

Ingeniux CMS Training – Table of Contents

Section	Page
Logging in	<u>1</u>
Site folder navigation	<u>2</u>
Checking out	<u>4</u>
Checking in	<u>6</u>
Publishing	<u>7</u>
Editing & formatting content	<u>10</u>
Uploading documents	<u>15</u>
Creating hyperlinks	<u>21</u>
Creating accordions	<u>28</u>
Logging out	<u>36</u>

Note: Click the page numbers to go directly to the page.

Logging In

1. **(LOGIN)** Go to www.sru.edu/LGX and the below page will appear on your screen. Your 'User Name' and 'Password' will be the same as your SRUNET login. Click 'Login'.

Example:

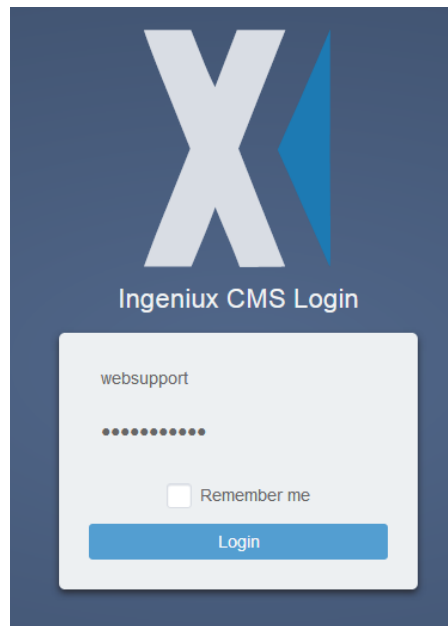
User: first.last (do not include "@sru.edu")

Password: Your e-mail password

Note: You must use the newest iteration of Firefox, Chrome, or Safari (Mac only). **Do not** use Internet Explorer as the version installed on SRU work computers is substantially dated. If you have administrative rights to your work computer, you can download/install/update any of the above. If you do not, or are otherwise intimidated by this task, contact IATS to install/update one of the above browsers for you.

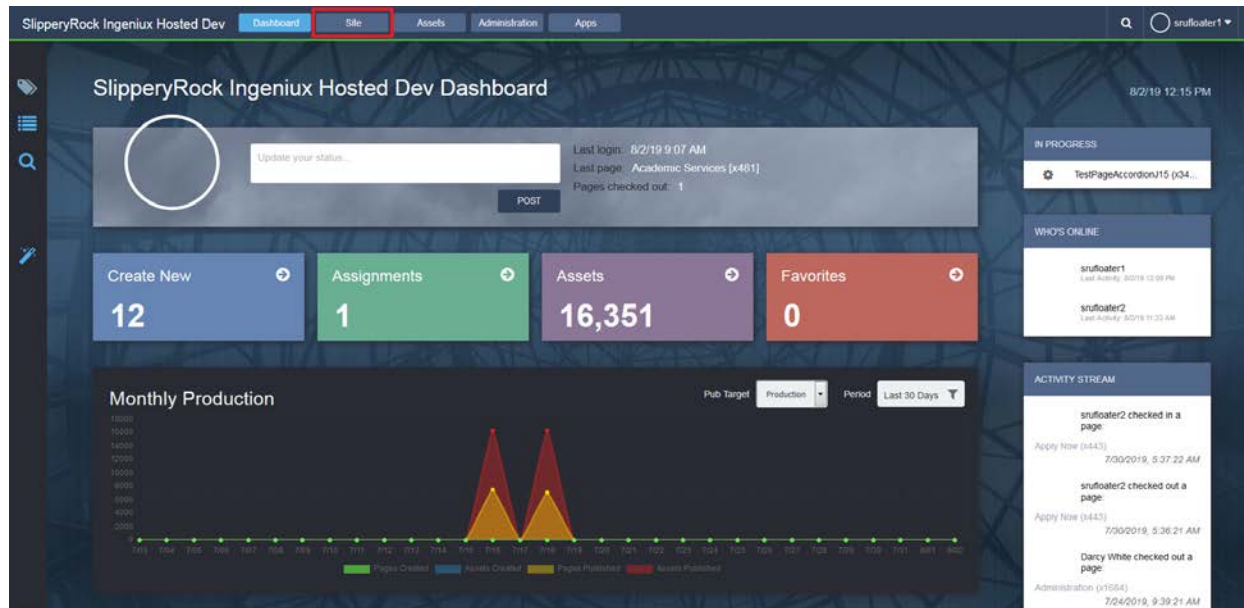
Troubleshooting/technical support will only be provided for Firefox and Chrome.


Firefox Download: www.firefox.com

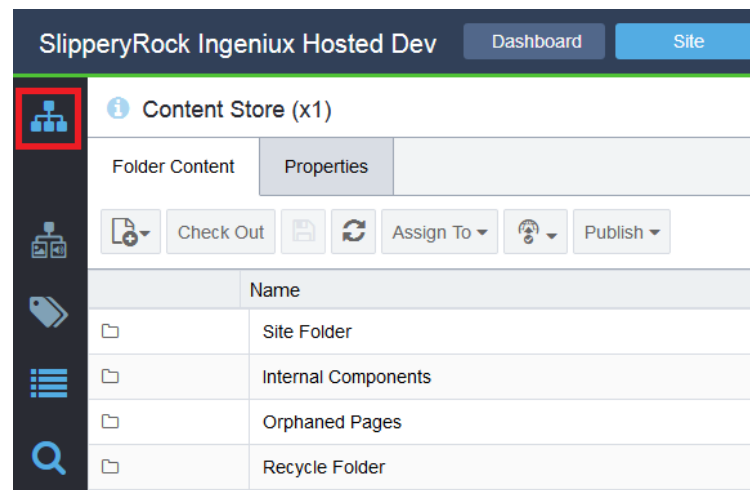


Site Folder Navigation

1. **(DASHBOARD)** Once you login, you will see this dashboard below. Your navigation process will be done under the 'Site' tab on the top of the screen.



Click on the  icon in top left corner to open the site tree.

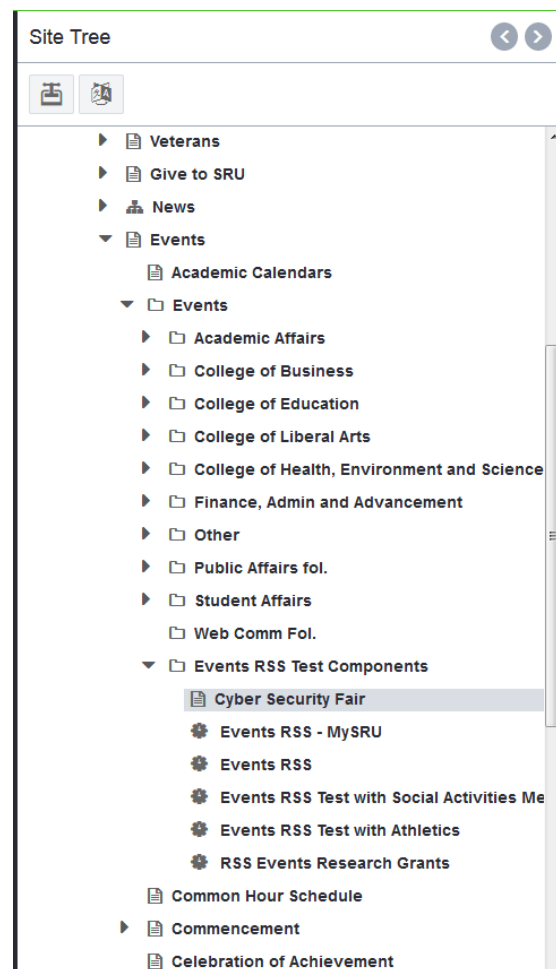


2. **(SITE FOLDER NAVIGATION)** By clicking the triangles next to each item, the content within each subject or folder will expand. In order to see events submitted to your area, you will need to navigate to your specific folder.

Note: Newly submitted events will always appear underneath the date folders in your corresponding section.

For an example, we will be selecting an event in the Events RSS Test Components folder called 'Cyber Security Fair'. Single left click on the event that you want to approve/edit.

NOTE: If you'll be accessing a page frequently, you can add it directly to your dashboard by entering the page number into the "Favorites" section.



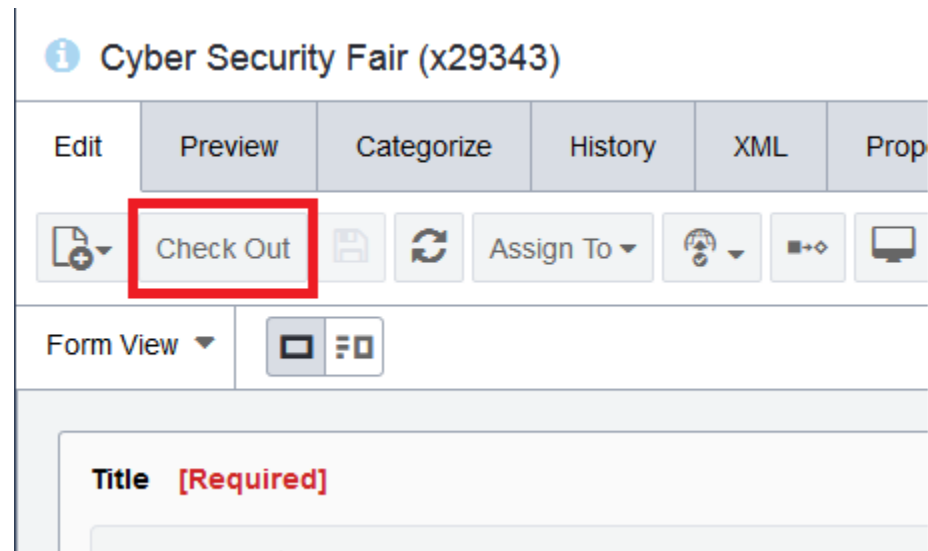
Checking Out, Checking In, and Publishing

Check Out


1. The user can navigate the site tree to find the page/event that needs to be checked out. Clicking on the page will select it and load its information/content.

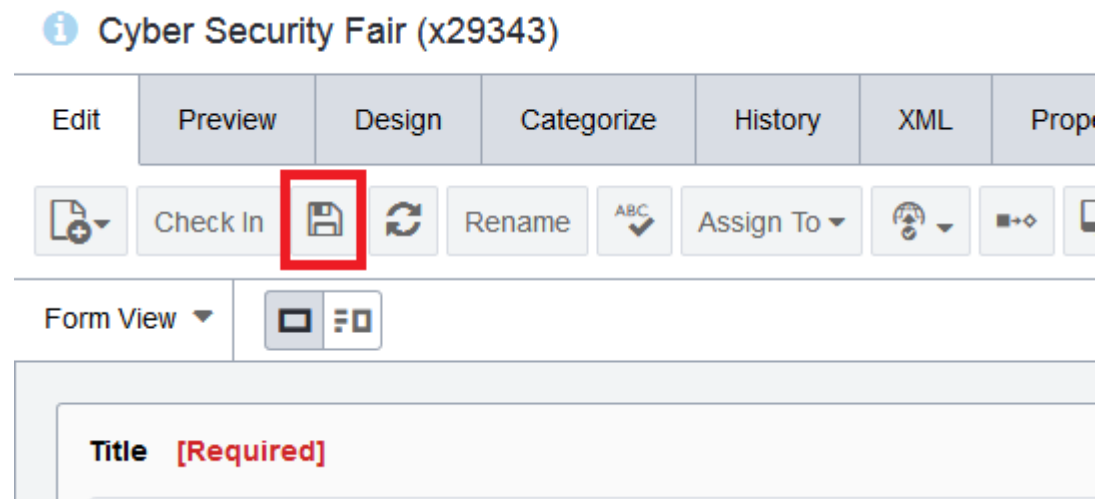
The screenshot displays the SlippyRock Ingeniux Hosted Dev interface. The top navigation bar includes 'Dashboard', 'Site', 'Assets', 'Administration', and 'Apps'. The 'Site' tab is active, showing a 'Site Tree' on the left and a 'Form View' of the 'Cyber Security Fair (x29343)' page on the right. The 'Site Tree' lists various categories like 'Veterans', 'Give to SRU', 'News', 'Events', and 'Events RSS Test Components'. The 'Cyber Security Fair' item is highlighted. The 'Form View' shows fields for 'Title' (Cyber Security Fair), 'Abstract', 'Date Options', 'Location' (Smith Student Center Ballroom), 'Contact Name' (Stephen Larson), and 'Contact Email' (stephen.larson@sru.edu). A yellow banner at the top right of the form states: 'This page must be checked out to you before you can edit it!'.

2. If the page is not checked out, the user can check out the selected page by clicking the button labeled “Check Out” in the toolbar.



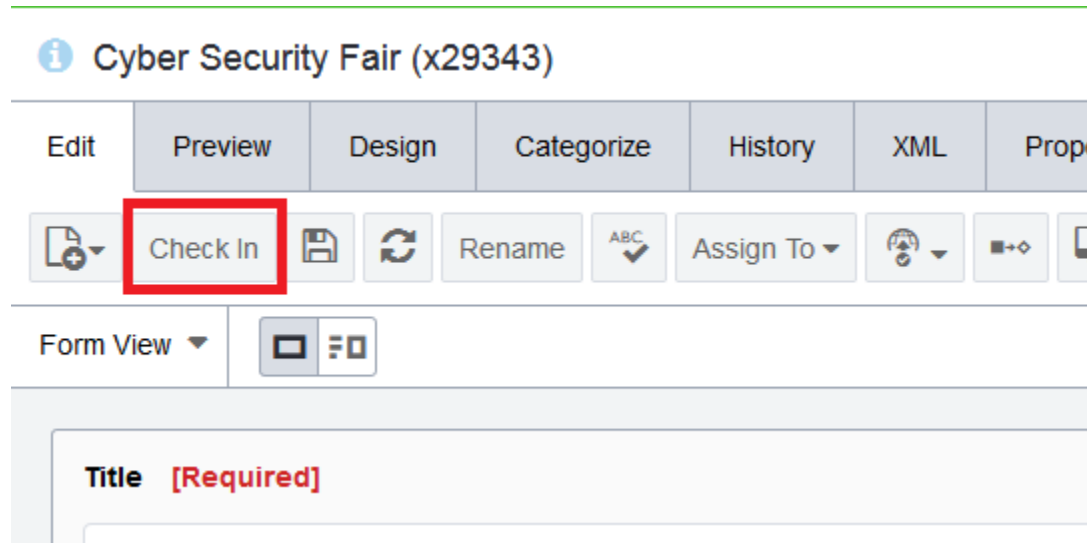
Make Changes

The user can then make any necessary changes to the page. Once any changes have been made, the user must save the page by clicking  .



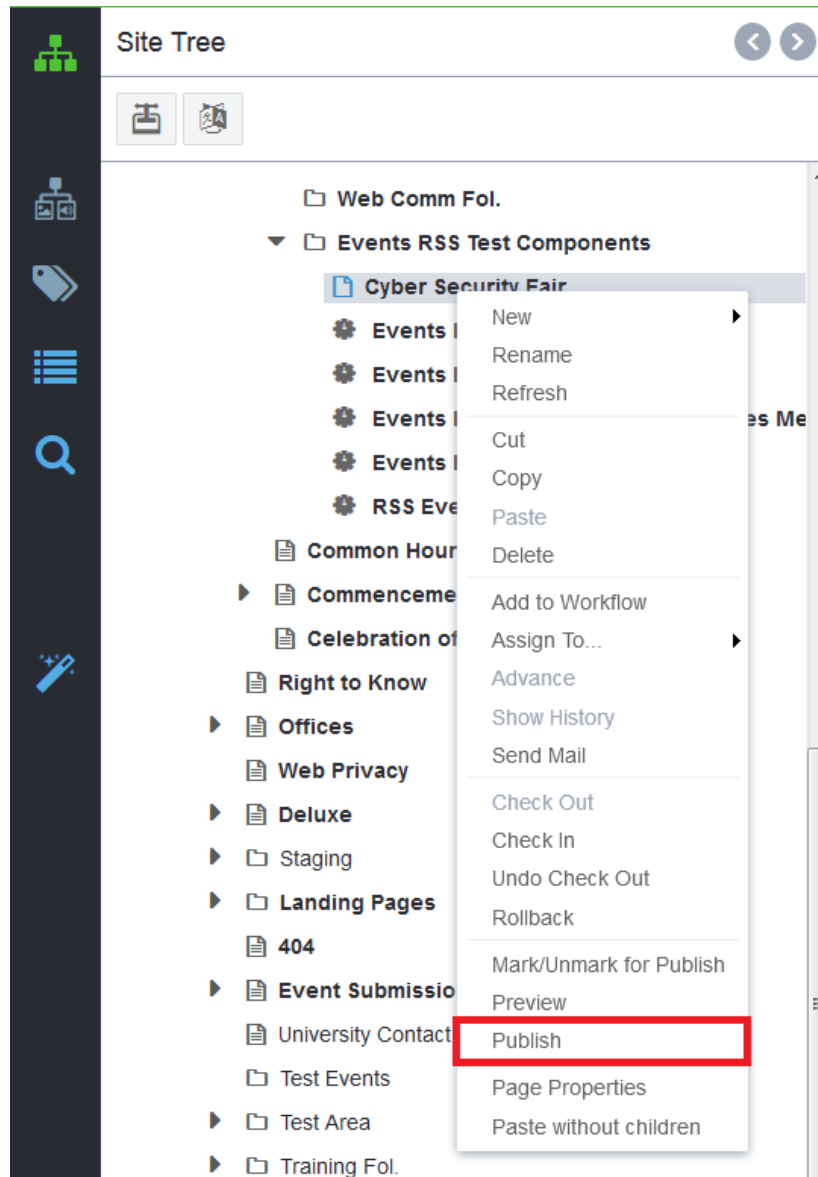
Check In

1. Once any changes have been saved, the user must check in the page by clicking on the button labeled “Check In” on the toolbar.
Note: The Check In button is located in the same position as the Check Out button was.



Publish

1. To publish the page and have it displayed on SRU's website, the user can right click on the page in the site tree.
2. In the right-click menu displayed, click on the option labeled "Publish."



3. The user will see a pop up related to publishing a page. The user should select “Production” from this list.
4. The user should then click on “Incremental” to move to the next step of publishing.

Publish: ×

Select one or more targets to publish:

Filter ▼

Publishing Target	Last Publish Date
Production	7/18/19 4:10 PM

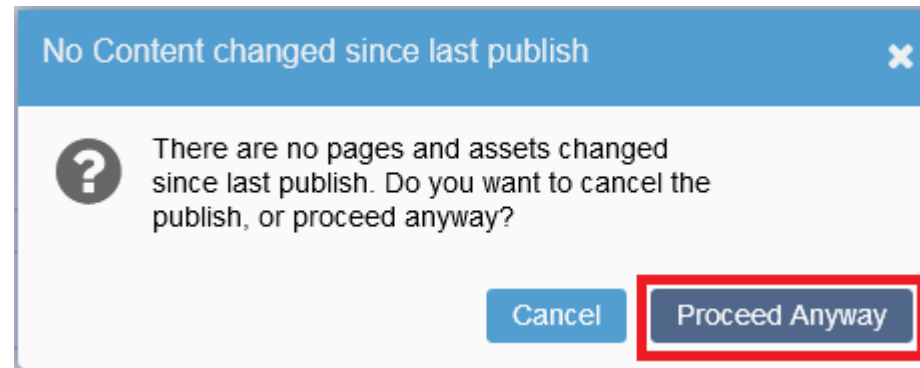
☒ Perform Replication

Cancel

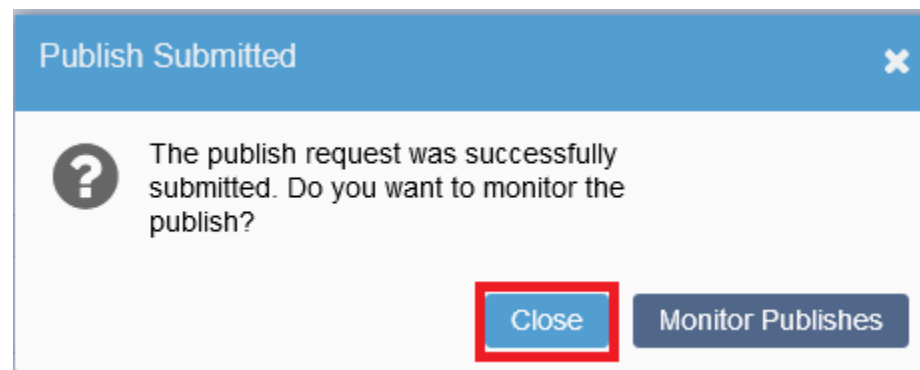
Full

Incremental

5. The dialog may inform the user that there are no changes to the page. This usually happens when the page is already published. The user can click on the “Proceed Anyway” button to continue, or the user can click on the “Cancel” button to review the page.



6. Click on “Close” to complete the publishing process.



Editing and Formatting Content

The Editor

The editor allows users to adjust content on their pages. Using the editor, users are able to:

- copy and paste content from another source into the editor
- bold and italicize words/phrases
- make a paragraph/sentence into a header, or a header into paragraph text
- insert links to pages within www.sru.edu, pages outside of www.sru.edu, documents, and emails
- insert lists of items using either ordered numbers or bullet points

The easiest view to use for the editor is the 'Form View'. Click on the dropdown box labeled 'Index View' and select 'Form View'. Then click the rectangle to open the view to 'Full'.



Copying and Pasting

When inserting content into the editor, the user can use Ctrl+V to paste text prepared elsewhere into the editor. As with all Web editors, it is generally best to work within the editor most of the time, and only copy/paste into the editor when your material has already been prepared elsewhere.

Smart Paste

Smart Paste will attempt to keep any formatting the user has made in other programs. (Example: a link in Microsoft Word inserted using Smart Paste will automatically fill out as many details as the source text can provide.) Smart Paste is the default setting.

The screenshot shows a contact form with three main sections. The first section is labeled 'Contact Email' and contains a text input field with the email address 'stephen.larson@snu.edu'. The second section is labeled 'Contact Phone' and contains a text input field with the phone number '724.736.4528'. The third section is labeled 'Content [Required]' and contains a rich text editor. The editor has a menu bar with 'Edit', 'Insert', 'View', 'Format', and 'Table'. Below the menu bar is a toolbar with various icons for text formatting and alignment. The main text area of the editor contains a bulleted list of security tips, including 'Smart Phones, Stupid People', 'Social Media', 'P@ssword', 'Safe Browsing', 'Do You Use Protection?', 'Using Public PCs and Wi-Fi Hotspots', and 'Securing Your Home Wifi'. At the bottom of the text area, there is a link to a 'Cyber Security Fair flyer'.

Contact Email

stephen.larson@snu.edu

Contact Phone

724.736.4528

Content [Required]

Smart Phones, Stupid People: How to secure smart phones so as not to unintentionally pass along personal data - for iPhones and Android;

Social Media: Learn the perils of using social media and how to protect personal information on social networking sites;

P@ssword: Viruses, malware and how to protect against them;

Safe Browsing: How to surf the web safely

Do You Use Protection?: How and why to encrypt your data

Using Public PCs and Wi-Fi Hotspots: How to keep personal information safe when using a publically available PC and/or Wi-Fi hotspot.

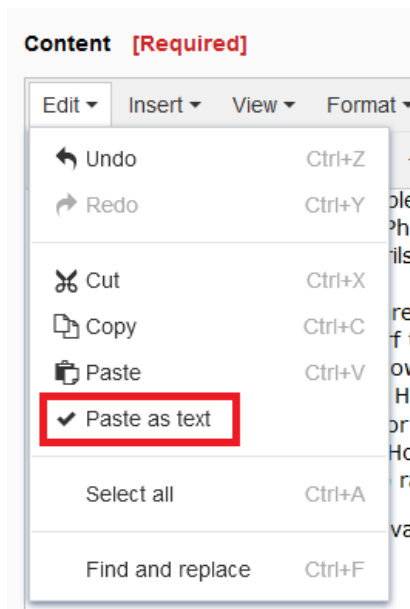
Securing Your Home Wifi: How to ensure no one is using your Wifi router

Viruses and Malware: Keep ransomware out

The Cyber Security Fair flyer is available [here](#).

Plain Text Paste

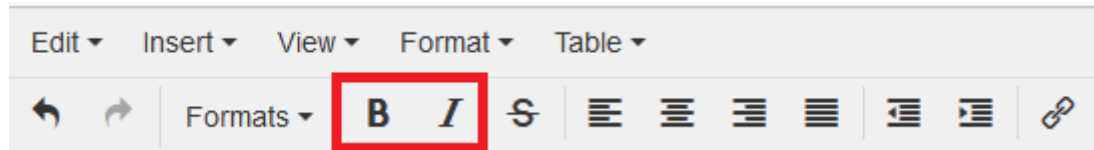
Plain text pasting will accept any text from any source and insert it into the editor. The only sort of formatting retained is line breaking and spacing. To switch to plain text paste, the user must click on “Paste as text” under the Edit tab. The user must toggle it off again to switch back to Smart Paste.



Bold/Italics

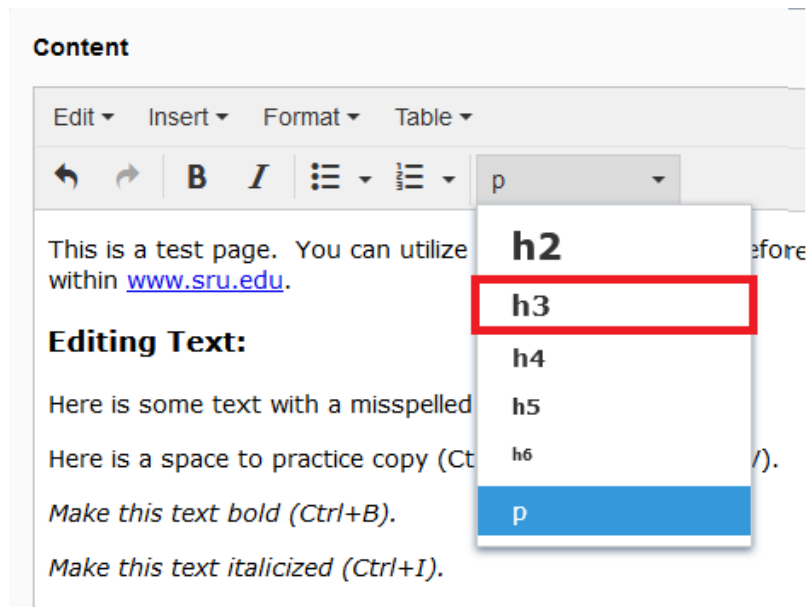
When inserting content into the editor, the user might want to add emphasis to a word or phrase. The user can select a word or phrase within the editor; once highlighted, the user can click on the “**B**” button to make it **bold** or the “*I*” button to make it *italicized*.

Note: Do not overuse bold, italicized, or fully capitalized text, as long stylized passages are harder to read.



Headers and Paragraphs

Sometimes, you will need to add a header to a section of your content within the editor. This dropdown box is typically labeled ‘p’.



Large Header

Users can make a large header (h2) by clicking anywhere within the body of a paragraph and expanding the dropdown box to select ‘h2.’

THIS IS AN EXAMPLE HEADER

Student Center and AVI sponsor a free breakfast to students who are commuting from their permanent address.

Medium Header

Users can make a medium header (h3) by clicking anywhere within the body of a paragraph and expanding the dropdown to select 'h3.'

THIS IS AN EXAMPLE HEADER

Student Center and AVI sponsor a free breakfast to students who are commuting from their permanent address.

Small Header

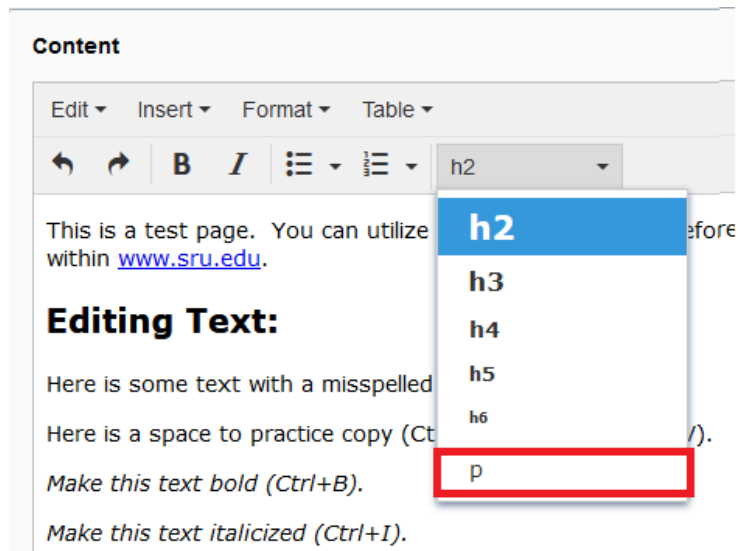
Users can make a small header (h4) by clicking anywhere within the body of a paragraph and expanding the dropdown box to 'h4.'

THIS IS AN EXAMPLE HEADER

Student Center and AVI sponsor a free breakfast to students who are commuting from their permanent address.

Paragraphs

Users can make a header back into a paragraph by clicking anywhere within the header and expanding the dropdown box to select 'p.'



The screenshot shows a rich text editor interface. At the top, there's a 'Content' tab. Below it is a toolbar with menus for 'Edit', 'Insert', 'Format', and 'Table'. The 'Format' menu is open, showing options for undo, redo, bold (B), italic (I), bulleted list, numbered list, and a dropdown for text styles. The dropdown menu is expanded, showing options: h2 (highlighted in blue), h3, h4, h5, h6, and p (highlighted with a red rectangle). The main text area contains the following content: 'This is a test page. You can utilize within www.sru.edu.', 'Editing Text:', 'Here is some text with a misspelled', 'Here is a space to practice copy (Ctrl+C).', 'Make this text bold (Ctrl+B).', and 'Make this text italicized (Ctrl+I)'.

Creating Lists

Ordered Lists

If the user has items that need to be numbered on the page, they should enter each item and hit 'ENTER' before adding the next. This way, each item has its own line. When all of the items are entered, highlight them all and click on the numbered list button.


Content [Required]

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ Formats **B** *I* ~~S~~ [List Icons] [Link Icon]

This is an example list:

1. [Example item 1](#)
2. [Example item 2](#)
3. [Example item 3](#)



Unordered Lists

If the user has items that need to be in a list on the page but don't need to be numbered, they should enter each item and hit 'ENTER' before adding the next. This way, each item has its own line. When all of the items are entered, highlight them all and click on the bulleted list button.


Content [Required]

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ Formats **B** *I* ~~S~~ [List Icons] [Link Icon]

This is an example list:

- [Example item 1](#)
- [Example item 2](#)
- [Example item 3](#)



Removing Lists

To get rid of a list on a page, select all the items in the list and click on the highlighted list button (this will be the ordered or unordered list button, depending on the type of list items selected).

Uploading Documents

1. In certain instances, web pages may require a link to a document. For example, see the link for the 'Department Fact Sheet' on program detail pages.

PRE-ENGINEERING WITH PITT MAJOR REQUIREMENTS

Curriculum Guide (PDF) This helpful guide lists Liberal/Rock Studies and Major Requirements, as well as electives, core courses, and GPA requirements. Students can utilize this official curriculum guide, together with My Rock Audit, to plan class schedules and satisfy graduation requirements:

- [Curriculum Guide for Transfer Students](#) (Liberal Studies)
- [Curriculum Guide for New Freshman](#) (Rock Studies)

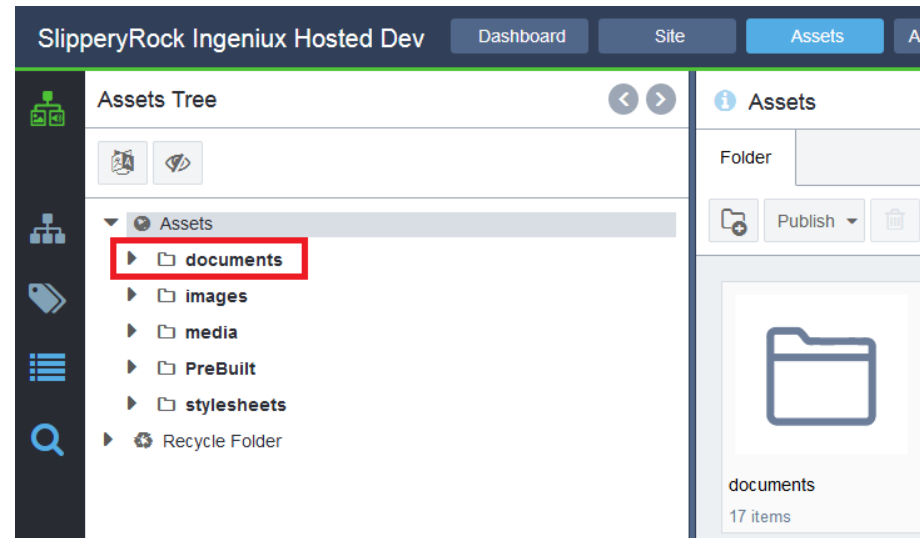
[Program Requirements and Course Descriptions](#) are located in SRU's Academic Catalog. Students can utilize the Academic Catalog to learn about specific courses, departments, and academic policies.

[Department Fact Sheet](#) (PDF) includes an overview of major, department highlights, and career opportunities.

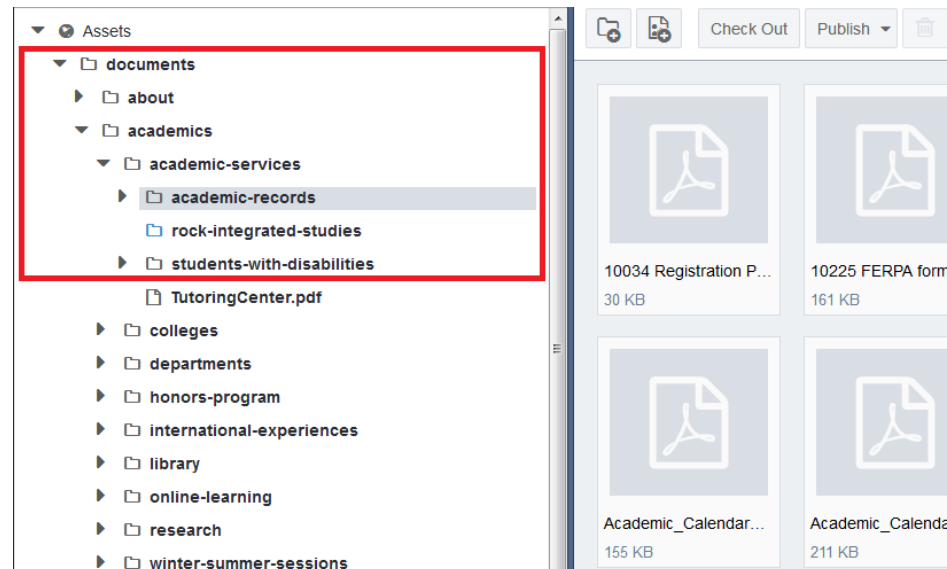
2. Before a link is created, the document must be uploaded into Ingeniux. To do this, first click on the 'Assets' button.

The screenshot displays the SlippyRock Ingeniux Hosted Dev interface. The top navigation bar includes buttons for Dashboard, Site, Assets (highlighted with a red box), Administration, and Apps. On the left, a Site Tree shows the hierarchy: SlippyRock Ingeniux Hosted Dev > Site Folder > Home > AJAX and Admissions. The main content area shows a form for 'Cyber Security Fair (x29343)' with tabs for Edit, Preview, Design, Categorize, and History. Below the tabs are buttons for Check In, Rename, and Assign To. The form has a 'Title' field with a red '[Required]' label.

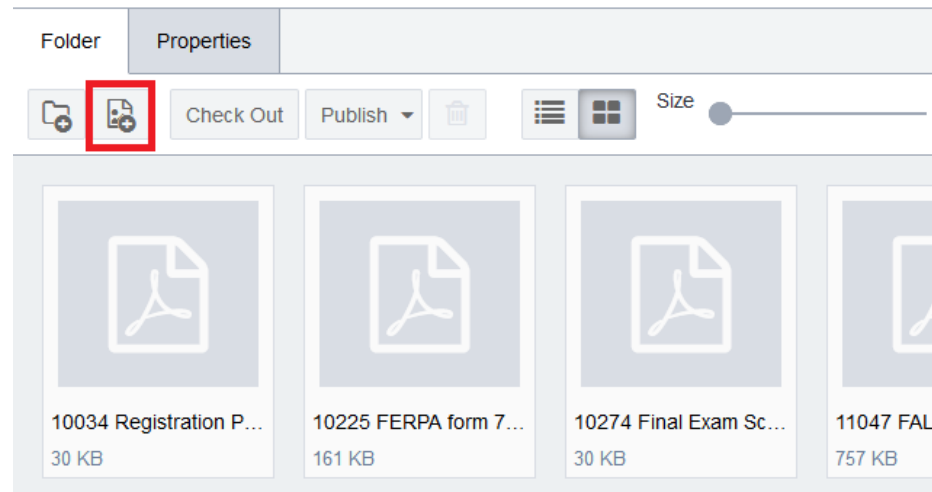
3. The user must navigate through the 'Assets' folder site tree by clicking the small triangle next to 'Documents'.



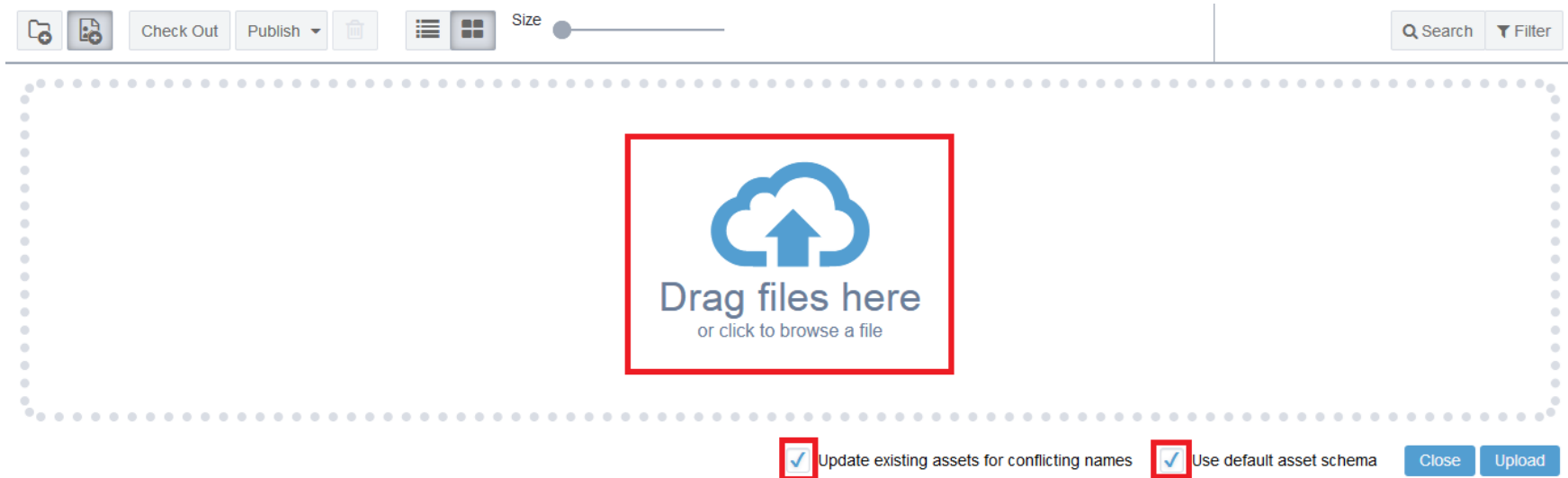
4. The user must find the correct folder to add the folder based on what page the document will be used on. For example, if the document is going to be used on the Academic Records page, you would navigate the tree as seen below.



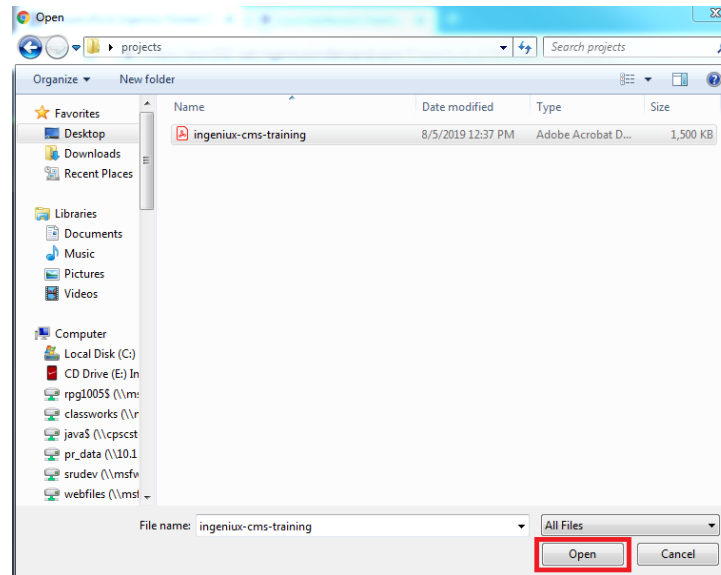
5. Once the user is in the correct folder in the site tree, select the 'Create new Asset' button.



6. Once the upload box appears on screen, the user must make sure the boxes next to 'Update existing assets for conflicting names' AND 'Use default asset schema' are checked and then select the button 'Drag files here or click to browse a file'.



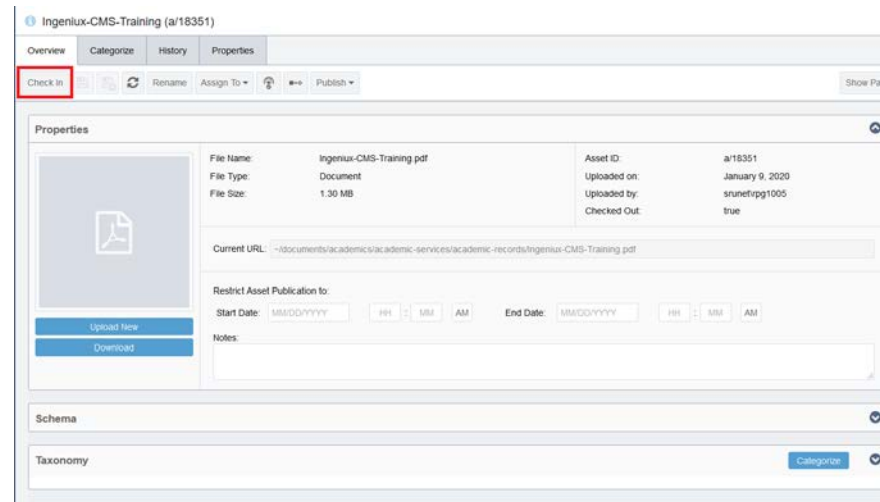
7. The user can now select the document to be uploaded. To finalize the selection, click on 'Open'.




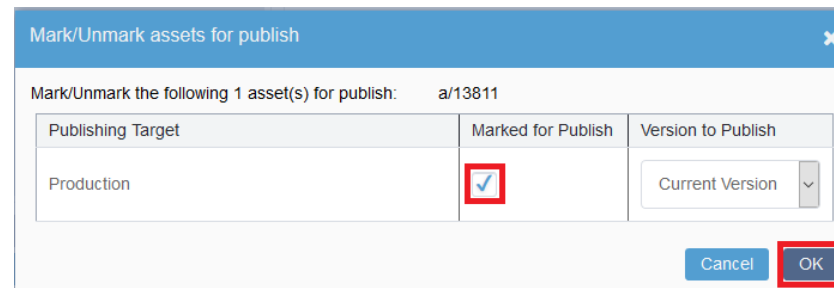
8. The screen should now look like the one shown below. To complete the process of uploading a document, select 'Upload'.



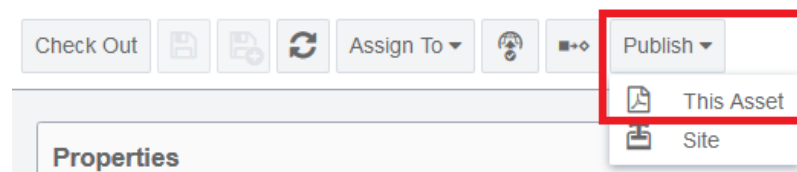
9. Once the document is finished uploading, refresh the folder and navigate to the new document in the assets tree. The user must first check the document in by clicking the “Check In” button.



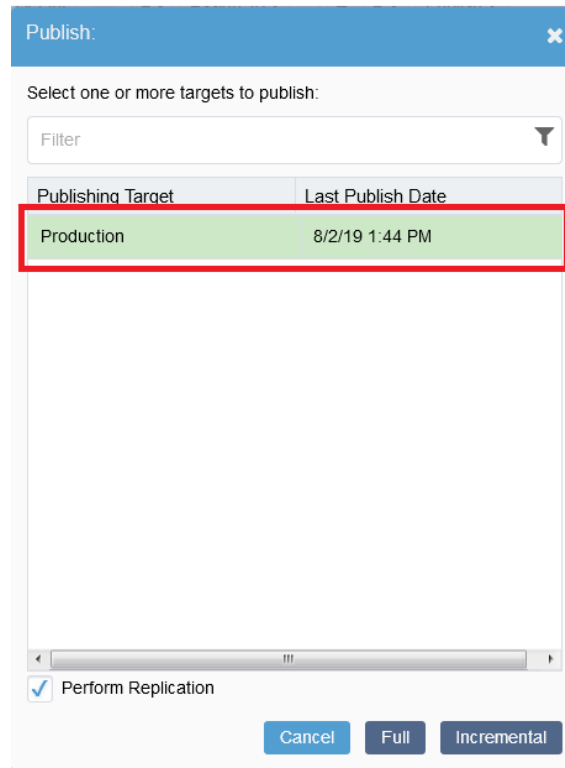
10. Next, mark the document for publish by clicking on the  icon. Check the “Marked for Publish” box and click “OK”.



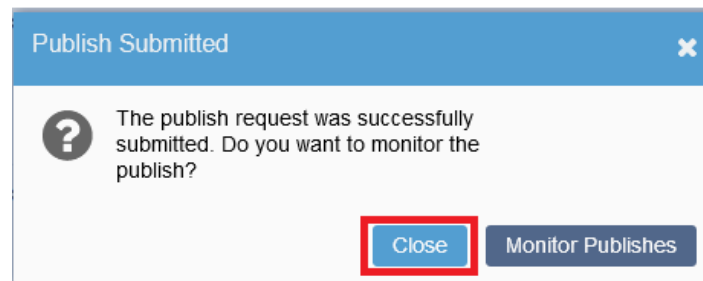
11. Finally, click on the “Publish” dropdown and select “This Asset”.



12. Select 'Production' as the 'Publishing Target', then click 'Incremental'.



13. When the 'Publish Submitted' box shows up on screen, the user can hit 'Close'. This will complete the document publishing. To create a link to this document, please continue to the 'Hyperlinks' tutorial on the next page.



Hyperlinks

1. If the user wants to create a link, they can select the word/words that they'd like to be a link and click the “**Insert/edit link**” button that looks like chain links under the ‘Insert’ dropdown box.

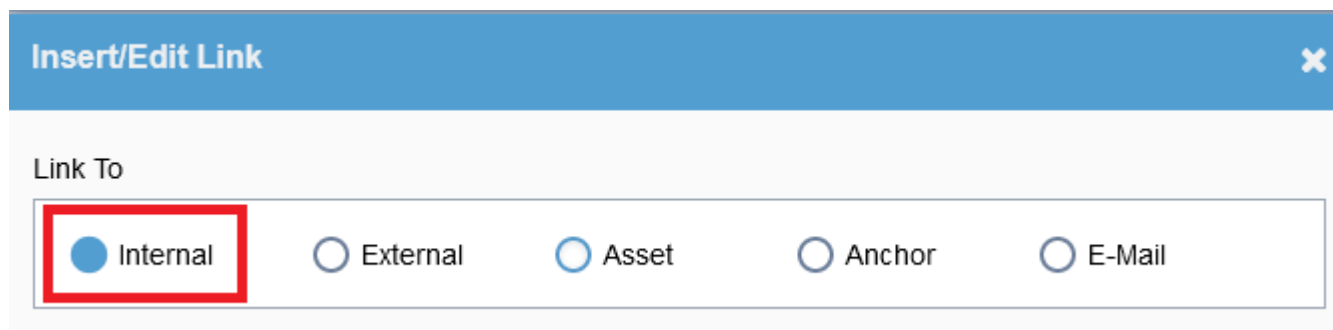


- a. Another way to create a link is to select the word/words the user would like to be a link and right click it. This will display a menu where the user can click “Insert/edit link.”
2. The user will be prompted for the type of link (internal, external, document, anchor, or email), destination, behavior, a short/minimal title, and the class (internal, external, or anchor).

Internal Link

If the user wants to create a link to a page that begins with **www.sru.edu**, they can select the word, phrase, or sentence that should be a link and click the “Insert/edit link” button as seen above in step 1.

1. Link To (Type): Select **Internal**

A screenshot of a dialog box titled 'Insert/Edit Link' with a blue header bar and a close button (X) in the top right corner. Below the title bar, the text 'Link To' is displayed. Underneath, there is a row of five radio button options: 'Internal', 'External', 'Asset', 'Anchor', and 'E-Mail'. The 'Internal' option is selected, indicated by a blue dot inside its radio button, and the entire 'Internal' option is enclosed in a red rectangular box.

2. Page: There are two options when selecting an internal link page destination.
- a. Type the name of the page being linked to and select it from the list of pages with that title, or
 - b. Type 'x' followed by the ID (#) of the page being linked to

Insert/Edit Link

Link To

☒ Internal

☐ External

☐ Asset

☐ Anchor

☐ E-Mail

Link Properties

Page

Home (x6)

Title

Target

Open in this window/frame

Class

Not Set

Cancel

Insert

3. Target: Select **Open in this window/frame**

Insert/Edit Link

×

Link To

☒ Internal ☐ External ☐ Asset ☐ Anchor ☐ E-Mail

Link Properties

Page

Home (x6)

Q

Title

Target

Open in this window/frame

▼

Class

Not Set

▼

4. Title: A short/minimal description/title for the page that is being linked to

Insert/Edit Link

×

Link To

☒ Internal ☐ External ☐ Asset ☐ Anchor ☐ E-Mail

Link Properties

Page

Home (x6)

Q

Title

SRU Home Page

Target

Open in this window/frame

▼

Class

Internal Link

▼

5. Class: Select **Internal**

Insert/Edit Link

Link To

☒ Internal

☐ External

☐ Asset

☐ Anchor

☐ E-Mail

Link Properties

Page

Home (x6)

Title

SRU Home Page

Target

Open in this window/frame

Class

Internal Link

Cancel

Insert

6. When the user is finished editing the link information, they can click **Insert** to create the hyperlink.

External Link

If the user wants to create a link to a page that **does not** begin with www.sru.edu, they can select the word, phrase, or sentence that should be a link and click the “Insert/edit link” button.

1. Link To: Select **External**
2. URL: Copy and paste the destination URL (example: <http://news.yahoo.com/>)
3. Target: Select **Open in new window (_blank)**
4. Title: A short/minimal description/title for the page that is being linked to
5. Class: Select **External**

Insert/Edit Link

Link To

☐ Internal

☒ External

☐ Asset

☐ Anchor

☐ E-Mail

Link Properties

External

www.sru.edu

Title

SRU Home Page

Target

Open in new window/frame

Class

External Link

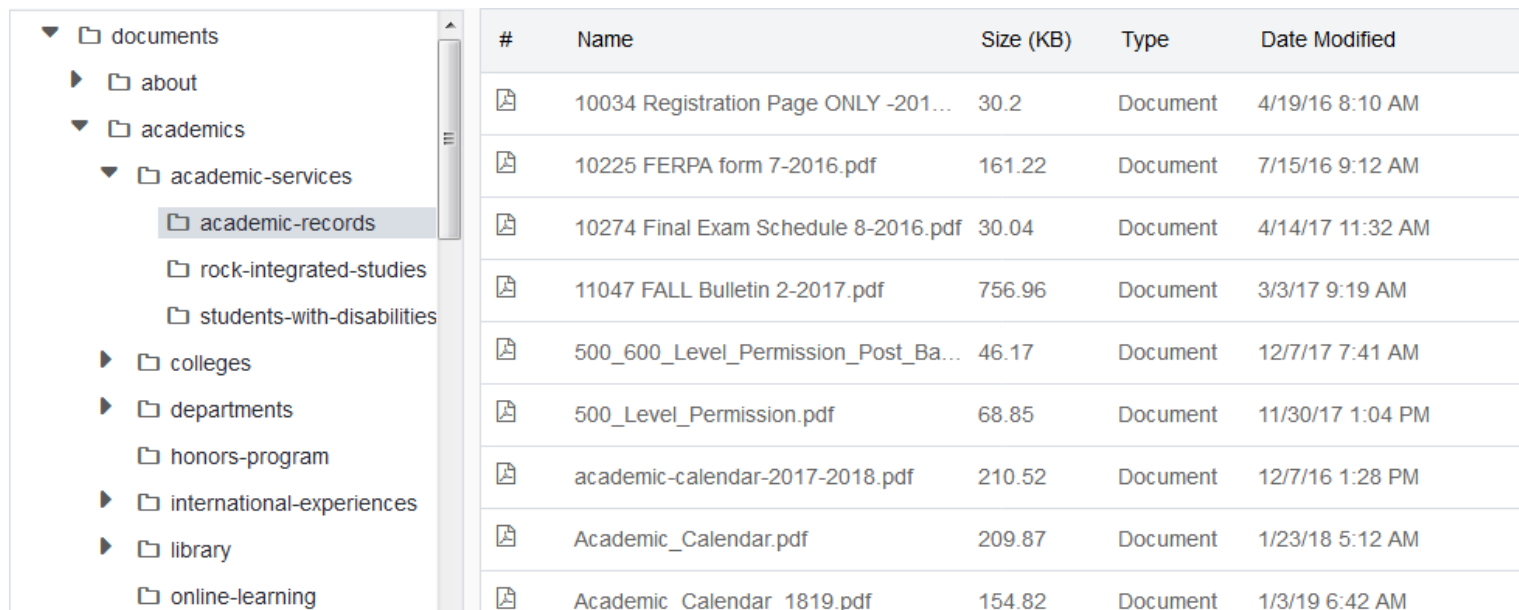
Cancel

Insert

Document Link

If the user wants to create a link to a PDF file, a Word document, etc., they can select the word, phrase, or sentence that should be a link and click the “Insert/edit link” button.

1. Link To: Select **Document**
2. Document: The user can click on the square button to the right of this text box to open the Asset Browser. The user can find their document in the Asset Browser by clicking the triangle beside a folder to expand/collapse until they find the folder that contains the document. Clicking on a Folder Name will show its contents in the right panel. Find the document in this list, select it, and click ‘Select.’



3. Target: If the document is a PDF, the user should select **Open in new window (_blank)**. Otherwise, the user should select **Open in this window/frame**.
4. Title: A short/minimal description/title for the page that is being linked to
5. Class: Select **External**

Email Link

If the user wants to create a link to someone's email, they can select the text that should be a link and click the "Insert/edit link" button.

1. Link To: Select **Email**
2. E-Mail: Enter the email address of the desired recipient
3. Target: Select **Open in new window (_blank)**
4. Title: Type 'Email' followed by the recipient's name
5. Class: Select **External**

Insert/Edit Link

Link To

☐ Internal ☐ External ☐ Asset ☐ Anchor ☒ E-Mail

Link Properties

E-Mail

websupport@sru.edu

Title

Email websupport

Target

Open in new window/frame

Class

External Link

Cancel

Insert

Editing Accordions

1. Some pages contain “accordion” components. For example, the Council of Trustees page’s accordion can be seen below.

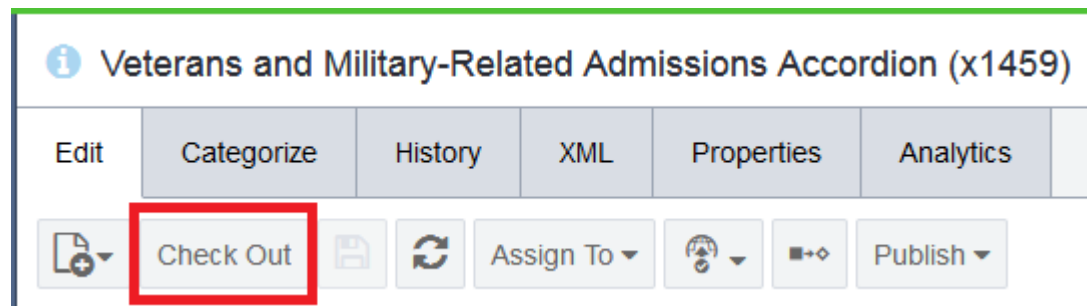
For additional information on the members of the Council of Trustees, please see each member's profile in the accordion below.

JEFFREY SMITH - CHAIR	+
ALFONSO ANGELUCCI, VICE CHAIR	+
DYLAN COLCOMBE, SECRETARY	+
THOMAS BRETH	+
MATTHEW LAUTMAN	+
WILLIAM MCCARRIER	+
ROBERT S. TAYLOR	+
SUZANNE VESSELLA	+
MARY JO WHITE	+
JOSHUA YOUNG	+
DR. DANIEL GREENSTEIN, CHANCELLOR	+

2. To edit the accordion, open the site tree and click on the item with accordion in its title.



3. Before the user can edit the accordion's content, the user must click the 'Check Out' button show in the picture below.



4. Open the tab the user wants to edit by clicking on the small arrow to the right of the corresponding tab.

Edit

Categorize

History

XML

Properties

Analytics

Check In

Rename

Assign To

Publish

Form View

Accordions **[Required]**

List Type: Component

Quantity: 4

Add New

≡

AccordionItem

Component: Transfer Admissions - Accordion tab

Unembed

Share

≡

AccordionItem

Component: Graduate Admissions - Accordion tab

Unembed

Share

≡

AccordionItem

Component: Post-Bacc Admissions - Accordion tal

Unembed

Share

≡

AccordionItem

Component: Non-Degree Admissions - Accordion

Unembed

Share

30

- AccordionItem

Component:

Graduate Admissions - Accordion tab

Unembed

Share

Title [Required]

Graduate Admissions

Content [Required]

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷

Formats ▾

B *I* \$

☰ ☳ ☴ ☵

⋮ ⋯ ⋰ ⋱

☲ ☶ ☷

🔗

Veterans and individuals currently serving in the military who have already completed a bachelors (4-year) degree from an accredited university and wish to pursue graduate work at SRU, should apply through Graduate Admissions.

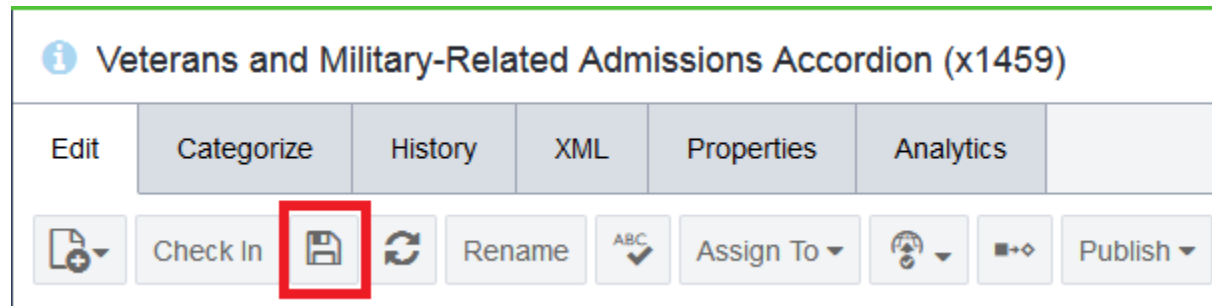
[Click here](#) for more information.

Powered by TinyMCE

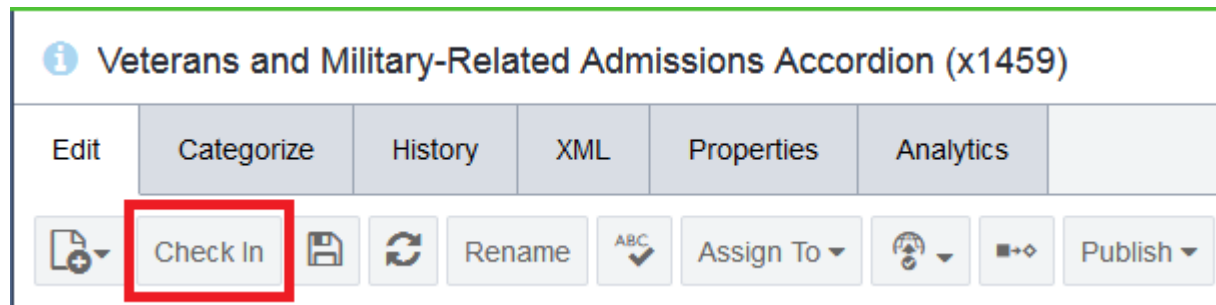
6. Once the user is finished editing the accordion tab's information, the user can collapse the item with the small up arrow to the right of the corresponding accordion item.

The screenshot displays the 'AccordionItem' editor interface. At the top, the 'Component' is set to 'Graduate Admissions - Accordion tab'. To the right are 'Unembed' and 'Share' buttons, and a small square icon with an upward arrow, which is highlighted by a red box and a red arrow. Below this is the 'Title [Required]' section with a text input field containing 'Graduate Admissions'. The 'Content [Required]' section features a rich text editor with a menu bar (Edit, Insert, View, Format, Table) and a toolbar with various formatting options. The content area contains the text: 'Veterans and individuals currently serving in the military who have already completed a bachelors (4-year) degree from an accredited university and wish to pursue graduate work at SRU, should apply through Graduate Admissions.' followed by a link 'Click here for more information.' and a 'Powered by TinyMCE' watermark.

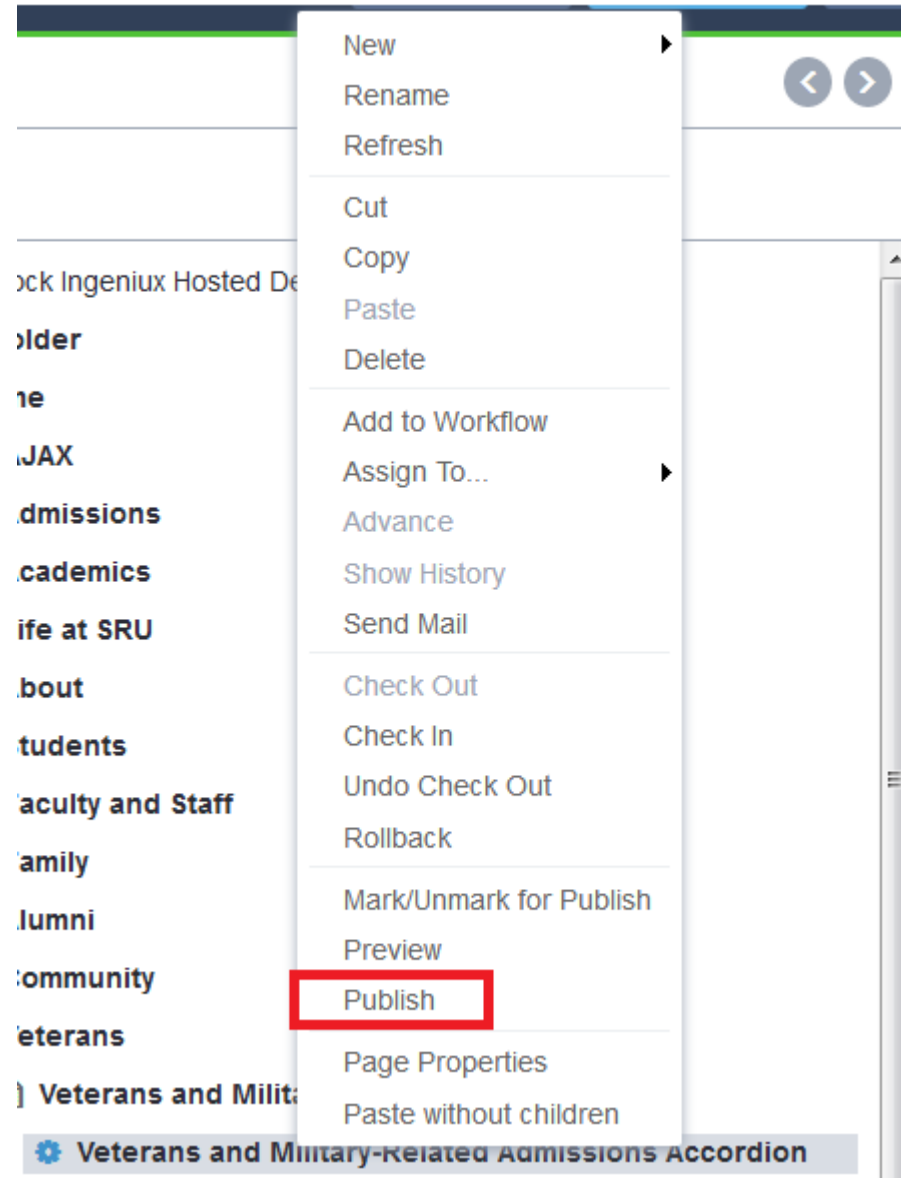
7. Once all of the editing is complete and the box being edited is collapsed, the user must 'Save' the accordion item.



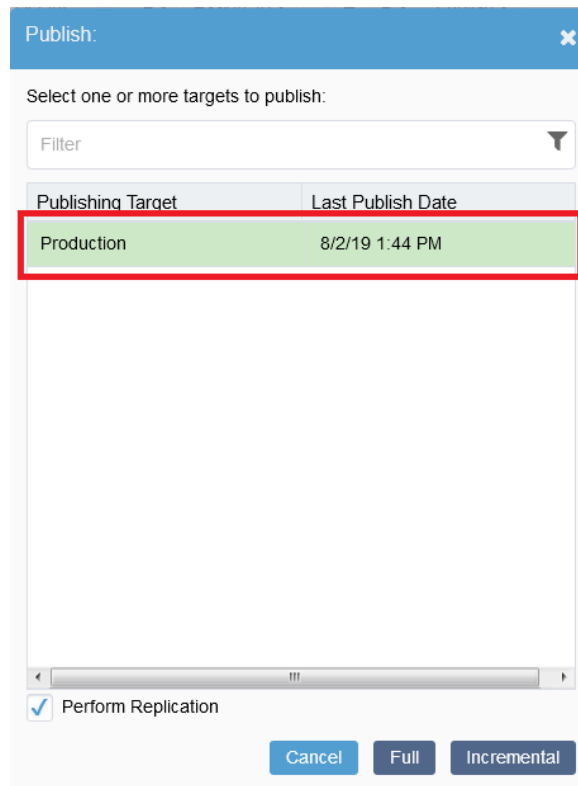
8. Once all of the editing is saved, the user must check the accordion back in by selecting the 'Check In' button shown below.



9. In order to implement these edits, the user must publish the accordion. To do so, right click on the accordion that was edited and select 'Publish'.



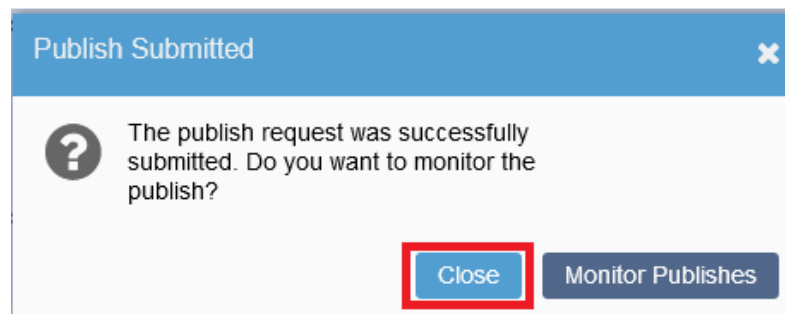
10. Select 'Production' as the 'Publishing Target', then click 'Incremental'.



The 'Publish' dialog box has a blue header with the title 'Publish:' and a close button. Below the header, it says 'Select one or more targets to publish:'. There is a 'Filter' input field with a funnel icon. Below this is a table with two columns: 'Publishing Target' and 'Last Publish Date'. The first row of the table is highlighted in green and has a red border; it contains the text 'Production' and '8/2/19 1:44 PM'. Below the table is a scroll bar. At the bottom left, there is a checked checkbox labeled 'Perform Replication'. At the bottom right, there are three buttons: 'Cancel', 'Full', and 'Incremental'.

Publishing Target	Last Publish Date
Production	8/2/19 1:44 PM

11. When the 'Publish Submitted' box shows up on screen, the user can hit 'Close'. This will complete the accordion editing and publishing.



The 'Publish Submitted' dialog box has a blue header with the title 'Publish Submitted' and a close button. Below the header, there is a question mark icon and the text 'The publish request was successfully submitted. Do you want to monitor the publish?'. At the bottom right, there are two buttons: 'Close' and 'Monitor Publishes'. The 'Close' button is highlighted with a red border.

Logging Out

1. Once all of your work is completed within Ingeniux, you should sign out of your session by clicking the 'Sign Out' button.

