

# Website CMS Content Tab

## Content Tab Summary

The Content Tab within the Content Management System (CMS) allows you to manage the different website content types available to you in one location. From the Content Tab, you are able to:

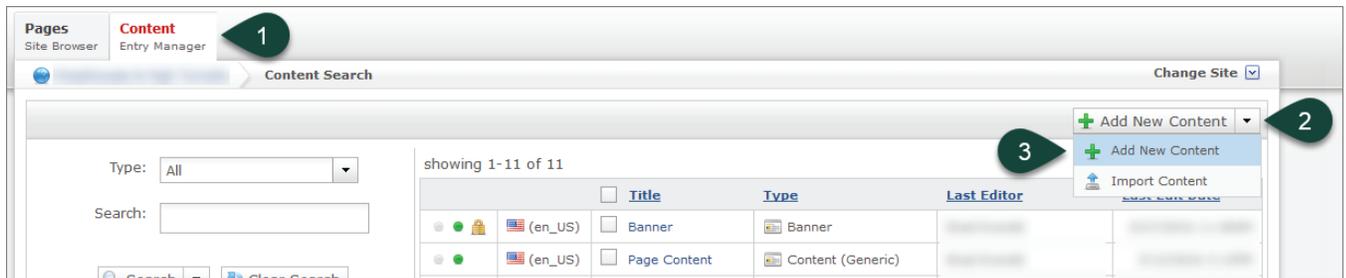
1. **Add New Content Entries**, especially for Widget driven content types such as with an Article, Person, or Event.
2. **Search Existing Content** by content type with dynamic advanced search fields.
3. **Bulk Manage Existing Content** including Publishing, Unlocking, and Archiving.

The screenshot displays the CMS Content Tab interface. At the top, there are tabs for 'Pages' and 'Content', with 'Content' being the active tab. Below the tabs is a 'Content Search' header with a 'Change Site' dropdown. On the left, there is a search filter panel with a 'Type' dropdown set to 'All' and a search input field. A list of content types is shown: Banner, Content (Generic), Event, News, File Asset, and Page Asset. The main area contains a table of content entries with columns for 'Title', 'Type', and 'Last Editor'. The table shows 12 entries, with the first few being 'Banner', 'Page Content', 'News Detail', 'News', and 'Courses Detail'. At the bottom, there is a row of management buttons: 'Publish', 'Add To Bundle', 'Unpublish', 'Archive', and 'Unlock'. Three callout boxes with numbers 1, 2, and 3 point to the 'Add New Content' dropdown, the search filter panel, and the management buttons, respectively.

	<input type="checkbox"/>	Title	Type	Last Editor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Banner	Banner	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page Content	Content (Generic)	
<input type="checkbox"/>	<input type="checkbox"/>	News Detail	Page Asset	
<input type="checkbox"/>	<input type="checkbox"/>	News	Page Asset	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Courses Detail	Page Asset	
<input type="checkbox"/>	<input type="checkbox"/>	Courses	Page Asset	
<input type="checkbox"/>	<input type="checkbox"/>	Home	Page Asset	
<input type="checkbox"/>	<input type="checkbox"/>	Contact	Page Asset	
<input type="checkbox"/>	<input type="checkbox"/>	Facebook.jpg	File Asset	
<input type="checkbox"/>	<input type="checkbox"/>	helloworld	Page Asset	

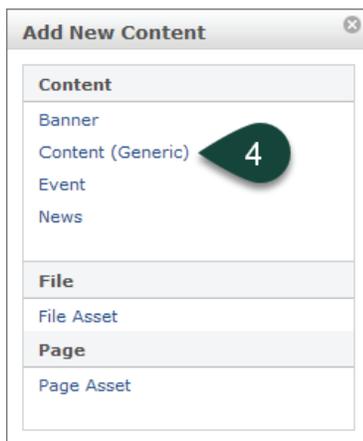
# Adding New Content Entries

1. Select the **Content Tab**.
2. Select the **Drop-Down Arrow** next to the Add New Content button.
3. Select **Add New Content**.



4. Select the **Content Type** you wish to add.

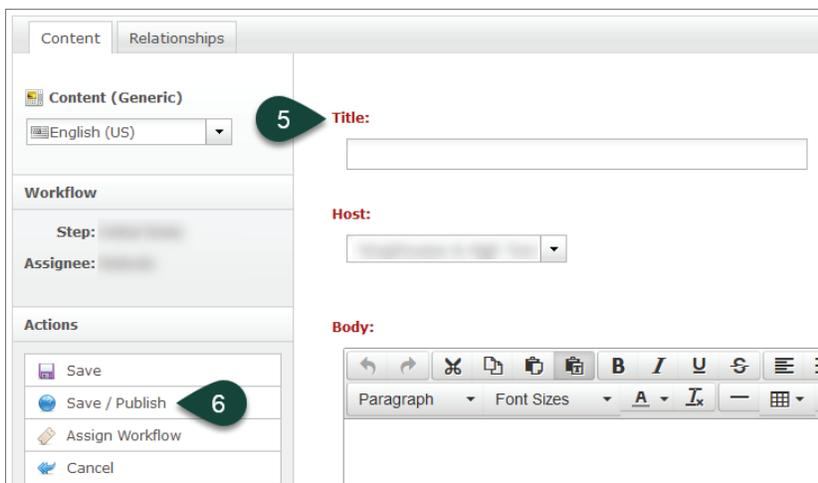
**NOTE:** If you selected a content type in the search area drop-down menu, you will be automatically taken to the entry screen for that content type.



5. **Enter All Necessary Information** into appropriate fields on each tab.

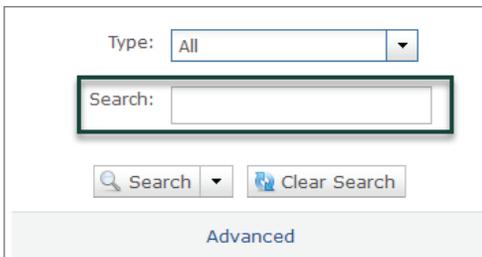
**NOTE:** Available fields will change based on the content type selected.

6. Select **Save / Publish**.



# Searching Existing Content Entries

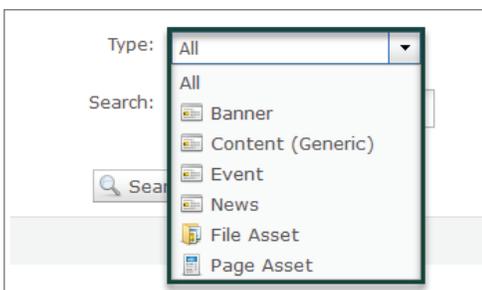
The content entry list can be manipulated in many ways to assist you in locating and managing all your content entries by using the **Search Section** of the Content Tab.



A screenshot of the basic search interface. It features a 'Type:' dropdown menu set to 'All', a 'Search:' text input field, a 'Search' button with a magnifying glass icon, and a 'Clear Search' button with a trash icon. Below these elements is a button labeled 'Advanced'.

## Basic Content Entry Searching:

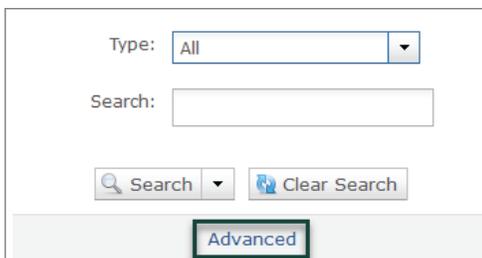
Entering search terms in the generic **Search Field**, which is available for all content types, will search all of the content entries for the search terms entered.



A screenshot showing the 'Type:' dropdown menu open. The menu lists several content types: All, Banner, Content (Generic), Event, News, File Asset, and Page Asset. The 'Search:' field and 'Search' button are visible to the left.

## Filtering by Content Type:

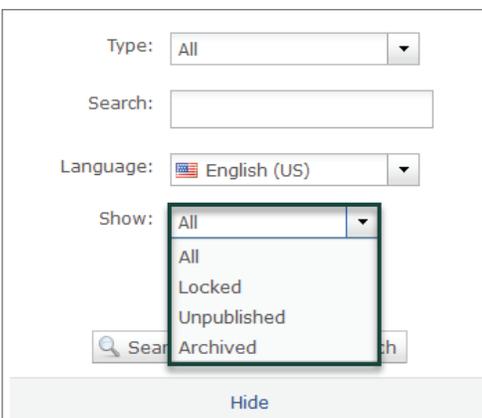
Selecting a specific content type from the **Type Drop-Down Menu** will filter your content entry list to include only entries of the selected content type.



A screenshot of the advanced search interface. It includes the 'Type:' dropdown (set to 'All'), the 'Search:' field, and the 'Search' and 'Clear Search' buttons. The 'Advanced' button is highlighted with a red box.

## Advanced Content Entry Searching:

After filtering by content type, selecting **Advanced** will display any additional search field options available. Each content type will have different advanced search fields, such as Title, Language, and Description.



A screenshot of the advanced search interface with the 'Show:' dropdown menu open. The menu lists status options: All, Locked, Unpublished, and Archived. Other fields include 'Type:' (All), 'Search:', and 'Language:' (English (US)). The 'Hide' button is at the bottom.

## Filtering by Status:

After opening the Advanced search menu, selecting a specific status type from the **Show Drop-Down Menu** will filter your content entry list by the selected entry status. Options include Locked, Unpublished, and Archived.

**NOTE:** This is the only way you will be able to view archived content entries.

# Bulk Managing Existing Content Entries

The list of content entries contains three sections that provide information and editing opportunities.

1. The **Status Indicator** section displays the following status types:
  - **Yellow Dot:** Indicates the content entry is unpublished.
  - **Green Dot:** Indicates the content entry is published.
  - **Red Dot:** Indicates the content entry is archived.
  - **Lock:** Indicates the content entry is locked for editing by the user indicated in the Last Editor column.
2. The **Content Entry Details** section displays information about the content entry including the **Entry Title**, **Content Type**, **Last Editor**, and **Last Edit Date**.
3. The **Action Toolbar** section displays the bulk editing actions available when one or more content entries is selected by checking the box next to the content entry title. The bulk editing actions include:
  - **Publish:** This action will publish all selected content entries making them usable and/or viewable on live web pages.
  - **Add to Bundle:** This action is not available at this time.
  - **Unpublish:** This action will unpublish all selected content entries, hiding them from live web pages.

**NOTE:** Any content with a specified Publish Date will be re-published automatically unless the date is removed from the Date Tab within the content entry.

- **Archive:** This action will archive all selected content entries and remove them from the content entry list.
- **Unlock:** This action will unlock any selected content entries that you have locked. You cannot unlock entries that have been locked by other users.

The screenshot displays a table of content entries with the following columns: Title, Type, Last Editor, and Last Edit Date. The entries are listed as follows:

	Title	Type	Last Editor	Last Edit Date
<input type="checkbox"/>	Banner	Banner		
<input checked="" type="checkbox"/>	Page Co	Content (Generic)		
<input type="checkbox"/>	News Detail	Page Asset		
<input checked="" type="checkbox"/>	News	Page Asset		
<input checked="" type="checkbox"/>	Courses Detail	Page Asset		
<input type="checkbox"/>	Courses	Page Asset		
<input type="checkbox"/>	Home	Page Asset		
<input type="checkbox"/>	Contact	Page Asset		
<input type="checkbox"/>	Facebook.jpg	File Asset		

Below the table, it indicates "showing 1 - 11 of 11 | pages 1". At the bottom, there is an action toolbar with buttons for Publish, Add To Bundle, Unpublish, Archive, and Unlock. Three callout boxes are present: '1' points to the status indicator column, '2' points to the checked checkbox in the 'Page Co' row, and '3' points to the 'Publish' button in the toolbar.