



Client Manual

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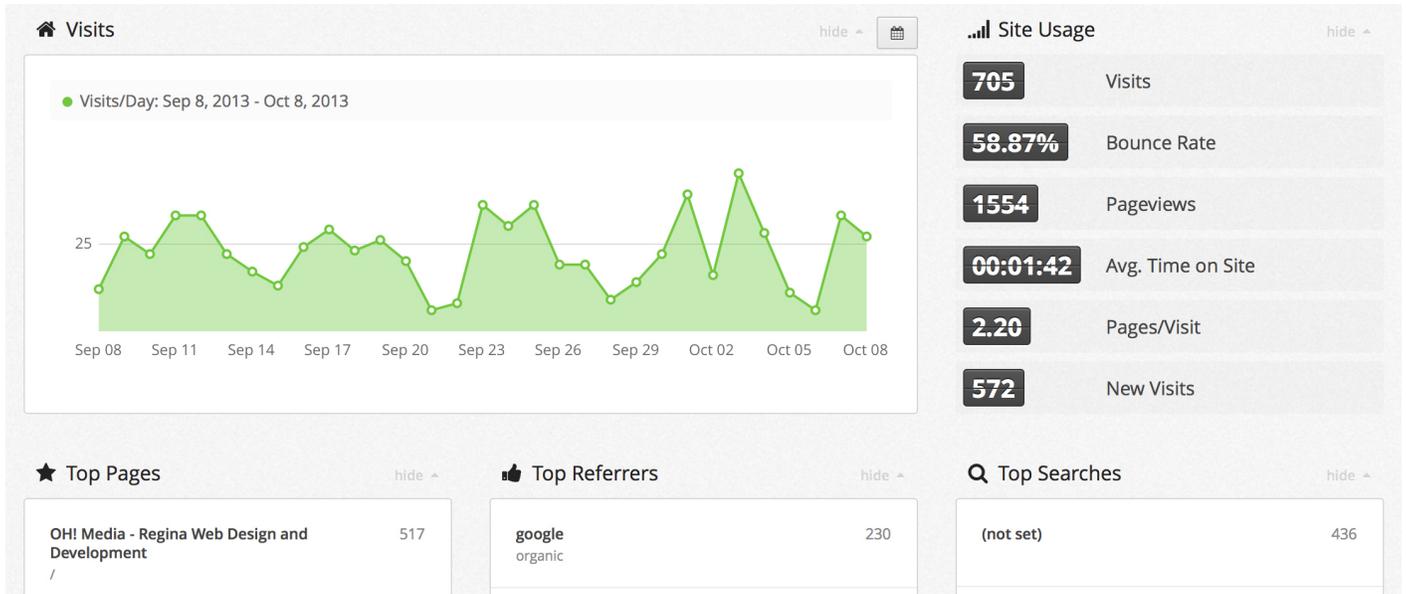
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Getting Started - The Dashboard

When you first log in to your CMS, the Dashboard will appear and show your 30 day Google Analytic Summary. This includes statistics on top pages, referrers, searches and overall usage. You can select a custom date range or even drill down to view hourly statistics for any particular day.



Getting Started – CMS Menu (Default)

The sidebar navigation (top collapsing menu if viewing in mobile) contains the links you will use to navigate through the CMS sections.

Dashboard:

This is the landing page you'll be directed to immediately after logging in. This page displays your Google Analytics overview.

Pages:

Add new pages, edit existing pages and organize page order.

Files:

Manage and upload files for your site (example: PDF, JPG, PNG, GIF, DOC, PPT, etc.). Organize your files into the default folders (documents/images) or create your own folders and subfolders for custom organization (subfolder example: /documents/meeting-minutes/).

Global Content:

Add new and manage existing global content areas. These areas should be used for content that appears “globally” throughout the site (example: footer contact information – appears in the bottom of each page).

Users:

Add new CMS users, edit existing user privileges and switch user roles (roles include: member/editor/administrator). Create member groups, set group privileges and assign existing CMS users to specific groups (example groups: board members, staff, etc.).

Settings:

Edit website settings – company name, Google Analytics ID and social media links (Facebook, Twitter, LinkedIn, etc.).

Getting Started – CMS Menu (Custom Options)

These menu items will only display if included in your website package. They are not included with the CMS by default.

Blog*:

Add new posts, edit existing posts and organize post category tags for the blog section of your site.

News*:

Add new articles and edit existing articles for the news section of your site.

Events*:

Add new events and edit existing events for the event calendar section of your site.

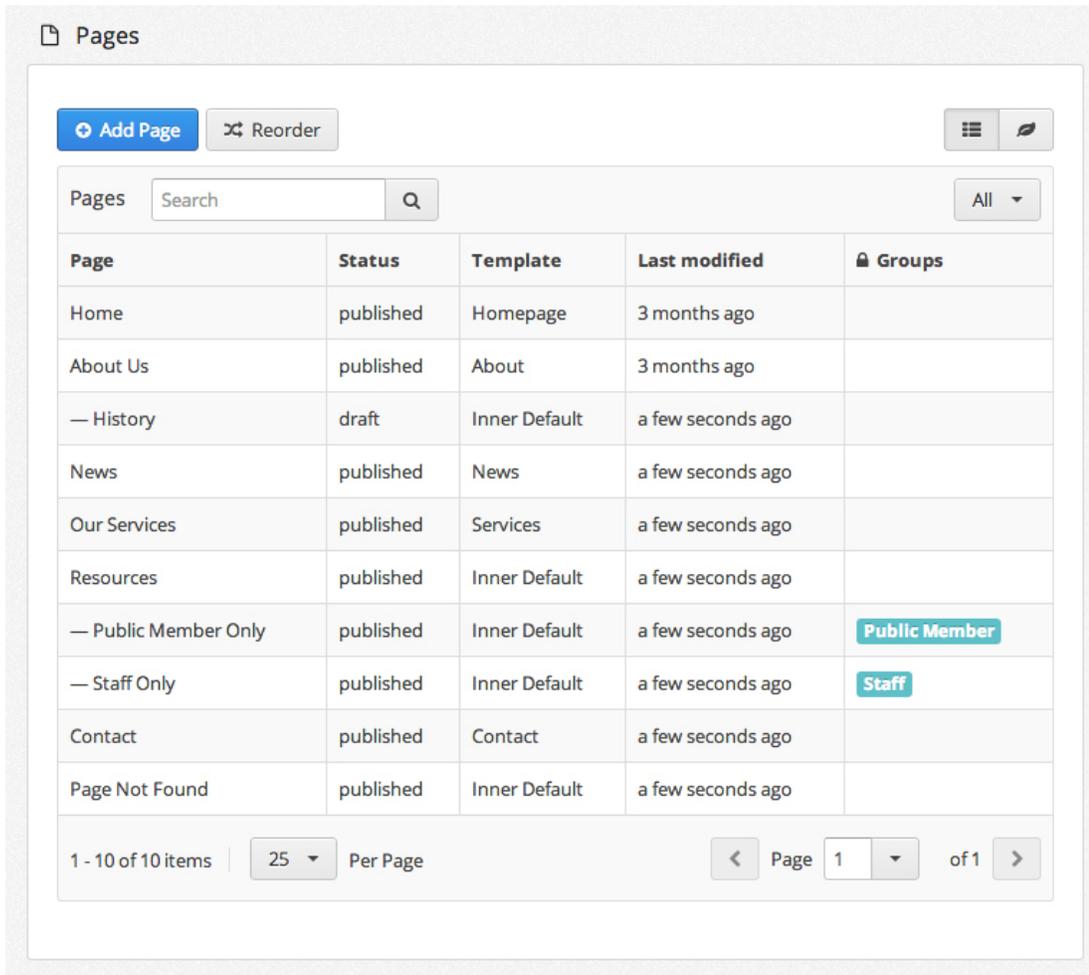
Team*:

Add new team members, edit existing members and organize member order for the team section of your site.

CMS Pages

Add new pages, edit existing pages and organize page order for display on your site.

CMS Pages – Dashboard (Default List View)



The screenshot shows the CMS Pages dashboard in a list view. At the top left, there is a 'Pages' header with a folder icon. Below it are two buttons: 'Add Page' (with a plus icon) and 'Reorder' (with a double-headed arrow icon). To the right are two icons: a list view icon (three horizontal lines) and a page tree view icon (a leaf). Below these is a search bar with the text 'Pages' and a search icon, and a dropdown menu set to 'All'. The main content is a table with the following columns: Page, Status, Template, Last modified, and Groups. The table contains 11 rows of data. At the bottom of the table, there is a pagination control showing '1 - 10 of 10 items', a dropdown for '25' items per page, and a page navigation section with 'Page 1 of 1' and left/right arrow buttons.

Page	Status	Template	Last modified	Groups
Home	published	Homepage	3 months ago	
About Us	published	About	3 months ago	
— History	draft	Inner Default	a few seconds ago	
News	published	News	a few seconds ago	
Our Services	published	Services	a few seconds ago	
Resources	published	Inner Default	a few seconds ago	
— Public Member Only	published	Inner Default	a few seconds ago	Public Member
— Staff Only	published	Inner Default	a few seconds ago	Staff
Contact	published	Contact	a few seconds ago	
Page Not Found	published	Inner Default	a few seconds ago	

Page View Toggle:

You have the option of viewing your CMS pages through two dashboard views – default list view (see above) or page tree view (see below). You can toggle using these buttons:



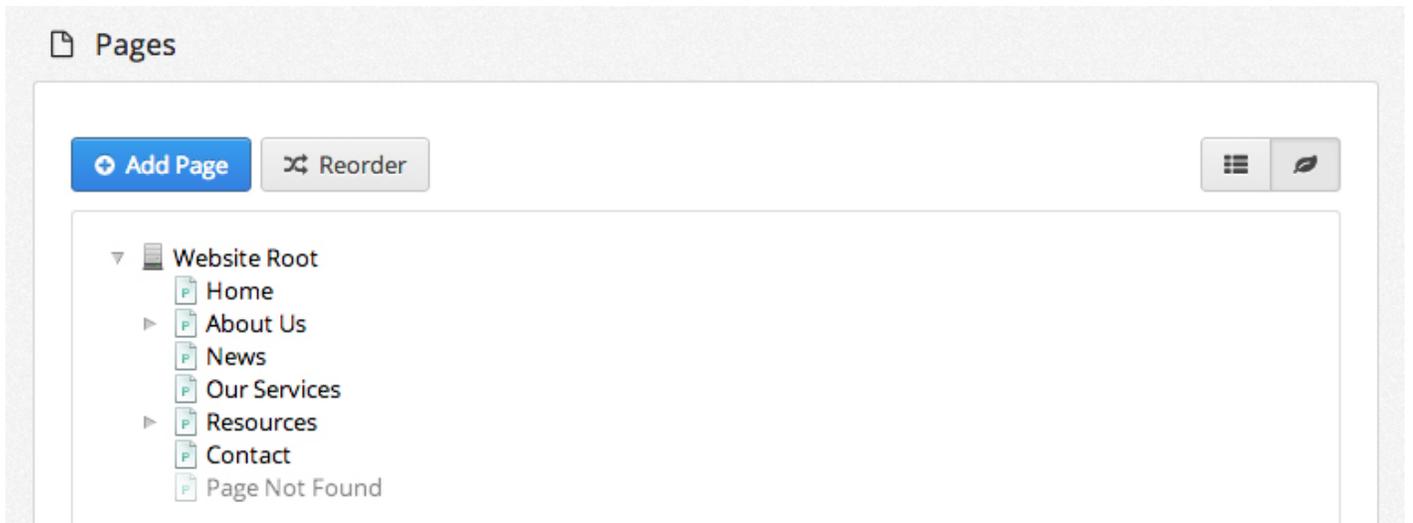
Toggle View Buttons



Default List View



CMS Pages – Dashboard (Page Tree View)



Important Page Tree Icons



Published Page (Visible in Website Menu)



Published Page (Hidden from Website Menu)



Published Member Locked Page



Draft Page (Visible in Website Menu)



Draft Page (Hidden from Website Menu)



Page Redirect (Page Redirects to Specified URL)



Parent Page (Page Includes Child Pages)

CMS Pages - Adding a Page

To get started select the blue "Add Page" button, located on the Pages Dashboard.

Select Page Location

Select the "parent" of your new page.

Main Level Page: For main level pages you will want to select the root of the site - this will be at the top of the page structure and will display as "Website Root".

Child Page: When creating "child" pages of an existing parent (main level) page you must select the page that you want the new page to display below. For example, a "Board of Directors" child page should have the "About Us" page selected.

Choose Template

Select the page layout you want - this will vary from site to site. Template names are often descriptive of the layout/look of the page (for example: Homepage, Inner, Sidebar, No-Sidebar, etc.). The template thumbnail images show an example of the layout.

Page Details

Title: Input the name of the page. This title will display in the website menu and, in most cases, above the main content area of the page.

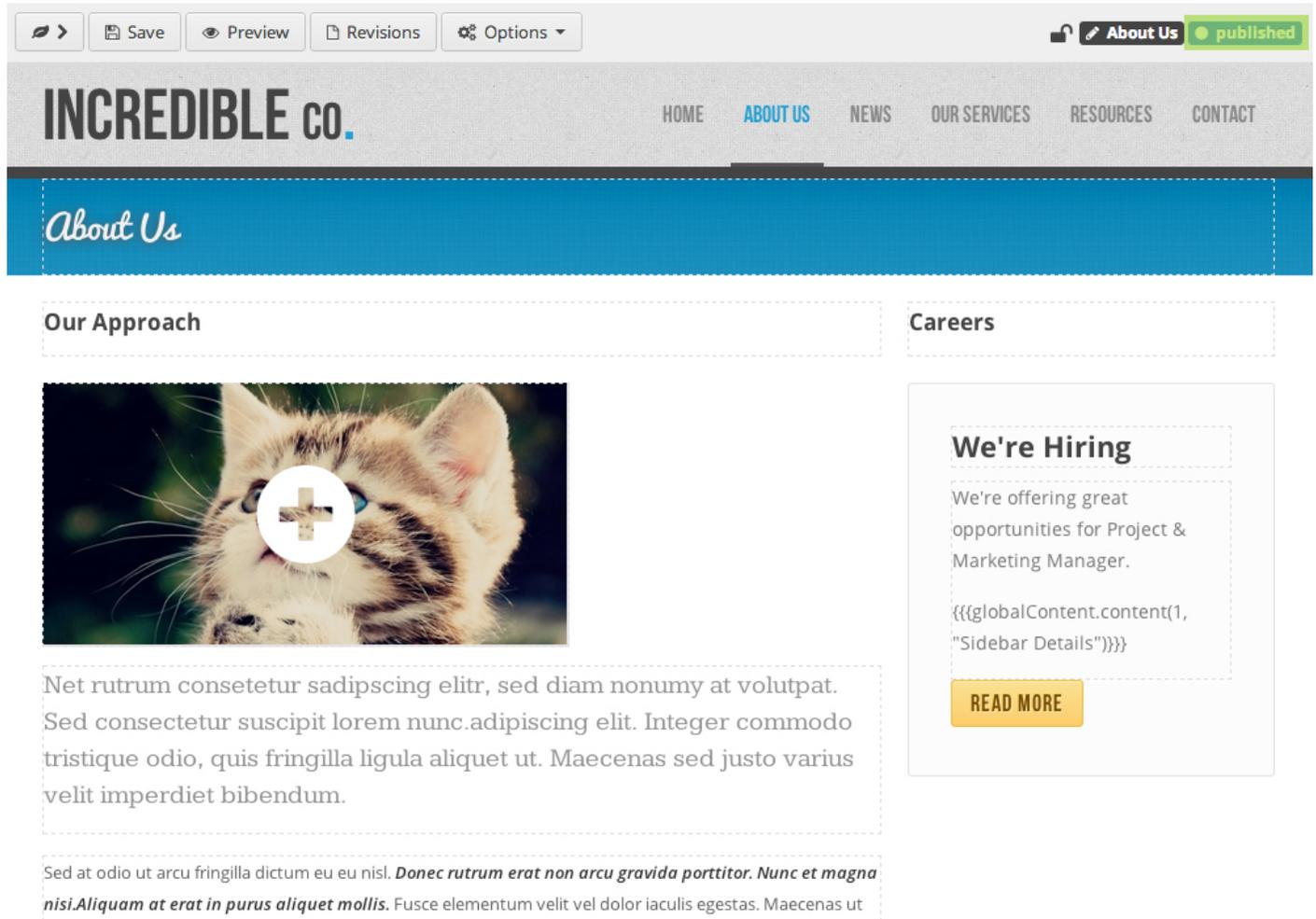
Hide Page Title: Selecting this will hide the page title from displaying above the main content area of the page.

Hide from Main Menu: Selecting this will remove the page from being visible in the website menu.

Members Only: Selecting this will re-direct the user to a "Member Sign In" page.

Publishing the Page

By default all newly created pages are set to an unpublished or “draft” status (not visible in the website menu or live to the public). When you’re ready to set your page live you’ll need to change the page status to “published”. You can do this by toggling the “publish/published” button. These buttons are located in the top left area of the page editor (see below - highlighted in green).



The screenshot shows a website editor interface. At the top, there are buttons for 'Save', 'Preview', 'Revisions', and 'Options'. On the right, there is a 'published' status indicator. The main content area shows a page titled 'About Us' with a blue header. Below the header, there are two columns: 'Our Approach' and 'Careers'. The 'Our Approach' column contains a placeholder image of a kitten and a paragraph of text. The 'Careers' column contains a 'We're Hiring' section with a 'READ MORE' button.

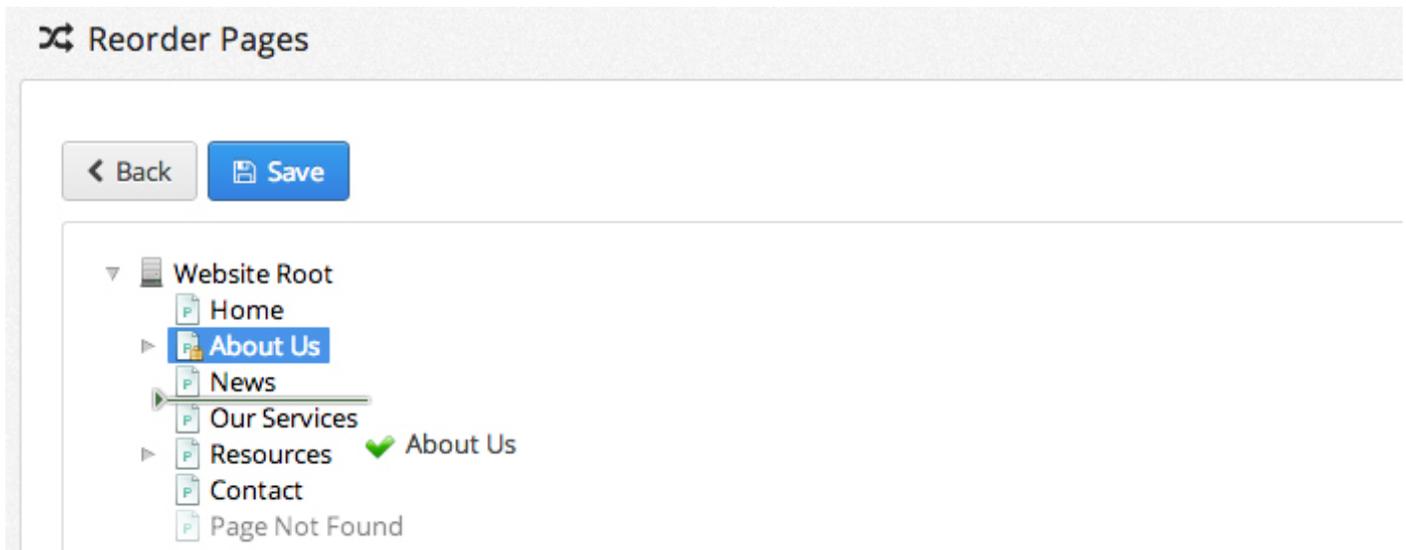
publish

Publish Page Button: Seeing this button means the page is currently set as a “draft” (not visible in the website menu or live to the public).

published

Published Page Button: Seeing this button means the page is currently set to “published” (visible in the website menu and live to the public).

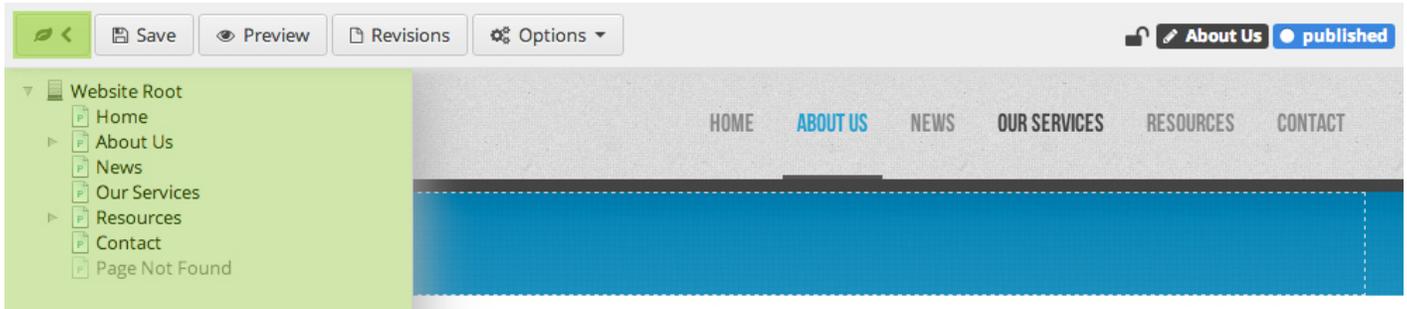
CMS Pages - Reordering Pages



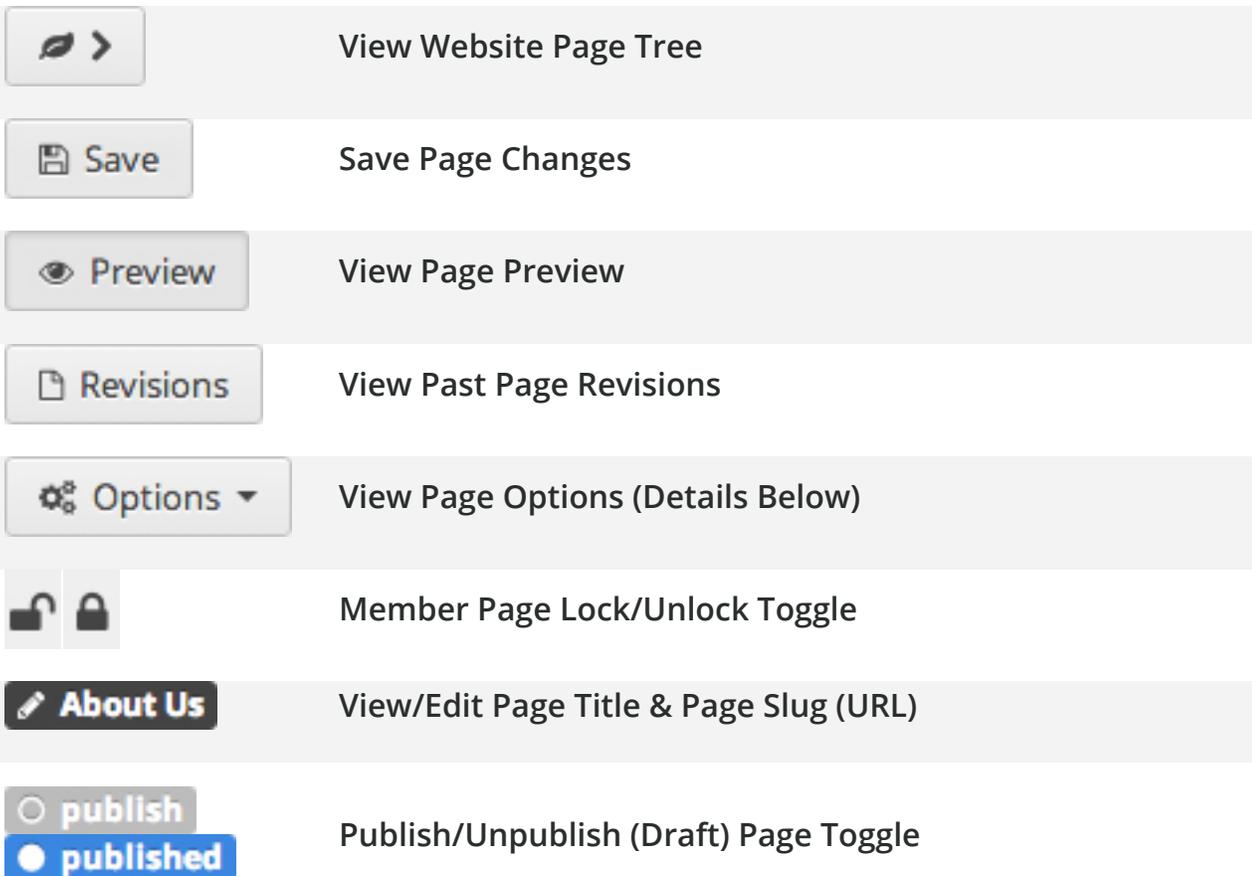
To re-order your pages you can use drag/drop functionality. Click and hold the page you'd like to move then drag it down to the new placement. A line will display as a guide to where you're dropping your selected page. To commit the change simply let go of the mouse and the page will be moved.

CMS Pages – Page Editor

To edit an existing page, you will need to select the page in the Pages Dashboard or if you're currently editing a page and need to switch pages you can select the page through the pop-out menu tree (see below - highlighted in green).

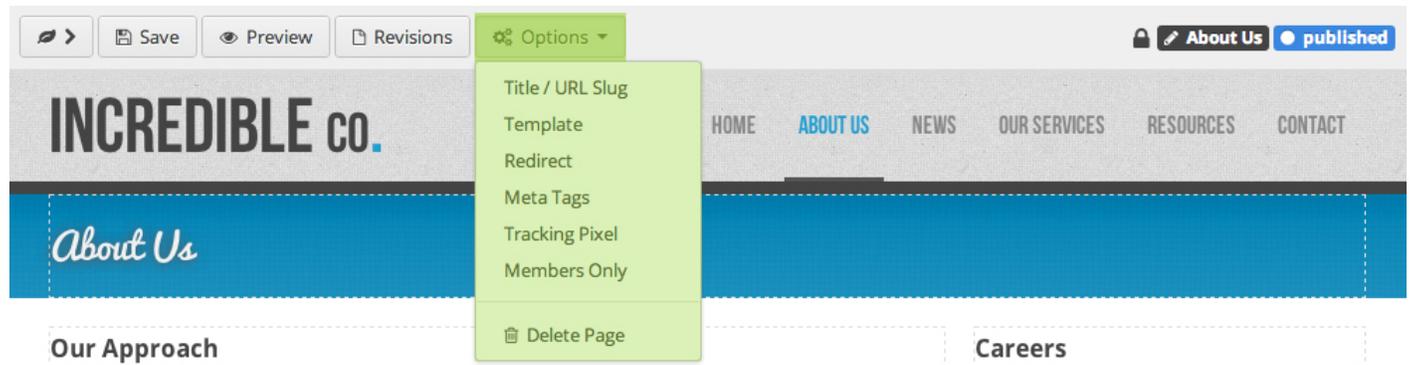


Page Edit Buttons



CMS Pages – Page Options

Under the “Options” button there are many customizable page options available (see below – highlighted in green).



Title/URL Slug

Page Title: This displays the title of your page. This title displays in the website menu and, in most cases, above the main content area of the page.

Page Slug (URL): A URL slug (also referred to as "page tag") is a unique identifier used for every page within your website. This is also the name that will show up in the user's address bar. The URL slug is automatically generated based on what you input in the "Page Title" field.

For example, a new page under "About Us" with the name "Board of Directors" will have the URL Slug "board-of-directors". The web address would display as "http://example.com/about-us/board-of-directors".

Template

This is where you can update the page layout. These layouts will vary from site to site. Template names are often descriptive of the layout/look of the page (for example: Homepage, Inner, Sidebar, No-Sidebar, etc.). The template thumbnail images show an example of the layout.

Hide Page Title: Selecting this will hide the page title from displaying above the main content area of the page.

Hide from Main Menu: Selecting this will remove the page from being visible in the website menu.

Redirect

This is where a page redirect can be added. This can be a local page or external URL. To select local page click the "Select Local Page" link then select a page from the popup page menu. To link to an external page input the full URL (ex. <http://example.com>).

Meta Tags

Meta Keywords: This is where you can input meta keywords that are descriptive of the page. These keywords should be separated by commas and should directly reflect the content on the page.

Meta Description: This is where you can input a meta description of the page. This description should directly reflect the content on the page.

Members Only

This is where you can choose to lock your page for "Members Only". This means the user will re-directed to a "Member Sign In" page. You also have the option to lock down the page to specific member groups (see "CMS Member Groups" section for more information on this).

CMS Pages – Inline Content Editor

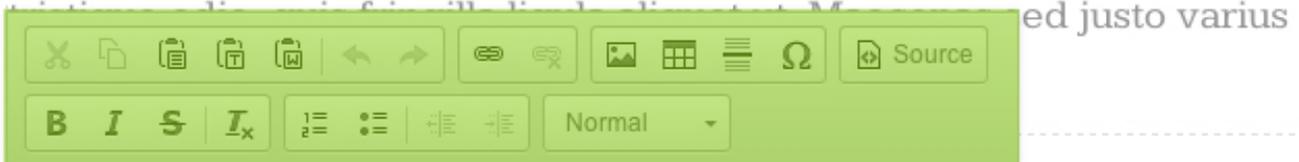
Once you've selected a page for edit, the inline page editor will appear. This is the area where you will manage basic CMS page editing - text, photos, document links, etc.

Each editable page area will be wrapped with a dashed grey border. Click a dashed-border content area to bring up the text edit toolbar (see below – highlighted in green).

Our Approach



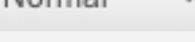
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Text Edit Toolbar Icons

	Bold Text Style
	Italic Text Style
	Strike Through - Line Through the Text
	Removes Formatting of Selected Text
	Insert Numbered List
	Insert Bulleted List
	Decrease Indent
	Increase Indent
	Select Text Format – Normal/Heading 1/Heading 2/etc.
	Add / Upload a Photo
	Insert HTML Table
	Insert Horizontal Rule (Border)
	Insert Special Character
	Insert Link
	Remove Link
	Paste as Plain Text
	Paste from Microsoft Word



Undo Last Action



Redo Last Action



Source

View Content as HTML Code

CMS Pages – Inline Image Editor

In some cases you may have inline images that require a fixed size. These images will have a grey-dashed border area of their own (see below - highlighted in green). These inline edit areas are for image swapping only, no text edit tools or space for written content.

Our Approach



Net rutrum consetetur sadipscing elitr, sed diam nonumy at voluptat. Sed consectetur suscipit lorem nunc.adipiscing elit. Integer commodo tristique odio, quis fringilla ligula aliquet ut. Maecenas sed justo varius velit imperdiet bibendum.

Inline Image Crop Tool

To swap out an inline image click the image edit area (see above – highlighted in green). Go through the process of uploading your new photo. Once uploaded you'll notice a crop tool will appear within the file manager window (see below). Work with the crop image tool to find your desired look/size. Hit “Next” to commit your changes and update the inline image.

Crop Image (1/1)



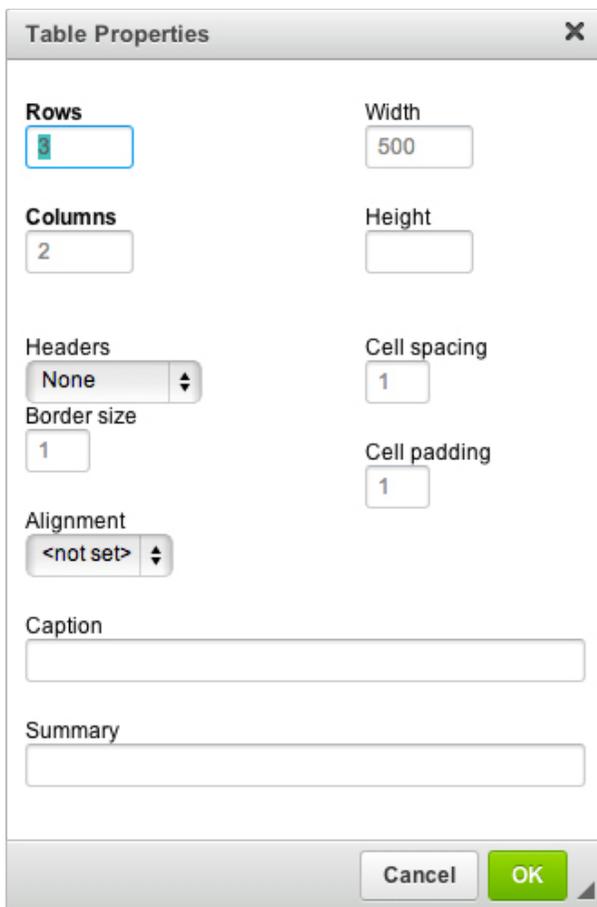
Close

Next

CMS Pages - Inserting/Editing Tables

Inserting a Table

To insert a table, select the table icon in your text editor toolbar. This will open the "Table Properties" dialog box. This is where you can input your table information (number of rows, number of columns, border, width, etc.). If you'd like the table to span the entire width of its container you can set the width to "100%". If your website incorporates a responsive design you'll want to select a percentage width, not a fixed pixel width.



The screenshot shows the "Table Properties" dialog box with the following settings:

- Rows: 1
- Width: 500
- Columns: 2
- Height: (empty)
- Headers: None
- Cell spacing: 1
- Border size: 1
- Cell padding: 1
- Alignment: <not set>
- Caption: (empty text field)
- Summary: (empty text field)

Buttons: Cancel, OK

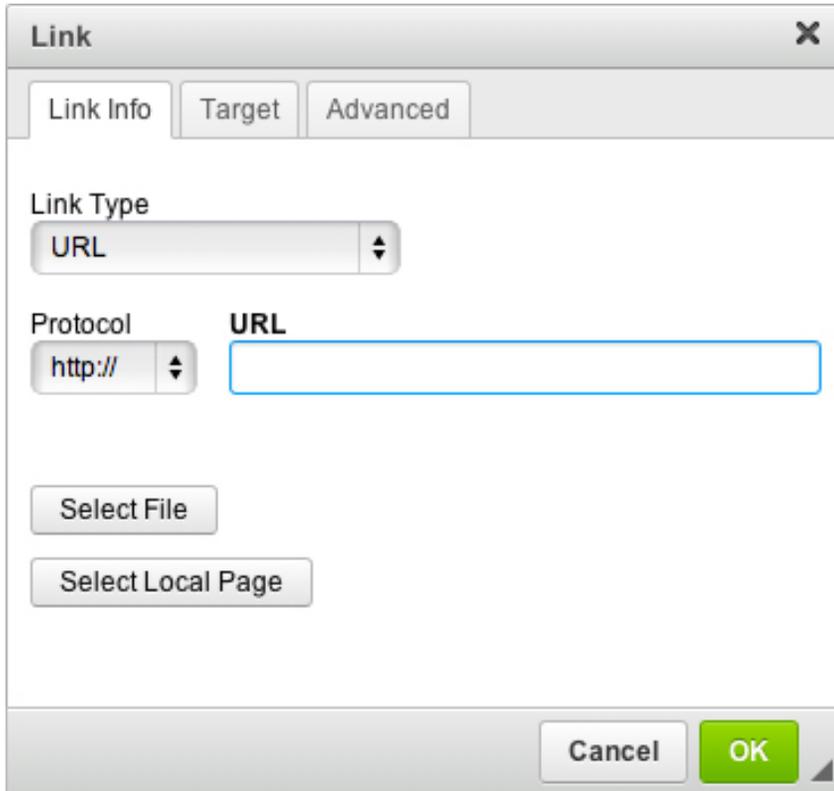
Adding/Removing Table Rows/Columns

To add more rows to an existing table, right-click on the table and select the "Row > Insert Row Before" or "Row > Insert Row After" option depending on where you'd like the new row to display. To add more columns to an existing table right-click and select the "Column > Insert Column Before" or "Column > Insert Column After" option depending on where you'd like the new column to display.

To remove a row or column you can highlight, right-click and select "Row > Delete Rows" or "Column > Delete Columns".

CMS Pages - Adding a Link

To add a link to your CMS page, highlight the text you'd like to display as the link then click the “link” icon in your editor toolbar. This will open the link dialog box (see below). This is where you can input your link information (link type, URL, link target, etc.)



The screenshot shows a dialog box titled "Link" with a close button (X) in the top right corner. It has three tabs: "Link Info", "Target", and "Advanced". The "Link Info" tab is selected. Inside the dialog, there is a "Link Type" dropdown menu with "URL" selected. Below it is a "Protocol" dropdown menu with "http://" selected. To the right of the protocol is a large empty text input field. Below these fields are two buttons: "Select File" and "Select Local Page". At the bottom right of the dialog are "Cancel" and "OK" buttons.

Link Type: Select the type of link you'll be adding. There are three options (URL, Anchor, Email). “URL” is the most widely used as it's what is needed for linking to documents and website pages. Anchor is used only when page anchors have already been added elsewhere within the CMS page. Email is used when you'd like to add an email address as a clickable link. When clicked, email links will open a user's default mail program.

URL: The URL field is where you input the website address or file path to the item you'd like to link.

Target: If your link is a URL link you will also need to click on the Target tab, and pick how you want the link displayed. Once you have selected a target, click ok and the link will be inserted into the content.

Link Target Options

*<not set>: Will open the link in the same window by default.

*New Window: Opens in a new window (browser tab) when clicked.

<frame>: Opens the link in a specified frame.

<popup window>: Opens in a popup window, you are able to set the width, height, and other resizing options.

Topmost Window: Will cause the page to load out of the frame into a full window, used for linking outside of a frameset page.

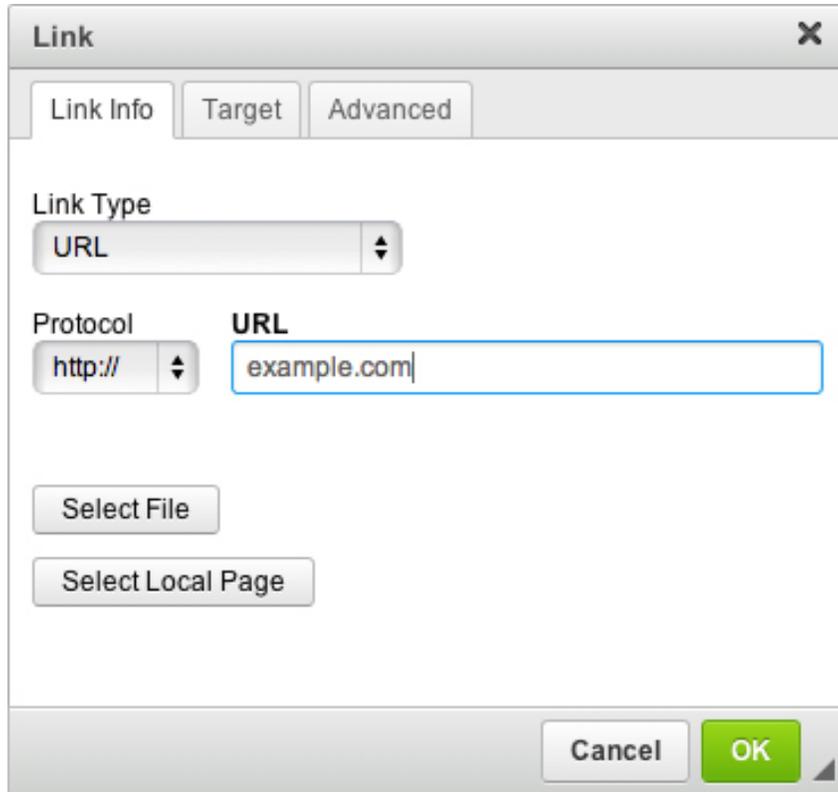
Same Window: Will load the page in the same window.

Parent Window: Opens in the parent of the frame selected, rarely used unless on nested frameset pages.

**Most commonly used.*

Adding External Link

An "external link" is a link to a webpage or document that resides outside of your website. This type of link should always be set to "URL" and must include the full "http://www.example.com" website path.

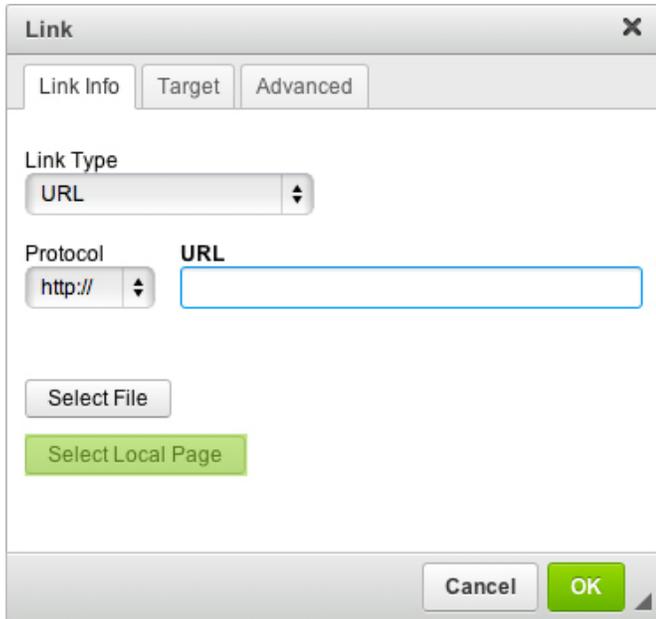


The image shows a dialog box titled "Link" with a close button (X) in the top right corner. The dialog has three tabs: "Link Info", "Target", and "Advanced". The "Link Info" tab is selected. Inside the dialog, there is a "Link Type" dropdown menu set to "URL". Below this, there is a "Protocol" dropdown menu set to "http://" and a text input field containing "example.com". At the bottom left, there are two buttons: "Select File" and "Select Local Page". At the bottom right, there are two buttons: "Cancel" and "OK".

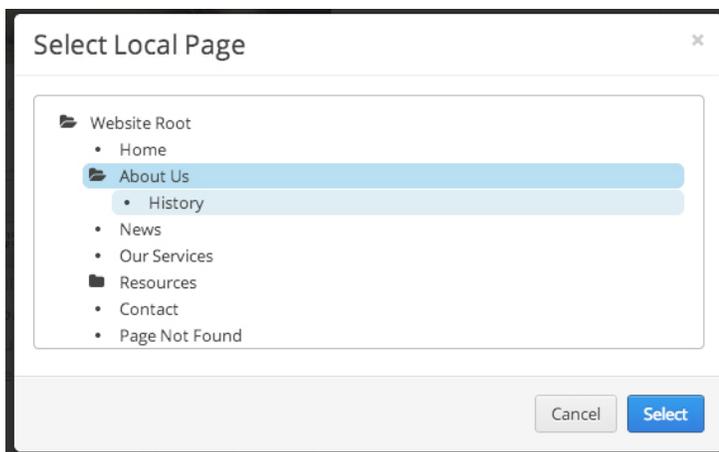
Adding Local Page (Internal) Link

An "internal link" is a link to a page or document that resides within your website. This type of link should always be "URL" type and must include the full slug (page tag) path. For example, linking to the page "History" that is a child page of "About Us" would show the path: "/about-us/history".

To add a local page link, select the "Select Local Page" button (see below – highlighted in green) in the link dialog box.



This will open up a "Select Local Page" popup (see below) where you can then select the page you'd like to link. Once a page has been selected the "URL" field will auto populate the path.



CMS Pages - Uploading/Inserting Files

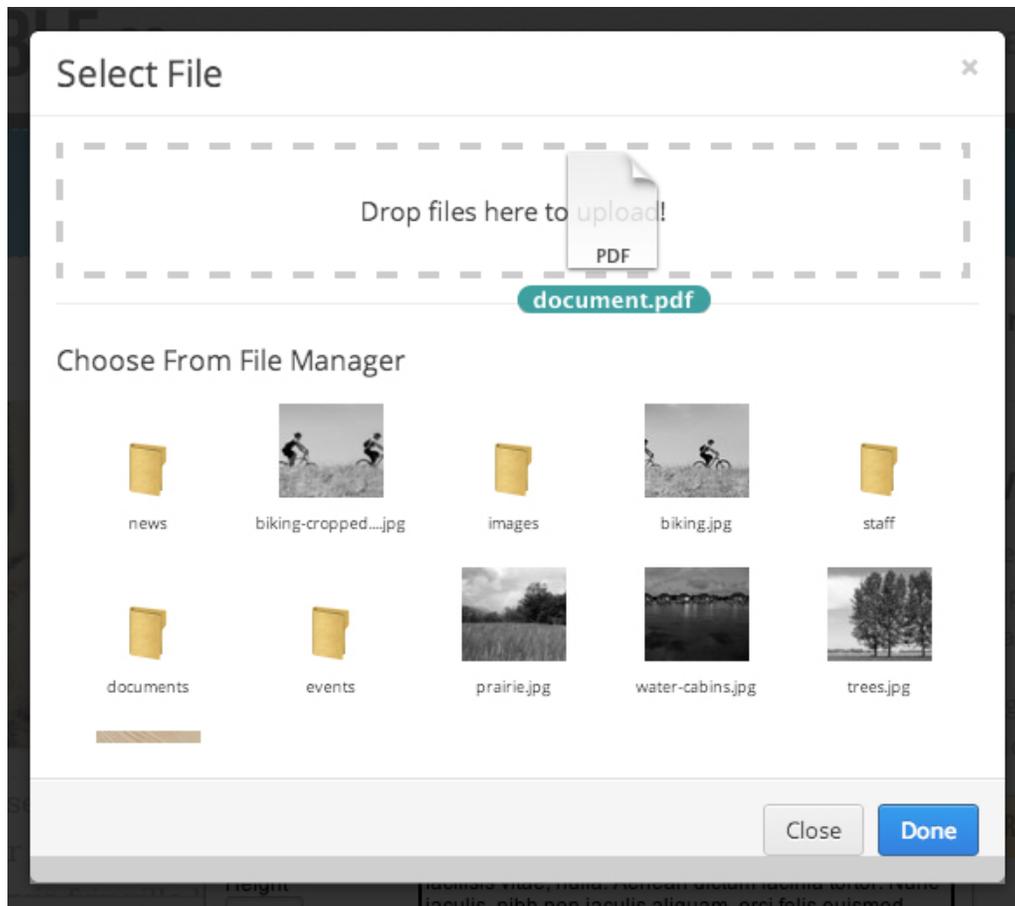
To insert a link to an uploaded file, highlight the text you'd like to display as the link then select the "Link" icon in your editor toolbar. This will open up the "Link" dialog box. Hit the "Select File" button (see below - highlighted in green) to open up the CMS file manager.

The image shows a "Link" dialog box with the following elements:

- Tabbed interface with "Link Info", "Target", and "Advanced" tabs.
- "Link Type" dropdown menu set to "URL".
- "Protocol" dropdown menu set to "http://".
- Text input field for the URL.
- "Select File" button (highlighted in green).
- "Select Local Page" button.
- "Cancel" and "OK" buttons at the bottom right, with "OK" highlighted in green.

Drag/Drop File Upload

With the file manager open drag your file into the "Upload New File" section, the "drop" area will highlight with a grey dashed border (see below), drop within the grey dash border area to upload your files.



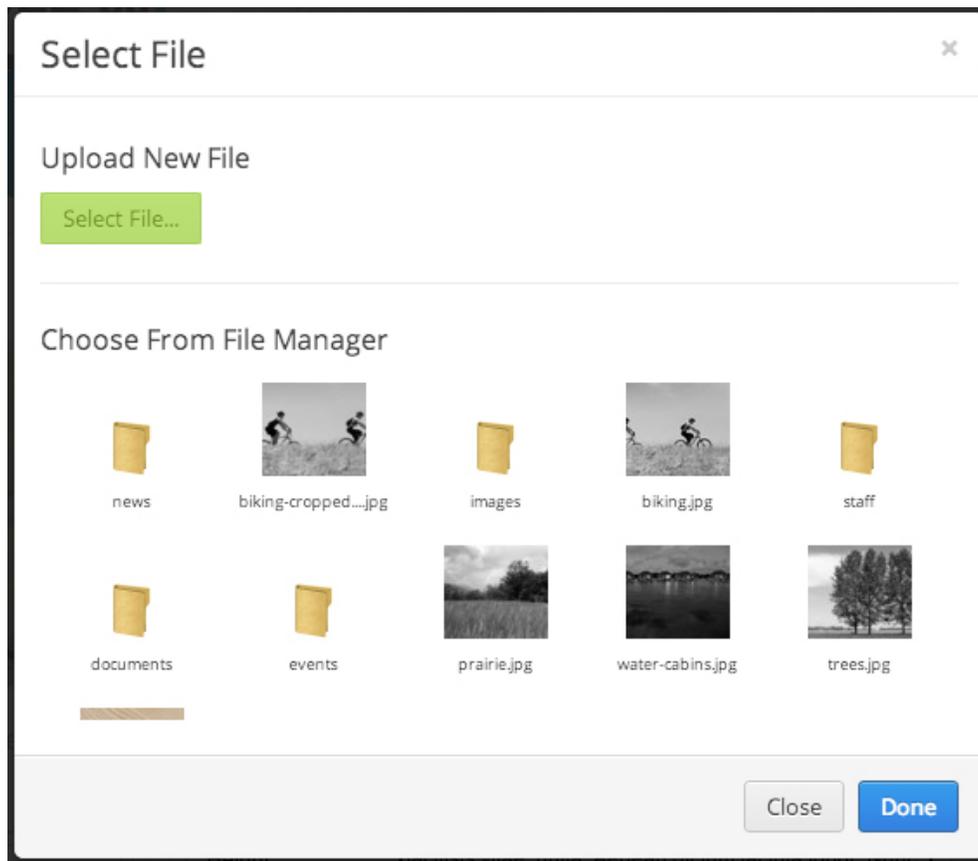
Once the file has been dropped you'll see an upload progress bar. Once the upload has completed you'll see the success message "Files uploaded successfully", you can now hit "Done".

Once you've hit "Done" the file manager will close and the link dialog box will appear with the newly uploaded file path.

To finish the linking process hit "OK" and your highlighted text will appear as a link in the inline editor.

Browse Tool Image Upload

In the file manager click the "Select File" button (see below – highlighted in green). This will open up a local browse window where you select the file for upload.



Once the file has been selected you'll see an upload progress bar. Once the upload has completed you'll see the success message "Files uploaded successfully", you can now hit "Done".

Once you've hit "Done" the file manager will close and the link dialog box will appear with the newly uploaded file path.

To finish the linking process hit "OK" and your highlighted text will appear as a link in the inline editor.

CMS Pages - Uploading/Inserting Images

To upload and insert an image, place your cursor in the area of the page you'd like the photo to display then select the "Image" icon in your editor toolbar. This will open up the "Image Properties" window. Hit the "Select Image" button (see below – highlighted in green) to open up the CMS file manager.

Image Properties [X]

Image Info | Link | Advanced

URL

Select Image

Alternative Text

Width

Height

Border

HSpace

VSpace

Alignment

<not set> [v]

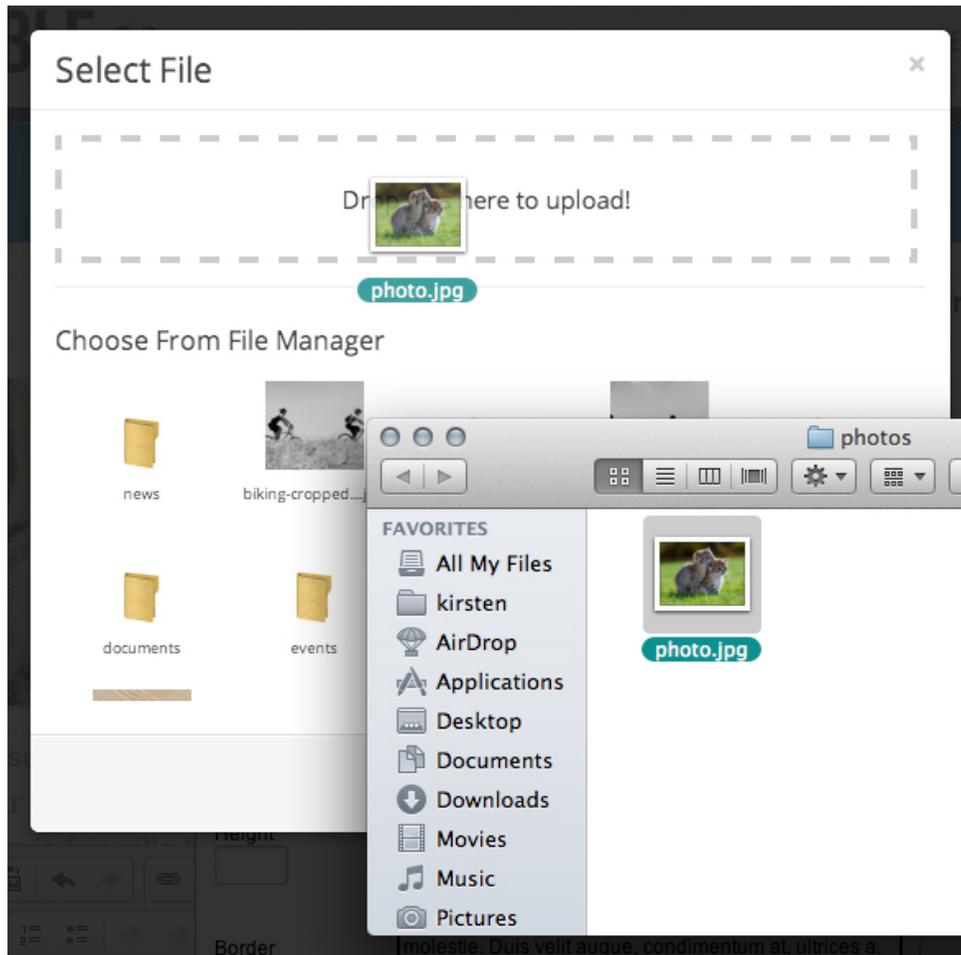
Preview

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Cancel OK

Drag/Drop Image Upload

With the file manager open drag your photos into the “Upload New File” section, the “drop” area will highlight with a grey dashed border (see below), drop within the grey dash border area to upload your files.

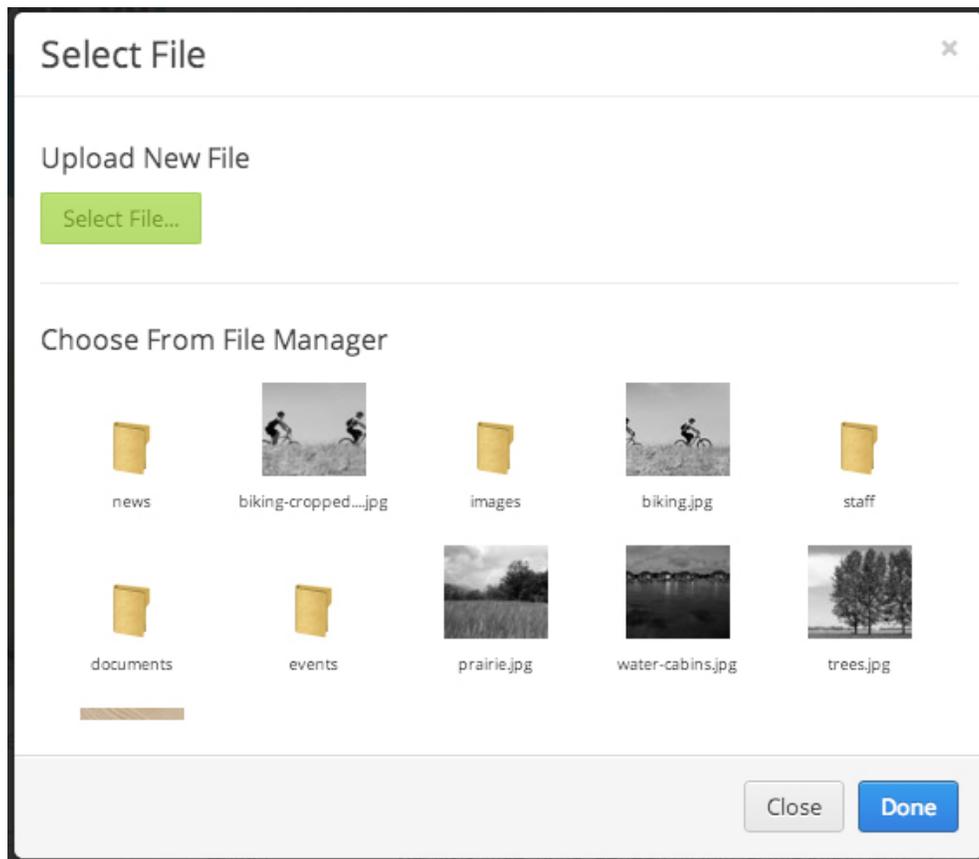


Once the image has been dropped you'll see an upload progress bar. Once the upload has completed you'll see the success message “Files uploaded successfully”, you can now hit "Done".

Once you've hit "Done" the file manager will close and you'll see the selected image in the “Image Properties” window. To finish the image insertion process hit "OK" and the image will display in your page.

Browse Tool Image Upload

In the file manager click the "Select File" button (see below – highlighted in green). This will open up a browse window where you select the photo for upload.



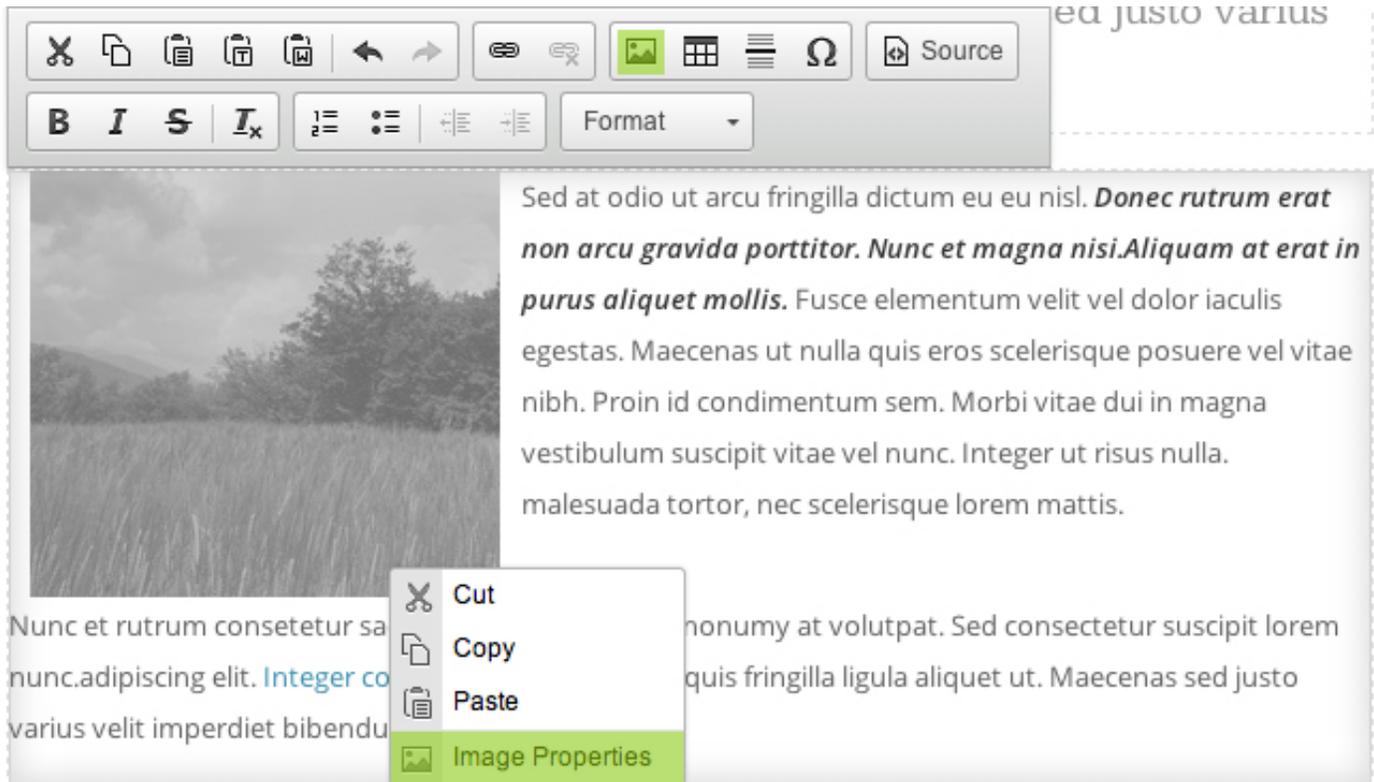
Once the file has been selected you'll see an upload progress bar. Once the upload has completed you'll see the success message "Files uploaded successfully", you can now hit "Done".

Once you've hit "Done" the file manager will close and you'll see the selected image in the "Image Properties" window. To finish the image insertion process hit "OK" and the image will display in your page.

CMS Pages - Editing Images

Image Properties

To edit an image right click the image and select "Image Properties", or highlight the image and select the "Image Properties" icon in your toolbar (see both options below - highlighted in green). This will open up the "Image Properties" window.

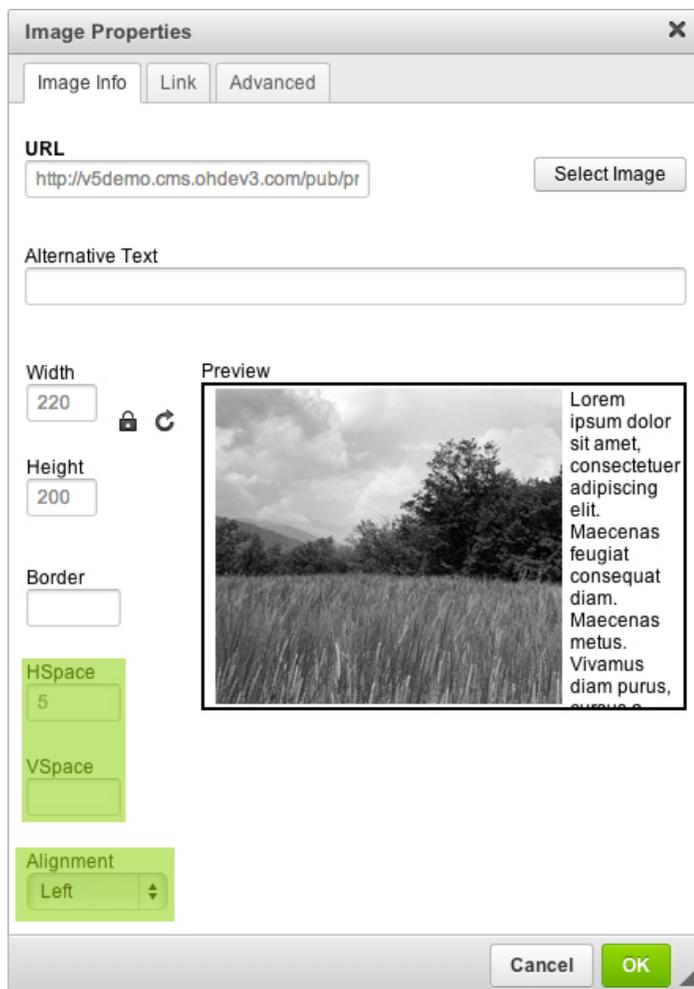


Floating Image & Wrapping Text

If you are wanting to have the image “float” to the left or right of your text, meaning that the image will appear beside your text and the text will wrap itself around, you will need to edit the "Alignment" field in your "Image Properties" window.

Select either "Left" or "Right", depending where you want your image to float. Click "OK" once you've selected an option. You'll notice your photo should now be floated to your selected area.

To add vertical (VSpace) or horizontal (HSpace) padding around the image you can place a pixel value into one or both fields (see below - highlighted in green), the preview area will update to show you what the image/text spacing will display as.



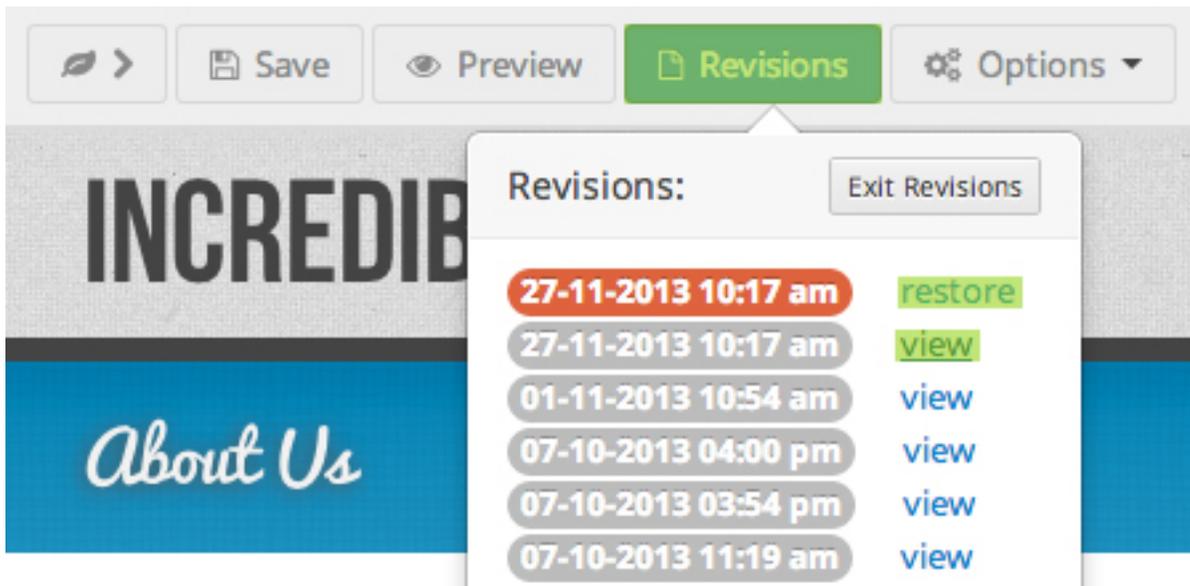
Resizing Images

If you want to resize an image you can do so within your “Image Properties” window (height/width fields).

CMS Pages - Page Revisions

If you've run into trouble and need to revert back to a previously saved version of a CMS page you'll want to visit the "Revisions" area.

In your page editor select the "Revisions" button (see below – highlighted in green). A "Revision" dropdown will appear with day/time stamps of your latest saves. By selecting to "view" a revision the page will display a preview of how it looked at that selected time. To commit your revision select the "Restore" link (see below – highlighted in green).

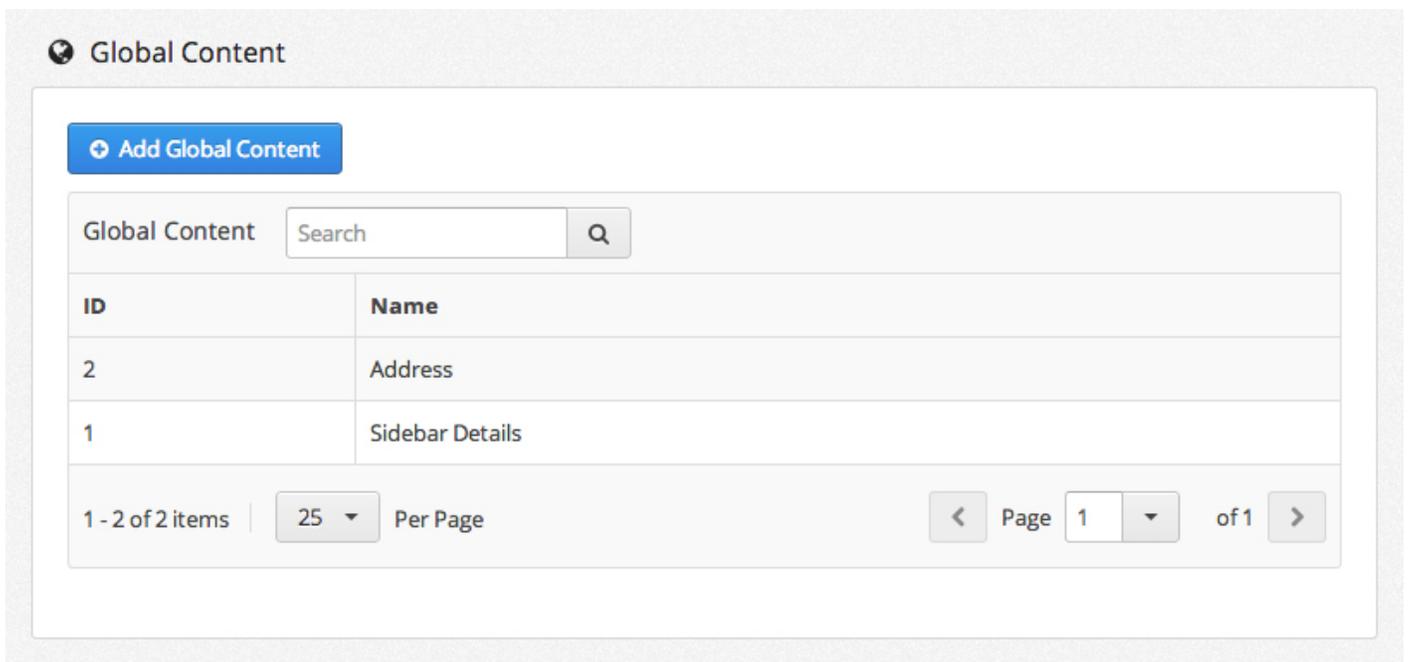


CMS Global Content

Global content areas should be used for content that appears “globally” throughout the site (example: footer contact information – appears in the bottom of each page).

CMS Global Content - Dashboard

To access your CMS Global Content areas, navigate to the "Global Content" area of the CMS menu. The Global Content Dashboard displays some basic information on existing global areas (see below).



Global Content

[Add Global Content](#)

Global Content

ID	Name
2	Address
1	Sidebar Details

1 - 2 of 2 items | Per Page Page of 1

CMS Global Content – Adding a Global Content

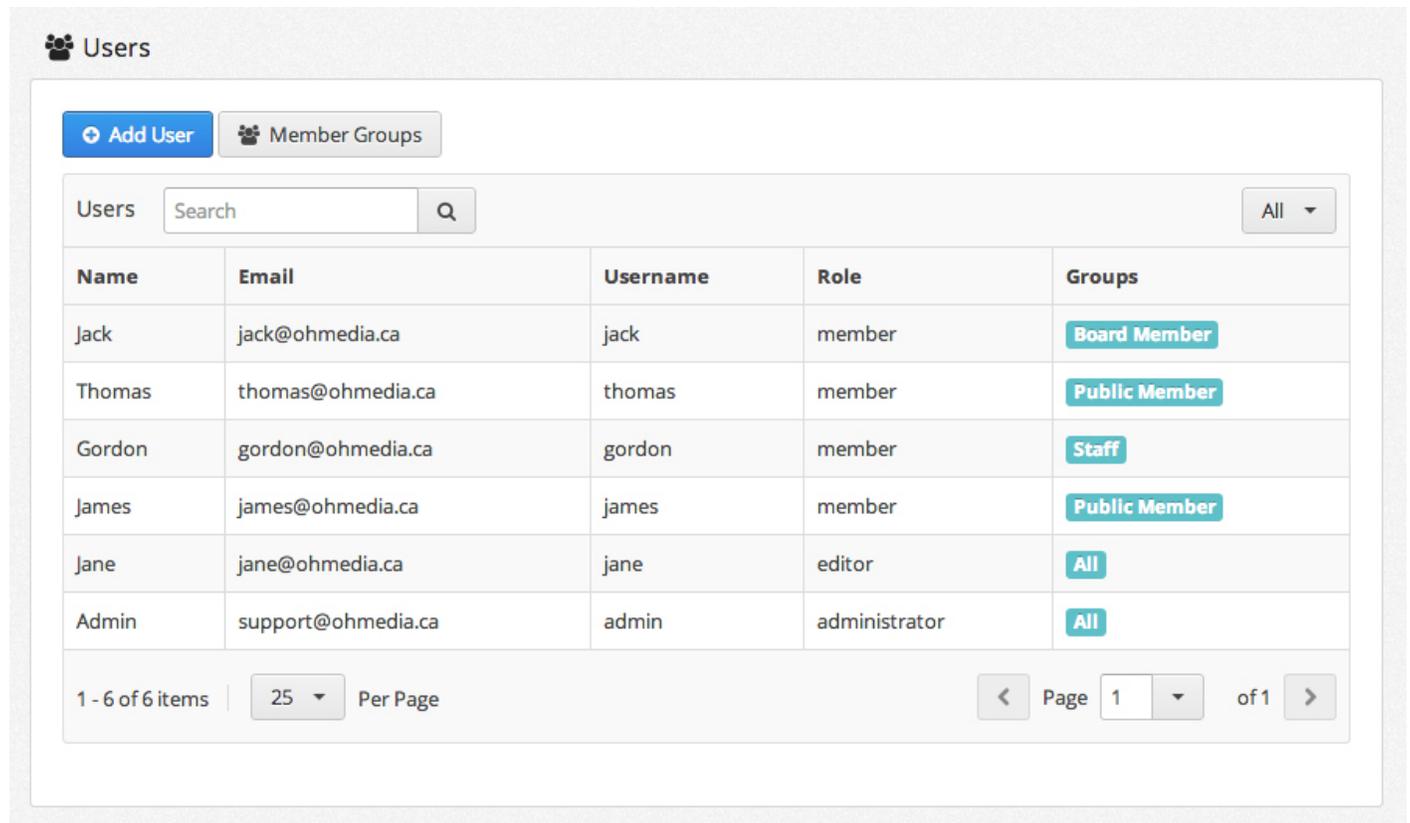
To add a new global content area select the "Add Global Content" button on the Global Content Dashboard page. This will open up a new section where you input content area information (content area name and content). Once you've input all the information hit "Save Changes".

Once you've hit "save changes" the page will refresh and a "tag" area will display below the content editor. This tag is what you'll copy and paste into the CMS page where you'd like the global content to display – in most cases CMS page sidebars, footers, etc.

CMS Users

CMS Users – Dashboard

To access your CMS Users, navigate to the "Users" area of the CMS menu. The User Dashboard displays some basic information on existing users (name, username, role, member groups, etc.).



The screenshot shows the "Users" dashboard interface. At the top left, there is a "Users" header with a group icon. Below it are two buttons: "Add User" (with a plus icon) and "Member Groups" (with a group icon). A search bar labeled "Users" is positioned above a table. The table has five columns: "Name", "Email", "Username", "Role", and "Groups". The "Groups" column contains colored buttons for each user. At the bottom of the table, there is a pagination control showing "1 - 6 of 6 items", a "25" dropdown for "Per Page", and "Page 1 of 1" with navigation arrows.

Name	Email	Username	Role	Groups
Jack	jack@ohmedia.ca	jack	member	Board Member
Thomas	thomas@ohmedia.ca	thomas	member	Public Member
Gordon	gordon@ohmedia.ca	gordon	member	Staff
James	james@ohmedia.ca	james	member	Public Member
Jane	jane@ohmedia.ca	jane	editor	All
Admin	support@ohmedia.ca	admin	administrator	All

CMS Users – User Roles & Privileges

Administrators: Full access to CMS editing and locked member pages.

Editors: Customizable CMS editing privileges and full access to locked member pages.

Members: Access to member locked pages only (no CMS editing privileges).

CMS Users – Adding Users

To add a new user select the "Add User" button on the User Dashboard page. This will open up a new section where you input the user information (name, email, username, password and user role). Once you've input all the information hit "Save Changes".

 Add User

Account Details

Name

Email

Username

Password

Confirm Password

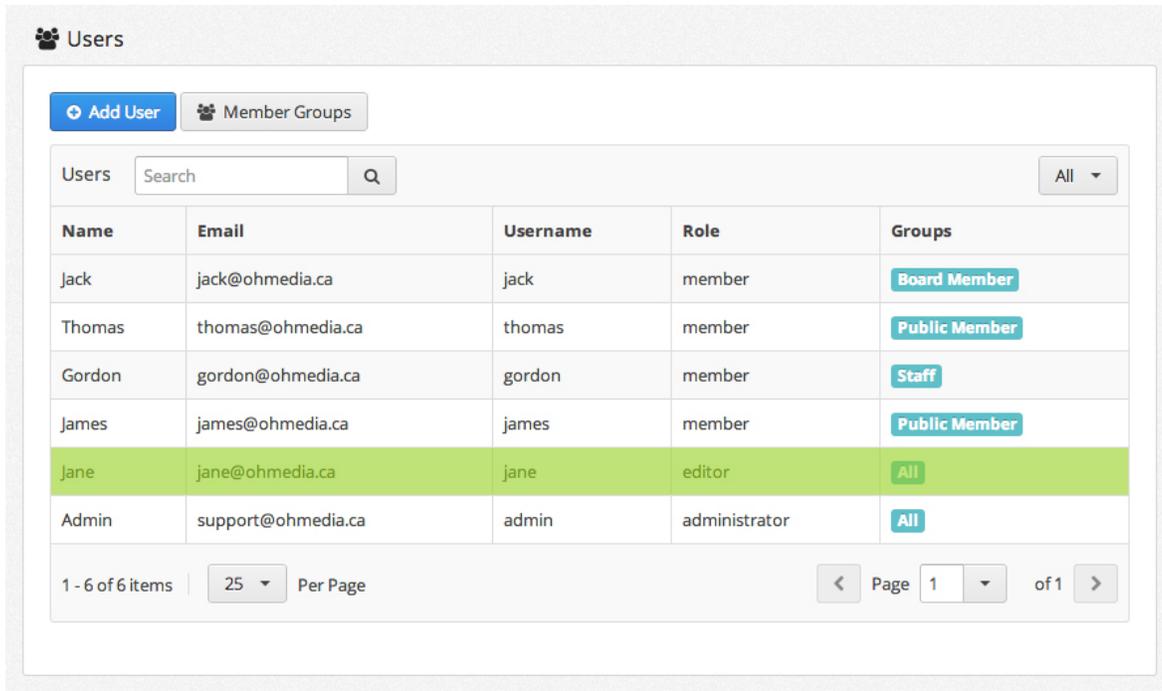
Role

Member Groups

- All
- Board Member
- Public Member
- Staff

CMS Users – Editing User Profiles

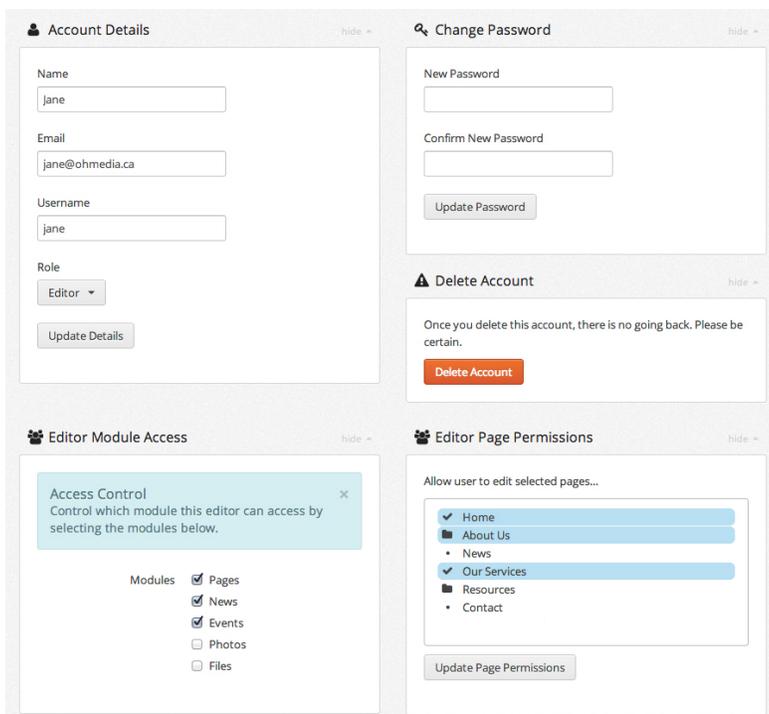
To edit an existing user select their information that displays in the User Dashboard area (see below – highlighted in green).



The screenshot shows the 'Users' management interface. At the top, there are buttons for 'Add User' and 'Member Groups'. Below is a search bar and a table of users. The user 'Jane' is highlighted in green. The table has columns for Name, Email, Username, Role, and Groups. At the bottom, there is a pagination control showing '1 - 6 of 6 items' and '25 Per Page'.

Name	Email	Username	Role	Groups
Jack	jack@ohmedia.ca	jack	member	Board Member
Thomas	thomas@ohmedia.ca	thomas	member	Public Member
Gordon	gordon@ohmedia.ca	gordon	member	Staff
James	james@ohmedia.ca	james	member	Public Member
Jane	jane@ohmedia.ca	jane	editor	All
Admin	support@ohmedia.ca	admin	administrator	All

Below is an example of the editing options for a user assigned with an “editor” role.

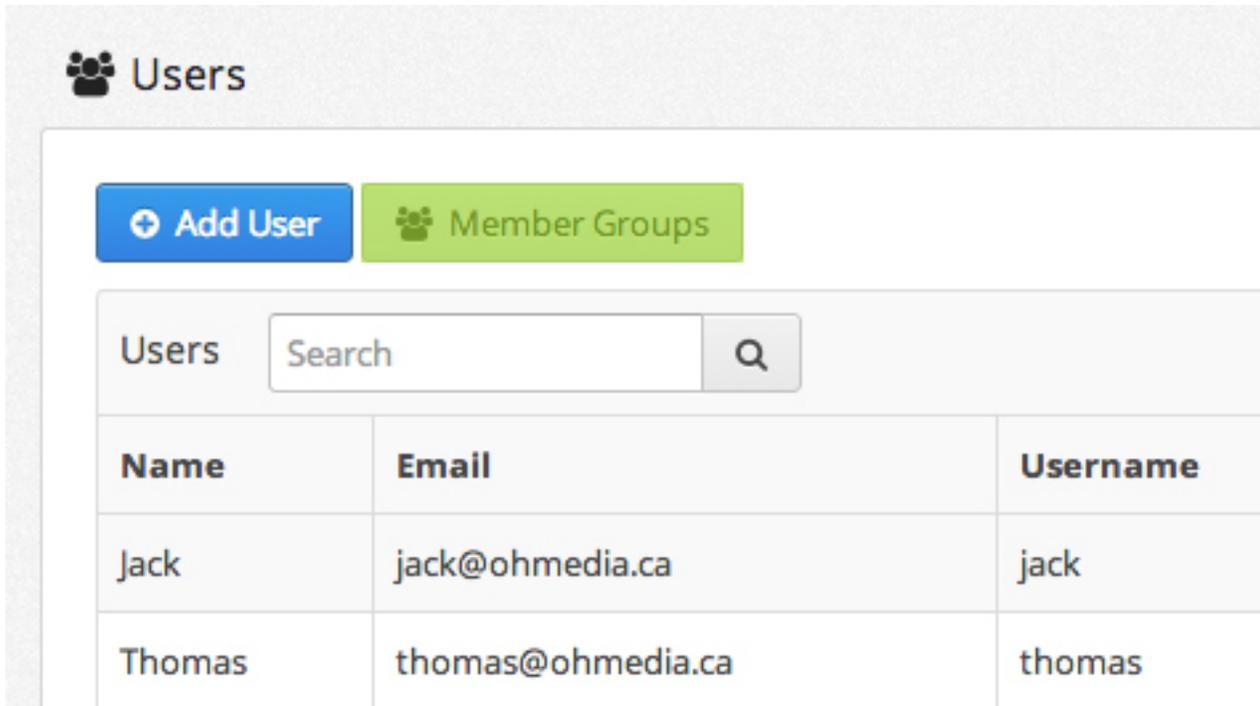


The screenshot shows the user profile editing interface for a user with the role 'Editor'. It is divided into four main sections: Account Details, Change Password, Delete Account, and Editor Module Access/Permissions.

- Account Details:** Fields for Name (Jane), Email (jane@ohmedia.ca), Username (jane), and Role (Editor). An 'Update Details' button is at the bottom.
- Change Password:** Fields for New Password and Confirm New Password. An 'Update Password' button is at the bottom.
- Delete Account:** A warning message: 'Once you delete this account, there is no going back. Please be certain.' with a 'Delete Account' button.
- Editor Module Access:** A section titled 'Access Control' with a sub-header 'Control which module this editor can access by selecting the modules below.' It lists modules with checkboxes: Pages (checked), News (checked), Events (checked), Photos (unchecked), and Files (unchecked).
- Editor Page Permissions:** A section titled 'Allow user to edit selected pages...'. It shows a tree view of pages: Home (checked), About Us (unchecked), News (unchecked), Our Services (checked), and Resources (unchecked) with sub-items Contact (unchecked). An 'Update Page Permissions' button is at the bottom.

CMS Member Groups

To access the Member Groups section, select the “Member Groups” button in the User Dashboard (see below - highlighted green). “Member groups” allow you to assign users to specific groups of member locked pages.



The screenshot shows the 'Users' section of a CMS dashboard. At the top left, there is a header with a group icon and the text 'Users'. Below this, there are two buttons: a blue 'Add User' button and a green 'Member Groups' button. Underneath the buttons is a search bar with the text 'Users' on the left, a search input field with the placeholder 'Search', and a search icon on the right. Below the search bar is a table with three columns: 'Name', 'Email', and 'Username'. The table contains two rows of user data.

Name	Email	Username
Jack	jack@ohmedia.ca	jack
Thomas	thomas@ohmedia.ca	thomas

For example you have a page that needs to be locked down and only visible to “Board Members” but you have another page of information which you’d like locked down to all “Staff”, this would be the perfect opportunity to create the two separate “groups”.

CMS Member Groups – Dashboard

The Member Groups Dashboard displays details on existing groups (name, number of users, number of pages).

 Member Groups

Access Control ×

Member Groups allow you to assign users access to specific groups of member locked pages.

[+ Add Group](#)

Groups

Name	No. of Users	No. of Pages
All	 2	 1
Board Member	 1	 0
Public Member	 2	 1
Staff	 1	 1

1 - 4 of 4 items | Per Page Page of 1

CMS Member Groups – Adding Member Groups

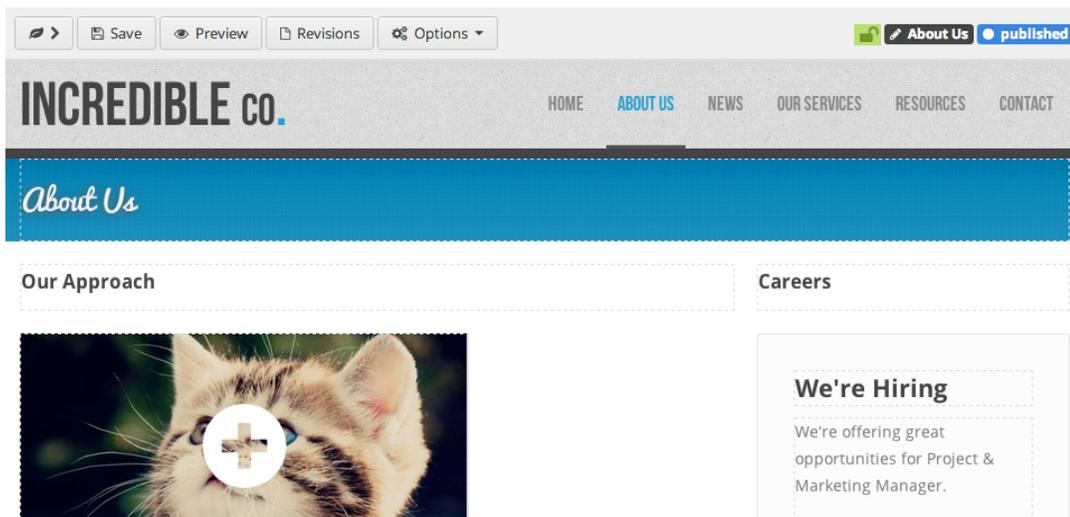
To create a new group select the "Add Group" button on the Member Groups Dashboard page. This will open up a new section where you input the group name. Once you've input the group name hit "Save Changes".

The screenshot shows a web interface for adding a new group. At the top left, there is a header with a group icon and the text "Add Group". Below this is a section titled "Group Details" which is separated from the rest of the page by a horizontal line. Underneath the line, there is a label "Name" followed by a text input field. The input field contains the text "Name". At the bottom of the form area, there is a blue button with the text "Save Changes".

CMS Member Groups – Assigning Member Groups

Once you have member groups setup you can assign CMS pages to those groups. Once a page is assigned to a specific member group only that select group will be allowed login/viewing privileges, the page will appear locked to the public or members of other groups.

Browse to the Pages Dashboard and select the page for edit. Once the page editor opens select the lock icon (see below – highlighted in green).



Once you've selected the lock icon a "Members Only" popup will appear (see below). Check off "Members Only" to add a member lock to the page. Once the "Members Only" option has been checked you'll be able to select which member groups you'd like to allow viewing privileges to.

