

CONTENT MANAGEMENT SYSTEM

Concurrent Versioning System (CVS Web) provides document versioning with the Content Management System (CMS) that provides:

- Selectable review cycles
- Promotion from develop to staging to production processes
- Automatic e-mail notifications to “Approver” & “Committer”
- FrontPage access to content management tools
- Title changes
- Navigation placement

▶ The Content Management forms are located under the Feedback form

These forms control:

- Edit, Approve and Commit Process
- Naming Process for Page Title, Navigation Title
- Navigation order
- Reviewer
- Reviewer Schedule
- Title Image
- Novasis Integration
- Popup Window

Content Management

STAGING > PRODUCTION STATUS

Current State: This page needs to be promoted to production

REQUEST PRODUCTION RELEASE

* Description of changes: (Required)

* E-Mail address of person you would like to approve this page: (Required)

Select when you would like this page released into production:

As soon as the page is approved and committed

Specific Date/Time:

format: 12.25.2005 @ 12:00 AM

Submit Request

PAGE INFORMATION

* Page Title: About Us

* Navigation Name: About Us

* Reviewer Email: nancy.dudak@villanova.edu

* Review cycle: Academic Year

* Next Review Date: 08.14.2006
format: 12.25.2005

Last review on: 10.14.2005
Review by: alex.krasnopolsky@villanova.edu

Save Information

> Turn Advanced Options On

* Indicates A Required Field

CONTENT MANAGEMENT – EDIT/APPROVE/COMMIT PROCESS

1. Web Editor makes changes in FrontPage, <http://develop.villanova.edu> then opens page in Browser on the develop.villanova.edu site, enters **Description of Changes** (see form above), enters **email of Approver**, clicks **SUBMIT REQUEST** button.
2. WebMaster receives an email notification that a request has been submitted, url link is included in email
3. Webmaster clicks url, checks changes and clicks either APPROVE or DENY button (DENY requires a description)
4. Once approved the page moves to the staging server (staging.villanova.edu) for final review. Committer will receive an email that page is ready for “Commit” process. Email includes url of page to be committed
5. Committer, Dean, Webmaster all can review page, click COMMIT button, page moves into cycle for production.
* Commit cycle runs every 5 minutes on the hour.
6. Completed - Editor and Committer will receive an email that page has been committed and that page is completed and has moved into production.

STEP 1 EDIT PROCESS

DESCRIPTION OF CHANGE

EMAIL OF APPROVER

PRODUCTION RELEASE TIME

SUBMIT REQUEST BUTTON

Content Management

STAGING » PRODUCTION STATUS

Current State: This page needs to be promoted to production

REQUEST PRODUCTION RELEASE

* Description of changes: (Required)

* E-Mail address of person you would like to approve this page: (Required)

Select when you would like this page released into production:

As soon as the page is approved and committed

Specific Date/Time:

format: 12.25.2005 @ 12:00 AM

Submit Request

STEP 2 - 3 APPROVAL PROCESS

DENY APPROVAL
REASON

DENY REQUEST BUTTON

STAGING » PRODUCTION STATUS

Current State: This page requires your approval.

APPROVE/DENY PRODUCTION RELEASE

Requestor: marybeth.avioli@villanova.edu

Requested On: Tuesday, November 29, 2005 at 10:06 AM

Requested Approver: pat.coll@villanova.edu

Description: Corrected Advert posting and changed ending dates of President's selection

Target Release: As soon as the page is approved and committed

Approve Page

* Reason for Denying: (Required)

Deny Request

If the Editor, who does not have COMMIT privileges, tries to APPROVE a page, this message will appear in CMS.

Editor/Webmaster/Committer can perform two of three tasks

STAGING » PRODUCTION STATUS

Current State:	As you were the original approver of this page, the system is awaiting for another individual to grant commit-to-production approval.
Requestor:	marybeth.avioli@villanova.edu
Requested On:	Tuesday, November 29, 2005 at 10:06 AM
Requested Approver:	pat.coll@villanova.edu
Approver:	marybeth.avioli@villanova.edu
Approved On:	Wednesday, December 7, 2005 at 6:19 PM
Description:	Corrected Advent posting and changed ending dates on President's selection
Target Release:	As soon as the page is approved and committed

* Reason for Denying: (Required)

**STEP 4 -5
COMMIT PROCESS**

Only the designated Committer will see this COMMIT PAGE Button and DENY REQUEST which requires a reason for denial.

Committed page will lose its striped background

Content Management

CONTENT REVIEW REQUIRED

THIS PAGE REQUIRES A CONTENT REVIEW. PLEASE READ THE INSTRUCTIONS BELOW TO REVIEW THIS PAGE.

Review Required By:	marybeth.avioli@villanova.edu
Scheduled Review Date:	06.24.2005

By clicking on "Page Reviewed", I declare that I have reviewed the contents of this page for:

- 1.) accuracy
- 2.) relevance
- 3.) spelling
- 4.) grammar

STAGING » PRODUCTION STATUS

Current State:	This page requires your commit-to-production approval.
----------------	--

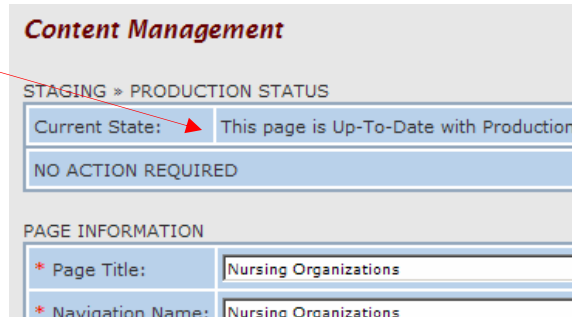
COMMIT/DENY PRODUCTION RELEASE

Requestor:	marybeth.avioli@villanova.edu
Requested On:	Tuesday, January 10, 2006 at 10:52 AM
Requested Approver:	pat.coll@villanova.edu
Approver:	pat.coll@villanova.edu
Approved On:	Tuesday, January 10, 2006 at 10:52 AM
Description:	added items
Target Release:	As soon as the page is approved and committed

* Reason for Denying: (Required)

**STEP 6 - COMPLETED
UP-TO-DATE WITH PRODUCTION**

ONCE PAGE HAS BEEN COMMITTED AND UP TO DATE WITH PRODUCTION THIS MESSAGE WILL APPEAR IN CMS



CONTENT MANAGEMENT SYSTEM

PAGE INFORMATION

Page Title: Name that appears on Browser title bar and on top of page as Header 1, maroon font

Navigation Name: Text that appears on the right navigation, can be different than Page Title

Reviewer Email: Email of person responsible for official review – verifies page content is current

Review Cycle: Set time line for page/content review – WEEKLY, MONTHLY, ACADEMIC SEMESTER, YEARLY

ADVANCED OPTIONS

Title Image: If an image is to replace the “Title Text”, type image name in this line

Keywords: Not active at this time – will eventually create meta keyword tag for page

Navigation Order: Use numbering beginning with 0 for top item and then list subsequent pages as 100, 200 etc.

Novasis Integration : If page is to “include” a page from Novasis, select from this pulldown menu

PopUp Width, Height, Enable Popup: If page is to be a popup window – set dimensions and check ENABLE

