

## Objective

- To juxtapose the new and the old version of terminalFour
- To highlight the changes in the new version
- To serve as an orientation to the new TerminalFour version



The TerminalFour Content Management system, (referred to T4 CMS onwards), has undergone a major change from version 7 to version 8. The most noticeable would be the colour scheme.

Version 7 had a red dominant theme with charcoal highlights on its header. Version 8, has completely done away with the red header and replaced it with a charcoal header. This is the most obvious and the least significant change, but there are other significant changes which will be dealt with below.

## Log-in screen/Interface

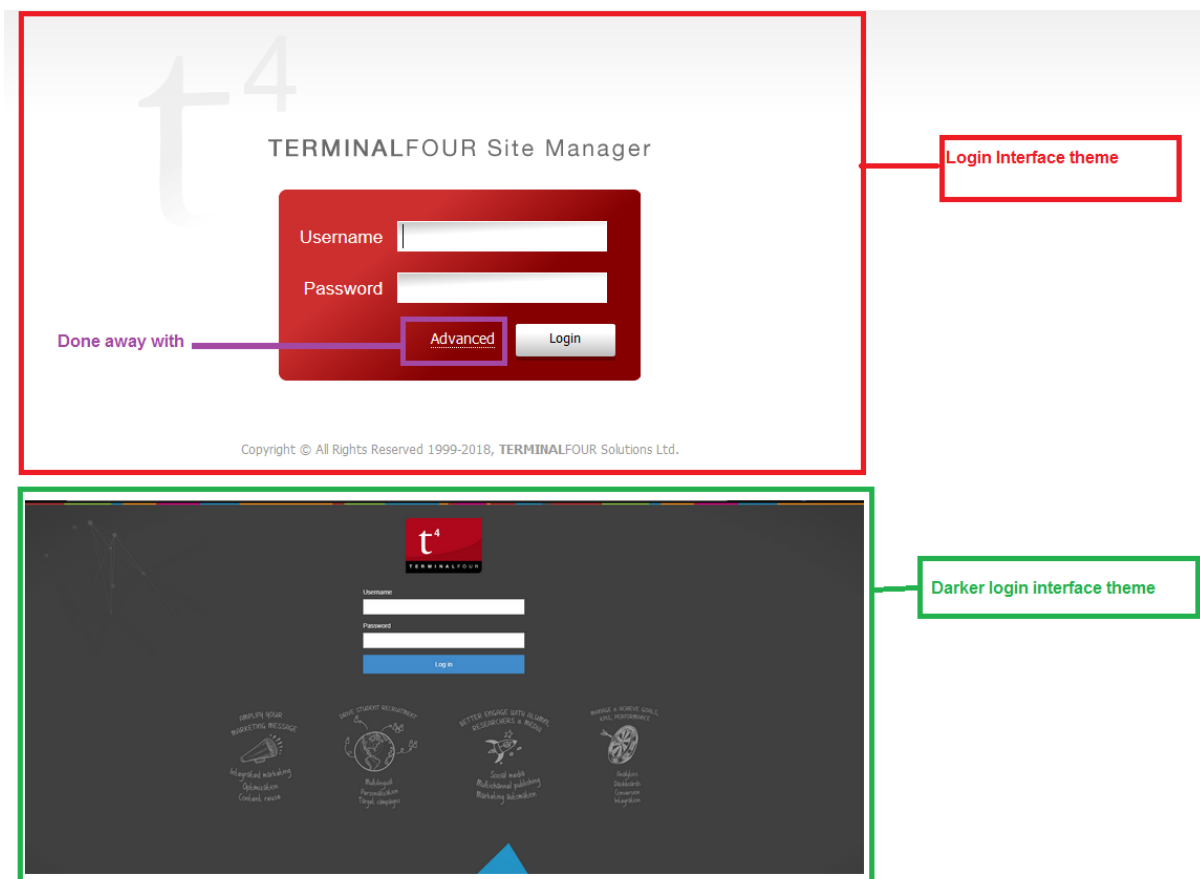


Figure 1: V7 vs V8 login interfaces

- On Version 7, there was an option for selecting the type of user under the “advanced button”. Authentication to TerminalFour is automated through LDAP, meaning your official

credentials should automatically work when you are given access. However, there are few occasions that necessitate the allocation of user locally. These locally created user would have to select a group that they belong to manually, from the list under the 'Advanced' dropdown menu

- Version 8 has done away with that step, and can identify the group which the account belongs to, automatically.
- Version 8 also comes with a more vibrant looking interface for the login dialog. The interface has a darker colour and an interactive background. If you move your mouse pointer around you should see some movements in the screen

## Welcome /Home Screen

- One of the changes that users are likely to notice, is the redirect after logging in.
- On version 7 you would normally be redirected to your site structure
- However, on version you are redirected to a welcome page (see **figure 2**)

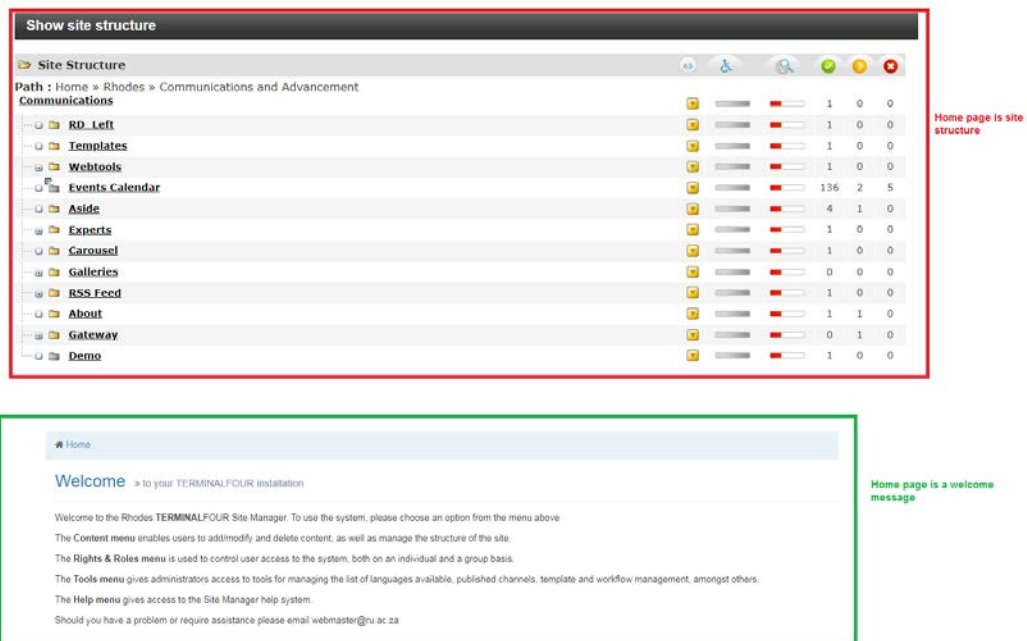


Figure 2: Showing the version 7 vs version 8 landing pages

- To access your site structure, you will have to click the site structure button on the right of the screen



Figure 3: Locating the site structure on version 8

## Primary navigation (Main menu)

- The main navigation menu on version 7, was at the top with dark background with white text.
- In version 8, this becomes a collapsible menu on the side with light coloured background with lightweight dark text (see **figure 4**)



Becomes a collapsible side menu (accordion menu)

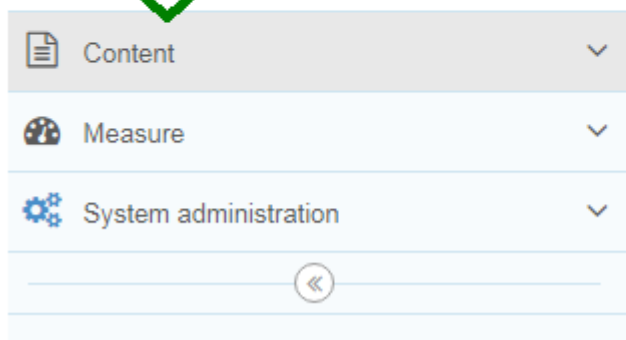
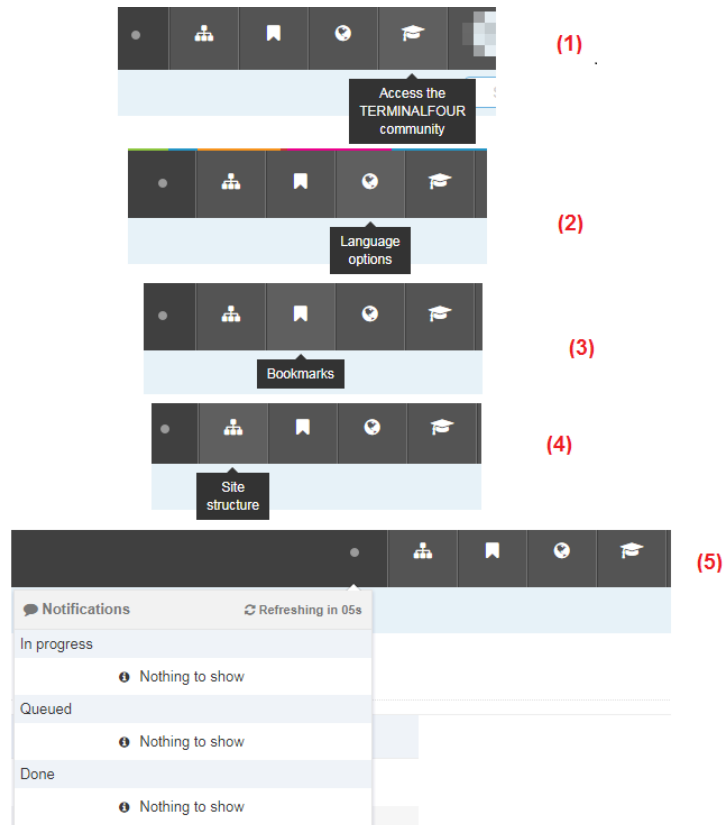


Figure 4: The old and the new navigation menus

## Top “Tool bar” Menu

- There’s another menu bar located at the top right side of the screen.
- This menu has white icons on a dark background, version had a similar menu but was hardly used
- This is the menu from which one will access the site structure in version , therefore it is necessary that we explain what each of the icons does



**(1) Access the TERMINALFOUR community:** To access the TerminalFour forums (Extranet Community), to read up on announcements, releases and new documentation (see **below**)

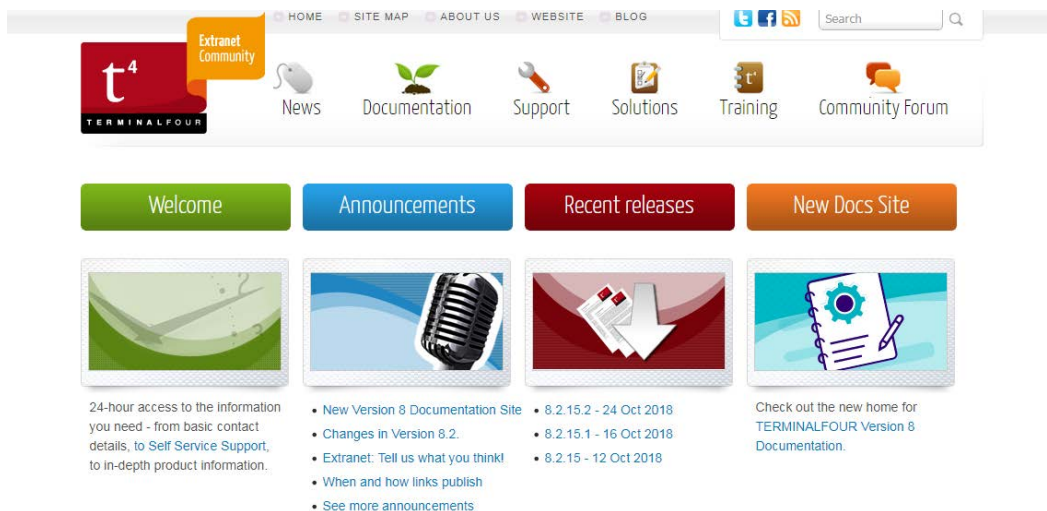


Figure 5: What the extranet page would look like

**(2) Language Options:** You can either set the system language to English or Español

**(3) Bookmarks:** If you had bookmarked any pages on your site structure, they would appear here

(4) **Site Structure:** This is where you would go, when you want to be taken to the site structure(s) that you have access to.

(5) **Notifications:** If you have any notifications, they would appear here

## Mapping the sub-menu of the “Content tab”

- The content menu has sub menu that can be alternatively used to perform some action on the content or sections of your site structure.
- Some of these menu options have changed names, but still do the same action.
- We will then map each of the version 7 sub-menu items to the version 8 menu items

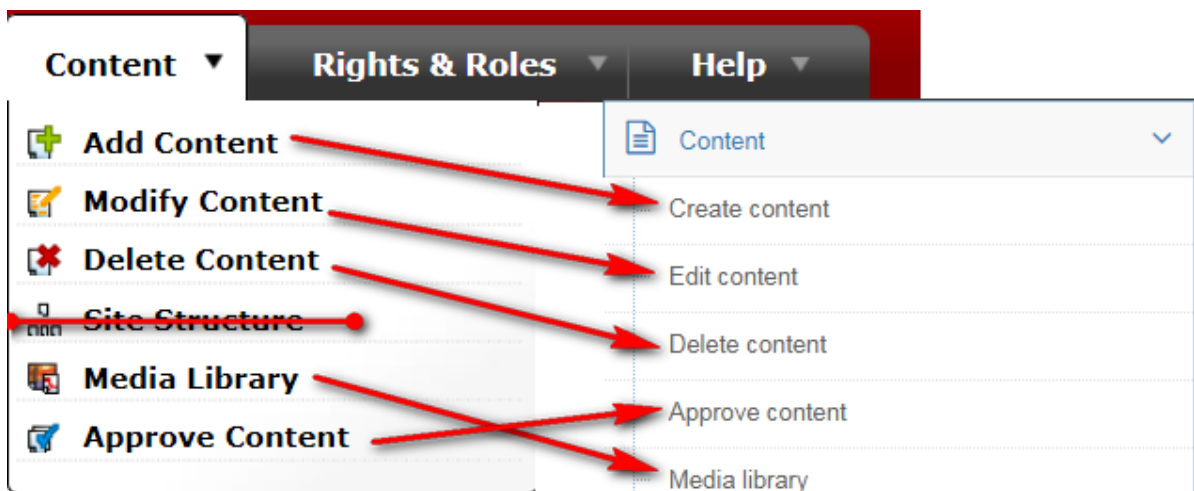


Figure 6: Mapping the Content options from the main navigation

### **NB: Change of terminology**

- Add Content** has changed to **Create content** - Still used to add content to a section
- Modify content** has changed to **Edit content** – Still used to make to the content
- Site Structure has been removed from the content menu**

## Mapping the version 7 site structure to the version 8 site structure

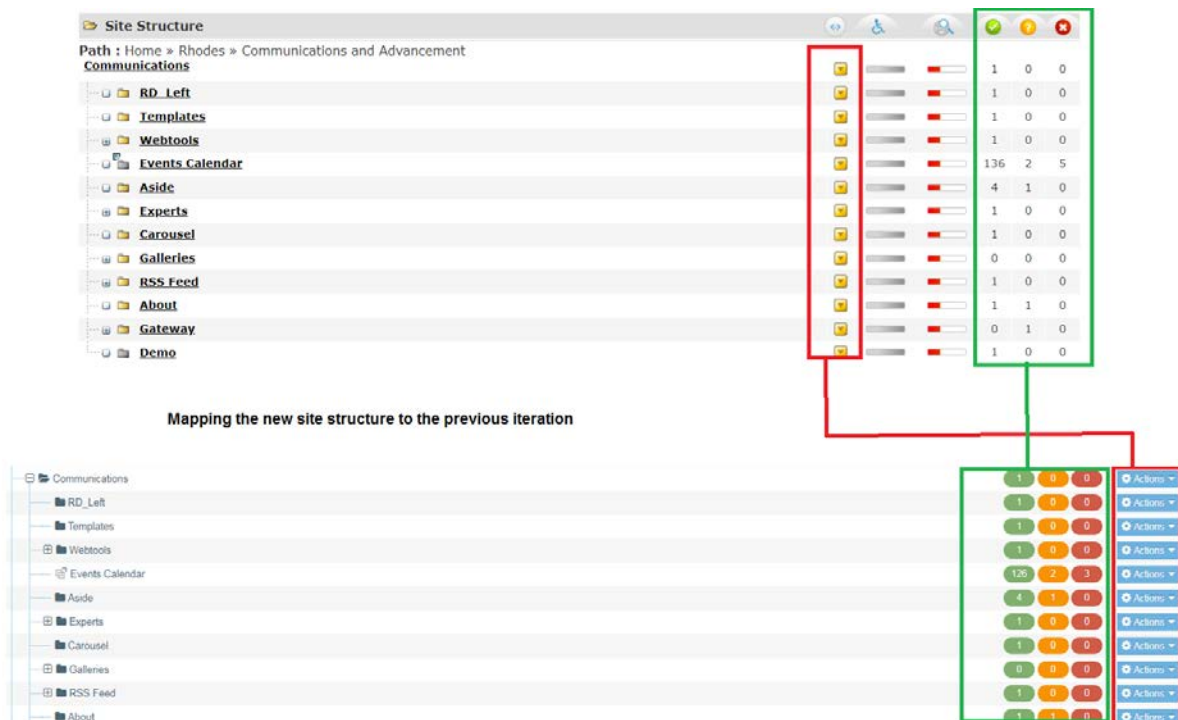


Figure 7: Highlighting the changes on the site structure

- The yellow dropdown option box now becomes the “actions” on the furthest side
- The content status indicator has taken a more colourful form, instead of having the indicators at the top, the robot colours are in the columns

## Section Options

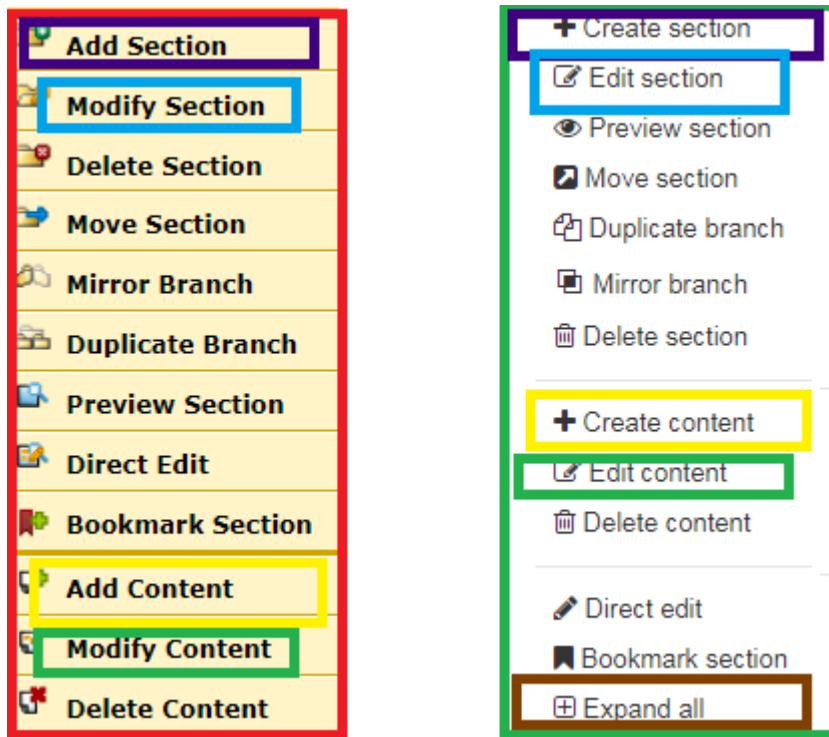


Figure 8: Side-by-side content options comparison, v7 vs v8

- Besides the change in terminology, there's an extra option to **expand all** subsections of the section you currently “actioning”
- Notable changes:
  - **Add Section** => **Create section** – for adding a subsection to your site structure
  - **Modify Section** => **Edit section** – for making changes to the section
  - **Add Content** => **Create content** – for adding new content to your section
  - **Modify Content** => **Edit content** – for making

## Content Options

Existing Content

Name	Version	Status
<input type="checkbox"/> TerminalFour Training	30.0	<input checked="" type="checkbox"/> <b>Modify</b>
<input type="checkbox"/> Select All		<input type="checkbox"/> Preview
		<input type="checkbox"/> Mirror
		<input type="checkbox"/> Duplicate
		<input type="checkbox"/> Move
		<input type="checkbox"/> Delete
		<input type="checkbox"/> History

Content options on v7 vs v8

Display 10 records

Order	Name	Version	Status	Last modified	Publish date	Actions
+	TerminalFour Training RD Page content	30.0	Approved	January 16, 2018 8:19 AM	N/A	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Preview <input type="checkbox"/> Mirror <input type="checkbox"/> Duplicate <input type="checkbox"/> Move <input type="checkbox"/> History <input type="checkbox"/> Unlock <input type="checkbox"/> Lock to bottom <input type="checkbox"/> Delete

Showing 1 to 1 of 1 entries

Figure 9: Content options, version 7 vs version 8

- On the content options, one would notice that the “modify” option is now called “**Edit**”
- The asterix (\*) that indicates that the content is mirrored is replaced by an icon that resembles double squares or a mini-mirror
- The “**Actions**” drop-down has two extra options for unlocking and locking to bottom. These used to be under a column called “**Lock**” in this same page

Move	Lock
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
Lock/UnLock All <input type="checkbox"/> / <input type="checkbox"/>	

Figure 10: the old “Lock” column



## General section details

- The general section details has moved the elements around, slightly
- See below the old “General information about section” (see **figure 11**)
- and the new “General section details” page (see **figure 12**)
- **figure 13** maps the elements from the old page to the new page

General information about the section.

Name: Webtools

Output URI:

Access Key:

SEO Key (phrase(s)):

Keywords:

Description: 

Rich text editor toolbar with options like Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and others.

Path p:  Characters: 0 / 4000

Path r:  Characters: 0 / 4000

Status: Approved

Default Workflow: None

Show in navigation?:

eForm Section?:

Archive Section?:

Content Owner: Inherited (No Owner set)

Figure 11: The old "General information about the section" page

The screenshot displays the 'General section details' configuration page for a 'Webtools' section. The interface includes a search bar at the top right and a breadcrumb trail 'ment > Communications > Webtools'. A 'Duplicate branch' button is located in the top right corner. The main content area is divided into two sections: 'General section details' and 'Advanced settings'. In the 'General section details' section, the 'Name' field is set to 'Webtools', the 'Status' is 'Approved', and the 'Section options' include 'Show in navigation' (checked), 'Archive section' (unchecked), and 'eForm section' (unchecked). The 'Advanced settings' section contains a 'Keywords' text area, a 'Description' rich text editor with a toolbar, a 'Content owner' dropdown menu, and several text input fields for 'Output URI', 'SEO key phrases', 'Default workflow' (set to 'None'), and 'Access key'. At the bottom of the page, there are three buttons: 'Delete', 'Cancel', and 'Save changes'.

Figure 12: The 'General section details' page

## Mapping the elements of the old to the new section details

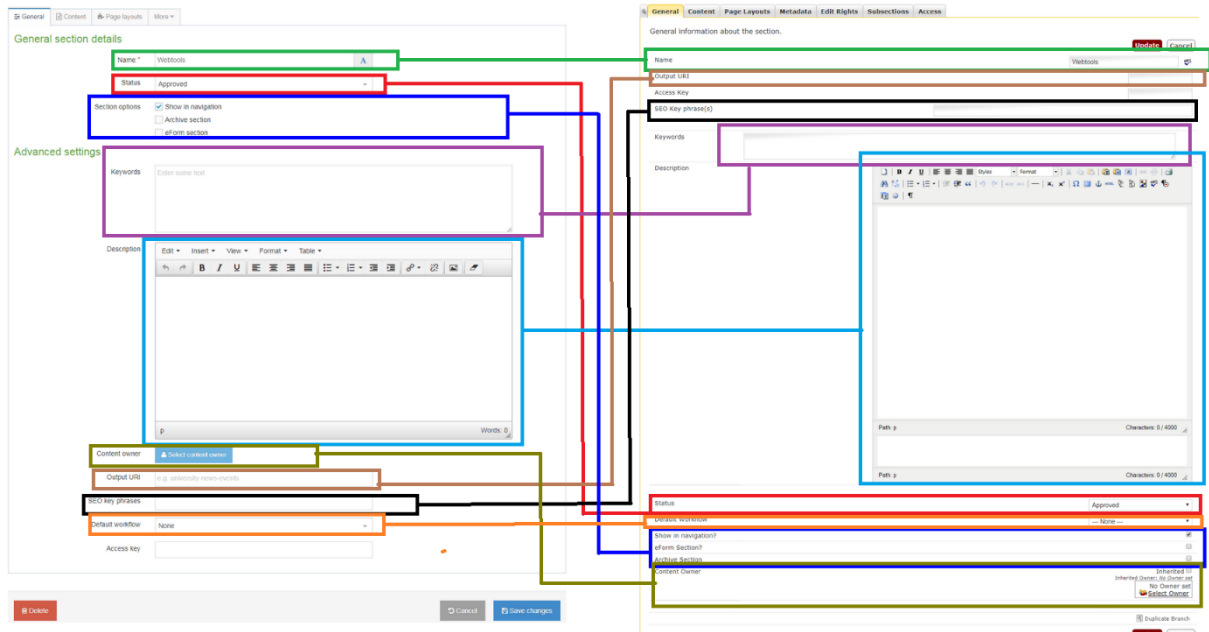


Figure 13: Mapping the elements of Section Information to Section details