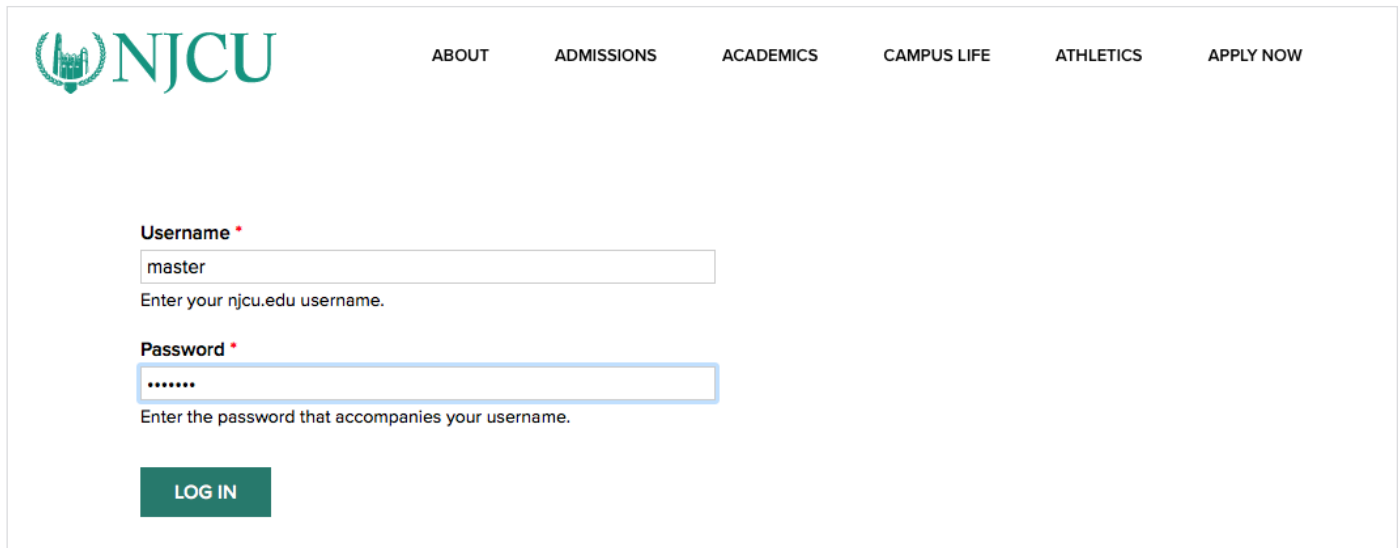




# New Jersey City University CMS Guide

## Login

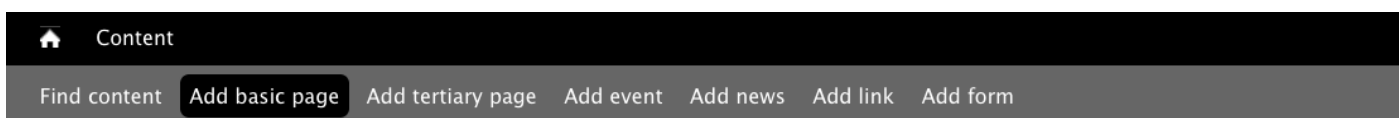
- Go to <http://njcu.edu/user>
- Log in using your username and password



The screenshot shows the NJCU login page. At the top left is the NJCU logo. To the right of the logo is a navigation menu with links: ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, and APPLY NOW. Below the navigation menu is the login form. It has two input fields: one for Username and one for Password. The Username field contains the text 'master'. Below the Username field is a hint: 'Enter your njcu.edu username.' Below the Password field is a hint: 'Enter the password that accompanies your username.' At the bottom of the form is a green button labeled 'LOG IN'.

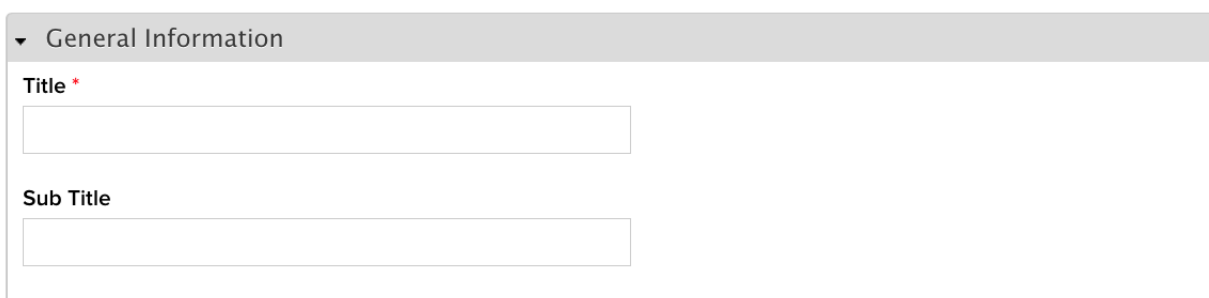
## Creating Basic Pages

- To create a basic page, click on “Add basic page” at the top left corner of the page in the gray toolbar.



The screenshot shows a toolbar with a dark background. On the left is a home icon and the text 'Content'. To the right of 'Content' are several buttons: 'Find content', 'Add basic page', 'Add tertiary page', 'Add event', 'Add news', 'Add link', and 'Add form'. The 'Add basic page' button is highlighted with a dark background.

- Create a title for the page (having a subtitle is optional).



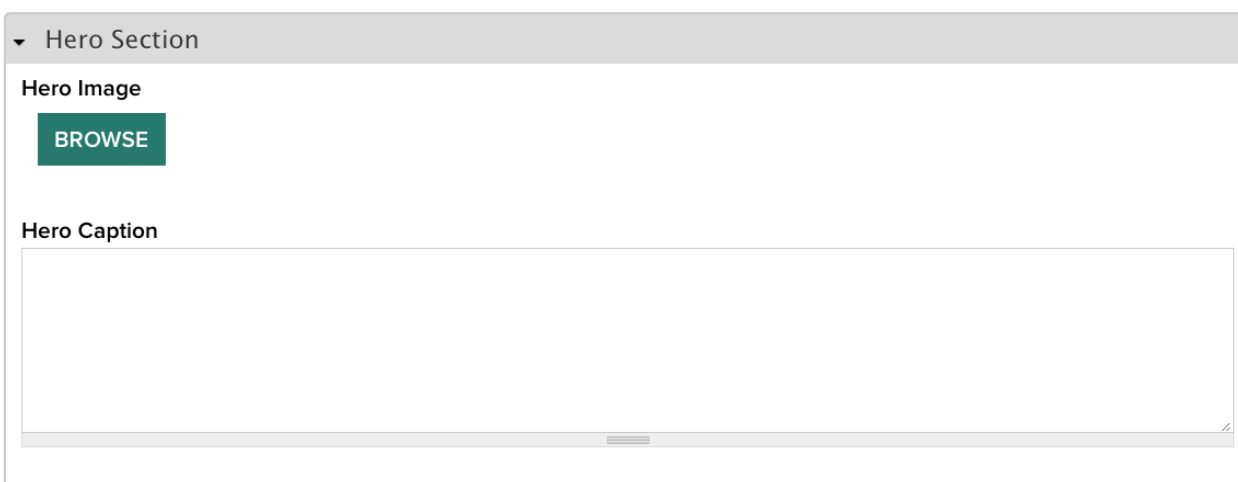
The screenshot shows a form titled 'General Information'. It has two input fields: one for Title and one for Sub Title. The Title field is required, indicated by a red asterisk. The Sub Title field is optional.

- Create a title for the page (having a subtitle is optional). Assign the group to which the page belongs by selecting from the drop down menu.



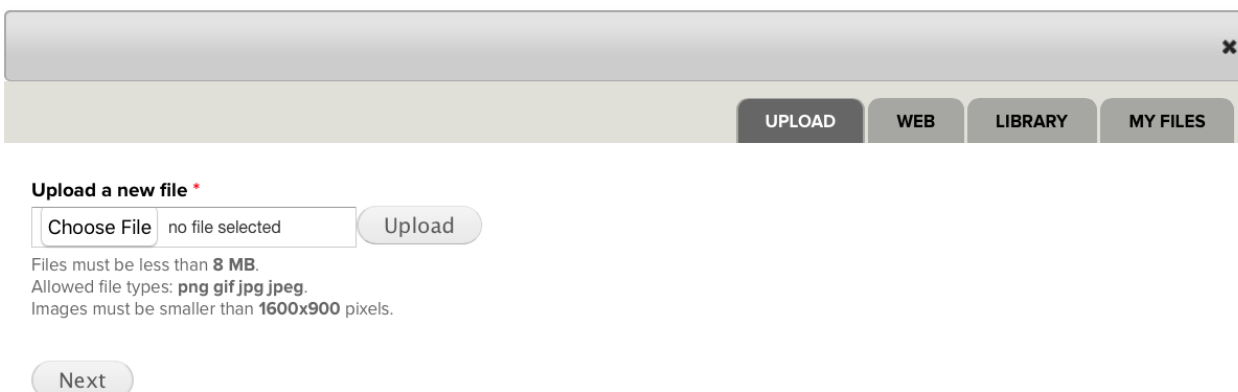
A screenshot of a form section titled 'Group' with a dropdown menu. The dropdown menu is open, showing the text '- Select a value -'.

- Choose a Hero Image by clicking on 'Browse'.



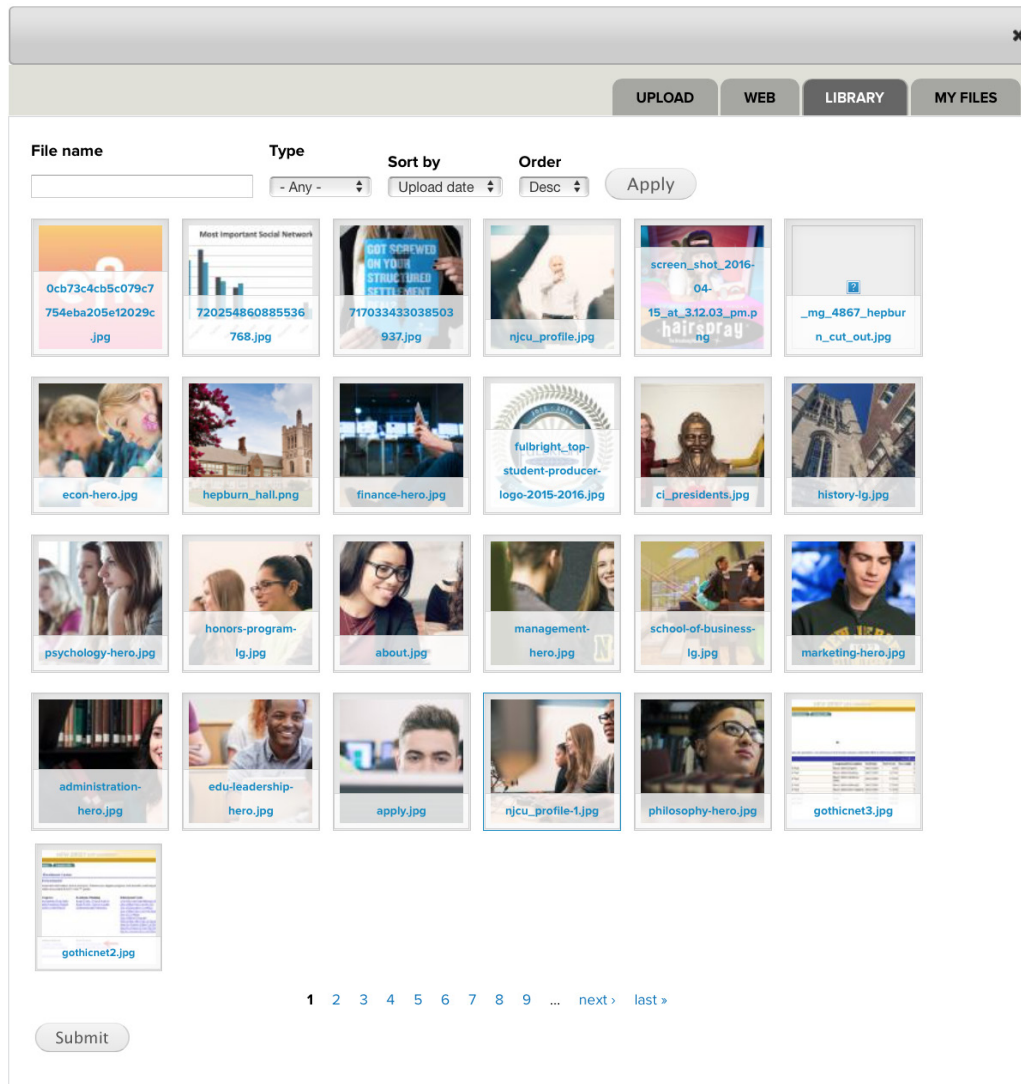
A screenshot of a form section titled 'Hero Section'. It contains a 'Hero Image' label, a green 'BROWSE' button, and a 'Hero Caption' label with a large text area below it.

- Click on choose file and find the image that you want and click Upload. Then Click Next. In the next window, click save. It is not necessary to edit any of the fields.

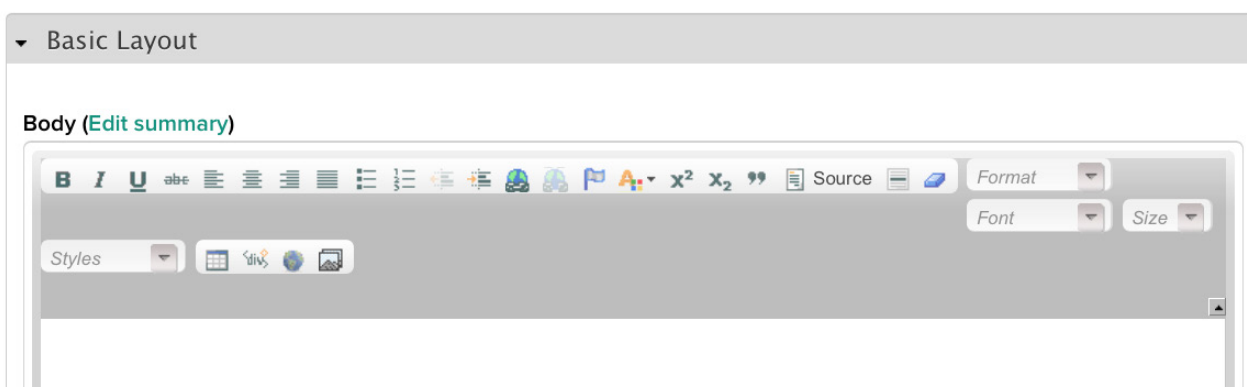


A screenshot of a file upload interface. At the top, there is a grey bar with a close button (X). Below it, there are four buttons: 'UPLOAD', 'WEB', 'LIBRARY', and 'MY FILES'. Underneath these buttons, there is a section titled 'Upload a new file' with a red asterisk. It includes a 'Choose File' button, a text box showing 'no file selected', and an 'Upload' button. Below this, there is a note: 'Files must be less than 8 MB. Allowed file types: png gif jpg jpeg. Images must be smaller than 1600x900 pixels.' At the bottom, there is a 'Next' button.

- Use the Library tab to the right if you want to use an image from a database to which users have uploaded images. Once you find the image that you want to use as your hero image click on it. Then scroll to the bottom of the page and click 'submit'.



- Add content in the body section. You can customize the format, font, size and style by utilizing the drop down menus on the right hand side of the toolbar below.

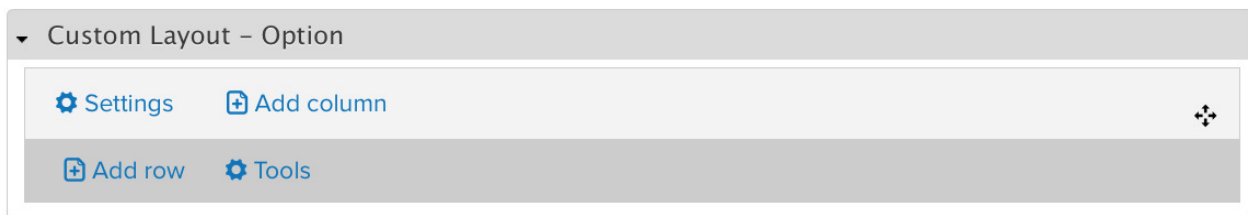




- It is possible to customize your layout into columns of text or images (this is optional).



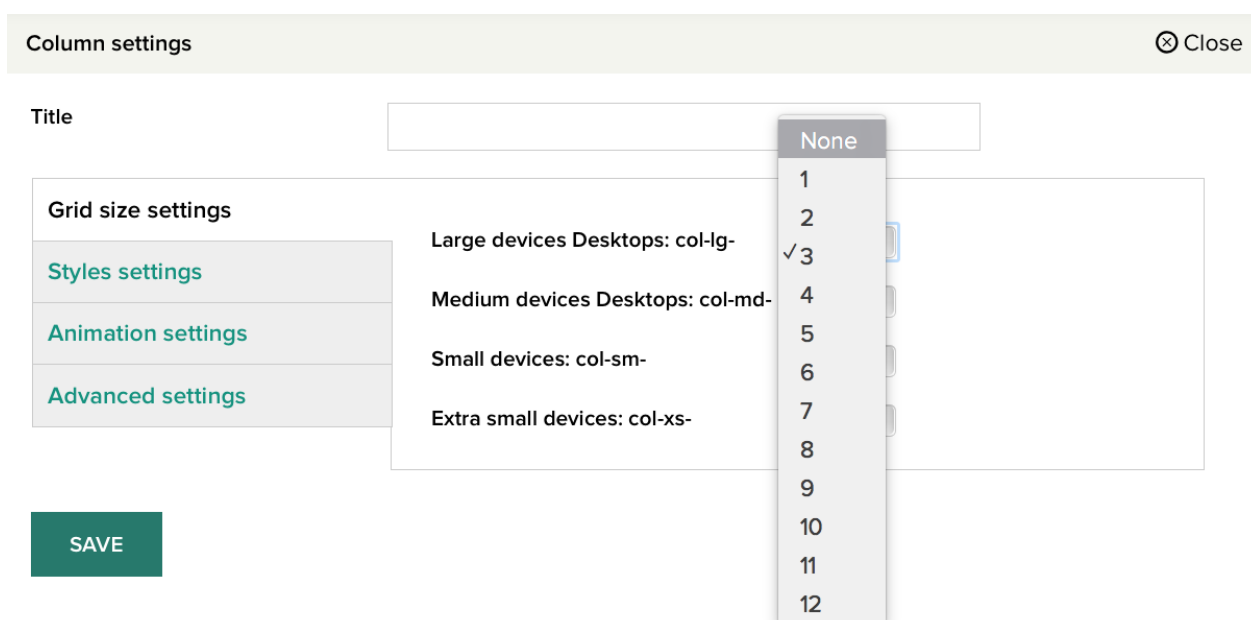
- Click on add row. Add column will appear. Then click on add column.



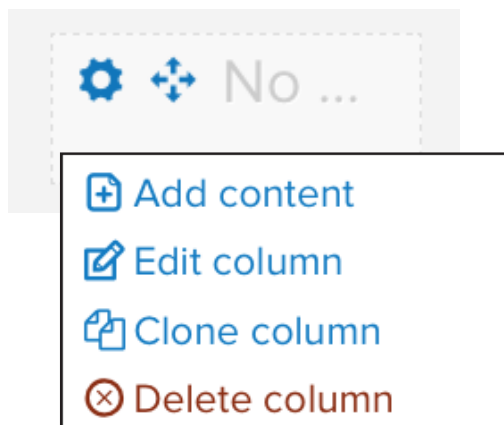
\*To add more columns, continue to click add column up till your row is full.

- Setting the width of columns works in units adding up to 12. The numerical value of columns should add up to 12 to fill the width of the page. (a value of six creates a column half the width of the page, a value of 3 creates a column the width of a quarter of the page, and so on). Click on the drop down menu next to large devices and medium devices. Make sure that they are both the same number.

- **Click save**

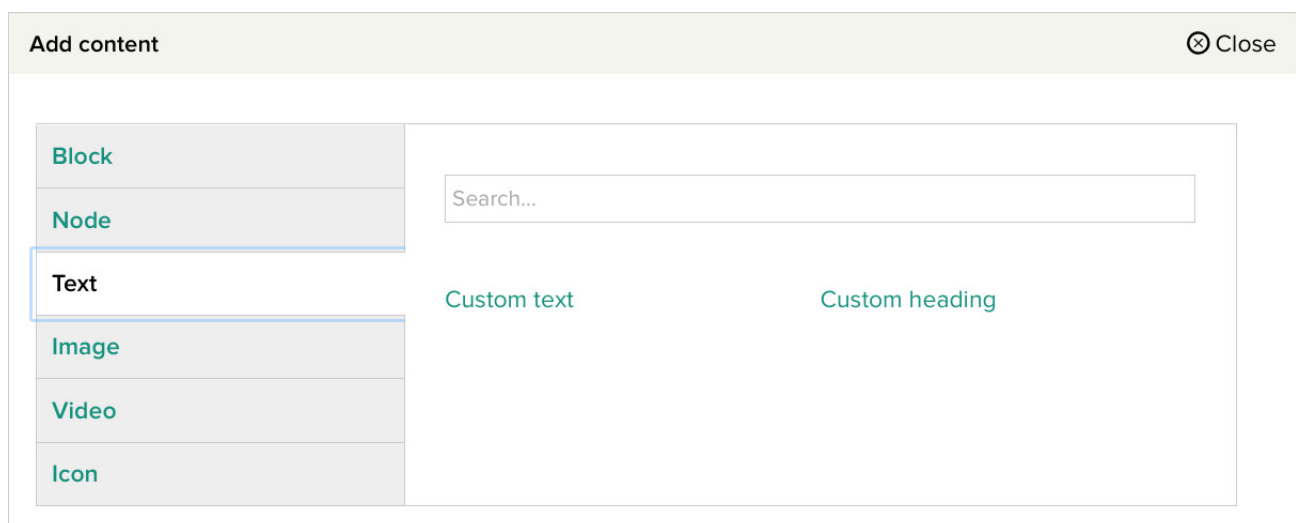


- In the example below, there are two columns. The one on the left has column settings at 10 for medium and large devices, and the second on the right has column settings at 2 for medium and large devices. Since both columns (10 & 2) add up to 12, the page will not have any blank spaces.



- Click on the gear symbol in the left hand corner.
- Click on Add Content.

- This option is primarily used for text, images and videos. To add text, click on Text and then click on custom text.

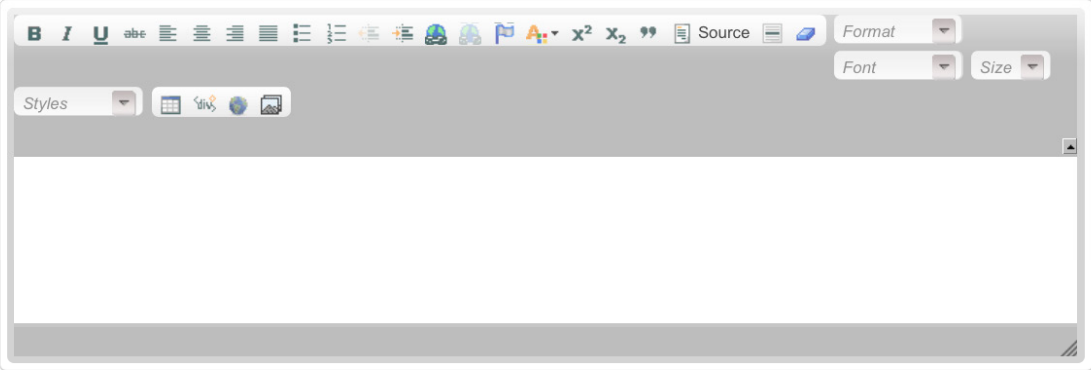


- The title is optional. Add the content that you desire under Custom text. Once you are done make sure to scroll down and [click on save](#).

**Settings: Custom text** ⊗ Close

Title

Custom text



The image shows a rich text editor interface. At the top is a toolbar with various icons for bold, italic, underline, bulleted list, numbered list, link, unlink, insert image, insert video, insert table, and source code. Below the toolbar is a large text area for editing content.

[Disable rich-text](#)

**Text format** Full HTML More information about text formats ?

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

**Visibility settings**

[Animation settings](#)

▸ Roles

▸ Permissions

**SAVE**

- To add images click on Image then Insert an Image.

**Add content** ⊗ Close

Block

Node

Text

**Image**

Video

Icon

[Insert an image](#)

- Click on choose file, select the image that you desire and then click on upload. Make sure to scroll down and [click save](#) at the end.

Settings: Insert an image

Close

Title

Upload image \*

Choose File no file selected

UPLOAD

Allowed extensions: gif png jpg jpeg

Image alt

Image style

None

Use your image style for image view. Default will be original of your image.

Image link

Visibility settings

Animation settings

Roles

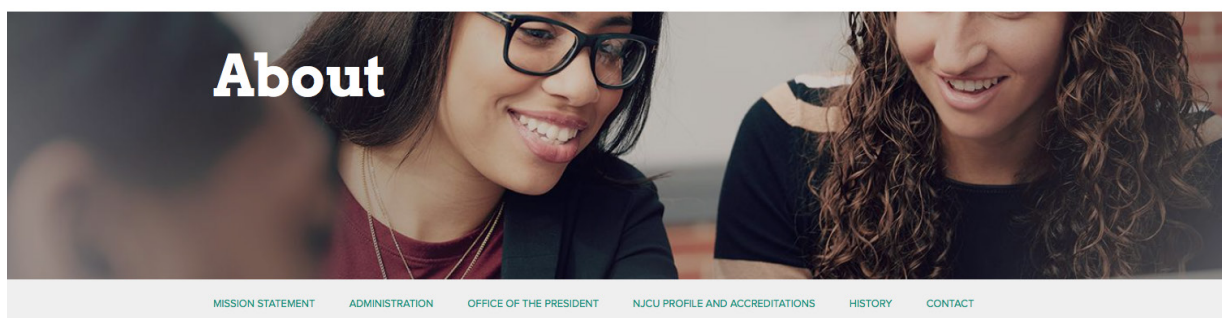
Permissions

SAVE

- Use 2nd level navigation in order to create a menu link(s) on a basic page.

- Custom Layout – Option
- 2nd Level Navigation – Option
- 3rd Level Navigation – Option
- 3rd Level Background Image – Option
- Parent URL

- An example of such a menu is below in green letters.





- Click on the drop down arrows to the right of None and chose the menu link you would like. The weight determines the order.

▼ 2nd Level Navigation – Option

**2nd Level - Parent Page**

✓ - None -

Tertiary Page

- 1089-T Information
- 24-Hour Course: Intro to Teaching
- 45-Hour Courses
- About
- About
- About
- About the Test
- Academic Calendars
- Academic Enrichment & Test Prep
- Academic Planning Sheet
- Academic Skills Workshops
- Academic Skills Workshops
- Acceptance Forms
- Accounting Office
- Accreditation
- Accreditations
- Accreditations
- Administration and Finance
- Admissions
- Admissions
- Adult Skills Courses

- The option below allows you to create menu links at the bottom of the page such as the example below which was obtained from the About page.

▼ 3rd Level Navigation – Option

**3rd Level - Parent Page**

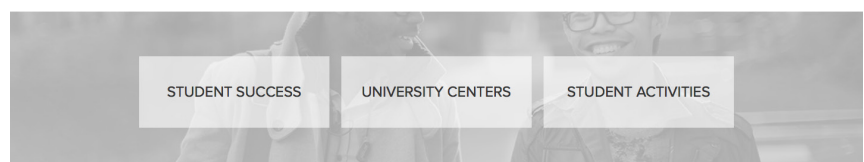
✓ - None -

Tertiary Page

- 1089-T Information
- 24-Hour Course: Intro to Teaching
- 45-Hour Courses
- About
- About
- About
- About the Test
- Academic Calendars
- Academic Enrichment & Test Prep
- Academic Planning Sheet
- Academic Skills Workshops
- Academic Skills Workshops
- Acceptance Forms
- Accounting Office
- Accreditation
- Accreditations
- Accreditations
- Administration and Finance
- Admissions
- Admissions
- Adult Skills Courses
- After the Test

- Chose the menu link by clicking on the drop down menu that you would like to appear at the bottom of the webpage.

Example of menu links at the bottom of the page



- Click on browse to choose the background image that will appear behind the menu. Press upload once you have picked the picture that you want.

▼ 3rd Level Background Image – Option

Background Image

**BROWSE**

UPLOAD WEB LIBRARY MY FILES

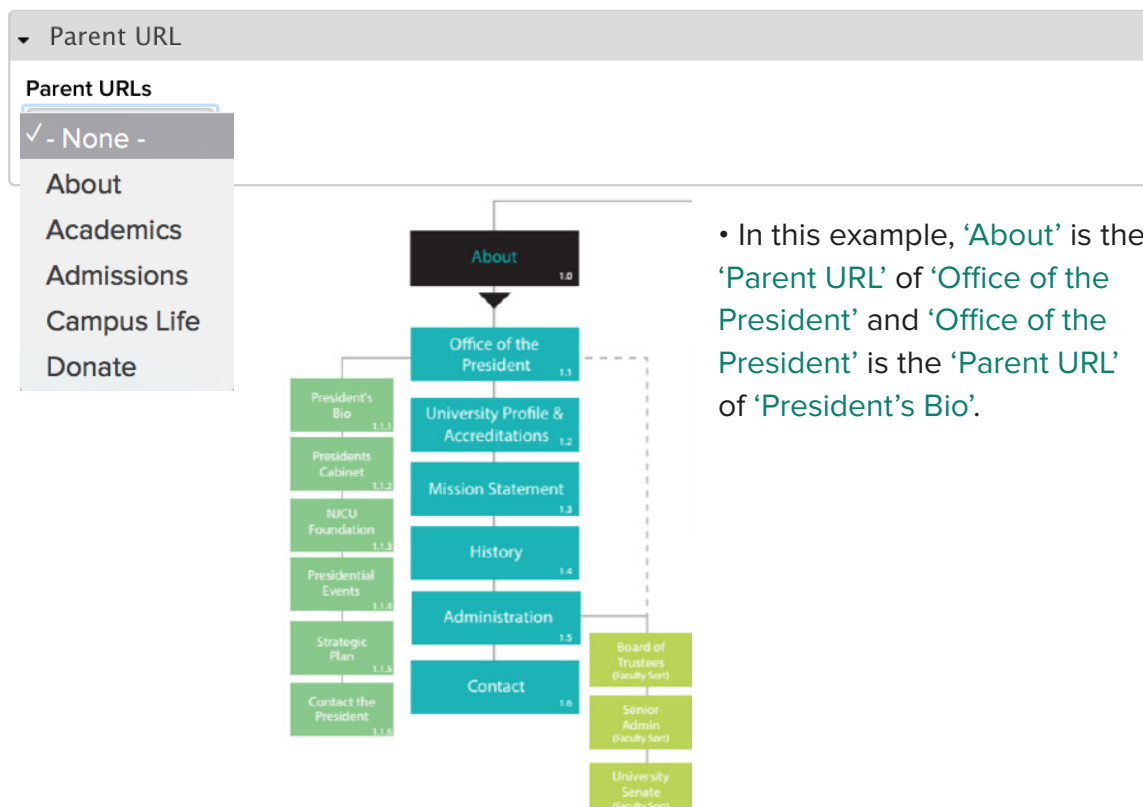
Upload a new file \*

Choose File no file selected Upload

Files must be less than **8 MB**.  
Allowed file types: **png gif jpg jpeg**.

Next

- Here you choose the parent url of the basic page. An example of how parent pages work can be found below.



**Revision Information/Moderation.**

- You can optionally schedule a date and time for publication by setting a date and time in the box at the bottom of the screenshot below.

Revision information  
New revision

Menu settings  
Not in menu

URL path settings  
Automatic alias

Meta tags  
Using defaults

Authoring information  
By Tami Pearson

Publishing options  
Not published

Revision log message

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Revision creation and moderation options**

☒ Create new revision, no moderation ☐ Create new revision and moderate

Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.

**Optionally schedule a date and time for publication**

Please use this format: *d-m-Y H:i*, e.g *18-04-2016 17:46*. If you enter "now" this content will be published immediately. If you do not wish to schedule publication, leave the field blank.

SAVE

PREVIEW

- URL Path Settings - You can customize the URL (optional).

- When done **Click save.**

Revision information  
New revision

Menu settings  
Not in menu

URL path settings  
Automatic alias

Meta tags  
Using defaults

Authoring information  
By Tami Pearson

Publishing options  
Not published

☒ Generate automatic URL alias  
Uncheck this to create a custom alias below.

URL alias

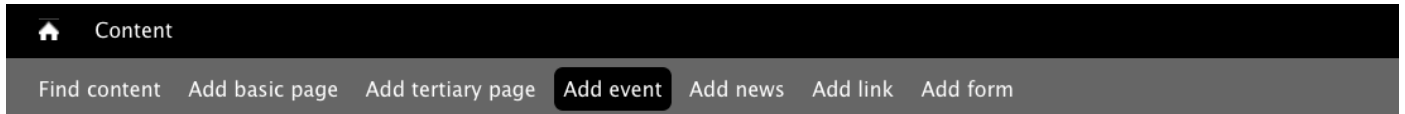
Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

SAVE

PREVIEW

## Calendar Events

- To add a calendar event, click on add event on the toolbar at the top of the webpage.



- Create a Title for the Event.

A screenshot of a form section titled 'General Information' with a dropdown arrow. Below the title is a label 'Title \*' followed by an empty text input box.

- Choose the category that corresponds with the event.

A screenshot of a form section titled 'Category \*'. It contains several checkboxes with labels: 'Academic Calendar', 'Workshops', 'Art Exhibits' (which is checked), 'Athletics', 'Music', 'Special Events', and 'Theatre'.

- Set the date and time of the event.

A screenshot of a form section titled 'Date'. It has a checked checkbox for 'Show End Date'. Below this are two sets of fields. The first set has 'Date' and 'Time' labels with input boxes showing '04/18/2016' and '06:00pm' respectively, with examples 'E.g., 04/18/2016' and 'E.g., 06:00pm' below. A 'to:' label is between the two sets. The second set also has 'Date' and 'Time' labels with input boxes showing '04/18/2016' and '06:00pm' respectively, with examples 'E.g., 04/18/2016' and 'E.g., 06:00pm' below.

- Add a description for the event in Description box.

Description ([Edit summary](#))

A screenshot of a rich text editor interface. At the top is a toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and others. Below the toolbar are tabs for 'Font', 'Size', 'Styles', and a 'Format' dropdown menu. The main area is a large text box for the description.

- Click on the arrow to the left of the Location tab in order to input that information.

▸ Location

**Location name**   
e.g. a place of business, venue, meeting point

**Street**

**Additional**

**City**

**State/Province**

**Postal code**

**Country**

- Choose the ‘Upcoming events’ group from the dropdown menu.

▼ Group

**Group \***

- Select a value -

Political Science

Professional Security Studies

Psychology

Registrar

Resources

Sociology/Anthropology

Special Education

**Upcoming Events**

Visit

Women and Gender Studies



- Check the **'Featured'** box under Featured Information if you would like it to be featured on the homepage. Click on browse to add an image.

▸ Featured Information

☒ Featured

Feature Image

BROWSE

- Choose a file, click on it, then click upload. Once it's uploaded click on next.

UPLOADWEBLIBRARYMY FILES

Upload a new file \*

Choose Fileno file selected

Upload

Files must be less than 8 MB.

Allowed file types: png gif jpg jpeg.

Images must be between 400x400 and 640x640 pixels.

Next

- Scroll down to the bottom of the page and click on save once you are finished.

Revision information

New revision

Menu settings

Not in menu

URL path settings

Automatic alias

Meta tags

Using defaults

Authoring information

By Tami Pearson

Publishing options

Published

Revision log message

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Revision creation and moderation options

☒ Create new revision, no moderation

☐ Create new revision and moderate

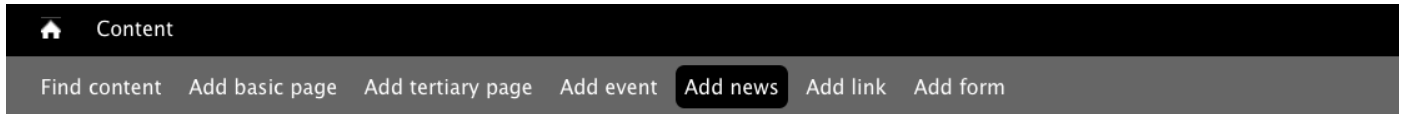
Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.

SAVE

PREVIEW

## News

- To add a news click on add event on the toolbar at the top of the webpage.



- Choose the title of your News article.

A screenshot of a form section titled 'General Information' with a dropdown arrow. Below the title, there is a label 'Title \*' followed by an empty text input field.

- Add the content of your Article.

Body ([Edit summary](#))

A screenshot of a rich text editor. The top toolbar contains icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert media, source code, and a 'Format' dropdown. Below the toolbar are buttons for 'Font', 'Size', and 'Styles', each with a dropdown arrow. The main area is a large, empty text box for writing the article body.

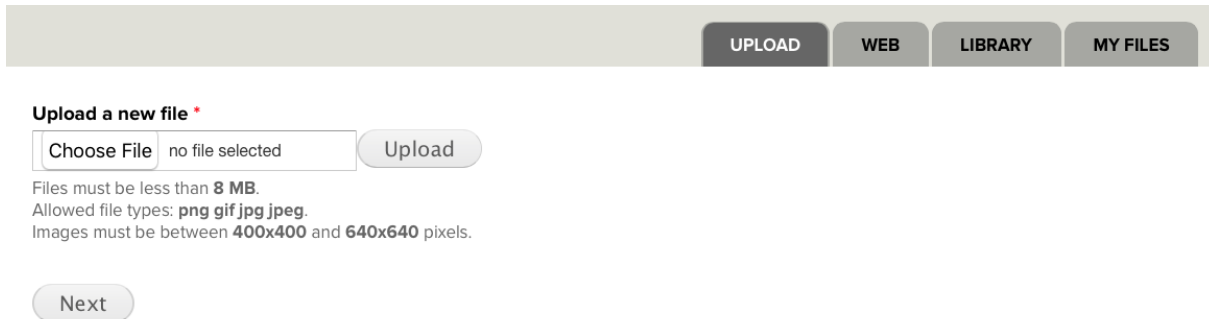
- For the group, click on the dropdown arrow and choose general news.

A screenshot of a form section titled 'Group' with a dropdown arrow. Below it, there is a label 'Groups audience \*' followed by a dropdown menu currently showing '- Select a value -'.

- Click on browse to select an image to add along with the News article.

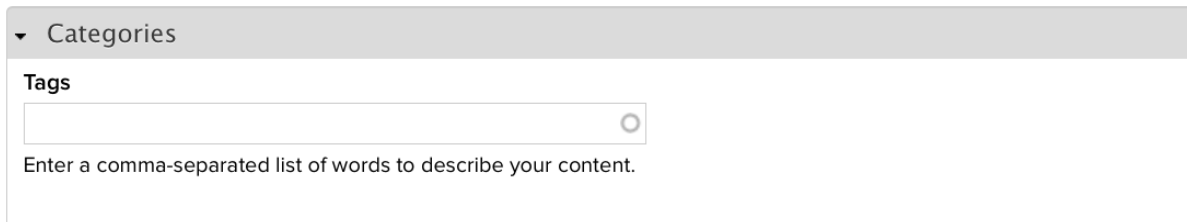
A screenshot of a form section titled 'Image Section' with a dropdown arrow. Below the title, there is a label 'Image' followed by a green button with the text 'BROWSE'. At the bottom of the section, there is a text prompt: 'Upload an image to go with this article.'

- Choose a file, click on it, then click upload. Once it's uploaded click on next.



The interface shows a top navigation bar with buttons for 'UPLOAD', 'WEB', 'LIBRARY', and 'MY FILES'. Below this is a section titled 'Upload a new file \*'. It contains a 'Choose File' button, a text field showing 'no file selected', and an 'Upload' button. Below the text field, it states: 'Files must be less than 8 MB. Allowed file types: png gif jpg jpeg. Images must be between 400x400 and 640x640 pixels.' At the bottom of this section is a 'Next' button.

- Add tags that will help people find the article. Make sure there is a comma separating each word.



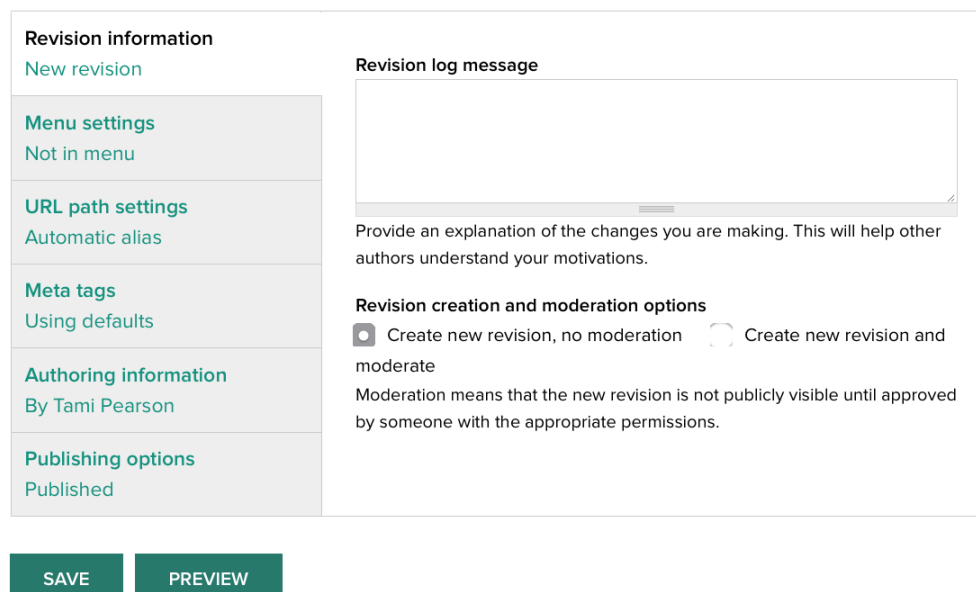
This form section is titled 'Categories' with a dropdown arrow. Below it is a 'Tags' section with a text input field and a circular icon on the right. Below the input field, it says: 'Enter a comma-separated list of words to describe your content.'

- To add the news article to the featured section in the home page check off the box next to Featured.



This form section is titled 'Featured Section' with a dropdown arrow. It contains a single checkbox labeled 'Featured', which is currently checked.

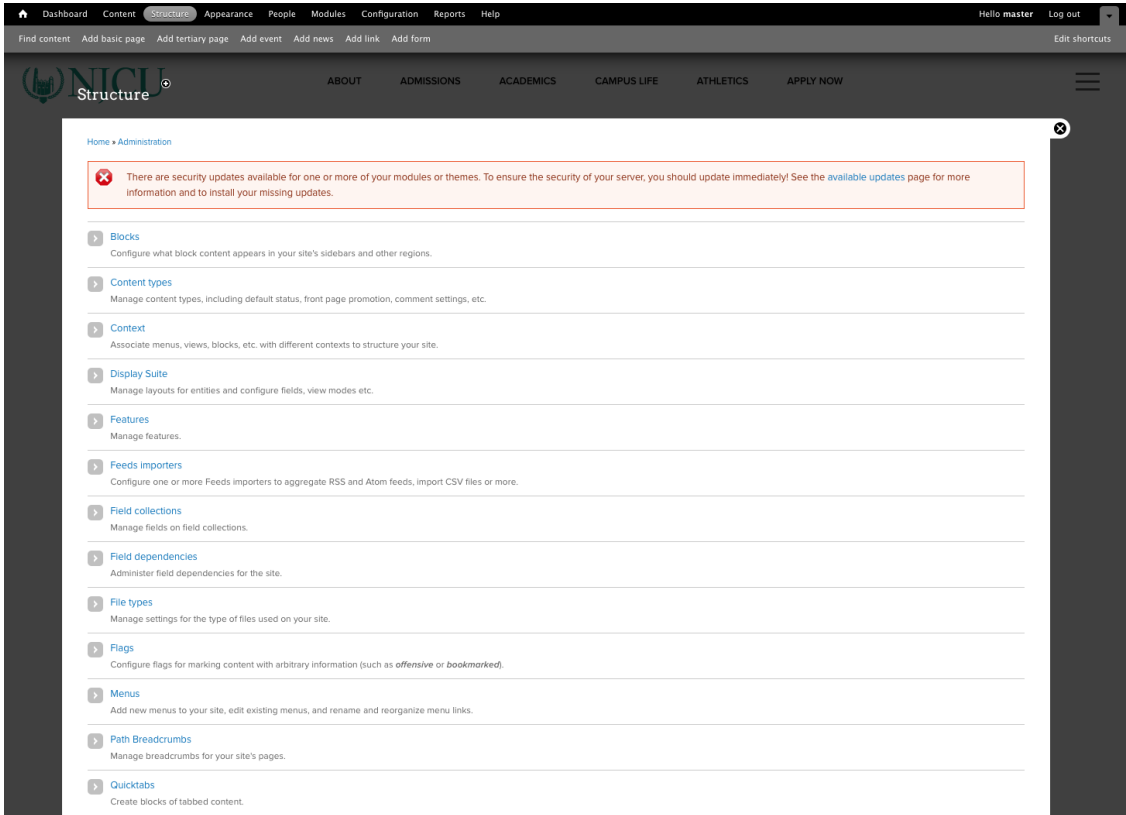
- Scroll down to the bottom of the page and click on save once you are finished.



The form is divided into two main columns. The left column is titled 'Revision information' and contains several sections: 'New revision', 'Menu settings' (with 'Not in menu' selected), 'URL path settings' (with 'Automatic alias' selected), 'Meta tags' (with 'Using defaults' selected), 'Authoring information' (with 'By Tami Pearson' selected), and 'Publishing options' (with 'Published' selected). The right column is titled 'Revision log message' and contains a large text area for a message. Below this, it says: 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.' Underneath is a section titled 'Revision creation and moderation options' with two radio buttons: 'Create new revision, no moderation' (selected) and 'Create new revision and moderate'. Below this, it says: 'Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.' At the bottom of the form are two buttons: 'SAVE' and 'PREVIEW'.

# Structure (Administrator)

- To change top level and quicklinks menus, click on structures and then menu.



- To edit the mega menu, click the “List Links” under Operations for “Main Menu”.
  - To edit the Quicklinks menu, click “List Links” under Operations for “Quicklinks.”
- All other menus should remain untouched.

TITLE	OPERATIONS		
<b>Features</b> Menu items for any enabled features.	<a href="#">list</a>	<a href="#">edit</a>	<a href="#">add</a>
	<a href="#">links</a>	<a href="#">menu</a>	<a href="#">link</a>
<b>Main menu</b> The <i>Main</i> menu is used on many sites to show the major sections of the site, often in a top navigation bar.	<a href="#">list</a>	<a href="#">edit</a>	<a href="#">add</a>
	<a href="#">links</a>	<a href="#">menu</a>	<a href="#">link</a>
<b>Management</b> The <i>Management</i> menu contains links for administrative tasks.	<a href="#">list</a>	<a href="#">edit</a>	<a href="#">add</a>
	<a href="#">links</a>	<a href="#">menu</a>	<a href="#">link</a>
<b>Navigation</b> The <i>Navigation</i> menu contains links intended for site visitors. Links are added to the <i>Navigation</i> menu automatically by some modules.	<a href="#">list</a>	<a href="#">edit</a>	<a href="#">add</a>
	<a href="#">links</a>	<a href="#">menu</a>	<a href="#">link</a>
<b>QuickLinks</b>	<a href="#">list</a>	<a href="#">edit</a>	<a href="#">add</a>
	<a href="#">links</a>	<a href="#">menu</a>	<a href="#">link</a>
<b>Top Menu</b>	<a href="#">list</a>	<a href="#">edit</a>	<a href="#">add</a>
	<a href="#">links</a>	<a href="#">menu</a>	<a href="#">link</a>
<b>User menu</b> The <i>User</i> menu contains links related to the user's account, as well as the "Log out" link.	<a href="#">list</a>	<a href="#">edit</a>	<a href="#">add</a>
	<a href="#">links</a>	<a href="#">menu</a>	<a href="#">link</a>

## Adding Users

- To add a user, click People on the main navigation

The screenshot shows the 'People' management page in the NJCU system. At the top, there's a navigation bar with 'Dashboard', 'Content', 'Structure', 'Appearance', 'People' (selected), 'Modules', 'Configuration', 'Reports', and 'Help'. Below this is a secondary navigation bar with 'Find content', 'Add basic page', 'Add tertiary page', 'Add event', 'Add news', 'Add link', and 'Add form'. The main header includes the NJCU logo, 'People', and a list of menu items: 'ABOUT', 'ADMISSIONS', 'ACADEMICS', 'CAMPUS LIFE', 'ATHLETICS', and 'APPLY NOW'. On the right, there's a 'Hello master' status and a 'Log out' button. Below the header, there's a 'LIST' and 'PERMISSIONS' tab. A red notification box at the top states: 'There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.' Below the notification, there's a '+ Add user' button. Underneath, there are filters for 'Username', 'E-mail', 'Active' (set to 'Any'), and 'Role' (set to 'Any'), with 'Apply' and 'Reset' buttons. An 'OPERATIONS' section has a dropdown menu and an 'Execute' button. The main content is a table of users with columns: NAME, ACTIVE, ROLES, MEMBER FOR, LAST ACCESS, and OPERATIONS. The table lists seven users, including 'master' and several faculty members.

NAME	ACTIVE	ROLES	MEMBER FOR	LAST ACCESS	OPERATIONS
master corp@efkgroup.com	Yes	• administrator	3 months 1 week	7 min 50 sec ago	<a href="#">edit</a> <a href="#">Cancel account</a>
Sherrie Madia smadia@njcu.edu	Yes	• content editor • moderator	1 month 4 days	5 days 17 hours ago	<a href="#">edit</a> <a href="#">Cancel account</a>
Joshua Ford jford@njcu.edu	Yes	• content editor	1 month 4 days	6 days 17 hours ago	<a href="#">edit</a> <a href="#">Cancel account</a>
Ella Rue erue@njcu.edu	Yes	• content editor	1 month 4 days	6 days 17 hours ago	<a href="#">edit</a> <a href="#">Cancel account</a>
Michael Perna mperna@njcu.edu	Yes	• content editor • moderator	1 month 4 days	2 weeks 5 days ago	<a href="#">edit</a> <a href="#">Cancel account</a>
Tami Pearson tpearson@NJCU.com	Yes	• content editor • moderator	2 months 3 weeks	3 weeks 12 hours ago	<a href="#">edit</a> <a href="#">Cancel account</a>
Daniel Elwell delwell@njcu.edu	Yes	• administrator • content editor • moderator	1 month 4 days	3 weeks 4 days ago	<a href="#">edit</a> <a href="#">Cancel account</a>

- Then click Add User [+ Add user](#)
- Fill in the username with “First Name (space) Last Name” and input the email and password.

**Job Title**

**Username \***  
  
 Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***  
  
 A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password \***

Password strength:

**Confirm password \***

Provide a password for the new account in both fields.



- Next, assign the users role. A content editor is the most basic role, which allows the user to update content without the ability to publish live.

**Roles**  
☒ authenticated user  
☐ administrator  
☐ content editor  
☐ moderator  
  
☐ Notify user of new account

A moderator allows users to update content and publish the content live.

An administrator has access to all functions of the site.

- 
- Assign the user as either faculty or staff.

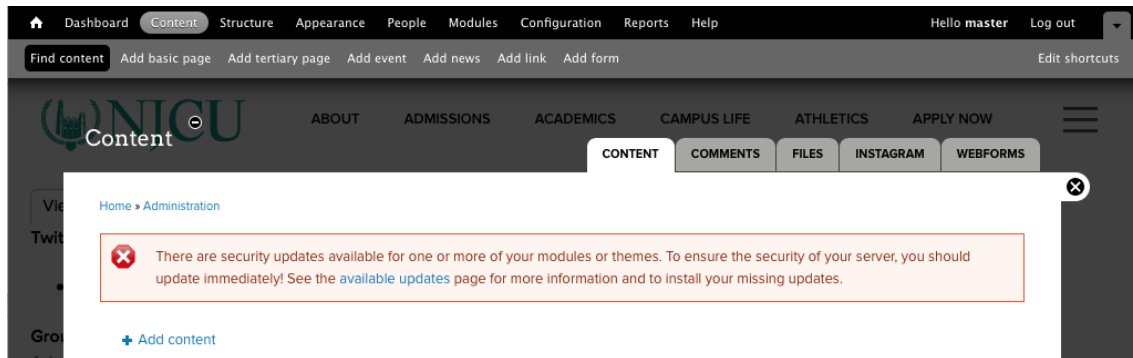
**Faculty/Staff \***  
☐ Staff  
☐ Faculty

- 
- Then click Create new account.

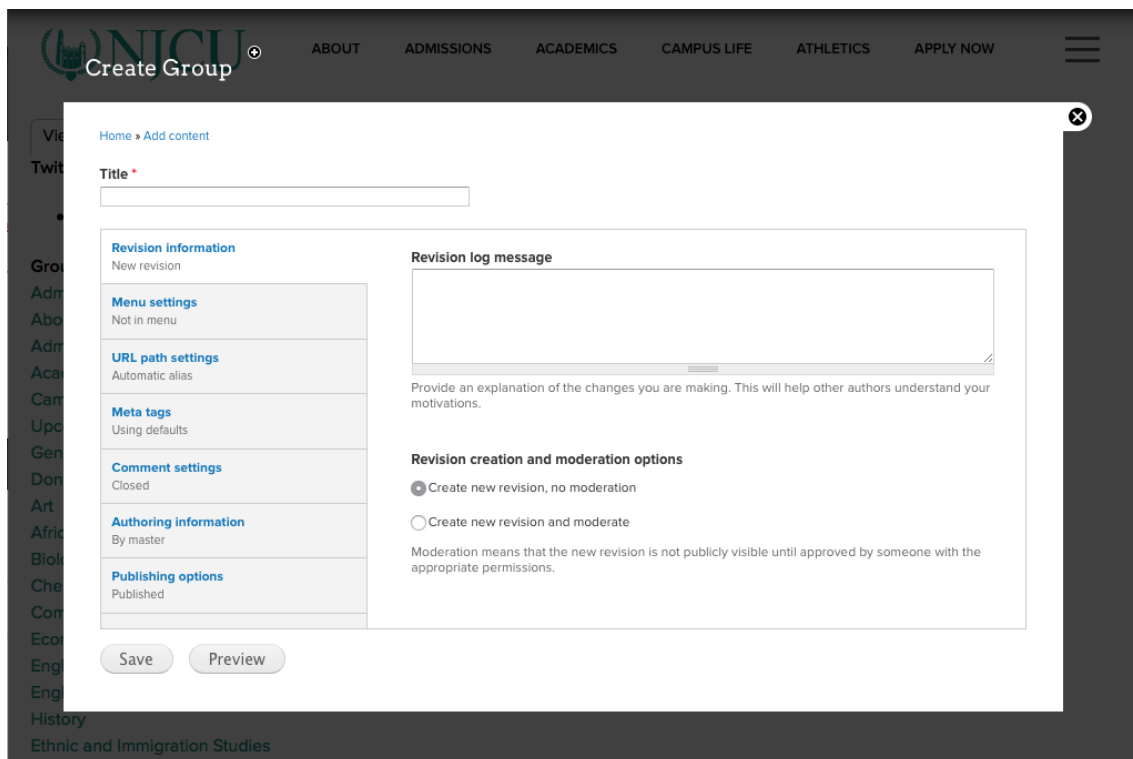
Create new account

## Adding Groups

- Before creating any content, add the group where the content belongs to. Groups are used to segment users into only content they're assigned to manage.
- To create a group, click Find Content

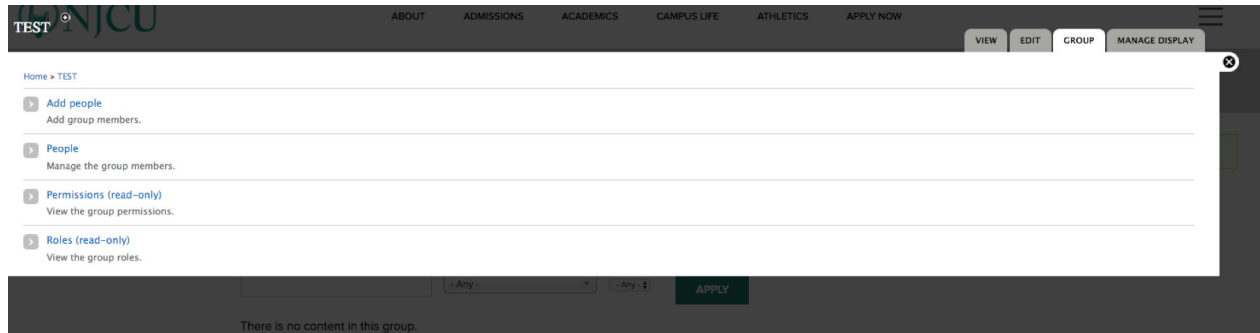


- Then Add content. In the list, choose “Group” [+ Add content](#)

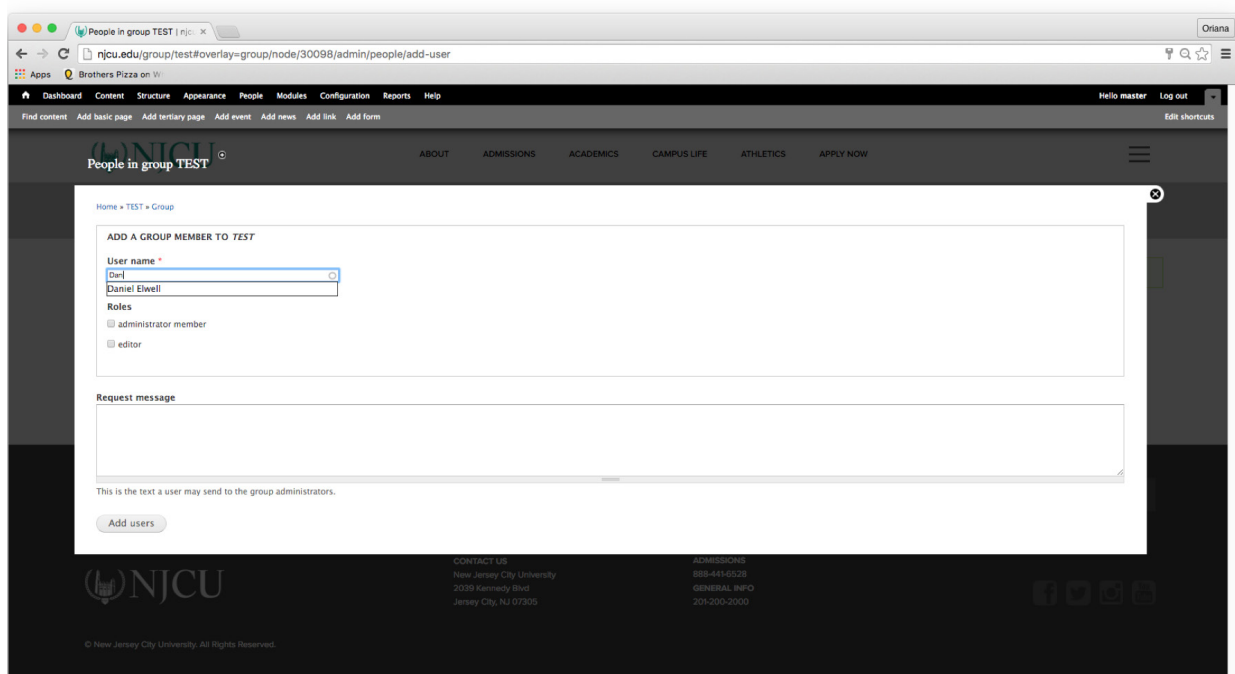


- Assign the group and click Save.
- Once the page is saved, click the Group tab to view users.

- Once the page is saved, click the Group tab to view users.



- To add the user to the group, click add people. Begin by typing in the name of the user and the auto-fill feature should appear. Click the associated name and then assign to either Administrator or Editor role.



- Finally, click add user.

Add users

## Add Department

\*Before adding a department, make sure that you have created the group with the same department as well.

- To add a department, click find content and then click add content.
- Choose Department.
- Fill in the title, assign to the appropriate school, and assign to the group with the same name.

**GENERAL INFORMATION**

**Title \***

**Sub Title**

**School**  
☐ College of Professional Studies  
☒ School of Business  
☐ The Deborah Cannon Partridge Wolfe College of Education  
☐ William J. Maxwell College of Arts and Sciences

**GROUPS AUDIENCE**

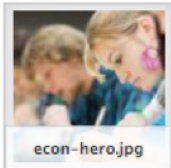
**Your groups**  
  
Associate this content with groups you belong to.

**Other groups**  
  
As groups administrator, associate this content with groups you do *not* belong to.

- Next, upload a hero image and thumbnail. You can crop the same hero image into a smaller, square thumbnail or upload an image. The recommended Header Size is 1400x604 and the recommended thumbnail size is 500x375.

### ▼ HERO INFORMATION

Image \*




Remove

Edit

Image Thumbnail

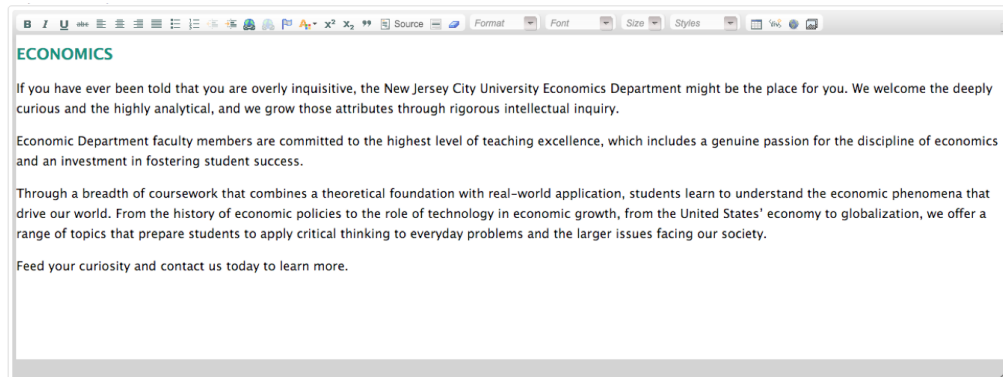


 econ-thumb.jpg

Remove



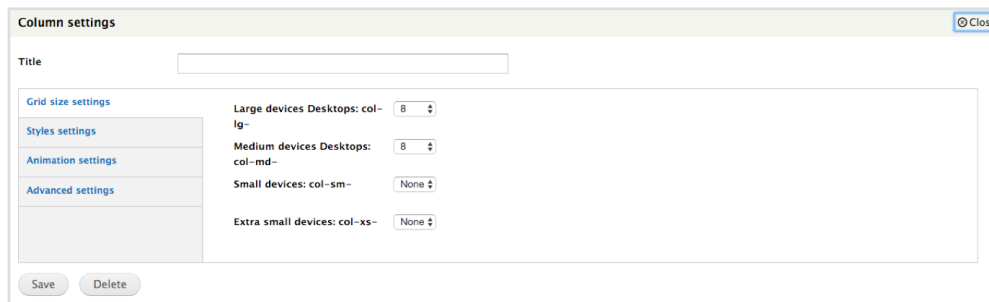
- To add content, first insert the copy with the name of the department as an H3 tag.



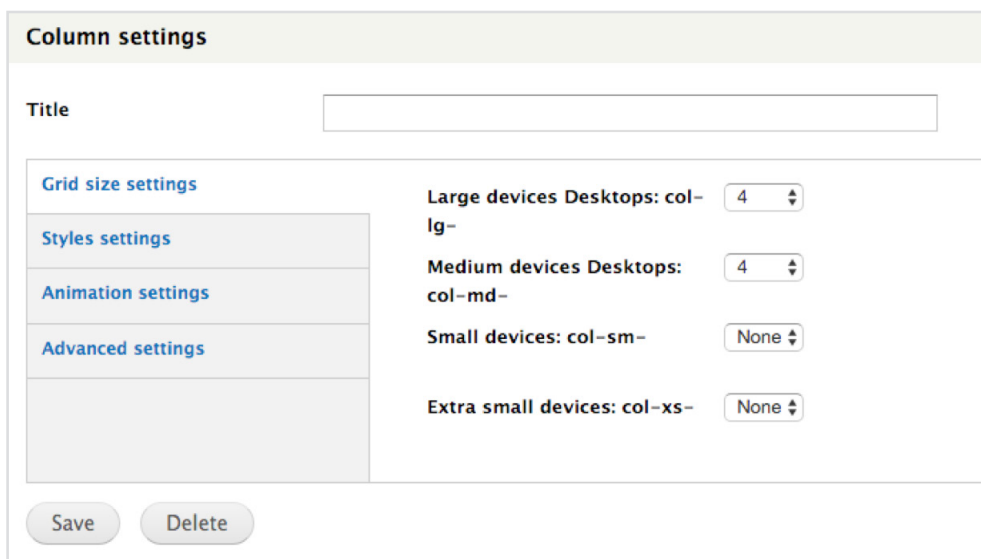
- Next, in the custom layout, create 1 row. In that row, create 2 columns.



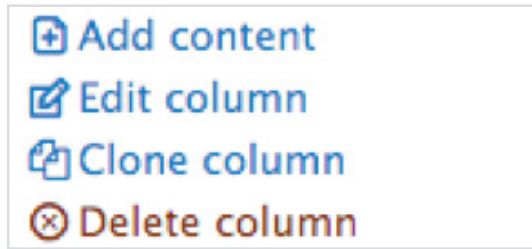
- The first column should be sized as an 8. Click save. *\*do not title the section*



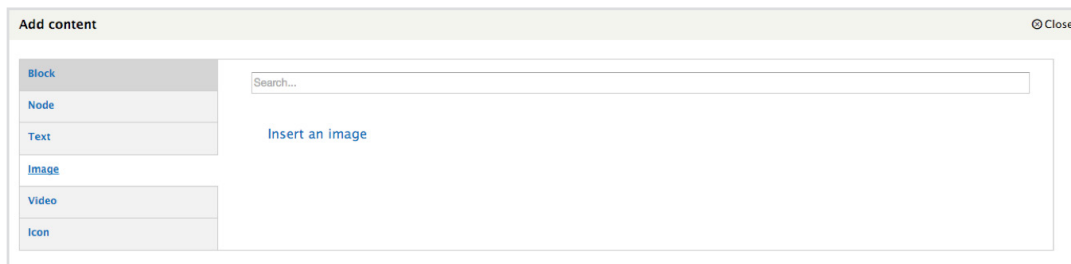
- Create the second column and assign as 4. Click save. *\*do not title the section*



- In the 8 column, upload an image by clicking  and then clicking on add content.



- Select image and click insert image.




- Upload the image and click save.

**Settings: Insert an image**

Title

Upload image \*

 econ-co.jpg 

Remove

Allowed extensions: gif png jpg jpeg

Image alt

Image style

None

Use your image style for image view. Default will be original of your image.

Image link

Visibility settings

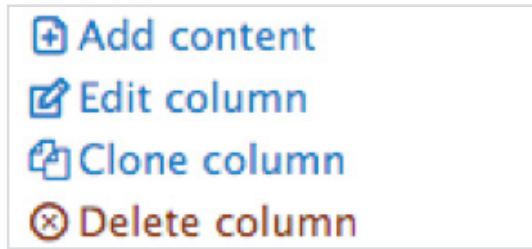
Animation settings

► ROLES

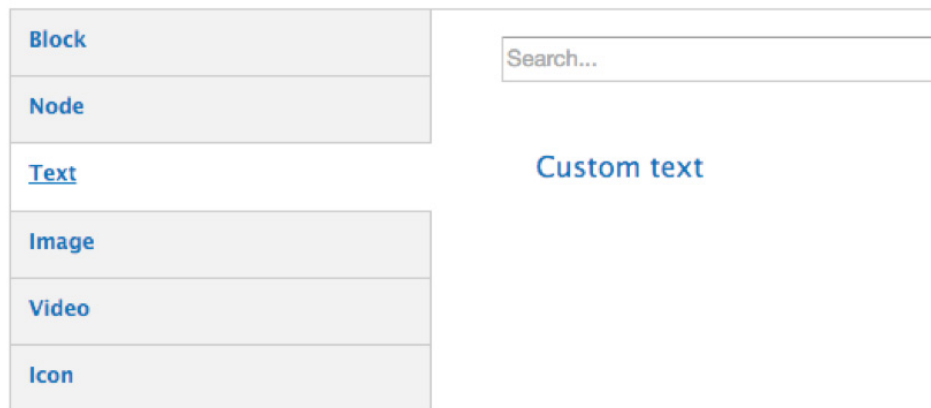
► PERMISSIONS

Save

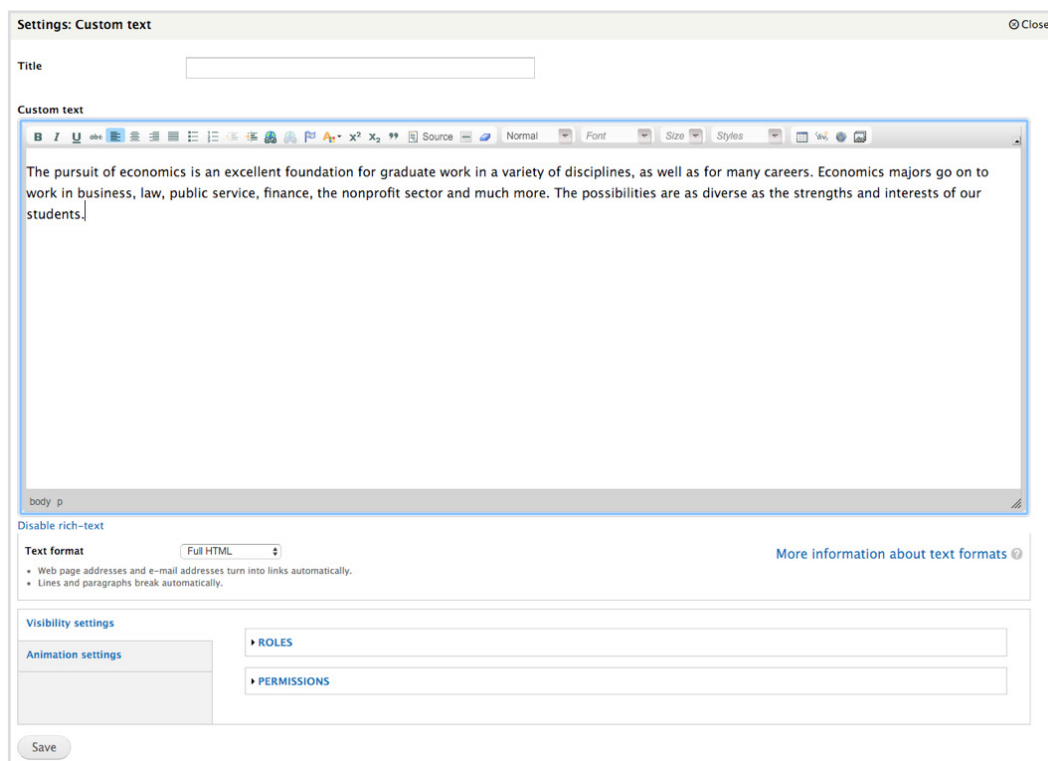
- In the 4 column upload brief content by clicking  and then clicking on add content.



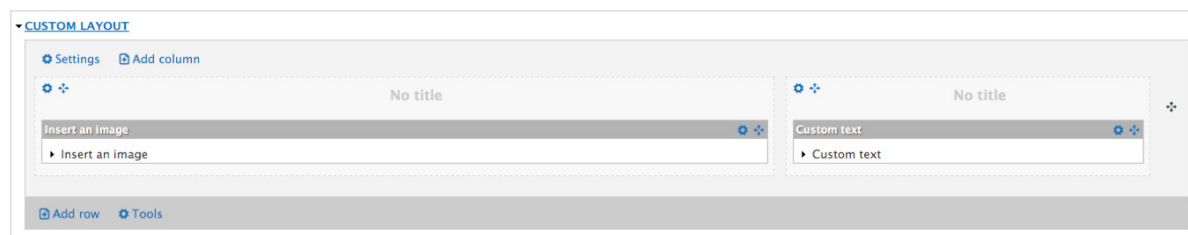
- Click text and choose custom text.



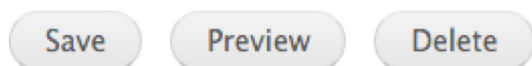
- Input the copy and click send. Make sure to delete the title.



- After both sections are complete, your custom layout should appear as the following:



- Finally, click save at the bottom.



## Add a Link

- If you want to add an internal or external link to a page menu, use the Link button in the main navigation.
- Fill in the title of the link, assign to either 2nd or 3rd level navigation (or both), and input the external link. You can optionally weigh the value against the current navigation.
- Then click save.

The screenshot shows the 'Create Link' form within a Drupal 7 administration interface. The top navigation bar includes links like Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, and Help. The user is logged in as 'master'. The breadcrumb trail is 'Home > Add content'. The form fields include:

- Title \***: A required text input field.
- 2nd Level - Parent Page**: A dropdown menu currently set to '- None -'.
- 3rd Level - Parent page**: A dropdown menu currently set to '- None -'.
- External URL**: A text input field for the link's destination.

Below the main form fields is a sidebar with configuration options:

- Revision information**: New revision
- Comment settings**: Closed
- URL path settings**: Automatic alias
- Meta tags**: Using defaults
- Authoring information**: By master
- Publishing options**: Published

The main content area below the form fields contains:

- Revision log message**: A large text area for providing an explanation of the changes.
- Revision creation and moderation options**: Two radio buttons: 'Create new revision, no moderation' (selected) and 'Create new revision and moderate'.

At the bottom of the form are 'Save' and 'Preview' buttons. The footer of the page lists various departments: Music, Dance and Theater; Philosophy/Religion; and Nursing.



## Adding an Alert bar

- To add an alert, click Find content and add content and choose Announcement.
- Fill in the name if the alert is the main headline.
- Then add a brief description.
- To publish the alert live, check off Published under Publishing Options.
- Then click save.

[Home](#) » [Add content](#)

**Title \***

**GROUPS AUDIENCE**

**Your groups**

- None -

Associate this content with groups you belong to.

**Other groups**

As groups administrator, associate this content with groups you do *not* belong to.

**Body (Edit summary)**

**Disable rich-text**

**Text format** Full HTML

[More information about text formats](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

**Revision information**

New revision

**Comment settings**

Closed

**URL path settings**

Automatic alias

**Meta tags**

Using defaults

**Authoring information**

By master

**Publishing options**

Not published

**Revision log message**

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Revision creation and moderation options**

☒ Create new revision, no moderation

☐ Create new revision and moderate

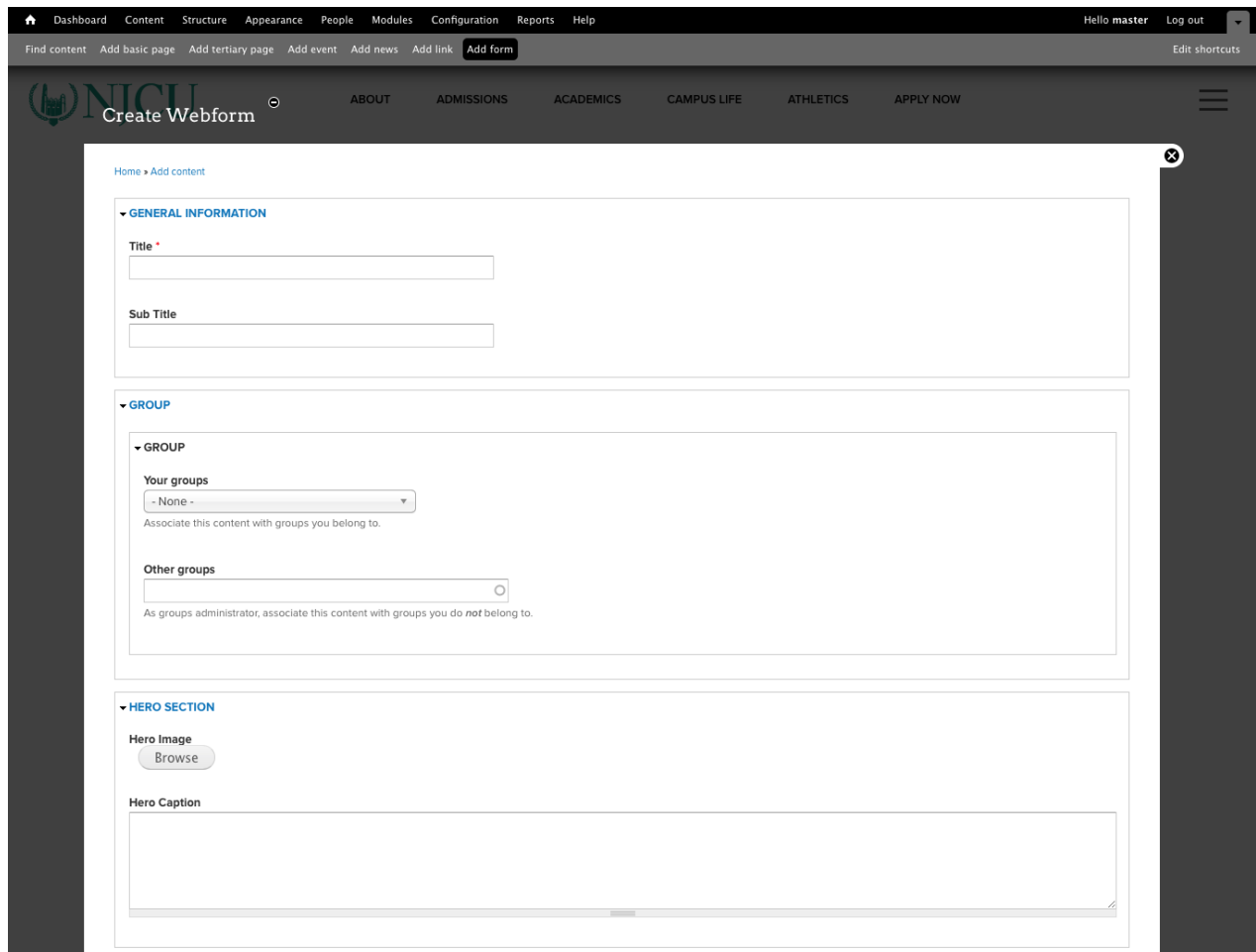
Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.

**Optionally schedule a date and time for publication**

Please use this format: d-m-Y H:i, e.g 19-04-2016 10:11. If you enter "now" this content will be published immediately. If you do not wish to schedule publication, leave the field blank.

## Adding a webform

- To start, click add form on the main navigation.
- Add the name of the webform, the group it belongs too, and a hero image.



The screenshot shows the NJCU webform creation interface. The top navigation bar includes links for Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, and Help. The user is logged in as 'master' and can log out. The main navigation bar includes links for Find content, Add basic page, Add tertiary page, Add event, Add news, Add link, and Add form. The 'Add form' link is highlighted. The main content area is titled 'Create Webform' and contains three sections: GENERAL INFORMATION, GROUP, and HERO SECTION. The GENERAL INFORMATION section has fields for Title and Sub Title. The GROUP section has a dropdown for 'Your groups' (currently set to '- None -') and a text input for 'Other groups'. The HERO SECTION has a 'Hero Image' field with a 'Browse' button and a 'Hero Caption' field.

Home » Add content

**GENERAL INFORMATION**

Title \*

Sub Title

**GROUP**

**GROUP**

Your groups

- None -

Associate this content with groups you belong to.

Other groups

As groups administrator, associate this content with groups you do not belong to.

**HERO SECTION**

Hero Image

Browse

Hero Caption

- Add a description of what the form is for in the basic or custom layout and apply it's menu location.

- [illegible]

- Click save.

- HOME > CONTACT ADMISSIONS > REVISION OPERATIONS
- View Webform Results Revision operations List all revisions View Current Edit Current Publish

- Here is where we will build the form fields.

- First fill in the name of the field, typically name or email address.

- Then assign the type of content you would like inserted from the “Type” dropdown.

- Then click add.

- Once you click add, a detailed form filler will appear. Only change whether a field is required or needs to be unique.

The screenshot shows the NJCU webform editor interface. The top navigation bar includes links for ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, and APPLY NOW. The main header shows 'Edit component: test1' and a breadcrumb trail 'HOME > TEST'. The 'Form components' tab is active, showing fields for Label, Field Key, Default value, and Description. The 'Validation' section is expanded, showing checkboxes for 'Required' and 'Unique'. The 'Maxlength' field is also visible.

HOME > TEST

Form components | Conditionals | E-mails | Form settings

**Label \***  
test1  
This is used as a descriptive label when displaying this form element.

**Field Key \***  
test1  
Enter a machine readable key for this form element. May contain only alphanumeric characters and underscores. This key will be used as the name attribute of the form element. This value has no effect on the way data is saved, but may be helpful if doing custom form processing.

**Default value**  
  
The default value of the field. [Browse available tokens.](#)

**Description**  
  
A short description of the field used as help for the user when he/she uses the form. [Browse available tokens.](#)

**Validation**

☐ Required  
Check this option if the user must enter a value.

☐ Unique  
Check that all entered values for this field are unique. The same value is not allowed to be used twice.

**Maxlength**  
  
Maximum length of the textfield value.

- Once filled in, click save component.

Apply a class to the wrapper around both the field and its label. Separate multiple by spaces.

**CSS classes**

Apply a class to the field. Separate multiple by spaces.

**SAVE COMPONENT**

- After filling in the fields, you then decide where the form will be sent too. To choose an email address, click webform and then click e-mails.

HOME > TEST

Form components   Conditionals   **E-mails**   Form settings

- In the field box, type in the appropriate email address and click add.

Send	E-mail to	Subject	From	Operations
Currently not sending e-mails, add an e-mail recipient below.				
<input checked="" type="checkbox"/>	<input type="radio"/> Address: <input type="text" value="TEST@njcu.edu"/>	<input type="radio"/> Component value: <input type="text" value="Test 1"/>		<b>ADD</b>

This will bring you to a detailed configuration. Leave all fields as-is and click save email settings.

HOME > CONTACT ADMISSIONS

Form components   Conditionals   **E-mails**   Form settings

E-mail to address

☒ Custom: 
☐ Component:

Form submissions will be e-mailed to this address. Any email, select, or hidden form element may be selected as the recipient address. Multiple e-mail addresses may be separated by commas.

☒ Enable sending

Uncheck to disable sending this email.

E-mail header details

E-mail subject

☒ Default: Form submission from: Contact Admissions
 ☐ Custom: 
☐ Component:

Any textfield, select, or hidden form element may be selected as the subject for e-mails.

E-mail from address

☒ Default: corp@efkgroup.com
 ☐ Custom: 
☐ Component:

Any email, select, or hidden form element may be selected as the sender's e-mail address.

E-mail from name

☒ Default: njcu.edu
 ☐ Custom: 
☐ Component:

Any textfield, select, or hidden form element may be selected as the sender's name for e-mails.

E-mail template

An e-mail template can customize the display of e-mails.

Default template

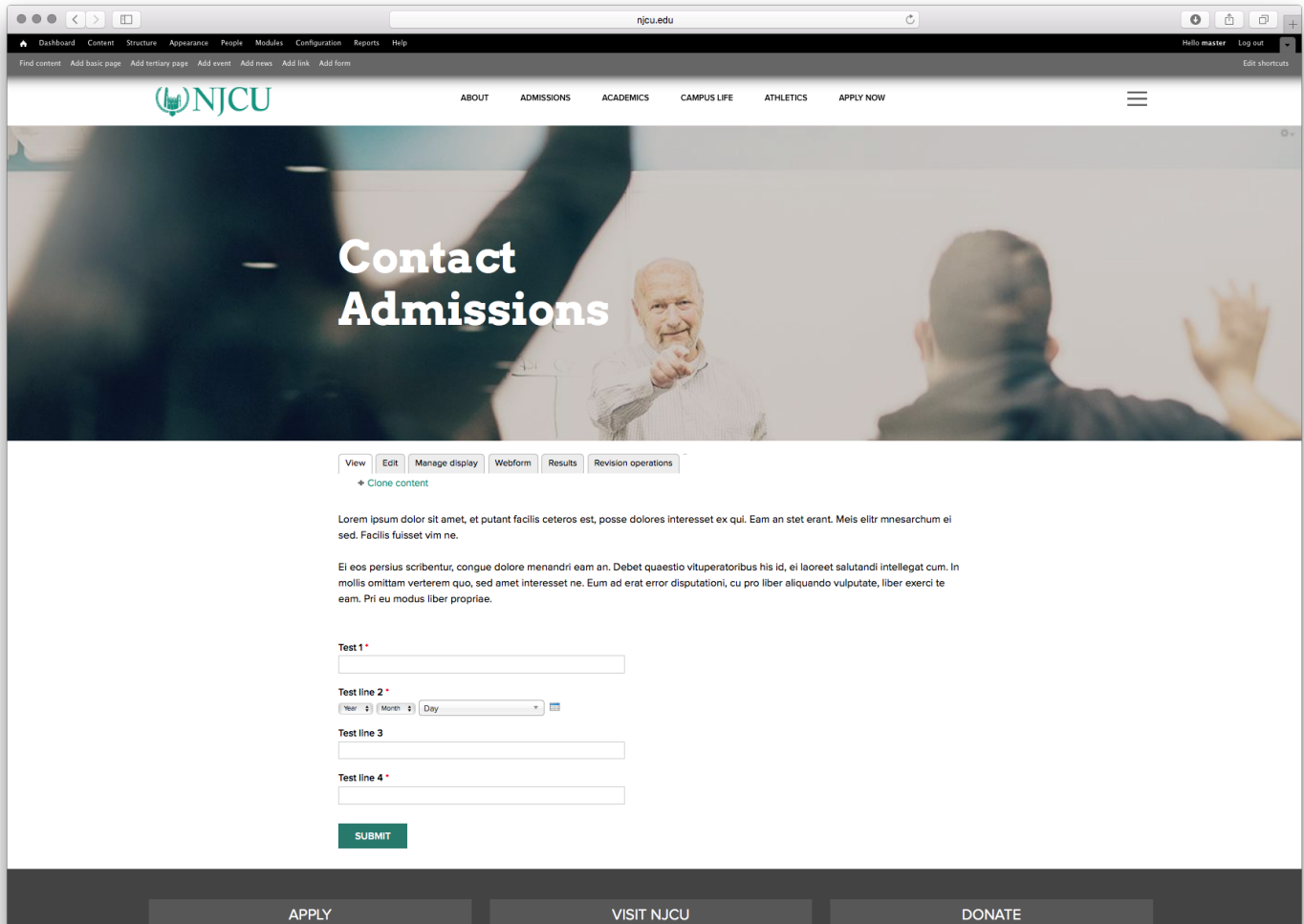
Submitted on [submission:date:long]  
 Submitted by user: [submission:user]  
 Submitted values are:  
 [submission:values]  
  
 The results of this submission may be viewed at:  
 [submission:url]

Browse available tokens.

Included e-mail values

**SAVE E-MAIL SETTINGS**

Once complete, your final form should look similar to this one:



The screenshot shows a web browser window displaying the NJCU website. The browser's address bar shows "njcu.edu". The website's header includes a navigation menu with links: Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, and Help. Below this is a secondary menu with links: Find content, Add basic page, Add tertiary page, Add event, Add news, Add link, and Add form. The main navigation bar features the NJCU logo and links: ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, and APPLY NOW. A "Halo master" link and a "Log out" button are also present. The main content area has a large banner image with the text "Contact Admissions". Below the banner, there is a toolbar with buttons: View, Edit, Manage display, Webform, Results, and Revision operations. A "Clone content" link is also visible. The form content includes two paragraphs of placeholder text (Lorem ipsum). Below the text, there are four test lines: "Test 1" (a text input field), "Test line 2" (a date picker with "Year", "Month", and "Day" dropdowns), "Test line 3" (a text input field), and "Test line 4" (a text input field). A green "SUBMIT" button is located at the bottom of the form. The footer of the website contains three buttons: "APPLY", "VISIT NJCU", and "DONATE".

View Edit Manage display Webform Results Revision operations

[Clone content](#)

Lorem ipsum dolor sit amet, et putant facilis ceteros est, posse dolores interesset ex qui. Eam an stet erant. Meis elit mnesarchum ei sed. Facilis fuisset vim ne.

Ei eos persius scribentur, congue dolore menandri eam an. Debet quaestio vituperatoribus his id, ei laoreet salutandi intellegat cum. In mollis omittam verterem quo, sed amet interesset ne. Eum ad erat error disputationi, cu pro liber aliquando vulputate, liber exerci te eam. Pri eu modus liber propriae.

Test 1 \*

Test line 2 \*

Year Month Day

Test line 3

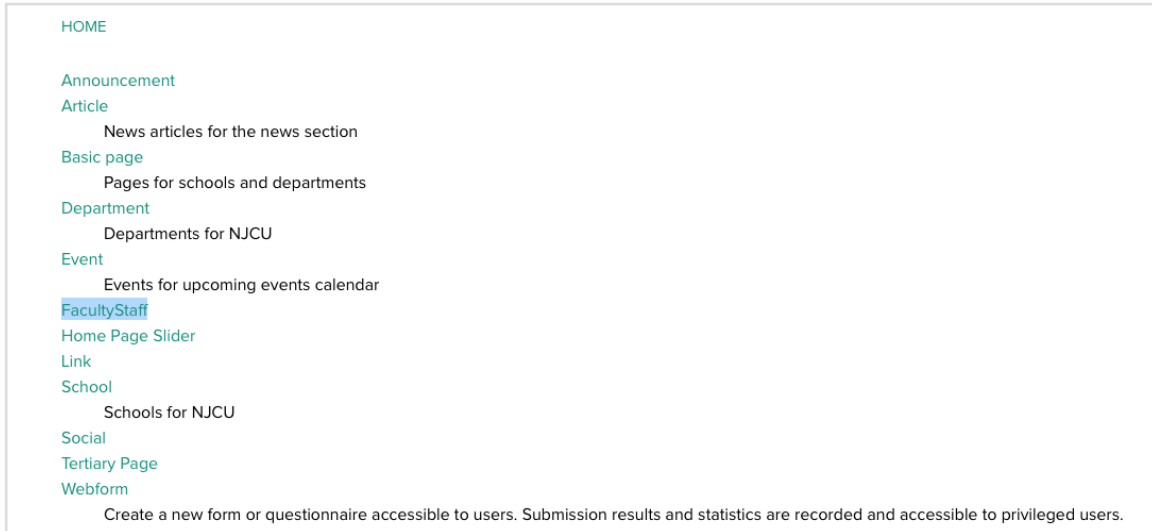
Test line 4 \*

SUBMIT

APPLY VISIT NJCU DONATE

## Adding Faculty and Staff

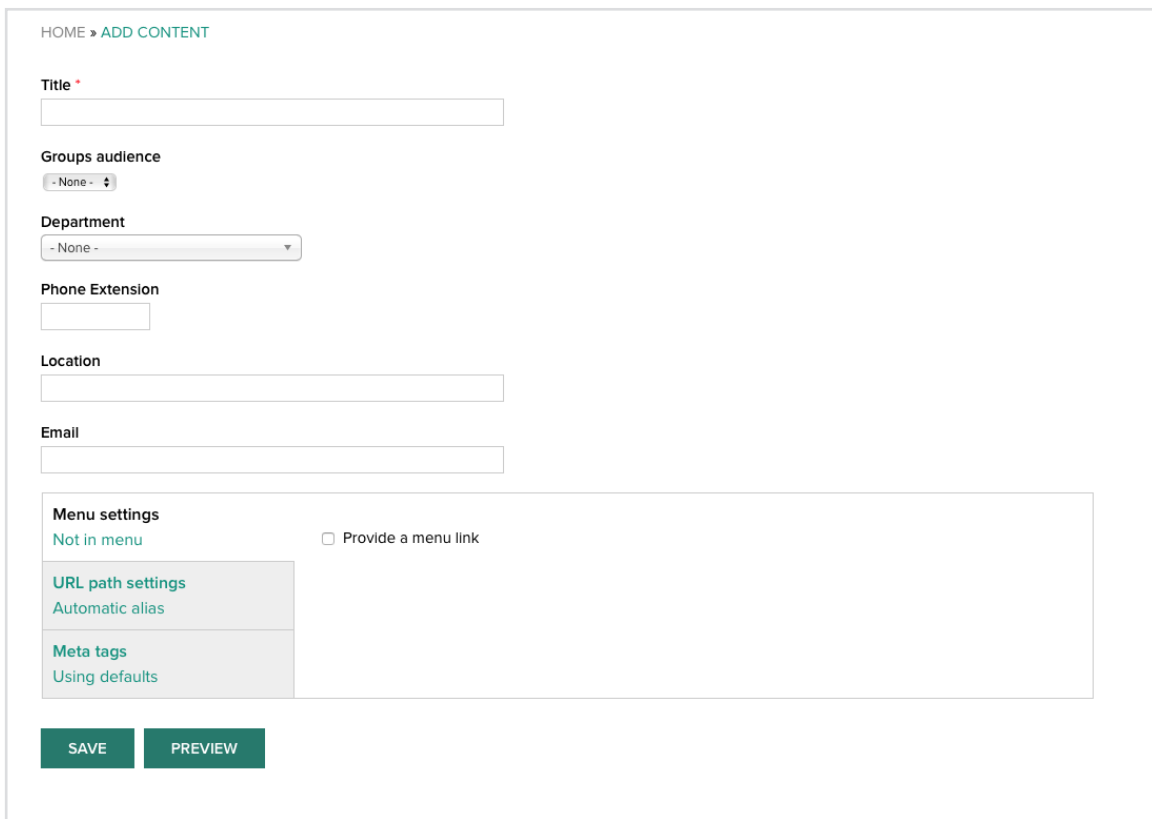
- To add Faculty and Staff, click Find Content and Add Content. Then choose Faculty & Staff.



HOME

- Announcement
- Article
  - News articles for the news section
- Basic page
  - Pages for schools and departments
- Department
  - Departments for NJCU
- Event
  - Events for upcoming events calendar
- FacultyStaff**
- Home Page Slider
- Link
- School
  - Schools for NJCU
- Social
- Tertiary Page
- Webform
  - Create a new form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users.

- Fill in the name of the Faculty/Staff member, the department, the phone extension, the location and email address. Click save.



HOME » ADD CONTENT

**Title \***

**Groups audience**

- None -

**Department**

- None -

**Phone Extension**

**Location**

**Email**

**Menu settings**

Not in menu ☐ Provide a menu link

**URL path settings**

Automatic alias

**Meta tags**

Using defaults

**SAVE** **PREVIEW**