

Cascade Training

Web Services



TEXAS A&M UNIVERSITY
SAN ANTONIO

Cascade Help Page



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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)

The screenshot shows the Cascade Cloud CMS help page on the Texas A&M University San Antonio website. The page has a white background with a decorative pattern on the right side. At the top left is the university logo, and at the top right is a hamburger menu icon. Below the logo is a red graphic element. The breadcrumb trail reads: HOME / Information Technology Services / ITS Services / Web Services / Cascade Help. The main heading is "Cascade Cloud CMS". The text explains that the university uses Cascade Cloud CMS and provides instructions on how to request access, mentioning the "Cascade Cloud Access form" and the role of the University Web Manager. It also provides a link to the Cascade Cloud CMS: <https://tamusa.cascadecms.com>. Below this, it states that for web-related requests, including training, users should submit an ITS Help Desk ticket. The section "Cascade Training" follows, mentioning training sessions on the 2nd and 4th Wednesday of the month from 10 - 11 a.m.

What is Cascade Cloud?



TEXAS A&M UNIVERSITY
SAN ANTONIO

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

A screenshot of the Cascade CMS login page. The page has a dark blue background. At the top center, there is a logo for "CASCADE CMS" with a pink and red circular graphic. Below the logo is a white login form. The form has a title "Login" and two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me" and a blue "Login" button. At the bottom of the page, there is small text: "© 2021 Hannon Hill Corporation - v20211013 Texas A&M University - San Antonio Content Management System".

CASCADE CMS

Login

Username

Password

Remember me

© 2021 Hannon Hill Corporation - v20211013
Texas A&M University - San Antonio Content Management System

Cascade Cloud Dashboard



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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

The screenshot shows the Cascade Cloud Dashboard interface. At the top, there is a dark navigation bar with a 'Go to a Site' button on the left and 'My Content', 'Search', and a user account dropdown on the right. The main content area is divided into several sections:

- Welcome back Fernando User Account:** A top-left section with a user profile icon, a date indicator 'THU MAY 11' with a '9+' notification badge, and buttons for '+ Add Widget' and 'Reset Dashboard'.
- My Sites:** A section listing 'TAMUSA-MAIN' with sub-items 'tamusa-events' and 'tamusa-webdev'.
- My Workflows:** A section stating 'You have no active workflows or workflows waiting to be assigned'.
- My Content:** A section with tabs for 'Starred', 'Recent', 'Owned Content', 'Drafts', and 'Locks'. It shows two folders: 'research' (tamusa-redesign: /Graduate-Studies-Research/research) and 'mays'.
- New Content:** A section for 'tamusa_new.edu' with messages: 'No Starting Page is configured for your user in this site. Details' and 'No default Content Wizards are available for your user in this site. Details'.
- Notifications:** A section listing several workflow completion notifications, such as 'Workflow 'HPRC Workflow: HPRC Homepage' is complete' and 'Publish of Page 'tamusa-events:recurring/test-event-4' completed (73 issue(s))'.

How to locate your folder in Cascade



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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



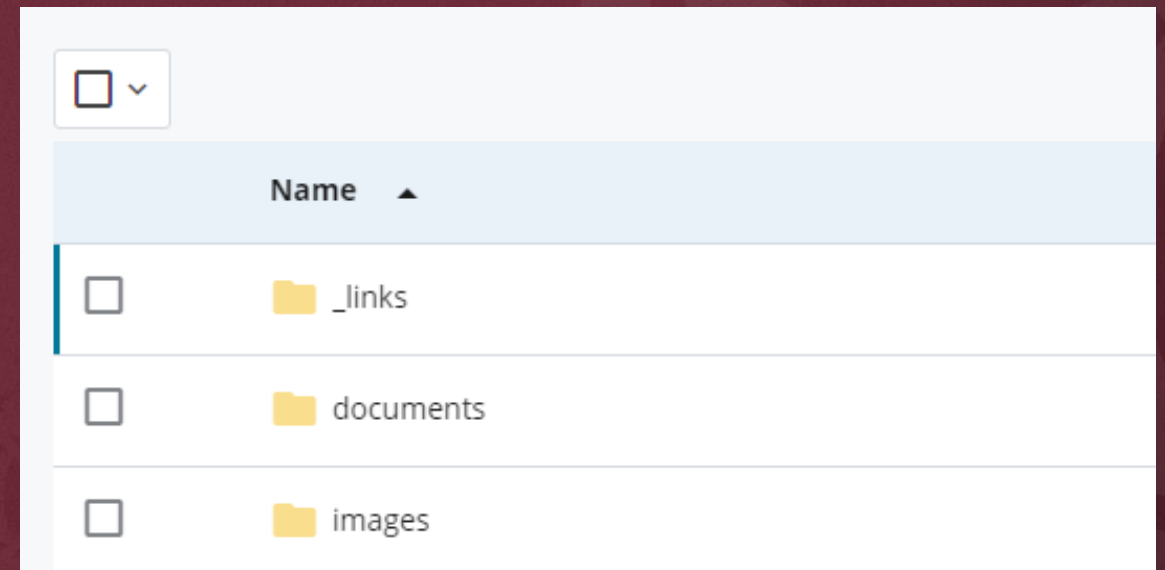
Page in
Cascade

Three main folders



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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:

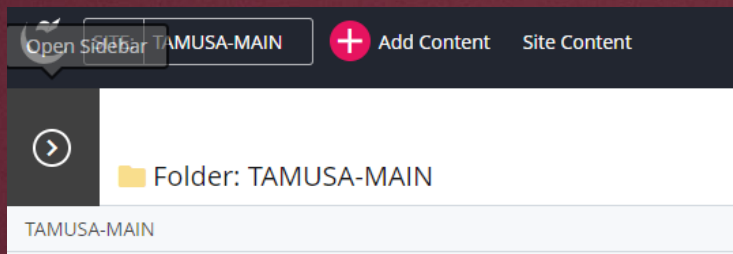
Upload any images/ documents and create any external links you will be using on your page before creating your page or making edits to your page

How to create a new asset in Cascade



TEXAS A&M UNIVERSITY
SAN ANTONIO

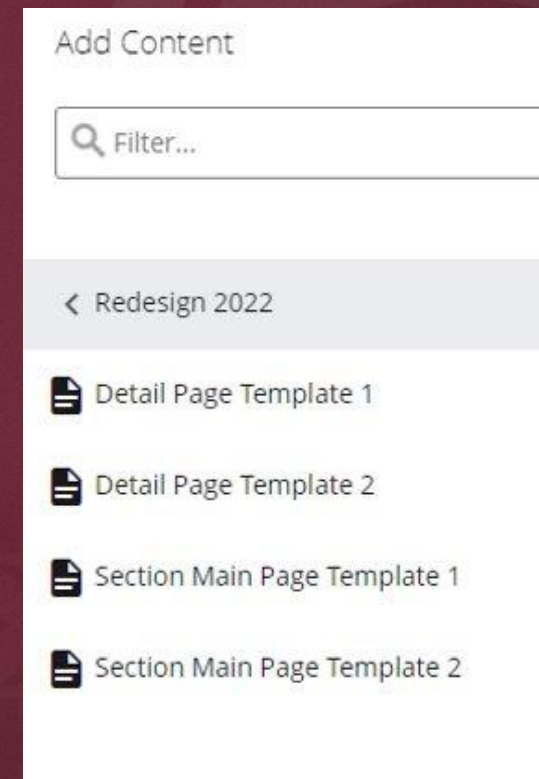
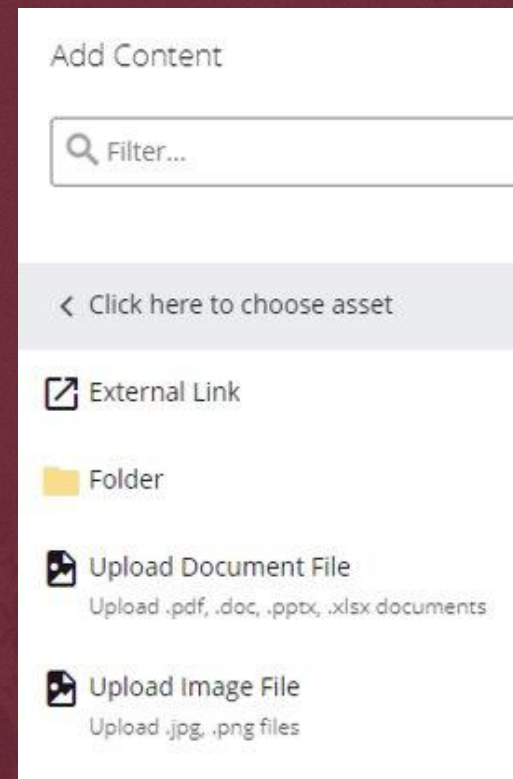
1. Click the ADD CONTENT option to the top left of the screen



2. Select the ASSET you want to create

[VIEW HOW TO UPLOAD AN IMAGE / DOCUMENT PDF](#)

[VIEW HOW TO CREATE AN EXTERNAL LINK PDF](#)

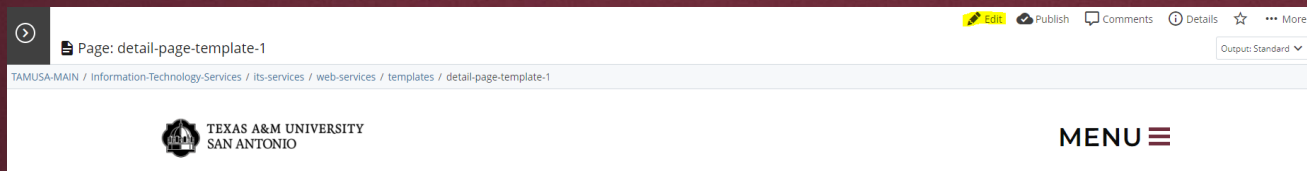


How to EDIT an existing page



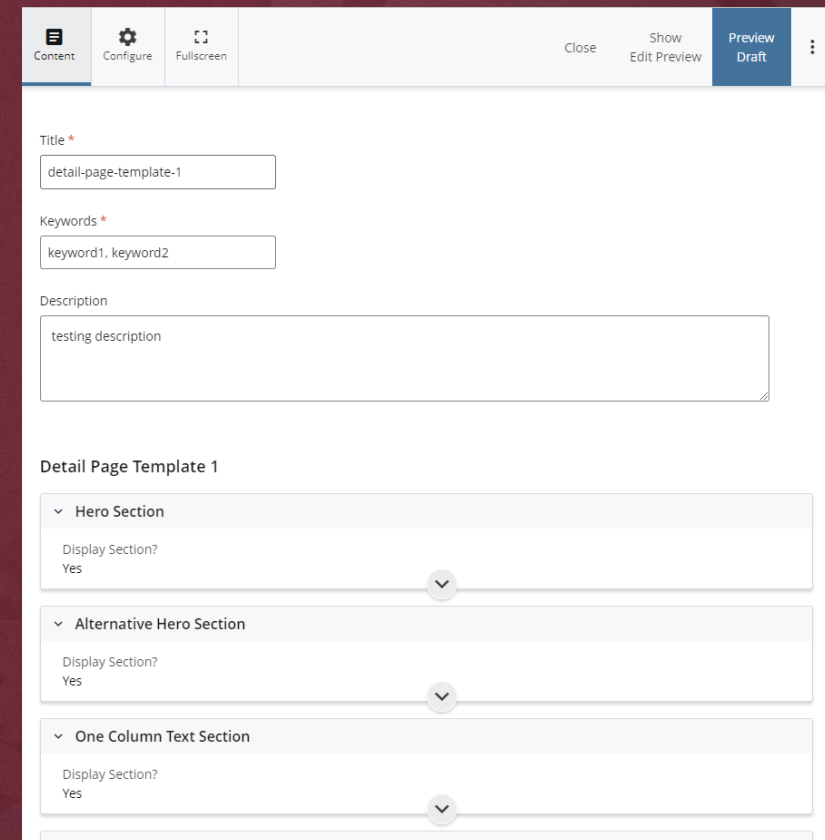
TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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



TEXAS A&M UNIVERSITY
SAN ANTONIO

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](#)

How to submit your workflow for approval



TEXAS A&M UNIVERSITY
SAN ANTONIO

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



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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



TEXAS A&M UNIVERSITY
SAN ANTONIO

- 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?



TEXAS A&M UNIVERSITY
SAN ANTONIO

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

ITS
Homepage

TEXAS A&M UNIVERSITY
SAN ANTONIO

Submit Service Request

TEXAS A&M UNIVERSITY
SAN ANTONIO

I HAVE A JAGUAR ACCOUNT

**DON'T HAVE A JAGUAR ACCOUNT?
CLICK HERE**

Customer Service Hours of Operation

(210) 784-4357

Monday - Thursday
7:30 a.m. - 8 p.m.

Friday
7:30 a.m. - 6 p.m.

Saturday
8 a.m. - 12 p.m.

CLOSED Sundays