



CONTENT MANAGEMENT SYSTEM

CMS Team

Information Services

Support: go.qub.ac.uk/itsupport

What is a CMS?

- The CMS System:
 - A user-friendly environment allowing web content to be created, stored, maintained and managed

Organisational Perspective



Centralisation of storage:
Tracking
Monitoring
Amending

Users' Perspective



Non-technical contributors
Easy to use interface & tools
Content Types & Re-usable
Content

Advantages of a CMS

- The Advantages:
 - Users can create, modify & manage their site without technical knowledge
 - Divorces design considerations from content considerations
 - Efficient, e.g., re-using content
 - Design conformity and consistency... interface, navigation and information models
 - Enables greater use of dynamic information in sites, eg. Social Media Wall
 - Consistent corporate identity, e.g., colours, layout, fonts, etc.

Moderator Tasks

Site Structure

- Explore site structure
- Add sections
- Edit sections
- Delete sections
- Add metadata
- Move sections
- Reorder sections
- Bookmark sections

Content


- Add content
- Modify content
- Delete content
- Approve content
- Use the Media Library
- Reorder Content
- Set content options
- View content history

Page Layouts (Styles)

- The look and feel of the webpage
- Built and maintained behind the scenes
- Non-editable
- Defines the appearance and position of different elements on the webpage:
 - Font style, size and colours
 - Position of your unit's title,
 - Link colours
 - Background image/colours
 - Images
 - Position of navigation menu

The Queen's Style

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CMS

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CONTENT MANAGEMENT SYSTEM

CMS AT QUEEN'S

[Login to CMS →](#)

Activate Windows
Go to Settings to activate Windows.

Content Types (Templates)

- Integral to creating content within the system
- They are pre-defined layouts for displaying information
- Editable and non-editable areas on each web page
- Editable areas use content types to display content
- New content types, including:
 - DTP – Banner
 - DTP – Panel
 - DTP – General Content
 - DTP – Two Verticals

Accessing the System

- Accessing the CMS:
<https://cmst4.qub.ac.uk/>
- Enter your username and password (these are case sensitive)
- Request training & access for Queen's staff member:
go.qub.ac.uk/itsupport
- Common Tasks Training Videos:
<https://www.qub.ac.uk/sites/web-support-team/content-management-system/cms-training-and-resources/CommonTasksVideos/>

Links to Resources

- Content Type Guidance:
 - <https://www.qub.ac.uk/sites/web-support-team/content-management-system/cms-training-and-resources/content-types/>
- Accessibility Guidance:
 - <https://www.qub.ac.uk/sites/web-support-team/content-management-system/accessibility/>
- Copyright approved images. You can register to use images from the QUB Brand Hub. These images are copyright approved for use on Queen's sites:
<http://www.qub.ac.uk/imagebank>
- **For any other image, ensure you have the correct copyright clearance to use the image.**

Restricted Access to Webpages

Important Reminder

- When adding any type of content to your site, it will always be available for viewing by the public (externally), once it has been approved and published.
- Therefore, please contact us through go.qub.ac.uk/itsupport BEFORE adding any content that requires restriction, such as queen's-only access or password protection.

Deleting Web Pages

Important Reminder

- When you delete a section (page) or content from your site structure, its status changes to **Inactive** and it moves to the system recycle bin.
- In the next publishing cycle, the deleted page or block of content will be removed from the live site.
- The recycle bin is purged every week (usually on a Friday afternoon) and the inactive section is **permanently deleted** from the CMS.