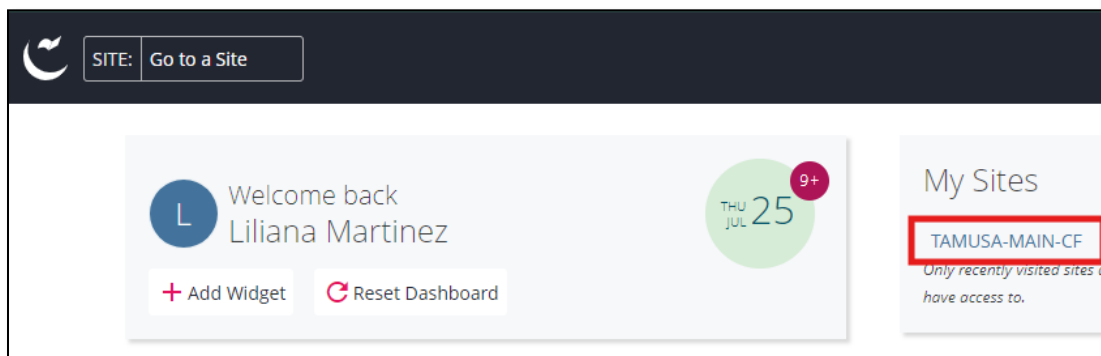




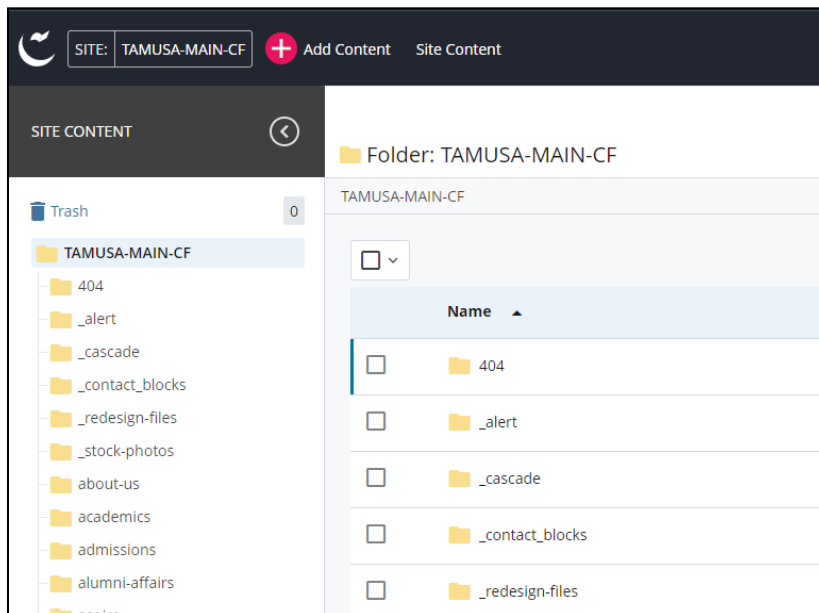
TEXAS A&M UNIVERSITY
SAN ANTONIO

CASCADE CLOUD HOW TO EDIT AN EXISTING PAGE

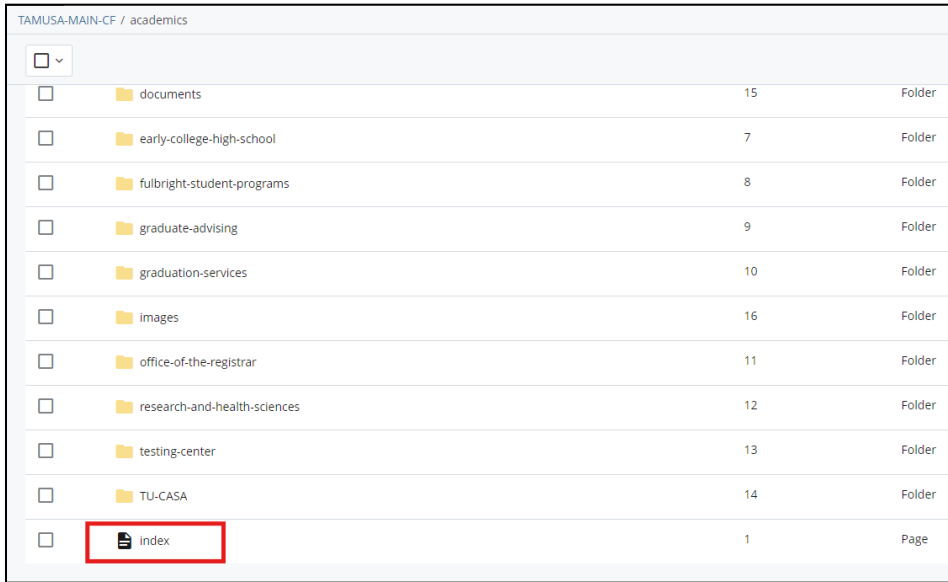
1. Log into Cascade (<https://tamusa.cascadecms.com>)
2. Once logged in, click on the TAMUSA-MAIN-CF site either by clicking the site under the MY SITES module on the dashboard or clicking on the GO TO A SITE drop down menu and select TAMUSA-MAIN-CF.



3. Select your department folder.

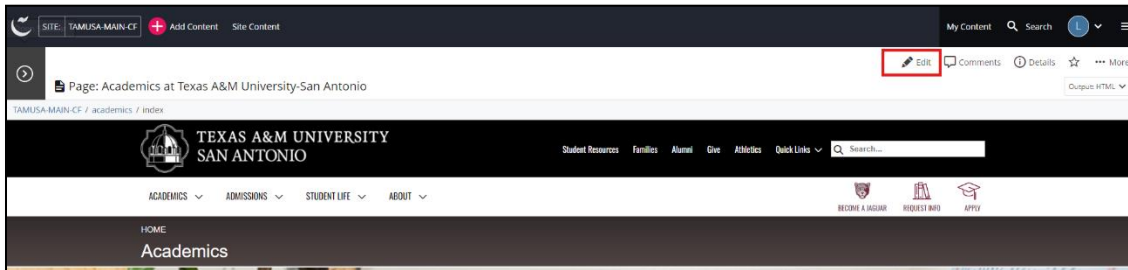


4. Click page you need to make edits too.



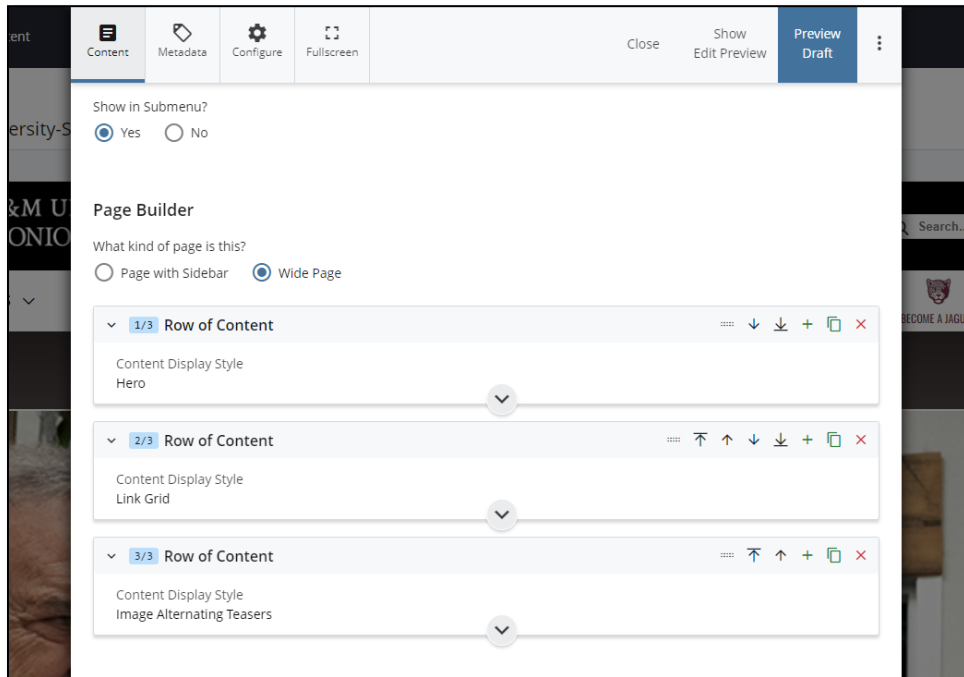
TAMUSA-MAIN-CF / academics			
<input type="checkbox"/>			
<input type="checkbox"/>	documents	15	Folder
<input type="checkbox"/>	early-college-high-school	7	Folder
<input type="checkbox"/>	fulbright-student-programs	8	Folder
<input type="checkbox"/>	graduate-advising	9	Folder
<input type="checkbox"/>	graduation-services	10	Folder
<input type="checkbox"/>	images	16	Folder
<input type="checkbox"/>	office-of-the-registrar	11	Folder
<input type="checkbox"/>	research-and-health-sciences	12	Folder
<input type="checkbox"/>	testing-center	13	Folder
<input type="checkbox"/>	TU-CASA	14	Folder
<input type="checkbox"/>	index	1	Page

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

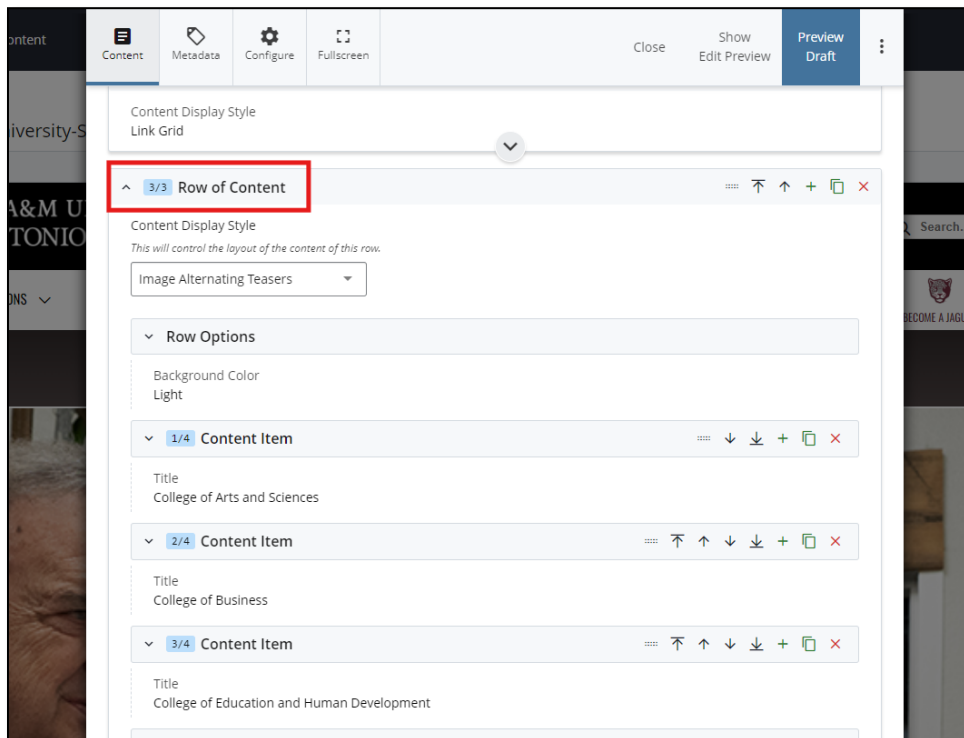


The screenshot shows a web browser window with the URL 'Page: Academics at Texas A&M University-San Antonio'. The page header includes the Texas A&M University-San Antonio logo and navigation links for 'ACADEMICS', 'ADMISSIONS', 'STUDENT LIFE', and 'ABOUT'. The 'EDIT' link is highlighted with a red box in the top right corner of the page content area.

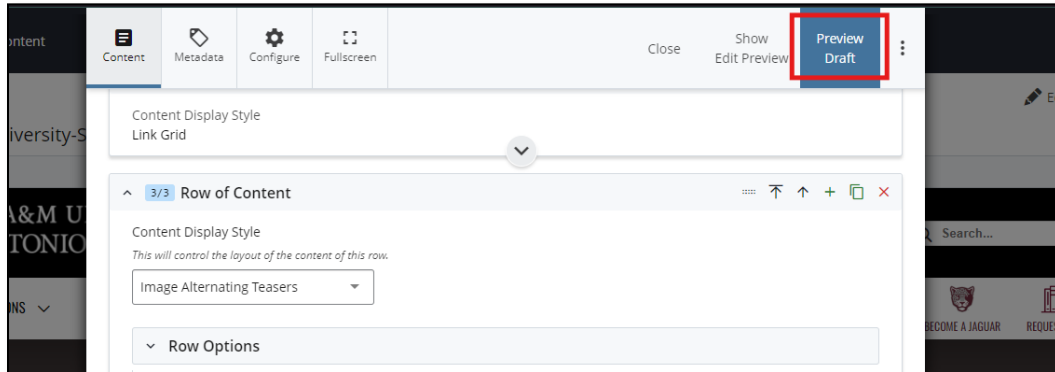
6. Pages can use multiple sections from a template.



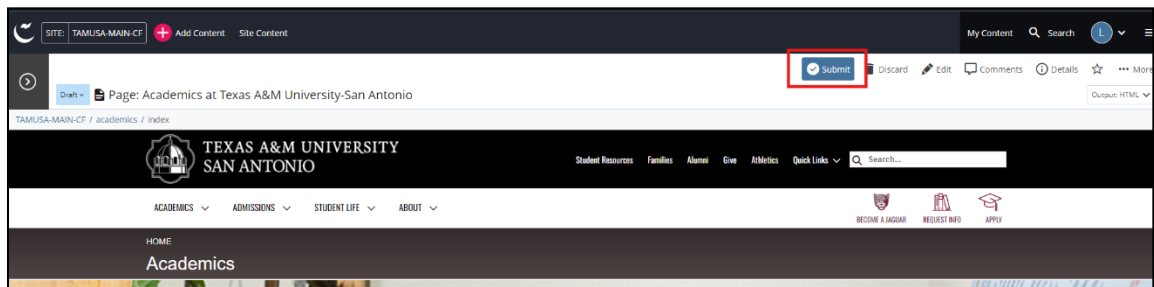
7. Expand the section you'd like to make edits to.



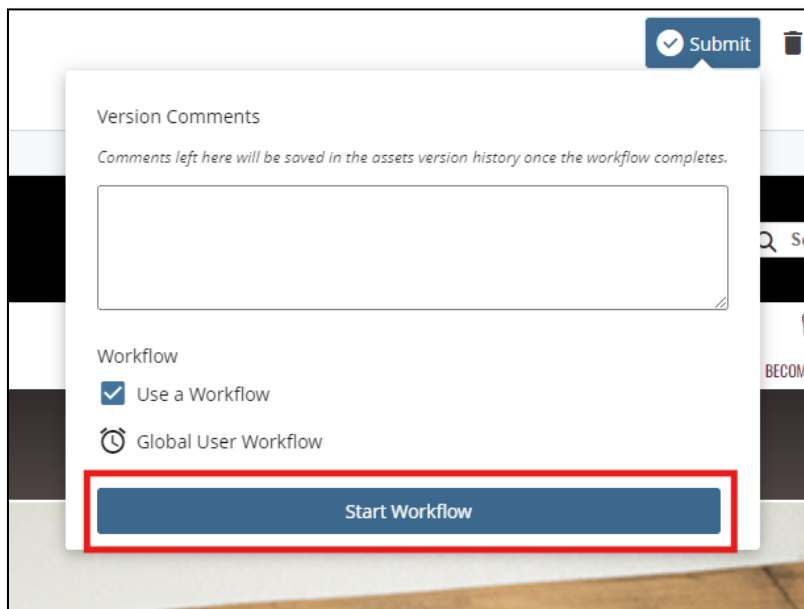
8. Make the edits necessary to the page. Once completed, click the PREVIEW DRAFT button to the top right.



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



10. Click the CHECK CONTENT & START WORKFLOW button.

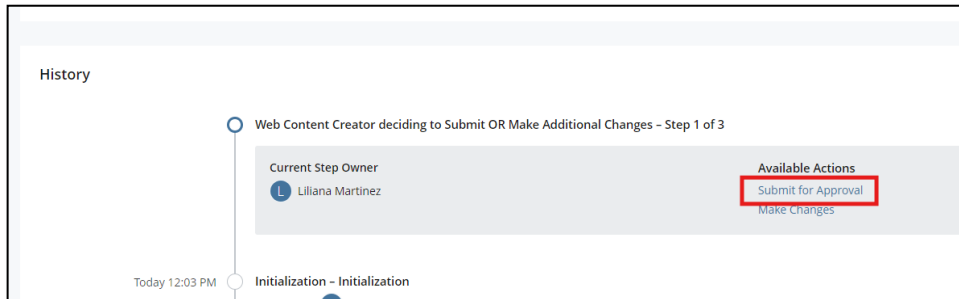


11. On the START WORKFLOW screen, provide comments under the WORKFLOW INSTRUCTIONS/NOTES section, then click the START

WORKFLOW button to the top right.

The screenshot shows the 'Start Workflow' interface for 'Global User Workflow'. At the top right, there are three buttons: 'Back to Page', 'Skip Workflow', and 'Start Workflow'. The 'Start Workflow' button is highlighted with a red box. Below the buttons, there is a 'Workflow Name' field containing 'Global User Workflow: Academics at 1'. Below that is a 'Workflow instructions/notes' field with a red border, containing the text 'Comment with workflow related information here. For example, what needs to be reviewed or changed.' Below the instructions field is a 'Version Comments' field with the text 'Comments left here will be saved in the asset's version history once the workflow completes.'

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



13. YOU ARE DONE!