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Cascade Workspace

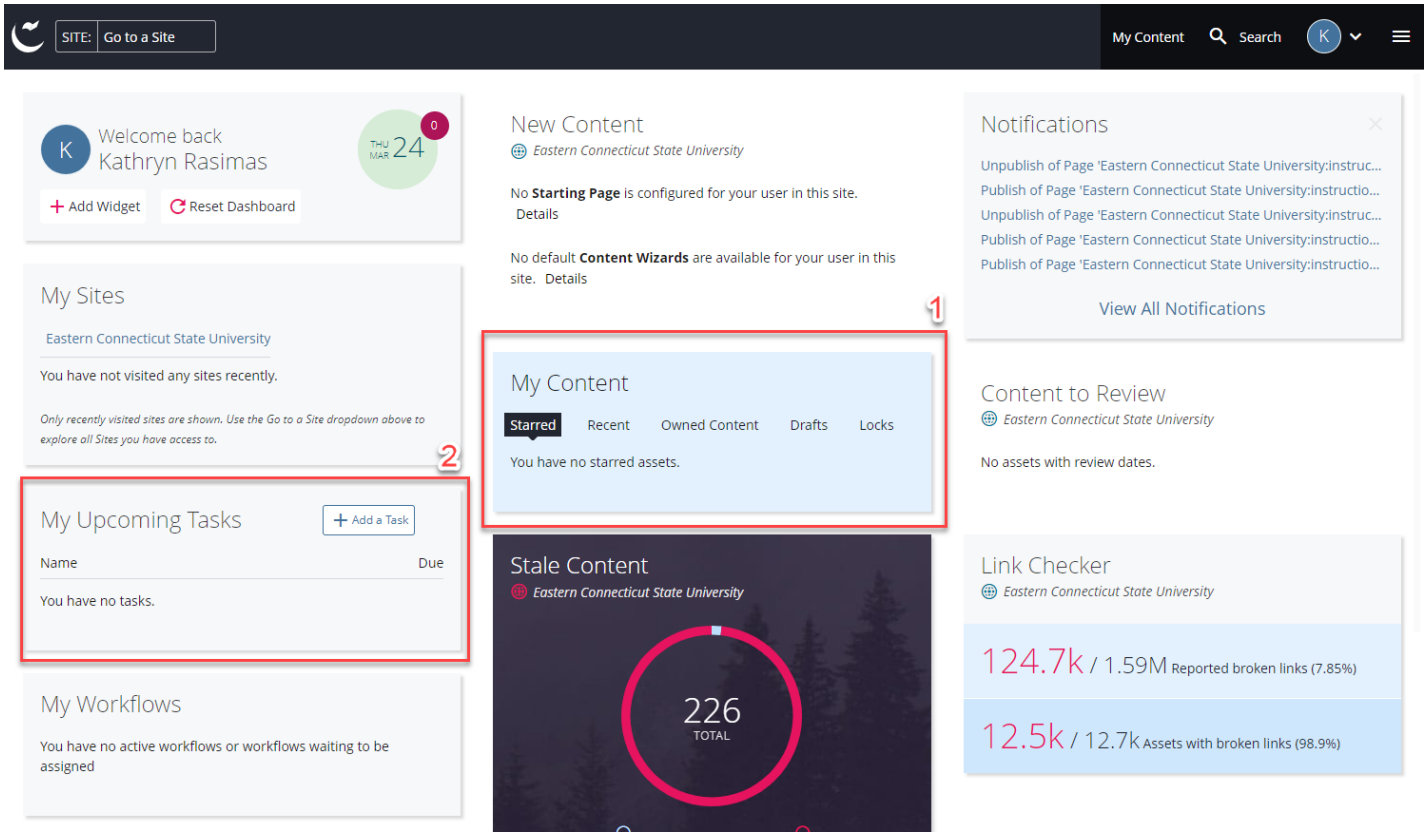
Dashboard

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

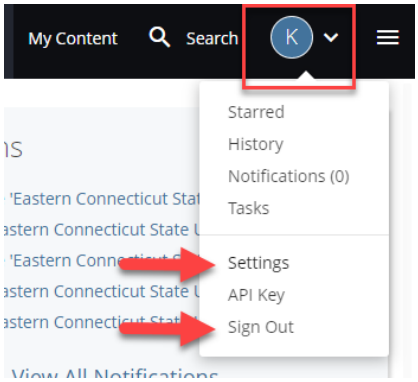
The My Content menu item (1) provides access to some of the most frequently used features of an active Cascade user:

- **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

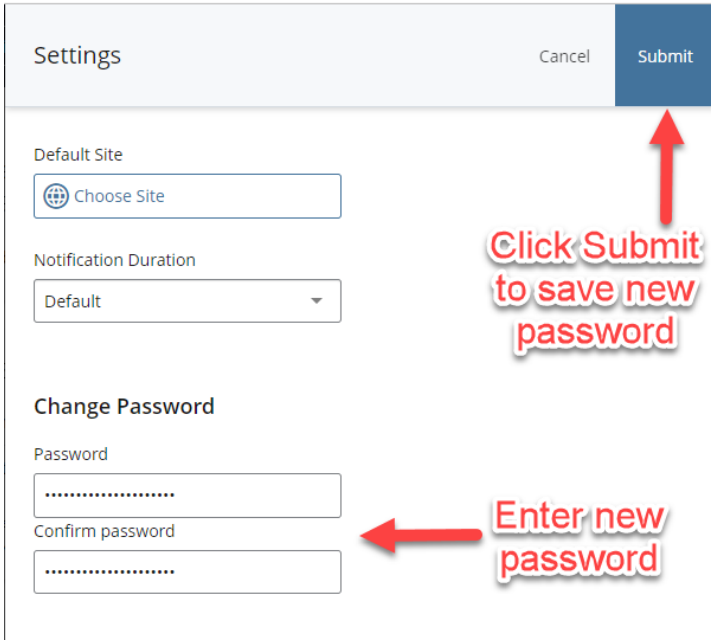


Account

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.

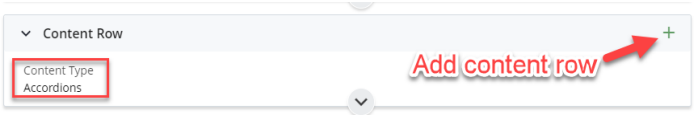


- To reset the password click Settings > scroll down to the change password fields. Credentials for Cascade and other Eastern applications such as O365 are not shared, if you are unable to sign in to Cascade please reach out to Jason Wheat in University Relations at wheatj@easternct.edu for a password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


Settings
Cancel
Submit
Default Site
Choose Site
Notification Duration
Default
Click Submit to save new password
Change Password
Password
Confirm password
Enter new password

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