

Accessing Your Section

A Site, Subsite or Channel Director must assign you as a Section Editor in order for you to edit your section.

To open *Site Manager* and access your section or sections...

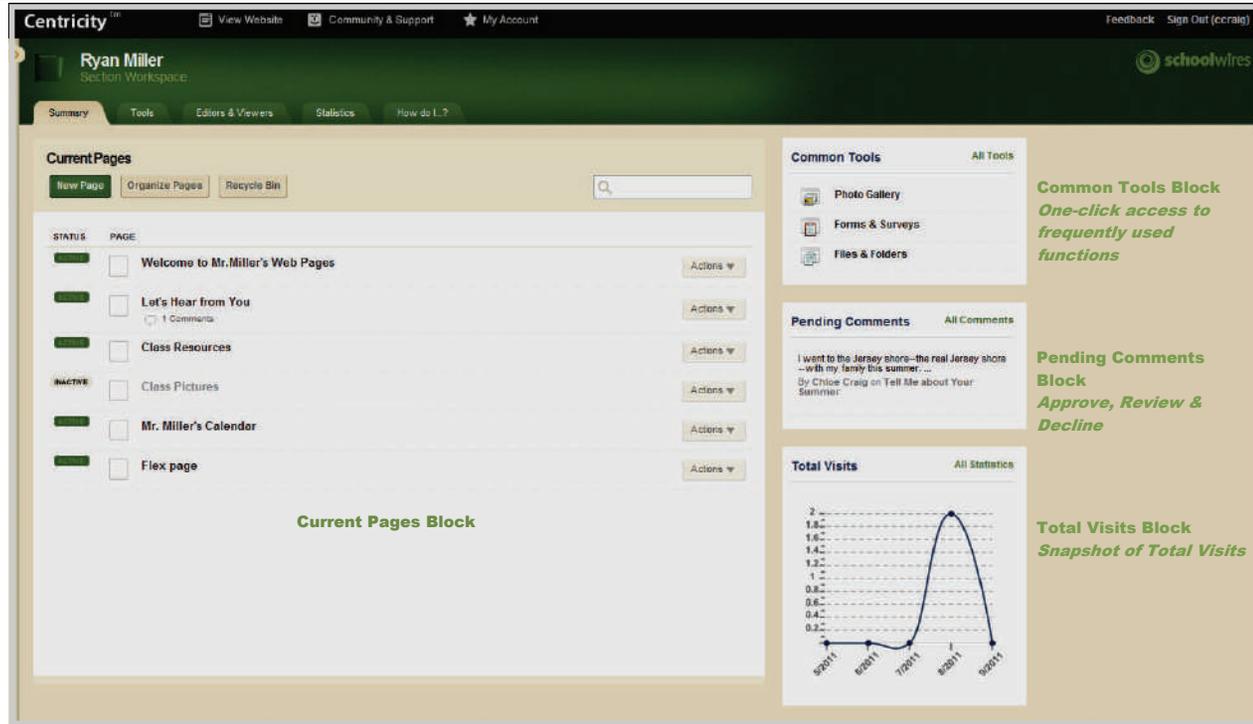
1. Sign in to your website.
2. Click **Site Manager**.
Your Section Workspace displays.




Note: If you edit multiple sections, the Section Workspace for your default workspace displays. You may access other assigned sections from the Content Browser.



Section Workspace—Summary Tab



Other Blocks on Summary Tab

The **Summary** tab contains three additional blocks...

- **Common Tools**, which provides you with quick access to tools you use the most. By clicking on the **All Tools** link, you can access the full **Tools** tab.
- **Pending Comments**, in which you can approve, deny or approve comments. It displays if your district has either Blogs or Social Media Framework. By clicking on the **All Comments** link, you can access **Approve Visitors Comments** on the **Tools** tab.
- **Total Visits**, which provides a snapshot of total visits to your section. By clicking on the **All Statistics** link, you can access the full **Statistics** tab.

Current Pages Block on Summary Tab

- Click **New Page** then choose from available Page Types to add a page.
- Click Active/Inactive to the left of the page name to change the status.
- Click the page name to edit an app on a page containing one app.
- Click the page name of a page containing multiple apps to access the Page Details window. Click on the app name to edit it.
- Click **Edit Page** from the **Actions** drop-down list to access the Page Details window for any page.
- Click **Manage Apps & Layout** in the Actions Workspace to the right of the page to enter design mode. In this mode, you can change the layout, and organize, add or delete apps.
- Click **Actions** to access the drop-down list from which you can edit the page, set page options, get the link (web address or URL) for the page, copy or move a page, move a page to the Recycle Bin or set the page so it can only be viewed by specific users.
- Click **Organize Pages** to sort your pages or drag and drop them to create a hierarchy.
- Click **Recycle Bin** to restore or permanently delete pages. Apps are not deleted when you permanently delete a page. You permanently delete apps using App Manager on the **Tools** tab.

Editors and Viewers Tab



You add **Section Editors** and **Viewers** in the same manner. From the **Editors & Viewers** tab, click on the appropriate tab and then...

1. Click **Assign User** or **Assign Group**.
2. Enter all or part of a user or group name in the **Search** box.
3. Click **Select** to move user to **Selected** column.
4. When you are done making selections, click **Add**.

Statistics & How Do I...? Tabs

On the **Statistics** tab, you can specify a date range for which you would like to see...

- Total visits to your section.
- Total page views in your section.
- Total targeted visits—visits where your section was the final destination for visitors to your website. For sections, total visits and total targeted visits will always be identical.

On the **How Do I...?** tab, you can locate help articles, video tutorials and additional resources to help you manage your section.

Working with Page Layouts and Apps

A page consists of apps within columns. You can arrange both the apps and the columns in various ways.

Page Layout

The way in which the columns are arranged on a page is called the **Page Layout**. You can have one, two or three column layouts as well as layouts with left or right side-bars.

Columns

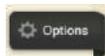
You place your apps into the columns of a page layout. You can place one or more apps in a column.

Apps

Apps are the content building blocks of any *Centricity2* page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Available apps include Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.

App Options

To access App Options, edit the app and click in the upper right corner. There you can...

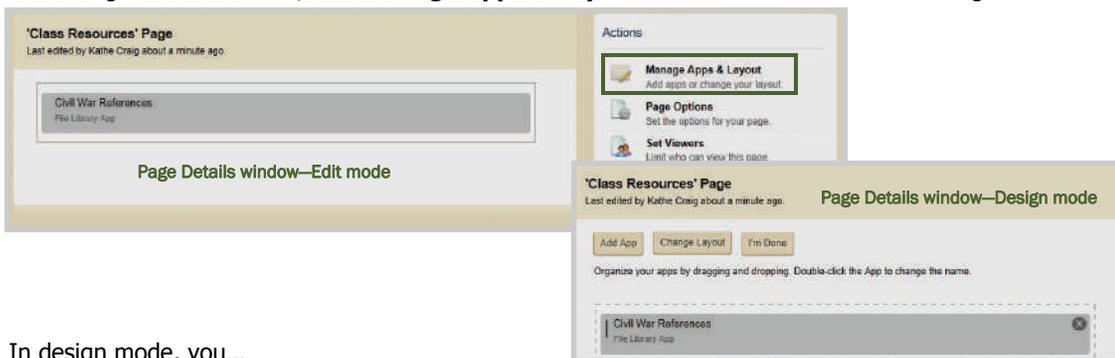


- Rename the app.
- Enter a description.
- Control whether the app name displays on the page.
- Control the number of records that display.
- Share the app.
- Control settings for social media.

In *Centricity2*, you edit your apps and design your page in the same location within your Section Workspace—the Page Details window. On a page that contains more than one app, clicking on the title of your page opens the Page Details window for that page. If you're editing an app that is the only app on your page, you can access the Page Details window by clicking on the breadcrumb for that page.

However, you can also access the Page Details window for any page by choosing **Edit Page** from the **Actions** drop-down list to the right of the page.

In the Page Details window, click **Manage Apps & Layout** under Actions to enter the design mode.



In design mode, you...

- Click **Change Layout** to change the number and style of your columns.
- Click **Add App** to choose a blank app or one that was created by you in this section or shared with you.
- Drag and drop your apps to the desired location.
- Double-click on apps to change their names.
- Click on the  to remove an app from your page. You cannot edit or delete apps that someone else has shared with you. You can, however, remove them from your page.
- Click **I'm Done** to return to the edit mode on Page Details window. Click  return to your page list.