

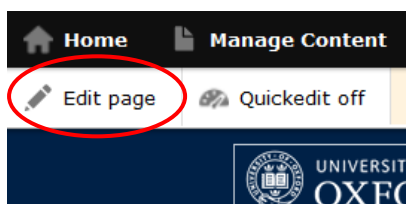
UAS Mosaic – Editing, saving, publishing, reverting, preview links

1. Editing

To edit your page, go to the 'Manage Content' menu, identify the page you want to edit, and click edit:

<input type="checkbox"/>	Type	From Template	Author	Updated	Published	Shared from	Shareable	Used on Site(s)	Operations
<input type="checkbox"/>	Careers	Page > Page	Content page text	otss0862	25 Mar 2019 12:11	Yes	No	Site 8	edit delete

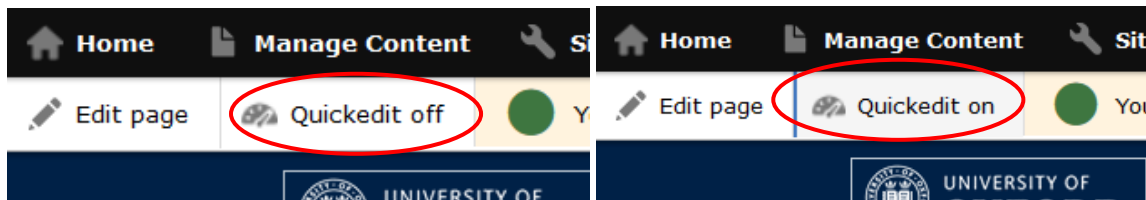
- When viewing the page you wish to edit, click 'Edit page' in the top left corner:



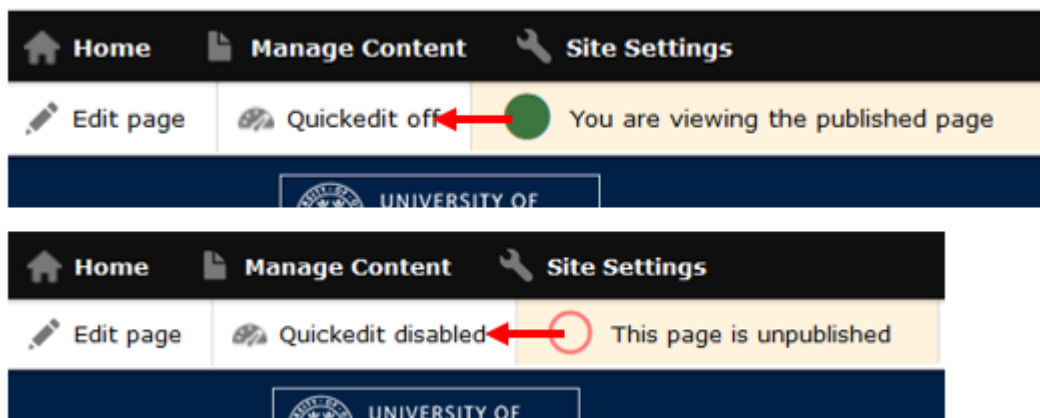
1a. Quickedit (Editors only)

If you are an editor you can also use the Quickedit option:

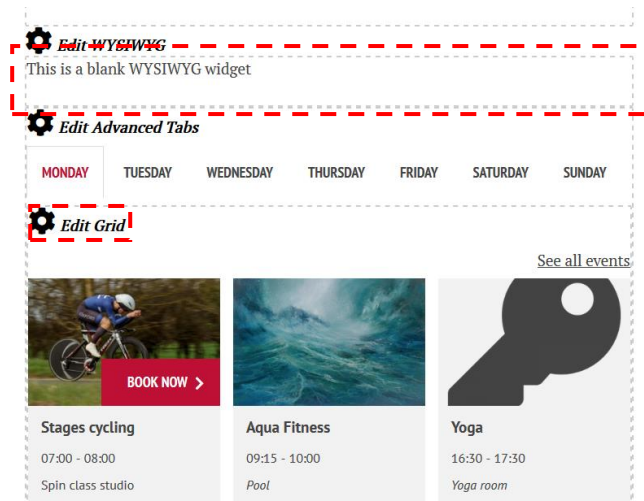
- Click the button to change from 'off' to 'on':



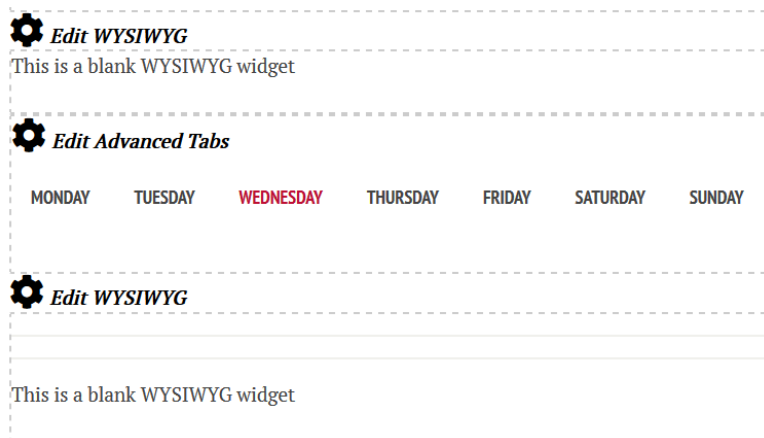
Note - Quickedit is only available on published pages. This is shown by the green icon in the top menu – if the page is not yet published the icon is red, indicating that Quickedit is disabled:



- Once you have turned on Quickedit, each widget is shown within a dashed line. Linked to each of these boxes, is an editing icon for that widget.
- Click this icon to edit that widget.



- In the example above the page has a WYSIWYG widget at the top, followed by an Advanced Tabs widget. The Monday tab contains a Grid widget. Each of these three widgets can be edited using Quickedit.
- Quickedit cannot be used to edit listing pages directly:
 - If the grid or listing content listing is 'static' then it can be edited by first selecting 'edit grid',
 - If the content 'filtered' or 'selected' it must be edited through the 'filtered' or 'selected' content items that populate it using the 'Manage content' menu.
- In the above example, the widget within each Tab is available for editing using Quickedit when each specific tab is selected – e.g. the WYSIWYG widget in the Wednesday tab:



- Clicking on the edit icon opens a new window in which you can edit your content. **Remember to save your changes** - scroll to the foot of the page and click on Save. **Note** - When you edit content using Quickedit, once saved the published version of the page is updated so your changes are immediately live.

2. Creating new revisions as draft or published pages

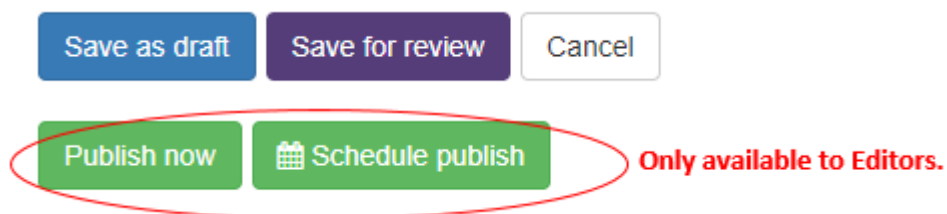
All content revisions pass through an optional content workflow, within which there are three states:

- *Draft* - Content is in the process of being created/updated. While in this state the changes remain unpublished and your current published version (if one exists) is displayed to site visitors.
- *Needs review* - Content which has been authored and is considered ready to be published by the author but needs checking and publishing by an Editor.
- *Published* - Only one published version exists at any one time. If a *Draft* or *Needs review* version is marked as *published*, this version will replace the current published version.

Only published content is displayed to site visitors.

When creating new content, or when editing existing content, a revision of that content is created or updated each time you save it. To save a revision in one of the workflow states, click the appropriate button:

(See [further information about scheduling publication](#))



A previous published version can be viewed and reverted to using the controls in the 'Moderation' section of the page edit mode - see ['Moderating a revision'](#).

2a. Limits to the number of revisions

- All revisions created in the last calendar month will be retained.
- At the beginning of the following month the most recent 10 revisions from the last calendar month will be retained and the rest deleted.

Note – if you know you will wish to retrieve an aspect of an old version of the page, you may therefore need to delete some more recent versions of the page, so that older content is not removed during the month-end-clear-out.

2b. Moderating a revision

There are three ways to move a revision between workflow states. **Note** - Contributors can only move content between *Draft* and *Needs Review*.

i) Use the 'Save' buttons on the page edit screen

Edit the page and re-save the revision in a new state by clicking the appropriate button. See the 'Creating new revisions' section, above.

ii) Use the controls in the Moderate screen

Identify the page you want to update, and click to edit the page. Click on the 'Moderate' tab to view the moderation screen. This page lists the revisions of the current page, showing the published revision in green and 'in progress' revisions in red. You can click on the buttons on the revision in progress to transition it to a new state.

Edit draft Moderate Settings				
Revision	Title	Date	Revision actions	Moderation actions
433026	Ten good reasons to use Mosaic Revised by out0402	5 Apr 2018 10:26	View	This is the published revision. Unpublish Schedule unpublish
1076941	Ten good reasons to use Mosaic - My work in progress draft Edited by out0402 Revised by out0402	5 Apr 2018 10:26	View Delete	This is the current revision. The current state is Draft. Submit for review Publish now Schedule publish

iii) Use the controls in the *Manage Content* page (Editors only)

Do not use this option at the present time and until you are notified that it can be used.

This option is not available to Contributors.

2c. Schedule publish and unpublish (Editors only)

The 'schedule publish' option enables you to choose the day and time at which content will be published, and therefore will be visible on your page. This can be used to publish draft pages at a specific time, and to make updates to a page which is already live.

- Click 'Schedule publish', and from the window which appears select the date and time at which you want your content to be published using 24 hour time format.
- To revise or cancel a scheduled publishing, use the 'Moderate' screen. Click 'Schedule publish' and either give a new date/time and click 'save', or click 'remove this scheduled publish'.
- From the 'Moderate' screen you can also indicate when you want your content to be unpublished. Click the 'schedule unpublish' button in the green area (which indicates this is the published version) and select the date/time.

publish this page on:

Date	Time
<input type="text" value="29/03/2019"/>	<input type="text" value="12:30"/>
Save	Remove this scheduled publish Cancel

Note – when you unpublish a page, it becomes invisible to site visitors. It does not revert back to a previous version. Instead your site visitors will receive a message saying they do not have permission to view the page.

3. Reverting to previous versions

To revert to a previous version of a page:

- From the editing page, select the 'Moderate node'.
- To be able to revert to a previous version, there must be a currently published version. In the example below there is no published version, so an option to revert is not available.

History of *test-peter*

Currently there is no published revision of this node.

No published revision, so no revert option in this menu

Edit draft Moderate Settings

Revision	Title	Date	Revision actions	Preview link	Moderation actions
2194596	test-peter Edited by otss0862. Revised by otss0862	29 Mar 2019 11:19	View	Generate preview link	This is the current revision. The current state is <i>Draft</i> . Submit for review Publish now Scheduled publish
2194601	test-peter Edited by otss0862. Revised by otss0862	29 Mar 2019 11:19	View	Generate preview link	

- If you do not have a published version, publish your most recent version – even though you know it is not the version you ultimately want published – and then return to the moderate screen.
 - **Note** - Contributors need to ask an Editor to publish their recent version so the Revert option becomes available to them.
- If you have a published page then the option to revert to a previous version will be available next to all previous versions:

History of *test-peter*

New draft Moderate Settings

Revision	Title	Date	Revision actions	Preview link	Moderation actions
2194596	test-peter Edited by otss0862. Revised by otss0862	29 Mar 2019 11:29	View	This is the published page	This is the published revision. Unpublish Schedule unpublish
2194601	test-peter Edited by otss0862. Revised by otss0862	29 Mar 2019 11:19	View Revert Delete	Generate preview link	

- Click revert on the version you wish to reinstate. This creates a current draft version from this older version of the page and is the current revision.
- **Note:** you need to publish this version of the page for it to be the one displayed to site visitors.
- You can also unpublish the live version of the page so it is no longer visible.
- Note also that the revision number will be updated every time you make a change – your content hasn't been removed, it has just been renumbered.

4. Preview links

When a page is saved in draft form, it can only be viewed by those with access to the site – contributors and editors. If you wish to share a page with someone who does not have access then you can create a link to a preview of the page.

Note that:

- Preview links are specific to the version of the page for which it was created. If you create a preview link, and then update the page, the link will take the user to the first version of the page, and not your new version. You will need to generate a new preview link to send to them. This does mean, however, that you can show them multiple versions of the same page.
- If your 'preview' page links to live pages on the site then the user will be able to link to those. If they link to other pages which are only in draft form, however, then they will not have access to those. You will therefore need to create a preview links for that page too.
- The link expires after seven days.
- The could be passed on to other people – it is not specific to a single user and can be used multiple times. Whilst this may be beneficial, consider this if linking to potentially sensitive material.

To create a preview link, go to the Moderate tab, and click on 'Generate preview link' next to the version of the page which you wish to preview. It does not need to be the most recent version if you wish to share an older version of the page.

History of *peter-test-2*

<div> Edit draft Moderate Settings </div>						
Historic revisions may be deleted when you Save or Publish. See the documentation for further information..						
Revision	Has been published?	Title	Date	Revision actions	Preview link	Moderation actions
3323176	✓	peter-test-2 Edited by otss0862. Revised by otss0862	13 Dec 2019 11:13	View	Generate preview link	<p>This is the current revision. The current state is <i>Draft</i>.</p> <p>Submit for review</p> <p>Publish now</p> <p>⌚ Scheduled publish</p>
3323136	✓	peter-test-2 Edited by otss0862. Revised by otss0862	27 Nov 2019 13:52	View Delete	Generate preview link	
3310616	✓	peter-test-2 Edited by otss0862. Revised by otss0862	25 Nov 2019 15:30	View Delete	Generate preview link	

V.2 Updated 13/12/19

This will give a url for this specific version. Copy the url and put it as a link in an email.

History of *peter-test-2*

[Edit draft](#) [Moderate](#) [Settings](#)

Historic revisions may be deleted when you Save or Publish. See the [documentation](#) for further information..

Revision	Has been published?	Title	Date	Revision actions	Preview link	Moderation actions
3323176	✓	peter-test-2 Edited by otss0862 Revised by otss0862	13 Dec 2019 11:13	View	Generate preview link	This is the current revision. The current state is <i>Draft</i>. Submit for review Publish now 🕒 Scheduled publish
3323136	✓	peter-test-2 Edited by otss0862 Revised by otss0862	27 Nov 2019 13:52	View Delete	Generate preview link	
3310616	✓	peter-test-2 Edited by otss0862 Revised by otss0862	25 Nov 2019 15:30	View Delete	<div>This unpublished content can be viewed by anyone who is given this URL until 11:15 on Friday, 20 December 2019. Be aware that there is a risk that URLs may be easily shared, and therefore this preview feature should not be used for sensitive content.</div> <div>https://site8.web.ox.ac.uk/mosaic_content_preview/2d73a1c48c398e3c0d1651494fec01a505591204d74206a3337143900e6af7a8</div>	