

cmslite.gov.bc.ca - Quick Reference Guide

Glossary:

COS: Corporate Online Services
CSS: Cascading Style Sheets
CMS: Content Management System
GUID: Globally Unique Identifier
GBU: GUID-based URL
GOV: Official government website
HRU: Human-readable URL
IA: Information Architecture
IAC: Internet Advisory Council
IAAG: Information Architecture Advisory Group
JSP: JavaServer Pages
PROD: Production website
PVT: Production Verification Testing
QA: Quality Assurance website
RCC: Right Column Component
SIT: System Integration Testing
UAT: User Acceptance Testing
UI: User Interface
URL: Uniform Resource Locator
WYSIWYG: "What You See Is What You Get!"

Application - CMS Lite:

CMS Lite is a custom, in-house developed content management system used to manage GOV and other sites. It is a Java application, developed using the Spring/Hibernate framework. Bootstrap (CSS) and JSP Tiles are used for the UI. It interfaces with an Oracle database, which is used to store content

Application - CMS Lite - Access:

You can access CMS Lite from your home or office. VPN is not required. IDIR login is required

Application - Manual and Release Notes:

Visit gov.bc.ca/cms for the online manual and release notes for CMS Lite

Application - Supported Browsers:

The only browsers that are support for CMS Lite are the latest versions of Firefox and Chrome. There is no support for Internet Explorer, Edge or Safari

Application - Upgrade:

Upgrades occur approx. 1-2 times per month on Tuesday evenings (between the hours of 4pm & 6pm), unless specified otherwise

Application - Upgrade Notification:

Users will be notified of an upgrade via a message within CMS Lite at the top of the page. A message will be posted a day or two prior to the upgrade

Content Creation:

GCPE manages the homepage and top-level Themes pages (I.A. levels 1-2). Ministries manage content at the Topic level (I.A levels 3-8). An unlimited number of pages can be created within a Topic

Content Creation - Clone/New Page

You can clone an existing page 20 times (per clone session). In addition, you also have the ability to create 20 net-new pages (during page creation)

Content Creation - I.A.:

For GOV, there are 15 Themes, with 8-sub-Themes per Theme and 8 Topics per sub-Theme. This means, GOV can have a max. 960 Topics. Content has been organized for citizens based on Topics

Content Creation - RCC:

There are 3 Right Column Components (RCC) to choose from: Promo box, Related Links and Useful Contacts. A total of 4 RCC are allowed on a page. The use of a RCC is not required

When a RCC is used, there may be fields that are mandatory (indicated with *). You can save the page without filling in the mandatory fields. However, when content is published, all mandatory fields must be entered

Note: There is an option to include a Twitter feed as well. Contact the GCPE Service Desk for more details

Content Creation - RCC - Usage:

If you need a lot of text in the RCC, choose RCC Related Links. The intro field allows for up to 1024 characters (compared to the text field of a Promo box, which only allows for 300 characters)

Content Creation - Social Media:

You can embed Twitter feeds, Google maps, YouTube videos and Flickr galleries on GOV

Content Creation - Title vs. Nav Title:

The Title value is used on the body of content, where as the Nav Title will be used in the navigation and the left nav bar

Content Creation - WYSIWYG - CKEditor:

Building pages is simplified through the use of a WYSIWYG text editor (CKEditor). A toolbar (similar to one found in MS Word) is available to help you with formatting, from bolding and centering text, to embedding tables, images and links in your content

GUID-based URLs (GBU):

All pages and assets are assigned a GUID. The GUID is a 32 alpha-numeric value, and unique to each page and asset. The permanent link to a page is the GBU (which is found in CMS Lite)

Example: <http://www2.gov.bc.ca/gov/content?id=81BBC6221D42401EBCE13D4D8945F3A3>

Homepage - Content/Asset Status Grid:

The content/asset grid allows you to see pages and assets, open files, perform searches, sort the information and set the number of results to be displayed. You can also lock/unlock pages and publish files from the homepage

Homepage - Workflow Status Grid:

The workflow grid allows you to see the status of your publish jobs. As needed, you can cancel jobs, reschedule jobs or retry failed jobs

Messages for each job are available for viewing

Human-readable URLs (HRU)

The structure of the URL used on the GOV site. Authors can define/control the naming of their pages in the URL through the Page Path field

Note: please ensure that the Page Path field does not include the initial default naming conventions, which include the words *clone* or *new-page*

Information Architecture - Pages:

Pages are built in the Content screen. You can only create pages within the Topics you have access to. You can create, save, publish and delete pages as needed

Pages shown in the left pane directly reflect how pages will be displayed on the website. If you need to move pages around, you can drag-and-drop pages as needed. Once complete, publish the page to make the website show the newly positioned page

Metadata:

Standard metadata is required for all pages. The following fields are mandatory (indicated with *). Default values are also shown

Keywords
Description
Language (default = English)
Creator
Subject Category
Subject
Security Classification (default = Low)
Security Label (default = Public)

Publishing:

Publish assets or pages immediately, or set a date/time in the future. You can always change a set date/time value, cancel the publishing job or set the job to publish immediately

Publishing - Unpublishing:

If you need to remove content from the site, but still want to retain a copy, use Unpublish

Publishing - Uploads - Limitations:

You can upload or publish a combined total of 100 MB worth of files during a single upload/publishing session

Example: You can publish/upload a single 100 MB file or 100, 1 MB file. The max. number of files that can be uploaded/published during a single session is 500

Security - CMS:

Content within CMS Lite is protected by security groups. Only members of a particular group can edit content

Security - QA:

The QA website is currently open to all users with an IDIR account

Note: Content in QA can be protected. A request to the Service Desk is all that is needed

Tips!

You do not need to have all your content entered to save your page. Save your in-progress work at anytime

You can open a page (or asset) using its HRU or GUID

If you are creating similar pages, use the Clone feature (to make an exact copy of an existing page)

You can unlock pages, but it's recommended that you talk to the person who has the lock on it, first

Want to know the GUID of a page in PROD? Click the Share link in the bottom right corner of a browser window

You do not need to know HTML, CSS or Javascript to manage content in or use CMS Lite



cmslite.gov.bc.ca - How to...

Clone a Page:

1. Click on "Content" in the header
2. Navigate to the location where the cloned page will reside (using the left pane)
3. Place a check on the page you want to clone
4. Click on the "Actions" menu, and choose "Clone Page"

Create a Page:

1. Click on "Content" in the header
2. Navigate to the location where the new page will reside (using the left pane)
3. Place a check on the page you want the new page to appear under
4. Click on the "Actions" menu, and choose "New Page"

Create an External Link:

1. Click on "Content" in the header
2. Navigate to the location where the external link will reside (using the left pane)
3. Place a check on the page you want the external link to appear under
4. Click on the "Actions" menu, and choose "New External Link"

Delete a Page:

1. Click on "Content" in the header
2. Navigate to the location where the page you want to delete resides (using the left pane)
3. Place a check on the page you want to delete
4. Click on the "Actions" menu, and choose "Delete"

Delete an Asset:

1. Click on "Assets" in the header
2. Navigate to the location where the asset you want to delete resides (using the left pane)
3. Click on the "Folder" tab in the right pane
4. Place a check on the asset you want to delete
5. Click on the button "Delete Selected"

Edit an Existing Asset or Page:

1. Using the file's URL (or GUID), copy and paste it into the "Open" field on the CMS Lite homepage
2. Click the "Open" button

Edit an Existing Page:

1. Click on "Content" in the header
2. Navigate to the location where the page exists (using the left pane)
3. Click on the Title of the page

Find Where an Assets is Used:

1. Click on "Assets" in the header
2. Navigate to the location of the asset you want to find the usage of (using the left pane)
3. Click on the "Folder" tab in the right pane
4. Click the "Settings" button next to the Asset in the right pane
5. Click the "Usage" tab in the right pane

Lock a page (Option 1):

1. Click on "Content" in the header
2. Navigate to the location where the page you want to lock resides (using the left pane)
3. Place a check on the page you want to lock
4. Click on the "Actions" menu, and choose "Lock Selected"

Lock a Page (Option 2):

1. Click on "Content" in the header
2. Navigate to the location where the page you want to lock resides (using the left pane)
3. Click on the Title of the page in the left pane
4. Click on the "Lock" or "Save" button at the bottom of the right pane

Lock a Page (Option 3):

1. On the Homepage of CMS Lite, Filter to find the page you want to lock
2. Place a check on the page you want to lock
3. Click the "Lock" button at the top of the homepage grid

Move a Page:

1. Click on "Content" in the header
2. Navigate to the location where the page you want to move resides (using the left pane)
3. Select the page (click on the title) and drag-and-drop the page to its new location

Publish a Page (Option 1):

1. Click on "Content" in the header
2. Navigate to the location where the page you want to publish resides (using the left pane)
3. Place a check on the page you want to publish
4. Click on the "Actions" menu, and choose "Publish Selected"

Publish a Page (Option 2):

1. Click on "Content" in the header
2. Navigate to the location where the page exists (using the left pane)
3. Click on the Title of the page in the left pane
4. Click on the "Publish" button at the bottom of the right pane

Publish a Page (Option 3):

1. On the Homepage of CMS Lite, Filter to find the page
2. Place a check on the page you want to publish
3. Click the "Publish" button at the top of the homepage grid

Publish an Asset:

1. Click on "Assets" in the header
2. Navigate to the location where the asset you want to publish resides (using the left pane)
3. Click on the "Folder" tab in the right pane
4. Place a check on the asset you want to publish
5. Click on the button "Publish Selected"

Unpublish a Page (Option 1):

1. Click on "Content" in the header
2. Navigate to the location where the page you want to unpublish resides (using the left pane)
3. Place a check on the page you want to unpublish
4. Click on the "Actions" menu, and choose "Unpublish Selected"

Unpublish a Page (Option 2):

1. Click on "Content" in the header
2. Navigate to the location where the page exists (using the left pane)
3. Click on the Title of the page
4. Click on the "Unpublish" button at the bottom of the right pane

Unpublish a Page (Option 3):

1. On the Homepage of CMS Lite, Filter to find the page
2. Place a check on the page you want to unpublish
3. Click the "Unpublish" button at the top of the homepage grid

Unlock a Page (Option 1):

1. Click on "Content" in the header
2. Navigate to the location where the page you want to unlock resides (using the left pane)
3. Place a check on the page you want to unlock
4. Click on the "Actions" menu, and choose "Unlock Selected"

Unlock a Page (Option 2):

1. Click on "Content" in the header
2. Navigate to the location where the page you want to unlock resides (using the left pane)
3. Click on the Title of the page
4. Click on the "Unlock" button at the bottom of the right pane

Unlock a Page (Option 3):

1. On the Homepage of CMS Lite, Filter to find the page
2. Place a check on the page you want to unlock
3. Click the "Unlock" button at the top of the homepage grid

Upload an Asset:

1. Click on "Assets" in the header
2. Navigate to the location where the asset you want to upload will reside (using the left pane)
3. Select the box (place a check) next to the folder where the asset will be uploaded to
4. Click on the "Actions" menu, and choose "Upload File(s)"

View Workflows/Published Jobs:

1. On the CMS Lite homepage, go to the bottom of the page
2. You can view all jobs, your jobs or cancel jobs
3. You can also reschedule a job by clicking on the date in the "Scheduled Date" column

CMS Lite - 2.4.0

Province of British Columbia ▾

Header

Home **Content** Assets Enhanced Search Taxonomy Tags Groups Users Adm

Open a Page by URL or ID

Open

Action ▾

▾ Province of British Columbia

> Home

> British Columbians & Our Governments

Left Pane

Right Pane