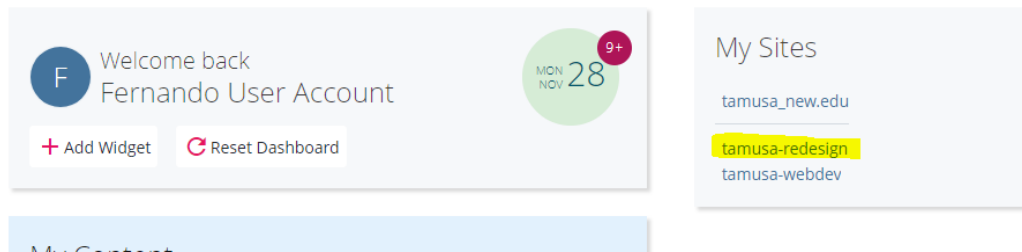




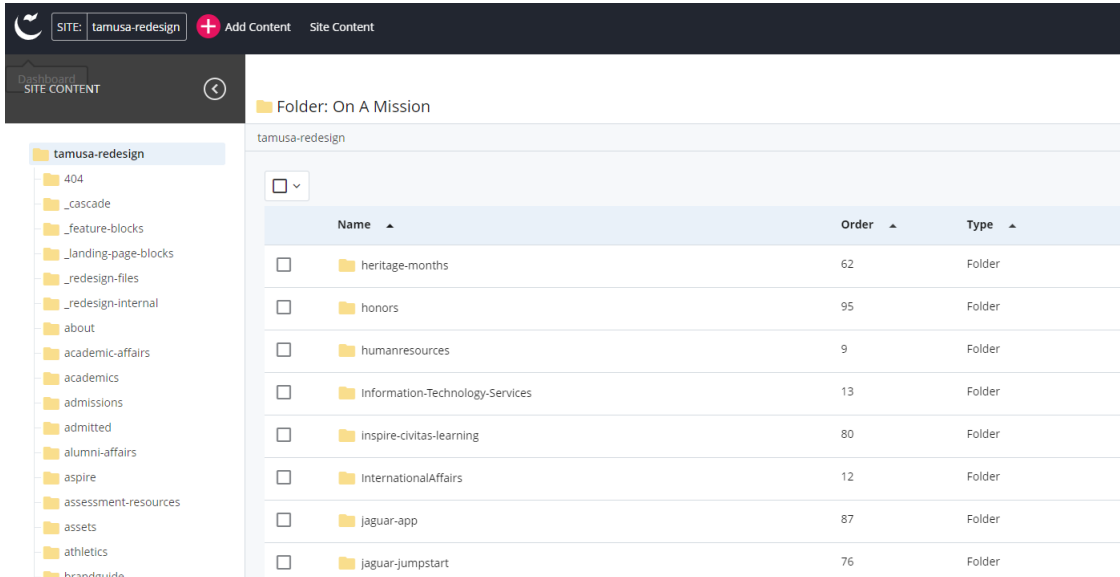
TEXAS A&M UNIVERSITY  
SAN ANTONIO

## CASCADE CLOUD HOW TO EDIT AN EXISTING 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. Click page you need to make edits too.

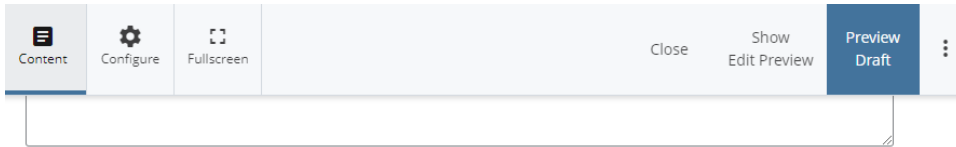
The screenshot shows a content management system interface. At the top, there is a navigation bar with 'SITE: tamusa-redesign' and links for 'Add Content', 'Site Content', and 'Manage Site'. Below this, a breadcrumb trail indicates the current location: 'Folder: Human Resources: Texas A&M University-San Antonio'. The main content area displays a table of pages within the 'humanresources' folder. The table has columns for 'Name', 'Order', and 'Type'. Each row includes a checkbox on the left for selection.

	Name	Order	Type
<input type="checkbox"/>	Employee-Engagement	26	Page
<input type="checkbox"/>	Faculty-Awards	27	Page
<input type="checkbox"/>	Family-Medical-Leave-Act	11	Page
<input type="checkbox"/>	familymedicalleaveact	19	Page
<input type="checkbox"/>	ffcra	16	Page
<input type="checkbox"/>	hiringmanagers	21	Page
<input type="checkbox"/>	HRForms	20	Page
<input type="checkbox"/>	Index	12	Page
<input type="checkbox"/>	pay-plan-titles	15	Page

5. Click on the EDIT link to the top right.

The screenshot shows the edit view for a page titled 'Page: Families First Coronavirus Act'. The top navigation bar includes 'Open Sidebar', 'musa-redesign', 'Add Content', 'Site Content', and 'Manage Site'. On the right side of the top bar, there are links for 'My Content', 'Search', and a user profile icon. Below the navigation bar, there is a secondary bar with 'EDIT' (highlighted in yellow), 'Publish', 'Comments', 'Details', and 'More'. The main content area displays the page title and a breadcrumb trail: 'tamusa-redesign / humanresources / ffcra'. At the bottom of the page, there is a header for 'TEXAS A&M UNIVERSITY SAN ANTONIO' and a 'MENU' button. A breadcrumb trail at the very bottom reads 'HOME / Human Resources / Families First Coronavirus Act'.

6. Pages can use multiple sections from a template. To verify which sections are being used you will see the DISPLAY SECTION set to YES.



Detail Page Template 2

▼ Hero Section	
Display Section? <i>(empty)</i>	▼
▼ Alternative Hero Section	
Display Section? <i>(empty)</i>	▼
▼ One Column Text Section	
Display Section? Yes	▼
▼ "Tamura" Section	
Display Section? <i>(empty)</i>	▼
▼ "Academics" Section	
Display Section? <i>(empty)</i>	▼

7. Expand the section set to DISPLAY SECTION YES to make edits.

The screenshot shows a configuration window for a 'One Column Text Section'. At the top, there is a dropdown arrow and the title 'One Column Text Section'. Below this, the 'Display Section?' option is checked and labeled 'Yes'. A 'Section Title' field is present but empty. The 'Section Copy' area contains a rich text editor with a menu bar (Edit, Format, Insert, Table, View, Tools) and a toolbar with various icons for text formatting, alignment, and linking. The main content area displays the following text:

**Families First Coronavirus Response Act (FFCRA)**

The Families First Coronavirus Response Act (FFCRA) requires certain employers including Texas A&M University System members to provide two forms of paid leave to assist employees impacted by COVID-19: *Emergency Paid Sick Leave (EPSL)* and *Emergency Family and Medical Leave Act (EFMLA)*.

FFCRA leave is accessible only when there is an assigned function/role that is capable of being performed either at an onsite or remote location, but the employee is unable to perform the assigned duties for certain, specified COVID-19-related reasons.

**Emergency Paid Sick Leave Act**

Provides up to 80 hours of paid sick leave for employees (ALL employee types: faculty, staff, students) who are unable to work from home and who meet one of six qualifying reasons related to COVID-19

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. A self-imposed quarantine without medical advice does not qualify.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual (not specifically limited to family members) subject to or

At the bottom of the window, there are buttons for 'Content', 'Configure', and 'Full Screen'. On the right side, there are 'Draft saved' and 'Close' labels, and a blue 'Preview Draft' button.

8. Make the edits necessary to the page. Once completed, click the PREVIEW DRAFT button to the top right.

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

The screenshot shows a page editor interface. At the top right, there is a blue 'Submit' button. Below it, the page title is 'Page: detail-page-template-2'. At the bottom left, there is a 'Draft' dropdown menu. The breadcrumb trail at the bottom reads 'tamusa-redesign / humanresources / detail-page-template-2'.

10. Click the CHECK CONTENT & START WORKFLOW button.

Version Comments

*Comments left here will be saved in the assets version history once the workflow completes.*

First version.

Workflow

🕒 Global User Workflow

**Check Content & Start Workflow**

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

Spelling ✓ Broken Links ✓ Accessibility ✓

Cancel ← → ✓

Show: 20 ▾

**Misspelling** ▲ **Actions**

Congratulations, no misspelled words were found!

12. 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)

13. 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

14. 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	<b>Submit for Approval</b> Make Changes

15. YOU ARE DONE