

My Groups Page

The My Groups page is the default start page for the CMS, with 4 tabs:

- [My Groups](#)
- [Groups](#)
- [Group Broken Links](#)
- [File Browser](#)

My Groups

The **My Groups** tab lists all the Groups you are a member of.

- Clicking the title of a Group will bring you to that Group's sub-site landing page.
- Clicking **View Members** will bring you to a list of all the users for that group. If you are an Admin of that group, you will be able to add, manage and remove users from there.
For more information, see: [User Management](#)
- Clicking **List** will bring you to the list of all content created for the relevant Group's sub-site.

The screenshot shows the 'MY GROUPS' page. At the top, there is a breadcrumb 'USM Home > My Groups'. Below the title 'MY GROUPS', there are four tabs: 'My Groups' (active), 'Groups', 'Group Broken Links', and 'File browser'. A table lists groups with columns for 'GROUP', 'MEMBERS', and 'CONTENT'. The groups listed are 'Admission' and 'Computing Services'. For each group, there are links for 'View Members' and 'List'. On the right side, the user's name 'ALFRED.E.NEWMAN' is displayed, along with a dropdown menu containing 'My Groups' and 'Log out'.

GROUP	MEMBERS	CONTENT
Admission	View Members	List
Computing Services	View Members	List

Groups

The Groups tab lists all the groups that exist within the CMS.

- Clicking the title of a Group will bring you to that Group's sub-site landing page.
- Clicking **View Members** will bring you to a list of all the users for that group. If you are an Admin of that group, you will be able to add, manage and remove users from there.
For more information, see: [User Management](#)

The screenshot shows the 'GROUPS' page. At the top, there is a breadcrumb 'My Groups > Groups'. Below the title 'GROUPS', there are four tabs: 'My Groups', 'Groups' (active), 'Group Broken Links', and 'File browser'. Below the tabs, there is a search section with a 'Title' label, a dropdown menu set to 'Contains', an input field, and an 'Apply' button. A table lists groups with columns for 'GROUP', 'DESCRIPTION', and 'MEMBERS'. The groups listed are 'About USM', 'Academics', and 'Admission'. For each group, there are links for 'View Members'.

GROUP	DESCRIPTION	MEMBERS
About USM	About USM portal	View Members
Academics	Academics portal group	View Members
Admission	Admission portal	View

Group Broken Links

This tab lists links that do not work for any content within any group you are a part of, regardless of who created or has since edited that content. The CMS checks links each night, and the screen may indicate that not all links have been checked in the yellow information box.

- The **GROUP** column is sortable.
 - The **NODE** column is sortable and lists the title of each node (Page, Event, News Item, Slideshow Slide, etc.). Click a title to edit the content and fix the link(s).
 - The **URL** column lists the broken link(s) within that node and basic information about the error(s)
- NOTE: Detailed information about each link is shown at the top of the edit screen for the given node (see Node Edit Screen image below)

Remember: Internal links never fail

Whenever possible, use [Internal Links](#) within the CMS to minimize broken links

GROUP	NODE	BROKEN LINKS
Academics	Courses & Registration	<ul style="list-style-type: none"> • http://mainelaw.maine.edu/student-servic... (Error 404: Not Found)
Academics	Academic Resources	<ul style="list-style-type: none"> • https://cmsprod01.doit.usm.maine.edu/suc... (Error 404: Not Found) • https://cmsprod01.doit.usm.maine.edu/suc... (Error 404: Not Found)
Academics	Pre-College Programs for High Schoolers	<ul style="list-style-type: none"> • https://cmsprod01.doit.usm.maine.edu/suc... (Error 404: Not Found)
Academics	Professional and Continuing Education	<ul style="list-style-type: none"> • https://cmsprod01.doit.usm.maine.edu/udp... (Error 404: Not Found)
College of Science, Technology, and Health	Role of Nurse Practitioner in Healthcare Subject of International Visit	<ul style="list-style-type: none"> • https://cmsprod01.doit.usm.maine.edu/nod... (Error 404: Not Found)
College of Science, Technology, and Health	Members of USM's Athletic Training Education Program Use AED to Save Referee's Life	<ul style="list-style-type: none"> • https://cmsprod01.doit.usm.maine.edu/ehs... (Error 404: Not Found)
College of Science, Technology, and Health	Project Login Reception at USM	<ul style="list-style-type: none"> • http://www.projectlogin.com/events-and-a... (Error 404: Not Found) • http://www.projectlogin.com/maine-public... (Error 404: Not Found) • http://www.projectlogin.com/explore-jobs... (Error 404: Not Found) • http://www.projectlogin.com/events/campu... (Error 404: Not Found)
College of Science, Technology, and Health	Other scholarships for students in the College of Science, Technology, and Health	<ul style="list-style-type: none"> • http://same-piscataqua.org/index.php/edu... (Error 404: Not Found)
College of Science, Technology, and Health	Junior Engineering and Mathematics Camp on Portland Campus	<ul style="list-style-type: none"> • http://mmsets.org/images/docs/summer-por... (Error 404: Not Found)

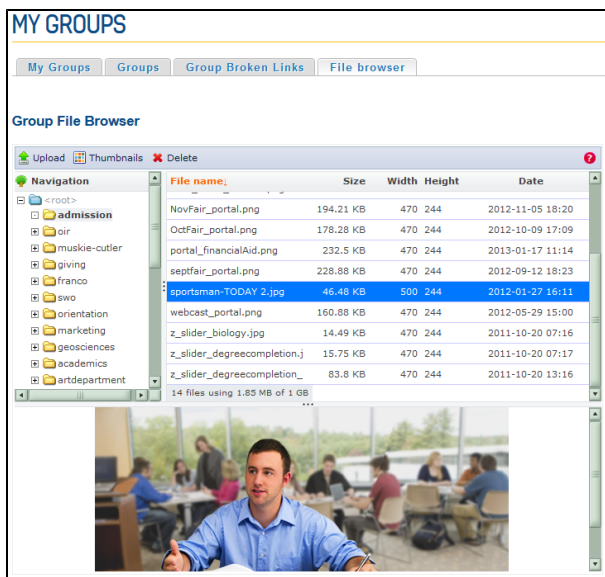
Node Edit Screen



File Browser

The File Browser shows one folder for each Group you have access to. Each folder contains that Group's non-CMS files (PDF files, Excel files, any uploaded images – such as [Slideshow Slide](#) images, [Gallery Images](#) – etc.).

- Allowed file extensions: .pdf, .gif, .png, .jpg, .jpeg, .doc, .docx, .dot, .dotx, .xls, .xlsx
 - NOTE: PowerPoint files are not allowed, but you can save your PPT file as a PDF and upload it that way.
- Maximum file size: 8 MB



Use the links at the top to manage the files in each folder.

- **Upload**
Launches a pop-up window to find and upload a file from your computer
Checking the **Thumbnail** option when uploading images will create a thumbnail in addition to saving the full image

If replacing, DELETE first!

If you wish to replace an existing file, you must delete the old file first. Uploading a file with the same name will result in a new, separate file with a number appended to the end of the filename, as seen here:

Original File: **GradReqs.PDF**

Uploaded File with same name becomes: **GradReqs_0.PDF**

- **Thumbnails**
Select an image file in the File Browser, then click this link to create a thumbnail for that image
- **Delete**
Deletes file from system
Requires confirmation

Be absolutely certain!

Before you delete any file, check with all other publishers and admins to make sure no other content is currently linking to that file. If such a link exists and the file is deleted, users will get an error. This would appear on the [Group Broken Links](#).

