Terminal Four

Content Management System

Moderator Access

Terminal Four is a content management system that will easily allow users to manage their college web pages at anytime, anywhere. The system is web-based and accessible wherever Internet access is available.

1. To access Terminal Four, open a web browser such as Internet Explorer or Mozilla Firefox. Once the browser is open, at the address bar type in the following URL: http://cms.adminbucks.edu/terminalfour/SiteManager.

2. At the login window, type in your username and password which is the same as what you use when logging onto your office computer or notebook.

3. There are two different types of access: Contributor and Moderator. Depending on what rights have been granted to you will determine what access you will have. For the purpose of this tutorial, you will be logged in as a Moderator.

4. Once logged in, a screen similar to the one below will open which is the Site Structure. The Site Structure displays the parts of the site you have access to.
5. From the Site Structure window, there is a **Content, Rights & Roles** and **Help** menu at the upper right of the window. When the mouse is placed over the **Content, Rights & Roles** or **Help** tabs, a drop-down menu opens.

6. Clicking on the items under **Content** will take you to that area; for example, clicking on **Add Content** will open the **Add Content, choose a section** window or clicking on **Modify Content** will open the **Modify Content, choose a section** window, etc. These windows look very similar to the Site Structure window.
7. However, the **Approve Content** link will open a window that will list what is **pending** for approval, what is **inactive** and the details of the page.

Another way to add, modify, or delete content without using the **Content** tab is by placing the mouse over the section that you wish to edit in the **Site Structure**. When the mouse is placed on the yellow down arrow to the right of the section name a drop-down menu appears. Additional options become available such as **Add Section**, **Modify Section**, **Delete Section** and **Move Section**, **Duplicate Branch** and **Preview Section**. However, as a Contributor, the majority of the time you will only need to choose the **Direct Edit**. As a Moderator, you have the rights to use the other available options.
8. Pages are made up of several sections. Each section of a page contains the content. To add a section, click the **Add Section** option from the drop down menu. The following window will open with the **General** tab selected. Enter the name of the new section and then click the **Add** button. The new section will appear in the **Site Structure**.

9. Once a section is created, the section can now have content added which then could be modified or deleted. From the drop-down menu to the right of the section page name, choose **Add Content**. The following window will open. This window will reflect the pages that you have access to. Notice that the choices under the section name are: **Content Only**, **Helpful Links**, **List 2 Col**, and **Page Heading**. Choose one of the options and then click the **Next** button.
10. When **Content Only** is selected, the following screen opens which is an HTML editor. Notice that the editor is very similar to any word processing program such as Word. Formatting features are available as well as the ability to insert images, create hyperlinks, spell check, and insert tables.

Enter the name of the content and then the information for the section. Click the **Preview** button to see if the information is what you want. If you are satisfied, click the **Update** button.
Below is the view of the page after clicking the **Preview** button. Notice that “Testing Page” is a Page Heading and the following information is content only.

Below is what the screen looks like after clicking the **Update** button. This screen lets the Moderator know that there are two existing content areas that are pending approval. Once the pages have been approved, the new content can be published.

11. A list of pages that are pending approval is on the right side of the window listed in the **Approval List**. The name of the page is listed as well as the date when the page was last
modified. To access a page for approval, click on the page name. Ten pages are listed by default. To see a complete list, click on the View All link at the bottom of the list.

When the page link is clicked, the detail window opens as illustrated in step 7.

12. To approve a page, you will click the Direct Edit from the drop down menu to the right of the page on the Site Structure page. Once the modified page is open, a menu appears at the top of the page. One of the tab choices is Approve. Once you are satisfied with the changes, click Approve.
13. In addition to approving content from the menu in **Direct Edit**, the content can also be rejected or deleted. When either of these options is chosen, the following screens will open.

**Reject** – a reason for the rejection can be entered in the textbox.

![Reject Screen](image)

**Delete**

![Delete Screen](image)

14. Another way to approve content is to select **Approve Content** from the **Actions** menu on the left side of the window when you are in Direct Edit.
When the Approve Content window opens you will see the following information: the title of the content, when the content was last modified, the section where the content resides, and the approve checkbox. All of the sections can be selected at once by clicking Select All or individual sections can be selected by clicking in the individual checkboxes. Once the selection has been made, click the Approve button at the bottom of the page.

15. After clicking the Approve button, the following message appears. Click the Approve button.
You will now see the status of the page has changed from Pending to Approved.

Continue this process until all of the pages have been approved. Once all of the pages have been approved, they are now ready to be published. ITS will publish pages three (3) times a day. If something needs to be published immediately, contact ITS requesting the page to be published immediately.

16. Once you are finished, be sure to logout of the system by clicking the Logout button.