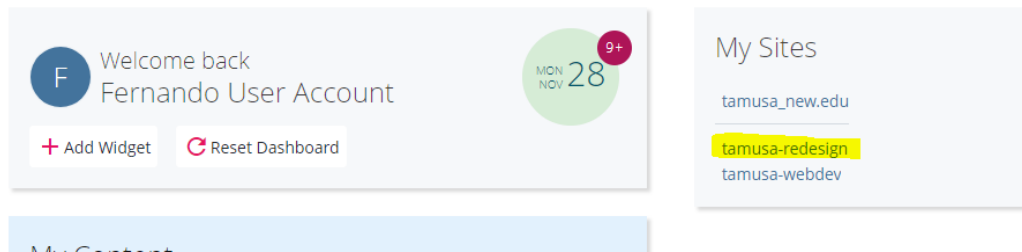




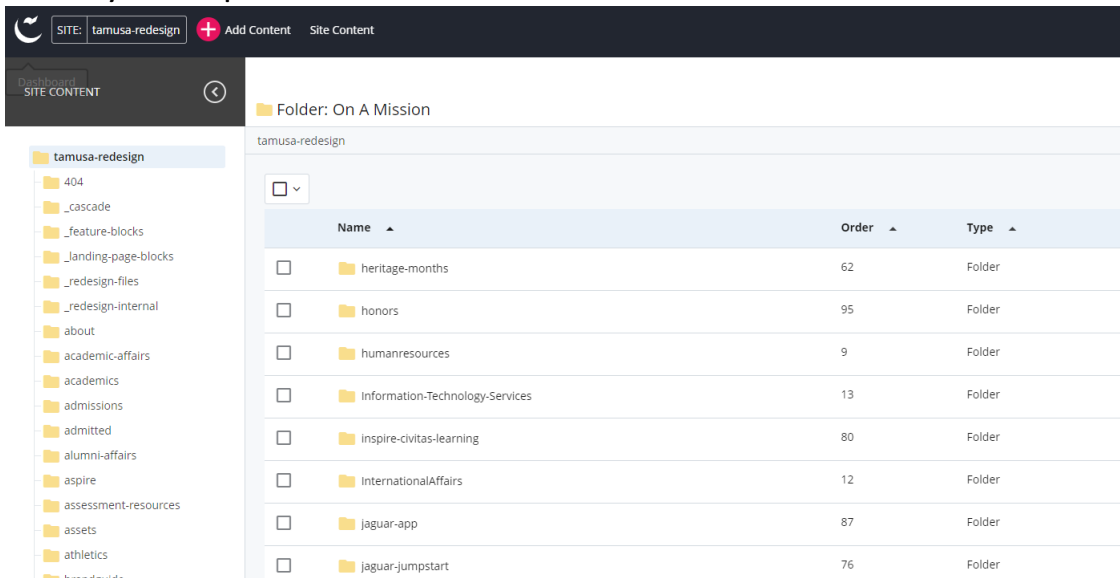
TEXAS A&M UNIVERSITY
SAN ANTONIO

CASCADE CLOUD HOW TO CREATE A NEW PAGE

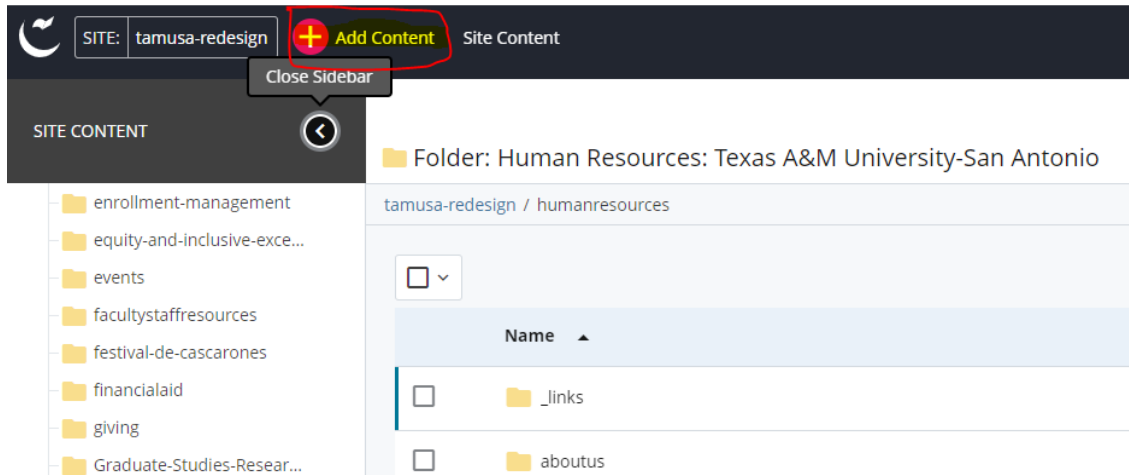
1. Log into Cascade (<https://tamusa.cascadecms.com>)
2. Once logged in, click on the TAMUSA-REDESIGN site either by clicking the site under the MY SITES module on the dashboard or clicking on the GO TO A SITE drop down menu and select TAMUSA-REDESIGN.



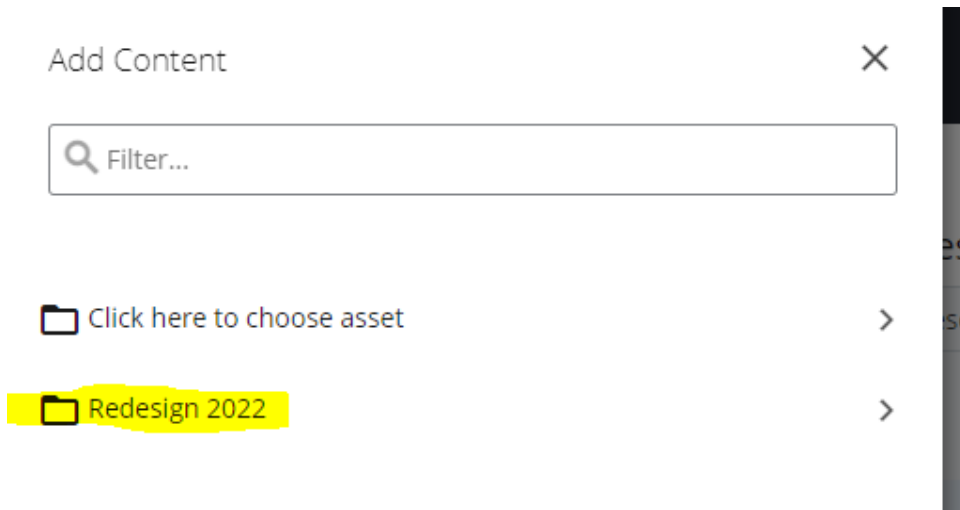
3. Select your department folder.



- Once you have selected your department folder. Click on the ADD CONTENT option to the top left.



- Select REDESIGN 2022







- 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.

Add Content ×

< Redesign 2022

-  Detail Page Template 1
-  Detail Page Template 2
-  Section Main Page Template 1
-  Section Main 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 hyphen (-) (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.

The screenshot shows a configuration interface with a top navigation bar containing 'Content', 'Configure', and 'Fullscreen' tabs. The main content area includes several form fields:

- Page Name ***: A text input field containing 'detail-page-template-2'. Below it is a note: 'Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed'.
- Placement Folder ***: A dropdown menu showing 'humanresources' with a yellow folder icon. Below it is the path 'tamusa-redesign: /humanresources'.
- Title ***: An empty text input field.
- Keywords ***: An empty text input field.
- Description ***: A large empty text area.

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

The screenshot shows the configuration interface for 'Detail Page Template 2'. It features three expandable sections:

- Hero Section**: 'Display Section?' dropdown set to '(empty)'. A 'Click to collapse' tooltip is visible over the collapse arrow.
- Alternative Hero Section**: 'Display Section?' dropdown set to '(empty)'. A 'Click to collapse' tooltip is visible over the collapse arrow.
- One Column Text Section**: Expanded. 'Display Section?' dropdown is set to 'Yes' (highlighted in yellow). Below it is a 'Section Title' text input field. At the bottom is a 'Section Copy' area with a rich text editor toolbar.

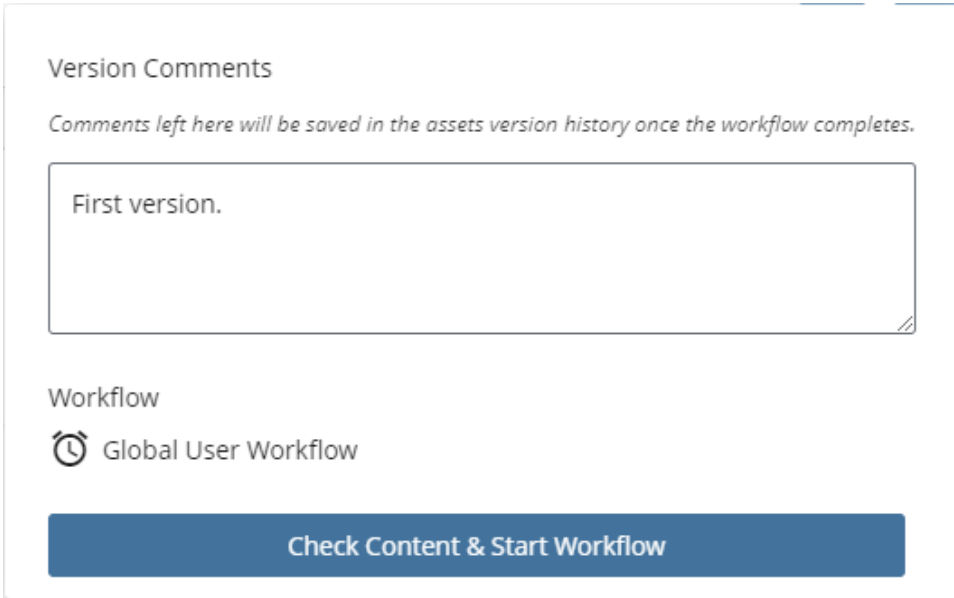
9. Add your content to the page. Once completed. Click the SAVE & PREVIEW button to the top right.

The screenshot shows the bottom of the configuration page. The top navigation bar is visible with 'Content', 'Configure', and 'Fullscreen' tabs. On the right side, there are buttons for 'Draft saved', 'Close', and 'Preview Draft' (highlighted in yellow). Below the navigation bar, the text 'Detail Page Template 2' is displayed.

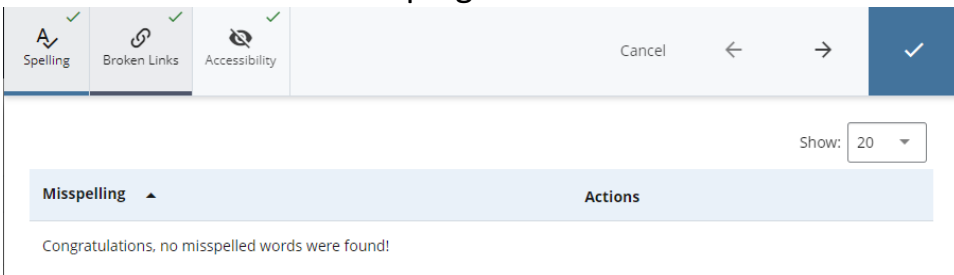
10. Click the SUBMIT button to save your new page.



11. Click the CHECK CONTENT & START WORKFLOW button.



12. If no misspellings, 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.

Start Workflow
Global User Workflow

← Back to Page

Start Workflow

Workflow Name *

Global User Workflow: test

Workflow instructions/notes

Comment with workflow related information here. For example, what needs to be reviewed or changed.

Version Comments

Comments left here will be saved in the asset's version history once the workflow completes.

First version.

Due Date

1 week from now

1 month from now

3 months from now

6 months from now

1 year from now

Calendar (Date Selection)

mm-dd-yyyy hh:mm a

14. Click the ASSIGN THIS STEP TO ME.

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: Global User
Assign this step to me
- Today 10:11 AM Initialization - Initialization
Completed By: Fernando User Account
- Today 10:11 AM Workflow Starts - None
Completed By: Fernando User Account

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	Available Actions
Fernando User Account	Submit for Approval Make Changes

16. YOU ARE DONE