# Cascade Training

Web Services

Cascade Help Page

- A resource to help cascade users.
  - https://www.tamusa.edu/information-technology-services/its-services/web-services/cascade-help.html
  - Cascade Cloud Access form
  - Cascade cloud URL
  - HOW TO documents
  - Cascade Quick Tips
  - Workflow process
    - Users
    - Approvers (Web Team or someone designated in your area)
    - Publisher (Web Team)

What is Cascade Cloud?

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- Cascade Cloud is the universities web-based Content Management System for creating/maintaining tamusa.edu web pages.
  - https://tamusa.cascadecms.com

Cascade Cloud Dashboard

- The Cascade Cloud Dashboard consists of different modules
  - My Sites (TAMUSA-MAIN)
  - My Content (starred assets (favorite folder), recent, drafts, owned content and locks)
  - My Workflows

How to locate your folder in Cascade

- Use the page URL (link) to locate your folder in Cascade.

Ex: https://tamusa.edu/Information-Technology-Services/its-services/web-services/cascade-help.html

Our Site

Folder in Cascade

Folder in Cascade

Folder in Cascade

Page in Cascade

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Three main folders

- All department root folders will contain three main folders
  - _links – create any external link that you will be using on your pages (EX: any page outside of tamusa.edu)
  - documents – upload any pdf's, word docs into this folder
  - images – upload any .png, .jpg into this folder

Assets in Cascade

- A user can create the following assets in Cascade
  - External Links
  - Folder
  - Upload documents
  - Upload images
  - New page using one of the 4 templates offered
    - Detail Page Template 1
    - Detail Page Template 2
    - Section Main Page Template 1
   - Section Main Page Template 2

TIP:

Upload any images/documents and create any external links you will be using on your page before creating your page or making edits to your page

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How to create a new asset in Cascade

1. Click the ADD CONTENT option to the top left of the screen
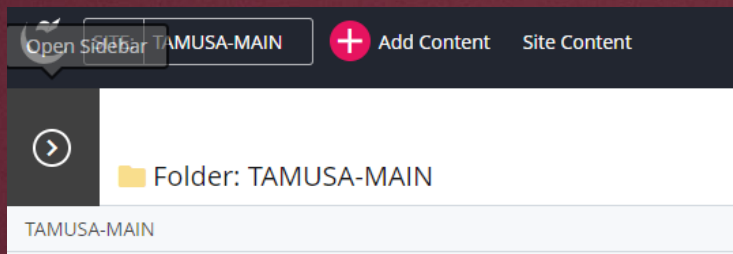
2. Select the ASSET you want to create

VIEW HOW TO UPLOAD AN IMAGE/DOCUMENT PDF

VIEW HOW TO CREATE AN EXTERNAL LINK PDF
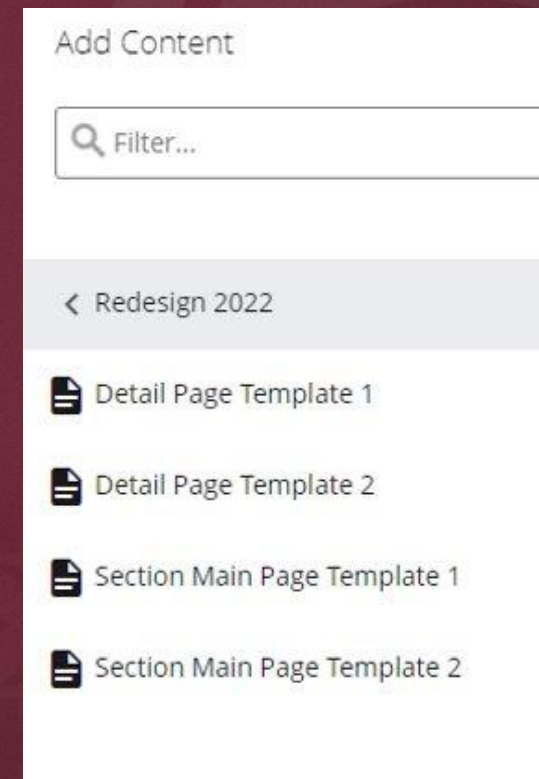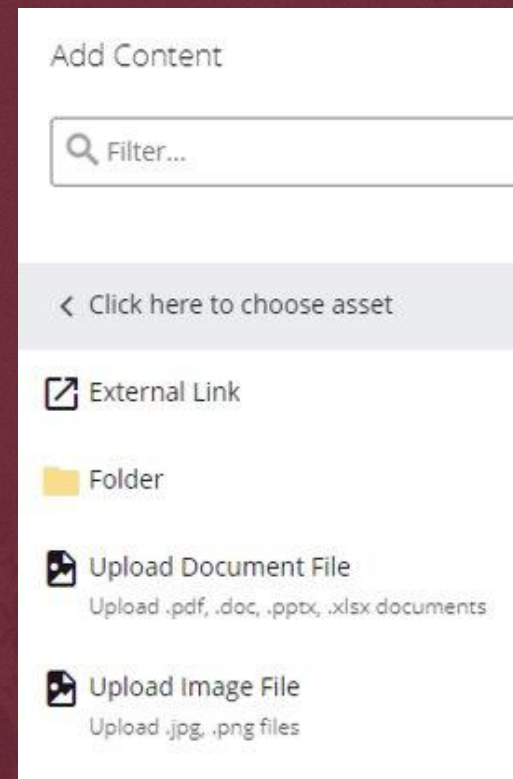
How to EDIT an existing page

- EDIT an existing page
  - Locate your page using the method described earlier
  - Once you locate the page, click the EDIT option to the top right
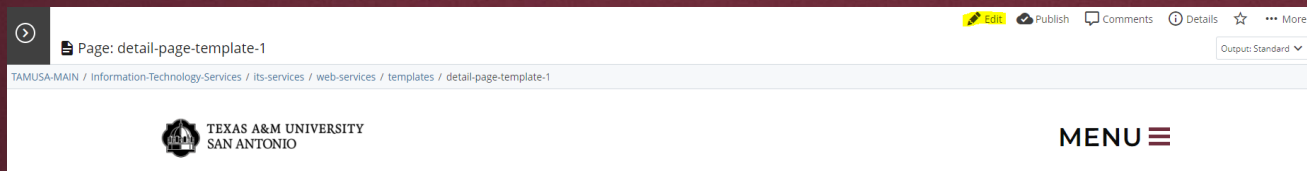
- Click the EDIT option and you will see a display box with different options

VIEW HOW TO EDIT AN EXISTING PAGE DOCUMENT
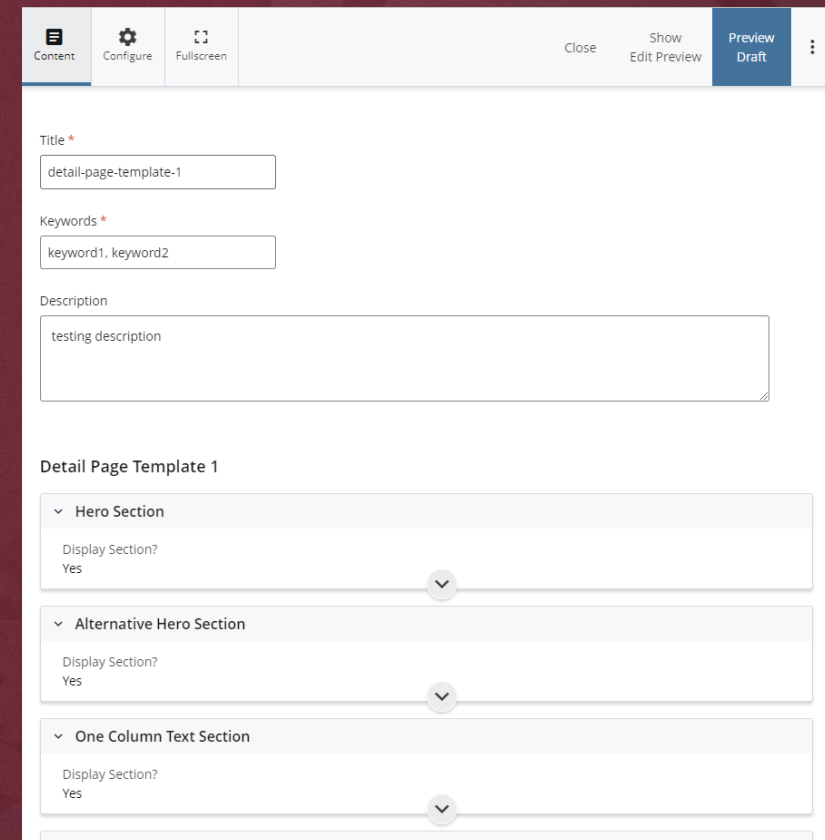
How to create a new page in Cascade

1. Click on the TAMUSA-MAIN site
2. Locate your department folder, click folder to view folder assets
3. Click ADD CONTENT (top left)
4. Select the REDESIGN 2022 folder
5. Select one of the templates.

VIEW HOW TO CREATE A NEW PAGE DOCUMENT

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How to submit your workflow for approval

1. Click PREVIEW DRAFT

2. Click SUBMIT

3. Click CONTENT & START WORKFLOW

4. Click the CHECK MARK (top right)

5. On the WORKFLOW screen make notes regarding what changes you have made to the page and click START WORKFLOW

6. Click ASSIGN THIS STEP TO ME

7. Click SUBMIT FOR APPROVAL

8. Click Continue

TIP:

Click the BLUE BUTTON to send your workflow for approval

TAMUSA Templates

- 5 new template were designs for A&M-San Antonio.
  - Homepage template (ONLY USED FOR TAMUSA.EDU index)
  - Section Main Page Template 1
  - Section Main Page Template 2
  - Detail Page Template 1
  - Detail Page Template 2
- In Cascade, each template contains sections that a user can turn on/off to be displayed on their page

[View a list of User Template Guides and Template Previews for each template above](#)

Section Main Page Template 1

- 13 sections
  - Hero Section
  - Welcome Section
  - One Column Text Section
  - Three Columns Text Section
  - Two Video Section
  - Two Columns Text Section
  - One Video Section
  - From the President Section
  - Banner Section
  - Leadership Section
  - Announcement Section
  - Testimonials Section
  - Connect With Us Section

User Template Guide

Template Preview

Section Main Page Template 2

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- 10 sections
  - Hero Section
  - One Column Text Section
  - Admissions Section
  - Two Columns Text Section
  - Build Your Future Section
  - Banner Section
  - Resources Section
  - Three Columns Text Section
  - Latest News Section
  - Connect With Us Section

User Template Guide

Template Preview

Detail Page Template 1

- 14 sections
  - Hero Section
  - Alternative Hero Section
  - One (1) Column Text Section
  - Congratulations Section
  - Three Column Grid Section
  - Two Video Section
  - Two Column Text Section
  - One Video Section
  - Getting Started Section
  - Three Columns Text Section
  - Banner Section
  - New Student Section
  - Accordion Section
  - Form Section

User Template Guide   Template Preview

Detail Page Template 2

- 10 sections
  - Hero Section
  - Alternative Hero Section
  - One (1) Column Text Section
  - TAMUSA Section
  - Academic Section
  - Department Section
  - Major and Degree Section
  - Banner Section
  - Support Section
  - International Affairs Section

User Template Guide

Template Preview

Questions?

Please submit an ITS Helpdesk Ticket for any assistance with your web pages

[ITS Homepage](#)