



# CONTENT MANAGEMENT SYSTEM

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Web Support Team

Information Services

**Support: [go.qub.ac.uk/itsupport](http://go.qub.ac.uk/itsupport)**

# Housekeeping

- Fire Exit
- Tea & Coffee
- Facilities
- Format of session
- Handouts
- User Accounts

Login:

- <https://cmst4.qub.ac.uk>

Support:

- [go.qub.ac.uk/itsupport](http://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



QUEEN'S  
UNIVERSITY  
BELFAST

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## Content Management System (CMS)

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[Training](#)

[Request CMS access](#)

[Contact](#)

CONTENT MANAGEMENT SYSTEM

## CMS AT QUEEN'S

[Login](#)

GOT A QUERY?

# 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:

<http://www.qub.ac.uk/sites/web-support-team/content-management-system/>

- Training Videos:

<http://www.qub.ac.uk/sites/web-support-team/content-management-system/cms-training-and-resources/>

- Copyright approved images:

<http://www.qub.ac.uk/imagebank>

- Request access for Queen's staff member:

[go.qub.ac.uk/itsupport](http://go.qub.ac.uk/itsupport)

# Further Resource Links

- [View our Web Support Team site](http://www.qub.ac.uk/sites/web-support-team/content-management-system/). It includes the CMS system login, our team newsletter, training dates and instructional resources:  
<http://www.qub.ac.uk/sites/web-support-team/content-management-system/>
- [Read more on the T4 Knowledge Base site](https://docs.terminalfour.com/documentation/). Focus on the [Managing Sites](#) and [Managing Content](#) pages:  
<https://docs.terminalfour.com/documentation/>
- **Queen's Digital Guidance Site:**  
<http://qub.ac.uk/sites/Guidance/>  
It includes many areas of web guidance, including:
  - Search Engine Optimisation (SEO)
  - Social Media

# 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](http://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 and the inactive section is **permanently deleted** from the CMS.