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Terms used by the TC CMS

- item
- group
- page
- section

Before reading this document, it is important to understand the terminology used to refer to different parts of the CMS. In the “Detailed Info” page for your site in the CMS, you can create new content items (also called ‘sub menu’) that are associated with a content group (also called ‘category’). Each group has a name, called a label. Each item corresponds to a particular web page. If a group is set as a menu item, it will show up in the top-level menu under the group’s label. These groups are the different sections of your site.

Customizing the Sidebar

Most of the templates used on the TC website provide room for additional content in a sidebar, typically in a column to the right of the main content area. The Web Office must initially set up the sidebar when setting up your template, but then you can create your own content for particular pages or sections of your site.

In order to create a custom sidebar, you must create a new content item in the CMS, with a name that ends with “_sidebar” (without quotes). The sidebar content will be displayed wherever the name of the sidebar content item matches the name of the page, or section it belongs to.

Here are some examples:

To make a custom sidebar that only shows up on the page titled “Welcome to Our Site”, you would create a new content item in the CMS with the title “Welcome to Our Site_sidebar”.
To make a custom sidebar for all pages in the “Past Conferences” section of your site, you would create a new content item in the CMS with the title “Past Conferences_sidebar”.

This content can just be static text, but it becomes more powerful when combined with the following functions that pull in content from other parts of your site.
Functions

CMS functions allow you to automatically add content from other pages in the CMS into the page you are editing. For example, on a page describing the events that your organization hosts, you might want to insert a list of upcoming events. Instead of manually typing in that list, you can use one of the built-in functions to insert the list automatically – it will always show the most up-to-date events without you having to edit the page itself (see the ‘events’ function below). You might also want to show an archive of related content items, but you don't want to manually type in each item as it gets added to the archive. Instead, you can just use the ‘groupList’ function to automatically insert all of the content items from a particular “Archive” group into a single page.

GROUP LIST

The groupList function allows you to insert a list of links to all of the content items in a specified CMS group.

To use, type `##groupList,Label Name##`, where Label Name is the name that you gave the a content group/category in the CMS (See page 5 of the CMS Departments/Programs/Centers Guide). The list will appear in your page in the same location that the function would otherwise show up.

For example, if you had a content group in the CMS labeled “Upcoming Deadlines”, and you wanted each of these items to show up in the body of the page, you would type

`##groupList,Upcoming Deadlines##`

within the WYSIWYG editor for the page. The content might looks like this:

There are many deadlines you need to be aware of. Please follow the links below to find out more about the deadlines. `##groupList,Upcoming Deadlines##`

Of course, you would change “Upcoming Deadlines” to whatever group of content you want to show up from your site’s content inventory. This function is most commonly used in the sidebar of a certain section of a site to provide links to content in a related group or section of the site, as shown below.
using the `groupList` function

```plaintext
#:groupList.Label Name#
```

*ie.
```plaintext
#:groupList.Upcoming Deadlines#
```
EVENTS

To show a list of events, use `##events, n##`, where `n` is the number of events that you want to display. In the example below, `n = 5`.

`##events, 5##`
RANDOM CONTENT

To use, enter `##randomContent,Label Name##`. Label Name is the name that you gave the a content category in the CMS. (See page 5 of the CMS Departments/Programs/Centers Guide).

For example:

`##randomContent,Faculty Profile##`

will pull the content of a sub menu from the category “Faculty Profile” in your content inventory.
ACCORDION MENUS

Accordion menus are a convenient way to display a lot of information on a page without cluttering it with too much information at any one time.

To use put the following code (##accordion,label name##) into any content area in the WYSIWYG editor.

For example:
##accordion,Frequently Asked Questions##

Will pull the content of a sub menu from the category “Frequently Asked Questions” in your content inventory and display in a series of collapsible menus.

placed in context, this function will generate content in an accordion menu structure. The sub menus of the targeted group will appear as titles, and the related content will appear when the sub menu is opened.
SURVEY

Surveys (which can be anything from a contact form to a questionnaire) are created under the “Survey” tab your site in the CMS. There are a couple steps that you will need to discuss with the web office before you can fully implement, including creating the return url (where users are sent after submitting a survey) and creating the return message.

When a survey is created in the CMS, an ID number is generated and can be found in the “settings” screen under the survey tab.

To place a survey in the page, use the code:

```
##survey,n##
```

where n is the ID of the survey.

For example:

```
##survey,165##
```
Survey's are created in the CMS and are given an ID number by the system. In order to invoke the survey, use the function with the proper ID number.