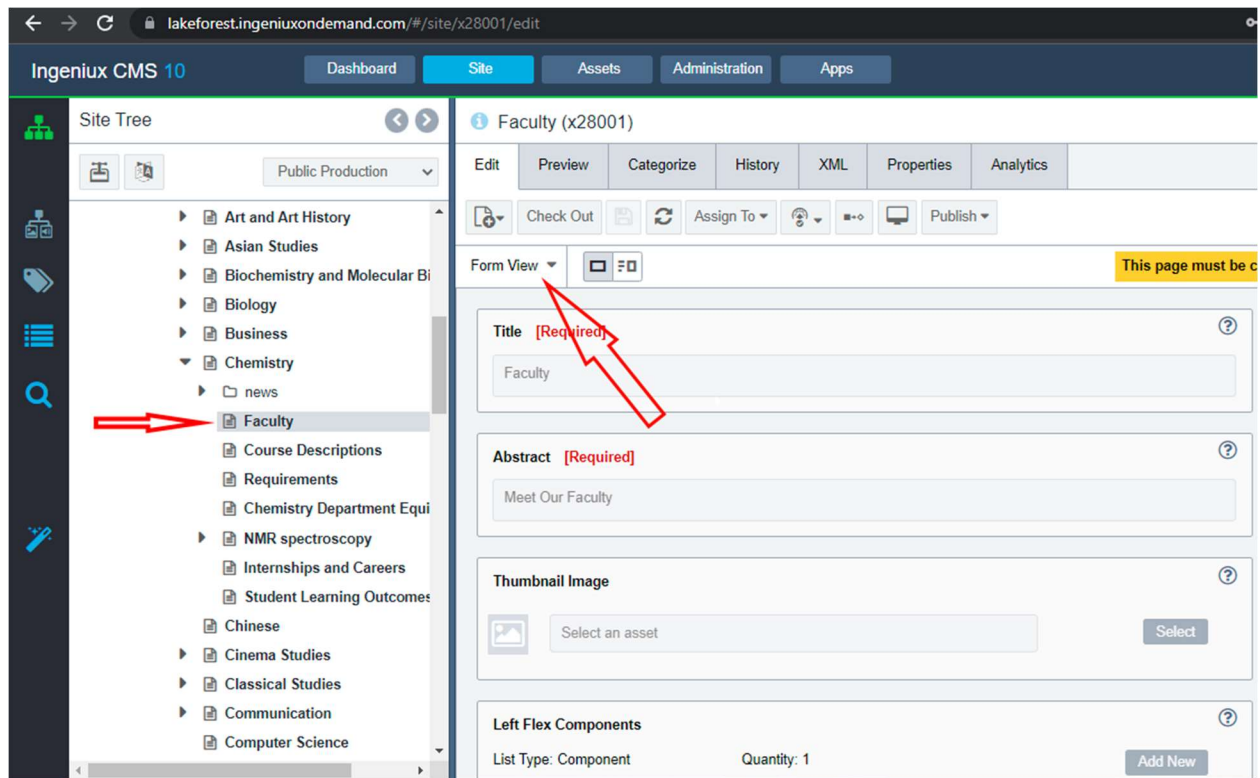


Editing Faculty Pages

This guide will show you how to edit faculty pages that are currently listed on your department's faculty page. To add/remove individual faculty pages to/from a department faculty page, contact the Website Manager.

1. Navigate to and then select your department's faculty page in the site tree.

Also, ensure that Form View is selected.



The screenshot displays the Ingeniux CMS 10 interface for editing a page. The browser address bar shows the URL: lakeforest.ingeniuxondemand.com/#/site/x28001/edit. The top navigation bar includes 'Dashboard', 'Site', 'Assets', 'Administration', and 'Apps'. The 'Site' tab is active, and the page title is 'Faculty (x28001)'. The left sidebar shows the 'Site Tree' with a list of departments. The 'Faculty' page is selected, indicated by a red arrow. The main editing area shows the 'Form View' selected, with a red arrow pointing to the 'Form View' dropdown. The page content includes a 'Title [Required]' field with the value 'Faculty', an 'Abstract [Required]' field with the value 'Meet Our Faculty', a 'Thumbnail Image' field with a 'Select' button, and a 'Left Flex Components' section with a list type of 'Component' and a quantity of 1. A yellow warning banner at the top right states 'This page must be c'.

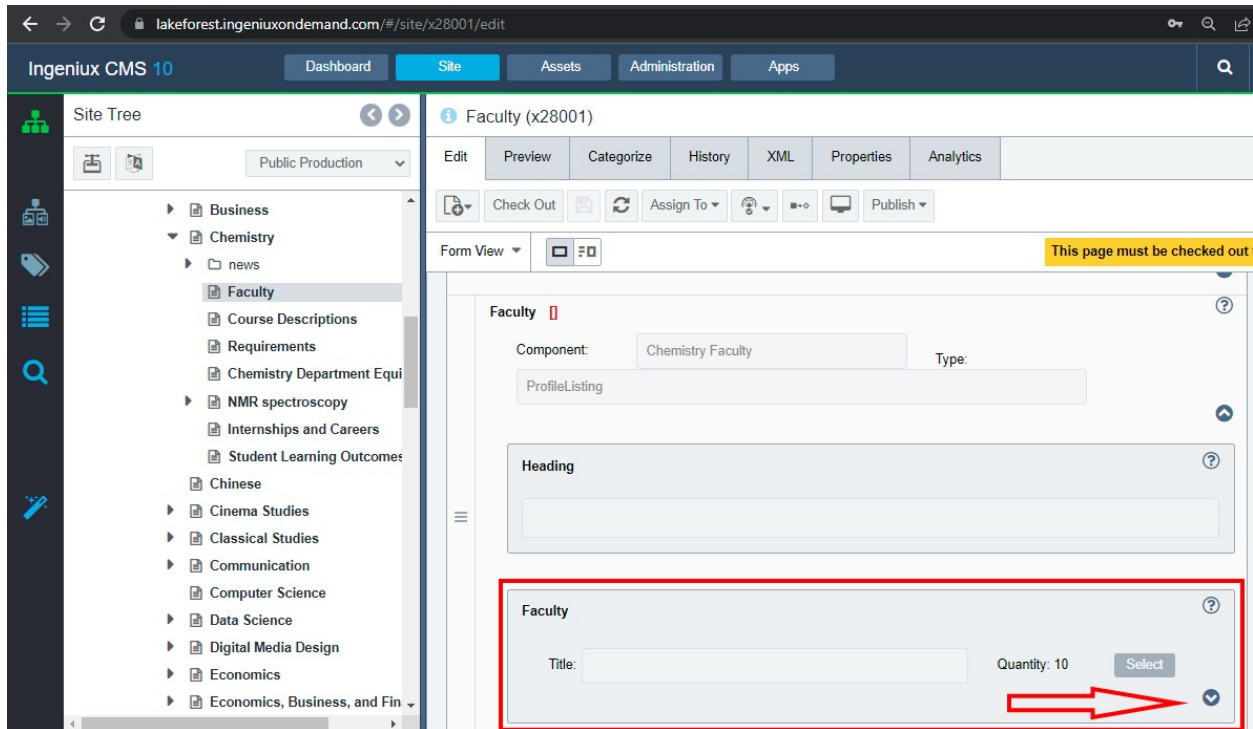
2. Scroll down to the Faculty area and open it up by clicking on the arrow in the bottom-right corner.

The screenshot displays the Ingeniux CMS 10 interface. On the left, the Site Tree shows a navigation menu with categories like Art and Art History, Asian Studies, Biochemistry and Molecular Bi, Biology, Business, Chemistry, Chinese, Cinema Studies, Classical Studies, Communication, and Computer Science. The 'Faculty' component is highlighted under the 'Chemistry' category. The main content area shows the 'Faculty (x28001)' page with tabs for Edit, Preview, Categorize, History, XML, Properties, and Analytics. Below the tabs, there are buttons for Check Out, Assign To, and Publish. A 'Form View' section is visible, and a yellow banner at the top right states 'This page must be ch'. The 'Left Flex Components' section lists 'Faculty [Required]' with a quantity of 2. A red box highlights this component, and a red arrow points to a small blue circular icon with a white arrow in the bottom-right corner of the component's control area. Below this, there are sections for 'SEO' and 'Scripts'.

3. Some (but not all) departments will have a separate listing for Emeriti Faculty. The Emeriti listing will always be below the main listing. Open up the relevant list by clicking on the arrow in the bottom right corner.

The screenshot displays the Ingeniux CMS 10 interface for editing a page titled "Faculty (x28001)". On the left, a "Site Tree" sidebar shows a hierarchical structure of departments, with "Faculty" selected under the "Chemistry" department. The main content area shows the configuration for the "Faculty" component, which is required and has a quantity of 2. Below this, two "Faculty" components are listed. The first component is configured with "Chemistry Faculty" as the component and "ProfileListing" as the type. A red arrow points to a small downward-pointing arrow icon in the bottom right corner of this component's configuration box. The second component is configured with "Emeritus Faculty" as the component and "ProfileListing" as the type. The interface includes a top navigation bar with "Dashboard", "Site", "Assets", "Administration", and "Apps" tabs, and a bottom navigation bar with "SEO" and other options.

4. Once you've opened up your list, you'll need to open it up one additional level. Click on the arrow in the bottom right corner.



5. Here you'll see a list of faculty members identified by their usernames. Identify the Page ID of the faculty member whose page you'd like to edit.

The screenshot shows the Ingeniux CMS 10 interface. On the left is a Site Tree with a 'Faculty' folder selected under 'Chemistry'. The main content area shows the 'Faculty (x28001)' page in 'Form View'. A table lists faculty members with their Page Names and Page IDs. The 'cody' row is highlighted with a red box, and its Page ID 'x27414' is also highlighted with a red box. A yellow banner at the top right says 'This page must be checked out'.

| Page Name | Page ID |
|-----------|---------|
| wiser | x27949 |
| cody | x27414 |
| conrad | x27422 |
| efischer | x27480 |
| gladen | x27498 |
| page | x27735 |
| eschultz | x27822 |
| shah | x27836 |
| slone | x27852 |
| werst | x27933 |

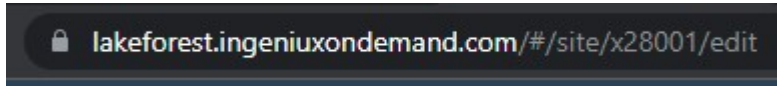
6. Take the Page ID that you identified in the previous step and place it into your browser's URL bar in the correct location.

For example, we might choose to update Jason Cody's (cody) page. It has a Page ID of x27414.

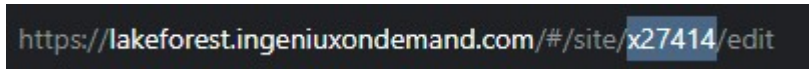
A close-up of the Faculty page list table. The 'cody' row is highlighted with a red box. A red arrow points from the 'cody' cell to the 'x27414' cell in the Page ID column, which is also highlighted with a red box.

| Page Name | Page ID |
|-----------|---------|
| wiser | x27949 |
| cody | x27414 |
| conrad | x27422 |
| efischer | x27480 |
| gladen | x27498 |
| page | x27735 |
| eschultz | x27822 |
| shah | x27836 |
| slone | x27852 |
| werst | x27933 |

Copy **x27414** and paste it in your browser bar, replacing the Page ID of the page that you are currently viewing (the department faculty page).



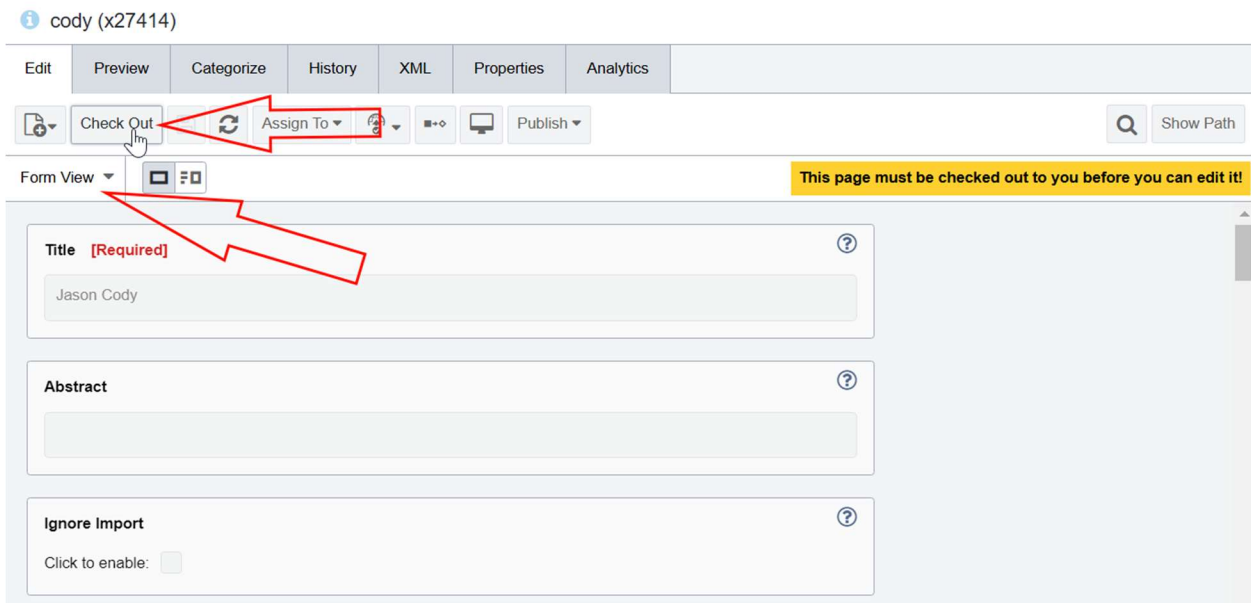
Will be changed to:



Press enter, and the CMS will load that faculty page for you.

7. Check the individual faculty page out.

Also, ensure that “Form View” is selected.



8. Scroll down to the body copy and accordion sections of the editor.

The screenshot displays two sections of a web editor. The top section, titled "Body Copy", features a menu bar with "Edit", "Insert", "View", "Format", "Table", and "Tools". Below the menu is a toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link, unlink, and image. The main content area contains the text "Specialization", "Inorganic Chemistry", "X-Ray Crystallography", and "h4". A "Powered by TinyMCE" watermark is visible in the bottom right corner of the content area. The bottom section, titled "Accordions", shows a "List Type: Component" and "Quantity: 1". A mouse cursor is hovering over the "Quantity: 1" text. To the right is an "Add New" button and a downward-pointing arrow icon.

9. Make your changes, and then check the page back in.

When checking the page back in (the Check Out button referenced in Step 7 will now say Check In), select Public Production and Public Staging.

For additional resources on using the body copy editor seen in the above screenshot, review the following document:

https://www.lakeforest.edu/Public/OCM/Documents/IGX/XHTML_editor.pdf

For additional resources on editing accordions, review the following document:

https://www.lakeforest.edu/Public/OCM/Documents/IGX/editing_accordions.pdf