

CMS 6.2 Upgrade

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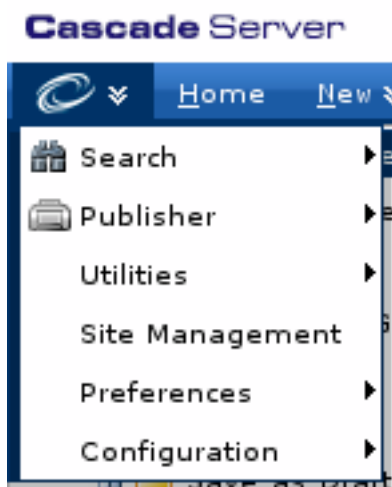
We are upgrading Cascade Server, our Content Management System (CMS) for The University of Scranton website, in order to address some system bugs and to be eligible for new, upcoming features.

Users with Contributor, Approver, and Publisher roles will not encounter significant changes in the way they will enter page content. The majority of changes in this upgrade affect advanced features found at the administration level. *Note: Depending on your role in the CMS, you may not encounter these changes.*

This document will review the areas in which common users will be affected. These areas include:

- **Location of menu bar options** - some options in the blue menu bar have been reorganized including the publisher queue and personal settings.
- **Additional links** – new links in the upper-right corner, including My Settings and Give Us Feedback

Location of Menu Bar Options



In the blue menu bar, there is a new menu called “System Menu”, which will contain various options including search, publisher queue, and user preferences. *Note: The following image displays options that may not be available to non-administrative roles (Contributor, Approver, Publisher).*

The “Tools” menu will still contain the Upload Zip File option. The “New” menu will not be affected.

Additional Links

Above the blue menu bar, there are a few new links:

johnsons4 | [Quick Links](#) ▾ | [My Settings](#) | [Give Us Feedback](#) | [Help](#) | [Log Out](#)



Personal settings are now accessible by click on “My Settings” instead of your username. “Give Us Feedback” is a link to Hannon Hill’s idea exchange website. This link is meant for administrators, but any feedback can be sent to a member of the CMS workgroup (<http://matrix.scranton.edu/webcms/index.shtml>).

Any additional changes affecting users in Cascade Server 6.2 will be added to this document.

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