



Introduction to T4

Terminology

Key terminology and definitions used in this document:

CMS - Content management system	Program enabling the development, updating, management and publishing of web content by multiple users.
Content	Text, images, videos and downloadable files are all different forms of web content. They are all added to web pages using specific templates with the T4 Sitemanager.
Contributor	The name given to a T4 user with permissions to add/edit content.
Hierarchy	The arrangement of pages or site structure. A 'parent' page is at a higher level and a 'child' page lies below a parent.
Moderator	The name given to a T4 user with permissions to add/edit content, approve content for publishing, add new sections to the website and alter the site structure.
Page	The collection of content that may be viewed at a specific URL on the website.
Phase 1	The initial development phase of the over-arching project to create a comprehensive, engaging and fully functional website experience to represent the Faculty of Humanities. Phase 1 is concerned with creating the web presence of all Schools.
Phase 2	The second stage of web site development which will focus on additional functionality and review and refresh content previously given a lower priority, such as research pages.
Power User	The name given to high level T4 users. They have permissions to moderate content and publish to a live website.
Sitemanager	The 'back-end' of T4; the online platform used to manage website content.
T4	The CMS used by The Faculty of Humanities in The University of Manchester.

T4 access levels

T4 users may be assigned different levels of access to the system. This help to make content production, editing and workflows easier to manage. It also allows the Faculty to run efficient publishing and editing process that maintain high standards and levels of compliance.

The levels of access are as follows:

Access level	Members	Rights
Administrator	Central Marketing Team	Full system access and additional rights
Power User	Faculty Web Officers	
Moderator	Web Content Editors	Add/edit content Add/edit sections Add/edit templates Approve contributor submissions
Contributor	School users	Edit existing content Add new content to existing sections

As a T4 Contributor you *can*:

- See all the pages within your area of responsibility
- Add/edit/delete content within existing pages (these changes will be approved or amended by your School Web Content Editor prior to being applied to the live web site)
- Use a variety of page templates: text content only, content with image(s) and content with embedded video

As a T4 Contributor you *cannot*:

- Add new sections (pages)
- Approve pages – contributors can only submit pages to their Moderator (i.e. the School Web Content Editor)

Gaining access

Each School has a Web Committee that ensures all areas of the Website have an allocated T4 Contributor, keeps a list of T4 Contributor and reviews this list periodically.

If you think that you need access, please contact your Divisional Web Representative or Head of Subject. Once trained, users will be granted Contributor access so they can update and add content to the appropriate pages.

T4 Contributors will also work directly with their dedicated School Web Content Editor to manage and maintain content on higher level pages.

The number of accounts within each School will be limited to those required to update pages regularly.

T4 access is not required in order to carry out or nominate isolated or small-scale changes to the website or to other IT-related resources (such as enabling University email address access or correcting misspelt names online). These simple editorial changes can be carried out by:

- A T4 Contributor with access to the relevant section(s) of the web site (normally your Divisional Web Representative)
- Your School's Web Content Editor

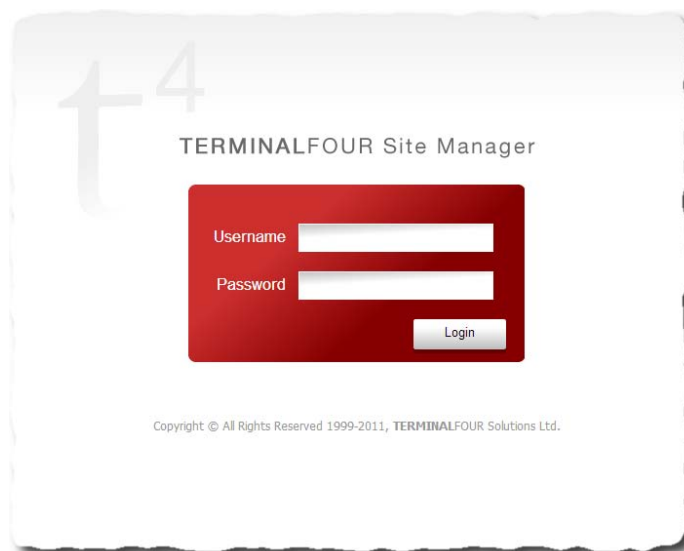
Training

It is vital that all T4 Contributors understand how the CMS works so that they create correctly formatted pages that meet all layout, usability and writing guidelines.

This guide and related documents provide an overview and instructions for all the T4 tasks which people with Contributor permissions are likely to require – please use it as a reference guide.

Opening T4

To access T4 Sitemanager go to <https://sitemanager.manchester.ac.uk/> where you will see this screen: Input your username and password and click 'login'. Note that your T4 username is the same as the username used to access other online University services, but your password is specific to T4. If you forget your password or cannot remember your login details, please use Remedy to contact your Web Content Editor.



Once you have successfully logged in, you will see a page within T4 Sitemanager which displays all the web site areas to which you have been granted editorial access.

