

Managing Page Documentation in CMS

Overview

Page documentation is the help instruction associated with each web page in the CMS system. Documentation is maintained by the Curriculum Services Department and is stored on an ACC web server.

In order to maintain page documentation in CMS, the user role must be APPADMIN.

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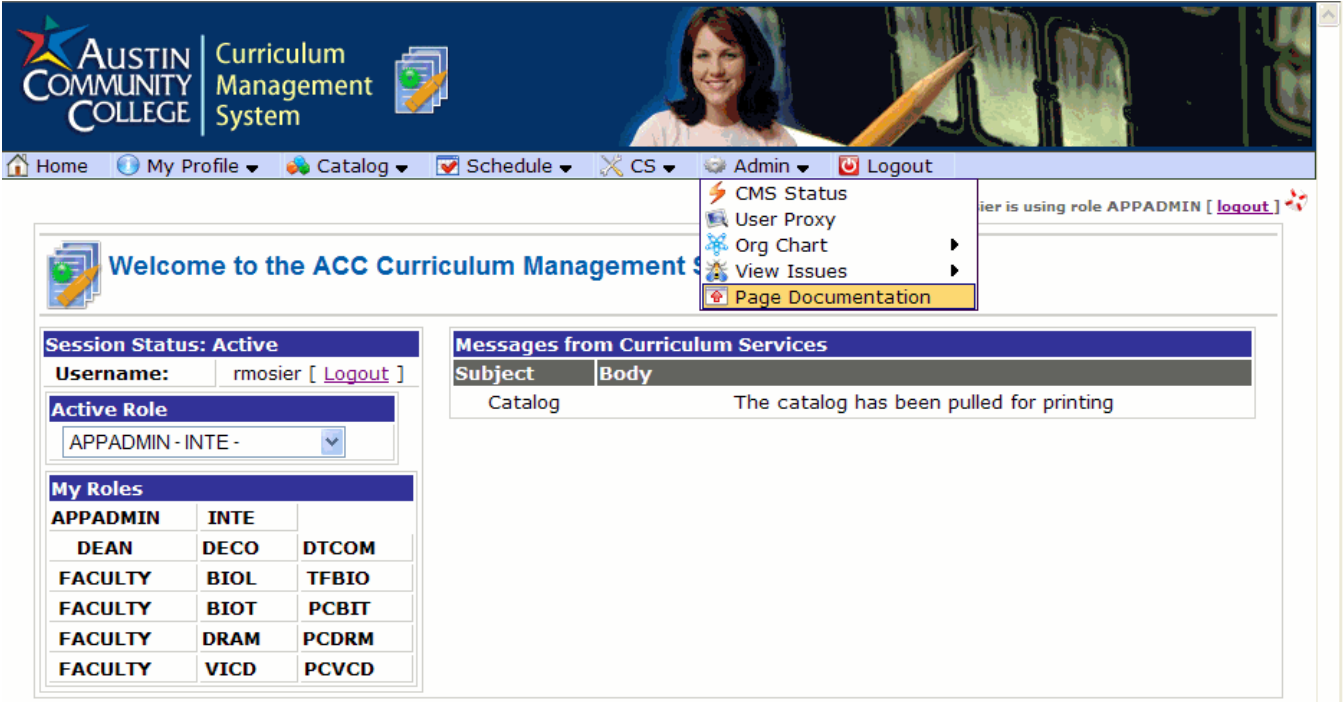
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Accessing the Page Documentation Screen

To access the Page Documentation screen, follow these steps:

- 1. Log in to the CMS system. Select APPADMIN as your Active Role.



- 2. From the **Admin** drop-down menu, select **Page Documentation**.

Maintaining Existing Documentation Assignments:

ID	Title	Page URL	Document URL	Action
7				[Edit]
28				[Edit]
99	CMS Login	index.php?op=login	http://www.austincc.edu/ITdocs/cms/login.html	[Edit]
42	Admin	admin/		[Edit]
6	Page Documentation	admin/doc/pagedoc.php		[Edit]
46	Org Association Types	admin/orgchart/assotypes/index.php		[Edit]
43	Org Chart	admin/orgchart/index.php		[Edit]
44	Org Maintenance	admin/orgchart/orgcharts.php		[Edit]
45	Org Roles	admin/orgchart/roles/index.php		[Edit]
56	Catalog	catalog/	http://www.austincc.edu/ITdocs/cms/catalog.html	[Edit]
11	Application	catalog/app/	http://www.austincc.edu/ITdocs/cms/application.html	[Edit]
12	CC New Course Application	catalog/app/cc/newcourse.php	http://www.austincc.edu/ITdocs/cms/new_course.html	[Edit]
19	Copy Course	catalog/app/copycourse.php	http://www.austincc.edu/ITdocs/cms/copy_course.html	[Edit]
32	Expire Course	catalog/app/expirecourse.php	http://www.austincc.edu/ITdocs/cms/expire_course.html	[Edit]

- From the Action column on the Application Page Documentation screen, select **Edit** next to the existing documentation that needs updated.

Page Documentation Details	
Document ID	12
Page URL	<input type="text" value="catalog/app/cc/newcourse.php"/> (Max 255)
Documentation URL	<input type="text" value="http://www.austincc.edu/ITdocs/cms/new_course.html"/> (Max 255)
Document Title	<input type="text" value="CC New Course Application"/> (Max 255)
<input type="button" value="Save"/>	

- Edit the Page Documentation Details as necessary.

- a. **Page URL** = Enter only the portion of the page URL after `http://www3.austincc.edu/it/cms/www/`
For example: The complete URL for the CC New Course Application is `http://www3.austincc.edu/it/cms/www/catalog/app/cc/newcourse.php`. You would only enter **catalog/app/cc/newcourse.php** in this field.
- b. **Documentation URL** = Enter the complete URL for the location of the help document. This document may be in any format (.doc, .htm, .jpg, etc.) as long as it is stored on an accessible web server.
- c. **Document Title** = Enter the common name for the CMS screen. This name is only used on the Page Documentation Details screen as a way for the user to associate CMS screen names with the correct help document. You may enter any name.

3. Select **Save**.

Creating New Documentation Assignments:

74	Department Titles	cs/depttitles.php	http://www.austincc.edu/ITdocs/cms/home_tab.html	[Edit]
40	Org Assignments	cs/orgchart/orgsummary.php	http://www.austincc.edu/ITdocs/cms/login.html	[Edit]
78	Schedule	cs/schedule/		[Edit]
98	Section Maintenance	cs/schedule/maintenance/		[Edit]
79	Parameters	cs/schedule/parameters/		[Edit]
80	Publishing	cs/schedule/publishing/		[Edit]
97	Reports	cs/schedule/reports/		[Edit]
8	Home	index.php	http://www.austincc.edu/ITdocs/cms/home_tab.html	[Edit]
39	CMS Logout	index.php?op=logout	http://www.austincc.edu/ITdocs/cms/login.html	[Edit]
62	Schedule	schedule/		[Edit]
66	Documentation	schedule/doc/		[Edit]
63	The 50 Report	schedule/reports/		[Edit]
9	My Profile2	user/myprofile.php	http://www.austincc.edu/ITdocs/cms/profile.html	[Edit]
10	Org Chart Summary	user/orgsummary.php	http://www.austincc.edu/ITdocs/cms/org_chart.html	[Edit]

Add Page Documentation

1. Scroll to the bottom of the Application Page Documentation screen and select **Add Page Documentation**.

The screenshot shows the Austin Community College Curriculum Management System interface. At the top, there is a navigation bar with links for Home, My Profile, Catalog, Schedule, CS, Admin, and Logout. Below the navigation bar, a user notification indicates 'rmosier is using role APPADMIN [logout]'. The main content area displays a form titled 'Page Documentation Details' with the following fields:

Page Documentation Details	
Document ID	<input type="text"/>
Page URL	<input type="text"/> (Max 255)
Documentation URL	<input type="text"/> (Max 255)
Document Title	<input type="text"/> (Max 255)

Save

2. Complete all fields.
 - a. **Page URL** = Enter only the portion of the page URL after <http://www3.austincc.edu/it/cms/www/>
For example: The complete URL for the CC New Course Application is <http://www3.austincc.edu/it/cms/www/catalog/app/cc/newcourse.php>. You would only enter **catalog/app/cc/newcourse.php** in this field.
 - b. **Documentation URL** = Enter the complete URL for the location of the help document. This document may be in any format (.doc, .htm, .jpg, etc.) as long as it is

stored on an accessible web server.

- c. **Document Title** = Enter the common name for the CMS screen. This name is only used on the Page Documentation Details screen as a way for the user to associate CMS screen names with the correct help document. You may enter any name.

3. Select **Save**.