

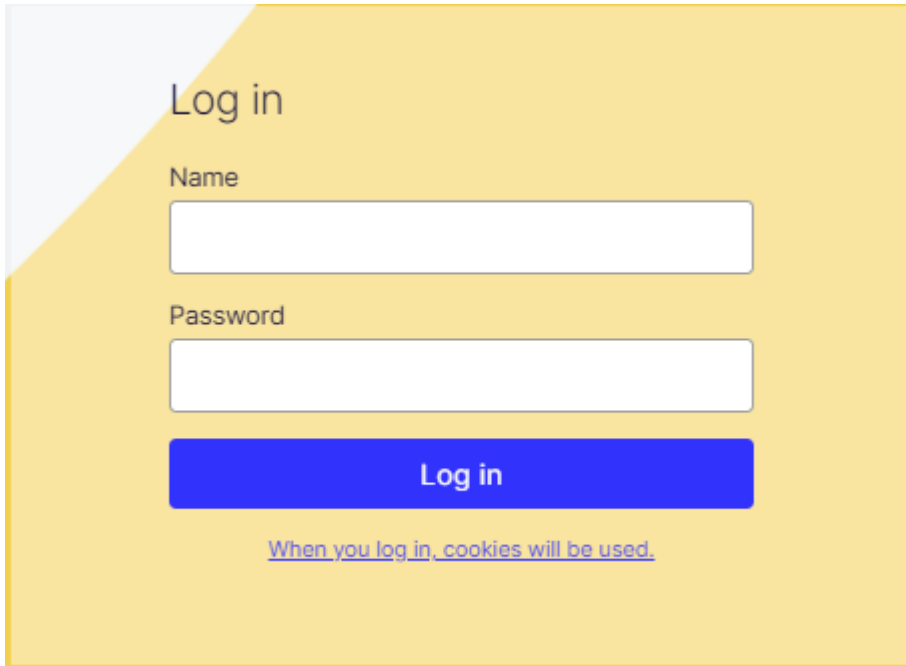
Navigation of DPIRD's CMS interface (Optimizely)

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1.0 Logging in

1. Log in: (Username and password)
2. Single sign on (SSO) means that users do not need to log in every time the browser is opened.



Log in

Name

Password

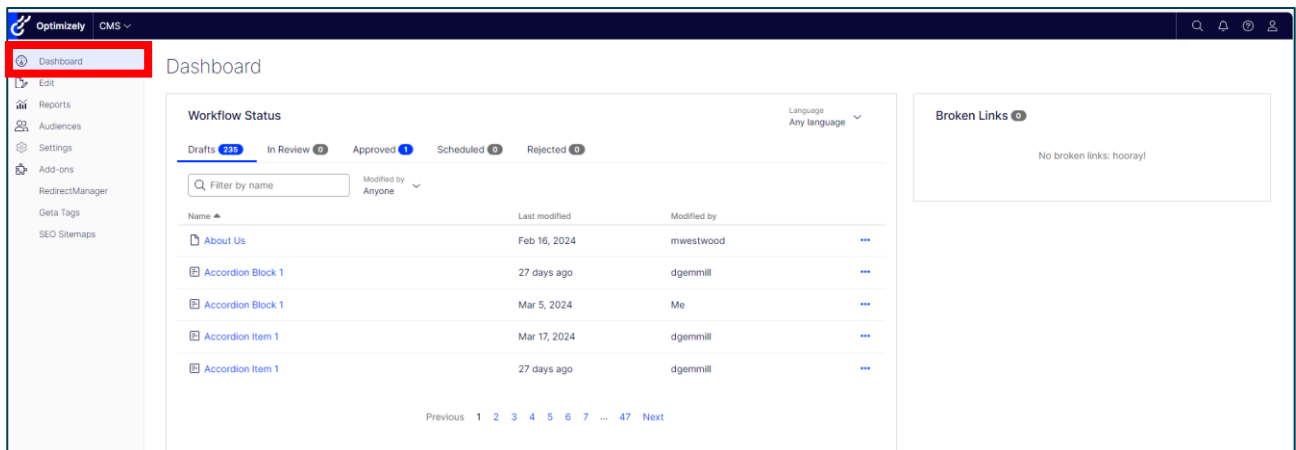
Log in

[When you log in, cookies will be used.](#)

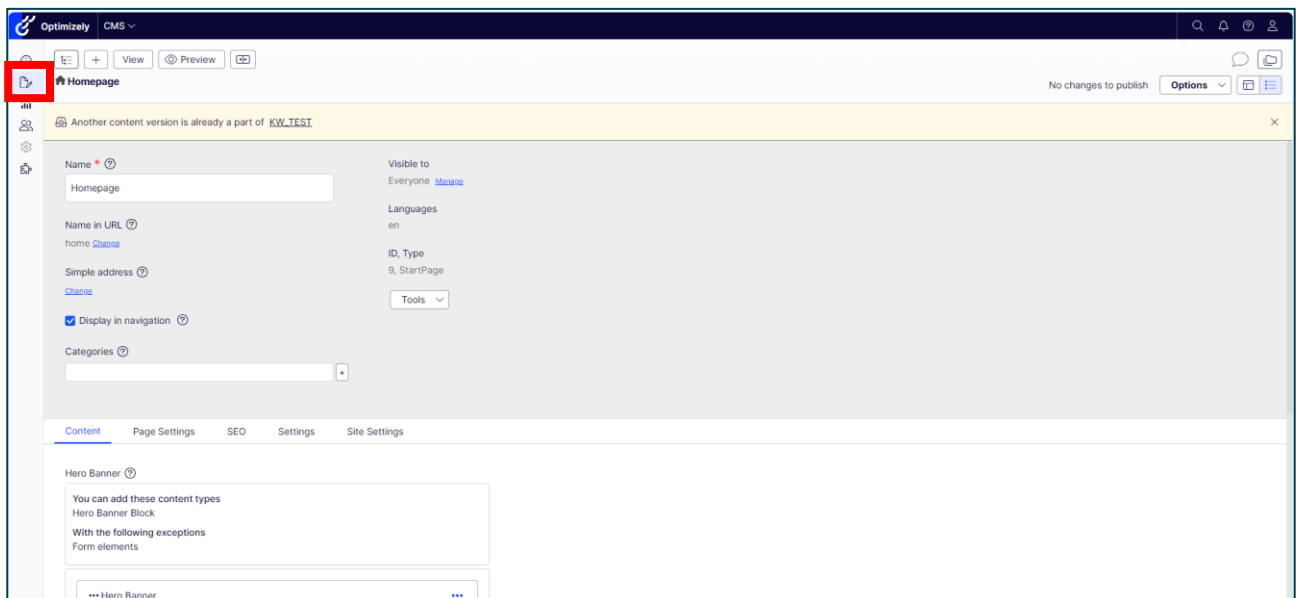
2.0 User interface

The user interface is comprised of toolbars and panels. At your first log in, you will be presented with the *dashboard* screen. From then on, your screen will show the *edit* screen.

Dashboard screen



Edit screen



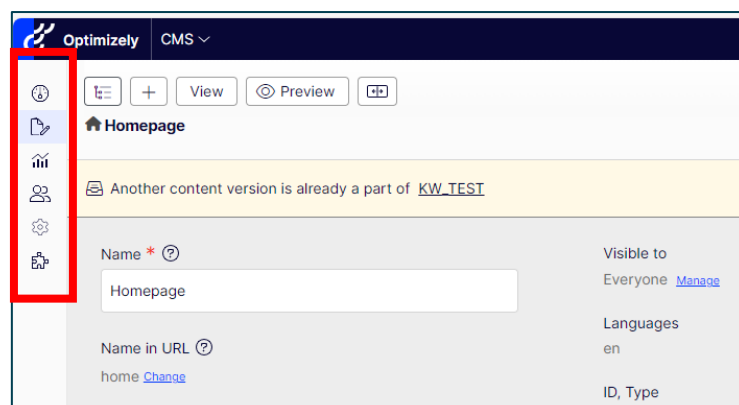
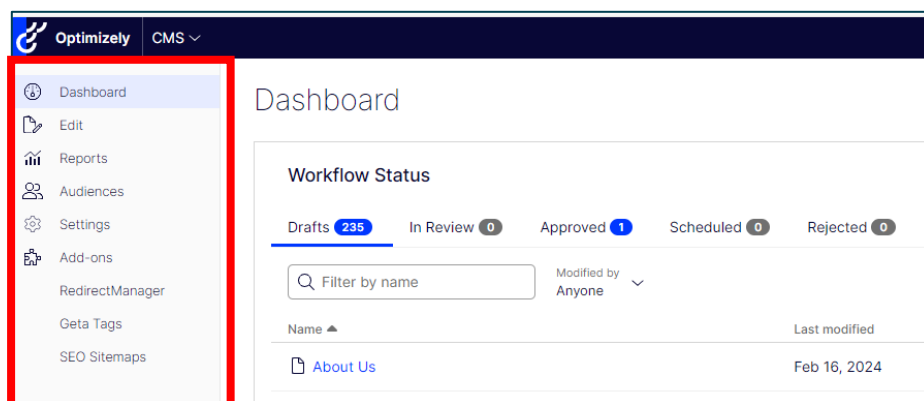
3.0 Main navigation (left-hand side of screen)

Located on the top left of the user interface is the **main navigation** bar with tabs containing a set of content management controls. This main navigation may be expanded or collapsed in your screen view.

- **Dashboard** (see section 3.1)
- **Edit** (see section 3.2)
- **Reports** allow the user to generate reports for CMS content according to publishing and working status.
- **Audiences** allows the user to target website content to specified visitor groups, based on criteria. (More applicable to commerce)
- **Settings** allows the user to alter personal account settings (password, display options etc). CMS **WebAdmins** will have access to wider settings controls.
- **Add-ons** (or application (app)) is a plug-in or module developed by Optimizely or Optimizely partners to extend the capabilities of CMS.

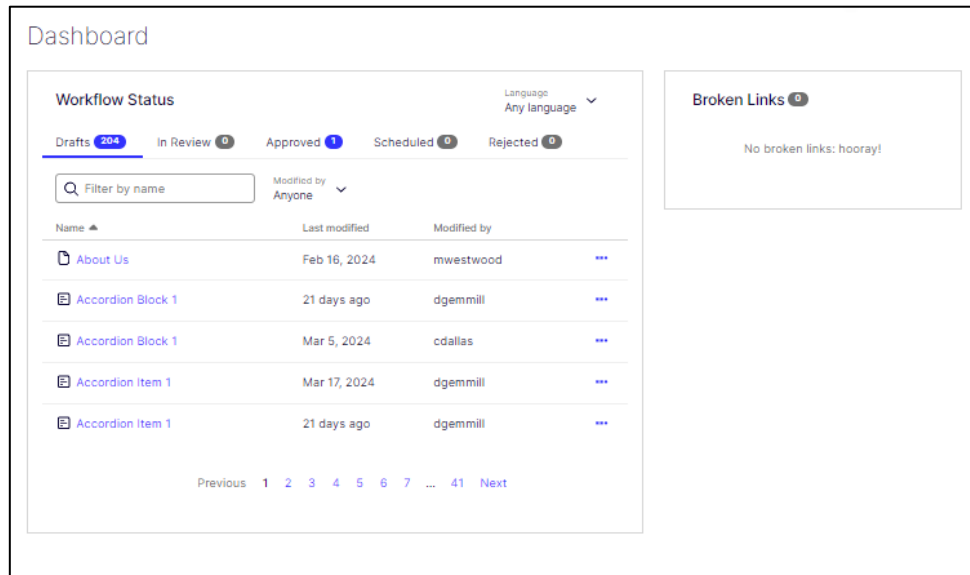
Note: you may not see all the options displayed in the examples below. Your main navigation will display the controls relevant to your assigned web role.

This user guide will display guidance in relation to **dashboard** and **edit** controls only.



3.1 Dashboard

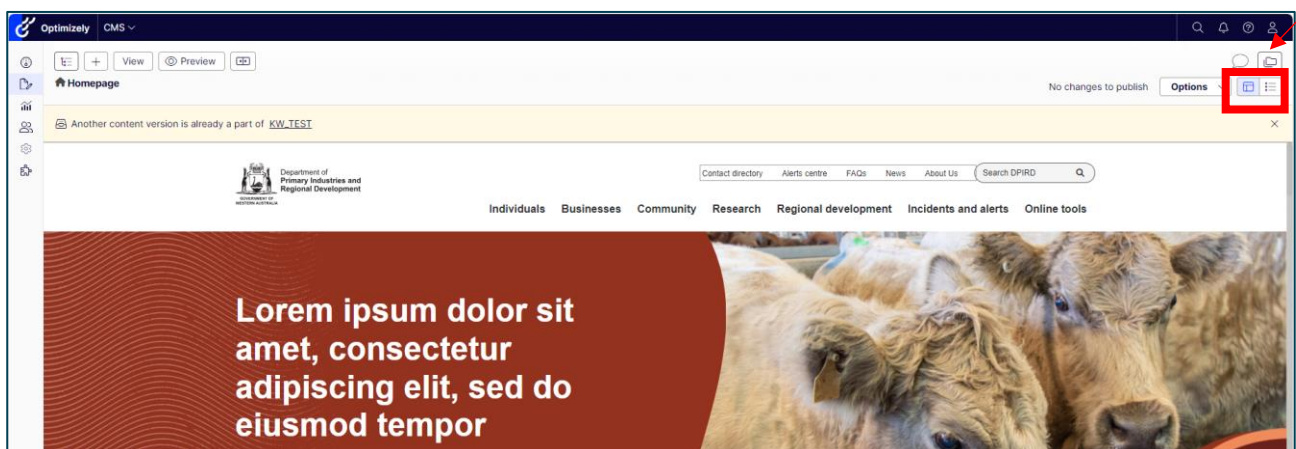
The **Dashboard** displays information about webpages and content blocks. You can see the content item by name and status, and modification by user and modification by date. The user can also filter search by name, select content to edit and review broken links.



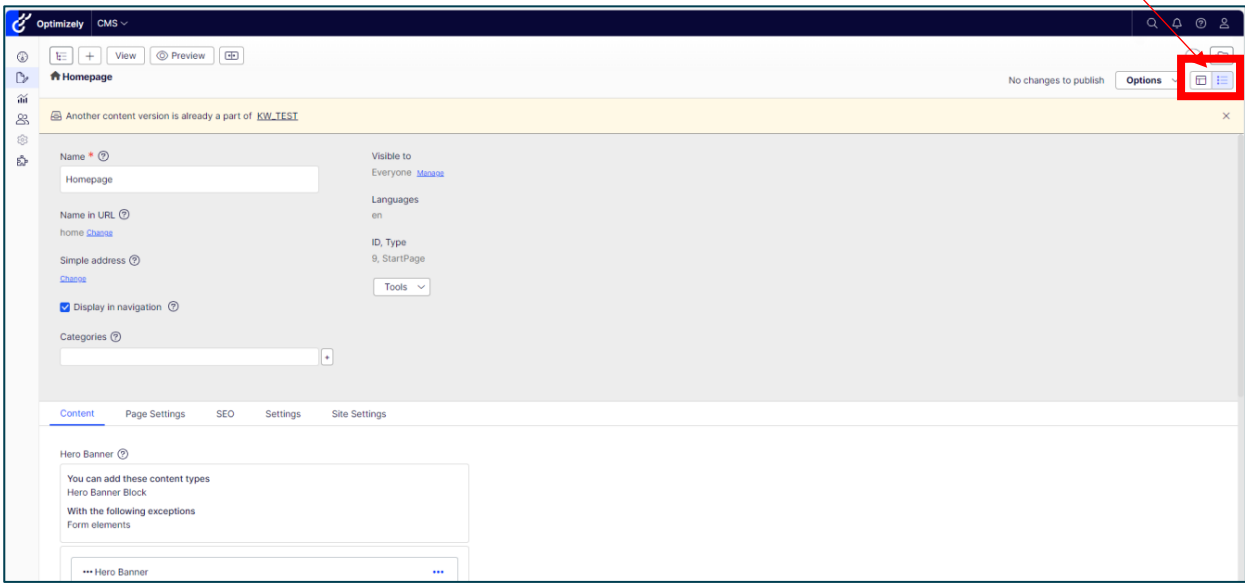
3.2 Edit

This control enables the user to add/edit/remove content blocks and webpages. Editing can be viewed in **on-page editing mode** or **all properties mode**. This user-guide will display guidance in relation to all properties mode.

On-page editing mode

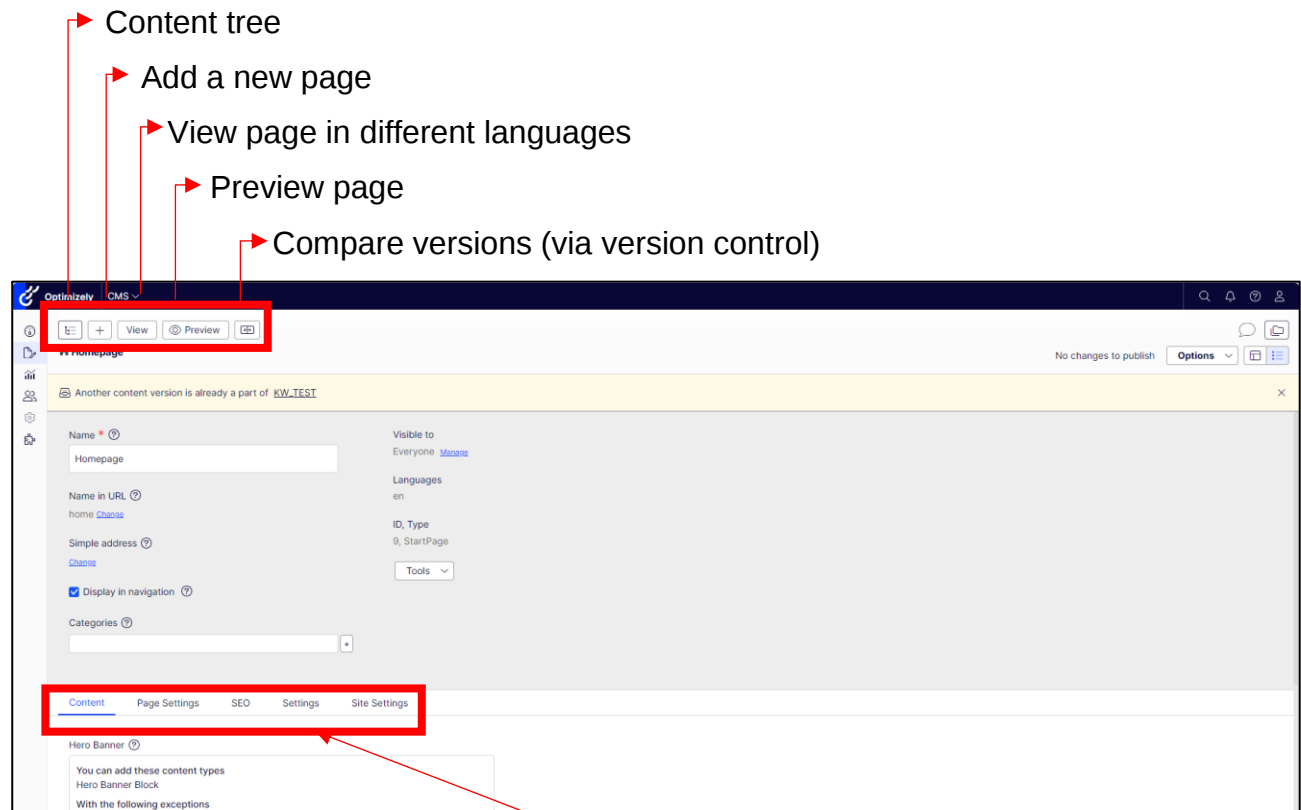


All properties mode



4.0 Editing navigation (top of screen)

Once you are in editing mode, a control panel will display at the top of the screen.



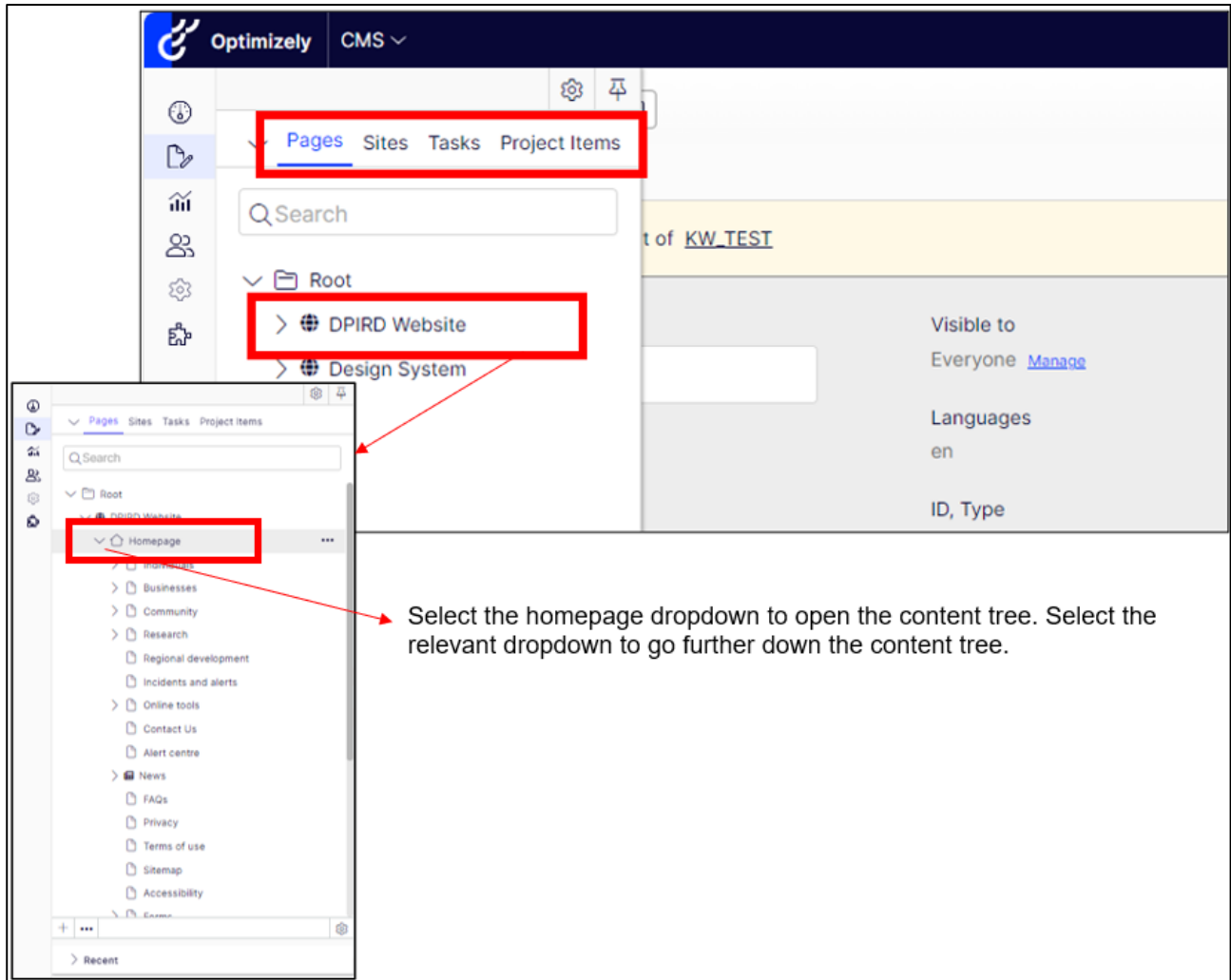
See the [Navigating and updating content properties](#) for guidance on this section.

4.1 Content tree

Toggle the  icon to open the content tree navigation panel. You will now see a control panel at the top with four options:

- **Pages:** view reflects the page tree structure i.e. information architecture of the website.
- **Sites:** provides language options for the user interface.
- **Tasks:** allows users to navigate content creation and approval tasks according to status.
- **Project Items:** summarises content activity under specified projects, if applicable.

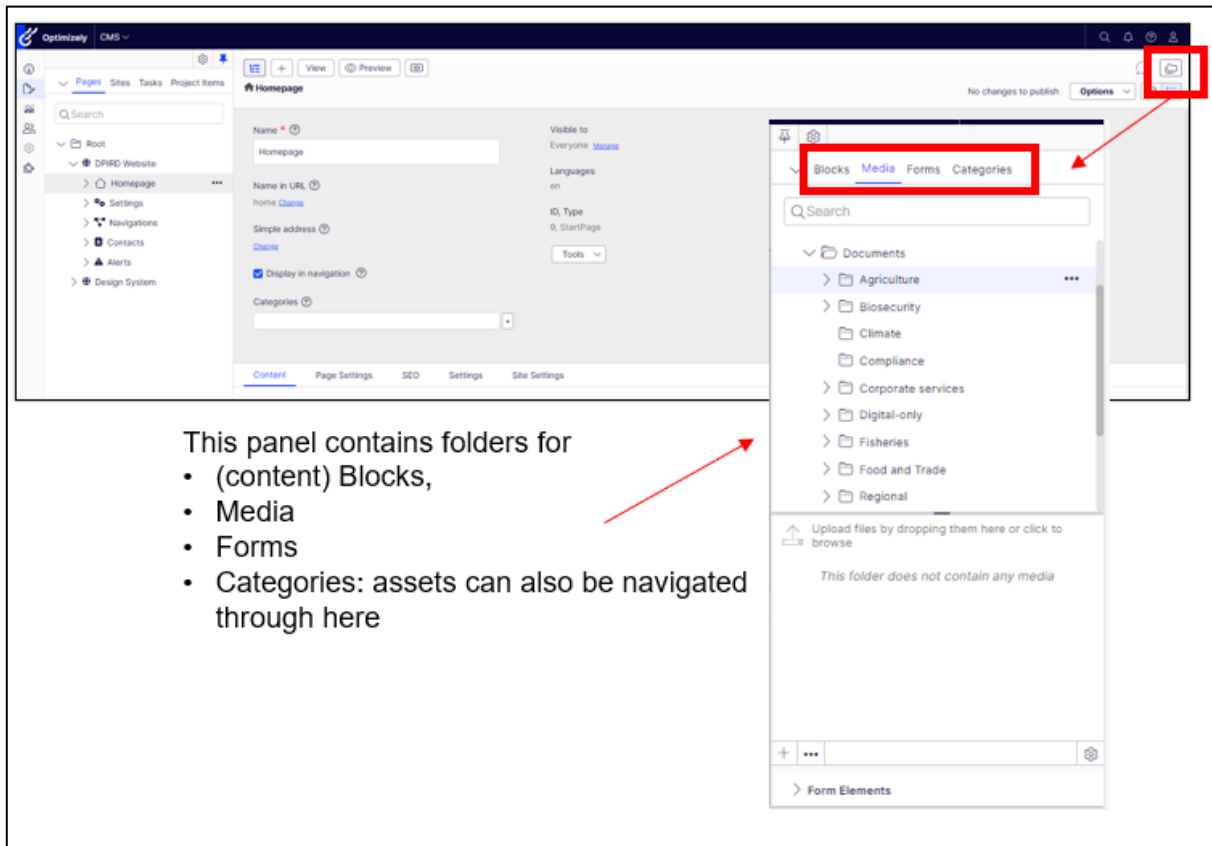
You will also see a folder structure with **DPIRD website** as a sub-folder. This is the only folder you will need to use. Optimizely has capability to manage multiple websites in this panel, however, we only need to use the DPIRD website folder for now.



5.0 Editing navigation (top right of screen)

Folder icon

The folder icon in the top right of the screen will open the asset tree navigation panel. Here you will find where media (images, videos etc) are stored and can be uploaded. All media needs to comply with Copyright legislation. Forms are created and stored by the web team.



Speech bubble icon

This icon allows you to add and view comments from other content editors/web administrators.



See the following 'how to' guides for more guidance:

- Introduction to content blocks
- Navigating and updating content properties
- Creating a new page
- Adding files and media to the CMS