



Hello Omni CMS, goodbye Web Press!

MARCOM TRAINING WEEK 2023

Web strategy and development | MissouriState.edu/Web

Missouri State
UNIVERSITY



Content

WHAT WE ARE COVERING

- A. What's changed & basics
- B. Design system
- C. Access and support
- D. Q&A



A. What's changed & basics

WEB PRESS -> OMNI CMS



What's changed?

LEARN THE BASICS OF THE NEW SYSTEM

Good news. Omni CMS isn't as intimidating.

Key changes to know

1. Log-in
2. Editing
3. Navigation



Change 1: How you login

JUST GO TO THE PAGE

Web Press

Central log-in location.

Omni CMS

From your web browser, just go directly to the page you want to edit. Scroll to the bottom and select the little © symbol.

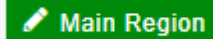
Let's do an example

Change 2: How you edit content

LOOK FOR THE GREEN RECTANGLE IN THE MIDDLE

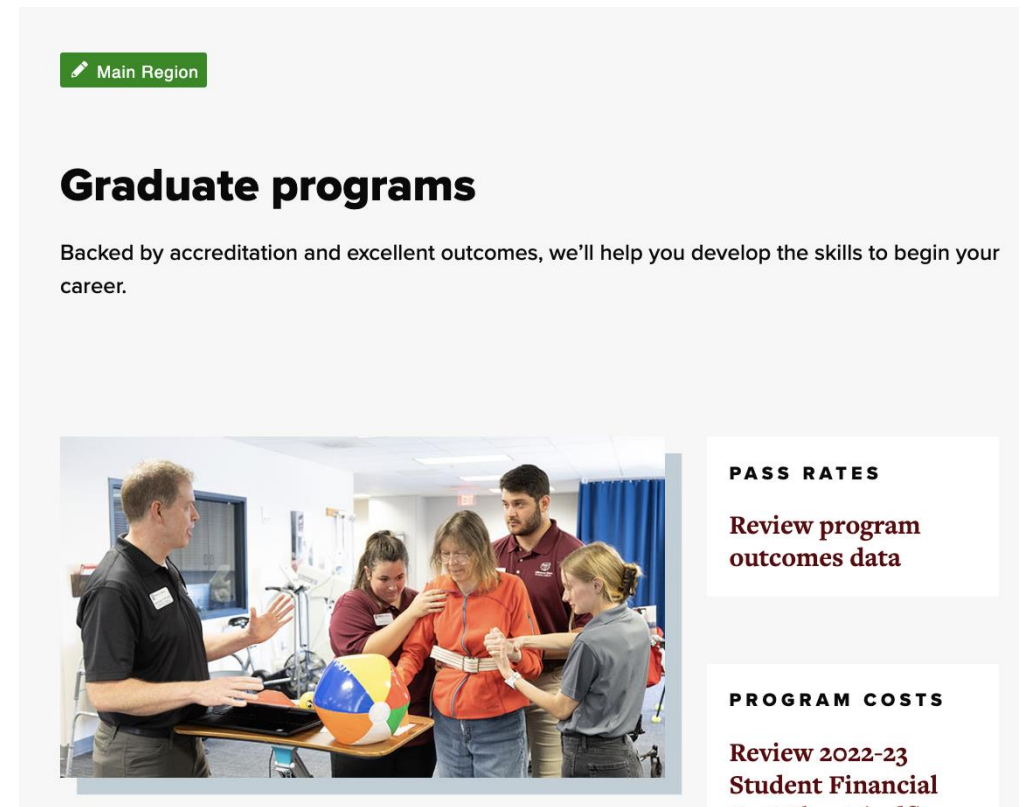
Primary editing area: Main region.


"Check out"

 Main Region

Basic text updates are very simple.


WYSIWYG toolbar – Where you edit or add content.



 Main Region

Graduate programs

Backed by accreditation and excellent outcomes, we'll help you develop the skills to begin your career.



PASS RATES
Review program outcomes data

PROGRAM COSTS
Review 2022-23 Student Financial

Change 3: Navigation

PART 1: FOR THE EDITING SYSTEM AND YOUR SITE

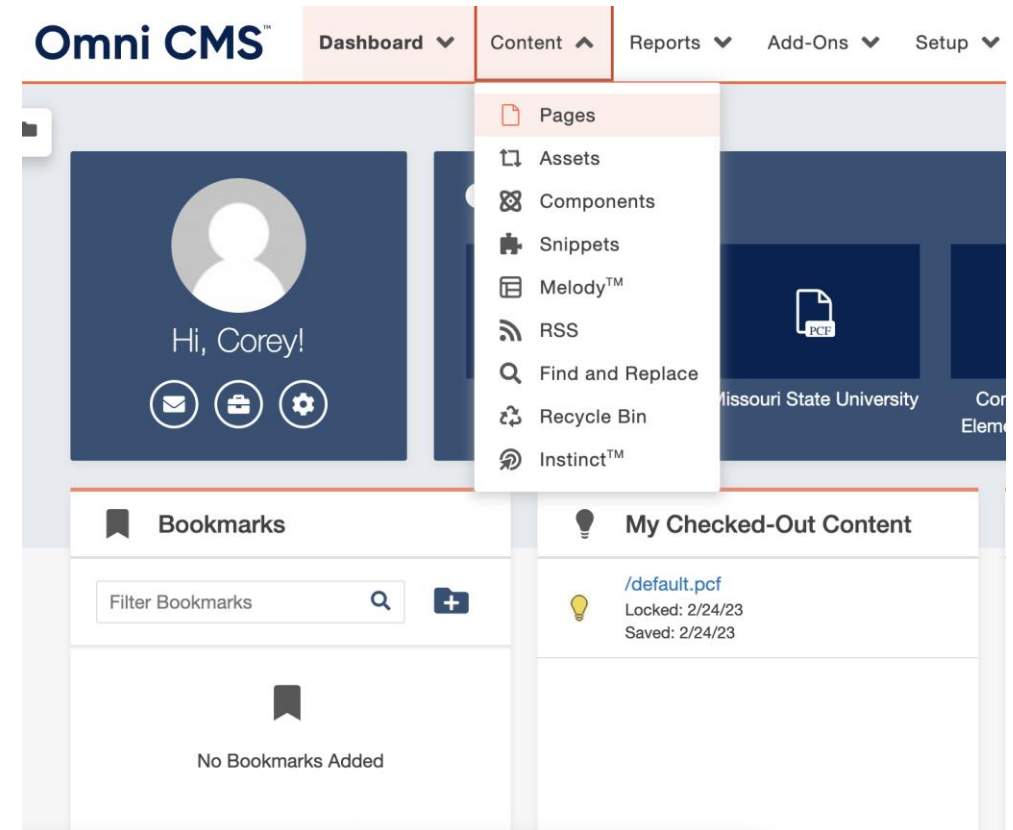
How you navigate between pages/sections

- Web Press vs. Omni CMS

In Omni, you go to Content->Pages.

- Pages are saved as .pcf files

Dashboard highlights





Change 3: Navigation

PART 2: UPDATING YOUR NAVIGATION BAR

Global (site-wide)

- Not editable from page itself.
- Go to Content->Pages. Select `_global-nav.pcf`.
 - Click the green Global Navigation Links rectangle.
 - Edit and organize as needed.

Local (links within a specific page)

- Editable directly on the page (.pcf file).
- Select page (.pcf file) that the links are on.
- Edit on the page (.pcf file) in upper left. Save/publish.



B. Design system

SNIPPETS, COMPONENTS, ASSETS

Use the design system as a guide when building pages. [Design System](#)

Snippets

PUZZLE PIECE ICON ON MENU BAR

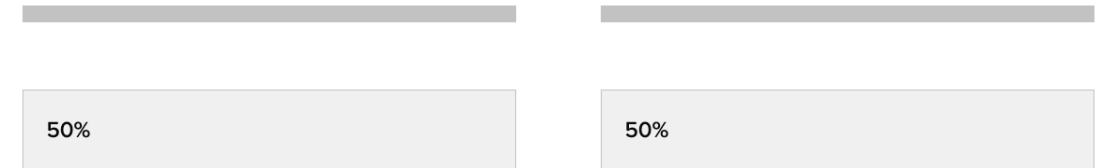
The starting point for building your page

- Most common: Grids. Grids give your page structure.
- Text and components (content) goes in grids.
- Place in the editable region they appear as a table but display correctly when published.

Page Structure Template Guide



Layout Grid (2 columns, 50% each)



Layout Grid (2 Columns, 50:50)		
Divider Above	Border	Shaded Background
This is a multiple-choice cell. Click on the cell to view your list of options.	This is a multiple-choice cell. Click on the cell to view your list of options.	This is a multiple-choice cell. Click on the cell to view your list of options.
Yes	Yes	Yes
Content		
Enter content freely using the WYSIWYG toolbar.	Enter content freely using the WYSIWYG toolbar.	
50%	50%	

Components

ATOM ICON IN THE MENU BAR

Elements you use to design your content.

- When placed on a page, they display as a form, and you simply fill out the fields with your content.
- Examples: Touts (feature blocks), related content/important links, call to action.



Edit Component - Call to Action (CTA) with Featured Image (...)

Image on left, content on right

The default layout has the content on the left side with an image on the right. Check this box to "flip" the layout and have an image on the left with content on the right.

Eyebrow Text *(optional)*

Academics

Headline

Majors and programs

Image

/_Files/_Homepage/Degrees-COE

Image Alt Text

A female student from the College

Please use only letters, numbers, space

Show description *(optional)*

Show description

Check this box to make the description visible. Leave the box unchecked to hide it from the page.

Description *(optional)*

B I U S **≡ ≡ ≡ ≡** **⋮ ⋮** **🖼️ ⋮**


An education at Missouri State prepares you for lifetime success. Whether you need a major, graduate degree or certificate, our programs are built to meet your needs.

POWERED BY TINY

Show button links *(optional)*

Show button links

CANCEL **SAVE**



The preview shows a white card with a blue header bar. The header contains the text 'ACADEMICS' in small blue letters, followed by 'MAJORS AND PROGRAMS' in large, bold black letters. Below the header is a photograph of a smiling female student with her hands on her hips, wearing a white t-shirt with a red graphic that says 'TRADITION 1905' and 'BEAR UP MISSOURI'. To the left of the photo is a short paragraph of text: 'An education at Missouri State prepares you for lifetime success. Whether you need a major, graduate degree or certificate, our programs are built to meet your needs.' Below the text is a red button with white text that says 'FIND YOUR DEGREE PROGRAM'.

Assets



MAJORITY ARE USED BY WSD. DISPLAYED AS A BOX WITH ARROWS

Reusable content

- If you use it one page, you can also use it one another on another and it'll be the same.
- Examples: maps, catalog content (academics), policy library.

The screenshot shows a 'Select Asset' dialog box. On the left, there is a search and filter section with a 'Filter by tag' input containing 'meyer'. Below this is a list of assets, with the second item, 'Campus Map - Meyer Alumni Center Kenneth E', highlighted. On the right, a map preview shows the location of the selected asset, with a red pin and a callout box for 'Kenneth E. Meyer Alumni Center'. Below the map, the asset's metadata is displayed:

- Name: Campus Map - Meyer Alumni Center Kenneth E
- Type: Source Code Asset
- Description:
- ID: {{a:288518}}
- Last Modified: 9/6/22, 8:38 AM
- Last Published: 9/6/22, 8:53 AM

At the bottom right of the dialog, there are 'CANCEL' and 'INSERT' buttons.

Building a page

PUTTING IT ALL TOGETHER

Examples

www.missouristate.edu/physicaltherapy/

Reference Tools

Use the design system guide when building pages.

Design System

Certificates

Stand out in the physical therapy profession.



These certificates help you add the [Certification in Orthopedic Manual Therapy \(COMT\)](#). Apply to your certificate through [GradCAS](#).

SAVE Versions PUBLISH

Layout Grid (2 Columns, 50:50)

Divider Above	Border	Shaded Background
This is a multiple-choice cell. Click on the cell to view your list of options.	This is a multiple-choice cell. Click on the cell to view your list of options.	This is a multiple-choice cell. Click on the cell to view your list of options.
No	No	No

Content

Enter content freely using the WYSIWYG toolbar.	Enter content freely using the WYSIWYG toolbar.
 GRADUATE CERTIFICATE Musculoskeletal – Spine Earn industry certification in spine care.	 GRADUATE CERTIFICATE Musculoskeletal – Upper Extremity Become certified in shoulder, elbow and hand care.



Tips

MAKE THE MOST OF THE CMS TO SHOWCASE YOUR CONTENT

- Use eyebrow text (if available in the component) to give clarity to the section, keep it short and category like.
- Use clear heading hierarchy to break up content.
- Use notice format for only short-term urgent changes.
- Use the [element guide](#) for determining how components should be used.



Accessibility

CONTENT SHOULD BE LEGIBLE TO ALL .

The Web Content Accessibility Guidelines (WCAG) provide specs to improve the accessibility of web content for people with a wide range of disabilities.

- Screen readers, contrast, links.
- Basic issues. Spelling, no image descriptions, broken links, adding copy to images, no content hierarchy.
- Secondary benefits to organic search.

<h1> Dynamic page title only

<h1>Page Title

<h2>Section

`<paragraph>Copy`

<h3>Sub section

`<paragraph>Copy`

<h4>Sub sub section

`<paragraph>Copy`

<h5>Sub sub section

`<paragraph>Copy`



C. Access & support

RESOURCES



Omni CMS

ETA start to approval: 4-5 days.
Access granted upon verification of training.

THE PROCESS TO GET ACCESS

Step 1

Submit our request form to [become a web editor](#).

- Or, email WebSupport@MissouriState.edu with the necessary request details.

Step 2

Complete the required trainings (in Blackboard).

- Website Accessibility and Content Editing.
- Basic Omni CMS.

Step 3

Submit our request form to [verify your trainings](#).



Support

WEBSUPPORT@MISSOURISTATE.EDU

Web Support Desk

Email

WebSupport@MissouriState.edu

Phone

417-836-5271

Editor Support

WebSupport.MissouriState.edu

New internal support tools were implemented 3 weeks ago making our response time more efficient.

Average completion time 2-4 days
Varies based on complexity of request.

Resources

Web Design System

WebDS.MissouriState.edu

Elements/Components

[Elements Guide](#)

Documentation

WebSupport.MissouriState.edu/OmniCMS



FAQ

COMMON OMNI CMS SUPPORT QUESTIONS

Directory & Profiles

- Profile Photos: Participate in Photo Days.
 - Or, submit a 500x600 headshot to web support for approval.
- Office Location & Phone Number can be updated via [Organizational Chart Profile](#).
- Profile Details — Submit to Web Support.
- HR must change: Contact information, name, email, job title.

Broken Images in Preview

- Preview uses the Production (live) version of files — unpublished images may not display.
- Publish unpublished photos to display.

Frozen Forms

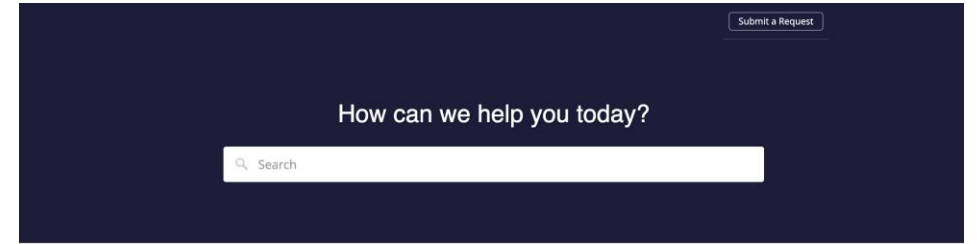
- Forms originally built in Web Press are currently frozen in Omni CMS.
- Minor edits to frozen forms can be made by us.
- Frozen forms should be rebuilt as an **Omni Form (Asset)** for future edits.

Coming soon

New support knowledge base

New Omni master calendar

Google Analytics 4 dashboards



Getting Started



Using Teamwork



Working with Your Projects



Integrations



Teamwork Tips



Teamwork Settings



Planning and Managing Work



Pricing & Billing



Agency & Professional Services

Getting Started

[Inviting People to Your Teamwork Site](#)

[Tasks](#)

[Companies - Owner and External](#)

[Create a Project](#)

[Adding People to a Project](#)

[View All](#)

[Create a Task List](#)

[Adding Tasks in List View](#)

[Add a Message](#)

[Uploading Files in the Files Area](#)

[Task Lists](#)

Using Teamwork

[Inviting People to Your Teamwork Site](#)

[Projects List View](#)

[Teamwork User License Types](#)

[Understanding User Permissions and Access](#)

[Companies - Owner and External](#)

[View All](#)

[Create a Project](#)

[Create a Task List](#)

[Adding Tasks in List View](#)

[Updating Your Own and Other Users' Profile Preferences](#)

[Creating a Notebook](#)



Q&A

