TEXAS A&M UNIVERSITY
SAN ANTONIO

CASCADE CLOUD
HOW TO CREATE A NEW PAGE

1. Log into Cascade (https://tamusa.cascadecms.com)
2. Once logged in, click on the TAMUSA-REDESIGN site either by clicking the site under the MY SITES module on the dashboard or clicking on the GO TO A SITE drop down menu and select TAMUSA-REDESIGN.
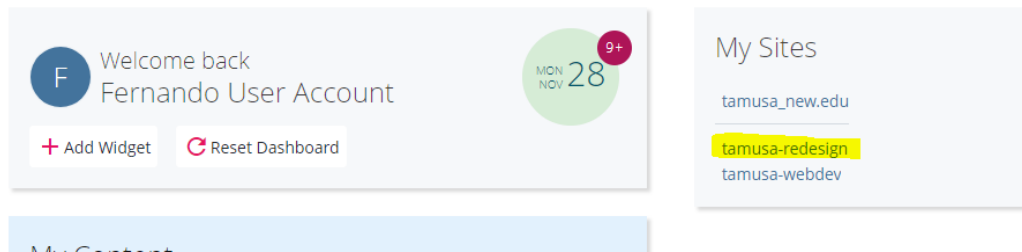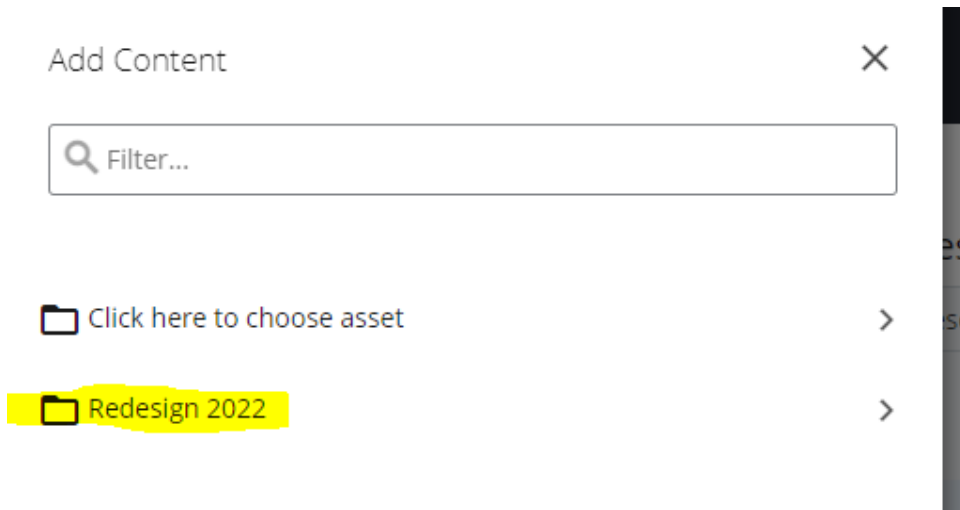

3. Select your department folder.
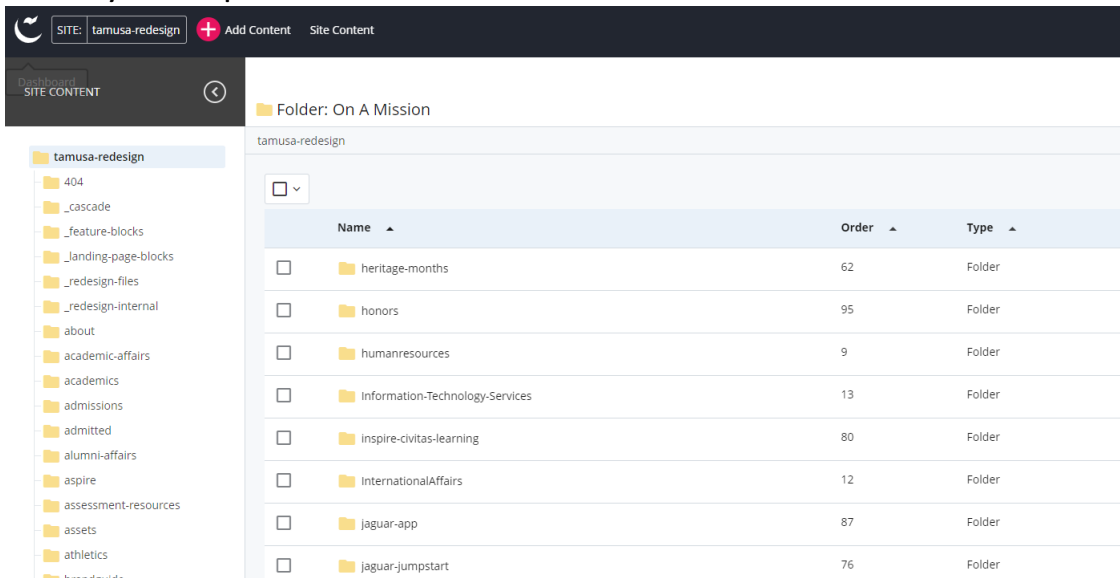
4. Once you have selected your department folder. Click on the ADD CONTENT option to the top left.
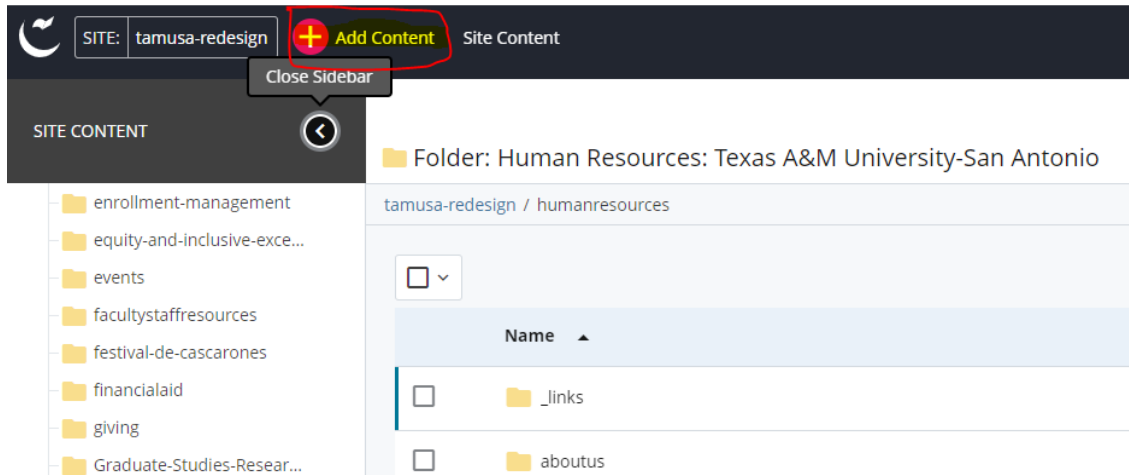
5. Select REDESIGN 2022

6. Depending on the sections you would like on the page, select the appropriate template that contains those sections.

If you do not know which template to use, as a default template select

DETAIL PAGE TEMPLATE 2.

7. Fill out the required fields for your page.
   PAGE NAME: The page name will be part of your link. DO NOT USE SPACES.
   If you have two or more words as the page name, please use the hypen (-)
   (ex: training-page)
   PLACEMENT FOLDER: The placement folder is where your page will be
   created.
   TITLE: The title of the page will be used as the title of the page
   breadcrumbs and browser tab title.
   KEYWORDS: Provide 3 to 5 keywords for your page. This helps your google
   search results.
   DESCRIPTION: Provide a sentence or 2 to describe what your page is about.
   This will be used as the search engine description when your page is

displayed as one of the results.

Page Name *

Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed

detail-page-template-2

Placement Folder *

📁 humanresources

tamusa-redesign: /humanresources

Title *

Keywords *

Description *

8. To activate a section to use on the template, expand the section and click the DISPLAY SECTION YES box.

Detail Page Template 2

˅ Hero Section

Display Section?
(empty)

˅ Alternative Hero Section

Display Section?
(empty)

ck to collapse

ˆ One Column Text Section

Display Section?
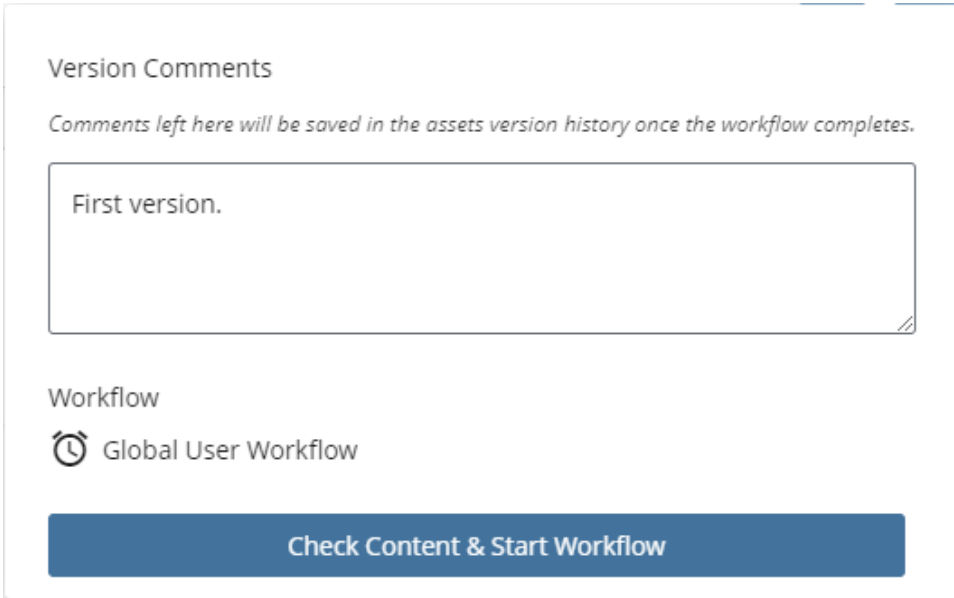☐ Yes

Section Title

Section Copy

Edit▾ Format▾ Insert▾ Table▾ View▾ Tools▾

9. Add your content to the page. Once completed. Click the SAVE & PREVIEW button to the top right.

Content Configure Fullscreen   Draft saved   Close   Preview Draft
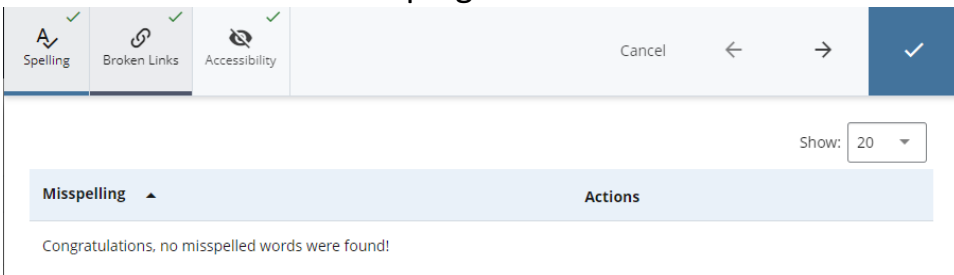
Detail Page Template 2

10.Click the SUBMIT button to save your new page.

11.Click the CHECK CONTENT & START WORKFLOW button.

12.If no misspellings words, broken links or accessibility issues are found, click the CHECK MARK to the top right.

13.On the START WORKFLOW screen, provide comments under the WORKFLOW INSTRUCTIONS/NOTES section, then click the START

WORKFLOW button to the top right.

14.Click the ASSIGN THIS STEP TO ME.

15. Click the SUBMIT FOR APPROVAL option to submit your workflow for approval.

Global User Workflow: test

Back to Workflows

Status	Asset in workflow	Initiated By	Started On
Workflow in progress This workflow is due Dec 28, 2022 10:11 AM	📄 detail-page-template-2	🅕 Fernando User Account	Today 10:11 AM

History

○ Web Content Creator deciding to Submit OR Make Additional Changes – Step 1 of 3

Current Step Owner
🅕 Fernando User Account

Available Actions
Submit for Approval
Make Changes

16. YOU ARE DONE