INFORMATION TECHNOLOGY
Enterprise Application Systems

ou OmniUpdate®

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Contents

Accessing OmniUpdate Campus

Once you have attended the OU Campus training and submitted the user access form, you will be assigned a temporary password that you would have to change before accessing the application. After an account is set up for you, you would have access to the pages within your assigned department and based on the permissions set by your supervisor.

1. Navigate to the page you would like to edit.

2. Move the cursor to the upper left hand corner of the webpage. The icon would change from an arrow to a link selection cursor in the shape of a hand.

3. Click on the link (invisible link) to display the OU Campus login page.
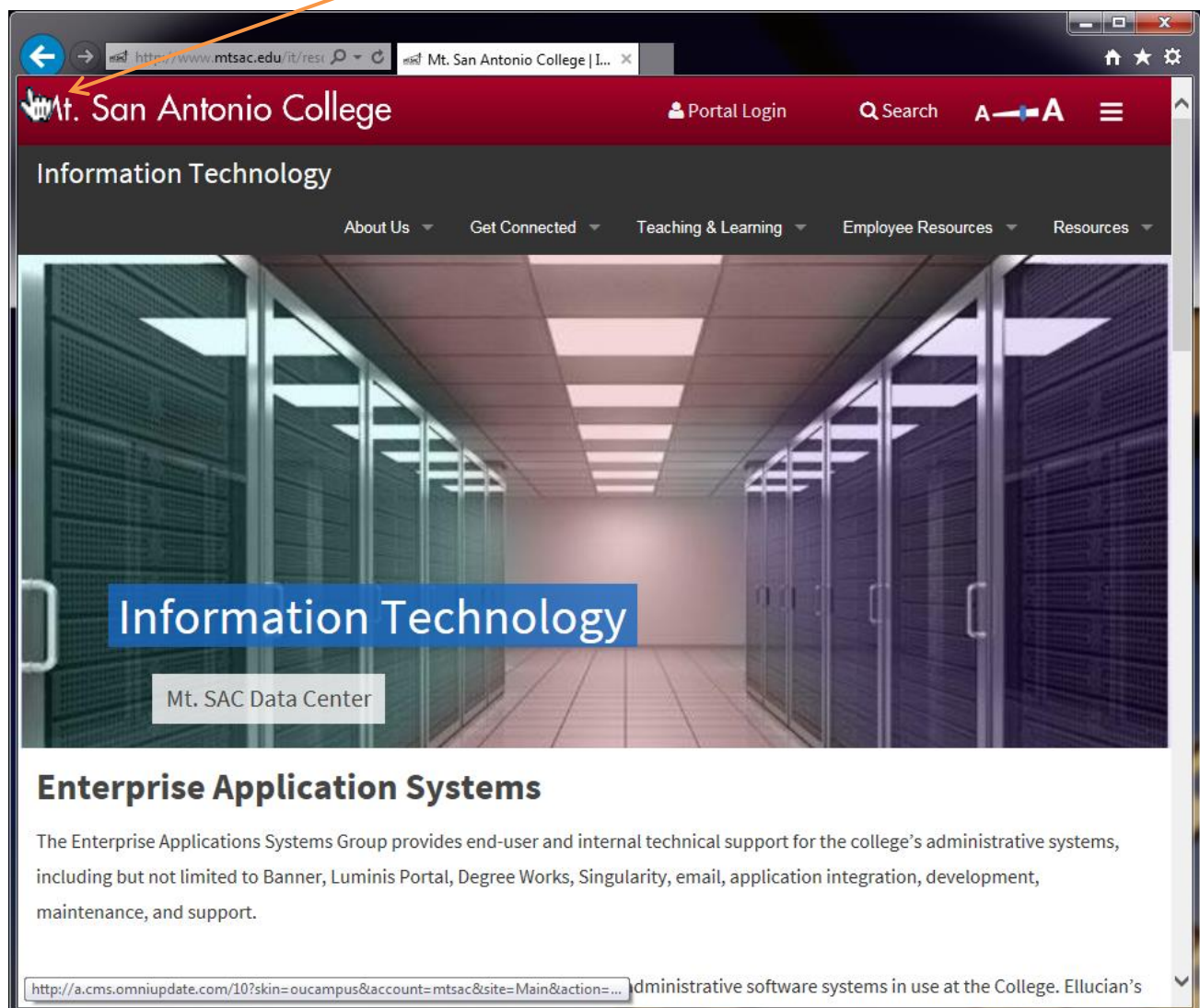
How to Log in to OmniUpdate Campus

The OmniUpdate administrator will need to grant the user access to edit pages. The request form can be found on the Mt. SAC Administrative Forms web page.

1. Make sure you have the correct clearances for editing the desired web page(s).

2. In the Mt. SAC Single Sign On page, enter your My Portal user name and password, then click the login button.

OmniUpdate Campus Main Menu

After accessing the page to be edited and checking the page out, you are ready to start editing the page's regions (available editable areas are defined by the OmniUpdate administrator).

Click on the green tab labeled "Main Content" to edit that part of the webpage. This will open the WYSIWYG editor.
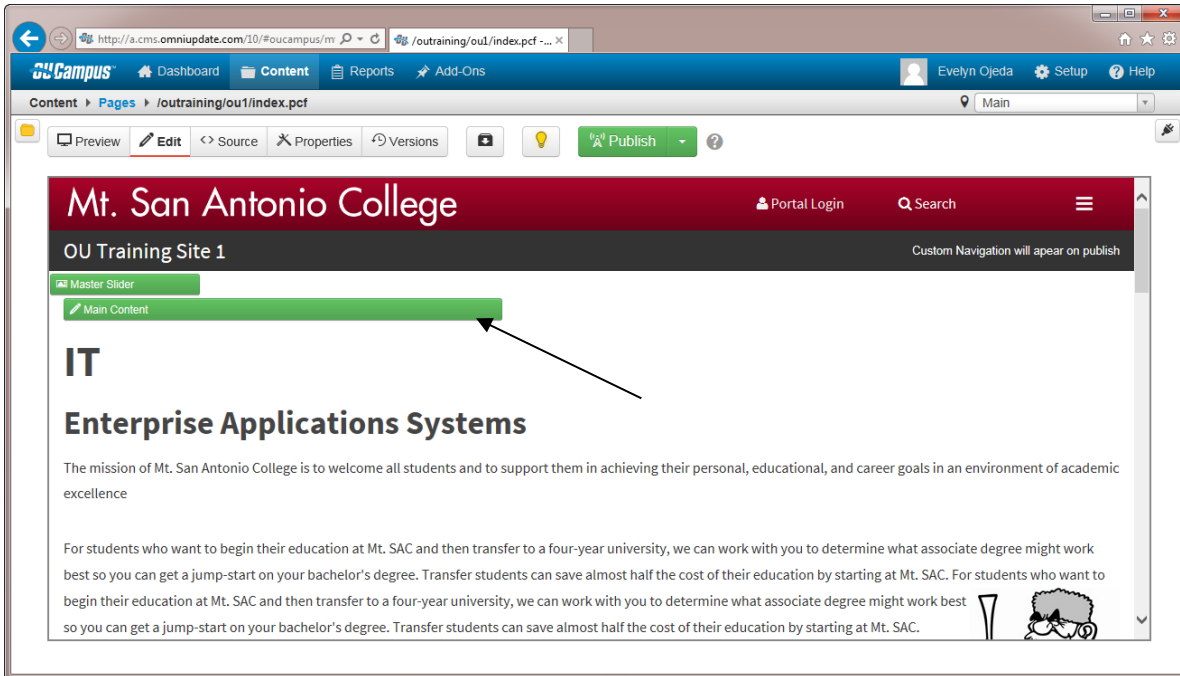
The WYSIWYG editor main menu is the starting point for navigating through OU Campus and includes several tool bars (similar to those found in Microsoft Word).
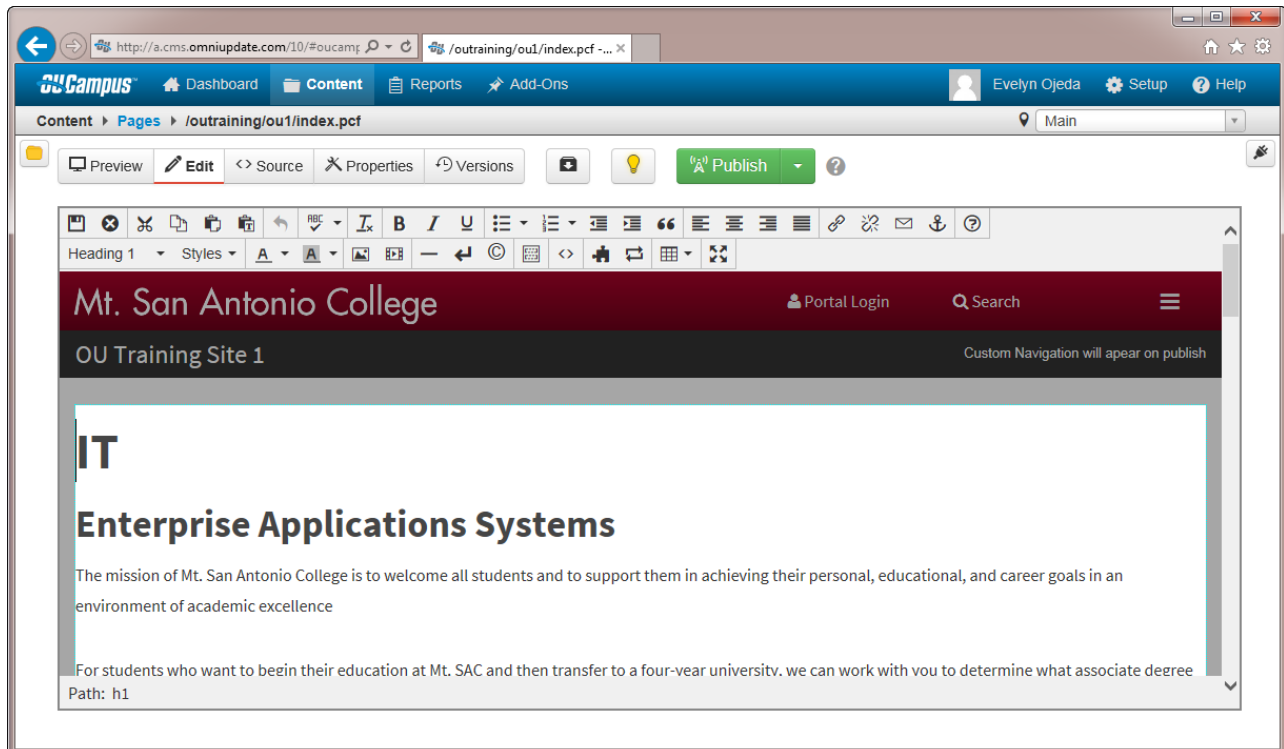
Toolbars

Toolbars access the most commonly-used features. Pointing at an icon on the toolbar causes a pop up message displaying what the icon is for.

File Functions: Save or revert changes on a page

Cut, Copy, Paste, Find Functions: Find specific content and cut, copy, paste, or paste as plain text

Undo Redo Functions: Undo/redo changes made on a page

Spell Check: Run spell check on the content. Supports English, French, Spanish, Portuguese, and Italian
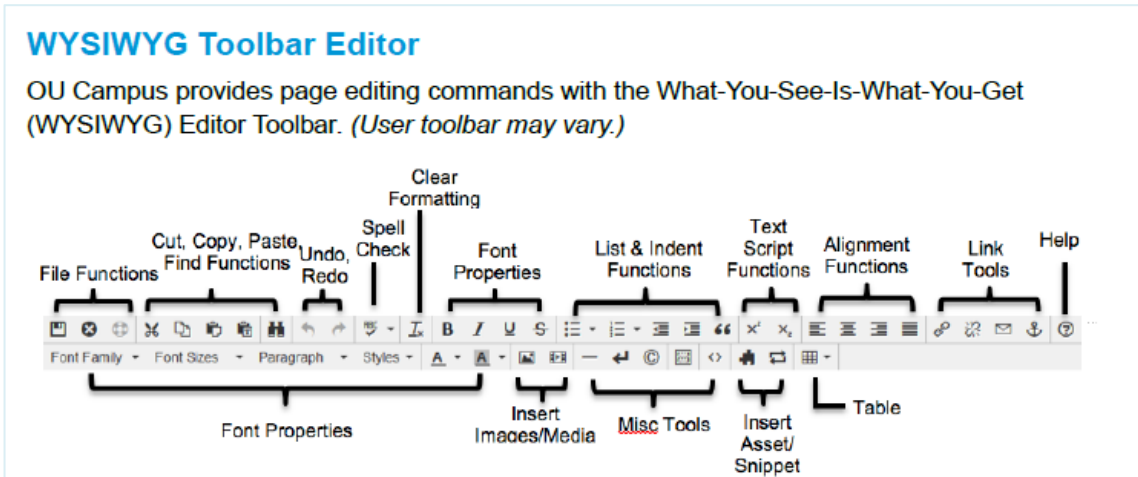
Clear Formatting: Remove all selected text formatting and return the text back to the default settings for a page.

Font Properties: Add bold, italic, underline, and strikethrough to selected content

List & Indent Functions: Create an ordered list or indent content

Text Script Functions: Turn selected content into superscript or subscript text

Alignment Functions: Move selected text (left, center, right) or justify the text (does not apply to tables – use table cell props)

Link Tools: Insert/edit links, insert mailto links, and create anchors

Help: Display the Help window

Font Properties: Define font family, font size, and format for selected text, add site-specific styles, and apply font or background colors to text

Insert Images/Media: Add/edit images and videos on a page

Misc. Tools: Add horizontal rules, line breaks, special characters, clean up messy HTML code, toggle invisible elements, and view/modify the HTML code for a region.

Checked Out Pages

Pages are marked as "checked out" when they are locked to a user. When a user clicks on the green Edit tab the page is automatically checked out to that user and no other user can make changes to the page.

Icon	Description
💡	An unlit light bulb indicates that the page is checked in and can be checked out for editing by any user with the proper permissions.
💡	A lit light bulb indicates that the page is checked out to the current user (the individual currently logged into, working in, and viewing OU Campus).
🔒	A red lock indicates that the page is checked out to another user. It is possible to hover over the lock to see to whom the page is checked out.

Checking a Page Back In

Please note that pages stay checked out to the user until the user:

- Sends the page to another user for review.
- Publishes the page.
- Checks the page back into the system by clicking on the lit (yellow) light bulb.

Editing Pages

The webpage is pre-formatted with individual department template designs containing default columns, headings, image placeholders, snippets, assets and fonts allowing you to use and manage the program better.

The availability of an editable region is indicated by the Edit tabs and the page may only have one region available for editing or may have many which they can be accessed by clicking the green Edit tab. Type directly into the editable area or copy and paste pieces of text into that area.

Once in the editable area, users can also change the size or format of the text with the font properties toolbars as well as use the spell checker and other word processing features.

Publishing Pages

Pages and other content files within OU Campus are located on a staging server. They must be published in order to be viewable on the World Wide Web. By default, all user levels can publish content, unless restricted by the administrator.

On the page action bar which is available in preview/edit mode, click the Publish button and the Publish Index will show up. Enter a detailed version description to indicate what was updated and why the page is being published.
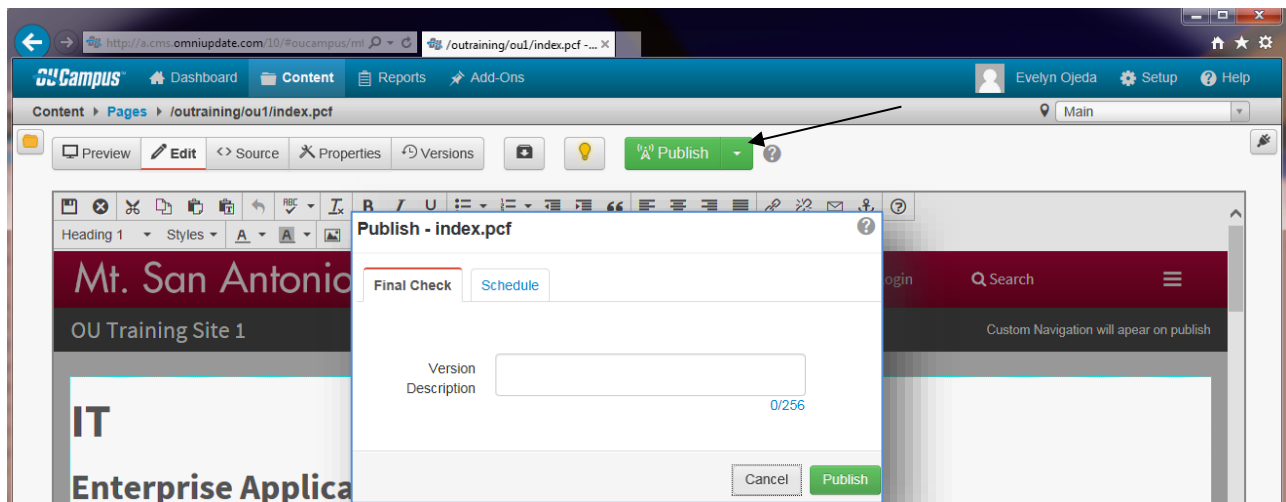

In the **Pages** section under the **Content tab**, multiple pages can be selected for simultaneous publish. Select each checkbox for a page or use the select all checkbox in the header row. The **Publish** option is only made available if the selected pages would otherwise be available for publish by the user. In other words, if a page is selected that is checked out by another user, the Publish button will not be available.
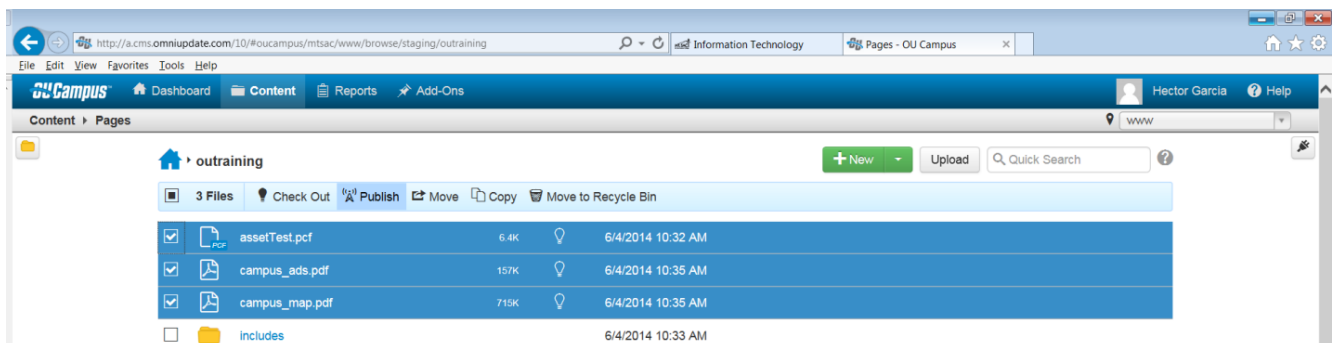
Assets

Assets allow for the creation and use of reusable content such as text, images, media, code blocks, managed forms, image galleries, polls, and comments. This reusable content is convenient when working with multiple pages that require the exact same information and our web applications team has created several assets that can be inserted into your webpage.
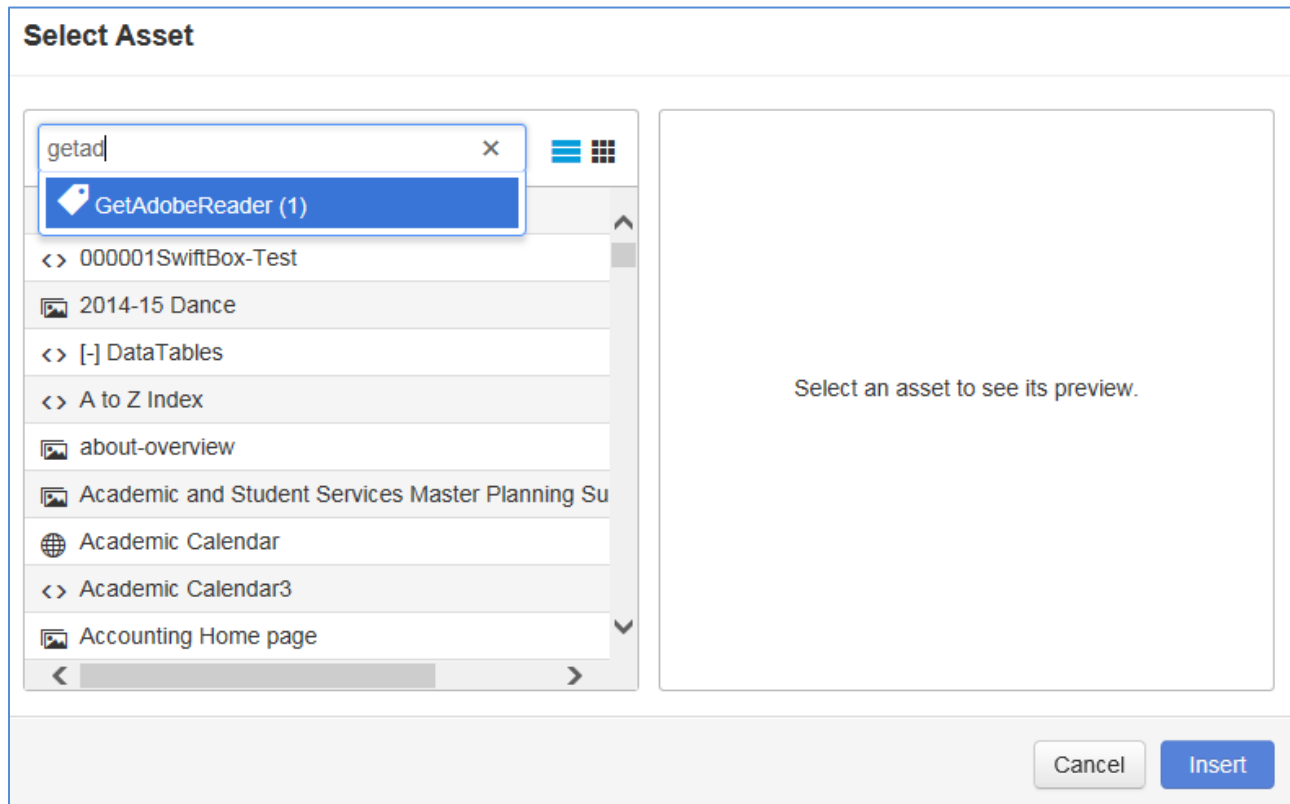
Assets are preconfigured global elements that are maintained in the Assets section by the web application administrator.

Snippets

Snippets are preconfigured code that can be inserted into the page to make it easier to keep pages consistent and one can think of snippets as a content template. Snippets are inserted using the WYSIWYG Editor and become a permanent part of the page that can be modified at any time.
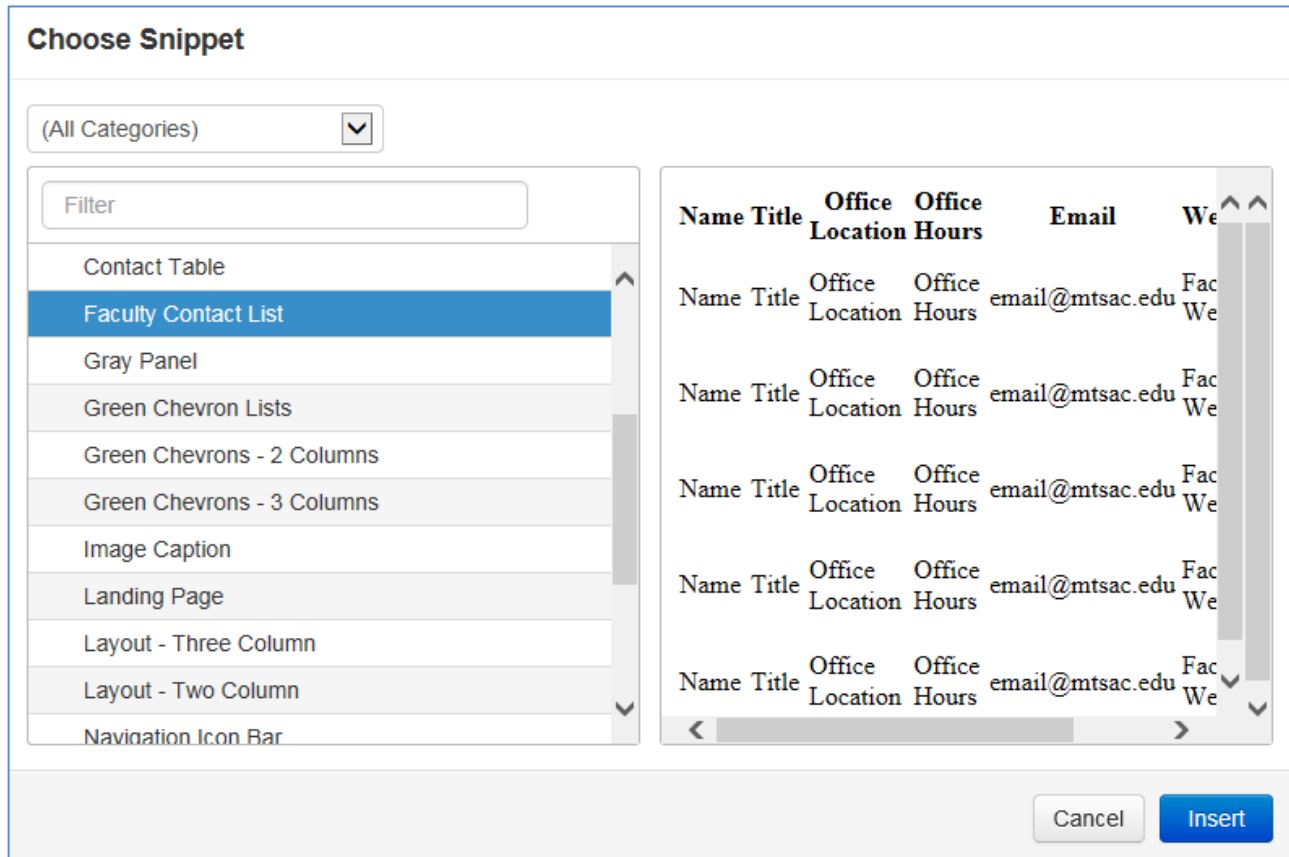
Snippets are used as a template (e.g. table design).

- Are modifiable within the WYSIWYG Editor.

Snippet code becomes part of page code.

File is uploaded prior to assignment.

Changes to Snippet files do not affect current pages.

- Updated Snippet will only affect instances going forward.

Snippets are created and assigned by web application administrator.

Inserting Images

The Insert/Edit Image tool is available on the default toolbar for the WYSIWYG Editor or you can also drag and drop an image on the folder or the editable area.

In addition to adding an image to a page, the Insert/Edit Image tool includes the General and Appearance tabs, which provide content contributors with the ability to further manipulate images by entering information in a field or selecting it from a drop-down.
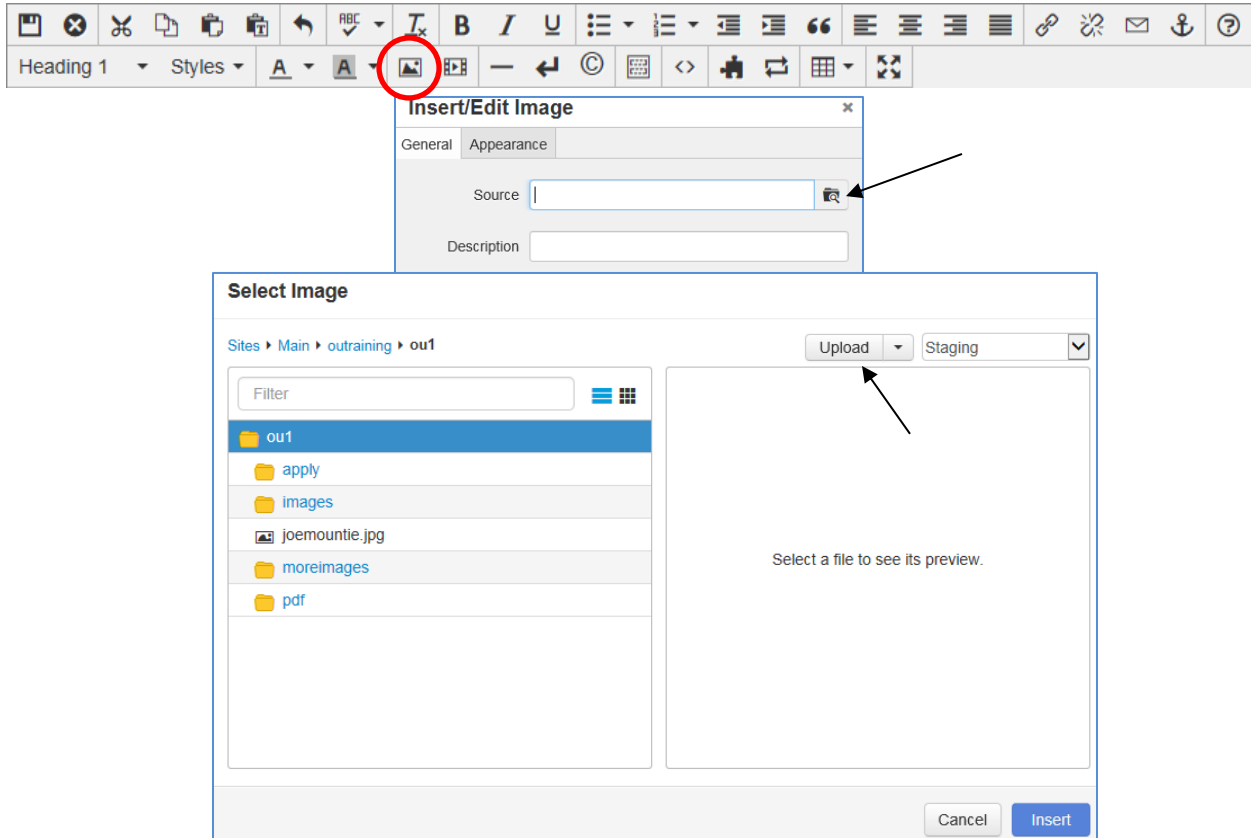
Drag and Drop
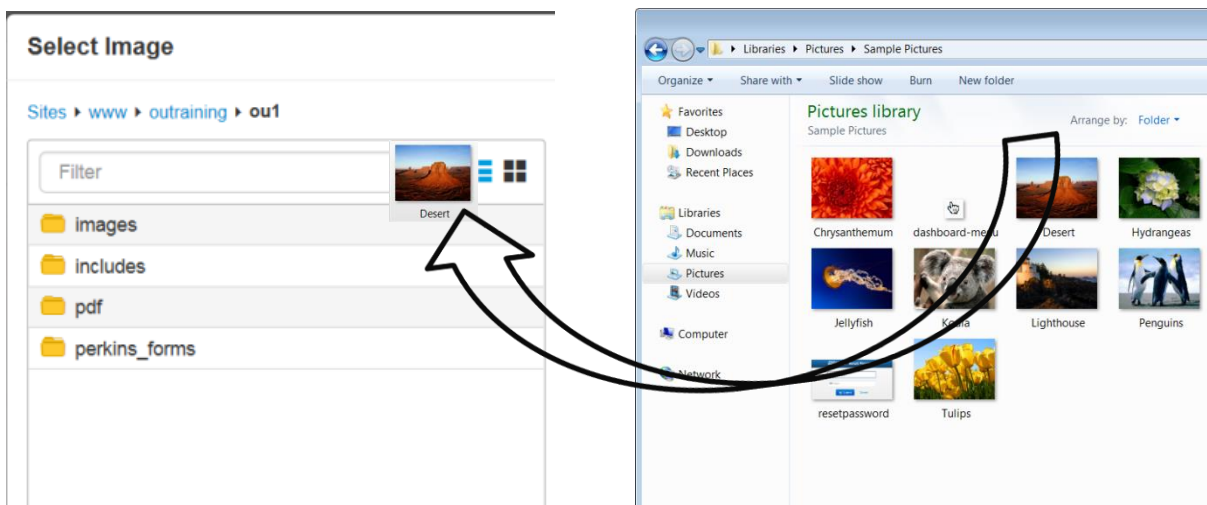
Upload and Edit Image Overview

*An image can be edited and uploaded from the **Upload To** dialog within the Pages list view of OU Campus.*

Selecting and Uploading the Image

1. Click on **Pages** under the **Content** menu in the top navigation bar.

2. From the Pages list view, click the **Upload** button.

3. For **Upload Type**, choose **Upload** and **Edit Image.**

4. Select the image file from the local computer for uploading and editing.

5. This displays the **Edit Image** panel with the image.

6. After utilizing any necessary editing functionality, click **Upload** to upload the image.

Editing the Image

The following functionality is available on the Tools menu:

- Resize
- Crop
- Rotate
- Zoom
- Undo
- Redo
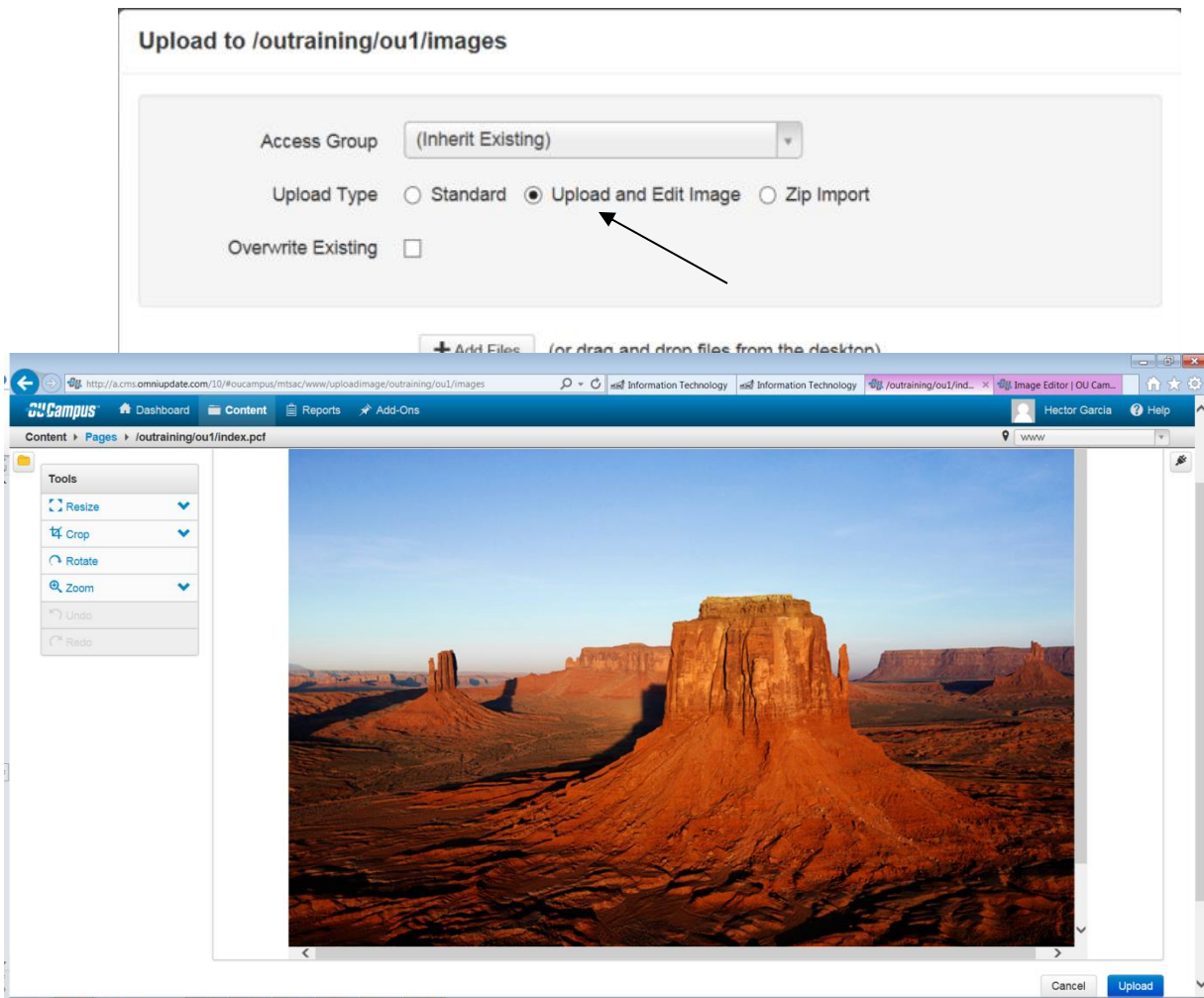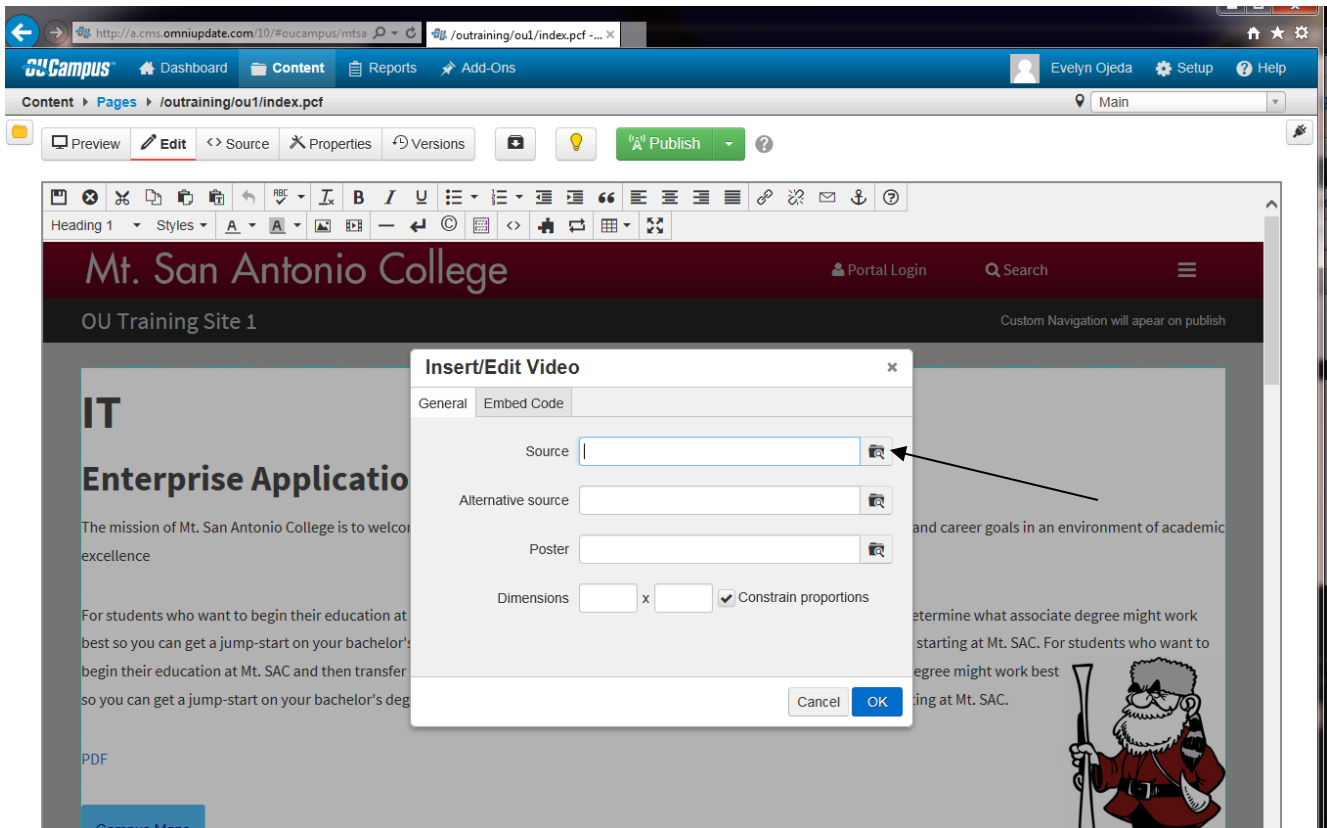
Inserting Video (Embedded Media)

Users can link to media from external sources, as well as upload files directly to OU Campus.

To access the Insert/Edit Embedded Media button, select Content > Pages from the global navigation bar and open any page for editing with the WYSIWYG Editor.

Inserting Embedded Media from OU Campus

A media file can be upload prior to or during the process of embedding the media on the page.

1. Edit a page with the **WYSIWYG Editor**.

2. From the toolbar, click the **Insert/Edit Video** icon. This shows the **Insert/Edit Video** dialog with the **General** and **Embed Code** tabs.

3. From the **General** tab, click browse (camera icon) to choose a file.

4. From the **Select Media** dialog, click on **Upload** and use the file chooser to select the media file (you can also click and drag).

5. Once the media file is selected, click **Insert.**

A media file can be selected from any environment to which the user has access; specifically, staging, production, auxiliary sites, the folder structure within the site, and among sites within an account.

Inserting Embedded Media from an External Source

In addition to uploading media files to OU Campus and inserting them with the WYSIWYG Editor, users can also link to media files from external sources, such as Vimeo, YouTube or other similar video-sharing services. This method uses an <iframe> tag.

1. Locate the video on an external video sharing service such as YouTube.

2. Copy the URL for the video from the top address bar e.g. http://vimeo.com/104626848
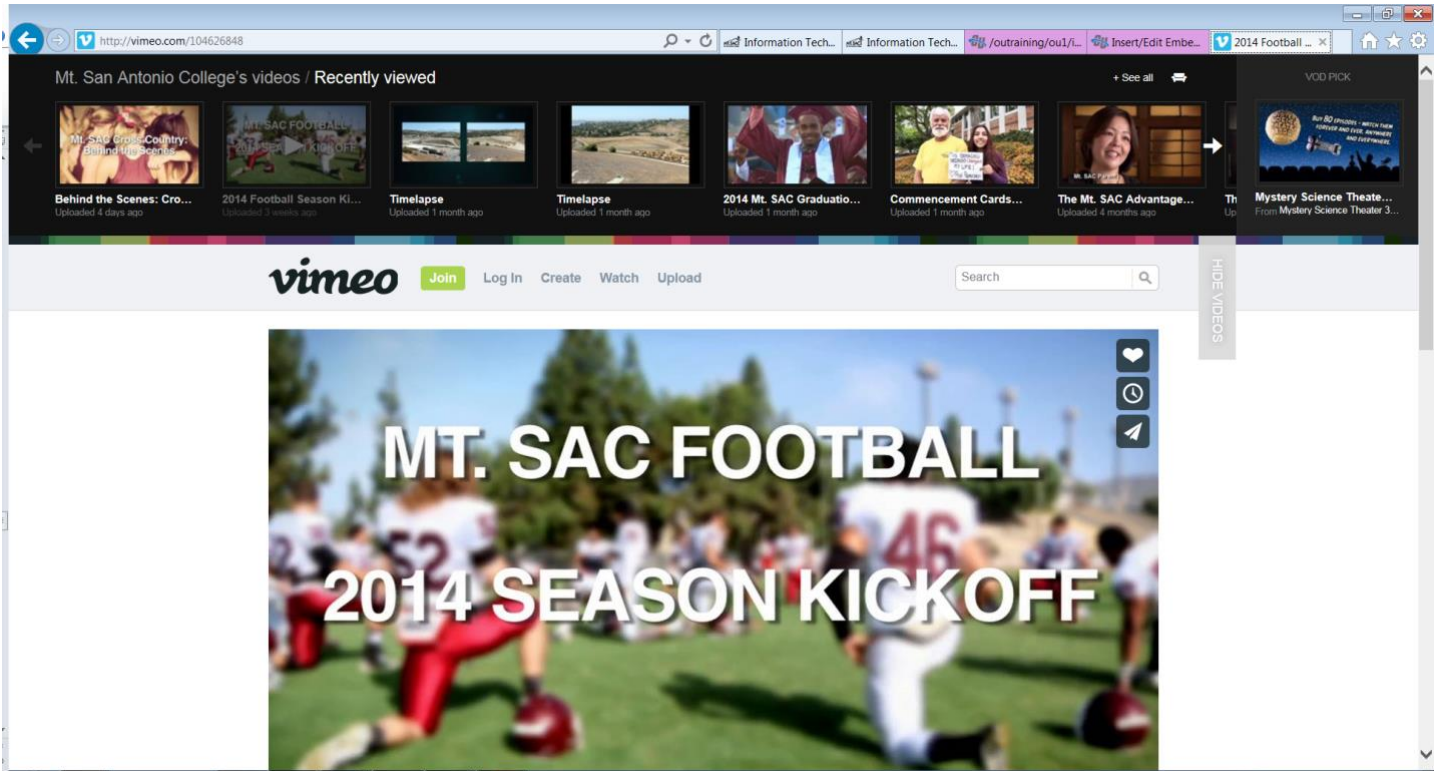
3. Return to the page in OU Campus where the video should be placed, and place the cursor on the location where the video should be displayed.

4. Click on the **Insert/Edit Video** icon in the WYSIWYG toolbar.

5. On the **Embed Code tab,** paste the **URL** for the video.

7. When complete, click **OK** to uplaod.

The media renders within the WYSIWYG therefore it is shown as a gray box and the size of the intended media but once the page is saved the video will render in the preview window.

Inserting Links

The Insert/Edit Link tool provides the basic functionality to add a hyperlink within the WYSIWYG Editor. Links are created by highlighting text or an image, clicking the Insert/Edit Link icon, and specifying the Link URL.

A hyperlink can point to an internal web page, an external web page not maintained in OU Campus, as well as a directory or file within OU Campus or external to it. This can include linking to binaries, such as PDFs.

Inserting an Internal Link (Typical)

1. Within the **WYSIWYG Editor**, select the text or image for the link.

2. From the toolbar, click the **Insert/Edit Link** tool.

The **Insert/Edit Link dialog > Basic tab** is shown. If applicable, the dialog contains existing link information.

3. Click the **Browse** icon to select an internal page to which to link.

4. The **Select File** modal is shown. Select a file or directory to which to link.

5. In the **Title** field, add a short descriptive phrase (must be lower case).

6. From the **Insert/Edit Link** dialog, click **Insert**.

The steps to link to an external page are the same as the procedures above, but the complete URL can be typed or pasted into the URL field and it must include http://

Using/Getting Help

OmniUpdate has several kinds of help that can give you immediate online assistance:

- **Help/Support.** This shortcut lets you access OU Campus documents, videos and tutorials directly from the company's website. These electronic documents are available online from the OU Campus content page.
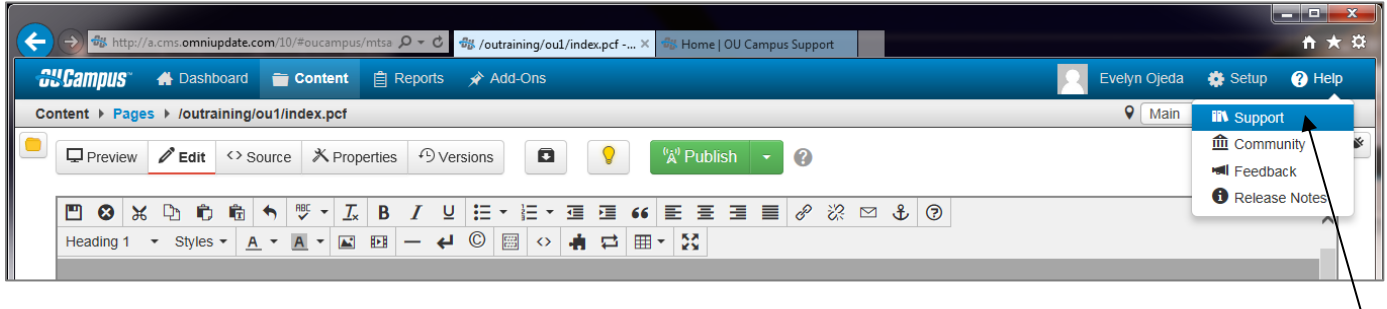
- **Online Support Request.** help.mtsac.edu self-service portal.

- **Email.** helpdesk@mtsac.edu

- **Call us.** (909) 274-4357