

# UCLA ANDERSON INGENIUX 6.0

*content management system*

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

UCLAAnderson  
School of Management

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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 If a page is unmarked for publish, changes you make to the page will not be published.*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

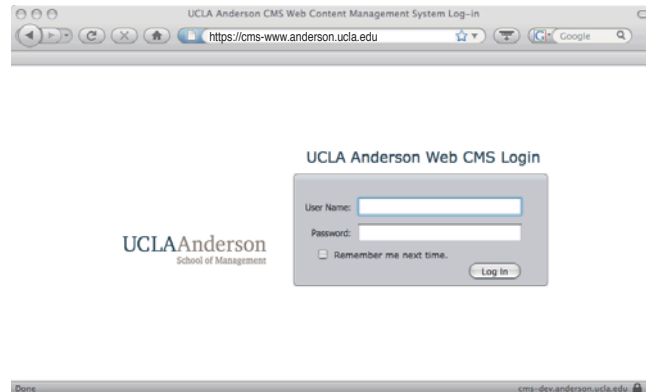
**Site Tree** — The Site Tree appears on the left-hand side of the screen while you are in Ingeniux. This is an outline of the Web site and allows you to navigate to all pages

**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

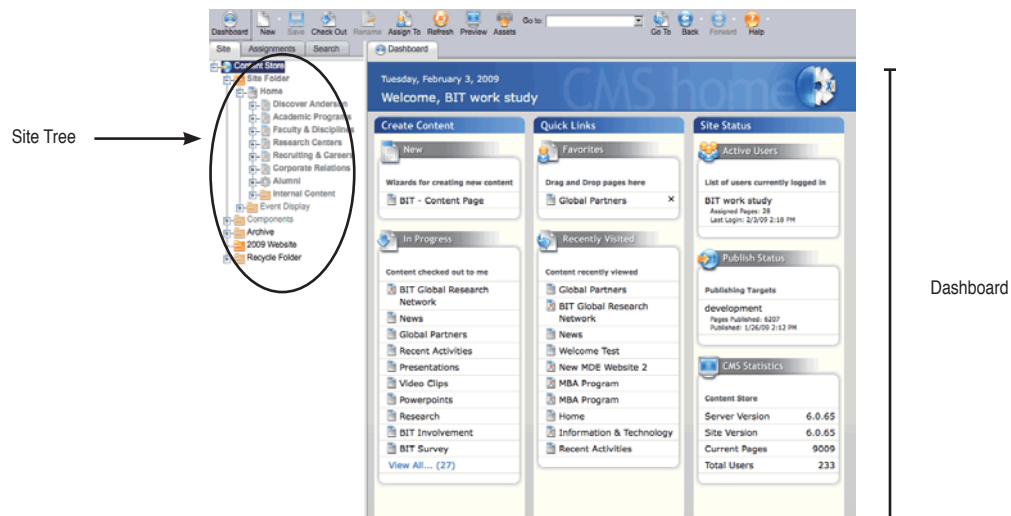
**xID or page ID** — Refers to the unique page number given to each page created within Ingeniux

# 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

**Note:** To return to the Dashboard at any time, click the Dashboard icon in the Toolbar or click 'Content Store' in the Site Tree.

## Section 1-2 Overview of the Interface

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

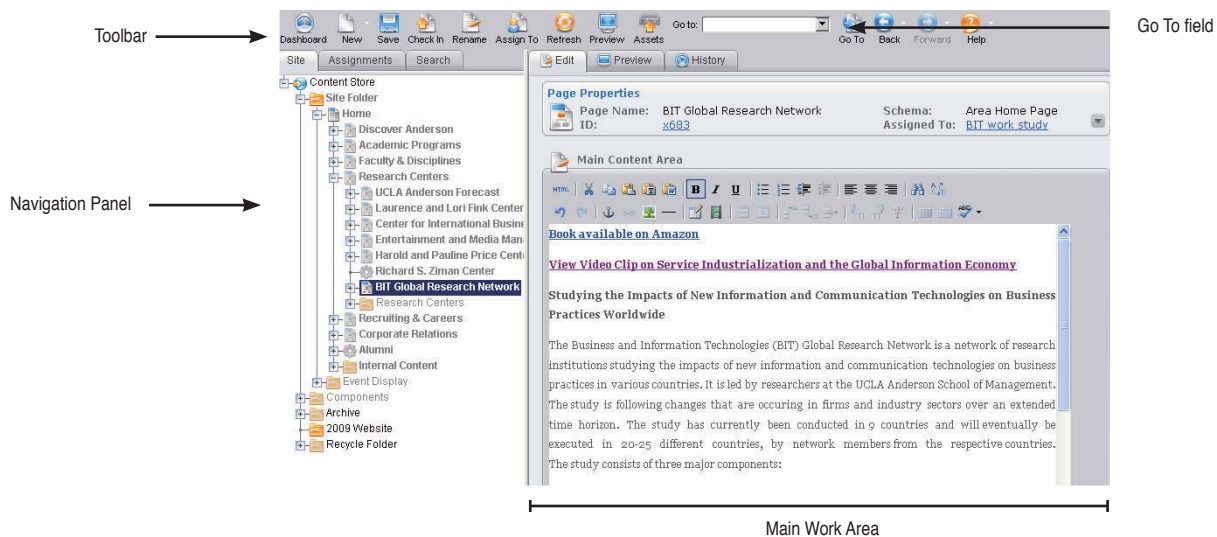
- **Toolbar (top)** — A series of icons with text labels underneath that allow you to interact with pages in the CMS.

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.



## SECTION 3: The Editing Process

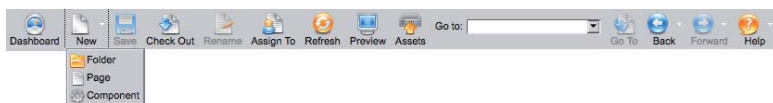
The basic process for editing pages is as follows:

- 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.

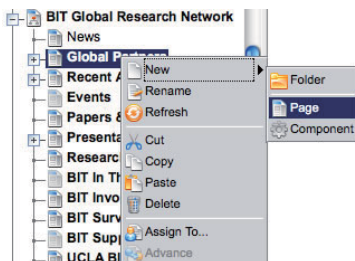
(a) From the Toolbar, click 'New' and select 'Page' from the drop-down menu.



(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.

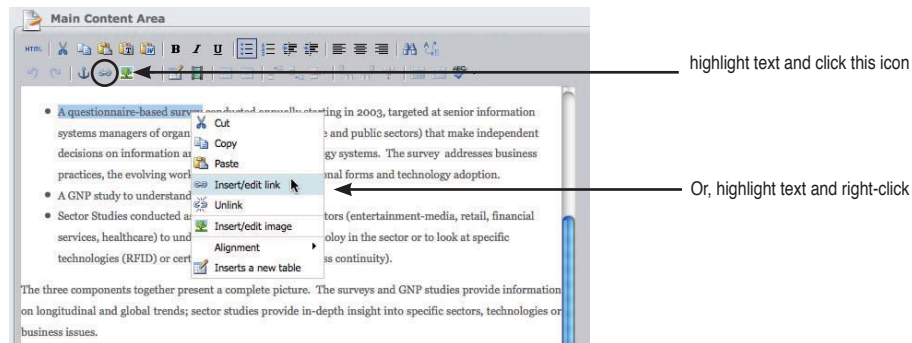




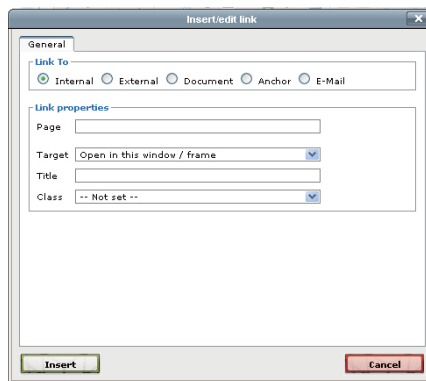


## Section 2-2 Hyperlinks

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.



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



*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

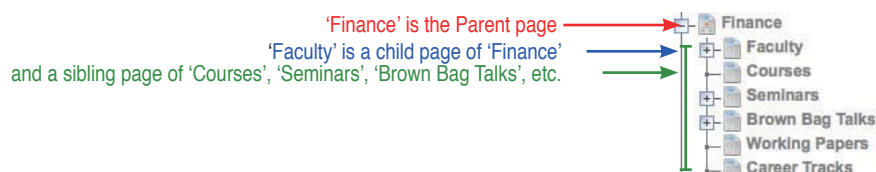
1. To move a page to a new location, into a different folder for example, go to the Site Tree and drag the file to the correct location. Try to keep local navigation page names limited to 15 characters. If you place pages within a folder (e.g., no local nav), those pages will not show up in the local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

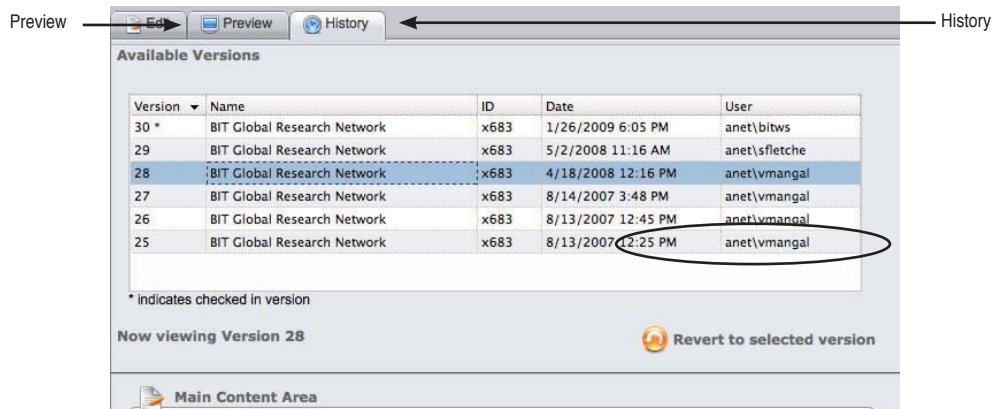
- A page that exists one level above a selected page is referred to as a 'parent' page
- A page that exists one level below a selected page is referred to as a 'child' page
- A page that exists on the same level as a selected page is referred to as a 'sibling' page



## 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.

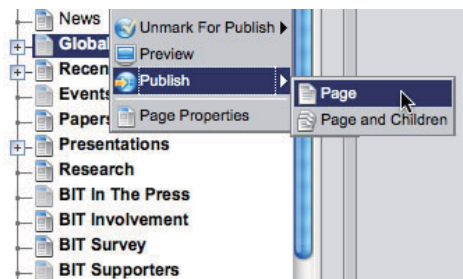
**History:** The 'History' tab allows you to roll back to the last six saved versions of the selected Web page. Clicking on one of the listed pages provides you with a preview of the page. To revert to a previously saved version, select the item from the list and click 'Revert to selected version.'



## 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.



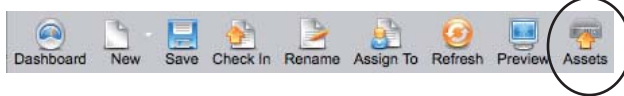
3. When the 'Publish' dialogue box opens, select your publishing target and click 'Incremental' to publish the page to the production server. This will make your changes public. After sending the page(s) to publish, you will be given the option to view the 'Publish Monitor' which lets you keep track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

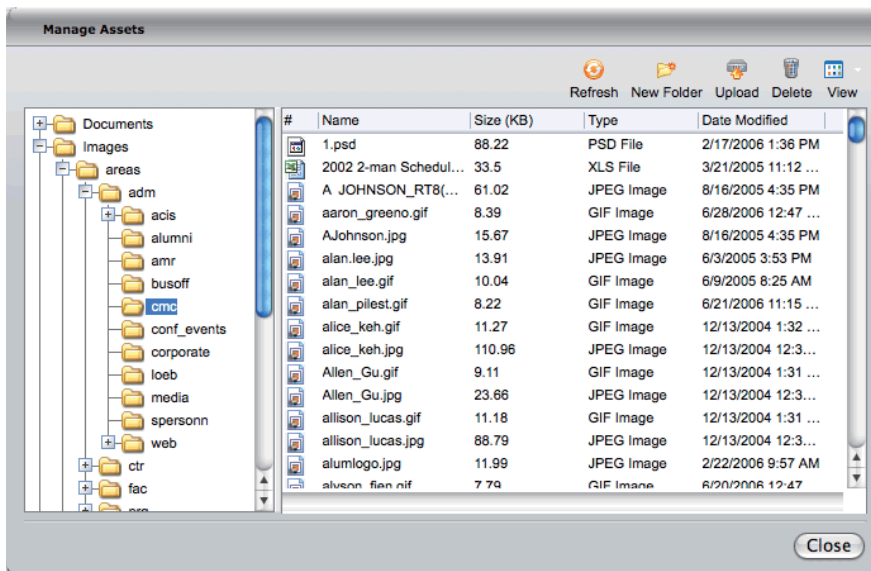
## Section 3: Asset Management

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.

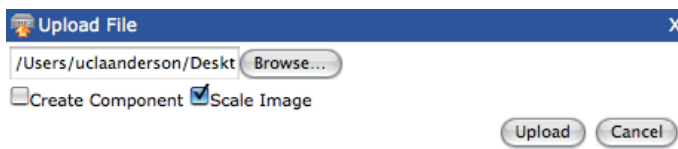


2. Navigate to your group's asset folder on the left-hand column of the 'Manage Assets' screen where you would like to upload your files (i.e., Images/areas/adm/cmc). JPGs and GIFs must reside in an Images folder while all other files can be uploaded to a Documents folder.

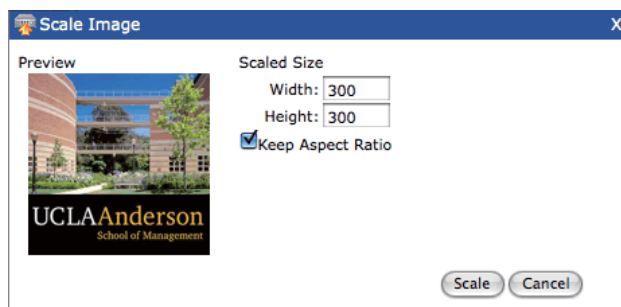


3. Click the 'Upload' button and navigate to the file you want to upload and select it.

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'.



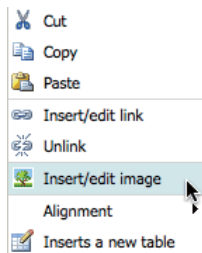
4. If you selected the Scale Image option, specify the sizing specifications in the next window. Be sure the 'Keep Aspect Ratio' box remains checked. Click 'Scale' and then close the Manage Assets dialogue box. Your image has been uploaded to Ingeniux.



**Note:** Please exercise caution when determining image size so that the image does not overpower the Web page.

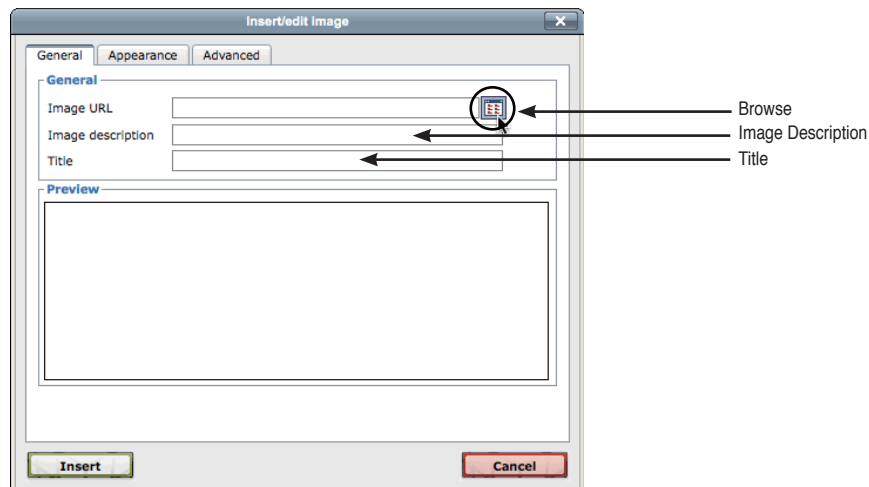
## Section 3-2 Inserting Images

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'.

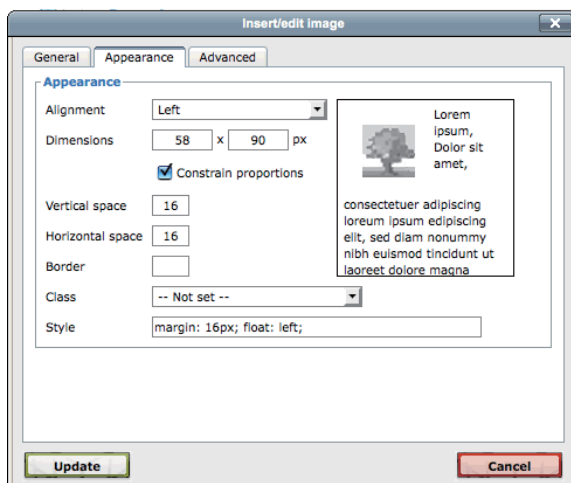


2. The 'Image Properties' dialogue box will open. Click the 'Browse' button to browse for the photo. Highlight the file and click 'OK'.
3. Enter text in the 'Image Description' and 'Title' fields, then click Insert.

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.

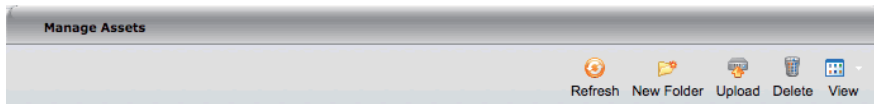


4. Under the 'Appearance' tab, fill in the 'Vertical space' and 'Horizontal space' to add padding around the image. The recommended padding is 16. You can also change the Alignment of the photo to specify how the image will be aligned on the page and how the text will be wrapped around the image. Click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



## 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

## Directory Structure of Folders

### Administrative Areas

ACIS	Images/areas/adm/acis documents/areas/adm/acis
Alumni	Images/areas/adm/alumni documents/areas/adm/alumni
AMR	Images/areas/adm/amr documents/areas/adm/amr
Business Office	Images/areas/adm/busoff documents/areas/adm/busoff
Parker CMC	Images/areas/adm/cmc documents/areas/adm/cmc
Corporate Relations	Images/areas/adm/corporate documents/areas/adm/corporate
Loeb	Images/areas/adm/loeb documents/areas/adm/loeb
Media Relations	Images/areas/adm/media documents/areas/adm/media
Staff Personnel	Images/areas/adm/spersonn documents/areas/adm/spersonn

### Centers

BIT	Images/areas/ctr/bit documents/areas/ctr/bit
CCP/EM	Images/areas/ctr/ccp documents/areas/ctr/ccp
CFI	Images/areas/ctr/cfi documents/areas/ctr/cfi
CIBER	Images/areas/ctr/ciber documents/areas/ctr/ciber
CMIE	Images/areas/ctr/cmie documents/areas/ctr/cmie
EMMI	Images/areas/ctr/emmi documents/areas/ctr/emmi
IS Associates	Images/areas/ctr/isassoc documents/areas/ctr/isassoc
UCLA Anderson Forecast	Images/areas/ctr/forecast documents/areas/ctr/forecast
UCLA/Johnson & Johnson	Images/areas/ctr/jandj documents/areas/ctr/jandj
Knapp	Images/areas/ctr/knapp documents/areas/ctr/knapp
Marschak	Images/areas/ctr/marschak documents/areas/ctr/marschak
MDE	Images/areas/ctr/mde documents/areas/ctr/mde
MDECE/HCI	Images/areas/ctr/mdece documents/areas/ctr/mdece

### Centers (continued)

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

### Faculty Academic Areas

Accounting	Images/areas/fac/accounting documents/areas/fac/accounting
BDMG	Images/areas/ctr/bdmg documents/areas/ctr/bdmg
DOTM	Images/areas/fac/dotm documents/areas/fac/dotm
Finance	Images/areas/fac/finance documents/areas/fac/finance
GEM	Images/areas/fac/gem documents/areas/fac/gem
HROB	Images/areas/fac/hrob documents/areas/fac/hrob
Information Systems	Images/areas/fac/isrp documents/areas/fac/isrp
Marketing	Images/areas/fac/marketing documents/areas/fac/marketing
Policy	Images/areas/fac/policy documents/areas/fac/policy

### Programs

Accounting Minor	Images/areas/prg/acct_minor documents/areas/prg/acct_minor
Executive MBA	Images/areas/prg/emba documents/areas/prg/emba
Executive Education	Images/areas/prg/execed documents/areas/prg/execed
GBLC	Images/areas/ctr/gblc documents/areas/ctr/gblc
Fully Employed MBA	Images/areas/prg/femba documents/areas/prg/femba
Full Time MBA	Images/areas/prg/mba documents/areas/prg/mba
Master of Financial Eng.	Images/areas/ctr/mfe documents/areas/ctr/mfe
Ph.D. Program	Images/areas/prg/phd documents/areas/prg/phd