'.
- 3. Follow instructions on page 8 to link to anchor(s).

#### **Section 2-4 Renaming Pages**

1. To rename a page, right-click the page in the Site Tree and select 'Rename' or select the page in the Site Tree and click 'Rename' in the Toolbar. A page must be checked out before it can be renamed.



#### **Section 2-5 Moving Pages**

1. To move a page to a new location, into a different folder for example, go to the Site Tree and drag the file to the correct location. Try to keep local navigation page names limited to 15 characters. If you place pages within a folder (e.g., no local nav), those pages will not show up in the local navigation.

You are generally restricted to moving pages only within your own area or department. If you need assistance moving a page to an area that you are unable to access, a member of our Web Team will assist you. Please e-mail web.production@anderson.ucla.edu. Identify the xID number of the page(s) in your e-mail and indicate where the page(s) should be moved.

#### A Note About The Site Structure

You can drill down to different pages within the Site Tree using the +/- signs to expand and collapse sections.

- A page that exists one level above a selected page is referred to as a 'parent' page
- A page that exists one level below a selected page is referred to as a 'child' page
- A page that exists on the same level as a selected page is referred to as a 'sibling' page



#### Section 2-6 Preview and History Tab

*Preview*: To test your changes, switch to the 'Preview' tab in the editing pane to see what your changes will look like when the page is published. It is recommended that you Preview your changes often throughout the editing process and once more before publishing the page.

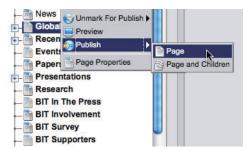
*History:* The 'History' tab allows you to roll back to the last six saved versions of the selected Web page. Clicking on one of the listed pages provides you with a preview of the page. To revert to a previously saved version, select the item from the list and click 'Revert to selected version.'

Version -	Name	ID	Date	User
30 *	BIT Global Research Network	x683	1/26/2009 6:05 PM	anet\bitws
29	BIT Global Research Network	x683	5/2/2008 11:16 AM	anet\sfletche
28	BIT Global Research Network	×683	4/18/2008 12:16 PM	anet\vmangal
27	BIT Global Research Network	x683	8/14/2007 3:48 PM	anet\vmangal
26	BIT Global Research Network	x683	8/13/2007 12:45 PM	anet\vmangal
25	BIT Global Research Network	x683	8/13/2007 12:25 PM	anet\vmangal
* indicates of	hecked in version			
Now viewi	ng Version 28		🙆 Rev	ert to selected version

#### **Section 2-7 Saving and Publishing**

Proofread, spell-check and verify all links.

- 1. When you are ready to publish, make sure your changes have been saved. 'Check In' the page and 'mark for publish'.
- 2. Highlight the page in the Site Tree and select 'Publish'. In the Publish window, select 'Page' if you only wish to publish the single page or select 'Page and Children' if you want to publish the page and all of its child pages.



3. When the 'Publish' dialogue box opens, select your publishing target and click 'Incremental' to publish the page to the production server. This will make your changes public. After sending the page(s) to publish, you will be given the option to view the 'Publish Monitor' which lets you keep track of the publishing process. Allow at least 15 minutes for changes to take effect.

Note: If multiple users are publishing at a time, there may be a server delay. Please allow extra time for your changes to become available on the public Web site.

## **Section 3: Asset Mangement**

Each area or department has been provided with two folders within the Ingeniux system — one for images and another for all other files. These folders will hold JPGs, GIFs, PDFs, Word documents, etc.

1. To upload an image or document, click the Assets button in the Toolbar.



2. Navigate to your group's asset folder on the left-hand column of the 'Manage Assets' screen where you would like to upload your files (i.e., Images/areas/adm/cmc). JPGs and GIFs must reside in an Images folder while all other files can be uploaded to a Documents folder.

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Cocuments	<b>m</b> #	Name	Size (KB)	Туре	Date Modified	
Hages		1.psd	88.22	PSD File	2/17/2006 1:36 PM	
E- 🛅 areas		2002 2-man Schedul	33.5	XLS File	3/21/2005 11:12	- 1
E- Canada		A JOHNSON_RT8(	61.02	JPEG Image	8/16/2005 4:35 PM	
🗄 🦳 acis		aaron_greeno.gif	8.39	GIF Image	6/28/2006 12:47	
- 🛅 alumni		AJohnson.jpg	15.67	JPEG Image	8/16/2005 4:35 PM	
- 🛅 amr		alan.lee.jpg	13.91	JPEG Image	6/3/2005 3:53 PM	- 1
- busoff		alan_lee.gif	10.04	GIF Image	6/9/2005 8:25 AM	
- Cmc		alan_pilest.gif	8.22	GIF Image	6/21/2006 11:15	
- conf_events		alice_keh.gif	11.27	GIF Image	12/13/2004 1:32	
- Corporate		alice_keh.jpg	110.96	JPEG Image	12/13/2004 12:3	
- California loeb		Allen_Gu.gif	9.11	GIF Image	12/13/2004 1:31	
- Ci media		Allen_Gu.jpg	23.66	JPEG Image	12/13/2004 12:3	
- ispersonn		allison_lucas.gif	11.18	GIF Image	12/13/2004 1:31	
🗄 🦳 web		allison_lucas.jpg	88.79	JPEG Image	12/13/2004 12:3	
💷 🦳 ctr		alumlogo.jpg	11.99	JPEG Image	2/22/2006 9:57 AM	
🗄 🫅 fac	1	alvson fien nif	7 79	GIF Image	6/20/2006 12·47	_1
	<b>T</b>					

3. Click the 'Upload' button and navigate to the file you want to upload and select it.

If you want to make the image smaller, check the 'Scale Image' option. This feature is not recommended if you are trying to make your image larger. Leave this option unchecked if you wish to keep the image sized as-is. Click 'Upload'.

🛜 Upload File	х
/Users/uclaanderson/Deskt Browse	
□Create Component ⊠Scale Image	
	Upload Cancel

4. If you selected the Scale Image option, specify the sizing specifications in the next window. Be sure the 'Keep Aspect Ratio' box remains checked. Click 'Scale' and then close the Manage Assets dialogue box. Your image has been uploaded to Ingeniux.

so that

🐺 Scale Image		X
Preview		Scale Cancel
	se exercise caution w maae does not overp	hen determining image size

1. Only images that have been uploaded into Ingeniux may be inserted into a page. To insert an image on your Web page, place your cursor in the WYSIWYG Editor where you want the image to appear. Right-click and choose 'Insert/edit image'.

Х	Cut	
	Сору	
2	Paste	
63	Insert/edit link	
્રેર્સ્ટ્ર	Unlink	
ً	Insert/edit image	
	Alignment	F
1	Inserts a new table	

- 2. The 'Image Properties' dialogue box will open. Click the 'Browse' button to browse for the photo. Highlight the file and click 'OK'.
- 3. Enter text in the 'Image Description' and 'Title' fields, then click Insert.

The Image Description is also known as the ALT attribute. It provides a text description for images and is displayed before the image is loaded. The Title attribute is displayed on a mouseover or hover.

	Insert/edit image		×	
General Appearance	Advanced			
General				
Image URL			) 🗸 📖	Browse
Image description				Image Descriptio
Title		<		Title
Preview				
Insert		Ca	ncel	

4. Under the 'Appearance' tab, fill in the 'Vertical space' and 'Horizontal space' to add padding around the image. The recommended padding is 16. You can also change the Alignment of the photo to specify how the image will be aligned on the page and how the text will be wrapped around the image. Click 'Update' to view the newly inserted image.

Alignment Dimensions	Left	Lorem ipsum, Dolor sit
	Constrain proportions	amet,
Vertical space	16	consectetuer adiplscing
Horizontal space	16	loreum ipsum edipiscing elit, sed diam nonummy
Border		nibh euismod tincidunt ut laoreet dolore magna
Class	Not set	•
Style	margin: 16px; float: left;	



#### **Section 3-3 Managing Files**

Asset management refers to the management of documents, images and media. New enhancements in Ingeniux 6.0 allow Web developers the ability to add, delete and organize their own files.



• Refresh — Refreshes the list of assets

- New Folder Allows you to create new folders/directories within your assigned group folder(s)
- Upload Opens the 'Upload File' dialogue box
- Delete Allows you to delete any unwanted files from your assigned group folder(s)
- View Provides the option of viewing files as "thumbnails" or as a "details" list for faster viewing

page 13

#### **Directory Structure of Folders**

Images/areas/adm/acis documents/areas/adm/acis

Images/areas/adm/alumni documents/areas/adm/alumni

Images/areas/adm/amr documents/areas/adm/amr

Images/areas/adm/busoff documents/areas/adm/busoff

Images/areas/adm/cmc documents/areas/adm/cmc

#### **Administrative Areas**

ACIS

Alumni

AMR

**Business Office** 

Parker CMC

#### Centers (continued)

Harold Price Center	Images/areas/ctr/price documents/areas/ctr/price
Riordan Programs	lmages/areas/ctr/riordan documents/areas/ctr/riordan
Richard S. Ziman Center	lmages/areas/ctr/ziman documents/areas/ctr/ziman

#### Faculty Academic Areas

Corporate Relations	Images/areas/adm/corporate documents/areas/adm/corporate	Accounting	Images/areas/fac/accounting documents/areas/fac/accounting
Loeb	Images/areas/adm/loeb documents/areas/adm/loeb	BDMG	Images/areas/ctr/bdmg documents/areas/ctr/bdmg
Media Relations	lmages/areas/adm/media documents/areas/adm/media	DOTM	Images/areas/fac/dotm documents/areas/fac/dotm
Staff Personnel	lmages/areas/adm/spersonn documents/areas/adm/spersonn	Finance	Images/areas/fac/finance documents/areas/fac/finance
		GEM	lmages/areas/fac/gem documents/areas/fac/gem
Centers		HROB	Images/areas/fac/hrob documents/areas/fac/hrob
BIT	lmages/areas/ctr/bit documents/areas/ctr/bit	Information Systems	lmages/areas/fac/isrp documents/areas/fac/isrp
CCP/EM	lmages/areas/ctr/ccp documents/areas/ctr/ccp	Marketing	Images/areas/fac/marketing documents/areas/fac/marketing
CFI	lmages/areas/ctr/cfi documents/areas/ctr/cfi	Policy	Images/areas/fac/policy documents/areas/fac/policy
CIBER	Images/areas/ctr/ciber documents/areas/ctr/ciber		
CMIE	lmages/areas/ctr/cmie documents/areas/ctr/cmie	Programs	
ЕММІ	lmages/areas/ctr/emmi documents/areas/ctr/emmi	Accounting Minor	Images/areas/prg/acct_minor documents/areas/prg/acct_minor
IS Associates	lmages/areas/ctr/isassoc documents/areas/ctr/isassoc	Executive MBA	Images/areas/prg/emba documents/areas/prg/emba
UCLA Anderson Forecast	Images/areas/ctr/forecast documents/areas/ctr/forecast	Executive Education	Images/areas/prg/execed documents/areas/prg/execed
UCLA/Johnson & Johnson	Images/areas/ctr/jandj documents/areas/ctr/jandj	GBLC	Images/areas/ctr/gblc documents/areas/ctr/gblc
Кпарр	Images/areas/ctr/knapp documents/areas/ctr/knapp	Fully Employed MBA	lmages/areas/prg/femba documents/areas/prg/femba
Marschak	Images/areas/ctr/marschak documents/areas/ctr/marschak	Full Time MBA	lmages/areas/prg/mba documents/areas/prg/mba
MDE	Images/areas/ctr/mde documents/areas/ctr/mde	Master of Financial Eng.	lmages/areas/ctr/mfe documents/areas/ctr/mfe
MDECE/HCI	Images/areas/ctr/mdece documents/areas/ctr/mdece	Ph.D. Program	Images/areas/prg/phd documents/areas/prg/phd

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