

The Squiz CMS interface – what buttons/areas do what

Once you have logged in you will see the Squiz CMS Toolbar across the top of the website



From left to right:

New – add new asset button



This button allows web editors to add new assets (pages, images, documents, users, etc.) to the website. See *Creating Pages Helpsheet* or *Creating Files Helpsheet*

Mode switcher

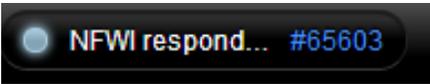
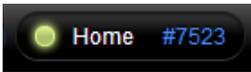
This button allows web editors to switch between:

1. Preview – look at what your page/image/document looks like
2. Edit – make changes to your page/image/document. See *Editing Helpsheet*

Asset State

This tells you the current state of your page/image/document.

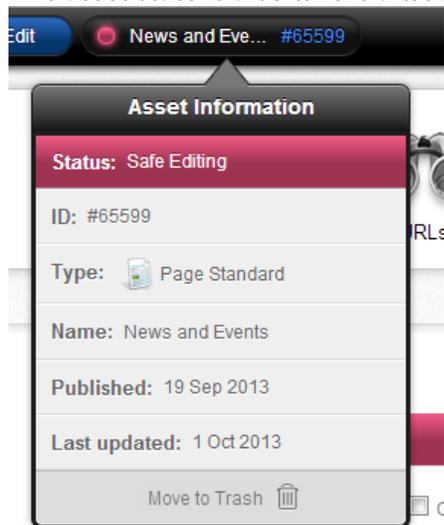
There are 4 possible states that concern a web editor:

1. **Under construction.** This is represented by a blue light . A page asset that has just been created will always be under construction. An asset under construction cannot be seen on the live website until it has been made live.
2. **Live.** This is represented by a light green light . An asset that is live can be seen on the live website. Images and documents, when created, are automatically live, but can only be seen on the live website if they are inserted or linked to from a live page.

3. **Safe edit.** This is represented by a pink light  News and Eve... #65599. Safe mode is initiated to a live asset when a web editor wants to make changes to that asset. Once they have made all of their changes they approve the changes and then make the approved changes live.

4. **Approved or apply for approval.** This is represented by an orange light  News and Eve... #65599. Once a web editor is happy with her changes she changes the status of her asset approve or apply for approval. The federation web editor then needs to change the status of the asset to live if she is happy with the changes or she can reject the changes and the asset will go back to safe edit mode.

The asset state is also where a web editor clicks to find the 'move to trash' option so that the asset can be deleted.



Compare to live



The compare to live button is only visible in 'preview' mode when changes have been made to an asset while in safe edit.

This button allows a web editor to see the changes that have been made to the asset since safe edit was initiated. Any additions to content are highlighted in green and any deletions in green. Clicking the button off will show what the page will look like once it is approved and made live. Clicking the button on will show the marked-up changes in green and red highlights.

Accessibility



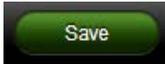
Like the 'compare to live' button, the accessibility button is also only viewable when in 'preview' mode. Clicking this button shows you how accessible your page content is to people with limited vision and other impairments. This information helps a web editor adjust the content on their pages to make it more accessible.

Log out button



Allows web editors to log out of the CMS or exit edit mode, i.e. swap between the live site and the CMS. If you exit edit mode just type `_edit` at the end of the website address aka URL to get back in to the CMS without having to retype your login details.

Save button



The save button is used to commit changes made to an asset. When making changes in safe edit mode, once the save button is pressed, the only way to undo changes is to cancel safe edit and start your changes again.

Asset finder



The asset finder, represented by a magnifying glass, is the tool that is used to navigate around the assets on the CMS. Clicking the asset finder brings up a separate window that is divided in to columns. When you click the asset finder you are shown where you currently are in the CMS.

You can therefore click the asset finder at any time if you are unsure where you are, what asset you are working on, or want to find or navigate to another asset. Note: you must save or discard your changes before navigating away from the asset you are working on.

Asset Finder
Select the asset you want to view, edit or use

Refresh Assets

National Federation of Wome... [7531] Become a member (8) [8048] Structure of the WI (4) [8060] England (55) [15064] Avon (3)

Asset Name	Count
National Federation ...	98
Media	3
[7531] Become a me...	8
[7535] What we do (11)	11
[7539] Campaigns (7)	7
[7543] WIE & WI Life ...	12
[7547] Media centre (5)	5
[7551] WI in Wales (...)	8
[57062] Our Shop (0)	0
[8949] WI in Wales (...)	8
[7579] Contact us (1)	1
[7583] FAQs (43)	43
[7587] Jobs (3)	3
[7591] Wis A-Z (1)	1
[7595] Documents (1)	1
[10408] Site map (0)	0
[7603] Cookies & Pri...	1
[7607] Terms & Con...	1
[7532] Page Content...	0
[8036] Membership o...	4
[8040] Start a new WI...	1
[8044] NFWI Associa...	1
[8048] Structure of th...	4
[8052] WI case studi...	6
[8056] Member profil...	9
[10599] Image Galler...	7
[8049] Page Content...	0
[8060] England (55)	55
[8064] The Islands (4)	4
[8068] Wales (14)	14
[15064] Avon (3)	3
[15589] Bedfordshire...	6
[15958] Berkshire (5)	5
[16307] Buckingham...	5
[16892] Cambridge (5)	5
[17193] Cheshire (9)	9
[18010] Cornwall (6)	6
[18679] Cumbria Cu...	3
[19080] Cumbria We...	6
[19473] Derbyshire (7)	7
[20274] Devon (4)	4
[21251] Dorset (5)	5
[21736] Durham (3)	3
[22073] Essex (3)	3
[23002] Gloucesters...	5
[23627] Hampshire (5)	5

Current Selection [15064] Avon (3) #15064 **Select**