

# CCP

CMS training document

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v1.0

## <https://citycollege.dsqdev.uk/backoffice>

The screenshot displays the City College Peterborough website backoffice. At the top, there is a navigation menu with links for Home, About Us, 16-19 SEN Courses, Apprenticeships, Employers, News & Events, Students, and Contact Us. The main content area features a large purple banner with the heading "Find the perfect course for you." and a search bar. Below this, there are four columns of course categories: 16-19 Adult Courses, 16-19 Courses, 16-24 SEN Courses, and Apprenticeships. Each category includes a brief description and a "View more" button. A section titled "What makes us tick?" features a quote from a person and three small profile images. Below this, there are four statistics: 98% Outstanding learner satisfaction, 5x National Recognition - Ranked 5 times for the Times Further Education Awards, 93% Adult Skills access rates, and 100+ Over 100 courses to choose from. The "Find a new career" section includes a video thumbnail and text about career advice. The "Courses for families" section features a photo of two children and text about family learning opportunities. A green banner for "The Mini Vine" is also present. The footer contains the City College Peterborough logo, a quick links menu, contact information, and a copyright notice for 2021.



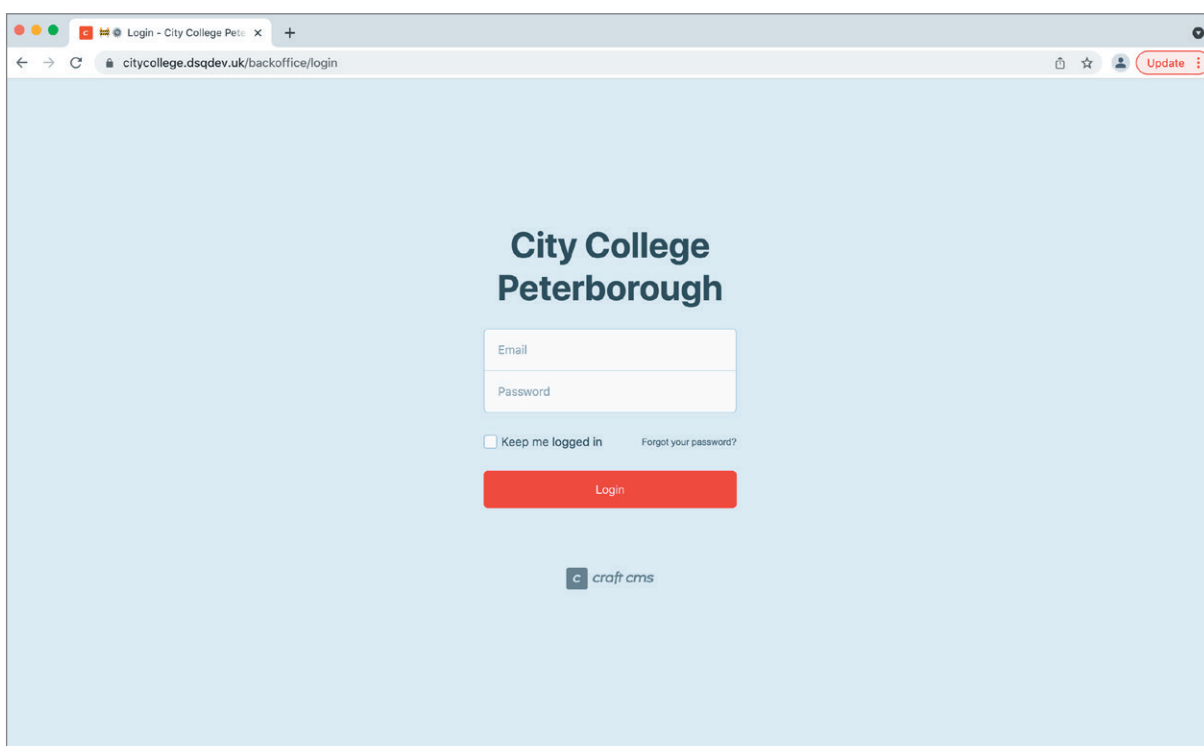
# How to login

**Step1:** Visit the url <https://citycollege.dsqdev.uk/backoffice>

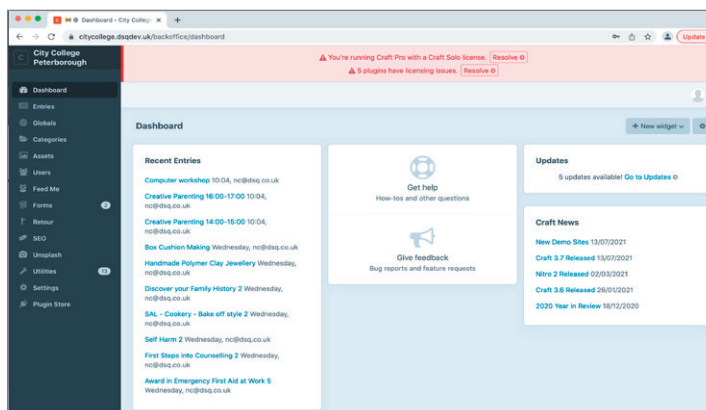
Once the site is live you will use: <https://www.citycollegepeterborough.ac.uk//backoffice> to login

**Step2:** Enter your email address and password.

(If you have forgotten your password please use the 'Forgot your password?' link)



Once logged in you will be presented with the dashboard

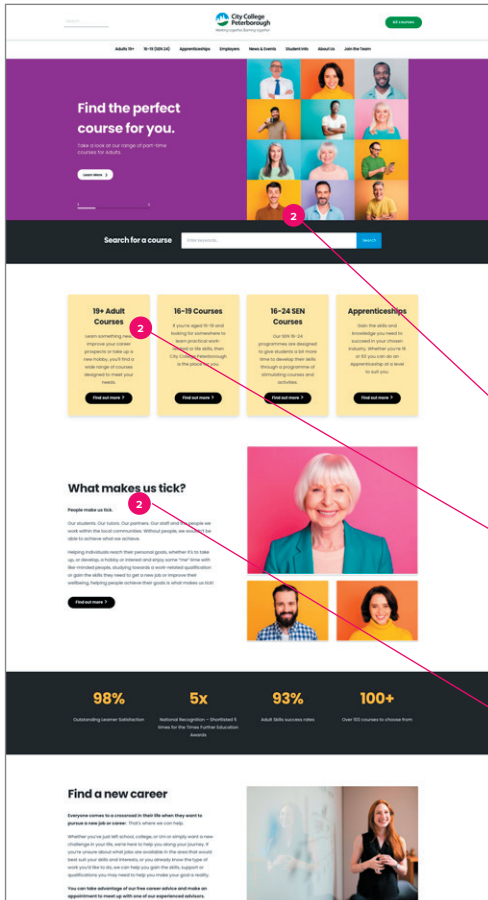




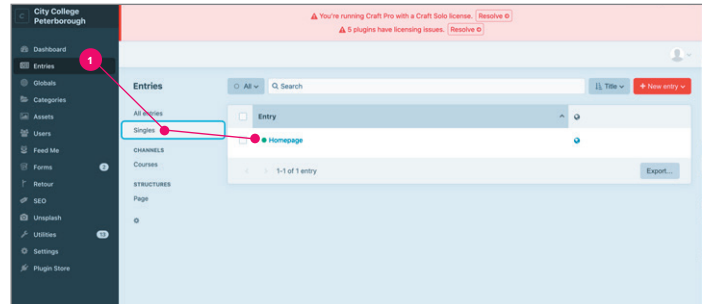
# Editing the landing/home page

Basic editing overview.

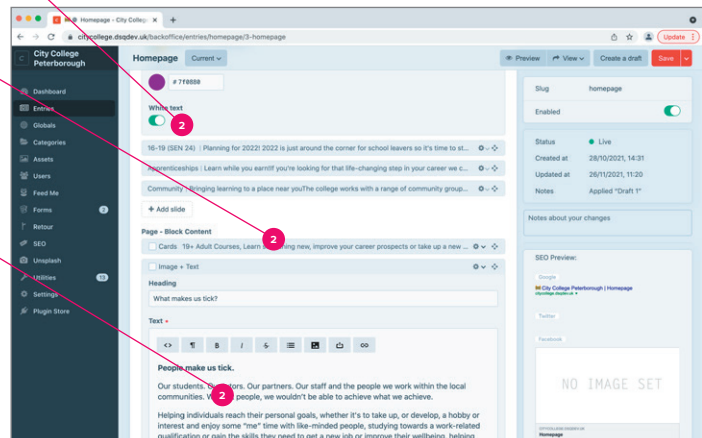
## Home page font end



## Step1: From the dashboard select Entries > Singles > Homepage



**Step2:** This gives the user access to the landing page blocks. Each block corresponds to an element on the page, simply click into the block and edit the text, image or colour.



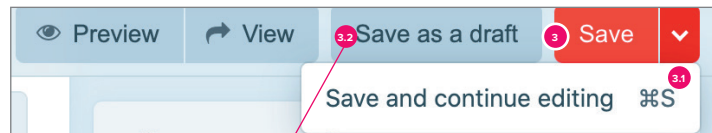
**Step3:** Once you have made the changes required, you have some options.

**Save (3):** This will save your changes and immediately take you back to 'Entries'

**Save and continue editing (3.1 this is accessed via the arrow next to save):** This will save your changes immediately but allow you to carry on making more edits to the page.

**Save as draft (3.2):** This will save your changes as a draft and will not appear front end until made current. To access revisions and drafts select the drop-down next to the page title.

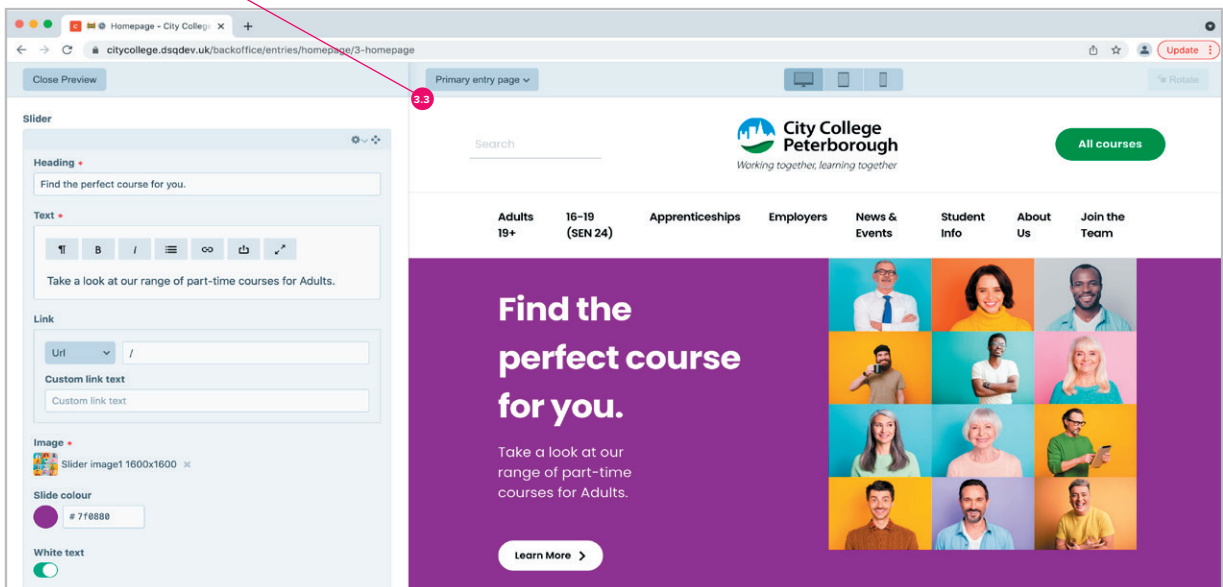
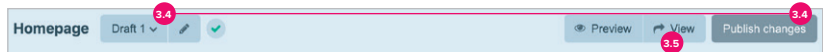
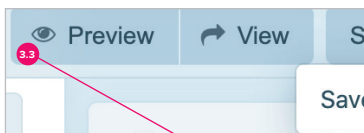
## Preview and save options



**Preview (3.3):** Preview opens a preview pane on the right displaying how the page looks front end, this allows you to see in real time any edits made and how they are effecting the page. This way of editing automatically saves the page as a draft.

**Publish changes (3.4):** This only appears when you are working on a draft of the page. When 'Publish changes' is clicked this will set the draft to the most current version of the page

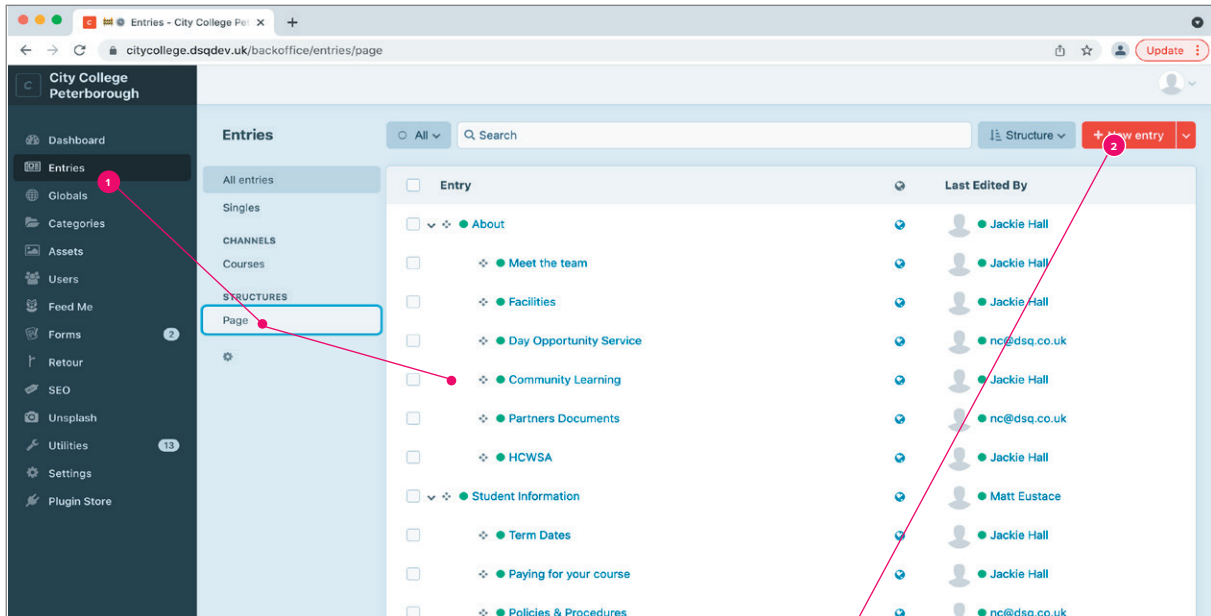
**View (3.5):** Simply opens a new window in the browser to see the current published page.



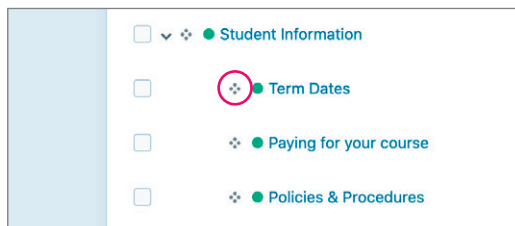
# Editing and creating other pages


Same principals as editing the homepage just accessed in a slightly different place within 'entries'

From the dashboard select **Entries > Page** > Then click on any page you wish to edit

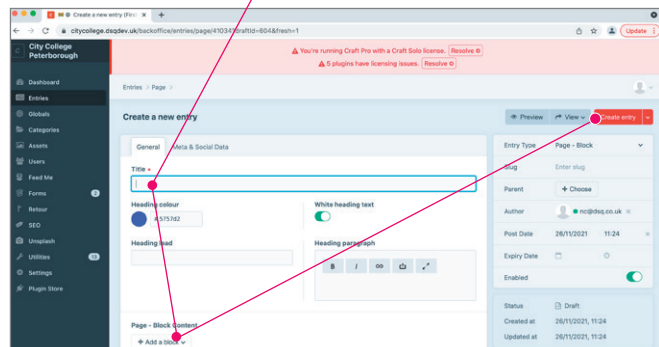


## Moving and structuring pages



To keep pages structured and easy to find you can move pages up and down and across under parent pages to create hierarchy when needed. Simple click and hold this icon  and drag where required.

## Creating new pages



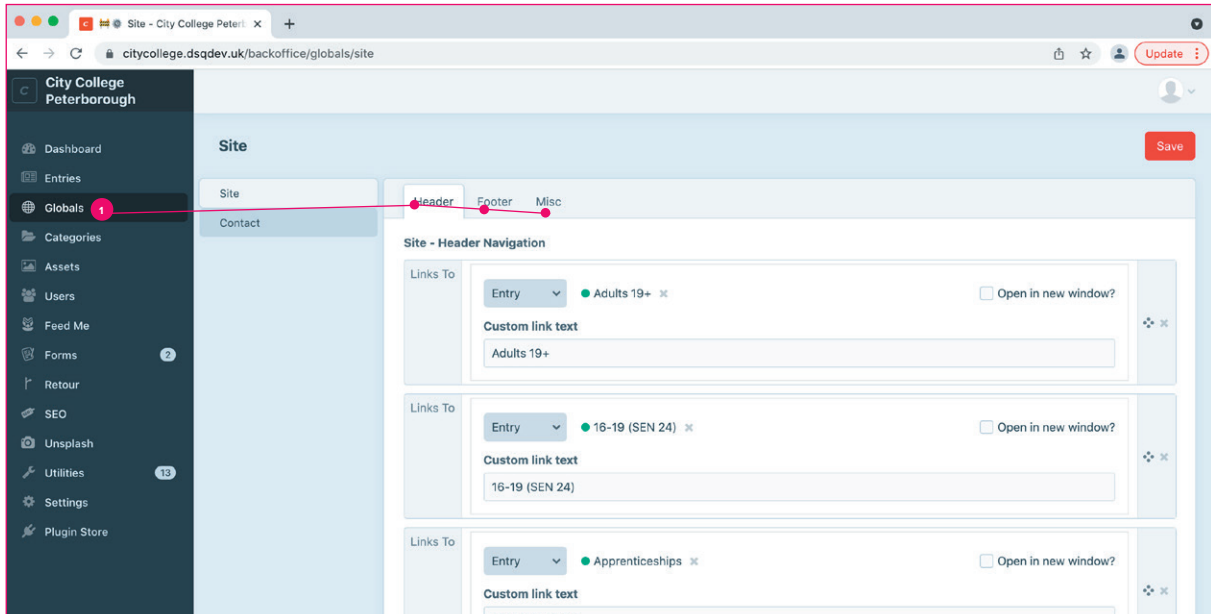
To create a new page simply click on 'New entry' (2) give the page a title the, choose some content blocks you would like to add in from the drop down (Add a block) Then create your entry.

*Note: the minimum content requirement for a page to save is the 'Title'*



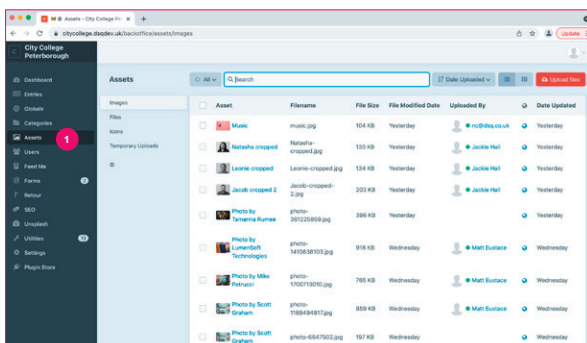
# Editing navigation and contact details

From the dashboard select **Globals (1)** Then click on the relevant tab to access the elements required



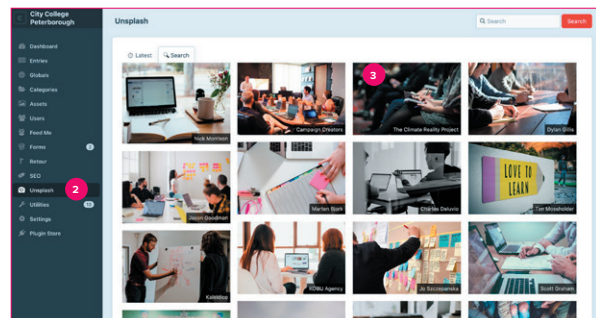
# Adding and finding media (assets)

## Asset management



From the dashboard select **Assets (1)**  
From here you can upload (images files), search, preview add edit images.

## Stock photo plug-in



*We have installed a stock photo plugin to make it easier to add images that you may need.*

From the dashboard select **Splash (2)** here you can search for an image, once you have found the desired image, roll-over it and click the download button (3) this then will directly go into the assets area (1) ready for use.

 DSQUARED

