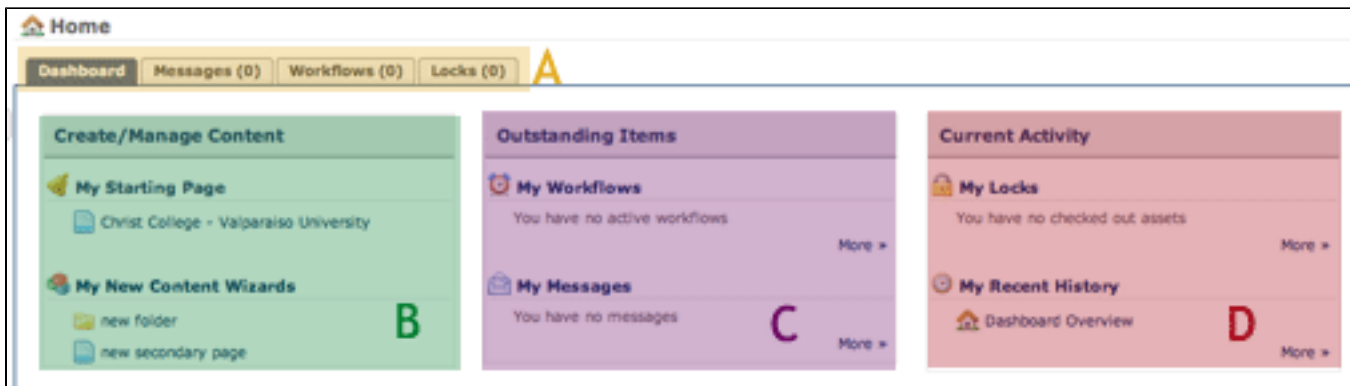


## CONTENT MANAGEMENT SYSTEM (CMS)

### The Dashboard

The Dashboard can be found on the main page of the CMS once you login on the right hand side. This area is a quick overview of what is happening in the CMS related to your account and directories.



A. Tabs - the tab area offers shortcuts to some of the essential areas of the CMS

B. Create/Manage Content - This area contains links to creating new folders and new secondary pages.

C. Outstanding Items - If you have worked with the Web Team to create workflows, updates to those will appear here. Recent activities such as publishing will be shown in the Messages area.

D. Current activity - Will show if there are current opened pages or sites that are locked from updating. If more than one person is working on a site at the same time, a page might be locked to the other editor. You will be able to unlock those pages here. The recent history has a list of recent areas visited on the CMS.

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