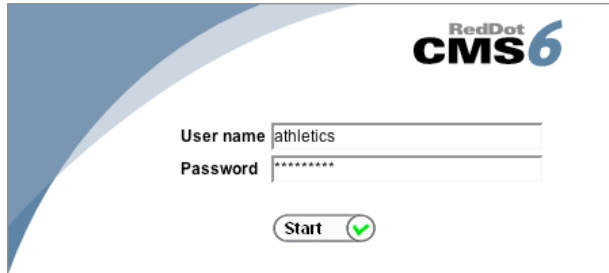


Information On The Upgrade to RedDot CMS 6

First, thank you for your patience today during our upgrade. Second, this document is to explain to you some of the differences that you will notice right away in version 6.

First, the URL for logging in is now - <http://cms.simmons.edu/cms/>

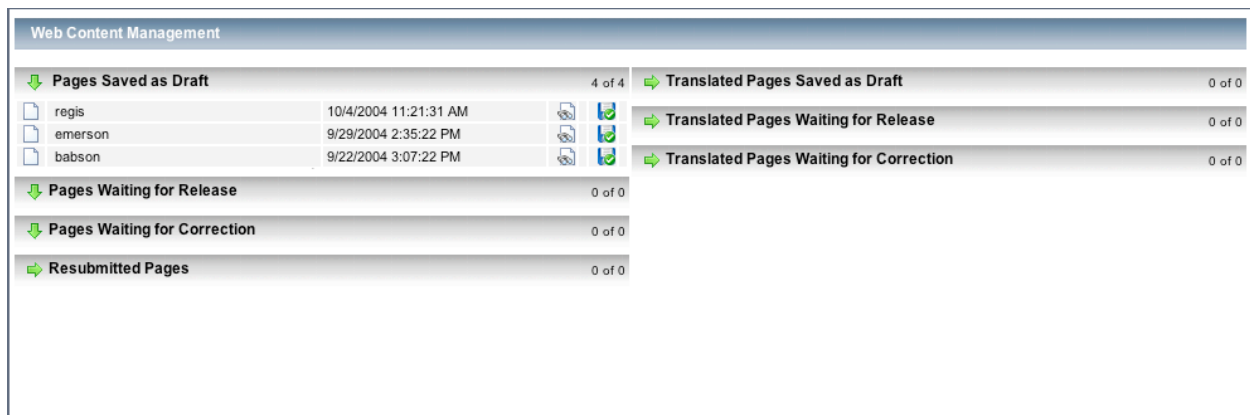


The image shows the login interface for RedDot CMS 6. It features a blue and white background with the RedDot CMS 6 logo in the top right corner. Below the logo, there are two input fields: "User name" with the text "athletics" and "Password" with a masked password "*****". A "Start" button with a green checkmark icon is positioned below the password field.

Your usernames & password have not changed, but you will already notice that the look of RedDot has changed.

In previous versions of RedDot, when you logged in you were automatically brought to the main page of the content you were managing. If you had tasks to complete, you needed to check yourself. That is no more.

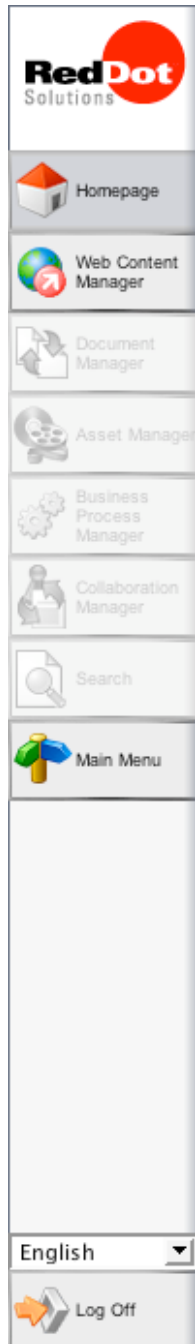
Now, when you log in for the first time, you are immediately brought to your *RedDot Homepage*.



The image shows the "Web Content Management" dashboard. It features a table with columns for page status, name, date, and actions. The dashboard is divided into several sections: "Pages Saved as Draft" (4 of 4), "Translated Pages Saved as Draft" (0 of 0), "Pages Waiting for Release" (0 of 0), "Translated Pages Waiting for Release" (0 of 0), "Pages Waiting for Correction" (0 of 0), "Translated Pages Waiting for Correction" (0 of 0), and "Resubmitted Pages" (0 of 0). The "Pages Saved as Draft" section is expanded, showing a list of pages with their names, dates, and icons for actions like refresh and delete.

Web Content Management			
Pages Saved as Draft	4 of 4	Translated Pages Saved as Draft	0 of 0
regis	10/4/2004 11:21:31 AM	Translated Pages Waiting for Release	0 of 0
emerson	9/29/2004 2:35:22 PM	Translated Pages Waiting for Correction	0 of 0
babson	9/22/2004 3:07:22 PM		
Pages Waiting for Release	0 of 0		
Pages Waiting for Correction	0 of 0		
Resubmitted Pages	0 of 0		

This homepage is where you can view the status of all newly created/changed pages/sections of your site. You can see pages in draft form, pages waiting to be released, pages waiting to be corrected, as well as other status settings for pages.



Also on this RedDot Homepage is a newly designed toolbar.

Homepage: clicking this will always return you to your *RedDot Homepage*

Web Content Manager: This is what you need to click in order to get to your pages in the SmartEdit view. Clicking on this will bring you to the familiar main page of your content that was previously the first thing you saw upon login. This is where you will do all your work and manage your tasks (though you can now see your tasks on the *Homepage*).

Version 6 has a "Last On" memory feature now. If you log off while in the Web Content Manager view, you will remain there when you log back in.

Main Menu: Click this to access your user information. You can update your information here. Also, if you work on multiple projects, you can switch to other projects here.

Log Off: Please always remember to log off when you are finished with your session.

My hope is that this is like getting a new car. There are a few more options and some things are in different spots, but once you get in there and start using it, you will become familiar with it.

Please contact me if you have any questions / concerns on this. My direct extension is x2676. You can also email me at webmaster@simmons.edu.

-Mike