

**maynardhoganlaw.com**

# **CMS User Manual**

For Standard Users

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# 1. Introduction

A content management system (CMS) is a piece of software enabling business users to manage website content. The CMS enables instantaneous content changes and does not require developer support. With this newest feature update, any authorized user can make live changes to the website.

This document details available features and explains CMS usage for standard users.

## 2. Setup

Only **super** and **dev** roles can set permissions for the new Administration features. If you do not have access to the CMS, you may request it from a **super** or **dev**.

## 3. Using the CMS

### 3.1. Log In

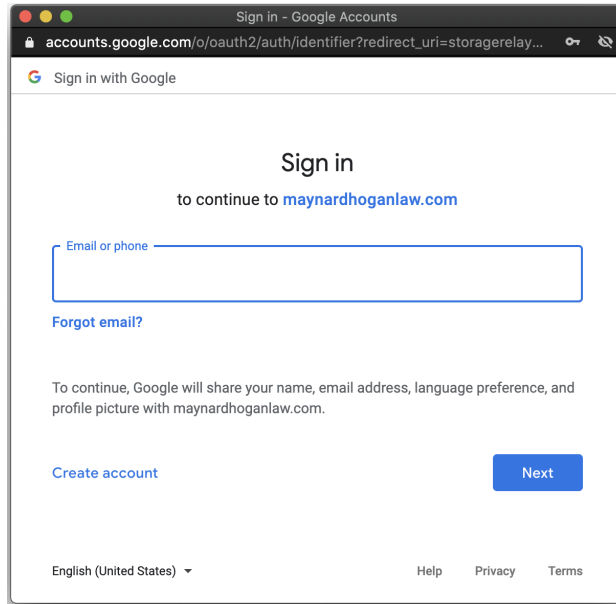
Navigate to <https://maynardhoganlaw.com/> [REDACTED] to access the Admin Zone services. Once the page loads, your browser content should look like this:



**Figure 3.1.** The Admin Zone login.

Figure 3.1 shows a Time Remaining of 00:00:00 and a Google Sign In button. Google's OAuth agent validates all users' identities. This is a more secure and password-less way to authenticate users. As long as a user can log into their Google account, they do not need to remember separate credentials for the Admin Zone.

Click the Sign In button and sign in to your Google account as seen in Figure 3.2, below:



**Figure 3.2.** Google OAuth Sign In

After signing in, two outcomes may result:

- You have access to the Admin Zone. The system redirects you to the Admin Zone homepage and the Time Remaining starts a countdown.
- You cannot access the Admin Zone. The Google Sign In prompt disappears, but nothing happens on the page.

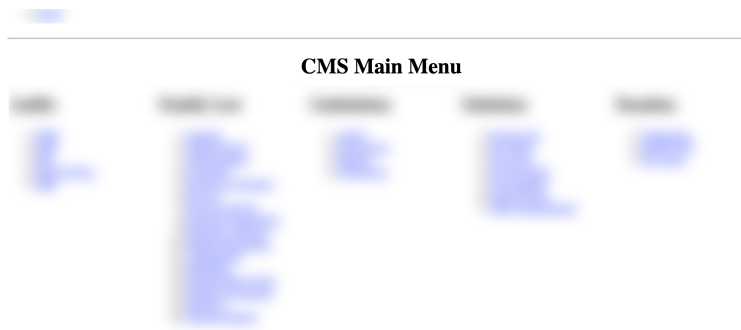
### About the 'Time Remaining' Feature

The timer counts down from 1 hour, indicating how much time remains to finish the current task. Any action taken while in the Admin Zone refreshes the timer. For security reasons, the system invalidates sessions after being idle for a long time.

If the timer expires, any unsaved work is lost and you must log in again.

## 3.2. Navigate to the CMS Section of the Admin Zone

On the Admin Zone homepage, click the button for Content Management. This redirects you to the core of the CMS features.



**Figure 3.3.** The CMS Main Menu. (blurred for privacy)

The CMS grants users the ability to do the following:

- Add new pages
- Edit existing pages
- Roll back website content changes
- Delete existing pages (**super** or **dev** only)
- Roll back website code changes (**super** or **dev** only)

Note that **super** and **dev** users can limit permissions for any user to perform any of the above actions.

### 3.3. Adding a New Page

When you click on the “New Page” button, an input field, drop down menu, and two buttons appear. To create the new page:

1. Enter your desired page name in the input field.
2. Select the desired category or subcategory from the drop down menu.
3. Click the ‘OK’ button.

The CMS creates the page and automatically redirects you to the edit page to add content.

### 3.4. Editing an Existing Page

When you navigate to a page from within the CMS, the Edit Screen for that page appears.

Admin Zone
Time Remaining: 02:54:46

Messages
Content Management
Versioning

**This page allows you to dynamically edit your website.**

**Please note that these changes will be live immediately after saving your edits.**

Editing page: [/Practice-Areas/](#) (Clicking will open a new tab)

### Page Content

Type	Value	Description
X   ↑   ↓   image	/images/	Link to an image.
X   ↑   ↓   paragraphs		To add multiple paragraphs, separate by newlines as you would in Word.
X   ↑   ↓   list		A bulleted list. Separate each item by a new line.
Maira Hogan & the Law Offices of Maynard & Hogan want to help you today.		

**Figure 3.4.** The Edit Screen for Page Content (blurred for privacy)

### 3.4.1. Content Sections

There are two main parts of the Edit Screen: Page Content (seen in Figure 3.4) and Sidebar Content. The Page Content is the primary source of information on a page. The Sidebar contains related or helpful links.

### 3.4.2. Page Content

Provide detailed Page Content to ensure pages are helpful, relevant, and interesting. Describe services, advice, or information potential clients look for. Visitors who cannot find what they need do not contact the firm!

Content appears in **blocks**, each with controls, a content type, and an editable value field. Pick a content type from the drop down menu and fill in the value field to add or edit content. Click the X button to delete a content block or use the arrows to move blocks up and down.

### 3.4.3. Content Types

The CMS provides several content types for you to customize your page. Table 3.1 below describes each option.

**Table 3.1.** Content Types available for Page Content blocks

Centered	Aligns text centered on the webpage.
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Emphasis	Inserts text with the emphasis color set in the website’s stylesheets.
HTML	Inserts HTML into a webpage.  HTML allows full customization of the content. Use this option if the provided content types are unsatisfactory for your goal.
Image	Inserts an image tag into the page content with the src attribute set to the value provided.
List	Creates a list of bullet points. To create the list, separate each bullet point with a newline in the value field.
Ordered List	Creates a numbered list. To create the list, separate each bullet point with a newline in the value field.
Paragraphs	Creates standard page content with the default font set in the website’s stylesheets. Add multiple paragraphs by separating each with a newline in the value field.
Subtitle	Inserts medium-size text.
Title	Inserts large-size text.
Video	Inserts a video tag into the page content with the src attribute set to the value provided.

### 3.5. Sidebar Content

The Sidebar can act as a backup to the Page Content and should be useful enough to keep users on the site. Thoughtfully create links to drive high user engagement. This lowers advertising costs and increases conversion rates.

#### Sidebar Content

	Display Text	URL (if applicable)	Is Title
X   ↑   ↓	[blurred]	[blurred]	<input checked="" type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input checked="" type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>
X   ↑   ↓	[blurred]	[blurred]	<input type="checkbox"/>

**Figure 3.5.** The Edit Screen for Sidebar Content (blurred for privacy)

#### 3.5.1. Sidebar Inputs

Each block for Sidebar Content has button controls to delete or reorder blocks. There are two input fields: Display Text and URL. Finally, each block has a checkbox labeled “Is Title”. To keep the look and feel of the website uniform, the CMS limits customization for the Sidebar.

When you specify a URL, the line becomes a link when viewed on the live site. “Is Title” makes the line appear as large, underlined text in the sidebar.

### 3.6. Previewing Changes

We recommend that you proofread any changes before posting them to the live site. At the bottom of the Edit Screen, the CMS displays a large button labeled “Preview”. The Preview Button dynamically renders a page reflecting your changes. This page is not public-facing.

If the changes are acceptable, close out of the preview and click the “Save Changes” button. The CMS then prompts you to enter a note describing your changes. After submitting a note, the CMS publishes changes to the live site.

**Important:** Though optional, the note plays a role in tracking the changes to the site. We recommend always entering a message, even if the change is correcting a single typo.

## 4. Using the VCS

A Version Control System (VCS) is a useful tool for tracking all changes to code files, including website content. When a user edits a page through the CMS, the VCS creates a snapshot of the website and commits it to a second server. This snapshot is a permanent saved state of the website and is always viewable by a **super** or **dev**.

Access the VCS by clicking the “Versioning” button in the Admin Zone menu. The most important feature of the VCS for standard users is the Rollback.

### 4.1. Using Rollback to Revert Changes

The Rollback is an emergency feature of the Admin Zone. A user should only use the Rollback when content updates cause otherwise irreversible damage to the site. In such an unfortunate event, you can access the Versioning menu and view the latest changes.

	ID	Date	Message	Author
Undo These Changes	314	23:58:47	@gmail.com made changes to /Practice-Areas/	
Undo These Changes	313	23:58:29	@gmail.com made changes to /Practice-Areas/	
Undo These Changes	312	23:58:15	@gmail.com made changes to /Practice-Areas/	
Undo These Changes	311	23:57:59	@gmail.com made changes to /Practice-Areas/	
Undo These Changes	310	23:57:35	@gmail.com made changes to /Practice-Areas/	

**Figure 4.1.** VCS Rollback for standard users (blurred for privacy)

You can reverse critical errors by clicking the “Undo These Changes” button, but be careful: this erases all changes after that block, too! In Figure 4.1, if you click the Undo button for #311, the VCS also reverts the changes in #312, #313, and #314. Detailed edit messages reduce the risk of accidentally reverting the incorrect edits.

If the Rollback does not resolve the problem, contact a **super** or **dev** immediately.

**Note:** For security purposes, standard users can only access the last 10 VCS entries.