



OmniUpdate Web Content Management HELP Documentation


Editing Text in an Existing Web Page and Publish Page


1. Navigate to the web page to be edited.
2. Click on the © 2009 at the bottom left of the page to login.
3. Login with your ECom user name and password.
4. Click on the **edit button** above the area to be edited. 
5. Make the necessary changes similar to using word processing software.
6. Click the **save button** after changes are complete. 
7. The page will be redirected to a preview pane where changes can be reviewed for accuracy.
8. From the preview page there are several options depending on the user access.

Option 1

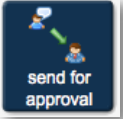
- a. If there are additional changes, click on the **edit button** and the page will revert back to the edit page.
- b. Repeat steps 4, 5, & 6.

Option 2

- a. If there are no additional changes and the page is ready to publish, click on **publish now**. 
- b. The page will redirect to a page that will ask if the page is ready for publishing. Please enter a brief description of the changes made. Click the **publish button**.
- c. The page will redirect to a page confirming publication and will give options for viewing the published page: view in this frame, view in this window, or view in new window.



Option 3

- a. If the user does not have access to publish a page, after saving the changes, the page will redirect to the preview page where changes can be reviewed.
- b. If there are no additional changes and the page is ready for approval, click on **send for approval**. 
- c. A message box will appear and the **To:** field will default to the administrator set up for each user. Be sure to check **Send external email** so the message will also be received by the administrator in their email as well as their OU dashboard.
- d. After the message is sent, the page will redirect to a page confirming the message was sent.