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.

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

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

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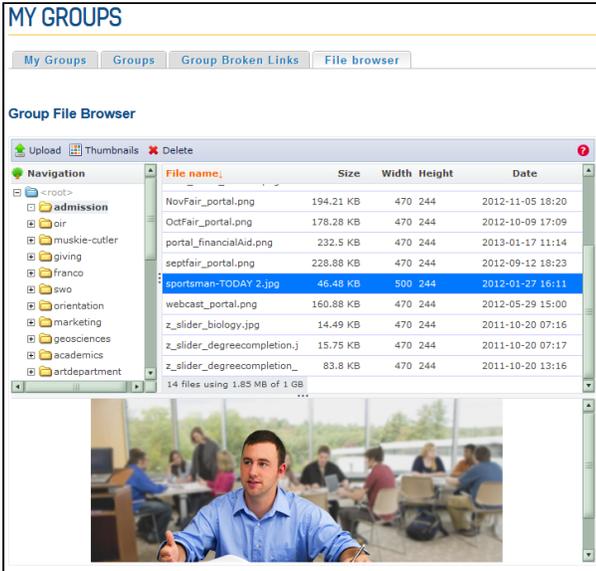
Use the links at the top to manage the files in each folder.

- **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.