

# Monthly Orientation

## Administrators



**Presented By:**

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Software Trainer

Zoom Event ID: 814 8507 2713

Audio will be heard on your computer speakers.

If you do not have working computer speakers,  
call 1-408-638-0968.

Enter event number and attendee ID  
or press # if no attendee ID.

Webcast will start at the top of the hour.

# A BIT OF “HOUSEKEEPING”



This webinar is being **recorded** and will be available on our support site



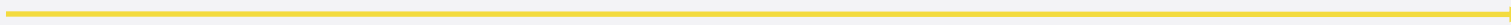
Use the **Q&A** for questions and the chat for general comments



I am working in a sandbox, but you can **follow along** in your own instance



Please complete our **survey** after the webinar



# Agenda

- What is an Administrator?
- Level 9 Tasks
  - Access Settings
    - Inheritance and Precedence
  - Rename, Move, Copy
    - Effect to Navigation
  - Directory Variables
- Reports Menu
- Level 10 Tasks
  - Setup: Account and Site
  - Find and Replace
- Q&A

# WHAT IS AN ADMINISTRATOR?

- Level 9 and 10 users in the CMS are “Administrators”
- Level 9: Assistant Admin
  - Responsible for continuing site setup and maintenance
- Level 10: “Full” Admin
  - Responsible for initial site/account setup and level 9 tasks

Note: Changes made by the Admin could alter the working environment of the content editors of your site and change how they interact with the CMS. So, be mindful before making changes.

# USER MANAGEMENT – KEY TERMS

- Permissions
  - Who can do what in your site (e.g. upload/delete files)
  - Determined by **User Level** and **Custom (per-user) Permissions**
- Access
  - Who can go where in your site (e.g. the /academics section)
  - Determined by assigning **Groups** of **Users** to content

# SETTING ACCESS SETTINGS

If it exists inside the CMS, we can apply Access Settings to it! (sites, sections, pages, assets, binary content)

Access Settings - /athletics

Recursive Modification

☒ Apply All Settings to This Folder Only  
☐ Apply Selected Settings to This Folder and All Enclosed Files and Folders  
*Recursive modification does not apply to directory variables; directory variables are always inherited.*

Access Group Athletics  
*The group with rights to edit this folder.*

Approver (Inherit from Parent)  
*Setting an approver overrides all users' approvers for this folder.*

Enforce Approver ☐ Yes ☒ No

Bypass Approval (Level 10 Administrators Only)  
*The selected group can bypass the approval process and publish this folder immediately.*

Template Group (Inherit from Parent)  
*Templates allowed in this folder.*

Extensions   
☒ Allow Only These Extensions ☐ Disallow These Extensions  
*Restrict file extensions for this folder. (Comma separated; no dots.)*

Image Size Set (None)  
*The selected image size set will be applied to all images uploaded to this folder.*

Toolbar (Inherit from Parent)

CANCEL SAVE

Access Settings - /athletics/news

Recursive Modification

☒ Apply All Settings to This Folder Only  
☐ Apply Selected Settings to This Folder and All Enclosed Files and Folders  
*Recursive modification does not apply to directory variables; directory variables are always inherited.*

Access Group Athletics - News  
*The group with rights to edit this folder.*

Approver (Inherit from Parent)  
*Setting an approver overrides all users' approvers for this folder.*

Enforce Approver ☐ Yes ☒ No

Bypass Approval (Level 10 Administrators Only)  
*The selected group can bypass the approval process and publish this folder immediately.*

Template Group News  
*Templates allowed in this folder.*

Extensions   
☒ Allow Only These Extensions ☐ Disallow These Extensions  
*Restrict file extensions for this folder. (Comma separated; no dots.)*


Image Size Set (None)  
*The selected image size set will be applied to all images uploaded to this folder.*

Toolbar (Inherit from Parent)


CANCEL SAVE

# CREATING GROUPS (LEVEL 10)


Setup ^




Account



Sites



Users



Groups


Groups (8)

<input type="checkbox"/>	Name ^	Members	
<input type="checkbox"/>	ATH Department	6	...
<input type="checkbox"/>	ATH Football	3	...
<input type="checkbox"/>	ATH Gophers	2	...
<input type="checkbox"/>	ATH Images	6	...
<input type="checkbox"/>	ATH Media	2	...
<input type="checkbox"/>	ATH PDFs	6	...
<input type="checkbox"/>	Everyone	14	...

Name


Groups

Available Users


 Filter

Hide 6 selected All | None


☒

 9 Alex


☒

 Billy Woody


☒

 6 jennifer


☒

 4 olivia


☒

 8 rebecca

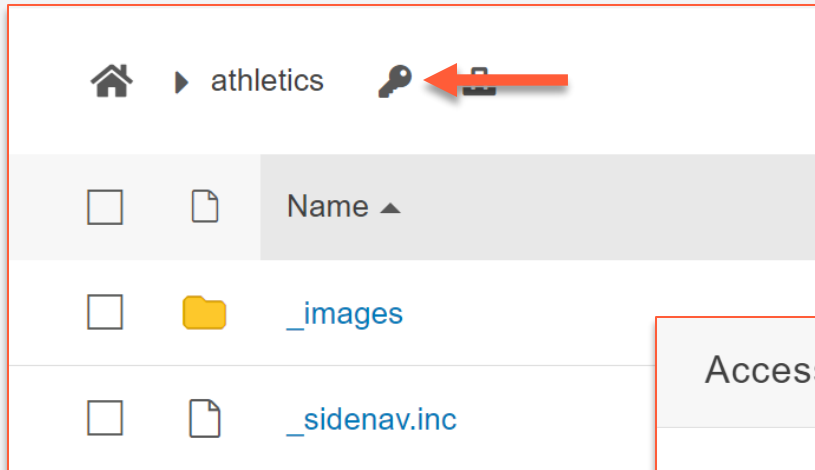
☒

 6 samantha

☐

 Barbara McQuillan

# ASSIGNING ACCESS (LEVELS 9 & 10)



## Access Settings - /athletics

### Recursive Modification

- ☐ Apply All Settings to This Folder Only
- ☒ Apply Selected Settings to This Folder and All Enclosed Files and Folders

*Recursive modification does not apply to directory variables; directory variables are always inherited.*

*Use the checkboxes below to select settings to apply to this folder and all enclosed files and folders.*

Access Group



ATH Department

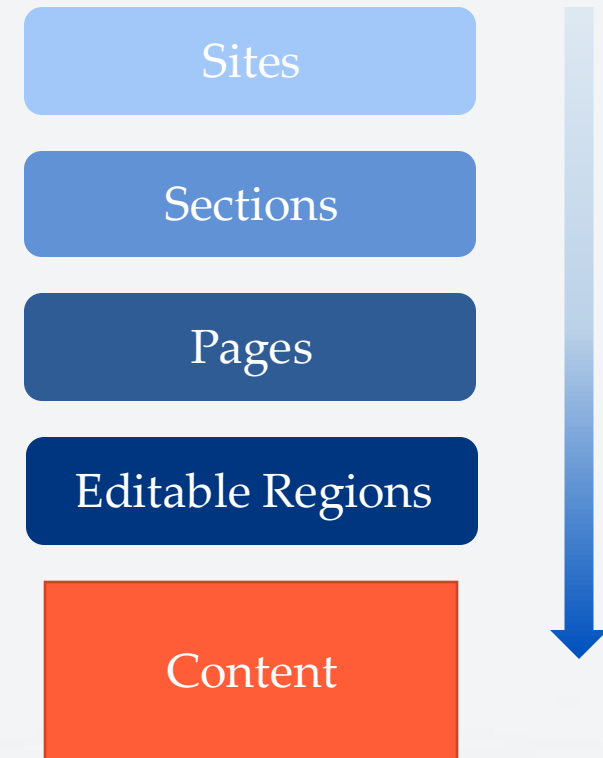


*The group with rights to edit this folder.*



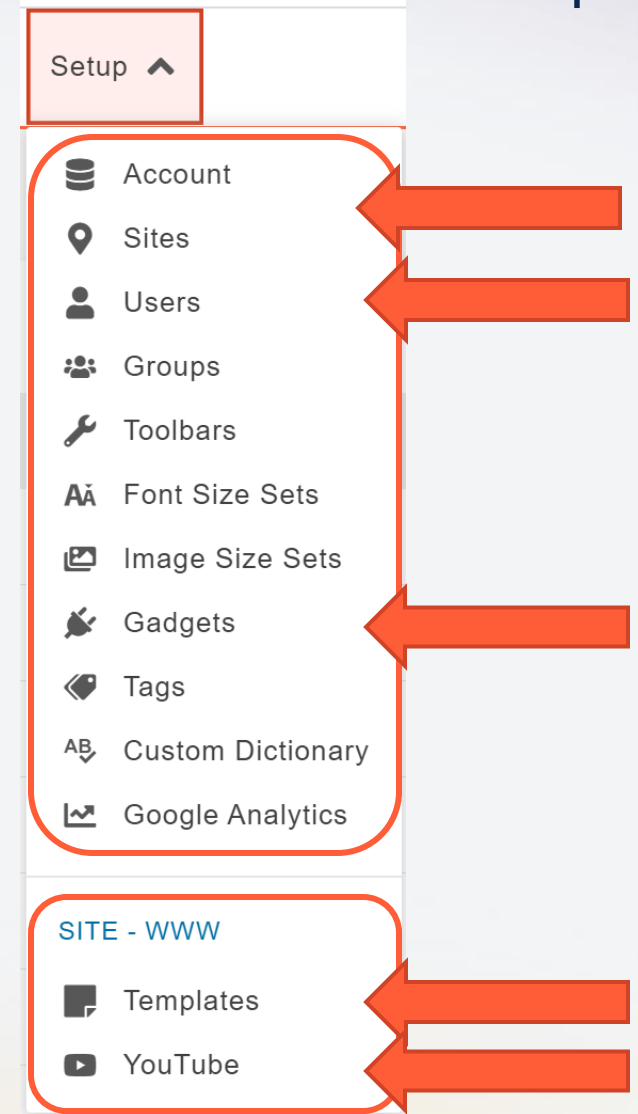
# INHERITANCE AND PRECEDENCE

- Access settings are inherited from higher level settings
- Access settings closer to the content take precedence over those set at higher levels
- Section settings inherit from Site
- Page settings inherit from Section
- Editable Region settings inherit from Pages
- Settings closer to the content will overwrite settings set at a higher level



# SETUP MENU

- Setup Menu Only available to level 10 admins
- Contains two main areas:
  - Account Level: settings will populate across all sites in an account
  - Site Level: settings will differ depending on the site you're viewing
- Key administrative functions live here
  - Adjust general account/site settings
  - Add users to the system and put them in groups
  - Manage gadget access
  - Manage template access, make template groups
  - Link YouTube and Google Analytics to the CMS



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LET'S SEE IT!

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Questions?

Our Next Monthly Orientation – **Content Editor Edition**  
will be held on

Friday, January 9<sup>th</sup>

10:00 AM – Noon PST

# Thank You!

[training@moderncampus.com](mailto:training@moderncampus.com)

[support.moderncampus.com](https://support.moderncampus.com)

## Other Upcoming Trainings:

Tuesday, January 27<sup>th</sup>

### **Links to Success in the CMS: Anchors & Links**

We will dive into all things links. From standard hyperlinks and buttons, to anchors and mailtos. We will also review how the dependency manager creates a link that is not easily broken by the moving or renaming of a file.

Thursday, February 5<sup>th</sup>

### **Monthly Workshop**

An open forum to discuss any topic related to the entire CMS product line.