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Cascade

Cascade Workspace

Dashboard

The Dashboard is where you can check Notifications for publishing issues, hop to one of your favorite Sites or My Content, check the broken link and stale content reports, and much more. You can get to the Dashboard by logging into Cascade or selecting the Cascade CMS icon on the top-left corner of the browser.

My Content

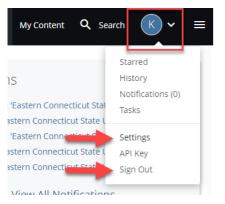
The My Content menu item (1) provides access to some of the most frequently used features of an active Cascade user:

- Recent: the most recent assets you've reviewed or edited
- Owned Content: assets assigned to you to maintain
 Drafts: assets you were working on but did not submit
 - create an asset and do not save it
 - update an asset and do not save it
- Tasks Assigned to Me (2) : tasks on assets you own

C SITE: Go to a Site		My Content Q Search 🤘 🗸 🗮
Welcome back Kathryn Rasimas + Add Widget CReset Dashboard	New Content Bastern Connecticut State University No Starting Page is configured for your user in this site. Details	Notifications × Unpublish of Page 'Eastern Connecticut State University:Instruc Publish of Page 'Eastern Connecticut State University:Instructio Unpublish of Page 'Eastern Connecticut State University:Instruct Publish of Page 'Eastern Connecticut State University:Instructio
My Sites	No default Content Wizards are available for your user in this site. Details	Publish of Page 'Eastern Connecticut State University:instructio View All Notifications
Eastern Connecticut State University You have not visited any sites recently. Only recently visited sites are shown. Use the Go to a Site dropdown above to explore all Sites you have access to.	My Content Starred Recent Owned Content Drafts Locks You have no starred assets.	Content to Review Gastern Connecticut State University No assets with review dates.
My Upcoming Tasks + Add a Task Name Due You have no tasks.	Stale Content © Eastern Connecticut State University	Link Checker ⊕ Eastern Connecticut State University
My Workflows You have no active workflows or workflows waiting to be assigned	226 TOTAL	124.7k / 1.59M Reported broken links (7.85%) 12.5k / 12.7k Assets with broken links (98.9%)

Account

To view Starred content, History, Notifications, Tasks, Settings and to Sign Out located the circular initial icon in the upper right corner and click the chevron to drop down the menu of options.



• To reset the password click Settings > scroll down to the change password fields. Credentials for Cascade and other Eastern applications such as O365 are not shared, if you are unable to sign in to Cascade please reach out to Jason Wheat in University Relations at wheatj@easternct.edu for a password reset.

Settings	Cancel	Submit
Default Site Choose Site Notification Duration Default Change Password	Click Su to save passw	new
Password		
Confirm password	Enter n	ew
	passwo	

Types of Content Rows

The Content Row begins with one column and can hold up to 12 columns. Additional columns can be added by clicking the column's green plus sign. The Content Row area will also list the Content Type, depending on what kind of information you have different Content Types can be leveraged.



See the below link and attached resources from University Relations for more information about the different Content Types:

Types of Content Row UR - Eastern (easternct.edu)

Are you struggling at getting your content to flow or look the way you'd like it to? Reach out to your web developer or stay tuned for more training opportunities. Learn how to:

- Pick which content row is right for your content
 Utilized "highlights" when applicable
 Understand SEO (search engine optimization) to get your page found on Google

Contact Jason Wheat at wheatj@easternct.edu