TEXAS A&M UNIVERSITY SAN ANTONIO

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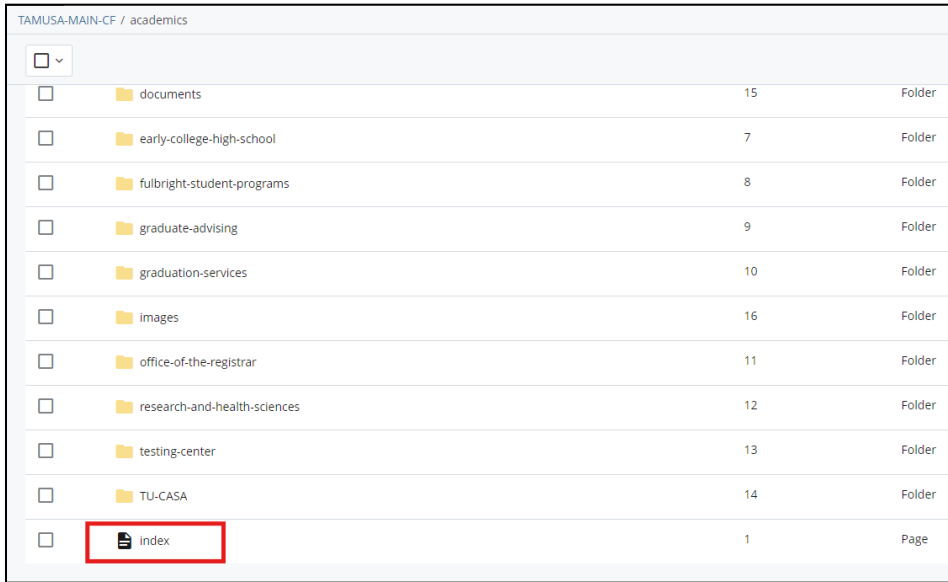
1. Log into Cascade (https://tamusa.cascadecms.com)
2. Once logged in, click on the TAMUSA-MAIN-CF site either by clicking the site under the MY SITES module on the dashboard or clicking on the GO TO A SITE drop down menu and select TAMUSA-MAIN-CF.
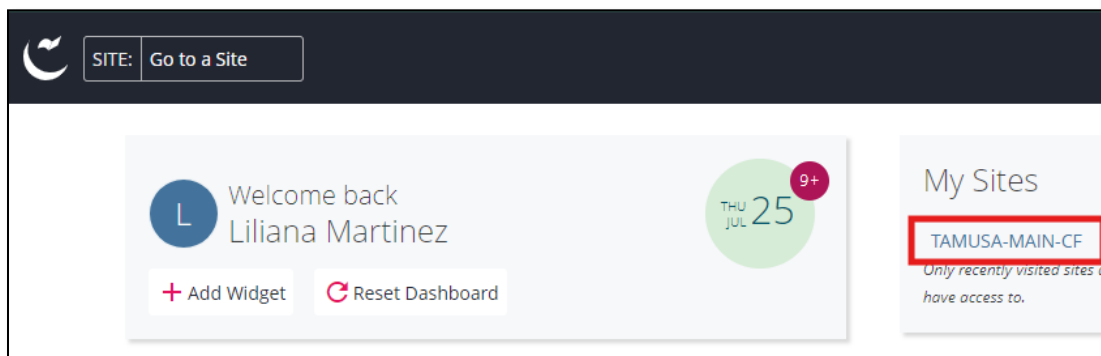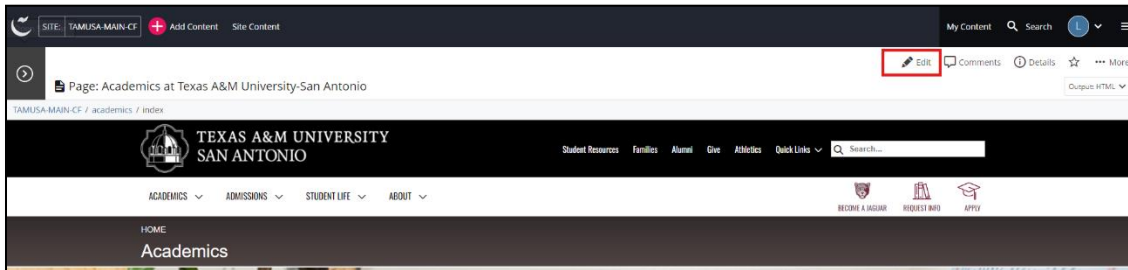

3. Select your department folder.
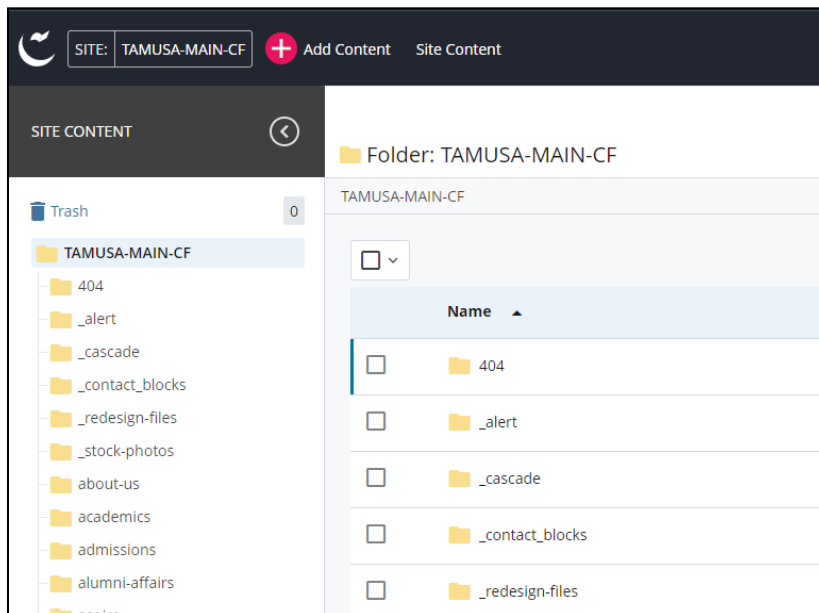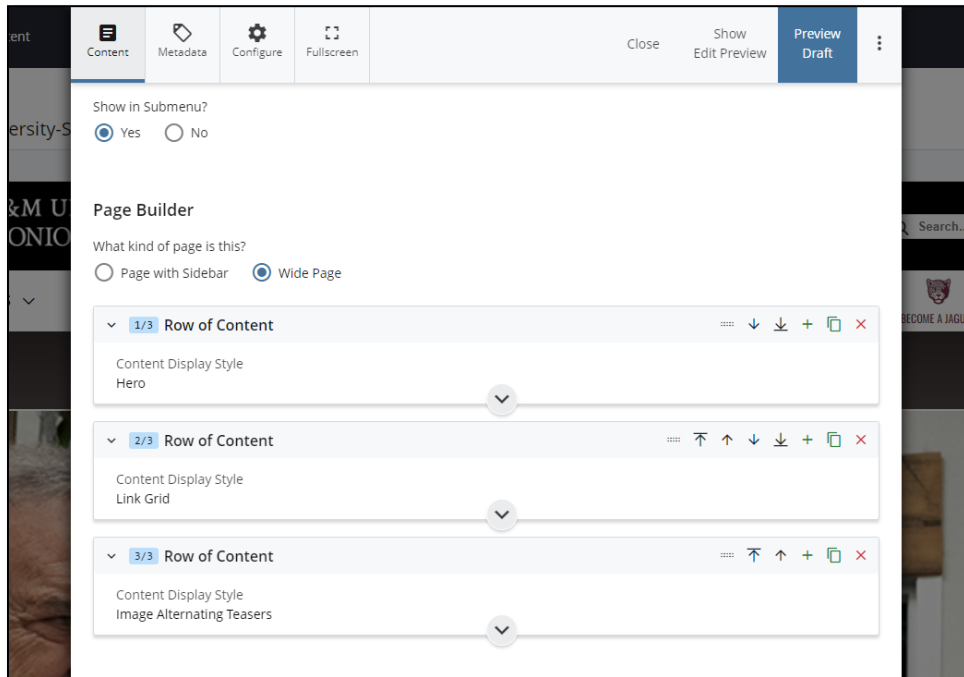
4. Click page you need to make edits too.

5. Click on the EDIT link to the top right.
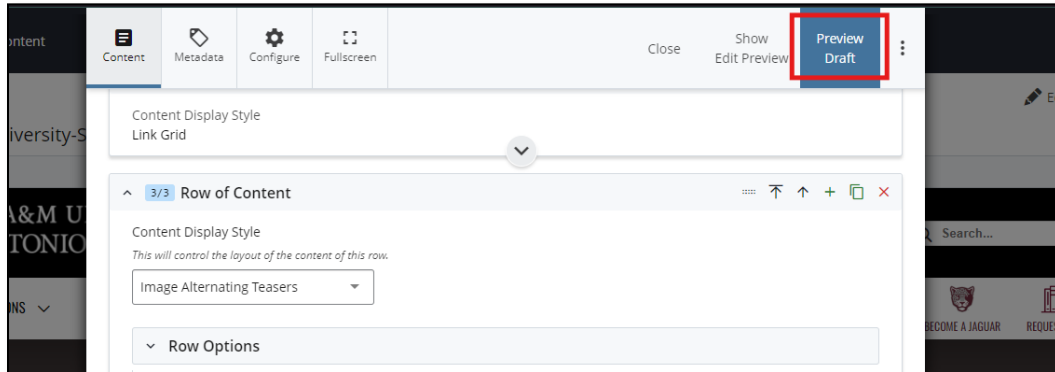
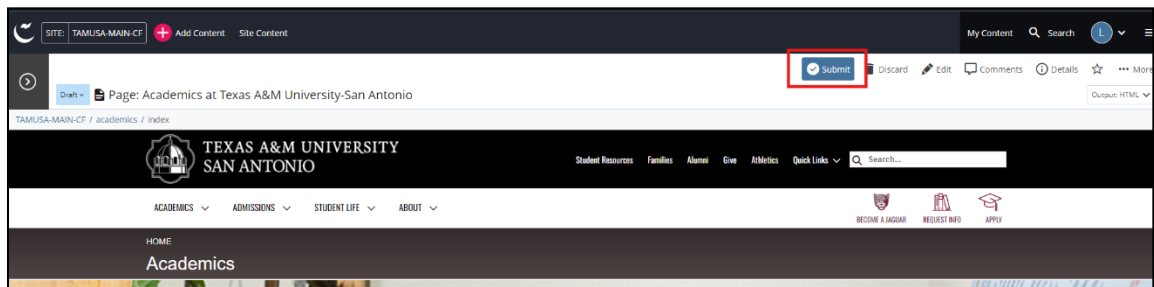6. Pages can use multiple sections from a template.

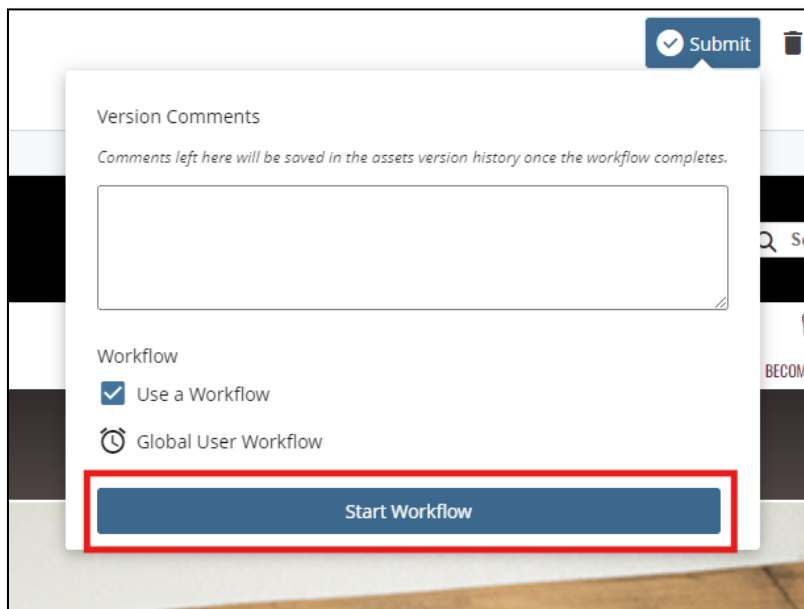7. Expand the section you'd like to make edits to.
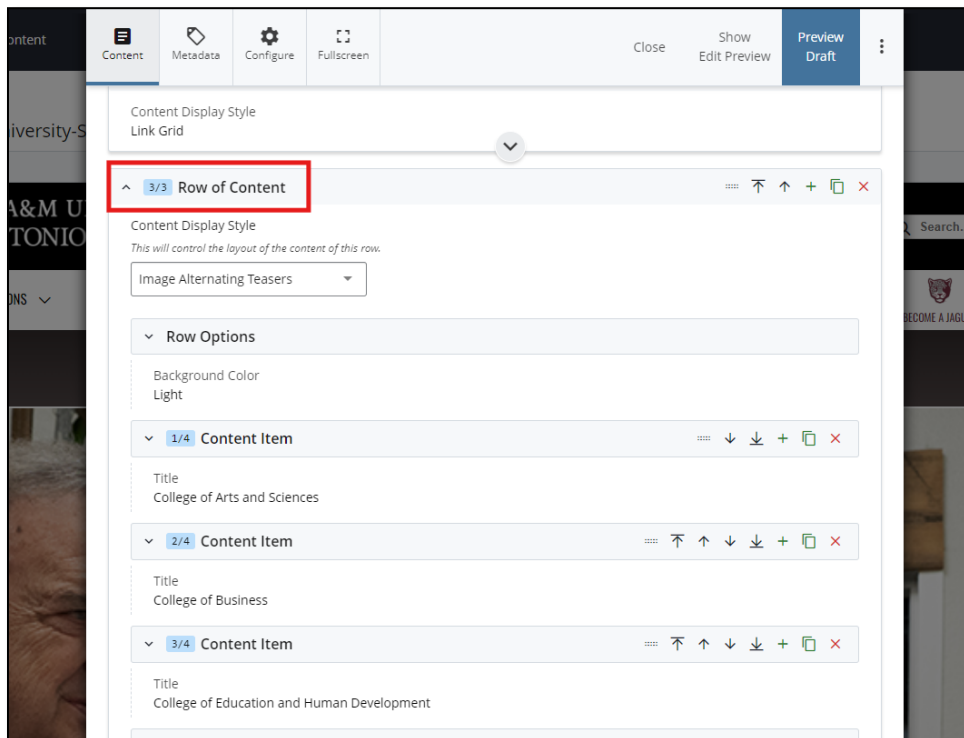
8. Make the edits necessary to the page. Once completed, click the PREVIEW DRAFT button to the top right.

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

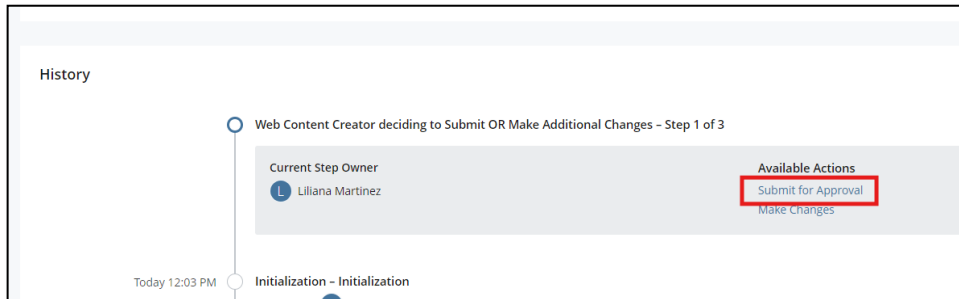10. Click the CHECK CONTENT & START WORKFLOW button.

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

WORKFLOW button to the top right.

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

13. YOU ARE DONE!