Optimizely CMS Training

Ombudsman

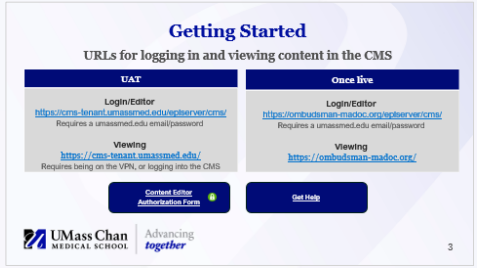
User guide for getting started in the
UMass Chan content management system.

UMass Chan MEDICAL SCHOOL | Advancing *together*

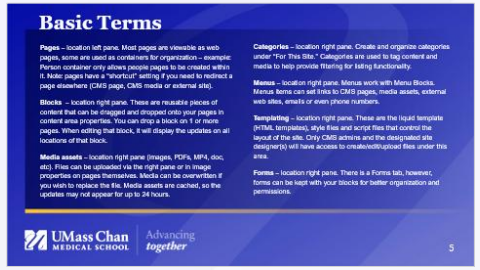
October 2026 | SharePoint UMass Chan CMS website

TOC

Click on a screen shot below to go to that section.

















Getting Started

URLs for logging in and viewing content in the CMS

UAT	Once live
Login/Editor https://cms-tenant.umassmed.edu/episerver/cms/ Requires a umassmed.edu email/password **Viewing** https://cms-tenant.umassmed.edu/ Requires being on the VPN, or logging into the CMS	**Login/Editor** https://ombudsman-madoc.org/episerver/cms/ Requires a umassmed.edu email/password **Viewing** https://ombudsman-madoc.org/

Content Editor Authorization Form

Get Help

UMass Chan MEDICAL SCHOOL | Advancing *together*

Umass Chan guides and resources



Online tutorials
Portal for all things CMS, links to all resources



Yammer Channel
Announcements, posts and alerts for the CMS editor community



Blog Posts
Training, knowledge articles, tips n' tricks for content editing



Get Support
Submit a support ticket or send an email

Optimizely's user guides

- Interface and Functionality
- Optimizely Getting Started
- Optimizely User Guides
- Creating Content
- Editing Content
- Saving Edits
- Move/Copy/Delete/Sort
- Managing Content/Pages
- Adding Gadgets

UMass Chan MEDICAL SCHOOL | Advancing *together*

Basic Terms

Pages – location left pane. Most pages are viewable as web pages, some are used as containers for organization – example: Person container only allows people pages to be created within it. Note: pages have a "shortcut" setting if you need to redirect a page elsewhere (CMS page, CMS media or external site).

Blocks – location right pane. These are reusable pieces of content that can be dragged and dropped onto your pages in content area properties. You can drop a block on 1 or more pages. When editing that block, it will display the updates on all locations of that block.

Media assets – location right pane (images, PDFs, MP4, doc, etc). Files can be uploaded via the right pane or in image properties on pages themselves. Media can be overwritten if you wish to replace the file. Media assets are cached, so the updates may not appear for up to 24 hours.

Categories – location right pane. Create and organize categories under "For This Site." Categories are used to tag content and media to help provide filtering for listing functionality.

Menus – location right pane. Menus work with Menu Blocks. Menus items can set links to CMS pages, media assets, external web sites, emails or even phone numbers.

Templating – location right pane. These are the liquid template (HTML templates), style files and script files that control the layout of the site. Only CMS admins and the designated site designer(s) will have access to create/edit/upload files under this area.

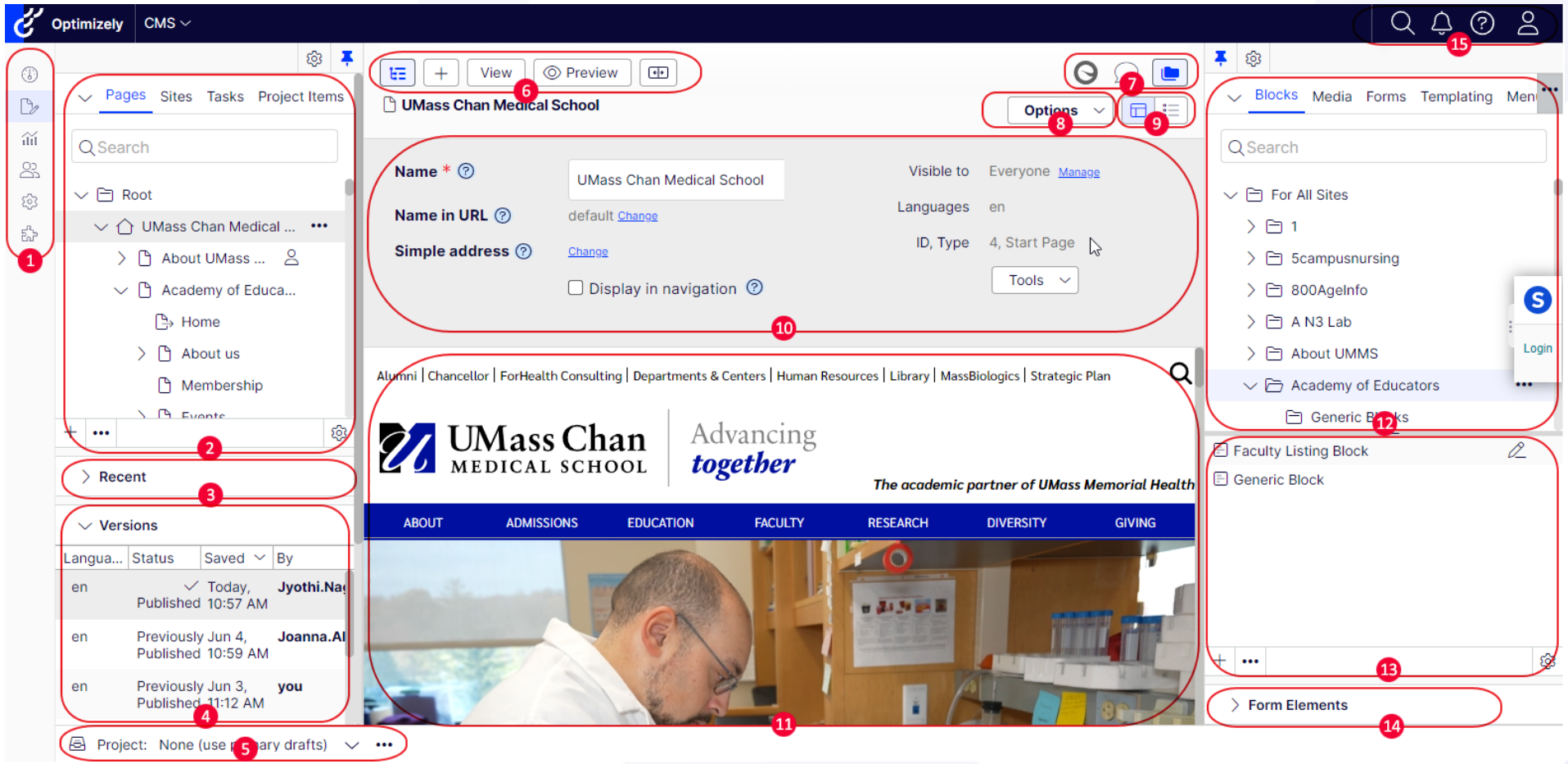
Forms – location right pane. There is a Forms tab, however, forms can be kept with your blocks for better organization and permissions.

CMS User Interface (UI)

Interface

AKA user interface or UI for short. All the items that control the life cycle for content.

To review the user interface: https://learn-cms.umassmed.edu/editor/overview/cms-ui/



Left pane
Open and close to reveal the content **tree**

Right pane
open and close to reveal blocks and Media

Changing the pane sizes

Help ? icon
At the top right, click for links to CMS tutorials, resources and guides

Create/Edit Content

Page Types

- **Simple Content Page**
  As its name implies, the simplest to create. Main content uses a WYSIWYG editor, no blocks on this page.
- **General Page**
  Similar to Simple content page, but uses blocks to set the main content.
- **General Container**
  Used for organization, not a web page itself.
- **Section Page**
  Allows for setting blocks, along with a page layout template, that can be inherited down to all sub pages. Also, can list all sub pages depending on template chosen.
- **Blog**
  Lists blog posts. Can use year and month containers for organization (SEO best practice). Allows for setting blocks, along with a page layout template, that can be inherited down to all sub pages.
- **Blog Post Content**
  Similar to general page, but allows for comments per post. Uses Disqus for comments).
- **News Section**
  Lists News Pages. Can use year and month containers for organization (SEO best practice). Allows for setting blocks, along with a page layout template, that can be inherited down to all sub pages.
- **News Content Page**
  Similar to general page, can be treated a bit differently.
- **Month Container**
  For use with Blogs and News.
- **Event Page**
  Similar to general page, adds start/end date and location properties.
- **Event Section Page**
  Lists Events. Can use year and month containers for organization (SEO best practice). Allows for setting blocks, along with a page layout template, that can be inherited down to all sub pages.
- **Site Search Page**
  Search results page.
- **Subsite Page**
  Allows for a change to the header, footer or themes to differentiate the site.
- **People Container**
  A container for person pages.
- **Person Page**
  Similar to General page with added properties specific for setting up staff, faculty or other list of people.
- **Year Container**
  For use with Blogs and News.
- **Tenant Start Page**
  This is the site's homepage.

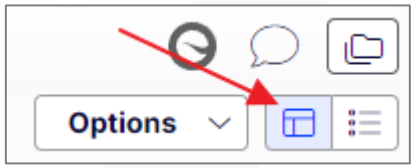
Each reviewed in more detail in Pages section

Edit a Page

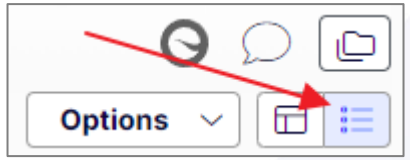
Content is located in the content tree (left pane).

Select a page to edit. It opens in the center pane.

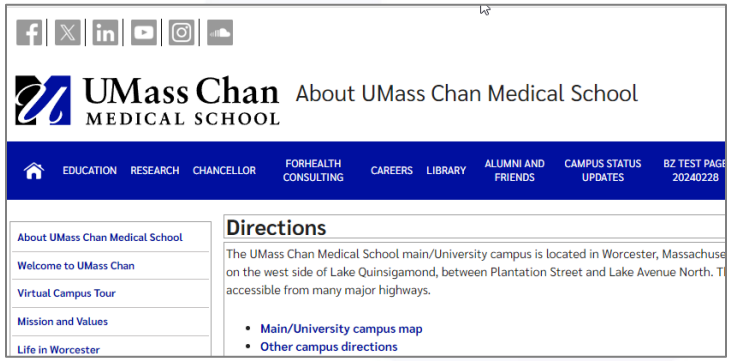
Edit in On-Page view or All Properties view.

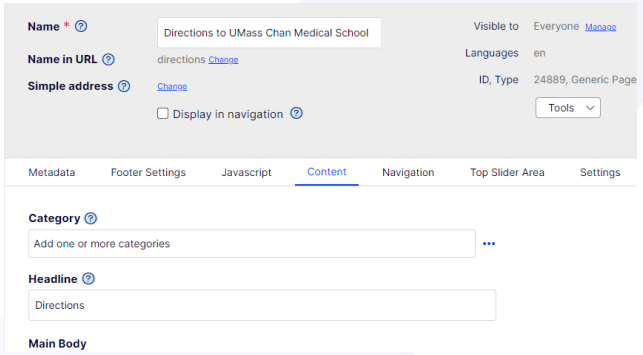


On-Page Editing [link]



All Properties Editing [link]





Content tree (left pane)
Find your content in the left pane, click once to edit, page opens in center pane

Redirecting content
Once live, if content must move or be deleted, redirects can be created so as not to impact SEO (search engine optimization)

All Properties View
Access properties which control functionality while On-Page view allows basic editing while in a preview type view.

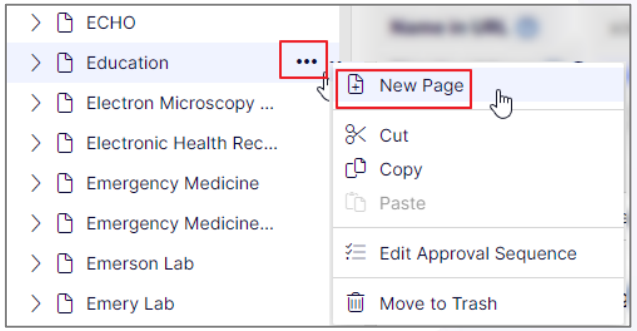
UMass Chan MEDICAL SCHOOL | Advancing *together*

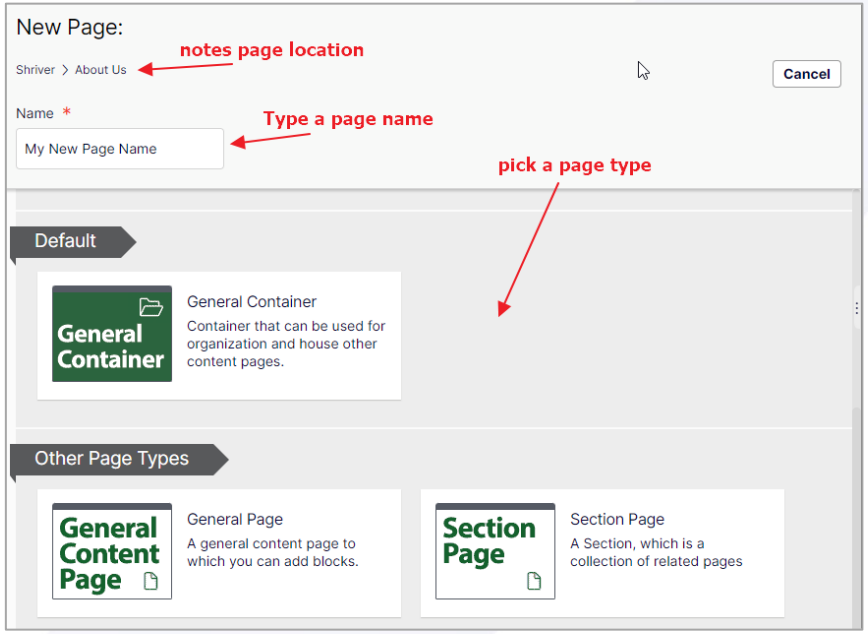
Create a Page

Create a page in the Content tree (left pane).

Naming your page becomes part of its URL.

Once a page is created, it can be moved; however, once it has been cataloged in a search engine or bookmarked, or added to another website, take care not the move the page. This can cause 404, page not found.
See archive process at right.





Archiving content
Once live, if content must move or be deleted, redirects can be created so as not to impact SEO (search engine optimization)

WYSIWYG editor

UMass Chan MEDICAL SCHOOL | Advancing together

Block Types

- **Basic Content Block**
  This is the most basic of blocks and can do many things depending on the liquid layout template you choose. Used to display content, no functionality.
- **Breadcrumb Block**
  Used to display a list of links, typically set only once by the site designer.
- **Event Listing Block**
  Used to list event page types. Always listing future events.
- **Image Layout Block**
  Provides the added ability to overlay colors, or set up images with captions or overlay text. Used to display an image, no functionality.
- **Link List collection block**
  Provides the ability to set a list of links. Links can be to CMS pages/media, external sites, email or phone numbers.
- **Media Listing Block**
  List assets (images, files, videos) as a list of links, a gallery, slideshow, etc.
- **Menu Block**
  Gathers links from the content tree or the Menu tree to build a menu.
- **Page Listing Block**
  List pages as a list of links, in a card view, filtered, with pagination, etc.
- **Section Block**
  Add other blocks to create a group of blocks - in a grid or with a background so they appear as a section.
- **Simple Content Collection Block**
  Similar to a section block, but without the need to add blocks but still group content in a grid or background to create a section.
- **Site Logo block**
  For the header of the site, typically created once by the site designer.
- **Site Search Block**
  For the header of the site, typically created once by the site designer.
- **Web Video Block**
  Ability to add video to web pages.

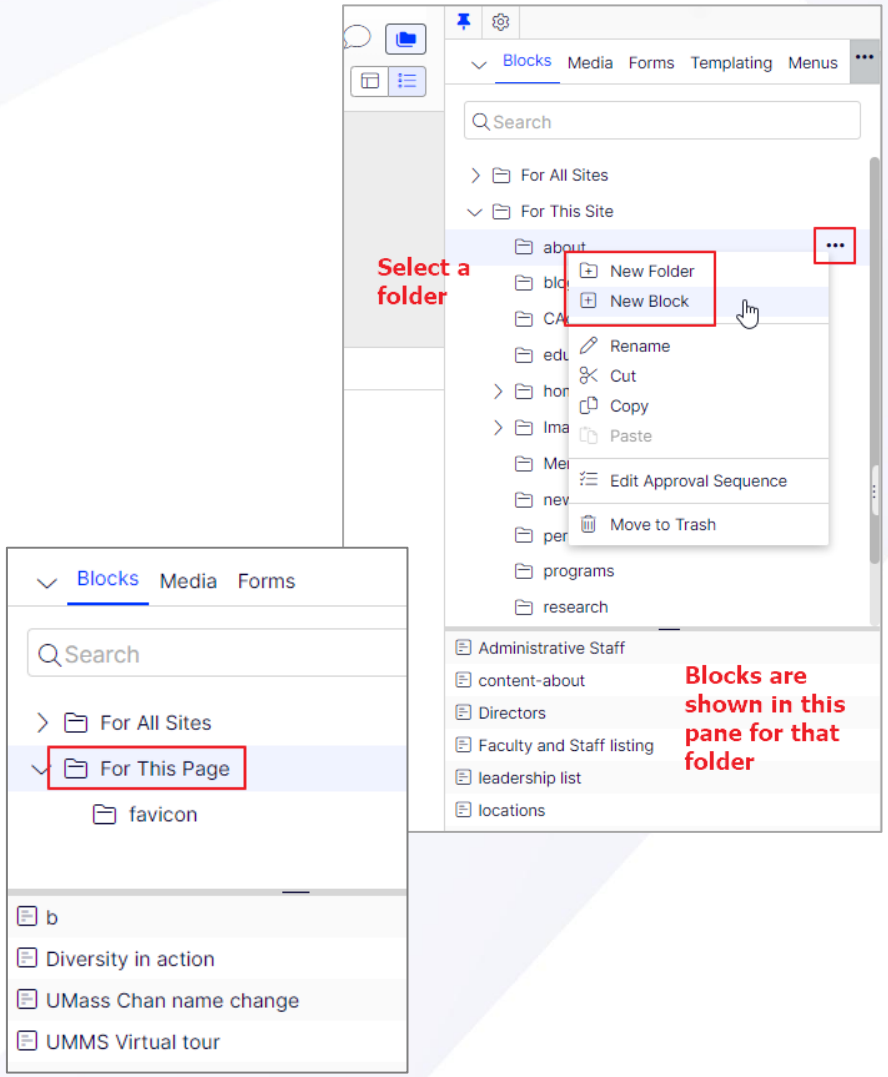
Each reviewed in more detail in Blocks section

Create a Block

Blocks, located in the right page under "For This Site," are reusable snippets of content and can be used on 1 or more pages (or other blocks).

Double click an existing block to edit it, or create a new block. Subfolders can be added for organization.

Blocks can be moved and deleted at any time since these are not web pages, they do not have a URL themselves. And like content, blocks have versions.



Blocks provide different functionality for your pages as well as help structure the layout of content across your page.

Blocks can also be created directly from a page. These blocks will reside under "For This Page."

Optimizely User Guide
Blocks

Media Types

Media are stored as blob data and are accessed via a CDN (content delivery network) allowing media to be cached which helps for page load speeds.

- **Generic Media**
  This file type is used for: PDF, WORD docs, PowerPoint, ZIP files, etc.
- **Image File**
  Images can be edited within the CMS with the image editor (crop, resize, flip, etc). Images have additional properties that can be set when used in image blocks or sliders.
- **SVG File**
  SVG files have their own file type. SVGs have additional properties that can be set when used in image blocks or sliders.
- **Video File**
  This is used for MP4 or WEBM file types.

These files are editable only by a site designer

- **Liquid File**
  Create dynamic templates for the site using HTML and liquid. This file type is only uploaded and editable by an editor with a “site designer” role.
- **Script File**
  This is a JavaScript file. This file type is only uploaded and editable by an editor with a “site designer” role.
- **Style File**
  This is a CSS file (for styling). This file type is only uploaded and editable by an editor with a “site designer” role.

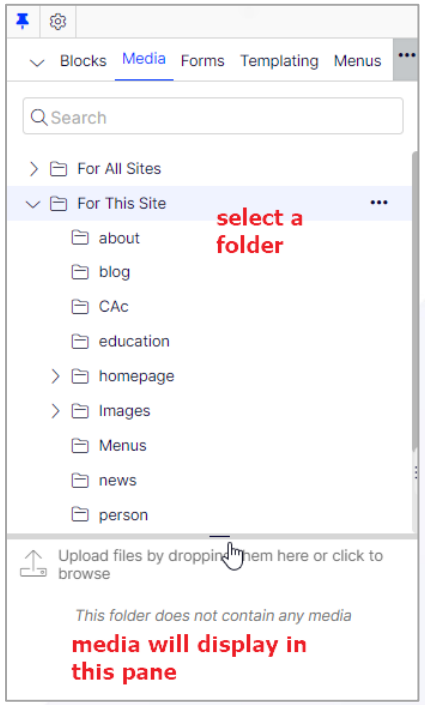
Create Media

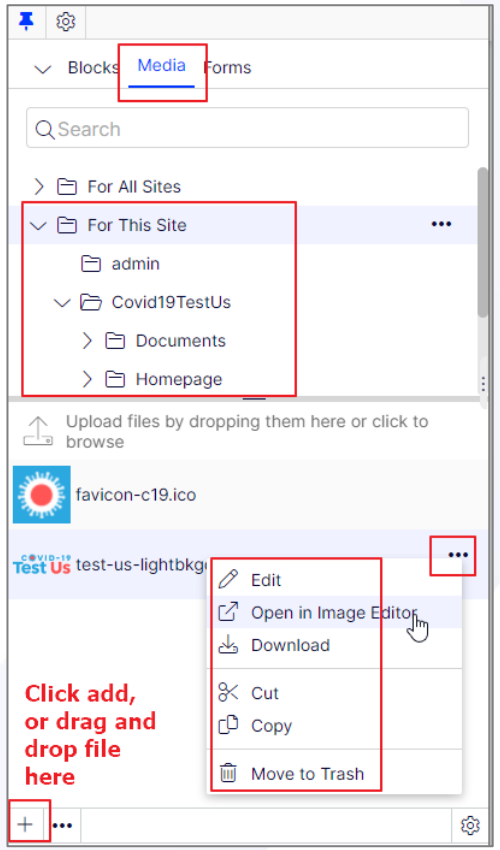
Media assets are files: images, PDFs, Word docs, Excel, etc.

The name of your media, upon upload, becomes part of its URL.

Media has the same folder structure as blocks. Media can be uploaded in the right pane and edited just like blocks (file types do have properties).

Files can be overwritten should you need to replace them, simply reupload the new version. And like content, media is versioned.





Media will be included in search results.

Images can also be edited within the CMS image editor (resize, crop, transform, etc).

Media can also be uploaded directly from a page. These files will reside under “For This Page.” Finding Media

Optimizely User Guide

Media Assets

Assets Best Practices

UMass Chan MEDICAL SCHOOL | Advancing *together*

Pages
common properties

Page Properties: Gray area

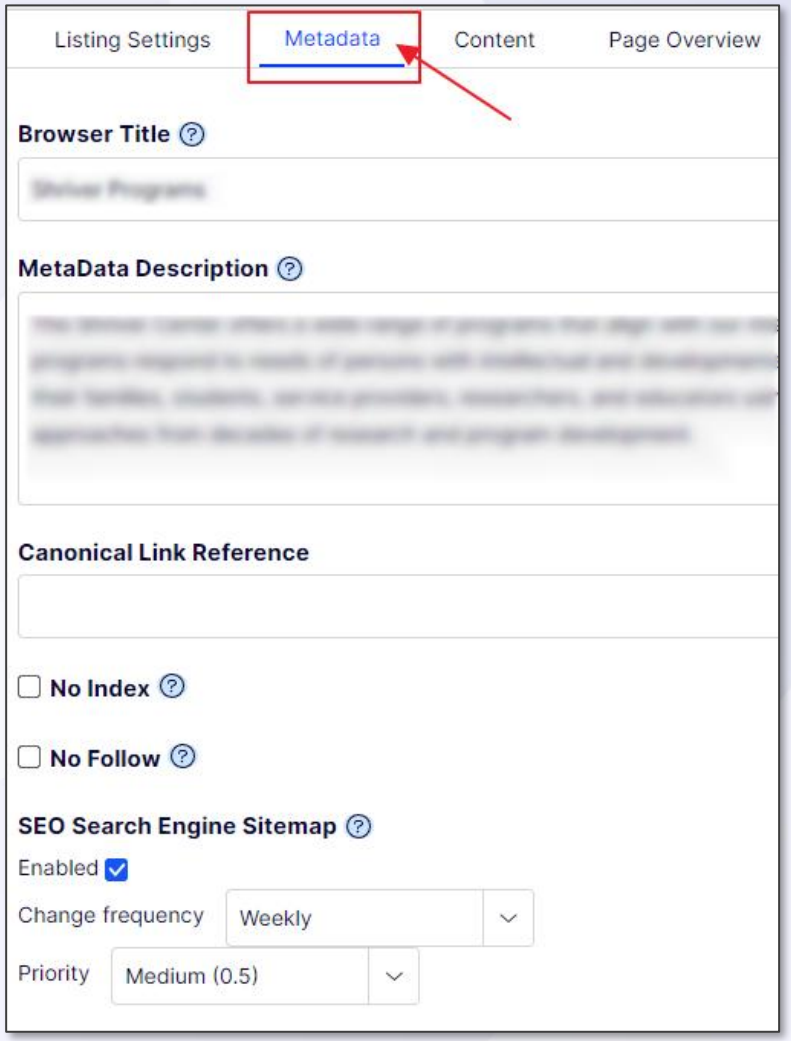
The gray area at the top of the middle pane.

- **Page Name**
  Can be anything you want, keep it short as this is what appears in the content pane and sets the page URL.
- **Name in URL**
  gets set automatically when you create the page, it uses the Name that you supplied. It can be changed.
  - Note if changing after a page is live – this can cause a broken link of someone externally is pointing to you page, in search engines and if someone bookmarked the page
  - No special characters can be used, no spaces, hyphens only, should be all lowercase
- **Display in Navigation**
  Uncheck to hide from menus, will still display in listing functionality.
- **Visible to**
  Only available to admins of the site. This is where you can restrict access to view, edit or delete content. If restricted from the public, this page will no longer display in any listing functionality unless you have permissions to view the page.
- **Languages**
  Displays the current language you are editing in
- **ID/Type**
  The content ID of the page and the page type
- **Tools**
  The ones to note under this dropdown is the Manage Expiration and Archiving, pages can be set to archived. These will no longer display in listing functionality and menus. We typically use this for setting a time to archive after setting redirects, this gives search engines time to update the catalog.

Page Properties: Metadata Tab

Properties for setting items for SEO (search engine optimization).

- **Browser Title**
  60-70 characters, provided for SEO
- **Meta Description**
  100-300 characters, provided for SEO
- **Canonical Link reference**
  if setting the Simple Address, provide the URL for this page as the original URL. This helps with SEO so search engines do not flag this as duplicate content.
- **No Index**
  if you wish to keep this out of the search engines
- **No Follow**
  if you do not want search engines to follow any links on this page (typically only set for a member area/restricted site)
- **Search Engine Sitemap**
  enable if you wish to display this on your sitemap that search engines crawl. Not all pages need to be on the sitemap.
  - Change the "change frequency" to let search know how often to crawl this page.
  - Set priority to help search engines understand the importance of crawling this page over other pages in your site.

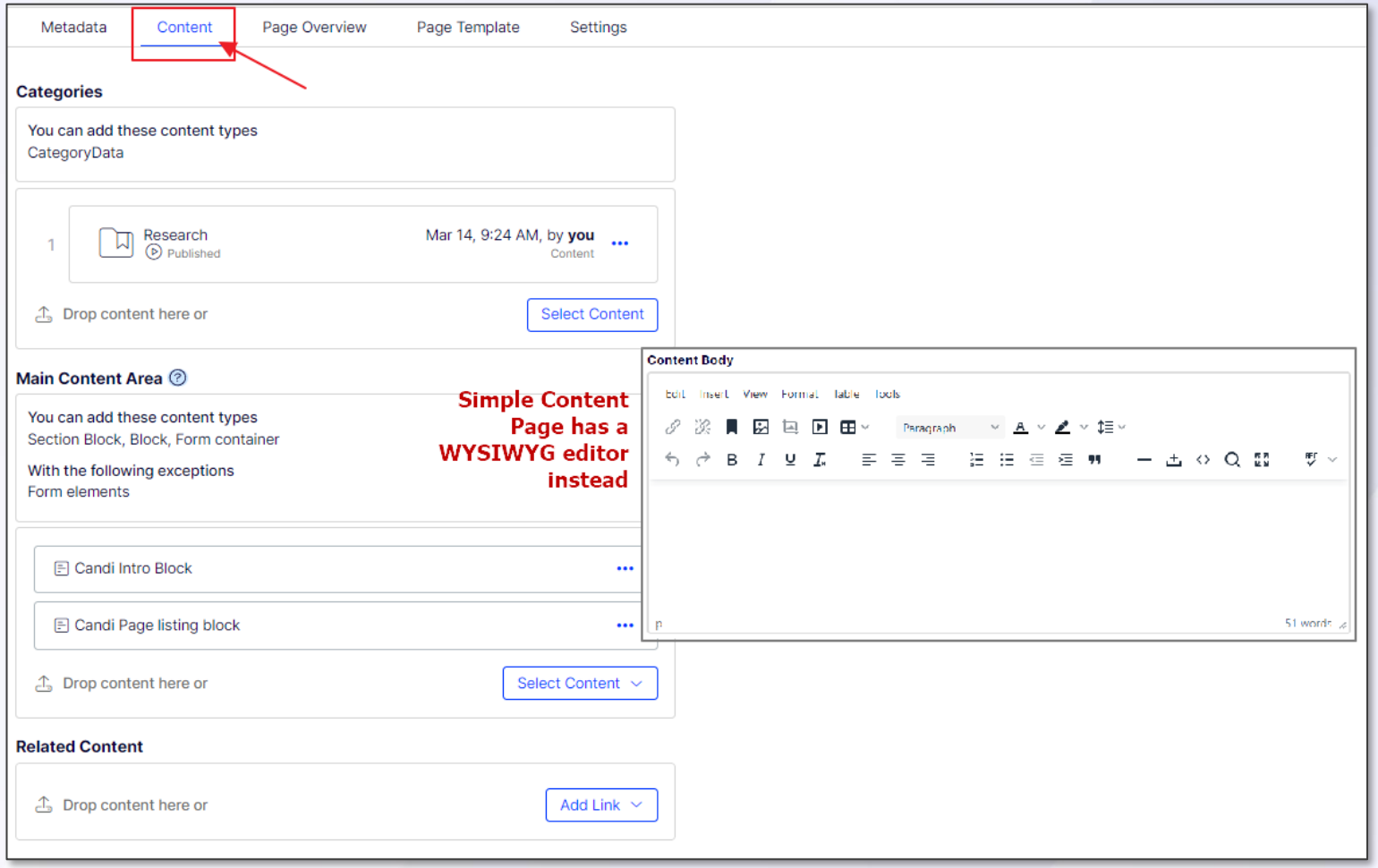


UMass Chan MEDICAL SCHOOL | Advancing together

Page Properties: Content Tab

This is the main content.

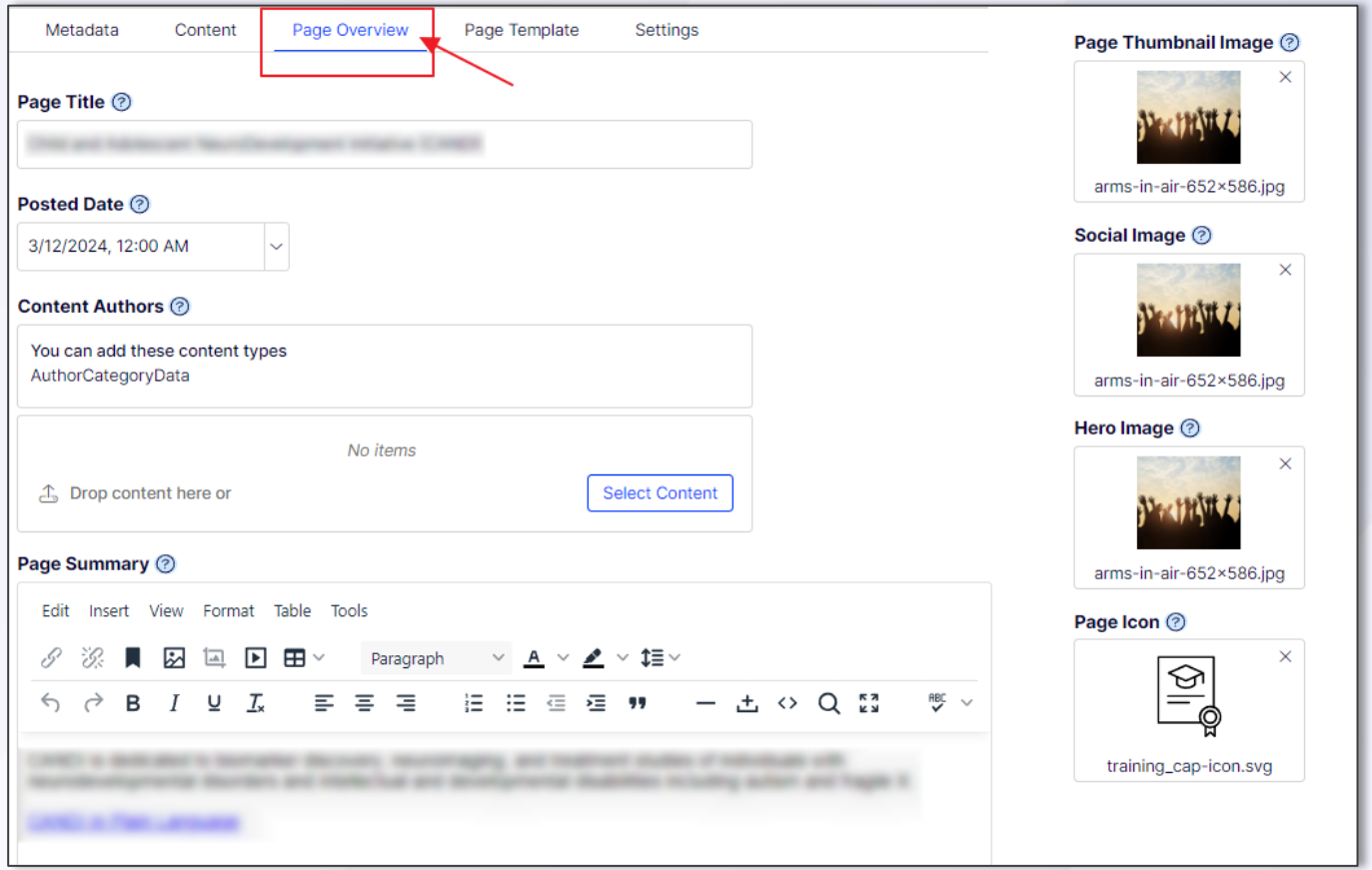
- **Categories**
  Assign categories to a page so it can filtered or grouped in listing functionality. Categories exist in the right pane under the Categories tab. They can be dragged and dropped or selected by clicking on the Select Content button.
- **Main Content Area**
  This is a drop block area (except for the Simple Content Page where it is a WYSIWYG editor). Blocks can be dragged and dropped or selected by clicking on the Select Content button.
- **Related Content**
  Depending on the layout you choose, this will display a list of links or grid of cards. Links can be dragged and dropped or selected by clicking on the select Add Link button.



Page Properties: Page Overview Tab

Title of the page, image properties, items for use in a summary for listing functionality.

- **Page Title**
  Can be used for the main headline depending on the layout chosen (typically the heading H1 for the page)
- **Posted Date**
  Can be set separately from the created, publish or modified date (SEO). EX: News articles. Used in the page's metadata as the modified date, displays on the news page and news listing on the homepage.
- **Content Authors**
  Uses categories so you can use to filter or group in listing functionality. Used in the page's metadata as the content author (SEO).
- **Page Summary**
  Can be used in listing functionality depending on the layout chosen.
- **4 image properties**
  These can be used in various ways so you can set separate images for different functionality.
  - Social image used in the page's metadata



UMass Chan MEDICAL SCHOOL | Advancing together

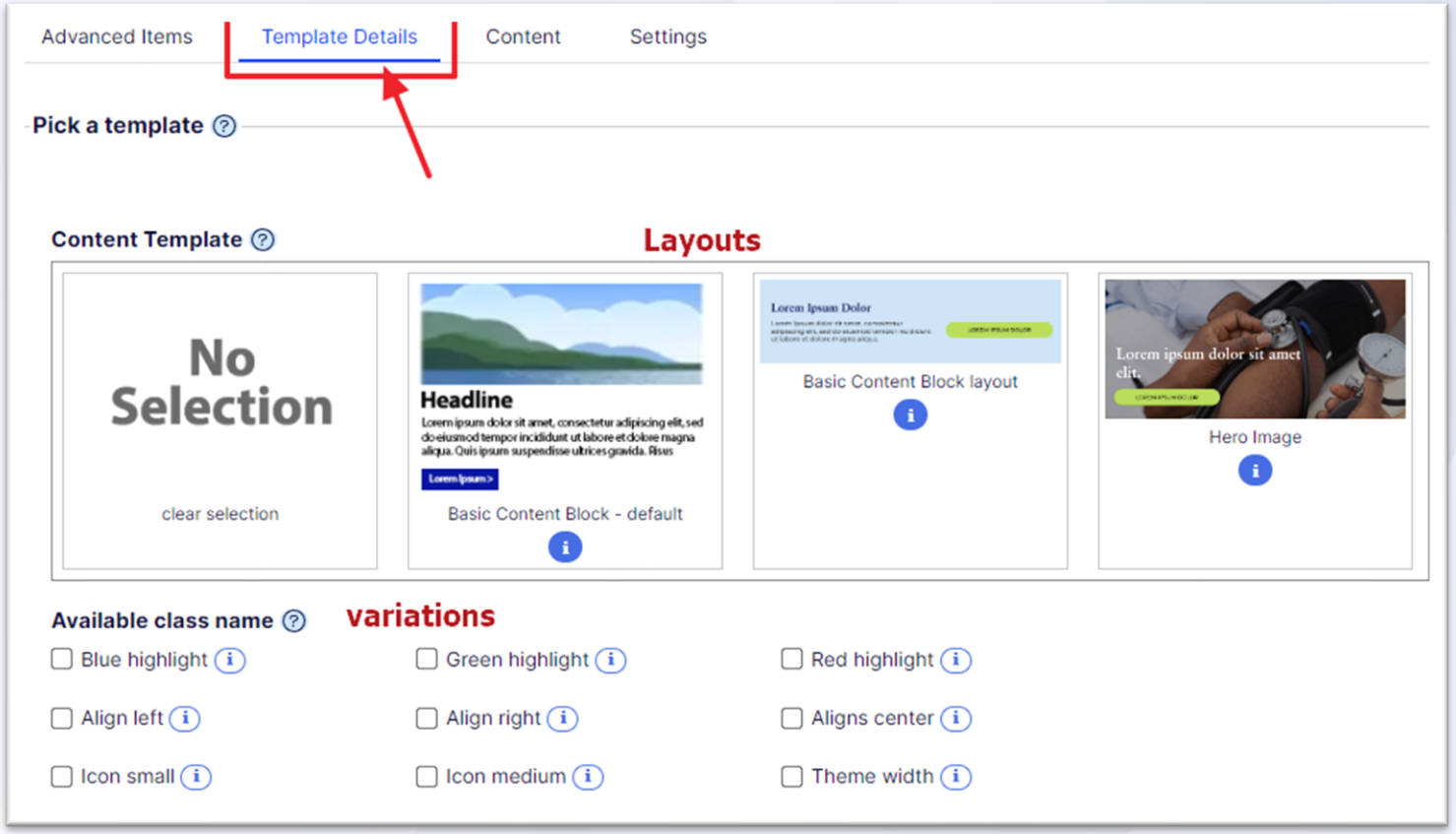
Page Properties: Page Template Tab

Pick the page layout and assign variations if desired

- **Content template**
  Pick a template based on how you wish to display the content on this page

- **Available Class Name**
  Some templates have variations you can select to change alignment or colors in the display of the template.

- **Body Class Names**
  The site designer may use this to target the page for variation on styling or applying client-side functionality.

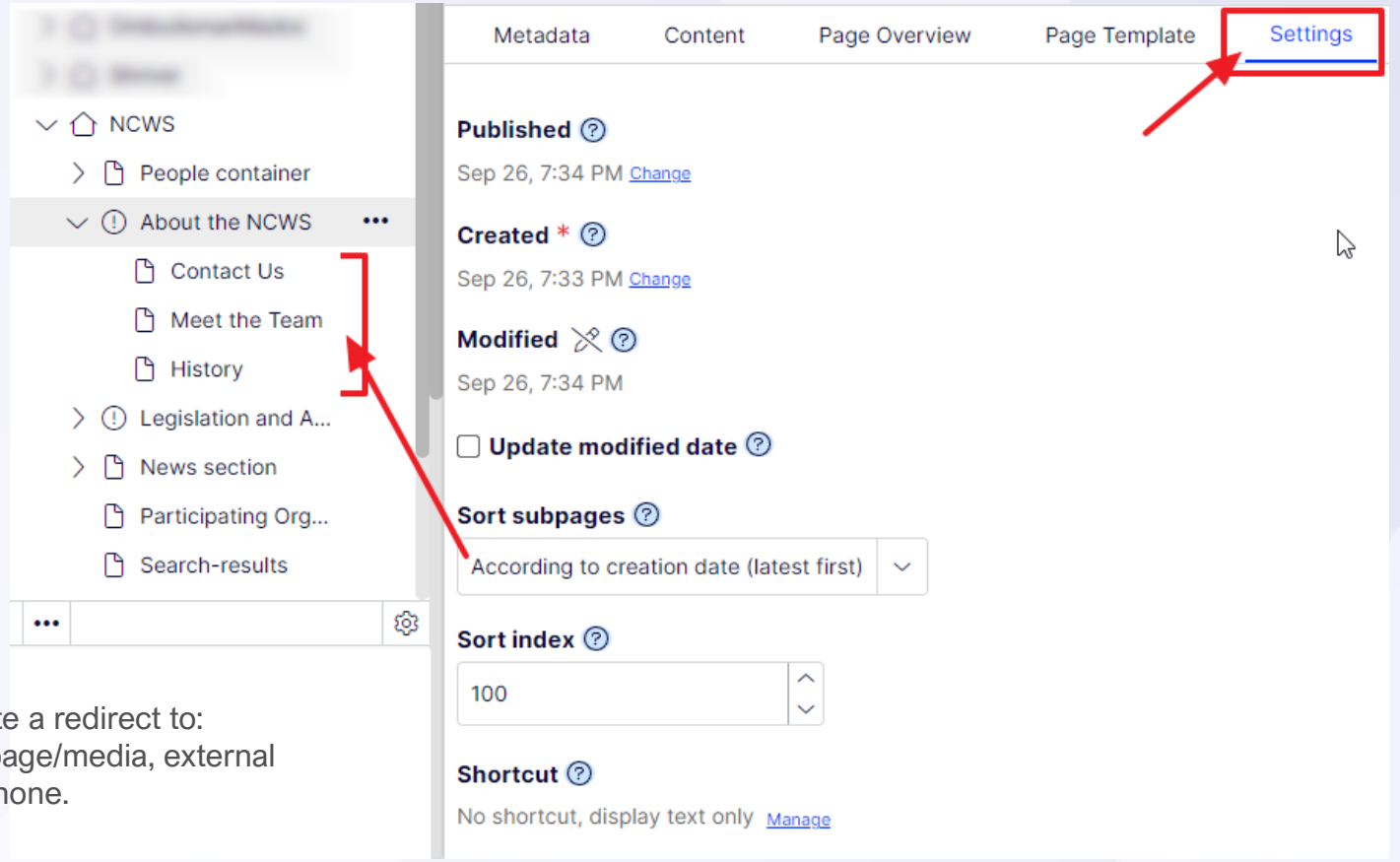


UMass Chan MEDICAL SCHOOL | Advancing together

Page Properties: Settings Tab

Basic page settings

- **Published**
  Automatically set upon page publish. Can be manually updated.
- **Created**
  Automatically set upon page creation. Can be manually updated.
- **Modified**
  Does not always update upon edit, check the box for “Update modified date” to ensure it is updated if needed.
- **Sort Subpages**
  Set the order in the content tree (alpha, create date. Etc)
- **Sort index**
  Changes the order in the content tree by index. (you can also drag and drop the page in the content tree to change its sort order).



- **Shortcut**
  set this to create a redirect to: another CMS page/media, external link, email or phone.

UMass Chan MEDICAL SCHOOL | Advancing together

Ombudsman Pages

Homepage

Page type:
Tenant Start Page

The homepage controls many elements for the site (view properties):

Site Settings

- **Theme selection** – select which theme the site uses along with which variation of that theme.
- **404 error page settings** – set the content that displays for the “page not found.”
- **Header/footer**
  - **Template Header Area** – add blocks that will display in the header of all pages
  - **Template Footer area** – add blocks that will display in the footer of all pages
- **Main menu** – set the menu that displays throughout the site, as well as setting the template to be used with this menu. This can point to the content tree or a menu.

Content

- **Metadata** – content consumed by search engines and sitemap settings.
- **Content** – assign categories for tagging and the main content for the page.
- **Page Overview**
  - **Hero image -** the page title, page summary and hero image control the hero image on the homepage.
- **Page Template** – set the layout for the homepage.

Template used:
Standard Content Layout with Hero Image

Tenant StartPage

The homepage controls the header and footer of all pages throughout the site.

A Subsite Page can add items to override the homepage header and footer for its subpages.

Layout updates, talk to your site designer.

About

Page type:
General Page

Template used: Standard Content Layout

General Content Page

The main content is made up of many blocks, most are basic content blocks.

Headline
- Page Overview tab
  - Page Title

Main content
- Content tab
  - Main Content Area
    many blocks



Layout updates, talk to your site designer.

UMass Chan MEDICAL SCHOOL | Advancing *together*

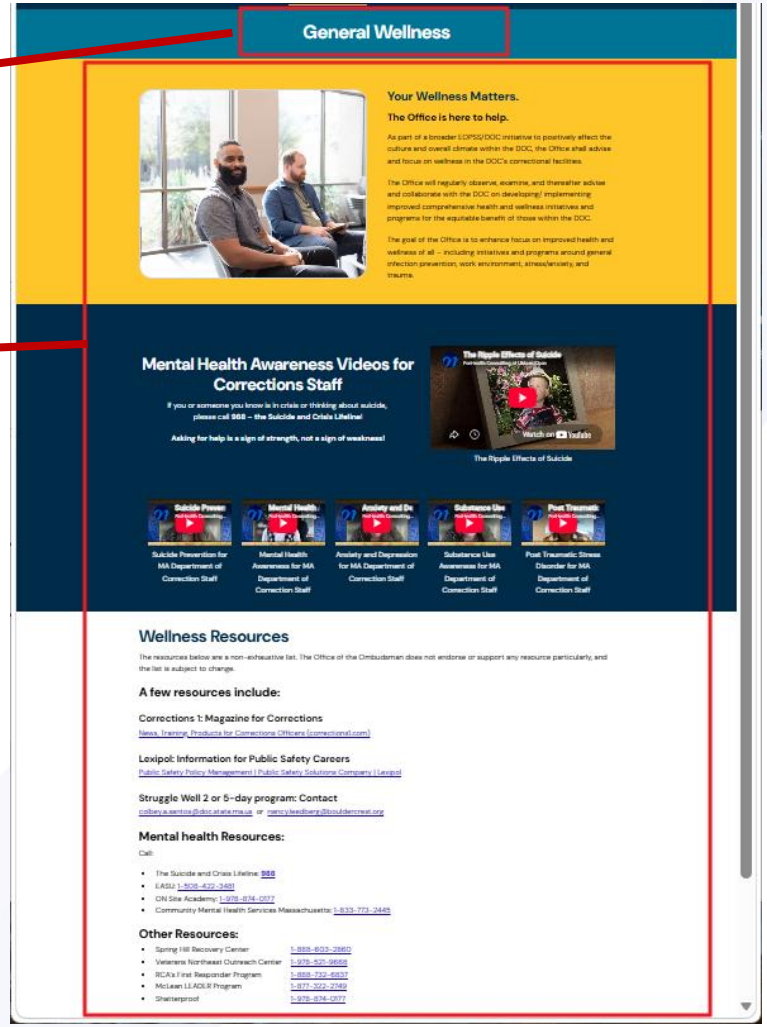
General Wellness

Page type:
General Page

The main content is made up of many blocks, most are basic content blocks.

Headline
- Page Overview tab
  - Page Title

Main content
- Content tab
  - Main Content Area



Template used: Standard Content Layout

Simple Content Collection Block

Layout updates, talk to your site designer.

Information

Page type:
General Content Page

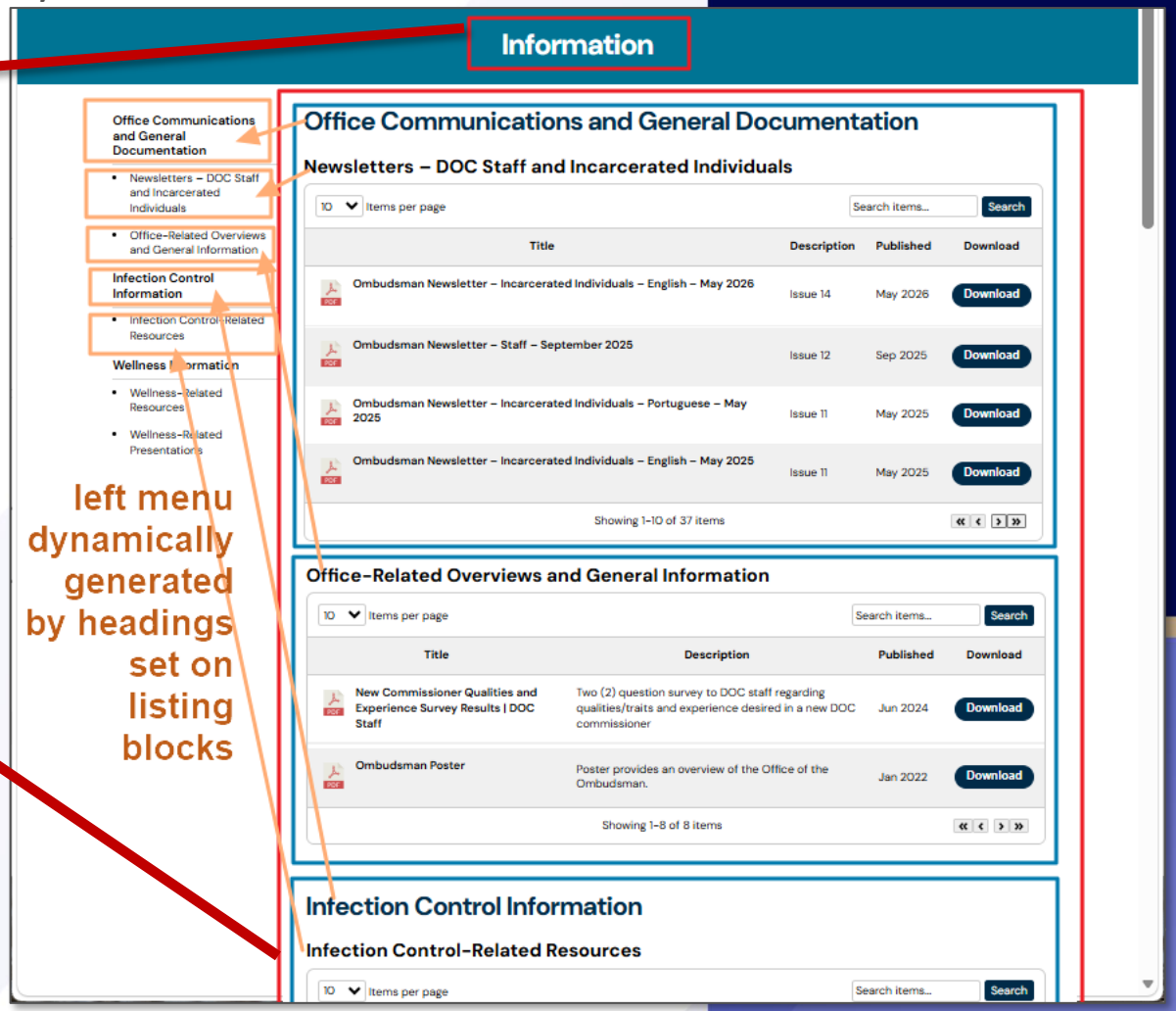
Template used:
Standard layout
Bookmark links
General Content Page
Media Listing Block

This page uses many media listing blocks to display the PDF lists. Basic content blocks are added to create headings between the lists. The headings get dynamically added to the left menu, so you do not need to update that menu manually.

Headline
- Page Overview tab
  - Page Title

Main content
- Content tab
  - Main Content Area
    using media listing blocks

The left menu is dynamically created based on the headings set on each of the media listing blocks.



UMass Chan MEDICAL SCHOOL | Advancing *together*

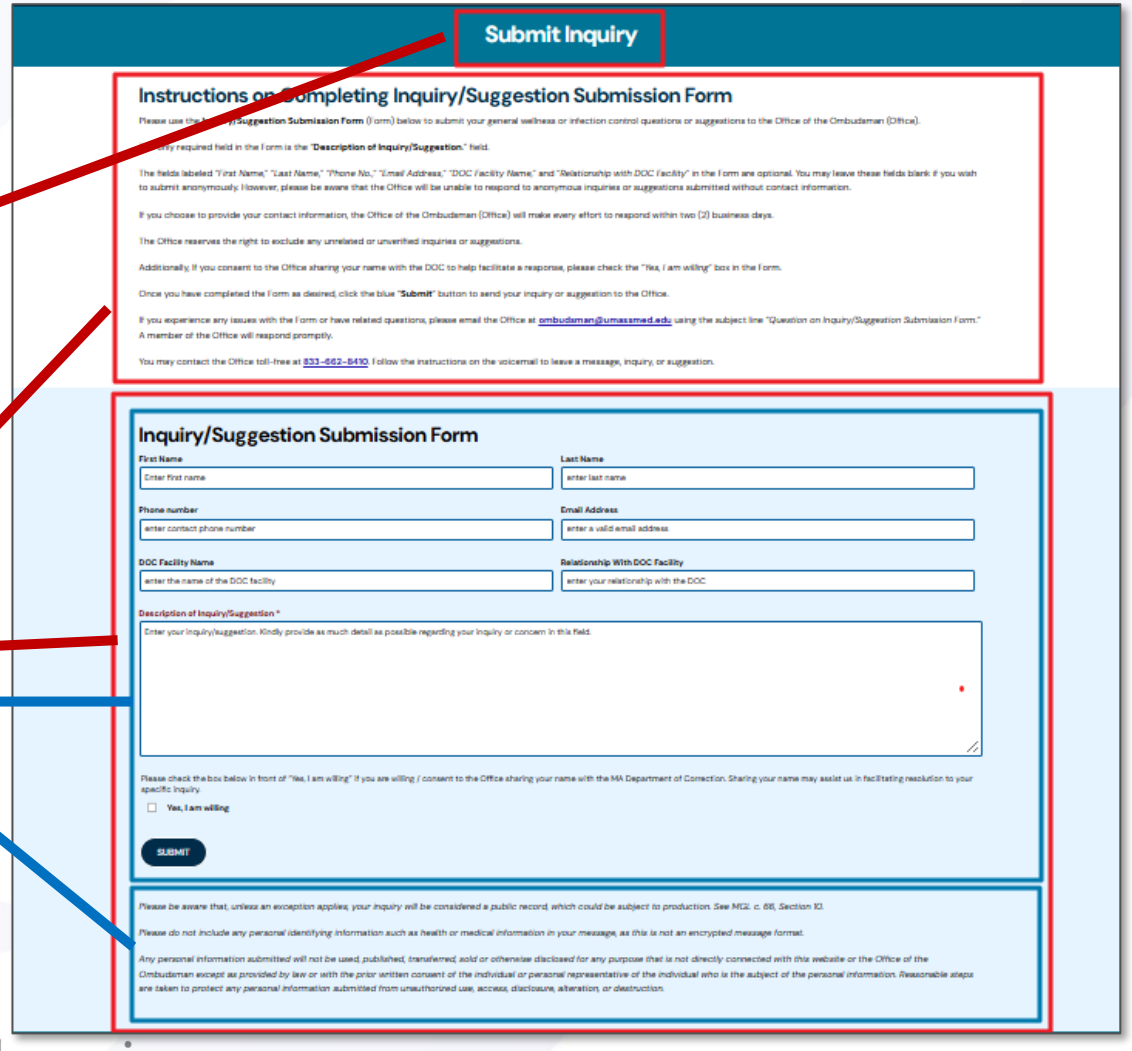
Submit Query

Page type:
General Content Page

This page contains a form block. Click the links at the right to learn more about forms.

Headline
- Page Overview tab
  - Page Title

Main content
- Content tab
  - Main Content Area
    - Basic content block
    - Row/section block
      - Form container block
      - Basic content block



General Content Page
Forms Container Block

CMS Forms

- Creating a Form
- Form elements
- Managing form submissions
- Sending emails upon submission [pdf]

- Creating a Basic Form: Create a simple form
- Creating a Multi-Step Form
- Post Processing actions - send email, show a confirmation, or direct users to another page
- Creating a form with form field dependencies

Layout updates, talk to your site designer.

UMass Chan MEDICAL SCHOOL | Advancing *together*

Ombudsman Homepage Blocks

Homepage | Header

Block Type:
Site Logo Block

Header|Footer tab, sets the logo. You do not need to edit this block

If the logo needs to be updated, create a new image with the same file name:
`ombusman-logo2.png`

Upload to For This Site > site-settings and the CMS will ask if you wish to replace the image, click yes. Images are cached on the server so it may take up to 24 hours to reflect the change.



Set the image ALT
Edit the image (media). In all properties view, navigate to the Content Tab and update the ALT property.

Also set the Link property on the Image Properties tab. This will set a link on the image.

The layout of all blocks in the header is set in the header layout template.

The Block Unique Name is what places the block in the proper location of the header.

The link to the homepage is set within the HTML of the liquid template file.

The title on the link is also set within the HTML of the liquid template file.

Layout updates, talk to your site designer.

Homepage | Menu

Block Type:
Menu block

Header|Footer tab, sets the main menu. You do not need to edit this block.



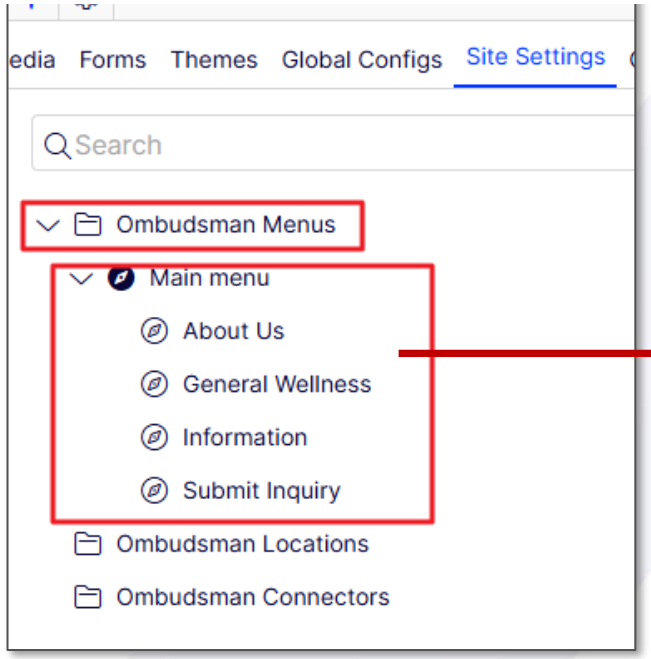
Editing/adding new menu items

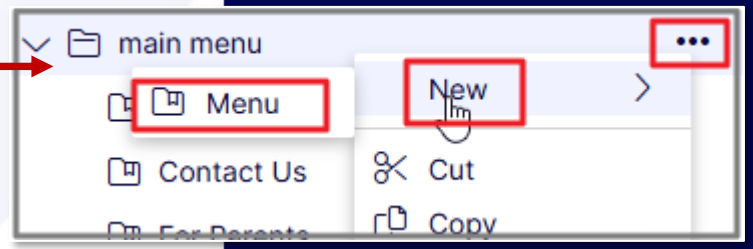
Menu tab in right pane

Click on the "…" to add or edit menu items.

You can add menu items at any level (main menu or its sub items).

Update or set the Navigation Label and Link.





The menu is already set, providing details on how it is set up.

To update the menu, add/edit items in the menu pane (right pane), under Shriver Menus > Main Menu

Menu block

Layout updates, talk to your site designer.

UMass Chan MEDICAL SCHOOL | Advancing *together*

Homepage | Footer

Block Type:
Section Block

Section Block
Basic Content Block

Content tab > Site Footer Blocks, to add content to the footer.

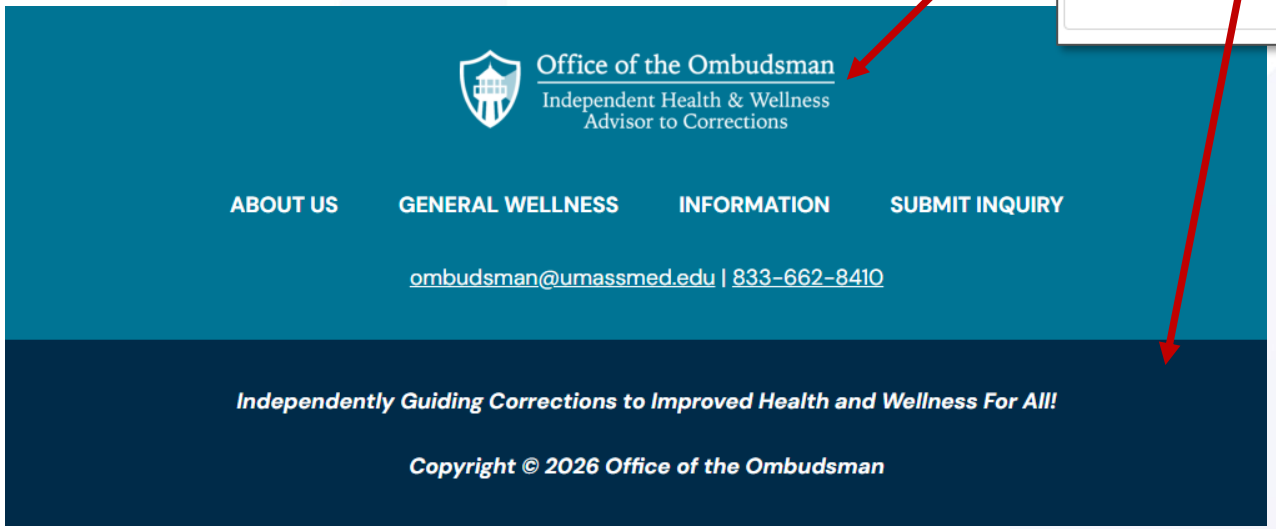
To edit the content in the footer, you'll need to be in All properties view to see the footer properties





The 1st block is a Row block that contains 2 blocks and sets the background color

The 2nd block is a Basic Content Block for the statement and the copyright.



To update the logo – upload a new image and update the Site Logo block with this image. Make sure to set the ALT and link on the image.

To update the menu, edit the menu in the right pane under Site Settings tab (see previous slide)

Layout updates, talk to your site designer.

Homepage | Footer row 1

Block Type:
Menu Block

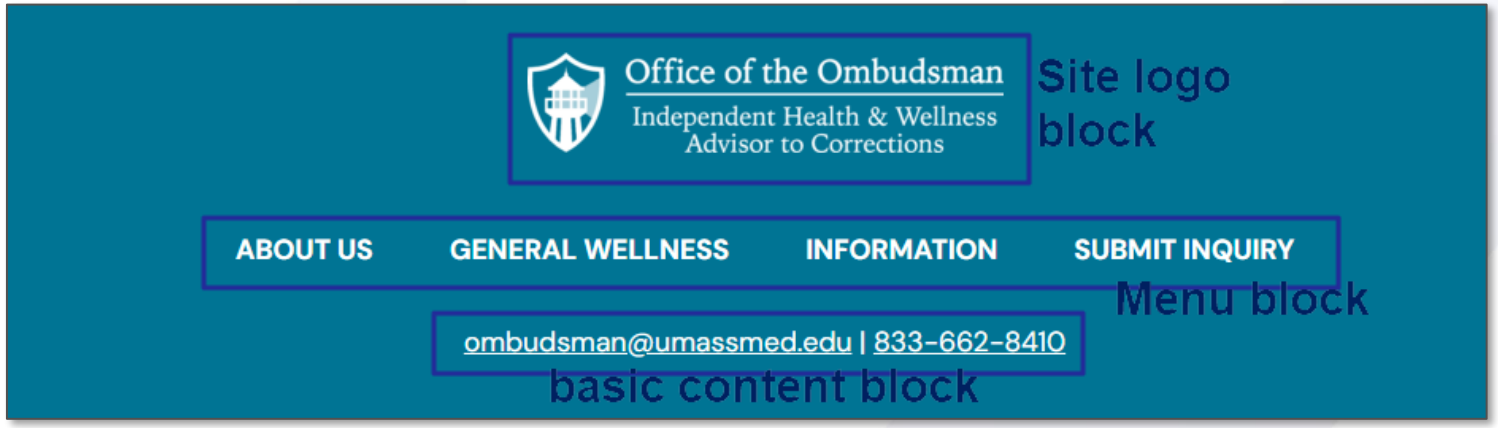
Site Logo Block
Menu Block
Row/Section Block

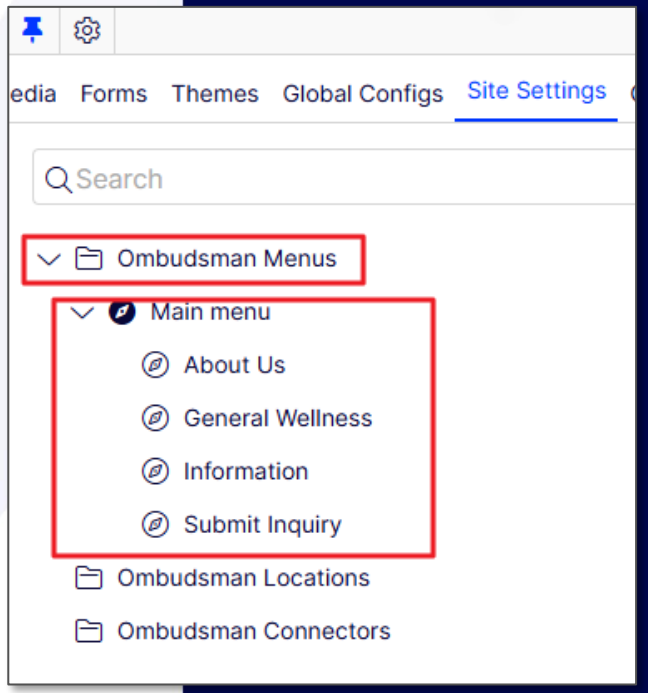
Content tab > Site Footer Blocks, 1st section block

The first row is a Row block with a Site Logo block and a Menu block within it. The Row block sets the background color (template variation), the menu block displays the menu. You should not need to edit the menu block itself.

This displays the same menu as the main menu at the top of the page.

To edit the menu, in the right pane, click on Site Settings then expand the Main Menu to add/edit/delete and items from the menu.





Layout updates, talk to your site designer.

Homepage | Footer row 2

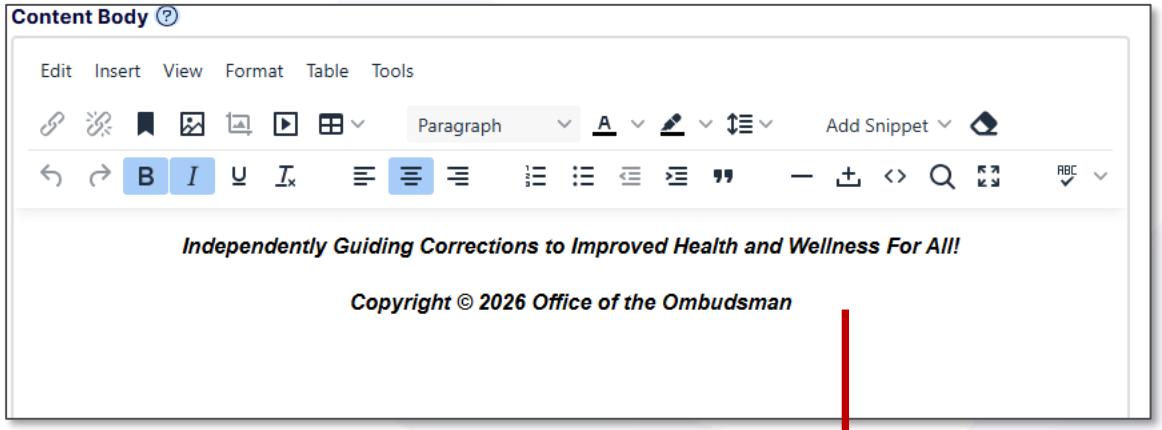
Block Type:
Basic Content Block

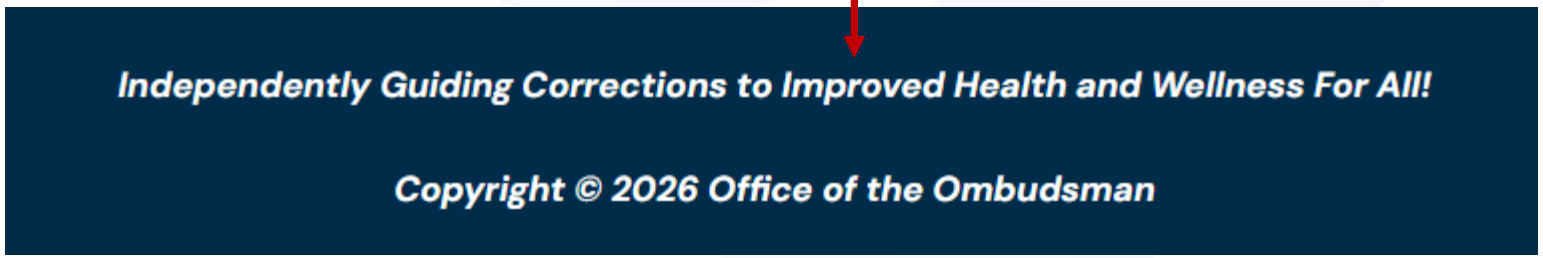
Basic Content Block

Content tab > Site Footer Blocks, 2nd block.

This is a Basic Content block and the text is set in the WYSIWYG.

The template selected is the Basic Content Block - Layout. The background color is set on the template variation: Background color – dark.





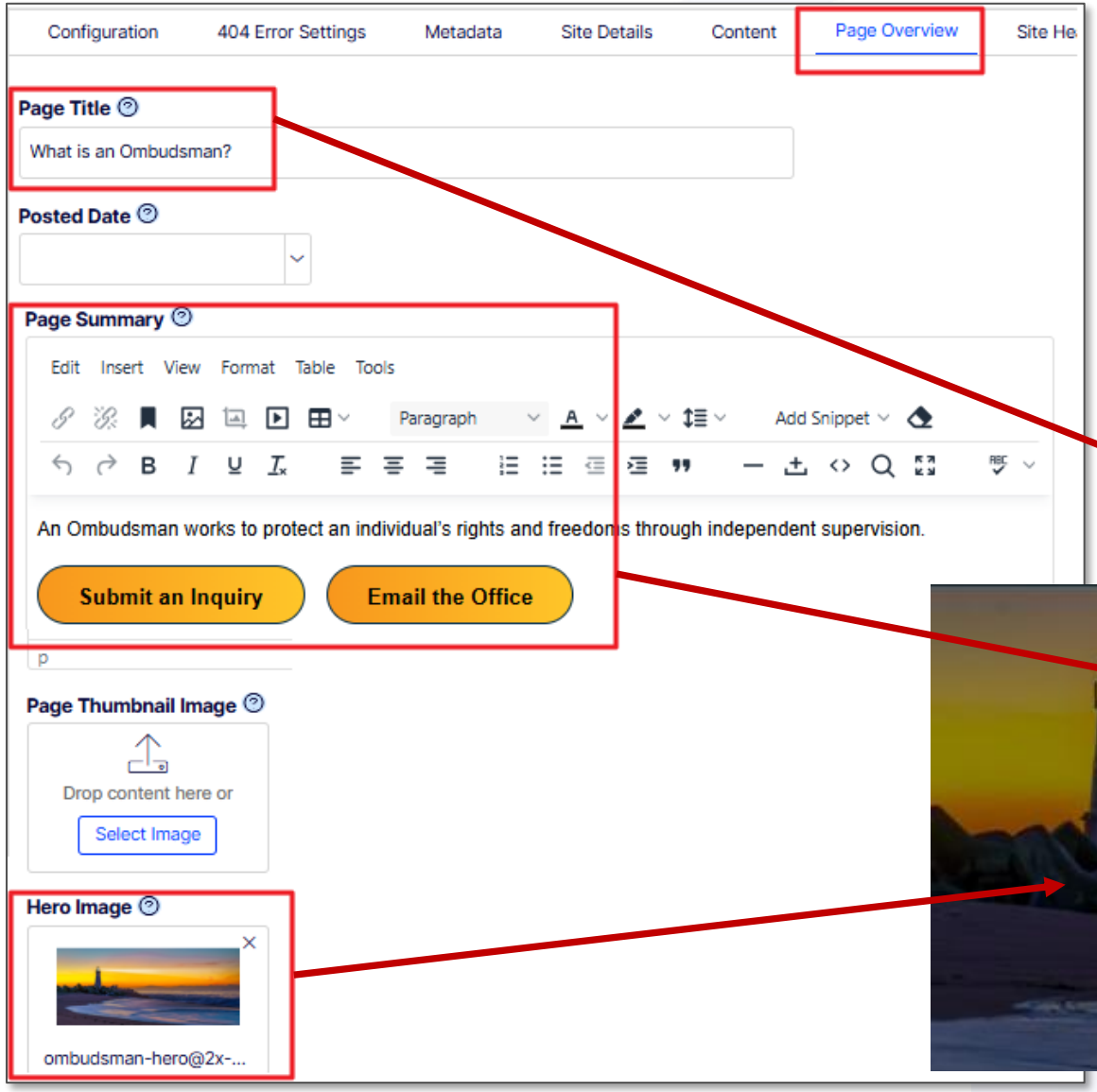
Layout updates, talk to your site designer.

Homepage | Hero

Content tab

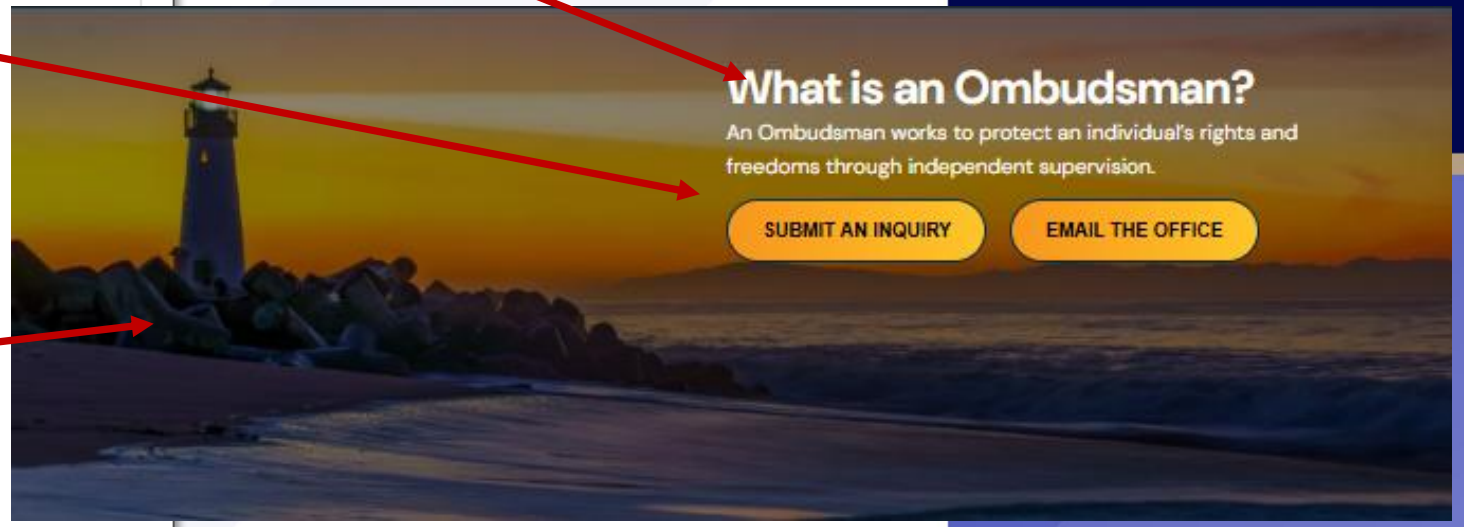
Page Type:
Tenant Start Page

Tenant StartPage



The hero is set on the Page Overview tab

- Properties
  - Page Title
  - Page Summary
  - Hero Image



Homepage | Main Content – Statement in yellow

Block Type:
Basic Content Block

Basic Content Block

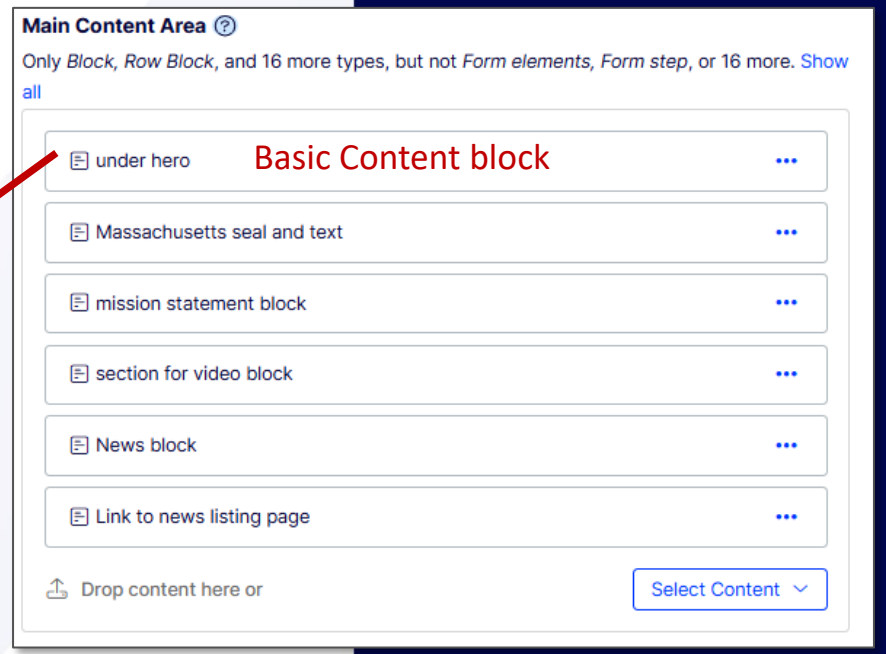
Content tab

To update the content, you can edit the “under hero” block.

The text is in the Main Body property (WYSIWYG editor)

The yellow is controlled by the Template variation.

Independently Guiding Corrections to Improved Health and Wellness For All!



Layout updates, talk to your site designer.

Homepage | Main Content – Statement in yellow

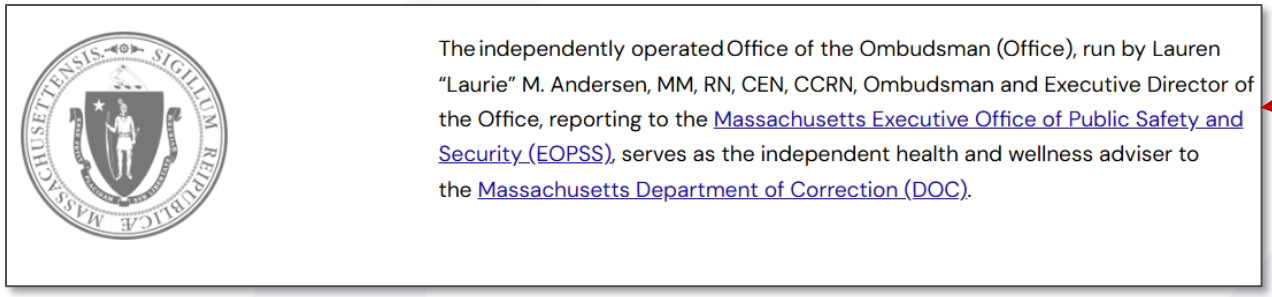
Block Type:
Row (section) Block

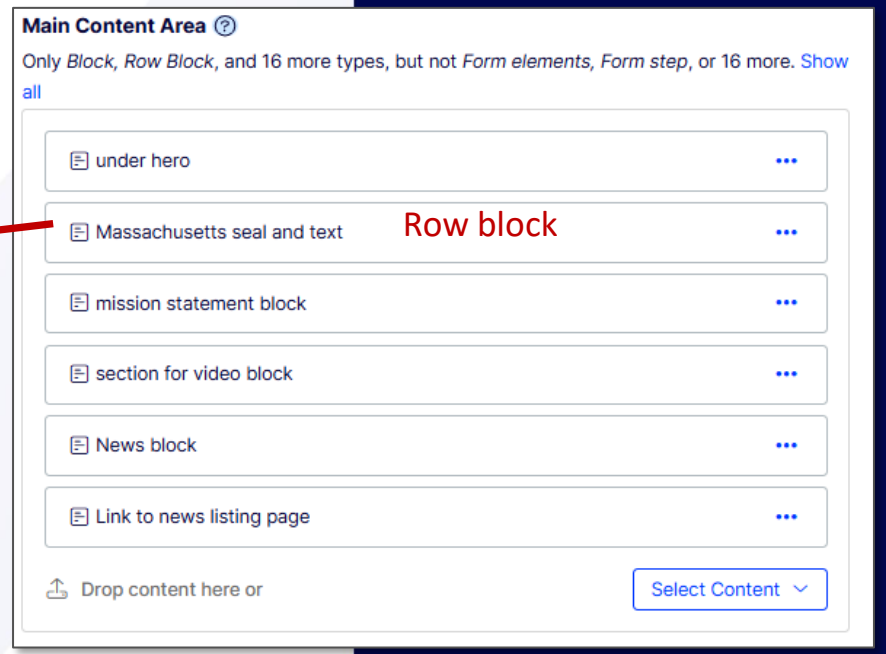
Row/Section Block

Content tab

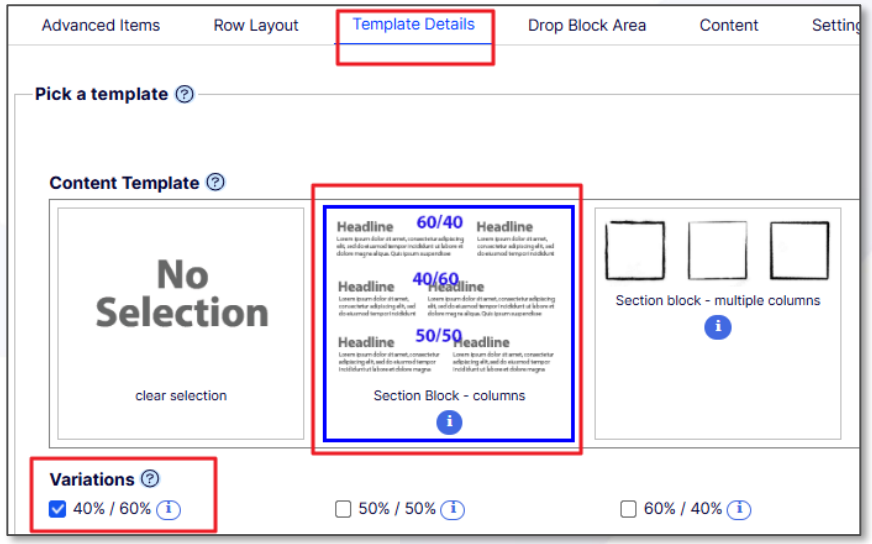
To update the content, you can edit the “Massachusetts seal and text” block.

This block contains 2 blocks – an image block and a basic content block.





The template variation is set to show the image at the left and the text at the right



Layout updates, talk to your site designer.

Homepage | Main Content – Mission Statement

Block Type:
Basic Content Block

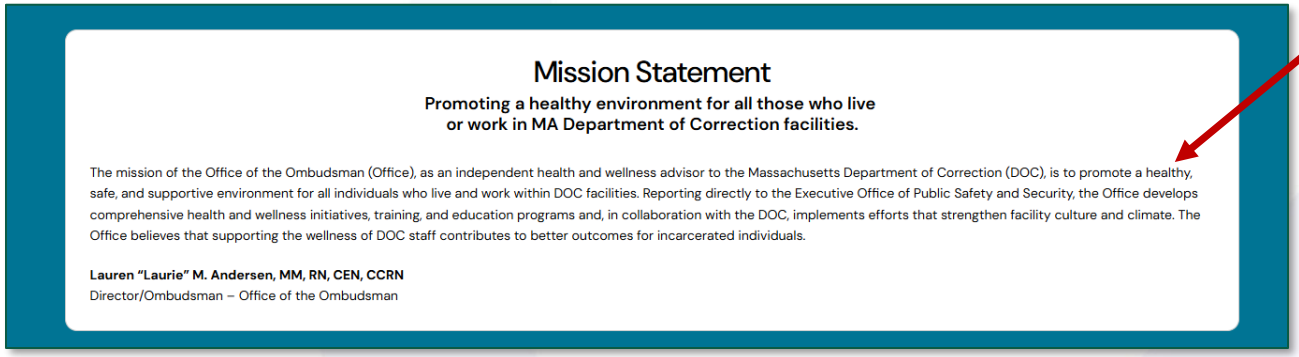
Basic Content Block

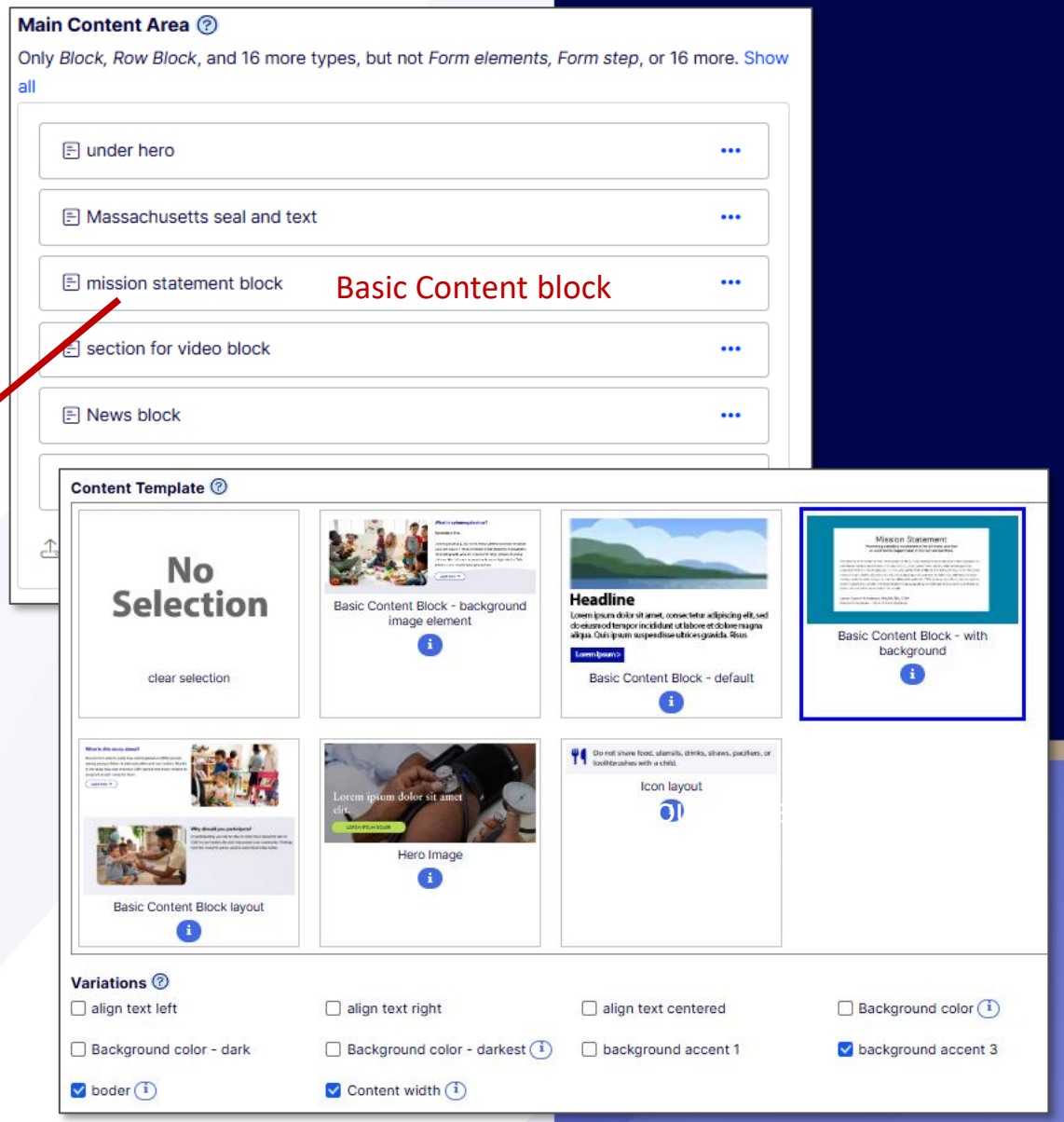
Content tab

To update the content, you can edit the “Mission Statement” block.

The text is in the Main Body property (WYSIWYG editor)

The background color is controlled by the Template variation.





Homepage | Main Content – Videos

Block Type:
Row Block

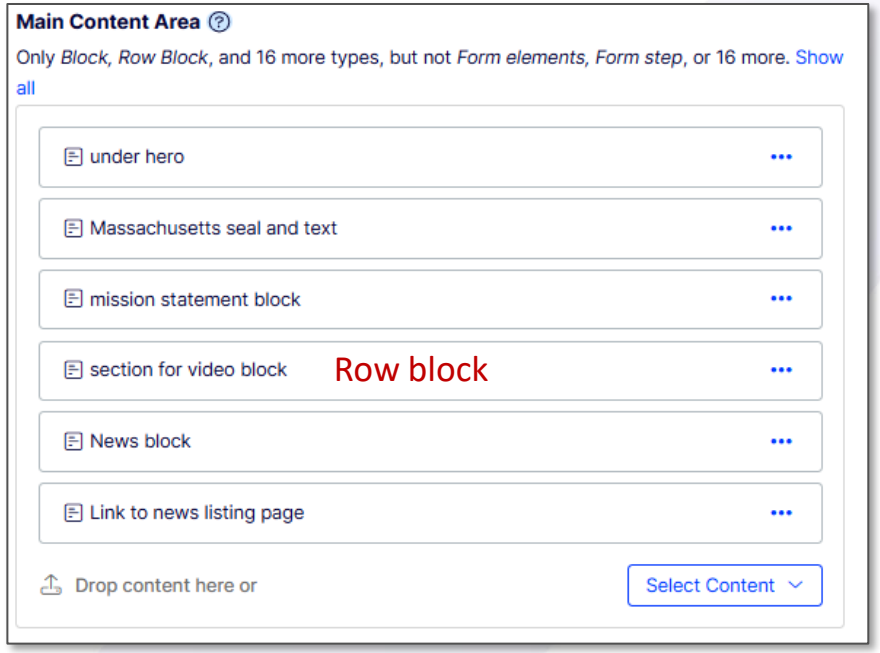
Row/Section Block
Web Video Block

Content tab

This is reusing the video block on the General Wellness page, read about that block here (click on the slide thumbnails):







Layout updates, talk to your site designer.

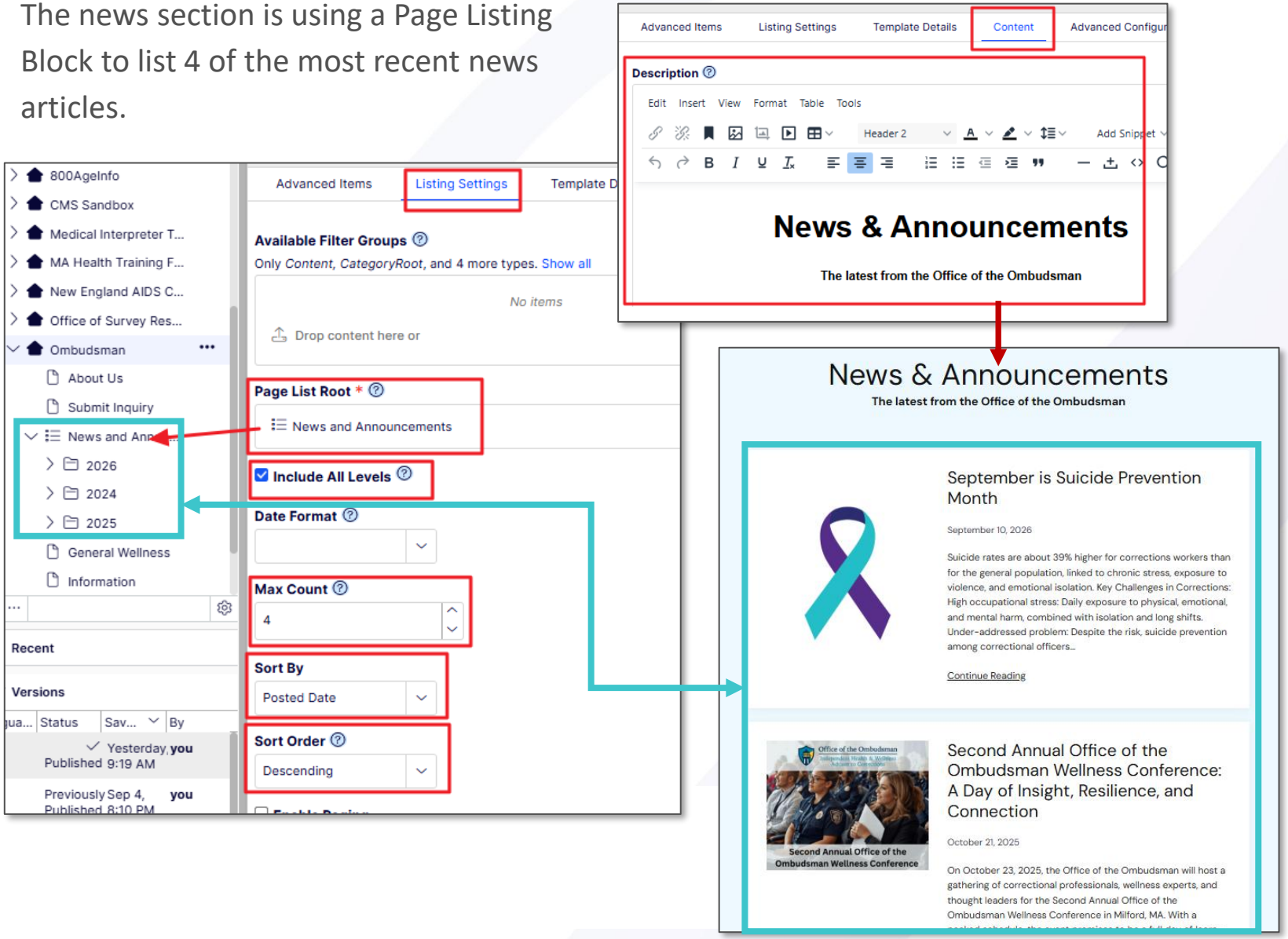
Homepage | Main Content – News

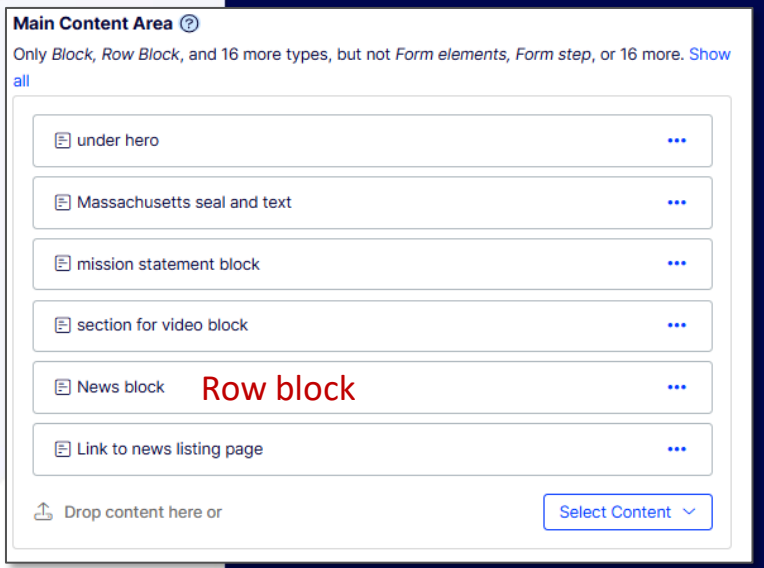
Block Type:
Page Listing Block

Template used: Card style list

Page Listing Block

The news section is using a Page Listing Block to list 4 of the most recent news articles.





Ombudsman Blocks

About (Office Staff and Advisors)

Block type:
Basic Content Block

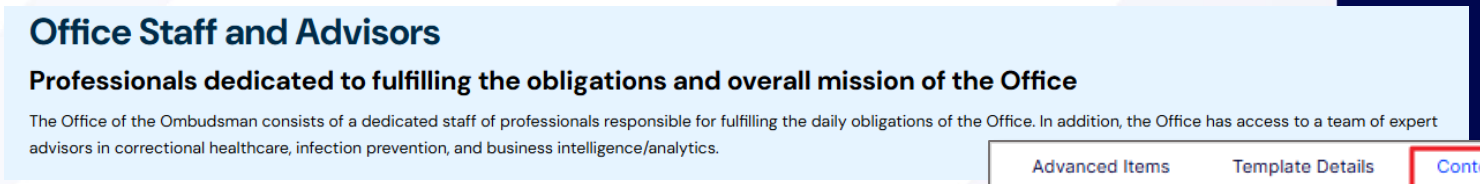
Template used: Basic Content Block - default

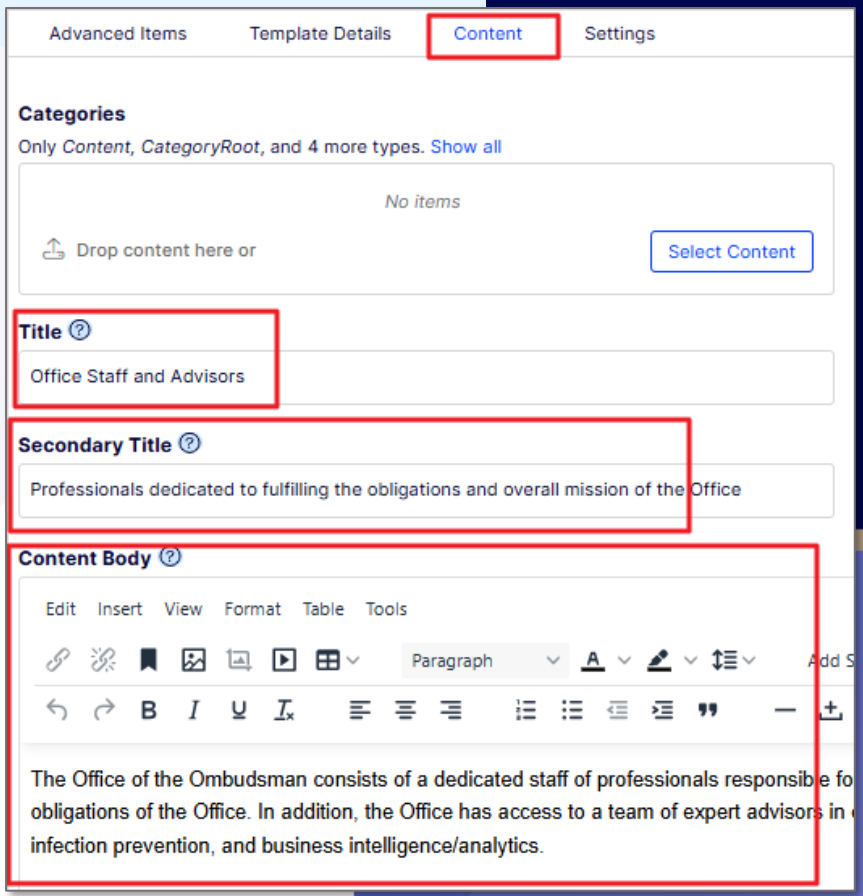
Basic Content Block

The top blocks is a basic content block

Content tab - properties
- Title
- Secondary Title
- Content Body (WYSIWYG)

Template
- Variations
  - Content width
  - Background color





UMass Chan MEDICAL SCHOOL | Advancing *together*

About (staff)

Block type:
Basic Content Block

Template used: Basic Content Block – with background

Basic Content Block

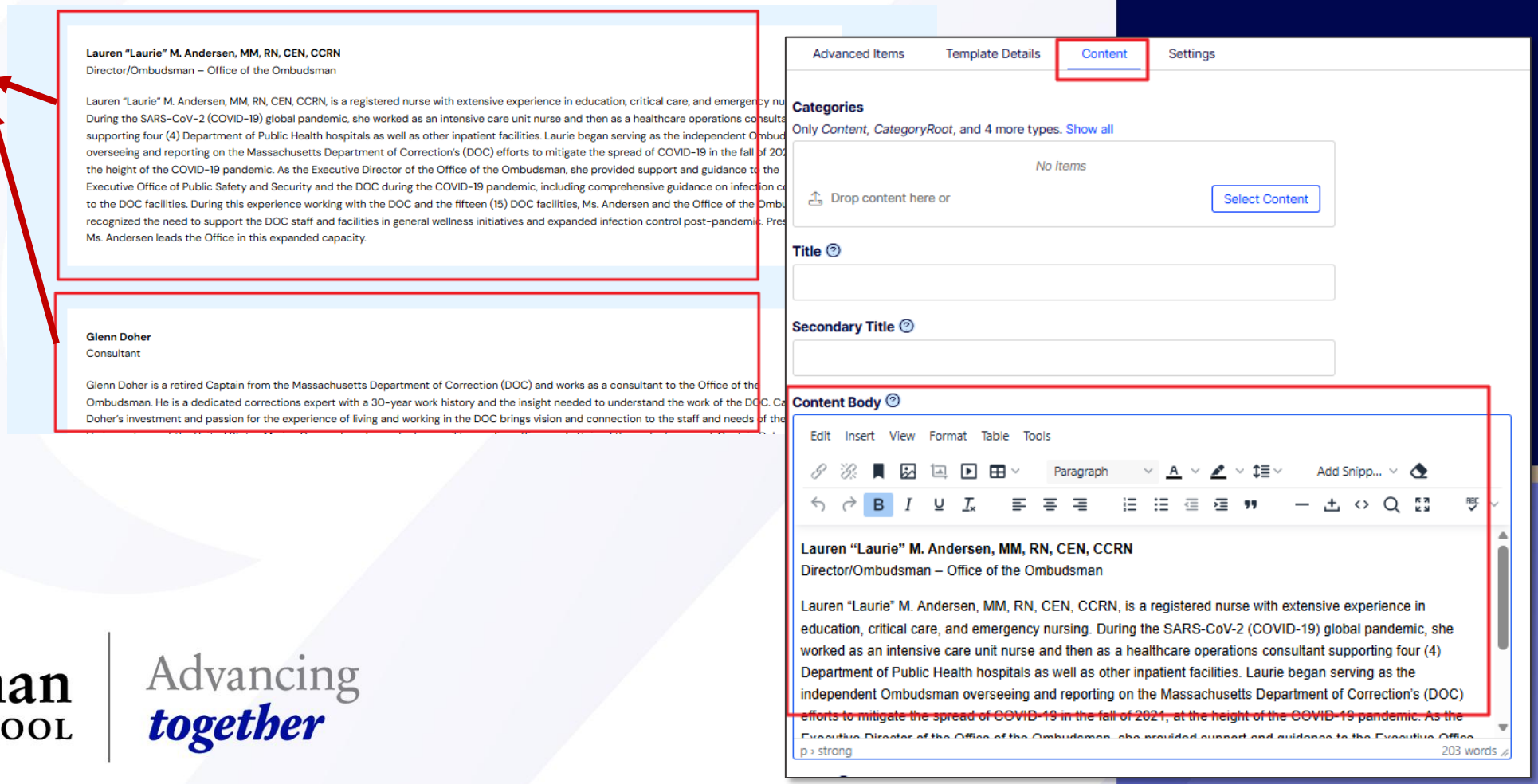
The staff blocks are all basic content blocks with variations set on the template to apply the pale blue background and white box for the text. All the text is set in the Content Body property (WYSIWYG editor)

Content tab - properties

- Content Body (WYSIWYG)

Template

- Variations
  - Content width
  - Background color



UMass Chan MEDICAL SCHOOL | Advancing together

About (faqs)

Block type:
Simple Content Collection Block

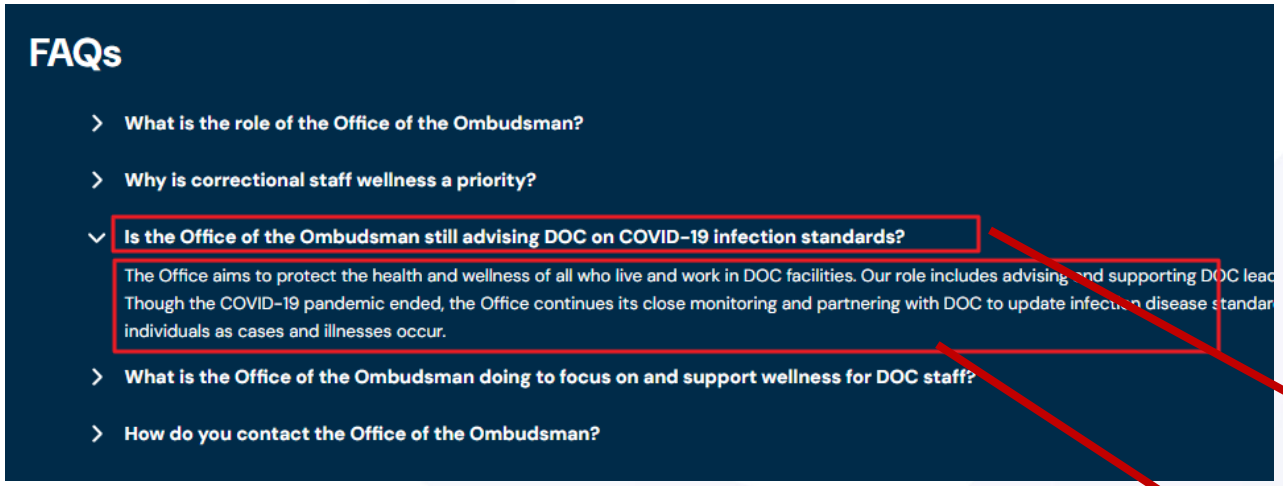
Template used: Accordion

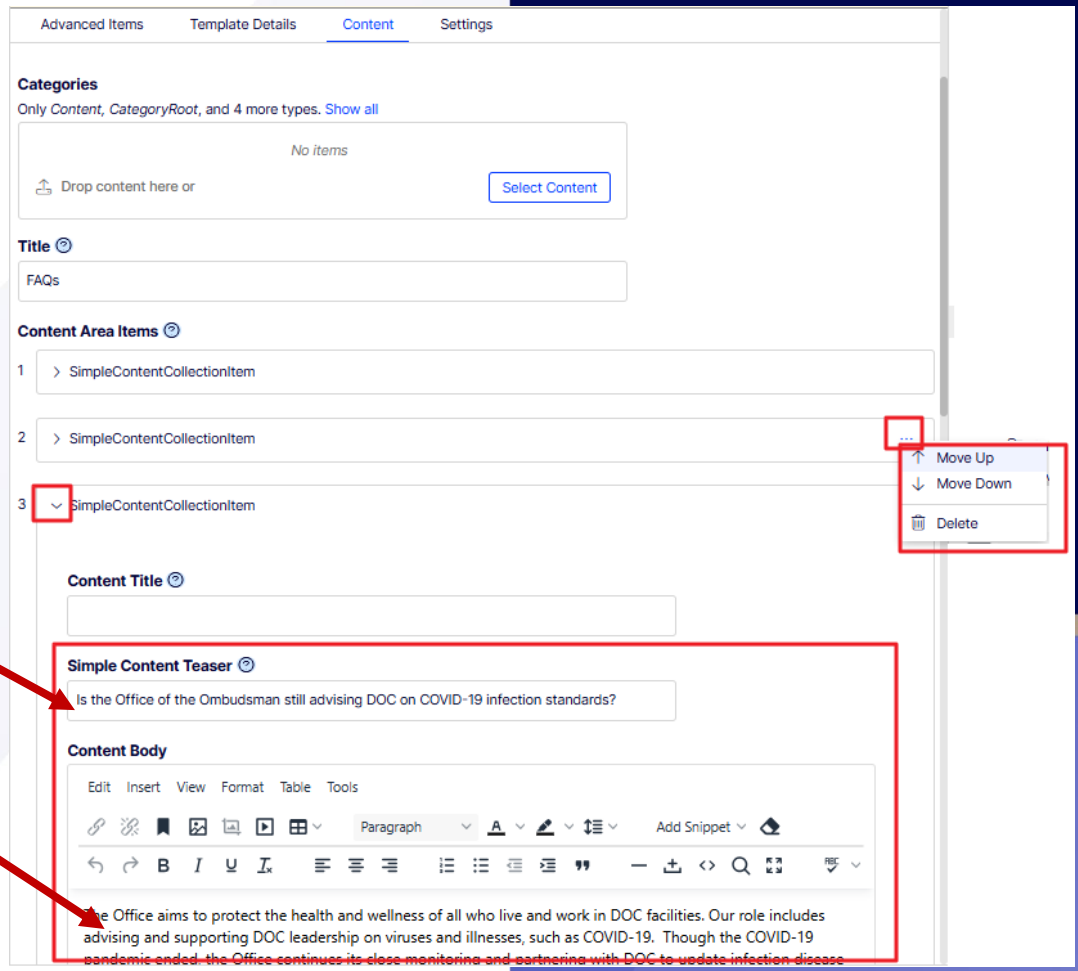
Simple Content Collection Block

The FAQs on this page use a Simple Content Collection block to build the FAQs.

Content tab - properties
- Title
- Secondary Title
- Content Body (WYSIWYG)

Template
- Variations
  - Content width
  - Background color – Brand





UMass Chan MEDICAL SCHOOL | Advancing *together*

General Wellness (Wellness matters)

Block type:
Basic Content Block

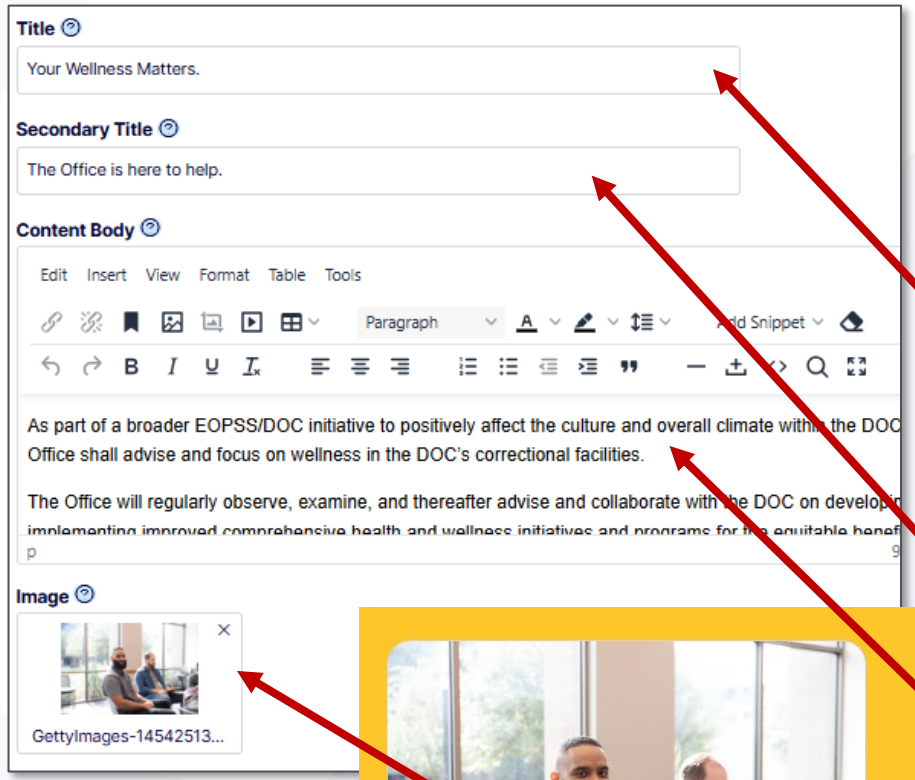
Template used: Basic Content Block layout

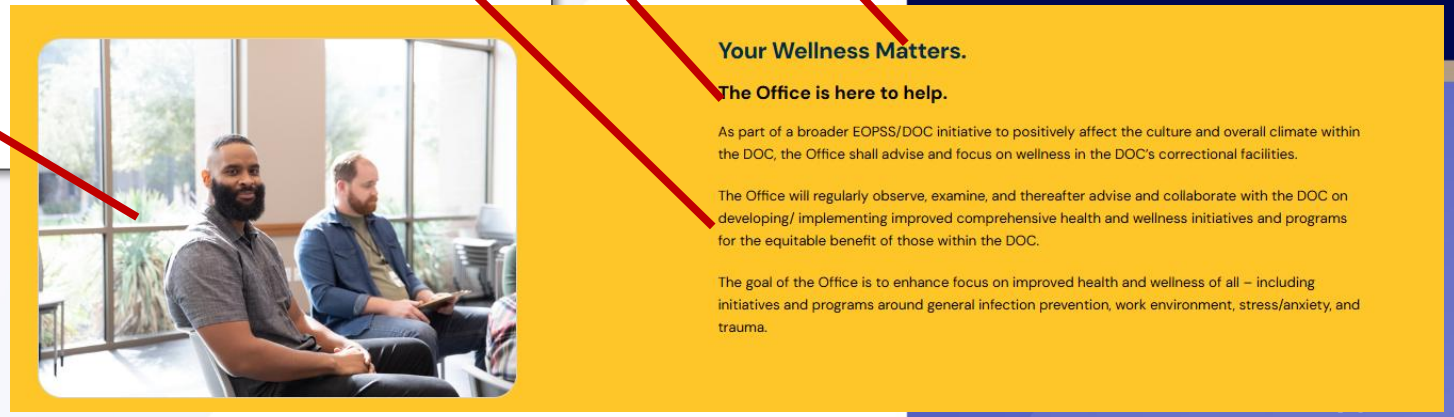
Basic Content Block

This block uses a basic content block with variations to set the image left and the text right as well as apply a background color.

Basic content block

- Variations
  - Content width
  - Background accent 4
  - Align text right
- Properties
  - Title
  - Secondary Title
  - Content Body (WYSIWYG)
  - Image





UMass Chan MEDICAL SCHOOL | Advancing *together*

General Wellness (videos)

Block type:
Row block

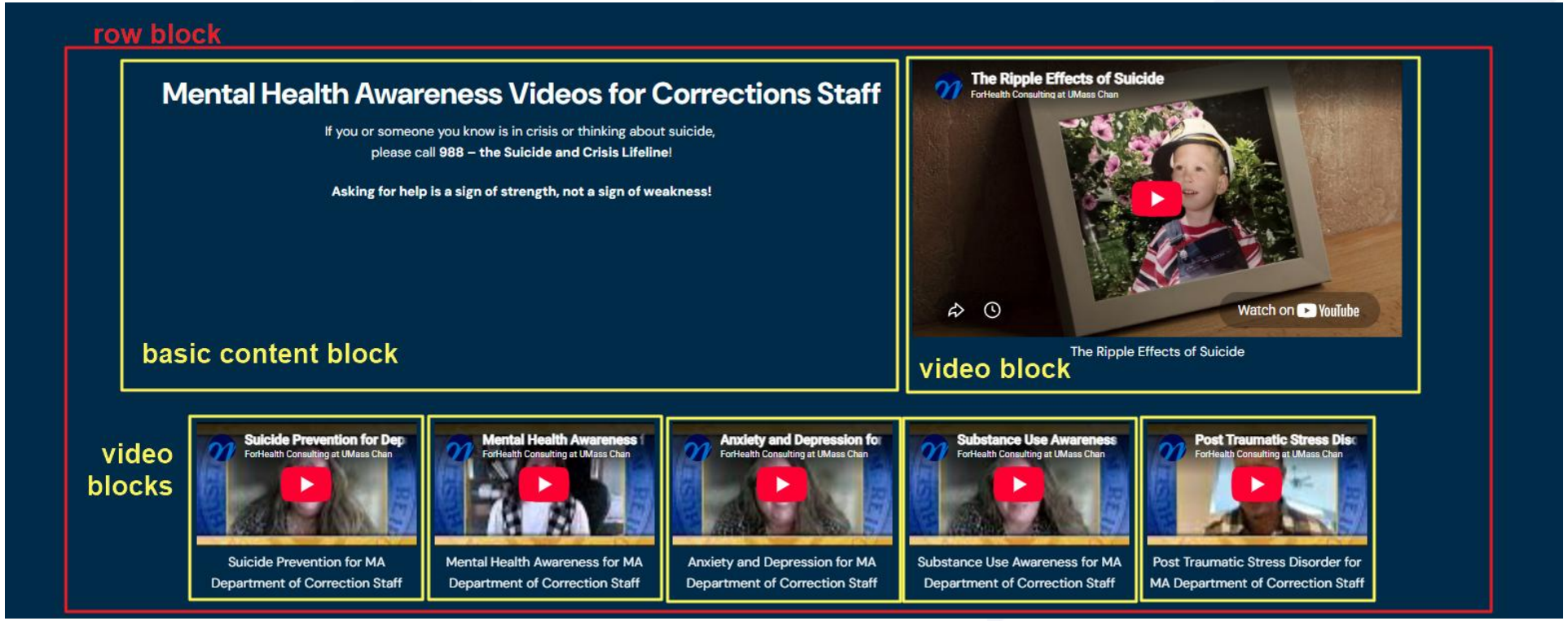
The videos area is using a Row block with 2 blocks within it. A Row block can house multiple blocks and then a template can be applied for different layouts.

Drop Block Area tab

- Property: Add Blocks
  - 6 blocks as noted in the screen shot

Template

- Variations
  - Content width
  - Background color – accent 5
  - 5 column



Template used: Section Block - Feature

Row/Section Block
Web Video Block

Layout updates, talk to your site designer.

General Wellness (video blocks)

Block type:
Web Video block

Template used: Video Layout - YouTube

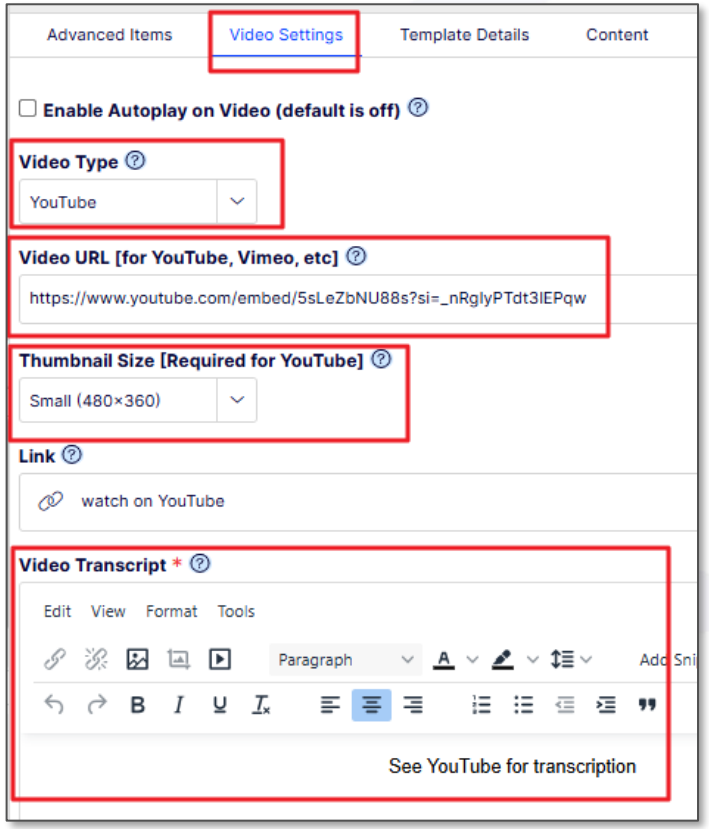
Web Video Block

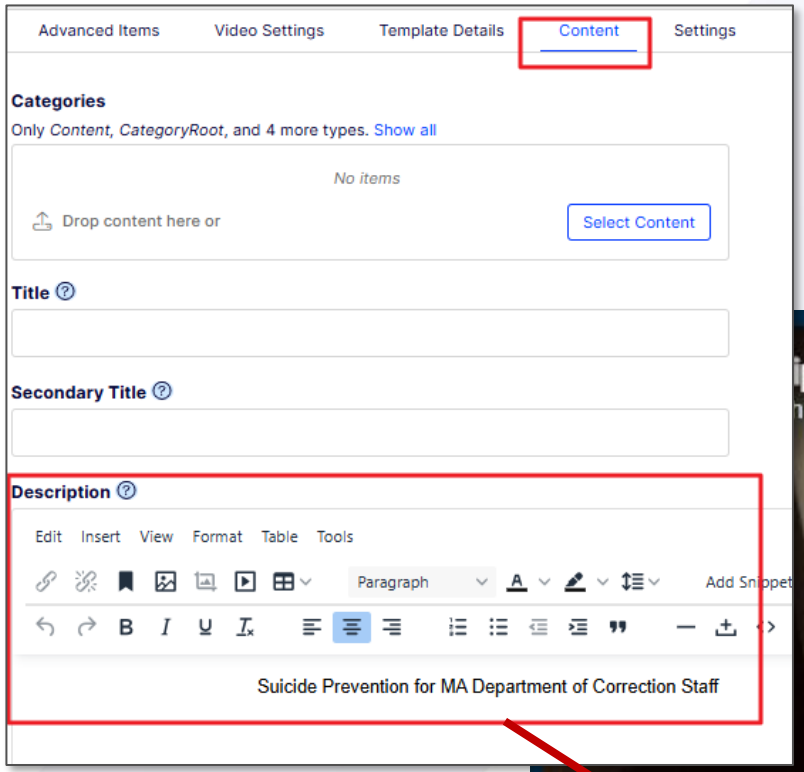
Video Settings tab

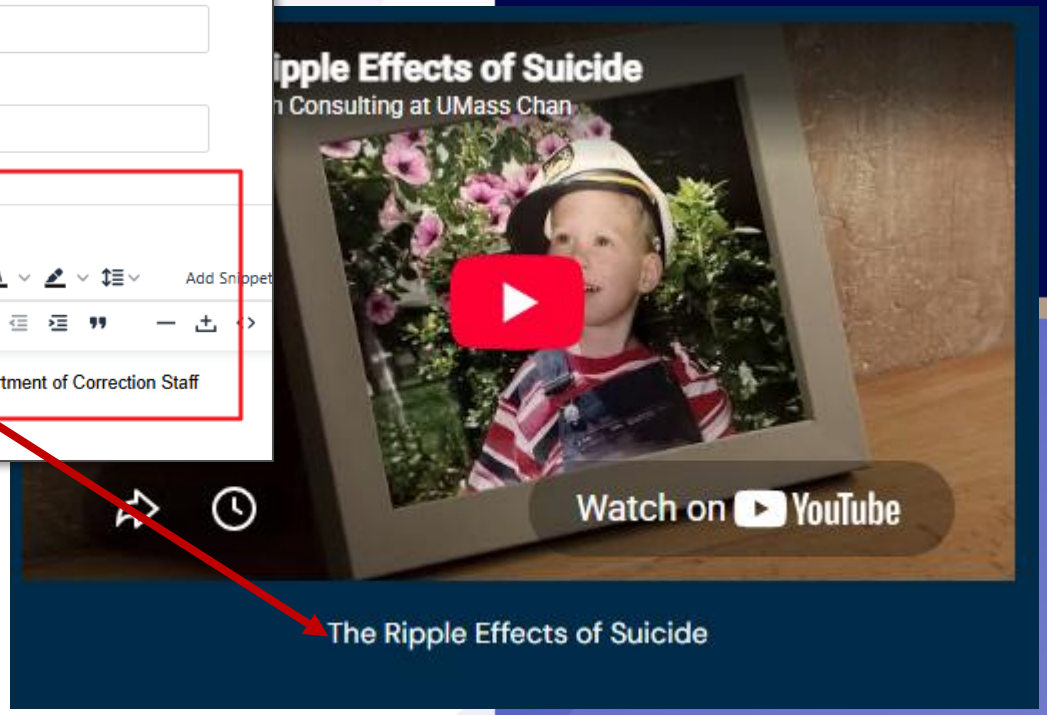
- Video Type: YouTube
- Video URL: the embed URL from YouTube
- Pick a Thumbnail size
- Add Transcript text or note where to find it

Content Tab

- Description – add text to show beneath the video
- Set it to centered in the WYSIWYG editor







General Wellness (Resources)

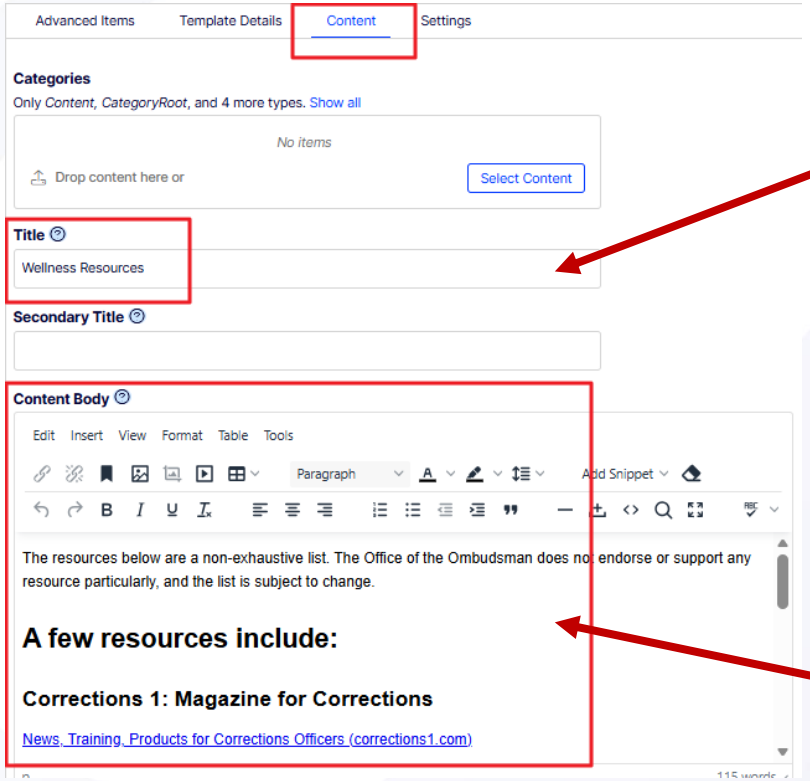
Block type:
Basic Content Block

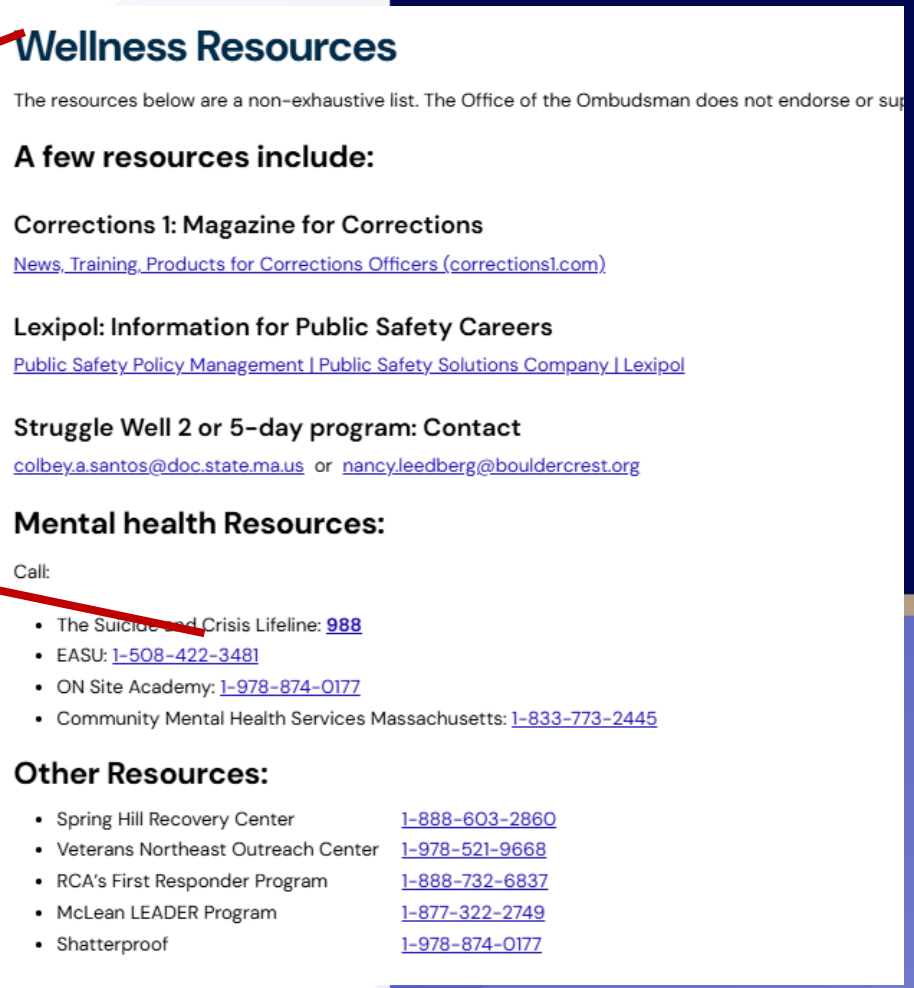
Template used: Basic Content Block - default

Basic Content Block

This block uses a basic content block.

Basic content block
- Variations
  - Content width
- Properties
  - Title
  - Content Body (WYSIWYG)





UMass Chan MEDICAL SCHOOL

Advancing *together*

Information (media lists)

Block type:
Media listing block

Template used: List of media files including search

Media Listing Block

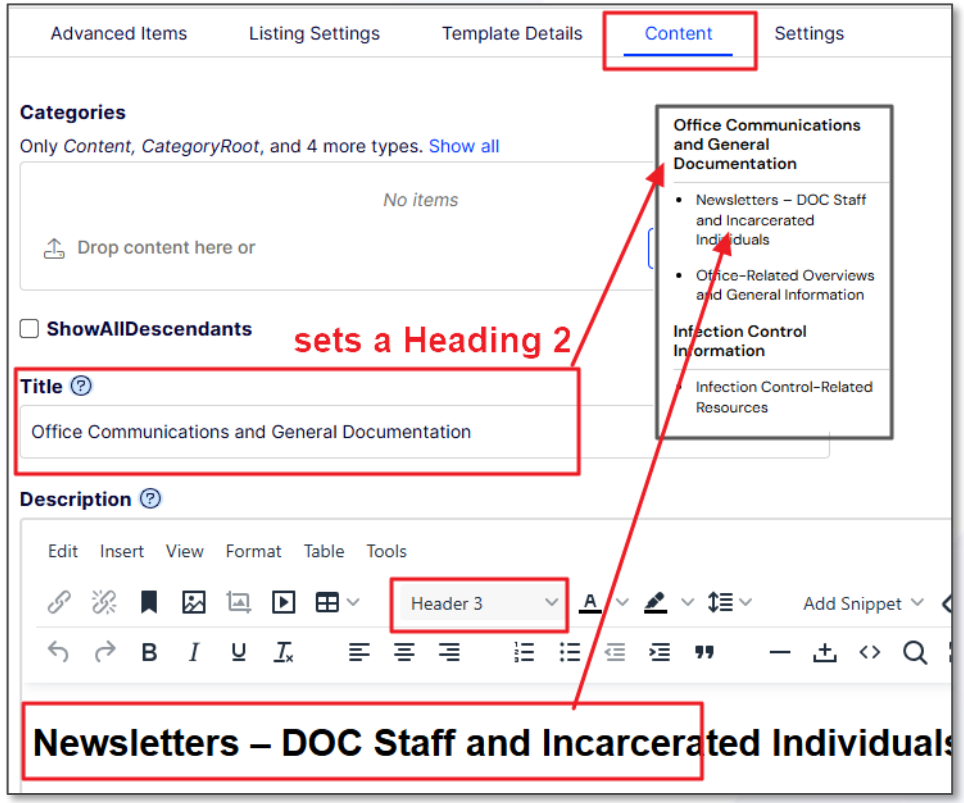
The media listing blocks are used to display a list of PDF files that have been uploaded to the Media Assets pane in the CMS.

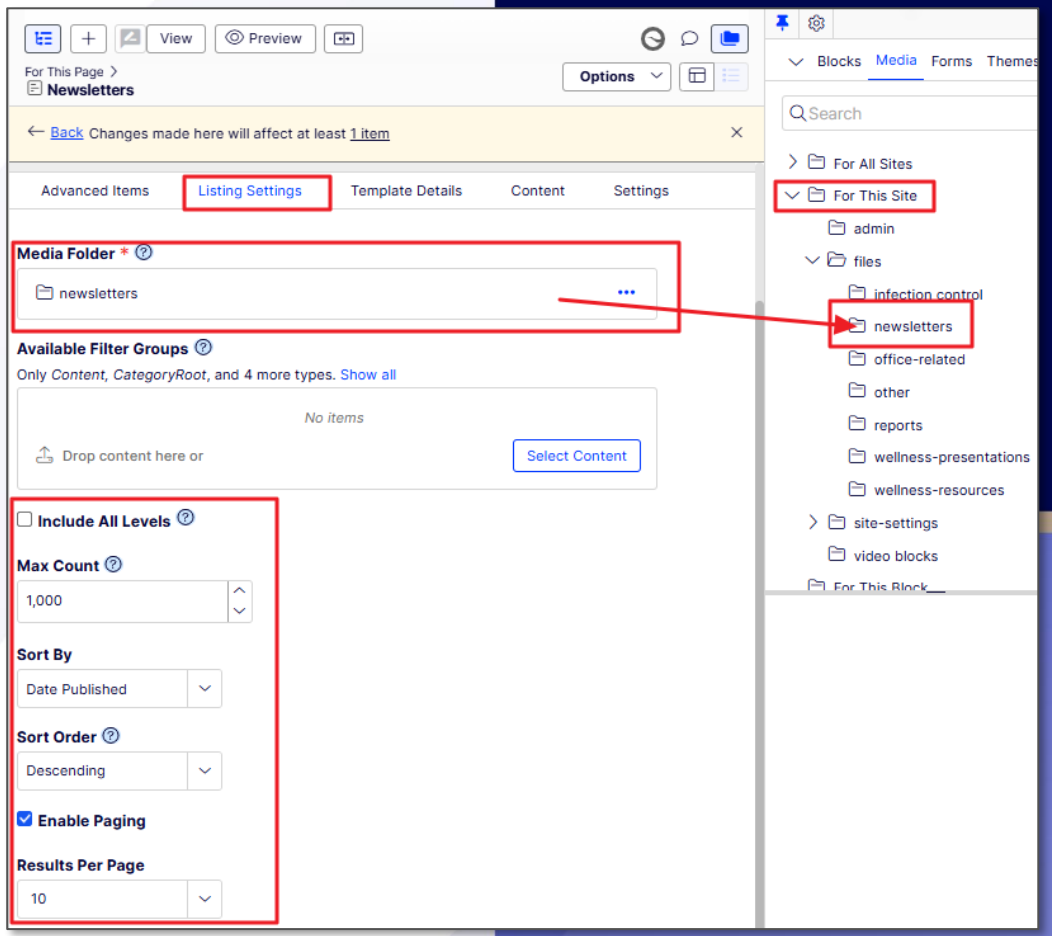
Content Tab

- Properties
  - Title (optional) will set a Heading 2
  - Description - used to set a Heading 3

Content Tab

- Listing Settings – controls the items in the list
  - Media Folder – folder that contains the files
  - Maxcount
  - Sort By
  - Sort Order
  - Enable paging
  - Results per page





Submit Query (Intro)

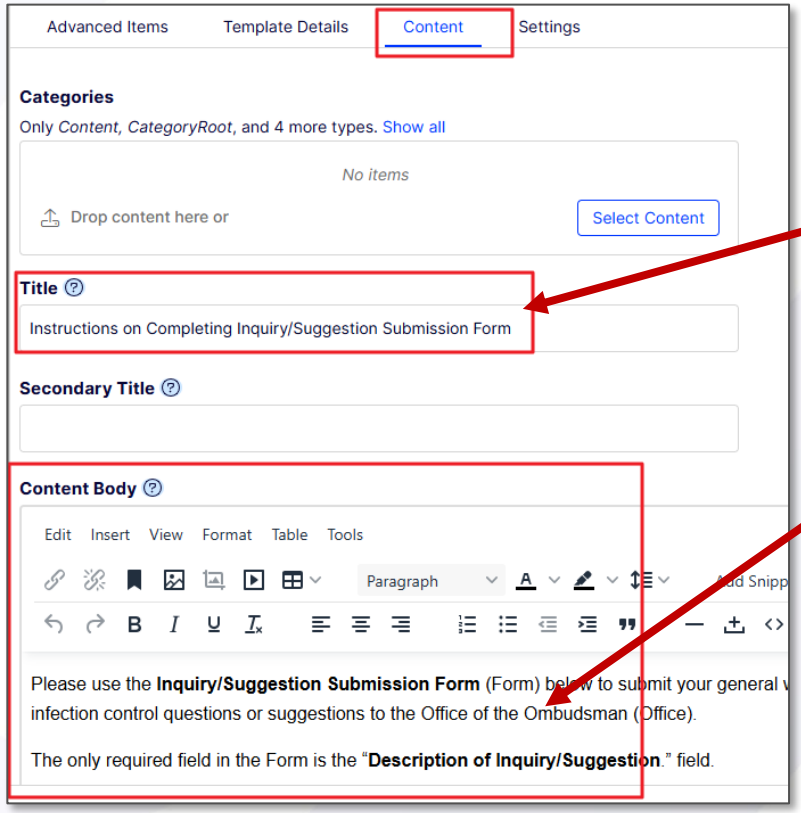
Block type:
Basic Content Block

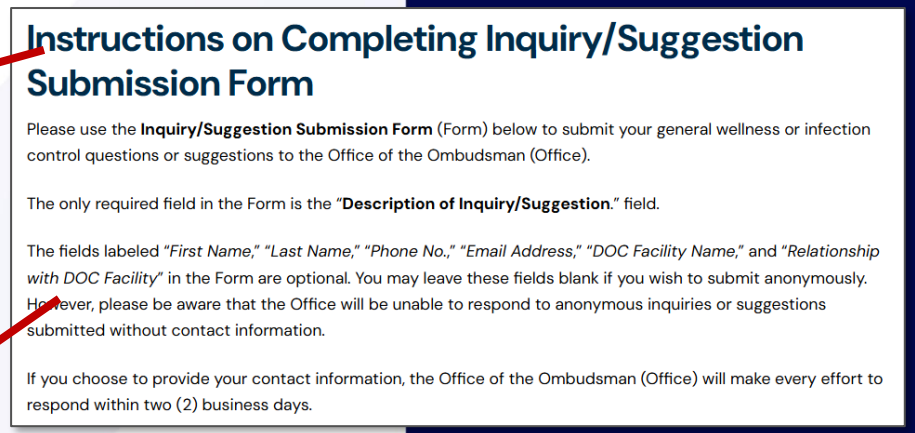
Template used: Basic Content Block - default

Basic Content Block

This block uses a basic content block.

Basic content block
- Variations
  - Content width
- Properties
  - Title
  - Content Body (WYSIWYG)





Layout updates, talk to your site designer.

UMass Chan MEDICAL SCHOOL | Advancing together

Submit Query (Form and bottom text)

Block type:
Row/Section Block

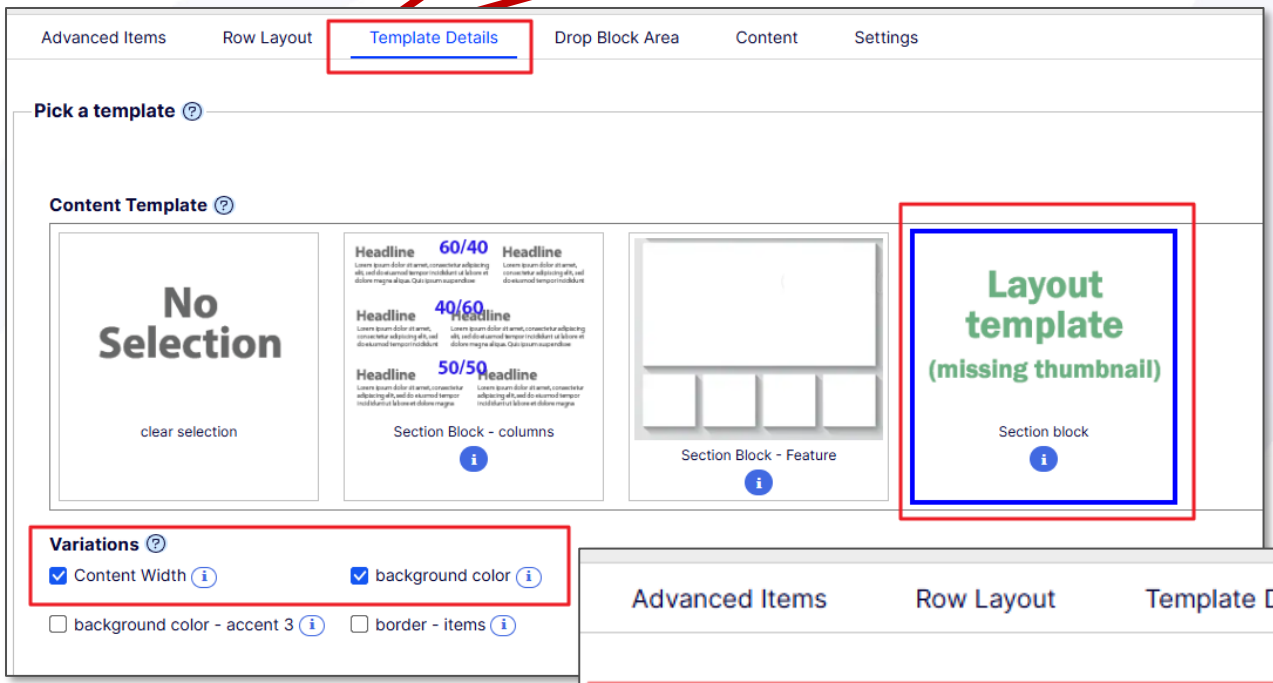
Template used: Section block

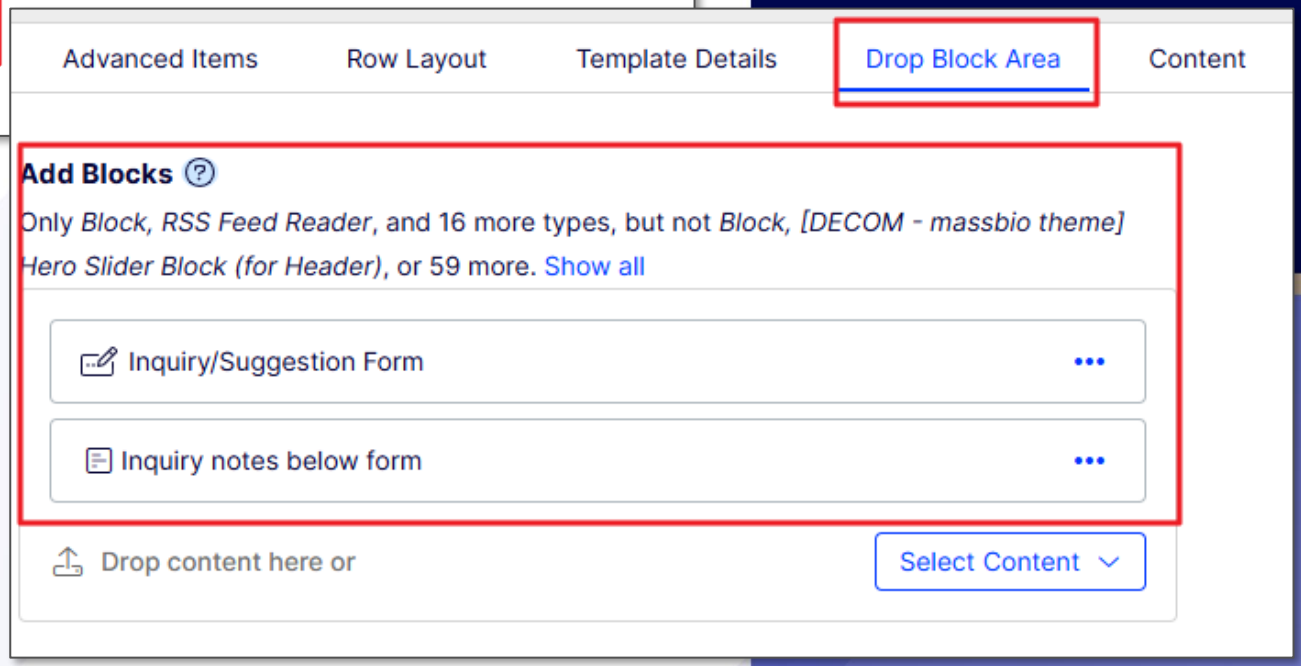
Row/Section Block

This block uses a Forms Container Block.

Section block properties

- Template Details - Variations
  - Content width
  - Background color
- Drop Block area
  2 blocks
  - Form container block
  - Basic content block for text under form



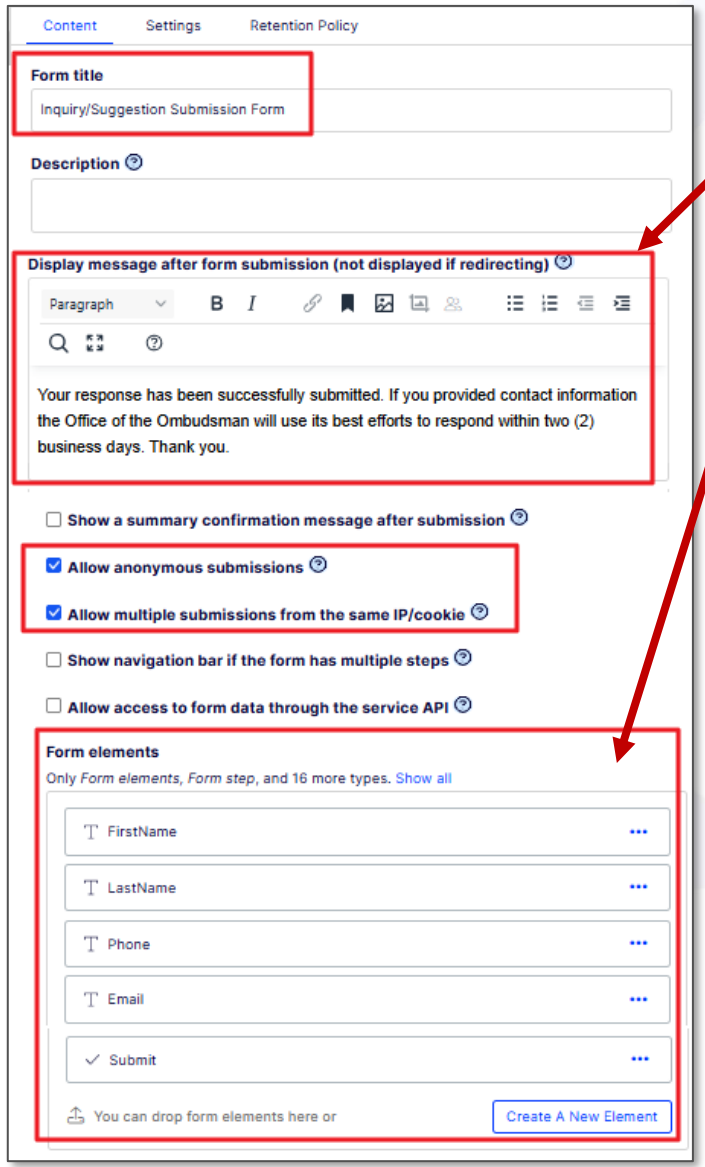


UMass Chan MEDICAL SCHOOL | Advancing *together*

Submit Query (Form)

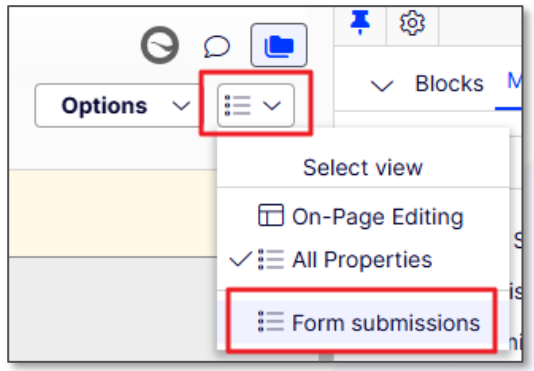
Block type:
Forms Container Block

This block uses a Forms Container Block.



Content tab

- Set the confirmation message that shows after form submits
- Add/edit the form fields

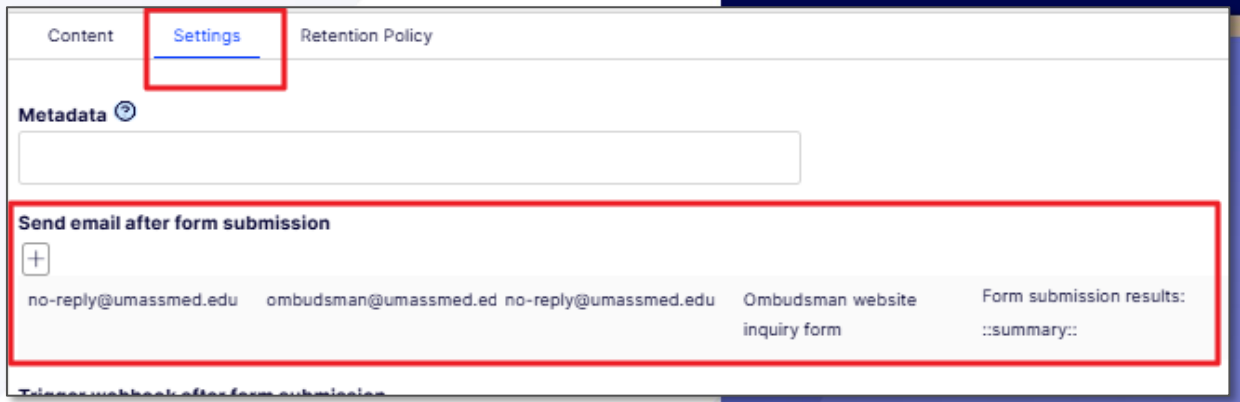


Form Submissions

- Click on the dropdown next to Publish/Options button to review form submissions

Settings tab

- Add/edit the emails



Template used: none
Forms Container Block

CMS Forms

- Creating a Form
- Form elements
- Managing form submissions
- Sending emails upon submission [pdf]

- Creating a Basic Form: Create a simple form
- Creating a Multi-Step Form
- Post Processing actions - send email, show a confirmation, or direct users to another page
- Creating a form with form field dependencies