
DOTCMS CONTENT MANAGER LEVEL I AGENDA**PRE-REQUISITES: NONE***Session One*

Start: 8:30 AM – 11:45 AM

Lunch: 11:45 AM – 12:45 PM

End: 12:45 PM – 5:30 PM

1. Breakfast with **dotCMS**- Introductions (30 mins)
2. Login / User accounts (15 mins)
3. dotCMS Basics (2 hrs)
 - a. Website Browser:
 - i. File tree contains anything that can be referenced by URL: files, html pages, etc... (folder right-click options, etc,) (15 mins)
 - ii. Available actions for each asset on file tree (Publish, Un-publish, archive, show archived, move, copy, restoring previous version (30 mins)
 1. Publish / Un-publish
 2. How to Archive / Delete- Archive vs. Delete
 3. Copy / Paste / Move
 4. Versioning
 - iii. Create all new items (45 mins)
 1. Folder
 2. HTML Page
 3. Image or File
 4. Multiple Files
 5. Menu Link
 - iv. How to add items to Navigation (15mins)
 1. Folder
 2. HTML Page
 3. File
 4. Menu Link
 - v. Creating Multiple websites with dotCMS (15 mins)
4. Website Browser Tabs- HTML Pages, Files, Menu Links (1hr)
 - a. Search filters
 - b. Right-click item options
 - c. Reordering search results
 - d. Q & A (15 mins)

LUNCH BREAK *11:45 AM – 12:45 PM* (1 hr)

5. dotCMS Basics (continued)(1 hr 15 mins)

a. Website Browser (continued)

- i. Browser Walk thru (1 hr)
- ii. Q & A (15 mins)

b. Managing Content (1 hr 30 mins)

- i. Types of Content
- ii. Add New Content
- iii. Search for Content
- iv. Ordering search results
- v. Edit Content
- vi. Walk thru (30 mins)
- vii. Q & A (15 mins)

c. Creating a new web page (1h 15 mins)

- i. Page properties
- ii. Edit, Preview, and Live Mode
- iii. Adding and / or reusing content
- iv. Reordering content (Move Up and Move Down)
- v. Page Properties → Changing the HTML Page Template
- vi. Webpage Metadata
- vii. View Statistics
- viii. Walk thru (15 mins)

6. Final Review: Questions and Answers (45 mins)

DOTCMS OPERATOR LEVEL I AGENDA
Session Two

Start: 8:30 AM – 12:30 AM

Lunch: 11:45 AM – 12:45 PM

End: 1:30 PM – 4:30 PM

1. Breakfast with **dotCMS-** Introductions (30 mins)

2. Permissions (1 hr)
 - a. Basic permission settings
 - b. How Roles affect the dotCMS login
 - c. Account views based on role
 - d. How permissions affect workflow
 - e. Q & A (15 mins)

3. Workflow (1hr 30mins)
 - a. Ordering workflow
 - b. Workflow status options
 - c. Managing your tasks (45 mins)
 - d. Walk thru (30 mins)
 - e. Q & A (15 mins)

LUNCH BREAK *11:45 AM – 12:45 PM* (1 hr)

4. Organizing and Relating Content (1h 45 mins)
 - a. Tagging content from Structures
 - b. Categories/Taxonomy
 - c. Relationships
 - d. Walk thru (30 mins)

5. Introduction to Macros (1 hr)
 - a. Photo Gallery Macro
 - b. Walk thru (30 mins)

6. Final Questions and Answers session (45 mins)