Publish and Transfer

When you make changes within TERMINALFOUR Site Manager, these updates will not appear directly on the website as the content is published out to a staging server before it is transferred to the web server.

The Rhodes University Site Manager publishes and transfers to live server, every hour. The system still needs to publish the changes before it transfers them to the live server. This means, if you have made changes and approved them within the period, (at least 10 minutes before an hour), they should show up in the next publish.

Generally, your changes should not take longer than 65 minutes to show on your live page. If you don't see your changes even after **force refreshing your page*,** please confirm that you have approved then send a ticket to webmaster@ru.ac.za (*if and, only if you are sure you have done all the checks mentioned above*)

> ***CTRL+F5 to clear cache and load a fresh version of the page**

Objective

> > Logging in to TERMINALFOUR Site Manager.
> > Accessing the back end structure of your website

How To ....

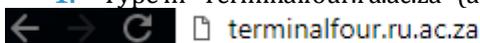1. Type in "Terminalfour.ru.ac.za" (as shown on the image below), and press enter

Figure 1: The URL to access TerminalFour as it should appear on the address bar

2. The login screen will appear, enter your official **Username** and **Password**

PS: Please double check that the url is: https://terminalfour.ru.ac.za/terminalfour/SiteManager , as shown below, otherwise do not enter your username and password. Also ensure that the site is secure as shown.
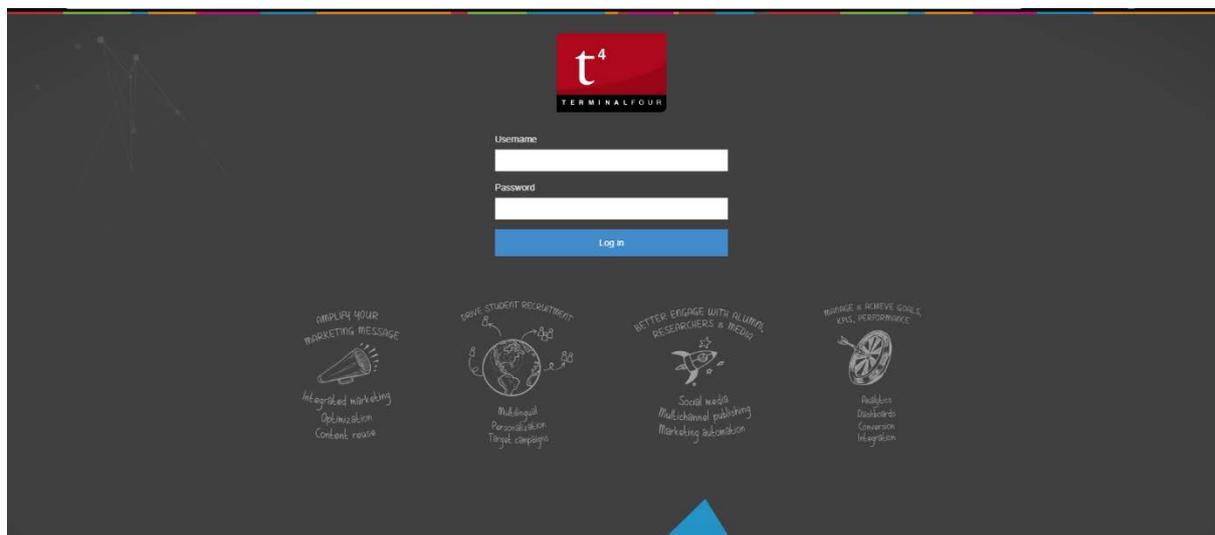

Figure 2: TerminalFour login screen

Once you are logged in, you will be redirected to a welcome screen like the one below:

Figure 3: T4 Welcome screen
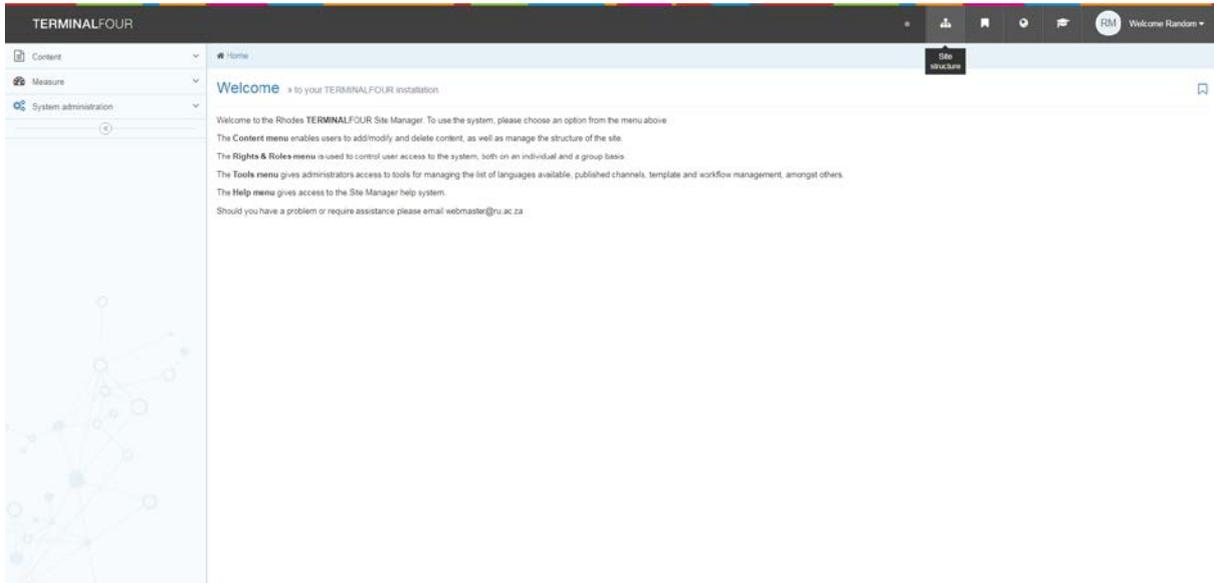
Your site structure will look something similar to this: