Content Creation - I.A.:
For GOV, there are 16 Themes, with up to 8-sub-Themes per Theme and up to 8 Topics per sub-Theme. Content has been organized for citizens based on Topics

Content Creation - RCC:
There are 4 Right Column Components (RCC) to choose from: Promo box, Related Links, Useful Contacts and Twitter feed. 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 a page is published, all mandatory fields must be entered.

Contact the Service Desk for Twitter Feeds

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

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=818BC621D42401EBCE13D4B945F3A3

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. Values required are indicated with *.

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

Audience
Publication Date

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 900

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

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

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.
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. Click on the "Folder" tab in the right pane
4. Place a check on the page you want to publish
5. Click on the "Publish" button at the top of the homepage grid

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" 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

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. Click on the "Unlock" button at the top of the homepage grid

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 "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

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

Unpublish a Page (Option 4):
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 bottom of the homepage grid