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**dotCMS CONTENT MANAGER LEVEL I AGENDA****PRE-REQUISITES: NONE***Session One*

*Start: 8:30 AM – 11:45 AM*

*Lunch: 11:45 AM – 12:45 PM*

*End: 12:45 PM – 5:30 PM*

1. Breakfast with dotCMS - Introductions (30 mins)
2. Login / User accounts (15 mins)
3. dotCMS Basics (2 hrs)
  - a. Website Browser:
    - i. File tree contains anything that can be referenced by URL: files, html pages, etc... (folder right-click options, etc,) (15 mins)
    - ii. Available actions for each asset on file tree (Publish, Un-publish, archive, show archived, move, copy, restoring previous version (30 mins)
      1. Publish / Un-publish
      2. How to Archive / Delete- Archive vs. Delete
      3. Copy / Paste / Move
      4. Versioning
    - iii. Create all new items (45 mins)
      1. Folder
      2. HTML Page
      3. Image or File
      4. Multiple Files
      5. Menu Link
    - iv. How to add items to Navigation (15mins)
      1. Folder
      2. HTML Page
      3. File
      4. Menu Link
    - v. Creating Multiple websites with dotCMS (15 mins)
4. Website Browser Tabs- HTML Pages, Files, Menu Links (1hr)
  - a. Search filters
  - b. Right-click item options
  - c. Reordering search results
  - d. Q & A (15 mins)

LUNCH BREAK *11:45 AM – 12:45 PM* (1 hr)

5. dotCMS Basics (continued )(1 hr 15 mins)

a. Website Browser (continued)

- i. Trainee Exercise (1 hr)
- ii. Q & A (15 mins)

b. Managing Content (1 hr 30 mins)

- i. Types of Content
- ii. Add New Content
- iii. Search for Content
- iv. Ordering search results
- v. Edit Content
- vi. Trainee Exercise (30 mins)
- vii. Q & A (15 mins)

c. Creating a new web page (1h 15 mins)

- i. Page properties
- ii. Edit, Preview, and Live Mode
- iii. Adding and / or reusing content
- iv. Reordering content (Move Up and Move Down)
- v. Page Properties → Changing the HTML Page Template
- vi. Webpage Metadata
- vii. View Statistics
- viii. Trainee Exercise (30 mins)

6. Final Review: Questions and Answers (45 mins)

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**dotCMS CONTENT MANAGER LEVEL I AGENDA**  
*Session Two*

*Start: 8:30 AM – 12:30 AM*

*Lunch: 11:45 AM – 12:45 PM*

*End: 1:30 PM – 4:30 PM*

1. Breakfast with dotCMS - Introductions (30 mins)
  
2. Permissions (1 hr)
  - a. Basic permission settings
  - b. How Roles affect the dotCMS login
  - c. Account views based on role
  - d. How permissions affect workflow
  - e. Trainee Exercise (30 mins)
  - f. Q & A (15 mins)
  
3. Workflow (1hr 30mins)
  - a. Ordering workflow
  - b. Workflow status options
  - c. Managing your tasks (30 mins)
  - d. Trainee Exercise (45 mins)
  - e. Q & A (15 mins)

**LUNCH BREAK** *11:45 AM – 12:45 PM* (1 hr)

4. Organizing and Relating Content (1h 45 mins)
  - a. Tagging content from Structures
  - b. Categories/Taxonomy
  - c. Relationships (30 mins)
  - d. Trainee Exercise (1 h)
  - e. Q & A (15 mins)
  
4. Events Calendar (1 hr)
  
5. Final Questions and Answers session (45 mins)