

# Using the WebCMS Content Preview System

The WebCMS Content Preview System is designed to allow ECU staff members who are not members of any WebCMS 'authors' or 'approvers' groups to access 'Under- construction' or 'Safe- edit' assets within the WebCMS for any website being hosted by the production WebCMS, which includes;

- <http://www.ecu.edu.au>
- <http://intranet.ecu.edu.au>

## Scenario 1

The most common use of this system is when a web author/approver within a business area has made a change to an asset (ie Standard Page, or News Item asset) within the WebCMS at the request of a third party content owner and they want to be able to show the third party the newly changed content before publishing live.

In this scenario the web author/approver copies the WebPath of the asset in question, by accessing the 'WebPaths' details screen within the WebCMS backend interface (/ \_admin), and then pastes it into the '**URL to Preview**' field on the homepage of the [WebCMS Content Preview System](#).

They then click on the "Generate Preview Link" on the homepage, which is just under the 'URL to Preview' field. This will create the link on the webpage below the "Generate Preview Link" that the web author/approver can paste into an email for the third party.



# WebCMS Content Preview System

DIGITAL MARKETING AND ANALYTICS TEAM

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## What is the WebCMS Preview System?

This system allows authorised staff who are not members of any WebCMS 'Authors' or 'Approvers' group to preview selected 'Under-construction' or 'Safe-edit' assets.

To use this system correctly you must supply the URL of the page you wish to view in the field below (1) and then enter your login details in the form on the right (2).

URL to Preview (1)

[Generate Preview Link](#)

[Using the WebCMS Content Preview System \(Instructions, PDF 348kb\)](#)

## Authorised staff login (2)

ECU Login ID

Password

Login

- [I don't know what my 'ECU Login ID' and 'Password' are](#)
- [I can't login because my password has expired, or I need it reset](#)
- [I want to change my password](#)
- [I need further help](#)

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## Scenario 2

A staff member has received an email from a web author/approver asking them to preview 'Under-construction' or 'Safe-edit' content within the WebCMS (scenario 1). The staff member clicks on the link provided in the email they received that loads the WebCMS Content Preview System with the 'URL to Preview' field pre-populated. The staff member simply enters their ECU Login ID and Password and the system will load a preview of the requested URL.

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The WebCMS Content Preview System can be found at: <http://preview.web.ecu.edu.au/>.