


Ingeniux CMS – new version 10.1

Login: <https://cms.hsc.edu/>

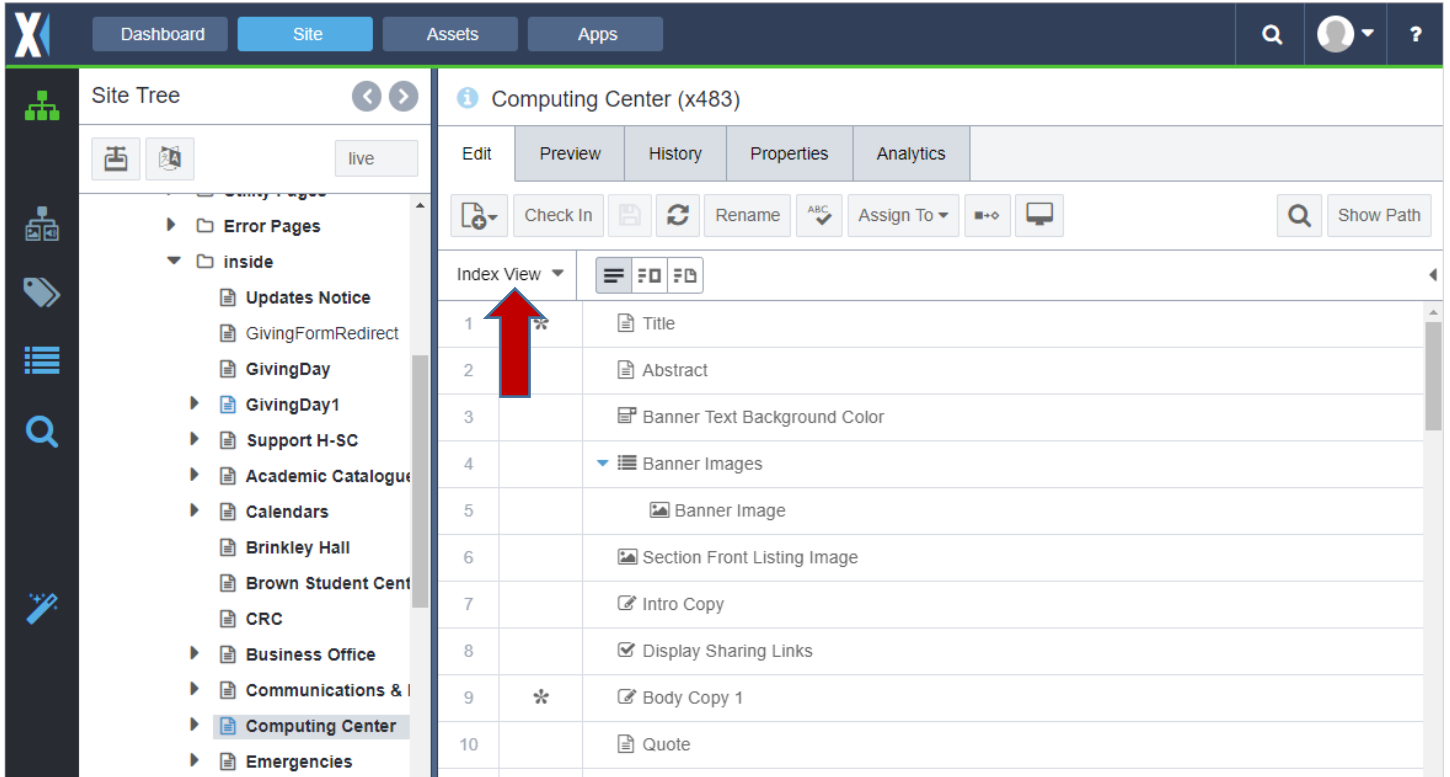
Dashboard has changed. It still shows your pages in progress and you can add ‘favorites’ by entering the xID number for a page.

Site button

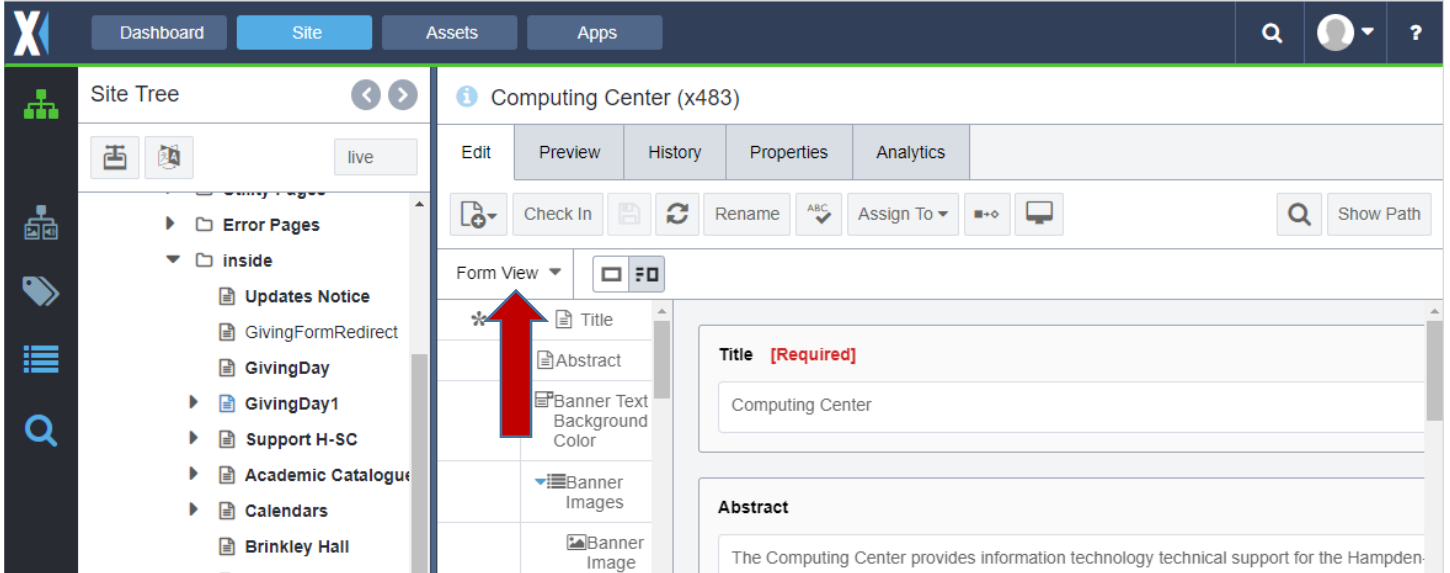
The Site Tree takes a couple of clicks. Click **Site** beside Dashboard button, then the icon  in left menu to get Site Tree like before.

Name	ID	Checked
Site	x2	
Recycle Folder	RecycleBin	

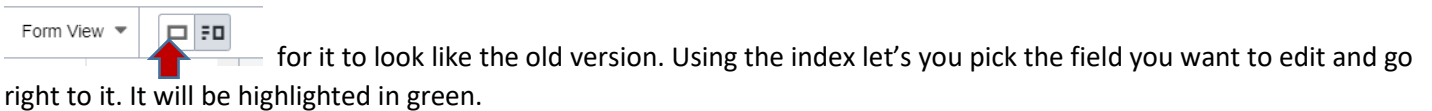
Keep opening down the tree to get to your section for editing. For example, Computing Center is underneath 'inside' folder. The default view is 'Index View'.



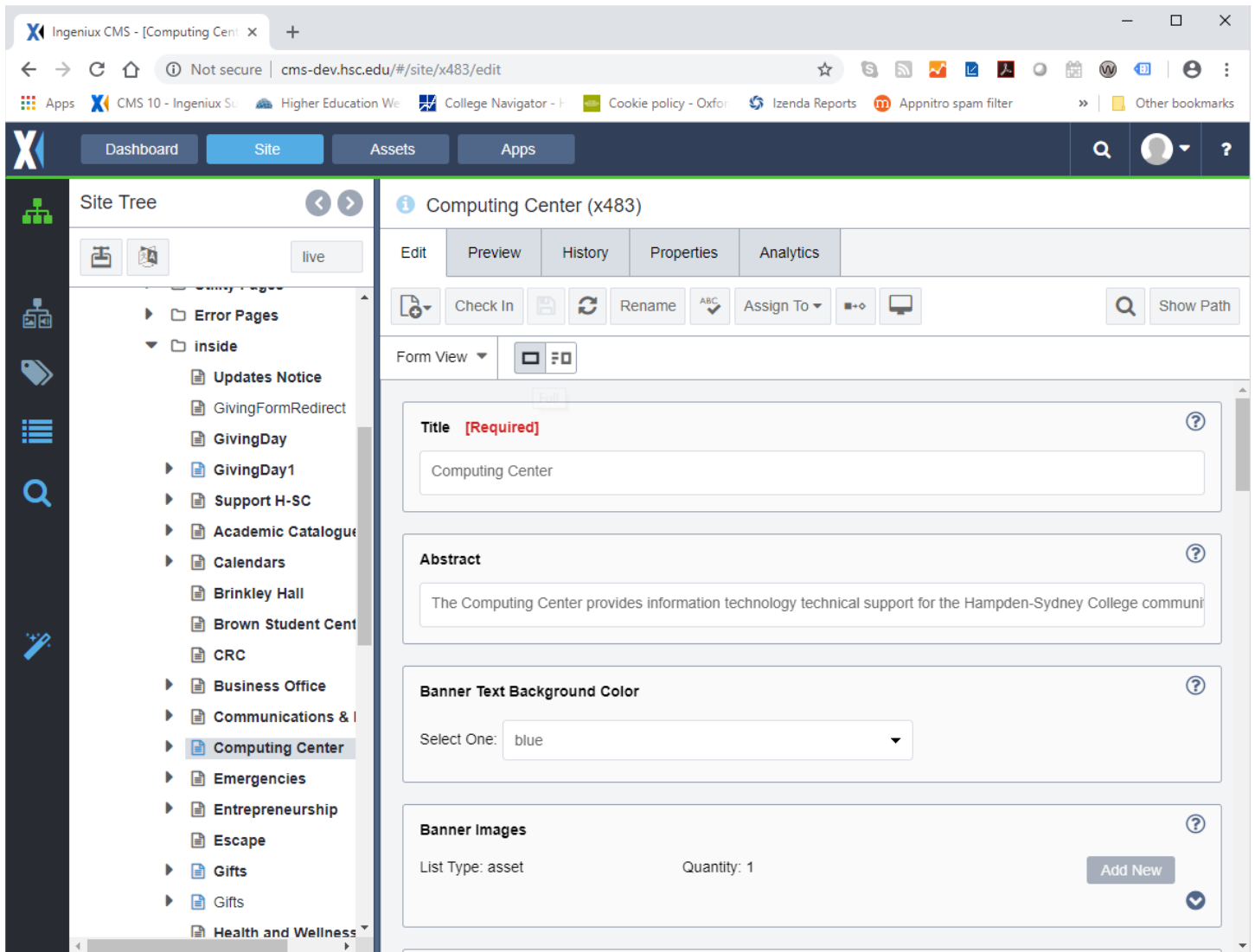
To get the View just like the old version, click the down arrow on Index View and choose Form View.




Then there are two options for looking at the page. Index and fields or just fields. Click just the 'fields' option



for it to look like the old version. Using the index let's you pick the field you want to edit and go right to it. It will be highlighted in green.



Once you get to this view, the editing is just like the existing CMS. Advance the page , choose 'Revise by Author' to get it in your possession and pick your name off the 'Assign to Group' list.

Advance the page to publish when you are ready. Automated publishes will run hourly from 9am to 7pm just like before.

View published pages at www.hsc.edu.

BIGGEST CHANGE in this new VERSION of CMS:

All Assets (documents, images, and media) are now indexed just like pages. This means all the Assets will be assigned an Asset id and must be published through the workflow process just like a page.

*Simple directions to make this work for your pages. **When uploading a new asset, send it right through to publish.** Then publishing your page will bring that content into the page. **IF YOU DO NOT publish the asset, it will NOT show in your page!***

GO TO ASSETS BUTTON to get to FOLDER to PUBLISH images and documents.

[Video of introduction to the CMS v10](#)