


















































Administration Tree Node Types

To understand your administration to the full ability you should recognise and use the nodes as best as you can. The next two pages detail what the base functionality of the nodes are and how they may appear in the tree.

Node	Name	Use	Position in Tree	Associated Node	Associated Node Name
Folder Nodes					
	Folder - Published	This creates the menu navigation for your website. Sitting under the Folder will always be a 'Page' which holds the content for your website.	Directly off the Trunk or Branch of the tree. Could be seen as a branch in the Offsite 'Organisation Folder'		Navigation Folder - Drafted
	Organisation Folders	These are a permanent folders created by the development team. They house items which do not display on your website and allows organisation of your tree. These folders do not has a workflow status of draft or published, they are static folders.	Always sits on the root of the tree. May have other 'Folders' branch off it.		Image Library
					File Library
					Recycle Bin
	Object Picker Folder	This folder has additional Object Picker Folders underneath it. They are automatically generated by the system and hold all the DCM items that you have created. e.g. Forms	Always sits at the bottom of the root of the tree.		
	Image Gallery - Published	An Image Gallery Folder holds multiple 'Image' nodes under it and then once inserted into your page will display the images in a gallery format that you specify.	Rule of thumb; Sits under the 'Page' that you are inserting the gallery into.		Published Multi-homed Image Gallery
					Drafted Image Gallery
					Drafted Multi-homed Image Gallery
	Image Fader Gallery - Published	An Image Fader Gallery Folder holds multiple 'Image' nodes under it and then once inserted into your page will fade the images into each other with the timings you specify.	Rule of thumb; Sits under the 'Page' that you are inserting the gallery into.		Published Multi-homed Image Fader Gallery
					Drafted Image Fader Gallery
					Drafted Multi-homed Image Fader Gallery
	Media Gallery - Published	An Media Gallery Folder holds multiple 'media' video nodes under it and then once inserted into your page will display the video in a revolving and moving gallery format that you specify.	Rule of thumb; Sits under the 'Page' that you are inserting the gallery into.		Published Multi-homed Media Gallery
					Drafted Media Gallery
					Drafted Multi-homed Media Gallery
	Administration Folder - Published	This is for your developer only and normally you do not have access to it.	At the very top of the tree. Occasionally elsewhere		Administration Folder - Drafted
	Online Shop	This is the integrated folder which holds the assets for products on a Level 3 - online shopping - site.	Directly off the Trunk or Branch of the tree.		

Administration Tree Node Types cont

Node	Name	Use	Position in Tree	Associated Node	Associated Node Name
Page Nodes					
	Page - Published	These will always appear with a 'Folder' on your website. They contain all your content and SEO information for your website. A Multi-homed Page is a page that has been duplicated.	Always directly off a 'Folder' and can be on either the Trunk or a Branch as required		Published Multi-homed Page
					Drafted Page
					Drafted Multi-homed Page
	ColdFusion Page - Published	The ColdFusion page may appear if you have a specially coded page on your website. You can not get to the page content of this page, however you can still SEO the ColdFusion Page	Always directly off a 'Folder' and can be on either the Trunk or a Branch as required		Published Multi-homed ColdFusion Page
					Drafted ColdFusion Page
					Drafted Multi-homed ColdFusion Page
	CSS Style Sheet - Published	This is for your developer only and normally you do not have access to it.	At the very top of the tree. Occasionally elsewhere		Drafted CSS Style Sheet
	Redirect - Published	Used to have a menu navigation but redirect the link to another page on your website or and external website	Always directly off a 'Folder' and can be on either the Trunk or a Branch as required		Drafted Redirect
Asset Nodes					
	Image - Published	This is the node that holds the 3 image sizes available for insertion to your website via the Page. A Multi-homed Image is indicating that the exact same image is used on several pages.	Rule of thumb; the image asset sits directly under the 'Page' the image is being inserted into. They can be uploaded to the Image Library. You will also find them under a Image Gallery or Image Fader Folder		Published Multi-home Image
					Drafted Image
					Drafted Multi-homed Image
	Media - Published	A media node holds many different types of media types. e.g movies / audio/ google maps / html code etc.	Rule of thumb; the image asset sits directly under the 'Page' the image is being inserted into. They can be uploaded to the Image Library. You will also find them under a Media Gallery		Published Multi-home Media
					Drafted Media
					Published Multi-home Media
	File - Published	A file nodes hold several different types of files, the most common to be uploaded are .pdf's and .xls's files. Generally think of your office suite and the word, spreadsheet documents will be uploaded using this File format	Rule of thumb; the file asset sits directly under the 'Page' the file is being inserted into. They can be uploaded to the File Library.		Published Multi-home File
					Drafted File
					Drafted Multi-homed File
	Object - Published	An Object is any item that has been created via the DCM. These are automatically generated as soon as you create it via the DCM	Will always appear under the relevant Object Folder at the bottom of the Tree		Drafted Object
	Generator - Published	A generator acts as a link between certain DCM items and your website. e.g. it controls how you wish to have news and events display on your website	Rule of thumb; the generator asset sits directly under the 'Page' the generator is being inserted into.	