

Objective

- TERMINALFOUR Site Manager allows you to see all changes made to content.
- Set the previous version of the content live



Did you know?

- You can track changes made to you content, and learn when and who made those changes :

Content History

This can be done by checking the content history, a built-in version control feature on TerminalFour:

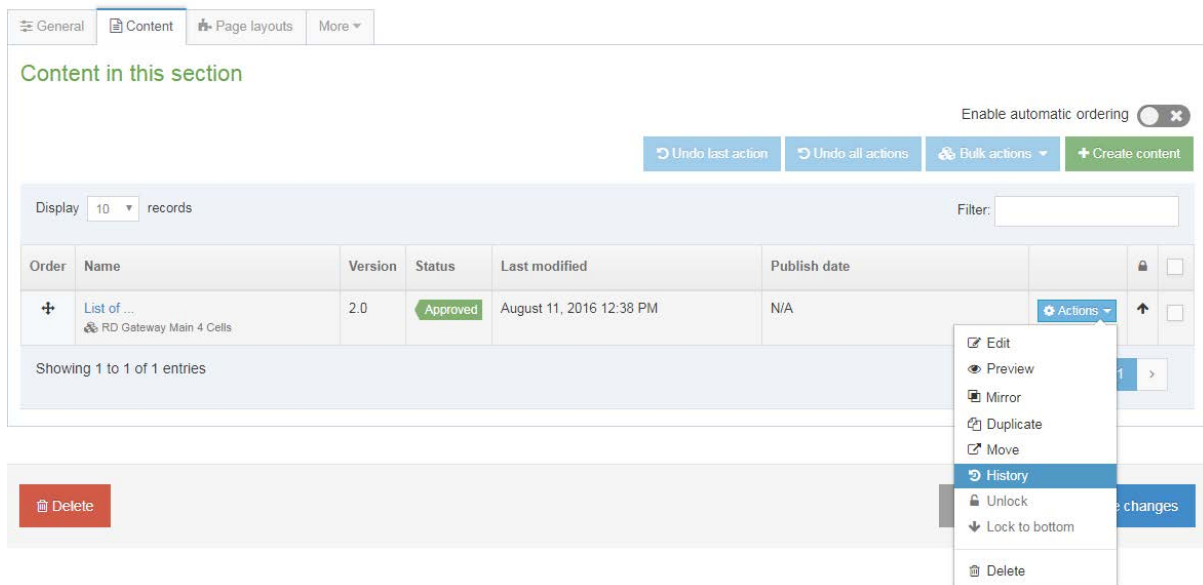


Figure 1: The history option as shown on the drop down menu

The history will look something like this.

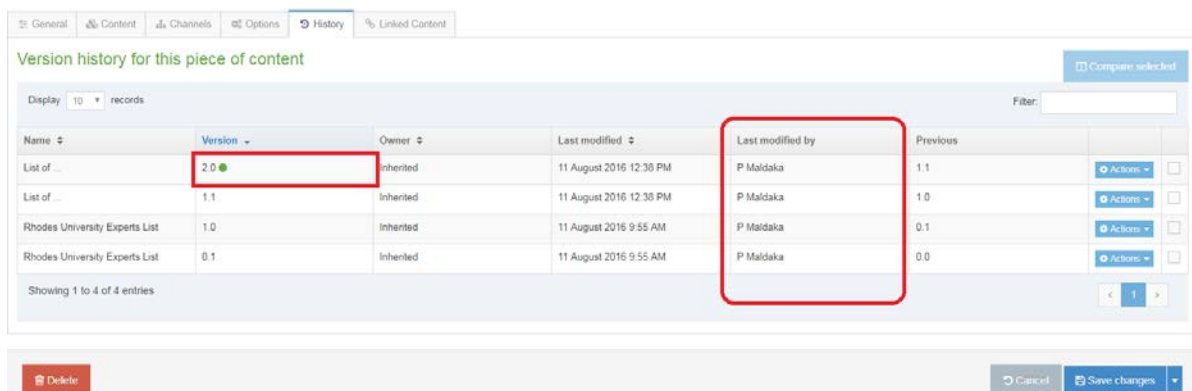


Figure 2: History of the content pieces, highlighting the person who made the changes

I have highlighted the name of the person who made the changes on all versions of the content.

Content Comparison

This is when you want to see the difference between two content versions, e.g. comparing the current live content and the previous, to determine what has changed.



How To

Content Comparison:

1. Select the two version you want to compare , then click “Compare Selected” (See fig. 3)
2. A new window shows up, where you can see the versions side by side (see fig: 4)

The screenshot shows the 'Version history for this piece of content' interface. At the top, there are tabs for 'General', 'Content', 'Channels', 'Options', 'History', and 'Linked Content'. Below the tabs, there is a 'Display' dropdown set to '10 records' and a 'Filter' input field. The main part of the interface is a table with the following columns: Name, Version, Owner, Last modified, Last modified by, and Previous. The table contains four rows of data. The second and third rows are highlighted with a red box. The 'Previous' column for the second row is '1.1' and for the third row is '1.0'. To the right of the table, there are 'Actions' buttons for each row. A blue box highlights the 'Compare selected' button at the top right of the table area. Below the table, there is a 'Delete' button on the left and 'Cancel' and 'Save changes' buttons on the right.

Name	Version	Owner	Last modified	Last modified by	Previous	Actions
List of ...	2.0	Inherited	11 August 2016 12:38 PM	P Maldaka	1.1	Actions
List of ...	1.1	Inherited	11 August 2016 12:38 PM	P Maldaka	1.0	Actions
Rhodes University Experts List	1.0	Inherited	11 August 2016 9:55 AM	P Maldaka	0.1	Actions
Rhodes University Experts List	0.1	Inherited	11 August 2016 9:55 AM	P Maldaka	0.0	Actions

Figure 3: Tick the boxes next to the content versions you want to compare, then click “compare selected”

Version 7.0

Name	Vice-Chancellor's Welcome
Heading	Vice-Chancellor's Welcome
Body Content	<p>Welcome to Rhodes University – Dr. Sizwe Mabizela, Rhodes University Vice Chancellor</p> <p>Welcome to Rhodes University, founded in 1904, the University has a well-established reputation for academic excellence.</p> <p>With just over 8200 students, Rhodes is a small University, which enjoys the distinction of having among the best undergraduate pass and graduation rates in South Africa, outstanding postgraduate success rates, and the best research output per academic staff member. This is a testimony to the quality of students that Rhodes attracts and of academic provision, and to the commitment of Rhodes staff to student development and success.</p> <p>Of our more than 8000 students, 30% are postgraduates and over 18% are international students from 54 countries around the world, making Rhodes a dynamic and cosmopolitan knowledge institution. Students are able to undertake an extensive range of undergraduate and postgraduate degrees in the faculties of Humanities, Science, Commerce, Pharmacy, Law, and Education. With the most favourable academic staff to student ratio among South African universities, Rhodes students are guaranteed easy access to academics and close supervision.</p> <p>The University takes pride in its motto, Where Leaders Learn, and producing graduates who are knowledgeable intellectuals, skilled professionals, and critical, caring and compassionate citizens who can contribute to economic and social development and an equitable, just and democratic society.</p> <p>Almost 50% of Rhodes students and the majority of undergraduates live in the University residences, while there also special residences for postgraduates. Through a well-established structure of wardens, sub-wardens and residence committees, the residences play an important role in overall student development, including developing leadership skills.</p> <p>Numerous clubs and societies provide extensive opportunities for students to participate in a variety of intellectual, social, cultural, and sports activities and further develop valuable skills.</p> <p>Rhodes University looks to the future with confidence, secure that as indawo yolwazi (a place of knowledge) and through the pursuit of excellence in teaching, research and community engagement it produces outstanding graduates that are sought after and makes a vital contribution to human and social development.</p> <p>Our graduates perform well in an increasingly competitive job market and are highly regarded by employers around the world. During your time here, we will help you prepare for your chosen career. The employability of our graduates continues to increase and rates up there with the very best the world has to offer. Our degree offering prepares students for the job market by ensuring they develop the skills employers want, whether through work experience, volunteering or social activities.</p> <p>Orientation Week is designed not only to provide you with information on courses that are on offer at Rhodes University but also to expose you to the wide array of services and opportunities provided by the University to enhance your chances of success. The overarching goal of our Directorate of Student Affairs is to "create a living and learning student support system and an environment which is inclusive and is conducive to a healthy lifestyle, personal growth, development and academic success for our students."</p> <p>Our academic and support staff are here to support you; they are here to help you realise your dreams, goals and aspirations; they are here to make your university experience a positive, rewarding and fulfilling one. As a small University with dedicated and committed staff, we are able to offer that personal touch that may make a difference in your life. We encourage you to use all the professional assistance and support that is available.</p> <p>On behalf of our students and staff, welcome to Rhodes University. You can rest assured that you have made the right choice for your studies. You have selected a quality institution and have taken an essential step towards achieving your personal aspirations.</p> <p>We wish you much success in the years ahead at Rhodes University. Welcome to a place of hope, a place of aspiration, and a place of inspiration!</p> <p>Dr. Sizwe Mabizela Vice-Chancellor</p>

Version 4.2

Name	Vice-Chancellor's Welcome
Heading	Vice-Chancellor's Welcome
Body Content	<p>Welcome to Rhodes University, a 113-year old institution [in 2017], with a well-established reputation for academic excellence.</p> <p>Located in Grahamstown in the Eastern Cape province of South Africa, Rhodes is a small university which enjoys the distinction of having among the best undergraduate pass and graduation rates in South Africa, outstanding postgraduate success rates, and the best research output per academic staff member. This is testimony to the quality of students that Rhodes attracts and of academic provision, and to the commitment of Rhodes staff to student development and success.</p> <p>The VC, Dr. Mabizela</p> <p>Of our more than 8000 students, 30% are postgraduates and over 18% are international students from 54 countries around the world, making Rhodes a dynamic and cosmopolitan knowledge institution. Students are able to undertake an extensive range of undergraduate and postgraduate degrees in the faculties of Humanities, Science, Commerce, Pharmacy, Law and Education. With the most favourable academic staff to student ratio among South African universities, Rhodes students are guaranteed easy access to academics and close supervision.</p> <p>The University takes pride in its motto, Where Leaders Learn, and producing graduates who are knowledgeable intellectuals, skilled professionals, and critical, caring and compassionate citizens who can contribute to economic and social development and an equitable, just and democratic society.</p> <p>Education at Rhodes is a partnership between students, academics, administrators and support staff of mutual commitment to the pursuit of knowledge and understanding of our natural and social worlds. Research, teaching and community engagement seek to be alive to the social and economic challenges of the local, national, African and international contexts.</p> <p>Rhodes strives to be a vibrant and innovative knowledge institution that forms professionals, thinkers and actors. Research seeks to extend the frontiers of knowledge and to also inform initiatives that promote equity, justice and economic and social development. An active community engagement programme provides numerous opportunities for students to develop and share expertise and contribute to social development.</p> <p>Almost 50% of Rhodes students and the majority of undergraduates live in the University's residences, while there also special residences for postgraduates. Through a well-established structure of wardens, sub-wardens and residence committees, the residences play an important role in overall student development, including developing leadership skills.</p> <p>Numerous clubs and societies provide extensive opportunities for students to participate in a variety of intellectual, social, cultural, and sports activities and further develop valuable skills.</p> <p>At Rhodes the partnership between students, academics and other staff extends to the governance of the university. Through the Students Representative Council and other representative bodies of undergraduates and postgraduates students participate in the Council, Senate and other decision and policy-making committees of the University.</p> <p>Apart from enabling students to shape the nature and direction of Rhodes, these structures provide students invaluable opportunities to develop leadership skills.</p> <p>Rhodes University looks to the future with confidence, secure that as indawo yolwazi (a place of knowledge) and through the pursuit of excellence in teaching, research and community engagement it produces outstanding graduates that are sought after and makes a vital contribution to human and social development.</p> <p>I invite you to explore our website and discover what makes Rhodes University such an attractive proposition and the institution of first choice for anyone seeking an exceptional and meaningful higher education experience.</p> <p>Dr. Sizwe Mabizela Vice-Chancellor</p>

Figure 4: Visual comparison of the current version and any of the previous versions


Reverting to previous version

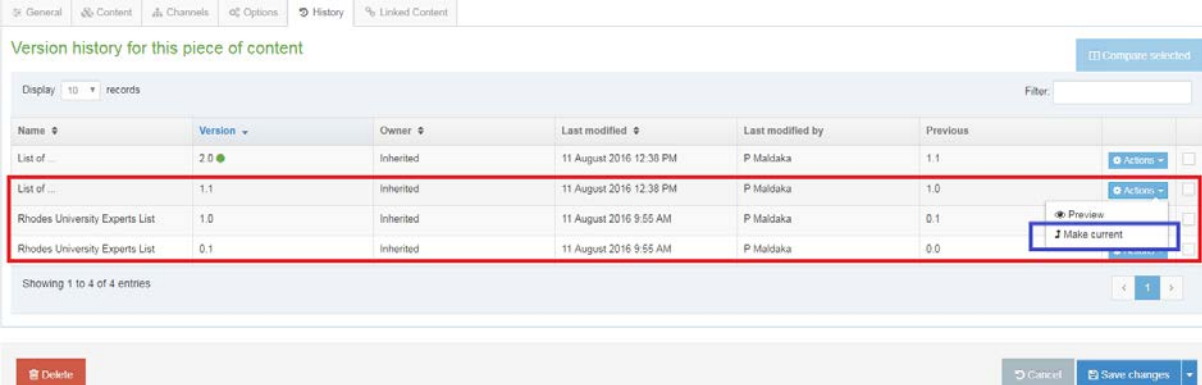
Objective

- To enable graceful recovery, in a case of major errors.
 - E.g. inexperienced moderator making an unintended deletion in the content, then approving the content
- The quick solution to this would be setting the previous version of the content, live



How To

- Click the arrow next to “actions” ()
- Then click “history” as shown on **fig. 1**.
- Select the last correct version of the content, you can compare the versions to check this (see **fig.4**).
- Then on the **actions** button, click “make current”



Version history for this piece of content

Display 10 records Filter:

Name	Version	Owner	Last modified	Last modified by	Previous	Actions
List of ...	2.0	Inherited	11 August 2016 12:38 PM	P Maldaka	1.1	Actions
List of ...	1.1	Inherited	11 August 2016 12:38 PM	P Maldaka	1.0	Actions
Rhodes University Experts List	1.0	Inherited	11 August 2016 9:55 AM	P Maldaka	0.1	Actions
Rhodes University Experts List	0.1	Inherited	11 August 2016 9:55 AM	P Maldaka	0.0	Actions

Showing 1 to 4 of 4 entries

Buttons: Delete, Cancel, Save changes

Figure 5: Setting the previous version live, by selecting "make current"