

# Cascade Training

Web Services



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# Cascade Help Page



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- A resource to help cascade users.
  - <https://www.tamusa.edu/information-technology-services/its-services/web-services/cascade-help.html>
  - Cascade Cloud Access form
  - Cascade cloud URL
  - HOW TO documents
  - Workflow process
    - Users
    - Approvers (Marcom Team – Jacob Schmidts)
    - Publisher (Web Team)

The screenshot shows the 'Cascade Cloud CMS' help page. At the top, there is a navigation breadcrumb: 'HOME / Information Technology Services / ITS Services / Web Services / Cascade Help'. The main heading is 'Cascade Cloud CMS'. Below this, a paragraph explains that Texas A&M University-San Antonio uses Cascade Cloud CMS and provides instructions on how to request access, mentioning the 'Cascade Cloud Access form' and the role of the University Web Manager. It also lists links for logging into the system: 'Cascade Cloud CMS https://tamusa.cascadecms.com'. A note states that for web-related requests, including training, users should submit an ITS Help Desk ticket. The section 'Cascade Training' follows, mentioning training sessions on the 2nd and 4th Wednesday of the month from 10-11 a.m.

# What is Cascade Cloud?



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- Cascade Cloud is the universities web-based Content Management System for creating/maintaining tamusa.edu web pages.
  - <https://tamusa.cascadecms.com>

A screenshot of the Cascade CMS login page. The page has a dark blue background with the 'CASCADE CMS' logo at the top center. Below the logo is a white login form with the following elements: a 'Login' title, a 'Username' label above a text input field, a 'Password' label above a text input field, a 'Remember me' checkbox, and a blue 'Login' button. At the bottom of the page, there is a small copyright notice: '© 2021 Hannon Hill Corporation - v20211013 Texas A&M University - San Antonio Content Management System'.

# Cascade Cloud Dashboard



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- The Cascade Cloud Dashboard consists of different modules
  - My Sites (TAMUSA-MAIN-CF)
  - My Content (starred assets (favorite folder), recent, drafts, owned content and locks)
  - My Workflows

The screenshot displays the Cascade Cloud Dashboard interface. At the top, there is a navigation bar with a 'SITE: Go to a Site' dropdown on the left and 'My Content', 'Search', and a user profile icon on the right. The main content area is divided into several modules:

- Welcome back Fernando Estrada:** A personalized greeting with a date indicator 'WED JUL 24' and 9+ notifications. It includes '+ Add Widget' and 'Reset Dashboard' options.
- Sticky Announcements:** A yellow box containing a 'New website is now LIVE!' announcement. It states: 'The new website is now LIVE! Please be sure to make all edits in the TAMUSA-MAIN-CF site.' Below this, it provides assistance information: 'The Web team is providing personalized assistance to help you take full advantage of the new site's capabilities and functions. For any technical issues, please contact ITS to submit a service request. If you'd like assistance with refining your pages and organizing the content, contact IT specialist [Joshua Ibram](#). Thank you for your cooperation and understanding during this transition.'
- My Workflows:** A light green box stating 'You have no active workflows or workflows waiting to be assigned.'
- My Content:** A light blue box with tabs for 'Starred', 'Recent', 'Owned Content', 'Drafts', and 'Locks'. It shows a 'Fernando User Account' and a 'MarCom-WebContentManager Approver'.
- My Sites:** A light green box listing 'TAMUSA-Cultivar' and 'TAMUSA-MAIN-CF' (highlighted). It includes the URL 'tamusa-webdev' and a note: 'Only recently visited sites are shown. Use the Go to a Site dropdown above to explore all Sites you have access to.'
- Notifications:** A light blue box listing several actions such as 'Publish of Folder', 'Publish of Page', and 'Unpublish of Folder'.

# How to locate your folder in Cascade



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- Use the page URL (link) to locate your folder in Cascade.

Ex: <https://tamusa.edu/Information-Technology-Services/its-services/web-services/cascade-help.html>



Our Site



Folder in  
Cascade



Folder in  
Cascade



Folder in  
Cascade



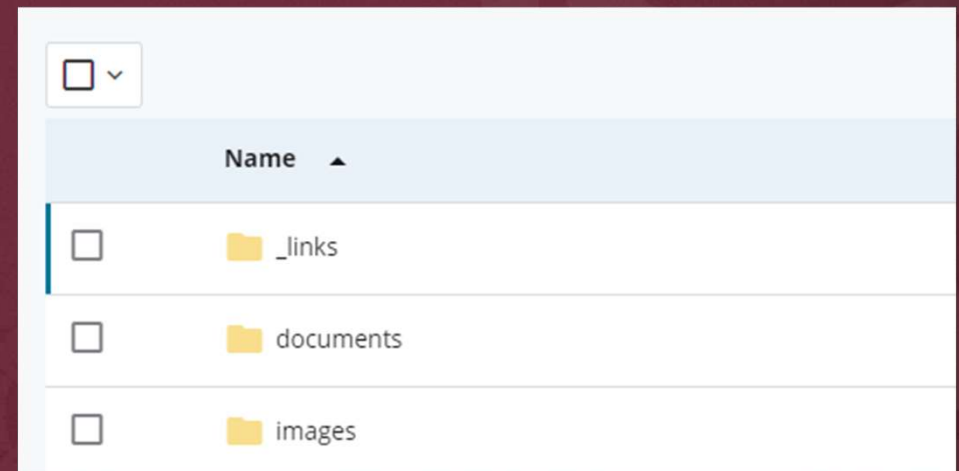
Page in  
Cascade

# Three main folders



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- All department root folders will contain three main folders
  - `_links` – create any external link that you will be using on your pages (EX: any page outside of `tamusa.edu`)
  - `documents` – upload any pdf's, word docs into this folder
  - `images` – upload any `.png`, `.jpg` into this folder



# Assets in Cascade



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- A user can create the following assets in Cascade
  - External Links
  - Folder
  - Upload documents
  - Upload images
  - Page Startup Kits
  - Standard Pages

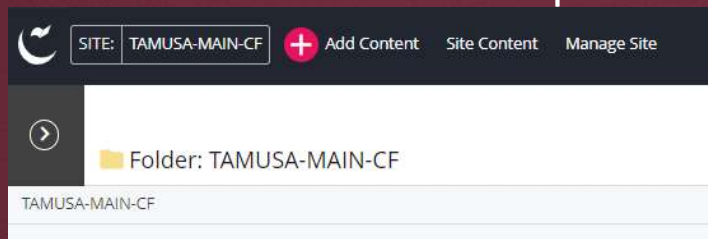
## TIP:

Upload any images/documents and create any external links you will be using on your page before creating your page or making edits to your page

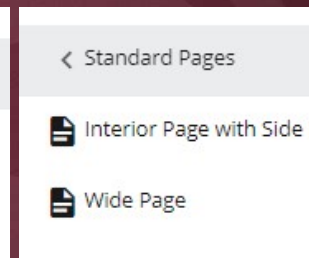
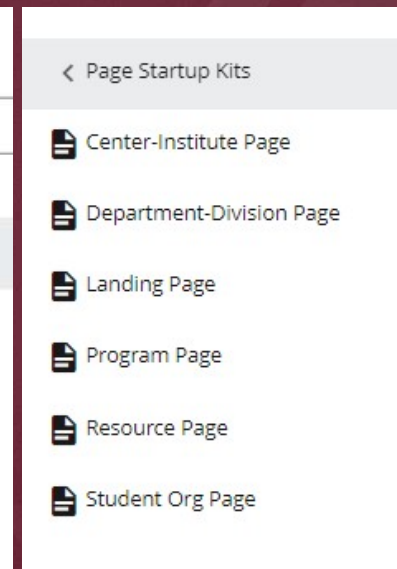
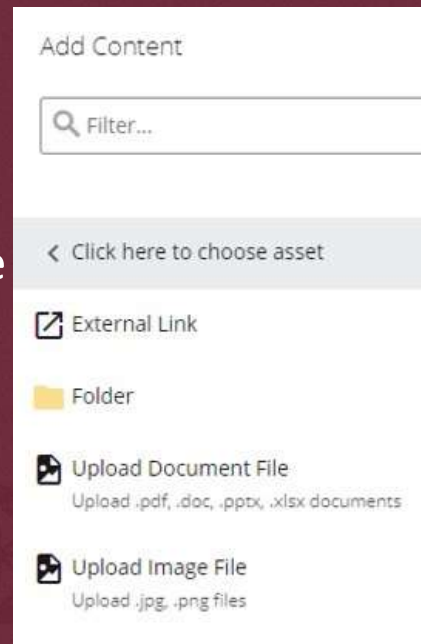
# How to create a new asset in Cascade



1. Click the ADD CONTENT option to the top left of the screen



2. Select the ASSET you want to create



[VIEW HOW TO UPLOAD AN IMAGE/DOCUMENT PDF](#)

[VIEW HOW TO CREATE AN EXTERNAL LINK PDF](#)



# Page Components



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- The new site was build using a page builder concept which allows you to choose from different components using a drop-down menu.
- Total of 21 components were built.
- 5 out of the 21 components are only for the HOMEPAGE

## List of components

- Accordion
- Callout
- Callout Blocks
- Card Teaser
- Card Teaser Full Image
- Carousel Teaser
- Custom HTML
- Events Teaser (HP)
- Image Alternating Teaser
- Image Left Teaser
- Image Right Teaser
- Hero
- Hero Interior
- Horizontal Rule
- Link Grid
- News Feed Teaser (HP)
- Program Finder (HP)
- Social Feed (HP)
- Text Content
- Text Titled Columns Content
- Text Two Column Content

[TAMUSA-PageBuilder-Component-List.pdf](#)

# How to EDIT an existing page



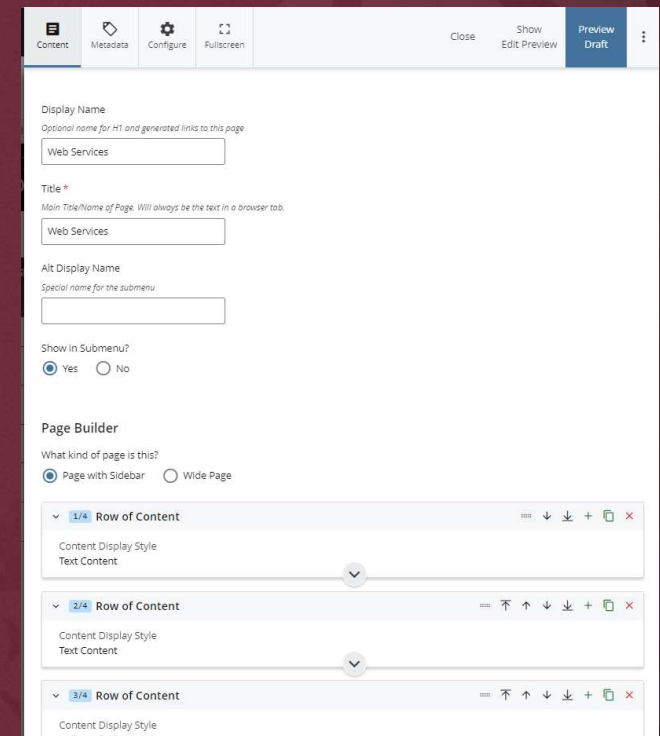
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- EDIT an existing page
  - Locate your page using the method described earlier
  - Once you locate the page, click the EDIT option to the top right



- Click the EDIT option and you will see a display box with different options

[VIEW HOW TO EDIT AN EXISTING PAGE DOCUMENT](#)



# How to create a new page in Cascade



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1. Click on the TAMUSA-MAIN-CF site
2. Locate your department folder, click folder to view folder assets
3. Click ADD CONTENT (top left)
4. Select either Page Startup Kits or Standard Pages folder to create the page.
5. Select one of the templates.

[VIEW HOW TO CREATE A NEW PAGE  
DOCUMENT](#)

# How to submit your workflow for approval



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1. Click PREVIEW DRAFT
2. Click SUBMIT
3. Click CONTENT & START WORKFLOW
4. Click the CHECK MARK (top right)
5. On the WORKFLOW screen make notes regarding what changes you have made to the page and click START WORKFLOW
6. Click ASSIGN THIS STEP TO ME
7. Click SUBMIT FOR APPROVAL
8. Click Continue

TIP:

Click the BLUE BUTTON  
to send your workflow  
for approval

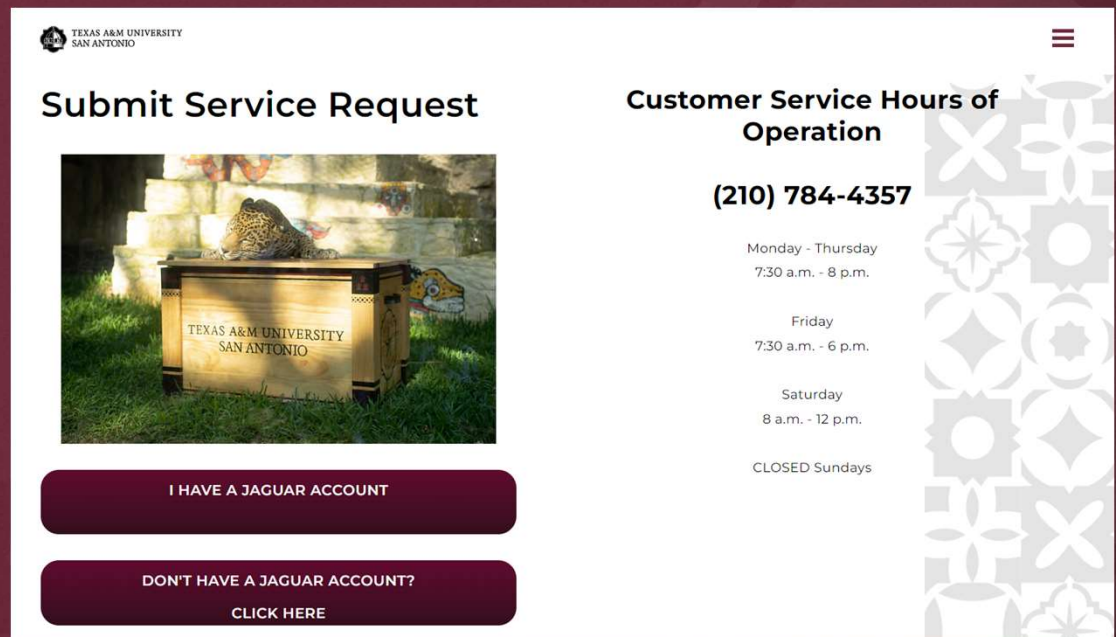
# Questions?



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Please submit an ITS Helpdesk Ticket for any assistance with your web pages

[ITS](#)  
[Homepage](#)

A screenshot of the Texas A&M University San Antonio ITS Helpdesk page. The page has a white background with a maroon header. On the left, there is a section titled "Submit Service Request" with a photo of a jaguar resting on a wooden box labeled "TEXAS A&M UNIVERSITY SAN ANTONIO". Below the photo are two maroon buttons: "I HAVE A JAGUAR ACCOUNT" and "DON'T HAVE A JAGUAR ACCOUNT? CLICK HERE". On the right, there is a section titled "Customer Service Hours of Operation" with the phone number "(210) 784-4357" and a list of hours: Monday - Thursday (7:30 a.m. - 8 p.m.), Friday (7:30 a.m. - 6 p.m.), Saturday (8 a.m. - 12 p.m.), and CLOSED Sundays. A decorative pattern of white geometric shapes is visible on the right side of the page.

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## Submit Service Request



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[I HAVE A JAGUAR ACCOUNT](#)

[DON'T HAVE A JAGUAR ACCOUNT?  
CLICK HERE](#)

## Customer Service Hours of Operation

**(210) 784-4357**

Monday - Thursday  
7:30 a.m. - 8 p.m.

Friday  
7:30 a.m. - 6 p.m.

Saturday  
8 a.m. - 12 p.m.

CLOSED Sundays