Cascade: Table of Contents

Accessing the Cascade Server

Dashboard and Widgets

Starting Workflow and Publishing

Creating a New Page

Uploading and Using Images

Creating Links and Anchors

Creating and Inserting Tables

Editing, Moving, Renaming, and Copying

Deleting, Restoring, and Previous Versions

Locking and Unlocking Assets

Embedding Videos

Editing Our-Team and _Info Pages

Creating, Uploading, and Using Forms
Accessing the Cascade Server

Since the Cascade Server is a web-based content management system, a network connection is required.

To Access Cascade:

1. Open your preferred web browser. (Chrome, Firefox, IE, Safari, etc.)

2. Enter the on-campus web address: link.valdosta.edu
   Or enter the off-campus web address: https://link.valdosta.edu

3. Log in using your Active Directory credentials (computer login).
Cascade provides end-users with a customizable Dashboard and useful widgets.

**Default Dashboard View**

1. **Click the Add Widget button in the upper-right corner of the Dashboard.**
2. **Choose the widget you’d like to have appear on the Dashboard.**
3. **Select the Add button.**
To Configure or Remove a Widget:

1. Select the Gear Icon located in the top right corner of the widget you would like to change or remove.
2. Select the appropriate option from the drop-down menu.
3. Click anywhere outside of the widget to exit the drop-down menu. Your changes will be implemented automatically.

To Move a Widget:

Hover mouse over the grey box area where the name of the widget appears. Once the mouse becomes a four-arrowed icon, drag and drop the widget to move it.

To reset the Dashboard:

Select the Reset Dashboard button in the upper-right section of the Dashboard screen. This will return the Dashboard to its default view.
Google Analytics:

The Analytic widget provides a graphical snapshot of the traffic to your site via **Unique Visitors** and **Pageviews** for a day, week, month, or year.

**Unique visitors** refers to the number of distinct individuals requesting pages from the website during a given period, regardless of how often they visit. **Visits** refers to the number of times a site is visited, no matter how many unique visitors make up those sessions. When an individual goes to a website on Tuesday, then again on Wednesday, this is recorded as **two visits from one visitor**. Source: Wikipedia

**Pageview** is an instance of a page/file being loaded by a browser. The **Pageviews** metric is the total number of pages viewed; repeated views of a single page are also counted. Source: Google Analytics
Whether a user is a Publisher or an Author will determine their workflow options. Authors can create, edit, and submit assets for approval. Authors do not have the ability to publish assets without first starting a workflow. Publishers can create, edit, submit, and publish assets without starting a workflow.

Author | To Start Workflow:

1. Once you are ready to submit your asset or changes to the asset, select **Submit**.
   
   *You can save your asset or changes without submitting by selecting **Save Draft**.*

2. Select **Submit** again to overwrite the current version and discard draft.

3. Edit the Workflow Name as needed. If applicable, you can include comments. When you are done editing the workflow, select **Submit**.

4. Select either **Submit to Publisher** (sends completed page to publisher for review) or **Continue Editing** (gives authors a working copy to continue to edit).
Publisher To Publish an Asset:

1. Select the asset you wish to publish from the left folder structure.
2. Once you have the asset opened, select the Publish tab and Submit.
   *You may need to select Submit again if spell check encounters an error.
To Create a Page:

1. Select **New** from the top toolbar and choose the appropriate departmental folder.
2. Select the type of page you wish to create:

   **Create Page with 1 Sidebar** creates a page that only includes the left sidebar navigation. Ad buttons and related resources will not show up on 1 sidebar pages.

3. Enter **Display Name** (web page heading) and **Title** (end of web address).
4. Enter **Keywords, Description** and **Start Date**.

   For optional Global Keywords, select the **Tag Icon**.

5. Select **No** if you do now want the page to appear in the left sidebar navigation.
6. Edit the content body and select **Submit** when you are finished. You can also **Update Draft** to continue working on it at later point in time.
Cascade allows users to upload images from external locations, such as a computer or network drive (i.e. the V: Drive), to use on their web pages.

To Upload an Image:

1. Select **New** from the top toolbar > Choose appropriate departmental folder > **Upload Image**.

![Upload Image Screenshot]

2. You can drag and drop the file into designated area or click **Choose File** to manually locate it.

3. If necessary, you can adjust the image. Please note that Cascade is not a photo editor, therefore images should be edited appropriately before being uploaded.

![Image Upload Form]

4. After the image has been uploaded, select **Submit**.

To Insert an Image on a Page:

1. In the page content body, place your cursor where you would like the image to appear.

2. Select the **Insert/Edit Image Icon** from the toolbar.
3. Choose the image type, then select the image or enter the image address:

For Internal images, select image using the [Search] option. For External images, enter the image address in the Image field.

*Only images uploaded in to Cascade will be available from the left folder structure.

4. Enter Alternate Text and select Insert.

5. To edit, select the Insert/Edit Image Icon while the image is highlighted. To remove the image, select the Cut Icon (or CTRL+X) instead.

To Insert a Slideshow (or Banner) on a Page:

1. In the Slideshow section of your page, select Yes for the Use Slideshow option.
2. Click the Slideshow >> Banner button then select image using the [Search] option.
   *Optimal slideshow image dimensions are 964x320.
3. Select image using the [Search] option.
   *Only images that have been uploaded in to Cascade will be available for use.

4. Enter Slide Title and Slide Caption, if applicable.

   To add a slideshow image, select the Plus Icon. To remove a slideshow image, select the Minus Icon.

   *For Banners, use one image. For Slideshows, use multiple images.
To Insert a Top Image on a Page:

1. Use the [Search] option next to Content Top Image and locate the image you wish to use.
2. In the field next to Alt Text Content Top Image, enter a brief description of the image selected.

Note: You can use either a Slideshow/Banner or a Content Top Image, not both because they cannot be displayed simultaneously on the same page.
To Create a Link:

1. Select **New** from the top toolbar and choose the appropriate departmental folder.

2. Select the link type you wish to create:
   
   - **Create A Common Link** creates a link to a web address.
   - **Create An External Link for Left Navigation** creates a link that will appear on the left sidebar.

3. Enter the **Display Name** and **Link** (web address).

   If you are copying and pasting the link, be sure to delete or paste over the http:// already present in the Link field.

4. Select **Yes** if the link is external to the VSU website (www.valdosta.edu).

5. Once you have filled out the appropriate data fields, select **Submit**.
Creating Links and Anchors

To Insert a Hyperlink on a Page:

1. Highlight the text or image you want to make a hyperlink.

2. Select the **Insert/Edit Link Icon** from the toolbar.

3. Choose the link type, then select the link or enter the link address:

   For *Internal links*, select link using the [Search] option.
   For *External links*, enter the link address in the **Link** field.

4. Choose **Target**:

   - **Same Window** will open the link on the same page.
   - **New Window** will open the link on a separate window.

5. You can use the **Title** field to enter a brief description of where the Link leads.

6. Once you’re finished editing the link details, select **Insert**.

To edit, select the **Insert/Edit Link Icon** while the hyperlink text or image is highlighted.
To remove the hyperlink select the **Unlink Icon** instead.
To Insert Hyperlinks Referencing Specific PDF Pages:

Make sure the PDF document you wish to link has been uploaded into Cascade before attempting the following steps...

1. Highlight the text or image you want to make a hyperlink.
2. Select the Insert/Edit Link Icon from the toolbar.
3. If not already selected, choose Internal as the link type.
4. In the Link field, select the PDF document you would like to reference.
5. In the Anchor field, specify the page number you would like to link to in the format page= followed by the page number with no spaces between the characters.

For example: If you want to link to page 4 you would type page=4.

(!) Note: Whatever page number you specify in the anchor will correspond to the page appearing at that number in the PDF. Title pages and tables of content may not have page numbers but still affect the page location.

For example: If your document has a title page and table of contents (respectively) followed by the document content, to link to the first page of actual content you would use page=3 instead of page=1 (because page=1 would link to the title page which appears first in the PDF).

6. Choose Target:

   Same Window will open the link on the same page.
   New Window will open the link on a separate window.

7. You can use the Title field to enter a brief description of where the link leads.
8. Once you’re finished editing the link details, select Insert or Update.
Creating Links and Anchors

To Link to an Anchor on a Page:

1. In the page content body, place your cursor where you would like the anchor to land. Then select the Anchor Icon from the toolbar.

2. Enter Anchor Name (without spaces) then Insert.

3. Highlight the text you would like to lead to the anchored text, then select the Link Icon.

4. In the Anchor field, enter the Anchor Name you specified in Step 3 and click Insert.

The end result should look something like:

This is a sentence being hyperlinked to the anchor below.

I want my sentence to anchor here.
You can create and insert tables into Cascade. Since Cascade has limited formatting options, you can create tables in Word and insert them into Cascade. However, some formatting features in Word tables may merge when inserted into Cascade.

To Insert a Table:

1. In the page content body, place your cursor where you would like the table to appear.
2. Select the Insert/Edit Table Icon from the toolbar.
3. Edit General Properties > Select Insert.

To Insert a Table Created in Word:

1. Create a table using Word > Highlight and Copy the Table
2. On the page where you would like to insert the table, place your cursor in the content body where you wish to have the table appear.
3. Once you are ready to paste the table, select the Paste Icon from the toolbar (or CTRL+V).
4. After the table has been inserted, highlight the table and select the Insert/Edit Table Icon.
5. Select the Advanced tab > Enter description of table in Summary field > Update.
Assets are the items uploaded or created within Cascade. A few example Cascade assets include pages, folders, images, common links, and documents.

To Edit an Asset:

1. Select the asset you wish to edit from the left folder structure.

2. Once you have the asset opened, select the Edit tab. Make the necessary changes then Submit.

To Move or Rename an Asset:

1. Select the asset you wish to copy from the left folder structure.

2. Once you have the asset opened, select the Move/Rename tab.

   To move, choose a new Parent Folder location.
   To rename, enter a new System Name.

3. After you have made the appropriate adjustments, Submit.
To Copy an Asset:

1. Select the asset you wish to copy from the left folder structure.

2. Once you have the asset opened, select the Copy tab.

3. After you have made the appropriate adjustments, Submit.
Assets are the items uploaded or created within Cascade. Pages, folders, images, common links, documents, and forms are all considered assets.

To Delete an Asset:

1. Select the asset you wish to delete from the left folder structure.
2. Once you have the asset opened, select the More tab > Delete then Submit.

Note: Deleted assets can be restored within 30 days of deletion.

To Restore a Deleted Asset:

1. Select Home from the top toolbar to return to the Dashboard.
2. From the Dashboard, select the Recycle Bin tab.
3. Select the Curved Green Arrow Icon (under Actions) located on the same line of the asset you wish to restore then Submit. The asset will then appear in its previous file location.
To Restore an Asset to a Previous Version:

1. Select the asset you would like to restore from the left folder structure.
2. Once you have the asset opened, select the More tab > Versions.
3. Select the appropriate version from the list.
4. Once the version preview appears select Activate from the toolbar.

Note: Previous Versions may not be available for every asset.
Assets are the items uploaded or created within Cascade. Pages, folders, images, common links, documents, and forms are all considered assets. Locking an asset prevents other users from making changes to it.

To Lock an Asset:

1. Select the asset you would like to lock. Once you have the asset opened, select **Lock**.

2. Under Actions, click **Check-out this asset**.

To View Locked Assets:

1. Select **Home** from the top toolbar to return to the **Dashboard**.

2. From the **Dashboard**, select the **Locked Assets** tab.
To Unlock an Asset:

1. Select the asset you would like to unlock. Once you have the asset opened, select Lock.

2. You can unlock the asset by selecting the appropriate action:

   - **Commit changes** will unlock the asset after applying any changes made to it.
   - **Break the lock and discard changes** will unlock the asset and discard your changes.
   - **Send into Workflow** will begin the workflow process.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commit</td>
<td>Commit changes</td>
</tr>
<tr>
<td>Break</td>
<td>Break the lock and discard changes</td>
</tr>
<tr>
<td>Workflow</td>
<td>Send into workflow</td>
</tr>
</tbody>
</table>
Embedding Videos

Department-created videos first must be saved to a University-approved YouTube account. Contact webservices@valdosta.edu for assistance. YouTube supports the following file formats: .MOV, .MPEG4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP, WebM.

To Embed a YouTube Video:

1. Select appropriate page in the folder structure > Click the Edit tab.
2. Place cursor in the content body at the location where you would like the video to appear.
3. Click the Insert/Edit Embedded Media tool.
4. Select the Embed code tab > Delete the current code text.
5. In a separate browser window/tab, navigate within YouTube to the desired video.
6. Click Share, then Embed.

Before moving on the Step 7, make sure:
Show suggested videos when the video finishes is not selected and Enable privacy-enhanced mode is selected.

7. Select the embed code text (Ctrl+A) > Copy the code text (Ctrl+C).
8. In your browser, navigate back to the open Cascade Server window/tab.
9. Paste (Ctrl+V) the code in the Embed code box, then select the Insert/Update button.
The our-team page template is used to provide department employee information, such as profile pictures, individual contact numbers and emails, office hours, etc. The _info page specifies commonly used information across a department's website, such as the department's name, phone numbers, addresses, etc.

To Edit the our-team Page:

1. Select the our-team page from the folder structure. Once open, select the Edit tab.

2. Edit the profiles. You can include as much or as little information as you want.

Profile Types

Detailed: offers the option to include a profile picture, name, title, department, phone number, email address, office hours and location, web address, a biography, etc.

Basic: offers the option to include name, title, phone number, and email address only in “cards”

To use a profile picture, upload the image into Cascade (Refer to Uploading and Using Images for details) and use the [Search] option next to Profile Image to locate it.

3. To add profiles, click the Plus Icon under the type of profile you wish to add. To remove profiles, click the Minus Icon under the profile you wish to remove. To reorder the list of profiles, use the Arrow Icon.
To Edit the _info Page:

1. Select the _info page from the folder structure. Once open, select the Edit tab.

2. Edit Department Information:
Enter Name and select Header Image. To include a departmental Contact Us form, use the [Search] option to locate the contact-us form. *Refer to Creating and Uploading Forms guide for details.

3. Edit Department Phone Numbers:
Enter Phone Number using the format 123-456-7890. Select the Phone Number Type. To include another number, use the Plus Icon.

4. Edit Department Physical Address: Enter the Physical Address only if different than 1500 N. Patterson St., Valdosta, GA 31698.

5. Edit Ad Buttons:
Enter Button Text > Choose Link

6. Edit Right Sidebar Links:
Enter Link Text > Select Link

7. After editing, Save Draft or Submit to finalize changes.

Note: The _info page cannot be published.
Important! The forms referenced in this guide should not be used for confidential or sensitive data such as Social Security Numbers or VSU ID (870) numbers. For more details, refer to the university’s Information Resources Acceptable Use Policy.

To Upload a Form:

1. Select **New** from the top toolbar and choose the appropriate departmental folder.
2. Select **Upload PDF Form** or **Upload PDF Document**.
   
   PDF Forms are not just forms saved as PDFs: If your form can not be filled out directly from the computer but instead needs to be printed first, then it is a PDF document.

3. Enter the **Display Name** and **Start Date**.
4. You can drag and drop the form into designated area or click the **Choose File** button to manually locate it.
5. After the file has been uploaded, **Submit**.

To Edit Contact Us Form:

1. Select the **contact-us** form from the folder structure. Once open, select the **Edit** tab.

2. Enter **Display Name > Title > Keywords > Description > Start Date**.

   For optional Global Keywords, select the **Tag Icon**.

---

**Display Name**: Contact Us

**Title**: Contact Us

**Keywords**: contact us

**Description**: Please contact us using the form.

**Start Date**: 08-07-2012
3. Enter the **Email Subject** and **Email Address to receive results**. To include additional email addresses, use the **Plus Icon**. 

You can offer users the option to select a specific recipient to receive their form submission.

To add a recipient, use **Plus Icon**. 
To remove a recipient, use **Minus Icon**. 
To adjust recipient order, use **Arrow Icon**.

4. Enter **Form Instructions** in content body.

5. Enter the **Form Item Field Type** and **Name**.

   - **Text**: one line for a text response.
   - **Text area**: multiple lines for a text response.
   - **Password**: masked text field hidden response.
   - **Dropdown**: selection from a given list of values.
   - **Radio**: selection from a given list of values.
   - **Checkbox**: multiple selections from a list of values.
   - **Hidden**: make response only visible in the results.
   - **File**: include uploaded files in form submission.

To add form items, use the **Plus Icon**. 
To remove a form item, use **Minus Icon**. 
To adjust form item order, use **Arrow Icon**.

Select the **Required Field** option to make form item a requirement.

*Users will be unable to submit a form unless all required form items have been completed.*

6. Edit the **Submit Button Text**, if necessary, then enter the **Form Confirmation Text** (message users will receive after successfully submitting the form).

7. When you have finished editing the Interactive Web Form, select **Submit**.

*You can also select **Save Draft** to save your work without submitting the form.*
To Create an Interactive Web Form:

1. Select **New** from the top toolbar and choose the appropriate departmental folder.
2. Select **Create Page with Web Form**.

3. Enter **Display Name > Title > Keywords > Description > Start Date**.
   
   For optional Global Keywords, select the **Tag Icon**.

4. Select **No** if you do not want the page to appear in the left sidebar navigation menu.

5. Enter the **Email Subject** and **Email Address to receive results**. To include additional email addresses, use the **Plus Icon**.

6. You can offer users the option to select a specific recipient to receive their form submission.

7. To add a recipient, use **Plus Icon**.
8. To remove a recipient, use **Minus Icon**.
9. To adjust recipient order, use **Arrow Icon**.

10. Enter **Form Instructions** in content body.
11. Enter the Form Item **Field Type** and **Name**.

- **Text**: one line for a text response.
- **Text area**: multiple lines for a text response.
- **Password**: masked text field hidden response.
- **Dropdown**: selection from a given list of values.
- **Radio**: selection from a given list of values.
- **Checkbox**: multiple selections from a list of values.
- **Hidden**: make response only visible in the results.
- **File**: include uploaded files in form submission.

To add form items, use the **Plus Icon**. +
To remove a form item, use **Minus Icon**. -
To adjust form item order, use **Arrow Icon**. 

12. Select the **Required Field** option to make form item a requirement.

*Users will be unable to submit a form unless all required form items have been completed.*

13. Edit the **Submit Button Text**, if necessary, then enter the **Form Confirmation Text** (message users will receive after successfully submitting the form).

14. When you have finished editing the Interactive Web Form, select **Submit**.

*You can also select **Save Draft** to save your work without submitting the form.*