

**Level: Intermediate/advanced**

## Overview

The GOSS Webmaster course is a hands-on, one day course that shows you how what's going on under the hood of your iCM powered website or intranet, manage your iCM writers, edit, audit and approve their content, and keep iCM running efficiently using scheduled tasks, view security logs and retrieve data entered into on-site forms.

As well as learning everything that iCM can do to present your site content in the most effective way, you'll learn how to manage security and approval functions, how to create iCM security groups and users and to how to automate the tasks that help you efficiently manage your content.

**On completion of this course, delegates will be able to:**

- Login to iCM
- Create webpages using different article templates
- Understand how templates control the way articles look and behave
- Add rich content to their pages including images and embedded content such as a google map
- Schedule content and background tasks
- Set up Approvals and approve content
- Create iCM Groups and Users to control the content that web authors can work on
- Create and use forms
- Retrieve information sent in via forms

## Sample Agenda

|                    |  |
|--------------------|--|
| 1 Day Duration     |  |
| Format for the day |  |
| 09:00 - 09:30      | <b>Arrival, Set-up</b>   |
|                    | <ul style="list-style-type: none"><li>• Introductions – what do you need to get out of your day?</li><li>• Terminology: what is a content management system?</li></ul> <p><b>iCM Content:</b></p> <ul style="list-style-type: none"><li>• What is content?</li><li>• Introduction to iCM</li><li>• The WYSIWYG and tab view article editors</li><li>• Adding related content to pages</li><li>• iCM content creation i.e. Links, Media, Polls etc.</li></ul> |
| 11:00 - 11:15      | Break  |

|               |   |
|---------------|---|
|               | <ul style="list-style-type: none"><li>• iCM content creation from within an article</li><li>• Introduction to inlines</li><li>• Using inlines to add google maps and Youtube videos</li><li>• Scheduling articles and media</li><li>• Using templates to control page display</li></ul>   |
| 12:30 – 13:30 | Lunch Break   |
|               | <b>Forms</b> <ul style="list-style-type: none"><li>• Form Basics</li><li>• Creation of a simple form</li><li>• Creation of a simple form</li><li>• Controlling where form content is sent</li></ul> <b>Introduction to the form data browser</b>  |
| 15:00         | Break   |
|               | <b>Security Workshop:</b> <ul style="list-style-type: none"><li>• Creating iCM users and groups</li><li>• Privileges and Content</li><li>• Site users and aliases</li></ul> <b>Approving articles:</b> <ul style="list-style-type: none"><li>• Setting up Approvals</li><li>• Approving Articles</li><li>• iCM Security and Approval logs</li><li>• Content reports</li><li>• Scheduled tasks and tasks logs including timeouts, and external link testing</li><li>• Questions &amp; Answers session</li><li>• Summary of the day</li></ul> |
| 16:00 – 16:30 | End of day  |